



Form I-9 Section 2 Approval Process

This guide will walk you through accessing, completing, and submitting Section 2 of the Form I-9 on the Questco Client Portal.

Email Notification

The designated I-9 section 2 Approver will receive an "Approval Needed" email that includes a link to access the Questco Client Portal.

From: noreply-9382jmg98e87gh@questco.net <noreply-9382jmg98e87gh@questco.net>
Sent: Monday, July 10, 2023 5:52 PM
To: Nikki Brown <Nikki.Brown@questco.net>
Subject: I-9 Section 2 Approval needed (CUSTOMER TECH TEST CO.)

Please approve the I9 submission for Frost, Jayne <https://que.prismhr.com/que?a=ap&c=104&bkey=VeTJ50AUJd961923554>

Approvals



Access Approvals by clicking **Approvals** on the top right side of the Questco Client Portal window. Or type "Approvals Pending" in the search bar.

***Note:** If the pending approval is assigned directly to a user, it will be found under the "Approvals Pending (**Assigned** to You)" on the top section of the page; if it is not assigned directly to a specified user, it will be found in the "Approvals Pending (**Available** to You)" on the bottom section of the page.

Company / Action / Approvals Pending				Company: (104) CUSTOMER TECH TEST CO.	
Approvals Pending (Assigned to You)					
Approval Type	Approval Step	Reference	Generated By	Date Created	
Approvals Pending (Available to You)					
Approval Type	Approval Step	Reference	Generated By	Date Created	
I-9 Section 2	1	Frost, Jayne		07/10/2023	



To process the approval, click on the I-9 Section 2 link of the desired employee. If the approval is “Available to You,” click **Grab** to move it to “Assigned to You.”

Approval	
Approval Type	I-9 Section 2
Approval Step	1 of 1
Policy Type	Company
Payroll	N
Generated By	on 07/10/2023 at 05:51PM

Approval Details

Please approve the I9 submission for Frost, Jayne

Grab **Close**

***Note:** When the approval is “Assigned to You,” no other Admin user can “grab” the approval.

After the approval has been grabbed, click on the I-9 Section 2 link of the desired employee to open the I-9 for processing.

Review I-9 Section 1

The Form I-9 will populate the page. To view instructions for Form I-9 Employment Eligibility Verification, provided by the United States Citizenship and Immigration Services USCIS, click the View Instructions link.

I-9 Section 2
Review I-9 Section 1
View Instructions Download Form



Review I-9 Section 1 to ensure it is completed correctly.

If errors are found, click [Deny](#)

If denied, a message will be required. The message will be sent to the employee and I-9 Section 1 will be re-opened on the Employee Portal. After the employee has made the requested changes/updates and clicks submit, I-9 Section 2 will be re-sent to the Approvals Pending page.

***Note:** The Approval can be returned to the queue if it needs to be completed by someone other than the person that grabbed it by clicking [Return To Queue](#)

If the employee completed I-9 Section 1 properly, review the document(s) the employee presents from the List of Acceptable Documents. If the documents appear to be genuine and relate to the employee, click [Next >](#) to enter the documents in Section 2.

I-9 Section 2

Review I-9 Section 1 [View Instructions](#) [Download Form](#)

Review Section 1 to ensure the employee completed it properly. If you find errors, click Deny and ask the employee to make corrections, as necessary.

If the employee completed Section 1 properly, review the document(s) the employee presents from the [List of Acceptable Documents](#). If the documents reasonably appear to be genuine and to relate to the employee, you must accept the documents. Click Next to enter the documents in Section 2.

Enter the document(s) the employee presents from the [List of Acceptable Documents](#). Complete all fields for each document.

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
 Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)				
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
Frost	Jayne	N/A	N/A	
Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
480 Wildwood Forest	N/A	The Woodlands	TX	77380
Date of Birth (mmdd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number	
07/10/1990	N/A		N/A	

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 attest, under penalty of perjury, that I am (check one of the following boxes):

[Return To Queue](#)
[Deny](#)
[Next >](#)



Complete Section 2 Employment Eligibility Verification

Enter the document(s) the employee presents from the List of Acceptable Documents.

Complete all fields for each document, then click [Next >](#)

Click, [View Instructions](#) if additional instructions are needed to complete the Form I-9.

I-9 Section 2

Employment Eligibility Verification

[View Instructions](#)

Enter the document(s) the employee presents from the List of Acceptable Documents. Complete all fields for each document.

First Supporting Document

Identity and Employment Authorization Information

* Document Title	* Document Number
A - U.S. Passport	123456789
* Issuing Authority	Expiration Date (Choose "N/A" if none)
U.S. Department of State	MM/DD/YYYY <input type="checkbox"/> N/A

[< Back](#) [Next >](#)

I-9 Section 2

Employment Eligibility Verification

[View Instructions](#)

Enter the document(s) the employee presents from the List of Acceptable Documents. Complete all fields for each document.

Second Supporting Document

Identity and Employment Authorization Information

Document Title	Document Number
Issuing Authority	Expiration Date (Choose "N/A" if none)
	MM/DD/YYYY <input type="checkbox"/> N/A

[< Back](#) [Next >](#)

***Note:** If the first Supporting Document is from List A, no other selection will display, if it is from List B or C a Second Supporting Document dialog box will display.



Additional Information

I-9 Section 2

Additional Information [View Instructions](#)

Use this space to notate any additional information required for Form I-9. You may leave this field blank if the employee's circumstances do not require additional notations.

