



**ADDING SOCIAL
SECURITY NUMBER
TO A FORM I-9**



Go to: To Do List and locate employee


Adding Social Security Number

 To Do List

New Employee / I-9

Home

Items

 Refresh

* EMPLOYEE NAME	START DATE	I-9	STATUS	NEXT ACTION	DUE DATE
Darth Vader	09/27/2000	5874460	Section 1 Completed	Please Complete Section 2	10/02/2000
Luke Skywalker	05/25/2007	5830105	Section 2 Completed	Please Review & Mark Completed	05/31/2007
Poe Dameron	02/05/2008	5742466	Section 2 Completed	Please Review & Mark Completed	02/08/2008
Captain Phasma	01/01/2009	5703654	Section 2 Completed	Please Review & Mark Completed	01/06/2009

Click on employee's the blue I-9
Number

iPad 10:36 AM 60%

Hyland Software Inc.


I-9 for Harry Potter

View Employee Refresh Update and Go Back Update Info Go Back

Details OnDocs Issues **Amendments**

Documents **Unexpired Foreign Passport w/attached I-94 or I-94A form Note: Document Retention Required. Uploaded**

I-9 Issue Counts

	I-9 0	E-Verify 0	Check I-9
	FAR 0	Special 0	

To Add a SSN:
Click on the
Amendments tab
Click on the **Add**
Button

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9 Actions Adjust I-9 **Add**

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
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Amend I-9

Go Back Edit Field

Section	Field to Amend	Current Value
 Section 1	Last Name	
	First Name	
	Middle Initial	
	Other Names Used	NA
	Street Address	333 W 100 S
	Apt Number	
	City	Orem
	State	UT
	Zip Code	84058
	Date of Birth	
	Social Security Number	T0004637651
	E-mail Address	
	Telephone Number	



Click on
Section 1 and
click on
**Social Security
Number Line**

Go Back Create Amendment Create Amendment and Add Another

Section 1

Field Name **Social Security #**

Old Value **T0004637651**

Create for Employee (check to have employee make the change)

Strike-out Original Value

New Value

Note of Record



Enter the employee's
SSN and a note –
Click on **“Create
Amendment”**

Go to Actions – Click on Approve Section 1

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9 Actions Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 1 (1)				
(I) Social Security #	T0004637651	123-45-6789	Employee just received SSN	Glackin, Wendy 08/11/2016 @ 14:13:33

- Notify Employee by E-Mail
- View/Send Employee Approval Notes
- Employee Approve Section 1
- Approve Section 1
- Approve Non Section 1 Amendments

Approval

I-9 for Harry Potter

[View PDF]

WARNING!

You Are About to Permanently Amend Section 1 of this I-9!

Please be advised that if you continue, the amended data values in section 1 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

A Number

Approve Amendments to Section 1! Do Not Approve

I am positive that the amended data values are correct and ready to be made permanent! Changes need to be made

Sign with your
A-number

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Amendments


Refresh Show Special Amendment Options View I-9 Actions Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
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Click on the **Details** Tab

E-Verify needs attention.

Section 1

 Harry Potter Signed: Harry Potter | 07/13/2015 @ 13:55:45 [View Section 1](#)

E-Verify

 Not Ready: Required Information Missing [View E-Verify](#)

Click on the **View E-Verify** Tab

Overview

E-Verify Status

Close Case

Manual Processing

Case is not Ready for E-Verify

Click on the **“Overview Tab”**

E-Verify Case Resolution

Resolve Option: - Case still open

Resolved on:

Go Back

Refresh Overview

View I-9

View Employee

Re-Submit to E-Verify

Delete

Click on the **“Re-Submit to E-Verify”** and close the case.