

# E-VERIFY WEB SERVICES

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*Setup your Web Services Account*

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## E-Verify Integration Overview

Avionté version 14.1 and beyond includes a full integration with E-Verify. E-Verify is an Employment Eligibility Service managed by the US Government / Homeland Security. Some companies are required by law to use E-Verify while others may use it by choice, or not at all.

E-Verify will not be setup in a parallel environment, only in a live Avionté environment, therefore you may wait until after the 14.1 upgrade has been completed to request a Web Services User ID.

It is important to note that the E-Verify Website and the E-Verify Web Services are two different things:

- The **Website** is available online and requires a Program Admin or General User ID.
- The **Web Services** is an integration and is entered from within the Avionté Core Application. A Web Services User ID is required to use the integration.

### Enroll in the E-Verify Website

Before receiving integration credentials your company must be enrolled in the E-Verify Website. If your company is new to using E-Verify, your company will need to enroll: <http://www.uscis.gov/e-verify/e-verify-enrollment-page>

Each E-Verify user within your company must have a website ID. This can be either a General User or Program Admin User ID. Each user should complete the E-Verify tutorials on the website.

If a user does not have an E-Verify website User ID they should be given one by your Program Administrator so that the E-Verify tutorials can be completed.

### Does your organization use one E-Verify User ID or multiple?

**SINGLE POLLING** – Multiple users may use one set of credentials. In this case, one user name is associated with the credentials and that user will be responsible for resetting the password every 90 days or less. That user's information will also be included on all documents presented through E-Verify, meaning that you may not be able to identify which user made a specific E-Verify request.

**MULTIPLE USER IDs** – In this scenario the user who made the E-Verify request will be identified. Each user is responsible for resetting their own password every 90 days or less.

If multiple User IDs are needed, your Program Administrator will create the User IDs for both the E-Verify website and the Web Services Avionté / E-Verify Integration.

### I-9 eDoc

You will need to have your I-9 eDoc set up. Your Project Manager can assist with this process.

## Getting Started with E-Verify Web Services

If your company is enrolled in the E-Verify website, you may request Web Services access. Access to Web Services will allow your Program Admin to create User IDs for use in the Web Services Avionté / E-Verify integration.

Please complete and return the spreadsheet provided by your Project or Account Manager. The spreadsheet requires the following:

### Requirements

**E-Verify Company ID\***

**Program Administrator's Web Service User ID\*\***

**Company Name (as listed with E-Verify)**

**Program Administrator's User ID**

**Phone number, email address, last and first name of PA**

**Create New WS-EMP User Account**

**Is this a WS New Customer?\*\*\***

**Reset WS-EMP Password**

**Company IP Address**

E-Verify will create one Web Services User ID (for your E-Verify Program Administrator). This new User ID will be a General User account and is used only with the Web Services Avionté / E-Verify integration. Your Program Administrator will still have access to their website account.

In addition, your Program Administrator is also given access to the Manage Web Services section of the E-Verify website, allowing the Program Administrator to create additional Web Services Avionté / E-Verify integration accounts as needed.

Your Program Administrator is responsible for creating Web Services User IDs for any additional Avionté / E-Verify integration users within your company.

Web Services integration User IDs are separate from website IDs, therefore an E-Verify user will have two IDs; one for the traditional E-Verify website and one for Web Services Avionté / E-Verify integration.

- The **Website** User ID is used online and can be a Program Admin or General User ID.
- The **Web Services** User ID is used with the integration reached from within the Avionté Core Application. The Web Services User ID is separate from the website User ID and is always a General User ID.

\*This cannot be a Corporate ID. It must be a Company ID (a site with its own FEIN)

\*\* Has your company ever processed E-Verify through a different software integration? If so, then E-Verify needs the Web Service credentials so that it can be tied to the Avionté integration. If your company is new to an E-Verify Integration, the information requested does not exist, leave this blank.

