



# I-9 Processing For H-1B Portable Employees



# Key Notes:

## ➤ **What is H-1B Portability?**

H-1B portability is a provision that allows non-immigrant workers who are in H-1B status and already working for an approved H-1B employer to change employers (port) and actively start work for a new H-1B employer as soon as an I-129 Change of Employer (“COE”) Petition is filed with USCIS. Under the American Competitiveness Act in the Twenty-First Century (AC-21), an H-1B employee who is changing employers within the H-1B program may begin working for the new employer upon receiving confirmation that a COE petition has been filed without having to wait for the pending petition to be approved. To qualify for AC-21 benefits, the COE petition must have been filed prior to the expiration of the individual’s period of authorized stay as recorded on his or her I-94/I-94A card with the previous employer. The employee’s unexpired foreign passport together with his or her existing I-94/I-94A record with the previous employer (whether unexpired or not) serve to satisfy the Form I-9 documentation requirements under List A.



# Completing Section 1



Employee or Preparer/Translator  
enters the employee information.

Note: The alien authorized to work  
date and the Admission (I-94) #  
come from the previous I-94.

▶ START HERE. Read [instructions](#) carefully

ANTI-DISCRIMINATION NOTICE: It is illegal to refuse to hire an individual because the documentation presented has

Section 1. Employee Information and Attestation

Last Name (Family Name)	Branson
Address (Street and Number and Name)	123 Elm St
Date of Birth (mm/dd/yyyy)	01/01/1970

e refusal to hire an individual	
offer.)	
Names Used (if any)	
Zip Code	85004
mber	

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)  .  Indefinite 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:	Date (mm/dd/yyyy):
------------------------	--------------------

- Dashboard
- My Info
- E-Verify
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout



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

Minute-9

▶ **START HERE.** Read [instructions](#) carefully before completing this form. The instructions must be available during completion of this form.

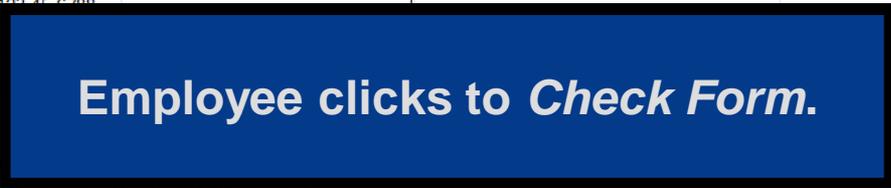
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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) Branson	First Name (Given Name) Miguel	Middle Initial	Other Names Used (if any)		
Address (Street and Number and Name) 123 Elm St		Apt Number	City or Town Phoenix	State AZ	Zip Code 85004
Date of Birth (mm/dd/yyyy) 01/01/1970	U.S. Social Security Number 100 45 6789	E-mail Address	Telephone Number		

I am aware that federal law provides for imp...

I attest, under penalty of perjury, that I am (c...



- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013 .  Indefinite 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: 12345678911

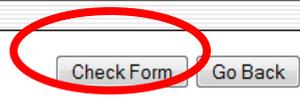
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: 45945945945

Country of Issuance: MEXICO

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

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------



Check Form Go Back

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)   Indefinite 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

2. Form

If you

State



Country of Issuance:

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

Signature of Employee:

Date (mm/dd/yyyy):

Did you receive assistance in filling out Section 1?  No  Yes

### Confirm your Identity

In order to reveal your PIN:

**Step 1:** Please verify that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item.

**Step 2:** Please "Click to Accept" and acknowledge your agreement with the following statement:

First Name Miguel  
 Last Name Branson  
 Date of Birth 01/01/1970

Your PIN: ??

I attest under penalty of perjury that I am the individual specified in Section 1 of the I-9, that I have read the I-9 Attestation above, and that the act of entering my unique PIN and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 1 of this I-9 form and in so doing attest as indicated on the Section 1 Employee's Signature line of this Form I-9.

This form can **only** be updated by the employee entered in section 1. In order to save changes, employee must electronically sign this form by entering the PIN number revealed by confirming his/her identity above and clicking the **Electronically Sign** button.

PIN:

- Dashboard
- My Info
- E-Verify
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

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)   Indefinite 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:

**Employee completes attestation to reveal PIN.**

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Did you receive assistance in filling out Section 1?  No  Yes

**Confirm your Identity**

In order to reveal your PIN:

Step 1: Please verify that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item.

