

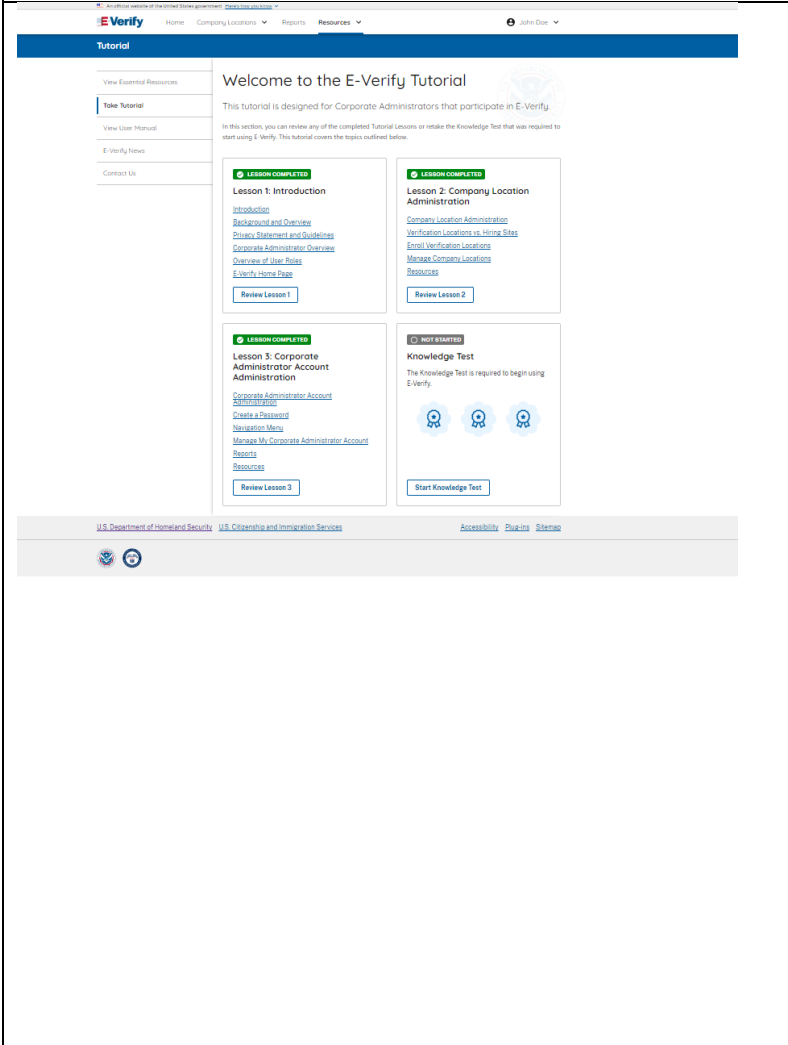
# CA Lesson 1

**LESSON COMPLETED**

**Lesson 1: Introduction**

[Introduction](#)  
[Background and Overview](#)  
[Privacy Statement and Guidelines](#)  
[Corporate Administrator Overview](#)  
[Overview of User Roles](#)  
[E-Verify Home Page](#)

[Review Lesson 1](#)

Current	Updated Content	Updated Image
 <p>The screenshot shows the E-Verify tutorial interface. It features a navigation menu on the left with options like 'View Essential Resources', 'Take Tutorial', 'View User Manual', 'E-Verify News', and 'Contact Us'. The main content area is titled 'Welcome to the E-Verify Tutorial' and contains three lesson cards. Lesson 1 (Introduction) is marked 'LESSON COMPLETED' and lists links for Introduction, Background and Overview, Privacy Statement and Guidelines, Corporate Administrator Overview, Overview of User Roles, and E-Verify Home Page. Lesson 2 (Company Location Administration) is also marked 'LESSON COMPLETED' and lists links for Change Location Administration, Verification Locations vs. Hiring Sites, Enroll Verification Locations, Manage Company Locations, and Resources. Lesson 3 (Corporate Administrator Account Administration) is marked 'LESSON COMPLETED' and lists links for Corporate Administrator Account Administration, Create a Password, Navigation Menu, Manage My Corporate Administrator Account, Reports, and Resources. A 'Knowledge Test' section is marked 'NOT STARTED' and states that the test is required to begin using E-Verify, with three 'Start Knowledge Test' buttons.</p>	<p><b>Welcome to the E-Verify Tutorial</b></p> <p>This tutorial is designed for Corporate Administrators that participate in E-Verify.</p> <p>In this section, you can review any of the completed tutorial lessons or retake the knowledge test that was required to start using E-Verify. This tutorial covers the topics outlined below:</p> <p><b>Lesson 1: Introduction</b></p> <p>Introduction  E-Verify Background and Overview  Privacy Statement and Guidelines  Corporate Administrator Overview  E-Verify User Roles Overview  E-Verify Home Page  [Review Lesson 1]</p> <p><b>Lesson 2: Company Location Administration</b></p> <p>Company Location Administration  Verification Locations vs. Hiring Sites  Enroll Verification Locations  Manage Company Location  Resources  [Review Lesson 2]</p> <p><b>Lesson 3: Corporate Administrator Account Administration</b></p> <p>Corporate Administrator Account Administration</p>	

	<p>Create a Password          Navigation Menu          Manage my Corporate Administration Account          Reports          Resources          [Review Lesson 3]</p>	
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**LESSON COMPLETED**

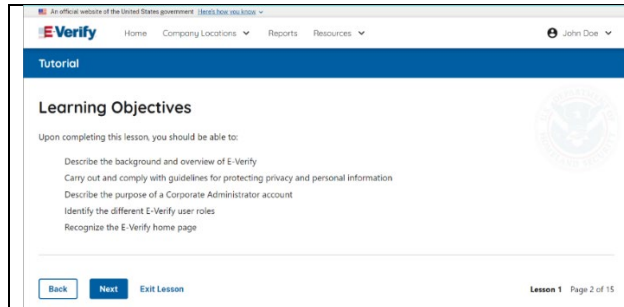
**Lesson 1: Introduction**

[Introduction](#)  
[Background and Overview](#)  
[Privacy Statement and Guidelines](#)  
[Corporate Administrator Overview](#)  
[Overview of User Roles](#)  
[E-Verify Home Page](#)

[Review Lesson 1](#)

	<p><b>Lesson 1: Introduction</b></p> <p>Introduction          E-Verify Background and Overview          Privacy Statement and Guidelines          Corporate Administrator Overview          E-Verify User Roles Overview          E-Verify Home Page          [Review Lesson 1]</p> <p>Each user must successfully complete the online E Verify tutorial before they create or manage cases.</p>	
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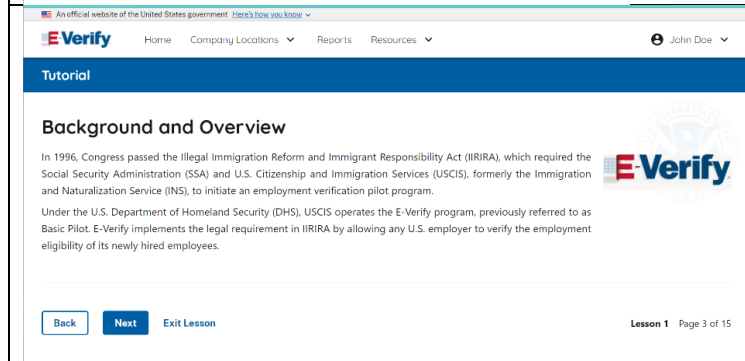
	<p><b>Introduction</b></p> <p>Welcome to Lesson 1 of the E-Verify Tutorial for Corporate Administrators. In this lesson, you will learn about:</p> <ul style="list-style-type: none"> <li>• E-Verify Background and Overview</li> <li>• Privacy Statement and Guidelines</li> <li>• Corporate Administrator Overview</li> <li>• E-Verify User Roles Overview</li> <li>• E-Verify Home Page</li> </ul>	
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## Learning Objectives

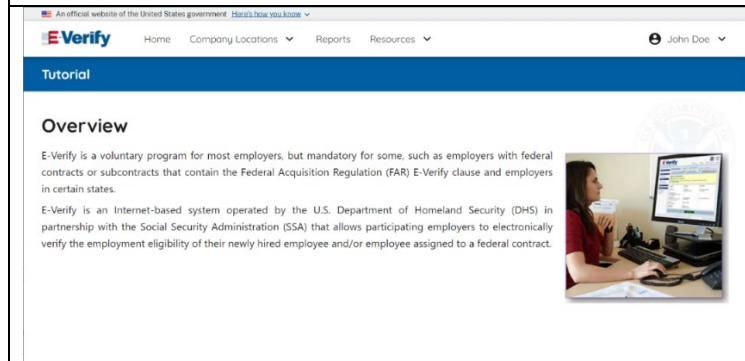
Upon completing this lesson, you should be able to:

- Describe E-Verify’s background and overview
- Comply with privacy guidelines
- Describe a corporate administrator’s role
- Identify the different E-Verify user roles
- Recognize the E-Verify home page



## E-Verify Background

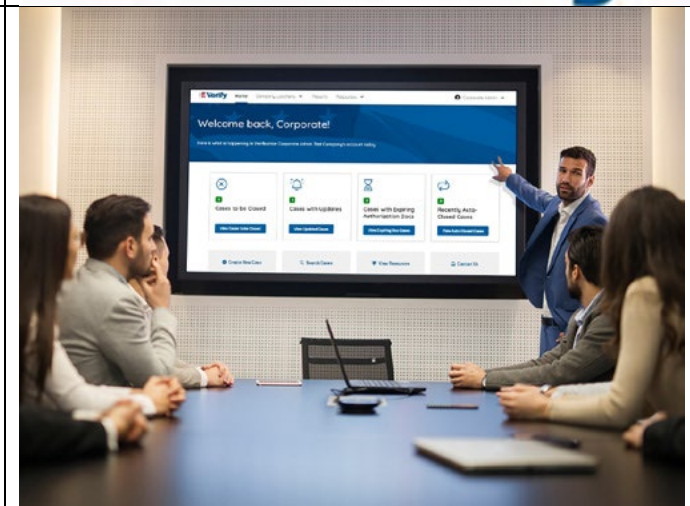
In 1996, Congress passed the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA), which required the Department of Homeland Security (DHS) and Social Security Administration (SSA) to develop an employment eligibility confirmation process now known as E-Verify.

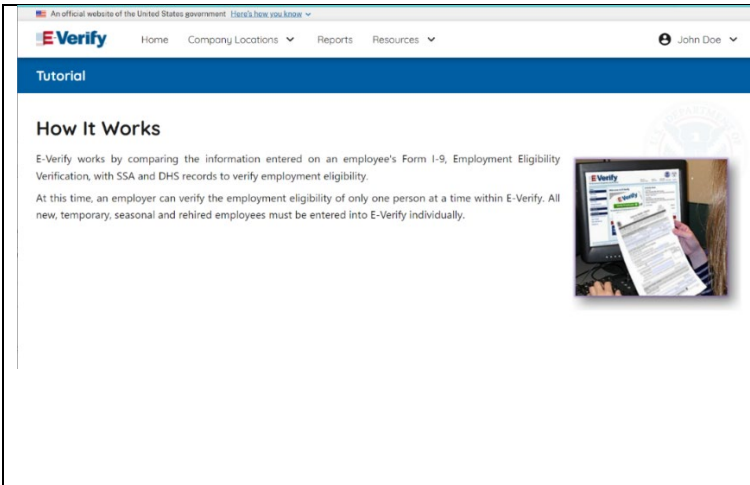


## E-Verify Overview

E-Verify is an internet-based system that electronically confirms the identity and employment eligibility of newly hired employees to work in the United States.

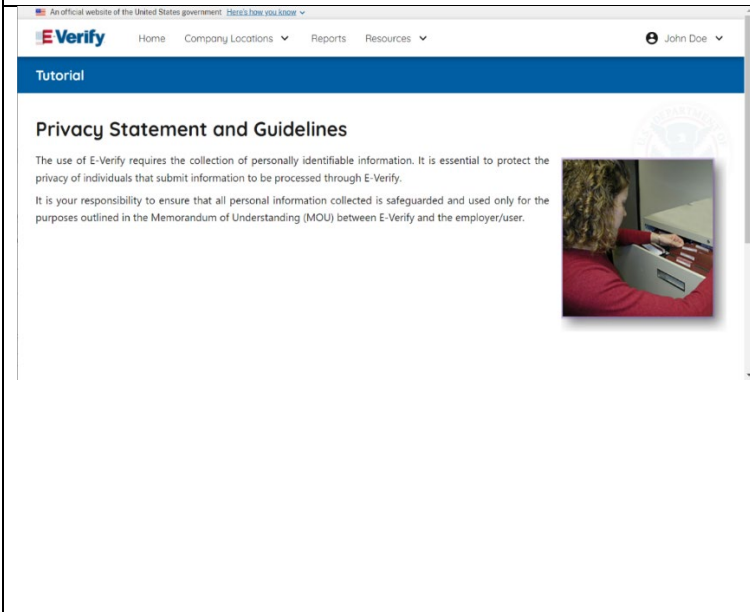
E-Verify is a voluntary program. Employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in and use E-Verify as a condition of federal contracting. Employers with employees in states with legislation that requires participation in E-Verify, for example, as a condition of business licensing, may also be required to participate in E-Verify. In addition, federal agencies, and legislative offices, as well as employers subject to certain court orders, may be required to participate in E-Verify.





### How E-Verify Works

E-Verify works by electronically comparing the information from an employee's Form I-9, Employment Eligibility Verification, with official government records that E-Verify can access to verify the identity and employment eligibility of each newly hired employee and/or employee assigned to a covered federal contract.

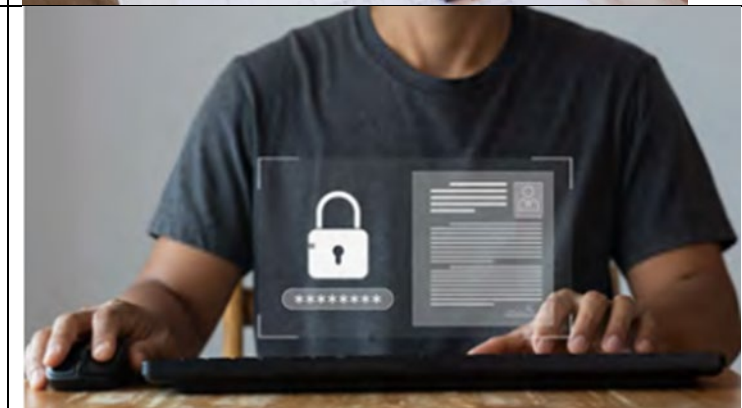


### Privacy Statement and Guidelines

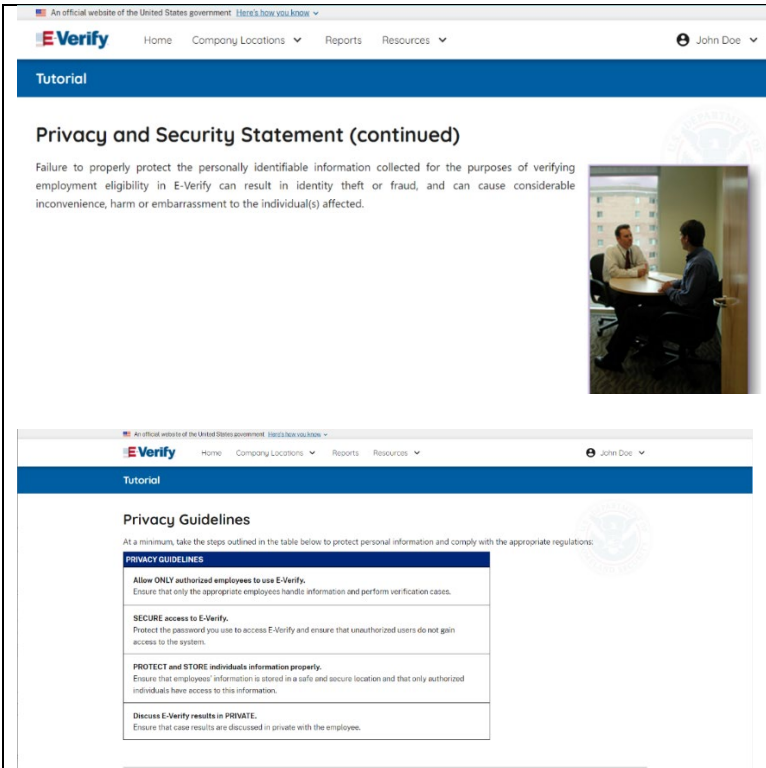
E-Verify use requires the collection of personally identifiable information (PII). Employers must protect the privacy of employees who submit information to be processed through E-Verify and ensure that all personal information collected is safeguarded and used only for the purposes outlined in the MOU.

E-Verify protects PII in accordance with the National Archives and Records Administration (NARA) records retention and disposal schedule (N 1-566-08-7) by annually disposing of E-Verify records that are over 10 years old. This minimizes security and privacy risks associated with U.S. government retention of PII.

Failure to properly protect employee information can result in identity theft or fraud, and can cause considerable inconvenience, harm, or embarrassment to the employees or employer affected.







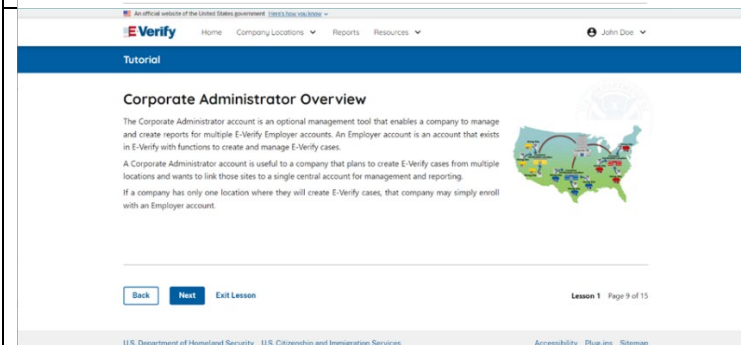
## Privacy Statement and Guidelines

### PRIVACY GUIDELINES OVERVIEW

- **Allow only authorized users to use E-Verify.**  
Ensure that only authorized users handle information and create cases.
- **Secure access to E-Verify.**  
Protect passwords used to access E-Verify and ensure that unauthorized persons do not access E-Verify.
- **Protect and store employee information properly.**  
Ensure that employee information is stored in a safe and secure location and that only authorized users have access to this information
- **Discuss E-Verify results in private.**  
Ensure that all case results including mismatches and Final Nonconfirmations are discussed in private with the employee

### REMINDER

You must ensure that all PII is safeguarded.



## Corporate Administrator Overview

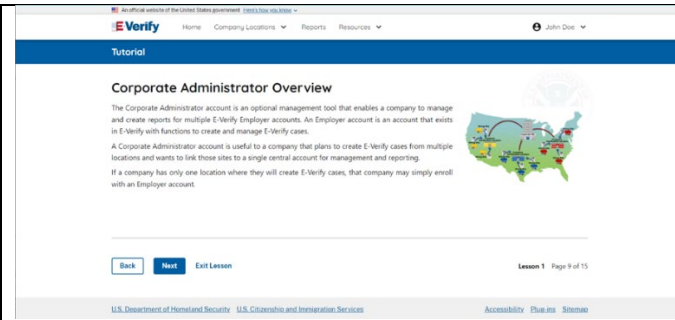
The corporate administrator account is an optional management tool that enables an organization to manage and create reports for multiple E-Verify Employer accounts. Corporate administrators can:

- Oversee E-Verify Employer accounts and provide support to all enrolled verification locations and registered users at these locations;
- Enroll the employer's verification locations in E-Verify; and
- Manage the information and users that are linked to your corporate administrator account.

A corporate administrator account on its own cannot: create, view or manage cases in E-Verify.

**Note:** Users who wish to create and manage cases should enroll in an employer account.



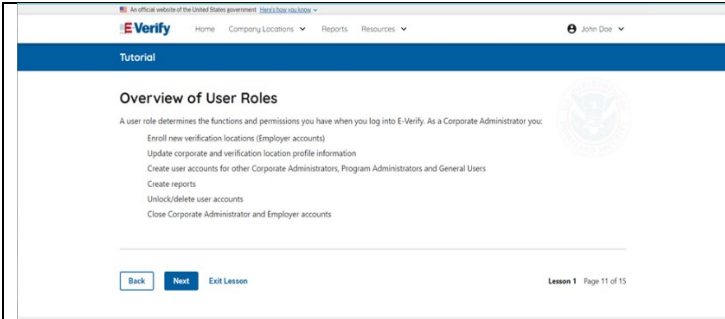


## E-Verify Verification Locations

A verification location is where the employer's staff takes the information from an employee's Form I-9 and creates a case in E-Verify. Generally, each verification location has its own employer account. A corporate administrator account is useful to an organization that plans to create E-Verify cases from multiple locations and want to link these sites to a single central account for management and reporting.

- Corporate administrators are the only user role with access to the corporate administrator account.
- Each verification location (employer account) must have at least one program administrator who provides support for general users and manages the location's profile.
- A verification location can choose to have general users, in addition to program administrators, who will only be able to create and manage their cases.
- Corporate administrators oversee E-Verify use and provide support to all enrolled verification locations and users at these locations.
- A corporate administrator's primary functions are to enroll the employer's verification locations in E-Verify and to manage the information and users that are linked to your corporate administrator account.
- The corporate administrator account on its own does not allow you to create, view, or manage cases in E-Verify. If a company or entity has only one location where they will create E-Verify cases, that company or entity may simply enroll with an E-Verify account.

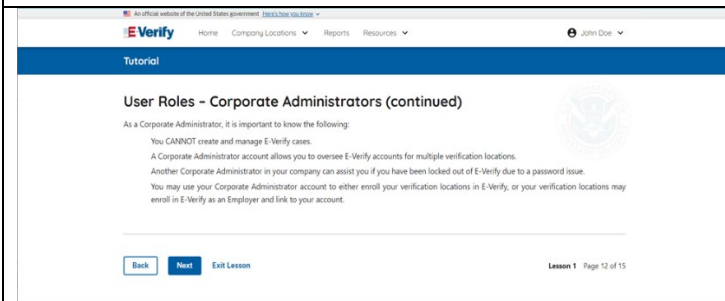




### Corporate Administrator User Roles Overview

As a corporate administrator you may:

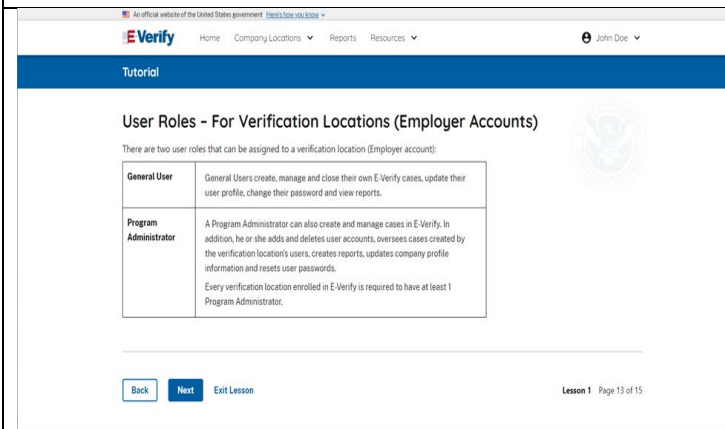
- Enroll new verification locations (Employer accounts)
- Update corporate and verification location profile information
- Create user accounts for other corporate administrators and program administrators and general users
- Create reports
- Update profile information for other program administrators, general users, and themselves
- Unlock and/or delete user accounts
- Close corporate administrator and Employer accounts



### Corporate Administrator User Roles

As a corporate administrator, it is important to know:

- You **CANNOT** create or manage E-Verify cases.
- A corporate administrator account allows you to oversee E-Verify accounts for multiple verification locations.
- Another corporate administrator in your company or entity can assist you if you have been locked out of E-Verify due to a password issue
- You may use your corporate administrator account to enroll your verification locations in E-Verify.



