ONLINE I-9 EMPLOYEE REFERENCE GUIDE
Completing your electronic I-9

Step 1: Access the online I-9 Web site.

1. Access the online I-9 through the University of Minnesota Employee Self Service site at hrss.umn.edu.
2. Click on the link labeled: I-9 form – new employee. You will then be directed to the I-9 eXpress website login page.
4. Click Go.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.
2. Click Continue.
Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, University location (as provided in your I-9 instruction letter), start date, and your Social Security number.

   NOTE: Name on the social security card must match what is entered in the Last, First and Middle Initial field.

2. Select the appropriate citizen status option, and enter the required information in the appropriate fields.

3. Click Continue.

   NOTE: A message will display with the applicable fields highlighted in green if there are mistakes you need to correct.

Step 4: Review your information.

1. CRITICAL! Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.

   NOTE: To change the language to English or Spanish, click the appropriate link.

3. Click Continue.
Step 5: Review and Logout.

1. Review your information in the **Employee Summary** section.

2. Review the list of employment eligibility documents you will be asked to present on your **start date**.

   **NOTE:** The list of documents varies according to the citizen status you entered in Section 1 of the I-9.

3. Click **Logout**.

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Step 6: Close the Web browser.

1. When this page opens, close the Web browser to ensure your information is cleared from the browser's memory.