



I-9 and E-verify User Guide

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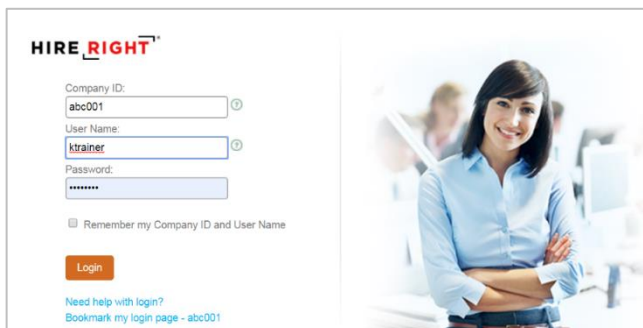
Accessing I-9 and E-verify Features

HireRight provides access to our system for managing more complex tasks, reporting and account management. Log in to your HireRight account to utilize the full features of the solution.

Note: some customers may initialize the I-9 form and complete from an outside system.

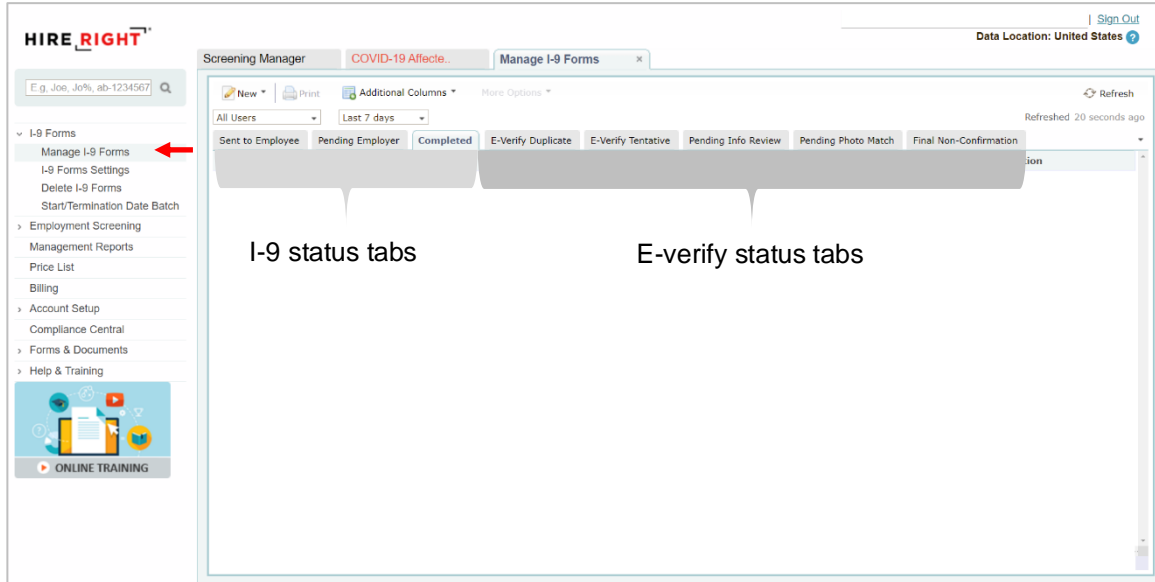
Navigation

Click **I-9 Forms** on the left.



NOTE:
If your account is used for background checks and I-9 form completion, the **Screening Manager** dashboard will allow right-click capability to **Invite Employee**. You will see a blend of Background and I-9 form records here, if you have permission to view both types of records. View the **TYPE** column to distinguish these records. All other I-9 tasks are done in Manage I-9 Forms.

Click **Manage I-9 Forms** to open the Manage I-9 Forms dashboard.



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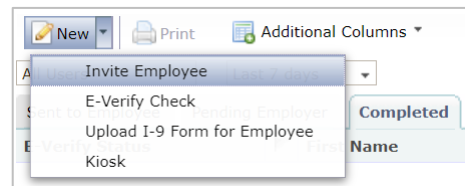
Inviting the Employee to Complete Section 1 of the Form I-9

NOTE: HireRight can enable up to four features for Form managing your I-9s in one online system.

1. **Invite Employee:** Used to send an emailed invitation to the employee to complete Section 1.
2. **Invite Employee – Remote Order:** Used to send an emailed invitation to the employee to complete Section 1 and queue our vendor, N3, to schedule a face-to-face appointment with your employee to complete Section 2 on your company's behalf.
3. **Kiosk:** Used when employee either accesses personal email at work or needs to complete the form onsite.
4. **Upload I-9 Form:** Used to upload and store a completed paper I-9. Creates an electronic record which now has the benefit of automated reminders, reporting and storage with your electronic I-9 records.

Invite Employee

1. Click the **New** pull-down menu on the Manage I-9 Forms dashboard.
2. Select the Invite Employee.
3. Complete **Required** fields and click **Submit**. Note: Fields are required unless specified as optional.



I-9 Employment Eligibility Form

Employee Information

First Name
Enter the employee's first name. The employee's first name is his or her given name.
 Some examples of correctly entered first names include: Jessica, John-Paul, Tee Young, O'Driscoll, Mei.

Last Name
Enter the employee's last name. The employee's last name is his or her family name or surname. If the employee has two last names or a 'hyphenated' last name, include both names in this field.
 Examples of correctly entered last names include: De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.

Email Address
Enter the employee's e-mail address to send an invitation email to. Use one of the valid formats:
 • user@domain.com or
 • user-@domain.com (single-letter second-level domain) or
 • user@02.domain.com (two-letter second-level domain).

Employee Start Date (Optional)
Entering a Start Date is optional. The Start Date controls when HireRight sends automated reminders (such as the reminder to employee to bring supporting documents, and reminder to complete I-9 form on Day 3).

Month: -- Select From List --
 Day: -- Select From List --
 Year: -- Select From List --

Message Template
Invitation to new hire can be customized once, or it can be saved as a template for all users in the account going forward.

Default Invitation Letter HTML

Send me a copy

Submit

It is recommended to include the start date enabling HireRight to automatically send additional reminders.

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4. A confirmation message displays indicating the email was sent. Close window.

I-9 Employment Eligibility Form

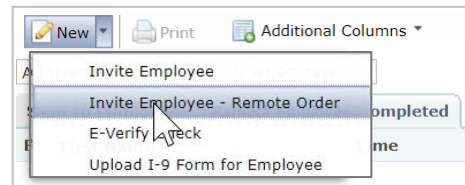
An email has been sent to the employee.
You will be notified by email once the employee has completed Section 1 of the I-9 form. At any time, you can check the status of the I-9 form under the Manage I-9 Forms menu item.

[Close](#)

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Invite Employee – Remote Order

1. Click the **New** pull-down menu on the Manage I-9 Forms dashboard.
2. Select the **Invite Employee – Remote Order**.
3. Complete **Required** fields and click **Submit**. Note: Fields are required unless specified as optional.



Employee Information

Enter the employee's first name, last name, and email address.

Enter the **MOBILE** phone number for the employee.

Start date is **required!** Remote orders with less than 5 business days until the start date cannot be accommodated.

First Name
Enter the employee's first name. The employee's first name is his or her given name.
Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.

Last Name
Enter the employee's last name. The employee's last name is his or her family name or surname. If the employee has two last names or a hyphenated last name, include both names in this field.
Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.

E-mail Address
Enter the employee's e-mail address to send an invitation email to. Use one of the valid formats:

- user@domain.com or
- user@q.domain.com (single-letter second-level domain) or
- user@qq.domain.com (two-letter second-level domain).

Phone Number
Country Code
USA (1)

Telephone Number

Employee Start Date
We cannot accommodate remote orders with less than 5 business days until the start date.
Month
-- Select From List --

Day
-- Select From List --

Year
-- Select From List --

Message Template
Invitation to new hire can be customized once, or it can be saved as a template for all users in the account going forward.
Default Remote Invitation Letter HTML

[Preview/Edit](#)

Employer Information

Employer Business Information that will appear on Section 2 of the I-9 is displayed and may be updated, if desired.

Employer's Business or Organization Name

Enter the name of the employer's business or organization.

Employer's Business or Organization Address (Street Number and Name)

Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address.

City or Town

Enter the city or town for the Employer's Business or Organization Address. If the location is not a city or town, you may enter the name of the village, county, township, reservation, etc. that applies.

State

Select the state where the Employer's Business or Organization Address is located from the drop-down list provided. You may also type the first letter of the state and use the down arrow to select your state or territory.

Zip/Postal Code

Enter the 5-digit ZIP code for the Employer's Business or Organization Address.

Notification Options
 You may select another user to be copied on notifications. By default, the initiator receives Notifications.

An additional **Certification** remark will need to be checked when you select Remote Order.

Click **Submit** to send the invitation to the employee.

Notification Options

Initiated by **HireRight HireRight Training** (automatically receives all notifications).
[Add users](#) who will receive copy of notification letters (Optional).

Certification

By checking here I certify that:

- The above named individual has been made and accepted a job at the company listed.
- That I am instructing the above named company and address be used in completing this I-9 form.

Confirmation message of email sent.

Click **Close** to return to the Manage I-9 Forms dashboard. (Note: Remote Order is not currently available with integrations)

I-9 Employment Eligibility Form

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.

Check the **Remote I-9** tab of the I-9 dashboard for the current status of the Employee's I-9 form. Right-click to Resend to Employee, if applicable.

Status	First Name	Last Name	SSN	Date	Next Action
Sent to Employee	Test	Test	-	09/20/2021	Complete Section 1

I-9 Employment Eligibility Form

Employee Info

First Name:

Last Name:

E-Mail:

Notification

Send message template
 Send text

Message Template:

Invite Employee | Additional Features

Hiring Manager

This feature allows you to designate a non-system user access to complete Section 2 for the employee. If you or another system user will be completing Section 2, leave these fields blank.

NOTE: You may delegate the authority to complete Form I-9 to a responsible agent, however, you will retain liability for any errors.

▼ Hiring Manager (Optional)

You can use this feature to grant one-time access to an individual to sign Section 2 for this employee.

First Name

Last Name

E-Mail

Notification Options

If you would like to add someone from your account list of users who will receive notifications, you may click the [Add Users](#) link and make a selection from the list of users in your HireRight account.

▼ Notification Options

Initiated by **Kari Talmadge** (automatically receives all notifications).
[Add users](#) who will receive copy of notification letters (Optional).

Submit

Invite Employee – Upload Documentation

1. Click the **New** pull-down menu.
2. Select the **Invite Employee – Remote Order**.

Reassign Requestor

Right-click on record to reassign to another account user. The newly assigned user will receive all further notifications related to the Form I-9.

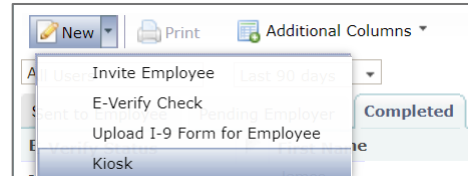
The screenshot shows a web browser window with three tabs: 'Screening Manager', 'Manage I-9 Forms', and 'Reassign'. The active tab is 'Reassign', which displays the 'I-9 Employment Eligibility Form'. The form contains the following fields:

Employee	Test-Kari Test-Talmadge ()
Initiating Requestor	Kari Talmadge
Created	06/16/2020

Below the table is a section titled 'Reassign Requestor' with a 'Reassign to' label and a dropdown menu. A blue 'Submit' button is located at the bottom of the form.

Kiosk

- 1) Click the **New** pull-down menu.
- 2) Select Kiosk.



The reusable URL can be accessed via a desktop shortcut, browser bookmark or email.

I-9 Employment Eligibility Form

The kiosk link for this account is located below. You may either click on this link to launch the kiosk website, or email the kiosk link to save for future reference.

<https://ows01.hireright.com/i9k2in.html?kiosk=2A0E9BA3A5FD9FC41D1205ACAD648DF>

User Information	First Name <input type="text"/>
	Last Name <input type="text"/>
	E-mail Address <input type="text"/>
Notification	Subject I-9 2020 Version Test I-9 Employment Eligibility Kiosk Link
	Text Dear <--NAME-->, Below you will find a link to the I-9 Employment Eligibility Kiosk page for <--ACCOUNT_NAME-->. This kiosk page may be used to allow employees to self register and complete Section 1 of the I-9 form. This kiosk link may be emailed, stored in your browser, or stored as a shortcut on your desktop for easy access.
	All special tags like <--PASSWORD-->, <--LINK-->, etc. will be substituted by the real values.

Send

NOTE: All notifications will be directed to the Super User until another person takes any action with the I-9, such as Section 2 completion.



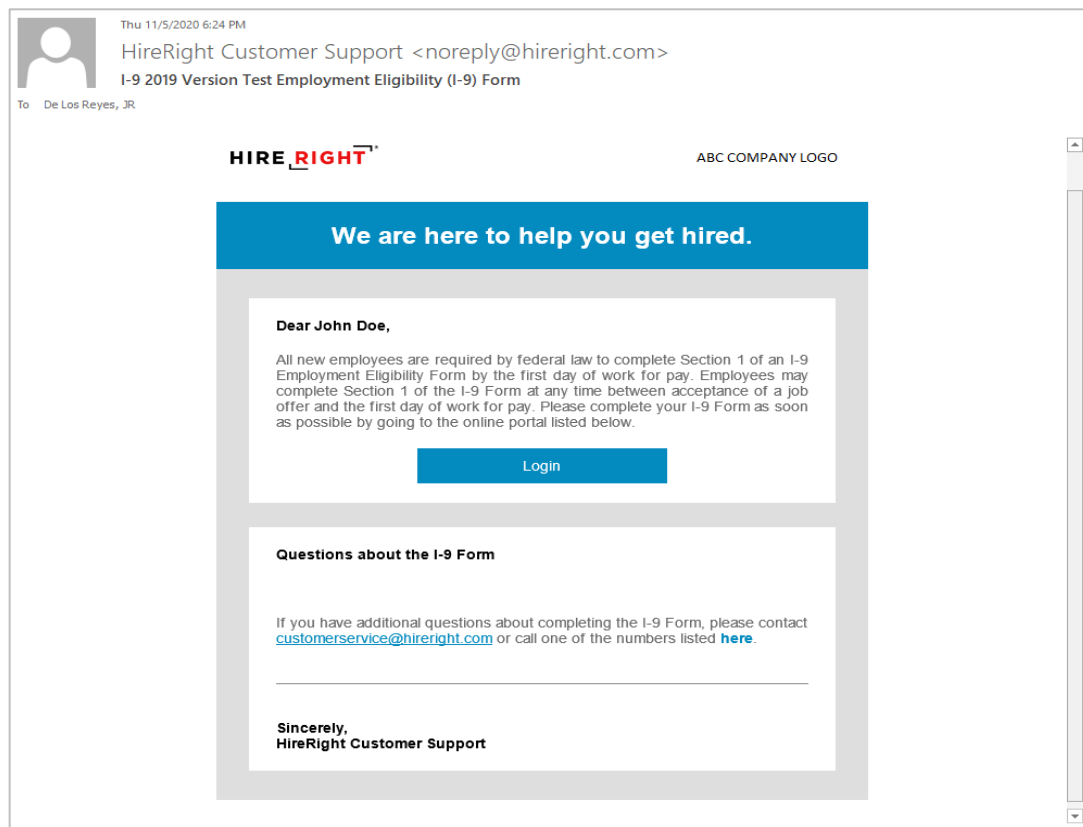
Employee Experience for Section 1 Completion (Emailed Invite)

The employee fills in the required information, checks the required authorization checkboxes, provides and electronic signature, and submits it to the HireRight system.

Following is an example of what that process looks like.

Employee Email Access

Employee uses the emailed information to access and complete Section 1 the Form I-9.



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Login: Employee will be prompted to create a unique password for security and privacy purposes.

The screenshot shows the 'HIRE RIGHT Applicant Center' interface. At the top right, it says 'Test Test'. The main heading is 'A warm welcome from HireRight.' Below this, it says 'Let's set up your account. All fields below are required.' There are two main sections: 'Create New Password' and 'Text Notifications'. In the 'Create New Password' section, there are two input fields: 'Enter Password' and 'Confirm Password'. The 'Enter Password' field has a list of requirements: 'Your password requires: 1 Upper case letter, 1 Number, more than 7 characters'. Both fields contain masked characters (dots). Below the 'Confirm Password' field, there is a green checkmark and the text 'Passwords match.' In the 'Text Notifications' section, there is a question: 'Would you like to subscribe to text messages for notifications and password resets?'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). Below the 'No' option, there is a line of text: 'I would like to receive emails only for notifications and password resets.' At the bottom of the form, there is a blue 'Next' button. At the very bottom of the page, there is a copyright notice: 'Copyright © 2004 - 2021 HireRight, LLC. All Rights Reserved. Privacy/Security'.

Employee will need to click the link to access the I-9 form.

The screenshot shows the 'HIRE RIGHT Applicant Center' interface. At the top right, it says 'Log out'. The main heading is 'Your application is incomplete.' Below this, there is a yellow box with the text 'We need the following information from you to proceed:'. Below this box, there is a red circle with the number '1' and a red arrow pointing to a link: 'I-9 Employment Eligibility Form'. At the top right of the page, there is a small text 'ABC COMPANY LOGO'.

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Employee I-9 Kiosk Access

The kiosk provides the employee access to a registration page.

After completing registration, the employee is directed to the Form I-9 to complete Section 1.

The next page addresses the employee experience for Section 1 completion.

The screenshot shows the 'I-9 Kiosk' registration page. At the top, there is a blue header with the HireRight logo and 'Applicant Center'. Below the header, there are two links: 'Create Account' (underlined) and 'Log In'. A welcome message reads: 'Welcome to HireRight! Please complete the information below and register in order to complete your online I-9 form. Already have an account? [Log in now.](#)'

The registration form includes the following fields and options:

- Legal First Name *
- Legal Last Name *
- E-mail Address *
- Confirm E-mail Address *
- Password *
Must be at least 8 characters with 1 number, 1 uppercase letter, 1 lowercase letter.
- Confirm Password *
- Would you like to subscribe to text messages for notifications?
 - Yes, I acknowledge and agree that I may receive texts for notifications, and that standard data and text charges may apply.
 - No, I would like to receive emails for notifications and password resets.
- Verification Code *
The box contains the characters 'yszvzi'.
- Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.

A blue 'Register' button is located at the bottom of the form. At the very bottom of the page, there is a copyright notice: 'Copyright © 2004 - 2021 HireRight, LLC. All Rights Reserved. [Privacy/Security](#)'

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Form I-9 Completion: Section 1

Form Preparation:

Built-in I-9 Form Instructions, List of Acceptable Documents and Information on Receipts can be viewed before completing Section 1.

Indicate if the form is being completed by an individual other than the employee. Click **Next** to proceed to the Employee Worksheet.

The screenshot shows the HireRight Applicant Center interface for I-9 Section 1. The page title is "I-9 Section 1" with links for "Live chat", "Help", and "Print". The main heading is "Individual Preparing Form" with a note "All fields are required". Under "USCIS Links", there are links for "I-9 Form Instructions", "List of Acceptable Documents", and "Information on Receipts". A question asks "Is this form being prepared by an individual other than the employee?" with radio buttons for "Yes" and "No". A red arrow points to the "Yes" option, which has a sub-note: "Please use this option for 'Minors' and 'Special Placement' situations as well". Below the question are "NEXT" and "SAVE" buttons. At the bottom, there are sections for "Employee Information Worksheet", "Citizenship or Immigration Status Worksheet", "Worksheet Review", and "Attestation and E-Signature". The footer contains copyright information: "Copyright © 2004 - 2020 HireRight, LLC. All Rights Reserved. Privacy/Security".

Employee Information Worksheet

Name of Employee

Full Legal Name, including Legal Middle Initial, if applicable. If not, click NO.

Other Last names used, if applicable. If not, click NO.

Employee Home Address

Employee Home (physical) Address.

Date of Birth

Email Address, optional

Phone Number, optional

Click **Next** to continue.

HIRE RIGHT[®] Applicant Center Log out

I-9 Section 1 Live chat Help Print

Individual Preparing Form

Employee Information Worksheet

All fields are required

Name of employee

Legal first name (given name)
Enter your full legal first name. Your first name is your given name.
Some examples of correctly entered first names include *Jessica, John-Paul, Tee Young, O'Sullivan*, etc.
If you only have one name, enter it in the Last Name field, then enter "Unknown" in this field. You may not enter "Unknown" in both this field and the Last Name field.

Legal last name (family name)
Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in this field.
Examples of correctly entered last names include *De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen*, etc.
If you only have one name, enter it in this field, then enter "Unknown" in the First Name field. You may not enter "Unknown" in both this field and the First Name field.

Do you have a legal middle initial?
Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any. If you do not have a middle name, check the box below.

Yes
 No

Have you used any other last names?
Provide all other last names used, if any (such as maiden name).
For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.

Yes
 No

Employee home address

Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address.

Country

Street number and name
Enter the street name and number of the current address of your residence. If you are a border commuter from Canada or Mexico, you may enter your Canada or Mexico address in this field.
If your residence does not have a physical address, enter a description of the location of your residence, such as "1/2 mile southwest of Ferguson post office near water tower".

Do you have an apartment or suite number?
Enter the number(s) or letter(s) that identify(ies) your apartment. If you do not live in an apartment, check the box below.

Yes
 No

City or town
Enter your city, town or village in this field.
If your residence is not located in a city, town or village, enter your county, township, reservation, etc., in this field.

State
Select your state/territory/province from the drop-down list. You may also type the first letter of the state/territory/province and use the down arrow to select your state/territory/province.

Zip Code
Enter your 5-digit U.S. ZIP code, 5-digit Mexican postal code, or 9-digit Canadian postal code (e.g. 10010A2) in this field.

Date of birth

Month

Day

Year

Email address

Would you like to provide your email address?
Providing your e-mail address is optional on Form I-9. To enter your e-mail address, use one of the valid formats:
• user@domain.com or
• user@domain.com (single letter second level domain) or
• user@qj.domain.com (two letter second level domain)
One reason the Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS fears of a potential mismatch between the information you provided and the information in government records. This e-mail should contain information on how to begin to resolve the potential mismatch. Leave this field empty if you do not enter your e-mail address. You may use either your personal or work e-mail address in this field.

Yes
 No

Telephone number

Would you like to provide your telephone number?
Providing your telephone number is optional on Form I-9. Leave this field empty if you do not enter your telephone number.

Yes
 No

NEXT
SAVE

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Citizenship or Immigration Status

Employee selects a Citizenship or Immigration Status.

Note: Provision of Social Security Number by an employee is ONLY required for customers who use E-verify. Employee clicks **Next** to proceed.

The screenshot shows the HireRight Applicant Center interface. At the top, it says 'HIRE RIGHT Applicant Center' and 'Log out'. The main content area is titled 'I-9 Section 1' and includes links for 'Live chat', 'Help', and 'Print'. Below this, there are navigation links for 'Individual Preparing Form' and 'Employee Information Worksheet'. The current section is 'Citizenship or Immigration Status Worksheet', with a note that 'All fields are required'. The form is divided into several sections: 'Status', 'Social Security Number', and a 'NEXT' button. The 'Status' section has a red arrow pointing to it. The 'Social Security Number' section has a red arrow pointing to it. The 'NEXT' button has a red arrow pointing to it. The 'Status' section contains the question 'What is your citizenship or immigration status?' and four radio button options: 'A citizen of the United States' (selected), 'A noncitizen national of the United States', 'A lawful permanent resident', and 'An alien authorized to work'. Below these options are explanatory text blocks for each option. The 'Social Security Number' section has two text input fields: 'Enter your SSN' and 'Please enter your SSN again'. Below the input fields are 'NEXT' and 'SAVE' buttons. At the bottom of the form, there are sections for 'Worksheet Review' and 'Attestation and E-Signature'. The footer of the page contains the copyright notice: 'Copyright © 2004 - 2020 HireRight, LLC. All Rights Reserved. Privacy/Security'.

Note: If there is flex field(s) configured to be provided by Employee, then they will be shown on an “Additional Information” page after “Citizenship” page.

