

Check this link each week to ensure that you are on track to implement E-Verify by the first of June.

During the week of April 25th through April 29th, complete the steps from prior weeks and proceed to step #7. Be sure to review the Frequently Asked Questions and Glossaries for additional information.

Information related to Form I-9 and E-Verify sometimes refers to **State Workforce Agencies**. This term does not apply to line agencies in the Commonwealth employing their own employees.

Step #7
REVIEW CHANGES TO I-9 PROCESS NECESSITATED BY PARTICIPATION IN E-VERIFY
Please be sure to review changes in the I-9 process. See “ E-Verify Changes to I-9 Process ” on the E-Verify Preparation site.
YOU SHOULD NOW BE READY TO ENROLL IN E-VERIFY.
Decisions you should have made/information you should have compiled by now:
Which sites will access E-Verify.
Which staff will access E-Verify. <i>(You have confirmed that users’ computers and printers meet the E-Verify requirements and that the users are able to maintain data confidentially. Their workspaces should be located where privacy can be maintained and where printers are not accessible to the general public and have limited access for other staff.)</i>
Who will be designated as program administrator(s).
Which access method you will use. <i>(Most agencies will use the Employer access. In some cases, both the Corporate Administrator and Employer access may be used.)</i>
Who, within your organization, will sign the MOU(s).
The names, phone numbers, fax numbers, and e-mail addresses for all MOU signers, program administrators, and users.
Your agency’s federal employer ID number, address, number of employees, and number of hiring sites.
Your agency’s NAICS number. <i>(You are required to use three digits. Most state agencies may use 921.)</i>
<i>Please refer to past weeks’ tasks if you need additional information related to information listed above.</i>
You now need to determine when you will actually enroll and begin using the E-Verify system. Remember that it takes up to 48 hours to receive your user IDs and passwords and users must then complete the tutorial in order to use E-Verify. Once you have enrolled, you must use E-Verify for all new hires.

Based on the Governor's instructions, all agencies must be using E-Verify for new hires **no later than** June 1, 2011.