

# OVERVIEW OF THE H-1B ELECTRONIC REGISTRATION PROCESS



**MELTZER HELLRUNG**  
IMMIGRATION SOLUTIONS

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In December 2019, U.S. Citizenship and Immigration Services (USCIS) announced the implementation of the electronic registration process for the H-1B cap with a \$10 registration fee per individual entered in the lottery.

## HOW TO REGISTER

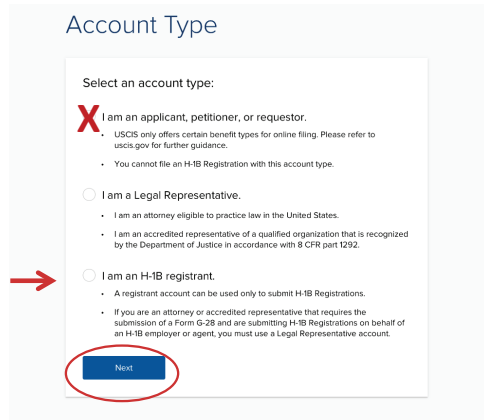
### 1 Create USCIS account



Employers seeking to sponsor an individual in the H-1B cap must create a USCIS online account at: [myaccount.uscis.gov/users/sign\\_up](https://myaccount.uscis.gov/users/sign_up).

The USCIS online account system uses a two-step verification method: Authentication App (such as Authy or Google Authenticator), SMS Text Message, or Email.

The information entered should be for the signatory for the G-28 for the registration. When selecting the account type, please choose **“I am an H-1B Registrant.”** Do not select Petitioner account.



Account Type

Select an account type:

- I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further guidance.
  - You cannot file an H-1B Registration with this account type.
- I am a Legal Representative.
  - 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 H-1B registrant.
  - 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.

Next

You should keep all secret question username and password information saved in a secure location as IT support will be limited.

## 2 Meltzer Hellrung Attorney drafts the G-28 and submission form for each H-1B beneficiary



In order to complete the registration, the following information is required:

### COMPANY INFORMATION:

- Legal name of the company, including any doing business as name(s), if applicable
- Federal employer identification number (FEIN) of the company
- Primary U.S. headquarter office address of the company
- Legal name, title, and contact information (daytime phone number and email address) of the authorized signatory

### H-1B BENEFICIARY INFORMATION:

- Full legal name
- Gender
- Date of birth
- Degree
- Country of birth
- Country of citizenship
- Passport number

### 3 Company reviews registrations and G-28



Once the attorney has completed the registrations, he/she will provide the company with a one-time passcode that will be needed to access the registrations for review. The company representative will need to login to the account created in Step 1, and again select **“I am an H-1B registrant.”**

- Upon logging in, the company representative will be directed to a page that gives options. Please select **“Enter representative passcode.”** It will be a white button on the right.

H-1B Registrations

The H-1B Registration period is open.

- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- Submitting a H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

File a registration Enter representative passcode

- The company representative will then be prompted to enter the one-time passcode provided by the attorney.
- The company representative will need to select **“Review the G-28.”**

Security reminder

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

Review the G-28

- Once the G-28 review is complete, please select the **“I accept the G-28 and want to provide my signature”** and then select **“Next.”**


- On the next screen there will be several options to choose from. **Please select the first 2 boxes:**
  - 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).
  - Please leave the 3rd box blank.
- Finally, select **“I have read and agree to the client’s statement”** and enter name in the designated box and select **“Next.”**

- Please then select **“Submit G-28.”**

Review the G-28

Review all responses    **Accept or decline**

Submit the G-28 for your case



Once you submit the G-28 below, it will be added to your case.

Your case status will be updated on your and your representative's account home pages.

**Submit the G-28**

- There will be an overview of the H-1B registration. After reading the overview, select **“Next”** to move to the overview of the H-1B registrations that will be submitted in the lottery.

### H-1B Registration

U.S. employers or agents who seek 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.

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 14 days initial registration period, we will notify all registrants who have properly registered that their registrations have been selected. We will keep the registration open past the initial registration period until we have determined that we have 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, we will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the numerically limited cap exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the employer based on a 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 U.S. that: Engages a person to work in the U.S.; Has an employer-employee relationship with the beneficiary; and Has an FEIN.