Employee Upload Documentation Option (must be enabled)

- From a desktop, employee can click **Browse** to upload your document.
 - A mobile device will allow you to capture a document, real-time, and upload

Citizenship or Immigration Status Worksheet

All fields are required

Status	<p>What is your citizenship or immigration status?</p> <p><input checked="" type="radio"/> A citizen of the United States</p> <p><input type="radio"/> A noncitizen national of the United States</p> <p><small>Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.</small></p> <p><input type="radio"/> A lawful permanent resident</p> <p><small>A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.</small></p> <p><input type="radio"/> An alien authorized to work</p> <p><small>Any person who is not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States.</small></p>
Document Upload	<p>Please select a document to upload</p> <p>Drivers license issued by state/territory ▼</p> <p>Please attach a picture of the selected document.</p> <div style="border: 1px solid blue; padding: 2px; display: inline-block; margin: 5px;">Browse</div> <p style="font-size: small; margin-left: 100px;">No file chosen</p> <p>The document you selected also requires one of documents to be included</p> <p>Click here to select Document Title ▼</p>
Social Security Number	<p>Enter your SSN</p> <input style="width: 100%;" type="text"/> <p>Please enter your SSN again</p> <input style="width: 100%;" type="text"/>

- Supports List A or List B and List C documentation upload of PDF, PNG, or JPEG

Citizenship or Immigration Status Worksheet

All fields are required

Status	<p>What is your citizenship or immigration status?</p> <p><input checked="" type="radio"/> A citizen of the United States</p> <p><input type="radio"/> A noncitizen national of the United States</p> <p><small>Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.</small></p> <p><input type="radio"/> A lawful permanent resident</p> <p><small>A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.</small></p> <p><input type="radio"/> An alien authorized to work</p> <p><small>Any person who is not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States.</small></p>
Document Upload	<p>Please select a document to upload</p> <p>Drivers license issued by state/territory ▼</p> <p><small>Drivers license issued by state/territory</small> Remove</p> <p>The document you selected also requires one of documents to be included</p> <p>Click here to select Document Title ▼</p>
Social Security Number	<p>Enter your SSN</p> <input style="width: 100%;" type="text"/> <p>Please enter your SSN again</p> <input style="width: 100%;" type="text"/>

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Review

Employee then reviews the entered information and can make any edits, if needed, or confirm the information should be inserted into Section 1 of the form. Click **NEXT** to proceed.

HIRE RIGHT[®] Applicant Center Log out

I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

▼ **Individual Preparing Form**

USCIS Links

Below are links to official USCIS webpages that will always have the most up to date information.

- [I-9 Form Instructions](#)
- [List of Acceptable Documents](#)
- [Information on Receipts](#)

Is this form being prepared by an individual other than the employee? **No**

[Edit](#)

▼ **Employee Information Worksheet**

Name of employee

Legal first name (given name): **John**
Legal last name (family name): **Doe**
Do you have a legal middle initial? **No**
I certify that I do not have a middle initial: ✓
Have used any other last names? **No**
I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1): ✓

Employee home address

Country: **USA**
Street number and name: **111 Address Street**
Do you have an apartment or suite number? **No**
I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1): ✓
City or town: **Irvine**
State: **California**
Zip Code: **92612**

Date of birth

Month: **January**
Day: **01**
Year: **1989**

Email address

Would you like to provide your email address? **No**

Telephone number

Would you like to provide your telephone number? **No**

[Edit](#)

▼ **Citizenship or Immigration Status Worksheet**

Status

What is your citizenship or immigration status? **A citizen of the United States**

Social Security Number

Enter your SSN: **111-22-3333**
Please re-enter your SSN again: **111-22-3333**

[Edit](#)

Worksheet Review

Please certify that the information is correct using the checkbox below in order to proceed.

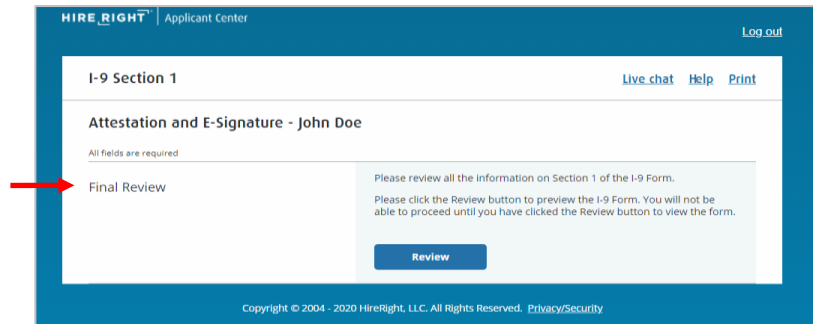
John Doe I certify that the information that appears above should be inserted into Section 1 of the Form I-9.

NEXT

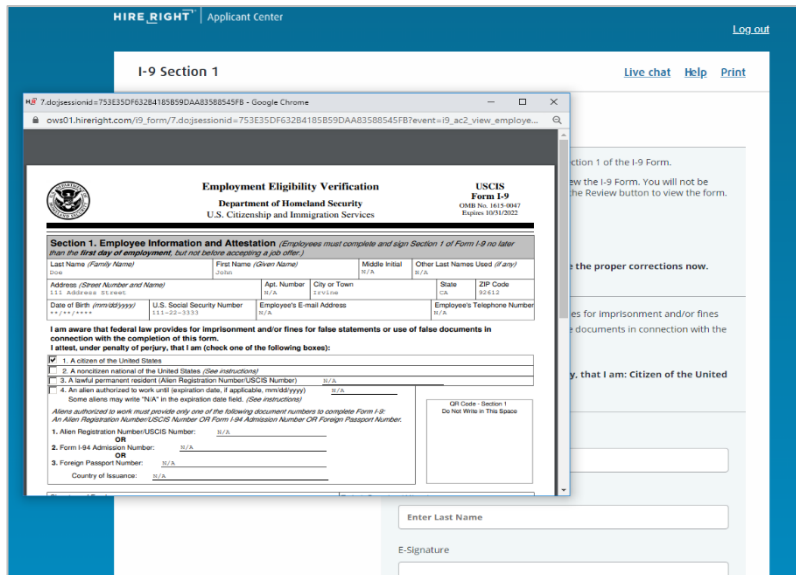
Attestation and E-Signature

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Employee clicks **Review** to review the electronic I-9.



Section 1 of the I-9 opens for final review. Once reviewed, employee can close the viewer and proceed to complete Section 1 of the Form I-9.



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Attestation and E-signature

Review and **check** the boxes to complete the Attestation section, **complete e-signature section** and click **E-sign and Save**. Drawn signature is optional.

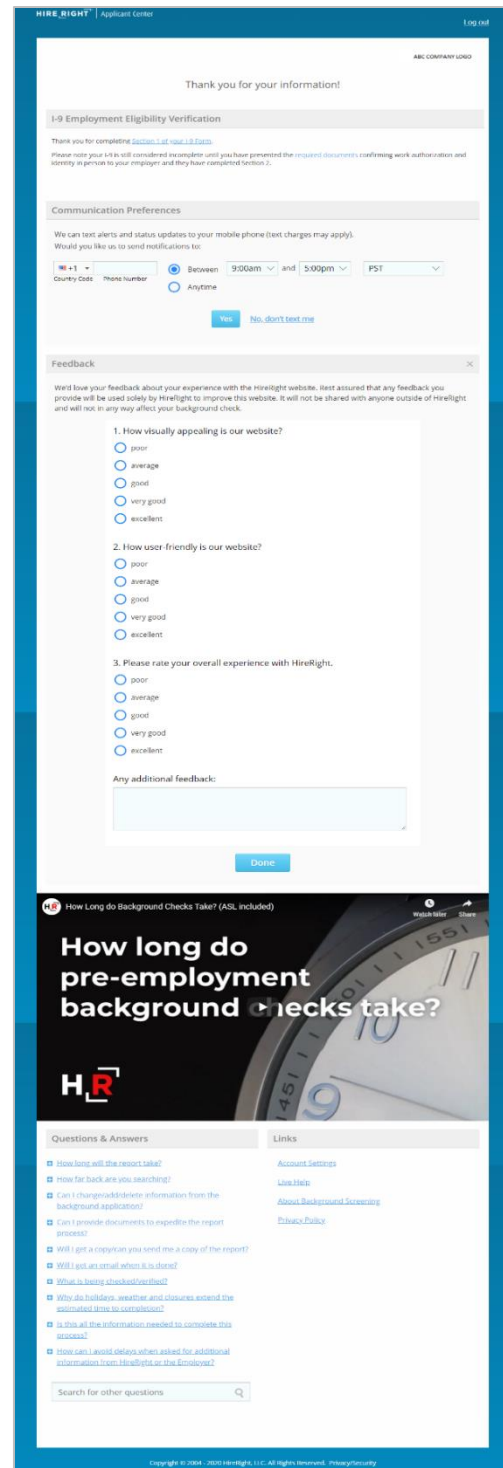
The screenshot shows the 'I-9 Section 1' form in the HireRight Applicant Center. The form is titled 'Attestation and E-Signature - John Doe'. It includes a 'Final Review' section with a 'Review' button and an 'Edit Worksheet' link. The 'Attestation' section contains two checkboxes: 'I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.' and 'I attest, under penalty of perjury, that I am: Citizen of the United States'. The 'E-Signature' section includes input fields for 'First Name' and 'Last Name', an 'E-Signature' text area with a 'Clear' button, and two checkboxes: 'I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described.' and 'I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically sign" button will constitute my electronic signature.' A green 'E-Sign and Save' button is located at the bottom of the form. Red arrows point to the 'Attestation' and 'E-Signature' sections, and the 'E-Sign and Save' button.

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A confirmation message appears. The employee's task is complete. The employee can view Section 1 or the List of Acceptable Documents from this screen.

The initiator or designated Section 2 completer will receive an email notification that Section 1 is complete. The employee's completed Section 1 will now be viewable in HireRight under the Pending Employer tab on the Manage I-9 Forms dashboard of your HireRight account.



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Form I-9 Completion: Section 2

Login to your account and click **I-9 Forms > Manage I-9 Forms**.

Click on the **Pending Employer** tab.

Click the employee record you wish to access.

Right-click on the employee record and select **Verify I-9 Docs** from the menu *or* click on the employee record and select **More Options** menu on the toolbar above.

The screenshot displays the HireRight 'Manage I-9 Forms' interface. The top navigation bar includes 'Screening Manager', 'COVID-19 Affecte...', and 'Manage I-9 Forms'. The left sidebar contains a search bar and a menu with categories like 'I-9 Forms', 'Employment Screening', and 'Help & Training'. The main area shows a table of employee records with columns: First Name, Last Name, SSN, Date, and Next Action. A context menu is open over the record for 'Brett', listing actions such as 'Verify I-9 Docs', 'View', 'Start/Termination Dates', 'Send Form', 'Edit Flex Fields', 'Reassign', 'Correct I-9 Form', 'Set Hiring Manager', 'Delete I-9 form', 'Move To Another Account', and 'Flag'. The 'Pending Employer' tab is selected in the table's toolbar.

First Name	Last Name	SSN	Date	Next Action
Test	Brett	***-**-3333	02/05/2021	Complete Section 2
DevTest	DevTest		03/01/2021	Complete Section 2
John	Doe		03/18/2021	Update SSN
Testlyy	lname		03/06/2021	Complete Section 2
mmm	mmm		03/15/2021	Update SSN
mmm	mmm		03/15/2021	Update SSN
test	remote		01/16/2021	Pending Correction
calcen	remote		01/16/2021	Complete Section 2
test	splash		01/16/2021	Complete Section 2
Sue	Test		02/06/2021	Complete Section 2
lvar	Test		12/29/2020	Complete Section 2
doc	test		01/16/2021	Complete Section 2

Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may violate federal law prohibiting discrimination in the verification process.

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Section 2 Worksheet of the Form I-9 Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. HireRight's form will only show acceptable documents for the Citizenship/Immigration Status indicated by the employee while completing Section 1.

Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available within the form for your convenience.

Review **Employee Provided Information** to ensure you have accessed the desired employee's I-9 and it appears to be completed accurately and match provided documentation.

I-9 Section 2		Live chat Help Print
Name of employee	John Doe	
Citizenship or immigration status	A citizen of the United States	
Employee Provided Information		
Name of employee	Legal first name (given name): John Legal last name (family name): Doe Do you have a legal middle initial? No I certify that I do not have a middle initial. ✓ Have used any other last names? No I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1). ✓	
Employee home address	Country: USA Street number and name: 111 Address Street Do you have an apartment or suite number? No I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1). ✓ City or town: Irvine State: California Zip Code: 92612	
Date of birth	Month: January Day: 01 Year: 1989	
Email address	Would you like to provide your email address? No	
Telephone number	Would you like to provide your telephone number? No	
Status	What is your citizenship or immigration status? A citizen of the United States	
Social Security Number	Enter your SSN: 111-22-3333 Please enter your SSN again: 111-22-3333	
I-9 2019 Version Test additional Information	Location: Irvine Cost Center: Cost center	
Send Section 1 correction to Employee	Option to send Section 1 back to employee for corrections.	

Enter Employee's first day of employment.

Document Selection. Select the Document Type(s) that most accurately represents the document(s) the employee provided. Use either the pull-down menu or typing in the document name. You will be prompted to select a second document when the system recognizes you have selected a document from List B or List C.

Enter the relevant document information such as State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) presented by the employee. If **Other** is selected, Document Title and Issuing Authority must be typed exactly as it appears on the face of the document and click **Next**.

I-9 Section 2 [Live chat](#) [Help](#) [Print](#)

Name of employee: John Doe
Citizenship or immigration status: A citizen of the United States

Employee Provided Information

Identity and Employment

Employee's first day of employment:

The employee will be required to provide a valid list A/B/C document with an expiration date after the employee's first day of employment.

Date: [Use Today's Date](#)
Month:
Day:
Year:

Document Selection

Document A:
OR
Document B:
AND
Document C:

DOCUMENT SELECTION
You can type in the document type to find and select. Was a receipt provided? Select your document type with the word 'Receipt' in the document title.

Access to Resources
[I-9 Handbook for Employers \(M-274\)](#)
[List of Acceptable Documents](#)
[Who is issued this document?](#)
[Information on Receipts](#)

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Employer or Authorized Representative. Enter first name, last name and email as the Authorized Representative completing Section 2.

Employer's Business or Organization.

- Prefilled for users and Remote I-9 completers.
- Hiring Managers: designated representative may need to manually enter this information, depending on how your account has been configured.
- Click **NEXT**.

I-9 Section 2 [Live chat](#) [Help](#) [Print](#)

Name of employee	John Doe
Citizenship or immigration status	A citizen of the United States
Employee Provided Information	
Identity and Employment	
Employer or Authorized Representative	
All fields are required	
 Employer or Authorized Representative	<p>First Name of Employer or Authorized Representative</p> <p>Enter the full legal first name of the person who physically examines the employee's original documents, completes, and signs Section 2. First name refers to the given name.</p> <input type="text"/>
	<p>Last Name of Employer or Authorized Representative</p> <p>Enter the full legal last name of the person who physically examines the employee's original documents, completes and signs Section 2. Last name refers to family name or surname. If the person has two last names or a hyphenated last name, include both names.</p> <input type="text"/>
	<p>Title of Employer or Authorized Representative</p> <p>Enter the title, position or role of the person who physically examines the employee's original document(s), completes, and signs Section 2.</p> <input type="text"/>
	<p>Email of Employer or Authorized Representative</p> <p>Enter the email address of the person who physically examines the employee's original document(s), completes, and signs Section 2.</p> <input type="text" value="email@email.com"/>
 Employer's Business or Organization	<p>Employer's business or Organization Name</p> <p>Enter the name of the employer's business or organization.</p> <input type="text" value="ABC Company"/>
	<p>Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address.</p> <p>Employer's Business or Organization Address (Street Number and Name)</p> <p>Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address.</p> <input type="text" value="123 Address"/>
	<p>City</p> <input type="text" value="Irvine"/>
	<p>State</p> <p>Select the state where the Employer's Business or Organization Address is located from the drop-down list provided. You may also type the first letter of the state and use the down arrow to select your state or territory.</p> <input type="text" value="California"/>
	<p>Zip Code</p> <p>Enter the 5-digit ZIP code for the Employer's Business or Organization Address.</p> <input type="text" value="92612"/>
<input type="button" value="NEXT"/>	
<input type="button" value="SAVE"/>	
Additional Information	
Worksheet Review	
Attestation and E-Signature - Employer or Authorized Representative	

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The **Additional Information** area is provided for employers to use in documenting any additional notes employers are required to document regarding provided document(s), such as an extension on a work visa.

Click the **Yes** to add additional information, if applicable, or **No**.

NOTE: Additional fields may appear for customers using flex fields to identify internal information for invoicing and reporting purposes.

Click **NEXT** to proceed.

I-9 Section 2 [Live chat](#) [Help](#) [Print](#)

Name of employee: John Doe

Citizenship or immigration status: A citizen of the United States

- Employee Provided Information
- Identity and Employment
- Employer or Authorized Representative

Additional Information
All fields are required unless specified

I-9 Additional Information Area Is there any additional information you need to document on this I-9?
 Yes
 No

Example of FLEX FIELD(S)

Location: Irvine

Cost Center: Cost center


NEXT

SAVE

Worksheet Review

Attestation and E-Signature - Employer or Authorized Representative

Worksheet Review: Employer reviews the entered information and can make any edits, if needed, or confirm the information should be inserted into Section 2 of the form. Click **NEXT** to proceed.

I-9 Section 2		Live chat Help Print
Name of employee	John Doe	
Citizenship or immigration status	A citizen of the United States	
Employee Provided Information		
Name of employee	Legal first name (given name): John Legal last name (family name): Doe Do you have a legal middle initial? No I certify that I do not have a middle initial: <input checked="" type="checkbox"/> Have you used any other last names? No I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1): <input checked="" type="checkbox"/>	
Employee home address	Country: USA Street number and name: 111 Address Street Do you have an apartment or suite number? No I certify that I do not have an apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1): <input checked="" type="checkbox"/> City or town: Irvine State: California Zip Code: 92612	
Date of birth	Month: January Day: 01 Year: 1989	
Email address	Would you like to provide your email address? No	
Telephone number	Would you like to provide your telephone number? No	
Status	What is your citizenship or immigration status? A citizen of the United States	
Social Security Number	Enter your SSN: 111-22-3333 Please enter your SSN again: 111-22-3333	
I-9 2019 Version Test additional information	Location: Irvine Cost Center: Cost center	
Send Section 1 correction to Employee		
Identity and Employment		
Employee's first day of employment	Date: Month: November Day: 05 Year: 2020	
Document Selection	Which document has the employee provided? U.S. Passport	
U.S. Passport	Issuing authority: U.S. Department of State Document number: 123456 Expiration date: Month: January Day: 01 Year: 2025	
Edit		
Employer or Authorized Representative		
Employer or Authorized Representative	First Name of Employer or Authorized Representative: JR Last Name of Employer or Authorized Representative: De Los Reyes Title of Employer or Authorized Representative: Authorized Representative Email of Employer or Authorized Representative: jr.delosreyes@hireright.com	
Employer's Business or Organization	Employer's Business or Organization Name: ABC Company Street number and name: 123 Address City: Irvine State: California Zip Code: 92612	
Edit		
Additional Information		
I-9 Additional Information Area	Is there any additional information you need to document on this I-9? No	
I-9 2019 Version Test additional information	Location: Irvine Cost Center: Cost center	
Edit		
Worksheet Review		
Please certify that the information is correct using the checkbox below in order to proceed.		
Employer or Authorized Representative		<input type="checkbox"/> I certify that the information that appears above should be inserted into Section 2 of the Form I-9.
NEXT		
Attestation and E-Signature - Employer or Authorized Representative		

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If Employee has uploaded documentation, it will be visible in the Employee Provided Information section while completing Section 2.

I-9 Section 2 Live chat Help Print	
Name of Employee	License Format
Citizenship or immigration status	A citizen of the United States
▼ Employee Provided Information	
Name of Employee	Legal First Name (Given Name): License Legal Last Name (Family Name): Format Do you have a legal middle initial? No I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1): <input checked="" type="checkbox"/> Have used any other last names? No I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1): <input checked="" type="checkbox"/>
Employee Home Address	Country: USA Address (Street Number and Name): 123 Anywhere Street Do you have an apartment or suite number? No I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1): <input checked="" type="checkbox"/> City or town: Fort Collins State: Maryland Zip/Postal Code: 80525
Date of Birth	Month: ** Day: ** Year: ****
E-mail Address	Would you like to provide your e-mail address? No
Telephone Number	Would you like to provide your telephone number? No
Status	What is your citizenship or immigration status? A citizen of the United States
Document Upload	Drivers license issued by state/territory Social Security Card (Unrestricted)
Social Security Number	Enter your SSN: ****-**-**** Please enter your SSN again: ****-**-****
I-9 2020 Version Test additional information	Location (Optional): Case Center (Optional): N/A
Send Section 1 correction to Employee	

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Final Review: Review the Section 2 electronic I-9 with the inserted worksheet information.

I-9 Section 2 Live chat Help Print

Attestation and E-Signature - Employer or Authorized Representative

All fields are required

Final Review

Please review all the information on Section 2 of the I-9 Form.
Please click the Review button to preview the I-9 Form. You will not be able to proceed until you have clicked the Review button to view the form.

Review

Review for accuracy and close.

I-9 Section 2 Live chat Help Print

Attestation and E-Signature - Employer or Authorized Representative

All fields are required

Final Review

Attestation

E-Signature

Employment Eligibility Verification

USCIS Form I-9
OMB No. 1615-0047
Rev. 08/14/2012

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1:		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A		List B		List C	
Identify and Employment Authorization		Identify		Employment Authorization	
Document Title	Document Title	Document Title	Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number	Document Number	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title	Additional Information		OR Code - Sections 2 & 3 Do Not Write in This Space		
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Document Title					
Issuing Authority					

Enter First Name

Last Name

Enter Last Name

E-Signature

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Attestation and E-signature

Review and **check** the boxes to complete the Attestation section, **complete e-signature section** and click **E-sign and Save (I-9 only or Remote Order completion) or E-sign, Save & Run E-Verify** (as shown here) button to finish. The Form I-9 is electronically stored in your account.

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the attestation buttons and the **E-Sign & Save** button, the document will be considered “SIGNED.”

I-9 Section 2 [Live chat](#) [Help](#) [Print](#)

Attestation and E-Signature - Employer or Authorized Representative

All fields are required

Final Review	<p>Please review all the information on Section 2 of the I-9 Form. Please click the Review button to preview the I-9 Form. You will not be able to proceed until you have clicked the Review button to view the form.</p> <p style="text-align: center;">Review</p> <p>If you found any errors, please make the proper corrections now. Edit Worksheet</p>
→ Attestation	<p><input type="checkbox"/> I attest, under penalty of perjury, that</p> <ul style="list-style-type: none">(1) I have examined the document(s) presented by the above-named employee.(2) the above-listed document(s) appear to be genuine and to relate to the employee named, and(3) to the best of my knowledge the employee is authorized to work in the United States.
→ E-Signature	<p>First Name <input type="text" value="Enter First Name"/></p> <p>Last Name <input type="text" value="Enter Last Name"/></p> <p>E-Signature <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>Clear</p> <p><input type="checkbox"/> I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described.</p> <p><input type="checkbox"/> I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button will constitute my electronic signature.</p>

[E-Sign, Save and Run E-Verify](#)

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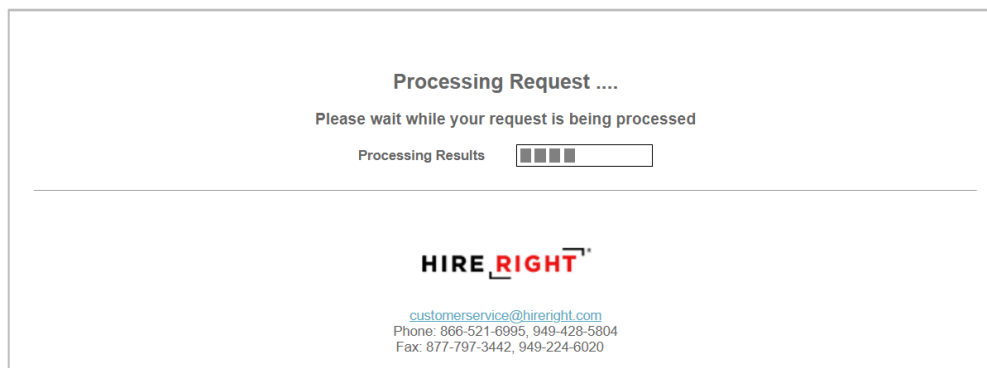
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NOTE FOR E-VERIFY CUSTOMERS:

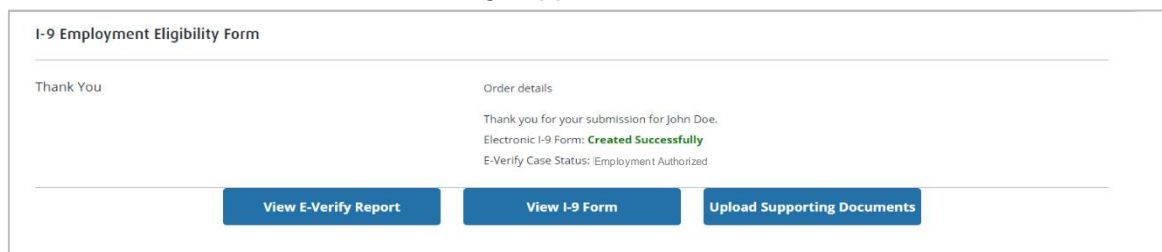
If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent to the E-Verify Check system for verification.
- E-Verify Check will respond with a case number.
- I-9 form will display a unique E-Verify case number and E-verify Report will reflect the status.
- E-Verify Check will typically provide a response within 5 minutes, with one of two types of results:
 - i. **Authorized (SSA Authorized or Employment Authorized)**
 - ii. **Tentative Non-Confirmation** – requires additional steps for verifying employee’s authorization to work

Here’s an interim message that appears, after the Form I-9 is complete, to confirm the E-verify check is in progress.



