

Understand the Purpose

The I9 Form verifies your identity and eligibility to work in the U.S. **regardless of citizenship status.** Every U.S employer must collect this form from new hires and returning employees. **You will receive an email with your log in information for the I9 Service Center from DoNotReply@Fragomen.com.**

1 Step 1: Gather your Documents

Have your original, unexpired documents ready and bring them on your arrival day. Photocopies are not accepted. A Disney Global HR Operations cast member will assist with completing Section 2.

- Click [here](#) for the full list of acceptable documents used to complete your I9 Form.

2 Step 2: Complete Section 1 (Your Part)

Check your email for your log in credentials. Once logged in, fill out the following information (avoid using auto fill):

- **First Name**
- **Middle Initial**
 - Fill this out **ONLY** if your middle initial is shown on your documents.
- **Last Name**
 - If you have two last names **both** should be in the Last Name box.
- **Other Last Names**
 - Fill this out **ONLY** if you have **LEGALLY** changed your last name.
- **Address- please fill out with the following address:**
 - *Street Number and Name:* 1335 Hartzog Road
 - *Apt Num:* leave empty
 - *City or Town:* Winter Garden
 - *State:* FL
 - *Zip code:* 34787
- **Date of Birth**
 - *MM/DD/YYYY*
- **Social Security Number**
 - If you do not have a Social Security number, be sure to leave the Social Security option **blank, and click Continue twice.** A message will appear advising you that you have not filled in the Social Security number. To bypass this, click on continue until you are prompted to the next step. Please be advised an email to book your Social Security appointment will be sent to you later during the week.
- **Email & Phone (optional)**
- **Citizenship Status**
 - **Make sure to check the correct box.**
- **Sign & Date**

3 Step 3: Leave the Assign Authorized Representative Section Blank

After you sign, the system will prompt you to enter an Authorized Representative. **Please leave this section blank.** You will also be receiving reminder emails regarding Section 2. You may disregard those, as Section 2 will be completed by a Disney Global HR Operations cast member on your arrival day.

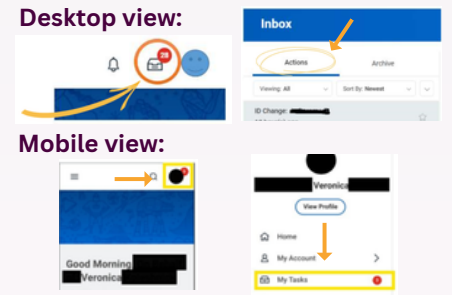
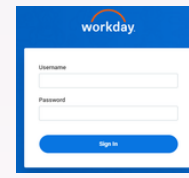
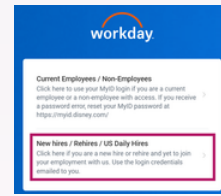
4 Step 4: Look Out for Corrections

After completing Section 1, you'll receive a confirmation email, but this doesn't mean Section 1 is fully complete. The Disney Global HR Operations Team will audit your information and email you if any corrections are needed. Please watch your inbox for any I-9 correction requests.

Questions? Please open a ticket at support.disneyprograms.com

Log In

Use the New Hire/Rehires/US Daily Hires option. Your username is your personal email and your password was sent in a second email. To begin the paperwork, Click on *My Tasks* or the red box icon in the top right corner.



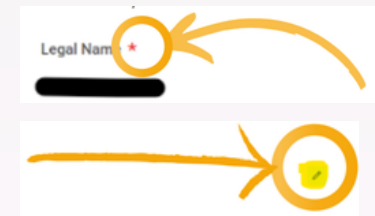
Edit Government IDs

The only requirement on this page is to check the last four digits of your social are correct then select Submit.



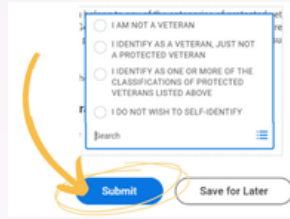
Enter Personal Information

Only fill out the fields with a red asterisk. If the information is already filled in and needs to be corrected, click on the pencil to edit.



Change Veteran Status Identification

Read the information carefully and select your Veteran Status at the bottom of the page.



Dependent Information

This task is to only be filled out if you claim any children, partners, and/or parents on your taxes. If this doesn't apply to you, please submit the task blank.

Change Emergency Contact

Add the information of your emergency contact. Only fill out the red asterisks.

Home Contact Information

Please enter the Flamingo Crossings address: 1335 Hartzog Road, Winter Garden, FL 34787

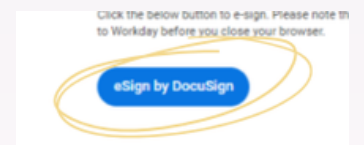
Review Documents

This task contains a checklist of key Company policies and required documents. Review each item and accept the terms and conditions. After selecting all 15 checkboxes, click Submit to continue.



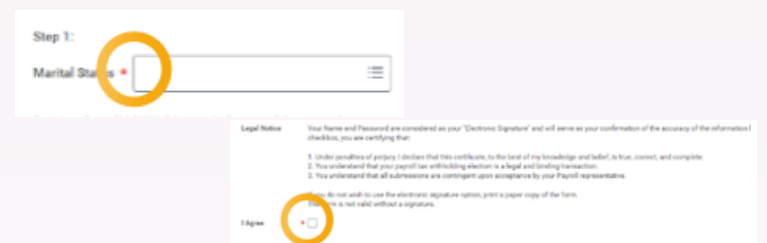
E-Sign Documents

A signature is required for all documents. Click on the E-Sign by DocuSign command, review the document and click on the YELLOW FINISH button at the top to take you directly to the signature sections.



Federal Withholding Elections

This section is regarding your tax information for the W4. The main requirements are identifying your marital status and accepting the terms and conditions.



Manage Payment Elections

Select your preferred payment method. For Direct Deposit, you must have a U.S. Bank account and enter your bank information. If you don't have a U.S. bank account, select PayCard. A consent form will generate after the *Hometown on Nametag* task.

Hometown for Nametags

This is the final task. Please enter your hometown (not your school). Your nametag with your school's name will be given to you at Traditions. If you selected the Paycard option in the *Manage Payment Elections* task, you'll sign the consent form after you complete this task. Be sure to refresh the page until it appears. Otherwise, you're all done with your paperwork.

Need to make a change?

You may do so **after your first day of work** when you gain access to the employee portal, Disney Cast Life.

