

# Release A2.5 Document Library

## New or Modified External Screens To-Date

### Document Library Manager – Portal Account Setup Screens

#1



U.S. Citizenship and Immigration Services

ELIS Help (Accessible PDF) | ELIS Help | Log In

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#### Online Account Setup

### Provide Email and Account Type

\* Indicates Required Field



Your Email address is used to log in to your USCIS ELIS Online Account. All USCIS ELIS Email communications will be sent to this address.

**1. SELECT ACCOUNT TYPE**

DOCUMENT LIBRARY MANAGER

*Select the type of Account you like to create*

**2. PROVIDE EMAIL**

Email: \*

*Example: Yourname@example.com*

Re-enter Email: \*

**Are you a designated Regional Center or New Commercial Enterprise Document Library Manager?**

If you wish to set up a Document Library Manager Account, please select the checkbox below, which will enable the Document Manager Account type in the "Select Account Type" drop down menu. You can continue creating the account by providing your Email and selecting "Submit".

DOCUMENT LIBRARY MANAGER

#### FAQs

**Who cannot create a USCIS ELIS Online Account?**

Notarios Públicos ("Notarios") and Visa/Immigration Consultants ("Consultants");

Attorneys who have been suspended, terminated or disbarred by a State court or attorney disciplinary board; and

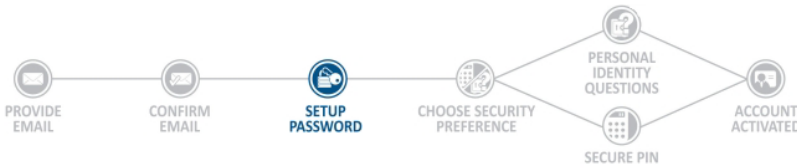
Representatives who are not authorized by USCIS or the BIA to represent USCIS customers.



Online Account Setup

Password Setup

\*Indicates Required Field



Thank you! Your Email Address has been confirmed.

You now must set up your password and your password reset questions and answers. Your password must meet the requirements of the USCIS ELIS Password Policy to the right.

Enter new password:\*

Password strength: What is a strong password?

None

Re-enter your password:\*

Exit Setup

Next


FAQs

What is USCIS ELIS' Password Policy?

- Must be at least 8 characters in length.
- Must contain a combination of alphabetic, numeric, and "special" characters.
- Accepted "special" characters are:

! " # \$ % & ' ( ) \* + , - . : ; < = > ? @ [ \ ] { ^ \_ ` ~ |


- Cannot be the same as the previous 8 passwords
- Cannot contain or be the same Email address
- Password will expire 365 days after the last update or creation, thus, password must be updated at least every 365 days.



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Online Account Setup

### Password Updated



```
graph LR; A[PROVIDE EMAIL] --> B[CONFIRM EMAIL]; B --> C[SETUP PASSWORD]; C --> D[CHOOSE SECURITY PREFERENCE]; D --> E[PERSONAL IDENTITY QUESTIONS]; D --> F[SECURE PIN]; E --> G[ACCOUNT ACTIVATED]; F --> G;
```

Your USCIS ELIS Online Account password has been set.

USCIS ELIS password policy requires you to change your password at least once every **365 days**. Your current password will expire on **August 12, 2014**.

You may change your password at any time using the "View My Profile" menu option from your USCIS ELIS Home page.

Click "Next" to set up your Password Reset Questions & Answers.

Exit Setup


Next

FAQs

**What do I do if I forget my password?**

You can reset your password by answering your password reset questions.

Password reset questions and answers will be set up by you on the next step.



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Online Account Setup

### Password Reset Questions & Answers



```
graph LR; A[PROVIDE EMAIL] --> B[CONFIRM EMAIL]; B --> C[SETUP PASSWORD]; C --> D[CHOOSE SECURITY PREFERENCE]; D --> E{PERSONAL IDENTITY QUESTIONS / SECURE PIN}; E --> F[ACCOUNT ACTIVATED]
```

If you forget your password, you will be asked your Password Reset Questions & Answers to confirm your identity to reset your password.

