

**FY 2025 H-1B Electronic Registration Process Engagement
Script and Talking Points
Wednesday, Feb. 21, 2024
2–3:30 p.m. Eastern**

Slide 1: FY 2025 H-1B Electronic Registration Process

- Welcome to U.S. Citizenship and Immigration Services (USCIS) national engagement on the FY 2025 H-1B Electronic Registration Process.

Slide 2: Today's Presentation Will Cover

- Let's review today's agenda.
- Today we will provide a review of the Organizational Accounts.
- We will also provide an informational overview of the H-1B electronic registration process in the USCIS online account.
- We will review how to create a USCIS Online Account and talk about new features we have made available for the FY2025 Cap Season.
- We will share important reminders, new features about the H-1B registration process and review key dates and information for this year's registration period and notification process.

Slide 3: Improved H-1B Registration Process

- On February 2, 2024, USCIS published in the Federal Register a final rule to improve the H-1B registration process by implementing a beneficiary centric selection process for H-1B registrations and strengthening integrity measures beginning for the fiscal year 2025 cap season. The final rule goes into effect on March 4, 2024.
- Under the beneficiary centric process, registrations will be selected by unique beneficiary rather than by registration.
- This new process is designed to reduce the potential for gaming the system and make it more likely that each beneficiary would have the same chance of being selected, regardless of how many registrations are submitted on their behalf.
- USCIS will require registrants to provide valid passport information or valid travel document information for each beneficiary.

- 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 only be registered under one passport or travel document.

Slide 4: USCIS Online Account Enhancements

- Now let's review the newest USCIS online account features for H-1B registrants.
 - We have created an enhanced account platform that allows staff from petitioning companies to collaborate online within their company group on H-1B registrations and Form I-129 H-1B petitions. We also now offer better online collaboration between legal representatives and their company clients by allowing shared access to draft Form I-129 and G-28, in addition to the existing functionality for H-1B registrations. Also, we now will enable paralegals and other legal assistants shared access to certain features of our online account when invited by their supervising attorney.
 - We are pleased to announce that we will be providing an option for the H-1B petition lifecycle to be fully electronic...from the initial online registration, to filing Form I-129 online, to receiving our decision, and transmission to the Department of State.
 - This was a significant technical accomplishment and is our most complex online offering to date. We are very thankful to the people who took part in usability testing and offered their feedback. Our design decisions and incremental improvements are influenced by real user feedback like yours. We are proud to deliver a platform that takes into account your needs and implements a consequential employment-based process online. However, electronic filing of the Form I-129 will be optional, and you will continue to have the option to file a paper-based Form I-129.
 - When you work within the enhanced account, you will see that we have streamlined the digital handshake between legal representatives and their clients. Also, the platform now pre-populates Form G-28 with data from the legal representative's online profile. Representatives have the option to either use the data from their profile or manually complete Form G-28. The legal representative will also be able to create a Legal Team by inviting one or more paralegals to collaborate using online accounts.
 - Legal Teams will be able to collaborate with multiple Company Groups to complete H-1B registrations, Form I-129s and for H1B visas. Please keep in mind that paralegals cannot create USCIS online accounts on their own; they must be invited by a representative to join a Legal Team to create an account.

- As I mentioned, the new account platform allows the creation of a Company Group that supports online collaboration. Individual group members are assigned different roles Administrator or Member, and each role has specific permissions and capabilities within the group. One immediate benefit is that the permissions-based roles encourage people to use the online account correctly and reduce the potential for improper account sharing.
- And last, but not least, our new platform is scalable, which means that it has been built to be a foundation for future online improvements. Going forward, you can expect to see more account options that support collaboration with individuals as well as additional enhancements to online account features.

Slide 5: Who Benefits?

- These current account enhancements benefit two groups of stakeholders. The first is prospective petitioning companies and organizations, which includes their human resource professionals, and other authorized signatories working on behalf of companies and organizations.
- The second stakeholder group impacted by these enhancements are legal representatives, which include attorneys and accredited representatives.
- We conducted usability testing with potential users on the enhanced account platform, showing mockups of the proposed screens to potential users and asking for their feedback.
- Now, we will briefly go over the company and the Legal Team structures.

Slide 6: Company Groups and Legal Teams

- Now we're going to talk about two separate yet equally important entities: The organizations that seek to hire H-1B workers, and the legal representatives who assist them.
- I'd like to draw your attention to an important distinction in the enhanced account platform: organizations create Company Groups, and legal representatives create a Legal Teams.
- Let's look at the composition of each of those.

Company Group Structure

- Each organization must create at least one Company Group, and each group must have at least one Administrator. These are the two baseline requirements.

