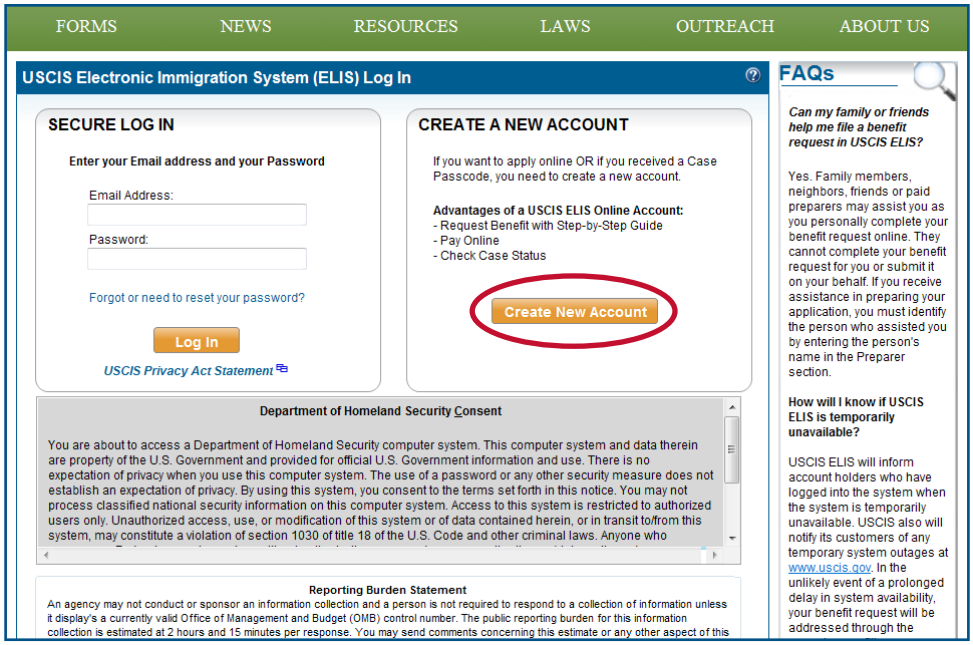
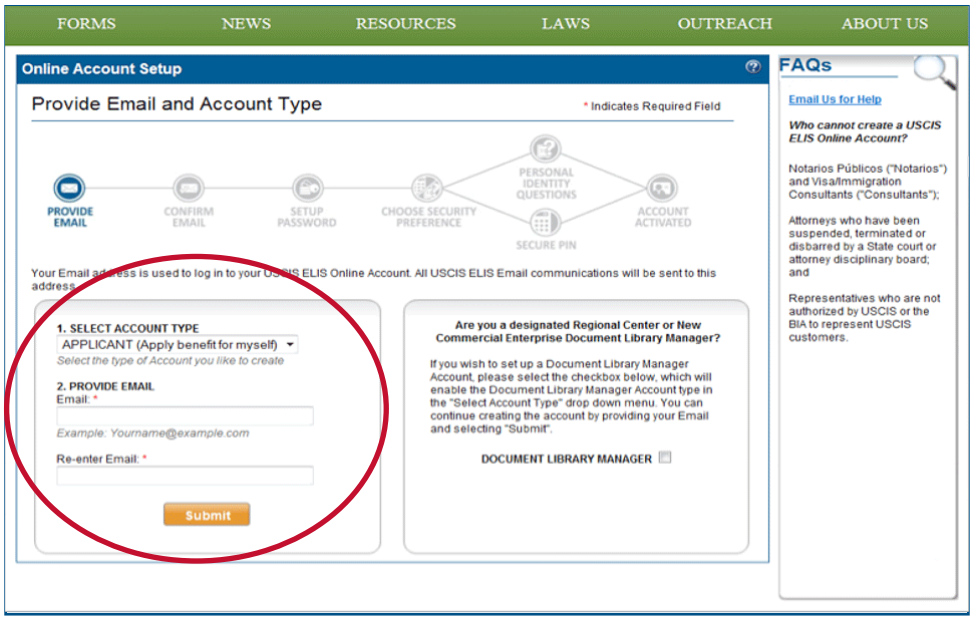
USCIS ELIS Immigrant Fee Payment Guide

