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.

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

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

![Image of I-9 form](image-url)
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.

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