

# Office of the Citizenship and Immigration Services Ombudsman

### Disclaimer

This webinar material is intended solely as informational. It is not intended to, does not, and may not be relied upon to create or confer any right(s) or benefits(s), substantive or procedural, enforceable at law by any individual or other party in benefit applications before DHS, in removal proceedings, in litigation with the United States, or in any other form or manner. This webinar material does not have the force of law, or of a DHS directive.



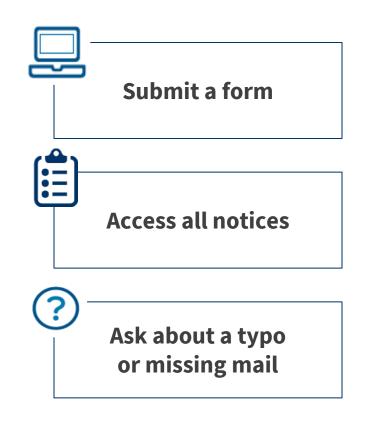
# USCIS Online Account "Account 101" for Legal Representatives

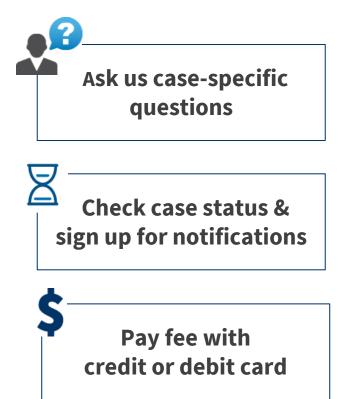
# Agenda Today

- Overview of USCIS online account for legal representatives
- Representative ("rep") account workflow
- Linking paper forms
- Tips and best practices



# **Benefits of Applying Online**

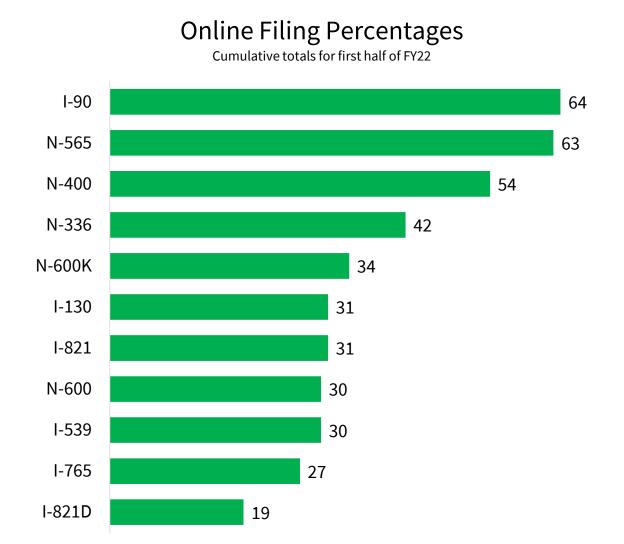






# Online Filing Percentages

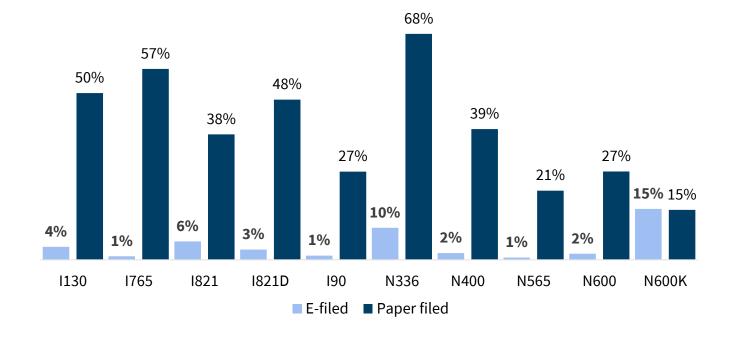
- 11 forms available for online filing through myUSCIS
- 10 million+ accounts created
- 4.2 million+ cases received since 2017



### Online Filing by Legal Representatives

Online filing by legal representatives is significantly lower than paper filing

Online Filing vs Paper Filing For Represented Cases May-July 2022



### **User Satisfaction**

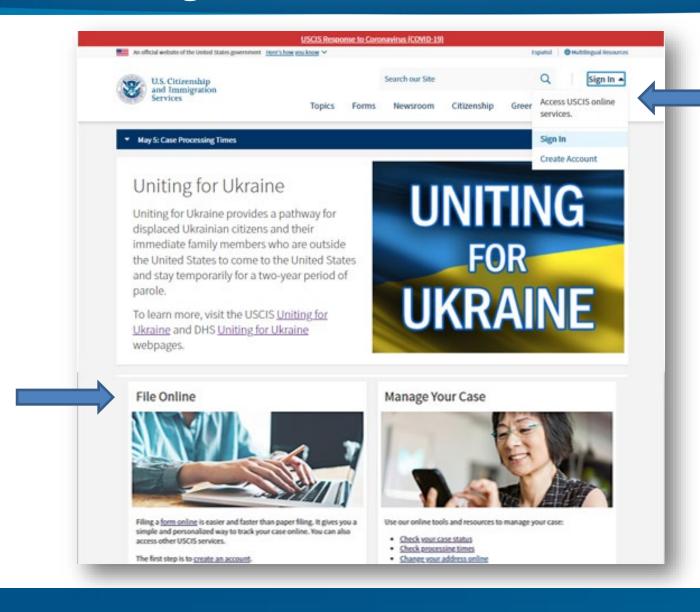
We receive about 3,000 exit surveys per month

