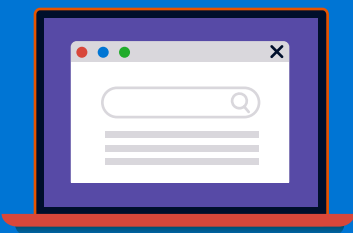




# COMPLETING THE VIRTUAL FORM I-9

We're glad you'll be working with us at Fannie Mae. Soon, you'll receive an email from us with an electronic version of Form I-9 and instructions for filling it out. Follow these steps to successfully submit this important document.

## USE A PERSONAL COMPUTER.



On a personal computer, use a browser (Internet Explorer or Google Chrome preferred) to fill out Form I-9. If you can't access a computer, the system is mobile-friendly. Screen distortion might occur when using a phone or tablet.

## CHOOSE YOUR DESIGNATED REPRESENTATIVE.

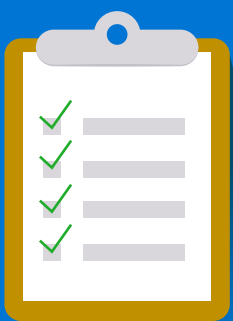


Your designated representative must meet these requirements:

- Is able to meet with you in person.
- Is over the age of 18.

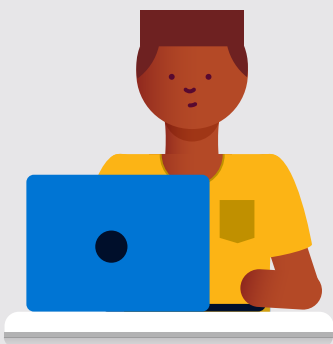
*(Can be a family member, friend or neighbor)*

## SECURE REQUIRED DOCUMENTS.



You must physically possess valid, acceptable documents that prove you're eligible to work in the U.S. Expired documents or copies are not valid. If you are unsure, visit the U.S. Citizenship and Immigration Services website and search "Acceptable Documents."

## IF YOU PRESENTED DOCUMENTS FROM LIST A OF FORM I-9 ACCEPTABLE DOCUMENTS:



Please upload electronic copies of your documentation directly to your Form I-9 prior to the completing Section 2.

## QUESTIONS?

Please don't hesitate to email [careers\\_mailbox@fanniemae.com](mailto:careers_mailbox@fanniemae.com) with any questions about Form I-9. We're happy to help.