

Electronic Signature of Form G-28 and H-1B Registrant Acceptance

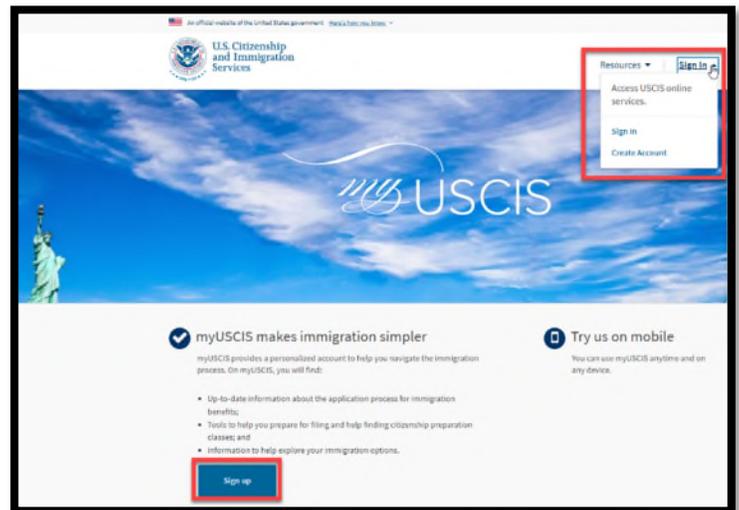
Introduction

This guide reviews how to electronically sign the Form G-28 to accept an H-1B Cap Registration, provided by your CIP, P.C. Legal Representative.

