e-SAFE Applicant Guide

12/15/2023

Log In Instructions

- If you are a **returning** applicant, log into the e-SAFE portal by clicking the "Existing Applicant Log In" button

- Enter your email and password to access your e-SAFE account and click the "Sign In" button

Applicants for T or U nonimmigrant status should not file using e-SAFE but should consult USCIS.gov for further information

Welcome to the **E**lectronic **S**ecured **A**djudication **F**orms **E**nvironment

Need help getting started?

Existing Attorney Log In   Existing Applicant Log In

New to e-SAFE? Click Here

Applicants who complete electronic filing via e-SAF
appointment portion (fingerprints and photograph)

New User

Click here to register as an attorney and create applications on behalf of your applicants.

Create Attorney

Click here to regist...   elf.

Create Applicant

An official website of the United States government Here's how you know ⌄

LOGIN.GOV

Sign in   **Create an account**

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

○ English (default)

○ Español

○ Français

☐ I read and accept the Login.gov Rules of Use ⌕

Submit

- If you are a **new** applicant, log into the e-SAFE portal by clicking the "New to e-SAFE? Click Here" link

- Click the "Create Applicant" button

- Select "Create an account", then enter your email address and click the "Submit" button

Home Screen

- The home screen provides quick links for new applicants and returning applicants

- The "View all FAQs" and "View Applicant Guide" links will assist you in the e-SAFE filing process

Home Screen and Menu

- "My Profile" allows you to update your contact information, address, photo, etc.
  - Note: New applicants must enter their profile information before starting an application

- "My Forms" allows you to start a new form or resume an existing application

- You can also use the "Create My Profile" or "Go to My Profile" buttons to access your profile

- If you have already entered your profile information, you can use the "New I-192 Application" or "New I-212 Application" buttons to start a new form

- The "Go to My Forms" button will allow you to resume an existing application

Updating Contact Information
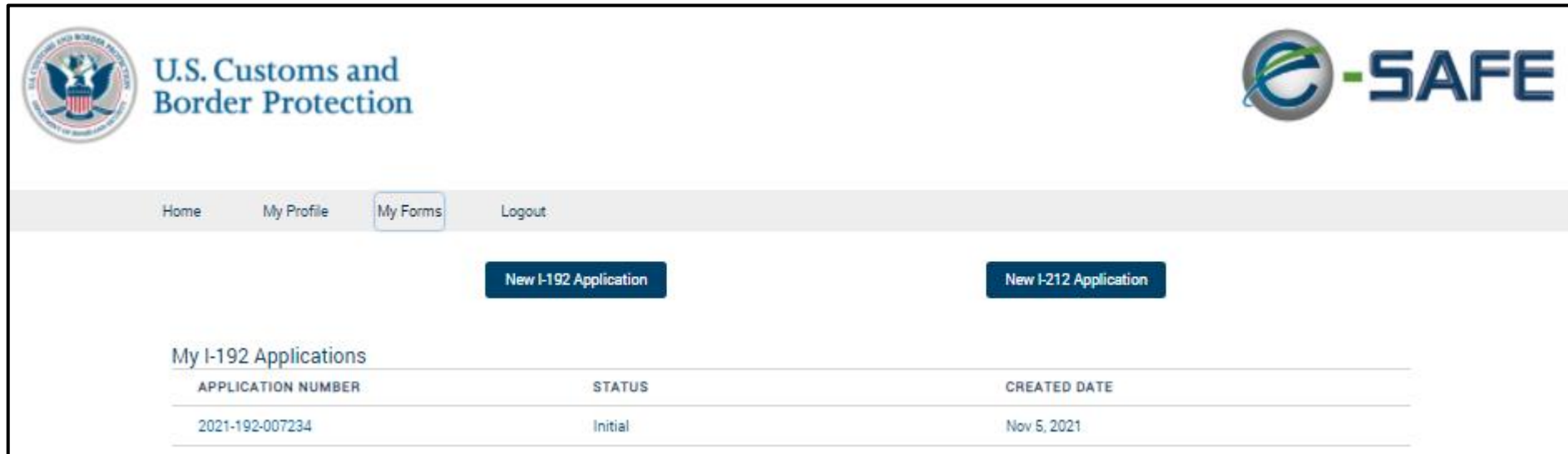
- To update contact information, select "My Profile" on the homepage