\*\*\* Check this option if you already have a WS-EMP User ID and are requesting a new WS-EMP User ID for use with the Avionté integration.

## Config Option

To get started with the Web Services Avionté / E-Verify integration, you will need to complete a brief configuration. There is a Config Option that must be set per branch to indicate that E-Verify will be used.

### Config Option Setup in Admin Tools

1. Open Admin Tools and select System from the left panel.
2. From the right panel, double-click Config Option. The Config Option window loads.
3. Select the Config Option By FKName tab.

The screenshot shows the 'System | Config Option' window with the 'Config Option By FKName' tab selected. The 'Select Option Type' table has columns: NodeType, ConfigOptionType, Property, and DefaultValue. The 'Branch' row is selected under 'BranchSetting' for the 'IsUsingEVerify' property, with a default value of 'False'. The 'Apply To' section shows 'User' and 'Group' radio buttons. The 'Select Config Option Value' section is empty. An 'Update selected row with default value' button is at the bottom right.

4. In the Property column, filter on *verify*.
5. Select the IsUsingEVerify property. Your branches load in the right panel of the window.
6. Select those Branch(es) that will be using E-Verify and set the ConfigOptionValue to True.

The screenshot shows the 'System | Config Option' window with the 'Config Option By FKName' tab selected. The 'Select Option Type' table is the same as in the previous screenshot. The 'Select Config Option Value' table now displays a list of branches with their corresponding 'ConfigOptionValue' and a 'Select' checkbox. The 'IsUsingEVerify' property is selected for the 'Branch' node type. The 'Default Value' is set to 'False'. The 'Select Config Option Value' table has columns: FKName, ConfigOptionValue, and Select. The rows are: Eagan, Los Angeles, Minneapolis, and New York. All 'ConfigOptionValue' cells are set to 'True', and all 'Select' checkboxes are checked. Red circles highlight the 'True' values and the checked checkboxes. An 'Update selected row with default value' button is at the bottom right.

7. Close this window.

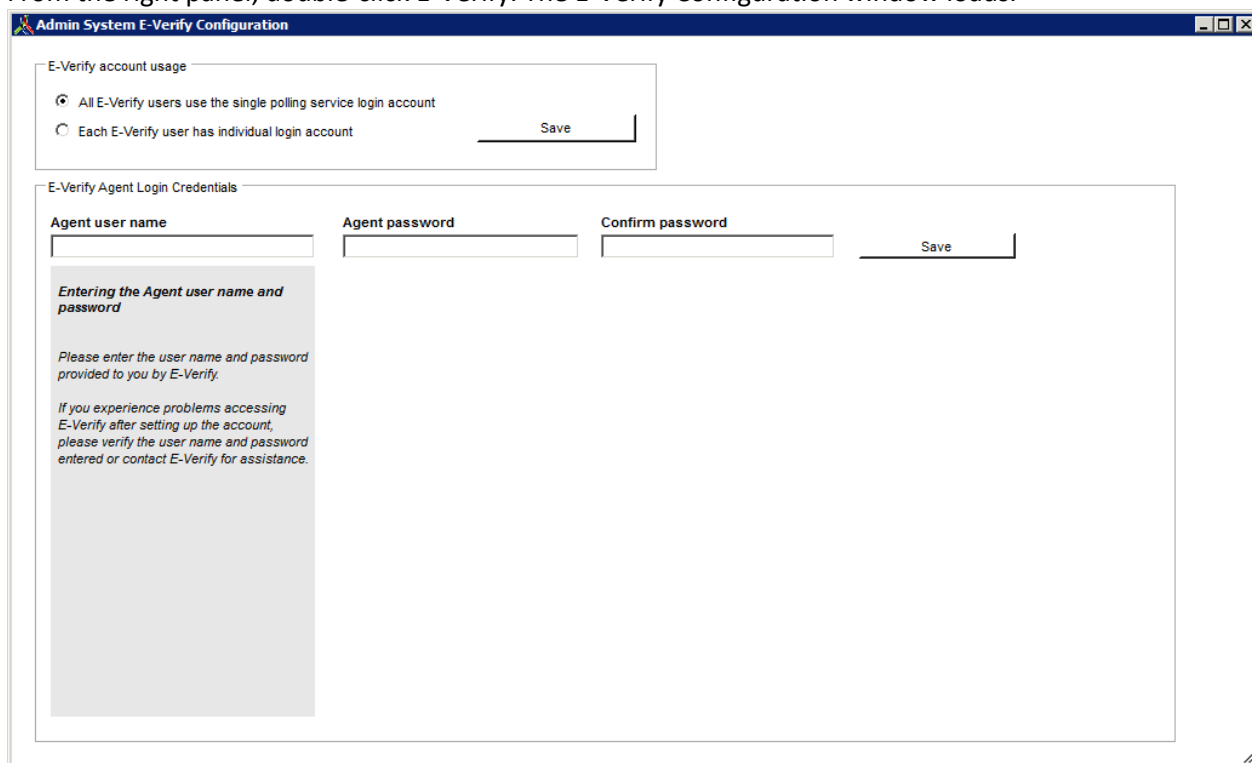
**Next Step:** you will set up either the [Single Polling Account](#) or the [Multiple Individual Accounts](#) option in Admin Tools.

