


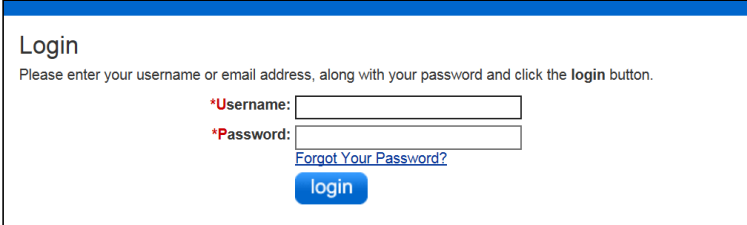
PeopleAdmin Quick Reference Guide
Form I-9 Processing in I-9Advantage/E-Verify
Logging In, Navigation, Actions & Status Updates

Logging Into i9Advantage

As an Authorized User, you will need to log into the i9Advantage website to initiate the I9 document as well as finalize an incomplete E-Verify case or an unresolved case.

1. Use your web browser to navigate to the [i9Advantage login page](#).
2. Enter your **username** and **password** to gain access to the system. Click **login**.

 *Note: The login page is for authorized users only and should not be shared with other individuals. It is not intended for new hires to self-complete the Form I-9.*

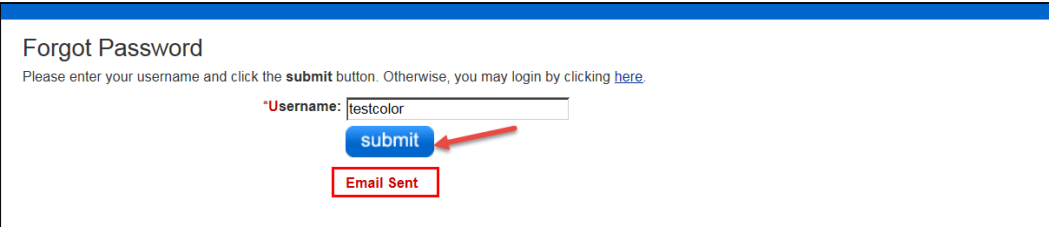


The screenshot shows a login form with the following elements:

- Title: Login
- Instruction: Please enter your username or email address, along with your password and click the login button.
- Fields: *Username: [text input], *Password: [password input]
- Link: [Forgot Your Password?](#)
- Button: login

Forgot Your Password?

1. Click on the **blue** hyperlink link, *Forgot Your Password?* Enter your **username** and click **Submit**. You will receive an email providing instructions.



The screenshot shows a forgot password form with the following elements:

- Title: Forgot Password
- Instruction: Please enter your username and click the submit button. Otherwise, you may login by clicking [here](#).
- Field: *Username: [text input containing 'testcolor']
- Button: submit (highlighted with a red arrow)
- Message: Email Sent (highlighted with a red box)



