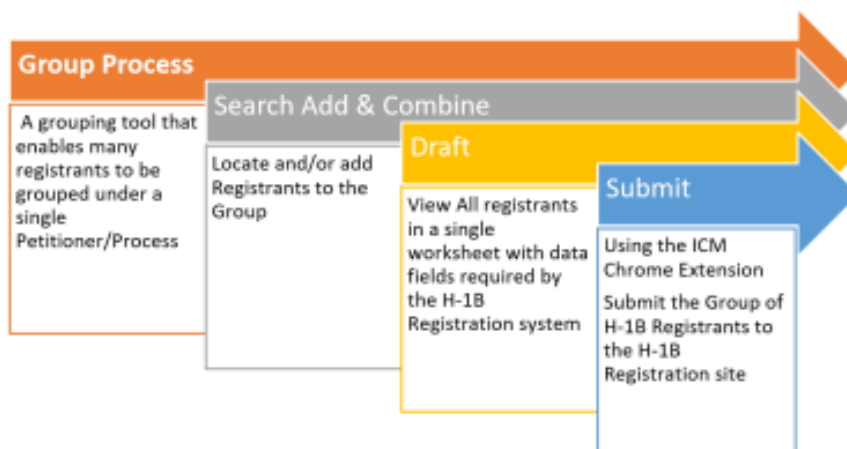# H-1B Registration-Multiple Registrant Submission

For those organizations that need to submit multiple employees in a single online e-file to the H-1B Registration system, a new set of features and workflow has been established in ICM. The new workflow permits organizations to selectively build **"groups"** of individuals per employer and submit all of them (up to 250 at a time) to the H-1B Registration system in a single interaction. This enhancement adds to the existing, single employee submission method available in the ICM system.

In order to activate this system, there are some basic prerequisites and we will enable a few main features within your instance of the ICM application. :

- Add FNs and their associated processes to your system that will be submitted to the H-1B Registration system.

- The addition of the ability to create a "**Group Process**", which allows multiple FNs to be assembled into a single group for electronic submission (Please contact our support team to activate this feature for your organization).

- The addition of a Process type called H-1B Registration, (used in conjunction with the Group Process). This is added automatically as part of the activation of this feature.

- You will need to install the Equifax ICM Chrome extension which will enable submission of your Registrants to the Govt system. (Search Google Chrome Extension store for "Equifax" and install E-file Extension 5.0.0 or later).

Group Process
A grouping tool that enables many registrants to be grouped under a single Petitioner/Process

Search Add & Combine
Locate and/or add Registrants to the Group

Draft
View All registrants in a single worksheet with data fields required by the H-1B Registration system

Submit
Using the ICM Chrome Extension Submit the Group of H-1B Registrants to the H-1B Registration site

Assembling a group of Beneficiaries

Create a Group Process:

