**I-9**

**Login**
- To login go to: [https://uhr.umd.edu/i9](https://uhr.umd.edu/i9)
  - Click on “I-9 Complete (ENGR)”
- Use your directory ID and password to login.

**Employee Profile**
- Once you click on "Create New Form I-9" you will then fill out the Employee Profile section (if this is a new employee).

**Section 1**
- After the employee profile section is completed, Section 1 will need to be completed by the employee either on your computer or you will send them a link.
- Section 1 must be completed **on or before** the employee's start date.

**Section 2**
- The employee will then provide original documentation to you and you will complete Section 2.
- Section 2 must be completed by the **third** day after the employee's start date.

**Section 3**
- Section 3 can be completed in the following instances: new name, rehire (within 3 years of the date the initial electronic Form I-9 was originally completed), or reverification.

Special instructions are available in the instance you need to complete an I-9 for a remote hire.

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**I-9**

**Login**
- To login go to: [https://uhr.umd.edu/i9](https://uhr.umd.edu/i9)
  - Click on “I-9 Complete (ENGR)”
- Use your directory ID and password to login.

**Employee Profile**
- Once you click on "Create New Form I-9" you will then fill out the Employee Profile section (if this is a new employee).

**Section 1**
- After the employee profile section is completed, Section 1 will need to be completed by the employee either on your computer or you will send them a link.
- Section 1 must be completed **on or before** the employee's start date.

**Section 2**
- The employee will then provide original documentation to you and you will complete Section 2.
- Section 2 must be completed by the **third** day after the employee's start date.

**Section 3**
- Section 3 can be completed in the following instances: new name, rehire (within 3 years of the date the initial electronic Form I-9 was originally completed), or reverification.

Special instructions are available in the instance you need to complete an I-9 for a remote hire.
**E-VERIFY**

**Login**
- To login go to: [https://uhr.umd.edu/i9](https://uhr.umd.edu/i9)
  - Click on “I-9 Complete (ENGR)”
- Use your directory ID and password

**Begin E-Verify**
- Once you have completed the Form I-9 for the employee, an E-Verify tab will open next to the Form I-9 tab.

**E-Verify Results**
- The two most common scenarios with E-Verify are Employment Authorized and Tentative Nonconfirmation (TNC).
- Employment authorized means that the information provided on the Form I-9 matches the information found in the DHS and SSA databases.
- A Tentative Nonconfirmation (TNC) is issued when the information provided on the Form I-9 does not match the information in the DHS or SSA databases. When a TNC is issued it must be reviewed with the employee (in private) as soon as possible. The SSA or DHS may send a resolution authorizing work, or may issue a Final Nonconfirmation once the referral process is complete. Final results include: Employment Authorized, Final TNC, DHS No Show, and Error: Close Case and Resubmit.

**Photo Matching**
- Photo matching is where you have to indicate whether or not the photo displayed on the E-Verify page matches that of the document that was provided by the employee. **Do not compare the photo displayed by E-Verify to the employee directly.**