



U.S. Citizenship  
and Immigration  
Services

# myUSCIS Organizational Account

myUSCIS account type for users affiliated with a company or organization.

Proposed Revisions can be found on the following slides outlined in **red**:

- Administrator edits company profile:
  - Slide 24: Added **Note** under “Mailing address” section.
  - Slide 25: Added **Note** under “Mailing address” section.
- Representative Invites a Paralegal:
  - Slide 89: Added text under “**Business email address**”
- My Clients Page – Manage Invitations Tab:
  - Slide 93:
    - Added **Note** under “**Companies**” tab.
    - Added “**FY21 – FY24 clients**” tab.

# Administrator creates company group

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



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# Company Group Creation – New and Upgraded Accounts

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

## User without invitations.

### 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.

**Note:** You may request to [delete this account](#) if you created the wrong account type, or if you no longer want it.

#### 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?

<h4>Create a Company Group</h4> <p>Create a company group if your company does not have one or if you need to create an additional group for your company.</p>	<h4>Find out how to join a company group</h4> <p>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.</p>
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## User with invitations.

### 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.

**Note:** You may request to [delete this account](#) if you created the wrong account type, or if you no longer want it.

#### 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?

<h4>Review your pending invitations</h4> <p>Review the invitations you received to join existing company groups.</p>	<h4>Create a Company Group</h4> <p>Create a company group if your company does not have one or if you need to create an additional group for your company.</p>	<h4>Find out how to join a company group</h4> <p>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.</p>
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# 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



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# 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)

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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.

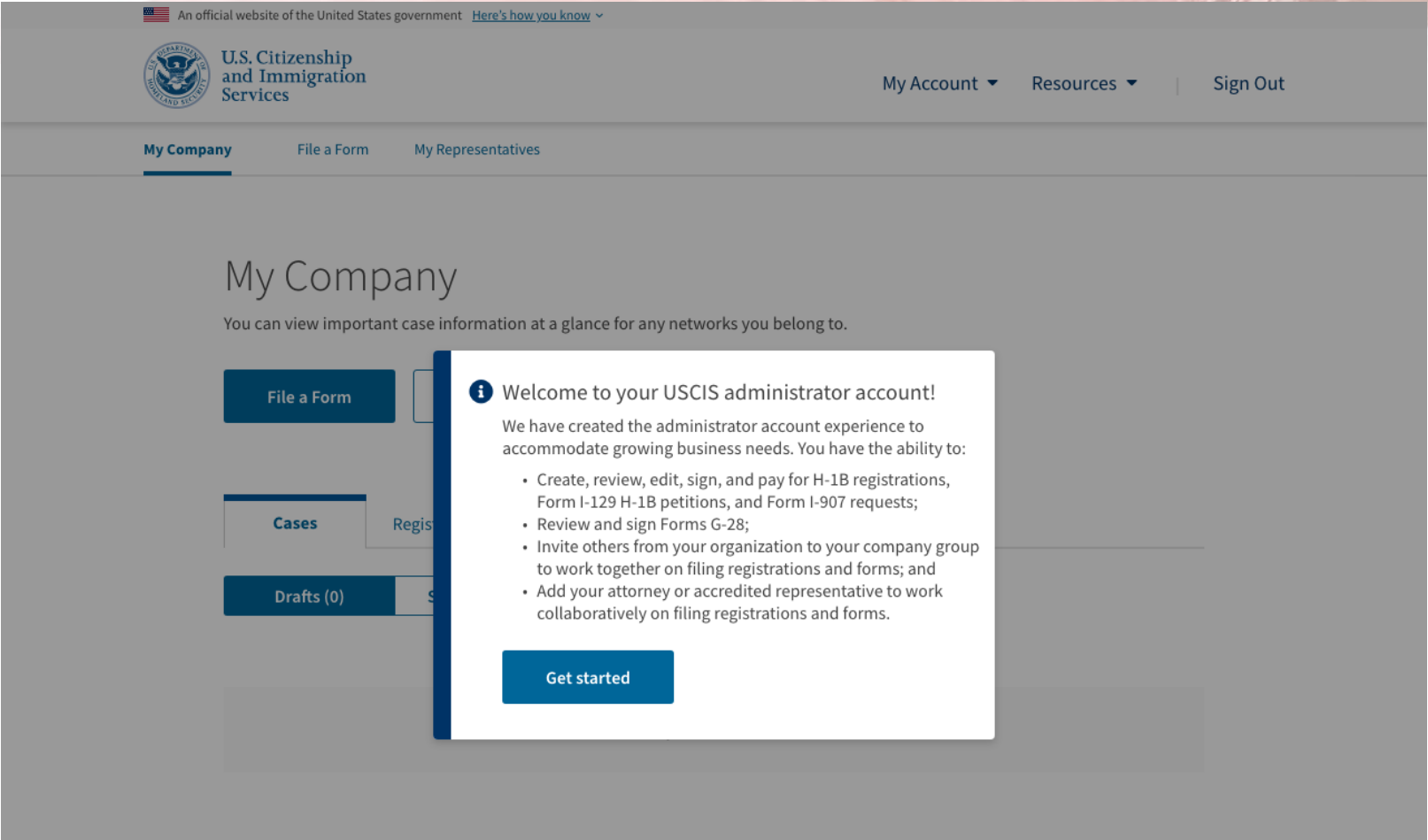
Email  
 Mobile text message  
 Both email and mobile text message

[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 sub-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, containing an information icon, the text "Welcome to your USCIS administrator account!", a paragraph explaining the administrator account experience, a bulleted list of capabilities, and 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

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U.S. Citizenship  
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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.



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# 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

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

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...	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	<span style="color: grey;">🔒</span> Locked for editing	<a href="#">View draft</a>

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



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 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 view, add, or remove the users in your company group. User roles may be changed from one role to another.' There are two buttons: '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. Below this, there are tabs for 'Cases' and 'H-1B registrations'. A search bar and filter options for 'Status' and 'Form type' are present. A 'Refresh Table' button is also visible. The main table lists cases with columns for Name, Form, Filed by, Status, and Action. The table shows 46 submitted cases, with the first 10 rows displayed. The status of the cases varies, including 'Action required', 'Submitted', and 'Decision issued'. At the bottom, there is a pagination control showing '1 - 25 of 40 cases' and 'Next >'.

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 for H-1B registrations. 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.', and '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 with columns: Beneficiary, Date of birth, Filed by, Confirmation Number, Status, and Action. The table contains 25 rows of data, all with a status of 'Submitted'. A 'Rows per page' dropdown is set to 25, and the page shows 1 of 25 of 57 rows.


