



A more human resource.™

EI9 Guide – I-9 Management

Completing an ei9 through the I-9 Management tab

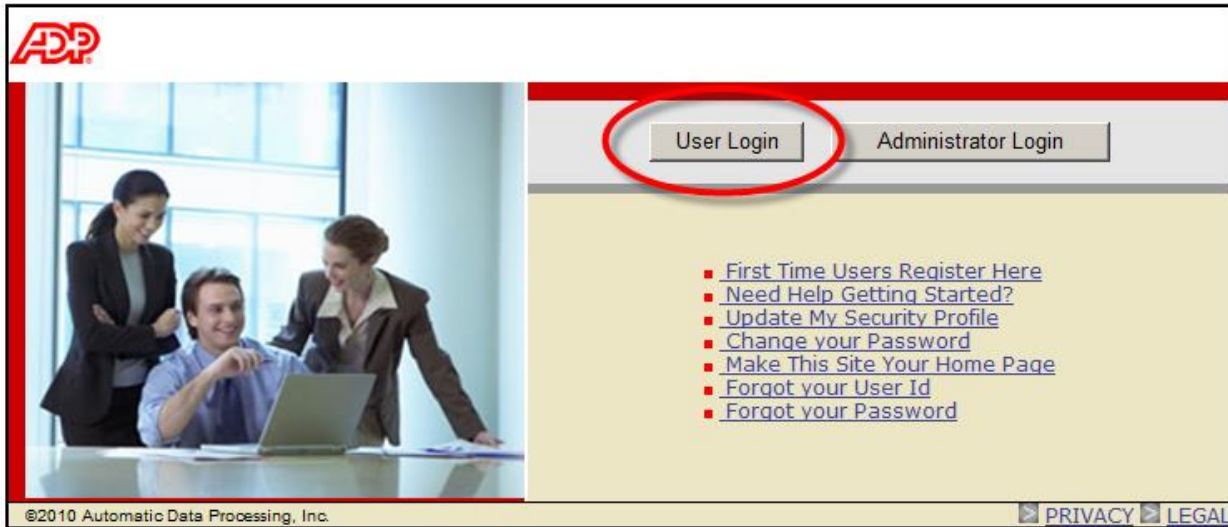
STEP 1: NEW HIRE COMPLETES SECTION 1

URL:

STEP 2: Log into the ADP eI9 application at the below URL. Click on “User Login” and enter your ADP login (format – XXXX@xxxxxx).

