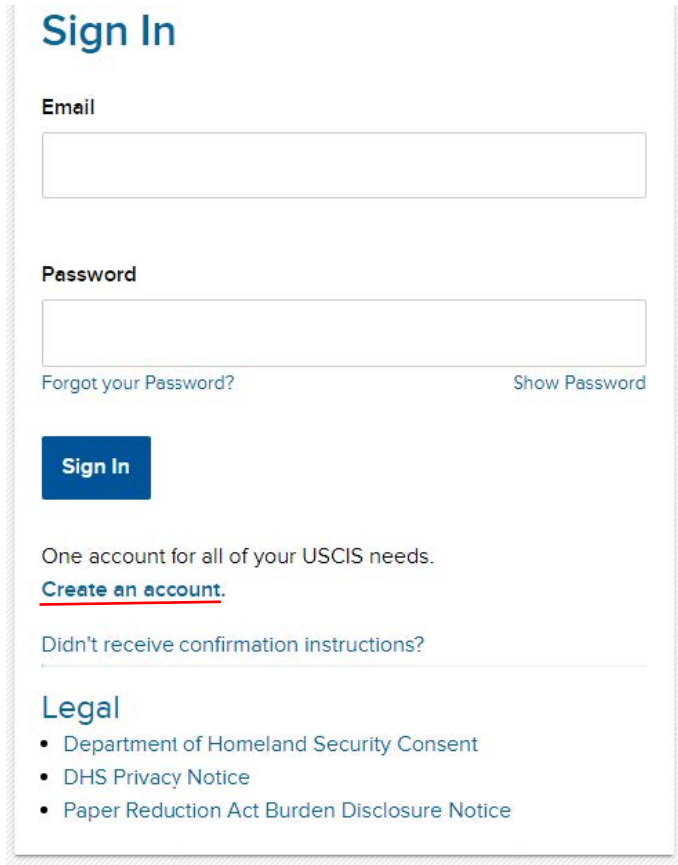



This is step-by-step directions on how to create a myUSCIS account, with screen shots, including an explanation of what two-factor authentication options there are and what to consider when choosing one, done by AILA's Practice & Professionalism Center.

1. Go to <https://myaccount.uscis.gov/> and select **Create an account**.



The screenshot shows the USCIS Sign In page. At the top, the heading "Sign In" is displayed in a large, bold, blue font. Below the heading, there are two input fields: "Email" and "Password". The "Email" field is a simple white box with a thin border. The "Password" field is a white box with a thin border and a small eye icon on the right side to toggle visibility. Below the "Password" field, there are two links: "Forgot your Password?" on the left and "Show Password" on the right. A blue button with the text "Sign In" is positioned below the input fields. Below the button, there is a line of text: "One account for all of your USCIS needs." followed by a link "[Create an account.](#)". Below this, there is another link: "Didn't receive confirmation instructions?". At the bottom of the form, there is a section titled "Legal" with a list of three links: "Department of Homeland Security Consent", "DHS Privacy Notice", and "Paper Reduction Act Burden Disclosure Notice".

2. Put your email account in to receive an email that will initiate the process.



U.S. Citizenship and Immigration Services

## Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

**Email**

**Email confirmation**

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

**Sign Up**

Already have an account?  
[Sign In](#)

---

### Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)

3. Once you hit **Sign Up**, you will get the following notification that an email has been sent.



U.S. Citizenship and Immigration Services

A USCIS Account confirmation email has been sent to canastasio@aila.org. Please follow the instructions in the email to confirm your USCIS Account request. If you do not receive the confirmation email within the next 10 minutes, please return to this page and request your confirmation instructions again.

4. Go to your email and click on the link USCIS sent you. It will call you to create a password that is 8 to 64 characters that can contain letters, numbers, special characters, and emojis. Phrases are the most secure types of passwords, because they are easier to remember and long enough that they are hard to brake.

U.S. Citizenship and Immigration Services

## Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

**Password Tips**

**Password**

.....

Show Password

**Password strength: Great**

**Password confirmation**

.....

Show Password


**Submit**

4. Once you submit a password, the system will prompt you to choose a method for two-factor authentication. There are three options to two-factor authentication: text, email, or application.

5. If you select **Authentication Application** (the most secure option) and **Submit**, you will get a bar code square.<sup>1</sup>

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<sup>1</sup> The application method is the most secure option. However, we do not know if you will be permitted to save your account information for login easily, or if you will need to verify the account with the second authorization every time someone goes in the system. Therefore, if you have paralegals who are going to be logging in frequently, or sharing the burden of data entry, it may be worth it to select an email everyone has access to, or a text-capable phone number that everyone can check, so that anyone can get and submit the second authorization without having to bother the lawyer the account is tied to repeatedly to get that code. Be strategic about what two-factor authentication method you choose. If you choose text or email, that number or address will be pinged and you will have to verify it in a similar way as the application steps below.



