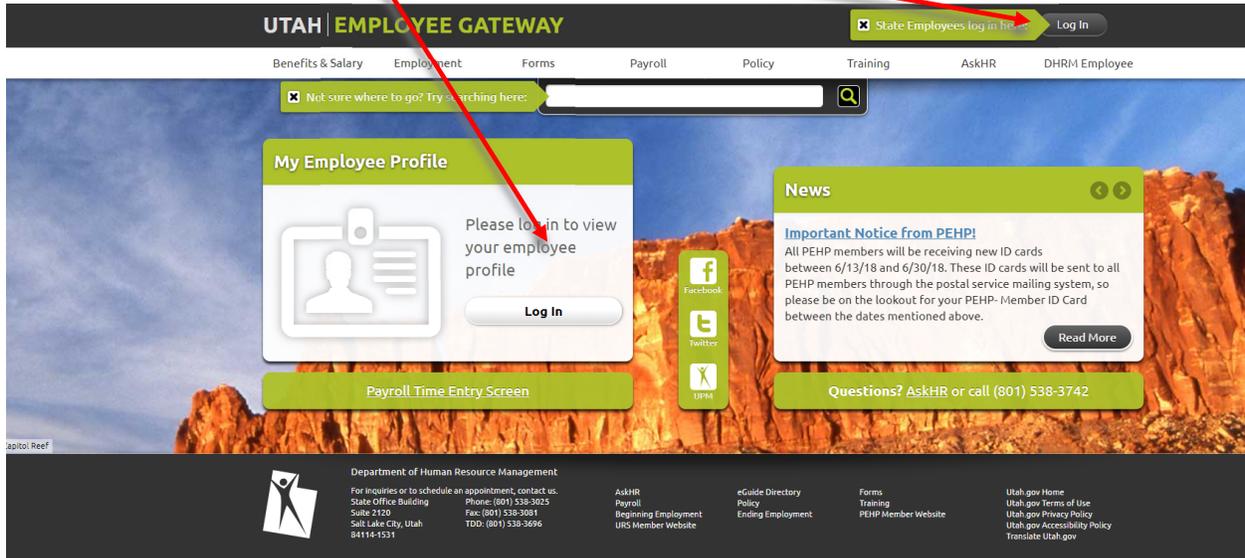


Tracker I9 Help Guide

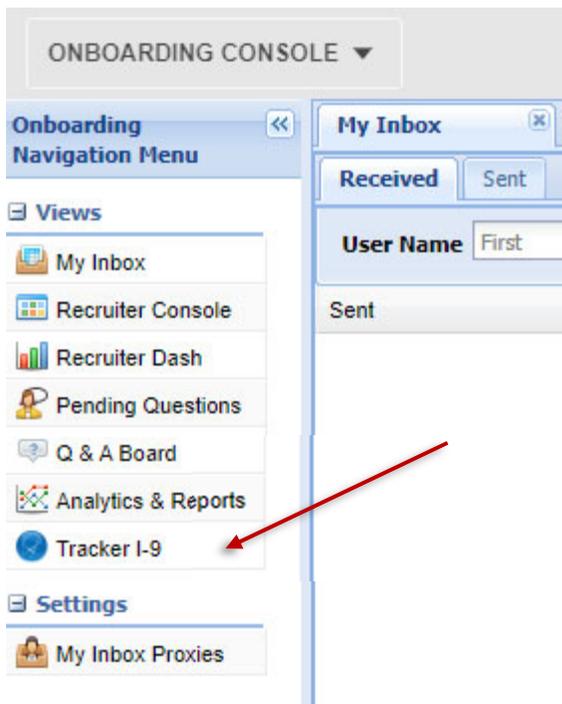
Log into the [Employee Gateway](#) using the internet browser of your choice (note: Google Chrome works best).



Once you are logged in, click on the Tracker I-9 link.



Click Tracker I-9 on the left navigation bar.



Tracker I-9 will open in a new window/tab. If it does not open, you may need to allow pop ups for this website.



