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

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.

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”

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.