



U.S. Citizenship  
and Immigration  
Services

# H-1B ELECTRONIC REGISTRATION PROCESS



**USCIS**

February 24, 2022

**NEXT SLIDE**

**\*\*USCIS owns the images**

## Today's presentation will cover



U.S. Citizenship  
and Immigration  
Services



- USCIS Online Account Creation
- Important Reminders
- New Features
- Key Dates and Information to Remember
- Questions and Answers

2

Today we will 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;
- Share important reminders about the H-1B registration process;
- Talk about new features we have made available for the FY2023 Cap Season;
- Review key dates and information for this year's registration period and notification process; and
- Answer your questions.

This is the third year we've had H-1B online registrations. This is the only engagement we're hosting on this topic this year, and we will review topics we covered in previous years fairly quickly. If you are new to this, don't worry. Our slides cover a lot of information about the registration process and we will post this PowerPoint to our Electronic Reading Room shortly after the engagement so you can review topics like account creation and account recovery in more detail.

The benefits of the USCIS online account 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, once submitted;
- Receiving automatic updates about your registration; and
- Paying fees conveniently and securely online.

**NEXT SLIDE**

**USCIS owns the image**

## Registration Period Timelines



- Feb 22, 12 pm (Eastern): New H-1B registrant accounts can be created
- March 1, 12 pm (Eastern): H-1B registration period opens, registrations can be created/submitted
- March 18, 12 pm (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 FY23 H-1B cap-subject petitions can be submitted



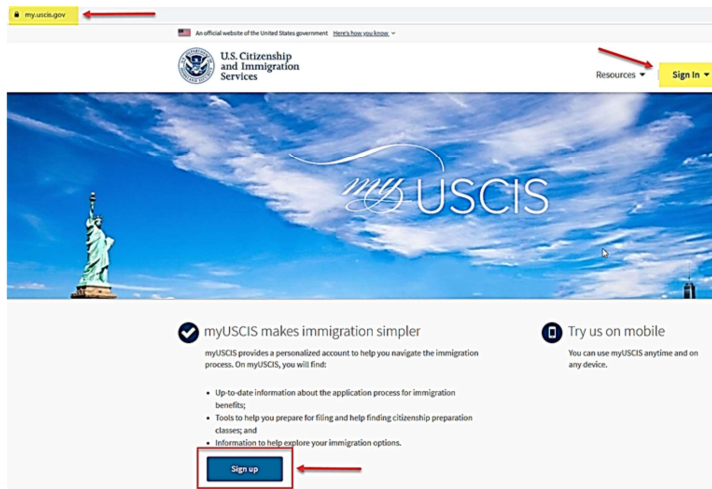
3

Once again, the registration period is open from March 1 at noon until March 18 at noon.

### NEXT SLIDE

**\*\*Image obtained from bing.com images, using the filter “Free to modify, share, and use commercially”**

# Creating Your USCIS Online Account



Create an account or sign in here:

- [www.uscis.gov](http://www.uscis.gov)
- [my.uscis.gov](http://my.uscis.gov)
- [myaccount.uscis.gov](http://myaccount.uscis.gov)

4

You begin the 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. This slide shows where you can sign in or create an account.

Submitting an H-1B registration requires one of two types of USCIS online accounts: a registrant account or a representative account. The appropriate type depends on the submitter's role:

- Representatives and attorneys use the representative account....and they may use their existing account if they have one.
- Prospective petitioners, U.S. employers and agents, what we refer to as "registrants"— will use a registrant account.
- If you don't already have a registrant account, you can begin creating one on February 22 at noon ET, ahead of the registration period.

There is a \$10 fee to register each H-1B beneficiary for the selection process. USCIS does not charge a fee to sign up for or use the online account.

For the purposes of this presentation, I'll sign up as a new user.



**NEXT SLIDE**

**\*\*USCIS owns the images**

# Creating Your USCIS Online Account



U.S. Citizenship and Immigration Services

**Sign In**

Email  
sohappyynow@gmail.com

Password  
.....

[Forgot your Password?](#) [Show Password](#)

**Sign In**

One account for all of your USCIS needs.  
**Create an account.**

Didn't receive confirmation instructions?

**Legal**

- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

**Enter your verification code**

A verification code has been sent to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153, enter your backup code instead, or [Contact Us](#).