[< Back](#) [Next >](#)

Use this space to add any additional information required for Form I-9. This field can be left blank if the employee's circumstances do not require other notations, click [Next >](#)

***Note:** The Additional Information field can be used to add comments on why the employee did not complete and sign [I-9 Section 1](#) on or before their first day of employment or why the employer did not complete and sign [I-9 Section 2](#) within three business days of the hire date.

Remote Verification & Certification

Click the appropriate method used for the remote verification.

I-9 Section 2

Remote Verification & Certification [View Instructions](#)

*** Remote Verification**

I have examined the employee's documents remotely ¹

I have physically examined the employee's documents

1. By selecting this option, you acknowledge that you have conducted a video call with the employee where you were clearly shown the documents being verified.



***Note:** In order to check the “I have examined the employee’s documents remotely” option above, the Company **MUST** be enrolled in **E-Verify** and in good standing. This is considered the [Alternative Procedure](#).

If your company is enrolled in E-Verify on their own or if you would like to enroll, please contact your Client Success Manager at Questco for assistance.

Among other requirements of the [Alternative Procedure](#), you must retain copies (front and back if two-sided) of the I-9 documents or acceptable receipt and conduct a live video interaction with the new employee. The new employee must present the same documents during the live video interaction.

Employers utilize this time to determine if the documents appear to be genuine and relate to the individual being hired.

The individual signing [I-9 Section 2](#) is attesting under penalty of perjury that they have completed the required steps of the Alternative Procedure, and they did not utilize an authorized company representative to complete [I-9 Section 2](#) for the Company.

Times that a company would use the Alternative Procedure would be for new employees who work remotely and do not report to a physical office.

***Note:** The Employer or Authorized Representative Information will be pre-populated except for the Title. If the approver is not an employee of the company but a Company Authorized Representative, the title will be “Authorized Representative”. Enter the Approver’s title.

Employer or Authorized Representative Information	
* Title <input type="text"/>	* Business or Organization Name CUSTOMER TECH TEST CO
* Last Name Bear	* Business or Organization Address 480 WILDWOOD FOREST
* First Name Yogi	* City or Town SPRING
	* State TX
	* Zipcode 77380
The employee's first day of employment: 10/31/2023	
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.	



To complete the I-9 Certification, click the check box located next to the Signature of Employer or Authorized Representative to Attest that the documents presented by the employee have been examined, that the documents appear to be genuine and relate to the employee, and to the best of the Approvers' knowledge the employee is authorized to work in the US.

Signature of Employer or Authorized Representative

By checking this box, I attest that I am electronically signing Form I-9 Section 2.

Yogi Bear
Today's Date 07/11/2023

Review I-9

Review the completed Form I-9 and click [Submit](#) if there are no changes needed.

Click, [Back](#) if changes are needed, make the changes, and continue as directed above.

Click [Next](#)

I-9 Section 2
Review I-9 [View Instructions](#) [Download Form](#)

Review the completed Form I-9 and then click Submit:

7bf008f9-d5f9-4fa9-... 1 / 3 80%

Employment Eligibility Verification USCIS Form I-9
Department of Homeland Security
U.S. Citizenship and Immigration Services
OMB No. 1615-5047
Expires 10/31/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

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Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Frost	First Name (Given Name) Jayne	Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 480 Wildwood Forest	Appt. Number N/A	City or Town The Woodlands	State ZIP Code TX 77380
Date of Birth (mm/dd/yyyy) 07/10/1990	U.S. Social Security Number 710 - 20 - 2312	Employee's E-mail Address N/A	Employee's Telephone Number N/A

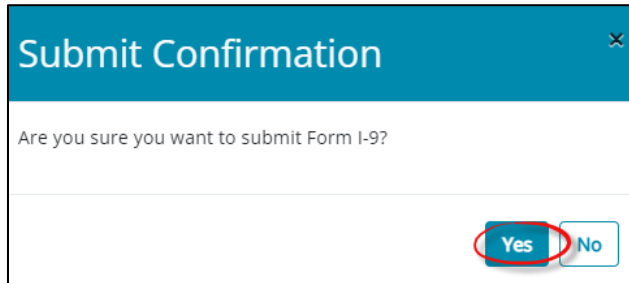
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

[Back](#) [Submit](#)



Submit Confirmation

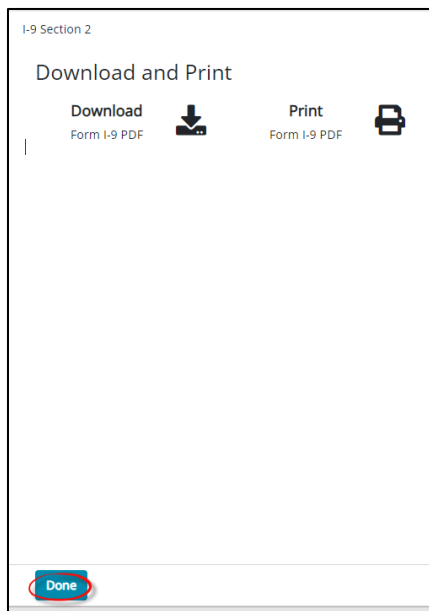
Click, **Yes** to submit



A dialog box titled "Submit Confirmation" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to submit Form I-9?". At the bottom right, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red circle.

Final Submit

Do not Download or Print. Click **Done** to complete the process. Form I-9 can be downloaded from the employee's file under Documents.



A screen titled "I-9 Section 2" with the heading "Download and Print". It features two columns of options: "Download Form I-9 PDF" with a download icon, and "Print Form I-9 PDF" with a printer icon. At the bottom left, there is a "Done" button highlighted with a red circle.