Guardian Location Manager Interface: Electronic I-9
Location Manager Interface

➢ When would I use the Location Manager Interface (LMI)?

The LMI is a simplified and streamlined interface used to complete I-9’s in-person. The LMI can also be used for other I-9 tasks, such as reviewing amendments, managing E-Verify cases, completing Section 3’s, etc.

➢ Can I use the LMI to send new hires a login to complete Section 1 of the I-9 remotely?

No, the Standard/Full-Featured Guardian Interface must be used to initiate the various remote hire workflows that Guardian offers. However, the LMI can be used to complete Section 2 with the new hire, in-person.
Location Manager Interface

- Should I use the To Do List or New Employee/New I-9 button?
  
  If the employee has already been created within the Guardian system they will be present on the To Do List. Click the Next Action link to complete the I-9. If the employee has not yet been created click the New Employee/New I-9 button. This tutorial will be using the New Employee/New I-9 button.

- The employee is not on my To Do List and I don’t have the New Employee button.
  
  If you have not been given the New Employee privilege you will need to contact a Guardian Administrator to create the employee from the Standard Guardian Interface.
From the Location Manager Interface (LMI) home screen, click the New Employee/New I-9 button.
Searching for Employee

Enter the employee's **Social Security Number** and click **Search**.
Searching for Employee

If no employees are found complete the provided Employee Details and then click Create I-9 for New Employee.
Alternatively, select **Employee does not have or will not reveal Social Security Number** (if allowed by your organization) to search instead by name.
Searching for Employee

Enter in the First/Last name and/or Employee ID, then click Search.

Guardian Company

Last Name: Smith
First Name: John
Employee ID: 

Employee does not have or will not reveal Social Security Number

[Search]
Searching for Employee

If one or more existing employees are found click **Select This Employee** for the desired employee.

<table>
<thead>
<tr>
<th>Found</th>
<th>ID</th>
<th>DOB</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td></td>
<td>12/03/XXXX</td>
<td>Select This Employee</td>
</tr>
<tr>
<td>Smith, John</td>
<td></td>
<td>05/20/XXXX</td>
<td>Select This Employee</td>
</tr>
<tr>
<td>Smith, John</td>
<td></td>
<td>06/08/XXXX</td>
<td>Select This Employee</td>
</tr>
</tbody>
</table>

Create New Employee
Searching for Employee

If the desired employee is not found in the list of search results click **Create New Employee** and complete the provided employee detail fields.
Searching for Employee

Click Launch Employee Workflow and turn control over to the employee or preparer/translator.

Confirmation Selection

All information in Section 1 of the Form I-9 must be provided and entered by the employee or a preparer/translator. By proceeding, I acknowledge that the employee (or a preparer/translator if used) will be completing Section 1, and understand that all actions taken in Section 1 will be associated to the employee as documented in the audit trail.
A new tab/web page launches where the employee enters and confirms their name, then clicks **Continue as Employee**.
Completing Section 1

Employee or preparer/translator may click the instructions link to view the I-9 instructions.
Completing Section 1

The Language option can be changed to provide Spanish subtext.
Completing Section 1

Employee or Preparer/Translator enters the employee information.
Completing Section 1

Help text is available when clicking a field, or by clicking the Information buttons next to each field.
Completing Section 1

All fields are required, except for Social Security No, unless participating in E-Verify. For E-Verify participants, select Awaiting Issuance of SSN if the employee has not yet received their SSN.

<table>
<thead>
<tr>
<th>Section 1. Employee Information and Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

- **Last Name (Family Name)**
- **First Name (Given Name)**
- **Middle Initial**
- **Other Last Names Used (if any)**

- **Address (Street and Number and Name)**
- **Apt Number**
- **City or Town**
- **State**
- **Zip Code**

- **Date of Birth (mm/dd/yyyy)**
- **U.S. Social Security No**
  - **Awaiting Issuance of SSN**
- **Employee’s E-mail Address**
- **Employee’s Telephone Number**

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):

1. A citizen of the United States.
Completing Section 1

Enter N/A for fields not applicable to the employee, or use the N/A checkboxes.

Section 1. Employee Information and Attestation

Last Name (Family Name)
First Name (Given Name)
Middle Initial
Other Last Names Used (if any)
Address (Street and Number and Name)
Apt Number
City or Town
State
Zip Code
Date of Birth (mm/dd/yyyy)
U.S. Social Security No
Employee's E-mail Address
Employee's Telephone Number

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):

1. A citizen of the United States
Completing Section 1

Employee or preparer/translator selects one of the four attestations. Non-applicable fields are automatically filled with N/A.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A citizen of the United States</td>
</tr>
<tr>
<td>2.</td>
<td>A noncitizen national of the United States (See instructions)</td>
</tr>
<tr>
<td>3.</td>
<td>A lawful permanent resident ( Alien Registration Number/USCIS Number): N/A</td>
</tr>
<tr>
<td>4.</td>
<td>An alien authorized to work until (expiration date, if applicable mm/dd/yyyy): N/A</td>
</tr>
</tbody>
</table>

Some aliens may write “N/A” in this field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