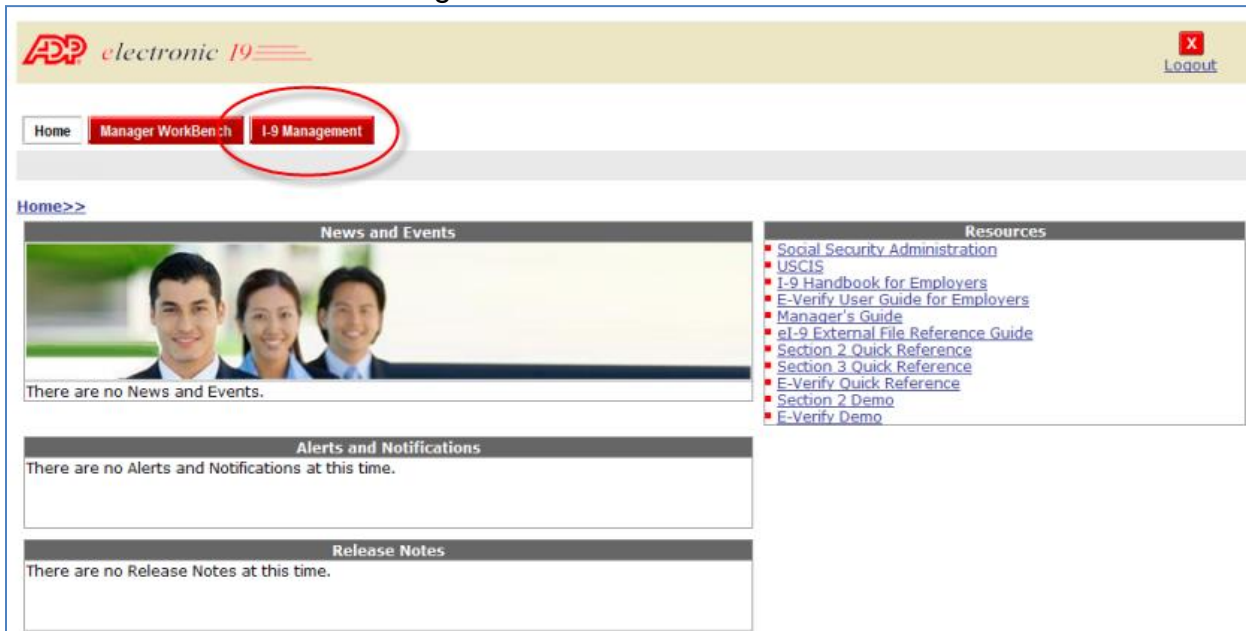
User Login

URL - <https://ei9.adp.com/ei9/public/Login.do>



STEP 3: Click on the I-9 Management tab

I-9 Management



STEP 4: Search for the New Hire by entering their Last Name, First Name and clicking Search.

ADP electronic I-9 Management

Home Manager WorkBench I-9 Management

I-9 Management >>

I-9 Management

Employee Last Name Contains [] First Name Contains []

SSN Contains [] Customer Employee Id Contains []

Select Locations [] Process Type All Process Types

Date Section 1 sign date Since [] Confirmation # Employee []

I-9 Status All Statuses Status Reason All Reasons

Status All Statuses

E Verify Close Reason All Reasons

Employment Status All Status

Records per page 0 Search

STEP 5: Click the edit icon in the Actions column.

ADP electronic I-9 Management

Home Manager WorkBench I-9 Management

I-9 Management >>

I-9 Management

Employee Last Name Contains Test First Name Contains John

SSN Contains [] Customer Employee Id Contains []

Select Locations [] Process Type All Process Types

Date Section 1 sign date Since [] Confirmation # Employee []

