

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

The screenshot shows the Penn State Employment Center I-9 form. The left sidebar contains links for Personal Information, ACA Notice, Payroll Options Notice, and I-9. The main form area is titled "I-9" and includes fields for State (MO), Zip Code (63045), Date of Birth (01/01/1980), U.S. Social Security Number (444222111), Employee's E-mail Address (Optional), and Employee's Telephone Number (Optional). Below these fields is the "Citizenship Attestation" section, which states: "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" followed by four radio button options: 1. A citizen of the United States (selected), 2. A noncitizen national of the United States (see instructions), 3. A lawful permanent resident, and 4. An alien authorized to work until. Below this is the "Preparer and/or Translator Certification" section with two radio button options: 1. I did not use a preparer or translator (selected), and 2. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. At the bottom of the form are links for "Edit Personal Info", "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 Penn State Employment Center I-9 form, Employee Review page. The left sidebar is the same as the previous screenshot. The main form area is titled "EMPLOYEE REVIEW" and includes links for "Review information in English" and "Revisar información en Español". Below this is a summary of the employee's information: Name (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), and Work Status (A Citizen of the United States). Below the summary is the "EMPLOYEE ELECTRONIC SIGNATURE" section, which includes a link for "Employee Signature in English" and "Firma del empleado en español". The section states: "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:" followed by a checkbox labeled "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:". Below the checkbox are three bullet points: "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.", and "Understand that the employer may electronically verify your work authorization with the United States Government." At the bottom of the form are links for "Edit Personal Info", "BACK", and "CONTINUE".

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

The screenshot shows the 'NEXT STEPS' page in the Penn University of Pennsylvania Employment Center. The page is titled 'NEXT STEPS' and features a green checkmark icon indicating completion. A sidebar on the left lists 'EMPLOYMENT CENTER' with links to 'Personal Information', 'ACA Notice', 'Payroll Options Notice', and 'I-9'. The main content area includes a 'THINGS YOU NEED TO REMEMBER' section with a receipt code 'vba9z43mj' and an 'EMAIL RECEIPT CODE' link. Below this is the 'ACCEPTABLE DOCUMENTS' section, which lists three categories of documents: List A (U.S. Passport or U.S. Passport Card), List B (Driver's License, ID Card, etc.), and List C (Social Security Account Number Card, etc.). At the bottom, there are links for 'Edit Personal Info', 'BACK', and 'CONTINUE'.

EMPLOYMENT CENTER

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

NEXT STEPS

You've completed the first section of your I-9 and are ready to move on to meeting with your Employer Representative to verify your documents.

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

- U.S. Passport or U.S. Passport Card

LIST B DOCUMENTS

- Driver's License issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Departmental ID Card

LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State

[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.

The screenshot shows the 'WELCOME TO YOUR EMPLOYMENT CENTER!' page. The page features the Penn University of Pennsylvania logo and a 'Logout' link. Below the header, there are two tabs: 'Welcome' and 'Congratulations'. The 'Congratulations' tab is active, showing a list of documents that have been checked as complete: 'Personal Information', 'ACA Notice', 'Payroll Options Notice', and 'I-9'. Each document is marked with a green checkmark and a document icon. At the bottom, there is a footer with the EFX logo and copyright information for 2018 Equifax, Inc.

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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