

**HENRY FORD HEALTH<sup>®</sup>**

Form I-9  
Friends and Family  
Process

# EMPLOYEE PORTION

# Employee Portion

Invitation

Employee Email

[EXTERNAL] Electronic Form I 9 Invitation Ascension Demo (Company ID: DemoAscension) External Inbox x

Form I-9 Compliance <services@formi9.com> 10:18 AM (3 mi)

to [redacted]

Dear [redacted],

We are excited to have you join us! As you prepare to start your new employment with Ascension, we would like to provide you with instructions for completing your Form I-9.

The Form I-9, Employment Eligibility Verification is required by federal immigration law. You must present the appropriate documentation verifying your identity and eligibility to work in the U.S.

**Prior to first day of employment**

Please complete Section 1 of the Form I-9 at your earliest convenience. You can visit [Section 1 Login Page Here](#) and login with information below:

First Name: [redacted]  
Last Name: [redacted]  
Login ID: fd031df775

### eForm I-9 Login

First Name:

Last Name:

Login ID:

An email will come from Form I-9C Compliance. Within this email a Login ID and a link to access Section 1 will be available.

Once you click the Section 1 link it will ask for you to log in with the credentials provided within the email.

# Employee Portion

## Step 1

## Employee Information

### Employee Information

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

[Click here to view Instructions](#)

[Click here to view List of Acceptable Documents](#)

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Check box to show the Preparer / Translator section

Step 1 is entering the employee information.

\*Utilize the Preparer and/or Translator section if a separate individual(s) assists with filling out the employee fields.

Note that you cannot move onto the next step until all required fields are filled in.

Last Name	<input type="text" value="Smith"/>	?
First Name	<input type="text" value="John"/>	?
Middle Initial	<input type="text"/>	?
Other Last Names Used	<input type="text" value="(if any)"/>	?
Address	<input type="text" value="Street Number and Name"/>	?
Apt. Number	<input type="text"/>	?
City or Town	<input type="text"/>	?
State	<input type="text" value="- Select State -"/>	?
Zip	<input type="text"/>	?
Date of Birth	<input type="text" value="mm/dd/yyyy"/>	?
U.S. Social Security Number	<input type="text"/>	?
	<input type="checkbox"/> SSN Applied For	
Email	<input type="text" value="OPTIONAL"/>	?
Telephone Number	<input type="text" value="OPTIONAL"/>	?

# Employee Portion

## Step 2

## Citizenship or Immigration Status

### Citizenship Status

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status:

1. A citizen of the United States ?

2. A noncitizen national of the United States (See instructions) ?

3. A lawful permanent resident (Enter USCIS or A-Number.) ?

4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to

Enter Exp Date

work until (exp. date, if any) ?

N/A - Not Applicable

If you check **Item Number 4.**, enter one of these: -- Select a Document --



USCIS/A-Number ?

Form I-94 Admission Number ?

Foreign Passport Number and Country of Issuance ?

OR

OR



The second step is choosing  
Citizenship or Immigration Status.

Read through each option carefully  
before choosing.

# Employee Portion

Step 3

eDocuments

You need to add eDocument before sign Section 1.

The following Identity and Employment Authorization Documents, I choose to upload are:

- List A: Document that establish both Identity and Employment Authorization
- List B: Document that establish Identity AND
- List C: Document that establish Employment Authorization

The third step is to choose which acceptable document(s) will be used for verification during your Part 2 appointment.

Once chosen you will be asked to upload picture(s).

You will see green check mark when successfully uploaded.

The screenshot displays a multi-step process for uploading eDocuments. It is divided into two main sections: document selection and document upload.

**Document Selection Section:**

- Step 1:** "Attach 'Main Page' Image 'The page with your picture'". Includes a "View Sample Link" and a "Browse file(s)..." button.
- Step 2:** "Attach 'Barcode Page' Image 'The last page of the US Passport'". Includes a "View Sample Link" and a "Browse file(s)..." button.
- Document Title:** A text input field.
- Selection Options:** Radio buttons for List A (selected), List B, and List C.
- Action:** "Add an eDocument" button.

