

## **ATHENA Employees: New I-9 Form Required**

The U.S. Citizenship and Immigration Services (USCIS) requires that all employers verify the ability of their employees to work legally in the United States. ATHENA has partnered with Clear I-9 to assist employees with electronically completing their new I-9 forms.

Employees will receive an email from Clear I-9 with a link, username, and password to access the form. The form must be completed in two parts:

- Part 1: Employees will complete section 1 of the form and upload the required documentation. Please note that photocopies of documents cannot be uploaded, only scans or photos.
- Part 2: Employees must designate an agent to complete an in-person verification of their documents and complete section 2 of the form. The agent must have a valid email address and phone number (different from the employee's). Employees must meet with their designated agent in person to complete the verification of their original documents.

Once the designated agent has physically inspected the employee's original documents and completed section 2 of the form, the Clear I-9 process will be complete.

If employees encounter any technical difficulties during the process, they should contact ATHENA Human Resources for assistance.