



## 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 a company or organization: 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 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 a Company or Organization that is a U.S. employer who wants to hire foreign workers is to register and open an account with USCIS. The employer can be a U.S. company or organization. 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 company or organization 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 2 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.

- **Official Company or Organization Name** - Enter the legal name of the entity wishing to register for an e-account exactly as the name appears on the charter or any other applicable legal document.  
  
If you are a sole proprietor, enter your individual name, not your business name. Enter your name exactly as it appears on your Social Security card. Enter your business name under “Other names and/or U.S. EIN under which the company or organization does business and employs foreign workers in the U.S.” Do not use abbreviations or nickname on this line.
- **U.S. EIN** - Enter the Employer Identification Number (EIN) that the Internal Revenue Service (IRS) has assigned to you.
  - *Date EIN Issued* - Enter the date that the EIN was issued to you.
- **Company Name on U.S. EIN Account** - If the company name is different on the Employer Identification Account registered with the IRS than what was provided above, provide that name here.

#### Section 2. Employer's Contact Information.

- **U.S. Headquarters Address** - Provide the physical address of the company/organization's U.S. headquarters. The physical address cannot be a Post Office box.
- **Company or Organization Primary Website Address** - Provide the URL address of the Company/Organization website, if available.
- **Other names and/or U.S. EIN under which the company or organization does business and employs foreign workers in the U.S.** - Enter other company or organization names and/or EIN. Also, include the trade name of the business or “Doing Business As.”

### Section 3. Employer's Account Manager.

Each employer must have at least one authorized account manager who will serve as the Primary Account Manager. Employers can and are encouraged to designate one Alternate Account Manager as well. An account manager must hold an official managerial position within the company or organization. Each account manager will have full rights to view and update the information on the e-account and all transactions, will receive all account-related correspondence, and will be notified when any transaction form is filed on behalf of the employer. In the next section, any account manager can designate any number of authorized agents who are empowered to perform actions on behalf of that employer in matters related to transactions. Only account managers are allowed to make changes to information in the e-account.

- **Primary or Alternate Account Manager** - Designate as Primary or Alternate Account Manager.
- **Name, Division or Department, and Title** - Enter the legal name of the Account Manager who will be registering the company/organization for an e-account and serving as the main signatory for that account. Enter your name exactly as it appears on your Social Security card. Do not use include prefixes and suffixes on this line.
- **Mailing address in the U.S.** - Enter the mailing address of company's e-account Manager where all correspondence should be sent.
  - Do not use a foreign address.
  - Check "Same as U.S. Headquarters Address" instead if applicable.
- **Physical Work Address in the U.S.** - Provide the physical address of the Account Manager's U.S. work address. The physical address cannot be a Post Office box. Check "Same as Mailing Address in the U.S." instead, if applicable.
- **E-mail Address and U.S. Phone Numbers** - Provide the e-mail address and phone numbers for company or organization's Account Manager.

### Section 4. Employer's Authorized Agents.

To be an authorized agent, the person must be designated by the employer's Primary or Alternate Account Manager in order to act on behalf of the employer in matters related to transactions. An employer can designate multiple authorized agents who will represent and sign for the employer in these transactions. Authorized agents will have view access but no rights to update the employer's e-account. When an agent files a transaction, the account manager(s) will receive notice of the filing. The company and any account manager will be responsible for representations made by any authorized agent.

- **Name** - Enter the full legal name of the authorized agent exactly as it appears on their Social Security card. Do not include prefixes and suffixes on this line.
- **Company or Division and Title** - Enter the company or division, and title of designated authorized agent.
- **USCIS r-account #** - If an authorized agent possesses an r-account, enter the previously assigned r-account number. With the r-account number, USCIS will automatically link the contact information already provided by the attorney in the r-account. Once you enter the r-account # you can skip the rest of the questions in this section and go directly to Section 5 Organization and Ownership.
- **Mailing Address in the U.S.** - Enter the mailing address where the correspondence related to the specific transactions the agent has filed should be sent.
  - Do not use a foreign address.
  - Check "Same as e-account Manager Mailing Address in the U.S." instead if applicable.
- **E-mail Address and U.S. Phone Numbers** - Provide the email address, work and cell phone numbers for the authorized agent.

