



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

February 2021

## Opening Remarks – slide 1

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

Through myUSCIS, users can create legal representative accounts, file certain applications and petitions, and submit registrations, 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 2022. 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.

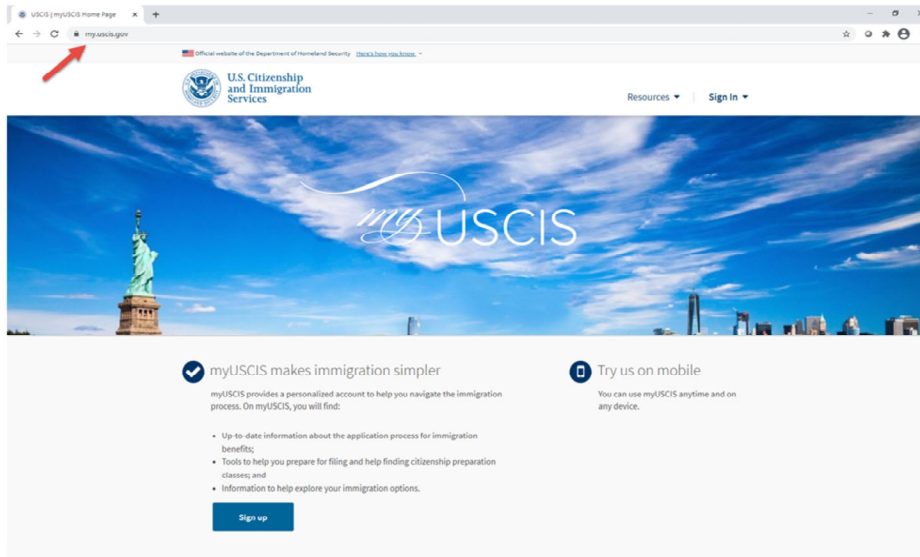
When submitting a registration, you can be sure that:

- 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.

# USCIS ONLINE ACCOUNT CREATION



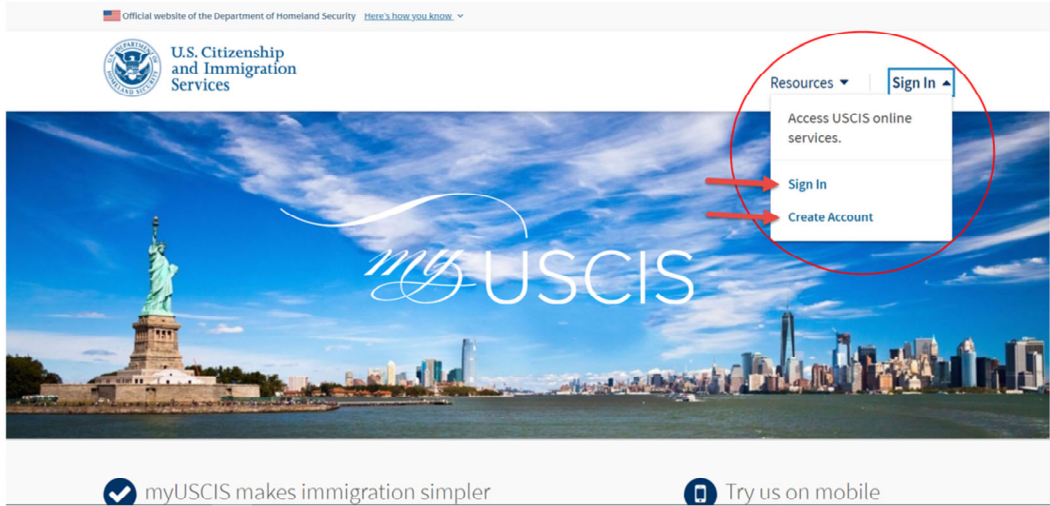
## myUSCIS Overview - slide 2

This is the myUSCIS landing page. You begin your registration process here by entering my.uscis.gov into the address bar of your browser.

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 3

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 "Create Account" 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 "Create Account" 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 page. The page is titled "Sign Up" and includes a "Sign Up" button circled in red. The page also features a "Sign In" button and a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use". The page is annotated with a "1" next to the email input field and a "2" next to the email confirmation input field.

## USCIS Online Account Creation – slide 4

Once I click on the “Create Account” button, the system will prompt me to enter an e-mail address. Users should use a unique e-mail address, and not one that is shared.

I will then confirm my e-mail address and click sign up.

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

From your e-mail, you will click on the link...

# USCIS ONLINE ACCOUNT CREATION



Official website of the Department of Homeland Security

A screenshot of the "Create a Password" form on the USCIS website. The form is titled "Create a Password" and includes the following elements:

- A header with the USCIS logo and "U.S. Citizenship and Immigration Services".
- A sub-header "Create a Password".
- Instructions: "Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis."
- A "Password Tips" button.
- A "Password" label and a text input field with a "Show Password" link.
- A "Password strength" indicator consisting of a progress bar.
- A "Password confirmation" label and a text input field with a "Show Password" link.
- A "Submit" button at the bottom.

## USCIS Online Account Creation - slide 5

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



**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 6

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 8/20/20

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 7

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 9 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 8

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

I am a person who is eligible to practice law in, who is in good standing of the bar of the highest courts of any U.S. state, possession, territory, commonwealth, or the District of Columbia, and I am not under any order restricting me from the practice of law. (See [8 CFR 292.1](#) for additional information.)

### An accredited representative

I am a person who is a representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, and who is recognized by the Department of Justice. (See [8 CFR 292.1](#) and [8 CFR 1292.11-1292.20](#) for additional information.)

[I am a representative](#)

[I am not a representative](#)

## USCIS Online Account Creation - slide 9

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



Representative Account Type

I am an:

Attorney

A person who is eligible to practice law in, who is in good standing of the bar of the highest courts of any U.S. state, possession, territory, commonwealth, or the District of Columbia, and I am not under any order restricting me from the practice of law. (See [8 CFR 292.1](#) for additional information.)

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 who is recognized by the Department of Justice. (See [8 CFR 292.1](#) and [8 CFR 1292.11 - 1292.20](#) for additional information.)

