



Thank you for joining today's webinar!

USCIS Organizational Accounts for Companies

The webinar will begin at 2 p.m. Eastern.

All lines are muted.



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USCIS Organizational Accounts for Companies



Building on the Success of
the H-1B Registrant Account

January 23, 2024

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 the USCIS Office of Public Affairs with any inquiries at media@uscis.dhs.gov.
- Any congressional staffers may contact the USCIS Office of Legislative Affairs at usciscongressionalinquiries@uscis.dhs.gov.
- All lines are muted and will remain muted throughout the webinar.
- You may submit written questions through the "Q&A box" on the right side of your screen.

Today's Agenda

- Account Enhancements
- Structure, Roles, & Permissions
- Demo of New User Experience
- Important Reminders
- Q&A Period



Account Enhancements



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Online collaboration within groups

Shared access to H-1B registrations, I-129, I-907, and G-28



Fully electronic H-1B/I-129 process

From registration thru final decision & transmission to DOS



Streamlined digital handshake & G-28

Simplified interface to reduce burden and improve UX



Permissions-based roles

Encourages proper account creation and usage



Scalable

Foundational for future groups and permission structures, i.e. family groups

Why Did We Make These Changes?



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- We listened to external feedback
- Legal & business communities wanted to be able to collaborate on filings
- Legal representatives were frustrated with “digital handshake” and redundant data entry
- Enhancements launch mid-February



Who Benefits?



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- Prospective petitioning companies, including:
 - HR professionals
 - Signatories working on behalf of companies
- Legal representatives and paralegals working on behalf of companies

Key Terms



- **Company**—Organization/business seeking to hire foreign workers
- **Organizational Accounts**—Online platform where collaboration occurs
- **Administrator**—Often initiates Company Group, oversees Company Group
 - Has authority to sign, pay for, and submit forms
- **Company Group**—Company employees that collaborate
- **Member**—Employee in Company Group who helps prepare filings
 - Does not have authority to sign, pay for, or submit forms
- **Legal Team**—Attorney or Accredited Representative and Paralegal(s)

Company Groups and Legal Teams



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Companies have one or more
Company Groups



Legal representatives
have a **Legal Team**



Company Group Structure



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Company groups include:

- **Administrator** (at least one, we recommend two)
- **Members** (none, one, or more)

Companies can have more than one
Company Group, but...

- ❖ People can only be in one group at a time
- ❖ Company groups cannot collaborate with each other



Legal Team Structure



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Legal Team Includes:

- One Attorney or Accredited Representative (only one)
- Paralegal (none, one, or more)

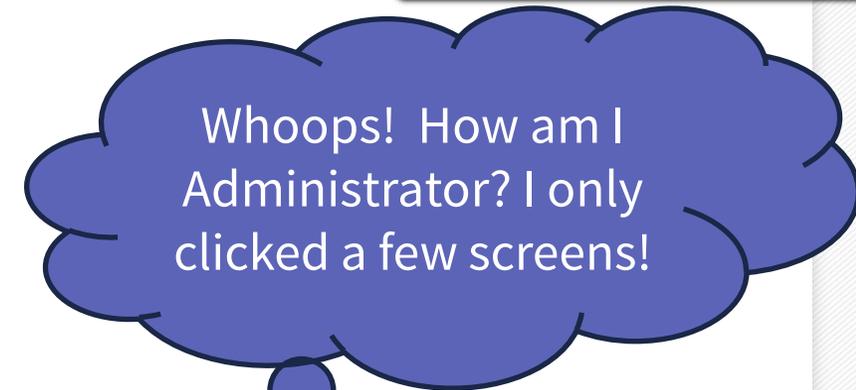
Legal Team can collaborate with more than one Company Group



Rule #1



- Companies should plan account structure **before** anyone logs in
 - ❖ Warning! Someone can become Administrator of a Company Group within a few clicks. Groups cannot be deleted.
 - Companies should meet with staff and legal representative to choose Administrator and decide who will login first.
 - Then, Administrator can log in and set up Company Group.

