



INDIANA UNIVERSITY

WELCOME TO INDIANA UNIVERSITY!

Form I-9

- Indiana University must complete a Form I-9 to ensure you are eligible to work in the United States.
- Each new or returning employee must complete a Form I-9.
- Indiana University has partnered with HireRight to provide a web-based system for completing the Form I-9 online.
- You will receive an email from an employee with the hiring department that will provide you with information to log in and complete the form.
- Read through these instructions carefully and contact your hiring department if you have any questions.
- You must complete Section 1 of the Form I-9 **before the end of your first day of employment.**
- Once you complete the form, the system will provide a list of acceptable documents to be used to verify your identity and employment authorization.
- You will then bring the hiring department or their authorized representative one document from List A OR a combination of one document from List B and one from List C.
- It is up to you which document(s) you provide, but generally, only unexpired, original documentation is acceptable.
- The hiring department or their authorized representative must complete Section 2 of the Form I-9 by examining the documents **within 3 business days of your first day of employment.**

Login Email from HireRight

The email containing your log in credentials will come from HireRight. Be sure to check you junk mail folder if you don't receive the email.

Below is an example of the email you will receive:

Dear New Employee,

Welcome to the Indiana University team!

A Form I-9 is required by the Department of Homeland Security for newly hired employees. Section 1 of the Form I-9 is required by the first day of work. Please follow the link below and use the provided credentials to log in and complete this form.

Once you are logged in, you will need to create a new and unique password in case you need to access your Form I-9 again at a later date.

The Form I-9 must be completed in its entirety within 3 business days of the date employment begins.

Please note, if you do not currently have a social security number, you will need to obtain one so IU can complete the E-Verify portion of the I-9. If you do not have one at this time, please select the check box next to: 'The Social Security Administration has not yet issued me a Social Security Number.'

Web Address:

<https://ows01.hireright.com/ac.html?key=7CCDA272B2AFDF1B763154349C9C0760>

Login: newemployee@iu.edu

Password: 11EEEE555 (a user-defined password will be established after login)

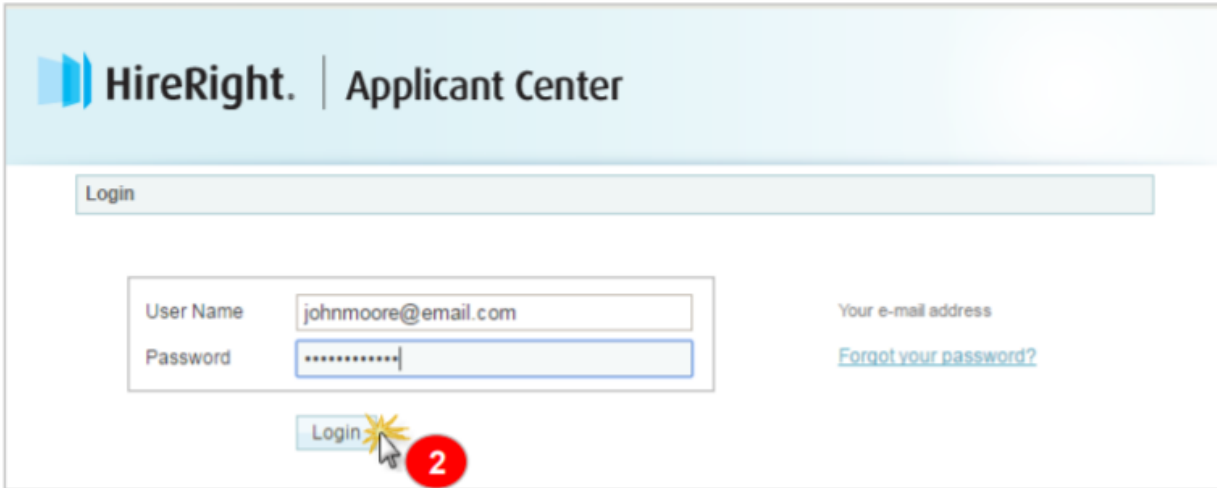
After you complete your Form I-9 please review the list of acceptable documents that will display. To confirm your eligibility for employment you will be required to present an original document from List A, OR 1 each from Lists B & C within 3 days of the date employment begins.

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT -8). You can call them at:
(866) 521-6995 (within the U.S. and Canada)
+1 (949) 428-5804 (outside the U.S. and Canada).

Thank You,
Hiring Dept. Rep.

