

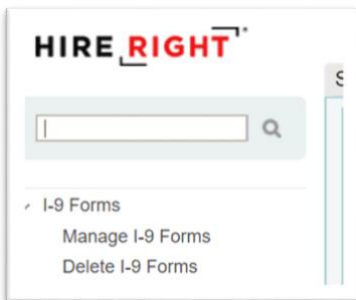
How to Complete a Section 3 Reverification

Please note that while you will be able to access and re-verify all cases, Form I-9s that were migrated from GIS Compli-9 are not viewable in HireRight. If you are working on a migrated I-9, you should still follow the steps on this Quick Guide.

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



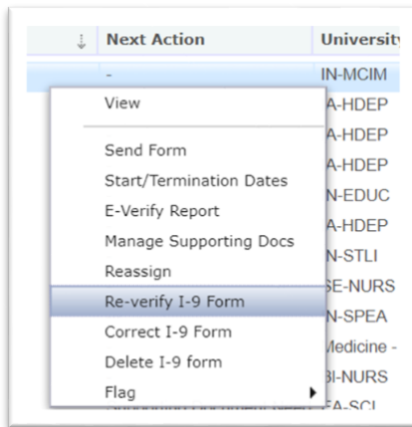
2. Locate the I-9 using the search function in the upper left-hand corner of the page.



3. 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																					

4. Right click the record, and select “Re-verify I-9 Form”



5. Select “Update Myself” and click “Submit”

A screenshot of the "I-9 Employment Eligibility Form" showing the "Form I-9 Updating and Re-Verification (Section 3) Options" section. The question "Who will be updating Section 3 of this form?" has two radio button options: "Update Myself" (selected) and "Send to Hiring Manager". A "Submit" button is located at the bottom right.

6. Choose the purpose of the reverification.
a. This will be “**Employee Work Authorization renewal**”


A screenshot of the "Reverification and Rehires Worksheet" showing the "Purpose of Reverification" section. There are three checkboxes: "Employee name change", "Employee Rehire", and "Employee work authorization renewal" (selected).

7. This will open additional fields below the purpose.
 - a. Enter the updated work authorization information.
 - b. Click “Next”.

8. Review your IU department and account number then click “next”.

9. Review Section 2, and electronically sign the Form I-9.
 - a. Be sure that you have checked all of the certification boxes.
 - b. Click “next”.

10. Click “Review”, then review information one last time, and close (secondary) I-9 window.
11. Check all of the attestation boxes. Click “E-sign and Save”.

Attestation	<input checked="" type="checkbox"/> I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.
E-Signature	<div>First Name <input type="text" value="Allison"/></div> <div>Last Name <input type="text" value="Dunbar"/></div> <div>E-Signature  Clear</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>
<div>E-Sign and Save</div>	

12. You will see this screen:

-9 Employment Eligibility Form

Thank You

Thank you for completing the federal I-9 Employment Eligibility Form.