

H-1B Visa Registration Guide for ILBSG Clients: Step-by-step instructions



As recently announced by USCIS, the H-1B Registration for the FY 2024 H-1B Cap will take place from March 1 – March 17, 2023.

This guide provides detailed instructions on the following:

1. How to Register Candidates on the MyEsq Portal Ahead of the Registration Period. (Page #1)
2. How to Create an Account/Validate an Existing Account is still Working on the MyUSCIS Website Ahead of the Registration Period Start Date. (Page #5)
3. How to Navigate the Registration Process with USCIS and Coordinate with ILBSG During the Registration Period. (Page #6)
 - a. Using the Passcode to Confirm Attorney Representation. (Page #6)
 - b. Reviewing and Signing the G-28 and Registration (Page #7)
 - c. Completing the Submission (Page #8)
4. Timing Considerations and Other Important Information for Filing the H-1B Petition after Registration Selected By USCIS. (Page #9)

FEBRUARY 10, 2022



The information contained in this guide is provided for informational purposes only, and should not be construed as legal advice on any subject matter. You should not act or refrain from acting on the basis of any content included in this site without seeking legal or other professional advice. This guide has been updated as of March 9, 2022.



About Us

ILBSG is a law firm focusing on U.S. Immigration and Global Mobility Services.

Our business is to understand yours - and your challenges. We are trusted for our successful representations, primarily in immigration, international arbitration, and contracts. Our clients consistently rate us highly, noting our strategic insights, attention to detail, and personal attentiveness.

With proprietary technology central to our processes, we deliver an efficient and personalized legal solution, enabling clients to access our services anytime, anywhere. Clients also see the status of each case anytime, in real-time.

Our organization is MSDC-certified minority-owned, ISO-9001 Quality Management System certified, and our attorneys are licensed to practice in the states of NY, CA, and IL. We are also licensed in the U.S. District Court for the Northern District of Illinois, U.S. District Court for the Southern District of California, U.S. Court of International Trade, U.S. Tax Court, and multiple foreign jurisdictions.

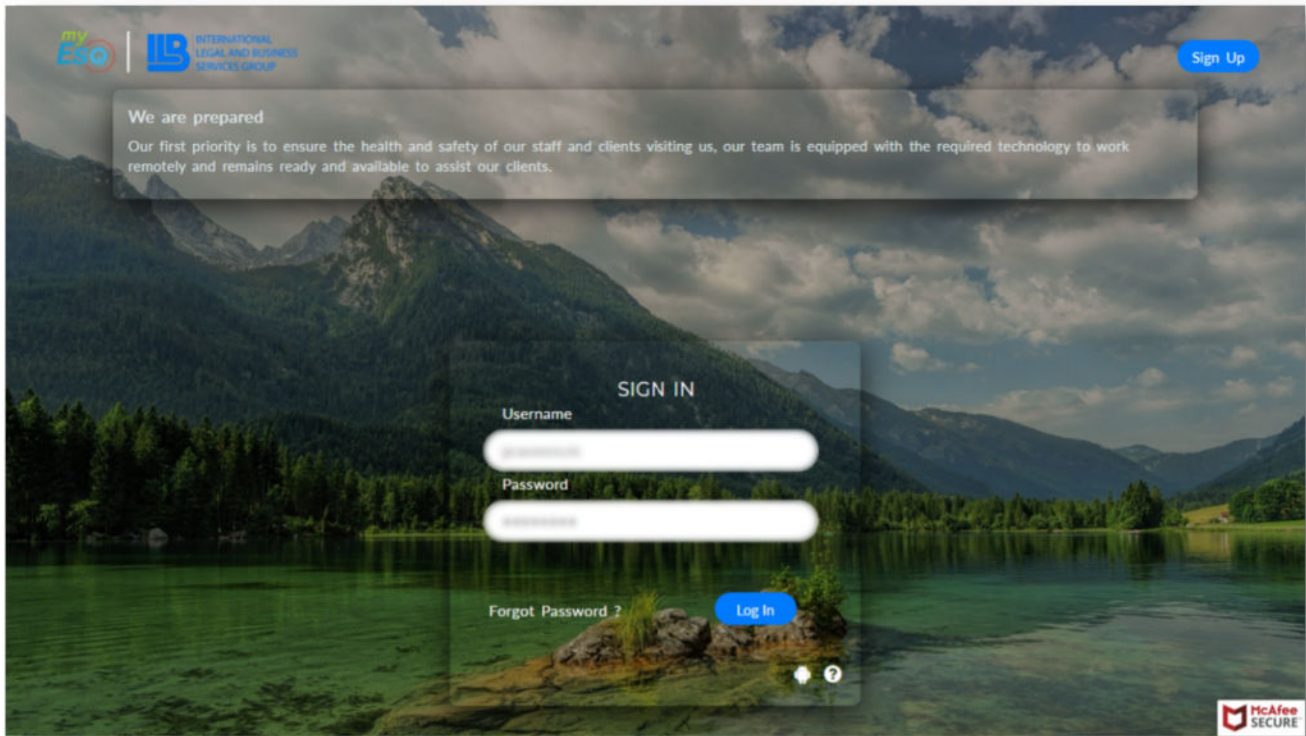
Our team speaks 12 languages and employs high levels of cultural sensitivity, always focused on the experience of the individual.

