

Client Training HQ

Customizing Questionnaires

If you have Immigration Case Management (ICM) Administrative privileges, you can customize questionnaires.

Customizing Questionnaires for the H-1B Process

To customize the default questionnaire:

1. Click the **username** displayed in the top right.
2. Select **Administrative Settings** from the drop-down menu.
3. In the **Firm Administration** module, click the **Processes** tab.
4. Click the **Default Questionnaires** tab.
5. The left side of the page will display all of the questionnaire types available.
6. In the **Selected Process** section, click the drop-down arrow and select **H-1B**.
7. From the **Questionnaires** section, click the appropriate checkboxes to select which questionnaire types you would like to include in your custom questionnaire.

Notes:

- Clicking the name of each questionnaire type will display all of the questions associated with it. You can use the checkbox in the **Hide** column to hide specific questions you don't want to include in your custom questionnaire.

- Below is an example of questionnaire types you can include in your custom questionnaire for the H-1B process:

Questionnaires H-1B	
Show	
Personal Information	
☒	Personal Information
☒	Employers
☒	Education
☒	Contacting You
Immediate Family	
☐	Parent 1
☐	Parent 2
☒	Your Current Spouse
☐	Former Spouse
☒	Information About Your Children
Address Information	
☒	Addresses Outside the United States
☒	Residential Addresses
☒	Current Mailing Address
Visa Passport and Travel	
☒	Visa/Passport Status
☒	Travel History Questionnaire (U.S. Entries/Departures)
☐	Travel History Questionnaire (U.S. Departures>Returns)

- Once you have selected the appropriate questionnaire types to include in your custom questionnaire, click **Update Info** to save changes.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.