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: