GETTING STARTED CHECKLIST: ✅
E-Verify

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 Tasks Getting Started Checklist