



New Employee Quick Sheet

Section 1 of the Form I-9 may be completed upon your acceptance of a job offer, but no later than your first day of employment. On your first day, but no later than your third day, you will need to bring original documentation to verify your eligibility to work in the U.S. Failure to comply with these timelines will result in corrective action, including and up to termination.

Log into the I-9 Service Center

1. Visit Northwestern’s I-9 Service Center at: <https://northwestern.i9servicecenter.com>
2. Go to the **NEW EMPLOYEES** section of the web page.

Note: Fields in red are required fields. You will not be able to log into the system without populating these fields.

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:

Password:

Forgot your password?

If you have questions regarding the use of the Service Center, or to report an error on the website, please contact the Office of Human Resources Payroll Division
720 University Place
Evanston, IL 60208
Phone: 847-491-7362
E-mail: i9help@northwestern.edu

To access the Northwestern School/Area, Department/Center matrix see:
<http://www.northwestern.edu/hr/payroll/E-VerifyDepartments.pdf>

NEW EMPLOYEES
Start here to complete your new I-9.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

* Username:
4 characters minimum.
Letters and numbers only.

* Password:

* Confirm:

Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~

Please retain your Username and Password in case you need to access the I-9 Service Center in the future

Please enter your preferred email address for I-9 correspondence. It does not have to be a Northwestern email. If you do not have an email account, you can skip this step.

Please enter the first day you start(ed) employment with Northwestern University

Email Address:

Start Date: --- | -- | yyyy

* School/Area: [Select School/Area]

* Department/Center: [Select Department/Center]

- If communicated to you and unique enough, enter your Northwestern NetID into the **Username** field. If you do not have NetID, create a unique **Username** that you can remember. You will need to create a unique password according to the I-9 Service Center password requirements, which include a lowercase letter, a capital letter, a number, and a special character. The password must be between 8-14 characters.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

* Username:
4 characters minimum.
Letters and numbers only.

* Password:

* Confirm:
Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character

Note on special characters: The following special characters are not allowed:

Special Character	Description
spaces	
&	Ampersand
'	Apostrophe
`	Apostrophe located with the Tilde key
.	Period
/ or \	Slashes (right or left)
:	Colon
<	Less than
=	Equal
>	Greater than
?	Question mark
[or]	Brackets
^	Caret
,	Comma
{ or }	Parentheses (open or closed)
	Vertical bar

Tip: A successful password convention could be a proper name, including 2 numbers and an exclamation point. For example: Summer99! Evanston12! Chicago12!

- Enter your preferred **Email Address** for I-9 correspondence. It does not have to be a Northwestern email.

Email Address:

5. Enter your date of hire in the **Start Date**. This is your first day of work for pay and should be stated in your contract / offer letter.

Start Date:

6. Enter the **School/Area** and **Department/Center** in which you will be working. Your hiring representative should provide you with this information.

*School/Area:

*Department/Center:

7. Click **Start I-9**.



IMPORTANT: You only need to create a Username and Password once. If you are logged out of the system before completing Section 1 of the Form I-9, log in again using the Username and Password you created in the **EXISTING ACCOUNTS** section of the web page.

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:

Password:

Complete Section 1 of the Form I-9

You must complete Section 1 of the Form I-9 before Section 2 will be available to the Remote Agent.

1. Provide your information in all boxes of Section 1 of the Form I-9.

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.

Tip: Pay careful attention for typographical errors and ensure you indicate the correct immigration status.

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 Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		Telephone Number	

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 attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy). Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below. Date (mm/dd/yyyy):

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer/Translator: Date (mm/dd/yyyy):

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code

Click this Button to Continue > [Continue](#)

Enter your legal surname or family name

2. If you are using a preparer or translator to complete Section 1, the preparer or translator must provide their information and digitally sign Section 1.

Signature of Employee: Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below. Date (mm/dd/yyyy):

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer/Translator: Date (mm/dd/yyyy):

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code

3. Once you have completed Section 1, click **Continue**.

Click this button to continue > [Continue >](#)

- If any of your entries were incomplete, you may encounter an error message. You must correct the fields that are indicated in the error message before you can move to the next screen. Once all errors are corrected, click **Continue**.

