

I-9 Reviewer

Quick Start Guide

Start 

Powered by **Cast & Crew**

I-9 Verifier Quick Start Guide

The I-9 verifier is responsible for entering information related to the employment eligibility and identification documents provided by the crew member.

When the crew member has completed their portion of the I-9, the verifier will receive a Daily Digest email to alert them that crew members will be providing documents.

VERIFY AN I-9

Upon login, you will be taken to the I-9 Dashboard. From here, you will be able to see the current status of an I-9 and be able to perform the individual reviews.

NOTE: I-9 status will turn RED three days after the start date and count the days past due until verified.

1. To review an I-9 and add in eligibility/identification documents, click **VERIFY** under the “Actions” column.

I-9 Documents Review 									Search...
EMPLOYEE 	PHONE	DEPARTMENT 	JOB TITLE/ ACCT CODE 	UNION 	START DATE 	END DATE 	I-9 STATUS	ACTIONS	
Bear, Mikey kermietest+mikey@gmail...	 13104629216	Camera	1ST ASSISTANT CAMERA 1000-0000	NON-UNION	04-11-2019	06-30-2019	-	VERIFY	
Bear, Daisy F kermietest+daisy@gmail...	 13104629216	Camera	1ST ASSISTANT CAMERA 1000-0000	NON-UNION	04-11-2019	06-30-2019	-	VERIFY	

2. Enter your full legal name and initials on the lines on the modal window that appears and click **Yes, Save For The Duration Of My Session**. **NOTE:** This will be how your name and initials appear on the I-9 forms you verify.

Save Signature & Initials

We can save your signature for the duration of our online session. If you choose to save your signature you will not be asked to type your signature again until you log out or close your browser.

PLEASE NOTE the exception will be that employees and I-9 verifiers must type their signatures directly on the form to comply with federal I-9 regulations.

Full Legal Name

XXXXX

Initials

xx|

[Yes, Save For The Duration Of My Session](#)

[No, Don't Save Anything And Don't Ask Me Again This Session](#)

Only the person associated with these records is permitted to use this system through this account. Completion and submission of the online forms available through this system will create legally binding obligations associated with each form. Please read each form carefully. Execution of each form will be accomplished through clicking on the "Sign Here" button, where required on the form. By clicking "Sign Here", you are acknowledging that you have read the applicable form, understand the requirements for submission of the information, agree that the information you are submitting is complete and accurate information, and that the form can be submitted and signed by you through this system.

3. Enter the employee's middle initial (or N/A if none) and the number of the Citizenship Status that the employee selected on page 1 of the form (either 1, 2, 3, or 4).

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 the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Bear	First Name (Given Name) Mikey	M.I. Requ	Citizenship/Immigration Status
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4. From the drop-down menus, select the document(s) that you were presented and add in the required document information (Document Number, Issuing Authority, Expiration Date (or N/A if no expiration date)).

LIST A Identity and Employment Authorization	OR	LIST B Identity	AND	LIST C Employment Authorization
Document Title A1 US Passport or US Passport Card		Document Title		Document Title
Issuing Authority USA		Issuing Authority		Issuing Authority
Document Number xxxxxxxxxx		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy) 01/01/2025		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)

5. Complete the verification by entering the First day of Employment, Verifier Name and Title, and sign the document.

Certification: 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.

The employee's first day of employment (mm/dd/yyyy): 04/15/2019 (See instructions for exemptions)

Signature of Employer or Authorized Representative Gummy Bear	Today's Date (mm/dd/yy) 04/12/2019	Title of Employer or Authorized Representative I-9 Verifier
Last Name of Employer or Authorized Representative Bear	First Name of Employer or Authorized Representative Gummy	Employer's Business or Organization Name C&C Payroll Test, Inc.
Employer's Business or Organization Address (Street Number and Name) 2300 W Empire Ave, 4th Floor	City or Town Burbank	State California
		ZIP Code 91506

6. Click **Verify I-9** at the top of the screen to be taken back to the I-9 Dashboard.



Have a question?
Contact support **today.**



888.860.7770



[plus_support @castandcrew .com](mailto:plus_support@castandcrew.com)



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