

# IMMIGRATION E-FILING

## Getting Started

More information is available at <http://www.uscis.gov/e-filing>

1. Have your email address ready. Most forms require you to have an email account. Some online services such as Yahoo, Google, and Hotmail provide free email accounts.
2. Have all required information at hand. View a print version of the form to confirm that you have the required information.
3. Have your credit card, debit card, or bank account and routing number available to pay the filing fee if necessary. **Remember to check your bank account balance before you begin.**
4. Have a user name and password ready for your E-filing account. This will take some time. See attached guidelines for composing your User ID and Password.
5. Follow the instructions provided through your e-Filing session to complete your application(s).
6. Once your application fee payment has been successfully processed, the e-Filing system will display your Confirmation Receipt Number on the screen. **Write down the Confirmation Receipt Number** prior to clicking the **FINISH** button to generate a PDF.
7. Click on the **FINISH** button located on the Confirmation Receipt notice screen. The e-Filing System automatically creates an electronic PDF copy of your application and Confirmation Receipt notice. Print copies of these documents for your records.

If you did not write down or print your Receipt Number from the Confirmation Receipt notice screen, please wait approximately 10 days for the arrival of your Form I-797, Notice of Action, in the mail. Form I-797 will have your Receipt Number printed on it.

If you do not receive your Form I-797, Notice of Action, in the mail within 10 days, call the National Customer Service Center for assistance at 1-800-375-5283.

Note: Your application may not have been successfully filed and submitted if: “**Pending**” or “**Action Needed**” appears under “Status” on the **My Forms** screen.

### **DO NOT RE-FILE!**

Read *Avoiding Common E-Filing Mistakes* <http://www.uscis.gov/e-filing>

**It is important to make sure that you did not make an error. USCIS will NOT refund payment caused by customer error.**

# IMMIGRATION E-FILING

## Creating an account: User name & password

### ▶ **USER NAME/ ID**

A number, name or combination thereof that is unique to a particular user of the E-Filing system. A User ID shall contain from 6 to 16 alphabetic and numeric characters with no spaces.

### ▶ **USER PASSWORD**

Contain from 8 to 16 characters.

Contain at least 2 of the following 3 characters: uppercase alphabetic, lowercase alphabetic, numeric

Contain at least 1 special character  
(e.g., @, #, \$, %, & \*, +, =)

Begin and end with an alphabetic character

Not contain spaces

Not contain all or part of your User ID

Not use 2 identical characters consecutively

Not be a recently used password

### **EXAMPLE**

Username: The1place  
Password: Hplis#2library

# IMMIGRATION E-FILING

## Paying Fees for E-Filed Applications

More information is available at <http://www.uscis.gov/e-filing>

**Remember to check your bank account balance before you begin.**

USCIS currently accepts credit card, debit card, or electronic transfer of funds from a checking or savings account from a U.S. bank for payment of fee(s) associated with e-Filed applications.

**► By Credit/Debit Card:**

You may pay the fee(s) associated with your e-Filed application(s) using a credit or debit card with logos from the issuing credit card merchants: American Express, Discover, MasterCard, or Visa.

**Please Note:** If you pay using an American Express credit card, you will be asked for the card's security indicator. The security indicator on an American Express credit card is the three or four digit number on the front or back of your credit card that is used to verify that you have possession of the card. You are not required to enter a security indicator for the other credit cards.

**► By Electronic Transfer of Funds from a Checking or Savings Account:**

You will need to know your bank account and bank routing number. Your bank's 9-digit routing number appears on the bottom left corner of your check and is set off by colons (Example: 123456789). A few banks and credit unions may not allow electronic payments directly from your account. Please be sure to contact your financial institution if you have questions.

### IMPORTANT

**Every time you successfully submit an e-Filing application, your Credit Card or bank account is charged for that application's filing fee. USCIS is NOT able to refund payment caused by customer error.**