

## **Instructions to enroll in E-Verify:**

Go to website: <http://www.uscis.gov>

On right-hand side of page, click on "Enroll in E-verify"

A warning page will pop up regarding your obligations on using this website. Check the box, "I agree" and continue.

The next page will list all the information you will need to have available in order to enroll. Gather that information, then click on "Begin E-verify Enrollment."

After you have completed the enrollment process, the Department of Homeland Security will send you an e-mail with a Program Administrator ID and a temporary password.

Follow the instructions outlined in that e-mail.

Must take an online tutorial and pass a knowledge test with a score of 70 percent or above. You must complete this training before your account is activated. (Allow about an hour--just basically reading through instructions.) Test is not hard.

Once you are enrolled, you must print "Right to Work" posters and display in an area where potential employees can see.

For our purposes, we need a copy of Page 1 of the **Memorandum of Understanding** that assigns you a six digit number and has your company name typed in the first paragraph, along with the notarized **Affidavit of Alabama Immigration Compliance (found on our website: [www.ecboe.org](http://www.ecboe.org), Departments, Finance and Operations, E-Verify forms)**

Once you have enrolled, you can print the MOU (Memorandum of Understanding) by signing into your company E-Verify home page. On the left, click on "My Company," "Edit Company Profile," and click "View MOU" at the bottom of the page. Print a copy for your files.

You can print detailed instructions about E-verify from the website: [www.uscis.gov/portal/site/uscis/template](http://www.uscis.gov/portal/site/uscis/template) "Employee Rights and Responsibilities or Questions and Answers."

The customer support number to call with questions is 1-888-464-4218.