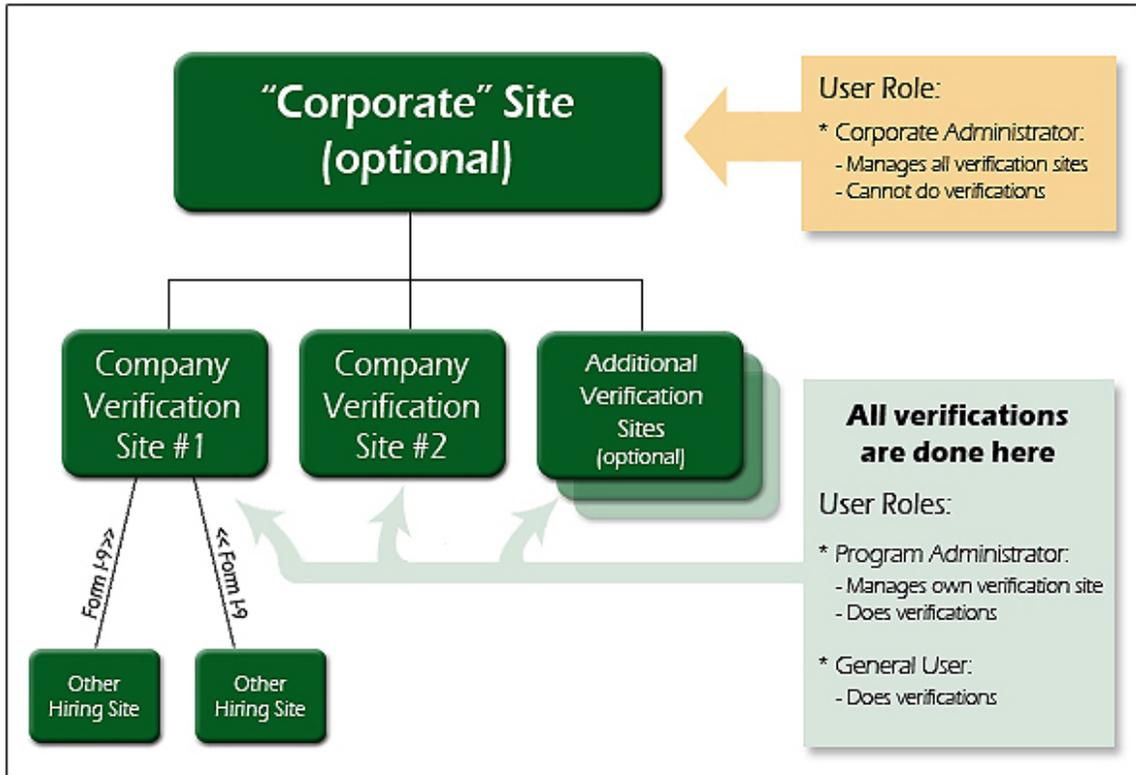


## Corporate Administrator (CA) User Role

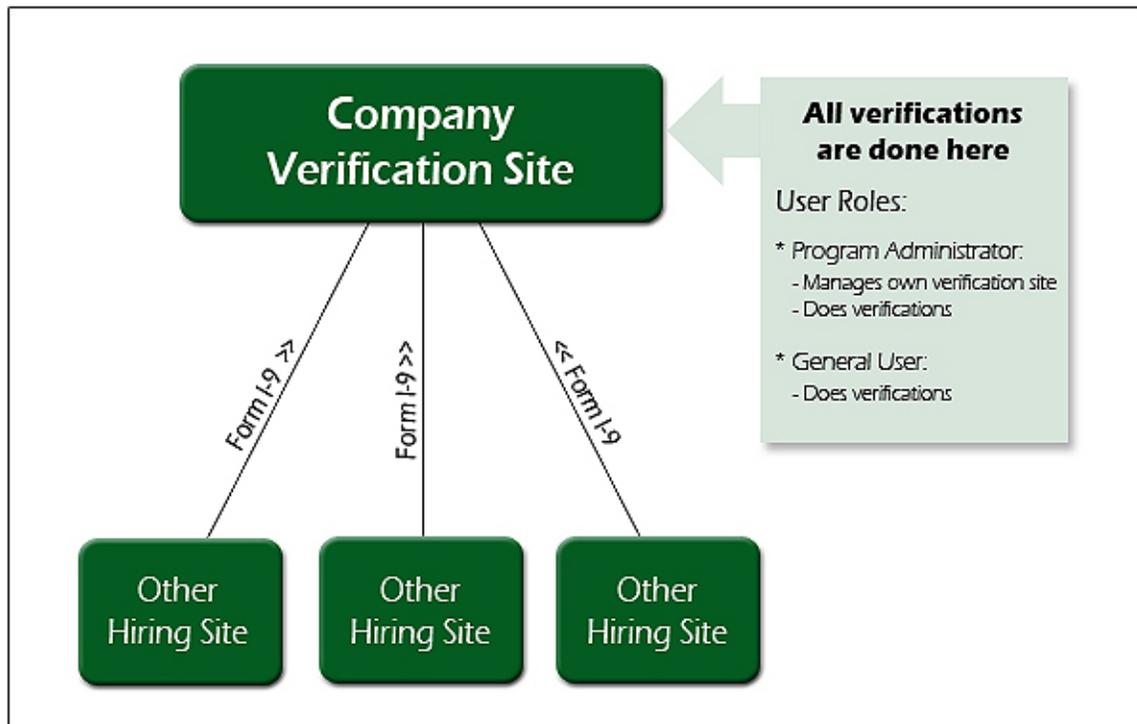
E-Verify refers to the word *corporate* as the way employment/hiring sites are linked together, as opposed to whether your company is incorporated. It is important to understand that you do not need a Corporate Administrator (CA) user role just because your company is a corporation; and you do not need to be a corporation in order to have a CA account. Exhibit 1 illustrates how a Corporate Administrator functions.



**Exhibit 1 – Example of a Corporate (Parent) Site with Subordinate (Child) Verification Sites**

If your company plans to do create its E-Verify cases from a single location (see Exhibit 2), it does not need to be enrolled as a CA. Instead it should be enrolled as an Employer. You should return to the enrollment website and enroll through the E-Verify Employer access.

For questions on a CA account, contact E-Verify Customer Support at **888-464-4218**. The customer support line can correct any user roles/accounts created in error. Any unused CA accounts will be deleted.



**Exhibit 2 – Example of a Company Verification Site**

If your company plans to create E-Verify cases from multiple sites and wants to link those sites to a single central site for management and reporting (see Exhibit 2 above), then a CA account will probably be useful to you.

The CA account is an optional management tool that enables a company to create and administer multiple *Employer* accounts (i.e., verification location accounts). The CA account itself cannot be used to create and manage E-Verify cases. Cases can only be created by Program Administrators and General Users at a verification location (employer account).

## Corporate Administrator Training – How to Participate

Before you can use your E-Verify corporate administrator account, you need to attend a free, Web-based training session. During the two-hour training, we'll explain the features of a corporate administrator account and teach you how to enroll company locations and register users.

