E-verify-Reviewing and Closing a Case

1. Once you complete Section 2 the E-Verify process will run automatically. Click on the “View EEV Details/Close EEV” link from the confirmation screen.

2. You will be taken directly to the E-Verify report. From the drop down, click on “EEV Status”.

3. The Case Detail screen will appear. Review the eligibility. If the initial eligibility is SSA Employment Authorized click “close case”. If you receive an SSA Tentative Non-Confirmation (TNC) result, work with your campus HR or Academic office to resolve.
4. A question will appear asking if the employee is currently employed with the company. Click “Yes”

5. A second and final question will appear. The responses may vary depending on the situation. In most cases you will choose “The employee continues to work for the employer after receiving an Employment Authorized result.”

6. Choose the appropriate statement and click “Close Case”

7. Once “Close Case” is clicked the resolve option will appear and the E-Verify case has been closed.

8. The DHS Verification Number will be automatically inserted on the Form I-9
9. If you receive a Photo Match prompt, match the photo and answer the questions to close the case.
   a. Important Note**If you receive a photo prompt, you will also need to upload a copy of the photo document into Compli9. See Quick Guide for Attaching Documents.