**Introduction**

Complete and submit I9 is a self service application that allows Holy Cross employees the ability to complete the employee portion of the federal I-9 verification form online and submit it for verification. Original documentation will be reviewed by Human Resources within 3 days of hire. Documentation cannot be reviewed more than 3 days before or after hire.

**Verification of I-9**

To verify documentation for a new employee, you need to have a network id and password. The following instructions can be used with any computer on campus.

1. Launch a web browser, either Mozilla FireFox or Internet Explorer
2. If you aren’t presented with the Holy Cross home page, press CNTL and L at the same time and enter in the address bar: http://www.holycross.edu/
3. Click the purple Log In button located in the upper right portion of the Holy Cross home page
4. Click the link for Human Resources – Self Service located under the Links and Quick Links on the right side of the page
   - Human Resources Self-Service
5. Enter in your network id and network password and click Sign In
6. Underneath College of the Holy Cross click Main Menu
7. From this expanded menu click **Workforce Administration**

8. From this expanded menu click **Personal Information**

9. From this expanded menu click **I-9 Forms**
10. From this expanded menu click **Complete/Reverify EE I-9 Form**

![Complete/Reverify EE I-9 Form]

**List A**

Document Title: 
Issuing Authority: 
Document Number: 
Exp Date (if any): 

**List B AND List C**

Document from List B

Document from List C

**Employer Representative Details**

Employer Rep's Name: Juan Lopez
Title: Specialist
Address: One College Street

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12. After completing the form, click on the **Accept** button indicating that you have examined the original documents.