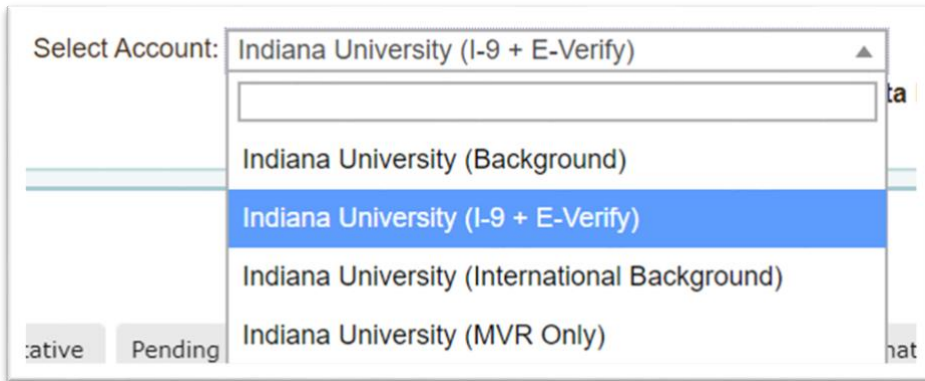
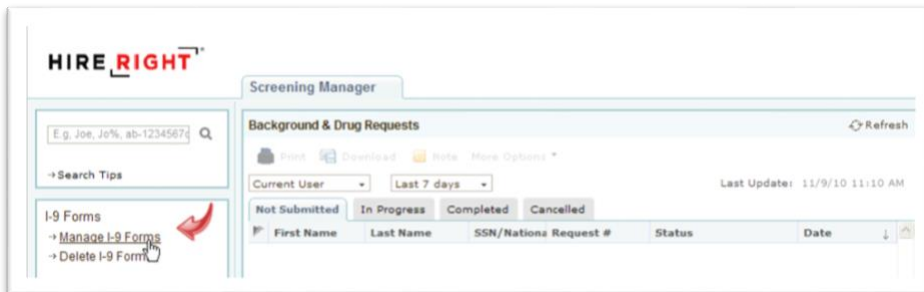


How to Add a Social Security Number to an Existing I-9

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. Locate the I-9 using the search function in the upper left hand corner of the page.



4. Locate the correct record and highlight it.

Sent to Employee		Pending Employer		Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pending
First Name	Last Name	SSN	Date					
Test	Test	***-**-1111	06/18/2020					
test	test	-	06/11/2020					

5. Right click the record to see the menu. Select "Correct I-9 Form"

Sent to Employee		Pending Employer		Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pending
First Name	Last Name	SSN	Date					
Test	Test	***-**-1111	06/18/2020					
test	test	-	06/11/2020					

- View
- Send Form
- Start/Termination Dates
- E-Verify Report
- Manage Supporting Docs
- Reassign
- Resubmit E-Verify Case
- Re-verify I-9 Form
- Correct I-9 Form**
- Delete I-9 form
- Flag

6. Select "Send Section 1 to Employee"

- a. Confirm the hire's name and e-mail address.
- b. Add a note asking the hire to add their SSN, and not to update any other information on the form.
- c. Double check your account and department information.

Click Submit.

employment eligibility form

Form I-9 Corrections Options

What would you like to do with this form?

Correct Myself - Section 2

Send Section 1 to Employee

Applicant Name *

E-mail *

Correction Reason:

Send Section 2 to Hiring Manager

The email will be sent once you have pressed "Submit"

Additional Fields

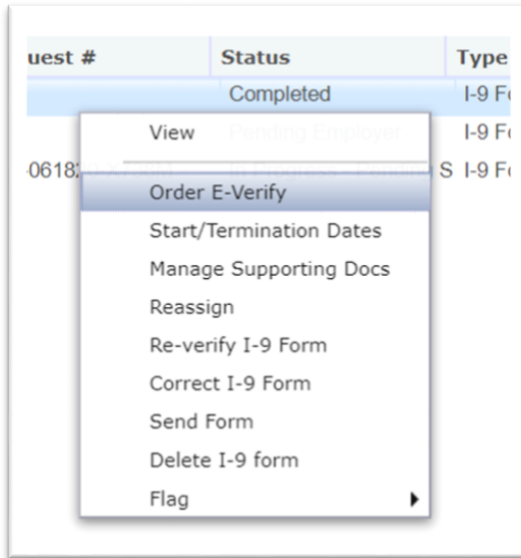
University ID

Account *

Subaccount

University Department *

7. This will push an e-mail to the hire asking them to update this information.
8. Once you **receive the confirmation that the hire has successfully updated Section 1** of the Form I-9, you will need to **manually push the E-Verify**. To do this:
 - a. Search for and highlight the correct record.
 - b. Right click the record.
 - c. Choose “Order E-Verify”



9. Check to make sure that the I-9 receives an “Employment Authorized Result”.