Please make corrections before attempting to submit:


- A Social Security Number has not been entered. If you wish to proceed without completing the Social Security Number click the 'Continue' button (you will not receive this message again). Otherwise make the correction below before clicking the 'Continue' button.

Section 1. Employee Information and Attestation <i>(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.)</i>				
Last Name (Family Name)		First Name (Given Name)		Middle Initial
Doe		Jane		
Other Names Used (if any)			n/a	
Address (Street Number and Name)		Apt. Number	City or Town	State
123 Fake Street			Chicago	IL
Zip Code		60660		
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number A Social Security Number has not been entered. If you wish to proceed without completing the Social Security Number click the 'Continue' button (you will not receive this message again). Otherwise make the correction below before clicking the 'Continue' button.		E-mail Address	Telephone Number
02/24/1992			email@northwestern.edu	312-555-1234

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 attest, under penalty of perjury, that I am (check one of the following):

- Review the information you provided in Section 1 and read the text in the **Digital Signature** box. If acceptable, click the checkbox and *type in your full name as it appears on Section 1 (including a Middle Name or initial, if you provided one in Section 1)*.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read [instructions](#) carefully before completing this form. The instructions must be available during completion of this form. **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 documentation presented has a future expiration date may also constitute illegal discrimination.

DIGITAL SIGNATURE

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 verify I am:

[Redacted Name]

Please type your name, as stated in section 1 Employee, in the field above.

A noncitizen national of the United States (See instructions) ⓘ

A lawful permanent resident (Alien Registration Number/USCIS Number): ⓘ

- Complete your digital signature by clicking on **Sign and Continue**.

7. There are 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.

Digital Signature Received

Your digital signature has been received and attached to the I-9. Please see your digital signature receipt below.

Please print and keep a copy of the receipt for your records.

I-9 Service Center

Electronic Signature Receipt #
CT578232-846523-11-E689014

Employee: Johnson, Robert
Time: 12/9/2009 9:59:49 AM ET
Section: 1 (employee)

You may select one of the following actions for your records

Open a printer-friendly version of this receipt

Send me this receipt via email

After reviewing your receipt, click the "Continue" button -->

Continue >

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8. Click on **Continue** for next steps.

Next Steps

Congratulations! Section 1 of the Form I-9 has been submitted.

- Review the list of acceptable documents for completion of Section 2 of the Form I-9. You must bring the appropriate documentation establishing your identity and employment authorization to a designated Form I-9 Manager no later than your third day of work for pay. The documentation must be original, no photocopies.

Note:

- If you will be providing a document from List B to establish your identity, it must bear a photograph.
- Receipts showing that you applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Receipts are also not acceptable if your employment is for less than 3 business days.

Tip: Ensure the documentation you provide reflects the same name you indicated in the First and Last Name fields in Section 1.

IMPORTANT INSTRUCTIONS

Section 1 of your I-9 has been delivered to Northwestern University!

On your first day of employment, please bring...

- one document from List A, below.
- OR**
- one document from List B **AND** one document from List C, below.

Within three business days of the date your employment with Northwestern begins, you must present original documents that establish your identity and employment authorization in order to complete Section 2 of the Form I-9. Failure to complete Section 2 within three business days may result in termination of your employment.

As a participant in the E-Verify program, Northwestern may only accept List B documents that bear a photograph.

If you will not be present at Northwestern on your first day of employment, please contact your supervisor, department administrator, or the Office of Human Resources Payroll Division for instructions.

If you are a foreign national (all non-U.S. citizens, except permanent residents) and selected the box indicating you are "An alien authorized to work" in Section 1, you must also complete the data entry requirements in the Foreign National Information System (FNIS): <https://fnis.thomsonreuters.com/northwestern/login.asp>. If you have not received your email with access, please complete the FNIS request forms and fax or email to the Payroll Office. <http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/FNISrequestform.pdf> If you need your userID and password sent again, please email the Office of Human Resources Payroll Division at payroll@northwestern.edu.

