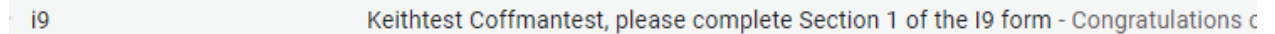


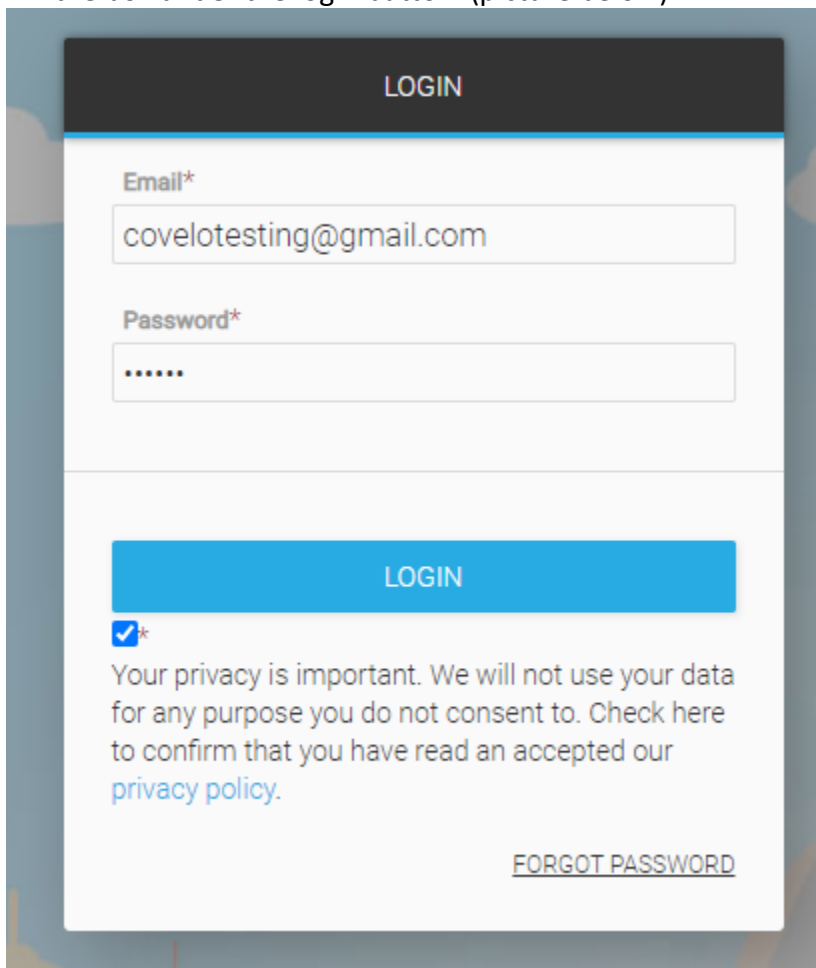
I9 EVERYWHERE INSTRUCTIONS

1. Open the email from “i9” (picture below)



i9 Keithtest Coffmantest, please complete Section 1 of the I9 form - Congratulations c

2. In this email you are provided with a username (your email) and a password.
3. Select the hyper link towards the bottom of the email - <https://app.i9everywhere.com>
4. Enter your username/email address and password that was provided. Be sure to check the box under the login button. (picture below)



The screenshot shows a login interface with a dark header containing the word "LOGIN". Below the header are two input fields: "Email*" with the value "covelotesting@gmail.com" and "Password*" with masked characters ".....". A blue "LOGIN" button is positioned below the password field. Underneath the button is a checked checkbox with an asterisk, followed by the text: "Your privacy is important. We will not use your data for any purpose you do not consent to. Check here to confirm that you have read and accepted our [privacy policy](#)." At the bottom right of the form is a link labeled "FORGOT PASSWORD".

5. After you are logged in please read and follow the prompts to complete Section 1 of your I9.



- a. If you have questions or issues with anything you can start a chat with the I9 Everywhere team. You can do this by select the message icon in the lower righthand corner. (picture below)



6. After you have completed section 1, you will be asked to enter a verifying person's information. This can be a friend, family member, or coworker. This person must be able to see and verify your documents in person.
7. After you have entered your section 2 verifier's phone number and email address, they will receive a text message and email from I9 Everywhere asking them to help you verify your documents.
8. They will click the link in the email or text and will enter their information.
9. They will then be asked to enter the document numbers and expiration dates (if applicable) of the documents you provided in section 1.
10. They will then electronically sign and submit portion 2.
11. I9 Everywhere will review your documents and we will be in touch if anything needs to be redone.