



# Navigating the I-9 Guardian System

## Minute I-9

Need to complete an entire I-9 form on-the-spot with an employee? Just like the paper I-9 form, the *Minute I-9* is the perfect option when you need to complete an I-9 form with your employee from beginning to end!



## Dashboard

The *Dashboard* is the go-to place that organizes all of your I-9's for easy review.



## My Info

Need to change your user info and preferences? *My Info* is where you will update items such as your password or dashboard views.

## E-Verify

After an I-9 Form is completed and approved, this is your one-stop place to check on I-9's going through *E-Verify*.



## Employees

Need to search for an employee record? *Employees* tab allows you to narrow your search results using a variety of filters.



## Tasks

The *Tasks* tab generates a list of I-9's and other action items that need the most attention.



## I-9 Forms

Want to view I-9 forms attached to an employee's record? Check out the *I-9 Forms* tab!



## I-9 Instructions

Need a refresher on how to complete an I-9 Form? The official I-9 Instructions from USCIS are available as a helpful reminder.



## Reports

*Reports* is an excellent tool to organize and audit your I-9's.



## Announcements

Check out the *Announcements* tab for the latest updates and news on all things I-9 related!



## Calendar

The *Calendar* tab is another tool that can be useful to calculate future I-9 completion deadlines.



## Tutorials

Need more help? Check out the *Tutorials* tab which addresses a variety of I-9 topics.



## Logout

To logout, simply click on the *Logout* button to exit the I-9 Guardian System.