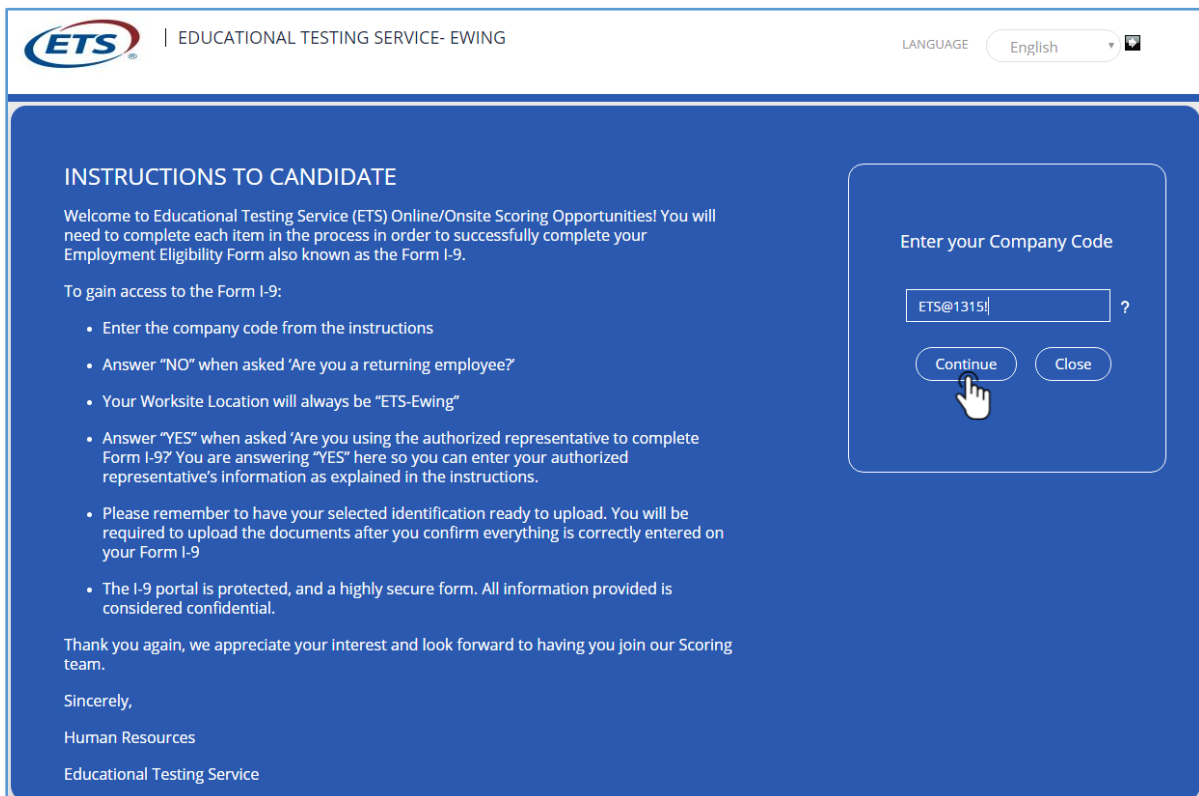


How to Fill Form I-9 Section 1 through Portal link?

1. The workflow of I-9 portal Section 1 by the employee is depicted below through relevant screen shots:

Portal link address would navigate the employee to the I-9 portal. Enter the company authorization code (Fig.1). Click on 'Continue' button.



The screenshot shows the ETS portal interface. At the top left is the ETS logo and the text 'EDUCATIONAL TESTING SERVICE- EWING'. At the top right is a 'LANGUAGE' dropdown menu set to 'English'. The main content area has a blue background and is titled 'INSTRUCTIONS TO CANDIDATE'. It contains a welcome message, a list of instructions for accessing the Form I-9, and a closing message from Human Resources. On the right side, there is a white box titled 'Enter your Company Code' with a text input field containing 'ETS@1315|' and a question mark. Below the input field are two buttons: 'Continue' and 'Close'. A hand cursor is pointing at the 'Continue' button.

Figure.1

This would pop up a question 'Are you a returning employee'? If the employee is trying to access the I-9 portal for the first time, select the answer as 'No' else select 'Yes'. Select the worksite location. Select the option 'Yes' for the next question as the employee is seeking the help of self registered agent. Refer Fig.2.

Figure.2

Click on 'Continue' button. This would navigate to the Form I-9 section 1 where the employee has to enter his details including citizenship status (Fig.3).

