NEW HIRE FORM I-9 INSTRUCTIONS

How to Complete Section 1 of the Form I-9 online

UC Irvine's Form I-9 Online System (FIOS) allows for the completion of the Form I-9 online for all UCI employees. Please follow the instructions below to complete Section 1 of the form.

Note: Section 1 should be completed no later than the end of the employee's first day of work for pay.

1. Access the site

• Go to: www.newl9.com

Enter UC Irvine's Employer Code: 14649

Click Go

 On the next page, enter the slanted text that appear in the box and click **Continue**

2. Read the Form instructions

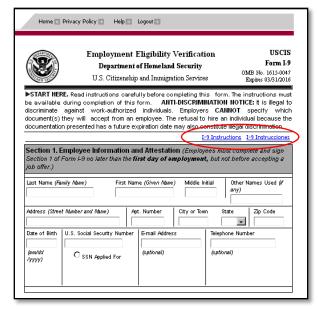
- Click on the blue I-9 Instructions link
- Read through the instructions carefully

3. Enter your information

- Complete all required fields
- If you had the assistance of a preparer or translator in filling out your information, move on to Step 4
- If you did not have the assistance of a preparer or translator, move on to Step 5







4. Preparer and/or Translator Certification (only if applicable)

If you had the assistance of a preparer or translator in filling out Section 1, the person who assisted you must complete the following steps:

- Complete the Preparer and/or Translator Certification section
- Review the information entered in Section 1 to make sure it is correct
- Sign electronically as Preparer



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

I authorize my Section 1 electronic signature to be automatically applied to the documents that

· I understand that the employer will electronically verify my work authorization with the United

Cancel

Continue

employer will provide me should I contest/not contest the verification results.

5. Sign the form

- Review the information at the top of the electronic signature page to make sure it is correct
- Read the perjury statement
- Sign Form I-9 electronically:
 - Click the checkbox to indicate that you have read, understand, and agree with the perjury statement
 - Enter your first, middle (if provided) and last name initials (in upper case) that you used to complete Section 1

Employee Electronic Signature

States government.

By checking this checkbox I attest to the following:

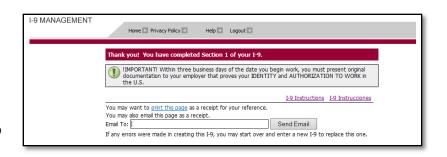
false documents in connection with the completion of this form.

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• Click Continue

6. Print/E-mail "Thank You" Page

The *Thank You* page serves as your proof of completion and provides you with the list of acceptable documents that pertain to your citizenship/immigration status you attested to in Section 1 of the Form I-9.



- Review and retain (print/email) a copy of your Thank You page for your records
- You may now close the browser or click the Logout button.

Note: **No later** than the third business day after your hire date, you will be required to prove your identity and employment eligibility to work in the United States by presenting the following to your HR personnel processor:

- a) One document from List A, OR
- b) One document from List B AND one document from List C