



## 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 managers 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.
  - 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 an e-mail from HireRight. This will NOT be sent until the new hire has completed Section 1.

Dear Test Test,

Test Test completed and submitted an I-9 Form on Jun 17, 2021 and you reviewed and signed Section 2 of the I-9 Form on Jun 17, 2021. You may now review the completed I-9 form and make any edits or corrections to Section 2 of the form as necessary.

Correction Reason:  
Test

Please review and correct this form as soon as possible by going to the website listed below. Enter the login and password, and Sign in to review and edit this I-9 Form.

Web Address:

[https://ows01.hireright.com/i9\\_form/entry?key=F601C54728E27C0A09B65B509A2EF156](https://ows01.hireright.com/i9_form/entry?key=F601C54728E27C0A09B65B509A2EF156)

Login: [asdunbar@indiana.edu](mailto:asdunbar@indiana.edu)

Password: [REDACTED] (a user-defined password will be established after login)

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.

Hiring Manager Login

Please enter your e-mail and password and then press the **Log In** button.

The password assigned to you is temporary, so please login as soon as possible and select your permanent password for the form completion.

Please refer to our [Privacy Policy](#), if you have any questions about how your information will be used.

E-mail

Password

[Forgot your password?](#)

This system is for authorized users only. All activities on this system may be monitored and/or recorded by HireRight security personnel. Unauthorized use is strictly prohibited.

If this temporary password has wrongly reached you, please close this page now.

Log In

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

Change Password

Please change your password to prevent your login credentials from being compromised.

Registered user  
**asdunbar@indiana.edu**

New password

Confirm password

For security purposes, a strong password must:

- Have at least 8 characters
- Use at least 1 upper case letter
- Use at least 1 lower case letter
- Use at least 1 number
- Not contain your email address

4. Review start date:

The screenshot shows a form section titled "Employee's first day of employment". On the right, there is a text box stating: "The employee will be required to provide a valid list A/B/C document with an expiration date after the employee's first day of employment." Below this, there are four input fields for the date: "Date" (with a link "Use Today's Date"), "Month" (a dropdown menu showing "June"), "Day" (a dropdown menu showing "17"), and "Year" (a dropdown menu showing "2021").

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).

The screenshot shows a form section titled "Document Selection". It contains a dropdown menu labeled "Which document has the employee provided?" with the selected option being "Foreign Passport, work-authorized nonimmigrant". Below the dropdown, there is a text box stating: "Below are links to official USCIS webpages that will always have the most up to date information." followed by three links: "I-9 Handbook for Employers (M-274)", "List of Acceptable Documents", and "Who is issued this document?". At the bottom, there is a link "Information on Rescinds".

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".

The screenshot shows a form section titled "Employer's Business or Organization". It contains several input fields: "Employer's Business or Organization Name" (with a text box and a note "Enter the name of the employer's business or organization."), "Employer's Business or Organization Address (Street Number and Name)" (with a text box and a note "Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address."), "City or Town" (with a text box and a note "Enter the city or town for the Employer's Business or Organization Address. If the location is not a city or town, you may enter the name of the village, county, township, reservation, etc. that applies."), "State" (with a dropdown menu and a note "Select the state where the Employer's Business or Organization Address is located from the drop-down list provided. You may also type the first letter of the state and use the down arrow to select your state or territory."), and "Zip/Postal Code" (with a text box).

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”.

Attestation	<input type="checkbox"/> I attest, under penalty of perjury, that: (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
E-Signature	<div>First Name <input type="text" value="Enter First Name"/></div> <div>Last Name <input type="text" value="Enter Last Name"/></div> <div>E-Signature <div><input type="text"/></div><div><a href="#">Clear</a></div></div> <div><input type="checkbox"/> I understand that I am using electronic means to sign this agreement. I have reviewed the following <a href="#">electronic signature disclosure</a>, and I consent to signing this agreement electronically and receiving electronic disclosures as described.</div> <div><input type="checkbox"/> I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the “Electronically Sign” button will constitute my electronic signature.</div>
<div><div>E-Sign and Save</div><div>Quick Guide: First step - E-Sign</div></div>	