

How to complete the I-9 Questionnaire

You will complete Section 1 of your Form I-9 through DocuSign. Your Managing Employer (Client or Authorized Representative) or their Designee will complete Section 2 of the Form 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.**

You will receive a task in Workday to complete an I-9 DocuSign Questionnaire so that your Managing Employer will receive Section 2 by text and/or email once you've completed your part. This task will require you to complete the information shown below.

1. Enter First and Last Name of Managing Employer (Client or Authorized Representative) or Designee.

FULL NAME - Please enter the Managing Employer or Designee's Full Name (Required)

2. Enter email address for Managing Employer (Client or Authorized Representative).

EMAIL - Please enter the Managing Employer or Designee's Email (Required)

3. Enter phone number for Managing Employer (Client or Authorized Representative). *Numbers only. Do not use dashes or other symbols.

- If you enter a mobile number, they will receive the Form I-9 via email and text message.

PHONE NUMBER (only numbers, no special characters) - Please enter the Managing Employer or Designee's phone number. If you enter a mobile number they will receive the I-9 via email AND text. (Required)

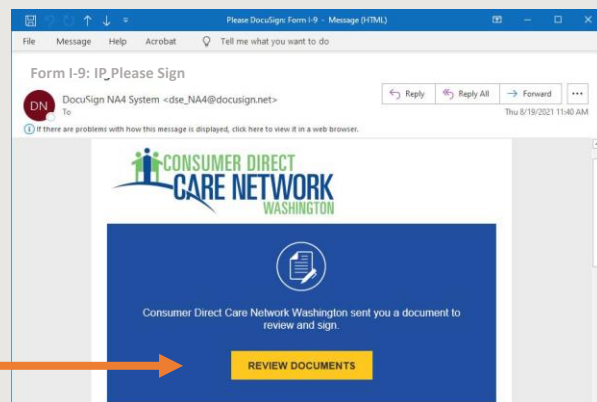
4. Click the **Submit** button. This will let DocuSign know you are ready to complete Section 1 of the Form I-9.

Submit Save for Later Cancel

5. Go to your email inbox to find the message from Consumer Direct Care Network Washington via DocuSign.

- If receiving a text, check your text messages for a text stating that Consumer Direct Care has sent you a DocuSign document.

6. Click the Review Documents button to access the Form I-9.



*For help completing the Form I-9 via DocuSign, please see the IP Resources section of the [CDWA website](http://www.cdwa.wa.gov).