Online Help - External

Table of Contents

Online Help System

Welcome

2000001

This online help system is provided to assist you in using the E-filing Wizard and your USCIS ELIS account services. You can access help topic pages from the help icon on each screen. The help content displayed will be specific to the screen you are currently accessing. You can also select the ELIS Help link in the top navigation area. This link opens the full online help system and you can search for any content using the table of contents or search functions.

Release: A1

How to Use Help

About Help

2000002

The help system is composed of topics that provide information about each screen and tab in the system and explain how to perform tasks. Illustrations and brief demonstrations may be used to clarify explanations.

The help system displays in two panels. The left panel controls navigation and the right panel displays content.

Release: A1

Help Topics

2000003

Help topics are context-sensitive and associated to a particular screen. They explain the purpose of a screen, how to use screens, windows, tabs, and elements, and how to perform tasks on the particular screen.

Help topic pages have a standard organization and structure. The overview section describes what you may generally view or do on a screen. The instructions section lists steps for tasks you can perform on the screen, if applicable. The details table lists all active and read-only fields and navigational elements (links and buttons) on the screen. It describes actions you can do in the data field and using the navigational elements.

Release: A1

Section 508 Compliance

2000004

The online help system may be used by individuals with disabilities in accordance with Section 508 of the Rehabilitation Act.

Note: The Index tab feature in the online help system is not Section 508 accessible. The Search tab should be used as an alternate method to find information (such as keywords and topics). In addition, the ELIS Help (Accessible PDF) link provides access to help content in an accessible portable document format (PDF) document.

Using the keyboard to access the online help system with frames:
- To navigate the frames, press the F6 key to cycle between the frames.
- To navigate buttons and hyperlinks within a frame, press the TAB key.

Additional Guidance for Users with Disabilities

The following accessibility features allow users with disabilities to access the online help system:

- Quick tips provide additional directions for Assistive Technology, such as screen-reader software
- Supplemental information is provided by alt-tags for images
- Keyboard access is provided to all functions

<div align="right">Release: A2.2</div>

Finding Help Topics
Contents

2000005

The Contents tab shows the full contents of the help system in a tree structure. Help content is organized by content areas which are divided into chapters and their associated topics. Chapters are indicated by folders. Open the folder to view the help topics.

To access a content area:

1. Select the **Contents** tab in the top navigation area.

2. Select a content area. The chapters for the content area appear in the left panel.

To access a help topic:

1. Select a content area.

2. Select a chapter's folder icon. Available topics are displayed below it.

3. Select a topic from the list. The information appears in the right panel.

<div align="right">Release: A1</div>

Index

2000006

The index lists keywords alphabetically. To use the index:

1. Select the **Index** tab in the top navigation area.

2. Enter a keyword into the field or scroll through the keyword list.

3. Select the desired topic from the keyword list. The information appears in the right panel.

<div align="right">Release: A1</div>

Search

2000007

The search function allows you to enter terms to search for a topic or process. To use the search function:

1. Select the **Search** tab in the top navigation area.

2. In the **Search** field, enter the word or words to search, and then select **Go**.

3. Select a topic from the choices in the left panel. The information appears in the right panel.

4. Return to the search results to select another topic, if desired.

<div align="right">Release: A1</div>

Glossary

2000008

The glossary provides definitions for acronyms and terms for USCIS as well as system terminology. To use the glossary:

1. Select the **Glossary** tab in the top navigation area.

2. Select the word or term from the alphabetized list. The definition appears in the lower left panel below the list of terms.

<div align="right">Release: A1</div>

Application Wizard
Efile Exit

1000204

This screen shows that you have successfully exited the benefit request application and allows you to go to your View My Cases screen.

To view information and go to your View My Cases screen:

1. View the information and use the Efile Exit screen details table below.

The following table describes the element on the Efile Exit screen and how you use it.

Efile Exit Screen Details Table

Element	Description
Go To My Case Status	Select **Go To My Case Status** to go to your View My Cases screen.

Release: A1

Apply for Benefit
Benefit Home
Benefit Home

1000002

This screen shows information about the benefit you selected and allows you to continue the benefit request process.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view information about the benefit you selected and continue the benefit request process:

1. View the information and use the Benefit Home screen details table below.

The following table describes the elements on the Benefit Home screen and how you use them.

Benefit Home Screen Details Table

Element	Description
Back	This element is inactive.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	This element is inactive.

Element	Description
Next	Select **Next** to go to the next screen.

About You
Name(s)

1000004

This screen allows you to enter information about your name(s).

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To enter information about your name(s):

    1. Use the Name(s) screen details table below.

The following table describes the elements on the Name(s) screen and how you use them. *Note: Elements marked with ⊞ in the table below are displayed and activated when you complete specific fields or use specific elements.*

Name(s) Screen Details Table

Element	Description
Last Name (Family Name)	Enter your last name (family name) into this field. *Note: If you have only one name, enter the name into this field.* *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
First Name (Given Name)	Enter your first name (given name) into this field.
No First Name	Select this check box to indicate that you do not have a first name.
Middle Name	Enter your middle name into this field.
No Middle Name	Select this check box to indicate that you do not have a middle name.

Element	Description
Have you ever used any names other than the name entered above?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, blank fields will appear in the Other Name section. *Note: If you have ever used ANY other names, including nicknames and aliases, you must add each name on the current screen.*
Other Name # ➕	Name of the section
Last Name ➕	Enter your last name into this field. *Note: If you have only one name, enter the name into this field.* *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
First Name ➕	Enter your first name into this field.
No First Name ➕	Select this check box to indicate that you do not have a first name.
Middle Name ➕	Enter your middle name into this field.
No Middle Name ➕	Select this check box to indicate that you do not have a middle name.
Remove ✖ ➕	Select the **Remove** icon (✖) to delete "other name" information if necessary. A confirmation dialog box appears. Select **OK** to delete or **Cancel** to not delete.
Add ➕	Select **Add** to add another name if you have more than one additional name. New fields appear under Other Name.

Element	Description
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A1

Addresses

1000005

This screen allows you to enter information about both your physical and mailing addresses.

To enter information about your physical and mailing addresses:

    1. Use the Addresses screen details table below.

The following table describes the elements on the Addresses screen and how you use them.

Addresses Screen Details Table

Element	Description
Physical Address	Name of the section
Street #	Enter the address number of your current physical address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.*

Element	Description
Street Name	Enter the street name of your current physical address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Enter the apartment or suite number of your current physical address into this field.
Country	Select the country of your current physical address from this drop-down list.
City/Town	Enter the city or town of your current physical address into this field.
State	Select the U.S. state of your current physical address from this drop-down list.
ZIP Code	Enter the ZIP code of your current physical address into this field.
Province	Enter the province of your current physical address into this field.
Postal Code	Enter the postal code of your current physical address into this field.
Mailing Address	Name of the section
Same as Physical Address	Select this check box to indicate that your current mailing address is the same as your current physical address. The current physical address will be displayed in the mailing address fields. *Note: If you selected this check box and then discover a mistake in your physical address, deselect this check box, change the physical address and then reselect this check box.*

Element	Description
In Care of Name	Enter the name of a person who currently resides at the mailing address to receive your mail into this field.
Street #	Enter the address number of your current mailing address into this field.
Street Name or P.O. Box	Enter the street name or post office box of your current mailing address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Enter the apartment or suite number of your current mailing address into this field.
Country	Select the country of your current mailing address from this drop-down list.
City/Town	Enter the city or town of your current mailing address into this field.
State	Select the U.S. state of your current mailing address from this drop-down list.
ZIP Code	Enter the ZIP code of your current mailing address into this field.
Province	Enter the province of your current mailing address into this field.
Postal Code	Enter the postal code of your current mailing address into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Contact Info

1000007

This screen allows you to enter your contact information.

To enter your contact information:

　　1. Use the Contact Info screen details table below.

The following table describes the elements on the Contact Info screen and how you use them.

Contact Info Screen Details Table

Element	Description
Email	Name of the section
Primary applicant's email address	Enter the email address for the primary applicant.
Re-enter primary applicant's email address	Re-enter the primary applicant's email address.
Contact Numbers	Name of the section
Mobile/Cell Phone	Enter your mobile/cell phone number into this field.
Work Phone	Enter your work phone number into this field.

Element	Description
Extension	If applicable, enter your work phone extension into this field.
Home Phone	Enter your home phone number into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Biographic Information

1000008

This screen allows you to enter your biographic information.

To enter your biographic information:

1. Use the Biographic Information screen details table below.

The following table describes the elements on the Biographic Information screen and how you use them.

Biographic Information Screen Details Table

Element	Description
Are you currently a member of the U.S. Military?	Select **Yes** or **No** from this drop-down list.

Element	Description
Date of Birth	Name of the section
Month, Day, Year	Select the month, day, and year of your date of birth from these drop-down lists. *Note: Your birth date must be entered in this format (MM/DD/YYYY), even if your birth certificate or government-issued identity document uses a different format.*
Country of Birth	Select your country of birth from this drop-down list. *Note: If your country of birth no longer exists, select the present name of the country and enter an explanation into the* **Add Additional Page Information** *field.*
City or Town of Birth	Enter your city or town of birth into this field.
State of Birth	Select the U.S. state in which you were born from this drop-down list.
Province of Birth	Enter your province of birth into this field.
Gender	Select your gender from this drop-down list. *Note: Select the same gender you were the first time you applied for a benefit.*
Citizenship	Name of the section
Country of Citizenship List	Shows the list of the country(ies) of citizenship you declared in a table format.
Country of Citizenship	Shows the country code of the country(ies) of citizenship you added. Select this link to view the list of country codes and names in a new window.

Element	Description
Action	Select the **Remove** icon (✗) to delete a country from the Country of Citizenship List.
Country of Citizenship	Select your country of citizenship from this drop-down list. *Note: If you hold dual citizenship or are a citizen of multiple countries, indicate each country by selecting the name of the country from this drop-down list and then selecting* **Add**. *The country codes will appear in the Country of Citizenship List.*
Add	Select **Add** to save the country of citizenship you selected. The country will appear in the Country of Citizenship list.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Immigration

1000009

This screen allows you to enter information about your immigration status and history.

To enter information about your immigration status and history:

    1. Use the Immigration screen details table below.

The following table describes the elements on the Immigration screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Immigration Screen Details Table

Element	Description
What was your immigration status at the time of your most recent arrival into the United States?	Select your immigration status from this drop-down list.
Place of most recent arrival into the United States	Enter the place of your most recent arrival into this field.
Date of most recent arrival into the United States	Using the proper format (MM/DD/YYYY) or the calendar, enter the date of your most recent arrival into this field.
Do you have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?	Select **Yes** or **No** from this drop-down list. *Note: If you were issued a Form I-94, I-94W, or I-95 but no longer have it in your possession due to loss, theft, mutilation or damage, select "No" and enter an explanation into the Add Additional Page Information field.*
Arrival-Departure Record Number ⊕	Enter your arrival-departure record number into this field.
Your Form I-94, I-94W, I-95, or entry stamp placed on your Passport expires on ⊕	Using the proper format (MM/DD/YYYY) or the calendar, enter the expiration date of your passport into this field. *Note: If you have the notation of "D/S" instead of a date, leave this field blank.*
Do you have an alien registration number?	Select **Yes** or **No** from this drop-down list.
A-Number ⊕	Using the proper format, enter your A-Number into this field.

Element	Description
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.21

Government Identification

1000010

This screen allows you to enter information about your government-issued identity documents.

To enter information about your government-issued identity documents:

1. Use the Government Identification screen details table below.

The following table describes the elements on the Government Identification screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Government Identification Screen Details Table

Element	Description
Do you have a government-issued identity document?	Select **Yes** or **No** from this drop-down list. You must complete one or more additional fields. *Note: Your government-issued identity document must have a photo of you.*

Element	Description
Explain why you do not have a government-issued identification document ⊕	Enter your explanation into this field.
Government Identification List ⊕	Name of the section
ID Type ⊕	Shows the type of the government-issued identity document.
Number ⊕	Shows the identification number of the government-issued document.
Expiration Date ⊕	Shows the expiration date of the government-issued identity document.
Action ⊕	Select the **Edit** icon ( ) to edit the identification document record. Fields become active in the Edit ID Type section. -OR- Select the **Remove** icon (✖) to delete the identification document record.
Add New ID Type	Name of the section
Government-issued Identity Type ⊕	Select a document identity type from this drop-down list.
Passport ⊕	Name of ID type
Passport Issuing Country ⊕	Select the country that issued your passport from this drop-down list.
Passport Number ⊕	Enter your passport number into this field.

Element	Description
Passport Expiration Date ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your passport expires into this field.
Driver License or State ID ➕	Name of the ID type
Issuing State or U.S. Territory ➕	Select the state or U.S. territory that issued your driver's license or state ID from this drop-down list.
U.S. Driver's License Number ➕	Enter your U.S. driver's license number or state ID number into this field.
License Expiration Date ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your driver's license or state ID expires into this field.
Other Government ID ➕	Name of ID type
Describe and provide the name of the issuing government authority ➕	Enter a description of the government-issued identity document and the name of the government authority that issued it into this field.
Document Number ➕	Enter the document number of the government-issued identity document into this field.
Document Expiration Date ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your document expires into this field.
Add ➕	Select **Add** to save the government-issued identity document information you entered.
Edit ID Type ➕	Name of the section. See the element descriptions under the Add New ID Type section.
Update ➕	Select **Update** to save any changes.

Element	Description
Cancel ➕	Select **Cancel** to cancel any updates.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Benefit Request Type
Benefit Request Type

1000011

This screen allows you to indicate the benefit request type.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To select your benefit request type:

　　1. Use the Benefit Request Type screen details table below.

The following table describes the elements on the Benefit Request Type screen and how you use them.

Benefit Request Type Screen Details Table

Element	Description

Element	Description
Select the one option below that best describes your intent	Select one choice from the options shown. Options include extension of stay, change of status, or student reinstatement for you alone or for you and family members. *Note: If you are a B2 (tourist) seeking an extension of stay, you must provide documentation that demonstrates you or someone else will have the ability to pay for your expenses and support while in the United States.*
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Single Extension of Stay

1000012

This screen allows you to enter information about your extension of stay request.

To enter information about your extension of stay request:

    1. Use the Single Extension of Stay screen details table below.

The following table describes the elements on the Single Extension of Stay screen and how you use them.

Single Extension of Stay Screen Details Table

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.
I request that my current status be extended until	Using the proper format (MM/DD/YYYY) or the calendar, enter the extension date into this field. *Note: If you are a B2 (tourist) seeking an extension of stay, you must provide documentation that demonstrates you or someone else will have the ability to pay for your expenses and support while in the United States.*
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Family Extension of Stay

1000013

This screen allows you to enter information about the family extension of stay request.

To enter information about the family extension of stay request:

1. Use the Family Extension of Stay screen details table below.

The following table describes the elements on the Family Extension of Stay screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Family Extension of Stay Screen Details Table

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.
We request that our current status be extended until	Using the proper format (MM/DD/YYYY) or the calendar, enter the extension date into this field.
Beneficiaries	Name of the section
Add	Select **Add** to show blank fields for the name of the first beneficiary. After entering the first beneficiary's name, select **Add** to enter names for each additional beneficiary.
Beneficiary #	Name of the section

Last Name ➕	Enter your beneficiary's last name (family name) into this field.
	
	Note: If the beneficiary has only one name, enter the name into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

First Name ➕	Enter your beneficiary's first name (given name) into this field.
No First Name ➕	Select this check box to indicate that your beneficiary does not have a first name.
Middle Name ➕	Enter your beneficiary's middle name into this field.

Element	Description
No Middle Name	Select this check box to indicate that your beneficiary does not have a middle name.
Remove	Select the **Remove** icon () to delete a name. A confirmation dialog box appears. Select **OK** to delete or **Cancel** to not delete.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Single Status Change

1000014

This screen allows you to enter information about your current nonimmigrant status and requested nonimmigrant status.

To enter information about your current nonimmigrant status and requested nonimmigrant status:

1. Use the Single Status Change screen details table below.

The following table describes the elements on the Single Status Change screen and how you use them.

Single Status Change Screen Details Table

Element	Description

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.
The new nonimmigrant status I am requesting is	Select your desired nonimmigrant status from this drop-down list.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Family Status Change

1000015

This screen allows you to enter information about your current nonimmigrant status and your family's requested nonimmigrant status and names.

To enter information about your current nonimmigrant status and your family's requested nonimmigrant status and names:

    1. Use the Family Status Change screen details table below.

The following table describes the elements on the Family Status Change screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Family Status Change Screen Details Table

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.
The new nonimmigrant status I am [we are] requesting is	Select your family's desired nonimmigrant status from this drop-down list.
Beneficiaries	Name of the section
Add	Select **Add** to show blank fields for the name of the first beneficiary. After entering the first beneficiary's name, select **Add** to enter names for each additional beneficiary.
Beneficiary # ➕	Name of the section

Last Name ➕	Enter your beneficiary's last name (family name) into this field.
	
	Note: If the beneficiary has only one name, enter the name into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	    ' (apostrophe)
	    , (comma)

First Name ➕	Enter your beneficiary's first name (given name) into this field.
No First Name ➕	Select this check box to indicate that your beneficiary does not have a first name.
Middle Name ➕	Enter your beneficiary's middle name into this field.
No Middle Name ➕	Select this check box to indicate that your beneficiary does not have a middle name.

Element	Description
Remove ✖ ➕	Select the **Remove** icon (✖) to delete a name. A confirmation dialog box appears. Select **OK** to delete or **Cancel** to not delete.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Single Student Reinstatement

1000020

This screen allows you to enter information about your current immigration status.

To enter information about your current immigration status:

    1. Use the Single Student Reinstatement screen details table below.

The following table describes the elements on the Single Student Reinstatement screen and how you use them.

Single Student Reinstatement Screen Details Table

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.

Element	Description
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Family Student Reinstatement

1000047

This screen allows you to enter information about your current immigration status and the names of your beneficiaries.

To enter information about your current immigration status and the names of your beneficiaries:

1. Use the Family Student Reinstatement screen details table below.

The following table describes the elements on the Family Student Reinstatement screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Family Student Reinstatement Screen Details Table

Element	Description
What is your current immigration status?	Select your current immigration status from this drop-down list.
Beneficiaries	Name of the section

Element	Description
Add	Select **Add** to show blank fields for the name of the first beneficiary. After entering the first beneficiary's name, select **Add** to enter names for each additional beneficiary.
Beneficiary # ➕	Name of the section
Last Name ➕	Enter your beneficiary's last name (family name) into this field. *Note: If the beneficiary has only one name, enter the name into this field.* *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
First Name ➕	Enter your first name into this field.
No First Name ➕	Select this check box to indicate that you do not have a first name.
Middle Name ➕	Enter your middle name into this field.
No Middle Name ➕	Select this check box to indicate that you do not have a middle name.
Remove ✖ ➕	Select the **Remove** icon (✖) to delete a name. A confirmation dialog box appears. Select **OK** to delete or **Cancel** to not delete.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Warning

1000065

This screen shows you a warning message regarding possible ineligibility for a benefit. Review the information and decide if you wish to continue filing for this benefit.

To view the information:

    1. View the information and use the Warning screen details table below.

The following table describes the elements on the Warning screen and how you use them.

Warning Screen Details Table

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.

Element	Description
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Eligibility Information
Arrival Departure Record

1000016

This screen allows you to enter information about your arrival departure record.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To enter information about your arrival departure record:

1. Use the Arrival Departure Record screen details table below.

The following table describes the elements on the Arrival Departure Record screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

Arrival Departure Record Screen Details Table

Element	Description
Do you currently have the Form I-94, I-94W, or I-95 issued to you in your possession?	Select **Yes** or **No** from this drop-down list. If you select **No**, you must complete the additional field.
Provide the reason you are unable to provide your original Form I-94, I-94W, or I-95 below ➕	Enter the reason why you cannot provide one of the forms listed into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A1

Principal Alien

1000017

This screen allows you to enter information about the principal alien.

To enter information about the principal alien:

1. Use the Principal Alien screen details table below.

The following table describes the elements on the Principal Alien screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Principal Alien Screen Details Table

Element	Description
Are you filing this benefit request for status based on a Principal Alien's nonimmigrant status?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
The principal alien is requesting or has acquired nonimmigrant status through ➕	Select one choice from the options shown to indicate how the principal alien has acquired or is requesting nonimmigrant status.
USCIS Receipt/Case Number ➕	Enter the USCIS receipt/case number into this field. (For example, IOE1234567890, EAC-123456789, A012345678).
Nonimmigrant status ➕	If the principal alien already has a nonimmigrant status, select the nonimmigrant status code from this drop-down list.

Element	Description
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Principal Alien - Information

1000018

This screen allows you to enter information about the principal alien.

To enter information about the principal alien:

    1. Use the Principal Alien - Information screen details table below.

The following table describes the elements on the Principal Alien - Information screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Principal Alien - Information Screen Details Table

Element	Description

Element	Description
Last Name (Family Name)	Enter the last name (family name) of the principal alien into this field.
	Note: If the principal alien has only one name, enter the name into this field.
	Note: Name fields will accept only these special characters:
	- (hyphen)
	' (apostrophe)
	, (comma)
First Name (Given Name)	Enter the first name (given name) of the principal alien into this field.
No First Name	Select this check box to indicate that the principal alien does not have a first name.
Middle Name	Enter the middle name of the principal alien into this field.
No Middle Name	Select this check box to indicate that the principal alien does not have a middle name.
Principal Alien's Date of Birth	Name of the section
Month, Day, Year	Select the month, day, and year of the principal alien's date of birth from these drop-down lists.
Principal Alien's Country of Birth	Select the principal alien's country of birth from this drop-down list.
City or Town of Birth	Enter the principal alien's city or town of birth into this field.
Principal Alien's Gender	Select the principal alien's gender from this drop-down list.
	Note: Select the same gender that the principal alien was the first time he or she applied for a benefit.

Element	Description
Principal Alien's Country of Citizenship	Name of the section
Country of Citizenship ➕	Shows the country code of the country(ies) of citizenship you added. Select this link to view the list of country codes and names in a new window.
Action ➕	Select the **Remove** icon (✗) to delete a country from the Principal Alien's Country of Citizenship List.
Add Principal Alien Country of Citizenship	Select the principal alien's country of citizenship from this drop-down list.
Add	Select **Add** to save the country of citizenship you selected.
Type of Relationship to the Principal Alien. **I am the Principal Alien's**	Select your relationship to the principal alien from this drop-down list. *Note: "Other Dependent Family Members (as designated by the U.S. Department of State)" includes persons such as cohabitating partners, elderly parents of temporary workers, students, diplomats posted to the United States, or accompanying parents of minor F-1 child-students. If you select this category and are seeking an extension of stay as a B-2 nonimmigrant or a change of status to B-2 classification, it is important that you explain your relationship in the next field.*
Explain Your Relationship to the Applicant or Petitioner in the space provided. The type of relationship should be described as designated by the U.S. State Department. ➕	Enter your explanation of your relationship into this field. This field has a 500 character limit. *Note: If you need additional space to explain your relationship, you may upload document(s) that provide additional explanation or which explain your relationship when USCIS ELIS provides you the opportunity to add supporting documents.*
Principal Alien's USCIS Account Identifier	Enter the principal alien's USCIS account identifier into this field.

Element	Description
Arrival-Departure Record Number	Enter the principal alien's arrival-departure record number into this field.
A-Number	Enter the principal alien's A-Number into this field. (For example, A012345678.)
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Principal Alien - Address

1000019

This screen allows you to enter information about the principal alien's current physical address.

To enter information about the principal alien's current physical address:

    1. Use the Principal Alien - Address screen details table below.

The following table describes the elements on the Principal Alien - Address screen and how you use them.

Principal Alien - Address Screen Details Table

Element	Description

Element	Description
Street #	Enter the address number of the principal alien's current physical address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.*
Street Name	Enter the street name of the principal alien's current physical address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.* *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite#	Enter the apartment or suite number into this field.
Country	Select the country of the principal alien's current physical address from this drop-down list.
City	Enter the city or town of the principal alien's current physical address into this field.
State	Select the U.S. state of the principal alien's current physical address from this drop-down list.
ZIP Code	Enter the ZIP code of the principal alien's current physical address into this field.
Province	Enter the province of the principal alien's current physical address into this field.
Postal Code	Enter the postal code of the principal alien's current physical address into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Education Information

1000021

This screen allows you to enter information about education, change of status, extension of stay, and financial support.

To enter information about your education, change of status, extension of stay, and financial support:

    1. Use the Education Information screen details table below.

The following table describes the elements on the Education Information screen and how you use them.
Note: Elements marked with *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Education Information Screen Details Table

Element	Description
Are you, or any other person included in this benefit request currently in, or requesting a change to, F, M, or J nonimmigrant status?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete the additional field.
SEVIS Case Number	Enter your SEVIS case number into this field. (For example, N000456789.)

Element	Description
Are you a B-2 visitor applying to extend your stay, or are you applying to change your status to that of an F-1 or M-1 student?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
Person/People who will provide financial support ⊞	Name of the section

Last Name ⊞	Enter the last name of the person who will provide financial support into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

First Name ⊞	Enter the first name of the person who will provide financial support into this field.
Middle Name ⊞	Enter the middle name of the person who will provide financial support into this field.
Amount of financial support to be provided per month ⊞	Using the proper format, (for example, $4,102.85), enter the amount of financial support to be provided per month into this field.
Relationship of person/people to the applicant in this case ⊞	Enter the relationship of the person providing financial support into this field.
Scholarship or grant from educational institution in the amount of ⊞	Using the proper format (for example, $4,102.85), enter the scholarship or grant amount from your educational institution into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

J1/J2 Visa

1000022

This screen allows you to enter information about your J1 or J2 visa status.

