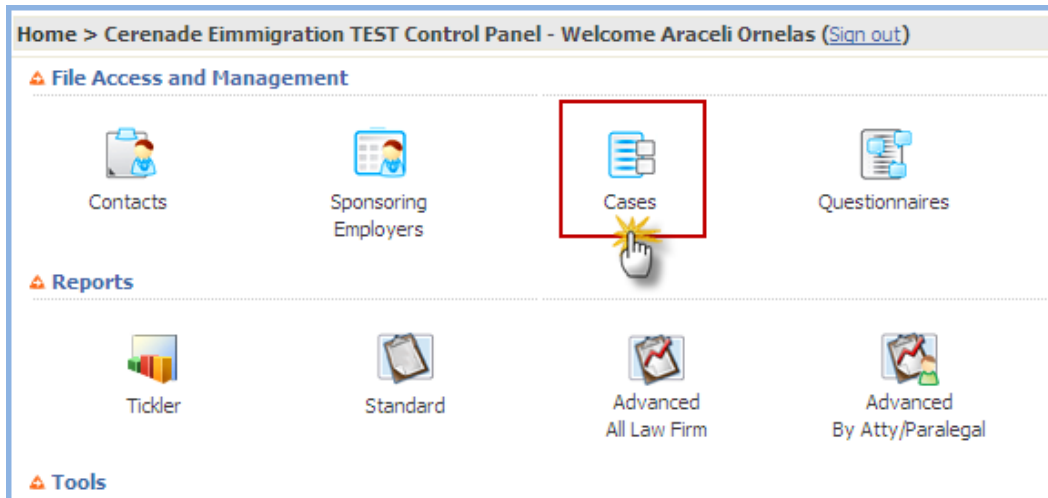
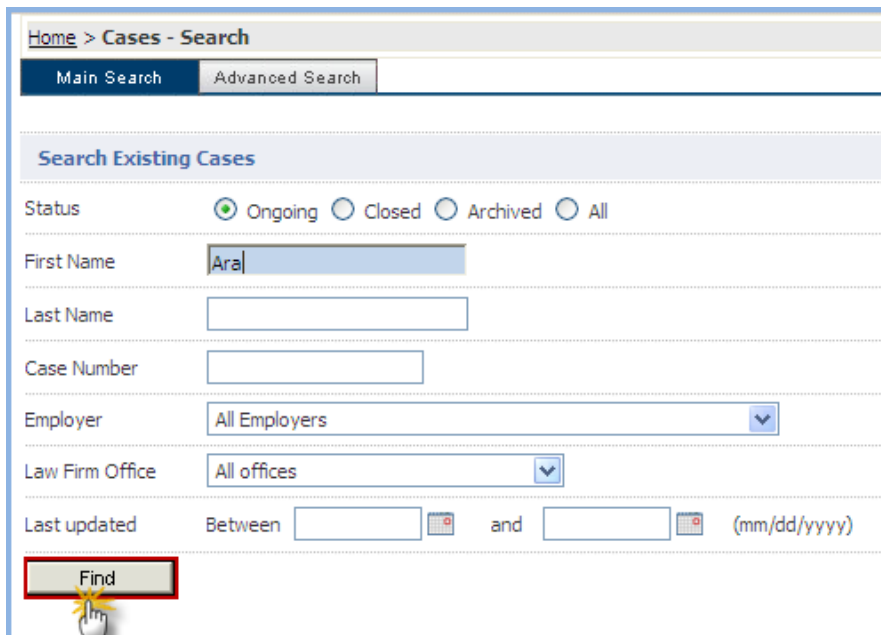


## HOW TO ADD A SIGNATORY TO AN EMPLOYER PROFILE

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 - 2 of 2 Page 1

Actions	Case Number	Name	Process	Employer
  <a href="#">Other</a>	A99999	Aratest ORNTEST	I-130 IV	Cerenade - US
  <a href="#">Other</a>	ARA1234	Arsoeli OLASTNAME	TestH1	

Results 1 - 2 of 2 Page 1

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

Home > Cases > Aratest ORNTEST - I-130 IV - A99999

General Info | Attorneys | Parties | Forms | Comments | Reminders | Documents | Steps

Basic Information | Receipts | **Sponsoring Employer** | Shipping

**Basic Information**

Save Changes | Case Preview

Case Number *	A99999
Created on *	03/30/2009
Main Contact	Aratest ORNTEST (Change Main Contact)
Process *	I-130 IV (Change Process)
Filing Type *	New Filing
Preference Type *	Family Based
Office handling case *	Law Offices of Cerenade - California (CA - Inglewood - 90301)
Physical location of file	Physical location of file
Sponsoring Employer	Cerenade - US

5) Click on **Add a signatory** link.

