

# USCIS Online Account Access

- Members of the public seeking immigration benefits utilize the USCIS Online Account Access information collection to create and login to their USCIS account. The USCIS Online Account maintains identity information and provides authentication services to users interacting with USCIS Service Providers including:
  - myUSCIS
  - Freedom of Information Act (FOIA) Immigration Records SysTem (FIRST)
  - myE-Verify
- USCIS Online Account Access operates at National Institute of Standards and Technology Identity Assurance Level 1 and Authenticator Assurance Level 2.



## Landing Page and Sign In page for existing users



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## Sign In

Email \*

Password \*

[Forgot your Password?](#)

[Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.  
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

## Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



# USCIS Online Account Creation and Login Process



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[Return to Sign in](#)

## Department of Homeland Security Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

[Return to Top](#)

## DHS Privacy Notice

### Authorities

The information requested on this form is collected under the Immigration and Nationality Act, as amended; the Homeland Security Act of 2002 (Public Law 107-296); the e-Government Act of 2002 (Public Law 107-347), the Government Paperwork Elimination Act (Public Law 105-277), and Title 8 of the Code of Federal Regulations (CFR).

### Purpose

The primary purpose of providing the requested information on this form is to create or update your USCIS Online Account, also referred to as MyAccount, to give you access to USCIS's online services.

### Disclosure

The information you provide is voluntary. However, failure to provide information may prevent you from creating a USCIS Online Account, which will limit your ability to access and use USCIS' online services.

### Routine Uses

DHS may share the information you provide on this form with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notice [DHS/ALL-037 E-Authentication Records System of Records] and specific system or program published privacy impact assessments, which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national

Page contents  
linked to under  
“Legal” link on  
landing page



Page contents  
linked to under  
“Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

Authentication Records System of Records) and specific system or program published privacy impact assessments, which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

[Return to Top](#)

## Paperwork Reduction Act Burden Disclosure Notice

An agency may not conduct or sponsor an 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 information collection is estimated at .167 hour per response. This time burden estimation includes the time for gathering the required documentation and information, reviewing the instructions, and completing and submitting the request. Send comments regarding the burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to:

**U.S. Citizenship and Immigration Services**  
**Regulatory Coordination Division, Office of Policy and Strategy**  
**20 Massachusetts Ave. N.W.**  
**Washington, D.C 20529-2140**

OMB Control No. 1615-0122.  
Expiration Date: 8/31/2018

Do not mail your completed request to this address.

[Return to Top](#)

## Terms of Use - U.S. Citizenship and Immigration Services Online Electronic Immigration System

This document contains the **Terms of Use** (“**Terms**”) for the U.S. Citizenship and Immigration Services (USCIS) online electronic immigration system accessed using established portals, such as myAccount access page, or its successor. You should read these **Terms** in their entirety and acknowledge that by creating an account or accessing or attempting to access systems and services available online through myAccount, or its successor, that you have read, understand, and agree to comply with these **Terms** in order to access and use any or all of these systems. The **Terms** apply to every individual and user, including attorneys and accredited representatives acting on behalf of a business, corporation, limited partnership, limited liability company, or other legal entity, and any employees of such entities, who accesses, uses, or creates an online account in USCIS’ electronic immigration system and information technology resource, which includes the network, application, managed access developer portal, external drives that upload, process, store, receive or transmit information.

USCIS’ electronic immigration system is an online, account-based system that allows users to submit requests for immigration benefits and certain immigration services, as well as view certain applications, petitions, and requests; receive electronic notification of USCIS notices and decisions; confirm employment eligibility and lock employment eligibility information against misuse; submit Freedom of Information Act (FOIA) and Privacy Act requests; receive real-time status updates on pending cases and work eligibility; and use defined roles to access certain technical specifications within designated interface portals. USCIS’ electronic immigration system allows individuals, attorneys, accredited representatives, and other authorized users to conveniently and securely set up and manage online accounts; electronically submit certain applications, registrations, petitions, or requests and supporting documents; receive and respond to USCIS notices, requests for evidence, and decisions electronically; and pay filing fees, biometric services fees, registration fees, and immigrant fees. Periodically, USCIS will release additional functionality that will allow individuals, attorneys, and accredited representatives to perform additional functions online, which may include, paying service and processing fees, filing motions to reopen or reconsider, submitting program registrations, engaging in technical integration capabilities with programming interfaces, exposed data, and content management systems

## Page contents linked to under “Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

functions online, which may include, paying service and processing fees, filing motions to reopen or reconsider, submitting program registrations, engaging in technical integration capabilities with programming interfaces, exposed data, and content management systems, paying administrative appeal fees, confirming employment eligibility, obtaining FOIA or Privacy Act responses, and requesting fee waivers online.

These **Terms** require that you use this system only to perform lawful immigration-related functions and to communicate with the Department of Homeland Security (DHS) and any component thereof, including USCIS. The **Terms** detail the laws, policies, and procedures you must abide by when using the system to submit any application, petition, registration, or request to USCIS, submit technical programming interface data, access exposed data content, or communicate with DHS and/or USCIS. The **Terms** also detail what actions are prohibited when using the system and the penalties for misuse.

By accessing or using this system, you are legally bound by the terms and conditions noted below. If you do not agree with any provision of these **Terms** then you may not access USCIS' online electronic immigration system for any purpose including, but not limited to, creating an account, filing an application, petition, registration, or request, paying a filing and/or biometric services fee, paying a registration fee, checking a status online, confirming employment eligibility, and requesting assistance with access, use or technical issues associated with the USCIS online electronic immigration system, engaging in technical integration with: programming interfaces, exposed data, and content management systems, or managed technical access to the developer portal. Any violation of these **Terms** may result in immediate suspension or termination of any access provided to the USCIS online electronic immigration system and may result in administrative or civil actions as allowed by law, or criminal prosecution.

### I. Governing Laws

- These **Terms** are governed and construed in accordance with the laws of the United States. Any failure by DHS or any component thereof, including USCIS, to enforce any provision in the **Terms** will not be considered a waiver of any privileges, immunities, or rights provided under applicable Federal, state, and foreign laws. These **Terms** do not create any right or benefit, substantive or procedural, for any individual or entity.
- If any provision of these **Terms** is held to be invalid or unenforceable by a court of law, the remaining provisions of these **Terms** shall be severable from the invalid or unenforceable provision and will remain in effect.
- To the extent permitted by law, USCIS disclaims all warranties whether express or implied, including the implied warranties of merchantability, fitness, for a particular purpose, title, and non-infringement. Accordingly, our liability shall be limited to the fullest extent permitted by applicable law, and under no circumstance will we be liable to participants or others for any lost profits, revenues, information, or data, or consequential, special, indirect, exemplary, punitive, or incidental damages arising out of or related to participation and use of the services and program accessed online using USCIS myAccount, or its successors.

### II. Trademarks and Logos

- DHS is the trademark owner and authorized user of the myAccount name and logo and the name and logo of the various systems accessible from this portal, including, but not limited to, myUSCIS, FIRST, E-Verify and myE-Verify, 3PI, and all successors. Users may not use these trademarked items without the prior written consent of DHS.
- Nothing in these **Terms** shall be interpreted as authorization to use the official seal, insignia or other visual identities of DHS, USCIS, E-Verify, myE-Verify, FIRST, myUSCIS, USCIS ELIS, myAccount, 3PI, or any other DHS or USCIS service or system, (for example, myE-Verify Self Check). Participants shall not use the DHS, USCIS, FIRST, myUSCIS, USCIS ELIS, myAccount, E-Verify, myE-Verify or Self Check seal, insignia, or other visual identities in any manner to imply endorsement of any commercial product or activity by DHS, USCIS, E-Verify, myE-Verify or the United States government. Use of these seals, insignia or other visual identities without authorization violates federal law (See, 18 U.S.C. §§ 506, 701, 1017). Creation of an online account and use of these systems and services or the receipt of information from any USCIS portal does not grant any licenses to copyrights, patents, any other intellectual property rights, or the rights to any of the materials on the site or sites or materials accessed by use of the site. Users warrant that none of the information provided to participate in or use the USCIS online electronic immigration system (including an individual, unique e-mail address) infringes any copyright or the intellectual property rights of any third parties.

# Page contents linked to under “Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

none of the information provided to participate in or use the USCIS online electronic immigration system (including an individual, unique e-mail address) infringes any copyright or the intellectual property rights of any third parties.

### III. Rules of Behavior

The Rules of Behavior (RoB) noted below are consistent with the purpose of USCIS' online electronic immigration system.


- I understand that any access granted to me by DHS or any component thereof, including USCIS, for use of USCIS' electronic immigration system is based on my need to perform specific online tasks and activities related to the managed technical access to the developer portal, configurations of programming interfaces, or other specifically permitted access, preparation and filing of requests for immigration benefits and services (such as, applications, petitions, registrations, and payment of various fees), relief from removal (such as, requests filed with USCIS by aliens in exclusion, deportation, or removal proceedings), obtaining or verifying legal status, administrative appeals, motions to reopen or reconsider any rendered decisions, legal status, confirmation of employment eligibility, FOIA or Privacy Act response or other associated relief, benefit, or service.

#### I agree to the following:

##### A. Use

###### 1. Online Account Holders

- I will only use USCIS' electronic immigration system as designed and to perform authorized U.S. immigration-related functions and communicate with DHS and USCIS.
- I will not create an online account unless I am at least 14 years of age. In the event I am under 14, a parent or legal guardian must create an online account in their own name in order to file applications, petitions, check the status of a case or request submitted on my behalf, or submit other appropriate requests or engage in other authorized use.
- I will only use USCIS' electronic immigration system for official DHS or USCIS-related communications, notices, responses, or correspondence in relation to any immigration application, petition, registration, or request; request for legal status or deferred action; relief from removal proceedings; request for advance parole or employment authorization; confirmation of employment eligibility; request a FOIA or Privacy Act response; payment of filing fees, biometric services fees, premium processing fees, payment of registration fees, motions to reopen or reconsider or administrative appeal fees, payment of immigrant fees or for filing a request for a fee waiver; access to the developer portal; or for authorized review and configuration of technical programming interface products.
- I will abide by all applicable laws and regulations that pertain to the submission of an application, petition, registration, or request to USCIS; request for legal status or deferred action; relief from removal proceedings; request for advance parole or employment authorization; confirmation of employment eligibility; payment of filing fees, biometric services fees, premium processing fees, registration fees, request for FOIA or Privacy Act response motions to reopen or reconsider or administrative appeal fees, and/or immigrant fees or for filing requests for a fee waiver online.
- I will also submit any requests for immigration benefits under penalty of perjury and with a certification that I understand the contents of the filing and supporting documents submitted with any filing.
- I will abide by all applicable laws and regulations related to the access and use of any DHS or USCIS government computer system, including USCIS' online electronic immigration system, designated for the filing, adjudication, communication on any application, petition, registration, or request for an immigration benefit; request for legal status or deferred action; request for advance parole or employment authorization; confirmation of employment eligibility; request for a FOIA or Privacy Act response; payment of filing fees, biometric services fees, premium processing fees, registration fees, other service fees, motions to reopen or reconsider or administrative appeal fees, payment of immigrant fees or for filing requests for a fee waiver online; or for authorized review and configuration of technical programming interface products.
- I understand that DHS reserves the right to monitor usage and activity on the USCIS online electronic immigration system. DHS may view or scan any file stored on the electronic immigration system. I understand that DHS maintains a right to access the



## Page contents linked to under “Legal,” cont’d




**U.S. Citizenship  
and Immigration  
Services**

- review and configuration of technical programming interface products.
- I understand that DHS reserves the right to monitor usage and activity on the USCIS online electronic immigration system. DHS may view or scan any file stored on the electronic immigration system. I understand that DHS maintains a right to access the contents of any stored data on the USCIS online electronic immigration system at any time, for any purpose, including the enforcement of the immigration laws and any laws related to the access and use of government systems. All electronic activity on the USCIS online electronic immigration system may be inspected and is subject to monitoring without additional notice, as deemed necessary, and to the full extent, unless expressly prohibited by applicable statutes. I understand that the use of USCIS' online electronic immigration system constitutes my consent to collection, monitoring and auditing of my use of USCIS' online electronic immigration system, by DHS and any of its components and by any Federal, state or local law enforcement entity, for implementation, adjudication, investigation, and enforcement of the immigration and criminal laws. This does not abrogate any limitations on information disclosure specified under any system of records notice governing access and use of DHS systems.
- I understand that I must create, provide, and maintain the security of my unique online account, account password, authentication code, other log-in and account creation features and requirements, as well as the answers to security questions for password reset.
- I understand that to access or use USCIS' online electronic immigration system, I must use valid credentials to access an account I am authorized to access by DHS or USCIS. I agree to use my online account for the purpose for which it was created and in the manner it was designed. I agree to use a valid personal and personally-controlled, unique email address or username and other required authentication credentials with each online access attempt and session. I agree to use a valid unique, online account password and the generated access passcode delivered by email or SMS ("Short Message Service"), MMS (Multi-Media Message Service) text message, or any other provided authentication credential intended for access to and use of USCIS' online electronic immigration system. I agree that each individual user, including legal representatives and authorized agents, should have an individual, unique email address and online account password for their account. Each online account is used to certify that any information submitted in the online electronic immigration system is true and correct, and that the electronic signature shall be considered an affirmation, under penalty of perjury, that any such information submitted, was submitted with full knowledge, intent, and understanding, or, if represented, was expressly agreed to and authorized by my legal representative or the company's legal representative, in the event of registration or certain select services and processes.
- I agree to use my personal online account solely for filing a request for myself or, in the case of attorneys and accredited representatives, on behalf of an individual client or corporate entity, as applicable. In the case of account holders who are authorized and registered to participate in the developer community of users, I agree to use my personal online account solely to access the managed developer portal and in compliance with my assigned user role and permissions. When using a registration account, or account type such as an applicant, petitioner, requestor, or legal representative account, I agree to use the account I created solely to submit required registrations or other required submissions that I am authorized to submit to USCIS on behalf of an employer, agent, or other authorized individual or entity. In the instance of submitting requests on behalf of minor children, incapacitated or disabled individuals, if requested by DHS or USCIS, I agree to provide proof of authority such as guardianship orders, proof of recognized family relationship, or other required information and evidence.
- I am responsible for safeguarding my unique credentials associated with my online account, including my unique email address associated with my online account, username, account password, and passcode and not disclosing it to any other person. I understand that, as a USCIS' online electronic immigration system account holder and user, I am the only person authorized to use my access credentials to access my assigned online account in USCIS' online electronic immigration system.
- If my online account has been compromised in any way. I will notify USCIS immediately, by either calling the Contact Center at 800-375-5283 or sending USCIS an electronic message as instructed on the uscis.gov website.
- My identity will be tied to my access credentials and the USCIS online electronic immigration system account to which I have requested and been granted access. I understand that my ability to electronically sign and submit applications, petitions, registrations, or various requests, including submissions of technical configurations, is directly tied to my USCIS online electronic immigration system account. I understand that my legal representative, if any, will be able to submit an application, petition, or request on my behalf after I have expressly agreed to his or her representation and authorized him or her to file requests with DHS or any of its components. If submitting registrations or other authorized submissions as an authorized official for a company or other organization or entity using a registration account or other specialized account, I agree that I can only do so if I have obtained express authorization from the company, organization, or entity to submit registrations or other authorized submissions.







## Page contents linked to under “Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

other organization or entity using a registration account or other specialized account, I agree that I can only do so if I have obtained express authorization from the company, organization, or entity to submit registrations or other authorized submissions.

### 2. Attorney and Accredited Representative Online Account Holders

If I am an attorney or accredited representative seeking to represent, representing, or submitting an application, petition, registration, or request to USCIS on behalf of an applicant, petitioner, beneficiary, or requester seeking an immigration benefit, immigration service, legal status or deferred action; relief from removal proceedings; advance parole or employment authorization; confirmation of employment eligibility; payment of filing fees, biometric services fees, payment of premium processing fees, payment of registration fee, submitting motions to reopen or reconsider or administrative appeal fees, and/or immigrant fees or for filing requests for a fee waiver, or any other tasks or action on the USCIS online electronic immigration system, I will:


- Abide by the rules of professional conduct prescribed under section 292 of the Immigration and Nationality Act (8 U.S.C. 1362) and Title 8 of the Code of Federal Regulations, parts 292 and 1003.
- Timely submit a signed Notice of Entry of Appearance as Attorney or Accredited Representative, Form G-28, in the manner and format, designated by USCIS, to notify USCIS of my appearance as an Attorney or Accredited Representative on behalf of the applicant, petitioner, beneficiary, registrant or requester.
- Ensure that when representing an individual person, each client I represent has created his or her own online account, with unique credentials pertinent to the established account, such as an email address, username, and online account password and that each client I represent can access, review and personally electronically sign his or her application, petition, or request I have prepared on his or her behalf in USCIS' online electronic immigration system, through their own personal unique account.
- Only create, access, and use the representative online account, authorized by DHS and USCIS, for interaction with USCIS' online electronic immigration system, to prepare an application, petition, request, registration, or submit fee payments or registration payments on behalf of my client and to electronically sign the designated form notifying USCIS of my appearance as my client's online attorney or accredited representative.
- Be responsible for the proper protection and disclosure of any personally identifiable information (PII) to USCIS via USCIS' online electronic immigration system. Any potential improper disclosure of PII that occurs as the result of my intended or inadvertent misuse of USCIS's online electronic immigration system is my responsibility to disclose and remedy. At its discretion, USCIS may notify me and/or my clients in the event of a suspected improper disclosure of PII.

### B. Prohibitions

#### 1. Online Account Holders

If I am an individual seeking to file an application, petition, registration, request, or appeal through USCIS' online electronic immigration system for any immigration benefit, immigration service, legal status or deferred action; relief from removal proceedings; advance parole or employment authorization; confirmation of employment eligibility; receipt of FOIA or Privacy Act response; payment of filing fees, biometric services fees, premium processing fees, registration fees, immigrant fees, motion or appeal filing fees, filing requests for a fee waiver online, any other service fee or benefit request, or if I am engaging in authorized review and configuration of technical programming interface products, managed technical access to the developer portal, content management systems, or other specifically permitted access, I agree that I will not:

- Access any user accounts, data stores, systems, applications, form types, backend data, or technical programming interfaces to which I have not been granted access and that are not expressly authorized for access to or use by me by DHS or USCIS, or create any online account if I am under the age of 14.
- Attempt to bypass access control, monitoring, or auditing measures instituted by DHS or USCIS to ensure the integrity and security of U.S. government systems, including USCIS online electronic immigration system.
- Use anyone else's online account, secure account password, authentication credentials or answers to security questions for password reset to access or use USCIS's online electronic immigration system.
- Share my email address, username, secure account password, online access code, or any other user identification or



## Page contents linked to under “Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

password reset to access or use USCIS's online electronic immigration system.

- Share my email address, username, secure account password, online access code, or any other user identification or authentication credential used to access USCIS's online electronic immigration system with anyone else for their own use in the USCIS online electronic immigration system.
- Authorize another person to log into, access, or use my USCIS online electronic immigration system account.
- Allow or permit another person or legal entity to electronically sign any application, petition, registration, or request for me and that I am required to personally, electronically sign any application, petition, registration, or request that I am submitting unless I am mentally incompetent, have a legally designated guardian or surrogate, or am a minor child under 14 years of age.
- Allow another person, attorney, accredited representative, company, legal entity, organization, or authorized agent acting on behalf of a company, legal entity, corporation, partnership, or other organized business, to setup or manage my online individual account, secure account password, authentication credentials or answers to security questions for password reset to access USCIS' online electronic immigration system on my behalf as an individual applicant, petitioner, registrant, requestor or technical contributor. Exceptions apply to a legal guardian, parent (if requestor is of minor age), or other agent expressly authorized and permitted to act on behalf of another individual by DHS or USCIS.
- Use my USCIS online electronic immigration system account or individual authentication credentials to file or electronically sign an application, petition, registration, or request for someone other than myself, confirm employment eligibility, submit or access technical programming interface data without permission, or file or electronically sign an application, petition, or request for more than one person, unless I am acting as that person's legal guardian, parent, or acting pursuant to a lawful grant of power of attorney on that person's behalf as recognized and authorized by DHS or USCIS.

### 2. Attorneys and Accredited Representatives Online Account Holders


If I am an attorney or accredited representative seeking to represent, representing, or submitting an application, petition, registration, request, or appeal on behalf of an applicant, petitioner, beneficiary, or requester seeking an immigration benefit, legal status or deferred action; relief from removal proceedings; advance parole or employment authorization; confirmation of employment eligibility; receipt of FOIA or Privacy Act response; payment of filing fees, biometric services fees, premium processing fees, registration fees, immigrant fees, motion or appeal fees, filing requests for a fee waiver online, or any other service fee or benefit request I agree that:

- I cannot act or appear on behalf of an applicant, petitioner, requester, employer, or agent until after he or she has consented to my representation pursuant to 8 CFR 292.4 and has personally executed his or her signature on all required documentation.
- I will not file an application, petition, request, registration, or other submission in USCIS' online electronic immigration system until I notify USCIS of my appearance as an attorney or accredited representative on behalf of the applicant, petitioner, or requester I seek to represent, and this notice is appropriately submitted to DHS or USCIS in accordance with laws and regulations.
- I will not electronically sign an application, petition, request, or registration for an applicant, petitioner, registrant or requester in USCIS' online electronic immigration system. I acknowledge that it is the duty of my client to sign the application, petition, registration, or request under penalty of perjury, certifying that he or she understands the contents of the filing and supporting documents submitted with any filing.
- I will not allow different applicants, petitioners, registrants, or requesters to use or share the same online account or to be linked or granted access to a USCIS' online electronic immigration system account that is not theirs and associated to their individual unique authentication credentials.
- I will only use the authorized representative online account that I created to access and use USCIS' online electronic immigration system or obtain any information contained therein.
- I will not access USCIS's online electronic immigration system using an applicant's, petitioner's, registrant's, or requester's online account or perform any actions under cover of applicant's, petitioner's, registrant's, or requester's online account, including executing any required electronic signatures.

### 3. Legal Entities, Corporations, Partnerships, Companies, Organized Business, and Agents Acting on Behalf of Such Entities

If I am an authorized official or agent acting on behalf of a company, legal entity, corporation, partnership, or other organized business, including, but not limited to the preparation of applications, petitions, requests, registrations, or other submissions, or





## Page contents linked to under “Legal,” cont’d



**U.S. Citizenship  
and Immigration  
Services**

If I am an authorized official or agent acting on behalf of a company, legal entity, corporation, partnership, or other organized business, including, but not limited to the preparation of applications, petitions, requests, registrations, or other submissions, or providing interpretation or translation services for the filing or submission of an application, petition, request, registration, or other submission, including submissions of technical configurations, and programming interface data with the DHS or any component thereof, including USCIS, U.S. Customs and Border Protection, and U.S. Immigration and Customs Enforcement, I agree that:

- I may not file any application, petition, request, registration, or other submission with DHS or any component thereof, including USCIS, without the express consent of the applicant, petitioner, registrant, or requester.
- I must abide by all Federal, state, and local laws governing the authorized practice of law and prohibiting the unauthorized practice of law in the jurisdiction in which the company, legal entity, corporation, partnership, or other organized business or authorized agent acting on behalf of a company, legal entity, corporation, partnership, or other organized business, resides, has a physical presence, conducts business, or authorizes transactions involving any interactions with USCIS, DHS, or any component thereof.