**Success Message:** A modal window with a green checkmark and the text "Uploaded all document(s) successfully." and an "OK" button.

**Bottom Section:** A label "You are required to upload for document" above two image placeholders. At the bottom are "Upload", "Reset", and "Cancel" buttons.

# Employee Portion

Step 4

Employee eSignature

## Employee eSignature

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.

Last Name

First Name

Middle Initial Name

Security Question

Your answer

When the **Sign** button below is clicked, you acknowledge, agree and attest that you:

- Have reviewed and confirmed that the information in the Section 1 is true and correct to the best of your knowledge.
- Are the person named in Section 1.
- Freely intend to create and are adopting as your own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as your handwritten signature.
- Understand that you may refuse to sign this document electronically by selecting the 'Back' button below, or close the browser window, but instead have freely elected to sign electronically.

The fourth step is to digitally sign your Section 1 I-9. Your name will appear along with a security question.

Choose your question from the drop-down & provide the answer. Click Sign when done.

# Employee Portion

Step 5

Complete

### Employee eSignature Result

Electronic Signature is **VERIFIED AND SECURE**  
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.

**Instant Signature**

**Weirath, Emily**  
electronically signed the  
**Form I-9, 08/01/2023** , dated  
**Thursday, October 19, 2023 8:48 AM Pacific Time** at the **Employee's** signature line.



[Back](#) [Sign](#)

**Section 1 is completed. Redirecting...**

The last step will be completion! You will receive a Verified and Secure state showing that Section 1 was completed successfully.

Do not close out of this window - your page will automatically load to the Designated Individual section.

Now you are ready to complete the **Required Next Step.**

# Designated Individual

## Section 2 EMAIL INVITATION REQUIRED

### REQUIRED NEXT STEP - DO NOT EXIT

- Select an individual, 21 years of age or older, to **meet with in person** to complete Section 2 of the Form I-9 on behalf of the employer.
- This person will review and record the original documents that you present for Identity and Employment Authorization in the United States.
- You may provide original documents from either List A or List B and C as outlined in the [LISTS OF ACCEPTABLE DOCUMENTS](#)

**IMPORTANT:** In order for Employer to remain in compliance with the Department of Homeland Security, you **MUST** meet with this individual in person and complete Section 2 of the Form I-9 within your third day of employment.

1. Enter the Last Name and First Name of the individual selected to complete Section 2 (this individual must be someone you will meet in-person, so they can physically review your documents).

Last Name:

First Name:

2. Enter their email address

Email:

3. Re-enter the email address to confirm

Email:

4. Click "Send Invitation" and a secure link will be sent for Section 2 completion. You must be physically present during the Section 2 completion process.

Send Invitation

In order to complete Section 2 of the I-9 a Designated Person needs to be set. Enter their Last name, First name, and email address twice before clicking Send Invitation.

- Designated individuals need to be at least 21 years or older & have access to email.
- Your individual can be a family member, neighbor, co-worker, or anyone you feel comfortable with sharing your acceptable document(s) information with.

This individual will join you to complete Section 2 of your I-9. Please let this designated person know that they will receive an email inviting them to complete Section 2 of your I-9. This email needs to be saved and not deleted.

DESIGNATED  
INDIVIDUAL PORTION

# Document Verification

Before meeting with your designated individual, please have your physical, acceptable documents ready. Your designated individual will be required to bring up the Section 2 email they received the day you entered their information when completing Section 1.

- The designated individual must have a device that will allow them to access the Internet and complete Section 2. (e.g. computer, laptop, smartphone, tablet)

The email will be from Form I-9 Compliance and will also have the login credentials for your designated individual to use when completing Section 2.

**From:** Form I-9 Compliance <f9.services@fadv.com>  
**Sent:** Tuesday, September 24, 2024 1:40 PM  
**To:** [Redacted]  
**Subject:** [Stage] Electronic Form I-9 Invitation (Company ID: demohfhs)

### Caution: External Email!

Do not open attachments or click on links if you do not recognize the sender.  
If this email is suspicious, please click the *Report Phish* button in your Outlook app.

[Redacted] has selected you to complete Section 2 of the Electronic Form I-9 as an Authorized Representative for STAGING - Henry Ford Health Systems.

