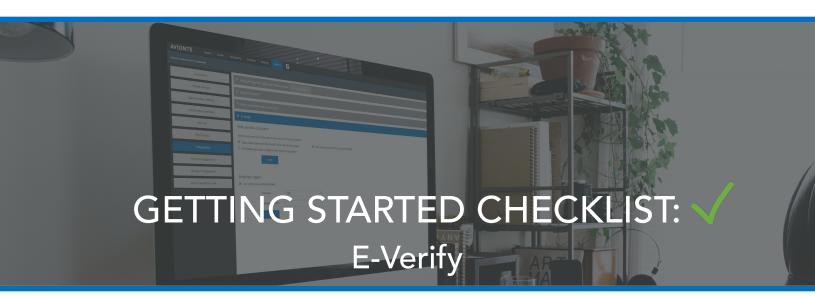
AVIONTÉ





This checklist will walk you through how to get started with E-Verify as a part of Avionté's Paperless Mobile Onboarding solution.

1. Reach out to your Avionté Strategic Account Executive (SAE) or Project Manager

Your SAE will need to add an E-Verify license and ensure that you are enrolled on the E-Verify website. Here is a KB article to help you enroll if you are not currently enrolled: https://support.avionte.com/hc/en-us/articles/209570357-E-Verify-Enrollment (this will follow a standard enrollment process, where you submit a ticket to the Partnership Activation Team (PAT) and they will handle the set up of E-Verify).

a. Please note, the E-Verify integration works with the I-9 E-Signature Document powered by Adobe Sign. For configuration instructions, please visit the KB by clicking here.

2. Log into the Recruiter Module and Navigate to Admin > Integrations > E-Verify

You can complete setup for your business in the Admin Integrations area, whether that's for each individual Avionté user at your company or one shared web service account.

a. **Individual User Accounts:** If this option is selected in the Admin setup, each user will add and manage their own account. In the top right-hand corner menu (where account settings are located) there will be an E-Verify option where there username and password can be entered for individual users.

b. Global Account: All set up, including username/password, is logged in the Admin area.

3. Initiate E-Verify

Once the setup is complete you will now see the option to initiate E-Verify once an I-9 is complete directly from the Recruiter Module.

Please reference these additional checklists for more on Avionté Paperless Mobile Onboarding:

- E-Signature Documents powered by Adobe Sign Getting Started Checklist
- Avionté Paperless Mobile Onboarding Getting Started Checklist
- Talent Task's Getting Started Checklist



For over a decade, Avionté has been providing innovative front and back office staffing software solutions throughout the U.S. and Canada. With a strong focus on building great partnerships along with leading solutions, Avionté now services nearly 500 customers and over 14,000 users. Avionté is driven to bring its clients the best products and services the industry has to offer. Learn more at **avionte.com**.