**Secure verification code \***

24686329

**Submit**

1. Go to [my.uscis.gov](https://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

5

This slide reviews how to create an account. We're not going to spend much time on this. If you have banked or shopped online, you are probably already familiar with the steps. We also require two-factor authentication every time you go in to your account. Again, this is pretty standard to protect privacy.

One thing to remember: every account must have a unique e-mail address. You cannot share your account with other people.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Account Recovery



U.S. Citizenship  
and Immigration  
Services

## 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

Export As PDF

Proceed

## Provide Password Reset Answers

Question #1

What was the first team sport you played?

Question #1 Response

field hockey

Question #2

In what city/town did you meet your spouse?

Question #2 Response

Richmond

Question #3

What is the name of the company of your first paid job?

Question #3 Response

McDonalds



Save your backup code and password reset answers!

6

When you create your account, you may not really notice these sections, but they are important. When you create your online account, you will be given a backup code. **SAVE IT!** 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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Account Types for H-1B Registration



**Do not** select “Applicant, Petitioner, or Requestor account” for H-1B registration

## 1. Representative account

Select this if you are a legal representative, and the prospective petitioning entity is your client

## 2. H-1B registrant account

Select this if you work for the prospective petitioning company/entity (for example, HR professional or in-house counsel)

**Account Type**

Select an account type:

~~☐ I am an applicant, petitioner, or requestor.~~

- ~~• USCIS only allows this account type for online filing. Please refer to USCIS for additional guidance.~~
- ~~• You cannot file an H-1B Registration with this account type.~~

☒ **I am a Legal Representative.**

- I am an attorney eligible to practice law in the United States.
- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

☒ **I am an H-1B registrant.**

- I am an authorized signatory submitting an H-1B Registration or signing an H-1B Registration to be submitted by a legal representative.
- A registrant account can be used only to submit H-1B Registrations.
- If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

**Submit**

7

You must choose the correct type of account for H-1B Electronic Registrations. The appropriate type depends on the submitter’s role. There are only two applicable options.

DO NOT choose the applicant, petitioner, or requestor account. You cannot use this type of account to submit an H-1B electronic registration.

1. The first type of account that can be used for H-1B electronic registration is the legal representative account, shown here. Attorneys and accredited representatives **who are working on behalf of the prospective petitioning company** will select. “I am a legal representative.” In other words, if the prospective petitioning company is the client, the legal representative would choose the representative account.

If you already have a representative account that you used to submit registrations or other immigration benefits before, you do NOT NEED to create a new representative account. You can use the same account.

2. The second type of account that can be used to submit H-1B electronic registrations is a registrant account, shown here on the bottom. The H-1B registrant account is used by employees or designees of the petitioning company.

Registrant means “the prospective petitioning individual, company, entity, or organization

submitting a registration into the selection process, for a beneficiary who is a prospective H-1B nonimmigrant worker.”

- Prospective petitioners, submitting registrations on their own, will need to create an “H-1B registrant” account, *and*
- Prospective petitioners who are working with a legal representative, will also need to create an “H-1B registrant” account, to be able to sign the G-28 and review and approve the registrations entered by the attorney or accredited representative. Registrations created by an attorney or accredited representative will remain “in progress” and will not be submitted to USCIS until the Registrant (who is the “prospective petitioner”) reviews and approves them in their own online account, and then the Legal Representative pays and submits the registrations.

If you already have a Legal Representative or H-1B Registrant account, you can sign into that account when the H-1B registration period is open, from noon Eastern March 1 to noon Eastern March 18, to submit H-1B registrations. You do not need to create a new account for this process.

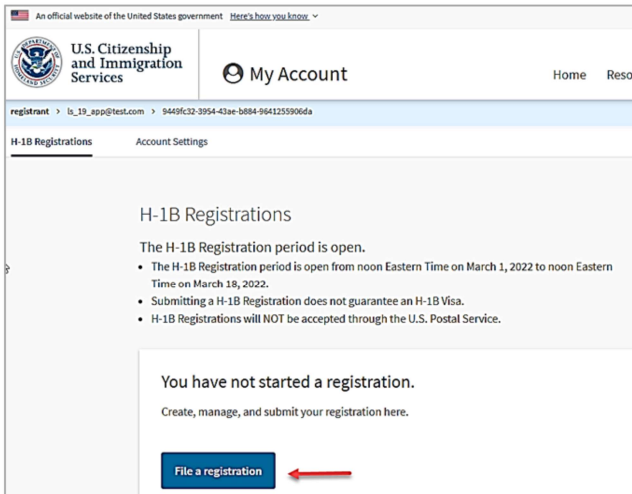
Please note: you can use an existing account to submit registrations this year, but you cannot re-use beneficiary information from prior cap season registrations. You will need to submit new information for each beneficiary this FY 2023 cap season, even if they were listed in a previous cap season.