### C. Protect Personally Identifiable Information (PII) – (Applicable to All Users)

- I understand, for the purpose of accessing USCIS' online electronic immigration system, that I may be handling or uploading documents or data that contain PII, and I affirm that I will adhere to all privacy laws and rules governing the safeguarding and use of PII.
- I agree to safeguard PII information from accidental, unintentional, or unauthorized disclosure at any time and to any person not authorized to have access to such information.

### D. Incident Reporting – (Applicable to All Users)

- I will cooperate willingly with DHS or USCIS on any investigation of any privacy, security, or cyber incidents and, if directed by DHS or USCIS, I will voluntarily relinquish all access to and use of USCIS online electronic immigration system during the period of investigation and/or law enforcement action in response to such incidents.
- If my online account has been compromised in any way, I will notify USCIS immediately, by either calling the Contact Center at 800-375-5283 or sending USCIS an electronic message as instructed on the [uscis.gov](http://uscis.gov) website.

### E. Penalties for Misuse – (Applicable to All Users)

- I understand that any violation of these **Terms** may result in immediate suspension or termination of my access to USCIS online electronic immigration system and may subject me to administrative or civil actions as allowed by law, or criminal.
- I agree that I may be held accountable for my actions or inactions that result in any DHS or USCIS computer security incident, privacy incident, or computer security violation. This includes the possibility of immediate suspension or termination of my access to USCIS online electronic immigration system, administrative or civil actions as allowed by law, or criminal prosecution.

## IV. Termination of Access or Use of USCIS' Online electronic immigration System

- USCIS, in its sole discretion, may suspend or terminate account access to and use of USCIS online electronic immigration system immediately, without prior notice.
- USCIS also will suspend or terminate service if USCIS determines there has been a privacy or security breach, misuse of the system, or breach in the **Terms** by any user.
- USCIS reserves the right to reinstate or restore service to any specific user after USCIS has made a determination, in its discretion, that restoration or reinstatement of service is warranted.

## V. Links to Other Web Sites

- USCIS' online electronic immigration system may contain links to third party web sites or services that are not owned or controlled by



## Page contents linked to under “Legal,” cont’d

or breach in the **Terms** by any user.

- USCIS reserves the right to reinstate or restore service to any specific user after USCIS has made a determination, in its discretion, that restoration or reinstatement of service is warranted.

### V. Links to Other Web Sites

- USCIS’ online electronic immigration system may contain links to third party web sites or services that are not owned or controlled by DHS or USCIS. These may include federal, state, and local government websites of the United States, and may also include websites owned and operated by private entities.
- USCIS has no control over, and assumes no responsibility for the content, privacy policies, or practices of any third party web sites or services. I acknowledge and agree that USCIS shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services. DHS and USCIS strongly advise individuals who intend on accessing USCIS’ online electronic immigration system and third party websites to read the terms and conditions and privacy policies of any third party web sites or services.

### VI. Changes to Terms of Use

- USCIS reserves the right, at its sole discretion, to modify or replace these **Terms** at any time.
- By continuing to access or use USCIS’ online electronic immigration system after updated revisions become effective, I agree to be bound by the revised **Terms**.
- If I do not agree to the new **Terms**, I agree not to access USCIS’ online electronic immigration system for any purpose including, but not limited to, creation of an online account, filing of an application, petition, registration, or request, paying a filing and/or biometric services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

### VII. Acknowledgment

I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

[Return to Top](#)

[Return to top](#)

[FOIA Requests](#)

[myE-Verify](#)

[myUSCIS](#)



**U.S. Citizenship  
and Immigration  
Services**



**U.S. Citizenship  
and Immigration  
Services**



[Contact USCIS](#)

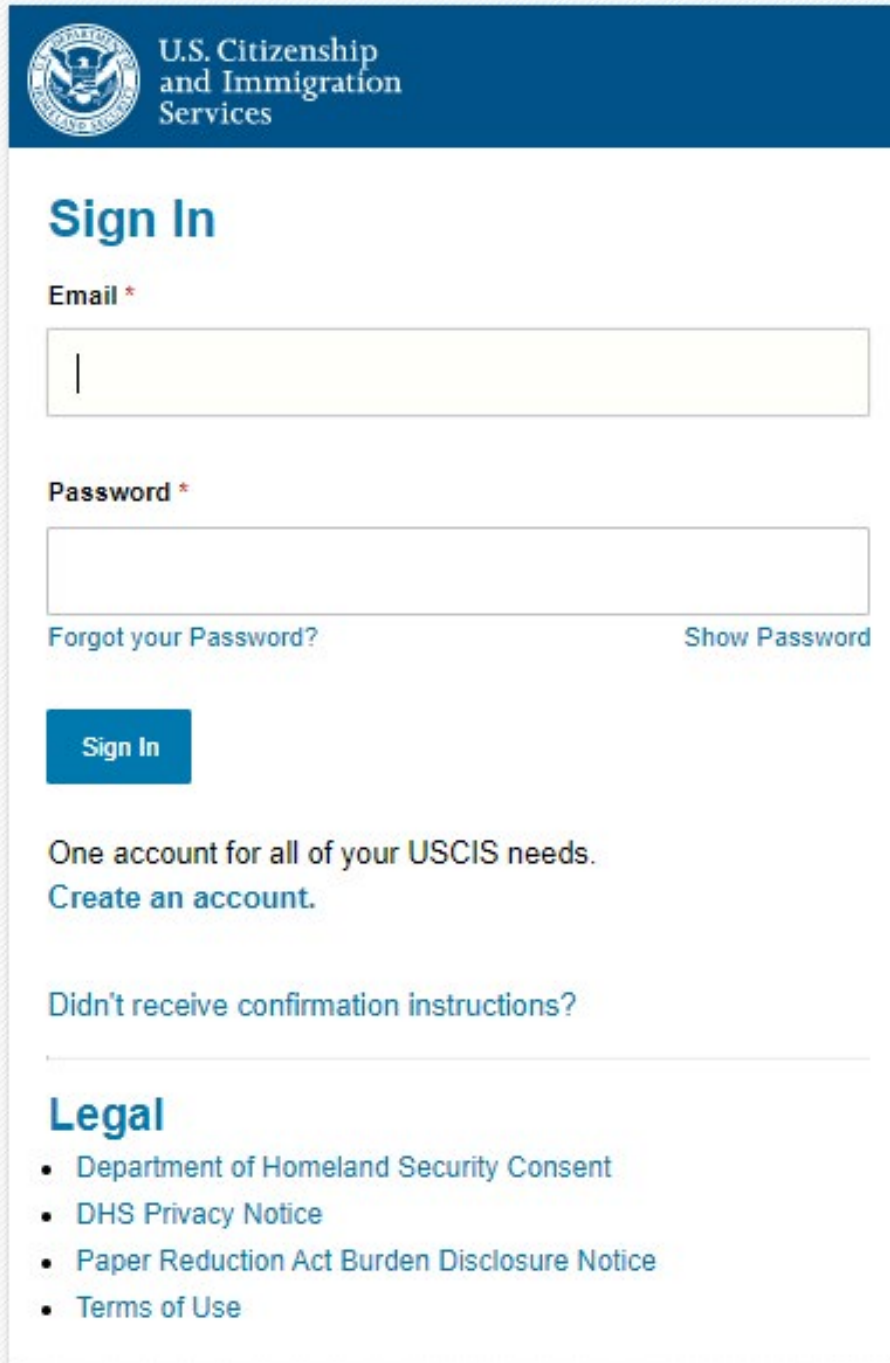


**U.S. Citizenship  
and Immigration  
Services**

## For existing users:

Sign In page

To log in to an existing account, user enters email address + password

A screenshot of the USCIS Sign In page. The page has a dark blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the word "Sign In" is displayed in a large, bold, blue font. There are two input fields: "Email \*" and "Password \*". Below the password field, there are two links: "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. At the bottom of the sign-in section, there is a paragraph: "One account for all of your USCIS needs. [Create an account.](#)" and a link: "Didn't receive confirmation instructions?". Below this is a horizontal line, followed by the word "Legal" in a bold blue font. Under "Legal", there is a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

U.S. Citizenship  
and Immigration  
Services

## Sign In

Email \*

Password \*

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

[Sign In](#)

One account for all of your USCIS needs.  
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

---

### Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

## For existing users:

Verification Code page

User provides Two-Step  
Verification code (provided  
via email, SMS, or  
Authentication App)

User is logged-in and  
directed to originating SP  
or USCIS Online Account  
Access dashboard



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and Immigration  
Services

Please enter your verification code to continue.

## Enter your verification code

If you have lost access to your authentication  
device, enter your backup code instead, or [Contact  
Us](#).

Secure verification code from your authentication  
app \*

Submit



U.S. Citizenship  
and Immigration  
Services

## For new users:

Sign Up page (for new account creation)

User provides email address, entering it twice for confirmation

Email sent to the provided email address; user must click on the unique link provided to continue account creation



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Services

## Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email \*

Email confirmation \*

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

Sign Up

Already have an account?

[Sign In](#)

## Legal

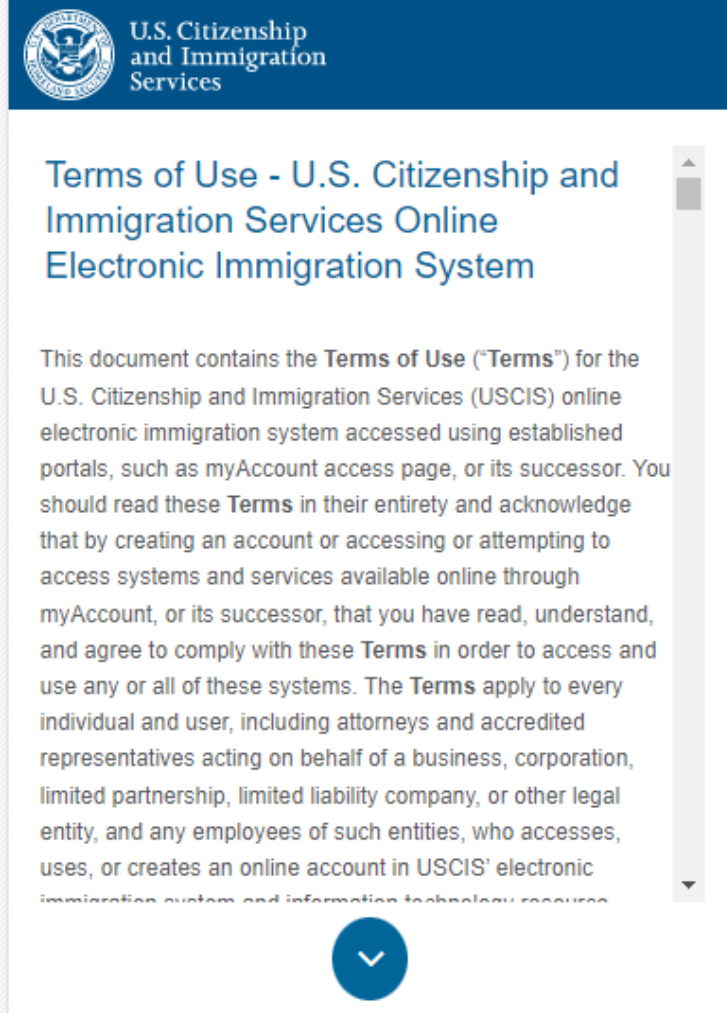
- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

**For new users:**

Terms of Use page

User scrolls down to read terms of use and clicks I Agree button

*(See full text of TOU in slides 4-12)*

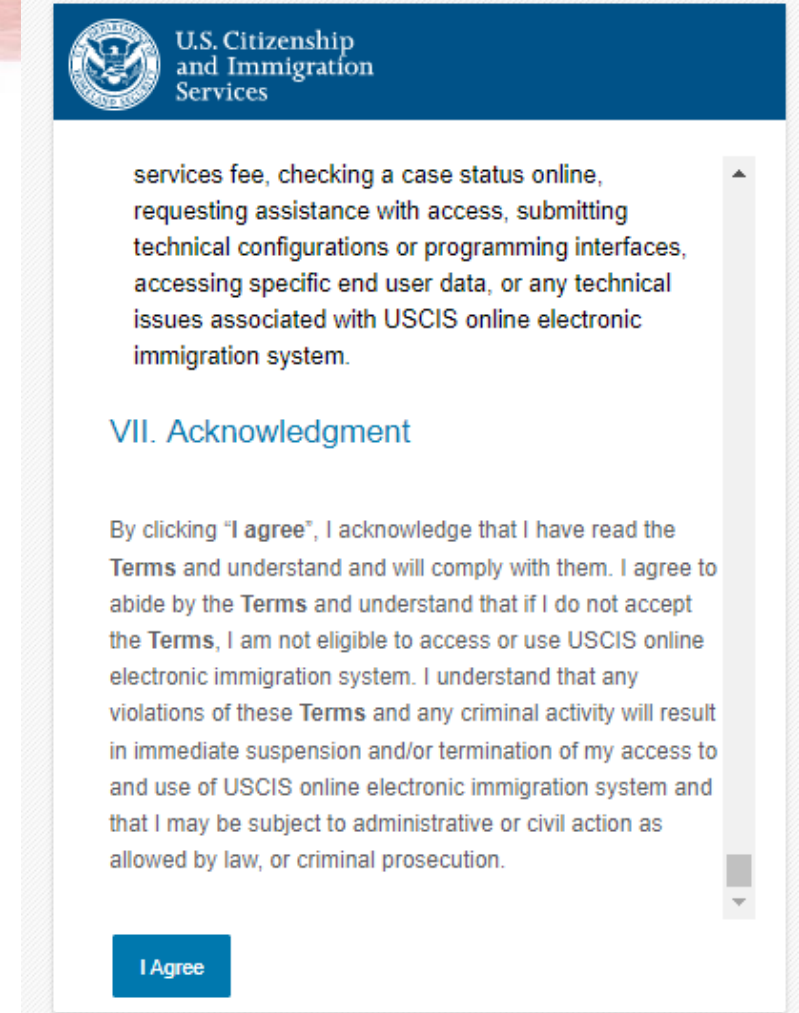


U.S. Citizenship and Immigration Services

## Terms of Use - U.S. Citizenship and Immigration Services Online Electronic Immigration System

This document contains the Terms of Use ("Terms") for the U.S. Citizenship and Immigration Services (USCIS) online electronic immigration system accessed using established portals, such as myAccount access page, or its successor. You should read these Terms in their entirety and acknowledge that by creating an account or accessing or attempting to access systems and services available online through myAccount, or its successor, that you have read, understand, and agree to comply with these Terms in order to access and use any or all of these systems. The Terms apply to every individual and user, including attorneys and accredited representatives acting on behalf of a business, corporation, limited partnership, limited liability company, or other legal entity, and any employees of such entities, who accesses, uses, or creates an online account in USCIS' electronic immigration system and information technology resources.

I Agree



U.S. Citizenship and Immigration Services

services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

### VII. Acknowledgment

By clicking "I agree", I acknowledge that I have read the Terms and understand and will comply with them. I agree to abide by the Terms and understand that if I do not accept the Terms, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these Terms and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree





**For new users:**  
Create password page

User creates a password,  
entering it twice for  
confirmation

Click Password Tips for  
additional information

User clicks Submit to  
continue



**U.S. Citizenship  
and Immigration  
Services**

The screenshot shows the top of the U.S. Citizenship and Immigration Services website. The header is dark blue with the agency's logo and name. The main heading is "Create a Password". Below it is a horizontal line. A text block states: "Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis." There is a "Password Tips" button. Below that is a "Password" label and an empty text input field. To the right of the input field is a "Show Password" link. Below the input field is a password strength indicator consisting of five segments, with the first three filled. The text "Password strength:" is to the left of the indicator. Below the strength indicator is a "Password confirmation" label and another empty text input field. To the right of this input field is another "Show Password" link. At the bottom of the form is a blue "Submit" button.



This screenshot shows the same "Create a Password" page as the previous one, but with a "Password Tips" modal window open. The modal is white with a dark border and contains the text: "The longer and more unusual your password is, the harder it is to guess. Avoid using common phrases or passwords from other online accounts such as banks, email or social media." There is a blue "Close" button in the top right corner of the modal. The background page is dimmed. The "Password" and "Password confirmation" input fields now contain a series of dots. The "Password strength" indicator shows three green segments and two grey segments, with the text "Password strength: Good" below it. The "Submit" button is visible at the bottom of the page.



**For new users:**

**Two-Step Verification  
method selection page**

**User has choice to utilize  
one of three options to  
receive a verification  
code every time they log  
in**



**U.S. Citizenship  
and Immigration  
Services**



**U.S. Citizenship  
and Immigration  
Services**

Your email address has been successfully confirmed.

## 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**



# Authentication App option

Details available when user clicks “What is an authentication app?” button

**Using an Authentication Application**

Authentication apps generate security codes for signing into sites that require a high level of security. You can use these apps to get security codes even if you don't have an internet connection or mobile service.

If you choose to utilize this option for setting up a two-step verification on your account, you will need to download and install an authentication app on your device. You can use most Time-Based, One-Time Password (TOTP) apps.

Here are a few options to get you started:

- Android options: [Authy](#), [Google Authenticator](#), [Microsoft Authenticator](#).
- iOS options: [Authy](#), [Google Authenticator](#), [Microsoft Authenticator](#).

[Close](#)



**U.S. Citizenship  
and Immigration  
Services**

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](#)



## Authentication App option

User scans QR code with  
mobile device camera  
using Authentication App  
as described in previous  
screen



Your two-step verification method has been set.

### Enter your verification code

You requested to use an authentication app to generate a secure verification code to log into your USCIS account.

An authentication app is a mobile security application that generates secure verification codes. You can use any authentication app you prefer.

Scan this QR code with your app. If you can't use the QR code, [enter this text code](#) instead.



Please enter the secure verification code from your authentication application.

Need [help?](#)

Secure verification code from your authentication app \*

Submit



## Authentication App option, continued

Link to “enter this text code” instead shows alphanumeric key for manual entry if needed



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and Immigration  
Services

### App Authentication Manual Entry

Email: rachel6122b@mail.com

Key: QOB5VP SIPMR4N7MGDQVPH SIC5JXT6NMU

Close

An authentication app is a mobile security application that generates secure verification codes. You can use any authentication app you prefer.

Scan this QR code with your app. If you can't use the QR code, [enter this text code](#) instead.



Please enter the secure verification code from your authentication application.

Need [help?](#)

Secure verification code from your authentication app \*

Submit

[Cancel](#)

## Authentication App option, continued

Link for “Need help?” expands to display help text

User enters code provided by app + clicks Submit



U.S. Citizenship and Immigration Services



Please enter the secure verification code from your authentication application.

Need [help?](#)

What is a QR code?

A QR code stores URLs and other information in a series of black and white squares that are read by your smartphone camera.

If you see the "Password is invalid." message, please verify:

- You are using the 6-digit numeric verification code associated with your authentication app account.
- You enter the 6-digit numeric verification code exactly as shown.

If you had a previous QR code for this account, try deleting it, and rescan the QR code on top of this page using your authentication app. It is possible your app is not time synced correctly. Please refer to your app for troubleshooting tips.

Secure verification code from your authentication app \*

Submit

[Cancel](#)





Your email address has been successfully confirmed.

## 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.

If you select to receive text messaging notification to a U.S. mobile phone number listed in your account and accept these terms and conditions, you acknowledge that Standard Messaging Rates or other charges related to these notifications may apply.

**Mobile Number**

Submit

## SMS Text Message option

User must provide a mobile phone number if this option is selected



## SMS Text Message option, cont'd

User enters code sent via text  
+ clicks Submit



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and Immigration  
Services



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and Immigration  
Services

Your two-step verification method is selected. Please confirm that it works.

### Enter your verification code

A verification code has been sent to +1 (555) 555-5555. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you are setting up a new phone number, try [entering it again](#).

If you have lost access to +1 (555) 555-5555, enter your backup code instead, or [Contact Us](#).

Secure verification code \*

Submit



## Email option



**U.S. Citizenship  
and Immigration  
Services**



**U.S. Citizenship  
and Immigration  
Services**

Your email address has been successfully confirmed.

## 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.

Submit

Your two-step verification method is selected. Please confirm that it works.

## Enter your verification code

A verification code has been sent to rachel6122b@mail.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to rachel6122b@mail.com, enter your backup code instead, or [Contact Us](#).

Secure verification code \*

Submit

## Email option, cont'd

User enters code sent to email address + clicks Submit

## For new users:

Backup Code page

User is encouraged to save the provided backup code, which will allow them to access their account if they lose access to their two-step verification method

### Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

**Your backup code is: 76f4b8587f**

Export As PDF

Proceed



U.S. Citizenship  
and Immigration  
Services

## For new users: Password Reset Answers

User provides  
responses to  
questions used to  
reset password

### 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

Question #4



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**For new users:**  
Password Reset  
Answers, cont'd



**U.S. Citizenship  
and Immigration  
Services**

Question #3

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

Question #3 Response

Question #4

What was the first team sport you played? ▼

Question #4 Response

Question #5

What is the first city you visited without your parents? ▼

Question #5 Response

Submit

## USCIS Online Account Access Dashboard

User only sees this page if they did NOT initiate signup/login from one of the three integrated USCIS Services

### Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service

myUSCIS

Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).



U.S. Citizenship  
and Immigration  
Services

## Edit Account page

Accessible from  
Dashboard or from  
myUSCIS Account  
Settings section

### Edit Account

Primary Email	rachel6122b@mail.com	<a href="#">✎ Edit</a>
Recovery Email	None	<a href="#">✎ Edit</a>
Change Password	*****	<a href="#">✎ Edit</a>
Two-Step Verification	Primary Email	<a href="#">✎ Edit</a>
Mobile Phone	None	<a href="#">✎ Edit</a>
Password Reset Questions		<a href="#">✎ Edit</a>
Backup Code		<a href="#">👁 View/Edit</a>
Account Activity		<a href="#">👁 View</a>

Done Editing My Account

Delete Your Account



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Services

## Change Your Email page

Accessible from the  
Edit Account page

### Change Your Email

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email \*

Current password \*

Update Email

[Cancel](#)



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Services



## Edit Recovery Email page

Accessible from the  
Edit Account page

### Edit Recovery Email

You may provide an optional Recovery Email address, which can be used to reset your password if you lose access to your Primary Email account. It will not be used for any other communication from USCIS.