Once enabled a new option will be added to your "New" menu called "Group Process". Clicking on this option will open up a Group Process creation screen:
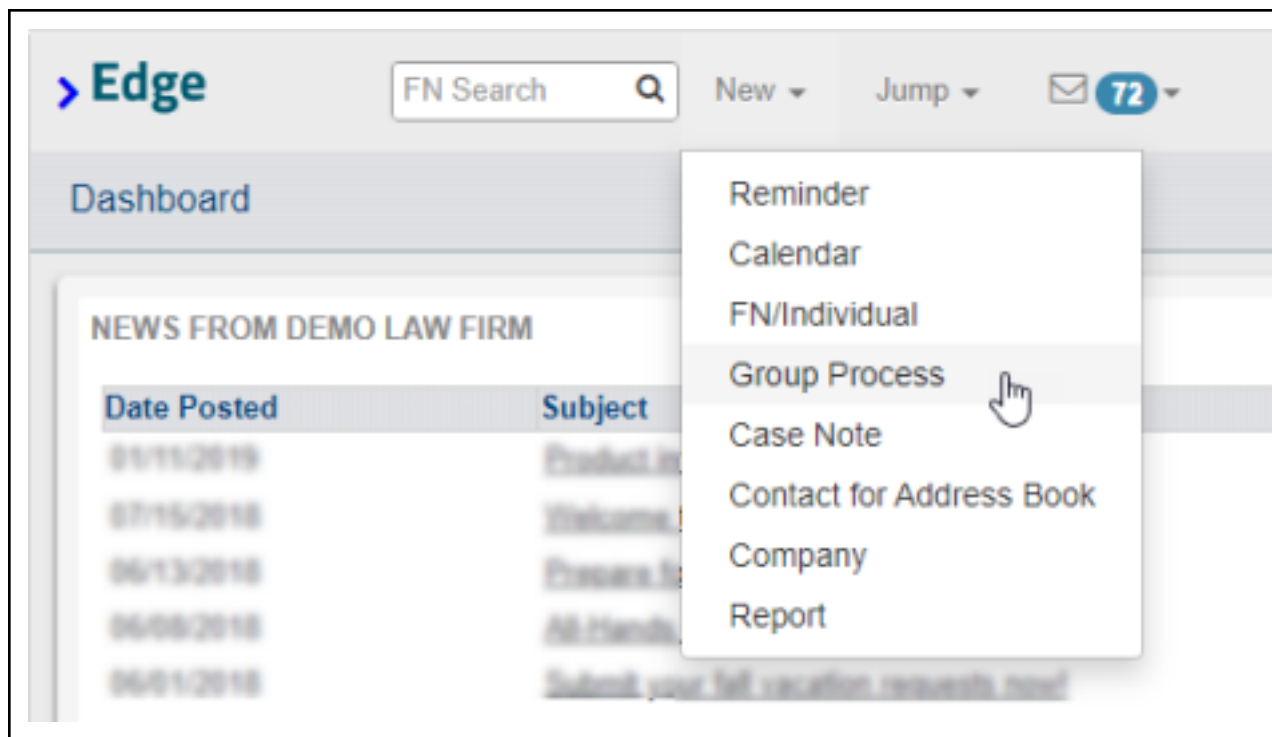
Group Process Creation Screen:

The Group Process Creation Screen will enable linking the Group Process to the H-1B Registration Process as well as assigning the correct **Company Petitioner**, **H-1B Registration** and **Reference** name.

Not all fields may apply, but several are required for the process to be created.

- **Attorney/Signer:** For appropriate in-system assignment.
- **Case Manager:** For appropriate in-system assignment.
- **Process:** For linking to the group H-1B Registration Process.
- **Reference:** A means of labeling or "naming" the process so it can be searched in the system.
    - Any value may be used.

    - Generally a reference name that acknowledges the time period and the Petitioner is helpful from a searching and sorting perspective when managing multiple submissions.

The Group Process will look slightly different from a regular FN/Individual profile. The tabs will be limited to reflect Nationality Immigration, Processes Forms, Financial Misc, OnDocs Notes and Case Overview.

Adding Beneficiaries

After the Group Process is generated, users may add beneficiaries to the newly created "Group". To do so, they must select **Beneficiaries** from the **Processes Forms** dropdown menu.

