



## Completing Your I-9 (Employment Eligibility Verification)

**Important Notice: You Must Complete Section 1 of your I-9 electronically before attending New Employee Orientation**

### Step 1: Open the I-9 eXpress Website & Log In

1. Open your Internet 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 SHC/LPCH **5 digit employer code** in the **Employer Name or Code** field: **12967**

Welcome to **newI9.com!**  
It's simple and fast to create a new I-9 form online.  
Start by entering your employer's name or code on the right.  
[Learn More](#) | [Demo and Tutorial](#) | [Security](#)

**Start a New I-9**  
Enter the employer's name or code number below to begin creating a new I-9.  
**Employer Name or Code:**  
  
 Remember my ID on this Computer  
**GO**  
[Find employer name](#)

Please Note: The Employer Name or Code applies to both Stanford Hospital and Clinics & Lucile Packard Children's Hospital employees.

3. Click **Go**.
4. You will be directed to an authentication screen. Type the letters shown in the gray box into the empty field and click **Continue**.

### Step 2: Complete the I-9 information

1. In the fields provided, enter your name, address, date of birth, and Social Security number. Name on your Social Security (SS) Card must match what is entered in the Last, First and Middle Initial fields.
2. Select the appropriate option, 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 for you to correct.

**HELP:** You may obtain instructions for completing I-9 by clicking on the HELP button at the top of the page.

**Section 1. Employee Information and Verification.**  
To be completed and signed by employee at the time employment begins.

Last	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number)		Apt. #	Date of Birth (mm/dd/yyyy)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State	Zip Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A Lawful Permanent Resident (Alien #) A|

An alien authorized to work until  (mm/dd/yyyy)

(Alien #) A|  (I-94 #)



### Step 3: Review your information.

- Carefully review your information. If any information is incorrect, click the **Change Information** link.
- Sign your I-9 electronically by selecting the check box.

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

- 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.

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**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](#)

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**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.

3

Back Cancel **Continue**

### Step 4: Logout.

- Review your information in the **Employee Summary** section.
- Review the list of **original employment eligibility documents** you will be asked to present on or before your first day of work.

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

- Important: Please print this page as a receipt and bring it with you to New Employee Orientation.**
- 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

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**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:**

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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)

<p><b>List B - Identity</b></p> <ul style="list-style-type: none"> <li>Clinic, doctor or hospital record</li> <li>Day-care or nursery school record</li> <li>Driver's license or ID card issued by a state</li> <li>ID card issued by federal, state, or local government agency</li> <li>Military dependant's ID card</li> <li>Native American tribal document</li> <li>Native American tribal document</li> <li>School ID card with a photograph</li> <li>School record or report card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>U.S. Military card of draft record</li> <li>Voter's registration card</li> </ul>	<p><b>List C - Work authorization</b></p> <ul style="list-style-type: none"> <li>Certification of Birth Abroad from U.S. Dep. of State (Form FS-545 or DS-1350)</li> <li>ID Card for use of Resident Citizen in the United States (Form I-179)</li> <li>Native American tribal document</li> <li>Original or certified copy of a birth certificate</li> <li>Social Security card receipt</li> <li>U.S. Citizen ID Card (Form I-197)</li> <li>U.S. Social Security card issued by SSA (not stating not valid for employment)</li> <li>Unexpired employment authorization doc issued by DHS (other than List A)</li> </ul>
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Logout