Recovery Email \*

Submit

[Cancel](#)



U.S. Citizenship  
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## Change Your Password page

Accessible from the Edit Account page



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Services

### Change Your Password

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

[Password Tips](#)

**New password\***

[Show Password](#)

Password strength:

**Confirm your new password\***

[Show Password](#)

**Current password\***

[Change my password](#)

[Cancel](#)



## Two-Step Verification Method page

Accessible from the Edit Account page



U.S. Citizenship and Immigration Services

### Two-Step Verification Method

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

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

What is an Authentication App?

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

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

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

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

Submit

[Cancel](#)



## Mobile Phone page

Accessible from the  
Edit Account page

### Mobile Phone

If you have selected SMS as your two step verification method this phone will receive your verification code when you confirm it.

**Mobile Number \***

If you select to receive text messaging notification to a U.S. mobile phone number listed in your account and accept these terms and conditions, you acknowledge that Standard Messaging Rates or other charges related to these notifications may apply.

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**

[Cancel](#)



**U.S. Citizenship  
and Immigration  
Services**

# Provide Password Reset Answers page

Accessible from the Edit Account page



U.S. Citizenship and Immigration Services

## 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

a

### Question #2

In what city/town did you meet your spouse?

### Question #2 Response

a

### Question #3

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

### Question #3 Response

a|

### Question #4

What was the first team sport you played?

### Question #4 Response

a

### Question #5

What is the first city you visited without your parents?

### Question #5 Response

a

Submit



Account Activity Page logs activities in the account, including logins, email changes, password changes, 2FA changes, etc.

Accessible from the Edit Account page

**Account Activity**

If you see a device or event that you do not recognize, or you suspect someone else may have your password, please consider [changing your password](#).

You have taken the following actions in your account in the last 30 days.

Date	Event(s)
June 2, 2022 at 11:02 AM	Successful login to myUSCIS
June 2, 2022 at 11:02 AM	Successful login to myUSCIS
June 2, 2022 at 11:01 AM	New account created

You have used the following devices to log in to your account.

Last Seen	Device
June 2, 2022 at 11:03 AM	Chrome on Windows on IP 10.109.183.3

[Back](#)





U.S. Citizenship  
and Immigration  
Services

# Organizational Account (myUSCIS)

USCIS will introduce new capabilities for users affiliated with a company or organization who are signed in with a company (formerly registrant) account.

# Administrator creates company group

This flow shows how someone from a company or organization creates an account as an Administrator and creates a company group



# New USCIS Account for Administrator

A company administrator setting up a new USCIS account selects the 'organization or company' account type.

## Account Type

USCIS only offers certain benefit types for online filing. Please refer to the [USCIS File Online webpage](#) for further guidance.

H-1B registrations and Form I-129 H-1B petitions can only be filed using the attorney or accredited representative account or a company account.

### Select an account type:

- I am an individual applicant, petitioner, requestor, or supporter.**
- I am an individual and want to file an application, petition, or request for myself.
  - I am an individual and want to file Form I-134A as a supporter on behalf of a beneficiary.
- I am a Legal Representative.**
- I am an attorney eligible to practice law in the United States and want to file forms on behalf of clients.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292 and want to file forms on behalf of clients.
- ⚠ Note:** Do not create a representative account if you are a paralegal.
- I am part of an organization or company, a sole proprietor, or an agent.**
- I am an authorized signatory and I want to submit H-1B registrations and/or file Form I-129 H-1B petitions.
  - I am an authorized signatory and I want to sign H-1B registrations and/or Form I-129 H-1B petitions prepared by my attorney or accredited representative.

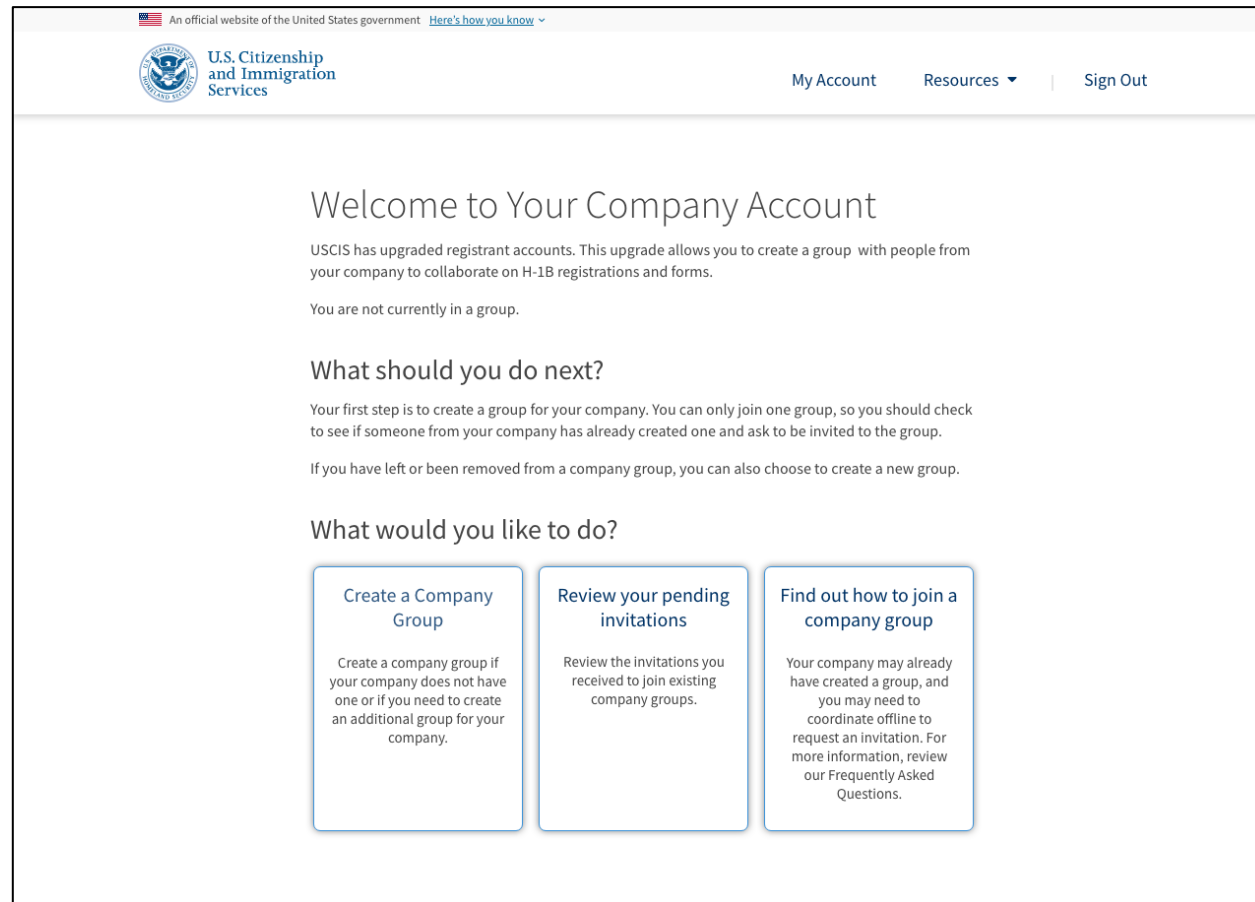
Submit




**U.S. Citizenship  
and Immigration  
Services**

# Company Group Creation – New and Upgraded Accounts

Users with an existing registrant account will see this page upon logging in after launch of organizational accounts. Users creating a new myUSCIS organizational account type will also see this page.



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

 U.S. Citizenship and Immigration Services

[My Account](#) | [Resources](#) | [Sign Out](#)

## Welcome to Your Company Account

USCIS has upgraded registrant accounts. This upgrade allows you to create a group with people from your company to collaborate on H-1B registrations and forms.

You are not currently in a group.

### What should you do next?

Your first step is to create a group for your company. You can only join one group, so you should check to see if someone from your company has already created one and ask to be invited to the group.

If you have left or been removed from a company group, you can also choose to create a new group.

### What would you like to do?

#### Create a Company Group

Create a company group if your company does not have one or if you need to create an additional group for your company.

#### Review your pending invitations

Review the invitations you received to join existing company groups.

#### Find out how to join a company group

Your company may already have created a group, and you may need to coordinate offline to request an invitation. For more information, review our Frequently Asked Questions.



**U.S. Citizenship and Immigration Services**

# Company Group Creation

## Create a Group

To create a company group, you must have the authority to perform all administrator functions for the company, including the ability to sign, submit, and/or pay for H-1B registrations or I-129 H-1B petitions for your company. You may create a company group if your company does not have an existing one or if you need to create an additional group for your company.

After you create a company group, you can invite people from your company to join it. Each person can only join one company group and can only collaborate with others in their company group. Company groups will not be able to work together.

## Company group roles

Within a company group, there are two roles: administrator and member.

### Administrators can:

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

### Members can:

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

### Members cannot:

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.


Cancel

Continue



U.S. Citizenship  
and Immigration  
Services

# Company Profile Information

U.S. Citizenship and Immigration ServicesMy Account Resources | Sign Out

## Company Profile

Next, you must provide information for your company profile. Only an administrator may edit information in the company profile after the company group is created.

### Company information

**Company Name**

**Doing Business As (DBA)**  
The DBA name is the company's operating name, not its legal name.

The petitioning company or organization does not have a DBA name.

**Tax identification number**  
You must provide your Employer Identification Number (EIN), Social Security number (SSN), or Individual Tax Identification Number (ITIN) to create your company group.

Which tax identification number are you providing?

Employer Identification Number (EIN)  
 Social Security Number (SSN)  
 Individual Taxpayer Identification Number (ITIN)

### Company mailing address

**Address line 1**

Street number and name

**Address line 2**

Apartment, suite, unit, or floor

**City or town**      **State**      **ZIP code**

Provide a 5 or 9-digit ZIP code.



**U.S. Citizenship and Immigration Services**

# Company Profile Creation – Tax identification Number Entry and Alert (if applicable)

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

### Company Profile

Next, you must provide information for your company profile. Only an administrator may edit information in the company profile after the company group is created.

#### Company information

Company Name

Doing Business As (DBA)

The DBA name is the company's operating name, not its legal name.

The petitioning company or organization does not have a DBA name.

#### Tax identification number

You must provide your Employer Identification Number (EIN), Social Security number (SSN), or Individual Tax Identification Number (ITIN) to create your company group.

Which tax identification number are you providing?

Employer Identification Number (EIN)  
 Social Security number (SSN)  
 Individual Taxpayer Identification Number (ITIN)

Employer Identification Number (EIN)

Provide your 9-digit Employer Identification Number.

#### Company mailing address

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

Provide a 5 or 9-digit ZIP code.

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

### Company Profile

Next, you must provide information for your company profile. Only an administrator may edit information in the company profile after the company group is created.

#### Company information

Company Name

Doing Business As (DBA)

The DBA name is the company's operating name, not its legal name.

The petitioning company or organization does not have a DBA name.

#### Tax

You must provide your Employer Identification Number (EIN), Social Security number (SSN), or Individual Tax Identification Number (ITIN) to create your company group.

Which tax identification number are you providing?

Employer Identification Number (EIN)  
 Social Security number (SSN)  
 Individual Taxpayer Identification Number (ITIN)

Employer Identification Number (EIN)

Provide your 9-digit Employer Identification Number.

#### Company mailing address

Address line 1

Street number and name


Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

Provide a 5 or 9-digit ZIP code.


 **A company group with this tax identification number already exists**

If you would like to join the existing company group, contact an administrator to request an invitation.

You can continue creating another group for the same company, however, company groups cannot share H-1B registrations and forms with each other.



# Administrator Profile Creation

My Account ▾ Resources ▾ | Sign Out

## My Profile

You must provide your information for your personal profile to finish creating a company group. You may review and edit this information at any time after you create your company group.

### My information

**First name**  **Last name**

**Business email address**  
  
Example: user@domain.com

**Mobile phone number**  
  
Provide a 10-digit phone number.

---

### Role

Your role determines the actions you can perform on the account.  
Your role is: Administrator.

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group.
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

### Notification preferences

We send you a notification each time we take a new action on your case and when USCIS responds to your message or case inquiry. To receive mobile telephone notifications, add your mobile telephone number to your profile in account settings after you finish creating your account.

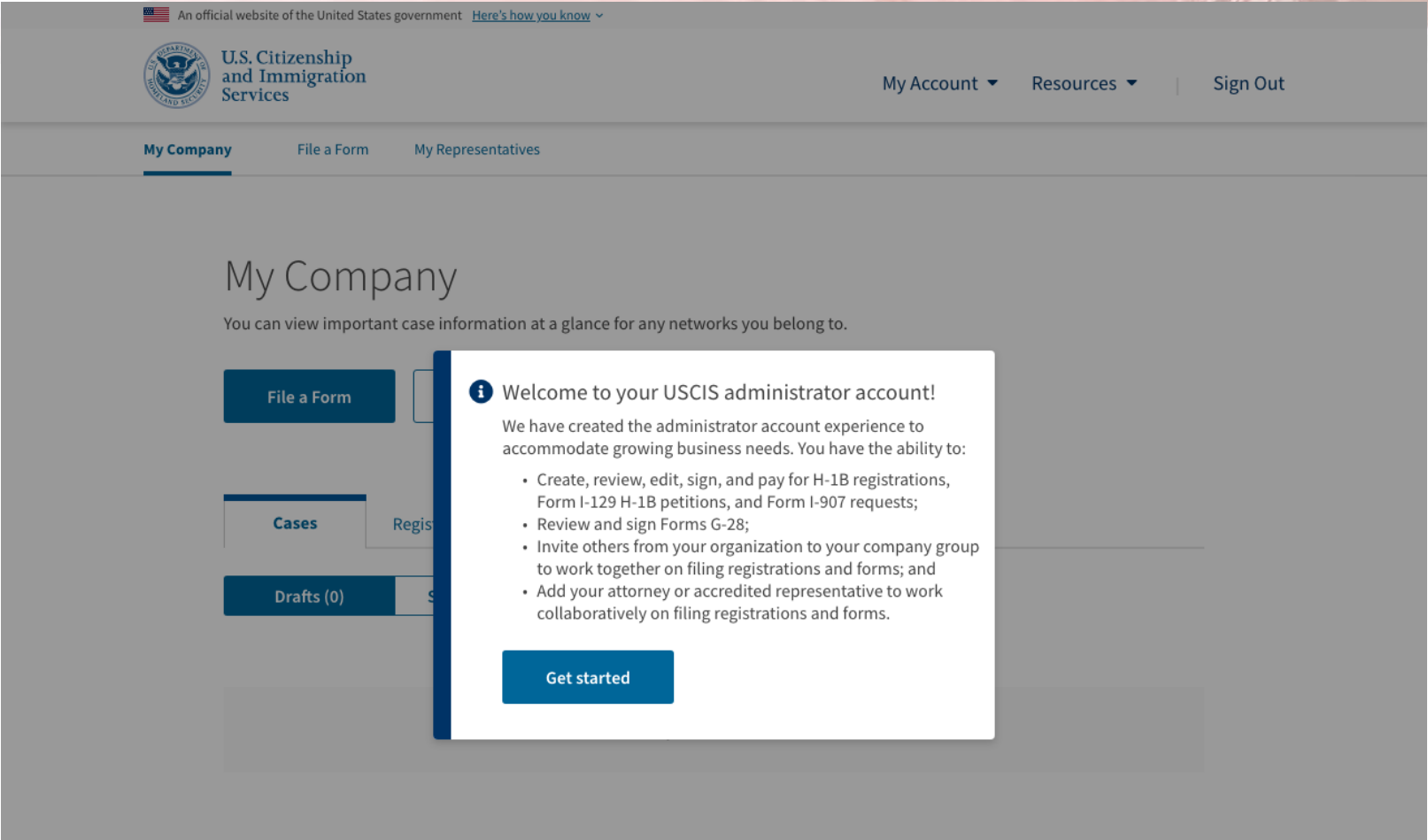
Email  
 Mobile text message  
 Both email and mobile text message

[Create company group](#)




**U.S. Citizenship and Immigration Services**

# Administrator Welcome Modal



The screenshot shows the USCIS Administrator Welcome Modal. At the top, there is a navigation bar with the USCIS logo and the text "U.S. Citizenship and Immigration Services". To the right of the logo, there are links for "My Account", "Resources", and "Sign Out". Below the navigation bar, there is a secondary navigation bar with "My Company" (highlighted), "File a Form", and "My Representatives". The main content area is titled "My Company" and contains a sub-header "You can view important case information at a glance for any networks you belong to." Below this, there are three buttons: "File a Form", "Cases", and "Drafts (0)". A modal window is open in the foreground, displaying a welcome message and a list of capabilities. The modal has a blue border and a white background. At the bottom of the modal is a "Get started" button.

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

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

**My Company** File a Form My Representatives

## My Company

You can view important case information at a glance for any networks you belong to.

**File a Form**

**Cases** Regis

**Drafts (0)** S

**i** Welcome to your USCIS administrator account!

We have created the administrator account experience to accommodate growing business needs. You have the ability to:

- Create, review, edit, sign, and pay for H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests;
- Review and sign Forms G-28;
- Invite others from your organization to your company group to work together on filing registrations and forms; and
- Add your attorney or accredited representative to work collaboratively on filing registrations and forms.

**Get started**



U.S. Citizenship and Immigration Services

# Administrator Homepage View – New Account

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



U.S. Citizenship  
and Immigration  
Services

My Account ▾

Resources ▾

Sign Out

**My Company**

File a Form

My Representatives

## My Company

You may file a form or view your cases and H-1B registrations.

File a form

Manage company group

Cases

H-1B registrations

Drafts (0)

Submitted (0)

You currently have no drafts.



U.S. Citizenship  
and Immigration  
Services



# Administrator Homepage Cases Tab – Drafts View

Administrator will see drafts created in their own account, in other administrator or member accounts in the Company Group, and by Legal Teams collaborating with the Company Group

The screenshot shows the 'My Company' page on the USCIS website. At the top, there are navigation links for 'My Account', 'Resources', and 'Sign Out'. Below the header, there are tabs for 'My Company', 'File a Form', and 'My Representatives'. The main content area is titled 'My Company' and includes a sub-header 'You may file a form or view cases and registrations below.' There are two buttons: 'File a form' and 'Manage company group'. A notification box for 'H-1B Registration is open' is present, with details about the registration period and rules. Below this, there are tabs for 'Cases' and 'H-1B registrations'. A search bar and filter options for 'Status' and 'Form type' are available. The main part of the page is a table of cases with columns for 'Beneficiary', 'Form', 'Filed by', 'Status', and 'Action'. The table lists 18 draft cases, each with a 'View draft' link. At the bottom, there is a pagination control showing '1 - 25 of 40 cases' and 'Next >'.

Beneficiary	Form	Filed by	Status	Action
Last Name, First Name	I-129: Petition for a Nonim...	Self	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative submission	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Self	🔒 Locked for editing	<a href="#">View draft</a>



U.S. Citizenship and Immigration Services

# Administrator Homepage Cases Tab – Submitted View

Administrator will see cases submitted in their own account, in other administrator or member accounts in the Company Group, and by Legal Teams collaborating with the Company Group

The screenshot displays the 'My Company' interface on the U.S. Citizenship and Immigration Services website. It features a navigation bar with 'My Account', 'Resources', and 'Sign Out'. Below the navigation, there are buttons for 'File a form' and 'Manage company group'. A notification box indicates that H-1B registration is open, with details about the registration period and rules. The main section is titled 'Cases' and shows 'Submitted (46)' cases. A search bar and filter options for 'Status' and 'Form type' are present. A table lists the cases with columns for Name, Form, Filed by, Status, and Action. The table shows 16 rows of data, with most cases in 'Action required' status and some in 'Submitted' or 'Decision issued' status. At the bottom, there is a pagination control showing '1 - 25 of 40 cases' and 'Next' button.

Name	Form	Filed by	Status	Action
Last Name, First Name	I-129: Petition for a Nonim...	Self	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Action required	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Submitted 05/29/2025	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Submitted 05/28/2025	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Submitted 05/26/2025	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Submitted 05/25/2025	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Submitted 05/24/2025	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Decision issued	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Decision issued	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Decision issued	<a href="#">View case</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Decision issued	<a href="#">View case</a>



U.S. Citizenship and Immigration Services



# Administrator Homepage H-1B Registrations Tab – Submitted View

Administrator will see H-1B registrations submitted in their own account, in other administrator or member accounts in the Company Group, and by Legal Teams collaborating with the Company Group

The screenshot displays the USCIS Administrator interface. At the top, there is a navigation bar with 'My Account', 'Resources', and 'Sign Out'. Below this, the 'My Company' section includes buttons for 'File a form' and 'Manage company group'. A notification box states: 'H-1B Registration is open' with details: 'H-1B Registration period is open from noon EST on March 1, 2023 to noon EST on March 18, 2023. Registration selection does not guarantee a H-1B Visa. H-1B Registrations will not be accepted through the U.S. Postal Service.' Below the notification, there are tabs for 'Cases' and 'H-1B registrations', with sub-tabs for 'Drafts (57)' and 'Submitted (40)'. A search bar and a 'Filter by' dropdown are present. The main content is a table of submitted registrations.

Beneficiary	Date of birth	Filed by	Confirmation Number	Status	Action
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Delete beneficiary
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	View submission
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Submitted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Deleted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Deleted	Actions
Last Name, First Name	01/01/1995	Company Name	2023-827b-665d-ac7a	Deleted	Actions

Rows per page: 25 | 1 - 25 of 57 | < Back | Next >



U.S. Citizenship and Immigration Services

# Invitation to Join a Company Group

This flow shows review and acceptance of an invitation

# Review Notification Email


You have been asked to join a USCIS company group — Inbox

Delete Archive Move Flag Mark Unread Sync Report Junk ...

**You have been asked to join a USCIS company group**

**NR** No Reply <no-reply@uscis.dhs.gov>  
To: name@mail.com

Today at 1:44 PM

 U.S. Citizenship and Immigration Services

## You have been asked to join [Company group name] online USCIS company group

You have been invited to join [Company group name]'s USCIS company group. The invitation will expire 7 days after it was sent.

Sign in to your account to accept your invitation. If you do not have an account, you need to create one before you can accept the invitation. When you create a new account, make sure you enter the same email address that was used for this invitation.

To decline the invitation, allow it to expire. You do not need to take any action.

[Sign in or create an account](#)

If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.



**U.S. Citizenship and Immigration Services**

# Review Invitation After Logging Into Account

## Invitation from Administrator to join as Member

**Review Invitation**

Select an invitation to review. If you were sent an invitation that does not appear in the list, it may have been sent to an incorrect email address or expired. You should contact either the company account administrator or the attorney or accredited representative who sent it to send you a new invitation.

Select an invitation to review:  
 [Company Name] - Company Administrator

Administrator First Name and Last Name has invited you to join [Company Name]'s company group. Review the information on this page and confirm it is correct before you accept your invitation. The invitation will expire 7 calendar days after it is sent.

