



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.

The login page features the HireRight logo at the top left. Below it are input fields for Company ID (abc001), User Name (ktrainer), and Password (masked with asterisks). A checkbox for "Remember my Company ID and User Name" is present. A blue "Login" button is at the bottom. Links for "Need help with login?" and "Bookmark my login page - abc001" are at the bottom left. On the right is a large image of a smiling woman in a blue shirt.

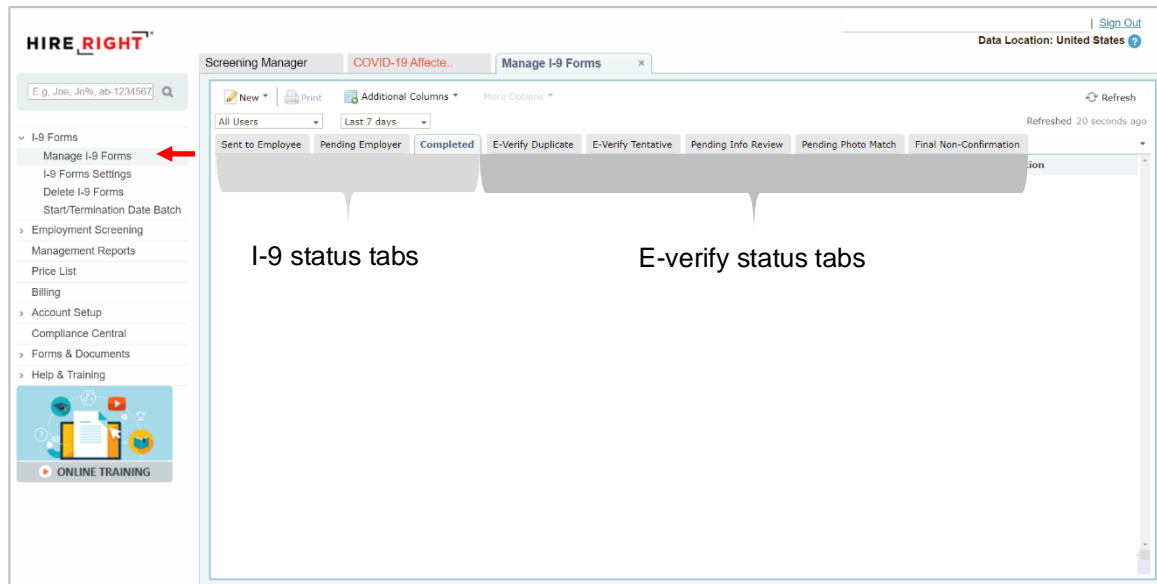
The dashboard shows the "Screening Manager" section. On the left, a sidebar menu has "I-9 Forms" highlighted with a red box, containing "Manage I-9 Forms" and "Delete I-9 Forms". The main area has a "NOTE:" box stating: "If your account is used for background checks and I-9 form completion, the **Screening 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." The dashboard also includes a table for "Orders and Reports" with columns for Last Name, First Name, Request Date, Status, and Requestor. On the right, there are sections for "Announcements" (listing updates from Nov 4, 2019) and "Recently Viewed Items" (listing items like Crystal Calitri and Crystal Kendrick-Calit).

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



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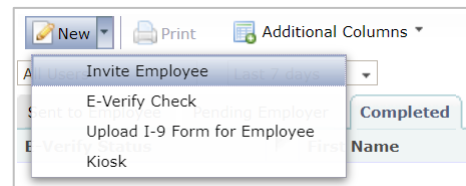
Inviting the Employee to Complete Section 1 of the Form I-9

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, Tan Young, O'Driscoll, 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.

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@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).
[Use Today's 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 Invitation Letter HTML

[Preview/Save](#)

☐ 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.

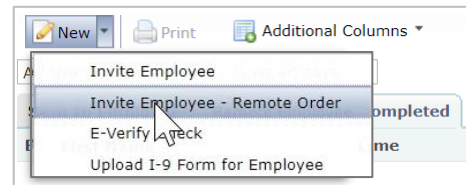
I-9 Employment Eligibility Form

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](#)

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.

ABC Company

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.

123 Main Street

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.

Thousand Oaks

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.

California

Zip/Postal Code

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

91320

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.

Submit

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.

Close

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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.

The screenshot shows the HireRight interface. At the top, there's a 'Screening Manager' tab and a 'Manage I-9 Forms' tab. Below the 'Manage I-9 Forms' tab, there's a search bar with 'E.g. Joe, Jo%, ab-1234567'. A sidebar on the left contains 'DHS Manager' and 'I-9 Forms' with sub-options: 'Manage I-9 Forms', 'Delete I-9 Forms', 'Start/Termination Date', and 'Batch'. The main area displays a table of I-9 forms. The 'Remote Employee' tab is highlighted with a red box. The table has columns for 'Status', 'First Name', 'Last Name', 'SSN', 'Date', and 'Next Action'. The first row shows 'Sent to Employee', 'Test', 'Test', '-', '09/20/2021', and 'Complete Section 1'. Below the table, there's a form titled 'I-9 Employment Eligibility Form'. It has two sections: 'Employee Info' and 'Notification'. The 'Employee Info' section has fields for 'First Name' (test), 'Last Name' (testtest), and 'E-Mail' (jr.delosreyes@hiredirect.com). The 'Notification' section has radio buttons for 'Send message template' (selected) and 'Send text'. Below these is a 'Message Template' dropdown menu with 'Default Invitation Letter' selected. At the bottom of the form are 'Send' and 'Cancel' buttons.

| 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: test

Last Name: testtest

E-Mail: jr.delosreyes@hiredirect.com

Notification

☒ Send message template

☐ Send text

Message Template: Default Invitation Letter

Send

Cancel

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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

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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.

A screenshot of a web application window titled "Screening Manager". It has two tabs: "Manage I-9 Forms" and "Reassign". The "Reassign" tab is active, showing the "I-9 Employment Eligibility Form". The form contains a table with the following data:

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

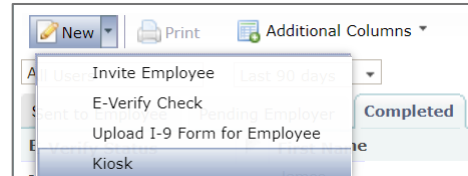
Below the table is a section titled "Reassign Requestor". It has a label "Reassign to" followed by a dropdown menu. At the bottom right of the form is a blue "Submit" button.

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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=2A0E9BA3A5FD9FC41D1205ACADE64BDF>

User Information

First Name

Last Name

E-mail Address

Notification

Subject

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.



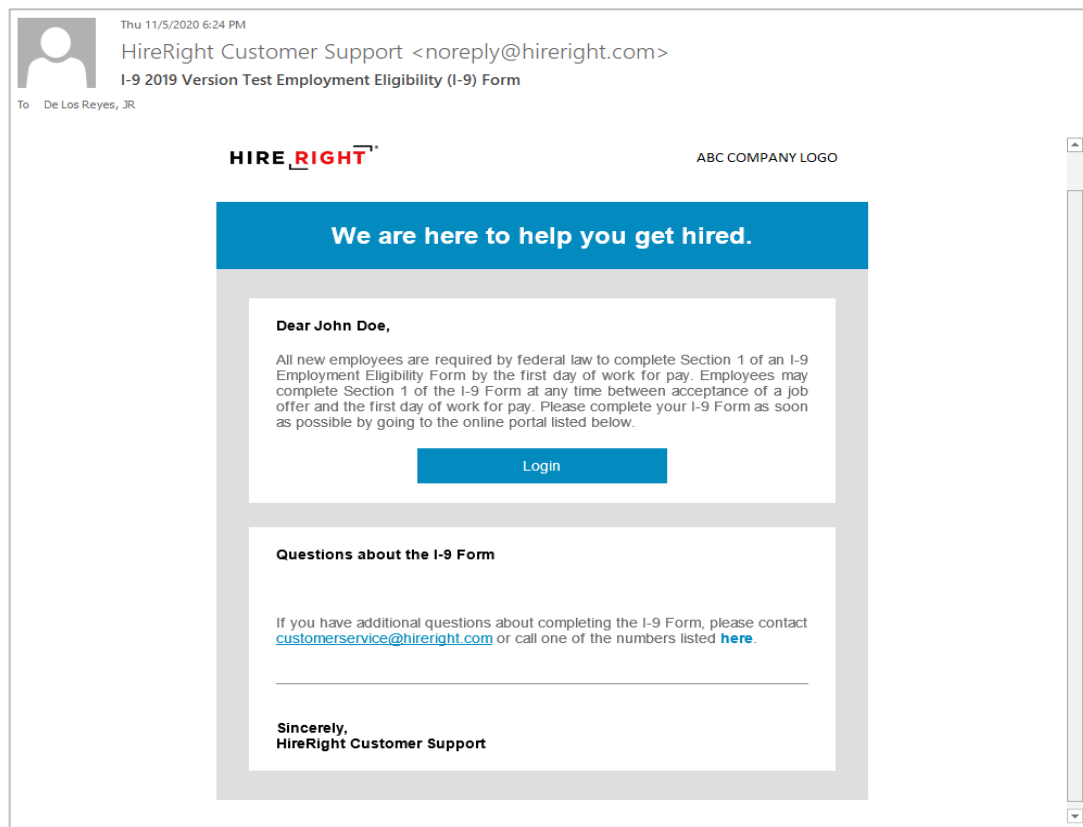
Employee Experience for Section 1 Completion (Emailed Invite)

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.

