



# USCIS H-1B ONLINE REGISTRATION FOR REGISTRANTS

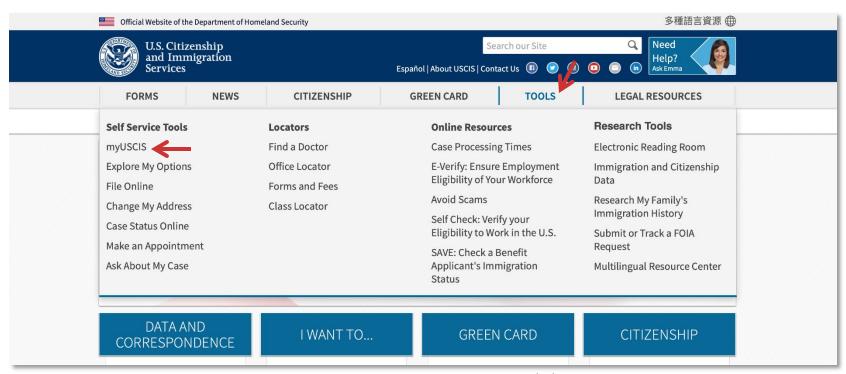


02/06/2020



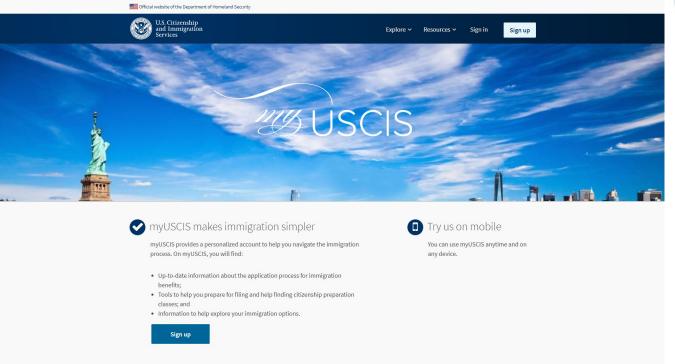
# **NAVIGATING TO myUSCIS**

















myUSCIS makes immigration simpler

myUSCIS provides a personalized account to help you navigate the immigration process. On myUSCIS, you will find:

- Up-to-date information about the application process for immigration benefits;
- Tools to help you prepare for filing and help finding citizenship preparation classes: and
- · Information to help explore your immigration options.

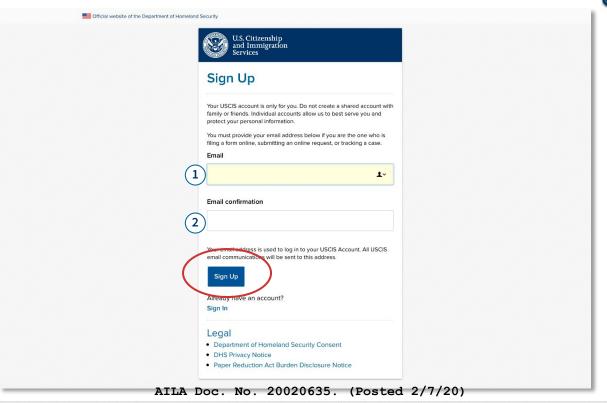
Sign up

Try us on mobile

You can use myUSCIS anytime and on any device.









Official website of the Department of Hor



U.S. Citizenship and Immigration Services	
Create a Passwor	rd
Your password must be between 8 contain letters, numbers, special ch	
Password Tips	
Password	
	Show Passwo
Password strength:	
Password confirmation	
	Show Passwo





#### Two-Step Verification Method Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code? Use an Authentication App What is an Retrieve codes from an authentication app Authentication (such as Authy or Google Authenticator) on App? your mobile device. SMS Text Message Receive a text message to your mobile device when signing in. Email Receive an Email when signing in. You can use most Time-Based, One-Time Password (TOTP) applications for added security, which will ask you to enter a unique verification code generated by the selected application on your mobile device. USCIS advises that you read the privacy policies of any application you use, especially if you share any personal information. USCIS is not responsible for the information collection practices of non-USCIS applications. Submit





