

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 |   |
| Frances | --- | Jones | (555) 658-4582 | 12 | frances.j |   |
| Ryan | --- | Holland | (555) 586-4412 | 34 | ryan.h@c |   |
| Sally | --- | Rivers | (555) 524-8971 | 22 | sally.r@c |   |

Rows Per Page

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Done

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Here's how you know

E-Verify

HomeCasesReportsWeb ServicesResources

Fake Auth

My Company Account

Edit Points of Contact

4 Points of Contact

Point of Contact in

First Name

Andrea

Frances

Ryan

Sally

Rows Per Page10

Done

Point of Contact in

First Name

Frances

Middle Initial

Last Name

Jones

Phone Number

10 digits, digits only

5556584582

Phone Number Extension

Up to 6 digits, digits only









12

Email Address

frances.j@company.com

CancelSave

Add Point of Contact

| Email | Actions |
|-----------|---|
| andrea.p |   |
| frances.j |   |
| ryan.h@ |   |
| sally.r@ |   |

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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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