



# USCIS H-1B ONLINE REGISTRATION FOR ATTORNEYS AND ACCREDITED REPRESENTATIVES

2/11/2020

## Opening Remarks – slide 1

Today we will provide an instructional overview of the new H-1B electronic registration process in myUSCIS for attorneys and representatives.

Through myUSCIS, users can create legal representative accounts, file certain applications and petitions online for your clients and then track the status of submitted cases for each client.

Legal representatives and registrants will need to create a myUSCIS online account and log into the portal to complete the H-1B electronic registration process.

H-1B cap-subject petitioners, including those eligible for the advanced degree exemption, are required to first register prospective beneficiaries electronically with USCIS in order to enter the beneficiaries into the selection process for filing an H-1B cap-subject petition for fiscal year 2021. There is a \$10 H-1B registration fee for each beneficiary registered with USCIS for the H-1B cap selection process.

However, creating a myUSCIS online account is free.

During today's presentation, we will show you how to create your own free myUSCIS account; how to submit an electronic H-1B registration on behalf of your client and pay the fee; and how to submit the corresponding form G-28, Notice of Entry of Appearance as an Attorney or Accredited Representative.

When submitting a registration, you can be sure that:

- You filled out all the required parts of the registration, and

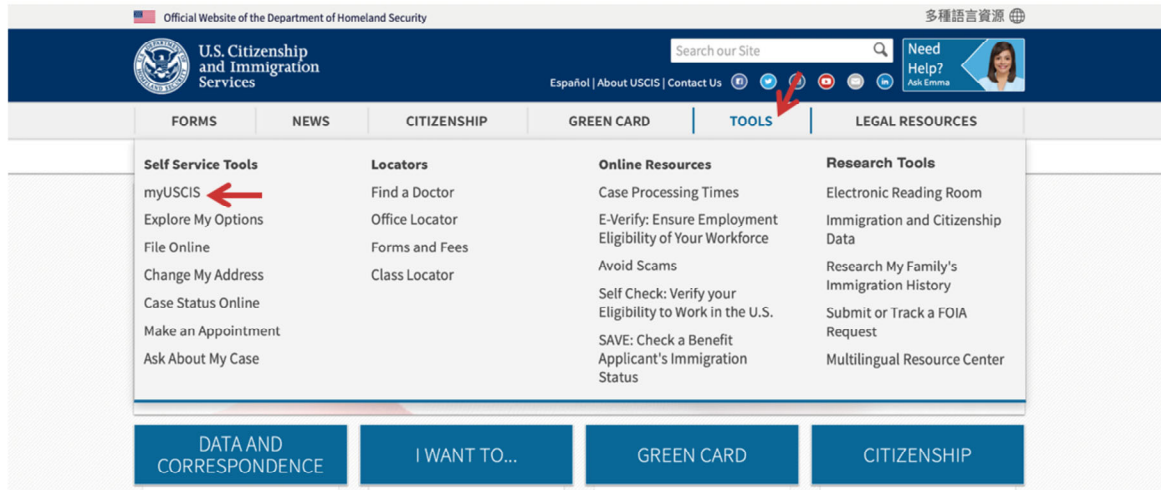
-You will receive an online confirmation once USCIS receives your registration.

You also will be able to:

-Receive automatic updates concerning your registration, and

-Conveniently and securely pay registration fees online.

# NAVIGATING TO myUSCIS



## Navigating to myUSCIS – slide 2

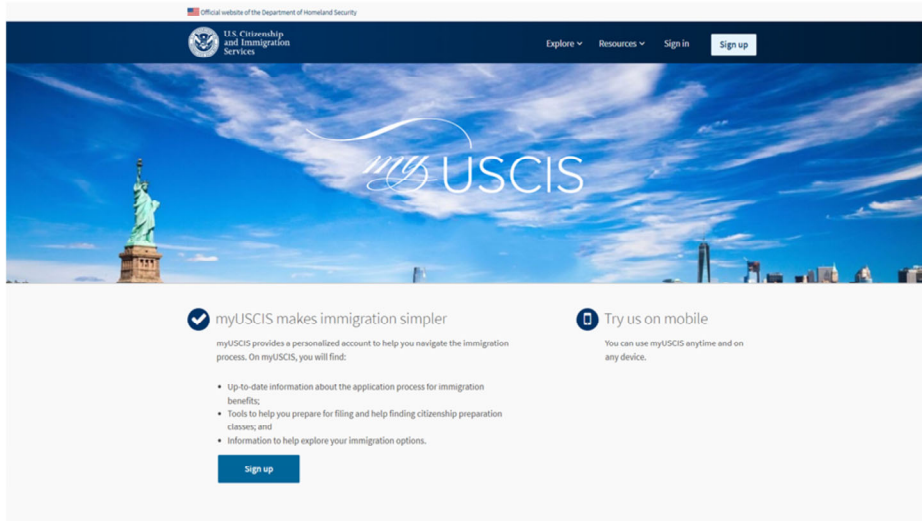
You can find all of our online tools and resources on our website, [uscis.gov](https://uscis.gov), by clicking on or hovering over the Tools button. To access myUSCIS you will have to click on myUSCIS under Self Service Tools on the left.

It is now easier for people to use our self-service tools and create an online account.

We continue to improve the experience and design, so please don't be alarmed if in the coming weeks and months you notice some minor tweaks to what you see today. The overall process will remain the same.

Once you click on myUSCIS, you will be redirected to the myUSCIS homepage.

# USCIS ONLINE ACCOUNT CREATION



## myUSCIS Overview - slide 3

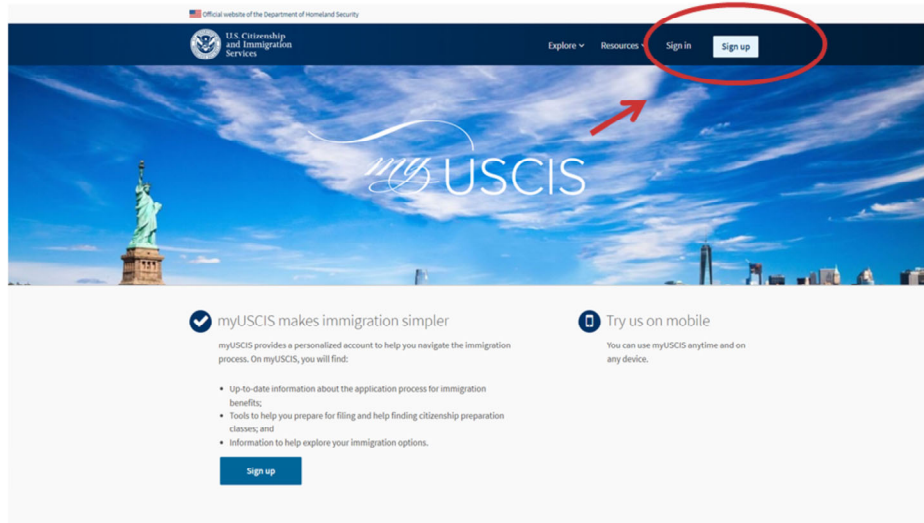
This is the myUSCIS landing page.

myUSCIS is an online portal that serves as a one-stop shop for immigration information, various tools, and resources to help applicants and registrants navigate the immigration process.

It is accessible any time at [my.uscis.gov](https://my.uscis.gov) from any mobile device or desktop computer.



# USCIS ONLINE ACCOUNT CREATION



## USCIS Online Account Creation - slide 4

You must create a free myUSCIS account in order to complete the H-1B electronic registration process and pay the associated fee.

If you already have an account, you can access your account login directly from my.uscis.gov by clicking the "sign in" button on the top menu bar. If you do not have an account, you can create one by clicking the "sign up" button in the top right corner.

For the purposes of this presentation, I am going to be a new user so that we can go through the process of creating a new online account.

I will start by clicking the "sign up" button in the top right corner. You can also click the blue "sign up" button at the bottom of the page.

# USCIS ONLINE ACCOUNT CREATION

A screenshot of the USCIS online account creation page. The page has a blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, there is a message: "You need to sign in or sign up before continuing." followed by a "Sign Up" button. Below the button, there is a paragraph explaining that the account is for the user only and that individual accounts allow for better service. Another paragraph states that the user must provide an email address. Below this, there are two numbered steps: "1" for "Email" and "2" for "Email confirmation". Each step has a corresponding input field. Below the "Email confirmation" field, there is a "Sign Up" button circled in red. Below the button, there is a link for "Already have an account? Sign In". At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "CHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

## USCIS Online Account Creation – slide 5

Once I click on the “Sign Up” button, the system will prompt me to enter an email address. Users should use a unique email address, and not one that is shared.

I will then confirm my email address and click sign up again.

When you create your account, the system will send a notification to your email asking you to confirm your USCIS account request.

From your email, you will click on the link.

# USCIS ONLINE ACCOUNT CREATION



Official website of the Department of Homeland Security

A screenshot of the USCIS "Create a Password" form. The form is titled "Create a Password" and includes instructions: "Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis." It features a "Password Tips" button, a "Password" input field with a "Show Password" link, a "Password strength" indicator, a "Password confirmation" input field with a "Show Password" link, and a "Submit" button at the bottom.