Logging in to HireRight

Using the information provided in the email, log into the HireRight Platform



HireRight. | Applicant Center

Login

User Name: johnmoore@email.com

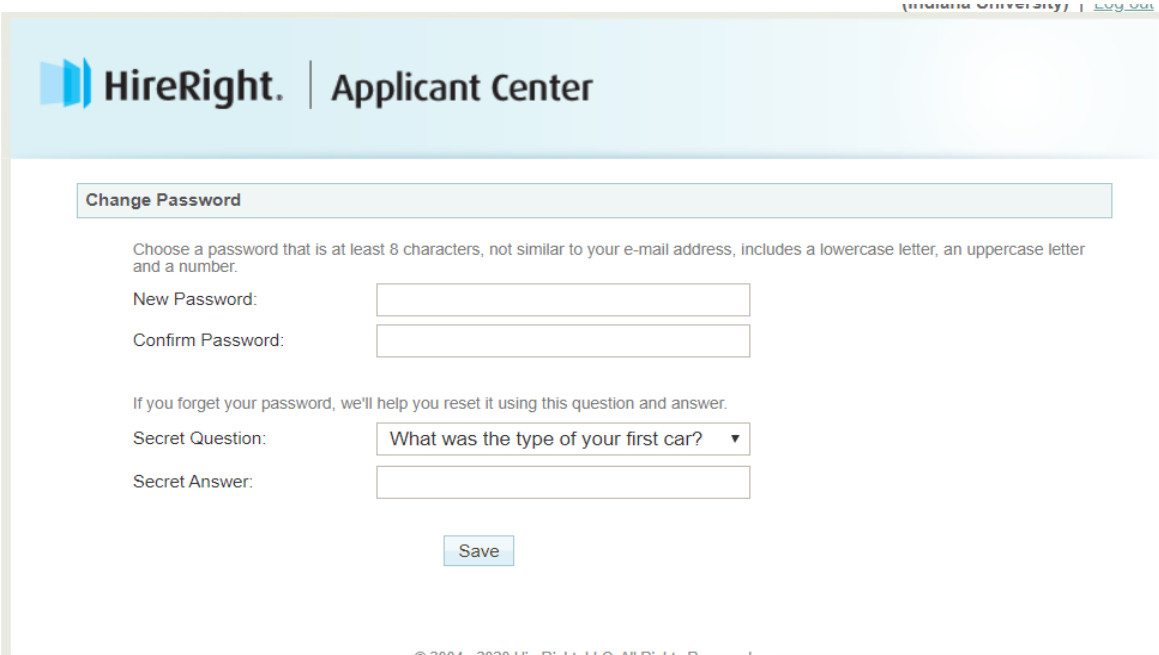
Your e-mail address

Password: [masked]

[Forgot your password?](#)

Login

NOTE: If your login attempts fail and you get locked out of the system contact the hiring department. Once you are logged in, you will need to create a new and unique password in case you need to access your Form I-9 again at a later date in order to make a correction. You will do so by completing the form below.



HireRight. | Applicant Center

Change Password

Choose a password that is at least 8 characters, not similar to your e-mail address, includes a lowercase letter, an uppercase letter and a number.

New Password: [text box]

Confirm Password: [text box]

If you forget your password, we'll help you reset it using this question and answer.

Secret Question: What was the type of your first car? ▼

Secret Answer: [text box]

Save

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Completing Section 1 of the Form I-9 using HireRight

You are then presented with directions. Once the employee has read the directions they continue by clicking the “Proceed with I-9 Employment Eligibility Form” button. Links to access official Form I-9 instructions and the Lists of Acceptable Documents are accessible through the electronic form. Please note that hovering over “?” bubbles will present additional information on the proceeding topic.

Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard

EMPLOYMENT ELIGIBILITY VERIFICATION

1 [Directions](#)

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign

[Form I-9 Instructions](#) ?

[List of Acceptable Documents](#) ?

[Who is Issued This Document?](#) ?

[Sample Document Images](#) ?

[Information on Receipts](#) ?

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the “Save Form & Exit” link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the “Electronically Sign” button on the form.

Help

If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

[Proceed with I-9 Employment Eligibility Form](#) **4**

Click Proceed with I-9 Employment Eligibility Form and you will be taken to the Employee Information Worksheet where you will complete the required fields (these fields are marked with a red asterisk), including selection of Citizenship/Immigration Status. Complete the worksheet as described below.