Within a few moments, a confirmation message appears.



Shortcut buttons can be used to View E-verify Report, View I-9 Form or Upload Documents to store with the employee’s I-9 form.

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Additional I-9 Features

Designating a Hiring Manager to Complete Section 2

Federal law requires that the employee completes Section 1 of the Form I-9 on their first day of work for pay. Employees in some states may complete Section 1 at any time between acceptance of a job offer and their first day of work for pay.

The Hiring Manager feature enables an employer to designate a trusted individual to review the employee's document(s) and complete Section 2 of the Form I-9 within three (3) business days of the first day of work for pay.

EXAMPLE: If the employee begins work on Monday, you MUST complete Section 2 by Thursday.

The term Hiring Manager is used as a generic term for the person who will be validating the employee's I-9 Section 2 documentation (from Lists A or B and C). When a user invites an employee to complete Section 1, the Hiring Manager option will display, if the permission is enabled for the account.

The Hiring Manager field allows you to grant a **non-user** direct access to complete a specific employee's Form I-9.

Hiring Manager (Optional)	<p>You can use this feature to grant one-time access to an individual to sign Section 2 for this employee.</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>E-mail Address <input type="text"/></p>
---------------------------	--

Enter the first and last name and email address in the Hiring Manager fields; the named person will be sent a notification once the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager will then use the information provided in the email to securely access and complete Section 2 of the electronic I-9.

For user visibility, you can track the status of the I-9 form in HireRight's I-9 Manager dashboard.

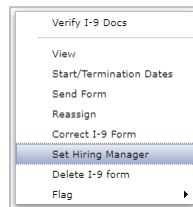
In certain circumstances, a user may wish to designate a Hiring Manager to complete a Form I-9 later after the Form I-9 process has been initiated or change the Hiring Manager, as needed.

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If the Hiring Manager needs to be changed, right-click on the employee's I-9 record in HireRight and select **Set Hiring Manager**. Update with the new hiring manager information and click Submit to send an email to the new designee. The previous email will no longer be valid for access.

To Set a Hiring Manager:

5. Right-click on the desired record and select **Set Hiring Manager**.



6. Enter a Hiring Manager name and E-Mail address. If one has been designated, you can update the information to send to another designee. (This will make the previous email inactive for a previous recipient).

I-9 Employment Eligibility Form

Set Hiring Manager

Employee: Sarah Sanders
Initiating Requestor: Kari Talmadge
Created: 12/08/2021

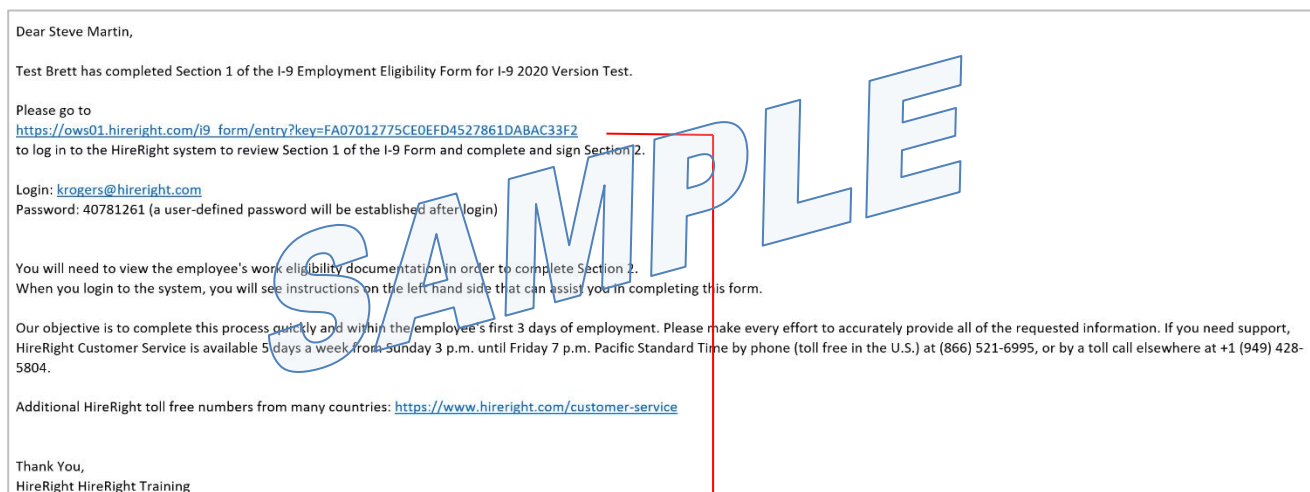
First Name:
Last Name:
E-mail:

7. Click **Submit**.

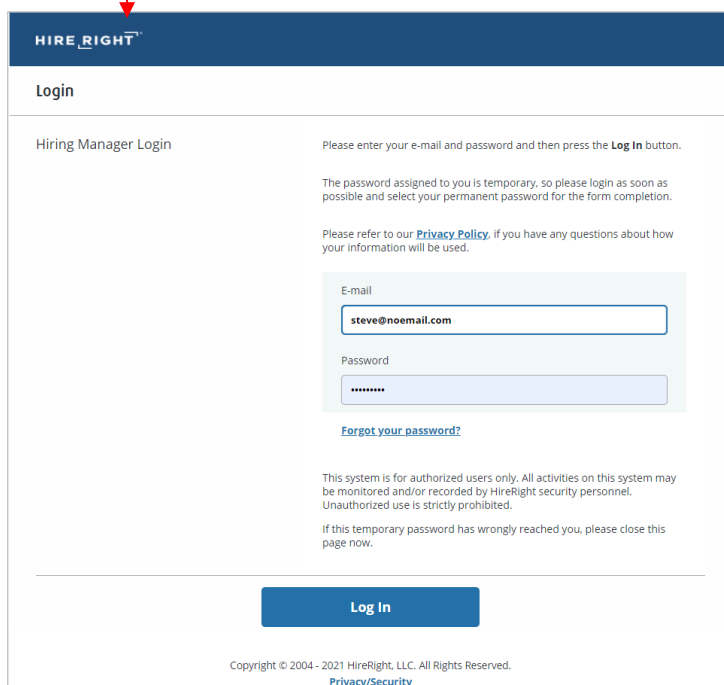


Hiring Manager Access and Completion of Section 2

The Hiring Manager receives an email that the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager uses the information provided in the email to access and complete Section 2 of the electronic I-9 when they meet with the employee.



The Hiring Manager accesses the form using the login information contained in the email.



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The Hiring Manager creates a password to securely access and complete the Employer section of the form.

The Employer Review & Verification Worksheet Opens for Section 2 completion

The Hiring Manager will have access to reference materials and Live Chat, for additional assistance in completion.

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Receipts for Lost, Stolen, or Damaged Documents

When an employee is unable to present a live document (or documents), the employee can present an acceptable “receipt” in lieu of a document from the Lists of Acceptable Documents.

This functionality only covers a receipt showing that the employee has applied to replace a document that was lost, stolen, or damaged per USCIS guidelines. Please refer to the “Information on Receipts” link within Section 2 or Section 3 for additional guidelines.

Receipts for a replacement of lost, stolen, or damaged documents can be presented by all employees. A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C) and is valid 90 days from date of hire or, for reverification, the date employment authorization expires. At the end of the receipt validity period, the employee must present the actual document for which the receipt was issued.

90-Days Remaining



When a receipt is used for completing the I-9, a timer is started. The employee now has 90 days to bring in a hard copy of an original acceptable document.

30-Days Remaining



After 60 days, a reminder email message will be sent to the employer and employee as a reminder to present the live document, once obtained.



Once 90 days is up, the employer will need to [Correct the I-9 form](#), indicating the live document was presented.

NOTE: If your company participates in E-Verify, and if the employee presents a receipt showing that he or she applied to replace a document that was lost, stolen or damaged, a case **cannot** be created in E-Verify. You must wait until the employee presents the actual document for which the receipt was presented before you can create a case in E-Verify for the employee.

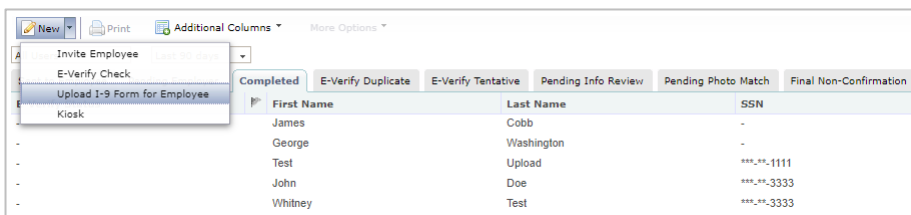
Upload a paper Form I-9 for Employee

The HireRight I-9 Solution can store scanned images of the Form I-9, however, you must have a completed Form I-9 before uploading the form to your HireRight account.

You will need to scan and save the paper Form I-9 (document) as a PDF, PNG or JPEG in order to upload.

Click the **New** button.

Click **Upload I-9 Form for Employee**.
The **Upload I-9 Form** screen displays.



Enter the associated **Employee Information** data from the paper form in the provided fields.

Upload I-9 Form

Employee Information Worksheet

All fields are required

<p>Name of Employee</p>	<p>Legal First Name (Given Name)</p> <p><small>Enter your full legal first name. Your first name is your given name.</small></p> <p><small>Some examples of correctly entered first names include Jessica, John-Paul, Tee Young, O'Shaun, Mai.</small></p> <p><small>If you only have one name, enter it in the Legal Last Name field, then enter "Unknown" in this field. You may not enter "Unknown" in both this field and the Legal Last Name field.</small></p> <input style="width: 100%;" type="text"/> <p>Legal Last Name (Family Name)</p> <p><small>Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in this field.</small></p> <p><small>Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.</small></p> <p><small>If you only have one name, enter it in this field, then enter "Unknown" in the Legal First Name field. You may not enter "Unknown" in both this field and the Legal First Name field.</small></p> <input style="width: 100%;" type="text"/> <p><small>Do you have a legal middle initial?</small></p> <p><small>Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.</small></p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> <p><small>Have used any other last names?</small></p> <p><small>Provide all other last names used, if any (such as maiden name).</small></p> <p><small>For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.</small></p> <p> <input type="radio"/> Yes <input type="radio"/> No </p>
-------------------------	--

Indicate if the upload is for a **New Employee** or **Existing Employee**.

Enter **Employee's first day of employment**.

Upload I-9 Form

▶ Employee Information Worksheet

Employee Type
All fields are required

USCIS Links
Below are links to official USCIS webpages that will always have the most up to date information.
[I-9 Handbook for Employers \(M-274\)](#)
[List of Acceptable Documents](#)
[Who is issued this document?](#)
[Information on Receipts](#)

New Employee or Existing Employee
Are you uploading the I-9 Form for a New Employee or an Existing Employee?
 New Employee
 Existing Employee

Employee's first day of employment
The employee will be required to provide a valid list A/B/C document with an expiration date after the employee's first day of employment.
Date
[Use Today's Date](#)
Month
-- Select From List --
Day
-- Select From List --
Year
-- Select From List --

Upload a scanned image of the completed paper I-9 form.

Indicate if you want to create an **E-verify case** for the employee.

Click **Next** to continue.

Employee's termination date
Would you like to provide the employee's termination date?
 Yes
 No

Upload I-9 Form
Please attach the I-9 Form for a New Employee or an Existing Employee.
[Select .pdf file](#)
Warning: The document you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View" action.

Create an E-Verify Case
Do you want to create an E-Verify case for this employee?
 Yes
 No
Warning: You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

[NEXT](#)
[SAVE](#)



Worksheet Review: Employer reviews the entered information and can make any edits, if needed, or Confirm the information that appears above is correct and matches exactly the uploaded form. Click **Submit**.

▼ Citizenship or Immigration Status Worksheet	
Status	What is your citizenship or immigration status? A citizen of the United States
Document Upload	
Social Security Number	Would you like to provide your Social Security Number (SSN)? No
Edit	
▼ Identity and Employment	
Document Selection	Which document has the employee provided? U.S. Passport
U.S. Passport	Document Title: U.S. Passport Issuing Authority: U.S. Department of State Document Number: 49876543 Expiration Date: Month: February Day: 02 Year: 2024
Edit	
▼ Additional Information	
I-9 Additional Information Area	Is there any additional information you need to document on this I-9? No
I-9 2020 Version Test additional information	Location: Irvine
Edit	
Worksheet Review	
Please certify that the information is correct using the checkbox below in order to proceed.	
Employer	<input checked="" type="checkbox"/> I certify that the information that appears above is correct and matches exactly the uploaded Form I-9.
Submit	

Data and form will be uploaded to your HireRight account. If your account is setup with E-Verify, and you selected E-verify, the employee data will be sent to the DHS for verification. Otherwise, only the I-9 form record is created.

I-9 Employment Eligibility Form	
Thank You	Order details
Thank you for your submission for George Washington.	
Scanned Paper I-9 Form: Created Successfully	
View I-9 Form	Upload Supporting Documents

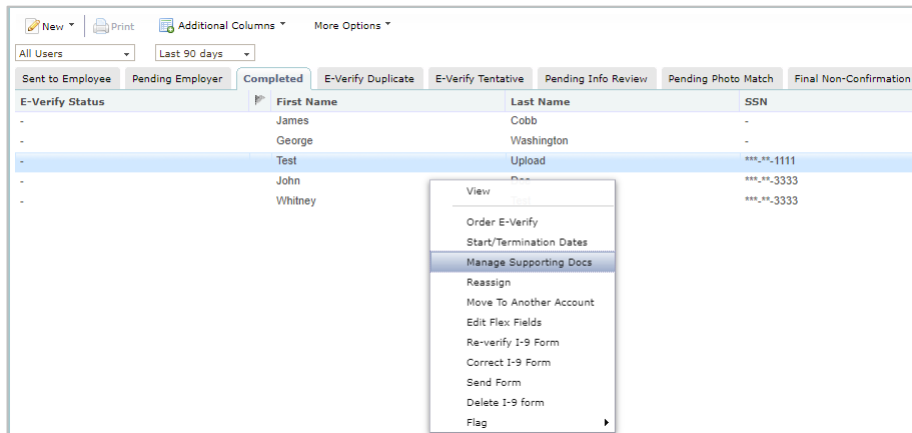
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Upload Supporting I-9 Documents

You can store scanned images of I-9 supporting documents. Simply scan the documents and use this feature to upload and store the files with HireRight.

Right-click on the record and select **Manage Supporting Docs**.



At the **Upload Supporting Documents** page, click **Browse** to locate the file on your computer you want to upload.

Select the type of document you are uploading by choosing it from the **Document Type** menu.

The screenshot shows the 'I-9 Employment Eligibility Form' interface. The main heading is 'I-9 Employment Eligibility Form'. Below it, the 'Upload Supporting Documents' section is active. It contains a text box with instructions: 'The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list. Each document should be smaller than 30MB. Each document should be a PDF, PNG, or JPEG.' Below the text is a 'Document Type' dropdown menu with the placeholder text 'Please Select Document Type'. A 'Browse' button is located below the dropdown. At the bottom of the form, there is a 'List of Supporting Documents' section with a table containing one entry: 'U.S. Passport' with a 'Remove' link next to it.

Acceptable file formats for uploading employee documentation to store with the electronic I-9 are PDF, PNG or JPEG. The opportunity to upload documentation will appear in the confirmation message that appears after Section 2 is complete.

If the document type you are uploading is not listed, choose **Other Document** and add a description in the **Document Description** field that appears.

Click the **Upload** button.

When you are finished, click **Close**.

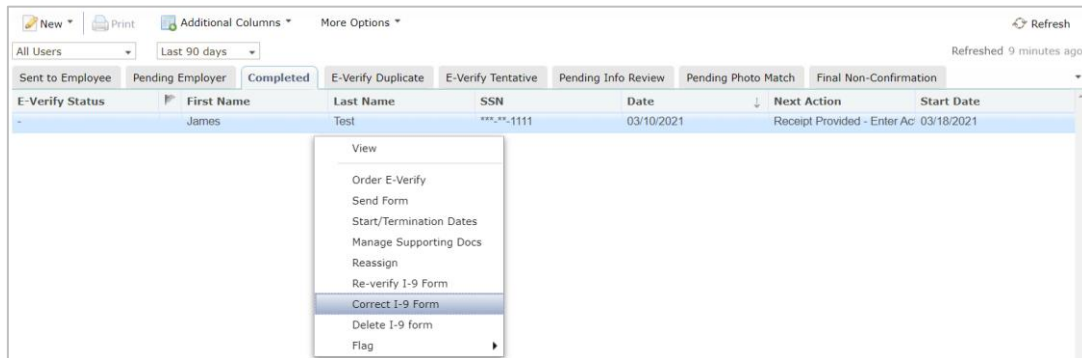
If you would like to see the new document in the list, click the **Refresh** button. Uploaded supporting docs can be viewed by double-clicking the record and click the **Supporting Documents** tab.

Document Type	Uploaded by	Date Uploaded
I-94 Document	James Cobb	Apr 12, 2021
FSM Passport with Form I-94	James Cobb	Apr 12, 2021

Form I-9 Corrections

Corrections to Section 1, Section 2 or Section 3 of the Form I-9

Locate the employee's record, right-click and select **Correct I-9 Form** to open the employee's Form I-9 and document the correction.



You will be prompted to indicate which section requires correction. Also, based on account configuration, Hiring Manager may also appear.

The screenshot shows a dialog box titled 'I-9 Employment Eligibility Form'. It contains a section 'Form I-9 Correction Options' and a question 'What would you like to do with this form?'. There are three radio button options: 'Correct Myself - Section 2' (selected), 'Send Section 1 to Employee', and 'Send Section 2 to Hiring Manager'. At the bottom, there are 'Submit' and 'Cancel' buttons.

NOTE: Hiring Manager is an outside designee you trust to complete the correction but does not have access to your I-9 account.

Example of I-9 Section 2 Correction

Go to section requiring correction(s) and make the necessary correction(s) and click **Next**.

I-9 Section 2 - Corrections

Name of Employee	Test Cobb
Citizenship or immigration status	A citizen of the United States
Employee Provided Information	
Identity and Employment	
Employee's first day of employment	The employee will be required to provide a valid list A/B/C document with an expiration date after the employee's first day of employment. Date Use Today's Date Month March Day 24 Year 2021
Document Selection	Which document has the employee provided? Receipt: Drivers license issued by state/territory An additional document is required from the employee based on the previous selection. Social Security Card (Unrestricted) Below are links to official USCIS webpages that will always have the most up to date information: I-9 Handbook for Employers (M-274) List of Acceptable Documents Who is issued this document? Information on Receipts

Make the appropriate changes. In this example, a Driver's License is replacing the receipt for a Driver's License.

Document Selection	Which document has the employee provided? Drivers license issued by state/territory An additional document is required from the employee based on the previous selection. Social Security Card (Unrestricted) Below are links to official USCIS webpages that will always have the most up to date information. I-9 Handbook for Employers (M-274) List of Acceptable Documents Who is issued this document? Information on Receipts
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You will be prompted to complete additional fields as relevant for completing the correction.

Drivers license issued by state/territory

This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify must contain a photo.

This example shows the prompts include selection of issuing authority, document number and expiration date.

Issuing Authority
Enter the issuing authority of the provided document or its receipt. The issuing authority is the entity that issued the document.

California

Document Number
Enter the document number exactly as it appears on the provided document or its receipt.

Format Help

e5757123

Does this document have an expiration date?

Yes
 No

Expiration Date
Enter the expiration date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An unexpired document includes a document where the expiration date shown on the face of a document has been automatically extended, such as for individuals with Temporary Protected Status.

Month: December

Day: 19

Year: 2026

Review information and continue through the form prompts by clicking **Next**.

I-9 Section 2 - Corrections

Name of Employee	Test Cobb
Citizenship or immigration status	A citizen of the United States

Employee Provided Information

Identity and Employment

Employer or Authorized Representative

All fields are required

Employer or Authorized Representative	<p>First Name of Employer or Authorized Representative Enter the full legal first name of the person who physically examines the employee's original documents, completes, and signs Section 2. First name refers to the given name.</p> <p>Ann</p> <p>Last Name of Employer or Authorized Representative Enter the full legal last name of the person who physically examines the employee's original documents, completes and signs Section 2. Last name refers to family name or surname. If the person has two last names or a hyphenated last name, include both names.</p> <p>HireRight Training</p> <p>Title of Employer or Authorized Representative Enter the title, position or role of the person who physically examines the employee's original document(s), completes, and signs Section 2.</p> <p>HireRight Training</p> <p>Email of Employer or Authorized Representative Enter the e-mail address of the person who physically examines the employee's original document(s), completes, and signs Section 2.</p> <p>kari.lalimadge@hireright.com</p>
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Indicate the reason for any updates you've made and click **Next**.

I-9 Section 2 - Corrections

- Identity and Employment
- Employer or Authorized Representative
- Additional Information

Reason For Change
All fields are required

Instructions: Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Next to proceed to the e-Signature page. If you do not wish to commit these changes, click Logout to quit without saving any changes. If you wish to make further changes and/or update your corrections, select the desired section above and click on the Edit button next to it.

Drivers license issued by state/territory

Title changed
Original: Receipt: Drivers license issued by state/territory
New: Drivers license issued by state/territory
Correction Reason: Live document presented

Expiration Date changed
Original: 06/27/2021
New: 12/16/2025
Correction Reason: Added updated expiration date

NEXT

Worksheet Review

Attestation and E-Signature - Employer or Authorized Representative

Review the corrected information and complete **Worksheet Review** step to apply information to the I-9.

Reason For Change

Drivers license issued by state/territory

Title changed
Original: Receipt: Drivers license issued by state/territory
New: Drivers license issued by state/territory
Correction Reason: Live document presented

Expiration Date changed
Original: 06/27/2021
New: 12/16/2025
Correction Reason: Added updated expiration date

[Edit](#)

Worksheet Review
Please certify that the information is correct using the checkboxes below in order to proceed.

Employer or Authorized Representative I certify that the information that appears above should be inserted into Section 2 of the Form I-9.

NEXT

Attestation and E-Signature - Employer or Authorized Representative



Click **Review** to review the electronic Form I-9.

I-9 Section 2 - Corrections

Attestation and E-Signature - Employer or Authorized Representative

All fields are required

Final Review

Please review all the information on Section 2 of the I-9 Form. Please click the Review button to preview the I-9 Form. You will not be able to proceed until you have clicked the Review button to view the form.

Review

The electronic I-9 form will display. Close the I-9 and finalize form.

Attestation and E-Signature - Employer or Authorized Representative

All fields are required

Final Review

Please review all the information on Section 2 of the I-9 Form. Please click the Review button to preview the I-9 Form. You will not be able to proceed until you have clicked the Review button to view the form.

Review

If you found any errors, please make corrections by clicking the [Edit Worksheet](#) button.

Attestation

I attest, under penalty of perjury, that I have examined the documents presented to me and I have determined that the information is true and correct to the best of my knowledge and belief.

E-Signature

First Name
Enter First Name

Last Name
Enter Last Name

E-Signature


I understand that I am using electronic signature disclosure and I consent to the terms described.

Document Title	Document Type	Document Title	Document Type
Identity and Employment Authorization	Document Type	Document Title	Document Type
Passport	Document Type	Document Title	Document Type
Employment Authorization Document	Document Type	Document Title	Document Type
Driver's License	Document Type	Document Title	Document Type
State-issued ID	Document Type	Document Title	Document Type
Foreign passport	Document Type	Document Title	Document Type
Foreign driver's license	Document Type	Document Title	Document Type
Foreign state-issued ID	Document Type	Document Title	Document Type
Foreign passport with temporary validity	Document Type	Document Title	Document Type
Foreign passport with expired visa	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity (expired)	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity (expired) (expired)	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity (expired) (expired) (expired)	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity (expired) (expired) (expired) (expired)	Document Type	Document Title	Document Type
Foreign passport with expired visa and temporary validity (expired) (expired) (expired) (expired) (expired)	Document Type	Document Title	Document Type

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Complete Attestation, enter your first and last name, drawn signature is optional. Review and indicate your understanding of the presented statements. Click the **E-Sign & Save or E-sign, Save and Run E-verify**, as applicable.