To enter information about your J1 or J2 visa status:

1. Use the J1/J2 Visa screen details table below.

The following table describes the elements on the J1/J2 Visa screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

J1/J2 Visa Screen Details Table

Element	Description
Are you, or any other person included in this benefit request, in a current J1 or J2 nonimmigrant status?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
Name of the person included in this benefit request who is in a J nonimmigrant status	Select the person from this drop-down list.
Is the person in J nonimmigrant status subject to the 2-year foreign residence requirement?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete the additional field.

Element	Description
Has that person already received a waiver of the 2-year foreign residence requirement from USCIS? ➕	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete the additional field.
USCIS Receipt/Case Number of the approved waiver ➕	Enter the USCIS receipt/case number into this field. (For example, EAC-123456789, A012345678.)
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Immigrant Visa

1000023

This screen allows you to enter information about your immigrant visa status.

To enter information about your immigrant visa status:

1. Use the Immigrant Visa screen details table below.

The following table describes the elements on the Immigrant Visa screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

Immigrant Visa Screen Details Table

Element	Description
Are you, or any other person included on this benefit request currently an applicant for an immigrant visa or adjustment of status?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
Name of the person included in this benefit request who filed the application for the immigrant visa ➕	Select the name from this drop-down list.
USCIS Receipt/Case Number of the immigrant petition that was filed on their behalf ➕	Enter the USCIS receipt/case number into this field. *Note: The letters "IOE" must be capitalized.*
To your knowledge, are you, or any other person included on this benefit request the beneficiary of any other nonimmigrant or immigrant application or petition?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
Name of the person included in this benefit request application who filed the application for the non-immigrant or immigrant visa ➕	Select the name from this drop-down list.
USCIS Receipt/Case Number of the immigrant petition that was filed on your behalf ➕	Enter the USCIS receipt/case number into this field.
Has Form I-485, Application to Register Permanent Residence or Adjust Status, ever been filed by you or by any other person included in this benefit request?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
Name of the person included in this benefit request who filed the Form I-485 ➕	Select the name from this drop-down list.
USCIS Receipt/Case Number of the immigrant petition that was filed on your behalf ➕	Enter the USCIS receipt/case number into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Background Questions

1000024

This screen allows you to answer background-related questions about you and your beneficiaries.

To answer background-related questions about you and your beneficiaries:

1. Use the Background Questions screen details table below.

The following table describes the elements on the Background Questions screen and how you use them.

Background Questions Screen Details Table

Element	Description
Have you, or any other person in this benefit request, EVER been arrested, charged, cited, or detained by any law enforcement officer (including USCIS or former INS and military officers) for any reason?	Select **Yes** or **No** from this drop-down list.
Have you, or any other person included in this benefit request, EVER been convicted of a crime or offense?	Select **Yes** or **No** from this drop-down list.
Have you, or any other person included in this benefit request, EVER been in exclusion, deportation, or removal proceedings?	Select **Yes** or **No** from this drop-down list.

Element	Description
Have you, or any other person included in this benefit request, EVER ordered, incited, called for, committed, assisted, helped with, or otherwise participated in any of the following:	Shows the main question.
Acts involving torture?	Select **Yes** or **No** from this drop-down list.
Acts involving genocide?	Select **Yes** or **No** from this drop-down list.
Killing any person/people?	Select **Yes** or **No** from this drop-down list.
Intentionally and severely injuring any person/people?	Select **Yes** or **No** from this drop-down list.
Engaged in any kind of sexual contact or relationship with any person/people who were being forced or threatened?	Select **Yes** or **No** from this drop-down list.
Limited or denied any person's ability to exercise their religious beliefs?	Select **Yes** or **No** from this drop-down list.
Have you, or any other person included in this benefit request, EVER:	Shows the main question.
Served in, been a member of, assisted in, or participated in any military unit, paramilitary unit, police unit, self-defense unit, vigilante unit, rebel group, guerilla group, militia, or insurgent organization?	Select **Yes** or **No** from this drop-down list.
Worked in any prison, jail, prison camp, detention facility, labor camp, or any other situation that involved detaining persons?	Select **Yes** or **No** from this drop-down list.
Been a member of, assisted in, or participated in any group, unit, or organization of any kind in which you or other persons used any type of weapon against any person or threatened to do so?	Select **Yes** or **No** from this drop-down list.

Element	Description
Assisted or participated in selling or providing weapons to any person who to your knowledge used them against another person, or in transporting weapons to any person who to your knowledge used them against another person?	Select **Yes** or **No** from this drop-down list.
Received any type of military, paramilitary, or weapons training?	Select **Yes** or **No** from this drop-down list.
Have you or any person included in this benefit request been employed in the United States since your or his or her last entry into the United States or the day of his or her last grant of an extension or change of status?	Select **Yes** or **No** from this drop-down list.
Have you, or any other person included in this benefit request remained in the United States past your or his or her authorized period of stay?	Select **Yes** or **No** from this drop-down list.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Elaboration

1000025

This screen allows you to enter detailed information about any "Yes" responses to the background questions and shows a summary of your responses.

To enter further information about any "Yes" responses to the background questions:

    1. Use the Elaboration screen details table below.

The following table describes the elements on the Elaboration screen and how you use them. *Elements marked with* ⊞ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Elaboration Screen Details Table

Element	Description
You answered Yes to the following question(s), please provide an explanation	Shows the full or abbreviated question(s) to which you answered "Yes".
Elaboration Responses List	Shows the list of elaboration responses you provided in a summary table format. *Note: This table will be blank when you first access this screen.*
Name ⊞	Shows the name of the primary applicant or beneficiary involved in the incident.
Question Type ⊞	Shows the question type.
Country ⊞	Shows the country where the incident occurred.
State ⊞	Shows the U.S. state where the incident occurred.
Start Date ⊞	Shows the start date of the incident.
End Date ⊞	Shows the end date of the incident.

Element	Description
Action ➕	Select the **Edit** icon ( ) to edit a response. Fields become active in the Update Elaboration Information section. -OR- Select the **Remove** icon (✖) to delete a response to a background question.
Add Elaboration Information	Name of the section
For Background Question	Select the background question option for which you want to provide more information.
Name of the person in the benefit request involved in the incident.	Select the name of the person in the benefit request who was involved in the incident from this drop-down list.
Country of Incident	Select the country where the incident occurred from this drop-down list.
City/Town of Incident	Select the city or town where the incident occurred from this drop-down list.
State of the Incident	Select the U.S. state where the incident occurred from this drop-down list.
Other Country State/Province of Incident	Enter the non-U.S. state or province where the incident occurred into this field.
Entity or Organization Involved	Enter the entity or organization involved where the incident occurred into this field.
Period of Incident (Start)	Using the proper format (MM/DD/YYYY) or the calendar, enter the start date for the incident's time period involved into this field.

Element	Description
Period of Incident (End)	Using the proper format (MM/DD/YYYY) or the calendar, enter the end date for the incident's time period involved into this field.
Explanation of the incident, activity, act, issue, reason and/or duties involved	Enter an explanation of the incident, activity, act, issue, reason and/or duties involved into this field.
Add	Select **Add** to save the responses to the background question. The responses will appear in the Elaboration Responses List.
Update Elaboration Information ➕	Name of the section
Update ➕	Select **Update** to save any changes.
Cancel ➕	Select **Cancel** to cancel any updates.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Beneficiary Information
List of Beneficiaries

1000026

This screen shows the beneficiary(ies) you have identified and it allows you to edit the information for them. Each beneficiary's set of information is completed separately. This screen appears twice - before and after you complete information on each beneficiary.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To edit the information for a beneficiary:

1. Use the List of Beneficiaries screen details table below.

The following table describes the elements on the List of Beneficiaries screen and how you use them.
Note: Elements marked with ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

List of Beneficiaries Screen Details Table

Element	Description
List of Beneficiaries	Shows the names of the beneficiary(ies) you declared.
Edit	Select **Edit** to review, add, and edit information about a beneficiary on subsequent screens.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen after you have finished entering information about your beneficiary(ies). *Note: This element displays an error message if you select it prior to editing beneficiary information.*

Name(s)

1000028

This screen shows you the beneficiary's name you entered and allows you to enter additional name information for your beneficiary.

To view and enter information about your beneficiary's name(s):

1. Use the Name(s) screen details table below.

The following table describes the elements on the Name(s) screen and how you use them. *Note: Elements marked with* 🞢 *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Name(s) Screen Details Table

Element	Description
Last Name (Family Name)	Shows the beneficiary's last name (family name).
	Note: If your beneficiary has only one name, it appears in this field.
	Note: Name fields will accept only these special characters:
	- (hyphen)
	' (apostrophe)
	, (comma)
First Name (Given Name)	Shows the beneficiary's first name (given name).
No First Name	Shows the check box which indicates if your beneficiary does or does not have a first name.
Middle Name	Shows the beneficiary's middle name.
No Middle Name	Shows the check box which indicates if your beneficiary does or does not have a first name.
Has the beneficiary ever used any names other than the name entered above?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, blank fields will appear in the Other Name section.
	Note: If the beneficiary has ever used ANY other names, including nicknames and aliases, you must add each name on the current screen.

Element	Description
Other Name # ➕	Name of the section
Last Name ➕	Enter your beneficiary's last name into this field. *Note: If you have only one name, enter the name into this field.* *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
First Name ➕	Enter your beneficiary's first name into this field.
No First Name ➕	Select this check box to indicate that your beneficiary does not have a first name.
Middle Name ➕	Enter your beneficiary's middle name into this field.
No Middle Name ➕	Select this check box to indicate that your beneficiary does not have a middle name.
Remove ✖ ➕	Select the **Remove** icon (✖) to delete "other name" information if necessary.
Add ➕	Select **Add** to add another name if your beneficiary has more than one additional name. New fields appear under Other Name.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

<div align="right">Release: A2.2</div>

Addresses

1000029

This screen allows you to indicate if your beneficiary resides with you or enter information about your beneficiary's physical and mailing addresses.

To indicate if your beneficiary resides with you or enter information about your beneficiary's physical or mailing addresses:

    1. Use the Addresses screen details table below.

The following table describes the elements on the Addresses screen and how you use them. *Note: Elements marked with ⊕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

<div align="center">**Addresses Screen Details Table**</div>

Element	Description
Does the beneficiary currently reside with you?	Select **Yes** or **No** from this drop-down list. If you select **No**, you must complete additional fields.
Physical Address ⊕	Name of the section
Street # ⊕	Enter the address number of the beneficiary's current physical address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.*

Element	Description
Street Name ➕	Enter the street name of the beneficiary's current physical address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite # ➕	Enter the apartment or suite number of the beneficiary's current physical address into this field.
Country ➕	Select the country of the beneficiary's current physical address from this drop-down list.
City/Town ➕	Enter the city or town of the beneficiary's current physical address into this field.
State ➕	Select the U. S. state of the beneficiary's current physical address from this drop-down list.
ZIP Code ➕	Enter the ZIP code of the beneficiary's current physical address into this field.
Province ➕	Enter the province of the beneficiary's current physical address into this field.
Postal Code ➕	Enter the postal code of the beneficiary's current physical address into this field.
Mailing Address ➕	Name of the section
Same as Physical Address ➕	Select this check box to indicate that the beneficiary's current mailing address is the same as the beneficiary's current physical address. *Note: If you selected this check box and then discover a mistake in the physical address, deselect this check box, change the physical address and then reselect this check box.*

Element	Description
In Care of Name ➕	Enter the name of a person who currently resides at the mailing address who you would like to receive mail into this field.
Street # ➕	Enter the address number of the beneficiary's current mailing address into this field.
Street Name or P.O. Box ➕	Enter the street name or post office box of the beneficiary's current mailing address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite # ➕	Enter the apartment or suite number of the beneficiary's current mailing address into this field.
Country ➕	Select the country of the beneficiary's current mailing address from this drop-down list.
City/Town ➕	Enter the city or town of the beneficiary's current mailing address into this field.
State ➕	Select the U.S. state of the beneficiary's current mailing address from this drop-down list.
ZIP Code ➕	Enter the ZIP code of the beneficiary's current mailing address into this field.
Province ➕	Enter the province of the beneficiary's current mailing address into this field.
Postal Code ➕	Enter the postal code of the beneficiary's current mailing address into this field.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Biographic Information

1000031

This screen allows you to enter biographic information for a beneficiary.

To enter biographic information for a beneficiary:

    1. Use the Biographic Information screen details table below.

The following table describes the elements on the Biographic Information screen and how you use them.
Note: Elements marked with *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Biographic Information Screen Details Table

Element	Description
Is the beneficiary a member of the U.S. military?	Select **Yes or No** from this drop-down list.
Date of Birth	Name of the section
Month, Day, Year	Select the month, day, and year of your beneficiary's date of birth from these drop-down lists.

Element	Description
Country of Birth	Select your beneficiary's country of birth from this drop-down list.
City or Town of Birth	Enter your beneficiary's city or town of birth into this field.
State of Birth	Select the U.S. state in which your beneficiary was born from this drop-down list.
Province of Birth	Enter your beneficiary's province of birth into this field.
Gender	Select your beneficiary's gender from this drop-down list. *Note: Select the same gender that your beneficiary was the first time he or she applied for a benefit.*
Citizenship	Name of the section
Country of Citizenship List	Shows the country(ies) of citizenship you declared in a table format.
Country of Citizenship	Shows the country code of the country(ies) of citizenship you added. Select this link to view the list of country codes and names in a new window.
Action	Select the **Remove** icon (X) to delete a country from the Country of Citizenship List.
Country of Citizenship	Select your beneficiary's country of citizenship from this drop-down list.
Add	Select **Add** to save the country of citizenship you selected.

Element	Description
Country of Citizenship ➕	Shows the name of the country(ies) of citizenship added.
Action ➕	Select the **Remove** icon (✖) to delete a country from the Country of Citizenship List.
Beneficiary's Relationship to Applicant or Petitioner	Select the beneficiary's relationship to you from this drop-down list. *Note: "Other Dependent Family Members (as designated by the U.S. Department of State)" includes persons such as cohabitating partners, elderly parents of temporary workers, students, diplomats posted to the United States, or accompanying parents of minor F-1 child-students. If you select this category and are seeking an extension of stay as a B-2 nonimmigrant or a change of status to B-2 classification, it is important that you explain your relationship in the next field.*
Explain Your Relationship to the Applicant or Petitioner in the space provided. The type of relationship should be described as designated by the U.S. State Department. ➕	Enter your explanation of your relationship into this field. This field has a 500 character limit. *Note: If you need additional space to explain your relationship, you may upload document(s) that provide additional explanation or which explain your relationship when USCIS ELIS provides you the opportunity to add supporting documents.*
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.

Element	Description
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

<div align="right">Release: A2.2</div>

Immigration

1000032

This screen allows you to enter information about your beneficiary's immigration status and history.

To enter information about your beneficiary's immigration status and history:

    1. Use the Immigration screen details table below.

The following table describes the elements on the Immigration screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

<div align="center">**Immigration Screen Details Table**</div>

Element	Description
What was the beneficiary's status at the time of your most recent arrival into the United States?	Select your beneficiary's current immigration status from this drop-down list.
Beneficiary's place of most recent arrival into the United States	Enter the place of your beneficiary's most recent arrival into the United States into this field. (For example, San Ysidro port of entry, JFK airport).
Beneficiary's date of most recent arrival into the United States	Using the proper format (MM/DD/YYYY) or the calendar, enter the date of your beneficiary's most recent arrival into the United States into this field.
Does the beneficiary have a Form 1-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?	Select **Yes or No** from this drop-down list. If you select **Yes**, you must complete additional fields.

Element	Description
Arrival-Departure Record Number ➕	Enter your beneficiary's arrival-departure record number into this field.
The form I-94, I-94W, I-95, or entry stamp placed on the beneficiary's passport expires on ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the expiration date into this field.
What is the beneficiary's current immigration status?	Select your beneficiary's current immigration status from this drop-down list.
Does the beneficiary have an alien registration number?	Select **Yes or No** from this drop-down list. If you select **Yes**, you must complete the additional field.
A-Number ➕	Using the proper format, enter your beneficiary's A-Number into this field. (For example, A0123456789.)
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Government Identification

1000033

This screen allows you to enter information about your beneficiary's government-issued identity document.

To enter information about your beneficiary's government-issued identity document:

    1. Use the Government Identification screen details table below.

The following table describes the elements on the Government Identification screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Government Identification Screen Details Table

Element	Description
Does the beneficiary have a government-issued identity document?	Select **Yes** or **No** from this drop-down list. You must complete one or more additional fields. *Note: Your government-issued identity document must have a photo of your beneficiary.*
Explain why you do not have a government-issued identification document	Enter the explanation into this field.
Government Identification List	Name of the section
ID Type	Shows the type of the government-issued identity document.
Number	Shows the ID number for the saved government-issued identity document.
Expiration Date	Shows the expiration date of the government-issued identity document.
Action	Select the **Edit** icon ( ) to edit the identification document record. Fields become active in the Edit ID Type section. -OR- Select the **Remove** icon ( ) to delete the identification document.
Add New ID Type	Name of the section

Element	Description
Government-issued Identity Type ⊕	Select a document identity type from this drop-down list.
Passport ⊕	Name of ID type
Passport Issuing Country ⊕	Select the country that issued your beneficiary's passport from this drop-down list.
Passport Number ⊕	Enter your beneficiary's passport number into this field.
Passport Expiration Date ⊕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your beneficiary's passport expires into this field.
Driver License or State ID ⊕	Name of the ID type
Issuing State or U.S. Territory ⊕	Select the state or U.S. territory that issued your beneficiary's driver's license or state ID number from this drop-down list.
U.S. Driver's License Number ⊕	Enter your beneficiary's U.S. driver's license or state ID number into this field.
License Expiration Date ⊕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your beneficiary's driver's license or state ID expires into this field.
Other Government ID ⊕	Name of ID type
Describe and provide the name of the issuing government authority ⊕	Enter a description of the government-issued identity document and the name of the government authority that issued it into this field.
Document Number ⊕	Enter the document number of the government-issued identity document into this field.

Element	Description
Document Expiration Date ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your beneficiary's document expires into this field.
Add ➕	Select **Add** to save the government-issued identity document you entered.
Edit ID Type ➕	Name of the section. See the element descriptions under the Add New ID Type section.
Update ➕	Select **Update** to save any changes.
Cancel ➕	Select **Cancel** to cancel any updates.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Supplemental Biographic Information
Employment History

1000034

This screen allows you to enter, edit, and delete information about your employment history.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To enter information about your employment history:

    1. Use the Employment History screen details table below.

The following table describes the elements on the Employment History screen and how you use them.
Note: Elements marked with ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Employment History Screen Details Table

Element	Description
Employment History	Shows the list of employment records after each employment record is added.
Employer Name	Shows the employer name for each employment recorded.
Start Date	Shows the start date for each employment recorded.
End Date	Shows the end date for each employment recorded.
Action	Select the **Edit** icon ( ) to edit the employment record. Fields become active in the Edit Employment Record section. -OR- Select the **Remove** icon (✖) to delete the employment record.
Add Employment Record	Name of the section
Employer Name	Enter the employer's name into this field.
Date Employment Began	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you started working for the employer into this field.

Element	Description
Date Employment Ended	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you stopped working for the employer into this field.
Occupation	Enter your occupation into this field.
Employer Address	Name of the sub-section
Street #	Enter the street address number of the employer's address into this field.
Street Name	Enter the street name of the employer's address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Country	Select the country of the employer's address from this drop-down list.
City/Town	Enter the city or town of the employer's address into this field.
State	Select the U.S. state of the employer's address from this drop-down list.
ZIP Code	Enter the ZIP code of the employer's address into this field.
Province	Enter the province of the employer's address into this field.
Postal Code	Enter the postal code of the employer's address into this field.
Add	Select **Add** to save the employment information. The information appears in the Employment History list.

Element	Description
Edit Employment Record ⊕	Name of the section. See Add Employment Record section for element descriptions.
Update ⊕	Select **Update** to save any changes.
Cancel ⊕	Select **Cancel** to cancel any updates.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Education History

1000035

This screen allows you to enter, edit, and delete information about your education history.

To enter information about your education history:

1. Use the Education History screen details table below.

The following table describes the elements on the Education History screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Education History Screen Details Table

Element	Description
Education History	Shows the list of education records after each education record is added.
Educational Institution	Shows the name of the educational institution.
Start Date	Shows the attendance start date.
End Date	Shows the attendance end date.
Action	Select the **Edit** icon ( ) to edit the education record. Fields become active in the Edit Education Record section. -OR- Select the **Remove** icon ( ) to delete the education record.
Add New Education Record	Name of the section
Educational Institution Name	Enter the name of the educational institution into this field.
Degree Received	Enter the degree received into this field.
Major Field of Study	Enter the major field of study into this field.
Date of Attendance From	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you started attending the educational institution into this field.
Date of Attendance To	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you stopped attending the educational institution into this field.
Educational Institution Location	Name of the sub-section

Element	Description
Country	Select the country of the educational institution's address from this drop-down list.
City/Town	Enter the city or town of the educational institution's address into this field.
State	Select the U.S. state of the educational institution's address from this drop-down list.
ZIP Code	Enter the ZIP code of the educational institution's address into this field.
Province	Enter the province of the educational institution's address into this field.
Postal Code	Enter the postal code of the educational institution's address into this field.
Add	Select **Add** to save the educational institution information. The information appears in the Education History list.
Edit Education Record	Name of the section. See Add New Education Record section for element descriptions.
Update	Select **Update** to save any changes.
Cancel	Select **Cancel** to cancel any updates.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Residence History

1000036

This screen allows you to enter, edit, and delete information about your residence history over the last five years.

To enter information about your residence history:

> 1. Use the Residence History screen details table below.

The following table describes the elements on the Residence History screen and how you use them.
Note: Elements marked with ⊞ in the table below are displayed and activated when you complete specific fields or use specific elements.

Residence History Screen Details Table

Element	Description
Residence History	Shows the list of residence history records after each residence record is added.
Address	Shows the address of a residence.
Start Date	Shows the date when you started living at the residence.
End Date	Shows the date when you stopped living at the residence.

Element	Description
Action	Select the **Edit** icon ( ) to edit the residence record. Fields become active in the Edit Prior Address section. -OR- Select the **Remove** icon ( ) to delete the residence record.
Add Prior Address	Name of the section
Prior Address	Name of the sub-section
Street #	Enter the address number of the residence address into this field. *Note: When listing each place you have resided over the past 5 years, start with your most recent residence.*
Street Name	Enter the street name of the residence address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.* *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite#	Enter the apartment or suite number into this field.
Country	Select the country of the residence address from this drop-down list.
City/Town	Enter the city or town of the residence address into this field.
State	Select the U.S. state of the residence address from this drop-down list.

Element	Description
ZIP Code	Enter the ZIP code of the residence address into this field.
Province	Enter the province of the residence address into this field.
Postal Code	Enter the postal code of the residence address into this field.
On or about what date did you begin residing at the listed address:	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you started living at the residence into this field.
On or about what date did you stop residing at the listed address:	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when you stopped living at the residence into this field.
Add	Select **Add** to save the address information you entered. The information appears in the Residence History list.
Edit Prior Address	Name of the section. See Add Prior Address section for element descriptions.
Update	Select **Update** to save any changes.
Cancel	Select **Cancel** to cancel any updates.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

Upload Evidence
Upload Information

1000194

This screen shows instructions on preparing acceptable documents to upload as evidence. USCIS ELIS accepts evidence documents that follow specific file standards, file types, image size, and image resolution. This information is explained on this screen and shown on the List of All Acceptable File Standards.

It is important to scan and save evidence documents as separate files. Creating separate files will allow you to match and upload your evidence document to the requested type of evidence. Review the image of Acceptable vs. Not Acceptable documents.

Note: All documents, responses, and comments must be in English, or have English translations.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view information about uploading evidence and preparing acceptable documents:

    1. View the information on the screen and use the Upload Information screen details table below.

The following table describes the elements on the Upload Information screen and how you use them.

Upload Information Screen Details Table

Element	Description
List of All Acceptable File Standards	Select this link to show a list of all acceptable file standards.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next**. The Evidence Needed screen appears.

<div align="right">Release: A1</div>

Evidence Needed

1000195

This screen shows a list of evidence needed by USCIS to process your benefit request. The evidence is identified by type and name of the primary applicant or beneficiary for whom the evidence is requested. The list shows examples of the kind of evidence you can provide with your benefit request.

To view the list of evidence and possible types of documentation to provide:

    1. View the information on the screen and use the Evidence Needed screen details table below.

The following table describes the elements on the Evidence Needed screen and how you use them.

<div align="center">**Evidence Needed Screen Details Table**</div>

Element	Description
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all evidence types or select **- Collapse All** to show only the evidence types.
Evidence Request for [Name - Applicant Type]	Name of the section. Each primary applicant or beneficiary may be required to provide specific evidence to support the benefit request.
▼ **[Evidence Type]**	Name of the sub-section. Select the arrow to open or close each evidence type sub-section.
Respond With	Shows a list of possible evidence documents for the evidence type.

Element	Description
Description	Shows a description of each evidence document.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next**. The Manage Evidence screen appears.

