

Client Training HQ

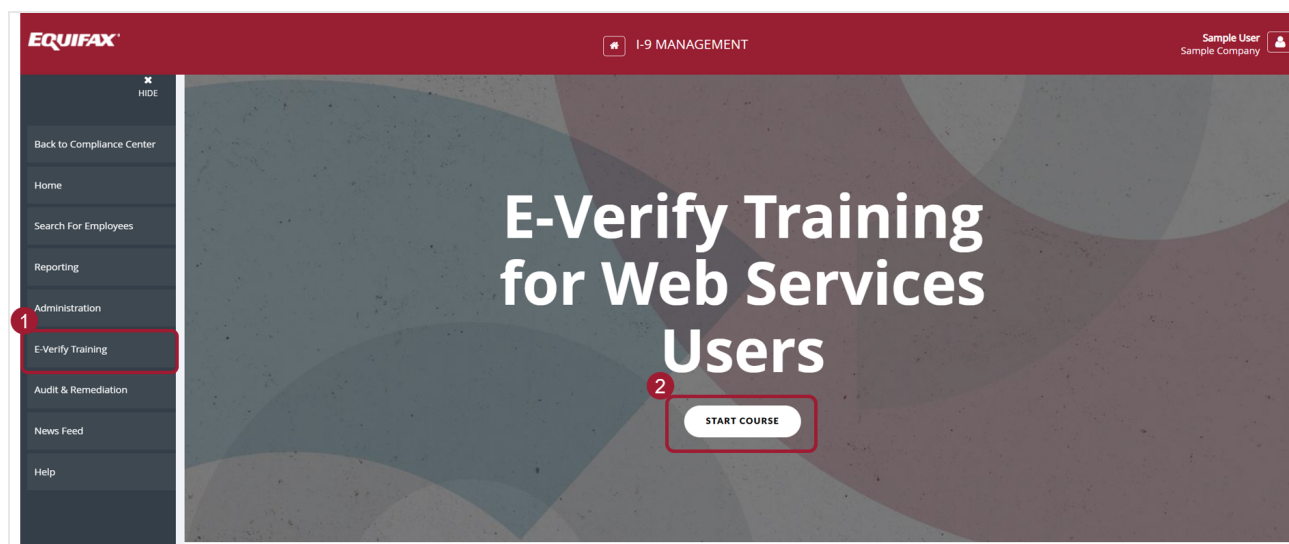
E-Verify Certification Training in I-9 Management

Access E-Verify Certification Training

The E-Verify® Certification training course must first be enabled for your organization by contacting your Account Executive or Workforce Solutions Support.

I-9 Management users can access the E-Verify Certification training course directly from the dashboard. Follow the steps below:

1. On the dashboard home page, click **E-Verify Training** in the left navigation menu.
2. Click the **Start Course** button to begin the training.



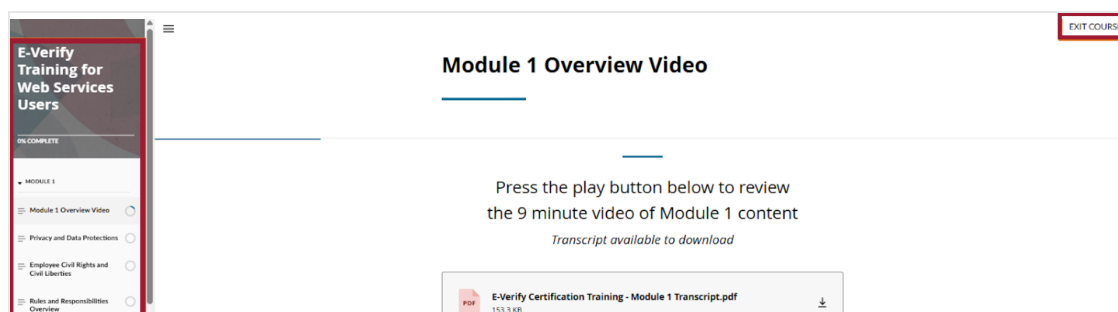
Navigating the Course

The training course consists of four (4) modules and a certification exam at the end. You must watch each of the videos provided in each of the modules before continuing in the course. Videos cannot be forwarded to skip content. Transcripts are available to download.

Knowledge Check questions and additional text-based lessons are provided for learning reinforcement in each module.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

You are encouraged to complete the course in one sitting; however, the **Exit Course** button is located in the upper right corner to leave and later resume the course in progress. Each lesson is marked off, when completed, in the course index on the left navigation (within the course itself) as you navigate through the content.



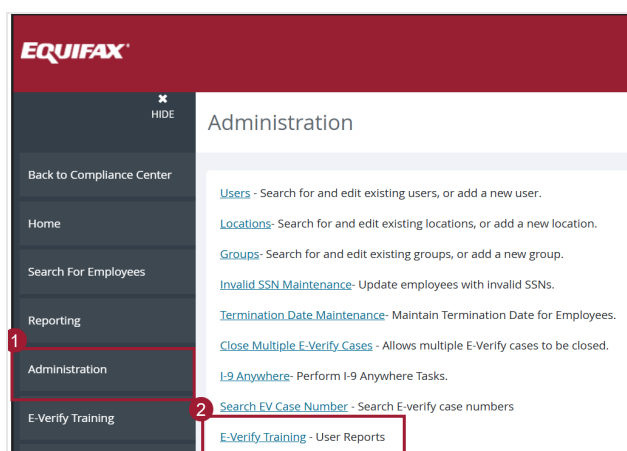
Course Exam

You must complete the exam at the end of the course and obtain a score of 70% or more to pass and obtain the certification.

Administrative Reporting

Administrators can obtain reporting on course completions by following the steps below:

1. Click the **Administration** left navigation menu option.
2. Click **E-Verify Training - User Reports**.



Reporting displays each user that has launched the training course and key pertinent information on completion and results. The report can be downloaded to Excel.

Username	Employer Code	Started On	Completed On	Status	Test Score	Test Max Score	Test Min Score	Percentage Completed	Certificate Issued
User1	11111	6/10/200X		InProgress	0	0	0	65	N
User2	11111	6/10/200X		Passed	90	100	70	100	Y
User3	11111	6/10/200X	6/10/200X	InProgress	0	0	0	50	N
User4	11111	6/15/200X		InProgress	0	0	0	33	N
User5	11111	6/25/2025		InProgress	0	0	0	6	N

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Export to Excel

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More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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