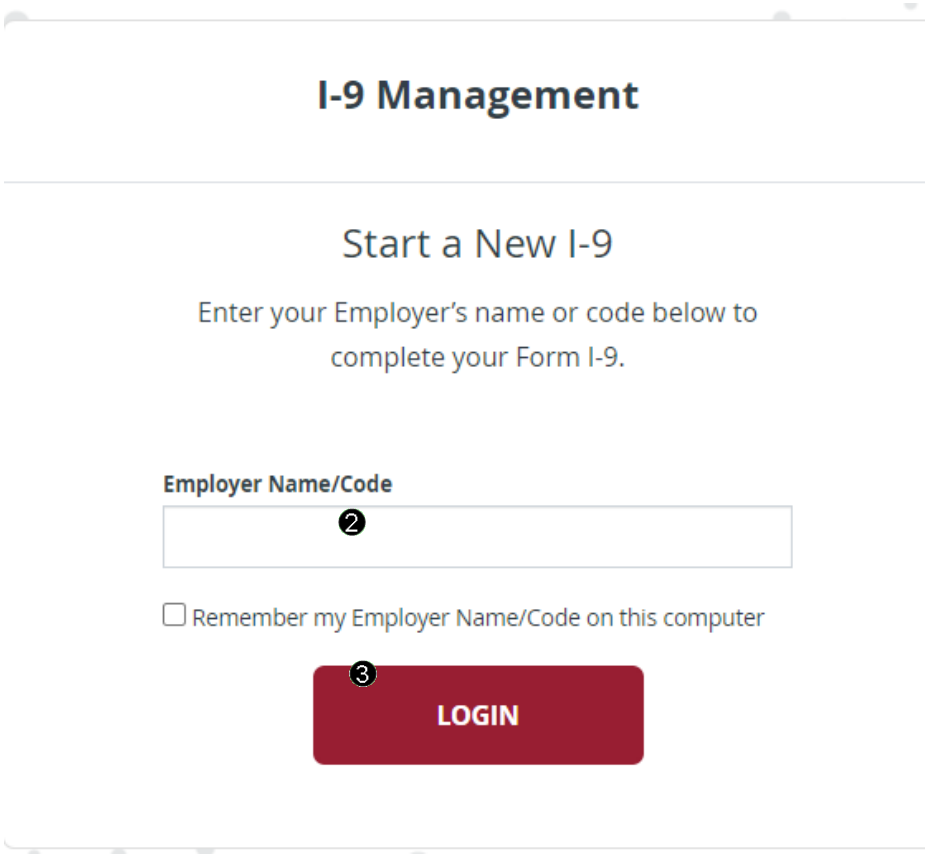
COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

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

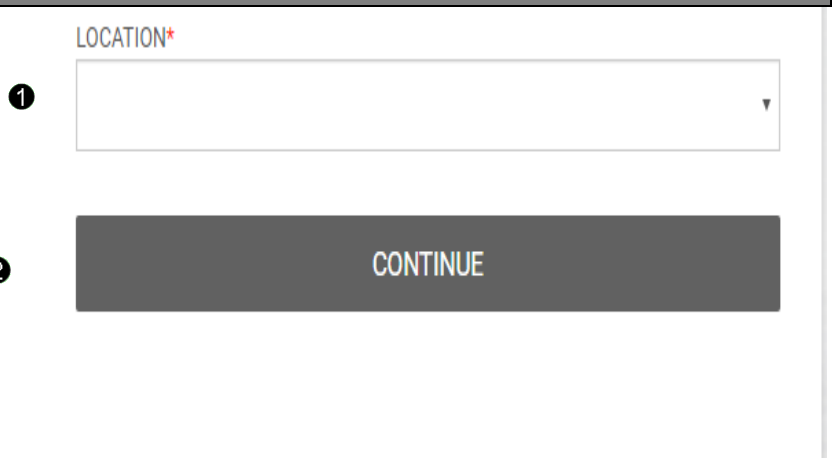
Step 1: Open the New I-9 Web site.

