

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.

Se	nt to Employee	Pending Employ	er Completed	E-Verify	/ Duplicate	E-Verify Tentative	Pending Info Review	Pendi
b.	First Name	Las	st Name		SSN		Date	Ļ
	Test	Tes	t		***-**-1111		06/18/2020	
	test	tes					06/11/2020	

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



5. Select "Update Myself" and click "Submit"

m I-9 Updating and Re-Verification (Section	n 3) Options
Who will be updating Section 3 of this form?	
Update Myself	
Send to Hiring Manager	
	Outorit

- 6. Choose the purpose of the reverification.
 - a. This will be "Employee Work Authorization renewal"

Reverification and Rehires Worksheet	
Purpose of Reverification	Employee name change
	Employee Rehire
	Employee work authorization renewal

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

Document Selection	Click here to select Document Title
	Below are links to official USCIS webpages that will always have the most up to date information. 1-9 Handbook for Employers (M-224) List of Acceptable Documents Who is issued this document? Information on Receipts
Student or Academic Visa	Does the employee have a student or academic visa? Ves No
	NEXT

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

Indiana University (I-9 + E-Verify) additional information	University ID (Optional)
	11111111
	Account
	000000
	Subaccount (Optional)
	University Department
	BL-HUMM

- 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".

Dizenship or immigration statual	Alten Authorized to Work
Reventication and Rebires Worksheet	
Surpose of Reverification	Empiryee varrie shange Empiryee Marine Empiryee aarline
Socument Selection	Which Statument has the employee provided? Reveign Respect, work authorized nanimelignest
foreign Passport, work-authorized noniminigrant,	Do you want to provide a star number 1 this is optimal and will only be used for Drivelly. No Do you want to provide a through association R . No is easily the the employee this not provide a flowing flowpoint. d
94 	Socialized Total MET Socialized Socialized Total Total Data for socialized total and socialized social Socialized Socialized Data for socialized D
Rudent or Academic Vise	Does the employee have a student or academic visal? Ne
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Additional Information	
rdiana University ($\partial t + E \cdot Vertfy)$ additional information	University (B Diplowell 111111111 Ansamer MR000 Exheating (C Diplomet) University Department (B HR000
adin .	
Worksheet Review	
Takes serily that the information is connect using the checklose basiss in order to proceed.	
Employer or Authorized Representative	I certify that the information that appears above should be inserted into Section 3 of the Form 14.

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	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.
Signature	First Name
	Allison
	Last Name
	Dunbar
	E-Signature
	To -+
	Slear
	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.
	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.
	E firm and four

12. You will see this screen:

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