Section 1 - Employee Information and Attestation Worksheet

Fields marked with an * are required

Preparer and/or Translator Assisted Completion

If you are the employee and you did not use a preparer or translator, you must select this option:

I did not use a Preparer or Translator *

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select this option. Also, for Parents or legal guardians attesting to the identity of minors (individuals under 18) and individuals attesting to the identity of certain employees with disabilities must select this option):

A preparer(s) and/or translator(s) assisted the employee in completing Section 1 *

Note: Preparer and/or Translator Certification

- If a translator or person other than yourself helps you complete the form, they will need to choose the bullet "yes", shown above.
- The preparer will need to enter the information in the fields provided.

After completing the preparer translator field enter your employee information.

* indicates a required field.

Employee Information	
Your Last Name: *	<input type="text" value="Cobb"/>
Your First Name: *	<input type="text" value="James"/>
Your Middle Initial: *	<input type="text" value="S"/>
<input type="checkbox"/> I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)	
<input checked="" type="checkbox"/> I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)	
Your E-mail Address:	<input type="text"/>
Your Telephone Number:	+ <input type="text" value="1"/> <input type="text"/> ext. <input type="text"/>
Your Country: *	<input type="text" value="USA"/>
Your Address: *	<input type="text" value="123 South Street"/>
<input checked="" type="checkbox"/> I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)	
Your City: *	<input type="text" value="Long Beach"/>
Your State: *	<input type="text" value="California"/>
Your Zip/Postal Code: *	<input type="text" value="90807"/>
Your Date of Birth: *	<input type="text" value="12"/> / <input type="text" value="19"/> / <input type="text" value="1970"/>

- Next, carefully choose your citizenship or immigration status.


Citizenship or Immigration Status

What is your citizenship or immigration status? * – Select From List –
Citizen of the United States
Noncitizen national of the United States
Lawful Permanent Resident
Alien Authorized to Work

Your Social Security Number: *

Re-enter Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#) 

Note: The status: A noncitizen national of the U.S. is for persons born in America Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad. It is not an acceptable status for an international employee to use on the Form I-9.

Once you select a citizenship status. Complete the screen that will appear for your option as shown below and click the Proceed to Form I-9 Completion Button.

- **A citizen of the United States**—natural born or legally recognized citizen.

Citizenship or Immigration Status

What is your citizenship or immigration status? * Citizen of the United States ▼

Your Social Security Number: *

Re-enter Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#)

Once you have completed your citizenship status field, please complete the Social Security number field.

- **A noncitizen national of the United States**—persons born in America Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Note: this is a very infrequent status. Check with initiating department if you think you are a noncitizen national of the US.

- **A lawful permanent resident**—person who is not a United States citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

Citizenship or Immigration Status

What is your citizenship or immigration status? *

Provide your Alien Registration#/USCIS#: * 🗺️

Your Social Security Number: *

Re-enter Social Security Number: *

The Social Security Administration has not yet issued me a Social Security Number.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#)

Once you have completed your citizenship status field, please complete the Social Security number field.

- **An alien authorized to work**—person who is not a citizen, national or a lawful permanent resident but is authorized to work in the United States.
 - Enter the date that your employment authorization expires, if any.

- If you do not have an employment expiration date, checkmark the box below the date field.

Citizenship or Immigration Status

What is your citizenship or immigration status? * Alien Authorized to Work ▼

When are you authorized to work until? * mm / dd / yyyy

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: * Alien Registration#/USCIS#

Form I-94 Admission#

Foreign Passport#

Your Social Security Number: * []

Re-enter Social Security Number: * []

The Social Security Administration has not yet issued me a Social Security Number.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#)

If using Alien Number you will need to enter your Alien Work Until Date (this date appears on your work authorization document) and your Alien Number or USCIS Number:

Or if using your Form I-94 Admission Number, you will need to enter your Alien Work Until Date (this date appears on your work authorization document) and your I-94 Number.

Or if using your Passport information, you will need to enter your Alien Work Until Date (this date appears on your work authorization document), passport number and Country of Issuance.

Once you have completed your citizenship status field, please complete the Social Security number field.

Note: If you do not yet have your Social Security Number follow the directions below.

Citizenship or Immigration Status

What is your citizenship or immigration status? *

When are you authorized to work until? * / /

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: * Alien Registration#/USCIS# Form I-94 Admission# Foreign Passport# [Get I-94 Number Now](#)

The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

***Note--**If you have not received your social security number, checkmark the box "Social Security Number Applied For". Check this box even if you have not yet applied for the card.