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

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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.

A screenshot of the HireRight Applicant Center I-9 Kiosk registration page. The page has a blue header with the HireRight logo and "Applicant Center". Below the header, there are links for "Create Account" and "Log In". A welcome message states: "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 form includes fields for "Legal First Name", "Legal Last Name", "E-mail Address", "Confirm E-mail Address", "Password", and "Confirm Password". A note specifies: "Must be at least 8 characters with 1 number, 1 uppercase letter, 1 lowercase letter." Below these fields are radio buttons for "Would you like to subscribe to text messages for notifications?" with options "Yes, I acknowledge and agree that I may receive texts for notifications, and that standard data and text charges may apply." and "No, I would like to receive emails for notifications and password resets." There is a "Verification Code" field showing the code "yszvzi" and a note: "Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes." At the bottom is a blue "Register" button. The footer contains the 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.

HIRE RIGHT | Applicant Center Log out

I-9 Section 1 Live chat Help Print

Individual Preparing Form

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 Form Instructions](#)

[List of Acceptable Documents](#)

[Information on Receipts](#)

Is this form being prepared by an individual other than the employee?

☐ Yes
Please use this option for "Minors" and "Special Placement" situations as well

☐ No

NEXT

SAVE

Employee Information Worksheet

Citizenship or Immigration Status Worksheet

Worksheet Review

Attestation and E-Signature

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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.

HIRE **RIGHT** | Applicant Center Log out

I-9 Section 1 Live chat Help Print

► Individual Preparing Form

► Employee Information Worksheet

Citizenship or Immigration Status Worksheet

All fields are required

Status

What is your citizenship or immigration status?

Select your citizenship or immigration status.

☒ **A citizen of the United States**

☐ A noncitizen national of the United States

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.

☐ A lawful permanent resident

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.

☐ An alien authorized to work

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.

Social Security Number

Enter your SSN

Please enter your SSN again

NEXT

SAVE

Worksheet Review

Attestation and E-Signature

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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> <p>Browse <small>No file chosen</small></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> <p></p> <p>Please enter your SSN again</p> <p></p> |

- 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>Drivers license issued by state/territory 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> <p></p> <p>Please enter your SSN again</p> <p></p> |

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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 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.

HIRE RIGHT | Applicant Center Log out

I-9 Section 1 Live chat Help Print

Attestation and E-Signature - John Doe

All fields are required

Final Review

Please review all the information on Section 1 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

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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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I-9 Section 1 Live chat Help Print

Employment Eligibility Verification **USCIS Form I-9**
Department of Homeland Security U.S. Citizenship and Immigration Services
OMB No. 1615-0047 Expires 09/30/2012

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

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Used (If any)
Address (Street Number and Name) Apt. Number City or Town State ZIP Code
Date of Birth U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number
Country of Issuance

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):

☒ 1. A citizen of the United States
☐ 2. A non-citizen national of the United States (See instructions)
☐ 3. A lawful permanent resident (Alien Registration Number) USCIS Number
☐ 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy
(Some aliens may write "NA" in the expiration date field. (See instructions))
Alien 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:
1. Alien Registration Number USCIS Number: OR
2. Form I-94 Admission Number: OR
3. Foreign Passport Number: OR
Country of Issuance: OR

OR Code - Section 1
Do Not Write in This Space

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**. Drawn signature is optional.

HIRE RIGHT[®] | Applicant Center [Log out](#)

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

Attestation and E-Signature - John Doe

All fields are required

Final Review

Please review all the information on Section 1 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 the proper corrections now.
[Edit Worksheet](#)

Attestation

☐ 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: Citizen of the United States

E-Signature

First Name

Last Name

E-Signature

[Clear](#)

☐ 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.

[E-Sign and Save](#)

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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.

HIRE RIGHT | Applicant Center Log out

ABC COMPANY LOGO

Thank you for your information!

I-9 Employment Eligibility Verification

Thank you for completing [Section 1 of your I-9 Form](#).

Please note your I-9 is still considered incomplete until you have presented the required documents confirming work authorization and identity to person to your employer and they have completed Section 2.

Communication Preferences

We can text alerts and status updates to your mobile phone (text charges may apply). Would you like us to send notifications to:

US +1 Country Code ☒ Between 9:00am and 5:00pm PST ☐ Anytime

Feedback

We'd love your feedback about your experience with the HireRight website. Rest assured that any feedback you provide will be used solely by HireRight to improve this website. It will not be shared with anyone outside of HireRight and will not in any way affect your background check.

1. How visually appealing is our website?

☐ poor ☐ average ☐ good ☐ very good ☐ excellent

2. How user friendly is our website?

☐ poor ☐ average ☐ good ☐ very good ☐ excellent

3. Please rate your overall experience with HireRight.

☐ poor ☐ average ☐ good ☐ very good ☐ excellent

Any additional feedback:

How Long do Background Checks Take? (ASL included)

How long do pre-employment background checks take?

HIRE RIGHT

Questions & Answers

- How long will the report take?
- How far back are you searching?
- Can I change/delete information from the background application?
- Can I provide documents to expedite the report process?
- Will I get a copy when you send me a copy of the report?
- Will I get an email when it is done?
- What is being checked/verified?
- Why do holidays, weather and closures extend the estimated time to completion?
- Is this all the information needed to complete this process?
- How can I avoid delays when asked for additional information from HireRight as the Employer?

Links

- Account Settings
- Use Help
- About Background Screening
- Privacy Policy

Search for other questions

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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 shows the HireRight 'Manage I-9 Forms' interface. The 'Pending Employer' tab is selected, displaying a table of employees. A right-click context menu is open over the 'Test' employee record, showing the 'Verify I-9 Docs' option.

| 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 | Iname | | 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 |
| Ivar | Test | | 12/29/2020 | Complete Section 2 |
| doc | test | | 01/16/2021 | Complete Section 2 |

The context menu for the 'Test' employee includes the following options: 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.

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.



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. |

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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: June
Day: 20
Year: 2022

Document Selection

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.

Document A
--Select From List A--

OR

Document B
--Select From List B--

AND

Document C
--Select From List C--

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](#)

Access to Resources

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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 e-mail 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> <p>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.</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> <div>California</div> <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"/> |

NEXT

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

Location Irvine

Cost Center Cost center

Example of FLEX FIELD(S)

NEXT

SAVE

Worksheet Review

Attestation and E-Signature - Employer or Authorized Representative

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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. ✓ 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 an 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: East 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: East 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): ✓ 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 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): ✓ 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): Cost 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

Need until you have clicked the Review

Employee named, and
ted States.

Enter First Name

Last Name

Enter Last Name

E-Signature

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expiry: 06/01/2022

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 Identity and Employment Authorization **OR** **List B** Identity **AND** **List C** Employment Authorization

| Document Title | Document Title | Document Title |
|--------------------------------------|--------------------------------------|--|
| U.S. Passport | N/A | N/A |
| Issuing Authority | Issuing Authority | Issuing Authority |
| U.S. Department of State | N/A | N/A |
| Document Number | Document Number | Document Number |
| 123456 | N/A | N/A |
| Expiration Date (if any)(mm/dd/yyyy) | Expiration Date (if any)(mm/dd/yyyy) | Expiration Date (if any)(mm/dd/yyyy) |
| 12/31/2025 | N/A | N/A |
| Document Title | Additional Information | OR Code - Sections 2 & 3 Do Not Write in This Space |
| N/A | N/A | |
| Issuing Authority | | |
| N/A | | |
| Document Number | | |
| N/A | | |
| Expiration Date (if any)(mm/dd/yyyy) | | |
| N/A | | |
| Document Title | | |
| N/A | | |
| Issuing Authority | | |

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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

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 the proper corrections now.
[Edit Worksheet](#)

Attestation

☐ 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.

E-Signature

First Name

Last Name

E-Signature
[Clear](#)

☐ 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.

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

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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.

Processing Request

Please wait while your request is being processed

Processing Results

HIRE RIGHT

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

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.

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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</p> <input type="text"/> <p>Last Name</p> <input type="text"/> <p>E-mail Address</p> <input type="text"/> |
|---------------------------|--|

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.