	Official website of the Department of Homeland Security	Sign Out
	U.S. Citizenship and Immigration Services	
Two-step verification successful.		
	Provide Password Reset Answ	vers
	Set five security questions. You must remember the answers to these questions if you password.	u ever need to reset your
	Ouestion #1  What is the last name of your favorite childhood teacher?	-
	Question #1 Response	
	Question #2	
	In what city/town did you meet your spouse?  Ouestion #2 Response	•
	Question #3	
	What is the name of the company of your first paid job?	-
	Question #3 Response	



# H-1B ACCOUNT TYPE



## Account Type

#### Select an account type:

- I am an applicant, petitioner, or requestor.
- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
- · You cannot file an H-1B Registration with this account type.
- I am a Legal Representative.
  - · I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.



- I am an H-1B registrant.
- · A registrant account can be used only to submit H-1B Registrations.
- If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.





## H-1B REGISTRATION



H-1B Registrations

Account Settings

#### H-1B Registrations

The H-1B Registration period is open.

- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- . Submitting a H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

You have not started a registration.

Croste, manage, and submit your registration here.

File a registration

Received a passcode from your attorney or representative?

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

Enter representative passcode



## H-1B REGISTRATION



#### H-1B Registration

U.S. employers or agents who seek to obtain H-1B nonimmigrant classification on behalf of an individual subject to the H-1B numerical allocations will need to submit a registration during a designated registration period, unless the registration requirement is suspended by USCIS.

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

If a sufficient number of registrations projected as needed to reach the H-1B regular cap have not been received within the 14 days initial registration period, we will notify all registrants who have properly registered that their registrations have been selected. We will keep the registration open past the initial registration period until we have determined that we have received enough registrations projected as needed to meet the H-1B regular cap.

After the end of the initial registration period, if USCIS has received more registrations than needed to meet the projected number of registrations to reach the regular cap, we will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the numerically limited cap exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the employer based on a selected registration to request classification of the beneficiary as an H-1B worker.



#### Before you start your registration



#### Eligibility

A U.S. employer or agent may file H-1B cap petitions, and as such, will be required to submit an H-1B Registration to be eligible to file the H-1B cap petition.

U.S. Employers: Person or entity in U.S. that: Engages a person to work in the U.S.; Has an employer-employee relationship with the beneficiary; and Has an FEIN.

Agents: A U.S. individual or company in business as an agent may file an H-1B Registration for workers who are traditionally self-employed or workers who use agents to arrange short-term employment on their behalf with numerous employers, and in cases where a foreign employer authorizes the agent to act on its behalf.

#### **Duplicates**

A registrant may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in the same fiscal year, all those registration will be considered invalid.

#### 0

#### Fee

Fee: \$10 per registration

We will send you to Pay.gov, our safe, secure payment website, to make your payment and submit your registration online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

#### Refund Policy

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service. You further agree that the filing fee, biometric fee, and any other paid costs related to this financial transaction are final and not refundable. Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.





## H-1B REGISTRATION



We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the registration. We will save your draft information until the registration period closes.

How to continue filling out your registration

After you start your registration, you can exit and sign in to your account again to continue where you left off.

#### DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected under the Immigration and Nationality Act sections 101(a)(15)(H)(i)(b) and 214(a), (c)(1), (g); 8 U.S. Code 1101(a)(15)(H)(i)(b) and 1184(a), (c)(1), and (g); and the regulatory authority under 8 Code of Federal Regulations 214.2(h).

**PURPOSE:** The primary purpose for providing the requested information on this form is to register prospective beneficiaries for the annual H-1B cap selection process. DHS uses the provided information to select a projected number of registrations needed to generate a sufficient number of H-1B cap petitions to reach the annual H-1B numerical limitations, including the advanced degree exemption, and associate selected registrations with subsequently filed H-1B cap petitions. Unless the registration requirement is suspended, a registrant must have a selected registration to be eligible to file an H-1B cap petition for the named beneficiary.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may preclude you from filing an H-1B cap petition on the named beneficiary's behalf.



