E-Verify Enrollment Process

E-Verify Enrollment Process

The following information was taken from the E-Verify Public Website. Other general information related to E-Verify can be found at the Website.

The Enrollment Process

When you enroll your company in E-Verify, you need to tell us some basic information about your company and agree to the rules of our program. During the enrollment process, you will:

- Answer four yes/no questions to determine your access method
- Select your organization designation if your company is a federal contractor or other special category
- Review, acknowledge, and agree to the memorandum of understanding (MOU)
- Enter your company details
- Enter your North American Industry Classification System (NAICS) Code
- Provide hiring site information
- Register E-Verify program administrator(s)
- Review and certify the information you entered
- Print your electronically signed MOU

Process flow for E-Verify company enrollment:

Process flow for E-Verify company enrollment:

E-Verify Screen Shots

June 6, 2011

Read and agree to terms of E-Verify website
*See Note on slide 16

Review enrollment checklist and collect needed information

E-Verify *Employment Eligibility Verification*

E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.

For more information, visit the Getting Started section of the E-Verify website or consult our Quick Reference Guide for E-Verify Enrollment to learn how to enroll and start using E-Verify.

Need help? Click on any question mark icon ❓ to get more information.

Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator? ❓

To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (*optional*) ❓
- Data Universal Numbering System (DUNS) number (*optional*) ❓
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number) ❓
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (*optional*) ❓
- Administrator name (E-Verify corporate account) (*optional*) ❓
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

For all registering users, you must provide:

- Name
- Phone Number
- Fax Number (*optional*)
- E-mail Address

[Begin E-Verify Enrollment]

Determine Access Method (choose company type)

E-Verify *Employment Eligibility Verification*

E-Verify Enrollment: Start Here

Welcome aboard! We know you're looking forward to getting started, but before you do, please read this page. We've kept it short and simple, but we need to tell you some important information before you enroll.

Step 1: Read This Before You Enroll in E-Verify

Before you can start using E-Verify, you need to enroll your company or organization in the program. The term "company" means any business, non-profit organization or government agency, whether it's a small family-owned pizza shop or a multinational corporation. When you enroll your company, you need to tell us some basic information and agree to follow the rules of our program. You'll enroll your company just once and after you do, you can register yourself and others to actually use the system.

If your company is already enrolled in E-Verify and you just need to register yourself as a user, you shouldn't enroll here. Just ask your company's E-Verify program administrator to add you as a user to your company's account. Also, before you continue, you'll want to check with others within your company to be sure your company isn't already enrolled in the program.

Step 2: Choose Your E-Verify Access Method

We offer several ways to access E-Verify and your answers to the questions below will help us determine the right access method for your company. Read carefully because errors here can delay us from approving your company's enrollment in E-Verify. Each access method includes an explanation and a question for you to answer. You must answer all four questions and then click on the "Next" button at the bottom of this page to begin the enrollment process.

1. **"My company plans to use E-Verify to verify our employees."**

    Employer access allows you to use E-Verify to verify the employment eligibility of your company's employees. If your company has multiple locations, this type of access also allows you to choose to use E-Verify for some or all of your locations (which you can add and remove as needed). **In nearly all cases, no matter how big or small your organization is, you'll want to choose this method for using E-Verify.** More information...

    If this describes your organization, answer YES to question #1 below. If none of the other three statements below applies to your company, also answer NO to the other three questions.

    Question 1: Does your company need to verify its employees? ❓
    ○ Yes   ○ No

2. **"My company plans to use E-Verify on behalf of our clients to verify their employees."**

    E-Verify employer agents, formerly called "designated agents," use E-Verify to verify the employment eligibility of their clients' employees. More information...

    If you require this type of access, be sure to read our additional information about E-Verify employer agents before you answer the questions on this page.

    Question 2: Does your company have clients and need to verify their employees? ❓
    ○ Yes   ○ No

3. **"My company has a central office that needs to manage E-Verify use for all of our locations that access E-Verify."**

    Corporate administrator access is used **only** for managing multiple employer accounts and **doesn't allow you to create and manage E-Verify cases.** With this setup, each company location where E-Verify users create and manage E-Verify cases enrolls in employer access and the corporate administrator account links these employer accounts together. More information...