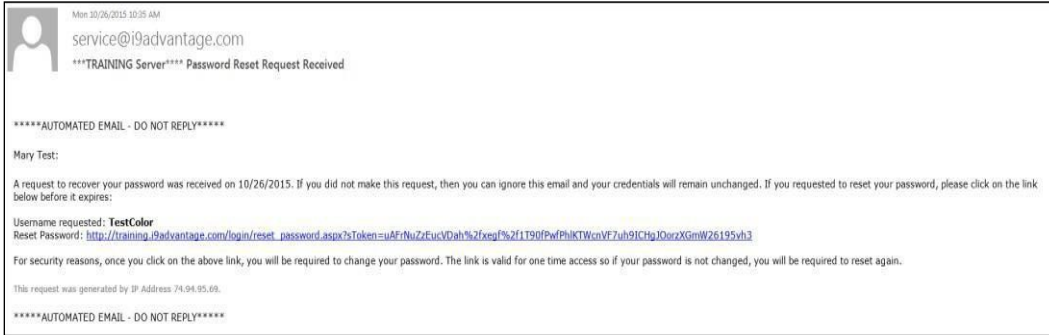
PeopleAdmin Quick Reference Guide

Form I-9 Processing in I-9Advantage/E-Verify

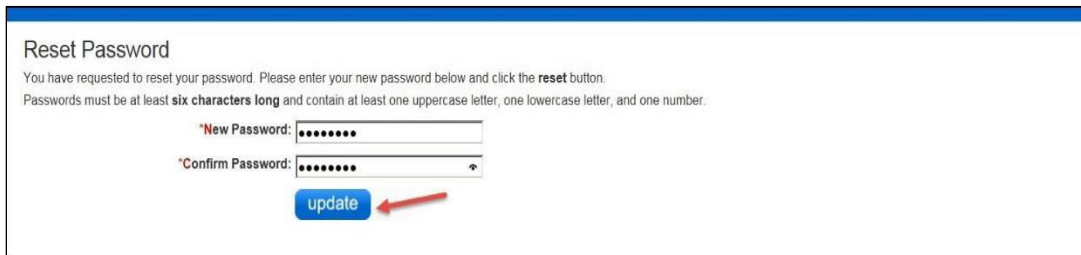
Logging In, Navigation, Actions & Status Updates

Human Resources

2. Follow the instructions provided in the email to reset your password.



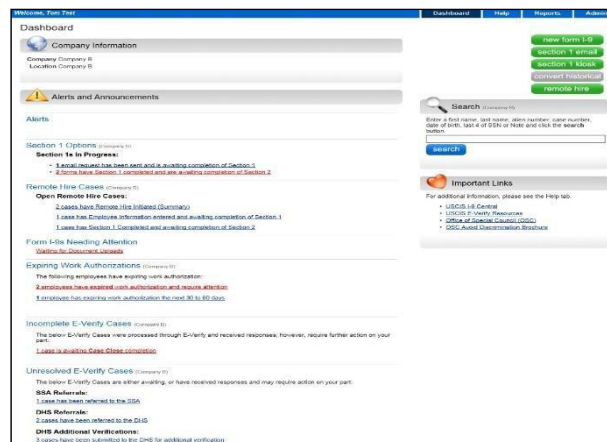
3. Enter your new password and click **update**.



The Dashboard

The I-9 system **Dashboard** will appear after logging in and provides the user a variety of options:

- Access to the **HELP**, **REPORTS**, and **ADMIN** tabs
- View company locations (a drop down will appear if a user has access to multiple locations)
- View notifications under **Alerts** and **Announcements**
- Search for existing I-9 forms
- Access important government links



Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

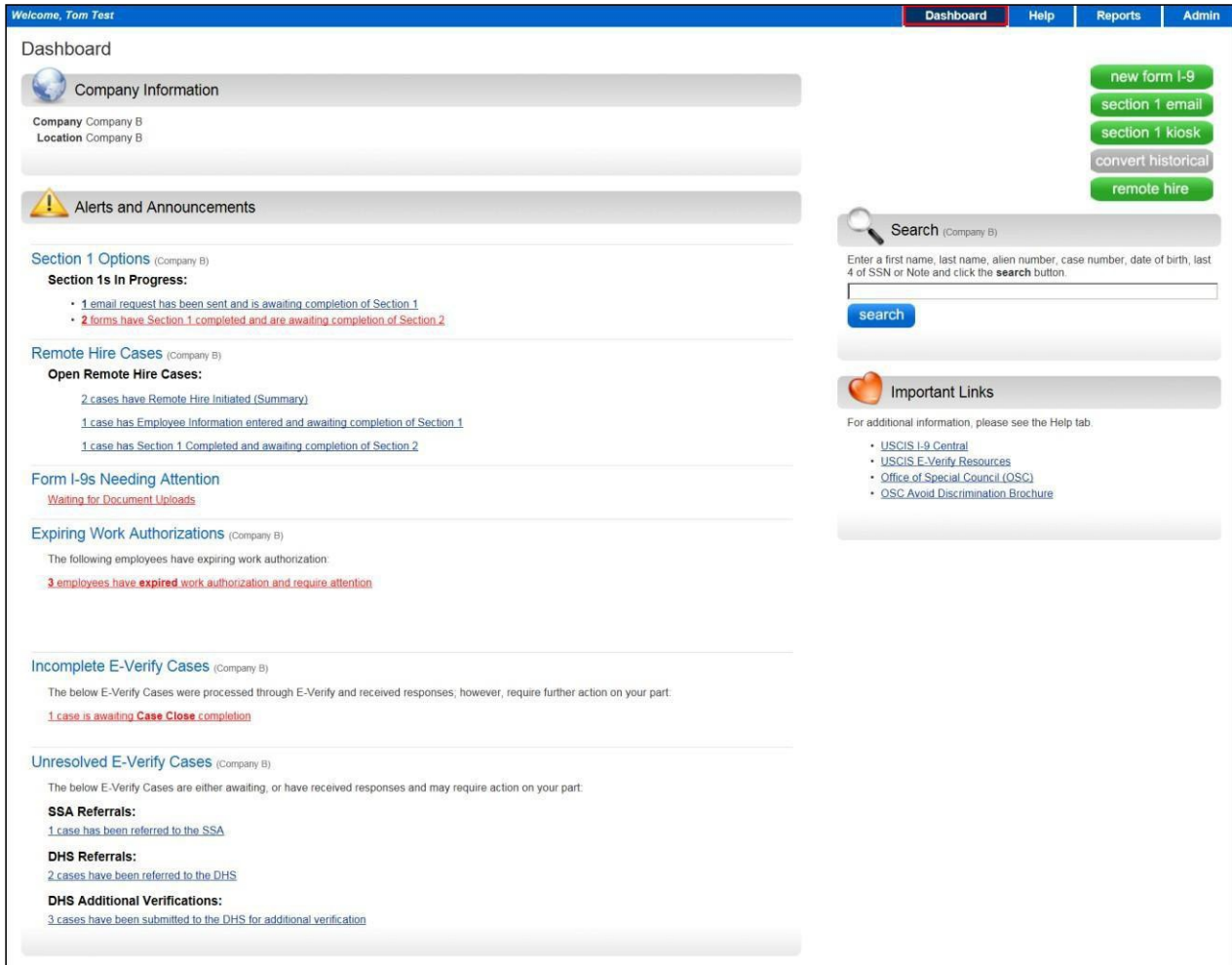
Human Resources

The Dashboard Features

The Dashboard features provide the Authorized User access to links and tools to complete the Form I-9 and to maintain I-9 compliance. Click on the **Dashboard** tab throughout any process to return to the Dashboard. **Some features of the Dashboard may not be available to USC.**

The Dashboard features include:

- Initiate a new form I-9
- Search existing I-9 forms
- Important Links
- Alerts and announcements
- Management tabs — Help, Reports, Admin



The screenshot displays the PeopleAdmin dashboard for a user named Tom Test. The interface includes a navigation bar with tabs for Dashboard, Help, Reports, and Admin. The main content area is divided into several sections:

- Company Information:** Shows details for Company B, including its name and location.
- Alerts and Announcements:** A section for receiving notifications.
- Section 1 Options:** Displays the status of Section 1 forms, such as "1 email request has been sent and is awaiting completion of Section 1" and "2 forms have Section 1 completed and are awaiting completion of Section 2".
- Remote Hire Cases:** Lists open remote hire cases, including "2 cases have Remote Hire Initiated (Summary)", "1 case has Employee Information entered and awaiting completion of Section 1", and "1 case has Section 1 Completed and awaiting completion of Section 2".
- Form I-9s Needing Attention:** Indicates "Waiting for Document Uploads".
- Expiring Work Authorizations:** Lists employees whose work authorization is expiring, such as "3 employees have expired work authorization and require attention".
- Incomplete E-Verify Cases:** Shows cases that need further action, like "1 case is awaiting Case Close completion".
- Unresolved E-Verify Cases:** Lists cases awaiting action, including "SSA Referrals" (1 case), "DHS Referrals" (2 cases), and "DHS Additional Verifications" (3 cases).

