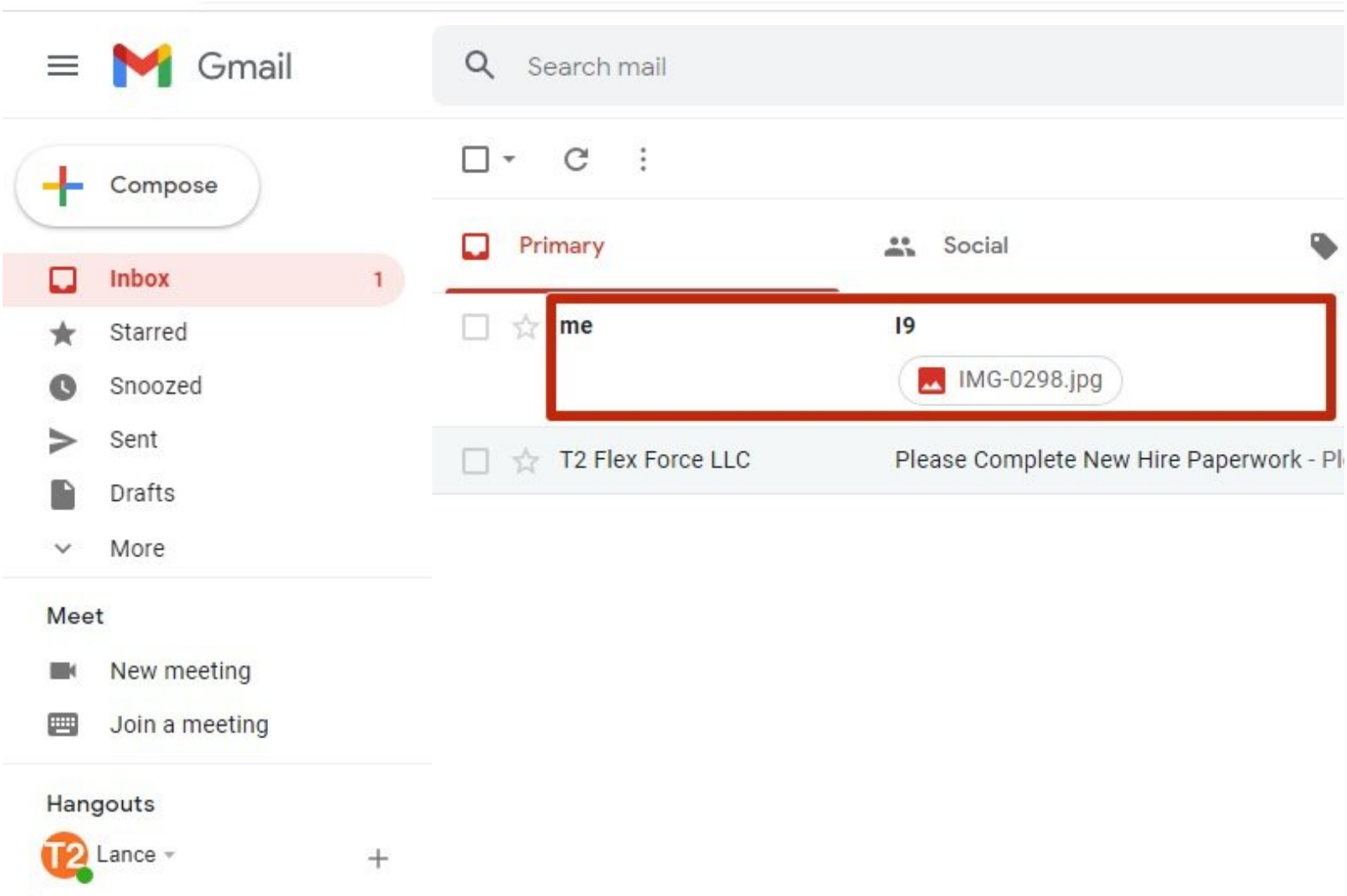
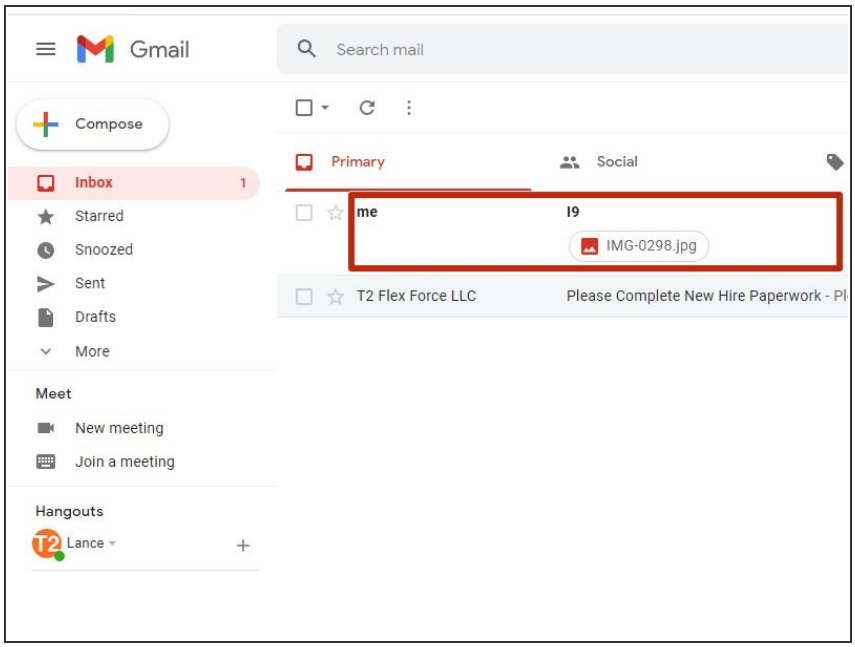
Downloading from Gmail and Uploading to Federal Form I-9

