

Company Search

How to automatically populate the client's company information

The company search function may automatically populate some of the client company's information to make enrollment easier to complete.

1 To search for the client company's information: From the **Company Information** tab, enter the company name, city and state. Click, **Search Companies** and scroll down to view the results.

To skip this step, click **Skip Auto-Populate** and enter the client's company information manually.

A screen message will inform you if no results are found.

2 Select the appropriate company from the results and click **Continue**. If the client's company is not in the results, click **Skip Auto-Populate** to enter the information manually.

If you select a company, E-Verify will automatically populate the company information.

3 Review the information for accuracy and enter the information for any fields that could not be populated, then click **Save & Continue**.