In the **Beneficiaries** tab, a list of FN profiles that are currently linked to this Group Process will be displayed. From this area, existing FN profiles may be attached, or new ones needed for this process may be created.
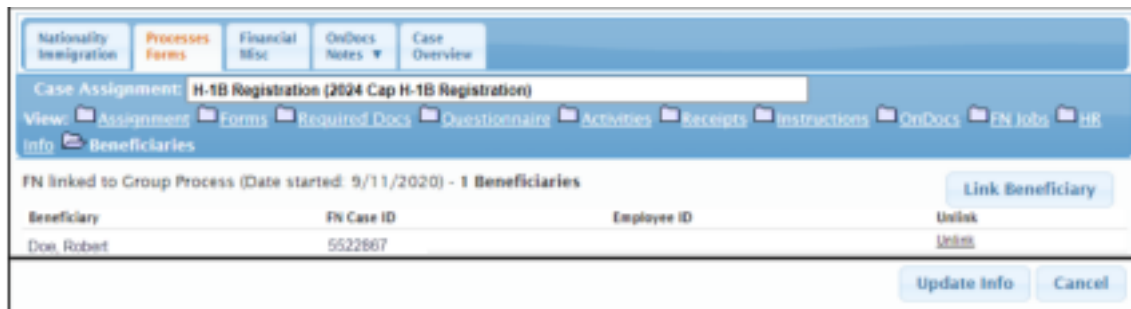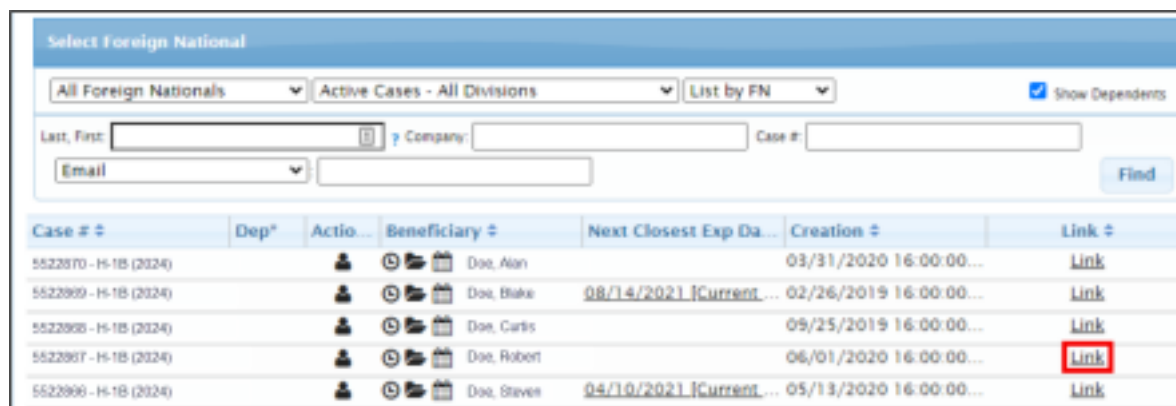
Linking an Existing FN

To link a FN profile that is already created within the ICM system, users should click the **Link Beneficiary** button in the lower right of the Beneficiaries screen.

This action will lead users to a FN search screen. Users should click **Find** in the upper right to generate a list of FNs currently in the system, or search by other details in the criteria bar.

After the desired FN profile(s) are located, click the **Link** button under the **Link** column to attach the beneficiary to the current Group Process.

- ● Note: Do NOT click the name, case number or other options in this page, as they will only open the profile without linking them.

After clicking the **Link** button, a pop up will appear asking users to confirm their selection. Click **Confirm** to proceed or **Close** to return to the search results page to choose a different profile.
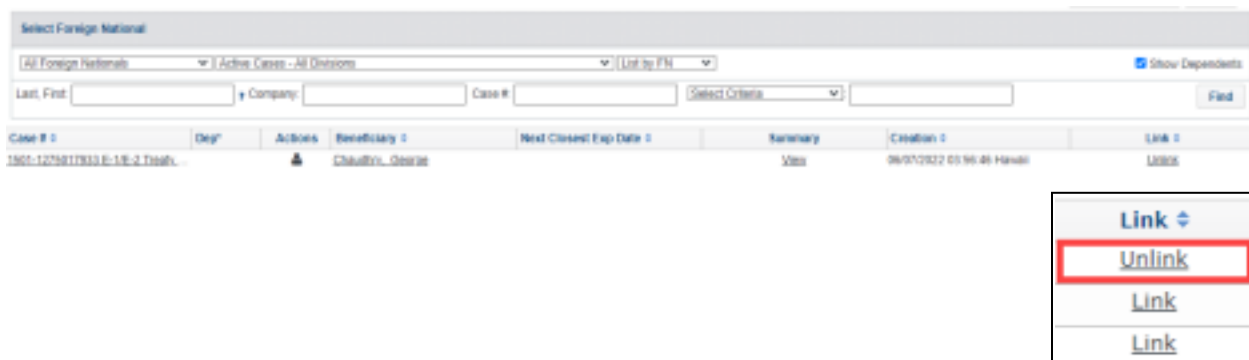

The screen will refresh to the search results page. The profile that was just linked will now show an **Unlink** option under the Link column. Clicking this will detach the profile from the group process.

