

E-Verify Tutorial Update

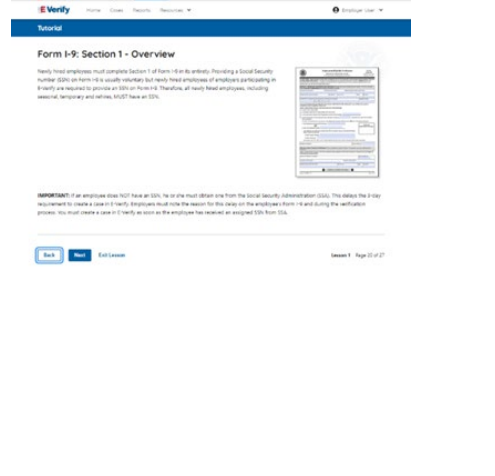
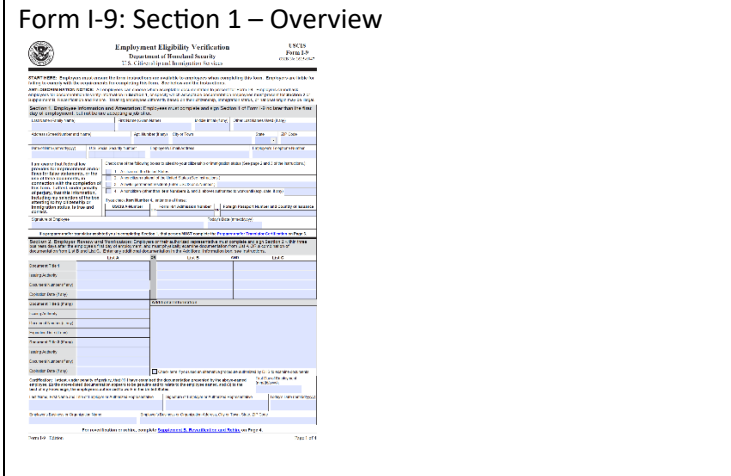

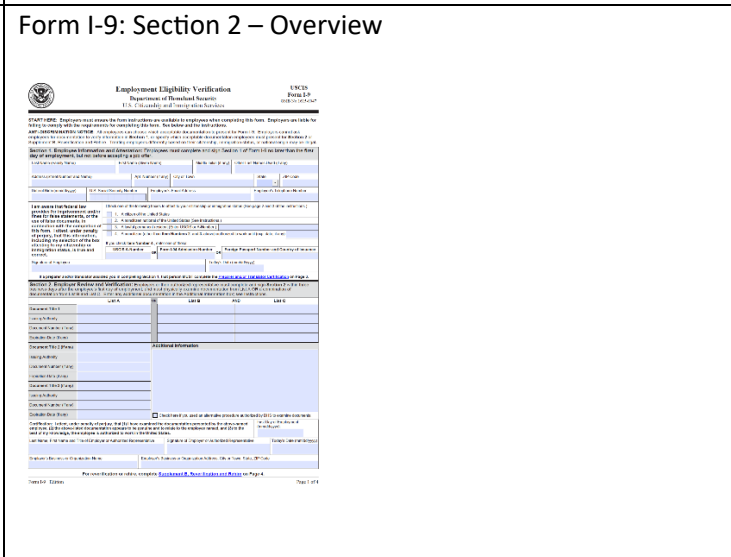
Initiative Name: E-Verify Tutorial Update Phase 2

Description: Add newest Form I-9 images to certain tutorial slides in lesson 1, lesson 2, and Fact Sheet.

Image Link: [TOC Images](#)

Note:

- The content and images within this TOC will apply to the below eight (8) tutorials.
- Alt text have been added to the below images.

<p>Apply to Lesson 1: E-Verify Program Administrator (EV PA) Tutorial, E-Verify General User (EV GU) Tutorial, E-Verify Employer Agent Program Administrator (EEA PA) Tutorial and E-Verify Employer Agent (EEA) Tutorial</p>	
<p>Current Form I-9 Image</p> 	<p>Updated Form I-9 Image</p> <p>Form I-9: Section 1 – Overview</p> 
<p>Current Form I-9 Image</p> 	<p>Updated Form I-9 Image</p> <p>Form I-9: Section 2 – Overview</p> 
<p>Apply to Lesson 1:</p>	

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

This screenshot shows the E-Verify tutorial page for 'Federal Contractor Requirements - Form I-9 and E-Verify'. The page is titled 'Tutorial' and includes a navigation menu with 'Home', 'Cases', 'Reports', and 'Resources'. The main content area features a blue header with the title and a sub-header 'Federal Contractor Requirements - Form I-9 and E-Verify'. Below this, there is introductory text explaining that all federal contractors are required to complete Form I-9 and that there are specific rules and procedures for federal contractors participating in E-Verify. A large, partially visible Form I-9 is shown on the right side of the page. At the bottom, there are navigation buttons for 'Back', 'Next', and 'Exit Lesson', along with the text 'Lesson 1 Page 22 of 21'.

