I-9 eXpress℠

COMPLETING YOUR ELECTRONIC I-9
EMPLOYEE INSTRUCTIONS

Contact a Human Resources staff member if you have questions or need assistance.
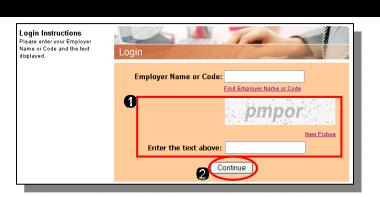
Step 1: Open the I-9 eXpress Web site.

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 **11911** 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, enter your name, address, date of birth, and Social Security number.

2. Click the radio button indicating your citizenship status, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
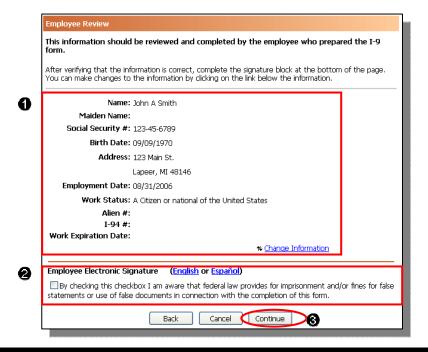
3. Click **Continue.**

   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 checkbox.

   Note: To change the language to English or Spanish, click the appropriate link.

3. Click **Continue.**

Employee Review

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

❶
Name: John A Smith
Maiden Name:
Social Security #: 123-45-6789
Birth Date: 09/09/1970
Address: 123 Main St.
Lapeer, MI 48146
Employment Date: 08/31/2006
Work Status: A Citizen or national of the United States
Alien #:
I-94 #:
Work Expiration Date:

↰ Change Information

❷ Employee Electronic Signature   (English or Español)

☐ By checking this checkbox 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.
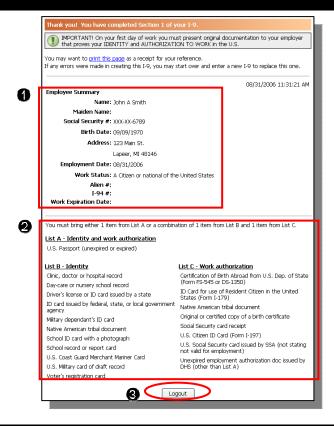
[Back] [Cancel] [Continue] ❸

Step 5: Logout.

1. Review your information in the **Employee Summary** section.

2. Review the list of employment eligibility documents you will be asked to present on your first day of work.

   Note: The list of documents varies according to the citizenship status you entered in Step 3.

3. Click **Logout.**

Thank you! You have completed Section 1 of your I-9.

⚠ IMPORTANT! On your first day of work you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

You may want to print this page as a receipt for your reference.
If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

08/31/2006 11:31:21 AM

❶ **Employee Summary**
Name: John A Smith
Maiden Name:
Social Security #: XXX-XX-6789
Birth Date: 09/09/1970
Address: 123 Main St.
Lapeer, MI 48146
Employment Date: 08/31/2006
Work Status: A Citizen or national of the United States
Alien #:
I-94 #:
Work Expiration Date:

❷ You must bring either 1 item from List A or a combination of 1 item from List B and 1 item from List C.

List A - Identity and work authorization
U.S. Passport (unexpired or expired)

List B - Identity
Clinic, doctor or hospital record
Day-care or nursery school record
Driver's license or ID card issued by a state
ID card issued by federal, state, or local government agency
Military dependant's ID card
Native American tribal document
School ID card with a photograph
School record or report card
U.S. Coast Guard Merchant Mariner Card
U.S. Military card of draft record
Voter's registration card

List C - Work authorization
Certification of Birth Abroad from U.S. Dep. of State (Form FS-545 or DS-1350)
ID Card for use of Resident Citizen in the United States (Form I-179)
Native American tribal document
Original or certified copy of a birth certificate
Social Security card receipt
U.S. Citizen ID Card (Form I-197)
U.S. Social Security card issued by SSA (not stating not valid for employment)
Unexpired employment authorization doc issued by DHS (other than List A)

❸ [Logout]

Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser's memory.

2. A FirstEnergy representative will review your employment eligibility documents at orientation.

Thank you for using I-9 eXpress. You have successfully ended your online session. To log back in, click here.

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

[Account Login]