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



U.S. Citizenship and Immigration Services

# Administrator File a Form page

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

 **U.S. Citizenship  
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Services**

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

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

## 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



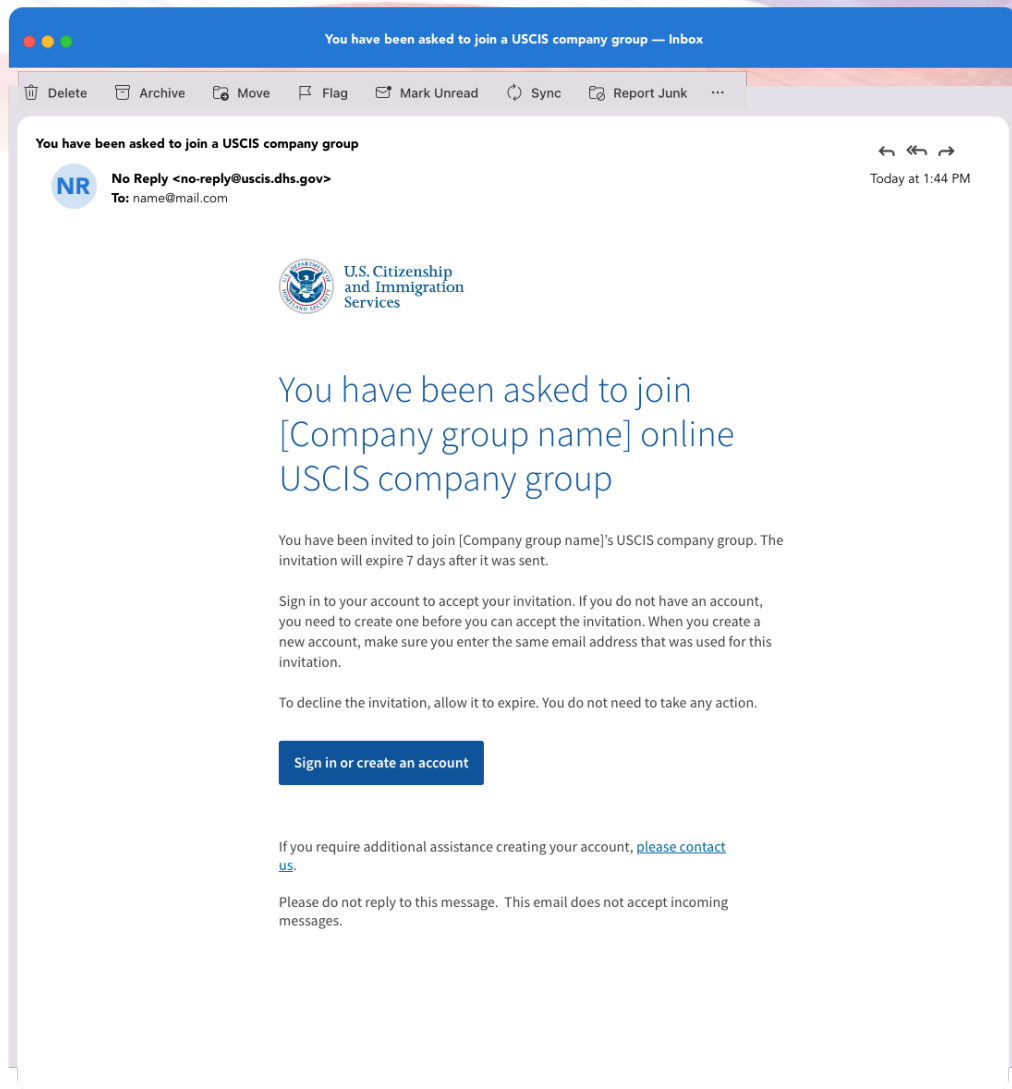
**U.S. Citizenship  
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# Invitation to Join a Company Group

This flow shows review and acceptance of an invitation

# Review Notification Email



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# 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 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	State	ZIP Code
Citytown	New York	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	Last name
First	Last

Business email address  
firstlast@gmail.com

---

#### Assigned role

Your role is: Member.

**Members can:**

- Create, edit, and delete drafts of:
  - H-1B registrations;
  - Forms I-226 (H-1B petitions); and
  - Forms I-507 requests.
- View case information and statuses for:
  - H-1B registrations;
  - Forms I-226 (H-1B petitions); and
  - Forms 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 unsubmitted 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	State	ZIP Code
Citytown	New York	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	Last name
First	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;
  - Forms I-226 (H-1B petitions); and
  - Forms I-507 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
  - H-1B registrations;
  - Forms I-226 (H-1B petitions);
  - Forms I-507 requests; and
  - Forms G-28.
- Upload unsubmitted 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.

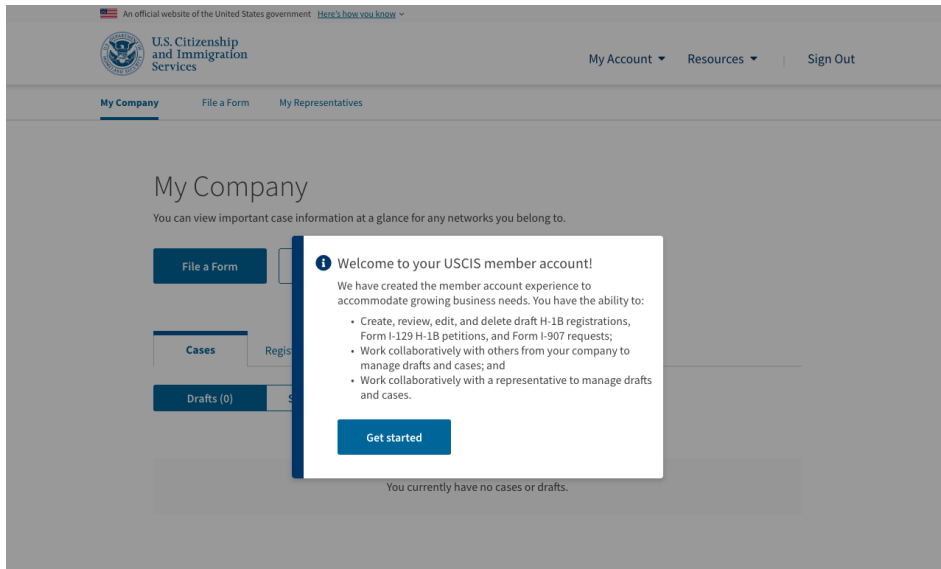
[Accept invitation](#)



U.S. Citizen and Immigrant Services

# Invitation Accepted – Welcome Modal

## Welcome Modal - Member



The screenshot shows the USCIS My Company member account interface. A modal window is open with the following content:

**Welcome to your USCIS member account!**

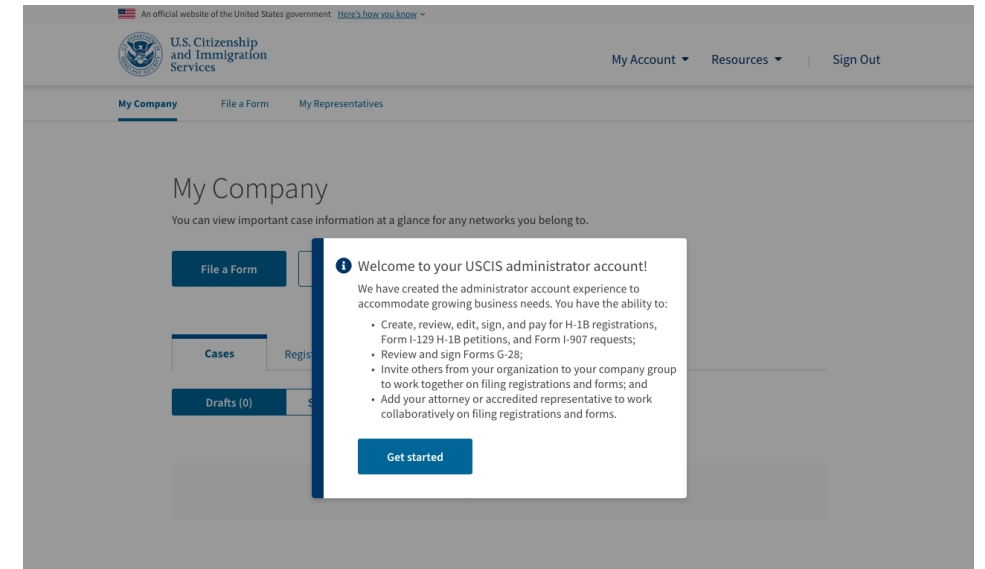
We have created the member account experience to accommodate growing business needs. You have the ability to:

- 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](#)

You currently have no cases or drafts.