Users may link as many profiles as they see fit from this screen. When users return to the Beneficiaries area of the Group Process, they will see all of the profiles that were added. Unlinking may also be performed from this section.
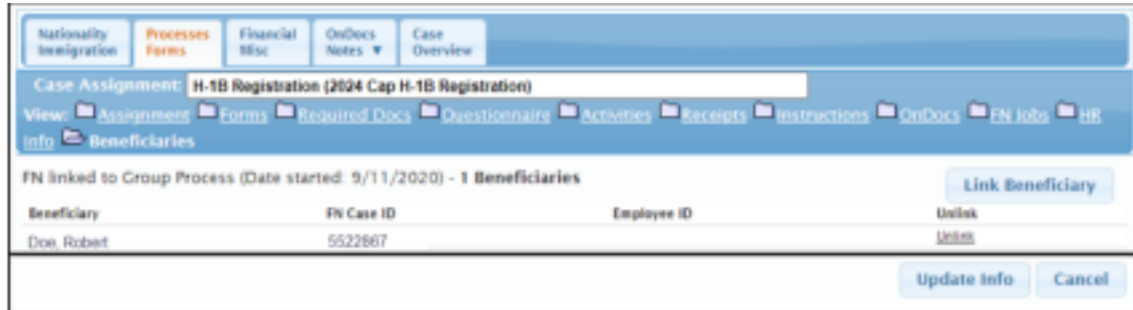
Members of this Registration submission group can be added or removed as needed using the Linking and unlinking button.

Drafting the H-1B E-file

In ICM, select the relevant group process profile, point to the **Processes Forms** tab, and select **Forms** in the drop-down menu. The H-1B registration Worksheet is displayed.

The list of associated beneficiaries will be listed in a worksheet format for editing and completion. Review each Beneficiary and their information in the worksheet .

Submission via the ICM E-File Extension

To file an H1B Registration worksheet using the LLX E-File extension, complete the following steps.

1. Log on to ICM and USCIS with your credentials.

Note: It is important that you have access to both ICM and the government website (USCIS) where you want to populate the information.

2. In ICM, select the relevant group process profile, point to the **Processes Forms** tab, and select **Forms** in the drop-down menu. The H-1B registration Worksheet is displayed.

The list of associated beneficiaries will be listed in a worksheet format for editing and completion. Review each Beneficiary and their information in the worksheet. Once the list of beneficiaries is ready for submission the form should be placed in "Efile" mode by clicking on the Efile tab.

H-1B Registration Worksheet

Update Info   Update and Return   Cancel

| Registration Form | Efile |

To load data from Edge, please follow the below steps:
1. Be on the current tab of H1B Efile Worksheet, i.e., 'Efile' tab.
2. Click on the LLX Efile Chrome Extension on top right of the browser window, while being on the current browser tab.
3. On the Extension window, Select 'H1B Registration' form.
4. Click on 'Load from Edge' on the Extension window.
5. If you see the Lastname, firstname of the FN displayed next to 'Load from Edge', the data is successfully loaded from Edge onto the extension.

To populate the H1B Registration form with loaded data, please follow the below steps:
1. Click on the LLX Efile Chrome Extension on top right of the browser window, while being on the current browser tab.
2. On the Extension window, Select 'H1B Registration' form and click on 'Open H1B site'. (This will open a new browser tab for the H1B Registration form on the USCIS site)
3. Create a new Application on the USCIS site.
4. When the new application loads, click on LLX Efile Chrome Extension on top right of the browser window, while being on the current browser tab.
5. On the Extension window, click on 'Populate to USCIS' and wait while all the fields on the form to be populated.
6. The fields on the current tab of H1B Registration form should be populated with data.

H-1B Registration Worksheet

Update Info   Update and Return   Cancel

| Registration Form | Efile |

Part 2. Information About Be

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6. The fields on the current tab of H1B Registration form should be populated with data.

