



USCIS ELIS Immigrant Fee Payment Guide



U.S. Citizenship
and Immigration
Services

USCIS Electronic Immigration System (ELIS) Log In

SECURE LOG IN

Enter your Email address and your Password

Email Address:

Password:

Forgot or need to reset your password?

CREATE A NEW ACCOUNT

If you want to apply online OR if you received a Case Passcode, you need to create a new account.

Advantages of a USCIS ELIS Online Account:

- Request Benefit with Step-by-Step Guide
- Pay Online
- Check Case Status

Create New Account

Department of Homeland Security Consent

Reporting Burden Statement

FAQs

Can my family or friends help me file a benefit request in USCIS ELIS?

Yes. Family members, neighbors, friends or paid preparers may assist you as you personally complete your benefit request online. They cannot complete your benefit request for you or submit it on your behalf. If you receive assistance in preparing your application, you must identify the person who assisted you by entering the person's name in the Preparer Section.

How will I know if USCIS ELIS is temporarily unavailable?

USCIS ELIS will inform account holders who have logged into the system when the system is temporarily unavailable. USCIS also will notify its customers of any temporary system outages at www.uscis.gov. In the unlikely event of a prolonged delay in system availability, your benefit request will be addressed through the

Step 1

- Type “uscis.gov/uscis-elis” into your Web browser and click on the “Log in to USCIS ELIS” link to access USCIS ELIS.
- Select the “Create New Account” button under “Create New Account.”

Online Account Setup

Provide Email and Account Type * Indicates Required Field

PROVIDE EMAIL CONFIRM EMAIL SETUP PASSWORD CHOOSE SECURITY PREFERENCE PERSONAL IDENTITY QUESTIONS SECURE PIN ACCOUNT ACTIVATED

Your Email address is used to log in to your USCIS ELIS Online Account. All USCIS ELIS Email communications will be sent to this address.

1. SELECT ACCOUNT TYPE
APPLICANT (Apply benefit for myself) ▼

Select the type of Account you like to create

2. PROVIDE EMAIL
Email: * Re-enter Email: *

Example: Youname@example.com

Submit

FAQs

Email Us for Help

Who cannot create a USCIS ELIS Online Account?

Notarios Pùblicos ("Notaries") and Visa/Immigration Consultants ("Consultants"); Attorneys who have been suspended, terminated or disbarred by a State court or attorney disciplinary board; and Representatives who are not authorized by USCIS or the BIA to represent USCIS customers.

Step 2

- Under “SELECT ACCOUNT TYPE” use the drop-down arrow to select the “APPLICANT” option.
- Type your email address two times in the spaces under “PROVIDE EMAIL.”

Step 3

- USCIS will send a confirmation email to the email address you provided.
- Open your email account and in the confirmation email, click on the USCIS ELIS link to access the USCIS ELIS login screen.

Step 4

- Create a password and refer to “FAQs” for guidance.
- Enter your new password twice and select “Next.”

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Online Account Setup

Password Updated

Provide Email Confirm Email **SETUP PASSWORD** Choose Security Preference PERSONAL IDENTITY QUESTIONS SECURE PIN ACCOUNT ACTIVATED

Your USCIS ELIS Online Account password has been set.

USCIS ELIS password policy requires you to change your password at least once every 365 days. Your current password will expire on August 16, 2014.

You may change your password at any time using the "View My Profile" menu option from your USCIS ELIS Home page.

Click "Next" to set up your Password Reset Questions & Answers.

Exit Setup **Next**

FAQs

What do I do if I forget my password?
You can reset your password by answering your password reset questions.

Password reset questions and answers will be set up by you on the next step.

Step 5

- Select “Next” on the screen confirming the creation of your password.

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Online Account Setup

Password Reset Questions & Answers

Provide Email Confirm Email **SETUP PASSWORD** Choose Security Preference PERSONAL IDENTITY QUESTIONS SECURE PIN ACCOUNT ACTIVATED

If you forget your password, you will be asked your Password Reset Questions & Answers to confirm your identity to reset your password.

All fields are required

Question #1: - Select your password reset question #1 -

Question #2: - Select your password reset question #2 -

Question #3: - Select your password reset question #3 -

Question #4: - Select your password reset question #4 -

Question #5: - Select your password reset question #5 -

Answers are NOT case sensitive

Your Answer #1:

Your Answer #2:

Your Answer #3:

Your Answer #4:

Your Answer #5:

Exit Setup **Next**

FAQs

When will I be asked about the Password Reset Questions?
The password Reset Questions are only used if you have forgotten the password to your USCIS ELIS Online Account.

