

# REGISTRATION GUIDE



U.S. Citizenship  
and Immigration  
Services

# Introduction

**Thank you for your interest in joining the Systematic Alien Verification for Entitlements (SAVE) Program. SAVE is a fast, secure and reliable verification service for federal, state and local benefit-granting agencies to verify a benefit applicant’s immigration status or naturalized/derived citizenship.**

The information in this guide provides you the steps for registering for the **SAVE Program**.

## WHERE AND HOW TO REGISTER

### If you are a:

Federal, state or local government agency or licensing bureau, which provides a public benefit or license, or is otherwise authorized by law to engage in an activity where the verification of immigration status please review the steps in this guide before registering on the SAVE website.

If you are a:	Public Housing Agency under Housing and Urban Development (HUD) please contact HUD at <a href="mailto:save-vis@hud.gov">save-vis@hud.gov</a> to request instructions on how to register for SAVE
	Participant in the Multi-family Rental Assistance Program under HUD please contact HUD at <a href="mailto:saveaccess@hud.gov">saveaccess@hud.gov</a> to request instructions on how to register for SAVE
	Financial institution processing Small Business Association (SBA) loan applications please contact SBA at <a href="mailto:SacramentoAlienVerification@sba.gov">SacramentoAlienVerification@sba.gov</a> to request instructions on how to register for SAVE
	Educational Institution please email the Department of Education or call 202-377-4600 for more information
Others:	Employers seeking to verify employment eligibility please visit the E-Verify website at <a href="https://www.dhs.gov/e-verify">E-verify.gov</a>
	Private companies, businesses and individuals may not register for the SAVE Program

# 1

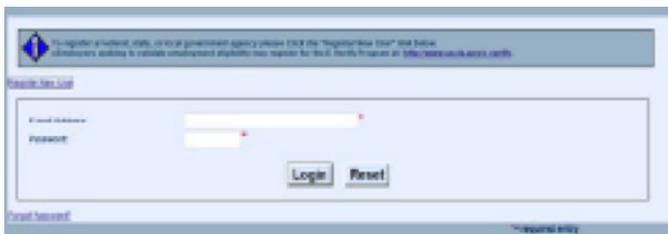
## Apply – Create New Account

### A. System – Access Agreement



Select the “I agree” box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement and click the “Continue” button.

### B. Login – Register New User



To begin you must click “Register New User” link and the New Account page will open.

### C. Application Registration New Account



Complete the required fields marked with a red asterisk:  
\*Last Name, \*First Name, \*Phone Number,\*E-mail Address,  
\*Confirm E-mail Address and click the “Register” button.

### D. New Account Confirmation



The confirmation screen displays the information you entered and the message “Your request to Register for the SAVE Program has been received. Upon exiting, the system will automatically e-mail a password to the provided e-mail address. To continue the SAVE registration process you must re-visit the SAVE Website, login using your e-mail address and the provided password. Thank you. You may now exit the system”

After you exit, you will receive an e-mail from SAVE containing your password. You must revisit the SAVE website to complete the SAVE Registration Application - SEE Step 2

### Pre-Registration Checklist

Before proceeding to Step 2, please be prepared to provide the following:

- Agency name and mailing address (if the mailing is a P.O. Box provide the agency’s physical address)
- Use the same Agency designated point of contact (POC) name and e-mail address entered on Step 1
- Section of law requiring or authorizing the verification of immigration status (Example: State of X Code, Title 21, Section 5(a)(15))
- Estimated number of queries your agency will submit each year
- Billing POC name, fax number, telephone number, e-mail and physical address

# 2

## SAVE Registration Application

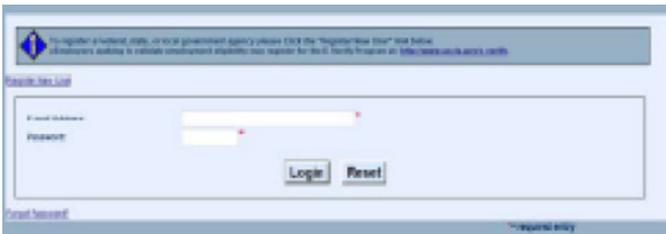
After receiving your password, you must return to the SAVE website Registration to complete the SAVE registration application.

### A. System – Access Agreement



Select the “I agree” box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement and click “Continue” button.

### B. Logon – E-mail Address and Password



Enter your e-mail address and the password you received from SAVE. Click “Login” button

### C. Request Participation



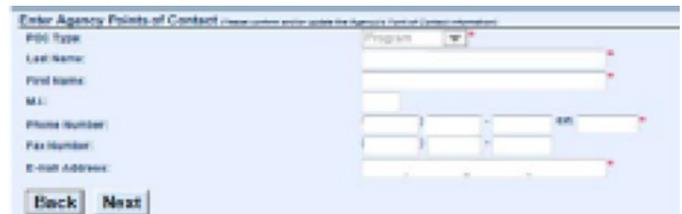
Click “Begin SAVE Program Registration” button

### D. Agency Name and Address



Enter the \*Agency’s Name and \*Postal Address, all fields marked with a red asterisk are required. If the postal address is a P.O. Box or a P.O. Drawer, the alternate address is also required. Click ‘Next’ button.

### E. Enter Agency Points of Contact (POC)



The \*POC Type field is set to Program. Enter the agency’s POC information: \*First Name, \*Last Name, \*Phone Number, Fax Number \*E-mail address. All fields marked with a red asterisk are required. Click the “Next” button.

# 2

## F. Enter Benefits

Select the benefit or benefits for which the agency will be verifying the applicant's immigration status.

- Select one or more benefits by scrolling up and down the list of existing benefits (Hold down the Control Key to select more than one benefit) or
- If the benefit is not on the list, complete the "Other Benefits" field by entering the benefit type

Click the 'Next' button.

## G. Additional Information

Provide the section of law that requires the agency to verify the immigration status of the individual seeking the benefits of licenses provided by the agency.

- Select the section of federal law from the drop-down menu or
- Complete the Section of State or Local Law Requiring Verification field by entering the appropriate legal citation for the benefit/s requiring verification

Enter the Anticipated Annual Usage (Enter Numbers between 1-9 digits) Click the 'Register Agency' button.

## H. Applicant Registration - Thank You

Thank you for your interest in the SAVE Program. A SAVE Program Specialist will review your Agency information and contact the agency POC that has been identified in the registration process via e-mail or phone. Click "Exit" button.

## I. Registration Checklist, MOA and ACA

After submitting the online registration application, SAVE sends an e-mail to the agency POC containing a Registration Checklist with instructions for completing the registration process.

Once SAVE determines your agency is eligible to participate, the designated POC will receive a Memorandum of Agreement (MOA) and an Anticipated Collections Addendum (ACA). A sample MOA is on the SAVE website.

# 3

## Access to the SAVE System

After the agency and SAVE sign the MOA and ACA, the SAVE Registration Team will setup the agency's Super User account in the SAVE System. The SAVE Registration Team will send the agency's POC:

- A User ID and temporary password
- Instructions for accessing the SAVE System
- Information regarding SAVE resources and training

**If you have any questions regarding the SAVE registration process or the SAVE Program, call 888-464-4218 or email [SAVERegistration@uscis.dhs.gov](mailto:SAVERegistration@uscis.dhs.gov).**