- Alien Registration Number/USCIS Number
- Form I-94 Admission Number
- Foreign Passport Number

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

OR

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

OR

Foreign Passport Number: N/A

Country of Issuance: N/A

Signature of Employee: N/A

Date (mm/dd/yyyy): N/A

Preparer and/or Translator Certification (check one):

- I did not use a preparer or translator
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Sign
Completing Section 1

Employee or preparer/translator specifies whether a **preparer and/or translator** was used and then click **Sign**. For more information on completing the Preparer/Translator certification please see the related tutorial.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the employment certification. Under penalty of perjury, that I am (check one of the following):

1. A citizen of the United States
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A
4. An alien authorized to work until (expiration date, if applicable mm/dd/yyyy): N/A

Some aliens may write "N/A" in this field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

1. Alien Registration Number/USCIS Number: N/A
2. Form I-94 Admission Number: N/A
3. Foreign Passport Number: N/A
4. Country of Issuance: N/A

**Preparer and/or Translator Certification (check one):**

- I did not use a preparer or translator
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Signature of Employee: ____________________________  Date (mm/dd/yyyy): ____________________________
Completing Section 1

Employee verifies their **First Name**, **Last Name** and **Date of Birth** by clicking the on-screen checkboxes, then accepts the agreement.

**Electronic Signature**

You, the employee, must sign Section 1 as described below. By signing this form, you attest under penalty of perjury that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

**Step 1:** Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkbox next to each item.

- [ ] First Name  John
- [ ] Last Name  Smith
- [ ] Date Of Birth  01/10/1999

**Step 2:** Read the following statement and select “I Accept” to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing the PIN revealed below and clicking on “I Accept” and clicking on the “Electronically Sign” button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

- [ ] Accept

**Step 3:** Enter the revealed PIN and click “Electronically Sign”

Your PIN: ??

PIN:  

[Electronically Sign]
Completing Section 1

Employee enters the generated PIN and clicks **Electronically Sign**. The PIN is one-time use only and does not need to be saved.
Completing Section 1

After electronically signing, employee or preparer/translator will click **Complete**, and the tab/web page will close.
Completing Section 2

Once returned to your main Guardian page click **Continue Processing I-9** to move on to Section 2.
Completing Section 2

Click **Review Section 1 Answers** to view the I-9 information entered by the employee.

### Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the I-9 to ensure that the employee has provided. Find the corresponding data and select an item from List A or items from both List B and List C.

**Review Section 1 Answers**

### Section 1 Responses

- **Last Name:** Andrews
- **First Name:** Robert
- **Middle Initial:** N/A
- **Other Names Used:** N/A
- **Date of Birth:** 01/01/1969
- **Social Security No.:** 799-45-2857

### Attestation

- **US Citizen**
- **Noncitizen National of the US**
- **Lawful Permanent Resident**
- **An Alien Authorized to Work Until**

**Authorized to Work until:**
- **Alien no.:** N/A
- **I-94 Admission no.:** N/A

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 calendar days of the date the employee’s or agent’s identity and work eligibility was confirmed.)

**Employee Info from Section 1**

- **Last Name (Family Name):** Andrews

### List A

<table>
<thead>
<tr>
<th>Identity and Employment Authorization</th>
<th>Document Title</th>
<th>Issuing Authority</th>
<th>Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
</tr>
</tbody>
</table>

### List C

<table>
<thead>
<tr>
<th>Employment Authorization</th>
<th>Document Title</th>
<th>Issuing Authority</th>
<th>Document Number</th>
</tr>
</thead>
</table>
Completing Section 2

Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the documents that the employee has provided. Find the corresponding document in Table A or Table B and circle the correct answer.

Review I-9 Form Instructions
Completing Section 2

If you aren’t sure a document provided by the employee is acceptable for Section 2, click Lists of Acceptable Documents.
Completing Section 2

Inspect the employee’s supporting document(s) and select the appropriate Document Title(s) from List A OR List B and C.
Completing Section 2

The **Citizenship/Immigration Status** field will contain a number 1-4, corresponding to the employee’s attestation in Section 1.
Completing Section 2

Documents inconsistent with the employee’s status will either be listed between a set of two dashes (---) or will not be listed at all, depending on your Guardian site configuration.

List A

- U.S. Passport
- U.S. Passport Card
- -- Permanent Resident Card (Form I-551) --
- -- Alien Registration Receipt Card (Form I-551) --
- -- Foreign Passport with Temp. I-551
- MRIV --
- -- Foreign Passport with Temp. I-551 Stamp --
- -- Employment Authorization Document (Form I-766) --
- -- Foreign Passport and I-94/I-94A --
- -- Foreign Passport, I-94/I-94A, and I-20
Completing Section 2

Such documents cannot be selected. If the employee's status is incorrect, have them edit their attestation on Section 1.

Please Note

Sorry, but the List A Doc is not valid for the employee's attestation type. Please verify that employee has selected the correct attestation in Section 1.
Completing Section 2

After selecting the Document Title(s), View Sample Document can be clicked to view an example of the document, as well as where to locate the Document Number, Expiration Date and Issuing Authority.
Completing Section 2

Enter the Document Number, Expiration Date, and the Issuing Authority (if not pre-populated), for each supporting document.

