

## 7.1 :: Authorized Response

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013
ITERATION: 1.2

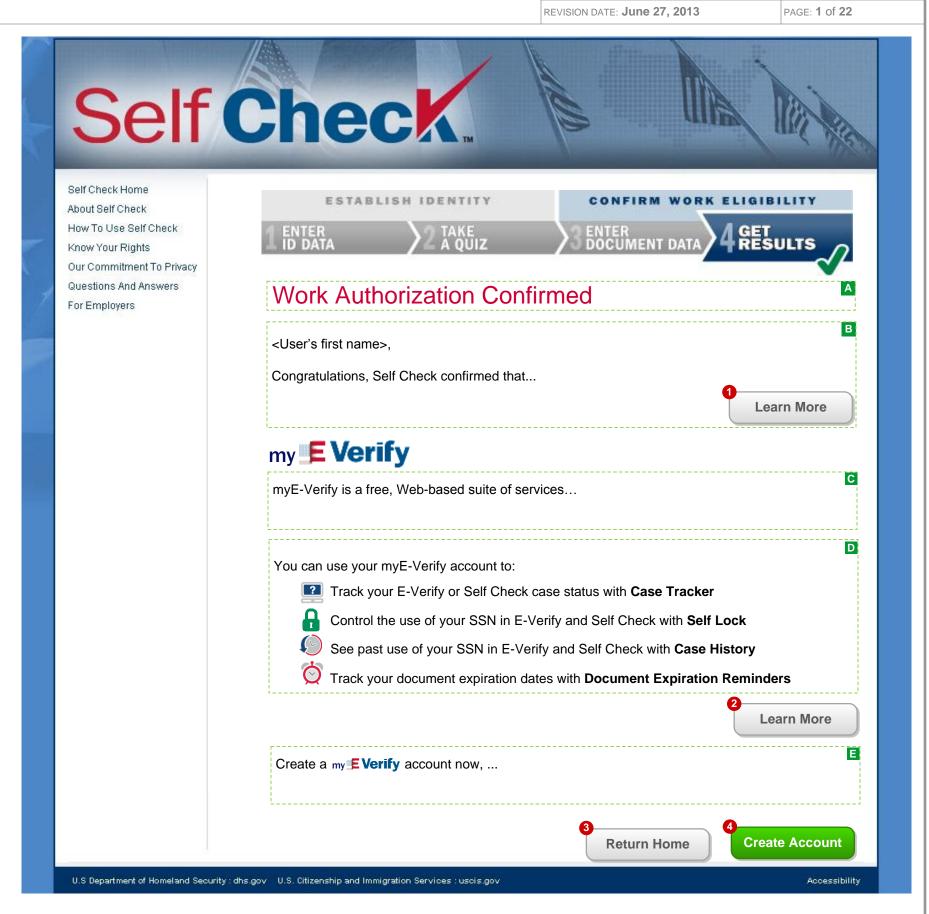
#### **CONTENT NOTES:**

- A:: Page title
- B:: Message about work authorization
- C:: Background information about myE-Verify
- D:: Description of myE-Verify features
- E:: Present option to create account now or later

### **FUNCTION NOTES:**

- 1 :: Clicking the LEARN MORE button will display screen 7.2 Work Authorization Details (Pop Up)
- 2 :: Clicking the LEARN MORE button will open a new window to a myE-Verify accounts information page on USCIS.gov
- 3:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov
- 4 :: Clicking the CREATE ACCOUNT button will direct users to the account creation process (*myE-Verify 1.1 Account Information*)

### **FIELD DATA NOTES:**





# 7.2 :: Work Authorization Details (Pop Up)

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

### **CONTENT NOTES:**

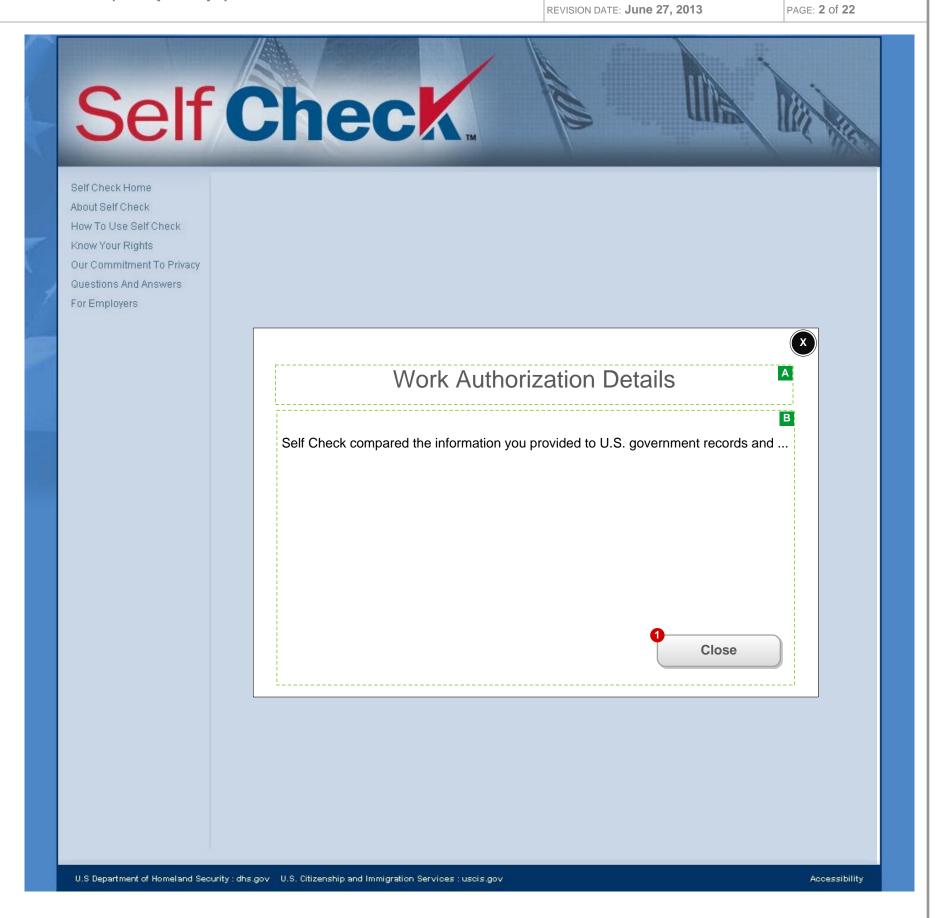
A:: Page Title

B:: Employment authorization details

### **FUNCTION NOTES:**

1 :: Clicking the CLOSE button will close the pop up and return users to 7.1 Authorized Response

### **FIELD DATA NOTES:**





### 7.3 :: SSA Mismatch Notification

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

ITERATION: 1.2

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### **CONTENT NOTES:**

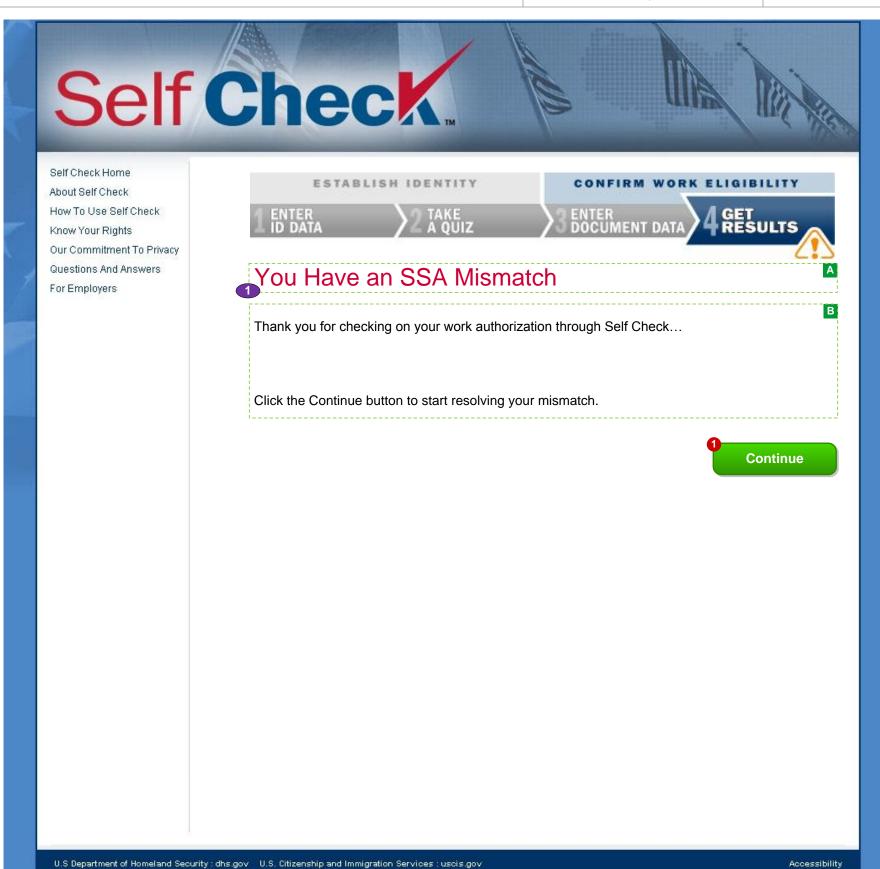
A:: Page title

B:: Confirmation of mismatch

### **FUNCTION NOTES:**

1 :: Clicking the CONTINUE button will direct users to 7.4 SSA Mismatch Account Resolution