ROUTINE USES: DHS may share the information you provide on this form and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS-USCIS-007 Benefits Information System] and the published privacy impact assessments [DHS/USCIS/PIA-034(a) H-1B Registration Final Rule] which you can find at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

#### Paperwork Reduction Act

An agency may not conduct or sponsor information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required information, completing the application, preparing statements, and submitting the application electronically. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services, Regulatory Coordination Division Office of Policy and Strategy 20 Massachusetts Ave NW Washington, DC 20529-2140

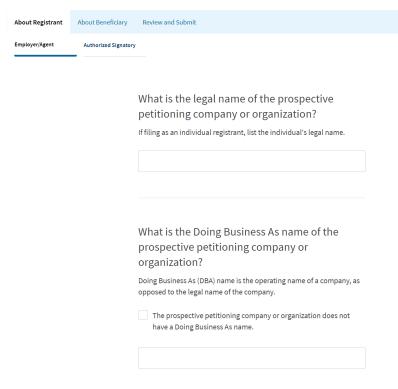
Do not mail your completed H-1B registration to this address.

OMB No. 1615-0144 Expires: 1/31/2022

Start



## REGISTRANT INFORMATION



ne employer identification number	U.S. Citizenship and Immigration Services
he prespective petitioning company or	

	dual registrant, prov	ide the registrant's Individual
IRS Tax Number (S	SN or ITIN).	
		ffice address of the
	petitioning co	mpany or
organization	1?	
USCIS notices will	not be mailed to this	address.
Address line 1		
Address line 1		
_		
Street number and	Iname	
Address line 2		
Address line 2		
	ınit, or floor	
Apartment, suite, ι		710
Address line 2  Apartment, suite, u	unit, or floor	ZIP code
Apartment, suite, ι		ZIP code





# **SIGNATORY INFORMATION**



About Registrant	About Beneficiary	Review and Submit			
Employer/Agent	Authorized Signator	у			
		What is the authoriz  Given name (first name)  Family name (last name)	ed signatory's legal name?  Middle name (if applicable)		What is the authorized signatory's contact information?  Daytime phone number  Email address
		What is the authoriz	ed signatory's title?	(	Next





About Registrant **About Beneficiary** Review and Submit Beneficiary Information Test Company Beneficiary Information You may submit as many beneficiaries as you would like for one registrant (employer/agent) per registration. + Add beneficiary Next





About Registrant	About Beneficiary	Review and Submit	
Beneficiary Informatio	on		
		■ Test Company	
		Beneficiary Information	
		You may submit as many beneficiaries as you would like for one registrant (employer/agent) per registration.	
		What is the beneficiary's legal name?	
		Given Name (first name)	
	$\rightarrow$	Beneficiary does not have a first name.	
		Middle Name	
	$\rightarrow$	Beneficiary does not have a middle name.	
		Family Name (last name)	





What is the beneficiary's gender?	What is the beneficiary's country of birth?
○ Male	•
○ Female	
What the best test by the child	What is the beneficiary's country of citizenship?
What is the beneficiary's date of birth?	_
MM/DD/YYYY	
	What is the horoff it make a constant to the 2
Does the beneficiary have a master's or higher	What is the beneficiary's passport number?  Beneficiary does not have a passport number.
degree from a U.S. institution of higher education such that the beneficiary is eligible	beneficiary does not have a passport number.
for the advanced degree exemption under INA	
214(g)(5)(C)?  (Yes	
No No	
O NO	Save Entry Cancel





bout Registrant About Be	neficiary Review and Submit		About R	Registrant Abou	ut Beneficiary	Review and Submit	
eneficiary Information			Beneficia	ciary Information			
	■ Test Company					■ Test Company	
	Beneficiary Informa	ation				Beneficiary Information	
	You may submit as many benefic					You may submit as many beneficiaries as you would like for one registrant (employer/agent) per registration.	
	registrant (employer/agent) per i						
		_				+ Add another beneficiary	
	+ Add another beneficiary						_
						Beneficiaries	
	Beneficiaries			_		Sarah Brown Fedit	
	John Smith	<i>∲</i> Edit				12/09/1999	>
	08/12/1990	₽ Edit ☐ Delete				John Smith	
						08/12/1990 <b>🖺 Delete</b>	
	There is 1 beneficiary.	•				There are 2 beneficiaries.	
	Next						
	NEX			•		Next	





About Registrant About Beneficiary Review and Submit

Review

## Check your registration before you submit

We will review your registration to check for completeness before you submit it.