Attestation	<ul style="list-style-type: none">I attest, under penalty of perjury, that<ul style="list-style-type: none">(1) I have examined the document(s) presented by the above-named employee,(2) the above-listed document(s) appear to be genuine and to relate to the employee named, and(3) to the best of my knowledge the employee is authorized to work in the United States.
E-Signature	<p>First Name <input type="text" value="Ann"/></p> <p>Last Name <input type="text" value="HireRight Training"/></p> <p>E-Signature  Clear</p> <ul style="list-style-type: none">I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described.I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button will constitute my electronic signature.
<p>E-Sign, Save and Run E-Verify</p>	

For E-verify customers

If applicable, such as with corrections for receipts, you will be prompted to indicate why the E-verify Check was not submitted within 3 business days of hire, if applicable.

Reason <small>All fields are required</small>	
Reason	Please select the reason why this E-Verify Check has not been submitted within 3 business days of hire and then select Submit I-9 Verification
	<input type="text" value="Other"/>
	<input type="text" value="Receipt provided for DL at time of hire."/>
<p>Continue</p>	

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Confirmation of completion of changes.

I-9 Employment Eligibility Form

Your changes to the I-9 form have been successfully submitted.

Audit Trail will record everything. Double-click the record and click on **Audit Trail** tab to view.

I-9 Form		Annotations/Notes	Audit Trail	Supporting Documents																										
03/29/2021 10:47:03 PST	HireRight HireRight Training			Employer Signature Date 03/29/2021				IP Address:																						
03/29/2021 10:47:03 PST	HireRight HireRight Training			I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described.				IP Address:																						
03/29/2021 10:47:03 PST	HireRight HireRight Training			I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button will constitute my electronic signature.				IP Address:																						
03/29/2021 11:10:59 PST	HireRight HireRight Training			Form viewed				IP Address:																						
03/29/2021 12:37:00 PST	JR De Los Reyes			Form viewed				E-Mail Address:																						
03/29/2021 13:11:59 PST	JR De Los Reyes			Form viewed				IP Address:																						
03/30/2021 08:57:43 PST	HireRight HireRight Training			Reverification and Rehire				IP Address:																						
				<table border="1"><thead><tr><th>Field</th><th>Old Value</th><th>New Value</th><th>Reason/Change Summary</th></tr></thead><tbody><tr><td>Rehire Date</td><td></td><td>03/30/2021</td><td></td></tr></tbody></table>	Field	Old Value	New Value	Reason/Change Summary	Rehire Date		03/30/2021																			
Field	Old Value	New Value	Reason/Change Summary																											
Rehire Date		03/30/2021																												
03/30/2021 09:00:48 PST	HireRight HireRight Training			Section 3 Worksheet Review				IP Address:																						
03/30/2021 09:00:48 PST	HireRight HireRight Training			I certify that the information that appears above should be inserted into Section 3 of the Form I-9.				IP Address:																						
04/01/2021 08:19:05 PST	JR De Los Reyes			Form viewed				E-Mail Address:																						
04/07/2021 09:49:54 PST	HireRight HireRight Training			Form Corrections Section 2 Input of A or B and C documents				IP Address:																						
				<table border="1"><thead><tr><th>Field</th><th>Old Value</th><th>New Value</th><th>Reason/Change Summary</th></tr></thead><tbody><tr><td>Document B: Type</td><td>Driver's license issued by a State or outlying possession of the United States</td><td>Driver's license issued by a State or outlying possession of the United States</td><td></td></tr><tr><td>Document B: Title</td><td>Receipt: Drivers license issued by state/territory</td><td>Drivers license issued by state/territory</td><td></td></tr><tr><td>Document B: Expiration Date</td><td>09/27/2021</td><td>12/19/2025</td><td></td></tr><tr><td>Document C: Type</td><td>Social Security Account Number card without restrictions</td><td>Social Security Account Number card without restrictions</td><td></td></tr></tbody></table>	Field	Old Value	New Value	Reason/Change Summary	Document B: Type	Driver's license issued by a State or outlying possession of the United States	Driver's license issued by a State or outlying possession of the United States		Document B: Title	Receipt: Drivers license issued by state/territory	Drivers license issued by state/territory		Document B: Expiration Date	09/27/2021	12/19/2025		Document C: Type	Social Security Account Number card without restrictions	Social Security Account Number card without restrictions							
Field	Old Value	New Value	Reason/Change Summary																											
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Document B: Expiration Date	09/27/2021	12/19/2025																												
Document C: Type	Social Security Account Number card without restrictions	Social Security Account Number card without restrictions																												
04/08/2021 12:52:48 PST	HireRight HireRight Training			Form Corrections Section 2 Input of A or B and C documents				IP Address:																						
				<table border="1"><thead><tr><th>Field</th><th>Old Value</th><th>New Value</th><th>Reason/Change Summary</th></tr></thead><tbody><tr><td>Document B: Type</td><td>Driver's license issued by a State or outlying possession of the United States</td><td>Driver's license issued by a State or outlying possession of the United States</td><td></td></tr><tr><td>Document B: Title</td><td>Receipt: Drivers license issued by state/territory</td><td>Drivers license issued by state/territory</td><td></td></tr><tr><td>Document B: Expiration Date</td><td>09/27/2021</td><td>12/19/2025</td><td></td></tr><tr><td>Document C: Type</td><td>Social Security Account Number card without restrictions</td><td>Social Security Account Number card without restrictions</td><td></td></tr></tbody></table>	Field	Old Value	New Value	Reason/Change Summary	Document B: Type	Driver's license issued by a State or outlying possession of the United States	Driver's license issued by a State or outlying possession of the United States		Document B: Title	Receipt: Drivers license issued by state/territory	Drivers license issued by state/territory		Document B: Expiration Date	09/27/2021	12/19/2025		Document C: Type	Social Security Account Number card without restrictions	Social Security Account Number card without restrictions							
Field	Old Value	New Value	Reason/Change Summary																											
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Document B: Title	Receipt: Drivers license issued by state/territory	Drivers license issued by state/territory																												
Document B: Expiration Date	09/27/2021	12/19/2025																												
Document C: Type	Social Security Account Number card without restrictions	Social Security Account Number card without restrictions																												
04/08/2021 12:56:57 PST	HireRight HireRight Training			Form Corrections Section 2 Reason For Change provided				IP Address:																						
				<table border="1"><thead><tr><th>Field</th><th>Old Value</th><th>New Value</th><th>Reason/Change Summary</th></tr></thead><tbody><tr><td>Document B: Title</td><td>Receipt: Drivers license issued by state/territory</td><td>Drivers license issued by state/territory</td><td>Live document presented</td></tr><tr><td>Document B: Expiration Date</td><td>09/27/2021</td><td>12/19/2025</td><td>Added updated expiration date</td></tr></tbody></table>	Field	Old Value	New Value	Reason/Change Summary	Document B: Title	Receipt: Drivers license issued by state/territory	Drivers license issued by state/territory	Live document presented	Document B: Expiration Date	09/27/2021	12/19/2025	Added updated expiration date														
Field	Old Value	New Value	Reason/Change Summary																											
Document B: Title	Receipt: Drivers license issued by state/territory	Drivers license issued by state/territory	Live document presented																											
Document B: Expiration Date	09/27/2021	12/19/2025	Added updated expiration date																											
04/09/2021 13:00:22 PST	HireRight HireRight Training			Form Corrections Section 2 Worksheet Review				IP Address:																						
04/09/2021 13:00:22 PST	HireRight HireRight Training			I certify that the information that appears above should be inserted into Section 2 of the Form I-9.				IP Address:																						
04/09/2021 13:08:59 PST	HireRight HireRight Training			Form Corrections Section 2 Worksheet Review				IP Address:																						
04/09/2021 13:08:59 PST	HireRight HireRight Training			I certify that the information that appears above should be inserted into Section 2 of the Form I-9.				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			Employer Attestation				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			Section 2 correction signed				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			Employer Signature Date 04/08/2021				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described.				IP Address:																						
04/09/2021 13:21:41 PST	HireRight HireRight Training			I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button will constitute my electronic signature.				IP Address:																						
04/09/2021 13:23:51 PST	HireRight HireRight Training			E-Verify Submitted				IP Address:																						
04/09/2021 13:28:01 PST	HireRight HireRight Training			LATE REASON: Audit revealed that new hire was not run through E-Verify yet				IP Address:																						
04/09/2021 13:28:29 PST	HireRight HireRight Training			Form viewed				IP Address:																						

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Updating the I-9 with a Newly Issued SSN and Submitting for E-verify Check

This section only relates to customers who use E-verify and have Employees who do not have a Social Security Number issued to them prior to the start of employment.

Once the I-9 form is complete, the E-verify check process will return a Warning Message.

Please note that an SSN is required on the Form I-9 in order to run an E-verify Check. If the employee has indicated on Section 1 that they do not yet have an SSN issued from the SSA (Social Security Administration), a notification will remind the employer and employee the document must be provided. When the employee receives his/her SSN, please use the **Correct I-9 Form** functionality to update the I-9 Form with the correct SSN value and then submit the E-verify check.

Correct I-9 Form AFTER the SSN is Issued

Once the SSN is issued to the Employee, return to the employee's record, right-click and select **Correct I-9 Form**.

Choose to **Send Section 1 to Employee** to make the correction.

Recommendation: Indicate what the action you need the Employee to take when they receive the Notification for Correction.

The screenshot displays the 'I-9 Employment Eligibility Form' interface. The main heading is 'Form I-9 Correction Options'. Below this, there are three radio button options under the heading 'What would you like to do with this form?':
- 'Correct Myself - Section 2' (unselected)
- 'Correct Myself - Replace Uploaded I-9 Form' (unselected)
- 'Send Section 1 to Employee' (selected, indicated by a blue dot)
Below the radio buttons, there is a text field for 'Employee Name' containing the text 'test recup'.
Next is a text field for 'Employee Email' containing 'employee@bnoemail.com'.
Below that is a text area for 'Correction Reason (Optional)' containing the text 'Please add your newly issued SSN number to Section 1.'
At the bottom, there is a radio button option 'Send Section 2 to Hiring Manager' (unselected).
Finally, there are two buttons: a blue 'Submit' button and a white 'Cancel' button with a blue border.

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You will receive a notification when the Employee has completed the Correction, allowing you to Order E-verify check.

Dear Kari Talmadge,

Please note that James Cobb made changes to Section 1 of their I-9 Form on 07/10/2018.

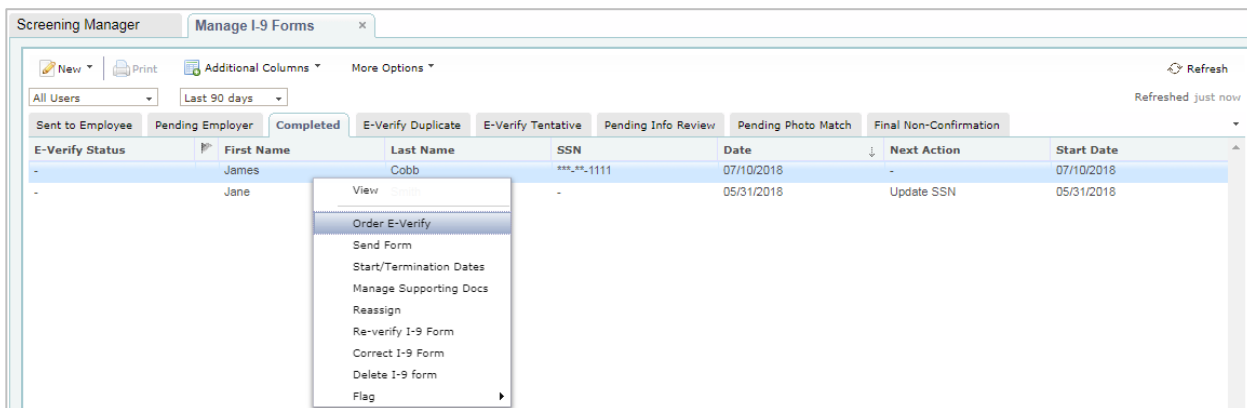
If you would like to review these changes, please login to the HireRight I-9 Dashboard and select View I-9 Form or View Audit Trail from the Actions menu.

If you need support, HireRight Customer Service is available 5 days a week from Sunday 3 p.m. until Friday 7 p.m. Pacific Standard Time by phone (toll free in the U.S.) at (866) 521-6995, or by a toll call elsewhere at +1 (949) 428-5804.

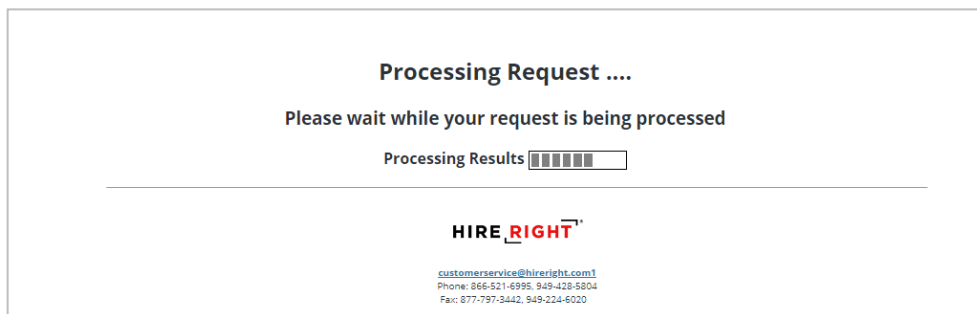
Additional HireRight toll free numbers from many countries: <http://www.hireright.com/Contact-U.s.aspx#tab2>

Thank you.
HireRight Customer Service
www.hireright.com

Return to the **Completed** tab. Right-click on the Employee record and select **Order E-verify**.



Momentarily, an on screen verification of the E-Verify check status will display. If Authorized is returned, there are no additional steps.



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Within a few moments, a confirmation message appears.

I-9 Employment Eligibility Form

Thank You

Order details

Thank you for your submission for John Doe.
Electronic I-9 Form: **Created Successfully**
E-Verify Case Status: Employment Authorized

[View E-Verify Report](#) [View I-9 Form](#) [Upload Supporting Documents](#)

Shortcut buttons can be used to View E-verify Report, View I-9 Form or Upload Documents to store with the employee's I-9 form.

Here's an example of a delay from E-verify. This may occur if e-verify is processing a high volume of requests at the time of submission. An emailed Notification is sent to the originator or Section 2 completer.

I-9 Employment Eligibility Form

Thank You

Order details

E-Verify Case Status: **In progress**

Warning

An E-Verify Check was not immediately completed because there was a connection issue with the E-Verify service. No action is needed on your part at this time. HireRight will automatically save all E-Verify requests and will re-submit them as soon as the connection with E-Verify is fully restored. Please access the HireRight Dashboard periodically over the next 24 hours to check if any additional action is required to complete the E-Verify Check for this employee.

[View E-Verify Report](#) [Upload Supporting Documents](#)

Form I-9 Duplicate Search

Duplicate Search Criteria

- Duplicate search criteria are common in different flows and pages.
- The system considers all existing forms with form type I-9 Form and I-9 Form Upload.
- List of duplicate search criteria (Employee data):
 - ✓ Email address
 - ✓ SSN
 - ✓ Combination of Name (First Name and Last Name only) & Start Date
 - ✓ Combination of Name (First Name and Last Name only) & DOB
 - ✓ Combination of DOB & Start Date
- If at least one of duplicate search criteria is matched, then the system shows duplicate search warning.
- User can ignore found duplicates and proceed with the form completion as usual.

Duplicate Search in Invite Dialog

I-9 Employment Eligibility Form

Warning

An I-9 Form may have already been ordered for this employee. In most cases, only one I-9 Form should be on file per employee. Please ensure that the I-9 Form that you are trying to create is not a duplicate record. You can review the duplicates below using the individual "Review" links or [click here](#) to delete this order that you are creating. Alternatively, you can continue creating the I-9 Form.

Ann Smith
Employee's E-Mail: aaa@aa.com
Employee's SSN: **none**
Start Date: **04/13/2021**
Termination Date: **none**
Order Type: **I-9 Form**
Form Requested by: **EPAMTESTONEFN EPAMTESTONELN**
Requested on: **04/13/2021**
[Review](#)

Employee Information

First Name

Enter the employee's first name. The employee's first name is his or her given name.

Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.

Last Name

Enter the employee's last name. The employee's last name is his or her family name or surname.

Duplicate Search in Invite Dialog – Review duplicate

I-9 Employment Eligibility Form


Warning

An I-9 Form may have already been ordered for this employee. In most cases, only one I-9 Form should be on file per employee. Please ensure that the I-9 Form that you are trying to create is not a duplicate record. You can review the duplicates below using the individual "Review" links or [click here](#) to delete this order that you are creating. Alternatively, you can continue creating the I-9 Form.

Ann Smith
 Employee's E-Mail: aaa@aa.com
 Employee's SSN: **none**
 Start Date: **04/13/2021**
 Termination Date: **none**
 Order Type: **I-9 Form**
 Form Requested by: **EPAMTESTONEFN EPAMTESTONELN**
 Requested on: **04/13/2021**
[Review](#)

Employee Information

First Name



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

**USCIS
Form I-9**
OMB No. 1615-0047
Expires 10/31/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) <small>Sm:sn</small>	First Name (Given Name) <small>gn:fn</small>	Middle Initial <small>mi:ia</small>	Other Last Names Used (if any) <small>nl:na</small>		
Address (Street Number and Name)			Apt. Number <small>ap:na</small>	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address <small>em:na</small>		Employee's Telephone Number <small>tl:na</small>	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	<small>N/A</small>
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	<small>N/A</small>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number)	<small>N/A</small>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)	<small>N/A</small>

Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

QR Code - Section 1
Do Not Write in This Space

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E-verify

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
- E-Verify will typically provide a response within 15 seconds.

If information from an employee's Form I-9 did not match government records, Employee may still be authorized to work and/or is lawfully present in the United States. Common reasons for TNC: SSN did not match, ID document could not be verified, Citizenship or immigration status changed, or Typographical errors.

Results

E-Verify will respond with one of two types of results:

- **Tentative** – requires additional steps for verifying an Employee's authorization to work
- **Final** – E-Verify has made a final determination status

Possible Statuses

- **Final:**
 - ✓ Employment Authorized
 - ✓ DHS/SSA Final Non-Confirmation
 - ✓ DHS/SSA Employment Non-Authorized
 - ✓ DHS/SSA No-Show
- **Temporary:**
 - ✓ DHS/SSA Tentative Non-Confirmation
 - Please reference the "How to Handle a Tentative Non-Confirmation Status" Job Aid for further instructions.
 - ✓ DHS/SSA Tentative Non-Confirmation – Photo Mismatch
 - Please reference the "E-Verify Photo Tool" Job Aid for further instructions.
 - ✓ DHS/SSA Verification in Process
 - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
 - ✓ DHS/SSA Case in Continuance
 - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
 - ✓ DHS/SSA Institute Additional Verification
 - Note: This status means that E-Verify has instituted additional verification procedures to verify the Employee's employment eligibility and that resolution of the status may take some extra time. No action is needed on your part at this time in the process.

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E-Verify Photo Matching Tool

As mandated by the U.S. Department of Homeland Security, all customers using HireRight's E-Verify solution are required to conduct an E-Verify Photo Match when certain documents are provided.

What does the E-Verify Photo Matching Tool do?

Using HireRight's E-Verify Photo Matching Tool, you will be verifying that the photo displayed in E-Verify is identical to the photo on the document that the employee presented to you. Once E-Verify is initiated, a window will appear that prompts users to compare the photo on the employee's documentation with a photo displayed on HireRight's E-Verify screen. This helps ensure that the documents provided are valid.

The photo matching prompt automatically occurs when an employee presents any of the following documents as proof of employment eligibility:

- U.S. Passport or U.S. Passport card - *active for HireRight customers on 4/29/2011*
- Permanent Resident Card (Form I-551) - *active for HireRight customers on 12/3/2010*
- Employment Authorization Document (Form I-766) - *active for HireRight customers on 12/3/2010*

Document Selection

Which document has the employee provided?

U.S. Passport

Below are links to official USCIS webpages that will always have the most up to date information.

[I-9 Handbook for Employers \(M-274\)](#)

[List of Acceptable Documents](#)

[Who Issued this document?](#)

[Information on Receipts](#)

U.S. Passport

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Issuing Authority

Enter the issuing authority of the provided document or its receipt. The issuing authority is the entity that issued the document.

--Select Value--

Document Number

U.S. Passport Number contains 6-9 alphanumeric characters.

Expiration Date

Enter the expiration date of the document you selected in the Document Title field. A document is not acceptable if it has already expired. An unexpired document includes a document where the expiration date shown on the face of a document has been automatically extended, such as for individuals with Temporary Protected Status.

Month

--Select From List --

Day

--Select From List --

Year

--Select From List --

NEXT

SAVE

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When the employee presents one of the documents and the I-9 Form information entered by the employer matches DHS records, the employee's photo automatically displays on HireRight's E-Verify Photo Match prompt/screen.

NOTE: If an employee presents a U.S. Passport (or Passport Card), Permanent Resident Card, or Employment Authorization Document, E-Verify requires that **the employer must make a copy both sides of the document and keep it on file with the I-9 Form.** If you prefer to not keep a paper copy, you may scan and upload to the record using the Manage Supporting Documents feature (provided this permission is activated for your account).

Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise,

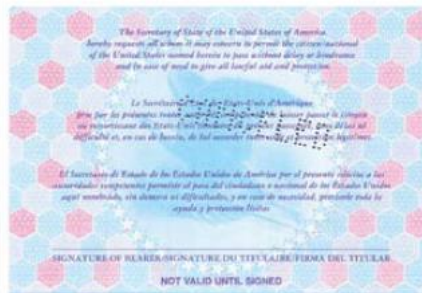
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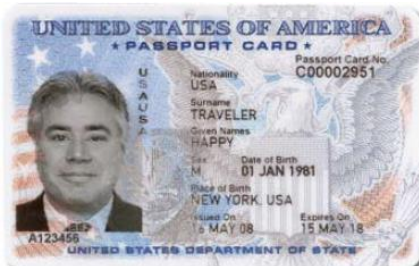
Sample Document Images

Note: Images may vary from documents shown here based on document issue date.

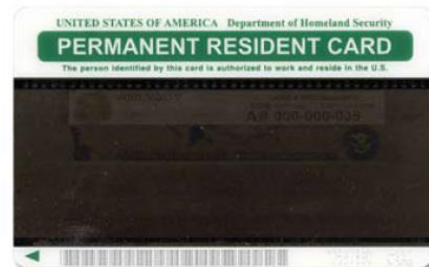
- U.S. Passport



- U.S. Passport Card



- I-551 (Permanent Resident Card)



- Form I-766 (Employment Authorization Card)



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E-Verify Photo Matching Process

In HireRight's I-9 and E-Verify interface, photo matching may be required when an employee presents one of the following documents in Section 2:

- U.S. Passport or Passport card - *active for HireRight customers on 4/29/2011*
- Permanent Resident Card (Form I-551) - *active for HireRight customers on 12/3/2010*
- Employment Authorization Document (Form I-766) - *active for HireRight customers on 12/3/2010*

NOTE: As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 and I-766 documents that are entered within the HireRight E-Verify system.

An E-Verify Photo Match is activated once you click "**E-sign, Save and Run E-verify**"

Once the E-Verify Check is initiated, a screen will return from E-Verify that includes a photograph (usually within 15 seconds). Simply compare the photo displayed by E-Verify to the photo on the employee's document and determine if the photos are reasonably identical. This means that the photos should be identical, but you should take into account minor variances in shading and detail between the two photos based upon the age and wear of the employee's document, the quality of your computer monitor, and the watermark on the photo in E-Verify to protect it from unlawful use.

Select **Yes** or **No** to the question: "Does the photograph above match the photograph on the documented presented by the employee?"

- 8. Yes** - the photo on the employee's document matches the photo displayed by E-Verify. Clothing, hair style, facing direction and appearance on the card should be identical to the photo displayed by E-Verify.
- 9. No** - the photo on the employee's document is not identical to the photo displayed in E-Verify.
- 10. No Photo Displayed.**

I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

E-Verify has returned a photograph of your new employee (PHOTO) (seePHOTO).

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

Please Note: Do NOT compare the photo displayed by E-Verify to the employee directly; this step was already completed during Section 2.

Does the photograph above match the photograph on the document presented by the employee?

Yes

No

No photo displayed

Submit

Do not compare the photo displayed by E-Verify to the employee directly. The direct comparison between the document and the individual happens during Section 2 of the I-9 Form completion, prior to using E-Verify.

