

Upload I-9

The Upload I-9 feature allows you enter the information on a paper Form I-9 and then upload a scanned copy of the paper Form I-9 to enter it into I-9 Management. This feature allows you to convert paper Forms I-9 on your own and add them to I-9 Management. This allows all Forms I-9 to be retained in a centralized database for tracking and reporting purposes. The instructions below explain how to upload a Form I-9 into I-9 Management.

1. To access the Upload I-9 feature, click the **Upload I-9** link on the left navigation bar or click the **Upload I-9** button on the Employee Detail page.

Employee Detail

Name: Aaron Barrymore
 Other names used:
 U.S. Social Security Number: XXX-XX-3333 [Change SSN](#)
 Date of Birth: 04/01/1980
 Address: 107 H Main St
 St. Louis, MO 63146
 E-mail Address:
 Telephone Number:
 Employment Date: 04/12/2013 [Change Employment Date](#)
 TWH Hire Date:
 Termination Date: 04/12/2013 [Change Termination Date](#)
 Work Status: A Citizen of the United States
 Alien Registration Number/USCIS Number:
 I-94 #: [Change I-94 #](#)
 Reverification Due Date:
 Foreign Passport Number:
 Country of Issuance:
 Hire Code: 31Y1122112
 Group: None
 Location: New York [Change Location](#)
 Previous Locations:
 FICA Exempt: N [Change FICA Exempt](#)
 Visa Type: [Change Visa Type](#)
 Title: [Change Title](#)
 Audit Report: [View/Download](#)

Section 3 | **New I-9** | **Upload I-9** | Send to E-Verify | Receipt Update

2. After you click the **Upload I-9** link or button you MUST enter the Section 1 information and click the **Continue** button. The required fields are first and last name, date of birth, and citizenship/immigration status.

I-9 MANAGEMENT

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Upload I-9

There is a maximum size of 1536 KB for the scanned Form I-9 image file you will upload. To complete the Upload I-9 you will enter the Form I-9 information, upload the scanned image of the Form I-9, and then confirm the transaction.

Section 1. Employee Information

Last Name: _____ First Name: _____ Middle Initial: _____ Maiden and Other Names: _____
 Address (Street Number and Name): _____ Apt. Number: _____ City or Town: _____ State: _____ Zip Code: _____
 Date of Birth (mm/dd/yyyy): _____ U.S. Social Security Number: _____ E-mail Address: _____ Telephone Number: _____
 Citizenship/Immigration Status: Citizen Alien Naturalized Citizen
 Alien/USCIS Number: _____ Form I-94 Admission Number: _____
 Work Start Date (mm/dd/yyyy): _____ Signature Date (mm/dd/yyyy): _____
 Employee is an Alien whose work authorization does not expire or has no specific expiration date
 Foreign Passport Number: _____ Country of Issuance: _____
 Employee obtained Form I-944/44A number within the U.S. or entered the U.S. without a foreign passport

Preparer and/or Translator Information

Last Name: _____ First Name: _____ Signature Date (mm/dd/yyyy): _____
 Address (Street Number and Name): _____ City or Town: _____ State: _____ Zip Code: _____

Cancel Continue

3. Enter the Section 2 information by selecting the documents entered on the Form I-9 and clicking the **Continue** button.
4. Enter the document information and click the **Continue** button.
5. Click the **Browse** button, select the scanned copy of the Form I-9 to upload, and click the **Upload I-9** button.

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Upload I-9 Image

Select the file of the I-9 image to upload in a supported format (TIF, GIF, JPG, PDF) and then enter the indexing information and finalize the I-9 on the following pages.
 Note: The maximum file size that can be uploaded is 1536 KB.

Click the Browse button to select the I-9 image file you want to upload:
 (TIF, GIF, JPG, PDF)

6. Confirm the information you entered and the scanned Form I-9 you uploaded are correct before you electronically sign to confirm and complete the upload process. You can view the uploaded image of the Form I-9 by clicking the link at the top of the page. You MUST electronically sign Section 2 and click **Continue** to complete the upload process.

Note:
 A link to view the electronic image of the Uploaded I-9 is displayed at the top of the Employer Review page.

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.
 After verifying that the information is correct, complete the signature block at the bottom of the page.
 This information will only be displayed on the Employee Detail page if this is the active I-9 for the employee.

I-9 Image File: [7a099b32-1ea7-4548-8c09-99b3972165a.PDF](#) [Click the file name to view the image.](#)

Corrected field

Name: Aaron Barrymore
 Other names used:
 U.S. Social Security Number: 444-44-3333
 Date of Birth: 04/01/1980
 Address: 107 H Main St
 St. Louis, MO 63146
 E-mail Address:
 Telephone Number:
 Employment Date: 04/12/2013
 Work Status: A Citizen of the United States
 Alien Registration Number/USCIS Number:
 I-94 #: [Change I-94 #](#)
 Alien Work Until Date:
 Foreign Passport Number:
 Country of Issuance:
 Group: None
 Location: New York [Change Location](#)
 FICA exempt: N [Change FICA Exempt](#)
 Visa Type: [Change Visa Type](#)
 Title: [Change Title](#)