On the right side of the dashboard, there are several utility buttons: "new form I-9", "section 1 email", "section 1 kiosk", "convert historical", and "remote hire". Below these is a search bar for finding forms by name, SSN, or other identifiers. At the bottom right, there is an "Important Links" section with links to USCIS I-9 Central, USCIS E-Verify Resources, Office of Special Council (OSC), and OSC Avoid Discrimination Brochure.

Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

Human Resources

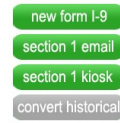
I-9 Initiation

I-9 Advantage offers three convenient ways to complete the Form I-9.

- New Form I-9 – Complete form with Employee Present
- Section 1 Email – Email Section 1 to the Employee to complete
- Section 1 Kiosk – **Not currently available for University of South Carolina employees**

Dashboard

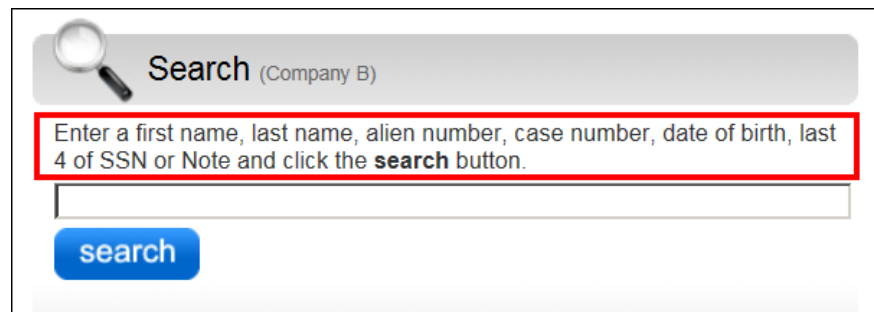





Search

The **Search** options provides the user the ability to access the employee's Form **Summary**, which provides management options regarding the employee's Form I-9.

1. Search for the employee by entering his or her first name, last name, alien number, case number, date of birth, last 4 of SSN or Note (any word used within the note).



2. The search results provide a list of all employees that match the criteria entered.
3. Each column can be filtered to quickly locate a particular employee.
4. Click on the employee's name to access their **Form Summary page**.
5. Under the **Action** column click on  to view the Form I-9 or Section 1 of the form.

Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

The Form Summary provides key data and management options regarding Form I-9 and E-Verify, such as:

- **Employee Information:** Review employee information.
- **Location Information:** Change location, if applicable.
- **Form I-9 Information:** Date completed and type.
- **E-Verify Information:** View information associated with E-Verify, if applicable.
- **Re-Verification Information:** View information associated with work authorizations or new name.
- **Attached Documents:** View or upload supporting documents related to Form I-9.
- **Form Note Log:** View notes entered.
- **Audit Log:** View in real-time, a trail of activities associated with the Form I-9.



Note: Location Admins and Standard Users may be limited on what they can view and access.

Welcome, Susan Test
Dashboard Help Reports Admin

Form Summary

Employee Information

Name: Brayden Kayden
 Phone Number: N/A
 Email: N/A
 SSN: ***-**-8788
 Date of Birth: 04/06****
 Hire Date: 09/10/2015 (change)
 Citizenship Status: A citizen of the United States

Location Information

Location: Colors R Us (change)

Form I-9 Information

Completed Date: 09/14/2015 01:23 PM
 Type: Paper

E-Verify Information

Case No: 2015257122323KH
 Initiated By (On): Susan Test (09/14/2015)
 Initial Case Status: SSA Tentative Nonconfirmation (TNC)
 Document Type: U.S. Passport or U.S. Passport Card
 Document Expiration: 09/10/2018
 Reason For Delay: Submitted On time.
 Closed By (On): N/A
 Closed Reason: N/A
 Current Case Status: SSA Tentative Non-confirmation
 Status Date: 09/14/2015 01:22 PM
 E-Verify Action: [Close Case](#)