U.S. Citizenship and Immigration Services



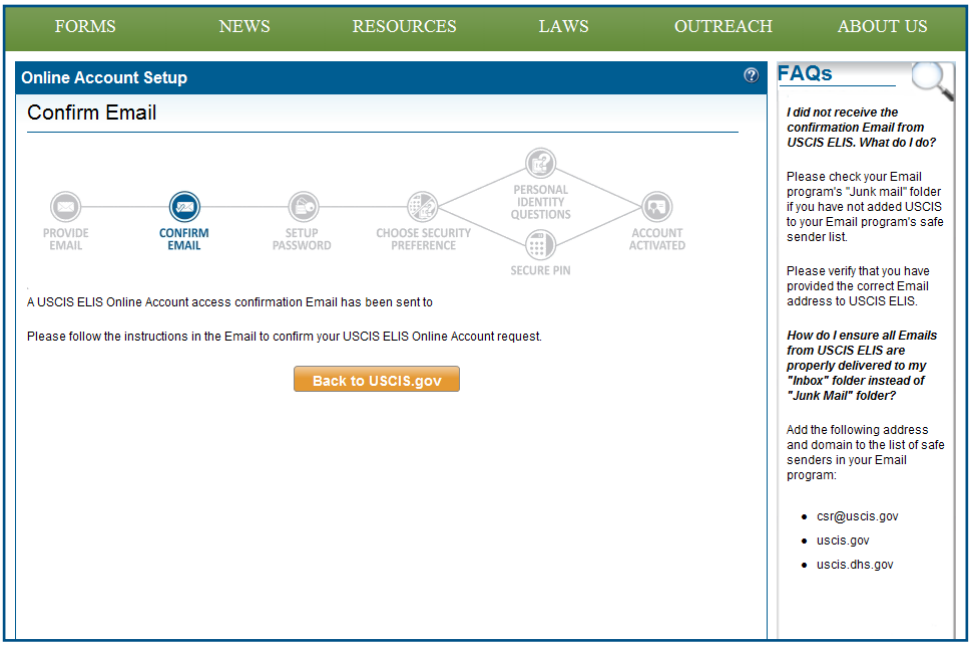
Step 1

- Type "**uscis.gov/uscis-elis**" into your web browser and click on the "Log in to USCIS ELIS" link to access USCIS ELIS
- Select the "Create New Account" button under "Create A New Account"



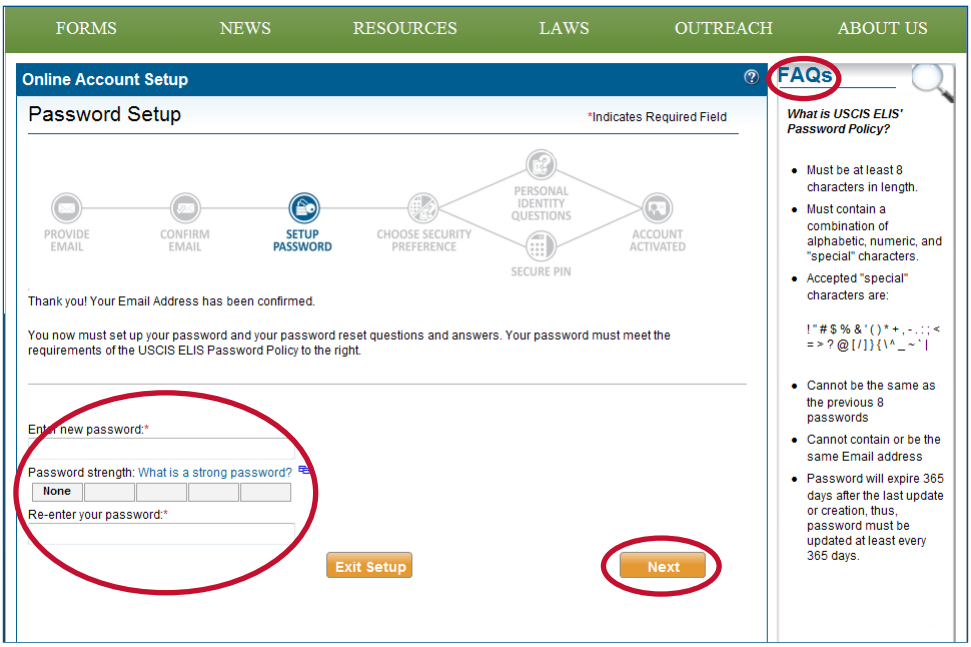
Step 2

- Under "SELECT ACCOUNT TYPE" use the drop-down arrow to select the "APPLICANT" option
- Type your email address two times in the spaces under "PROVIDE EMAIL"



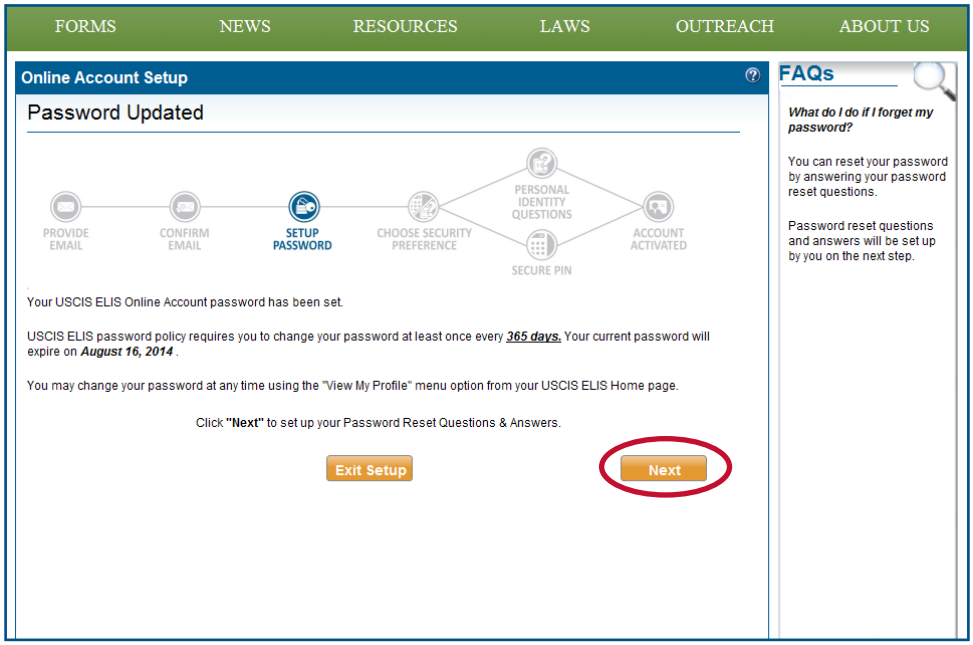
Step 3

- USCIS will send a confirmation email to the email address you provided
- Open your email account and in the confirmation email, click on the USCIS ELIS link to access the USCIS ELIS log in screen