Before you attend the training, read the information about the corporate administrator access method to be sure it meets your company's needs. If you don't need a corporate administrator account, contact E-Verify Customer Support for assistance.

We conduct the Web-based training via WebEx for the visual portion and use a teleconference for the audio portion. To participate, you will need a computer with Internet access and a telephone.

- 1) You must preregister for the corporate administrator training. Visit [www.uscis.gov/corpadmin](http://www.uscis.gov/corpadmin) for information on upcoming training sessions. To register, click on the "Register" link next to your desired session date and time.

Be sure to register at least 30 minutes before the scheduled start time. Once we process and approve your registration, you'll receive an e-mail with instructions on how to sign in to the training session.

- 2) Use the link from your registration confirmation e-mail to access the training session. If this is your first time using WebEx, it may take a few minutes for you to download and install the WebEx client software. You must have administrative privileges on your computer to install the software so you may need help from your company's information technology support group.

Generally, you can sign in beginning 15 minutes prior to the scheduled start time. If you see the message, "The host has not yet joined the meeting," wait a minute or two and try again. We encourage you to sign in a few minutes early so that you're ready to go when we start the training.

- 3) Once you're signed in to WebEx, join the teleconference and be sure to mute your phone. Have your E-Verify corporate administration user ID handy because you'll need to provide it at the end of the training session so that we can activate your account.