

PRINTING I-9 DOCUMENTS

HR MANAGER INSTRUCTIONS

Overview

- All US locations began participating in the eVerify program for new hires on 1/30/2010
- Hires on or after 1/30/2010 should include the Everify History in the employee's personnel file and Original I-9 in the I-9 file
- Follow the steps below to print documents from I-9 eXpress

Step 1: Login to I-9 eXpress to enter the new hire's I-9

Access the HRM Resource site from My Lowe's Life>Employment and Staffing>eVerify>eVerify-HRM or from the My Lowe's Life log in page, Information section

1. On the **I-9 eXpress Welcome** page, enter **11116** in the **Employee Name or Code** field and click **Go**.
2. On the **Login** page, complete the **Empl ID** and **Password** fields, and then click **Continue**.
 - Empl ID = 9 digit sales ID (Ex: Sales ID is 12345. Empl ID is 000012345)
 - Password = XXXXMMYY
 - i. XXXX=last 4 of SSN
 - ii. MM=birth month
 - iii. YY = birth year

The screenshot shows the I-9 eXpress Welcome page. At the top right, it says 'A service of TALX Corporation. TALX'. The navigation bar includes 'Home', 'Privacy Policy', 'Help', and 'Contact Us'. Below the navigation bar are tabs for 'About Us', 'Features and Benefits', 'Security', and 'News and Events'. The main content area includes a 'Get online access to your employee's I-9 forms!' banner, a 'Login to I-9 eXpress' section with a 'GO' button, and a 'New to I-9 eXpress?' section. A red circle highlights the 'Employee Name or Code' field containing '11116'.

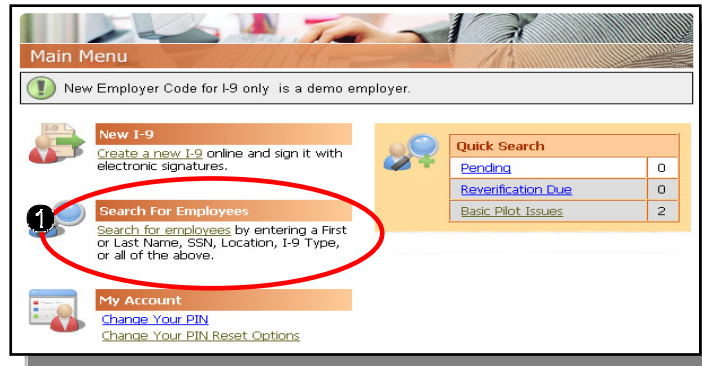
You will be prompted to change your password to a secure password. **The password must be numeric.**

If you need password assistance, contact Everify@lowes.com or 704-757-5500. Do not contact the number provided by the Forgot your Password link.

The screenshot shows the I-9 eXpress Login page. At the top right, it says 'Home' and 'Privacy Policy'. Below the navigation bar are 'Login Instructions' and a 'Login' section for 'Lowes Companies, Inc.'. The login section includes fields for 'Empl ID' and 'Password', and a 'Continue' button. A red circle highlights the 'Empl ID' and 'Password' fields.

Select the Employee

1. On the **Main Menu** page, click **Search for employees.**



2. Enter the search information to identify the employee at your location. To search all completed I-9s, select Completed from the Type of I-9 drop down menu and select Location from the drop down menu.

Search For Employees

Select one or more search criteria below to search for employees.

First Name: Last Name: SSN: Type of I-9:

Group: Location:

Employment Date:
(mm/dd/yyyy)

3. Click **Search.**

4. Select the name of the individual's information you wish to print.

Search Results: Completed

Type:
E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
E	Doe, Jane	1999 - LOWE'S CSC SOUTH	5665	01/30/2010	DHS Verification
C	Joy, Joy L	1999 - LOWE'S CSC SOUTH	3333	01/01/2005	

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5. BOTH the Original I9 and E-Verify confirmations should be printed by selecting the respective link.

E-Verify

Origination Date: 02/02/2010
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 02/02/2010
Current Status: Case Resolved. Employment Authorized.

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
2/1/2010	Original I-9	<input type="button" value="View History"/>	Attach File

6. When printing the E-Verify history, ensure the case number is listed at the top of the page.
7. The E-Verify history should be filed in the employee's personnel file.
8. The I-9 form should be placed in the I-9 file.

Basic Pilot History - Case Number: 070327101409488

Initial Verification (03/27/2007)

Name: Karen L Jones
Social security #: XXX-XX-0003
Birth date: 05/01/1977
Employment date: 03/27/2007
Work Status: A Citizen or national of the United States
Alien #:
I-94 #:
Document Type: List B, C Documents
Document Expiration Date:
Initiated By: Basic Pilot Windows Service
Return Name: Karen Jones
Status: Employment Authorized.

Resolution (03/27/2007)

Resolve Option: Case Resolved. Employment Authorized.
Resolved By: Basic Pilot Windows Service

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