The Tracker home page is your Form **I-9 Dashboard**: You will only be able to access the I9 forms for the employees assigned to you. If you do not see an I-9 form for your new employee, they have not completed section 1 of the I-9 form in their onboarding tours. The I-9 form is created when the employee reaches that tour stop in their online paperwork. You will be able to complete section 2 once the employee completes that step in their onboarding tours. **Please DO NOT click "Create new I-9: New Employee"**

Click on the number under "Total" in the "Section 2 Due" box to see all I9s that are ready for completion

Powered By TRACKER

Search Options | Marianne Schow | Logout

Utah Department of HUMAN RESOURCE Management

Dashboard | Manage I-9 | E-Verify | Reports | Audits | Help

Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of work for pay.

[+ Create New I-9 : New Employee](#)
[Create New I-9 : Existing Employee](#)

Task Summary
 Most Recently Viewed
 Remote I-9 Center
 Resources

Tasks Summary

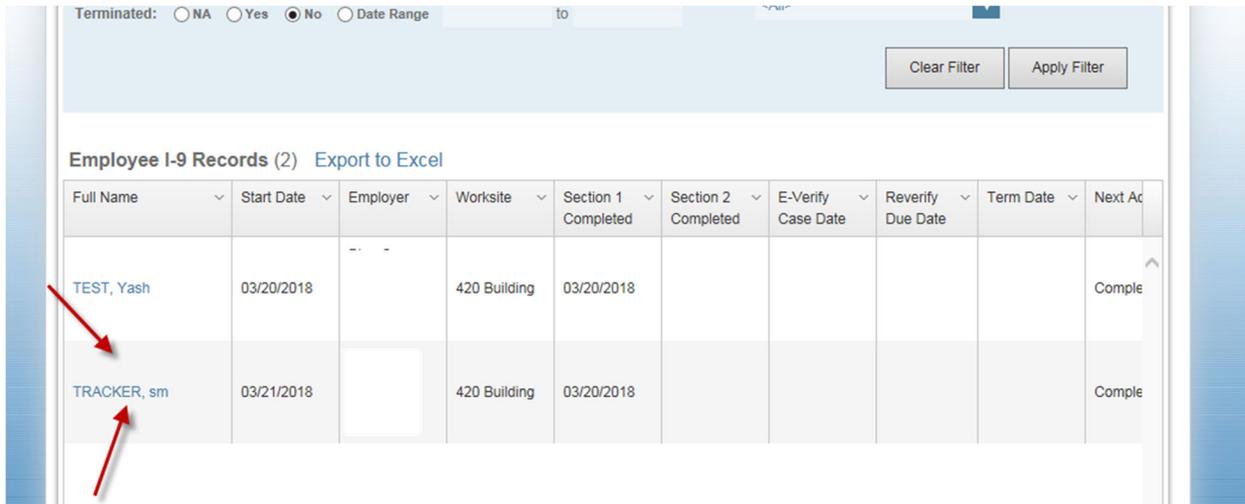
	Section 1	Section 2	Section 3	E-Verify	Reverification	Receipt/Reverification	Total
Section 1 Due	0	0			3		3
Section 2 Due	6	19			36		61
Section 3 Due	0	0			0		0
E-Verify / Pending				2		1	3
Reverification Due	4	9			52		65
Receipt Reverification Due				2	0	1	3
Missing Start Date in Section 2					0		0

News Feed

Filter by Keyword

- How Tracker Helps Companies Onboard New Hires Remotely
Shay Misra, June 25
- Tracker Corp partners with PageUp to offer customers I-9 compliance and right to work checking
Tracker Corp, June 17
- Is Working From Home the "New Normal?"
Shay Misra, May 27
- USCIS Announces Temporary Policy for Expired Form I-9 List B Identity Documents
Shay Misra, May 14

From this list, click on the name of the employee whose I9 you are ready to complete. Note: If you do not see the employee's name, either the employee has not completed their onboarding tours, the I-9 form is assigned to another I-9 approver, or the I-9 form is already complete. **Please DO NOT click "Create new I-9: New Employee"**



Terminated: NA Yes No Date Range to

Clear Filter Apply Filter

Employee I-9 Records (2) [Export to Excel](#)

Full Name	Start Date	Employer	Worksite	Section 1 Completed	Section 2 Completed	E-Verify Case Date	Reverify Due Date	Term Date	Next Ac
TEST, Yash	03/20/2018	-	420 Building	03/20/2018					Comple
TRACKER, sm	03/21/2018		420 Building	03/20/2018					Comple

The employee's (or person's) profile will open, which includes the I9 forms he/she has completed. A new form is required each time the employee (person) is rehired.

