

Sign the Client Memorandum of Understanding (MOU)

How to sign your company's E-Verify MOU

Before your E-Verify employer agent can create cases for your company, you must electronically sign the memorandum of understanding (MOU). The MOU must be signed by an individual with authority to sign on behalf of your company. By signing the MOU, this individual is committing the employer to comply with the terms of the MOU.

1 Complete your enrollment process by reviewing and electronically signing a memorandum of understanding (MOU).

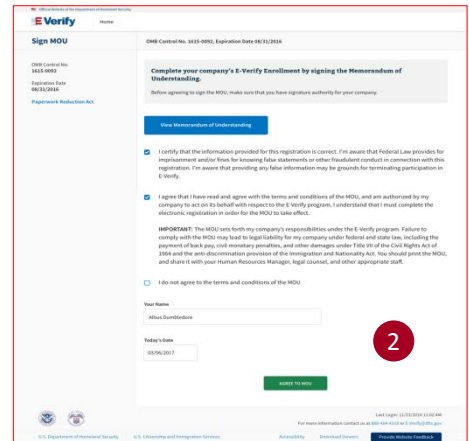
Click [Sign Here](#) in the email you received from E-Verify.

The link provided in the email to electronically sign the MOU will remain active for 7 federal business days.



2 Click [View Memorandum of Understanding](#) to review the MOU. If you agree to the terms and conditions, click the first two checkboxes to certify and agree. Enter your name, the date, and click **Agree to MOU**.

Note: If you do not agree, click the box "I do not agree to the terms and conditions of the MOU." Enter your name, the date, and click **Decline MOU**.



3 You're all set! Your E-Verify employer agent can now create E-Verify cases for your company. To save or print your MOU, click [Download Memorandum of Understanding](#).

