



USCIS H-1B ONLINE REGISTRATION FOR REGISTRANTS

02/06/2020

With a USCIS online account, you can file certain applications and petitions online and track their status.

Prospective petitioners seeking to file H-1B cap-subject petitions, including those filing for beneficiaries eligible for the advanced degree exemption, must first electronically register with USCIS.

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

- Representatives will use the same type of representative account that is already available and may use an existing account. Creating and using this type of account is the subject of our webinar on Feb. 11.
- Prospective petitioners submitting their own registrations (U.S. employers and U.S. agents, collectively known as "registrants") will use a new "registrant" account that will be available beginning Feb. 24.

There is a \$10 H-1B fee to register each beneficiary for the H-1B selection process. However, the USCIS online account itself is free.

During today's presentation, we will show you how to create a registrant account, how to submit an electronic H-1B registration on behalf of beneficiaries, and how to

pay the fee for each registration submitted, whether separately or in a batch.

When filing online, you can be sure that:

You filled out all the required parts of the registration;

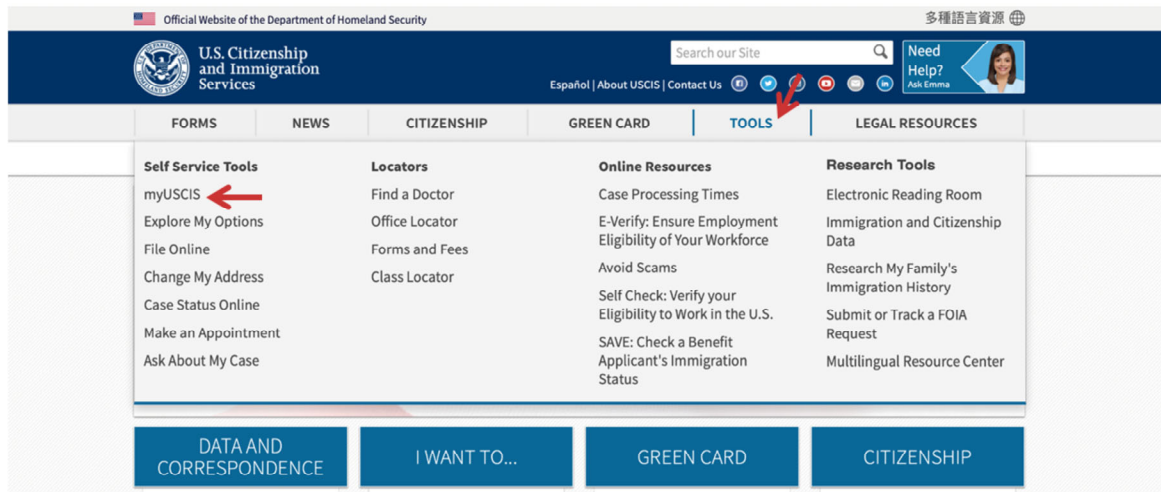
You will receive an online confirmation once USCIS receives your registration.

You will also be able to:

Receive automatic updates concerning your registration; and

Conveniently and securely pay registration fees online.

