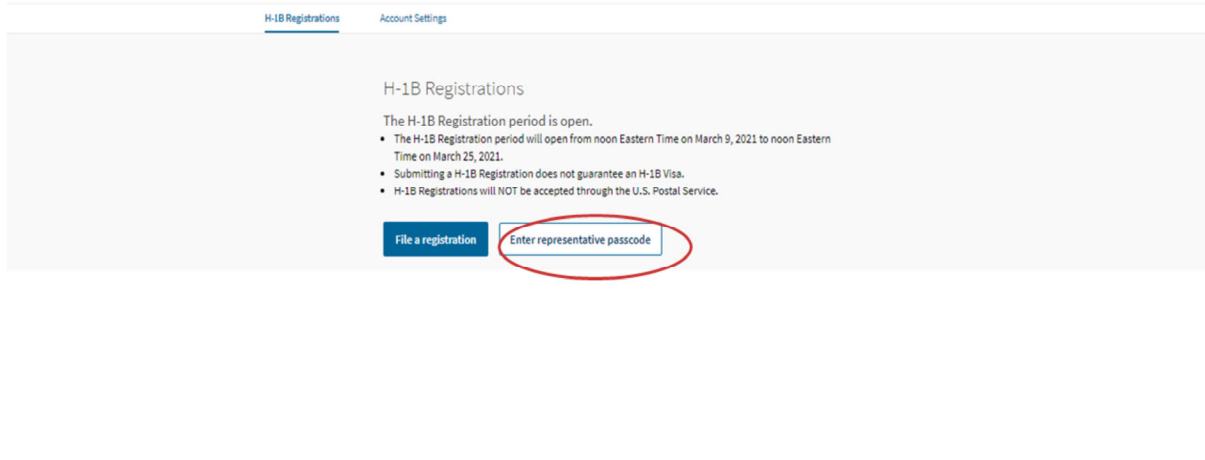


SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Sync Client to Attorney/Representative – Slide 58

When the client logs into their myUSCIS account, the top of their homepage will look like this.

In order for H-1B registrations to be submitted to USCIS, your client will need to review and approve the registrations from within their own myUSCIS online account.

They will need to click on the tab that says “enter representative passcode”

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



H-1B Registrations Account Settings

Enter a representative passcode

Once you enter your representative's passcode, we will take you to review and sign the G-28 and any other forms prepared for you by your attorney or accredited representative.

Enter your representative's online case access passcode

Passcode

MDB-E4B34-F369E-2D4D

Example: MDB-C6D49-2009F-038F

Submit and continue

Cancel

Sync Client to Attorney/Representative – Slide 59

Here, your client will enter the passcode you received when you completed the registration(s) and associated G-28.

Your client will then click "Submit and continue."

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



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](#)

Sync Client to Attorney/Rep – Slide 60

The client will then be taken directly to this page to review the G-28. Here, they click “Review the G-28.”

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Review the G-28

Review all responses | Accept or decline

Review the Notice of Entry of Appearance as Attorney or Accredited Representative form information Print

Here is a summary of all the information you provided in your application.

If anything is incorrect or missing, you should **decline** the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

[View draft snapshot](#)

About Representative

Your Name

Provide your name **John Smith**

Your Role

Select your representative role **I am an accredited representative of a qualified nonprofit religious, charitable, social service, or**

Accept or decline the G-28

If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

I accept the G-28 and want to provide my signature

I decline the G-28 and want to send the draft form back to my representative to make updates

Next

[Back](#)

Sync Client to Attorney/Rep – Slide 61

The system will take the client to this page, which provides a summary of the G-28.

The client can click the hyperlink that says “View draft snapshot” to view the summary in PDF form or to print it.

Then they will choose to accept or decline the G-28.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



Review the G-28

Review all responses Accept or decline

Client's consent to release of information

If you want DHS to send original notices and secure identity documents to your attorney or accredited representative instead of directly to you, please select one or both boxes below.

USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

USCIS will also send the Form I-94, Arrival Departure



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.

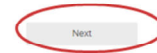
I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).

I request that USCIS send any original notice containing Form I-94 to me at my U.S. mailing address. I understand that I may change this election at any future date through written notice to USCIS.