**Note:** If any of your information is incorrect, do not accept the invitation. Sign out of your account and notify your company's attorney or accredited representative to correct your information and send you a new invitation. If you want to decline the invitation, do not accept it and allow the invitation to expire. It will be removed from your list of invitations after it expires.

---

**Company Profile**

**Company information**

Company Name  
Immigration and Co.  
Doing Business As (DBA)  
IMCO

Tax identification number

Employer Identification Number (EIN)  
01-2345678

Company mailing address

Address Line 1  
123 Cool Address Lane  
Address Line 2  
None provided

City or town Citytown	State New York	ZIP Code 22222
--------------------------	-------------------	-------------------

Your acknowledgement of the Company Profile

I have reviewed all the information in the Company Profile and would like to proceed.

---

**Member Profile**

First name First	Last name Last
---------------------	-------------------

Business email address  
firstlast@gmail.com

Assigned role

Your role is: Member.

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-226 (H-1B petitions); and
  - Form I-507 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-226 (H-1B petitions); and
  - Form I-507 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unclassified evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

Your acknowledgement of the Member Profile

I have reviewed and confirm that all the information in the Member Profile is accurate.

[Accept invitation](#)

## Invitation from Administrator to join as Administrator

Note: If invitation is from legal representative to administrator, the second paragraph will start with: "[Representative firstname lastname] from [Firstname Lastname's Legal Team] has invited you to join [Company Name]'s company group."

**Review Invitation**

Select an invitation to review. If you were sent an invitation that does not appear in the list, it may have been sent to an incorrect email address or expired. You should contact either the administrator or the representative who sent it to send you a new invitation.

Select an invitation to review:  
 [Company Name] - Administrator

Administrator first and last name from [Company Name] has invited you to join their company group. Review the information on this page and confirm it is correct before you accept your invitation. The invitation will expire 7 calendar days after it was sent.

**Note:** If any of your information is incorrect, do not accept the invitation. Sign out of your account and notify your administrator to correct your information and send you a new invitation. If you want to decline the invitation, do not accept it and allow the invitation to expire. It will be removed from your list of invitations after it expires.

---

**Company Profile**

**Company information**

Company Name  
Immigration and Co.  
Doing Business As (DBA)  
IMCO

Tax identification numbers

Employer Identification Number (EIN)  
01-2345678

Mailing address

Country  
United States  
Address Line 1  
123 Cool Address Lane  
Address Line 2  
None provided

City or town Citytown	State New York	ZIP Code 22222
--------------------------	-------------------	-------------------

Your acknowledgement of the Company Profile

I have reviewed all the information in the Company Profile and would like to proceed.

---

**Administrator Profile**

First name First	Last name Last
---------------------	-------------------

Business email address  
firstlast@gmail.com

Assigned role

Your role determines the actions you can perform on the account.  
Your role is: Administrator.

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-226 (H-1B petitions); and
  - Form I-507 requests.
- Review and sign Form G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-226 (H-1B petitions);
  - Form I-507 requests; and
  - Forms G-28.
- Upload unclassified evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

Your acknowledgement of the Administrator Profile

I have reviewed and confirm that all the information in the Administrator Profile is accurate.

[Accept invitation](#)



U.S. Citizen and Imm Services

# Invitation Accepted – Welcome Modal

## Welcome Modal - Member

The screenshot shows the USCIS My Company member account interface. A white modal box is centered on the screen, containing the following text:

**Welcome to your USCIS member account!**

We have created the member account experience to accommodate growing business needs. You have the ability to:

- Create, review, edit, and delete draft H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests;
- Work collaboratively with others from your company to manage drafts and cases; and
- Work collaboratively with a representative to manage drafts and cases.

**Get started**

Below the modal, the text reads: "You currently have no cases or drafts."

## Welcome Modal - Administrator

The screenshot shows the USCIS My Company administrator account interface. A white modal box is centered on the screen, containing the following text:

**Welcome to your USCIS administrator account!**

We have created the administrator account experience to accommodate growing business needs. You have the ability to:

- Create, review, edit, sign, and pay for H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests;
- Review and sign Forms G-28;
- Invite others from your organization to your company group to work together on filing registrations and forms; and
- Add your attorney or accredited representative to work collaboratively on filing registrations and forms.


**Get started**



**U.S. Citizenship  
and Immigration  
Services**



Notification if more than 7 days after invite was sent



U.S. Citizenship  
and Immigration  
Services

Your invitation has expired.

Invitations expire 7 days after they are sent. You did not timely accept the invitation to join the Company Group.

To receive a new invitation, you should ask the Administrator to invite you again.

Return to [Sign in](#)

---

**Legal**

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paperwork Reduction Act Burden Disclosure Notice](#)




U.S. Citizenship  
and Immigration  
Services

# Administrator Editing Profiles

# Administrator selects a profile to view

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

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

[My Company](#) [File a Form](#) [My Representatives](#)

## My Company

You may file a form or view your cases and H-1B registrations.

[File a form](#) [Manage company group](#)

[Cases](#) [H-1B Registrations](#)

[Drafts \(0\)](#) [Submitted \(0\)](#)

You have no cases or drafts.

- Home
- My profile
- Company profile**
- Account actions
- Manage company group
- My representatives
- File a form online
- Pay a fee online
- Archived H-1B registrations



U.S. Citizenship and Immigration Services

# Administrator edits company profile

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

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

My Company | File a Form | My Representatives

## Company Profile

You may review the company information, tax identification numbers, and mailing address in the profile. Only an administrator may edit the company profile.

[Edit profile](#)

### Company information

**Company Name**  
Immigration and Co.

**Doing Business As (DBA)**  
IMCO

---

### Tax identification number(s)

**Employer Identification Number (EIN)**  
00-6795443524

---

### Mailing address

**Country**  
United States

**Address Line 1**  
123 Cool Address Lane

**Address Line 2**  
None provided

City or town	State	ZIP Code
Citytown	New York	22222

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

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

My Cases | **My Clients** | File a form | My Law Firm

My Clients > [Add a Client](#)

## Company Profile

You may provide information for your company's profile. Only a company administrator may edit information in the company profile.

[Edit profile](#)

### Company information

**Company Name**  
If you are an individual petitioner creating a company group, provide your legal name (not the company name) in this field.

Company Name, LLC

**Doing Business As (DBA)**  
The DBA name is the company's operating name, not its legal name.

The petitioning company or organization does not have a DBA name.

DBAZ

**Tax identification numbers**  
You must provide your company's Employer Identification Number (EIN) in order to create a unique USCIS company group. If your company does not have an EIN, you must provide either your Social Security number (SSN) or Individual Tax Identification Number (ITIN).

**Note:** The tax identification number you provide will be displayed to other users when they search for companies.

**Which tax identification number are you providing?**

Employer Identification Number (EIN)  
 Social Security Number (SSN)  
 Individual Taxpayer Identification Number (ITIN)

**Employer Identification Number (EIN)**

Provide your 9-digit Employer Identification Number.

### Mailing Address

**Country**  
United States

**Address line 1**  
123 Streetname St.

Street number and name

**Address line 2**

Apartment, suite, unit, or floor

City or town	State	ZIP code
City	State	23456

Provide a 5 or 9-digit ZIP code.

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



# Administrator edits their own profile

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

## My Profile

You may review or edit your personal information in your profile. View details about what you can or cannot do based on your role.

[Edit profile](#)

### My information

If you want to edit your email address or mobile telephone number, you will need to go to [account settings](#).

First Name: First | Last Name: Last

Email address: name@company.com

Mobile phone number: (222) 222-2222

### Role

Your role determines the actions you can perform on the account.

Your role is: Company Administrator

#### Company Administrators can:

- Create, edit, delete, sign, submit, and pay for:
  - Form I-129 H-1B petitions;
  - Form I-907; and
  - H-1B registrations.
- Review and sign Form G-28;
- Create, view, and edit company group profile information;
- Invite, view, remove, and change the roles of company users in the company group; and
- Invite and remove attorney or accredited representatives to and from the company group.

### Notification preferences

Contact method: Email

### Account Settings

Edit your primary email, recovery email, mobile phone number, password, password reset question, and Two-Step verification preferences [account settings](#).

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

## My Profile

You may review or edit your personal information in your profile. View details about what you can or cannot do based on your role.

[Edit Profile](#)

### My information

If you want to edit your email address or mobile telephone number, you will need to go to [account settings](#).

First name: First Name | Last name: Last Name

Email address: name@company.com

Mobile phone number: (222) 222-2222

### Role

Your role determines the actions you can perform on the account.

Your role is: Company Administrator

#### Company Administrators can:

- Create, edit, delete, sign, submit, and pay for:
  - Form I-129 H-1B petitions;
  - Form I-907; and
  - H-1B registrations.
- Review and sign Form G-28;
- Create, view, and edit company group profile information;
- Invite, view, remove, and change the roles of company users in the company group; and
- Invite and remove attorney or accredited representatives to and from the company group.

### Notification preferences

We send you a notification each time we take a new action on your case and when USCIS responds to your message or case inquiry. To receive mobile notifications, you should [add your mobile phone number in Account Settings](#).

- Email
- Mobile text message
- Both email and mobile text message

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

### Account Settings

Edit your primary email, recovery email, mobile phone number, password, password reset question, and Two-Step verification preferences [account settings](#).



U.S. Citizenship and Immigration Services

# Administrator Invites People and Manages Company Group

Administrators can manage who is included in their company group. Administrators can invite additional administrators and members, edit roles, and remove people from the group.

# Manage Company Group Page – No Additional Admins or Members

[My Company](#)   [File a Form](#)   [My Representatives](#)

[My Company](#) > **Manage Company Group**

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your attorneys or accredited representatives.

[Add user](#)

---

[Manage users](#)   [Manage invitations](#)

Name	Role	Action
Last Name, First Name	Administrator	N/A

Rows per page: 25 ▾   1 - 1 of 1 user   < Back   Next >

[Return to top](#)



# Invite User to Company Group

My Company    File a Form    My Representatives

My Company > Manage Company Group > Invite User to your Company Group

## Invite User to your Company Group

When you send an invitation to a user to join your company group, the person you invited will have 7 calendar days to review and accept the invitation. If it expires before it is accepted, you must send another invitation.

**First name**                      **Last name**

Firsty                              Lasty

**Business email address**

email@mail.com

Example: user@domain.com

### Assign a role

You must assign a role to the person you invite. Review the information for each role and select which role they will have in the company group.

#### Company group roles

##### Administrator

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

##### Member

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

Which role would you like to select for the user?

Administrator  
 Member



U.S. Citizenship and Immigration Services



# Manage Invitations Tab

[My Company](#)   [File a Form](#)   [My Representatives](#)

[My Company](#) > **Manage Company Group**

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your legal representatives.

[Add user](#)

---

[Manage user](#)   [Manage invitations](#)

Name	Email	Role	Status	Action
Last Name, First Name	name@email.com	Administrator	Invitation expires 09/01/2023	N/A

Rows per page: 25 ▾      1 - 1 of 1 user      < Back    Next >

[Return to top](#)



# Administrator Changes User Role

My Company   File a Form   My Representatives

[My Company](#) > **Manage Company Group**

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your attorneys or accredited representatives.

[Add user](#)

---

[Manage users](#)   [Manage invitations](#)

[Refresh Table](#)

Name	Role	Action
Last Name, First Name	Administrator	N/A
Last Name, First Name	Administrator	<a href="#">Actions</a> ▾
Last Name, First Name	Member	<a href="#">Change role</a> <a href="#">Remove user</a>

Rows per page: 25 ▾   1 - 3 of 3 users

[Return to top](#)



## Change administrator to member

My Company    File a Form    My Representatives

My Company > Manage Company Group > Change Role

### Change Role

[User] current role:

**Administrator**

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

Would you like to change the role to member?

**Member**

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

[Yes, change role](#)    [No, keep role](#)

## Change member to administrator

My Company    File a Form    My Representatives

My Company > Manage Company Group > Change Role

### Change Role

[User] current role:

**Member**

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

Would you like to change the role to administrator?

**Administrator**

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

[Yes, change role](#)    [No, keep role](#)



# Change Role Confirmation Modal

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

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

My Company | File a Form | My Representatives

My Company > Manage Company Group > Change Role

## Change Role

[User] current role:

**Member**

Members can:

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Forms I-129 H-1B petitions; and
  - Forms I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Forms I-129 H-1B petitions; and
  - Forms I-907 requests.

**⚠ Are you sure you want to change the user's role?**  
Changing their role will change their permissions.

[Yes, change role](#) [Cancel](#)

- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

Would you like to change the role to company administrator?

**Administrator**

Administrators can:

- Create, edit, delete, sign, submit, and pay for:
  - H-1B registrations;
  - Forms I-129 H-1B petitions; and
  - Forms I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Forms I-129 H-1B petitions;
  - Forms I-907; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

[Yes, change role](#) [No, keep role](#)



U.S. Citizenship and Immigration Services

# Notification to Administrator of Role Change to Member

The screenshot shows the 'My Company' dashboard in the USCIS My Company portal. A modal window is open in the center, displaying a notification. The notification has an information icon and the title 'Your role has been changed to Member'. Below the title, it states: 'If you believe this change was made in error, contact an administrator.' The modal lists permissions for 'Members can:' and 'Members cannot:'. The 'Members can:' list includes: 'Create, edit, and delete drafts of:' (with sub-items: H-1B registrations; Form I-129 H-1B petitions; and Form I-907 requests); 'View case information and statuses for:' (with sub-items: H-1B registrations; Form I-129 H-1B petitions; and Form I-907 requests); and 'View the attorneys or accredited representatives collaborating with their company group.' The 'Members cannot:' list includes: 'Sign, submit, or pay for registrations or forms; Create a company group; Create or edit company group profile information; Add, remove, or change the roles of people from their company group; Upload unsolicited evidence or respond to RFEs and notices; Invite attorneys or accredited representatives to collaborate with their company group; and Withdraw Forms G-28 or remove attorneys or accredited representatives.' At the bottom of the modal is a 'Continue' button. The background shows the 'My Company' dashboard with a 'File a Form' button, 'Cases' and 'Drafts (0)' tabs, and a 'Return to top' link. The footer includes the USCIS logo, 'U.S. Citizenship and Immigration Services', 'USCIS.gov', and 'An official website of the U.S. Department of Homeland Security'.

**My Company** File a Form My Representatives

**My Company**  
You can view important case

File a Form

Cases Registrations

Drafts (0)

**i** Your role has been changed to Member

If you believe this change was made in error, contact an administrator.

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

If you are on a page that you no longer have permission to view, you will be redirected to the homepage.

Continue

Return to top

Topics Contact Us Citizenship and Immigration Services

U.S. Citizenship and Immigration Services

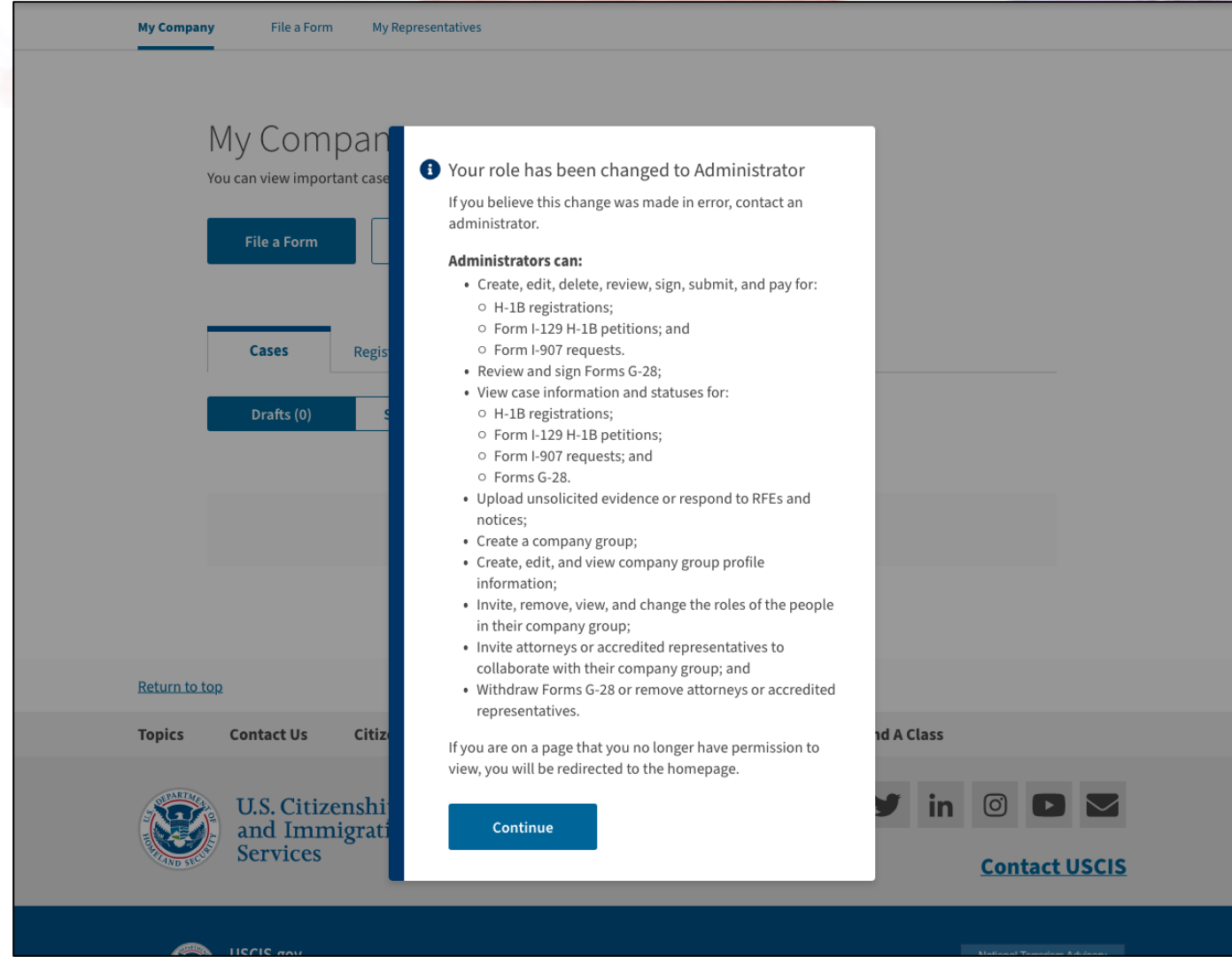
USCIS.gov  
An official website of the U.S. Department of Homeland Security

Contact USCIS



U.S. Citizenship and Immigration Services

# Notification to Member of Role Change to Administrator



The screenshot shows the 'My Company' page on the USCIS website. A modal window is open in the center, displaying a notification that the user's role has been changed to Administrator. The notification includes instructions on how to contact an administrator if the change was made in error and a list of administrative capabilities. A 'Continue' button is located at the bottom of the modal. The background page shows navigation tabs for 'My Company', 'File a Form', and 'My Representatives', along with buttons for 'File a Form', 'Cases', and 'Drafts (0)'. The footer includes the USCIS logo and the text 'U.S. Citizenship and Immigration Services'.

**My Company** File a Form My Representatives

**My Company**  
You can view important case

File a Form

Cases Register

Drafts (0)

**i** Your role has been changed to Administrator

If you believe this change was made in error, contact an administrator.

**Administrators can:**


- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

If you are on a page that you no longer have permission to view, you will be redirected to the homepage.






Continue

Return to top

Topics Contact Us Citizenship

 U.S. Citizenship and Immigration Services

and A Class

Contact USCIS

U.S. Citizenship and Immigration Services



U.S. Citizenship  
and Immigration  
Services

# Administrator Removes User From Company Group

My Company    File a Form    My Representatives

[My Company](#) > Manage Company Group

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your attorneys or accredited representatives.

[Add user](#)

---

[Manage users](#)   [Manage invitations](#)

[Search](#)

Filter by ▼

Role ▲   [Clear filters](#)

Name	Role	Action
Last Name, First Name	Administrator	N/A
Last Name, First Name	Administrator	<a href="#">Actions</a> <span>▲</span>

Rows per page: 25 ▼    1 - 2 of 2 users    [Change role](#)  
[Remove user](#)

[Return to top](#)



# Remove User Confirmation Modal

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

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

My Company File a Form My Representatives

[My Company](#) > Manage Company Group

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives](#) page to view or manage your legal representatives.

Add user

Manage users Manage invitations

Search for users Search

**⚠** Are you sure you want to remove this user?

After you remove this user from your company group, they will not have access to your company group or any of its associated forms or drafts.

Yes, remove user Cancel

Last Name, First Name	name@company.com	Administrator	N/A
Last Name, First Name	name@company.com	Administrator	Select action ▾

Rows per page: 25 ▾ 1 - 2 of 2 users < E

- Change role
- Remove user





# User Removed from Manage Users Table

My Company    File a Form    My Representatives

[My Company](#) > **Manage Company Group**

✔ You successfully removed this person from the company group. ✕

## Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your attorneys or accredited representatives.

[Add user](#)

---

[Manage users](#)   [Manage invitations](#)

[Search](#)

Filter by ▼

Role ▲   [✕ Clear filters](#)

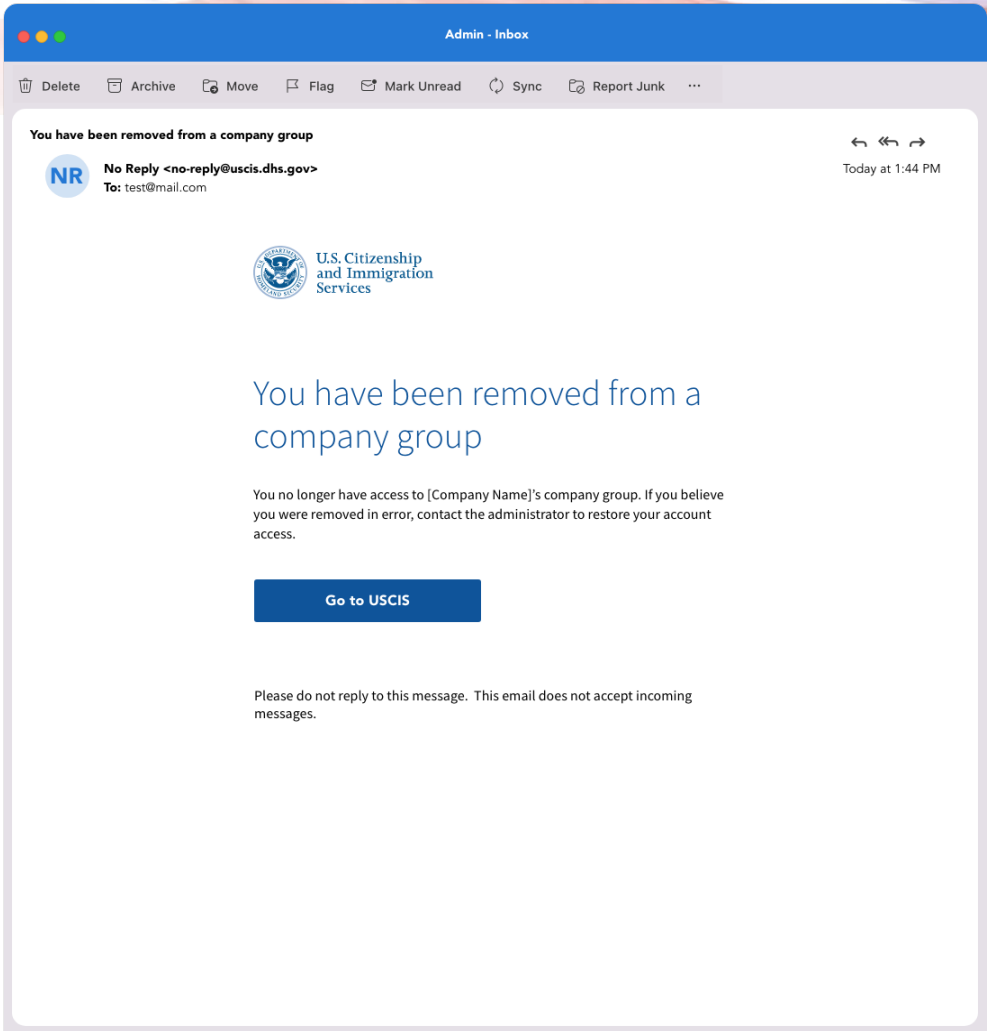
Name	Role	Action
Last Name, First Name	Administrator	N/A

Rows per page: 25 ▼    1 - 1 of 1 user    [< Back](#)   [Next >](#)

[Return to top](#)



# Removed User Receives Notification Email




The screenshot shows an email interface with a blue header bar labeled "Admin - Inbox". Below the header is a toolbar with icons for "Delete", "Archive", "Move", "Flag", "Mark Unread", "Sync", and "Report Junk". The email content is as follows:

**You have been removed from a company group**

**NR** No Reply <no-reply@uscis.dhs.gov>  
To: test@mail.com

Today at 1:44 PM

 U.S. Citizenship and Immigration Services

You have been removed from a company group

You no longer have access to [Company Name]'s company group. If you believe you were removed in error, contact the administrator to restore your account access.