All fields are required

Answers are NOT case sensitive

Question #1:  
- Select your password reset question #1 -   
Question #2:  
- Select your password reset question #2 -   
Question #3:  
- Select your password reset question #3 -   
Question #4:  
- Select your password reset question #4 -   
Question #5:  
- Select your password reset question #5 -

Your Answer #1:   
Your Answer #2:   
Your Answer #3:   
Your Answer #4:   
Your Answer #5:

Exit Setup

Next

FAQs

*When will I be asked about the Password Reset Questions?*

The password Reset Questions are only used if you have forgotten the password to your USCIS ELIS Online Account.



Online Account Setup

Choose Security Preference



To maximize safe and secure online interactions with USCIS ELIS, you must validate your identity using two methods each time you log in.

One is your Email and Password. Another is something unique to you, either a Secure PIN via phone or via Email, or Personal Identity Questions.

PLEASE SELECT YOUR SECURITY PREFERENCE

**SECURE PIN via PHONE**

Provide the one-time-use Secure PIN that you received on your phone.

You can receive either a SMS/Text message or a voice call.

You will set up your phone number on the next step.

**SECURE PIN via EMAIL**

Provide the one-time-use Secure PIN that you received in your Email.

You will test your Secure PIN on the next step.

**PERSONAL IDENTITY QUESTIONS**

Provide the answer to one of your Personal Identity Questions.

You will set up your Personal Identity Questions and Answers on the next step.

Exit Setup

Next

FAQs

**How does the Secure PIN work?**

When logging in, after you enter your Email address and Password, you will receive a Secure PIN to your contact preference. There are three options:

- Text sent to the Email address listed for your USCIS ELIS Online account
- Text/SMS message to a mobile/cell number
- Voice message to a phone number

**How do the Personal Identity Questions work?**

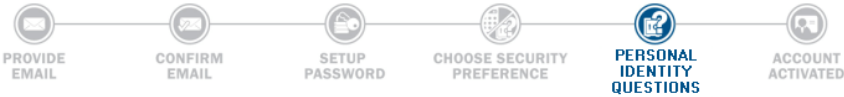
You will set up three (3) Personal Identity Questions and Answers.

When logging in, after you enter your Email address and Password, one of your Personal Identity Questions is asked to access your USCIS ELIS Online Account.



Online Account Setup

Security Preference - Personal Identity Questions & Answers



Each time you log in to your ELIS Online account, you will validate your identity using one of the Personal Identity Questions & Answers below.

All fields are required

All answers are NOT case sensitive

Question #1:  
- Select One -

Question #2:  
- Select One -

Question #3:  
- Select One -

Your Answer #1:  
[Text Input]

Your Answer #2:  
[Text Input]

Your Answer #3:  
[Text Input]

Back

Exit Setup

Next

FAQs

**Are Personal Identity Questions the same as my Password Reset Questions?**

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.

**Will a copy of my Personal Identity questions and answers be provided to me via Email?**

Due to security reasons, any security items including your Personal Identity information will not be provided via Email.



Online Account Setup

### Confirm Personal Identity Questions & Answers

Please confirm the information you provided below before proceeding. To correct any information, press **Change**. If all information is correct, press **Submit** to continue.



- Question # 1: What is your favorite food?  
Your Answer # 1: xxx
- Question # 2: What is your favorite room in your home?  
Your Answer # 2: xxx
- Question # 3: Where is your favorite place to take out-of-town guests?  
Your Answer # 3: xxx


**Submit** **Change**

### FAQs

*Are Personal Identity Questions the same as my Password Reset Questions?*

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.



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### Online Account Setup

#### Provide Personal Identity Answer \* Indicates a Required Field

PROVIDE EMAIL    CONFIRM EMAIL    SETUP PASSWORD    CHOOSE SECURITY PREFERENCE    **PERSONAL IDENTITY QUESTIONS**    ACCOUNT ACTIVATED

Please answer your Personal Identity Question to verify your identity.

You may view and change your Security Preference settings for Personal Identity Questions & Answers at any time using the "View My Profile" menu option from your ELIS Home page.

Your Personal Identity Question:

Your Answer:  
  
Answer is NOT case sensitive

Click "Submit" to validate your Personal Identity.


### FAQs

**Are Personal Identity Questions the same as my Password Reset Questions?**

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.





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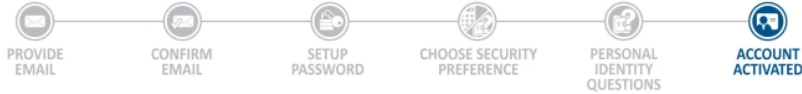
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### Online Account Setup

## Account Activated



Your USCIS ELIS Online Account is now activated and you have full access to your USCIS ELIS Online Account.

