

Changing Representative in myUSCIS

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

The screenshot shows the top navigation bar of the myUSCIS website. On the left is the U.S. Citizenship and Immigration Services logo. In the center is the 'My Account' link with a user icon. On the right are 'My Account', 'Resources', and 'Sign Out' links. Below the navigation bar, a 'Welcome To Your USCIS Account' message is displayed. The main content area shows 'Your Drafts' with a card for 'Continue I-131 Application for Travel Document' and a note: 'You need to finish your draft'. A dropdown menu is open under 'My Account', listing options: Home, Settings, Account actions, Add a case to your account, File a form online, Pay a fee online, Enter a representative passcode, Verify your identity, Reschedule Biometrics, and Sign out. An arrow points from a text box to the 'Enter a representative passcode' option.

U.S. Citizenship and Immigration Services

My Account

My Account Resources Sign Out

Welcome To Your USCIS Account

Your Drafts

Continue I-131 Application for Travel Document

You need to finish your draft

Enter a representative passcode

Verify your identity

Reschedule Biometrics

Sign out

I believe this will say remove or withdraw G-28 for client's with G-28s on file.

Step 2: New representative creates G-28 for client.

a. Add client to your myUSCIS account

The screenshot shows the 'My Clients' page in the myUSCIS system. The top navigation bar includes the U.S. Citizenship and Immigration Services logo, 'My Account', 'Account', 'Resources', and 'Sign Out'. Below the navigation bar, there are tabs for 'My Clients', 'Profile', 'Inbox', 'Withdrawn G-28s', and 'Reschedule biometrics'. The main content area is titled 'My Clients' and features a prominent blue button labeled 'Add a client to my account' which is highlighted with a green border. Below the button, there is a search bar with a magnifying glass icon and a 'Search' button. At the bottom, there are filters for 'Clients (5)' and 'Cases (2)', and a note that there are '7 total results'.

U.S. Citizenship and Immigration Services

My Account

Account Resources Sign Out

My Clients Profile Inbox Withdrawn G-28s Reschedule biometrics

My Clients

Add a client to my account

View client and important case information at a glance.

Search

Filter by

Clients (5) Cases (2)

7 total results

b. Add a new form for the client

Clients (5) Cases (2) 7 total results

 Client Name Remove

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.

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 screenshot shows the USCIS My Account dashboard. At the top left is the U.S. Citizenship and Immigration Services logo. To its right is the text "U.S. Citizenship and Immigration Services". Further right is the "My Account" header with a user icon. On the far right, there are links for "My Account", "Resources", and "Sign Out". Below the header, a "Welcome To Your USCIS Account" message is displayed with a user icon. The main content area is titled "Your Drafts" and contains a card for "Continue I-131 Application for Travel Document" with the message "You need to finish your draft". On the right side, a dropdown menu is open under "My Account", listing several options: Home, Settings, Account actions, Add a case to your account, File a form online, Pay a fee online, Enter a representative passcode (highlighted with a green box), Verify your identity, Reschedule Biometrics, and Sign out.

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.