## Welcome Modal - Administrator



The screenshot shows the USCIS My Company administrator account interface. A modal window is open with the following content:

**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.



U.S. Citizenship and Immigration Services

# Administrator edits company profile

Current

Revised

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

<b>City or town</b>	<b>State</b>	<b>ZIP Code</b>
Citytown	New York	22222

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

**Note:** Notices will be mailed to the address provided in the related form. Select a case from the [My Company page](#) for more information.

**Country**  
United States

**Address Line 1**  
123 Cool Address Lane

**Address Line 2**  
None provided

<b>City or town</b>	<b>State</b>	<b>ZIP Code</b>
Citytown	New York	22222





# Administrator edits company profile

Current

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.

Address line 2:

City or town: City State: State ZIP code: 23456

Provide a 5 or 9-digit ZIP code.

Save Cancel

Revised

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

**Note: Notices will be mailed to the address provided in the related form. Select a case from the My Company page for more information.**

Country: United States

Address line 1: 123 Streetname St.

Address line 2:

City or town: City State: State ZIP code: 23456

Provide a 5 or 9-digit ZIP code.

Save Cancel



# Administrator edits their own profile

## 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](#).

## 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](#).



# 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**

**Business email address**

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 Case Access System. A modal window is displayed in the center, titled 'Your role has been changed to Member'. The modal contains the following text and lists:

**Information:** 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](#)



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



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

National Terrorism Advisory System



# 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	<a href="#">Select action ▾</a>

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](#)

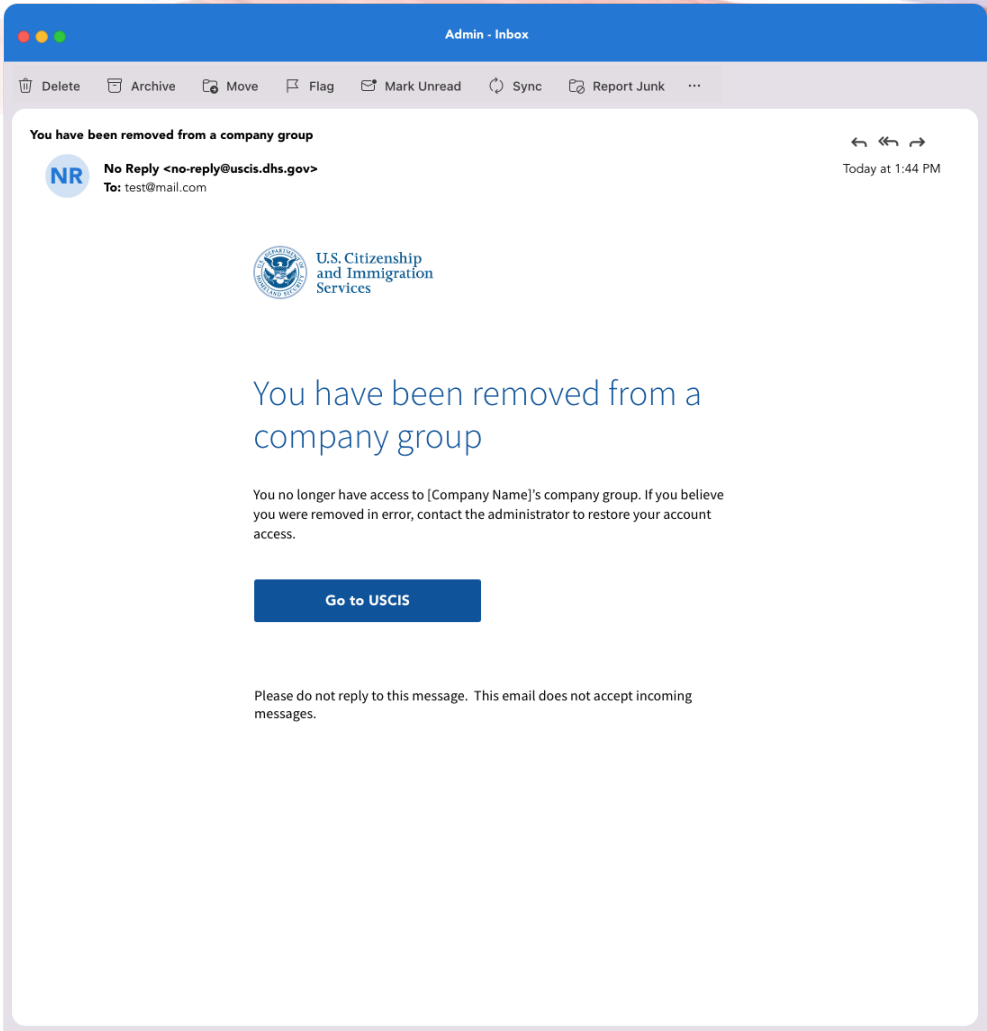
Name	Role	Action
Last Name, First Name	Administrator	N/A

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

 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 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](#)



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

# My Representatives Page - Manage Invitations Tab

 U.S. Citizenship 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](#)**


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  
and Immigration  
Services**

# 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>

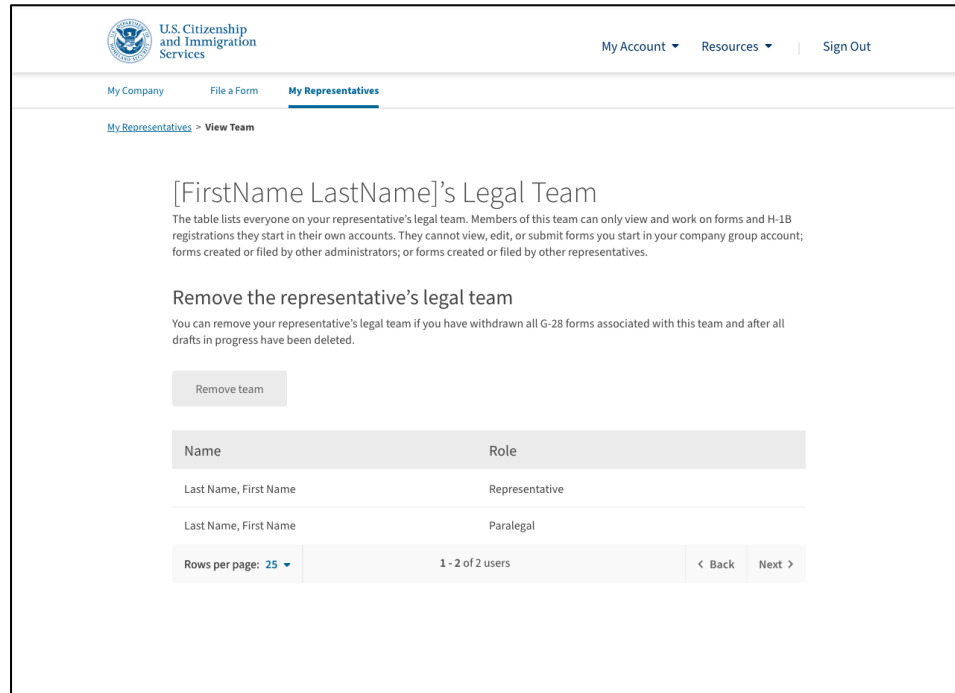
Rows per page: 25 ▾ 1 - 2 of 2 < Back Next >



**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.

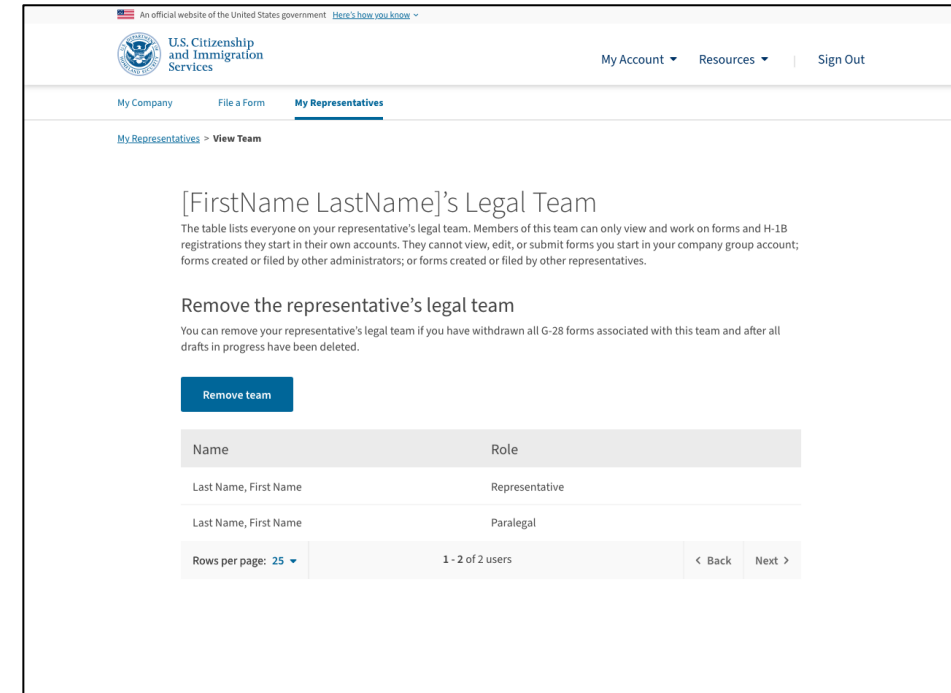
**Remove the representative's legal team**

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 modal dialog box is open, displaying a warning icon and the question: "Are you sure you want to remove your representative's team?". The modal text continues: "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." At the bottom of the modal are two buttons: "Yes, remove entire team" and "Cancel". The background page shows a table with columns for "Name", "Last Name, First Name", "Last Name, First Name", and "Paralegal". At the bottom of the page, there are controls for "Rows per page: 25", "1 - 2 of 2 users", and navigation buttons for "< Back" and "Next >".



# Representative Removed Confirmation



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 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.

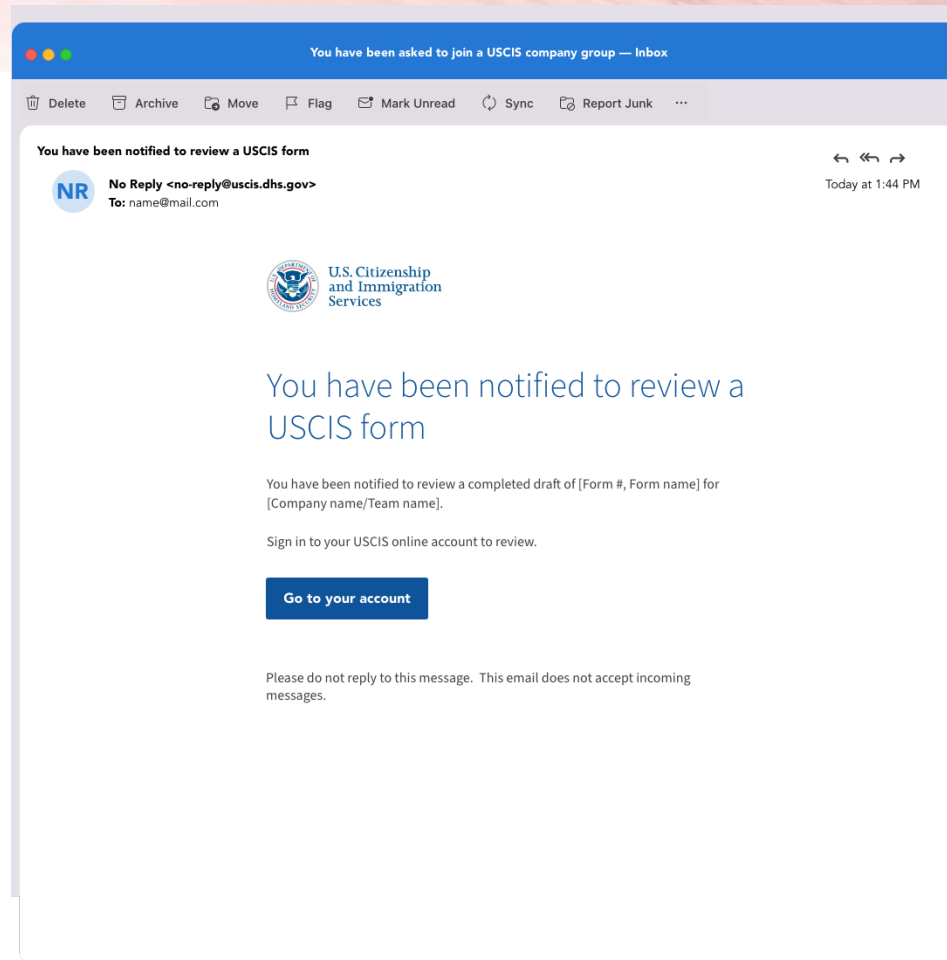


U.S. Citizenship and Immigration Services



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 top](#)

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 Nonimmigrant Worker	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 Nonimmigrant Worker	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Self	Pending administrator signature	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Self	Draft started	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Pending representative submission	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Team Name	Pending representative edits	<a href="#">View draft</a>
Last Name, First Name	I-129: Petition for a Nonimmigrant Worker	Self	Locked for editing	<a href="#">View draft</a>

Rows per page:  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](#) [File a Form](#) [My Representatives](#)

## 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.

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

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

[Search](#)

Filter by  
Status  
 [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>



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

## 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  
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Services



U.S. Citizenship  
and Immigration  
Services

# myUSCIS Legal Representative Account

myUSCIS account type for attorneys and accredited representatives to prepare USCIS forms on behalf of individual and company clients.