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.**



Step 2: Online New Hire Packet

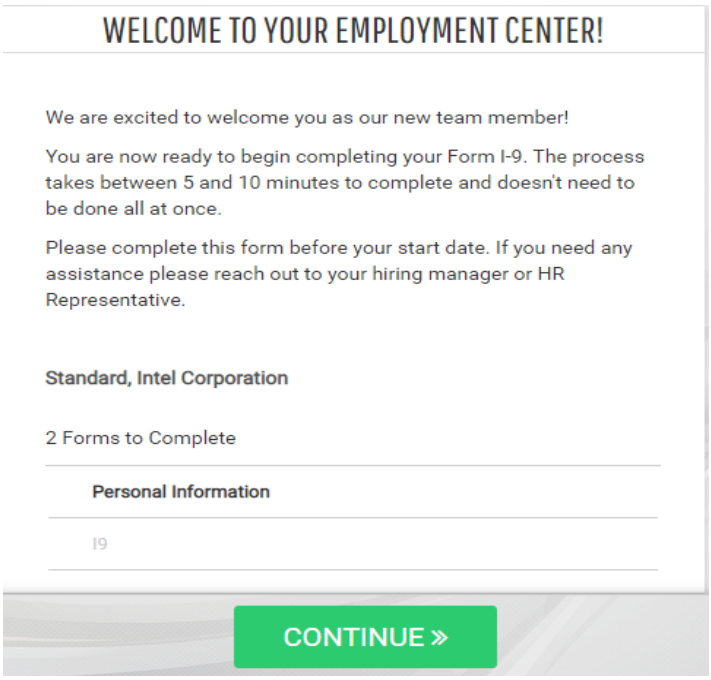
1. In the **Location** field, please enter Intel Corporation
2. Click **Continue.**



Step 3: Welcome to Your Employment Center

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

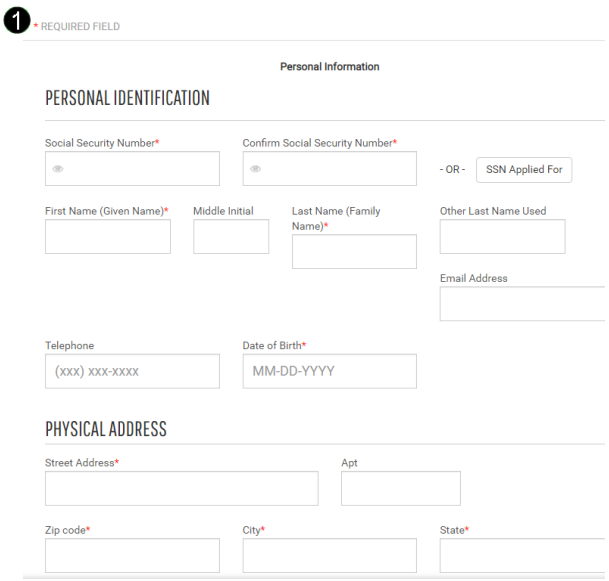


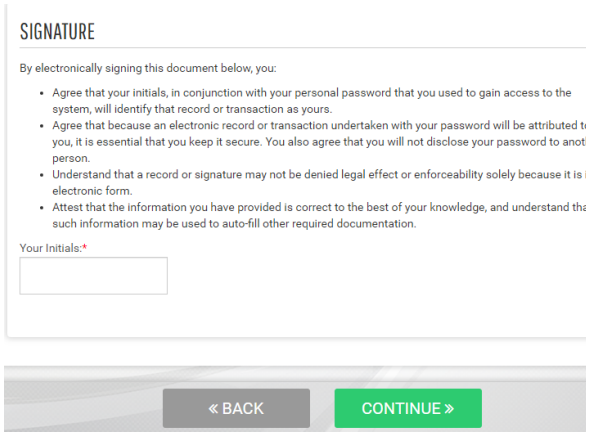
Step 4: Complete the I-9 information.

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".

