

OVERVIEW

The week prior to your start date, you will receive an email titled “**Welcome to The Aerospace Corporation!**” from Equifax HR Team Workforce Solutions with a secure link to **Complete Form I-9**. The first part or **Section 1 of U.S Federal Form I-9**. This must be done **before or on** your **first day of employment**.

(Note: if you do not see the email in your inbox, check your spam and junk folders)

After completing **Section 1 of U.S Federal Form I-9** you will follow the red buttons to electronically sign the form and follow one of two processes for completing **Section 2**. The system will drive which process you take.

In-Person with Aerospace Security personnel to act as Reviewer.

OR

I-9 Anywhere Plus is an in-person verification with a person of your choosing to act as Reviewer

Section 2 must be completed within **3 days of your start date**. Instructions are provided later in this job aid.

Before you get started, make sure you have the **original, certified documents** selected from the [I-9 List of Acceptable Documents](#) to present in-person for employment verification. You must provide either a **List A document** (*i.e., passport or passport card*) OR **List B and C documents** (*i.e., Driver’s License and Social Security Card*).

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ACCESSING EQIFAX I-9 HQ

1. You will receive a “**Welcome to the Aerospace Corporation!**” email from Equifax HR Team Workforce Solutions with a secure link and instructions to complete **Section 1 of U.S Federal Form I-9**.
2. Click on the secure link, verify your identify and complete any missing information requested fields:

Okay, first we need a little bit of information about you.

First Name Marie	Middle Initial (optional) J	Last Name McGinty
Preferred Name (optional) ?	Other Last Name Used (optional) ?	
Social Security Number <input type="text"/>	<input type="checkbox"/> SSN Applied For	Date Of Birth 08/27/1938
Country USA		
Street Address 124 Madison St	Apartment/Suite (optional)	
City Chicago	State Illinois	Zip Code 60602
Phone (optional) () - -	Email jillmcginty12@gmail.com	

[Continue >](#)

Note: Enter your Social Security Number (SSN) without dashes or special characters. (*i.e.*, 000000000)

Note: If you don't have an SSN, check the box “**SSN Applied For.**”

3. Click **Continue**.
4. Use the **Guided Walkthrough** to complete the I-9 Form.
5. Select your **Citizenship** status in one of the options provided below:

The Aerospace Corporation

Form I-9

Tell us about your status.

I attest under penalty of perjury that I am:

- 1. A Citizen of the United States
- 2. A Noncitizen National of the United States
- 3. A Lawful Permanent Resident
- 4. A Noncitizen Authorized to work until (other than Item Numbers 2. and 3. above)

Please pick your Citizenship Status

[Back](#) [Continue >](#)

Note: If you're unsure of your citizenship status, click on the additional instructions links on the right-hand side of the page.

6. Click **Continue**.

7. Select whether you had a **preparer or translator** assist you in filling out your Form I-9.

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Form I-9

Is someone helping you prepare or translate this document?

Yes, someone is helping prepare or translate this document.

No

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8. Click **Continue**.

9. Review your information and correct any errors as needed. Click the pencil icon to edit the fields.

Make sure it is correct, click the pencil icon to edit if necessary, and then click the box below to add to the form.

Personal Information

First Name: Marie

Middle Initial: J

Last Name: McGinty

Other Last Name Used:

SSN: Applied for

Date of Birth: 08/27/1938

Street Address: 124 Madison St

Apartment / Suite:

City: Chicago

State: IL

Zip Code: 60602

Phone:

Email: jsmcginty2@gmail.com Exclude Email

Citizenship Status

I am a citizen of the United States

Preparer/Translator Information

No

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

SECTION 1 - Employee Information and Employer Information

Employee Name (Last, First, Middle): Marie J McGinty
 Social Security Number: [Redacted]
 Date of Birth (MM/DD/YYYY): 08/27/1938
 Gender: F
 Race: N
 Ethnicity: H
 Date of Hire (MM/DD/YYYY): [Redacted]
 Employment Status: [Redacted]
 Employer Name (Last, First, Middle): [Redacted]

SECTION 2 - Employer Review and Verification Information

Employer Name (Last, First, Middle): [Redacted]
 Address: [Redacted]
 City: [Redacted] State: [Redacted] Zip: [Redacted]
 Date of Review: [Redacted]

SECTION 3 - Signature and Date

Employee Signature: [Redacted] Date: [Redacted]
 Employer Signature: [Redacted] Date: [Redacted]

10. Select the box to use the information you provided to fill in Form I-9.

Use the information I provided to fill my Form I-9.

Electronic Signature [Need Assistance?](#)

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I have read and attest, under penalty of perjury, that the foregoing information is complete, true and correct.