Home > Cases > Aratest\_ORNTEST - I-130 IV - A99999

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: Lulutest Lutest  
Mary Fido  
National Day

### Corporate users with FULL ACCESS to this case

Employee_1	LastEmployee_1	LastEmployee_1@cerenade.com
National Day		ND_DM@cerenade.com
Mary Fido		
test test test		kamal@cerenade.com
Lulutest test Lutest		lulu_test@yahoo.com

Tips:  
★ To unlink the employer from the case please select "No Employer" and click "Update"

6) A new window opens, click on **Corporate Users** tab.

https://www.eimmigration.com/Cerenade/Intranet/Employers/UpdateEmployerdetails...

Home > Sponsoring Employers > Cerenade - US

General Info | Addresses | Corporate Users | Attachments | Comments

### Employer Information (Required \*)

Save Changes

Name \*: Cerenade - US

### Business Information

IRS Tax#	95-4458359	SSN (If not company)	
NAICS#	334611		
Business Type	software		
Year Established	1992 (yyyy)	No. Employees	50
Gross Income	20,000,000	Net Income	5,000,000







7) Click **Add** button.

Home > Sponsoring Employers > Cerenade - US

General Info | Addresses | **Corporate Users** | Attachments | Comments

**Signatories**

**Add** | Save Changes

Actions	Default Signatory	First Name	Middle N.	Last Name	email	Web-access	Full access	Address
 	<input checked="" type="radio"/>	Lulutest	test	Lutest	lulu_test@yahoo.com	<a href="mailto:lulu_test@yahoo.com">lulu_test@yahoo.com</a>	Yes	INGLEWOOD CA
 	<input type="radio"/>	Mary		Fido		<a href="#">joeblow</a>	Yes	INGLEWOOD CA
 	<input type="radio"/>	National		Day	ND_DM@cerenade.com	<a href="mailto:ND_DM@cerenade.com">ND_DM@cerenade.com</a>	Yes	

8) Enter the information and click **Save** button.

Note: Signatory: Select “Yes” if the corporate user is authorized to sign forms.

Access: Select “All Cases” if you want the corporate user to view all cases in which the Employer is linked.