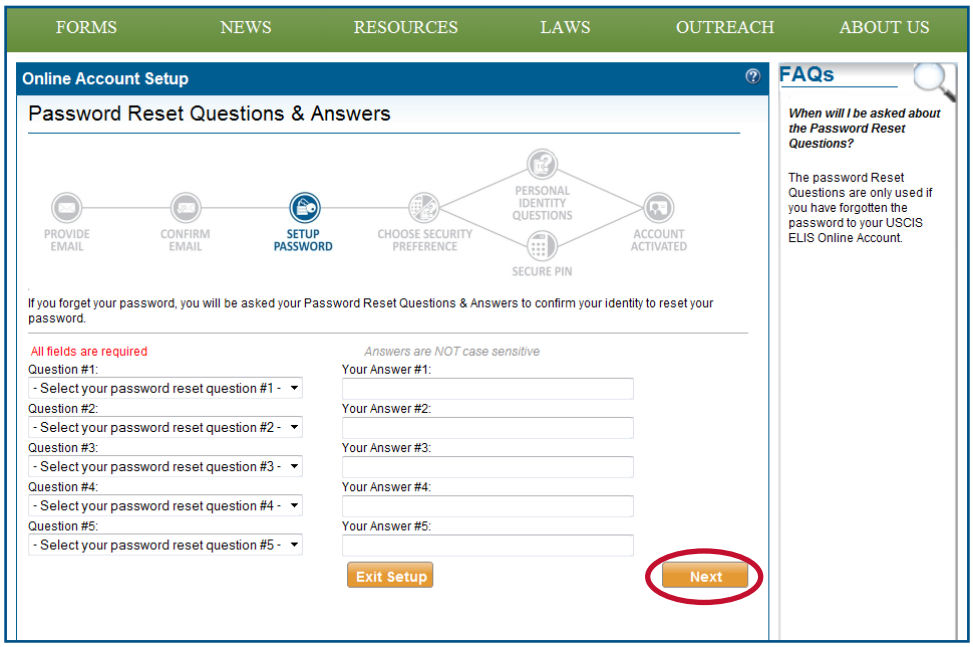
Step 4

- Create a password and refer to "FAQs" for guidance on passwords
- Enter your new password twice and select "Next"