Contact us to ensure you Get the Right Advice ®

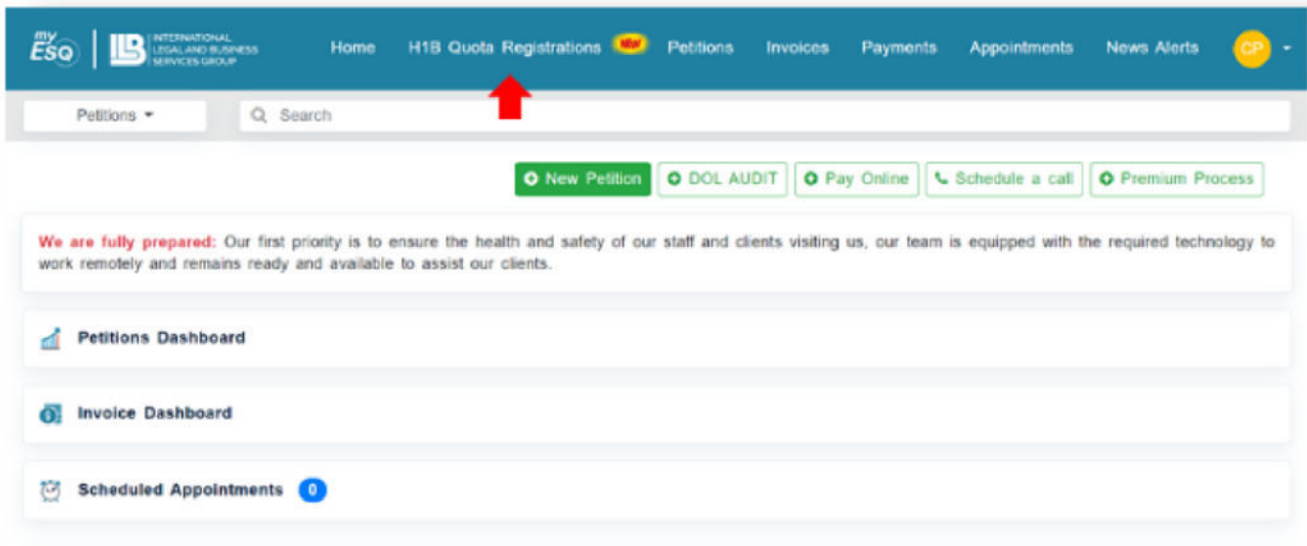


How to Register Candidates on MyEsq Portal

Step 1: Login to the MyESQ portal at myesq.bizlegalservices.com

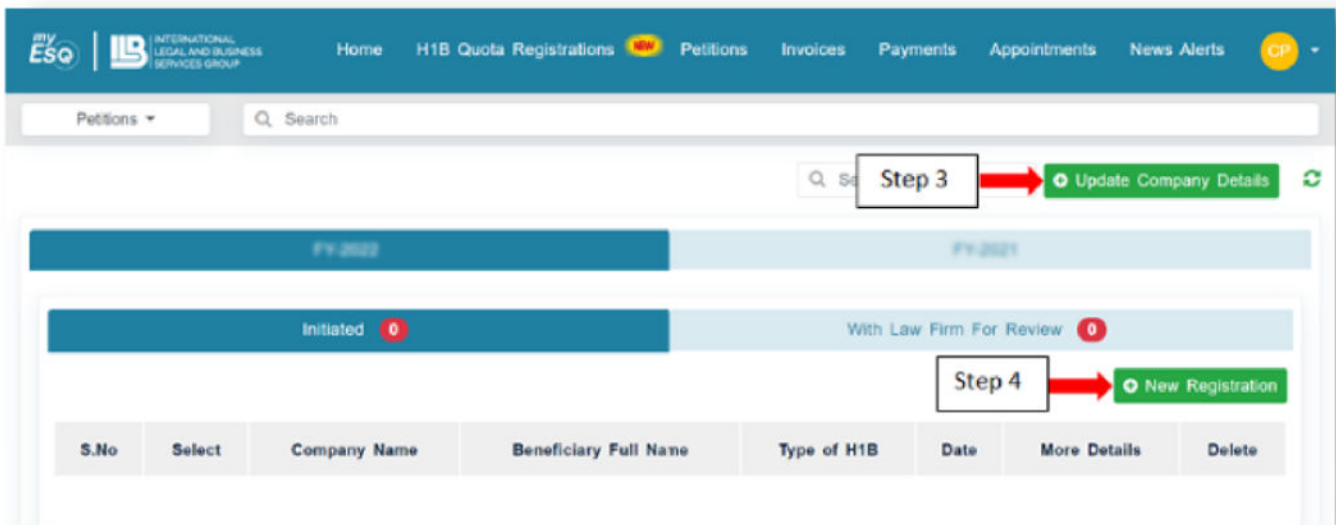


Step 2: After login, click on "H1B Quota Registrations" tab in the top navigation bar.