NAVIGATING TO myUSCIS



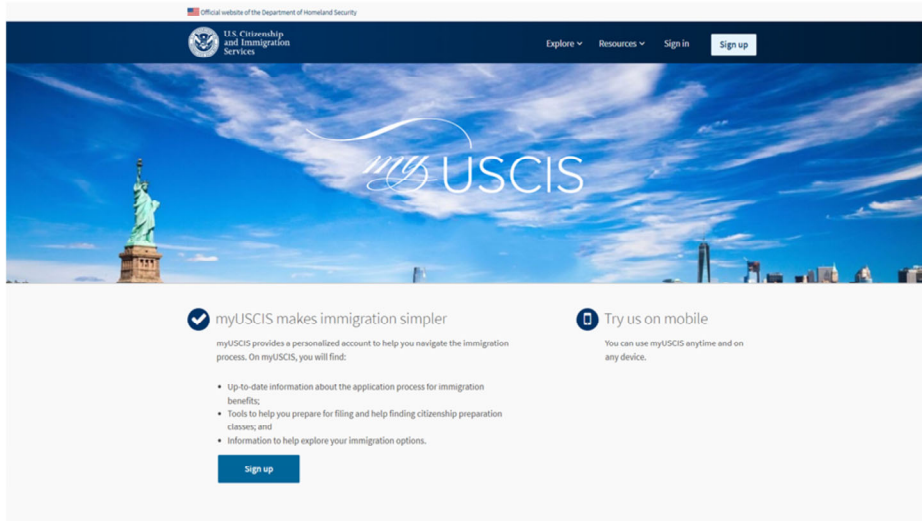
Navigating to myUSCIS – slide 2

You can find all of our online tools and resources on uscis.gov by clicking on or hovering over the Tools button. Go to myUSCIS to access the USCIS online account by clicking myUSCIS under Self Service Tools on the left.

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

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

USCIS ONLINE ACCOUNT CREATION



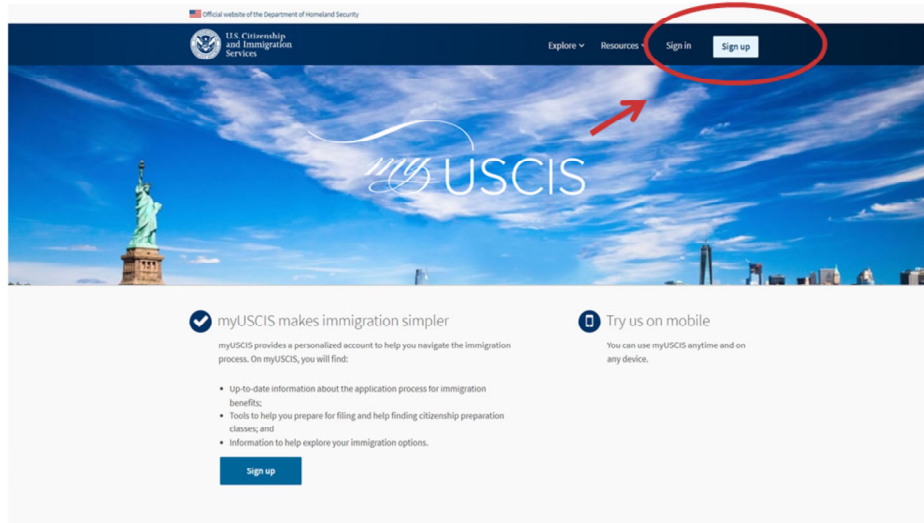
myUSCIS Overview - slide 3

This is the myUSCIS homepage.

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 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 in the top right corner. 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” at the bottom of the page.

USCIS ONLINE ACCOUNT CREATION

A screenshot of the USCIS online account creation form. The form is titled "Sign Up" and includes a header with the USCIS logo and the text "Official website of the Department of Homeland Security". Below the header, there is a message: "You need to sign in or sign up before continuing." The form contains two numbered steps: 1. "Email" with a text input field, and 2. "Email confirmation" with a text input field. Below the input fields, there is a "Sign Up" button, which is circled in red. At the bottom of the form, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS 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. We suggest using 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 you a notification to your email asking you to confirm your myUSCIS 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 has a blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the title "Create a Password" is displayed. A message states: "Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis." There is a "Password Tips" button. The "Password" field is a text input box with a "Show Password" link to its right. Below this is a "Password strength:" indicator with a progress bar. The "Password confirmation" field is another text input box with a "Show Password" link to its right. At the bottom is a blue "Submit" button.

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

888.222.5222

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.

H-1B ACCOUNT TYPE



**IMPORTANT
REMINDER:
Choose the
H-1B Registrant
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 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](#)

H-1B Account Creation - slide 9

The next page that you will see is the account type page where you will 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 an H-1B registrant” and then click Next.

A registrant is the prospective petitioning individual, company, entity, or organization submitting a registration into the selection process for a beneficiary who is a prospective H-1B nonimmigrant worker.

H-1B REGISTRATION



[H-1B Registrations](#) [Account Settings](#)

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.

You have not started a registration.

Create, manage, and submit your registration here.

