Instructions for Completing I-9 Section 2 with an Authorized Representative



Hello and welcome to the Integrity Staffing Team!

Below are instructions to assist you and your selected Authorized Representative in completing Section 2 of your I-9 Form. Please reach out to us if you have any questions or issues.

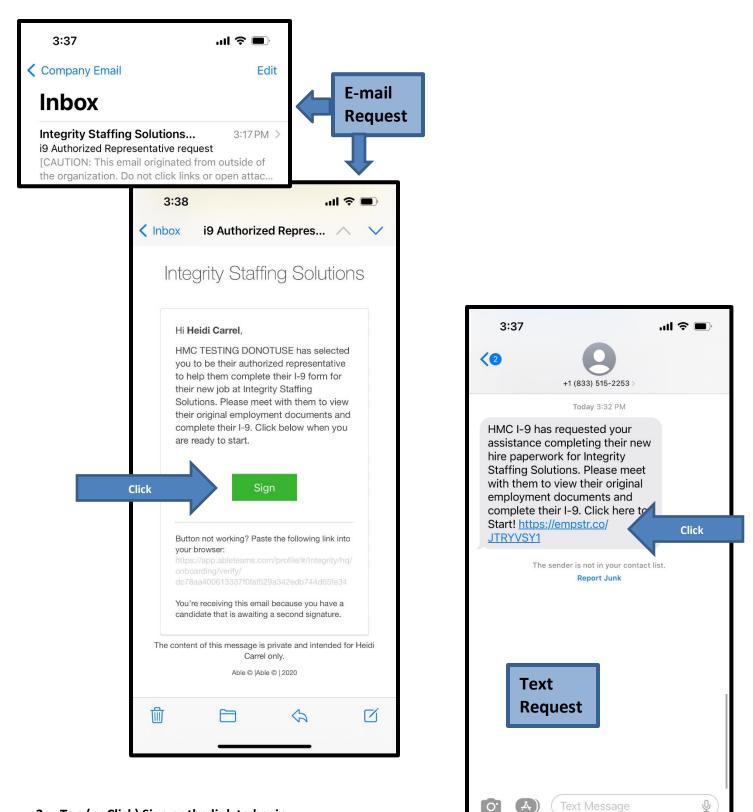
Things to Know Before You Start

- 1. You are not to complete Section 2 yourself. Your documents must be reviewed and entered by another individual. If you do not have another person to complete Section 2 for you, please contact us and we will assist you in completing it.
- 2. You will want to prepare your identification documents before starting the process with your Authorized Representative.
 - a. A list of the documents that you can use to confirm identity and work authorization can be found herehttps://www.uscis.gov/i-9-central/form-i-9-acceptable-documents
 - b. You will either need 1 document from List A **OR** 1 List B and 1 List C document. If you do NOT have a List A document, you will need a List B AND a List C document.
- 3. We suggest completing Section 2 on a cell phone. As you may need to upload photos of your documents utilizing a cell phone will give you direct access to a camera. The form can be completed with a laptop or PC, but you may need to upload photos using your device.
- 4. If you sent the request to your Authorized Representative via email it will be from Integrity Staffing Solutions OR Alerts@ableteams.com with the subject "i9 Authorized Representative Request". If they cannot locate the email, please have them check their Spam/Junk folder.
 - a. After opening the email simply click the "Sign" button to begin the process.
- 5. If you sent the request to your Authorized Representative via text message, they can simply click the link in the text message to begin the process.
- 6. Work the form from the top down. Your Authorized Representative will need to complete all the Red * fields and ensure the information is correct.
 - a. Please note that you are required to enter a document number for all documents supplied. Do not select N/A for the document number.
 - b. Please be sure to use the correct expiration date or indicate where there is no expiration date using the small check box.
 - c. You ONLY need to upload a photo image of your identification when it has a Red *. Otherwise, no uploads are required.
- 7. Your Authorized Representative will need to enter their name before signing off on the forms. Please be sure that they click to sign in each space provided.
- 8. The forms will be completed when you get the "Thanks for Submitting Your Document" message.

We have provided detailed instructions on the following pages. Should you have any questions about this process please feel free to reach out to us or visit an Integrity Staffing branch near you.

Thank you!