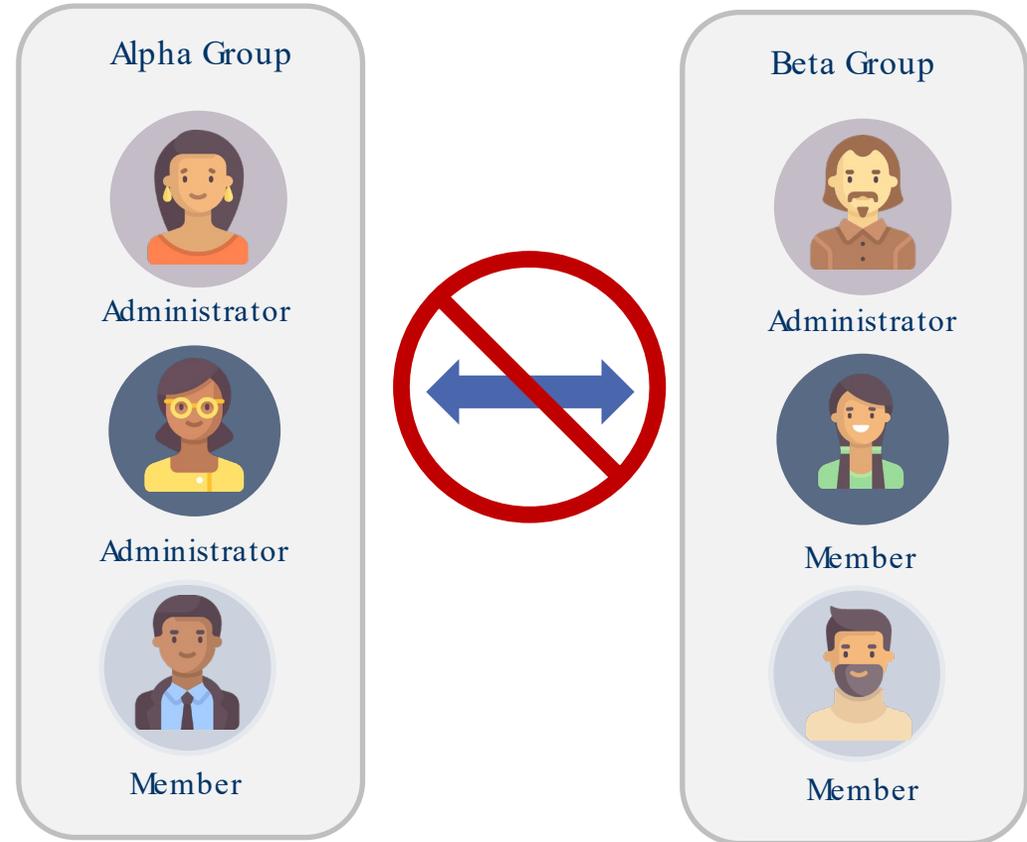


Rule #2

A company can have more than one Company Group... but the groups cannot collaborate with each other

Collaboration occurs WITHIN company groups.

Company groups cannot be merged or deleted at this time.



Timeline for Planning



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- Start planning now
 - Meet with staff and legal representative
 - Decide who will be your Administrator(s)
 - Decide who will initiate Administrator account—Administrator or representative?
 - Decide who responds to RFEs—Administrator or representative?
- New platform goes live mid-February
- H-1B online registration opens early March



How To Get To Enhanced Platform



If your company selects you as Administrator and...

- you have an H-1B registrant account:
 - You will login as usual at my.uscis.gov
 - Your account will be automatically upgraded.
- you do not have an H-1B registrant account:
 - Create new account at my.uscis.gov
 - Choose Organizational Account type
 - Your new account will be on enhanced platform

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, requester, 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 an attorney or accredited 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.

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

- 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 a 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.

Submit

Company Onboarding



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My Account Resources ▾ Sign Out

Welcome to Your Company Account

USCIS has upgraded your registrant account. 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.

Create a Company Group

Create a company group if your company does not have one or if you need to create an additional group for your company.

Review your pending invitations

Review the invitations you received to join existing company groups.

Find out how to join a company group

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.