For our purposes today, we will choose the H-1B registrant account. This account is only open and visible during cap season each spring. As previously stated, the enrollment period for this year is March 1 @ noon until March 18 @ noon. Again, if you don’t already have an existing account, you can begin creating an account starting this past Tuesday, Feb. 22, ahead of the March 1 registration.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# H-1B Electronic Registration



- Registering online does not guarantee selection
- We do not accept mailed registrations

8

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 an H-1B Visa, and H-1B Registrations will NOT be accepted in paper format.

**NEXT SLIDE**

**\*\*USCIS owns the images**



# H-1B Registration Overview Page



U.S. Citizenship  
and Immigration  
Services

## 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.

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 a particular fiscal year.

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

After the end of the initial registration period, if USCIS has received more registrations than needed to meet the projected number of registrations to reach the regular cap, USCIS will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the advanced degree exemption. If selected, the prospective petitioner is eligible to file an H-1B petition, during the applicable filing period, for the beneficiary named in the selected registration to request classification of the beneficiary as an H-1B worker.

## Before You Start Your Registration

### Eligibility

A U.S. employer or agent may file H-1B cap petitions, and as such, will be required to submit an H-1B registration to be eligible to file the H-1B cap petition.

**U.S. Employers:** Person or entity in the United States that:

- Engages a person to work in the United States;
- Has an employer-employee relationship with the beneficiary; and
- Has an Internal Revenue Service (IRS) tax identification number.

**Agents:** A U.S. individual or company in business as an agent may file an H-1B Registration for workers who are traditionally self-employed or workers who use agents to arrange short-term employment on their behalf with numerous employers, and in cases where a foreign employer authorizes the agent to act on its behalf.

### Duplicates

A registrant (prospective petitioner) may only submit one registration per beneficiary in any fiscal year. If a registrant, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year will be considered invalid.

## Fee

### Fee: \$10 per registration

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:

When paying with check please be sure to enter the bank routing number and bank account number accurately. While 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.

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. However, your H-1B registration(s) will be invalidated if the payment does not clear or the payment is later declined or disputed.

Money orders, certified bank checks, and non-reloadable 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 block ACH 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, or how long USCIS takes to reach a decision.

By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

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



Next

9

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 about U.S. employers or agents (a/k/a 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, duplicate entries – which we'll talk about a few slides from now – the \$10 per registration fee, as well as our refund policy.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# USCIS Online Account



U.S. Citizenship  
and Immigration  
Services



## 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, and you can resume where you left off.
- You must **SUBMIT before noon (ET) on March 18, 2022**

10

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 on March 18, 2022.

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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Information About Registrant



U.S. Citizenship  
and Immigration  
Services

H-1B Registration

About Registrant ^

Employer/agent

Authorized signatory

About Beneficiary v

Review and Submit v

What is the legal name of the prospective petitioning company or organization?  
If filing as an individual prospective petitioner, provide the individual's legal name.

What is the Doing Business As name of the prospective petitioning company or organization?

Doing Business As (DBA) name is the operating name of a company, as opposed to the legal name of the company.

☐ The prospective petitioning company or organization does not have a Doing Business As name.

ABCD Company, Inc.

This section asks for information about the registrant (also called the prospective petitioner):

- Legal name
- “Doing Business As” name
- Employer Identification Number
- Primary U.S. office address

11

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

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Information About Beneficiary(ies)



## Beneficiary Information

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

+ Add beneficiary

Back

Next

## Beneficiary Information

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

What is the beneficiary's legal name?

### Given name (first name)

☐ Beneficiary does not have a first name.

John

### Middle name

☒ Beneficiary does not have a middle name.

### Family name (last name)

☐ Beneficiary does not have a last name.

Smith

12

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 number if they have one.

