E-Verify

Self-Assessment Guide

For E-Verify Direct Access Users

U.S. Citizenship and Immigration Services

October 2016   **M-1044**

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1.0 INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

This Self-Assessment Guide (SAG) for E-Verify Direct Access Users is designed to assist E-Verify employers who access E-Verify directly, creating and managing their own cases or through an E-Verify employer agent. This guide helps these types of E-Verify employers comply with the requirements provided in the E-Verify User Manual and the E-Verify Memorandum of Understanding for Employers (MOU), and improve overall use of E-Verify. E-Verify direct access users are the registered users including the human resources staff of enrolled employers as well as E-Verify employer agents.

The U.S. Department of Homeland Security (DHS) recommends that E-Verify employers establish a process to ensure they are complying with Form I-9, Employment Eligibility Verification, and E-Verify statutes, regulations and requirements. This guide provides information on creating and maintaining effective compliance and self-assessment processes that will help you to:

- Detect, resolve and prevent noncompliant activities quickly and effectively;
- Enhance the efficiency of your employment operations and human resource management; and
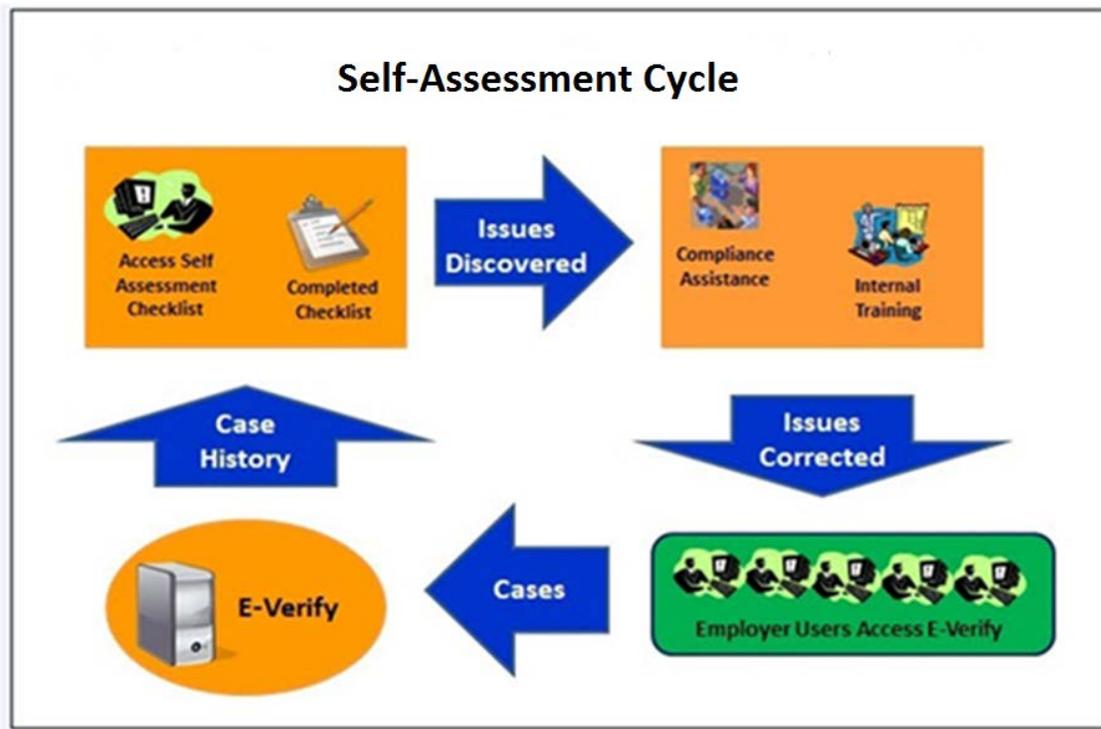- Promote proper use of E-Verify.