U.S. Citizenship and Immigration Services

## Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

[Password Tips](#)

Password

[Show Password](#)

Password strength:

Password confirmation

[Show Password](#)

[Submit](#)

## USCIS Online Account Creation - slide 6

The system will redirect you to the "Create a Password" page, where you will need to enter and then confirm your own password for the account. Passwords must be between 8 and 64 characters and can contain letters, numbers, and special characters.

# USCIS ONLINE ACCOUNT CREATION



U.S. Citizenship  
and Immigration  
Services

## Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

☒ **Use an Authentication App**  
Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.

[What is an Authentication App?](#)

☐ **SMS Text Message**  
Receive a text message to your mobile device when signing in.

☐ **Email**  
Receive an Email when signing in.

You can use most Time-Based, One-Time Password (TOTP) applications for added security, which will ask you to enter a unique verification code generated by the selected application on your mobile device.

USCIS advises that you read the privacy policies of any application you use, especially if you share any personal information. USCIS is not responsible for the information collection practices of non-USCIS applications.

[Submit](#)

## USCIS Online Account Creation - slide 7

The system will then take you to the Two-Step Verification Method page.

To secure your account, we use a two-step verification process for login. Every time you log in, in addition to entering your password, you will also need to enter a short verification code. Here you can select how you wish to receive that code.

# USCIS ONLINE ACCOUNT CREATION



Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Two-step verification successful.

### Provide Password Reset Answers

Set five security questions. You must remember the answers to these questions if you ever need to reset your password.

**Question #1**  
What is the last name of your favorite childhood teacher?

**Question #1 Response**

**Question #2**  
In what city/town did you meet your spouse?

**Question #2 Response**

**Question #3**  
What is the name of the company of your first paid job?

**Question #3 Response**

## USCIS Online Account Creation – slide 8

The system will then ask you to provide password reset answers. You must select five security questions that will be used to determine your identity should you ever need to reset your password.

# USCIS ONLINE ACCOUNT CREATION



## Account Type

Select an account type:

- ☐ I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further 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.
  - 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.

Next

**IMPORTANT REMINDER:**  
Choose the  
Legal Representative  
account type.



## USCIS Online Account Creation - slide 9

The next page that you will see is the Account Type page.

Choose your account type: "I am an applicant, petitioner, or requestor"; "I am a legal representative"; or "I am an H-1B registrant."

I will select "I am a Legal Representative" and then click "Next."

# USCIS ONLINE ACCOUNT CREATION



Official website of the Department of Homeland Security [Sign Out](#)

U.S. Citizenship and Immigration Services

Confirm that you are a representative

A representative must be:

**An attorney**

A person who is eligible to practice law in, and a member in good standing of, the bar of the highest courts of a U.S. state, possession, territory, commonwealth, or the District of Columbia.

**An accredited representative**

A person who is a representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, and is recognized by the Department of Justice in accordance with 8 CFR part 1292.

[I am a representative](#)

[I am not a representative](#)

## USCIS Online Account Creation - slide 10

The system will then take you to the next page where you will confirm that you are either an attorney or an accredited representative.

Click the blue button that states “I am a representative.”

# USCIS ONLINE ACCOUNT CREATION



Link Your USCIS Account

☒ Accredited Representative  
☐ Attorney

Online Access Code

Accreditation Date

[Link Account >](#)

OR

[Create Account](#)

Link Your USCIS Account

☐ Accredited Representative  
☒ Attorney

Online Access Code

Bar Number  
☐ I do not have a bar number

[Link Account >](#)

OR

[Create Account](#)

## USCIS Online Account Creation - slide 11

On this page you will have the option to enter your online access code, if applicable, and link to your USCIS Account. If you previously filed certain applications, petitions, or requests on a paper form using a USCIS Lockbox facility, you may have received a USCIS Account Access Notice issuing you an Online Access Code. You can enter that code here and your eligible paper-filed cases will be available in your online account. You can find this number at the top of the notice.

If you are an Accredited Representative, you will enter your online access code and accreditation date.

If you are an Attorney, you will enter your Bar number or select “I do not have a bar number” and enter your online access code.

Once you click the blue “Link Account” button, your online USCIS account will be created.

If you are just setting up an account, do not have a previously issued online access code or do not want to link to past applications, petitions or requests filed on a paper form, you can leave the Online Access Code field blank and click, “Create account.”

For the purposes of this presentation, I will proceed as if we are creating a new account and not trying to link to paper files. So, we will choose the blue “Create Account” button at the bottom of the screen.



# USCIS ONLINE ACCOUNT CREATION



U.S. Citizenship  
and Immigration  
Services

## Personal Information

Part 1 of 2

### First Name

☐ I do not have a first name

### Middle Name

☐ I do not have a middle name

### Last Name

Please enter your mailing address

In care of (if any)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

Province

Postal code

Next

< Back

## USCIS Online Account Creation – slide 12

The “Create Account” button will take you to this screen. You will enter your first, middle and last name, and your mailing address. If you do not have a first or middle name, you would check the appropriate box to indicate this. These fields cannot be left blank.

Once you fill in this information, click “Next” to proceed.

# USCIS ONLINE ACCOUNT CREATION



U.S. Citizenship  
and Immigration  
Services

Choose your role

Part 2 of 2

I am an:

☐ Attorney ☐ Accredited Representative

## **USCIS Online Account Creation – slide 13**

Here, while creating a new account, you are asked to indicate if you are an Attorney or an Accredited Representative.

# USCIS ONLINE ACCOUNT CREATION



I am an:

☐ Attorney ☒ Accredited Representative

Organization name

Accreditation expiration date

MM/DD/YYYY

Please enter your contact information

Email address  
ebony\_rep1@test.com

[Update email address](#)

Mobile phone number  
We have no verified mobile phone number on record for you.

[Update mobile phone number](#)

Daytime phone number  
☐ This is the same as my mobile phone number

Fax number

What are your notification preferences?

We send you a notification when an immigration services officer responds to your message or case inquiry.

☒ Email  
☐ Mobile  
☐ Both email and mobile

[Next](#)

## USCIS Online Account Creation – slide 14

If you select “Accredited Representative,” the system will ask you to fill in the following information: your organization name, accreditation expiration date, contact information and notification preferences.

When there is H-1B activity in your account, USCIS will send a notification to you, through the method you choose. You can select email, mobile number or both email and mobile as your preference. You can go into your account and update your preferences at any time.

# USCIS ONLINE ACCOUNT CREATION



U.S. Citizenship  
and Immigration  
Services

I am an:

☒ Attorney ☐ Accredited Representative

Organization name

Licensing authority

State bar number

[+ Add another](#)

Are you subject to any order of any court or administrative agency debarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

☐ Yes  
☐ No

Please enter your contact information

Email address

ebony\_rapier1@out.com

[Update email address?](#)

Mobile phone number  
We have no verified mobile phone number on record for you.

[Update mobile phone number?](#)

Business phone number

☐ This is the same as my mobile phone number

Fax number

What are your notification preferences?

We send you a notification when an immigration services officer responds to your message or case inquiry.

☒ Email  
☐ Mobile  
☐ Both email and mobile

[Next](#)

[Back](#)

## USCIS Online Account Creation – slide 15

For the purposes of this presentation, I will create an account as an Attorney.

This screen displays the information you will need to fill out, if you select “Attorney.”

The system will ask you to enter your organization name, licensing authority and state bar number.

You can be licensed as an attorney in different states. Here you have the option to click “add another” state bar number, so you can let us know that you are licensed in both Illinois and Maryland, for example.

You will also fill in your contact information, notification preferences and respond to a question that asks if you are subject to any court order or other restrictions in the practice of law.

Once you fill in this information, click “Next” at the bottom of the screen to proceed.

# USCIS ONLINE ACCOUNT CREATION



## Review and certify

Please review and certify this information by clicking the green button at the bottom of the page.

### Personal information

First Name  
John  
Middle Name  
Last Name  
Smith

### Mailing address

In care of (if any)  
Country  
United States  
Address line 1  
100 First Street  
Address line 2  
Suite 400  
City or town  
New York  
State  
New York  
Zip code  
10001

### Accredited Representative information

Organization name  
Lia Company  
Accreditation expiration date  
03/24/2022

### Contact information

Email address  
ebony\_reptest@test.com

Mobile phone number  
We have no verified mobile phone number on record for you.

Daytime phone number  
(222) 222-2222

Fax number  
(111) 111-1111

Notification preferences  
Email

### Certify and submit

☐ I certify, under penalty of perjury under the laws of the United States of America, that I am an accredited representative of an organization recognized by the Executive Office for Immigration Review, Board of Immigration Appeals (BIA) under title 8 of the Code of Federal Regulations, part 292, and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency, suspending, terminating, restraining or otherwise restricting me in representing individuals seeking to file an application, petition, or request with the Department of Homeland Security, the immigration courts, or the BIA. I have read and understand the regulations and conditions contained in 8 CFR 292.2 and 292 governing appearances and representation before the Department of Homeland Security.

