

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 1

Abbreviations:

CA Corporate Administrator
EEB Employment Eligibility Branch
EEA E-Verify Employer Agent
EV E-Verify
EVG E-Verify Guidance
FC Federal Contractor
PA Program Administrator
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

Below are the five (5) tutorials to align with each E-Verify access method:

Phase 1 Vetting
E-Verify Program Administrator Tutorials
E-Verify Employer Program Administrator
E-Verify Employer Program Administrator Federal Contractor
E-Verify Employer Agent Program Administrator
E-Verify Employer Agent Program Administrator Federal Contractor
Corporate Administrator Tutorial
Corporate Administrator

E-Verify Program Administrator (EV PA) Tutorial

Lessons

- [EV PA Lesson 1 \(Vetting Copy\).docx](#)
- [EV PA Lesson 2 \(Vetting Copy\).docx](#)
- [EV Tutorial Lesson 2 Helper Text Form I-9 Employee First Day of Employment Info Sheet 02-13-23.docx](#)
- [EV PA Lesson 3 \(Vetting Copy\).docx](#)
- [EV PA Lesson 4 \(Vetting Copy\).docx](#)
- [EV PA Lesson 5 \(Vetting Copy\).docx](#)

E-Verify Program Administrator Federal Contractor (EV PA FC) Tutorial

- [EV PA FC Lesson 1 \(Vetting Copy\).docx](#)
- [EV PA FC Lesson 2 \(Vetting Copy\).docx](#)
- [EV Tutorial Lesson 2 Helper Text Form I-9 Employee First Day of Employment Info Sheet 02-13-23.docx](#)
- [EV PA FC Lesson 3 \(Vetting Copy1\).docx](#)
- [EV PA FC Lesson 4 \(Vetting Copy\).docx](#)
- [EV PA FC Lesson 5 \(Vetting Copy\).docx](#)

E-Verify Employer Agent Program Administrator (EEA PA) Tutorial

- [EEA PA Lesson 1 \(Vetting Copy\).docx](#)
- [EEA PA Lesson 2 \(Vetting Copy1\).docx](#)
- [EV Tutorial Lesson 2 Helper Text Form I-9 Employee First Day of Employment Info Sheet 02-13-23.docx](#)
- [EEA PA Lesson 3 \(Vetting Copy\).docx](#)
- [EEA PA Lesson 4 \(Vetting Copy\).docx](#)
- [EEA PA Lesson 5 \(Vetting Copy\).docx](#)

E-Verify Employer Agent Program Administrator Federal Contractor (EEA PA FC) Tutorial

- [EEA PA FC Lesson 1 \(Vetting Copy\).docx](#)
- [EEA PA FC Lesson 2 \(Vetting Copy\).docx](#)
- [EV Tutorial Lesson 2 Helper Text Form I-9 Employee First Day of Employment Info Sheet 02-13-23.docx](#)
- [EEA PA FC Lesson 3 \(Vetting Copy\).docx](#)
- [EEA PA FC Lesson 4 \(Vetting Copy\).docx](#)
- [EEA PA FC Lesson 5 \(Vetting Copy1\).docx](#)

E-Verify Corporate Administrator Program Administrator (CA) Tutorial

- [CA Tutorial Lesson 1 \(Vetting Copy\).docx](#)
- [CA Tutorial Lesson 2 \(Vetting Copy1\).docx](#)
- [CA Tutorial Lesson 3 \(Vetting Copy\).docx](#)
- [EV Tutorial Update - Job Aid CA Add Company Location - 02-13-2023.docx](#)

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 (8 federal government working days; 10 federal government working days)

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