This guide also helps participating E-Verify employers comply with related employment eligibility verification requirements as described in the Handbook for Employers: Guidance for Completing Form I-9 (M-274), E-Verify Supplemental Guide for Federal Contractors (if applicable), E-Verify User Manual and the E-Verify tutorial. E-Verify compliance means meeting the terms of the MOU and applicable laws, including the Immigration Reform and Control Act of 1986 (IRCA) and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA). DHS encourages employers enrolled in E-Verify to establish a process for complying with the statutes, regulations, and requirements that pertain to both the Form I-9 process and E-Verify. This guide provides information on creating and maintaining appropriate compliance and self-assessment processes within your company.

This guide is not intended to include all aspects of a comprehensive self-assessment program. An effective E-Verify compliance and self-assessment process can enhance the efficiency of your company's employment operations and human resource management. Depending on the size of your company, you may not need to use all of the recommendations contained in this guide, or you may need to develop others. Smaller companies with fewer employees may choose to adapt or only implement appropriate sections of this guidance.

1.2 BACKGROUND

E-Verify is an easy-to-use online tool that builds on the Form I-9 process by allowing employers to quickly and easily confirm the information new employees provide to

demonstrate their employment eligibility on Form I-9. However, you should take care to avoid E-Verify misuse. Some types of misuse may leave the employer subject to legal action.

1.3   COMMON MISTAKES FOUND BY MONITORING AND COMPLIANCE

The following list contains some common mistakes participants make when creating E-Verify cases. For the most part, these errors are minor and unintentional, but in some instances, they are part of a larger compliance issue that could be more serious.

- Immediately terminating employees because they receive a Tentative Nonconfirmation (TNC)
- Creating duplicate cases for the same employee
- Requiring an employee to use Self Check or myE-Verify
- Using incorrect case closure statements
- Failing to close cases
- Failing to create a case by the third business day after the employee started work for pay
- Creating cases for employees who were hired before the participant enrolled in E-Verify unless the employer works under the FAR E-Verify clause
- Failing to print a Further Action Notice
- Not reviewing a document containing a photo if the employee provided a List B identity document
- Not having a program administrator listed on their E-Verify account
- Requesting specific documents

2.0 HOW TO USE THE SELF-ASSESSMENT GUIDE

Each section of this Self-Assessment Guide addresses a suggested area for an employer's internal monitoring and compliance program, and includes a checklist employers may use to ensure they are complying with related activities.

2.1 OVERVIEW

- Part 1: Account Maintenance Activities Checklist
- Part 2: Creating a Case Checklist
- Part 3: Photo Matching Checklist
- Part 4: TNC Process Checklist
- Part 5: Social Security Administration (SSA) Referral Process Checklist
- Part 6: Department of Homeland Security (DHS) Referral Process Checklist
- Part 7: Final Case Resolution Checklist
- Part 8: Final Case Closure Statements Checklist

2.2 OBJECTIVES

- Encourage E-Verify employers to implement an effective self-assessment program to detect, correct, and prevent noncompliant activities
- Emphasize the benefits of implementing an internal self-assessment program
- Provide E-Verify employers with a tool to help them achieve satisfactory compliance
- Provide educational information and training to participants
- React promptly to employee concerns and effectively use resources to address those concerns

3.O SELF ASSESSMENT CHECKLISTS

3.1   ACCOUNT MAINTENANCE ACTIVITIES CHECKLIST

After enrolling in E-Verify and the program administrator completes the E-Verify tutorial and passes the knowledge test, DHS recommends that E-Verify employers perform account maintenance activities. Once or twice a year, employers should ensure their accounts contain current contact information and that users no longer with the company are removed from the account.

NOTE: Use this checklist along with the current MOU and the current E Verify User Manual.

