FY 2025 H-1B ELECTRONIC REGISTRATION PROCESS

USCIS
Today’s presentation will cover

• Review of Organizational Accounts
• Updates for FY25 H-1B Electronic Registration
• USCIS Online Account Creation
• Important Reminders
• New Features
• Key Dates and Information to Remember
• Questions and Answers
Improved H-1B Registration Process

- New regulations for FY2025 cap
- Integrity
- Beneficiary centric selection
- One passport or travel document for each prospective beneficiary
USCIS Online Account Enhancements

- **Online collaboration within groups**
  Shared access to H-1B registrations, I-129 and G-28

- **Fully electronic H-1B/I-129 process**
  From registration through final decision & transmission to DOS

- **Streamlined digital handshake & G-28**
  Simplified interface to reduce burden and improve UX

- **Permissions-based roles**
  Encourages proper account creation and usage

- **Scalable**
  Foundational for future groups and permission structures, i.e., family groups
Who Benefits?

- Prospective petitioning companies & organizations
- HR professionals
- Signatories working on behalf of companies & organizations
- Legal representatives and paralegals working on behalf of companies & organizations
Company Groups and Legal Teams

Companies have one or more Company Groups

Legal representatives have a Legal Team
Creating Your USCIS Online Account

Create an account or sign in here:

• www.uscis.gov
• my.uscis.gov
• myaccount.uscis.gov
Creating Your USCIS Online Account, Cont.

1. Go to my.uscis.gov
2. Select “Create an account”
3. Enter email address twice
4. System will send you a link
5. Click on link, enter email address & password
6. System will send one-time PIN via text or email
7. Enter the PIN
Account Recovery

Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

Your backup code is: 3a1778dca0

Provide Password Reset Answers

- Question #1: What was the first team sport you played?
  - Field hockey

- Question #2: In what city/town did you meet your spouse?
  - Richmond

- Question #3: What is the name of the company of your first paid job?
  - McDonalds

Save your backup code and password reset answers!
Account Types for H-1B Registration and Filing

1. **Representative account**—Select this if you are a legal representative, and prospective petitioning entity is your client

2. **Organizational account**—Select this if you work for prospective petitioning company/entity
   - HR professional
   - In-house counsel
Legal Representatives

- Overview of legal representative experience
- What type of account you need
- Submitting Form G-28
- Working with the company
H-1B Electronic Registration

File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

Select the form you want to file online

- H-1BR, H-1B Registration
- I-129, Petition for a Nonimmigrant Worker
- I-907, Request for Premium Processing Service

Start Form
H-1B Registration

A U.S. employer or agent (prospective petitioner) who seeks to obtain H-1B nonimmigrant classification on behalf of an individual subject to the H-1B numerical allocations will need to submit a registration during a designated registration period, unless the registration requirement is suspended by USCIS. A petitioner may only submit one registration per beneficiary in any fiscal year. USCIS will not accept multiple registrations for a single beneficiary. If USCIS believes that related entities (including, but not limited to, a parent company, subsidiary, or affiliate) may not have a legitimate business need to file or submit more than one H-1B petition or registration on behalf of the same alien subject to the numerical limitations of section 214(g)(1)(A) of the Act or otherwise eligible for an exemption under section 214(g)(1)(C) of the Act, USCIS may issue a request for evidence, notice of intent to deny, or notice of intent to revoke the approval of each petition. Each registration must identify, among other things, the beneficiary's name and valid passport information (including passport number, country of issuance, and expiration date). Each beneficiary may be registered under only one petition.

Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

The annual initial registration period will last a minimum of 14 calendar days and will start at least 14 calendar days before the earliest date on which H-1B cap-subject petitions may be filed for the current fiscal year.

If a sufficient number of registrations for unique beneficiaries as projected is met to reach the H-1B cap, USCIS will notify all registrants who have not yet registered that their registrations for unique beneficiaries have been selected. USCIS will keep registration open past the initial registration period until USCIS has determined that it has received enough registrations for unique beneficiaries projected as needed to meet the H-1B regular cap.

