INDIANA UNIVERSITY
HUMAN RESOURCES

How to Attach and Upload a Photo Match Document

Indiana University requires units to scan/upload any document that requires E-Verify photo matching, to the Form I-9. This scan needs to be in PDF format in order to easily upload and attach.

1. Toggle to the "Indiana University (I-9 + E-Verify)" option in the HireRight dropdown menu.

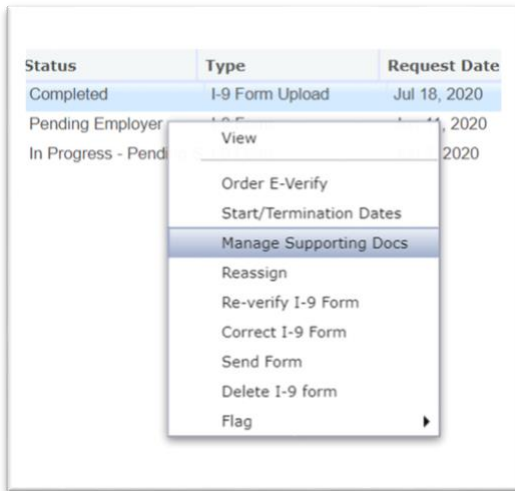2. Click on "Manage I-9 Forms" on the left hand menu.
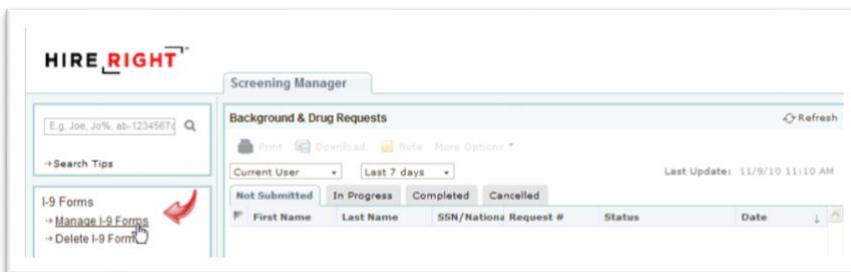
3. Locate the I-9 using the search function in the upper left hand corner of the page.

4. Locate the correct record and highlight it.

	First Name	Last Name	SSN	Date
	Test	Test	***-**-1111	06/18/2020
	test	test	-	06/11/2020

Tabs above table: Sent to Employee | Pending Employer | Completed | E-Verify Duplicate | E-Verify Tentative | Pending Info Review | Pendi...

5. Right click the record to see the menu. Select "Manage Supporting Docs

Status	Type	Request Date
Completed	I-9 Form Upload	Jul 18, 2020
Pending Employer		, 2020
In Progress - Pend		2020

Menu:
- View
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag ▶

6. This will open the I-9 documents window.
    a. Select the file you would like to attach to the I-9 by clicking "Choose File"
        i. This image should be in PDF format.

I-9 Employment Eligibility Form

Upload Supporting Documents

Please note that only PDF documents are accepted for upload.
The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload: Choose File | No file chosen

Document Type: Please Select Document Type ⌄

Upload

List of Supporting Documents   ↻ Refresh

Close

7. Next you will want to choose the document type from the drop down list.
   a. Again, Indiana University only requires you to upload any documents that require a photo match. **If a document appears on this list, but does not require a photo match, you DO NOT need to upload and attach.**

8. Click "Upload".

9. As you upload documents, you will see that they are listed below the upload fields.

   a. To add additional documents, follow the above steps 6-7 to upload.

10. Once you have uploaded all of the required documents, select "Close".