



**Making the most of**

**HR Passport:**

**Electronic I-9 for  
new employees**

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## Getting started

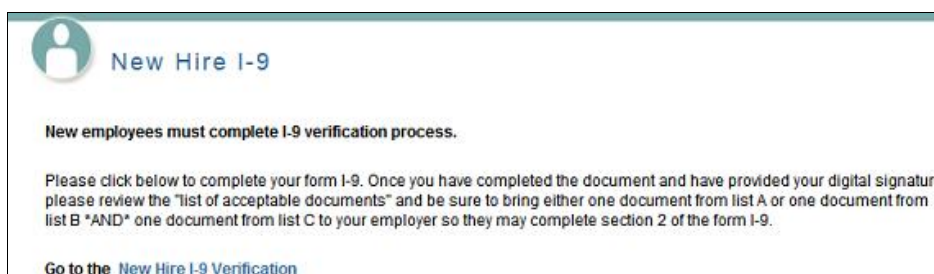
This chapter provides instructions on how to use the Electronic I-9 Service Center feature as a new employee; it is not a comprehensive list of menu items of HR Passport. The menu items that display are determined by the roles assigned to you. For more information on any HR Passport feature, see the online Help.

As a new employee, you will have access to section 1 of your electronic I-9 through HR Passport under "Important Notices." Follow the instructions you receive in your welcome email.

1. Upon logging in to HR Passport, you will see the following under Important Notices.




2. Click **More** to go to the I-9 form.



3. Review the information you will need to complete the I-9 form.
4. Click the **New Hire I-9 Verification** link. You may see the following image while our sign-on authentication takes place.



5. Complete Section 1 of your I-9 form.



## I-9 Service Center

Complete Section 1 of your I-9 form to continue...

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

OMB No. 1615-0047 Expires 06/30/09

**Form I-9, Employment Eligibility Verification**

[Click here for I-9 instructions.](#)

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

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

Print Name: Last <sup>?</sup>	First	Middle Initial	Maiden Name <sup>?</sup>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number) <sup>?</sup>		Apt. #	Date of Birth (month/day/year)
<input type="text"/>		<input type="text"/>	--- -- yyyy
City	State	Zip Code	Social Security # <sup>?</sup>
<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. <sup>?</sup>

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  <sup>?</sup>)

An alien authorized to work until --- -- yyyy <sup>?</sup>

Indefinite

6. Click in the **Print Name** field for last name and begin entering your information. Click the Tab key to move to the next field.
7. Select the citizenship status that applies to you:
  - A citizen or national of the United States,
  - a noncitizen national,
  - a lawful permanent resident (with alien ID number) or
  - an alien authorized to work with a range of dates or indefinitely.
8. Click the **Continue** button and review all information entered in section 1.

Employee's Signature

Continue >

Click "Continue" to go to the next step -- signature. If someone assisted you in completing this form, please have the preparer/translator complete the information below.

- Click the **I am aware** checkbox.
- Enter your first name, your middle initial (if entered in the section 1 form), and your last name and click **Sign and Continue**.


**DIGITAL SIGNATURE**

**I am aware that federal law provides for imprisonment and/or fines for false statements or the use of false documents in connection with the completion of this form.**

**I verify I am:**

Please type your name, as stated in section 1, in the field above.

- If you would like a copy for your records, click the links to print or e-mail your signature receipt.

 **TriNet**  
TOTAL HR SERVICES

**I-9 Service Center**

[MyDetails](#) [Logout](#) [Help](#)

Main

**Digital Signature Received!**  
Your digital signature has been received and attached to the I-9. Please see your digital signature receipt below.

**I-9 Service Center**

Electronic Signature Receipt #  
**CT274-100198-11-E100181**

Time: 3/19/2009 11:19:19 AM ET  
Section: 1 (employee)

**You may select one of the following actions for your records:**

- [Open a printer-friendly version of this receipt.](#)
- [Send me this receipt via email.](#)

**After reviewing your receipt, click the "Continue" button -->**

- Click **Continue**.
- Review the instructions for next steps and a list of acceptable documents.

**IMPORTANT INSTRUCTIONS**

**Section 1 of your I-9 has been delivered to TriNet!**

On your first day of employment, please bring...

- one document from List A, below.

**OR**

- one document from List B **AND** one document from List C, below.

**If you will not be present** at your employer's facility on your first day of employment, or if you have any questions regarding the form I-9 and the list of acceptable documents below, please contact your hiring manager. You may also contact TriNet's employee solution center at: 800-638-0461 (6 a.m.-6 p.m., M-F, Pacific Time).

[Click here to download a PDF of the LIST OF ACCEPTABLE DOCUMENTS for printing.](#)

[Click here to log out of the I-9 Service Center.](#)

14. You've completed the I-9 form. You can now log out of the I-9 Service Center and return to HR Passport.

Be sure to bring the required documents with you on your first day of employment.