Initiate an I-9 through GIS Compli-9

1. From the menu on the left side of the dashboard, click “Initiate an I-9”

2. Choose “Add new employee”. Click “Next”
3. Enter the employee’s information.

   a. First and Last Name.
   b. Employee’s email address. You can use any email the employee provides.
   c. Start date. This can be altered later when section 2 is completed.
   d. Employee ID field. Enter in the employee’s university ID. If the individual has not yet been assigned a university ID leave the field blank.
   e. Choose “Use Email Address” to generate the user name.
      i. If no email address is entered, choose “Generate Username”.
   f. User Location will always be Indiana University; no action is needed in this section.
   g. Click “Next”.

4. Your data is now saved. From this window you may choose to print or email credentials.

5. The employee will now log in and complete Section 1 of the I-9 form.
6. You will receive email notification when the employee completes section 1.
7. Once you are notified, see the guide for Completing Section 2