The instructions to complete Section 2 are listed at the top of the page. Simply click on one of the drop downs in List A, B or C to see the full document selector. Before selecting the documents, click on “View Section 1 Employee Information” and review this with the employee to ensure all information is correct.

The screenshot shows a web form for Section 2: Employer or Authorized Representative Review and Verification. At the top, there are tabs for Summary, Section 1, and Section 2 (which is active). Buttons for 'View/Upload File' and 'Actions' are visible. The main content area contains instructions for completing Section 2, including a requirement to physically examine documents. A red arrow points to a link for 'I-9 Instructions: English | Español'. Below the instructions is a 'View Section 1 Employee Information' link. A 'Validation Summary' box indicates that 'Section 2 Document(s) not specified' and 'Must be fixed before signing'. The 'Employment Verification Documents' section has three dropdown menus for List A, List B, and List C, each with a red arrow pointing to it. The 'Employment Information' section includes fields for Employer (State of Utah), Worksite (200 Dept of Human Services), Business Name (State of Utah (2120 State Office Building, Salt Lake City, Utah 841...)), and Start Date (09/08/2020). A red arrow points to the Start Date field.

If the Start date has changed from the original offer, be sure to verify the Start date listed in this box is correct. If it is not the correct date, please update it.

You will see a full list of all the documents available to choose. Only those choices that represent the citizenship status selected in Section 1 will be available to select. The other choices will be grayed out:

The screenshot shows a web interface titled "Select a Document from List A - OR - one from both List B and C". It is divided into three sections: List A, List B, and List C. List A is for documents eligible for both identity and employment. List B is for identity documents. List C is for employment authorization documents. A red circle highlights the "U.S. Passport" option in List A. To the right of the list, a preview of the U.S. Passport is shown, including a sample image and a description. The description states: "The U.S. Passport is issued by the U.S. Department of State to U.S. citizens and nationals. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. Must be unexpired."

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

- U.S. Passport
- U.S. Passport Card
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Foreign Passport with Temporary I-551 Stamp
- I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Marshall Island Passport with Form I-94 or I-94A
- Micronesia Passport with I-94 or I-94A
- Receipt: Form I-94/I-94A with refugee stamp (or RE class of admission)

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
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

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)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)

U.S. Passport

Description Samples and Doc. # Locator E-Verify Info

1

The U.S. Passport is issued by the U.S. Department of State to U.S. citizens and nationals. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. Must be unexpired.

Examples of each document are displayed to the right of the list choices. As you mark a selection, the document example will show on your screen. You may either click the picture of the document or click on the dot under the pictures to scroll through the sample documents.

Once you make your selections, you will select "Continue with Selected Document(s)" (note: you may have to scroll down):

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

- U.S. Passport
- U.S. Passport Card
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Foreign Passport with Temporary I-551 Stamp
- I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Marshall Island Passport with Form I-94 or I-94A
- Micronesia Passport with I-94 or I-94A
- Receipt: Form I-94/I-94A with refugee stamp (or RE class of admission)

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
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

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)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-545)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)
- U.S. Citizen ID Card (I-197)
- Native American tribal document

Social Security Account Number Card (Unrestricted)

33

Description Samples and Doc. # Locator E-Verify Info

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.

Select a Document from List A - OR - one from both List B and C

Foreign Passport with Temporary I-551 Stamp

I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)

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
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

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)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)
- U.S. Citizen ID Card (I-197)
- Native American tribal document

