

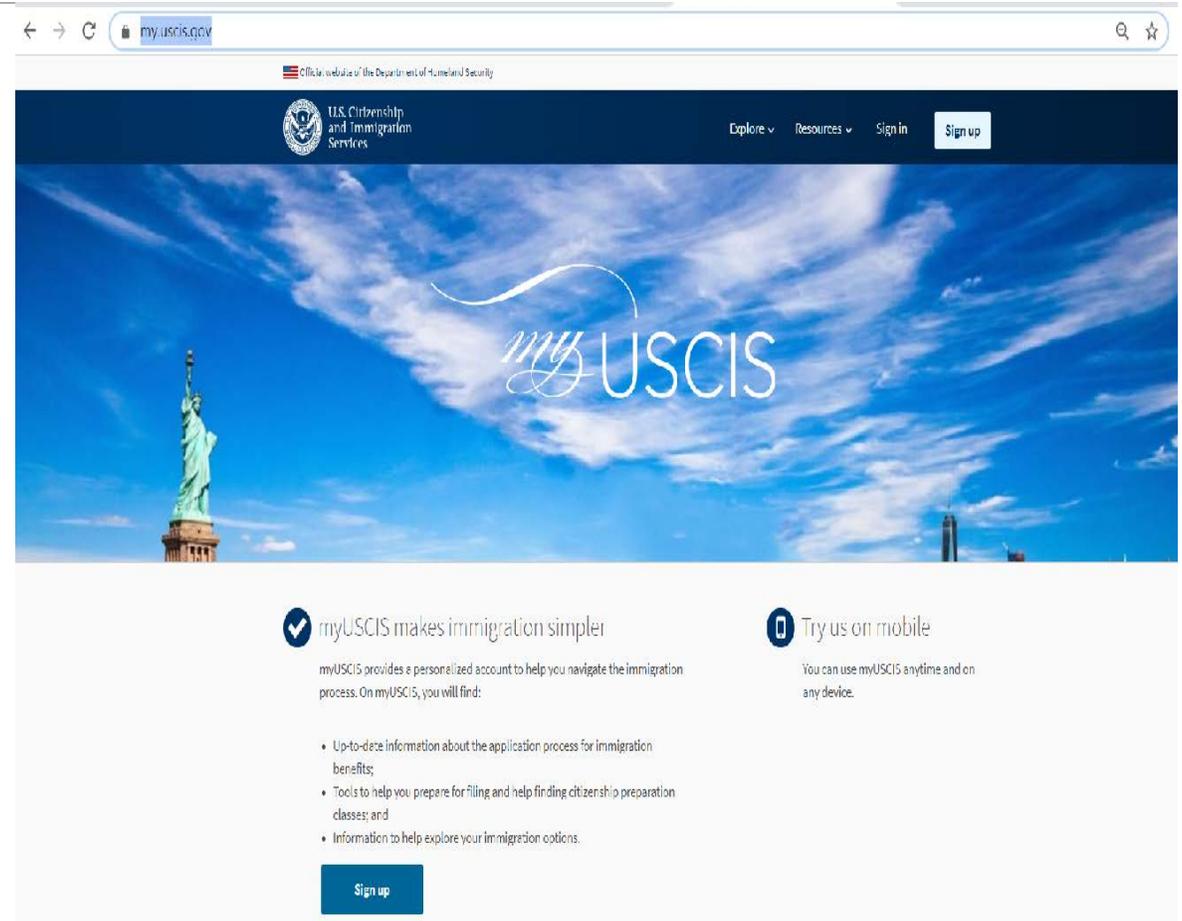
Cap-Subject H- 1B Petitioners

REGISTRATION
INSTRUCTIONS



Overview of the H-1B Registration Process

Cap-subject H-1B Petitioner can register at <https://my.uscis.gov/>



Who can register?

