



Sumner

IMMIGRATION LAW

USCIS ONLINE FILING

Account Setup, Review & Signature Guide

A printable guide for employer clients using the USCIS online filing system with Sumner Immigration Law.

1

Set Up or Connect the Company Account

Confirm whether an Organizational Account and Company Group already exist. Make sure the authorized signatory is an Administrator.

2

Review the Filing by PDF

Review every draft form for factual accuracy. Email corrections or approval. Do not sign the PDFs.

3

Review and Sign in myUSCIS

Only after our office says the forms are final, the authorized signatory completes the USCIS electronic review and signature.

Important: signing does not submit the case.

After the authorized signatory selects Finish and Send, the filing returns to our office. Our attorney still completes the final legal review, payment, and submission to USCIS.

Use this guide in stages. You do not need to complete everything at once. Follow the section that matches the instructions you received from our office.

Part 1 - Set Up or Connect Your Company's USCIS Account

Start with two questions before anyone creates a new USCIS account or Company Group.

QUESTION 1

Does your company already have a USCIS Organizational Account AND Company Group?

YES

Use the existing Company Group.

Do not create another one. Identify the current Administrator and the person who will sign this filing.

NO

Create the account and Company Group.

Use an individual company work email and create only one Company Group for the organization.

QUESTION 2

Is the person who will electronically sign the filing already an Administrator in the Company Group?

The account manager and the authorized signatory may be the same person, but they do not have to be.

YES

No additional Administrator setup is needed.

Send us the account and signatory information so we can connect with the correct Company Group.

NO

Add the authorized signatory as an Administrator.

The current Administrator can add the signer through Manage Company Group before we route the filing for signature.

Four account rules to remember

1. Your company creates and controls its own USCIS account.
2. Use an individual company work email, not a shared or personal address.
3. Create only one Company Group; Company Groups cannot be merged later.
4. Do not start a USCIS filing from the company account. Our office will initiate the filing.

If Your Company Does Not Already Have the Correct Account

Complete this section only if your company does not already have a USCIS Organizational Account and Company Group.

A. Create the USCIS Organizational Account

1. Go to **my.uscis.gov** and select **Sign Up**.
2. Enter the individual work email address the Administrator will use to access the company account.
3. Open the USCIS confirmation email and follow the link.
4. Accept the USCIS Terms of Use.
5. Create a password, set up two-step verification, and establish password-reset answers.
6. When USCIS asks for the account type, select: **I am part of an organization or company, a sole proprietor, or an agent.**

B. Create the Company Group

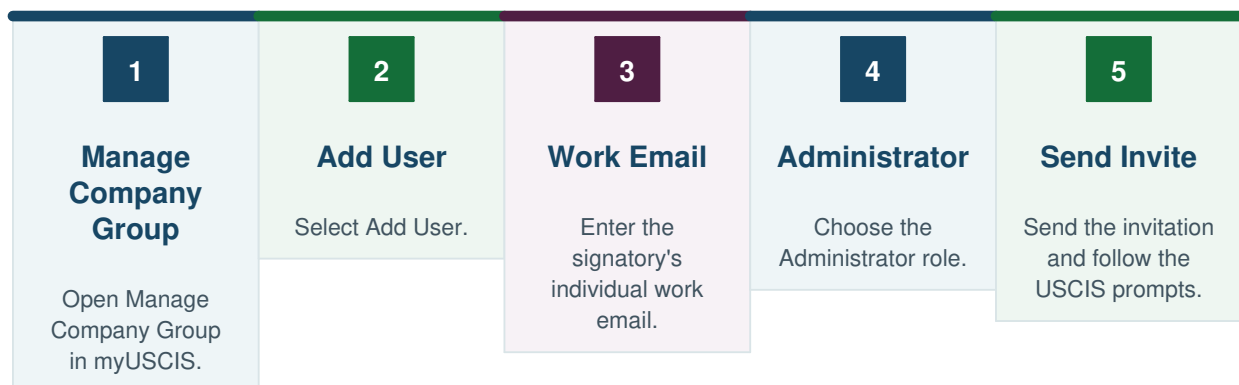
1. After logging in, select **Create a Company Group**.
2. Enter the company legal name, any DBA name, FEIN, and business address.
3. Enter the Administrator's profile information and phone number.
4. Select **Create Company Group**.
5. When USCIS asks for confirmation, select **Yes, create Company Group**.

