



## Instructions

Our mission at USCIS is to adjudicate immigration benefits and administer the immigration and citizenship laws of the United States. Our focus at USCIS is on our customers, which includes U.S. employers seeking to employ foreign workers. Thus, we created a type of account specifically for an individual employing another person: the e-account.

### The Basics.

#### How do I file a USCIS Form 2?

There are 5 basic steps. These instructions are organized around these 5 steps.

- **Step 1:** Purpose of e-account
- **Step 2:** Get ready to e-file
- **Step 3:** Set up account by E-Filing
- **Step 4:** Fill out application
- **Step 5:** Other processing information

#### What if I have questions?

These instructions are designed to answer most common questions. If you have questions after you read them, just check our website at [www.uscis.gov](http://www.uscis.gov) or call customer service at 1-800-375-5283.

#### Is there a filing fee to create an e-account?

Yes, the one time fee to open and register for an e-account is **\$30.00**. **NOTE:** A registration fee cannot be refunded. Payment is subject to collection. If your payment bounces, we will stop processing, and you will have to pay both the filing fee and a service charge. Non-payment will invalidate a registration.

### Step 1 - Purpose of e-account.

The purpose of an e-account for an individual employing another person who is a U.S. employer and wants to hire foreign workers is to register and open an account with USCIS. This employer can be a U.S. household employer. Each employer needs only one e-account account regardless of how many employees that the employer wishes to hire.

### Step 2 - Get Ready to File.

USCIS Form 2 is a fairly simple application; however, you may need to submit certain documentation about you as an individual employer.

### Step 3 - Set-up Account by E-Filing.

For many of our forms, employers have the choice of filing on paper, or e-filing on our website. However, employers using USCIS Form 2A to set up the e-account may only e-file. E-filing is fast and easy. It eliminates the time your application will otherwise spend in the mail on its way to us, and in fact you can print your confirmation as soon as you e-file. If you do not have a computer with internet access at home or work, you can check your public library.

Go to our website at [www.uscis.gov](http://www.uscis.gov) to set up and maintain your e-account.

### Step 4 - Fill Out Your Application.

This section is designed to help you in filling out your application. Use **CAPITAL** letters. If an item does not apply, indicate “N/A” or “Not Applicable” unless the instruction say do something else. Below is a guide to help you fill out each section of the form.

#### Section 1. Core Information About Employer.

- **Name** - Enter the legal name of the individual wishing to register for an e-account exactly as the name appears on your Social Security card. Do not include prefixes and suffixes on this line.
- **A #** - Enter all previously assigned Alien Number(s).
- **U.S. Social Security #** - Enter your Social Security Number.
- **U.S. EIN #** - Enter the Employer Identification Number (EIN) that IRS has assigned to you.
  - *Date EIN Issued* - Enter the date that the EIN was issued to you.
- **Date of Birth** - Enter your date of birth.
- **Are you a citizen of the United States?** - Check the box that applies to you.
- **If Not a U.S. citizen** -
  - **Country of Citizenship** - Select the appropriate country.
  - **Your national I.D. number, if any, issued by that country**

## Section 2. Employer's Contact Information.

- **E-mail address at which USCIS can contact you** - Enter your full e-mail address.
- **Preferred Contact Phone # (check one)** - Identify which phone number you prefer to be contacted at.
- **Home Phone #** - Enter your home phone number here including area code.
- **Cell Phone #** - If you have a cell phone, enter the number here including area code.

### Mailing Addresses

- **If you are now in the U.S. give your U.S. mailing address.** Enter the U.S. mailing address that USCIS should use when contacting you.
- **If you are now outside the U.S., give your foreign mailing address.** Enter the foreign mailing address that USCIS should use when contacting you.

### Current Actual Physical Address

- **Check here if your current physical address is the same as your current U.S. mailing address shown above.**
- **Check here if your current physical address is the same as your current foreign mailing address shown above.**
- **If your current mailing address is different from your current physical address, give your current physical address**  
Enter your physical address only if it is different from your current mailing address previously entered.
- **Lived at current residence since** - Enter the applicable date.

## Section 3. Financial Information.

- **Last tax year reported** - Identify the appropriate year that you last filed taxes with the IRS.
- **Number of dependents** - Identify the actual number of dependents living with you.
- **Gross income** - Identify the amount of total personal income before taking out taxes or deductions.
- **Net income** - Identify the amount of individual gross income minus taxes, allowances, and deductions. An individual's net income is used to determine how much income tax is owed to IRS.
- **At the end of the last tax year** - enter the number of employees working for you as an individual employing another person:
  - *Number of full-time employees* - Enter the number of full time employees that worked for you as an individual employer at the end of the last tax year.
  - *Number of part-time employees* - Enter the number of part time employees that worked for you as an individual employer at the end of the last tax year.
- **Number of foreign workers for which you have filed with USCIS in the last 5 years** - Check the appropriate box.

## Section 4. Signature and Attestation and Authorization of Representation.

### -- Designation of Representation

Employer must authorize the qualified attorney to act on behalf of employer in matters related to the employer's e-account. By identifying the specific attorney, the individual as employer authorizes USCIS to communicate with this designated representative with respect to the employer's e-account.

### -- Your Signature and Attestation

Employer must electronically sign and date to complete attestation.

## Step 5 - Other Processing Information.

**Request for additional evidence** - If, as we process your account, we find that we need additional evidence or documents, we may send you a request for the additional evidence or documents. Processing of your account registration will stop until we receive the requested documents.

**Notice to attorneys and accredited representatives** - To have your appearance on behalf of the applicant recognized, complete and sign the appropriate part of this registration form and complete USCIS Form 3 to create an r-account.

**Privacy Act Notice** - We ask for the information on this form and associated evidence so that we can process your registration. E-account is described generally in 8 CFR 214. We do provide certain information you give us to other government agencies.

**Paperwork Reduction Act Notice** - Although immigration laws are often complex, we try to create forms and instructions that are easy to understand and that impose the least possible burden in terms of the information and evidence required. For this registration form, we estimate that on average it will take a customer 1 hour and 45 minutes to learn about the law, forms, and process; to obtain the form, get ready to file and to complete the form.

If you have any comments about the accuracy of this estimate or suggestions to make this form simpler, you may write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529; OMB No. \_\_\_\_\_. **Do not mail your completed application to this address.**