Northwestern HUMAN RESOURCES

I-9 Service Center

Correcting I-9 Section 1

If you need help with completing the I-9 form, contact askHR at <u>askHR@northwestern.edu</u> or call 847-491-4700.

	Request Changes to Section 1 from Employee
1.	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.
2.	Find the employee record and open the I-9.
3.	In the grey Actions menu bar at the top, click Audit I-9. Actions Employee Page Enduit I-9 Designate Authorized Representative Transfer Control Section 1 Depen PDF Completing Form I-9, Section 2 Rederal law requires employers to verify the identity and work authorization of all US employees on the Form I-9. You are being asked to: . Meet with the employee in person; . Review their original document(s); and . Complete the requested information below. Thank you for your assistance!

TEST, Test (I-9 ID: 28715870) (Cu	rrent)														
← Go back to employee detai	ls page														
← Go back to I-9 Page															
Audit Instructions															
1. Identify the field that requi	es correction/audi	it.													
2. Click the plus sign to open	the field for audit.														
3. If multiple fields require au	dit, you may open	as many field	s as necessary.												
	eone else is making the correction, click the button "Send email(s) for corrections."														
4. If someone else is making	the confection, che	are the borcon		/ concetion		5. If you will be making the correction, click the button "Make correction(s) now."									
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TEST, Test (I-9 ID: 2871587)	0) (Audit) (Currer	nt)					
Show Change Log							
Go back to employee	details page						
Go back to I-9 Page							
Send Email(s) for on-I	line corrections						
Audit Instructions							
1. Identify the field that	requires correct	ion/audit.					
2. Click the plus sign to	open the field fo	or audit.					
If multiple fields requi	ire audit, you ma	ay open as many fiel	ds as necessar	у.			
A If compone also is ma	aking the correct	tion, click the button	"Cound one offer	for corrections?	7		
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	cCormick - MCC Mechanical Engineering
	Go back to the employee details page
-	Go back to viewing the I-9.
	Designate Authorized Representative
	Employee Error Correction Email (There are errors that the employee needs to correct)
Fre	om:
1	I-9 Service Center <i9servicecenter@fragomen.com></i9servicecenter@fragomen.com>
То	c .
t	test@northwestern.edu
Su	ibject :
4	Attention Test Test: Your I-9 needs to be corrected
W	/e received the I-9 form for you.
P	lease note, required information in Section 1 of the I-9 form is inaccurate and needs to be corrected.
Pi a(lease click on the link below (or cut and paste the link into your browser) and utilize the username provided to you to ccess Section 1 of the I-9 form.
PI	lease note, you will be asked to electronically sign the I-9 form to confirm the correction(s) have been completed.
lf	you have any additional questions, please contact Human Resources at askHR@northwestern.edu or call 847-491-4700.
ht	ttps://northwestern.i9servicecenter.com/RecordLogin.aspx/
	Send Password Email?