Step 3: Update your Company Details using the "Update Company Details" button.

Step 4: To add new registration to 2024 quota process. Add the Beneficiary details using "New Registration" button.



Please select the respective beneficiary using the "Primary Beneficiary" in Add Registration Form.

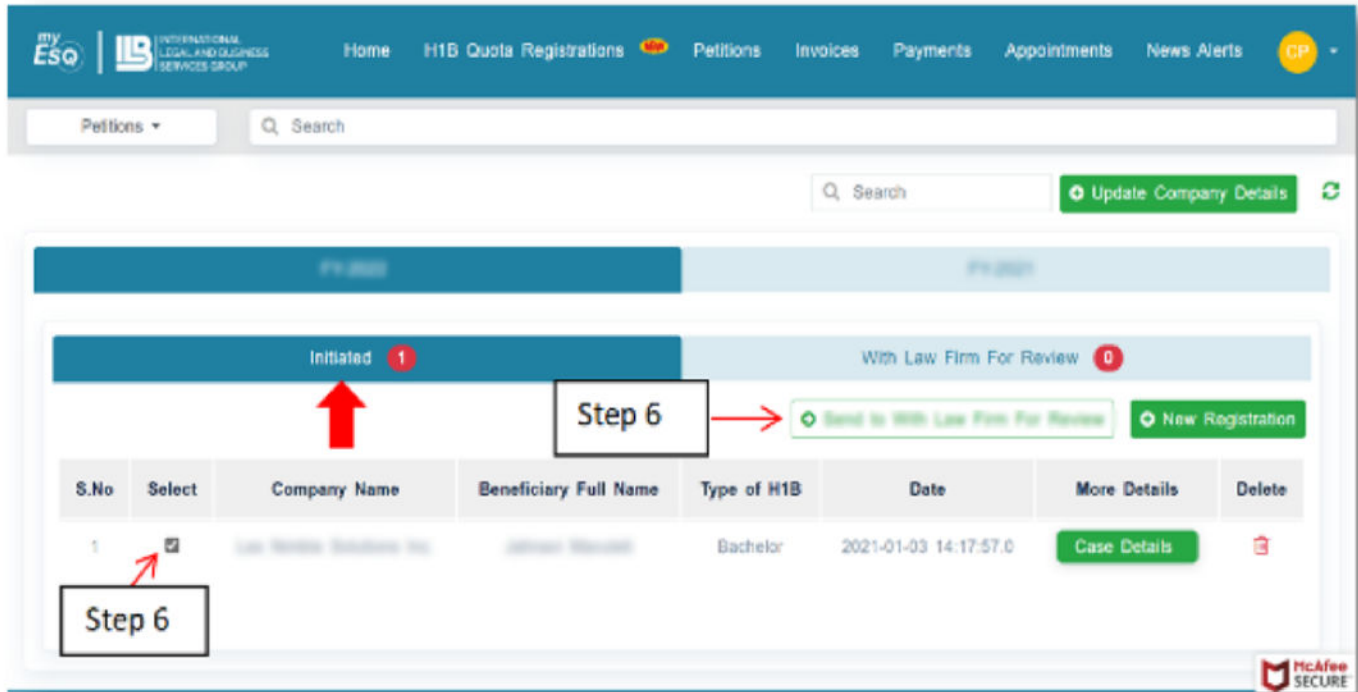
Note: New Beneficiary can be added by using "Add Beneficiary" link.

