Tracker Electronic I-9

Tips for completing a Remote Hire (WebFax) I-9

Prepared by Cathy Menacher
University of Illinois at Urbana-Champaign
July 2011
Remote Hire Process (WebFax)

1. Click on the Create New Hire Login Option
Create Login

2. Select appropriate worksite
3. Click the radio button next to Single-Use New Hire Login Email
4. Enter last name, first name, Start Date and UIN
5. Check the Remote hire via Tracker WebFax box
6. Enter the new hire’s email address
7. Click the Send New Hire Login Email button
Receive message that login will be sent; click OK when ready to create I-9 and send login.
Confirmation that email was sent
Unit to use WebFax Inbox to track status of I-9
Received prior to employee signing Section 1

Must wait until you receive an email that the I-9 has been completed, and/or the Approve Form I-9 button is activated
Employee receives email

Dear Darth Vader:

Welcome to the University of Illinois. As a new employee, a federal Form I-9 is required to verify your eligibility to work in the United States. Department of Homeland Security regulations require that all employees (both citizens and non-citizens) complete Section 1 no later than your first day of work for pay. First day of work for pay is your first day in pay status. For example, if you have an academic appointment beginning August 16, then August 16 is your first day of work for pay.

You have two steps to complete the Form I-9. Please note that the second step requires that you bring your employment verification documents to a Designated Agent as noted below, preferably before but no later than your third day of work for pay.

Expected Start Date: 7/25/2011

**STEP ONE: ONLINE** - The Name and Identification, Employment Status, and Employment Verification Documents sections must be completed and electronically signed preferably BEFORE, but no later than ON, your FIRST day of work for pay. Please note that you do NOT use the File Attachment, you will not upload any copies of documents.

Access your Form I-9 online and complete the sections noted by visiting the following secure link using your Internet Explorer or Firefox web browser. Please enter your name as it appears on your Social Security Card, if applicable.

[Form I-9 for Darth Vader](https://illinoissdev.tracker9.com/39GotoPage.aspx?TabID=EMPLOYEELOGIN&LogIn=qC9NmpFuJW6T99qShj65FP2aUlcZPGocJih%2bBtoaSB%7b3HnFDkQ2vqUMd%2F%2FmYm5fYw1o8ZjqlqS0x7HkKswQ7qg5xeWG7wq%6LCWziquzoBr000awN)

If this link is not active please copy the Web address below and paste it into your Web browser:

After completing and electronically signing Section 1 of the Form I-9, the next step is to print the Form I-9 and fax cover sheet from the electronic I-9 system, as well as the Form I-9 Designated Agent Packet found at [http://nesse.uhlr.uillinois.edu/pdf/Policy_RemoteAgent.pdf](http://nesse.uhlr.uillinois.edu/pdf/Policy_RemoteAgent.pdf). You will then present these printed items, in addition to your original, unprinted documentation as evidence of your identity and U.S. employment authorization, to a designated agent for review. A designated agent is a personnel officer such as a Human Resources (HR) representative at your former employer or at a local college/university (preferred) or a notary, attorney, or accountant who is willing to complete the Form I-9 on behalf of the University of Illinois.
For evidence of your identity and U.S. employment authorization, you will need to present either one document from List A, OR a combination of one document from List B and one document from List C. All documents must be original and unexpired. Only documents included in the "List of Acceptable Documents" are acceptable. Click here to view the List of Acceptable Documents https://uillinoisdev.tracker39.com/99/Tracker99.PDF.ListOfAcceptableDocuments_EN.pdf

STEP TWO: IN PERSON - Preferably BEFORE your first day of work, but no later than ON your THIRD day of work for pay, you must present the printed items above and your original, unexpired documentation as evidence of your identity and U.S. employment authorization, to your designated agent for review and signature of the Form I-9. (If employment is for less than 3 days, this must be completed by no later than the close of business on your first day of work.) After the designated agent has reviewed and signed both the Form I-9 and Designated Agent Form, you must fax to the Tracker WebFax system (fax number will be printed on the fax coversheet) the following:
- Fax Coversheet
- Completed Form I-9
- Completed Designated Agent Form

NOTE: You will be responsible for paying all costs incurred for faxing and the designated agent’s fee, if any, for services.

Sincerely,
University of Illinois

Employee SSNs are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee’s SSN without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. For a full description of the University of Illinois Social Security number policy, please visit http://www.ssn.uillinois.edu.