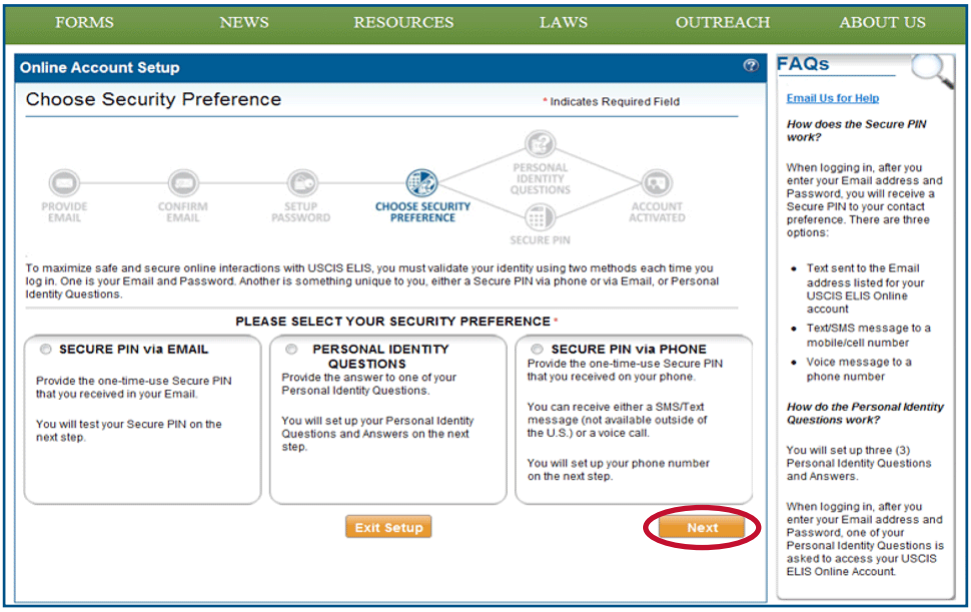
Step 5

- Select "Next" on the screen confirming the creation of your password



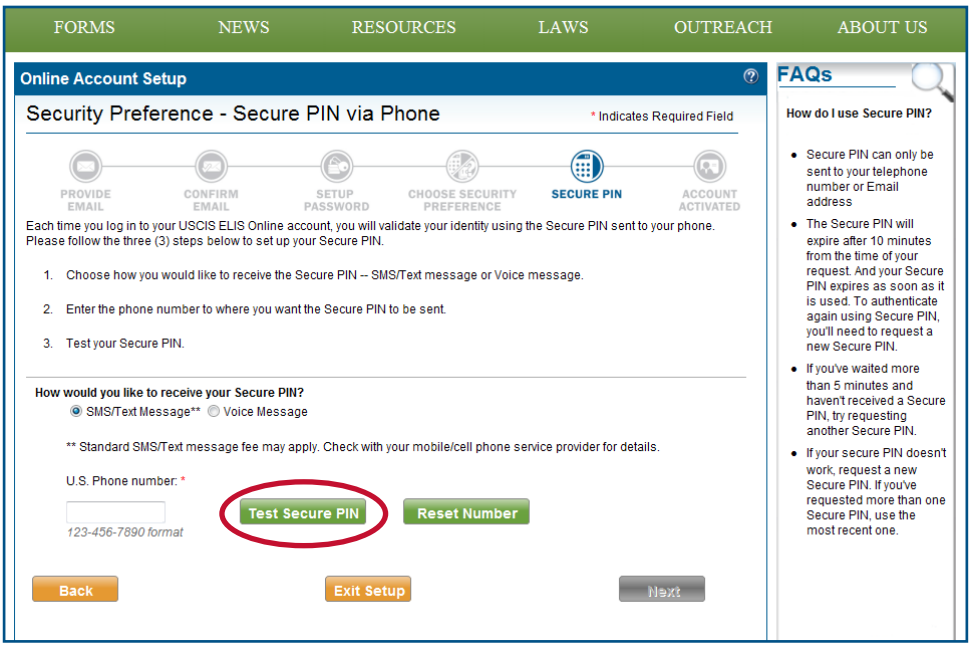
Step 6

- Use the drop-down arrows to choose password reset questions
  - These questions are used to confirm your identity and reset your password if you lose or forget it
- Select five questions and provide an answer for each before selecting "Next"



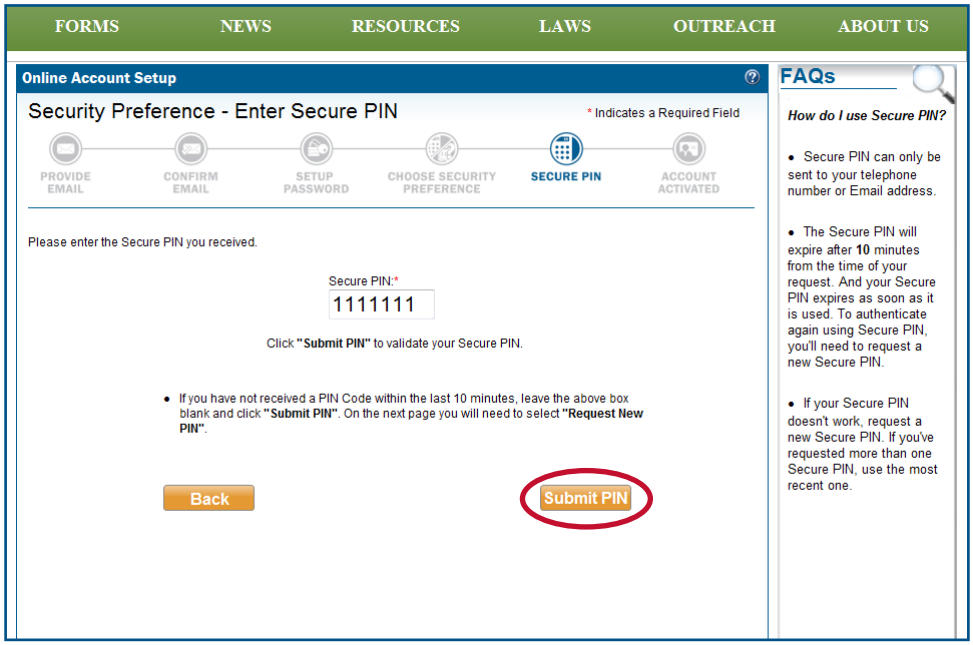
Step 7

- Choose a security preference from one of the three available options and select "Next"



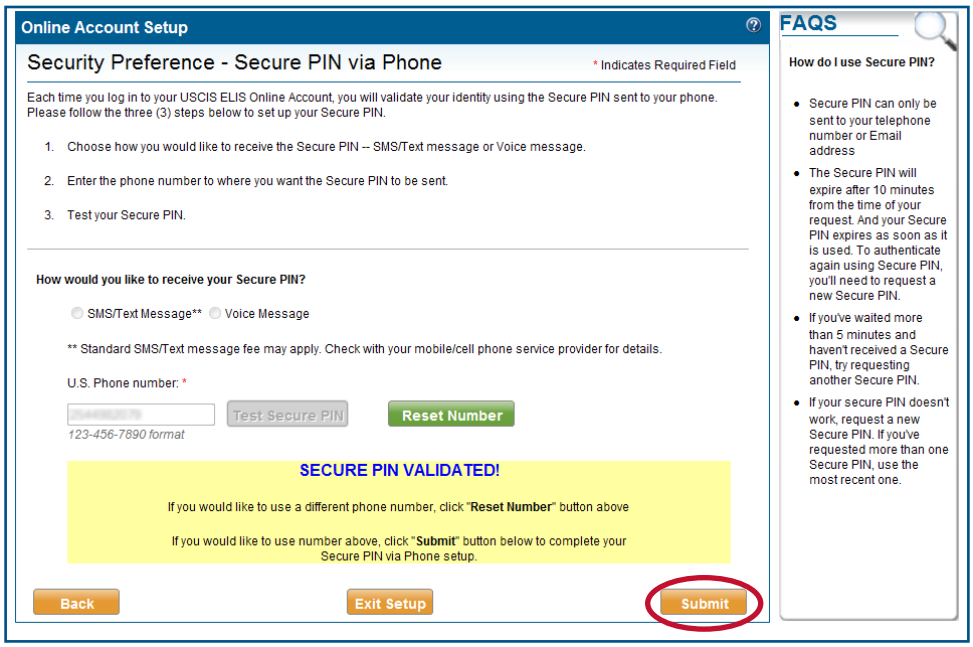
Step 7A (Part 1 of 3) - Option only available for U.S. mobile phones

