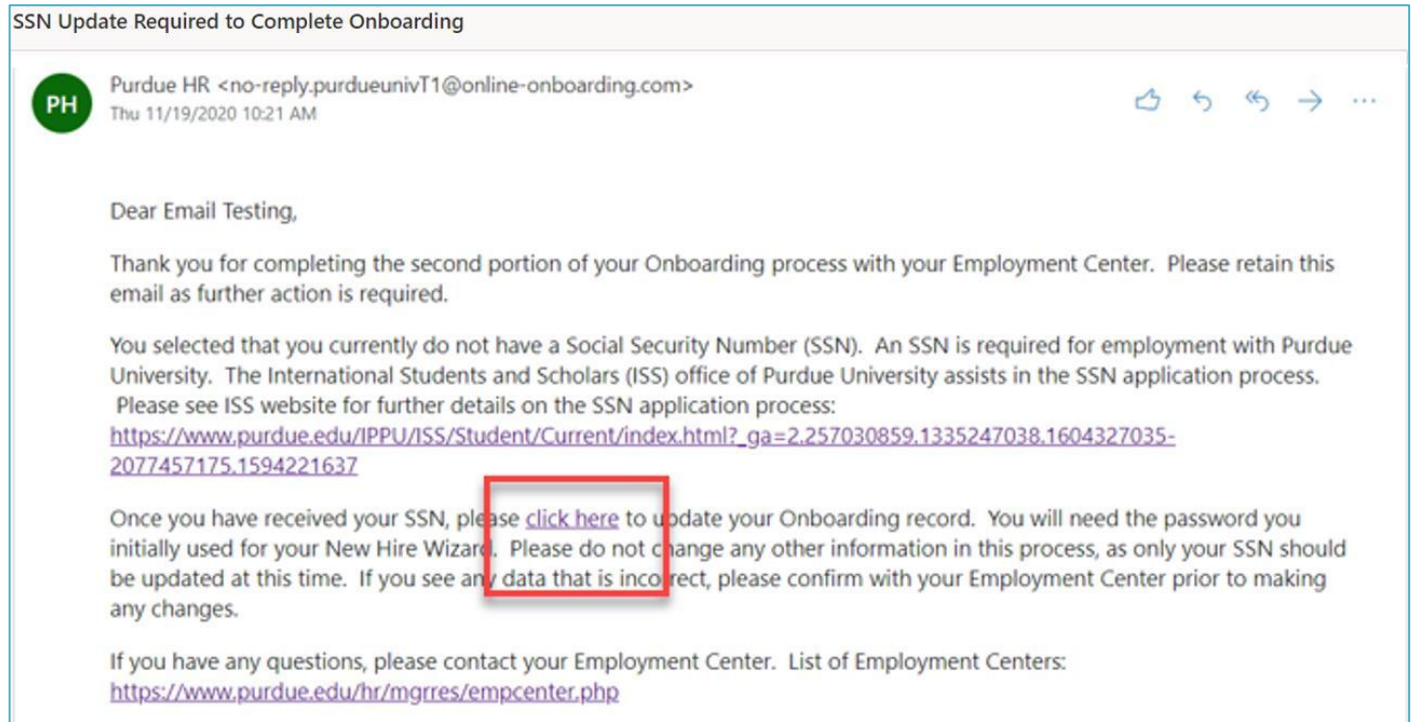


This QRG demonstrates how an employee can go back to Section 1 of the I-9 in the New Hire Wizard to add their newly acquired Social Security Number. A Social Security Number is needed for employment authorization.

Employees should keep their password created to complete the New Hire Wizard. The password will be used again in order to access Section 1 of the I-9.

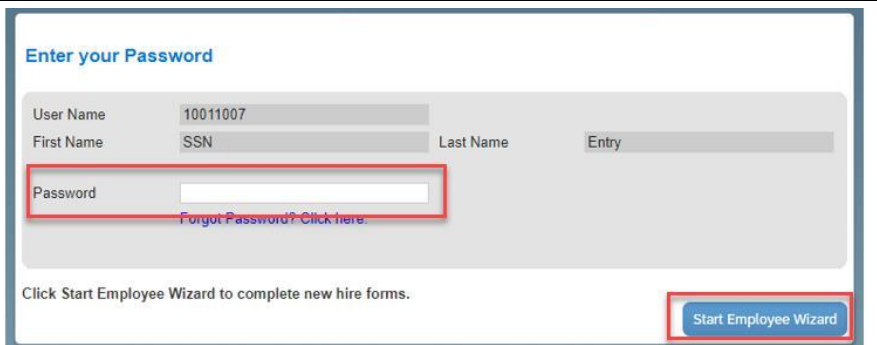
Click to open the **SSN Email Entry Wizard**.



