

Robal Form I-9 Employee User Guide

Step by Step guide to completing your
remote I-9 physical inspection.





Welcome back!

Sign in to your account to continue

Email Address *



Email is required

Password *



Password is required

Sign in

[Forgot password?](#)


[New to Robal? Sign Up](#)

Log in with the your email address and password.

* If this is your first time logging in, please use your temporary password and when prompted change your password and do not share it with anyone. *

* When your browser or phone asks to share location services, please click allow. You can find directions on how to turn on location services on the last slide. *

Company status board

 Please have a form or forms of ID ready for your I9. If you're uploading multiple ID's please upload one at a time.

0%

Onboarding Process Pending

[Start here to Update Your Profile...](#)



Roballer Documents

Doc Type

Created Date

Reviewed Date

PDF

Notes

Follow the prompts on your dashboard until you reach 100%.

Step 1- Click on "Start here to Update Your Profile" and fill out your profile.

Remember to have the documents you are going to use for your I-9 ready to upload.

Please enter any other last name that you had used. Enter N/A if you don't have another last name.

Other last name (if any):*

Please enter your first day of work, if unknown, please ask your employer for your start date.

Employment Start Date*

Please select one of the options:

- A citizen of the United States*
- A noncitizen national of the United States*
- A lawful permanent resident (Alien Registration Number / USCIS Number)*
- An alien authorized to work until (expiration date if applicable: mm/dd/yyyy) or N/A*

Please select one of the options:

- I did not use a preparer or translator*
- A preparer(s) and/or translator(s) assisted the employee in completing section 1*

Submit

Step 2- Attest to your Citizen Status.

Depending on the selection you choose more information may be required.

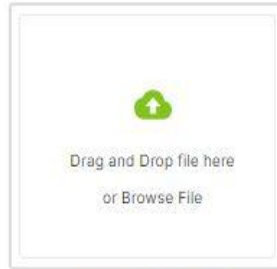
If you use a preparer or translator you will be asked to fill in more information.

TIP: If you accidentally entered the wrong information on this screen, hit the "Questionnaire" button on your dashboard next to the i-9 form and you can re-submit.

Document's details

Identification Document Type 

Identification Document



Document Front

Notes: Please upload one ID at a time, do not include two ID's in the same picture. Please do not use any special char (!@#\$\$%^&!_+), etc... in any document name.*

Issuer* 

Identification Document Number | Keep it blank if not specified on document 

Issued Date*  

Expiration Date 

Step 3- Upload the I-9 documents.

Choose 1 document from List A OR 1 document from List B and an additional document from List C.

Upload a picture of the document you selected and fill in all the information.

If the document does not have an expiration date, leave blank.

*Please only upload one document at a time. You will have the option to upload multiple documents if needed. Do not include multiple documents in one picture.

<input checked="" type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____	
OR	
2. Form I-94 Admission Number: _____	
OR	
3. Foreign Passport Number: _____	
Country of Issuance: _____	
QR Code - Section 1 Do Not Write In This Space	
Signature of Employee sign	Today's Date (mm/dd/yyyy)

Step 4- Sign your I-9 form.

First double check all the information appears correctly.

Secondly, sign the I-9 form. Click on the blue box and either with your mouse or finger, draw your signature.

Third, enter today's date. You can enter MM/DD/YYYY or use the calendar drop down and select today's date.

Lastly, submit the form.

➤ Send I-9 for Physical Inspection



Robal Demo I9 Co

Company status board

⚠ Your process is still pending for validation and verification!

100%

Onboarding Process Pending

Pending Validation from Company HR, please review any form rejections...

Step 5- Send your I-9 to an Authorized Representative that you can meet in person.

It is best practice to be physically with the Authorized Representative at this time.

The next step is mandatory by the USCIS that you physically present the documents you uploaded in step 3 to the Authorized Representative for examination and certification.

Filters Export Columns + Add Archived Refresh

Archived

Created On

Updated On

Click the add button to begin adding your Authorized Representative's email and phone number.

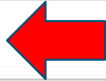
TIP: Please do not share a device with your Authorized Representative. This can cause an error in the process.



We encourage you to select someone you trust; once you confirm the access,

Please add Email and Phone of person you will authorize to review your

Email of authorized person *



Phone of authorized person | US format: (111) 222-3344 *



Submit

Step 6- Enter the phone number and email address of the Authorized Representative.

Please make sure the Phone number can accept SMS/Text messages.

The link for the Authorized Representative is emailed to them. Please make sure the email address is correct.


[Click here to Certify the Form I-9.](#)


Thank you!

Robal

The Authorized Representative will click on this link in the email they received.

Once they click on the link, a box will appear to allow location services. If this is blocked on your browser, please turn location services on in your browser settings.

 This page needs your authorization to track your current location, this means latitude and longitude.
You can decide to reject the authorization, but you won't be able to continue as I9 Authorized Representative

 In order to continue, please provide your email and phone to validate that you are the authorized representative

Email Address 

Email is required

Mobile Phone | US format: (111) 222-3344 

Request access

Step 7 Authorized Representative will confirm and request access.

The Authorized representative will enter their email and phone number and request access. This is to safeguard your information. Once the information is entered, the “request access” button will turn green. Press the button to request access.

TIP: The email address and phone number must be the exact same email and phone number the employee entered.

I-9 Identification Documents Review

Employee to Review

Employee First Name Riley	Employee Last Name Jones
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Physical Inspection Review

Please review physical documents. Make revisions if necessary.

Document Title U.S. Passport or Passport Card	Document Number J000000000
Issuing Authority Department of State	Expiration Date 06/30/2023

* If no expiration date, leave blank.

Reviewer Information

Reviewers First Name	Reviewers Last Name
Authorized Representative	Date

Reviewer Signature

Please sign this document using your finger or computer mouse.



Confirms Signature Clear Signature

Certified (I) have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.*

Submit

Step 8- The Authorized Representative will physically inspect your documents.

Hand the Authorized Representative your documents and they will compare the information presented to them to the information on the screen.

The Authorized Rep will then fill in their first and last name and today's date once they examine the documents.

Then they will sign and check the box below. Click Submit when it turns green.



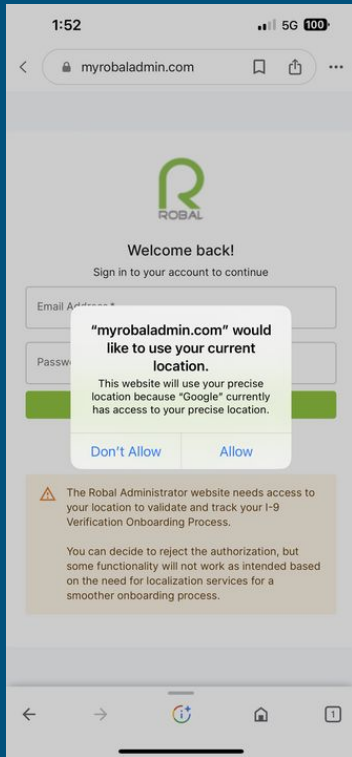
Success

Submit was Successful!



Step 9- The I-9 form is now complete

You may close out your window and you have successfully completed the Form I-9.



To allow location services on your browser, follow the image above and select "Continue allowing this site to access your location."

If you use your phone, select "Allow" when the pop-up message to the left appears on your device.