Re-Verification Information

New Name:

Attached Documents [\(attach document\)](#)

Document	Date	Action
Form I-9 (fake I-9.pdf)	9/14/2015 1:27:00 PM	print Delete

Form Note Log [Add a new note](#)

No Note History Log Entries

Form Audit Log

Action Date	User Name	User ID	PIN	Action Taken
09/14/2015 01:27:15 PM	Susan Test	3706	CA24	Upload of supporting document by employer agent
09/14/2015 01:26:05 PM	Susan Test	3706	CA24	Upload of supporting document by employer agent
09/14/2015 01:24:14 PM	Susan Test	3706	CA24	TNC Notice Created
09/14/2015 01:24:05 PM	Susan Test	3706	CA24	TNC Letter Employer Signature Date
09/14/2015 01:24:05 PM	Susan Test	3706	CA24	TNC Letter Employer Signature Date
09/14/2015 01:24:01 PM	Brayden Kayden	18328_1	F77C	TNC Letter Employee Signature Date
09/14/2015 01:24:00 PM	Brayden Kayden	18328_1	F77C	TNC Letter Employee Signature Date
09/14/2015 01:23:43 PM	Susan Test	3706	CA24	TNC Referral Created
09/14/2015 01:23:22 PM	Susan Test	3706	CA24	Form I-9 Completed and Stored
09/14/2015 01:22:46 PM	Susan Test	3706	CA24	Employee Input of Personal Information
09/14/2015 01:22:46 PM	Susan Test	3706	CA24	Form I-9 Initiation
09/14/2015 12:44:10 PM	Susan Test	3706	CA24	Log-in

Options

- [Form I-9](#)
- [Document A/B](#) ✕
- [Reverify Form](#)
- [Form Summary](#)
- [TNC Referral Reprint](#)
- [Tentative Non Confirmation Reprint](#)
- [Terminate Employee](#)
- [New Form I-9](#)
- [Revise Section 1](#)
- [Revise Section 2](#)

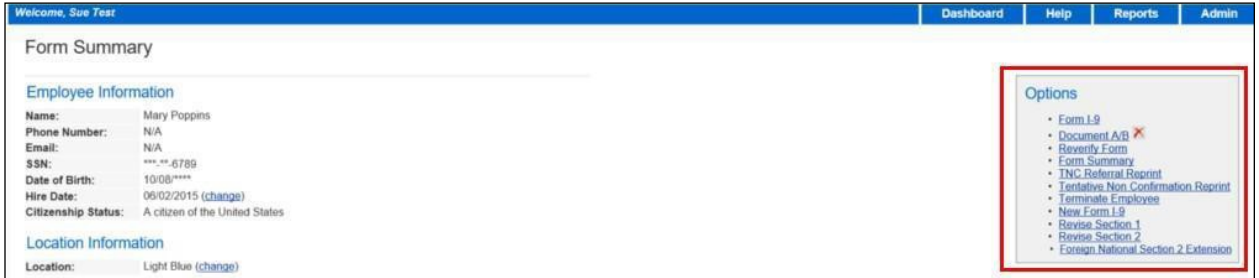
Rev. 05/01/2018

Form I-9 Processing in I-9Advantage/E-Verify Logging In, Navigation, Actions & Status Updates

The Options box, located at the upper right-hand corner of the Form Summary page, provides links to certain information regarding the Form I-9. A link will only be present if it is relevant to that particular Form I-9.