### Corporate Administrator Rules and Responsibilities – Verification Locations (Employer Accounts)

There are two user roles that can be assigned to a verification location (Employer account):

General User	General users create, manage and close E-Verify cases, update their user profile, change their password and view reports.
Program Administrator	A program administrator can also create and manage cases in E-Verify. In addition, program administrators add and delete user accounts, oversees cases created by the verification location's users, creates reports, updates company or entity profile information and resets user passwords.



Every verification location enrolled in E-Verify is required to have at least one program administrator.

**Delete - Existing Employer Accounts**  
**This is no longer a self-service option for a Program Admin on an existing Employer account.**

**E-Verify Home Screen**

Each time you log in to E-Verify you will see a welcome back banner with your name and company, or entity listed.

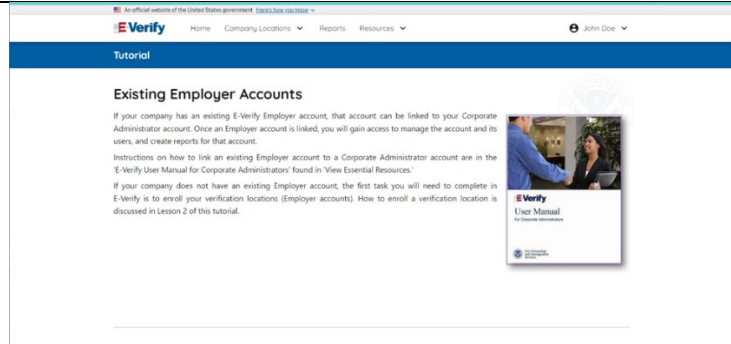
Directly below the welcome banner are convenient quick links in gray boxes, including Manage Company Locations, Resources and Contact Us.

Below the quick links is the E-Verify News section that keeps you up to date on the latest and greatest with E-Verify.

The next slides will help you become familiar with the links found on your user home page and provide additional information about each link.

**Navigation buttons above the banner include:**

MENU	FUNCTIONS
Company Locations	<ul style="list-style-type: none"> <li>• Mange Company Locations</li> <li>• Manage Company Locations Users</li> </ul>
Reports	<ul style="list-style-type: none"> <li>• Run Reports</li> <li>• Run Quick Audit Report</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• View Essential Resources</li> <li>• Take Tutorial</li> <li>• View User Manual</li> <li>• E-Verify News</li> <li>• Contact Us</li> </ul>
Corporate Account	<ul style="list-style-type: none"> <li>• Corporate Profile</li> <li>• Manage Administrators</li> </ul>

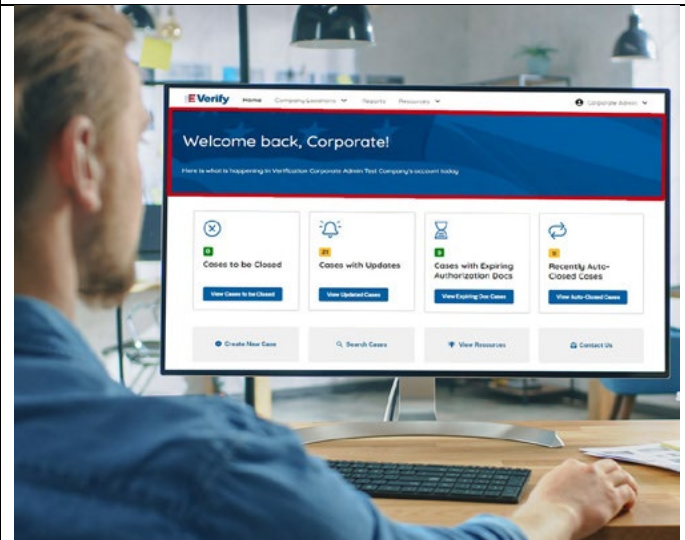


**E-Verify Home Page**

Any time you log into E-Verify, you are provided with your user home page. Your user home page has important information and navigation links that you should become familiar with. To do this, review the information in the table below as it relates to the screen shot.

Important home page areas to be familiar with include the following:

1	Top Tool Bar	Provides your name, User ID, date and time of last login and Log Out link.
2	E-Verify Navigation Menu	Selecting a link in this area is the first step in accessing a task or function in E-Verify.
3	Welcome to E-Verify	Provides the telephone number and e-mail address to Customer Support.
4	E-Verify News	Provides important information and updates about E-Verify.





		<ul style="list-style-type: none"> <li>• Close Corporate Account</li> </ul>
	User Account	<ul style="list-style-type: none"> <li>• User Profile</li> <li>• Change Password</li> <li>• Change Security Questions</li> </ul>

The screenshot shows the E-Verify 'Tutorial' page for Corporate Administrators. The page title is 'Summary'. It congratulates the user for completing Lesson 1 and lists the following learning objectives:

- Describe the background and overview of E-Verify
- Carry out and comply with guidelines for protecting privacy and personal information
- Describe the purpose of a Corporate Administrator account
- Identify the different E-Verify user roles
- Recognize the E-Verify home page

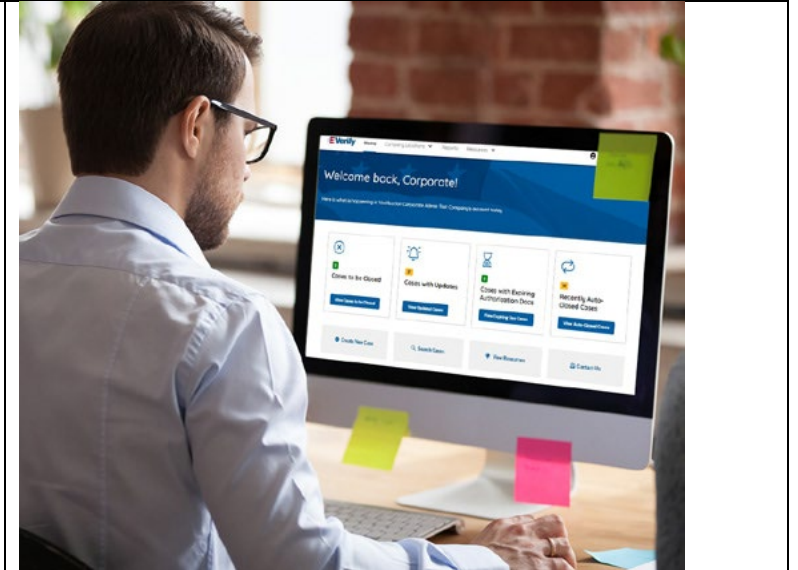
At the bottom of the page, there are navigation buttons: 'Back', 'Complete Lesson', and 'Exit Lesson'. The page number is 'Lesson 1 Page 15 of 15'.

**Summary**

Congratulations! You have completed Lesson 1 of the E-Verify Tutorial for Corporate Administrators.

You should now be able to:

- Describe the background and overview of E-Verify
- Carry out and comply with guidelines for protecting privacy and personal information
- Describe the purpose of a corporate administrator account
- Identify the different E-Verify user roles
- Recognize the E-Verify home page



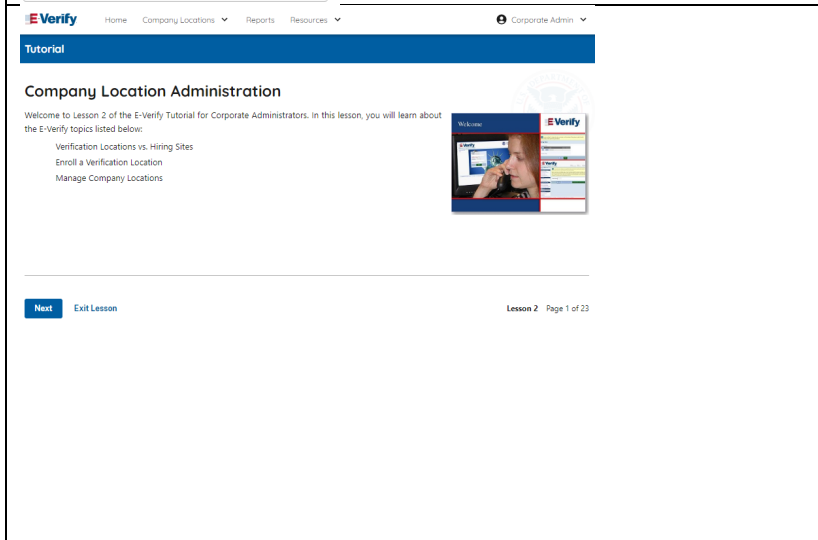
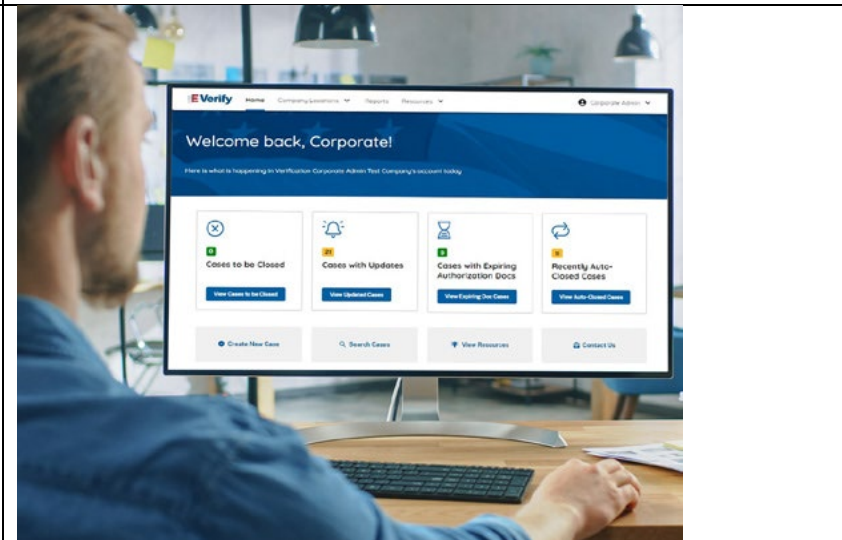
## CA Lesson 2

**LESSON COMPLETED**

**Lesson 2: Company Location Administration**

[Company Location Administration](#)  
[Verification Locations vs. Hiring Sites](#)  
[Enroll Verification Locations](#)  
[Manage Company Locations](#)  
[Resources](#)