    Most companies don't need corporate administrator access so before you answer question #3, ask yourself:
    • Does your company have more than one location where its E-Verify users will create and manage E-Verify cases?
    • Does your company need each location to have its own employer account to keep its E-Verify users and cases separate from other locations?

    You should answer YES to question #3 **only** if you answered YES to **both** questions above. If you have multiple sites, but create and manage E-Verify cases from a single location, answer NO to question #3.

    If you require this type of access, be sure to read our additional information about corporate administrator accounts before you answer the questions on this page.

    Question 3: Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify? ❓
    ○ Yes   ○ No

4. **"My company plans to develop our own software to access E-Verify."**

    If your company plans to develop its own software or hire another company to develop software to access E-Verify instead of using the E-Verify website, then selecting this access method will get you the information you need to begin development. More information...

    Developing software to access E-Verify through Web services requires a large commitment as the development, testing and certification process can take several months and **you must prepare new updates** each time we release a new version of E-Verify.

    If you require this type of access, be sure to read our additional information about Web services before you answer the questions on this page.

    Question 4: Does your company plan to develop its own software to use E-Verify? ❓
    ○ Yes   ○ No

Step 3: Begin Your E-Verify Enrollment

Have you answered all four questions? If so, you're one step closer to enrolling in E-Verify. Now **click on the "Next" button** to continue to the next page.

If you're not sure how to answer the questions, we're here to help! Call E-Verify Customer Support at 888-464-4218 or e-mail us at E-Verify@dhs.gov and we'll guide you through the process.

[Back] [Next]

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Select Organization designation and Federal Contractor Category

Sign MOU

E-Verify — *Employment Eligibility Verification*

Exit

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and _____ (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Printer Friendly Version

○ I agree that I have read and agree with the terms and conditions of the MOU, and am authorized by my company to act on its behalf with respect to the E-Verify program. I understand that I must complete the electronic registration in order for the MOU to take effect.

IMPORTANT: The MOU sets forth my company's responsibilities under the E-Verify program. Failure to comply with the MOU may lead to legal liability for my company under federal and state law, including the payment of back pay, civil monetary penalties, and other damages under Title VII of the Civil Rights Act of 1964 and the anti-discrimination provision of the Immigration and Nationality Act. You should print the MOU, and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

○ I do not agree to the terms and conditions of the MOU

[Back] [Next]

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Note: This is where the revised MOU text will appear. This is the only change to the E-Verify system due to the revised MOUs. This screen is a representative of 1 of 6 MOUs that E-Verify enrollees will see.

Enter company information

Enter NAICS code

E-Verify *Employment Eligibility Verification*

If you know your company's 3-digit North American Industry Classification System (NAICS) code, please enter it and click `Accept NAICS Code and Continue`.

If you do not know your NAICS code, you must generate a NAICS code that is 3-digits. To generate a 3-digit NAICS code, click on 'Generate NAICS Code'. You must select your Sector and Subsector from the drop-down lists provided. If there is not a code specific to your type of business, select the industry that best fits your company's type of work. Once the 3-digit NAICS code is generated, click 'Accept NAICS Code and Continue' to continue with the Registration process.

NAICS Code: [   ]

[Back] [Generate NAICS Code] [Accept NAICS Code and Continue]

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E-Verify *Employment Eligibility Verification*   Exit

Enter NAICS Code - Sector
Sector: [▼] *

[Back] [Continue NAICS Code] [Cancel]

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E-Verify *Employment Eligibility Verification*   Exit

Enter NAICS Code - Subsector
NAICS Code: 61
Sector: EDUCATIONAL SERVICES (61)
Subsector: [▼] *

[Back] [Accept NAICS Code and Continue] [Cancel]

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Enter hiring site information

Register Program Administrator

Review and certify information

Print MOU

Please note: E-Verify release planned

- E-Verify has an upcoming release which will affect this process flow: Slide Number 3 will be replaced by slides 14 and 15 once E-Verify has a release.
  - This change will make the Paperwork Reduction Act information more prominent.

E-Verify®
Employment Eligibility Verification

OMB Control No. 1615-0092
Expiration Date XX/XX/201X

WARNING - You are about to access a Department of Homeland Security (DHS) computer system. This DHS computer system and the data therein are property of the U.S. Government and provided for official U.S. Government information and use. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other federal or state criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds his or her access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to administrative penalties, fines or imprisonment.