I have requested the representation of and consented to being represented by the attorney or accredited representative named on this form. According to the Privacy Act of 1974 and U.S. Department of Homeland Security (DHS) policy, I also consent to the disclosure to the named attorney or accredited representative of record pertaining to me that appears in any system of records of USCIS, ICE or CBP.

I have read and agree to the client's statement

Client's signature



[← Back](#)

Sync Client to Attorney/Rep – Slide 62

When the client accepts the G-28, they will be taken to this page. This is their consent to release information.

Here they can choose if USCIS sends notices to the attorney or representative.

Once they click these checkboxes to confirm, they will click that they have read and agree, enter their name, and then click "Next."

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



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

Sync Client to Attorney/Rep – Slide 63

This brings the client to the next page, where they will click “Submit the G-28,” to continue.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



H-1B Registration

A U.S. employer or agent (prospective petitioner) who seeks 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 requirements is suspended by USCIS.

Prospective petitioners, or their attorney or accredited representatives, may submit up to 200 registrations per submission.

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 an H-1B cap subject petition may be filed in a particular field year.

If a sufficient number of registrations projected as needed to reach the H-1B regular cap have not been received within the initial registration period, USCIS will notify all registrants who have properly registered that their registrations have been returned. USCIS will have no registration fees until the initial registration period and USCIS has determined that it has received enough registrations projected as needed to reach 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 advanced degree exemption. A Form I-226, Petition for a Nonimmigrant Worker, may then be filed by the petitioner 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 each H-1B registration to be eligible to file the H-1B cap petition.

U.S. Employers: Petitioner or entity in the U.S. that

- Employs a person to work in the U.S.;
- Has an immediate employment 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 their own employment on their behalf with numerous employers, and in so doing a foreign employer authorizes the agent to act on its behalf.

Duplicates

A registrant (prospective petitioner) may only submit one registration per beneficiary in any field year. If registration submits more than one registration per beneficiary in the same field year, all registrations filed by that registrant related to the beneficiary for the field year will be considered invalid.

OD Fee

Fee: \$30 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 stamped due to a typographical or clerical error caused by USCIS, there is no fee.

Important Payment Requirements

When paying with check please be sure to enter the bank routing number and bank account number accurately. While the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process, the submission will not be valid until payment clears. If your checking information is not accurate your payment will be declined when presented to your financial institution. If your payment is declined your H-1B registration will be cancelled.

If payment is completed with a credit card or debit card the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process. The submission, however, will only be valid once processing of the payment is completed. If the payment is later declined or disputed, the registration will be cancelled.

Money orders, certified bank checks and non-releasable debit cards cannot be used as a form of payment in the Pay.gov system.

If you use a business checking account to make your payment please ensure that your institution does not restrict or block ACH Payments for the services. If your business checking account is restricted your payment will be declined. Your registration will be cancelled.

Refund Policy

By completing this transaction, you agree that you have paid for a government service and that the filing fee, beneficiary services fee and all related financial transactions are final and non-refundable, regardless of an action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. We shall submit all fees to the next account.

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By submitting this transaction, you acknowledge that you must submit fees for the next period and that you are paying the fee for government service. You further agree that the filing fee, beneficiary fee, and any other paid costs related to this financial transaction are final and non-refundable. Please refer to the instructions for the form I-226 for additional information or you may call the USCIS Contact Center at 800-375-5282, for TTY (deaf or hard of hearing) 800-767-4882.



Sync Client to Attorney/Rep – Slide 64

Now the client will review the H-1B registration overview page and click “Next” after reviewing the information.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



H-1B Registration Summary

This is a summary of all the information you provided in your submission. Make sure you are only submitting one registration for each beneficiary. Otherwise, all registrations filed by an employer relating to the beneficiary for the fiscal year are invalid.
Make sure you have provided responses for everything that applies to you before you submit your registration(s). You can edit your responses by going to each registration section using the site navigation.