Written By: Brendon Welch

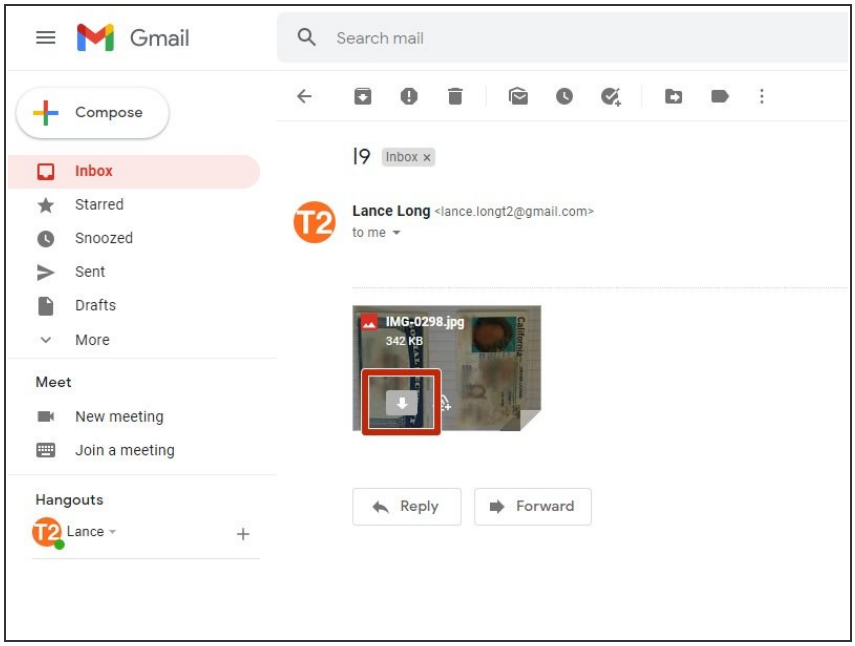


Step 1 — Downloading from Gmail and Uploading to Federal Form I-9



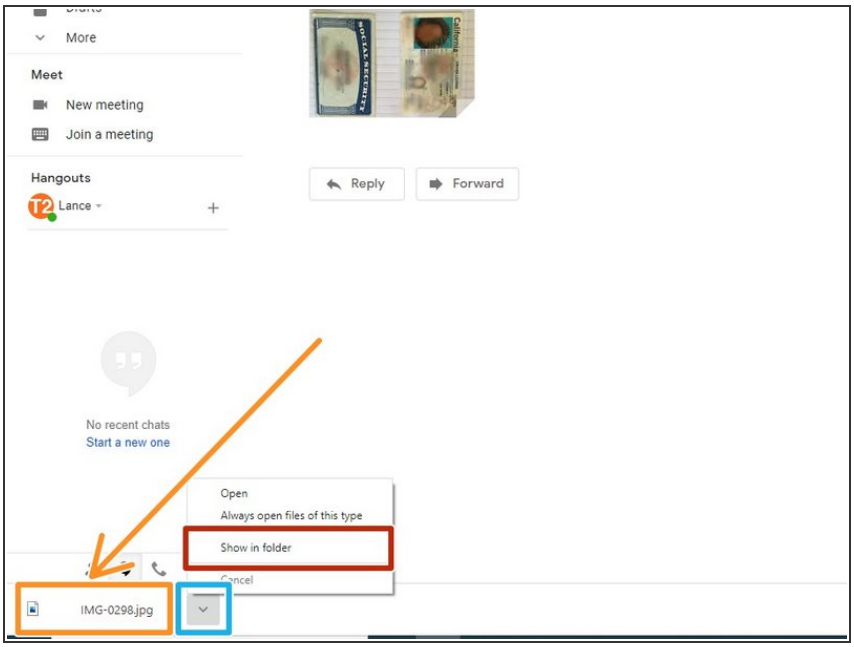
- Open the **Email** you sent yourself

Step 2



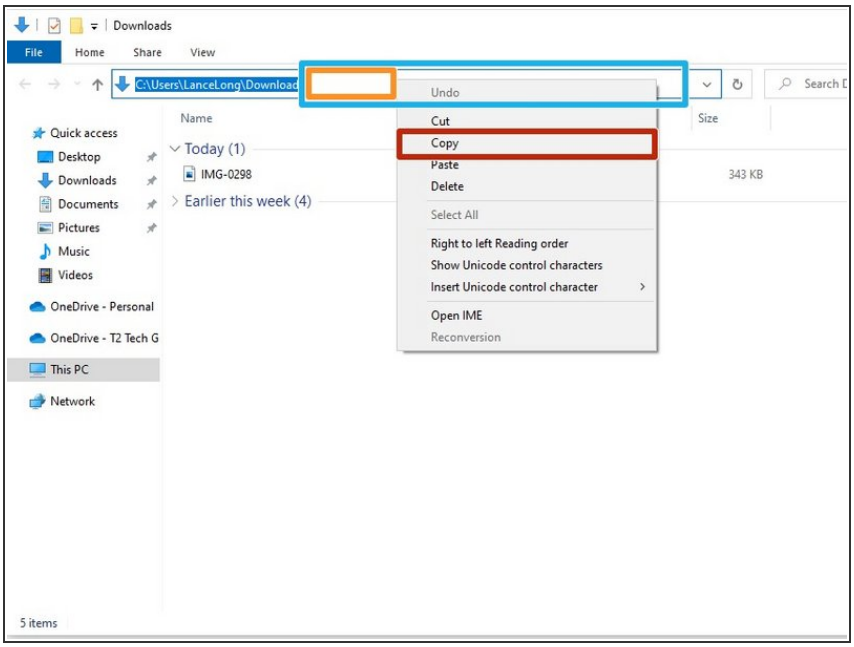
- Click the **Download** button in the attachment thumbnail