- If you are an organization that wants to sponsor H-1B workers, you need to set up H-1B registration account, and designate an authorized representative or representatives.
- If your organization has multiple entities with their own EIN number, you must register each entity wishing to sponsor H-1B workers separately.
- Each organization can have one or more authorized representatives to approve H-1B registrations. However, each authorized representative must register a unique email address.
- One representative can also be authorized to approve H-1B registrations for multiple entities, but for each entity the representative must register a separate unique email address.



Period for employer registration:

- February 24, 2020 and March 20, 2020.

Period for attorneys and employers to draft, review, approve, and submit the H-1B cap registration:

- Noon EST on March 1, 2020 until noon EST on March 20, 2020,

Period during which USCIS will run the H-1B lottery and notify registrants about lottery selections

- March 21, 2020 and March 31, 2020

Filing period for lottery winners

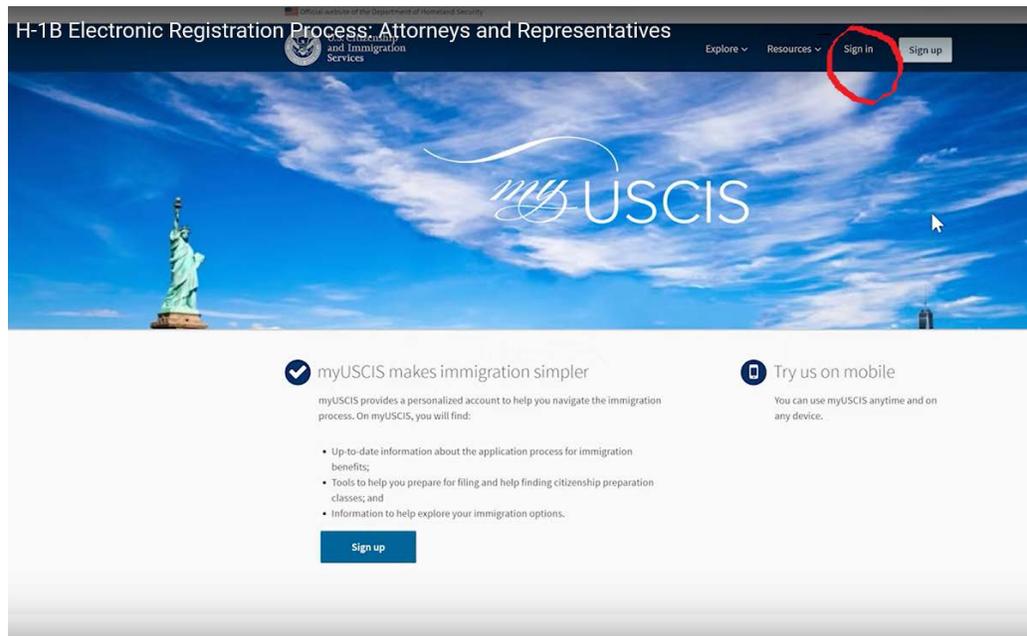
- April 1, 2020

Registration Timeline

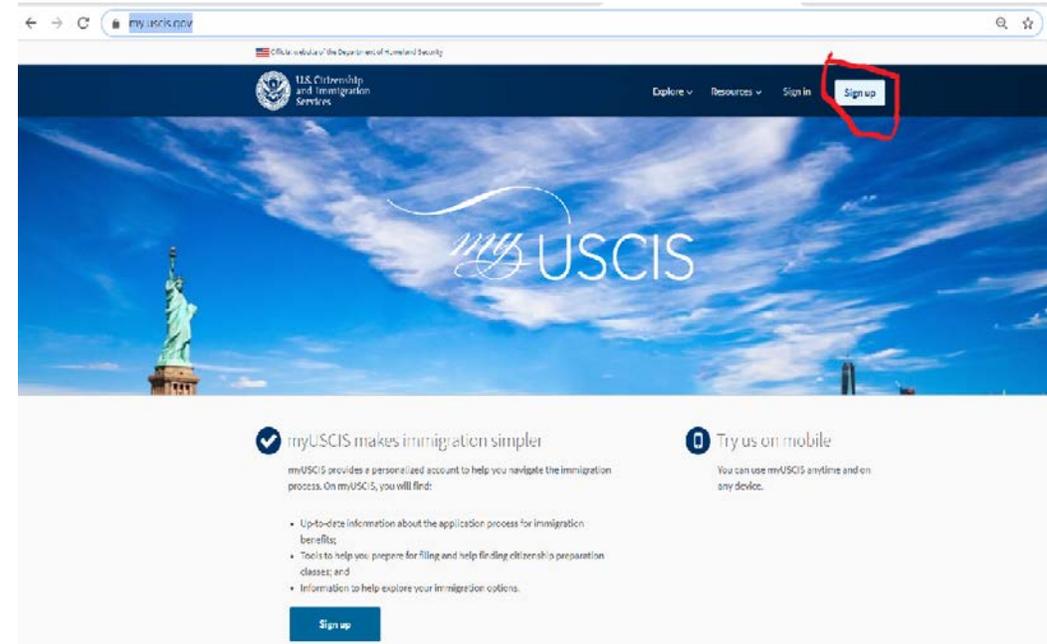


Step by Step Instructions

IF YOU HAVE A USCIS ACCOUNT, CLICK “SIGN IN”



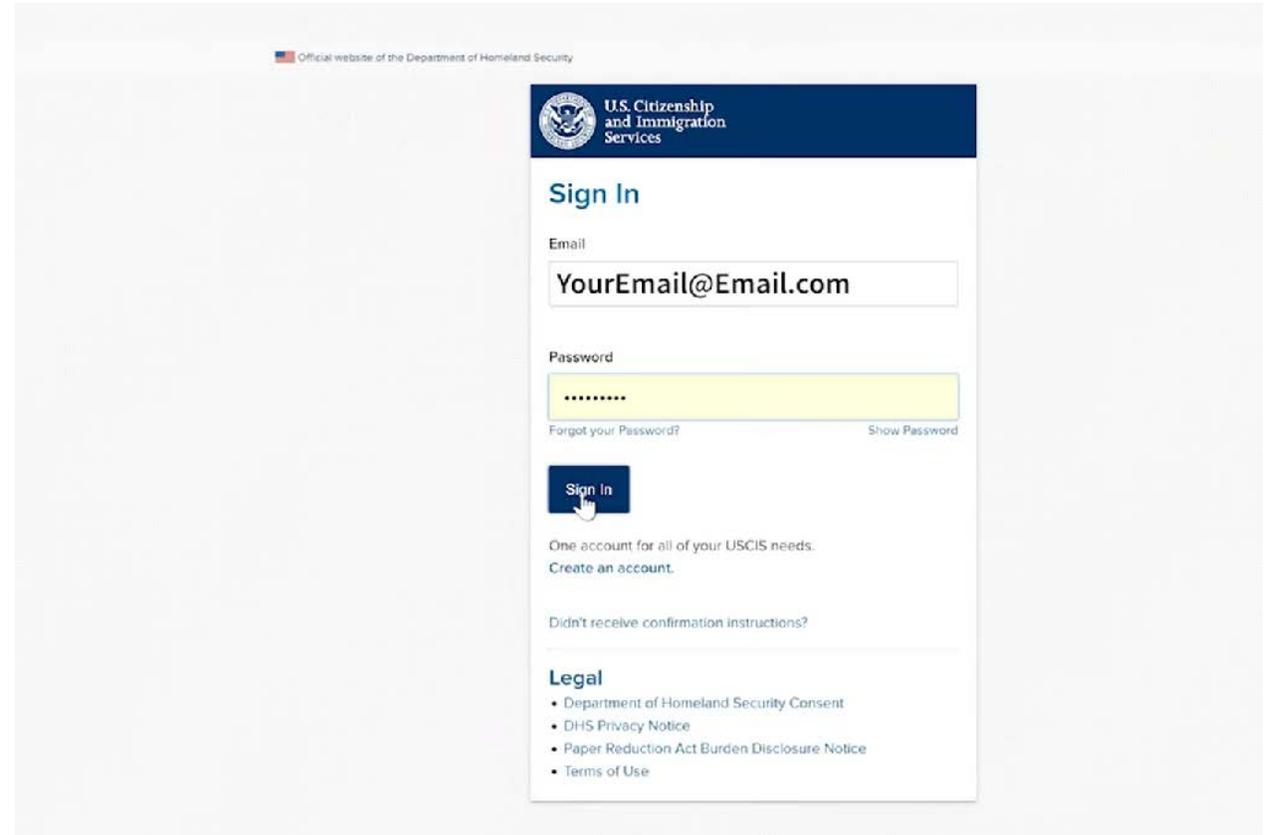
IF YOU DO NOT HAVE A USCIS ACCOUNT, CLICK SIGN UP



