

I-9 Section 1

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay.

How to Complete I-9 Section 1:

Jessica Test, please complete Section 1 of the I9 form

 i9@i9everywhere.com
To: [Redacted] Mon 2/27/2023 9:49 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Congratulations on your offer of employment with The Stepping Stones Group - TRIAL
As part of the onboarding process you are required to complete Section 1 of the I-9 form with I9Everywhere prior to your first day.

What is the Purpose of The I9 Form?
The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

What do you need to do?
Login using the link and credentials listed below to complete section 1 of your I-9. Enter your information and select your citizenship status. Next you will select documents that can prove your citizenship status.

Then you will use the reference fields to designate a friend, colleague, or another associate that can look at your documents **in person**. They will receive a secure link to enter the information from your documents. Please contact your reference to make sure they expect the secure link and arrange a time to meet.

A list of these documents can be found by following the link below.
[LISTS OF ACCEPTABLE DOCUMENTS](#)

Your login: [Redacted]
Your password: [Redacted]

Click the Link Below to complete your I9
<https://app.i9everywhere.com>

Please do not hesitate to contact us if you have any questions or concerns. We are open Monday-Friday from 8am to 7pm Central time.

Sincerely,
I9Everywhere.com
866-661-1500
i9@i9everywhere.com

Click on the web address link provided via email from i9@everywhere.com to access the login page on desktop.

-OR-

Click on the link provided via SMS text message to access the login page on mobile device. *(Text from 919 area code)*

 
+1 (919) 907-1950 >

Text Message
Today 9:49 AM

Hello from The Stepping Stones Group ... - Jessica. Please complete the Form i9 ASAP at <https://app.i9everywhere.com/Account/Login> Login with your email and PASSWORD:



LOGIN

Email*

Password*

LOGIN

*

Your privacy is important. We will not use your data for any purpose you do not consent to. Check here to confirm that you have read and accepted our [privacy policy](#).

[FORGOT PASSWORD](#)

On the login page, enter the credentials as provided to you in the email and/or text message.

Check Box with * to confirm and accept privacy policy.

Click LOGIN to begin I9 form.

FORGOT PASSWORD

Email*

RESET PASSWORD

[BACK TO LOGIN](#)

Forgot password or need to reset it?

Under login button, click FORGOT PASSWORD.

You will be prompted to enter your email address, then click RESET PASSWORD button.

A new password will be sent to the email address you provided.





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Your **LEGAL** name as it appears on your Government Issued ID
This should match the name on the documents you are using for Section 2 of the I-9 Form.

First Name*

Middle Initial*

I don't have a Middle Name

Last Name*

Other Last Names Used (if any)

Fill out all required fields with your information on page, then click NEXT.

Required fields are identified by a * after the field name.



● ● ● ● ● ● ● ●

Address*

Apt

City*

State*

Zip*

Continue filling out all required fields with your information on page, then click NEXT.

Required fields are identified by a * after the field name.



U.S. DEPARTMENT OF HOMELAND SECURITY

Birthdate*

--Select-- --Select-- --Select--

SSN*

Input U.S. social security number

I don't have a social security number

Email*

Input email

Phone*

Input telephone number

BACK NEXT

Continue filling out all required fields with your information on page, then click NEXT.

Required fields are identified by a * after the field name.

U.S. DEPARTMENT OF HOMELAND SECURITY

I 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 attest and agree 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
[See instructions](#)

A lawful permanent resident

Alien registration number / USCIS number

Input alien registration number / USCIS number

An alien authorized to work

BACK NEXT

Check Box with to acknowledge federal law regarding false statements or documents.

Make the appropriate selection regarding your citizenship status.

Click NEXT to continue I9 form.






You are using our electronic tool to Sign the [USCIS FORM I-9 Employment Eligibility Form](#). Your signature will appear on this completed document.