Release: A2.2

Manage Evidence

1000196

This screen shows each evidence type (such as "identity", "immigration", and "correspondence") that is required to support your benefit request and a list of document types (such as a foreign passport, I-94, written statement for requesting an extension of stay) that you can supply for an evidence type. It allows you to select a document type that you want to provide and write comments for each evidence type, if desired. You are strongly encouraged, but are not required to provide evidence with your benefit request. Select the **Skip Upload** link to continue completing your benefit request without uploading evidence.

Note: If you do not upload some or all requested evidence at this time, you may receive a request for evidence from USCIS. The request for evidence will give you an additional chance to provide evidence within a specific timeframe.

The Manage Evidence screen will appear each time that you need to select a new document type to upload for an evidence type. It will also appear to allow you to verify that you have no more documents to upload.

To view and select evidence types and document types:

    1. View the information on the screen and use the Manage Evidence screen details table below.

The following table describes the elements on the Manage Evidence screen and how you use them.
Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.

Manage Evidence Screen Details Table

Element	Description
[Evidence Type (Name - Applicant Type)]	Shows the evidence type and the name and applicant type for whom the evidence is requested.
Add Document	Select **Add Document**. The list of document types for the evidence type appears in a drop-down list. Select a document type to upload. The Select and Add File screen appears.
Provide Comments	Select **Provide Comments**. A text field appears. Enter comments into this field about the evidence provided or lack of evidence. For some evidence types, you may also write a statement of unavailable evidence and upload it as a document.
Skip Upload	Select this link to continue completing the benefit request without adding evidence. The Preparer screen or the Benefit Request Review screen appears.
Document Type ➕	Shows the document type selected.
File Name ➕	Shows the file name.
Action ➕	Select the **Remove** icon (✖) to delete the file for upload.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.

Element	Description
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Select and Add File

1000197

After you have selected the document type on the Manage Evidence screen, you will search for and select the evidence document(s) you want to upload and add to the evidence document upload list.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To select and add files to upload:

    1. Use the Select and Add File screen details table below.

The following table describes the elements on the Select and Add File screen and how you use them.

Select and Add File Screen Details Table

Element	Description
You have selected to provide evidence documentation for	Name of the section
Evidence Needed	Shows the evidence type and name of the primary applicant or beneficiary for whom evidence is requested.
Document Type	Shows the document type you selected from the **Add Document** drop-down list on the Manage Evidence screen.
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all evidence types or select **- Collapse All** to show only the evidence types.
▼ **Upload File #1 - What file are you adding?**	Select the arrow to open or close this function. To add more files, use the Upload File # functions below. You may add up to five files per evidence type.

Element	Description
Browse	Select **Browse** to search for the document file you want to upload.
Choose file	Using standard Windows file search steps, find the location of your file and select the file name. Select **Open** to choose the file.
File Name	Verify that the file you chose appears in this field.
List of All Acceptable File Standards	Select this link to view the list of all acceptable file standards.
▼ **Upload File #2**	Select the arrow to open this function to add a second file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #3**	Select the arrow to open this function to add a third file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #4**	Select the arrow to open this function to add a fourth file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #5**	Select the arrow to open this function to add a fifth file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Do not select this element.

Element	Description
Add File	Select **Add File** to insert file(s). The Added Files screen appears.

Added Files

1000198

This screen shows the file(s) you selected on the Select and Add File screen. It allows you to view a file in a new window; review the file, evidence and document type information in the list; and delete a file if you no longer want to upload it as evidence.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To review the added file(s):

    1. Use the Added Files screen details table below.

The following table describes the elements on the Added Files screen and how you use them.

Added Files Screen Details Table

Element	Description
Your Added Files	Name of the section
File Name	Shows the file name of the document(s) you added on the Select File and Add screen.
Evidence Needed	Shows the evidence type of the document you selected to add.
Document Type	Shows the document type you selected to add.
View File	Select the **View File** icon ( ) to view the file you added to the evidence list before you upload the file. The document opens in a new window.
Action	Select the **Delete** icon ( ) to delete this file before uploading it.

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next**. The Manage Evidence screen appears.

Release: A2.2

Review Evidence

1000199

This screen shows all files that you have selected to upload as evidence. It allows you to view the files again in a new window, complete the upload evidence process, or go back to change the evidence you want to upload.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To view and complete the evidence upload process:

    1. Use the Review Evidence screen details table below.

The following table describes the elements on the Review Evidence screen and how you use them.

Review Evidence Screen Details Table

Element	Description
Your Evidence Documentation	Name of the section
File Name	Shows the file name of the document you added on the Select File and Add screen.
Evidence Needed	Shows the evidence type and name and applicant type for whom evidence is requested.

Element	Description
Document Type	Shows the document type you selected to add.
View File	Select the **View File** icon ( ), if desired, to view the file you added to the evidence list before uploading the files. The document opens in a new window.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to complete the upload process and go to the next screen.

Release: A2.2

Preparer

Preparer

1000066

This screen allows you to enter information about how the benefit application was prepared and who prepared it.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To enter information about how the benefit application was prepared and who prepared it:

    1. Use the Preparer screen details table below.

The following table describes the elements on the Preparer screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

Preparer Screen Details Table

Element	Description
The questions on this benefit request were	Name of the section
Read by me, or to me, in the English language	Select this option if the questions on the benefit request were read by you or to you in English.
Translated to me in the language below	Select this option if the questions were translated for you.
Translated to me in this language	Enter the language that was used to translate the questions for you (for example, "Spanish", "Creole", "French") into this field.
If translated, the translation was performed by	Select your relationship to the translator from this drop-down list. *Note: If you choose **Other**, you must enter an explanation into the **Explain Other** field.*
Explain Other	Enter an explanation of your relationship to the translator into this field.
Did you prepare this benefit request yourself?	Select **Yes** or **No** from this drop-down list. If you select **No**, you must complete additional fields.
Who Prepared this benefit request on your behalf?	Name of the section
The preparer is not an attorney or Board of Immigration Appeals (BIA)-accredited representative.	Select this option if the preparer is not an attorney or BIA-accredited representative.
The preparer is an attorney or BIA-accredited representative who only prepared the benefit request and will not be representing the applicant or petitioner further.	Select this option if the preparer is an attorney or BIA-accredited representative, but is not representing you before USCIS.

Element	Description
The preparer is an attorney or BIA-accredited representative who will be representing the applicant or petitioner with USCIS. ⊞	If this option is correct, the representative must create a USCIS ELIS account and file the benefit request on your behalf. You cannot complete and submit this benefit request.
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous section or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Release: A2.2

About Preparer

1000067

This screen allows you to enter information about the person who prepared the benefit application.

To enter information about the person who prepared the benefit application:

    1. Use the About Preparer screen details table below.

The following table describes the elements on the About Preparer screen and how you use them. *Note: Elements marked with* ⊞ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

About Preparer Screen Details Table

Element	Description

Element	Description

Last Name (Family Name)	Enter the last name (family name) of the preparer into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

First Name (Given Name)	Enter the first name (given name) of the preparer into this field.
Preparer's Business or Organization Name	Enter the name of the preparer's business or organization into this field.
Preparer's Email Address	Enter the preparer's email address into this field.
Preparer's Daytime Phone	Using the proper format (123-456-7890), enter the preparer's daytime phone number into this field.
Extension	Enter the extension to the preparer's daytime phone number into this field.
Was the preparer paid to prepare this benefit request?	Select **Yes** or **No** from this drop-down list.
Does the preparer have a pre-existing relationship with the applicant or petitioner?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete additional fields.
What type of relationship is it?	Select the type of relationship from this drop-down list. *Note: If you choose **Other**, you must enter an explanation into the **Explain Other Relationship** field.*
Explain Other Relationship:	If you chose **Other** for the type of relationship, enter an explanation into this field.

Element	Description
Add Additional Page Information	Select **Add Additional Page Information**. A text field appears. Enter any additional information that is relevant to the information requested on the current screen into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

Address and Attestation

1000068

This screen allows you to enter information about the preparer's mailing address. You can also view the attestation statement.

To enter information about the preparer's mailing address:

    1. Use the Address screen details table below.

The following table describes the elements on the Address screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements.*

Address Screen Details Table

Element	Description
Preparer's Mailing Address	Name of the section
Street #	Enter the address number of the preparer's current mailing address into this field.

Element	Description
Street Name or P.O. Box	Enter the street name or post office box of the preparer's mailing address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Country	Select the country of the preparer's mailing address from this drop-down list.
City/Town	Enter the city or town of the preparer's mailing address into this field.
State	Select the U.S. state of the preparer's mailing address from this drop-down list.
ZIP Code	Enter the ZIP code of the preparer's mailing address into this field.
Province	Enter the province of the preparer's mailing address into this field.
Postal Code	Enter the postal code of the preparer's mailing address into this field.
I declare that I have prepared this application (…)	Shows the preparer attestation.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*

Element	Description
Next	Select **Next** to go to the next screen.

<div align="right">Release: A2.2</div>

Application Review
Benefit Request Review

1000037

This screen shows the associated fees for this benefit request. It allows you to change any part of your benefit request by returning to a specific section and accessing a screen to update information, or to continue completing the benefit request.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To review your benefit request fees, change data on the benefit request, or continue completing the benefit request:

- View the benefit request fees.
- If desired, use the left navigation menu to select the desired section to start reviewing information or changing information on the benefit request screens.
- Use the Benefit Request Review screen details table below.

The following table describes the elements on the Benefit Request Review screen and how you use them.

<div align="center">**Benefit Request Review Screen Details Table**</div>

Element	Description
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to the next screen.

<div align="right">Release: A1</div>

Submission & E-Sign
Review Benefit Data

1000038

This screen shows the contents of your benefit request as a document (snapshot) and allows you to save and print the benefit request using Adobe Acrobat functions.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

Note: Based on the benefit you requested, certain fields on the snapshot may appear blank because you were not shown them in the wizard.

To review the contents of your benefit request and save and print the benefit request using Adobe Acrobat functions:

- Review the benefit request using the scroll bar to navigate through the document.
- Print or save the benefit request using Adobe Acrobat functions.
- Use the Review Benefit Data screen details table below.

The following table describes the elements on the Review Benefit Data screen and how you use them.

Review Benefit Data Screen Details Table

Element	Description
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
E-Sign	Select **E-Sign** to go to the next screen.

Release: A1

E-Sign

1000039

This screen shows the E-Signature Attestation and USCIS Privacy Act Statement. It allows you to read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request.

To read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request:

1. View the E-Signature Attestation and use the E-sign screen details table below.

The following table describes the elements on the E-Sign screen and how you use them.

E-Sign Screen Details Table

Element	Description
I have read and agree to the above E-Signature Attestation and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the E-Signature Attestation and USCIS Privacy Act Statement.
Signature	Name of the section
Full Name	Enter your full name (first, middle, and last name, as applicable) into this field. *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
USCIS ELIS Password	Enter your USCIS ELIS password into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Eligibility Rejection

1000225

This screen shows you the eligibility rejection message. It allows you to go to the previous screens or exit the benefit request.

To view the eligibility rejection message:

1. View the information and use the Eligibility Rejection screen details table below.

The following table describes the elements on the Eligibility Rejection screen and how you use them.

Element	Description
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The Efile Exit screen appears.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*

Release: A2.2

Payment
Payment

1000040

This screen shows an itemized list of fees for your benefit request and allows you to access the Pay.gov website to submit your payment. After you have completed the payment process, you will be returned to USCIS ELIS to receive a submission confirmation.

To view an itemized list of fees for your benefit request and access the Pay.gov website to submit your payment:

1. View the list of fees and use the Payment screen details tables below.

The following table describes the elements on the Payment screen and how you use them

Payment Screen Details Table

Element	Description
Back	This element is inactive.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*
Next	Select **Next** to go to access Pay.gov.

Release: A2.2

Submission Confirmation

Submission Confirmation

1000042

This screen shows the benefit request submission confirmation with time and date and allows you to go to the View My Cases screen.

To view the submission confirmation for your benefit request and go to the View My Cases screen:

    1. View the confirmation information and use the Submission Confirmation screen details table below.

The following table describes the elements on the Submission Confirmation screen and how you use them.

Submission Confirmation Screen Details Table

Element	Description
Applicant	Shows your name from the submitted benefit request.
Receipt Number	Shows the receipt number generated for the benefit request upon submission.
Benefit Request Type	Shows the type of benefit request submitted.
Benefit Snapshot	Select the **View Snapshot** link to view the benefit request snapshot in a new window. Use the Adobe Acrobat functions to print or save the document.
Exit	Select **Exit** to go to your View My Cases screen.

Release: A1

Apply for Benefit [Representative]

Submission & E-Sign

Review Benefit Data

1000167

This screen shows the contents of the benefit request as a document (snapshot) and allows you to save and print the benefit request using Adobe Acrobat functions.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

Note: Based on the benefit you requested, certain fields on the snapshot may appear blank because you were not shown them in the wizard.

To review the contents of your benefit request:

1. Review the benefit request data and use the Review Benefit Data screen details table below.

The following table describes the elements on the Review Benefit Data screen and how you use them.

Review Benefit Data Screen Details Table

Element	Description
Back	This element is disabled.
Next	Select **Next** to go to the next screen.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.

Release: A2.2

Representative E-Sign

1000168

This screen shows the E-Signature Attestation and USCIS Privacy Act Statement. It allows you to read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request.

To read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request:

1. View the e-signature attestation and use the Representative E-Sign screen details table below.

The following table describes the elements on the Representative E-Sign screen and how you use them.

Representative E-Sign Screen Details Table

Element	Description
I have read and agree to the above E-Signature Attestation and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the E-Signature Attestation and USCIS Privacy Act Statement.
Signature	Name of the section

Element	Description

Full Name	Enter your full name (first, middle, and last name, as applicable) into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

USCIS ELIS Password	Enter your USCIS ELIS password into this field.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

E-Sign Confirmation - Case Passcode

1000229

This screen shows confirmation that a representative has asked the primary applicant to e-sign the benefit request.

Your client must log into USCIS ELIS to view and e-sign this benefit request and will be limited to reviewing the benefit request in read-only mode. You will need to provide your client with the Case Passcode so that he or she can view this benefit request. Your client will not be able to make any changes to the benefit request. If your client would like to have any information contained in this benefit request changed or modified, he or she should decline to e-sign the benefit request. The Case Passcode should be provided to your client via personal communication or telephone in order to protect the Case Passcode.

Once your client enters the Case Passcode to review this benefit request, you will no longer be able to make changes until your client e-signs or declines to e-sign the benefit request. Once your client e-signs the benefit request, you will be able to access and e-sign the benefit request again. If you make any changes to the benefit request:

- You and your client will be required to e-sign the benefit request again.
- A new Case Passcode will be generated after e-signing the benefit request.
- Any previous Case Passcode linked to the benefit request will become invalid.

The following table describes the elements on the E-Sign Confirmation - Case Passcode screen and how you use them.

E-Sign Confirmation - Case Passcode Screen Details Table

Element	Description
Application Information	Name of the section
Primary Applicant Name	Shows the name of the primary applicant who is the subject of the benefit request.
Primary Applicant Email Address	Shows the email address of the primary applicant who is the subject of the benefit request.
Request Type	Select the PDF file to open the benefit request.
Representative E-Signed on	Shows the date the benefit request was e-signed by the representative.
Case Passcode	Shows the unique Case Passcode for this benefit request. *Note: The primary applicant will need the Case Passcode in order to access the benefit request.*
ELIS Home	Select **ELIS Home** to go to the View My Cases screen.

Release: A2.2

E-Sign Confirmation

1000336

This screen confirms that you, as the representative, have asked the primary applicant to e-sign the benefit request again, if your client previously declined to e-sign the benefit request in order to make changes.

Note: A new case passcode will not be displayed to you when your client's email address has not changed; a new case passcode will be generated when you e-sign a benefit request and your client has changed their email address.

The following table describes the elements on the E-Sign Confirmation screen and how you can use them.

E-Sign Confirmation Screen Details Table

Element	Description
Application Information	Name of the section

Element	Description
Primary Applicant Name	Shows the name of the primary applicant.
Primary Applicant Email	Shows the primary applicant's email.
Request Type	Select this link to open the benefit request in a new window.
Representative E-Signed on	Shows the date you, as the representative, e-signed the benefit request.
ELIS Home	Select **ELIS Home** to go to the View My Cases screen.

Release: A2.2

Payment
Payment

1000174

This screen shows an itemized list of fees for your benefit request and allows you to access the Pay.gov website to submit your payment. After you have completed the payment process, you will be returned to USCIS ELIS to receive a submission confirmation.

To view an itemized list of fees for your benefit request and access the Pay.gov website to submit your payment:

    1. View the list of fees and use the Payment screen details tables below.

The following table describes the elements on the Payment screen and how you use them.

Payment Screen Details Table

Element	Description
Back	This element is inactive.
Exit	Select **Exit**. A confirmation dialog box appears. Select **OK** to exit or **Cancel** to remain on the screen.
Save	Select **Save** to save your progress. *Note: USCIS encourages you to save your benefit request frequently.*

Element	Description
Next	Select **Next** to go to the next screen.

Submission Confirmation

Submission Confirmation

1000176

This screen shows the benefit request submission confirmation with time and date and allows you to go to the View My Cases screen.

To view the submission confirmation for your benefit request and go to the View My Cases screen:

    1. View the confirmation information and use the Submission Confirmation screen details table below.

The following table describes the elements on the Submission Confirmation screen and how you use them.

Submission Confirmation Screen Details Table

Element	Description
Applicant	Shows the name of the primary applicant on the submitted benefit request.
Receipt Number	Shows the receipt number generated for the submitted benefit request.
Benefit Request Type	Shows the type of benefit request submitted.
Benefit Snapshot	Select the **View Snapshot** link to view the benefit request snapshot in a new window.
Exit	Select **Exit** to go to the View My Cases screen.

Create Your USCIS ELIS Account
USCIS Electronic Immigration System (ELIS) Log In

XXXXXXX

This screen allows you to log in to USCIS ELIS, reset your password, create an account, and view the USCIS Privacy Act Statement, Department of Homeland Security Consent, and Reporting Burden Statement.

To log in to USCIS ELIS:

1. Enter your email address into the **Email Address** field.

2. Enter your password into the **Password** field.

3. Select **Log In**.

To reset your password:

1. Select the **Forgot or need to reset your password?** link. The Provide Email screen appears.

To view the USCIS Privacy Act Statement:

1. Select the **USCIS Privacy Act Statement** link. The Privacy and Legal Disclaimers screen appears.

2. Select **Back** on your web browser to return to USCIS Electronic Immigration System (ELIS) Log In screen.

To create a new account:

1. Select **Create New Account**. The Getting Started – Privacy Act Statement screen appears.

The following table describes the elements on the USCIS ELIS Log In screen and how you use them.

USCIS ELIS Log In Screen Details Table

Element	Description
Secure Log In	Name of section
Email Address	Enter your email address into this field.
Password	Enter your password into this field.
Forgot or need to reset your password?	Select the **Forgot or need to reset your password?** link to go to the Provide Email screen.
Log In	Select **Log In** to log in to USCIS ELIS after entering your email address and password.
USCIS Privacy Act Statement	Select the **USCIS Privacy Act Statement** link to go to the Privacy and Legal Disclaimers screen. Select your browser's Back button to return to the USCIS ELIS Log In screen.

Element	Description
Create A New Account	Name of the section
Create New Account	Select **Create New Account** to create an account. The Getting Started – Privacy Act Statement screen appears.

Online Account Setup
Getting Started - Privacy Act Statement

1000048

This screen shows the main steps you must complete to set up your USCIS ELIS account. It allows you to read, agree to, and accept the USCIS Privacy Act Statement.

To read, agree to, and accept the USCIS Privacy Act Statement:

    1. Use the Getting Started - Privacy Act Statement screen details table below.

The following table describes the elements on the Getting Started - Privacy Act Statement screen and how you use them.

Getting Started - Privacy Act Statement Screen Details Table

Element	Description
I have read and agree to the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement.
I Accept	Select **I Accept**. The Provide Email and Account Type screen appears.

Provide Email
Provide Email and Account Type

1000049

This screen allows you to select the type of account to create and provide your email address.

Note: Your email address is case-sensitive.

To select the type of account to create and provide your email address:

    1. Use the Provide Email and Account Type screen details table below.

The following table describes the elements on the Provide Email and Account Type screen and how you use them.

Provide Email and Account Type Screen Details Table

Element	Description
Select Account Type	Select the account type to create from this drop-down list. Values include Applicant or Legal Representative. *Note: If a legal representative filed a benefit request on your behalf first in USCIS ELIS, select **Applicant** to create and activate your online access.*
Email	Enter your email address into this field. *Note: Your email address will become your login ID.*
Re-enter Email	Enter your email address again into this field.
Submit	Select **Submit** to submit your account type and email address. The Confirm Email screen appears.

Confirm Email
Confirm Email

1000050

This screen shows the email address to which the USCIS ELIS Online Account Access Confirmation Email was sent. It allows you to return to the USCIS ELIS Log In screen.

To view the information and go back to the USCIS ELIS Log In screen:

1. View the information on the screen and use the Confirm Email screen details table below.

The following table describes the element on the Confirm Email screen and how you use it.

Confirm Email Screen Details Table

Element	Description
Back to USCIS.gov	Select **Back to USCIS.gov** to go back to the USCIS ELIS Log In screen.

Confirm Email - Provide Email Confirmation Code

1000051

This screen allows you to enter your email address and the confirmation code from the USCIS ELIS Online Account Access confirmation email.

To enter your email address and confirmation code:

    1. Use the Confirm Email - Provide Email Confirmation Code screen details table below.

The following table describes the elements on the Confirm Email - Provide Email Confirmation Code screen and how you use them.

Confirm Email - Provide Email Confirmation Code Screen Details Table

Element	Description
Email	Enter your email address into this field.
Confirmation Code	Enter the confirmation code you received into this field.
Submit	Select **Submit** to submit your email address and confirmation code. The Password Setup screen appears.

Release: A1

Setup Password
Password Setup

1000052

This screen allows you to set up your password for online access. *Note: Your password is valid for 365 days. You must change your password once every 365 days. You can also change your password more often if desired.*

To set up your password for online access:

    1. Use the Password Setup screen details table below.

The following table describes the elements on the Password Setup screen and how you use them.

Password Setup Screen Details Table

Element	Description
Enter new password	Enter your new password into this field.
What is a strong password?	Select this link to view a description of the password rules.
Password Strength	This bar will indicate the strength of your password as you type it.

Element	Description
Re-enter your password	Re-enter your password into this field.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

<div align="right">Release: A1</div>

Password Updated

1000053

This screen shows that your password has been set and the date when your password will expire.

To view information about your password and go to the screen for password reset questions and answers:

    1. View the information on the screen and use the Password Updated screen details table below.

The following table describes the elements on the Password Updated screen and how you use them.

<div align="center">**Password Updated Screen Details Table**</div>

Element	Description
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

<div align="right">Release: A1</div>

Password Reset Questions & Answers

1000054

This screen allows you to set up your password reset questions and answers.

To set up your password reset questions and answers:

    1. Use the Password Reset Questions & Answers screen details table below.

The following table describes the elements on the Password Reset Questions & Answers screen and how you use them.

<div align="center">**Password Reset Questions & Answers Screen Details Table**</div>

Element	Description

Element	Description
Question #1	Select a password reset question from this drop-down list. *Note: You cannot select the same question and answer for each of your password reset questions.*
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a password reset question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.
Question #3	Select a password reset question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.
Question #4	Select a password reset question from this drop-down list.
Your Answer #4	Enter your answer to Question #4 into this field.
Question #5	Select a password reset question from this drop-down list.
Your Answer #5	Enter your answer to Question #5 into this field.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Choose Security Preference
Choose Security Preference

1000055

This screen allows you to choose the second method for validating your identity.

To choose the second method for validating your identity:

1. Use the Choose Security Preference screen details table below.

The following table describes the elements on the Choose Security Preference screen and how you use them.

Choose Security Preference Screen Details Table

Element	Description
Please Select Your Security Preference	Select one choice from the options shown. Options include Secure PIN via Phone, Secure PIN via Email, and Personal Identity Questions.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Personal Identity Questions

Security Preference - Personal Identity Questions & Answers

1000056

This screen allows you to set up your personal identity questions and answers.

To set up your personal identity questions and answers:

1. Use the Security Preference – Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Security Preference – Personal Identity Questions & Answers screen and how you use them.

Security Preference – Personal Identity Questions & Answers Screen Details Table

Element	Description
Question #1	Select a question from this drop-down list.
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.

Element	Description
Question #3	Select a question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Confirm Personal Identity Questions & Answers

1000205

This screen allows you to confirm your personal identity questions and answers.

To confirm your personal identity questions and answers:

> 1. Use the Confirm Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Confirm Personal Identity Questions & Answers screen and how you use them.

Confirm Personal Identity Questions & Answers Screen Details Table

Element	Description
Question #1	Shows the question you selected.
Your Answer #1	Shows the answer you entered.
Question #2	Shows the question you selected.
Your Answer #2	Shows the answer you entered.
Question #3	Shows the question you selected.
Your Answer #3	Shows the answer you entered.

Element	Description
Submit	Select **Submit** to confirm your questions and answers. The Provide Personal Identity Answer screen appears.
Change	Select **Change** to return to the Security Preference - Personal Identity Questions & Answers screen to revise your questions and answers.