#	Question	Response Selection	Response Notes
1.0	Did the program administrator provide the name, telephone number and email address for each new user (with valid first and last name)?	☐ Yes ☐ No ☐ Other	
1.1	Does each user have a separate user ID and password?	☐ Yes ☐ No ☐ Other	
1.2	Does each user have access to the current E-Verify User Manual?	☐ Yes ☐ No ☐ Other	
1.3	Has each user reviewed the E-Verify MOU?	☐ Yes ☐ No ☐ Other	
1.4	Has each user reviewed the current E-Verify User Manual?	☐ Yes ☐ No ☐ Other	
1.5	Are the Notice of E-Verify Participation and Right to Work posters posted in English and Spanish and in plain view at all of the hiring sites?	☐ Yes ☐ No ☐ Other	
1.6	If the posters cannot be posted in plain view, are the posters displayed using an alternative method, such as the company's website or within the company's application package?	☐ Yes ☐ No ☐ Other	
1.7	Has the program administrator deleted all accounts for users who no longer need access to E-Verify?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
1.8	Has the program administrator ensured that all users' contact information is updated and that at least one valid point of contact is listed in E-Verify?	☐ Yes ☐ No ☐ Other	
1.9	Does the account have at least one program administrator?	☐ Yes ☐ No ☐ Other	
1.10	Is the company profile up to date?	☐ Yes ☐ No ☐ Other	
1.11	Has each current E-Verify user completed all the tutorials, including any refresher tutorials?	☐ Yes ☐ No ☐ Other	
1.12	Does each user know who the company's current program administrator is?	☐ Yes ☐ No ☐ Other	

3.2 CREATING A CASE CHECKLIST

Employers must create E-Verify cases no later than the third business day after the employee begins work for pay and after completion of Form I-9. Employers must enter the date the employee began, or will begin, work for pay in the E-Verify hire date field. This date should match the date the employer entered in the Certification block of Section 2 of Form I-9.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
2.0	Has each employee completed Form I-9, Employment Eligibility Verification, before you created a case for the employee in E-Verify?	☐ Yes ☐ No ☐ Other	
2.1	Has each newly hired employee who has been assigned a Social Security number provided the Social Security number on Form I-9?	☐ Yes ☐ No ☐ Other	
2.2	Has the employer created an E-Verify case for all newly hired employees who have been assigned a Social Security number no later than the third business day after the employee starts work for pay?	☐ Yes ☐ No ☐ Other	
2.3	Is all personally identifiable information (PII), (for example Social Security number, name, and address) safeguarded at all times? For example, is PII stored in locked cabinets, with only minimal information retained (for example, the last four digits of Social Security numbers), and was the rest of PII destroyed according to Form I-9 retention requirements?	☐ Yes ☐ No ☐ Other	
2.4	Once an individual has been terminated, has the employer determined how long to retain the individual's Form I-9? Note: Form I-9 must be retained for either three years after the date of hire, or one year after the date employment is terminated, whichever is later.	☐ Yes ☐ No ☐ Other	
2.5	Has the required information from Sections 1 and 2 of Form I-9 been entered into E-Verify?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
2.6	Has the employer entered into E-Verify the same citizenship status that the employee chose in Section 1 of Form I-9?	☐ Yes ☐ No ☐ Other	
2.7	If the employee entered an email address in Section 1 of Form I-9, was that email address entered in E-Verify? Note: The email address field is optional for employees; however, if the employee entered an email address, you must enter it in E-Verify.	☐ Yes ☐ No ☐ Other	
2.8	Has the employer conducted a final review to make sure the information entered in E-Verify matches what's on Form I-9 before sending the case for verification?		
2.9	When a case resulted in a TNC, has the user checked the data against the employee's Form I-9 to ensure there are no data entry errors?	☐ Yes ☐ No ☐ Other	
2.10	If there was a data entry error before creating a new case, has the user closed the case using the case closure statement: the case is invalid because the data entered is incorrect?	☐ Yes ☐ No ☐ Other	