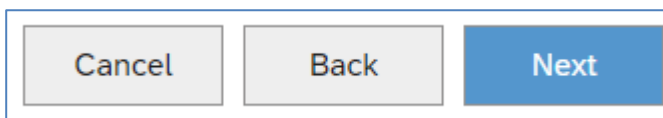
Enter the password used for your original New Hire Wizard.

If you do not remember the password you used for the New Hire Wizard, please reach out to your Employment Center.

Click **Start Employee Wizard**.



Use the **Cancel**, **Back**, and **Next** buttons (towards the bottom) to navigate the Wizard.



Some browsers may be slower than others. If you experience any issues, please utilize a different browser.

Click **Next**

STOP

If you are using the Safari web-browser you can get a warning message saying "Slow Script". This message is caused by the timeout timer that is built into the browser. If you don't want to get this message, please follow the instructions below. Or, you can just ignore this warning message and click continue if this message appears.

If the "Develop" menu is activated, click on it in the menu bar and check "Disable Runaway JavaScript Timer".

If the "Develop" menu is not activated, follow these instructions:

- For Mac, click "Safari" menu and select "Preferences" item
- For Windows, use "Edit" and "Preferences" item
- When the dialog window opens, click "Advanced" tab and select the "Show Develop menu in menu bar" checkbox.
- Close the dialog, click on the "Develop" menu in the menu bar and check "Disable Runaway JavaScript Timer"

1. Enter your Social Security Number.

- ITINs cannot be accepted.
- Click to select: **I have verified that this is my correct Social Security and that my names is as it appears on my Social Security Card.**
 - If your name is incorrect and does not match your U.S. legal name, please make the correction and inform your [Employment Center](#).

Please enter your Social Security Number:

Please enter your name as it appears on your social security card.

First Name:

Middle Name:

Last Name: Suffix:

Please enter your date of birth.

Date of Birth: (mm/dd/yyyy)

I have verified that this is my correct Social Security Number and that my name is as it appears on my Social Security Card.
 I acknowledge my last name differs from that shown on my social security card.
 I acknowledge that I must call 1-800-772-1213 to obtain a new or replacement Social Security card.

Click **Next**.

If you do not have a U.S. legal middle name, click **OK**.

onboarding8preview.sapsf.com says

You did not enter a middle name. Is this correct?

Please review address information.

- Please update the address to your local address, if you have a non-U.S. address entered. Non-U.S. addresses are not permitted.
- Please inform your [Employment Center](#) of the U.S. address.
- If you have moved since you completed New Hire Wizard, but the U.S. address entered **was correct at time of completion, do not change the address.**

Click **Next**

Physical Address (SSN Entry)
Section 1

Please enter your current physical address. If there is no address, enter a description of the location of your residence, such as "9 miles south of I-S1, to the left of the water tower."

Street Address 1:

Street Address 2:

Apartment #:

City:

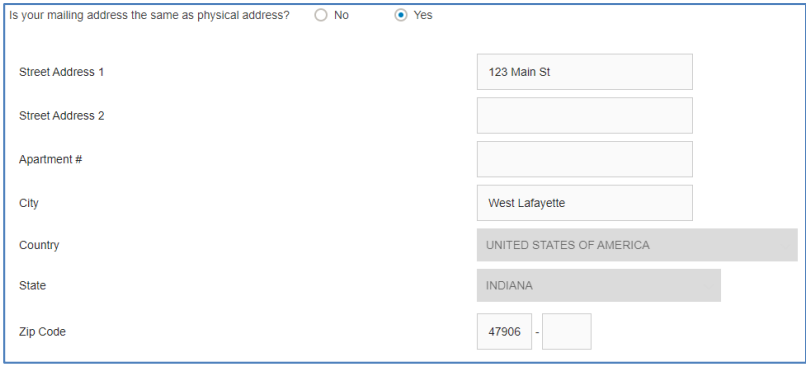
Country:

