

COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

For any questions in completing the form, please email Intel_I-9s@fragomen.com

Step 1: Open the New I-9 Web site.

1. Open a new Web browser and type <https://www.newi9.com/> in the address bar and press **Enter**.
2. On the **I-9 Welcome** page, enter the **5 digit employer code** **10976** for your company in the **Employer Name or Code** field.
3. Click **LOGIN**.

①

I-9 Management

Start a New I-9

Enter your Employer's name or code below to complete your Form I-9.

Employer Name/Code

②

Remember my Employer Name/Code on this computer

③

LOGIN

Step 2: Online New Hire Packet

1. In the **Location** field, please enter Intel Corporation
2. Click **Continue**.

①

②

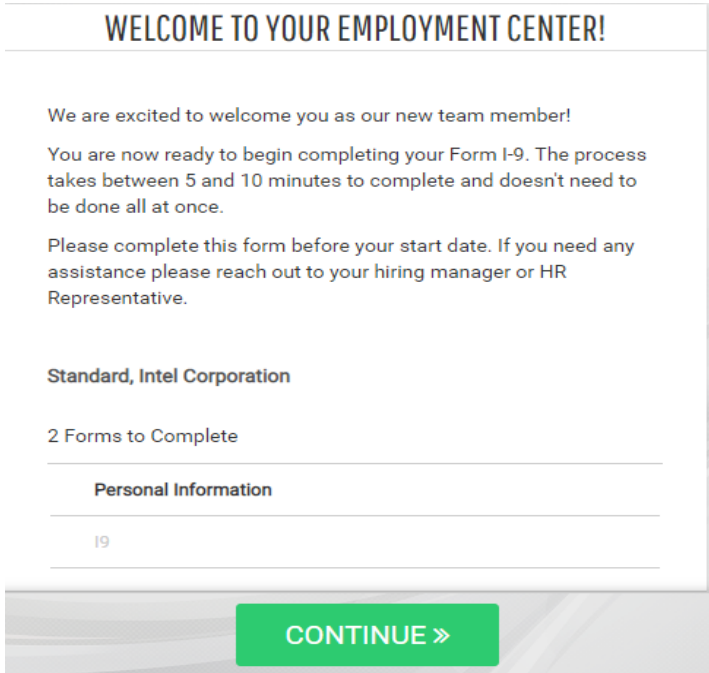
LOCATION*

①

②

CONTINUE

Step 3: Welcome to Your Employment Center



1. Click **Continue** at the bottom of the page

Step 4: Complete the I-9 information.

1. In the fields provided, enter Social Security number(SSN), and confirm your SSN. As Intel is an E-Verify Employer, the SSN must be completed. However if you do not have a SSN, please select **"SSN applied for"**. Then add your your name, address, date of birth. If you do not have a nickname or maiden name, please type "N/A".

**Name on the Social security card must match what is entered in the Last (Family Name), First (Given Name), and Middle Initial field.*

**If you locked your SSN via the U.S. Government's E-Verify "Self-Lock" feature you will need to unlock it before submitting this form. Visit the E-verify website for more information: <https://myeverify.uscis.gov/>*

2. Electronically sign the documents by using your **TWO** initials.(First letter of first name and first letter of your last name entered under Personal Identification)
3. Click **continue**

1 * REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* - OR -

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Telephone Date of Birth*

PHYSICAL ADDRESS

Street Address* Apt

Zip code* City* State*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:*

« BACK **CONTINUE »**

4. You must attest in, under penalty of perjury your citizenship or immigration status by selecting one of the four boxes indicated.

- **United States Citizen**
- **Noncitizen national of the United States:** Persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of non-citizen nationals born abroad
- **Lawful Permanent Resident:** please be sure to type in your USCIS/A# in the space provided on that line
- **A noncitizen authorized to work until:** record the date your work authorization expires along with either your USCIS/A# from your EAD card OR your 11 digit I-94# from your I-94 card/print out OR your Foreign Passport number
 - If you entered the U.S. on a **L-1, H-1B1 or E-3 visa**, your expiration date is the date on your endorsed I-129s
 - If in **CPT status**, the expiration date is from the 3rd page of your I-20 (employer must be Intel)
 - If in **OPT status**, do not use your I-20, your work authorization is based on your OPT EAD and USCIS/A# from your EAD should be documented
 - I-94 printout can be obtained at: <https://i94.cbp.dhs.gov/I94/#/recent-search> Please print this out as you will need to present the document to complete your form.
 - If you entered the U.S. without a foreign passport, please indicate so and your country of issuance

5. Select a selection under the Preparer and/or Translator Certification.

6. Click **Continue**.

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

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in con

I attest, under penalty of perjury, that I am

1. A citizen of the United States

2. A noncitizen national of the United States (see instructions)

3. A lawful permanent resident

4. A noncitizen authorized to work until

(expiration date, if applicable, mm/dd/yyyy)

Some Noncitizens authorized to work may write "N/A" in the expiration date field. (see instructions)

Noncitizens authorized to work must provide only one of the following document numbers to complete Form I-9: A US 94 Admission Number OR Foreign Passport Number.

1. USCIS A-Number

OR

2. Form I-94 Admission

OR

3. Foreign Passport Number

Country of Issuance

Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the **Back** link.
2. Sign your I-9 electronically by selecting the check box.
3. Click **Continue**.

EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

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

Test M Test

Date of Birth: 01/01/1980

U.S. Social Security Number: 000-00-0000

Address: 1 main street Anytown, NY 00112

Work Status: A Citizen of the United States

EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

Cancel

Back Continue

Step 5: Logout.

NEXT STEPS

Print this page



You've completed the first section of your I-9 and are ready to move on to meeting with your Employer Representative to verify your documents.

THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

Receipt Code: sve9zej5c

[EMAIL RECEIPT CODE](#)

1. Review the list of employment eligibility documents you will be asked to present on your first day of work. You can also email yourself a copy.

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

2. Click **Logout**.

ACCEPTABLE DOCUMENTS

1

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below.

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/Not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)

2

Logout

Step 6: Close the Internet Explorer Web browser.

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

1

Welcome Congratulations

Congratulations! You are finished with the process.

Test Test, Standard, Intel Corporation

Personal Information

I9

EFX

2020 Equifax, Inc., All rights reserved
[Privacy Policy](#) | [Terms of Use](#)

2. Exit the I-9 website and return to the Workday link provided to complete the rest of your onboarding forms.

Please see below page for a list of acceptable unexpired documents to bring to your first day at Intel. You must have your original documentation to complete the form, if moving, please do not pack the documents for shipping.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.