


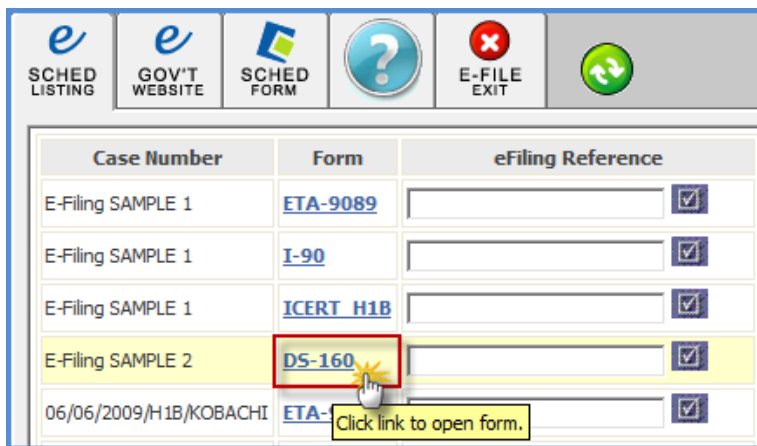
HOW TO E-FILE A FORM



1) On the homepage, click on the e-filing icon  , to start.

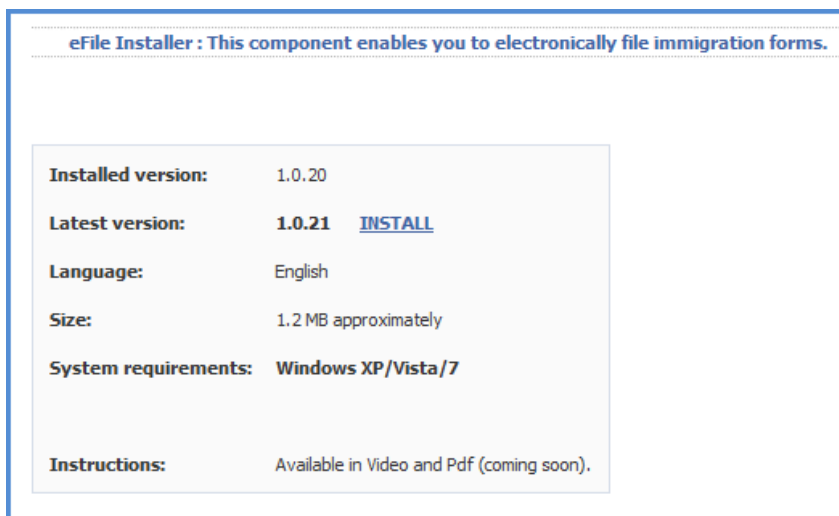


2) It will direct you to EIMMIGRATION eFiling. There will be a list of the forms that are ready to e-file. To start on a form, click on the form's link.

