

Completing Your Electronic I-9

Employee Instructions

Step 1: Open the I-9 eXpress Web site

- 1) Open your Internet Explorer Web Browser and type www.newi9.com or <http://www.newi9.com> in the address bar and press Enter.
- 2) On the I-9 eXpress Welcome page, enter the 5 digit employer code, **11472**, in the Employer Name or Code field.
- 3) Click Go.

Step 2: Login

- 1) In the Enter the text above field, enter the characters displayed in the picture above the field.
- 2) Click Continue.

Step 3: Complete the I-9 information

- 1) In the fields provided, you must provide correct legal name, address, date of birth, and Social Security number. Name on the Social Security card must match what is entered in the Last, First, and Middle Initial field. In the Hire Date field, enter the date the job offer was accepted-mm/dd/yyyy. In the Location field, select one of the following locations:

Non-U.S. citizen faculty, staff and student

Work location Baltimore/DC

Work location California

Work location New Mexico

Work location Arizona

Work location Bologna

Other work location

- 2) Select the appropriate option. If you are a visaholder, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
- 3) Click Continue.

Note: A message will display with the applicable fields highlighted in green if there are mistakes you need to correct.

Step 4: Review your information

- 1) Carefully review your information. If any information is incorrect, click the **Change Information** link.
 - 2) **Sign your I-9 electronically by selecting the check box.**
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Note: To change the language to English or Spanish, click the appropriate link.

- 3) Click **Continue**.

Step 5: Logout

- 1) Review your information in the **Employee Summary** section.
- 2) Review the list of employment eligibility documents (unexpired) that you will be asked to present on your first day of work. Take the documents to SAIS Human Resources who will complete Section 2 on the Form I-9 on behalf of the University. Contact your recruiter to coordinate a time to complete Section 2.

**SAIS Human Resources Divisional Office
1740 Massachusetts Avenue, N.W.
Room 303
Washington, D.C. 20036**

Note: The list of documents varies according to the citizenship status you enter in Section 1 of the I-9.

- 3) Click **Logout**.

Step 6: Close the Internet Explorer Web Browser

- 1) When the **Thank you for using I-9 eXpress** page opens, close the Internet Explorer Web Browser to ensure your information is cleared from the browser's memory.
- 2) Notify your recruiter if you have any problems or if you are unable to complete your I-9.