



Immigration Case Management (ICM)

Power User Series

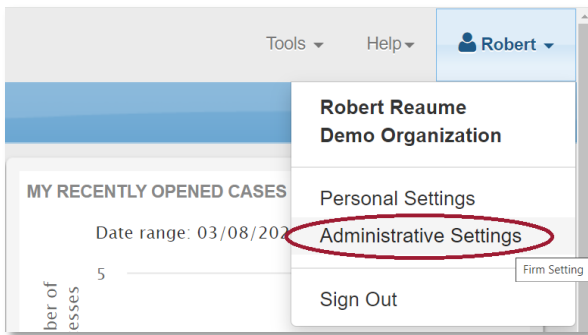
This guide covers how to manage the Equifax ICM default Required Documents for Process types, including how to add and remove documents, create custom documents, and customize the document instructions.

Note: Modifying the default Required Documents for Process types requires permission to the Administrative Settings.

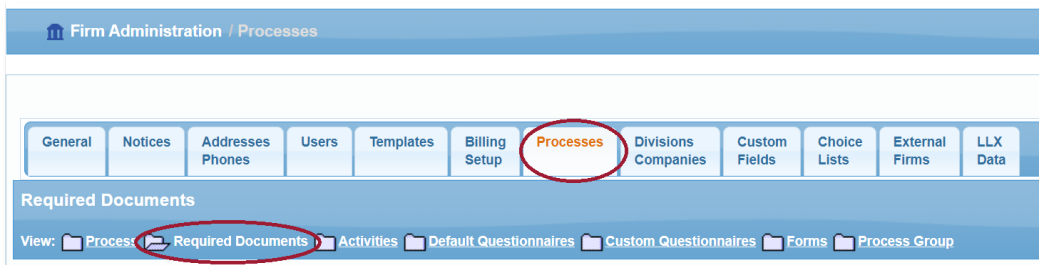
Reviewing Required Documents

Prior to making substantial changes to your Required Documents it is recommended to first perform a review of your current settings, and to create a backup in case you need to refer to the prior configuration.

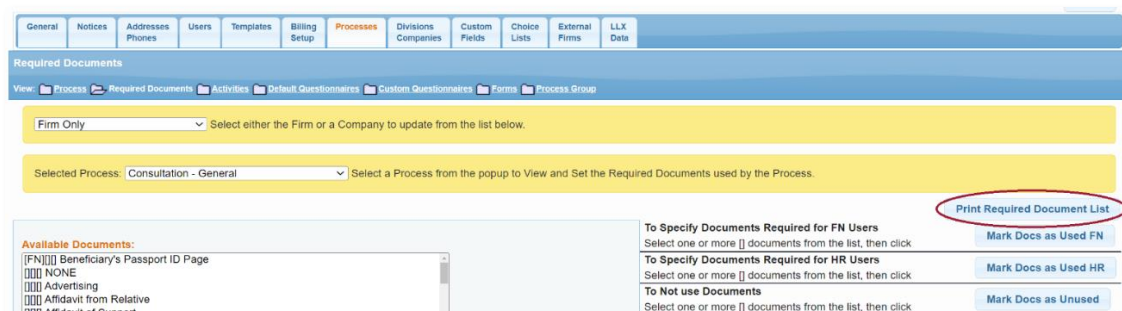
Click your name at the top-right and click **Administrative Settings**.



Click the **Processes** tab and the **Required Documents** sub-folder.



Click the **Print Required Document List** button.



This generates a report of all active Process types and their Required Document configuration. Save a copy of this report (by printing, printing/saving to PDF, etc).