# Representative Account 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



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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

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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

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 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 ABC000000001	USCIS Online Account Number	Case Type N400 - APPLICATION FOR NATURALIZATION
Received Date 01/01/2019	Priority Date 01/01/2016	Applicant A123-456-789 JANE ALICE DOE
Notice Date 02/01/2019	Page 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 ABC000000001	USCIS Online Account Number	Case Type N400 - APPLICATION FOR NATURALIZATION
Received Date 01/01/2019	Priority Date 01/01/2016	Applicant A123-456-789 JANE ALICE DOE
Notice Date 02/01/2019	Page 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
Wootrey	0982736123616

### 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 Oprah	Middle Name Trist
Last Name Winfrey	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	Licensing Authority USCS	State bar number 11111
-------------------------------	-----------------------------	---------------------------

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




U.S. Citizenship  
and Immigration  
Services

# 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: Upgrade 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.

Submit Cancel

## 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.

Back

Submit



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

Current

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

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

representative > kjrep17@gmail.com > 21a8283e-111c-4ba4-a35d-d5f7844f1fe9

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

[My Legal 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.

Given name (first name)

Family name (last name)

Business email address

Example: user@domain.com

Revised

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

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

representative > kjrep17@gmail.com > 21a8283e-111c-4ba4-a35d-d5f7844f1fe9

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

[My Legal 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.

Given name (first name)

Family name (last name)

Business email address

Example: user@domain.com

**Business email address**

You must provide an email address that is not associated with an existing USCIS online account.



# 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

## Current

## Revised

### 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 >

### 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 H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests. 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.

**Note:** If you filed H-1B registrations on behalf of company clients from FY2021 - FY2024, they are listed in the "FY21 - FY24 clients" section of the Companies tab.

Your FY2021 - FY2024 clients will not appear under Manage companies until you add them as a client and start a company group for them, or they send you an invitation to collaborate with their company group.

Manage companies Manage invitations **FY21 - FY24 clients**

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**  
..

<b>City or town</b>	<b>State</b>	<b>ZIP Code</b>
Citytown	New York	22222

#### 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

<b>First name</b>	<b>Last name</b>
First	Last

**Email address**  
name@usfirm.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 H-1B registrations, Form I-129 H-1B petitions, and Form I-907 requests. 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.

**Note:** If you filed H-1B registrations on behalf of company clients from FY2021 - FY2024, they are listed in the "FY21 - FY24 clients" section of the Companies tab.

Your FY2021 - FY2024 clients will not appear under Manage companies until you add them as a client and start a company group for them, or they send you an invitation to collaborate with their company group.

Manage companies **Manage invitations** FY21 - FY24 clients

Search for client Search

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 >



U.S. Citizenship and Immigration Services

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

# Representative adds company client – My Clients page

## 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.



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



[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.



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# 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.



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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.

<a href="#">Back</a>	<a href="#">Start company group</a>
----------------------	-------------------------------------



**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 >





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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.



U.S. Citizenship  
and Immigration  
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 >

**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

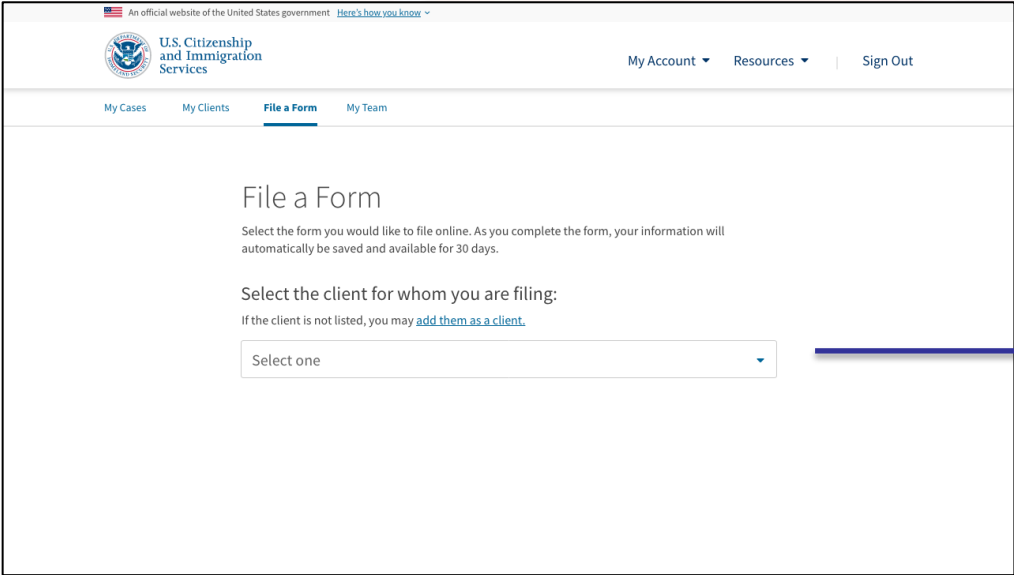
[Return to top](#)



U.S. Citizenship and Immigration Services

# 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

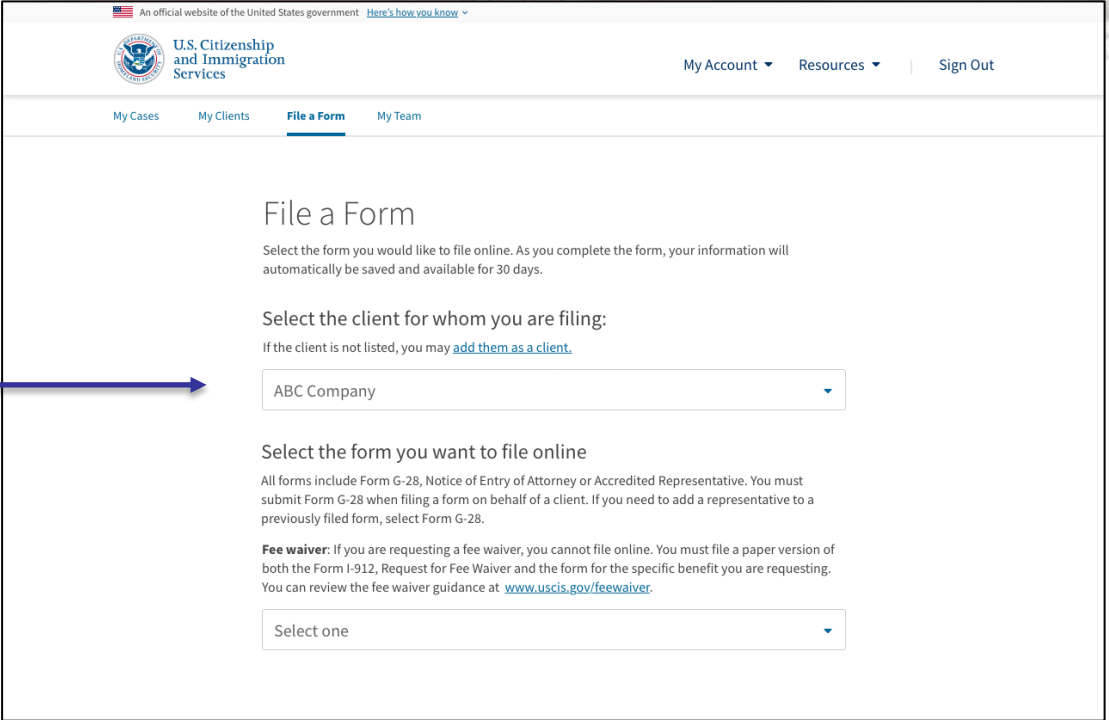
My Cases My Clients **File a Form** My Team