Home > Sponsoring Employers > Cerenade - US

General Info | Addresses | **Corporate Users** | Attachments | Comments

**Create new corporate user**


Title


First Name \*

Middle Name

Last Name \*

email

Signatory   Yes  No

Access   All cases  Assigned cases


Address

**Save** | Cancel

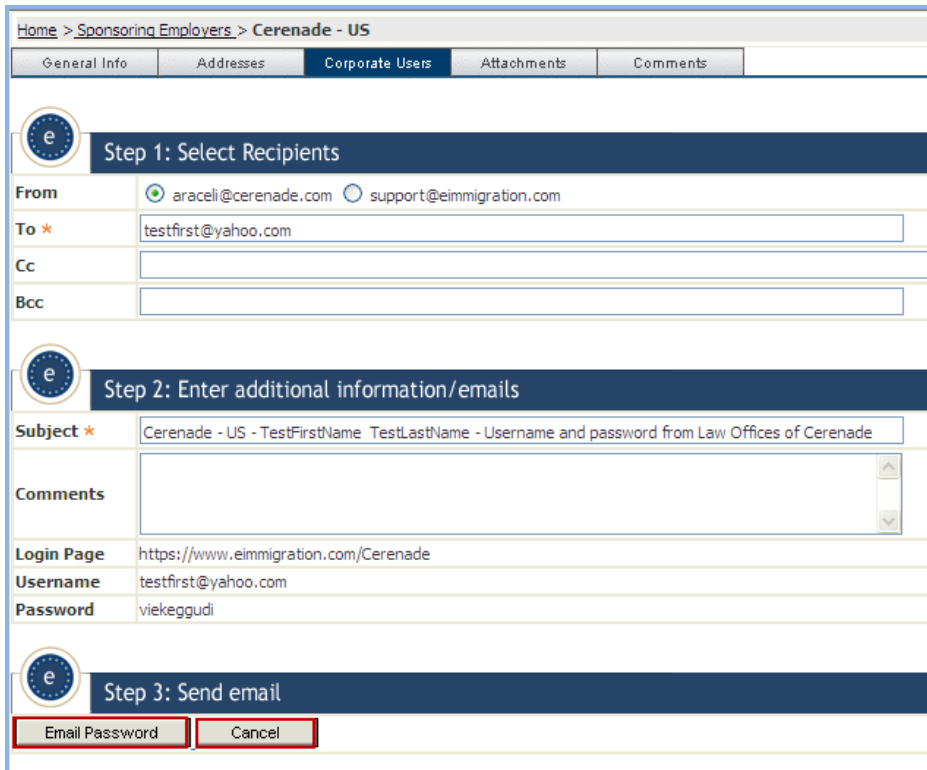
**Tips:**

- \* Signatory: Select "Yes" if the corporate user is authorized to sign forms.
- \* Access: Select "All Cases" if you want the corporate user to view all cases in which the Employer is linked.

9) Under **Access Rights** select which portions of the case the user can have access. Click on **Save** button when done.

General Info	Addresses	Corporate Users	Attachments	Comments
<b>Create Password for TestFirstName TestLastName</b>				
Username *	<input type="text" value="testfirst@yahoo.com"/>	(Using the email address is highly recommended)		
Password *	<input type="password" value="....."/>			
Expires on	<input type="text"/>  (mm/dd/yyyy)			
Access to Resource Center	<input type="checkbox"/>			
<b>Access Rights</b>				
Personal Profile	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case General Info	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Attorneys	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Parties	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Forms	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information	<input type="radio"/> Update Information	
Case Comments	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Documents	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Billing	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Case Steps	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Related Cases	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Main Cases	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Employer Profile	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
Corp Client Profile	<input checked="" type="radio"/> No Access	<input type="radio"/> View Information		
<input type="button" value="Save"/>				

10) If you want to email the login page, username, and password to the signatory click **Email Password** or click **Cancel** button if you don't want to send the information.



Home > Sponsoring Employers > Cerenade - US

General Info | Addresses | **Corporate Users** | Attachments | Comments

**Step 1: Select Recipients**

From:  araceli@cerenade.com  support@eimmigration.com

To \*

Cc

Bcc

**Step 2: Enter additional information/emails**

Subject \*

Comments

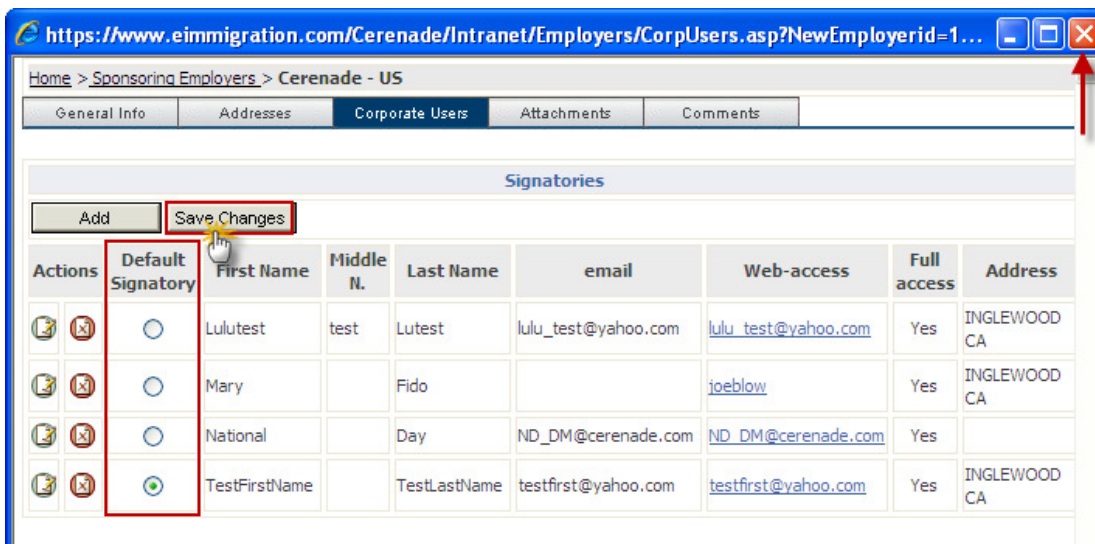
Login Page

Username

Password

**Step 3: Send email**

11) Select the **Default Signatory** and click **Save Changes**. Exit this window by clicking on the  button.



https://www.eimmigration.com/Cerenade/Intranet/Employers/CorpUsers.asp?NewEmployerid=1...