This screenshot shows the E-Verify tutorial page for 'Federal Contractor Requirements - Form I-9 and Existing Employees'. The page is titled 'Tutorial' and includes a navigation menu with 'Home', 'Cases', 'Reports', and 'Resources'. The main content area features a blue header with the title and a sub-header 'Federal Contractor Requirements - Form I-9 and Existing Employees'. Below this, there is introductory text explaining that federal contractors must follow specific rules which relate to Form I-9 and existing employees. A list of requirements is provided, including: 'Verify existing employees', 'Complete I-9 for new hires', and 'Use Photo Matching'. There is also a note about the contractor's responsibility to look for Essential Information and enter the E-Verify supplemental data for federal contractors. A large, partially visible Form I-9 is shown on the right side of the page. At the bottom, there are navigation buttons for 'Back', 'Next', and 'Exit Lesson', along with the text 'Lesson 1 Page 22 of 21'.

This screenshot shows the E-Verify Form I-9 and E-Verify. The form is titled 'Employment Eligibility Verification' and is issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. It includes a section for 'Section 1: Employee Information and Attestation' where the employer and employee provide their names, addresses, and dates of birth. There is also a section for 'Section 2: Employer Information and Attestation' where the employer provides their name, address, and contact information. The form includes various checkboxes and fields for the employer to attest to the employee's eligibility. At the bottom, there are instructions for the employer to print and sign the form, and a note about the contractor's responsibility to look for Essential Information and enter the E-Verify supplemental data for federal contractors. The page number 'Page 1 of 4' is visible at the bottom right.

This screenshot shows the E-Verify Form I-9 and Existing Employees. The form is titled 'Employment Eligibility Verification' and is issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. It includes a section for 'Section 1: Employee Information and Attestation' where the employer and employee provide their names, addresses, and dates of birth. There is also a section for 'Section 2: Employer Information and Attestation' where the employer provides their name, address, and contact information. The form includes various checkboxes and fields for the employer to attest to the employee's eligibility. At the bottom, there are instructions for the employer to print and sign the form, and a note about the contractor's responsibility to look for Essential Information and enter the E-Verify supplemental data for federal contractors. The page number 'Page 1 of 4' is visible at the bottom right.

The below image applies to all the tutorials except the Corporate Administrator

Lesson 2
E-Verify Program Administrator (EV PA) Tutorial, E-Verify General User (EV GU) Tutorial, E-Verify Employer Agent Program Administrator (EEA PA) Tutorial and E-Verify Employer Agent (EEA) Tutorial
E-Verify Program Administrator Federal Contractor (EV PA FC), E-Verify Federal Contractor (EV FC) Tutorial, E-Verify Employer Agent Program Administrator Federal Contractor (EEA PA FC) Tutorial and E-Verify Employer Agent Federal Contractor (EEA FC) Tutorial

Employment Eligibility Branch (EEB)
E-Verify Guidance (EVG)

Create a Case

Tutorial

Create a Case

After the employee completes Form I-9, your next step is to create a case in E-Verify. An E-Verify case must be created no later than the third business day after the employee starts work for you.

The hire date is the first day of employment in exchange for wages or other remuneration, previously referred to as the date on which the employee began employment. For the hire date in E-Verify, enter the employee's first day of employment date from the Certification in Section 2 of the employer's Form I-9 created below.

Hire Date

Enter the hire date in the format mm/dd/yyyy. The hire date must be a date on which the employee began employment. Do not enter a date that is later than the date on which the employee began employment. Do not enter a date that is earlier than the date on which the employee began employment.

mm/dd/yyyy

If you hired an employee within three years of the date that his or her previous Form I-9 was completed and have completed Section 3 of Form I-9, enter the Date of Rehire from Section 3 of the employer's Form I-9 as the hire date in E-Verify.

If the employer's hire date changes after you have created the case in E-Verify, no additional action is required in E-Verify as you cannot change the hire date once you've created the case. You must, however, make a correction to the Section 2 Certification data on the employer's Form I-9 if the employer's hire date changes. Consult the handbook for Employers' Guidance for Completing Form I-9 (SI-271c) for more information.

The next screens instruct you on how to create a case in E-Verify.

NOTE: Employees hired on or before November 8, 1990 are not subject to Form I-9 and, therefore, may not have a case created in E-Verify based on this employment.

Lesson 2 Page 4 of 10

Create a Case

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

		First Day of Employment (mm/dd/yyyy)
Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code	

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

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