- I will repeat that. Every organization must have at least one Company Group and one Administrator.
- After that, organizations can set up their online account structure the way that works best for them. If a company creates more than one Company Group, they need to understand that Company Groups cannot collaborate online with each other. Collaboration is only internal to specific Company Groups.
- **Note:** Each person is invited using the unique email address associated with their online account; individuals cannot have more than one online account using the same email address and that account can only be associated with one Company Group.
- Here is one example of how a Company Group could be set up:
 - Here is your administrator
 - Your administrator invited a second administrator
 - And then your administrator invited two group members

Legal Team Structure

- Now we will talk about the structure of Legal Teams.
- A legal representative working on H-1B registrations and Form I-129 can form a Legal Team in the enhanced account platform by inviting one or more paralegals to collaborate. The option to collaborate with paralegals is limited to these form types for H-1B classification.
- While there can be more than one paralegal, the Legal Team can only have one legal representative.
- Legal Teams can collaborate with more than one Company Group.
- Similarly, a Company Group can collaborate with more than one Legal Team.

Before You Do Anything Else

- Everyone who already has an H-1B registrant account, and everyone who creates a new account, will be able to access the enhanced features on the new platform.
- It is very important that you plan your company's online organizational account structure BEFORE anyone logs in, as Company Groups cannot be deleted or merged. Our platform allows you the flexibility to create groups in a way that works best for your organization.

- But you do need to think about this structure before anyone starts logging in and inadvertently establishes a Company Group that cannot be changed or an undesired Administrator role.
- When creating a structure, one person within the organization will create the Company Group, and then invite others to join the company group. The person who creates the group is automatically assigned an Administrator role and can invite others from the company to join the company group and assign them an administrator or member role. An Administrator can also invite a representative to collaborate with the company group.
- Everyone who is part of a Company Group will see the drafts and cases being prepared and submitted within that group.
- An example of an unintended result may be if three people each create a Company Group for the same organization, then those three people will not be able to collaborate or see any drafts or petitions submitted by the Company Groups that were separately created by others in the organization.
- This is the first important take away of today's session. Give this some dedicated thought before moving forward.
- Next, after discussing your organization's account structure with your team, you will identify at least one Administrator. As I mentioned earlier, this is the most important role because it has the most permissions, and this person generally sets up your company group. A company should also consider if it wants more than one Company Group.
- You want to choose this person carefully because they will have signing authority in the enhanced account, so you want to designate someone who actually has that authority for your organization.

Slide 7: Creating Your USCIS Online Account

- You begin the H-1B registration process by signing in to your USCIS online account, if you already have one, or creating a new account if you don't have one.
- If you don't already have an organizational account, you can begin creating one on myuscis.gov, ahead of the registration period, on or after February 28th.
- As a reminder, everyone who creates an account or logs into an existing account will see our new, enhanced platform on February 28th.
- There is a \$10 fee to register each H-1B beneficiary for the FY2025 H-1B selection process. USCIS does not charge a fee to sign up for or use the online account.

Slide 8: Creating Your USCIS Online Account, Cont.

- This slide reviews how to create an account.
- For the purposes of this presentation, I'll sign up as a new user.
- This step is pretty straightforward. If you have banked or shopped online, you're already familiar with the steps since they are similar.
- We also require two-factor authentication every time you go into your account. Again, this is a standard security measure.
- One thing to remember: every account must have a unique email address.
- If you already have an account, you simply need to log into your account.
- The benefits of the USCIS online H-1B registration process include:
 - Knowing that you filled out all the required parts of the registration;
 - Receiving an online confirmation when USCIS receives your registration;
 - Having the convenience of checking your registrations for duplicate entries;
 - Receiving automatic updates about your registration; and
 - Paying fees conveniently and securely online.

Slide 9: Account Recovery

- When you create your account, it is easy to overlook these sections, but they are important. As part of the online account creation process, you will be given a backup code. You should save it as you will need it if you lose your login information! We suggest you take a picture with your phone or grab a screen shot of it and save it to a folder where you keep all your important account information.
- Also, when you first create your account, you will be asked five password reset questions and answers. You should save these, too. You will need them if you ever need to reset your password.

Slide 10: Account Types for H-1B Registration and Filing

- You must choose the correct type of account for H-1B electronic registrations and filings. The appropriate type depends on the submitter's role. There are two options.
- DO NOT choose the *applicant, petitioner, or requestor account*. You cannot use this type of account to submit an H-1B electronic registration or petition.