After the end of the initial registration period, if USCIS has received more registrations for unique beneficiaries than needed to meet the projected number of registrations to reach the regular cap, we will randomly select a sufficient number of registrations for unique beneficiaries. A similar process will apply for those who may be eligible for the advanced degree exception. Once USCIS selects a registration for a unique beneficiary, all registrations for the beneficiary will be selected and eligible to file a Form I-129. Request for a Nonimmigrant Worker, may then be filed by the petitioner based on the selected registration to request classification of the beneficiary as an H-1B worker.

USCIS may deny or revoke the approval of an H-1B petition if it determines that the fee associated with the registration is declined, not reconciled, disputed, or otherwise invalid after submission. The registration fee is non-refundable and due at the time the registration is submitted.

Fee

We will send you to Pay.gov, our safe, secure payment website, to make your payment and submit your registration(s) online.

Important Payment Requirements:

If payment is completed with a credit card or debit card the status of the registration(s) in the system will indicate "submitted" following completion of the Pay.gov payment process. Your H-1B registration(s) will be invalidated if the payment does not clear.

Money orders, certified bank checks, and non-refundable debit cards cannot be used as a form of payment in the Pay.gov system.

If you use a business checking account to make your payment please ensure that your institution does not restrict or blockACH Payments for this service. If your business checking account is restricted your payment will be declined and your registration(s) will be invalidated.

USCIS Refund Policy

USCIS does not refund fees, regardless of any action we take on your submission, application, petition, or request. If USCIS takes a decision to deny the registration(s) in the system or to determine that the fee was not paid properly, your registration(s) will be invalidated.

Please refer to the instructions for the form(s) you are filing for all other information or you may call the USCIS Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

Next
USCIS Online Account

Completing Your Registration Online

We will automatically save your responses

We will automatically save your information when you select "next" to go to a new page or navigate to another section of the registration system. We will save your draft information until the initial registration period closes.

• Your entries are saved automatically
• Sign out when you want to, you can resume where you left off
• You must SUBMIT before noon Eastern on March 22, 2024
Information About Registrant

Provide information about registrant (prospective petitioner):

- Legal name
- “Doing Business As” name
- Employer ID number
- Primary U.S. office address
Information About Beneficiary(ies)

Information needed for each prospective beneficiary

- Full name
- Gender
- Date of birth
- Country of birth
- Country of citizenship
- Passport/Travel document number, country of issuance, and expiration date
## Information About Beneficiary(ies), Cont.

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jack</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>01/01/1979</td>
<td></td>
</tr>
<tr>
<td>Smith, Jacqueline</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>05/05/1979</td>
<td></td>
</tr>
<tr>
<td>Smith, John</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>02/02/1979</td>
<td></td>
</tr>
<tr>
<td>Smith, Joseph</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>03/03/1979</td>
<td></td>
</tr>
<tr>
<td>Smith, Justine</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>04/04/1979</td>
<td></td>
</tr>
</tbody>
</table>

### Action
- **Edit**
- **Delete**

---

**Are you sure you want to delete this entry?**

- **Jack Smith**
  - **01/01/1979**

- **Delete entry**
- **Cancel**
New This Year—Passport or Travel Document

• Must provide beneficiary’s passport or travel document information.

• The passport or travel document provided must be the one the beneficiary, if or when abroad, intends to use to enter the United States if issued an H-1B visa.

• Each beneficiary must be registered under only one passport or travel document.
Duplicate Checker

• Using the duplicate checker is optional
• Ultimate responsibility for duplicates lies with registrant, not USCIS
• USCIS may identify additional duplicates later in process
Running the Duplicate Checker

- Tool compares registrations listed in a draft with registrations already submitted by employer this fiscal year.
- Employer must have already submitted (and paid for) a registration for the tool to find duplicates.
- Tool does not check for duplicates within the current draft or between drafts prepared by different people.
Duplicate Checker – Alerts

Check for duplicates

⚠️ The system has detected 1 duplicate entry
When the initial registration period closes, we will automatically invalidate any duplicate registrations you submitted. To avoid this, you should manually delete any duplicates from your beneficiary list before the initial registration period closes by returning to the "Beneficiary information" page.

