I-9 New Hire
Quick Reference Guide
**Step 1: Sending the Employee Your Link**

For employees having Section 2 of the Form I-9 completed by a Concierge Local Completer, you will need to:

1. Send the employee your URL so they can access the electronic Form I-9.
2. In that communication, you may wish to tell the employee which location they should select from the drop-down menu.

**Step 2: The Personal Information Page**

1. The employee with use the link you send them to complete Section 1.
2. After selecting their location and clicking the ‘Continue’ button, they will key in their personal information. Information entered on this page will populate in the Section 1 of their Form I-9.
3. They will complete all the information, initial the bottom of the page and click the ‘Continue’ button.
Step 3: Section 1 Completion & Review

The employee will need to enter their citizenship status and indicate whether or not a preparer/translator assisted in the I-9 completion. Depending on those responses, they may need to provide additional detail.

Options on this page include:

1. I-9 Instructions in English and Spanish.
2. View Employee Information imported in from the Personal Information Page.
3. Edit Personal Info if a mistake is discovered.

Once complete, they will click the ‘Continue’ button.

The employee will review their entry, apply their electronic signature and click the ‘Continue’ button if everything is correct.
**Step 4: Employer Review**

Both the pending and completed Forms I-9 will be visible to the employer within webManager. If your organization uses E-Verify, you will need to ensure you take action on the response upon completion of Section 2. Anywhere Completers cannot see and/or handle E-Verify cases on your behalf.