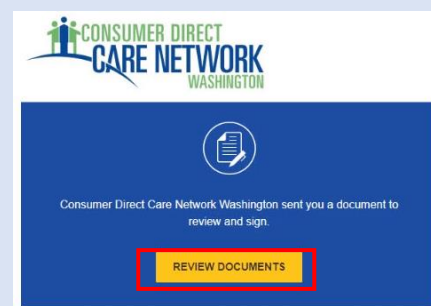




Completing DocuSign as a Managing Employer/Designee

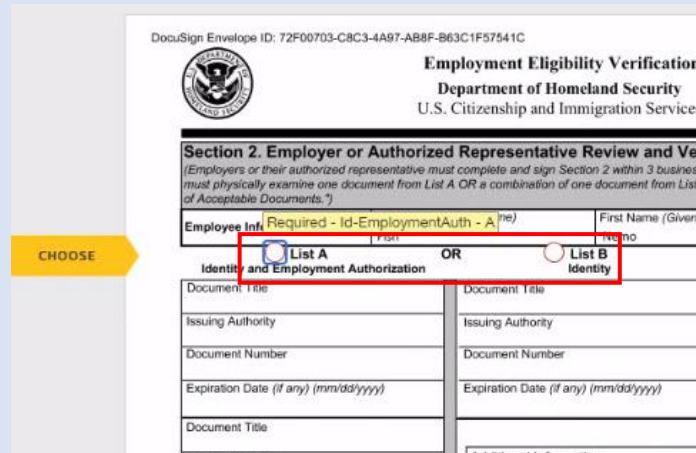
1. You will receive a text message and/or email from DocuSign once the IP has completed Section 1 of the Employment Eligibility Verification (Form I-9).
2. Click the **Review Documents** button in the email or the link within the text message.
3. You will be routed to the DocuSign forms.



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



7. Make sure your IP's information is accurate on page one of the Form I-9.
8. Have your IP give you their **original** List A or List B and List C documents.
9. Make sure that the provided document(s) are on the [List of Acceptable Documents](#).
10. Examine your IP's document(s). Do your best to determine if the document appears genuine or not.
11. Enter your IP's document(s):
 - a. Select the circle next to List A if the IP presents a List A document.
 - b. Select the circle next to List B if the IP presents a List B and List C document.



DocuSign Envelope ID: 72F00703-C8C3-4A97-AB8F-B63C1F57541C

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

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of hire. Employers must physically examine one document from List A OR a combination of one document from List B and List C.)

Employee Information: (Required - Id-EmploymentAuth - A) First Name (Given Name) _____
 Last Name _____
 Date of Birth (mm/dd/yyyy) _____
 Social Security Number (SSN) _____
 Current Address _____
 Telephone Number _____

Identify and Employment Authorization

List A **OR** List B
 Identity

Document Title	Document Title
Issuing Authority	Issuing Authority
Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Additional Information

12. Click on the **Document Title** dropdown. A list of document titles will appear.
 a. Select the name of the document that best describes the IP's document.

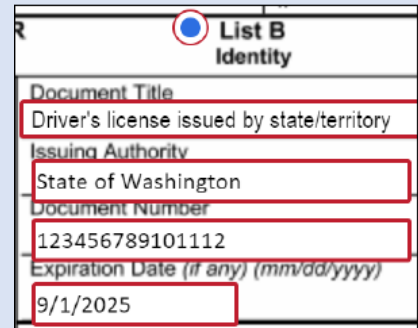
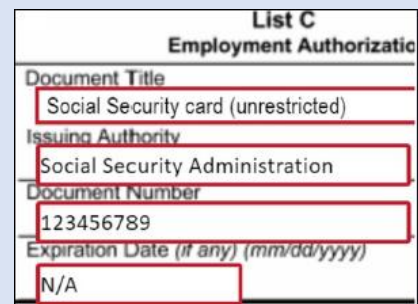
13. In the **Issuing Authority** field, enter the name of the entity that issued the document.

14. Enter the **Document Number** if the document has one. Put "N/A" if the document does not have a number.

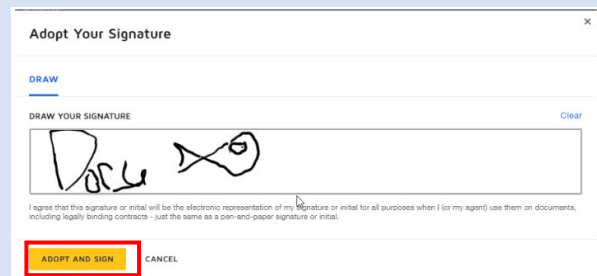
15. Enter the document's **Expiration Date**.
 a. Expired documents cannot be accepted.
 b. Enter "N/A" if a document does not have an expiration date.

IMPORTANT: A Social Security Card is not acceptable if it has the following written on it:

- a. "Not valid for employment."
- b. "Valid for work only with INS authorization."
- c. "Valid for work only with DHS authorization."

16. Sign the I-9:
 a. Click on the **Sign** icon.
 b. Draw your signature using your mouse or finger on a touchscreen.
 c. Click **Adopt and Sign**.

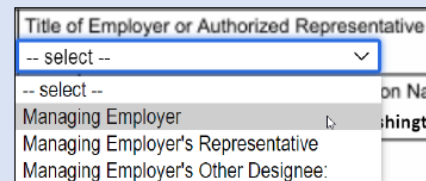



Note: As the Client or Designee, you are the Managing Employer. **Section 2 must be completed and signed by you.** Verify that your information and not the information of a Case Manager is in Section 2. Per DSHS/AAA policy a Case Manager may not complete Section 2.

17. Click on the **Title of Employer or Authorized Representative** dropdown.

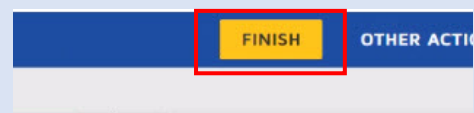
18. Select the option that best fits you as CDWA's Authorized Representative.

19. Enter your **Last Name**, then **First Name**.



20. Click the **Finish** button in the top right.

21. All done! You can close out of the DocuSign window.



If needed, please click here to access the official [Instructions for the Form I-9](#).