Upload I-9

The Upload I-9 feature allows you to enter the information on a paper Form I-9 and then upload a scanned copy of the paper Form I-9 to enter it into I-9 Management. This feature allows you to convert paper Forms I-9 on your own and add them to I-9 Management. This allows all Forms I-9 to be retained in a centralized database for tracking and reporting purposes. The instructions below explain how to upload a Form I-9 into I-9 Management.

1. To access the Upload I-9 feature, click the **Upload I-9** link on the left navigation bar or click the **Upload I-9** button on the Employee Detail page.

2. After you click the **Upload I-9** link or button you MUST enter the Section 1 information and click the **Continue** button. The required fields are first and last name, date of birth, and citizenship/immigration status.

3. Enter the Section 2 information by selecting the documents entered on the Form I-9 and clicking the **Continue** button.

4. Enter the document information and click the **Continue** button.

5. Click the **Browse** button, select the scanned copy of the Form I-9 to upload, and click the **Upload I-9** button.

6. Confirm the information you entered and the scanned Form I-9 you uploaded are correct before you electronically sign to confirm and complete the upload process. You can view the uploaded image of the Form I-9 by clicking the link at the top of the page. You MUST electronically sign Section 2 and click **Continue** to complete the upload process.

**Note:**
A link to view the electronic image of the Uploaded I-9 is displayed at the top of the Employer Review page.