## 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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 U.S. Citizenship and Immigration Services

[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](#)

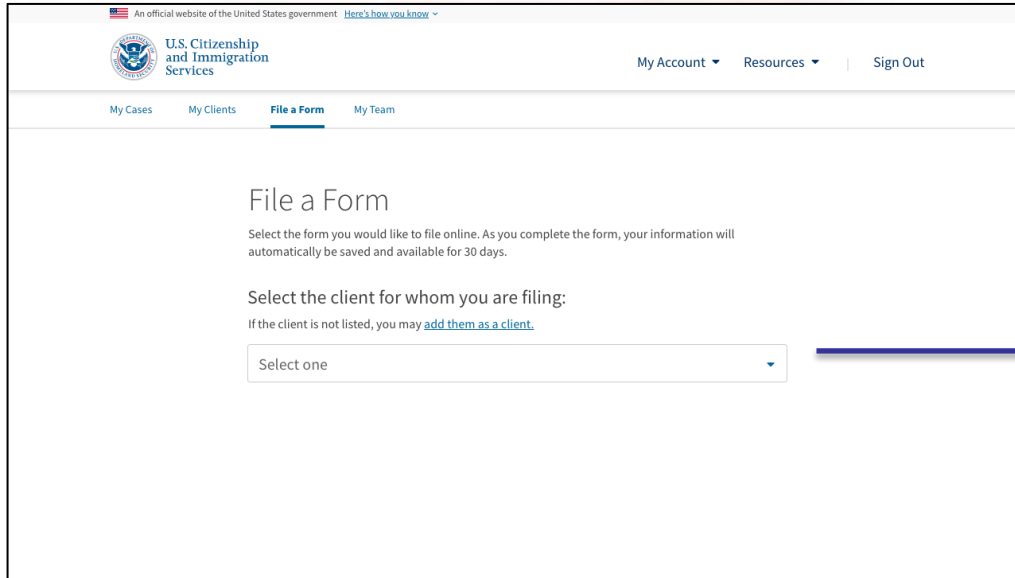
[Refresh Table](#)

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

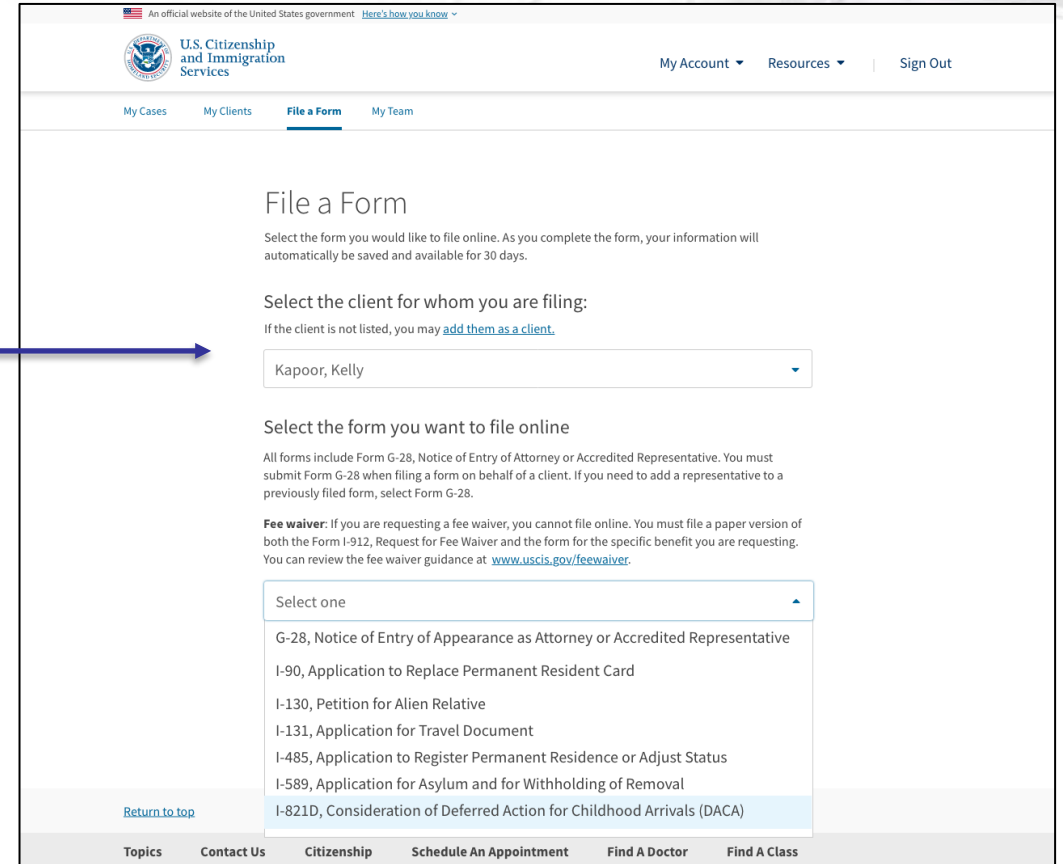
My Cases My Clients **File a Form** My Team

## 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)

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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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and Immigration  
Services**

# 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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# 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 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](#)

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[Schedule An Appointment](#)

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[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



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# Invitation Expired Notification



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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](#)



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

## 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.

ABC Company ▾

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.