Creating the Account

After you click on “sign up”, follow the instructions.

1. Enter your email
2. Create a password, following the USCIS guidelines
3. Select 2-step verification
4. Select *and remember* security questions in case you need to reset the password.



The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) Sign In page. The page features a dark blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the "Sign In" section includes an "Email" field with the placeholder text "YourEmail@Email.com", a "Password" field with masked characters "*****", and a "Sign In" button. There are also links for "Forgot your Password?" and "Show Password". Below the sign-in section, there is a message: "One account for all of your USCIS needs. Create an account." and a link for "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".



You are an H-1B Registrant

After you complete the verification steps, you must select an Account Type.

If you have an attorney, pick

➤ **“I am an H-1B Registrant”**

Official website of the Department of Homeland Security

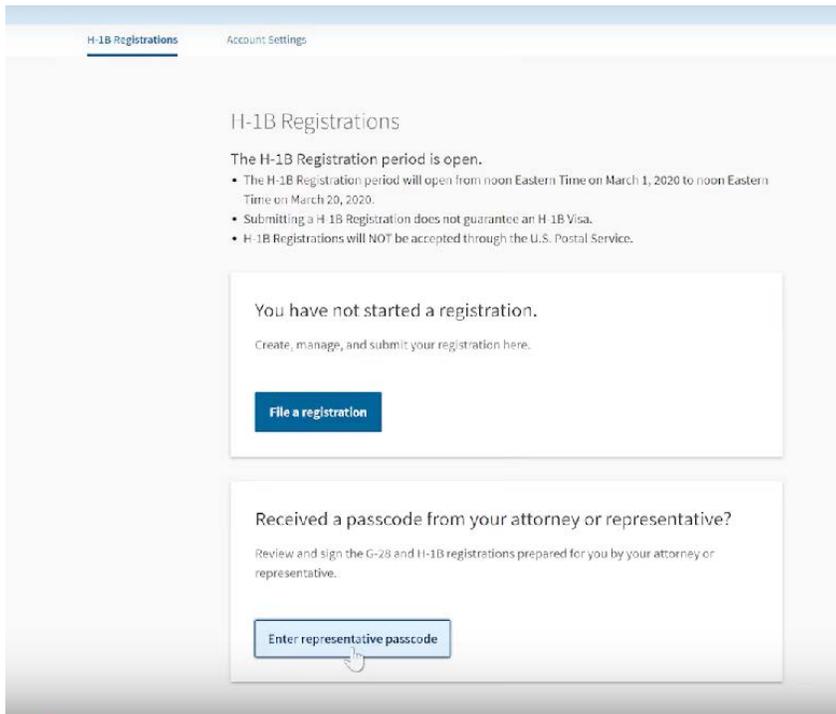
U.S. Citizenship and Immigration Services

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 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.