Beneficiary Information
Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

⚠️ Duplicates have been found

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquino, Julissa</td>
<td><img src="edit-icon.png" alt="Edit" /> <img src="delete-icon.png" alt="Delete" /></td>
</tr>
<tr>
<td>11/11/1981</td>
<td></td>
</tr>
<tr>
<td>Gary, Andrew</td>
<td><img src="edit-icon.png" alt="Edit" /> <img src="delete-icon.png" alt="Delete" /></td>
</tr>
<tr>
<td>10/10/1980</td>
<td></td>
</tr>
<tr>
<td>Ivy, Javier</td>
<td><img src="edit-icon.png" alt="Edit" /> <img src="delete-icon.png" alt="Delete" /></td>
</tr>
<tr>
<td>(Duplicate entry)</td>
<td></td>
</tr>
<tr>
<td>12/01/1970</td>
<td></td>
</tr>
<tr>
<td>Stewart, Lily</td>
<td><img src="edit-icon.png" alt="Edit" /> <img src="delete-icon.png" alt="Delete" /></td>
</tr>
<tr>
<td>09/09/1979</td>
<td></td>
</tr>
</tbody>
</table>
Deleting Duplicates

When the tool identifies a duplicate, and you opt to delete it, this removes the duplicate from the current draft, not in registrations you already submitted.
• If no duplicates are found, you will see this green alert
• We encourage you to review all registrations carefully, every time, before and after you submit
Check for Duplicates with .CSV File

Boca Sea Outfitters

You need to continue filling out your registration.

View CSV of beneficiary table

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquino, Julissa</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>11/11/1981</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gary, Andrew</td>
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<td>N/A</td>
</tr>
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<td>05/09/1979</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue registration  Delete registration
Users must attest that submissions are complete and true, and job offers are legitimate.

Signature is required.
Pay & Submit

• Pay.gov is safe and secure
• Pay with credit card or U.S. bank account
• Submit
Pay & Submit, Cont.

Temporary increase in daily credit card transaction limit from $24,999.99 to $39,999.99
Successful Submission

You have successfully submitted your H-1B registration(s).

We will notify you when the selection process has ended. You can track the status of your registration(s) through your USCIS account.

Each beneficiary has been assigned a confirmation number. This number is only associated with the submitted registration and cannot be used to track case status using Case Status Online.

Go to account home
Tracking Registrations and Notices

• You **cannot** use Case Status Online to check beneficiary confirmation number

• You must check status of H-1B registration(s) through your account

• USCIS will post notices to your account

• You can turn on automatic case notifications
Duplicates After Submission

If you find duplicates after submission…

And initial registration period is **still open** (before noon Eastern on March 22nd)
  - You can go into your account and delete extra submissions until there is only one registration per beneficiary. We do not refund the $10 fee you paid.

And initial registration period **has closed** (after noon Eastern on March 22nd)
  - There is no way to correct this error. We will remove all registrations for that particular beneficiary submitted by that prospective petitioner. We do not refund the $10 fee you paid.
Registration Period Timelines

- Target date: Feb. 28: New organizational accounts can be created
- March 6, 12 p.m. (Eastern): H-1B registration period opens, registrations can be created/submitted
- March 22, 12 p.m. (Eastern): H-1B registration period closes, no more registrations can be submitted
- March 31: USCIS intends to issue selection notifications through USCIS online account by this date
- April 1: Earliest date that FY25 H-1B cap-subject petitions can be filed.
Learn More

• Frequently Asked Questions About Organizational Accounts  (on our H-1B page) uscis.gov/working-in-the-united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/organizational-accounts-frequently-asked-questions

• USCIS YouTube Channel:  www.youtube.com/USCIS

• USCIS Electronic Reading Room:  uscis.gov/records/electronic-reading-room

• Tech Talks:  uscis.gov/outreach/upcoming-national-engagements

• Submit topics for Tech Talks:  myUSCISoutreach@uscis.dhs.gov

• Stay connected with USCIS public engagement, provide feedback, and find local events
H-1B Electronic Registration Helpful Links & Resources

Account sign up/login page: my.uscis.gov or www.uscis.gov

Help with account creation: uscis.gov/file-online

Technical support, including:
• Password resets
• Account lockouts
• Update your verification code delivery method
  my.uscis.gov/account/needhelp

H-1B Electronic Registration Process Webpage: uscis.gov/h-1b

For technical issues related to the USCIS Organizational Accounts or H-1B Electronic Registrations, email: H1Btechsupport@uscis.dhs.gov

To provide feedback on today’s engagement, please email Public.Engagement@uscis.dhs.gov

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