

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:

Phase 1A Vetting
General User Tutorials
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.docx](#)
- [EV GU Lesson 2.docx](#)
- [EV GU Lesson 3.docx](#)
- [EV GU Lesson 4.docx](#)
- [EV GU Lesson 5.docx](#)

E-Verify Federal Contractor (EV FC) Tutorial

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

E-Verify Employer Agent (EEA) Tutorial

- [EEA Lesson 1.docx](#)
- [EEA Lesson 2.docx](#)
- [EEA Lesson 3.docx](#)
- [EEA Lesson 4.docx](#)
- [EEA Lesson 5.docx](#)

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

- [EEA FC Lesson 1.docx](#)
- [EEA FC Lesson 2.docx](#)
- [EEA FC Lesson 3.docx](#)
- [EEA FC Lesson 4.docx](#)
- [EEA FC Lesson 5.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