The Authorized User may choose:

- **Form I-9:** View or print the form.
- **Document A/B:** View the attached documents.
- **Reverify Form:** Access Section 3 for reverifications.
- **Form Summary:** View the Form I-9 summary report for paper forms.
- **TNC Referral Reprint:** View and reprint the TNC Referral Letter.
- **Tentative Non Confirmation Reprint:** View and reprint the TNC Non Confirmation Notice.
- **Terminate Employee:** Add a termination date.
- **New Form I-9:** Complete a new Form I-9, if necessary.
- **Revise Section 1:** Correct errors in Section 1—employee **MUST** complete revisions.
- **Revise Section 2:** Correct errors in Section 2—Authorized User **MUST** complete revisions.
- **Foreign National Section 2 Extension:** Temporarily extend work authorization documents in Section 2—See *Part 6: Foreign National Section 2 Extension* for more information.
- **Undo Termination (not pictured):** Undo a termination date—*Company Admin Only*.



Welcome, Sue Test | Dashboard | Help | Reports | Admin

Form Summary

Employee Information

Name: Mary Poppins
 Phone Number: N/A
 Email: N/A
 SSN: ***-**-6789
 Date of Birth: 10/08/****
 Hire Date: 06/02/2015 (change)
 Citizenship Status: A citizen of the United States

Location Information

Location: Light Blue (change)

Options

- Form I-9
- Document A/B ✖
- Reverify Form
- Form Summary
- TNC Referral Reprint
- Tentative Non Confirmation Reprint
- Terminate Employee
- New Form I-9
- Revise Section 1
- Revise Section 2
- Foreign National Section 2 Extension




Note: Due to confidential information, anytime actions are taken in the Options box, the actions will be reflected on the Audit Trail.

Form I-9 Processing in I-9Advantage/E-Verify Logging In, Navigation, Actions & Status Updates

Human Resources

Important Links

Important links provide direct links to government websites for further information and resources.



Important Links

For additional information, please see the Help tab.


- [USCIS I-9 Central](#)
- [USCIS E-Verify Resources](#)
- [Office of Special Council \(OSC\)](#)
- [OSC Avoid Discrimination Brochure](#)

Alerts and Announcements

Alerts and announcements notify the Authorized User of any Form I-9s that require attention or immediate action. Some of the links will not be available to USC. These links will be grayed out and not accessible.



Note: *red* hyperlinks require immediate attention, and *blue* hyperlinks are in progress, pending, or will soon require attention. Links will only appear if there are open items in need of attention.

 Alerts and Announcements

Section 1 Options (All Locations)

Section 1s In Progress:

- [264 email requests have been sent and are awaiting completion of Section 1](#)
- [302 forms have Section 1 completed and are awaiting completion of Section 2](#)

Remote Hire Cases (All Locations)

Open Remote Hire Cases:

- [246 cases have Remote Hire Initiated \(Summary\)](#)
- [80 cases have Employee Information entered and awaiting completion of Section 1](#)
- [53 cases have Section 1 Completed and awaiting completion of Section 2](#)
- [2 cases have I9 Completed but awaiting documentation](#)
- [111 cases have I9 Completed but E-Verify Action required](#)

Form I-9s Needing Attention

- [Waiting for Document Uploads](#)

Onboarding Forms Needing Attention

- [Individuals Requiring Additional Form Completion](#)

Expiring Work Authorizations (All Locations)

The following employees have expiring work authorization:

- [4 employees have expired work authorization and require attention](#)
- [87 employees have expiring work authorization within the next 0 to 30 days](#)
- [211 employees have expiring work authorization within the next 30 to 90 days](#)
- [346 employees have expiring work authorization within the next 90 to 180 days](#)

Unprocessed E-Verify Queries (All Locations)

- [14 queries are awaiting E-Verify processing](#)
- [40 queries are awaiting SSN follow-up](#)
- [440 queries are awaiting Receipt follow-up](#)

Incomplete E-Verify Cases (All Locations)

The below E-Verify Cases were processed through E-Verify and received responses; however, require further action on your part:

- [12 cases are awaiting SSA Tentative Non-Confirmation completion](#)
- [22 cases are awaiting DHS Tentative Non-Confirmation completion](#)
- [15 cases are awaiting DHS Reverify and Resubmit completion](#)
- [28 cases are awaiting Photo Confirmation completion](#)
- [9 cases are awaiting SSA Reverify and Resubmit completion](#)
- [47 cases are awaiting Case Close completion](#)