Electronically Sign and Accept the Form G-28 and H-1B Registration

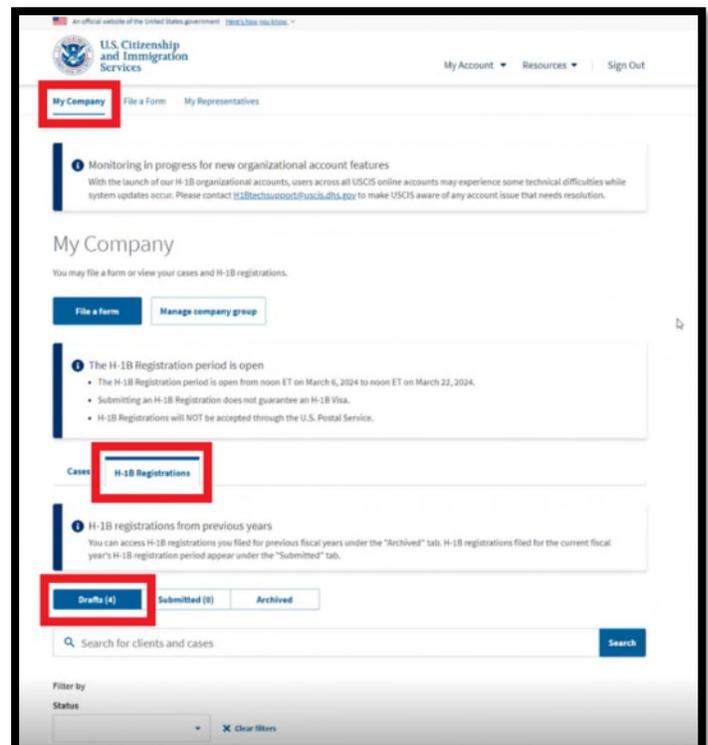
Step 1: Sign in to your myUSCIS account

- a. Sign into your account at <https://myaccount.uscis.gov/>



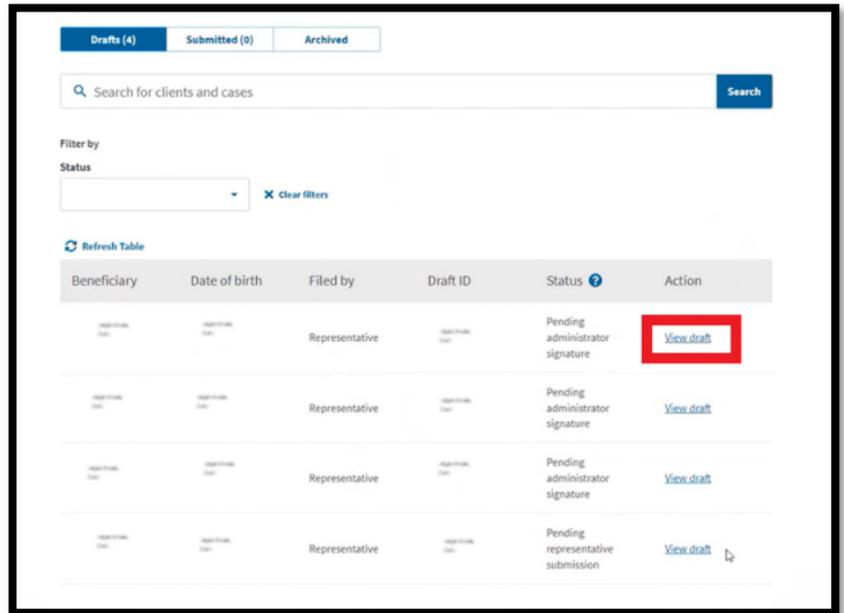
Step 2: Navigate to the H-1B Registration Draft section

- a. On the **My Company** page, select the **H-1B Registrations** tab
- b. Select **Drafts** to review the Form G-28 prepared by your CIP, P.C. Legal Representative

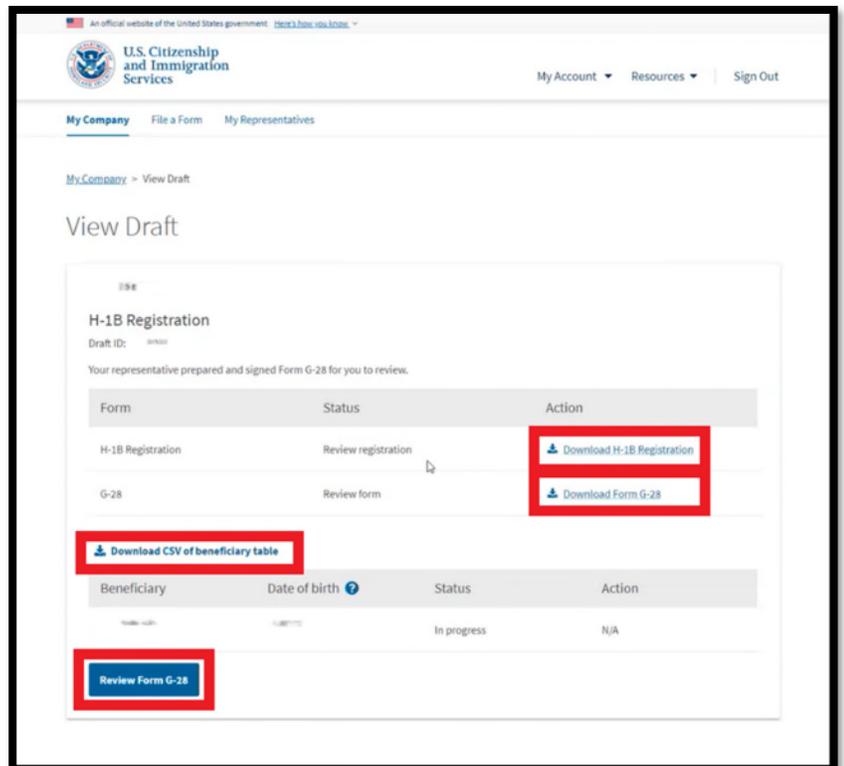


Step 3: Review, approve and electronically sign the Form G-28

- a. In the Drafts section, select the **View Draft** link to review the Form G-28



- b. On the next page you have the option to:
 - download the **H-1B Registration**
 - download the **Form G-28** and
 - download the **CSV of Beneficiary table**
 - NOTE: downloading is not mandatory, but the options are available.



