



U.S. Citizenship
and Immigration
Services

USCIS Tech Talks

Supporting Our Valued Stakeholders

December 10, 2024

Disclaimer

- **The materials presented today are for informational purposes only and are not legal advice. The information disseminated today, and statements made by USCIS personnel are intended solely for the purpose of providing public outreach to the agency's stakeholders about issues of mutual interest. It is not intended to, does not, and may not be relied upon to create any right or benefit.**

AGENDA TODAY

- **Online Access Code**
- **Stand-alone G-28 scenarios**
- **Your live questions**



Online Access Code

- Question: What is an Online Access Code?
- Answer: A code that is used to link a paper-filed case to an online account.

Receipt Number IOE0956910933	USCIS Online Account Number 007038138814	Case Type N400 - APPLICATION FOR NATURALIZATION
Receipt Date 12/17/2015	Priority Date 03/18/2015	Applicant 0000 472 71 JAYDIN STEVEN BEVILLE
Notice Date 12/17/2015	Page 1 of 1	
BEVILLE, JAYDIN STEVEN 3201 14TH STREET NORTH APT 106 SAINT CLOUD MN 56303		Notice Type: USCIS Account Access Notice Access Code: F7197-C86D-37CB8
<p>Welcome to USCIS!</p> <p>Thank you for your recent benefit request submission. We have created a USCIS online account for you. With this account you can:</p> <ul style="list-style-type: none">• check the status of your case.• sign up to receive email notifications and text messages.• manage your account preferences and contact information. <p>Log on and confirm your account within 30 days.</p> <p>To access your account, please follow the steps below:</p> <ol style="list-style-type: none">1. Visit us online at https://myaccount.uscis.dhs.gov2. Select the "Create a New Account" icon on the upper right side of the screen, and follow the on-screen instructions for creating a new account in order to login to the system.3. Under "Actions" (on the right), select "Enter Your Online Access Code (See Welcome to USCIS Account Access Notice)".4. Enter your "Online Access Code" (found on the upper right side of this notice) and your "Date of Birth" in the fields provided. Then, select "Submit." If the information you entered is correct, you will return to the "Customer Home Page" and see a message indicating that you have successfully linked your case to your account. Information regarding your case will now appear at the lower left side of the application, under "Recent Cases." <p>NOTE: Access to your USCIS Online Account will expire 30 days from the receipt date listed at the top of this letter. We will continue processing your application whether or not you access your USCIS Online Account. We strongly encourage you to confirm your USCIS Online Account as soon as possible and then use it in the future as your preferred method for interacting with USCIS.</p>		

Online Access Code – Applicant Account

Welcome to USCIS!

Thank you for your recent benefit request submission. We have created a USCIS online account for you. With this account you can:

- check the status of your case.
- sign up to receive email notifications and text messages.
- manage your account preferences and contact information.

Log on and confirm your account within 30 days.

To access your account, please follow the steps below:

1. Visit us online at <https://myaccount.uscis.dhs.gov>
2. Select the "Create a New Account" icon on the upper right side of the screen, and follow the on-screen instructions for creating a new account in order to login to the system.
3. Under "Actions" (on the right), select "Enter Your Online Access Code (See Welcome to USCIS Account Access Notice)".
4. Enter your "Online Access Code" (found on the upper right side of this notice) and your "Date of Birth" in the fields provided. Then, select "Submit." If the information you entered is correct, you will return to the "Customer Home Page" and see a message indicating that you have successfully linked your case to your account. Information regarding your case will now appear at the lower left side of the application, under "Recent Cases."

NOTE: Access to your USCIS Online Account will expire 30 days from the receipt date listed at the top of this letter. We will continue processing your application whether or not you access your USCIS Online Account. We strongly encourage you to confirm your USCIS Online Account as soon as possible and then use it in the future as your preferred method for interacting with USCIS.

NATURALIZATION

Type: USCIS Account Access

Code: F7197-C86D-37CB8

With this account you can:

Follow the on-screen instructions for creating a new account

Under "Actions" (on the right), select "Enter Your Online Access Code (See Welcome to USCIS Account Access Notice)".