- If you choose Secure Personal Identity Number (PIN) via Phone as your security preference:
  - Choose how you would like to receive your secure PIN, either via SMS/Text Message or Voice Message
- Enter your U.S. Phone number and select "Test Secure PIN"
- **Please note: USCIS ELIS will not accept foreign phone numbers. If you only have a foreign phone number, please select the Secure Pin via Email or Personal Identity Questions as your security preference.**



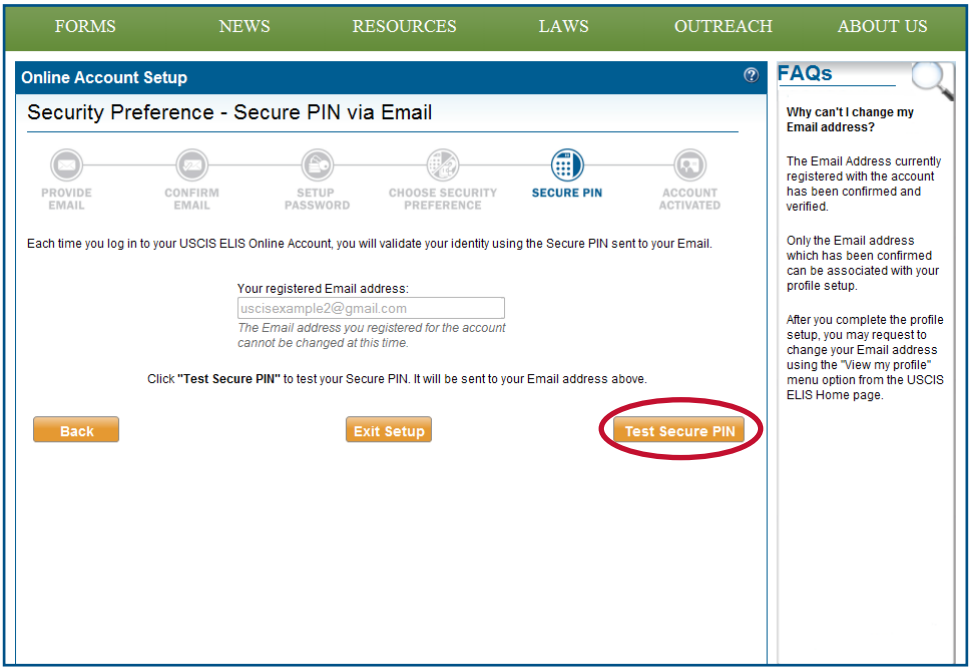
Step 7A (Part 2 of 3)

- A secure PIN will be sent to your phone via text message or voice call. Enter the secure PIN and select "Submit PIN"



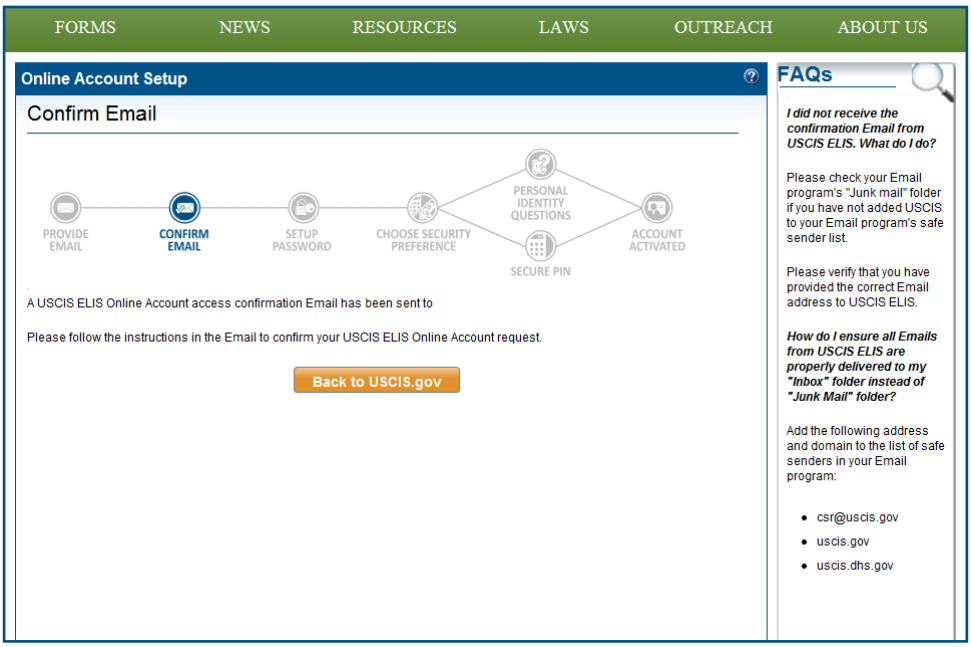
Step 7A (Part 3 of 3)

- After entering your secure PIN, you will receive a notification that your secure PIN was validated
- Select "Submit" if you choose to proceed with the listed phone number



Step 7B (Part 1 of 3)

- If you choose Secure Personal Identity Number (PIN) via Email as your security preference:
  - Select "Test Secure PIN" to have a new PIN sent to your personal email account
  - An email will be sent to the personal email address you used to set-up your USCIS ELIS online account



Step 7B (Part 2 of 3)

- USCIS will send a secure PIN notification email to your personal email address
- You will need to log in to your personal email account to retrieve the message that contains your secure PIN
- The email also will contain instructions for completing your request for a USCIS ELIS Online Account

FORMS NEWS RESOURCES LAWS OUTREACH ABOUT US

Online Account Setup

Security Preference - Enter Secure PIN

* Indicates a Required Field

PROVIDE EMAIL | CONFIRM EMAIL | SETUP PASSWORD | CHOOSE SECURITY PREFERENCE | SECURE PIN | ACCOUNT ACTIVATED

Please enter the Secure PIN you received.

