



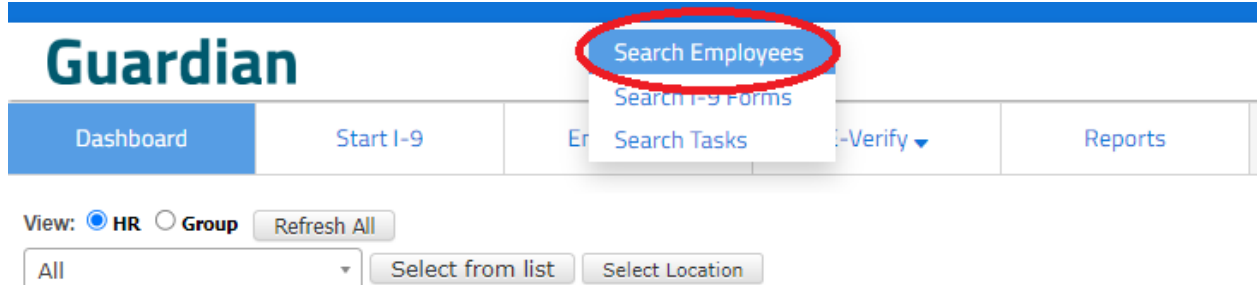
FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: (850) 644-6034  
Fax: (850) 645-4670

## Remote I-9 Process Job Aid

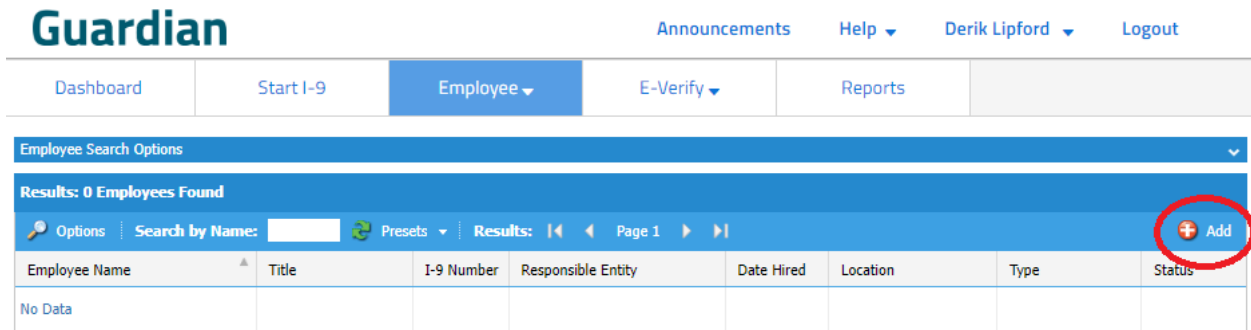
Effective Nov. 1, 2023

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

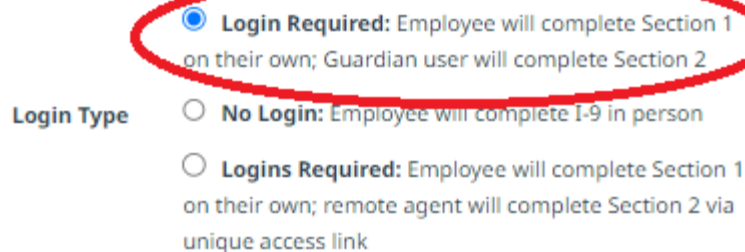
1. Go to Employee -> Search Employees



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.

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

**List A & B Identity and Employment Eligibility Options**

Document Type  
 Select Document Type ▼

⚠ If you select a List A document, no additional documents are required from List B or C ?

Additional Information ?

Check here if you used an alternative procedure authorized by DHS to examine documents.

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.*

## Guardian

Dashboard	Start I-9	Employee ▼	E-Verify ▼	Reports
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John Doe

Employee Access

Personal	Job Details	Tasks	I-9 Forms	OnDocs	Login Info	Custom Fields	E-Verify
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Login Information

**Contact Information**

E-Mail johndoe@gmail.com

**Employee Login Link**

https://www.perfectcompliance.com/4DCGI/WEB\_Log\_Login/EMP/9EE5E9AC68097D4AAE1AC1B4E68024EC000000177/RMLNM

Generate New Link Disable Link