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>Andrews</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name (Given Name)</td>
<td>Robert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.I.</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship/Immigration Status</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title: View Sample Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Department of State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Receipt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title: View Sample Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title: View Sample Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing Section 2

Certain documents may not always have an expiration date. For such documents, use the provided N/A checkboxes, or manually enter N/A.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Title</strong></td>
<td>View Sample Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. Passport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacement Receipt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Issuing Authority</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. Department of State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Number</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. Passport Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expiration Date (if any) (mm/dd/yyyy)</strong></td>
<td>01/01/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expiration Date (if any) (mm/dd/yyyy)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Information
Completing Section 2

Attempting to enter List B/C information will automatically remove all List A information, and vice versa. This is by design, to avoid unnecessary over-documentation. Take care in only completing the required list(s).
Completing Section 2

Employees subject to E-Verify may only provide a List B document if it contains a photo. Click the checkbox once confirming the provided document is acceptable.
Completing Section 2

If the employee presents a receipt in lieu of an original document, select the **Replacement Receipt** checkbox. A 90 day expiration date will be automatically calculated.
Completing Section 2

The Additional Information space may be used to include additional document(s) or information relating to employment authorization extensions for certain foreign national employees. The information entered will appear on the generated I-9 PDF.
Completing Section 2

Ensure the employee’s first day of employment is correct. Edit the date if necessary, as this will impact the I-9 deadlines, as well as the E-Verify submission deadline (if participating).
Signing Section 2

Ensure the information in the Signature section is accurate. User and employer location information can be updated from the My Settings and Administration tabs, respectively, on the left-hand navigation menu.

When ready, click Sign to initiate the electronic signature process. It will be checked for errors automatically.
**Signing Section 2**

Click the **Sign** button once Section 2 has been completed.

| Certification: | I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
| The employee’s first day of employment (mm/dd/yyyy): | **12/22/2016** (See instructions for exemptions) |

| Last Name of Employer or Authorized Representative | Robert |
| First Name of Employer or Authorized Representative | Reaume |

| Employer’s Business or Organization Address (Street Number and Name) | 123 Elm |
| City or Town | Phoenix |
| State | AZ |
| Zip Code | 85201 |

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.
Read and accept the signature statement by clicking the I Accept checkbox, enter in your Guardian password (or SSO credentials) and click Electronically Sign.
Document Retention

If Document Retention is required, click Upload Document to upload a copy of the employee’s document(s).
From the pop-up, click **Choose File** to upload the document, then click **Send This File**.
After closing the upload window a thumbnail of the document should appear within Section 2 (if the file uploaded was an image file). Select the provided checkbox to confirm you uploaded the correct supporting document.
Completing the I-9

Click **Review the I-9** to check the I-9 for mistakes.
Completing the I-9

I-9 for Smith, John

When ready click **Mark Completed** to complete the I-9.

This I-9 is ready for Completion.
Before clicking the Mark Completed button, you should Review the I-9 for mistakes.
Please carefully check the documents provided by the employee and compare the information on those documents against the completed I-9.

If there are mistakes in Section 1, go to Section 1 and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes.

If there are mistakes in Section 2, go to Section 2 and make the necessary revisions. You must electronically re-sign Section 2 of the form to validate these changes.

Once completed, you or your authorized company representative can approve and E-Verify this I-9 form.
Prior to approving the I-9 click **Review the I-9** to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.
Approving the I-9

When ready click Approve This I-9, which will “lock” the form. The I-9 cannot be edited after it has been approved, except by using the Amendments tool. Approval permissions may be restricted to only certain Guardian users.
Submit to E-Verify

The I-9 was Approved. The E-Verify Initial Verification has been submitted. It should take 15-30 seconds for an answer.

E-Verify Status

A request with the CPS E-Verify system is in the queue. This screen will update every 15 seconds until the request has been fulfilled.

E-Verify Current Status

Status: E-Verify In Process
CPS E-Verify Status: prcv - 1st Initial Verification
Last Submission: -
Last Status: -
Last Eligibility: -
Next Scheduled Submission: 12/20/2016 @ 06:40:41
Last Followup Status: -

Initial Verification (Data Sent)

First Name:
Other Names Used:
Date of Birth: **/**/**
Citizenship Status: -
I-94 No:
Document Expiration:
Visa No:

Initial Verification Results

First Name:
Case Verification No:
Initiated by:
Photo Confirmation:

SSA Resubmittal Results

Employees subject to E-Verify will be automatically submitted. Access to E-Verify from the LMI may be restricted by an Administrator.
What’s next?

If an E-Verify case is submitted a variety of initial case statuses may be returned, including:

- Employment Authorized
- Tentative Non-Confirmation (TNC)
- Verification in Process

Please see the E-Verify tutorials for additional information on handling the different E-Verify case scenarios.
For Additional Assistance

• Select **Tutorials** from the main page to access other Guardian tutorials.

• For additional assistance contact your in-house Guardian expert.
Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.

LawLogix by Hyland Software, Inc. Copyright 2016 All Rights Reserved