To do **Section 1** of the I-9 Remotely:

Information for the **employee**:

1. A number
2. Last Name, First Name
3. Start Date
4. Email address
5. Department Name
6. Location of department

To do **Section 2** of the I-9 Remotely:

Information for the **USU Representative** doing Section 2

1. Last Name, First Name
2. Title
3. Phone
4. Email address
5. Address