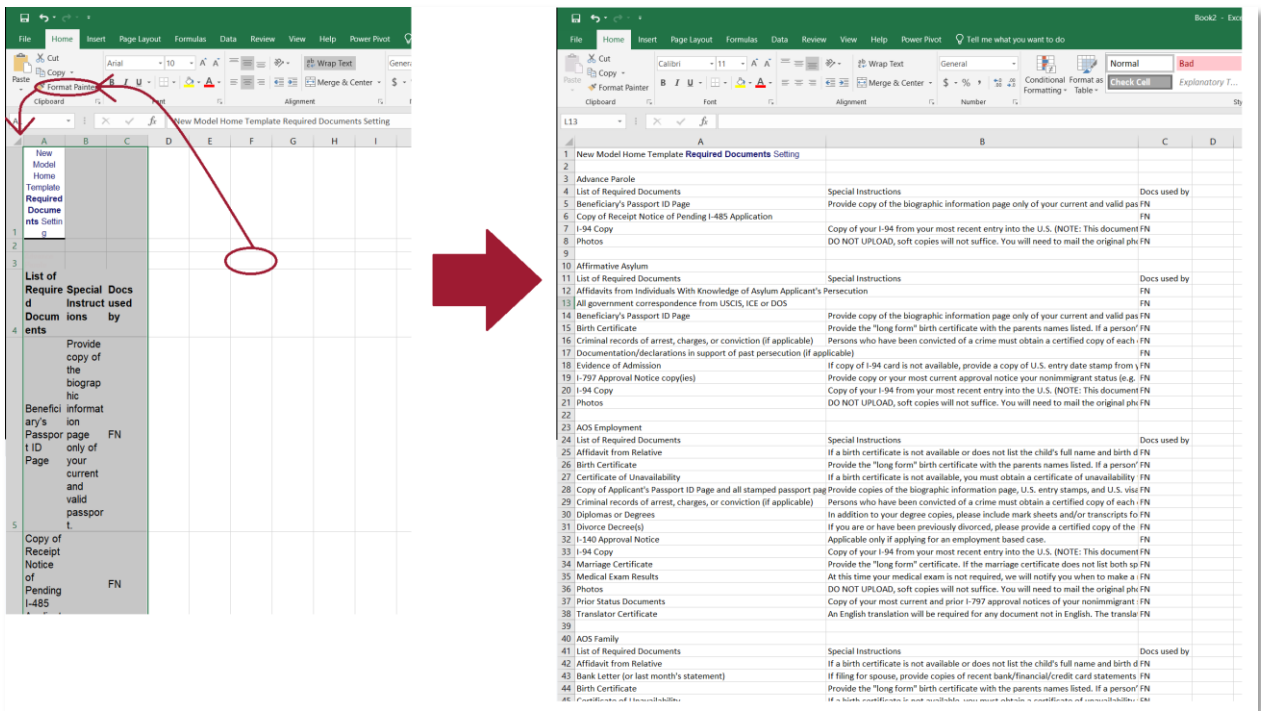
| New Model Home Template Required Documents Setting | | |
|--|---|--------------|
| Advance Parole | | |
| List of Required Documents | Special Instructions | Docs used by |
| Beneficiary's Passport ID Page | Provide copy of the biographic information page only of your current and valid passport. | FN |
| Copy of Receipt Notice of Pending I-485 Application | | FN |
| I-94 Copy | Copy of your I-94 from your most recent entry into the U.S. (NOTE: This document should not be confused with the I-94 from your I-797 approval notice). Please go to the following link to retrieve your most current I-94: https://www.uscis.gov/i-94information | FN |
| Photos | DO NOT UPLOAD, soft copies will not suffice. You will need to mail the original photos to our attention. For all applicants (including children), provide 2 passport style photographs which meet USCIS Photo Specifications. Visit the following website link for Department of State photo specifications: https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html Before sending your photos, please notate your full name (Last name in CAPS), date of birth, and Alien Number (if applicable) on the back of each photo using a soft lead pencil. | FN |
| Affirmative Asylum | | |
| List of Required Documents | Special Instructions | Docs used by |
| Affidavits from Individuals With Knowledge of Asylum Applicant's Persecution | | FN |
| All government correspondence from USCIS, ICE or DOS | | FN |
| Beneficiary's Passport ID Page | Provide copy of the biographic information page only of your current and valid passport. | FN |
| Birth Certificate | Provide the "long form" birth certificate with the parents names listed. If a person's birth was not registered close to the time of birth, 2 affidavits will be required and must be provided by 2 different individuals who have knowledge or were present at the time of birth. | FN |
| Criminal records of arrest, charges, or conviction (if applicable) | Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, dismissal/removal, pardon or other act of clemency. Court records should include: complete information regarding the circumstances surrounding the crime of which the applicant was convicted; any complaint filed by the government with the Court; and the disposition of the case, including sentence or other penalty or fine imposed. All criminal records related to the crime/incident must be provided if you were ever charged for any reason, even if you were not arrested or convicted, or cleared of charges. | FN |

You may also consider copying and pasting the contents of the report to a spreadsheet, to use for staff review and comments, which can then be referred to when implementing the changes in the Administrative Settings. To do this, select/highlight the entire Required Documents report (ctrl+a on Windows) and copy (ctrl+c on Windows), and then paste into a spreadsheet (ctrl+v on Windows).

