

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.

	Screening Manager	
E.o. Joe Jo% ab-1234567d Q	Background & Drug Requests	- Refre
- y	🚔 Print 🙀 Download 🧰 Note More Options *	
→Search Tips	Current User • Last 7 days • Last Up	pdate: 11/9/10 11:10 A
-9 Forms	Not Submitted In Progress Completed Cancelled	

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.

Se	nt to Employee	Pending Employer	Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pendi
P 2	First Name	Last N	ame	SSN		Date	Ļ
	Test	Test		***_**-1111		06/18/2020	
	test	test				06/11/2020	

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

Status	Туре	Request Date
Completed	I-9 Form Upload	Jul 18, 2020
Pending Employer	View	2020
	Order E-Verify	
	Start/Termination	Dates
	Manage Supportin	g Docs
	Reassign	
	Re-verify I-9 Form	i
	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.

pload Supporting	Documents	
Please note that only The documents you may take up to seve	y PDF documents are accepted for upload. upload will be transferred and stored in our secure document storage. This pro rai minutes. As soon as your document is uploaded it will appear in the list.	Cess
File To Upload:	Choose File No file chosen	
Document Type:	Please Select Document Type	~
	Upload	
ist of Supporting	Documents	Refresh

- 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.

Please note that only The documents you may take up to seve	y PDF documents are accepted for upload. upload will be transferred and stored in our secure document storage. This process ral 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
	Please Select Document Type
	Employment Auth. Document (Form I-766)
	U.S. Passport Card
	U.S. Passport
List of Supporting	Do Perm. Resident Card (Form I-551)
	Alien Reg. Receipt Card (Form I-551)
	Foreign Passport, work-authorized nonimmigrant
	 Foreign Passport with Temp. I-551 Stamp
	Other document
	Foreign Passport with Temp. I-551 MRIV
	FSM Passport with Form I-94
	RMI Passport with Form I-94
	Receipt Form I-94/94A Wretugee stamp
	List B. C. Documente
	Colorado Affirmation of Legal Work Status
	Tentative Non-Confirmation Letter

- 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.

Jpload Supporting	Documents	
Please note that only The documents you may take up to sever	y PDF documents are accepted for upload. upload will be transferred and stored in our secure document storage. This proces ral minutes. As soon as your document is uploaded it will appear in the list.	S
File To Upload:	Choose File No file chosen	
Document Type:	Please Select Document Type	\sim
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list of Supporting	Upload Documents 4	🖓 Refres
.ist of Supporting File "TEST PASSPO process may take up	Upload Documents A ORT.pdf" has been received and will be transferred into our secure document storage to several minutes.	🕑 Refres ge. This
List of Supporting File "TEST PASSPO process may take up U.S. Passport Card	Upload Documents A DRT.pdf" has been received and will be transferred into our secure document storage to several minutes. X	C Refres

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