Step 2: Please "Click to Accept" and acknowledge your agreement with the following statement:

- First Name Miguel
- Last Name Branson
- Date of Birth 01/01/1970

Your PIN: ??



I attest under penalty of perjury that I am the individual specified in Section 1 of the I-9, that I have read the I-9 Attestation above, and that the act of entering my unique PIN and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 1 of this I-9 form and in so doing attest as indicated on the Section 1 Employee's Signature line of this Form I-9.

This form can **only** be updated by the employee entered in section 1. In order to save changes, employee must electronically sign this form by entering the PIN number revealed by confirming his/her identity above and clicking the **Electronically Sign** button.

PIN:

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)   Indefinite 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

2. Form I-94 Admis

If you obtained y  
States, include

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:

Date (mm/dd/yyyy):

Did you receive assistance in filling out Section 1?  No  Yes

### Confirm your Identity

In order to reveal your PIN:

**Step 1:** Please verify that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item.

**Step 2:** Please "Click to Accept" and acknowledge your agreement with the following statement:

- First Name Miguel
- Last Name Branson
- Date of Birth 01/01/1970

Your PIN: **1848**

I attest under penalty of perjury that I am the individual specified in Section 1 of the I-9, that I have read the I-9 Attestation above, and that my act of entering my unique PIN and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 1 of this I-9 form and in so doing attest, as indicated on the Section 1 Employee's Signature line of this Form I-9.

This form can **only** be updated by the employee entered in section 1. In order to save changes, employee must electronically sign this form by entering the PIN number revealed by confirming his/her identity above and clicking the **Electronically Sign** button.

PIN:

Employee enters system generated PIN.

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)   Indefinite 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 a  
States, include the fo  
Foreign Passp  
Country of Issu  
Some aliens may writ



Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Did you receive assistance in filling out Section 1?  No  Yes

### Confirm your Identity

In order to reveal your PIN:

Step 1: Please verify that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item.

Step 2: Please "Click to Accept" and acknowledge your agreement with the following statement:

First Name Miguel  
 Last Name Branson  
 Date of Birth 01/01/1970

PIN: **1848**

I attest under penalty of perjury that I am the individual specified in Section 1 of the I-9, that I have read the I-9 Attestation above, and that the act of entering my unique PIN and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 1 of this I-9 form and in so doing attest as indicated on the Section 1 Employee's Signature line of this Form I-9.

This form can **only** be updated by the employee entered in section 1. In order to save changes, employee must electronically sign this form by entering the PIN number revealed by confirming his/her identity above and clicking the **Electronically Sign** button.

PIN:

- Dashboard
- My Info
- EVerify**
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout



# Completing Section 2

# Key Notes:

➤ **How does I-9 completion for H-1B portable employees differ?**

The latest M-274 *Handbook for Employers* provides specific guidance on how to provide documentation of continued employment authorization for H-1B portable employees in Section 2 of the I-9. In particular, it recommends that the representative annotate Section 2 with “AC-21” and include the date the Form I-129 Change of Employer Petition was submitted to USCIS.

# Key Notes:

## ➤ **How does Guardian streamline this documentation process?**

If an employee has attested to being an alien authorized to work in Section 1 and presents an unexpired foreign passport and I-94 card (whether expired or unexpired) , Guardian allows the user after selecting this document combination in Section 2 to indicate whether or not the H-1B portable special rule applies. The user is then guided through documenting the I-129 submission date. The additional notations appear on the I-9 PDF in Section 2.

**Document List A**  
Select the document presented by the employee

## Section II - Employer Review and Verification

? Auto

For USCIS guidelines on which documents are acceptable, see this [chart](#)

- Dashboard
- My Info
- E-Verify**
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

07

**Section 2. Employer or Authorized Representative Review and Verification**  
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: None		Document Title: None		Document Title: None
Unexpired Employment Auth Document issued by DHS with photograph (I-766)				Issuing Authority:
<b>Unexpired Foreign Passport w/attached I-94 or I-94A form</b>				Document Number:
Unexpired Passport of Federated States of Micronesia w/attached I-94/I-94A form				Expiration Date (if any)(mm/dd/yyyy):
Unexpired Passport from Republic of Marshall Islands w/attached I-94/I-94A form				
-- U.S. Passport or Passport Card --				
-- Permanent Resident card or Alien Registration Receipt Card w/photo (I-551) --				
-- Unexpired Foreign Passport w/I-551 stamp or I-551 Notation / Immigrant Visa --				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

