

# LEAGUE ALERT



## ENROLLMENT IN E-VERIFY:

Section 31-13-1 et seq. of the Code of Alabama 1975 (The Beason-Hammon Alabama Taxpayer and Citizen Protection Act) requires that all employers register with E-Verify. The information below is a reminder that you must take steps now to register.

E-Verify is an Internet-based system that allows businesses and entities to determine the eligibility of individuals to work in the United States. Because it is internet based, a computer with Internet access is required to use it. It also requires the use of a Web browser. It has been tested and verified to work with the following Web browsers:

- o Microsoft Internet Explorer 5.5 or higher
- o Mozilla Firefox 1.0 or higher
- o Netscape 4.79 or higher (with the exception of Netscape 7.0)

E-Verify will require you to print various forms, notices, and publications; these documents are available in E-Verify as Portable Document Format (PDF) files.

You can start the registration process by going to **<http://www.dhs.gov/e-verify>**. You may need to type this address into your browser if the link will not take you there.

Before attempting to enroll in E-Verify, the League recommends you contact E-Verify customer support through the above link for assistance or questions in determining your municipality's current enrollment status.

E-Verify enrollment is designed to be an easy process. E-Verify will guide you through the enrollment process by asking several questions. The enrollment process typically takes between 15 and 30 minutes to complete. However, you must complete the process in a single website session; you will not be able to stop, save the information you have entered and return at a later time. Therefore, be sure you have time to complete the process before you start. We also recommend that you review information on the webpage so that you are familiar with what information you will need readily available to complete the process once started.

It is important that you do not enroll multiple times; therefore before you enroll, check to ensure that your municipality is not already enrolled. E-Verify will compare your information with a list of already enrolled companies to determine if you have already enrolled.