This DHS computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. As part of this monitoring, DHS may acquire, access, retain, intercept, capture, retrieve, record, read, inspect, analyze, audit, copy and disclose any information processed, transmitted, received, communicated, and stored within the computer system. If monitoring reveals possible misuse or criminal activity, notice of such may be provided to appropriate supervisory personnel and law enforcement officials. DHS may conduct these activities in any manner without further notice.

Accordingly, there can be no expectation of privacy in the course of your use of this computer system. The use of a password or any other security measure does not establish an expectation of privacy. There is no expectation of privacy in any media, peripherals or other devices placed in or connected to the computer system.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

☐ I agree

Continue   **Paperwork Reduction Act**

U.S. Department of Homeland Security - www.dhs.gov   U.S. Citizenship and Immigration Services - www.uscis.gov   Accessibility Download Viewers

E-Verify

E-Verify®
Employment Eligibility Verification

Paperwork Reduction Act

An agency may not conduct or sponsor information collection, and a person is not required to respond to a collection of information, unless it displays a valid Office of Management and Budget (OMB) control number. The public reporting burden for this information collection is estimated as follows: New Enrollment Activities at 136 minutes per response; Yearly Training to learn of changes to the process at 60 minutes per response; Queries into the system at 8 minutes per response. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestion for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. **Do not mail your application to this address.**

Continue

Log in screen

Home Page

New features:

• Search case

• Help text call out

• Case alerts

"Employment Authorized" case example

Alternate screen based on different citizenship status attestation

If "List B and C documents" selection is made

New screen – As of June 12, 2011, E-Verify will collect the types of documents presented for List B and List C

If driver's license is selected from List B

New screen –
E-Verify collects the document name and issuing authority if user selects "driver's license or ID card issued by U.S. state or outlying possession" on previous screen.

If "Driver's License" from Mississippi is chosen

If a driver's license from Mississippi is chosen, E-Verify will collect the document number.

If U.S. Passport is presented

Photo Matching

May occur if any of the following documents are presented:

- U.S. Passport
- Form I-551
- Form I-766
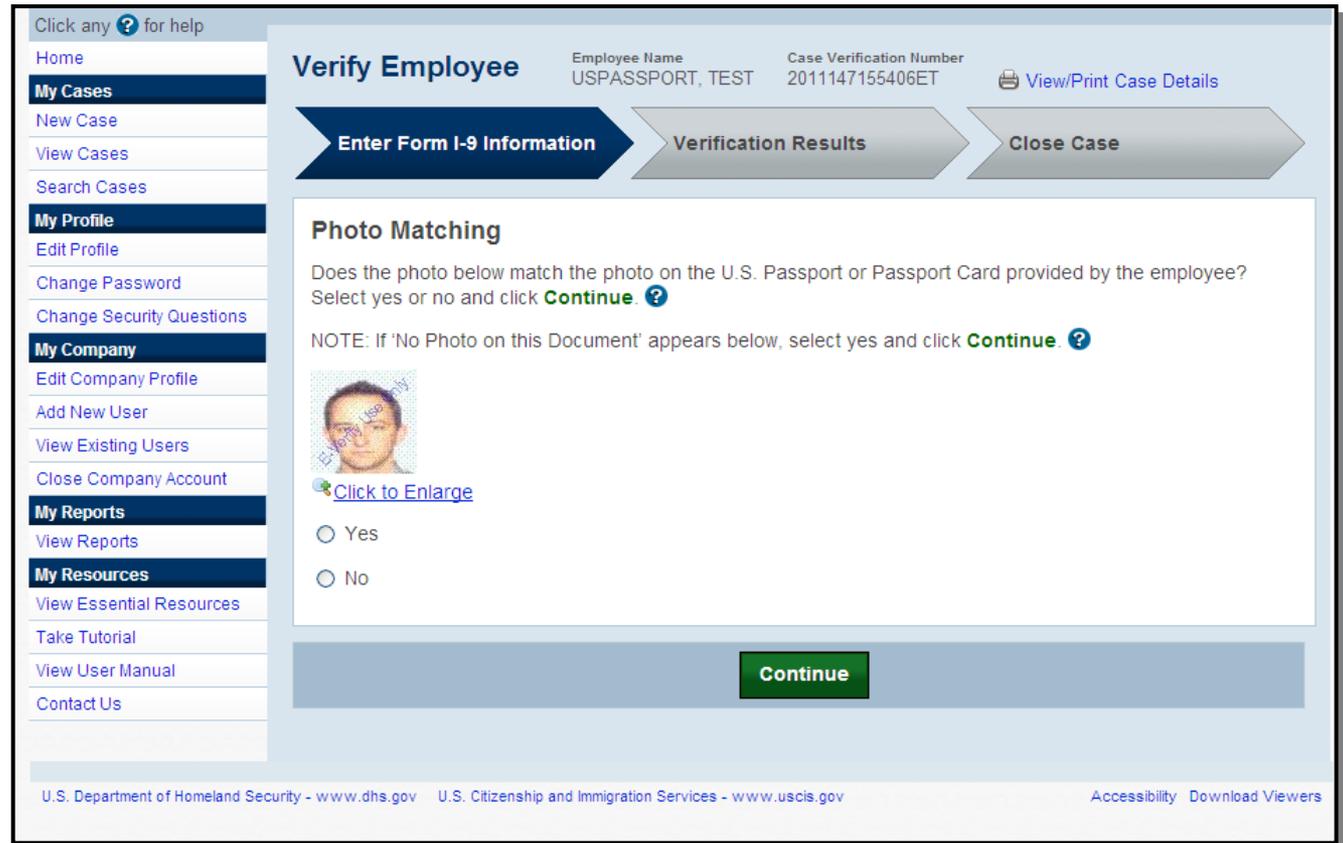
"Employment Authorized" case result