Enter your "Online Access Code" (found on the upper right side of this notice) and your "Date of Birth" in the fields provided. Then, select "Submit." If the information you entered is correct, you will return to the "Customer Home Page" and see a message indicating that you have successfully linked your case to your account. Information regarding your case will now appear at the lower left side of the application, under "Recent Cases."

We will continue processing your application whether or not you access your USCIS Online Account. We strongly encourage you to confirm your USCIS Online Account as soon as possible and then use it in the future as your preferred method for interacting with USCIS.

Online Access Code – Applicant Account

- **Question:** How does an applicant use an Online Access Code?
- **Answer:** Follow the instructions on the notice to create an online account and link the paper case.

Receipt Number IOE0956910933	USCIS Online Account Number 007038138814	Case Type N400 - APPLICATION FOR NATURALIZATION
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Add A Case To Your Account

You can add a case to your USCIS account to see your current status and case history online. Enter your receipt number below and we will add the case to your online account. We will notify you each time we take a new action on your case, and you will need to sign into your account to see your latest case status. You can manage these notifications in your account settings.

Enter your USCIS case receipt number

Your USCIS case receipt number can be found in the Receipt Notice or Account Notice that we sent you.

Receipt number *

Example: ABC1234567890 or XYZ*987654321

Add case

NOTE:
your ap
soon as

Online Access Code – Legal Rep Account

- **Question: How does a legal representative use an Online Access Code (OAC)?**
- **Answer: The OAC can be used only when creating the legal representative account.**
- **Put account number on all paper filings.**

You must complete all fields with an asterisk (*) to submit this form.

Manage Your Existing Cases Online

If you paper-filed any of the forms below, we created a USCIS Online Account for you. The USCIS Account Access Notice that we mailed you has an Online Access Code you can use to link your paper-filed case to your online account.

Eligible paper-filed forms [^](#)

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-131, Application for Travel Documents
- I-290B, Notice of Appeal or Motion
- I-485, Application to Register Permanent Residence or Adjust Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status
- I-821D, Consideration of Deferred Action for Childhood Arrivals
- N-336, Request for Hearing on a Decision in Naturalization
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Form Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Would you like to link your account using your Online Access Code? *

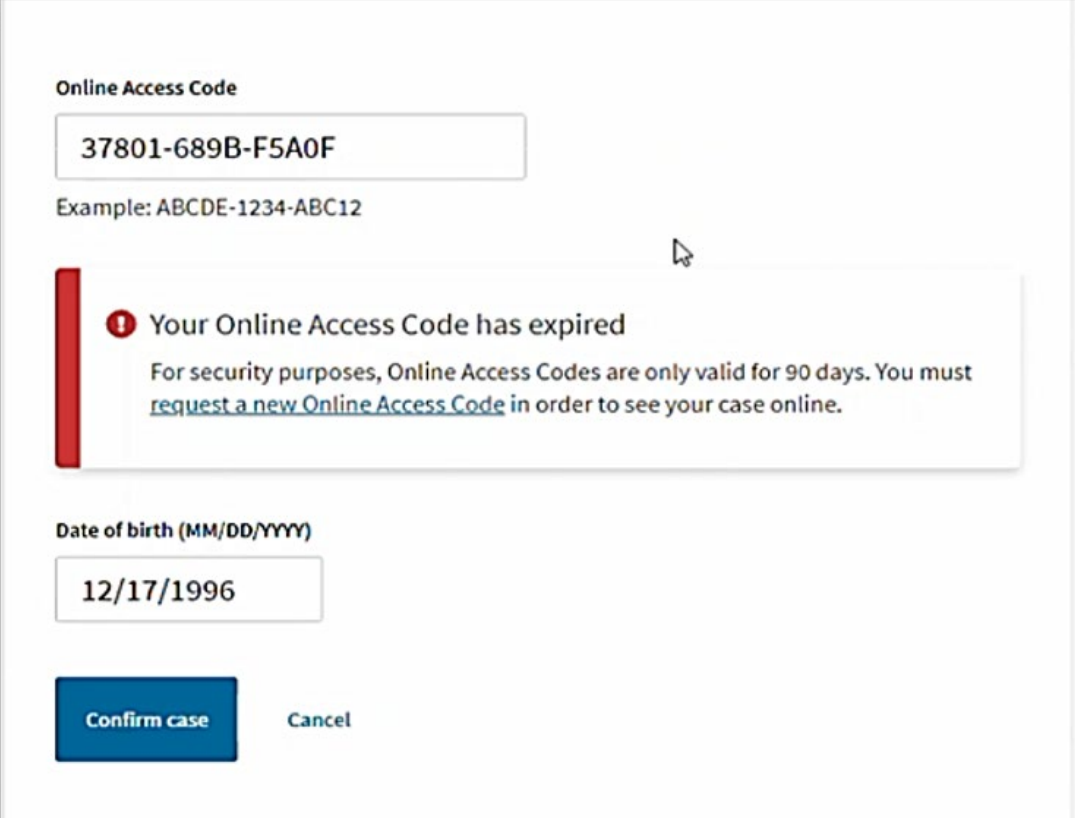
Yes.