### **FIELD DATA NOTES:**





### 7.4 :: SSA Mismatch Account Resolution

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013
REVISION DATE: June 27, 2013

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Accessibility

#### **CONTENT NOTES:**

A:: Page title

B:: Introduction to resolution with an account

C:: Mismatch resolution steps with an account

D:: Description of myE-Verify

E:: myE-Verify account features

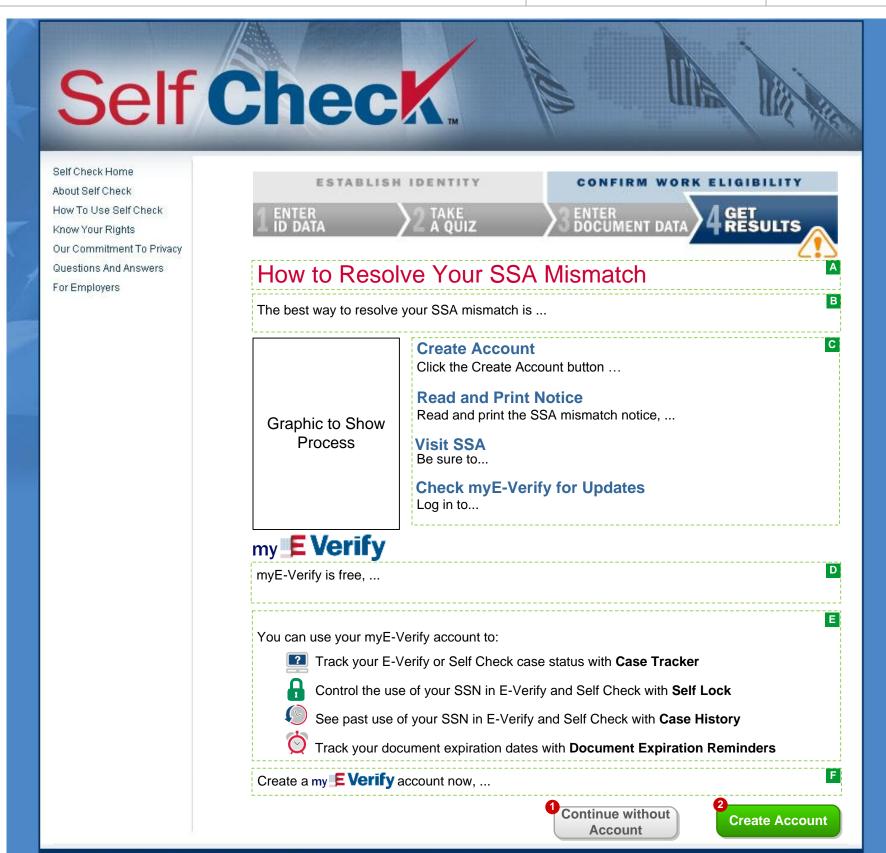
F:: Present option to create account now or later

### **FUNCTION NOTES:**

- 1 :: Clicking the CONTINUE WITHOUT ACCOUNT button will direct users to screen 7.5 SSA Mismatch No Account Resolution
- 2 :: Clicking the CREATE ACCOUNT will direct users to account creation process (*myE-Verify 1.1 Account Information*)

### **FIELD DATA NOTES:**

**BUSINESS RULES:** 



U.S Department of Homeland Security : dhs.gov U.S. Citizenship and Immigration Services : uscis.gov



### 7.5 :: SSA Mismatch No Account Resolution

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

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### **CONTENT NOTES:**

A:: Page title

B:: Introduction to steps

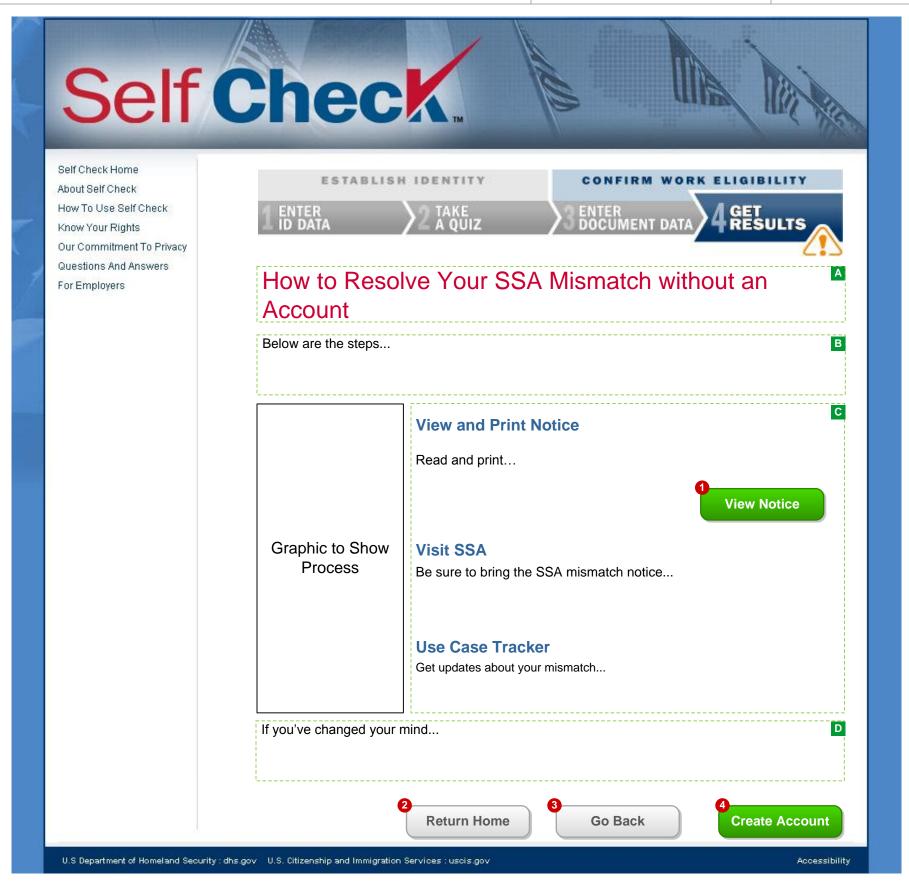
C:: Mismatch resolutions steps without an account

D :: Account creation guidance

### **FUNCTION NOTES:**

- 1 :: Clicking the VIEW/PRINT NOTICE button will open screen 7.6 SSA Mismatch Notice as a PDF in a new window
- 2:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov
- 3 :: Clicking the GO BACK button will direct users to the screen 7.4 SSA Mismatch Account Resolution
- **4** :: Clicking the CREATE ACCOUNT will direct users to account creation process (*myE-Verify 1.1 Account Information*)

### **FIELD DATA NOTES:**





### 7.6 :: SSA Mismatch Notice

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

REVISION DATE: June 27, 2013 PAGE: 6 of 22

#### **CONTENT NOTES:**

A:: Page Title

**B** :: POMS reference. This reference number is to assist SSA field office staff in using the correct SOPs to process a Self Check walk-in

C:: Primary identifiers and reason for mismatch

D:: Instructions for a user who has a mismatch with SSA records

### **FUNCTION NOTES:**

### FIELD DATA NOTES:

### **BUSINESS RULES:**

1 :: Dynamic case information (name, date, SSN, case #, reason for mismatch) is returned from VIS

# Self Check.

Self Check Home
About Self Check
How To Use Self Check
Know Your Rights
Our Commitment To Privacy
Questions And Answers
For Employers

### Notice of Mismatch with Social Security Administr...

For SSA Field Office Staff: Do not use EV-STAR. See POMS RM 00206.305ff

Name of the Employee (Last Name, First Name)

Date of Mismatch

Employee's Social Security Number (SSN)

Case Verification Number

Reason for this Referral Letter: SSN does not match. The Social Security Number (SSN) entered in Self Check is valid, but the name and/or date of birth entered do not match SSA records.

