

## Instructions for Proving Your Companies Participation with E-Verify

E-Verify makes it easy to prove your company's participation. To do so please follow these simple 2 steps.

**Step 1:** Click **Maintain Company** from the E-Verify home page. **(Must be logged into E-Verify)**

**E-Verify** Employment Eligibility Verification

Welcome to **E-Verify**

For questions on E-Verify policy or procedures call 1-888-464-4218

**Important Information for E-Verify Users**

**07/23/2009 - DHS Notifies Users of Possible E-Verify Misuse**

The E-Verify Monitoring and Compliance Branch is responsible for ensuring the appropriate use of E-Verify. The Monitoring and Compliance Branch will notify users of any possible misuse violation via a compliance letter sent through the postal mail. If you receive a compliance letter and have any questions, please contact E-Verify Customer Support at 1-888-464-4218, Monday through Friday 9 a.m. to 5 p.m. EST.

[Archive](#)

- Case Administration
  - Initial Verification
  - View Cases
- User Administration
  - Change Password
  - Post Challenge Q&A
  - Change Profile
- Site Administration
  - Add User
  - View Users
  - Maintain Company**
  - Terminate Company Participation
- Reports
  - View Reports

**Step 2:** E-Verify will display all of your company's information – the company name, company ID number, address, etc. – as shown in the sample page below.

**E-Verify** Employment Eligibility Verification

Online Resources | Tutorial | Home | Contact Us | Exit

**Company Information** [View / Edit](#)

Company Name: CSC Test Web-OP  
Company ID Number: 7132

**Physical Location:**

Address 1: 1001 G Street NW  
Address 2:  
City: Washington  
State: DC  
Zip Code: 20010  
County: DISTRICT OF COLUMBIA

**Mailing Address:**

Address 1: PO Box  
Address 2: 1234  
City: Washington  
State: DC  
Zip Code: 20001

Employee Identification Numbers:  
Total Number of Employees: 10,001 and over  
Corporate / Parent Company: INACTIVE

**Organization Designation:**

Employee Category: None of these categories apply

NAICS Code: 921 - EXECUTIVE, LEGISLATIVE, AND OTHER GENERAL GOVERNMENT SUPPORT [View / Edit](#)

Total Hiring Sites: 71 [View / Edit](#)

Total Points of Contact: 6 [View / Edit](#)

Next, print this page. It is proof of your participation in E-Verify.

If you have any questions or concerns, please feel free to contact E-Verify at 1-888-464-4218.