## Instructions to Download Historic Records Reports in E-Verify

**Prepared for** 



U.S. Citizenship and Immigration Services

**Verification Division** 

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## Instructions for Downloading & Exporting in E-Verify

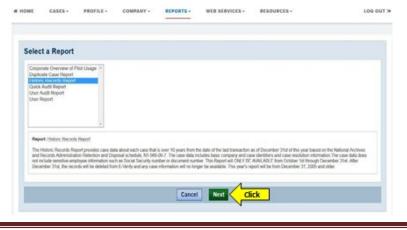
1. Click "Reports" along the navigation bar at the top of the page then select "View Reports" from the drop-down menu.



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

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



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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."

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tr	While files from the internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>Vibra's the nex?</u>	will no longer be available.

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

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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.