☐ **SSN is invalid.** The SSN entered in Self Check is not a valid number.

□ **SSA unable to confirm U.S. Citizenship.** Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.

☐ SSA record does not verify, Other Reason. SSA found a discrepancy in the record

#### Instructions

#### **Why You Have This Notice**

You have just checked your work authorization records against the Social Security Administration (SSA) databases through your use of the Self Check...

U.S Department of Homeland Security : dhs.gov U.S. Citizenship and Immigration Services : usois.gov

Accessibility



# 7.7 :: DHS 2<sup>nd</sup> Step Notification

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013
ITERATION: 1.2

### **CONTENT NOTES:**

- A:: Page title
- B:: Request for more time
- C:: Next steps for a user with a 2<sup>nd</sup> Step case
- D:: Description of myE-Verify
- E:: Description of myE-Verify account features
- F:: Present option to create account now or later

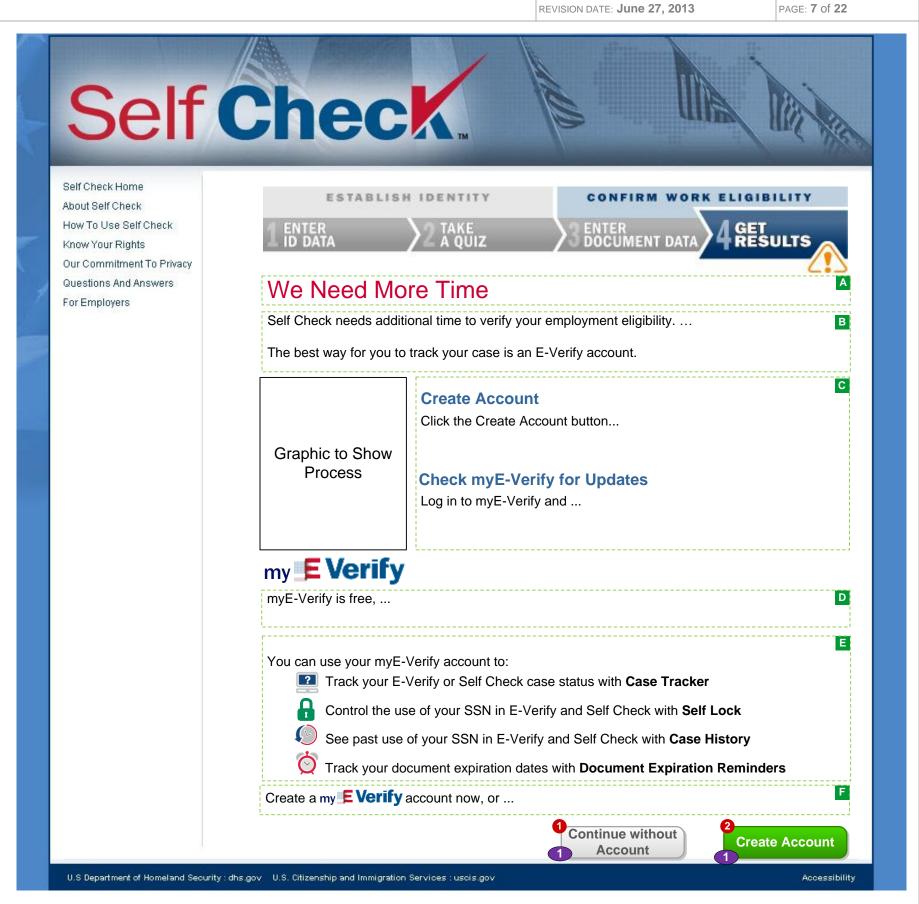
### **FUNCTION NOTES:**

- 1 :: Clicking the CONTINUE WITHOUT ACCOUNT button will direct users to the screen 7.8 DHS 2<sup>nd</sup> Step No Account Resolution
- 2 :: Clicking the CREATE ACCOUNT will direct users to account creation process (*myE-Verify* 1.1 Account Information)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**

1:: Trigger VIS action to push Self Check cases to 2<sup>nd</sup> step processing





# 7.8 :: DHS 2<sup>nd</sup> Step No Account Resolution

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013
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#### **CONTENT NOTES:**

A:: Page title

B:: Instructions about how to use Case Tracker

C:: Additional information about how to use Case Tracker

### **FUNCTION NOTES:**

1:: Clicking the EMAIL THIS PAGE button will direct users to screen 7.9 Send DHS 2<sup>nd</sup> Step Email

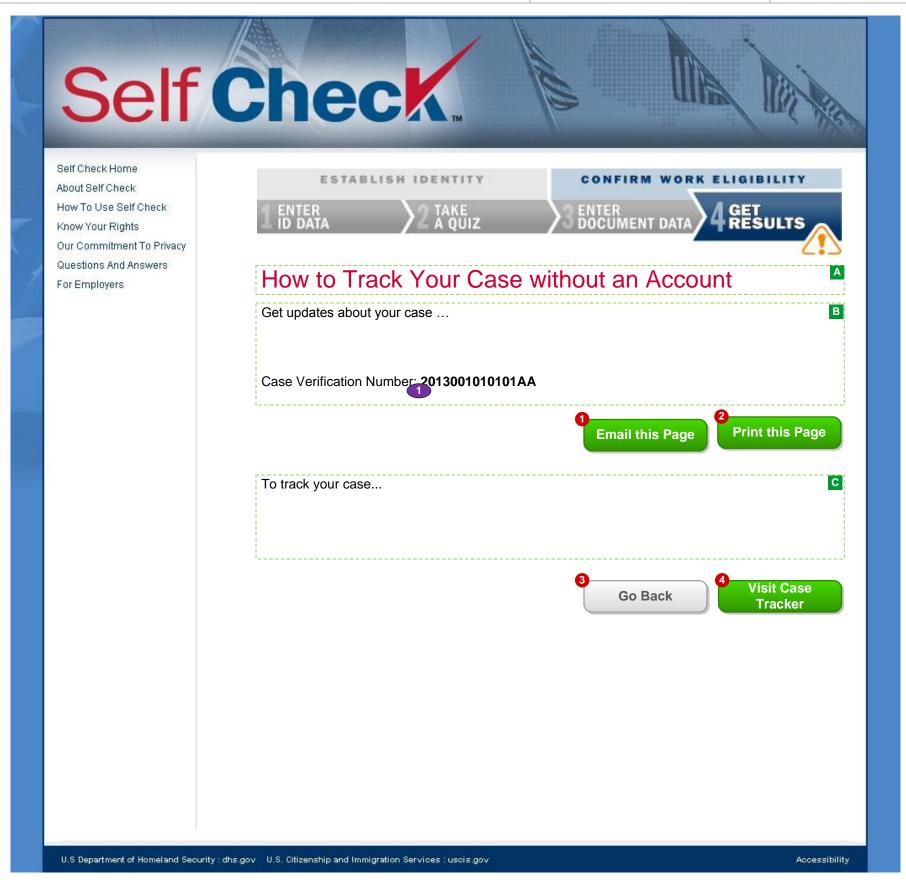
2 :: Clicking the PRINT THIS PAGE button will launch the users print dialogue box

3 :: Clicking the GO BACK button will direct users to screen 7.7 DHS 2<sup>nd</sup> Step Notification

**4** :: Clicking the VISIT CASE TRACKER button will direct users to Case Tracker (*myE-Verify 8.4 DHS*  $2^{nd}$  *Step*)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