***DO NOT REPLY TO THIS EMAIL***
If you are experiencing technical issues completing your electronic Form I-9, notify your unit representative or central HR office for assistance.
Steps to be taken by employee

Access the I-9 online using the Form I-9 link provided in the email
Enter the information in Sections 1 & 2
Sign Section 1 electronically
Print the Form I-9 and Tracker fax coversheet from the electronic I-9 system
Print the Form I-9 Designated Agent Packet (using link in email)
Present printed I-9, original/unexpired documentation (used to complete Section 2) and the Designated Agent Packet to a designated agent for review and signing of Section 2 of the I-9 and completion of the Designated Agent packet.
Fax to the Tracker WebFax system (fax # on the Tracker WebFax coversheet) the:
  ▪ Fax Coversheet (must use the Tracker WebFax coversheet displaying the barcode)
  ▪ Completed Form I-9
  ▪ Completed Designated Agent Form
Start of I-9 by employee
Employee enters information in Section 1

1. Verify name and make any corrections, enter Birth Date, Street, City, State, Zip Code
2. Select the appropriate Employment Status, enter additional information, if International
Employee starts Section 2

3. Click on Select Documents from List A, B, C link to access Lists of Acceptable Documents

**Enter Information About Your Work Authorization Documents**

**Employment Verification Documents**

**IMPORTANT:** Your employer or its representative (e.g. notary) must examine these documents in person as required by law. If you are unable to present the documents you select, please contact your employer as soon as possible.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Document</td>
<td>No Document</td>
<td>No Document</td>
</tr>
<tr>
<td>Selected</td>
<td>Selected</td>
<td>Selected</td>
</tr>
</tbody>
</table>

**Click to Select Documents from List A, B, C**
Selecting Document Type

4. Employee selects appropriate document(s) from lists provided, click OK once document selected

5. Click Ok
Employee enters document information in Section 2

6. Enter information required based on type of document(s) selected. (Note: document(s) are selected from List A, no information can be entered in Lists B and C. If Lists B and C are selected, no information can be entered in List A.)

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Passport with I-94</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Turkey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #</td>
<td>Document #</td>
<td>Document #</td>
</tr>
<tr>
<td>V987654321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expires</td>
<td>Expires</td>
<td>Expires</td>
</tr>
<tr>
<td>12/31/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For I-94 Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12345678901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expires</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/31/2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Attachment</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronically signing Section 1 of the I-9

7. Employee will create/enter password and re-enter to confirm password
8. Read Attestation Statement, and click the ‘I Agree’ checkbox
9. Click the Sign Form I-9 electronically button
Alert message prior to employee electronically signing I-9

10. Read Message from webpage; click ok when ready to submit form (cannot accessForm I-9 after it is submitted)
Final instructions of next steps

11. Employee prints the Tracker WebFax Form I-9 and WebFax coversheet (cannot access again). Will need to fax the WebFax Coversheet, Form I-9 and Designated Agent form to Tracker (fax # on coversheet)

Tracker WebFax™

Tracker WebFax™ Instructions

1. Print Tracker WebFax™ Form I-9

2. Take your I-9 and Section 2 documents to your employer or its representative (e.g. notary) for review/signature.

3. Fax the Tracker WebFax™ Form I-9 and coversheet to the Tracker WebFax™ system (fax number is on the coversheet).

☐ I have read and understand Tracker WebFax™ instructions
WebFax Coversheet – must be printed and used to fax I-9 and Designated Agent form to Tracker to complete I-9 process
Electronically Completed I-9 by employee to be printed and taken to Designated Agent for review and signing of Section 2
**Designated Agent Form**

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**Designated Agent Name:** Luke Skywalker  
**Title:** HR Specialist  
**Business Address:** Universal Studios  
**City, State, Zip Code:** Los Angeles, CA 90028  
**Designated Agent Phone #:** (555) 555-5555  
**Email:** skyswalker@universe.com

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To the Board of Trustees of the University of Illinois:

I understand and will comply with I-9 requirements as an agent of the University of Illinois.

**Signature:** Luke Skywalker  
**Date:** 7/15/11

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The purpose for requesting information on this form is to verify the individual's eligibility for employment in the United States. The information contained on this form is proprietary to the University of Illinois and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor Officers.