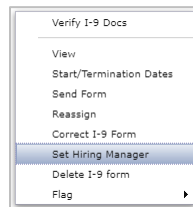
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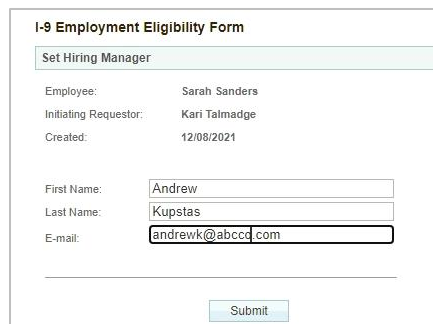
If the Hiring Manager needs to be changed, right-click on the employee's I-9 record in HireRight and select **Set Hiring Manager**. Update with the new hiring manager information and click Submit to send an email to the new designee. The previous email will no longer be valid for access.

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).

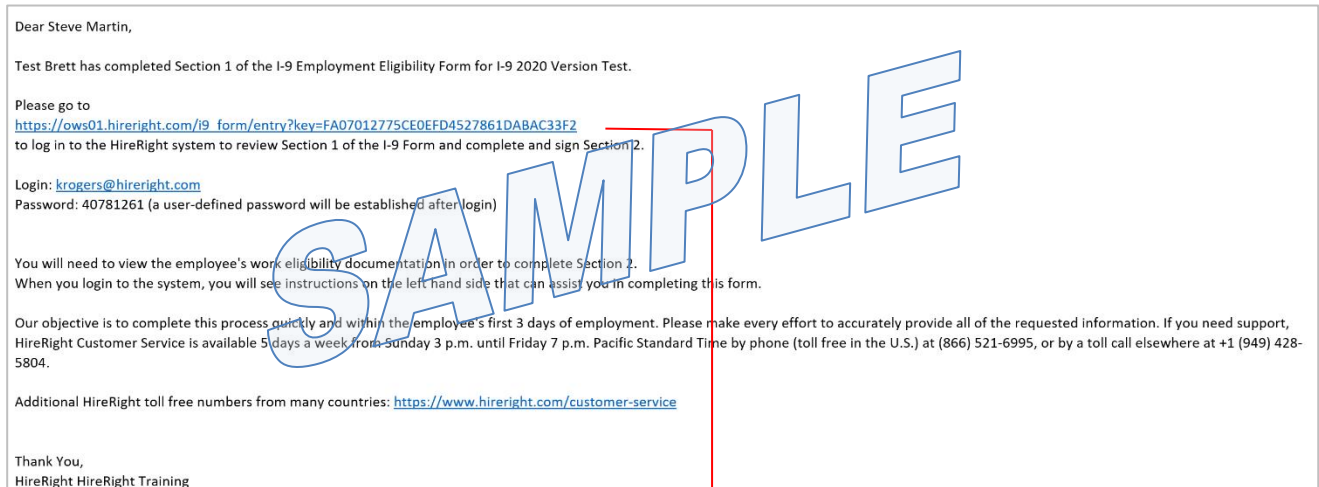


7. Click **Submit**.



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.

HIRE RIGHT

Login

Hiring Manager Login

Please enter your e-mail and password and then press the **Log In** button.

The password assigned to you is temporary, so please login as soon as possible and select your permanent password for the form completion.

Please refer to our [Privacy Policy](#), if you have any questions about how your information will be used.

E-mail

Password

[Forgot your password?](#)

This system is for authorized users only. All activities on this system may be monitored and/or recorded by HireRight security personnel. Unauthorized use is strictly prohibited.

If this temporary password has wrongly reached you, please close this page now.

Log In

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[Privacy/Security](#)

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

A screenshot of the HireRight login page. The page has a dark blue header with the "HIRE RIGHT" logo. Below the header, the word "Login" is centered. The main content area is titled "Change Password" and includes a message: "Please change your password to prevent your login credentials from being compromised." Below this, there is a section for a "Registered user" with the email "krogers@hiredirect.com". There are two input fields for "New password" and "Confirm password". Below these fields, a list of password requirements is shown: "Have at least 8 characters", "Use at least 1 upper case letter", "Use at least 1 lower case letter", "Use at least 1 number", and "Not contain your email address". At the bottom of the form is a blue "Log In" button. The footer contains copyright information: "Copyright © 2004 - 2021 HireRight, LLC. All Rights Reserved." and a link to "Privacy/Security".

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.

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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.

| Completed | E-Verify Duplicate | E-Verify Tentative | Pending Info Review | Pending Photo Match | Final Non-Confirmation |
|------------|--------------------|--------------------|---------------------|---------------------|------------------------|
| First Name | Last Name | SSN | | | |
| James | Cobb | - | | | |
| George | Washington | - | | | |
| Test | Upload | ***-**-1111 | | | |
| John | Doe | ***-**-3333 | | | |
| Whitney | Test | ***-**-3333 | | | |

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

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'Shaun, Mai.

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.

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.

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.

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.

☐ Yes

☐ No

Have 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

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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 <small>All fields are required</small> | |
| 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? <input type="radio"/> New Employee <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> 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 | |

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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: e9876543 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 |

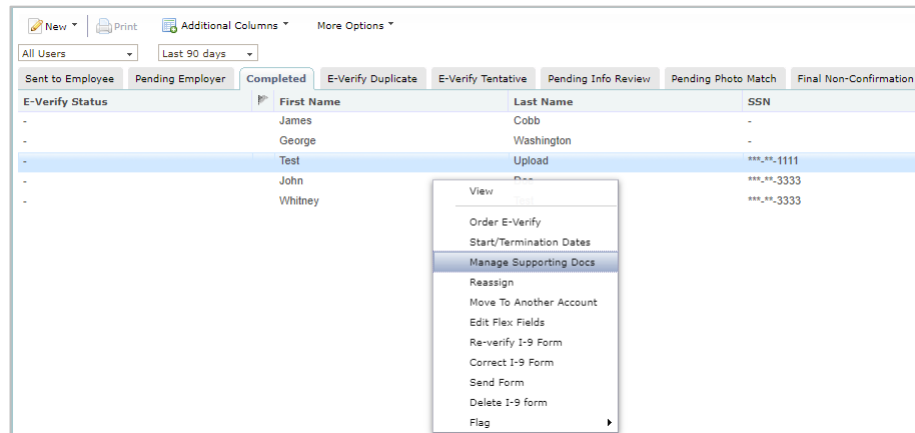
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Upload Supporting I-9 Documents

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' page. The 'Upload Supporting Documents' section includes 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 this 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, there is a 'List of Supporting Documents' section showing a table with columns 'Document Type' and 'Remove'. The table contains 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.

|  Print/Download Manage Supporting Docs | | |
|--|-------------------|---------------|
| 19 Form | Annotations/Notes | Audit Trail |
| Supporting Documents | | |
| 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 |

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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.

The screenshot shows the HireRight user interface. At the top, there are tabs for 'Sent to Employee', 'Pending Employer', 'Completed', 'E-Verify Duplicate', 'E-Verify Tentative', 'Pending Info Review', 'Pending Photo Match', and 'Final Non-Confirmation'. Below these tabs is a table with columns: 'E-Verify Status', 'First Name', 'Last Name', 'SSN', 'Date', 'Next Action', and 'Start Date'. A row for 'James Test' is highlighted. A right-click context menu is open over this row, showing options: 'View', 'Order E-Verify', 'Send Form', 'Start/Termination Dates', 'Manage Supporting Docs', 'Reassign', 'Re-verify I-9 Form', 'Correct I-9 Form' (highlighted), 'Delete I-9 form', and 'Flag'.

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

The screenshot shows the 'I-9 Employment Eligibility Form'. Under the heading 'Form I-9 Correction Options', there is 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 two buttons: 'Submit' and 'Cancel'.

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 | <p>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.</p> <p>Date</p> <p>Use Today's Date</p> <p>Month</p> <p>March</p> <p>Day</p> <p>24</p> <p>Year</p> <p>2021</p> |
| Document Selection | <p>Which document has the employee provided?</p> <p>Receipt: Drivers license issued by state/territory</p> <p>An additional document is required from the employee based on the previous selection.</p> <p>Social Security Card (Unrestricted)</p> <p>Below are links to official USCIS webpages that will always have the most up to date information:</p> <p>I-9 Handbook for Employers (M-274)</p> <p>List of Acceptable Documents</p> <p>Who is issued this document?</p> <p>Information on Receipts</p> |

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

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



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.

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

c5757123

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

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

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

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.

Ann

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.

HireRight Training

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.

HireRight Training

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.

kari.lalimadge@hireright.com

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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: 12/19/2025

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: 12/19/2025

Correction Reason: Added updated expiration date

Edit

Worksheet Review

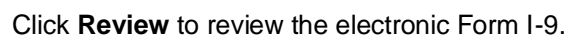
Please certify that the information is correct using the checkboxes below in order to proceed.

