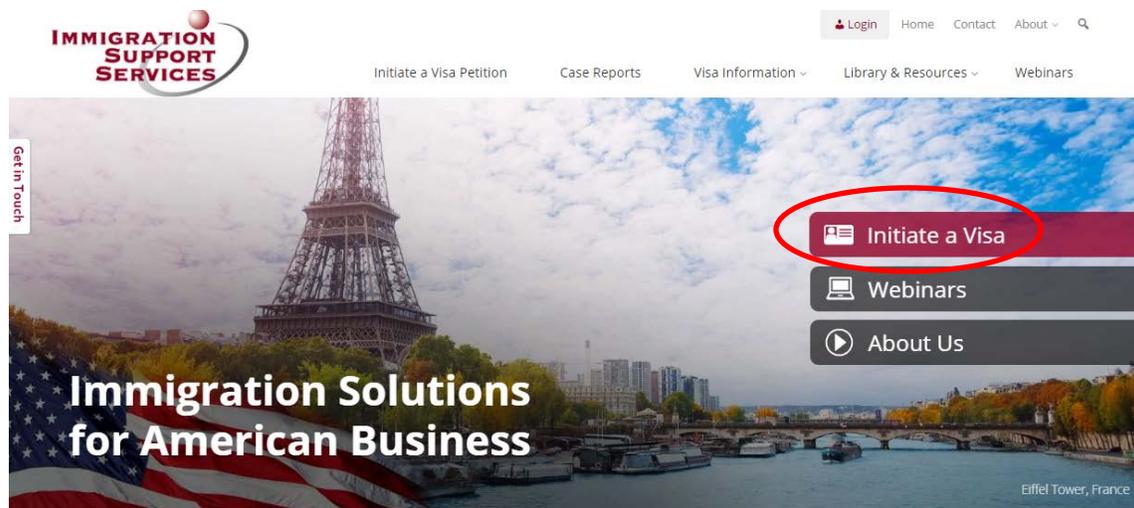


New Company Sign Up Instructions

The following will walk you through the six steps to electronically open an account and start a visa petition with Immigration Support Services. Should you have any questions during the process, do not hesitate to contact us at 800-437-7313.

Step 1: Begin at our website [HERE](#)



Step 2: Open an Account. This step is only necessary the first time you register, if you have completed this please proceed to step 6.



Step 3: Basic information and agree to scope of services. PDF version of Scope of Services found [HERE](#).

Open an Account

Fill out your information below to open an account with ISS.

Account setup is completely free. You will incur no financial obligation until you initiate a specific visa petition.

All fields with an asterisk (*) are required.

Legal Name of Organization *
For Family-based Green Card or for Citizenship, enter "NONE"

Your Name *
First Last

Your Phone * **Your Email ***

Address of Organization *
For Family-based Green Card or for Citizenship, enter your address

Street Address
Address Line 2
City State ZIP Code
Pennsylvania

Scope of Services *

I represent a company, organization, educational or medical institution

I am an individual seeking a Family-based Green Card or seeking Citizenship

Agree to Scope of Services and Open an Account

Be sure to mark the appropriate button for representing a company.

Step 4: After clicking 'Agree' in above screen, you will receive an automated email confirmation representing your agreement to the scope of services.

Step 5: You are automatically directed to the Company Information page for further information. These details are needed to file petitions and should be answered to the best of your ability. These can be changed internally at a later time should you need to update any of the information.

Company Information

Thank you! We have received your Scope of Services Agreement.

Please complete your company information below. All fields with an asterisk (*) are required.

Legal Name of Organization *

Address of Organization *

Street Address

Address Line 2

City State ZIP Code

Federal Employer ID Number *
(Required for Department of Labor)

What year was the organization established? *
If your organization is less than 2 years old, [click here to view additional instructions.](#)

How many full-time employees in the US? *

How many H-1B employees in the US? *

What is the gross annual revenue? *
(e.g., \$5,000,000)

What is the net annual income (profit)? *
(If less than the proposed salary for the alien(s), [click here to view additional instructions.](#))

Tell us about your business
Please describe your business in several sentences, including its products or services and principal markets.

Website of Organization

Important Information about You

Your Full Name *

First Middle Last

Your Title * **Your Phone Number ***

Your Email Address *

How many visas do you anticipate processing each year (Oct 1–Sep 30) *

(Please Select)

Questions or Comments

Submit Company Information

Step 6: Once you click Submit Form above, in ~30 seconds you are directed to the following page where you can initiate the specific case you would like to be processed. Each petition type is a short one page form that takes only a moment or two to complete. This gives ISS basic information as well as authorization to begin working on your petition. You will be contacted via email from accounting with an invoice and typically within 2-3 business days you will be contacted personally by your assigned case manager to continue your process. You may use the direct link [HERE](#) to visit this page for any subsequent petitions as steps 1-5 only need to be performed for your very first petition.

Select a Visa

What type of visa do you need? If you are not sure, please contact us at [1-800-437-7313](tel:1-800-437-7313), and we will be glad to discuss the specifics with you.

H-1B Visa Petition

"Specialty Occupation" to include dependent H-4.

Visa Extension

For any non-immigrant (e.g. H-1B or L-1) visa extension only if ISS completed the original or previous petition for this employee.

L-1 Visa Petition

Intra-company transfer. Both L-1A-Senior Executive and L-1B "Specialized Knowledge."

Green Card

Employment-Based Permanent Resident Visa (e.g. EB-1,2,3). For Family-Based Green Cards please select the **Family Green Card**.

All Other Visa Petitions

All other visa classifications not listed above.

Citizenship Petition

Naturalization application for current Green Card holders.

Family Green Card

Green Card based on a family relationship (e.g. spouse, minor child). ISS prepares Family-Based Permanent Resident Visa petitions only for existing employment-based clients.

H-2B Visa Petition

Temporary Worker (duration less than one-year).

Thank you for your confidence in Immigration Support Services, we look forward to serving your immigration needs.