# 7.9 :: Send DHS 2<sup>nd</sup> Step Email

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

#### **CONTENT NOTES:**

A:: Page title

B:: Error message

C:: Dynamic message

D:: Instructions on submitting email address

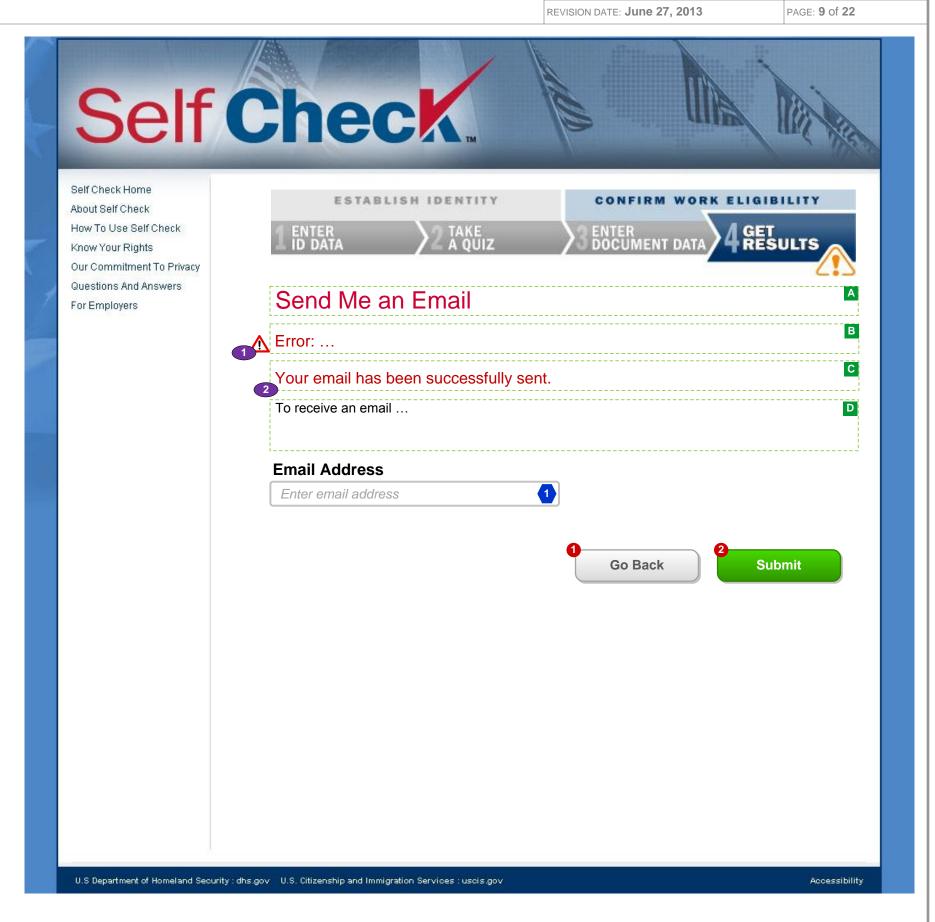
### **FUNCTION NOTES:**

- 1 :: Clicking the GO BACK button will direct users to the screen 7.8 DHS 2nd Step No Account Resolution
- 2 :: Clicking the SUBMIT button will trigger an email address to be sent to user with the case verification number

### **FIELD DATA NOTES:**

1 :: The email address must meet basic composition requirements (requirements TBD)

- 1 :: Error messages and icons appear when field level validation has not been satisfied. Icons should appear to the left of failed data elements. Error types:
  - Requires email address
  - Email address not valid
- 2 :: Dynamic message will appear when email submission is successful





# 7.10 :: DHS Mismatch 3<sup>rd</sup> Step Notification

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

ITERATION: 1.2

REVISION DATE: June 27, 2013

### **CONTENT NOTES:**

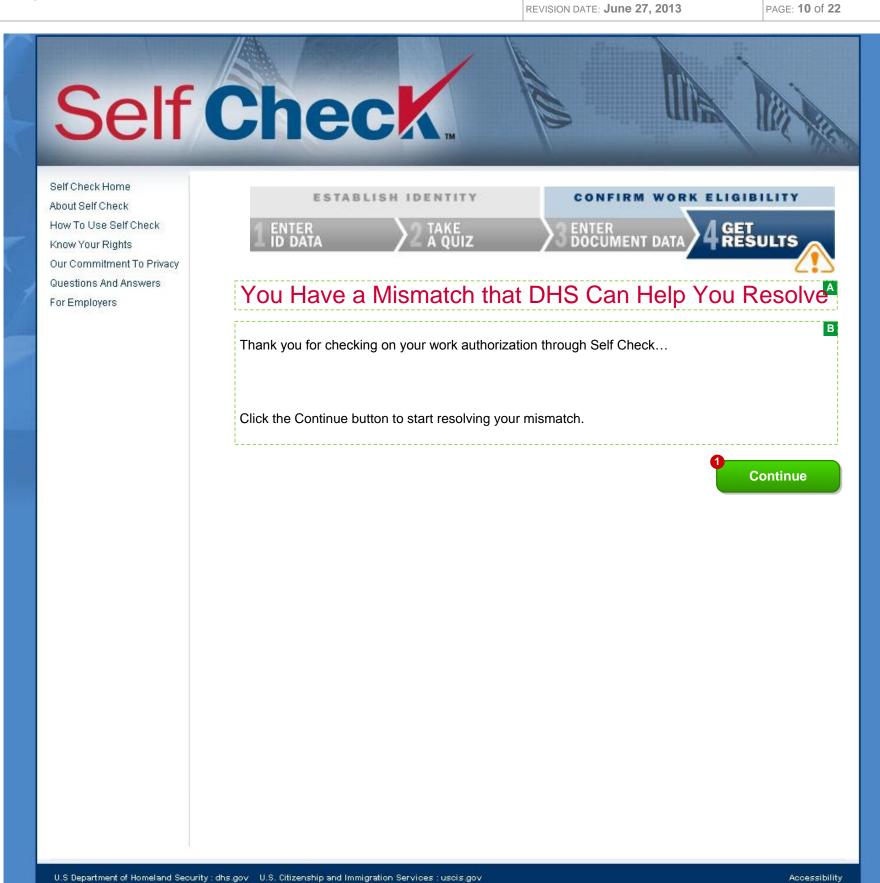
A:: Page title

B:: Confirmation of possible mismatch

### **FUNCTION NOTES:**

1 :: Clicking the CONTINUE button will direct users to 7.8 DHS Resolution Steps

### **FIELD DATA NOTES:**





### 7.11 :: DHS Mismatch Account Resolution

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013 ITERATION: 1.2 REVISION DATE: June 27, 2013 PAGE: 11 of 22

### **CONTENT NOTES:**

A:: Page title

B:: Message about account creation

C:: Mismatch resolutions steps with an account

D:: Description of myE-Verify

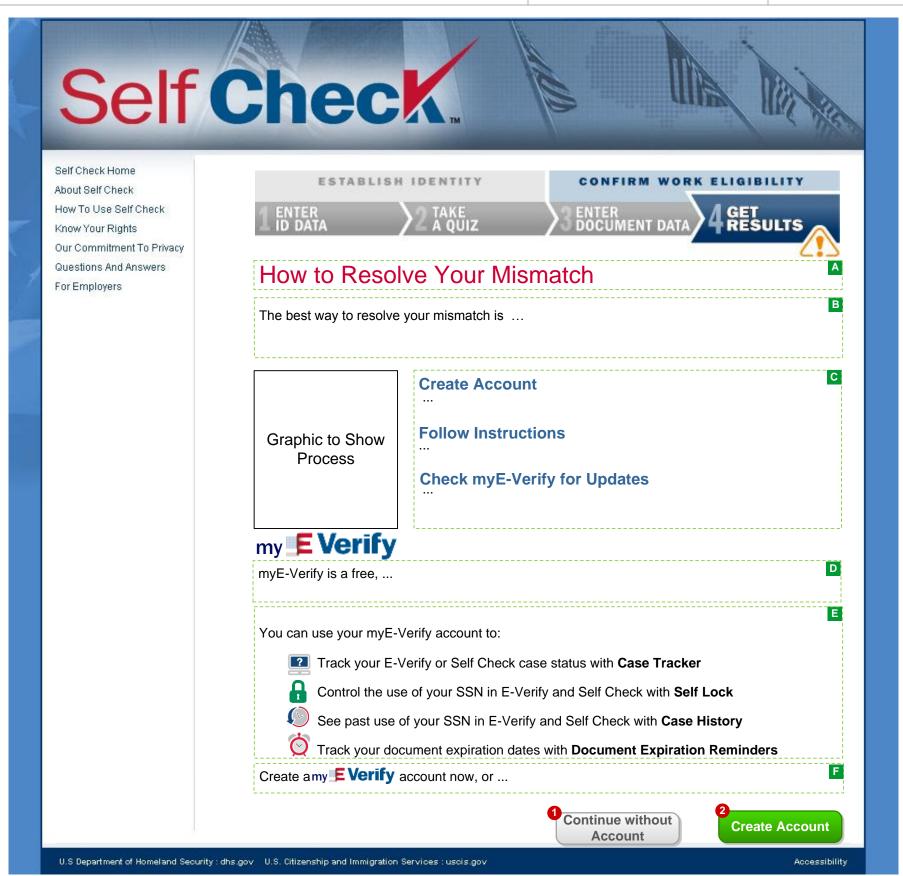
E:: Description of myE-Verify account features