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Click **Submit** once you have verified that the photograph on the screen matches the photograph given to you.

What if the Photo Match screen never appears or my browser crashes?

On occasion, the E-Verify service may be delayed in returning the photo. A message regarding a timeout could appear on the Thank You page, or an email notification may be sent to alert you of a Pending Photo Match that has not yet been completed.

There is a corresponding E-Verify “work queue” tab on the Manage I-9 Forms Dashboard; named **Pending Photo Match**.

The screenshot shows the 'Manage I-9 Forms' dashboard with a table of E-Verify cases. The table has columns for E-Verify Status, First Name, Last Name, SSN, Date, Next Action, and Type. Two cases are listed:

E-Verify Status	First Name	Last Name	SSN	Date	Next Action	Type
Photo Matching Required	testPHOTO	testPHOTO	***-**-4789	04/07/2021	Pending Photo Match	E-Verify Only
Scan And Upload	testSCAN	testAUTH	***-**-4789		-	E-Verify Only

A red arrow points to the 'Scan And Upload' button for the second case. Another red arrow points to the 'Confirm E-Verify Photo' option in the context menu for the first case.

Pending Photo Match

In order to continue processing the E-Verify check for the employee, right-click and select **Confirm E-Verify Photo** to complete the Photo Match process.

The screenshot shows a web browser window with the following tabs: "Screening Manager", "COVID-19 Affect...", "Manage I-9 Forms", and "E-Verify Photo M...". The main content area is titled "I-9 Employment Eligibility Form" and contains a section for "E-Verify Photo Matching and Comparison".

The text in the section reads: "E-Verify has returned a photograph of your new employee testPHOTO testPHOTO. Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display. **Please Note:** Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2."

The photo area is a white square with the text "NotFound" centered inside. Below the photo is the question: "Does the photograph above match the photograph on the document presented by the employee?". There are three radio button options: "Yes", "No", and "No photo displayed". At the bottom of the form is a blue "Submit" button.

Click **Submit** to start the E-Verify photo matching response.

If user selects **Yes**, E-Verify server may respond with either Employment Authorized or TNC status.

If user selects **No** or **No photo displayed**, E-Verify server will respond with Scan and Upload status.

Scan and Upload – E-verify Status and Form Action

Scan and Upload status will be received if user selects No or No photo displayed in Photo Match dialog.

User should find the form in the Pending Photo Match tab and select Upload Photo Match Docs action.

The screenshot shows the 'Manage I-9 Forms' interface. The 'Pending Photo Match' tab is active. The table below shows the record details:

E-Verify Status	First Name	Last Name	SSN	Date	Next Action	Type
Scan And Upload	testSCAN	testAUTH	***-**-4789	04/07/2021	-	I-9 Form Upload

The context menu for the selected record includes the following options:

- View
- Manage Supporting Docs
- Reassign
- Move To Another Account
- Upload Photo Match Docs**
- Close Case
- E-Verify Report
- Re-verify I-9 Form
- Start/Termination Dates
- Send Form
- Edit Flex Fields
- Correct I-9 Form
- Delete I-9 form
- Flag

User must upload both front and back of document to complete the E-Verify process and **Submit**.

The 'Upload Photo Matching Documents' dialog box contains the following text:

Upload Photo Matching Documents

Upload Photo Matching Documents

It is mandatory to submit two photo files of the document that the employee provided for photo-matching purposes – one file displaying the front of the verification document and one displaying the back. Please note, you will not be able to proceed until you have uploaded the two photo files.

Each photo file should be smaller than 5MB.
Each photo file should be a PDF, PNG, or JPEG.

Photo Matching Document to submit to Department of Homeland Security (Front Photo): *

Photo Matching Document to submit to Department of Homeland Security (Back Photo): *

No file selected.

No file selected.

Retain a copy of both the front and the back as a supporting documents

Scan and Upload Dialog

User can check the checkbox to save these documents as supporting documents for the form. This is optional. The documents will be shown under the View action > Supporting Documents tab along with other files attached to the form.

I-9 Employment Eligibility Form

Upload Photo Matching Documents

It is mandatory to submit two photo files of the document that the employee provided for photo-matching purposes – one file displaying the front of the verification document and one displaying the back. Please note, you will not be able to proceed until you have uploaded the two photo files.

Each photo file should be smaller than 5MB.
Each photo file should be a PDF, PNG, or JPEG.

Photo Matching Document to submit to Department of Homeland Security (Front Photo): * No file selected.

Photo Matching Document to submit to Department of Homeland Security (Back Photo): * No file selected.

Retain a copy of both the front and the back as a supporting documents

Document Type: ▼

- Please Select Document Type
- Employment Auth. Document (Form I-766)
- U.S. Passport Card
- U.S. Passport
- Perm. Resident Card (Form I-551)
- Alien Reg. Receipt Card (Form I-551)
- Foreign Passport, work-authorized nonimmigrant
- Foreign Passport with Temp. I-551 Stamp
- Other document
- Foreign Passport with Temp. I-551 MRIV
- FSM Passport with Form I-94

Scan and Upload Dialog – Thank You page

After photos submission, E-Verify will update the form status to TNC and it can be found in I-9 Forms dashboard > E-Verify Tentative tab. User can proceed with Refer Employee or Take No Action or Close Case.

Screening Manager | COVID-19 Affecte.. | Manage I-9 Forms | Upload Photo Mat..

Thank You

Thank you for upload photo matching documents.

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Tentative Non-Confirmation Status

If a status of **Tentative Non-Confirmation (TNC)** is returned on an E-Verify, the employer must speak to the employee about the TNC and provide the **Further Action Notice**.

The TNC status alone does not indicate that the employee is not authorized to work in the USA. This status indicates that the employee has an issue that needs to be resolved with the Social Security Administration or Department of Homeland Security in order to determine final work authorization status.

If the employee chooses to contest the TNC Status, the employer will refer the employee to the appropriate agency for resolution. At that point, the **employee must take action within 8 Federal Government Working Days**.

If the employee does not take action within 8 Federal Government Working Days, a Final Non-Confirmation Status will be issued, and the employer may terminate the employment.

Upon Receipt of a “Tentative Non-Confirmation” status:

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **E-Verify Tentative** tab.
3. **Select the employee** that has the “Tentative Non-Confirmation” status and **right-click**.

Before Meeting

- Access the E-verify Report
- Print the Further Action Notice

During the Meeting

- Review the notification with Employee
 - o Employee must indicate, in writing, whether or not they will contest
- NOTE: Customers may opt to upload signed original(s) in HireRight

After Meeting, right-click on the record to complete one of the following, as applicable:

Refer Employee: For Employees who Contest:

SSA TNC: Requires VISIT SSA local office to resolve www.ssa.gov/locator
DHS TNC: Requires TELEPHONE DHS to resolve (888-897-7781)
<http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>

Take No Action: For Employees who do not wish to Contest

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Refer Employee - E-verify Status and Form Action

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options Refresh

Last 90 days Refreshed 3 minutes ago

E-Verify Status	First Name	Last Name	SSN	Date	Next Action	Type	Reque
Tentative Non-Confirmation	Elaine	Goodell	***-**-3212	04/09/2021	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	Elaine	Goodell	***-**-3212	View	Print and Review TNC with Employee	I-9 Form	E. EPAI
Tentative Non-Confirmation	Ann	Upload	***-**-4789	Reassign	Print and Review TNC with Employee	I-9 Form Upload	E. EPAI
Tentative Non-Confirmation	Bob	Smith	***-**-4789	Refer Employee	Print and Review TNC with Employee	I-9 Form	E. EPAI
Tentative Non-Confirmation	Tina	Verify	***-**-4789	Take No Action	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	Verify	Ann	***-**-4789	Close Case	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	John	Check	***-**-4789	E-Verify Report	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	Bob	Check	***-**-1111	Manage Supporting Docs	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	Bob	Check	***-**-6789	Edit Flex Fields	Print and Review TNC with Employee	E-Verify Only	E. EPAI
Tentative Non-Confirmation	Ann	Check	***-**-4789	Flag	Print and Review TNC with Employee	E-Verify Only	E. EPAI

Refer Employee dialog

Screening Manager COVID-19 Affecte.. Manage I-9 Forms Refer Employee

I-9 Employment Eligibility Form

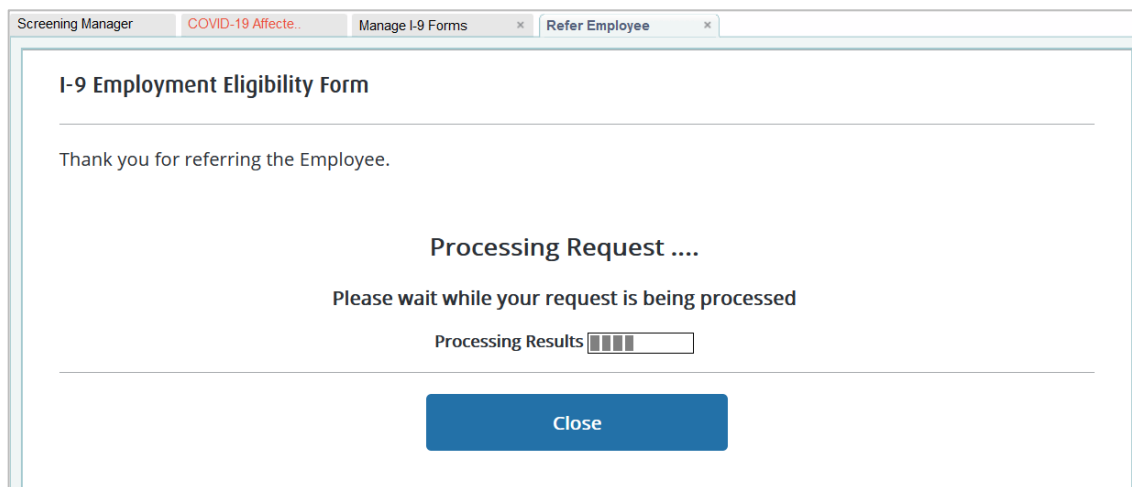
Confirm Employee Referral

By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the **Further Action Notice**. **If you have not spoken to the employee, click Cancel.**

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS and generate a "Referral Date Confirmation" letter. Please print and provide Referral Date Confirmation letter to the employee.

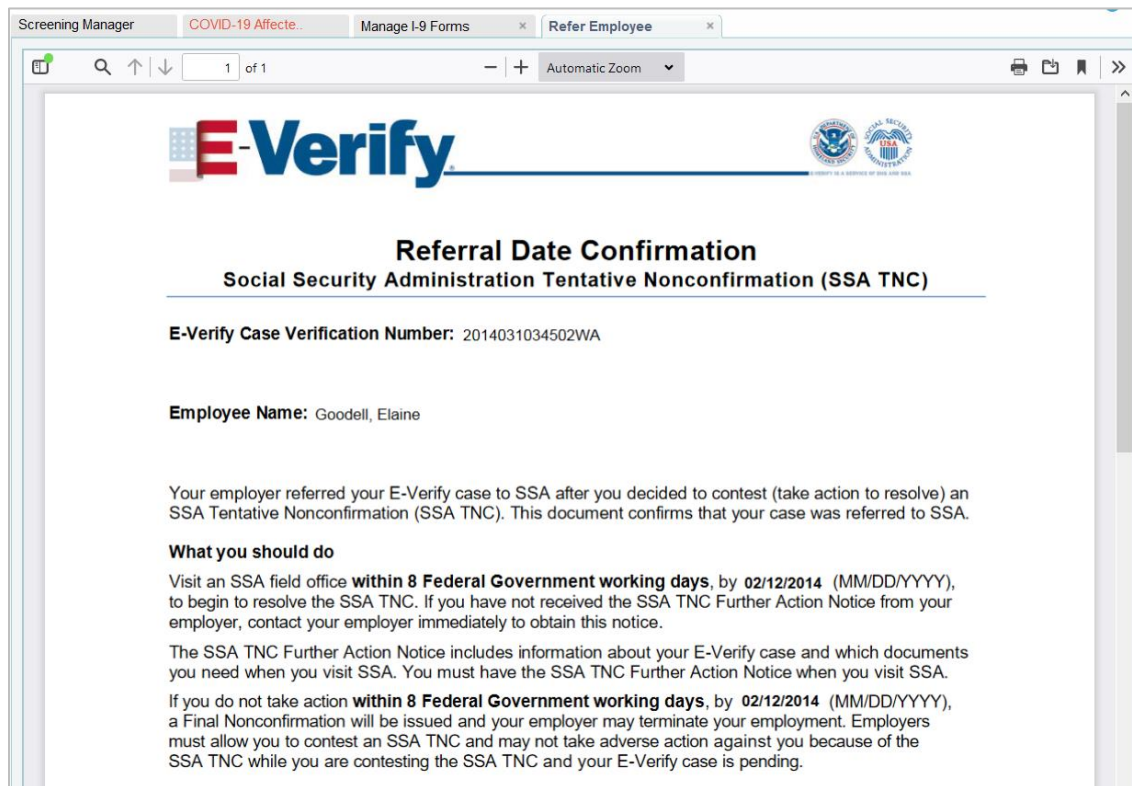
Refer Cancel

Refer Employee dialog – Processing



Refer Employee dialog – Referral Confirmation letter

Connects to E-Verify and will respond with the Referral Date Confirmation letter with all the needed data prepopulated. Otherwise, this letter can be found under the E-Verify Report action.



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Take No Action – E-Verify Status and form action

E-Verify Status	First Name	Last Name	SSN	Date	Next Action	Type	Request
Tentative Non-Confirmation	Elaine	Goodell	***-**-3212	04/09/2021	Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	Elaine	Goodell	***-**-321		Print and Review TNC with Employee	I-9 Form	E EPAI
Tentative Non-Confirmation	Ann	Upload	***-**-478		Print and Review TNC with Employee	I-9 Form Upload	E EPAI
Tentative Non-Confirmation	Bob	Smith	***-**-478		Print and Review TNC with Employee	I-9 Form	E EPAI
Tentative Non-Confirmation	Tina	Verify	***-**-478		Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	Verify	Ann	***-**-478		Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	John	Check	***-**-478		Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	Bob	Check	***-**-111		Print and Review TNC with Employee	E-Verify Report	E EPAI
Tentative Non-Confirmation	Bob	Check	***-**-678		Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	Ann	Check	***-**-478		Print and Review TNC with Employee	E-Verify Only	E EPAI
Tentative Non-Confirmation	Verify	Duplicate	***-**-444		Print and Review TNC with Employee	E-Verify Only	E EPAI

Take No Action Dialog

I-9 Employment Eligibility Form

Confirm TNC 'Take No Action' to resolve this E-Verify Case

By selecting Confirm below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the **Further Action Notice**. The notice can be accessible by navigating to the E-Verify report and selecting 'Further Action Notice'. **If you have not spoken to the employee, click Cancel.**

Selecting Confirm below will give the employee a final result that indicates E-Verify were unable to confirm the employee's employment authorization. This cannot be undone and can result in the employee losing this job.

Confirm **Cancel**

Take No Action Dialog - Processing

Processing Request

Please wait while your request is being processed

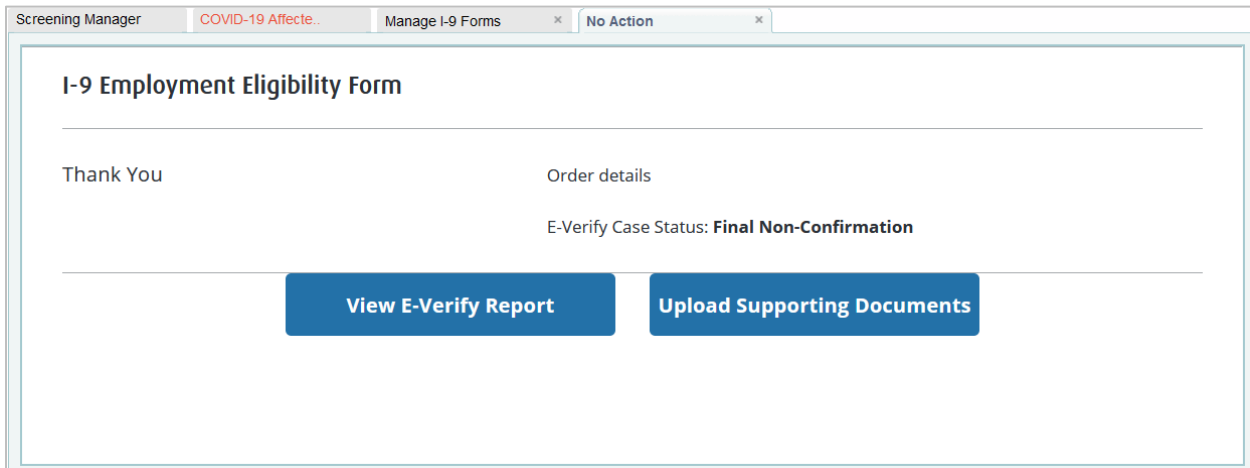
Processing Results

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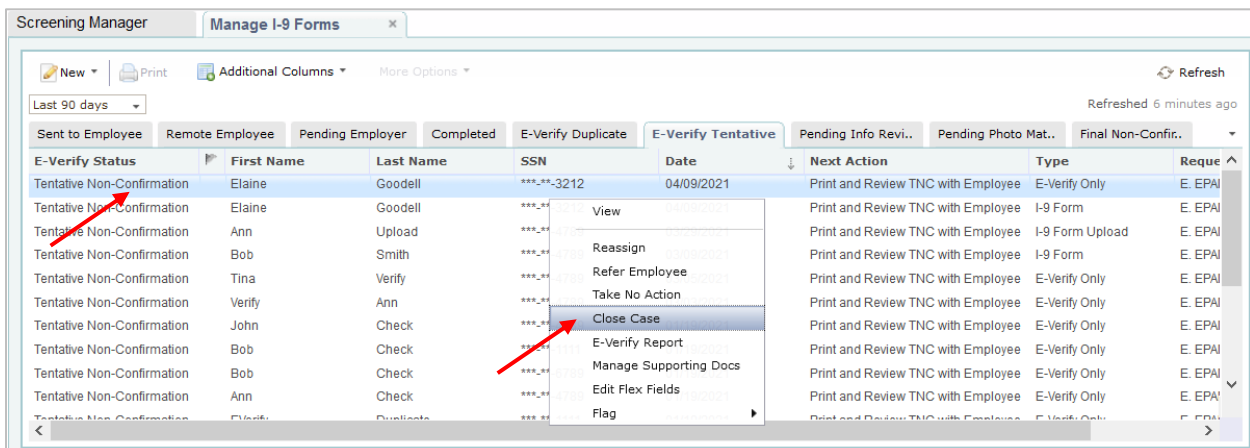
customerservice@hireright.com
 Phone: 866-521-6995, 949-428-5804
 Fax: 877-797-3442, 949-224-6020

Take No Action dialog – Thank You page

“Take No Action” will lead to Final Non-Confirmation status. After that, user should close the case.



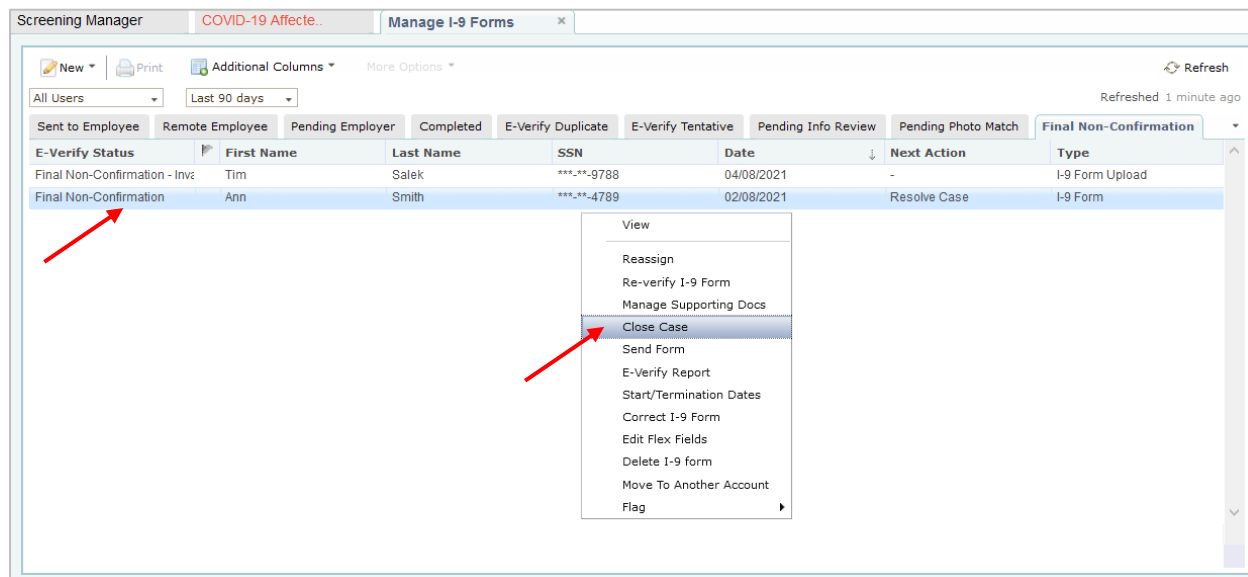
Close Case – TNC E-Verify Status and form action



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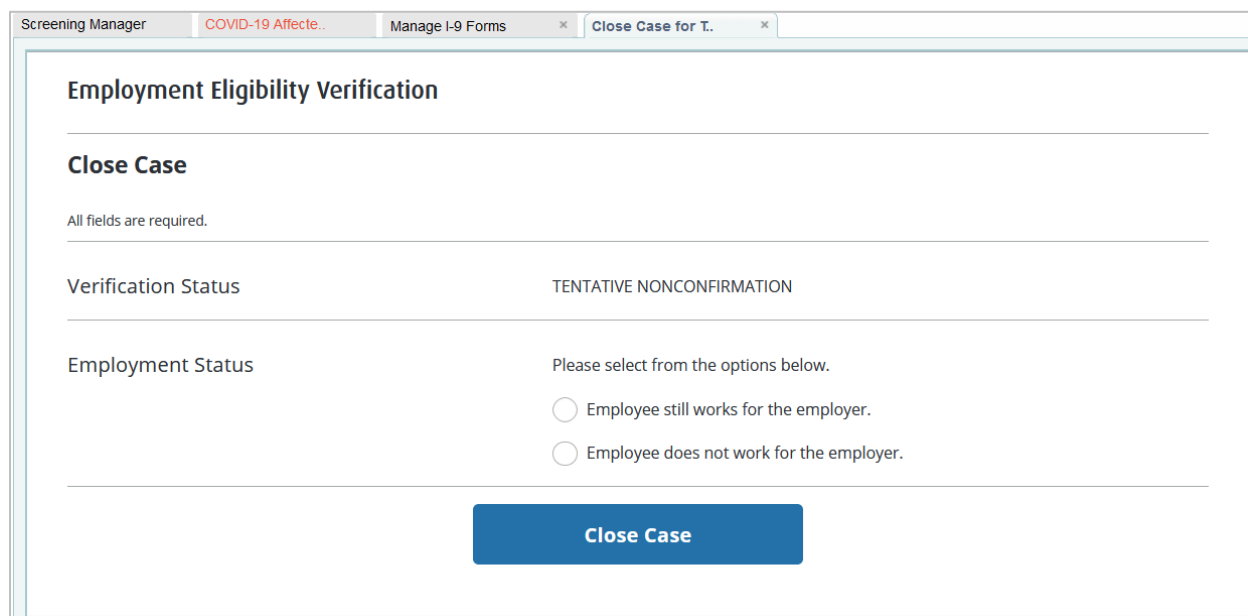
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Close Case – FNC E-Verify Status and form action



Close Case dialog – Employment Status

User should indicate the Employee's Employment Status and wait for the response with Close Case options from E-Verify server.



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Close Case dialog – Waiting for Close Case Options

Screening Manager COVID-19 Affecte.. Manage I-9 Forms x Close Case for T. x

Employment Eligibility Verification

Close Case

All fields are required.


Verification Status TENTATIVE NONCONFIRMATION

Employment Status Please select from the options below.

Employee still works for the employer.

Employee does not work for the employer.

Processing Request
Please wait while your request is being processed

Processing Results 

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Phone: 866-521-6995, 949-428-5804
Fax: 877-797-3442, 949-224-6020

Close Case dialog – Close Case Options

When “Other” is selected, then user will be asked to provide a free-text custom reason.

Employment Status Please select from the options below.

- Employee still works for the employer.
- Employee does not work for the employer.

Close Case Options Please select from the options below. This status will be sent to the DHS system to close the case.