Step 3



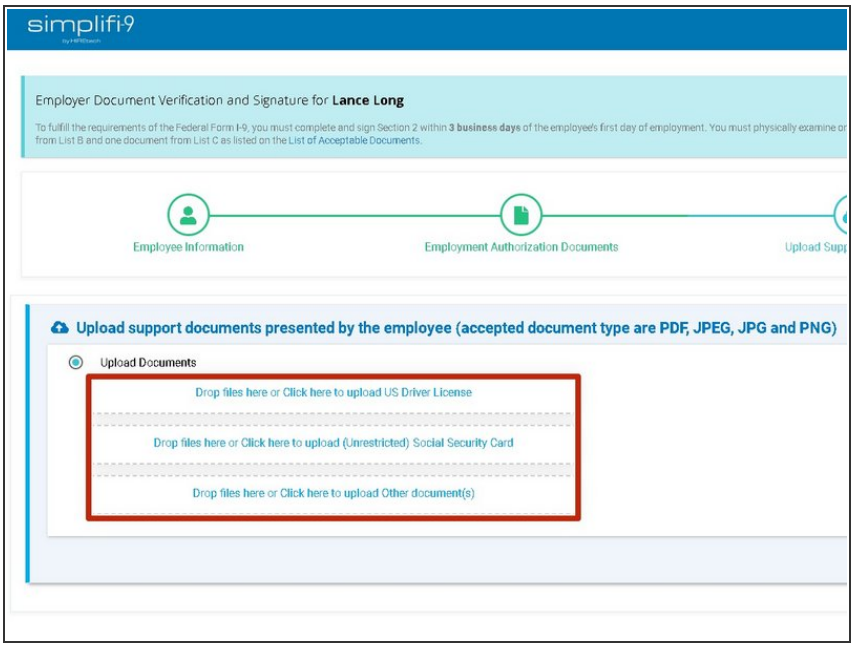
- Your **Download** will appear in the bottom left corner of your browser
- **Once the download has completed:**
- Click the **More Options** arrow
- Click **Show in folder**

Step 4



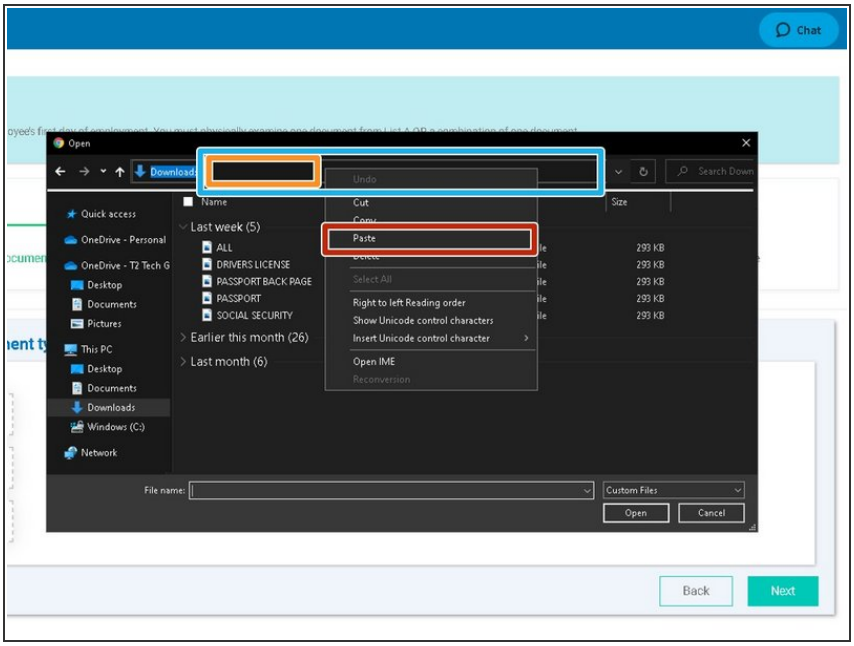
- A new File Explorer window will appear showing the file you downloaded.
- Click once in the **Address Field**
- The text in the address bar will be come highlighted.
- **Right-click your mouse in an empty portion of the address bar**
- Click **Copy**

