

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.newI9.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

Preparer and/or Translator Review

[I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the person who helped prepare and/or translate your I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Preparer Electronic Signature ([English](#) | [Español](#))

☒ By checking this checkbox 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.

[Back](#) [Cancel](#) [Continue](#)

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
- Click **Continue**

Employee Electronic Signature ([English](#) | [Español](#))

☐ By checking this checkbox I attest to the following:

- 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 understand that the employer will electronically verify my work authorization with the United States government.
- I authorize my Section 1 electronic signature to be automatically applied to the documents that employer will provide me should I contest/not contest the verification results.

[Back](#) [Cancel](#) [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.

I-9 MANAGEMENT

[Home](#) [Privacy Policy](#) [Help](#) [Logout](#)

Thank you! You have completed Section 1 of your I-9.

IMPORTANT! Within three business days of the date you begin work, you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

[I-9 Instructions](#) [I-9 Instrucciones](#)

You may want to [print this page](#) as a receipt for your reference.
You may also email this page as a receipt.

Email To: [Send Email](#)

If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

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