"Case Details" page

SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security
Report Prepared: 05/31/2011
E-Verify
Page: 1 of 1

Case Verification Number: 2011147155406ET

Case Information:

Employee Information:
Last Name:	USPASSPORT	First Name:	TEST
Middle Initial:		Maiden Name:	
Social Security Number:	*** ** 0006	Date of Birth:	03/11/1946
Citizenship Status:	A citizen of the United States		

Document Information:
List A Document:	U.S. Passport or Passport Card		
Passport or Passport Card Number:	Z12345678	Document Expiration Date:	02/28/2014
Alien Number:		I-94 Number:	

Additional Information:
Hire Date:	05/27/2011	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:		Submitted On:	05/27/2011

Initial Case Result:
Case Result:	Employment Authorized

Employee Referred to SSA:
Referred By:	Referred On:

Case Result from SSA (after SSA Tentative Nonconfirmation):
Case Result:	Response Date:

Resubmitted to SSA (after Review and Update Employee Data):
Last Name:	First Name:
Middle Initial:	Maiden Name:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

Case Result from SSA (after Resubmission):
Case Result:

Request Name Review:
Comments:	
Submitted By:	Submitted On:

Case Result from DHS (after DHS Verification in Process):
Case Result:	Response Date:

Employee Referred to DHS:
Referred By:	Referred On:

Case Result from DHS (after DHS Tentative Nonconfirmation):

Close Case process

"SSA Tentative Nonconfirmation" case example

This is what's known as the "pre-TNC" page. This gives the employer an opportunity to make any data corrections before a case result is returned.

E-Verify

Employment Eligibility:

⚠️ SSA Tentative Nonconfirmation (TNC) ❓

| Print, Review & Sign TNC Notice | Confirm Employee Decision | Refer Employee | Print, Review & Sign Referral Letter |

Print, Review & Sign TNC Notice

Review the SSA TNC with the employee. Follow the steps listed below.

1 Print the SSA Tentative Nonconfirmation Notice.

Notification to Employee of SSA Tentative Nonconfirmation ❓

Choose which language to print

[English ▾] 🖨️ **Print Notice**

2 Review the SSA TNC privately with the employee.

3 Have the employee indicate whether he or she will contest the SSA TNC on the SSA Tentative Nonconfirmation Notice.

4 Ensure that you and the employee sign and date the SSA Tentative Nonconfirmation Notice. Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

☐ I have notified this employee of the TNC.