[Click here to download a PDF of the LIST OF ACCEPTABLE DOCUMENTS for printing.](#)

[Click here to log out of the I-9 Service Center.](#)

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a	1. A Social Security Account Number

E-Verify

Upon completion of Section 2, the information you provided in the Form I-9 will be electronically sent to E-Verify and cross referenced with records contained in Department of Homeland Security (DHS) and Social Security Administration (SSA) databases. E-Verify is an Internet-based system operated by DHS, U.S. Citizenship and Immigration Services (USCIS) that allows employers to verify the employment eligibility of their employees, regardless of citizenship.

Within 24 hours, you will be notified if any further action is required via:

- Email (either through the **Email Address** you indicated on the login page as your preferred email to receive I-9 correspondence or a Northwestern email address, if one is on file for you)
- Or
- A phone call if you did not provide an email address and one is not on file for you

In a majority of cases, employees will receive an E-Verify result of employment authorized and no further action is needed.

E-Verify – Tentative Nonconfirmation

In a minority of cases, employees may receive an E-Verify result of a Tentative Nonconfirmation (TNC). A TNC does not necessarily mean that an employee is not authorized to work. It means that the information the employee provided in their Form I-9 does not match records found in the SSA and DHS databases. Employees must be allowed to continue work without penalty during the verification process.

If you receive a TNC notification, you will have 10 business days to either contest or not contest the result. The subject of the email will be: **ACTION REQUIRED within 10 business days: Unable to confirm your eligibility to work in the U.S.** You will be reminded to take action every 2 business days. If you do not take action within 5 business days, you will be contacted by the Office of Human Resources Consulting Services. If you do not take action by the final day, corrective action will be taken, up to and including termination.

The email will contain instructions for how you can log back into the I-9 Service Center and read the “Notice to Employee of Tentative Nonconfirmation.”

1. Visit Northwestern’s I-9 Service Center at: <https://northwestern.i9servicecenter.com>
2. Your username will pre-populate, but you must type in your password to log in. If you do not remember your password, click on the **Forgot your password** link.

Once you log into the system, a notice will appear.

Note:

- If after reviewing the notice, you believe there is an error in the data submitted to E-Verify, contact the Office of Human Resources Payroll Division immediately so that your Form I-9 can be corrected and a new query to E-Verify regarding your employment authorization can be initiated.
- If after reviewing the notice, you believe that the data submitted to E-Verify is correct, decide to contest or not contest.

Employee Action : Step 2

Now that you have logged in, review the SSA Tentative Nonconfirmation notice on the right. You will need to make a choice to Contest or Not Contest on the left, and then electronically sign and continue. If you choose to Contest, be sure that you have a printer available, as you will need to print the E-Verify referral letter.

I choose to (check one):

Contest the tentative nonconfirmation. I understand that I must contact the Social Security Administration within 10 Federal Government work days from the date shown on the referral notice which is to be provided by my employer.

Not Contest the tentative nonconfirmation. I choose voluntarily to give up my opportunity to correct the tentative nonconfirmation. I understand that my voluntary choice not to contest the tentative nonconfirmation authorizes my employer to terminate my employment immediately.

DIGITAL SIGNATURE

I have read the SSA Tentative Nonconfirmation notice and have made my selection.

I verify I am:

Type your full name in the field above.

Sign and Continue >

E-VERIFY NOTICE TO EMPLOYEE OF TENTATIVE NONCONFIRMATION

Employee Name:	Fraggman
SSN:	****9147
Date of Tentative Nonconfirmation:	01/22/2010
Agency Providing Tentative Nonconfirmation:	Social Security Administration

This employee is participating in a pilot project with the Social Security Administration (SSA) and the Department of Homeland Security to verify employment eligibility information you provided when you completed the Form I-9. When your information was compared electronically to government records, SSA could not confirm that you are eligible to work in the United States. This tentative nonconfirmation does not mean that you are not work authorized, or that the information you provided is incorrect. There are many reasons why a work authorized employee could be the subject of a tentative nonconfirmation. The tentative nonconfirmation means, however, that you must contact the SSA to resolve the

E-Verify – Contesting a Tentative Nonconfirmation

3. If you choose to contest the TNC, click the **Contest** radio button.

Contest the tentative nonconfirmation. I understand that I must contact the Social Security Administration within 8 Federal Government work days from the date shown on the referral notice which is to be provided by my employer.