You can add up to 250 registrations at one time. If you have more than 250 registrations, you'll need to submit this batch, make your payment, and start another one.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Information About Beneficiary(ies)



## Beneficiary Information

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

[+ Add another beneficiary](#)

Beneficiary	Action
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>

Rows per page: 5 1 - 5 of 249 < Back Next >

## Beneficiary Information

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

[+ Add another beneficiary](#)

Beneficiary	Action
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>
Hoostun, Whitnee 01/30/1990	<a href="#">Edit</a> <a href="#">Delete</a>

**Are you sure you want to delete this entry?**  
Whitnee Hoostun  
01/30/1990  
[Delete entry](#) [Cancel](#)

13

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. 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. Once again, you can add up to 250 registrations per submission. When you reach 250, you’ll make your payment and then you must create a new submission to add more registrations.

**NEXT SLIDE**

**\*\*USCIS owns the images**

## New 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

Check your registration(s) for duplicates.

(This process is optional)

A registrant (prospective petitioner), or their authorized attorney or representative, may only submit one registration per beneficiary in any fiscal year. If a registrant, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, we will invalidate all registrations submitted by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year. Before you submit your registration(s), you can check if the registrant named in this submission previously submitted a registration for any of the beneficiaries included in this submission for the same fiscal year.

To check your registration(s) for duplicates, you must provide your Employer Identification Number (EIN) on the "About Registrant" page and add at least one beneficiary on the "About Beneficiary" page. Then, select the "Check for duplicates" button to perform the check. A duplicate will be found if you or another person already submitted a registration for the beneficiary on behalf of your organization for the same fiscal year.

Once the check is complete, you can review the list of beneficiaries who have duplicates on the previous page. We recommend staying on this page until the check is complete. If you add beneficiaries after performing this check, you can perform the check again.

**Note:** Using this check does not guarantee that duplicates will not be identified by USCIS at a later date. This check will compare the beneficiaries listed in this draft with any registrations previously submitted during this registration period. It will not check for duplicates within this draft or between drafts. You can review the list of beneficiaries you included on the previous page (or on the spreadsheet on your account homepage) to make sure you have not entered a beneficiary more than once. Even if utilizing this check, the burden is still on the registrant to ensure that no duplicate registrations are submitted.

Check for duplicates



U.S. Citizenship  
and Immigration  
Services

14

New for FY 2023, we've added a 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 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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

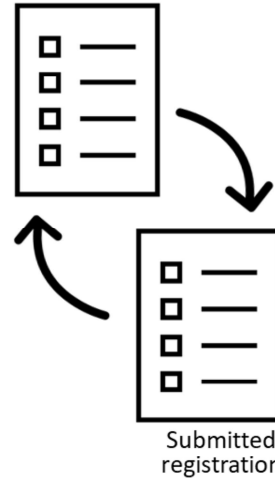


## Running the Duplicate Checker



- Tool compares registrations listed in a draft with previous 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.

Draft registration,  
not submitted



15

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 against *submitted* registrations for duplicate entries. 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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Duplicate Checker



U.S. Citizenship  
and Immigration  
Services

## 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**

Beneficiary	Action
Aquino, Julissa 11/11/1981	<a href="#">Edit</a> <a href="#">Delete</a>
Gary, Andrew 10/10/1980	<a href="#">Edit</a> <a href="#">Delete</a>
Ivy, Javier (Duplicate entry) 12/01/1970	<a href="#">Edit</a> <a href="#">Delete</a>
Stewart, Lilly 09/09/1979	<a href="#">Edit</a> <a href="#">Delete</a>



16

When you use the duplicate checker, you may see a yellow alert like the one here on the left.

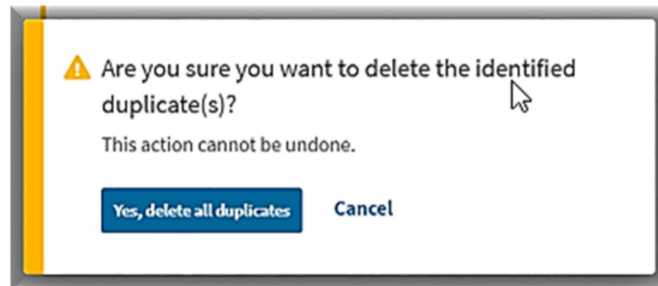
The image on the right shows which entry is a duplicate by marking it with a yellow alert.

You must manually delete any duplicate entries before the registration period ends on March 18 at noon. If duplicate entries are not removed, all entries for that prospective beneficiary, submitted by that prospective petitioner, will be invalidated.

