

E-Verify Employment Eligibility Verification

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E-Verify Enrollment: You're Finished

Congratulations!

Your company has been enrolled in E-Verify. **Now just sit back and wait – the people you signed up as corporate administrators will receive their user names and passwords by e-mail.** The e-mail will also contain details about the required training session offered over the Web.

Most people receive our confirmation e-mail within a few minutes. You should check your e-mail inbox as well as your spam or junk mail folders because sometimes our e-mails are mistakenly marked as spam.

If the e-mail is not received within 48 hours, please call our Customer Support line at 1-888-464-4218 for assistance. **Do not enroll your company again in E-Verify.** If you attempt to reenroll, your enrollment may be delayed.

Just a friendly reminder: Your hiring sites must print the English and Spanish versions of the E-Verify Participation Poster and the Right-to-Work Poster, which can be found in the "Online Resources" section after you log in to the E-Verify Web site. **Each of your hiring sites must display the posters** in plain view to inform prospective employees that your company participates in E-Verify.

Thanks for signing up. Your participation is vital in ensuring a legal United States workforce. If you ever have any questions, we're here to help – just give us a call at 1-888-464-4218 or e-mail us at E-Verify@dhs.gov.

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Company ID Number: 215111

E-VERIFY

CORPORATE COMPANY

**If you have any questions, contact E-Verify at
888-464-4218.**

**INFORMATION REQUIRED
FOR E-VERIFY**

Information relating to your Company:

Company Name:	<u>Utah State University</u>
Company Facility Address:	<u>8800 Old Main Hill</u> <u>Logan, UT 84322-8800</u>
County or Parish:	<u>CACHE</u>

Information relating to the Corporate Administrator(s) for your Company on policy questions or operational problems:

Name:	Mardyne Matthews	Fax Number:	(435) 797 - 1816
Telephone Number:	(435) 797 - 1813		
E-mail Address:	mardyne.matthews@usu.edu		
Name:	Marcela Gardner	Fax Number:	(435) 797 - 1816
Telephone Number:	(435) 797 - 0206		
E-mail Address:	marcela.gardner@usu.edu		
Name:	Kay Dasu	Fax Number:	(435) 797 - 1816
Telephone Number:	(435) 797 - 0366		
E-mail Address:	kay.dasu@usu.edu		