

Client Adds Additional Company Administrator

Introduction

This guide reviews how to add additional company administrators to an existing USCIS Company Organizational Account.

Add Additional Company Administrator to an Existing myUSCIS Company Organizational Account

Step 1: Current Company Administrator signs into their myUSCIS Company Organizational 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>

Step 2: Current Company Administrator invites new Company Administrator to Company Group

- Select Manage Company Group

- Add the new Company Administrator's **first and last name**, **email address**, and select the **Administrator** option
- Select the **Send Request** button

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My Company File a Form My Representatives

My Company > Manage Company Group > Invite User to your Company Group

You must complete all fields with an asterisk (*) to submit this form.

Invite User to your Company Group

When you send an invitation to a user to join your company group, the person you invited will have 7 calendar days to review and accept the invitation. It expires before it is accepted. You must send an invitation before the invitation expires.

First name * Michelle Last name * Ohlhausen

Business email address *
You must provide an email address that is not already associated with a legal representative account.
michelle.ohlhausen@envoyglobal.com
Example: user@domain.com

Assign a role

You must assign a role to the person you invite. Review the information for each role and select which role they will have in the company group.

Company group roles

Administrator

Administrators can:

- Create, edit, delete, review, sign, submit, and pay for:
 - H-1B registrations;
 - Form I-129 H-1B petitions; and
 - Form I-907 requests.
- Review and sign Forms G-28;
- View case information and statuses for:
 - H-1B registrations;
 - Form I-129 H-1B petitions;
 - Form I-907 requests; and
 - Forms G-28.
- Upload unsolicited evidence or respond to RFEs and notices;
- Create a company group;
- Create, edit, and view company group profile information;
- Invite, remove, view, and change the roles of the people in their company group;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

Member

Members can:

- Create, edit, and delete drafts of:
 - H-1B registrations;
 - Form I-129 H-1B petitions; and
 - Form I-907 requests.
- View case information and statuses for:
 - H-1B registrations;
 - Form I-129 H-1B petitions; and
 - Form I-907 requests.
- View the attorneys or accredited representatives collaborating with their company group.

Members cannot:

- Sign, submit, or pay for registrations or forms;
- Create a company group;
- Create or edit company group profile information;
- Add, remove, or change the roles of people from their company group;
- Upload unsolicited evidence or respond to RFEs and notices;
- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

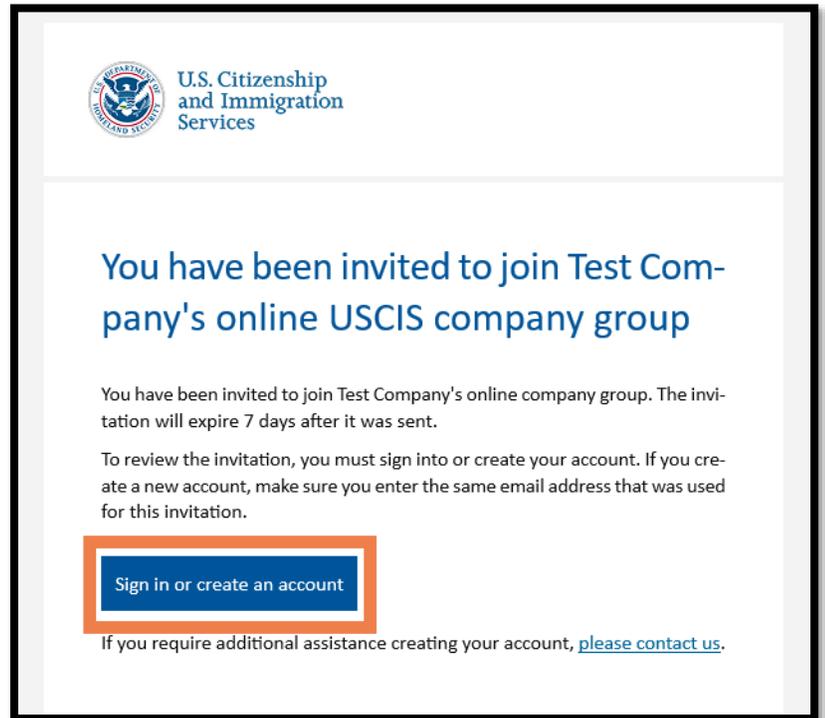
Which role would you like to select for the user? *

