

E-Verify+ Information Sheet for Employees

What is E-Verify+?

E-Verify+ streamlines the employment eligibility verification process by having new employees complete Form I-9, Employment Eligibility Verification, directly through E-Verify. Because your employer chose to use the E-Verify+ service, a unique link was emailed to you instructing you to submit your information and documents electronically using E-Verify+. Your employer will then review the information and documents you provided using the E-Verify+ service and will then sign and retain your Form I-9 along with your related E-Verify case information.

How do I access the Form I-9 within E-Verify+?

You will receive an email from E-Verify+ listing your employer's name with instructions to create or log into your myUSCIS Account. From your myUSCIS Account, you can click on E-Verify+ and accept the Terms of Service to access Form I-9.

How do I complete Form I-9 in E-Verify+ for the first time?

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
							
The employee clicks the link in the email to create a myUSCIS Account, then clicks E-Verify+ and accepts the Terms of Service to access the Form I-9.	The employee enters personal information. If the employee does not have their Social Security number but has applied for one, they check that box.	The employee selects citizenship or immigration status.	The employee selects acceptable documentation to prove identity and authorization to work.	The employee enters document details and uploads documents.	The employee enters case number included in the E-Verify+ email and reviews submitted Form I-9 information.	The employee attests to the information, and electronically signs and dates the Form I-9, Section 1.	The employee has the option to print or download the completed Form I-9 for their records.

What are my employer's steps after I complete my Form I-9 in E-Verify+?

Once you submit your Form I-9, your employer will:

- Receive notification in E-Verify that your case is *Ready for Review*;
- Review the information you submitted;
- Examine your documents either physically or remotely via live video interaction; and
- Electronically attest, sign, and date your Form I-9.

Resources:

[Form I-9 Acceptable Documents](#)

For more information on E-Verify+, including privacy practices and program rules, email E-VerifyPlus@uscis.dhs.gov or contact us at the E-Verify+ Hotline Number: 1-800-738-9019.