Bar number

I do not have a bar number

123456789

Continue

Representative Account Type

I am an:

Attorney

A person who is eligible to practice law in, who is in good standing of the bar of the highest courts of any U.S. state, possession, territory, commonwealth, or the District of Columbia, and I am not under any order restricting me from the practice of law. (See [8 CFR 292.1](#) for additional information.)

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 who is recognized by the Department of Justice. (See [8 CFR 292.1](#) and [8 CFR 1292.11 - 1292.20](#) for additional information.)

Accreditation date

02/11/2021

Continue

## USCIS Online Account Creation - slide 10

If you are an Attorney, you will enter your bar number or select “I do not have a bar number.” If you are an Accredited Representative, you will enter your accreditation date.

Then, click on the blue “Continue” button at the bottom of the screen.



# USCIS ONLINE ACCOUNT CREATION



Official website of the Department of Homeland Security | 2025/05/06/2025

U.S. Citizenship and Immigration Services | My Account | Resources | Sign Out

### Manage Your Existing Cases Online

If you paper-filed any of the eligible forms below, we created a USCIS Online Account for you. The USCIS Account Access Notice that we mailed you has an Online Access Code you can use to link your paper-filed case to your online account.

**Eligible paper-filed forms**

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative/Form Form
- I-131, Application for Travel Documents
- I-200, Notice of Appeal or Motion
- I-485, Application to Register Permanent Residence or Adjust Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status
- I-822, Consideration of Deferred Action for Childhood Arrivals
- N-336, Request for Hearing on a Decision in Naturalization
- N-400, Application for Naturalization
- N-560, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Would you like to link your account using your Online Access Code?

Yes

No, continue to account profile

[Next](#)

U.S. Citizenship and Immigration Services

## USCIS Online Account Creation - slide 11

On this page you will have the option to 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 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 indicate “No, continue to account profile” and click, “Next.”

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.

# USCIS ONLINE ACCOUNT CREATION



## 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 “Next” 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



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

Please enter your contact information

Email address  
ebony\_reptest1@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



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 disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

Yes  
 No

Please enter your contact information

Email address  
ebornj\_rept@tst.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](#)

[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 buttons at the bottom of the page.

### Personal information

First Name Middle Name  
John  
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 State Zip code  
New York New York 10021

### Accredited Representative information

Organization name  
123 Company  
Accreditation expiration date  
03/14/2022

### Contact Information

Email address  
lm\_no\_42@test.com  
Mobile phone number  
We have no verified mobile phone number on record for you.  
Daytime phone number  
(202) 202-2222  
Fax number  
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 attorney and a member in good standing of the bar of the highest court in at least one U.S. state, Commonwealth, possession, territory, or the District of Columbia, 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 disbarring, suspending, expiring, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 205.2 and 202 governing appearances and representation before the Department of Homeland Security.



## 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.

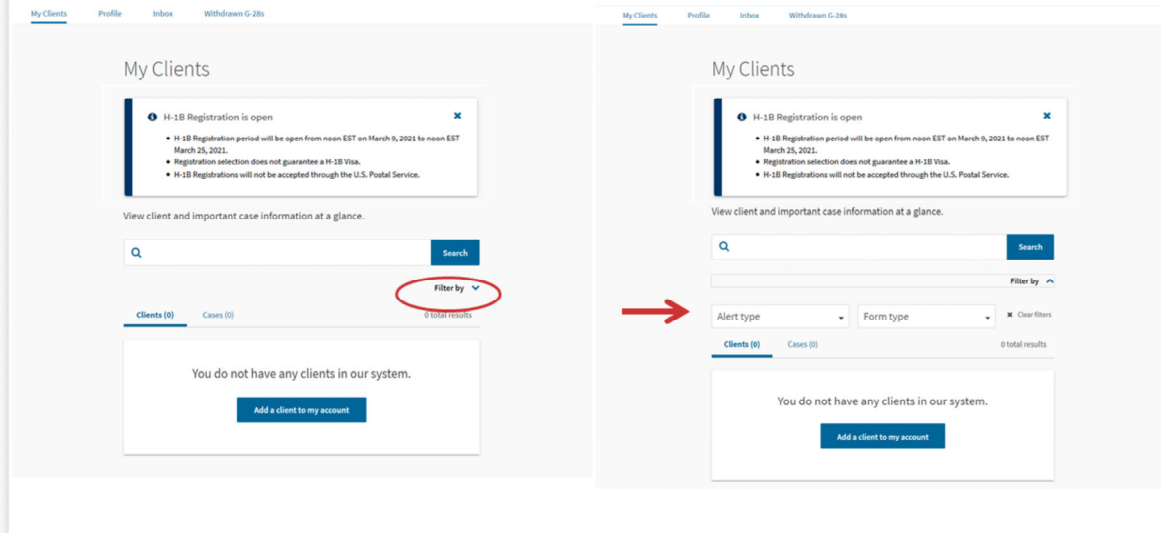
If you get to this screen and the “Mobile phone number” field says that “we have no verified mobile phone number on record for you,” this is because you did not choose mobile number as your notification preference. You selected “email” and entered an email address, which is displayed here under “Email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

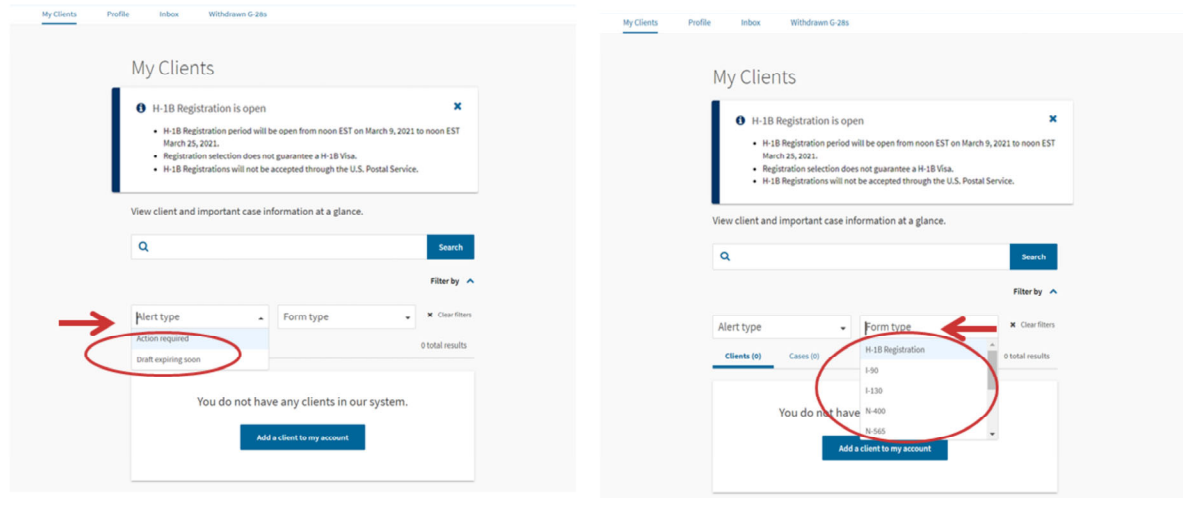
This page will allow you to start adding clients to your account.

