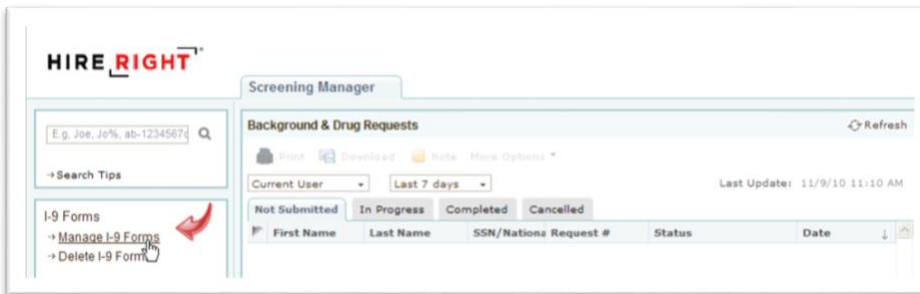


# Completing Section 2 of the Form I-9 in the HireRight Platform

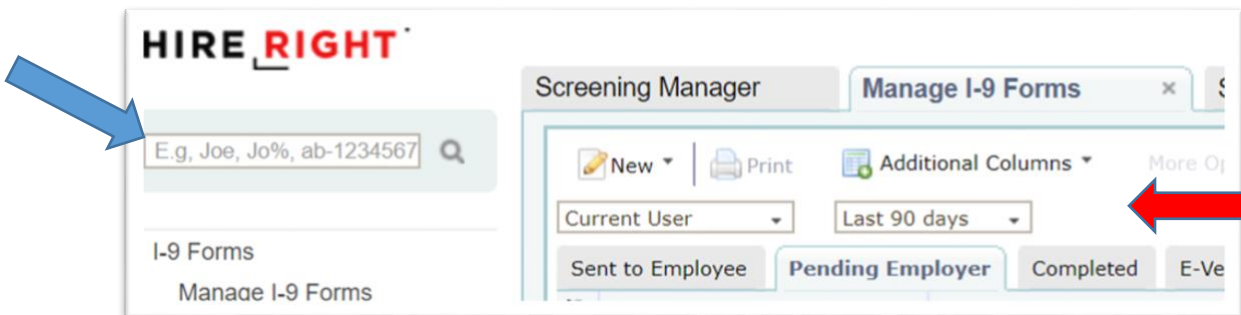
1. Toggle to the “Indiana University (I-9 + E-Verify)” option in the HireRight dropdown menu.



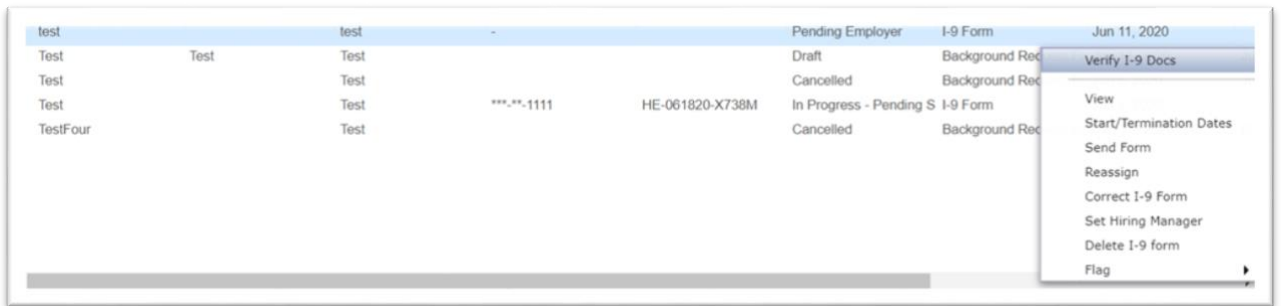
2. Click on “Manage I-9 Forms” on the left hand menu.



3. Go to the “Pending Employer” tab to locate the appropriate I-9 (see red arrow).
  - a. You can adjust the filter to see only I-9’s you’ve submitted and the date range as needed to locate the I-9.
  - b. You can also search for the I-9 by employee name in the search bar (see blue arrow).



