



MENU

# E-Verify Update: Easily Manage Your Point of Contact (POC) Information

**Release Date:** January 5, 2026

On Jan. 5, E-Verify reintroduced a convenient feature that allows users to manage Point of Contact (POC) information directly within their accounts. This enhancement gives you greater control and flexibility in keeping your organization's information current.

The Memorandum of Understanding (MOU) requires employers to provide and maintain up-to-date contact information for employer representatives associated with E-Verify. Managing and updating POC information is the simplest way to meet this requirement and ensure you stay compliant and continue to receive important program updates.

## Action Requested:

Please log in at your earliest convenience to review and update the contact information for your company's POCs and users.

## Key Details:

- POC information can be managed in the **Company Profile** section of the account.
- **Program administrators** and **corporate administrators** can manage all company POC information in their accounts. General users on employer agent accounts can manage client company POC information.
- Adding someone as a POC does not automatically grant them access to an E-Verify account. To access the account and manage cases, the POC must also be added as a program administrator.

## Important Note:

The MOU Signatory is automatically designated as a POC on the account. While this POC cannot be removed, their contact information can be updated. If the MOU Signatory is no longer with the company, please ensure there is at least one active POC on the account and that all POC information is accurate.

## How to Access POC Information:

- **Program administrators:** Go to the user menu and select **Company Account > Company Profile**.
- **Corporate administrators:** Go to the user menu and select **Corporate Account > Corporate Profile**. To view POC information for specific company locations, navigate to **Company**

**Locations > Manage Company Locations**, then select **View Company Profile** on the relevant company location card.

- **Employer agent users:** Navigate to the **Clients** menu and select **View Company Profile** from the relevant client company card.

## Points of Contact

Name	Number	Ext	Email	Signatory	Last Updated
Andrea Patilla	(555) 548-9855		andrea.p@company.com	Yes	03/17/10
Frances Jones	(555) 658-4582	12	frances.j@company.com	No	11/24/25
Ryan Holland	(555) 586-4412	34	ryan.h@company.com	No	12/03/25
Sally Rivers	(555) 524-8971	22	sally.r@company.com	No	12/03/25

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[Edit Points of Contact](#)

## My Company Account

### Edit Points of Contact

#### 4 Points of Contact

[+ Add Point of Contact](#)

 Point of Contact information has been successfully updated.

First Name	↓	Middle Initial	↓	Last Name	↓	Phone Number	↓	Ext	↓	Email	Actions
Andrea	---			Patilla		(555) 548-9855				andrea.p@co	 
Frances	---			Jones		(555) 658-4582		12		frances.j@co	 
Ryan	---			Holland		(555) 586-4412		34		ryan.h@co	 
Sally	---			Rivers		(555) 524-8971		22		sally.r@co	 

Rows Per Page

1

[Done](#)

## My Company Account

### Edit Points of Contact

#### 4 Points of Contact

#### Edit Point of Contact

X

+ Add Point of Contact



First Name	Point of Contact in
Andrea	HR
Frances	HR
Ryan	HR
Sally	HR

Rows Per Page

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Done

First Name (required)

Frances

Middle Initial

Last Name (required)

Jones

Phone Number (required)

10 digits, digits only

5556584582

Phone Number Extension

Up to 6 digits, digits only

12

Email Address (required)

frances.j@company.com

Cancel

Save

Keeping your POC information accurate and current helps ensure smooth communication and ongoing compliance with E-Verify requirements.

## Keywords

[E-Verify](#) [Account management](#)

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