E-Verify Photo Matching Quick Sheet

Section 2 Processors must complete the E-Verify Photo Matching Tool for all employees who present a U.S. Passport, Employment Authorization Card, or Permanent Resident Card (Green Card) as their section 2 document.

Below you will find the procedures for uploading the document before completing the Photo Matching and uploading the document after completing the Photo Matching. Please make sure to refer to the correct process.

REMINDER: These are the ONLY three documents you should upload to the I-9 Service Center.

E-Verify Photo Matching with document already uploaded

1- Pull up the I-9 as usual, using the Employee Search Page.

<table>
<thead>
<tr>
<th>Frg. ID</th>
<th>Employee</th>
<th>Company</th>
<th>DOB</th>
<th>DOH</th>
<th>Emp. ID</th>
<th>WAE</th>
<th>Status / Elig. / I-9 DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1513769</td>
<td>Smith, Susan</td>
<td>Central Administration - ZTRAINING</td>
<td>01/01/1980</td>
<td></td>
<td></td>
<td>1854336 Awaiting Sec. 2/ USC/ 01/01/1980</td>
<td></td>
</tr>
</tbody>
</table>
2- Complete Section 2 as normal and click the “Continue” button.

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the documents.

[Table with options to select or clear for List A, List B, and List C]

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) [06] / [01] / [2011] and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment)

Signature of Employer or Authorized Representative
Print Name
Title

Business or Organization Name
Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Click this button to continue > Continue >

3- Digitally sign the I-9 and press “Sign and Continue.”

DIGITAL SIGNATURE

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on 6/1/2011 and that to the best of my knowledge the employee is eligible to work in the United States.

I further affirm, under penalty of perjury, that I have examined the legal work documents of the above-named employee, that I have retained copies of documents for examination if above-named employee is working in the state of Colorado, that I have not altered or falsified the documents presented by the above-named employee and that I have not knowingly hired an illegal alien.

I verify I am:

Angela Gwinn

Please type your name, as stated in section 2, in the field above.

Sign and Continue >
4- After signing the I-9 you will come to a prompt that asks you to upload a scanned copy of the document.

5- The document you used for Section 2 should already be selected in the field next to “Select a Document Type.”

6- Click “Select File” and select the saved document.

7- You will see the document you uploaded. Press the “Continue” button.
8- The system will show you a copy of the photograph the government has in their database on the left and the document you uploaded will be shown on the right.

9- Verify that the two photographs are an exact match.
10- If they are, select “Yes.” If they are different, select “No.”
11- Once you have selected Yes or No, press “Continue.”
12- E-Verify will run in the background.

Note: Only some users will see the E-Verify notice. If you do not see it, it will still run.
13- After E-Verify is completed, you will see the I-9 receipt as usual.
14- You are finished with the I-9 and Photo Matching Process.
1- Pull up the I-9 as usual, using the Employee Search Page.

2- Complete Section 2 as normal and click the “Continue” button.

3- Digitally sign the I-9 and press “Sign and Continue.”
4- After signing the I-9 you will come to a prompt that asks you to upload a scanned copy of the document.
5- If you do not have the document ready to be uploaded, you can still complete the Photo Matching tool and upload the document copy later.
6- Press the “Continue” button without uploading the copy of the document.

*NOTE: This process will require a few additional steps.*
7- The system will ask if you are sure you would like to continue without uploading the document. Click “OK” to continue and upload the copy later.

8- You will then be taken to the Photo Matching page.

9- Since you do not have the document uploaded, you should hold the document up to the photograph provided on the screen and confirm they are an exact match.
10- Verify that the two photographs are an exact match.
11- If they are, select “Yes.” If they are different, select “No.”
12- Once you have selected Yes or No, press “Continue.”
13- Since you did not already upload the document, you will again be given a chance to upload the document if you have it ready.
14- Select “OK” like before to continue with the Photo Match without the document uploaded.
15- Once again, select “Continue.”
16- E-Verify will run in the background.

Note: Only some users will see the E-Verify notice. If you do not see it, it will still run.

17- After E-Verify is completed, you will see the I-9 receipt as usual.
18- You are finished with the I-9 and Photo Matching Process.

NOTE: You must still upload the scanned copy once you have it using the process outlined on the next page.
19- Go back to the employee search page and type in the name of the person for whom you need to upload a document.
20- Click on their name.

21- Scroll to the area called “Scanned Documents.”
22- Select the I-9 number that you completed, select the document title, the select browse to point to the saved document.

23- After selecting the document, it will be uploaded as shown below.

24- You are finished with the I-9, Photo Matching, and uploading document procedures.
<table>
<thead>
<tr>
<th>I-9 ID</th>
<th>Document Type</th>
<th>Format</th>
<th>Upload Time</th>
</tr>
</thead>
</table>

**Upload a New Document...**

- **I-9 ID:** 1854936
- **Document Type:** U.S. Passport/Card
- **Comments:**
- **File Name:**

  ![Browse... button](image-url)