Provide Personal Identity Answer

1000219

This screen allows you to verify your identity by answering a personal identity question.

To verify your identity:

> 1. Use the Provide Personal Identity Answer screen details table below.

The following table describes the elements on the Provide Personal Identity Answer screen and how you use them.

Provide Personal Identity Answer Screen Details Table

Element	Description
Your Personal Identity Question	Shows a personal identity question for you to answer.
Your Answer	Enter your answer to the personal identity question into this field. This field is not case-sensitive.
Submit	Select **Submit** to submit your answer. The View My Cases screen appears.
Cancel	Select **Cancel.** The You Have Logged Out screen appears.

Secure PIN
Security Preference - Secure PIN via Phone

1000057

This screen allows you to request a PIN via phone, test the PIN, and reset the PIN.

To request a PIN via phone, test the PIN, or reset the PIN:

1. Use the Security Preference – Secure PIN via Phone screen details table below.

The following table describes the elements on the Security Preference – Secure PIN via Phone screen and how you use them.

Security Preference – Secure PIN via Phone Screen Details Table

Element	Description
How would you like to receive your Secure PIN?	Select one choice from the options shown. Options include SMS/Text Message or Voice Message.
U.S. Phone number	Using the proper format (123-456-7890), enter your U.S. phone number into this field.
Test Secure PIN	Select **Test Secure PIN** to send a secure PIN to the phone number you provided. The Security Preference – Enter Secure PIN screen appears.
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field.
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	This element is inactive.

Release: A1

Security Preference - Secure PIN via Email

1000059

This screen allows you to request a PIN via email and test the PIN.

To request a PIN via email and test the PIN:

1. Use the Security Preference – Secure PIN via Email screen details table below.

The following table describes the elements on the Security Preference – Secure PIN via Email screen and how you use them.

Security Preference – Secure PIN via Email Screen Details Table

Element	Description
Your registered Email address	Shows your registered email address.

Element	Description
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Test Secure PIN	Select **Test Secure PIN** to send a test PIN to your registered email address. The Security Preference – Enter Secure PIN screen appears.

Release: A1

Security Preference - Enter Secure PIN

1000058

This screen allows you to submit the secure PIN you received via phone or email.

To submit the secure PIN you received via phone or email:

    1. Use the Security Preference – Enter Secure PIN screen details table below.

The following table describes the elements on the Security Preference – Enter Secure PIN screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Security Preference – Enter Secure PIN Screen Details Table

Element	Description
Secure PIN	Enter the PIN you received via phone or email into this field.
Back	Select **Back** to go back to the previous screen.

Element	Description
Submit PIN	Select **Submit PIN** to validate the PIN you received via phone or email.
	If a valid PIN was submitted, the Security Preference - Secure PIN via Phone screen or the Account Activated screen appears.
	*Note: You have three tries to enter and submit a PIN. After the first incorrect try, **Request New PIN** will appear. You may try to enter and submit the original PIN two more times before requesting a new PIN.*
	*You may also leave the **Secure PIN** field blank and select **Submit PIN** if you have not received a PIN 10 minutes after your initial request. **Request New PIN** appears.*
Request New PIN ⊕	If the PIN submitted was invalid or you have not received a PIN 10 minutes after your first request, select **Request New PIN** to receive a new PIN.

Release: A1

Security Preference - Secure PIN via Phone

1000220

This screen allows you to submit your validated secure PIN via phone preference or reset the phone number for the phone preference.

To submit your validated secure PIN via phone preference or reset the phone number for the phone preference:

   1. Use the Security Preference – Secure PIN via Phone screen details table below.

The following table describes the elements on the Security Preference – Secure PIN via Phone screen and how you use them.

Security Preference – Secure PIN via Phone Screen Details Table

Element	Description
How would you like to receive your Secure PIN?	These options are inactive.
U.S. Phone number	Using the proper format (123-456-7890), enter your U.S. phone number into this field.
	*Note: This field is inactive after the secure PIN is validated unless you select **Reset Number**.*

Element	Description
Test Secure PIN	This field is inactive.
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field. The validated phone number is deleted and the initial Secure PIN via Phone Setup screen appears.
Secure PIN Validated	Shows the message that the secure PIN has been validated after you submitted the PIN on the Security Preference - Enter Secure PIN screen.
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Submit	Select **Submit** to submit the PIN after it was validated on the Enter Secure PIN screen. The Account Activated screen appears.

Release: A1

Account Activated
Account Activated

1000061

This screen shows your registered email address, security preference, and default communication preferences. It allows you to go to your account, or if a legal representative, begin setting up your profile.

To view your information and go to your account:

1. View the information on the screen and use the Account Activated screen details table below.

The following table describes the element on the Account Activated screen and how you use it.

Account Activated Screen Details Table

Element	Description
USCIS ELIS Home	Select **USCIS ELIS Home** to go to your account, or if a legal representative, begin setting up your profile.

Release: A1

Account Activated

1000062

This screen shows your registered email address, security preference, and default communication preferences. It allows you to go to your account, or if a legal representative, begin setting up your profile.

To view your information and go to your account:

    1. View the information on the screen and use the Account Activated screen details table below.

The following table describes the element on the Account Activated screen and how you use it.

Account Activated Screen Details Table

Element	Description
USCIS ELIS Home	Select **USCIS ELIS Home** to go to your account, or if a legal representative, begin setting up your profile.

Release: A1

Representative Account Profile Setup
Getting Started
Profile Setup

1000140

This screen allows you to select your profile type of attorney or accredited representative.

To select your profile type:

    1. Use the Profile Setup screen details table below.

The following table describes the elements on the Profile Setup screen and how you use them.

Profile Setup Screen Details Table

Element	Description
Please Select the Profile Type	Select one of the options. Options include Attorney or Accredited Representative.
Start Setup	Select **Start Setup** to go to the next screen.

Release: A1

Privacy Act Statement

1000141

This screen allows you to read, agree to, and accept the USCIS Privacy Act Statement.

To read, agree to, and accept the USCIS Privacy Act Statement:

    1. Use the Privacy Act Statement screen details table below.

The following table describes the elements on the Getting Started - Privacy Act Statement screen and how you use them.

Getting Started - Privacy Act Statement Screen Details Table

Element	Description
I have read and agree to the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement.
I Accept	Select **I Accept**. The Attorney Information or the Representative Information screen appears.

Release: A1

About You
Attorney Information

1000142

This screen allows you to enter your business and licensing information.

To enter your business and licensing information:

    1. Use the Attorney Information screen details table below.

The following table describes the elements on the Attorney Information screen and how you use them.
Note: Elements marked with *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Attorney Information Screen Details Table

Element	Description
I am an attorney and a member in good standing of the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia.	Select the check box if you are an attorney and a member in good standing of the bar of the highest applicable court(s).
Name of Business or Organization	Enter the name of your business or organization into this field.
Attorney Bar Number or Equivalent	Enter your attorney bar number or equivalent into this field.
Licensing Authority	Select the licensing authority from this drop-down list.

Element	Description
Add	Select **Add** to save the Attorney Bar Number and Licensing Authority. You may add up to two Attorney Bar Numbers and corresponding Licensing Authorities.
Attorney Bar Number or Equivalent ➕	Shows the attorney bar number or equivalent provided in a table format.
Licensing Authority ➕	Shows the licensing authority for the associated attorney bar number or equivalent in a table format.
[Blank] ➕	Select the **Remove** icon (✖) to remove the attorney bar number and corresponding information from the profile. *Note: If you need to update a bar number or licensing authority, delete the existing record and create a new record.*
Are you currently subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete the additional field.
Please explain fully below ➕	Enter your explanation to the previous question into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Representative Information

1000143

This screen allows you to enter your organization and accreditation information.

To enter your organization and accreditation information:

1. Use the Representative Information screen details table below.

The following table describes the elements on the Representative Information screen and how you use them.

Representative Information Screen Details Table

Element	Description
I am an accredited representative of the following qualified non-profit religious, charitable, social services, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals pursuant to 8 CFR 1292.2	Select the check box if you are an accredited representative.
Accredited Organization Name	Enter the name of the organization registered with the BIA into this field..
Organization's Date of Accreditation or Recognition	Using the proper format (MM/DD/YYYY) or the calendar, enter the accredited organization's date of accreditation or recognition into this field.
Representative Accreditation Date	Using the proper format (MM/DD/YYYY) or the calendar, enter your accreditation date into this field.
Representative Accreditation Expiration Date	Using the proper format (MM/DD/YYYY) or the calendar, enter your accreditation expiration date into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Name

1000144

This screen allows you to enter your name information.

To enter your name information:

    1. Use the Name screen details table below.

The following table describes the elements on the Name screen and how you use them.

Name Screen Details Table

Element	Description
Last Name (Family Name)	Enter your last name (family name) into this field..
	Note: If you have only one name, enter the name into this field.
	Note: Name fields will accept only these special characters:
	- (hyphen)
	' (apostrophe)
	, (comma)
First Name (Given Name)	Enter your first name (given name) into this field.
No First Name	Select this check box if you do not have a first name.
Middle Name	Enter your middle name into this field.
No Middle Name	Select this check box if you do not have a middle name.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Contact Information
Email & Phone

1000145

This screen shows your email address and allows you to enter phone contact information.

To view the information and enter phone contact information:

    1. Use the Email & Phone screen details table below.

The following table describes the elements on the Email & Phone screen and how you use them.

Email & Phone Screen Details Table

Element	Description
Email	Name of the section
E-mail	Shows your registered email address.
Contact Numbers	Name of the section
Mobile/Cell Phone	Using proper format, enter your mobile/cell phone number into this field.
Daytime Phone	Using proper format, enter your work phone into this field.
Extension	Enter your work phone extension into this field, if applicable.
Fax	Using proper format, enter your fax number into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Address

1000146

This screen allows you to enter address information about your law office or organization.

To enter address information about your law office or organization:

    1. Use the Address screen details table below.

The following table describes the elements on the Address screen and how you use them.

Address Details Table

Element	Description
Physical Address	Name of the section
Street #	Enter the address number of the current physical address into this field.
Street Name	Enter the street name of the current physical address into this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.* *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Enter the apartment or suite number of the current physical address into this field.
Country	Shows the default value of "United States".
City/Town	Enter the city or town of the current physical address into this field.
State	Select the U.S. state of the current physical address from this drop-down list.
ZIP Code	Enter the ZIP code of the current physical address into this field.
Mailing Address	Name of the section

Element	Description
Same as Physical Address	Select this check box to indicate that the current mailing address is the same as the current physical address. *Note: If you selected this check box and then discover a mistake in your physical address, deselect this check box, change the physical address and then reselect this check box.*
In Care of Name	Enter the name of a person at the mailing address who receives the mail into this field.
Street #	Enter the address number of the current mailing address into this field.
Street Name or P.O. Box	Enter the street name or post office box the current mailing address into this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Enter the apartment or suite number of the current mailing address into this field.
Country	Shows the default value of "United States".
City/Town	Enter the city or town of the current mailing address into this field.
State	Select the U.S. state of the current mailing address from this drop-down list.
ZIP Code	Enter the ZIP code of the current mailing address into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Review & E-Sign
Review Profile

1000108

This screen allows you to review the profile information you entered during the account profile setup.

To review your profile information:

    1. View your profile information and use the Review Profile screen details table below.

The following table describes the elements on the Review Profile screen and how you use them.

Review Profile Screen Details Table

Element	Description
Back	Select **Back** to go to the first screen of the previous section.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

E-Sign

1000110

This screen shows the Representative Account Registration and USCIS Privacy Act Statement. It allows you to read and agree to the registration and USCIS Privacy Act Statement and e-sign your account profile.

To read and agree to the registration and USCIS Privacy Act Statement and e-sign your account profile:

    1. Use the E-Sign screen details table below.

The following table describes the elements on the E-Sign screen and how you use them.

E-Sign Screen Details Table

Element	Description

Element	Description
I have read and agree to the above Registration and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the registration and Privacy Act Statement.
Signature	Name of the section
Full Name	Enter your full name (first, middle, and last name, as applicable) into this field. *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
USCIS ELIS Password	Enter your USCIS ELIS password into this field.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Duplicate Account

1000224

This screen shows that you may already have a USCIS ELIS account. It allows you to continue to create a new account or exit the system and try to log in again with your existing account.

To continue to create a new account or exit and log in with your existing account:

1. Use the Duplicate Account screen details table below.

The following table describes the elements on the Duplicate Account screen and how you use them.

Duplicate Account Screen Details Table

Element	Description

Element	Description
No	Select this option to indicate that you do not want to exit the system.
Yes	Select this option to indicate that you want to exit the system.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next**. The You Have Logged Out screen appears.

Release: A1

Exit
Exit

1000210

This screen allows you to confirm you want to exit the profile setup.

To confirm you want to exit the profile setup:

    1. Use the Exit screen details table below.

The following table describes the elements on the Exit screen and how you use them.

Exit Screen Details Table

Element	Description
Cancel	Select **Cancel** to return the previous screen.
Exit	Select **Exit** to confirm you want to exit the profile setup process.

Release: A1

Confirmation
Account Profile Confirmation

1000111

This screen shows a confirmation that USCIS has received your online account profile information.

To view a confirmation that USCIS has received your online account profile information:

    1. Use the Account Profile Confirmation screen details table below.

The following table describes the elements on the Account Profile Confirmation screen and how you use them.

Account Profile Confirmation Screen Details Table

Element	Description
USCIS Account ID	Shows your USCIS account ID.
Account Type	Shows your USCIS account type.
Your default notification preferences**	Shows your default notification preferences. Default notification preferences include: USCIS Notices - Paper (Postal Mail) and Notifications (Alerts) - None.
Download E-Signed Account Profile	Select this link to download a copy of your e-signed account profile.
USCIS ELIS Home	Select **USCIS ELIS Home**. The View My Cases screen appears.

Release: A1

Access Your USCIS ELIS Account

USCIS Electronic Immigration System (ELIS) Log In

1000043

This screen allows you to log in to USCIS ELIS, reset your password, create an account, and view the USCIS Privacy Act Statement, Department of Homeland Security Consent, and Reporting Burden Statement.

To log in to USCIS ELIS:

1. Enter your email address into the **Email Address** field.
2. Enter your password into the **Password** field.
3. Select **Log In**.

To reset your password:

1. Select the **Forgot or need to reset your password?** link. The Provide Email screen appears.

To view the USCIS Privacy Act Statement:

1. Select the **USCIS Privacy Act Statement** link. The Privacy and Legal Disclaimers screen appears.
2. Select **Back** on your web browser to return to USCIS Electronic Immigration System (ELIS) Log In screen.

To create a new account:

1. Select **Create New Account**. The Getting Started – Privacy Act Statement screen appears.

The following table describes the elements on the USCIS ELIS Log In screen and how you use them.

USCIS ELIS Log In Screen Details Table

Element	Description
Secure Log In	Name of section
Email Address	Enter your email address into this field.
Password	Enter your password into this field.
Forgot or need to reset your password?	Select the **Forgot or need to reset your password?** link to go to the Provide Email screen.
Log In	Select **Log In** to log in to USCIS ELIS after entering your email address and password.
USCIS Privacy Act Statement	Select the **USCIS Privacy Act Statement** link to go to the Privacy and Legal Disclaimers screen. Select your browser's Back button to return to the USCIS ELIS Log In screen.

Element	Description
Create A New Account	Name of the section
Create New Account	Select **Create New Account** to create an account. The Getting Started – Privacy Act Statement screen appears.

Release: A1

Log In - Verify Identity
Provide Secure PIN

1000044

This screen allows you to verify your identity by requesting a secure PIN.

To verify your identity by requesting a secure PIN:

    1. Use the Provide Secure PIN screen details table below.

The following table describes the elements on the Provide Secure PIN screen and how you use them.

Provide Secure PIN Screen Details Table

Element	Description
Request Secure PIN	Select **Request Secure PIN** to have a secure PIN sent to your phone or email.
Cancel	Select **Cancel** to go to the You Have Logged Out screen.

Release: A1

Enter Secure PIN

1000045

This screen allows you to submit your secure PIN to verify your identity.

To submit your secure PIN to verify your identity:

    1. Use the Enter Secure PIN screen details table below.

The following table describes the elements on the Enter Secure PIN screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Enter Secure PIN Screen Details Table

Element	Description

Element	Description
Secure PIN	Enter your PIN into this field.
Back	Select **Back** to go to the previous screen.
Submit PIN	Select **Submit PIN** to validate the PIN you received via phone or email. *Note: You have three tries to enter and submit a PIN. After the first incorrect try, **Request New PIN** will appear. You may try to enter and submit the original PIN two more times before requesting a new PIN.* *You may also leave the **Secure PIN** field blank and select **Submit PIN** if you have not received a PIN 10 minutes after your initial request. **Request New PIN** appears.*
Request New PIN	If the PIN submitted was invalid or you have not received a PIN 10 minutes after your first request, select **Request New PIN** to receive a new PIN.

Release: A1

Provide Personal Identity Answer

1000046

This screen allows you to verify your identity by answering a personal identity question.

To verify your identity:

1. Use the Provide Personal Identity Answer screen details table below.

The following table describes the elements on the Provide Personal Identity Answer screen and how you use them.

Provide Personal Identity Answer Screen Details Table

Element	Description
Your Personal Identity Question	Shows a personal identity question for you to answer.
Your Answer	Enter your answer to the personal identity question into this field. This field is not case-sensitive.

Element	Description
Submit	Select **Submit** to submit your answer.
Cancel	Select **Cancel** to go to the You Have Logged Out screen.

<div align="right">Release: A1</div>

Account Locked
Account Locked
Maximum Unsuccessful Attempts Reached

1000070

This screen shows that your account is locked after three (3) attempts to log in or answer password reset questions unsuccessfully, and how to contact USCIS ELIS Customer Service to reinstate your account access. It allows you to go to the USCIS ELIS Log In screen.

To view the information and go to the USCIS ELIS Log In screen:

1. View the information on the screen and use the Maximum Unsuccessful Attempts Reached screen details table below.

The following table describes the element on the Maximum Unsuccessful Attempts Reached screen and how you use it.

<div align="center">**Maximum Unsuccessful Attempts Reached Screen Details Table**</div>

Element	Description
Back to USCIS.gov	Select **Back to USCIS.gov** to go to the USCIS ELIS Log In screen.

<div align="right">Release: A1</div>

Expired Password
Update Password

1000071

This screen allows you to update your expired password.

To update your expired password:

1. Use the Update Password screen details table below.

The following table describes the elements on the Update Password screen and how you use them.

<div align="center">**Update Password Screen Details Table**</div>

Element	Description

Element	Description
Enter current password	Enter your expired password into this field.
Current Password Expiration Date	Shows the date when the password expired.
Enter new password	Enter your new password into this field.
What is a strong password?	Select this link to view a description of the password rules.
Password Strength	This bar will indicate the strength of your password as you type it.
Re-enter your password	Re-enter your new password into this field.
Submit	Select **Submit** to submit your new password and go to the next screen.

<div align="right">Release: A1</div>

Password Updated

1000072

This screen shows that your password was updated and it allows you to go to your account.

To view the information and go to the USCIS ELIS Home screen:

    1. View the information on the screen and use the Password Updated screen details table below.

The following table describes the elements on the Password Updated screen and how you use them.

<div align="center">**Password Updated Screen Details Table**</div>

Element	Description
USCIS ELIS Home	Select **USCIS ELIS Home** to go to your account.

<div align="right">Release: A1</div>

Password Reset
Password Reset
Provide Email

1000074

This screen allows you to provide your email address to request a password reset.

To provide your email address to request a password reset:

1. Use the Provide Email screen details table below.

The following table describes the elements on the Provide Email screen and how you use them.

Provide Email Screen Details Table

Element	Description
Email address	Enter your email address into this field.
Submit	Select **Submit** to submit your email address. The Provide Password Reset Answer screen appears.
Cancel	Select **Cancel** to go to the USCIS ELIS Log In screen.

Release: A1

Provide Password Reset Answer

1000075

This screen allows you to provide answers to your password reset questions.

To provide answers to your password reset questions:

1. Use the Provide Password Reset Answer screen details table below.

The following table describes the elements on the Provide Password Reset Answer screen and how you use them.

Provide Password Reset Answer Screen Details Table

Element	Description
Password Reset Question #1	Shows one of your password reset questions.
Answer #1	Enter your answer to the password reset question into this field.
Password Reset Question #2	Shows one of your password reset questions.
Answer #2	Enter your answer to the password reset question into this field.
Password Reset Question #3	Shows one of your password reset questions.

Element	Description
Answer #3	Enter your answer to the password reset question into this field.
Submit	Select **Submit** to submit your answers.
Cancel	Select **Cancel** to go to the USCIS ELIS Log In screen.

Release: A1

Password Reset Sent

1000076

This screen shows that your password was reset and that a confirmation email was sent with a temporary password and instructions to complete the process to your registered email address. It allows you to go to the USCIS ELIS Log In screen.

To view the information and go to the USCIS ELIS Log In screen:

1. View the information on the screen and use the Password Reset Sent screen details table below.

The following table describes the element on the Password Reset Sent screen and how you use it.

Password Reset Sent Screen Details Table

Element	Description
Back to USCIS.gov	Select **Back to USCIS.gov** to go to the USCIS ELIS Log In screen.

Release: A1

Password
Password Reset

1000073

This screen allows you to reset your password by entering a new password.

To reset your password:

1. Use the Password Reset screen details table below.

The following table describes the elements on the Password Reset screen and how you use them.

Password Reset Screen Details Table

Element	Description

Element	Description
Enter new password	Enter your new password into this field.
What is a strong password?	Select this link to view a description of the password rules.
Password Strength	This bar indicates the strength of your password as you type it.
Re-enter your password	Re-enter your new password into this field.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Password Updated

1000223

This screen shows that your password was updated.

To view the information about your updated password:

1. View the information on the screen and use the Password Updated screen details table below.

The following table describes the element on the Password Updated screen and how you use it.

Password Updated Screen Details Table

Element	Description
Continue	Select **Continue**.

Release: A1

Online Account Reset
Password Reset Questions & Answers

1000077

This screen allows you to set up new password reset questions and answers.

To set up new password reset questions and answers:

1. Use the Password Reset Questions & Answers screen details table below.

The following table describes the elements on the Password Reset Questions & Answers screen and how you use them.

Password Reset Questions & Answers Screen Details Table

Element	Description
Question #1	Select a password reset question from this drop-down list. *Note: You cannot select the same question and answer for each of your password reset questions.*
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a password reset question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.
Question #3	Select a password reset question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.
Question #4	Select a password reset question from this drop-down list.
Your Answer #4	Enter your answer to Question #4 into this field.
Question #5	Select a password reset question from this drop-down list.
Your Answer #5	Enter your answer to Question #5 into this field.
Submit	Select **Submit** to submit your questions and answers.
Cancel	Select **Cancel** to go to the Cancel Password Reset Questions & Answers Setup screen.

Release: A1

Password Reset Questions & Answers Updated

1000078

This screen shows that your password reset questions and answers were updated. It allows you to go to your View My Profile screen.

To view the information and go to your View My Profile screen:

> 1. View the information on the screen and use the Password Reset Questions & Answers Updated screen details table below.

The following table describes the element on the Password Reset Questions & Answers Updated screen and how you use it.

Password Reset Questions & Answers Updated Screen Details Table

Element	Description
USCIS ELIS Home	Select **USCIS ELIS Home** to go to your View My Profile screen.

Release: A1

Cancel Password Reset Questions & Answers Setup

1000079

This screen allows you to cancel setting up your new password reset questions and answers or go to the previous screen.

To cancel setting up your new password reset questions and answers:

> 1. Use the Cancel Password Reset Questions & Answers Setup screen details table below.

The following table describes the elements on the Cancel Password Reset Questions & Answers Setup screen and how you use them.

Cancel Password Reset Questions & Answers Setup Screen Details Table

Element	Description
Back	Select **Back** to go to the previous screen.
OK	Select **OK** to cancel setting up your new password reset questions and answers and go to the USCIS ELIS Log In screen.

Release: A1

Choose Security Preference

1000080

This screen allows you to reset the second method for validating your identity.

To reset the second method for validating your identity:

1. Use the Choose Security Preference screen details table below.

The following table describes the elements on the Choose Security Preference screen and how you use them.

Choose Security Preference Screen Details Table

Element	Description
Please Select Your Security Preference	Select one choice from the options shown. Options include Secure PIN via Phone, Secure PIN via Email, and Personal Identity Questions.
Exit Setup	Select **Exit Setup.** The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Security Preference - Secure PIN via Phone

1000081

This screen allows you reset your security preference to SMS/text message or voice message, request a PIN via phone, and test the PIN.

To set or reset your security preference to SMS/text message or voice message, request a PIN via phone and test the PIN:

1. Use the Security Preference – Secure PIN via Phone screen details table below.

The following table describes the elements on the Security Preference – Secure PIN via Phone screen and how you use them.

Security Preference – Secure PIN via Phone Screen Details Table

Element	Description
How would you like to receive your Secure PIN?	Select one choice from the options shown. Options include: SMS/Text Message and Voice Message.
U.S. Phone number	Using the proper format, enter your U.S. phone number into this field.
Test Secure PIN	Select **Test Secure PIN** to send a secure PIN to the phone number you provided. The Security Preference – Enter Secure PIN screen appears.

Element	Description
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field.
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup.** The You Have Logged Out screen appears.
Next	This element is inactive.

Security Preference - Secure PIN via Email

1000083

This screen allows you to reset your security preference to email by requesting a PIN via email and testing the PIN.

