



Guardian E-Verify: Data Submission Error and Secondary Data Review

Table of Contents

1. Getting Started – FAQ	3
2. E-Verify Submission Process	4
3. Amending Errors	10
4. Continuing E-Verify Case	11
5. E-Verify Case Resolution	15

Getting Started – FAQ

What is Secondary Data Review?

E-Verify reviews I-9 data upon initial submission. When information is missing or does not match SSA or DHS records users are provided a second opportunity to review the data submitted. This review is required in order to continue with the submission and E-Verify case creation (regardless of whether submitted information is changed).

What is the user's role during the submission process?

Users are provided the opportunity to review the submitted data and may elect to make changes to the returned fields by utilizing the Guardian Amendment tool.

E-Verify Submission Process

Click the **Mark Approved** button when ready to submit the E-Verify case.

Guardian

Announcements Help Denise Moreno Logout

Dashboard Start I-9 Employee E-Verify Reports

I-9 for Cook, David

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 **David Cook**.

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)
09/09/2020	09:19:16	Image/JPEG	US Driver's License	408.7
09/09/2020	09:19:36	Image/JPEG	Social Security Card (Unrestricted)	212.0
09/09/2020	09:19:46	Adobe Acrobat	I9 #2667050 Snapshot [Mark Completed]	94.0

[Table of Contents](#)

E-Verify Submission Process

Wait for the submission to process.
Processing typically takes less
than 30 seconds.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

E-Verify for: David Cook



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: 2020253222401AL

E-Verify Summary

Case Status

Status: **Processing**

Initiated By: **Denise Moreno**

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

Employee Information

First Name: **David**

Last Name: **Cook**

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

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

[View More Employee Information](#)

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4234**

Document Expiration: **N/A**

[View OnDocs](#)

[Go Back](#)



[Table of Contents](#)

E-Verify Submission Process

Submission returns with the **Attention Required: Verify I-9 Information** alert.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Click on the **Continue E-Verify Process** link.

E-Verify for: David Cook

Attention Required: Verify I-9 Information
E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020253230127EL

E-Verify Summary

Case Status

Status: **Review I-9 Data Submitted**

Initiated By: **Denise Moreno**

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

[Continue E-Verify Process](#)

Employee Information

First Name: **David**

Last Name: **Cook**

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

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

[View More Employee Information](#)

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4235**

Document Expiration: **N/A**

[View OnDocs](#)

[Go Back](#)



E-Verify Submission Process

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

If the I-9 information does not match SSA/DHS records, the **Information For Review** screen will appear.

Review the presented I-9 information for correctness.

E-Verify for: David Cook



Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020253230127EL

Information For Review

E-Verify requests a review of the I-9 information for the fields included below. Utilize the amendment tool to correct any data entry errors before continuing the E-Verify case.

	Information Originally Received	Information to be Submitted
Social Security Number	234-23-4235	234-23-4235

[Amend I-9](#)[Continue with Case](#)

Document Information

Document Type: **Form I-9**

[View David's Form I-9](#)

Things You Should Know

- The information received by E-Verify for the fields shown on this page may be correct. An amendment to the I-9 should only be made if a data entry error is identified for the given field.
- When continuing a case, Guardian submits to E-Verify the current I-9 information for the fields shown, including approved amendments.

[Go Back](#)

E-Verify Submission Process

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

If incorrect information is identified, such as because of a typo, click the **Amend this I-9** button.

Otherwise, click **Continue with Case**.

E-Verify for: David Cook



Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020253230127EL

Information For Review

E-Verify requests a review of the I-9 information for the fields included below. Utilize the amendment tool to correct any data entry errors before continuing the E-Verify case.

	Information Originally Received	Information to be Submitted
Social Security Number	234-23-4235	234-23-4235

[Amend I-9](#)[Continue with Case](#)

Document Information

Document Type: **Form I-9**

[View David's Form I-9](#)

Things You Should Know

- The information received by E-Verify for the fields shown on this page may be correct. An amendment to the I-9 should only be made if a data entry error is identified for the given field.
- When continuing a case, Guardian submits to E-Verify the current I-9 information for the fields shown, including approved amendments.