- Click the "Edit" button on the right-hand side to open and edit your profile details

- Click the "Update Profile Picture" button to upload an image for your profile

- After updating, click "Save" at the bottom of the page - a green confirmation box will appear

Viewing Applications

- To view any open or previous applications, select "My Forms"

- Applications are grouped by Form type (I-192 and I-212)
  - To start a **new** application, click on the "New I-192 Application" button or "New I-212 Application"
  - To continue working on an **existing** application, click on the application number

Starting a New I-192

There are two ways to start an I-192 application
    Select "Home" on the banner
    Click "Start New I-192 Application"

    Select "My Forms" on the banner
    Click "Start New I-192 Application"
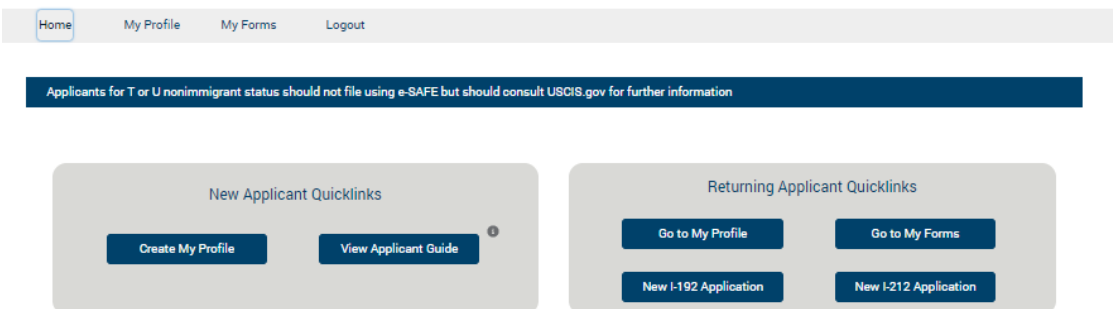
- I-192 is divided into eight sections* including:
- Information About You
- Address and Address History
- Travel and Immigration
- Biographic Information
- Employment Information
- Other Information About You
- Marital Information
- Applicant, Interpreter and Preparer Info

*Note: Some sections may include multiple pages

Resuming an Application

- Select "Resume Application" to continue filling out the form

Section Navigation

- You can navigate through the application by clicking on the form section links under "Progress and Navigation"

- You may complete any section of the form in any order
  - *Note: An application cannot be certified until all checkboxes on the right have been marked as completed (green check mark)*

Data Entry – I-192

- Required fields are denoted with a red asterisk

- Find additional information on each field using the icon next to the field name

- For additional instructions, use the "Related Content" links on the upper right-hand side

Data Entry – I-192

- Complete the fields as necessary on the form. To advance to the next screen, select "Save and Next"

- You **must** check the acknowledgement box on each screen prior to certification and submission of your application

