



# Guardian E-Verify: Photo Matching

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# Getting Started – Key Notes

## **What is the Photo Matching Tool?**

The Photo Matching tool is utilized during the E-Verify process to determine authenticity of List A documents presented for I-9 purposes.

## **When is the Photo Matching Tool triggered?**

The tool appears during the E-Verify submission process when specific List A documents have been presented for Section 2 (Green Card (I-551), EAD card (I-766) or US Passport documents.

## **How do users compare the E-Verify photo to the retained document?**

Images that are uploaded to the employee's I-9 are available during the submission process to compare with the E-Verify image.

# Getting Started – Key Notes

## **Should the returned E-Verify image be compared to the employee?**

No, the E-Verify photo must be compared only to the photo contained on the List A document presented.

## **What if the picture on the retained document does not match the image from E-Verify?**

The user should indicate that the photo does not match. This will trigger a DHS TNC. For more information on processing the DHS TNC see tutorial Scenario IV: DHS TNC Resulting from Photo No Match.

# E-Verify Submission Process

Click **Approve This I-9** to lock and submit the data to E-Verify.

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## I-9 for Goodell, Elaine



View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

### Approve I-9

#### Instructions

##### Please note:

You are about to approve this **Electronic I-9** for **Elaine Goodell**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



View  
I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

#### I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/14/2020	07:17:27	Adobe Acrobat	I9 #2670603 Snapshot [ Mark Completed ]	408.7
09/14/2020	07:17:11	Image/JPEG	U.S. Passport-Barcode Page	175.0
09/14/2020	07:16:59	Image/JPEG	U.S. Passport-ID Page	373.0

# E-Verify Submission Process

Employees subject to **E-Verify** will be automatically submitted. Processing typically takes 30 seconds or less.

Dashboard


Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: Elaine Goodell

 **Submission in Progress**  
A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number: 2020258142006DA

### E-Verify Summary

#### Case Status

Status: **Processing**

Initiated By: **Robert Reaume**

Initiated On: **09/14/2020**

#### Employee Information

First Name: **Elaine**

Last Name: **Goodell**

Date of Hire: **09/14/2020**

Citizenship Status: **U.S. Citizen**

[View More Employee Information](#)

#### Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **441209749**

Document Expiration: **04/06/2027**

[View OnDocs](#)

[Go Back](#)



# E-Verify Photo Matching

A case status of **Photo Matching Required** is returned.

Click **Continue E-Verify Process**.

LawLogix  
by Hyland

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: Elaine Goodell



### Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: 2020258142006DA

### E-Verify Summary

#### Case Status

Status: **Photo Matching Required**

Initiated By: **Robert Reaume**

Initiated On: **09/14/2020**

[Continue E-Verify Process](#)

#### Employee Information

First Name: **Elaine**

Last Name: **Goodell**

Date of Hire: **09/14/2020**

Citizenship Status: **U.S. Citizen**

[View More Employee Information](#)

#### Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **441209749**

Document Expiration: **04/06/2027**

[View OnDocs](#)

[Go Back](#)



# E-Verify Photo Matching

The photo on file with E-Verify is displayed.

## E-Verify for: Elaine Goodell



### Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: **2020258142006DA**

### E-Verify Photo Match Required



Does the photo displayed match the photo displayed on **Elaine Goodell's** U.S. Passport?

- Yes, this photo matches
- No, this photo does not match
- No photo displayed

### Document Information

Document Type:

[View Elaine's U.S. Passport-ID Page](#)

[View Elaine's U.S. Passport-Barcode Page](#)

### Things You Should Know

- Photo must be compared to the document presented (copy or actual document), not the actual employee.
- When comparing, account for slight variations based on the age of the document.
- E-Verify includes a watermark on the photo to prevent unauthorized use. The document being compared should not contain this watermark.



# E-Verify Photo Matching

## E-Verify for: Elaine Goodell



### Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: **2020258142006DA**

### E-Verify Photo Match Required



Does the photo displayed match the photo displayed on **Elaine Goodell's** U.S. Passport?

- Yes, this photo matches
- No, this photo does not match
- No photo displayed

### Document Information

Document Type:

[View Elaine's U.S. Passport-ID Page](#)

[View Elaine's U.S. Passport-Barcode Page](#)

### Things You Should Know

- Photo must be compared to the document presented (copy or actual document), not the actual employee.
- When comparing, account for slight variations based on the age of the document.
- E-Verify includes a watermark on the photo to prevent unauthorized use. The document being compared should not contain this watermark.

Documents previously uploaded are available for review.

Click the appropriate link to compare the retained document to the image returned by E-Verify.

# E-Verify Photo Matching

Compare the E-Verify photo to the copy of the retained document.

**Note:** the returned photo should NOT be compared to the employee.

## E-Verify for: Elaine Goodell

**Attention Required: Photo Match Needed**  
E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: **2020258142006DA**

### E-Verify Photo Match Required



Does the photo displayed match the photo displayed on Elaine Goodell's U.S. Passport?

- Yes, this photo matches
- No, this photo does not match
- No photo displayed

### Document Info

Document Type:  
[View Elaine's U.S. Pa](#)  
[View Elaine's U.S. Pa](#)  
Page



Document presented  
actual employee.  
variations based on  
photo to prevent  
ing compared should



# E-Verify Photo Matching

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: Elaine Goodell



### Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: **2020258142006DA**

### E-Verify Photo Match Required



Does the photo displayed match the photo displayed on **Elaine Goodell's** U.S. Passport?

- Yes, this photo matches
- No, this photo does not match
- No photo displayed

Continue

### Document Information

Document Type:

[View Elaine's U.S. Passport-ID Page](#)

[View Elaine's U.S. Passport-Barcode Page](#)

### Things You Should Know

- Photo must be compared to the document presented (copy or actual document), not the actual employee.
- When comparing, account for slight variations based on the age of the document.
- E-Verify includes a watermark on the photo to prevent unauthorized use. The document being compared should not contain this watermark.