Step 6

- Use the drop-down arrows to choose password reset questions.
 - These questions are used to confirm your identity and reset your password if you lose or forget it.
- Select five questions and provide an answer for each before selecting “Next.”

Online Account Setup

Choose Security Preference

* Indicates Required Field

Provide Email → Confirm Email → Setup Password → **CHOOSE SECURITY PREFERENCE** → PERSONAL IDENTITY QUESTIONS → SECURE PIN → ACCOUNT ACTIVATED

To maximize safe and secure online interactions with USCIS ELIS, you must validate your identity using two methods each time you log in. One is your Email and Password. Another is something unique to you, either a Secure PIN via phone or via Email, or Personal Identity Questions.

PLEASE SELECT YOUR SECURITY PREFERENCE *

SECURE PIN via EMAIL
Provide the one-time-use Secure PIN that you received in your Email.
You will test your Secure PIN on the next step.

PERSONAL IDENTITY QUESTIONS
Provide the answer to one of your Personal Identity Questions.
You will set up your Personal Identity Questions and Answers on the next step.

SECURE PIN via PHONE
Provide the one-time-use Secure PIN that you received on your phone.
You can receive either a SMS/Text message (not available outside of the U.S.) or a voice call.
You will set up your phone number on the next step.

Exit Setup **Next**

FAQs

[Email Us for Help](#)

How does the Secure PIN work?

When logging in, after you enter your Email address and Password, you will receive a Secure PIN to your contact preference. There are three options:

- Text sent to the Email address listed for your USCIS ELIS Online account
- Text/SMS message to a mobile/cell number
- Voice message to a phone number

How do the Personal Identity Questions work?

You will set up three (3) Personal Identity Questions and Answers.

When logging in, after you enter your Email address and Password, one of your Personal Identity Questions is asked to access your USCIS ELIS Online Account.

Step 7

- Choose a security preference from one of the three available options and select “Next.”

Online Account Setup

Security Preference - Secure PIN via Phone

* Indicates Required Field

Provide Email → Confirm Email → Setup Password → Choose Security Preference → **SECURE PIN** → ACCOUNT ACTIVATED

Each time you log in to your USCIS ELIS Online account, you will validate your identity using the Secure PIN sent to your phone. Please follow the three (3) steps below to set up your Secure PIN.

- Choose how you would like to receive the Secure PIN -- SMS/Text message or Voice message.
- Enter the phone number to where you want the Secure PIN to be sent.
- Test your Secure PIN.

How would you like to receive your Secure PIN?
 SMS/Text Message** Voice Message

** Standard SMS/Text message fee may apply. Check with your mobile/cell phone service provider for details.

U.S. Phone number: * 123-456-7890 format

Test Secure PIN **Reset Number**

Back **Exit Setup** **Next**

FAQs

How do I use Secure PIN?

- Secure PIN can only be sent to your telephone number or Email address
- The Secure PIN will expire after 10 minutes from the time of your request. And your Secure PIN expires as soon as it is used. To authenticate again using Secure PIN, you'll need to request a new Secure PIN.
- If you've waited more than 5 minutes and haven't received a Secure PIN, try requesting another Secure PIN.
- If your secure PIN doesn't work, request a new Secure PIN. If you've requested more than one Secure PIN, use the most recent one.

Step 7A (Part 1 of 3) - Option only available for U.S. mobile phones

- If you choose Secure Personal Identity Number (PIN) via Phone as your security preference:
 - Choose how you would like to receive your secure PIN, either via SMS/text message or voice message.
- Enter your U.S. phone number and select “Test Secure PIN.”
- Please note: USCIS ELIS will not accept foreign phone numbers. If you only have a foreign phone number, please select the Secure Pin via Email or Personal Identity Questions as your security preference.**

Online Account Setup

Security Preference - Enter Secure PIN

* Indicates a Required Field

PROVIDE EMAIL CONFIRM EMAIL SETUP PASSWORD CHOOSE SECURITY PREFERENCE SECURE PIN ACCOUNT ACTIVATED

Please enter the Secure PIN you received.

Secure PIN: * 1111111

Click "Submit PIN" to validate your Secure PIN.

If you have not received a PIN Code within the last 10 minutes, leave the above box blank and click "Submit PIN". On the next page you will need to select "Request New PIN".

Back **Submit PIN** (circled in red)

FAQs

How do I use Secure PIN?

