



DRAFT Employee Self Service Job Aid:
I-9 Completion



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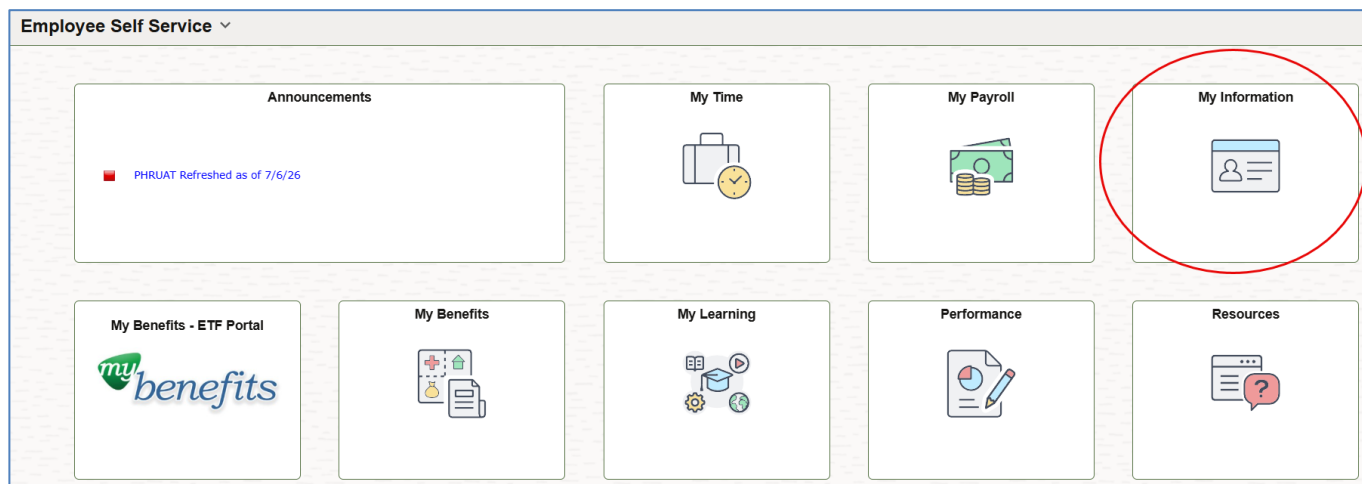
Overview

I-9 functionality has been activated in Employee Self-Service, which allows new employees to complete Section 1 of the US Citizenship and Immigration Services (USCIS) Federal Form I-9, with routing to your supervisor and/or Human Resources staff to complete Section 2.

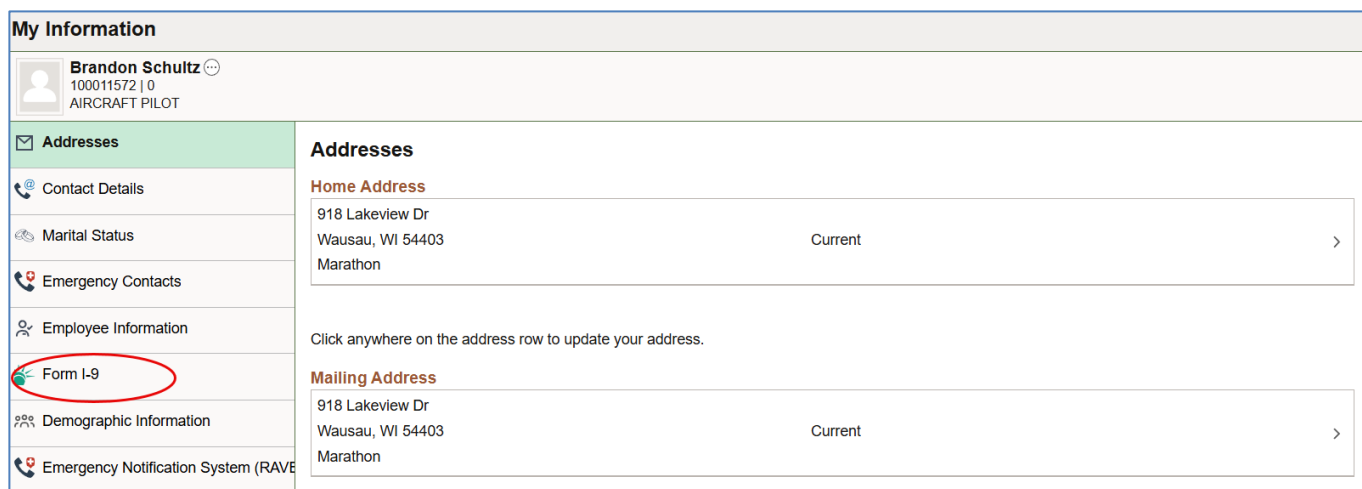
This job aid explains how to complete USCIS Federal Form I-9 in Employee Self-Service.

