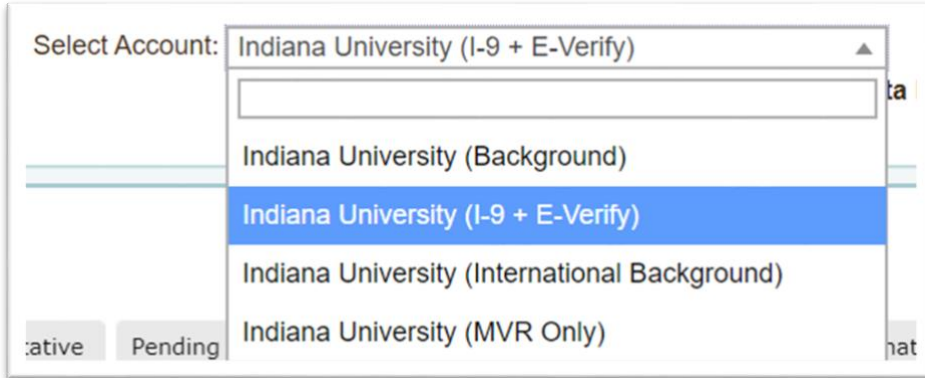
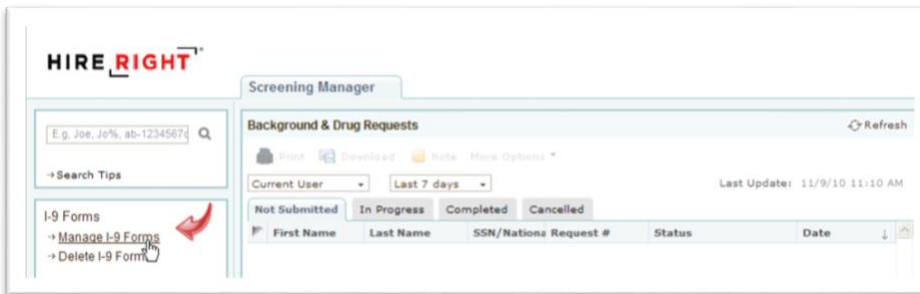


How to Add a Social Security Number to an Existing I-9

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.



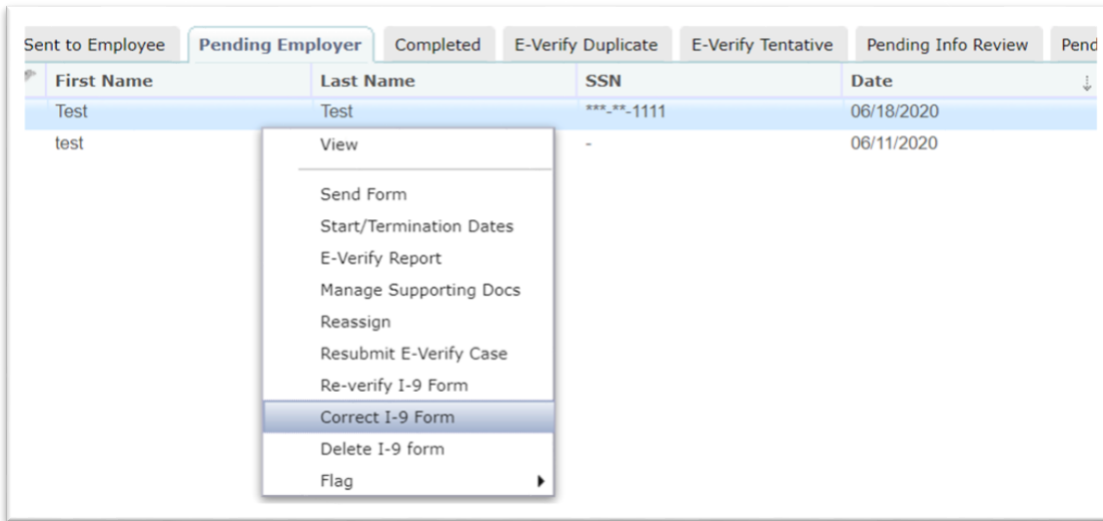
3. Locate the I-9 using the search function in the upper left hand corner of the page.



4. Locate the correct record and highlight it.

Sent to Employee		Pending Employer		Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pending
First Name	Last Name	SSN	Date					
Test	Test	***-**-1111	06/18/2020					
test	test	-	06/11/2020					

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.

Click Submit.

Employee Name
Test Test

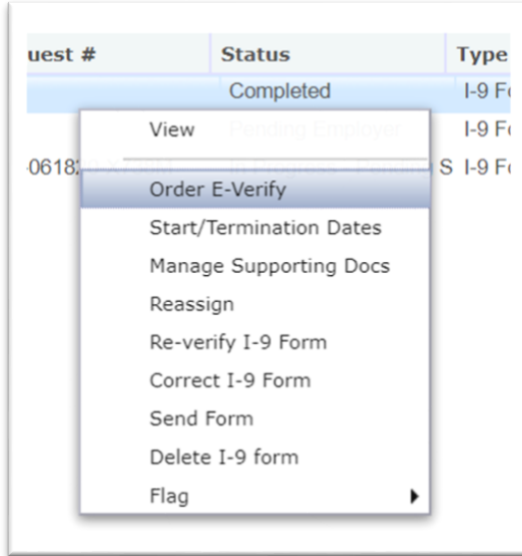
Employee Email

Correction Reason (Optional)

Please add your Social Security Number and DO NOT update any other information or data (this includes your address and any other data previously provided).

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 receives an “Employment Authorized Result”.