No, continue to account profile.

[Next](#)

Online Access Code (OAC)

- One account: One OAC
- New code can be requested if lost or expired
- To use an OAC, an account must not have any IOE cases



Online Access Code

37801-689B-F5A0F

Example: ABCDE-1234-ABC12

! Your Online Access Code has expired

For security purposes, Online Access Codes are only valid for 90 days. You must [request a new Online Access Code](#) in order to see your case online.

Date of birth (MM/DD/YYYY)

12/17/1996

Confirm case Cancel

Online Access Code (OAC)

- Question: How does a paper case get linked to an online account if you can't use an OAC?
- Answer: Include the following:
 - Account number
 - A number
 - Date of birth
 - Name

Part 2. Information About You (Person applying for naturalization) (continued) A-

Name Change (Optional)

Read the Instructions for this Item Number before you decide whether you would like to legally change your name.

3. Would you like to legally change your name? Yes No (skip to **Item Number 4.**)

If you answered "Yes," type or print the new name you would like to use:

Family Name (Last Name)	Given Name (First Name)	Middle Name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. **USCIS Online Account Number (if any)**

5. Gender Male Female Another Gender Identity

6. Date of Birth (mm/dd/yyyy)

In addition to your actual date of birth, include any other dates of birth you have ever used, including dates used in connection with any legal names or non-legal names, in the space provided in **Part 14. Additional Information.**


7. If you are a lawful permanent resident, provide the date you became a lawful permanent resident (mm/dd/yyyy).

8. Country of Birth

9. Country of Citizenship or Nationality

Stand-alone G-28s

- Question: What is a stand-alone G-28?
- Answer: A G-28 that is added to a case after the case has been filed.

 **Notice of Entry of Appearance
as Attorney or Accredited Representative**
Department of Homeland Security

DHS
Form G-28
OMB No. 1615-0105
Expires 05/31/2021

Part 1. Information About Attorney or Accredited Representative

1. USCIS Online Account Number (if any)
▶

Name of Attorney or Accredited Representative

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

Address of Attorney or Accredited Representative

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code
(USPS ZIP Code Lookup)

3.f. Province

3.g. Postal Code

3.h. Country

Part 2. Eligibility Information for Attorney or Accredited Representative

Select **all applicable** items.

1.a. I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.
Licensing Authority

1.b. Bar Number (if applicable)

1.c. I (select **only one** box) am not am subject to any order suspending, enjoining, restraining, disbaring, or otherwise restricting me in the practice of law. If you are subject to any orders, use the space provided in **Part 6. Additional Information** to provide an explanation.

1.d. Name of Law Firm or Organization (if applicable)

2.a. I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292.

Withdraw Existing Form G-28

- **Question:** How does an individual change or replace a legal representative on a previously filed case?
- **Answer:** After the case is linked, the applicant can go through the following steps to remove a legal representative.