[Go Back](#)

FAQ

What happens after the user clicks Continue with Case?

I-9 information, changed or unchanged, submits to E-Verify.

Unresolved data inconsistencies will result in a Tentative Nonconfirmation (TNC) response from E-Verify. See tutorial, “In Person SSA TNC” for additional information related to TNC processing.

Employment Authorized responses from E-Verify should be processed as usual.

Amending Errors

If **Amend this I-9** was clicked, user is navigated to the I-9 Amendments tab. Click the **Add** button to begin making any necessary corrections.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Cook, David

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9 Actions Adjust I-9 **Add**

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
No Amendments (1)					

Refer to the [Remediation Tool Usage](#) tutorial for guidance on adding and approving Amendments.

Continuing E-Verify Case

Once all desired Amendments have been added and approved, navigate to the **Details** tab and click **View E-Verify**.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Cook, David

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Overview

E-Verify needs attention.

Section 1

Cook, David

Signed: **David Cook**
09/09/2020 @ 15:56:52

View Section 1

E-Verify

Submitted: 09/09/2020 @ 23:01:27
On Hold, waiting for user interaction

View E-Verify

Print Center



View
I-9



Employee
Receipt



Preparer/Translator
Receipt

Continuing E-Verify Case

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

E-Verify case submission returns with **Attention Required: Verify I-9 Information** alert.

Click on the **Continue E-Verify Process** link.

E-Verify for: David Cook



Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020253230127EL

E-Verify Summary

Case Status

Status: **Review I-9 Data Submitted**

Initiated By: **Denise Moreno**

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

[Continue E-Verify Process](#)

Employee Information

First Name: **David**

Last Name: **Cook**

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

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

[View More Employee Information](#)

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

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[View OnDocs](#)

[Go Back](#)



Continuing E-Verify Case

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

E-Verify for: David Cook



Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020253230127EL

Information For Review

E-Verify requests a review of the I-9 information for the fields included below. Utilize the amendment tool to correct any data entry errors before continuing the E-Verify case.

	Information Originally Received	Information to be Submitted
Social Security Number	234-23-4235	234-23-4234

Amend I-9

Continue with Case

Document Information

Document Type: **Form I-9**

[View David's Form I-9](#)

Things You Should Know

- The information received by E-Verify for the fields shown on this page may be correct. An amendment to the I-9 should only be made if a data entry error is identified for the given field.
- When continuing a case, Guardian submits to E-Verify the current I-9 information for the fields shown, including approved amendments.

[Go Back](#)

The **Information For Review** screen will display the original information submitted, and the information to Re-Submit.

Click **Continue with Case**.

Continuing E-Verify Case

Wait for the submission to process.
Processing typically takes less
than 30 seconds.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

E-Verify for: David Cook



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: 2020253222401AL

E-Verify Summary

Case Status

Status: **Processing**

Initiated By: **Denise Moreno**

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

Employee Information

First Name: **David**

Last Name: **Cook**

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

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

[View More Employee Information](#)

Document Information

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[View OnDocs](#)

[Go Back](#)



[Table of Contents](#)

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E-Verify Case Resolution

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.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

E-Verify for: David Cook



Employee Work Authorized

Employee is authorized to work

Case Verification Number: 2020253210221EC

E-Verify Summary

[Print E-Verify Summary](#)

Case Status

Status: **Case Closed**

Initiated By: **Denise Moreno**

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

Closure Reason: **Employment Authorized Auto Close**

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

Employee Information

First Name: **David**

Last Name: **Cook**

Date of Hire: **09/10/2020**

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

[View More Employee Information](#)

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

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[View OnDocs](#)[Go Back](#)[Table of Contents](#)

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.