Access Form I-9

To complete USCIS Federal Form I-9, log into [Employee Self Service](#) and click the **My Information** tile on your home page.



Then click the Form I-9 link in the left navigation bar.





Complete Form I-9

After reading the [I-9 Instructions for Employee](#), click the *Submit Form I-9* link.

My Information	
Hannah Anderson ☺ 100012789 0 ATTORNEY	
✉ Addresses	Form I-9 General Information ⓘ Read instructions carefully before completing this form. I-9 Instructions for Employee Employment Eligibility Verification You have not submitted the Form I-9 yet. Submit Form I-9
📞 Contact Details	
👤 Marital Status	
📞 Emergency Contacts	
👤 Employee Information	
🌟 Form I-9	
👤 Demographic Information	
📞 Emergency Notification System (RAVE)	

Fill out all fields in Section 1. Required fields are marked with an *.

Employment Eligibility Verification	
Start Over	
Department of Homeland Security U.S. Citizenship and Immigration Services USCIS Form I-9 OMB No. 1615-0047 Expires 07/31/2026	
START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the instructions. ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.	
▼ Section 1. Employee Information and Attestation: ⓘ Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.	
*Last Name (Family Name) Middle Initial (if any) *Address (Street Number and Name) *State	*First Name (Given Name) Other Last Names Used (if any) Apt. Number (if any) *City or Town *Zip Code

Scroll and complete the Employee Attestation and Attachments sections. The Attachments section is **required**, and is where you will upload copies or photos of your documentation. If you are logging in with your phone, you do not have to have scans or photos of your documents prepared ahead of time. You will have the option to take a picture of your documents during the completion process.

Please review USCIS's list of [Form I-9 Acceptable Documents](#) to guide you on the appropriate document(s) to upload.

Important: you must also present your documents to your supervisor or HR representative for inspection on your first day of work.

ESS Job Aid: I-9 Completion



Employment Eligibility Verification

Employee Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident
Alien Registration Number

☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)
Alien Authorization Date

Signature of Employee Today's Date (mm/dd/yyyy)

Attachments

Add Attachment

Attachments	Description	Attached By	Attached	Status
Blank_Test_Attachment_Doc.docx	Passport	Hannah Anderson	07/30/26 01:53:27 AM	Active

If you are receiving assistance with either preparation or translation of this form, click the Preparer and/or Translator Certification section to view and complete the necessary fields.

When all sections are complete **and you have attached copies/photos your documents**, click the Submit button.

> **Preparer and/or Translator Certification**

Submit

View the Status of Your Form I-9

After submitting your form, you can see the status of your form. It will initially show it is “pending approval” until your supervisor and/or HR completes Section 2. After they have filled out and submitted Section 2, your I-9 will be marked “complete”.

Addresses

Contact Details

Marital Status

Emergency Contacts

Employee Information

Form I-9

Demographic Information

Emergency Notification System (RAVE)

Form I-9

General Information

Read instructions carefully before completing this form.

[I-9 Instructions for Employee](#)

Employment Eligibility Verification

You submitted Form I-9 on 07/30/2026 which is pending approval.

View Form I-9

View Approval Chain



View Your Completed Form I-9

After you and your supervisor and/or HR staff have completed all sections of Form I-9, you can view and print it if you wish. Click the *View Form I-9* button to open a printable .pdf of the document.

My Information	
 Brandon Schultz 100011572 0 AIRCRAFT PILOT	
✉ Addresses ☎ Contact Details 👤 Marital Status ☎ Emergency Contacts 👤 Employee Information 🌟 Form I-9 👤 Demographic Information ☎ Emergency Notification System (RAVE)	Form I-9 General Information 📘 Read instructions carefully before completing this form. 📄 I-9 Instructions for Employee Employment Eligibility Verification You submitted Form I-9 on 07/24/2026 which is pending approval. View Form I-9 View Approval Chain