## Single Polling Account

This section will discuss the single polling account, meaning all users will be using the same Web Services Avionté / E-Verify integration User ID. Best practice is your E-Verify Program Administrator should also have access to Admin Tools within the Avionté Core Application.

### Single Polling Account Setup in Admin Tools

1. Open Admin Tools and select System from the left panel.
2. From the right panel, double-click E-Verify. The E-Verify Configuration window loads.



3. Select the first option for the account:

**All E-Verify users use the single polling service login account.**

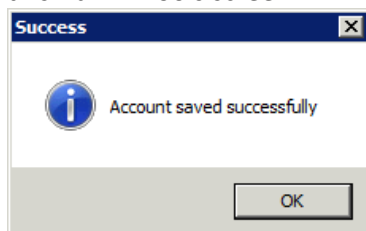
Select this option if all users will be using the same Web Services Avionté / E-Verify integration User ID.

**IMPORTANT NOTE: All Web Services accounts are General User accounts**

*You will still have access to the website using your website User ID.*

4. Enter the Web Services Avionté / E-Verify integration User ID that was provided by E-Verify into the Agent User Name and Agent Password fields.

5. Click Save. Your Admin Tools setup is complete. This password will need to be reset every 90 days from within this Admin Tools screen.



The E-Verify submenu is now available when an Employee record is loaded. You are ready to begin using the Avionté / E-Verify integration.

## Account Management

The password must be changed every 90 days. Instructions follow.

### Changing the Single Polling Account Password

You must know the existing password and have access to Admin Tools in order to change the password associated with the Web Services Avionté / E-Verify integration User ID.

1. Open Admin Tools and select the E-Verify option under System.
2. Click the Clear Account button.
3. Enter the existing password into the Agent Password field.
4. Click Change Password.
5. Enter your credentials including the new password into the appropriate fields.

Note: The password must conform to the displayed requirements.

6. Click Submit Password to save.

### Changing the Account Usage Selection

The Account Usage selection can be changed, however best practice is to determine how you plan to use E-Verify prior to setup.

1. Open Admin Tools and select the E-Verify option under System.
2. Choose the desired selection.

#### **All E-Verify users use the single polling service login account.**

Select this option if all users will be using the same Web Services Avionté / E-Verify integration User ID.

#### **Each E-Verify user has individual login account.**

Select this option if each user will have their own Web Services Avionté / E-Verify integration User ID.

NOTE: If the Account Usage Selection is changed to multiple individual accounts, the Program Administrator will need to [create the additional Web Services Avionté / E-Verify integration User IDs](#).