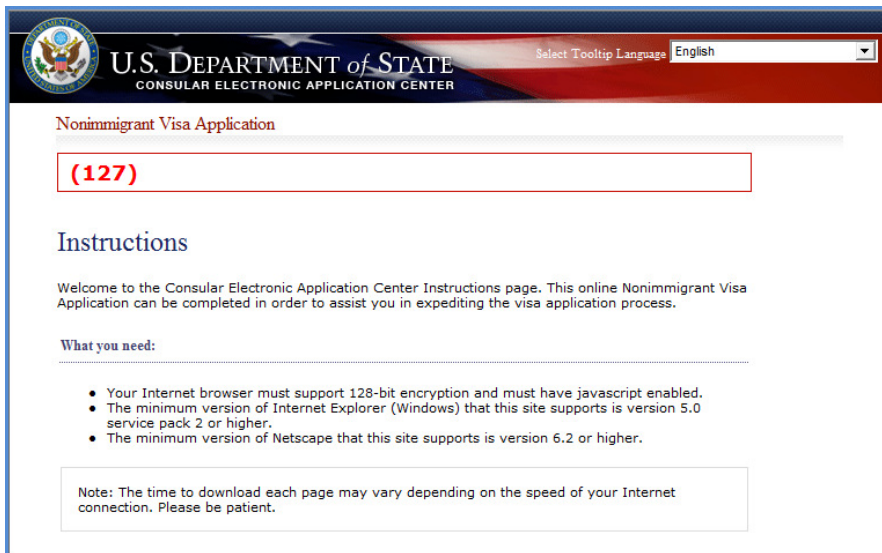


NOTE: If you are directed to this page, click on the link below for Installation Instructions.

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

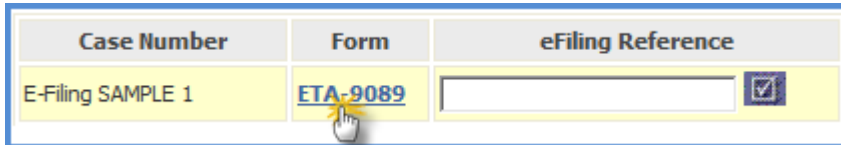


3) This will connect you to the U.S Department of State website to start transferring the information.



NOTE: If doing another form beside DS-160, please follow Steps A and B, otherwise, proceed to Step 5.

A) Click on the form's link.

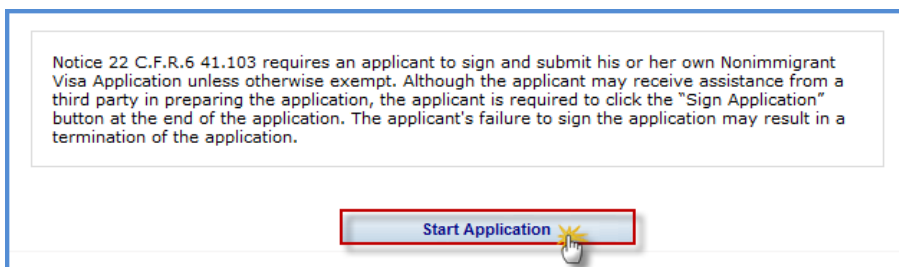


B) You will be asked to enter your Login information before proceeding.

NOTE: We do NOT provide this Login information.



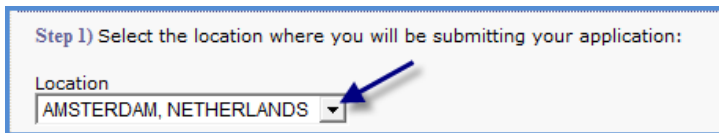
4) Scroll down and click the **Start Application** button.



5) Select the location where you will be submitting your application.

Step 1) Select the location where you will be submitting your application:

Location
AMSTERDAM, NETHERLANDS



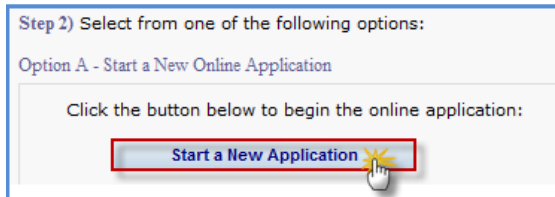
6) Then click the **Start a New Application** button.

Step 2) Select from one of the following options:

Option A - Start a New Online Application

Click the button below to begin the online application:

Start a New Application



7) There will be a **Control Panel** which is used to transfer the information.