**User selects the appropriate document.**

### Certification

Section II - Employer Review and Verification

? Auto

For USCIS guidelines on which documents are acceptable, see this [chart](#)

07

**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel

Note: Special Rules may Apply to this I-9

Select Special rule (if any): that applies to this I-9: N/A [ [Explain Choices](#) ]

List A  
Identity and Employment Authorization

OR

List B  
Identity

AND

List C  
Employment Authorization

Document Title: Unexpired Foreign Passport w/attach	Document Title: None	Document Title: None
<a href="#">View Sample Document</a>		
<input type="checkbox"/> Replacement Receipt		
Issuing Authority: [Redacted]		
Document Number: [Redacted]		
Unexpired Foreign Passport Number		
Expiration Date (if any)(mm/dd/yyyy): [Redacted]	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
The expiration date on this field must be recorded, and not expired.		
Document Title: I-94		
Issuing Authority: DHS		

User selects the special I-9 rule related to H-1B Portability.

- Dashboard
- My Info
- Verify
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

Section II - Employer Review and Verification

? Auto

For USCIS guidelines on which documents are acceptable, see this [chart](#)

07

**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel

Note: Special Rules may Apply to this I-9

Select Special rule (if any): that applies to this I-9: N/A [ [Explain Choices](#) ]

List A Identity and Employment Authorization OR List B Identity AND List C Employment Authorization

Document Title: Unexpired Foreign Passport w/attach	Document Title: None	Document Title: None
<a href="#">View Sample Document</a>		
<input type="checkbox"/> Replacement Receipt		
Issuing Authority: [Redacted]		
Document Number: Unexpired Foreign Passport Number		
Expiration Date (if any)(mm/dd/yyyy): [Redacted] The expiration date on this field must be recorded, and not expired.	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94		
Issuing Authority: DHS		

User may select *Explain Choices* for additional information.

- Dashboard
- My Info
- E-Verify
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

## Section II - Employer Review and Verification

? Auto

07

For USCIS guidelines on which documents are acceptable, see this [chart](#)

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel

Note: Special Rules may Apply to this I-9

Select Special rule (if any): that applies to this I-9: H-1B Portability [ [Explain Choices](#) ]

Legal Basis AC-21

Date I-129 Petition Filed

List A  
Identity and Employment Authorization

OR

List B  
Identity

AND

List C  
Employment Authorization

Document Title:  
Unexpired Foreign Passport w/attach

[View Sample Document](#)

Replacement Receipt

Issuing Authority:  
[Redacted]

Document Number:  
[Redacted]  
Unexpired Foreign Passport Number

Expiration Date (if any)(mm/dd/yyyy):  
[Redacted]  
The expiration date on this field must be recorded, and not expired.

Document Title:  
I-94

Document Title:  
None

Document Title:  
None

Expiration Date (if any)(mm/dd/yyyy):

Expiration Date (if any)(mm/dd/yyyy):

User enters date of I-129 petition filing.

[Employers or their authorized representative must complete and sign Section 2 within 5 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "[Lists of Acceptable Documents](#)" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel

**Note: Special Rules may Apply to this I-9**

Select Special rule (if any): that applies to this I-9:  [ [Explain Choices](#) ]

Legal Basis:

Date I-129 Petition Filed:

List A
OR
List B
AND
List C  
Identity and Employment Authorization
Identity
Employment Authorization