[File a registration](#)

Received a passcode from your attorney or representative?

Review and sign the G-28 and H-1B registrations prepared for you by your attorney or representative.

[Enter representative passcode](#)

H-1B Registration– slide 10

So now we will start the registration.

Click “File a registration,” to begin.

On this page you will have the option to enter your representative passcode, if applicable, to sign any G-28s prepared for you by your attorney or representative.

H-1B REGISTRATION



U.S. Citizenship
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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 exemptions. 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

H-1B Registration– slide 11

After you click “File Registration,” you will see the H-1B registration 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 you may submit only one registration per beneficiary in any fiscal year. If you submit more than one registration per beneficiary in the same fiscal year, all registrations submitted by your company or entity for this particular beneficiary will be considered invalid and deleted from the selection process.

Only this beneficiary will be deleted from the selection process. If you properly submitted other registrations for different beneficiaries, these 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.

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, simply 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.

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

H-1B REGISTRATION



U.S. Citizenship
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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. 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 12

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.

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

SIGNATORY INFORMATION



U.S. Citizenship
and Immigration
Services

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 contact information?

Daytime phone number

Email address

What is the authorized signatory's title?

Next

Signatory Information – slide 14

Next, you will enter information for the Authorized Signatory.

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

Then click "Next."

BENEFICIARY INFORMATION



U.S. Citizenship
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Services

About Registrant

About Beneficiary

Review and Submit

Beneficiary Information

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

Beneficiary Information – slide 15

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

Click “Add beneficiary” to begin entering information for the beneficiary. This is the person that your company or organization is trying to employ.

BENEFICIARY INFORMATION



U.S. Citizenship
and Immigration
Services

About Registrant

About Beneficiary

Review and Submit

Beneficiary Information

Test 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)

Beneficiary Information – slide 16

For the next pages, you will enter the beneficiary's information.

On this page, you will enter the beneficiary's first name, middle name and last name. Remember to check the box if the beneficiary does not have a first name or middle name.

BENEFICIARY INFORMATION



U.S. Citizenship
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What is the beneficiary's gender?

- ☐ Male
☐ Female

What is the beneficiary's date of birth?

MM/DD/YYYY

What is the beneficiary's country of birth?

What is the beneficiary's country of citizenship?

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 passport number?

☐ Beneficiary does not have a passport number.

Save Entry

Cancel

Beneficiary Information – slide 17

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 an eligible 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

Test Company

Beneficiary Information

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

+ Add another beneficiary

Beneficiaries

John Smith

08/12/1990

Edit

Delete

There is 1 beneficiary.

Next

About Registrant About Beneficiary Review and Submit

Beneficiary Information

Test Company

Beneficiary Information

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

+ Add another beneficiary

Beneficiaries

Sarah Brown

12/09/1999

Edit

Delete

John Smith

08/12/1990

Edit

Delete

There are 2 beneficiaries.

Next

Beneficiary Information – slide 18

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, simply 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 company.

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 19

Now you will review the H-1B 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.

Click “Review Registration.”

REVIEW AND SUBMIT



About Registrant About Beneficiary **Review and Submit**

Review Summary Authorized Signatory Signature

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: \$20.00

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 20

This next page will display the registration fee. Here the registration fee is \$20 dollars because I entered two 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 review all information entered, for accuracy, before summiting.

Click “Next” at the bottom of the page to proceed.

REVIEW AND SUBMIT



U.S. Citizenship
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Services

About Registrant About Beneficiary **Review and Submit**

Review **Summary** Authorized Signatory
Signatures

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? **Test Company**

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

What is the employer identification number
(EIN) of the prospective petitioning company
or organization? **00000000**

What is the primary U.S. office address of the
prospective petitioning company or
organization? **United States
124 First Street
Washington, DC, 20002**

Authorized Signatory

What is the authorized signatory's legal
name? **Jane Smith**

What is the authorized signatory's title? **HR Specialist**

What is the authorized signatory's
contact information? **(290) 948-5765**

Email address **ebony_regtest@test.com**

About Beneficiary

Beneficiary Information

Given name (first name) **Sarah**

Middle name **-**

Family name (last name) **Brown**

What is the beneficiary's gender? **female**

What is the beneficiary's date of
birth? **12/09/1999**

What is the beneficiary's country of
birth? **Spain**

What is the beneficiary's country of
citizenship? **Spain**

What is the beneficiary's passport
number? **28934753984**

Review and Submit – slide 21

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

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 homepage and export the list of beneficiaries as a csv file. We will walk you through how to do that later in the presentation.