Step 5



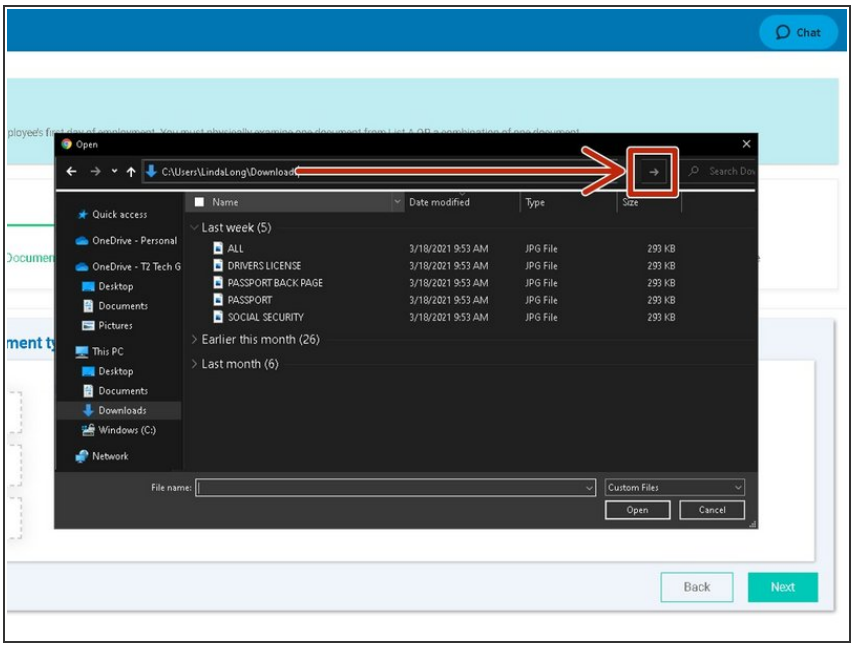
- Go back to the *Upload support documents* page of your I-9.
- Click the **Form of Identification** you are uploading

Step 6



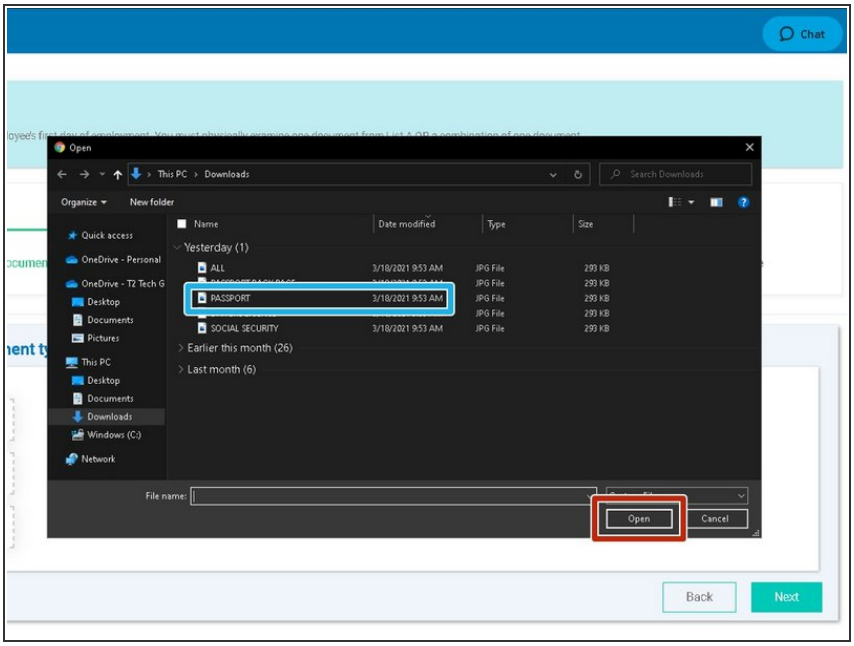
- An Open window will appear.
- Click once in the **Address Field**
- The text in the address bar will be highlighted.
- **Right-click your mouse in an empty portion of the address bar**
- Click **Paste**