Stop before creating a duplicate.

Before creating a Company Group, confirm that another person in the organization has not already created one. Company Groups cannot be merged later.

If the Person Who Created the Account Is Not the Authorized Signatory

The authorized signatory should be an Administrator in the correct Company Group before the filing is routed for signature.



Send Us the Account Information and Accept Our Invitation

Once the Company Group is ready and the authorized signatory has the correct role, send our office the information below.

Administrator First Name:	_____
Administrator Last Name:	_____
USCIS Account Work Email:	_____
Administrator Phone Number:	_____
Company Legal Name:	_____
FEIN:	_____
Authorized Signatory Name:	_____
Authorized Signatory Work Email:	_____

Never send login credentials.

Do not send us your USCIS password, security-question answers, or two-step verification code.

Accept the Invitation From Our Legal Team

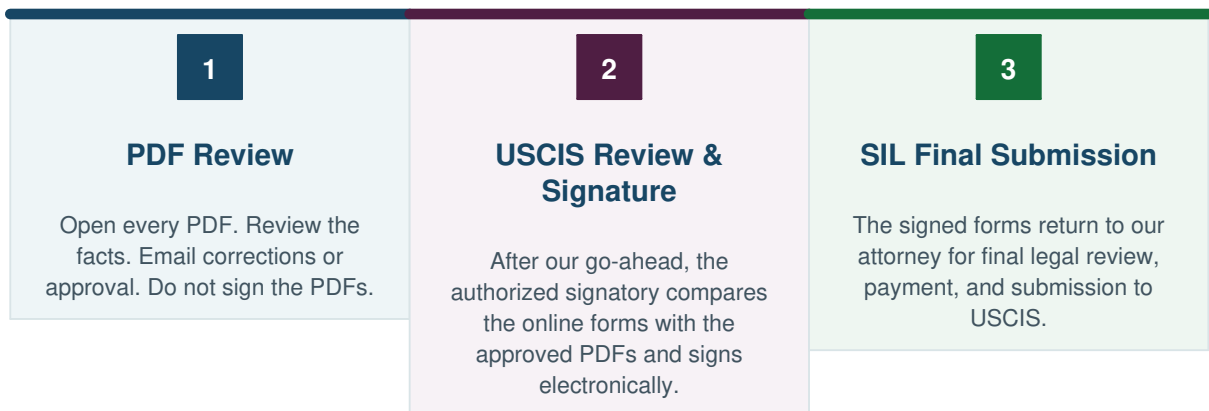
1. Open the USCIS email and log into the **same myUSCIS account associated with the invitation**.
2. Go to **Manage Company Group**.
3. Select **Manage Invitations**.
4. Review the company and representative information shown in the invitation.
5. If everything is correct, confirm the acknowledgement and select **Accept Invitation**.
6. Tell our office when the invitation has been accepted.

Invitation notes

If any information is incorrect, do not accept the invitation; contact us so we can correct and resend it. Invitations expire after 7 days. If you do not receive the invitation within 24 hours after sending us the account information, check spam or junk mail and contact our office.

Part 2 - Review and Sign Your USCIS Filing

Your review does not begin in myUSCIS. First, our office sends draft PDFs for factual review. Only after the PDFs are finalized do we tell the authorized signatory to enter myUSCIS.



If the online form does not match the PDF you approved

Select **DECLINE** and contact your case team. Do not accept an incorrect form merely to move forward.