Finish Cancel

## USCIS Online Account Creation – slide 16

The next page will provide a summary of the information that you entered. You will be asked to review and certify that all of the information you entered is correct.

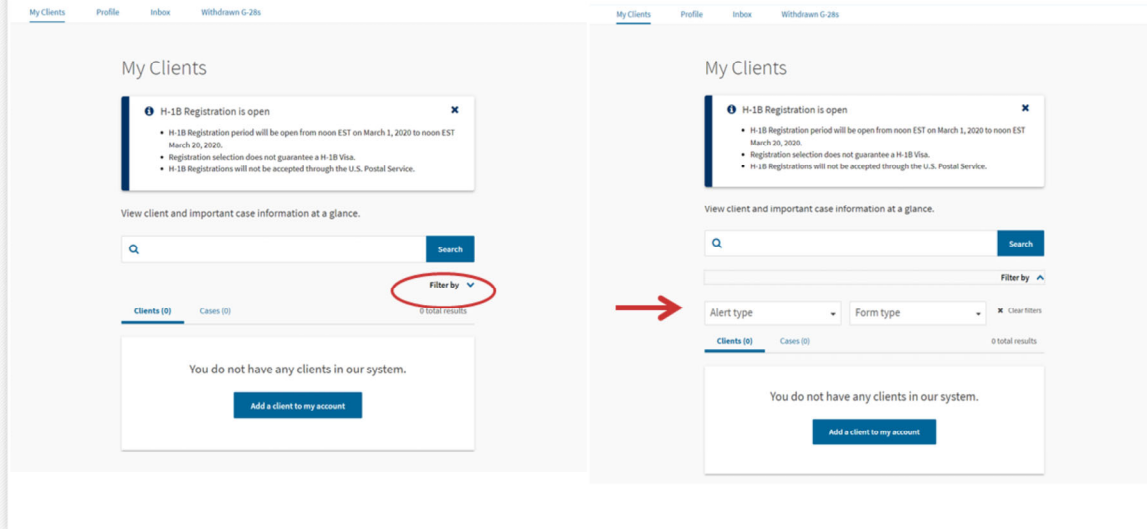
If you get to this screen and the “Mobile phone number” field says that “we have no verified mobile phone number on record for you,” this is because you did not choose mobile number as your notification preference. You selected “email” and entered an email address, which is displayed here under “Email address.”

If you would like to have a mobile number on record for notifications, you can go back to update your notification preferences at any time.

After you review all of the information for accuracy, select “Certify and submit.” Then click the “Finish” button to proceed.

If you see any errors, press Cancel to go back and correct the information.

# ADDING CLIENTS TO myUSCIS



## Adding Clients to myUSCIS – slide 17

Now that we have finished the account creation portion, the next steps and information requested will be the same for both Accredited Representatives and Attorneys throughout the registration process.

This is what your homepage will look like when you log in. You will see tabs labeled My Clients, Profile, Inbox and Withdrawn G28s.

This page will allow you to start adding clients to your account.

The message at the top of this page will let you know if the registration period is open. The initial registration period will remain open from **noon Eastern on March 1 to noon Eastern on March 20**. All registrations properly submitted during the initial registration period will be included in the selection process regardless of whether they were received on March 1 or March 20. It does not matter if you enter one registration or 500 registrations for a company. Each individual registration received between March 1 and March 20 will be entered into the selection process.

If you already have clients and cases in the system, you would see them displayed here and would be able to Filter by “Alert Type or Form Type.”

# ADDING CLIENTS TO myUSCIS



## Adding Clients to myUSCIS – slide 18

Filtering by “Alert Type,” allows you to see cases with “Action required” or “Draft expiring soon.”

“Action required,” will display any cases that have a Request for Evidence or an appointment notice available. (Note: this will not be relevant for H-1B registrations since they do not have RFEs or appointments.)

“Draft expiring soon” allows you to view only the draft entries that may be expiring soon. Once you start a form in myUSCIS, we will automatically save your information for 30 days following any update. After 30 days, if you don’t submit it, the system will discard the draft.

Filtering by “Form Type,” allows you to view only the form type that you select. You can select I-90 to view all Form I-90s. Or select H-1B registrations in this case, to see all H-1B registrations.

Since we are a new account creator, we do not have any cases to filter or any clients in the system, as indicated on the homepage.

Click the blue “Add a client to my account” button to add a client to the system.

# ADDING CLIENTS TO myUSCIS



## Adding Clients to myUSCIS – slide 19

You will then be asked to choose the type of client you wish to add to your account. Choose “Company.” Do not choose Person. Even if the prospective petitioner is an individual person, you should select the “Company” option.

For the purposes of the H-1B electronic registration process, there are several tiers.

The Registrant is the prospective petitioning individual, company, entity, or organization.

The Beneficiary is the person that the company is trying to employ.

You are the Attorney or Accredited Representative that is submitting a registration for the petitioner, referred to in the system as the “company,” on behalf of the beneficiary.

You are completing this electronic registration process for the company. The company is your client, so you must select company.

The system will not allow you to enter an H-1B registration if you choose person. This option only appears under the “Company” option.



# ADDING CLIENTS TO myUSCIS



[My Clients](#) [Profile](#) [Inbox](#) [Withdrawn G-28s](#)

[← Back to My Clients](#)

## Add a Client

Once you add a client to your account, you will be able to file an online form, view case status updates, download notices, and continue to work on their cases.

Select which type of client you want to add to your account.

☐ Person

☒ Company

What is your client's name?

Company name

456 Company

Doing Business As name (if applicable)

[Add client](#) [Cancel](#)

### Adding Clients to myUSCIS – slide 20

Once you choose “Company,” the system will ask you to enter your client’s name - both the name of the company and their Doing Business As name, if applicable.

Fill in the requested information, then click “Add client.”

# H-1B REGISTRATION



My Clients Profile Inbox Withdrawn G-28s

[← Back to My Clients](#)

## Start a Form

Who are you filing for?  
Confirm the listed client name.

Client  
456 Company

[Add a new client](#)

Select the form that you want to file online

Once you start the form, we will automatically save your information for 30 days following any update.

All listed forms include the G-28. If you are only adding representation for a previously filed form, select the G-28.

☒ H-1B Registration

[Start form](#) [Cancel](#)

## H-1B Registration – slide 21

The next page will ask you to confirm which client you are submitting a registration for. If you have entered multiple clients, you would open the drop down menu to choose the correct client.

Once you confirm the correct client,  
Choose “H-1B Registration” and then click “Start Form.”

# H-1B REGISTRATION



U.S. Citizenship  
and Immigration  
Services

## H-1B Registration

U.S. employers or agents who seek 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.

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) 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 14 days initial registration period, we will notify all registrants who have properly registered that their registrations have been selected. We will keep the registration open past the initial registration period until we have determined that we have 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, we will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the numerically limited cap exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the employer based on a 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 U.S. that:

- Engages a person to work in the U.S.;
- Has an employer-employee relationship with the beneficiary; and
- Has an EIN.

**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 (employer or agent) may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant 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 online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

#### Refund Policy

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. 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. You further agree that the filing fee, biometric fee, and any other paid costs related to this financial transaction are final and not refundable. 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) 800-707-1833.

Next

## H-1B Registration – slide 22

This is the H-1B overview page. It provides an overview of the H-1B registration requirement, selection process, eligibility requirements and \$10 fee per registration.

The page also notifies you that each prospective petitioner may submit only one registration per beneficiary in any fiscal year. If a prospective petitioner submits more than one registration per beneficiary in the same fiscal year, all registrations for this particular beneficiary submitted by that prospective petitioner will be considered invalid and deleted from the selection process.

Only this beneficiary will be deleted from the selection process. If you properly submitted other registrations for different beneficiaries, those valid registrations will remain in the system for the selection process.

You have until March 20, while the initial registration period is still open, to log into your account, review all of your H-1B registrations and delete any duplicate registrations.

Click the “Next” button after you review all of the information on this page.

# H-1B REGISTRATION



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. We will save your draft information until the registration period closes.

### How to continue filling out your registration

After you start your registration, you can exit and sign in to your account again to continue where you left off.

### DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected under the Immigration and Nationality Act sections 101(a)(15)(H)(i)(b) and 214(a), (c)(1), (g); 8 U.S. Code 1101(a)(15)(H)(i)(b) and 1184(a), (c)(1), and (g); and the regulatory authority under 8 Code of Federal Regulations 214.2(h).

**PURPOSE:** The primary purpose for providing the requested information on this form is to register prospective beneficiaries for the annual H-1B cap selection process. DHS uses the provided information to select a projected number of registrations needed to generate a sufficient number of H-1B cap petitions to reach the annual H-1B numerical limitations, including the advanced degree exemption, and associate selected registrations with subsequently filed H-1B cap petitions. Unless the registration requirement is suspended, a registrant must have a selected registration to be eligible to file an H-1B cap petition for the named beneficiary.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may preclude you from filing an H-1B cap petition on the named beneficiary's behalf.

**ROUTINE USES:** DHS may share the information you provide on this form and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS-USCIS-007 Benefits Information System] and the published privacy impact assessments [DHS/USCIS/PIA-034(a) H-1B Registration Final Rule] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

### Paperwork Reduction Act

An agency may not conduct or sponsor information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required information, completing the application, preparing statements, and submitting the application electronically. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services, Regulatory Coordination Division  
Office of Policy and Strategy  
20 Massachusetts Ave NW  
Washington, DC 20529-2140

Do not mail your completed H-1B registration to this address.

OMB No. 1615-0144  
Expires: 1/31/2022

Start

## H-1B Registration– slide 23

The next H-1B overview page provides you with instructions on how to continue filling out your H-1B registration, should you need to sign out of your account and complete the draft at a later time.

The page also provides a copy of the DHS Privacy Notice and an overview of the Paperwork Reduction Act.

Click “Start,” to proceed.

# REGISTRANT INFORMATION



U.S. Citizenship  
and Immigration  
Services

About Registrant

About Beneficiary

Review and Submit

Employer/Agent

Authorized Signatory

What is the legal name of the prospective  
petitioning company or organization?

If filing as an individual registrant, list 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.

## Registrant Information – slide 24

So now we will start the registration.

The first tab you see is "About Registrant." You will begin by entering information for the Employer/Agent. Enter the legal name and the Doing Business As name of the company or organization that you are submitting the registration for. If they do not have a Doing Business As name, select the box to indicate this.

# REGISTRANT INFORMATION



U.S. Citizenship  
and Immigration  
Services

What is the employer identification number (EIN) of the prospective petitioning company or organization?

If filing as an individual registrant, provide the registrant's Individual IRS tax number (SSN or ITIN).

What is the primary U.S. office address of the prospective petitioning company or organization?

USCIS notices will not be mailed to this address.

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Next

[< Back](#)

## Registrant Information – slide 25

You will also enter the employer identification number and mailing address of the prospective petitioning company or organization.

Once you complete these fields, click “Next” to continue to the next section under the About Registrant tab.

# REGISTRANT INFORMATION



About Registrant | About Beneficiary | Review and Submit

Employer/Agent | Authorized Signatory

What is the authorized signatory's legal name?

Given name (first name)  Middle name (if applicable)

Family name (last name)

What is the authorized signatory's title?

What is the authorized signatory's contact information?

Daytime phone number

Email address

[X Close](#)

## Registrant Information – slide 26

You will enter information for the Authorized Signatory in the next section of the About Registrant tab.

The Authorized Signatory is a person at the company that you are representing, who is authorized to sign legal documents on behalf of the company. Enter the first, last and middle name, if applicable, title, phone number and email address, for the Authorized Signatory of the registration.

Then click "Next."

# BENEFICIARY INFORMATION



Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services H-1B Registration Home Resources

About Registrant **About Beneficiary** Review and Submit

Beneficiary Information

[X] [Company or organization name]

Beneficiary information

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) per submission.

[+ Add beneficiary](#)

Next

[Back](#)

U.S. Citizenship and Immigration Services

## Beneficiary Information – slide 27

The next tab you will see is “About Beneficiary.”

Click “Add beneficiary” to begin entering information for the beneficiary. This is the person that the company you are representing is trying to employ.



# BENEFICIARY INFORMATION



[About Registration](#)[About Beneficiary](#)[Review and Submit](#)

[Beneficiary Information](#)

■ 4th Company

Beneficiary Information

You may submit as many beneficiaries as you would like for one registrant (employer/agent) per registration.

What is the beneficiary's legal name?

Given Name (first name)  
☐ Beneficiary does not have a first name.

Middle Name  
☐ Beneficiary does not have a middle name.

Family Name (last name)

What is the beneficiary's gender?  
☐ Male  
☐ Female

What is the beneficiary's date of birth?

Are you requesting consideration under the INA 214(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?  
☐ Yes  
☐ No

What is the beneficiary's country of birth?

What is the beneficiary's country of citizenship?

What is the beneficiary's passport number?  
☐ Beneficiary does not have a passport number.

Save Entry

Cancel

## Beneficiary Information – slide 28

On this page, you will enter the beneficiary's gender, date of birth, and confirm if they will have a qualifying master's or higher degree from a U.S. institution of higher education at the time of filing that would make them eligible for the advanced degree exemption (master's cap) . You will also enter the beneficiary's country of birth, country of citizenship or nationality and passport number. Then click the blue "Save Entry" button.

# BENEFICIARY INFORMATION



About Registrant About Beneficiary Review and Submit

Beneficiary Information

456 Company

Beneficiary Information

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) per submission.

[+ Add another beneficiary](#)

Beneficiaries	
First Person 02/19/1980	<a href="#">Edit</a> <a href="#">Delete</a>
There is 1 beneficiary.	

[Next](#)

[Back](#)

## Beneficiary Information – slide 29

You will then have the option to enter additional beneficiaries.  
Click “Add another beneficiary.”

You can submit registrations for up to 250 beneficiaries as part of one payment and submission. If you wish to register more than 250 beneficiaries, you will need to repeat this submission and payment process again.

Although you can only submit registrations for up to 250 beneficiaries at a time, there is no overall limit on the total number of registrations you can submit per employer/agent.

# BENEFICIARY INFORMATION



About Registrant About Beneficiary Review and Submit

Beneficiary Information

456 Company

Beneficiary Information

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) per submission.

+ Add another beneficiary

Beneficiaries	
First Person 02/19/1980	Edit Delete
Second Person 12/01/1997	Edit Delete
Third Person 01/12/1984	Edit Delete

There are 3 beneficiaries.

Next

## Beneficiary Information – slide 30

Once you finish, all of the beneficiaries that you entered will appear on this page in a table.

If you want to edit any of the beneficiaries that you entered, you can press edit and go in to edit any of the fields in this draft. To delete them, click the delete button.

After you enter all of your prospective beneficiaries, select “Next” to continue.

# REVIEW AND SUBMIT



U.S. Citizenship  
and Immigration  
Services

About Registrant About Beneficiary **Review and Submit**

Review

Check your registration before you submit

We will review your registration to check for completeness before you submit it.

We encourage you to provide as many responses as you can throughout the registration to the best of your knowledge. Missing information can slow down the review process after you submit your registration.

You can return to this page to review your registration as many times as you want before you submit it.

[Review registration](#)

[← Back](#)

## Review and Submit – slide 31

Now you will review the registration(s) to ensure that all of your responses are accurate to the best of your knowledge. You can return to this page as many times as you want to review your registration(s) before you submit it.

# REVIEW AND SUBMIT



## Check your registration before you submit

We will review your registration to check for completeness before you submit it.

We encourage you to provide as many responses as you can throughout the registration to the best of your knowledge. Missing information can slow down the review process after you submit your registration.

You can return to this page to review your registration as many times as you want before you submit it.

### Your fee

**Your form filing fee is: \$30.00**

**Refund Policy:** USCIS does not refund fees, regardless of any action we take on your application, petition, or request. 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.

### Alerts and warnings

A green alert means you have completed all required fields and responses.

**We found no alerts or warnings in your registration**

**Next**

[< Back](#)

## Review and Submit – slide 32

This next page will display the filing fee. Here the registration fee is \$30 dollars because I entered three beneficiaries and there is a \$10 fee for the registration submitted on behalf of each beneficiary.

This page also notifies me that I have no alerts or warnings, because I completed all of the required information.

If you did not complete all of the information, this page would display a red warning message with a button to direct you back to the corresponding page to complete that information.

The system checks for completeness not accuracy. Please view all information entered, for accuracy, before submitting.

Click "Next" at the bottom of the page to proceed.

# REVIEW AND SUBMIT



U.S. Citizenship  
and Immigration  
Services

## H-1B Registration Summary

Print

Here is a summary of all the information you provided in your registration.

Make sure you have provided responses for everything that applies to you before you submit your registration. You can edit your responses by going to each registration section using the site navigation.

About Registrant	
Employer/Agent	
What is the legal name of the prospective petitioning company or organization?	456 Company
What is the Doing Business As name of the prospective petitioning company or organization?	X Company
What is the employer identification number (EIN) of the prospective petitioning company or organization?	900000000
What is the primary U.S. office address of the prospective petitioning company or organization?	United States 200 Second Street Suite 900 New York, NY, 10021
Authorized Signatory	
What is the authorized signatory's legal name?	John Smith
What is the authorized signatory's title?	Accredited Representative
What is the authorized signatory's contact information?	(333) 333-3333
Email address	johnsmith@123.com

## Review and Submit – slide 33

This section provides a review summary of the entire registration, beginning with the About Registrant (Employer/Agent) information.

# REVIEW AND SUBMIT



U.S. Citizenship  
and Immigration  
Services

## About Beneficiary

### Beneficiary information

Given name (first name)	First
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	02/19/1980
What is the beneficiary's country of birth?	Uruguay
What is the beneficiary's country of citizenship?	Uruguay
What is the beneficiary's passport number?	91919191919
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?	Yes

Given name (first name)	Third
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	female
What is the beneficiary's date of birth?	01/12/1984
What is the beneficiary's country of birth?	Panama
What is the beneficiary's country of citizenship?	Panama
What is the beneficiary's passport number?	27727727
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?	Yes

Next

[Back](#)

[Return to top](#)

## Review and Submit – slide 34

The summary continues with a review of each beneficiary that you entered under this submission. You can scroll down to see each entry.

