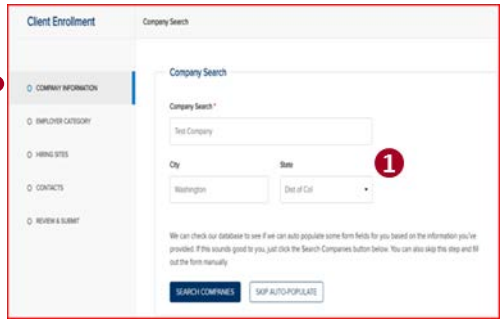
Archived Content
The information on this page is out of date. However, some of the content may still be useful, so we have archived the page.

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.

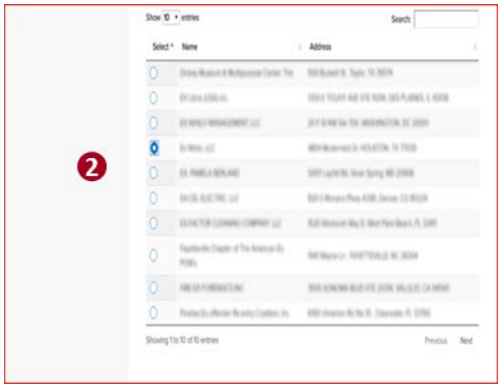


1. To search for the client company's information:

   From the **Company Information** tab, enter the company name, city and state. Click, **Search Companies** and scroll down to view the results.

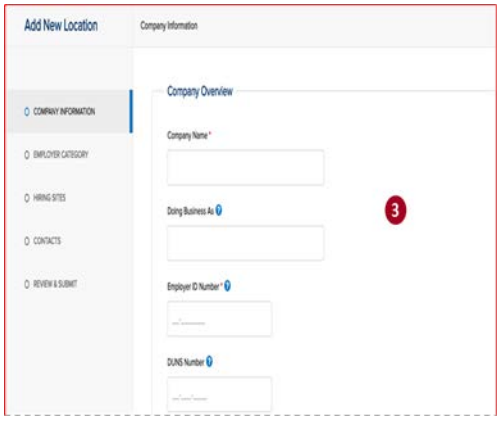
   To skip this step, click **Skip Auto-Populate** and enter the client's company information manually.

   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**.