Following review, select the appropriate response and then click **Continue**.

**Note:** A 'No' response will trigger a DHS TNC (Refer to the DHS Photo No Match TNC tutorial for further information).

# E-Verify Photo Matching



Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: Elaine Goodell



### Employee Work Authorized

Employee is authorized to work

Case Verification Number: 2020258144115AB

### E-Verify Summary

Print E-Verify Summary

#### Case Status

Status: **Case Closed**

Initiated By: **Robert Reaume**

Initiated On: **09/14/2020**

Closure Reason: **Employment Authorized Auto Close**

Date Resolved: **09/14/2020**

#### Employee Information

First Name: **Elaine**

Last Name: **Goodell**

Date of Hire: **09/14/2020**

Citizenship Status: **U.S. Citizen**

[View More Employee Information](#)

#### Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **441209749**

Document Expiration: **04/06/2027**

[View OnDocs](#)

[Go Back](#)



Confirm that E-Verify responded with an **Employment Authorized** result.

Cases that are returned as Employment Authorized will be automatically closed. No further action is necessary.

# Photo No Match

# Photo No Match

If either of the 'No' options are selected, the user will be asked to select which uploaded file corresponds to the front and back of the provided document.

## E-Verify for: Elaine Goodell



### Attention Required: Document Submission Required

E-Verify requests you transmit a copy of the Section 2 document.

Case Verification Number: 2020258142006DA

### Submit Supporting Documentation to E-Verify

Since either the document photo was not provided by E-Verify or did not match the supporting document for **Elaine Goodell**, E-Verify requires you to submit a copy of the U.S. Passport. Please select the appropriate files and submit the images to E-Verify.

#### Select File For **U.S. Passport ID Page**

- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

#### Select File For **U.S. Passport Barcode Page**

- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

Submit Images

[Don't see the document you're looking for?](#)

[Go to OnDocs](#)

### Things You Should Know

- E-Verify accepts PDF, PNG, JPEG, or GIF formats. Each document must be smaller than 5MB in size.
- E-Verify expects separate files for the front and back of the document (I-551, I-766, or U.S. Passport Card), or the passport ID page and passport barcode page for a U.S. Passport.
- If you do not see the applicable image listed, return to the employee's I-9 OnDocs tab to upload the applicable copy of the document.

# Photo No Match

If needed, click **View** to review the uploaded files.

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: Elaine Goodell



### Attention Required: Document Submission Required

E-Verify requests you transmit a copy of the Section 2 document.

Case Verification Number: 2020258142006DA

### Submit Supporting Documentation to E-Verify

Since either the document photo was not provided by E-Verify or did not match the supporting document for **Elaine Goodell**, you to submit a copy of the U.S. Passport. Please select the appropriate files and submit the images to E-Verify.

Select File For **U.S. Passport ID Page**

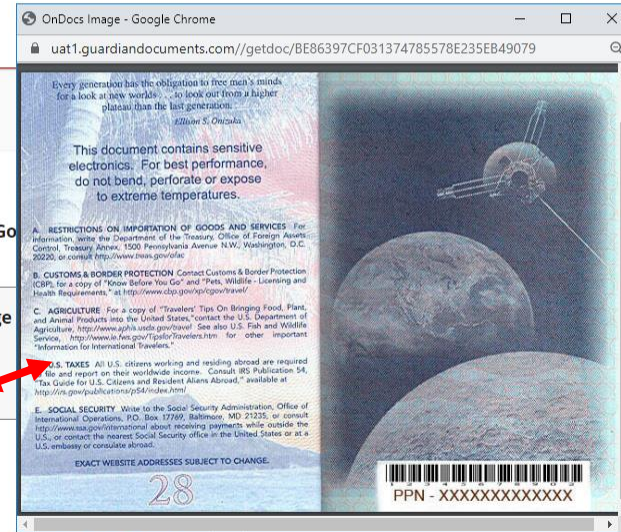
- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

Select File For **U.S. Passport Barcode Page**

- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

Submit Images

Don't see the document you're looking for?



Go to OnDocs

GIF formats. Each 1B in size.

the front and back of the passport Card), or the code page for a U.S.

page listed, return to the the applicable copy

# Photo No Match

Click **Submit Images** after confirming the document selections.

Refer to the DHS Photo No Match tutorial for further information on processing the TNC.

## E-Verify for: Elaine Goodell



### Attention Required: Document Submission Required

E-Verify requests you transmit a copy of the Section 2 document.

Case Verification Number: 2020258142006DA

### Submit Supporting Documentation to E-Verify

Since either the document photo was not provided by E-Verify or did not match the supporting document for **Elaine Goodell**, E-Verify requires you to submit a copy of the U.S. Passport. Please select the appropriate files and submit the images to E-Verify.

#### Select File For **U.S. Passport ID Page**

- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

#### Select File For **U.S. Passport Barcode Page**

- U.S. Passport-ID Page [View](#)
- U.S. Passport-Barcode Page [View](#)

**Submit Images**

Don't see the document you're looking for?

[Go to OnDocs](#)

### Things You Should Know

- E-Verify accepts PDF, PNG, JPEG, or GIF formats. Each document must be smaller than 5MB in size.
- E-Verify expects separate files for the front and back of the document (I-551, I-766, or U.S. Passport Card), or the passport ID page and passport barcode page for a U.S. Passport.
- If you do not see the applicable image listed, return to the employee's I-9 OnDocs tab to upload the applicable copy of the document.



# For Additional Assistance

- Select **Help** from the toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

# Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.