

# LONGWOOD UNIVERSITY

## Instructions for Completing Your Electronic I-9

The screenshot shows the Equifax I-9 Management website. At the top, there is the Equifax logo, 'I-9 MANAGEMENT', and a 'NEED HELP?' button. The main content area features a 'Start a New I-9' form with the following text: 'Enter your Employer's name or code below to complete your Form I-9.' Below this is a text input field containing '18071' and a checked checkbox labeled 'Remember my Employer Name/Code on this computer'. A blue 'GET STARTED' button is positioned below the form. At the bottom of the page, there is a red banner with the text 'EMPLOYERS: Learn more about our suite of I-9 Management Solutions' and a 'GO TO EQUIFAX.COM' button.

Log on to [www.newi9.com](http://www.newi9.com). You will be directed to the main screen where you will type in Longwood's Employer code – **18071**

The screenshot shows the Equifax PeopleHQ 'Form I-9' welcome screen. It features a 'Welcome!' message and a 'Complete your I-9 now. (It only takes 2 to 3 minutes)' prompt. A red box highlights a 'Get Started' button, with a red arrow pointing to it from the right.

-Click on "Get Started"

The screenshot shows the Equifax PeopleHQ 'Work Location' selection screen. It asks 'What location will you be working at?' and provides a search bar with 'farmville' entered. Below the search bar are four radio button options: 'ZZZ-DO-NOT-USE-DEFAULT', 'LU Employees', 'LU Student Workers', and 'No Location'. The 'LU Student Workers' option is selected and highlighted in yellow. At the bottom, there are 'Back' and 'Continue >' buttons.

- Once you get to this screen, type "Farmville" for the location.

- Select "**LU Student Workers**" the correct employee location and then click "continue".

*\* **DO NOT** select "LU Employees". This is for Longwood employees and you will have to redo your electronic I-9.*

### Work Start Date

What is your work start date?

Work Start Date  
mm/dd/yyyy

< Back

Continue >



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- Put in the date you are supposed to start work. If you do not know the date, put in the date you are completing the I-9.

PERSONAL INFORMATION  
Standard LU Employees

PERSONAL IDENTIFICATION

Social Security Number\* Confirm Social Security Number\* -OR- SSN Applied For

First Name (Given Name)\* Middle Initial Last Name (Family Name)\* Other Last Name Used

Email Address Telephone (XXX) XXX-XXXX Date of Birth\* MM-DD-YYYY

PHYSICAL ADDRESS

Street Address\* Apt

Zip code\* City\* State\*

County\*

BACK CONTINUE

- Input all of the required information, checking to make sure it is correct. Once done, click "continue". You will receive a code upon completion of Section 1. Once you have the code, you may close out of your browser.

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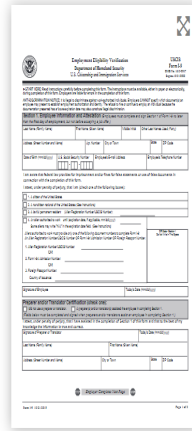
Form I-9

Form Instruc

### Form I-9 Overview

Form I-9 is a required document used to verify the identity and employment authorization of individuals hired to work in the United States. This is a legal document subject to perjury.

We're going to ask you a few questions. Let's get started.

A thumbnail image of a Form I-9 document, showing the header with the Department of Homeland Security logo and the title 'Employment Eligibility Requirements'. The form includes sections for 'Section 1 - Employee Information and Attestation' and 'Section 2 - Employer Attestation'. The document is labeled 'Form I-9 Example' at the bottom.

- Select "Guided Walkthrough".

< Back

Guided Walkthrough >

Manually Fill out the form

- If you were born in the US, select "A Citizen of the United States."

- If you were born in a foreign country, select the last option "A noncitizen authorized to work until".

\* If you selected "A noncitizen authorized to work until", a box will pop up.

- "Expiration date" is listed on your F-1
- Under "Noncitizen Authorized Document": Select from the drop down "Form I-94 Admission Number".
- Document number is listed on I-94.

- Select "Continue" to go to the next page.

EQUIFAX | PeopleHQ™

Form I-9

Tell us about your status.

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

- 1. A Citizen of the United States
- 2. A Noncitizen National of the United States (See Instructions)
- 3. A Lawful Permanent Resident
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until

< Back

Continue >

Form I-9

Form Instruction

Is someone helping you prepare or translate this document?

Yes, someone is helping prepare or translate this document.

Preparer/Translator Information

Parents or legal guardians attesting to the identity of minors and individuals attesting to the identity of certain employees with disabilities must complete the above information.

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Continue



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Preparer/Translator Information

No

Use the information I provided to fill my Form I-9.

Electronic Signature

Need Assistance?

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 the foregoing information is complete, true and correct.

Employee Signature

Sign

Finish and Submit

-Select continue at the bottom of the page if you did not use a translator or preparer.

- A page will load with your information on it. Scroll to the bottom and select "Use the information I provided to fill my form I-9" so your information will be inserted into the form.

- Select "Sign" to sign the form electronically and hit "Finish and Submit".

\*\* Please remember this is a two step process and you will need to present your original I-9s (we can not accept copies) to student employment in Brock Hall, Suite 107 before we can process and approve you for employment. Below is a list of acceptable I9 documentations.

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization   | OR                                    | LIST B<br>Documents that Establish<br>Identity  | AND | LIST C<br>Documents that Establish<br>Employment Authorization  |
|---|---------------------------------------|---|-----|---|
| 1. U.S. Passport or U.S. Passport Card  |                                       | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |     | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  |                                       | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                |     | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)   |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa  |                                       | 3. School ID card with a photograph   |     | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal   |
| 4. Employment Authorization Document that contains a photograph (Form I-766)  |                                       | 4. Voter's registration card  |     | 4. Native American tribal document  |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |                                       | 5. U.S. Military card or draft record   |     | 5. U.S. Citizen ID Card (Form I-197)  |
|   |                                       | 6. Military dependent's ID card   |     | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)  |
|   |                                       | 7. U.S. Coast Guard Merchant Mariner Card   |     | 7. Employment authorization document issued by the Department of Homeland Security  |
|   |                                       | 8. Native American tribal document  |     |   |
|   |                                       | 9. Driver's license issued by a Canadian government authority   |     |   |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI   |                                       | <b>For persons under age 18 who are unable to present a document listed above:</b>  |     |   |
|   |                                       | 10. School record or report card  |     |   |
|   |                                       | 11. Clinic, doctor, or hospital record  |     |   |
|   | 12. Day-care or nursery school record |   |     |   |

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**