

MISSISSIPPI COLLEGE

ELECTRONIC I-9 PROCEDURES FOR NEW EMPLOYEE

1. Enter the following URL in your browser:
<https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18153>
2. Enter all of the information requested in Section 1.
3. In the Citizenship Section - Mark the correct box (only one box can be checked).
4. Click “continue” at the bottom of the page.
5. Read in the information and check to make sure your entered your information correctly...THIS IS VERY IMPORTANT. *NOTE – If your information is not correct when you check it, click on “change information” and it will take you back to the first page so you can correct your information. Click “continue” at the bottom of the page to go to the next page. Check information again to make sure the correction was made.*
6. **VERY IMPORTANT – Check the box under Employee Electronic Signature and read the information.**
7. **Click “continue” to complete the Employee section of the I-9.** You will have the option to print a copy of this page OR to send it to the email address entered in Section 1.
8. **You must present original documents to the Mississippi College hiring representative to complete this process.** The section below the Employee Summary gives a list of acceptable documents.
9. Click logout at the bottom of the page.