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

Last Name (Family Name):*
 First Name (Given Name):*
 Middle Initial:*
 Other Last Names Used (if any):* N/A

Address (Street Number and Name):*
 Apt. Number:* N/A
 City or Town:*
 State:*

Zip Code:*
 Date Of Birth:*
 Social Security Number:*
 E-mail Address:* N/A

Telephone Number:* N/A
 Applied - Waiting for SSN

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):

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident (Alien Registration Number/USCIS Number)
- An alien authorized to work until

Figure.3

Click on 'Save & Continue' button at the bottom of the page. This would navigate the employee to the page where has to enter his electronic signature using mouse.

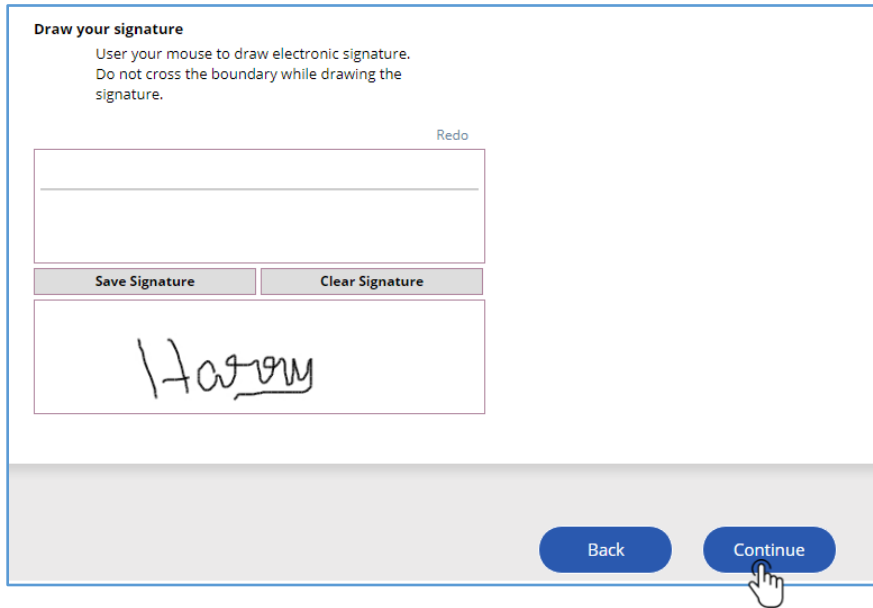


Figure.4

After drawing the signature, click on 'Save Signature'. This would save and display the saved signature. Click on 'Continue' button. In the next page, if the employee has used the service of a translator to fill section 1, select the option appropriately. Refer fig.5. If the service has availed, then employee will have to enter the details of the translator. If no service has been availed, then select the option accordingly.

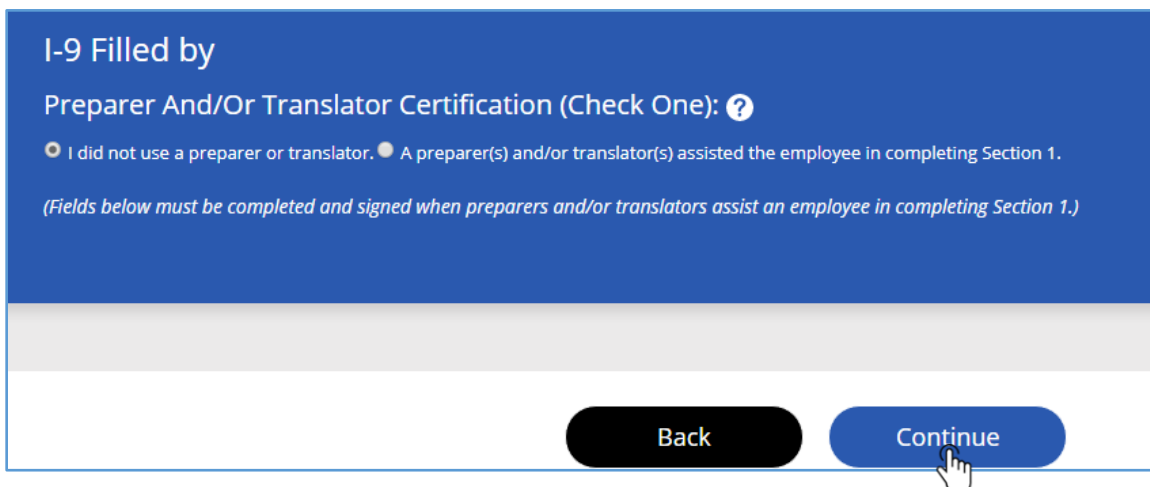


Figure.5

Click on 'Continue' button. The list of supporting proof documents that can be submitted by the employee would be listed. Click on the 'Select' button to select the soft copy of the proof document from the system, Click on the 'Upload' button to upload it. Refer Fig.6. The uploaded file would be displayed in a grid.

