Instructions to Download Historic Records Reports in E-Verify

Prepared for

U.S. Citizenship and Immigration Services

Verification Division

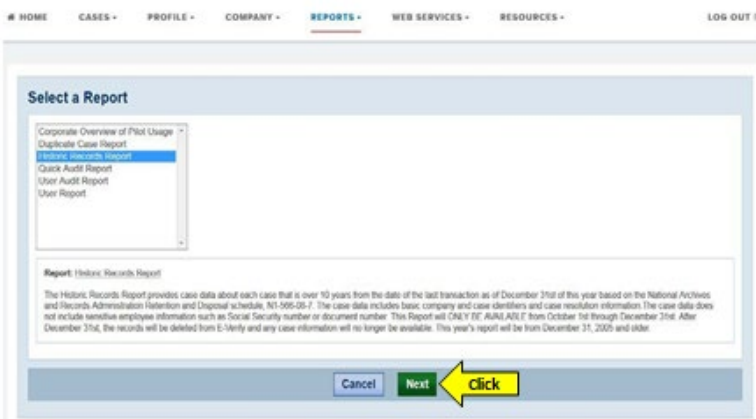## Instructions for Downloading & Exporting in E-Verify

1. Click "Reports" along the navigation bar at the top of the page then select "View Reports" from the drop-down menu.

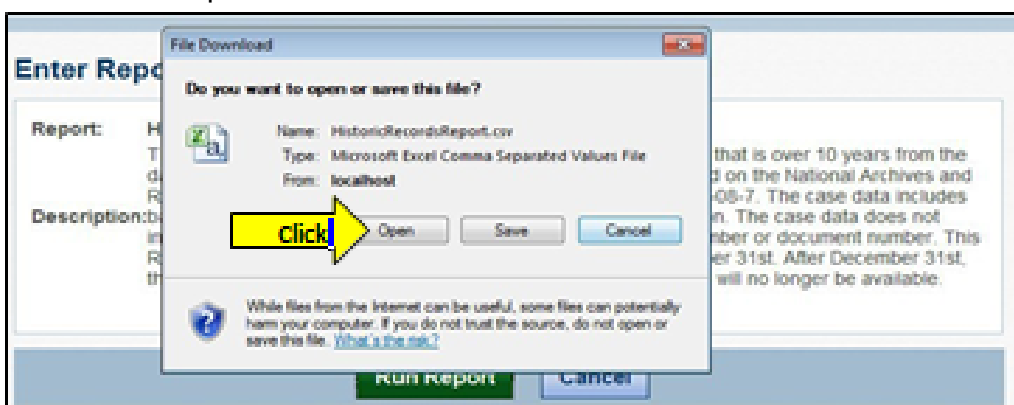2. The "Select a Report" menu appears. Select "Historic Records Report."

3. Additional information describing the E-Verify Historic Records Report displays. Click "Next."

4. The "Enter Report Parameters" page displays. There are no parameters available for this report. Click "Run Report."

5. If you have Microsoft Excel, you should see a "File Download" window appear on your screen. Click "Open."

NOTE: If you don't have Excel, you'll need another to select file application to display the CSV file data (for example, Notepad or Word).

6. Only cases associated with the Employer or E-Verify Employer Agent ID of the user account display.

   The below screen shots are split into two parts because of the number of columns in the report

NOTE: For E-Verify Employer Agents who also participate in E-Verify as an employer, a single report containing cases for their clients and employees will be generated, if associated with the E-Verify Employer Agent ID.