[Go to USCIS](#)

Please do not reply to this message. This email does not accept incoming messages.



**U.S. Citizenship and Immigration Services**

# My Representatives in Administrator Account

# My Representatives Page – Before Any Reps are Invited to Collaborate

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and Immigration  
Services

[My Account](#) ▾ [Resources](#) ▾ | [Sign Out](#)

[My Company](#) [File a Form](#) **[My Representatives](#)**

## My Representatives

You can invite a representative, who is your attorney or accredited representative, to collaborate with your company group. After your invitation has been accepted, your representative can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative you add must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

[Invite a representative](#)

[Manage users](#)

[Manage invitations](#)

You have no representatives.



U.S. Citizenship  
and Immigration  
Services

# Invite a Representative to Collaborate

[My Representatives](#) > Add a Representative

## Invite a Representative to Collaborate

When you invite a representative to collaborate with your company group, they will have 7 calendar days to review and accept your invitation. If it expires before they accept it, you must send them another invitation.

First name

Last name

Business email address

If the representative already has an existing USCIS online account, provide the business email address associated with their account.

Example: user@domain.com

**For company and individual clients, representatives can:**

- Create, edit, delete, submit and pay for petitions, applications, forms, and registrations on behalf of their clients;
- Upload unsolicited evidence or respond to RFEs and notices;
- Add, remove, and view paralegals on their legal team; and
- Add and remove clients.

**For company clients, representatives can:**

- Start a company group.

**For company clients, representatives cannot:**

- View, edit, delete, submit, or pay for forms that were started by a company client;
- Add or remove people from company groups; or
- Edit company group profile information after the company group has been created.


[Back](#)

[Send invitation](#)



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# My Representatives Page - Manage Invitations Tab

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[My Account](#) [Resources](#) [Sign Out](#)

[My Company](#) [File a Form](#) **[My Representatives](#)**

## My Representatives

You can invite a representative, who is your attorney or accredited representative, to collaborate with your company group. After your invitation has been accepted, your representative can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative you add must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

[Invite a representative](#)

---

[Manage users](#) **[Manage invitations](#)**


Name	Email	Status	Action
Last Name, First Name	name@lawfirm.com	Pending your acceptance	<a href="#">View invitation</a>
Last Name, First Name	name@lawfirm.com	Invitation expires 09/01/2024	N/A

Rows per page: 25 [1 - 1 of 1 users](#) [< Back](#) [Next >](#)



**U.S. Citizenship  
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# My Representatives Page - Manage Users Tab

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



[My Account](#) ▾ [Resources](#) ▾ | [Sign Out](#)

[My Company](#) [File a Form](#) [My Representatives](#)

## My Representatives

You can invite a representative, who is your attorney or accredited representative, to collaborate with your company group. After your invitation has been accepted, your representative can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative you add must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

[Invite a representative](#)

[Manage users](#) [Manage invitations](#)

 Refresh table

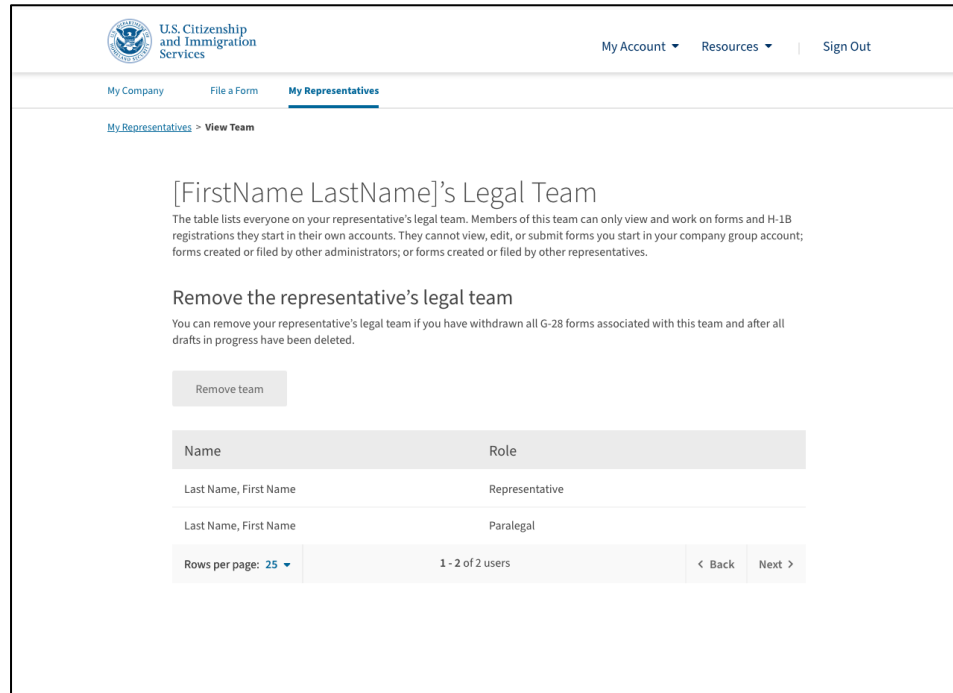
Team	Action
Team Name	<a href="#">View team</a>
Team Name	<a href="#">View team</a>
Rows per page: 25 ▾	1 - 2 of 2
	<a href="#">&lt; Back</a> <a href="#">Next &gt;</a>



**U.S. Citizenship  
and Immigration  
Services**

# My Representatives – View Legal Team Page

Administrator can view Representative’s Legal Team. If any Form G-28s are associated with the Legal Team, the “Remove team” button is disabled. If all Form G-28s associated with the Legal Team have been withdrawn and there are no drafts in progress by the representative, the Administrator can remove the Legal Team.



The screenshot shows the 'View Legal Team' page for a representative. The 'Remove team' button is disabled (greyed out). The table below lists two team members: a Representative and a Paralegal.

[My Representatives](#) > [View Team](#)

### [FirstName LastName]'s Legal Team

The table lists everyone on your representative's legal team. Members of this team can only view and work on forms and H-1B registrations they start in their own accounts. They cannot view, edit, or submit forms you start in your company group account; forms created or filed by other administrators; or forms created or filed by other representatives.

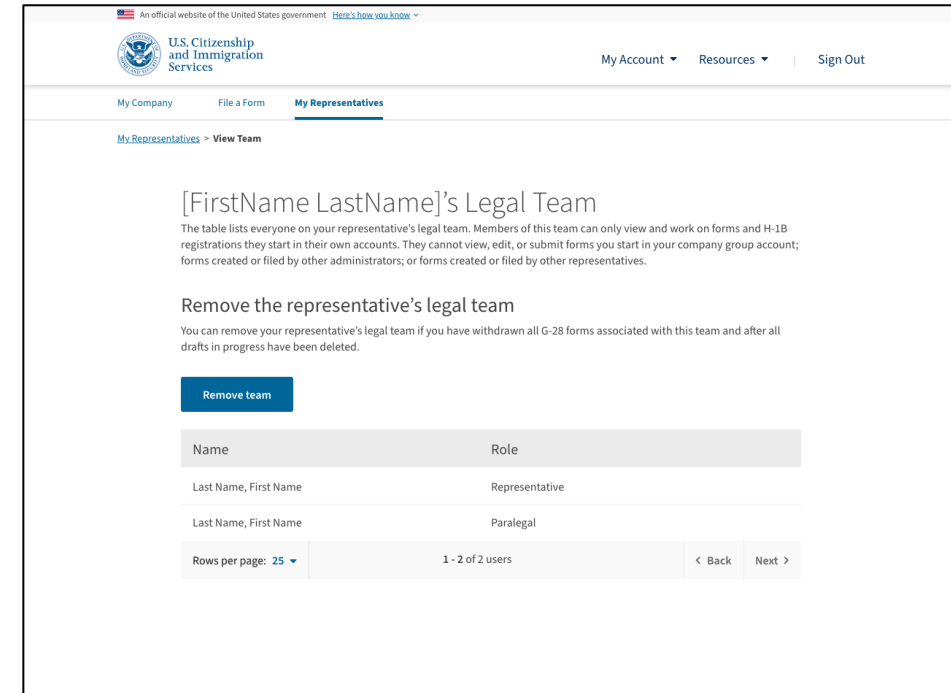
#### Remove the representative's legal team

You can remove your representative's legal team if you have withdrawn all G-28 forms associated with this team and after all drafts in progress have been deleted.

[Remove team](#)

Name	Role
Last Name, First Name	Representative
Last Name, First Name	Paralegal

Rows per page: 25 | 1 - 2 of 2 users | < Back | Next >



The screenshot shows the 'View Legal Team' page for a representative. The 'Remove team' button is active (blue). The table below lists two team members: a Representative and a Paralegal.

[My Representatives](#) > [View Team](#)

### [FirstName LastName]'s Legal Team

The table lists everyone on your representative's legal team. Members of this team can only view and work on forms and H-1B registrations they start in their own accounts. They cannot view, edit, or submit forms you start in your company group account; forms created or filed by other administrators; or forms created or filed by other representatives.

#### Remove the representative's legal team

You can remove your representative's legal team if you have withdrawn all G-28 forms associated with this team and after all drafts in progress have been deleted.

[Remove team](#)

Name	Role
Last Name, First Name	Representative
Last Name, First Name	Paralegal

Rows per page: 25 | 1 - 2 of 2 users | < Back | Next >






# Remove Legal Team – Confirmation Modal

The screenshot shows the U.S. Citizenship and Immigration Services (USCIS) website interface. At the top, there is a navigation bar with the USCIS logo, the text "U.S. Citizenship and Immigration Services", and links for "My Account", "Resources", and "Sign Out". Below this is a secondary navigation bar with "My Company", "File a Form", and "My Representatives" (which is highlighted). The main content area is titled "Legal team name" and "[FirstName LastName]'s Legal Team". It includes a descriptive paragraph: "The table lists everyone on your representative's legal team. Members of this team can only view and work on forms and H-1B registrations they start in their own accounts. They cannot view, edit, or submit forms you start in your company group account; forms created or filed by other administrators; or forms created or filed by other representatives." Below this is a section titled "Remove the representative's legal team" with a sub-heading: "You can remove your representative's legal team if you have withdrawn all G-28 forms associated with this team and after all drafts in progress have been withdrawn." A "Remove team" button is visible. A confirmation modal is open, asking "Are you sure you want to remove your representative's team?". The modal text states: "You can only remove the team if they do not have any drafts in progress and all Forms G-28 have been withdrawn from submitted cases. You must delete any drafts in progress started by the team before you can remove them." The modal has two buttons: "Yes, remove entire team" and "Cancel". The background content is dimmed, showing a table with columns for "Name", "Last Name, First Name", "Last Name, First Name", and "Paralegal". At the bottom of the table area, there are controls for "Rows per page: 25", "1 - 2 of 2 users", and navigation arrows for "Back" and "Next".



# Representative Removed Confirmation

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

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

My Company File a Form **My Representatives**

✔ You successfully removed your representative's legal team. ✕

## My Representatives

You can add a representative, who is your attorney or accredited representative, to collaborate with your company group. After you add them, your representative can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative you add must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

[Invite a representative](#)

[Manage users](#) [Manage invitations](#)

[Refresh table](#)

Team	Action
Team Name	<a href="#">View team</a>
Team Name	<a href="#">View team</a>

Rows per page: 25 ▾ 1 - 2 of 2 < Back Next >




# Administrator Notified If Representative is Disciplined and Removed

[Legal team name]'s legal team can no longer collaborate with your group -- Inbox

Delete Archive Move Flag Mark Unread Sync Report Junk ...

[Legal team name]'s legal team can no longer collaborate with your group

**NR** No Reply <no-reply@uscis.dhs.gov>  
To: admin@admin.com Today at 1:44 PM

 U.S. Citizenship and Immigration Services

[Legal team name]'s legal team can no longer collaborate with your group

Your representative and their legal team no longer have access to your company group's cases and drafts. Each registration or form they drafted for you will be removed. Your company group will need to start new draft registrations or forms.

[Go to USCIS](#)

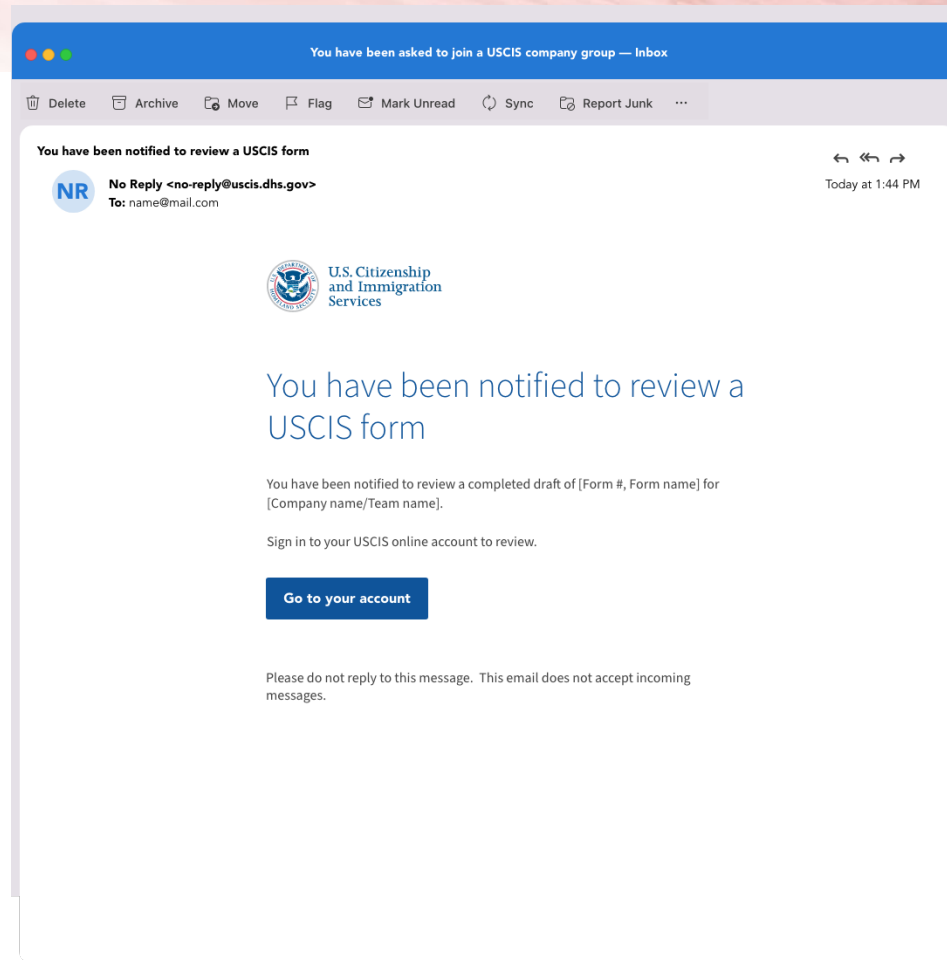
Please do not reply to this message. This email does not accept incoming messages.



U.S. Citizenship and Immigration Services


Administrator Notified to  
Review Draft(s) Prepared by  
Legal Team

# Email Notification to Administrator



**U.S. Citizenship  
and Immigration  
Services**

An official website of the United States government [Back to the homepage](#)

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

**My Company** | [File a Form](#) | [My Representatives](#)

## My Company

You may file a form or view cases and registrations below.

[File a form](#) [Manage company group](#)

**H-1B Registration is open**

- H-1B Registration period is open from noon EST on March 1, 2023 to noon EST on March 18, 2023.
- Registration selection does not guarantee a H-1B Visa.
- H-1B Registrations will not be accepted through the U.S. Postal Service.

**Cases** | **H-1B registrations**

[Drafts \(57\)](#) [Submitted \(40\)](#)

Search  [Search](#)

Filter by <sup>^</sup>

Status  Form type

[Refresh Table](#)

Beneficiary	Form	Filed by	Status	Action
Last Name, First Name	I-129: Petition for a Nonim...	Self	<span style="color: orange;">⚠</span> Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Self	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative submission	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonim...	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Self	Locked for editing	<a href="#">View draft</a>

Rows per page: 25 | 1 - 25 of 40 cases | [< Back](#) [Next >](#)




# Administrator Views Draft Card

[My Company](#) [File a Form](#) [My Representatives](#)

[My Company](#) > [View Draft](#)

## View Draft


 Legal Team Name

H-1B registration  
Draft ID: H1B0001

Your representative prepared and signed the Notice of Entry of Appearance as Attorney or Accredited Representative (Form G-28) for you to review.

Form	Status	Action
H-1B registration	Review draft	N/A
G-28	Review draft	N/A

[Download CSV of beneficiary table](#)

Beneficiary	Date of birth 	Status	Action
Dylan, Bob	05/24/1941	In progress	N/A
Last Name, First Name	MM/DD/YYYY	In progress	N/A

[Review Form G-28](#)

[Return to top](#)



# Member Account



# Member View - My Company Page

Member will see drafts and cases created by other administrator and member accounts in the Company Group

Members will see drafts and cases created by Legal Team collaborating with the Company Group

## My Company

You may file a form or view your cases and H-1B registrations.

[File a form](#)

**i** The H-1B Registration period is open

- The H-1B Registration period is open from noon EST on March 1, 2024 to noon EST on March 17, 2024.
- Submitting an H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

[Drafts \(1\)](#) [Submitted \(0\)](#)

[Search](#)

Filter by

Status  [X clear filters](#)

[Refresh Table](#)

Beneficiary	Form	Filed by	Status <b>?</b>	Action
Incomplete	I-129: Petition for a Non...	Self	Draft started	<a href="#">View draft</a>



# File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.


Select the form you want to file online:

H-1BR, H-1B Registration

I-129, Petition for a Nonimmigrant Worker

I-907, Request for Premium Processing Service





U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

My Company File a Form **My Representatives**

## My Representatives

You may view the list of representative teams collaborating with your company group. If you would like to invite a representative to join your company group, you must ask an administrator to invite them. After your representative accepts an invitation to collaborate with your company group, they can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

[Refresh table](#)

Team
Team Name
Team Name

Rows per page: 25 ▾ 1 - 2 of 2 < Back Next >



# Member Profile

My Account ▾ Resources ▾ | Sign Out

- Home
- My profile →
- Account actions
- My representatives
- File a form online
- Sign out

My Company    File a Form    My Representatives

## My Profile

You may view or edit the personal information in your profile. View details about what you can or cannot do based on your role.

---

### Account Settings

If you want to edit your email address, telephone number, password, or two-step verification preferences, you will need to go to [account settings](#).

---

### Profile Information

[Edit profile](#)

#### My information

First Name	Last Name
First	Last

---

### Assigned role

Your role determines the actions you can perform on the account.

Your role is: Member.

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

### Notification preferences


Contact method  
Email



# Member Notifies Administrator After Preparing Draft

# Member Selects Administrator(s) to Notify After Preparing Draft

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 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

## Notify an administrator

Your role does not allow you to pay for and submit the registration. You must notify an administrator to review the registration and pay and submit.

Select the administrator(s) you would like to notify. After they are notified, the registration will be saved as a draft on your My Company page.

Who would you like to notify?

- FirstName LastName
- FirstName LastName
- FirstName LastName
- FirstName LastName
- FirstName LastName

---


[Back](#) [Notify administrator\(s\)](#)



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and Immigration  
Services

# Member Returned to Homepage

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 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

**My Company** File a Form My Representatives

✔ You successfully notified the administrator(s) to review the registration. ✕

## My Company

File a form or view cases and registrations below.

[File a form](#)

**Cases** H-1B registrations

[Drafts \(1\)](#) [Submitted \(0\)](#)

🔍 Search for beneficiaries [Search](#)

Filter by ^

Status  Form number

[Refresh table](#)

Beneficiary	Form	Status	Action
Last Name, First Name	I-129 + I-907	Pending administrator signature	<a href="#">View draft</a>

Rows per page: 25 ▾ 1 - 1 of 1 < Back Next >



U.S. Citizenship and Immigration Services



U.S. Citizenship  
and Immigration  
Services

# Legal Representative Account (myUSCIS)

USCIS will introduce new capabilities for legal representatives who prepare H-1B Registrations and/or Form I-129 petitions for organization or company clients.





# Rep Onboarding



**U.S. Citizenship  
and Immigration  
Services**

# New representative account creation

## Account Type

USCIS only offers certain benefit types for online filing. Please refer to the [USCIS File Online webpage](#) for further guidance.

H-1B registrations and Form I-129 H-1B petitions can only be filed using the attorney or accredited representative account or a company account.

**Select an account type:**

- I am an individual applicant, petitioner, requestor, or supporter.**
  - I am an individual and want to file an application, petition, or request for myself.
  - I am an individual and want to file Form I-134A as a supporter on behalf of a beneficiary.
  
- I am a Legal Representative.**
  - I am an attorney eligible to practice law in the United States and want to file forms on behalf of clients.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292 and want to file forms on behalf of clients.