Withdraw An Existing Form G-28

- Applicant view:

Your Cases

1

I-90, Application to Replace Permanent Resident Card
Submitted on July 6, 2016 | Receipt # IOE0946917554
Case Actions
Withdraw G-28
History Documents Representative

November 19, 2024
Case Is Being Actively Reviewed By USCIS
As of November 19, 2024, we are actively reviewing your Form I-90, Application to Replace Permanent Resident Card, Receipt Number IOE0946917554. Our records show nothing is outstanding at this time. We will let you know if we need anything from you. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 12:11 p.m.

2

I-90, Application to Replace Permanent Resident Card
Submitted on July 6, 2016 | Receipt # IOE0946917554
Case Actions
Withdraw G-28
History Documents Representative

November 19, 2024
Case Is Being Actively Reviewed By USCIS
As of November 19, 2024, we are actively reviewing your Form I-90, Application to Replace Permanent Resident Card, Receipt Number IOE0946917554. Our records show nothing is outstanding at this time. We will let you know if we need anything from you. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 12:11 p.m.

Are you sure you want to withdraw the G-28?
This action will remove the representative from the case, and cannot be undone.
Yes, withdraw the G-28 Cancel

3

✔ G-28 Withdrawn
You removed the representative from this case.
Ok

Once case is linked to the applicant account, the applicant must do these steps:

- In the appropriate case card, select “Case Actions” dropdown
- Select “Withdraw G-28”
- In the yellow alert, select “Yes, withdraw the G-28”
- In the green alert, select “Ok”

File a Stand-Alone G-28

- Question: How do you add a stand-alone G-28?

- Answer:

1. Add the client

My Cases ✓ You successfully added an individual client.

My Clients

You can add and manage individual and company clients. If you plan to file online on behalf of a client who is not listed in the individual or company client tables, you must add them as a client, even if a case for the client appears on the My Cases page.

- You can remove a client if you have deleted all drafts in progress for the client and withdrawn Form G-28 from all the client's submitted cases.

Add a client

Individuals **Companies**

Individual clients are individual applicants, petitioners, requestors, or supporters.

You cannot file H-1B registrations or Form I-129 H-1B petitions for individual clients. Paralegals cannot prepare drafts or view statuses for individual clients.

