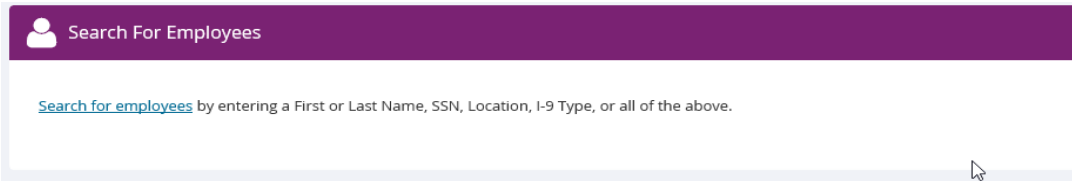


Adding Comments/Notes to I-9s Electronically

1. Click “Search For Employees” on your dashboard screen, with the purple strip.



2. Search for the employee using their first name, last name, SSN, and/or document type

Search For Employees

Select one or more search criteria below to search for employees.

First Name: test	Last Name: test	SSN: 	Type of I-9: (All) Completed Pending Reverification Due Receipt Due SSN Applied For Missing Conversion Errors
Full Middle Name: 	Group: (All)	Location: (All)	
Date Range: (mm/dd/yyyy)			
Start Date: 	End Date: 		

Include:
 Active Employees Terminated Employees Current Location Only

[Search](#)

3. Click the blue link with the correct employees name.
4. The Employee Detail Page is displayed.
5. Click the “Add Comment” button at the bottom left of the Employee Detail page.

Comments

Date	Short Description	Username
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[Add Comment](#)

6. Enter a short description in the box provided (e.g. Late I-9 Submission, Date of Birth Change, etc.). Enter a more detailed description into the comment box. Press “Continue”

Comment:

Short Description (Limit 100 characters)

Comment:

[Cancel](#) [Continue](#)

7. The Employee Detail page is displayed. The comment has been successfully added and is available under “Comments” at the bottom of the page. To view the comment press the blue underlined short description link.

Comments

Date	Short Description	Username
01/24/2020	test	Cheleane Clerkley

[Add Comment](#)