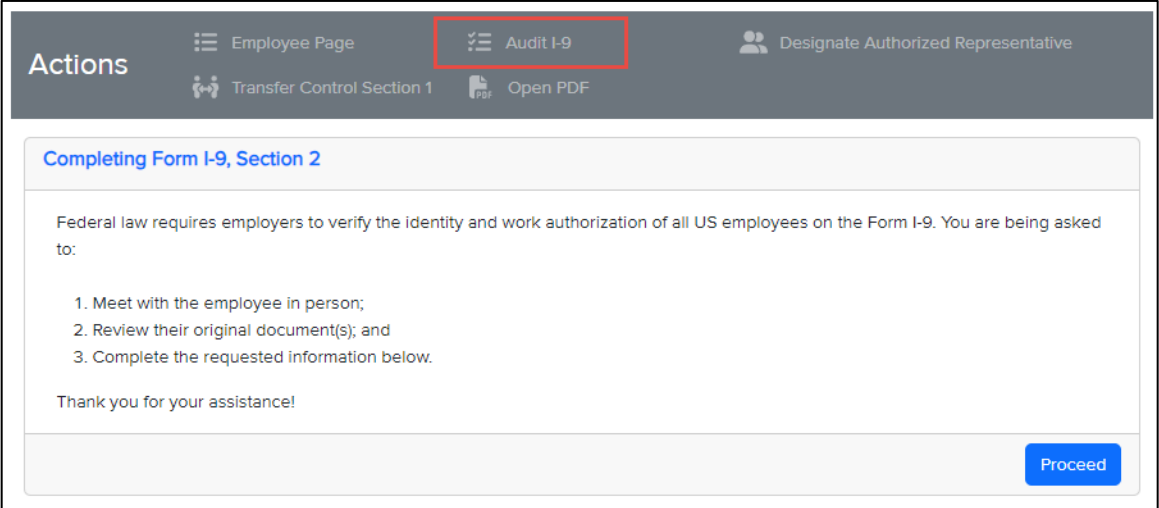


If you need help with completing the I-9 form, contact askHR at [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or call 847-491-4700.

Request Changes to Section 1 from Employee	
<b>1.</b>	If the employee made a mistake in Section 1, they should correct it before you complete Section 2. Only the employee can modify Section 1 because it is under their signature.
<b>2.</b>	Find the employee record and open the I-9.
<b>3.</b>	<p>In the grey <b>Actions</b> menu bar at the top, click <b>Audit I-9</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

4. Find the field that needs to be corrected and click the **Plus Sign (+)** next to that field. This will highlight the field in pink.

TEST, Test (I-9 ID: 28715870) (Current)

[Go back to employee details page](#)  
[Go back to I-9 Page](#)

**Audit Instructions**

1. Identify the field that requires correction/audit.
2. Click the plus sign to open the field for audit.
3. If multiple fields require audit, you may open as many fields as necessary.
4. If someone else is making the correction, click the button "Send email(s) for corrections."
5. If you will be making the correction, click the button "Make correction(s) now."

**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) +		First Name (Given Name) +		Middle Initial +	Other Last Names Used (if any) +	
Test		Test				
Address (Street Number and Name) +			Apt. Number +	City or Town +		State + Zip Code +
123 Main St.				Evanston		IL 60208
Date of Birth (mm/dd/yyyy) +	U.S. Social Security Number +		Employee's E-mail Address +		Employee's Telephone Number +	
<p>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</p>			Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):			
			<input type="checkbox"/> 1. A citizen of the United States			
			<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)			
			<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)			
<input checked="" type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) 06/10/2028						
If you check Item Number 4., enter one of these:						
USCIS A-Number +		Form I-94 Admission Number +		Foreign Passport Number + and Country of Issuance +		

5. Click the button **Send email(s) for online corrections** button that's just above the form.

**TEST, Test** (I-9 ID: 28715870) (Audit) (Current)

[Show Change Log](#)

[Go back to employee details page](#)

[Go back to I-9 Page](#)

[Send Email\(s\) for on-line corrections](#)

**Audit Instructions**

1. Identify the field that requires correction/audit.
2. Click the plus sign to open the field for audit.
3. If multiple fields require audit, you may open as many fields as necessary.
4. If someone else is making the correction, click the button "Send email(s) for corrections."
5. If you will be making the correction, click the button "Make correction(s) now."

[Send email\(s\) for corrections](#)

**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) +		First Name (Given Name) +		Middle Initial +	Other Last Names Used (if any) +	
Test		Test				
Address (Street Number and Name) +		Apt. Number +	City or Town +		State +	Zip Code +
123 Main St.			Evanston		IL	60208
Date of Birth (mm/dd/yyyy) +	U.S. Social Security Number +		Employee's E-mail Address +		Employee's Telephone Number +	
<b>I am aware that federal law provides for imprisonment</b>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				

6. You can edit the email subject and body. If the employee does not remember their password, you can reset their password with the checkbox at the bottom. Then click **Send Email** at the bottom.

TEST, Test (I-9 ID: 28715870)  
McCormick - MCC Mechanical Engineering

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[← Go back to the employee details page.](#)  
[← Go back to viewing the I-9.](#)  
[↓ Designate Authorized Representative](#)

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**Employee Error Correction Email (There are errors that the employee needs to correct)**

From: I-9 Service Center <i9servicecenter@fragomen.com>

To: test@northwestern.edu

Subject: Attention Test Test: Your I-9 needs to be corrected

We received the I-9 form for you.

Please note, required information in Section 1 of the I-9 form is inaccurate and needs to be corrected.

Please click on the link below (or cut and paste the link into your browser) and utilize the username provided to you to access Section 1 of the I-9 form.

Please note, you will be asked to electronically sign the I-9 form to confirm the correction(s) have been completed.

If you have any additional questions, please contact Human Resources at askHR@northwestern.edu or call 847-491-4700.

<https://northwestern.i9servicecenter.com/RecordLogin.aspx/>

Send Password Email?

**Send Email**

7. After the employee updated Section 1, navigate back to the record and complete Section 2.