**⚠ Note:** Do not create a representative account if you are a paralegal.
  
- I am part of an organization or company, a sole proprietor, or an agent.**
  - I am an authorized signatory and I want to submit H-1B registrations and/or file Form I-129 H-1B petitions.
  - I am an authorized signatory and I want to sign H-1B registrations and/or Form I-129 H-1B petitions prepared by my attorney or accredited representative.

Submit



**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](#)



# New representative account creation

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



U.S. Citizenship  
and Immigration  
Services

 My Account

Account Resources ▾ | Sign Out

## 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.)

 **Note:** You may [delete this account](#) if you created the wrong account type, or if you no longer want it. Once you certify and submit your account information, you will be unable to delete your account.


Continue




U.S. Citizenship  
and Immigration  
Services

# New representative account creation - Attorney selected

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

 U.S. Citizenship and Immigration Services

 My Account

Account Resources Sign Out

## 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

**Note:** You may [delete this account](#) if you created the wrong account type, or if you no longer want it. Once you certify and submit your account information, you will be unable to delete your account.

Continue



U.S. Citizenship  
and Immigration  
Services

# New representative account creation – Accredited Representative selected

## 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

MM/DD/YYYY

**Note:** You may [delete this account](#) if you created the wrong account type, or if you no longer want it. Once you certify and submit your account information, you will be unable to delete your account.

Continue



U.S. Citizenship  
and Immigration  
Services



## Onboarding Option 1:

- Link a previously filed case using an Online Access Code
- Review profile



# Option to add paper filed cases to new Legal Representative account

## Manage Your Existing Cases Online

If you paper-filed any of the 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



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

- Yes.
- No, continue to account profile.

Next

## Manage Your Existing Cases Online

If you paper-filed any of the 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



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



# Option to add paper filed cases to new Legal Representative account

## Manage Your Existing Cases Online

Your Online Access Code is listed in the USCIS Account Access Notice we mailed you. Enter your code to access your existing cases. If you did not receive the notice, select "Continue to account profile."

Receipt Number	USCIS Online Account Number	Case Type
ABC0000000001		N400 - APPLICATION FOR NATURALIZATION
Received Date	Priority Date	Applicant
01/01/2019	01/01/2016	A123-456-789 JANE ALICE DOE
Notice Date	Page	
02/01/2019	1 of 1	

200 MAIN STREET DRIVE  
APT 3G  
SHELBYVILLE MI 90210

Notice Type: USCIS Account Access Notice  
Online Access Code: XXXXX-XXXX-XXXX

Notice Type: USCIS Account Access Notice

Online Access Code: XXXXX-XXXX-XXXX

Online Access Code

XXXXX-XXXX-XXXX

Link my account

[Continue to account profile](#)

## Manage Your Existing Cases Online

Your Online Access Code is listed in the USCIS Account Access Notice we mailed you. Enter your code to access your existing cases. If you did not receive the notice, select "Continue to account profile."

Receipt Number	USCIS Online Account Number	Case Type
ABC0000000001		N400 - APPLICATION FOR NATURALIZATION
Received Date	Priority Date	Applicant
01/01/2019	01/01/2016	A123-456-789 JANE ALICE DOE
Notice Date	Page	
02/01/2019	1 of 1	

200 MAIN STREET DRIVE  
APT 3G  
SHELBYVILLE MI 90210

Notice Type: USCIS Account Access Notice  
Online Access Code: XXXXX-XXXX-XXXX

Notice Type: USCIS Account Access Notice

Online Access Code: XXXXX-XXXX-XXXX

Online Access Code

OC55F-B2A9-8CB10

Link my account

[Continue to account profile](#)



U.S. Citizenship  
and Immigration  
Services

# Attorney reviews profile certification page

## Review And Certify

The following is information you provided in your paper-filed cases. If any of this has changed, you may update it in your profile after you submit this form.

To submit, please certify that you are an attorney or an accredited representative by checking the box at the end of this form.

### Personal Information

First Name	Middle Name
Oprah	Test
Last Name	Online Account Number
Winfrey	09982736123616

### Mailing Address

In care of (if any)

Country  
United States

Address line 1  
10 Miller Street

Address line 2

City or town	State	Zip code
Hollywood	CA	11121

### Attorney Information

Organization name	
Org name	
Licensing Authority	State bar number
USCIS	11111

Are you subject to any order of any court or administrative agency debaring, suspending, enjoining, restraining, or otherwise restricting you in the practice law?  
No

### Contact Information

Email address  
mail@mail.com

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

Daytime phone number  
(888)-888-8888

Fax number  
mail@mail.com

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 presented in the review of my representative profile was true and correct at the time of filing. I am not subject to any order of any court or administrative agency debaring, suspending, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Submit Cancel



**U.S. Citizenship  
and Immigration  
Services**

If Attorney +  
paper-filed

# Accredited Representative reviews profile certification page

## Review And Certify

The following is information you provided in your paper-filed cases. If any of this has changed, you may update it in your profile after you submit this form.

To submit, please certify that you are an attorney or an accredited representative by checking the box at the end of this form.

### Personal Information

First Name Orph	Middle Name Trit
Last Name Windrey	Online Account Number 09982736123616

### Mailing Address

In care of (if any)

Country  
United States

Address line 1  
10 Miller Street

Address line 2

City or town Hollywood	State CA	Zip code 11121
---------------------------	-------------	-------------------

### Attorney Information

Organization name Org name	State bar number 11111
Licensing Authority USCS	

Are you subject to any order of any court or administrative agency debarring, suspending, expelling, restraining, or otherwise restricting you in the practice law?  
No

### Contact Information

Email address  
mail@mail.com

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

Daytime phone number  
(888)-888-8888

Fax number  
mail@mail.com

Notification preferences  
Email

### Certify And Submit

I certify, under penalty of perjury under the laws of the United States of America, that I am an accredited representative of an organization recognized by the Department of Justice, Executive Office for Immigration Review, under title 8 of the Code of Federal Regulations, part 292, and that the information presented in the review of my representative profile was true and correct at the time of filing. I am not subject to any order of any court or administrative agency, suspending, terminating, restraining or otherwise restricting me in representing individuals seeking to file an application, petition, or request with the Department of Homeland Security, the Immigration Courts, or the BIA. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Submit Cancel

If Accredited  
Rep + paper-  
filed



U.S. Citizenship  
and Immigration  
Services



## My Clients

Add a client to my account

View client and important case information at a glance.



Search

Filter by

Clients (1)

Cases (1)

2 total results

### NASSO, MORAN NMN

A-Number: 083158197 | Date of birth: November 14, 1995

Case (1 of 1)	Status	Action
I-90	Submitted January 8, 2014	<a href="#">View case status</a>

View all cases

Start a form

After certifying, the rep will have access to their paper-filed cases in their account.





## Onboarding Option 2:

- Do not link previously filed case
  - Create a new profile



# Option to add paper filed cases to new Legal Representative account

## Manage Your Existing Cases Online

If you paper-filed any of the 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



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

- Yes.
- No, continue to account profile.

Next

## Manage Your Existing Cases Online

If you paper-filed any of the 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



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

- Yes.
- No, continue to account profile.


Next



# Option to add paper filed cases to new Legal Representative account

Manage Your Existing Cases Online

If you paper-filed any of the 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 

Would you like to link your paper-filed cases to your online account?

Yes

No

**Next**

 Are you sure you want to continue?

If you continue, you will no longer have access in this account to cases you previously paper-filed.

**Yes, continue to account profile** Cancel



## 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

Online Account Number

Please enter your mailing address

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

Zip code

County

Next

< Back



U.S. Citizenship and Immigration Services



## Choose your role

Part 2 of 2

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

- Yes  
 No

## Please enter your contact information

To edit your email address or mobile phone number, update your Account settings in your profile after you have finished creating your account.

Email address  
kjrep7@gmail.com

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

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](#)



**U.S. Citizenship  
and Immigration  
Services**

# Review and Certify profile information – if Attorney

## Review And Certify

Please review and certify this information by selecting the checkbox and submit button at the bottom of the form.

### Personal Information

<b>First Name</b> Sandy	<b>Middle Name</b> M
<b>Last Name</b> Shores	<b>Online Account Number</b>

### Mailing Address

**In care of (if any)**

**Country**  
United States

**Address line 1**  
123 anywhere street

**Address line 2**

<b>City or town</b> Racine	<b>State</b> Wisconsin	<b>Zip code</b> 12345
-------------------------------	---------------------------	--------------------------

### Attorney Information

**Organization name**  
Shores LLC

<b>Licensing authority</b> Alaska	<b>State bar number</b> 564654
--------------------------------------	-----------------------------------

**Are you subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice law?**  
No

### Contact Information

**Email address**  
kjrep7@gmail.com

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

**Daytime phone number**

**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, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Submit Cancel



**U.S. Citizenship  
and Immigration  
Services**

## Choose your role

Part 2 of 2

I am an:

- Attorney  Accredited Representative

Organization name

Accreditation date

MM/DD/YYYY

## Please enter your contact information

To edit your email address or mobile phone number, update your Account settings in your profile after you have finished creating your account.

Email address

kjrep7@gmail.com

Mobile phone number

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

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



**U.S. Citizenship  
and Immigration  
Services**

# Review and Certify profile information – if Accredited Representative

## Review And Certify

Please review and certify this information by selecting the checkbox and submit button at the bottom of the form.

### Personal Information

<b>First Name</b> lkj	<b>Middle Name</b> lkj
<b>Last Name</b> test	<b>Online Account Number</b>

### Mailing Address

**In care of (if any)**

**Country**  
United States

**Address line 1**  
lkjlkj

**Address line 2**

<b>City or town</b> lk	<b>State</b> Alaska	<b>Zip code</b> 12345
---------------------------	------------------------	--------------------------

### Accredited Representative Information

**Organization name**  
kij

**Accreditation date**  
05/05/2023

### Contact Information

**Email address**  
kjrep7@gmail.com

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

**Daytime phone number**

**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 accredited representative of an organization recognized by the Department of Justice, Executive Office for Immigration Review, under title 8 of the Code of Federal Regulations, part 292, and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency, suspending, terminating, restraining or otherwise restricting me in representing individuals seeking to file an application, petition, or request with the Department of Homeland Security, the Immigration Courts, or the BIA. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Submit Cancel



**U.S. Citizenship  
and Immigration  
Services**



# Onboarding Option 3: Upgrading Existing Representative Account



U.S. Citizenship  
and Immigration  
Services

# Verify Profile Information

Attorney profile

### Verify Your Profile Information

We are upgrading your account and you must review and certify that your profile information is accurate to complete the account upgrade process.

This information will be used in your upgraded account, and you will have the option to use it to auto-populate Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

The changes you make to your profile will be applied to new drafts of Forms G-28, but will not update any existing drafts. You will need to update the information in existing drafts separately.

---

#### Personal Information

I do not have a first name      I do not have a middle name      I do not have a last name  
 First  Middle  Last

Online account number

---

#### Mailing Address

Country

Address line 1  
  
Street number and name

Address line 2  
  
Apartment, suite, unit, or floor

City or town     State     ZIP code

---

#### Attorney Information

Organization name

Licensing authority     State bar number

[+ Add another](#)

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

Yes  
 No

---

#### Contact Information

Edit your primary email, recovery email, mobile phone number, password, password reset question, and two-step verification preferences in your account settings.  
 Email address  
  
 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 USCIS responds to your message or case inquiry. To enable mobile notifications, you need to add a mobile number to your account in your account settings.

Email  
 Mobile  
 Both email and mobile

[Continue to Review and Certify Profile](#)

Accredited Representative profile

### Verify Your Profile Information

We are upgrading your account and you must review and certify that your profile information is accurate to complete the account upgrade process.

This information will be used in your upgraded account, and you will have the option to use it to auto-populate Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

The changes you make to your profile will be applied to new drafts of Forms G-28, but will not update any existing drafts. You will need to update the information in existing drafts separately.

---

#### Personal Information

I do not have a first name      I do not have a middle name      I do not have a last name  
 First  Middle  Last

Online account number

---

#### Mailing Address

Country

Address line 1  
  
Street number and name

Address line 2  
  
Apartment, suite, unit, or floor

City or town     State     ZIP code

---

#### Accredited Representative Information

Organization name

Accreditation date

---

#### Contact Information

Edit your primary email, recovery email, mobile phone number, password, password reset question, and two-step verification preferences in your account settings.  
 Email address  
  
 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 USCIS responds to your message or case inquiry. To enable mobile notifications, you need to add a mobile number to your account in your account settings.

Email  
 Mobile  
 Both email and mobile

[Continue to Review and Certify Profile](#)



## U.S. Citizenship and Immigration Services

# Review and Certify Profile

Attorney review and certify

Accredited representative review and certify

## Review and Certify Profile

Please review that this information is correct.

### Representative Profile

#### Personal Information

First name Middle name Last name  
First Middle Last

Online account number  
001234567890

#### Mailing Address

Country  
United States  
Address line 1  
123 Attorney Lane  
Address line 2  
Suite 3000  
City or town State Postal code  
City State 22209  
County  
County

#### Attorney Information

Organization name  
Awesome Attorneys, LLC

Licensing authority State bar number  
Virginia 1234567890

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

#### Contact Information

Edit your primary email, recovery email, mobile phone number, password, password reset question, and Two-Step verification preferences in your [account settings](#).

Email address  
name@mail.com

Mobile phone number  
(111) 111-1111

Daytime phone number  
(222) 222-2222

Fax number  
(111) 222-3333

Notification preferences  
Both email and mobile

#### 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 debarring, suspending, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

## Review and Certify Profile

We are upgrading your account and you must review and certify that your profile information is accurate to complete the account upgrade process.

This information will be used in your upgraded account, and you will have the option to use it to auto-populate Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

The changes you make to your profile will be applied to new drafts of Forms G-28, but will not update any existing drafts. You will need to update the information in existing drafts separately.

### Personal Information

First name Middle name Last name  
First Middle Last

Online account number  
001234567890

### Mailing Address

Country  
United States  
Address line 1  
123 Attorney Lane  
Address line 2  
Suite 3000  
City or town State Postal code  
City State 22209

### Accredited Representative Information

Organization name  
Awesome Attorneys, LLC

Accreditation date  
05/16/2021

### Contact Information

Edit your primary email, mobile phone number, password, password reset question, and two-step verification preferences in your account settings.

Email address  
name@mail.com

Mobile phone number  
(111) 111-1111

Daytime phone number  
(222) 222-2222

Fax number  
(111) 222-3333

Notification preferences  
Both email and mobile

### 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 debarring, suspending, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.



U.S. Citizenship and Immigration Services



## My Cases

You may file a form or view your cases and H-1B registrations.

**File a form**

**Cases**

**Drafts (0)**

**i** Welcome to your USCIS representative account!

We have updated the representative account experience to accommodate growing business needs. In addition to existing features, you now also have the ability to:

- Create, review, edit, and pay for Form I-129 H-1B petitions, and Form I-907 requests for your company clients online;
- Create a legal team that includes paralegals within your online account; and
- Work collaboratively with the paralegals in your legal team to help create and manage drafts and cases for your company clients.

**Get started**







# Representative Invites Paralegal to Legal Team

# My Team Page

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

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

My Cases | My Clients | File a form | **My Team**

## My Cases

View all your cases and registrations in one place.

[File a Form](#)

**Cases** | H-1B Registrations

**Drafts (57)** | Submitted (40)

Search for clients and cases [Search](#)

Filter by ^

[Refresh Table](#)

Client	Forms	Beneficiary	Status	Action
Company Name	I-129: Petition for a non...	Bene Name	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>

## My Legal Team

### [FirstName LastName]'s Legal Team

My Legal Team provides the ability to work with paralegals from your organization on cases for the company clients you represent.

You may view, add, or remove paralegals on your team and manage your invitations.

**Note:** You, and the paralegals you add to your team, can only be part of one team. Paralegals can only work on forms you are drafting and filing for company clients you represent.

[Invite a paralegal](#)

---

[Manage users](#) | [Manage invitations](#)

[Refresh table](#)

Name	Role	Action
Last Name, First Name	Representative	N/A

Rows per page: 25 | 1 - 1 of 1 users | [Back](#) | [Next](#)



# Representative Invites a Paralegal

[My Team](#) > Invite a Paralegal

## Invite a Paralegal

After you send this request, the paralegal will have 7 calendar days to review and accept the invitation. If it expires before it is accepted, you must send another invitation to the paralegal.

**Note:** Paralegals do not have access to information for individual clients.

**For company clients, paralegals can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the people in their legal team; and
- View a list of their company clients.

**For company clients, paralegals cannot:**

- Submit or pay for registrations or forms;
- Fill out, submit, or withdraw Forms G-28;
- Add or remove people in their legal team; or
- Upload unsolicited evidence or respond to RFEs and notices.

<b>Given name (first name)</b>	<b>Family name (last name)</b>
<input type="text" value="Paralegal"/>	<input type="text" value="One"/>

**Business email address**

Example: user@domain.com



**U.S. Citizenship and Immigration Services**

# Representative Returned to My Legal Team Page



U.S. Citizenship  
and Immigration  
Services

My Account ▾ Resources ▾ | Sign Out

representative > kjrep18@gmail.com > ab33b373-1b7c-439e-a57f-24ee28d63473

My Cases My Clients File a Form **My Team**

✔ You successfully invited a paralegal.

## My Legal Team [FirstName LastName]'s Legal Team

My Legal Team provides the ability to work with paralegals from your organization on cases for the company clients you represent.

You may view, add or remove paralegals on your team and manage your invitations.

**Note:** You, and the paralegals you add to your team, can only be part of one team. Paralegals can only work on forms you are drafting and filing for clients you represent.

Invite a paralegal

Manage Users **Manage Invitations**

Refresh Table

Name	Email	Role	Status	Action
One, Paralegal	paralegalone1@gmail.com	Paralegal	Invitation expires 02/14/2024	N/A



U.S. Citizenship  
and Immigration  
Services

# Representative Invited to Collaborate by Administrator

This flow shows a representative accepting an invitation from an administrator (company client) to collaborate

# Notification Email to Representative

You have been invited to collaborate with a USCIS company group



No Reply <no-reply@uscis.dhs.gov>

To: test@mail.com



Today at 1:44 PM



## You have been invited to collaborate with [Company group name]'s online USCIS company group

You have been invited to collaborate with [Company group name]'s online USCIS company group. The invitation will expire 7 days after it was sent.

Sign into your account to review the invitation. If you do not have an account, you need to create one in order to review the invitation.

To decline the invitation, allow it to expire. You do not need to take any action.

[Sign in or create an account](#)

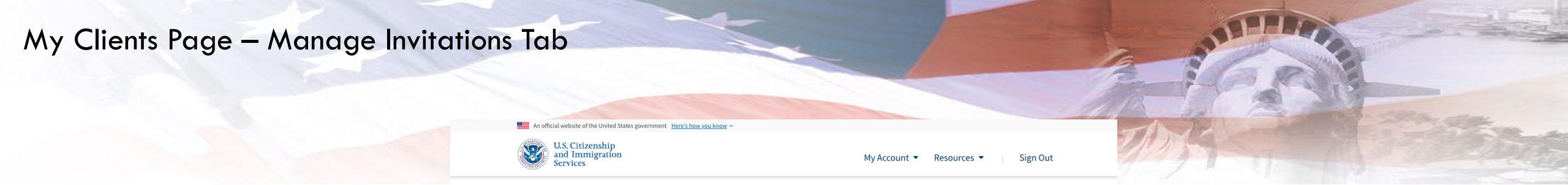
If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.



**U.S. Citizenship  
and Immigration  
Services**

# My Clients Page – Manage Invitations Tab



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U.S. Citizenship and Immigration Services

[My Account](#) | [Resources](#) | [Sign Out](#)

[My Cases](#) | **[My Clients](#)** | [File a Form](#) | [My Team](#)

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Add a client](#)

**Companies** | [Individuals](#)

You and your paralegals can work with your company clients to draft and edit H-1B registrations, Form I-129 H-1B petitions, and premium processing requests for Form I-129 H-1B petitions.

[Manage companies](#) | **[Manage invitations](#)**

[Search](#)

Filter by [Status](#) [Clear filters](#)

[Refresh table](#)

Name	Email	Status	Action
Company Name	name@company.com	Pending your acceptance	<a href="#">View invitation</a>
Company Name	name@company.com	Invitation expires 09/01/2023	N/A
Company Name	name@company.com	Invitation expires 09/02/2023	N/A

Rows per page: 25 | 1 - 3 of 3 | [Back](#) | [Next](#)



U.S. Citizenship and Immigration Services



# Review Invitation

## Review Invitation

[Addressator first and last name] from [Company group name] has invited you to collaborate with their company group. This invitation will expire 7 days after it was sent. Review the information on this page and confirm it is correct before accepting the invitation. Once you accept this invitation, [Company group name] will be added to your account as a company client.

**Note:** If any of your information on this page is incorrect, do not accept the invitation. Notify the addressator who invited you to send you a new invitation with corrected information.

If you want to decline this invitation, allow it to expire. You do not need to take any action. It will be removed from the table of invitations on your My Clients page after it expires.

### Company Profile

#### Company information

Company Name  
Immigration and Co.

Doing Business As (DBA)  
N/A

#### Tax identification number

Employer Identification Number (EIN)  
31-2345678

#### Mailing address

Address Line 1  
123 Cool Address Lane

Address Line 2  
...

City or town	State	ZIP Code
Citytown	New York	12345

#### Your acknowledgement of the Company Profile

I have reviewed all the information in the Company Profile and would like to proceed with this client.

### Representative Information

First name	Last name
First	Last

Email address  
name@usfirms.com

#### Assigned role

Your role is Representative.

- For company and individual clients, representatives can:**
- Create, edit, delete, submit and pay for petitions, applications, forms, and registrations on behalf of their clients.
  - Upload unsubmitted evidence or respond to OIGs and notices.
  - Add, remove, and view paralegals on their legal team, and
  - Add and remove clients.

**For company clients, representatives can:**

- Start a company group.
- For company clients, representatives cannot:**
- View, edit, create, submit, or pay for cases that were started by a company client.
- Add or remove people from company groups, or
- Edit company group profile information after the company group has been created.

#### Your acknowledgement of the Representative Information

I have reviewed and confirm that all the information in the Representative Information section is accurate.

[Accept invitation](#) [Cancel](#)



U.S. Citizenship and Immigration Services

# My Clients Page – Manage Companies Tab

✔ You successfully accepted the invitation and added the client. ✕

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Add a client](#)

[Individuals](#) **[Companies](#)**

Company clients are petitioners who are part of a company, a sole proprietor, or an agent. They are also authorized to sign, submit, and pay for H-1B registrations, Forms I-129 H-1B petitions, and Forms I-907.

Company clients must have a company group and company profile. If they have not created a company group, you can create one for them.

Paralegals may prepare and edit drafts or view statuses for your company clients.

