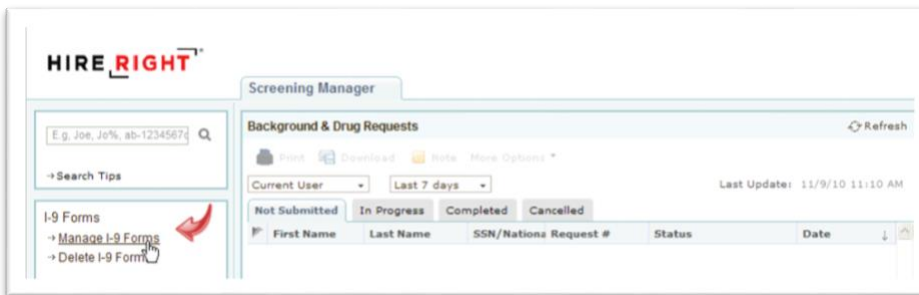


Completing Section 2 of the Form I-9 in the HireRight Platform

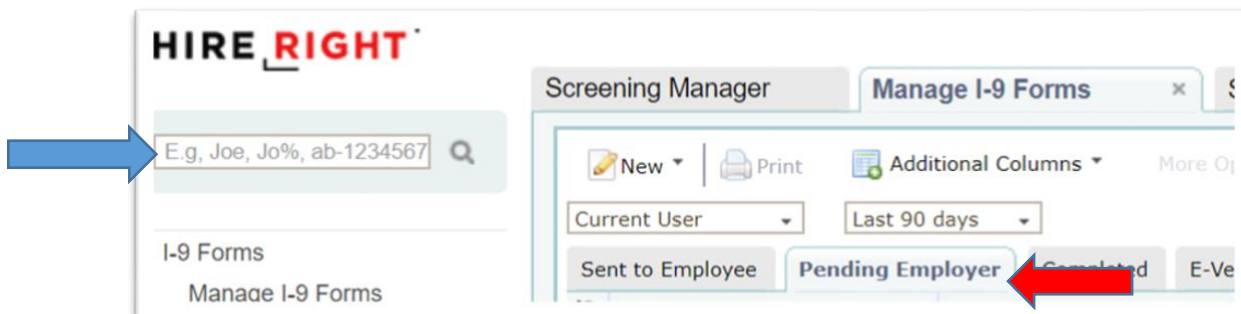
1. Toggle to the “Indiana University (I-9 + E-Verify)” option in the HireRight dropdown menu.



2. Click on “Manage I-9 Forms” on the left hand menu.

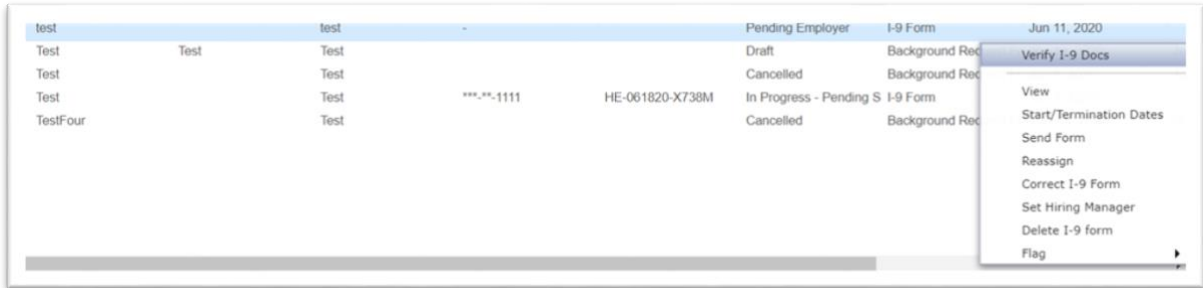


3. Go to the “Pending Employer” tab to locate the appropriate I-9 (see red arrow).
 - a. You can adjust the filter to see only I-9’s you’ve submitted and the date range as needed to locate the I-9.
 - b. You can also search for the I-9 by employee name in the search bar (see blue arrow).