Email: [Minrepsat+97@gmail.com](mailto:Minrepsat+97@gmail.com)  
Security Preference: Personal Identity Questions & Answers  
Your default communication preferences\*\*: **USCIS NOTICES - Paper (Postal Mail)**  
**NOTIFICATIONS(Alerts) - None**

**NOTE:**

\*\*All official **USCIS NOTICES** are sent via postal mail (once you provide mailing address during your case submission).

If you would like to receive **USCIS NOTICES** Electronically (*View Online*), or/and receive **NOTIFICATIONS(Alerts)** via Email/SMS/Text message, please update your communication preferences via "View My Profile". You can only update your profile information after you have submitted a Case Online.

To ensure secure access to your USCIS ELIS Online Account, during log in you must also provide your Personal Identity answer to verify your identity.

You may view and change your Security Preference at any time using the "View My Profile" menu option from your ELIS Home page.

[USCIS ELIS Home](#)

### FAQs

**Please Note:**

You are required to reset your password every 365 days.


**How do I use Personal Identity Questions & Answers?**

To maximize the safe and secure online interactions with USCIS, you must validate your identity using two methods each time you log in.

When logging in, after you enter your Email address and password, one of your Personal Identity Questions is asked to access your online USCIS ELIS account.


# Document Library Manager – Account Profile Setup Screens

## #10




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### Account Profile

USCIS Rules of Behavior \* Indicates Required Field

To create your USCIS ELIS Online Account, please read and agree to the USCIS Rules of Behavior.

#### General Rules

The following Rules of Behavior (RoB) govern access to the United States (U.S.) Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services Electronic Immigration System (USCIS ELIS) Document Library (Library). This RoB applies to all Document Library Managers (DLM) who will use this U.S. Citizenship and Immigration Services (USCIS) information technology (IT) resource (e.g., network, application, external drives that upload, process, store, receive, or transmit information).

The rules are consistent with the purpose of the Library, to allow DLMs to manage the USCIS ELIS Document Library and upload documents that could be submitted to support a Petition for Alien Entrepreneur (I-526), Petition by Entrepreneur to Remove Conditions (I-829), or Application for Regional Center under the Immigrant Investor Pilot Program (I-924).

**I acknowledge that I have read the rules and by checking the box indicating that I have read these rules and acknowledge and agree to be bound by the terms of this RoB.**

**Accountability**  
I understand that access granted to a USCIS network and information system is based on my need to perform specific work related to the completion and filing of requests for immigration benefits, and I affirm the following:


**Use**

- I will use the Library to perform the designated work that I agreed to accomplish.
- I agree to use the Library only for official DHS or USCIS-related communications and immigration benefit-related transactions.
- As a condition to obtaining access to the Library, I agree to be fully responsible for the protection of the Library and any information\* stored therein and will exercise due care in using, handling, uploading, transporting, and storing documents in the Library.
- I understand that the Library may contain proprietary documents, business methodologies and financial models and other related information and that such information should only be shared with authorized individuals on a need-to-know basis.

#### Acknowledgment Statement

\* I acknowledge that I have read the Rules of Behavior, I understand them, and I will comply with them. I understand that my refusing to sign this agreement renders me ineligible for USCIS ELIS Document Library access. I understand that failure to comply with these rules may result in an oral admonishment, letter of reprimand, short-term suspension of access, or termination of access to the USCIS ELIS Document Library.

### TIPS



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## Account Profile

### Profile Setup

## TIPS

\* Indicates Required Field

Please complete and submit your profile information below to use your USCIS ELIS Online Account.

### Name

Last Name (Family Name)*	First Name (Given Name)*	Middle Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No First Name <small>Check No First Name if you do not have a first name</small>	<input type="checkbox"/> No Middle Name <small>Check No Middle Name if you do not have a middle name</small>	

### Address

In Care of Name		
<input type="text"/>		
Street Number	Street Name*	Apt./Suite #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country*	City or Town*	
<input type="text" value="United States"/>	<input type="text"/>	
State*	ZIP Code*	
<input type="text" value="Select"/>	<input type="text"/>	

### Contact


Email Address\*  
  
The Email address you registered for the account cannot be changed at this time.