- Secure PIN can only be sent to your telephone number or Email address.
- The Secure PIN will expire after 10 minutes from the time of your request. And your Secure PIN expires as soon as it is used. To authenticate again using Secure PIN, you'll need to request a new Secure PIN.
- If your Secure PIN doesn't work, request a new Secure PIN. If you've requested more than one Secure PIN, use the most recent one.

Step 7A (Part 2 of 3)

- A secure PIN will be sent to your phone via text message or voice call. Enter the secure PIN and select "Submit PIN."

Online Account Setup

Security Preference - Secure PIN via Phone

* Indicates Required Field

Each time you log in to your USCIS ELIS Online Account, you will validate your identity using the Secure PIN sent to your phone. Please follow the three (3) steps below to set up your Secure PIN.

- Choose how you would like to receive the Secure PIN -- SMS/Text message or Voice message.
- Enter the phone number to where you want the Secure PIN to be sent.
- Test your Secure PIN.

How would you like to receive your Secure PIN?

SMS/Text Message** Voice Message

** Standard SMS/Text message fee may apply. Check with your mobile/cell phone service provider for details.

U.S. Phone number: *

123-456-7890 format **Test Secure PIN** **Reset Number**

SECURE PIN VALIDATED!

If you would like to use a different phone number, click "Reset Number" button above

If you would like to use number above, click "Submit" button below to complete your Secure PIN via Phone setup.

Back **Exit Setup** **Submit** (circled in red)

FAQs

How do I use Secure PIN?

- Secure PIN can only be sent to your telephone number or Email address.
- The Secure PIN will expire after 10 minutes from the time of your request. And your Secure PIN expires as soon as it is used. To authenticate again using Secure PIN, you'll need to request a new Secure PIN.
- If you've waited more than 5 minutes and haven't received a Secure PIN, try requesting another Secure PIN.
- If your secure PIN doesn't work, request a new Secure PIN. If you've requested more than one Secure PIN, use the most recent one.

Step 7A (Part 3 of 3)

- After entering your secure PIN, you will receive a notification that your secure PIN was validated.
- Select "Submit" if you choose to proceed with the listed phone number.

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Online Account Setup

Security Preference - Secure PIN via Email

Each time you log in to your USCIS ELIS Online Account, you will validate your identity using the Secure PIN sent to your Email.

Your registered Email address: The Email address you registered for the account cannot be changed at this time.

Click "Test Secure PIN" to test your Secure PIN. It will be sent to your Email address above.

Back **Exit Setup** **Test Secure PIN** (This button is circled in red)

FAQs

Why can't I change my Email address?
The Email Address currently registered with the account has been confirmed and verified.

Only the Email address which has been confirmed can be associated with your profile setup.

After you complete the profile setup, you may request to change your Email address using the "View my profile" menu option from the USCIS ELIS Home page.

Step 7B (Part 1 of 3)

- If you choose Secure Personal Identity Number (PIN) via Email as your security preference:
 - Select “Test Secure PIN” to have a new PIN sent to your personal email account.
 - An email will be sent to the personal email address you used to set up your USCIS ELIS online account.

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Online Account Setup

Confirm Email

A USCIS ELIS Online Account access confirmation Email has been sent to Please follow the instructions in the Email to confirm your USCIS ELIS Online Account request.

Back to USCIS.gov

FAQs

I did not receive the confirmation Email from USCIS ELIS. What do I do?
Please check your Email program's "Junk mail" folder if you have not added USCIS to your Email program's safe sender list.

Please verify that you have provided the correct Email address to USCIS ELIS.

How do I ensure all Emails from USCIS ELIS are properly delivered to my "Inbox" folder instead of "Junk Mail" folder?
Add the following address and domain to the list of safe senders in your Email program:

- csr@uscis.gov
- uscis.gov
- uscis.dhs.gov

Step 7B (Part 2 of 3)

- USCIS will send a secure PIN notification email to your personal email address.
- You will need to log in to your personal email account to retrieve the message that contains your secure PIN.
- The email also will contain instructions for completing your request for a USCIS ELIS online account.

Online Account Setup

Security Preference - Enter Secure PIN

Provide Email Confirm Email Setup Password Choose Security Preference SECURE PIN ACCOUNT ACTIVATED

Please enter the Secure PIN you received.

Secure PIN: **1111111**

Click "Submit PIN" to validate your Secure PIN.

If you have not received a PIN Code within the last 10 minutes, leave the above box blank and click "Submit PIN". On the next page you will need to select "Request New PIN".

