How to Complete a Photo Match after the Initial I-9

Most of the time, you will automatically be prompted to complete any required photo match when you submit Section 2 of the Form I-9. If for some reason this does not occur, you can use these instructions to complete the photo match.

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. Find the record that requires photo matching by clicking on your “Photo Match Pending” tab.
4. Locate the correct record and highlight it.

5. Right click the record to see the menu. Select “Confirm E-Verify Photo”

6. This will open the E-Verify photo match window.

   a. Confirm that the photo shown matches the document presented by the hire (be sure to match the photos presented and not to the employees current appearance).
      i. If it matches, select “Yes”.
      ii. If it does not match, select “No”.
      iii. If no photo appears, select “No Photo Displayed”

7. Click “Submit”.