Three options:

- Create company group
- Review invitations
- Learn more

First time you log in to new platform, choose **“Create Company Group”**

Create Company Profile

Administrator will enter:

- Company Name
- Doing Business As (DBA) name (if any)
- Tax identification number (3 options)
- Mailing address

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.

Back



Continue

Create Personal Profile

- Enter your name and cell phone number
- Review Administrator role & permissions
- Choose how to receive one-time PIN each time you log in

Then select “Create Company Group”

- ❖ This is the point of no return. Do not select this unless your company designated you to be an Administrator.

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

Back



Create company group

Nice Work!



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i Welcome, you successfully created your company group!

We recently created the company group experience to accommodate growing business needs. As the administrator, you have the ability to:

- File, review, edit, sign, and pay for Form I-129 H-1B petitions, Form I-907, and H-1B registrations;
- Review and sign Form G-28;
- Invite others from your organization to your company group to work together on filing registrations and forms; and
- Add your attorney or accredited representative to work collaboratively on filing registrations and forms.

[Get started](#)

- You are now Administrator of a Company Group
- The company group cannot be undone at this point.

Your Administrator Home Page



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My Account ▾ Resources ▾ Sign Out

My Company File a Form My Representatives

My Company

You may file a form or view cases and registrations below.

[File a form](#) [Manage company group](#)

Cases H-1B registrations

Drafts (0) Submitted (0)

You have no cases or drafts.

Three navigation tabs:

- My Company
- File a Form
- My Representatives

My Account drop-down:

- User profile
- Company profile
- Other account actions

To add to Company Group, choose **“Manage company group”**

Inviting People to Join



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My Company [File a Form](#) [My Representatives](#)

[My Company](#) > **Manage Company Group**

Manage Company Group

You may view, add, or remove the users in your company group. User roles may be changed from one role to another.

Go to the [My Representatives page](#) to view or manage your attorneys or accredited representatives.

[Add user](#)

[Manage users](#) [Manage invitations](#)

Name	Role	Action
Smith, Ali	Administrator	N/A

Rows per page: 25 ▾ 1 - 1 of 1 [< Back](#) [Next >](#)

To invite people from your company to join your company group, choose “Add User”

Inviting People to Join, cont'd

- Enter invitee's first & last name
- Enter invitee's email address
- Assign a role:
 - Administrator or
 - Member

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. If it expires before it is accepted, you must send another invitation.

First name

Last name

Business email address

Example: user@domain.com

Which role would you like to select for the user?

- Administrator
- Member

Send request

Cancel

Invitations Look Like This

- All invitations have this format and are valid for 7 calendar days
- Invitee will click on blue button to:
 - Login to existing USCIS online account (if they have one) **OR**
 - Create new Organizational Account (see slide 14)
 - Invitee will automatically be on enhanced platform with the role you assigned



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You have been asked to join
Quinn Inc.'s online USCIS
company group

You have been invited to join Quinn Inc.'s online USCIS company group. The invitation will expire 7 days after it was sent.

Sign in to your account to accept the invitation. If you do not have an account, you need to create one before you can accept the invitation. When you create a new account, make sure you enter the same email address that was used for this invitation.

To decline the invitation, allow it to expire. You do not need to take any action.

[Sign in or create an account](#)

If you require additional assistance creating your account, [please contact us](#).

Please do not reply to this message. This email does not accept incoming messages.

Rules #3, 4, and 5



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Working with Representatives

If you have a representative who represents you before USCIS, they must:

- Use their legal representative account to file forms and registrations online
- Submit Form G-28 with every filing

Representative can only access forms they start.



Invite Representative to Collaborate



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[My Company](#) [File a Form](#) **[My Representatives](#)** ←

My Representatives

You can add a representative, who is your attorney or accredited representative, to collaborate with your company group. After you add them, your representative can file on behalf of your company. Your representative can form a legal team so that they can work with paralegals. The paralegals who they have invited can prepare registrations and forms for your company.

Each representative you add must file a Form G-28 with each H-1B registration or form they submit on your behalf.

