

1. Fill out section 1 of the I-9 and click CONTINUE.

The screenshot shows the 'I-9' form completion page in the Penn State Employment Center. The page includes a sidebar with navigation options: Personal Information, ACA Notice, Payroll Options Notice, and I-9. The main content area contains the following fields and sections:

- State:** MO
- Zip Code:** 63045
- Date of Birth (mm/dd/yyyy):** 01/01/1980
- U.S. Social Security Number:** 444222111
- Employee's E-mail Address (Optional):** [Empty field]
- Employee's Telephone Number (Optional):** [Empty field]
- Citizenship Attestation:**

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

  - 1. A citizen of the United States
  - 2. A noncitizen national of the United States (see instructions)
  - 3. A lawful permanent resident
  - 4. An alien authorized to work until
- Preparer and/or Translator Certification:**
  - I did not use a preparer or translator.
  - A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

At the bottom, there is a footer with '2018 Equifax, Inc. All rights reserved. Privacy Policy Terms of Use', a link to 'Edit Personal Info', and two buttons: '< BACK' and 'CONTINUE >'.

2. On the EMPLOYEE REVIEW page, verify the information is correct, check the box under EMPLOYEE ELECTRONIC SIGNATURE and click CONTINUE.

The screenshot shows the 'EMPLOYEE REVIEW' page in the Penn State Employment Center. The page includes a sidebar with navigation options: Personal Information, ACA Notice, Payroll Options Notice, and I-9. The main content area contains the following sections:

- EMPLOYEE REVIEW**

Review information in English | [Revisar información en Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.
- Tim Test**

**Date of Birth:** 01/01/1980  
**U.S. Social Security Number:** 444-22-2111  
**Address:** 3470 Rider Trail South Earth City, MO 63045  
**Work Status:** A Citizen of the United States
- EMPLOYEE ELECTRONIC SIGNATURE**

[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:  
By providing your signature below, you:

  - By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:
    - Agree to electronically sign this document.
    - Understand 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.
    - Understand that the employer may electronically verify your work authorization with the United States Government.

At the bottom, there is a footer with '2018 Equifax, Inc. All rights reserved. Privacy Policy Terms of Use', a link to 'Edit Personal Info', and two buttons: '< BACK' and 'CONTINUE >'.

3. On the NEXT STEPS page, review all of the information and click CONTINUE.

**EMPLOYMENT CENTER**

Personal Information | ACA Notice | Payroll Options Notice | I-9

**NEXT STEPS** Print this page

**THINGS YOU NEED TO REMEMBER**

You will need to provide a receipt code to your employer or employer's agent upon request.

Receipt Code: vba9z43mj [EMAIL RECEIPT CODE](#)

**ACCEPTABLE DOCUMENTS**

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below.

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

LIST A DOCUMENTS	LIST B DOCUMENTS	LIST C DOCUMENTS
<ul style="list-style-type: none"> <li>U.S. Passport or U.S. Passport Card</li> </ul>	<ul style="list-style-type: none"> <li>Driver's License issued by State or Possession with Photo</li> <li>ID Card Issued by State or Possession with Photo</li> <li>ID Card Issued by Federal, State, Possession or Local Government with Photo</li> <li>School ID Card with Photo</li> <li>Voter's Registration Card with Photo</li> <li>U.S. Military Card</li> <li>Military Departmental ID Card</li> </ul>	<ul style="list-style-type: none"> <li>Social Security Account Number Card Without Employment Restriction</li> <li>Original Birth Certificate or Certified Copy with Official Seal</li> <li>Form FS-545 - Certification of Birth Abroad from Dept. of State</li> <li>Form DS-1350 - Certification of Report of Birth from Dept. of State</li> <li>Form FS-240 - Consular Report of Birth Abroad from Dept. of State</li> </ul>

[Edit Personal Info](#) « BACK CONTINUE »

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4. You will then see this page which shows all documents checked as complete. You can now logout.

**Penn** UNIVERSITY OF PENNSYLVANIA Logout

**WELCOME TO YOUR EMPLOYMENT CENTER!**

Welcome | Congratulations

- Personal Information
- ACA Notice
- Payroll Options Notice
- I-9

**EFX**

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