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<table>
<thead>
<tr>
<th>Employee’s Last Name</th>
<th>Vadeh</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Dhan</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
</tbody>
</table>

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To the Designated Agent: Review and complete Form I-9 by no later than the employee's second day of work. If the employee is to be employed for less than 3 days, then complete by the end of the first day of work. Please follow the steps below. Use our Form I-9 Checklist and the Form I-9 Lists of Acceptable Documents to ensure proper completion.

1. Using our electronic I-9 system, the employee will have already completed Section 1 of the Form I-9, as well as the details of their work authorization document(s) in Section 2. Please note that the employee’s signature in Section 1 will state “(Accepted Electronically)”.

2. The employee must present to you his or her original, unexpired identification documents (see Lists of Acceptable Documents). The employee can present either:
   - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e. foreign passport and I-94; refer to the USCIS I-9 Handbook M-274 for guidance) OR
   - Two documents – one from List B (identity) and one from List C (eligibility).
   *Important: verify only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes or photocopies of documents and laminated social security cards are unacceptable.*

3. Compare the information entered in Section 2 - Employer Review and Verification to the information on the documents. If the information is accurate, proceed to step 4; if not, please ask the employee to contact his/her hiring unit for further instructions.

   - Complete the Form I-9 Certification section as follows (Notaries - please do not affix notary seal on the I-9):
   - Sign the Authorized Representative section and Date – enter the date you reviewed the employee’s documents.
   - Print your Name and Title.

4. Complete your information at the bottom of this form.

5. Return the following to the employee: (Employee will return I-9, this form, and Coversheet via Tracker Web Fax)
   - Completed Form I-9
   - The employee’s original Section 2 document(s)
   - This completed Form I-9 Designated Agent Form (p. 2 of this packet)
Unit I-9 Manager still receives incomplete notice after employee has completed the I-9, but prior to faxing documents.
After employee has faxed the required documents

Unit I-9 Manager receives email indicating the I-9 has been received in Tracker.

Access the I-9 by clicking on the I-9 link in the email or click on the WebFax Inbox tab in Tracker.
Unit searches for I-9 using search capability instead of WebFax Inbox

Notice the I-9 appears to be incomplete, or Section 1 and Section 2 documents may show as complete. Please **DO NOT** take any action for Section 2 at this stage. Click on the Confirm Web Fax link at top of screen for status.
Steps to be taken by Unit I-9 Manager

Click on the WebFax Inbox to track the progress of the I-9; DO NOT use the Search function.
Accessing the I-9 for tracking

Click on the Select link next to the name of the employee you wish to view

<table>
<thead>
<tr>
<th>I-9</th>
<th>Last Name, First Name</th>
<th>Date Created</th>
<th>Date Received</th>
<th>Start Date</th>
<th>Next Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>BEAR, Yogi E</td>
<td>08/02/2011</td>
<td>08/09/2011</td>
<td>06/09/2011</td>
<td>SIGN SECTION 2</td>
<td>06/14/2011</td>
</tr>
<tr>
<td>Select</td>
<td>FAX, Email</td>
<td>07/14/2011</td>
<td>-</td>
<td>07/18/2011</td>
<td>SIGN SECTION 1</td>
<td>07/18/2011</td>
</tr>
<tr>
<td>Select</td>
<td>FLINTSTONE, Fred H</td>
<td>05/27/2011</td>
<td>06/27/2011</td>
<td>06/27/2011</td>
<td>SIGN SECTION 2</td>
<td>06/30/2011</td>
</tr>
<tr>
<td>Select</td>
<td>HARRISON, Bella</td>
<td>05/18/2011</td>
<td>-</td>
<td>05/25/2011</td>
<td>SIGN SECTION 2</td>
<td>05/27/2011</td>
</tr>
<tr>
<td>Select</td>
<td>HARRISON, George</td>
<td>05/25/2011</td>
<td>-</td>
<td>06/01/2011</td>
<td>SIGN SECTION 2</td>
<td>06/03/2011</td>
</tr>
<tr>
<td>Select</td>
<td>HARRISON, Iris</td>
<td>06/21/2011</td>
<td>-</td>
<td>07/01/2011</td>
<td>SIGN SECTION 2</td>
<td>07/06/2011</td>
</tr>
<tr>
<td>Select</td>
<td>HARRISON, John</td>
<td>06/22/2011</td>
<td>07/01/2011</td>
<td>07/06/2011</td>
<td>SIGN SECTION 2</td>
<td>07/06/2011</td>
</tr>
<tr>
<td>Select</td>
<td>HARRISON, Sue</td>
<td>07/15/2011</td>
<td>-</td>
<td>07/15/2011</td>
<td>SIGN SECTION 2</td>
<td>07/20/2011</td>
</tr>
<tr>
<td>Select</td>
<td>KERBER, Teddy</td>
<td>07/12/2011</td>
<td>-</td>
<td>07/15/2011</td>
<td>SIGN SECTION 1</td>
<td>07/15/2011</td>
</tr>
<tr>
<td>Select</td>
<td>NEWTON JOHN, Olivia</td>
<td>06/22/2011</td>
<td>-</td>
<td>06/16/2011</td>
<td>SIGN SECTION 2</td>
<td>06/21/2011</td>
</tr>
<tr>
<td>Select</td>
<td>SEINFELD, Jerry M</td>
<td>06/15/2011</td>
<td>-</td>
<td>06/15/2011</td>
<td>SIGN SECTION 2</td>
<td>06/20/2011</td>
</tr>
<tr>
<td>Select</td>
<td>WEBFAX, Email</td>
<td>07/14/2011</td>
<td>-</td>
<td>07/18/2011</td>
<td>SIGN SECTION 1</td>
<td>07/18/2011</td>
</tr>
<tr>
<td>Select</td>
<td>WEBFAX2, Test</td>
<td>07/14/2011</td>
<td>-</td>
<td>07/18/2011</td>
<td>SIGN SECTION 2</td>
<td>07/21/2011</td>
</tr>
</tbody>
</table>
Unit I-9 manager will see “I-9 Received” message after employee has faxed documents to Tracker.
1. Review information entered by employee in Section 1
2. Review information entered by the employee in Section 2

