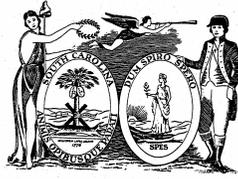


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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors

FROM: Samuel L. Wilkins, Director  
Office of Human Resources

DATE: August 20, 2008

SUBJECT: Registering for E-Verify Webinars

The following webinars have been scheduled and will be facilitated by telephone by the Department of Homeland Security:

<b>Course Title</b>	<b>Date</b>	<b>Time</b>
E-Verify Webinar	Thursday, August 28 <sup>th</sup>	2pm
E-Verify Webinar	Wednesday, September 3 <sup>rd</sup>	10am
E-Verify Webinar	Tuesday, September 9 <sup>th</sup>	2pm
E-Verify Webinar	Monday, September 15 <sup>th</sup>	10am
E-Verify Webinar	Wednesday, September 17 <sup>th</sup>	10am
E-Verify Webinar	Thursday, September 18 <sup>th</sup>	10am
E-Verify Webinar	Tuesday, September 23 <sup>rd</sup>	2pm
E-Verify Webinar	Wednesday, October 1 <sup>st</sup>	10am
E-Verify Webinar	Tuesday, October 7 <sup>th</sup>	2pm
E-Verify Webinar	Wednesday, October 15 <sup>th</sup>	10am

In order to register, participants will need to click on the link entitled "Webinar Registration" under the Immigration section on OHR's website, or by clicking <http://www.ohr.sc.gov/OHR/employee/course-registration-form.htm>. Registration for each webinar will be limited to 45 call-ins; however, each call-in location may have multiple participants attending simultaneously at the same location. Since each call-in location may have multiple participants attending, **only** the actual person calling in must register for the webinar. Because the webinars are free, please disregard the registration fee amount at the top of the registration form and the cancellation policy at the bottom of the form. Registration will be available on a first-come, first-serve basis. **Participants will need to ensure they are**

**registered two days before the webinar they want to attend in order to receive the login instructions.** Participants will receive an email confirmation message with instructions for logging into the webinar two days before the event

The webinars are usually about 90 minutes long and feature a PowerPoint presentation explaining E-Verify, along with a demonstration performing test queries. Due to the number of participants, the question and answer session will be at the end of the demonstration. Participants will need to review the attached Webex instructions for logging into the webinar at individual computers. Participants are encouraged to review the technical requirements and to download the necessary software well before the scheduled meeting time to address any technical issues.

If you have any questions, please contact your HR Consultant at (803) 737-0900.