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




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

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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 | <input checked="" type="checkbox"/> 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. |
| E-Signature | <div>First Name <input type="text" value="Ann"/></div> <div>Last Name <input type="text" value="HireRight Training"/></div> <div>E-Signature  Clear</div> <div><input checked="" 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.</div> <div><input checked="" 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.</div> |
| <div>E-Sign, Save and Run E-Verify</div> | |

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

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

Other

Receipt provided for DL at time of hire.

Continue

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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.

| | | | |
|---|------------------------------|---|---|
| Print/Download Manage Supporting Docs | | | |
| 19 Form | Annotations/Notes | Audit Trail | Supporting Documents |
| 03/29/2021 10:47:03 PST | HireRight HireRight Training | Employer Signature Date 03/29/2021 | |
| 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. | |
| 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. | |
| 03/29/2021 11:10:59 PST | HireRight HireRight Training | Form viewed | |
| 03/29/2021 12:37:00 PST | JR De Los Reyes | Form viewed | |
| 03/29/2021 13:11:59 PST | JR De Los Reyes | Form viewed | |
| 03/30/2021 08:57:43 PST | HireRight HireRight Training | Reverification and Rehire | |
| | | 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 | |
| 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. | |
| 04/01/2021 08:19:05 PST | JR De Los Reyes | Form viewed | |
| 04/07/2021 09:49:54 PST | HireRight HireRight Training | Form Corrections Section 2 Input of A or B and C documents | |
| | | 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 |
| 04/08/2021 12:52:48 PST | HireRight HireRight Training | Form Corrections Section 2 Input of A or B and C documents | |
| | | 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 |
| 04/08/2021 12:56:57 PST | HireRight HireRight Training | Form Corrections Section 2 Reason For Change provided | |
| | | Field | Old Value New Value Reason/Change Summary |
| | | Document B: Title | Receipt: Drivers license issued by state/territory Drivers license issued by state/territory |
| | | Document B: Expiration Date | 09/27/2021 12/10/2025 |
| 04/09/2021 13:00:22 PST | HireRight HireRight Training | Form Corrections Section 2 Worksheet Review | |
| 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. | |
| 04/09/2021 13:08:59 PST | HireRight HireRight Training | Form Corrections Section 2 Worksheet Review | |
| 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. | |
| 04/09/2021 13:21:41 PST | HireRight HireRight Training | Employer Attestation | |
| 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. | |
| 04/09/2021 13:21:41 PST | HireRight HireRight Training | Section 2 correction signed | |
| 04/09/2021 13:21:41 PST | HireRight HireRight Training | Employer Signature Date 04/09/2021 | |
| 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. | |
| 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. | |
| 04/09/2021 13:23:51 PST | HireRight HireRight Training | E-Verify Submitted | |
| 04/09/2021 13:28:01 PST | HireRight HireRight Training | LATE REASON: Audit revealed that new hire was not run through E-Verify yet | |
| 04/09/2021 13:28:29 PST | HireRight HireRight Training | Form viewed | |
| | | Print Close | |

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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. On the left, under 'Form I-9 Correction Options', there are three radio button options: 'Correct Myself - Section 2', 'Correct Myself - Replace Uploaded I-9 Form', and 'Send Section 1 to Employee'. The 'Send Section 1 to Employee' option is selected. Below these options, the 'Employee Name' is listed as 'test recup'. The 'Employee Email' field contains 'employee@briemail.com'. A text box for 'Correction Reason (Optional)' contains the text 'Please add your newly issued SSN number to Section 1.' At the bottom, there are two buttons: 'Submit' and 'Cancel'.



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-Us.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**.

The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The 'Completed' tab is selected, displaying a table of employee records. A right-click context menu is open over the record for James Cobb, showing options like 'View', 'Order E-Verify', 'Send Form', etc. The table has columns for E-Verify Status, First Name, Last Name, SSN, Date, Next Action, and Start Date.

| E-Verify Status | First Name | Last Name | SSN | Date | Next Action | Start Date |
|-----------------|------------|-----------|-------------|------------|-------------|------------|
| - | James | Cobb | ***-**-1111 | 07/10/2018 | - | 07/10/2018 |
| - | Jane | | - | 05/31/2018 | Update SSN | 05/31/2018 |

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

The screenshot shows a 'Processing Request' screen. It includes a progress bar labeled 'Processing Results' and the HireRight logo. Contact information for HireRight Customer Service is provided at the bottom.

Processing Request

Please wait while your request is being processed

Processing Results

HIRE RIGHT

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

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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 |
|--------------------------------------|---|

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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>Smith</small> | First Name (Given Name) <small>Ann</small> | Middle Initial <small>N/A</small> | Other Last Names Used (if any) <small>N/A</small> |
| Address (Street Number and Name) | | Apt. Number <small>N/A</small> | City or Town |
| | | State | ZIP Code |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's E-mail Address <small>N/A</small> | Employee's Telephone Number <small>N/A</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 (See instructions) | <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

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 is 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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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 from PHOTO MATCHING.

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 the 'Pending Photo Match' tab selected. The table displays the following data:

| 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 context menu is open for the first row, showing the following options: View, Reassign, Confirm E-Verify Photo (highlighted), Close Case, E-Verify Report, Manage Supporting Docs, Edit Flex Fields, and Flag.

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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.

Screening Manager COVID-19 Affect... Manage I-9 Forms x E-Verify Photo M... x

I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

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.

NotFound

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

☐ Yes

☐ No

☐ No photo displayed

Submit

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 'Screening Manager' application with the 'Manage I-9 Forms' tab active. The 'Pending Photo Match' sub-tab is selected. A table lists screening records. The first record is highlighted, and a context menu is open over it, showing various actions. The 'Upload Photo Match Docs' option is highlighted in blue.

| 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 |

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

The screenshot shows the 'Upload Photo Matching Documents' dialog box. It contains instructions for uploading front and back photos of the document. There are two 'Browse...' buttons for selecting files. The 'Submit' button is highlighted in blue.

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): *

Browse...
No file selected.

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

Browse...
No file selected.

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

Document Type: Please Select 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

Submit
Cancel

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.

Close Window

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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

Sent to Employee Remote Employee Pending Employer Completed E-Verify Duplicate E-Verify Tentative Pending Info Revi.. Pending Photo Mat.. Final Non-Confir..

| 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

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

I-9 Employment Eligibility Form

Thank you for referring the Employee.

Processing Request

Please wait while your request is being processed

Processing Results

Close

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.

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

1 of 1 Automatic Zoom

E-Verify

Referral Date Confirmation
Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2014031034502WA

Employee Name: Goodell, Elaine

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by **02/12/2014** (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by **02/12/2014** (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

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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 | ***-**-3212 | 04/09/2021 | 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 Only | 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

HIRE RIGHT

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

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Screening Manager

COVID-19 Affecte...

Manage I-9 Forms

No Action

I-9 Employment Eligibility Form

Thank You

Order details

E-Verify Case Status: **Final Non-Confirmation**

View E-Verify Report

Upload Supporting Documents

Screening Manager | **Manage I-9 Forms**

[New](#) | [Print](#) | [Additional Columns](#) | [More Options](#) | [Refresh](#)

Last 90 days | Refreshed 6 minutes ago

[Sent to Employee](#) | [Remote Employee](#) | [Pending Employer](#) | [Completed](#) | [E-Verify Duplicate](#) | [E-Verify Tentative](#) | [Pending Info Revi..](#) | [Pending Photo Mat..](#) | [Final Non-Confir..](#)

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

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Close Case – FNC E-Verify Status and form action

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

Buttons: New, Print, Additional Columns, More Options, Refresh

Filters: All Users, Last 90 days, Refreshed 1 minute ago

| E-Verify Status | First Name | Last Name | SSN | Date | Next Action | Type |
|-------------------------------|------------|-----------|-------------|------------|--------------|-----------------|
| Final Non-Confirmation - Invc | Tim | Salek | ***-**-9788 | 04/08/2021 | - | I-9 Form Upload |
| Final Non-Confirmation | Ann | Smith | ***-**-4789 | 02/08/2021 | Resolve Case | I-9 Form |

Context Menu for 'Ann Smith':

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

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.

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

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.

Close Case



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. |
| | <input checked="" type="radio"/> Employee still works for the employer. |
| | <input type="radio"/> Employee does not work for the employer. |

Processing Request

Please wait while your request is being processed

Processing Results

HIRE RIGHT™

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

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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 Affected...

Manage I-9 Forms

Close Case for T...

Employment Eligibility Verification

Close Case

Notification Status

Case has been closed.

