

Sterling I-9 User Guide

Paper I-9

Sterling | September 2023

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STERLING I-9

Our modern, end-to-end, and integrated I-9 solution helps address the complexity of U.S. employment eligibility with ease and efficiency

At Sterling, we've made it our mission to provide the foundation of trust and safety our clients need to create great environments for their most essential resource, people.

With today's stringent government policies and ever-changing regulations, costly remote hiring, form retention and audit management – an intelligent I-9 solution has never been more important. With investment in our modern, end-to-end I-9 solution, Sterling helps our clients address of complexity of U.S. employment eligibility with ease and efficiency.

HOW STERLING I-9 IS DIFFERENT

- **High Standards of a Single Provider.** We lead the market as an expert in the screening functions with our own end-to-end I-9 solution, allowing us to respond faster to your needs, without relying on additional providers.
- **An Adaptable, Streamlined Solution.** We provide an end-to-end, streamlined screening and I-9 experience – including service, onboarding, and support – that can quickly adapt to changing market and business needs.
- **Modern, Intuitive Experience.** We offer a modern, easy-to-use, mobile-responsive experience for both clients and their employees.
- **Integrated Solution.** Our robust Sterling Integration Platform (SIP) ecosystem streamlines the hiring process with your onboarding and core HR systems.

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Paper Form I-9

Paper Form – Sections 1 & 2

This process can be used to store a paper Form I-9 (Sections 1 & 2) in situations where there is a **previously completed** (historical) paper I-9 OR **technical limitations** prevent completion of Electronic I-9.

Like the process for Electronic I-9 orders, a Paper I-9 can be launched from the Add Onboarding link.

If no candidate record is in the system, click **Launch** next to the **Paper Form I-9 with E-Verify** package on the Sterling I-9 Dashboard tab.

Add Onboarding Close

<input type="checkbox"/> Paper I-9 Price: \$0.00	Launch
<input type="checkbox"/> Paper I-9 with E-Verify Price: \$0.00	Launch
<input type="checkbox"/> Electronic I-9 with E-Verify Price: \$0.00	Launch
<input type="checkbox"/> Reverify Electronic Form I-9 Price: \$0.00	Launch
<input type="checkbox"/> Rehire Electronic I-9 Price: \$0.00	Launch
<input type="checkbox"/> Electronic I-9 Price: \$0.00	Launch
<input type="checkbox"/> I-9 Verifier Network Standalone Price: \$45.00	Launch
<input type="checkbox"/> I-9 Keyed in from Hard Copy (Rehire)	

Choose the version of the Form I-9 that shows on the paper version of the Form I-9. The system can support all past and current versions of Form I-9 template.

Paper I-9 with E-Verify

What version of Form I-9 was completed?

Several versions of Form I-9, Employment Eligibility Verification, have been issued since the form was first introduced in 1987. To determine the version, please review the date printed on the bottom left hand corner of the form, and not the expiration date printed at the top of the form.

Please select the version you are using from the options below:

Current Version of Form I-9 (Rev. 8/1/2023)

Input Section 1 of the completed Form I-9 under Form I-9 Section 1: Employee Information and Verification. If the employee already has an I-9 on file in Sterling, the fields will be pre-filled with data from the most recent I-9.

Enter the employee's start date under Form I-9 Section 2: Employee's First Day of Employment.

Click **Continue**.

Form I-9 Section 1: Employee Information and Verification * Indicates required field

Last Name (Family Name)* First Name (Given Name)* Middle Initial Other Last Names Used (if any)

FORM NEW

Address (Street Name and Number)* Apt # City or Town State/Territory Zip/Postal Code*

123 Main Street N/A Orland Park Illinois 60467

Date of Birth (mm/dd/yyyy)* U.S. Social Security #* Email Address Phone Number

Jan 1 1978 xxx-xx-2222

No SSN in Section 1

Employee attests to being (check one):*

- A citizen of the United States
- A noncitizen national of the United States (see Form I-9 for Instructions)
- A lawful permanent resident
- A noncitizen authorized to work until

Input Section 2 data based on paper I-9 information.

Paper I-9 with E-Verify

Form I-9 Section 1: Employee Information and Verification edit

Name	Ninetofive, Irene
Address	1234 North Street St #N/A Chicago, IL 60606
Date of Birth	6/1/1960
Social Security #	xxx-xx-7777
Eligibility Type	Citizen
Form Version	Form I-9 (Rev. 10/21/2019)

Form I-9 Section 2: Employee's First Day of Employment

Start Date	11/20/2021
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Form I-9 Section 2: Employer Review and Verification * Indicates required field

Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of Form I-9, and record the title, number, and expiration date, if any, of the document(s).