Step 7



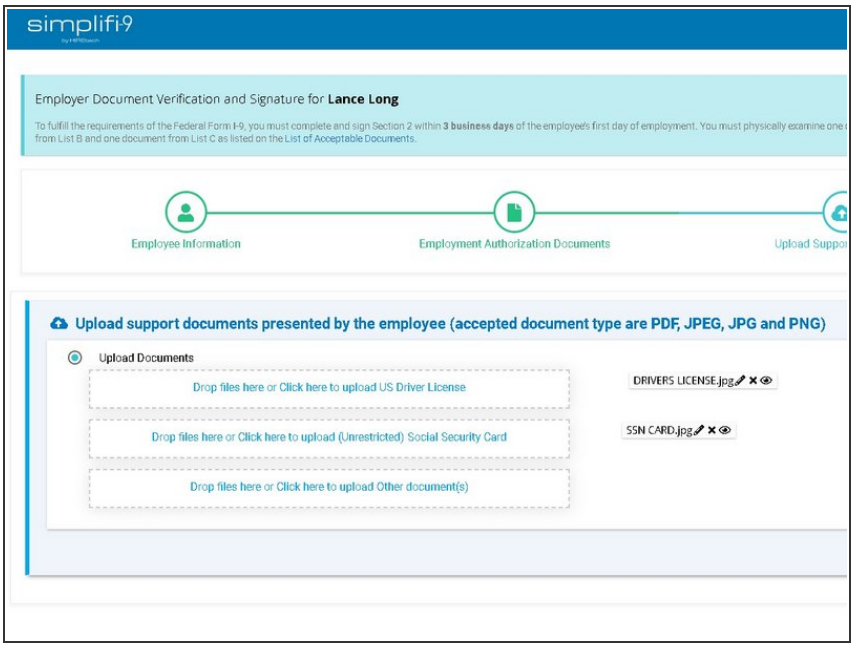
- The location of your image will appear in the address bar.
- Click the **Enter** button in the address bar

Step 8



- **Your image will now appear in the Open window.**
- Click the **Image**
- Click **Open**

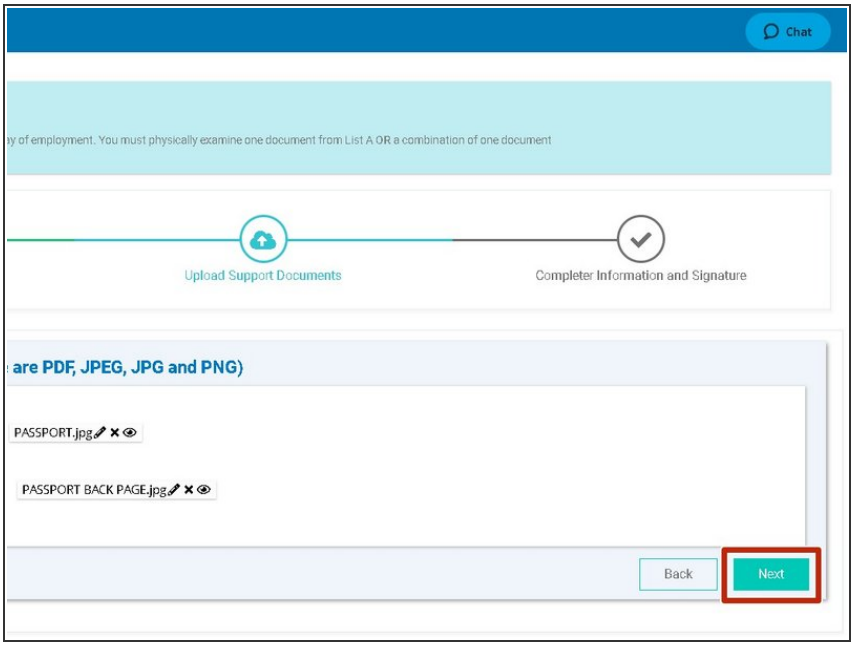
Step 9



⚠ Be patient while the image is uploaded. Depending on the speed of your connection, it can take a moment or two.