<p>Document Title: <input type="text" value="Unexpired Foreign Passport w/attach"/></p> <p><a href="#">View Sample Document</a></p> <p><input type="checkbox"/> Replacement Receipt</p> <p>Issuing Authority: <input type="text" value="Mexico"/></p> <p>Document Number: <input type="text" value="45945945945"/> <small>Unexpired Foreign Passport Number</small></p> <p>Expiration Date (if any)(mm/dd/yyyy): <input type="text" value="01/15/2020"/> <small>The expiration date on this field must be recorded, and not expired.</small></p> <p>Document Title: <b>I-94</b></p> <p>Issuing Authority: <b>DHS</b></p> <p>Document Number: <input type="text" value="12345678911"/> <small>I-94 Document Number</small></p> <p>Expiration Date (if any)(mm/dd/yyyy): <input type="text" value="06/01/2013"/> <small>The expiration date on this field must be recorded, and not expired.</small></p> <p>Document Title:</p>	<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em;">             User completes document entry.         </div> <p>Issuing Authority: <input type="text"/></p> <p>Document Number: <input type="text"/></p> <p>Expiration Date (if any)(mm/dd/yyyy): <input type="text"/></p>
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- Dashboard
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# Key Notes:

## ➤ **What if the I-94 from the previous employer has expired?**

If the Alien Authorized to Work date entered by the employee in Section 1 has expired at the time of hire, users will be prompted to check an attestation box in Section 2 to verify that the employee's work authorization. This override permits I-9 completion despite the expired document.



The screenshot shows a web form titled "List A" with the subtitle "Identity and Employment Authorization". It features a "Document Title:" dropdown menu currently set to "Unexpired Foreign Passport w/attach:". Below this are two buttons: "View Sample Document" and "Replacement Receipt" with an adjacent warning triangle icon. At the bottom, there is a section titled "Override Expired Validity Date" containing a checkbox and a text block: "I confirm that I have reviewed documented evidence of a timely filed petition for extended work authorization for this employee which allows him/her to to continue working in lawful status beyond the expired I-94 validity date."



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- Administration
- Logout

The expiration date on this field must be recorded, and not expired.

Document Title:  
I-94

Issuing Authority:  
DHS

Document Number:  
12345678911  
I-94 Document Number

Expiration Date (if any)(mm/dd/yyyy):  
06/01/2013  
The expiration date on this field must be recorded, and not expired.

Document Title:

Issuing Authority:

Document Number:

Expiration Date:

**User confirms identity and clicks attestation box.**

**Certification**  
I attest, under penalty of perjury, that the information provided is true and accurate. (s) appear to be genuine.

The employee's first day of employment (mm/dd/yyyy): 04/30/2013 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	Title	
Last Name (Family Name) Jones		Family Name (Given Name) Stephanie	Employer's Business or Organization Name Guardian Training Company	
Employer's Business or Organization Address 1 Rydelle St	City or Town Chandler	State AZ	Zip Code 87122	

**Confirm your Identity**

Please "Click to Accept" and acknowledge your agreement with the following statement:

I attest under penalty of perjury that I am the individual specified in Section 2 of the I-9, and that the act of entering my system Password and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 2 of this I-9 form and in so doing attest as indicated on the Section 2 Authorized Representative Signature line of this Form I-9.

Password:

The expiration date on this field must be recorded, and not expired.

Document Title:  
I-94

Issuing Authority:  
DHS

Document Number:  
12345678911  
I-94 Document Number

Expiration Date (if any)(mm/dd/yyyy):  
06/01/2013  
The expiration date on this field must be recorded, and not expired.

Document Title:

Issuing Authority:

Document Number:

Expiration Date (if any)(mm/dd/yyyy):

User enters password to electronically sign.

**Certification**

I attest, under penalty of perjury, that the information provided is true, accurate, and to relate to the employee.

The employee's first day of employment is:

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	Title HR Manager	
Last Name (Family Name) Jones	Family Name (Given Name) Stephanie	Employer's Business or Organization Name Guardian Training Company		
Employer's Business or Organization Address 1 Rydelle St	City or Town Chandler	State AZ	Zip Code 87122	

**Confirm your Identity**

Please "Click to Accept" and acknowledge your agreement with the following statement:

I attest under penalty of perjury that I am the individual specified in Section 2 of the I-9, and that the act of entering my system Password and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 2 of this I-9 form and in so doing attest as indicated on the Section 2 Authorized Representative Signature line of this Form I-9.

Password: [masked] Electronically Sign

## I-9 Overview

This I-9 is ready for C

Before clicking the Mar

Please carefully check t

If there are mistakes in

validate these changes.

If there are mistakes in

validate these changes.

Once completed, you or your authorized company representative can approve and E-Verify this I-9 form.

Once done, user clicks *Mark Completed*.

I-9.

re-sign Section 1 of the form to

to validate these changes.