33

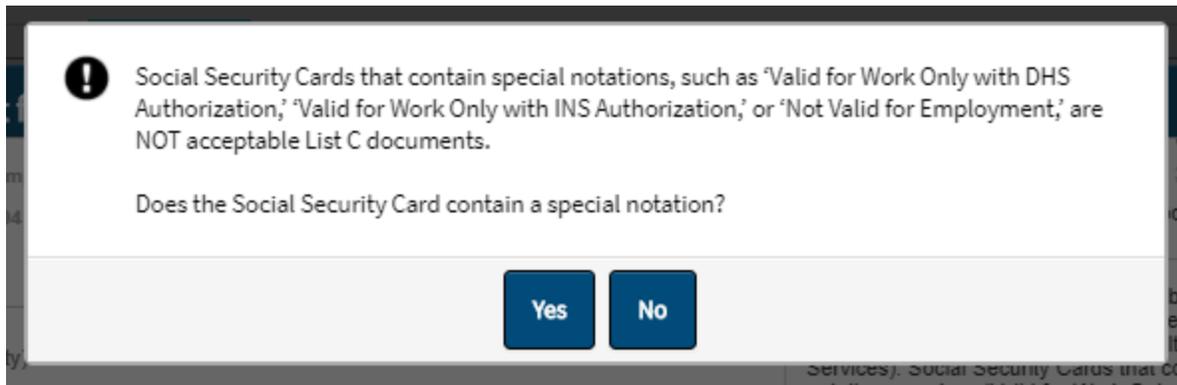
Description Samples and Doc. # Locator E-Verify Info

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.

Cancel

Continue with Selected Document(s)

Any time you select the Social Security Card as a List C document you will need to answer this question:



A screenshot of a software dialog box with a white background and a grey border. At the top left is a black circle with a white exclamation mark. To its right is the text: "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." Below this is the question: "Does the Social Security Card contain a special notation?". At the bottom are two blue buttons with white text: "Yes" and "No".

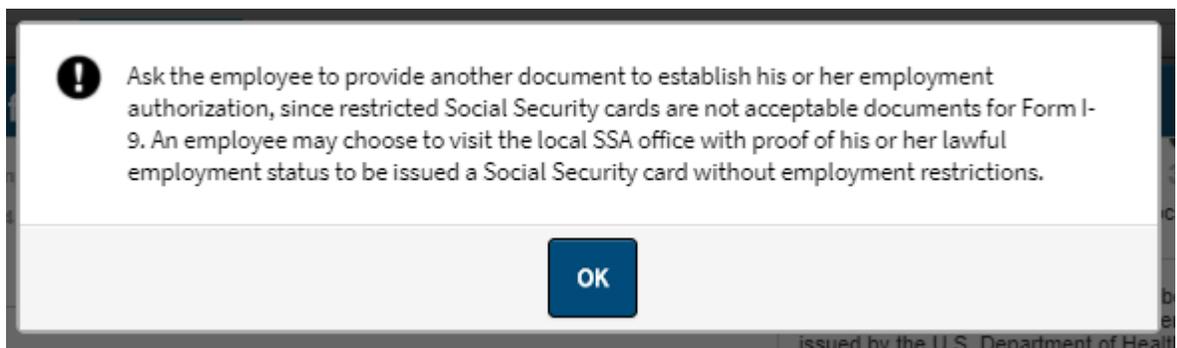
! Social Security Cards that contain special notations, such as "Valid for Work Only with DHS Authorization," "Valid for Work Only with INS Authorization," or "Not Valid for Employment," are NOT acceptable List C documents.

Does the Social Security Card contain a special notation?

Yes No

If there is no special notation on the document provided, click "No". If there is a special notation on the document click "Yes" and ask the employee to provide another valid List C document.

This screen will be displayed if you answer "Yes" to this question:



A screenshot of a software dialog box with a white background and a grey border. At the top left is a black circle with a white exclamation mark. To its right is the text: "Ask the employee to provide another document to establish his or her employment authorization, since restricted Social Security cards are not acceptable documents for Form I-9. An employee may choose to visit the local SSA office with proof of his or her lawful employment status to be issued a Social Security card without employment restrictions." At the bottom center is a blue button with white text: "OK".

! Ask the employee to provide another document to establish his or her employment authorization, since restricted Social Security cards are not acceptable documents for Form I-9. An employee may choose to visit the local SSA office with proof of his or her lawful employment status to be issued a Social Security card without employment restrictions.

OK

Enter the information from the I-9 verification documents provided by the employee:

- Select the Issuing Authority from drop down menu.
- Enter Document number.
- Enter expiration date if applicable.
- Click on “View and Upload File” to upload copies of the employee’s I-9 document(s). Please make sure the copies are legible especially the ones containing a photograph. There are some documents used where photo matching is required during the E-Verify process.

