

## Reviewing & Signing H-1B Registrations in myUSCIS

### Part 1: Review & Sign Form G-28

1. Log into your [myUSCIS account](#). Click the "Enter representative passcode" button to proceed.

#### 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.

You have not started a registration.

Create, manage, and submit your registration here.

File a registration

Received a passcode from your attorney or representative?

Review and sign the G-28 and H-1B registrations prepared for you by your attorney or representative.

Enter representative passcode

**NOTE:** If you do not see this page, this likely means you did not correctly sign up for an H-1B registrant account. Please contact us for further instructions.

2. Enter the representative passcode we provided to you via email.

Enter your representative's online case access passcode

Passcode

MDB-0D577-FB1B1-FD2F

Example: MDB-C6D49-2000E-020F

3. Click "Review the G-28" at the end of the following screen.

 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.



[← Back \(/apply/notice-of-entry-of-appearance-as-attorney-or-accredited-representative/client/89786/overview\)](#)

- 4. Review the Form G-28, Notice of Entry of Appearance as Attorney. This form enters our firm as the legal representatives of record for the H-1B registrations. Please carefully review to ensure the authorized signatory's legal name, title, and email address is correct. The authorized signatory should enter their legal name for signature exactly how it appears on the G-28.

Provide your client's current legal name	Jane Doe
Name of Entity	ABC, Inc.
Title of Authorized Signatory for entity	Director
Client Contact Information	
Provide your client's contact information	
Daytime telephone number	4155784068
Mobile telephone number	4155784068
Email address	admin@immidee.tech
Provide your client's current mailing address	United States 2221 Harbor Bay Parkway Alameda, California, 94502

- If approved, select "I accept the G-28 and want to provide my signature." Please notify us if you select "I decline..." and inform us of the reason(s).

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

- In the *Client's consent to release of information* section, select "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." You do not need to check any other boxes under this section.

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.

- Read the client's statement and select the box acknowledging. Provide your signature by typing in your legal name exactly as it appears on the Form G-28.

Your signature

You must provide your digital signature below by typing your full legal name. We may deny your form if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your form.

- Click the "Submit G-28" button to advance to the H-1B registrations.

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

## Part 1: Review & Sign the H-1B Registration

1. Click the “Next” and “Review Registration” buttons to access the H-1B registrations. You will be taken to a summary to review the H-1B registration(s). Review the company information carefully and notify us of any changes or inaccuracies.

### H-1B Registration Summary

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

If anything is incorrect or missing, you should **decline** the H-1B Registration on the next page 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.

About Registrant	
<b>Employer/Agent</b>	
What is the legal name of the prospective petitioning company or organization?	ABC, Inc.
What is the Doing Business As name of the prospective petitioning company or organization?	-
What is the employer identification number (EIN) of the prospective petitioning company or organization?	823066429
What is the primary U.S. office address of the prospective petitioning company or organization?	United States 2221 HARBOR BAY PARKWAY ALAMEDA, CA, 94502
<b>Authorized Signatory</b>	

What is the authorized signatory's legal name?	John Doe
What is the authorized signatory's title?	Director
What is the authorized signatory's contact information?	(415) 578-4068
Email address	admin@immidee.tech
About Beneficiary	
Beneficiary Information	
Given name (first name)	Jane
Middle name	-
Family name (last name)	Smith
What is the beneficiary's gender?	female
What is the beneficiary's date of birth?	02/24/1981
What is the beneficiary's country of ...	Philippines

2. If the registration meets with approval, select “I accept the H-1B Registration and want to provide my signature” and agree to the Authorized Signatory's Statement.

### 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

### 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.

3. Please review and sign the Authorized Signatory's Certification and Signature. Enter your legal name exactly as it appeared on the Form G-28 and H-1B Registration.

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.

John Doe

4. Once you finish signing, please notify us so we can move forward with submitting the registration. The myUSCIS portal does not send any email notifications to us during this process.

#### 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.

If you have any questions, please feel free to contact us at [FY2023@golawcorp.com](mailto:FY2023@golawcorp.com), or call our office at 415-805-3900.