To set or reset your security preference to email, receive a PIN via email, and test the PIN:

1. Use the Security Preference – Secure PIN via Email screen details table below.

The following table describes the elements on the Security Preference – Secure PIN via Email screen and how you use them.

Security Preference – Secure PIN via Email Screen Details Table

Element	Description
Your registered Email address	Shows your registered email address.
Back	Select **Back** to go to the previous screen.
Test Secure PIN	Select **Test Secure PIN** to send a test PIN to your registered email address. The Security Preference – Enter Secure PIN screen appears.

Security Preference - Enter Secure PIN

1000082

This screen allows you to submit the secure PIN you received via phone or email.

To submit the secure PIN you received via phone or email:

1. Use the Security Preference – Enter Secure PIN screen details table below.

The following table describes the elements on the Security Preference – Enter Secure PIN screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Security Preference – Enter Secure PIN Screen Details Table

Element	Description
Secure PIN	Enter the PIN you received via phone or email into this field.
Back	Select **Back** to go to the previous screen.
Submit PIN	Select **Submit PIN** to validate the PIN you received via phone or email. *Note: You have three tries to enter and submit a PIN. After the first incorrect try, **Request New PIN** will appear. You may try to enter and submit the original PIN two more times before requesting a new PIN.* *You may also leave the **Secure PIN** field blank and select **Submit PIN** if you have not received a PIN 10 minutes after your initial request. **Request New PIN** appears.*
Request New PIN	If the PIN submitted was invalid or you have not received a PIN 10 minutes after your first request, select **Request New PIN** to receive a new PIN.

Release: A1

Secure PIN via Phone Setup

XXXXXXX

This screen allows you to submit your validated secure PIN via phone preference or reset the phone number for the phone preference.

To submit your validated secure PIN via phone preference or reset the phone number for the phone preference:

1. Use the Secure PIN via Phone Setup screen details table below.

The following table describes the elements on the Secure PIN via Phone Setup screen and how you use them.

Secure PIN via Phone Setup Screen Details Table

Element	Description

Element	Description
How would you like to receive your Secure PIN?	These options are inactive.
U.S. Phone number	Using the proper format, enter your U.S. phone number into this field. *Note: This field is inactive after the secure PIN is validated unless you select **Reset Number**.*
Test Secure PIN	This element is inactive.
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field. The validated phone number is deleted and the initial Secure PIN via Phone Setup screen appears.
Secure PIN Validated!	Shows the message that the secure PIN has been validated after you submitted the PIN on the Security Preference – Enter Secure PIN screen.
Submit	Select **Submit** to submit the PIN after it is validated on the Security Preference – Enter Secure PIN screen.

Release: A1

Security Preference - Personal Identity Questions & Answers

1000085

This screen allows you to reset your security preference by entering new personal identity questions and answers.

To reset your personal identity questions and answers:

    1. Use the Security Preference – Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Security Preference – Personal Identity Questions & Answers screen and how you use them.

Security Preference – Personal Identity Questions & Answers Screen Details Table

Element	Description

Element	Description
Question #1	Select a question from this drop-down list. *Note: You cannot select the same question and answer for each of your personal identity questions.*
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.
Question #3	Select a question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.
Back	Select **Back** to go to the previous screen.
Exit Setup	Select **Exit Setup**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Confirm Personal Identity Questions & Answers

1000207

This screen allows you to confirm your personal identity questions and answers.

To confirm your personal identity questions and answers:

   1. Use the Confirm Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Confirm Personal Identity Questions & Answers screen and how you use them.

Confirm Personal Identity Questions & Answers Screen Details Table

Element	Description
Question #1	Shows the question you selected.

Element	Description
Your Answer #1	Shows the answer you entered.
Question #2	Shows the question you selected.
Your Answer #2	Shows the answer you entered.
Question #3	Shows the question you selected.
Your Answer #3	Shows the answer you entered.
Submit	Select **Submit** to confirm your questions and answers.
Change	Select **Change** to return to the Security Preference - Personal Identity Questions & Answers to revise your questions and answers.

Release: A1

Security Preference - Provide Personal Identity Answer

1000217

This screen allows you to verify your identity by answering a personal identity question.

To verify your identity:

  1. Use the Security Preference - Provide Personal Identity Answer screen details table below.

The following table describes the elements on the Security Preference - Provide Personal Identity Answer screen and how you use them.

Security Preference - Provide Personal Identity Answer Screen Details Table

Element	Description
Your Personal Identity Question	Shows a personal identity question for you to answer.
Your Answer	Enter your answer to the personal identity question into this field. *Note: This field is not case-sensitive.*
Submit	Select **Submit** to submit your answer.

Element	Description
Cancel	Select **Cancel**. The You Have Logged Out screen appears.

Security Preference Updated

1000086

This screen shows your new USCIS ELIS online account security preference and it allows you to go to your Security Preferences screen.

To view your new online account security preference and go to your Security Preferences screen:

1. View the information on the screen and use the Security Preference Updated screen details table below.

The following table describes the element on the Security Preference Updated screen and how you use it.

Security Preference Updated Screen Details Table

Element	Description
OK	Select **OK** to go to your Security Preferences screen.

Manage Your USCIS ELIS Account
View My Cases [Customer]
View My Cases
Step-by-Step Online Application

1000184

This screen shows information about applying for a benefit online using USCIS ELIS and allows you to select a benefit and start the online process. If your representative has provided you with a case passcode, select **Enter Case Passcode**. (This will synchronize the draft case filed on your behalf with your account.) To keep your online account active, you must submit your first online application for a benefit request within 30 days of creating the account. You may have only one active draft benefit request or pending case for a particular benefit.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view information about applying for a benefit and to select a benefit:

1. View the information and use the Step-by-Step Online Application screen details table below.

The following table describes the elements on the Step-by-Step Online Application screen and how you use them. *Note: Elements marked with in the table below are displayed and activated when you complete specific fields or use specific elements.*

Step-by-Step Online Application Screen Details Table

Element	Description
Available Benefits	Select the desired benefit type from the **Available Benefits** drop-down list.
Apply Online	Select **Apply Online** to begin filing a new benefit request.
Enter Case Passcode	Select **Enter Case Passcode** to go to the Case Passcode screen. *Note: Select this option when you have a case passcode from your representative.*

Release: A2.2

Submission and E-Sign (Customer to a Representative Filing)
Case Passcode

1000330

This screen is where you enter the case passcode supplied by your representative so you can review and e-sign your benefit request.

The following table describes the elements on the Case Passcode screen and how you use them.

Case Passcode Screen Details Table

Element	Description
Case Passcode	Enter the case passcode provided by your representative into these fields.
Submit	Select **Submit** to review your benefit request submitted by your representative.
Cancel	Select **Cancel** to return to the Step-by-Step Online Application screen.

Release A2.2

Review Benefit Data

1000331

This screen shows the contents of your benefit request submitted by your representative as a PDF document (snapshot) and allows you to print the benefit request using Adobe Acrobat functions.

To review the contents of your benefit request:

1. Navigate through the document using the Adobe Acrobat scroll bar and pagination functions.

To print the benefit request:

1. Use the Adobe Acrobat print function to print the benefit request.

The following table describes the elements on the Review Benefit Data screen and how you use them.

Review Benefit Data Screen Details Table

Element	Description
Exit	Select **Exit** to go to the View My Cases screen.
Next	Select **Next** to either accept or decline to e-sign the benefit request.
Back	The Back button is disabled.

Release A2.2

E-Sign Response

1000332

This screen allows you, the benefit seeker, to accept or decline the e-signature request from your representative. This screen begins the e-signature process.

To accept or decline the e-signature request from your representative:

1. Use the E-Sign Response screen details table below.

The following table describes the elements on the E-Sign Response screen and how you use them.

E-Sign Response Screen Details Table

Element	Description
Begin E-Signature Process	Select **Begin E-Signature Process** to agree with the contents of the benefit request drafted by your representative. *Note: By selecting this option, you are choosing to e-sign your benefit request. By e-signing, you will be affirming, under penalty of perjury, that all information and evidence contained in your benefit request is true and correct.*
Decline E-Signature	Select **Decline E-Signature** to decline accepting the contents of the benefit request drafted by your representative.
Back	Select **Back** to return to the Review Benefit Data screen. *Note: This screen shows the contents of your benefit request as a PDF document (snapshot).*
Exit	Select **Exit** to go to the Efile Exit screen, and then select **Go To My Case Status** to return to the View Case screen.
Next	Select **Next** to go to the E-Sign screen.

Release A2.2

E-Sign

1000334

This screen shows the E-Signature Attestation and USCIS Privacy Act Statement. It allows you to read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request.

To read and agree to the E-Signature Attestation and USCIS Privacy Act Statement, and e-sign the benefit request:

1. View the E-Signature Attestation and use the E-sign screen details table below.

The following table describes the elements on the E-Sign screen and how to use them.

E-Sign Screen Details Table

Element	Description
I have read and agree to the above E-Signature Attestation and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the E-Signature Attestation and USCIS Privacy Act Statement.
Signature	Name of the section
Full Name	Enter your full name (first, middle, and last name, as applicable) into this field. *Note: Name fields will accept only these special characters:* - *(hyphen)* ' *(apostrophe)* , *(comma)*
USCIS ELIS Password	Enter your USCIS ELIS password into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The You Have Logged Out screen appears.
Next	Select **Next** to go to the next screen.

Release A2.2

E-Sign Declined

1000335

This screen confirms that you, the benefit seeker, have declined to e-sign your benefit request submitted by your representative.

The following table describes the element on the E-Sign Declined screen.

E-Sign Declined Screen Details Table

Element	Description

Element	Description
ELIS Home	Select **ELIS Home** to go to the View My Cases screen.

E-Signed/Ready For Payment

1000333

This screen shows a confirmation that you have e-signed the benefit request drafted by your representative. This screen also reminds you to notify your representative that you have e-signed your benefit request and it is ready for payment and submission to USCIS. In a new window you may now review the benefit request showing that you have e-signed it, or return to the View Case screen (USCIS ELIS Home page).

To view your e-signed benefit request:

   1. Select **View Application to Extend/Change Nonimmigrant Status**.

To return to the View Case screen:

   1. Select **ELIS Home**.

The following table describes the elements on the E-Signed/Ready For Payment screen and how you use them.

E-Signed/Ready For Payment Screen Details Table

Element	Description
View Application to Extend/Change Nonimmigrant Status	Select **View Application to Extend/Change Nonimmigrant Status** to view a snapshot of the benefit request you e-signed.
ELIS Home	Select **ELIS Home** to go to the View Case screen.

Case Details
View Case

1000183

This screen shows case information and status details on a case associated with your account. It allows you to select a case to view, continue the application process on a draft benefit request, view a submitted benefit request snapshot document, electronically terminate legal representation, review and respond to a Request for Evidence (RFE) or Notice of Intent to Deny (NOID), and upload other documents for consideration, such as a letter withdrawing the benefit request, a request to add a legal representative, or additional documents. *Note: An error message will appear if you try to upload additional documents when you have an outstanding RFE or NOID. You must respond to the RFE or NOID before you upload additional documents for USCIS to consider with your benefit request.*

If your representative has provided you with a case passcode, select **Enter Case Passcode.** (This will synchronize the draft case filed on your behalf with your USCIS ELIS account.)

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view case information and status details on cases associated with your account:

> 1. Use the View Case screen details table below.

The following table describes the elements on the View Case screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

View Case Screen Details Table

Element	Description
Select Case to View Status	Select the desired case from this drop-down list.
Go	Select **Go** to show the selected case's information.
Enter Case Passcode	Select **Enter Case Passcode** to go to the Case Passcode screen. *Note: Select this option when you have a case passcode from your representative.*
View Case	Name of the section
Case Status	Shows the status of the selected case using the Case Lifecycle image.
Case Lifecycle	Shows the current status of the case in color on this image. Statuses include **Draft**, **Submitted**, **Accepted**, **Optimized**, **Closed**, and **Reopened.**
Continue Draft	Select **Continue Draft** to continue completing your draft benefit request.
Available Actions	Name of the section
View / Respond to Request for Evidence (RFE) Notice	Select this link to review the notice and initiate the function to respond to an RFE. The RFE Summary View screen appears.

Element	Description
View / Respond to Notice of Intent to Deny (NOID) ➕	Select this link to review the notice and initiate the function to respond to a NOID. The NOID Summary View screen appears.
View / Submit Additional Documents for Consideration ➕	Select this link to upload any other documents you wish USCIS to consider in support of your benefit request. You may upload additional documents, submit a Notice of Entry of Appearance as Attorney or Accredited Representative (G-28), or withdraw your benefit request.
View Snapshot ➕	Select this link to view, save, and print a copy of the submitted, signed benefit request.
Withdraw G-28 Representation ➕	Select this link to begin the process for terminating attorney or accredited representative (G-28) representation.
Case Summary	Name of the section
Receipt ID	Shows the receipt number given to the accepted benefit request.
Request Type	Shows the type of benefit request submitted or in draft status.
Case Received Date	Shows the date when the benefit request was received by USCIS.
Received as	Shows how USCIS received the benefit request. Values include **E-filing**.
Status	Shows the current status of the case.

Element	Description
Status Date	Shows the date when the status was updated to its current status. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Payment	Shows the payment status.
Status Details	Name of the section. Shows status-related information on the case.

<div align="right">Release: A2.2</div>

Case Representation
Terminate G-28 Representation

1000215

This screen allows you to terminate legal representation (Form G-28) on your case.

To terminate the legal representation on your case:

    1. View the information and use the Terminate G-28 Representation screen details table below.

The following table describes the elements on the Terminate G-28 Representation screen and how you use them.

<div align="center">**Terminate G-28 Representation Screen Details Table**</div>

Element	Description
G-28 Representation Information	Name of the section
Representative Name	Shows the representative's name on this case.
Representation Type	Shows the type of representation. Values include: **Attorney** or **Representative**.
Receipt #	Shows the receipt number for your case.
Request Type	Shows the benefit request type for your case.

Element	Description
Cancel	Select **Cancel** to cancel the process and go to your View Case screen.
Terminate	Select **Terminate** to terminate the representative on your case. A confirmation dialog box appears. Select **OK** to continue or **Cancel** to return to the screen.

Confirmation of G-28 Representation Termination

1000216

This screen shows confirmation and summary of the legal representation (Form G-28) termination.

To see confirmation and summary of the legal representation termination:

1. View the information and use the Confirmation of G-28 Representation Termination screen details table below.

The following table describes the elements on the Confirmation of G-28 Representation Termination screen and how you use them.

Confirmation of G-28 Representation Termination Screen Details Table

Element	Description
Removal Received	Shows the date and time when the request for representation termination was received.
Submitted By	Shows the name of the person who submitted the termination request.
Representative Name	Shows the representative's name on this case.
Representation Type	Shows the type of representation.
Receipt #	Shows the receipt number on the case.
Request Type	Shows the benefit request type.
View My Cases	Select **View My Cases** to go to your View Case screen.

Apply Online [Customer]
Apply Online
Step-by-Step Online Application

1000001

This screen shows information about applying for a benefit online using USCIS ELIS and allows you to select a benefit and start the online process. To keep your online account active, you must submit your first online application for a benefit request within 30 days of creating the account. You may have only one active draft benefit request or pending case for a particular benefit.

Note: If a legal representative filed the first benefit request in USCIS ELIS on your behalf, no further action is necessary to keep your online account active.

To view information about applying for a benefit and to select a benefit:

    1. View the information and use the Step-by-Step Online Application screen details table below.

The following table describes the elements on the Step-by-Step Online Application screen and how you use them.

Step-by-Step Online Application Screen Details Table

Element	Description
Available Benefits	Select the desired benefit type from the **Available Benefits** drop-down list.
Apply Online	Select **Apply Online**.

View Messages [Customer]
View Messages
Messages

1000203

This screen allows you to sort, select, and view electronic messages, notifications, and notices.

To sort, select, and view electronic messages, notifications, and notices:

    1. Use the Messages screen details table below.

The following table describes the elements on the Messages screen and how you use them.

Messages Screen Details Table

Element	Description

Element	Description
Sort by	Select one of the options from this drop-down list. Values include **Message Date**, **Receipt #**, and **Subject**.
[Sort order]	Select the sort order, **Ascending** or **Descending,** from this drop-down list.
Sort	Select **Sort** to sort based on the criteria selected.
Message Date	Shows the date when the message was generated.
Receipt #	Shows the receipt number of the case that is associated with this message.
Subject	Shows the message subject as a link. Select this link to view the message in a new window.
Viewing #-# of # items	Shows the number range of items in the displayed list of messages out of the total number of message items shown in the account.

Release: A2.2

View My Cases
Upload Documents
RFE Summary View

1000226

This screen shows case information and allows you to begin responding to a Request For Evidence (RFE) notice. The RFE Summary View lists evidence needed by USCIS to process your case. The evidence is identified by the type and name of the primary applicant or beneficiary who is the subject of the evidence requested. The list shows examples of the kinds of evidence you can provide in response to the RFE. You should submit all the requested evidence within 33 days from the date of the RFE.

Once you begin to upload documents you must complete the upload in one session. If you stop uploading evidence you will need to start the RFE process again from the View Case screen. If you exit the RFE process without submitting documents, you will have to start the upload process again.

To view the RFE notice and begin responding to the notice:

    1. View the information on the screen and use the RFE Summary View screen details table below.

The following table describes the elements on the RFE Summary View screen and how you use them.

Note: Elements marked with ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

RFE Summary View Screen Details Table

Element	Description
Case Details	Name of the section
Receipt ID	Shows your benefit request receipt number.
Case State	Shows the current case state.
Status	Shows the current status of the case.
RFE Summary View	Name of the section
Notice ID	Select this link to initiate the RFE process. The Submitted Files section appears.
Due Date	Shows the date when the requested evidence document must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Evidence Category	Shows the evidence category from the RFE.
Requested Document	Shows the specified document type requested.
Name of Applicant	Shows the name (last name, first name) of the primary applicant or beneficiary who is the subject of the RFE.
Submission Status	Shows the submission status of the requested evidence. Status types include Requested, Timely Submission, Untimely Submission, and Cancelled.

Element	Description
View Notice	Select the **RFE Notice** link to view the notice in a new window.
Respond to RFE ⊕	Select **Respond to RFE**. The Document Upload Instructions screen appears.
Submitted Files ⊕	Name of the section
File Name ⊕	Shows the file name of a document previously submitted.
Date of Submission ⊕	Shows the date when the document was submitted.
Back to View My Cases	Select this link to go back to the View Case screen.

NOID Summary View

1000227

This screen shows case information and allows you to begin responding to a Notice of Intent to Deny (NOID) notice. The NOID Summary View lists evidence needed by USCIS to process your case. The evidence is identified by the type and name of the primary applicant or beneficiary who is the subject of the evidence requested. The list shows examples of the kinds of evidence you can provide in response to the NOID. You should submit all the requested evidence within 33 days from the date of the NOID.

Once you begin to upload documents you must complete the upload in one session. If you stop uploading evidence you will need to start the NOID process again from the View Case screen. If you exit the NOID process without submitting documents, you will have to start the upload process again.

To view the NOID notice and begin responding to the notice:

   1. View the information on the screen and use the NOID Summary View screen details table below.

The following table describes the elements on the NOID Summary View screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

NOID Summary View Screen Details Table

Element	Description
Case Details	Name of the section

Element	Description
Receipt ID	Shows your benefit request receipt number.
Case State	Shows the current case state.
Status	Shows the current status of the case.
NOID Summary View	Name of the section
Notice ID	Select this link to initiate the NOID process. The Submitted Files section appears.
Due Date	Shows the date when the requested evidence document must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Evidence Category	Shows the evidence category from the NOID.
Requested Document	Shows the specified document type requested.
Name of Applicant	Shows the name (last name, first name) of the primary applicant or beneficiary who is the subject of the NOID.
Submission Status	Shows the submission status of the requested evidence. Status types include Requested, Timely Submission, Untimely Submission, and Cancelled.
View Notice	Select the **NOID Notice** link to view the notice in a new window.
Respond to NOID ⊞	Select **Respond to NOID**. The Document Upload Instructions screen appears.
Submitted Files ⊞	Name of the section

Element	Description
File Name ➕	Shows the file name of a document previously submitted.
Date of Submission ➕	Shows the date when the document was submitted.
Back to View My Cases	Select this link to go back to the View Case screen.

Release: A2.1

Additional Documents Summary View

1000228

This screen shows case information and allows you to submit additional documents in support of your benefit request. You can submit a request to add a legal representative, a letter withdrawing your benefit request, or additional documents.

Once you begin to upload documents you must complete the upload in one session. If you stop uploading documents you will need to start the upload process again from the View Case screen.

To begin uploading additional documents:

1. View the information on the screen and use the Additional Documents Summary View screen details table below.

The following table describes the elements on the Additional Documents Summary View screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Additional Documents Summary View Screen Details Table

Element	Description
Case Details	Name of the section
Receipt ID	Shows your benefit request receipt number.
Case State	Shows the current case state.
Status	Shows the current status of the case.
Additional Documents Summary View	Name of the section

Element	Description
File is being uploaded for	Select the name of the subject for the additional document.
Upload a File	Select **Upload a File**. The Document Upload Instructions screen appears.
Submitted Files	Name of the section
File Name ➕	Shows the file name of a document previously submitted.
Date of Submission ➕	Shows the date when the document was submitted.
Name of Applicant ➕	Shows the name of the applicant who is the subject of the additional document.
Document Category ➕	Shows the category of the submitted documents. Values include **Withdrawal Request**, **Attorney/Representative Addition (G-28)**, and **Additional Correspondence**.
Back to View My Cases	Select this link to go back to the View Case screen.

Document Upload Instructions

1000185

This screen shows instructions on preparing acceptable documents to upload. USCIS ELIS accepts documents that follow specific file standards, file types, image size, and image resolution. This information is explained on the screen and shown on the List of Acceptable File Standards.

It is important to scan and save documents as separate files. Creating separate files will allow you to match and upload your evidence document when applicable to the requested type of evidence. Review the image of Acceptable vs. Not Acceptable documents.

Note: All documents, responses, and comments must be in English, or have English translations.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view information about uploading and preparing acceptable documents:

1. View the information on the screen and use the Document Upload Instructions screen details table below.

The following table describes the elements on the Document Upload Instructions screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements. Note: Elements marked with* 🅿 *in the table below are displayed and activated depending on the previous screens you accessed.*

Document Upload Instructions Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice 🅿	Select this link to view the Request for Evidence (RFE) notice in a new window.
Notice of Intent to Deny (NOID) 🅿	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due 🅿	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
List of All Acceptable File Standards	Select this link to show a list of all acceptable file standards.
Exit	Select **Exit**. The View Case screen or Active tab appears.
Next	Select **Next**. The Evidence Needed screen or Manage Document screen appears.

Release: A2.2

Evidence Needed

1000186

This screen shows a list of evidence needed by USCIS to process your case. The evidence is identified by type and name of the primary applicant or beneficiary for whom the evidence is requested. The list shows examples of the kinds of evidence you can provide in response to the request for evidence.

To view the list of evidence and possible types of documentation to provide:

1. View the information on the screen and use the Evidence Needed screen details table below.

The following table describes the elements on the Evidence Needed screen and how you use them. *Note: Elements marked with* P *in the table below are displayed and activated depending on the previous screens you accessed.*

Evidence Needed Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice P	Select this link to view the RFE in a new window.
Notice of Intent to Deny (NOID) P	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all categories or select **- Collapse All** to show only the categories.
Evidence Request for [Name - Applicant Type]	Name of the section. Each primary applicant or beneficiary may be required to provide specific evidence to support the benefit request.
▼ **[Category]**	Name of the sub-section. Select the **Triangle** icon next to the sub-section name to open or close each category sub-section.
Respond With	Shows a list of possible evidence documents for the category.
Description	Shows a description of each evidence document.
Back	Select **Back** to go to the previous screen.

Element	Description
Exit	Select **Exit**. The View Case screen or Active tab appears.
Next	Select **Next**. The Manage Documents screen appears.

Manage Documents

1000187

This screen shows each category (such as "Identity", "Immigration", and "Correspondence") that is required to support your benefit request and a list of document types (such as "a foreign passport", "I-94", or "written statement for requesting an extension of stay") that you can select for a category. It allows you to select a document type that you want to provide and write comments for each category, if desired.

The Manage Documents screen will appear each time that you need to select a new document type to upload for a category. This screen will also appear to allow you to verify that you have finished uploading documents.

To view and select the category and document types:

1. Use the Manage Documents screen details table below.

The following table describes the elements on the Manage Documents screen and how you use them. *Note: Elements marked with ➕ in the table below are displayed and activated when you complete specific fields or use specific elements. Note: Elements marked with P in the table below are displayed and activated depending on the previous screens you accessed.*

Manage Documents Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice P	Select this link to view the RFE in a new window.
Notice of Intent to Deny (NOID) P	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due P	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*

Element	Description
[Category (Name - Applicant Type)] ⊕	Shows the category and the name and applicant type for the subject of the requested evidence.
Add Document	Select **Add Document**. The list of document types for the category appears in a drop-down list. Select a document type to upload. The Select and Add File screen appears.
Provide Comments ⊕	Select **Provide Comments**. A text field appears. Enter comments into this field about the evidence provided or lack of evidence. For some categories, you may also write a statement of unavailable evidence and upload it as a document.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The View Case screen or Active tab appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Select and Add File

1000188

After you have selected the document type on the Manage Documents screen, you will search for and select the document(s) you want to upload, and add to the document upload list.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To select and add files to upload:

    1. Use the Select and Add File screen details table below.

The following table describes the elements on the Select and Add File screen and how you use them.
Note: Elements marked with 🅿 in the table below are displayed and activated depending on the previous screens you accessed.