Employee Signature

11. Read the **confirmation statement** and **electronically sign** the form. Click **Done**.

12. Click **Finish and Submit**.

13. If you are to complete **Section 2 at Aerospace**, you will see a message similar to this:

The Aerospace Corporation

Form I-9

✔ Great work!

You have successfully completed filling out your Form I-9.
Please review what you need to bring for your appointment. Now you can log out and close your browser window.

Don't Forget...
Please bring your required documents to complete your Form I-9.
[Acceptable Documents](#)

Your official start date is
📅 **Friday, November 10, 2023**
📍 The Aerospace Corporation
2310 E El Segundo Blvd, El Segundo CA 90245
[Add to Calendar](#)

14. You will also get an email confirmation that I-9 Section 1 is complete.

15. If you are not to complete Section 2 onsite with Aerospace Security, you have a few more steps.

The Aerospace Corporation

Form I-9

I-9 Document Review

Here is a quick overview of the process...

- Acknowledge Legal Disclosure
- Provide Reviewer Information
- Review Document(s)
- Section 2 Complete

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16. Review and select **Continue**.

17. You will identify someone with an internet connected device to review your documents for Aerospace as part of the I-9 Anywhere Plus process. Select **Continue**.

The Aerospace Corporation English

Form I-9

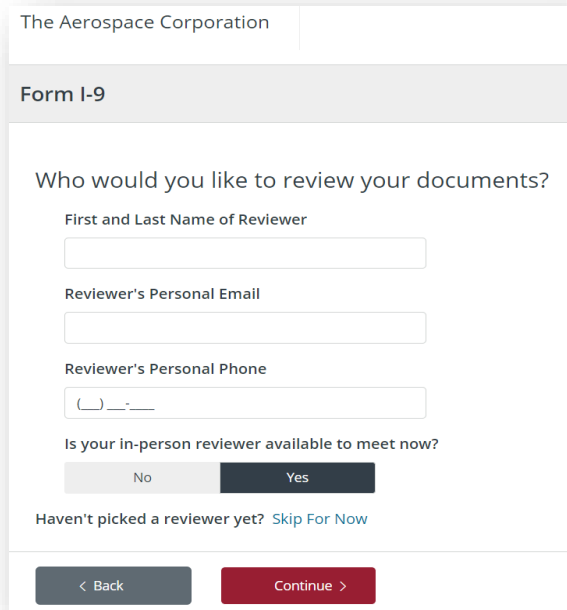
Let's start with a few details...

To complete your I-9, you will select someone to review your employment eligibility documentation. Employment eligibility documentation proves that you have the legal right to work in the United States.

The person you select will need to be able to log in to an internet connected device and will be asked to enter basic information about the documentation you show to them. You will have to meet in person, and they will sign on "behalf" of your employer.

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18. Complete the required fields and select **Continue.**



The Aerospace Corporation

Form I-9

Who would you like to review your documents?

First and Last Name of Reviewer

Reviewer's Personal Email

Reviewer's Personal Phone

Is your in-person reviewer available to meet now?

Haven't picked a reviewer yet? [Skip For Now](#)

- a. You will receive an email confirming completion of Section 1.
- b. If your reviewer is available to meet now, a QR code will immediately show on your screen and will be sent to you via email. *Skip to the I-9 Anywhere Plus where you Name Your Own Reviewer process at the bottom of page 6.*
- c. If your reviewer is not available to meet now, you will be sent instructions along with a QR code to use when you and your reviewer are ready to meet. You can complete this review as soon as you and your reviewer are ready, but it must be done on or before your third day of work for pay to avoid impacting your hiring process. *Continue the I-9 Anywhere Plus where you Name Your Own Reviewer process at the bottom of page 6.*
- d. If you haven't picked a reviewer, you will receive an email link to return to this page to proceed when you are ready. *You can continue the I-9 Anywhere Plus where you Name Your Own Reviewer process at the bottom of page 6 when ready.*
- e. Your selected Reviewer will get an email alerting them that you will be reaching out with next steps.

VERIFYING I-9 DOCUMENTS (MUST BE COMPLETED WITHIN 3 DAYS OF YOUR START DATE)

Depending on your work location assigned in your offer letter, you will be completing **Section 2 of U.S Federal Form I-9** through one of the two processes outlined below:

In-Person with Aerospace Security

You will be meeting with Aerospace Security to verify your I-9 documentation in-person, have your badge photo taken, and be issued your Aerospace badge.

You must arrive onsite during the local **Badge Office hours**:

El Segundo, California (AGO)

Mon - Wed (7am - 3pm PT) & Thurs - Fri (7am - 11am PT)

210 S. Douglas St., El Segundo, CA 90245

310-336-6520

Chantilly, Virginia (CHA)

Mon - Wed (8am - 10am ET) & Thurs (1pm - 3pm ET)

14745 Lee Road, Chantilly, VA 20151

571-304-7220

As a new hire, you'll be **required** to bring with you the following documents to complete section 2 of your I-9 and secure your badge:

- **Original or certified copies** of your selected **ID credentials** from the [I-9 List of Acceptable Documents](#). You must provide either a **List A document** (*i.e., passport or passport card*) OR **List B and C documents** (*i.e., Driver's License and Social Security Card*).