Attorney Passcode

If you are working with an attorney, the attorney will draft the registrations, but cannot submit the registrations without your approval.

To view the drafted registration, the attorney will send you a passcode, to “connect” with you.



Review of the Draft Registration



Once you enter the passcode, you will be taken to a screen where you must review, approve, and sign electronically each registration and submit it back to the attorney.



If there are any changes, you can send it back to the attorney for corrections.



Registrations can be submitted in a batch of up to 250 beneficiaries, and you need to go “next” until you review all beneficiaries in a registration batch.



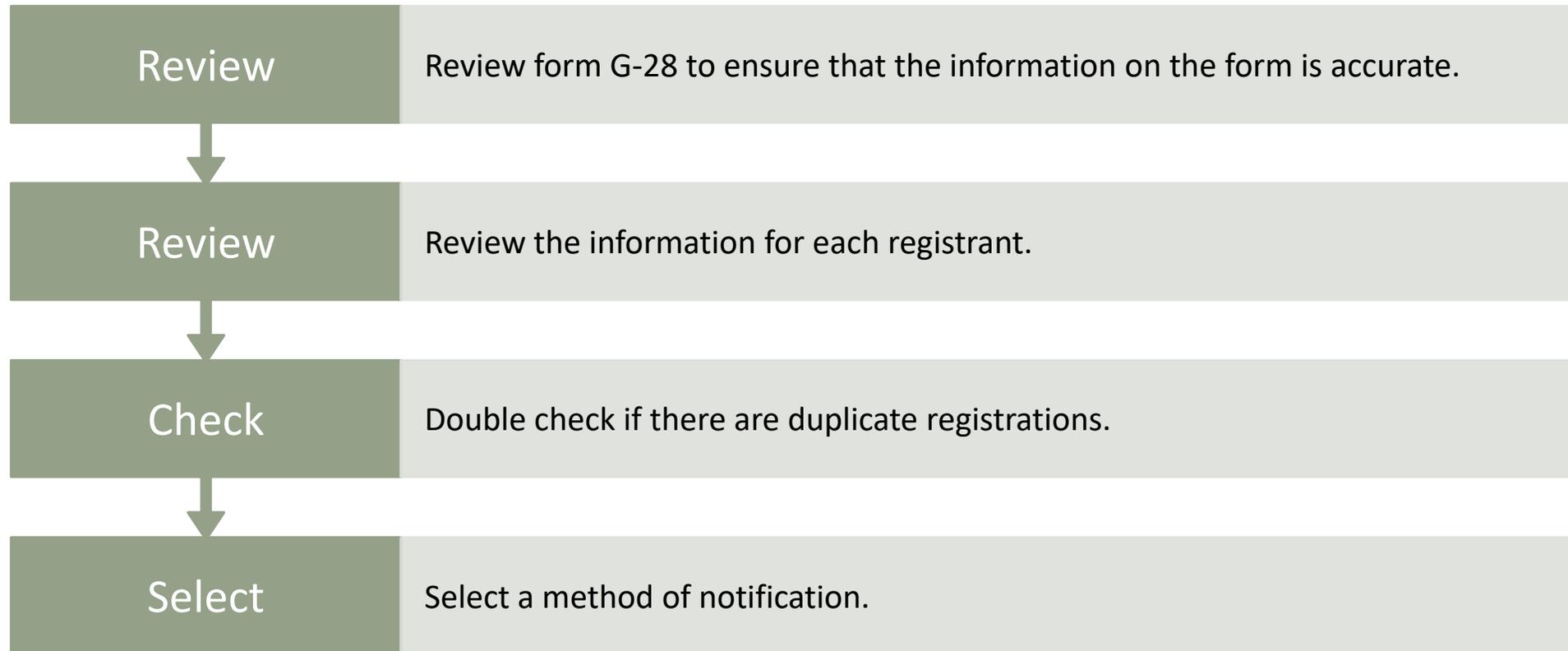
To register each beneficiary, the fee is 10.00



You can also download a CSV file of all your beneficiaries. This is important to **ensure that you have not submitted duplicate registration for the same beneficiary** from the same employer. USCIS will deny duplicate registrations.