F:: Present option to create account now or later

### **FUNCTION NOTES:**

- 1 :: Clicking the CONTINUE WITHOUT ACCOUNT button will direct users to screen 7.12 DHS Mismatch No Account Resolution
- 2:: Clicking the CREATE ACCOUNT will direct users to account creation process (myE-Verify 1.1 Account Information)

### **FIELD DATA NOTES:**





### 7.12 :: DHS Mismatch No Account Resolution

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

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### **CONTENT NOTES:**

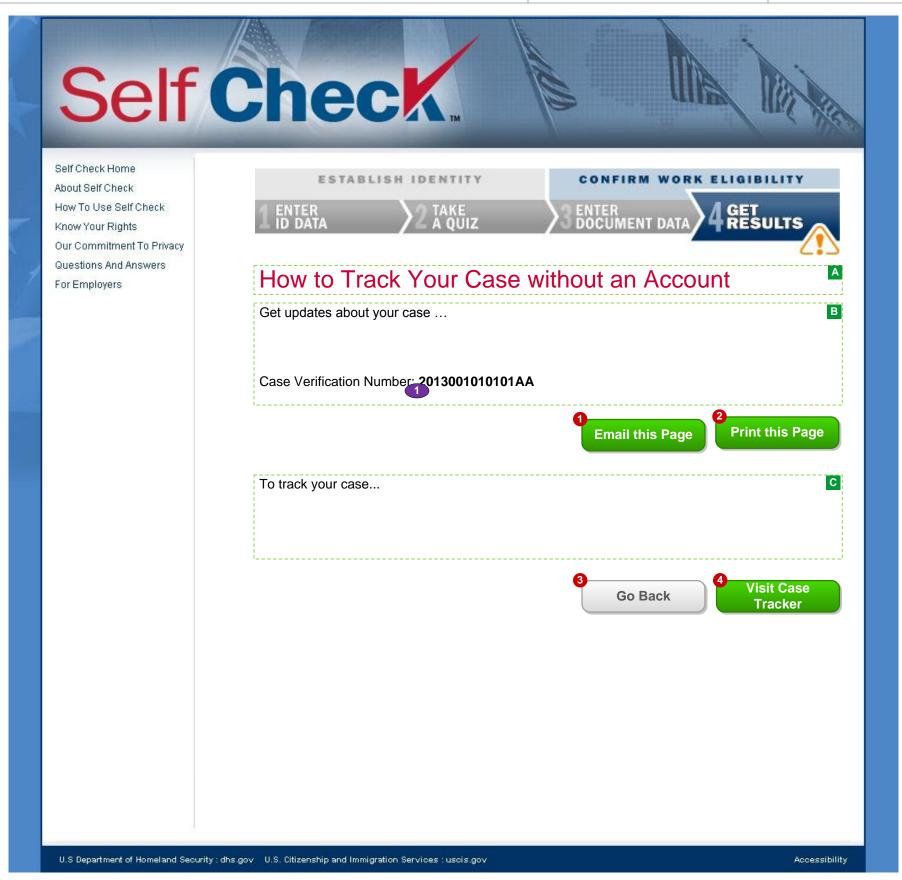
- A:: Instructions about how to use Case Tracker
- B:: Additional instructions about how to use Case Tracker

### **FUNCTION NOTES:**

- 1 :: Clicking the EMAIL THIS PAGE button will direct users to screen 7.13 Send DHS 3<sup>rd</sup> Step Email
- 2 :: Clicking the PRINT THIS PAGE button will launch the users print dialogue box
- 3 :: Clicking the GO BACK button will direct users to screen 7.11 DHS Mismatch Account Resolution
- 4 :: Clicking the CASE TRACKER button will direct users to Case Tracker (*myE-Verify 8.5 DHS Mismatch*)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





# 7.13 :: Send DHS 3<sup>rd</sup> Step Email

PROJECT: Self Check Changes for myE-Verify

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ITERATION: 1.2

### **CONTENT NOTES:**

A:: Page title

B:: Error message

C:: Dynamic message

D:: Instructions on submitting email address

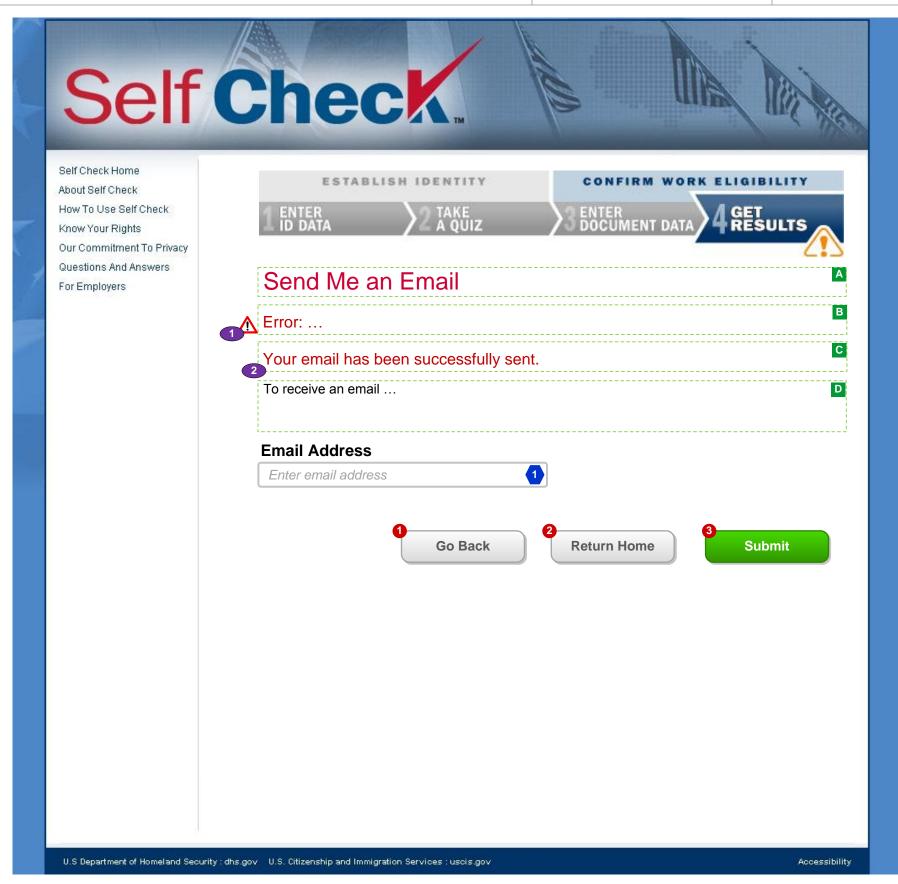
### **FUNCTION NOTES:**

- 1 :: Clicking the GO BACK button will direct users to the screen 7.12 DHS Mismatch No Account Resolution
- 2 :: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov
- 3 :: Clicking the SUBMIT button will trigger an email to be sent to user with the case verification

### **FIELD DATA NOTES:**

1 :: The email address must meet basic composition requirements (requirements TBD)

- 1 :: Error messages and icons appear when field level validation has not been satisfied. Icons should appear to the left of failed data elements. Error types:
  - Requires email address
  - Email address not valid