After completing the citizenship/SSN portion you will be taken to the review and signature screen as shown below:

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ [Directions](#)
- ✓ [Employee Information and Attestation Worksheet](#)
- [Section 1 Review and E-Sign by Employee](#)

Section 1 Review & E-Sign by Employee

Fields marked with an * are required

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>				
Last Name <i>(Family Name)</i> test	First Name <i>(Given Name)</i> test	Middle Initial N/A	Other Last Names Used <i>(if any)</i> N/A	
Address <i>(Street Number and Name)</i> 400 East 7th Street		Apt. Number N/A	City or Town Bloomington	State IN
ZIP Code 47405	Date of Birth <i>(mm/dd/yyyy)</i> **/**/****	U.S. Social Security Number	Employee's E-mail Address jpafilas@iu.edu	Employee's Telephone Number N/A

After reviewing the I-9 as completed, you may click the back button at the bottom of the screen to make corrections, or complete the electronic signature section (see screen shot below). Once you have completed this section click E-sign & Save.

Electronic Signature of Employee

First Name: *

Last Name: *

E-mail Address:

Month & Day of Birth: *

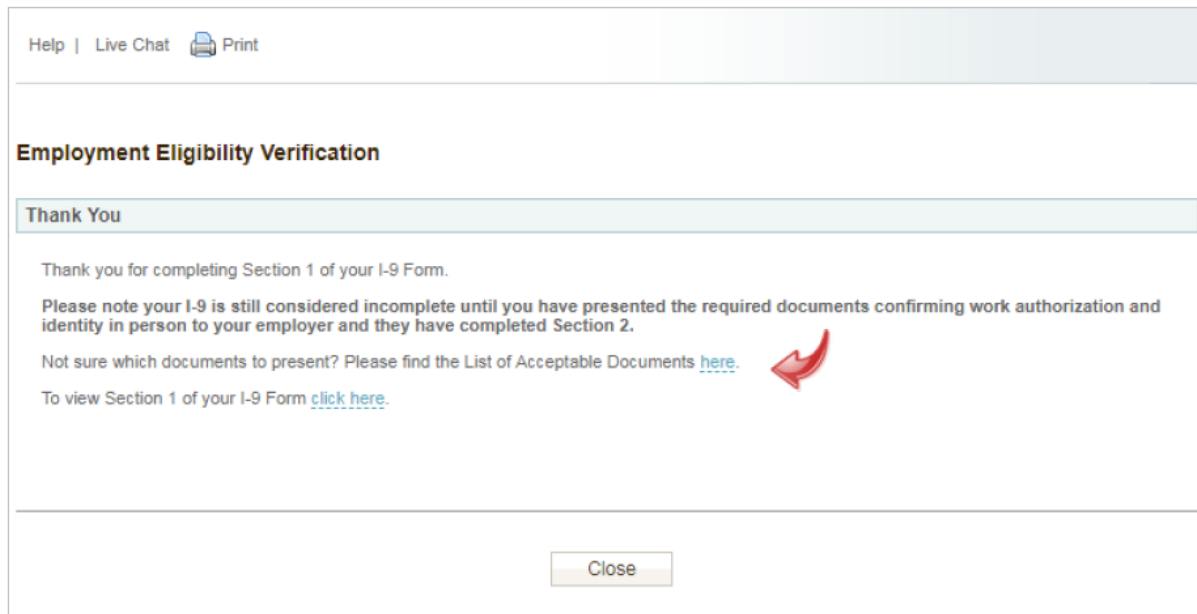
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *

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 below will constitute my electronic signature. *

After the form has been submitted, you will receive a confirmation as shown below.



The screenshot shows a web interface for 'Employment Eligibility Verification'. At the top, there are links for 'Help', 'Live Chat', and 'Print'. Below this is a header for 'Employment Eligibility Verification'. A prominent 'Thank You' message is displayed in a light blue box. The main content area contains the following text: 'Thank you for completing Section 1 of your I-9 Form. Please note your I-9 is still considered incomplete until you have presented the required documents confirming work authorization and identity in person to your employer and they have completed Section 2. Not sure which documents to present? Please find the List of Acceptable Documents [here](#). To view Section 1 of your I-9 Form [click here](#).' A red arrow points to the 'here' link in the second paragraph. At the bottom of the page, there is a 'Close' button.

List of Acceptable Documents

- On the confirmation screen you may click on a link to display an example list of approved documents to present to the hiring department or their authorized representative for verifying your identity and employment authorization.
- It is up to you which document(s) you provide, but generally, only unexpired, original documentation is acceptable.

After Completing Section 1...

- The hiring department will receive an email notification that you have completed section 1.
- If the hiring department reviews Section 1 and discovers that it was not properly filled out you will need to complete Section 1 again.
- Corrections may be made to Section after completion. To do so, contact your hiring department.
- You may log back in after logging out, if you still need to complete a field.