Remote I-9 Process Job Aid

Effective Nov. 1, 2023

To start, create the Employee’s Guardian profile so they can complete Section 1 remotely.

1. Go to Employee -> Search Employees

2. Click on the red “Add” button to start creating the employee profile.

3. Enter the Employee’s SSN. If they don’t have one yet, select “Create Employee without SSN”.

4. When entering the employee’s information, make sure Login Required is selected for Login Type. This allows Guardian to send the link through email so the employee can complete Section 1 remotely.

5. After entering all the information, click “Create Employee”.

6. Guardian will generate an email to send the employee their login link. Select “Send E-Mail”.

After the employee has completed Section 1, the Department Representative can virtually verify the employee’s documents to complete Section 2.
1. Examine copies (front and back if the document is two-sided) of Form I–9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears to be genuine.

2. Conduct a live video interaction in a secure environment with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and related to the individual. The employee must first transmit a copy of the document(s) to the employer (per Step 1 above) and then present the same document(s) during the live video interaction.

3. Indicate on the Form I–9, by completing the corresponding box, that an alternative procedure was used to examine documentation to complete Section 2 or for re-verification, as applicable.

4. Retain, consistent with applicable regulations, a clear and legible copy of the documentation (front and back if the documentation is two-sided); and

5. In the event of a Form I–9 audit or investigation by a relevant federal government official, make available the clear and legible copies of the identity and employment authorization documentation presented by the employee for document examination in connection with the employment eligibility verification process.

*Note: If the link has expired, you can generate a new one under the “Login Info” tab in the employee’s profile.*