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 9 to noon Eastern on March 25**. All registrations properly submitted during the initial registration period will be included in the selection process regardless of whether they were received on March 9 or March 25. It does not matter if you enter one registration or 500 registrations for a company. Each individual registration received between March 9 and March 25 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 Forms I-90. Or select H-1B Registration 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



[< 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 cases.

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

H-1B Registrations can only be filed using the company client type.

- Person
- Company

### **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)

## 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.”

# ADDING CLIENTS TO myUSCIS



My Clients Profile Inbox Withdrawn G-28s

< Back to My Clients

456 Company

Q Search

Filter by ▾

Cases (0)

There are no forms for this client.

Start a form

## Adding Clients to myUSCIS – slide 21

This next screen confirms that the client information you entered was added to your account.

Click “Start A Form” to begin the H-1B registration process for this 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.

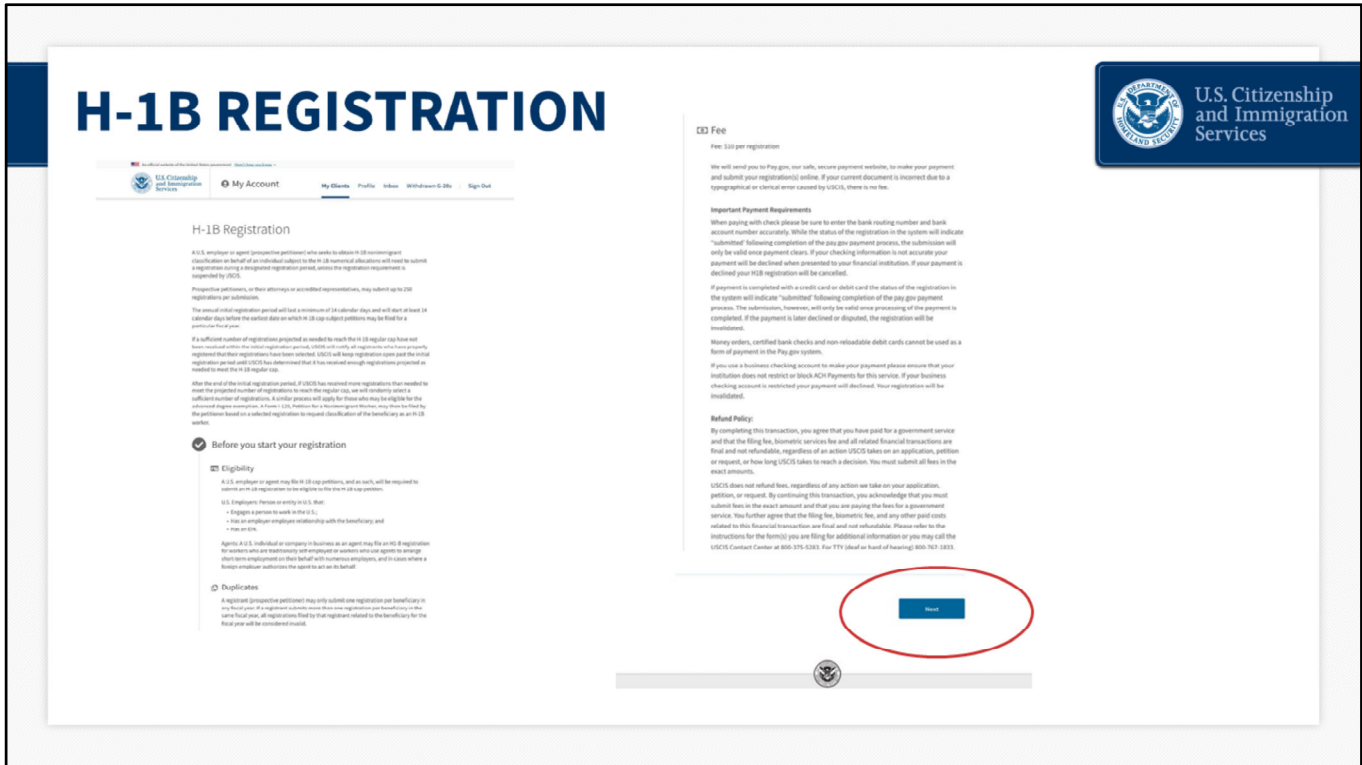
All listed forms include the G-28. If you are only adding representation for a previously filed form, select the G-28.

H-1B Registration

## H-1B Registration – slide 22

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 – slide 23

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.

Please note that if you pay by check and your payment fails, your registration will be invalidated and your status will change from “submitted” to “invalidated failed payment.” You will receive a failed payment notice.

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 registrations filed by or on behalf of this company or entity for this beneficiary will be deleted from the selection process. If the company properly submitted other registrations for different beneficiaries, those valid registrations will remain in the system for the selection process.

You have until March 25, 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

My Account My Clients Profile Inbox Withdrawn G-28s Sign Out

**Completing your registration online**

- We will automatically save your responses**  
We will automatically save your information when you select next to go to a new page or navigate to another section of the registration system. We will save your draft information until the registration period closes.
- How to continue filling out your registration**  
After you start your registrations, you can exit and sign in to your account again to continue where you left off.

**DHS Privacy Notice**  
AUTHORITY: The information requested on this form is collected under the Immigration and Nationality Act sections 101(a)(15)(A) and 214(a)(1), and 8 U.S.C. Code sections 1521(a)(1)(A) and 1541(a)(1), and also with the regulatory authority under 8 Code of Federal Regulations (24.20).

