

Employment Eligibility Branch (EEB)  
E-Verify Guidance (EVG)  
E-Verify Tutorial Update Table of Changes (TOC)

## E-Verify Tutorial Update Table of Changes

**Initiative Name:** E-Verify Tutorial Update Phase 1A

### Abbreviations:

EEA E-Verify Employer Agent  
EEB Employment Eligibility Branch  
EV E-Verify  
EVG E-Verify Guidance  
FC Federal Contractor  
GU General User  
TOC Table of Changes  
VIS Verification Information System

**Initiative Description:** Due to the Legacy Retirement efforts, the modernized E-Verify Verification Information System (VIS) has a new look and feel. Therefore, each existing E-Verify tutorial module will be updated with proper language, correct E-Verify logos and branding and new images to align and support the new modernized layout. The E-Verify Tutorial has nine (9) modules. The E-Verify Tutorial Update project will launch in three phases:

- Phase 1 – Update language and images
- Phase 1A – Update language and images for General User Tutorials

Below are the four (4) tutorials to align with each E-Verify access method:

<b>Phase 1A Vetting</b>
<b>General User Tutorials</b>
E-Verify Employer General User
E-Verify Employer General User Federal Contractor
E-Verify Employer Agent General User
E-Verify Employer Agent General User Federal Contractor

**Reviewers will notice:**

Throughout:

- No quotation marks
- No - DHS No Show term
- No – Review and Update Employee Data term
- Error: Close Case and Resubmit changed to Close Case and Resubmit
- DHS, SSA, PII and MOU spelled out in mostly each section topic
- Numerals vs. spelling out the number

**E-Verify General User (EV GU) Tutorial**

**Lessons**

- [EV GU Lesson 1 \(Vetting Copy\).docx](#)
- [EV GU Lesson 2 \(Vetting Copy\).docx](#)
- [EV GU Lesson 3 \(Vetting Copy\).docx](#)
- [EV GU Lesson 4 \(Vetting Copy\).docx](#)
- [EV GU Lesson 5 \(Vetting Copy\).docx](#)

**E-Verify Federal Contractor (EV FC) Tutorial**

- [EV FC Lesson 1 \(Vetting Copy\).docx](#)
- [EV FC Lesson 2 \(Vetting Copy\).docx](#)
- [EV FC Lesson 3 \(Vetting Copy1\).docx](#)
- [EV FC Lesson 4 \(Vetting Copy\).docx](#)
- [EV FC Lesson 5 \(Vetting Copy\).docx](#)

**E-Verify Employer Agent (EEA) Tutorial**

- [EEA Lesson 1 \(Vetting Copy\).docx](#)
- [EEA Lesson 2 \(Vetting Copy1\).docx](#)
- [EEA Lesson 3 \(Vetting Copy\).docx](#)
- [EEA Lesson 4 \(Vetting Copy\).docx](#)
- [EEA Lesson 5 \(Vetting Copy\).docx](#)

**E-Verify Employer Agent Federal Contractor (EEA FC) Tutorial**

- [EEA FC Lesson 1 \(Vetting Copy\).docx](#)
- [EEA FC Lesson 2 \(Vetting Copy\).docx](#)
- [EEA FC Lesson 3 \(Vetting Copy\).docx](#)
- [EEA FC Lesson 4 \(Vetting Coxdl\[py\].docx](#)
- [EEA FC Lesson 5 \(Vetting Copy\).docx](#)

New:

- Latest E-Verify change terminology
- Language to let users know they must successfully complete the online E-Verify tutorial before they can create or manage cases
- FAR and EEA overviews
- EEOC and NARA info and guidance
- 10-day requirement to take action during the Tentative Nonconfirmation (mismatch) process
- Guidance regarding the 90-day rule for users to change their passwords
- Guidance regarding the 270-day rule for users run a case and avoid deactivation of their E-Verify access
- Expanded FAR guidance