3.3 PHOTO MATCHING CHECKLIST

If an employee presents a Permanent Resident Card (Form I-551), an Employment Authorization Document (Form I-766), a valid U.S. passport or a valid U.S. passport card, E-Verify prompts the employer to compare the photo ID on the employee's document to a photo displayed in E-Verify. Matching the two photos helps to ensure the validity of these documents.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
3.0	If an employee presented one of the four List A documents (Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), U.S. passport or passport card), has the document number been entered into E-Verify the same way as it is indicated on the document?	☐ Yes ☐ No ☐ Other	
3.1	Has the employer made and kept a copy of all documents that trigger photo matching (Permanent Resident Cards (Form I-551), Employment Authorization Document (Form I-766), U.S. passport or passport card) with the employee's Form I-9?	☐ Yes ☐ No ☐ Other	
3.2	Has the user compared the photo displayed by E-Verify to the photo on the document presented by the employee (rather than to the employee) and then determined that the photos are identical?	☐ Yes ☐ No ☐ Other	
3.3	Has the user taken into account the minor variations in shading and detail between the two photos based on the age and wear of the employee's document and the quality of the computer monitor?	☐ Yes ☐ No ☐ Other	
3.4	Has the user select "Yes" or "No" to indicate whether the photo on the document matches or does not match the photo displayed in E-Verify?	☐ Yes ☐ No ☐ Other	
3.5	Has the user followed the TNC process as described in the E-Verify User Manual whenever an employee chose to contest a DHS TNC issued because of a photo mismatch?	☐ Yes ☐ No ☐ Other	
3.6	Has the user followed the TNC process as described in the E-Verify User Manual whenever an employee chose not to contest a DHS TNC issued because of a photo mismatch?	☐ Yes ☐ No ☐ Other	
3.7	Whenever an employee chose to contest a DHS TNC issued because of a photo mismatch, has the user attached and submitted a copy of the employee's photo document either electronically or via express mail to E-Verify?	☐ Yes ☐ No ☐ Other	

3.4 TENTATIVE NONCONFIRMATION (TNC) PROCESS CHECKLIST

A TNC occurs when the information an employer enters into E-Verify from an employee's Form I-9 does not immediately match information from either DHS or Social Security Administration (SSA) records. This does not necessarily mean that the employee is not authorized to work in the United States. Employees must be allowed to resolve a TNC result if they choose to do so. While contesting a TNC, employees must be allowed to work without any change in working conditions that are based on the TNC.

A DHS TNC data mismatch may occur because the employee's:

- Name, A-Number (Alien Number), and/or Form I-94 number do not match DHS records
- U.S. passport or passport card, driver's license, foreign passport or state ID card information could not be verified
- Information was not updated in DHS records when the citizenship or immigration status changed
- Citizenship or immigration status changed
- Information was not entered correctly in E-Verify
- Information was not entered correctly on the employee's Form I-9
- Record contains another type of error

An SSA TNC data mismatch may occur because the employee's:

- Citizenship or immigration status was not updated with SSA
- Name change was not reported to SSA
- Name, Social Security number or date of birth is incorrect in SSA records
- SSA record contains another type of mismatch
- Information was not entered correctly in E-Verify
- Information was not entered correctly on the employee's Form I-9

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
4.0	Has the employer promptly printed the Further Action Notice and privately reviewed the notice with the employee?	☐ Yes ☐ No ☐ Other	
4.1	Has the employer given the employee a reasonable amount of time to decide if he or she wants to contest the TNC?	☐ Yes ☐ No ☐ Other	
4.2	If the employee speaks a language other than English or Spanish has the employer promptly given the employee a copy of the pre-populated English-language version of the Further Action Notice and a copy of the Further Action Notice in the requested foreign language? Translated versions of the Further Action Notice and Referral Date Confirmation are available in several foreign languages on the Foreign Language Resources page on the E-Verify website.	☐ Yes ☐ No ☐ Other	
4.3	Has the employee indicated on the English-language version of the Further Action Notice his or her election to contest or not contest the TNC?	☐ Yes ☐ No ☐ Other	
4.4	Have both the employer and the employee signed the English-language version of the Further Action Notice after the employee chose whether or not to contest?	☐ Yes ☐ No ☐ Other	
4.5	Has the employer promptly given a copy of the signed English-language version of the Further Action Notice to the employee, along with, if applicable, a copy in the employee's requested language?	☐ Yes ☐ No ☐ Other	
4.6	Has the employer checked periodically to ensure all TNCs have been affirmatively contested or affirmatively not contested?	☐ Yes ☐ No ☐ Other	
4.7	Has the original signed English-language version of the Further Action Notice been kept on file with the employee's Form I-9?	☐ Yes ☐ No ☐ Other	
4.8	If an employee elected not to contest a TNC, has the employee been advised that termination of employment is possible?	☐ Yes ☐ No ☐ Other	
4.9	If the employee elected not to contest the TNC, has the employer selected the appropriate case closure statement and closed the case?	☐ Yes ☐ No ☐ Other	
4.10	If an employee elected to contest a TNC, has the employer selected "Continue" to refer the case?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
4.11	Has the employer chosen the correct case closure statement to notify DHS that an employee who received a TNC chose not to contest a TNC and is not terminated?	☐ Yes ☐ No ☐ Other	

