

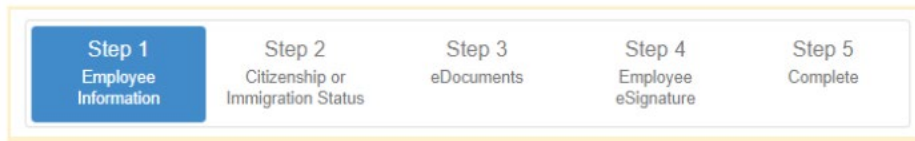
Hello!

Welcome to Henry Ford! We're so excited for you to join our team. All associates are required to complete an I-9 per federal requirements. This will be completed in Sections 1 & 2.

**Please complete the following steps promptly:**

### Section 1

1. An email was sent to you by Form I-9 Compliance with login credentials and instructions. Please fill in all 5 steps to complete Section 1 (shown below). **After completion do not close your screen.** It will redirect the page to assigning a Designated Individual.



### 1. Troubleshooting

- Please check your Spam/Junk folders if you do not see the email from Form I-9 Compliance in your inbox.
- Reminder: this email link expires after 30 days. Please reach out to me for a new link/email if yours has expired.

### 2. Assign an In-Person Verifier.

- In order to complete Section 2 of your I-9, a verifier will need to join you in person to verify your documents. You & your verifier will enter your chosen documents within the I-9 system.
- To designate your verifier, please enter the required information on the screen, titled: **“Section 2 EMAIL INVITATION REQUIRED.”**
- Click “Send Invitation” when done.
- This individual must be at least 21 years or older & have access to email.
- Your in-person verifier must be physically sitting side by side with you in the same room.
- Examples of an in-person verifier are: a family member, neighbor, co-worker, hiring leader, or anyone you feel comfortable sharing your acceptable document(s) with.

Reminder that the deadline for completion of the I-9 is **Friday November 1, 2024 at noon.**

### Frequently Asked Questions

- **What if I don't have an in person verifier available to complete Section 2 of the form?** Please explore all possibilities to find someone. It can be anyone over the age of 21 years such as a landlord, banking representative, neighbor, co-worker, fellow student, etc. If you have exhausted all possibilities, please connect with us to discuss alternative options.
- **What should my in person verifier do once they receive the email?** After you complete Section 1, your verifier will receive an email from Form I9 Compliance. Your verifier will then complete Section 2 with the acceptable document(s) you provide.
- **What physical documents do I need to have during the Section 2 virtual appointment?** Please refer to the acceptable documents list provided.

Please let us know if you have any questions! You contact us via phone or email at 313-874-1095 and

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

Thank you,

**HR Onboarding & Retention Team**

Human Resources

313-874-1095 | [HROnboarding@hfhs.org](mailto:HROnboarding@hfhs.org)

**HENRY FORD HEALTH**