Administrator
 Member

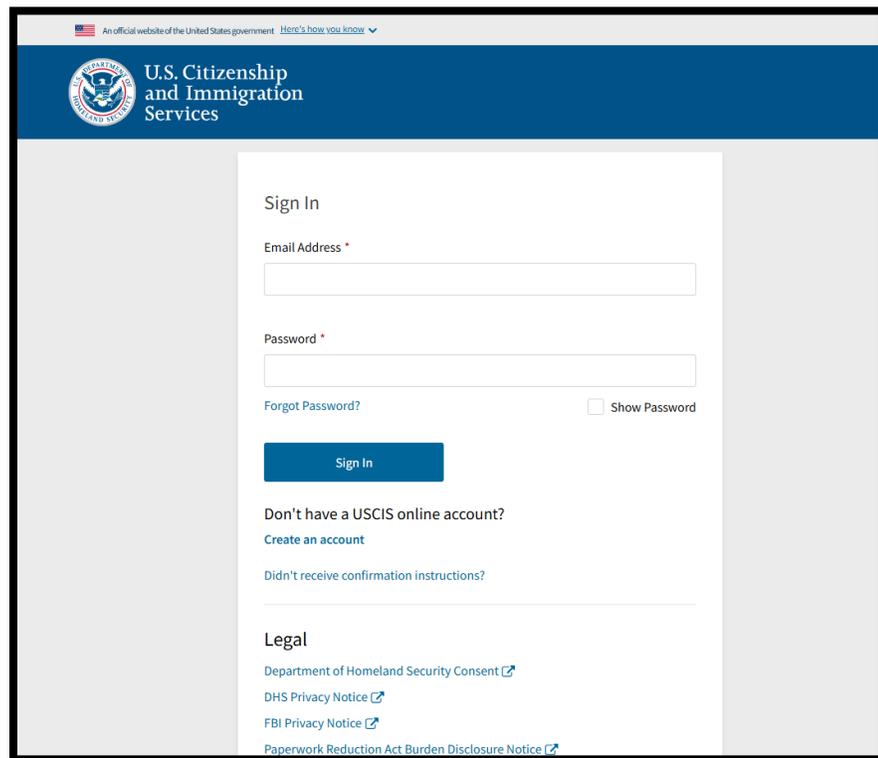
Send Request Cancel

Step 3: New Company Administrator accepts invitation to join Company Group

- The new Company Administrator will receive an email from USCIS that they have been invited to join the Company group
- Select the **Sign in or create an account** button



- The new Company Administrator will **sign in to their myUSCIS account** or create a new account on the myUSCIS website and then sign in



- Input the **Verification Code**, once received by USCIS
- Select the **Submit** button

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Verification Code

A verification code has been sent to michelle.dhhausen@envoyglobal.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.

Secure Verification Code *

14884837

Remember this browser

Submit

[Try another verification method](#)

- Select the **My Invitations and Requests Page** link

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1 Making America Safe Again

America welcomes those who respect our laws. Follow the law and you will find opportunity. Break it and you will find consequences. DHS warns illegal aliens to self-deport and stay out. For more information, visit <https://www.dhs.gov/making-america-safe-again>.

1 Help USCIS by Reporting Fraud

Protecting the integrity of the immigration process is a priority for USCIS. One way we protect the immigration system is by making it easy for you to report immigration fraud and abuse through our [online tip form](#).

