COMPLETING YOUR ELECTRONIC I-9 EMPLOYEE INSTRUCTIONS

Step 1: Open the I-9 eXpress Web site.


2. On the I-9 eXpress Welcome page, enter 5 digit employer code in the Employer Name or Code field.
   * Tulane University’s user code is 14000.

3. Click Go.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.

2. Click Continue.

Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, and Social Security number. Name on the Social security card must match what is entered in the Last, First and Middle Initial field.

2. Select the appropriate option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.

3. Click Continue.

   Note: A message will display with the applicable fields if there are mistakes you need to correct.
Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.

Note: To change the language to English or Spanish, click the appropriate link.

3. Click Continue.

Step 5: Logout.

1. Review your information in the Employee Summary section.

2. Review the list of employment eligibility documents you will be asked to present on your first day of work.

Note: The list of documents varies according to the citizenship status you entered in Section 1 of the I-9.

3. Click Logout.
Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser’s memory.

2. Notify the hiring manager you have completed your I-9 information or if you are unable to complete your I-9.
# LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>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</td>
<td></td>
<td>1.</td>
<td>Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>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</td>
<td></td>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td>3.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
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<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td>4.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5.</td>
<td>In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td>5.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
<td></td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td>6.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
</tbody>
</table>

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 |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)