

For Employees: How to Complete your I-9 Certification Online through HRdirect

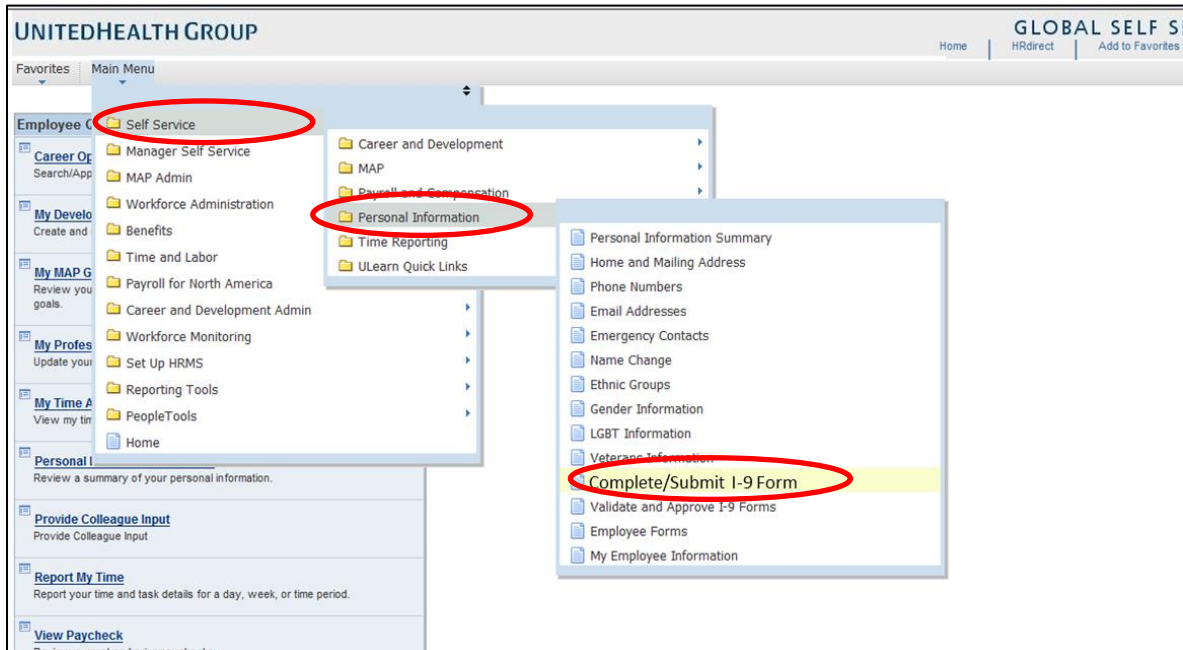
Once you receive your Employee ID, you may complete your I-9 on HRdirect from any internet connection.

1. Access HRdirect at <https://www.unitedhrdirect.net> or through Frontier, UnitedHealth Group's internet.
2. Follow the on-screen instructions to log in. You'll be redirected to HRdirect.
3. When HRdirect is displayed, select *HRdirect & Global Self Service* (under Important Links) as shown below:

The screenshot displays the UnitedHealth Group website interface. At the top, there are navigation tabs for 'Businesses', 'Corporate Departments', 'Our Company', 'Resources', and 'Frontier Home'. A search bar is located on the right, with radio buttons for 'PEOPLE Advanced', 'INTRANET Advanced', and 'GOOGLE'. Below the navigation, there are tabs for 'Corporate', 'Optum', 'UnitedHealthcare', 'International', and 'Most Popular'. The main content area features a 'TOP STORIES' section with a 'WINNER' badge and a large graphic for 'Top 50 Most Community-Minded Company' and 'Number One in Health Care Industry'. A sidebar on the right contains an 'IMPORTANT LINKS' menu with a 'MODIFY' dropdown. The 'RESOURCES & SUPPORT' section lists various services, with 'HRdirect & Global Self Service' circled in red. At the bottom, there are sections for 'MY FRONTIER', 'STOCKS', 'UNITEDHEALTH GROUP NEWS', 'MY FACILITY', and 'HUMAN CAPITAL'.

4. Under Employee Actions, click *More*.

5. When the UnitedHealth Group Global Self-Service Screen is displayed, select *Main Menu* > *Self Service* > *Personal Information* > and *Complete/Submit I-9 Form* as shown below:



6. The following screen is displayed:

I-9 Form
Employer Review and Verification

Employee Name
Street Address
City, State Zip

Social Security Nbr: 123 12 1234
Date of Birth: 01 01 1950
Maiden Name:
Employee Sign Date:

Citizenship and Employment Authorization

A citizen of the United States
 A noncitizen national of the United States
 A lawful Permanent Resident (Alien Nbr) A:
 An alien authorized to work (A # or Admission #):
Title14

Document Verification

To be completed and signed by the employer. Examine one document from List A OR examine one document from List B and one from List C, as listed in the instructions, and record the title, number and expiration date, if any, of the document(s).
[Documentation required for the I-9 Form \(New Hire Forms\)](#)

To open the complete instructions in a separate browser window, select [I-9 Instructions](#)

List A

Document Title:

Issuing Authority:

Document Number: Exp Date (if any):

Document Number: Exp Date (if any):

List B AND List C

Document from List B

Document Title:

Issuing Authority:

Document Number: Exp Date (if any):

Document from List C

Document Title:

Issuing Authority:

Document Number: Exp Date (if any):

Unlike the example, **your employee information** will be displayed in the *Employee Information and Verification* section. Please verify that your name, address, Social Security number and date of birth are correct.

- If this information is accurate, proceed to step 7.
- If this information is not accurate, please contact your local Human Resources staff to make corrections before proceeding.

7. Select the appropriate classification in the Citizenship and Employment Authorization section. Your manager/approver will complete the information in the *Document Verification section*.
8. If your direct manager is near you and can approve your submission, skip to step 10.
9. If someone other than your direct manager needs to approve this (another manager, in case your manager is unavailable) click *Change Approver* and follow the on-screen instructions.
10. Submit the form.
11. Refer to the *Lists of Acceptable Documents* on the next page to learn which documents you must provide to your approver.
 - You must provide one document from list A or one document from list B and one document from list C. **Documents may not be expired.**
 - If you use a document from list A, then you or your manager **must fax or email a copy of the list A document** to: Fax Number: 855-708-6582 OR Email to: Tier2_ERS@uhc.com with the note: This fax/email message contains a copy of the List A document that was presented to satisfy section 2 of my completed I-9 form. Note: The manager may collect all his or her employee's documents and send them to the above as one group.
12. Take your original verification documents to your approver for review. Your approver must touch and view the original documents; you cannot provide copies, faxes, or scanned or emailed documents to your approver. Your approver will complete this process through HRdirect under *Manager Self-Service > Approval Links > I-9*.

Lists of Acceptable Documents

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security