

## E-Verify+ Information Sheet for Employers

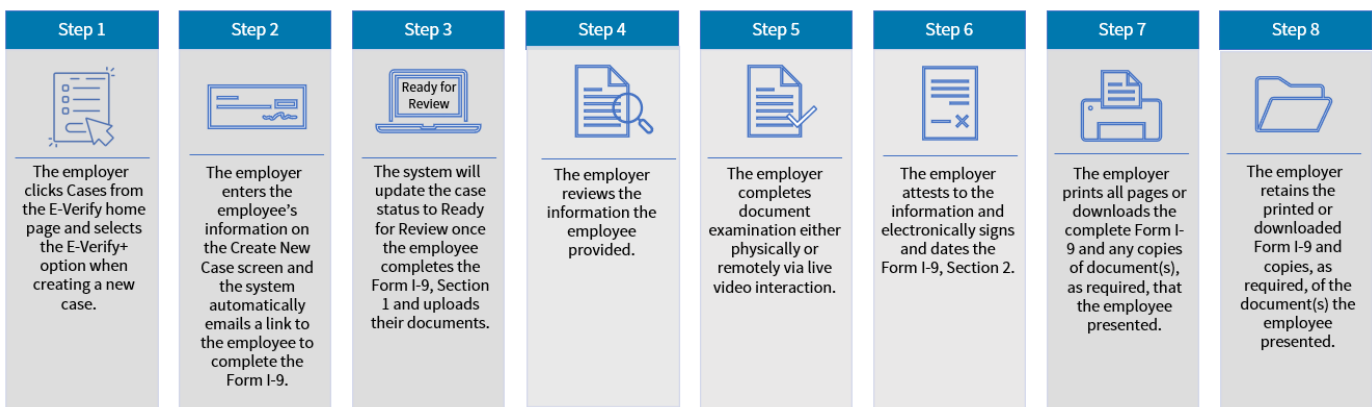
### What is E-Verify+?

E-Verify+ streamlines the employment eligibility verification process by having employees complete Form I-9, Employment Eligibility Verification, directly through E-Verify. When an employer chooses to use the E-Verify+ service, a unique link is emailed to the employee instructing them to submit their information and documents electronically using E-Verify+. Using the electronically submitted information, the employee's E-Verify case is automatically created and instantly submitted. The employer will then review the information and documents provided, then sign and retain the Form I-9 along with the E-Verify case information.

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

To access the Form I-9 process within E-Verify+, accept the E-Verify+ Terms of Service and attest that you watched the required video in E-Verify.

### How do I complete the Form I-9 in E-Verify+?



### How does my employee access the Form I-9 within E-Verify+?

Your employee will receive an email from E-Verify+ listing your organization as their employer with instructions to create or log into a myUSCIS Account. From their myUSCIS Account, they can click on E-Verify+, accept the Terms of Service, and access their Form I-9.

### How does my employee complete the Form I-9 in E-Verify+?

Your employee will create their profile and complete their Form I-9 by:

1. Entering their personal information;
2. Selecting their citizenship or immigration status;
3. Choosing their document(s), entering document information, and uploading images of the document(s). Document information will populate Form I-9, Section 2; and
4. Attesting to the information and electronically signing to complete Form I-9, Section 1.

## E-Verify+ New Terms

Term	Employer Action Needed	Definition
Terms of Service	Yes	A legal document describing an agreement between/among parties. It constitutes a legally binding contract when properly executed (that is, signed) by all the parties. Employers who participate in E-Verify must sign the E-Verify+ Terms of Service, the agreement that sets the terms and conditions of participation in the E-Verify+ before using E-Verify+.
Pending Employee Response	No	This status is shown to the employer when they create an E-Verify+ case and the employee receives the initial email to complete their portion of the Form I-9.
Ready for Review	Yes	This status is shown to the employer after the employee has completed and signed their portion of the Form I-9 and uploaded images of their documents. The E-Verify+ case is ready for the employer's review.
Pending Employee Action	No	This status is shown to the employer after they accept the Form I-9 for an employee who presented a receipt for a lost, stolen, or damaged document or if the employee has applied for a Social Security number (SSN) yet has not received one. This closed case status indicates that the employee must still present the permanent document or their new SSN to the employer. The employer should have downloaded the Form I-9 from E-Verify+ at the close case screen and would then manually update the Form I-9 they downloaded with the permanent document information. The employer must then create a new E-Verify case using the permanent document information.
Needs More Time	No	This is a case result given if the employee needs more time to resolve their mismatch with DHS and/or SSA or if more time is needed to determine a final case result.

### Resources:

- [Remote Examination of Documents](#)
- [Form I-9 Retention and Storage](#)

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