Secure PIN:*
1111111

Click **"Submit PIN"** to validate your Secure PIN.

- If you have not received a PIN Code within the last 10 minutes, leave the above box blank and click **"Submit PIN"**. On the next page you will need to select **"Request New PIN"**.

Back | Submit PIN

FAQs

How do I use Secure PIN?

- Secure PIN can only be sent to your telephone number or Email address.
- The Secure PIN will expire after **10** minutes from the time of your request. And your Secure PIN expires as soon as it is used. To authenticate again using Secure PIN, you'll need to request a new Secure PIN.
- If your Secure PIN doesn't work, request a new Secure PIN. If you've requested more than one Secure PIN, use the most recent one.

Step 7B (Part 3 of 3)

- Enter the secure PIN you received in your personal email and select "Submit PIN"

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Online Account Setup

Security Preference - Personal Identity Questions & Answers

PROVIDE EMAIL | CONFIRM EMAIL | SETUP PASSWORD | CHOOSE SECURITY PREFERENCE | PERSONAL IDENTITY QUESTIONS | ACCOUNT ACTIVATED

Each time you log in to your ELIS Online account, you will validate your identity using one of the Personal Identity Questions & Answers below.

All fields are required

All answers are NOT case sensitive

Question #1: - Select One -
Question #2: - Select One -
Question #3: - Select One -

Your Answer #1:
Your Answer #2:
Your Answer #3:

Back | Exit Setup | Next

FAQs

Are Personal Identity Questions the same as my Password Reset Questions?

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.

Will a copy of my Personal Identity questions and answers be provided to me via Email?

Due to security reasons, any security items including your Personal Identity information will not be provided via Email.

Step 7C (Part 1 of 2)

- If you chose Personal Identity Questions as your security preference:
  - Use the drop-down arrows to choose from a list of Personal Identity Questions
  - Select three questions and provide an answer for each
  - Select "Next"

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Online Account Setup

Provide Personal Identity Answer

* Indicates a Required Field

PROVIDE EMAIL | CONFIRM EMAIL | SETUP PASSWORD | CHOOSE SECURITY PREFERENCE | PERSONAL IDENTITY QUESTIONS | ACCOUNT ACTIVATED

Please answer your Personal Identity Question to verify your identity.

You may view and change your Security Preference settings for Personal Identity Questions & Answers at any time using the "View My Profile" menu option from your ELIS Home page.

Your Personal Identity Question:
What is your favorite sport?

Your Answer:*

Answer is NOT case sensitive

Click **"Submit"** to validate your Personal Identity.

Submit Cancel

FAQs

Are Personal Identity Questions the same as my Password Reset Questions?

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.

Step 7C (Part 2 of 2)

- USCIS ELIS will ask you to confirm your account by answering one of your Personal Identity Questions
- After you type your response, select "Submit"

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Online Account Setup

Account Activated

PROVIDE EMAIL | CONFIRM EMAIL | SETUP PASSWORD | CHOOSE SECURITY PREFERENCE | PERSONAL IDENTITY QUESTIONS | ACCOUNT ACTIVATED

Your USCIS ELIS Online Account is now activated and you have full access to your USCIS ELIS Online Account.

Email:
Security Preference: Personal Identity Questions & Answers
Your default communication preferences**: **USCIS NOTICES - Paper (Postal Mail)**
NOTIFICATIONS(Alerts) - None

NOTE:

All official ***USCIS NOTICES* are sent via postal mail (once you provide mailing address during your case submission).

If you would like to receive ***USCIS NOTICES*** Electronically (*View Online*), or/and receive ***NOTIFICATIONS(Alerts)*** via Email/SMS/Text message, please update your communication preferences via "View My Profile". You can only update your profile information after you have submitted a Case Online.

To ensure secure access to your USCIS ELIS Online Account, during log in you must also provide your Personal Identity answer to verify your identity.

You may view and change your Security Preference at any time using the "View My Profile" menu option from your ELIS Home page.

USCIS ELIS Home

FAQs

Please Note:

You are required to reset your password every 365 days.

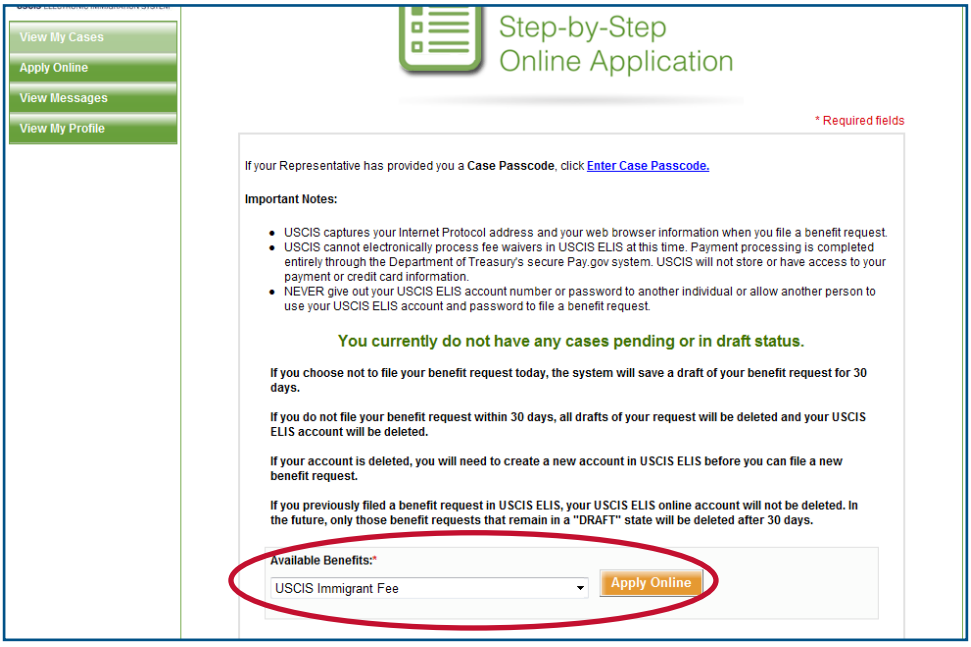
How do I use Personal Identity Questions & Answers?