4. After marking the selection, electronically sign the notice and click **Sign and Continue**.

DIGITAL SIGNATURE

I have read the SSA Tentative Nonconfirmation notice and have made my selection.

I verify I am:

Type your full name in the field above.

Sign and Continue >

An orange arrow points to the "Sign and Continue >" button.

5. The E-Verify Referral Letter will appear.

Employee Action : Step 3

Verify with the employee the Social Security Number, and the month/year of birth shown below are correct. If this information is correct then electronically sign and continue.

Name of Employee: Hyatt, Jina
Social Security Number (SSN): ****6788
Date Referred to SSA: 10/22/2007
Month/Year of Birth: 11/1943
Case Verification Number: 2007051237121

Reason for this Referral Notice: The SSN input is a valid number but the name and/or date of birth entered for the employee do not match SSA records.

E-VERIFY Program
Notice to the Employee: Referral to the Social Security Administration (SSA)
SSA Field Office—See POMS RM 00206.305H

TO THE EMPLOYEE:
Why You Have This Letter:

Your employer uses the E-Verify program with the Social Security Administration (SSA) and the U.S. Citizenship and Immigration Services (USCIS). Under this program, your employer checks your name, date of birth, date of birth, and immigration or citizenship status with the Government to make sure you were born in the United States. The reason for this Referral Notice is indicated near the top of this page. This Referral Notice does not mean that you gave wrong information to your employer.

This Referral Notice is produced when your information provided by your employer does not match the information in SSA's records. This is called an "SSA Tentative Nonconfirmation." An "SSA Tentative Nonconfirmation" can happen for several different reasons, such as:

- Your SSN, name or date of birth may have been recorded incorrectly at SSA.
- You may not have reported a name change to SSA.
- Your citizenship or immigration status may have changed since you first got your SSN card or
- Your record may contain another type of error.

IMPORTANT: This Referral Notice does not mean that you intentionally gave wrong information to your employer or that you are not allowed to work in the United States.

DIGITAL SIGNATURE

I attest that I have examined the above referral notice and all its contents.

I verify I am:

Type your full name in the field above.

Sign and Continue >

6. Read the letter and electronically sign by typing in your name and clicking on the **Sign and Continue** button.

DIGITAL SIGNATURE

I attest that I have examined the above referral notice and all its contents.

I verify I am:

Type your full name in the field above.

Sign and Continue >

An orange arrow points to the "Sign and Continue >" button.

7. After you have signed both letters, you will be directed to a screen where you can print each letter.

Note: If you choose to **Contest** the TNC, you must contact the agency that issued the TNC within 8 Federal government work days to resolve the discrepancy in your record.

You will receive an email documenting your election. The subject of the email will be: **ACTION REQUIRED within 8 business days: (Employee Name) has contested E-Verify Tentative Nonconfirmation**. You will be reminded to take action every 4 business days. If you do not take action within 4 business days, you will be contacted by the Office of Human Resources Consulting Services. If you do not take action by the final day, corrective action will be taken, up to and including termination.

If you take action and contact the agency that issued the TNC within 8 Federal government days, you will receive a follow up email with the result, typically within 12 business days. The result will be either that you are authorized to work or that your ability to work in the United States is not confirmed.

E-Verify – Not Contesting a Tentative Nonconfirmation

If you choose to **Not Contest** the TNC, you voluntarily give up the opportunity to correct the discrepancy in your record. Northwestern may terminate employment with no civil or criminal liability.

Not Contest the tentative nonconfirmation. I choose voluntarily to give up my opportunity to correct the tentative nonconfirmation. I understand that my voluntary choice not to contest the tentative nonconfirmation authorizes my employer to terminate my employment immediately.