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

You can return to this page to review your registration as many times as you want before you submit it.

Review registration

**≮** Back





About Registrant About Beneficiary Review and Submit

Review Summary Authorized Signatory Signature

#### Check your registration before you submit

We will review your registration to check for completeness before you submit it.

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

You can return to this page to review your registration as many times as you want before you submit it.

#### Your fee



Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

#### Alerts and warnings

A green alert means you have completed all required fields and responses.

▼ We found no alerts or warnings in your registration





U.S. Citizenship and Immigration Services

About Beneficiary **Review and Submit** About Registrant Authorized Signatory Review Summary A Print H-1B Registration Summary Here is a summary of all the information you provided in your registration. Make sure you have provided responses for everything that applies to you before you submit your registration. You can edit your responses by going to each registration section using the site navigation. **About Registrant** Employer/Agent What is the legal name of the prospective **Test Company** petitioning company or organization? What is the Doing Business As name of the prospective petitioning company or organization? What is the employer identification number 00000000 (EIN) of the prospective petitioning company or organization? United States What is the primary U.S. office address of the 124 First Street prospective petitioning company or

organization?

Washington, DC, 20002

Autho	rized Signatory	
What i	s the authorized signatory's legal	Jane Smith
What i	s the authorized signatory's title?	HR Specialist
	What is the authorized signatory's contact information?	(290) 948-5765
	Email address	ebony_regtest@test.com
Abou	ıt Beneficiary	
Benef	ciary Information	
	Given name (first name)	Sarah
	Middle name	-
	Family name (last name)	Brown
	What is the beneficiary's gender?	female
	What is the beneficiary's date of birth?	12/09/1999
	What is the beneficiary's country of birth?	Spain
	What is the beneficiary's country of citizenship?	Spain
	What is the beneficiary's passport number?	28934753984





	U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?	res
	Given name (first name)	John
	Middle name	-
	Family name (last name)	Smith
	What is the beneficiary's gender?	male
	What is the beneficiary's date of birth?	08/12/1990
	What is the beneficiary's country of birth?	Malta
	What is the beneficiary's country of citizenship?	Malta
	What is the beneficiary's passport number?	0947885783
	Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 2.14(g)(5)(C)?	Yes

Does the beneficiary have a





About Registrant	About Beneficiary	Review and Submit
Review	Summary	Authorized Signatory Signature
	<b>→</b>	Authorized Signatory's Statement  You must read and agree to the statement below.  I can read and understand English, and have read and understand every question and instruction on this registration, as well as my answer to every question.
		Next





About Registrant About Beneficiary	Review and Submit	
Review Summary	Authorized Signatory Signature	I further certify, under penalty of perjury, that I have reviewed this registration and that all of the information contained in the registration is complete, true and correct and that I, or the organization on whose behalf this registration is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in this registration if the
	Authorized Signatory's Certification and Signature	beneficiary is selected.
	You must read and agree to the certification below.	✓ I have read and agree to the authorized signatory's statement.
	If submitting or authorizing this registration on behalf of an organization, by my signature, I certify that I am	Authorized Signatory's Signature  You must provide your electronic signature below by typing your full legal name. We may consider your registration to be invalid if you do not completely fill out and electronically sign this registration. We will
	authorized to do so by the organization.  I authorize release of information contained in this registration to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.	record the date of your signature with your registration.



## **PAYMENT**

### Pay for and submit your registration

The final step to submit your H-1B Registration is to pay the required fee.

Your registration fee is: \$20.00

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.



We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration online.

Here are the steps in the payment and submission process:

- 1. Provide your billing information on Pay.gov
- 2. Provide your credit card or U.S. bank account information
- 3. Submit your payment

When you have paid your fee, your registration will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen. You can track the status of your registration through your USCIS online account.

