

## Create/Enhance Company USCIS Organizational Account

### Introduction

This guide reviews how to create a new, or enhance an existing, USCIS Company Organizational Account in order to register Employees for this year's H-1B Cap Lottery.

## Create a myUSCIS Company Organizational Account

### Step 1: Sign-up in the myUSCIS system

To **create a new account**, follow the steps below.

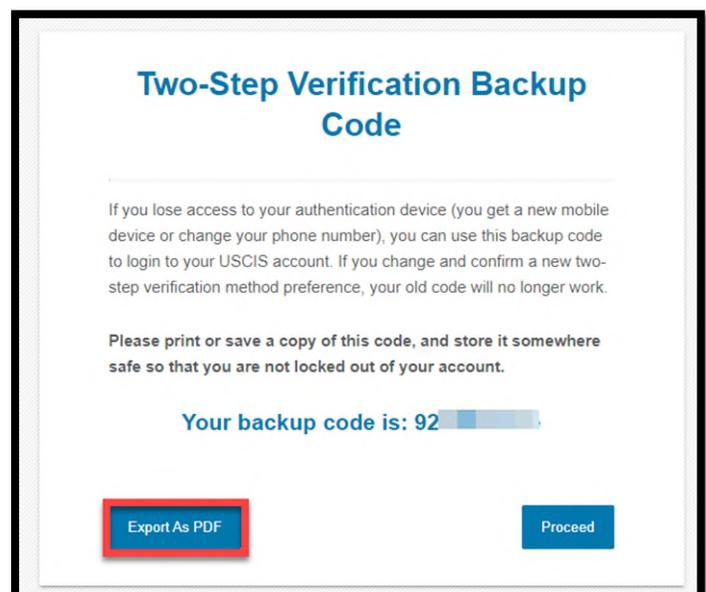
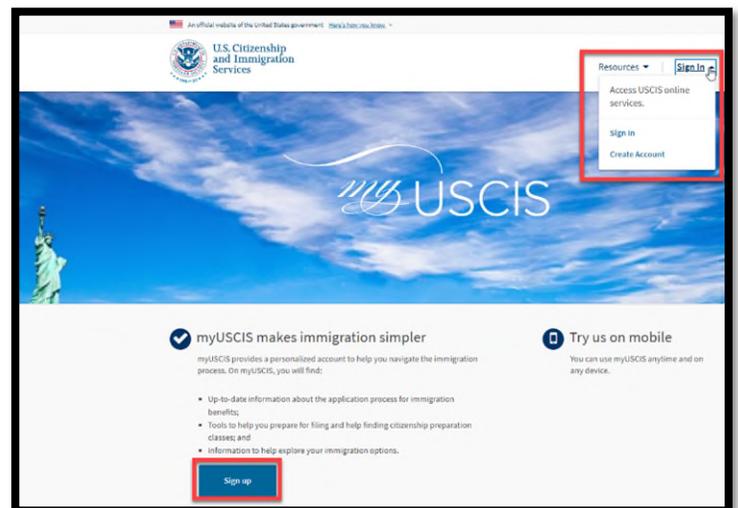
To **enhance an existing account**, see instructions on Page 3:

- Go to the <https://my.uscis.gov/>
- Click **Sign up** and **follow the prompts** to confirm the email address for the account, review and agree to Terms and Conditions and set up dual factor authentication



The USCIS will generate a Backup Code.

**Save this code.**



- Confirm the Account Type:

**Select** “I am part of an Organization or company, a sole proprietor, or an agent”

- Click **Submit**
- **Proceed to Step 2.**

## 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.
- 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.

**⚠ Note:** Do not create a representative account if you are a paralegal.

**Submit**

## To enhance an existing account

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

If you cannot recover your existing account, you can go to <https://my.uscis.gov/account/v1/needhelp>

Alternatively, you can create a new account using a different email address.

- Click **myUSCIS**

## Step 2: Select Create a Company Group\*

\*Reminder: One Company Group can support multiple entities with various FEINs. **You do NOT need to create a separate Company Group for each individual entity/FEIN.**

Select what you want to do

<b>Edit My Account Profile</b>	Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.
Login to a USCIS Service	
	Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.
<b>FIRST</b>	Submit, manage and receive Freedom of Information Act (FOIA) requests.
<b>myE-Verify</b>	Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

Welcome to Your Company Account

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

You are not currently in a group.

What should you do next?

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

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

What would you like to do?

<p><b>Create a Company Group</b></p> <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>	<p><b>Find out how to join a company group</b></p> <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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**Step 3:** Review the definitions of the Company Group Roles and then click **Continue**.

