








## Remote Hire Form I-9 Instructions

	<b>Section 1</b> Complete Section 1 by following the link in the “Form I-9 for New Hire” email sent to you from <a href="mailto:i9complete@trackercorp.com">i9complete@trackercorp.com</a> .
	<b>Choose an Employer Representative</b> Choose to complete Section 2 using either a Notary Public or a representative at an I-9 cooperative university (discuss this with your HR contact person, if you would prefer not to use a Notary Public).
	<b>Confirm Employer Representative</b> Reach out to your chosen Employer Representative to confirm their availability, set up a time to meet in person, and forward them the “Request to Complete Section 2” email from <a href="mailto:i9complete@trackercorp.com">i9complete@trackercorp.com</a> . Once they’ve accepted the request to act as the Employer Representative, then you will forward them the “Form I-9: Section 2 Ready for Processing” email with the actual link to complete Section 2, which will be completed during your meeting.
	<b>Print Out the Remote Hire Employer Representative Form</b> Print out the Remote Hire Employer Representative Form that was attached to the email you received to complete Section 1. <b><u>Bring this with you when you meet with your Employer Representative.</u></b>
	<b>Decide What Documents You Will Use to Complete Section 2</b> All individuals employed in the United States are required to provide <i>original</i> identity/work eligibility documents to complete Section 2 of the I-9. Refer to the list of approved documents, attached to the email you received to complete Section 1, to decide what documents you will use to complete Section 2. Copies are not eligible, but certified copies of a birth certificate are accepted. <b><u>Bring these documents when you meet with your Employer Representative.</u></b>
	<b>Meet With Your Employer Representative</b> With your identity/work eligibility documents and the Remote Hire Employer Representative Form, meet with your chosen Employer Representative. The Employer Representative will need to follow the link in the Section 2 email you forwarded them. Certain types of documents must be scanned, but your HR contact person will inform you if it is needed. Once they’ve filled out the required information and submitted the I-9, you must fill out the top portion of the Remote Hire Employer Representative Form and then have your Employer Representative fill out the bottom of the form.
	<b>Final Steps to Complete the Remote I-9</b> Scan and send a copy of the completed Remote Hire Employer Representative Form to your HR contact person on <a href="mailto:smuhr@smu.edu">smuhr@smu.edu</a> . The information will be confirmed, and you will be informed if any further action is needed.

**If you have any questions or problems during this process, please contact Department of Human Resources at 214-768-3311 or [smuhr@smu.edu](mailto:smuhr@smu.edu).**