



U.S. Citizenship
and Immigration
Services

H-1B ELECTRONIC REGISTRATION PROCESS



USCIS

February 23, 2023

Administrative Reminders



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- Today’s presentation is not intended for media attribution.
- If you are a member of the media, please reach out to USCIS Office of Public Affairs with any inquiries at media@uscis.dhs.gov.
- Any congressional staffers may contact the USCIS Office of Legislative Affairs.
- All lines are muted.
- Submit written questions through the “Q&A box” on the right side of your screen.

Today's presentation will cover



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- USCIS Online Account Creation
- Important Reminders
- New Features
- Key Dates and Information to Remember
- Questions and Answers



Registration Period Timelines

- Feb 21, 12 p.m. (Eastern): New H-1B registrant accounts can be created
- March 1, 12 p.m. (Eastern): H-1B registration period opens, registrations can be created/submitted
- March 17, 12 p.m. (Eastern): H-1B registration period closes, no more registrations can be submitted
- March 31: USCIS intends to issue selection notifications through USCIS online account by this date.
- April 1: Earliest date that FY24 H-1B cap-subject petitions can be submitted



Creating Your USCIS Online Account



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The screenshot shows the USCIS.gov website. At the top, there is a navigation bar with the USCIS logo, the text "U.S. Citizenship and Immigration Services", a search bar, and a "Sign In" button with a dropdown arrow. A blue arrow points to the "Sign In" button. Below the navigation bar, there are several content cards. The first card is titled "Processes for Cubans, Haitians, Nicaraguans and Venezuelans" and features flags of Cuba, Haiti, Nicaragua, and Venezuela. The second card is titled "Uniting for Ukraine" and features a Ukrainian flag. The third card is titled "Afghan Related Information" and features a map of Afghanistan. At the bottom of the page, there are two more cards: "File Online" and "Manage Your Case". A blue arrow points to the "File Online" card.

Create an account or sign in here:

- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov

Creating Your USCIS Online Account



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Sign In

Email

Password

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

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

Didn't receive confirmation instructions?

Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

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Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code.](#)

If you have lost access to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153, enter your backup code instead, or [Contact Us.](#)

Secure verification code *

1. Go to my.uscis.gov
2. Select “Create an account”
3. Enter email address twice
4. System will send you a link
5. Click on link, enter email address & password
6. System will send one-time PIN via text or email
7. Enter the PIN

Account Recovery



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Two-Step Verification Backup Code

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

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

Your backup code is: 3a1778dca0

Export As PDF

Proceed

Provide Password Reset Answers

Question #1

What was the first team sport you played?

Question #1 Response

field hockey

Question #2

In what city/town did you meet your spouse?

Question #2 Response

Richmond

Question #3

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

Question #3 Response

McDonalds



Save your backup code and password reset answers!

AILA Doc. No. 23030902. (Posted 3/9/23)

Account Types for H-1B Registration



Do not select “Applicant, Petitioner, or Requestor account” for H-1B registration.

- 1. Representative account**—Select this if you are a legal representative, and the prospective petitioning entity is your client
- 2. H-1B registrant account**—Select this if you work for the prospective petitioning company/entity (for example, HR professional or in-house counsel)

Account Type

Select an account type:

I am an applicant, petitioner, or requestor. **DO NOT SELECT APPLICANT/PETITIONER ACCOUNT FOR H-1B REGISTRATION**

I am a legal representative. **DO NOT SELECT APPLICANT/PETITIONER ACCOUNT FOR H-1B REGISTRATION**

I am an H-1B registrant.

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 authorized signatory submitting an H-1B Registration or signing an H-1B Registration to be submitted by a legal representative.

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 Electronic Registration



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

U.S. Citizenship and Immigration Services

My Account [Home](#) [Resou](#)

registrant > ls_19_app@test.com > 9449fc32-3954-43ae-b884-9641255906da

[H-1B Registrations](#) [Account Settings](#)

H-1B Registrations

The H-1B Registration period is open.

- The H-1B Registration period is open from noon ET on March 1, 2023 to noon ET on March 17, 2023.
- 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.

You have not started a registration.

Create, manage, and submit your registration here.