3.5 SOCIAL SECURITY ADMINISTRATION REFERRAL PROCESS CHECKLIST

An employee who chooses to contest an SSA TNC is referred to the Social Security Administration. The E-Verify employer must promptly print and verify the information on the SSA Further Action Notice and both the employer and employee must sign the English-language version of the Further Action Notice. The E-Verify employer must file the English-language version of the Further Action Notice with the employee's Form I-9, as well as give a copy to the employee. The E-Verify employer must also provide the employee a copy of the SSA Referral Date Confirmation. The SSA Referral Date Confirmation provides the date by which the employee must visit SSA.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
5.0	Has the employer promptly printed the SSA Referral Date Confirmation for each employee who chose to contest an SSA TNC?	☐ Yes ☐ No ☐ Other	
5.1	If the employee speaks a language other than English or Spanish, has the employer promptly given the employee a copy of the pre-populated English-language version of the SSA Referral Date Confirmation along with a copy of the document in the requested foreign language? (The SSA Referral Date Confirmation is available in several foreign languages on the Foreign Language Resources page on the E-Verify website.)	☐ Yes ☐ No ☐ Other	
5.2	Has the employer reviewed the SSA Referral Date Confirmation with the employee in private?	☐ Yes ☐ No ☐ Other	
5.3	Has the employer explained to the employee that to avoid possible termination, he or she should visit an SSA field office within eight federal government workdays from the date printed on the Referral Date Confirmation?	☐ Yes ☐ No ☐ Other	
5.4	In cases involving SSA TNCs based on failure to confirm U.S. citizenship, has the employer explained to the employee that he or she can call DHS at 1-888-897-7781 to resolve the mismatch?	☐ Yes ☐ No ☐ Other	
5.5	Has the employer kept the English-language version of the SSA Referral Date Confirmation with the employee's Form I-9?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
5.6	Has the employer informed employees that when they receive an SSA TNC they are allowed to continue working without a change in working conditions that are based on the TNC while the mismatch is being resolved?	☐ Yes ☐ No ☐ Other	
5.7	Has the employer selected the appropriate case closure statement to notify DHS that the employer is retaining an employee who chose not to contest an SSA TNC?	☐ Yes ☐ No ☐ Other	
5.8	Has the user selected the correct case closure statement to close a case?	☐ Yes ☐ **No** ☐ Other	
5.9	Has the user corrected typos entered in E-Verify?	☐ Yes ☐ No ☐ Other	
5.10	Has the user corrected the selection of the wrong closure statement?	☐ Yes ☐ No ☐ Other	

