



Individuals Awaiting Social

1. Noncitizens who do not have a social and have applied for one will select the “SSN Applied for” button when completing page one of their I-9
2. View their documentation in person in order to proceed with Section 2.
3. Complete Section 2 and attach documents used.
 - ❖ If unsure what documents are acceptable, please reach out to everify@utk.edu
4. Once Section 2 is complete and documents are attached, the I-9 will be complete, but the Everify will not process until the social is received.
 - ❖ Everify allows a grace period for those who are awaiting their social security card. Employee can begin work while awaiting their social.
5. When social is received, have the employee bring their card to be viewed in person to update their I-9
6. On the Employee Detail page, select the “change SSN” button:

U.S. Social Security Number:

Applied for [Change SSN](#)

7. With the employee present, update the social by clicking the “Edit SSN” button and click continue
8. Once this is complete, please send a copy of their social security card to everify@utk.edu so their file can be updated.

Please reach out to everify@utk.edu with any questions.