



Main screen "Click Here" explains to enter all zeros if a Social Security Number has not been assigned yet

New Hire Login

Please enter the information requested below to begin.

DREW UNIVERSITY

Client ID

OA21995

First Name

TESTING

Please do not use nicknames or abbreviate your name.

Last Name

TESTER

Employer Pin

93163

If you have not been issued a Social Security Number

[Click Here](#)

If you have not been issued a Social Security Number but have applied for one, enter 9 zeros (000000000) in the Social Security number fields below. You must provide your employer the Social Security Number as soon as it is received.

Social Security Number

Social Security Number

Page one of the I-9 enter all zeros for the SS Number and check the SSN applied for box



Expand panel to show video

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

* Last name (Family Name) ? TESTER	* First Name (Given Name) ? TESTING	Middle Initial ?	Other Last Names Used (if any) ?
* Address (Street Number and Name) ? 2054 VISTA PARKWAY	Apt. # ?	* ZIP ? 33413	* City and State WEST PALM BEACH, FL
* Date of birth: (mm-dd-yyyy) ? 06-02-1972	* U.S. Social Security Number ? 000000000 <input checked="" type="checkbox"/> SSN Applied For	Employee's E-mail Address ?	Employee's Telephone Number ?

I-9 instructions (for reference purposes only)

Next →

Page 2 of the I-9 choose the appropriate citizenship status
 #2

Form I-9: Employment Eligibility Verification



Expand panel to show video

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

Section 1. Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

1. A Citizen of the United States ?
 2. A Noncitizen National of the United States (See Instructions) ?
 3. A Lawful Permanent Resident ?
 4. An Alien Authorized to Work ?

A Noncitizen National of the United States

Select this status if it applies to you. If you select this box, the rest of the fields in this area will contain N/A. A noncitizen national of the United States is an individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

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#4

Form I-9: Employment Eligibility Verification

Expand panel to show video



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

Section 1. Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

1. A Citizen of the United States ?

2. A Noncitizen National of the United States ?

3. A Lawful Permanent Resident ?

4. An Alien Authorized to Work ?

An Alien Authorized to Work

Select this status if it applies to you. If you select this box, the fields associated with the lawful permanent resident status will contain N/A.

An alien authorized to work is an individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States.

If you select this box, you must enter the expiration date of your employment authorization, if any, and either the Alien Registration Number/USCIS Number or the Form I-94 Admission Number in the fields below.

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If #4 is chosen, check the Box next to N/A if there is no expiration date, Enter your passport number and Country of Issuance:

Section 1. Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

1. A Citizen of the United States ?

2. A Noncitizen National of the United States (See Instructions) ?

3. A Lawful Permanent Resident ?

4. An Alien Authorized to Work ?

An alien authorized to work until (expiration date, if applicable, mm-dd-yyyy): ? N/A

Some aliens may write "N/A" in the expiration date field (See Instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ? N/A

OR

2. Form I-94 Admission Number: ? N/A

OR

3. Foreign Passport Number: ? 123456789

Country of Issuance: ? China

Check box to enter "N/A" for this field.

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After you have reviewed and signed the I-9 you will click the Next Button on the I-9 complete page to save your progress

Section 1 of the Form I-9 is Complete

The remainder of the Form I-9 will be completed by your Employer.

Please click the 'Next' button to continue with Onboarding.



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Click the Continue button on the Begin Onboarding page to complete the remaining documents

Begin Onboarding

You are about to begin completing forms electronically. This process could take anywhere from 15 minutes to 1 hour to complete, depending on the number of forms and your internet connection speed. After clicking Continue below, you will be taken to the first form. The list of forms you need to complete will be on the left-hand side of the page (if you are on a small screen, click the menu button in the top-left corner to view the forms list). You must complete the forms in the order that they are listed, without skipping ahead. However, you may view or redo a form you have already completed by clicking on it in the forms list.

When viewing each form, a continue button will appear at the bottom of the screen once every page of the form has been viewed. Clicking the continue button will take you to the next form. Once you are finished with this set of forms, you will get a button which will take you to the next part of the process. It is possible you may have more forms to complete after clicking the button the first time. If so, you will be taken to another list of forms.

Please click Continue below to get started completing forms.



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Once you have completed all the forms to save all documents and submit to you Manager click on the red Finish button



All forms have been completed!

Please click the Finish button to continue with your process. Your onboarding information will not be processed otherwise.

Finish