Please upload your supporting documents. You may submit one document from List A OR a combination of one document from List B and one document from List C as listed on the Lists of Acceptable Documents.

Your documents are uploaded and your I-9 section 1 is now complete. Please continue to see steps for section 2 document verification

Document Type: U.S. Passport Select File Select

Upload

Document Type	File Name	Delete
U.S. Passport	US Passport.png	

Continue

Figure.6

Click on 'Continue' button. This opens up the following page (Fig.7).

Dear Harry Mullins,

Please provide details of the person who can complete section 2 of the form I-9 to verify your employment eligibility and identity. You will present the documents you picked from the list of acceptable documents.

The designated person will act on behalf of the company to enter the details in section 2 as an Authorized Representative (agent). The person should have an email address and should follow instructions on how to complete the form I-9. The person will receive an email after completing the section below and should not expect a financial reimbursement from you or the company.

Other Notes: The Authorized Representative (agent) cannot be a member of your family, spouse or be in relationship with you.

Agent Details

Company Name: Agent Services

First Name *: Maria Middle Name: S

Last Name *: Perdue

Address

Street *: 1753 Ashmor Drive City *: Wadena

State *: North Carolina Zip Code:

Contact Details

Phone No: Fax No:

Email *: mariaperd@mail.com Confirm Email *: mariaperd@mail.com

Send a Copy to me:

Save Info & Notify

Figure.7

Enter the self registered agent details. If the employee needs a copy of the mail that is being sent to the Agent, check the box 'Send a copy to me'. Click on the button 'Save Info & Notify'.

A success message would be displayed and the employee may click on the 'EXIT' button displayed on the page to exit from the I-9 portal.

Section 2 Review of the form I-9 is done by the agent registered by the employee. This is done through the mail notifications to employee and the agent.

2. The mail flow to the employee and Self registered agent once the employee finishes off his Section 1 details is depicted below through relevant screen shots:

1. Once the employee completes his I-9 Section 1, the following mail would be sent to the employee(Fig.8).

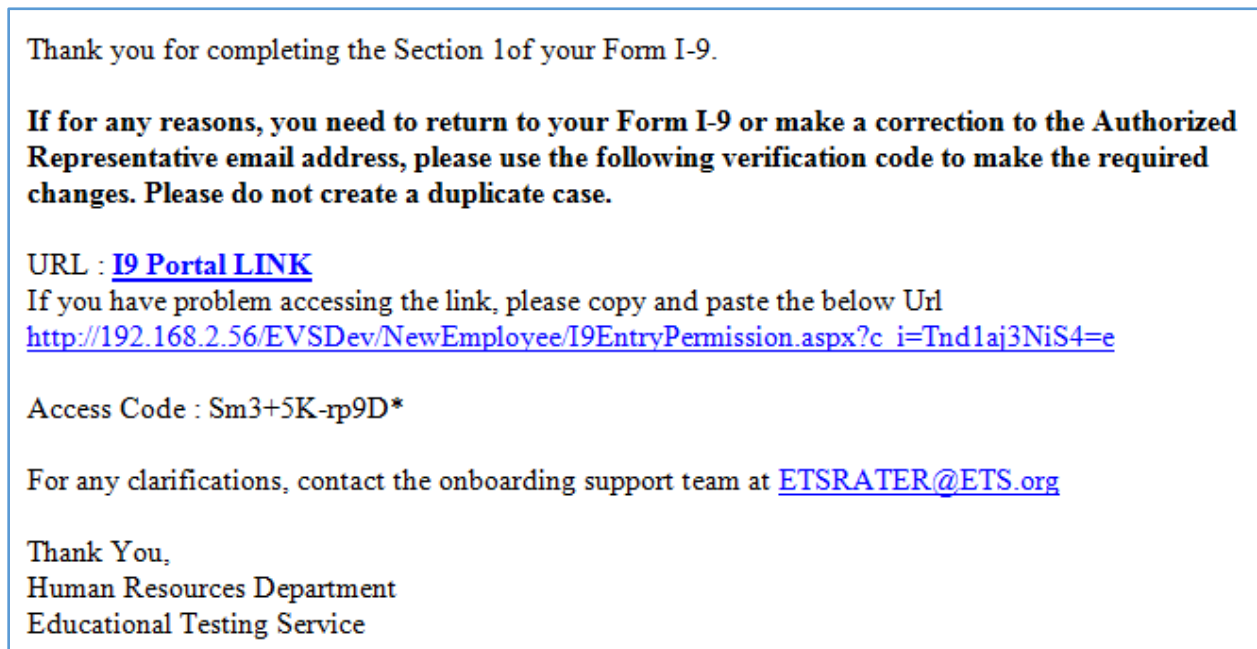


Figure.8

If the employee wants to return to his I-9 portal to change any details or to change the self registered agent, then only the details in this mail have to be used, or else consider this as a notification mail.