The screenshot shows the "Add Registration" form. The form is divided into sections: Basic Details, Beneficiary Mobile Number, Country of Citizenship, and Type of H-1B you are filing. The Basic Details section includes fields for Positioner (with a dropdown menu), Primary Beneficiary (with a dropdown menu and an "Add Beneficiary" link), Gender (with radio buttons for Male and Female), and Date of Birth. The Beneficiary Mobile Number section includes a dropdown for Select Country and a text input field. The Country of Citizenship section includes a text input field. The Type of H-1B you are filing section includes radio buttons for H-1B Bachelor(Regular) and H-1B US Masters. Red arrows point to the "Primary Beneficiary" dropdown and the "Add Beneficiary" link.

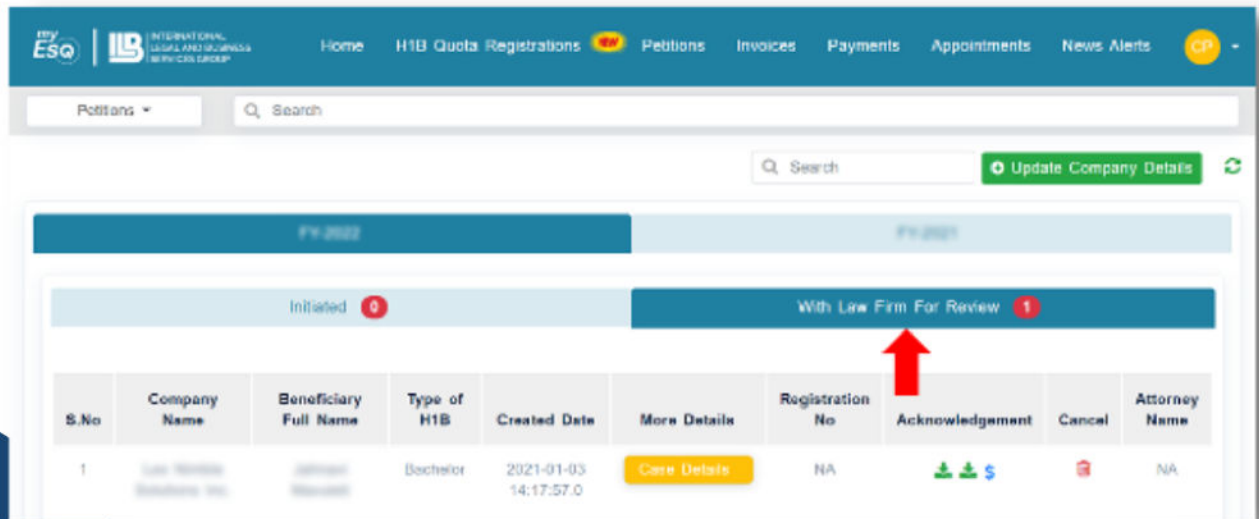
Step 5: You can see all the New Registrations in the "Initiated" tab.

Step 6: Select the registrations that you want to submit to USCIS and click on the "Pay to Law Firm for submission".