**NEXT SLIDE**

**\*\*USCIS owns the images**

## 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.

17

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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Duplicate Checker



Check for duplicates

✓ No duplicates were found.

- 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

18

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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Check For Duplicates With .CSV File



U.S. Citizenship  
and Immigration  
Services

**Boca Sea Outfitters**

You need to continue filling out your registration.

View CSV of beneficiary table

Beneficiaries	Status	Action
Aquino, Julissa 11/11/1981	In progress	N/A
Gary, Andrew 10/10/1980	In progress	N/A
Ivy, Javier 12/01/1970	In progress	N/A
Stewart, Lilly 09/09/1979	In progress	N/A

[Continue registration](#) [Delete registration](#)

19

As in previous years, you can review your registrations 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.


# Certification & Signature



U.S. Citizenship  
and Immigration  
Services

## Authorized Signatory's Certification and Signature

You must read and agree to the certification below.



If submitting or authorizing this registration (or these registrations) on behalf of an organization, by my signature, I certify that I am authorized to do so by the organization.

\_\_\_\_\_

I authorize release of information contained in this submission to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.

\_\_\_\_\_

I further certify, under penalty of perjury, that I have reviewed this registration (or these registrations) and that all of the information contained in the submission is complete, true and correct and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in each registration if the beneficiary is selected.


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.

☒ I have read and agree to the authorized signatory's statement.

### Authorized Signatory's Signature

You must provide your electronic signature below by typing your full legal name. We may consider your registration(s) to be invalid if you do not completely fill out and electronically sign this submission. We will record the date of your signature with your registration(s).

\_\_\_\_\_

 You must provide a response.

- New certification section this year
- Users must attest that submissions are complete and true, and job offers are legitimate
- Signature is required

20

## H-1B Attestation

When you submit your registration(s), you must attest, under penalty of perjury, that all of the information contained in the submission is complete, true, and correct. For FY 2023, the attestation that is required before submission will indicate, "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 in order to unfairly increase chances of selection for that beneficiary, USCIS will find that registration to not be properly submitted. USCIS also may refer the matter to appropriate federal law enforcement agencies for investigation and further action as appropriate.


Since the registration was not properly submitted, the prospective petitioner would not be eligible to file a petition based on that registration, in accordance with the regulatory language at 8 CFR 214.2(h)(8)(iii)(A)(1).



The attestation was updated to enhance the integrity of the H-1B electronic registration system and combat possible fraud and abuse.

**NEXT SLIDE**

# Signature

U.S. Citizenship and Immigration Services

## Authorized Signatory's Statement

You must read and agree to the statement below.

☒ I can read and understand English, and have read and understand every question and instruction on this registration (or these registrations), as well as my answer to every question.

Back

Next

☒ I have read and agree to the authorized signatory's statement.

## Authorized Signatory's Signature

You must provide your electronic signature below by typing your full legal name. We may consider your registration(s) to be invalid if you do not completely fill out and electronically sign this submission. We will record the date of your signature with your registration(s).

Type Your Name Here

21

The system will show you a summary of the information you included about your company and all your prospective beneficiaries. You can choose to view a draft snapshot in .pdf format to save to your electronic files and/or you can print it for your records. Then you will sign your form using the Authorized Signatory Statement you see here. In order to sign, you simply need to type your name in the box provided.

## NEXT SLIDE

**\*\*USCIS owns the images**

## Pay & Submit

- Pay.gov is safe and secure
- Pay with U.S. credit card or U.S. bank account
- Submit

The screenshot shows the USCIS Pay.gov interface. At the top right is the USCIS logo and the text "U.S. Citizenship and Immigration Services". The main content area is light blue and contains the following text:

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

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your registration(s) will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your registration(s) through your USCIS online account.

At the bottom is a blue button labeled "Pay and submit".

22

During the payment step of the H-1B registration process, you will be routed to a different website called **pay.gov**, where you will pay the H-1B registration fee.

**The required fee for each registration is \$10. Each registration is for a single beneficiary, however, up to 250 registrations may be submitted in the same batch submission.**

Pay.gov is a government website separate from the USCIS website.