- The employee continues to work for the employer after receiving a Final Nonconfirmation result.
- The case is being closed because the data entered is incorrect.
- The case is being closed because DHS instructed this employer to close the case.
- The case is being closed because SSA instructed this employer to close the case.
- The case received a Final Nonconfirmation and is being closed with a reason of 'Other'

Reason Please indicate why you are closing this case below.

Close Case

Close Case dialog – Thank You page

Screening Manager | COVID-19 Affecte.. | Manage I-9 Forms | **Close Case for T.**

Employment Eligibility Verification

Close Case

Notification Status Case has been closed.

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Close Case dialog – Updated form status

Screening Manager COVID-19 Affecte.. Manage I-9 Forms x

New Print Additional Columns More Options Refresh Refreshed 1 minute ago

All Users Last 90 days

E-Verify Status	Remote Employee	Pending Employer	Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
		First Name	Last Name	SSN	Date	Next Action	Type	
Tentative Non-Confirmation - <u>Asked by DHS</u>		ddd	ddd	***-**-1112	04/07/2021	-	I-9 Form Uplo	
Tentative Non-Confirmation		topaz	Ma	***-**-1111	04/06/2021	Print and Review TNC with Ei	I-9 Form	
Tentative Non-Confirmation		invite	dd	***-**-1111	04/05/2021	Print and Review TNC with Ei	I-9 Form	
Tentative Non-Confirmation		ogo	ogo	***-**-3123	04/01/2021	Resubmit E-Verify	I-9 Form	
Tentative Non-Confirmation		upload	upload	***-**-3123	04/01/2021	Print and Review TNC with Ei	I-9 Form Uplo	
Tentative Non-Confirmation		Sony	Test	***-**-1111	03/31/2021	Print and Review TNC with Ei	I-9 Form	
Tentative Non-Confirmation		newalien	newnumber	***-**-1111	03/31/2021	Print and Review TNC with Ei	I-9 Form	
Tentative Non-Confirmation		Invite	Third	***-**-5555	03/29/2021	Print and Review TNC with Ei	I-9 Form	

E-Verify Status will be updated according to the select Close Case reason.

Screening Manager COVID-19 Affecte.. Manage I-9 Forms x

New Print Additional Columns More Options Refresh Refreshed just now

All Users Last 90 days

E-Verify Status	Remote Employee	Pending Employer	Completed	E-Verify Duplicate	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
		First Name	Last Name	SSN	Date	Next Action	Type	
Final Non-Confirmation - <u>Invalid Query</u>		Tim	Salek	***-**-9788	04/08/2021	-	I-9 Form Upload	
Final Non-Confirmation		Ann	Smith	***-**-4789	02/08/2021	Resolve Case	I-9 Form	

E-verify Late Reason

The dialog will be auto-shown after the submission of Section 2 with E-Verify ordering for the form with start date more than 3 business days in the past.

Reason

All fields are required

Reason

Please select the reason why this E-Verify Check has not been submitted within 3 business days of hire and then select Submit I-9 Verification

E-Verify Late Reason – drop-down options

User must select a reason, otherwise E-Verify will not further process the order.

Reason

All fields are required

Reason

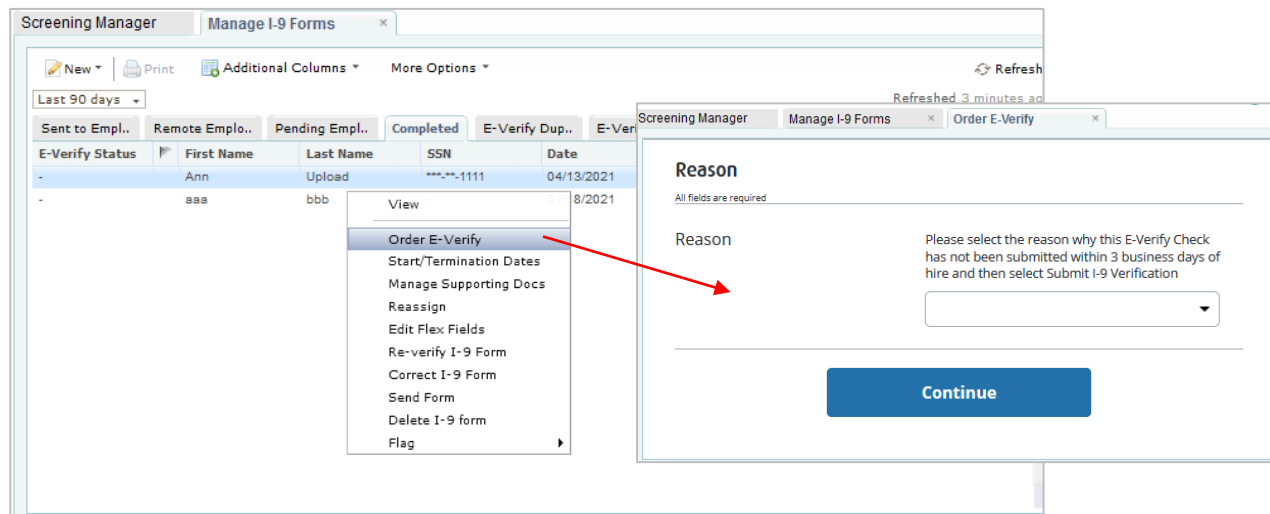
Please select the reason why this E-Verify Check has not been submitted within 3 business days of hire and then select Submit I-9 Verification

- Audit revealed that new hire was not run through E-Verify yet
- Technical problems
- Other
- Waiting for Social Security Number to be issued to employee

E-Verify Late Reason - form action

If E-Verify server didn't respond in time right after Section 2 submission or user occasionally closed the dialog without providing the reason, the form can be found in I-9 Forms > Completed tab.

Selecting **Order E-Verify** action will open Late Reason dialog again.



E-Verify Late Reason – Processing Request

Clicking the Continue button will trigger Processing Request screen. E-Verify will respond with some E-Verify Case Status.



If there are duplicates, then E-Verify Duplicate dialog will be shown automatically.

E-Verify Duplicate Search dialog

The dialog will be auto-shown after the submission of Section 2 with E-Verify ordering (and after Late Reason dialog, if any) if user attempts to order one more E-Verify for the same employee within the last 30 days.

User can either cancel the current order (I-9 Form will be submitted anyway w/o ordering) or continue processing it. In this case, reason for continuing should be provided, otherwise E-Verify will not further process the order.

Duplicate E-Verify Alert

E-Verify records indicate that cases with the same SSN number have been processed for this employer within last 30 days

Case Number	SSN	Case Created On	Date of Hire	Eligibility Statement Text
2021103132945HL	***-**-978	04/13/2021 09:29	04/13/2021	Case Incomplete
2021103134025JC	***-**-978	04/13/2021 09:40	04/13/2021	Case Incomplete

You must choose one of the following options below:

Do not continue this E-Verify order. Choosing this option will close the E-Verify order that you just created with the reason 'Incorrect Data Entry'.

Ignore existing duplicate case(s) and continue processing the E-Verify order that you created. You are required to specify a reason, if you choose this option.

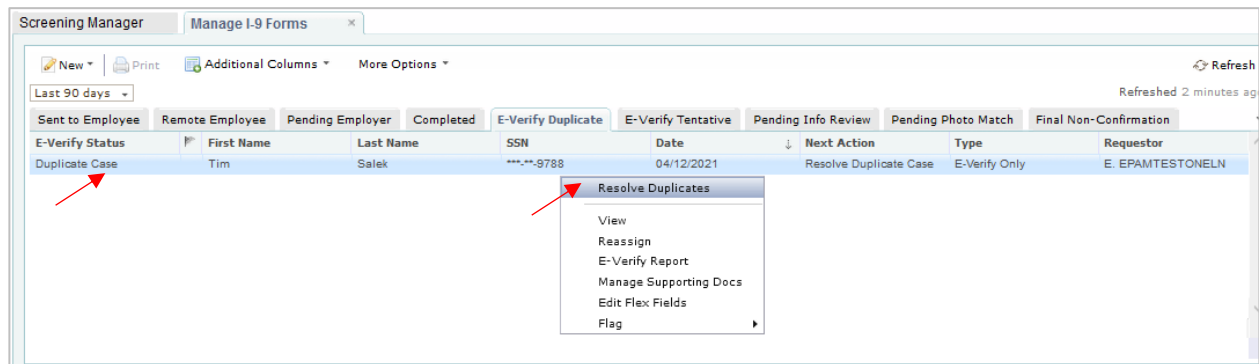
Reason for Continuing: *

E-Verify Duplicate Search - E-Verify Status and form action

If E-Verify server didn't respond in time right after Section 2 submission or user occasionally closed the dialog without resolving duplicates, the form can be found in I-9 Forms > **E-Verify Duplicate** tab.

Selecting **Resolve Duplicates** action will open **Duplicate E-Verify Alert** dialog again.

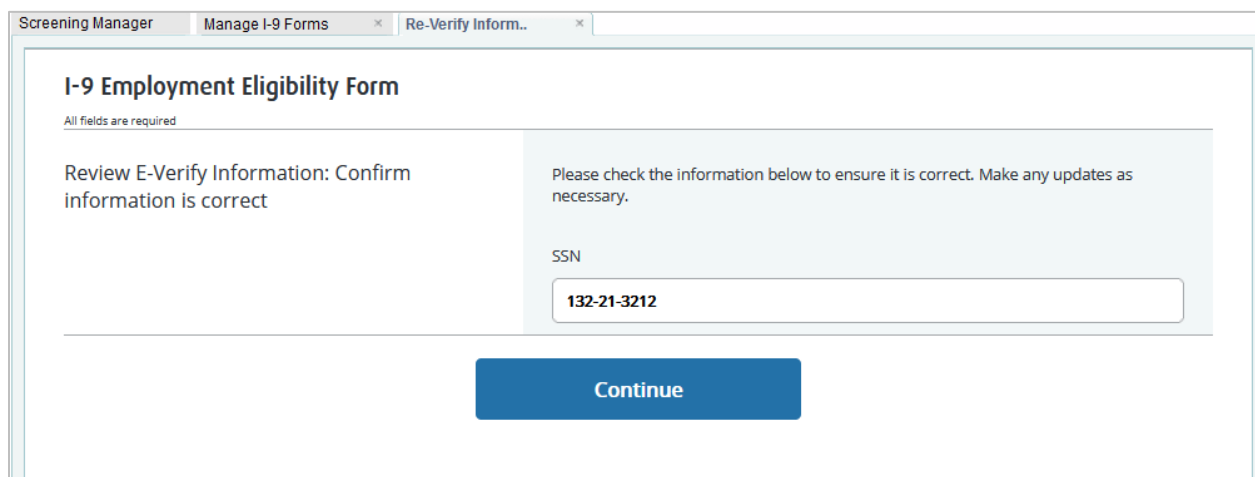
After clicking the Continue button in the dialog, E-Verify will respond with some E-Verify Case Status. For example, Review E-Verify Information dialog can be shown automatically.



Review E-Verify Information Process

In some instances, a case status of 'Review E-Verify Information' occurs and you will see a screen appear to review and update the employee's information. This means that a discrepancy was found in the information that was submitted compared to the information that is maintained in the E-Verify database.

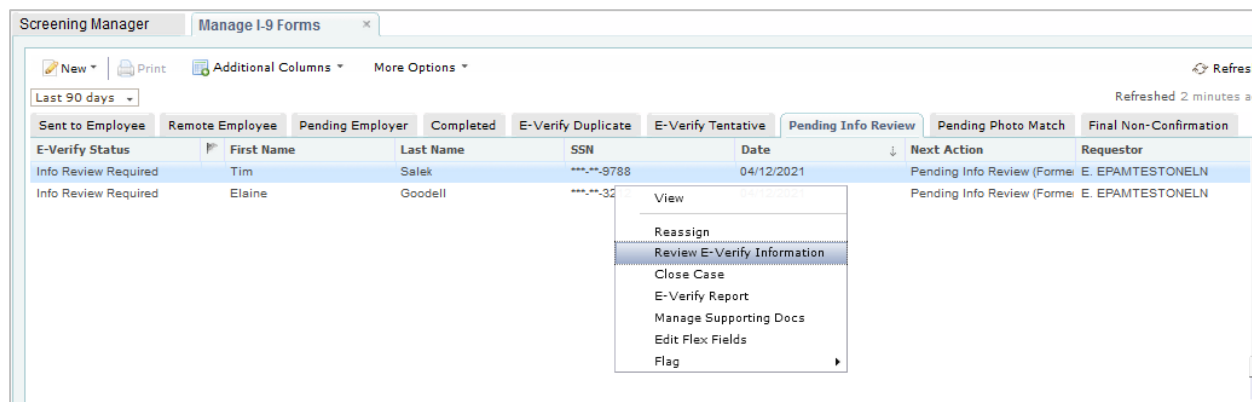
11. A 'Review E-Verify Information' occurs for reasons including typographical errors and/or incorrect information provided on the I-9 Form. You are required to review the data in the screen provided, correct the information if necessary, and resubmit to E-Verify.
12. The dialog may display after the submission of Section 2 with E-Verify ordering.



Review E-Verify Information - E-Verify Status and form action

If E-Verify server didn't respond promptly upon Section 2 submission or user occasionally closed the dialog without submitting data, the form can be found in I-9 Forms > Pending Info Review tab.

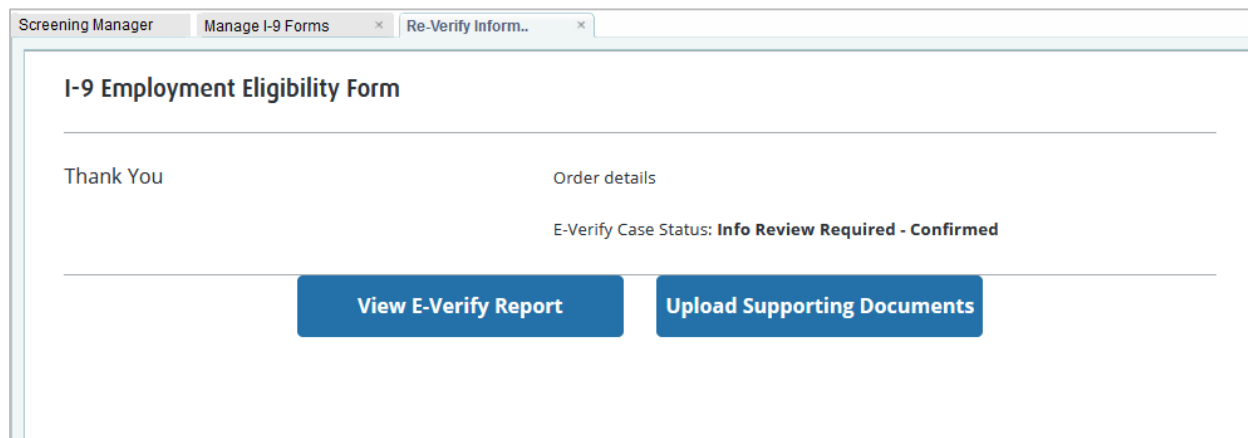
Selecting Review E-Verify Information action will open Review E-Verify Information dialog again.



Review E-Verify Information – Thank You page

After clicking the Continue button in the dialog, Thank You page will show updated E-Verify Case Status.

Lately, E-Verify will respond with TNC or Photo Matching Required or Scan and Upload status. User can find the form in the corresponding tab – E-Verify Tentative or Pending Photo Match.



Monitoring Status

HireRight automatically checks the E-Verify system for an updated status of the record on an hourly basis. Once the DHS/SSA has updated the record, it will be reflected in your account in either the **Completed** (Authorized) tab or the **Final Non-Confirmation** tab.

Employment Authorized Status = No Further Action Required

The screenshot shows the HireRight 'Screening Manager' interface. The 'Completed' tab is selected, and the 'Employment Authorized' status is highlighted with a red box. The table below shows the data for this status.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Steve	Roberts	***-**-1111	Employment Authorized	12/05/2013	Receipt Provided - Enter Actu	I-9 Form
James	Thompson	-	Employment Authorized	01/31/2014	Update SSN	I-9 Form Upload
James	Thompson	-	Employment Authorized	02/01/2014	Update SSN	I-9 Form Upload

Final Non-Confirmation Status = YOU must “Close the Case” – See previous instructions for “Closing a Case”

The screenshot shows the HireRight 'Screening Manager' interface. The 'Final Non-Confirmation' tab is selected, and the 'Final Non-Confirmation' status is highlighted with a red box. The table below shows the data for this status.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
James	Thompson	-	Final Non-Confirmation	01/31/2014		I-9 Form Upload
Gab	Gab	***-**-5252	Final Non-Confirmation	01/22/2014		I-9 Form Upload
Steve	Roberts	***-**-1111	Final Non-Confirmation	12/05/2013		I-9 Form

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Form I-9 Completion: Section 3 (Reverification and Rehires)

To update a Form I-9, you will use the “Re-verify I-9 Form” function. You may update a Form I-9 in the following instances:

- An employee has a legal name change
- Work authorization documentation has expired and needs to be updated
- An employee is rehired within 3 years from when the Form I-9 was originally completed.

NOTE: If the Form I-9 was not initially completed electronically, the paper form may be imaged and uploaded to the HireRight system. Once complete, you have the ability to perform an electronic re-verification as shown below.

To Re-verify a Form I-9

1. Use the “Search” feature to locate the employee’s Form I-9 you need to update.

The screenshot displays the HireRight Screening Manager interface. At the top left, the HireRight logo is visible. In the top right corner, the user is logged in as 'Kari Talmadge' with a 'Sign Out' link and the 'Data Location' is set to 'United States'. The main navigation menu on the left includes 'DHS Manager', 'Random Compliance Program', 'I-9 Forms', 'My Collection Sites', 'Employment Screening', 'Management Reports', 'Price List', 'Account Setup', 'Compliance Central', 'Forms & Documents', 'Guidelines', and 'Help & Training'. An 'ONLINE TRAINING' button is also present. The central 'Screening Manager' area is titled 'Orders and Reports' and features a search bar with 'rogers' entered, highlighted by a red box. Below the search bar are filters for 'Current Account', 'Current User', and 'Last 7 days'. A table with columns for 'Invitations', 'Not Submitted', 'In Progress', 'Pending Adjudication', 'Completed', and 'Cancelled' is shown, with a sub-table containing columns for 'First Name', 'Middle Name', 'Last Name', 'SSN/National ID', and 'Request #'. To the right, there are sections for 'Account Status' (Action Required), 'Announcements' (Welcome to HireRight Global), and 'Recently Viewed Items'. An 'Alerts' section at the bottom left shows filters for 'All Users' and 'Last 4 weeks'.

2. Right-click on the employee record and choose **Re-Verify I-9 Form**.

The screenshot shows the HireRight Screening Manager interface. At the top, it says 'Screening Manager' and 'Search (rogers)'. There are buttons for 'New Order', 'Print', 'Download', and 'Note'. A search bar contains 'rogers'. Below the search bar, there are buttons for 'No Filter', 'Pending Adjudication', and 'I-9 Form' (highlighted with a red box). A table of employee records is displayed with columns: First Name, Middle Name, Last Name, SSN/National ID, Request #, Type, Request Date, and Status. The record for Chad Rogers is selected, and a context menu is open over it, showing options like 'View', 'Send Form', 'Start/Termination Dates', 'E-Verify Report', 'Manage Supporting Docs', 'Reassign', 'Re-verify I-9 Form' (highlighted), 'Correct I-9 Form', 'Edit Flex Fields', 'Delete I-9 form', and 'Flag'. At the bottom of the table, it says 'Last Update: 4/21/21 8:09 AM Found Records: 58'.

NOTE:

Some accounts will display an option box at this time, asking whether you wish to send the form to a Hiring Manager or Update Myself. This feature displays for customers with Hiring Manager enabled. After you make your selection, and complete Hiring Manager fields if applicable, click **Submit**.

I-9 Employment Eligibility Form

Form I-9 Updating and Re-Verification (Section 3) Options

Who will be updating Section 3 of this form?

Update Myself
 Send to Hiring Manager

- Section 3 completer will select the purpose of the reverification, then enter the updated information. (Check all that apply.)

I-9 Section 3 [Live chat](#) [Help](#) [Print](#)

Name of Employee: James Cobb

Citizenship or immigration status: Alien Authorized to Work

Reverification and Rehires Worksheet

Purpose of Reverification:

- Employee name change
- Employee Rehire
- Employee work authorization renewal

[NEXT](#)

Additional Information

Worksheet Review

Attestation and E-Signature - Employer or Authorized Representative

- Follow prompts to make the necessary updates. A confirmation appears after changes have been submitted to the record.

Information will appear in Section 3 of the employee's Form I-9.

Employee Name from Section 1:		Last Name (Family Name) Moore	First Name (Given Name) Nell	Middle Initial N/A
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name) Thorne	First Name (Given Name) Nell	Middle Initial N/A	Date (mm/dd/yyyy) N/A	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title U.S. Passport	Document Number B123456	Expiration Date (if any) (mm/dd/yyyy) 01/01/2024		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative Samantha Johnson	Today's Date (mm/dd/yyyy) 02/04/2017	Name of Employer or Authorized Representative Samantha Johnson		

To confirm re-verification was completed, you can right-click and select **View** and go to the Audit Trail tab.

NOTE: If it is necessary to perform an additional re-verification, the edited information will appear on section 3 of a blank Form I-9 attached to the bottom of the original Form I-9. Be sure to continue to scroll down to view your edits.

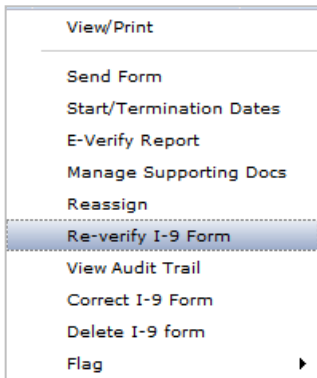
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Designating a Hiring Manager to Complete Section 3

To Designate a Hiring Manager to Complete Section 3:

1. Right-click on the employee record and choose **Re-Verify I-9 Form**.



13. Enter first name, last name, email address and select a reason for reverification to be made and click **Submit**.

I-9 Employment Eligibility Form

Form I-9 Updating and Re-Verification (Section 3) Options

Who will be updating Section 3 of this form?

Update Myself

Send to Hiring Manager

First Name: *

Last Name: *

E-mail: *

Re-verification reason * Employee's work authorization will expire

Employee should be re-hired

Employee has changed his/her name

Click "Submit" to grant temporary access to complete Section 3 of this I-9 Form.

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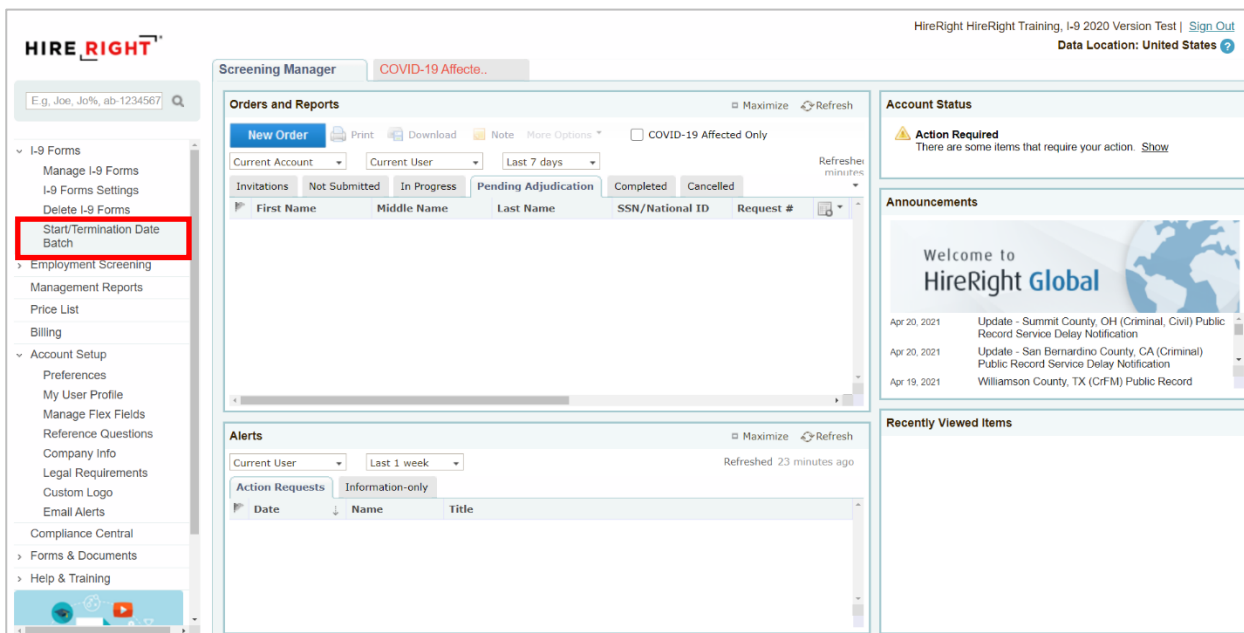
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Start/Termination Date Batch

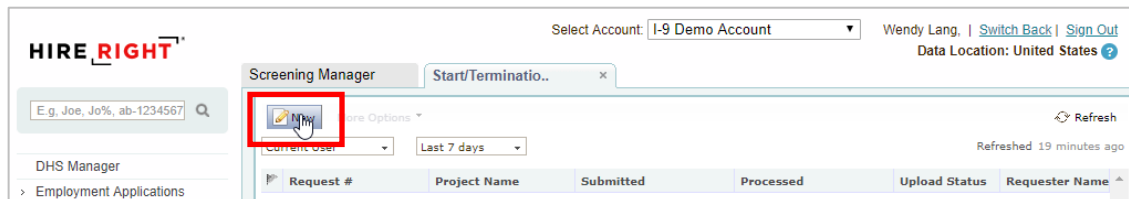
Click **I-9 Forms** in the left menu.