## Section 5. Organization and Ownership.

- **Organized in the U.S. as a** - Check the box that best describes the type of entity that the company/organization legally established in the U.S.
  - **Publicly traded Corporation** -
    - Identify all exchanges, U.S. or international, where employer is traded.
    - Enter symbol(s) on that traded.
  - **Privately held Corporation**
  - **Sole Proprietorship**
  - **Partnership**
  - **Limited Liability Corporation (LLC)**
  - **Nonprofit Organization** -
    - Enter all Tax Exempt Number(s) issued by the State and/or Federal.
    - Select the State where Tax Exempt Number was issued.
    - Enter the company's Tax Exempt Status, example: 501(c)(3).
  - **If not a publicly traded company, please upload most recent annual report, audited financial statement, or tax return**  
-If you are any type of organization other than a publicly held corporation, please upload the appropriate document here. If you do not have it electronically, please scan the document into a PDF file and upload.
- **Foreign Ownership** - “Control” is defined as the power, direct or indirect, to determine, decide, or influence matters affecting the company/organization.
  - Check if a foreign interest has any financial ownership or control of your company or organization.
  - Check if the company/organization owns or controls any foreign operations.
- **Ownership by Parent Companies, Organizations or Individuals** -  
Enter the information about the parent company, organization or individual who owns 50 % or more of this company.
  - **If 50 percent or more of this company is owned by another company or organization (U.S. or foreign), provide the following about that company** - Enter the full legal name, EIN # and e-account # of the parent company or organization.
  - **If a second company (U.S. or foreign) owns the remaining 50 percent of this company, provide the following about that company** - Do not fill out this section if second company owns less than 50 percent. Enter the full legal name, EIN # and e-account # of the parent company or organization.
  - **If 50 percent of more of this company is owned by an individual, provide the following about that individual**- Enter the full legal name and Social Security Number.
  - **If a second individual owns the remaining 50 percent of this company, provide the following about that individual**  
- Do not fill out this section if second individual owns less than 50%. Enter the full legal name and Social Security Number.

## Section 6. Parents, Subsidiaries, Affiliates and Joint Ventures.

You need to complete this section only if you intend to file for the 'E' or 'L' nonimmigrant classifications or 'E13' multinational executive or manager employment-based immigrant classification. Enter full legal name, percent owned, exchange where traded and stock symbol of each parent with less than 50% ownership, subsidiary, affiliate, and joint venture associated with the company.

## Section 7. Operations and Financial Information.

- **Date company or organization was incorporated or otherwise established:**
- **State of incorporation:** Select the state that the company incorporated in or was otherwise established in.
- **Date company or organization began U.S. business operations.**
- **Primary type of business** - Fill in the type of business activity that best describes the primary activity of your company. For example:
  - Retail Trade
  - Wholesale Trade
  - Service Industry
  - Manufacturing
  - Mineral Industry
  - Construction Industry
  - Transportation, Communications and Utilities
  - Finance, Insurance and Real Estate
  - Health Care and Social Assistance
  - Wholesaler
  - Agriculture
  - Other
- **Last Tax Year Reported to U.S. IRS** - Identify the appropriate year.

-- **Provide current information or what was reported as of the most recent tax year with U.S. IRS:**

- *Market Capitalization* - Identify the aggregate value of your company's outstanding common shares or equity current available on the market. Sole proprietor and non-profit organizations are not required to enter value into this field.
- *Annual operating revenue (Gross revenue)* - Identify the amount of money that your company actually made from your business activities, such as sales of products and/or services to customers.
- *Operating Income after depreciation and amortization* - Identify the amount of money that your company actually held after calculating the depreciation of tangible assets and amortization of intangible assets.
- *Pre-tax income* - Identify the amount of company income after dividends, but before federal income taxes and excluding capital gains/losses.
- *Total net income* - Identify the company's bottom line. Generally, this value is calculated by taking revenues and adjusting for the cost of doing business, depreciation, interest, taxes and other expenses. This number is found on a company's income statement and shows how profitable a company is over a period of time.
- *Assets* - Identify the total amount of assets such as cash, inventory and property from your latest balance sheet or income statement.
- *Number of full-time employees* - Enter the number of full-time employees in the U.S. and outside the U.S. (current or as reported in the last tax year filed with the IRS.)
- *Number of part-time employees* - Enter the number of full-time employees in the U.S. and outside the U.S. (current or as reported in the last tax year filed with the IRS.)

-- **Countries in which the company has operations** - Check the box that applies to your company.

-- **Total number of company locations worldwide** - Check the box that applies to your company.

-- **Number of foreign workers for which you have you have filed with USCIS in the last 5 years** - Check the box that applies to your company.

-- **If a religious congregation, average number of weekly attendees at service (do not include other activities)** - Check the box that applies to your company.

## Section 8. Account Manager Signature and Attestation and Authorization of Representation.

-- **Designation of Representation.**

Employer's e-account Manager 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 e-account Manager authorizes USCIS to communicate with this designated representative with respect to the employer's e-account.

-- **Your Signature and Attestation.**

Employer's e-account Manager 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.**