USCIS ELIS
Immigrant Fee Payment Guide
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.”

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.”
Step 5

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

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.”
Step 7

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

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.
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.”

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.
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.

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.
Step 7B (Part 3 of 3)

• Enter the secure PIN you received in your personal email and select “Submit PIN.”

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.
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.

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.

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.

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.
Step 13

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

Step 14

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

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

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.