- c. To proceed, select the **Review Form G-28** button

- d. Review the **G-28, Notice of Entry as Attorney or Accredited Representative** information
- e. Review **Before You Start the G-28**
- f. Review **After you Complete the G-28**
- g. Click the **Next** button

The screenshot shows the USCIS website interface for the G-28 form. At the top, the USCIS logo and navigation links (My Account, Resources, Sign Out) are visible. The main heading is "G-28, Notice Of Entry Of Appearance As Attorney Or Accredited Representative". Below this, there is introductory text and a section titled "Before You Start The G-28" which lists eligibility criteria: Law students and law graduates, Foreign attorneys, and Other representatives. The next section is "After You Complete The G-28", which details the process: "Your client adds you as his or her representative", "Your client reviews and signs the G-28", and "You submit and pay for your client's online form (for new cases)". A blue "Next" button is located at the bottom right of the page.

- h. Review **Completing the G-28 Online**
- i. Review the **DHS Privacy Notice**
- j. Review the **Paperwork Reduction Act Burden Disclosure Notice**
- k. Click the **Review the G-28** button

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

Completing The G-28 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 form. We will save your information for 30 days from today, or from the last time you worked on your form.

DHS Privacy Notice

AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR 292.4(a).

PURPOSE: The primary purpose for providing the requested information on this form is to establish your eligibility to appear and act on behalf of an applicant, petitioner, or respondent. The information you provide will be used to designate you as an attorney or accredited representative.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.

ROUTINE USES: The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to perform associated administrative functions. Additionally, DHS may share the information with other Federal, state, local government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 - Alien File and National File Tracking System, DHS/USCIS-007 - Benefits Information System, DHS/USCIS-010 - Asylum Information and Pre-Screening, DHS/USCIS-005 - Inter-Country Adoptions Security, DHS/USCIS-006 - Fraud Detection and National Security Records, and DHS/USCIS-017 - Refugee Case Processing and Security] and as described in the published privacy impact assessments [DHS/USCIS/PIA-015 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCIS/PIA-016 - Computer Linked Application Information Management (CLAIMS 3), and Associated Systems, DHS/USCIS/PIA-056 ELIS, DHS/USCIS/PIA-027(c)-USCIS Asylum Division, DHS/USCIS/PIA-003(b) Integrated Digitization Document Management Program, DHS/USCIS/PIA-007(b) Domestically Filed Intercountry Adoptions and Petitions, DHS/USCIS/PIA-013(a) Fraud detection and National Security Data System, and DHS/USCIS/PIA-051 Case and Activity Management for International Operations] which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act Burden Disclosure Notice

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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 53 minutes per response, including the time for reviewing instructions and completing and submitting the form. 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
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

Do not mail your completed Form G-28 to this address.

OMB No. 1615-0105
Expires: 05/31/2021

Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Back](#) [Review the G-28](#)

- I. Review the **G-28 form information**, then select the **Next** button
 - **Pay special attention to the client information including the address and contact information**

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

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

Review the G-28 form information

Here is a summary of all the information you provided in the G-28.

If anything is incorrect or missing, you should **decline** the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#) [Print](#)

About Representative

Your name

Provide your name

Given name (first name)

Middle name (if applicable)

Family name (last name)

Your role

Select your representative role

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia

Licensing authority

State

ZIP code

Provide your client's contact information

Daytime telephone number

Mobile telephone number

Email address

Client additional information

Provide your client's immigration information

A-Number

USCIS Online Account Number

Additional Information

Additional information

You may provide additional information for your G-28

[Back](#) [Next](#)

- m. If the G-28 is sufficient, select **I accept the G-28 and want to provide my signature**
- n. Select the **Next** button

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U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

Accept or decline the G-28

If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

I accept the G-28 and want to provide my signature

I decline the G-28 and want to send the draft form back to my representative to make updates

Back Next

- o. If the G-28 is not sufficient because it contains a mistake or issue, select **I decline the G-28 and want to send the draft form back to my representative to make updates**
- o **Note:** If you feel you need to decline the G-28, please contact your CIP Legal Team first.

- p. Select the **Next** button

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U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

Accept or decline the G-28

If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

I accept the G-28 and want to provide my signature

I decline the G-28 and want to send the draft form back to my representative to make updates

⚠ You are choosing to decline this G-28
We will send the form back to your representative to make updates.