Select and Add File Screen Details Table

Element	Description

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice P	Select this link to view the RFE in a new window.
Notice of Intent to Deny (NOID) P	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due P	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
You are providing documentation for the following category:	Name of the section
Category	Shows the category and name of the primary applicant or beneficiary who is the subject of the requested evidence.
Document Type	Shows the document type you selected from the **Add Document** drop-down list on the Manage Documents screen.
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all categories or select **- Collapse All** to show only the categories.
▼ **Upload File #1 - What file are you adding?**	Select the arrow to open or close this function. To add more files, use the Upload File # functions below. You may add up to five files per category.
Browse	Select **Browse** to search for the document file you want to upload.
Choose file	Using standard Windows file search steps, find the location of your file and select the file name. Select **Open** to choose the file.

Element	Description
File Name	Verify that the file you chose appears in this field.
List of All Acceptable File Standards	Select this link to view the list of all acceptable file standards.
▼ **Upload File #2**	Select the arrow to open this function to add a second file for this category. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #3**	Select the arrow to open this function to add a third file for this category. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #4**	Select the arrow to open this function to add a fourth file for this category. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #5**	Select the arrow to open this function to add a fifth file for this category. See the element descriptions below Upload File #1 to complete the add file steps.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The View Case screen or Active tab appears.
Add File	Select **Add File** to insert file(s). The Added Files screen appears.

Release: A2.1

Documents Selected for Upload (Added Files)

1000191

This screen shows the file(s) you selected on the Select and Add File screen. It allows you to view a file in a new window; review the file, category, and document type information in the list; and delete a file you no longer want to upload.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To review the added file(s):

    1. Use the Added Files screen details table below.

The following table describes the elements on the Added Files screen and how you use them.

Note: Elements marked with 🅿 *in the table below are displayed and activated depending on the previous screens you accessed.*

Added Files Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice 🅿	Select this link to view the RFE in a new window.
Notice of Intent to Deny (NOID) 🅿	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due 🅿	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Your Added Files	Name of the section
[Category (Name - Applicant Type)]	Shows the category and the name and applicant type for the subject of the requested evidence.
File Name	Shows the file name of the document you added on the Select and Add File screen.
Document Type	Shows the document type you selected to add.
View File	Select the **View File** icon ( ) to view the file you added to the document list before you upload the file. The document opens in a new window.
Action	Select the **Remove** icon (✖) to delete the file for upload.

Element	Description
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The View Case screen or Active tab appears.
Next	Select **Next**. The Manage Documents screen appears.

Release: A2.2

Review Documents for Submission

1000192

This screen shows all files that you have selected to upload and any comments. It allows you to view the files again in a new window, complete the upload documents process, or go back to change the documents you want to upload.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To view and complete the upload documents process:

    1. Use the Review Documents for Submission screen details table below.

The following table describes the elements on the Review Documents for Submission screen and how you use them. *Note: Elements marked with* 🅿 *in the table below are displayed and activated depending on the previous screens you accessed.*

Review Documents for Submission Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice 🅿	Select this link to view the RFE in a new window.
Notice of Intent to Deny (NOID) 🅿	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due 🅿	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*

Element	Description
Your Uploaded Documentation	Name of the section
[Category (Name - Applicant Type)]	Shows the category and the name and applicant type for the subject of the requested evidence.
Document Type	Shows the document type you selected to add.
File Name	Shows the file name of the document you added on the Select and Add File screen.
Additional Comments	Shows any comments entered on the Manage Documents screen for the category.
I have read and agree to the USCIS Privacy Act Statement and also certify, swear or affirm (…).	Select this check box to indicate agreement with the statement and continue the process. To view the USCIS Privacy Act statement, select the link. The statement appears in a new window.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The Document Upload Instructions screen appears.
Submit to USCIS	Select **Submit to USCIS** to complete the upload documents process. A confirmation dialog box may appear. Select **OK** to submit the document(s) or **Cancel** to remain on the screen. The Confirmation (Response Submitted) screen appears.

Release: A2.2

Confirmation (Response Submitted)

1000193

This screen shows you the documents that you have uploaded and that have been submitted to USCIS. This screen allows you to review your submission.

To review your document upload:

1. Use the Confirmation screen details table below.

The following table describes the elements on the Confirmation screen and how you use them. *Note: Elements marked with* P *in the table below are displayed and activated depending on the previous screens you accessed.*

Confirmation Screen Details Table

Element	Description
Receipt #	Shows your benefit request receipt number.
Request for Evidence (RFE) Notice P	Select this link to view the RFE notice in a new window.
Notice of Intent to Deny (NOID) P	Select this link to view the Notice of Intent to Deny (NOID) in a new window.
Due P	Shows the date when the requested evidence must be received by USCIS. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Request for Evidence Response	Name of the section
Response Submitted	Shows the date, time, and time zone when the documentation was submitted to USCIS.
Submitted by	Shows the name (last name, first name) of the person who submitted the documentation to USCIS.
Receipt #	Shows the benefit request receipt number.
Request Type	Shows the type of benefit request for which you submitted documentation.
[Category (Name - Applicant Type)]	Shows the category and the name and applicant type for the subject of the requested evidence.
Document Type	Shows the document type you selected to add.

Element	Description
File Name	Shows the file name of the document you added on the Select and Add File screen.
Additional Comments	Shows comments entered on the Select and Add File screen by category.
View My Cases	Select **View My Cases** to go to your View Case screen or Active tab.

Release: A2.2

View My Cases [Representative]
View My Cases
Case Tabs
Active Tab

1000177

This screen shows information about your clients' active (pending) cases. It allows you to sort and search for active cases, and access case details of a client's active case using the **Receipt Number** link. Use the **Refresh** link to refresh the screen and show the latest data.

Note: Active cases are cases that you submitted and have been accepted by USCIS.

To view details about your clients' active cases:

    1. Use the Active Tab details table below.

The following table describes the elements on the Active tab and how you use them. *Note: Elements marked with* [+] *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Active Tab Details Table

Element	Description
Refresh	Select this link to refresh the data.
Search	Select the desired search criterion from this drop-down list. Values include **Case Status**, **Client Name**, **Receipt #**, and **Status Date**.
[Search field]	Enter a search value into this field.
Search	Select **Search** to begin the search.

Element	Description
Show Advanced Search	Select this link to show additional search tools.
Sort by	Select one of the options from this drop-down list. Values include **Case Status**, **Client Name**, **Receipt #**, and **Status Date**.
[Sort order]	Select the sort order, **Ascending** or **Descending,** from this drop-down list.
Sort	Select **Sort** to sort based on the criteria selected.
Status Date	Shows the date when the case status was updated to its current status. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Client Name	Shows the name (last name, first name) of your client.
Case Status	Shows the status of the case.
Request Type	Shows the benefit request type for your case.
Receipt Number	Select this link to go to the Case Details screen for the specific case.
Viewing #-# of # items	Shows the number range of items in the displayed list of active cases out of the total number of active cases shown in your account.
Advanced Search ➕	Name of the section

Element	Description
Status Date ➕	Select one of the options to define the status date for the desired case or cases. Options include: **All**, **One Week**, **Last 2 Weeks**, **30 Days**, and **Date Range**. *Note: If you choose Date Range, see the following two elements.*
[Date Range] From ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the beginning date of the date range.
[Date Range] To ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the end date of the date range.
Case Status ➕	Select one or more of the case status check boxes.

Client Name (Last Name begins with) ➕	Enter the full or partial last name of your client into this field.
	
	Note: You may enter the initial letter of the last name, or partial or full last name. The field is not case-sensitive.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

Advanced Search ➕	Select **Advanced Search** to begin the search using the criteria indicated.
Close Advanced Search ➕	Select this link to close the Advanced Search section.

Release: A2.2

Draft Tab

1000178

This screen shows information about your clients' draft cases. It allows you to sort and search for draft cases and access the case details of a client's draft case using the **Draft Number** link. Use the **Refresh** link to refresh the screen and show the latest data.

Note: Draft cases are benefit requests which have not been completed or submitted to USCIS. The first draft case started in USCIS must be submitted within 30 days of creating a USCIS ELIS account, otherwise the draft case and USCIS ELIS account will be deleted. After a USCIS ELIS account is fully established, all other draft cases will be available for 30 days after you start the benefit request. You must submit the benefit request within 30 days of starting it, or it will be automatically deleted.

To view details about your clients' draft cases:

1. Use the Draft tab details table below.

The following table describes the elements on the Draft tab and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Draft Tab Details Table

Element	Description
Refresh	Select this link to refresh the data.
Search	Select the desired search criterion from this drop-down list. Values include **Client Name**, **Expiration Date**, and **Start Date**.
[Search field]	Enter a search value into this field.
Search	Select **Search** to begin the search.
Show Advanced Search	Select this link to show additional search tools.
Sort by	Select one of the options from this drop-down list. Values include **Client Name**, **Draft #**, **Expiration Date**, and **Start Date**.
[Sort order]	Select the sort order, **Ascending** or **Descending,** from this drop-down list.
Sort	Select **Sort** to sort based on the criteria selected.
Start Date	Shows the date when the draft case was started.
Expiration Date	Shows the date when the draft case expires if the case is not submitted to USCIS by this date.

Element	Description
Client Name	Shows the name (last name, first name) of your client.
Case Status	Shows the status of the case.
Request Type	Shows the benefit request type for your case.
Draft Number	Select this link to go to the Case Details screen for the particular draft case.
Viewing #-# of # items	Shows the number range of items in the displayed list of draft cases out of the total number of draft cases shown in your account.
Advanced Search 🔷	Name of the section
Start Date 🔷	Select one of the options to define the start date for the desired draft case or cases. Options include: **All**, **One Week**, **Last 2 Weeks**, **30 Days**, and **Date Range**. *Note: If you choose Date Range, see the following two elements.*
[Date Range] From 🔷	Using the proper format (MM/DD/YYYY) or the calendar, enter the beginning date of the date range.
[Date Range] To 🔷	Using the proper format (MM/DD/YYYY) or the calendar, enter the end date of the date range.
Expiration Date 🔷	Select one of the options to define the expiration for the desired draft case or cases. Options include: **All**, **This Week**, **Next 2 Weeks**, **This Month**, and **Date Range**. *Note: If Date Range is chosen, see the following two elements.*

Element	Description
[Date Range] From ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the beginning date of the date range.
[Date Range] To ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the end date of the date range.
Client Name (Last Name begins with) ➕	Enter the last name of your client into this field. *Note: You may enter the initial letter of the last name, or partial or full last name. The field is not case-sensitive.* *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
Advanced Search ➕	Select **Advanced Search** to begin the search using the criteria you indicated.
Close Advanced Search ➕	Select this link to close the Advanced Search section.

Release: A2.2

Terminated Tab

1000179

This screen shows details about cases from which your representative authorization was terminated by you or your client. Use the **Refresh** link to refresh the screen and show the latest data.

To view details about cases from which your representative authorization was terminated:

    1. Use the Terminated tab details table below.

The following table describes the elements on the Terminated tab and how you use them.

Terminated Tab Details Table

Element	Description
Refresh	Select this link to refresh the data.

172

Element	Description
Search	Select the desired search criterion from this drop-down list. Values include: **Case Status**, **Client Name**, **Receipt #**, **Status Date**.
[Search field]	Enter a search value into this field.
Search	Select **Search** to begin the search.
Sort by	Select one of the options from this drop-down list. Values include **Case Status**, **Client Name**, **Receipt #**, and **Status Date**.
[Sort order]	Select the sort order, **Ascending** or **Descending,** from this drop-down list.
Sort	Select **Sort** to sort based on the criteria selected.
Status Date	Shows the date when your representative authorization was terminated.
Client Name	Shows the name (last name, first name) of your client.
Case Status	Shows the status of the case.
Request Type	Shows the benefit request type for your case.
Receipt Number	Shows the receipt number for the case.
Viewing #-# of # items	Shows the number range of items in the displayed list of terminated cases out of the total number of cases shown in the account.

Release: A2.2

Case Details
View Case

1000180

This screen shows case information and status details on a client's case which you have selected from the Active or Draft tabs. It allows you to access a client's draft case so that it can be completed, e-signed by you as the representative, and submitted to USCIS. You can also view the submitted benefit request snapshot document, electronically withdraw your representation from the case, review and respond to a Request for Evidence (RFE) or Notice of Intent to Deny (NOID), or upload other documents for consideration, such as a letter withdrawing your client's benefit request, or additional documents to support your client's benefit request. *Note: An error message will appear if you try to upload additional documents when your client's case has an outstanding RFE or NOID. You must respond to the RFE or NOID before you upload additional documents for USCIS to consider with your benefit request.*

If you have more than one case on your Active or Draft tabs, you can access details for other cases using the Previous Case and Next Case links. For example, if you have five cases on your Active tab, you can select one of the cases to view its details, and then access the other four cases using the Previous Case and Next Case links without returning to the Active tab.

Note: All actions in USCIS ELIS are based on Central Standard Time (CST). Please check the dates and times for any filing or response deadlines.

To view case information and status details on the selected case:

    1. Use the View Case screen details table below.

The following table describes the elements on the View Case screen and how to use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

View Case Screen Details Table

Element	Description
Case Lifecycle	Shows the current status of the case in color on this image. Statuses include **Draft**, **Submitted**, **Accepted**, **Optimized**, **Closed**, and **Reopened**.
Case Actions	Name of the section
Continue Draft	Select **Continue Draft** to continue completing your client's draft benefit request.
Available Actions	Name of the section
Make Payment	Select this link to make a payment on a draft case after your client has e-signed the benefit request.
View / Respond to Request for Evidence (RFE) Notice	Select this link to review the notice and initiate the function to respond to an RFE. The RFE Summary View screen appears.

Element	Description
View / Respond to Notice of Intent to Deny (NOID) ✚	Select this link to review the notice and initiate the function to respond to a NOID. The NOID Summary View screen appears.
View / Submit Additional Documents for Consideration ✚	Select this link to upload any other documents you wish USCIS to consider in support of your client's benefit request. You may upload additional documents or withdraw the benefit request.
View Snapshot ✚	Select this link to view, save, and print a copy of the signed benefit request you submitted.
Withdraw G-28 Representation ✚	Select this link to begin the process for withdrawing your G-28 representation.
Case Summary	Name of the section
Receipt #	Shows the USCIS ELIS receipt number given to the accepted benefit request.
Request Type	Shows the type of benefit request submitted or currently in draft status.
Case Received Date	Shows the date when the benefit request was received by USCIS.
Received as	Shows how USCIS received the benefit request.
Status	Shows the current status of the case.
Status Date	Shows the date when the case status was updated to its current status. *Note: All actions in USCIS ELIS are completed in Central Standard Time (CST). Be sure to check the date and time so that your response is submitted by the required deadline.*
Payment	Shows the payment status.

Element	Description
Status Details	Name of the section. Shows status-related information on the case.
Back to Case List	Select this link to return to the list of cases on the Active or Draft tab.
Previous Case ➕	Select this link to go to the previous case listed on the Active or Draft tab.
Next Case ➕	Select this link to go to the next case listed on the Active or Draft tab.

Release: A2.2

Case Representation
Withdraw G-28 Representation

1000181

This screen allows you to withdraw your legal representation from a case.

To withdraw legal representation from a case:

1. View the information and use the Withdraw G-28 Representation screen details table below.

The following table describes the elements on the Withdraw G-28 Representation screen and how you use them.

Withdraw G-28 Representation Screen Details Table

Element	Description
G-28 Representation Information	Name of the section
Client Name	Shows the client name on this case.
USCIS Account ID	Shows the client's USCIS Account ID.
Receipt #	Shows the receipt number for the client's case.
Request Type	Shows the benefit request type for the client's case.

Element	Description
Cancel	Select **Cancel** to cancel the process and go to the Active tab.
Withdraw	Select **Withdraw** to withdraw your representation. A confirmation dialog box appears. Select **OK** to continue or **Cancel** to return to the screen.

Release: A1

Confirmation of G-28 Representation Withdrawal

1000182

This screen shows confirmation and summary of the withdrawal of legal representation.

To see confirmation and summary of the withdrawal of legal representation:

1. Use the Confirmation of G-28 Representation Withdrawal screen details table below.

The following table describes the elements on the Confirmation of G-28 Representation Withdrawal screen and how you use them.

Confirmation of G-28 Representation Withdrawal Screen Details Table

Element	Description
G-28 Representation Withdrawal	Name of the section
Removal Received	Shows the date when the request for withdrawal was received.
Submitted By	Shows the name of the person who submitted the withdrawal request.
Representation Type	Shows the type of representation.
Client Name	Shows the name of the client.
USCIS Account ID	Shows the USCIS Account ID for the client.
Receipt #	Shows the receipt number on the case.
Request Type	Shows the benefit request type.

Element	Description
View My Cases	Select **View My Cases** to go to the Active tab.

Apply Online [Representative]
Apply Online
Step-by-Step Online Application

1000159

This screen shows information about applying for a benefit online using USCIS ELIS and allows you to select a benefit and start the online process. To keep your online account active, you must submit your first online application for a benefit request within 30 days of creating the account. You may have only one active draft benefit request or pending case for a particular benefit per client.

To view information about applying for a benefit and to select a benefit:

1. View the information and use the Step-by-Step Online Application screen details table below.

The following table describes the elements on the Step-by-Step Online Application screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Step-by-Step Online Application Screen Details Table

Element	Description
Create Profile Setup ➕	Select this link to create your profile. The Profile Setup screen appears. *Note: If you started your profile setup but did not complete it, the information was not saved. You must complete the profile setup again before you can file a benefit request.*
Available Benefits	Select the desired benefit type from the **Available Benefits** drop-down list.
Apply Online	Select **Apply Online**.

View Messages [Representative]
View Messages
Messages

1000202

This screen allows you to search, sort, select and view electronic messages, notifications, and notices. Use the **Refresh** link to refresh the screen and show the latest data.

To search, sort, select, and view electronic messages, notifications, and notices:

    1. Use the Messages screen details table below.

The following table describes the elements on the Messages screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Messages Screen Details Table

Element	Description
Refresh	Select this link to refresh the data.
Search	Select the desired search criterion from this drop-down list. Values include: **Message Date**, **Receipt #**, **Client Name**, **Subject**.
[Search field]	Enter a search value into this field.
Search	Select **Search** to initiate the search.
Show Advanced Search	Select this link to show additional search criteria.
Sort by	Select one of the options from this drop-down list. Values include: **Message Date**, **Receipt #**, **Client Name**, and **Subject**.
[Sort order]	Select the sort order, **Ascending** or **Descending,** from this drop-down list.
Sort	Select **Sort** to sort based on the criteria selected.
Message Date	Shows the date when the message was generated.
Receipt #	Shows the receipt number of the case that is associated with this message.
Client Name	Shows the primary applicant's name (last name, first name) associated with this message.

Element	Description
Subject	Shows the message subject as a link. Select this link to view the message in a new window.
Viewing #-# of # items	Shows the number range of items in the displayed list of messages out of the total number of message items shown in the account.
Advanced Search ➕	Name of the section
Message Date ➕	Select one of the options to define the message date. Options include: **All**, **One Week**, **Last 2 Weeks**, **30 Days**, and **Date Range**. *Note: If you choose Date Range, see the following two elements.*
[Date Range] From ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the beginning date of the date range.
[Date Range] To ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the end date of the date range.
Client Name (Last Name begins with) ➕	Enter the last name of your client into this field. *Note: You may enter the initial letter of the last name, or partial or full last name. The field is not case-sensitive.* *Note: Name fields will accept only these special characters:* 　　*- (hyphen)* 　　*' (apostrophe)* 　　*, (comma)*
Receipt # (Receipt #) ➕	Enter the receipt number into this field. (Example IOE1234567890)

Element	Description
Subject (Subject Value) ![+]	Select the subject of the message from this drop-down list. *Note: The drop-down list is dynamic, based on the message types received.*
Advanced Search ![+]	Select **Advanced Search** to begin the search using the criteria indicated.
Close Advanced Search ![+]	Select this link to close the Advanced Search section.

Release: A2.2

View My Profile
Account Tab
Account Information

1000114

This screen shows your account information and allows you to change your email address. If your account profile is not set up, this screen allows you to enter your USCIS account ID and online access code to create an online account.

To view your account information and go to the Change Email Address and Provide USCIS Account ID screens:

    1. Use the Account Information screen details table below.

The following table describes the elements on the Account Information screen and how you use them.
Note: Elements marked with ![+] in the table below are displayed and activated when you complete specific fields or use specific elements.

Account Information Screen Details Table

Element	Description
USCIS Account ID	Shows your USCIS Account ID.
[Account Type]	Shows the type of account.
Account Created	Shows the date when the account was created.
Email	Shows the email address for this account. *Note: This email address is used as your login ID.*

181

Element	Description
Change Email Address	Select this link to go to the Change Email Address screen.
Enter Online Access Code ➕	Select this link to go to the Provide USCIS Account ID screen.

Release: A2.2

Use Online Access Code
Provide USCIS Account ID

1000115

This screen allows you to enter your USCIS Account ID (also called USCIS Account Number) which was sent to you in the Case Receipt Notice. The USCIS account ID is associated with your online access code which was sent to you in a separate mailing.

To enter your USCIS Account ID:

   1. Use the Provide USCIS Account ID screen details table below.

The following table describes the elements on the Provide USCIS Account ID screen and how you use them.

Provide USCIS Account ID Screen Details Table

Element	Description
USCIS Account ID	Using the proper format, enter your USCIS Account ID into these fields.
Back	Select **Back** to go to your Account tab.
Next	Select **Next**. The Provide Online Access Code screen appears.

Release: A2.2

Provide Online Access Code

1000116

This screen allows you to enter your online access code as it appears in the Account Online Access Code Notice that you received by mail.

To enter your online access code:

   1. Use the Provide Online Access Code screen details table below.

The following table describes the elements on the Provide Online Access Code screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Provide Online Access Code Screen Details Table

Element	Description
Online Access Code	Using the proper format, enter your online access code into these fields.
Request New Online Access Code ⊕	Select this link to request a new online access code, if your code is invalid or has expired. You have 3 tries to enter the code correctly.
Back	Select **Back** to go to the previous screen.
Next	Select **Next**. The Online Access Code Validated screen appears.

Release: A2.2

Online Access Code Validated

1000117

This screen shows a confirmation that your online access code has been validated and allows you to go to your Account tab. You may now access any cases filed in USCIS ELIS by you or on your behalf.

To view confirmation that your online access code has been validated and go to your Account tab:

1. View the information on the screen and use the Online Access Code Validated screen details table below.

The following table describes the element on the Online Access Code Validated screen and how you use it.

Online Access Code Validated Screen Details Table

Element	Description
View My Cases	Select **View My Cases** to go the View Case screen.

Release: A1

Online Access Code Sent

1000118

This screen shows that your new online access code for your USCIS account has been sent to you and allows you to go to your Account tab.

To view information about your new online access code for your USCIS account and go to your Account tab:

1. View the information on the screen and use the Online Access Code Sent screen details table below.

The following table describes the element on the Online Access Code Sent screen and how you use it.

Online Access Code Sent Screen Details Table

Element	Description
View My Profile	Select **View My Profile** to go to your Account tab.

Release: A1

Change Email
Change Email Address

1000208

This screen shows your current email address. It allows you to change your email address which will be associated with your USCIS ELIS Online Account and will become your new login ID.

To change your email address:

1. Use the Change Email Address details table below.

The following table describes the elements on the Change Email Address screen and how you use them.

Change Email Address Screen Details Table

Element	Description
Your current Email	Shows your registered email address.
Enter new Email	Enter your new email address into this field.
Re-enter your new Email	Enter your new email address again into this field.
Cancel	Select **Cancel**. The View Case screen or Active tab appears.
Submit	Select **Submit**. The Confirm Email Change screen appears.

Release: A2.2

Confirm Email Change

1000209

This screen shows the email address to which a confirmation email has been sent and allows you to return to your Profile tab. You must confirm the email change by following the instructions in the confirmation email.

To view the email address and go to your Profile tab:

1. View the information on the screen and use the Confirm Email Change screen details table below.

The following table describes the element on the Confirm Email Change screen and how you use it.

Confirm Email Change Screen Details Table

Element	Description
View My Profile	Select **View My Profile** to go to your Profile tab.

Release: A1

Email Changed

1000211

This screen shows your updated email address and information about what to expect with the email change, and allows you to go to the USCIS ELIS Log In screen.

Note: Your password and identity validation method remains the same unless you change them.

To view the email address change information and go to the USCIS ELIS Log In screen:

1. View the information on the screen and use the Email Changed details table below.

The following table describes the element on the Email Changed screen and how you use it.

Email Changed Screen Details Table

Element	Description
Log In	Select **Log In** to go to the USCIS ELIS Log In screen.

Release: A2.2

Profile Tab [Customer]
Profile Information (About You)

1000119

This screen shows the USCIS Official Record of your account profile and allows you to initiate a profile update.

