

## E-VERIFY REGISTRATION INSTRUCTIONS

E-Verify is an Internet-based system operated by the U.S. Citizenship and Immigration Services (“USCIS”) in partnership with the Social Security Administration (“SSA”) to allow businesses to determine the eligibility of their employees to work in the United States. E-Verify is a companion to the I-9 employment verification process, which requires all U.S. employers to verify the employment authorization for newly hired employees. For more information on the E-Verify program and frequently asked questions, please visit our [website](#).

The registration process can be completed in as little as 24 hours. The first step is to determine the following:

- Who will serve as the Program Administrator (responsible for conducting E-Verify for individual employees and maintaining the company’s E-Verify account)?
- Who will be the backup to the Program Administrator?
- Who will electronically sign the E-Verify memorandum of understanding (“MOU”) on behalf of your company? A sample MOU is attached for your reference.
- Which hiring sites will participate in E-Verify?
- Which company location(s) will access E-Verify?
- There are special rules that may apply to companies that are awarded federal contracts, so please let us know if your company has such contracts.

Because the enrollment process must happen in a single website session, you will need to ensure you have time to complete the process. You will not be able to save your enrollment-in-progress and return at a later time. When you are ready to enroll, please visit the USCIS’s [E-Verify Enrollment page](#).

1. Click on **Enroll Now**.
2. For Question 3, you should answer **No**.
3. Review MOU.
4. Complete information for MOU signature.
5. Enter your NAICS code.
6. Enter the name and contact information of the Program Administrators who will serve as E-Verify Users.

Although E-Verify enrollment is a simple process, the USCIS has the following resources available should you wish to review them:

- A comprehensive [outline of the enrollment process](#).
- [Quick Reference Guide for E-Verify Enrollment](#): A detailed document that may be helpful for specific questions.

Once the enrollment is complete, the E-Verify Program Administrators will receive their user IDs and passwords via email. Please note that E-Verify emails can sometimes be mistakenly marked as spam. If your enrollment is not immediately approved, the E-Verify Customer Support team will contact you by telephone or e-mail within three federal government workdays and ask you to confirm the information you provided during enrollment. If you prefer to reach out to E-Verify, you can contact them by phone at (888) 464-4218.

The email will direct a Program Administrator to:

1. Login to E-Verify with the user ID and temporary password provided in the enrollment confirmation e-mail.
2. Change password and create security questions.
3. Complete the E-Verify tutorial and pass the knowledge test.

Once a Program Administrator has completed these three steps, he or she will have full program administrator access to E-Verify. Please notify our office once your enrollment process is complete so that we can update our database to reflect that your company is an E-Verify employer. Please also note:

- **E-Verify Participation and the Department of Justice, Office of Special Counsel Right to Work posters** must be displayed in English and Spanish by participating employers to inform their current and prospective employees of their legal rights and protections. Posters should be displayed in a prominent place that is clearly visible to all employees that will have their employment eligibility verified with E-Verify.
- **We recommend that you participate in the [E-Verify Webinar](#) for an overview of the program.** This is available on-demand from the E-Verify website. Live webinars are also available.
- Enrollment in E-Verify does not require you to retroactively E-Verify your current employees.