What is

What

What is the

Are you requesting consideratic
advanced degree exception because t
will earn prior to the filing of the petition, a masters or higher
degree from a U.S. institution of higher education? :

What is the beneficiary's country of birth? : Spain

What is the beneficiary's country of citizenship? : Spain

What is the beneficiary's passport number? : 99565444   ☐ The beneficiary does not have a passport number
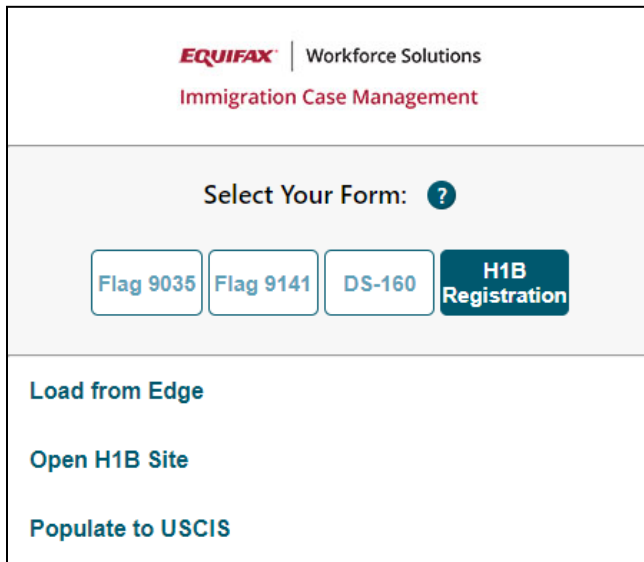
What is the passport country of issuance? : Bolivia

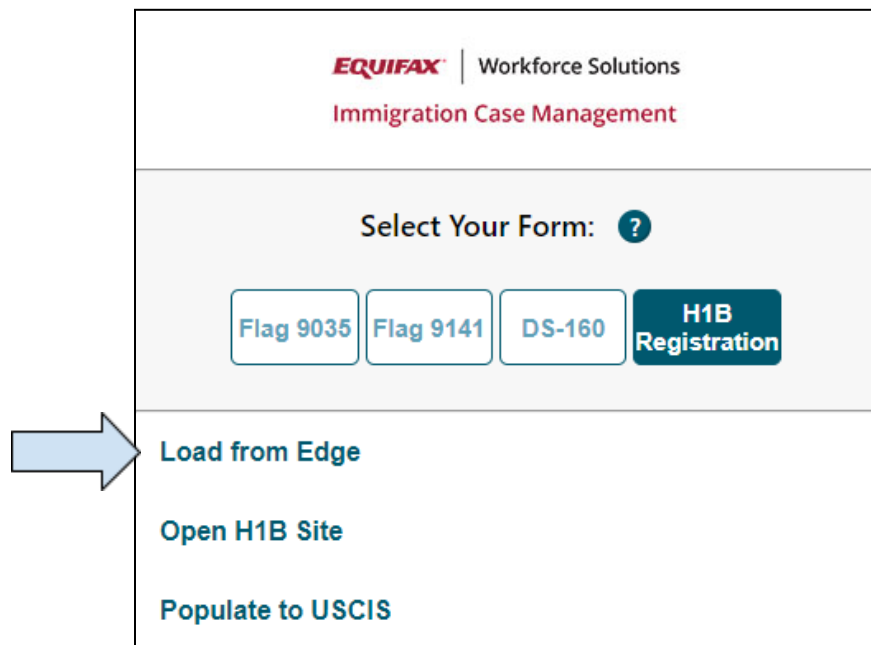What is the passport expiration date? : 4/15/2024 * (mm/dd/year)