Representatives will only be able to prepare registrations and forms they start for your company in their own account. They cannot view, edit, or submit registrations and forms you or others in your company group have started or filed by other representatives.

Invite a representative ←

Manage users | Manage invitations

You have no representatives.

- To invite representative to collaborate with your Company Group, go to “My Representatives” tab on your home page
- Choose “Invite representative”

Invite Representative to Collaborate, cont'd

- Enter representative's first and last name
- Enter email address
- Choose "Send invitation"

Add a Representative

When you add a representative to collaborate with your company group, they will have 7 calendar days to review and accept your invitation. If it expires before they accept it, you must send them another invitation.

First name

Lee

Last name

Norris

Business email address

If the representative already has an existing USCIS online account, provide the business email address associated with their account.

leenorris@norrisimmigration.com

Example: user@domain.com

Representatives can:

- Create, edit, delete, sign, submit and pay for petitions, applications, forms, and registrations on behalf of their clients;
- Upload unsolicited evidence or respond to RFEs and notices;
- Add, remove, and view paralegals on their legal team;
- Add and remove clients; and
- Create a company group on behalf of their company client.

Representatives cannot:

- View, edit, delete, sign, submit, or pay for forms that were started by a company client;
- Add or remove people from company groups; and
- Edit company group profile information after the company group has been created.

Back

Send invitation

Invite Representative to Collaborate, cont'd



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My Company File a Form **My Representatives**

My Representatives

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[Invite a representative](#)

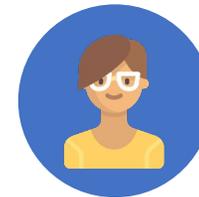
[Manage users](#) [Manage invitations](#)

Name	Email	Status	Action
Norris, Lee	leenorris@norrismigration.com	Invitation expires 02/15/2024	N/A

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- A green alert will confirm you successfully sent the invitation
- Sent invitation will appear under “Manage invitations” toggle bar

Organizational Account Roles & Permissions



This role can...

Administrator

Member

Representative

Paralegal

Set up Company Group	✓	✗	✓	✗
Add/remove people in Company Group, modify roles	✓	✗	✗	✗
Set up Legal Team, add/remove paralegal(s)	✗	✗	✓	✗
Start, edit, & delete forms	✓	✓	✓	✓
View case status & notices	✓	✓	✓	✓
Sign, pay for & submit forms	✓	✗	✓	✗
Respond to RFE/NOID & upload Unsolicited evidence	✓	✗	✓	✗
Submit Form G-28	✗	✗	✓	✗