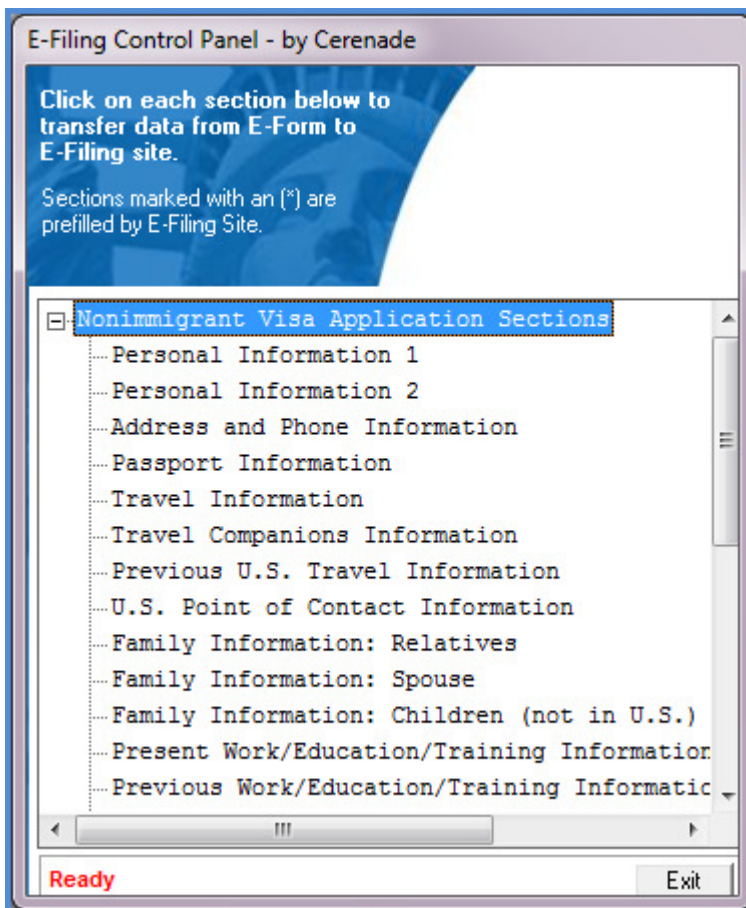
E-Filing Control Panel - by Cerenade

Click on each section below to transfer data from E-Form to E-Filing site.

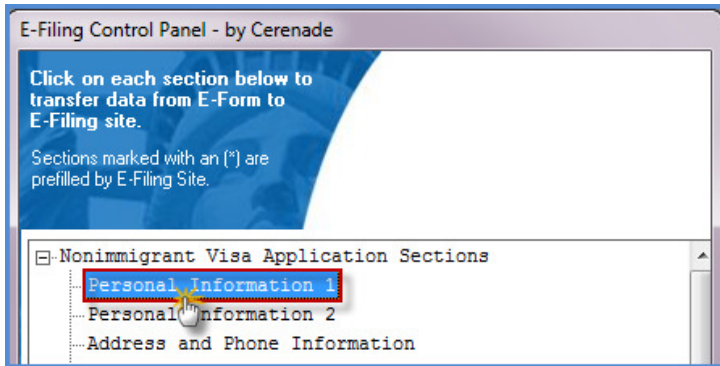
Sections marked with an (*) are prefilled by E-Filing Site.

- [-] Nonimmigrant Visa Application Sections
 - Personal Information 1
 - Personal Information 2
 - Address and Phone Information
 - Passport Information
 - Travel Information
 - Travel Companions Information
 - Previous U.S. Travel Information
 - U.S. Point of Contact Information
 - Family Information: Relatives
 - Family Information: Spouse
 - Family Information: Children (not in U.S.)
 - Present Work/Education/Training Information
 - Previous Work/Education/Training Information