3.6 DEPARTMENT OF HOMELAND SECURITY REFERRAL PROCESS CHECKLIST

An employee who chooses to contest a DHS TNC is referred to the Department of Homeland Security. The E-Verify employer must promptly print and verify the information on the DHS Further Action Notice and both the employer and employee must sign the English-language version of the Further Action Notice. The E-Verify employer must retain the original English-language version of the notice with the employee's Form I-9, as well as give a copy to the employee. The E-Verify employer must also provide the employee a copy of the DHS Referral Date Confirmation. The DHS Referral Date Confirmation provides the date by which the employee must contact DHS.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
6.0	Has the employer promptly printed the DHS Referral Date Confirmation for each employee who chose to contest a DHS TNC?	☐ Yes ☐ No ☐ Other	
6.1	If the employee speaks a language other than English or Spanish, has the user promptly given the employee a copy of the pre-populated English-language version of the DHS Referral Date Confirmation along with a copy of the translated notice in the employee's foreign language? (The DHS Referral Date Confirmation is available in several foreign languages on the E-Verify website, www.uscis.gov/everify, by first selecting the link for Publications, and then selecting the link for Foreign Language Resources.)	☐ Yes ☐ No ☐ Other	
6.2	Has the employer reviewed the DHS Referral Date Confirmation with the employee in private?	☐ Yes ☐ No ☐ Other	
6.3	Has the employer explained to the employee that to avoid possible termination, he or she should contact DHS using the toll-free number (1-888- 897-7781) located on the Further Action Notice within eight federal government workdays from the date printed on the Referral Date Confirmation?	☐ Yes ☐ No ☐ Other	
6.4	If the employee elected to contest the TNC, has the employer selected "Continue" and referred the case to DHS?	☐ Yes ☐ No ☐ Other	
6.5	Has the employer informed employees who received a DHS TNC that they are allowed to continue working without a change in working conditions that are based on the TNC while they resolve the mismatch?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
6.6	Once DHS returned a final employment determination, has the employer selected the correct case closure statement to close the case?	☐ Yes ☐ No ☐ Other	
6.7	Has the employer selected the appropriate case closure statement to notify DHS when they retained an employee who chose not to contest a DHS TNC?	☐ Yes ☐ No ☐ Other	
6.8	If any employee received a TNC due to citizenship status, has the employer referred the employee to DHS?	☐ Yes ☐ No ☐ Other	

3.7   FINAL CASE RESOLUTION CHECKLIST

To complete the E-Verify process, every case must receive a final case result and be closed with the applicable case closure statement. There are four possible final case results:

- Employment Authorized
- DHS or SSA Final Nonconfirmation
- DHS No Show
- Error: Close Case and Resubmit

E-Verify provides a "DHS or SSA Final Nonconfirmation" message when it cannot confirm an employee's employment eligibility based on information provided to E-Verify after an employee has been referred to DHS or SSA. E-Verify generates a "DHS No Show" message when the employee fails to contact DHS within eight federal government working days. Once E-Verify provides a "DHS or SSA Final Nonconfirmation" or a "DHS No Show" result, the employer must select the appropriate case closure statement and close the case. If E-Verify provides an "Error: Close Case and Resubmit" result, the case cannot continue because the expiration date entered for the employee's U.S. passport, passport card or driver's license is incorrect. The employer must resubmit this case in E-Verify with an unexpired document date.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
7.0	Has the employer reviewed the case status for employees who have E-Verify cases pending with DHS or SSA?	☐ Yes ☐ No ☐ Other	
7.1	Has the employer checked E-Verify periodically for case results for employees who reported that their case was resolved?	☐ Yes ☐ No ☐ Other	
7.2	Has the employer closed "DHS No Show" cases using the correct case closure statement?	☐ Yes ☐ No ☐ Other	
7.3	Has the employer closed all cases using the correct case closure statement once an SSA or DHS Final Nonconfirmation was received?	☐ Yes ☐ No ☐ Other	
7.4	Has the employer notified DHS when an employee who received a Final Nonconfirmation was not terminated by entering the correct case closure statement?	☐ Yes ☐ No ☐ Other	

3.8 FINAL CASE CLOSURE STATEMENTS CHECKLIST

There are 12 different case closure statements:

- The employee continues to work for the employer after receiving an Employment Authorized result.
- The employee continues to work for the employer after receiving a Final Nonconfirmation result.
- The employee continues to work for the employer after receiving a No Show result.
- The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation.
- The employee was terminated by the employer after receiving a Final Nonconfirmation result.
- The employee was terminated by the employer for receiving a No Show result.
- The employee was terminated by the employer for choosing not to contest a Tentative Nonconfirmation.
- The employee voluntarily quits working for the employer.
- The employee was terminated by the employer for reasons other than E-Verify.
- This case is being closed because of technical issues with E-Verify.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.