Company Group

Legal Team

Organizational Accounts—Scenario #1

Administrator Sets Up Group, No Representative



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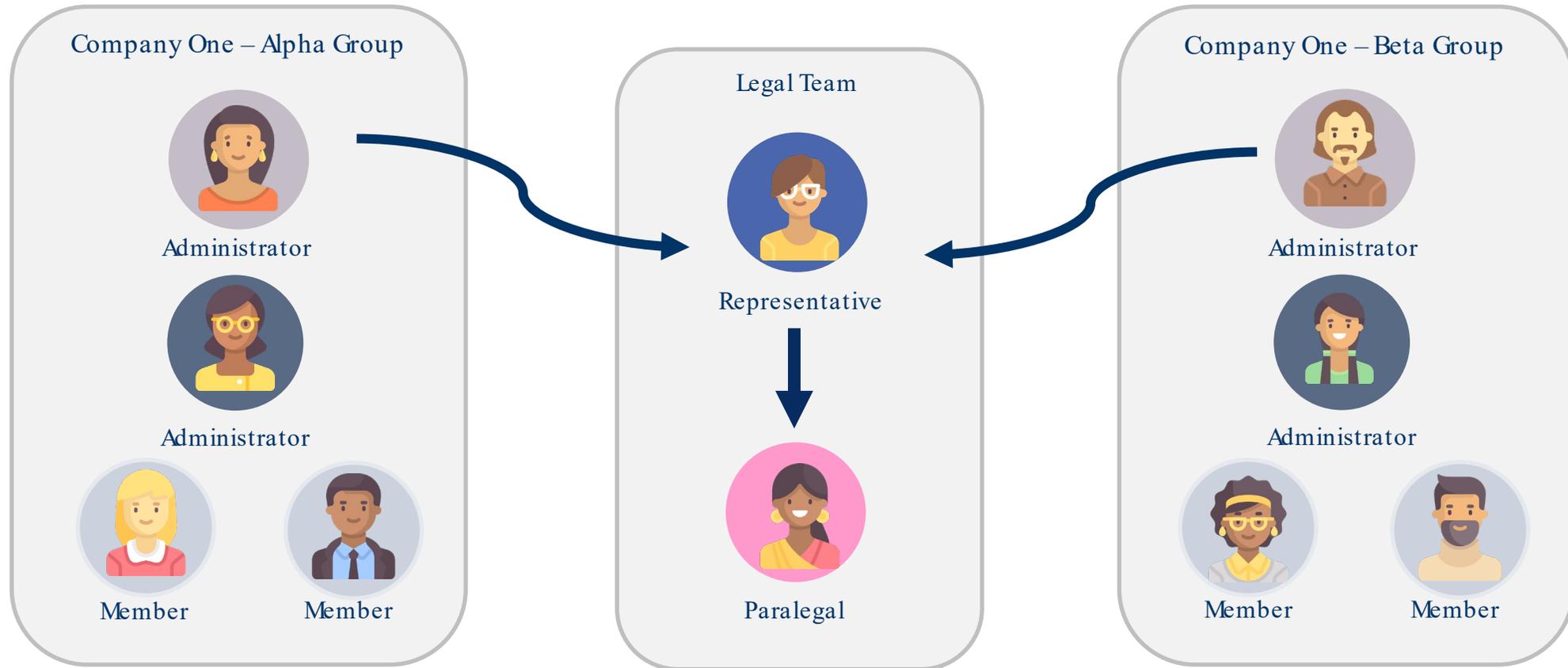
- There is no limit to the number of company groups or the number of people in a group.
- But a person can only be in one group at a time.
- Company groups cannot be merged or deleted

Organizational Account—Scenario #2

Administrator Sets Up Group, Invites Representative



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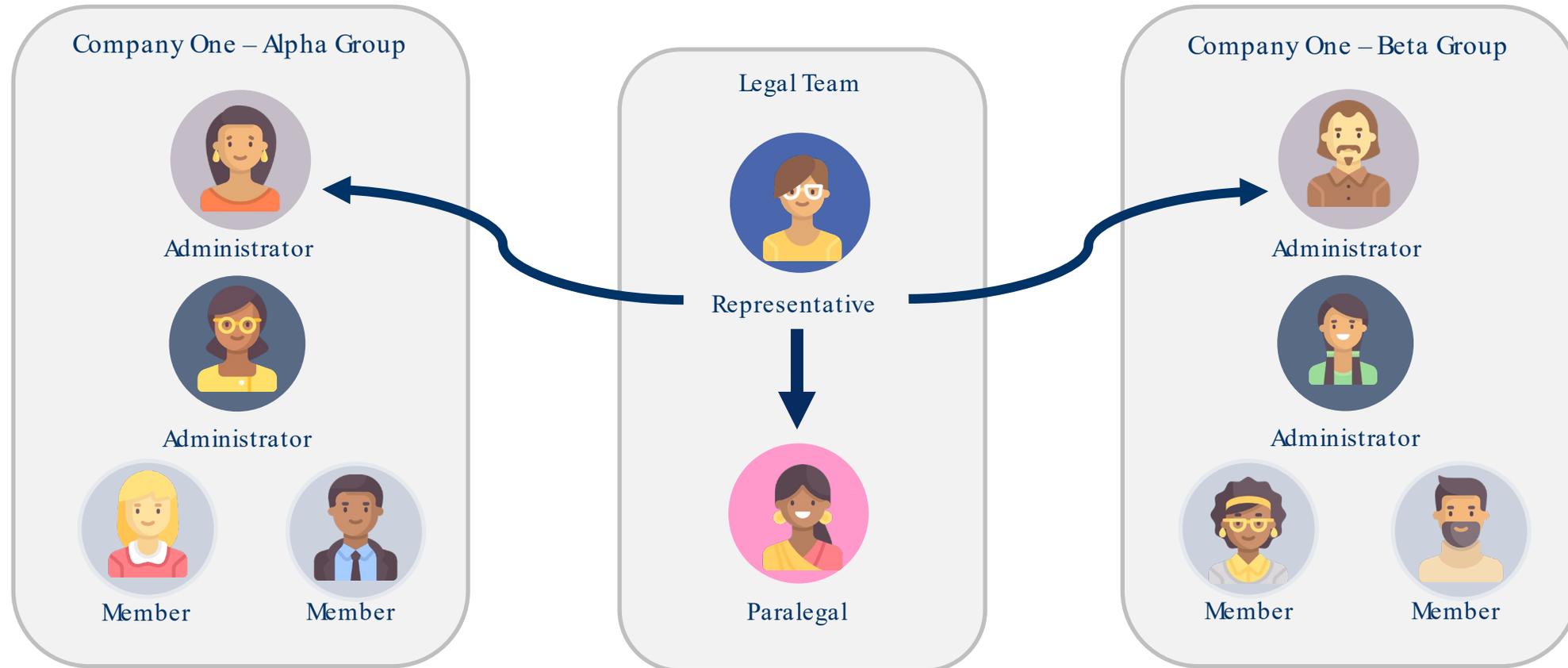


