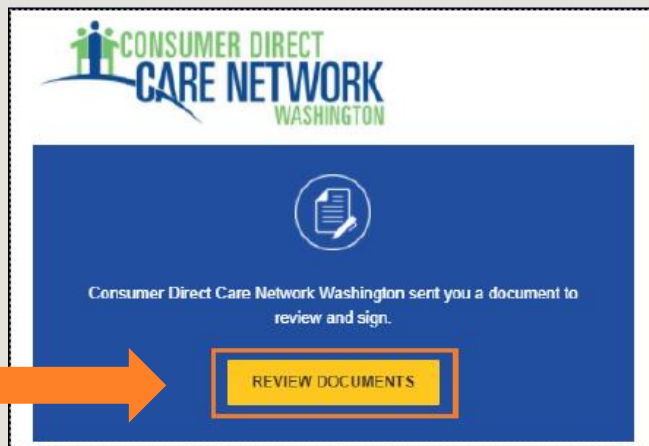




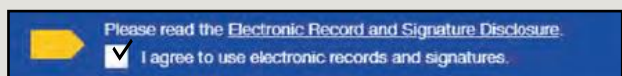
# Completing your Form I-9 via DocuSign as an Individual Provider

You will receive a text message and/or email from Consumer Direct Care Network via DocuSign once you have completed your tasks in Workday.

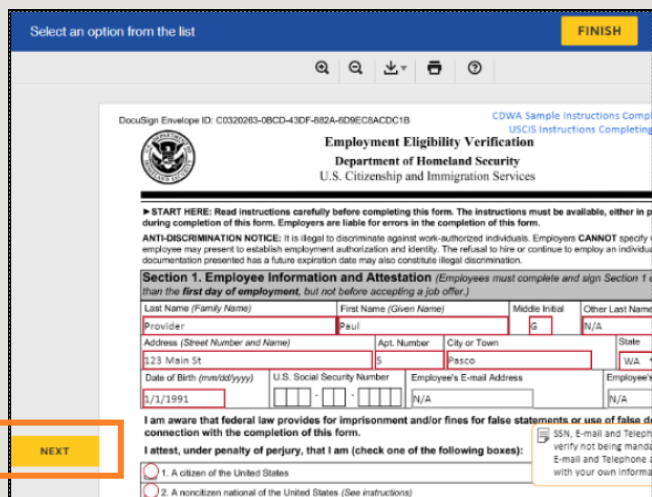
- Click the **Review Documents** button in the email or the link within the text message. You will be routed to the DocuSign Form I-9.



- Click the DocuSign **Electronic Record and Signature Disclosure** hyperlink to review the document.
- Check the **I agree** box.
- Click the **Continue** button.



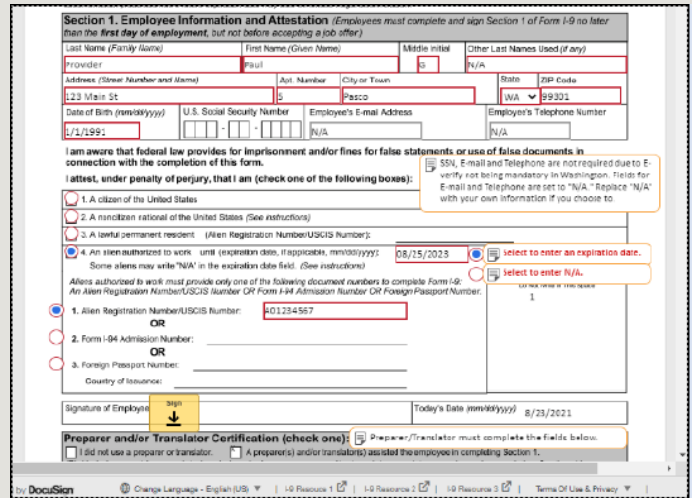
- Your information will carry over from Workday into DocuSign. Make sure that your name, address, and date of birth is recorded accurately.
  - If your information is incorrect, email [InfoCDWA@ConsumerDirectCare.com](mailto:InfoCDWA@ConsumerDirectCare.com).
- You can now start filling in the Form I-9.
  - Hovering your mouse over a field will display help text.
  - To go to the next field, press the tab key or click the **Next** button.



## Employment Eligibility Verification (Form I-9)

- Complete the required demographic fields that are not already populated at the top of page one of the I-9.
  - No field may be left blank, use N/A where information isn't relevant (ex. middle name, other last name, apt. number, etc)
- Select your citizenship status by clicking on the circle next to the option that pertains to you.
  - Enter your document numbers and document expiration date, if applicable.

Click here for [Additional I-9 Instructions](#)



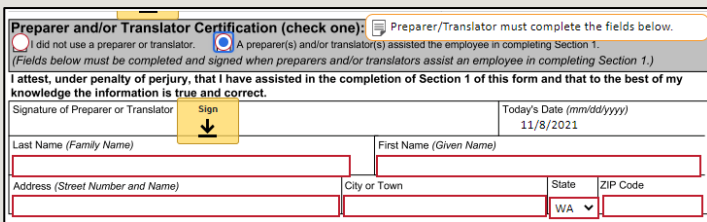
## Signing the Form I-9



- Click on the **Sign** icon.
- Sign your name in the Preview area
  - Sign using your finger or a stylus if your device has a touch screen.
  - Use your mouse or an electronic signature pad if you do not have a touch screen.
- Click **Adopt and Sign**.



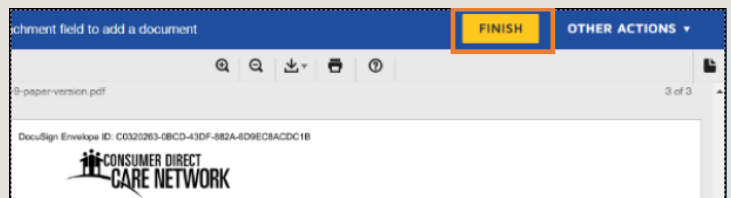
**Note:** The Managing Employer/their designee will complete section 2 on the second page of the I-9. You cannot complete Section 2 of your own I-9. **Do not enter a Case Manager as your Section 2 Managing Employer.** Per DSHS/AAA policy they are unable to complete Section 2.



If you've received help in completing your Form I-9, please click the circle to indicate that. Have the person who helped complete the **Preparer and/or Translator Certification section** and sign it.

## Submitting Your Electronic Form I-9

- Once you have completed all required fields, click Finish in the top right corner.
  - If you click Finish prior to completing all required fields, you will be directed to the field that needs to be completed.



Please have your [List of Acceptable Documents](#) ready for your Managing Employer to review.

You have finished your portion of the DocuSign process. Training resources for the next signer are located on the [CDWA website](#).