In the upper right of the Chrome browser, click the extension icon and select the Equifax E-file Extension:
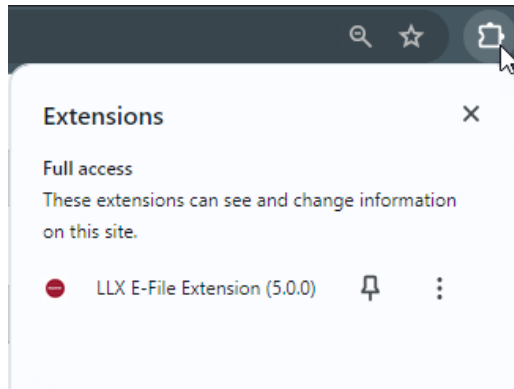
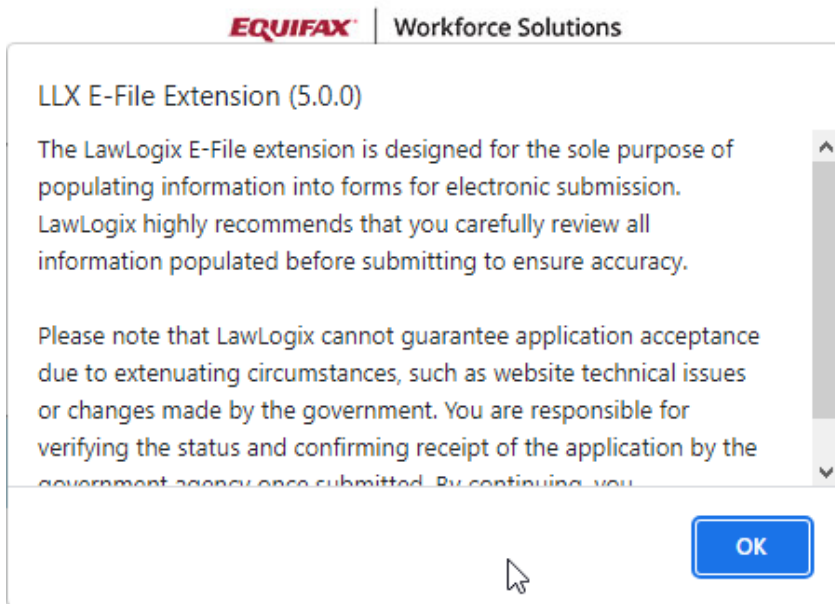The ICM E-File Extension dialog box appears.

Click **H1B Registration**. The **H1B Registration** menu appears.

Click **Load From ICM(Edge)** to temporarily load data from this worksheet.

A confirmation message appears. Click OK. The job and associated company appear in the same line. This indicates the data is fully loaded and prepared for submission to the USCIS site.

After the load is complete, navigate to the USCIS website (https://www.uscis.gov/) and sign in. You can open the website in a new tab. (Alternatively, you may click the ICM E-File extension icon in your Chrome browser and click **Open H-1B Site** in the ICM H-1B Registration extension menu).

Open the Chrome extension again while on the USCIS site. The Chrome extension will display your "group" of H-1B Registrants that are loaded for submission to the Government site.

After you log into the USCIS website, navigate through the H-1B registration intake form. For each section of the H-1B Registration process you are able to load data from your worksheet in ICM and **Populate the data to USCIS.** Following this workflow, your worksheet details populate to the USCIS e-form.

(The example below illustrates the Authorized signatory population via the Chrome extension.)
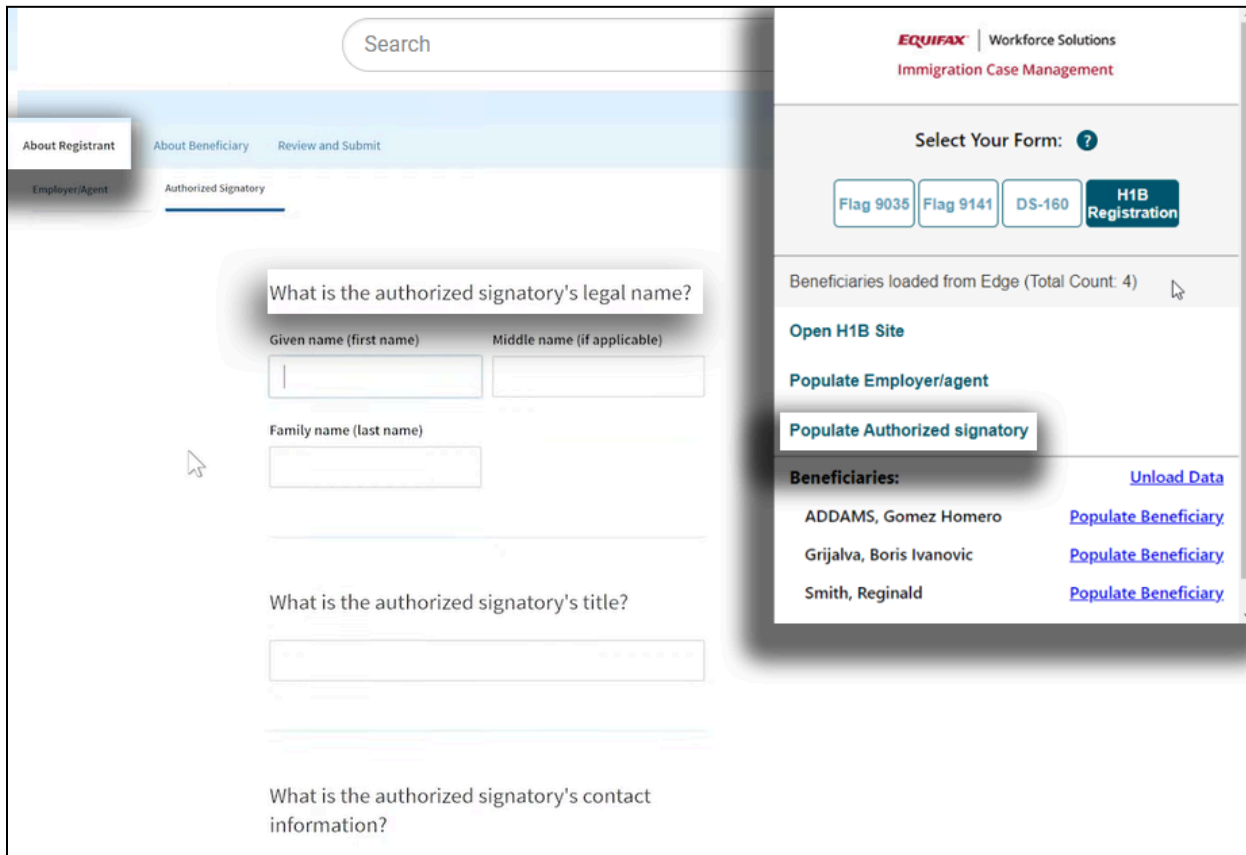
Following the USCIS workflow and utilizing the ICM Chrome extension, you can populate a group of up to 250 Beneficiaries from your prepared worksheet in ICM in a single transaction.