# 8.1 :: Authorized Response All Accounts Exhausted

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

ITERATION: 1.2

### **CONTENT NOTES:**

A:: Page title

B:: Message about work authorization

C:: Message about exhausted accounts

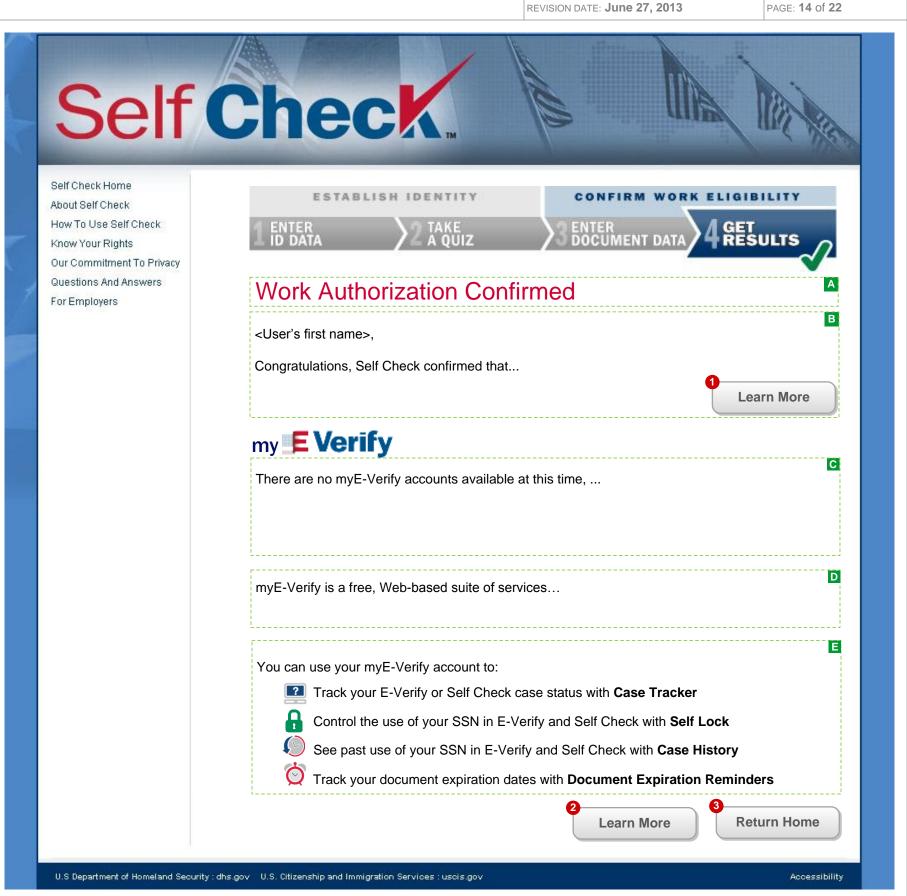
D:: Description of myE-Verify

E:: Description of myE-Verify features

### **FUNCTION NOTES:**

- 1 :: Clicking the LEARN MORE button will display screen 7.2 Work Authorization Details (Pop Up)
- 2 :: Clicking the LEARN MORE button will open a new window to a myE-Verify accounts information page on USCIS.gov
- 3:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov

### **FIELD DATA NOTES:**





### 8.2 :: SSA Mismatch All Accounts Exhausted

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

REVISION DATE: June 27, 2013

PAGE: **15** of **22** 

### **CONTENT NOTES:**

A:: Page title

B:: Introduction to steps

C:: Resolution steps

D:: Message about exhausted accounts

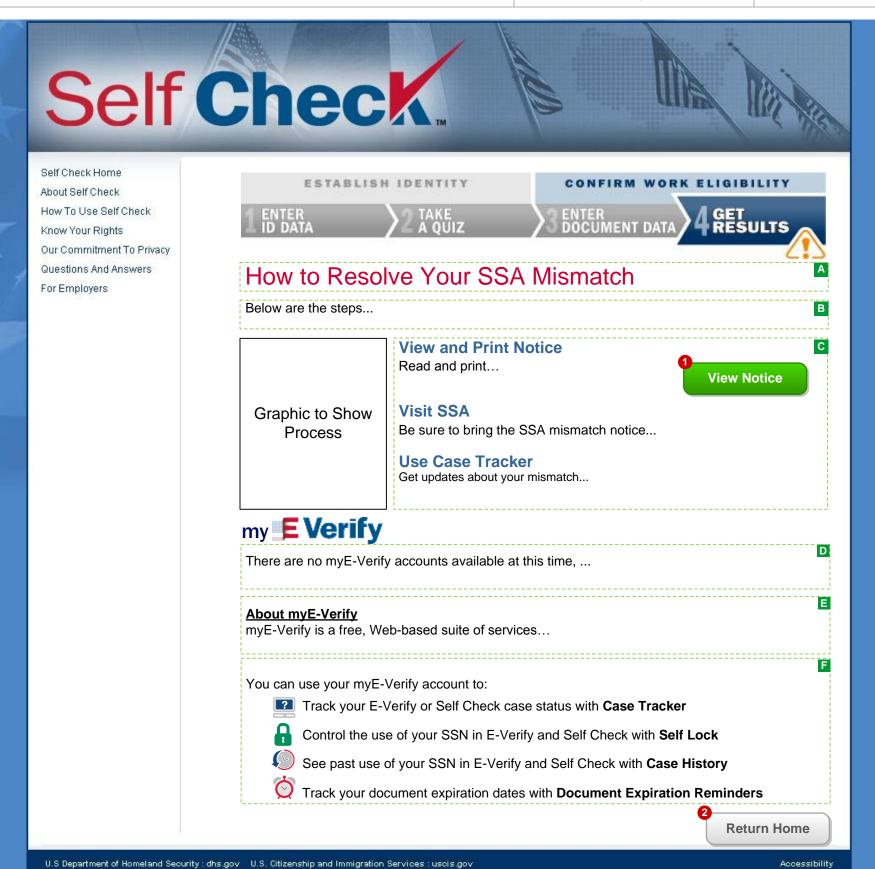
E:: Description of myE-Verify

F:: Description of myE-Verify features

### **FUNCTION NOTES:**

- 1 :: Clicking the VIEW NOTICE button will open screen 7.6 SSA Mismatch Notice as a PDF in a new window
- 2:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov

### **FIELD DATA NOTES:**





# 8.3 :: DHS 2<sup>nd</sup> Step All Accounts Exhausted

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

REVISION DATE: June 27, 2013

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#### **CONTENT NOTES:**

A:: Page title

B:: Information about your Case Verification Number

C:: Information about how to use Case Tracker

D:: Message about exhausted accounts

E:: Description of myE-Verify

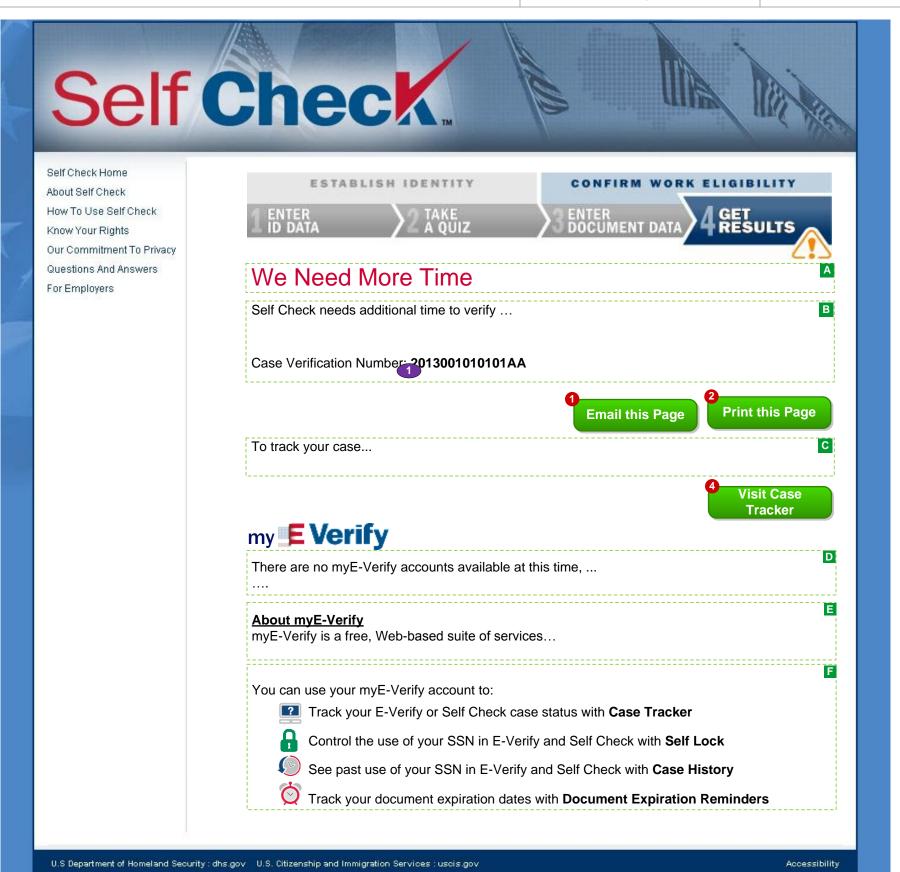
F:: Description of myE-Verify features

### **FUNCTION NOTES:**

- 1:: Clicking the EMAIL THIS PAGE button will direct users to screen 7.9 Send DHS 2<sup>nd</sup> Step Email
- 2:: Clicking the PRINT THIS PAGE button will launch the users print dialogue box
- 3 :: Clicking the VISIT CASE TRACKER button will direct users to Case Tracker (*myE-Verify 8.4 DHS*  $2^{nd}$  *Step*)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