## 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.



Continue

**Step 4:** Enter the information for the Company, including:

- Legal Company Name
- DBA Name (if applicable)
- Tax ID Number
- Company Address

Click **Continue**.

## 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 numbers**  
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.

### 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.

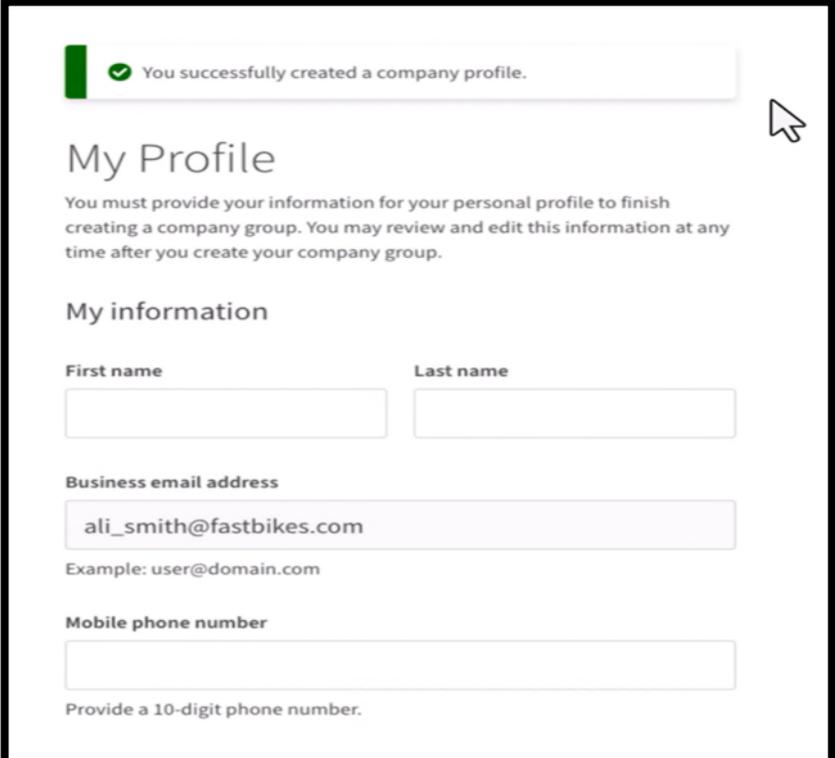


**Step 5:** Create the Company Administrator Profile. Enter the following for the **Administrator\*** of the account:

- First and Last Name
- Email
- Phone Number
- Notification Preference

**\*Reminder: The Administrator role must be someone authorized to sign documents on behalf of the company.**

**Step 6:** Click **Create Company Group**



✓ You successfully created a company profile.

## My Profile

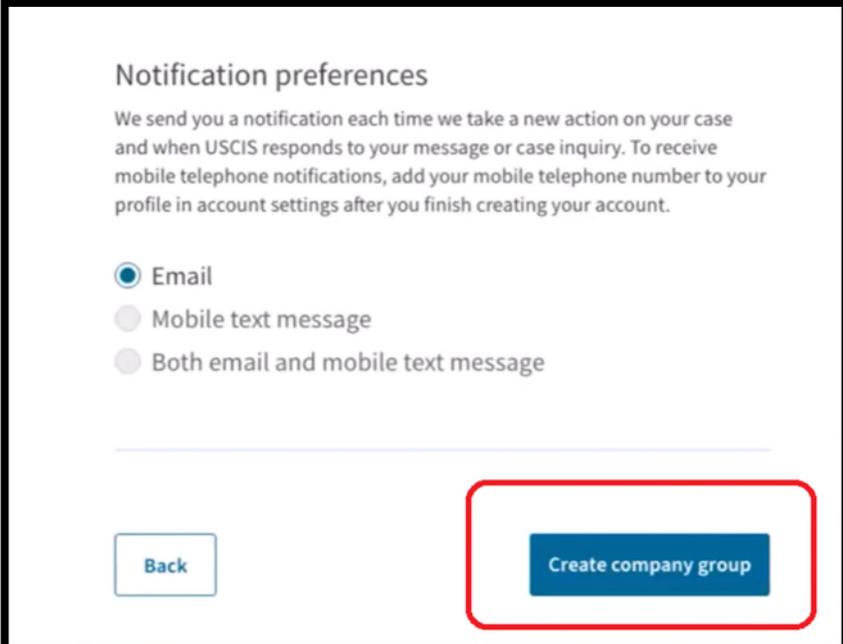
You must provide your information for your personal profile to finish creating a company group. You may review and edit this information at any time after you create your company group.

### My information

First name  Last name

Business email address   
Example: user@domain.com

Mobile phone number   
Provide a 10-digit phone number.



