

# 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.**