Click **Start/Termination Date Batch**.

You will now be on the **Start/Termination Date Batch** dashboard.



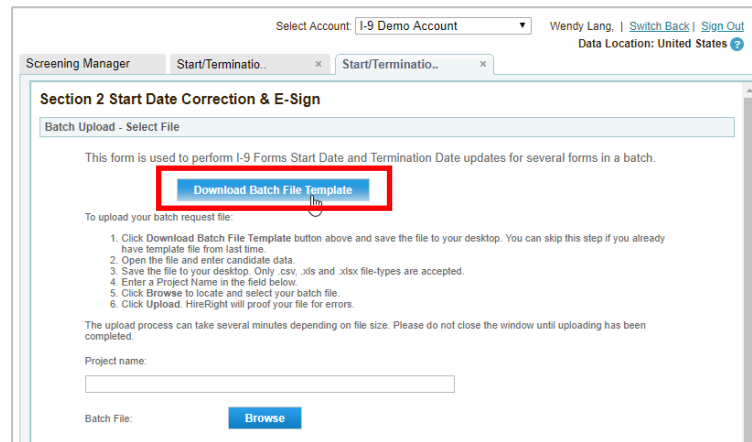
1. Select **New** to be taken to taken to the **Start/Termination Batch** page.



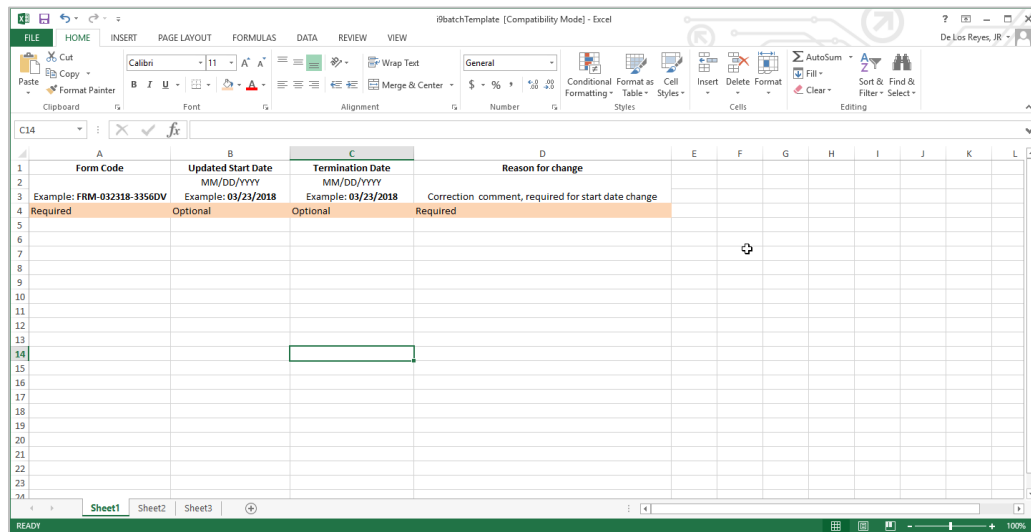
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- Download the batch file template by selecting **Download Batch File Template** button.



- Open downloaded file **I9batchTemplate.xls**.
- Input the data into the template and save.



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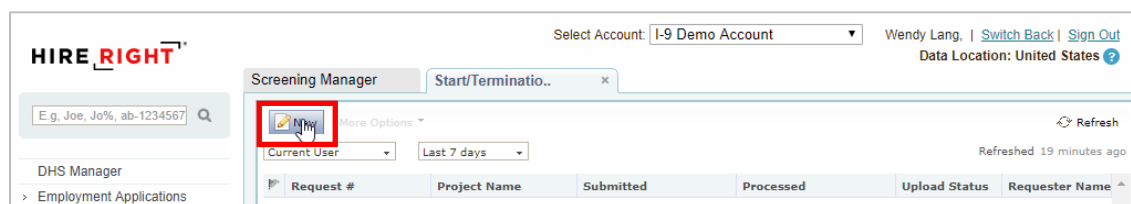
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Click **I-9 Forms** in the left menu.

Click **Start/Termination Date Batch**.

You will now be on the **Start/Termination Date Batch** dashboard.

Click **New**.



Enter a **Project name** in the provided field.

Indicate if the batch contains **ONLY** termination updates, if applicable.

Use **Browse** to locate the batch file you want to upload.

For Terminations **ONLY**, click **Submit**.

Section 2 Start Date Correction & E-Sign

Batch Upload - Select File

This form is used to perform I-9 Forms Start Date and Termination Date updates for several forms in a batch.

[Download Batch File Template](#)

To upload your batch request file:

1. Click **Download Batch File Template** button above and save the file to your desktop. You can skip this step if you already have template file from last time.
2. Open the file and enter candidate data.
3. Save the file to your desktop. Only .csv, .xls and .xlsx file-types are accepted.
4. Enter a Project Name in the field below.
5. Click **Browse** to locate and select your batch file.
6. Click **Upload**. HireRight will proof your file for errors.

The upload process can take several minutes depending on file size. Please do not close the window until uploading has been completed.

Project name:

Batch File: [Browse](#)

This batch contains only Termination dates update.

[Submit](#)

For **Start and/or Termination Date** updates, scroll down the page and input your **First and Last Name**, draw your signature, and check the certification/acknowledgement boxes.

Click **Submit**.

Electronic Signature of Employer

First Name: *

Last Name: *

E-mail Address:

Hold down left mouse button and draw your signature below

- CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *
- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *
- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *
- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

You will be taken to the **Start/Termination Date Batch** page. Click **Refresh** at the top right of the dashboard.

Your batch displays including the batch request number and status: **In Progress**.

Once the batch request is finished, the request status will update to **Complete** (as shown above). The changes you've included in the batch will be reflected in the employees I9 Forms. Double-click I-9 to view **I-9 Form, Annotations/Notes** and **Audit Trail**.

The screenshot shows the HireRight dashboard with a sidebar on the left containing navigation options like 'DHS Manager', 'Employment Applications', and 'I-9 Forms'. The main content area displays a table of I-9 forms. The table has columns for 'Request #', 'Project Name', 'Submitted', 'Processed', 'Upload Status', and 'Requester Name'. A single row is visible with the following data: Request # BA-081419-GT4H5, Project Name FRM-060819-46N5579, Submitted Aug 14, 2019, and Requester Name Wendy Lang. The 'Upload Status' column for this row contains the text 'Complete', which is highlighted with a red rectangular box. The 'Processed' column is empty. At the top right of the table area, there is a 'Refresh' button and a timestamp 'Refreshed 10 minutes ago'.

Request #	Project Name	Submitted	Processed	Upload Status	Requester Name
BA-081419-GT4H5	FRM-060819-46N5579	Aug 14, 2019		Complete	Wendy Lang

Sample Annotations/Notes

Select Account: I-9 Demo Account Wendy Lang | [Switch Back](#) | [Sign Out](#)
Data Location: United States ?

Screening Manager Manage I-9 Forms x Start/Terminatio.. x I9 - testAUTH te.. x

Print/Download Manage Supporting Docs

I9 Form **Annotations/Notes** Audit Trail Supporting Documents

[Create New](#)

Subject	Date/Time	User	Action
Correction Summary for testAUTH testAUTH dated Wed Aug 14 14:15:25 PDT 2019	Aug 14, 2019 2:15:33 PM	Wendy Lang	Edit Delete

Sample I-9 Form with updates

Select Account: I-9 Demo Account Wendy Lang | [Switch Back](#) | [Sign Out](#)
Data Location: United States ?

Screening Manager Manage I-9 Forms x Start/Terminatio.. x I9 - testAUTH te.. x

Print/Download Manage Supporting Docs

I9 Form Annotations/Notes Audit Trail Supporting Documents

Issuing Authority
Document Number
Expiration Date (if any)(mm/dd/yyyy)
Document Title

Additional Information

QR Code - Sections 2 & 3
Do Not Write in This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) **08/14/2019 14:15:25 PST** (see instructions for exemptions)

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative First Name of Employer or Authorized Representative Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name) City or Town State ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Hire (if applicable) B. Date of Rehire (if applicable)

Last Name (Family Name) First Name (Given Name) Middle Initial Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title Document Number Expiration Date (if any)(mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Name of Employer or Authorized Representative

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Sample Audit Trail

The screenshot displays the HireRight interface with the following elements:

- Header:** Select Account: I-9 Demo Account, Wendy Lang, | Switch Back | Sign Out, Data Location: United States
- Navigation:** Screening Manager, Manage I-9 Forms, Start/Termination, I9 - testAUTH te..
- Search:** E.g. Joe, Jo%, ab-1234567
- Left Menu:**
 - DHS Manager
 - Employment Applications
 - I-9 Forms
 - Manage I-9 Forms
 - I-9 Forms Settings
 - Delete I-9 Forms
 - Batch Downloads
 - Start/Termination Date Batch
 - Employment Screening
 - Management Reports
 - Price List
 - Billing
 - Managed Accounts
 - Account Setup
 - Compliance Central
 - Forms & Documents
 - Help & Training
- ONLINE TRAINING** button
- Audit Trail Table:**

Date	User	Action	IP Address								
01:18:22 PST											
06/08/2019 01:18:22 PST	HireRight System	Email "Notice of Tentative Non-Confirmation" sent	E-Mail To: "Wendy Lang" <dbaker@hireright.com>								
08/14/2019 14:15:23 PST	Wendy Lang	Termination Date updated to 2025-08-14									
08/14/2019 14:15:24 PST	Wendy Lang	Form Corrections Section 2	IP Address: 10.0.129.39								
<table border="1"> <thead> <tr> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th>Reason/Change Summary</th> </tr> </thead> <tbody> <tr> <td>Employee Start Date</td> <td>06/08/2019</td> <td>8/14/2019</td> <td>This is a test comment</td> </tr> </tbody> </table>				Field	Old Value	New Value	Reason/Change Summary	Employee Start Date	06/08/2019	8/14/2019	This is a test comment
Field	Old Value	New Value	Reason/Change Summary								
Employee Start Date	06/08/2019	8/14/2019	This is a test comment								
08/14/2019 14:15:25 PST	Wendy Lang	Note added									
08/14/2019 14:15:32 PST	Wendy Lang	Employer Attestation	IP Address: 10.0.129.39								
08/14/2019 14:15:32 PST	Wendy Lang	Section 2 correction signed	IP Address: 10.0.129.39								
08/14/2019 14:15:32 PST	Wendy Lang	Employer Signature Date 08/14/2019	IP Address: 10.0.129.39								
08/14/2019 14:15:33 PST	Wendy Lang	CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.	IP Address: 10.0.129.39								
08/14/2019 14:15:33 PST	Wendy Lang	I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet.	IP Address: 10.0.129.39								
08/14/2019 14:15:33 PST	Wendy Lang	I understand that I am using electronic means to sign this document, and I consent to signing this document electronically.	IP Address: 10.0.129.39								
08/14/2019 14:15:33 PST	Wendy Lang	I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.	IP Address: 10.0.129.39								
- Buttons:** Print, Close

Please note, you will receive a prompt during **Upload** step if there are errors found on the page and/or the batch update form that will prevent a successful upload.

Delete I-9 Forms

HireRight automatically will generate a list of all Form I-9s that qualify for deletion based on federal government Form I-9 retention rules, however not ALL users will have the ability to delete them. Only those users who have this permission enabled will be able to do so.

Go to **Delete I-9 Forms** and select each record you would like to delete by clicking the checkbox next to the user's name or check the top box to select all records.

NOTE: Change filter to ALL USERS.

The screenshot shows the HireRight interface for deleting I-9 forms. The sidebar on the left contains navigation options, with 'Delete I-9 Forms' highlighted by a red arrow. The main content area has a search bar and a filter dropdown set to 'All Users'. Below the filter is a table of users with checkboxes for selection. The table has columns for 'First Name' and 'Last Name'. The users listed are: Bob Smith, Bob Bernardo, Charles Smith, Dan Doss, Ed Sibal, Grover Monster, Jack Jones, James Milano, John Doe, John Smith, Kari Talmadge, Kari Talmadge, Kari Talmadge, Kari Rogers, kyle vail, Mouse Minnie, Mouse Minnie, Rachel Smith, and Robert Smith.

If you would like to delete all records simply click the **Select All** checkbox at the top of the column.

This close-up shows the 'Delete I-9 Forms' interface. The 'Delete Selected' button is highlighted with a red box. A mouse cursor is clicking on the 'Select All' checkbox at the top of the table. The table has columns for 'First Name' and 'Last Name'. The 'Delete selected items' tooltip is visible.

Then click **Delete Selected**.

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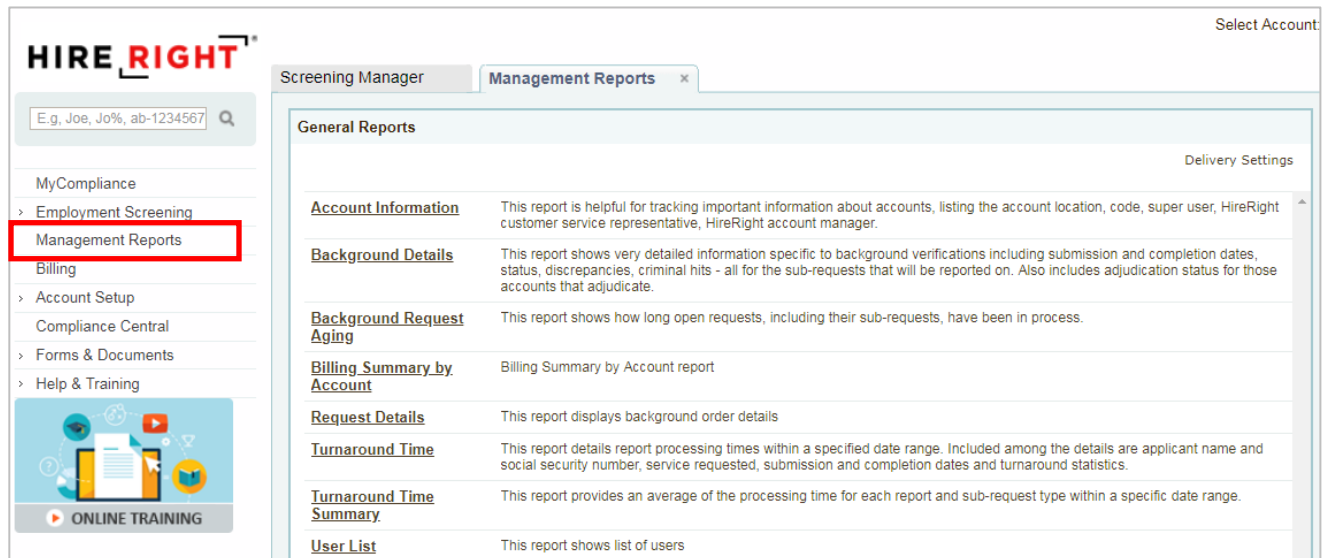
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Management Reports

Your HireRight account provides you access to various reports you can run any time, send to a user, schedule for automated delivery and export.

From the left menu, click **Management Reports**.

A new **Management Reports** tab opens to the right of Screening Manager:



The screenshot shows the HireRight interface with the 'Management Reports' tab selected. The left sidebar contains a search bar and a navigation menu. The 'Management Reports' option is highlighted with a red box. The main content area displays a list of reports under the 'General Reports' section.

General Reports		Delivery Settings
Account Information	This report is helpful for tracking important information about accounts, listing the account location, code, super user, HireRight customer service representative, HireRight account manager.	
Background Details	This report shows very detailed information specific to background verifications including submission and completion dates, status, discrepancies, criminal hits - all for the sub-requests that will be reported on. Also includes adjudication status for those accounts that adjudicate.	
Background Request Aging	This report shows how long open requests, including their sub-requests, have been in process.	
Billing Summary by Account	Billing Summary by Account report	
Request Details	This report displays background order details	
Turnaround Time	This report details report processing times within a specified date range. Included among the details are applicant name and social security number, service requested, submission and completion dates and turnaround statistics.	
Turnaround Time Summary	This report provides an average of the processing time for each report and sub-request type within a specific date range.	
User List	This report shows list of users	

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To Run a Management Report

Click the name or description of the report you want to run.

In the **Report Settings** section:

- a. **Select Users** who have created the records that will be included in the report.
- b. **Timeframe** defaults to last week. Change the timeframe the report will cover, if desired.

Select Users:

Click [Select Users](#) to make specific user or account selections.

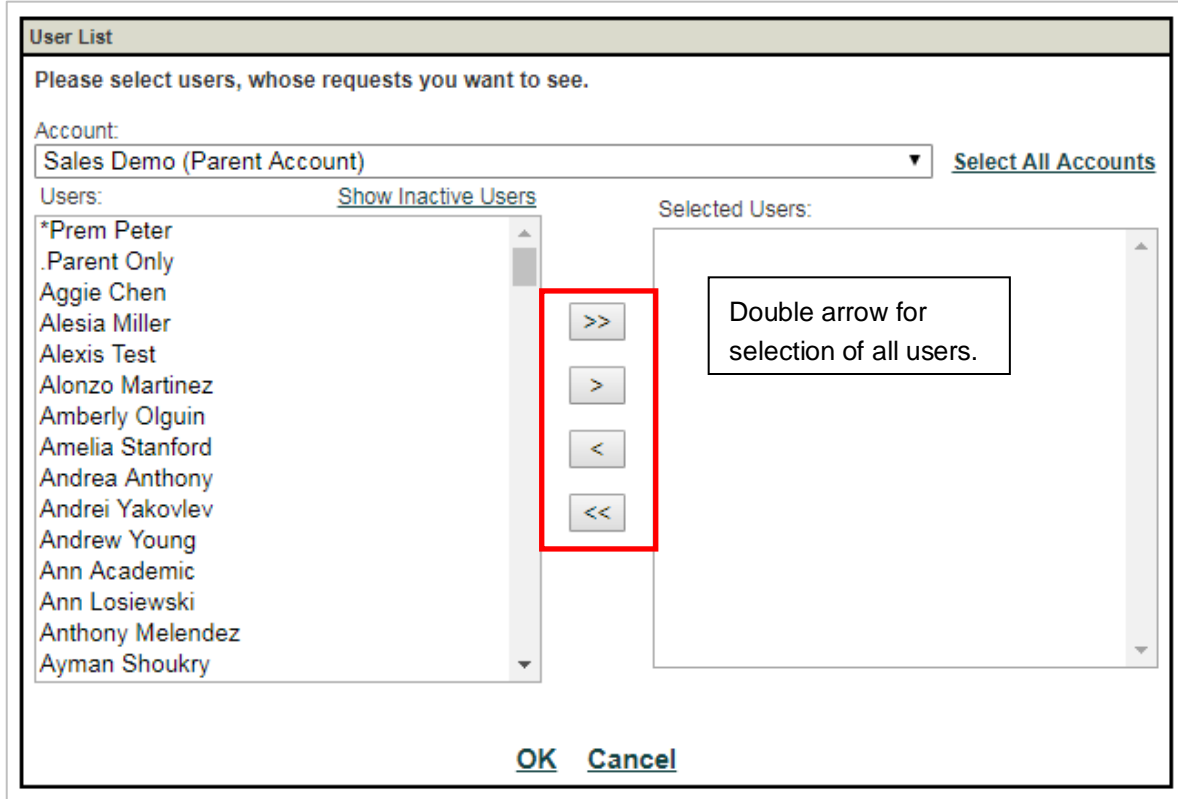
Click **Include All Records from Current/All Accounts** for running reports on all users and/or all accounts.

Note: Parent Account must be used to run reports from multiple accounts, if multiple accounts are set up.

- Include records created by these users:**
[Only My Records]
[Select Users](#) | [Reset Users](#)
- Include all records from current account**

- Include records created by these users:**
[Only My Records]
[Select Users](#) | [Reset Users](#)
- Include all records from current account and all child accounts**

Example of prompt for selecting specific Users and/or accounts.



Option A: Specify the statuses of I-9 or E-verify records you want included in the report, if applicable. Default is all forms/statuses.

Option B: Filter fields (by specifying individual fields and values).

Report: I-9 Forms Details

Report Execution

[Run Report](#) | [Send](#) | [Export](#) | [Schedule](#) Average generation time: 30 sec
Actual time depends on chosen filter settings and amount of data

Note: Once you have begun running a report, you must wait until it has completely loaded before running another one. You cannot run two reports at the same time.

Report Settings

Use the controls below to filter the data displayed in the report.

Include records created by these users:
[Only My Records]
[Select Users](#) | [Reset Users](#)

Include all records from current account and all child accounts

Timeframe
This filter takes the following fields into account:
Application Initiation Date, Application Completion Date

Last year YTD
 Last 6 months All (slow)
 Last month Exact:
 Last week begin:
 Last 24h end:

Include statuses of I-9 forms:

Completed
Declined by Employee
Pending Employee
Pending Employer
Received from Employee
Sent to Employee

View all I-9 forms

All employees
 Active employees only
 Terminated employees only

Include verification statuses:

Employment Authorized
SSA Employment Authorized
SSA Tentative Nonconfirmation
DHS Tentative Nonconfirmation
SSA Final Nonconfirmation
DHS Final Nonconfirmation
DHS No Show

View all statuses

All
 Applicable to re-verification
 Not applicable to re-verification

You can also filter specific fields using the controls below:

Field	Operator	Value
-- None --	= (equals)	<input type="text"/>
-- None --	= (equals)	<input type="text"/>
-- None --	= (equals)	<input type="text"/>

Group information by: -- None --

then by: -- None --

then by: -- None --

In the Report Execution section, click **Run Report**.

Report: Account Activity

Report Execution

[Run Report](#) | [Send](#) | [Export](#) | [Schedule](#) | Average generation time: 6 sec
Actual time depends on chosen filter settings and amount of data

Note: Once you have begun running a report, you must wait until it has completely loaded before running another one. You cannot run two reports at the same time.

The report opens in a new window.

Choose to **Send** to other users, **Schedule** for automated future delivery, or **Export**. Underlined columns can be clicked on for sorting.

Show Management Report List | **Send** | **Schedule** | **Export** 0.00

I-9 Document Details
Generated by:
Talmadge, Kar
Sales Demo (SALES)
04/03/2020, 10:04 AM

#	Account Code	Reference ID	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Document Type	Document Title	Issuing Authority	Passport Number	Passport Expiration Date	Form I-94 Admission Number	I-94 Expiration Date	I-951 Expiration Date	Document Number	Document Expiration Date	Document Receipt Provided Date	Alien Registration Number/ISCLC Number	Visa Type	Visa Form Type	Visa Document Number	Visa Document Expiration Date	
1	SALES	FRM-010820-53J69F7	Default Recruiter	Dennis Rogers	***-**-1111	03/11/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111								
2	SALES	FRM-010820-53J69F7	Default Recruiter	Dennis Rogers	***-**-1111	03/11/2020	Driver's license	Drivers license issued by state/territory	California						c5757122	12/19/2020							
3	SALES	FRM-012920-54428E4	Default Recruiter	Karl Talmadge	***-**-1111	03/25/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111	06/23/2020	03/26/2020						
4	SALES	FRM-012920-54428E4	Default Recruiter	Karl Talmadge	***-**-1111	03/25/2020	Driver's license	Drivers license issued by state/territory	California						c5757123	12/19/2025							
5	SALES	FRM-031320-55B96F8	Default Recruiter	Jane Sampson	***-**-1111	03/13/2020	U.S. Passport	U.S. Passport	U.S. Department of State	123456	01/01/2030				123456	01/01/2030							
6	SALES36	FRM-032320-55H75RX	Norma Spracale	Harry Houdini		03/25/2020	Allen #								A123456789								
7	SALES36	FRM-032320-55H75RX	Norma Spracale	Harry Houdini		03/25/2020	I-766 Card Number	Employment Auth. Document (Form I-766)	U.S. Citizenship and Immigration Services						EAC1234567891	03/23/2021							
8	SALES	FRM-032320-55H77MS	Default Recruiter	Chad Johnson	***-**-1111	03/23/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111	06/21/2020	03/23/2020						
9	SALES	FRM-032320-55H77MS	Default Recruiter	Chad Johnson	***-**-1111	03/23/2020	Driver's license	Drivers license issued by state/territory	California						c5757123	12/19/2025							
Grand Total (9 Records)																							

Exporting Management Report Data

- Click **Export**.
- Choose file type.
- Click **OK**.
- The report data is saved to your designated drive.

