Completing Your I-9 (Employment Eligibility Verification)

Important Notice: You Must Complete Section 1 of your I-9 electronically before attending New Employee Orientation

Step 1: Open the I-9 eXpress Website & Log In


2. On the I-9 eXpress Welcome page, enter the SHC/LPCH 5 digit employer code in the Employer Name or Code field: 12967

Please Note: The Employer Name or Code applies to both Stanford Hospital and Clinics & Lucile Packard Children’s Hospital employees.

3. Click Go.

4. You will be directed to an authentication screen. Type the letters shown in the gray box into the empty field and click Continue.

Step 2: Complete the I-9 information

1. In the fields provided, enter your name, address, date of birth, and Social Security number. Name on your Social Security (SS) Card must match what is entered in the Last, First and Middle Initial fields.

2. Select the appropriate option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.

3. Click Continue.

Note: A message will display with the applicable fields highlighted in green if there are mistakes for you to correct.

HELP: You may obtain instructions for completing I-9 by clicking on the HELP button at the top of the page.
Step 3: Review your information.

1. Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.

   **Note:** To change the language to English or Spanish, click the appropriate link.

3. Click Continue.

Step 4: Logout.

1. Review your information in the Employee Summary section.

2. Review the list of original employment eligibility documents you will be asked to present on or before your first day of work.

   **Note:** The list of documents varies according to the citizenship status you entered in Section 1 of the I-9.

3. **Important:** Please print this page as a receipt and bring it with you to New Employee Orientation.

4. Click Logout.