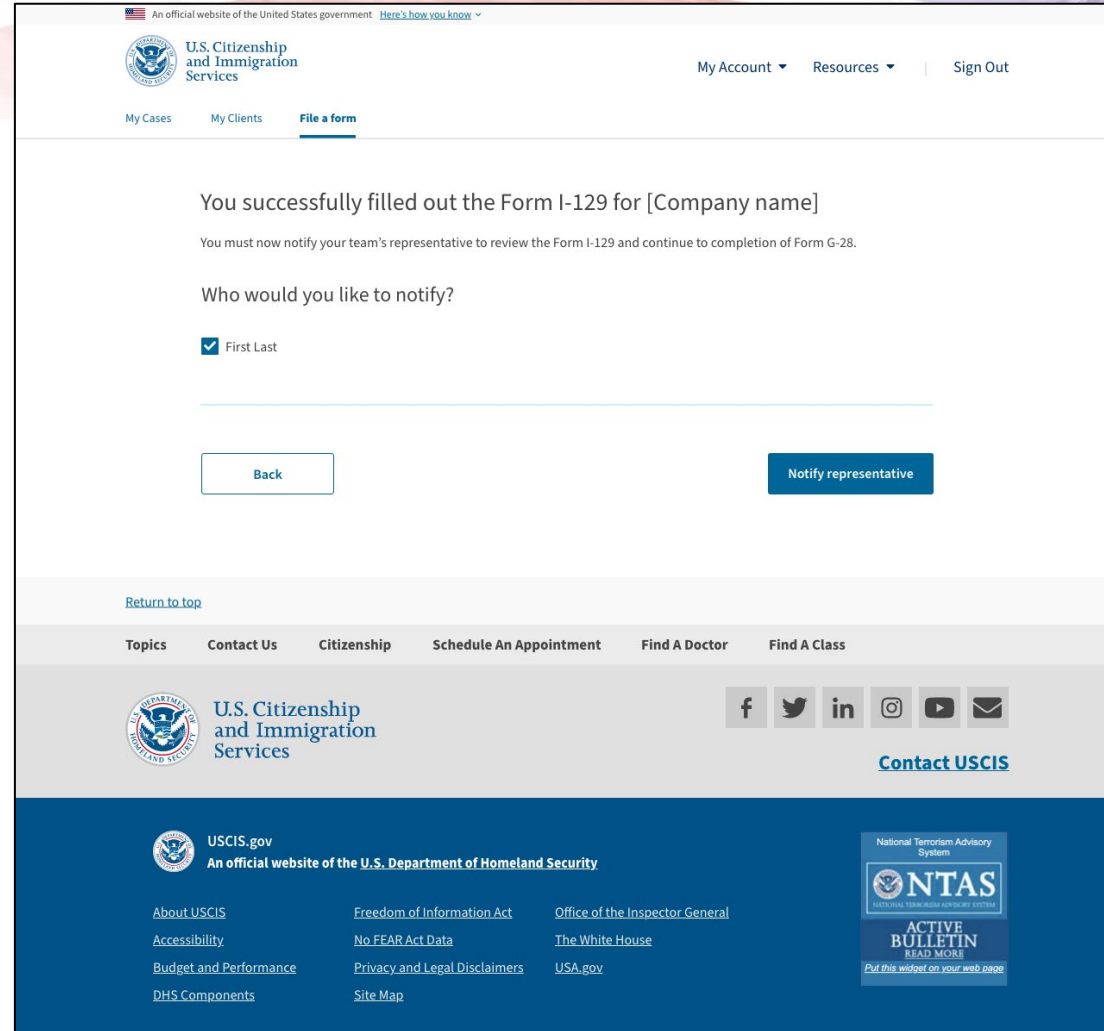
Your representative will review the draft and then be presented with Form G-28 to complete. They will send both the draft and the completed Form G-28 to your client for their review.

Select one ▾






# 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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[Contact USCIS](#)

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

[About USCIS](#) | [Freedom of Information Act](#) | [Office of the Inspector General](#)  
[Accessibility](#) | [No FFAR Act Data](#) | [The White House](#)  
[Budget and Performance](#) | [Privacy and Legal Disclaimers](#) | [USA.gov](#)  
[DHS Components](#) | [Site Map](#)

 National Terrorism Advisory System  
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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

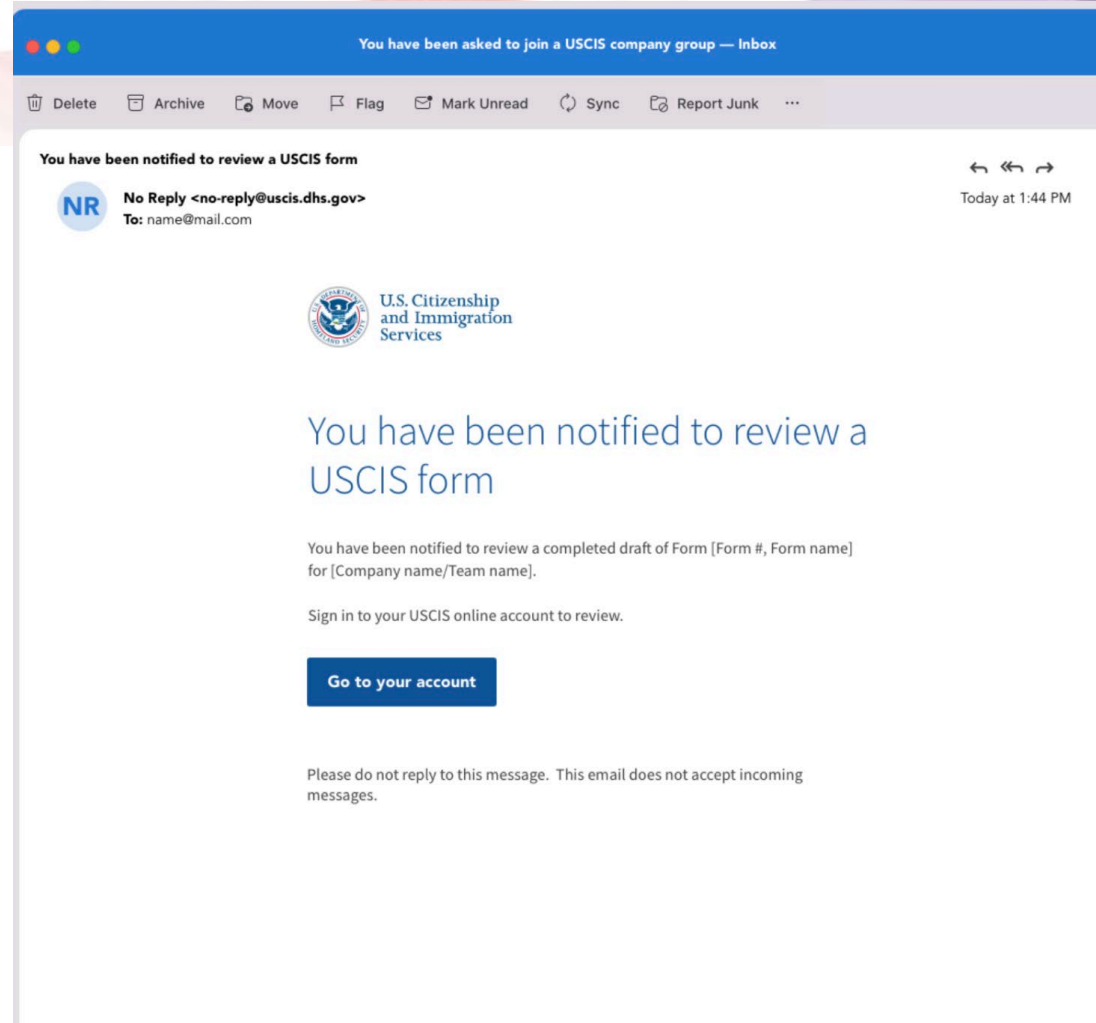
[Refresh Table](#)

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>



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

# Representative Receives Notification Email



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# 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](#)

