You can create and submit cases in E-Verify by following the steps below.

1. From the E-Verify homepage, select **Cases**.
   From the drop-down menu, select **New Case**.

2. Enter the employee’s information exactly as it appears on Form I-9.
   If the employee provided an email address on Form I-9, you **must** enter it into E-Verify. If the employee did not include an email address, click the box next to **No email address provided**.
   
   - **Note**: If you don’t enter the required information in the correct fields, E-Verify will give you an error message and stop the case.

   Click **Continue**.

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**NOT AN E-VERIFY USER?**

[ENROLL](E-VERIFY.GOV/E-VERIFY-ENROLLMENT)
Select the same box the employee marked in the attestation section in **Section 1** of Form I-9.

Click **Continue**.

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Click **List A Document** or **List B & C Document**.

Then select the document or combination of documents the employee provided in **Section 2** of Form I-9. Enter the information requested based on the documents selected.

Click **Continue**.

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Enter the employee’s first day of employment.

This is in **Section 2** of Form I-9. You can also choose one of the following:

- Today,
- 1 Day Ago, or
- 2 Days Ago

The corresponding date automatically populates in the **Employee’s First Day of Employment** field.
Note: If you enter a date more than 90 business days beyond the current date, E-Verify will give you an error message. The date you enter must be between 11/07/1986 and 90 business days in the future.

Note: If you create the case in E-Verify three or more days after the employee’s first day of employment, you must explain why you are creating the case late. Choose one reason from the Select a Reason for Delay drop-down menu. If you choose Other, you must type a reason in the Reason for Delay text box.

Employee ID is an optional field you can use to assign an internal tracking code or unique identifier to a case.

Click Continue.

Review the information you entered into E-Verify and make sure it matches the information on the employee’s Form I-9.

- If you need to make corrections, click Edit Case Details.
- To return to the Review Case Screen, click Continue.
- Once you confirm the information is correct, click Submit Case.

Note: If you need more time to make sure the information is correct, you can click Save & Exit. You can go back to the case later by finding it under View/Search Cases.

Note: If you determine you no longer need to submit this case, you may click the Close Case link. The case will be closed without being submitted.

Our job aid on View/Search Cases explains how to find a closed case later.