About Registrant

Employer/agent	
What is the legal name of the prospective petitioner company or organization?	prospective petitioner company
What is the Doing Business As name of the prospective petitioning company or organization?	Doing Business As name
What is the employer identification number (EIN) of the prospective petitioning company or organization?	123456789
What is the primary U.S. office address of the prospective petitioning company or organization?	United States Add 1 Add 2 City, CO, 20000
Authorized signatory	
What is the authorized signatory's legal name?	First
Middle name	Middle
Family name (last name)	last
What is the authorized signatory's title?	auth sig title
What is the authorized signatory's contact information?	(423) 423-4234
Email address	mrs-reg-test@test.com

About Beneficiary

Beneficiary information

Given name (first name)	first
Middle name	middle
Family name (last name)	last
What is the beneficiary's gender?	male
What is the beneficiary's date of birth?	01/01/2000
What is the beneficiary's country of birth?	Algeria
What is the beneficiary's country of citizenship?	Czechia
What is the beneficiary's passport number?	23423423444
Are you requesting consideration under the INA 214(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?	Yes

Sync Client to Attorney/Rep – Slide 65

The following page is the H-1B Registration Summary. The client will be able to review all of the information that you entered during the H-1B registration process, including information about them (the prospective petitioner) and the beneficiaries.

The client will click "Next" to continue.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



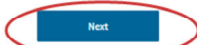
Accept or decline the H-1B Registration

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



[← Back](#)

Sync Client to Attorney/Rep – Slide 66

This is the same format as with the G-28.

The client will choose to accept or decline the H-1B registration(s).

If they decline the H-1B registration(s), it will come back to you, the Legal Representative to edit.

If everything in the summary looks good, they accept and then click “Next” to continue to the signature.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



An official website of the United States government [help.gov/usa.gov](#)

U.S. Citizenship and Immigration Services My Account H-1B Registrations Settings Sign Out

About Registrant About Beneficiary Review and Submit

Review Summary Authorized Signatory Signature

Authorized Signatory's Statement

I can read and understand English, and have read and understand every question and instruction on this registration (or these registrations), as well as my answer to every question.

[BACK](#) [NEXT](#)

U.S. Citizenship and Immigration Services

Sync Client to Attorney/Rep – Slide 67

Here, the client reviews the Authorized Signatory Statement and confirms that they understand all of the questions and instructions. They will click “Next” to continue.

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



U.S. Citizenship and Immigration Services

My Account My Clients Profile Inbox Withdrawn G-28s Sign Out

Review Summary Authorized Signatory Signature

Authorized Signatory's Certification and Signature

You must read and agree to the certification below.

If submitting or authorizing this registration (or these registrations) 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 submission 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 (or these registrations) and that all of the information contained in the submission is complete, true and correct and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in each registration if the beneficiary is selected. I further certify that each registration represents a legitimate job offer.

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.

Back Next

Sync Client to Attorney/Rep – Slide 68

Next, is the Authorized Signatory's certification and signature page.

The client will be asked to verify that all of the information entered for the company and beneficiary(ies) is complete, true and correct.

Once they click, "I have read and agreed to the authorized signatory's statement," a signature box will pop up.

The client will enter their name and press "Next."

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



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

Once you finish below, your representative will need to 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.

Back Finish and send

Sync Client to Attorney/Rep – Slide 69

Now the client will send the H-1B registration(s) back to you, the Legal Representative. The client will press “Finish and send.”

SYNC CLIENT TO ATTORNEY/REPRESENTATIVE



The screenshot shows the H-1B Registration portal for a company named "456 Company". The portal displays the registration status and a table of beneficiaries. A red circle highlights the "View CSV of beneficiary table" link. To the right, a Microsoft Excel spreadsheet shows the downloaded CSV data.

Beneficiaries	Status	Action
Person, First 02/19/1980	In progress	N/A
Person, Second 12/01/1997	In progress	N/A
Person, Third 01/12/1984	In progress	N/A

Company	Doing Bus	Beneficiar	Beneficiary	Beneficiary	date of birth
456 Comp X	Compan First	Person	#####		
456 Comp X	Compan Second	Person	#####		
456 Comp X	Compan Third	Person	#####		

Sync Client to Attorney/Rep – Slide 70

Once they click “Finish and send,” the client will be directed to their homepage, where they can see the H-1B registration(s).

The status indicates that their representative hasn’t submitted the registrations yet and that payment is required.

From this homepage the client can also click “View csv of beneficiary table,” to download the information.

You can also click “View csv of beneficiary table,” from your representative homepage, to download the information. The CSV file is available before and after you submit the registration(s).