Employers **must** close every case created in E-Verify. Each case is closed using the appropriate case closure statement.

NOTE: Use this checklist along with the current MOU and the current E-Verify User Manual.

#	Question	Response Selection	Response Notes
8.0	Has the employer closed every case created in E-Verify?	☐ Yes ☐ No ☐ Other	
8.1	Has the employer notified DHS if the employee is still working by selecting the "Yes" or "No" termination option?	☐ Yes ☐ No ☐ Other	
8.2	Has the employer selected the appropriate case closure statement?	☐ Yes ☐ No ☐ Other	
8.3	Has the employer recorded the case verification number on the employee's Form I-9 or printed and attached the case details screen to the employee's Form I-9?	☐ Yes ☐ No ☐ Other	
8.4	Has the employer retained the completed Form I-9 (including electronic copies) and all attachments in a secured location?	☐ Yes ☐ No ☐ Other	

#	Question	Response Selection	Response Notes
8.5	Has the employer correctly closed all cases that received "Employment Authorized" using the applicable case closure statement?	☐ Yes ☐ No ☐ Other	
8.6	For all cases when the employee continued working for the employer after the employee chose not to contest a TNC or after receiving a "Final Nonconfirmation" or "DHS No Show" result, has the employer correctly closed each case after selecting the case closure code?	☐ Yes ☐ No ☐ Other	
8.7	For all cases when E-Verify did not confirm that the employee was eligible to work and issued a Final Nonconfirmation or "DHS No Show" result, has the employer chosen the case closure statement before closing the case?	☐ Yes ☐ No ☐ Other	

4.0 RESOURCES

4.1 LINKS TO USCIS RESOURCES

- E-Verify

- E-Verify Memorandum of Understanding

- E-Verify Supplemental Guidance for Federal Contractors

- Quick Reference Guide For E-Verify Enrollment

- E-Verify User Manual (M-775)

- Employee Rights Toolkit

- I-9 Central

- Handbook for Employers: Guidance for Completing Form I-9 (M-274)

- Webinars

- Office of Management and Budget Protection of Sensitive Agency Information (OMB) M-06-16

5.0 GLOSSARY

5.1   Commonly Used Acronyms and Terms

The following table contains the acronyms commonly used throughout the document.

Acronym	Definition
DHS	Department of Homeland Security
EAD	Employment Authorization Document
MOU	Memorandum of Understanding
SSA	Social Security Administration
TNC	Tentative Nonconfirmation
USCIS	U.S. Citizenship and Immigration Services

In addition, this document contains several terms that have specific meaning for the compliance review process and/or business context of the USCIS Verification Division.

Direct Access Users[1] – An individual or company enrolled in E-Verify. The two types of access methods are:

> **Employer-**Most E-Verify participants, regardless of their business size or structure, are enrolled under the employer access method. This access method is used by the registered users of E-Verify employers and can include their human resources staff to electronically verify the employment eligibility of its newly hired employees and/or employees assigned to a covered federal contract.

> **E-Verify Employer Agent-**The E-Verify employer agent access method allows an individual or company to act on behalf of other employers to verify the employment eligibility of their newly hired employees and/or employees assigned to a covered federal contract. For more information, visit Using an E-Verify Employer Agent.

Employer – A person or other individual that conducts hiring. As used in this document, "employer" means a person or other individual that participates in E-Verify.

User – E-Verify users can have one of two roles: program administrator or general user. An employer enrolled in E-Verify must have at least one program administrator and can have as many general users as needed. All users are responsible for following all E-Verify

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[1] See the E-Verify User Manual for additional definitions and applications.

program rules and staying informed of changes to E-Verify policies and procedures. All users have the following permissions:

- Create and manage cases
- View reports
- Update own user profile