- If you are a legal representative working on behalf of the prospective petitioning company or organization, you would select the first type of account shown here. “I am an attorney or accredited representative.”
- If you already have a representative account that you used to submit registrations and immigration forms in the past, you do NOT NEED to create a new representative account. You can use the same account.
- The second type of account that can be used to submit H-1B electronic registrations and petition filings is what we used to call a “registrant account.” That has been replaced with the Organizational Account type. If you are a Human Resources professional or in-house counsel for the petitioning company, you should choose the Organizational Account type.
- Please note you can use an existing account to submit registrations and associated petition forms this year, but you cannot re-use beneficiary information from prior cap season registrations.
- For our purposes today, we will choose the organizational account. The registration period for this year is from March 6th at noon Eastern to March 22nd at noon Eastern. Again, if you don’t already have an existing account, you can begin creating an account starting February 28th, ahead of the March 6th initial registration period start date.

Slide 11: Legal Representatives

- If you are hired to represent a company before USCIS, you need to be mindful of two details:
 - First, if you file online, you need to use your USCIS legal representative account, and
 - You must submit Form G-28 with each filing.

One other critical point to remember is that you, as a legal representative, can only access draft forms that you start. This means if your company client starts a registration or a benefit request form, you will not have access to it for online collaboration. However, you may still add a Form G-28 to a case after it is filed.

- Given these requirements, it is essential that you discuss your approach with your company client before you start working on forms.

Slide 12: H-1B Electronic Registration

- Here is where you’ll begin the process for preparing and submitting a registration.

- Some things to note:
 - Submitting an H-1B Registration does not guarantee receipt of H-1B nonimmigrant status or an H-1B Visa. Also, H-1B Registrations are NOT accepted in paper format.

Slide 13: H-1B Registration Overview Page

- The information you see here is the H-1B Registration Overview page. Please take the time to read it carefully before continuing.
- This page includes important information for U.S. employers or agents, also known as prospective petitioners, who wish to obtain H-1B nonimmigrant classification on behalf of an individual subject to the H-1B numerical allocations.
- It also provides information about eligibility and duplicate entries – which we’ll talk about a few slides from now –and the \$10 registration fee, as well as our refund policy.

Slide 14: USCIS Online Account

- One of the great benefits of using the USCIS online account is that the system automatically saves your responses. Your work is saved each time you click “next.” Also, you do not have to complete everything in one sitting. You can sign out, and sign back in to resume working. Just remember that you **MUST SUBMIT** your registrations before noon Eastern on March 22nd.
- Also, a little reminder...there’s an idle time built into the form. If you’re inactive for 15 minutes, the system will log you out and you’ll have to log in again, but your work will be saved as long as you choose ‘next’ on each page.

Slide 15: Information About Registrant

- The next four questions ask for:
 - the legal name of your company;
 - the “doing business as” name, if any;
 - the employer’s identification number - or SSN or IRS tax number if you’re an individual prospective petitioner;
 - and the company’s primary U.S. office address.
- You will also need to provide an authorized signatory name, title, and contact information.

Slide 16: Information About Beneficiary(ies)

- Next, you will come to the section where you’ll add your beneficiaries.

- For each beneficiary, you will need to provide their full name, gender, date of birth, country of birth and citizenship, and passport or travel document number, country of issuance, and expiration date.

Slide 17: Information About Beneficiary(ies), Cont.

- As you continue to add your prospective beneficiaries, you have the option of expanding your view of draft entries. You can also edit or delete an entry. This may happen, for example, if you identify that you have added the same beneficiary multiple times.
- If you want to delete an entry, you simply choose “delete” and the system will show you a pop-up alert asking you to confirm.
- You can add up to 250 registrations per submission. When you reach 250, you’ll make your payment for these registrations, then you must create a new submission to add more registrations.

Slide 18: New This Year-Passport or Travel Doc

- New for FY2025, you must provide the 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. You should retain a copy of the beneficiary's passport or travel document, as evidence of the passport or travel document will be required if the registration is selected, and a petition is filed.
- **Important:** Each beneficiary must only be registered under one passport or travel document. If USCIS determines that registrations were submitted for the same beneficiary by the same or different registrants, but using different identifying information, USCIS may find those registrations invalid and deny or revoke the approval of any H-1B petition filed based on any one of those registrations.
- Once again, you can add up to 250 registrations at one time. If you have a total of more than 250 registrations, you’ll need to submit one batch at a time, make your required payment for the submitted batch, and then start the next batch of registrations.

Slide 19: Duplicate Checker

- Just like last year, we’ve included duplicate checker functionality. This is another tool you can use to see if you submitted more than one registration for the same person.

