

Steps for I-9 Reverification

Step 1 – Ensure you have access:

You will need your Employee Number. If you do not know your Employee Number, contact Employee Services at 313-874-7100.

You will need your Password. If you do not know your Password, please contact the Help Desk at 248-853-4900. For most people, your Employee Self Service password was originally set to the four-digit year of your birth and the last four digits of your social security number (i.e., 19621234)

Step 2 – Entering in information prior to going to HR:

Before going to your local HR, you must log into Employee Self Service to complete Section 1 of the I-9 screen.

Navigation is as follows:

1. www.henryfordconnect.com
2. Select HR Connect and then Sign-in to HR.
3. Enter your employee ID (user ID) and Password.
4. From the Employee Home, select Personal Information Home.
5. Select the I-9 Form link.
6. Under the Citizenship and Employment Verification section, check one of the following:
 - a. A Citizen or National of the United States
 - b. A noncitizen of the United States(**this only applies to individuals born in American Samoa, certain former citizens of the former trust territory of the Pacific Islands, and certain children of noncitizens born abroad.**)
 - c. A lawful permanent Resident (you will also need to enter your Alien #. Make sure to include the “A” at the beginning of the number.)
 - c. Alien authorized to work until (enter the date you are authorized to work until along with your Alien or Admission number.)
7. Read the statement at the bottom of Section 1 and click on “Accept” if you are in agreement.

Step 3 – Present documentation to Human Resources:

Visit your local HR Department to present your original I-9 document(s). Please call ahead to schedule an appointment.