U.S. Citizenship and Immigration Services

Your email address has been successfully confirmed.

## Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

- Use an Authentication App**  
Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.
- SMS Text Message**  
Receive a text message to your mobile device when signing in.
- Email**  
Receive an Email when signing in.

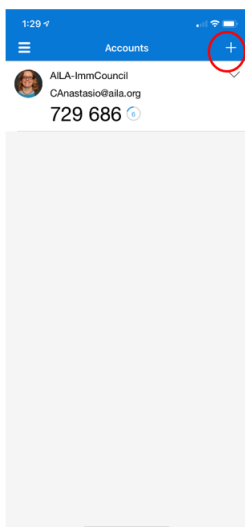
You can use most Time-Based, One-Time Password (TOTP) applications for added security, which will ask you to enter a unique verification code generated by the selected application on your mobile device.

USCIS advises that you read the privacy policies of any application you use, especially if you share any personal information. USCIS is not responsible for the information collection practices of non-USCIS applications.

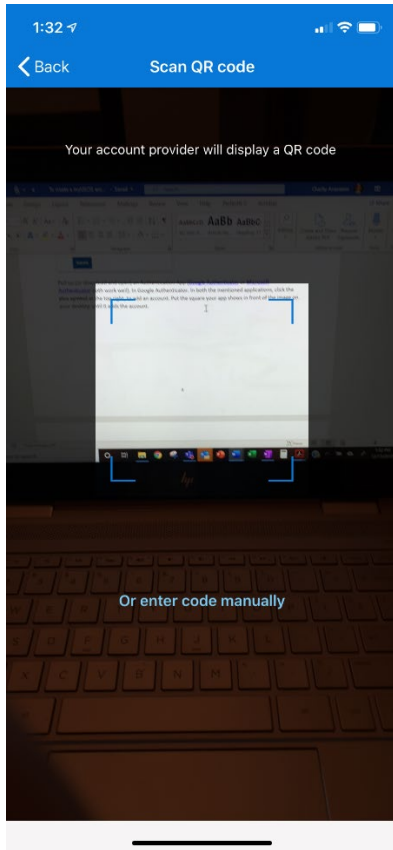
[What is an Authentication App?](#)

**Submit**

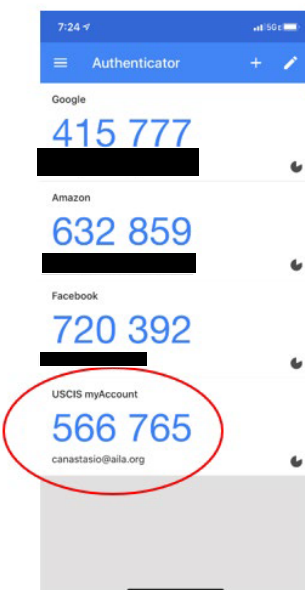
6. Pull up (or download and open) an Authentication App ([Google Authenticator](#) or [Microsoft Authenticator](#) both work well). In both the mentioned applications, click the **plus symbol** at the top right, to add an account.



7. It will open a camera for a QR code. Put the square your app shows in front of the image on your desktop until it adds the account. (This image is from Microsoft Authenticator.)



8. Once the account is opened in the application, it will give you a numerical code. Put the code you are given by the application into the registration page. (Note that if you had selected text or email, you would have received a code by the method you selected and had to type it in as well.)



9. The system will give you a backup code. Keep this code, as it will help you login if you are ever without Wi-Fi, required to get it on your Authentication App.

## Two-Step Verification Backup Code

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If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

**Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.**

Your backup code is: 6ba[REDACTED]

Export As PDFProceed

10. Next, you will be prompted to do 5 password reset answers. The things to select from are a bit unusual. Just remember that your answer doesn't need to be accurate to life—it just needs to be memorable to you.

## Provide Password Reset Answers

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Set five security questions. You must remember the answers to these questions if you ever need to reset your password.

**Question #1**

What is the last name of your favorite childhood teacher? ▼

**Question #1 Response**

---

**Question #2**

In what city/town did you meet your spouse? ▼

**Question #2 Response**

---

**Question #3**

11. After submitting your questions and reset answers, choose the account type **Legal Representative** and **Submit**.

## Account Type

---

**Select an account type:**

I am an applicant, petitioner, or requestor.

**I am a Legal Representative.**

I am an attorney eligible to practice law in the United States.