Check one:*

- List A Document
- List B and List C Documents

List B Document Title*

Select

List C Document Title*

Select

The user admin is asked to **Affirm** that information entered matches the paper Form I-9.

Lastly, a scanned copy of the Form I-9 can be attached using the **Choose File** button. All pages (including copies of identification) must be uploaded as a single scanned file.

Click **Continue**.

On the order confirmation page, click **Submit**.

If order included submission to E-Verify, user may be prompted to take additional steps, such as E-Verify photo matching.

Additional Information

Please use the space below to notate any additional information required for Form I-9.

Certification * Indicates required field

I affirm that the information entered above matches the information shown on the attached image of the original Form I-9, and that the original Form I-9 has been properly completed and signed by all required parties.

Attach I-9 PDF File

Paper Form – Supplement B

This process can be used to store a paper Form I-9 (Supplement B) in situations where there is a **previously completed** (historical) paper I-9 Supplement B OR **technical limitations** prevent completion of Section 2 via Electronic Form I-9.

Similar in process for the Electronic I-9 orders, the Paper I-9 can be launched from the Add Onboarding link.

If no candidate record is in the system, click **Launch** next to the **I-9 Keyed in from Hard Copy (Rehire/Reverification)** package on the Sterling I-9 Dashboard tab.

Add Onboarding Close

Price: \$0.00	
+ Paper I-9 with E-Verify Price: \$0.00	<input type="button" value="Launch"/>
+ Electronic I-9 with E-Verify Price: \$0.00	<input type="button" value="Launch"/>
+ Reverify Electronic Form I-9 Price: \$0.00	<input type="button" value="Launch"/>
+ Rehire Electronic I-9 Price: \$0.00	<input type="button" value="Launch"/>
+ Electronic I-9 Price: \$0.00	<input type="button" value="Launch"/>
+ I-9 Verifier Network Standalone Price: \$45.00	<input type="button" value="Launch"/>
+ I-9 Keyed in from Hard Copy (Rehire) Price: \$0.00	<input type="button" value="Launch"/>

Choose the situation that applies to this current order:

Reverification: Verifier will complete Supplement B reverification for a current or rehired employee.

Update Form I-9: Verifier will complete Supplement B to update a current employee's name or an employee that has been rehired (following USCIS guidelines for reuse of previous I-9) who does not require reverification.

Paper Form – Supplement B Reverification

Go to the [Form I-9 Supplement B: Updating and Reverification](#) section.

Enter the employee's updated List A or List C document title, document number, and expiration date to complete the reverification.

Complete the affirmation and attach a copy of the completed Supplement B reverification document.

Click [Continue](#). Review and click [Submit](#).

Paper Form – Supplement B Update or Rehire

Go to the [Form I-9 Supplement B: Updating and Reverification](#) section.

Enter employees [New Name](#) and/or [Date of Rehire](#) (as applicable).

Complete the affirmation and attach a copy of the completed Supplement B rehire document. [Continue](#). Review and click [Submit](#).

Additional I-9 Resources

Looking for something specific? Click on the [Sterling I-9 User Guide Resource Page](#).

I-9 Keyed in from Hard Copy (Rehire)

How will Section 3 of the Form I-9 be completed? * Indicates required field
Please check one of the options below to begin.

Reverification

- Current employee's work authorization or document is about to expire
- Rehired employee's original work authorization or document has since expired

Update Form I-9

- Employee has changed their name
- Employee has been rehired within 3 years of original Form I-9 completion

Form I-9 Section 3: Updating and Reverification

Part A. New Name (if applicable)

Last Name(Family Name) First Name(Given Name) Middle Initial

Part B. Date of Rehire (if applicable)

Month Day Year

Part C. Employee's previous grant of work authorization has expired. The document information below establishes current employment authorization.

Document Title*

U.S. Passport

Passport Number * Expiration Date (if any - m/d/y)

C123456789 Aug 17 2029

Form I-9 Section 3: Updating and Reverification

Part A. New Name (if applicable)

Last Name(Family Name) First Name(Given Name) Middle Initial

Part B. Date of Rehire (if applicable)

Month Day Year