Verification of Information



Review Form G-28

Form G-28 will include the name, address, and license of attorney.

- Will ask you to consent to the representation.
- It will ask you to consent to release of information.
- We recommend that you check the 3 boxes, so that your attorney can receive information about the registration.
- Click “Submit” so that the G-28 can be associated with your registration.



Carefully Review the H-1B Information

H-1B Electronic Registration Process: Registrants

The annual initial registration period will last a minimum of 14 calendar days and will start at least 14 calendar days before the 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 EIN.

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 (employer or agent) may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in

RE VIDEOS



Review Information About the Company and Authorized Representative

COMPANY INFORMATION

- Exact legal name
- D/B/A if applicable
- Tax ID Number
- Main Corporate Address

SIGNATORY INFORMATION

- Name
- Job Title
- Telephone
- Email



Review the Information for Each Beneficiary

- Exact and complete legal name
- Gender
- Date of birth
- Country of birth
- Country of citizenship
- Passport number
- 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)?



Accept or Decline the Registration

Once you review the registrations you have an option to

- Accept the registration and e-sign it

Or

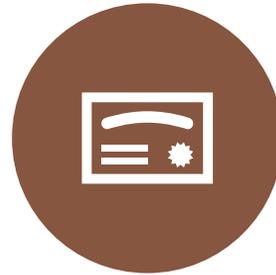
- To decline the registration and send it back to the attorney to update it.