3. Click Save.

## Multiple Individual Accounts

This section will discuss the use of multiple individual accounts, meaning each user will have their own Web Services Avionté / E-Verify integration User ID.

### Multiple Individual Accounts Setup

1. Open Admin Tools and select System from the left panel.
2. From the right panel, double-click E-Verify. The E-Verify Configuration window loads.

3. Select the second option for the account:  
**Each E-Verify user has individual login account.**  
Select this option if multiple users will have Web Services Avionté / E-Verify integration User IDs.
4. Enter the Web Services Avionté / E-Verify integration User ID that was provided by E-Verify into the Agent User Name and Agent Password fields.

**IMPORTANT NOTE: All Web Services accounts are General User accounts**

*You will still have access to the website using your website User ID.*

5. Click Save. Your Admin Tools setup is complete. This password will need to be reset every 90 days from within this Admin Tools screen.

The E-Verify submenu is now available when an Employee record is loaded.

**Next Step:** [Create Web Services Avionté / E-Verify integration User IDs](#) for your E-Verify users.



## Account Management

The password must be changed every 90 days. Instructions follow.

### Changing the Web Services Admin Account Password

You must know the existing password and have access to Admin Tools in order to change the password associated with the Web Services Avionté / E-Verify integration User ID.

1. Open Admin Tools and select the E-Verify option under System.
2. Click the Clear Account button.
3. Enter the existing password into the Agent Password field.
4. Click Change Password.
5. Enter your credentials including the new password into the appropriate fields.

Note: The password must conform to the displayed requirements.

6. Click Submit Password to save.

### Changing the Account Usage Selection

The Account Usage selection can be changed, however best practice is to determine how you plan to use E-Verify prior to setup.

1. Open Admin Tools and select the E-Verify option under System.
2. Choose the desired selection.

#### **All E-Verify users use the single polling service login account.**

Select this option if all users will be using the same Web Services Avionté / E-Verify integration User ID.

#### **Each E-Verify user has individual login account.**

Select this option if each user will have their own Web Services Avionté / E-Verify integration User ID.

3. Click Save.

## Create new Web Services account(s)

When E-Verify provides the initial Web Services Avionté / E-Verify integration User ID they also turn on the **Manage Web Services** option in your Program Administrator's E-Verify website account. If you are using the Multiple Individual Account option, your Program Administrator will create the additional Web Services accounts.

### Creating Web Services Avionté / E-Verify integration User IDs

A Web Services Avionté / E-Verify integration User ID should be created for each E-Verify user if you are using the Multiple Individual Account option.

1. Log in to your E-Verify website Program Administrator account at: <https://e-verify.uscis.gov/emp>.
2. Locate My Web Services in the left-hand navigation menu.

The screenshot shows the E-Verify website interface. The top header includes the E-Verify logo, the text "Employment Eligibility Verification", and user information: "Welcome Peggy Esch", "User ID PESC1003", "Last Login 09:30 AM - 04/22/2015", and a "Log Out" link. The left-hand navigation menu is visible, with "My Web Services" highlighted by a red circle. The main content area includes a "Welcome to E-Verify" section with a "Verify Employee" button, an "E-Verify News" section with various announcements, and a "You Have No Case Alerts at this Time" section with three cards: "Open Cases to be Closed", "Cases with New Updates", and "Work Authorization Docs Expiring".

3. Select Manage Web Services.

This screenshot shows a close-up of the left-hand navigation menu. The "My Web Services" section is expanded, and "Manage Web Services" is highlighted by a red circle.

- From the Web Service Management screen under the My Company section, select Add New User.



- Complete the fields in the Personal Information section.

### Add User - Personal Information

User Role: General User

Last Name: \*

First Name: \*

M.I.

Phone Number: (  )  -  ext. \*

Fax Number: (  )  -

E-mail Address: \*

- Click the Next button. The new USER ID is shown.