[File a registration](#)

- Registering online does not guarantee selection
- We do not accept mailed registrations

H-1B Registration Overview Page



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H-1B Registration

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

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

The annual initial registration period will last a minimum of 14 calendar days and will start at least 14 calendar days before the earliest date on which 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 initial registration period, USCIS will notify all registrants who have properly registered that their registrations have been selected. USCIS will keep registration open past the initial registration period until USCIS has determined that it has 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, USCIS will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the advanced degree exemption. If selected, the prospective petitioner is eligible to file an H-1B petition, during the applicable filing period, for the beneficiary named in the 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 the United States that:

- Engages a person to work in the United States;
- Has an employer-employee relationship with the beneficiary; and
- Has an Internal Revenue Service (IRS) tax identification number.

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 (prospective petitioner) may only submit one registration per beneficiary in any fiscal year. If a registrant, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year will be considered invalid.

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(s) online.

Important Payment Requirements:

When paying with check please be sure to enter the bank routing number and bank account number accurately. While the status of the registration(s) in the system will indicate "submitted" following completion of the Pay.gov payment process, your H-1B registration(s) will be invalidated if the payment does not clear.

If payment is completed with a credit card or debit card the status of the registration(s) in the system will indicate "submitted" following completion of the Pay.gov payment process. However, your H-1B registration(s) will be invalidated if the payment does not clear or the payment is later declined or disputed.

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

If you use a business checking account to make your payment please ensure that your institution does not restrict or block ACH Payments for this service. If your business checking account is restricted your payment will be declined and your registration(s) will be invalidated.

USCIS Refund Policy

USCIS does not refund fees, regardless of any action we take on your submission, application, petition, or request, or how long USCIS takes to reach a decision.

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.

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.



Next

USCIS Online Account



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Completing Your Registration Online

We will automatically save your responses

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

- Your entries are saved automatically
- Sign out when you want to, you can resume where you left off
- **You must SUBMIT before noon (ET) on March 17, 2023**

Information About Registrant



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H-1B Registration

What is the legal name of the prospective petitioning company or organization?
If filing as an individual prospective petitioner, provide the individual's legal name.

Authorized signatory

Employer/agent

Review and Submit

About Registrant ^

About Beneficiary v

Employer/agent

Authorized signatory

About Beneficiary v

Review and Submit v

This section asks for information about registrant (also called the prospective petitioner):

- Legal name
- “Doing Business As” name
- Employer ID Number
- Primary U.S. office address

Information About Beneficiary(ies)



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Beneficiary Information

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

+ Add beneficiary



Back

Next

Information needed for each prospective beneficiary

- Full name
- Gender
- Date of birth
- Country of birth
- Country of citizenship
- Passport number, if any

Information About Beneficiary(ies) contd.



Beneficiary Information

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

[+ Add another beneficiary](#)

Beneficiary	Action
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete

Rows per page: 5 ▾

1 - 5 of 249

[< Back](#)

[Next >](#)

Beneficiary Information

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

[+ Add another beneficiary](#)

Beneficiary	Action
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete
Hoostun, Whitnee 01/30/1990	Edit Delete

i Are you sure you want to delete this entry?

Whitnee Hoostun
01/30/1990

[Delete entry](#)

[Cancel](#)

Hoostun, Whitnee
01/30/1990

[Edit](#) [Delete](#)

Duplicate Checker

- Using the duplicate checker is optional
- Ultimate responsibility for duplicates lies with registrant, not USCIS
- USCIS may identify additional duplicates later in process



Check your registration(s) for duplicates.

(This process is optional)

A registrant (prospective petitioner), or their authorized attorney or representative, may only submit one registration per beneficiary in any fiscal year. If a registrant, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, we will invalidate all registrations submitted by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year. Before you submit your registration(s), you can check if the registrant named in this submission previously submitted a registration for any of the beneficiaries included in this submission for the same fiscal year.

To check your registration(s) for duplicates, you must provide your Employer Identification Number (EIN) on the "About Registrant" page and add at least one beneficiary on the "About Beneficiary" page. Then, select the "Check for duplicates" button to perform the check. A duplicate will be found if you or another person already submitted a registration for the beneficiary on behalf of your organization for the same fiscal year.

Once the check is complete, you can review the list of beneficiaries who have duplicates on the previous page. We recommend staying on this page until the check is complete. If you add beneficiaries after performing this check, you can perform the check again.

Note: Using this check does not guarantee that duplicates will not be identified by USCIS at a later date. This check will compare the beneficiaries listed in this draft with any registrations previously submitted during this registration period. It will not check for duplicates within this draft or between drafts. You can review the list of beneficiaries you included on the previous page (or on the spreadsheet on your account homepage) to make sure you have not entered a beneficiary more than once. Even if utilizing this check, the burden is still on the registrant to ensure that no duplicate registrations are submitted.