- This tool compares the beneficiaries listed in a draft with any registrations previously submitted by or on behalf of your company during **this registration period**. It will not check for duplicates within that draft or between drafts.
- Keep in mind that this duplicate checker is simply another resource we have made available to you. Ultimate responsibility for duplicate registrations lies with the registrant, not USCIS.
- To that end, we strongly recommend you download a .csv file to search for duplicate entries, in addition to using the duplicate checker.
- Lastly, if more than one person is preparing registrations for your company, such as an attorney or human resources professional, they should coordinate closely to eliminate duplicates before submitting their registrations.

Slide 20: Running the Duplicate Checker

- When you have entered all your prospective beneficiaries and are ready to run the duplicate checker, please read the information carefully.
- The system only checks your current draft registrations for duplicate entries against all **submitted** registrations from the same registrant or company.
- The system will not check against other registrations in **draft** status. Submitted registrations are those that have already been submitted to the H-1B registration process and paid for.

Slide 21: Duplicate Checker – Alerts

- When you use the duplicate checker, you may see a yellow alert like the one here on the left.
- The image on the right shows which entry is a duplicate by marking it with a yellow alert.
- You must manually delete any duplicate entries before the registration period ends on March 22nd. If duplicate entries are not removed, all entries for that prospective beneficiary, submitted by that prospective petitioner, will be invalidated.

Slide 22: Deleting Duplicates

- Once you select an entry to be deleted, the system will ask you to confirm that you want to delete all identified duplicates in this draft.

- Note that this will only delete the duplicate entries in the current draft, it will not delete any registrations that have already been submitted.

Slide 23: Duplicate Checker – Alerts, Cont.

- If there are no duplicates identified, you will see a green alert message like the one on the left and you would simply click “next.” At this point, you are instructed to check your registrations before you submit.

Slide 24: Check for Duplicates with .CSV File

- As in previous years, you can review the registrations that you created within the account in the .csv file. You can download your draft into a .csv file and review everything from that document.
- As an Excel document, you can sort your data a variety of ways to ensure all details are correct and that you don’t have duplicates.
- The .csv file will contain data for the current fiscal year and includes the registrant’s submitted registrations and draft registrations.

**Slide 25: Certification & Signature
(H-1B Attestation)**

- When you submit your registration(s), you must attest, under penalty of perjury, that all the information contained in the submission is complete, true, and correct.
- The attestation that is required before submission reads, “I further certify that this registration (or these registrations) reflects a legitimate job offer and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, have not worked with, or agreed to work with, another registrant, petitioner, agent, or other individual or entity to submit a registration to unfairly increase chances of selection for the beneficiary or beneficiaries in this submission.”
- If USCIS finds that this attestation was not true and correct – for example, that a company worked with another entity to submit multiple registrations for the same beneficiary, using different identifying information, in order to unfairly increase chances of selection for that beneficiary, USCIS may deny or revoke the petition based on a registration with a false attestation in accordance with the regulatory language in the Code of Federal Regulations. (*8 CFR 214.2(h)(10)(ii) and 8 CFR 214.2(h)(11)(iii)(A)(2)*)
- USCIS also may refer the matter to appropriate federal law enforcement agencies for investigation and further action as appropriate.

- USCIS has denied or revoked FY23 and FY24 H-1B cap cases based on our investigations that concluded that companies worked together in order to unfairly increase chances of selection for a beneficiary. In these cases, the beneficiary has lost their cap-exempt status. We intend to address this issue for FY25 as well.
- The required attestation enhances the integrity of the H-1B electronic registration system and combats possible fraud and abuse.

Slide 26: Pay & Submit

- During the payment step of the H-1B registration process, you will be routed to **pay.gov**, which is a different government website separate from the USCIS website, where you will pay the H-1B registration fee.
- **The required fee for each registration for the FY 2025 H-1B cap is \$10. Each registration is for a single beneficiary, however, up to 250 registrations may be submitted in the same batch submission.**
- In order to pay for the fee for your registrations through the Pay.gov site, you must use a credit card or a U.S. bank account. or.
- If your payment is rejected due to insufficient funds or you enter the bank account or the credit or debit card number incorrectly, the system will return you to the payment page to correct the error, or to provide an account with sufficient funds.
- If your payment fails, the submitted registration(s) will be invalid and the registrations' status will change from "submitted" to "invalidated failed payment." You will also receive a failed payment notice.
- 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.
- If pay.gov experiences issues and is not able to accept your payment, you will see an error message. If this happens, you will need to log back into your USCIS online account and go through these steps to pay at a different time. The online account system will save your registration(s) until you are able to process the payment.
- Please remember: to be considered for the initial registration period and associated selection process, both payment and the H-1B registration must be properly submitted before the end of the initial registration period at noon Eastern on March 22nd.