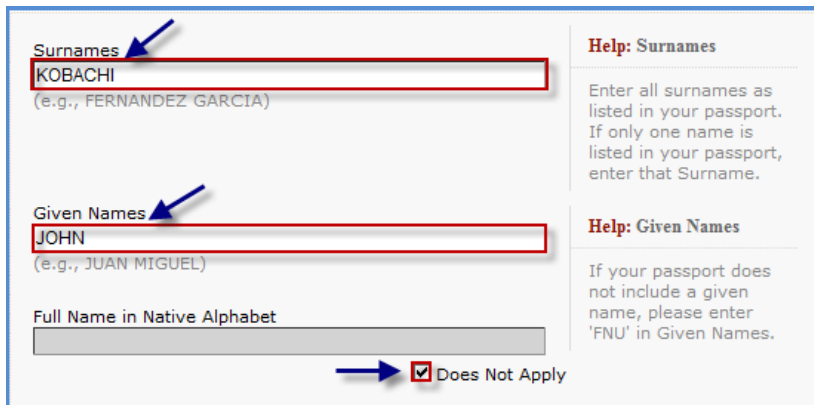
Ready Exit



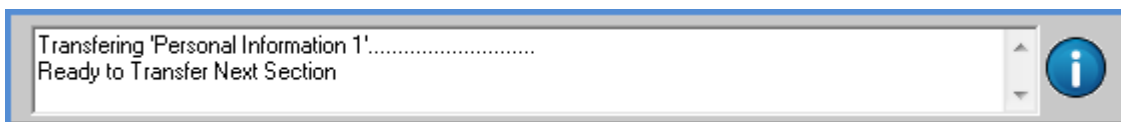
8) To start transferring, make sure the title of the page matches the link in the **Control Panel**, then click the link.

9) You will see the information being populated on to the form.



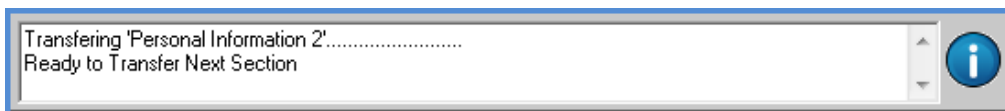
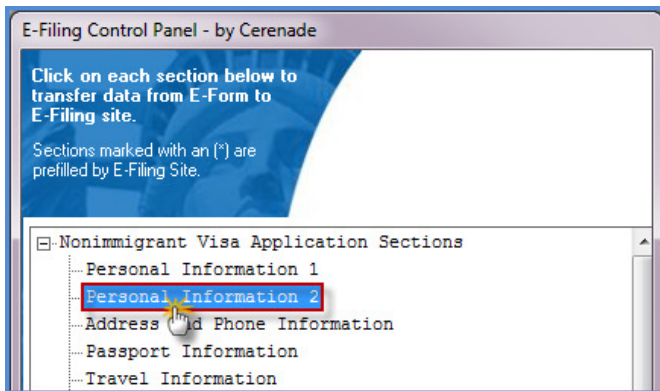
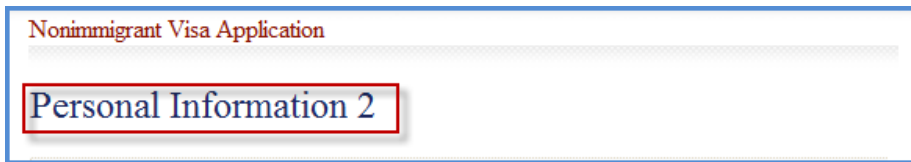
You can also see messages at the top of the screen, this will tell you what is being transferred and if it's ready to transfer the next section.



10) When it's done, click the **Next** button.

