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.

2. Put your email account in to receive an email that will initiate the process.
3. Once you hit **Sign Up**, you will get the following notification that an email has been sent.
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.

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.1

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1 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.
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

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: 6b...#

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

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**.

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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.

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

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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 a representative

I am not a representative
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13. You will be prompted to either link another online USCIS Account, or you can create an 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 Mobile phone number

Email address: canastasio@aila.org
Mobile phone number: We have no verified mobile phone number on record for you.

Personal information

Given name (first name) Middle name Family name (last name)

[ ] I do not have a first name.
[ ] I do not have a middle name.
Charity

Anastasio

I am an:

[ ] Account type
[ ] Attorney
[ ] Accredited representative

Organization information

Organization name:
American Immigration Lawyers Association
State bar number: 40345
Licensing authority: Washington

Are you subject to any order of any court or administrative agency debarring, 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:

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.

![Image of Continue to sign button]

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**.

![Image of File a form button]

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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](image)

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

![Resources](image)