Unresolved E-Verify Cases (All Locations)

The below E-Verify Cases are either awaiting, or have received responses and may require action on your part:

SSA Referrals:

- [8 cases have been referred to the SSA](#)
- [9 cases have received responses and require attention](#)

DHS Referrals:

- [4 cases have been referred to the DHS](#)
- [21 referred cases have received responses and require attention](#)

DHS Additional Verifications:

- [5 cases have been submitted to the DHS for additional verification](#)
- [17 submitted cases have received responses and require attention](#)

Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

Human Resources

Alerts

Alerts will appear above the Section 1 Option, when applicable. Alerts consists of system or E-Verify notifications.

Section 1 Options



The *blue* hyperlink indicates the number of Section 1 emails sent to employees which are awaiting completion. The *red* hyperlink indicates the number of forms that have Section 1 completed and are awaiting completion of Section 2.






Section 1 Options (All Locations)

Section 1s In Progress:




- [4 email requests have been sent and are awaiting completion of Section 1](#)
- [8 forms have Section 1 completed and are awaiting completion of Section 2](#)







To view the request sent for Section 1 click the *blue* hyperlink and locate the employee. Under the **Action** column, select one of the following icons:

-  To resend the Section 1 request
-  To delete the request

Welcome, Susan Test								Dashboard	Help	Reports	Admin
Pending Section 1 Completion											
Pending Section 1 Completion											
Below is a list of Section 1 request sent.											
 Export Grid to Excel											
Last Name	First Name	Email	Last 4 SSN	Location	Date Sent	Start Date	Originating User	Action			
Poppins	Mary	jb@9advantage.com		Light Blue	05/26/2015		Susan Test				
Tree	Holly	jb@9advantage.com		Red	05/21/2015		Susan Test				

To complete Section 2 click the *red* hyperlink and locate the employee. Under the **Action** column, select one of the following icons:

-  To complete Section 2.
-  To delete Section 1, if the Employee has rescinded their job acceptance or to terminate.
-  To store completed Section 1. (Check company policy before utilizing this option)

Welcome, Tom Test								Dashboard	Help	Reports	Admin
Pending Section 2 Completion											
Pending Section 2 Completion											
Below is a list of Section 1 requests which have been completed and are awaiting completion of Section 2.											
Last Name	First Name	Email	Last 4 SSN	Location	Date Sent	Start Date	Originating User	Date Signed	Action		
Flintstone	Dino		6789	Company B	06/02/2015		Tom Test	06/02/2015			
Rubble	Betty		6789	Company B	06/03/2015		N/A	06/03/2015			

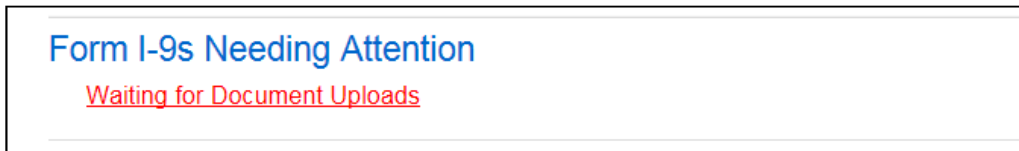
Form I-9 Processing in I-9Advantage/E-Verify










Logging In, Navigation, Actions & Status Updates

Form I-9s Needing Attention

Waiting for Document Uploads: Indicates which Form I-9s are missing copies of the required Section 2 documents. Documents may be required to be retained due to company policy, individual state policy, or the E-Verify requirements for Photo Matching. E-Verify requires the U.S. Passport, U.S. Passport Card, Permanent Resident Card (Form I-551) or the Employment Authorization Card (Form I-766) to be photocopied and retained. **USC only requires document uploads from List A.**

To view which employees have missing documents click the *red* hyperlink and locate the employee.