To maximize the safe and secure online interactions with USCIS, you must validate your identity using two methods each time you log in.

When logging in, after you enter your Email address and password, one of your Personal Identity Questions is asked to access your online USCIS ELIS account.

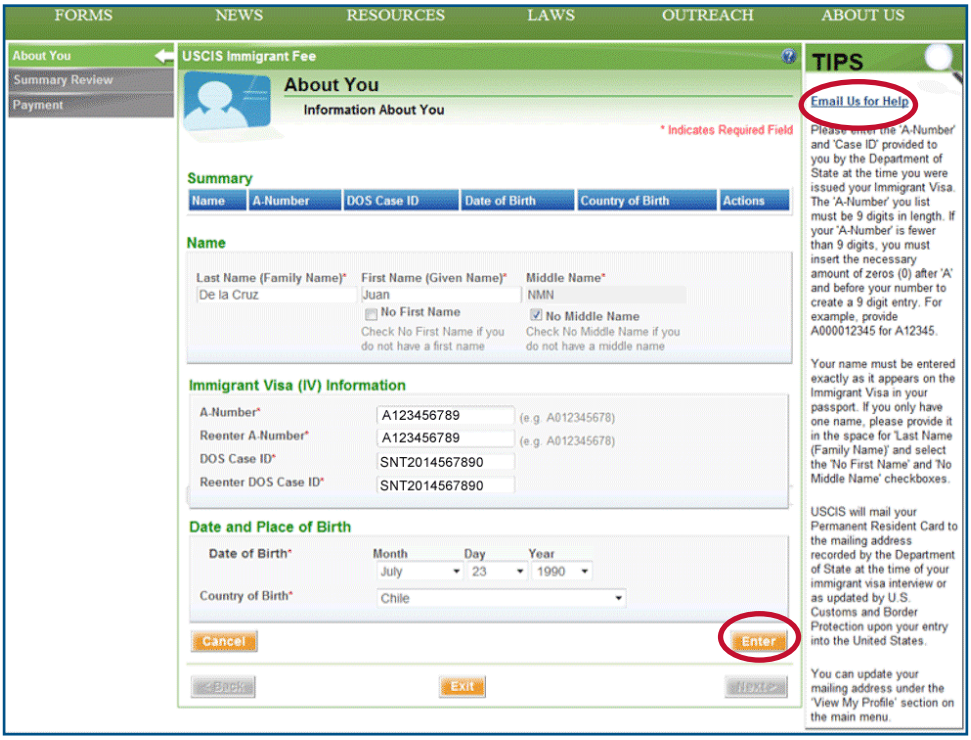
Step 8

- You will receive a notification that your account is created
- Click "USCIS ELIS Home" to begin your application



Step 9

- From the Step-by-Step Online Application page, use the drop-down arrow and select the option "USCIS Immigrant Fee"
- Select the "Apply Online" button



Step 10

- Enter your name, date of birth/country of birth, A-Number, and DOS Case ID and then select "Enter" to proceed
  - If your A-number is fewer than 9 digits, insert zeros after the "A" and before the first digit to create a 9 digit number (e.g., A12345678 would become A012345678)
- If you need help click the "Email Us for Help" button and complete the form.

FORMS NEWS RESOURCES LAWS OUTREACH ABOUT US

About You
Summary Review
Payment

USCIS Immigrant Fee

About You
Information About You

* Indicates Required Field

Summary

Name	A-Number	DOS Case ID	Date of Birth	Country of Birth	Actions
De la Cruz, Juan, NMN	A123456789	SNT2014567890	07/23/90	CHL	Edit Remove

Add Another Family Member

< Back Exit Next >

TIPS

Email Us for Help

Please enter the 'A-Number' and 'Case ID' provided to you by the Department of State at the time you were issued your Immigrant Visa. The 'A-Number' you list must be 9 digits in length. If your 'A-Number' is fewer than 9 digits, you must insert the necessary amount of zeros (0) after 'A' and before your number to create a 9 digit entry. For example, provide A000012345 for A12345.

Your name must be entered exactly as it appears on the Immigrant Visa in your passport. If you only have one name, please provide it in the space for 'Last Name (Family Name)' and select the 'No First Name' and 'No Middle Name' checkboxes.