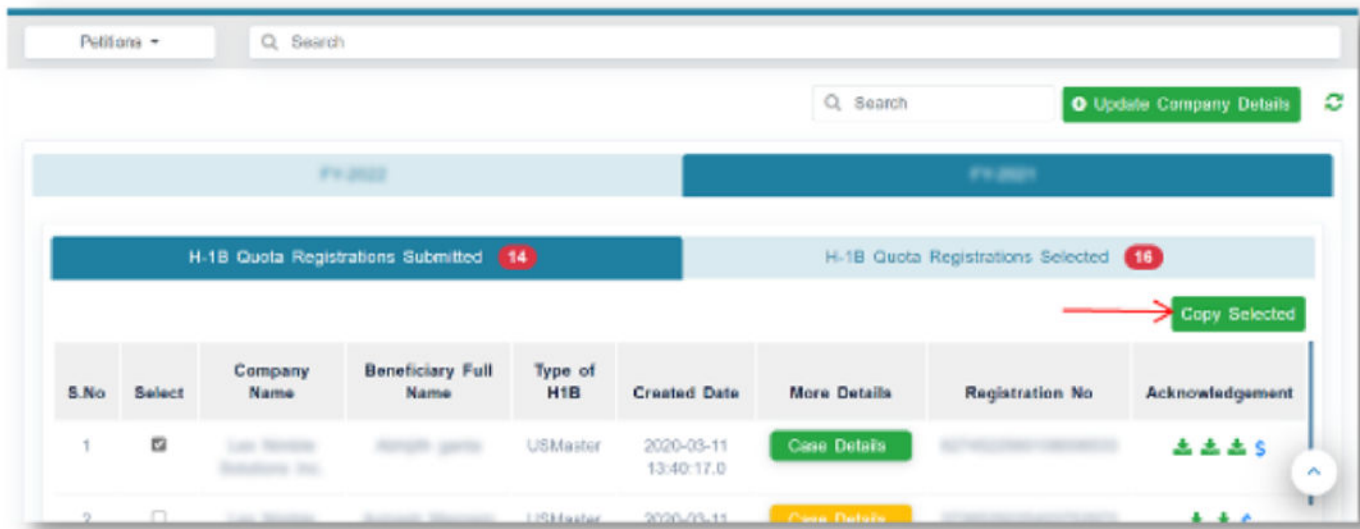
Note: Only the registrations which are submitted to Law Firm will be filed to USCIS.



Step 7: Once submitted, you can see the details in the "With Law Firm for Review" tab. An email will be sent to the employee to log in to the portal and finish their details like passport and education information.



Note: For the previous year's existing employers, if you wish to add registration for the previous year (FY2022) filed beneficiary, you have an option to click on **"Copy Selected"** from the previous year tab. You can directly select the checkboxes and click on **"Copy Selected"** it will be copied to the **"Initiated"** tab of FY-2024.



Registration begins March 1, 2023 at 11am CST.
Please register all candidates ASAP in the My Esq portal.

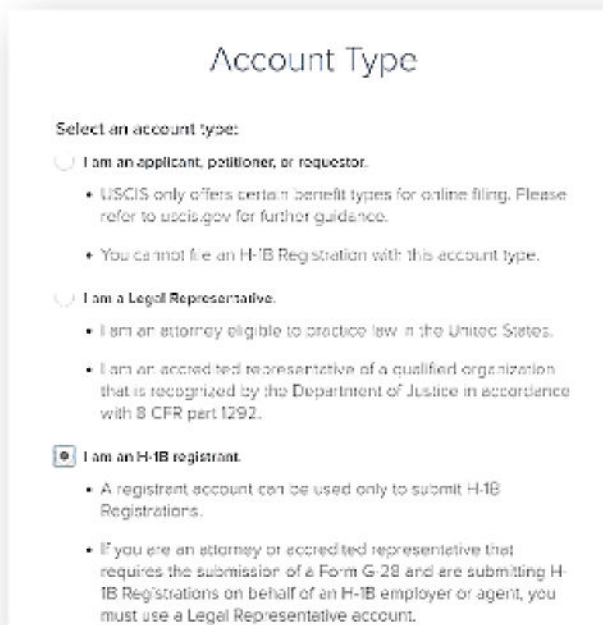
How to Create an Account with MyUSCIS or Validate Existing Account

In order for ILBSG to submit an H-1B registration with USCIS on your behalf using an Attorney Account, your company must first create its own H-1B Registrant Account.

Step 1: Visit the following link: <https://my.uscis.gov/>

Step 2: If you already have an account from last year, please log in and make sure your account credentials are still working. You do not need a new account this year. You can use your existing account. After you log in, confirm you are using an H-1B Registrant account, not an H-1B Petitioner Account. If you are using an H-1B Registrant Account, you are all set for the FY 2024 Cap until the Registration Period opens and you receive instructions from ILBSG to validate our representation and sign the registrations. If you do not have an account already, please see Step 3.

Step 3: If you do not have an existing account, click “Sign Up” and follow the instructions. For Account Type, select “I am an H-1B Registrant”, not Petitioner.



The screenshot shows the 'Account Type' selection screen on the MyUSCIS website. The title is 'Account Type'. Below the title, it says 'Select an account type:'. There are three radio button options:

- 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.
- I am 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.
 - 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.

Note: Once in your account, do NOT click “File a Registration.”

We will prepare the registration and provide you with a passcode once the H-1B Registration period begins, so you can validate ILBSG’s representation and sign the registrations at that time.