I am a representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

12. The following screen will define the two types of authorized legal representatives. Choose attorney or accredited representative and select **I am a representative**.

## Confirm that you are a representative

---

**A representative must be:**

**An attorney**

A person who is eligible to practice law in, and a member in good standing of, the bar of the highest courts of a U.S. state, possession, territory, commonwealth, or the District of Columbia.

**An accredited representative**

A person who is a representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, and is recognized by the Department of Justice in accordance with 8 CFR part 1292.

[I am not a representative](#)

13. You will be prompted to either link another online USCIS Account, or you can create an account.

Link Your USCIS Account

Accredited Representative

Attorney

Online Access Code

❗ You should provide a response.

Bar Number

I do not have a bar number.

[Link account >](#)

OR

[Create Account >](#)

### 13. ACCOUNT INFORMATION

In account information, you must put your first and middle name, or select that the box that you do not have one or the other, as the case may be. Choose which kind of account, put where you are barred and your bar number, and your address. **Save changes.**



Email address

canastasio@aila.org ✓ Verified

Mobile phone number

We have no verified mobile phone number on record for you.

[Update information](#) >

Personal information

Given name (first name)

I do not have a first name.

Charity

Middle name

I do not have a middle name.

[Redacted]

Family name (last name)

Anastasio

I am an:

Account type

Attorney

Accredited representative

Organization information

Organization name

American Immigration Lawyers Association

State bar number

40345

Licensing authority

Washington

Remove

Add

Are you subject to any order of any court or administrative agency debaring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

No

Contact information

Daytime phone number

(202) 507-7624

Fax number

Mailing address

In care of name (if any)

Charity Anastasio

Country

United States

Address line 1

1331 G St NW 300

Street number and name

Address line 2

[Redacted]

Number

City or town

Washington

State

District of Columbia

ZIP code

20005

Save changes

#### 14. REVIEW CHANGES

Next, check everything you submitted. If it is correct, **Continue to sign** where you will be asked to certify the following.

USCIS - 12/09/2019 07:34 AM EST

[Continue to sign](#)

[Cancel](#)

---

I certify, under penalty of perjury under the laws of the United States of America, that I am an attorney and a member in good standing of the bar of the highest court(s) in one of the States, Commonwealths, possessions, territories, or the District of Columbia and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.


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[Save changes](#)

[Cancel](#)

15. You now have a myUSCIS account. Select **My Account** in the top right corner. From here you can review what you have submitted, what you have in draft form, or **File a form**.

Official website of the Department of Homeland Security [My Account](#) [Sign Out](#) [Go to uscis.gov](#)

 U.S. Citizenship and Immigration Services [Charity](#) [Explore](#) [Resources](#)

[Clients](#) [Terminated G-28s](#) [Profile](#) [Inbox](#) [Help](#)

---

[File a form](#)

[Draft](#) [Submitted](#)

16. From **File a form**, you can see the first choice is **H-1B Registration**. The link will not take you anywhere now, but when filing opens this is where you will go. You could file another type of case(s) in the list, just to become more familiar with the system before registration opens.


### File a form online

*Below is a list of all forms currently available to file online. All forms include the G-28. Once you start a form, your form is automatically saved for 30 days following any update.*

**Available forms**

- [H-1BR - H-1B Registration](#)
- [G-28 - Notice of Entry of Appearance as Attorney or Accredited Representative](#)
- [I-90 - Application to Replace Permanent Resident Card](#)
- [N-336 - Request for a Hearing on a Decision in Naturalization Proceedings](#)
- [N-400 - Application for Naturalization](#)
- [N-565 - Application for Replacement Naturalization/Citizenship Document](#)
- [N-600 - Application for Certificate of Citizenship](#)
- [N-600K - Application for Citizenship and Issuance of Certificate Under Section 322](#)
- [I-130 - Petition for Alien Relative](#)

17. Under Resources, there are a number of ways to contact USCIS.



**U.S. Citizenship and Immigration Services**

[File a form online](#)

[Account](#)
[Explore](#)
[Resources](#)

Need help? Visit a USCIS office

[Schedule appointment >](#)

We want your feedback!

[Email us >](#)

**Locate**

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[Find an authorized doctor >](#)

[Find an English or civics > class](#)

**Citizenship**

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[Learn about naturalization >](#)

[Learn about rights and responsibilities >](#)

[Practice for the U.S. civics > test](#)

**Contact Us**

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[1.800.375.5283 >](#)

[TTY: \(800\) 767-1833 >](#)

[Visit an office >](#)

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AILA Doc. No. 19102407. (Posted 12/18/19)