

How to Add a Social Security Number to an Existing I-9

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.

_	Screening Manager	
E.g. Joe, Jo%, ab-1234567d Q	Background & Drug Requests	4) Refre
	📥 Print 🙀 Download 🤐 Note More Options *	
→Search Tips	Current User + Last 7 days +	Last Update: 11/9/10 11:10 A
I-9 Forms	Not Submitted In Progress Completed Cancelled	
-> Manage I-9 Forms	🏴 First Name Last Name SSN/Nationa Request # Status	Date 👃

3. Locate the I-9 using the search function in the upper left hand corner of the page.



4. Locate the correct record and highlight it.

Se	ent to Employee	Pending Employer	Completed	E-Verify	/ Duplicate	E-Verify Tentative	Pending Info Review	Pendir
b 2-	First Name	Last N	ame		SSN		Date	Ļ
	Test	Test			***-**-1111		06/18/2020	
	test	test			-		06/11/2020	

Sent to Employee	Pending Employer	Completed	E-Verif	fy Duplicate	E-Verify Tentative	Pending Info Review	Pend
First Name	Last N	ame		SSN		Date	Ļ
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	Flag		•				

5. Right click the record to see the menu. Select "Correct I-9 Form"

- 6. Select "Send Section 1 to Employee"
 - a. Confirm the hire's name and e-mail address.
 - b. Add a note asking the hire to add their SSN, and not to update any other information on the form.

Employee Email	
asdunbar@iu.edu	
orrection Reason (C	(ptional)
Please add your So data (this includes	cial Security Number and DO NOT update any other information or your address and any other data previously provided).
Please add your So data (this includes	cial Security Number and DO NOT update any other information or your address and any other data previously provided).
Please add your So data (this includes	cial Security Number and DO NOT update any other information or your address and any other data previously provided).
Please add your So data (this includes	ocial Security Number and DO NOT update any other information or your address and any other data previously provided).

Click Submit.

7. This will push an e-mail to the hire asking them to update this information.

- 8. Once you **receive the confirmation that the hire has successfully updated Section 1** of the Form I-9, you will need to **manually push the E-Verify**. To do this:
 - a. Search for and highlight the correct record.
 - b. Right click the record.
 - c. Choose "Order E-Verify"



9. Check to make sure that the I-9 recieves an "Employment Authorized Result".