Users report high satisfaction

- 80% of respondents say account was "extremely easy" or "somewhat easy" to use
- 80% of respondents say they completed "all" or "most" of what they wanted to do



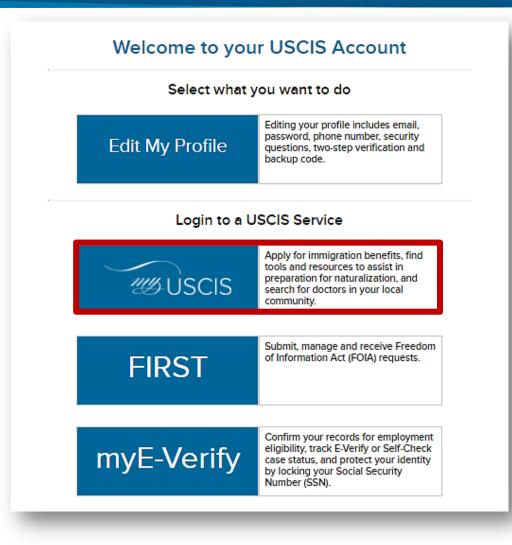
### Creating a USCIS Online Account



Bookmark these pages for easy access to your account:

- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov

### **USCIS Online Account**



# Web portal hosts three online services

- FIRST (FOIA requests online)
- myE-Verify (check work authorization status)
- myUSCIS (file forms online)

### myUSCIS Account Types

- Applicant account
   No legal representative helping
- Representative account Must submit Form G-28
- H-1B registrant account
   Visible only during "cap season"

#### **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.

#### o lam 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.

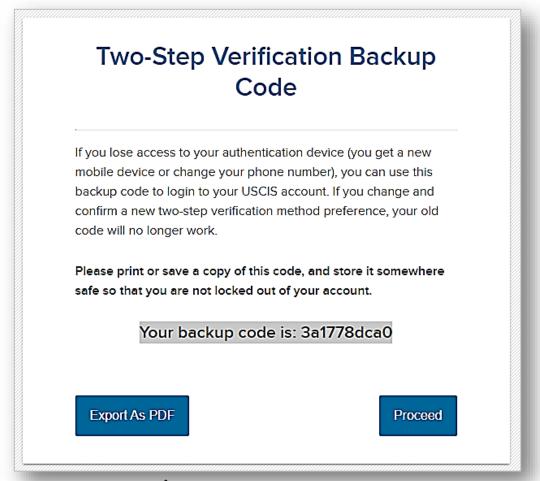
#### I am an H-1B registrant.

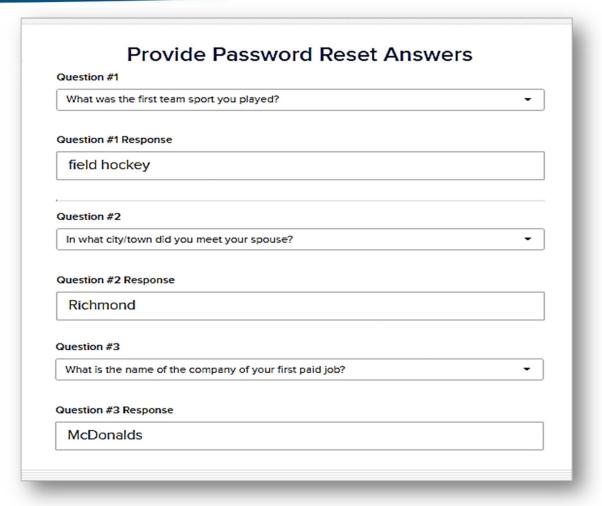
- I am an authorized signatory submitting an H-1B Registration or signing an H-1B Registration to be submitted by a legal representative.
- A registrant account can be used only to submit H-1B Registrations.
- If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

Submit



### **Account Recovery**







• Save your backup code and password reset answers!

# **Quick Tips**

- Online form and paper form collect the same information
- Form logic based on applicant answers
- Answer as many questions as possible, as fully as possible
- Work at your own pace, we automatically save your answers
- Draft forms are saved for 30 days

### **Fact vs Fiction**



Legal reps need an account for each client.



#### FACT

Legal reps create one "rep account" to serve multiple clients.

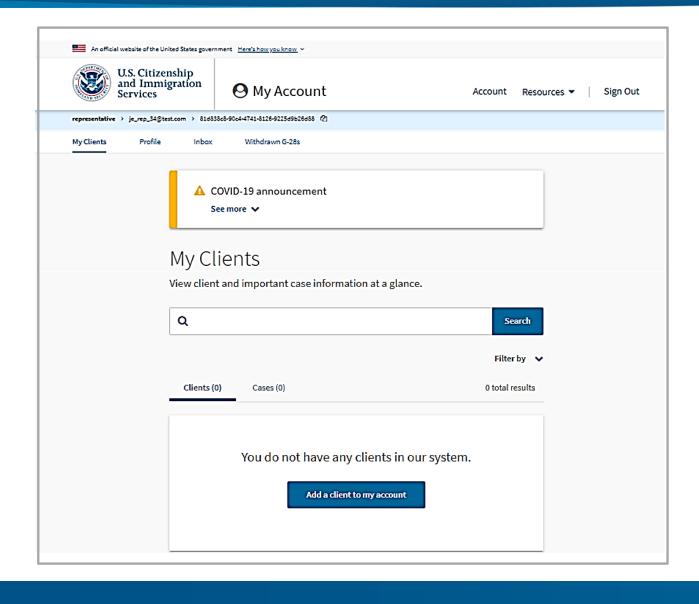


#### **Key Takeaways**

- Each client working with legal rep. must have an applicant account.
- Each applicant account is created with a unique email address.
- Husband & wife applying for naturalization together with legal rep. must each have their own email address and account.



