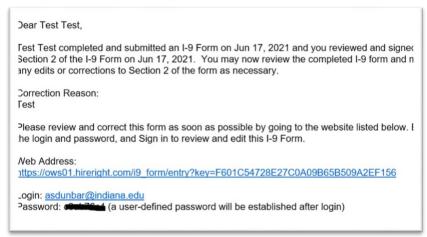


## Remote I-9: Hiring Manager Access and Completion of Section 2

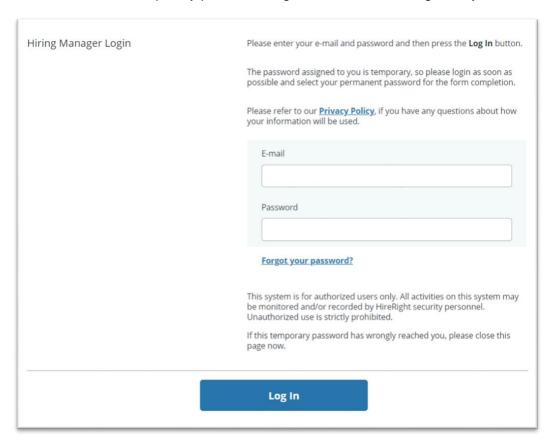
Federal Form I-9 regulations require an employer to confirm each employee's identity and eligibility to work in the United States. This individual is not located near an Indiana University campus, and is seeking someone to act as a representative for Indiana University in this matter. You have been identified as someone who may be able and willing to assist with the Form I-9 process. If you agree to act as a representative on behalf of Indiana University the individual will provide your contact information to their hiring department for authorization. If authorized by the hiring department you will act as our representative to verify employment eligibility for a new Indiana University employee by examining the person's documents for Indiana University and completing section 2 of the Form I-9.

Thank you for your time and consideration. If you have any questions please contact the IU hiring department.

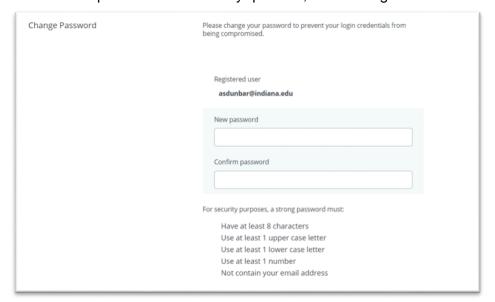
- Designated hiring mangers responsibilities include:
  - Physically examine documents presented by the employee to determine if the document(s) appear to be genuine and to relate to the employee presenting it/them.
  - o Accurately enter document numbers into Section 2 of the Form I-9.
  - Completing any additional steps that are prompted, such as a photo match.
- 1. As the designated "hiring manager" completing Section 2 of the Form I-9 for Indiana University, you should have received and e-mail from HireRight. This will NOT be sent until the new hire has completed Section 1.



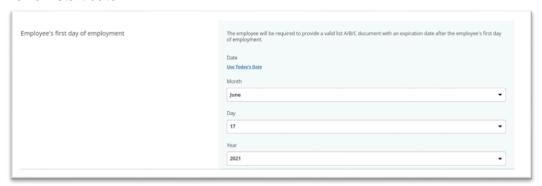
- 2. Follow the link, and enter your login and password (highlighted above).
  - a. Note: This temporary password is good for a one time log in only.



3. Create a new password and security question, then hit "log in".



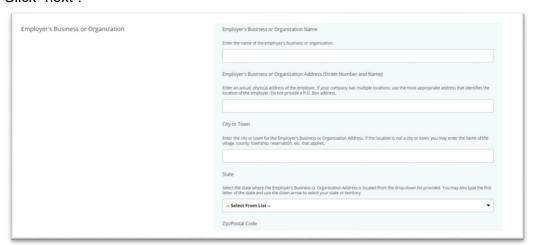
4. Review start date:



- 5. Enter the appropriate document information as seen on the documents being presented by the new hire.
  - a. Leave any information that is prepopulated in the Employee Information section (university ID etc).



- 6. Enter any needed "employment information".
  - a. You will include your contact information in this section as well.
  - b. Click "Proceed to Form I-9 Completion"
  - c. Business Name should be: Indiana University
  - d. Business Address should be: 420 N. Walnut Street Bloomington, IN 47404
  - e. Click "next".



- 7. Do not enter any additional information. Click "next".
- 8. Review the worksheet, and check the certification box. Click "next".
  - a. The system will then ask you to review the worksheet one more time. Click the "Review" button, then close the secondary window that opens with the I-9 once reviewed.
- 9. You will then need to electronically sign the Form I-9.
  - a. Be sure to check all of the certification boxes.
  - b. Click "E-Sign and Save".

