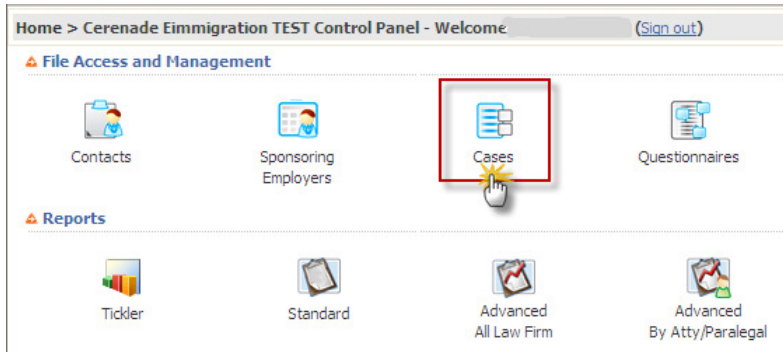
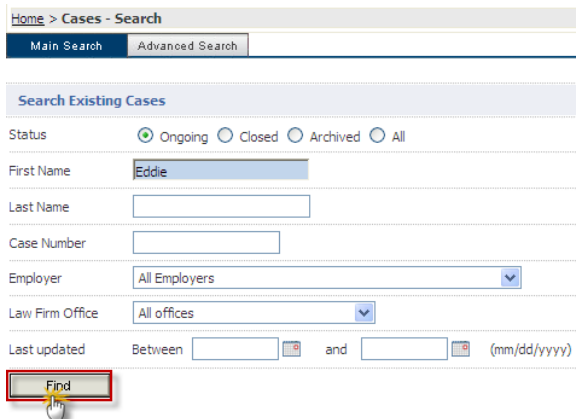


## HOW TO ASSIGN AN EMPLOYER SIGNATORY TO A CASE

1) Go to **Home** then click on **Cases**.



2) Search for the client case and click **Find** button when done.



Home > Cases - Search

Main Search | Advanced Search

Search Existing Cases

Status  Ongoing  Closed  Archived  All

First Name

Last Name


Case Number

Employer

Law Firm Office

Last updated Between  and  (mm/dd/yyyy)




**Find**

3) Open the case by clicking on the  icon.



Home > Cases > Results

Results 1 - 1 of 1 Page 1

Actions	Case Number	Name	Process	Employer
  	A12345	Eddie DOEE	TestH1	Cerenade - US

Results 1 - 1 of 1 Page 1

4) Click on **Sponsoring Employer** tab.

Home > Cases > Eddie DOEE ■ TestH1 ■ A12345

General Info	Attorneys	Parties	Forms	Comments	Reminders	Documents	Steps
Basic Information	Receipts	Sponsoring Employer	Shipping				

**Basic Information**

Save Changes Case Preview

Case Number \* A12345

Created on \* 03/17/2009

Main Contact Eddie DOEE (Change Main Contact)

Process \* TestH1 (Change Process)

Filing Type \* New Filing

Preference Type \* None

Office handling case \* Law Offices of Cerenade - California (CA - Inglewood - 90301)

Physical location of file Physical location of file

Sponsoring Employer Cerenade - US

5) To select a signatory click on the name and then click the **Save Changes** button.

Home > Cases > Eddie DOEE ■ TestH1 ■ A12345

General Info	Attorneys	Parties	Forms	Comments	Reminders	Documents	Steps
Basic Information	Receipts	Sponsoring Employer	Shipping				

**Sponsoring Employer**

Save Changes (Update Current Employer) (Create New Employer) (Search for an Employer)

Name Cerenade - US

Selected employer address will be transferred to forms, if none is selected Employer address will be blank in the forms.  
If no addresses are displayed please [Add an Address](#) then refresh this page

Address United States CA INGLEWOOD 9800 S. LA CIENEGA BLVD 310-645-0598 Hong Suk Lee  
Bolivia 234 234 234234 234 234

Selected signatory will be transferred to forms, if no signatory is selected, signatory information will be blank in the forms.  
If no signatory is displayed please [Add a signatory](#) then refresh this page.

Signatory J Lu  
Mary Fido  
National Day  
Sandy Ldoe

**Related Articles:**

---

How to add a signatory to an employer profile:

<http://www.cerenade.com/eimmigration/AddSignatoryToEmployerProfile.pdf>

Can employer send a questionnaire to their employee?

[http://www.cerenade.com/eimmigration/QNR\\_EmployerSendQuestionnaireToTheirEmployee.pdf](http://www.cerenade.com/eimmigration/QNR_EmployerSendQuestionnaireToTheirEmployee.pdf)

For more information and articles, please visit [www.eimmigration.com](http://www.eimmigration.com)