### Representative Account Home Page



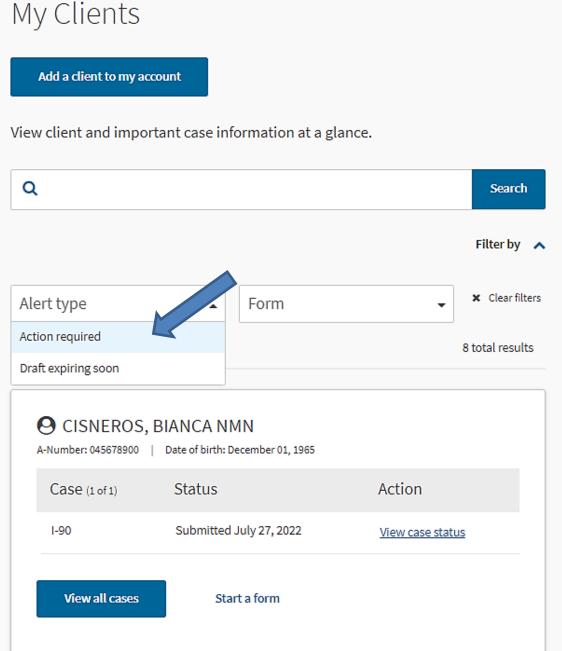
# Representative account home page has four tabs:

- My Clients
- Profile
- Inbox
- Withdrawn G-28s

## My Clients Tab

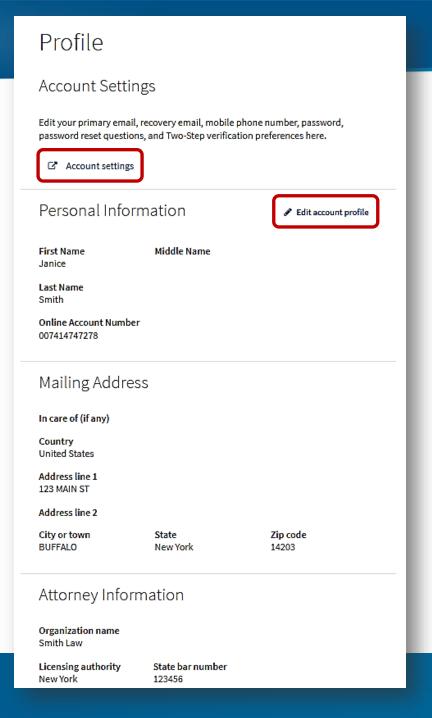
### Client tab allows you to:

- Add and remove clients
- Search for clients by name
- Sort clients with filters
  - Action required
  - Draft expiring soon

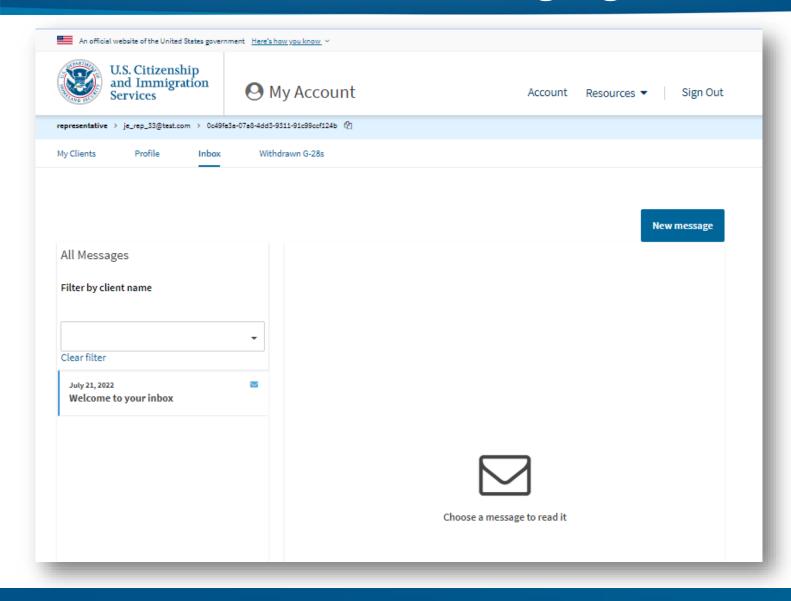


#### **Account Profile**

- Change mailing address
- Change or add bar number and jurisdiction
- You cannot change your online account number
- In account settings, you can change phone number, how you receive PIN, backup code, password reset questions, etc.



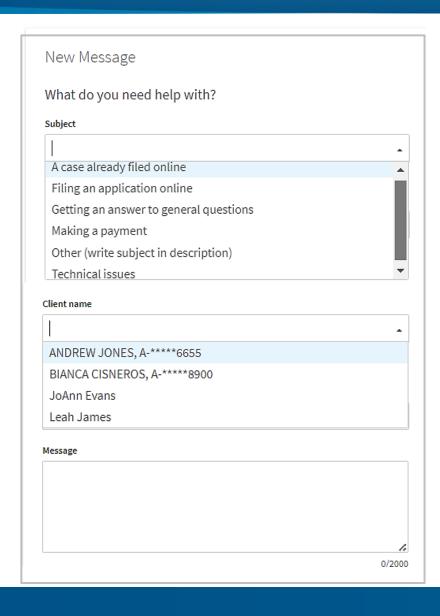
### **Inbox and Secure Messaging**



You can send secure messages to USCIS.