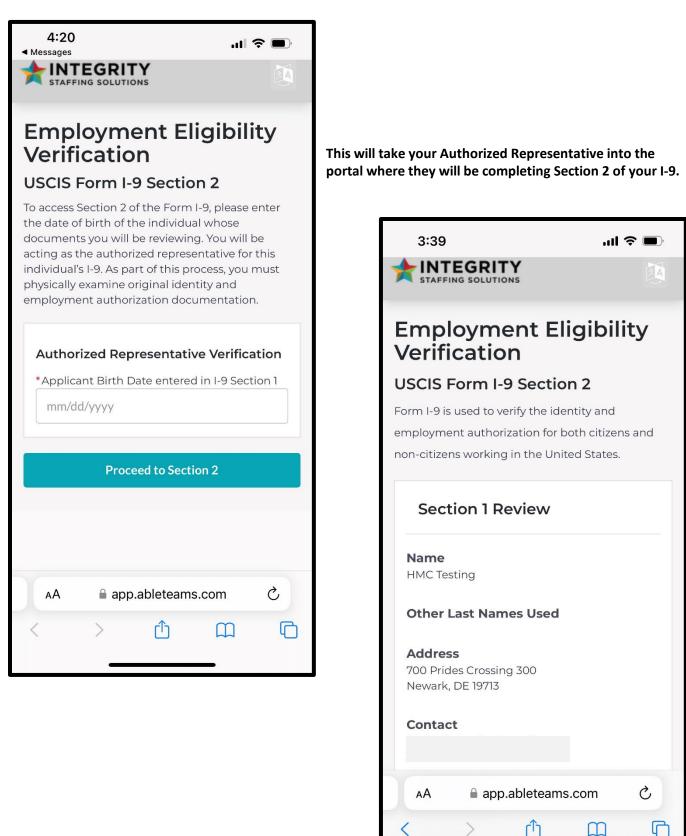
1. The first thing your Authorized Representative will need to do is locate the request that you sent them via email or text.



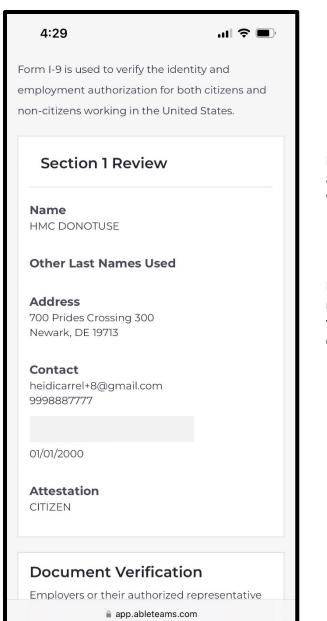
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2. Tap (or Click) Sign or the link to begin.

3. If the request was sent via text message, your Authorized Representative will be asked to verify your birthday before proceeding.



4. Your Authorized Representative should confirm the information that you entered in Section 1 is correct. Have them review your Name, Address, Contact Information, Date of Birth, and Attestation.



If ALL information entered in Section 1 is accurate, you are safe to have your Authorized Representative proceed with completing Section 2 for you.

If ANY of this information is incorrect, please contact your recruiter or local branch before proceeding. We will need this information to be accurate BEFORE Section 2 is completed. 5. Your Authorized Representative will need to tell the system what documents you are using to confirm your identity and your work authorization.

Remember you will need 1 List A Document OR a document from BOTH List B and List C.

A list of the documents that you can use to confirm identity and work authorization can be found herehttps://www.uscis.gov/i-9-central/form-i-9acceptable-documents

This link is also available in Section 2 of the form, if needed.

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View Lists of Acceptable Documents

List A

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Select one of the following documents to establish BOTH the Identity and Employment Authorization of **HMC**

DONOTUSE:

-- Select --

OR

List B

-- Select --

Select one of the following documents to establish the Identity of **HMC DONOTUSE**:

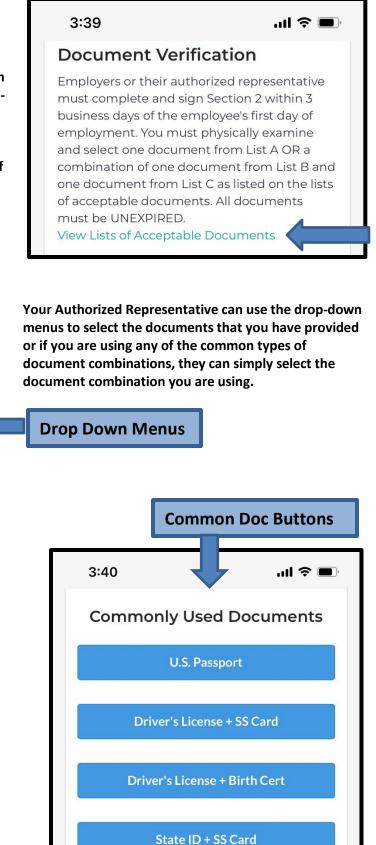
AND

List C

Select one of the following documents to establish Employment Authorization for **HMC DONOTUSE**:

-- Select --

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6. Selecting your document types will populate the page to allow you to enter your document information. For each document your Authorized Representative will need to enter the document numbers and any associated expirations dates. They need to be certain that they double check they enter all information accurately.