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 may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in the same fiscal year, all those registration 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 online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

##### Refund Policy

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. 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. You further agree that the filing fee, biometric fee, and any other paid costs related to this financial transaction are final and non-refundable. 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**

- Once reviewed, please select **“Next.”**

H-1B Registration Summary Print

Here is a summary of all the information you provided in your registration. Make sure you have provided responses for everything that applies to you before you submit your registration. You can edit your responses by going to each registration section using the site navigation.

About Registrant	
<b>Employer/Agent</b>	
What is the legal name of the prospective petitioning company or organization?	456 Company
What is the Doing Business As name of the prospective petitioning company or organization?	X Company
What is the employer identification number (EIN) of the prospective petitioning company or organization?	900000000
What is the primary U.S. office address of the prospective petitioning company or organization?	United States 200 Second Street Suite 900 New York, NY, 10021
<b>Authorized Signatory</b>	
What is the authorized signatory's legal name?	John Smith
What is the authorized signatory's title?	Accredited Representative
What is the authorized signatory's contact information?	(333) 333-3333
Email address	johnsmith@123.com

About Beneficiary	
<b>Beneficiary Information</b>	
Given name (first name)	First
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	02/19/1980
What is the beneficiary's country of birth?	Uruguay
What is the beneficiary's country of citizenship?	Uruguay
What is the beneficiary's passport number?	91919191919
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?	Yes

Given name (first name)	Third
Middle name	-
Family name (last name)	Person
What is the beneficiary's gender?	female
What is the beneficiary's date of birth?	01/12/1984
What is the beneficiary's country of birth?	Panama
What is the beneficiary's country of citizenship?	Panama
What is the beneficiary's passport number?	2772727
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?	Yes

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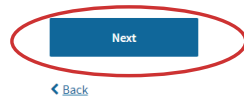
- Please then select the **“I accept the H-1B Registration and want to provide my signature”** option and then the blue **“Next”** button on the bottom.

#### Accept or decline the H-1B Registration

If the information provided in the H-1B Registration 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 and contact your representative. We will allow your representative to edit the information in the draft registration, and resend it to you for your review.

- I accept the H-1B Registration and want to provide my signature
- I decline the H-1B Registration and want to send the draft registration back to my representative to make updates



- Please select the confirmation of understanding of English and select **“Next.”**

#### 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, as well as my answer to every question.



- Select the **“I have read and agree to the authorized signatory’s statement”** and type name in the box. Then select **“Next”** on the bottom.

Authorized Signatory's Certification and Signature

You must read and agree to the certification below.

If submitting or authorizing this registration 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 registration 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 and that all of the information contained in the registration is complete, true and correct and that I, or the organization on whose behalf this registration is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in this registration if the beneficiary is selected.

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 to be invalid if you do not completely fill out and electronically sign this registration. We will record the date of your signature with your registration.

I

Next

< Back

- This is the final page — select **“Finish and send.”**

Finish the H-1B Registration and send to your representative

Once you finish below, your representative will need to pay for and officially submit the registration to USCIS. He or she will also submit the G-28, which establishes your representative's eligibility to appear and act on your behalf in USCIS immigration matters.

Once your representative has submitted your registration, you should check your home page for any updates or actions on your case.

Finish and send

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Once the process is completed this process please email Meltzer Hellrung, so we can move forward to the next steps. **The system, unfortunately, does not notify us of the completion of this step.**



## 4 Meltzer Hellrung submits the registration and required registration fee



**A REGISTRANT'S USCIS ONLINE ACCOUNT WILL SHOW ONE OF THE FOUR FOLLOWING STATUSES FOR EACH REGISTRATION:**

⇒ **Submitted:** A registration status may continue to show “Submitted” after the initial selection process has been completed. “Submitted” registrations will remain in consideration for selection until the end of the fiscal year, at which point all registration statuses will be Selected, Not Selected or Denied.

⇒ **Selected:** Selected to file an FY 2021 H-1B cap-subject petition.

⇒ **Not Selected:** Not selected for this fiscal year.

- Please note that a registration will not reflect a status of **Not Selected** until the conclusion of the fiscal year. In the event that USCIS determines that it needs to increase the number of registrations projected to meet the H-1B regular cap or the advanced degree exemption allocation, USCIS will select from registrations held in reserve to meet the H-1B regular cap or advanced degree exemption allocation.

⇒ **Denied:** The same registrant or representative submitted more than one registration on the beneficiary's behalf for the same fiscal year. All registrations the registrant or representative submitted on behalf of the same beneficiary for the same fiscal year are invalid.

## 5 If an H-1B beneficiary is selected, Meltzer Hellrung prepares to submit the H-1B petition to USCIS