**[Manage companies](#)** [Manage invitations](#)

[Refresh table](#)

Name	Action
Company Name	<a href="#">View company</a>
Company Name	<a href="#">View company</a>
Company Name	<a href="#">View company</a>
Company Name	<a href="#">View company</a>

Rows per page: 25 ▾ 1 - 4 of 4 < Back Next >



Representative Removed  
by Administrator

# Representative Removed from Collaboration with Company Group by Administrator

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[My Account](#) ▾ [Resources](#) ▾ | [Sign Out](#)

[My Cases](#) [My Clients](#) [File a Form](#) [My Team](#)

You have been removed from [Company name]

You no longer have access to cases and drafts associated with [Company name] company group. If you believe you were removed from [Company name]'s company group in error, contact the company administrator from [Company name] to restore your account access.

[Return to My Cases](#)



**U.S. Citizenship  
and Immigration  
Services**

# Representative Views Existing Company Client

## Company Name

View the people from your legal team who are collaborating with this client, and the people from [Company name]'s company group. You may add a paralegal(s) from your team to help manage drafts and cases.

You can manage users on your team by going to the [My Legal Team](#) page.

[Add paralegal\(s\)](#)

## Removing the company client

You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Remove company client](#)

[My Legal Team](#) [Company Group](#)

This list includes the paralegals from your legal team you assigned to work with this client.

[Refresh table](#)

Name	Role	Action
Last Name, First Name	Representative	N/A
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>

Rows per page: 25 ▾      1 - 4 of 4      < Back      Next >



## Company Name

View the people from your legal team who are collaborating with this client, and the people from [Company name]'s company group. You may add a paralegal(s) from your team to help manage drafts and cases.

You can manage the paralegals on your team by going to the [My Legal Team](#) page.

[Add paralegal\(s\)](#)

## Removing the company client

You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Remove company client](#)

[My Legal Team](#) **[Company Group](#)**

This list includes all the people in the company group and their roles.


[Refresh table](#)


Name	Role
Last Name, First Name	Administrator
Last Name, First Name	Administrator
Last Name, First Name	Member
Last Name, First Name	Member

Rows per page: 25 | 1 - 4 of 4 | < Back | Next >



# Representative selects paralegal(s) to collaborate with the company client

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 U.S. Citizenship and Immigration Services

[My Account](#) ▾ | [Resources](#) ▾ | [Sign Out](#)

---

[My Cases](#) | [My Clients](#) | [File a Form](#) | [My Team](#)

---

[My Clients](#) > [Add a Paralegal](#)

## Add a Paralegal

You may add a paralegal(s) from your legal team to work with you and your company client.

Select the paralegal(s) you would like to add:

Select all users

---

Last, First  
 Last, First  
 Last, First

[Back](#) [Add paralegal\(s\)](#)



**U.S. Citizenship  
and Immigration  
Services**



# Representative returns to company client view

[My Clients](#) > View Company

✔ You successfully added the paralegal(s).

## Company Name

View everyone from your legal team and from [Company name]'s company group. You may add a paralegal(s) from your team to help manage drafts and cases.

You can manage the paralegals on your team by going to the [My Team](#) page.

[Add paralegal\(s\)](#)

### Removing the client

You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Remove company client](#)

---

**My Team**   Company Users

[Refresh table](#)

Name	Role	Action
Last Name, First Name	Representative	N/A
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>

Rows per page: 25 ▾   1 - 4 of 4 users   < Back   Next >



# Representative Adds New Company Client

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

Add a client

Individuals

Companies

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

You have no individual clients.



[My Clients](#) > Add a Client

## Add a Client

After you add a client to your account, you can file forms, view case updates, and download notices for them.

### Client types

#### Individual clients:

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

#### Company clients:

Company clients are petitioners who are part of a company, a sole proprietor, or an agent. They are also authorized to sign, submit, and pay for H-1B registrations, Forms I-129 H-1B petitions, and Forms I-907.

Company clients must have a company group and company profile. If they have not created a company group, you can create one for them.

Paralegals may prepare and edit drafts or view statuses for your company clients.

Select the type of client you would like to add:

- Individual
- Company

[Cancel](#)



**U.S. Citizenship  
and Immigration  
Services**

# Representative adds company client

[My clients](#) > Add a client

## Add a Client

After you add a client to your account, you can file forms, view case updates, and download notices for them.

### Client types

**Individual clients:**  
Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129/H-1B petitions for individual clients.  
Paralegals cannot prepare drafts or view any statuses for your individual clients.

**Company clients:**  
Company clients are petitioners who are part of a company, a sole proprietor, or an agent. They are also authorized to sign, submit, and pay for H-1B registrations, Forms I-129/H-1B petitions, and Forms I-907.  
Company clients must have a company group and company profile. If they have not created a company group, you can create one for them.  
Paralegals may prepare and edit drafts or view statuses for your company clients.

Select the client type you would like to add:

Individual

Company

---

### About your company client

Your company client's USCIS online account enables them to form a company group with others from their company. The people in the company group can work together to submit H-1B registrations, Form I-129/H-1B petitions, and Form I-907 requests. You and your legal team may collaborate with your client's company group to help draft and submit registrations and forms. You can collaborate with more than one group for the same client.

Within a company group, there are two roles: administrators and members.

**Administrators can:**

- Create, edit, delete, review, sign, submit, and pay for:
  - H-1B registrations;
  - Form I-129/H-1B petitions; and
  - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129/H-1B petitions;
  - Form I-907 requests; and
  - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129/H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129/H-1B petitions; and
  - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

**Members cannot:**

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

---

### Start a company group for your client

You may start a company group for your client if they do not have one or if they requested an additional group for their company. To start the company group, you will provide information about the company and information about someone from the company who can be an administrator. Each company group that you start must have a different administrator because each administrator can only be part of one company group at a time.

After you provide your client's information to start their company group, your client will receive an email notifying them to view an invitation to join the group.

In order to finish creating the company group, your client will need to:

1. Create or sign into their account to view the invitation;
2. Review the company profile and administrator profile in the invitation and confirm it is accurate; and
3. Accept the invitation.

Once the company group has been created, your client will be able to invite others to join and you will be able to collaborate with them.

**Note:** If you provide information that matches the information of an existing company group and administrator, they will be notified that you would like to collaborate with the existing group. A new company group will not be started.



U.S. Citizenship and Immigration Services

# Representative enters company profile information

## Company Profile

Next, you must provide information for the company profile. Only an administrator may edit information in the company profile after the company group is created.

### Company information

#### Company Name

#### Doing Business As (DBA)

The DBA name is the company's operating name, not its legal name.

The petitioning company or organization does not have a DBA name.

### Tax identification number

You must provide your client's Employer Identification Number (EIN), Social Security number (SSN), or Individual Tax Identification Number (ITIN) to create your client's company group.

Which tax identification number are you providing?

- Employer Identification Number (EIN)
- Social Security Number (SSN)
- Individual Taxpayer Identification Number (ITIN)

#### Social Security number (SSN)

Provide your 9-digit Social Security number.

### Mailing Address

#### Address line 1

Street number and name

#### Address line 2

Apartment, suite, unit, or floor

City or town	State	ZIP code
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="23456"/>

Provide a 5 or 9-digit ZIP code.



U.S. Citizenship and Immigration Services

# Alert if Tax identification number (EIN, SSN, or ITIN) entered is already associated with a company group

## Tax identification number

You must provide your client's Employer Identification Number (EIN), Social Security number (SSN), or Individual Tax Identification Number (ITIN) to create your client's company group.

Which tax identification number are you providing?

- Employer Identification Number (EIN)
- Social Security Number (SSN)
- Individual Taxpayer Identification Number (ITIN)

## Social Security number (SSN)

123-45-6789

Provide your 9-digit Social Security number.

### A company group with this tax identification number already exists

You may still proceed with providing information for your client. If the information you enter in the administrator profile on the next page matches the information of an administrator already in the company group, then they will receive a notification that you would like to collaborate with them.

If you are starting a new or additional company group for your client, enter information on the next page for an administrator who is not already in a company group.



**U.S. Citizenship  
and Immigration  
Services**

# Representative enters administrator profile information

## Administrator Profile

As the legal representative for the company, you must provide the information of an authorized signatory to be an administrator of the company group. This person must have the authority to review, sign, submit, and/or pay for H-1B registrations or Form I-129 H-1B petitions.

**Note:** If you enter an email address for an administrator who is already in a company group, they will receive a notification that you would like to collaborate with them. Their existing administrator profile information will remain unchanged.

## Administrator Information

Given name (first name)	Family name (last name)
<input type="text"/>	<input type="text"/>

**Business email address**  
If the administrator for whom you are creating a profile for already has a USCIS online account, use the email address associated with that account. If they do not have an existing account, an email will be sent prompting them to create an account.

Example: user@domain.com

**Business phone number**

Provide a 10-digit phone number.

---

<input type="button" value="Back"/>	<input type="button" value="Start company group"/>
-------------------------------------	--



U.S. Citizenship and Immigration Services



✓ You successfully notified your company client. ✕

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

Add a client

Individuals

Companies

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

You have no individual clients.



## You have been asked to join [Company group]'s online USCIS company group

You have been invited to join Company Group's online USCIS company group. The invitation will expire 7 days after it was sent.

Sign in to your account to accept the invitation. If you do not have an account, you need to create one before you can accept the invitation. When you create a new account, make sure you enter the same email address that was used for this invitation.

To decline the invitation, allow it to expire. You do not need to take any action.

[Sign in or create an account](#)

If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.



**U.S. Citizenship  
and Immigration  
Services**

# Representative Adds New Individual Client

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Add a client](#)

**Individuals**

[Companies](#)

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

You have no individual clients.



# Add a Client

## Add a Client

After you add a client to your account, you can file forms, view case updates, and download notices for them.

### Client types

#### Individual clients:

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

#### Company clients:

Company clients are petitioners who are part of a company, a sole proprietor, or an agent. They are also authorized to sign, submit, and pay for H-1B registrations, Forms I-129 H-1B petitions, and Forms I-907.

Company clients must have a company group and company profile. If they have not created a company group, you can create one for them.

Paralegals may prepare and edit drafts or view statuses for your company clients.

Select the type of client you would like to add:

- Individual  
 Company

### What is your client's current legal name?

Their current legal name is the name on their birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

The current legal name you enter will be used to auto-populate your client's name in Form G-28. You will be able to edit the auto-populated fields if your client's legal name changes.

Given name (first name)

Middle name (if applicable)

Family name (last name)

### What is your client's email address?

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

Email address

Example: user@domain.com

The email address you enter will be used to auto-populate your client's email address in Form G-28. You will not be able to edit the email field in Form G-28.

**Note:** If the client email address you enter does not match the one used for your client's USCIS online account, you will need to delete any draft forms in progress for the client, remove them from your representative account, and add them as a client again in order to provide their correct email address.

Add client

Cancel



U.S. Citizenship  
and Immigration  
Services

✔ You successfully added an individual client.

## My Clients

Manage your clients. Clients may include companies or individuals.

**Note:** Company clients can submit H-1B registrations and file Form I-129. They may also add Representatives to their account to perform these actions on their behalf, but individual clients do not have these permissions.

Add a client

Individuals

Companies

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

[Refresh table](#)

Name	Action
Lastname, Firstname	<a href="#">Go to My Cases</a>

Rows per page: 25 ▾ 1 - 1 of 1 < Back Next >





U.S. Citizenship  
and Immigration  
Services

## You have been invited to connect with a legal representative

Your legal representative has started a USCIS online account on your behalf so that they can share draft forms for your review.

You must complete the account set up process in order to connect with your representative. Use the Finish creating my account button below to complete your account set up. This link will expire 7 days after it was sent to you.

[Finish creating my account](#)

If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.



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Services

# Representative Removes Individual Client

## My Clients

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

Add a client

- Individuals
- Companies

Individual clients are individual applicants, petitioners, requestors, or supporters you represent and may file forms on behalf of. You cannot submit H-1B registrations or Form I-129 H-1B petitions for individual clients.

Paralegals cannot prepare drafts or view any statuses for your individual clients.

Refresh table

Name	Action
Lastname, Firstname	Actions
Lastname, Firstname	Actions
Lastname, Firstname	Actions

Rows per page: 25 | 1 | < Back | Next >

- File a form
- Remove client





# Representative Removes Individual Client

**My Clients**

You may add and manage your clients. Your clients may be companies or individuals.

**Note:** You can only remove a client if they do not have any drafts in progress and all G-28 forms have been withdrawn from submitted cases. You must delete any drafts in progress for a client before you can remove them.

[Add a client](#)

**Individuals** Companies

You cannot submit H-1B registrations or file Form I-129 H-1B petitions for individual clients. Individual clients may work with an attorney or accredited representative.

[Refresh table](#)

Name	Actions
Lastname, Firstname	
Lastname, Firstname	
Lastname, Firstname	

Rows per page: 25 | 1 | < Back | Next >

[Return to top](#)

**Are you sure you want to remove the client?**

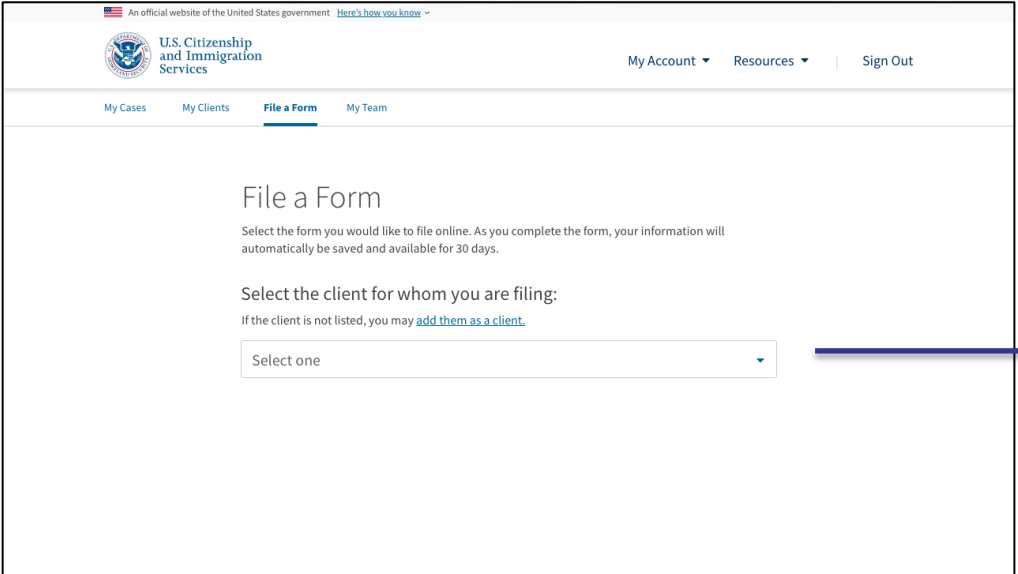
You can only remove the client if they do not have any drafts in progress and all Forms G-28 have been withdrawn from submitted cases. You must delete any drafts in progress for the client before you can remove them.

[Yes, remove client](#) [Cancel](#)



# Representative Files for Company Client

# Representative Selects Client and Form



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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

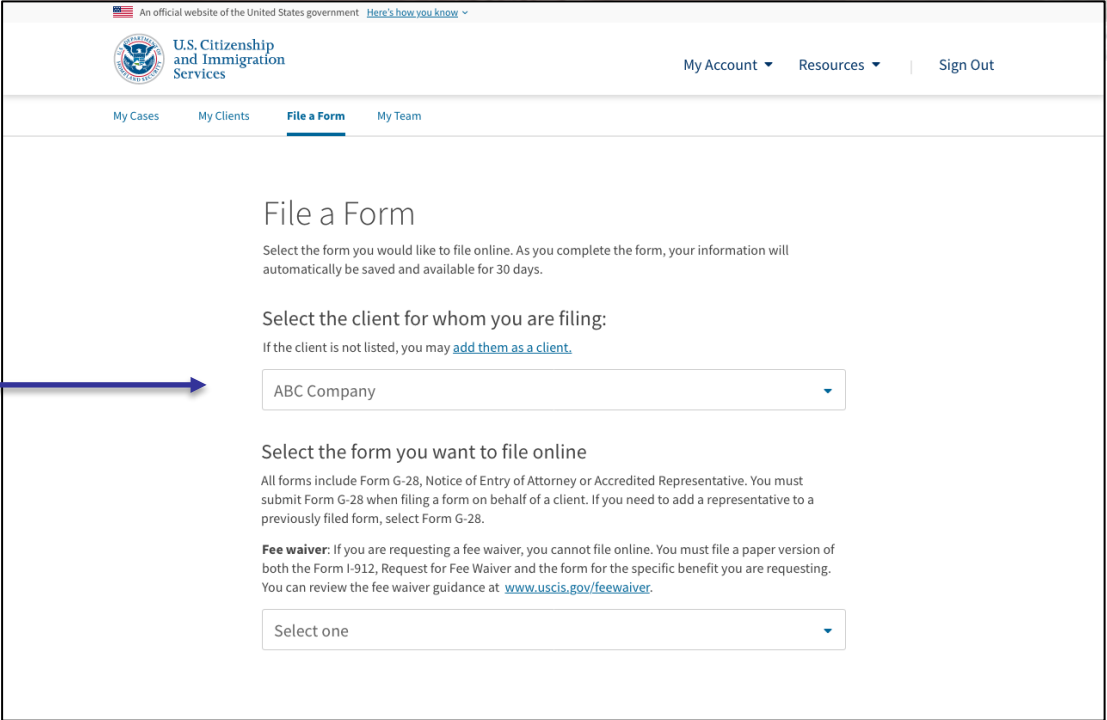
My Cases My Clients **File a Form** My Team

## File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

Select the client for whom you are filing:  
If the client is not listed, you may [add them as a client](#).

Select one



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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

My Cases My Clients **File a Form** My Team

## File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

Select the client for whom you are filing:  
If the client is not listed, you may [add them as a client](#).

ABC Company

Select the form you want to file online


All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.


**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select one



# Representative Notifies Administrator to Review After Completing Form Drafts

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My Account ▾ Resources ▾ | Sign Out

You successfully filled out your H-1B registration(s) and Form G-28 for [Company name]

Select the administrators who should review and sign the forms.

Who would you like to notify?

- First name, last name
- First name, last name
- First name, last name
- First name, last name
- First name, last name

---

[Back](#) [Notify user\(s\)](#)



# Representative Returned to Homepage After Notification

✔ You successfully notified the administrator(s) to review the H-1B Registration(s).

## My Cases

You may file a form or view your cases and H-1B registrations.

[File a Form](#)

**Cases** | [H-1B registrations](#)

**Drafts (57)** | **Submitted (40)**

🔍 Search for clients and cases [Search](#)

Filter by ^

Status:  Form:  [Clear filters](#)

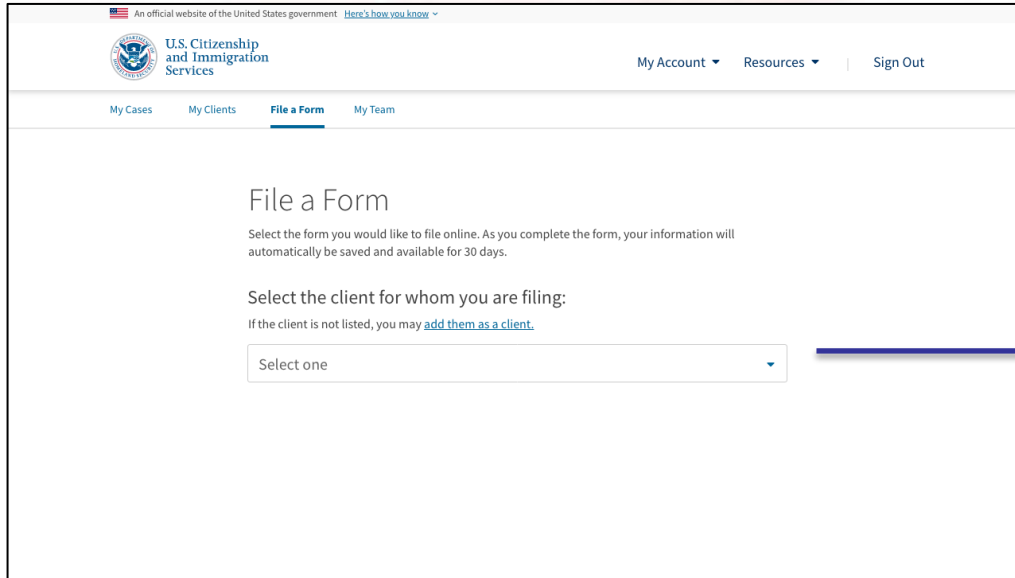
[Refresh Table](#)

Client	Forms	Beneficiary	Status ?	Action
Company Name	I-129: Petition for a non...	Bene Name	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-821 + I-765	None	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Bene Name	Ready to pay and submit	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Bene Name	Ready to pay and submit	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Bene Name	Ready to pay and submit	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	Bene Name	Pending representative signature	<a href="#">View draft</a>
Last Name, First Name	I-90: Application to repl...	None	Form G-28 started	<a href="#">View draft</a>



# Representative Files for Individual Client

# Representative Selects Client and Form



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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

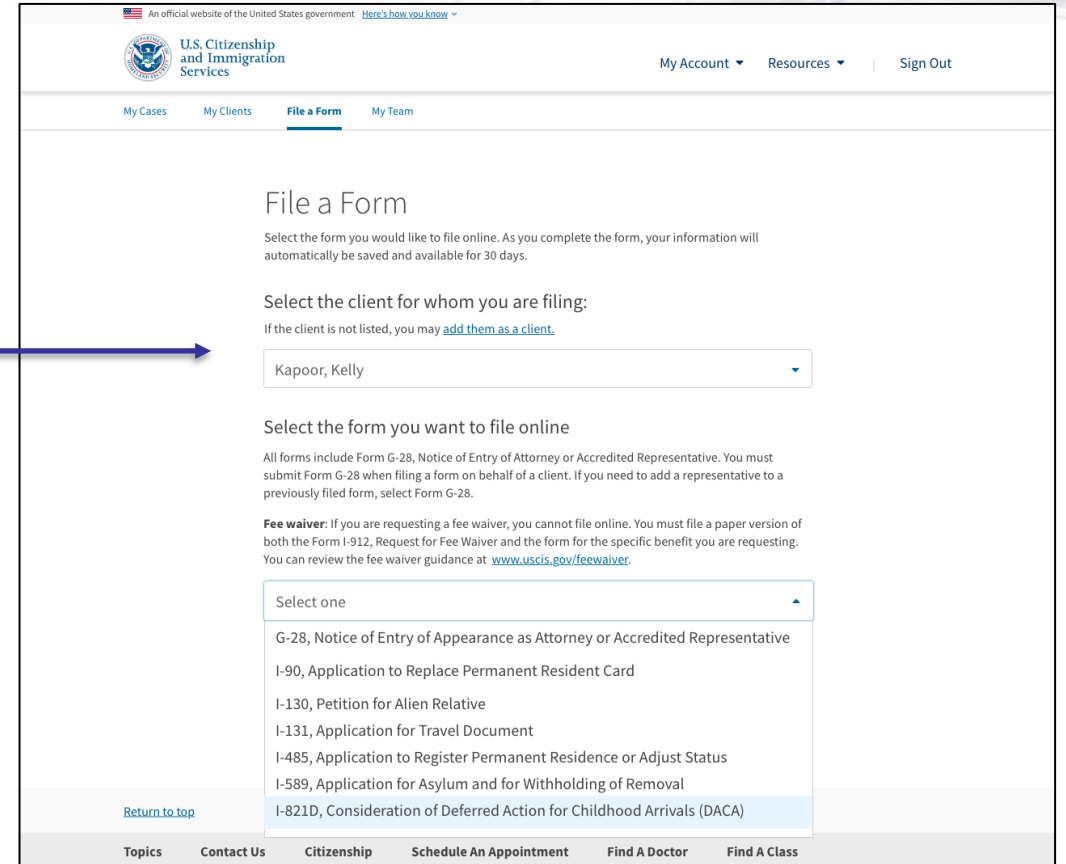
My Cases My Clients **File a Form** My Team

## File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

Select the client for whom you are filing:  
If the client is not listed, you may [add them as a client](#).