Organizational Account—Scenario #3

Representative Creates Administrator Account, Invites Administrator



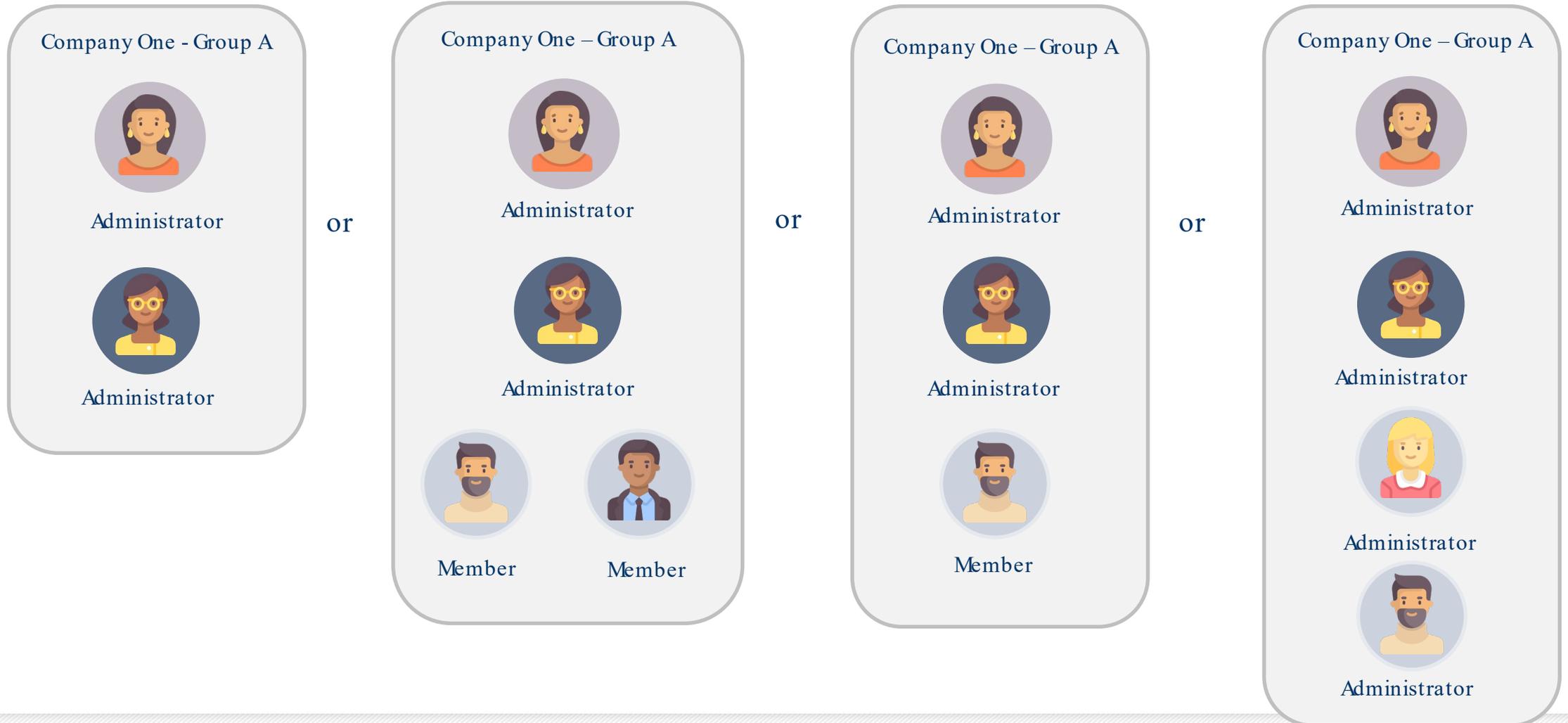
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You Have Options— You Can Set Up Your Account Based on Your Needs