Export Report

To save this report to your desktop, please select the export option. To view some of the exported formats, you need to have special software installed on your computer.

HTML
 OpenDocument Spreadsheet (.ods - can be viewed with Excel 2007 and newer)
 CSV (can be viewed with Excel)
 Tab Delimited (can be viewed with Excel, [instructions](#))

OK **Cancel**

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To Schedule Reports

Click **Schedule** in the report execution area.

Report: Account Activity

Report Execution

[Run Report](#) | [Send](#) | [Export](#) | [Schedule](#) Average generation time: 6 sec
Actual time depends on chosen filter settings and amount of data

Note: Once you have begun running a report, you must wait until it has completely loaded before running another one. You cannot run two reports at the same time.

Schedule Report Delivery setup options appear.

Complete the start date, time, recurrence, and recipient details.

Click **OK** to complete scheduling.

A message appears to confirm Schedule created successfully.

Schedule created successfully.

[Close](#)

Schedule Report Delivery

To schedule a report, select the report start date, time and recurrence (if any). Then select the recipient or recipients you would like to send it to and click "Add Selected" to add their e-mail addresses to the "Recipients" field. You can also type e-mail addresses in to the "Recipients" field, but you should use a semi-colon to separate them.

Start Date (mm/dd/yyyy)

Time (hh:mm) AM PM - Pacific Standard Time (UTC-8:00)

Recurrence

Daily Weekly Monthly Yearly

No end date End after recurrences End by (mm/dd/yyyy)

Accounts:

Users:
Kari Mejia
Kari Test
Kari Talmadge
Kari Talmadge
Kasey Arata
Kat Evans
Kat Evans
[Add Selected](#) [Add All](#)

Recipients (email addresses):*

Comments:
Example: Be sure to review and apply a status within 24 hours of Pending report receipt.

[OK](#) [Cancel](#)

To Edit, Delete or View Scheduled Reports

Reports that are scheduled can be viewed or modified, by the report creator, by clicking **Delivery Settings**.

The screenshot shows the HireRight Management Reports interface. On the left is a navigation menu with options like MyCompliance, Employment Screening, Management Reports, Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. The main content area is titled 'General Reports' and lists several report types with brief descriptions. A red box highlights the 'Delivery Settings' link in the top right corner of the report list.

Report Name	Description
Account Information	This report is helpful for tracking important information about accounts, listing the account location, code, super user, HireRight customer service representative, HireRight account manager.
Background Details	This report shows very detailed information specific to background verifications including submission and completion dates, status, discrepancies, criminal hits - all for the sub-requests that will be reported on. Also includes adjudication status for those accounts that adjudicate.
Background Request Aging	This report shows how long open requests, including their sub-requests, have been in process.
Billing Summary by Account	Billing Summary by Account report
Request Details	This report displays background order details
Turnaround Time	This report details report processing times within a specified date range. Included among the details are applicant name and social security number, service requested, submission and completion dates and turnaround statistics.
Turnaround Time Summary	This report provides an average of the processing time for each report and sub-request type within a specific date range.
User List	This report shows list of users

Options include Edit recipients, run date or interval, Delete report, or view Generated Reports.

The screenshot shows the 'Report Delivery ..' window. It contains a heading 'Here is a list of reports scheduled for automatic delivery.' followed by a table of scheduled reports. A red box highlights the 'Edit | Delete | Generated Reports' links in the rightmost column of the table.

Report	Delivered To	Start Date	Recurrence	Status	Actions
Turnaround Time	kari.talmadge@hireright.com	04/15/2020	Every 30 day(s)	WAITING	Edit Delete Generated Reports
I-9 Document Details	kari.talmadge@hireright.com	04/04/2020	Every 30 day(s)	WAITING	Edit Delete Generated Reports

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Sample I-9 Management Report images

This section contains a short description and screenshot of the available I-9 management reports.

Deleted I-9 Forms

This report shows all I-9 forms that have been deleted within a specific timeframe, the date each form was deleted and which user deleted the form(s).

Deleted I-9 Forms
Generated by:
Lang, Wendy
I-9 Demo Account (90)
01/09/2020, 10:20 AM

#	Account Code	Reference ID	Employee Name	Employee SSN	Employee Start Date	Employee Termination Date	I-9 Form Status	I-9 Verification Status	Date I-9 Form Deleted	Deleted By
Grand Total (0 Records)										

I-9 Alien Re-verification Report

This report displays a list of all alien employees that are authorized to work in the United States and therefore will require their work authorization to be re-verified.

I-9 Alien Re-verification Report
Generated by:
Lang, Wendy
I-9 Demo Account (90)
01/09/2020, 10:21 AM

#	Account Code	Reference ID	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Citizenship Status	Document Type	Document Expiration Date / Section 1 Work Authorization Expiration Date	
1	IBD	FRM-023115-4683776	Wendy Lang	eeepafle eeepafle	***-**-7228	05/31/2015	Alien Authorized to Work	Unexpired Foreign Passport with I-94 Stamp	12/31/2019	
2	IBD	FRM-011417-588444R	Wendy Lang	upda upda	***-**-3212	08/14/2016	Alien Authorized to Work	I-551	12/31/2019	
3	IBD	FRM-030817-219100Q	Wendy Lang	df df	***-**-3333	03/08/2017	Alien Authorized to Work	Student Visa	01/01/2020	
Grand Total (3 Records)										

I-9 Audit Trail

This report will display a log of when an I-9 Form is created, updated, or corrected for an employee, the date the action was taken, and the system user who performed the action.

I-9 Audit Trail
Generated by:
Lang, Wendy
I-9 Demo Account (90)
01/09/2020, 10:22 AM

Account Code	Reference ID	Employee Name	Employee SSN	Employee Start Date	Date/Time of Action	Action Taken	Author	Edit Connector	Old Value	New Value	Application Initiation Date	Application Correction Date
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I-9 Change Tracker

This report shows all of the I-9 Forms that is pulled for the notification called "Notice of I-9 Form Modification (I-9 Section 1)"

Show Management Report List Send Schedule Export																		0.00
I-9 Change Tracker																		
Generated by: Lang, Wendy I-9 Demo Account (900) 01/06/2020, 10:23 AM																		
#	Account Code	Order Type	Requester Name	Employee Name	Form Code	Employee Name Received (I/Recd)	Employee Name Submitted	Employee SSN Received (I/Recd)	Employee SSN Submitted	Employee DOB Received (I/Recd)	Employee DOB Submitted	Employee Start Date	Employee Termination Date	Claimable Status	I-9 Form Status	Order Initiated Date	E-Verify Status	Section 2 Signed
Grand Total (0 Records)																		

I-9 Completion Review Report

This report to review I-9 section completion dates relative to the employee start date, and help identify ones that may be out of compliance.

Show Management Report List Send Schedule Export												0.00
I-9 Completion Review Report												
Generated by: Lang, Wendy I-9 Demo Account (900) 01/06/2020, 10:24 AM												
#	Employee First Name	Employee Last Name	Masked SSN	Hire Date	Section 1 Completion Date	Days from Start Date Section 1 (rounded)	Section 2 Completion Date	Days from Start Date Section 2 (rounded)	E-Verify submission date	E-Verify Current Status	E-Verify Case #	
Grand Total (0 Records)												

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I-9 Document Details

This report to review I-9 section completion dates relative to the employee start date and help identify ones that may be out of compliance.

[Show Management Report List](#) | [Send](#) | [Schedule](#) | [Export](#)
0:00

I-9 Document Details
 Generated by: Talmadge, Karl
 Sales Demo [SALES]
 04/03/2020, 10:04 AM

#	Account Code	Reference ID	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Document Type	Document Title	Issuing Authority	Passport Number	Passport Expiration Date	Form I-94 Admission Number	I-94 Expiration Date	I-951 Expiration Date	Document Number	Document Expiration Date	Document Receipt Provided Date	Alien Registration Number/USCIS Number	Visa Type	Visa Form Type	Visa Document Number	Visa Expiration Date	
1	SALES	FRM-010820-53466F7	Default Recruiter	Dennis Rogers	***-**-1111	03/11/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111								
2	SALES	FRM-010820-53466F7	Default Recruiter	Dennis Rogers	***-**-1111	03/11/2020	Driver's license	Drivers license issued by state/territory	California						c5757122	12/19/2020							
3	SALES	FRM-012920-54428E4	Default Recruiter	Karl Talmadge	***-**-1111	03/25/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111	06/23/2020	03/26/2020						
4	SALES	FRM-012920-54428E4	Default Recruiter	Karl Talmadge	***-**-1111	03/25/2020	Driver's license	Drivers license issued by state/territory	California						c5757123	12/19/2025							
5	SALES	FRM-031320-55999F8	Default Recruiter	Jane Sampson	***-**-1111	03/13/2020	U.S. Passport	U.S. Passport	U.S. Department of State	123456	01/01/2030				123456	01/01/2030							
6	SALES36	FRM-032320-55H75RX	Norma Spracale	Harry Houdini		03/25/2020	Alien #								A123456789								
7	SALES36	FRM-032320-55H75RX	Norma Spracale	Harry Houdini		03/25/2020	I-766 Card Number	Employment Auth. Document (Form I-766)	U.S. Citizenship and Immigration Services						EAC1234567891	03/23/2021							
8	SALES	FRM-032320-55H77M5	Default Recruiter	Chad Johnson	***-**-1111	03/23/2020	U.S. social security card issued by the SSA	Social Security Card (Unrestricted)	Social Security Administration						111111111	06/21/2020	03/23/2020						
9	SALES	FRM-032320-55H77M5	Default Recruiter	Chad Johnson	***-**-1111	03/23/2020	Driver's license	Drivers license issued by state/territory	California						c5757123	12/19/2025							
Grand Total (9 Records)																							

I-9 Document Expiration Dates

This report shows all completed employee I-9's supporting document expiration dates.

[Show Management Report List](#) | [Send](#) | [Schedule](#) | [Export](#)
0:00

I-9 Document Expiration Dates
 Generated by: Lang, Wendy
 I-9 Demo Account [ISD]
 01/06/2020, 10:26 AM

#	Account Code	Reference ID	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Citizenship Status	Document Title	Document Expiration Date
1	ISD	FRM-402012-8A35N0	Wendy Lang	Fred Test	***-**-1111		Citizen of the United States	U.S. Passport	01/01/2020
2	ISD	FRM-070915-43N4666	Wendy Lang	Gabby Cortez	***-**-6789		Citizen of the United States	U.S. Passport Card	01/01/2020
3	ISD	FRM-103115-46B87N6	Wendy Lang	eeprofile eeeprofile	***-**-7226		Alien Authorized to Work	Unexpired Foreign Passport with I-94 Stamp	12/31/2019
4	ISD	FRM-111815-46566HR	Wendy Lang	fn fn	***-**-6789		-	U.S. Passport	01/01/2020
5	ISD	FRM-120715-476522U	Wendy Lang	adaadofaf odofaodf			Alien Authorized to Work	pass	01/01/2020
6	ISD	FRM-121715-47D67G2	Wendy Lang	JB JB	***-**-6789		Citizen of the United States	U.S. Passport	01/01/2020
7	ISD	FRM-040816-52475N7	Wendy Lang	blaf test	***-**-7321		Citizen of the United States	U.S. Passport	01/01/2020
8	ISD	FRM-041316-528434M	Wendy Lang	adof adof	***-**-7321		Citizen of the United States	U.S. Passport	01/01/2020
9	ISD	FRM-042216-52F92XE	Wendy Lang	John Burns	***-**-7321		Citizen of the United States	U.S. Passport	01/01/2020
10	ISD	FRM-051016-52V44DU	Wendy Lang	abod abod	***-**-7321		Citizen of the United States	U.S. Passport	01/01/2020
11	ISD	FRM-052316-5366722	Wendy Lang	aklpad abodif	***-**-4555		Citizen of the United States	U.S. Passport	01/01/2020

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I-9 Document Receipts

This report shows all of the employees who have completed I-9 forms and provided receipts for documents and therefore will require documents update through I-9 form correction.

Show Management Report List | Send | Schedule | Export 0.00

I-9 Document Receipts
Generated by:
Lang, Wendy
I-9 Demo Account (900)
01/06/2020, 10:27 AM

#	Account Code	Reference ID	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Document Title	Document Number	Document Expiration Date	Receipt Provided Date
Grand Total (0 Records)										

I-9 Uploaded Supporting Documents

This report indicates which employees do and don't have Supporting Document(s) uploaded.

Show Management Report List | Send | Schedule | Export 0.00

I-9 Uploaded Supporting Documents
Generated by:
Lang, Wendy
I-9 Demo Account (900)
01/06/2020, 10:28 AM

#	Account Code	Reference ID	Customer	Requestor Name	Employee Name	Employee SSN	Employee Start Date	Citizenship Status	State of Residence	Document Type	Issuing Authority	Document Number	Document Expiration Date	Document Uploaded	Date Uploaded
Grand Total (0 Records)															

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I-9 Forms Details

This report shows all of the I-9 Forms that have been initiated and/or completed in a specific timeframe, the employee name including which manager they are assigned to, the status of the form, the status of the I-9 verification, initiation and submission dates as well as information noted in the Additional Information area of the Form I-9.

Show Management Report List | Send | Schedule | Export 0.00

I-9 Forms Details
Generated by: Talmadge, Karl
Sales Diem (SALES)
04/03/2020, 10:48 AM

#	Account Code	Reference ID	Order Type	Requestor Name	Employee Name	Employee SSN	Invite Email	Provided Email	Employee Start Date	Termination Date	Citizenship Status	I-9 Form Status	Reverification Due/Date	Order Initiated Date	Order Completed Date	E-Verify Status	E-Verify Case ID	E-Verify Historical Date	Section2 Source	Section2 Title	Hiring Manager	Hiring Manager Email	Additional Information
1	SALES	FRM-010820-53J69F7	Electronic I-9 Form + E-Verify	Default Recruiter	Dennis Rogers	***-**-1111			03/11/2020	03/25/2020	Citizen of the United States	Completed		01/08/2020 10:29 AM	03/11/2020 07:55 AM	Tentative Non-Confirmation	TST0040368011XX		Karl Talmadge	Sr Training Specialist	Karl Talmadge	karl.talmadge@hireright.com	
2	SALES	FRM-031320-55896F8	Electronic I-9 Form	Default Recruiter	Jane Sampson	***-**-1111			03/13/2020		Citizen of the United States	Completed		03/13/2020 11:02 AM	03/13/2020 11:16 AM	Duplicate Case			Dan Doss	Pre-Sales Consultant			
3	SALES	FRM-032320-55RT7M5	Electronic I-9 Form	Default Recruiter	Chad Johnson	***-**-1111			03/23/2020		Citizen of the United States	Completed		03/23/2020 10:21 AM	03/23/2020 10:30 AM								
4	SALES36	FRM-032320-55HT5KX	Electronic I-9 Form	Norma Spracale	Harry Houdini		nspacale@hireright.com		03/25/2020		Alien Authorized to Work	Completed	03/23/2021	03/23/2020 09:59 AM	03/23/2020 10:40 AM								
5	SALES	FRM-012920-54428E4	Electronic I-9 Form	Default Recruiter	Karl Talmadge	***-**-1111			03/25/2020		Citizen of the United States	Completed		01/29/2020 10:22 AM	03/26/2020 03:21 PM				Karl Talmadge	Sr Training Specialist	Karl Talmadge	ktal@hireright.com	
6	SALES	FRM-031820-55E93CE	Electronic I-9 Form	Default Recruiter	Dan Doss						Citizen of the United States	Pending Employee		03/18/2020 10:13 AM							Karl Talmadge	ktal@hireright.com	
7	SALES	FRM-031920-55G32NR	Electronic I-9 Form	Default Recruiter	Denny McGuire	***-**-1111					Citizen of the United States	Pending Employee		03/19/2020 12:23 PM							Karl Talmadge	ktal@hireright.com	
8	SALES	FRM-031120-558676U	Electronic I-9 Form	Robin Hart	Danny Johnson	***-**-1111	rhart@hireright.com				Citizen of the United States	Pending Employee		03/11/2020 08:35 AM							Robin Hart	rhart@hireright.com	
9	SALES	FRM-032520-55K27G5	Electronic I-9 Form	Karl Talmadge	Tim Talmadge		kan.talmadge@hireright.com		03/30/2020		Citizen of the United States	Pending Employee		03/25/2020 08:20 AM							Steve Martin	stevem@none.com	
Grand Total (9 Records)																							

Pending E-Verify Cases

This report lists all E-Verify cases that are currently in progress and may require employer action for resolution.

Show Management Report List | Send | Schedule | Export 0.00

Pending E-Verify Cases
Generated by: Lang, Wendy
I-9 Demo Account (ISD)
01/06/2020, 10:29 AM

Account Code	Customer Name	Initiated	Initiator	Employee Name	Employee SSN	Verification Status	E-Verify Case ID
ISD	I-9 Demo Account	11/21/2019 08:40 AM	Wendy Lang	test remote	***-**-1111	Tentative Nonconfirmation	TST0038433670X
ISD	I-9 Demo Account	08/14/2019 02:08 PM	Wendy Lang	John Doe Test	***-**-3333	SSA Tentative Nonconfirmation	TST0037466420X
ISD	I-9 Demo Account	06/03/2017 02:17 AM	Wendy Lang	uplor uplor	***-**-3123	SSA Tentative Nonconfirmation	TST00283940130X
ISD	I-9 Demo Account	07/14/2017 11:36 PM	Wendy Lang	dd dd	***-**-1112	SSA Update And Resubmit	TST00289170930X
ISD	I-9 Demo Account	08/11/2017 11:43 PM	Wendy Lang	mmi mmi	***-**-2222	SSA Tentative Nonconfirmation	TST00272687940X
ISD	I-9 Demo Account	08/30/2017 08:03 AM	Wendy Lang	marc test	***-**-3333	SSA Tentative Nonconfirmation	TST00275143110X
ISD	I-9 Demo Account	10/14/2017 02:40 AM	Wendy Lang	test extend	***-**-1111	SSA Tentative Nonconfirmation	TST00289690870X
ISD	I-9 Demo Account	10/16/2017 12:31 AM	Wendy Lang	TEST IK	***-**-2222	SSA Tentative Nonconfirmation	TST00281005913X
ISD	I-9 Demo Account	10/14/2017 07:25 AM	Wendy Lang	Exp Test Exp Test	***-**-4878	SSA Tentative Nonconfirmation	TST00280965993X
ISD	I-9 Demo Account	11/03/2017 05:51 AM	Wendy Lang	nocorrech nocorrech	***-**-1112	SSA Tentative Nonconfirmation	TST00283436667X
ISD	I-9 Demo Account	11/03/2017 05:56 AM	Wendy Lang	nocorrech nocorrech	***-**-2222	SSA Tentative Nonconfirmation	TST00283427115X
ISD	I-9 Demo Account	12/15/2017 11:40 PM	Wendy Lang	invest invest	***-**-1112	SSA Tentative Nonconfirmation	TST00288448980X
ISD	I-9 Demo Account	12/14/2017 08:31 AM	Wendy Lang	Collection Test Collection Test	***-**-4234	SSA Tentative Nonconfirmation	TST0028179617X
ISD	I-9 Demo Account	12/19/2017 02:44 AM	Wendy Lang	newsp newsp	***-**-1112	SSA Tentative Nonconfirmation	TST00288644250X
ISD	I-9 Demo Account	02/16/2018 03:12 AM	Wendy Lang	vang olim	***-**-1111	SSA Tentative Nonconfirmation	TST00296771953X
ISD	I-9 Demo Account	04/06/2018 11:55 PM	Wendy Lang	EVERIF REMOVE/EVERDUE me	***-**-3123	SSA Update And Resubmit	TST00302337760X
ISD	I-9 Demo Account	05/16/2018 05:05 AM	Wendy Lang	revaltest revaltest	***-**-1112	SSA Tentative Nonconfirmation	TST00307729155X
ISD	I-9 Demo Account	06/02/2018 01:06 AM	Wendy Lang	EVERIF/DOWI test	***-**-5435	SSA Tentative Nonconfirmation	TST00310079337X
ISD	I-9 Demo Account	06/19/2018 05:40 AM	Wendy Lang	ever ever	***-**-3123	SSA Tentative Nonconfirmation	TST00312310543X
ISD	I-9 Demo Account	06/19/2018 05:45 AM	Wendy Lang	ik ik ik	***-**-2222	SSA Tentative Nonconfirmation	TST0031231042X

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In the Case of a Government Audit

A government I-9 Audit can require that employers provide I-9 forms to an auditor as soon as within 3 business days after receiving a Notice of Inspection (NOI). **Contact HireRight Customer Service immediately** so we can assist in providing the necessary records.

1. **Inform HireRight Customer Service** that you have received an I-9 Notice of Inspection (NOI) from ICE. Include your Account Manager on any communications, if applicable.
 - a. Be prepared to provide:
 - i. Date of the Notice of Inspection
 - ii. Identify the Account(s) where the I-9 forms are located
 - iii. Which I-9 forms are needed (specific locations, date range, list of names, etc.)
 - iv. Point of Contact for additional questions and who the HireRight will direct the information
2. **HireRight will confirm** if we have a Masking Waiver on file for your account(s). This allows us to send the I-9 Forms unmasked (displaying SSN, DOB.)

- a. If there is no waiver on file, we will send a waiver to sign and send back to us.

3. **HireRight will then transfer** the I-9s in a secure digital manner. This is usually done within 48 hours of the request.
4. Designee for your company must contact HireRight to retrieve a password in order to view the information.

Masking Waiver

For data security and consumer privacy protection purposes, HireRight's policy and standard operating procedure is to partially mask your job applicants' employees' ("Applicants") social security numbers (SSN's) and driver license numbers (DL#'s), and to fully mask your Applicants' dates of birth (DOB's), within the consumer background screening reports ("Screening Reports") provided to you and electronically stored by HireRight. (For purposes of this agreement, SSN's and DL#'s shall be referred to as "Sensitive Personal Information").

HireRight's Screening Reports are designed to contain Applicant information (e.g., name, address and partially masked social security number and driver license number) reasonably sufficient to enable our customers to uniquely identify their Applicants, while at the same time reducing (through the masking of certain Sensitive Information) the risks of, and liabilities associated with, unauthorized exposure to the Applicants' personal data, including identity theft.

In the event you nevertheless require complete unmasking (i.e., full representation) of all SSN's and DL#'s in all your Applicants' Screening Reports created and stored by HireRight, please indicate below the specific items of Sensitive Information which you hereby instruct HireRight to unmask:

Social Security Numbers

Driver License Numbers

If you elect to obtain unmasked Sensitive Information in Screening Reports, HireRight's policy, in addition to requiring this waiver, is to strongly recommend that you promptly implement use of our IP Validation Protection security tool to limit IP addresses permitted access to your HireRight system account(s). This security feature will be made available to the Superuser, who can delegate the permission.

Please indicate by checking the appropriate box, if you also instruct HireRight to also unmask full or partial DOB information.

MM/DD/YYYY (ex. 10-10-1979)

MM/DD only (ex. 10-10-xxxx)

By your signature below, you also agree to indemnify, defend and hold harmless HireRight and its affiliates from and against any and all third party (e.g., consumer or governmental) claims, actions, demands, costs, expenses and liabilities (including, without limitation, reasonable attorneys' fees and any costs of consumer notifications required under any applicable data protection statutes) which may be incurred by you or HireRight and/or its affiliates in connection with or arising out of any unauthorized access to and/or disclosure of your Applicants' Sensitive Information or DOB information through the compromise of your Screening Reports, HireRight system account(s) and/or credentials.

Agreed and Accepted (please have an authorized corporate officer sign below):

Company:

Signature: _____

Printed Name:

Title:

Date: _____

Customer Service is available 24 hours a day, 5 days a week Sunday 5 pm through Friday 7 pm Pacific Time (GMT-8). Reach us at (866) 521-6995 (within the U.S. and Canada) or click [here](#) for other contact information.

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