- Six topics to choose from
- 2000-character limit

### Inbox and Secure Messaging, continued

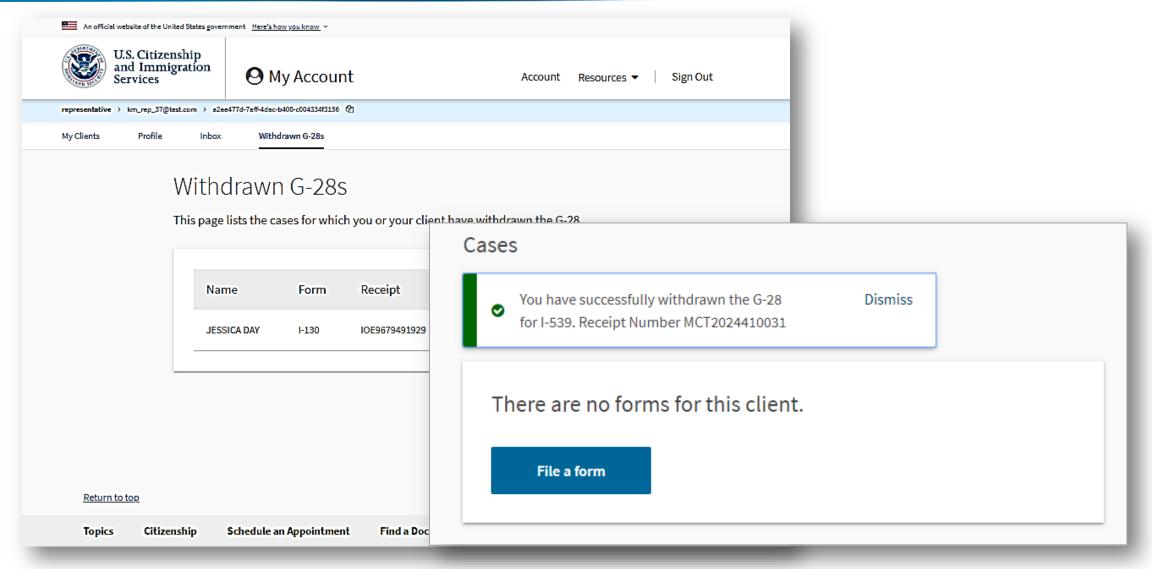


Secure messages are handled by Contact Center ISOs

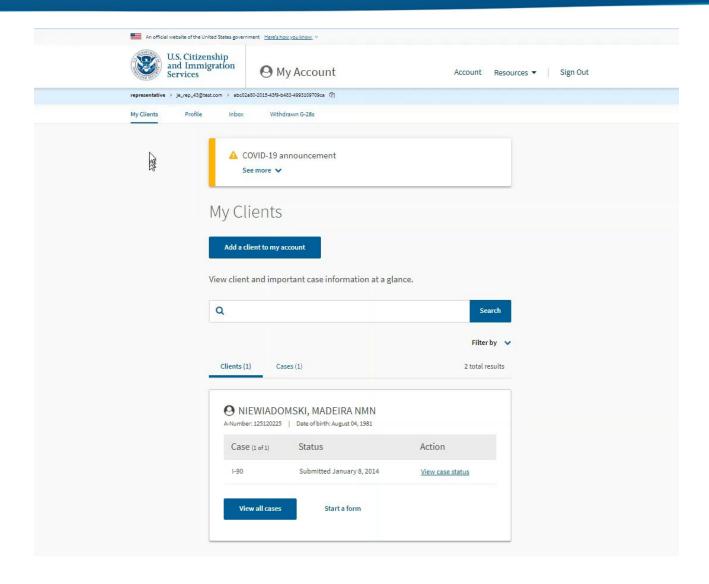
Response times vary, but in general are:

- Urgent inquiries—2-3 days
- Nonurgent inquiries—30 days
- Technical support inquiries—2-3 days
- ❖ We call back from 202-838-2104

#### Withdrawn G-28s



#### **Demo of Representative Passcode**

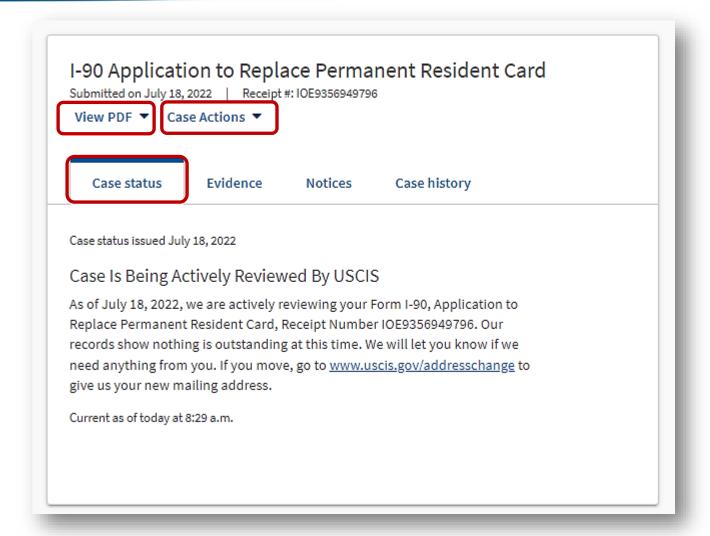


#### Case Card For Each Submitted Case

There is a "Case Card" for each form you submit.