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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

Continue

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

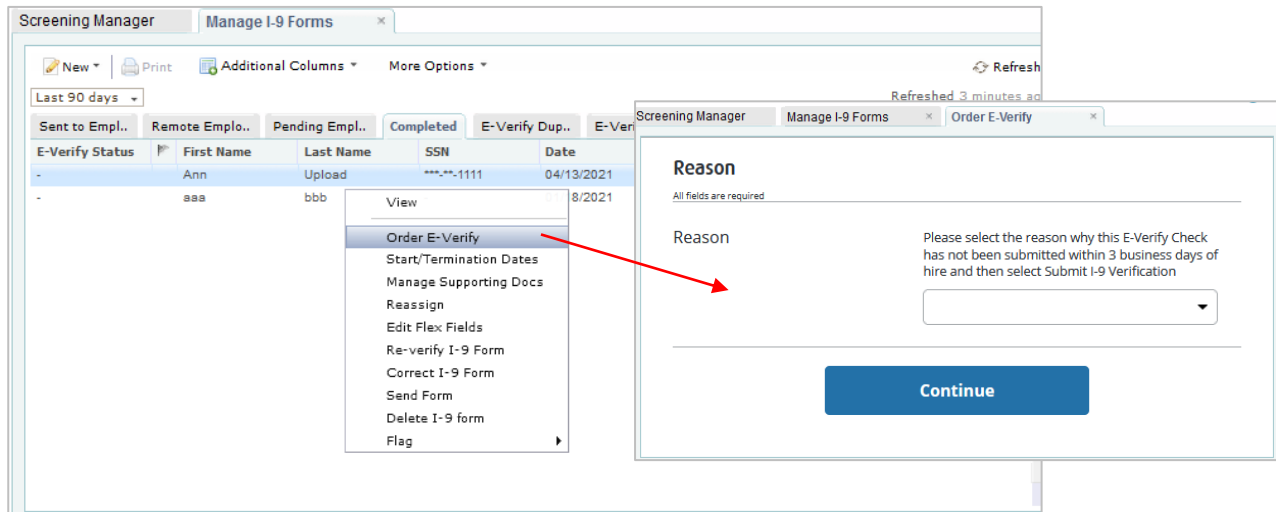
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E-Verify Late Reason - form action

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: *

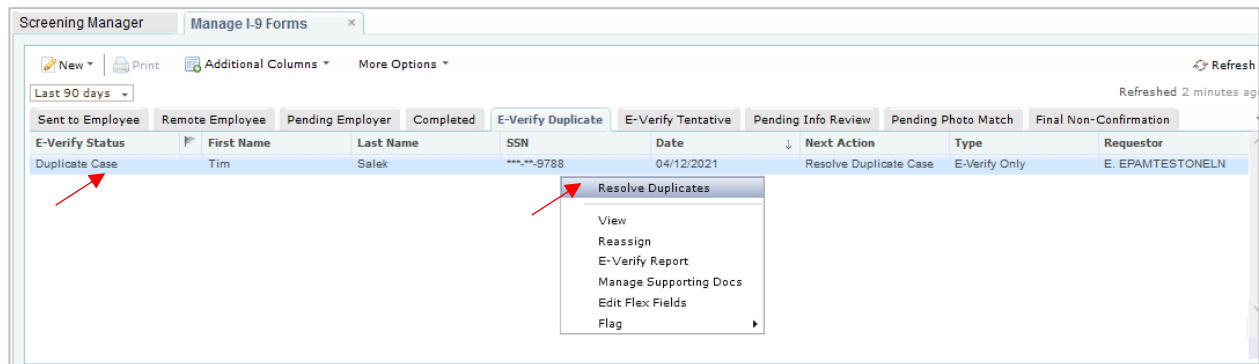
Continue

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.

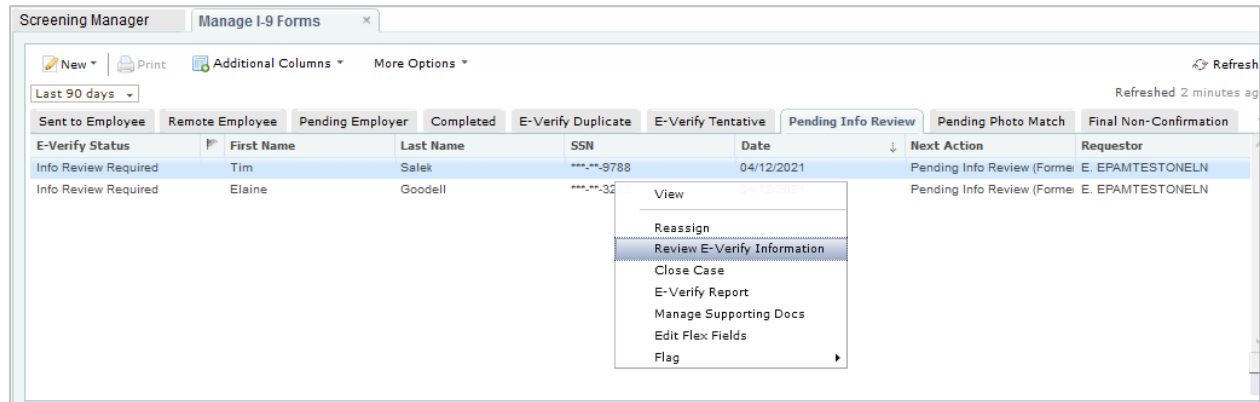
11. A 'Review E-Verify Information' occurs for reasons including typographical errors and/or incorrect information provided on the I-9 Form. You are required to review the data in the screen provided, correct the information if necessary, and resubmit to E-Verify.
12. The dialog may display after the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

The screenshot shows the 'I-9 Employment Eligibility Form' with a 'Re-Verify Inform..' tab. The 'Review E-Verify Information' section asks the user to confirm information is correct. The SSN field shows '132-21-3212'. A 'Continue' button is located at the bottom of the form.

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.

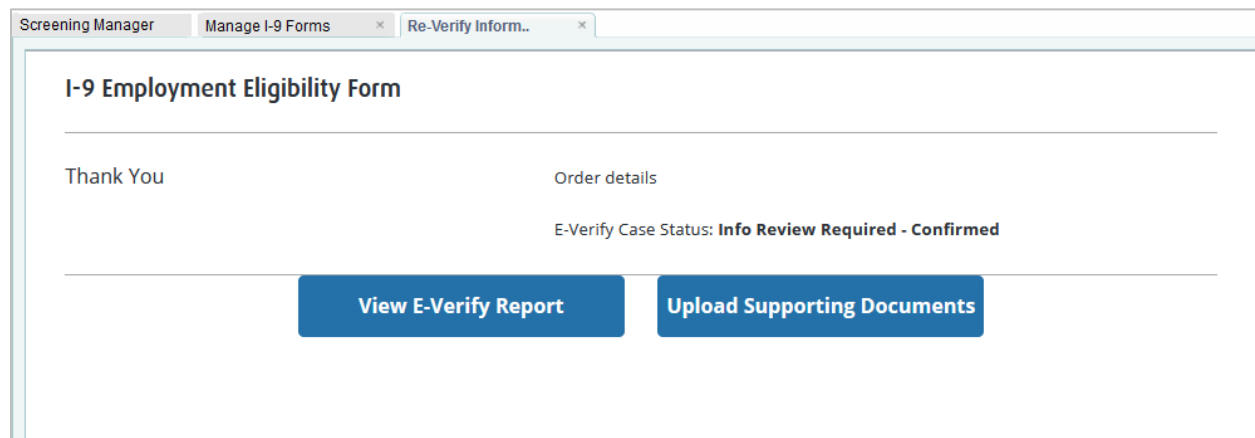
Selecting Review E-Verify Information action will open Review E-Verify Information dialog again.



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 'E-Verify Status' column is highlighted with a red box. The table displays three records for James Thompson, all with an 'Employment Authorized' 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 'E-Verify Status' column is highlighted with a red box. The table displays three records for James Thompson, all with a 'Final Non-Confirmation' 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 web application. The top navigation bar includes the HireRight logo, account selection (Sales Demo), user information (Kari Talmadge), and a sign-out link. The main content area is titled "Screening Manager" and features a search bar on the left sidebar, which is highlighted with a red box and contains the text "rogers". The central panel shows the "Orders and Reports" section with various filters and a table of orders. The right sidebar contains sections for "Account Status", "Announcements", and "Recently Viewed Items".