### I-9



I-9 No: **70,044 (Primary)**

Type: **Electronic I-9**

Responsible: **Corporate Group**

Version: **3/8/13**

Expires: **06/13/2013**

Date Completed:

Date approved:

Mark This I-9

Mark Completed

Escalate to Expert

### E-Verify



Employee is eligible for E-Verify

### Print Center



View  
I-9



Employee  
Receipt



Preparer/Translator  
Receipt



State  
Affidavit

- Dashboard
- My Info
- E-Verify
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
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- Logout

Details On  
**Approve I-9**

**Instructions**

**Please note**

You are about to approve this I-9 form. By clicking the **Approve This I-9** button, you will lock the I-9 form and submit it to E-Verify (if applicable).

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



[View I-9](#)

Employee is eligible for E-Verify.

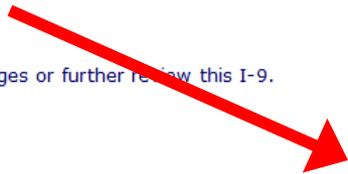
Cancel

Approve This I-9

**I-9 OnDocs**

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
03/25/2013	14:14:07	Adobe Acrobat	I9 #70044 Snapshot [ Mark Completed ]	157.8

User clicks *Approve This I-9* to lock the I-9 and submit to E-Verify (if applicable).



**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.

**User may click *View I-9* to view the completed I-9, including AC-21 notation and I-129 filing date.**

Details OnDocs Issues Amendments

add a new section 3 interaction.

08/26/09

06/13/2013

Completed: 03/25/2013

Date approved: 03/25/2013

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)*

Employee Last Name, First Name and Middle Initial from Section 1: **Branson, Miguel**

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: Unexpired Foreign Passport w/attached I-94 or I-94A form		Document Title:		Document Title:
Issuing Authority: Mexico		Issuing Authority:		Issuing Authority:
Document Number: 45945945945		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 01/15/2020		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94		AC-21, I-129 Petition Filed: 03/15/2013		
Issuing Authority: DHS				
Document Number: 12345678911				
Expiration Date (if any)(mm/dd/yyyy):				

**Section 3**

Section 3 Entries: 0

Refresh

**Print Center**

 View I-9

Document Title: Unexpired Foreign Passport w/attached I-94 or I-94A form	Document Title:	Document Title:
Issuing Authority: Mexico	Issuing Authority:	Issuing Authority:
Document Number: 45945945945	Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy): 01/15/2020	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94	AC-21, I-129 Petition Filed: 03/15/2013	
Issuing Authority: DHS		
Document Number: 12345678911		
Expiration Date (if any)(mm/dd/yyyy): 06/01/2013		
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		

**3-D Barcode**  
Do Not Write In This Space

Signature of Employer or Authorized Representative: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_ Print Name of Employer or Authorized Representative: \_\_\_\_\_

Form I-9 03/08/13 N Page 8 of 9

# Key Notes:

➤ **What other documentation is necessary for H-1B portable employees?**

It is recommended that a copy of the documentation showing the filing date of the I-129 COE Petition (whether the I-797 Notice of Receipt or a copy of the courier's airbill documenting delivery of the petition to USCIS Service Center) be scanned and uploaded to the employee's I-9 OnDocs.

➤ **How does Guardian alert the assigned user(s) of the employees temporary work authorization?**

Upon approval of the I-9, a task is created and emailed to the assigned user(s) at a pre-determined number of days following the employee's hire to remind of the reverification following approval of the I-129 petition.

All

Select from list

Select Location

Invite New Employee

### Top Pending Tasks

View Refresh Chart

Reminder Date	Subject	Employee Name	Date Expires
06/01/2012	H-1B Petition Reminder	Branson, Miguel	06/07/2012
12/03/2012	Reverification Reminder	Three, Charlie	03/03/2013
12/03/2012	Reverification Reminder	Three, Charlie	03/03/2013
10/03/2013	Reverification Reminder	Koreg, Jonas	01/01/2014

### Top I-9s Needing Further Action

View Refresh Mine All

Date I-9 Created	Employee Name	Reason	Date Expires
05/16/2012	Koreg, Jonas	No SS	01/01/2014