[Review Lesson 2](#)

	Updated Content	Updated Image
<p><b>LESSON COMPLETED</b></p> <p><b>Lesson 2: Company Location Administration</b></p> <p><a href="#">Company Location Administration</a>  <a href="#">Verification Locations vs. Hiring Sites</a>  <a href="#">Enroll Verification Locations</a>  <a href="#">Manage Company Locations</a>  <a href="#">Resources</a></p> <p><a href="#">Review Lesson 2</a></p>	<p><b>Lesson 2: Company Location Administration</b></p> <ul style="list-style-type: none"> <li>• Company Location Administration</li> <li>• Verification Locations vs. Hiring Sites</li> <li>• Enroll Verification Locations</li> <li>• Manage Company Locations</li> <li>• Resources</li> </ul>	
	<p><b>Company Location Administration</b></p> <p>Welcome to Lesson 2 of the E-Verify Corporate Administrator Tutorial. In this lesson, you will learn about:</p> <ul style="list-style-type: none"> <li>• Verification Locations vs. Hiring Sites</li> <li>• Enrolling a Verification Location</li> <li>• Managing Company Locations</li> <li>• Resources</li> </ul>	

E-Verify Home Company Locations Reports Resources Corporate Admin

Tutorial

### Learning Objectives

Upon completing this lesson, you should be able to:

- Recognize the difference between a verification location and a hiring site
- Enroll a verification location
- Manage the information in 'My Company Locations'
- Identify the role of Corporate Administrators in support of users at your company locations

Back Next Exit Lesson Lesson 2 Page 2 of 23

### Learning Objectives

Upon completing this lesson, you should be able to:

- Recognize the difference between a verification location and a hiring site
- Enroll a verification location
- Manage the information in Company Locations
- Identify the role of Corporate Administrators in support of users at your company locations
- Terminate Company Locations


E-Verify Home Company Locations Reports Resources Corporate Admin

Tutorial

### Company Location Administration

As a Corporate Administrator, your primary functions are to:

- Enroll your company's verification locations in E-Verify as Employer accounts, and
- Manage the information and users that are linked to your Corporate Administrator account.



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### Company Location Administration

As a Corporate Administrator, your primary functions are to:

- Enroll your company's verification locations in E-Verify as Employer accounts; and
- Manage the information and users that are linked to your Corporate Administrator account.
- Terminate company locations

E-Verify Home Company Locations Reports Resources Corporate Admin

Welcome back, Corporate!

Here is what is happening in Verification Corporate Admin Test Company's account today

Company Account User Account Log Out

- Cases to be Closed View Cases to be Closed
- Cases with Updates View Updated Cases
- Cases with Expiring Authorization Docs View Expiring Doc Cases
- Recently Auto-Closed Cases View Auto-Closed Cases

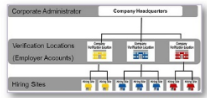
Create New Case Search Cases View Resources Contact Us

E-Verify Home Company Locations Reports Resources Corporate Admin

Tutorial

### Verification Locations vs. Hiring Sites

There are two types of company locations in E-Verify: verification locations and hiring sites. It is important to recognize the difference between verification locations and hiring sites to determine how to organize your company's E-Verify accounts. The next screens discuss verification locations and hiring sites in more detail.



Back Next Exit Lesson Lesson 2 Page 4 of 23

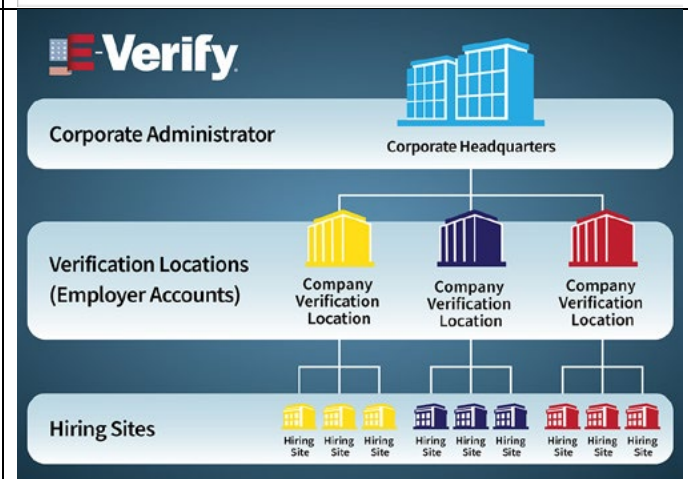
### Verification Locations vs. Hiring Sites

There are two types of company locations in E-Verify:

- Verification locations; and
- Hiring sites.

It is important to recognize the difference between verification locations and hiring sites to determine how to organize your company's or entity's E-Verify accounts.

The next screen discusses verification locations and hiring sites in more detail.



**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Verification Location

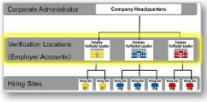
A verification location is where your company's staff takes the information from an employee's Form I-9 and creates a case in E-Verify.

This is where General Users and Program Administrators create cases in E-Verify. Generally, each verification location has its own Employer account. However, it is important to know that:

If your company has staff at each location that uses E-Verify, then each location is considered a verification location.

**OR**

If your company centralizes the use of E-Verify to certain locations, then only those locations are considered verification locations.



Back Next Exit Lesson Lesson 2 Page 5 of 23

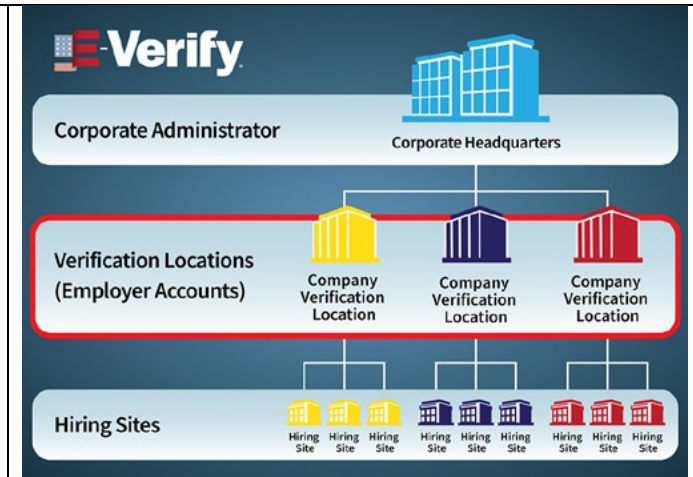
### Verification Location

A verification location is where your company's or entity's staff takes the information from an employee's Form I-9 and creates a case in E-Verify.

This is where General Users and Program Administrators create cases in E-Verify.

Generally, each verification location has its own Employer account. However, it is important to know that:

- If your company or entity has staff at more than one location, and each one uses E-Verify, then each location is considered a verification location.
- OR**
- If your company or entity centralizes the use of E-Verify to certain locations, then only those locations are considered verification locations.



**E-Verify** Home Company Locations Reports Resources Corporate Admin

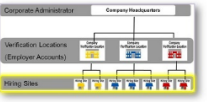
**Tutorial**

### Hiring Site

A hiring site is the location where your company's employees are hired and they complete Form I-9.

If your company creates cases in E-Verify at the same location that an employee completes Form I-9, it is a verification location AND a hiring site.

Companies select which sites participate in E-Verify on a hiring site by hiring site basis. This means that if you decide to have a hiring site participate in E-Verify, you must verify all newly hired employees for that hiring site. If you decide NOT to have a hiring site participate, you are not permitted to verify ANY employees at that location.

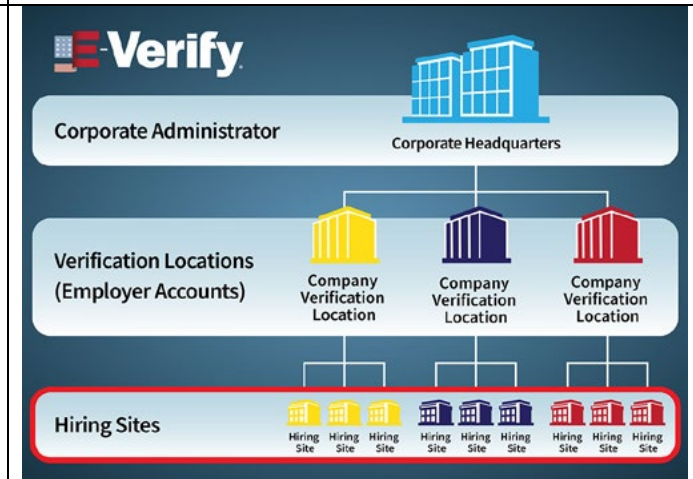


Back Next Exit Lesson Lesson 2 Page 6 of 23

### Hiring Site

A hiring site is the location where the employer hires employees and they complete Form I-9. If your company or entity creates cases in E-Verify at the same location, it is a verification location and a hiring site.

Companies and entities may individually select which hiring sites participate in E-Verify. This means that if you decide to have a hiring site participate in E-Verify, you must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.






**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Enroll Verification Locations

As a Corporate Administrator, you may enroll your new verification locations in E-Verify. To enroll a verification location, from 'My Company Locations,' click 'Add New Location.' The next screens discuss the steps to enroll a verification location in E-Verify.



Back Next Exit Lesson Lesson 2 Page 7 of 23

## Enroll Verification Locations

As a corporate administrator, you may enroll your new verification locations in E-Verify.

To enroll a verification location, from Company Locations click **Manage Company Locations**.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

Welcome back, Corporate!

Here is what is happening in Verification Corporate Admin Test Company's account today

Company Account User Account Log Out

Cases to be Closed

View Cases to be Closed

Cases with Updates

View Updated Cases

Cases with Expiring Authorization Docs

View Expiring Doc Cases

Recently Auto-Closed Cases

View Auto-Closed Cases

Create New Case Search Cases View Resources Contact Us

## Add New Company Location – Choose Account Access

From Company Locations click **Manage Company Locations** and select **Add New Company**. Add the account access method that best describes how you company or entity plans to use E-Verify and click **Next**.


To learn more, click the arrow on the right of each option.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Enroll a Verification Location – Select Employer Category

The organization designation (employer category) identifies your verification location as either federal, state, local government or a federal contractor with or without the FAR E-Verify clause. From the drop down list, select which category best describes your verification location. If your verification location does not fall within any of these categories, select 'None of these categories apply.'



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## Add New Company Location – Employer Category


From the Employer Category page, select the employer category that best describes your organization and click **Next**.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Enroll a Verification Location – Sign Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) is an agreement between the employer, the Department of Homeland Security and the Social Security Administration. All users must follow the guidelines set forth in it. Select 'Agree' if you agree to the terms and conditions of the MOU. **NOTE:** If you do not agree with the terms and conditions of the MOU, you will not be able to enroll your verification location. After agreeing to the terms and conditions of the MOU, click 'Next.' This action electronically signs the MOU.



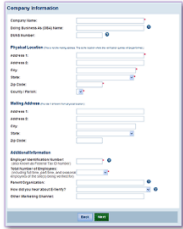
Back Next Exit Lesson Lesson 2 Page 9 of 23

EVerify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Enroll a Verification Location – Enter Company Information

After you have agreed to the terms and conditions of the MOU, enter all required fields (marked with \*) about the verification location and click 'NEXT.'



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## Add New Company Location – Company Information

From the Company Information screen enter the company information including the company name, employer identification number, street address, total number of employees and NAICS code and click **Next**.

EVerify Home Company Locations Reports Resources Corporate Admin

**Tutorial**


### Enroll a Verification Location – Determine NAICS Code

The North American Industry Classification System (NAICS) code designates the type of industry your verification location is in. To determine your verification location's NAICS code, follow the steps listed below.