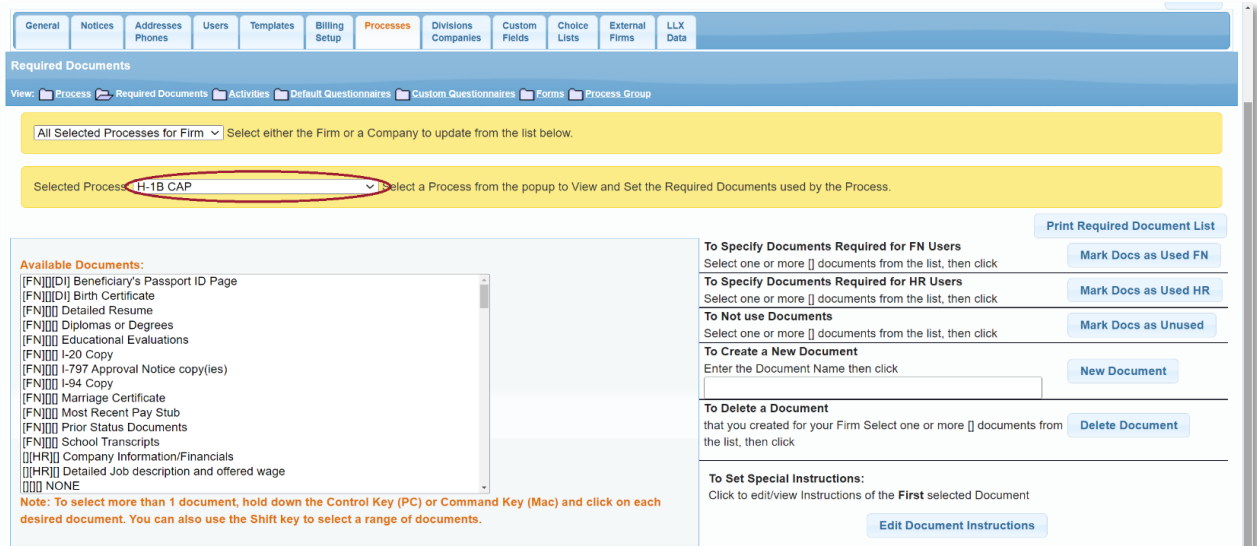
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| Photos | DO NOT UPLOAD, soft copies will not suffice. You will need to mail the original photos to our attention. For all applicants (including children), provide 2 passport style photographs which meet USCIS Photo Specifications. Visit the following website link for Department of State photo specifications: https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html Before sending your photos, please notate your full name (Last name in CAPS), date of birth, and Alien Number (if applicable) on the back of each photo using a soft lead pencil. | FN |
| Affirmative Asylum | | |
| List of Required Documents | Special Instructions | Docs used by |
| Affidavits from Individuals With Knowledge of Asylum Applicant's Persecution | | FN |
| All government correspondence from USCIS, ICE or DOS | | FN |

SEE NEXT PAGE

Remove the formatting of the pasted contents, for example by using the Excel **Format Painter**: select an empty cell to the right of the pasted content > click **Format Painter** > apply to the entire sheet by click the triangle symbol to the top-left of cell A1.



Back in the Administrative Settings, to review or modify the Required Documents for a Process type, select the desired Process from the dropdown.



[FN] = A document to be provided by the Foreign National.

[HR] = A document to be provided by the Hiring Representative (Employer).

[DI] = Custom document instructions are present for this document.

[] [] [] [] = This document is not enabled for this Process type.

Enabling Required Documents

To enable a document for the selected Process type, search the list of Available Documents. You may consider doing a Find on your web browser (ctrl+f) and enter a keyword to quickly determine whether the desired document is already defined in the Available Documents.

If the desired document is found, select it and click **Mark Docs as Used FN** to add it to the list of documents to be provided by the Foreign National, or **Mark Docs as Used HR** to add it to the list of documents to be provided by the employer.

Required Documents

View: [Process](#) [Required Documents](#) [Activities](#) [Default Questionnaires](#) [Custom Questionnaires](#) [Forms](#) [Process Group](#)

All Selected Processes for Firm Select either the Firm or a Company to update from the list below.

Selected Process: **H-1B CAP** Select a Process from the popup to View and Set the Required Documents used by the Process.