Back **Submit PIN**

FAQs

How do I use Secure PIN?

- Secure PIN can only be sent to your telephone number or Email address.
- The Secure PIN will expire after 10 minutes from the time of your request. And your Secure PIN expires as soon as it is used. To authenticate again using Secure PIN, you'll need to request a new Secure PIN.
- If your Secure PIN doesn't work, request a new Secure PIN. If you've requested more than one Secure PIN, use the most recent one.

Step 7B (Part 3 of 3)

- Enter the secure PIN you received in your personal email and select "Submit PIN."

Online Account Setup

Security Preference - Personal Identity Questions & Answers

Provide Email Confirm Email Setup Password Choose Security Preference PERSONAL IDENTITY QUESTIONS ACCOUNT ACTIVATED

Each time you log in to your ELIS Online account, you will validate your identity using one of the Personal Identity Questions & Answers below.

All fields are required

Question #1: - Select One -

Question #2: - Select One -

Question #3: - Select One -

All answers are NOT case sensitive

Your Answer #1: _____

Your Answer #2: _____

Your Answer #3: _____

Back Exit Setup **Next**

FAQs

Are Personal Identity Questions the same as my Password Reset Questions?

No, one Personal Identity Question is asked every time you log in to access your ELIS Online account.

The Password Reset Questions are only used if you have forgotten the password to your ELIS Online account.

Will a copy of my Personal Identity questions and answers be provided to me via Email?

Due to security reasons, any security items including your Personal Identity information will not be provided via Email.

Step 7C (Part 1 of 2)

- If you choose Personal Identity Questions as your security preference:
 - Use the drop-down arrows to choose from a list of personal identity questions.
 - Select three questions and provide an answer for each.
 - Select "Next."

Step 7C (Part 2 of 2)

- USCIS ELIS will ask you to confirm your account by answering one of your personal identity questions.
- After you type your response, select “Submit.”

Step 8

- You will receive a notification that your account is created.
- Click “USCIS ELIS Home” to begin your application.

The screenshot shows the 'PASSCODES' section of the USCIS Online Request/Payment website. It includes instructions for 'Represented Applicants/Petitioners' and 'EB-5 Immigrant Investors' on how to access their pending applications or deal packages using a case passcode or deal package passcode. Below this, the 'USCIS Immigrant Fee' section is detailed, with important notes about the fee's purpose, payment methods, and privacy. A note states: 'You currently do not have any cases pending or in draft status.' Below this, there are several informational paragraphs about account deletion and draft status. At the bottom, there is a dropdown menu for 'Available Request Types' with 'USCIS Immigrant Fee' selected, and a prominent orange 'Make a Request/Payment' button.

Step 9

- From the Step-by-Step Online Application page, use the drop-down arrow and select the option “USCIS Immigrant Fee.”
- Select the “Make Request/Payment” button.

The screenshot shows the 'About You' section of the USCIS Immigrant Fee application. It includes a summary of the information entered, such as Name (Last Name: De la Cruz, First Name: Juan, Middle Name: NMN), A-Number (A123456789), Reenter A-Number (A123456789), DOS Case ID (SNT2014567890), and Reenter DOS Case ID (SNT2014567890). Below this, there is a section for 'Date and Place of Birth' with a date of July 23, 1990, and a country of birth of Chile. On the right side, there is a 'TIPS' panel with instructions on how to enter an A-Number and Case ID, and a note about mailing the Permanent Resident Card. At the bottom, there are 'Cancel', 'Enter', 'Back', 'Exit', and 'Next >' buttons.

Step 10

- Enter your name, date of birth/country of birth, A-Number, and DOS Case ID and then select “Enter” to proceed.
 - If your A-Number is fewer than 9 digits, insert zeros after the “A” and before the first digit to create a 9-digit number (for example, A12345678 would become A012345678).
- If you need help, click the “Email Us for Help” button and complete the form.

For information on how to find your A-Number and DOS Case ID, visit Immigrant Fee Payment: Tips on Finding Your A-Number and DOS Case ID <http://www.uscis.gov/uscis-elis/immigrant-fee-payment-tips-finding-your-number-and-dos-case-id>.

The screenshot shows the 'About You' section of the USCIS Immigrant Fee Payment Guide. The 'Add Another Family Member' button is highlighted with a red circle, and the 'Next >' button is also highlighted with a red circle. The 'TIPS' sidebar on the right provides instructions for entering names and mailing addresses.