To view the USCIS Official Record of your account profile and initiate a profile update:

1. View the information on the screen and use the Profile Information (About You) screen details table below.

The following table describes the elements on the Profile Information (About You) screen and how you use them. *Note: Elements marked with* ⊕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Profile Information (About You) Screen Details Table

Element	Description
Update Profile Information	Select this link to update your profile information.
Name(s)	Name of the section
Last Name	Shows your last name (family name).
First Name	Shows your first name (given name).
Middle Name	Shows your middle name.
Contact Information	Name of the section
Physical Address	Shows your physical address.
Mailing Address	Shows your mailing address.
Contact Method	Name of the sub-section
Email	Shows your registered email address.
Work Phone	Shows your work phone number.
Home Phone	Shows your home phone number.
Cell Phone	Shows your cell phone number.
Extension	Shows your phone number extension.
Communication Preferences	Name of the sub-section

Element	Description
How would you like the USCIS NOTICES sent to you?	Shows the default delivery method or the delivery method you chose after updating your profile. Values include: **Paper (Postal Mail)**, or **Electronically (View Online)**.
Would you like [to] receive NOTIFICATIONS (Alerts)?	Shows the default option or the option you chose after updating your profile. Values include: **Yes** or **No (Opt Out of Notifications)**.
Notification Preference	Shows the default option or the option you chose after updating your profile. The default preference is blank. Options include **Email** or **Email + SMS/Text Message**.
Biographic Information	Name of the section
Date Of Birth	Shows the month, day, and year of your date of birth.
Country Of Birth	Shows your country of birth code. Select this link to view the list of country codes and names in a new window.
City Of Birth	Shows your city or town of birth.
State of Birth ➕	Shows the U.S. state in which you were born.
Province of Birth	Shows your province of birth.
Gender	Shows your gender. *Note: The gender is the same gender you were the first time you applied for the benefit.*
Citizenships	Shows your country(ies) of citizenship.
Government ID	Name of the section

Element	Description
Identification Type	Shows the type(s) of identification numbers associated with your account.
Identification Number	Shows the identification number associated with your identification type.
Issuing Authority	Shows the issuing authority of the identification.
Expiration Date	Shows the expiration date of the identification.
Citizenship(s)	Name of the section
Citizenship Country	Shows the country(ies) of citizenship you declared.

Release: A2.2

Profile Update
Pending or No Pending Case

1000120

This screen shows the information that you may update on your account with or without a pending case, and which updates require evidence to support the changes.

Note: If you exit the profile update without completing it, you will lose all data and must start the profile update again from the beginning.

To view the list of information you may update on your account and which updates need evidence:

1. View the information on the screen and use the Pending or No Pending Case screen details table below.

The following table describes the elements on the Pending or No Pending Case screen and how you use them.

Pending or No Pending Case Screen Details Table

Element	Description
Cancel	Select **Cancel** to return to the Profile Information (About You) screen.
Continue	Select **Continue** to go to the Privacy Act Statement screen.

Privacy Act Statement

1000122

This screen shows the USCIS Privacy Act Statement. It allows you to read, agree to, and accept the USCIS Privacy Act Statement prior to changing your profile information.

To read, agree to, and accept the USCIS Privacy Act Statement:

1. Read the USCIS Privacy Act Statement and use the screen details table below.

The following table describes the elements on the Privacy Act Statement screen and how you use them.

Privacy Act Statement Screen Details Table

Element	Description
I have read and agree to the Privacy Act Statement	Select this check box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement.
Accept	Select **Accept.** The Name(s) screen appears.

About You
Name(s)

1000123

This screen shows the name information you provided on your benefit request and allows you to view and under certain circumstances, change or add name information.

Note: Active fields indicate that you may add, update, or delete information. Field descriptions show the active field actions that you may take.

To view and add name information:

1. View the information on the screen and use the Name(s) screen details table below.

The following table describes the elements on the Name(s) screen and how you use them. *Note: Elements marked with* *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Name(s) Screen Details Table

Element	Description

Element	Description

Last Name (Family Name)	Update the last name (family name) you provided.
	
	Note: If you have only one name it appears in this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

First Name (Given Name)	Update the first name (given name) you provided, if any.
No First Name	Select this check box to indicate that you do not have a first name.
Middle Name	Update the middle name you provided, if any.
No Middle Name	Select this check box to indicate that you do not have a middle name.
Have you ever used any names other than the name entered above?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, blank fields will appear in the Other Name section. *Note: If you have ever used ANY other names, including nicknames and aliases, you must add each name on the current screen.*
Other Name # ➕	Name of the section

Last Name ➕	Enter your last name into this field.
	
	Note: If you have only one name, enter the name into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

Element	Description
First Name ➕	Enter your first name into this field.
No First Name ➕	Select this check box to indicate that you do not have a first name.
Middle Name ➕	Enter your middle name into this field.
No Middle Name ➕	Select this check box to indicate that you do not have a middle name.
Remove ✖ ➕	Select the **Remove** icon (✖) to delete "other name" information if necessary. A confirmation dialog box appears. Select **OK** to delete or **Cancel** to not delete.
Add ➕	Select **Add** to add another name if you have more than one additional name. New fields appear under Other Name.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Addresses

1000124

This screen shows the address information you provided on your benefit request in USCIS ELIS and allows you to update information about your addresses.

To update information about your addresses:

1. Use the Addresses screen details table below.

The following table describes the elements on the Addresses screen and how you use them.

Addresses Screen Details Table

Element	Description
Physical Address	Name of the section
Street #	Update the address number of your current physical address in this field.
Street Name	Update the street name of your current physical address in this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.* *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Update the apartment or suite number of your current physical address in this field.
Country	Select the country of your current physical address from this drop-down list.
City/Town	Update the city or town of your current physical address in this field.
State	Select the U.S. state of your current physical address from this drop-down list.
ZIP Code	Update the ZIP code of your current physical address in this field.
Province	Update the province of your current physical address in this field.
Postal Code	Update the postal code of your current physical address in this field.
Mailing Address	Name of the section

Element	Description
Same as Physical Address	Select this check box to indicate that your current mailing address is the same as your current physical address. The address fields will become inactive. *Note: If you selected this check box and then discover a mistake in your physical address, deselect this check box, change the physical address and then reselect this check box.*
In Care of Name	Update the name of a person who currently resides at the mailing address to receive your mail in this field.
Street #	Update the address number of your current mailing address in this field.
Street Name or P.O. Box	Update the street name or post office box of your current mailing address in this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Update the apartment or suite number of your current mailing address in this field.
Country	Select the country of your current mailing address from this drop-down list.
City/Town	Update the city or town of your current mailing address in this field.
State	Select the U.S. state of your current mailing address from this drop-down list.
ZIP Code	Update the ZIP code of your current mailing address in this field.
Province	Update the province of your current mailing address in this field.

Element	Description
Postal Code	Update the postal code of your current mailing address in this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Contact Preferences

1000126

This screen shows the contact information you provided on your benefit request in USCIS ELIS and allows you to update information about your contact preferences.

To update your contact information:

1. Use the Contact Preferences screen details table below.

The following table describes the elements on the Contact Preferences screen and how you use them.

Contact Preferences Screen Details Table

Element	Description
Email	Name of the section
E-mail	Shows your registered email address. *Note: Use the **Change Email Address** link on the Account tab to update your email address.*
Contact Numbers	Name of the section
Mobile/Cell Phone	Using the proper format, update your mobile/cell phone number in this field.

Element	Description
Work Phone	Using the proper format, update your work phone number in this field.
Extension	If applicable, update your work phone extension in this field.
Home Phone	Using the proper format, update your home phone number in this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Communication Preferences

1000200

This screen allows you to review and update your communication preferences.

Note: By default, you will receive notices by postal mail and you will not receive electronic notifications. You may change your preferences at any time.

To review and update communication preferences:

1. View the information on the screen and use the Communication Preferences screen details table below.

The following table describes the elements on the Communication Preferences screen and how you use them.

Communication Preferences Screen Details Table

Element	Description
USCIS Notices	Name of the section
How would you like the USCIS NOTICES sent to you?	Select **Paper (Postal Mail)** or **Electronically (View Online)** from this drop-down list.

Element	Description
NOTIFICATIONS (ALERTS)	Name of the section
Would you like to receive NOTIFICATIONS (ALERTS)?	Select **Yes** or **No (Opt Out of Notification)** from this drop-down list.
Please indicate how you would like to receive notifications below	If you selected **Yes** to receive notifications, then select **Email** or **Email + SMS/Text Message**.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Biographic Information

1000127

This screen shows the biographic information you provided on your application in USCIS ELIS and may allow you to update your biographic information.

Note: Active fields indicate that you may add, update, or delete information. Field descriptions show the active field actions that you can take.

To view or update your biographic information:

　　1. View the information on the screen and use the Biographic Information screen details table below.

The following table describes the elements on the Biographic Information screen and how you use them.

Biographic Information Screen Details Table

Element	Description
Date of Birth	Name of the section
Month, Day, Year	Select the month, day, and year of your date of birth from these drop-down lists.

Element	Description
Country of Birth	Select your country of birth from this drop-down list.
City or Town of Birth	Update your city or town of birth in this field.
State of Birth	Select the U.S. state in which you were born from this drop-down list.
Province of Birth	Update your province of birth in this field.
Gender	Select your gender from this drop-down list. *Note: Select the same gender you were the first time you applied for a benefit.*
Citizenship	Name of the section
Country of Citizenship List	Name of the list shown in table format
Country of Citizenship	Shows the country code of the country(ies) of citizenship you added. Select this link to view the list of country codes and names in a new window.
Action	Select the **Remove** icon (✖) to delete a country from your Country of Citizenship List.
Country of Citizenship	Select your country of citizenship from this drop-down list.
Add	Select **Add** to save the country of citizenship you selected from the **Country of Citizenship** drop-down list.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.

Element	Description
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Government Identification

1000128

This screen shows your current government-issued identity document information you provided and may allow you to add additional identity document information.

Note: Active fields indicate that you may add, update, or delete information. Field descriptions show the active field actions that you may take.

To view information about your government-issued identity document and add additional identity documents:

1. Review the information on the screen and use the Government Identification screen details table below.

The following table describes the elements on the Government Identification screen and how you use them.

Government Identification Screen Details Table

Element	Description
Government Identification List	Name of the section
ID Type	Shows the type of the government-issued identity document.
Issuance Authority	Shows the ID number for the government-issued document.
Identification Number	Shows the identification number of the government-issued document.
Expiration Date	Shows the expiration date of the government-issued identity document.

198

Element	Description
[Blank]	Select the **Edit** icon ( ) to edit the identification document record. Fields become active in the Edit ID Type section. -OR- Select the **Delete** icon ( ) to delete the identification document information.
Add New ID Type	Name of the section
Government-issued Identity Type	Select a document identity type from this drop-down list.
Passport	Name of ID type
Passport Issuing Country	Select the country that issued your passport from this drop-down list.
Identification Number	Enter your passport number into this field.
Expiration Date	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your passport expires into this field.
Driver License or State ID	Name of the ID type
Issuing State or U.S. Territory	Select the state or U.S. territory that issued your driver's license or state ID from this drop-down list.
Identification Number	Enter your U.S. driver's license or state ID number into this field.
Expiration Date	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your driver's license or state ID expires into this field.
Other Government ID	Name of the ID type

Element	Description
Describe and provide the name of the issuing government authority ➕	Enter a description of the government-issued identity document and the name of the government authority that issued it into this field.
Identification Number ➕	Enter the document number of the government-issued identity document into this field.
Expiration Date ➕	Using the proper format (MM/DD/YYYY) or the calendar, enter the date when your document expires into this field.
Add ➕	Select **Add** to save the government-issued identity document information you entered.
Edit ID Type ➕	Name of the section. See the element descriptions under the Add New ID Type section.
Update ➕	Select **Update** to save any changes.
Cancel ➕	Select **Cancel** to cancel any updates.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Upload Evidence Info
Upload Information

1000132

This screen shows instructions on preparing acceptable documents to upload as evidence. USCIS ELIS accepts evidence documents that follow specific file standards, file types, image size, and image resolution. This information is explained on this screen and shown on the List of All Acceptable File Standards.

It is important to scan and save evidence documents as separate files. Creating separate files will allow you to match and upload your evidence document to the requested type of evidence. Review the image of Acceptable vs. Not Acceptable documents.

Note: All documents, responses, and comments must be in English, or have English translations.

To view information about uploading evidence and preparing acceptable documents:

    1. View the information on the screen and use the Upload Information screen details table below.

The following table describes the elements on the Upload Information screen and how you use them.

<div align="center">Upload Information Screen Details Table</div>

Element	Description
List of All Acceptable File Standards	Select this link to show a list of all acceptable file standards.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

<div align="right">Release: A2.2</div>

Evidence Needed (Upload Information)

1000133

This screen shows a list of evidence needed by USCIS to process your profile change. The evidence is identified by type and account holder name, and the list shows examples of the kind of evidence you can provide with your profile change.

To view the list of evidence and possible types of documentation to provide:

    1. View the information on the screen and use the Evidence Needed screen details table below.

The following table describes the elements on the Evidence Needed screen and how you use them.

<div align="center">Evidence Needed Screen Details Table</div>

Element	Description
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all evidence types or select **- Collapse All** to show only the evidence types.
Evidence Request for [Name]	Name of the section

Element	Description
▼ **[Evidence Type]**	Name of the sub-section. Select the arrow to open or close each evidence type sub-section.
Respond With	Shows a list of possible evidence documents for the evidence type.
Description	Shows a description of each evidence document.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Manage Evidence

1000134

This screen shows each evidence type (such as "identity") that is required to support your profile update and a list of document types (such as "marriage certificate") that you can supply for an evidence type. If you have no evidence, you may create and upload a document which explains why you do not have evidence. This document should be uploaded using the document type "Statement of Unavailable Identity Evidence".

The Manage Evidence screen will appear each time that you need to select a new document type to upload for an evidence type. It will also appear to allow you to verify that you have no more documents to upload.

To view and select evidence types and document types:

1. View the information on the screen and use the Manage Evidence screen details table below.

The following table describes the elements on the Manage Evidence screen and how you use them.
Note: Elements marked with ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Manage Evidence Screen Details Table

Element	Description
[Evidence Type (Name)]	Shows the evidence type and the name for whom the evidence is requested.

Element	Description
Add Document	Select **Add Document**. The list of document types for the evidence type appears in a drop-down list. Select a document type to upload. The Select and Add File screen appears.
Provide Comments	Select **Provide Comments**. A text field appears. Enter comments into this field about the evidence provided or lack of evidence. For some evidence types, you may also write a statement of unavailable evidence and upload it as a document.
Document Type ➕	Shows the document type selected.
File Name ➕	Shows the file name.
Action ➕	Select the **Remove** icon (❌) to delete the file for upload.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Select and Add File

1000135

After you have selected the document type on the Manage Evidence screen, you will search for and select the evidence document(s) you want to upload and add to the evidence document upload list.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To select and add files to upload:

    1. Use the Select and Add File screen details table below.

The following table describes the elements on the Select and Add File screen and how you use them.

Select and Add File Screen Details Table

Element	Description
+ Expand All / - Collapse All	Select **+ Expand All** to show details of all evidence types or select **- Collapse All** to show only the evidence types.
You have selected to provide evidence documentation for	Name of the section
Evidence Needed	Shows the evidence type and account holder name for whom evidence is requested.
Document Type	Shows the document type you selected from the **Add Document** drop-down list on the Manage Evidence screen.
▼ **Upload File #1 - What file are you adding?**	Select the arrow to open or close this function. To add more files, use the Upload File # functions below. You may add up to five files per evidence type.
Browse	Select **Browse** to search for the document you want to upload.
Choose file	Using standard Windows file search steps, find the location of your file and select the file name. Select **Open** to choose the file.
File Name	Verify that the file you chose appears in this field.
List of All Acceptable File Standards	Select this link to view the acceptable file standards.
▼ **Upload File #2**	Select the arrow to open this function to add a second file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
▼ **Upload File #3**	Select the arrow to open this function to add a third file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.

Element	Description
▽ **Upload File #4**	Select the arrow to open this function to add a fourth file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
▽ **Upload File #5**	Select the arrow to open this function to add a fifth file for this evidence type. See the element descriptions below Upload File #1 to complete the add file steps.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Save	Do not select this element.
Add File	Select **Add File** to insert file(s). The Added Files screen appears.

Release: A1

Added Files

1000138

This screen shows the file(s) you selected on the Select and Add File screen. It allows you to view a file in a new window; review the file, evidence, and document type information in the list; and delete a file if you no longer want to upload it as evidence.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To review the added file(s):

    1. Use the Added Files screen details table below.

The following table describes the elements on the Added Files screen and how you use them.

Added Files Screen Details Table

Element	Description
Your Added Files	Name of the section

Element	Description
File Name	Shows the file name of the document you added on the Select File and Add screen.
Evidence Needed	Shows the evidence type of the document you selected to add.
Document Type	Shows the document type you selected to add.
View File	Select the **View File** icon ( ) to open the file you added to the evidence document list before you upload the files. The document opens in a new window.
Action	Select the **Delete** icon ( ) to delete this file instead of uploading it.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next**. The Manage Evidence screen appears.

Release: A2.2

Review Evidence

1000139

This screen shows all files that you have selected to upload as evidence for your profile update and any comments. It allows you to view the files again in a new window, complete the upload evidence process, or go back to change the evidence you want to upload.

Note: If you are experiencing problems uploading multiple files at the same time, check the acceptable file standards and upload your files one at a time.

To view and complete the evidence upload process:

    1. Use the Review Evidence screen details table below.

The following table describes the elements on the Review Evidence screen and how you use them.

Review Evidence Screen Details Table

Element	Description
Your Evidence Documentation	Name of the section
[Evidence Type (Name)]	Shows the evidence type and account holder name for whom evidence is requested.
Document Type	Shows the document type you selected to add.
File Name	Shows the file name of the document you added on the Select File and Add screen.
View File	Select the **View File** icon ( ), if desired, to view the file you added to the evidence list before uploading the files. The document opens in a new window.
Additional Comments	Shows any comments entered on the Manage Evidence screen for the evidence type.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to complete the upload process and go to the next screen.

Release: A1

Review & E Sign
Account Profile Review

1000129

This screen shows the changes that you have made to your profile information.

To view the changes to your profile information:

    1. View the changes and use the Account Profile Review screen details table below.

The following table describes the elements on the Account Profile Review screen and how you use them.

Account Profile Review Screen Details Table

Element	Description
Back	Select **Back** to go to the first screen in the previous section.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

E-Sign

1000130

This screen allows you to view the Account Update Certification, USCIS Privacy Statement, and e-sign your account profile update.

To view the certification, statement, and e-sign your account profile update:

    1. View the information and use the E-Sign screen details table below.

The following table describes the elements on the E-sign screen and how you use them.

E-Sign Screen Details Table

Element	Description
I have read and agree to the above Certification and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the above Certification and the Privacy Act Statement.
Signature	Name of the section
Full Name	Enter your full name (first, middle, and last name, as applicable) into this field. *Note: Name fields will accept only these special characters:* *- (hyphen)* *' (apostrophe)* *, (comma)*
USCIS ELIS Password	Enter your USCIS ELIS password into this field.

Element	Description
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The You Are Logged Out screen appears.
Next	Select **Next** to go to the next screen.

E-Sign (Confirmation)

1000131

This screen shows a confirmation message that USCIS has received your updated online account profile information and lists several key pieces of information.

To view confirmation that USCIS has received your updated online account profile information:

1. View the confirmation information and use the E-Sign (Confirmation) details table below.

The following table describes the elements on the E-Sign (Confirmation) screen and how you use them.

E-Sign (Confirmation) Screen Details Table

Element	Description
Account Information	Name of the section
USCIS Account ID	Shows your USCIS account ID.
Account Type	Shows your USCIS account type.
Your Default Communication Preferences**	Shows your communication preferences.
Download E-Signed Account Profile	Select this link to download a copy of your e-signed account profile.
View My Profile	Select **View My Profile** to go to your Account tab.

Exit

Exit

XXXXXXX

This screen allows you to confirm that you want to exit the profile update.

To confirm that you want to exit the profile update:

    1. Use the Exit screen details table below.

The following table describes the elements on the Exit screen and how you use them.

Exit Screen Details Table

Element	Description
Cancel	Select **Cancel** to return to the previous screen.
Exit	Select **Exit** to confirm that you want to exit the Update Profile Information process.

Release: A2.2

Profile Tab [Representative]

Profile Information (About You)

1000148

This screen shows the USCIS Official Record of your account profile and allows you to initiate a profile update.

To view the USCIS Official Record of your account profile and initiate a profile update:

    1. View the official record and use the Profile Information (About You) screen details table below.

The following table describes the elements on the Profile Information (About You) screen and how you use them.

Profile Information (About You) Screen Details Table

Element	Description
Update Profile Information	Select this link to update your profile information.
Name(s)	Name of the section
Last Name	Shows your last name (family name).
First Name	Shows your first name (given name).

Element	Description
Middle Name	Shows your middle name.
Contact Information	Name of the section
Physical Address	Shows your physical address.
Mailing Address	Shows your mailing address.
Contact Method	Name of the sub-section
Email	Shows your registered email address.
Work Phone	Shows your work phone number.
Fax Phone	Shows your fax number.
Cell Phone	Shows your cell phone number.
Extension	Shows your phone number extension.
Communication Preferences	Name of the sub-section
How would you like the USCIS NOTICES sent to you?	Shows the default delivery method or the delivery method you chose after updating your profile. Values include: **Paper (Postal Mail)**, or **Electronically (View Online)**.
Would you like [to] receive NOTIFICATIONS (Alerts)?	Shows the default option or the option you chose after updating your profile. Values include: **Yes** or **No (Opt Out of Notifications)**.
Notification Preference	Shows the default option or the option you chose after updating your profile. The default preference is blank. Options include **Email** or **Email + SMS/Text Message**.

Element	Description
Representative Information	Name of the section
Name of Business or Organization	Shows your business or organization name.
Attorney Bar Number or Equivalent	Shows your attorney bar number or equivalent, if applicable.
Licensing Authority	Shows your licensing authority, if applicable.
Are you Currently restricted to practice law?	Shows your answer of Yes or No.

Release: A2.2

Profile Update
Privacy Act Statement

1000149

This screen shows the USCIS Privacy Act Statement prior to updating account information. It allows you to read, agree to, and accept the USCIS Privacy Act Statement.

To read, agree to, and accept the USCIS Privacy Act Statement:

1. Use the Privacy Act Statement screen details table below.

The following table describes the elements on the Privacy Act Statement screen and how you use them.

Privacy Act Statement Screen Details Table

Element	Description
I have read and agree to the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the terms of the USCIS Privacy Act Statement.
Accept	Select **Accept**. The Attorney Information or Representative Information screen appears.

Release: A2.2

About You
Attorney Information

1000150

This screen allows you to update attorney-related information. Some fields are pre-populated with current information, which you may update or delete.

To update attorney-related information:

1. Use the Attorney Information screen details table below.

The following table describes the elements on the Attorney Information screen and how you use them.
Note: Elements marked with ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

Attorney Information Screen Details Table

Element	Description
I am an attorney and a member in good standing of the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia.	Select this check box if you are an attorney and a member in good standing of the bar of the highest court(s).
Name of Business or Organization	Update the name of your business or organization in this field.
Attorney Bar Number or Equivalent	Enter your attorney bar number or equivalent into this field.
Licensing Authority	Select the licensing authority from this drop-down list.
Add	Select **Add** to save a new attorney bar number and licensing authority. You may have up to two attorney bar numbers and corresponding licensing authorities.
Attorney Bar Number or Equivalent	Shows the attorney bar number(s) or equivalent provided in a table format.
Licensing Authority	Shows the licensing authority for the associated attorney bar number or equivalent in a table format.
[Blank]	Select the **Delete** icon (❌) to delete an attorney bar number and corresponding information. *Note: If you need to update a bar number or licensing authority, delete the existing record and create a new record.*

Element	Description
Are you currently subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?	Select **Yes** or **No** from this drop-down list. If you select **Yes**, you must complete the additional field.
Please explain fully below	Enter your explanation into this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Representative Information

1000151

This screen allows you to update representative-related information. Some fields are pre-populated with current information, which you may update or delete.

To update your representative information:

1. Use the Representative Information screen details table below.

The following table describes the elements on the Representative Information screen and how you use them.

Representative Information Screen Details Table

Element	Description
I am an accredited representative of the following qualified non-profit religious, charitable, social services, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals pursuant to 8 CFR 1292.2	Select the check box if you are an accredited representative of a qualified organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals (BIA).
Accredited Organization Name	Enter the name of the organization registered with the BIA.

Element	Description
Organization's Date of Accreditation or Recognition	Using the proper format (MM/DD/YYYY) or the calendar, enter the accredited organization's date of accreditation or recognition.
Representative Accreditation Date	Using the proper format (MM/DD/YYYY) or the calendar, enter your accreditation date.
Representative Accreditation Expiration Date	Using the proper format (MM/DD/YYYY) or the calendar, enter your accreditation expiration date.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Name

1000152

This screen allows you to update your name information.

To update your name information:

1. Use the Name screen details table below.

The following table describes the elements on the Name screen and how you use them.

Name Screen Details Table

Element	Description

Element	Description
Last Name (Family Name)	Update your last name (family name) in this field.
	Note: If you have only one name, enter the name into this field.
	Note: Name fields will accept only these special characters:
	- (hyphen)
	' (apostrophe)
	, (comma)
First Name (Given Name)	Update your first name (given name) in this field.
No First Name	Select this check box if you do not have a first name.
Middle Name	Update your middle name in this field.
No Middle Name	Select this check box if you do not have a middle name.
Back	Select **Back** to go to the previous screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

Contact Information
Contact Preferences

1000153

This screen allows you to update your contact information.