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HMC Testing HMC Testing H	*Document Title:	3:41 II 🗢 	
US. Department of State • bocument Number: • mvdd/yyyy • mvdd/yyy • bocument Capture Phase capture images of documents • bocument Kuthorization belonging to the employee you are verifying. • ocument Number: • staining Authority: • staining Authority: <td< th=""><th>U.S. Passport</th><th></th><th></th></td<>	U.S. Passport		
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* bocument Number: * Expiration Date: mm/dd/yyyy Document Capture Please capture images of documents belonging to the employee being verifying. Do tuplead photos of your own documents; juit the employee being verified. Use the examples below as a guide for how to properly: appeadleteams.com Note – These are examples. The required fields will change based on the document type you select to use.			List C Document Fields Example
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examples below as a guide for how to properly capture front and back photos of the	Please capture images of documents belonging to the employee you are verifying. Do not upload photos of your own documents,	Drivers license issued by state or territory	
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7. If you are utilizing a List A document, your Authorized Representative MUST upload photos of your document. You will be able to see examples of the pages they will need to photograph. They can simply use the camera on their phone to capture the needed images.

8. The next section your Authorized Representative will see will be Confirm Employee Information. Today's Date will be auto populated as the First Date of Employment. They should NOT change this date. Do not add anything into the Additional Information field.

app.ableteams.com **Confirm Employee Information** *HMC Testing's First Date of **Employment:** 雦 05/07/2023 **Do Not Change Additional Information: These Fields** Any additional information

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Document Capture

Please capture images of documents belonging to the employee you are verifying. Do not upload photos of your own documents, just the employee being verified. Use the examples below as a guide for how to properly capture front and back photos of the document.

