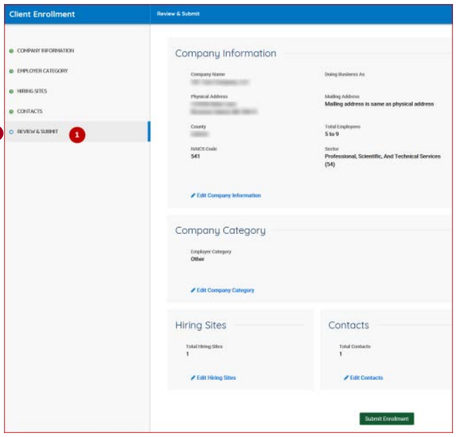
Complete Client Enrollment

How an E-Verify employer agent completes the client enrollment process

Clients of E-Verify employer agents will now sign their memorandum of understanding (MOU) electronically.



1

To submit the client's enrollment:

From the **Review and Submit** tab, review the company's information and make any edits, as needed. Then click **Submit Enrollment**.

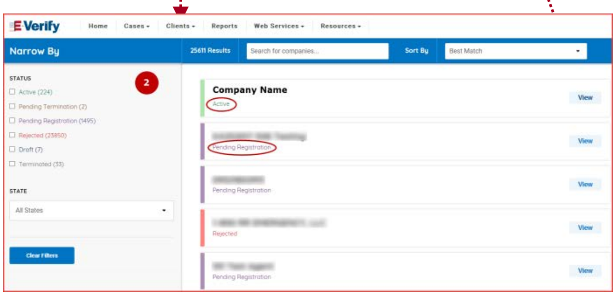
A message will appear onscreen informing you that you submitted your client's enrollment.

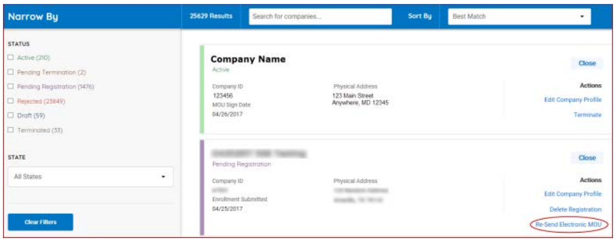
Note: The client point of contact designated as the person with authority to sign the MOU on behalf of the client during enrollment will receive an email containing a link and instructions to view and sign (or decline) the MOU within 24 hours. The client must sign the MOU before you can create E-Verify cases for them.

2

To check the status of the client's enrollment:

Select **Manage Clients** from **Clients** on the E-Verify homepage to search for the client. Click **View** to expand the company details.





The client's enrollment will remain in pending status until they sign or decline the MOU. Once they sign the MOU, the status will change to Active.

Note: If the client accidently declines the MOU or the MOU link expires, you can resend the request for the client to sign the MOU.