Stage 1 - Review the Draft Forms by PDF

Review each document, not only the signature pages. Depending on the case, the review email may include Form G-28, Form I-129 and supplements, Form I-907 if Premium Processing is requested, and other case-specific forms.

Company	Legal name, address, FEIN, and number of U.S. employees
Employee	Full legal name and identifying information shown on the forms
Position	Job title, salary or wage, and worksite location(s)
Requested Filing	Requested dates, filing basis, and requested action
Premium Processing	Confirm Form I-907 is included when requested

Send corrections or approval by email. When possible, identify the form name, page number, field, and correct information. If everything is correct, confirm your approval by email.

Do not sign the PDFs.

The PDFs are for review and approval only. The authorized signatory will provide the electronic signatures in myUSCIS after the forms are finalized.

Stage 2 - Final Review and Electronic Signature in myUSCIS

Before you begin

Use the authorized signatory's USCIS Administrator account. Have the final approved PDF review email available for comparison. Plan to complete the USCIS workflow in one session.

A. Review and Sign the Form G-28

1. Locate the correct filing and select **View Draft**, **Continue Draft**, or the similar option shown by USCIS.
2. Open **Review Form G-28** and compare it with the final approved PDF.
3. Select **ACCEPT** only if the G-28 is correct. Select **DECLINE** if anything is incorrect.
4. Read the consent language, check the required acknowledgement boxes, and type the authorized signatory's full legal name as instructed.
5. Select **Submit the G-28**, then select **Finish** to continue to the petition review.

If the G-28 needs a correction

Declining returns the forms to our office. If a change is required, USCIS may return the entire set of forms and the review process may need to begin again.

B. Review and Sign the Petition

1. Select **Review Petition** or the similar button shown by USCIS.
2. Confirm that the online petition matches the PDFs you already approved.
3. Recheck the company information, employee name, requested dates, job title, salary, worksite location(s), number of U.S. employees, filing basis, and requested action.
4. Select **ACCEPT** only if everything is complete and correct. Select **DECLINE** if a correction is needed.
5. Read and approve the required employer and authorized-signatory statements.
6. Type the authorized signatory's full legal name in the signature field.

C. Premium Processing, if requested

If Premium Processing was requested, USCIS will direct you to review Form I-907 after the petition. Complete the review and signature in the same manner. If Premium Processing was not requested, USCIS will skip this step.

Finish and Send - Then Our Office Completes the Filing

After the final document is reviewed and signed, select **Finish and Send**. This returns the signed forms to Sumner Immigration Law.

Your signature does NOT submit the case to USCIS.

After Finish and Send, the status should generally show **Pending Representative Submission**. Our attorney will perform the final legal review, complete the attorney-side signature and payment steps, and submit the filing according to the case timeline.

What Happens Next

- We confirm that all required client signatures are complete.
- The attorney performs the final legal review.
- We complete the attorney-side signature and payment steps.
- We submit the filing to USCIS.
- We provide confirmation or receipt information when available.

Troubleshooting

No invitation or invitation expired	Check spam or junk mail, confirm the email address, and contact us so we can verify or resend the invitation.
Wrong account type or duplicate Company Group	Do not create anything else without guidance. Contact our office before proceeding.
Authorized signatory cannot see the filing	Confirm that the signatory is an Administrator in the correct Company Group and that the filing was routed to that person.
Online form does not match the approved PDF	Select DECLINE and notify your case team immediately.
Status does not show Pending Representative Submission	Confirm that every form was completed and that you selected the final Finish and Send button.

Final Client Checklist

- ☐ I confirmed that the company has one appropriate Organizational Account and Company Group.
- ☐ The authorized signatory is an Administrator in the correct Company Group.
- ☐ No filing was started from the company account.
- ☐ I reviewed the draft forms by PDF before entering the USCIS signature workflow.
- ☐ I declined any online form that did not match the approved PDF.
- ☐ The authorized signatory completed every required form and selected Finish and Send.