You can also go to your dashboard and export the list of beneficiaries as a csv file. We will walk you through how to do that later in the presentation.

Click "Next" to continue.

# REVIEW AND SUBMIT



**Representative's Certification and Signature**  
You must read and agree to the certification below.

**Representative's Certification and Signature**  
You must read and agree to the certification below.

I certify, under penalty of perjury, that I prepared this registration on behalf of, at the request of, and with the express consent of the registrant. The registrant has reviewed this completed registration as prepared by me and informed me that all of the information in the registration is complete, true and correct.

☐ I have read and agreed to the representative's statement.

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

**Next**

[< Back](#)

## Review and Submit – slide 35

Next, is the preparer's statement, certification and signature page.

You will be asked to verify that all of the information that you entered during the registration process is complete, true and correct.

Once you click, "I have read and agreed to the representative's statement," a signature box will pop up.

Enter your name and press "Next."



# REVIEW AND SUBMIT



About Registrant About Beneficiary **Review and Submit**

Review Summary **Representative Signature**

Finish the H-1B Registration and continue to the G-28

By finishing this form, we will prepare a draft H-1B Registration for your client to review and sign. If your client does not approve the information provided in the H-1B Registration, you will need to edit the information in the form, and resubmit it for your client's review.

Next you will continue to the G-28. When you submit the G-28, we will give you a passcode for your client to add you as his or her representative in his or her USCIS online account. Once you are added, your client will have access to review the draft H-1B Registration and the draft G-28.

**Finish and continue**

[← Back](#)

## Review and Submit – slide 36

And now you will be routed over to fill out the G-28.

When you submit the G-28, the system will generate a passcode for your client to add you as his or her representative. Once you are added, your client will have access to review the draft H-1B Registration and this G-28, and approve the information provided in both.

If your client does not approve the H-1B registration(s) or the G-28, you will need to edit the information and resubmit the registration(s) or the G-28 for your client's review.

As we stated earlier, you may enter up to 250 beneficiaries as part of one payment and submission. Stated another way, you may submit 250 registrations in one batch submission, and make one payment of \$2,500. If this client were to have 300 prospective beneficiaries, then you would have a second submission, with the additional 50 beneficiaries and a payment of \$500. You will need to complete a separate G-28 for that second submission as well.

Click "Finish and continue" to continue to the G-28

# G-28



U.S. Citizenship  
and Immigration  
Services

## Notice of Entry of Appearance as Attorney or Accredited Representative

G-28

The Notice of Entry of Appearance as Attorney or Accredited Representative is for attorneys and accredited representatives to provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, requester, beneficiary or derivative, or respondent in immigration matters.

An attorney or accredited representative must complete and submit a new G-28 form for each client case. The G-28 can be started along with a client's new case or it can be added to a client's already-submitted case. USCIS will only recognize a completed G-28 once the client has reviewed and signed the form.

### Before you start the G-28

#### Who should complete this form

You should only complete this form if you are an attorney or accredited representative as defined in 8 CFR 1.2 and 292.1(a)(4) or 1292.

#### Law students and graduates

If you are a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, you will need to provide your name on the form.

#### Foreign attorneys

If you are an attorney not licensed to practice law in the United States, you should not use this form. Instead, you will need to file the Notice of Entry of Appearance as Attorney in Matters Outside the United States (G-282).

### Other representatives

If you are seeking to appear as a reputable individual as defined in 8 CFR 292.1(a)(1), you should not use this form. Instead, you will need to seek permission from DHS to appear with your client.

### After you complete the G-28

#### Your client adds you as his or her representative

After you complete the G-28 and provide your signature, we will give you a one-time passcode to give to your client. Your client will need to sign in to his or her USCIS account (or create a new one) and enter this code to officially add you as a representative.

#### Your client reviews and signs the G-28 (and his or her form, for new cases)

After you are finished filling out the G-28 and your client adds you as a representative, he or she will need to review the information provided in the form.

If all the information is correct, your client will accept the G-28 and then provide his or her signature. If the information is incorrect, your client will decline the G-28 and we will send it back to you to make updates. If you are also filing a new case for your client, your client will need to review the information provided in each form. He or she can accept or decline each form.

#### You submit and pay for your client's online form (for new cases)

Once your client reviews and signs the online form, a link will appear on your account home page that takes you to a page to submit the G-28 along with your client's online form, and pay the fee for your client's form (if there is one).

Next

## G-28 – slide 37

This brings you to the G-28 online filing page.

You will review the information here, and at the bottom of the page, click “Next.”

# G-28



U.S. Citizenship  
and Immigration  
Services

## Completing the G-28 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 form. We will save your information for 30 days from today, or from the last time you worked on your form.

### USCIS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected pursuant to 8 CFR parts 1.2 section 1292.

**PURPOSE:** The primary purpose for providing the requested information on this form is to establish your eligibility to appear and act on behalf of a client. The information you provide will be used to designate you as an attorney or accredited representative.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.

**ROUTINE USES:** The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to perform associated administrative functions. Additionally, DHS may share the information with other Federal, state, local government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 - Alien File and National File Tracking System, DHS/USCIS-007 - Benefits Information System, DHS/USCIS-010 - Asylum Information and Pre-Screening, DHS/USCIS-005 - Inter-Country Adoptions Security, DHS/USCIS-006 - Fraud Detection and National Security Records, and DHS/USCIS-017 - Refugee Case Processing and Security] and as described in the published privacy impact assessments [DHS/USCIS/PIA-015 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCIS/PIA-016 - Computer Linked Application Information Management (CLAIMS 3), and Associated Systems, DHS/USCIS/PIA-056 ELIS, DHS/USCIS/PIA-027(c) - USCIS Asylum Division, DHS/USCIS/PIA-003(b) Integrated Digitization Document Management Program, DHS/USCIS/PIA-007(b) Domestically Filed Intercountry Adoptions and Petitions, DHS/USCIS/PIA-013(a) Fraud detection and National Security Data System, and DHS/USCIS/PIA-051 Case and Activity Management for International Operations] which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

## G-28 – slide 38

On this page, you will see the USCIS Privacy Notice.

Scroll down to see the rest of the G-28 overview information.

# G-28



## Paperwork Reduction Act

An agency may not conduct or sponsor information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services, Regulatory Coordination Division  
Office of Policy and Strategy  
20 Massachusetts Ave NW  
Washington, DC 20529-2140

Do not mail your completed Form G-28 to this address.

OMB No. 1615-0105  
Expires: 05/31/2021



### Security reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Start the G-28](#)

[Back](#)

## G-28 – slide 39

As you scroll, you will see an overview of the Paperwork Reduction Act.

The message at the bottom of the page reminds you that the system will automatically save your information when you select next or navigate to another section of the form. Responses are saved for 30 days as drafts. You can sign out of the account at any time and finish the form at a later date, picking up where you left off.

Again, you will review this information, and at the bottom of the page, click on the blue button that says, “Start the G-28.”

# G-28



About Representative

About Client

Additional Information

Review and Sign

Your Name

Your Role

Your Contact Information

Your Additional Information

Provide your name

Given name (first name)

Middle name (if applicable)

Family name (last name)

Next

[< Back](#)

## G-28 – slide 40

Here, as the representative, you will provide your full name.

# G-28



U.S. Citizenship  
and Immigration  
Services

About Representative About Client Additional Information Review and Sign

Your Name Your Role Your Contact Information Your Additional Information

## Select your representative role

- ☐ I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia
- ☐ I am an accredited representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals, in accordance with 8 CFR 292.2

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

- ☐ Yes
- ☐ No

Next

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

- ☒ Yes
- ☐ No

Provide the name of the law student or law graduate.

Given name (first name) Middle name (if applicable)

Family name (last name)

Next

Back

## G-28 – slide 41

Then, you will select your role as either an attorney or an accredited representative. If you have a law student or graduate student working under your direct supervision, you will also enter their name here.

# G-28



U.S. Citizenship  
and Immigration  
Services

About Representative

About Client

Additional Information

Review and Sign

Your Name

Your Role

Your Contact Information

Your Additional Information

## Provide your contact information

Daytime telephone number

Mobile telephone number

☐ This is the same as the daytime telephone number.

Email address

## Provide your address

USCIS uses the mailing address in your account profile for all correspondence. To change your mailing address, [update your profile information](#).

In care of name (if any)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

Zip code

Next

## G-28 – slide 42

On this next page, you will provide your contact information, including an “in care of” name, if one is applicable.

When this is complete, you will click next.

# G-28



About Representative

About Client

Additional Information

Review and Sign

Your Name

Your Role

Your Contact Information

Your Additional Information

Do you have a USCIS Online Account?

☐ Yes

☐ No

Next

[< Back](#)

## G-28 – slide 43

The next page will ask you for your USCIS online account number. If you know your account number, click “Yes” and enter it here. Don’t worry if you don’t know your account number. Click “No,” and then click “Next” to continue.