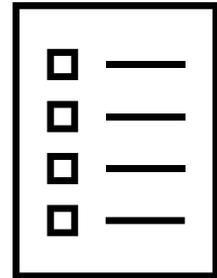
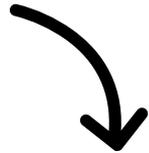
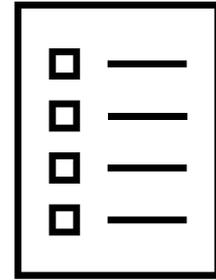
Check for duplicates

Running the Duplicate Checker



- Tool compares registrations listed in a draft with registrations already submitted by employer this fiscal year.
- Employer must have already submitted (and paid for) a registration for the tool to find duplicates
- Tool does not check for duplicates within the current draft or between drafts prepared by different people.

Draft registration,
not submitted



Submitted
registration

Duplicate Checker contd.



Check for duplicates

 The system has detected 1 duplicate entry

When the initial registration period closes, we will automatically invalidate any duplicate registrations you submitted. To avoid this, you should manually delete any duplicates from your beneficiary list before the initial registration period closes by returning to the "Beneficiary information" page.

Beneficiary Information

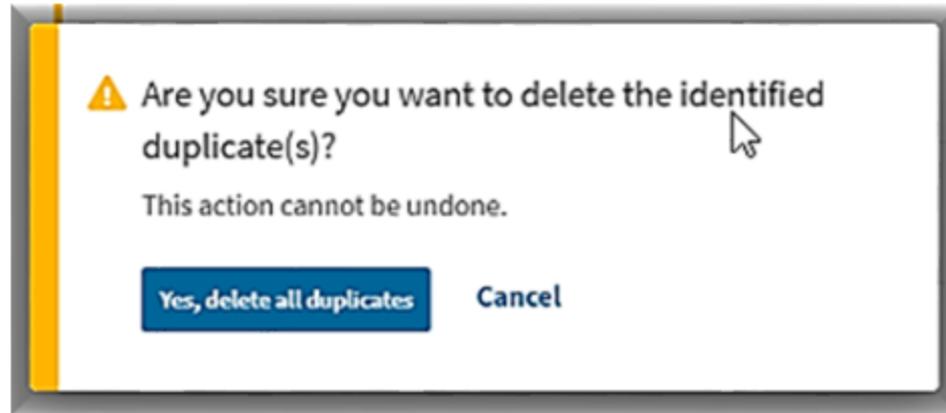
Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

 Duplicates have been found

Beneficiary	Action
Aquino, Julissa 11/11/1981	 Edit  Delete
Gary, Andrew 10/10/1980	 Edit  Delete
Ivy, Javier (Duplicate entry) 12/01/1970	 Edit  Delete
Stewart, Lilly 09/09/1979	 Edit  Delete

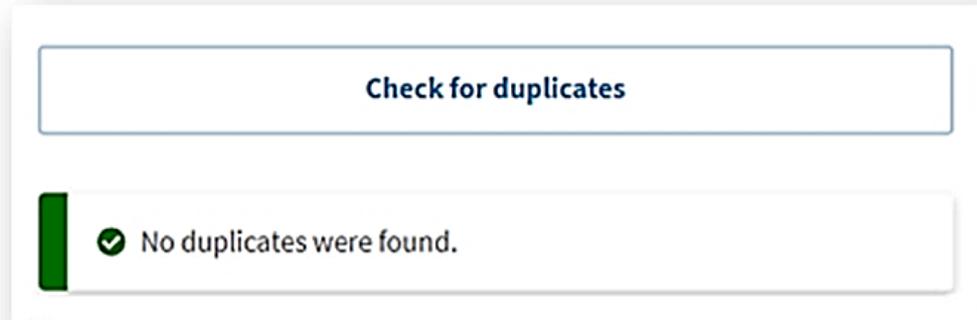


Deleting Duplicates



When the tool identifies a duplicate, and you opt to delete it, this removes the duplicate from the current draft, not in registrations you already submitted.

Duplicate Checker contd



- If no duplicates are found, you will see this green alert
- We encourage you to review all registrations carefully, every time, before and after you submit

Check For Duplicates With .CSV File



Boca Sea Outfitters

You need to continue filling out your registration.

 [View CSV of beneficiary table](#)



Beneficiaries	Status	Action
Aquino, Julissa 11/11/1981	In progress	N/A
Gary, Andrew 10/10/1980	In progress	N/A
Ivy, Javier 12/01/1970	In progress	N/A
Stewart, Lilly 09/09/1979	In progress	N/A

[Continue registration](#)

[Delete registration](#)

Certification & Signature



Authorized Signatory's Certification and Signature

you must read and agree to the certification below.



