

Add Company Location Job Aid: How a Corporate Administrator adds a Company Location

To Add New Company Location:

1. From the Company Locations tab, Select Manage Company Locations.
2. Click Add New Company
3. Choose Account Access and select Next.

Note: Account access describes how your company plans to use E-Verify

4. Select the Category that describes your organization and select Next

Note: *If you indicate Federal Contractor with FAR E-Verify Clause, you will be required to select the federal contractor*

5. Enter Company Information and the 3-digit Classification System (NAICS) code(s). If you are not sure of your NAICS code, select look up a NACIS code. From the drop-down list select choose which sector and sub-sector best describes your organization, select DONE and then Next
6. Enter the physical Address for your company and select Next

7. In the Hiring Sites screen, click Add Hiring Site, enter the hiring site address, select Add Hiring Site and then Next

Note: For bulk upload, use the download CSV template and follow the CVS guidelines and select Bulk Upload Hiring Sites

8. From the E-Verify Users screen, select Add User and enter user contact information, select Add User and then Next

Note: A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.

9. From the Review and Submit Enrollment screen. Review and/or edit any information you have entered, agree to the Terms of Use by clicking in the white box next to I Agree and then select Submit Enrollment

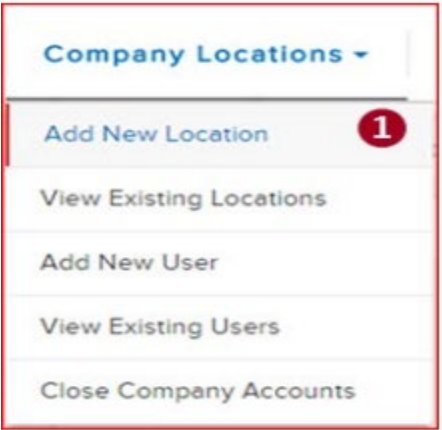
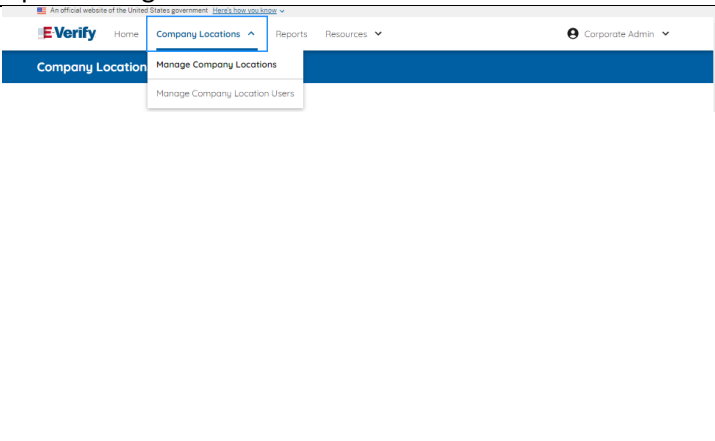
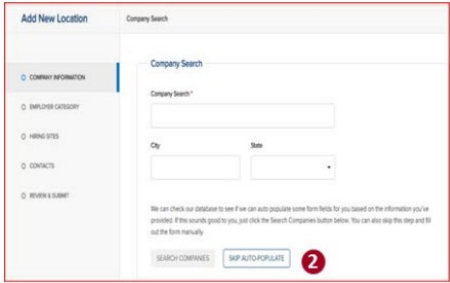
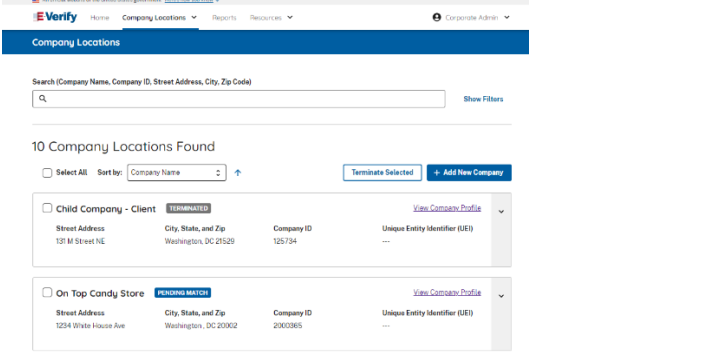
10. Once your MOU has been approved. Click View Current MOU. Print a copy of the memorandum of understanding (MOU) you electronically signed.

How to search view and/or search Company Information:

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

From the Company Locations tab. You can view company profile, search, view, edit terminate your company information.