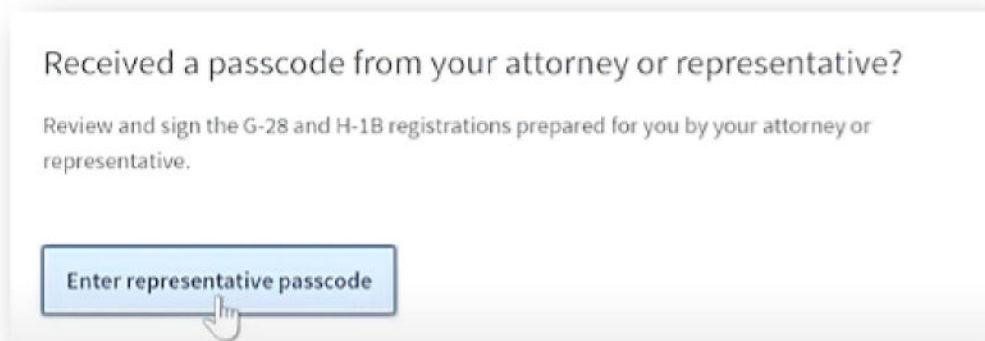
After you have successfully signed in to your existing account to ensure it is still valid or created an account, you are done with this step and can wait for further instructions from an ILBSG attorney when the H-1B Registration period opens on March 1, 2023, at 11 am CST. The H-1B registration cannot be created by the law firm until the period officially opens.

How to Navigate the USCIS Registration Process

Registration begins on March 1 at 11 am CST and will be open until March 17 at 11 am CST. When the registration period begins, ILBSG will begin inputting each candidate's information in the Attorney Account. This process requires participation by both the attorney and the H-1B registrant company, so it is critical that you diligently monitor your emails from March 1 –17 to ensure a smooth process. Once ILBSG inputs each candidate's information to create the registration, you will need to complete the following steps on your side:

Step 1: After we have entered all the information for each registration for your company, you will receive an email from your ILBSG attorney which includes a passcode and prompts you to take action. Once you have the passcode, log in to your H-1B Registrant account on the MyUSCIS website.

Step 2: Enter the passcode by clicking the button that says, "Enter Representative Passcode." This will validate that ILBSG is your attorney representation. This is a critical step – ILBSG cannot move forward until you complete this part, so it is important you timely validate our representation after you receive the passcode.



Step 3: After you enter the passcode, it will allow you to review and sign the G-28 and H-1B registrations prepared by ILBSG.

Signing the G-28: You will review the G-28 for accuracy before signing. USCIS will ask you to select one of three options:

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.

I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).

NOTE: If your notice contains Form I-94, Arrival-Departure Record, USCIS will send the notice to the U.S. business address of your attorney or accredited representative. If you would rather have your Form I-94 sent directly to you, select the item below.

I request that USCIS send any original notice containing Form I-94 to me at my U.S. mailing address.

Please select the first option and e-sign the G-28.

Confirming the Registration: You will review the information for each registration carefully for accuracy before e-signing.

If you find any error or change required, you will simply “decline” the registration and notify your attorney. Once you hit “decline” it will allow the attorney to make changes on their side and resend it to you for confirmation.

If you do not find any error or changes, you will click confirm and e-sign the registration, which sends it back to the attorney to pay the fee and submit to USCIS.

Step 4: Once you have reviewed, confirmed, and signed each G-28 and Registration, they will appear back in the Attorney Account for payment and submission. Only after the company validates the passcode, reviews, confirms, and signs each registration will ILBSG be able to proceed with registration. Therefore, it is important to timely respond to all emails from the law office during this period. Once you have completed the steps on your side, ILBSG will make the USCIS fee payment from our end and submit the registration. After the registration is submitted, ILBSG will send a confirmation and the process will be complete.

What Now?

On March 31, 2023, the selections will be announced. ILBSG will update clients by email regarding which cases were selected. Once selected, there will be a 90-day filing period to submit the corresponding H-1B petition. The filing period will be from April 1, 2023 – June 30, 2023.

Once the case is selected, you should create the H-1B petition in the MyEsq portal right away, so we can begin preparing the case to avoid a last-minute rush. Even if you are still finalizing documentation, creating the petition on our portal lets us know you are planning to file the case, so we can diligently prepare and follow up. Because of the high volume of cases being filed during this period, some services such as education evaluations entail longer processing times, meaning it is always best to get started early.



**Have questions about the H-1B Visa?
Contact us anytime at
Info@BizLegalServices.com**

**Access more guides on our website at
www.BizLegalServices.com**

