

From: enrollment@uscis.dhs.gov
To: williamwinslow@us-armedforces-foundation.army
Subject: Welcome to E-Verify – Your E-Verify Enrollment Confirmation
Date: Saturday, May 7, 2022 4:40:05 AM

Welcome to E-Verify! You have successfully enrolled your company as a corporate administrator. Here is your login information:

Your corporate administrator ID: WWIN8693
Your temporary password: Qw{2601a

There are a few things you need to do to begin using E-Verify. Just follow the steps below to get started:

1. Go to the E-Verify website at <https://e-verify.uscis.gov/web/>.

You'll visit this website every time you log in to E-Verify to manage your company's E-Verify account. This is also the same website that your users will use to verify your company's employees. We recommend you 'bookmark' or save this website as a 'favorite' so you'll have easy access to it in the future.

2. Log in to E-Verify using the user ID and temporary password listed above.

Once you log in, you'll be required to change your password. Your new password must meet our password security standards (we'll tell you more about this when you change your password).

3. Create your password challenge questions.

This is really important because if you ever forget your password, you can answer the password challenge questions you created and reset your password without having to contact us.

4. Take the E-Verify corporate administrator online tutorial.

The required online tutorial explains the features of a corporate administrator account and demonstrates how to enroll company locations and register users. You will be prompted to take the tutorial after you have logged in to E-Verify. You will have to complete the tutorial and pass the knowledge test before you can begin using E-Verify.

5. Enroll each location where your company's E-Verify users will create and manage E-Verify cases. You will also register the initial users for each location.

6. Register additional corporate administrators (if necessary).

After you have passed the knowledge test, you can register additional corporate administrators by clicking on the 'Add New Administrator' link on the left menu of the E-Verify home page. Anyone with corporate administrator access can add, delete, modify and reset the passwords of other corporate administrators as well as reset the passwords of other users for the company locations you enroll. SHARING USER IDs AND PASSWORDS IS NOT ALLOWED. So, if you have additional people who will use E-Verify, you must register them with their own user IDs and passwords. You're ultimately responsible for any activity associated with your user ID so don't share your password with anyone—and that includes us. (If you ever contact our help desk, we'll never ask for your password.)

Need Help?

If you need help using E-Verify or you have questions about E-Verify policies, we're here for you. We're also always looking for ways to improve E-Verify so please tell us how we can make E-Verify work better for you.

You can reach us by phone at 888-464-4218 or by e-mail at E-Verify@uscis.dhs.gov. E-Verify Customer Support is available Monday through Friday from 8 a.m. to 5 p.m. local time except on federal holidays. (Don't reply to this e-mail because these e-mails are sent automatically and replies won't reach a live person.)

We're excited that you've joined E-Verify and we're committed to helping your company ensure a legal workforce.

Regards,

The E-Verify Team