Signing the Registration



Read the Authorized Signatory's Certification



Agree to the certification



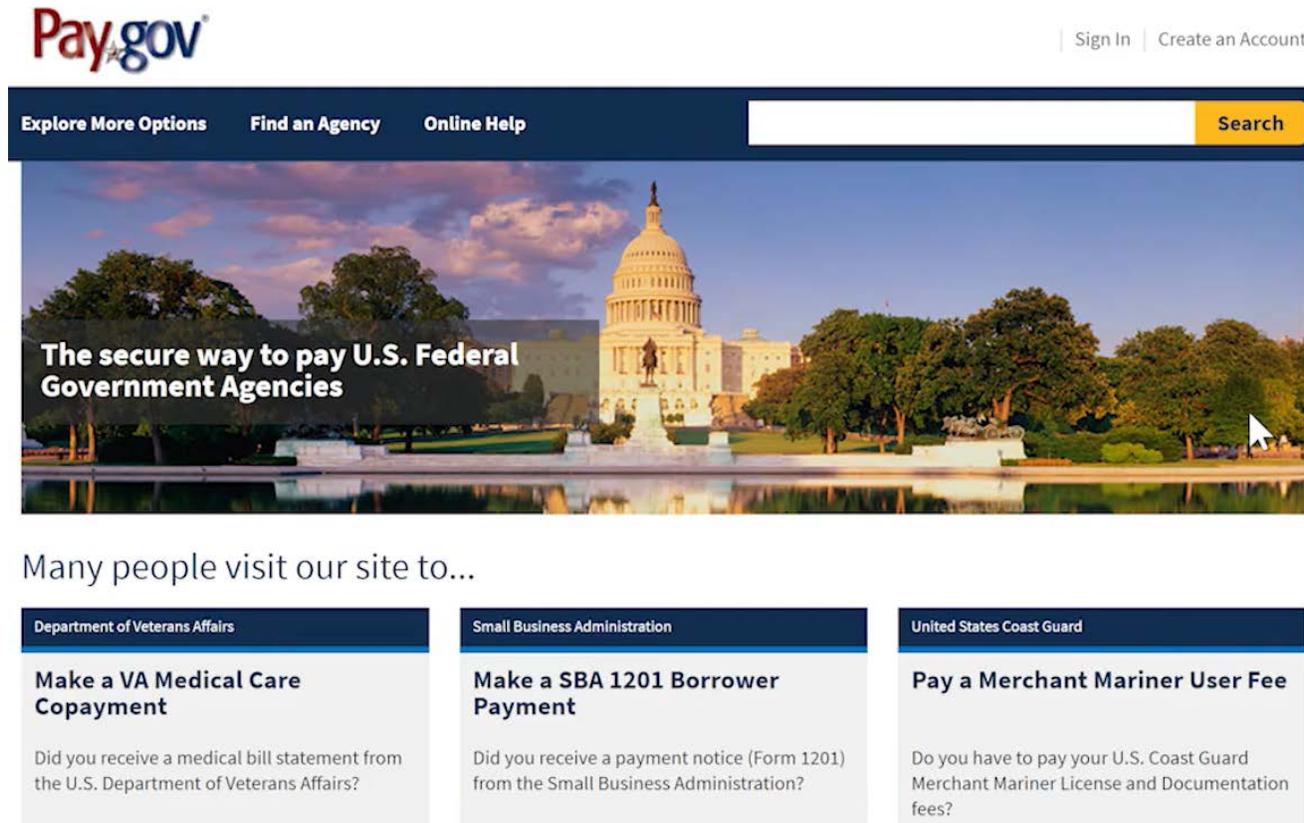
Sign the certification



Once you submit the certification, the attorney will be taken to pay.gov website to pay for the registration. The registration for each beneficiary is \$10.00



Pay.gov



Pay.gov | Sign In | Create an Account

Explore More Options Find an Agency Online Help Search

The secure way to pay U.S. Federal Government Agencies

Many people visit our site to...

- Department of Veterans Affairs**
Make a VA Medical Care Copayment
Did you receive a medical bill statement from the U.S. Department of Veterans Affairs?
- Small Business Administration**
Make a SBA 1201 Borrower Payment
Did you receive a payment notice (Form 1201) from the Small Business Administration?
- United States Coast Guard**
Pay a Merchant Mariner User Fee
Do you have to pay your U.S. Coast Guard Merchant Mariner License and Documentation fees?



The USCIS Will Make Selections by March 31, 2020

The H-1B Registrations will have one of the following statuses:

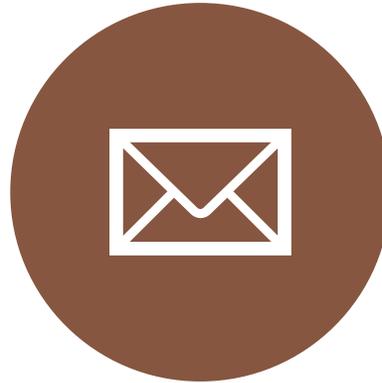
- **Submitted.** This case will remain for consideration until the end of the fiscal year. You may or may not be able to file H-1B petition on behalf of this beneficiary.
- **Selected.** This case is selected and you can file H-1B petition on behalf of this beneficiary. The earliest filing date is April 1, 2020.
- **Not Selected.** You will not be able to file H-1B on behalf of this beneficiary.
- **Denied.** USCIS has found that you have submitted registration for the same beneficiary for the same fiscal year. All duplicate registration are considered invalid and will be denied.



Questions



FOR QUESTIONS



EMAIL

IMMIGRATION@ZNEIMERLAW.COM

OR



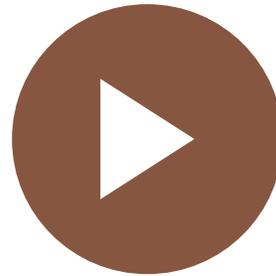
CALL 773-516-4100



USCIS H-1B Page



For more information on the requirements for H-1B, review the USCIS H-1B Page <https://www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperative-research-and-development-project-workers-and-fashion-models>



Watch USCIS H-1B Registration Videos <https://www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/h-1b-electronic-registration-process>