Back Next

- q. If you approve the G-28, review the **Client's consent to release information**
- r. Select the appropriate checkbox(es)
- s. Review the **Client's statement and signature**
- t. **Select the checkbox** to certify that you have read and agree to the client's statement
- u. **Type your name** in the Client's signature textbox to provide your e-signature
- v. Select the **Next** button

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

Client's consent to release of information

If you do not want to receive original notices or secure identity documents directly, but would rather have such notices and documents sent to your attorney of record or accredited representative, please select one or both boxes below.

USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

If you want to have notices and/or secure identity documents sent to your attorney or accredited representative of record rather than to you, please select all applicable items below. You may change these elections through written notice to USCIS.

I request that USCIS send original notices on an application or petition to the business address of my attorney or accredited representative as listed in this form.

I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country [if permitted]).

NOTE: If your notice contains Form I-94, Arrival-Departure Record, USCIS will send the notice to the U.S. business address of your attorney or accredited representative. If you would rather have your Form I-94 sent directly to you, select the item below.

I request that USCIS send my notice containing Form I-94 to me at my U.S. mailing address.

Client's statement and signature

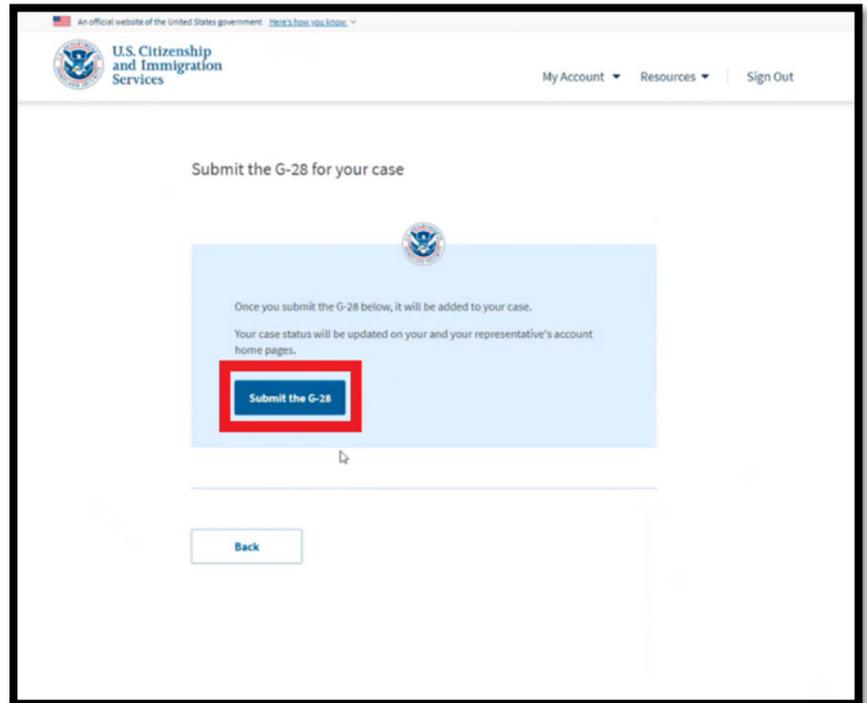
You must read and agree to the statement below, and provide your signature.

I have requested the representation of and consented to being represented by the attorney or accredited representative named on this form. According to the Privacy Act of 1974 and DHS policy, I also consent to the disclosure to the named attorney or accredited representative of any record pertaining to me that appears in any system of records of USCIS, ICE or CBR.