**Auto created task related to pending I-129 petition.**

### Top I-9s Needing Approval

View Refresh Analyze

Date I-9 Created	Employee Name	Employee Start Date	Approval E-Verify Deadline
05/18/2012	Rogers, Jerry	05/17/2012	05/22/2012

### Top Pending Re-Verifications

View Refresh Mine All Analyze Chart

Date I-9 Created	Employee Name	Expiration Date	Days Left
05/18/2012	Branson, Miguel	06/07/2012	
03/16/2011	Nopez, Steve	10/01/2012	
04/30/2012	Three, Charlie	03/03/2013	
05/01/2012	Three, Charlie	03/03/2013	
05/16/2012	Koreg, Jonas	01/01/2014	
05/11/2012	Robbins, Mateo	06/05/2017	

- Minute I-9
- Dashboard
- My Info
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout



# Administrative Settings

# Key Notes:

## ➤ **What administrative options are available for H-1B portability?**

Guardian allows organizations to indicate a maximum value to determine the I-9 “expiration” for I-9s of H-1B portable new hires. This value in conjunction with the I-129 filing date entered in Section 2 is used to establish the I-9’s reverification date/expiration date. Reminders trigger based on the identified expiration value and the organization’s *Expiration Reminder Lead Days* and *Subsequent Reminder Lead Days* settings.

All

Select from list

Select Location

ite New Employee

### Top Pending Tasks

Reminder Date	Subject	Employee Name	Date Expires
06/01/2012	H-1B Petition Reminder	Branson, Miguel	06/07/2012
12/03/2012	Reverification Reminder	Three, Charlie	03/03/2013
12/03/2012	Reverification Reminder	Three, Charlie	03/03/2013
10/03/2013	Reverification Reminder	Koreg, Jonas	01/01/2014

### Top I-9s Needing Further Action

Date I-9 Created	Employee Name	Reason	Date Expires
05/16/2012	Koreg, Jonas	No SS	01/01/2014

Access the *Administration* module.

### Top I-9s Needing Approval

Date I-9 Created	Employee Name	Employee Start Date	Approval E-Verify Deadline
05/18/2012	Rogers, Jerry	05/17/2012	05/22/2012

### Top Pending Re-Verifications

Date I-9 Created	Employee Name	Expiration Date	Days L
05/18/2012	Branson, Miguel	06/07/2012	
03/16/2011	Nopez, Steve	10/01/2012	
04/30/2012	Three, Charlie	03/03/2013	
05/01/2012	Three, Charlie	03/03/2013	
05/16/2012	Koreg, Jonas	01/01/2014	
05/11/2012	Robbins, Mateo	06/05/2017	

- Dashboard
- My Info
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
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- Announcements
- Calendar
- Tutorials
- Administration**
- Logout



- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Remote Agents
- Purge Data
- Announcements
- Exit Admin

**General**
 E-Verify
  Calendar
  E-Mail
  Privacy Policy
  Remote Hire
  Misc
  Custom Fields

**Access Preferences.**

**Employee Preferences**

checked, users will be able to create employees with hire dates into the

Allow Future Termination Date  If you wish to allow future termination dates, enter the maximum # of days into the future allowed. Leave value of 0 to not allow future termination dates.

Employee Minimum Age  In order to assist in data entry, please enter your company's minimum age requirement.

Allow Employee Creation w/o SS #  when checked, employees can be added to the system without a Social Security No. Note: If you use E-Verify, Social Security Number will be required on the I-9 form. Without a Social Security No, it is not possible to detect the entry of duplicate employees into the system!

Personal Info  Click to make the "My Info" tab data non-editable for employees.

Do Not Use Social Security No as Login  When checked, a randomly generated login will be created for employees. By default (if not checked), employees use their Social Security Number to login.

Link Business Unit to Location  When checked, business unit is determined by location only.

Require Employee ID  When checked, employee records cannot be created without an employee ID.

Employee I-9 Completion Instructions (Step 4)

- I-9 Preferences** ^
- Tasks Reminders** ^
- HRs** ^
- Reports / Charts & Graphs** ^

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Remote Agents
- Purge Data
- Announcements
- Exit Admin

Refresh Update Info Cancel Changes

General E-Verify Calendar E-Mail Privacy Policy Remote Hire Misc Custom Fields

**Employee Preferences**

**I-9 Preferences**

Employee must approve Section 1 amendments  When checked, only the Employee can approve Section 1 amendments. If unchecked, either Employee or HR can independently approve Section 1 amendments.