Search for client **Search**

Name	Action
Diallo, Moussa	Actions ▾
Sosa, Dafne	Actions ▾

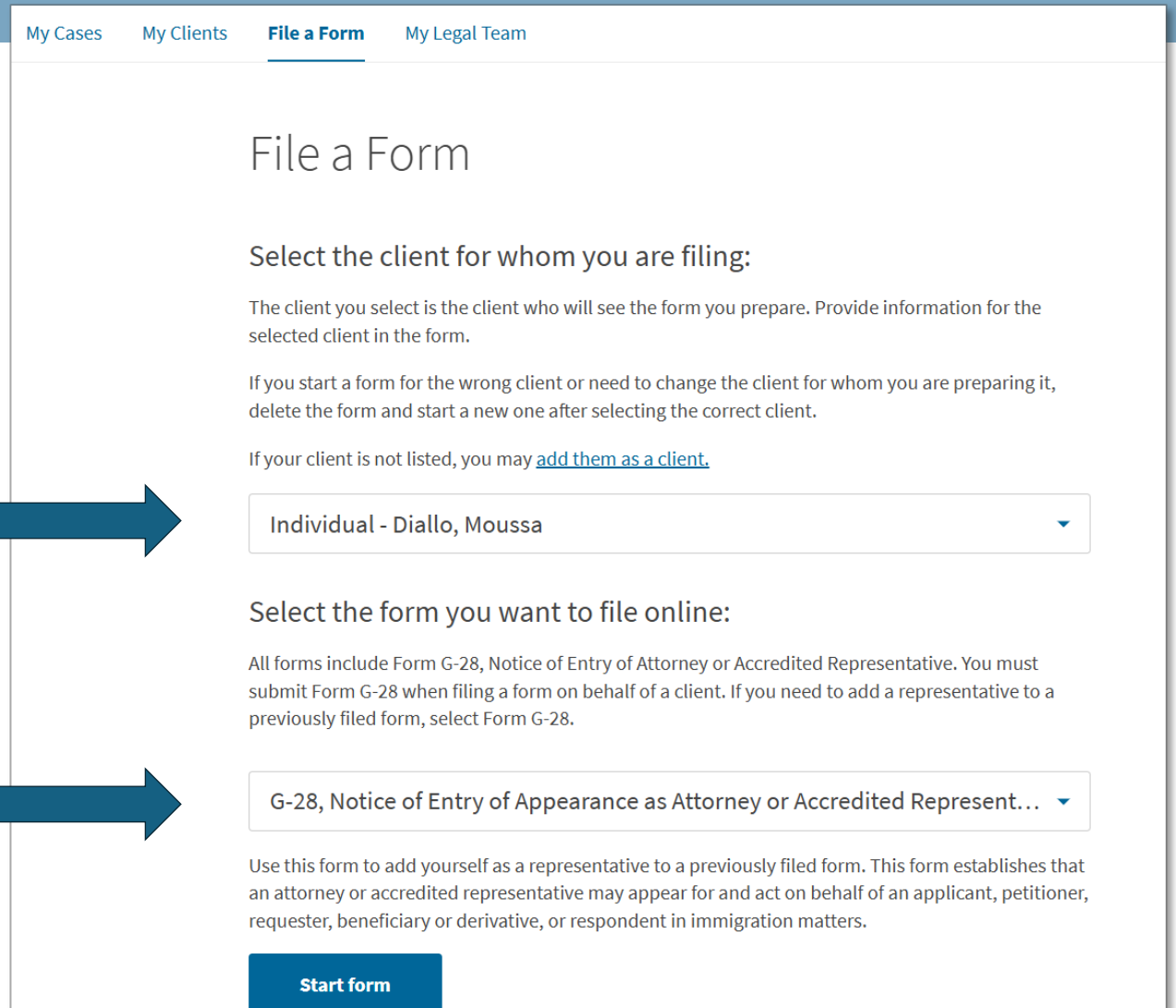
File a Stand-Alone G-28

- Question: How do you add a stand-alone G-28?

- Answer:

1. Add the client

2. Select the Form G-28



The screenshot shows a web interface for filing a form. At the top, there are navigation tabs: 'My Cases', 'My Clients', 'File a Form' (which is highlighted), and 'My Legal Team'. Below the tabs, the page title is 'File a Form'. The main content area is titled 'File a Form' and contains the following text: 'Select the client for whom you are filing:'. Below this is a paragraph: 'The client you select is the client who will see the form you prepare. Provide information for the selected client in the form.' Another paragraph follows: 'If you start a form for the wrong client or need to change the client for whom you are preparing it, delete the form and start a new one after selecting the correct client.' A third paragraph says: 'If your client is not listed, you may [add them as a client.](#)' Below this text is a dropdown menu with the selected option 'Individual - Diallo, Moussa'. The next section is titled 'Select the form you want to file online:'. Below this is a paragraph: 'All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.' Below this text is another dropdown menu with the selected option 'G-28, Notice of Entry of Appearance as Attorney or Accredited Represent...'. At the bottom of the form, there is a blue button labeled 'Start form'. Two blue arrows point from the text on the left to the two dropdown menus in the screenshot.

My Cases My Clients **File a Form** My Legal Team

File a Form

Select the client for whom you are filing:

The client you select is the client who will see the form you prepare. Provide information for the selected client in the form.

If you start a form for the wrong client or need to change the client for whom you are preparing it, delete the form and start a new one after selecting the correct client.

If your client is not listed, you may [add them as a client.](#)

Individual - Diallo, Moussa

Select the form you want to file online:

All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.

G-28, Notice of Entry of Appearance as Attorney or Accredited Represent...

Use this form to add yourself as a representative to a previously filed form. This form establishes that an attorney or accredited representative may appear for and act on behalf of an applicant, petitioner, requester, beneficiary or derivative, or respondent in immigration matters.

Start form

File a Stand-Alone G-28

- Enter the case receipt number, client last name, and client email address in the appropriate fields.
- This information *must* match with the information in the applicant's account
- Select “Search”

Search For Your Client's Case

Provide the requested case information for your client if you would like to be recognized as the representative of record on a previously filed case.

Selected Client

Client name

Sosa, Dafne

Search For Your Client's Case

! We could not find this case. Try again or contact your client.