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

The screenshot shows the HireRight Screening Manager interface. The top navigation bar includes the HireRight logo, account information (Sales Demo, Kari Talmadge), and a Sign Out link. The main area displays a table of employee records with columns: First Name, Middle Name, Last Name, SSN/National ID, Request #, Type, Request Date, and Status. A red box highlights the 'I-9 Form' button in the top toolbar. A right-click context menu is open over the record for 'Chad Rogers', with 'Re-verify I-9 Form' highlighted.

| First Name | Middle Name | Last Name | SSN/National ID | Request # | Type | Request Date | Status |
|------------|-------------|-----------|-----------------|-----------------|---------------|--------------|-----------|
| Timothy | | Rogers | ***-**-1111 | | I-9 Form | Oct 30, 2013 | Completed |
| Chad | | Rogers | ***-**-1111 | HE-040714-252XT | I-9 Form | Apr 2, 2014 | Completed |
| Tammy | | Rogers | | 31813-PB9QG | I-9 Form | Mar 18, 2013 | Completed |
| Ronald | | Rogers | | 20415-Q678V | I-9 Form | Nov 17, 2014 | Completed |
| Karen | | Rogers | | 11713-SP4GS | I-9 Form | Apr 17, 2013 | Completed |
| Test | | Rogers | | 52913-XH963 | E-Verify Only | May 29, 2013 | Completed |
| Kari | | Rogers | | 01811-G63SJ | I-9 Form | Oct 18, 2011 | Completed |
| Sam | | Rogers | | 41311-973XB | I-9 Form | Apr 13, 2011 | Completed |
| Sammy | | Rogers | | | I-9 Form | Mar 30, 2011 | Completed |
| Roy | | Rogers | | | I-9 Form | Feb 15, 2011 | Completed |
| Dennis | | Rogers | | | I-9 Form | Feb 13, 2019 | Completed |
| Cindy | | Rogers | | 20812-NA5QV | I-9 Form | Feb 8, 2012 | Completed |
| Dennis | | Rogers | | | I-9 Form | Dec 4, 2018 | Completed |
| Kari | | Rogers | | | E-Verify Only | Sep 7, 2011 | Completed |
| Sam | | Rogers | ***-**-1111 | WE-050511-9V93Q | I-9 Form | May 5, 2011 | Completed |
| Charles | | Rogers | ***-**-1111 | HE-102113-FE7XX | I-9 Form | Oct 21, 2013 | Completed |
| Tom | | Rogers | ***-**-1111 | | I-9 Form | Jun 10, 2011 | Completed |
| Dan | | Rogers | ***-**-1111 | | I-9 Form | May 3, 2011 | Completed |
| Tom | | Rogers | ***-**-1111 | | I-9 Form | Feb 16, 2011 | Completed |

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

[Submit](#)

- 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) Mooze | 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.

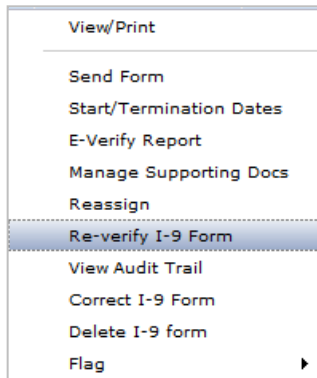
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Designating a Hiring Manager to Complete Section 3

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.

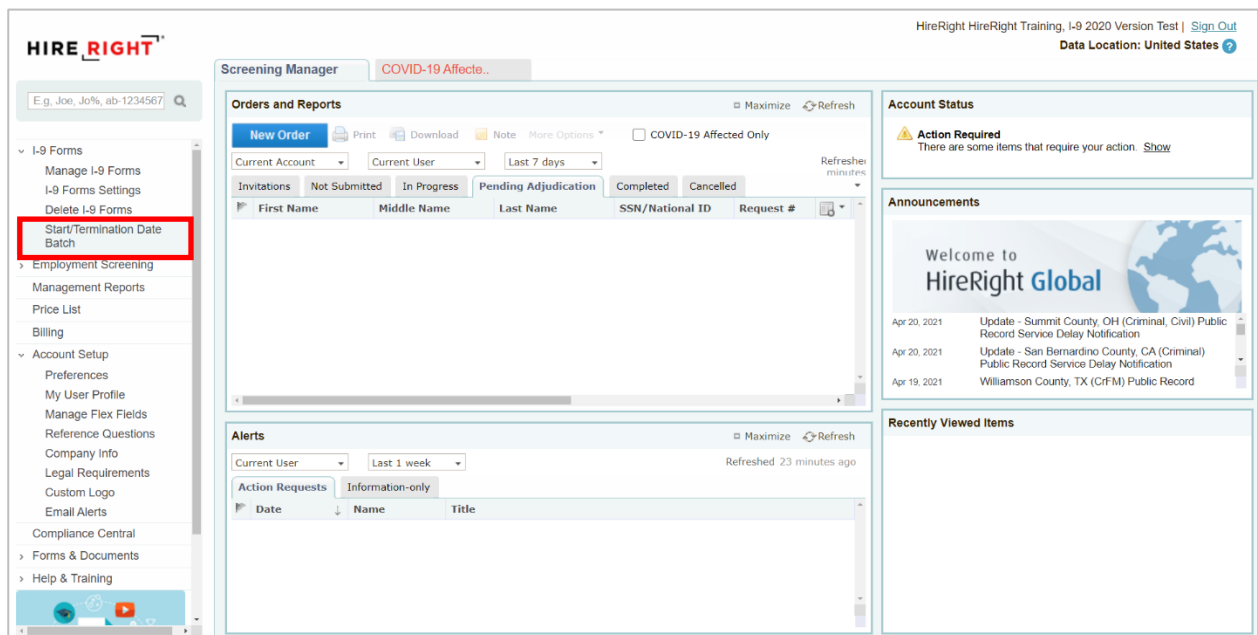


Start/Termination Date Batch

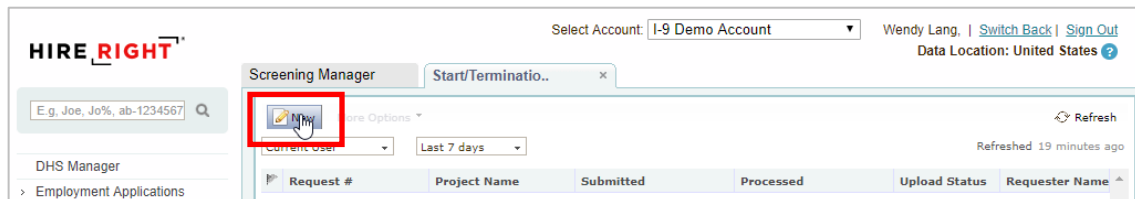
Click **I-9 Forms** in the left menu.

Click **Start/Termination Date Batch**.

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



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



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

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

Screening Manager Start/Termination... Start/Termination...

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:

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

| Form Code | Updated Start Date | Termination Date | Reason for change |
|----------------------------|---------------------|---------------------|--|
| Example: FRM-032318-33560V | Example: 03/23/2018 | Example: 03/23/2018 | Correction comment, required for start date change |
| Required | Optional | Optional | Required |



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**.

HIRE RIGHT[®]

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

Screening Manager Start/Termination Date Batch

E.g. Joe, Jo%, ab-1234567 Q

DHS Manager
Employment Applications

More Options
Current User Last 7 days Refresh
Refreshed 19 minutes ago

| Request # | Project Name | Submitted | Processed | Upload Status | Requester Name |
|-----------|--------------|-----------|-----------|---------------|----------------|
|-----------|--------------|-----------|-----------|---------------|----------------|

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](#)

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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: *

Ann

Last Name: *

Smith

E-mail Address:

asmith@abcco.com

Hold down left mouse button and draw your signature below

Clear

☒ 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. *

Submit

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**.

HIRE RIGHT

Select Account: I-9 Demo Account

Wendy Lang | Switch Back | Sign Out

Data Location: United States

Screening Manager

Manage I-9 Forms

Start/Termination...

I9 - testAUTH...

E.g. Joe, Jo%, ab-1234567

Q

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

New

More Options

Current User

Last 24 hours

Refresh

Refreshed 10 minutes ago

| Request # | Project Name | Submitted | Processed | Upload Status | Requester Name |
|-----------------|--------------------|--------------|-----------|---------------|----------------|
| BA-081419-GT4HS | FRM-060819-46N5579 | Aug 14, 2019 | | Complete | Wendy Lang |

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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 Start/Terminatio.. I9 - testAUTH te..

E.g. Joe, Jo%, ab-1234567

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

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 Start/Terminatio.. I9 - testAUTH te..

E.g. Joe, Jo%, ab-1234567

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

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

Issuing Authority

Document Number

Expiration Date (if any) (mm/dd/yyyy)

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 Name (if applicable)

Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) 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

Sample Audit Trail

The screenshot displays the HireRight Audit Trail interface. The top navigation bar includes the HireRight logo, account selection (I-9 Demo Account), user information (Wendy Lang), and links for Switch Back, Sign Out, and Data Location (United States). The main content area is titled 'Screening Manager' and 'Manage I-9 Forms'. A red box highlights the 'Audit Trail' tab. The interface shows a list of events with columns for Date, User, Action, and IP Address. A table below the list provides details for a specific event, including Field, Old Value, New Value, and Reason/Change Summary.

| Date | User | Action | IP Address |
|-------------------------|------------------|---|--|
| 01:18:22 PST | | | |
| 06/06/2019 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 |
| Field | Old Value | New Value | Reason/Change Summary |
| Employee Start Date | 06/06/2019 | 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 |

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.

