



E-Verify Easy Enrollment



Agenda

- What is E-Verify?
- Before You Enroll
- Access Methods
- User Roles
- Common Questions
- Resources
- Video Demo



What is E-Verify?

Free, fast and easy web-based service that electronically verifies the employment eligibility of newly hired employees and existing employees assigned to qualifying federal contracts



COMPLETE FORM I-9 >



EMPLOYER EMPLOYEE

The employee and employer fill out Form I-9 for Employment Eligibility Verification

PROCESS CASE >



The employer uses **E-Verify** to confirm Form I-9 information

RECEIVE RESULTS >



E-Verify displays an initial case result within a few seconds, though some cases may require additional action.

Benefits

- Verify employment eligibility
- Response in seconds
- Excellent resources
- Photo matching
- Maintaining compliance
- Protects Jobs



PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

Web Application participants are not able to receive or respond to the poll.

Before You Enroll

- Ensure company not already enrolled

- Visit webpage

- Review Memorandum of Understanding (MOU)

- Decide Access Method

Enrollment Resources

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E-Verify Enrollment Page



ENROLL NOW!

A Fast, Easy Way to Maintain a Legal Workforce

- Quickly verify any new employee's work eligibility
- E-Verify helps you maintain a legal workforce
- It's easy to learn and implement



Start Here

E-Verify (Verification Information System)

- **Enroll in E-Verify**
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links

- **NEW** Employees Rights Interactive Online Quiz
- I-9 Central
- E-Verify Self Check
- **NEW** myE-Verify
- Systematic Alien Verification for Entitlements (SAVE)
- Contact E-Verify
- Form I-9 Employee Information Sheet (110 KB PDF)
- Trademark and Logo Usage

What is E-Verify? ▾

Enroll in E-Verify ▾

About the Program ▾

E-Verify Webinars

Customer Support ▾

For Employers ▾

For Employees ▾

For Federal Contractors ▾

Publications ▾

Questions and Answers

Enrollment Checklist

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E-Verify

- What is E-Verify?
- Enroll in E-Verify
 - System Requirements
 - Enrollment Checklist
 - The Enrollment Process
- About the Program
- E-Verify Webinars
- Customer Support
 - For Employers
 - For Employees
 - For Federal Contractors

Enrollment Checklist

Enrolling in E-Verify is easy. This checklist helps you prepare.

Enrollment Checklist

Before you enroll, you must decide:

- Who will electronically sign the E-Verify Memorandum of Understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

To enroll, you will need to know:

Memorandum of Understanding

Company ID Number:

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and (Employer). The purpose of this agreement is to set forth conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States. This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes responsibilities of the Employer, the Social Security Administration (SSA) and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (IIRIRA), and Executive Order 12959, as amended, (provides authority for Federal contractors (Federal contractors) to use E-Verify to verify the employment eligibility of employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER.

- The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
- The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representative contact information changes.
- The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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Employer's Representative:

- The Employer agrees to ensure that all employees who are verified through the system are eligible to work in the United States.
- The Employer agrees that any Employer Representative who is not a United States citizen and who is not a lawful permanent resident of the United States will not be granted E-Verify access.
- The Employer agrees that if Employer Representatives will use the E-Verify system prior to the start of their employment, they must be granted E-Verify access prior to the start of their employment. The Employer will not grant E-Verify access to any individual who is not a United States citizen and who is not a lawful permanent resident of the United States.
- The Employer agrees to ensure that all Employer Representatives who are granted E-Verify access are properly trained and supervised.
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Approved by:

Employee	
Name (Please Type or Print)	Title
Signature	Date
E-Verify Employer Agent	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Access Methods

Access Methods			
Employer	Employer Agent	Corporate Administrator	Web Services
You verify your own employees using E-Verify website	You are hired by other companies to verify their new hires	You manage multiple E-Verify accounts but do not create cases	Your company or agent develops software to interface with E-Verify

User Roles

- Program administrators:
 - Maintain their verification location's employer account
 - Manage user accounts for their verification location
 - Create and view cases for their verification location
 - Run reports for their verification location

- General users:
 - Create and view cases for their verification location

Common Questions

- Should Independent Contractors enroll in E-Verify?
- How do I determine my company's NAICS Code?
- How should I enroll my company if I need to create E-Verify cases at multiple locations?
- My company has multiple Federal Employer Identification Numbers (EIN). How should we enroll in E-Verify?

Resources

- [Free Customized Webinars](#)
- Video:
 - [How to Enroll](#)
 - [E-Verify Employee Rights and Responsibilities](#)
 - [E-Verify Employer Responsibilities and Worker Rights](#)
- Logo:
 - [Authorization to use the E-Verify® Logo and Name and I E-Verify Seal](#)



Resources

- Employer (888) 464-4218
- Employee (888) 897-7781
- I-9Central@dhs.gov
- E-Verify@dhs.gov
- www.uscis.gov/I-9Central
- www.dhs.gov/E-Verify
- NEW: www.Twitter.com/Everify 

Comments

Send comments with date, time and topic
of the webinar, to

Francine.L.Hill@uscis.dhs.gov.

Thank You!

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process. This presentation provides basic information to help you become generally familiar with rules and procedures. For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Video Demo

How to Enroll in E-Verify

