Section 2 Processor’s Quick Sheet

Section 2 of the Form I-9 may be completed upon the employee’s acceptance of the job offer, but no later than the employee’s third day of employment. Employees must present documents that prove their identity and employment eligibility according to the Lists of Acceptable Documents on the Form I-9. Employees who cannot provide their documents by the third day must go through the remote hire process. Failure to comply with these timelines will result in corrective action, including and up to the employee’s termination of employment.

Log into the I-9 Service Center

1. Visit Northwestern’s I-9 Service Center at: https://northwestern.i9servicecenter.com

2. Go to the EXISTING ACCOUNTS section of the web page.

   NOTE: Use your Username and Password provided to you upon completion of the Section 2 Processor’s training and submission of your security request form.

3. Click Log In.
Searching for an I-9

1. Navigate to the Employees tab (system defaults to that page).
2. Enter search criteria such as Last Name, First Name, and/or Employee ID.
3. The desired name should appear in the results below.
   The right side of the screen will show you the status of all I-9s that have been completed for a person.
   You can click on the right side of the screen where it says “Awaiting Section 2” to proceed straight to the individual’s I-9. Or you can click on the employee’s name, which will take you to the Employee’s Detail Page.

4. Clicking on the employee’s name will take you to the Employee’s Detail Page where you must confirm that the Section 2 of this I-9 needs to be completed.

   NOTE: If you see multiple entries for the same employee, this could mean that the employee attempted to complete an I-9 more than once. If you see that one of the entries indicates that the I-9 has already been Completed, do not complete another Section 2 for any entries indicating that it is Awaiting Section 2, unless you have confirmed that the employee had been terminated, was rehired and is required to complete a new I-9. Upon completion of Section 2, the employee’s data is sent to E-Verify. We cannot initiate multiple E-Verify queries on the same employee unless he/she was rehired or a previous query attempt was invalid. Please contact the Office of Human Resources Payroll Division if you need any unnecessary Awaiting Section 2 entries deleted.
5. Click on the “Awaiting Section 2” link.

*Tip: If you need an overview of how to complete an I-9, click instructions. Or, visit the U.S. Citizenship and Immigration Services (USCIS) website for complete Form I-9 policies: http://www.uscis.gov/files/nativedocuments/m-274.pdf*
Complete Section 2 of the Form I-9 (Employer Review and Verification)

1. After you click on “Awaiting Section 2” from the search page or Employee’s Detail Page, it will pull up the I-9 for that individual.
2. Section 1 of the Form I-9 will appear grayed out since it is no longer available for editing.
3. Review the data entered into Section 1 and ensure the information agrees with the documentation the employee is presenting verifying their identity and work eligibility.

   Note: Under E-Verify regulations, only employees who do not have a Social Security Number can leave this field blank, including non-residents who have not yet been issued a Social Security Number and others who have not applied for or received their number.

   Note: If you discover an error in Section 1, the employee will need to correct it before you complete Section 2. Please see the Quick Start Guide on Correcting Errors for this procedure. Failure to correct errors may result in a TNC for that individual! These corrections must be done before completing Section 2 of the I-9. At the top of Section 2, you will see an option to “Ask the employee to re-complete Section 1 of this I-9” or “Recomplete Section 1 without Login.”

**DOE, Jane (I-9 ID: 3960287) (Current)**
4. Scroll down to Section 2 to begin. The employee must present either a document from List A OR a document from List B AND C. Depending upon which original document(s) the employee has presented to you, click “Select” for List A, or B and C and follow the steps in the pop-up wizard. **You cannot complete A & B or C.** If the employee presents a document from List B, it must bear a photograph.

Note: If the employee has religious objections to providing a List B document that bears a photograph, contact Northwestern University’s Office of Human Resources Payroll Division.


**Note:**
- Copies or faxes of documents are never acceptable (except certified copies of birth certificates as outlined in the Lists of Acceptable Documents).
- A Voter’s Registration Card is not accepted.
- If the document appears to be genuine and relate to the employee presenting them, you must accept the document as long as it fits the List A or B and C requirements.
- You may not request the employee to provide more documents than are necessary to establish identity and work authorization or to request particular documents.

5. Click the Select button on List A, B or C that corresponds to the documents the employee is presenting.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Expiration Date</td>
<td>Expiration Date</td>
</tr>
</tbody>
</table>

**Certification**
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
<td>Employer’s Business or Organization Name</td>
</tr>
<tr>
<td>(street number and name)</td>
<td></td>
<td>Tax Compliance Supervisor</td>
</tr>
<tr>
<td>533 Clark Street</td>
<td>Northwestern University</td>
<td></td>
</tr>
<tr>
<td>City or Town</td>
<td>State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

Click this button to continue > Continue >
6. Select the document name from the menu that appears.