Slide 27: Pay & Submit, Cont.

- The U.S. Department of the Treasury has approved a temporary increase in the daily credit card transaction limit from \$24,999.99 to \$39,999.99 per day for the FY 2025 H-1B cap season.
- This temporary increase is in response to the volume of previous H-1B registrations that exceeded the daily credit card limit.

Slide 28: Successful Submission

- After making your payment and submitting your registration successfully, you will see this message. At this point, you can go back to your account to retrieve your records or review your information.

Slide 29: Tracking Registrations and Notices

- Here's an example of what you will see inside your account. This screen lists all your prospective beneficiaries, the current status of each, and actions taken, including notices that will appear once we've issued them.
 - You will receive an online confirmation once we receive your registration. Each beneficiary will be assigned a confirmation number.
 - This is the unique identifier assigned to each registration for each beneficiary in a submission. This number is only associated with the H-1B registration and cannot be used to track case status using Case Status Online.
 - You can visit the dashboard of your online account homepage to check the status of registrations.
 - You will be able to view the registration you submitted for each prospective beneficiary, the status of your submitted registrations and the actions taken. We will also post notices when there is activity on your H-1B registrations, which you can see in your account. This will include a hyperlink to see each notice regarding the action we've taken on each beneficiary. You can save the notice electronically and/or print each notice.
 - In your account profile, you can sign up to receive automatic notification via email or text message, so you will know when we've added a notice to your account.
- Once again: you will be able to log into your USCIS account to see the status updates.

- “Submitted” registrations will remain in the system, and available for possible selection, until USCIS has determined that it has received sufficient petitions to meet the H-1B regular cap and advanced degree exemption or Master’s cap. So, the “**Not Selected**” notification will not show for any registration until later.

Slide 30: Duplicates After Submission

- If you discover that you or your representative submitted more than one registration for the same person and the initial registration period is still open (before noon Eastern on March 22nd, 2024), you can go into your account and delete the extra submission(s) until there is only one registration for the beneficiary. We do not refund the \$10 fee if you delete a duplicate registration after submission.
- If you discover that you or your representative submitted more than one registration for the same person and the initial registration period has closed (after noon Eastern on March 22nd, 2024), there is no way to correct this error.
- We will remove all registrations submitted for the beneficiary by, or on behalf of, that prospective petitioner from the selection process. We do not refund the \$10 fee for a removed registration.
- **VERY IMPORTANT:** If you submit more than one registration per beneficiary in the same fiscal year, all registrations submitted by your company or entity **for this particular beneficiary** will be considered invalid and removed from the selection process.

Slide 31: Registration Period Timelines

- Once again, if you want to create an H-1B organizational account, you can do that beginning February 28th. The registration period opens on March 6th and closes on March 22nd.

Slide 32: Learn More

- Visit uscis.gov to learn more about our resources to help you.
 - We offer FAQs about the organizational accounts.
 - You can check out our YouTube channel where we post helpful videos on the online account.
 - We also post our engagement materials in our Electronic Reading Room.
 - For updates on future Tech Talk sessions, please visit our upcoming national engagements web page at the link provided here. You can submit topics for our upcoming Tech Talk sessions by emailing Public.Engagement@uscis.dhs.gov.

- You can also stay connected with us on your mobile phone by scanning the QR code you see here. We'll leave the slide up for a few more seconds in case you want to do that.

Slide 33: H-1B Electronic Registration Helpful Links & Resources

- Here are some additional helpful resources and links.
 - You can log into your myUSCIS account at any time to view status updates, by visiting my.uscis.gov or uscis.gov.
 - For technical support and password resets, please use the need help web form, which is the third link shown here, my.uscis.gov/account/v1/needhelp.
 - For provide feedback on H-1B Electronic Registration, email us at: uscisfeedback@uscis.gov. Be sure to put "H1B Electronic Registration" in the subject line of the email.
 - For more information on the H-1B electronic registration process and implementation, visit the H-1B webpage on uscis.gov/h-1b.
 - If you have suggestion topics, agenda items, or questions for engagements on the USCIS organizational accounts, email us at: myUSCISoutreach@uscis.dhs.gov
 - If you are having technical issues related to the USCIS Organizational Accounts, H-1B Registrations, or Form I-129 petitions filed online, please email us at: H1Btechsupport@uscis.dhs.gov.
 - You may also visit our Organizational Accounts FAQ page where we will add information on how you can get help.

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