HIRE RIGHT[®]

Screening Manager | Manage I-9 Forms | **Delete I-9 Forms**

E.g., Joe, Jo%, ab-1234567

- > Random Compliance Program
- > I-9 Forms
 - Manage I-9 Forms
 - Delete I-9 Forms** ←
- > Employment Screening
- Management Reports
- Price List
- Billing
- Managed Accounts
- > Account Setup
- Compliance Central
- > Forms & Documents
- > Guidelines
- > Help & Training

ONLINE TRAINING

All forms which qualify for deletion based on federal government Form I-9 retention rules are displayed below. Check the box to select each form you wish to delete and click "Delete Selected" to permanently delete the selected I-9 forms.

[All Users] Additional Columns X Delete Selected

| | First Name | Last Name |
|--------------------------|------------|-----------|
| <input type="checkbox"/> | Bob | Smith |
| <input type="checkbox"/> | Bob | Bernardo |
| <input type="checkbox"/> | Charles | Smith |
| <input type="checkbox"/> | Dan | Doss |
| <input type="checkbox"/> | Ed | Sibal |
| <input type="checkbox"/> | Grover | Monster |
| <input type="checkbox"/> | Jack | Jones |
| <input type="checkbox"/> | James | Milano |
| <input type="checkbox"/> | John | Doe |
| <input type="checkbox"/> | John | Smith |
| <input type="checkbox"/> | Kari | Talmdage |
| <input type="checkbox"/> | Kari | Talmdage |
| <input type="checkbox"/> | Kari | Talmdage |
| <input type="checkbox"/> | Kari | Rogers |
| <input type="checkbox"/> | kyle | vail |
| <input type="checkbox"/> | Mouse | Minnie |
| <input type="checkbox"/> | Mouse | Minnie |
| <input type="checkbox"/> | Rachel | Smith |
| <input type="checkbox"/> | Robert | Smith |

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

Screening Manager | Manage I-9 Forms | **Delete I-9 Forms**

All forms which qualify for deletion based on federal government Form I-9 retention rules are displayed below. Check the box to select each form you wish to delete and click "Delete Selected" to permanently delete the selected I-9 forms.

Current User Additional Columns X Delete Selected

☒ First Name Last Name

Delete selected items

Then click **Delete Selected**.

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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 displays the HireRight user interface. On the left, a navigation menu lists various options: MyCompliance, Employment Screening, Management Reports (highlighted with a red box), Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. Below the menu is an 'ONLINE TRAINING' section. The main content area is titled 'Management Reports' and features a 'General Reports' tab. This tab contains a list of reports with their descriptions:

| Report Name | Description |
|-----------------------------------|---|
| <u>Account Information</u> | This report is helpful for tracking important information about accounts, listing the account location, code, super user, HireRight customer service representative, HireRight account manager. |
| <u>Background Details</u> | 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. |
| <u>Background Request Aging</u> | This report shows how long open requests, including their sub-requests, have been in process. |
| <u>Billing Summary by Account</u> | Billing Summary by Account report |
| <u>Request Details</u> | This report displays background order details |
| <u>Turnaround Time</u> | 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. |
| <u>Turnaround Time Summary</u> | This report provides an average of the processing time for each report and sub-request type within a specific date range. |
| <u>User List</u> | This report shows list of users |

A 'Delivery Settings' link is located in the top right corner of the report list area.

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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:

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

Report: I-9 Document 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

You can also filter specific fields using the controls below:

| Field | Operator | Value |
|------------|------------|-------|
| -- None -- | = (equals) | |
| -- None -- | = (equals) | |
| -- None -- | = (equals) | |

Group information by:
-- None --

then by:
-- None --

then by:
-- None --

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.

The screenshot shows a 'User List' dialog box with the following elements:

- Title Bar:** User List
- Instruction:** Please select users, whose requests you want to see.
- Account:** A dropdown menu currently showing 'Sales Demo (Parent Account)' with a 'Select All Accounts' link to its right.
- Users:** A list box containing the following names: *Prem Peter, .Parent Only, Aggie Chen, Alesia Miller, Alexis Test, Alonzo Martinez, Amberly Olguin, Amelia Stanford, Andrea Anthony, Andrei Yakovlev, Andrew Young, Ann Academic, Ann Losiewski, Anthony Melendez, and Ayman Shoukry.
- Show Inactive Users:** A link located above the 'Users' list.
- Selection Controls:** Four buttons are positioned between the 'Users' and 'Selected Users' lists: '>>', '>', '<', and '<<'. These buttons are highlighted with a red rectangular box.
- Selected Users:** An empty list box on the right side of the dialog.
- Annotation:** A text box with the text 'Double arrow for selection of all users.' points to the '>>' button.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom center of the dialog.



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 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.

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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, 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-551 Expiration Date | Document Number | Document Expiration Date | Document Receipt Provided Date | Alien Registration Number/USCIS | 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-031320-55896F8 | 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-032320-55H77MS | 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: 03/15/2019 (mm/dd/yyyy)
 Time: 07:00 (hh:mm) ☒ AM ☐ PM - Pacific Standard Time (UTC-8:00)

Recurrence
☒ Daily ☐ No end date
☐ Weekly ☐ End after [] recurrences
☐ Monthly ☐ End by [] (mm/dd/yyyy)
☐ Yearly

Accounts:
 Sales Demo (Parent Account)

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

Recipients (email addresses):*
 kari.talmadge@hireright.com

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 sidebar with navigation links: MyCompliance, Employment Screening, Management Reports, Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. Below these is an 'ONLINE TRAINING' button. The main content area is titled 'General Reports' and lists several report types with descriptions. A red box highlights the 'Delivery Settings' link in the top right corner of the report list.

| Report Type | 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 ..' tab in the HireRight interface. It displays a message: 'Here is a list of reports scheduled for automatic delivery.' Below this is a table with columns: Report, Delivered To, Start Date, Recurrence, Status, and a final column with action links. A red box highlights the 'Edit | Delete | Generated Reports' link in the final column of the table.

| Report | Delivered To | Start Date | Recurrence | Status | Action |
|----------------------|-----------------------------|------------|-----------------|---------|---|
| 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).

| Show Management Report List Send Schedule Export | | | | | | | | | | 0.00 |
|---|--------------|--------------|---------------|--------------|---------------------|---------------------------|-----------------|-------------------------|-----------------------|------------|
| Deleted I-9 Forms | | | | | | | | | | |
| Generated by: Lang, Wendy I-9 Demo Account (90) 01/06/2020, 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.

Show Management Report List | Send | Schedule | Export

0.00

I-9 Alien Re-verification Report

Generated by:

Lang, Wendy

I-9 Demo Account (90)

01/06/2020, 10:21 AM

| # | Account Code | Reference ID | Requester Name | Employee Name | Employee SSN | Employee Start Date | Citizenship Status | Document Type | Document Expiration Date / Section 1 Work Authorization Expiration Date |
|-------------------------|--------------|---------------------|----------------|---------------------|--------------|---------------------|--------------------------|--|---|
| 1 | IBD | F98A-123115-4883796 | Wendy Lang | esepafife esepafife | ***-**-7228 | 05/31/2015 | Alien Authorized to Work | Unexpired Foreign Passport with I-94 Stamp | 12/31/2019 |
| 2 | IBD | F98A-811417-5884436 | Wendy Lang | upgha upgha | ***-**-3212 | 08/14/2016 | Alien Authorized to Work | I-551 | 12/31/2019 |
| 3 | IBD | F98A-430817-3191000 | 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.

| Show Management Report List Send Schedule Export | | | | | | | | | | | | 0.00 |
|---|--------------|---------------|--------------|---------------------|---------------------|--------------|--------|-----------------|-----------|-----------|-----------------------------|-----------------------------|
| I-9 Audit Trail | | | | | | | | | | | | |
| Generated by: Lang, Wendy I-9 Demo Account (90) 01/06/2020, 10:22 AM | | | | | | | | | | | | |
| Account Code | Reference ID | Employee Name | Employee SSN | Employee Start Date | Date/Time of Action | Action Taken | Author | Field Corrected | Old Value | New Value | Application Initiation Date | Application Completion 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 (90)

01/06/2020, 10:23 AM

| # | Account Code | Order Type | Requester Name | Employee Name | Form Code | Employee Name Received (Latest) | Employee Name Submitted | Employee SSN Received (Latest) | Employee SSN Submitted | Employee DOB Received (Latest) | Employee DOB Submitted | Employee Start Date | Employee Termination Date | Citizenship Status | I-9 Form Status | Order Initiated Date | E-Verify Status | Section2 Status |
|-------------------------|--------------|------------|----------------|---------------|-----------|---------------------------------|-------------------------|--------------------------------|------------------------|--------------------------------|------------------------|---------------------|---------------------------|--------------------|-----------------|----------------------|-----------------|-----------------|
| Grand Total (9 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 (90)