I-9 Status All Statuses Status Reason All Reasons

Status All Statuses

E Verify Close Reason All Reasons

Employment Status All Status

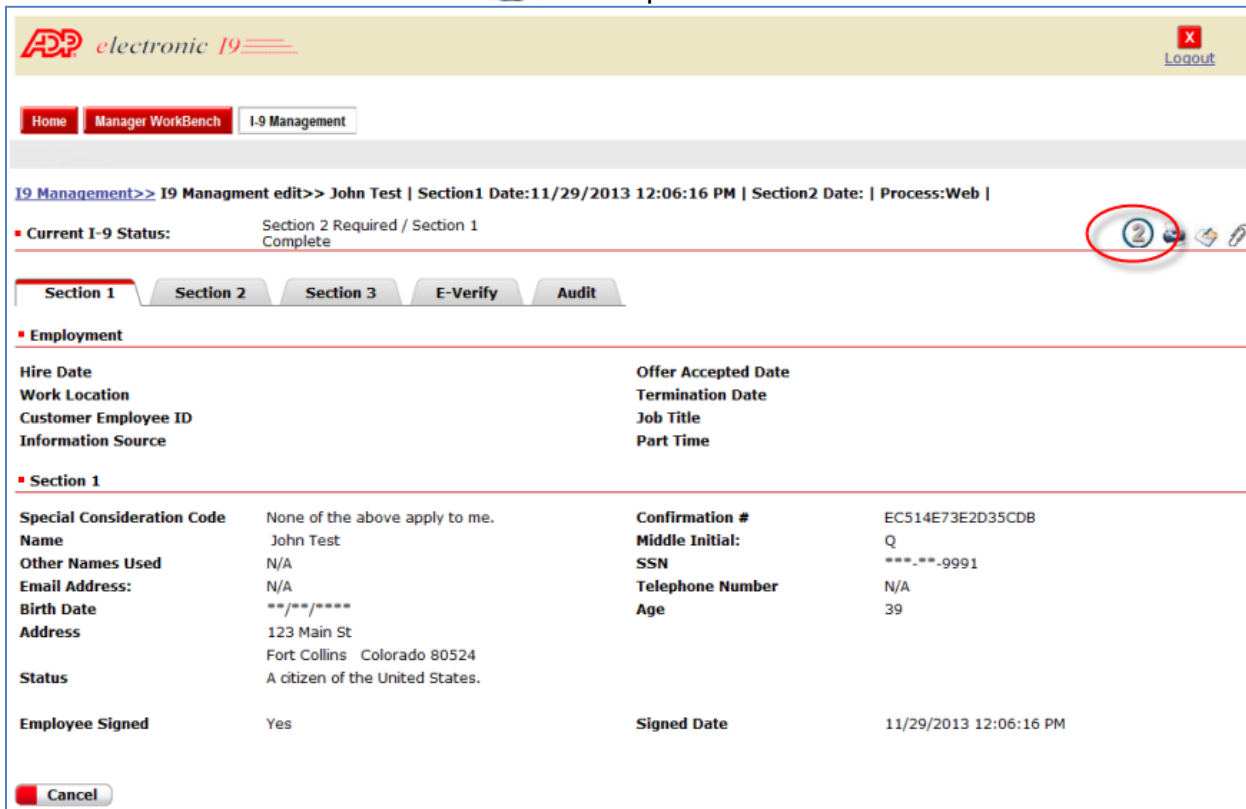
Records per page 10 Search

Results [Count: 2]

Employee	SSN	Cust Emp Id	Process Type	Location	Hire Date	Section 1 Date	Section 2 Date	I-9 Status Reason	Status	Empl Status	Actions
John Test	***-**-9991		Web			11/29/2013		Section 2 Required / Section 1 Complete		Active	[Edit]
johnathan test	***-**-3333		Web	AAA NJ1	06/19/2012	06/01/2012	06/19/2012	I-9 Complete / Section 2 Complete		Active	[Edit]

[Count: 2]

STEP 6: Click the Number 2 icon  to complete Section 2 of the eI9.



ADP electronic I9 Logout

Home Manager WorkBench I-9 Management

I-9 Management >> I-9 Management edit >> John Test | Section1 Date: 11/29/2013 12:06:16 PM | Section2 Date: | Process: Web |

Current I-9 Status: Section 2 Required / Section 1 Complete

Section 1 Section 2 Section 3 E-Verify Audit

Employment

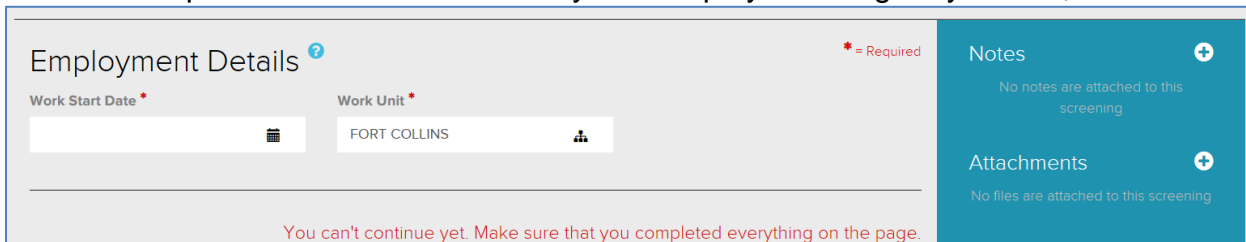
Hire Date	Offer Accepted Date
Work Location	Termination Date
Customer Employee ID	Job Title
Information Source	Part Time

Section 1

Special Consideration Code	None of the above apply to me.	Confirmation #	EC514E73E2D35CDB
Name	John Test	Middle Initial:	Q
Other Names Used	N/A	SSN	***-**-9991
Email Address:	N/A	Telephone Number	N/A
Birth Date	**/**/****	Age	39
Address	123 Main St Fort Collins Colorado 80524		
Status	A citizen of the United States.		
Employee Signed	Yes	Signed Date	11/29/2013 12:06:16 PM

Cancel

STEP 7: Complete Work Start Date, select Work Unit, and complete the document information the new hire provides to establish identity and employment eligibility. Then, click continue.