### Instructions:

- You both are required to meet each other in person
- [Redacted] is required to show you the documents they selected for you to complete Section 2
- [Redacted] should show you an original document from List A OR an original document from both List B AND List C. [View acceptable documents by clicking here](#)
- **Section 2 needs to be completed within 48 hours of receiving this email invite**

### Let's get started!

Please visit [The Form I-9 Login Page Here](#) and log in with the following information:

First Name:

Last Name:

Login ID: be41eb41ab

### eForm I-9 Login

First Name:

Last Name:

Login ID:

Log In

# Document Verification

Once logged in, your designated individual will complete Section 2 by entering the document information that you chose when filling out Section 1.

Your designated individual will need to fill out the highlighted fields shown on Section 2 of the I-9 form.

Once the information is filled in, they will go to the bottom of the page and verify their name is showing correctly then check Signature Validation and proceed to the next step.

**STOP** Employer Completes Next Page **STOP**

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**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine 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.")*

Employee Info from Section 1 ?	Last Name (Family Name) ?	First Name (Given Name) ?	M.I. ?	Citizenship/Immigration Status ?
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List A Identity and Employment Authorization      OR      List B Identity      AND      List C Employment Authorization  
[Document Samples](#)

Document Title: ? <b>i</b> -- Select a Document --	Document Title: ? <b>i</b>
Issuing Authority: ?	Issuing Authority: ?
Document Number: ?	Document Number: ?
Expiration Date (if any)(mm/dd/yyyy): ?	Expiration Date (if any)(mm/dd/yyyy): ?
Document Title: ?	<div style="border: 1px solid black; padding: 5px;">Additional Information ?</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">QR Code - Section 2 &amp; 3 Do Not Write in This Space</div>
Issuing Authority: ?	
Document Number: ?	
Expiration Date (if any)(mm/dd/yyyy): ?	
Document Title: ?	
Issuing Authority: ?	
Document Number: ?	
Expiration Date (if any)(mm/dd/yyyy): ?	

**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): ? 07/02/2023 (See instructions for exemptions)

Signature of Employer or Authorized Representative ? <input type="checkbox"/> Signature Validation	Today's Date (mm/dd/yyyy): ? 07/25/2023	Title of Employer or Authorized Representative ? Authorized Representative
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Last Name of Employer or Authorized Representative ? <b>i</b>	First Name of Employer or Authorized Representative ? <b>i</b>	Employer's Business or Organization Name ? MOSTL Ascension
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# Document Verification

The last step your designated individual will need to complete is their signature validation.

Their last name & first name will be pre-populated into the fields. They will choose a security question by clicking the drop-down and fill in the answer.

After that they will click E-Sign Document. They will receive a Verified and Secure state showing that Section 2 was completed.

**Section 2 Employer Signature - Instant Signature**

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is your mother's name?

[Hide content](#)

When the 'E-Sign Document' button below is clicked, the person named above acknowledges, agrees and attests that they (1) have reviewed and confirmed that the information in the Section and signature block referenced above is true and correct, (2) are the person named in that Section of the document, (3) freely intend to create and are adopting as their own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as their handwritten signature; and (4) understand that they may refuse to sign this document electronically by selecting the 'Withdraw Consent' button below but

**Electronic Signature is VERIFIED AND SECURE**

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.

**Instant Signature**

electronically signed the  
Form I-9, 08/01/2023, dated  
Thursday, October 19, 2023 9:40 AM Pacific Time at the  
Employer's signature line.



# CLOSING

# Closing

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- ★ Receive Section 1 Link
- ★ Complete Section 1 (all 5 steps)
- ★ Assign Designated Individual for Section 2- Document Verification
- ★ Meet with Designated Individual in person
  - Have physical documents ready
  - Ask Designated Individual to log onto the Form-I9 Compliance site using the login information provided via email
- ★ Designated Individual completes Section 2

# Closing

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## Contact Information:

### Email:

[HROnboarding@hfhs.org](mailto:HROnboarding@hfhs.org)

**Phone:** 313-874-1095

## Questions?