Employment Verification Documents ^{*} (The Employee Must Present One Document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List B		List C	
Document	Driver's License issued by state/territory [*] ⓘ	Document	Social Security Account Number Card [*] ⓘ
Type:	<input type="button" value="Reselect from list"/>	Type:	<input type="button" value="Reselect from list"/>
Issuing Authority:	<None> ⓘ	Issuing Authority:	Social Security Administration ⓘ
Document #:	Required [*] ⓘ	Document #:	Required [*] ⓘ
Expires:	Required [*] ⓘ	Expires:	Required ⓘ
Attachment	<input type="button" value="View/Upload File"/>	Attachment	<input type="button" value="View/Upload File"/>

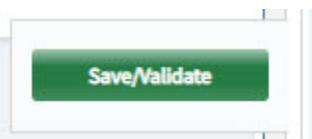
Employee presented an acceptable receipt in lieu of an original document in List B ⓘ

Employee presented an acceptable receipt in lieu of an original document in List C ⓘ

Additional Information ⓘ

Enter any additional information or notes in the box provided.

Once you enter the document information and expiration dates, you can save the data and Sign Section 2 by clicking the “Save/Validate” button.



If there is any missing information, the data entered will not be saved until you correct the issues. The fields needing attention will be highlighted in red and instructions will be listed in the validation Summary:

Validation Summary	Must be fixed before saving Data not saved The List B Issuing Authority field is required The List C Document Number field is required
	Must be fixed before signing Section 2 Document(s) not specified.

Once everything has been entered save and validate the entries.

The employment information is pre-populated based on the information from the onboarding tour. Make sure the Start Date is accurate. If this date is incorrect, enter the correct date before signing section 2.

Employment Information

Employer ⁱ State of Utah

Worksite ⁱ 200 Dept of Human Services

Business Name ⁱ State of Utah (2120 State Office Building, Salt Lake City, Utah 841...)

Start Date: * 09/08/2020 ⁱ

Sign Section 2: Verify signature information is correct, check the box next to “I Agree”, and then click “Sign Form I-9 Electronically”.

Electronic Signature Paper Signature

Employer Electronic Verification

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.

1 Enter your legal name and title:

First Name * Marianne

Last Name * Schow

Title or Position * ERIC, HR Supervisor

2 Select the box next to “I Agree” to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection the completion of this Form.

I Agree *

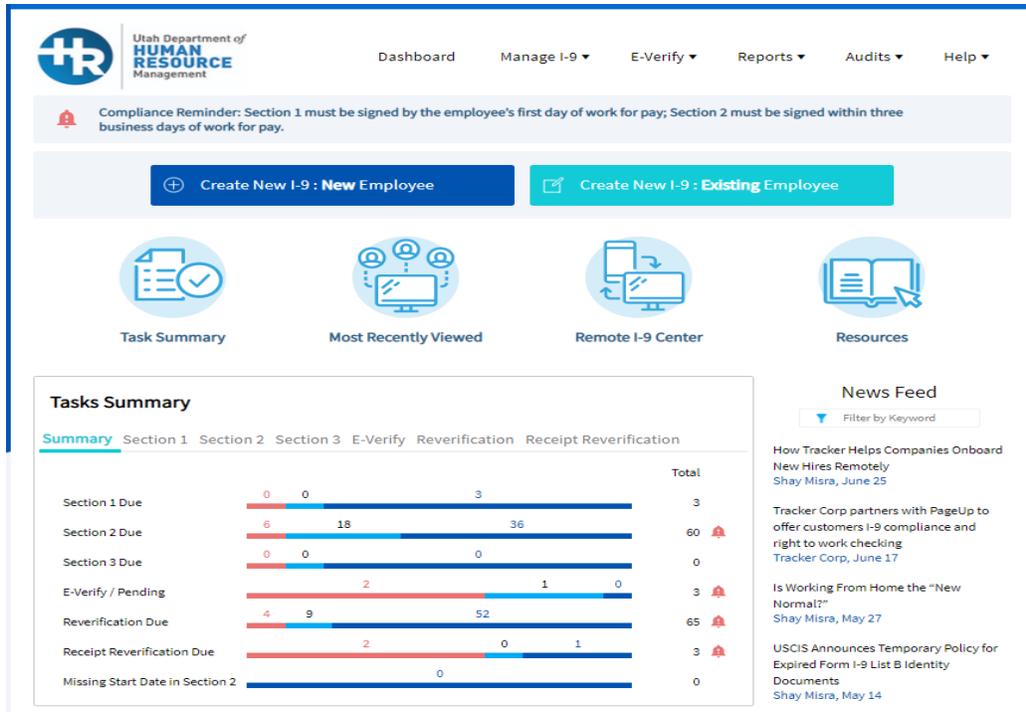
3 Click “Sign Form I-9 Electronically” to complete the electronic signature.