#### Four tabs:

- Case status
- Evidence
- Notices
- Case history



#### Case Card—Evidence

#### Evidence tab:

- Shows all submitted evidence
- Offers tool to upload unsolicited evidence

 Pro tip—give your documents clear and simple names. Do not use automated scan name.

#### I-90 Application to Replace Permanent Resident Card

Submitted on July 18, 2022 Receipt #: IOE9356949796

View PDF ▼ Case Actions ▼

Case status

Evidence

Notices

Case history

#### Your uploads

You may upload additional evidence that we did not request. We will consider the timeliness and relevance of this information when making a decision about your case.

File	Document	Date added
Green Card front.jpg	Identity/Travel Documents	July 18, 2022
<u>Preparer Sheet.pdf</u>	Other	July 18, 2022
back of green card.jpg	Identity/Travel Documents	July 18, 2022
Green Card front.jpg	Identity/Travel Documents	July 18, 2022

#### Unsolicited evidence

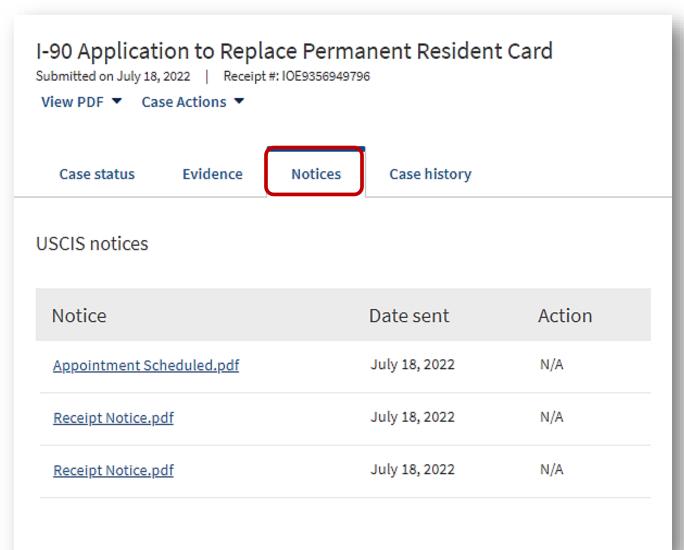
Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

Upload evidence

#### Case Card—Notices

#### Notices tab:

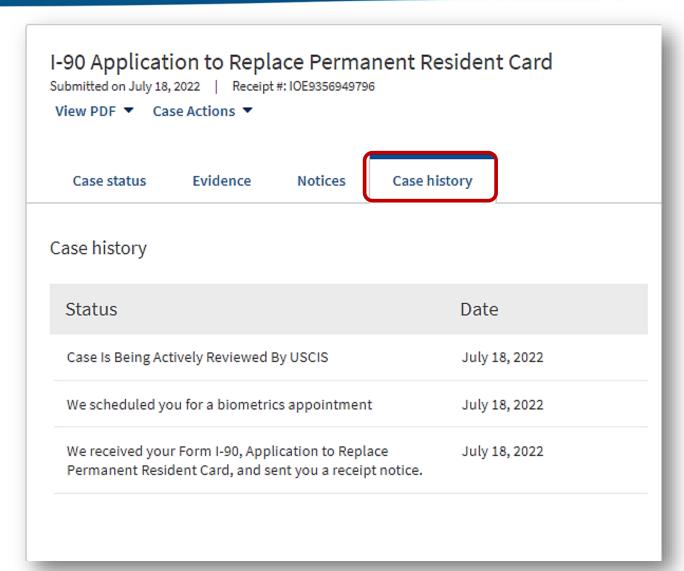
- Shows all USCIS notices and when they were issued
- Feel confident knowing you have all notices about your case



## Case Card—Case History

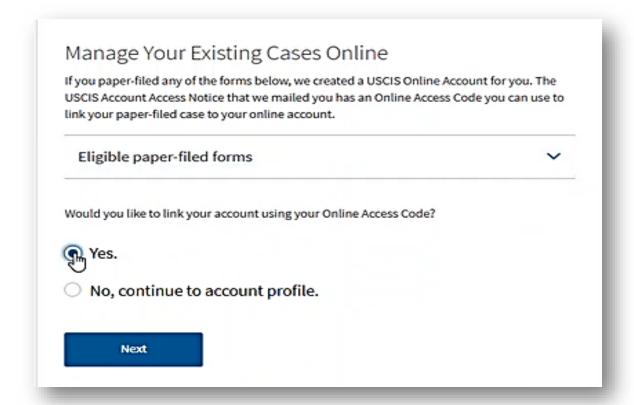
### Case history tab:

- Shows all case statuses over time
- Case history only available in the account



## **Linking Paper Cases**

- Legal representatives can link previously filed IOE paper case(s) to account during account creation
- One-time opportunity
- Representative will benefit from most account features as if case was submitted online



### Linking Paper Cases, continued

- Receipt notices for most paper cases do not post to the account.
- Only paper I-90s have receipt notices posted to the account.

 To request duplicate paper receipt notice: LockboxSupport@uscis.dhs.gov

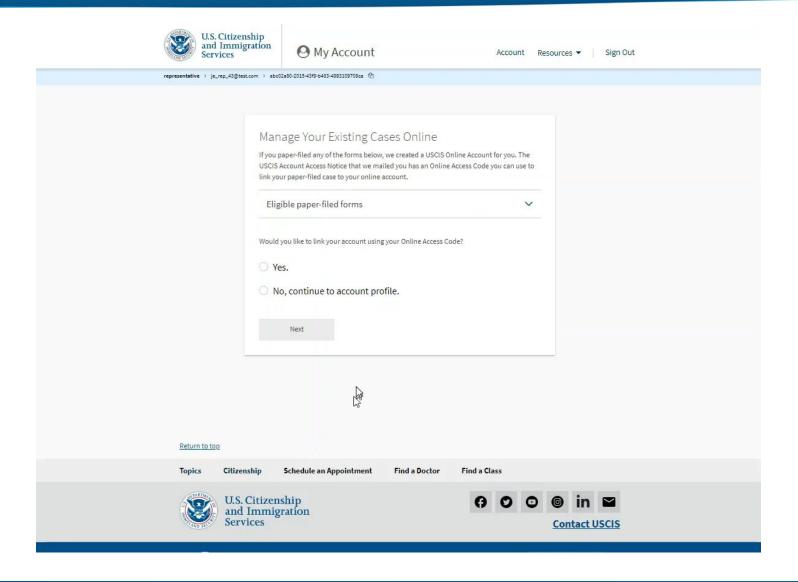
#### Paper-filed I-90 has posted receipt notice

Notice Type \$	Status \$	Date Issued
Receipt Notice - Lockbox Extension	Print Success	03/25/2022
Account Acceptance Notice	Print Success	03/25/2022
Receipt Notice - Lockbox Extension	Print Success	03/25/2022
Appointment Scheduled	Print Success	04/01/2022
Appointment Scheduled	Print Success	04/01/2022

#### Paper-filed I-130 does not have posted receipt notice

Notices		
Notice Type \$	Status ÷	Date Issued
Account Acceptance Notice	Print Success	04/16/2020
<u>I-130 Approval</u>	Print Success	08/11/2020
I-130 Approval	Print Success	08/11/2020

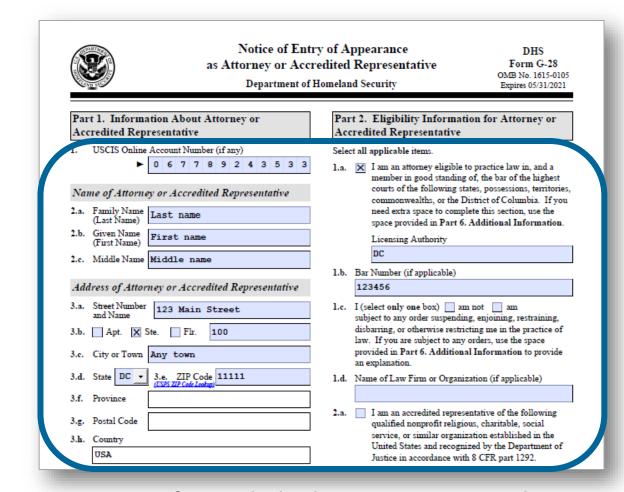
#### **Demo of Linking a Paper Case**



### Linked Paper Case Becomes Your Account Profile

When you create an account, you either:

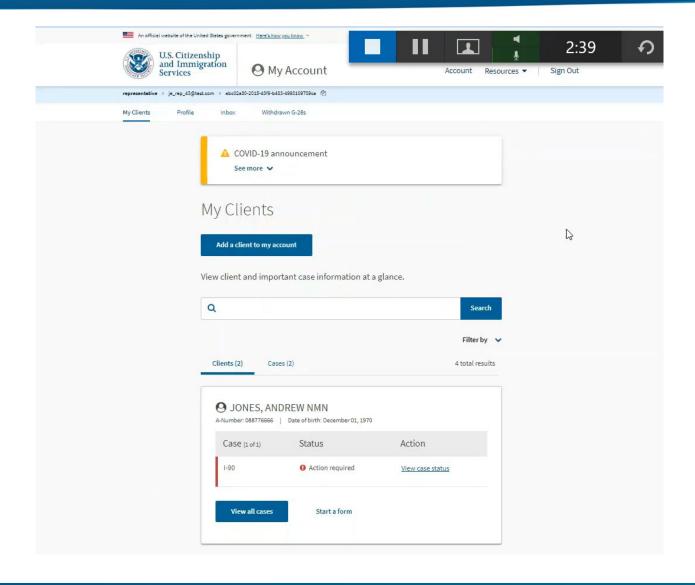
- 1. Link a paper case, OR
- 2. Create an account profile.
- If you link paper case(s), data from your paper G-28 populates data fields to produce your account profile.



Data from a linked paper G-28 is used to create your account profile.



#### **Demo of Responding to an RFE**



### Multiple Accounts Issue

- Legal representatives express frustration with not having access to client cases.
- For paper case to link to right account, certain data on paper G-28 must exactly match an account profile.
  - First name
  - Last name
  - Address (all address fields)

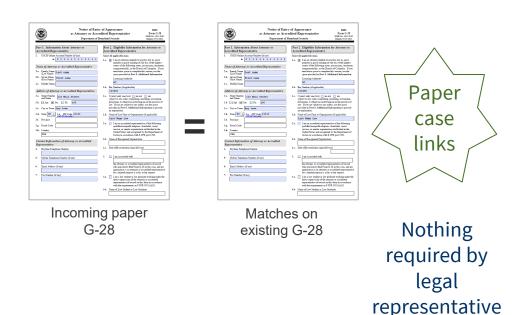
- Bar # (if any)
- State (if any), and
- Online Account Number

We are working to address the linking issue

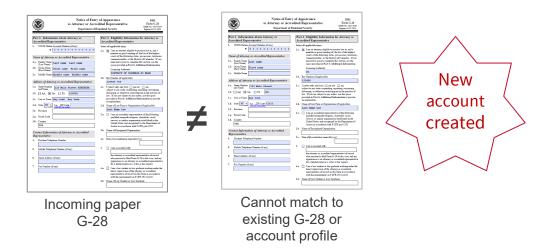


### Process Flow for Paper G-28s

If system matches to an existing account profile, paper case automatically links to account.