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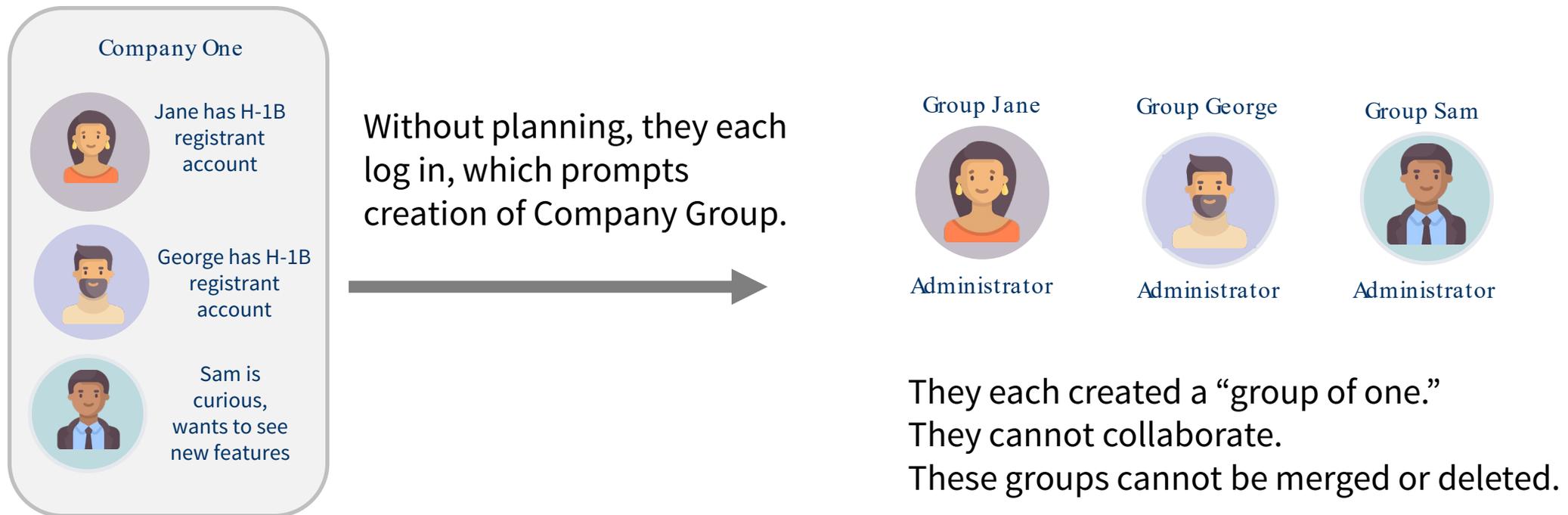
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Downsides of Not Planning



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If everyone creates Company Group without coordinating, they won't be able to collaborate