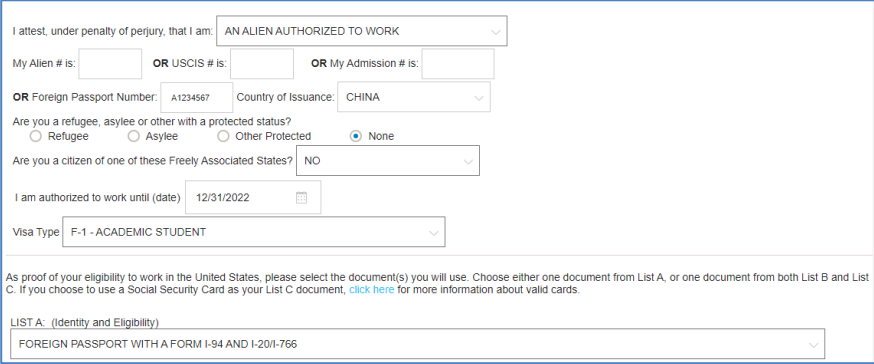
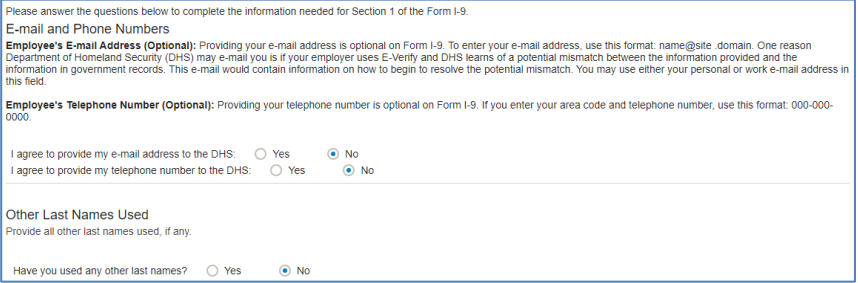
State:

Zip Code: -

Home Phone #: Area/City Code Phone #

Mobile Phone #: Area/City Code Phone #

<p>Click Yes, if mailing address is the same as (updated) physical address.</p> <p>Click Next</p>	 <p>Is your mailing address the same as physical address? <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Street Address 1: 123 Main St</p> <p>Street Address 2: [Empty]</p> <p>Apartment #: [Empty]</p> <p>City: West Lafayette</p> <p>Country: UNITED STATES OF AMERICA</p> <p>State: INDIANA</p> <p>Zip Code: 47906 - [Empty]</p>
<p>Click Next</p> <p>Section 2 document(s) were previously presented with the Employment Center - you do not need to present them again unless information has changed.</p>	<p>Section 1 Instructions On the following panels you will need to enter your answers to gather the information necessary to complete Section 1 of the Form I-9. Click here to view the Form I-9.</p> <p>Employee Responsibilities for Section 1: Employees must provide their:</p> <ul style="list-style-type: none"> • Full legal name - If you have two last names (family names) include both in the Last Name field. If you hyphenate your last names you should include the hyphen (-) between the names. If you have only one name you should enter it in the Last Name field and enter "Unknown" in the First Name field. Unknown may not be entered in both the Last Name and the First Name fields. If you have two first names (given names) you should include both in the First Name field. If you hyphenate your first name you should include the hyphen (-) between the names. If you have a middle name, enter your middle initial in the Middle Initial field. • Other last names used, if applicable (e.g. maiden name) - Enter your maiden name or any other legal last names you may have used in the Other Last Names Used field. • Date of birth • Citizenship status - indicate whether you are a citizen of the United States, noncitizen national of the United States, lawful permanent resident of the United States, or an alien authorized to work in the United States <ul style="list-style-type: none"> ◦ Alien registration/USCIS or Foreign Passport Number and the country of Issuance or Form I-94 Admission number and the date employment authorization expires (if applicable) • e-signature and date <p>Additionally, employees may optionally provide their:</p> <ul style="list-style-type: none"> • Telephone Number • E-mail Address. If you choose to provide an email address, it should be entered in the name@site.domain format.
<p>Click to select: I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with eh completion of this form.</p> <p>Click Next</p>	<p>Section 2 Instructions Employee Responsibilities: Employees must present unexpired original documentation that shows the employer their identity and employment authorization. You must choose which documentation to present. Click here to review Form I-9 Eligible Documents.</p> <p>Within three (3) business days of your start date employees must present:</p> <ul style="list-style-type: none"> • One selection from List A; or • One selection from List B in combination with one selection from List C. <p>List A contains documents that show both identity and employment authorization. List B documents show identity only. List C documents show employment authorization only. In certain circumstances, you may present an acceptable receipt in lieu of a List A, B, or C document. Receipts only temporarily satisfy the document presentation requirement and you will need to bring in the original documents within 90 days of the start date.</p> <p>Note: You will be asked on one of the next set of panels to select which document(s) you plan to bring in to prove your eligibility to work in the United States. This is just for planning purposes. When you come in for your first day of work or for orientation you may bring in other acceptable documents.</p> <p><input checked="" type="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.</p>
<p>If a Preparer and/or Translator assisted with the New Hire Wizard initially, or during this SSN Email Entry process,</p> <ul style="list-style-type: none"> • select Yes • Enter the Preparer and/or Translator's information <p>Otherwise, select No</p>	<p>The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1.</p> <p>Does the employee require assistance to complete Section 1 of Form I-9? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>