### Add User - Create User ID

**i** You may accept the system generated user ID displayed below or create your own.

- ▶ To accept the system generated user ID, click **Submit New User**.
- ▶ To create your own user ID, delete the system generated user ID and type your desired user ID. Your user ID must be exactly eight alphanumeric characters (letters and numbers) and is not case sensitive. When you are finished, click **Submit New User**.

User ID: \*

- Click Submit New User. You have created a new Web Services Avionté / E-Verify integration User ID. The credentials are emailed to the user.

**Next Step:** Each of your Web Services users will need to complete a brief [setup of their individual account](#) in the Avionté Core Application.

For assistance creating your Web Services User ID(s), please contact E-Verify at: [VISWebServices.test@csc.com](mailto:VISWebServices.test@csc.com)

Type in a subject.

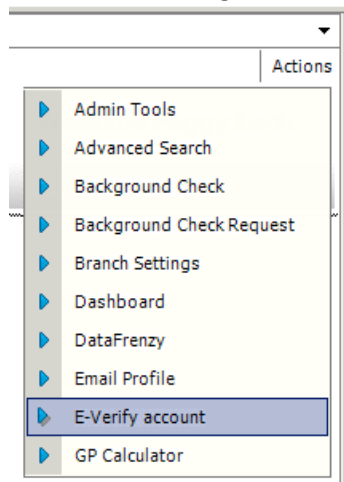
The first line of the email should read **USER ID: Your PA User ID here**.

Explain your issue in the body of the email.

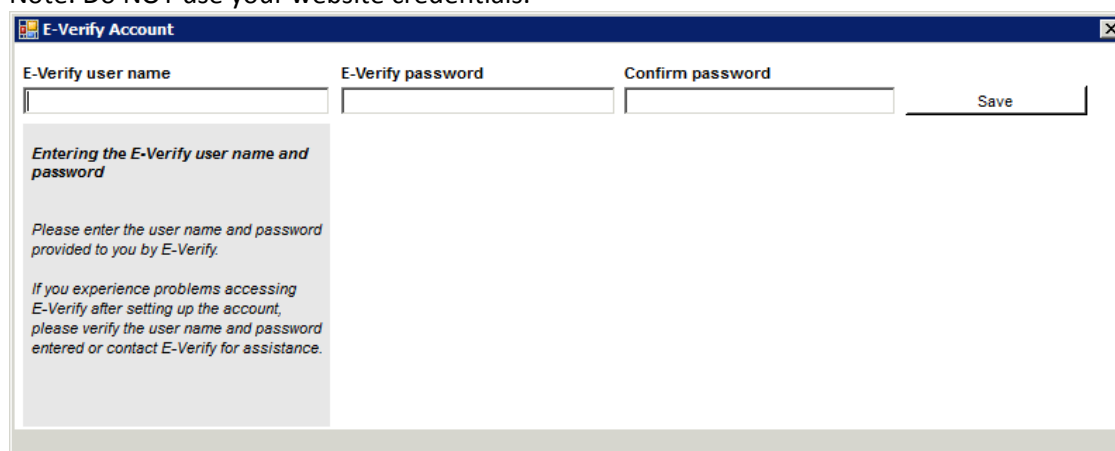
## Individual User Account Setup

Each user of the Web Services Avionté / E-Verify integration will need to complete their Web Services account setup within the Avionté Core Application.

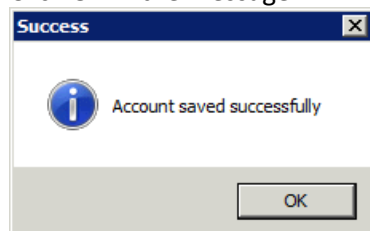
1. Navigate to the Start Page.
2. From the Start Page of the Avionté Core Application, select E-Verify account from the Actions menu.



3. Add your Web Services Avionté / E-Verify integration User ID and Password.  
Note: Do NOT use your website credentials.