Home > Sponsoring Employers > Cerenade - US

General Info | Addresses | **Corporate Users** | Attachments | Comments

**Signatories**

Actions	Default Signatory	First Name	Middle N.	Last Name	email	Web-access	Full access	Address
	<input type="radio"/>	Lulutest	test	Lutest	lulu_test@yahoo.com	<a href="mailto:lulu_test@yahoo.com">lulu_test@yahoo.com</a>	Yes	INGLEWOOD CA
	<input type="radio"/>	Mary		Fido		<a href="mailto:joeblow">joeblow</a>	Yes	INGLEWOOD CA
	<input type="radio"/>	National		Day	ND_DM@cerenade.com	<a href="mailto:ND_DM@cerenade.com">ND_DM@cerenade.com</a>	Yes	
	<input checked="" type="radio"/>	TestFirstName		TestLastName	testfirst@yahoo.com	<a href="mailto:testfirst@yahoo.com">testfirst@yahoo.com</a>	Yes	INGLEWOOD CA

12) You will not see the name in the Signatory box until you refresh this screen. Refresh the screen by clicking on the **General Info** tab then click **Sponsoring Employer** tab. Now, you should see the name.

Home > Cases > Aratest\_ORNTEST - I-130 IV - A99999

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: Lulutest Lutest  
Mary Fido  
National Day

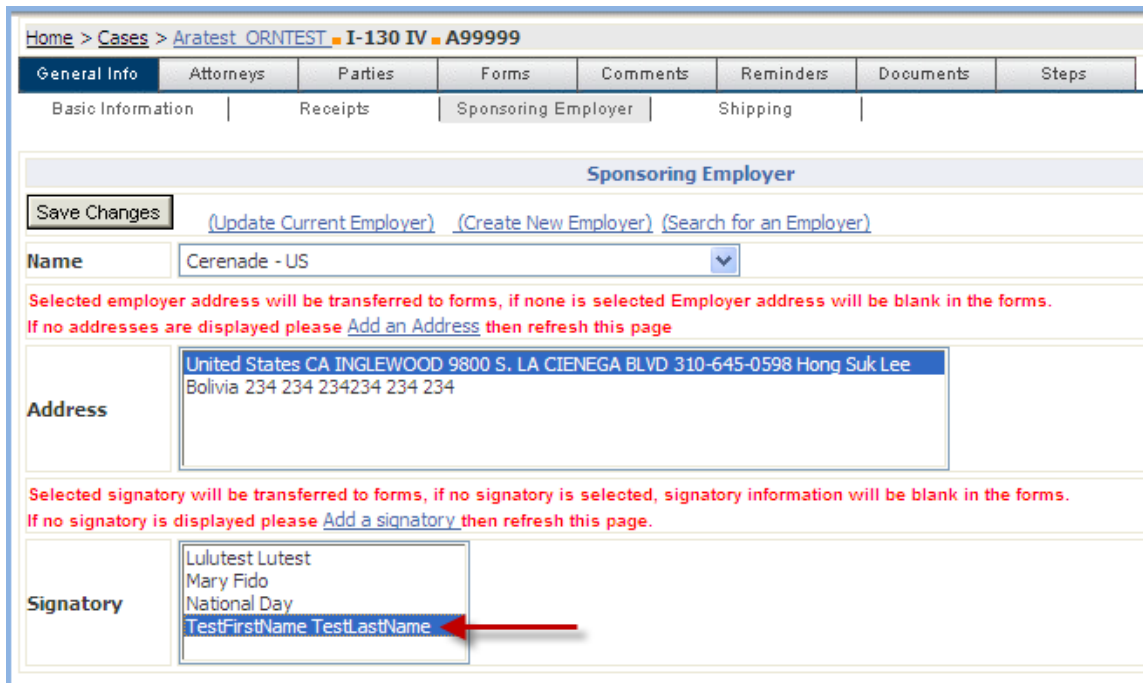
### Corporate users with FULL ACCESS to this case

Employee_1 LastEmployee_1	LastEmployee_1@cerenade.com
National Day	ND_DM@cerenade.com
Mary Fido	
test test test	kamal@cerenade.com
Lulutest test Lutest	lulu_test@yahoo.com

**Tips:**

\* To unlink the employer from the case please select "No Employer" and click "Update"

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



Home > Cases > Aratest ORNTEST ■ I-130 IV ■ A99999

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: Lulutest Lutest  
Mary Fido  
National Day  
TestFirstName TestLastName

## Related Articles:

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How to add a signatory to a case:

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

How 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)