Related Link: [CA Job Aid Images](#)

<p>Current Image</p> 	<p>Update Image</p> 
<p>Add New Location</p> 	<p>Company Locations</p> 

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

The image displays a 3x2 grid of screenshots from the E-Verify 'Add New Company Location' process. The left column shows the 'Company Information' and 'Employer Category' steps, while the right column shows the 'Choose Account Access' and 'Employer Category' steps. Red circles and arrows highlight specific UI elements like the 'ADD NEW' button and the 'Company Name' field.

Top Left Screenshot: 'Add New Location' - Company Information. The 'Company Overview' section shows fields for 'Company Name', 'Doing Business As', 'Employer ID Number', and 'DUNS Number'. A red circle with the number '3' is placed over the 'Company Name' field.

Top Right Screenshot: 'Add New Company Location' - Choose Account Access. The user is prompted to select an account access method. Two options are shown: 'Employer' (marked 'MOST COMMON') and 'Web Services - Employer'. A red circle with the number '3' is placed over the 'Employer' option.

Middle Left Screenshot: 'Add New Location' - Employer Category. The user is asked 'Which category best describes test?'. Three options are shown: 'Government', 'Federal Contractor', and 'Other'. A red circle with the number '4' is placed over the 'Federal Contractor' option.

Middle Right Screenshot: 'Add New Company Location' - Employer Category. The user is asked 'Which category best describes your company?'. Four options are shown: 'None of these categories apply' (marked 'MOST COMMON'), 'Federal Contractor', 'Government', and 'Airport Operators'. A red circle with the number '4' is placed over the 'Federal Contractor' option.

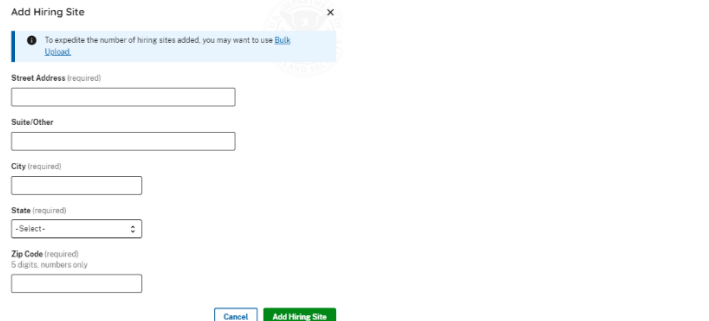
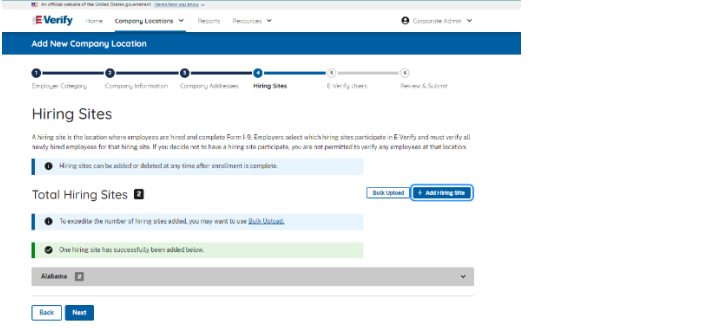
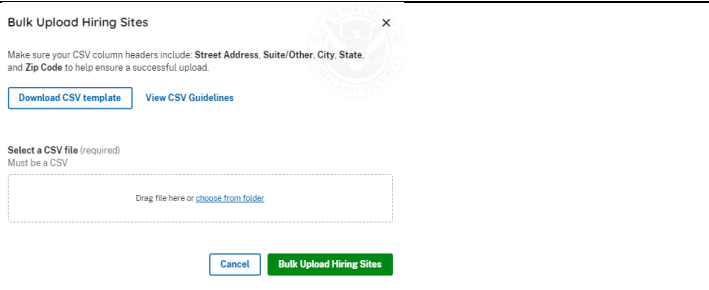
Bottom Left Screenshot: 'Add New Location' - Hiring Sites. The 'TOTAL HIRING SITES' section shows a count of '1' and an 'ADD NEW' button. A red circle with the number '5' is placed over the 'ADD NEW' button. A red dashed arrow points from the 'ADD NEW' button to the 'ADD NEW' button in the top right screenshot.

Bottom Right Screenshot: 'Add New Company Location' - Company Information. This is a detailed view of the 'Company Information' step, showing fields for 'Company Name', 'Doing Business As', 'Employer Identification Number (EIN)', 'Unique Entity Identifier (UEI)', 'DUNS Number', 'Total Number of Employees', and 'NAICS Code(s)'. A red circle with the number '5' is placed over the 'ADD NEW' button in the top right screenshot.