*Identification Page

Example



Take Photo or Upload

Supported file types: .doc, .docx, .pdf, .txt, .rtf, .jpg, .png, .jpeg

*Barcode Page

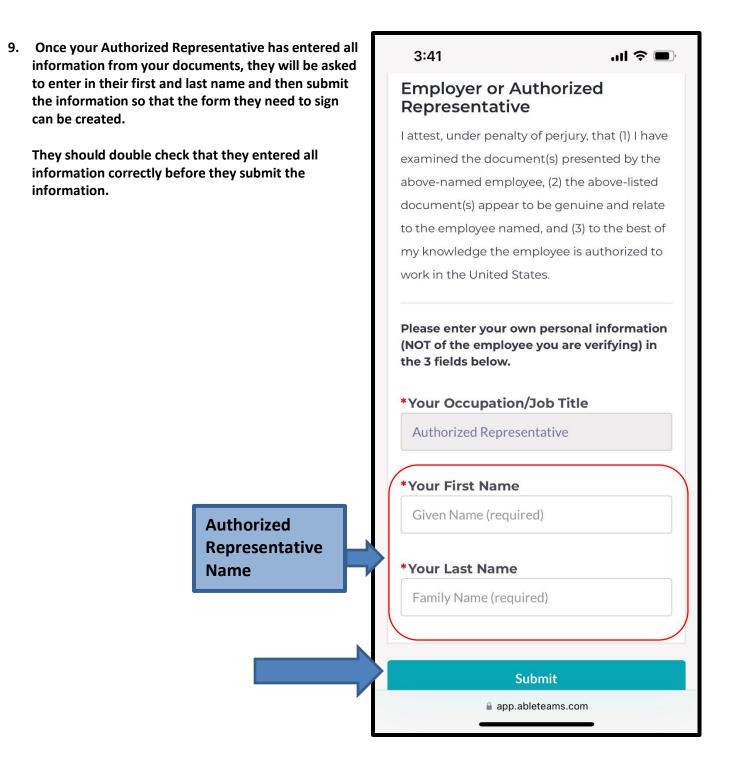
Example



Take Photo or Upload

Supported file types: .doc, .docx, .pdf, .txt, .rtf, .jpg, .png, .jpeg

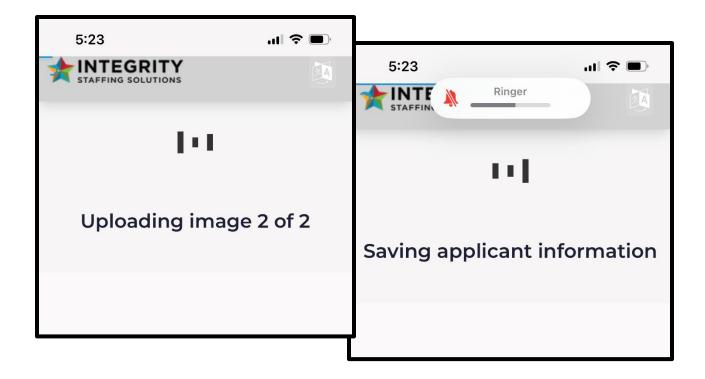
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DON'T CLOSE THE PAGE YET!

A prepopulated document will be loaded so that your Authorized Representative can electronically sign it.

You may see these screens while the populated document is loading.



10. When the populated form opens the Authorized Representative will tap (or click) on Get Started.

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able.			G	et Starte	d
۲	Department	Eligibility Verification of Homeland Security and Immigration Services		USCIS Form I- OMB No. 1619 Expires 1031	-9 5-0047
Section 2. Employer or A (Employers or their authorized reprinting thysically examine one documents of Acceptable Documents.")	esentative must complete and nent from List A OR a combin	d sign Section 2 within 3 business de aation of one document from List B a	ays of the employ and one documen	t from List C as listed on the	e "Lists
Employee Info from Section 1	Last Name (Family Name) DONOTUSE	First Name (Given Na HMC	me) M.I. T	Citizenship/Immigration S	itatus
List A Identity and Employment Auth	OR		AND	List C Employment Authorizat	tion
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U.S. Department of State			-		
Document Number 988542246	Document N	lumber	Document No	<i>i</i> mber	
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Carrel	Heidi		Integrity		
Employer's Business or Organization 700 Prides Crossing, Suite		nd Name) City or Town Newark		tate ZIP Code DE 19713	
Section 3. Reverification	and Rehires (To be com	npleted and signed by employer	or authorized n	apresentative.)	
				ire (if applicable)	
A. New Name (if applicable) Last Name (Family Name)	First Name (Given I	Name) Middle Initial	Date (mm/dd/)		

11. Then the Authorized Representative should tap (or click) on the blue box that says Click to sign.

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		Department of Homela . Citizenship and Immig			Form I-9 OMB No. 1615-0047 Expires 10/31/2022	6			
(Employers or their author	prized representative mus	d Representative Re	2 within 3 business day	s of the employee's first da	y of employment. You				
of Acceptable Document	s.")	A OR a combination of one d	locument from List B and First Name (Given Name		C as listed on the "List	s			
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employee is au	to work in the Unite	ed States. t (mm/dd/yyyy): 05/07/		structions for exempt					
Signature of Employer of	r Authorized Representa	Today's Date	e (mm/dd/yyyy) Title	of Employer or Authorized	Representative				
Last Name of Employer or	Click to sign Authorized Representative	2003 N 203		horized Representa Employer's Business or		-			
Carrel Employer's Business or	Organization Address (S	Heidi Street Number and Name)	City or Town	Integrity Staffing	P Code	-			
700 Prides Crossin			Newark		9713				
Section 3. Reveril		es (To be completed and s		authorized represental B. Date of Rehire (if applic					
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C. If the employee's prev	ious grant of employmer	nt authorization has expired, p	provide the information for	or the document or receipt	that establishes	i .			
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	1000	Click	k to sign	*		7 / 2023	Authorize		
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12. The Authorized Representative can either draw in their signature using their finger or they can click on the keyboard icon and a typed signature will be presented. When they have a signature they like, they should tap (or click) Insert.

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13. Once the Authorized Representative clicks Insert their signature will appear in the populated document. From here the Authorized Rep should click Continue.

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(Employers or their authorized repre- must physically examine one docum of Acceptable Documents.") Employee Info from Section 1 List A	esentative must bent from List A Last Name (Far DONOTUSE	OR a combination of one document from List B and one mily Name) First Name (Given Name) HMC List B AND	he employee's file syment document from on the M.I. Citiz tion St. T 1) "Lists tatus		
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Document Title Issuing Authority Document Number		Additional Information	OR Code - Sections 2.6.3 Do Not Write In This Space		Į	

14. Then the Authorized Representative will be asked to confirm their agreement that they are providing a legally binding signature. 15. When your Authorized Representative sees these screens, it means that they have successfully completed Section 2 of your Form I-9.

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