### Section 2. Employer Review and Verification

<table>
<thead>
<tr>
<th>Employment Verification Documents</th>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foreign Passport with I-94</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Turkey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #</td>
<td>987654321</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>12/31/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #</td>
<td>12345678901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td>12/31/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Employer**: University of Illinois
- **Worksite**: 807 South Wright Street, Champaign, Illinois 61820
- **I-9 Manager**: Menacher, Catherine

**E-Verify Options**

- E-Verify OFF

**Employee began employment on (Start Date):** **7/25/2011**

[Approve Form I-9] [Reject Form I-9]
To View the Remote I-9

3. Click on the I-9 Attachment link. View the I-9 for correctness, and signature and date in Section 2 as well as the Designated Agent Form.
Tracker Coversheet Received

| To: Tracker WebFax™ (secure electronic fax) |
|---|---|
| Fax: 415-840-0363 |
| Date: 7/15/2011 |
| Re: Completed Form I-9 Ready for Processing |

<table>
<thead>
<tr>
<th>Pages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

X Process Form I-9

<table>
<thead>
<tr>
<th>From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

Comments:

Tracker Barcode ID:
Section 1 of I-9 Received in Tracker

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

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-authorized 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.)**

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vader</td>
<td></td>
<td>Darth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Main St.</td>
<td></td>
<td>8/4/1975</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Illinois</td>
<td>12345</td>
<td></td>
</tr>
</tbody>
</table>

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 of the United States
- ☐ A noncitizen national of the United States (see instructions)
- ☐ A lawful permanent resident (Alien #)
- ☒ An alien authorized to work (Alien # or Admission #) 12345678901 until (expiration date, if applicable - month/day/year) 12/31/2012

Employee's Signature (Accepted Electronically) Date (month/day/year) 7/15/2011

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)**

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Preparer's/Translator's Signature</th>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number, City, State, Zip Code)</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
</table>
### Section 2. Employer Review and Verification

*To be completed and signed by employer. Examine one document from List A or examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).*

<table>
<thead>
<tr>
<th>Document Title</th>
<th>OR</th>
<th>Document Title</th>
<th>AND</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Passport with I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority: Turkey</td>
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<tr>
<td>Document #: 9997654321</td>
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<tr>
<td>Document #: 12345678901</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 12/31/2012</td>
<td></td>
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</tbody>
</table>

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 7/25/2011, and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

**Signature of Employer or Authorized Representative**

*Luke Skywalker*

**Print Name**

*Luke Skywalker*

**Title**

*HR Specialist*

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)

*University of Illinois 807 South Wright Street, Champaign, Illinois 61820*

**Date (month/day/year):** 7/25/11

### Section 3. Updating and Reverification

*To be completed and signed by employer.*

A. New Name (if applicable)

B. Date of Relire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

**Document Title:**

**Document #:**

**Expiration Date (if any):**

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

**Signature of Employer or Authorized Representative**

**Date (month/day/year):**
Designated Agent Form

To the Designated Agent: Review and complete Form I-9 by no later than the employee’s second day of work. If the employee is to be employed for less than 3 days, then complete by the end of the first day of work. Please follow the steps below. Use our Form I-9 Checklist and the Form I-9 Lists of Acceptable Documents to ensure proper completion.

