COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

Step 1: Open the New I-9 Web site.


2. On the I-9 Welcome page, enter the Mason employer code (15114) in the Employer Name or Code field.

3. Click Go.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.

2. Click Continue.

Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, and Social Security number. Name on the Social security card must match what is entered in the Last, First and Middle Initial field.

2. Select the appropriate citizenship option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.

3. Click Continue.

Note: A message will display with applicable fields if there are mistakes that need to be corrected.
Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.

   **Note:** To view the information in English or Espanol, click the appropriate link.

3. Click Continue.

Step 5: Logout.

1. Review your information in the Employee Summary section.

2. Review the list of employment eligibility documents you will be asked to present within 3 business days of your first day of work.

   **Note:** The list of documents varies based on the citizenship status you entered in Section 1 of your I-9.

3. Click Logout.

Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser's memory.

2. Notify the hiring manager that you have completed your I-9 information or if you were unable to complete your I-9.

HELP DESK – I-9 Management Direct: 877-664-8778 (8am – 8pm)