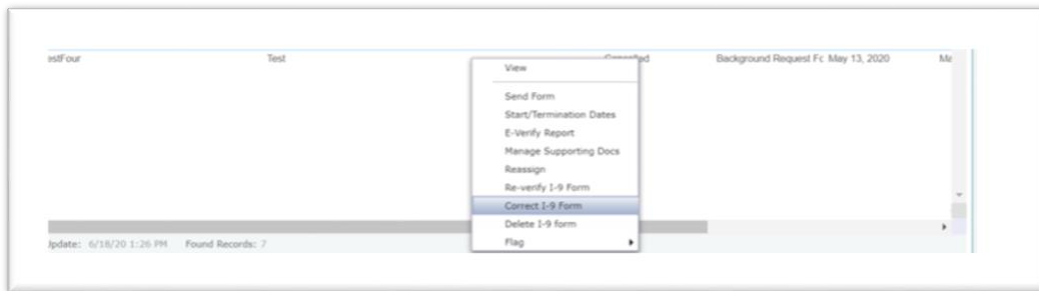


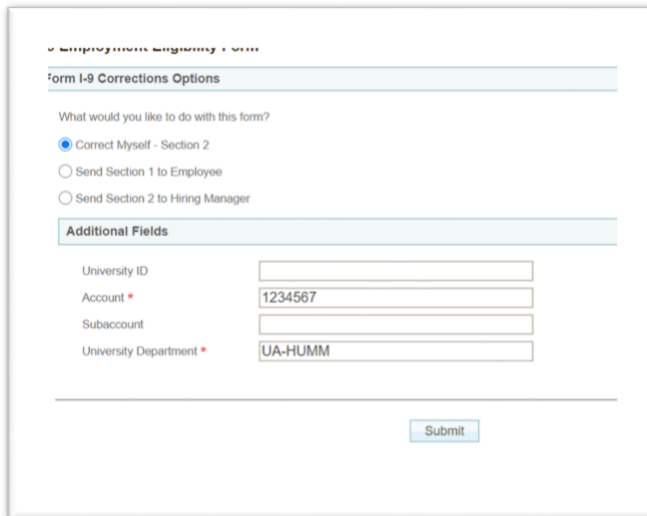
Completing Inspection of Physical Documents – Form I-9

To certify that you have **verified documents in person** that were previously done virtually due to the DHS and E-Verify COVID-19 temporary guidelines, use the following steps:

1. Log into the HireRight I-9 platform.
2. Search for the employee's record.
 - a. **Note:** You can use these instructions for records transferred over from Compli-9.
3. Highlight the correct record, and right click to bring up the menu.
4. Select "Correct Form I-9"



5. Select "Correct Form Myself"

A screenshot of the 'Form I-9 Corrections Options' screen. The title is 'Form I-9 Corrections Options'. Below the title, it asks 'What would you like to do with this form?' and provides three radio button options: 'Correct Myself - Section 2' (selected), 'Send Section 1 to Employee', and 'Send Section 2 to Hiring Manager'. Below this is a section titled 'Additional Fields' with four input fields: 'University ID' (empty), 'Account *' (1234567), 'Subaccount' (empty), and 'University Department *' (UA-HUMM). A 'Submit' button is at the bottom.

6. When asked to "Review Section 2", hit next in the bottom right-hand corner.

7. Scroll down to the “Section 2 Additional Information” section

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form

COVID-19

8. Below the “COVID-19” note, add “Documents physically examined” and the **date** that you examined them.

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form

COVID-19
Documents physically examined 06/18/2020

9. Hit “next” in the bottom right-hand corner.

10. Next, add, “Updated notes per COVID-19 guidelines” as the reason for the change and hit next.

Correction Review

Correction Review

Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Submit Changes. If you do not wish to commit these changes, click Cancel.

If you wish to go back to the previous page and update your corrections, click on menu to the left.

Field	Old Value	New Value	Reason/Change Summary*
Additional Information	COVID-19	COVID-19 Documents physically examined 06/18/2020	Updated notes per CC

← BACK

NEXT →

11. Electronically sign and submit the Form I-9 again. This will not result in a new E-Verify case.