**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 limited number of registrations, including the advanced degree exemption, and receives selected registrations with subsequently filed H-1B cap petitions. Unless the registration requirement is suspended, a prospective petitioner must have a signed agreement to re-register to the annual H-1B cap process for the next 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.

**NOTICE:** DHS, its contractors, and its information processors do not have and are not authorized to share information with other Federal, State, local, and foreign government agencies and authorized organizations. DHS follows approved policies and procedures in the approved published system of records notice (DHS OIGIG 001 Benefits Information System) and the published privacy impact assessment (DHS OIGIG/PM 0004) H-1B Registration Final Rule, which you can find at [www.dhs.gov/privacy](https://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 to average 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  
Office of Policy and Strategy, Regulatory Coordination Division  
1900 Capital Gateway Drive, Mail Stop 42140  
Camp Springs, MD 20746-0008

Do not mail your completed H-1B registration to this address.  
OMB No. 1615-0044  
Expires 3/31/2022

**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.

Back Start

U.S. Citizenship and Immigration Services  
f t in Instagram YouTube Email

**H-1B Registration– slide 24**

The next H-1B overview page provides you with instructions on how to continue filling out your H-1B registration or registrations, 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



About Registrant   About Beneficiary   Review and Submit

Employer/agent   Authorized signatory

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

If filing as an individual prospective petitioner, provide the individual's legal name.

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

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

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

## Registrant Information – slide 25

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



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

If filing as an individual prospective petitioner, provide the prospective petitioner'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

[Back](#)

[Next](#)



U.S. Citizenship and Immigration Services

## Registrant Information – slide 26

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.

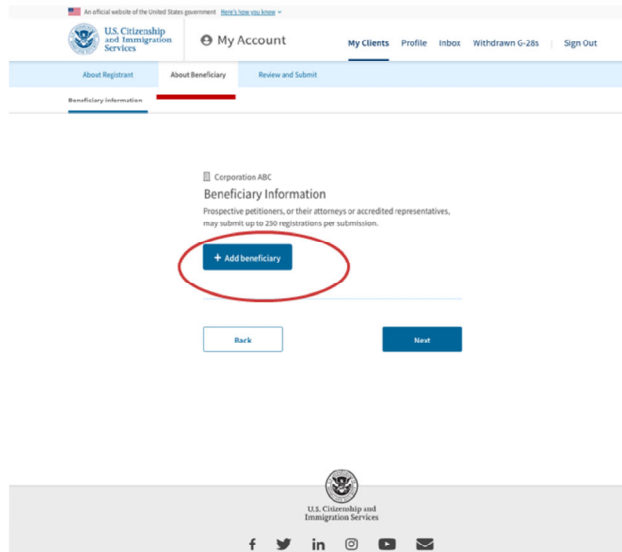
**Registrant Information – slide 27**

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



## Beneficiary Information – slide 28

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



What is the beneficiary's gender?

- Male  
 Female

What is the beneficiary's date of birth?

MM/DD/YYYY

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.

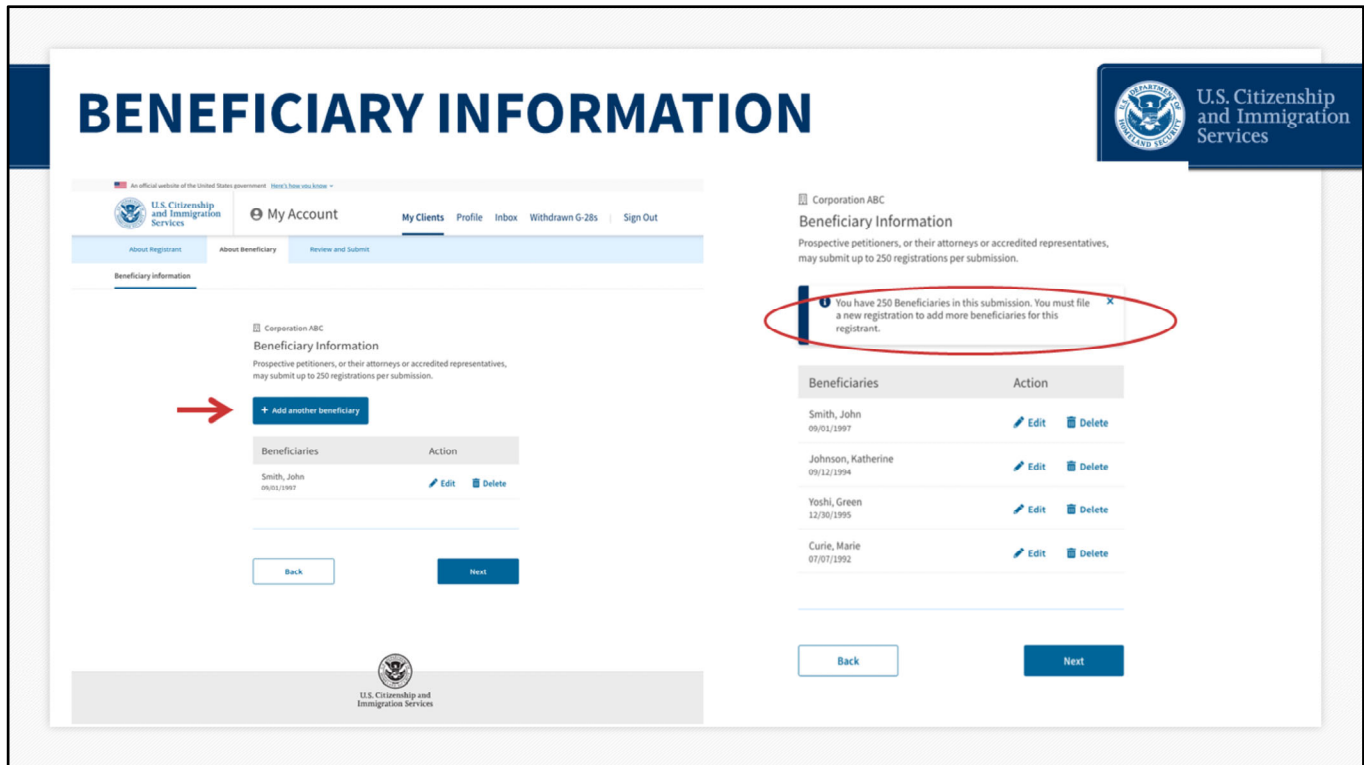
[Save entry](#) [Cancel](#)



U.S. Citizenship and Immigration Services

## Beneficiary Information – slide 29

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 the petition 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 – slide 30

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

Please note: 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



Corporation ABC

## Beneficiary Information

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

**!** You have 250 Beneficiaries in this submission. You must file a new registration to add more beneficiaries for this registrant.

