

I-9 Training Document

The I-9 form is to be completed as part of the onboarding process. Talent Acquisition initiates the process, then it is sent to the candidate for completion, finally, it is sent to the hiring manager to complete the following steps:

Sterling Email Notifications & Login Instructions

1. When Talent Acquisition initiates the I-9 during the onboarding process, the hiring manager will receive an email like the example below from Aqua Services, Inc Candidate Portal DoNotReply@talentwise.com. Click **"Get Started"** and it will take you to the Portal Sign In page.

Attention Amy Leonard:

You have been designated to complete section 2 of Erin Conroy's Employment Eligibility Verification (Form I-9). To complete this task, you must inspect original documentation provided by Erin, and complete section 2 of the Form I-9. The Form I-9 should be completed on the employee's start date, and is required to be completed no later than three business days after the employee's start date. You will receive a notification once Erin has completed their portion of the Form I-9.

[Get Started](#)

Task Details:

Task: **Complete Section 2 of Employee Form I-9**

Assigned by: **Erin Conroy**

Assigned to: **Amy Leonard**

Employee: **Erin Conroy**

Employee Start Date: **06/01/2023**

Task Due Date: **06/06/2023**

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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2. If you have never used Sterling, you will receive the following email with a temporary password. Once you change the password, that is what you will use to log in.

A verifier account has been created for you by Erin Conroy at EConroy@aquamerica.com. You will be able to access the Aqua Services, Inc Candidate Portal portal to complete tasks (e.g., offer letter approvals, Form I-9 verifications, etc). You will receive an email notification with a link to access the task(s) as they are assigned to you. Use the login details below to set your permanent password, or use the 'Forgot your password?' option to receive a new temporary password.

Your Email Address for Sign-In: **Amy.Leonard@peoples-gas.com**

Your Temporary Password: **mZd2Mmeq**

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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3. Sign in with the temporary password provided in the email and then you will be prompted to change your password.

Portal Sign In

Sign In

Email Address
Amy.Leonard@peoples-gas.com

Password

Forgot your password?

Sign In **Back**

Welcome to Your Portal

Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.

Portal Password Update

Change Password

New Password

Re-Type Password

Change

Portal User

Please update your temporary password. Your new password must:

- Be at least 8 characters long
- Be different from the last 10 passwords
- Contain at least one character
- Contain at least one number
- Contain one of the following characters: ! # \$ % - _ = . +

4. Select **“Start”**.

***If you will not be there on the start date of your new hire, you will want to select reassign before their start date to reassign the task to the person who will be reviewing the I-9.

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks			
Task	Candidate	Due Date	Status
Complete and Sign Section 2	Erin Conroy	6/6/23	NEW

Reassign
Start

Form I-9 Section 1

This section includes information that the candidate has already filled out. Review the information and then select **“Next”** at the bottom of the screen.

[My Dashboard](#) > Electronic Form I-9

Section 1



Section 2

eSign Forms

Form I-9 Section 1

This is the Form I-9 for Erin Conroy

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

You must review the information the employee provided in Section 1 as displayed to ensure that it was completed properly.

If you identify errors in Section 1, you may [Return this Form I-9 to the employee for correction](#).

Employee information and Attestation

First Name *

Erin

Middle Name *

L

No Middle Name

Last Name *

Conroy

Other Last Names Used (if any)

No Other Names

Social Security Number *

Check below if you have not yet received your SSN from the SSA.

xxx-xx-0000

Awaiting SSN

Date of Birth (MM/DD/YYYY) *

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 Acknowledge *

Next

Save

Form I-9 Section 2

1. Prior to a new hire’s start date, Talent Acquisition sends the candidate a list of acceptable documentation. Only one document is needed if they bring something from list A. Two documents are needed if they use lists B and C.

2. On Day 1, the new hire will bring you the required documentation. You will scan an image of the document and save it to your computer, and upload it into the “File Upload” section near the end.

- Section 1
- Section 2** →
- eSign Forms

Form I-9 Section 2

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below.

- [Form I-9 Instructions - English](#)
- [Form I-9 Instructions - Spanish](#)
- [Form I-9 PDF - English](#)
- [Form I-9 PDF - Spanish](#)

Read instructions carefully before completing this form. The instructions can be viewed using the links above.

Employer or Authorized Representative Review and Verification

- List A
 - U.S. Passport*
 - Permanent Resident Card (I-551)*
 - Employment Authorization Document (I-766)*
 - and other documents...*

- List B and C
 - Driver's License or ID Card*
 - Voter's Registration Card*
 - U.S. Military Card or Draft Card*

- Social Security Card*
- Birth Certificate*

List A Documents

List A Document Title *

Select a List A Document

- Select a List A Document
- U.S. Passport**
- U.S. Passport Card

List B Documents

List B Document Title *

Select a List B Document

- Select a List B Document
- Driver's license issued by a State or outlying possession of the United States
- ID card issued by a State or outlying possession of the United States

List C Documents

List C Document Title *

Select a List C Document

- Select a List C Document
- Social Security Card without restrictions

3. Complete the **Additional Information** Section. Select “no” for the COVID-19 question.

Additional Information

Use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Employee termination dates and form retention dates
- Any other comments or notations necessary for the employer's business process

Were you unable to review the documents in person due to precautions for COVID-19 and based on [DHS Guidelines](#)?

***NOTE: ONLY choose the YES option if you meet the DHS guidelines and this option is approved by your organization.**

Choosing the YES option means that physical (in-person) inspection of documents is NOT available due to COVID-19, AND you understand that in-person document inspection will need to be completed by August 30, 2023.

Please select One *

Yes No

4. Complete the **Certification** section with your information as the document reviewer.

Certification

Employee's first day of employment

06/01/2023 

Title of Employer or Authorized Representative *

Employer's Business or Organization Name *

Aqua Services, Inc

Address (Do not provide P.O. Box) *

City *

Country/Region *

United States 

State or Province *

Select State 

Zip *

5. Select the **“I Acknowledgement”** check box. You should have saved a copy of the scanned image to your computer so that you can upload the document into Sterling using the Upload a file button. Once completed, select **“Next”**.

City *	Country/Region *	State or Province *	Zip *
<input type="text"/>	<input type="text" value="United States"/>	<input type="text" value="Select State"/>	<input type="text"/>

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.

I Acknowledge *

File Upload

Attach copy of documents *

60MB size limit

Form I-9 Section 3 | e-Sign Forms

*If you receive an error contact Conroy, Erin EConroy@aquaamerica.com. First, doublecheck that you filled out all required fields in the form.

<input checked="" type="radio"/> Section 1	eSign Forms
<input type="radio"/> Section 2	
<input type="radio"/> eSign Forms →	

Please resolve the errors below before eSigning...


You have unfinished questions in:

- Section 2

You have invalid information in:

- Section 2

Contact Sterling Talent Solutions Customer Support
877.982.9888



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