# G-28



About Representative About Client Additional Information Review and Sign

Client Name Client Contact Information Client Additional Information

Provide your client's current legal name

Given name (first name) Middle name (if applicable)

Family name (last name)

Provide additional client information

An entity is a company or organization that has legal rights and obligations.

What is name of the entity? (if applicable)

What is the title of the authorized signatory for the entity? (if applicable)

Next

## G-28 – slide 44

This brings you to your client's information. Here, you will enter the same name as you did for the corresponding H-1B registration(s) that we just completed.

Then, you will provide the name and title of the authorized signatory, if applicable.

Click "Next" to continue.

# G-28



U.S. Citizenship  
and Immigration  
Services

About Representative   **About Client**   Additional Information   Review and Sign

Client Name

Client Contact Information

Client Additional Information

Provide your client's contact information

Daytime telephone number

Mobile telephone number

☐ This is the same as the daytime telephone number.

Email address

Provide your client's current mailing address

Do not provide your business mailing address here unless it serves as the safe mailing address for your client.

In care of name (if any)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

Zip code

Next

[< Back](#)

## G-28 – slide 45

You will continue by entering your client's contact information and mailing address. Use the same address here as you used on the corresponding H-1B registration(s) as well. Click "Next."

# G-28



About Representative About Client **Additional Information** Review and Sign

Additional Information

You may provide additional information for your G-28

If you need to provide any additional information for any of your answers to the questions in this G-28, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Additional information

0/2000

Next

[< Back](#)

## G-28 – slide 46

The next page asks for any additional information you would like to include. Please be sure to include the questions that you are referencing in your explanation here.

If you have nothing to add, you can just enter “not applicable.”

Click “Next” to continue.

# REVIEW AND SUBMIT



About Representative About Client Additional Information **Review and Sign**

**Review your application** Review all responses Your signature

## Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

## Alerts and warnings

A green alert means you have completed all required fields and responses.

✔ We found no alerts or warnings in your application

Next

[< Back](#)

## Review and Submit – slide 47

This page brings up a prompt asking you to review your G-28 before you submit.

If there are alerts or warnings in your registration(s), the page will indicate that. If there is missing information, the page will display a red error message.

Click “Next.”

# REVIEW AND SUBMIT



U.S. Citizenship  
and Immigration  
Services

Review your application Review all responses Your Signature

## Review the Notice of Entry of Appearance as Attorney or Accredited Representative form information

Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

[View draft.assessdot](#)

### About Representative

Your Name

Provide your name John Smith

Your Role

Select your representative role

I am an accredited representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals, in accordance with 8 CFR 292.2

Name of recognized organization 123 Company Organization

Date of accreditation 03/12/2019

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

Yes

Provide the name of the law student or law graduate.

Sam Jones

### Your Contact Information

Provide your contact information

Daytime telephone number 3333333333

Mobile telephone number 3333333333

Email address johnsmith@123.com

Provide your address

United States  
100 First Street  
Suite 400  
New York, New York, 10021

Your Additional Information

## Review and Submit – slide 48

From there you will review all of the information that you provided while completing the G-28.

First, you will review the About representative information and then you will review the About client information.

# REVIEW AND SUBMIT



U.S. Citizenship  
and Immigration  
Services

## Client Additional Information

Provide additional client information

What is your client's A-Number?

-

What is your client's USCIS Online  
Account Number?

-

## Additional Information

Additional Information

You may provide additional information for  
your G-28

Additional information

-

Next

[< Back](#)

## Review and Submit – slide 49

Click “Next” at the bottom of the review summary page to continue.

# REVIEW AND SUBMIT



Review your application Review all responses **Your Signature**

## Representative's statement and signature

You must read and agree to the statement below and provide your signature



I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before DHS. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

☐ I have read and agree to the representative's statement

Next

[< Back](#)

Review your application Review all responses **Your Signature**

## Representative's statement and signature

You must read and agree to the statement below and provide your signature



I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before DHS. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

☒ I have read and agree to the representative's statement

Representative's signature

Next

## Review and Submit – slide 50

The system will then take you to the Representative's statement and signature page. You will click on this checkbox to confirm you have read and understand the representative's statement.

You will enter your name. Then click next.

# REVIEW AND SUBMIT



Give this passcode to your client to initiate the G-28 client relationship

Your client will need to enter this one-time passcode on his or her account homepage in order to add you as a representative. Your client must have a USCIS online account in order for you to manage his or her case online.

If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.

One-time passcode: MDB-E4B34-F369E-2D4D

Finish

## Review and Submit – slide 51

The next page displays the passcode that your client will use to initiate the G-28 client relationship. Please note that the passcode is for one-time use, so a new one will be automatically generated each time you attempt to create a new G-28 client relationship.

As a reminder, your client will need to set up their own USCIS online account in order to link the prepared H-1B registration(s) and the corresponding G-28 to your account. We will go over this in more detail later in the presentation.

Click “Finish.”



# ACCOUNT HOMEPAGE



Filter by ▾

Clients (2) Cases (2) 4 total results

456 Company  
Doing Business As: X Company

Case (2 of 2)	Status	Action
H-1B Registration	Draft in progress	<a href="#">Continue registration</a>
H-1B Registration	Draft in progress	

[View all cases](#) Start a form

## Account Homepage – slide 52

After you click finish, you will be taken back to your account homepage.  
Press “View all cases,” to view all of the information that you submitted.

# ACCOUNT HOMEPAGE



## H-1B Registration

Draft expires February 14, 2020

You completed the registration. Give this passcode to your client so they can add you as a representative in their myUSCIS account. **MOB-E4B34-F369E-2D4D.**

Form	Status	Action
H-1B Registration	Complete	<a href="#">View PDF</a>
G-28	Complete	<a href="#">View PDF</a>

[View CSV of beneficiary table](#)

Beneficiary	Status	Action
Person, First 02/19/1980	In progress	N/A
Person, Second 12/01/1997	In progress	N/A
Person, Third 01/12/1984	In progress	N/A

[Delete registration](#)

## Account Homepage – slide 53

Here, you will see a few things.

In case you misplaced the passcode that is initially available after filling out the form online, it is listed again here.

You can view a copy of the G-28 and H-1B registration here.

You can also download a CSV file of the beneficiaries.

You will see that the registration you completed for each beneficiary is still listed as “In progress.”

Registrations will remain in progress and will not be submitted to USCIS until your client reviews and approves them in their online account, and then you pay and submit.

The last thing we will walk through in today’s presentation is how to have your client add you to their online account so they can review the registration and G-28.

Now we will transition from your account to your client’s account.

# H-1B ACCOUNT TYPE



## Account Type

Select an account type:

- ☐ I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further 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.
  - 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.

Next

**IMPORTANT REMINDER:**  
**CLIENTS should chose the**  
**H-1B Registrant account**  
**type.**



## Sync Client to Attorney/Representative – Slide 54

Now we will take a look at the steps that your client will need to complete from their account.

The client must create their own account and **must** select “**H-1B registrant**” account type when they set it up.

A registrant is a U.S. employer or U.S. agent seeking to file an H-1B cap-subject petition to authorize employment of the prospective beneficiary. They cannot select the “applicant” account type.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## H-1B Registrations

The H-1B Registration period is open.

- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- Submitting a H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

[File a registration](#)

[Enter representative passcode](#)

### **Sync Client to Attorney/Representative – Slide 55**

When the client logs into their myUSCIS account, the top of their homepage will look like this.

In order for H-1B registrations to be submitted to USCIS, your client will need to review and approve the registrations from within their own myUSCIS online account.

They will need to click on the tab that says “enter a representative passcode”

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



H-1B Registrations

Account Settings

Enter a representative passcode

Once you enter your representative's passcode, we will take you to review and sign the G-28 and any other forms prepared for you by your attorney or accredited representative.

Enter your representative's online case access passcode

Passcode

MDB-E4B34-F369E-2D4D

Example: MDB-C6D49-2009F-038F

Submit and continue

[Cancel](#)

## Sync Client to Attorney/Representative – Slide 56

Here, your client will enter the passcode you received when you completed the registration and associated G-28.

Your client will then click “Submit and continue.”

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



U.S. Citizenship  
and Immigration  
Services



## Security reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Review the G-28

### Sync Client to Attorney/Rep – Slide 57

The client will then be taken directly to this page to review the G-28. Here, they click “Review the G-28.”

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Review the G-28

Review all responses

Accept or decline

Review the Notice of Entry of Appearance as Attorney or Accredited Representative form information

Print

Here is a summary of all the information you provided in your application.

If anything is incorrect or missing, you should **decline** the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

[View draft snapshot](#)

About Representative

Your Name

Provide your name

John Smith

Your Role

Select your representative role

I am an accredited representative of a qualified nonprofit religious, charitable, social service, or

Review the G-28

Review all responses

Accept or decline

Accept or decline the G-28

If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

☒ I accept the G-28 and want to provide my signature

☐ I decline the G-28 and want to send the draft form back to my representative to make updates

Next

Back

## Sync Client to Attorney/Rep – Slide 58

The system will take the client to this page, which provides a summary of the G-28.

The client can click the hyperlink that says “View draft snapshot” to view the summary in PDF form or to print it.