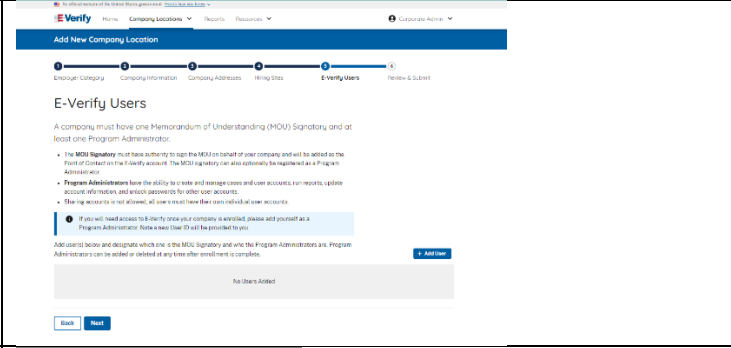
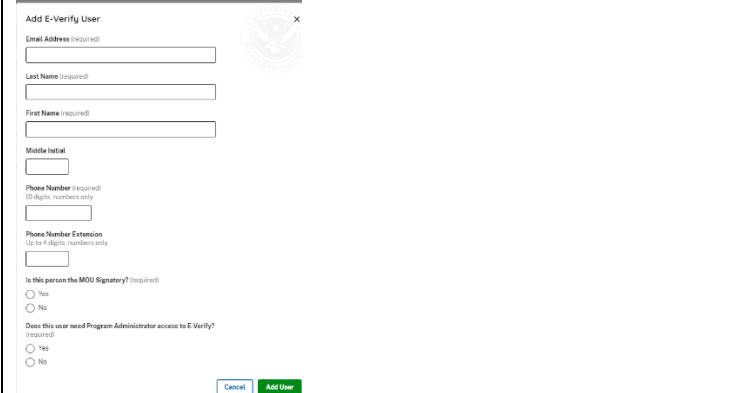
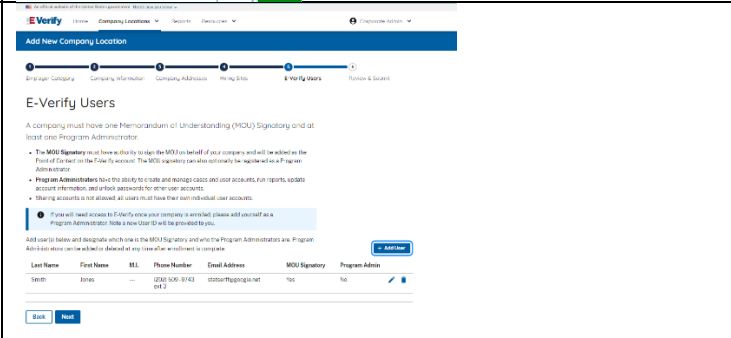
Employment Eligibility Branch (EEB)
E-Verify Guidance (EVG)

The image displays a grid of six screenshots from the E-Verify system, illustrating the 'Add New Company Location' process. The top-left screenshot shows the 'Add New Location' form with a red box highlighting the 'NAICS Code' field, which is marked with a red '6'. The top-right screenshot shows a 'Look Up NAICS Code' modal with a search field and 'Cancel' and 'Done' buttons. The middle-left screenshot shows the 'Company Addresses' form with a red box around the 'Physical Address' section. The middle-right screenshot shows the 'Company Addresses' form with a red box around the 'Mailing Address' section. The bottom-left screenshot is blank. The bottom-right screenshot shows the 'Hiring Sites' form with a red box around the 'Total Hiring Sites' section, which includes a 'Bulk Upload' button and an 'Add Hiring Site' button.

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

	 <p>Add Hiring Site</p> <p>To expedite the number of hiring sites added, you may want to use Bulk Upload.</p> <p>Street Address (required) <input type="text"/></p> <p>Suite/Other <input type="text"/></p> <p>City (required) <input type="text"/></p> <p>State (required) -Select-</p> <p>Zip Code (required) 5 digits, numbers only <input type="text"/></p> <p>Cancel Add Hiring Site</p>
	 <p>Add New Company Location</p> <p>Hiring Sites</p> <p>Total Hiring Sites 2 Bulk Upload Add Hiring Site</p> <p>Alabama</p> <p>Back Next</p>
	 <p>Bulk Upload Hiring Sites</p> <p>Make sure your CSV column headers include: Street Address, Suite/Other, City, State, and Zip Code to help ensure a successful upload.</p> <p>Download CSV template View CSV Guidelines</p> <p>Select a CSV file (required) Must be a CSV</p> <p>Drag file here or choose from folder</p> <p>Cancel Bulk Upload Hiring Sites</p>