Error Messages

4. Alien Registration Number (A-Number) (if any) ⓘ
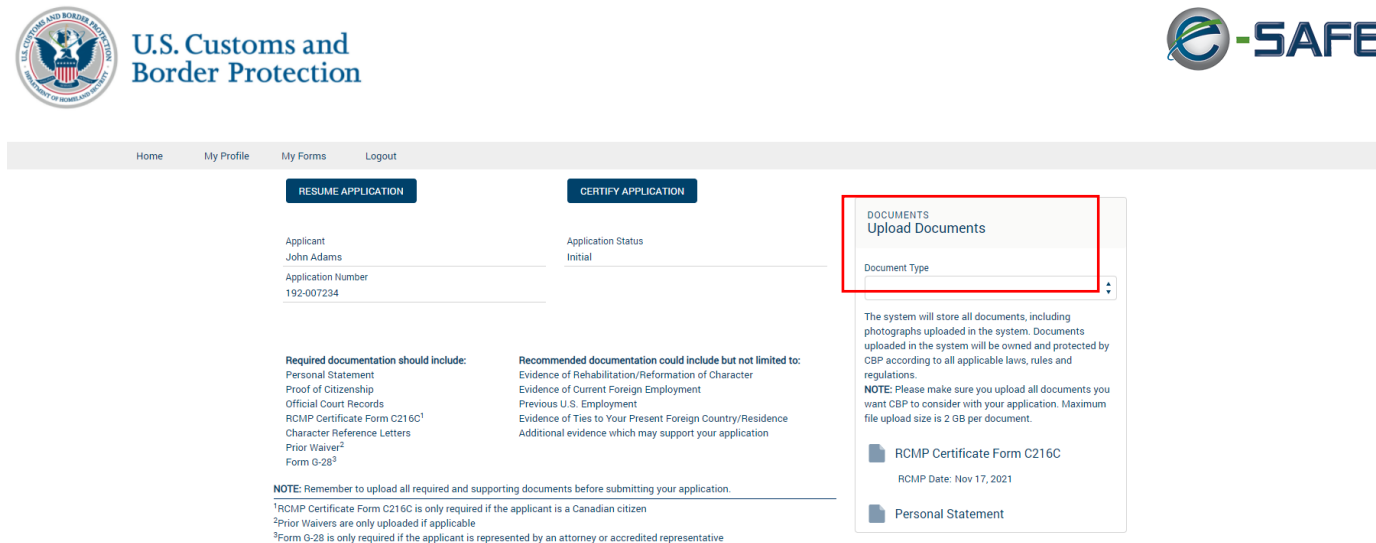
A-1234

Format as A- plus 9 digits. (Ex. A-123456789)

29.e. Receipt Number (if available)

121212

Only enter numbers (13 digits).

- If entry into a specific field is invalid, you will receive an error message and instructions upon clicking the "Save and Next" button

- You must correctly update the field prior to moving on to the next page

Uploading Documents

- Required documents must be uploaded prior to certifying and submitting the application
  - Note: Supporting documents may also be uploaded at this time

- Use the "Upload Documents" drop-down on the right-hand side to select the document type

Uploading Documents

- Select the type of document to upload

- Click "Upload Files" to attach a document

- You can also drag and drop a file directly onto the "Upload Files" button

Uploading Documents

- After a document upload is complete, a confirmation message is displayed

Certify Application

- Upload required and supporting documents and then select "Certify"

- If you attempt to certify and submit the application prior to uploading the required documents, a red "X" will appear next to the missing required documents

  *Note: Required documents vary and Applicants should upload **all** documentation they want CBP to consider when reviewing their application*

Certify Application

- You will not be able to certify your application without filling out the form in its entirety

- If the application is incomplete or the acknowledgement checkbox is not checked on every screen, an "Application Incomplete" message will appear

- Select the "Resume Application" button to return to your form and finish the listed sections

Certify Application

- Once the form is filled out and documents have been uploaded, you must certify your submission

  REMINDER: You **must** check the acknowledgement box on each page prior to certification and submission of your application

  - To certify an application, you must:
    - Select the form
    - Click the "Certify Application" button
    - Select the "Click to Consent" checkbox
    - Click "Save"

Processing Payment

- Once an application is filled out and certified, you must pay the required fee:
  1. Select the form
  2. Click "Pay & Submit Application"
  3. Click "Complete Payment"
  4. You will be redirected to complete your payment

- Once your payment is complete and confirmed, you will have 45 calendar days to appear at an e-SAFE designated Port of Entry