- In order to pay for the fee for your registrations, through the Pay.gov site, you must use a U.S. bank account or credit card.
- 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, your registration(s) will be invalid and your status will change from “submitted” to “invalidated failed payment.” You will also receive a failed payment notice.
- 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, payments and the H-1B registration(s) must be properly submitted before the end of the initial registration period on noon March 18.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Successful Submission



U.S. Citizenship  
and Immigration  
Services

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

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](#)

23

After making 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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

# Tracking Registrations and Notices



- You **cannot** use Case Status Online to check a 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

**Test Company**  
Submitted on March 11, 2022

We are processing your case. It can take up to 48 hours to process your case information.

Form	Status	Action
H-1B Registration	Submitted	<a href="#">View PDF</a>

[View CS# of beneficiary table](#)

Beneficiaries	Status	Action
Curie, Marie 07/07/1992	Selected 2022-cfb-0055-f4e3	<a href="#">View notice</a>
Johnson, Katherine 09/12/1994	Not selected 2022-ce71-904e-cb3c	<a href="#">View notice</a>
Yoshi, Green 12/30/1995	Denied 2022-03c7-ea92-0da7	<a href="#">View notice</a>
Smith, John 09/01/1997	Invalidated - Failed Payment 2022-4527-4916-a046	<a href="#">View notice</a>
test, test 02/02/2002	Submitted 2022-e814-1194-4af8	<a href="#">Delete</a>

24

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 action, 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 action 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. So, the **"Not Selected"** notification will not show for any registration until later.

NEXT SLIDE

**\*\*USCIS owns the images**



## Duplicates After Submission



U.S. Citizenship  
and Immigration  
Services

If you find duplicates after submission...

And initial registration period is **still open** (before **noon** on March 18)

- 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** on March 18)

- 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.

25

If you discover 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 18, 2022), 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 18, 2022), 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.

Remember, 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.

**NEXT SLIDE**

**\*\*USCIS owns the images**

## Registration Period Timelines



- Feb. 22, 12 pm (Eastern): New H-1B registrant accounts can be created
- March 1, 12 pm (Eastern): H-1B registration period opens, registrations can be created/submitted
- March 18, 12 pm (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 FY23 H-1B cap-subject petitions can be submitted



26

Once again, the registration period is open from March 1 at noon until March 18 at noon.

### NEXT SLIDE

**\*\*Image obtained from bing.com images, using the filter “Free to modify, share, and use commercially”**

## Helpful Links and Resources



- Account sign up/login page: [my.uscis.gov](https://my.uscis.gov) or [www.uscis.gov](https://www.uscis.gov)
- Help with account creation: [uscis.gov/file-online](https://uscis.gov/file-online)
- Technical support, including:
  - Password resets
  - Account lockouts
  - Update your verification code delivery method  
[my.uscis.gov/account/needhelp](https://my.uscis.gov/account/needhelp)
- H-1B Electronic Registration Process Webpage: [uscis.gov/h-1b](https://uscis.gov/h-1b)

27

Here are some helpful resources and links.

You can log into your myUSCIS account at any time to view status updates.

For technical support and password resets visit the USCIS online account help page.

For more information on the H-1B electronic registration process and implementation, you can visit the H-1B webpage on [uscis.gov](https://uscis.gov).

**NEXT SLIDE**

**\*\*USCIS owns the images**



# Questions?

Thank you!

28

We are very excited about our online services. We're striving to improve these tools and resources every day and your feedback is an invaluable part of that process. We encourage you to please send feedback to us at [public.engagement@uscis.dhs.gov](mailto:public.engagement@uscis.dhs.gov).

**END**

## Disclaimer



U.S. Citizenship  
and Immigration  
Services

This webinar material is intended solely as informational. It is not intended to, does not, and may not be relied upon to create or confer any right(s) or benefits(s), substantive or procedural, enforceable at law by any individual or other party in benefit applications before DHS, in removal proceedings, in litigation with the United States, or in any other form or manner. This webinar material does not have the force of law, or of a DHS directive.

# About this Presentation



U.S. Citizenship  
and Immigration  
Services

Author: USCIS

Date of last revision: Feb. 24, 2022. This presentation is current only as of the date of last revision.

This presentation contains no sensitive Personally Identifiable Information (PII).

Any references in documents or text, with the exception of case law, relate to fictitious individuals.

## Dissemination



U.S. Citizenship  
and Immigration  
Services

This presentation may not be reproduced or further disseminated without the express written consent of USCIS.

Please contact [Public.Engagement@uscis.dhs.gov](mailto:Public.Engagement@uscis.dhs.gov) for additional information.