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

	 <p>Add New Company Location</p> <p>E-Verify Users</p> <p>A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.</p> <ul style="list-style-type: none"> The MOU Signatory must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the Entity record. The MOU signatory can also optionally be registered as a Program Administrator. Program Administrators have the ability to create and manage cases and user accounts, run reports, update account information, and check payments for open case accounts. Sharing accounts is not allowed; all users must have their own individual user accounts. <p>If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Add a new user that will be enrolled by you.</p> <p>Add user(s) below and designate which one is the MOU Signatory and who the Program Administrator is. Program Administrator can be added or deleted at any time after enrollment is complete.</p> <p>No Users Added</p>														
	 <p>Add E-Verify User</p> <p>Email Address (required)</p> <p>Last Name (required)</p> <p>First Name (required)</p> <p>Middle Initial</p> <p>Phone Number (required) 10 digit numbers only</p> <p>Phone Number Extension Up to 4 digit numbers only</p> <p>Is this person the MOU Signatory? (required)</p> <p>Does this user need Program Administrator access to E-Verify? (required)</p>														
	 <p>Add New Company Location</p> <p>E-Verify Users</p> <p>A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.</p> <ul style="list-style-type: none"> The MOU Signatory must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the Entity record. The MOU signatory can also optionally be registered as a Program Administrator. Program Administrators have the ability to create and manage cases and user accounts, run reports, update account information, and check payments for open case accounts. Sharing accounts is not allowed; all users must have their own individual user accounts. <p>If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Add a new user that will be enrolled by you.</p> <p>Add user(s) below and designate which one is the MOU Signatory and who the Program Administrator is. Program Administrator can be added or deleted at any time after enrollment is complete.</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>M.I.</th> <th>Phone Number</th> <th>Email Address</th> <th>MOU Signatory</th> <th>Program Admin</th> </tr> </thead> <tbody> <tr> <td>Smith</td> <td>Jones</td> <td></td> <td>(202) 506-9143</td> <td>smithj@pgois.net</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>	Last Name	First Name	M.I.	Phone Number	Email Address	MOU Signatory	Program Admin	Smith	Jones		(202) 506-9143	smithj@pgois.net	Yes	No
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Employment Eligibility Branch (EEB)
E-Verify Guidance (EVG)

The screenshot displays the 'Add New Company Location' process in the E-Verify system, specifically the 'Review and Submit Enrollment' step. The interface includes a progress bar at the top with six steps: Employer Category, Company Information, Company Addresses, Hiring Sites, E-Verify Users, and Review & Submit. The main content area is divided into several sections, each with an 'Edit' button:

- Company Information:** Fields include Company Name (Cookie and Create), Doing Business As (DBA) Name (---), Employer Identification Number (EIN) (02406759), Unique Entity Identifier (UEI) (02234938759), DUNS Number (02406759), Total Number of Employees (0), NAICS Code (721), and Sector (Accommodation and Food Services). A 'Subsector' field is also present with the value 'Accommodation'.
- Employer Category:** A dropdown menu is set to 'None of these categories apply'.
- Company Addresses:** Fields for Physical Address (1000 Main Street, Richmond, VA, 23261) and Mailing Address (Same as Physical Address). A 'Number of Sites' field is set to 2.
- E-Verify Users:** Fields for MOU Signatory (Seth Cookie (023@ing.com)) and Program Administrator (Seth Cookie (023@ing.com)).
- Company Access and MOU:** Fields for Cookie and Create to be configured to (Verify its Own Employees) and a link to the Memorandum of Understanding (View MOU).

The bottom of the page shows a 'Manage Company Locations' button.

The screenshot displays the 'Add New Company Location' process in the E-Verify system, showing an 'Enrollment Pending' status. The progress bar at the top indicates that the 'Review & Submit' step is complete. The main content area features a yellow warning banner with a triangle icon:

It's okay! We are temporarily unable to approve your enrollment at this time.

Below the banner, the text reads: "We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered. Please contact the E-Verify Customer Support team at 800-404-4216 or e-mail us at EV@uscis.dhs.gov within five federal government workdays in order to confirm the information provided during enrollment. Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed."

At the bottom, there is a 'Manage Company Locations' button.