4. Once you locate the correct employee record, highlight it, and then right click to open the menu options.

5. Right click and select “Verify I-9 Docs”.



6. Review Section 1 (this will automatically come up) for accuracy and then click “Next”.
 a. If any changes are needed, send a “Correct I-9 Form” request to the hire before completing Section 2.

▼ Employee Provided Information

Name of Employee

Legal First Name (Given Name): **Test**
 Legal Last Name (Family Name): **Test**
 Do you have a legal middle initial? **No**
 I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field)
 Have used any other last names? **No**
 I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Section 1): ✓

Employee Home Address

Country: **USA**
 Address (Street Number and Name): **1234 Internet Street**
 Do you have an apartment or suite number? **No**
 I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field)
 City or town: **Bloomington**
 State: **Indiana**
 Zip/Postal Code: **47408**

7. Confirm start date

Employee's first day of employment

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.

Date

[Use Today's Date](#)

Month

June

Day

17

Year

2021

8. Based on the documents presented by the new hire, select the correct document from the dropdown (the example below is for an Alien Authorized to Work, so your options may be different depending on the citizenship status).

The screenshot shows a web form titled "Document Selection". On the right, a dropdown menu is open with the question "Which document has the employee provided?". The dropdown list contains the following options:

- Click here to select Document Title
- Employment Auth. Document (Form I-766)
- FSM Passport with Form I-94
Passport from the Federated States of Micronesia (FSM) with Form I-94/I-94A
- Foreign Passport, work-authorized nonimmigrant
For a nonimmigrant alien authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94/I-94A that contains an endorsement of the alien's

9. Enter document information.
 - a. **Note:** There is additional information available about where to find correct document numbers.

The screenshot shows a form section for "Passport Number". It includes a text input field with a red border. Above the field, a blue tooltip message states: "Foreign Passport Number can contain 6-12 alpha-numeric characters. Do not include dashes or spaces." Below the field, a red error message says "Please enter a valid value". Below the input field, there is a question "Does this document have an expiration date?" with two radio button options: "Yes" and "No".

10. Review your name, title and address (should be the main IU HR address, not your campus address).

The screenshot shows a comprehensive review form. It is divided into two main sections: "Employee or Authorized Representative" and "Employer's Business or Organization". Each section contains multiple text input fields for names, titles, addresses, and contact information. At the bottom of the form, there is a blue "NEXT" button.

11. Confirm department and account data.

Additional Information
All fields are required unless specified

I-9 Additional Information Area	Is there any additional information you need to document on this I-9? <input type="radio"/> Yes <input checked="" type="radio"/> No
Indiana University (I-9 + E-Verify) additional information	University ID (Optional) <input type="text" value="0000000000"/> Account <input type="text" value="111111"/> Subaccount (Optional) <input type="text"/> University Department <input type="text" value="BL-HUMM"/>

NEXT

12. Review all I-9 information and check the box attesting to information.

Worksheet Review
Please certify that the information is correct using the checkbox below in order to proceed.

Employer or Authorized Representative	<input type="checkbox"/> I certify that the information that appears above should be inserted into Section 2 of the Form I-9.
---------------------------------------	---

NEXT


13. Review all data once more using the “review” button.

Attestation and E-Signature - Employer or Authorized Representative
All fields are required

Final Review	<p>Please review all the information on Section 2 of the I-9 Form.</p> <p>Please click the Review button to preview the I-9 Form. You will not be able to proceed until you have clicked the Review button to view the form.</p> <p>Review</p>
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14. Check your name, complete the electronic signature, and click the attestation box. Then click, “E-sign, Save and Submit E-Verify”.

[Edit Worksheet](#)

Attestation	<input checked="" 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="Allison"/></div> <div>Last Name <input type="text" value="Dunbar"/></div> <div>E-Signature </div> <div><input checked="" type="checkbox"/> I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described.</div> <div><input checked="" 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>

E-Sign, Save and Run E-Verify

Expiry 2016