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EI9 Guide – I-9 Section 1

New Employees Completing an eI9 through the I-9 Section 1 URL

STEP 1: NEW HIRE COMPLETES SECTION 1

URL:

Welcome to PTVTest

Employment Eligibility Verification

ENGLISH ESPAÑOL

PTVTest requires that all employees complete this simple 5-minute Form I-9 on or before the first day of work.

When you are done, a list of acceptable identity and employment eligibility documents will be displayed. Your manager will then ask you to provide a document or two for verification.

Caution: Your information will not be saved unless you complete all pages and click SUBMIT at the end.

[GET STARTED](#)

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

PRIVACY LEGAL

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If you need help at any time, click this icon.

STEP 2: New Hire completes the Special Considerations page and clicks Continue.

Welcome to PTVTest

Employment Eligibility Verification

ENGLISH ESPAÑOL

1. Special Considerations 2. Employee Information 3. Citizenship Status 4. Preparer Information 5. Acknowledge

Please select the option that applies to you:

- I do NOT have a Social Security number.
- I have a Social Security number, but choose NOT to provide it.
- I am under the age of 18 and DO NOT possess acceptable documentation to prove identity.
- I am a person with a disability, was placed in my job by a non-profit organization, or as part of a rehabilitation organization AND I cannot present an acceptable document to prove identity.
- None of the above apply to me.

Great. You're ready to continue

[CANCEL](#) [CONTINUE](#)

PRIVACY LEGAL

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STEP 3: New Hire enters their information and clicks Continue (The Continue button will be greyed out until all required fields are completed).

Welcome to PTVTest Employment Eligibility Verification

[ENGLISH](#) [ESPAÑOL](#)

1. Special Considerations 2. Employee Information 3. Citizenship Status 4. Preparer Information 5. Acknowledge ?

Employee Background Information (scroll down)

Enter your information.

First Name * Middle Initial * Not applicable Last Name * Suffix

Given name Family name Jr., Sr., etc.

Other Names * Not applicable

Maiden names or aliases

Birth Date * choose year choose month choose day Age (years)

Social Security Number * Re-enter Social Security Number *

Do not enter dashes Do not enter dashes

Address

Street Number and Name * Apt. # * Not applicable

Do not use a PO Box number

City or Town * State * Select one... Zip Code *

Email * I do not wish to provide Phone Number * I do not wish to provide

You can't continue yet. Make sure you completed everything above

[PRIVACY](#) [LEGAL](#) ©2014 ADP, LLC.

STEP 4: New Hire selects their Citizenship/Immigration Status and clicks Continue (*The Continue button will be greyed out until all required fields are completed*).

The screenshot shows the 'Citizenship or Immigration Status' step of the PTVTest Employment Eligibility Verification process. The page title is 'Welcome to PTVTest' and 'Employment Eligibility Verification'. The progress bar shows five steps: 1. Special Considerations, 2. Employee Information, 3. Citizenship Status, 4. Preparer Information, and 5. Acknowledge. The current step is 'Citizenship Status'. The question is 'I attest, under penalty of perjury, that I am (select one of the following) *:' with four radio button options: 'A citizen of the United States.', 'A noncitizen national of the United States.', 'A lawful permanent resident of the United States', and 'An alien authorized to work in the United States'. A red message states 'You can't continue yet. Make sure you completed everything above'. The 'CONTINUE' button is greyed out, while 'GO BACK' and 'CANCEL' are active. There are links for 'PRIVACY' and 'LEGAL' and a copyright notice '©2014 ADP, LLC.' in the bottom right.

Note – The New hire will be prompted to enter additional information for lawful permanent resident and alien authorized to work in US.

STEP 5: New Hire completes Preparer Information (*If someone assists the New Hire, that person will be prompted to enter their information and electronically acknowledge the form on the screen*).

The screenshot shows the 'Preparer Information' step of the PTVTest Employment Eligibility Verification process. The page title is 'Welcome to PTVTest' and 'Employment Eligibility Verification'. The progress bar shows five steps: 1. Special Considerations, 2. Employee Information, 3. Citizenship Status, 4. Preparer Information, and 5. Acknowledge. The current step is 'Preparer Information'. The question is 'Did anyone assist you with completing the I-9 Form today? *' with two radio button options: 'No' and 'Yes'. A red message states 'You can't continue yet. Make sure you completed everything above'. The 'CONTINUE' button is greyed out, while 'GO BACK' and 'CANCEL' are active. There are links for 'PRIVACY' and 'LEGAL' and a copyright notice '©2014 ADP, LLC.' in the bottom right.

STEP 6: New Hire electronically acknowledges the Section 1 and Submits (*The Submit button will be greyed out until all required fields are completed*).

The screenshot shows the 'Acknowledge' step of the PTVTest Employment Eligibility Verification process. At the top, it says 'Welcome to PTVTest' and 'Employment Eligibility Verification' with language options for 'ENGLISH' and 'ESPAÑOL'. A progress bar at the top indicates five steps: 1. Special Considerations, 2. Employee Information, 3. Citizenship Status, 4. Preparer Information, and 5. Acknowledge. The main heading is 'Employee' and the instruction is 'Please enter your data, read the statements below and select the check box to indicate your acknowledgement and acceptance.' There are two input fields: 'Last Name (Family Name) *' and 'Last four digits of SSN or I-94 *', both with a note below them: 'Must match what was provided on Section 1 of Form I-9.' Below this is the 'Acknowledgement *' section, which includes an important note: 'Important: To review the new hire data that you and/or the preparer supplied in Section 1, click [Section-1 \(Form I-9\)](#). If changes are needed, click **GO BACK**, then make the changes.' There is a checkbox with the text: 'I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I acknowledge that I have carefully read and reviewed this Section 1 of the Form I-9. I confirm that all of the information is accurate and electronically sign Section 1 of the Form I-9.' At the bottom, there are three buttons: 'CANCEL', 'GO BACK', and 'SUBMIT'. The 'SUBMIT' button is greyed out. A red message says 'You can't continue yet. Make sure you completed everything above'. At the bottom left are links for 'PRIVACY' and 'LEGAL', and at the bottom right is the copyright notice '©2014 ADP, LLC.'

The Section 1 is now complete and ready for the manager to complete Section 2.

ADP eI9 Help Desk:

Telephone: (866) 709-7095

Email: I9Help@adp.com

Hours of Support: Monday through Friday 8:00 a.m. to 8:00 p.m. (Eastern Time).