Welcome, Janice Joplin						Dashboard	Help	Reports	Admin
Document Uploads Required						Export Grid to Excel			
Below is a list of cases that require document uploads. Click on the  to upload the appropriate document.									
Location Music Center									
Employee Name	Last Four SSN	Citizen Hire Date	Date of Birth	Location	Responsibility	Missing Document Types		Upload Document	
Employee_Evelyn		08/09/2015	04/06/1999	Music Center	Not defined.				
Laguer, Mick		08/09/2015	06/04/1945	Music Center	Not defined.				
Letson, George	6789	08/11/2015	06/05/1965	Music Center	Not defined.				

Choose one of the following icons:



Hover over the icon to view which document(s) is missing and/or click the icon to attach a document(s).



To upload a document(s).

Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

Expiring Work Authorizations

A notification will appear if the work authorization document presented by an employee is set to expire between 0-180 days. The **red** hyperlink indicates an employee has document(s) that have expired and require immediate attention. The **blue** hyperlink indicates an employee has document(s) that are set to expire within a certain number of days.

Expiring Work Authorizations (All Locations)

The following employees have expiring work authorization:

2 employees have expired work authorization and require attention
[1 employee has expiring work authorization within the next 0 to 30 days](#)
[1 employee has expiring work authorization the next 30 to 90 days](#)
[1 employee has expiring work authorization the next 90 to 180 days](#)

Figure 90

View the exact expiration date under the **Expire Date** column and the number of days left until the document expires under the **Expires In (Days)** column.

Under the **Actions** column, choose one of the following icons:



To be redirected to Section 3 to reverify the Employee's work authorization.



To be redirected to terminate the Employee (Check company policy before utilizing this option)

Welcome, Tom Test				Dashboard	Help	Reports	Admin
Expiring Work Authorization							
Export Grid to Excel							
Below is a list of employees whose work authorization is soon expiring.							
Last Name	First Name	Location	SSN	Expire Date	Expires In (Days)	Form Type	Actions
Flintstone	Fred	Company B	6789	07/05/2015	32	Electronic	



Form I-9 Processing in I-9Advantage/E-Verify Logging In, Navigation, Actions & Status Updates

Human Resources

Unprocessed E-Verify Cases

E-Verify cases that are awaiting E-Verify processing or awaiting a SSN, which the employee has applied for. Click on the *red* hyperlink to view which employee's I-9s need processing.

Unprocessed E-Verify Queries (All Locations)

- [1 query is awaiting E-Verify processing](#)
- [1 query is awaiting SSN follow-up](#)

Incomplete E-Verify Cases

E-Verify cases that were processed however require further action will appear in this section. Click on the *red* hyperlink to view which employee's I-9s require attention.

Incomplete E-Verify Cases (All Locations)

The below E-Verify Cases were processed through E-Verify and received responses; however, require further action on your part:

- [1 case is awaiting SSA Tentative Non-Confirmation completion](#)
- [4 cases are awaiting DHS Tentative Non-Confirmation completion](#)
- [1 case is awaiting DHS Reverify and Resubmit completion](#)
- [1 case is awaiting Photo Confirmation completion](#)
- [1 case is awaiting SSA Reverify and Resubmit completion](#)
- [2 duplicate cases are awaiting resolution](#)
- [4 cases are awaiting Case Close completion](#)

Unresolved E-Verify Cases

Cases that are awaiting a response or have received a response from E-Verify, will appear in this section.

Unresolved E-Verify Cases (All Locations)

The below E-Verify Cases are either awaiting, or have received responses and may require action on your part:

SSA Referrals:

- [16 cases have been referred to the SSA](#)
- [5 cases have received responses and require attention](#)

DHS Referrals:

- [5 cases have been referred to the DHS](#)
- [21 referred cases have received responses and require attention](#)

DHS Additional Verifications:

- [20 submitted cases have received responses and require attention](#)

Form I-9 Processing in I-9Advantage/E-Verify

Logging In, Navigation, Actions & Status Updates

Dashboard

Click on the Dashboard tab to return to the **Dashboard** tab at any time during any process.



Help

Click the **Help** tab to view a list of resourceful hyperlinks.