Step 11

- If you would like to pay for family members who will be living with you in the United States, select "Add Another Family Member," or select "Next" to proceed with your payment.

The screenshot shows the 'About You' section with additional family member information entered. The 'Enter' button is highlighted with a red circle. The 'TIPS' sidebar on the right provides instructions for entering names and mailing addresses.

Step 12

- If applicable, enter information for your other family members and select "Enter" to continue. Once again, you will be given the option to add additional family members or proceed with payment.

Your submission has been saved.

The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.

Electronic Filing Only

USCIS Immigrant Fee
Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Page 1 of 1

This document is a printable version of your electronically submitted information as of Friday Aug 16 2013 11:26:51 AM CDT
"All time stamps shown on this snapshot should be considered as representing the same time zone that appears in the stamp shown here"

Immigrant Visa Information

Identification Information

1. DOS Case ID: SNT2014567890
2. Alien Registration Number: A-123-456-789

Name

3.a. Last Name (Family Name): De la Cruz
3.b. First Name (Given Name): Juan
3.c. Middle Name: NMN
3.d. No First Name:
3.e. No Middle Name:

Step 13

- Read the “Summary Review” to ensure all your information is correct, and select “Next” to continue or “Back” to edit your information.

You can now submit payment at this time. USCIS will not process your submission until payment is received in full.

USCIS will ONLY refund your fee if you paid more than once for the same immigrant. If this situation applies to you, contact USCIS at 1-800-375-5283 for information on how to file a refund request.

Electronic payments are processed by Pay.gov, a secure U.S. Government website.

***** WARNING *****

When you enter the Pay.gov system to make your payment, you will be asked to pay with a credit or debit card or through your bank account (ACH) via electronic check. Once you have made your payment, DO NOT hit the "Back" button on your Internet Browser or hit the "Submit Payment" button at the bottom of the Pay.gov screen more than one time - You will be charged more than once.

| Payment Summary | | Fee |
|---|--|----------|
| USCIS Immigrant Fee (De la Cruz, Juan) | | \$165.00 |
| USCIS Immigrant Fee (De la Cruz, Maria) | | \$165.00 |
| Total Fee: | | \$330.00 |

Step 14

- Review the \$165 USCIS Immigrant Fee for you and any additional family members, if applicable, and select “Next.”

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#) 1 | 2

Step 1: Enter Payment Information

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

| | | |
|-------------------------|----------------|--------------|
| Account Holder Name: | * | |
| Payment Amount: | \$330.00 | |
| Account Type: | * | |
| Routing Number: | * | |
| Account Number: | * | |
| Confirm Account Number: | * | |
| Check Number: | | |
| Routing Number | Account Number | Check Number |
| 4026946783 | 9243767390 | 1234 |

Payment Date: 08/19/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#) [Cancel](#)

Step 15

- You will be automatically redirected from the USCIS website to Pay.gov, which is a Department of Treasury system.
- You can pay the fee with a credit/debit card, or an electronic check (ACH) payment from a U.S. bank checking account.
- You can also pay with a prepaid card (like a Visa gift card purchased in a store). However, only one card can be used to pay the fee. The card must have enough money available to pay the total payment amount. For example, if the payment is for four Immigrant Fees \$165.00 X 4 = \$660, the full \$660 will need to be available on the one prepaid card at the time of payment.
- Enter all information before selecting "Continue with ACH Payment" or "Continue with Plastic Card Payment."

 U.S. Citizenship and Immigration Services

[Return to your originating application](#) 1 | 2

Online Payment

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

| | | |
|--|--|--|
| Address Information | Account Information | Payment Information |
| Account Holder Name: Val Moses 6565 The Midvale Billing Address 2: Andaway State / Province: MA Zip / Postal Code: 22000 Country: USA | Card Type: Visa Card Number: ****1717 | Payment Amount: \$330.00 Transaction Date 08/19/2013 15:20 and Time: EDT |

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

Step 16

- Before authorizing the payment, you may request an electronic receipt by entering your email address.
- You can include the email address of another family member you paid for in the "CC" box.
- Select "Submit Payment."

If you have questions about the process, please visit us online at www.uscis.gov/uscis-elis, call our National Customer Service Center [from within the United States] at 1-800-375-5283 (TDD for the hearing impaired 1-800-767-1833), or complete the hyperlink to the form to receive assistance <https://egov.uscis.gov/cris/contactus>.

You can also schedule an InfoPass (<http://infopass.uscis.gov/>) appointment online at any time of day or night to meet with a USCIS Immigration Officer.