If the case details you entered are correct, we may not be able to find the case if your client's USCIS account email address does not match the email address you provided us. You should contact your client to review his or her profile information to make sure the email addresses match.

Example: user@domain.com

Search

[Cancel](#)

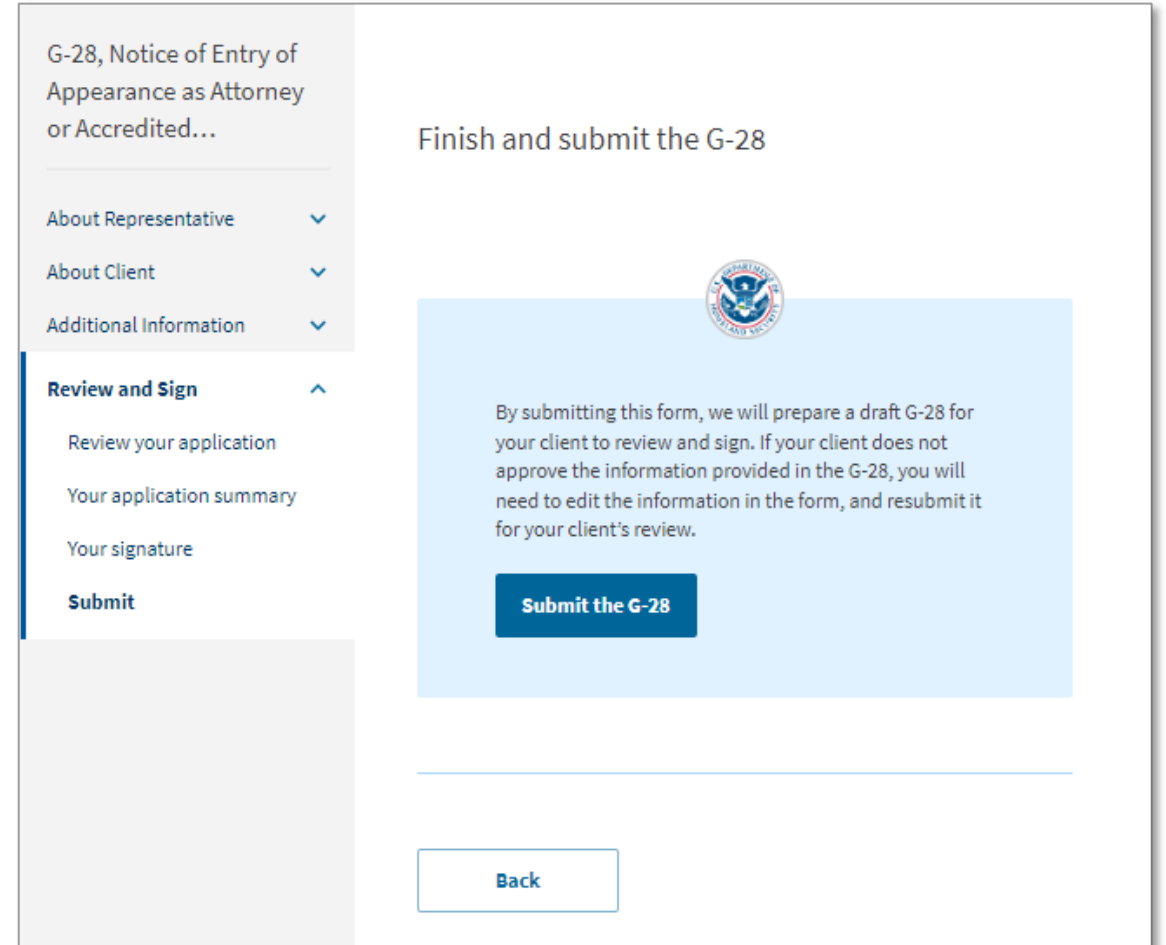
File a Stand-Alone G-28

- You can only file a G-28 online for these form types
- Must have “IOE” or “MGL” receipt number

- Form I-90
- Form I-765
- Form I-821
- Form I-821D
- Form I-130
- Form I-131
- Form I-589
- Form N-336
- Form N-400
- Form N-565
- Form N-600
- Form N-600K

