

# I-9 Tip Sheet

1. Task View (see below). You read the instructions and then press complete and next task

[Back to All Tasks](#)  
5 of 23 Tasks Completed

**Welcome**  
Overdue: Dec 4, 2018

**Health Assessment Information**  
Overdue: Dec 4, 2018

**Health Assessment Confirmation**  
Overdue: Dec 4, 2018

**I-9 Information**  
Overdue: Dec 4, 2018

**Personal Information**  
Overdue: Dec 4, 2018

**Badge Form**  
Overdue: Dec 4, 2018

**DHS Background 2.0 - HCMC**  
Overdue: Dec 4, 2018

**DHS Background 2.0 - Confirmation**  
Overdue: Dec 4, 2018

**MMPI Information**  
Overdue: Dec 4, 2018

**MMPI Confirmation**

## Job: Staff Nurse - Surgery Clinic

### I-9 Information

As a part of your required onboarding tasks, you will need to log into the electronic I-9 website to complete Section 1 of your I-9 form in advance of your Health Assessment visit.

Be watching for a separate, automated email from our I-9 partner, Accurate, with specific instructions on how to complete that process. The email will be titled, "Form I-9 Request for Completion". Please check your "Spam" or "Junk" email folders, as the Accurate email may not appear in your Inbox.

If you do not receive the Accurate I-9 email within five days of starting the onboarding process, please contact the HR Solution Center at 612-873-HR4U (4748).

In addition, you will need to bring **original, acceptable documents for I-9 identification with you** on the day of your Health Assessment visit, as you will be asked to make a quick stop up to Human Resources immediately following your visit in Occupational Health and Wellness to provide validation of your I-9 identification. (Remote Position Employees: Please refer to your Offer Letter for specific I-9 instructions.)

[I-9 List Of Acceptable Documents](#)

2. This will automatically issue an email from accuratebackground.com, titled Form I-9 Request for Completion for (Your Name). This email sometimes lands in your junk or spam mailbox. If you do not receive it within 24 hours of hitting the complete button, please reach out to your Talent Acquisition Specialist and they will be able to send you a new link.

File Message Tell me what you want to do...

Delete Reply Reply Forward All Respond Quick Steps Move Tags Editing Zoom Send to OneNote Report Message Protection Insights

Thu 9/26/2019 2:41 PM

customer\_service@accuratebackground.com  
[EXTERNAL] Form I-9 Request for Completion for Anna Thompson

# I-9 Tip Sheet

3. This email will provide with the website ([https://secure.i9advantage.com/section1/email/confirm\\_pin.aspx?id=2042831](https://secure.i9advantage.com/section1/email/confirm_pin.aspx?id=2042831)) and your PIN number. Enter this information into the form (see below).

Welcome, user

## Confirm Employee Last Name and PIN

To begin completion of Section 1 of the Form I-9, enter your last name and the PIN provided to you below and click the **Next** button to proceed to the next step.

\*Employee Last Name:

\*PIN:

4. Enter all required information

\*Fields are required fields.

I have applied for, and am waiting on a Social Security Number

\*Social Security Number:  ⓘ

\*Re-Enter SSN:

\*First Name:  ⓘ

\*Last Name:  ⓘ

\*Middle Initial:  ⓘ  
(If not applicable, enter N/A)

\*Other Last Names Used:  ⓘ  
(Enter in only other legal last names, or enter 'N/A')

\*Address:  ⓘ

\*Apt. #:  ⓘ  
(If not applicable, enter N/A)

\*City:  ⓘ

\*State: -- Select a State -- ⓘ

\*Zip Code:  ⓘ

\*Date of Birth:  (MM/DD/YYYY) ⓘ

\*Employee's Personal Email Address:  ⓘ  
(If not applicable, enter N/A)

\*Employee's Telephone Number:  ⓘ  
(If not applicable, enter N/A)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with 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 ⓘ
- A lawful permanent resident ⓘ
- An alien authorized to work ⓘ

# I-9 Tip Sheet

## 5. Confirm your information is 100% accurate.

### Form I-9 - Section 1: Step 2

Please review the below information for accuracy:

SSN: \*\*\*-\*\*-\*\*\*\*

First Name:  
Middle Initial: N/A  
Last Name:  
Other Last Names Used: N/A  
Address:  
Apt #: N/A  
City: Coon Rapids  
State: Minnesota  
Zip Code: 55449  
Date of Birth: 01/02/1990  
Employee's Email Address: N/A  
Employee's Phone Number: N/A

A citizen of the United States

Once you have confirmed the accuracy of the above information, read the below statement and click either "Yes - Continue" to agree or "No - Cancel" to disagree. You may also [print](#) this page as a confirmation of your attestation.

## 6. Signature is then required. Then select Yes- continue

**I (employee) 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 understand that clicking the button below and selecting "Yes - Continue" will represent my signature acknowledging that I understand the statement above and that I confirm the accuracy of the information I have provided as indicated above."**

*If I do not wish to consent to this electronic transaction, or if the information entered above is not correct, I understand that "No - Cancel" will cancel this process and not save any of this information.*

*I understand that the Form I-9 contains a disclosure and a consent which are usually provided in written form. I understand that I have the right to receive such disclosures and give my consent or authorization on paper instead of electronically.*

*I understand that any consent given here applies only to the electronic transactions related to this Form I-9, and that I can access the electronic records by contacting the employer. I further understand that I may request a paper copy of any consent or authorization I give electronically. I may receive such paper copies at no cost within the next 60 days by contacting the employer.*

To sign within the signature box, left click on your mouse and sign using the mouse. Click "Clear" if an error is made.

\_\_\_\_\_  
Sign above line