HR cannot alter Section 1 amendments  See.

Employee can enter amendments  n 1 not

A PO Box entered in the Address field is  Allowed  Warned  Not Allowed

Do not process State Affidavits  If checked, available State Affidavits will not be processed.

Require upload of State Affidavit documents  If checked, HR must indicate with a checkbox that documents supporting the State Affidavit have been uploaded, otherwise the I-9 cannot be completed.

Require upload of all I-9 supporting documents  If checked, HR must indicate with a checkbox that all I-9 supporting documents have been uploaded.

H-1B Portability Days  When processing an H-1B I-9, the max number of days before the I-9 is considered expired. (Waiting for I-129 petition to be approved). Reminders will be posted according to the rules below in Task Reminders section. If not set, 30 days is the default.

Tasks Reminders

HRs

Reports / Charts & Graphs

**Access I-9 Preferences on the General tab.**

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Remote Agents
- Purge Data
- Announcements
- Exit Admin

Refresh Update Info Cancel Changes

- General
- E-Verify
- Calendar
- E-Mail
- Privacy Policy
- Remote Hire
- Misc
- Custom Fields

### Employee Preferences

### I-9 Preferences

**Enter a value in *H-1B Portability Days* to set the number of lead days for the automatic task reminder. If not set, the default remains at 30 days.**

Employee must have a valid I-9 on file. If the I-9 is not valid, the employee will be unable to complete the I-9 process.

HR cannot alter the I-9 status of an employee. If the I-9 is not valid, the employee will be unable to complete the I-9 process.

Employee cannot be approved for I-9 if the I-9 is not valid. If the I-9 is not valid, the employee will be unable to complete the I-9 process.

A PO Box entered in the Address field is:  Warned  Not Allowed

Do not process State Affidavits  If checked, available State Affidavits will not be processed.

Require upload of State Affidavit documents  If checked, HR must indicate with a checkbox that documents supporting the State Affidavit have been uploaded, otherwise the I-9 cannot be completed.

Require upload of all I-9 supporting documents  If checked, HR must indicate with a checkbox that all I-9 supporting documents have been uploaded.

H-1B Portability Days  When processing an H-1B I-9, the max number of days before the I-9 is considered expired. (Waiting for I-129 petition to be approved). Reminders will be posted according to the rules below in Task Reminders section. If not set, 30 days is the default.

### Tasks Reminders

### HRs

### Reports / Charts & Graphs

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Remote Agents
- Purge Data
- Announcements
- Exit Admin

Refresh Update Info Cancel Changes

- General
- E-Verify
- Calendar
- E-Mail
- Privacy Policy
- Remote Hire
- Misc
- Custom Fields

### Employee Preferences

### I-9 Preferences

Employee must approve Section 1 amendments  When checked, only the Employee can approve Section 1 amendments. If unchecked, either Employee or HR can independently approve Section 1

HR cannot alter Section 1 data via Amendment  Section 1 via by the employee.

Employee can enter amended values in Section 1  nominated by the HR. If unchecked, the employee will only be able to approve, not change or enter, section 1 amendments.

A PO Box entered in the Address field is  Allowed  Warned  Not Allowed

Do not process State Affidavits  If checked, available State Affidavits will not be processed.

Require upload of State Affidavit documents  If checked, HR must indicate with a checkbox that documents supporting the State Affidavit have been uploaded, otherwise the I-9 cannot be completed.

Require upload of all I-9 supporting documents  If checked, HR must indicate with a checkbox that all I-9 supporting documents have been uploaded.

H-1B Portability Days  When processing an H-1B I-9, the max number of days before the I-9 is considered expired. (Waiting for I-129 petition to be approved). Reminders will be posted according to the rules below in Task Reminders section. If not set, 30 days is the default.