To update your contact information:

    1. Use the Contact Preferences screen details table below.

The following table describes the elements on the Contact Preferences screen and how you use them.

Contact Preferences Screen Details Table

Element	Description
Email	Name of the section
E-mail	Shows your registered email address. *Note: Use the* **Change Email Address** *link on the Account tab to update your email address.*
Contact Numbers	Name of the section
Mobile/Cell Phone	Using the proper format, update your mobile/cell phone number into this field.
Daytime Phone	Using the proper format, update your work phone into this field.
Extension	Update your work phone extension into this field, if applicable.
Fax	Using the proper format, update your fax number into this field.
Back	Select **Back** to go to the first screen of the previous section. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Communication Preferences

1000201

This screen allows you to review and update your communication preferences.

Note: By default, you will receive notices by postal mail and you will not receive electronic notifications. You may change your preferences at any time.

To review and update your communication preferences:

1. Review the information and use the Communication Preferences screen details table below.

The following table describes the elements on the Communication Preferences screen and how you use them.

Communication Preferences Screen Details Table

Element	Description
USCIS Notices	Name of the section
How would you like the USCIS NOTICES sent to you?	Select **Paper (Postal Mail)** or **Electronically (View Online)** from this drop-down list.
NOTIFICATIONS (ALERTS)	Name of the section
Would you like to receive NOTIFICATIONS (ALERTS)?	Select **Yes** or **No (Opt Out of Notification)** from this drop-down list.
Please indicate how you would like to receive notifications below	If you selected **Yes** to receive notifications, then select **Email** or **Email + SMS/Text Message**.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A2.2

Addresses

1000154

This screen allows you to update your address information.

To update your address information:

1. Use the Addresses screen details table below.

The following table describes the elements on the Addresses screen and how you use them.

Addresses Screen Details Table

Element	Description

Element	Description
Physical Address	Name of the section
Street #	Update the address number of your current physical address in this field.
Street Name	Update the street name of your current physical address in this field. *Note: This address MAY NOT be a post office box (P.O. Box) or an "In Care of" (c/o) address.* *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Update the apartment or suite number of your current physical address in this field.
Country	Shows the default value of United States.
City/Town	Update the city or town of your current physical address in this field.
State	Select the U.S. state of your current physical address from this drop-down list.
ZIP Code	Update the ZIP code of your current physical address in this field.
Mailing Address	Name of the section
Same as Physical Address	Select this check box to indicate that your current mailing address is the same as your current physical address. The address fields will become inactive. *Note: If you selected this check box and then discover a mistake in your physical address, deselect this check box, change the physical address and then reselect this check box.*

Element	Description
In Care of Name	Update the name of a person who currently resides at the mailing address to receive your mail in this field.
Street #	Update the address number of your current mailing address in this field.
Street Name or P.O. Box	Update the street name or post office box of your current mailing address in this field. *Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message.*
Apt./Suite #	Update the apartment or suite number of your current mailing address in this field.
Country	Shows the default value of United States.
City/Town	Update the city or town of your current mailing address in this field.
State	Select the U.S. state of your current mailing address from this drop-down list.
ZIP Code	Update the ZIP code of your current mailing address in this field.
Back	Select **Back** to go to the previous screen. A confirmation dialog box appears. Select **OK** to go to the previous screen or **Cancel** to remain on the screen.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to next screen.

Release: A2.2

Review & E-Sign
Review Changes

1000156

This screen allows you to review the changes you made to your profile and save and print your profile update using Adobe Acrobat functions.

To review the changes made to your profile and save and print your profile update using Adobe Acrobat functions:

1. View your profile changes and use the Review Changes screen details table below.

The following table describes the elements on the Review Changes screen and how you use them.

Review Changes Screen Details Table

Element	Description
Back	Select **Back** to go to the first screen of the previous section.
Exit	Select **Exit**. The Exit screen appears.
Next	Select **Next** to go to the next screen.

Release: A1

E-Sign

1000157

This screen allows you to read and agree to the Account Update Certification and the USCIS Privacy Act Statement, and e-sign your updated profile.

To read and agree to the Account Update Certification and the USCIS Privacy Act Statement, and e-sign your updated profile:

1. Use the E-Sign screen details table below.

The following table describes the elements on the E-Sign screen and how you use them.

E-Sign Screen Details Table

Element	Description
I have read and agree to the above Certification and the Privacy Act Statement.	Select this check box to indicate that you have read and agree to the certification and Privacy Act Statement.

Element	Description

Full Name	Enter your full name (first, middle, and last name, as applicable) into this field.
	
	Note: Name fields will accept only these special characters:
	
	    - (hyphen)
	
	    ' (apostrophe)
	
	    , (comma)

USCIS ELIS Password	Enter your USCIS ELIS password into this field.
Back	Select **Back** to go to the first screen of the previous section.
Exit	Select **Exit**. The You Have Logged Out screen appears.
Next	Select **Next.** The Profile Change screen appears.

Confirmation
Profile Changed

1000158

This screen shows a confirmation message that USCIS has received your updated online account profile information and lists several key pieces of information.

To view confirmation that USCIS has received your updated online account profile information:

    1. Use the Profile Changed screen details table below.

The following table describes the elements on the Profile Changed screen and how you use them.

<div align="center">

Profile Changed Screen Details Table

</div>

Element	Description
USCIS Account ID	Shows your USCIS account ID.
Account Type	Shows your USCIS account type.

Element	Description
Your Default Communication Preferences**	Shows your communication preferences.
Download E-Signed Account Profile	Select this link to download a copy of your e-signed account profile.
View My Profile	Select **View My Profile** to go to your Account tab.

Release: A1

Exit
Exit

1000218

This screen allows you to confirm that you want to exit the profile update.

To confirm that you want to exit the profile update:

1. Use the Exit screen details table below.

The following table describes the elements on the Exit screen and how you use them.

Exit Screen Details Table

Element	Description
Cancel	Select **Cancel** to return to the previous screen.
Exit	Select **Exit** to confirm that you want to exit the profile update process.

Release: A2.2

Security Preferences Tab
Security Preferences

1000088

This screen allows you to change your greeting, password, password reset questions and answers, and identity validation method.

To change your greeting, password, password reset questions and answers, and identity validation method:

1. Use the Security Preferences screen details table below.

The following table describes the elements on the Security Preferences screen and how you use them.

Security Preferences Screen Details Table

Element	Description
Welcome Greeting	Name of the section
Greeting	Shows a greeting for the user. The default greeting is "Welcome Customer!"
Change Greeting	Select this link to change the greeting on your USCIS ELIS account.
Password	Name of the section
Expiration Date	Shows the date when your current password expires.
Change Password	Select this link to change your current password.
Change Password Reset Questions & Answers	Select this link to change your current password reset questions and answers.
Verify Identity Preferences	Name of the section
Verify Identity Method	Shows the method by which your identity is currently validated.
Change Security Preference Settings	Select this link to change how you validate your identity in interactions with USCIS.

Release: A2.2

Security Preferences
Change Greeting

1000089

This screen allows you to change your greeting.

To change your greeting:

1. Use the Change Greeting screen details table below.

The following table describes the elements on the Change Greeting screen and how you use them.

Change Greeting Screen Details Table

Element	Description
Welcome Greeting	Enter the new greeting into this field.
Submit	Select **Submit** to submit your new greeting and go to your Security Preferences screen.
Cancel	Select **Cancel** to cancel changing your greeting and go to your Security Preferences screen.

Release: A1

Change Password

1000090

This screen allows you to change your password.

Note: Your password is valid for 365 days. You must change your password once every 365 days. You can also change your password more often if desired.

To change your password:

  1. Use the Change Password screen details table below.

The following table describes the elements on the Change Password screen and how you use them.

Change Password Screen Details Table

Element	Description
Enter Current Password	Enter your current or expired password into this field.
Current Password Expiration Date	Shows the date when the password has expired or will expire.
Enter new password	Enter your new password into this field.
Password strength	This bar will indicate the strength of your password as you type it.
What is a strong password?	Select this link to view a description of the password rules.

Element	Description
Re-enter your password	Re-enter your new password into this field.
Submit	Select **Submit** to submit your new password and go to the Password Changed screen.
Cancel	Select **Cancel** to cancel changing your password and go to your Security Preferences screen.

Release: A2.2

Password Changed

1000091

This screen shows that your password was changed. It allows you to go to your Security Preferences screen.

To view the password change information and go to your Security Preferences screen:

    1. View the information and use the Password Changed screen details table below.

The following table describes the element on the Password Changed screen and how you use it.

Password Changed Screen Details Table

Element	Description
OK	Select **OK** to go to your Security Preferences screen.

Release: A1

Warning - Changing Password Reset Questions & Answers

1000092

This screen warns you that you are changing your password reset questions and answers and allows you to go to the Change Password Reset Questions & Answers screen.

To view the warning and go to the Change Password Reset Questions & Answers screen:

    1. View the information and use the Warning - Changing Password Reset Questions & Answers screen details table below.

The following table describes the elements on the Warning - Changing Password Reset Questions & Answers screen and how you use them.

Warning - Changing Password Reset Questions & Answers Screen Details Table

Element	Description

Element	Description
Back	Select **Back** to go to your Security Preferences screen.
Continue	Select **Continue** to go to the Change Password Reset Questions & Answers screen.

Change Password Reset Questions & Answers

1000093

This screen allows you to change your password reset questions and answers.

To change your password reset questions and answers:

1. Use the Change Password Reset Questions & Answers screen details table below.

The following table describes the elements on the Change Password Reset Questions & Answers screen and how you use them.

Change Password Reset Questions & Answers Screen Details Table

Element	Description
Question #1	Select a password reset question from this drop-down list. *Note: You cannot select the same question and answer for each of your password reset questions.*
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a password reset question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.
Question #3	Select a password reset question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.

Element	Description
Question #4	Select a password reset question from this drop-down list.
Your Answer #4	Enter your answer to Question #4 into this field.
Question #5	Select a password reset question from this drop-down list.
Your Answer #5	Enter your answer to Question #5 into this field.
Submit	Select **Submit** to submit your questions and answers. The Password Reset Questions & Answers Changed screen appears.
Cancel	Select **Cancel** to cancel resetting your questions and answers and go to your Security Preferences screen.

Release: A2.2

Password Reset Questions & Answers Changed

1000095

This screen shows that your password reset questions and answers were changed. It allows you to go to your Security Preferences screen.

To view the password reset information and go to your Security Preferences screen:

1. View the information on the screen and use the Password Reset Questions & Answers Changed screen details table below.

The following table describes the element on the Password Reset Questions & Answers Changed screen and how you use it.

Password Reset Questions & Answers Changed Screen Details Table

Element	Description
OK	Select **OK** to go to your Security Preferences screen.

Release: A1

Warning - Changing Security Preferences

1000097

This screen warns you that you are changing your current security preference and allows you to go to the Choose Security Preference screen.

To go to the Choose Security Preference screen:

1. View the information on the screen and use the Warning - Changing Security Preferences screen details table below.

The following table describes the elements on the Warning - Changing Security Preferences screen and how you use them.

Warning - Changing Security Preferences Screen Details Table

Element	Description
Back	Select **Back** to go to your Security Preferences screen.
Continue	Select **Continue** to go to the Choose Security Preference screen.

Release: A1

Choose Security Preference

1000096

This screen allows you to change the second method for validating your identity.

To change the second method for validating your identity:

1. Use the Choose Security Preference screen details table below.

The following table describes the elements on the Choose Security Preference screen and how you use them.

Choose Security Preference Screen Details Table

Element	Description
Please Select Your Security Preference	Select one choice from the options shown. Options include **Secure PIN via Phone**, **Secure PIN via Email**, and **Personal Identity Questions**.
Cancel	Select **Cancel** to go to your Security Preferences screen.
Next	Select **Next** to go to the next screen.

Release: A2.2

Secure PIN via Phone Setup

1000102

This screen allows you to change your security preference to SMS/text message or voice message, request a PIN via phone, and test the PIN.

To change your security preference to SMS/text message or voice message, request a PIN via phone, and test the PIN:

    1. Use the Secure PIN via Phone Setup screen details table below.

The following table describes the elements on the Secure PIN via Phone Setup screen and how you use them.

Secure PIN via Phone Setup Screen Details Table

Element	Description
How would you like to receive your Secure PIN?	Select one choice from the options shown. Options include **SMS/Text Message** and **Voice Message**.
U.S. Phone number	Using the proper format, enter your U.S. phone number into this field.
Test Secure PIN	Select **Test Secure PIN** to send a secure PIN to the phone number you provided. The Enter Secure PIN screen appears.
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field.
Submit	This element is inactive.

Release: A2.2

Secure PIN via Email Setup

1000105

This screen allows you to change your security preference to email and send a secure PIN to your registered email address.

To change your security preference to email and send a secure PIN to your registered email address:

    1. Use the Secure PIN via Email Setup screen details table below.

The following table describes the elements on the Secure PIN via Email Setup screen and how you use them.

Secure PIN via Email Setup Screen Details Table

Element	Description
Your registered Email address	Shows the registered email address you provided.

Element	Description
Back	Select **Back** to go to the previous screen.
Test Secure PIN	Select **Test Secure PIN** to send a secure PIN to the email address shown. The Enter Secure PIN screen appears.

<div align="right">Release: A2.2</div>

Enter Secure PIN

1000104

This screen allows you to submit the secure PIN you received via phone or email.

To submit the secure PIN you received via phone or email:

> 1. Use the Enter Secure PIN screen details table below.

The following table describes the elements on the Enter Secure PIN screen and how you use them. *Note: Elements marked with* ➕ *in the table below are displayed and activated when you complete specific fields or use specific elements.*

<div align="center">**Enter Secure PIN Screen Details Table**</div>

Element	Description
Secure PIN	Enter the PIN you received via phone or email into this field.
Back	Select **Back** to go to the previous screen.
Submit PIN	Select **Submit PIN** to validate the PIN you received via phone or email. The Secure PIN via Phone Setup or the Security Preference Updated screen appears. *Note: You have three tries to enter and submit a PIN. After the first incorrect try, **Request New PIN** will appear. You may try to enter and submit the original PIN two more times before requesting a new PIN.* *You may also leave the **Secure PIN** field blank and select **Submit PIN** if you have not received a PIN 10 minutes after your initial request. **Request New PIN** appears.*

Element	Description
Request New PIN ➕	If the PIN submitted was invalid or you have not received a PIN 10 minutes after your first request, select **Request New PIN** to receive a new PIN.

<div align="right">Release: A2.2</div>

Secure PIN via Phone Setup

1000222

This screen allows you to submit your validated secure PIN via phone preference or reset your phone preference.

To submit your validated secure PIN via phone preference or reset your phone preference:

    1. Use the Secure PIN via Phone Setup screen details table below.

The following table describes the elements on the Secure PIN via Phone Setup screen and how you use them.

<div align="center">**Secure PIN via Phone Setup Screen Details Table**</div>

Element	Description
How would you like to receive your Secure PIN?	*These options are inactive.*
U.S. Phone number	Using the proper format (123-456-7890), enter your U.S. phone number into this field. *Note: This field is inactive after the secure PIN is validated unless you select **Reset Number**.*
Test Secure PIN	*This field is inactive.*
Reset Number	Select **Reset Number** to delete the current phone number in the **U.S. Phone number** field. The validated phone number is deleted and the initial Secure PIN via Phone Setup screen appears.
Secure PIN Validated!	Shows the message that the secure PIN has been validated after you submitted the PIN on the Enter Secure PIN screen.
Submit	Select **Submit** to submit the PIN after it is validated on the Enter Secure PIN screen. The Security Preference Updated screen appears.

Change Personal Identity Questions & Answers

1000098

This screen allows you to change your security preference and personal identity questions and answers.

To change your security preference and personal identity questions and answers:

    1. Use the Change Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Change Personal Identity Questions & Answers screen and how you use them.

Change Personal Identity Questions & Answers Screen Details Table

Element	Description
Question #1	Select a challenge question from this drop-down list.
Your Answer #1	Enter your answer to Question #1 into this field.
Question #2	Select a challenge question from this drop-down list.
Your Answer #2	Enter your answer to Question #2 into this field.
Question #3	Select a challenge question from this drop-down list.
Your Answer #3	Enter your answer to Question #3 into this field.
Submit	Select **Submit**. The Confirm Personal Identity Questions & Answers screen appears.

Confirm Personal Identity Questions & Answers

1000100

This screen allows you to confirm your new personal identity questions and answers.

To confirm your new personal identity questions and answers:

    1. Use the Confirm Personal Identity Questions & Answers screen details table below.

The following table describes the elements on the Confirm Personal Identity Questions & Answers screen and how you use them.

Confirm Personal Identity Questions & Answers Screen Details Table

Element	Description
Question #1	Shows the question you selected.
Your Answer #1	Shows the answer you entered.
Question #2	Shows the question you selected.
Your Answer #2	Shows the answer you entered.
Question #3	Shows the question you selected.
Your Answer #3	Shows the answer you entered.
Submit	Select **Submit** to confirm your questions and answers. The Provide Personal Identity Answer screen appears.
Change	Select **Change** to return to the Change Personal Identity Questions & Answers to revise your questions and answers.

Release: A1

Provide Personal Identity Answer

1000101

This screen allows you to verify your identity by answering a personal identity question.

To verify your identity:

    1. Use the Provide Personal Identity Answer screen details table below.

The following table describes the elements on the Provide Personal Identity Answer screen and how you use them.

Provide Personal Identity Answer Screen Details Table

Element	Description
Your Personal Identity Question	Shows a personal identity question for you to answer.

Element	Description
Your Answer	Enter your answer to the personal identity question into this field. This field is not case-sensitive.
Submit	Select **Submit** to submit your answer. The Security Preference Updated screen appears.
Cancel	Select **Cancel**. The You Have Logged Out screen appears.

Release: A1

General Messages

Problem with Account

1000112

This screen alerts you that there is a problem with your account.

To view the alert:

1. Use the Problem with Account screen details table below.

The following table describes the element on the Problem with Account screen and how you use it.

Problem with Account Screen Details Table

Element	Description
Back to USCIS.gov	Select **Back to USCIS.gov** to go to the USCIS ELIS Log In screen.

Release: A1

System Down

1000113

This screen alerts you that the system is experiencing technical difficulties and cannot proceed. It allows you to return to your previous screen.

To return to your previous screen:

1. Use the System Down screen details table below.

The following table describes the element on the System Down screen and how you use it.

System Down Screen Details Table

Element	Description
Back	Select **Back** to go to the previous screen.

Release: A1

Logout

You Have Logged Out

1000212

This screen shows that you have logged out of USCIS ELIS and allows you to go to the USCIS ELIS Log In screen.

To go to the USCIS ELIS Log In screen:

1. Use the You Have Logged Out screen details table below.

The following table describes the element on the You Have Logged Out screen and how you use it.

You Have Logged Out Screen Details Table

Element	Description
Back to ELIS Login	Select **Back to ELIS Login** to go to the USCIS ELIS Log In screen.

<div align="right">Release: A1</div>

Login Error
Already Logged In

1000213

This screen shows that you are already logged in to USCIS ELIS and allows you to log out.

To log out of USCIS ELIS:

    1. Use the Already Logged In screen details table below.

The following table describes the element on the Already Logged In screen and how you use it.

Already Logged In Screen Details Table

Element	Description
Logout	Select **Logout** to log out of USCIS ELIS.

<div align="right">Release: A1</div>

Timeout
You Have Timed Out

1000214

This screen shows that your session has timed out. It allows you to go back to the USCIS ELIS Log In screen.

To go back to the USCIS ELIS Log In screen:

    1. Use the You Have Timed Out screen details table below.

The following table describes the element on the You Have Timed Out screen and how you use it.

You Have Timed Out Screen Details Table

Element	Description
Back to USCIS.gov	Select **Back to USCIS.gov** to go to the USCIS ELIS Log In screen.

<div align="right">Release: A1</div>

Glossary

Accepted

A case has been accepted by USCIS when it meets completeness standards, with all required benefit request data populated, including requisite signatures and either a cleared payment or an approved fee waiver request.

Account

USCIS ELIS creates accounts for all benefit seekers and representatives when their cases are accepted in USCIS ELIS, even if they did not directly e-file (submit the case). Accounts contain information about the individual, including contact information.

A-number

The alien registration number, which the Department of Homeland Security assigns to each alien. It is an "A" followed by eight numbers.   For example: A12 345 678. Some recently-issued A numbers consist of an "A" followed by nine digits. For example: A 200 345 678.

Beneficiary

Co-applicant on an application or petition deriving benefit eligibility from their relationship to the primary applicant.

Benefit Request
Petition or application to USCIS to confer an immigration benefit, such as an extension of stay for a nonimmigrant on the Application to Extend/Change Nonimmigrant Status.

Biographic Information

Information about the individual's history, such as birth place, birth date, citizenship, and marital status.

Case

Individual benefit requests submitted by representatives or directly by primary applicants on behalf of themselves and their co-applicants (beneficiaries and dependents.)

USCIS ELIS tracks cases through the adjudication process through various states until they are closed.

Communication Preferences

For election to receive notices online only and notifications through e-mail or SMS text messaging, this preference can be indicated after submitting an application, and then changing Communication Preferences on your Profile.

E-File

File online for a benefit to USCIS.

Elaboration

Required written explanation and description for "yes" responses to eligibility questions on an application.

E-Sign

Electronic acceptance by user through a digital signature on a record of data submitted to the account. E-signed snapshot establishes legal record of Customer's input at a particular time.

Evidence

Documentation verifying statements made on an application or petition. A birth certificate may be evidence of place and date of birth, for example.

Identity Evidence

Any government-issued document used to corroborate biographic data about a person. Examples include passport and driver license.

Notice

Communication indicating an action taken on a Case or Account that may require action by the benefit seeker or his representative. A Notice has a legal context within USCIS and conveys information one has a right to know and which the Agency has a legal duty to communicate; it contains Personally Identifiable Information (PII). Notices may be transmitted as paper documents, or stored in ELIS as digital content, for retrieval by the benefit seeker or his representative.

Notification

Electronic update concerning Case or Account information sent to a recipient using e-mail or SMS text. A Notification may tell the recipient to expect a written Notice or document, or instruct recipient to log into their Account to retrieve a Notice. No sensitive Personally Identifiable Information (PII) is sent.

Online Access Code

 A shared secret code, establishing security of identity, sent via postal mail to a primary applicant (whose representative e-filed) encouraging him or her to establish online access.

Online Account

Primary applicants and representatives use online accounts to perform external portal functions, such as e-filing, viewing notices, and responding to requests for evidence.

Note: The primary applicant on a benefit request e-filed by a representative will be mailed notices inviting them to setup their online account.

Optimized

Indicates that the case is ready for adjudication and that USCIS ELIS has completed all triage activities on those cases. A case in the optimized state can be closed with case decisions (that grant or deny benefits), rejections due to payment, or withdrawals by benefit seekers.

PDF

(Portable Document Format) One of the electronic document standards accepted by USCIS ELIS. Adobe Reader is Adobe's free download for displaying and printing PDF files.

Preparer

Person who fills out an application or translates an application for a benefit seeker. The benefit seeker supplies the information entered on the form. A preparer is not a legal representative.

Primary Applicant

The principal benefit seeker on the application – distinguished from beneficiaries.

Principal Alien

A Principal Alien is the person who has applied for or already has a nonimmigrant status and, because of that person's application/current nonimmigrant status, you are seeking nonimmigrant status. Or, the alien who applies for immigrant status and from whom another alien may derive lawful status under immigration law or regulations (usually spouses and minor unmarried children).

Privacy Act

The Privacy Act of 1974 concerns an individual's rights regarding records maintained on them.

Profile

Information about an individual online account holder, including name, e-mail address, phone number, and communication preferences.

Receipt Number

A receipt number and case number are generated for each accepted case. The receipt number is the case number with the three digit code of **IOE** as the prefix, identifying it as an ELIS case.

Reinstatement

A benefit request to restore student status for an F-1 visa applicant. This request is made on the Application to Extend/Change Nonimmigrant Status, accompanied by a properly completed SEVIS Form indicating the DSO's recommendation for reinstatement at the educational institution.

Release A1

The first edition or release of the ELIS software package.

Removal Proceedings

Administrative hearing to expel an alien from the United States. This expulsion may be based on grounds of inadmissibility or deportability.

Representative

An individual who is assisting or representing a benefit seeker in applying for or petitioning for a benefit or account within USCIS (as defined by 8 CFR 1.1 and 8 CFR 292.1(a).)

RFE

A Request for Evidence (RFE) notice is sent to the benefit seeker to request missing evidence.

Section 508

Section 508 of the Rehabilitation Act of 1973 establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

Secure PIN

One of the identity validation choices for the ELIS online account holder in which ELIS will forward a secure Personal Identification Number (PIN) to the account holder's phone or email for a session. The account holder enters the PIN to begin a session in USCIS ELIS.

Security Preference

In addition to a password, USCIS ELIS requires an additional level of identity validation in order to login to USCIS ELIS. At this second level of security, the account holder declares a security preference by electing to receive a secure PIN or to answer personal identity questions.

Timeout

The USCIS ELIS portal will log the user out after 15 minutes of inactivity (timeout).

Wizard

A sequential on-screen dialog that assists the benefit seeker or representative to complete an application or petition.