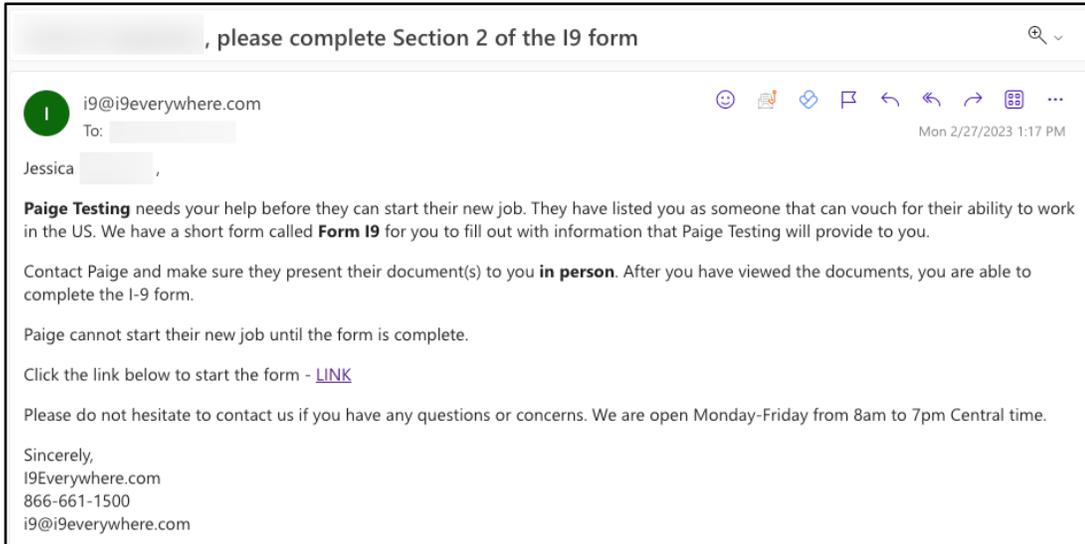


I-9 Section 2 (Authorized Representative)

The Stepping Stones Group utilizes the Authorized Representative process to verify employment eligibility. Please visit this [link](#) for more information about the process.

How to Complete I-9 Section 2:



[redacted], please complete Section 2 of the I9 form

i9@i9everywhere.com
To: [redacted] Mon 2/27/2023 1:17 PM

Jessica [redacted],

Paige Testing needs your help before they can start their new job. They have listed you as someone that can vouch for their ability to work in the US. We have a short form called **Form I9** for you to fill out with information that Paige Testing will provide to you.

Contact Paige and make sure they present their document(s) to you **in person**. After you have viewed the documents, you are able to complete the I-9 form.

Paige cannot start their new job until the form is complete.

Click the link below to start the form - [LINK](#)

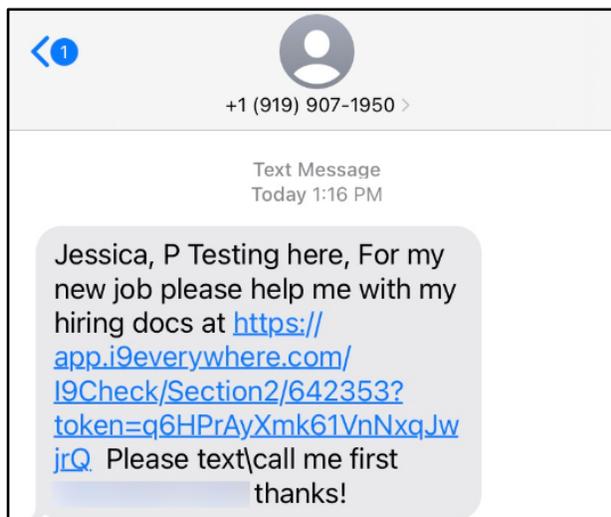
Please do not hesitate to contact us if you have any questions or concerns. We are open Monday-Friday from 8am to 7pm Central time.

Sincerely,
I9Everywhere.com
866-661-1500
i9@i9everywhere.com

Click on the web address link provided via email from i9@everywhere.com to access the login page on desktop.

-OR-

Click on the link provided via SMS text message to access the login page on mobile device. *(Text from 919 area code)*



< 1

+1 (919) 907-1950 >

Text Message
Today 1:16 PM

Jessica, P Testing here, For my new job please help me with my hiring docs at <https://app.i9everywhere.com/I9Check/Section2/642353?token=q6HPrAyXmk61VnNxqJwjR>. Please text/call me first thanks!



The screenshot shows the 'i9 everywhere' dashboard. At the top left is the logo with the tagline '-any time -any place -any device'. A 'Dashboard' link is in the top right. A blue banner says 'Welcome: Jessica'. Below is the U.S. Department of Homeland Security seal. The form is titled 'The witness for this form I-9 is:' and contains the following fields: 'Your First Name*' (filled with 'Jessica'), 'Your Last Name*', 'Your Phone number*', 'Your Email*', 'Your Address*' (with 'Input address' placeholder), 'Your City*' (with 'Input city' placeholder), 'Your State*' (a dropdown menu with '-Choose State-' selected), and 'Your Zip*' (with 'Input zip' placeholder). A blue 'NEXT' button is at the bottom right.

Fill out all required fields with your information on page verifying you as the witness for this form I-9, then click NEXT.

Required fields are identified by a * after the field name.

The screenshot shows a document verification screen with the U.S. Department of Homeland Security seal at the top. The text reads: 'Paige Testing must show you the document(s) listed below. Please carefully examine them to make sure they are genuine and enter the required data.' Below this, it says 'Enter the information from Paige Testing documents, Not Yours!' and lists 'US Passport or Passport Card' with a blue 'Enter Info' hyperlink. A blue 'BACK' button is at the bottom.

Employee must present the document(s) listed below in-person.

Once examined and verified they are genuine documents, click the [Enter Info](#) hyperlink to enter the required data.

The screenshot shows the 'US Passport or Passport Card' information entry screen. It features the U.S. Department of Homeland Security seal and an information icon. The form has three required fields: 'Issuing authority*' (filled with 'U.S. Department of State'), 'Document number*' (with 'Input Document Number' placeholder), and 'Expiration date*' (with 'Input expiration date' placeholder). At the bottom are blue 'BACK' and 'CERTIFY' buttons.

Fill out all required fields with the Employee's document(s) information, then click CERTIFY.

Required fields are identified by a * after the field name.





You are using our electronic tool to Sign the [USCIS FORM I-9 Employment Eligibility Form](#). Your signature will appear on this completed document. By Clicking below you attest to the fact that you are 18 years of age or older.

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.

Type signature

Your signature

OR

Sign with the mouse
Don't worry! Even if your signature looks weird, it's still legally valid.

CLEAR

SEND

Check Box to agree to the terms and conditions of signing this document with an electronic signature.

Type signature -OR- sign with mouse in provided box to e-sign document.

Click SEND to complete Section 2 of I-9 Form.



Thank you for your assistance in processing the Form I-9 for Paige Testing

CLOSE APP

Thank you for your assistance in processing the Form I-9 for this employee.

Questions or Issues?
Please contact the I9Everywhere.com Support Team at 866-661-1500 (Mon-Fri, 8am-7pm CST).