

Completing the I-9 Form Virtually

CU Anschutz is an E-Verify employer in good standing, and therefore we have opted into the virtual I-9 verification process. This guide walks through how to initiate and complete new I9's according to Federal Guidelines with Section 2 completion.

Initiating the I-9: Section 1

Section 1 can be initiated after offer is accepted and can be completed by the individual any time before the end of first day employment.

1. Log into the UCD Access Portal.
2. Navigate to the Business Tools section using the left drop down menu.
3. Click the I-9/E-Verify HireRight tile
4. If the individual is a rehire, search at the top of the page their name to make sure they do not have an I-9 already on file. Do not create duplicates. If you are unsure if a new one is needed, contact hr.i-9@cuanschutz.edu.
5. Under Manage I-9 Forms, select **New > Invite Employee** (*Note: Do not select E-Verify Check. E-Verify will run automatically when you submit the I-9 Form.*)
6. Enter the following:
 - a. Employee Legal First Name (*Note: preferred name cannot be used on the Form I-9.*)
 - b. Employee Last Name
 - c. Email Address to receive the invite
 - d. Employee Start Date that is entered into HCM

Note: Do not enter a Hiring Manager. At CU Anschutz, only those trained and approved to complete the I-9 Form should complete Section 2.

SSN Note: International employees do not have to have an SSN before completing I-9- they do need to begin the process ASAP and will add to I9 once received (please email I9 team once received).

7. Click Submit.
 - a. This will send an invitation to the individual to complete Section 1.

Virtual Verification: Section 2

- Section 2 should follow the steps below and **must be completed in the first three (3) days from the start date** (If employee begins on Mon, Section 2 must be done by Thurs).
 - **Start date must be employees first working day (e.g. when they start receiving pay/benefits) and usually matches the start date in HCM.**
- Employees must choose what documents they wish to present based on the Acceptable Documents list found on USCIS website or Page 2 of I-9.
 - [Form I-9 Acceptable Documents | USCIS](#)
 - Digital ID is not accepted.
 - **Restricted SSC's can NOT be accepted as a List C doc.**

U.S. Social Security account number card that is unrestricted. A laminated card is acceptable. A card that includes any of the following restrictive wording is not an acceptable List C document:

1. NOT VALID FOR EMPLOYMENT
2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION

- **Physical, original (non-copied) documents must be presented in person or virtually on camera.** Simply having the documents sent to you via email is an incomplete process and risks losing our good standing to complete online.
- Virtual in-person means getting on **a live video call (e.g. Zooms, Teams) to verify the physical documents over the call.** Ensure to check the box to confirm you have completed the *Alternate Procedure to Physical Document Examination* (i.e., virtual inspection) in section 2.

Note: For most (not all) international employees may present Employment Authorization Document (I766), OR: Foreign Passport, most recent I94, and third VISA document (I20, DS2019, or 797). See International I9 Training for further details. Please email the I-9 team with questions.

Steps

1. Set up a time to complete Section 2 with the individual.
2. Have the individual send you the documents they intend to use from the [list of acceptable documents](#). (Tip: This can be done via email or using an upload process like a drive file.)
3. For the meeting, log into the UCD Access Portal.

4. Navigate to the Business Tools section using the left drop down menu.
5. Click the I-9/E-Verify HireRight tile.
6. Find the I-9 for the individual. It will most likely be listed under “Not Submitted” but you can also search by name at the top.

Invitations		Not Submitted		In Progress		Completed		Cancelled	
Account	First Name	Middle Name	Last Name	SSN/National ID	Status				

7. The employee’s first name and last name will be auto filled. Verify the name.
8. Enter the employee’s first day of employment. This date must match the start date in HCM. *(Note: Altering the start date to make completion appear to have been completed in the first three (3) days is considered fraud.)*

I-9 Section 2

[Live chat](#)
[Help](#)
[Print](#)

Name of Employee	Megan L. Bohn
Citizenship or immigration status	A citizen of the United States
Employee Provided Information	
Identity and Employment	
Employee's first day of employment	The employee will be required to provide a valid list A/B/C document with an expiration date after the employee's first day of employment. Date (Do not change the date below unless employee start date has changed.) Use Today's Date Month December Day 01 Year 2025

9. Ask the individual to present the original documents (front and back) via video that matches the documents they sent you. Verify the name, dates and any additional information.
 - a. Documents cannot be copies.
 - b. Digital IDs are not accepted at this time.
 - c. It is acceptable to have another party on the call to present documents in their possession, if the individual who the I-9 is for is also on the call (e.g. parents have documents in another state and get on call).
10. Select the Documents that were presented from the [list of acceptable documents](#).

Document Selection

You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" link below.

LIST A
--Select From List A--

OR

LIST B
--Select From List B--

AND

LIST C
--Select From List C--

Below are links to official USCIS webpages that will always have the most up to date information.

[I-9 Handbook for Employers \(M-274\)](#)
[List of Acceptable Documents](#)
[Who is issued this document?](#)
[Information on Receipts](#)
[Formulario I-9 en español](#)
[Instrucciones para el Formulario I-9 en español](#)

11. Complete the document information.

- a. For international documents: Double check that international dates are entered correctly and select "YES Academic VISA" at the bottom to add third major document (I20, DS2019, 797).
- b. Expiration dates must be entered (or D/S on International I94).

12. Important! [REDACTED] and confirm Photo Match

- a. If you select a passport, the upload option will appear at this step. For others, it will appear in the end.

I-9 Employment Eligibility Form

Upload Supporting Documents

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

Each document should be smaller than 30MB.
Each document should be a PDF, PNG, or JPEG.

Document Type
Please Select Document Type

[Browse](#)

List of Supporting Documents	Document Type
------------------------------	---------------

- b. If you missed adding Supporting Documents, you can do this after E-Verify is ran by right clicking on the I-9, selecting supporting Documents, and Upload.

13. At the bottom of the page, check the box to confirm you have completed the *Alternate Procedure to Physical Document Examination* (i.e., virtual inspection)

Remote Examination of Documents

Alternative Procedure to Physical Document Examination:

- Examine copies (front and back, if the document is two-sided) of Form I-9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears to be genuine and relates to the employee;
- Conduct a live video interaction with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and relates to the individual. The employee must first transmit a copy of the document(s) to the employer (per Step 1 above) and then present the same document(s) during the live video interaction; and
- Retain a clear and legible copy of the documentation (front and back if the documentation is two-sided).

☐ Check here if you used an alternative procedure authorized by DHS to examine documents

14. Complete the Employer or Authorized Representative, Additional Information, Worksheet Review and Final Attestation and eSignature Sections
15. Click Sign, Submit and Send to E-Verify
16. If you still need to upload supporting documents, you will be able to on the confirmation screen.

I-9 Employment Eligibility Form

Thank You

Order details

Thank you for your submission for Morgan Sirota.

Electronic I-9 Form: **Created Successfully**

E-Verify Case Status: **Employment Authorized**

[View E-Verify Report](#)

[View I-9 Form](#)

[Upload Supporting Documents](#)

17. Once the I-9 shows “Employment Authorized,” nothing else is needed, unless contacted by the Central I-9 team (hr.i-9@cuanschultz.edu) with steps for corrections. I-9’s will be reviewed and have a
 - a. Green Check Mark - Domestic I-9s completed
 - b. Blue Flag - International I-9’s completed
 - c. Orange Flag - Corrections needed.

Please do NOT remove these marks; the I-9 team will update as corrections are completed.