4. Select Save.
5. Click OK in the message.

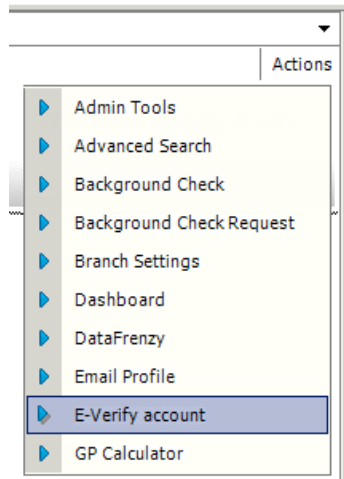


The E-Verify submenu is now available in the Avionté Core Application when an Employee record is loaded.

## Changing your Web Services password

Passwords expire every 90 days. Users should manage their own password changes from within the integration.

1. From the Start Page of the Avionté Core Application, select E-Verify account from the Actions menu.



2. Add your Web Services User ID (if not visible) and your current password.

A screenshot of the 'E-Verify Account' window. The window has a title bar with 'E-Verify Account' and a close button. Inside, there are two input fields: 'E-Verify user name' and 'E-Verify password'. To the right of the password field is a 'Change password' button. Below the input fields is a section with instructions: 'Entering the E-Verify user name and password', 'Please enter the user name and password provided to you by E-Verify.', and 'If you experience problems accessing E-Verify after setting up the account, please verify the user name and password entered or contact E-Verify for assistance.' At the bottom of this section is a 'Clear current account' button.

3. Click Change Password.
4. Enter your new password into the appropriate fields.

Note: Your password must conform to the displayed requirements.

5. Click Submit Password to save.

If your password is allowed to expire, your Program Administrator will need to [reset the password](#) for you. You will then need to [update your E-Verify credentials](#) within the Avionté Core Application.

## Admin Reset of Web Services Password

As the Program Administrator, you are able to reset a password for a Web Services user if needed. Best practice is to have your users reset their own password from within the integration before expiration (every 90 days).

1. Log in to your E-Verify website Program Admin account at: <https://e-verify.uscis.gov/emp>.
2. Locate My Web Services in the left-hand navigation menu.

The screenshot shows the E-Verify website interface. On the left, the navigation menu includes sections like 'My Cases', 'My Profile', 'My Company', 'My Reports', 'My Web Services' (which is circled in red), and 'My Resources'. The main content area has a 'Welcome to E-Verify' banner with a 'Verify Employee' button. Below this is a 'Need Help?' section. To the right, there's an 'E-Verify News' section with several articles. At the bottom, a blue banner states 'You Have No Case Alerts at this Time' with three buttons: 'Open Cases to be Closed', 'Cases with New Updates', and 'Work Authorization Docs Expiring'.

3. Select Manage Web Services.

This screenshot is a close-up of the 'My Web Services' section in the left-hand navigation menu. It shows options like 'Manage Web Services' (circled in red), 'View Reports', and 'My Resources'.

4. From within the Web Service Management screen, select View Existing Users.

This screenshot shows a close-up of the 'View Existing Users' link in the left-hand navigation menu, which is circled in red.

- Select a User Status and click Display User Summary List.

### Enter User Search Criteria

User Status: ☒ All  
☐ Locked  
☐ Password Change Required

User:

Last Name:

First Name:

Phone Number: (  )  -  ext.

E-mail Address:

**Display User Summary List**

- Click the ID of the account to be managed.

### User Summary List

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User ID	Company	User Role	Last Name	First Name	Status	Locked	Logged On	
DBEU5959	Avionte, LLC (v26)	General User	Beer	Derjck	Current	N	N	<a href="#">Delete</a>
DRIC3333	Avionte, LLC (v26)	General User	Generalson	Don	Change Password	N	N	<a href="#">Delete</a>
HWOJ5959	Avionte, LLC (v26)	General User	Wojcik	Heirek	Change Password	N	N	<a href="#">Delete</a>
<b>PRIC4576</b>	Avionte, LLC (v26)	General User	Richards	Pegon	Current	N	N	<a href="#">Delete</a>

[Previous](#) [Next](#)

- Reset the password. Other modifications can also be made here.