2. Once the employee enters the self registered agent details in the I-9 portal, and save it, the following mail would be sent to the employee. Refer fig.9.

Welcome to Emprtrust Solutions ,

Thank you for completing Section 1 of the Form I-9. You are required to meet with an Authorized Representative to review and complete Section 2 of the Form I-9. The Authorized Representative has been notified, by email, that they will be completing Section 2 for you.

The Authorized Representative will verify and input the Form I-9 supporting documents you present. Please refer to the instructions on the Form I-9 for the list documents that can be used for verification for your Form I-9 review. The documents you present should be the documents you uploaded during the completion of Section 1.

The following verification code should be given to the Authorized Representative so they can gain access to your Form I-9 to review and complete Section 2.

Remote Agent Code : 2Pflt-F34b

If for any reasons, you need to make a correction to the Authorized Representative email or address, please use the following verification code to make the required changes.

URL : [I9 Portal LINK](#)

If you have problem accessing the link, please copy and paste the below Url

http://192.168.2.56/EVSDDev/NewEmployee/I9EntryPermission.aspx?c_i=Tnd1aj3NiS4=e

Access Code : Sm3+5K-rp9D*

For any clarifications, contact the onboarding support team at ETSRATER@ETS.org

Thank You,

Human Resources Department

Educational Testing Service

Figure.9

The remote agent code in this mail is the code that has to be given to the self registered agent for employee's I-9 Review.

4. When the employee enters the details of the self registered agent and click on the button 'Save and notify' a mail would be sent to the Agent. The mail that would be received by the self registered agent is as follows. Refer Fig.10.

Note: If the checkbox 'Send a copy to me' (Fig.7) is checked in the Self registered agent page, then a copy of the mail that is sent to the self registered agent will be sent to the employee also.

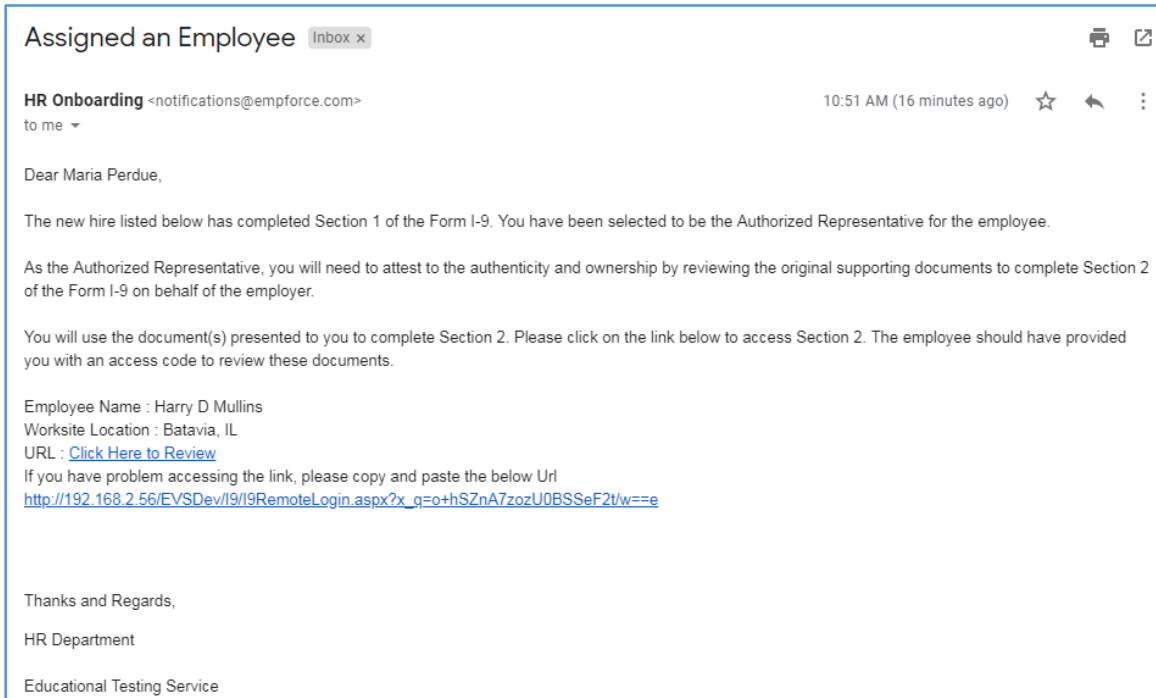


Figure.10

---The End---