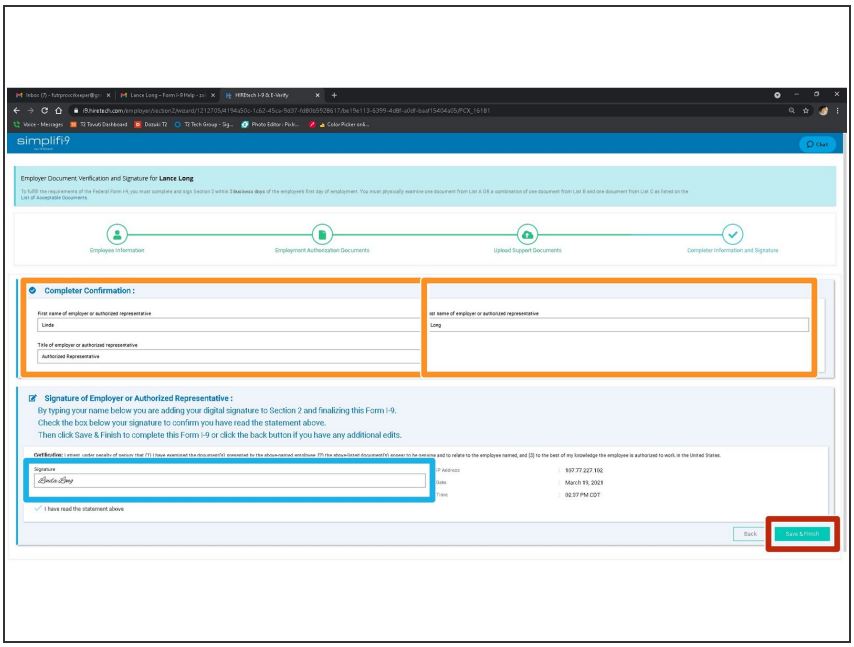
ⓘ Once the file has been uploaded, you can upload another image, or continue with your I-9.

Step 10



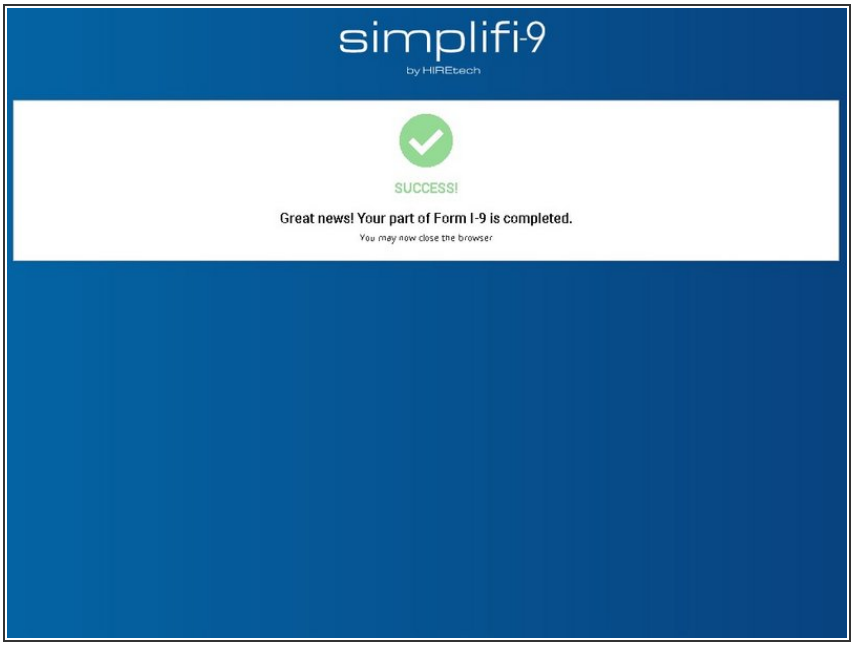
- Click **Next** to proceed with your I-9

Step 11



- Enter the **First name** and **Last name** of the authorized representative
- Type the authorized representative's name in the **Signature** field
- Click **Save and Finish**

Step 12



ⓘ **Congratulations, your Federal Form I-9 is complete**