



Please follow the following Instructions

Section 1:

- Complete all the information required. If you don't fill in the required information, you will get an error message. You can click on the error message for more information.
- Select if you used **Preparer and/or Translator Certification**
- If you selected **"I did not use a preparer or translator"**; please do not fill the following section:

How Many?

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree

Last Name (Family Name)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

ZIP Code

- Click **Submit**.



Section 2: HubSpotter

- Refresh your Workday Task webpage.
- Select the following task in your inbox: **Complete Remote Form I-9: [Your Name]**
- Read the instructions in this section
- Select your Authorized Representative from the dropdown
- Place your Authorized Representative's email address and contact information
- Click **Next**

Section 2: Authorized Representative

- Your Authorized Representative needs to confirm their contact information
- **Agree** and click **Next**
- Review your Acceptable ID(s) Documents
- Referencing to the List of Acceptable Documents (page 3) make your selection in the dropdown of "Documents Title".

For example: if you provided a Passport, then your authorized representative will select "List A Document 1 Titles" and select the Passport option.

- Place the required information such as "Document Numbers" and "Expiration Date"

- If more than one document is required, once you submit the first document, it will automatically prompt you for the second required document.

- *If you are on a student visa, you may need to add one of the following documents which will be on a dropdown just below your List A documents:

Certificate of Eligibility for Exchange Visitor (J-1) (Form DS-2019)

Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students (Form I-20)

- Select Employee's First day of employment
- Click **"I Agree"**
- Enter "Title": This could "Friend, Member of the Community, Notary, Neighbor"
- Upload the Acceptable ID(s) provided – If 2 documents were selected, please upload both documents. For example:
 - List B:** Driver's License **AND List C:** Social Security Card or Birth Certificate.
 - List A:** Foreign Passport **AND** I-797 / I-94 Form
- Click Submit

Last Step

- Once your authorized representative submits your documents, please refresh your Workday Task inbox webpage.
- Select the following task: **Complete Remote Form I-9: [Your Name]**
- Click **Submit**



LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security