How to Complete a Section 3 Reverification

Please note that while you will be able to access and re-verify all cases, Form I-9s that were migrated from GIS Compli-9 are not viewable in HireRight. If you are working on a migrated I-9, you should still follow the steps on this Quick Guide.

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

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

3. Locate the correct record and highlight it.
4. Right click the record, and select “Re-verify I-9 Form”

![Image of Re-verify I-9 Form]

5. Select “Update Myself” and click “Submit”

![Image of I-9 Employment Eligibility Form]

6. Choose the purpose of the reverification.
   a. This will be “Employee Work Authorization renewal”

![Image of Reverification and Rehires Worksheet]
7. This will open additional fields below the purpose.
   a. Enter the updated work authorization information.
   b. Click “Next”.

8. Review your IU department and account number then click “next”.

9. Review Section 2, and electronically sign the Form I-9.
   a. Be sure that you have checked all of the certification boxes.
   b. Click “next”.
10. Click “Review”, then review information one last time, and close (secondary) I-9 window.
11. Check all of the attestation boxes. Click “E-sign and Save”.

12. You will see this screen: