
From: U.S. Citizenship and Immigration Services <uscis@public.govdelivery.com>
Sent: Friday, March 5, 2021 3:33 PM
To:
Subject: Tips to Avoid Common Mistakes with H-1B Electronic Registration

During last year's H-1B electronic registration period, the top two user errors were:

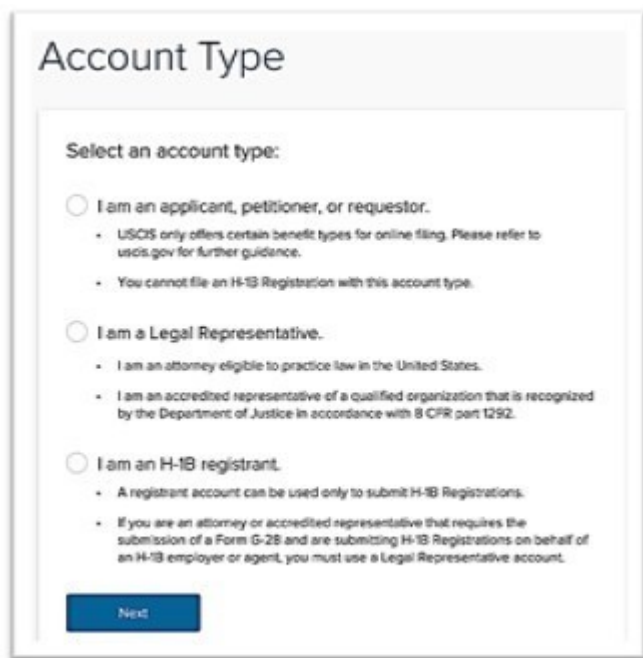
- Creating the wrong type of account; and
- Entering the same beneficiary more than once.

Make Sure You Create the Right Type of Account

There are three types of USCIS online accounts:

1. Applicant/petitioner/requestor account – Individuals use this type of account to prepare and file applications, petitions or other benefit requests. **You cannot use this account type to prepare or submit H-1B registrations.**
2. Attorney/representative account – If you are an attorney or accredited representative submitting H-1B registrations on behalf of a prospective petitioner, select this option. You will also be able to submit Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

Registrant account – This is the account that a prospective petitioner must create in order participate in the H-1B registration process, regardless of whether the prospective petitioner will be using an attorney or accredited representative to submit the registration.

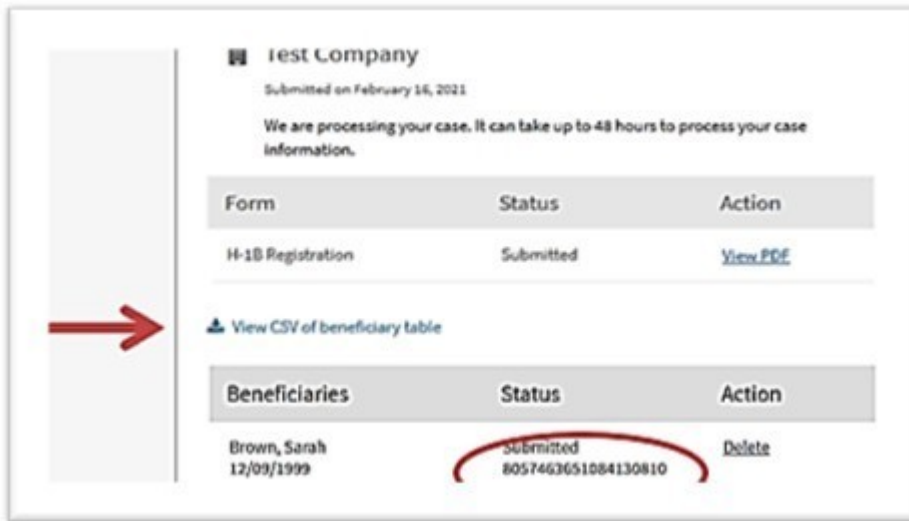


The screenshot shows a web form titled "Account Type". Below the title is a section labeled "Select an account type:" with three radio button options. The first option is "I am an applicant, petitioner, or requestor." with two bullet points: "USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance." and "You cannot file an H-1B Registration with this account type." The second option is "I am a Legal Representative." with two bullet points: "I am an attorney eligible to practice law in the United States." and "I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292." The third option is "I am an H-1B registrant." with two bullet points: "A registrant account can be used only to submit H-1B Registrations." and "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." At the bottom left of the form is a blue button labeled "Next".

Avoid Duplicate Entries

A prospective petitioner may only have one registration submitted per beneficiary per fiscal year. Once the initial registration period has closed, if the prospective petitioner has more than one registration submitted for the same beneficiary, we will remove all registrations submitted for that beneficiary by that prospective petitioner from the selection process. This does not prevent other prospective petitioners or their representatives from submitting registrations for that same beneficiary, but they too need to ensure that each prospective petitioner only has one registration submitted for the beneficiary.

To avoid multiple entries, use the tool we provide to download a .csv file and search for duplicate entries. Also, we recommend that attorneys and authorized individuals who work for the same company coordinate before submitting their registrations.



If you discover you or your representative submitted more than one registration for the same person and the initial registration period is still open (before noon Eastern on March 25, 2021), you can go into your account and delete the extra submission(s) until there is only one registration for the beneficiary. We do not refund the \$10 fee if you delete a duplicate registration.

If you discover that you or your representative submitted more than one registration for the same person and the initial registration period has closed (after noon Eastern on March 25, 2021), there is no way to correct this error. We will remove all registrations submitted for the beneficiary by, or on behalf of, that prospective petitioner from the selection process.

Please do not reply to this message. See our [Contact Us](#) page for phone numbers and e-mail addresses.