### 8.4 :: DHS Mismatch All Accounts Exhausted

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

### **CONTENT NOTES:**

A:: Page title

B:: Mismatch resolution steps

C:: Information about your Case Verification Number

D:: Information about how to use Case Tracker

E:: Message about exhausted accounts

F:: Description of myE-Verify

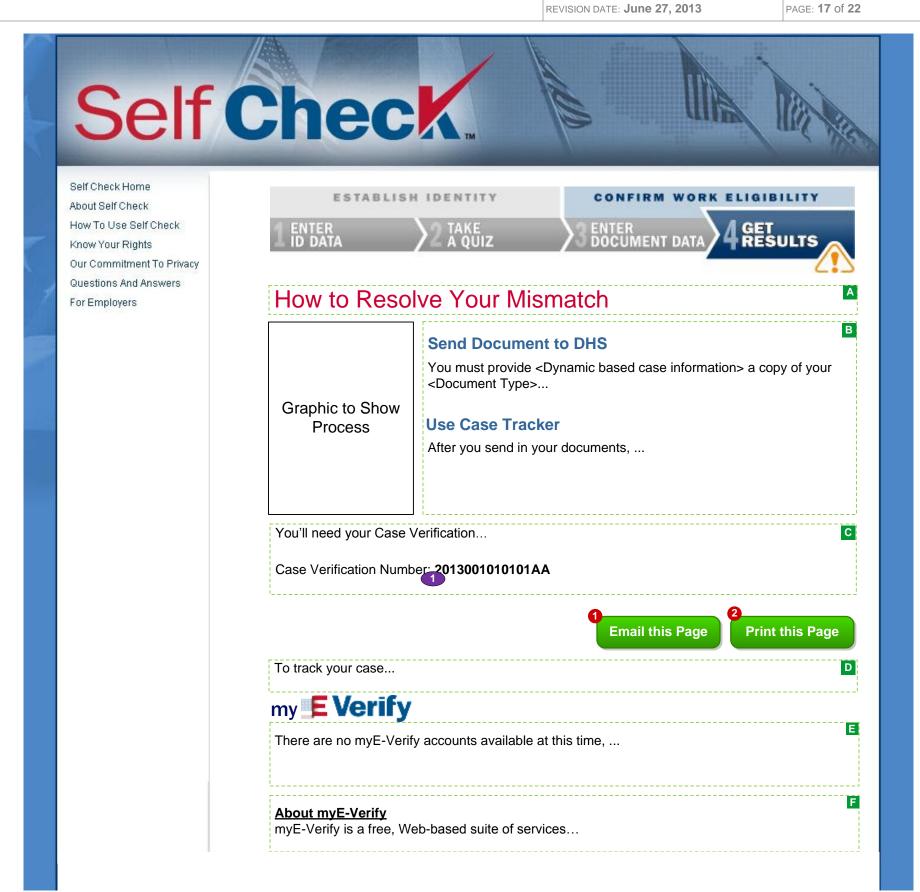
### **FUNCTION NOTES:**

1 :: Clicking the EMAIL THIS PAGE button will direct users to screen 7.13 Send DHS 3'd Step Email

2 :: Clicking the PRINT THIS PAGE button will launch the users print dialogue box

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





# 8.4 :: DHS Mismatch All Accounts Exhausted (cont.)

PROJECT: Self Check Changes for myE-Verify	
ORIGINAL DATE: June 10, 2013	ITERATION: 1.2
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### **CONTENT NOTES:**

F:: Description of myE-Verify features

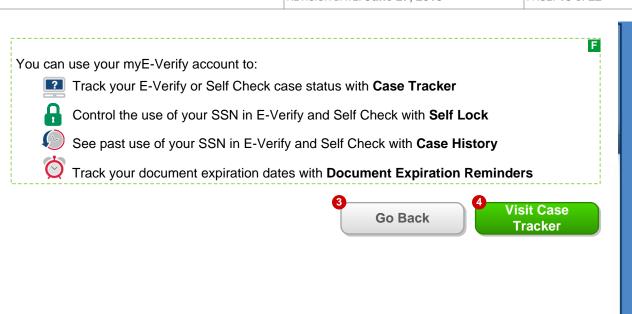
### **FUNCTION NOTES:**

- 3 :: Clicking the GO BACK button will direct users to screen 7.11 DHS Mismatch Account Resolution
- 4 :: Clicking the VISIT CASE TRACKER button will direct users to Case Tracker (*myE-Verify 8.5 DHS Mismatch*)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**

1 :: The Case Verification Number will be unique for each user



U.S Department of Homeland Security : dhs.gov U.S. Citizenship and Immigration Services : uscis.gov

Accessibility



# 9.1 :: Authorized Response Duplicate Account

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

ITERATION: 1.2

REVISION DATE: June 27, 2013 PAGE: 19 of 22

#### **CONTENT NOTES:**

A:: Page title

B:: Message about work authorization

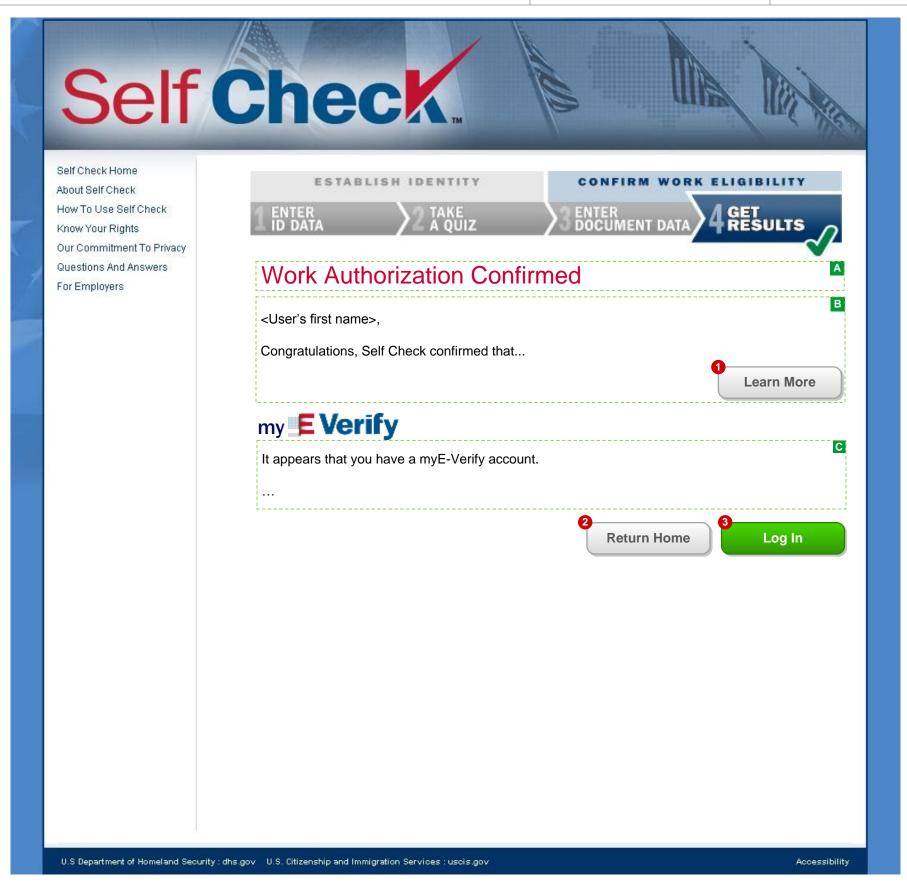
C:: Message about possible duplicate account

