



WILLIAM & MARY

CHARTERED 1693

**Office of Human Resources
I-9 Users Guide**

- Navigate to <https://www.i9express.com/>
- Enter 14621 in the Employer Name/Code and click “GET STARTED”

webManager Login
Enter your Employer's name or code below to access I-9 Management.

Employer Name/Code

Remember my Employer Name/Code on this computer

GET STARTED

- Enter your Banner ID number for the User ID

William and Mary - I-9 Management

Welcome! Please log in below.

User ID:

Forgot User ID?

Continue >

[Terms and Conditions](#)

- Enter your PIN (your pin is an alphanumeric password, not just numbers)

College of William and Mary - I-9 Management

Welcome! Please log in below.

PIN:

Forgot your PIN?

[< Back](#) **Log in**

- Click “Search for employees”

Search For Employees

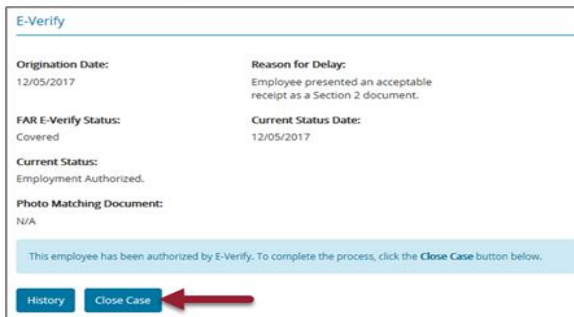
Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

- Enter the employee’s Social Security Number and click “Search”
- Click on the employee’s name
- Enter the employee’s date of hire, and location, if prompted. After inspecting the documentation presented by the employee, you will select the appropriate list of documents and then the specific



document or combination of documents from the drop-down list. When you are finished, click the **Continue** button.

- Next, you will enter information from the documentation presented by the employee. The information you are prompted to enter will match the document(s) you selected on the previous page. Enter the information and click the **Continue** button.
- The last step is for you to electronically sign Section 2. The process includes four simple steps (you may be prompted to enter other information such as your PIN, Password, SSN, Login ID, or initials as an additional security feature).
 1. Review the information entered on the Form I-9 to make sure it is correct.
 2. Click the checkbox to agree with the perjury statement.
 3. Enter any information required.
 4. Click the **Continue** button to complete your electronic signature.
- You should receive a status of “Employment Authorized”.
- You must then close the case.



- If you have any questions on completing the I-9, please contact AskHR@wm.edu for assistance.