5 After these steps are complete, click **Continue**.

If you created this case in error or no longer need to continue this verification, click **Close Case**. ❓

To return to this case at a later time, click **Save Case and Exit**. ❓

[**Close Case**] [**Save Case and Exit**] [**Continue**]

Sidebar navigation:

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E-Verify

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Verify Employee

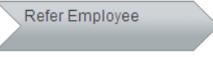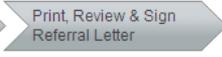| Employee Name	Case Verification Number
Test, Test	2011151112245JC

🖨 View/Print Case Details

Enter Form I-9 Information ✔	Verification Results	Close Case
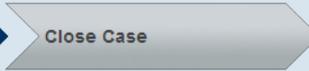
Employment Eligibility:

⚠️ SSA Tentative Nonconfirmation (TNC) ❓

Print, Review & Sign TNC Notice ✔	Confirm Employee Decision	Refer Employee	Print, Review & Sign Referral Letter

Confirm Employee Decision

Follow the steps below based on your employee's decision to contest or not contest the SSA TNC.

If the employee:

▶ Chose to CONTEST the SSA TNC, click **Continue**.

▶ Chose to NOT CONTEST the SSA TNC, click **Close Case**. ❓

To review or reprint the SSA Tentative Nonconfirmation Notice, click **Back**.

If you created this case in error or no longer need to continue this verification, click **Close Case**. ❓

To return to this case at a later time, click **Save Case and Exit**. ❓

Back	Close Case	Save Case and Exit	Continue

Referral process

E-Verify

Verify Employee

Employee Name: **Test, Test**

Case Verification Number: **2011151112245JC**

🖨 View/Print Case Details

Employment Eligibility:

⚠️ **Employee Referred to SSA**

Print, Review & Sign TNC Notice ✓ | Confirm Employee Decision ✓ | Refer Employee ✓ | **Print, Review & Sign Referral Letter**

Print, Review & Sign Referral Letter

This employee was referred to SSA on **May 31, 2011**. The employee must visit an SSA field office within 8 federal government workdays. To complete the referral process follow the steps below.

1 Print the SSA Referral Letter.

> **SSA Referral Letter**   Choose which language to print
>
> [English ▾]   🖨 **Print Letter**

2 Review the SSA Referral Letter privately with the employee.

3 Ensure that you and the employee sign and date the SSA Referral Letter.

4 Give the employee the signed SSA Referral Letter. The employee will need to bring the letter to the SSA field office.

5 After you complete these steps, click **Continue**.

If you created this case in error or no longer need to continue this verification, click **Close Case**. ❓

To return to this case at a later time, click **Save Case and Exit**. ❓

[Close Case]   [Save Case and Exit]   [**Continue**]

Navigation Menu

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"DHS Tentative Nonconfirmation" due to photo mismatch

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Employment Eligibility:

⚠️ DHS Tentative Nonconfirmation (TNC) ❓

| Print, Review & Sign TNC Notice | Confirm Employee Decision | Refer Employee | Print, Review & Sign Referral Letter |

Print, Review & Sign TNC Notice

Review the DHS TNC with the employee. Follow the steps listed below.

1 Print the DHS Tentative Nonconfirmation Notice.

Notification to Employee of DHS Tentative Nonconfirmation ❓

Choose which language to print

[English ▼] 🖨️ **Print Notice**

2 Review the DHS TNC privately with the employee.

3 Have the employee indicate whether he or she will contest the DHS TNC on the DHS Tentative Nonconfirmation Notice.

4 Ensure that you and the employee sign and date the DHS Tentative Nonconfirmation Notice. Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

☑ I have notified this employee of the TNC.

5 After these steps are complete, click **Continue**.

If you created this case in error or no longer need to continue this verification, click **Close Case**. ❓

To return to this case at a later time, click **Save Case and Exit**. ❓

| Close Case | Save Case and Exit | Continue |

TNC Notice

Page 1 of 3 | DHS Notice to Employee of Tentative Nonconfirmation | Revision Date 01/06/11

Referral process

TNC Referral Letter

Referral Letter to the U.S. Department of Homeland Security (DHS)

View Cases

Essential Resources

New Data Elements

- E-Verify collects the types of documents presented for List B and List C.

- E-Verify collects the document name and issuing authority if "driver's license or ID card issued by U.S. state or outlying possession" is selected by the employer.

- E-Verify collects the document number for driver's licenses only if a Mississippi driver's license is selected – the document expiration date is collected regardless of the issuing authority.

- Photo matching now includes U.S. passports.