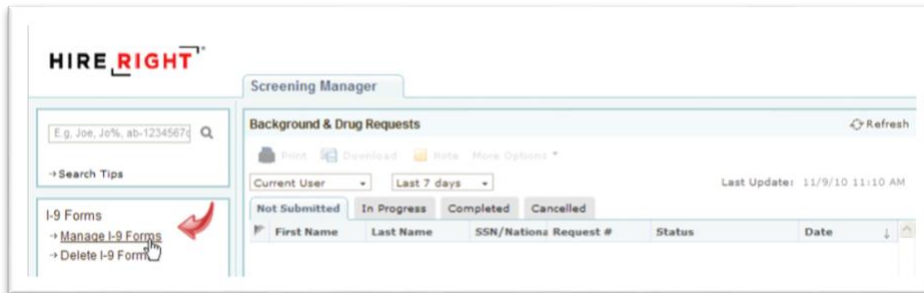


Initiating a I-9 in the HireRight Platform

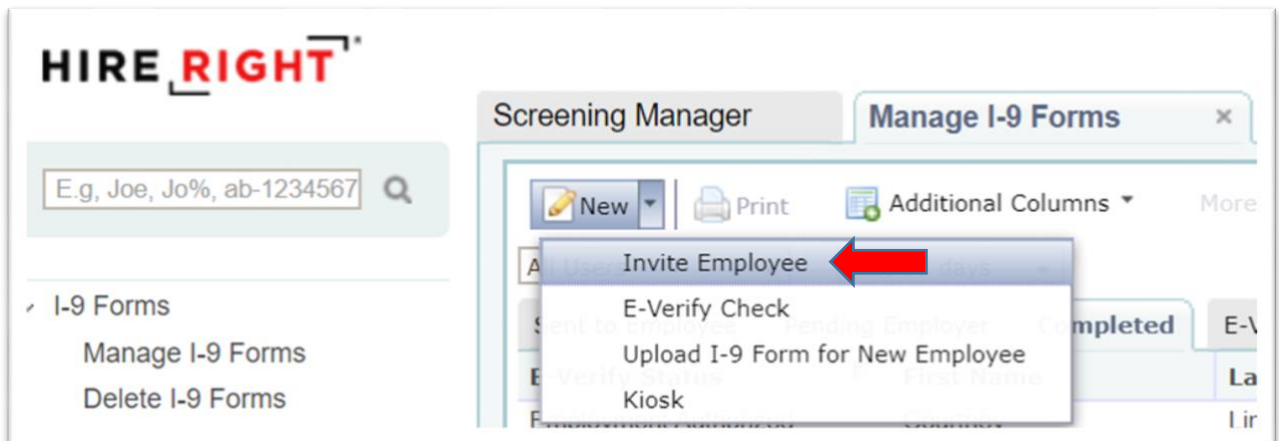
1. Toggle to the “Indiana University (I-9 + E-Verify)” option in the HireRight dropdown menu.



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



3. Click on “New” and select, “Invite Employee”



4. Enter all *required information about the new hire.
 - a. First Name
 - b. Last Name
 - c. E-Mail Address
 - d. Start Date
 - e. Account Number
 - f. University Department (Ex: UA-HUMM, BL-PHYP)

5. Click Submit. You should see the confirmation page below:

I-9 Employment Eligibility Form

Message Sent

An email has been sent to the employee.

You will be notified by email once the employee has completed Section 1 of the I-9 form. At any time, you can check the status of the I-9 form under the Manage I-9 Forms menu item.