Changing Representative in myUSCIS

Step 1: Client removes current representative from their myUSCIS account.


a. Add client to your myUSCIS account
b. Add a new form for the client

![Client Name]

There are no active cases for this client in our system.

Start a form

---

c. Create and add a G-28 for the client

Select the form you want to file online

All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

G-28, Notice of Entry of Appearance as Attorney or Accredited Repre

Use this form to add yourself as a representative to a previously filed form. This form establishes that an attorney or accredited representative may appear for and act on behalf of an applicant, petitioner, requester, beneficiary or derivative, or respondent in immigration matters.

Start form
Step 3: Provide client with the one-time passcode provided by myUSCIS

Give this passcode to your client to initiate the G-28 client relationship

Your client will need to enter this one-time passcode on his or her account homepage in order to add you as a representative. Your client must have a USCIS online account in order for you to manage his or her case online.

If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.

One-time passcode: NJO-08911-D61DC-0178

Finish

Step 4: Instruct the client to enter this code in their account

The client should review the G-28, and then can sign and accept the G-28, allowing the new representative to view the case(s) and receive notices, etc.