**Update to save changes.**

### Tasks Reminders

### HRs

### Reports / Charts & Graphs

# Key Notes:

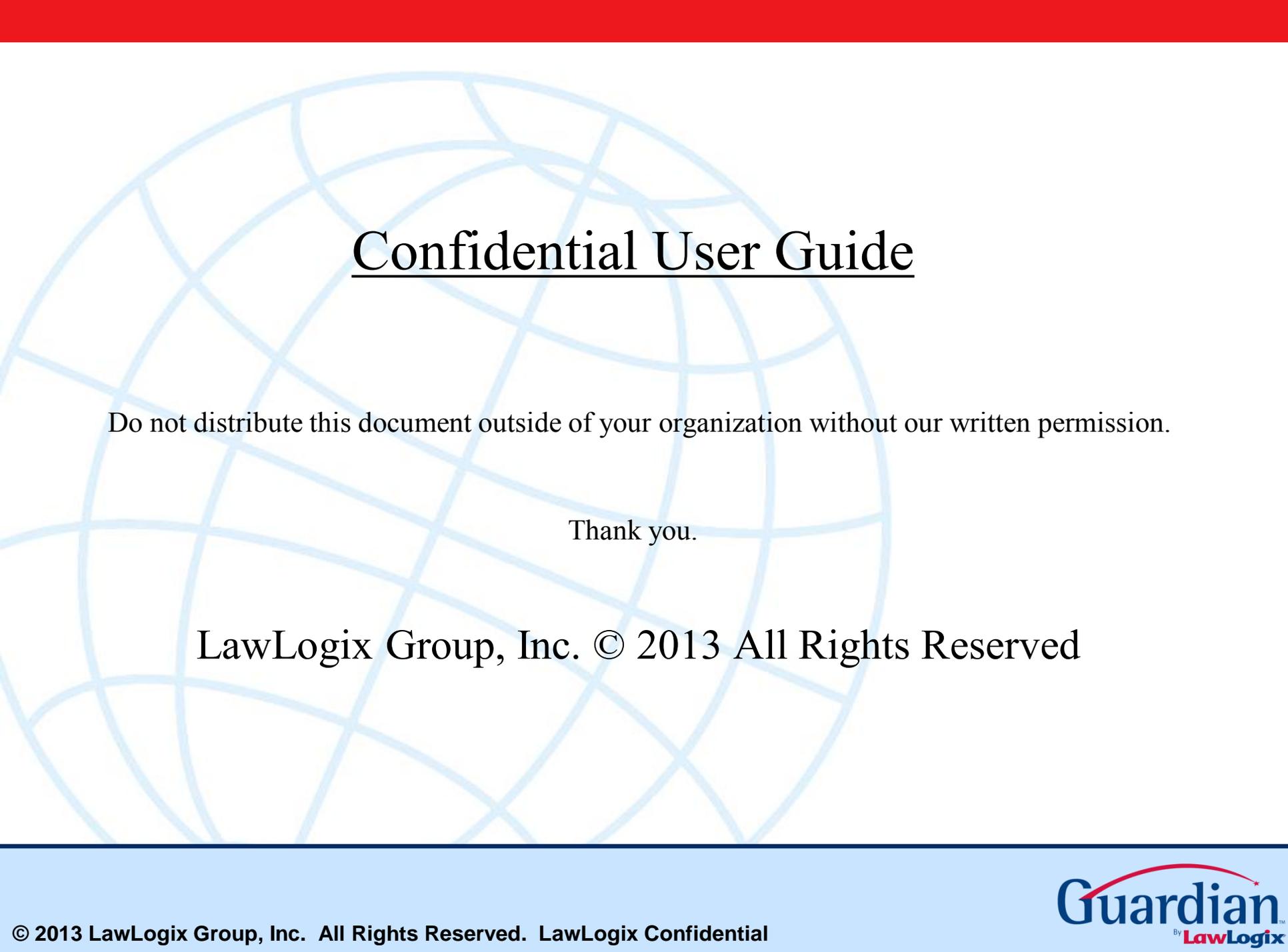
➤ **What is the default text of the H-1B portable task?**

The text of the task and reminder is as follows:

The employee's I-129 Change of Employer Petition is pending with USCIS pursuant to the rules governing H-1B portability. Please confirm whether this petition has been approved, and if so, promptly re-verify employee based on his/her new H-1B work authorization.

# Further Assistance

- Select *Tutorials and Information* from the vertical toolbar to access other system tutorials.
- Select the help icon  located in the upper left hand corner of the vertical toolbar.



# Confidential User Guide

Do not distribute this document outside of your organization without our written permission.

Thank you.

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