



## Form I-9 Authorized Representative and E-Verify Program Administrator Tip Sheet

### Responsibilities

- The Program Administrator (PA) must be registered with USCIS to gain access to the E-Verify system. Contact the E-Verify Coordinator in the Division of Human Resources, Salary Administration. The E-Verify Coordinator will initiate your online registration and provide you a user name and password.
- Log into your E-Verify account and begin the online tutorial.  
NOTE: Read the [E-Verify User Manual \(August 2016\)](#) and carefully review the following information:
  - Chapter 1 — Introduction
  - Chapter 2 — Initial Verification
  - Chapter 3 — Interim Case Results
  - Chapter 4 — Final Case Resolution
  - Chapter 5 — Case Reports
  - Chapter 6 — Account Administration
    - Section 6.2 – User ID and Password Creation and Change Your Password.
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative Agreement and E-Verify Program Administrator Agreement and submit the agreements to the Division of Human Resources, Salary Administration.
- Appoint General Users and initiate the online registration for General Users. Provide a user name and password for each General User.
- Ensure that General Users are trained and certified in the E-Verify system.
- Keep a copy of the General Users' Form I-9 Authorized Representative Agreements and E-Verify certifications and send copies to the Division of Human Resources, Salary Administration.
- Maintain a current listing of authorized General Users.
- Update the E-Verify Coordinator in the Division of Human Resources, Salary Administration regarding changes to the General User.
- Reset passwords for the General Users in your academic/administrative unit.
- Perform queries in the E-Verify system. Go to the [USCIS web site](#) for further explanation.
- Appoint an alternate Program Administrator and notify the E-Verify Coordinator in the Division of Human Resources, Salary Administration regarding the alternate.
- Send all updates and questions to [USCEVerify@sc.edu](mailto:USCEVerify@sc.edu).
- Add all General Users in your academic/administrative unit into the E-Verify system.

### Important Information to Remember

- **I-9 Process:** The employee portion of the Form I-9 may be completed as early as the date an offer of employment is accepted, but **must be completed no later than his or her first day of employment. The employer has within three (3) business days of the employee's first day of employment to complete Section II/III. Best practice is to complete the Form I-9 no later than the first day of employment.**
- **E-Verify Process:** Requirements to initiate the E-Verify process include:
  - An offer of employment is accepted.
  - The I-9 Form is completed.
  - The E-Verify process may be completed as early as the date an offer of employment is accepted, but **must be completed no later than the third business day after the employee starts work for pay.**