Then they will choose to accept or decline the G-28.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Review the G-28

Review all responses

Accept or decline

## Client's consent to release of information

If you want DHS to send original notices and secure identity documents to your attorney or accredited representative instead of directly to you, please select one or both boxes below.



USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

USCIS will also send the Form I-94, Arrival Departure

☒ I request that USCIS send original notices on an application or petition to the business address of my attorney or accredited representative as listed in this form.

☒ I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).

☒ I request that USCIS send any original notice containing Form I-94 to me at my U.S. mailing address. I understand that I may change this election at any future date through written notice to USCIS.

I have requested the representation of and consented to being represented by the attorney or accredited representative named on this form. According to the Privacy Act of 1974 and U.S. Department of Homeland Security (DHS) policy, I also consent to the disclosure to the named attorney or accredited representative of record pertaining to me that appears in any system of records of USCIS, ICE or CBP.

☒ I have read and agree to the client's statement

Client's signature

Next

[< Back](#)

## Sync Client to Attorney/Rep – Slide 59

When the client accepts the G-28, they will be taken to this page. This is their consent to release information.

Here they can choose if USCIS sends notices to the attorney or representative.

Once they click these checkboxes to confirm, they will click that they have read and agree, enter their name, and then click "Next."



# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



U.S. Citizenship  
and Immigration  
Services

Review the G-28

Review all responses

Accept or decline

Submit the G-28 for your case



Once you submit the G-28 below, it will be added to your case.

Your case status will be updated on your and your representative's account home pages.

Submit the G-28

## Sync Client to Attorney/Rep – Slide 60

This brings the client to the next page, where they will click “Submit the G-28,” to continue.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



U.S. Citizenship  
and Immigration  
Services

## H-1B Registration

U.S. employers or agents who seek 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.

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) 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 14 days initial registration period, we will notify all registrants who have properly registered that their registrations have been selected. We will keep the registration open past the initial registration period until we have determined that we have 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, we will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the numerically limited cap exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the employer based on a 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 U.S. that:

- Engages a person to work in the U.S.;
- Has an employer-employee relationship with the beneficiary; and
- Has an EIN.

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 may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in the same fiscal year, all those registration 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 online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

### Refund Policy

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. 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. You further agree that the filing fee, biometric fee, and any other paid costs related to this financial transaction are final and not refundable. 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

## Sync Client to Attorney/Rep – Slide 61

Now the client will review the H-1B registration overview page and click “Next” after reviewing the information.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## H-1B Registration Summary

Print

Here is a summary of all the information you provided in your registration.  
Make sure you have provided responses for everything that applies to you before you submit your registration. You can edit your responses by going to each registration section using the site navigation.

### About Registrant

Employer/Agent	
What is the legal name of the prospective petitioning company or organization?	456 Company
What is the Doing Business As name of the prospective petitioning company or organization?	X Company
What is the employer identification number (EIN) of the prospective petitioning company or organization?	900000000
What is the primary U.S. office address of the prospective petitioning company or organization?	United States 200 Second Street Suite 900 New York, NY, 10021
Authorized Signatory	
What is the authorized signatory's legal name?	John Smith
What is the authorized signatory's title?	Accredited Representative
What is the authorized signatory's contact information?	(333) 333-3333
Email address	johnsmith@123.com

### About Beneficiary

#### Beneficiary Information

Given name (first name)	First
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	02/19/1980
What is the beneficiary's country of birth?	Uruguay
What is the beneficiary's country of citizenship?	Uruguay
What is the beneficiary's passport number?	91919191919
Are you requesting consideration under the INA 24(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?	Yes

Given name (first name)	Third
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	female
What is the beneficiary's date of birth?	01/12/1984
What is the beneficiary's country of birth?	Panama
What is the beneficiary's country of citizenship?	Panama
What is the beneficiary's passport number?	27727727
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 24(g)(5)(C)?	Yes

Next

Back

Return to top

## Sync Client to Attorney/Rep – Slide 62

The following page is the H-1B Registration Summary. The client will be able to review all of the information that you entered during the H-1B registration process, including information about them (the prospective petitioner) and the beneficiaries.

The client will click “Next” to continue.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## Accept or decline the H-1B Registration

If the information provided in the H-1B Registration is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the H-1B Registration and contact your representative. We will allow your representative to edit the information in the draft registration, and resend it to you for your review.



☒ I accept the H-1B Registration and want to provide my signature

☐ I decline the H-1B Registration and want to send the draft registration back to my representative to make updates

Next

← Back

### Sync Client to Attorney/Rep – Slide 63

This is the same format as with the G-28.

The client will choose to accept or decline the H-1B registration(s).

If they decline the H-1B registration(s), it will come back to you, the Legal Representative to edit.

If everything in the summary looks good, they accept and then click “Next” to continue to the signature.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



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, as well as my answer to every question.

Next

[< Back](#)

### Sync Client to Attorney/Rep – Slide 64

Here, the client reviews the Authorized Signatory Statement and confirms that they understand all of the questions and instructions.


They will click "Next" to continue.

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## Authorized Signatory's Certification and Signature

You must read and agree to the certification below.



If submitting or authorizing this registration 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 registration 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 and that all of the information contained in the registration is complete, true and correct and that I, or the organization on whose behalf this registration is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in this registration if the beneficiary is selected.

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

Authorized Signatory's Signature

You must provide your electronic signature below by

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

☒ 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 to be invalid if you do not completely fill out and electronically sign this registration. We will record the date of your signature with your registration.

[< Back](#)

## Sync Client to Attorney/Rep – Slide 65

Next, is the Authorized Signatory's certification and signature page.

The client will be asked to verify that all of the information entered for the company and beneficiaries is complete, true and correct.

Once they click, "I have read and agreed to the authorized signatory's statement," a signature box will pop up.

The client will enter their name and press "Next."

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Finish the H-1B Registration and send to your representative

Once you finish below, your representative will need to pay for and officially submit the registration to USCIS. He or she will also submit the G-28, which establishes your representative's eligibility to appear and act on your behalf in USCIS immigration matters.

Once your representative has submitted your registration, you should check your home page for any updates or actions on your case.

[Finish and send](#)

[← Back](#)

## Sync Client to Attorney/Rep – Slide 66

Now the client will send the H-1B registration(s) back to you, the Legal Representative. The client will press “Finish and send.”

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



The screenshot shows the H-1B Registrations portal on the left and an Excel spreadsheet on the right. The portal displays the 'H-1B Registrations' section for '456 Company'. It includes a list of beneficiaries with their status and a link to 'View CSV of beneficiary table'. The Excel spreadsheet, titled '456Company-h1b-registration-beneficiaries-01172020', contains the following data:

Company	Doing Bus	Beneficiary	Beneficiary date of birth
456 Comp X Compan First	Person	*****	
456 Comp X Compan Second	Person	*****	
456 Comp X Compan Third	Person	*****	

## Sync Client to Attorney/Rep – Slide 67

Once they click “Finish and send,” the client will be directed to their homepage, where they can see the H-1B registrations.

The status indicates that their representative hasn’t submitted the registrations yet and that payment is required.

From this homepage the client can also click “View csv of beneficiary table,” to download the information.

You can also click “View csv of beneficiary table,” from your representative homepage, to download the information. The CSV file is available before and after you submit the registration.



# COMPLETE H-1B REGISTRATION/PAYMENT



**My Clients**

Add a client to my account

**H-1B Registration is open**

- H-1B Registration period will be open from noon EST on March 1, 2020 to noon EST March 20, 2020.
- Registration selection does not guarantee a H-1B Visa.
- H-1B Registrations will not be accepted through the U.S. Postal Service.

View client and important case information at a glance.

Search

Filter by

Clients (2) Cases (1) 3 total results

**456 Company**  
Doing Business As: X Company

Case (1 of 1)	Status	Action
H-1B Registration	Draft in progress	<a href="#">Continue registration</a>

[View all cases](#) [Start a form](#)

**456 Company**  
Doing Business As: X Company

Start a form

Search

Filter by

Cases (1)

**H-1B Registration**  
Draft expires February 16, 2020

Your client signed and approved the H-1B Registration. You need to pay the fee and submit the registration.

Form	Status	Action
H-1B Registration	Signed by client	<a href="#">View PDF</a>
G-28	Signed by client	<a href="#">View PDF</a>

[View Civil Beneficiary table](#)

Beneficiary	Status	Action
Person, First 02/10/1992	In progress	N/A
Person, Second 12/15/1997	In progress	N/A
Person, Third 01/12/1994	In progress	N/A

[Pay and submit](#) [Delete registration](#)

## Complete H-1B Registration and Payment – slide 68

Now we will transition from the client's account back to your account as an attorney or representative.

You will recognize this as your homepage. Click "View all cases."

From here you will see the list of H-1B registrations and G-28s. The statuses now indicate that the client has signed the H-1B registrations and G-28.

When you log back into your account, you will also see the option to pay for and submit the H-1B registrations. We will walk through that process now.

Click "Pay and submit"

# COMPLETE H-1B REGISTRATION/PAYMENT



## Pay for and submit your registration

The final step to submit your H-1B Registration is to pay the required fee.