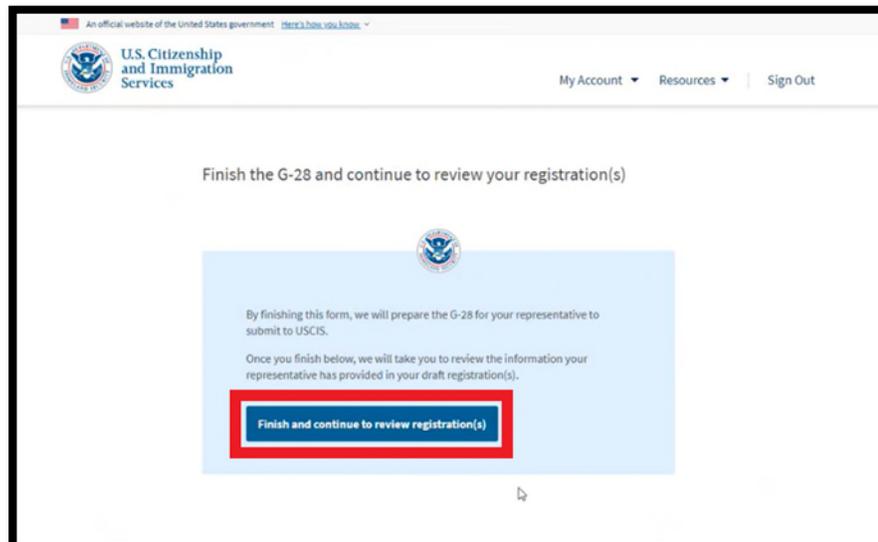
I have read and agree to the client's statement

Client's signature

- w. Select the **Submit the G-28** button



- x. Lastly, select the **Finish and continue to review registration(s)** button



Step 4: Review and approve the H-1B Cap Registration(s)

- Review the **H-1B Registration** information
- Review the **Before You Start Your Registration** section
- Click the **Next** button


My Account ▾ Resources ▾ Sign Out

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. A petitioner may only submit one registration per beneficiary in any fiscal year. Each registration must identify, among other things, the beneficiary's name and valid passport or travel document information (including passport or travel document number, country of issuance, and expiration date). Each beneficiary may be registered under only one passport or travel document.

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 for unique beneficiaries 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 for unique beneficiaries have been selected. USCIS will keep registration open past the initial registration period until USCIS has determined that it has received enough registrations for unique beneficiaries projected as needed to meet the H-1B regular cap.

After the end of the initial registration period, if USCIS has received more registrations for unique beneficiaries than needed to meet the projected number of registrations to reach the regular cap, we will randomly select a sufficient number of registrations for unique beneficiaries. A similar process will apply for those who may be eligible for the advanced degree exemption. Once USCIS selects a registration for a unique beneficiary, all registrations for that beneficiary will be selected and eligible to file a Form I-129, Petition for a Nonimmigrant Worker, to request classification of the beneficiary as an H-1B worker.

USCIS may deny or revoke the approval of an H-1B petition if it determines that the fee associated with the registration is declined, not reconciled, disputed, or otherwise invalid after submission. The registration fee is non-refundable and due at the time the registration is submitted.

✔ 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, and USCIS may deny or revoke the approval of any petition filed for the beneficiary based on those registrations.

💰 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

- d. Review **Completing Your Registration Online**
- e. Review the **DHS Privacy Notice**
- f. Review the **Paperwork Reduction Act**
- g. Click the **Review registration(s)** button

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

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.

How to continue filling out your registration

After you start your registration(s), 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 prospective petitioner 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 36 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
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

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

OMB No. 1615-0144
Expires: 8/31/2024

Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back Review registration(s)

- h. Review the **H-1B Registration Summary**
 - o Pay special attention to the **client information** including the **address and contact information**
 - o You may **download the H-1B Registration Summary** as a PDF or Print the page
- i. Click the **Next** button

U.S. Citizenship and Immigration Services

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H-1B Registration Summary

Here is a summary of all the information you provided in your submission.

You have until the initial registration period closes to log into your account, review all of your H-1B registrations, and delete any duplicates. If a prospective petitioner, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations for this particular beneficiary submitted by that prospective petitioner, or on their behalf by their authorized attorney or representative, will be considered invalid and removed from the selection process.

Please note, withdrawing an associated G-28 from a registration does not delete a submitted registration from the system. If a registrant and their representative each separately submit a registration for the same beneficiary, even by mistake, it will invalidate the registrations.

Invalidation of duplicate registrations may not be appealed.

Make sure you have provided responses for everything that applies to you before you submit your registration(s). You can edit your response(s) by going to each registration section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View Draft Snapshot](#) [Print](#)

About Registrant

Employer/agent

What is the legal name of the prospective petitioning company or organization?