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 (9 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 Document Expiration Date |
|-------------------------|--------------|--------------------|-------------------|---------------|--------------|---------------------|---|---|---|-----------------|--------------------------|----------------------------|----------------------|-----------------------|-----------------|--------------------------|--------------------------------|--|-----------|----------------|----------------------|-------------------------------|
| 1 | SALES | FRM-010820-5349F7 | 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-010820-5349F7 | 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-031320-55699F8 | 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 [I9D]
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 | I9D | FRM-020212-8A350X | Wendy Lang | Fred Test | ***-**-1111 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 2 | I9D | FRM-070915-43N4666 | Wendy Lang | Gabby Cortez | ***-**-6789 | | Citizen of the United States | U.S. Passport Card | 01/01/2020 |
| 3 | I9D | FRM-103115-46B87N6 | Wendy Lang | eeepfole eeepfole | ***-**-7226 | | Alien Authorized to Work | Unexpired Foreign Passport with I-94 Stamp | 12/31/2019 |
| 4 | I9D | FRM-111015-46569HR | Wendy Lang | fn fn | ***-**-6789 | | - | U.S. Passport | 01/01/2020 |
| 5 | I9D | FRM-120715-47652UJ | Wendy Lang | adaadafat dafadaf | | | Alien Authorized to Work | pass | 01/01/2020 |
| 6 | I9D | FRM-121715-47D67GZ | Wendy Lang | JB JB | ***-**-6789 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 7 | I9D | FRM-040816-52475N7 | Wendy Lang | blat test | ***-**-7321 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 8 | I9D | FRM-041316-52843M | Wendy Lang | adof adof | ***-**-7321 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 9 | I9D | FRM-042216-52F92XE | Wendy Lang | John Burns | ***-**-7321 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 10 | I9D | FRM-051016-52V44DJ | Wendy Lang | abod abod | ***-**-7321 | | Citizen of the United States | U.S. Passport | 01/01/2020 |
| 11 | I9D | FRM-052316-5366722 | Wendy Lang | aklpat abldif | ***-**-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 | Requester 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 | Requester 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, Kari Sales Demo (SALES) 04/03/2020 10:40 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 Deadline | Order Initiated Date | Order Completed Date | E-Verify Status | E-Verify Case ID | E-Verify Referral Date | Section2 Score | Section2 Signer's Title | Hiring Manager | Hiring Manager Email | Additional Information |
| 1 | SALES | FRM-01020-534987F | Electronic I-9 Form + E-Verify | Default Recruiter | Dennis Rogers | ***-**-1111 | | | 03/11/2020 | 03/25/2020 | Citizen of the United States | Completed | | 01/06/2020 10:29 AM | 03/11/2020 07:55 AM | Tentative Non-Confirmation | TST00403680111X | | Kari Talmadge | Sr. Training Specialist | Kari Talmadge | kari.talmadge@hirewright.com | |
| 2 | SALES | FRM-01120-5589978 | 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-03220-5547785 | 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-03220-5547785X | Electronic I-9 Form | Norma Spracale | Harry Houdini | | nspracale@hirewright.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-01200-54428E4 | Electronic I-9 Form | Default Recruiter | Kari Talmadge | ***-**-1111 | | | 03/25/2020 | | Citizen of the United States | Completed | | 01/29/2020 10:22 AM | 03/26/2020 03:21 PM | | | | Kari Talmadge | Sr. Training Specialist | Kari Talmadge | ktal@hirewright.com | |
| 6 | SALES | FRM-03120-55E89CE | Electronic I-9 Form | Default Recruiter | Dan Doss | | | | | | Citizen of the United States | Pending Employee | | 03/18/2020 10:13 AM | | | | | | | | | |
| 7 | SALES | FRM-01500-55032NR | Electronic I-9 Form | Default Recruiter | Denny McGuire | | | | | | Citizen of the United States | Pending Employee | | 03/19/2020 12:23 PM | | | | | | | Kari Talmadge | ktal@hirewright.com | |
| 8 | SALES | FRM-03110-559678U | Electronic I-9 Form | Robin Hart | Danny Johnson | ***-**-1111 | rhart@hirewright.com | | | | Citizen of the United States | Pending Employee | | 03/11/2020 06:35 AM | | | | | | | Robin Hart | rhart@hirewright.com | |
| 9 | SALES | FRM-03200-55927G6 | Electronic I-9 Form | Kari Talmadge | Tim Talmadge | | kari.talmadge@hirewright.com | | 03/30/2020 | | Citizen of the United States | Pending Employee | | 03/25/2020 08:20 AM | | | | | | | Steve Martin | steve@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 (I9D) 01/06/2020 10:29 AM | | | | | | | | | | |
| Account Code | Customer Name | Initiated | Initiator | Employee Name | Employee SSN | Verification Status | E-Verify Case ID | | | |
| I9D | I-9 Demo Account | 11/2/2019 06:48 AM | Wendy Lang | test remote | ***-**-1111 | Tentative Nonconfirmation | TST0038643070X | | | |
| I9D | I-9 Demo Account | 06/14/2019 02:08 PM | Wendy Lang | JohnDoe Test | ***-**-3333 | SSA Tentative Nonconfirmation | TST0037146042X | | | |
| I9D | I-9 Demo Account | 06/03/2017 02:17 AM | Wendy Lang | uplor uplor | ***-**-3123 | SSA Tentative Nonconfirmation | TST00263940130X | | | |
| I9D | I-9 Demo Account | 07/14/2017 11:36 PM | Wendy Lang | dd dd | ***-**-1112 | SSA Update And Resubmit | TST00289170930X | | | |
| I9D | I-9 Demo Account | 05/11/2017 11:43 PM | Wendy Lang | imv imv | ***-**-2222 | SSA Tentative Nonconfirmation | TST00272687940X | | | |
| I9D | I-9 Demo Account | 05/30/2017 05:03 AM | Wendy Lang | mm test | ***-**-3333 | SSA Tentative Nonconfirmation | TST0027514312X | | | |
| I9D | I-9 Demo Account | 10/14/2017 02:40 AM | Wendy Lang | test extend | ***-**-1111 | SSA Tentative Nonconfirmation | TST0028960876X | | | |
| I9D | I-9 Demo Account | 10/16/2017 12:31 AM | Wendy Lang | TEST IK | ***-**-2222 | SSA Tentative Nonconfirmation | TST00281005913X | | | |
| I9D | I-9 Demo Account | 10/14/2017 07:26 AM | Wendy Lang | Exp Test Exp Test | ***-**-4678 | SSA Tentative Nonconfirmation | TST00289650953X | | | |
| I9D | I-9 Demo Account | 11/03/2017 05:51 AM | Wendy Lang | nonconfirm nonconfirm | ***-**-1112 | SSA Tentative Nonconfirmation | TST00283436677X | | | |
| I9D | I-9 Demo Account | 11/03/2017 05:56 AM | Wendy Lang | nonconfirm nonconfirm | ***-**-2222 | SSA Tentative Nonconfirmation | TST00283427115X | | | |
| I9D | I-9 Demo Account | 12/15/2017 11:40 PM | Wendy Lang | inv test inv test | ***-**-1112 | SSA Tentative Nonconfirmation | TST00288448986X | | | |
| I9D | I-9 Demo Account | 12/14/2017 06:33 AM | Wendy Lang | Collection Test Collection Test | ***-**-4234 | SSA Tentative Nonconfirmation | TST0028179617X | | | |
| I9D | I-9 Demo Account | 12/19/2017 02:44 AM | Wendy Lang | newall newall | ***-**-1112 | SSA Tentative Nonconfirmation | TST00288642565X | | | |
| I9D | I-9 Demo Account | 02/16/2018 03:12 AM | Wendy Lang | wrong idm | ***-**-1111 | SSA Tentative Nonconfirmation | TST00295771953X | | | |
| I9D | I-9 Demo Account | 04/06/2018 11:55 PM | Wendy Lang | EVERIF REMOVE OVERDUE mme | ***-**-3123 | SSA Update And Resubmit | TST00302337768X | | | |
| I9D | I-9 Demo Account | 05/16/2018 05:05 AM | Wendy Lang | newall test newall test | ***-**-1112 | SSA Tentative Nonconfirmation | TST00307729155X | | | |
| I9D | I-9 Demo Account | 06/02/2018 01:06 AM | Wendy Lang | EVERIFDOWN test | ***-**-5435 | SSA Tentative Nonconfirmation | TST00310076337X | | | |
| I9D | I-9 Demo Account | 06/19/2018 05:40 AM | Wendy Lang | ever ever | ***-**-3123 | SSA Tentative Nonconfirmation | TST00312310543X | | | |
| I9D | I-9 Demo Account | 06/19/2018 05:45 AM | Wendy Lang | kk kk | ***-**-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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