Your registration fee is **\$30.00**

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition, or request. 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.



We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration 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 will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen. You can track the status of your registration through your USCIS online account.

[Pay and submit](#)

## Complete H-1B Registration and Payment – slide 69

When you click to pay and submit, you will be taken to this page. Here you will see the H-1B registration fee and the steps in the payment and submission process.

Click “Pay and submit” again.

## COMPLETE H-1B REGISTRATION/PAYMENT



U.S. Citizenship and Immigration Services

Pay.gov

**USCIS H-1B Registration**

Please select a payment method:

☐ I want to pay with a withdrawal from a checking or savings account (ACH)

☐ I want to pay with a debit or credit card

[Cancel](#) [Continue](#)

### Complete H-1B Registration and Payment – slide 70

Then you will be routed to a different website, pay.gov, where you will pay the H-1B registration fee.

Pay.gov is a government website separate from the USCIS website. If pay.gov experiences issues and is not able to accept your payment, you will see an error message.

You would log back into your myUSCIS account and go through these steps to pay at a different time.

The myUSCIS system will save your registrations until you are able to process the payment.

To be considered for the initial registration period and associated selection process, payments and the H-1B registrations must be submitted before the end of the initial registration period on March 20.

On the pay.gov website, Select your payment method and click “Continue.”

For the purposes of this presentation, we will choose credit card.

# COMPLETE H-1B REGISTRATION/PAYMENT



## USCIS H-1B Registration

### Review and submit payment

\* indicates required fields

Agency Tracking ID: BS6VK0BZPV9CM2

Payment Amount: \$30.00

Payment Method: Plastic Card

Account Holder Name: Erin Knight

Card Type: VISA

Card Number: \*\*\*\*\*1111

Billing Address: 100 Apple Lane

Billing Address 2:

City: New York

Country: United States

State/Province: NY

ZIP/Postal Code: 10021



☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#)

[Cancel](#)

[Continue](#)

## Complete H-1B Registration and Payment – slide 71

You will enter all of your billing information and click “continue.” Then you will select the button to certify that you authorize this transaction on your method of payment. Click “continue” again to finish the payment.

# COMPLETE H-1B REGISTRATION



U.S. Citizenship  
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Services

You have successfully submitted your H-1B  
Registration.

We will notify you when the selection process has ended. You can track  
the status of your registration 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 my cases](#)

## Complete H-1B Registration – slide 72

The next page confirms that you have successfully submitted your H-1B registration(s) and provides information on the selection notification.

Click “Go to my cases” to return to your homepage.

# COMPLETE H-1B REGISTRATION



## My Clients

[Add a client to my account](#)

**H-1B Registration is open**

- H-1B Registration period will be open from noon EST on March 1, 2020 to noon EST March 20, 2020.
- Registration selection does not guarantee a H-1B Visa.
- H-1B Registrations will not be accepted through the U.S. Postal Service.

View client and important case information at a glance.

[Search](#)

[Clients \(2\)](#) [Cases \(1\)](#) [Filter by](#) 3 total results

**456 Company**  
Doing Business As: X Company

Case (1 of 1)	Status	Action
H-1B Registration	Submitted January 17, 2020	<a href="#">View case status</a>

[View all cases](#) [Start a form](#)

**456 Company**  
Doing Business As: X Company

[Start a form](#)

[Search](#)

[Filter by](#)

**Cases (1)**

**H-1B Registration**  
Submitted on January 17, 2020

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>
G-28	Submitted	<a href="#">View PDF</a> <a href="#">Withdrawal/Recall</a>

[View CSV of beneficiary table](#)

Beneficiary	Status	Action
Person, Third 01/12/1984	Submitted 143088075566619360	<a href="#">Delete</a>
Person, Second 12/01/1987	Submitted 90388046358225229432	<a href="#">Delete</a>
Person, First 02/19/1980	Submitted 4936406252328181448	<a href="#">Delete</a>

## Complete H-1B Registration – slide 73

From your homepage, click “View all cases,” to see the current status of all H-1B registrations and G-28. Now that the client has approved the H-1B registrations and G-28, and a payment has been made, you will see that the status for each registration/beneficiary says “submitted.”

Each beneficiary has also been assigned a confirmation number. This is the unique 19-digit 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.

# H-1B REGISTRATION STATUS



**456 Company**  
Submitted on January 17, 2020  
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 PDE</a>
G-28	Submitted	<a href="#">View PDE</a> <a href="#">Withdraw G-28</a>

[View CSV of beneficiary table](#)

Beneficiaries	Status	Action
Person, Second 12/01/1997	<b>Selected</b> 9039694638223029402	N/A
Person, First 02/19/1980	<b>Submitted</b> 4996406252326181448	<a href="#">Delete</a>
Person, Third 01/12/1984	<b>Denied (duplicated)</b> 1528359770564635300	N/A

## H-1B Registration Status – slide 74

After the initial registration period closes, USCIS will conduct the initial selection process. USCIS will notify you, through the method you chose, when there is activity on your account. You can also track the status of your registration through your myUSCIS account.

After the initial selection process, registrations will be identified as having one of the three following statuses:

**“Submitted,” “Selected,” and “Denied(Duplicated).”**

### **“Submitted”**

A registration status may continue to show “Submitted” after the initial selection process has been completed. “Submitted” registrations will remain in consideration for selection until the end of the fiscal year, at which point all registration statuses will be Selected, Not Selected, or Denied.

**Selected:** means that you have been selected to file an H-1B cap-subject petition.

H-1B cap-subject petitioners, including those eligible for the advanced degree exemption, must have a **“Selected”** registration notification in order to be eligible to properly file an H-1B cap-subject petition for FY 2021.

Petitioners with selected registrations will be eligible to file an H-1B cap-subject petition only for the beneficiaries named in the selected registrations, beginning April 1, 2020.

Petitioners with selected registrations will need to apply within the 90-day period, as indicated on the selection notice.

Selection does not guarantee H-1B approval. You are still required to file a paper Form I-129 with evidence that establishes eligibility and pay the required fees. Petitioners should print and submit a copy of their selection notifications with their petitions.

**“Denied(Duplicated)”**

Means that more than one registration was filed on the beneficiary’s behalf by the same registrant. All registrations filed by that registrant on behalf of this beneficiary are invalid.

As a reminder, you can log into your account to review your registrations and delete duplicates, up until the point that the registration process closes on March 20. After this, remaining duplicate registrations will be considered invalid and the status will indicate “Denied.”

At the end of the fiscal year, any registrations that were not selected as part of any selection process will be updated to **“Not Selected”**.

**“Not Selected”** means not selected to file an H-1B petition for this fiscal year.



# H-1B REGISTRATION STATUS



**456 Company**  
Submitted on January 17, 2020  
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>
G-28	Submitted	<a href="#">View PDF</a> <a href="#">Withdraw G-28</a>

[View CSV of beneficiary table](#)

Beneficiaries	Status	Action
Person, Second 12/01/1997	<b>Selected</b> 9039694638223029402	N/A
Person, First 02/19/1980	<b>Not selected</b> 4906406252326181448	N/A
Person, Third 01/12/1984	<b>Denied (duplicated)</b> 1528359770564635360	N/A

## H-1B Registration Status – slide 75

You will be able to log into your myUSCIS account to see the status updates.

Again, “Submitted” registrations will remain in the system, and available for possible selection, until the end of the fiscal year. So, the “**Not Selected**” notification will not show for any registration until the end of fiscal year.

# REMINDERS



## Reminders – slide 76

As a final reminder, the initial registration period will be open from **noon Eastern on March 1 to noon Eastern on March 20**. You will not be able to submit registrations before March 1.

The alert at the top of the homepage will indicate when the registration period is open.

If the initial registration period is **open**, this message will display.

All valid registrations received during the initial registration period will be included in the selection process regardless of whether they were received on March 1 or March 20.

It does not matter if you enter one registration or 500 registrations for a company. Each valid, individual registration received between March 1 and March 20 will be entered into the selection process, regardless of the day or amount entered.

If the registration period is **closed**, you will no longer be able to select "H-1B Registration" on the Start a Form page. You will see an alert that explains the registration period is closed.

## CONTACT INFORMATION AND RESOURCES



### Helpful links and resources:

- Account sign up/login page: [my.uscis.gov/account](https://my.uscis.gov/account)
- Technical support and password resets: <https://my.uscis.gov/account/needhelp>
- USCIS Contact Center: 1-800-375-5283
- Federal Register Notice: Registration Requirement for Petitioners Seeking To File H-1B Petitions on Behalf of Cap-Subject Aliens
- [uscis.gov/h-1b](https://uscis.gov/h-1b)

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 myUSCIS account help page.

If you need to review the steps on how to create an online account, sign into your account, or complete an H-1B registration with USCIS, you can watch helpful videos available on [uscis.gov](https://uscis.gov).

You can also call the USCIS customer contact center and our Interactive Voice Response system will provide you with the latest updates on the H-1B electronic registration and selection process.

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



U.S. Citizenship  
and Immigration  
Services

**Any questions?**

**Thank you!**

We are very excited about our online services, but there is more work to do. We are continuing to strive 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).

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