Sign Form I-9 Electronically

Once you have signed the I-9 form the ERIC onboarding team will submit it to E-Verify and finish anything related to E-Verify.

Dashboard information:

The I-9 dashboard shows you where each I-9 is in the process.



Each section highlights the number of I-9 Records within each section of the I-9 with different colors representing urgency. The **urgency** is based on when the task is due and will differ depending on the task.

- Red means critical
- Turquoise means warning
- Blue means not yet urgent

The bars are clickable hyperlinks to review the list of records and take action.

- **Section 1 Due** - Counts I-9 Records that have Sign Section 1 as the next action and are due today or overdue, due in the next 7 days, or due at a later date.
- **Section 2 Due** - Counts I-9 Records that have Sign Section 2 as the next action and are due today or overdue, due in the next 7 days, or due at a later date.
- **E-Verify/Pending** - Counts E-Verify cases that have E-Verify as the next action and are due today or overdue, due in the next 7 days, or due at a later date.
- **Reverification Due** - Counts I-9 Records that have Reverify as the next action and are due in the next 7 days or overdue, due in the next 90 days, or due at a later date.
- **Receipt Reverification Due** - Counts I-9 Records that have Receipt Reverification as the next action and are due in the next 7 days or overdue, due in the next 90 days, or due at a later date.

Search:

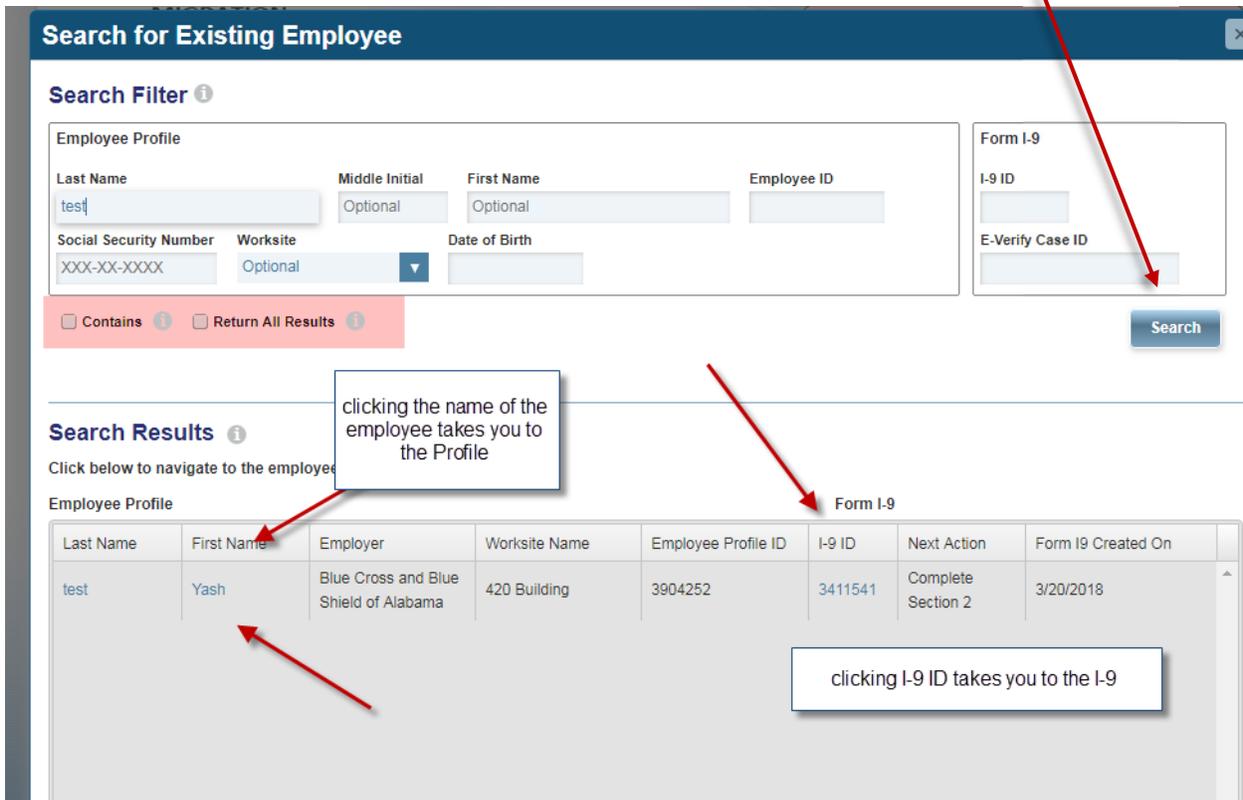
To find a specific employee's I-9, click on the magnifying glass in the top right corner of the screen:



You may search by:

- Last name
- First name
- Employee I9 (best result)
- Social
- Date of birth

Click on the Search button.



The screenshot shows the 'Search for Existing Employee' interface. At the top, there is a 'Search Filter' section with input fields for Employee Profile (Last Name, Middle Initial, First Name, Employee ID) and Form I-9 (I-9 ID, E-Verify Case ID). Below the filters are checkboxes for 'Contains' and 'Return All Results', and a 'Search' button. A red arrow points from the text 'Click on the Search button.' to the 'Search' button.

Below the search filter is the 'Search Results' section. It contains a table with columns: Last Name, First Name, Employer, Worksite Name, Employee Profile ID, I-9 ID, Next Action, and Form I9 Created On. A red arrow points from the text 'clicking the name of the employee takes you to the Profile' to the 'First Name' cell 'Yash' in the first row. Another red arrow points from the text 'clicking I-9 ID takes you to the I-9' to the 'I-9 ID' cell '3411541' in the same row.

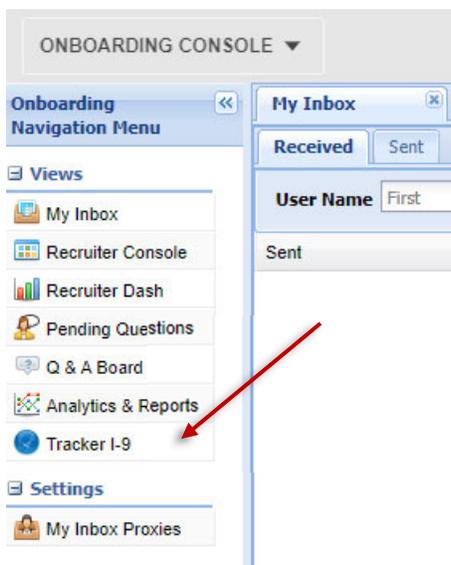
Last Name	First Name	Employer	Worksite Name	Employee Profile ID	I-9 ID	Next Action	Form I9 Created On
test	Yash	Blue Cross and Blue Shield of Alabama	420 Building	3904252	3411541	Complete Section 2	3/20/2018

Logout for Safety:

When you have completed your work in Tracker I-9 Complete and no longer require access or are at the end of your day, please click the **Logout** button: top right of every page. If you are idle for approximately 20 minutes, the application will automatically log you out for security purposes and you will be required to log back in to continue using Tracker I-9 Complete.

A login form titled "Welcome to I-9 Complete" in orange text. It contains two input fields: "Username" and "Password", each with a red "x" icon to its right. Below the fields is a blue "Login" button and a link that says "Forgot Username or Password".

NOTE: Your user name and password will not work on this page. If you need to log back into Tracker you will need to click on the Tracker I-9 link from the Gateway and the onboarding navigation menu.



If you have any questions or need help please contact ERIC customer service at 801-538-3742.