## Notification preferences

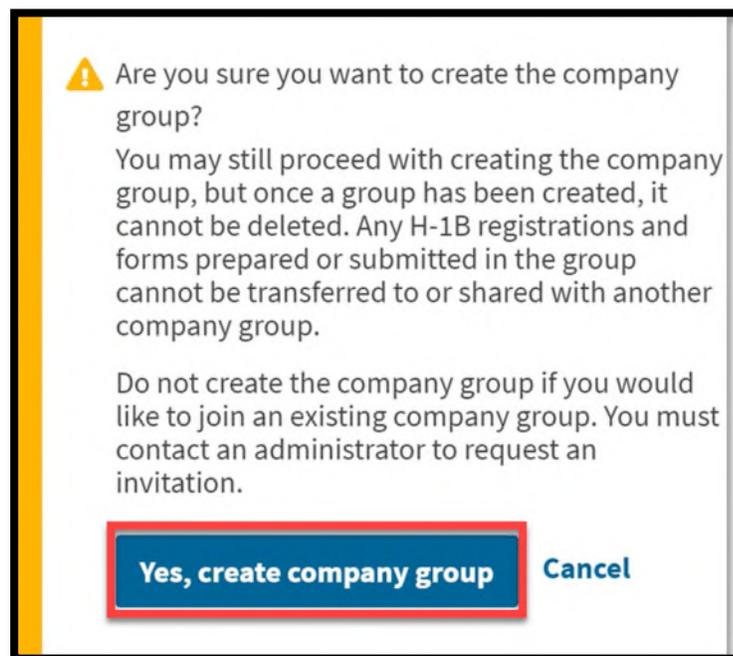
We send you a notification each time we take a new action on your case and when USCIS responds to your message or case inquiry. To receive mobile telephone notifications, add your mobile telephone number to your profile in account settings after you finish creating your account.

Email  
 Mobile text message  
 Both email and mobile text message

**Step 7:** Review the prompt (see image to the right).

This is USCIS's final reminder that you cannot merge company accounts and you cannot be an Administrator in more than one account.

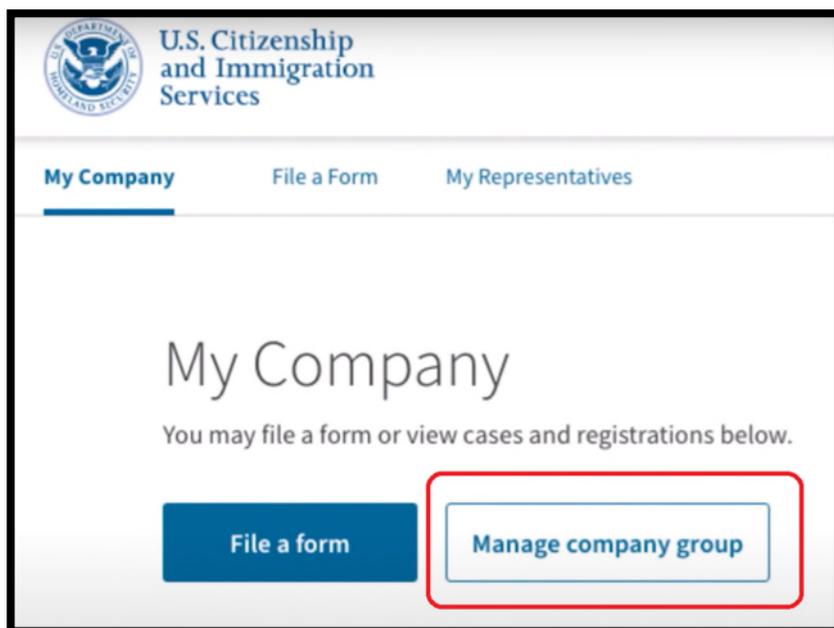
Click **Yes, create company group**.



**Step 8:** Add additional Administrators\* and Members

- Go to **My Company tab**
- Click **Manage company group**
- Enter information for the Administrator/Member
- Click **Send Request** and invite will be emailed
- The invitee must click the emailed link within 7 calendar days – they should:
  - Select **Review Pending Invitations**
  - Accept Invite

**\*Reminder: USCIS recommends having at least two (2) Administrators per company account.**



## **Step 9:** Invite your Legal Representative

- Go to the My Representatives tab
- Click Invite a Representative
- Enter Legal Representative information:
  - Name
  - Authentication Email Address\*
  - Click Submit
- The Legal Representative will have seven days to accept the invite

**\*Do not invite your Legal Representative until you have confirmed the correct email address as they may not be using their standard “firstname.lastname@immigrationlaw.com” account.**

