INDIANA UNIVERSITY
HUMAN RESOURCES

How to Complete a Photo Match after the Initial I-9

Most of the time, you will automatically be prompted to complete any required photo match when you submit Section 2 of the Form I-9. If for some reason this does not occur, you can use these instructions to complete the photo match.

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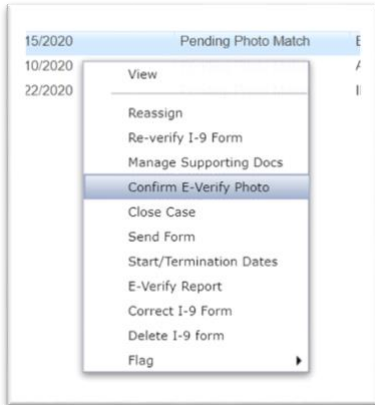

2. Click on "Manage I-9 Forms" on the left hand menu.
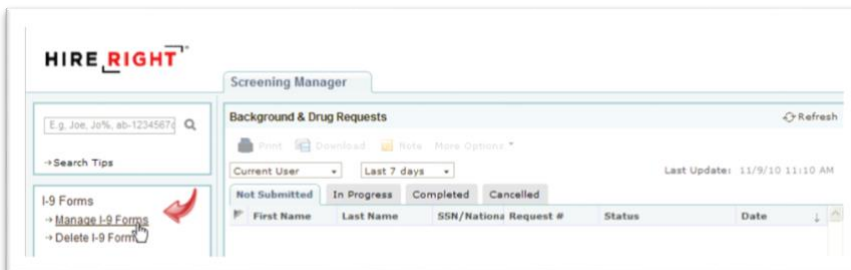
3. Find the record that requires photo matching by clicking on your "Photo Match Pending" tab.

4. Locate the correct record and highlight it.

Sent to Employee	Pending Employer	Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pendi
First Name	**Last Name**		**SSN**		**Date**	↓
Test	Test		***-**-1111		06/18/2020	
test	test		-		06/11/2020	

5. Right click the record to see the menu. Select "Confirm E-Verify Photo"

15/2020	Pending Photo Match	E
10/2020	View	
22/2020		I
	Reassign	
	Re-verify I-9 Form	
	Manage Supporting Docs	
	Confirm E-Verify Photo	
	Close Case	
	Send Form	
	Start/Termination Dates	
	E-Verify Report	
	Correct I-9 Form	
	Delete I-9 form	
	Flag ▶	

6. This will open the E-Verify photo match window.

   a. Confirm that the photo shown matches the *document* presented by the hire (be sure to match the photos presented and not to the employees current appearance).
      i. If it matches, select "Yes".
      ii. If it does not match, select "No".
      iii. If no photo appears, select "No Photo Displayed"

7. Click "Submit".