Beneficiaries	Action
Smith, John 09/01/1997	<a href="#">Edit</a> <a href="#">Delete</a>
Johnson, Katherine 09/12/1994	<a href="#">Edit</a> <a href="#">Delete</a>
Yoshi, Green 12/04/1995	<a href="#">Edit</a> <a href="#">Delete</a>
Curie, Marie 07/07/1992	<a href="#">Edit</a> <a href="#">Delete</a>



[Back](#)

[Next](#)

### Beneficiary Information – slide 31

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 information 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



An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account

My Clients | Profile | Inbox | Withdrawn G-28s | Sign Out

About Registrant | About Beneficiary | Review and Submit

Review

## Check your registration(s) before you submit

We will review your registration(s) to check for completeness before you submit it/them.

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

You can return to this page to review your registration(s) as many times as you want before you submit it/them.

[Back](#)

[Review registration](#)



## Review and Submit – slide 32

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 – slide 33**

This next page will display the total filing fee for this submission. There is a \$10 fee for the registration submitted on behalf of each beneficiary.

This page also notifies you that there are no alerts or warnings, if all of the required data entry fields have been completed.

If you did not complete all of the required fields, 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



## H-1B Registration Summary

Print

Here is a summary of all the information you provided in your submission. Make sure you are only submitting one registration for each beneficiary. Otherwise, all registrations filed by a registrant relating to the beneficiary for the fiscal year are invalid.

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

### About Registrant

<b>Employer/agent</b>	
What is the legal name of the prospective petitioner company or organization?	prospective petitioner company
What is the Doing Business As name of the prospective petitioning company or organization?	Doing Business As name
What is the employer identification number (EIN) of the prospective petitioning company or organization?	123456789
What is the primary U.S. office address of the prospective petitioning company or organization?	United States Add 1 Add 2 City, CO, 20000
<b>Authorized signatory</b>	
What is the authorized signatory's legal name?	First
Middle name	Middle
Family name (last name)	last
What is the authorized signatory's title?	auth sig title
What is the authorized signatory's contact information?	(423) 423-4234
Email address	mps-reg-test@test.com

## Review and Submit – slide 34

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

# REVIEW AND SUBMIT



**About Beneficiary**

Beneficiary information

Given name (first name)	first
Middle name	middle
Family name (last name)	last
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	01/01/2000
What is the beneficiary's country of birth?	Algeria
What is the beneficiary's country of citizenship?	Czechia
What is the beneficiary's passport number?	23423423444
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?	<input checked="" type="checkbox"/> Yes

[Next](#)

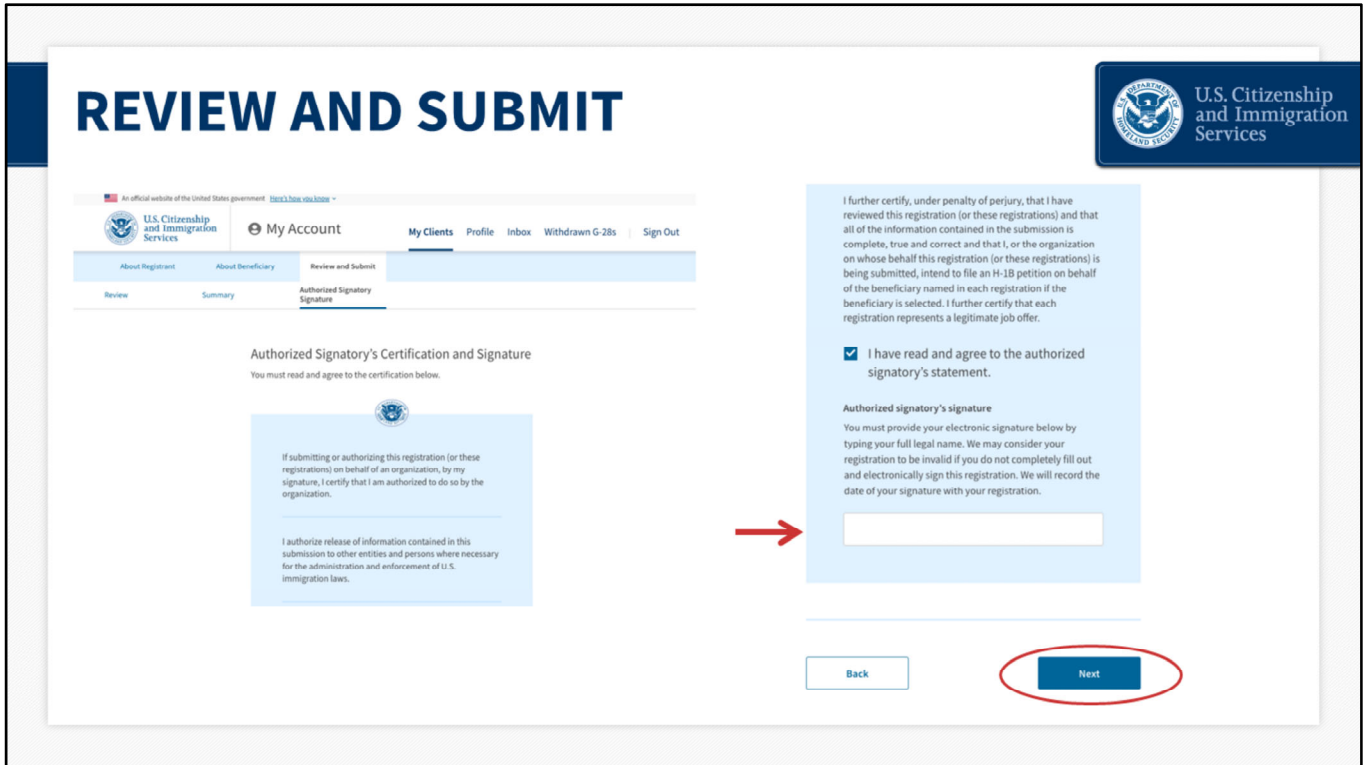
[← Back](#) [Return to top](#)

## Review and Submit – slide 35

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 – slide 36

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 37

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(s) 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



## 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 representatives 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-281).