Pay and submit





## **PAYMENT**

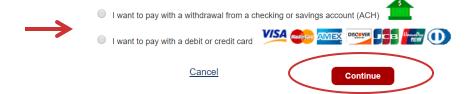






## **USCIS H-1B Registration**

#### Please select a payment method:





## **PAYMENT**







## **USCIS H-1B Registration**

#### Review and submit payment

\* indicates required fields

Agency Tracking ID: BS6VK0BZPV9CM2

Payment Amount: \$30.00

Payment Method: Plastic Card

Account Holder Name: Erin Knight

Card Type: VISA

Card Number: \*\*\*\*\*\*\*\*\*1111

Billing Address: 100 Apple Lane

Billing Address 2:

City: New York

Country: United States

State/Province: NY

ZIP/Postal Code: 10021



\* 

✓ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Previous

Cancel





# **COMPLETE REGISTRATION**



You have successfully submitted your H-1B Registration.

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

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

Go to my cases



## **COMPLETE REGISTRATION**

H-1B Registration

Account Setti



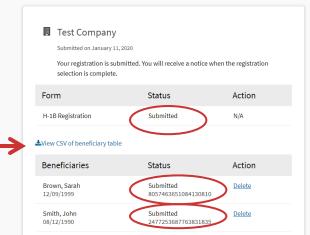
#### H-1B Registrations

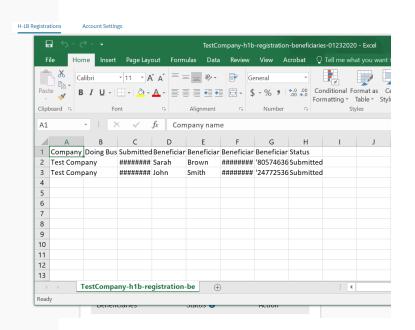
#### The H-1B Registration period is open.

- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- . Submitting a H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

File a registration Enter repr

Enter representative passcode

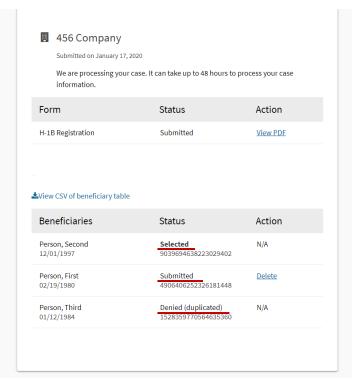






## H-1B REGISTRATION STATUS

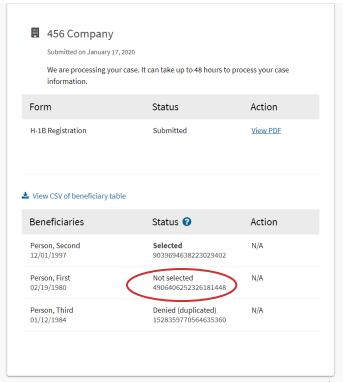






# H-1B REGISTRATION STATUS







## REMINDERS

Time on March 20, 2020.





File a registration Enter representative passcode

• Submitting a H-1B Registration does not guarantee an H-1B Visa. • H-1B Registrations will NOT be accepted through the U.S. Postal Service.



## **CONTACT INFORMATION AND RESOURCES**



## Helpful links and resources:

- Account sign up/login page: <u>my.uscis.gov/account</u>
- Technical support and password resets:
   <a href="https://my.uscis.gov/account/needhelp">https://my.uscis.gov/account/needhelp</a>
- USCIS Contact Center: 1-800-375-5283
- Federal Register Notice: Registration Requirement for Petitioners Seeking To File H-1B Petitions on Behalf of Cap-Subject Aliens
- Uscis.gov/H-1B





# **Any questions?**

# Thank you!

## **DISCLAIMER**



This training module is intended solely as informational. It is not intended to, does not, and may not be relied upon to create or confer any right(s) or benefits(s), substantive or procedural, enforceable at law by any individual or other party in benefit applications before USCIS, in removal proceedings, in litigation with the United States, or in any other form or manner. This training module does not have the force of law, or of a DHS directive.