File a Stand-Alone G-28

- **Complete the Form G-28**
- **Once all fields are complete, select “Submit the G-28”**



The screenshot shows a web interface for filing a G-28 form. On the left is a vertical navigation menu with the following items: "G-28, Notice of Entry of Appearance as Attorney or Accredited..." (selected), "About Representative" (with a downward arrow), "About Client" (with a downward arrow), "Additional Information" (with a downward arrow), "Review and Sign" (with an upward arrow and highlighted in blue), "Review your application", "Your application summary", "Your signature", and "Submit". The main content area is titled "Finish and submit the G-28" and features the Department of Justice seal. Below the seal is a light blue box containing the text: "By submitting this form, we will prepare a draft G-28 for your client to review and sign. If your client does not approve the information provided in the G-28, you will need to edit the information in the form, and resubmit it for your client's review." A dark blue button labeled "Submit the G-28" is positioned below this text. At the bottom of the page is a "Back" button.

File a Stand-Alone G-28

- Give representative passcode to the client
- Select “Finish”
- On the homepage, in the draft tab, the G-28 is pending for applicant review


The screenshot displays the 'My Cases' dashboard. At the top, there is a 'File a form' button. Below it is an information box about the H-1B Registration period. The main section has tabs for 'Cases' and 'H-1B Registrations'. Under 'H-1B Registrations', there are sub-tabs for 'Drafts (1)' and 'Submitted (0)'. A search bar is present with a pink box highlighting the input field. Below the search bar are filter options for 'Status' and 'Form'. A 'Refresh Table' button is located above a table with the following data:

Client	Forms	Beneficiary	Status ?	Action
Hall, Arlena	G-28	None	Pending link	View draft

Applicant Reviews and Accepts Form G-28

- “My Account” dropdown
- “Enter representative passcode”
- Enter the representative passcode
- Review G-28
- Accept or decline
- Complete and submit G-28

You must complete all fields with an asterisk (*) to submit this form.



Once you submit the G-28 below, it will be added to your case.
Your case status will be updated on your and your representative's account home pages.

Submit the G-28

Submit and continue

[Cancel](#)

G-28

Case View in Online Accounts

Applicant view:

I-90, Application to Replace Permanent Resident Card
Submitted on July 6, 2016 | Receipt # IOE0946917554
Case Actions ▾

Case Status Case History Documents Representative

November 19, 2024
Case Is Being Actively Reviewed By USCIS

As of November 19, 2024, we are actively reviewing your Form I-90, Application to Replace Permanent Resident Card, Receipt Number IOE0946917554. Our records show nothing is outstanding at this time. We will let you know if we need anything from you. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 12:47 p.m.

Case View in Online Accounts

Representative view:

My Cases

You may file a form or view your cases and H-1B registrations. You will see online filed cases, as well as paper-filed cases that have linked to your account, in the tables below.

[File a form](#)

i The H-1B Registration period is open ✕

- The H-1B Registration period is open from noon ET on March 6, 2024 to noon ET on March 25, 2024.
- Submitting an H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

Cases | **H-1B Registrations**

Drafts (0) | **Submitted (1)**

🔍 Search for clients and cases [Search](#)

Filter by ^

Status Form

[Refresh Table](#)

Client	Forms	Receipt number	Beneficiary	Status ?	Action
HALL, ARLENA	I-90	IOE0946917554	None	Submitted 07/06/2016	View case

Recap Filing a Stand-Alone Form G-28

- Add case to applicant account and withdraw any prior G-28
- Legal Representative adds client
- Legal Representative files Form G-28 online
- Client enters a representative passcode
- Client accepts the G-28 and provides signature
- Both representative and client have the case in their accounts

Representative Filed – Case Did Not Link


- **Question:** I filed on paper and the case isn't in my online account. Can I add it?
- **Answer:** Yes, there are steps you can take to add the case.