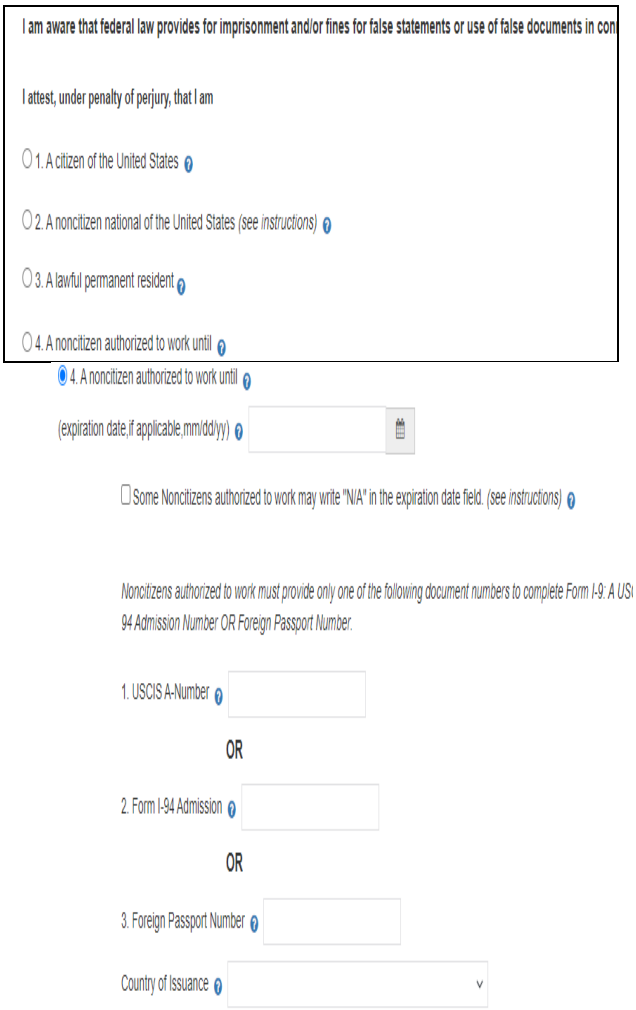
   **Name on the Social security card must match what is entered in the Last (Family Name), First (Given Name), and Middle Initial field.*

   **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**



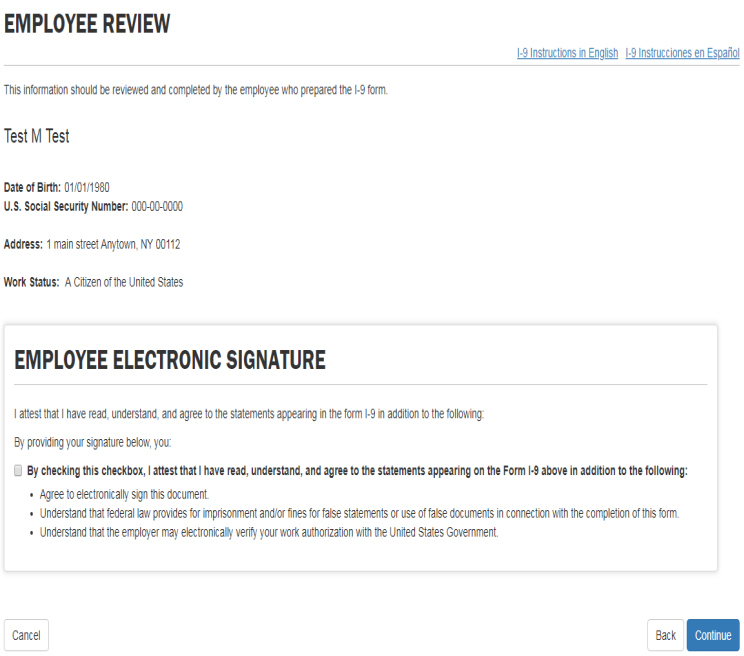
4. You must attest in, under penalty of perjury your citizenship or immigration status by selecting one of the four boxes indicated.
    - **United States Citizen**
    - **Noncitizen national of the United States**: Persons born in American Samoa, certain former citizens of the former Trust Territory 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