Employment Details * = Required

Work Start Date

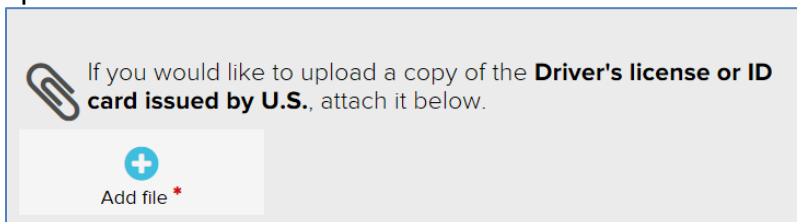
Work Unit

Notes +
No notes are attached to this screening

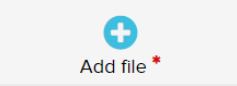
Attachments +
No files are attached to this screening

You can't continue yet. Make sure that you completed everything on the page.

STEP 8: Before signing off on Section 2, attach a copy of the documents being reviewed. The option to attach a document is location under the document information.



If you would like to upload a copy of the **Driver's license or ID card issued by U.S.**, attach it below.

 Add file *

a. Browse for the scanned file saved on the computer.

Upload a file

Upload a new file *

Browse...

JPG, GIF, and PDF files only. Maximum size 3MB.

Description *

0/500

OK

b. Add a description and click "OK."

Upload: Driver's license or ID card issued by U.S.

Select a file *

C:\Users\Public\Pictures\Sample Pictures\Chrysanthemum.jpg Browse...

JPG, GIF, and PDF files only. Maximum size 3MB.

Does this file include scans of the second document the employee provided (if applicable)? *

Yes No

Description

Test

4/500

OK

c. The attached file will now appear under attachments. To view the attached document, click on the file name.

A copy of the **Driver's license or ID card issued by U.S.** is already attached to this screening.

Test x

Add another?

d. If viewing a list b and c document, an attachment will need to be uploaded for each document. Repeat STEP 8 for the second document if applicable.

STEP 8: Electronically sign the Section 2 by entering your Job Title, checking the Acknowledgment box and clicking continue.

The screenshot shows the 'Section 2' acknowledgment screen. At the top, there is a header with the name 'Test Test' and 'Additional Information'. To the right, there are fields for Social Security Number (redacted), Birth Date (**/**/****), Address (301 Remington St, Fort Collins, CO 80524), and Citizenship Status (A citizen of the United States).

The main content area contains the following text:
Read the statements below and select the check box to indicate your acknowledgement and acceptance. [?](#)
CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on 08/27/2015 and that to the best of my knowledge the employee is authorized to work in the United States.
Acknowledgement*
Name: Test User
Job Title: [Redacted]
0/30
IMPORTANT: To review the completed Section 1 and the data you supplied in Section 2, click [Section 2 \(Form I-9\)](#). If changes are needed, click Back, then make the changes.
 I acknowledge and accept the above statements and electronically sign the form.
You must select the acknowledgement to continue

At the bottom, there are three buttons: CANCEL, BACK, and CONTINUE.

On the right side, there is a sidebar with 'Notes' (No notes are attached to this screening) and 'Attachments' (passport, Test User - 08/27/2015).

STEP 9: Click Return to return to the eI9 application.

The screenshot shows the completion confirmation screen. At the top, there is a header with the name 'Test Test' and 'Additional Information'. To the right, there are fields for Social Security Number (redacted), Birth Date (**/**/****), Address (301 Remington St, Fort Collins, CO 80524), and Citizenship Status (A citizen of the United States).

The main content area contains the following text:
You have successfully completed Section 2 [?](#) [Print](#)

This confirms that **Test User** completed and electronically signed Section 2 of the Form I-9 on **08/27/2015 04:02:06 PM**.
Your confirmation number is **1E4C437CC1584726**
[RETURN](#)

On the right side, there is a sidebar with 'Notes' (No notes are attached to this screening) and 'Attachments' (passport, Test User - 08/27/2015).

STEP 10: Complete E-Verify tasks as needed.

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).