

## **Initiating a I-9 in the HireRight Platform**

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

Select Account	Indiana University (I-9 + E-Verify)	 ta
	Indiana University (Background)	
	Indiana University (I-9 + E-Verify)	
	Indiana University (International Background)	
ative Pending	Indiana University (MVR Only)	nat

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

	Screening Manager	
E.g. Joe, Jo%, ab-1234567d Q	Background & Drug Requests	∂ Refres
→Search Tips	Print @ Download @ Hote More Options * Current User • Last 7 days •	Update: 11/9/10 11:10 AM
9 Forms	Not Submitted In Progress Completed Cancelled	

3. Click on "New" and select, "Invite Employee"



- 4. Enter all \*required information about the new hire.
  - a. First Name
  - b. Last Name
  - c. E-Mail Address
  - d. Start Date
  - e. Account Number
  - f. University Department (Ex: UA-HUMM, BL-PHYP)
- 5. Click Submit. You should see the confirmation page below:

I-9 Employment Eligibility Form
An email has been sent to the employee. You will be notified by email once the employee has completed Section 1 of the I-9 form. At any time, you can check the status of the I-9 form under the Manage I-9 Forms menu item.
For the sake of your security, please close the browser window!