### View / Modify User Information

User ID: PRIC4576  
 User Role: General User  
 Last Name: \*  
 First Name: \*  
 M.I.:   
 Phone Number: (  )  -  ext. \*  
 Fax Number: (  )  -   
 E-mail Address: \*

### Reset User Password

New Password:   
 Re-type New Password:

**Submit User Modifications**

- Submit your modifications. The User Status reads Password must change.

**User Information**

User ID: [REDACTED]  
 User Role: General User  
 Last Name: [REDACTED]  
 First Name: [REDACTED]  
 M.I.: [REDACTED]  
 Phone Number: [REDACTED]  
 Fax Number: [REDACTED]  
 E-mail Address: [REDACTED]  
 User Status: Password must change

[Close](#)

- Click the Close button.

**Next Step:** The Web Services user must [update their E-Verify credentials](#) in the Avionté Core Application.

For assistance updating your Web Services User ID(s), please contact E-Verify at: [VISWebServices.test@csc.com](mailto:VISWebServices.test@csc.com)

Type in a subject.

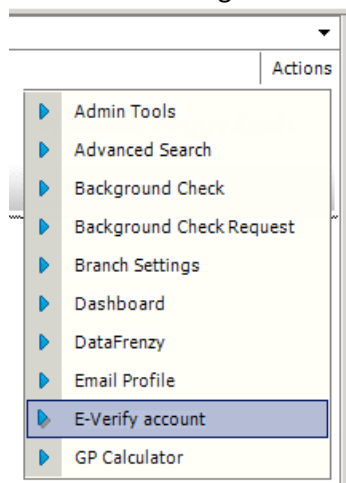
The first line of the email should read **USER ID: Your PA User ID here.**

Explain your issue in the body of the email.

### Update your Reset Web Services password in Avionté

If your password was reset by the Program Administrator, you will need to update your E-Verify credentials within the Avionté Core Application.

- From the Start Page of the Avionté Core Application, select E-Verify account from the Actions menu.





- Click the Clear Current Account button.

The screenshot shows the 'E-Verify Account' window. It has a title bar with a close button. Inside, there are two input fields: 'E-Verify user name' and 'E-Verify password'. To the right of the password field is a 'Change password' button. Below these fields is a grey box containing the text: 'Entering the E-Verify user name and password', 'Please enter the user name and password provided to you by E-Verify.', and 'If you experience problems accessing E-Verify after setting up the account, please verify the user name and password entered or contact E-Verify for assistance.' At the bottom of this grey box is a 'Clear current account' button.

- Click Yes when this message appears.

The screenshot shows a small dialog box with a 'Clear current account' button at the top. Below it, the text 'Are you sure you want to clear the account?' is displayed in red. At the bottom are two buttons: 'Yes' and 'No'.

- Add your User ID and new password.

The screenshot shows the 'E-Verify Account' window. It has a title bar with a close button. Inside, there are three input fields: 'E-Verify user name', 'E-Verify password', and 'Confirm password'. To the right of the 'Confirm password' field is a 'Save' button. Below these fields is a grey box containing the text: 'Entering the E-Verify user name and password', 'Please enter the user name and password provided to you by E-Verify.', and 'If you experience problems accessing E-Verify after setting up the account, please verify the user name and password entered or contact E-Verify for assistance.'

- Select Save.
- Click OK in the Success message.

The screenshot shows a 'Success' dialog box. It has a title bar with a close button. Inside, there is an information icon (a blue circle with a white 'i') followed by the text 'Account saved successfully'. At the bottom is an 'OK' button.

- Your password has been changed to the reset password provided by your Program Administrator.