Available Documents:

- Documentation in Support of Petitioner's Affidavit of Support or Affidavit of Support
- Declarations/Statements in Support of Good Moral Character
- Dependent's Passport ID Page**
- Detailed Business Plan
- Divorce Decree(s)
- Documentation in Support of Hardship to Immediate Relative
- Documentation in Support of Company's Ability to Pay the Offered Wage
- Documentation in Support of Waiver
- Documentation of PERM Recruitment (tearsheets and other evidence)
- Documentation of US Citizenship status of Petitioner
- Documentation/declarations in support of past persecution (if applicable)
- Documentation/letters in support of extraordinary accomplishments in field
- Draft of Host Company Training Plan
- Drivers License
- DS-2019 - Copy
- EAD - Copy

Note: To select more than 1 document, hold down the Control Key (PC) or Command Key (Mac) and click on each desired document. You can also use the Shift key to select a range of documents.

To Specify Documents Required for FN Users
Select one or more documents from the list, then click **Mark Docs as Used FN**

To Specify Documents Required for HR Users
Select one or more documents from the list, then click **Mark Docs as Used HR**

To Not use Documents
Select one or more documents from the list, then click **Mark Docs as Unused**

To Create a New Document
Enter the Document Name then click **New Document**

To Delete a Document
that you created for your Firm Select one or more documents from the list, then click **Delete Document**

To Set Special Instructions:
Click to edit/view instructions of the **First** selected Document
Edit Document Instructions

Disabling Required Documents

To disable a document for the selected Process type, select the document from the Available Documents list and click **Mark Docs as Unused**.

Required Documents

View: [Process](#) [Required Documents](#) [Activities](#) [Default Questionnaires](#) [Custom Questionnaires](#) [Forms](#) [Process Group](#)

Firm Only Select either the Firm or a Company to update from the list below.

Selected Process: **H-1B CAP** Select a Process from the popup to View and Set the Required Documents used by the Process.

Available Documents:

- (FN)(D) Beneficiary's Passport ID Page
- (FN)(D) Birth Certificate
- (FN)(D) Detailed Resume
- (FN)(D) Diplomas or Degrees
- (FN)(D) Educational Evaluations
- (FN)(D) I-20 Copy**
- (FN)(D) I-797 Approval Notice copy(ies)
- (FN)(D) I-94 Copy
- (FN)(D) Marriage Certificate
- (FN)(D) Most Recent Pay Stub
- (FN)(D) Prior Status Documents
- (FN)(D) School Transcripts
- (HR)(D) Company Information/Financials
- (HR)(D) Detailed Job description and offered wage
- (D) NONE

To Specify Documents Required for FN Users
Select one or more documents from the list, then click **Mark Docs as Used FN**

To Specify Documents Required for HR Users
Select one or more documents from the list, then click **Mark Docs as Used HR**

To Not use Documents
Select one or more documents from the list, then click **Mark Docs as Unused**

To Create a New Document
Enter the Document Name then click **New Document**

To Delete a Document
that you created for your Firm Select one or more documents from the list, then click **Delete Document**

To Set Special Instructions:
Click to edit/view instructions of the **First** selected Document

Creating New Required Documents

Prior to creating a new document, it is recommended to first search through the list of Available Documents to avoid creating duplicate or overly similar documents. You may consider doing a Find on your web browser (ctrl+f) and enter a keyword to quickly determine whether the desired document is already defined in the Available Documents.

To create a new document, type the desired name in the **To Create a New Document** field and click **New Document**.

Required Documents are limited to **75 characters** (including spaces). Required Documents cannot be renamed, so take care when entering the name. If you need to change a Required Document name you will need to Delete it and recreate it with the desired name.

The screenshot shows the 'Required Documents' interface. At the top, there is a navigation bar with 'View' and several folders: 'Process', 'Required Documents', 'Activities', 'Default Questionnaires', 'Custom Questionnaires', 'Forms', and 'Process Group'. Below this, there are two yellow bars: the first contains a dropdown for 'Firm Only' and a note to 'Select either the Firm or a Company to update from the list below.'; the second contains a dropdown for 'Selected Process: H-1B CAP' and a note to 'Select a Process from the popup to View and Set the Required Documents used by the Process.' Below these are two main sections. On the left, 'Available Documents:' lists various document types with checkboxes, including 'Beneficiary's Passport ID Page', 'Birth Certificate', 'Detailed Resume', 'Diplomas or Degrees', 'Educational Evaluations', 'I-20 Copy', 'I-797 Approval Notice copy(ies)', 'I-94 Copy', 'Marriage Certificate', 'Most Recent Pay Stub', 'Prior Status Documents', 'School Transcripts', 'Company Information/Financials', 'Detailed Job description and offered wage', and 'NONE'. On the right, there are several action buttons: 'Print Required Document List', 'Mark Docs as Used FN', 'Mark Docs as Used HR', 'Mark Docs as Unused', 'New Document', and 'Delete Document'. A red arrow points from the 'New Document' button to the 'To Create a New Document' section, which has a text input field containing 'Dependent's Passport ID Page'.