If you know the verification location's NAICS code, enter the three-digit NAICS code in the field provided, then click 'Accept NAICS Code and Continue.'

**OR**

If the number is not known, click 'Generate NAICS Code' to select the appropriate sector and subsector. This will determine the appropriate NAICS code.



Back Next Exit Lesson Lesson 2 Page 11 of 23

## Add New Company Location – Hiring Sites

From the Hiring Sites page select Add Hiring Site and enter the street address, city, state, and zip code and click Add Hiring Site to add your hiring sites one at a time.

OR

Select Bulk Upload to add multiple hiring sites by uploading a file.

To use the bulk upload function, you must create a comma separated value (.csv) file with the hiring site addresses.

- If you need to create a .csv file, click Download CSV Template to open a pre-formatted .csv file. Add the hiring site addresses to the .csv file and save the document.

EVerify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Enroll a Verification Location – Multiple/Single Site Verification

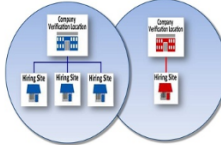
Your verification locations may create E-Verify cases for several hiring sites or only one hiring site.

If the verification location will create E-Verify cases for one hiring site, click 'Single Site Verification.'

**NOTE:** A single hiring site is automatically listed for the same state associated with the location being enrolled.

**OR**

If the verification location will create E-Verify cases for more than one hiring site, click 'Multiple Sites Verification.'



Back Next Exit Lesson Lesson 2 Page 12 of 23



**Enroll a Verification Location – Enter Hiring Sites**

If you select 'Multiple Sites Verification,' you will need to list the number of hiring sites by state for which the verification location will create E-Verify cases. To add a new state, follow the steps listed below.

Click 'Add.'

From the drop down list, select a state and enter the number of hiring sites in that state.

Click 'Update' to save the hiring site information.

Lesson 2 Page 13 of 23

- You also can drag the .csv file or click **Choose From Folder** to locate the file and click **Bulk Upload Hiring Sites**.

### Add New Company Location - E-Verify Users

A company must have one memorandum of understanding (MOU) signatory and at least one program administrator. If you need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator:

- From the Corporate Account click **Manage Administrators**.
- From the Users screen, add user(s) and designate the MOU Signatory and the program administrators. Program Administrators can be added or deleted at any time after enrollment is complete.

**Enroll a Verification Location – Enter Point(s) of Contact**

You must have at least one person in your verification location assigned as a point of contact for E-Verify. The person(s) entered will automatically be a Program Administrator, unless you specify someone different.

Enter the point of contact information and click 'Next.'

Click 'Add' from the Points of Contact Summary List screen to enter additional points of contact.

The Program Administrator(s) should receive a confirmation e-mail within a few minutes after you complete the verification locations' enrollment with their user ID and temporary password.

Lesson 2 Page 14 of 23

### Add New Company Location – Review and Submit Enrollment

From the Review and Submit Enrollment page, review your company's information. In the Company Access and MOU section:

- Click **View MOU** to see your MOU;
- Review Terms of Use;
- Check I Agree; and
- Click Submit Enrollment.

**Enroll a Verification Location – Review and Submit Information**

The last step to complete the verification location enrollment is to review the information you entered for accuracy.

Click 'View/Edit' to make any changes.

Once you have reviewed the verification location information, click 'Register Employer.'

Your verification location is now enrolled in E-Verify!

Lesson 2 Page 15 of 23

### Add New Company Location – Enrollment Complete

The Enrollment Completed page will display a green banner to show your enrollment is successful.

Your E-Verify program administrators will receive their User IDs and passwords by email. Please be sure to check your spam and/or junk folders if you are not seeing it in your inbox.

Before you complete this process, click on **View Memorandum of Understanding (MOU)** and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff.

You **MUST** notify **ALL** employees of your participation in E-Verify:

- Provide the following posters to your company locations:
  - Notice of E-Verify Participation; and
  - Right to Work.
- Ensure all locations display the posters (in both English and Spanish) in a prominent place that is clearly visible to all current and prospective employees, electronically or in hard copy.
- Replace the participation posters when updates are provided by DHS to ensure employees, applicants, and the public have the most recent and complete information regarding E-Verify.
- E-Verify recommends providing a copy of these posters with job application materials, either electronically or in hard copy.

### Company Locations – Terminate Company

As a Corporate Administrator, you may terminate a company verification location in E-Verify.

To terminate a verification location, from Company Locations click **Manage Company Locations**.

Use the Sort by Function or Review and check the box next to the company or companies to be terminated and click **Terminate Selected**.

The screenshot shows the E-Verify user interface. At the top, there is a navigation bar with the E-Verify logo and menu items: Home, Company Locations, Reports, Resources, and Corporate Admin. Below this is a blue header with the word 'Tutorial'. The main heading is 'Manage Company Locations'. The text below the heading explains that as a Corporate Administrator, users manage company locations and users through 'My Company Locations' navigation features. A list of features is provided: View Existing Locations, Add New User, View Existing Users, and Close Company Accounts. A small image shows a person working at a computer. At the bottom of the page, there are three buttons: 'Back', 'Next', and 'Exit Lesson'. The page number 'Lesson 2 Page 16 of 23' is displayed in the bottom right corner.



**EVerify** Home Company Locations Reports Resources Corporate Admin

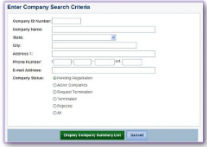
**Tutorial**

### Manage Company Locations – View Existing Locations

The 'View Existing Locations' link allows you to search for the verification locations linked to your Corporate Administrator account. You can use this link to view and update the verification location's:

- Company information,
- Hiring sites,
- Point(s) of contact, and
- NAICS code.

To view and update the verification location's profile, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'



Back Next Exit Lesson Lesson 2 Page 17 of 23

## Company Locations – Terminate Company Locations

From the Terminate Company Locations page:  
Review the selected company to be terminated, note the prepopulated termination request date, provide the termination request reason and click **Next**.

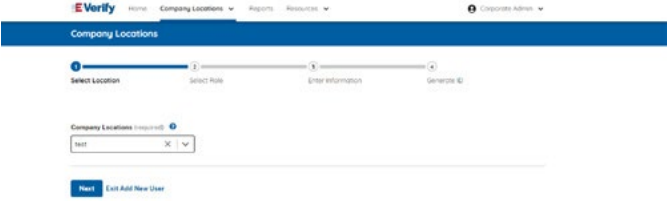
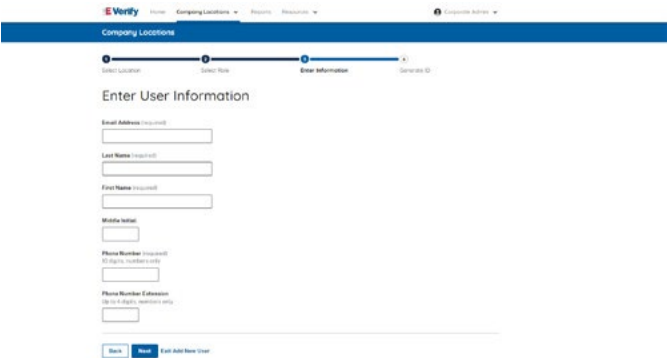
If you do not want to request termination for this account at this time, click **Cancel**.

## Manage Company Location Users

As a corporate administrator, you manage important information about your company locations and users. Manage Company Location Users navigation features include:

- View existing locations and users;
- Add new users and assign user roles;
- Edit user information and delete users; and
- Change user passwords.

The following screens provide additional information.

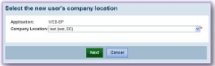


**EVerify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Company Locations – Add New User

As a Corporate Administrator, you may add new users for a verification location. The new user will receive his or her user ID and password by e-mail.

To add a new user, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'

Back Next Exit Lesson Lesson 2 Page 18 of 23

## Manage Company Locations Users

The Users page allows you to manage users linked to your Corporate Administrator account. You can:

- 1) View company locations;
- 2) Search by User ID, First and Last Name;
- 3) Add users;
- 4) View users whose password change is required and pending reactivation;
- 5) Edit user information; and/or
- 6) Delete users.

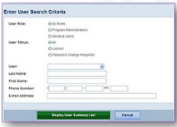
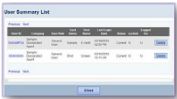
The next few slides will give you more information.

**EVerify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Company Locations – View Existing Users

'View Existing Users' allows you to search, view and maintain the General Users and Program Administrators assigned to your verification locations. To do this, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'

Back Next Exit Lesson Lesson 2 Page 19 of 23

## Manage Company Locations Users – Users


From the Company Location - User page click the drop-down arrow, and then select the company location.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Company Locations – Reset User Password

As a Corporate Administrator, you can reset passwords for your verification locations' users. To reset passwords, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'



Lesson 2 Page 20 of 23

Back Next Exit Lesson

## Manage Company Locations Users – Select User Role

Enrolled accounts can assign their users with different permissions and functions.

There are two types of users: Program Administrators and General Users.

If you enrolled using the web services access method, you can also create web services credentials that will provide developer access to a suite of features that can be integrated into proprietary software.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Company Locations**

### Users

Company Locations: Spring Chickens, LLC

Search (User ID, First Name and Last Name):

User Role: All Roles User Status: All

1 Users Found

User ID	Last Name	First Name	Status	User Role	Last
CHICKEN0	Thomas	Cecilia	PASSWORD CHANGE REQUIRED	Program Admin	Mar 2017

Rows Per Page: 10 of 1 Item Page 1 of 1

Generate ID

You may accept the system generated ID displayed below or create your own.

To accept the system generated ID, click 'Submit New User.' To create your own user ID, delete the system generated user ID and type your desired user ID. Your user ID must be exactly eight alphanumeric characters (letters and numbers) and is not case sensitive. When you are finished, click 'Submit New User.'

Access ID: STE51249

Back Submit New ID Add New User

**E-Verify** Home Company Locations Reports Resources Corporate Admin

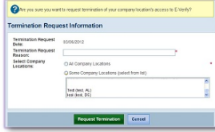
**Tutorial**

### Manage My Company Locations – Close Verification Location Account

As a Corporate Administrator, you can close your corporate account and terminate the verification locations' participation in E-Verify.

If the entire company wants to stop participating in E-Verify, then you must close the account for each location.

To close a verification locations' account, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'



Lesson 2 Page 21 of 23

Back Next Exit Lesson

## Manage Company Locations Users – Enter User Information

Enter the user information including the email address, last name, first name and phone number and click **Next**.

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Company Locations**

Enter User Information

Email Address (required):

Last Name (required):

First Name (required):

Mobile Number (required):

Phone Number Extension (0 to 4 digits, optional only):

Back Next Exit Add New User

## Manage Company Locations Users – Generate ID

E-Verify will automatically generate an Access ID for the user.

You may accept the system-generated Access ID or create your own.

To accept the system-generated Access ID, click **Submit New ID**.

