
I-9 Checklist

Login

- To Login go to: <https://uhr.umd.edu/info-services/i9-and-e-verify-system/>
 - Click on "I-9 Complete Login)"
- I-9 creator must use the directory ID and password.

Creating a New Form I-9

- Always search by at least an employee's first and last name before creating a new Employee Profile/Form I-9
- Click on "Create New I-9"
- Select "Create New I-9 for New Employee" or "Create New I-9 for an Active or Inactive Employee."

Employee Profile

- Enter basic information about the newly hired employee: First Name, Last Name, Employer, and Worksite. Optional fields include: Social Security Number, UID (employee ID), employee email address, and Date of Birth. Please enter all Optional field information if available.

Section 1

- Employee must enter in their information either on the I-9 creator's computer or by a link that will be sent remotely via email to them.
- Section 1 must be completed on or before the employee's first day of work.
- Employee must enter their name, address, SSN, DOB, address, contact information, and employment/citizenship status.

- Important:** The social security number is a required field in this section, unless the citizenship status "Alien Authorized to Work" is selected. The SSN is required in order to complete E-Verify. Employees who do not have a permanent social security number are typically those who have a citizenship status of "an Alien Authorized to work." If you select Alien Authorized to Work in Section 1, the SSN is not required. Once the employee obtains their SSN, click the green "Actions" button in Section 1 and select "Request Remote Section 1 Amendment". The employee will update Section 1 with the SSN via the email link and the I-9 creator can proceed with the E-Verify case.

- Employee must electronically sign Section 1 when complete.

Section 2

- Once Section 1 is complete, the I-9 creator will complete Section 2. The employee must provide acceptable documentation from the USCIS List of Acceptable Documents by the third day of employment. The employee must provide one List A document or a document from both List B and C. All documents shown to the employer must be unexpired and original documents. (Exception for TPS recipients/Permanent Residents with expired document and a I-797 please contact UHR) (No copies!)

- Important:** The I-9 creator must scan and upload the following List A documents if presented: U.S. Passport or Passport Card, Permanent Resident Card (Form I-551), or Employment Authorization Document Card (Form I-766).

- The I-9 creator will input the document information in the appropriate section and enter the business name/personal information/start date.
- I-9 creator will sign Section 2.

Section 3

- Section 3 can be completed in the following instances: name change or reverification.