Data Fields That Must Match

If you want online access to paper IOE cases, your G-28 must include:

- Account number
- First name
- Last name
- Exactly as they appear in your online account

 **Notice of Entry of Appearance
as Attorney or Accredited Representative**
Department of Homeland Security

DHS
Form G-28
OMB No. 1615-0105
Expires 05/31/2021

Part 1. Information About Attorney or Accredited Representative

1. USCIS Online Account Number (if any)
▶ 0 1 1 1 1 1 1 1 1 1 1 1 1

Name of Attorney or Accredited Representative

2.a. Family Name (Last Name) Last name

2.b. Given Name (First Name) First name

2.c. Middle Name

Address of Attorney or Accredited Representative

3.a. Street Number and Name 123 Main Street

3.b. Apt. Ste. Fir. 100

3.c. City or Town Any town

3.d. State DC 3.e. ZIP Code 11111
(USPS ZIP Code Lookup)

3.f. Province

3.g. Postal Code

3.h. Country USA

Part 2. Eligibility Information for Attorney or Accredited Representative

Select all applicable items.

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia. If you need extra space to complete this section, use the space provided in Part 6. Additional Information.

Licensing Authority
DC

1.b. Bar Number (if applicable)
123456

1.c. I (select only one box) am not am subject to any order suspending, enjoining, restraining, disbaring, or otherwise restricting me in the practice of law. If you are subject to any orders, use the space provided in Part 6. Additional Information to provide an explanation.

1.d. Name of Law Firm or Organization (if applicable)

2.a. I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292.

Where to Find Your Account Number

Question: Where can I find my account number?

Answer: In My Profile

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾

representative > je_rep_27@test.com > 8d15bb08-9677-46b2-9696-c46c2a4003aa > Last login: 2024-09-25 08:02:10 -0400

representative >

My Cases

Keep
On Au
Nonci
If you
select

My Cas
You may file a f
in the tables be

File a for

My Profile

You can update the information on your profile. You will have the option to use your profile information to auto-populate Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

The changes you make to your profile will be applied to new drafts of Forms G-28, but will not update any existing drafts. You will need to update the information in existing drafts separately.

[Edit Profile](#)

Personal Information

First name	Middle name	Last name
David	NMN	Jones

Online account number
034205588518

Sign Out

ain
" and
r account,

Legal Representative Receives Online Access Code

- **Question:** As a legal representative, if I receive an online access code, do I use that to link the case to my account?
- **Answer:** No, you can only link paper cases using the code when you first create your online account.

Add A Case To Your Account

Enter your Online Access Code and your date of birth
Your code is located on the Account Notice that you received from USCIS.

Receipt number	USCIS Account Number	Case Type
Received Date	Priority Date	Applicant

Notice Type: USCIS Account Notice
Access Code: XXXX-XXXX-XXXX

Welcome to USCIS

Log on and confirm your account within 90 days

Online Access Code

XXXXX-XXXX-XXXX

Example: ABCDE-1234-ABC12

Date of birth (MM/DD/YYYY)

MM/DD/YYYY

Confirm case Cancel

Re-cap Filing a Stand-Alone Form G-28

- Applicant adds case to their account, withdraws any prior G-28
- Legal Representative adds client
- Legal Representative files Form G-28 online
- Client enters representative passcode
- Client accepts G-28 and provides signature
- Both representative and client have the case in their accounts



U.S. Citizenship
and Immigration
Services

QUESTIONS

USCIS Online Account Helpful Links

Account sign up/login page:

my.uscis.gov or uscis.gov

Help with account creation:

uscis.gov/file-online

Technical support:

- Password resets
- Account lockouts
- New Online Access Code
- Update your PIN delivery method

my.uscis.gov/account/needhelp

Feedback:

uscisfeedback@uscis.gov

Public.engagement@uscis.dhs.gov



Don't Get Scammed – Evite Estafas!

- Read USCIS materials about this process at uscis.gov/keepingfamilies-together.
- Do not trust anyone who says they have special connections with the government.
- **DO NOT** give personal information or send money to a stranger.
- USCIS will **never** call, email, or text you to ask for money.
- USCIS will **never** threaten you with deportation.
- Always use **.gov** websites.
- Low-cost community agencies may be able to help you apply.

uscis.gov/avoidscams

uscis.gov/eviteestafas

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THANK YOU!