### **FUNCTION NOTES:**

- 1 :: Clicking the LEARN MORE button will display screen 7.2 Work Authorization Details (Pop Up)
- 2:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov
- 3 :: Clicking the LOG IN button will direct users to the myE-Verify log in screen (myE-Verify 2.1 myE-Verify Home Not Logged In)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





# 9.2 :: SSA Resolution Duplicate Account

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013 ITERATION: 1.2

### **CONTENT NOTES:**

A:: Page title

B:: Introduction to steps

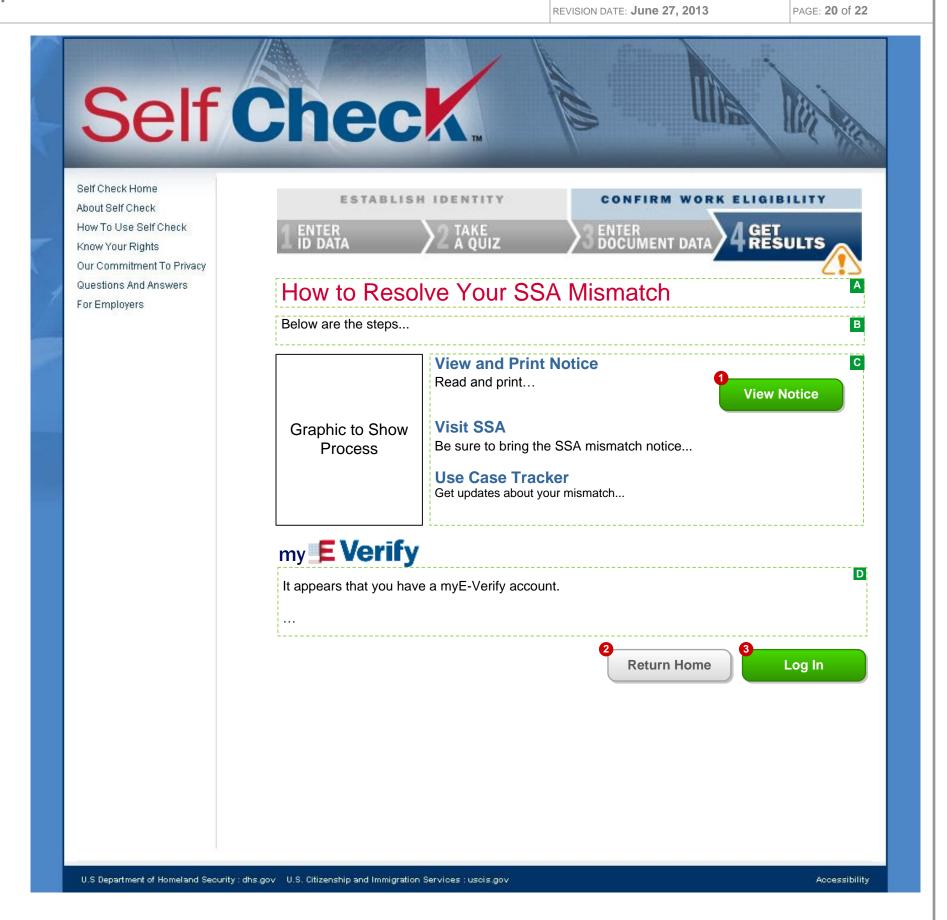
C:: Resolution steps

D:: Message about possible duplicate account

### **FUNCTION NOTES:**

- 1 :: Clicking the VIEW NOTICE button will open screen 7.6 SSA Mismatch Notice as a PDF in a new window
- 2:: Clicking the RETURN HOME button will direct users to the myE-Verify homepage on USCIS.gov
- 3 :: Clicking the LOG IN button will direct users to the myE-Verify log in screen (myE-Verify 2.1 myE-Verify Home Not Logged In)

### **FIELD DATA NOTES:**





# 9.3 :: DHS 2<sup>nd</sup> Step Duplicate Account

PROJECT: Self Check Changes for myE-Verify

ORIGINAL DATE: June 10, 2013

ITERATION: 1.2

### **CONTENT NOTES:**

A:: Page title

B:: Information about the Case Verification Number

C:: Information about how to use Case Tracker

D:: Message about exhausted accounts

E:: Description of myE-Verify

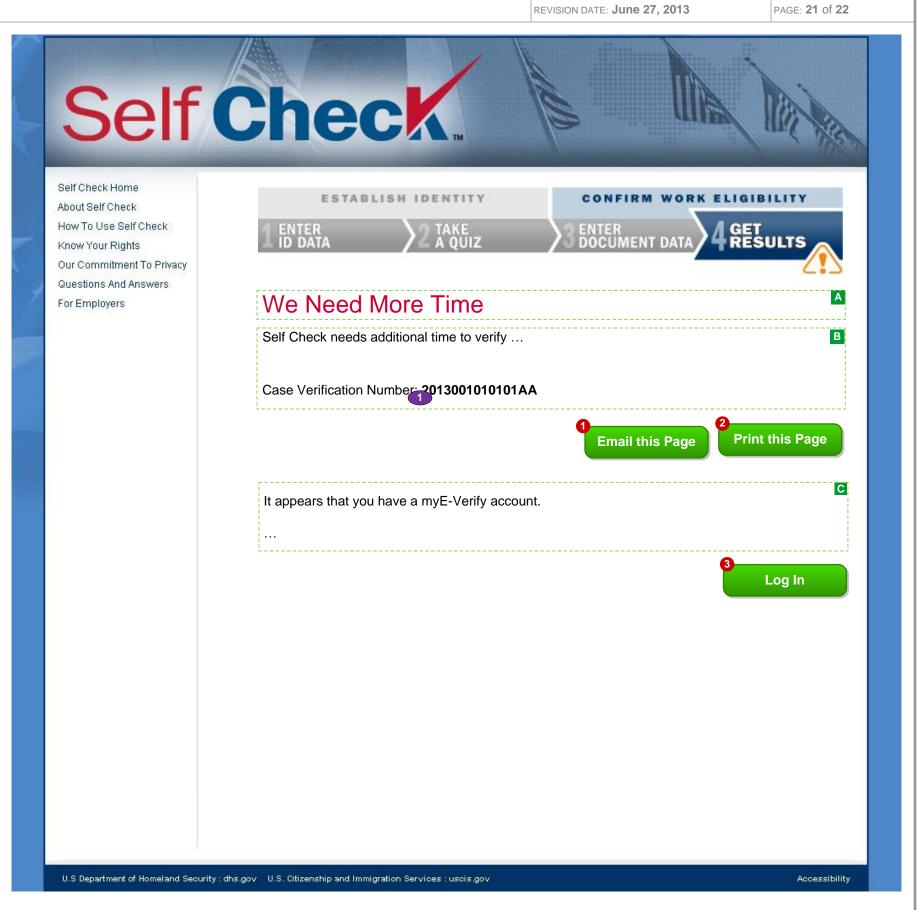
F:: Description of myE-Verify features

### **FUNCTION NOTES:**

- 1 :: Clicking the EMAIL THIS PAGE button will direct users to screen 7.9 Send DHS 2<sup>nd</sup> Step Email
- 2 :: Clicking the PRINT THIS PAGE button will launch the users print dialogue box
- 3:: Clicking the LOG IN button will direct users to the myE-Verify log in screen (myE-Verify 2.1 myE-Verify Home Not Logged In)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**





### 9.4 :: DHS Mismatch All Accounts Exhausted

PROJECT: Self Check Changes for myE-Verify
ORIGINAL DATE: June 10, 2013
ITERATION: 1.2

REVISION DATE: June 27, 2013 PAGE: 22 of 22

#### **CONTENT NOTES:**

A:: Page title

B:: Message about possible duplicate account

C:: Resolution steps

D:: Information about the Case Verification Number

E:: Additional information about how to use Case Tracker

### **FUNCTION NOTES:**

- 1:: Clicking the EMAIL THIS PAGE button will direct users to screen 7.13 Send DHS 3'd Step Email
- 2:: Clicking the PRINT THIS PAGE button will launch the users print dialogue box
- 3:: Clicking the LOG IN button will direct users to the myE-Verify log in screen (myE-Verify 2.1 myE-Verify Home Not Logged In)

### **FIELD DATA NOTES:**

### **BUSINESS RULES:**