If system cannot find a match, it automatically creates a new account for that case.



Legal representatives cannot link case with existing account.



### Data Fields That Must Match



#### Notice of Entry of Appearance as Attorney or Accredited Representative

Form G-28 OMB No. 1615-0105 Expires 05/31/2021

DHS

Department of Homeland Security

Part 1. Information About Attorney or Accredited Representative	Part 2. Eligibility Information for Attorney or Accredited Representative
1. USCIS Online Account Number (if any)	Select all applicable items.
► 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1	I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest
Name of Attorney or Accredited Representative	courts of the following states, possessions, territories, commonwealths, or the District of Columbia. If you
2.a. Family Name (Last Name)	need extra space to complete this section, use the space provided in Part 6. Additional Information.
2.b. Given Name (First Name) First name	Licensing Authority
2.c. Middle Name	DC
	1.b. Bar Number (if applicable)
Address of Attorney or Accredited Representative	123456
3.a. Street Number and Name 123 Main Street	I (select only one box) am not am subject to any order suspending, enjoining, restraining,
3.b. Apt. X Ste. Flr. 100	disbarring, or otherwise restricting me in the practice of law. If you are subject to any orders, use the space
3.c. City or Town Any town	provided in Part 6. Additional Information to provide an explanation.
3.d. State DC 3.e. ZIP Code (USPS ZIP Code Leology)	l. Name of Law Firm or Organization (if applicable)
3.f. Province	
3.g. Postal Code	<ol> <li>I am an accredited representative of the following qualified nonprofit religious, charitable, social</li> </ol>
3.h. Country	service, or similar organization established in the United States and recognized by the Department of
USA	Justice in accordance with 8 CFR part 1292.
	<b>4</b>

- Online Account Number
- First name
- Last name
- Address (all address fields)
- Bar number (if any)
- State jurisdiction (if any)



### G-28 Examples That Resulted in New Accounts



- In the online environment, data on G-28s must be identical.
- Our online system requires a few more data points—and consistent data entry to ensure account security.

### **Limitations In Representative Account**

- Representatives cannot add ESC, LIN, MSC, SRC, WAC, or YSC paper cases to representative account.
- Representatives do not currently receive case alerts for online filed cases.



### Tip #1—Educate Your Clients

### Inform client what they need to do:

- Create applicant account
- Enter representative passcode
- Save passwords & backup code

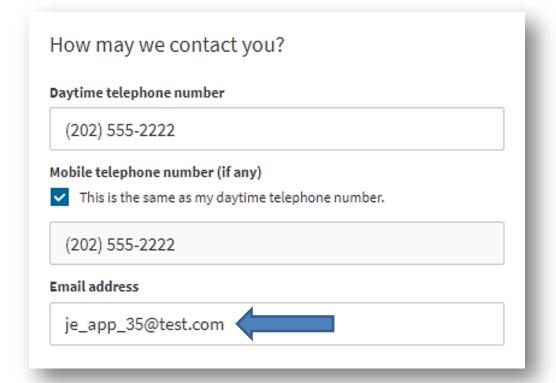
### Explain the benefits:

- Immediate receipt number & quick receipt notice
- Access all notices, respond to RFE, submit additional evidence, send secure messages



### Tip #2—Client Email Address

- When you prepare G-28 online, you must enter your client's email address.
- This MUST BE the same email address your client uses to create their online account.
- If the client's email address does not match, representative passcode will not work.



## Tip #3—Give Your Evidence Simple Names



Don't use the automated scan file name.

Examples: 722.PNG

IMG\_0483.JPG

8977.PDF



Give all documents you upload a clear, descriptive name.

Examples: Wedding photo

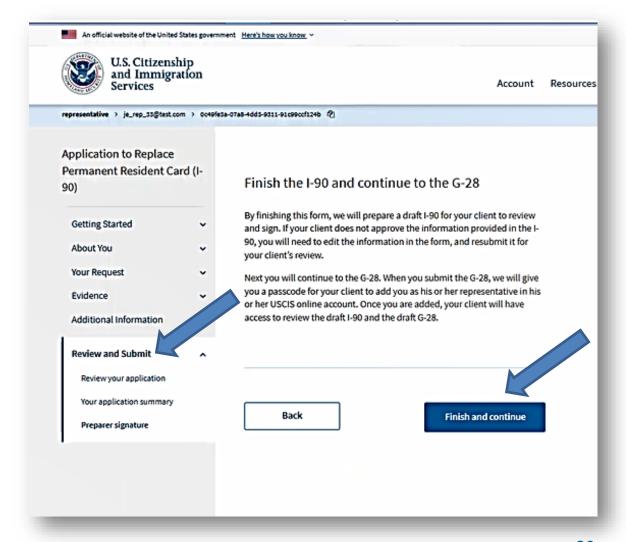
Jane passport

Tom bank statement

- Use clear and simple names that say what the document is.
- This helps improve completeness and accuracy.