4. Once you locate the correct employee record, highlight it, and then right click to open the menu options.
5. Right click and select "Verify I-9 Docs".



6. Review Section 1 (this will automatically come up) for accuracy and then click "Next".
  - a. If any changes are needed, send a "Correct I-9 Form" request to the hire before completing Section 2.
7. Confirm Account Number and University Department code.

The screenshot shows a form titled "Information Required for Indiana University". It contains four input fields: "University ID" (empty), "Account \*" (1234567), "Subaccount" (empty), and "University Department \*" (UA-HUMM).

8. Based on the documents presented by the new hire, select either List A, or List B & C.

The screenshot shows a form for selecting documents. It has two tabs: "List A" (selected) and "List B & C". Under "List A", there is a section for "Document A" with instructions: "Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the 'Lists of Acceptable Documents' on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any." Below the instructions are several input fields: "Document Title:" (Foreign Passport, work-authorized nonimmigrant), "Visa Number:" (empty), "Issuing Authority:" (-- Select From List --), and "Passport #:" (empty). There is also a checkbox for "The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document."

9. Enter document information.

- a. **Note:** You can hover over the “?” bubbles throughout the form to learn more about specific document numbers and other information (red arrow below).
  - i. The “Format help” hyperlinks will also provide additional information about document number format (green arrow below)

The screenshot shows a form section for document information. It includes fields for 'Document Title' (Employment Auth. Document (Form I-766)), 'I-766 Issuing Authority' (U.S. Citizenship and Immigration Services), a certification checkbox, 'I-766 Card #', 'Expiration Date', and 'Alien #'. A red arrow points to a question mark icon next to the 'I-766 Card #' field, which has a tooltip that reads: 'Employment Authorization Card Number begins with 3 letters, followed by 10 digits. It is located on the middle of the card, directly underneath Alien Number.' A green arrow points to a 'Format help' link on the right side of the form.

10. Verify the employees start date, and enter your personal information as \*required. Click on “Proceed to Form I-9 Completion”.

The screenshot shows the 'Employment Information' section of the form. It starts with a certification statement: 'I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form.' Below this are several input fields: 'Employee Start Date' (06 / 12 / 2020), 'Business Name' (Indiana University), 'Your First Name' (Allison), 'Your Last Name' (Dunbar), 'Title' (Specialist, Employee Relations), and 'Email Address' (geninfo@iu.edu). A 'Business Address' section follows with fields for 'Address' (400 E 7th St), 'City' (47408), 'State' (Indiana), and 'Zip/Postal Code' (47405). At the bottom, there is a 'Proceed to Form I-9 Completion' button.

11. Review Section 2, and electronically sign the Form I-9. Click on “E-Sign, Save & Run E-Verify”.
  - a. Be sure that you have checked all of the certification boxes.

The employee's first day of employment (mm/dd/yyyy): 06.12.2020 (See instructions for exemptions)			
Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	
Last Name of Employer or Authorized Representative Dunbar		Title of Employer or Authorized Representative Specialist, Employee Relations	
First Name of Employer or Authorized Representative Allison		Employer's Business or Organization Name Indiana University	
Employer's Business or Organization Address (Street Number and Name) 400 E 7th St		City or Town 47408	State IN
		ZIP Code 47405	
<b>Electronic Signature of Employer</b>			
First Name: *	Allison		
Last Name: *	Dunbar		
E-mail Address:	geninfo@iu.edu		
<input checked="" type="checkbox"/> CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *			
<input checked="" type="checkbox"/> I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *			
<input checked="" type="checkbox"/> I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *			
<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 below will constitute my electronic signature. *			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Back</span> <span style="border: 1px solid black; padding: 5px;">E-Sign, Save &amp; Run E-Verify</span> <span>Decline</span> </div>			

12. Make sure a dialog box shows up showing either that the E-Verify has returned, or that it has been submitted.