7. A popup menu will appear with the required fields you must input from the document(s).

8. Type in the requested information.

9. Press **Continue**.

10. If you forget to populate any required fields, an error message will appear requesting the missing information.
If you select a document that does not match with the Section 1 citizenship information, you will receive an error message to correct the issue.

### Using a Receipt for a Lost or Stolen Document

The only time an employee can provide a receipt instead of an original document is if the document has been lost or stolen and the individual has applied for a replacement document. In those cases, the employee may provide the receipt for the replacement document, and they can continue working for up to 90 days while they are waiting on the replacement. Within 90 days, they must provide the original replacement. Northwestern University will track compliance and follow up with the employee within 60, 30 and 14 days of the 90 day deadline.

*Example:* An employee lost their passport or Social Security card. When he/she applies for a new one, the employee will be given a receipt for the replacement. The receipt can be used as a document verifying the employee’s identity and work eligibility for up to 90 days.

a. Select **Check here if the supplied document is a receipt (rather than the actual document).**

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List A Document

Document Title: U.S. Passport/Card

This document is not valid for an Authorized Alien (section 1 of this I-9 specifies that this individual is an Authorized Alien). Please go back and select a different document.

If you would like to ignore this error and continue anyway, click the "Next Step" link.
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Note: Receipts showing that an employee applied for an initial grant of employment authorization (Form I-766) or for renewal of employment authorization are not acceptable. Receipts are also not acceptable if your employment is for less than 3 business days.
11. Confirm the employee’s hire date and enter it before you can continue.

12. Your name, title, business or organization name, and address will be pre-populated (changes in title should be reported to i9help@northwestern.edu). Click Continue.
13. Read the acknowledgement box, and click the check box indicating that you attest.

14. Type in your name in the **I verify I am** field.

   *Note: You must type your name exactly as you did in the **Print Name** field in Section 2 in the CERTIFICATION block. If you do not, you will receive an error when you click **Sign and Continue**, and will be required to correct the error before you can move to the next step.*

15. Click **Sign and Continue**

   *Note: Remember that you are signing under penalty of perjury that you have viewed both the individual and the original documents in person.*

   *Note: Employees who will not be present on campus to present their original documents by their third day of employment will need to go through the remote hire process.*

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**Photo Matching Tool**

If an employee uses a U.S. Passport, Permanent Resident Card (Green Card), or Employment Authorization Card (EAD) for their Section 2 document, you must scan and upload an image of the document and complete the photo matching tool requirements per E-Verify regulations.

1. After completing Section 2 of the I-9, you will be prompted to upload a scanned image of the document. If you do not have scanning capabilities or do not have the scanned document ready, please see Next Steps for instructions on scanning after the I-9 is complete or forwarding the document to Payroll for uploading.
2. After uploading the document, press “Continue.”
3. You will be prompted to compare the image you uploaded to the image shown on the screen. They should be the same photograph. 
   Note: The image might have some color or shading variance, but it should be the same photograph that is on the card. Remember that you are comparing the two photographs and not the person to the photograph.
4. After reviewing the two photographs, select “Yes” if they are the same photograph or “No” if they are not.
5. Click Continue to complete the process.
1. A digital receipt will pop up. You have two ways to obtain a receipt:
   - If you are connected to a printer, open a printer-friendly version of the receipt and print
   - If you are not connected to a printer, follow the instructions to receive the receipt via email

   Note: You are not required to keep or print a receipt, but we must offer one under electronic Form I-9 regulations.

   Note: If you desire a receipt, make sure to request it at this point because it cannot be recreated (although you will always be able to tell if the I-9 has been completed by reviewing the Employee search page, the Employee’s Detail Page and your reports).

2. Click on Continue for next steps.
2. Select the **I-9 ID** from the drop down.
3. Select the **Document Type**.
4. Click **Browse** to find and select the document you scanned and saved.
5. Click **Upload**.
List A Sample Documents

U.S. Passport/Card

US Passport 2009:

Current U.S. Passport (Issued 1993 - Open):

Closed:

U.S. Passport Issued 1976 - 93:

U.S. Passport - Issued between 1943 - 1976:
Sample I-94

Sample Employment Authorization Card

Sample Permanent Resident Card (Green Card)
Note: If the employee indicated they are An alien authorized to work until in Section 1, they must enter their I-94# (if on a visa) or their EAD/A# (if they are on an Employment Authorization Card), and the expiration date for their work authorization (from their immigration document and/or I-94 or Employment Authorization Card).
Most individuals on visas will only be able to use their unexpired foreign passport, I-94 card, and current, Northwestern sponsored, immigration document as their Section 2 documents since that is what proves their work eligibility.

Sample I-20

Sample DS-2019
Social Security Card
Employees cannot use a restricted Social Security Card. You can tell if a card is restricted if there is anything written on it besides the name and Social Security number.