I-9 Anywhere Plus where you *Name Your Own Reviewer*

If your worksite location is not listed in the **Aerospace Location Directory**, you will be selecting a trusted individual (*i.e., friend, neighbor, or family member*) with a **current, valid email address or mobile number** to verify your I-9 documentation in-person.

You should have already been prompted to submit your **Reviewer information** in the last **steps (18 a-18 d)**. Once submitted, your Reviewer will receive further instruction detailing the next steps they can follow on page 7.

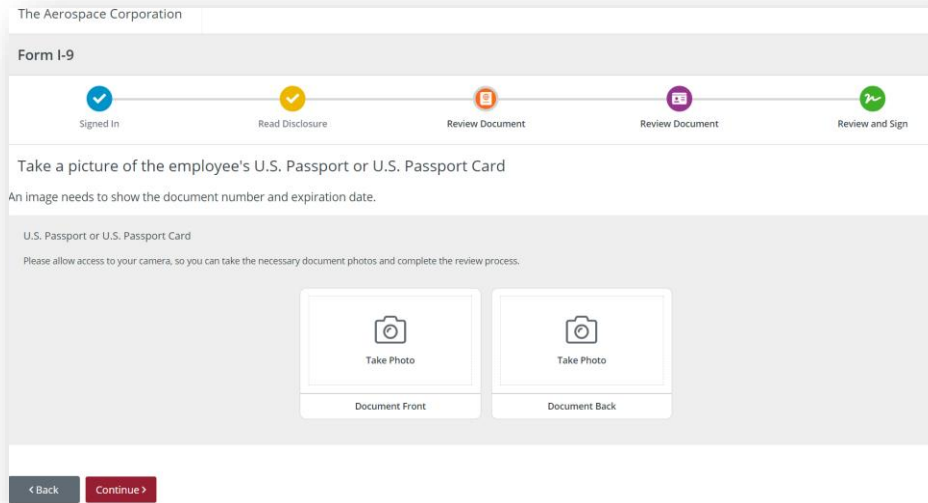
You will need to meet with your Reviewer in-person and bring with you the following items to complete section 2 of your I-9 (This must be completed within **3 days after your start date**):

- **Original or certified copies** of your selected **ID credentials** from the [I-9 List of Acceptable Documents](#). You must provide either a **List A document** (*i.e., passport or passport card*) OR **List B and C documents** (*i.e., Driver's License and Social Security Card*).
- This job aid for reference to completing **Section 2 of Form I-9**.
- Your **mobile phone**.

I-9 ANYWHERE PLUS REVIEWER: SECTION 2

This section is for the authorized representative chosen by the individual to help complete **Section 2 of their I-9 Form** for employment verification. **The authorized representative must have a valid email address or mobile phone to receive the secure link.**

1. You will receive an email from the Equifax HR Team. Login verification codes will also be sent to this mailbox.
2. The process can be completed through the QR code or secure link provided that will take you through the steps and instructions to process the employee's **Section 2 of the Form I-9**.
 - a. The access code is case-sensitive.
 - b. You will need an internet connected device with a camera.
 - c. There is a link to acceptable documents to review and ensure what you are provided is on the list.
3. Click **Get Started**.
4. Select the type of document the employee brought to review.
 - a. Enter the requested information as provided.
 - b. Take a photo of the document (front) – select or retake photo.
 - c. Take a photo of the document (back) – select or retake photo.



5. Click **Continue**.
6. Review the submission and **electronically sign**.
7. Click **Submit**
8. The Reviewer may now close the browser as Section 2 is complete.
9. Email notifications will go out to confirm.

IF YOU RECEIVE A TENTATIVE NON-CONFIRMATION (TNC)

E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with **Social Security Administration (SSA)** and **Department of Homeland Security (DHS)** records to confirm that you are authorized to work in the United States.

If you received an “**E-Verify - DHS/SSA Tentative Non-confirmation**” email with a link to the Further Action Notice, it appears that some of the information entered into E-Verify does not match the records that DHS and SSA currently have for you. This doesn't necessarily mean you gave incorrect information. It also does not mean you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about these reasons online:

<https://www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview>

You must decide whether to **contest (take action)** or **not contest (do not take action)** by selecting either option inside the **Further Action Notice** provided in the email. You must submit your decision by the **10th federal government working day** after E-Verify issued the TNC result, or you will be unauthorized to work.

If you have questions about what to do, contact E-Verify at **888-897-7781** (TTY: **877-875-6028**) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.e-verify.gov.