



Tracker Electronic I-9 Tips for completing a Remote I-9 (WebFax)

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Remote I-9 (WebFax) – when new hire will work at a remote or off-site location, and is not physically available to present the document(s) to a University representative for inspection.

1. Click **Create New Hire Login** from left navigation or under Form I-9 Records in navigation menu bar.
2. **Worksite** and **I-9 Manager** default to user name and worksite; can be changed according to user's authority.
3. Select the **Single-Use New Hire Login Email** option.
4. Enter the following:
 - Employee's Name (Required)
 - Middle Initial (Optional)
 - Start Date (Required - limit is 2 months in the future)
 - Social Security # (Optional)
 - Employee ID (UIN), if known
 - Check the Remote hire via Tracker WebFax option (this step is critical to ensure the proper remote hire process)
 - Employee's Email Address (Required)
5. Click the **Send New Hire Login Email** button.
6. Review accuracy of data entered and Click **OK** when ready to create the Form I-9
7. A green **Email Successfully Sent** message will appear under the email address field
8. A system generated welcome email will immediately be sent to the employee:
 - Requesting employee complete Section 1 and the Employment Verification Documents Section 2 of the Form I-9 electronically on or before his/her first day of work for pay.
 - The employee will print the **Form I-9** and **fax coversheet** from the electronic I-9 system, as well as the **Form I-9 Designated Agent Packet**. The employee will need to present these printed items, in addition to original, unexpired documentation as evidence of his/her identity and U.S. employment authorization, to a designated agent for review and signature of the Form I-9.

- After the designated agent has reviewed and signed both the Form I-9 and Designated Agent Form, the employee must fax to the Tracker WebFax™ system (fax number will be printed on the fax coversheet) the following:
 - Fax Coversheet (the Tracker WebFax form is critical to ensuring the I-9 and related documents get to the appropriate Unit I-9 Manager at the University of Illinois)
 - Completed Form I-9
 - Completed Designated Agent Form

Note: If the employee is under the age of 18 and cannot produce a List A or List B document type for Section 2, a parent or legal guardian must complete the Preparer and/or Translator Certification for Section 1.

Directions for the Employee –

Employee receives the **welcome email**, reads the email, and clicks on the **Form I-9 link**.

Enter Employee Information and Verification

Name and Identification

Name: Employee must verify his/her name and make any necessary edits. Middle and Maiden Names are not required.

Birth Date: Employee must input his/her correct date of birth.

SSN (Social Security Number): Required only for employees being E-Verified. For all other employees, this is an optional field. If the employer entered the SSN, please verify

Address: Employee must input his/her physical address (must not be a P.O. Box) in the correct fields.

Enter Information about your U.S. Work Authorization

Employment Status

US Citizen-

Employee selects “A citizen of the United States“

Permanent Resident -

Employee selects the “A lawful permanent resident“

The A-Number is the A# displayed on cards issued prior to May 11, 2010. Cards issued on or after May 11, 2010 use the USCIS # as the A-Number displayed on the new cards. The letter A must be entered in front of the number.

F1 Visa Holder -

Employee selects the “An alien authorized to work until“

Expiration date is the “not later than” date in Section 5 on the I-20

The Admission # is the Admission or Departure # shown on the I-94

J1 Visa -

Employee selects the “An alien authorized to work until“

Expiration date is the “To” date in Section 3 on the DS-2019

The Admission # is the Admission or Departure # shown on the I-94

H1 Visa Holder -

Employee selects the “An alien authorized to work until“

Expiration date is the “until” date shown on the I-94

The Admission # is the Admission or Departure # shown on the I-94

Enter information about your work authorization documents

Employer Review and Verification

Select the “**Click to Select Documents from List A, B, C**” link

Select List A, OR List B and List C documents by clicking on document name in appropriate list(s).

