

Completing the I-9 Form After Onboarding

1. Navigate to Employee Admin Tools -> Employee Administration -> I-9 Management -> Form I-9.  
   Timeline

   Description automatically generated
2. Select the employee you just hired and then click on the Page 2 Employer & Reverification tab.  
   
3. Complete the required fields then click Verify and Sign Form.   
   Graphical user interface, text, application, email

   Description automatically generated