The Chrome Extension will load each beneficiary data set as you navigate through the "Add Beneficiary" steps and use the "Populate Beneficiary" button on each page. After data has been loaded for each beneficiary in the list, the Extension will update to indicate that the beneficiary has been submitted to the USCIS site.
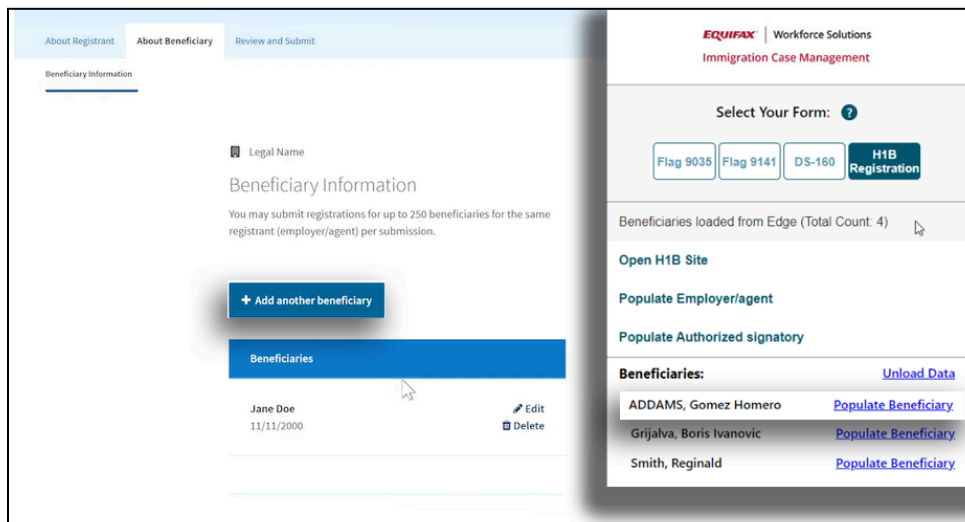
The remainder of the process, such as payment processing, is handled directly on the USCIS site and does not require the ICM chrome extension tool.

Notes:
- When navigating from page to page, you only need to click the population button from the extension menu to feed in data from the worksheet to USCIS automatically.
- Due to technical limitations, some fields cannot be populated using the extension. When this occurs, a pop-up appears highlighting the code you should copy into USCIS manually.