Daytime Telephone Number\*  
  
123-123-1234


[< Back](#)

[Submit](#)

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### Account Profile

Confirmation

This is a confirmation that USCIS has received your Online Account Profile Information on August 12, 2013.

For your records and convenience, you may want to print this page.

#### ACCOUNT INFORMATION

USCIS Account ID: 336314033996  
Account Type: Document Library Manager  
Your default notification preferences\*: USCIS NOTICES - Paper (Postal Mail)  
NOTIFICATIONS (Alerts) - None


**NOTE:**

\*All official USCIS NOTICES are sent via postal mail.

If you would like to receive USCIS NOTICES Electronically (View Online), or/and receive NOTIFICATIONS (Alerts) via Email/SMS/Text message, please update your communication preferences via View My Profile.

[USCIS ELIS Home](#)

### TIPS



# Document Library Manager – Access Request Screen


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**My Document Library Access Requests** ?

*\* Indicates Required Field*

**View My Access Requests**

Document Library ID	Document Library Name	RC ID	RC Name	Requested Date	Status
---------------------	-----------------------	-------	---------	----------------	--------

**New Access Request**

To create a new Document Library or obtain access to an existing Document Library that you do not already have access to, click on the "New Access Request" button above. When submitting a request for an existing Document Library, please obtain the Document Library Name and ID from a Document Library Manager who has access to the Document Library you wish to access.

**New Access Request**

Regional Center ID\*

Regional Center Name\*

Are you requesting access to an existing Document Library?\* Yes

Document Library ID\*

Document Library Name\*

**TIPS**

# Document Library Manager – Document Library Screens

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**My Document Libraries** ? \* Indicates Required Field

**View My Document Libraries**

Document Library ID	Document Library Name	RC ID	RC Name
<a href="#">DL92545</a>	Mins Franchise Project in LA	WAD59555	LA - Regional Center - Franchise Investment
<a href="#">DL96861</a>	SHAMIN - Hotel In Richmond	WAD58958	LA Regional Center - Hotel

**Enter Document Library Passcode**

Document Library Passcode\*:  
 -  -

Example: GTVXN - IHZIF - CSH3  
(Case Passcode is not case sensitive)

If USCIS grants your Document Library Access Request, you will receive a **Document Library Passcode** via the U.S. Postal Service. Please enter it above and press **Submit** to access your Document Library in the **View My Document Libraries** list. For **privacy** and **security** reasons, you should not share your **Document Library Passcode**.

**TIPS**

My Document Library Access Requests  
My Document Libraries  
View My Messages  
View My Profile



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**ELIS**  
USCIS ELECTRONIC IMMIGRATION SYSTEM

**My Document Library**  
Access Requests

**My Document Libraries**

- Library Overview
- Deal Packages

**View My Messages**

**View My Profile**

**Workspace**

Document Library:  
Foreign Investment - DC - Project 1

RC Name:  
Foreign Investment In DC

RC ID:  
WAC75585555

**Document Library Overview** ?

\* Indicates Required Field

**Foreign Investment - DC - Project 1**

**Manage Folders and Upload Files**

Created By	DLM Test2
Created Date	08/12/2013
Last Updated	08/13/2013
Files	15
Size	4MB
Managers	1

**Document Library Managers**

Name
DLM Test2

**TIPS**

#16



U.S. Citizenship  
and Immigration  
Services

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Manage Document Library - Mins Franchise Project in LA

[Create Folder](#) [Upload Files](#) [Cut](#) [Copy](#) [Paste](#) [Remove](#) [Refresh](#) [Save](#) [Exit](#) [List View](#) [Icon View](#)

ACTIONS

- Select All
- Select None

FOLDERS

- LA Project B
- LA Project A

Mins Franchise Project in LA



LA Project B

LA Project A

[Capture Image](#) [Print Screen](#)



#17

## Upload Instructions

**Acceptable File Standards:** Before you upload your scanned evidence, please make sure that your file is in a proper format. The file should be saved as an image and the name for your document should end with a period (.) and one of the following three letters (.bmp, .doc, .jpg, .pdf, .tif). [List of All Acceptable File Standards](#)

**Password Protection:** Your files should not be password protected. Please remove any password protection before uploading your files into USCIS ELIS.

