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 start date
8. Based on the documents presented by the new hire, select the correct document from the dropdown (the example below is for an Alien Authorized to Work, so your options may be different depending on the citizenship status).

   a. **Note:** There is additional information available about where to find correct document numbers.

10. Review your name, title and address (should be the main IU HR address, not your campus address).
11. Confirm department and account data.

12. Review all I-9 information and check the box attesting to information.

13. Review all data once more using the "review" button.
14. Check your name, complete the electronic signature, and click the attestation box. Then click, “E-sign, Save and Submit E-Verify”.