Here is the link to FermiWorks: https://wd5.myworkday.com/wday/authgwy/fermilab/login.htmld
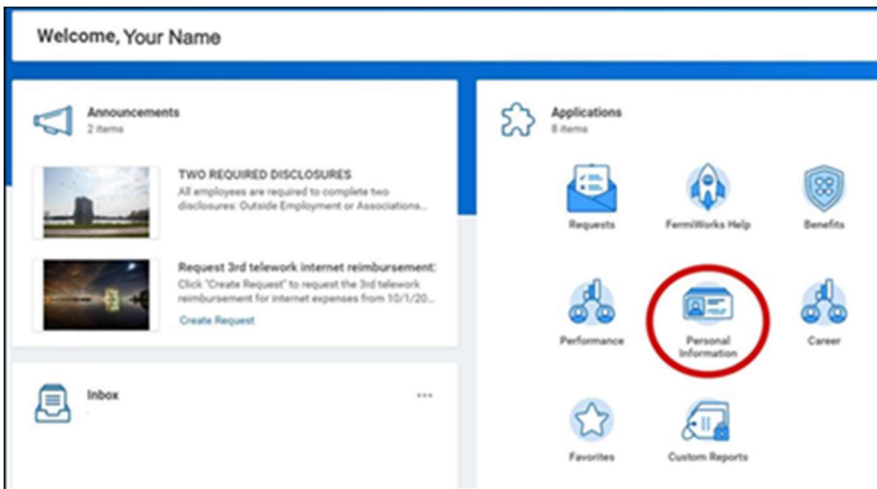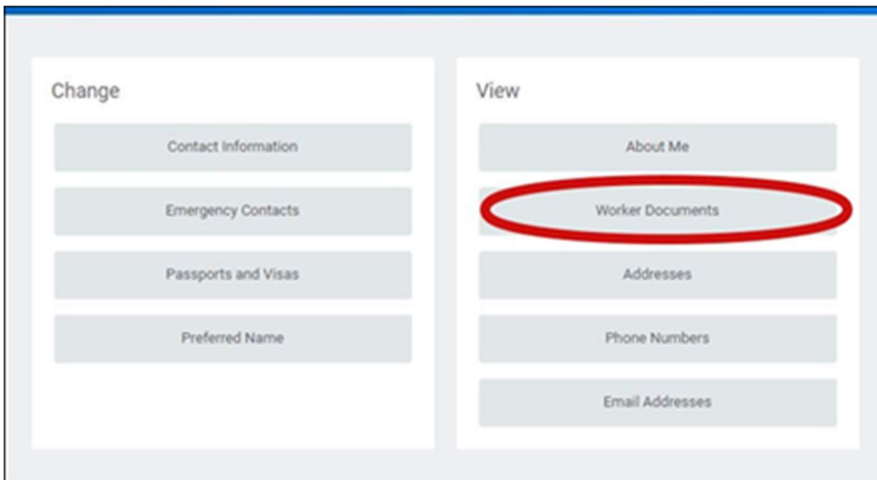
Once you log in:
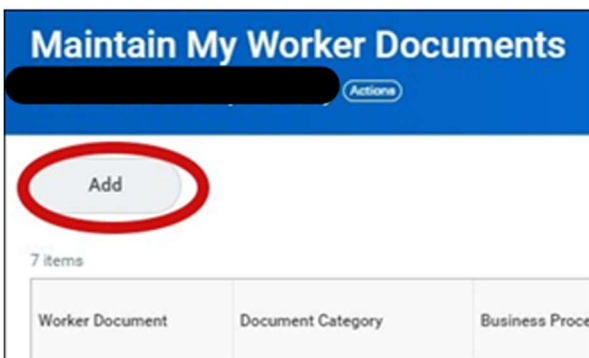
1. Select "Personal Information"



2. Select "Worker Documents"



3. Select "Add"



4. Drop/Select file: I-94 documentation
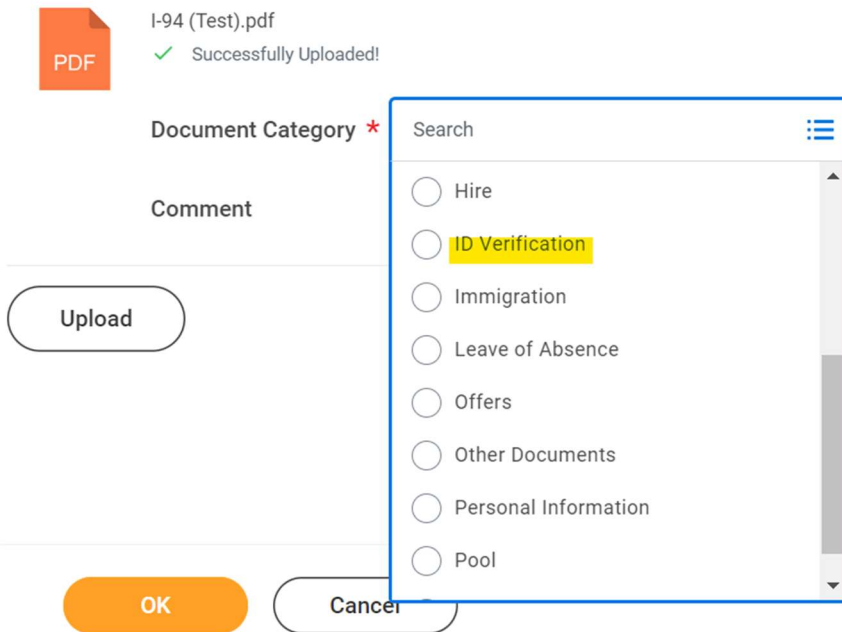
**Add Worker Document** ⬤▬▬▬▬▬ [...]

Drop files here

or

Select files

OK    Cancel

5. **Choose "ID Verification" for the Document Category** on all documents that you upload this way FNAL Event Coordinators team can view them.

# Add Worker Document ⬤▬▬▬▬▬▬▬▬ [...]

PDF    I-94 (Test).pdf
       ✓ Successfully Uploaded!

Document Category *    | Search                    ≡
                       | ○ Hire
Comment                | ○ ID Verification
                       | ○ Immigration
Upload                 | ○ Leave of Absence
                       | ○ Offers
                       | ○ Other Documents
                       | ○ Personal Information
                       | ○ Pool

OK    Cancel

6. Select "OK"
7. Select "Done" at the bottom of the page

Done

You may be asked to refresh your inbox after completing some of the items. Please click on the "refresh" button and continue completing tasks. When your inbox is empty, refresh your browser (usually found in the upper left corner), just to make sure there are no more tasks assigned to you.

| Actions | Archive |
| Viewing: All | Sort By: Newest |
| You have new inbox items. | 🔄 Refresh |

← → C
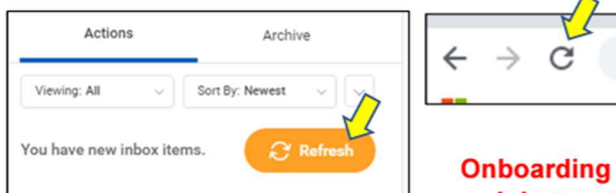
**Onboarding is not complete until you have refreshed the inbox and there are no more tasks assigned to you**