**Scanned Images:** The size of your scanned document file cannot exceed 60 megabytes (MB). If it is greater than 60 MB, try rescanning the document in Grayscale or decreasing your file size using your computer software. The Grayscale function allows the scanned document to maintain its dimensions (height/width) with minimal distortion. Please do not use your scanner's Black and White function.

**File Size and Image Dimensions:** Your files should not exceed the following size and image dimensions:

1. **Height:** 11 inches
2. **Width:** 11 inches
3. **Image Type:** Grayscale or Color (24-bit Color preferred or lower)
4. **Resolution:** Between 200-300 dots per inch (DPI)

If your files do not meet the requirements above, USCIS ELIS will automatically attempt to properly resize the files for you. If USCIS ELIS cannot resize your files for any reason, your application or petition

Capture Image Print Screen

Cancel

Next

U.S. Citizenship and Immigration Services

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Manage Document Library - Mins Franchise Project in LA

Create Folder Upload Files Refresh Exit List View

ACTIONS

- Select All
- Select None

FOLDERS

- LA Project B
- LA Project A

Upload to Folder "Mins Franchise Project in LA"

Browse ... Remove All Remove Selected

Name	Size	Directory	Modified	Status
PurchaseAgreement.pdf	365.25 KB	C:\Documents ...	2013-04-11 06:12...	not uploaded
US Bank Statement.pdf	83.50 KB	C:\Documents ...	2013-04-12 08:57...	not uploaded
W2 Employee 5.docx	94.10 KB	C:\Documents ...	2013-04-15 02:36...	not uploaded
W2 for Employee 1.htm	14.00 KB	C:\Documents ...	2013-04-11 12:40...	not uploaded

5-6/7 file(s) uploaded. Waiting for server response...

Upload STOP

Cancel Use another Upload Method Done Uploading

#19

Manage Document Library - Foreign Investment - DC - Project 1

STATS  
15 files totaling 4MB

ACTIONS  
Select All  
Select None

FOLDERS  
ABC  
ELIS Forms  
New Folder  
Files  
Sprint Reviews

Upload to Folder "Foreign Investment - DC - Project 1"

File 1:  Browse...

File 2:  Browse...

File 3:  Browse...

File 4:  Browse...

File 5:  Browse...

File 6:  Browse...

Cancel Use another Upload Method Submit Files

# Document Library Manager – Deal Package Screens

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**My Deal Packages** ? **TIPS**

**ELIS** USCIS ELECTRONIC IMMIGRATION SYSTEM

**My Document Library Access Requests**

**My Document Libraries**

- Library Overview
- Deal Packages

**View My Messages**

**View My Profile**

**Workspace**

Document Library:  
Foreign Investment - DC - Project 1


RC Name:  
Foreign Investment In DC

RC ID:  
WAC755855555


**View My Deal Packages**

Deal Package ID	Deal Package Name
<a href="#">b8c34</a>	Sample Deal 1
<a href="#">b8c34</a>	Sample Deal 2


\* Indicates Required Field



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For Doc Lib Name 

### Deal Package

Create Deal Package \* Indicates Required Field

#### Deal Information

Deal ID:   
Deal Name\*: Deals for Project A in LA   
Created By: minrepsat+96@gmail.com   
Created Date: Mon Aug 12 08:32:50 CDT 2013

#### Add Documents to Deal

<a href="#">net-worth-risk.pdf</a>	✘
<a href="#">Escrow Agreement.pdf</a>	✘
<a href="#">Other Purchase of Existing Business Evidence.doc</a>	✘

[Find documents to add to deal](#)

#### Add Investor's to Deal

First name	Last name	email*	Action
<input type="text" value="Shelly"/>	<input type="text" value="Baines"/>	<input type="text" value="Sbaines@gmail.com"/>	✘

[Add Investor](#)

[Save Draft](#) [Cancel](#)

### TIPS

#22

Welcome to Citizenship and Immigration Services - Windows Internet Explorer provided by USCIS

**Documents Added to Deal Package**

+ Add Selected   List View   Icon View   Exit Library

**ACTIONS**

- Select All
- Select None

**FOLDERS**

- Minimum Investment Reqs
  - Mins Documents
    - Sub Folder DIR
  - New Folder
  - ROI Docs

**Mins Franchise Project in LA**

- Minimum Investment Reqs
- New Folder
- ROI Docs
- net-worth-risk.pdf
- Other Purchase of Existing Business Evidence.doc
- Winter.jpg

+ Remove All