USCIS will mail your Permanent Resident Card to the mailing address recorded by the Department of State at the time of your immigrant visa interview or as updated by U.S. Customs and Border Protection upon your entry

Step 11

- If you would like to pay for family member who will be living with you in the United States, select "Add Another Family Member," or select "Next" to proceed with your payment

About You
Summary Review
Payment

USCIS Immigrant Fee

About You
Information About You

* Indicates Required Field

Summary

Name	A-Number	DOS Case ID	Date of Birth	Country of Birth	Actions
De la Cruz, Juan , NMN	A123456789	SNT2014567890	07/23/90	CHL	

Name

Last Name (Family Name)* De La Cruz
First Name (Given Name)* Maria
☐ No First Name
Check No First Name if you do not have a first name
Middle Name* NMN
☑ No Middle Name
Check No Middle Name if you do not have a middle name

Immigrant Visa (IV) Information

A-Number* A123456789 (e.g. A012345678)
Reenter A-Number* A123456789 (e.g. A012345678)
DOS Case ID* SNT2014777777
Reenter DOS Case ID* SNT2014777777

Date and Place of Birth

Date of Birth* Month June Day 28 Year 1989
Country of Birth* Chile

Cancel Enter

< Back Exit Next >

TIPS

Email Us for Help

Please enter the 'A-Number' and 'Case ID' provided to you by the Department of State at the time you were issued your Immigrant Visa. The 'A-Number' you list must be 9 digits in length. If your 'A-Number' is fewer than 9 digits, you must insert the necessary amount of zeros (0) after 'A' and before your number to create a 9 digit entry. For example, provide A000012345 for A12345.

Your name must be entered exactly as it appears on the Immigrant Visa in your passport. If you only have one name, please provide it in the space for 'Last Name (Family Name)' and select the 'No First Name' and 'No Middle Name' checkboxes.

USCIS will mail your Permanent Resident Card to the mailing address recorded by the Department of State at the time of your immigrant visa interview or as updated by U.S. Customs and Border Protection upon your entry into the United States.

You can update your mailing address under the 'View My Profile' section on the main menu.

Step 12

- If applicable, enter information for your other family members and select "Enter" to continue. Once again, you will be given the option to add additional family members or proceed with payment

FORMS NEWS RESOURCES LAWS OUTREACH ABOUT US

About You
Summary Review
Payment

USCIS Immigrant Fee

Summary Review

* Indicates Required Field

Your submission has been saved.

The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.

Electronic Filing Only

USCIS Immigrant Fee

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Page 1 of 1

This document is a printable version of your electronically submitted information as of Friday Aug 16 2013 11:26:51 AM CDT
"All time stamps shown on this snapshot should be considered as representing the same time zone that appears in the stamp shown here"

Immigrant Visa Information

Identification Information

1. DOS Case ID: 8NT2014567890
2. Alien Registration Number: A-123-456-789

Name

3.a. Last Name (Family Name): De la Cruz
3.b. First Name (Given Name): Juan
3.c. Middle Name: NMN
3.d. No First Name: ☐
3.e. No Middle Name: ☒

Step 13

- Read the "Summary Review" to ensure all your information is correct, and select "Next" to continue or "Back" to edit your information

FORMS NEWS RESOURCES LAWS OUTREACH ABOUT US

About You
Summary Review
Payment

USCIS Immigrant Fee

Payment

* Indicates Required Field

Payment

You can now submit payment at this time. USCIS will not process your submission until payment is received in full.

USCIS will ONLY refund your fee if you paid more than once for the same immigrant. If this situation applies to you, contact USCIS at 1-800-375-5283 for information on how to file a refund request.

Electronic payments are processed by Pay.gov, a secure U.S. Government website.

*** WARNING ***

When you enter the Pay.gov system to make your payment, you will be asked to pay with a credit or debit card or through your bank account (ACH) via electronic check. Once you have made your payment, **DO NOT** hit the **"Back"** button on your Internet Browser or hit the **"Submit Payment"** button at the bottom of the Pay.gov screen more than one time - You will be charged more than once.

Payment Summary	Fee
USCIS Immigrant Fee (De la Cruz, Juan)	$165.00
USCIS Immigrant Fee (De la Cruz, Maria)	$165.00
Total Fee:	$330.00

< Back Exit Save Next >

Step 14

- Review the $165.00 USCIS Immigrant Fee for you and any additional family members, if applicable, and select "Next"

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment — Return to your originating application

Step 1: Enter Payment Information — 1 | 2

Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: *
Payment Amount: $330.00
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:

Routing Number — Account Number — Check Number

Payment Date: 08/19/2013

Select the"Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment | Cancel

Step 15

- You will be automatically redirected from the USCIS website to Pay.gov, which is a Department of Treasury system
- You can pay the fee with a credit /debit card, or an electronic check (ACH) payment from a U.S. bank checking account
- Enter all information before selecting "Continue with ACH Payment" or "Continue with Plastic Card Payment"

U.S. Citizenship and Immigration Services

Online Payment — Return to your originating application

Step 2: Authorize Payment — 1 | 2

Payment Summary Edit this information

Address Information	Account Information	Payment Information
Account Holder Name: Val Moses	Card Type: Visa	Payment Amount: $330.00
Billing Address: 6565 The Midwale	Card Number: **********1717	Transaction Date and Time: 08/19/2013 15:20 EDT
Billing Address 2:		
City: Andaway		
State / Province: MA		
Zip / Postal Code: 22000		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

Step 16

- Before authorizing the payment, you may request an electronic receipt by entering your email address
- You can include the email address of another family member you paid for in the "CC" box
- Select "Submit Payment"

If you have questions about the process, please visit us online at www.uscis.gov/uscis-elis or call our National Customer Service Center [from within the United States] at 1-800-375-5283 (TDD for the hearing impaired 1-800-767-1833).

You can also schedule an InfoPass (http://infopass.uscis.gov/) appointment online at any time of day or night to meet with a USCIS Immigration Officer.

ELIS

USCIS ELECTRONIC IMMIGRATION SYSTEM