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. ❶
3. Click **Continue.**

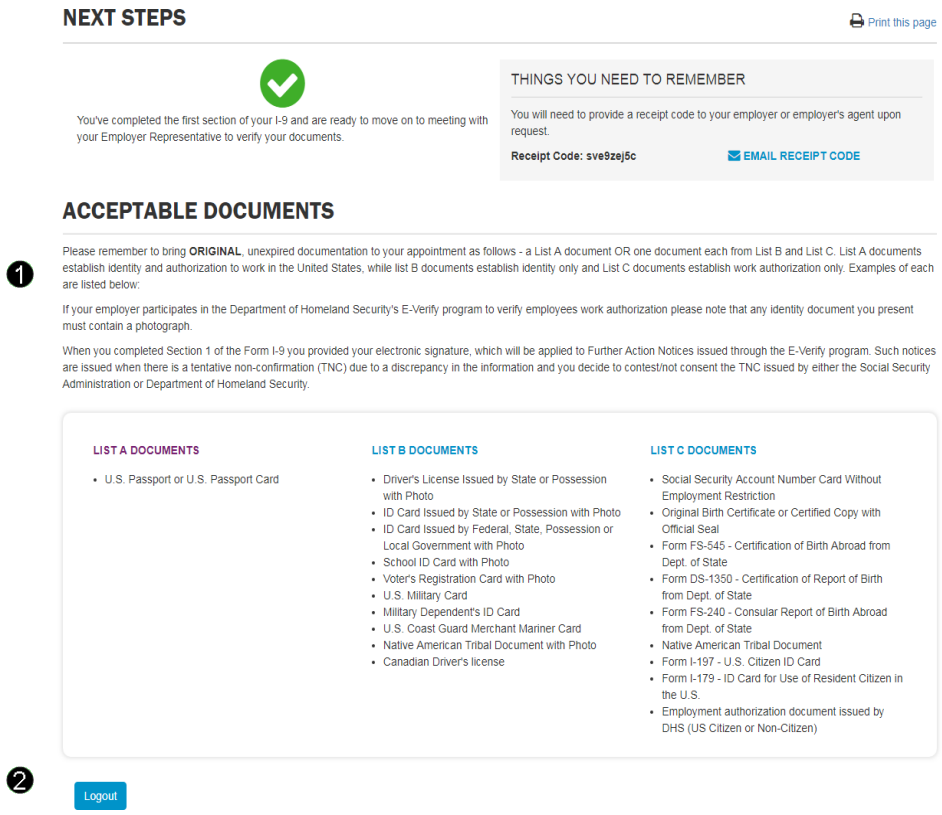


Step 5: Logout.

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.

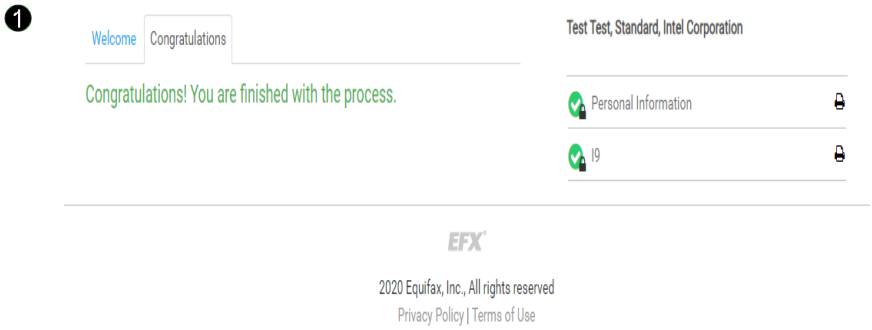
   Note: The list of documents varies based on to the citizenship status you entered in Section 1 of your I-9.

2. Click **Logout.**



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.



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 documenation 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
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		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		
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				

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.

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