Select one



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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

My Cases My Clients **File a Form** My Team

## File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

Select the client for whom you are filing:  
If the client is not listed, you may [add them as a client](#).

Kapoor, Kelly

Select the form you want to file online

All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select one

- G-28, Notice of Entry of Appearance as Attorney or Accredited Representative
- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-131, Application for Travel Document
- I-485, Application to Register Permanent Residence or Adjust Status
- I-589, Application for Asylum and for Withholding of Removal
- I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

[Return to top](#)

Topics Contact Us Citizenship Schedule An Appointment Find A Doctor Find A Class



# After Completing Draft Form(s), Representative Receives One-Time Passcode to Share with Individual Client

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: NJO-EBAFF-E9305-C4E2

---

Finish



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# Client Enters One-Time Passcode After Logging Into Their Account

## 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**

Example: NJO-5103A-D55C4-A0E1 or AC2FF-5C848-A736

**Submit and continue**

[Cancel](#)



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Services**

# Paralegal Invited to Legal Team



## You have been asked to join a representative's online USCIS team

You have been invited to join an attorney or accredited representative's team. The invitation will expire 7 days after it was sent.

Sign in to your account to accept the invitation. If you do not have an account, you need to create one before you can accept the invitation. When you create a new account, make sure you enter the same email address that was used for this invitation.

To decline the invitation, allow it to expire. You do not need to take any action.

[Sign in or create an account](#)

If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.



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# Paralegal reviews invitation

## Review Invitation

Select an invitation to review. If you were sent an invitation that does not appear in the list, it may have been sent to an incorrect email address or expired. You should contact the representative who sent it to send you a new invitation.

Select an invitation to review:

[Team Name] - Paralegal

Jack Flash from Jack Flash's Team has invited you to join their team. Review the information on this page and confirm it is correct before you accept your invitation. The invitation will expire 7 calendar days after it was sent.

**Note:** If any of your information is incorrect, do not accept the invitation. Sign out of your account and notify the attorney or accredited representative to correct your information and send you a new invitation.

If you want to decline the invitation, do not accept it and allow the invitation to expire. It will be removed from your list of invitations after it expires.

## Paralegal Profile

**First name**  
Paralegal

**Last name**  
One

**Email address**  
paralegalone1@gmail.com

## Assigned role

Your role is: Paralegal.

**Note:** Paralegals do not have access to information for individual clients.

### For company clients, paralegals can:

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the people in their legal team; and
- View a list of their company clients.

### For company clients, paralegals cannot:


- Submit or pay for registrations or forms;
- Fill out, submit, or withdraw Forms G-28;
- Add or remove people in their legal team; or
- Upload unsolicited evidence or respond to RFEs and notices.

Accept invitation



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# Paralegal Welcome Modal



**My Cases**   My Clients   File a Form


## My Cases

You may file a form or view your cases a

**File a Form**

**Cases**   **H-1B Registrations**

**Drafts (0)**   Submitted (0)

 Refresh Table

You currently have no drafts.

**i** Welcome to your USCIS paralegal account!

We have created the paralegal account experience to accommodate growing business needs. You have the ability to:

- Work collaboratively with the representative and other paralegals on your legal team;
- View case information of your company clients; and
- Create, edit, and delete drafts of H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests.

**Get started**



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[My Account](#) ▾ [Resources](#) ▾ | [Sign Out](#)

[My Cases](#) [My Clients](#) [File a Form](#)

## My Cases

You may file a form or view your cases and H-1B registrations.

[File a form](#)

**Cases**

H-1B registrations

**Drafts (0)**

Submitted (0)

You have no cases or drafts.

[Return to top](#)

[Topics](#)

[Contact Us](#)

[Citizenship](#)

[Schedule An Appointment](#)

[Find A Doctor](#)

[Find A Class](#)



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Services

[My Cases](#) **[My Clients](#)** [File a Form](#)

## My Clients

You may view your clients on this page.

### Companies

You and your team can work with your company clients to draft and edit H-1B registrations, Form I-129 H-1B petitions, and premium processing requests for Form I-129 H-1B petitions.

 [Refresh Table](#)

You have no company clients



**U.S. Citizenship  
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Services**

# Invitation Expired Notification



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Services

Your invitation has expired.

Invitations expire 7 days after they are sent. It has been at least 7 days since you were invited to join this team, and you did not accept the invitation. To request a new invitation, you should ask the team's attorney or accredited representative to invite you again.

Return to [Sign in](#)

## Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paperwork Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



U.S. Citizenship  
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# Paralegal Prepares Form and Notifies Representative

# Paralegal Homepage

Paralegal will see drafts and cases for the Company Group(s) to which they have been added by the representative

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

My Cases My Clients File a Form

### My Cases

You may file a form or view your cases and H-1B registrations.

[File a Form](#)

Cases H-1B registrations

Drafts (57) Submitted (40)

Search for clients and cases [Search](#)

Filter by ^

Status  Form  [Clear filters](#)


[Refresh Table](#)

Client	Forms	Beneficiary	Status	Action
Company Name	I-129: Petition for a non...	Bene Name	<span style="color: orange;">▲</span> Draft expires 03/31/2023	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	<span style="color: orange;">▲</span> Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-821 + I-765	N/A	<span style="color: orange;">▲</span> Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Ready to pay and submit	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Form declined	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	G-28 declined	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Pending representative signature	<a href="#">View draft</a>
Last Name, First Name	I-90: Application to repl...	N/A	G-28 in progress	<a href="#">View draft</a>
Last Name, First Name	I-765: Application for...	N/A	Draft in progress	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Draft in progress	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Draft in progress	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	Draft in progress	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	Sent to client	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	Sent to client	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Noni...	N/A	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>

Rows per page: 25 1 - 25 of 57 cases < Back Next >



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## File a Form

Select the form you would like to file online. As you complete the form, your information will automatically be saved and available for 30 days.

**Select the client for whom you are filing:**  
If the client is not listed, ask the representative to add them as a client.

**Select the form you want to file online**  
After you complete drafting a form or registration on behalf of a client, you will have the ability to submit the draft for your representative to review.

Your representative will review the draft and then be presented with Form G-28 to complete. They will send both the draft and the completed Form G-28 to your client for their review.



# After Filling Out a Form, Paralegal Selects Representative to Notify

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My Cases My Clients **File a form**

You successfully filled out the Form I-129 for [Company name]

You must now notify your team's representative to review the Form I-129 and continue to completion of Form G-28.

Who would you like to notify?

First Last

[Back](#) [Notify representative](#)

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# Notification to Representative Successful

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My Cases | My Clients | File a form | My Team

✓ You successfully notified the team's attorney or accredited representative to conduct their review

### My Cases

You may file a form or view your cases and H-1B registrations.

File a Form

Cases | H-1B registrations

Drafts (57) | Submitted (40)

Search for clients and cases Search

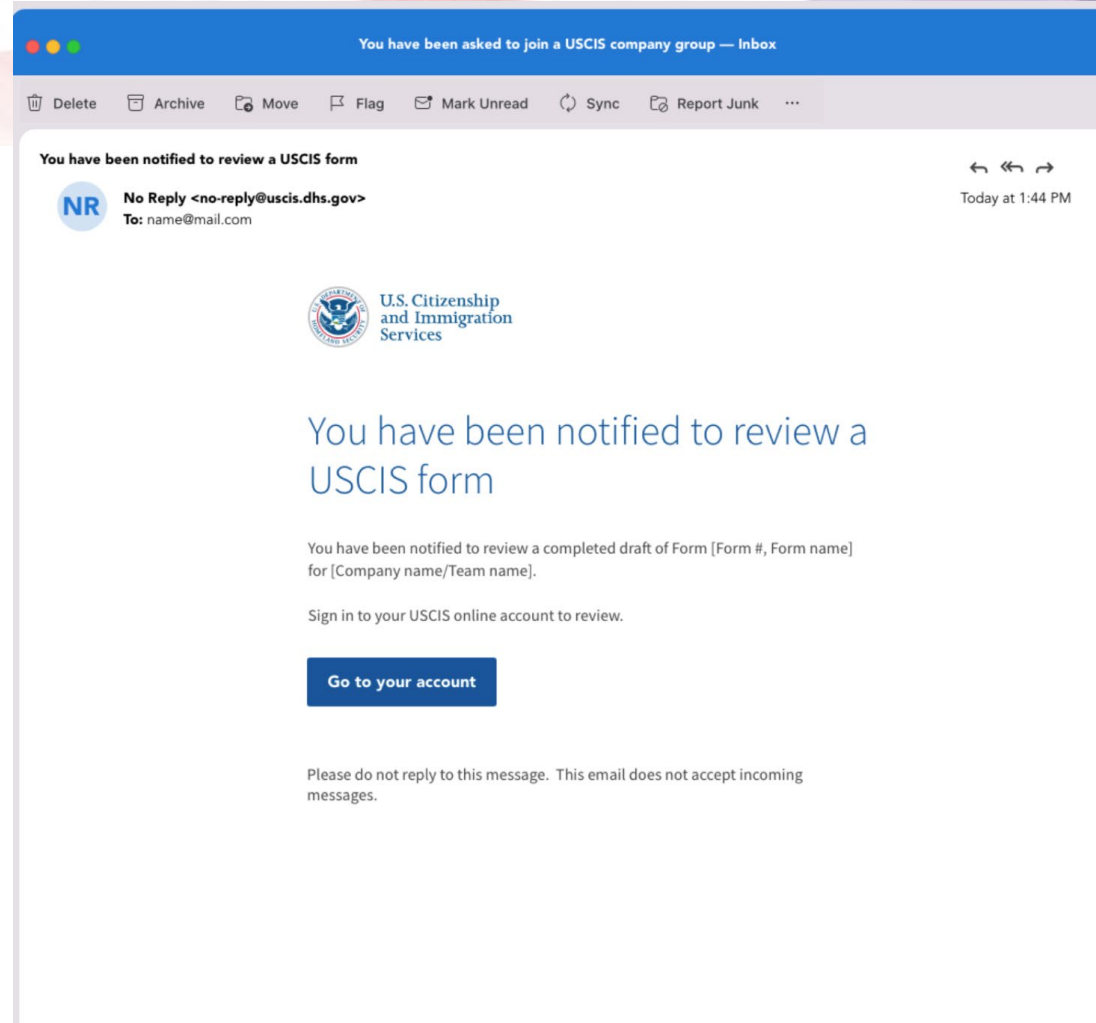
Filter by

Refresh Table

Client	Forms	Beneficiary	Status	Action
Google	I-129: Petition for a non...	White, Steve	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Company Name	I-129: Petition for a Noni...	Bene Name	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>
Last Name, First Name	I-821 + I-765	None	⚠ Draft expires 03/31/2023	<a href="#">View draft</a>



# Representative Receives Notification Email



**U.S. Citizenship  
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Services**

# Representative Removes a Paralegal

# Representative Can Remove Paralegal from Legal Team

## My Legal Team

### [FirstName LastName]'s Legal Team

My Legal Team provides the ability to work with paralegals from your organization on cases for the company clients you represent.

You may view, add, or remove paralegals on your team and manage your invitations.

**Note:** You, and the paralegals you add to your team, can only be part of one team. Paralegals can only work on forms you are drafting and filing for company clients you represent.

[Invite a paralegal](#)

[Manage users](#) [Manage invitations](#)

[Refresh table](#)

Name	Role	Action
Last Name, First Name	Representative	N/A
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Smith, John	Paralegal	<a href="#">Remove user</a>

Rows per page: 25 ▾ 1 - 4 of 4 users < Back Next >





# Representative Confirms Removal of Paralegal from Legal Team

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My Cases | My Clients | File a Form | **My Team**

## My Legal Team

[FirstName LastName]'s Legal Team

My Legal Team provides the ability to work with paralegals from your organization on cases for the company clients you represent.

You may view, add, or remove paralegals on your team and manage your invitations.

**Note:** You, and the paralegals you add to your team, can only be part of one team. Paralegals can only work on forms you are drafting and filing for company clients you represent.

[Invite a paralegal](#)

[Manage users](#) | [Manage invitations](#)

[Refresh table](#)

Name		Action
Last Name, First Name		N/A
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>
Last Name, First Name	Paralegal	<a href="#">Remove user</a>

Rows per page: 25 | 1 - 4 of 4 users | [Back](#) | [Next](#)

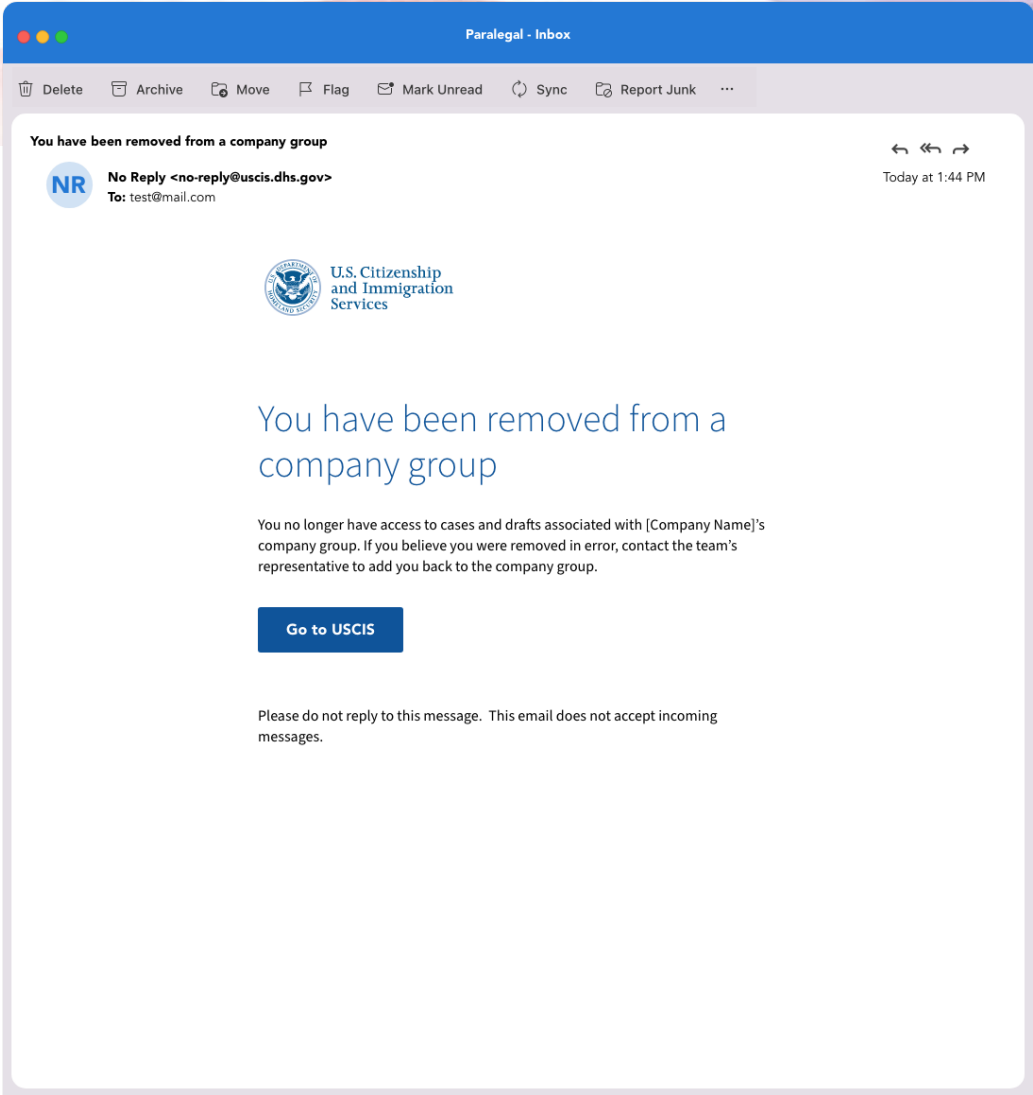
⚠ Are you sure you want to remove this user?

[Yes, remove user](#) | [Cancel](#)



Paralegal Notified of Removed  
from Legal Team or Company  
Group

# Email Notification To Paralegal – Removed From Company Group



The screenshot shows an email interface with a blue header bar containing the text "Paralegal - Inbox". Below the header is a toolbar with icons for "Delete", "Archive", "Move", "Flag", "Mark Unread", "Sync", and "Report Junk". The email content begins with the subject "You have been removed from a company group" and a "No Reply" icon. The sender is identified as "No Reply <no-reply@uscis.dhs.gov>" with the recipient "To: test@mail.com". The date and time are "Today at 1:44 PM". The main body of the email features the USCIS logo and the text "U.S. Citizenship and Immigration Services". The primary message reads "You have been removed from a company group". Below this, a paragraph explains: "You no longer have access to cases and drafts associated with [Company Name]'s company group. If you believe you were removed in error, contact the team's representative to add you back to the company group." A blue button labeled "Go to USCIS" is positioned below the text. At the bottom, a disclaimer states: "Please do not reply to this message. This email does not accept incoming messages."



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# Paralegal Removed from Legal Team While Logged Into Account

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You are not part of a representative's legal team

If you believe you were removed from the team in error, ask the representative to invite you back to the team.

[Return to top](#)

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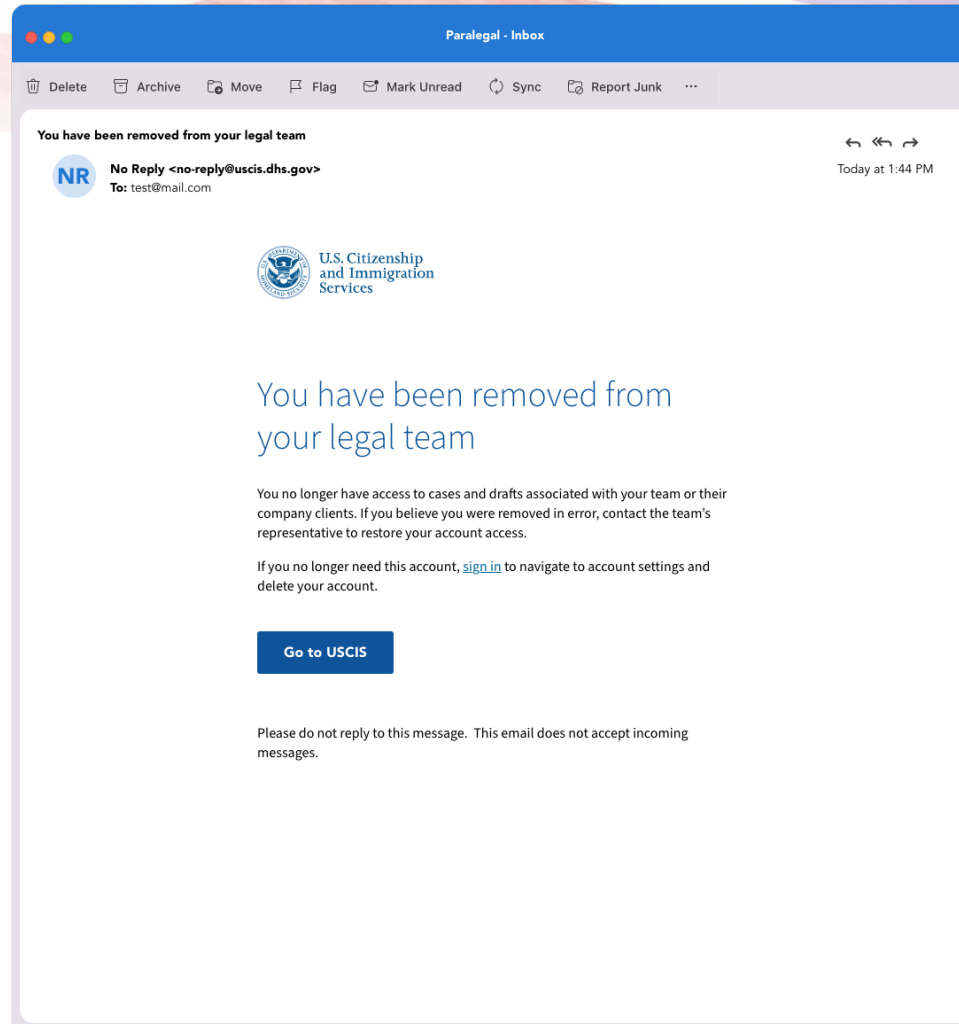
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U.S. Citizenship and Immigration Services

# Email Notification To Paralegal – Removed from Legal Team



U.S. Citizenship  
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# Paralegal Removed from Company Group While Logged Into Account

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[My Cases](#) [My Clients](#) [File a Form](#)

You have been removed from [Company name]

You no longer have access to cases and drafts associated with [Company name] company group. If you believe you were removed in error, contact the team's attorney or accredited representative to restore your account access.

[Return to My Cases](#)



**U.S. Citizenship  
and Immigration  
Services**

# Paralegal Edits Profile



## My Profile

You may provide information for your personal profile. You may review and edit this information at any time. Information about what you can or cannot do based on your role is provided in your personal profile.

[Edit profile](#)

## My information

If you want to edit your email address or mobile telephone number, you will need to go to [account settings](#).

**First name**                      **Last name**  
First                                      Last

**Email address**  
name@company.com

**Mobile phone number**  
(222) 222-2222

## Assigned role

Your role dictates the actions you can perform on the team.

Your role is: Paralegal.

**Note:** Paralegals do not have access to information for individual clients.

**For company clients, paralegals can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Form I-129 H-1B petitions; and
  - Form I-907 requests.
- View the people in their legal team; and
- View a list of their company clients.

**For company clients, paralegals cannot:**

- Submit or pay for registrations or forms;
- Fill out, submit, or withdraw Forms G-28;
- Add or remove people in their legal team; or
- Upload unsolicited evidence or respond to RFEs and notices.

## Notification preferences

**Contact method**  
Email

## Account Settings

Edit your primary email, recovery email, mobile telephone number, password, password reset question, and two-step verification preferences in [account settings](#).