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

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

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

I further certify that this registration (or these registrations) reflects a legitimate job offer, and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, have not worked with, or agreed to work with, another registrant, petitioner, agent, or other individual or entity to submit a registration to unfairly increase chances of selection for the beneficiary or beneficiaries in this submission.

I have read and agree to the authorized signatory's statement.

Authorized Signatory's Signature

You must provide your electronic signature below by typing your full legal name. We may consider your registration(s) to be invalid if you do not completely fill out and electronically sign this submission. We will record the date of your signature with your registration(s).

! You must provide a response.

- Users must attest that submissions are complete and true, and job offers are legitimate
- Signature is required

Signature



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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 (or these registrations), as well as my answer to every question.

Back

Next

- I have read and agree to the authorized signatory's statement.

Authorized Signatory's Signature

You must provide your electronic signature below by typing your full legal name. We may consider your registration(s) to be invalid if you do not completely fill out and electronically sign this submission. We will record the date of your signature with your registration(s).

Type Your Name Here|

Pay & Submit

- Pay.gov is safe and secure
- Pay with U.S. credit card or U.S. bank account
- Submit



We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration(s) 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(s) will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your registration(s) through your USCIS online account.

[Pay and submit](#)

Pay & Submit contd.



- Temporary increase in daily credit card transaction limit from \$24,999.99 to **\$39,999.99**

You did not submit your H-1B registration(s)

Your payment could not be processed on Pay.gov because you exceeded the daily payment limit on your credit card. The daily payment limit for the FY 2024 H-1B cap is \$39,999.99.

You can try again now to sign and submit your registration(s) by paying with a different credit card or selecting a different form of payment. You can also save your registration(s) and exit. We will save your registration(s) for 30 days from when you last worked on it.

[Sign and submit](#)

Successful Submission



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

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

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

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

[Go to account home](#)

H-1B Online Registrations



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- High-level overview of legal representative experience
- What type of account you need
- Required information for prospective H-1B beneficiaries
- Client email address on G-28
- Representative passcode



Tracking Registrations and Notices



- You **cannot** use Case Status Online to check beneficiary confirmation number
- You must check status of H-1B registration(s) through your account
- USCIS will post notices to your account
- You can turn on automatic case notifications

Test Company
OWNER: JOHN D. DOE
SUBMITTED ON FEBRUARY 16, 2023

We are processing your case. It can take up to 48 hours to process your case information.

Form	Status	Action
H-1B Registration	Submitted	View PDF

[View CSV of beneficiary table](#)

Beneficiaries	Status	Action
Curie, Marie 07/07/1992	Selected 2023-cf6b-0055-f4e3	View notice
Johnson, Katherine 09/12/1994	Not selected 2023-ce71-904e-cb3c	View notice
Yoshi, Green 12/30/1995	Denied 2023-03c7-ea92-0da7	View notice
Smith, John 09/01/1997	Invalidated - Failed Payment 2023-4527-4916-a046	View notice
test, test 02/02/2002	Submitted 2023-e814-1194-4af8	Delete



Duplicates After Submission

If you find duplicates after submission...

And initial registration period is **still open** (before **noon** on March 17)

- You can go into your account and delete extra submissions until there is only one registration per beneficiary. We do not refund the \$10 fee you paid.

And initial registration period **has closed** (after **noon** on March 17)

- There is no way to correct this error. We will remove all registrations for that particular beneficiary submitted by that prospective petitioner. We do not refund the \$10 fee you paid.

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H-1B Electronic Registration Helpful Links & Resources



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Account sign up/login page:
my.uscis.gov or www.uscis.gov

Help with account creation:
uscis.gov/file-online

Technical support, including:

- Password resets
- Account lockouts
- Update your verification code delivery method

my.uscis.gov/account/needhelp

H-1B Electronic Registration Process Webpage:
uscis.gov/h-1b

For help with **H-1B Electronic Registration inquiries:** uscisfeedback@uscis.dhs.gov

****Put “H-1B Electronic Registration”** in the Subject line of the email.

To provide **feedback on today’s engagement**, please email Public.Engagement@uscis.dhs.gov

To access a copy of this presentation:
Electronic Reading Room
uscis.gov/records/electronic-reading-room

Sign up for updates from the Public Engagement Division





Questions?

Thank you!

Disclaimer



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Author: USCIS

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