After creating a new document it will automatically be enabled for use by the FN.

This screenshot is similar to the previous one, but the 'Available Documents' list on the left now has 'Dependent's Passport ID Page' selected and highlighted in blue. The 'To Create a New Document' section on the right now has an empty text input field. Below the list, there is a note: 'Note: To select more than 1 document, hold down the Control Key (PC) or Command Key (Mac) and click on each desired document. You can also use the Shift key to select a range of documents.' The 'New Document' button is still present.

If you intend for this to be an employer-provided document instead, click **Mark Docs as Unused** and then re-enable the document with the **Mark Docs as Used HR** button.

Editing the Document Instructions

Optional **Document Instructions** may be added to a document, which will be visible to the FN and/or HR user from their respective portals when reviewing and uploading documents.

If performing an overall audit of your Required Documents it is recommended to first finish making any changes to the enabled documents for *all* your process types, and then edit the document instructions as the final step. This ensures the desired effect when applying document instructions to all process types, as the document instructions will only apply if the corresponding document is enabled for that process type. Document instructions do not apply retroactively if you enable a document for a process type at a later time.

To edit the document instructions, select the desired document from the **Available Documents** list and click **Edit Document Instructions**.

The screenshot shows a web interface for managing documents. On the left, a list titled "Available Documents:" contains various document types with checkboxes for selection. The "Diplomas or Degrees" option is highlighted with a blue bar and a red circle. Below the list is a note: "Note: To select more than 1 document, hold down the Control Key (PC) or Command Key (Mac) and click on each desired document. You can also use the Shift key to select a range of documents." On the right, there are several sections: "To Specify Documents Required for FN Users" with a "Mark Docs as Used FN" button; "To Specify Documents Required for HR Users" with a "Mark Docs as Used HR" button; "To Not use Documents" with a "Mark Docs as Unused" button; "To Create a New Document" with a text input field and a "New Document" button; "To Delete a Document" with a "Delete Document" button; and "To Set Special Instructions:" with a text area and an "Edit Document Instructions" button circled in red.

Enter the desired instructions and click either **Update** or **Apply to All Processes**.

Update will apply the instructions for only the currently select process type.

Apply to All Processes will apply the instructions to all process types that *currently* have the selected document enabled.

This screenshot shows the same interface as the previous one, but with the "Diplomas or Degrees" document selected. The "To Set Special Instructions:" section now contains a text area with the following text: "In addition to your degree copies, please include mark sheets and/or transcripts for of all your university degrees. Please also provide translations, if available." Below the text area, the "Update", "Apply to All Processes", and "Cancel" buttons are highlighted with a red box.

Sample Required Documents for H-1B CAP Process Type

| H-1B CAP | |
|-----------------------------------|---|
| List of Required Documents | Special Instructions |
| Beneficiary's Passport ID Page | If you ever previously held any other status in the U.S. (e.g. H, L, O, TN, J) please include a complete copy of your passport. |
| Dependent's Passport ID Page | |
| Detailed Resume | |
| Diplomas or Degrees | In addition to your degree copies, please include mark sheets and/or transcripts for of all your university degrees. Please also provide translations, if available. |
| Educational Evaluations | If you have a prior education evaluation of your university degree(s) from a U.S. evaluation agency, please provide a copy. |
| I-94 Copy | Copy of your I-94 from your most recent entry into the U.S. (NOTE: This document should not be confused with the I-94 from your I-797 approval notice). Please go to the following link to retrieve your most current I-94: https://www.uscis.gov/I-94information |
| Marriage Certificate | Provide the "long form" certificate. If the marriage certificate does not list both spouse's full names, a notarized affidavit signed by 2 persons who attended the wedding, confirming full names, date of marriage, and place of marriage, will be required. You can provide 1 affidavit signed by both persons, or each individual can submit their own affidavit. |
| Most Recent Pay Stub | Include copies of your last 3 pay stubs. |
| Prior Status Documents | Copy of your most current and prior I-797 approval notices of your nonimmigrant status (e.g. H, L, O, TN, etc.), including Form DS-2019 or IAP-66 for J-1s, Form I-20 for F-1s, and EAD/work authorization cards. For visa-exempt Canadians, please send copies of passport stamps and/or I-94s. If you have an approved I-140 approval notice from a previous employer, please provide a copy. |