### Other representatives

If you are seeking to appear as a reputable individual as defined in 8 CFR 292.1(a)(3), 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 (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.

If you are adding a G-28 to your client's already-submitted case, the case status will be updated referencing the G-28.

#### 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 38

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



## 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 Inter-country 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](https://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 39

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 20529-2340

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 40

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



Progress bar with four steps: About Representative (highlighted), About Client, Additional Information, and Review and Sign. Below the bar, the sub-steps are: Your Name (under About Representative), Your Role (under About Client), Your Contact Information (under Additional Information), and Your Additional Information (under Review and Sign).

Provide your name

Given name (first name)

Middle name (if applicable)

Family name (last name)

---

Next

[← Back](#)

## G-28 – slide 41

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

# G-28



**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 the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with § CFR part 1292

Licensing authority:

Bar number:

Name of law firm or organization:

Are you subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

- Yes
- No

Next

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 the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with § CFR part 1292

Name of recognized organization:

Date of accreditation:

Back | Next

## G-28 – slide 42

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



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 43

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



Progress bar: About Representative | About Client | Additional Information | Review and Sign

Sub-progress bar: Your name | Your role | Your contact information | Your additional information

Do you have a USCIS Online Account?

Yes

No

---

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)?

Yes

No

---

## G-28 – slide 44

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



Progress bar: 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

Family name (last name)

---

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

Name of Entity

Title of Authorized Signatory for entity

## G-28 – slide 45

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



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

Please provide the same email address used by your client to create their USCIS online account. If you submit an email address that does not match, your client will not be able to add you as a representative (to complete the online process).

### 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.

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

Zip code

Back

Next

## G-28 – slide 46

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

Find cases   Client contact information   Client additional information

Provide your client's immigration information

**A-Number**  
 My client does not have or know their A-Number.

A:

**USCIS Online Account Number**  
 My client does not have a USCIS Online Account Number.

## G-28 – slide 47

On this screen, you will provide the client's immigration information by entering their A-number or USCIS online account number.

If the client does not have an A-number or USCIS online account number, please check the corresponding box to indicate so.



# 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

Back

Next

## G-28 – slide 48

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

Back

Next

## Review and Submit – slide 49

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



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

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.

[Go back to start](#)

**About Representative**

Your name: John Smith

Your role: [Blank]

Select your representative role: I am an accredited representative of the following qualified: nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292

Name of recognized organization: 123 Company Org

Date of accreditation: 03/19/2020

Your contact information: Daytime telephone number: 333333333

**About Client**

Client name: Test Tester

Name of Entity: 123 Company

Title of authorized signatory for entity: [Blank]

Client contact information: Daytime telephone number: 333333333, Mobile telephone number: 333333333, Email address: Test@tester.com

Provide your client's current mailing address: United States, 100 E 1ST ST, NEW YORK, NEW YORK, 10009

## Review and Submit – slide 50

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



Provide your client's contact information

Daytime telephone number	3333333333
Mobile telephone number	3333333333
Email address	Test@tester.com

Provide your client's current mailing address

United States  
100 E 1ST ST  
NEW YORK, NEW YORK, 10009

Client additional information

Provide your client's immigration information

A Number	-
USCIS Online Account Number	-

Additional Information

Additional information

You may provide additional information for your G-28

Additional information	-
------------------------	---

[Back](#) [Next](#)

## Review and Submit – slide 51

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

# REVIEW AND SUBMIT



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

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 Department of Homeland Security. 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](#)

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

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 Department of Homeland Security. 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 52

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.

# G-28



Progress bar with steps: About Representative, About Client, Additional Information, Review and Sign (active), and a final unlabeled step.

Sub-progress bar with steps: Review your application, Review all responses, and Your signature (active).

Finish and submit the G-28



By submitting this form, we will prepare a draft G-28 for your client to review and sign. If your client does not approve the information provided in the G-28, you will need to edit the information in the form, and resubmit it for your client's review.

[Submit the G-28](#)

[← Back](#)

## Review and Submit – slide 53

Now you will submit the G-28 for your client's review. Click Submit the G-28 to advance to the next screen and complete the process.

# 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 54

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 55

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 XXXX  
You completed the registration. Give this passcode to your client so they can add you as a representative in their myUSCIS account: **MDB-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 56

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 submission 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(s) 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 9 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.



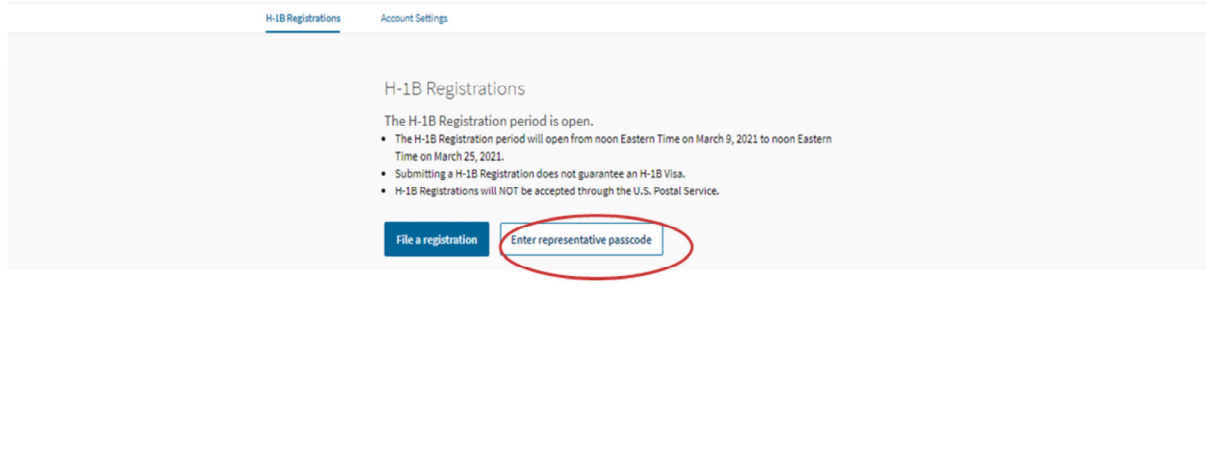
## Sync Client to Attorney/Representative – Slide 57

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 the prospective petitioning individual, company, entity, or organization 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



## Sync Client to Attorney/Representative – Slide 58

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 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 59

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

Your client will then click "Submit and continue."

# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## 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 60

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



The screenshot displays two side-by-side panels for reviewing a G-28 form. The left panel, titled "Review the G-28", contains a "Review all responses" link and an "Accept or decline" button. Below this is a "Review the Notice of Entry of Appearance as Attorney or Accredited Representative form information" section with a "Print" icon. A "View draft snapshot" link is also present. A form titled "About Representative" includes fields for "Your Name" (John Smith) and "Your Role". A "Select your representative role" dropdown is set to "I am an accredited representative of a qualified nonprofit religious, charitable, social service, or...". The right panel, also titled "Review the G-28", has "Review all responses" and "Accept or decline" buttons. It contains instructions on how to proceed based on whether the information is complete and correct. Two radio button options are shown: "I accept the G-28 and want to provide my signature" (which is selected) and "I decline the G-28 and want to send the draft form back to my representative to make updates". A red arrow points from the "View draft snapshot" link to the "I accept..." option. A red circle highlights the "Next" button, with a "Back" link below it.

## Sync Client to Attorney/Rep – Slide 61

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



← Back

## Sync Client to Attorney/Rep – Slide 62

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



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 63

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



# SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



## H-1B Registration

A U.S. employer or agent (prospective petitioner) who seeks to obtain H-1B nonimmigrant classification on behalf of an individual subject to the H-1B numerical allocations will need to submit a registration during a designated registration period, unless the registration requirements is suspended by USCIS.

Prospective petitioners, or their attorney or accredited representatives, may submit up to 200 registrations per submission.

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

If a sufficient number of registrations projected as needed to reach the H-1B regular cap have not been received within the initial registration period, USCIS will notify all registrants who have properly registered that their registrations have been returned. USCIS will have no registration were sent the initial registration period and USCIS has determined that it has received enough registrations projected as needed to reach the H-1B regular cap.

After the end of the initial registration period, if USCIS has received more registrations than needed to meet the proposed 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 advanced degree exemption. A Form I-29, Petition for a Nonimmigrant Worker, may then be filed by the petitioner 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 each H-1B registration to be eligible to file the H-1B cap petition.

U.S. Employers: Petitioner or entity in the U.S. that

- Employs a person to work in the U.S.;
- Has an immediate employment 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 their own employment on their behalf with numerous employers, and in some cases a foreign employer authorizes the agent to act on its behalf.

#### Duplicates

A registrant (prospective petitioner) may only submit one registration per beneficiary in any fiscal year. If registration 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.

#### OD Fee

Fee: \$30 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 stamped due to a typographical or clerical error caused by USCIS, there is no fee.

#### Important Payment Requirements

When paying with check please be sure to enter the bank routing number and bank account number accurately. While the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process, the submission will not be valid until payment clears. If your checking information is not accurate your payment will be declined when presented to your financial institution. If your payment is declined your H-1B registration will be cancelled.

If payment is completed with a credit card or debit card the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process. The submission, however, will only be valid once processing of the payment is completed. If the payment is later declined or disputed, the registration will be cancelled.

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

If you use a business checking account to make your payment please ensure that your institution does not restrict or block ACH Payments for the services. If your business checking account is restricted your payment will be declined. Your registration will be cancelled.

#### Refund Policy

By completing this transaction, you agree that you have paid for a government service and that the filing fee, beneficiary services fee and all related financial transactions are final and non-refundable, regardless of an active USCIS file on an application, petition or request, or how long USCIS takes to reach a decision. We shall submit all fees to the next account.

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By submitting this transaction, you acknowledge that you must submit fees for the next period and that you are paying the fee for government service. You further agree that the filing fee, beneficiary fee, and any other paid costs related to this financial transaction are final and non-refundable. Please refer to the instructions for the form I-9 for additional information or you may call the USCIS Contact Center at 800-375-5282, for TTY ( deaf or hard of hearing) 800-767-0882.



## Sync Client to Attorney/Rep – Slide 64

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

This is a summary of all the information you provided in your submission. Make sure you are only submitting one registration for each beneficiary. Otherwise, all registrations filed by an employer relating to the beneficiary for the fiscal year are invalid.  
 Make sure you have provided responses for everything that applies to you before you submit your registration(s). You can edit your responses by going to each registration section using the site navigation.

About Registrant	
<b>Employer/agent</b>	
What is the legal name of the prospective petitioner company or organization?	prospective petitioner company
What is the Doing Business As name of the prospective petitioning company or organization?	Doing Business As name
What is the employer identification number (EIN) of the prospective petitioning company or organization?	123456789
What is the primary U.S. office address of the prospective petitioning company or organization?	United States Add 1 Add 2 City, CO, 20000
<b>Authorized signatory</b>	
What is the authorized signatory's legal name?	First
Middle name	Middle
Family name (last name)	last
What is the authorized signatory's title?	auth sig title
What is the authorized signatory's contact information?	(423) 423-4234
Email address	mrs-reg-test@test.com

## About Beneficiary

Beneficiary information	
Given name (first name)	first
Middle name	middle
Family name (last name)	last
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	01/01/2000
What is the beneficiary's country of birth?	Algeria
What is the beneficiary's country of citizenship?	Czechia
What is the beneficiary's passport number?	23423423444
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

### Sync Client to Attorney/Rep – Slide 65

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 66

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



An official website of the United States government [help/faq/faq.html](#)

U.S. Citizenship and Immigration Services My Account H-1B Registrations Settings Sign Out

About Registrant About Beneficiary Review and Submit

Review Summary Authorized Signatory Signature

Authorized Signatory's Statement

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

[BACK](#) [NEXT](#)

U.S. Citizenship and Immigration Services

## Sync Client to Attorney/Rep – Slide 67

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



U.S. Citizenship and Immigration Services My Account

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

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

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

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 Next

## Sync Client to Attorney/Rep – Slide 68

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 beneficiary(ies) 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 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.

