1. Select “Reverification Due” on the Online I-9 system main menu, under Quick Search.

2. You can search for the employee by name, or scroll down to find the employee. When found, click on the employee’s name.
3. To reverify the employee’s employment authorization, scroll down the Employee Detail screen and click “Section 3”.

4. Enter or select information from the employee’s document to update and click “Continue”.

5. Update the document information and click “continue”
6. Verify on the Employer Review screen that the correct data has been updated, scroll to the bottom of the screen and check the box that you have read the perjury statement. Then enter your Password and click “Continue”.

7. The Reverification is complete and it will appear in the employee’s I-9 history.