I agree to the terms and conditions of signing this document with an electronic signature [click for details](#)

Type signature

Your signature

OR

Sign with the mouse
Don't worry! Even if your signature looks weird, it's still legally valid.

[CLEAR](#)

[BACK](#) [SEND](#)

Check Box to agree to the terms and conditions of signing this document with an electronic signature.

Type signature -OR- sign with mouse in provided box to e-sign document.

After you've typed or drawn your signature, click SEND.



We will now assist you in selecting your documents to verify your identity and citizenship.
Will you be using a valid passport?

Yes

No - I want to use other documents

[NEXT](#)

[View lists of acceptable documents](#)

Select "Yes" if using a valid passport to verify identity and citizenship.

-OR-

Select "No" if you want to use other documents. (Click "View lists of acceptable documents link to view" other options.)

Click NEXT to continue with document upload.





Please select one of the following documents from list B to use to verify your identify

- Driver's License
- ID Card
- US Military Card
- School ID with photograph
- Canadian Driver's License
- Voters Registration Card
- Military Dependent's Card
- Native American Tribal Doc
- US Coast Guard Card
- Driver's license or ID card issued by a U.S. state or outlying possession

BACKNEXT

Make the appropriate selection for what type of document using.

Click NEXT to continue.

Driver's License (i)

ADD A PHOTO OF DOCUMENT

This is a receipt for a lost, stolen, or damaged document.
(You will be required to upload a copy of your replacement document within 90 days)

Based on document type electing to use, click on the ADD A PHOTO OF DOCUMENT button(s) to upload clear photo(s) of document.

Click NEXT to continue.

US Passport or Passport Card* (i)

ADD A PHOTO OF DOCUMENT

Passport bar code or back of the Passport card*

ADD A PHOTO OF DOCUMENT

If the 'NEXT' button doesn't appear after you uploaded your photo(s), your photo(s) may not be in the correct format, maybe corrupted, or your internet connection may not be strong enough to complete the upload. If the photo(s) has uploaded correctly you will be able to see it on screen. Please try to take another picture of your document(s) or use the chat box to connect with a customer service rep for assistance.



Great!

You have successfully uploaded the following as your choice of documents to show your employment authorization and identity.

Please take care and review the following:

- Are these the correct documents?
- Are they legible? Can we read the numbers?
- Are they valid and not expired?
- Are these original photos of your documents, not screen caps or photo copies?
- Does everything look ok?

Review documents and information uploaded to confirm clarity, validity, and accuracy.

Warning!

Uploading Photo Copies, Screen Captures, Blurry, or Incorrect Photos will delay your I-9 and the ability to start your job.

Make sure all document numbers and expiration dates are visible on your uploaded document images.

Are these documents correct? You will not be able to change them after you click Submit!

START OVER

SUBMIT

Any changes needed?
Click the START OVER button to make edits or corrections.

Everything clear and correct? Click SUBMIT.





Now we need someone to look at your documents in person and sign off saying that they are legitimate. It can be any adult (18 years old or older) that you can meet with in person. Please provide their contact information, so we can send them a link to the second part of your I-9.

First Name*

First Name is required

Last Name*

Phone*

Email*

Please provide the contact information for the individual who can meet with you **in-person** to verify and sign off on the validity of your documents.

We will send them a link to complete Section 2 of your I-9.

Once completed, Click SUBMIT.



Excellent. Your invitation has been sent to [redacted] and [redacted] healthcare.com

Please call them and let them know to expect the text and email for i9Everywhere.com and set a time to meet to show them your documents.

REMINDER: You must meet your witness in person to show them your documents before your first day of work.

Make sure to bring your original identification in order for the witness to sign the certification.

This person must be 18 years of age or older.

Please reach out to the person you listed to let them know to expect a text & email from i9Everywhere.com

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Set up a time to meet in-person to show your documents. *(This MUST be done before your first day of work.)*

Questions or Issues? Use the Chat Support in App or contact HR at hr.requests@ssg-healthcare.com