After completing section 1, Tracker will pop up with this message for the employee:

Please note that the paper form is not needed and is for your record only. The university uses only the electronically stored form.
The section 2 verifier will receive 2 emails. The first one:

Dear Employer Representative:

Thank you in advance for agreeing to assist the University of California (UC) in completing Section 2 of the Form I-9 for our newly hired employee. As you are likely aware, federal regulations require UC to verify the eligibility of its employees to work in the United States by completing the Employment Eligibility Verification on the Form I-9.

Because the employee is unable to physically report to any of our offices to complete the Form I-9 by the federally mandated deadlines, we are asking for your assistance in carrying out the employer’s I-9 responsibilities as an Authorized Employer Representative (i.e., examine the employee’s original identity and employment authorization documents and complete Section 2 of the Form I-9) using our electronic I-9 system.

The employee’s information is as follows:
Employee Name: James Sullivan
Employee Email: jsullivan@ucsb.edu
Expected Start Date: 10/12/2020
Employer: UC Santa Barbara

Please accept or decline this request.

At your earliest convenience, please click the link below and follow the on-screen instructions to Accept or Decline our request to act as our Authorized Employer Representative.

Click here to Accept or Decline this request

If you accept this request, the employee will be instructed to contact you to arrange to meet with you in person to complete Section 2. You will receive a follow-up email when it is time to complete Section 2.

Thank you,

University of California

***DO NOT REPLY TO THIS EMAIL***

If you are experiencing technical issues completing Section 2 of the Form I-9, notify your UC contact for assistance.

A second email will be sent once section 1, the employee’s portion, is complete:

Dear Employer Representative:

Thank you again for agreeing to assist the University of California (UC) in completing Section 2 of the Form I-9 for our newly hired employee. The employee has completed Section 1 of the Form I-9 and will be contacting you shortly to arrange a meeting. The employee has been instructed to present you with his/her identity and U.S. employment authorization document(s) for you to examine and record in Section 2 of the Form I-9.

The employee’s information is as follows:
Employee Name: James Sullivan
Employee Email: jsullivan@ucsb.edu
Expected Start Date: 10/12/2020
(Note: Section 2 must be completed no later than 3 days after this date)

Steps to complete Section 2

Once you meet with the employee and examine the documentation, you can access Section 2 of the Form I-9 online, by clicking on the following secure link:

Form I-9 for James Sullivan

In the system, you may be asked to accept or decline as the Authorized Employer Representative if you have not previously done so. You will be prompted with on-screen instructions on how to complete and electronically sign Section 2.

IMPORTANT NOTE: You will not be able to return to this form once you have electronically signed and submitted it.

Thank you for your assistance with this process. If you have any questions, please contact the UC location your employee will be working at.

University of California

Employer: UC Santa Barbara

***DO NOT REPLY TO THIS EMAIL***
The verifier will click on the link in the email:

Steps to complete Section 2

Once you meet with the employee and examine the documentation, you can access Section 2 of the Form I-9 online by clicking on the following secure link:

Form I-9 for James Sullivan

The next screen allows the verifier to accept the request or Decline the request.

After clicking on ‘Accept’, it will bring you to the Verification screen. You will see the employee’s name and citizenship status up top.
You will then have the employee hand you their documents. Please remember that they must be the original, unexpired documents. You cannot accept a photocopy or scan of the document.

From the drop down, you will choose which documents the employee has.

The options will gray out based on the citizenship of the employee. If you cannot choose the document an employee has, please make sure they chose the proper citizenship. If they did not, please email Veronika Reidel (v_reidel@ucsb.edu) or Shannon Jackson (Shannon.jackson@ucsb.edu) so that we can resend the first section back to the employee to correct their status.

When you click on the document, an example of the document is on the right hand corner. This will help you know what to look for.
After choosing the documents presented, you will choose ‘Continue with Selected Documents’.

**List B (Documents Identity)**
- Driver’s License issued by state/territory
- ID card issued by state/territory
- U.S. Military card
- U.S. Military draft record
- Military dependent’s ID card
- Canadian Driver’s License
- Under 18 without the Above
  - Individual under age 18
  - Clinic record (under age 18)
  - Day-care record (under age 18)
  - Doctor record (under age 18)

**List C (Documents Employment Authorization)**
- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-546)
- Certification of Report of Birth (DS-1550)
- Certificate of Birth Abroad (FS-240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-79)
- U.S. Citizen ID Card (U-197)
- Native American tribal document

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services). Social Security Cards that contain special notations, such as ‘Valid for Work Only with DHS Authorization’ or ‘Not Valid for Employment’, are NOT acceptable List C documents. Metal or plastic reproductions of Social Security Cards are not acceptable.
When choosing the Social Security Card, it will pop up with a notice

⚠️ Social Security Cards that contain special notations, such as ‘Valid for Work Only with DHS Authorization,’ ‘Valid for Work Only with INS Authorization,’ or ‘Not Valid for Employment,’ are NOT acceptable List C documents.

Does the Social Security Card contain a special notation?

Once you answer, your verification screen will look like this:
Enter in the employee’s document information in the appropriate fields

Once this is done, click on View/Upload file.

Click on Add file.

If you are using a Tablet or Smartphone, you can open your camera and take the photo to upload directly onto the profile where it does not save to your device.

If you are using a PC, you will first need to take a photo of the document and upload it to your PC. Then, choose the file. Please make sure to delete the image off your system and empty your recycle bin once the I-9 is complete.

Then, you will click on ‘Upload All’, and an orange bar will appear. Please do not close until the upload is complete:
If there is more than one column of docs, you will do the following to each column:

The verification page will then look like this:
You will then go to the 3rd box, which will list your name and title/position.

You will then read the acknowledgement, and check the ‘I Agree’ box.

Then, click on the ‘Sign Form I-9 Electronically’ tab:

![Sign form I-9 Electronically](image)

An additional acknowledgement will pop up:

![Another acknowledgement](image)

You will then receive a confirmation page:

![Confirmation page](image)

UCSB Payroll will then receive the form and check for any errors. We will then approve or reject the I-9. If it is rejected, we will reach out to you with what is needed.
If approved, the employee will receive a confirmation email that the I-9 is complete:

Form I-9 Completed

employment.authorization@universityofcalifornia.edu via amazonses.com
to me ▼

Dear James Sullivan:

This email serves as notification that your Form I-9, Employment Eligibility Verification is complete.

Thank you and we hope you enjoy working at UC!

University of California

***DO NOT REPLY TO THIS EMAIL***
If you have any questions or concerns, please notify your employer for assistance.

Please contact Veronika Reidel at v_reidel@ucsb.edu or Shannon Jackson at Shannon.jackson@ucsb.edu with any questions.

Thank you!