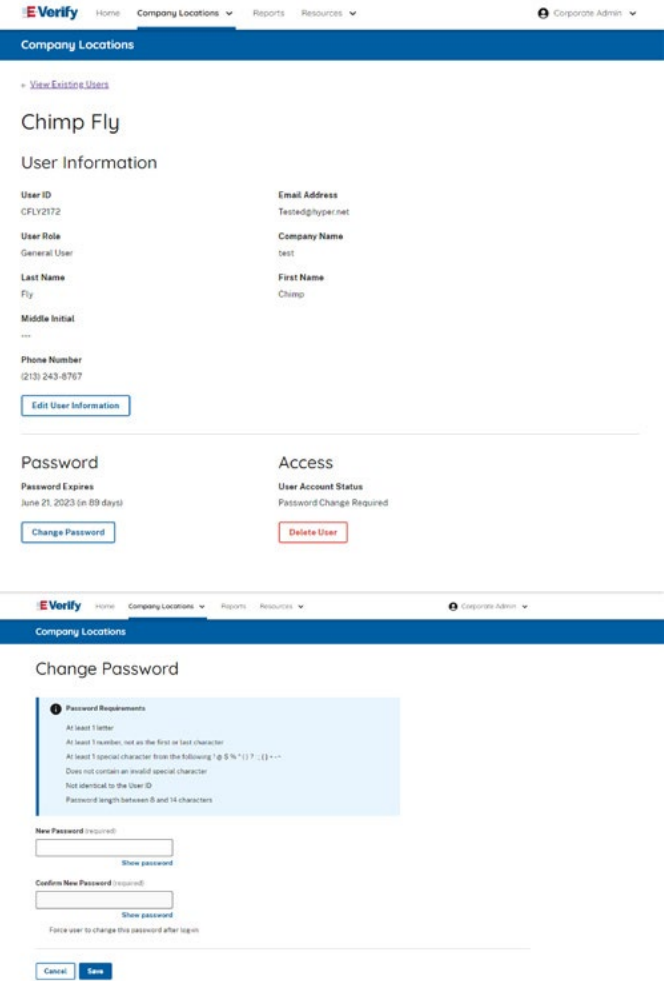
To create your own user ID, delete the system-generated user ID and type your desired user ID. Your user ID must be exactly eight alphanumeric characters (letters and numbers) and is not case-sensitive.

When you are finished, click **Submit New ID**.

### Manage Company Locations Users – User Information

As a corporate administrator you can edit user information, reset passwords for your verification locations users and delete users.

To reset passwords, follow the steps outlined in the E-Verify User Manual for Corporate Administrators found in View Essential Resources.






E-Verify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Summary

Congratulations! You have completed Lesson 2 of the E-Verify Tutorial for Corporate Administrators. You should now be able to:

- Recognize the difference between a hiring site and verification location
- Enroll a verification location
- Manage the information in 'My Company Locations'
- Identify the role of Corporate Administrators in support of users at your company locations

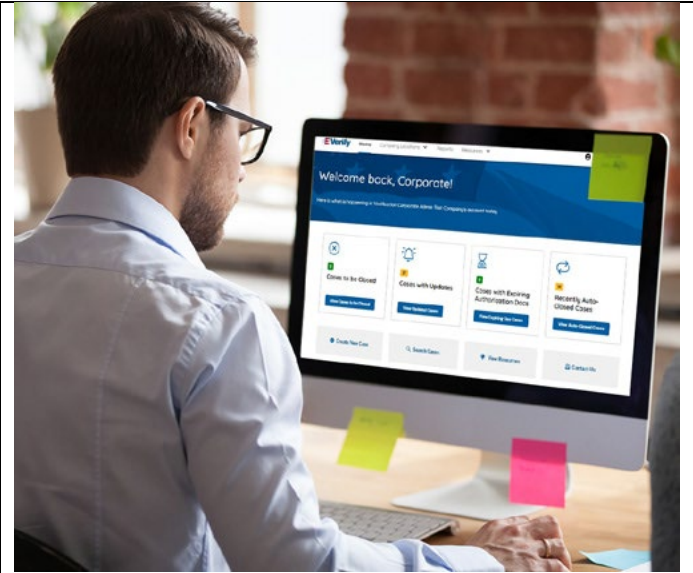


Back Next Exit Lesson Lesson 2 Page 22 of 23

### Summary

Congratulations! You have completed Lesson 2 of the E-Verify Tutorial for Corporate Administrators. You should now be able to:

- Recognize the difference between a verification location and a hiring site
- Enroll a verification location
- Manage the information in Manage Company Locations Users
- Identify the role of corporate administrators in support of users at your company locations
- Terminate company locations



E-Verify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Resources

[Corporate Administrator Company Location Administration Job Aid](#)

Back Complete Lesson Exit Lesson Lesson 2 Page 23 of 23

**Job Aid for Corporate Administrator – Add Company Location – EVG Task to Update Job Aid**  
**See link to updated version.**

### Resources

[Corporate Administrator Company Locations Administration Job Aid](#)

## CA Tutorial Lesson 3

**LESSON COMPLETED**

**Lesson 3: Corporate Administrator Account Administration**

[Corporate Administrator Account Administration](#)

[Create a Password](#)

[Navigation Menu](#)

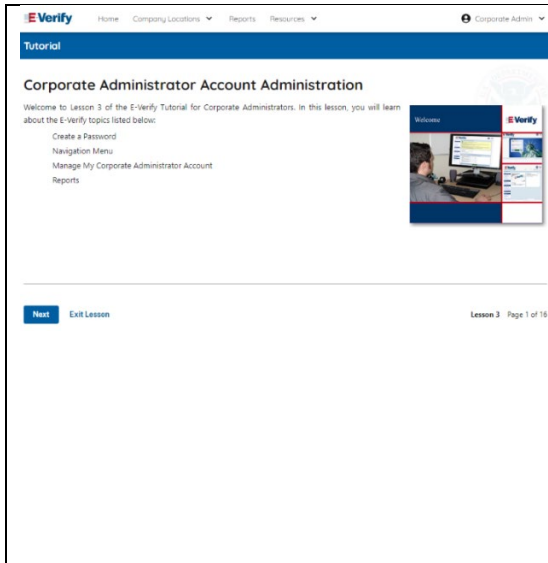
[Manage My Corporate Administrator Account](#)

[Reports](#)

[Resources](#)

[Review Lesson 3](#)

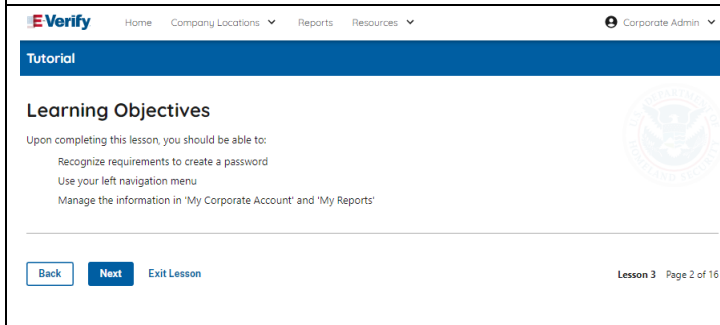
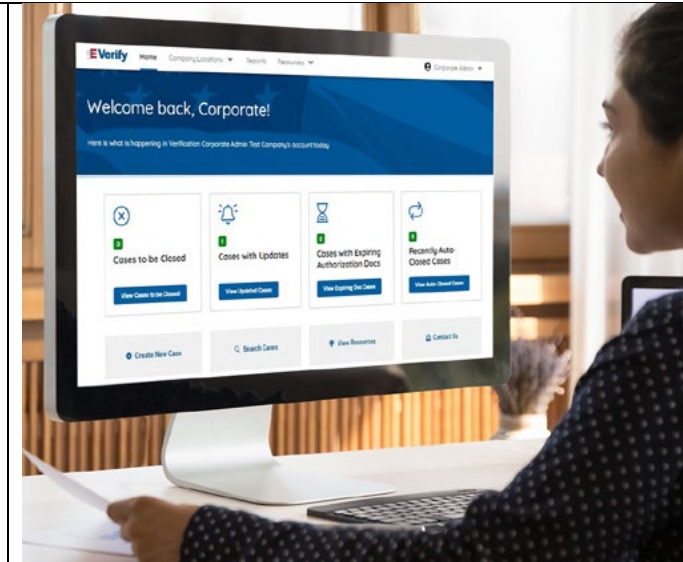
Current	Updated Content	
<p><b>LESSON COMPLETED</b></p> <p><b>Lesson 3: Corporate Administrator Account Administration</b></p> <p><a href="#">Corporate Administrator Account Administration</a></p> <p><a href="#">Create a Password</a></p> <p><a href="#">Navigation Menu</a></p> <p><a href="#">Manage My Corporate Administrator Account</a></p> <p><a href="#">Reports</a></p> <p><a href="#">Resources</a></p> <p><a href="#">Review Lesson 3</a></p>	<p><b>Lesson 3: Corporate Administrator Account Administration</b></p> <ul style="list-style-type: none"><li>• Corporate Administrator Account Administration</li><li>• Create a Password</li><li>• Navigation Menu</li><li>• Manage Corporate Administrator Account</li><li>• Reports</li><li>• Resources</li></ul>	



## Corporate Administrator Account Administration

Welcome to Lesson 3 of the E-Verify tutorial for Corporate Administrators. In this lesson, you will learn about these E-Verify topics:

- Create a Password
- Navigation Menu
- Manage Corporate Administrator Account
- Reports



## Learning Objectives

Upon completing this lesson, you should be able to:

- Recognize requirements to create a password
- Use your navigation menu
- Manage the information in Corporate Account
- Create Reports

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**


### Create a Password

The first time you log in to E-Verify, you are prompted to change your password. Follow the guidelines below to create a new password.

Passwords are case-sensitive and must be between 8-14 characters long, different from your assigned user ID and have the following:

- One uppercase or lowercase letter
- One number and at least one special character - special characters include: ! @ \$ % \* ( ) < > ? ; { } + - ~
- Contain no more than two identical and consecutive characters in any position from the previous password
- Contain a non-numeric in the first and last positions
- Not be identical to your user ID

**Example:** IL!keH2O



Back Next Exit Lesson Lesson 3 Page 3 of 16

### Corporate Administrator - Create a Password

The first time you log in to E-Verify, you are prompted to change your password.

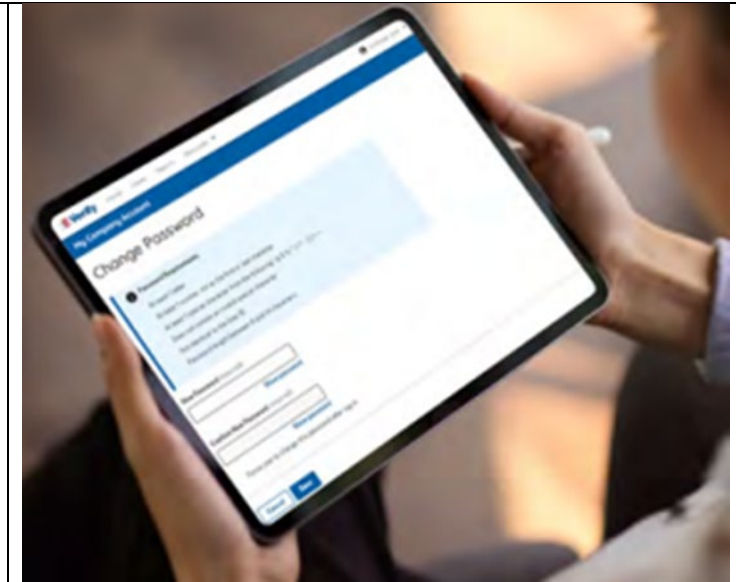
Passwords are case-sensitive, different from the assigned user ID, and have the password requirements below to create a new password.

- At least 1 letter
- At least 1 number, not as the first or last character
- At least 1 special character from the following: ! @ \$ % \* ( ) ? ; ; { } + - ~
- Does not contain an invalid special character
- Not identical to the User ID
- Password length between 8 and 14 characters
- No more than two consecutive characters from the prior password.