1 Reporting a technical issue with your online account

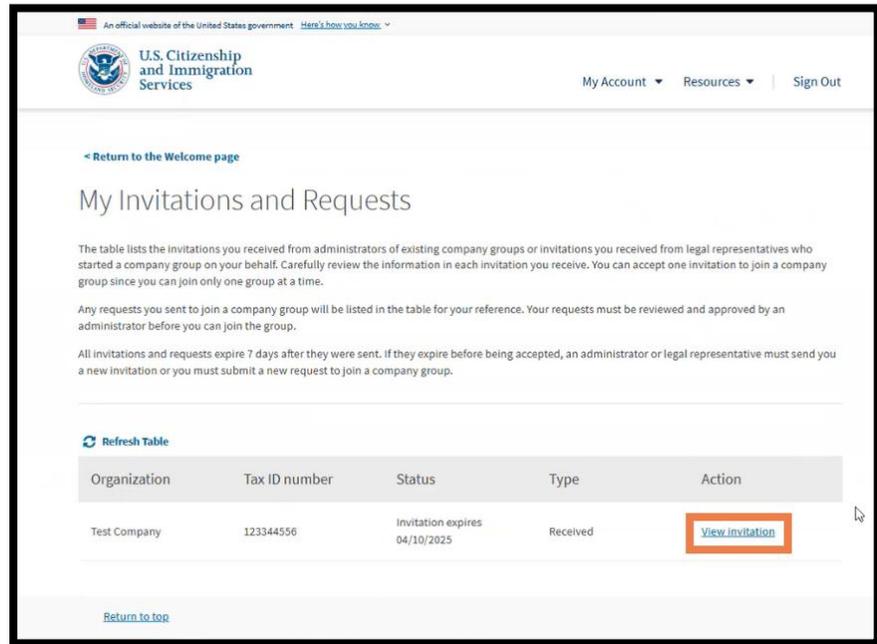
If you are experiencing technical difficulties with your online account, send us a message using the [Request for Account Help form](#). Select "a technical issue in my online account" from the dropdown. Be sure to include all requested information.

You have received an invitation to join a company group. Review this invitation on the [My Invitations and Requests page](#).

Welcome to Your Company Account

USCIS has upgraded your registrant account. This upgrade allows you to join an existing group or create a group with people from your company to collaborate on H-1B registrations and forms. You can only join one group.

- Select the **View Invitation** link



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My Account | Resources | Sign Out

[Return to the Welcome page](#)

My Invitations and Requests

The table lists the invitations you received from administrators of existing company groups or invitations you received from legal representatives who started a company group on your behalf. Carefully review the information in each invitation you receive. You can accept one invitation to join a company group since you can join only one group at a time.

Any requests you sent to join a company group will be listed in the table for your reference. Your requests must be reviewed and approved by an administrator before you can join the group.

All invitations and requests expire 7 days after they were sent. If they expire before being accepted, an administrator or legal representative must send you a new invitation or you must submit a new request to join a company group.

[Refresh Table](#)

Organization	Tax ID number	Status	Type	Action
Test Company	123344556	Invitation expires 04/10/2025	Received	View invitation

[Return to top](#)

- Review the Company Profile information
- Select the **I have reviewed all of the information in the Company Profile and would like to proceed** checkbox
- Review the Administrator Profile information
- Select the **I have reviewed and confirm that all the information in the Administrator Profile is accurate** checkbox
- Select the **Accept Invitation** button

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You must complete all fields with an asterisk (*) to submit this form.

Review Invitation

Test Account has invited you to join Test Company's company group. Review the information on this page and confirm it is correct before you accept your invitation. The invitation will expire 7 calendar days after it was sent.

Note: If any of your information is incorrect, decline the invitation. Notify the administrator who invited you to correct your information and send you a new invitation.

Company Profile

Company information

Company Name
Test Company

Doing Business As (DBA)
Test, Inc.

Tax identification number

Employer Identification Number (EIN)
123344556

Company mailing address

Address Line 1
123 Main Street

Address Line 2
--

City or town	State	ZIP Code
Chicago	Illinois	60606

Your acknowledgement of the Company Profile *

I have reviewed all of the information in the Company Profile and would like to proceed.

Administrator Profile

First name Michelle **Last name** Ohlhausen

Business email address
michelle.ohlhausen@envoyglobal.com

Assigned role

Your role is: Administrator.

Administrators can:

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- Review and sign Forms G-28;
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- Invite attorneys or accredited representatives to collaborate with their company group; and
- Withdraw Forms G-28 or remove attorneys or accredited representatives.

Your acknowledgement of the Administrator Profile *

I have reviewed and confirm that all the information in the Administrator Profile is accurate.

Accept Invitation
Decline

- The page will reload and confirm that the new Company Administrator is now a Company Administrator
- Select the **Get Started** button