<p>Do not change any information.</p> <p>Immediately reach out to your Employment Center if your citizenship status, immigration status, and/or work authorization has changed since completing the New Hire Wizard.</p> <p>This will require new document(s) to be presented to complete the second step of the Onboarding process again.</p> <p>Failure to inform your Employment Center of citizenship, immigration, and/or work authorization changes may result in delay of authorized employment.</p> <p>Click Next</p>	 <p>I attest, under penalty of perjury, that I am: AN ALIEN AUTHORIZED TO WORK</p> <p>My Alien # is: <input type="text"/> OR USCIS # is: <input type="text"/> OR My Admission # is: <input type="text"/></p> <p>OR Foreign Passport Number: A1234567 Country of Issuance: CHINA</p> <p>Are you a refugee, asylee or other with a protected status? <input type="radio"/> Refugee <input type="radio"/> Asylee <input type="radio"/> Other Protected <input checked="" type="radio"/> None</p> <p>Are you a citizen of one of these Freely Associated States? NO</p> <p>I am authorized to work until (date) 12/31/2022</p> <p>Visa Type: F-1 - ACADEMIC STUDENT</p> <p>As proof of your eligibility to work in the United States, please select the document(s) you will use. Choose either one document from List A, or one document from both List B and List C. If you choose to use a Social Security Card as your List C document, click here for more information about valid cards.</p> <p>LIST A: (Identity and Eligibility) FOREIGN PASSPORT WITH A FORM I-94 AND I-20/1-766</p>
<p>This is optional.</p> <p>If you wish to provide your e-mail address and/or telephone number to the Department of Homeland Security, you may retain the information previously entered and/or enter in new information.</p> <p>Click Finish</p>	 <p>Please answer the questions below to complete the information needed for Section 1 of the Form I-9.</p> <p>E-mail and Phone Numbers</p> <p>Employee's E-mail Address (Optional): Providing your e-mail address is optional on Form I-9. To enter your e-mail address, use this format: name@site.domain. One reason Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS learns of a potential mismatch between the information provided and the information in government records. This e-mail would contain information on how to begin to resolve the potential mismatch. You may use either your personal or work e-mail address in this field.</p> <p>Employee's Telephone Number (Optional): Providing your telephone number is optional on Form I-9. If you enter your area code and telephone number, use this format: 000-000-0000.</p> <p>I agree to provide my e-mail address to the DHS: <input type="radio"/> Yes <input checked="" type="radio"/> No I agree to provide my telephone number to the DHS: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Other Last Names Used Provide all other last names used, if any.</p> <p>Have you used any other last names? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<ol style="list-style-type: none"> Continue through the Review and Approve panels. <ul style="list-style-type: none"> If any information is incorrect, please click the blue text to instantly move to that step in the wizard. Utilize the <<Back and Next>> buttons on the bottom right of the panel to proceed through this portion of the wizard. Navigate through the panels until you reach Finish. Click Sign Forms to sign the updated Form I-9. 	<p>Click the "Sign Forms" button if you would like to sign the employee forms now.</p> <p>Sign Forms</p>

1. Click to select; I, {Your Name}, agree to sign these electronic PDF documents using 'click' signature technology. . .
2. Enter **New Hire Wizard** password. If you do not remember your password, please reach out to your Employment Center.

Agreement to Use Electronic Click Signature to Sign Documents

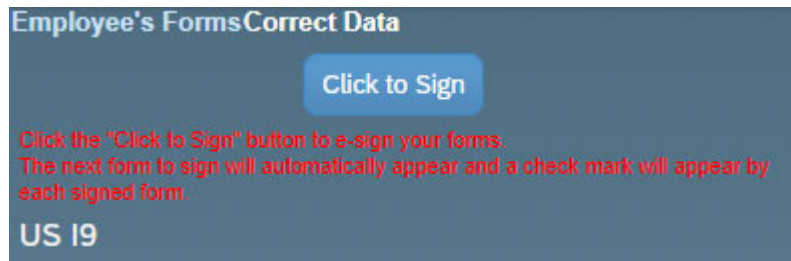
I, SSN Entry, agree to sign these electronic PDF documents using "click" signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the "click" signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is "written" or "in writing" and that any accurate record of the document is an original of the document.

Enter the Password and its Confirmation (if required) and click "Submit". The list of documents you need to sign will be displayed. Click the "Click to Sign" button to place your electronic signature on the document. A check mark will appear next to the form you have electronically signed. Each form will be automatically presented for your review and signature.

User Name: Password:
 Pin Code: [Forgot Password](#)

3. Click **Submit**

Select **Click to Sign** to sign the updated I-9 form.



Employee's Forms Correct Data

[Click to Sign](#)

Click the "Click to Sign" button to e-sign your forms.
The next form to sign will automatically appear and a check mark will appear by each signed form.

US I9

The Onboarding process is complete!

The I-9 Verifier and/or [Employment Center](#) will reach out if there are further steps to authorize your employment.

You have completed the Employee Step.

You may now close your browser.