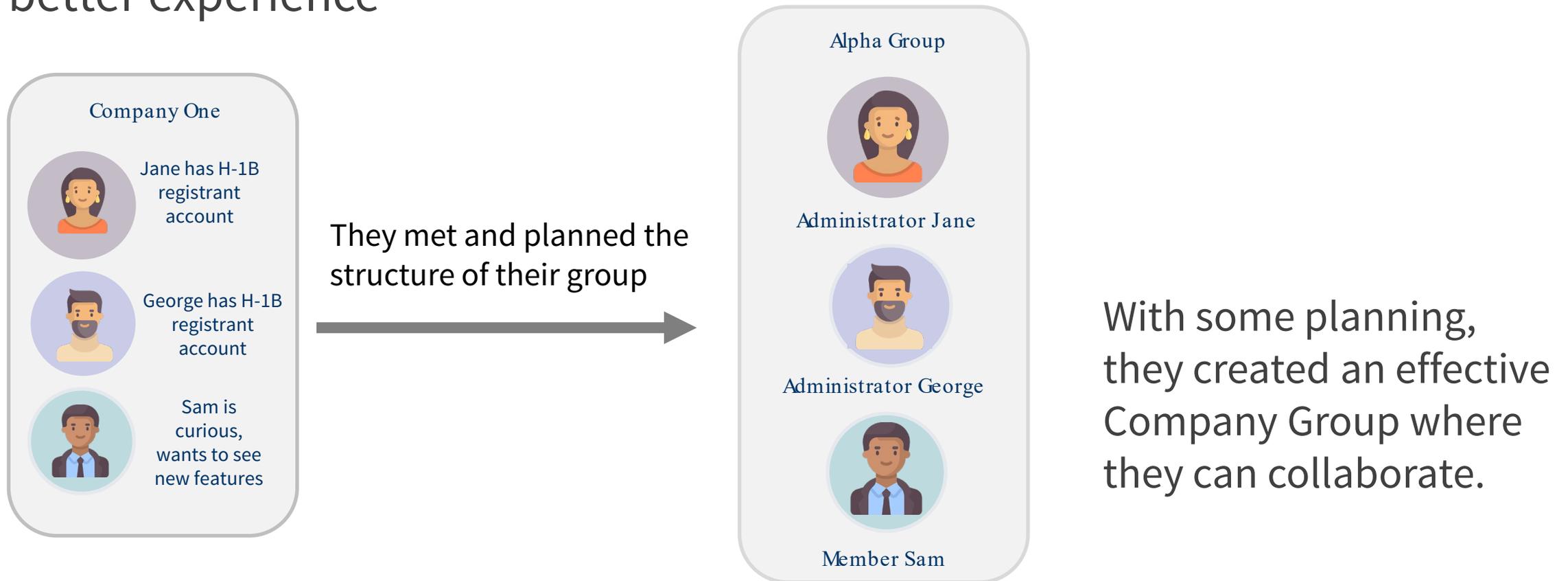


Benefits of Planning Before Acting



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If all parties involved in H-1Bs devise a plan, everyone will have a better experience



With some planning, they created an effective Company Group where they can collaborate.

Recap

- THINK BEFORE YOU LEAP
- Plan your group structure carefully—
Company Groups cannot collaborate online with any other group
- Legal Team cannot work on draft forms started by company





Questions?

Learn More



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- Frequently Asked Questions About Organizational Accounts (on our H-1B page) uscis.gov/working-in-the-united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/organizational-accounts-frequently-asked-questions
- USCIS YouTube Channel: www.youtube.com/USCIS
- USCIS Electronic Reading Room: uscis.gov/records/electronic-reading-room
- Tech Talks: uscis.gov/outreach/upcoming-national-engagements
- Submit topics for Tech Talks: myUSCISoutreach@uscis.dhs.gov
- Stay connected with USCIS public engagement, provide feedback, and find local events



USCIS Online Account Helpful Links



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Account sign up/login page:

my.uscis.gov or uscis.gov

Help with account creation:

uscis.gov/file-online

Technical support:

- Password resets
- Account lockouts
- New Online Access Code
- Update your PIN delivery method

my.uscis.gov/account/needhelp

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