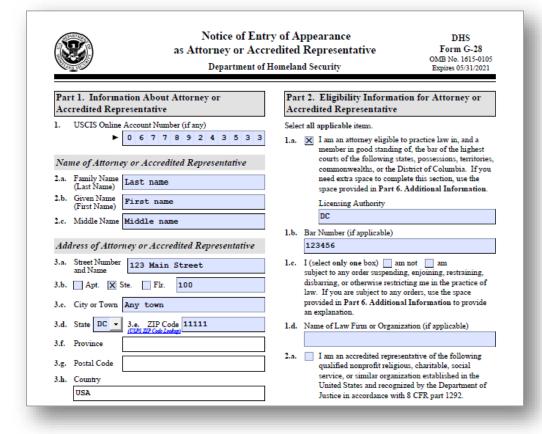
### Tip #4—"Finished" Forms Cannot Be Edited

- Fill out the immigration benefit form first, then the G-28.
- When you finish a form, it is locked for editing.
- Pay close attention to spelling, address details, and email address
- You can review your work before you "finish" and save a draft as a .pdf.



### Tip #5—G-28 Best Practices

- Each legal rep should have one G-28 template that all staff use. Do not change top portion of G-28 from case to case.
- Do not fiddle with your account profile data or G-28 data. Tell staff to do the same.



### **Stand-Alone G-28s**

These forms are available for online filing:

I-90	I-765	N-400
I-130	I-821 **	N-565
I-134 *	I-821D **	N-600
I-539 *	N-336	N-600K

<sup>\*</sup> Legal reps cannot submit Forms I-539 or I-134 online at this time.

At any point, legal reps can submit a stand-alone G-28 (online or paper) for any *online filed* form (except Form I-134 and I-539).

<sup>\*\*</sup>Forms I-821 & I-821D can be submitted online concurrently with Form I-765

### Legal Representatives Must Adhere to Terms/Conditions

- Legal representatives must adhere to USCIS online account terms and conditions.
- Some practitioners are violating the rules by creating applicant accounts and providing insufficient electronic signatures.
- We may suspend your account if you violate the terms and conditions.



### Daily Credit Card Limits

# U.S. Treasury Department limits credit card transactions to \$24,999.99 per card, per day

### CUSTOMER IMPACT

This limitation constrains USCIS customers who submit many cases and credit card payments at once.



#### CUSTOMER RISK

If USCIS customers exceed daily credit card limit:

✓ Credit card transactions may be declined



✓ Customers may need to submit several batches

### **CUSTOMER SOLUTIONS**

If USCIS customers exceed daily credit card limit:

✓ They can use other forms of payment: (ACH, debit cards)



✓ Pay with multiple credit cards over multiple days

### **CUSTOMER COMMUNICATION**

USCIS is communicating with customers:

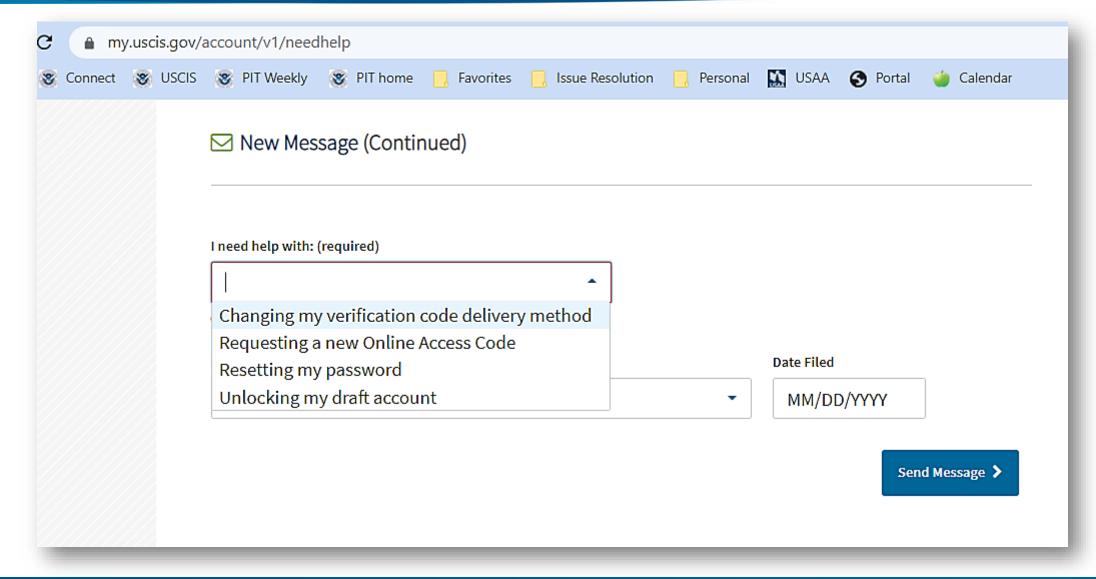
✓ Through all channels (direct and online)



✓ Monitoring closely to identify additional impacts & solutions



### Get Technical Support: my.uscis.gov/account/v1/needhelp



# **Questions and Answers**

### Learn About the USCIS Online Account

### www.uscis.gov/file-online

- Filing tips and videos
- End-to-end demo of submitting Form N-400 online
- Helpful questions & answers
- Resources for legal representatives



Take a picture of the QR code to bookmark this page











# Homeland Security