**Step 1:** Employee enters last name and PIN number given in the original email from I-9 Advantage

**Step 2:** Employee must complete **Section 1: Step 1 and Step 2** before Section 2 can be completed
**Step 3: Section 1: Step 2** – Employee must sign at the bottom of the screen using their cursor or finger if using a tablet or phone.

Form I-9 - Section 1: Step 2

Form I-9 - Section 1: Step 3

Did another individual (i.e. a translator) assist in the completion of Section 1 of the Form I-9?

Yes  No

*Select: Yes - Continue*

**Step 4:** Employee will select “no” if completing Section 1 for themselves.

*This is not the Authorized Agent who will be completing Section 2*