Example: IL!keH2O

#### IMPORTANT:

If you think your password has been compromised, you must change your password immediately. To change your password, access the user profile options from the drop-down menu under your username in the top right corner of the account.




**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Create a Password (continued)

Password policy also recommends that passwords should not contain a:

- Dictionary word
- Proper noun or the name of any person, pet, child or fictional character, employee serial number, Social Security number, birth date, phone number or any information that could be readily guessed about the creator of the password
- Simple pattern of letters or numbers
- Word, noun or name spelled backwards



Back Next Exit Lesson Lesson 3 Page 4 of 16

### Corporate Administrator – Password Hints

Passwords **should not:**

- Contain any dictionary word
- Contain any proper noun or the name of any person, pet, child, or fictional character, nor any employee ID number, Social Security number, birth date, phone number or any information that could be readily guessed about the creator of the password
- Contain any simple pattern of letters or numbers, such as **qwerty** or **xyz123**
- Contain any word, noun or name spelled backwards.



**IMPORTANT:**

You should **NEVER** share your password. Every E-Verify user must have their own unique user ID and password.

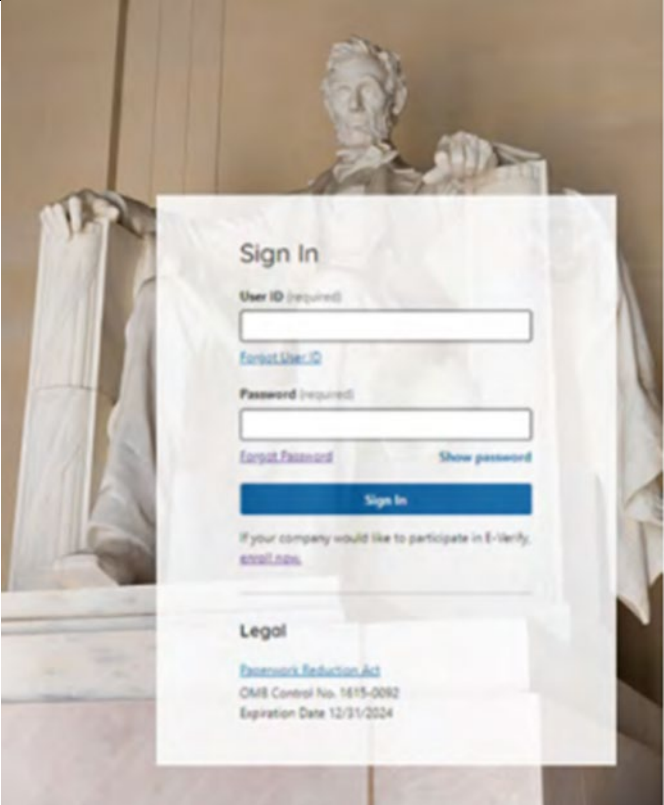
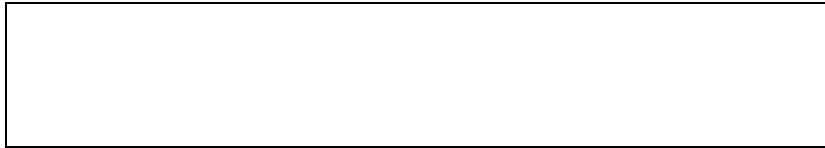
**Corporate Administrator – Password Help**

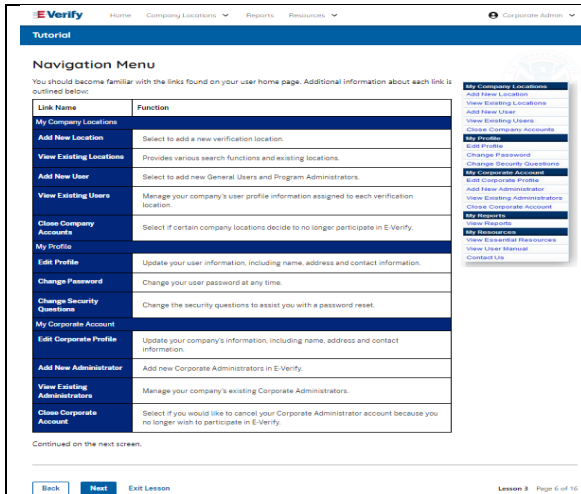
If you try to log in with an incorrect password three consecutive times, E-Verify will lock you out.

- If you are locked out, first try to change your password using the link **Forgot Password** on the user log in screen.
- If you are unable to change your password with **Forgot Password** link, contact another program administrator in your company.
- Each user must create password challenge questions.
  - You will need to correctly answer these questions to reset your password if you forget it.

**IMPORTANT:**

- E-Verify will prompt you to change your password every 90 days.
- To comply with federal security guidelines, USCIS is required to deactivate any user ID that has not been accessed in the past 270 days.





## Corporate Administrator E-Verify Home Page - Navigation Menu

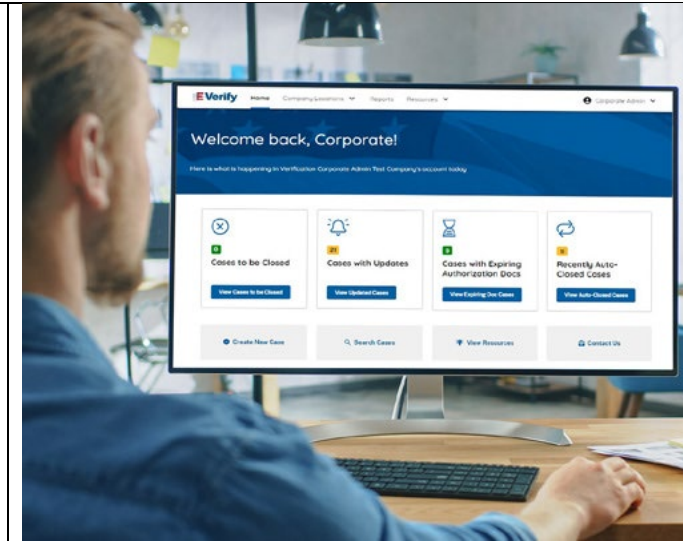
Each time you log in to E-Verify you will see a welcome back banner with your name and company, or entity listed.

Under the welcome banner are convenient quick links in gray boxes, including Manage Company Locations, View Resources and Contact Us.

Below the quick links is the E-Verify News section that keeps you up to date on the latest and greatest with E-Verify.

The next slides will help you become familiar with the links found on your user home page and provide additional information about each link.

Link	Function
Home	<ul style="list-style-type: none"> <li>Corporate Administrator User Home Page</li> </ul>
Company Locations	<ul style="list-style-type: none"> <li>Manage Company Locations</li> <li>Manage Company Location Users</li> </ul>
Reports	<ul style="list-style-type: none"> <li>Run Reports</li> </ul>
Resources	<ul style="list-style-type: none"> <li>View Essential Resources</li> <li>Take Tutorial</li> <li>View User Manual</li> <li>E-Verify News</li> <li>Contact Us</li> </ul>
Account Options	<ul style="list-style-type: none"> <li>Corporate Account</li> <li>User Account</li> <li>Log Out</li> </ul>




**EVerify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Corporate Administrator - Navigation Menu (continued)

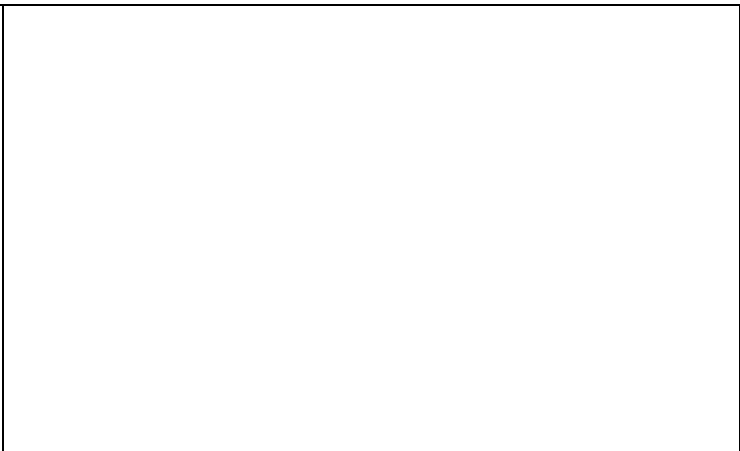
Outlined below is additional information about each link:

Link Name	Function
<b>My Reports</b>	Provides options to create reports
<b>My Resources</b>	Provides important information and resources, including: E-Verify Essentials E-Verify Notices Form I-9 Resources Memoranda of Understanding (MOUs) Immigration-Related Resources System Broadcast Activities
<b>Take Tutorial</b>	Takes you to the user tutorial.
<b>View User Manual</b>	Accesses the E-Verify User Manual for Corporate Administrators.
<b>Contact Us</b>	Provides important contact information.



Back Next Exit Lesson Lesson 3 Page 7 of 16

## Delete OBE



**EVerify** Home Company Locations Reports Resources Corporate Admin


**Tutorial**

### Manage My Corporate Administrator Account

As a Corporate Administrator, you manage important information about your company and other Corporate Administrators with 'My Corporate Account' navigation features. These features include:

- Edit Corporate Profile
- Add New Administrator
- View Existing Administrators
- Close Corporate Account

The next screens provide additional information.



Back Next Exit Lesson Lesson 3 Page 8 of 16

## Corporate Administrator Account Management

As a corporate administrator, you manage important information about your company and other corporate administrators. The navigation features include:

- Corporate Profile
- Manage Administrators
- Close Corporate Account

The next screens provide additional information.

**EVerify** Home Company Locations Reports Resources Corporate Admin

Welcome back, Corporate!

Here is what is happening in Verification Corporate Admin Test Company's account today

Corporate Account User Account Log Out


Manage Company Locations View Resources Contact Us

**EVerify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Corporate Administrator Account - Edit Corporate Profile

The 'Edit Corporate Profile' link displays the current information entered when your company enrolled in E-Verify. To update the information on this page, simply click 'View/Edit'.

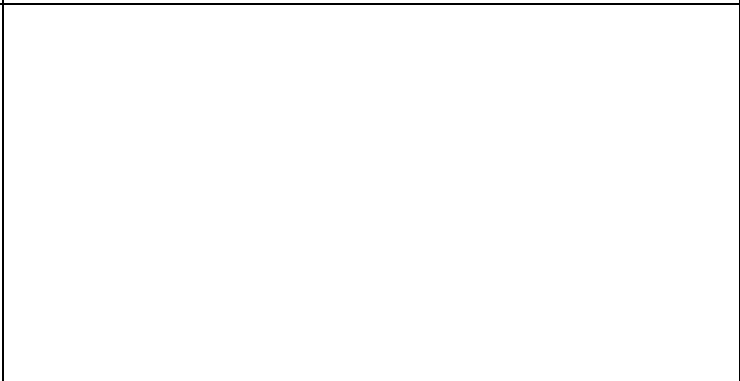


Back Next Exit Lesson Lesson 3 Page 9 of 16

## Corporate Administrator - Corporate Profile

The Corporate Profile link displays the current information entered when your company enrolled in E-Verify.

To make edits to your company information, and or company address select the option to edit under the appropriate section, make necessary updates and click **Save**.



**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Corporate Account – Edit Corporate Profile (continued)

On your company information page, you can update any of the fields outlined in the table below.