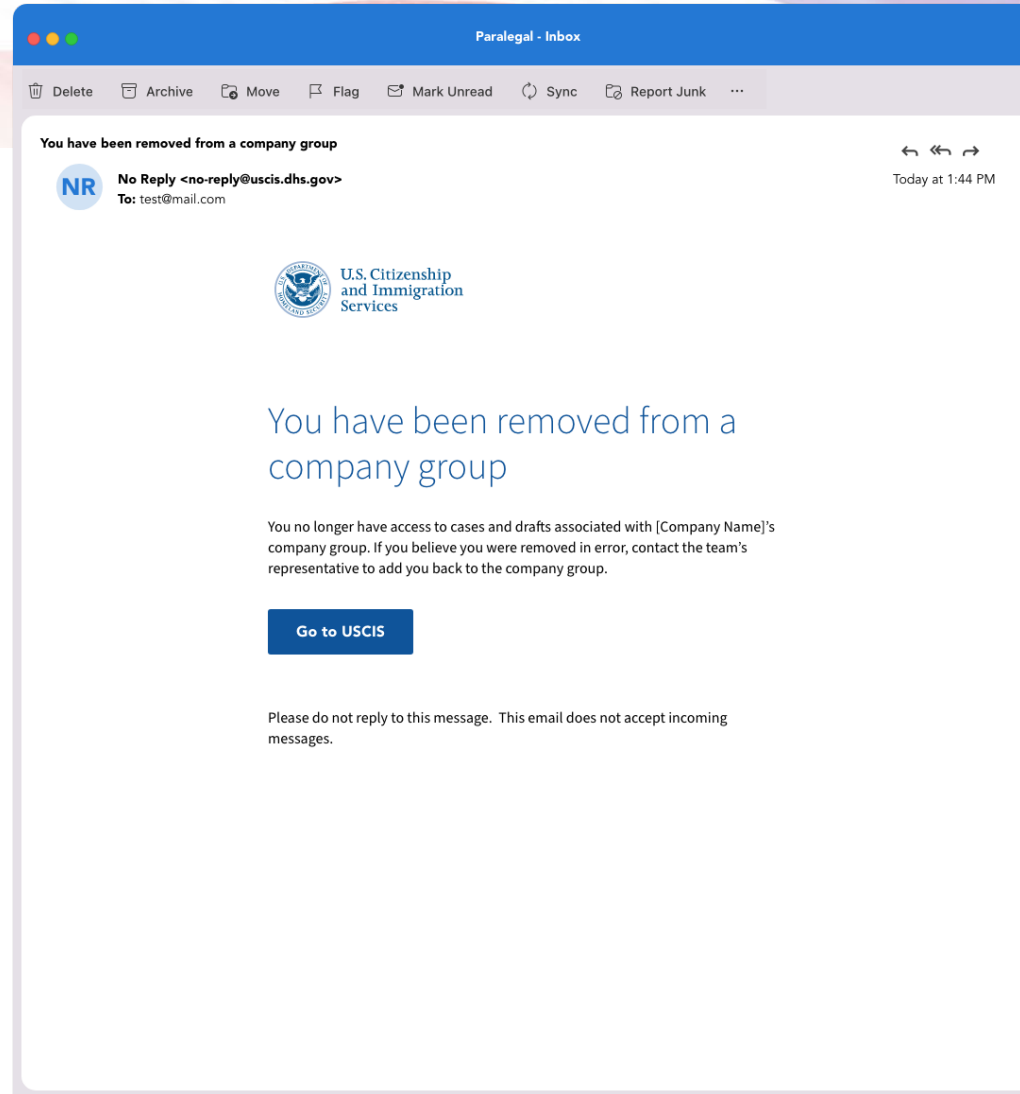
⚠ Are you sure you want to remove this user?

[Yes, remove user](#) | [Cancel](#)



Paralegal Notified of Removed  
from Legal Team or Company  
Group

# Email Notification To Paralegal – Removed From Company Group



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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.

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

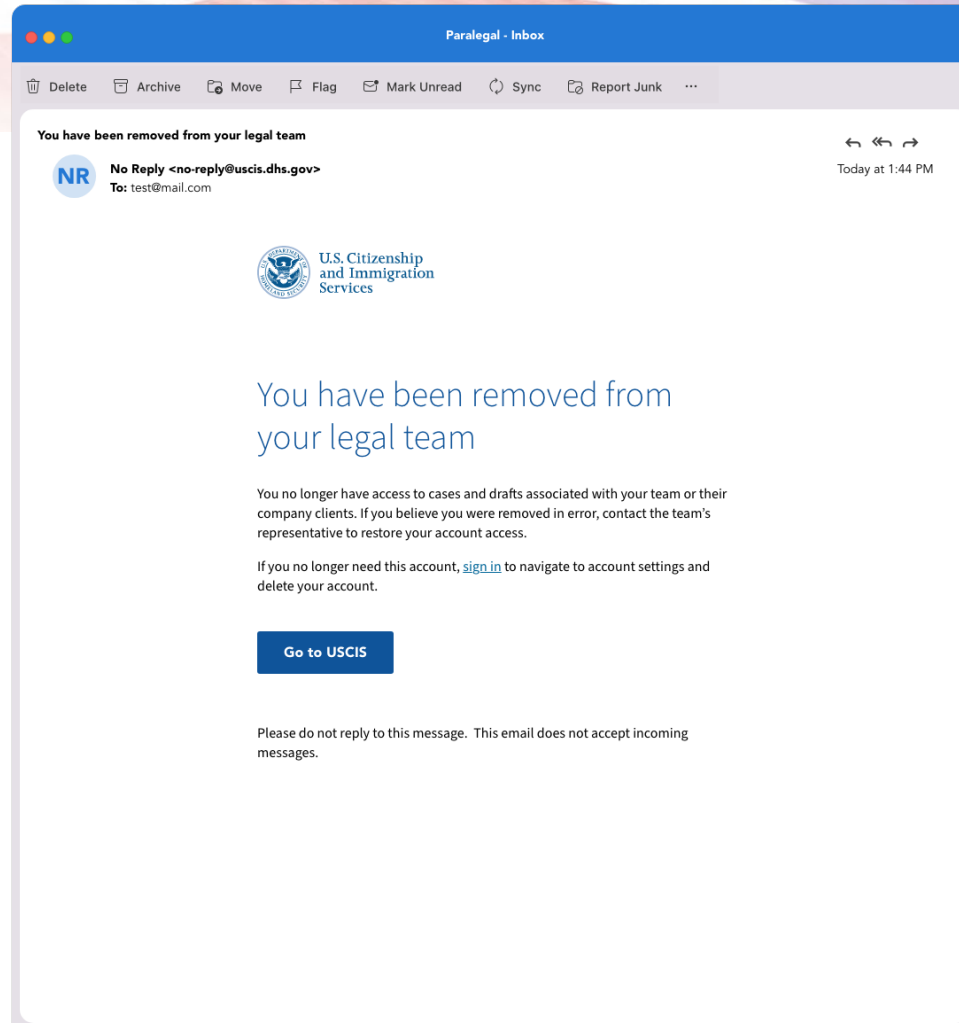
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[Accessibility](#) | [No FEAR Act Data](#) | [The White House](#)  
[Budget and Performance](#) | [Privacy and Legal Disclaimers](#) | [USA.gov](#)  
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U.S. Citizenship and Immigration Services

# Email Notification To Paralegal – Removed from Legal Team



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 your legal team" and a sender "No Reply <no-reply@uscis.dhs.gov>". The recipient is listed as "To: test@mail.com". The email body features the USCIS logo and the heading "You have been removed from your legal team". The main text states: "You no longer have access to cases and drafts associated with your team or their company clients. If you believe you were removed in error, contact the team's representative to restore your account access." It also includes a link to "sign in" for account settings and a "Go to USCIS" button. A footer note reads: "Please do not reply to this message. This email does not accept incoming messages."



**U.S. Citizenship  
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# Paralegal Removed from Company Group While Logged Into Account

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[Resources](#) ▾

| [Sign Out](#)

[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  
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# 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](#).