---

Back Finish and send

## Sync Client to Attorney/Rep – Slide 69

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 Registration portal for '456 Company'. The portal displays a message: 'Your representative must pay and submit the registration before it is complete.' Below this message is a link to 'View CSV of beneficiary table', which is circled in red. The table below shows the following data:

Beneficiaries	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

To the right, a Microsoft Excel spreadsheet shows the same data in CSV format:

Company name	Doing Bus	Beneficiar	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 70

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

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(s).

# 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 9, 2021 to noon EST March 26, 2021.
- 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

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 14, 2021

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 PDF of beneficiary table](#)

Beneficiary	Status	Action
Person_First 02/10/1980	In progress	N/A
Person_Second 12/10/1997	In progress	N/A
Person_Third 02/10/1984	In progress	N/A

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

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

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 registration(s). We will walk through that process now.

Click "Pay and submit"



**Complete H-1B Registration and Payment – slide 72**

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



### 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 73

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 registration(s) 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 registration(s) must be submitted before the end of the initial registration period on March 25.

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 74

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



An official website of the United States government [Here's how you know](#)



My Account

H-1B Registrations

Settings

Sign Out

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

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

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

[Go to account home](#)

## Complete H-1B Registration – slide 75

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

Click “Go to account home” to return to your homepage.

# COMPLETE H-1B REGISTRATION



456 Company  
Doing Business As: X Company

Start a form

Search

Filter by

Cases (1)

H-1B Registration

Submitted on XX

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

Beneficiary	Status	Action
Person, Third 01/12/1984	Submitted 132839775964633360	<a href="#">Delete</a>
Person, Second 12/01/1997	Submitted 903969616423029402	<a href="#">Delete</a>
Person, First 02/20/1990	Submitted 495640232321818148	<a href="#">Delete</a>

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 9, 2021 to noon EST March 25, 2021.
- 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	Submitted January 17, 2020	<a href="#">View case status</a>

View all cases Start a form

## Complete H-1B Registration – slide 76

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 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 XX  
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 CSI of beneficiary table](#)

Beneficiaries	Status	Action
Curie, Marie 07/07/1992	<b>Selected</b> 2022-cccc-0055-f4e3	<a href="#">View notice</a>
Johnson, Katherine 09/12/1994	Not selected 2022-ce71-904e-cb3c	<a href="#">View notice</a>
Yoshi, Green 12/30/1995	<b>Denied</b> 2022-cccc-0002-0da7	<a href="#">View notice</a>
Smith, John 09/01/1997	<b>Invalidated - Failed Payment</b> 2022-4527-4916-ab46	<a href="#">View notice</a>
test, test 02/02/2002	Submitted 2022-cccc-1194-4af8	<a href="#">Delete</a>

## H-1B Registration Status – slide 77

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 four following statuses: **“Submitted,” “Selected,” “Denied,”** and **“Invalidated-Failed Payment.”**

**Submitted:** The registration has been submitted and is eligible for selection. If the initial selection process has been completed, this registration remains eligible, unless subsequently invalidated, for selection in any subsequent selections for the fiscal year for which it was submitted.

**Selected:** means that your client has 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 in order to be eligible to properly file an H-1B cap-subject petition for FY 2022.

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, 2021. Petitioners with selected registrations will need to file within the 90-day period and at the service center, as indicated on the selection notice.

Selection does not guarantee H-1B approval. Your client is still required to file a paper Form I-129 with evidence that establishes eligibility and pay the required fee.

Petitioners must print and submit a copy of their selection notifications with their petitions.

**Denied:** Means multiple registrations were submitted by or on behalf of the same registrant for the same beneficiary. If denied as a duplicate registration, all registrations submitted by or on behalf of the same registrant for this beneficiary for the fiscal year 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 25. After this, remaining duplicate registrations will be considered invalid and the status will indicate “Denied.”

Please note, withdrawing an associated G-28 from a registration does not delete a submitted registration from the system. If a registrant and their representative each separately submit a registration for the same beneficiary, even by mistake, it will invalidate the registrations. If a representative withdraws the G-28, they will no longer be able to view the status of any registrations submitted in connection with that G-28 in their account. However, that does not mean that the registrations are deleted. The registrant would need to go into their account to verify that duplicate registrations are deleted and are not submitted.

**Invalidated-Failed Payment:** Means a registration was submitted but the payment method was declined, not reconciled, or otherwise invalid. Invalidated registrations are not eligible for consideration in the selection process, or, if the selection process has been completed, are not eligible to support the filing of a cap-subject petition.

Once USCIS has determined they have received sufficient petitions to meet the H-1B regular cap and advanced degree exemption, 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 xx )

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
Curie, Marie 07/07/1992	Selected 2022-cfb-0055-f4e3	<a href="#">View notice</a>
Johnson, Katherine 09/12/1994	Not selected 2022-ce71-904e-cb3c	<a href="#">View notice</a>
Yoshi, Green 12/30/1995	Denied 2022-03c7-ea92-0da7	<a href="#">View notice</a>
Smith, John 09/01/1997	Invalidated - Failed Payment 2022-4527-4916-a046	<a href="#">View notice</a>
test, test 02/02/2002	Submitted 2022-e814-1194-4a8	<a href="#">Delete</a>

## H-1B Registration Status – slide 78

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 USCIS has determined they have received sufficient petitions to meet the H-1B regular cap and advanced degree exemption. So, the “**Not Selected**” notification will not show for any registration until later.



# REMINDERS



**H-1B Registration is open**

- H-1B Registration period will be open from noon EST on March 9, 2021 to noon EST March 25, 2021.
- Registration selection does not guarantee a H-1B Visa.
- H-1B Registrations will not be accepted through the U.S. Postal Service.

Start a Form

Confirm the person or company that you're filing for.

Client  
Select one  
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 I-20.

**H-1B Registration is closed**

H-1B registration period was from March 9, 2021 to March 25, 2021. We are no longer accepting H-1B registrations.

Start form Cancel

## Reminders – slide 79

As a final reminder, the initial registration period will be open from **noon Eastern on March 9 to noon Eastern on March 25**. You will not be able to submit registrations before March 9. 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 9 or March 25. It does not matter if you enter one registration or 500 registrations for a company. Each valid, individual registration received between March 9 and March 25 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, similar to the one above, 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
- [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 visit the H-1B page on [uscis.gov](https://uscis.gov)

**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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