

South Carolina New Hire Verification Procedures (E-Verify)

Important Information

- New hire should be verified through E-Verify within 3 business days of employment.
- E-Verify DOES NOT take the place of the I-9 form. I-9 forms will still need to be completed on all employees.
- Before you can start using E-Verify you need to enroll your company in the program - see instructions on how this is done below.
- As an E-Verify participant, you will need to print various forms, notices, and publications, so you will need access to a printer. These documents are available in E-Verify as (PDF) files. If you do not have a program installed on your computer that enables you to view PDF files, you can download the free at <http://get.adobe.com/reader/>.

BEFORE YOU ENROLL, YOU MUST DECIDE:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company? *This cannot be changed once it has been set up. This would ordinarily be the owner of the company.*
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the "FAR" E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (*optional*)
- Data Universal Numbering System (DUNS) number (*optional*)
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (*optional*)
- Administrator name (E-Verify corporate account) (*optional*)

- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

For all registering users, you must provide:

- Name
- Phone Number
- Fax Number (*optional*)
- E-mail Address

HOW TO ENROLL YOUR COMPANY IN E-VERIFY

It is important that you do not enroll your company multiple times. This could cause delays in your verification response.

1. Go to www.dhs.gov/e-verify
2. Click on the "Enroll in E-Verify" under "Start Here" on the right side of your screen.
3. Once you have read the Employment Eligibility Verification click on the "I Agree" box and select "continue". **IMPORTANT:** *Enrolling your company must be done in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.*
4. Once you are ready click on the Begin E-Verify Enrollment button
5. You will be prompted to answer the following questions: *Choose the "?" icon located to the right side of each question if you need clarification on what the question is asking.*
 - Question 1: Does your company need to verify its employees? Y or N (Answer Yes)
 - Question 2: Does your company have clients and need to verify their employees? Y or N
 - Question 3: Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify? Y or N (We recommend that you choose NO here. By choosing yes on this option you will NOT be able to enroll employees into E-Verify...you will only be able to manage the E-Verify account.
 - Question 4: Does your company plan to develop its own software to use E-Verify? Y or N
6. Choose Next
7. Review answers and choose next if correct. If it is not correct, choose back and make changes
8. Choose Next
9. Choose the category that best describes your organization from the pull down menu.
10. Next
11. Read the Article I document and if you agree choose "I agree that I have read and agree..." (MOU) then click on Next.
12. Enter MOU responsible parties name, phone number, fax number and email address.
13. Answer the Question: Does this person need Program Administrator access to E-Verify? YES

14. Next
15. Enter Company Information (you will need your Federal Tax ID number - enter numbers only; no spaces or "-")
16. Next
17. Choose NAICS Code (generate code if you do not know what yours is)
18. Next
19. Enter State and Number of Hiring Sites
20. Next
21. Enter information for each E-Verify User (Do not reenter the MOU information here. Since they are the administrator they are already going to be a user.)
22. Next
23. Review Information and choose I agree if correct.
24. Register Employer
25. View and print the Memorandum of Understanding
26. **IMPORTANT:** Check your e-mail. Each user will receive a message from enrollment@dhs.gov. DO NOT TRASH this message. It has your user name, password and the link to active your account.

HOW TO ACTIVE YOUR ACCOUNT

This process will take about 1 hour.

1. All users will receive an e-mail from enrollment@dhs.gov shortly after your company is enrolled with E-Verify.
2. Go to the link provided in the email (<https://e-verify.uscis.gov/esp>) and log in to the account using the log in information provided in the email. The password is case sensitive. If you incorrectly try to log in 3 times your account will be deactivated. In this case, you will need to call the number displayed on your screen to get your account reactivated.
3. Once you are logged in you will be prompt to change your password. Make sure you document your user name and password in a secure location. You will need this every time you need to verify a new hire. **IMPORTANT:** *Your new password must start with an uppercase letter, must have at least one character (example: !@#\$\$%^*) and one number. The number cannot go at the beginning or the end of the word.*
4. You will be prompted to create your password challenge questions. This will allow you to reset your password in the future without having to contact E-Verify.
5. You will now be prompted to take an online tutorial. At the end of the tutorial you will need to answer 28 questions and score 70 or above before you will be granted access to use the E-Verify system. (See notes below on test instructions).
6. We highly recommend each E-Verify user read and understand the tutorial. However, for your convenience we have a copy of the job notes for lessons 1-5 as well as a copy of the test (with answers). If you need us to forward this information to you, please contact our office.

7. In order to take the test you will need to click on each lesson title and arrow through each page. Once you have arrowed through the last page it will make that lesson complete. All lessons must be completed before you will be allowed to take the Knowledge test.
8. Click on the Knowledge Test link at the bottom of the "Conclusions" page. Click on the arrow to start the test. Answer all questions. At the end of the test you will receive your test results. Once your test is completed and you have scored 70 or above you may log out by clicking on "log out" in the upper right hand corner of the screen. You are now eligible to verify new hires with E-Verify.

HOW TO VERIFY NEW HIRES (Must be done within 3 days of the original hire date.)

- Go to <https://e-verify.uscis.gov/esp/vislogin.aspx?JS=YES>
- Click in the "I agree" box.
- Continue
- Enter your user ID and Password
- Click on the green "Verify Employee" bar in the middle of the screen
- Follow the instructions