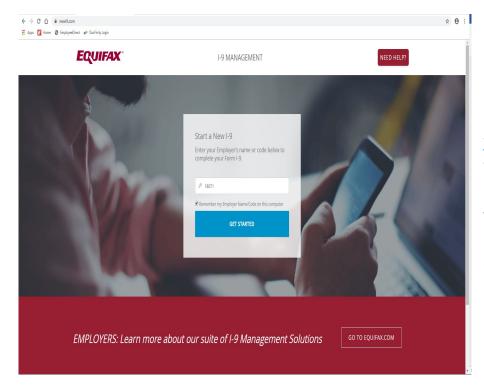
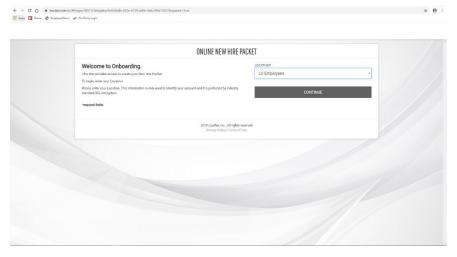


Instructions for Completing Your Electronic I-9



Log on to www.newi9.com. You will be directed to the main screen where you will type in Longwood's Employer code — 18071



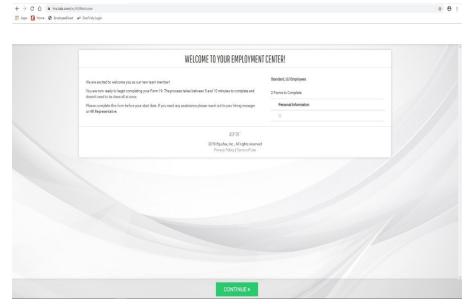
Once you get to this screen, select the correct employee location and then click "continue"

Employee Location:

- *LU Employees for employees
- *LU Student Workers for student employment

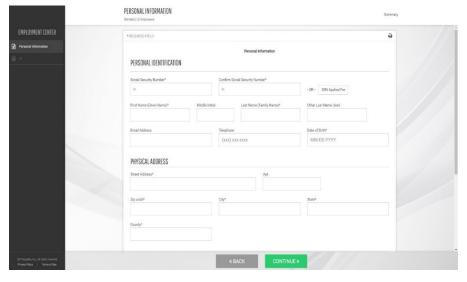


Instructions for Completing Your Electronic I-9



Click continue on this screen to begin filling out your I9 Section 1 information.

Remember: Section 1 needs to be completed on or before your first day of employment.



Input all of the required information, checking to make sure it is correct. Once done, click "continue". You will receive a code upon completion of Section 1. Once you have the code, you may close out of your browser.