<b>Company Name</b>	Company enrolled in E-Verify.
<b>Facility Address</b>	Location where cases are created.
<b>Alternate Address</b>	Company's mailing address. If this address is different from the physical location, use this field to make the necessary changes.
<b>Additional Information</b>	Information about any associated Corporate Parent Company information if applicable.
<b>Parent Organization</b>	An organization that owns or controls other organizations (sometimes called subsidiaries).
<b>Corporate Administrator(s)</b>	Allows you to view and edit Corporate Administrators assigned to a verification location.

Back Next Exit Lesson Lesson 3 Page 10 of 16

### Manage Corporate Account – Edit Company Profile

On your Company Information page, you can update any of the fields outlined in the table below:

FIELD NAME	DESCRIPTION
<b>Company Name</b>	Company enrolled in E-Verify.
<b>Doing Business As (DBA) Name</b>	The Doing Business As (DBA) Name is the name under which a company operates. The DBA is visible to the public, but is not the legal, registered name of that organization.
<b>Unique Entity Identifier (UEI)</b>	A UEI is a 12-digit alphanumeric identifier that is provided by SAM.gov to all entities who register to do business with the federal government. <a href="#">Learn more about the UEI.</a>
<b>DUNS Number</b>	A DUNS number is a unique, nine-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. <a href="#">Learn more about the DUNS Number.</a>
<b>Physical Address</b>	Location where cases are created.
<b>Mailing Address</b>	Company's mailing address. If this address is different from the physical location, use this field to make the necessary changes.

**My Corporate Account**

### My Corporate Account

#### Company Information

<b>Company Name</b> Verification Corporate Admin Test Company	<b>Doing Business As (DBA) Name</b> ---
<b>Company ID</b> 124564	<b>Enrollment Date</b> ---
<b>Unique Entity Identifier (UEI)</b> ---	<b>DUNS Number</b> ---

[Edit Company Information](#)

---

#### Company Addresses

**Physical Address**  
5900 Capital Gateway Drive  
Camp Springs, MD 20005

**Mailing Address**  
Same as Physical Address

[Edit Company Addresses](#)

---

#### Company Access

**My Company is Configured to:**  
Manage Child Companies

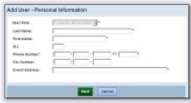
**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Corporate Administrator Account – Add New Administrator

As a Corporate Administrator, you may create a user account for other Corporate Administrators. The new user will receive his or her user ID and temporary password by e-mail.

To add a new Corporate Administrator, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'



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## Manage Corporate Account – Add New Administrator

As a corporate administrator you may create a user account for other corporate administrators:

- From **Manage Administrator** click **Add New User**,
- Select **User Role** and click **Next**,
- Enter **User Information** and click **Next**; and
- You may accept the system generated ID displayed below or create your own and click **Submit New ID**.

The new user will receive their user ID and temporary password by email.

**My Corporate Account**

### Edit Company Addresses

**Physical Address**

Street Address (required)  
5000 Capital Gateway Drive

Suite/Other  
[ ]

City (required)  
Camp Springs

State (required)  
Maryland

Zip Code (required)  
5 digits, numbers only  
20005

County (required)  
Prince Georges

**Mailing Address**

Mailing Address is the same as Physical Address

Street Address (required)  
5000 Capital Gateway Drive

Suite/Other  
[ ]

City (required)  
Camp Springs

State (required)  
Maryland

Zip Code (required)  
5 digits, numbers only  
20005


Cancel Save

**E-Verify** Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Manage My Corporate Administrator Account – View Existing Administrators

'View Existing Administrators' allows you to search, view and maintain the Corporate Administrators assigned to your company. To do this, follow the steps outlined in the 'E-Verify User Manual for Corporate Administrators' found in 'View Essential Resources.'



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## Manage Corporate Account – Manage Administrators

From **Company Account**, select **Manage Administrators**.

You can search for existing users by user ID, First Name and Last Name, filter by user status or select from the list of users listed.

**Edit User Profile**

### Edit User Information

Email Address (required)  
johndoe@test.com

Last Name (required)  
Admin

First Name (required)  
Corporate

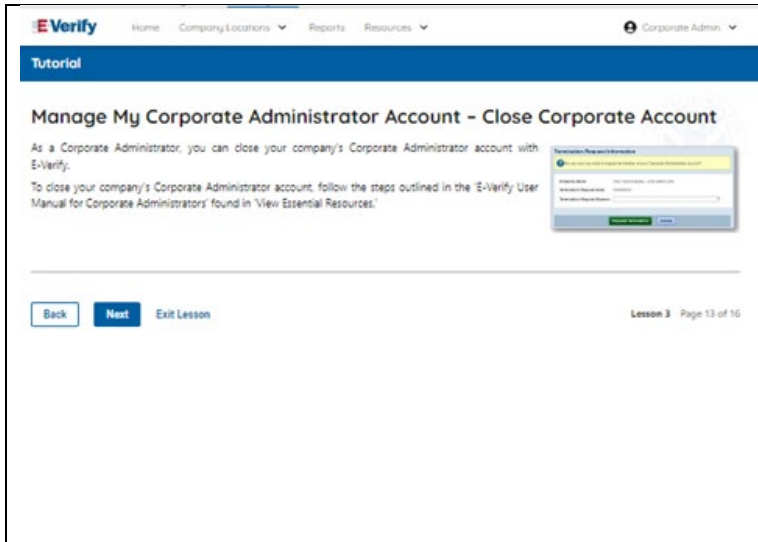
Middle Initial  
[ ]

Phone Number (required)  
10 digits, numbers only  
2222223344

Phone Number Extension  
Up to 4 digits, numbers only  
[ ]

Cancel Save





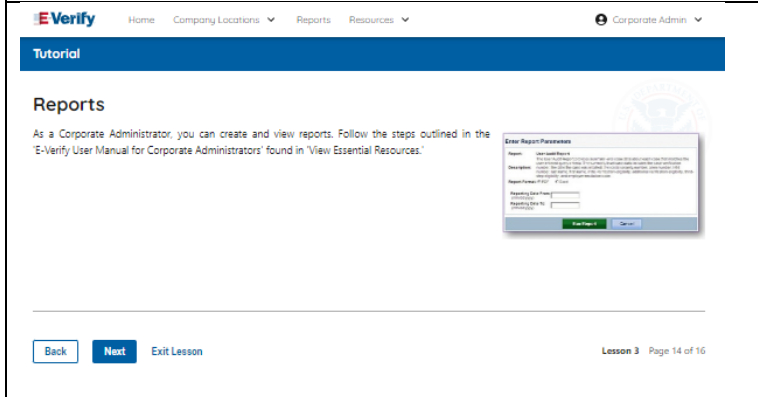
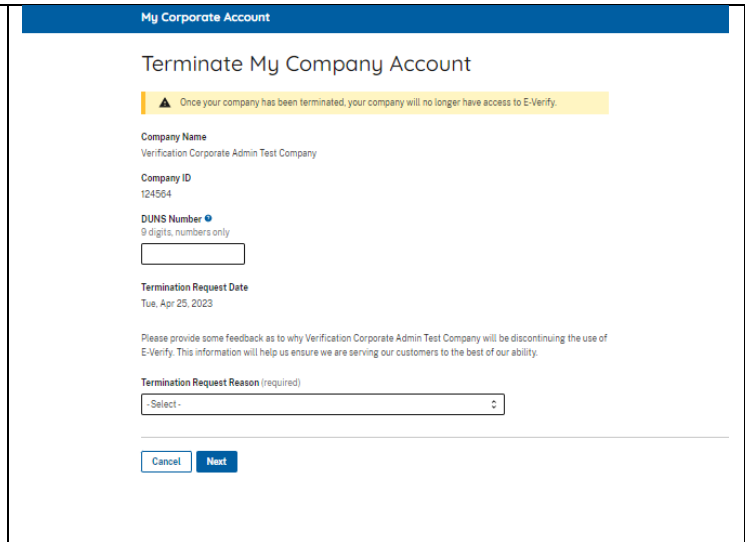
## Corporate Administrator – Terminate My Company Account

As a corporate administrator, you can close your company's corporate administrator account with E-Verify.

From the Corporate Account click **Close Corporate Account**.

Review the company information to be terminated, note the prepopulated termination request date, provide a termination request reason, and click **Next**.

If you do not want to request termination for this account at this time, click **Cancel**.



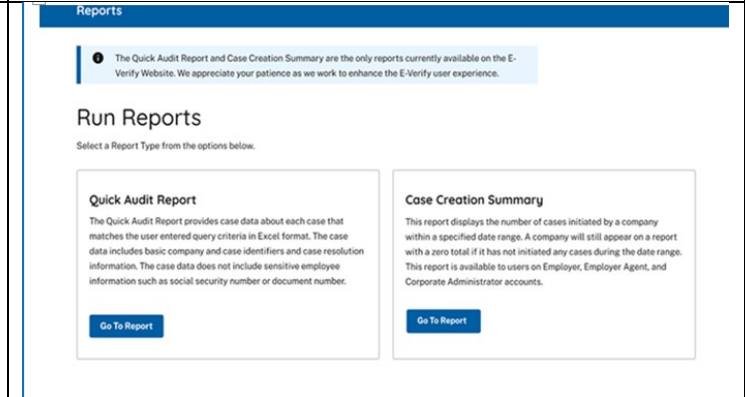
## Corporate Administrator Reports

On the home page, above the welcome banner, click **Reports**.

Select the report you want to create from the options available.

A description of the report is provided on the report screen.

For more information review please review the [E-Verify User Manual For Corporate Administrators](#).



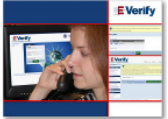
EVerify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Summary

Congratulations! You have completed Lesson 3 of the E-Verify Tutorial for Corporate Administrators. You should now be able to:

- Recognize requirements to create a password
- Use the left navigation menu
- Manage the information in 'My Corporate Account' and 'My Reports'

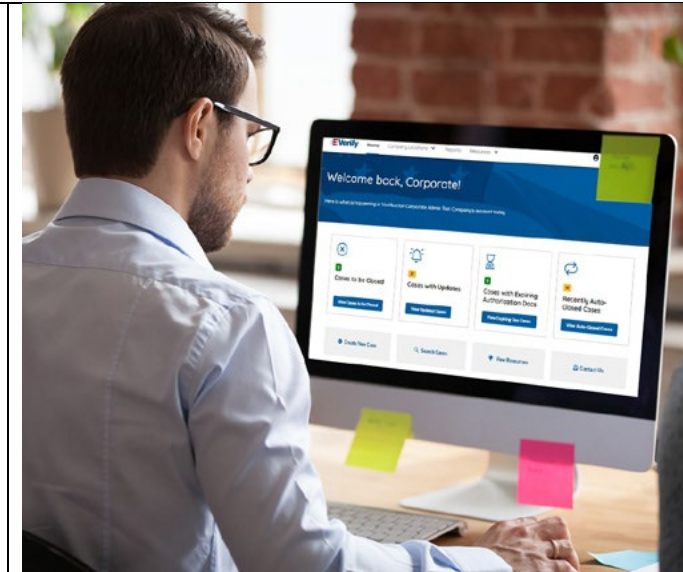


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### Summary

Congratulations! You have completed Lesson 3 of the E-Verify Tutorial for Corporate Administrators. You should now be able to:

- Recognize requirements to create a password
- Use the navigation menu
- Manage the information in Corporate Account and Reports




EVerify Home Company Locations Reports Resources Corporate Admin

**Tutorial**

### Resources

[Corporate Administrator Company Location Administration Job Aid](#)



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### Resources

See link for updated job aid.