1. Using our electronic I-9 system, the employee will have already completed Section 1 of the Form I-9, as well as the details of their work authorization document(s) in Section 2. Please note that the employee’s signature in Section 1 will state “(Accepted Electronically).”

2. The employee must present to you his or her original, unexpired identification documents (see Lists of Acceptable Documents). The employee can present either:
   - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e., foreign passport and I-94; refer to the USCIS I-9 Handbook M-274 for guidance) OR
   - Two documents – one from List B (identity) and one from List C (eligibility).
   **Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes or photocopies of documents and laminated social security cards are unacceptable.**

3. Compare the information entered in Section 2 - Employer Review and Verification to the information on the documents. If the information is accurate, proceed to step 4; if not, please ask the employee to contact his/her hiring unit for further instructions.
   - Complete the Form I-9 Certification section as follows (Notaries – please do not affix notary seal on the I-9):
     - Sign the Authorized Representative section and Date – enter the date you reviewed the employee’s documents.
     - Print your Name and Title.

4. Complete your information at the bottom of this form.

5. Return the following to the employee: (Employee will return I-9, this form, and Coversheet via Tracker Web Fax)
   - Completed Form I-9
   - The employee’s original Section 2 document(s)
   - This completed Form I-9 Designated Agent Form (p. 2 of this packet)

FOR COMPLETION BY THE DESIGNATED AGENT

Designated Agent Name: Luke Skywalker  Title: HR Specialist
Business Address: Universal Studios 72 Station  City, State, Zip Code: Los Angeles, CA 92
Designated Agent Phone #: (555) 555-5555  Email: skywalker@universe1.com

To the Board of Trustees of the University of Illinois:
I understand and will comply with I-9 requirements as an agent of the University of Illinois.

Signature: Luke Skywalker  Date: 7/15/11

The purpose for requesting information on this form is to verify the individual’s eligibility for employment in the United States. The information contained on this form is proprietary to the University of Illinois and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor Officers.
Information has been reviewed and is ok

4. Click the Approve Form I-9 button if information is correct; click the ‘Reject Form I-9’ link if the information is incorrect and either delete the I-9 or ‘Restart WebFax Process, which will allow you to resend the Remote Hire WebFax initial email so the employee can begin a new I-9.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foreign Passport with I-94</strong></td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Issuing Authority: Turkey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: V987654321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date: 12/31/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 12345678901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date: 12/31/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer: University of Illinois
Worksite: 807 South Wright Street, Champaign, Illinois 61820
I-9 Manager: Menacher, Catherine

E-Verify Options: E-Verify OFF

Employee began employment on (Start Date): 7/25/2011
If approved, Unit I-9 Manager enters information from remote I-9

5. Enter name of the Designated Agent in the Signature of Employer/Authorized Representative
6. Enter the Designated Agent’s title
7. Enter the date the Designated Agent signed the I-9
8. Save

Tracker WebFax™ Confirmation

☐ I-9 Received: This I-9 has been received via Tracker WebFax™. Please review and accept or reject the form.

Accept Form I-9

View the Form I-9 received via WebFax™ and enter the section 2 Employment Verification
View Form I-9

Signature of Employer or Authorized Representative (Print Name)
Luke Skywalker

Title
HR Specialist

Date (month/day/year)
7/15/2011

Save
Cancel
WebFax Remote I-9 Complete

Vader, Darth

I-9 Complete

Next Action Needed: NONE

Audit I-9: Last Audit: None, Terminated: None

Last Name: Vader, First Name: Darth, Maiden Name: Birth Date: 8/4/1975, SSN

Address:
Street: 1 Main St., City: Anywhere, State: Illinois, Zip: 12345

Employment Status:
Employee is:
An alien authorized to work until 12/31/2012
Admission #: 12345678901
Last Reverified: Never

Section 1 Signed on: 7/15/2011
Re-sign Section 1 to Record Form I-9 Changes
Generate Employee Receipt (PDF)

Section 2. Employer Review and Verification

Edit Section 2