REVIEW AND SUBMIT



U.S. Citizenship
and Immigration
Services

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)	John
Middle name	-
Family name (last name)	Smith
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	08/12/1990
What is the beneficiary's country of birth?	Malta
What is the beneficiary's country of citizenship?	Malta
What is the beneficiary's passport	0947885783

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

Next

Review and Submit – slide 22

After you review the H-1B registration summary, click “Next” to continue.

REVIEW AND SUBMIT



U.S. Citizenship
and Immigration
Services

About Registrant

About Beneficiary

Review and Submit

Review

Summary

Authorized Signatory
Signature

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

Review and Submit– slide 23

Here, you will review the Authorized Signatory Statement and confirm that you understand all of the questions and instructions.

Click "Next" to continue.

REVIEW AND SUBMIT



About Registrant About Beneficiary **Review and Submit**

Review Summary **Authorized Signatory Signature**

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 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

Review and Submit – slide 24

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

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

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

Enter your name and press "Next."

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: **\$20.00**

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



U.S. Citizenship
and Immigration
Services

Payment— slide 25

The next screen will prompt you to pay for and submit your registrations.
Click “Pay and submit”

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](#)

Payment– slide 26

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 registration 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 payment.

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](#)

Payment– slide 27

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 REGISTRATION



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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 registration 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 Registration– slide 28

The next page confirms that you have successfully submitted your H-1B registration
and provides information on how to track your status.

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

COMPLETE REGISTRATION



H-1B Registrations

Account Settings

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](#)

Test Company

Submitted on January 11, 2020

Your registration is submitted. You will receive a notice when the registration selection is complete.

Form	Status	Action
H-1B Registration	Submitted	N/A

[View CSV of beneficiary table](#)

Beneficiaries	Status	Action
Brown, Sarah 12/09/1999	Submitted 8057463051084130816	Delete
Smith, John 08/12/1990	Submitted 2477253687763831835	Delete

H-1B Registrations

Account Settings

TestCompany-h1b-registration-beneficiaries-01232020 - Excel									
Company	Doing Bus	Submitted	Beneficiary	Beneficiary	Beneficiary	Beneficiary	Status		
Test Company			***** Sarah	Brown	*****	80574636	Submitted		
Test Company			***** John	Smith	*****	24772536	Submitted		

Complete Registration – slide 29

From your homepage, click “View all cases,” to see the current status of all of your H-1B registrations.

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.

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

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	View PDF

[View CSV of beneficiary table](#)

Beneficiaries	Status	Action
Person, Second 12/01/1997	<u>Selected</u> 9039694638223029402	N/A
Person, First 02/19/1980	<u>Submitted</u> 49964062326181448	Delete
Person, Third 01/12/1984	<u>Denied (duplicated)</u> 1528359770564635300	N/A

H-1B Registration Status – slide 30

This screen shows a sample of status updates from the selection process.

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 USCIS 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 file 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 fee.

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 the 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 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	View PDF

[View CSV of beneficiary table](#)

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

H-1B Registration Status – slide 31

You will be able to log into your USCIS 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 the fiscal year.

REMINDERS

Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Go to uscis.gov Sign out

Home Resources

H-1B Registrations Account settings

H-1B Registrations

The H-1B Registration period is closed.

The H-1B Registration period was from March 1, 2020 to March 20, 2020. We are no longer processing H-1B registrations. If you submitted registrations, you can view your history below.

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](#)

Reminders – slide 32

As a final reminder, you will only be able to register while the H-1B registration period is open from **noon Eastern on March 1 to noon Eastern on March 20**.

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 initial 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. 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
- 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

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.

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.



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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.

DISCLAIMER



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