What is the Doing Business As name of the prospective petitioning company or organization?

What is the employer identification number (EIN) of the prospective petitioning company or organization?

What is the primary U.S. office address of the prospective petitioning company or organization?

Address line 1

Address line 2

City or town

State

ZIP code

Authorized signatory

What is the authorized signatory's legal name?

Given name (first name)

Middle name (if applicable)

Family name (last name)

What is the authorized signatory's title?

What is the authorized signatory's contact information?

Daytime phone number

Email address

About Beneficiary

Beneficiary information

Given name (first name)

Middle name

Family name (last name)

What is the beneficiary's gender?

What is the beneficiary's date of birth?

Are you requesting consideration under the INA 214(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?

What is the beneficiary's country of birth?

What is the beneficiary's country of citizenship?

What is the beneficiary's passport or travel document number?

What is the passport or travel document country of issuance?

What is the passport or travel document expiration date?

[Back](#) [Next](#)

- j. If the H-1B Registration is sufficient, select **I accept the H-1B Registration(s) and want to provide my signature**
 - o If the H-1B Registration is not sufficient and contains a mistake or issue, select **I decline the H-1B Registration(s) and want to send the draft registration(s) back to my representative to make updates**
 - o **Note:** If you feel you need to decline the G-28, please contact your CIP Legal Team first.

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

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

Accept or decline the H-1B Registration(s)

If the information provided in the H-1B Registration(s) is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the H-1B Registration(s) and contact your representative. We will allow your representative to edit the information in the draft registration(s), and resend it to you for your review.

I accept the H-1B Registration(s) and want to provide my signature

I decline the H-1B Registration(s) and want to send the draft registration(s) back to my representative to make updates

Back Next

- k. Select the **Next** button

l. Review the **Authorized Signatory's Statement**

- m. **Select the checkbox** to confirm that you can read and understand English

- n. Select the **Next** button

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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

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

- o. Review the **Authorized Signatory's Certification and Signature**
- p. **Select the checkbox** to confirm I have read and agree to the authorized signatory's statement
- q. Review the **Authorized Signatory's Signature information**
- r. **Type your name** in the textbox to provide your e-signature
- s. Select the **Next** button

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

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.

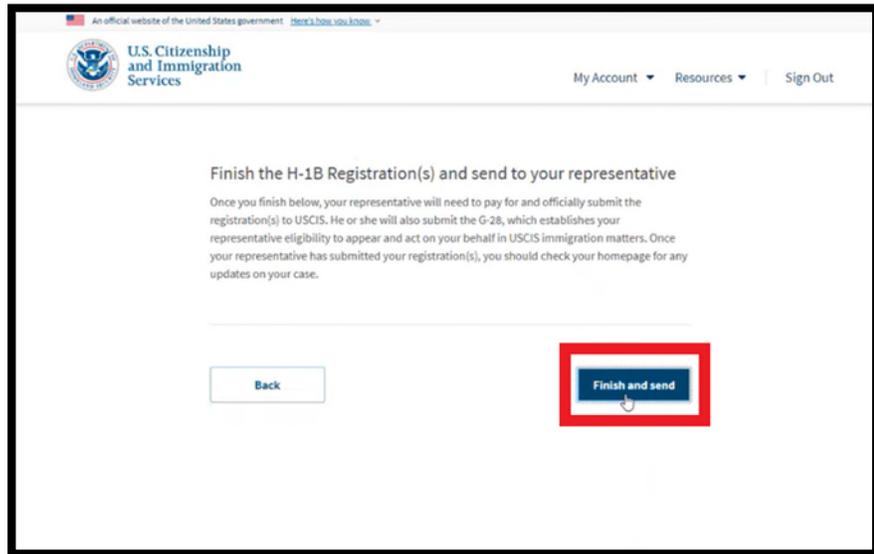
I have read and agree to the authorized signatory's statement.

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).

Back Next

- t. Lastly, select the **Finish and send** button



- u. Please note, after you select the Finish and Send button, the **registration status will update to Pending Representative Submission** so your CIP, P.C. Legal Representative may submit payment for the registration