Select **OK**

Enter the applicable information

Commonly Presented Documents-

US Citizen – Passport Presented

- Issuing Authority defaults, and currently cannot be changed. Enter Passport # and Expiration Date. If the issuing authority is other than U.S. Department of State, indicate actual issuing authority in the notes.

US Citizen – Driver’s License and Social Security Card Presented

- DMV defaults issuing State should be entered before DMV. Enter Driver’s License # and Expiration Date under List B, and Social Security # under List C (although the social security number is optional in Section 1, it is required in Section 2 when an employee provides their social security card as one of their verification documents).
- Social Security Administration defaults and currently cannot be changed. If issuing authority other than SSA, indicate actual issuing authority in the notes.

Permanent Resident – Permanent Resident Card Presented

- Issuing Authority defaults to USCIS; no change is needed.
- Enter Document # (found on reverse of card starting with three letters other than USA followed by 10 numbers)
- Expiration Date

F1 Visa Holder - International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date is the “not later than” date in Section 5 of the I-20; this is a temporary format until Tracker updates the system to the new M-274 requirements.

In the Notes/Tasks box, enter the actual expiration date of the I-94 (D/S), note the I-20 including the SEVIS Number and actual expiration date of the I-20, and include your name and date.

J1 Visa – International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date is the “To” date in Section 3 of the DS-2019; this is a temporary format until Tracker updates the system to the new M-274 requirements.

Enter the actual expiration date of the I-94 (D/S), note the DS-2019 including the SEVIS Number and actual expiration date of the I-20 in the Notes/Tasks box, making sure to include your name and date.

H1 Visa Holder – International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date on I-94

Create a Password and Sign Electronically

Employee Electronic Signature

1. **Verify name**, which is pre-populated.
2. **Create a password** (5-25 characters). Employee does NOT receive password prior to sitting down at the computer to complete and sign section 1.
3. Read attestation statement and click **I Agree**.
4. Click **Sign Form I-9 Electronically** button.
5. Read the pop-up message and select **OK**.
6. Read the **Tracker WebFax Instructions**
7. Click the “I have read and understand Tracker WebFax instructions” **checkbox** and select the **Print Tracker WebFax Form I-9** button
8. Print the **Form I-9 Designated Agent Packet**. The employee will need to **present these printed items**, in addition to the **original, unexpired documentation** as evidence of his/her identity and U.S. employment authorization, to a **designated agent for review and signature** of the Form I-9.
 - After the designated agent has reviewed and signed both the Form I-9 and Designated Agent Form, the employee must **fax to the Tracker WebFax™** system (fax number will be printed on the fax coversheet) the following:
 - **Fax Coversheet**
 - **Completed Form I-9**
 - **Completed Designated Agent Form**

I-9 Manager

The Unit I-9 Manager receives an email notification that the Form I-9 fax has been received.

1. There is a **direct link** to the Form I-9 in the email. Alternatively, to view all WebFax I-9 Records that are in progress, click WebFax Inbox on the menu bar.
2. Review the information entered by the Remote Hire
3. If the I-9 information meets your approval, click the **I-9 Attachment** to display the faxed I-9.
4. **Review the I-9 attachment** and ensure that the Employer Representative signed Section 2.
5. If the faxed I-9 meets your approval, scroll to the bottom of the Tracker I-9 record and click the **Approve Form I-9** button
6. Enter the **Section 2 Signature** Information from the I-9 attachment into Tracker as prompted on the screen. Click **Save** when finished, which concludes the WebFax process.

Note: Any edits to Section 1 or 2 will require a new signature for that section.

7. You may reject a WebFax I-9 at any time before it is saved. Select the **Reject Form I-9** at the bottom of the I-9 record.
8. After clicking the Reject Form I-9, you must choose to either **Delete Form I-9** or **Restart WebFax Process**. Deleting the Form I-9 completely removes the record from the Tracker system. Restarting the process will bring up the Create New Hire Login page and allow you to resend the Remote Hire WebFax initial email.