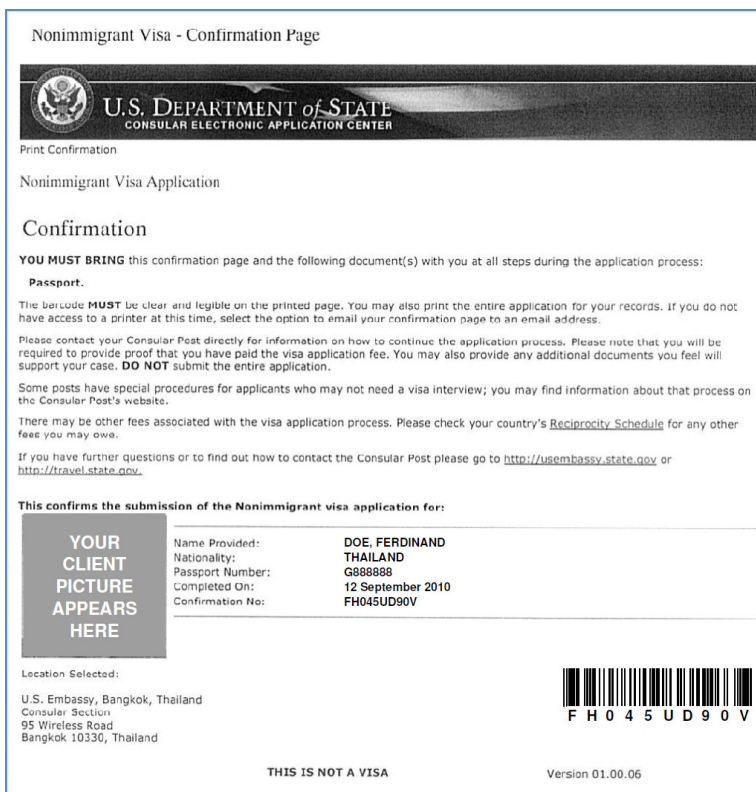


11) Keep doing the same thing, make sure the title matches the link on the **Control Panel** and click on it.




12) Go through each page until you're done, now it's e-filed!

13) You will get a Nonimmigrant Visa- Confirmation Page from the U.S. Department of State.

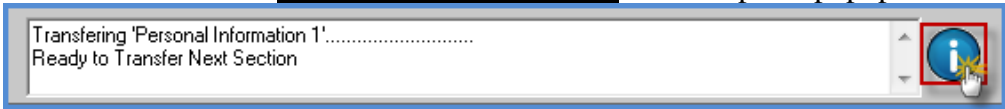


TIPS:

- Anytime during the process of e-filing, you can click the  tab and you can view which form is being filed.



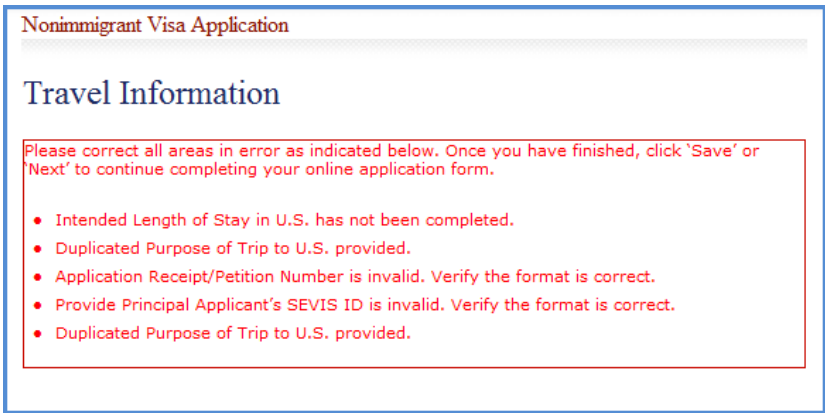
- You can click on the **Show Warning Messages** icon to open a popup of the messages.



Pressing the red box will close the popup.



- When you encounter any errors, you can manually change them...



<p>Principal Applicant's Purpose of Trip to U.S. ⓘ</p> <p>OTHER</p> <p>Other - Specify ⓘ</p> <p>SPOUSE/CHILD OF LEGAL PERM RESIDENT</p> <p>Principal Applicant's Application Receipt/Petition Number</p> <p>123123123 (e.g., ABC1234567890)</p>	<p>Principal Applicant's Purpose of Trip to U.S. ⓘ</p> <p>OTHER</p> <p>Other - Specify ⓘ</p> <p>SPOUSE/CHILD OF LEGAL PERM RESIDENT</p> <p>Principal Applicant's Application Receipt/Petition Number</p> <p>ABC1234567890 (e.g., ABC1234567890)</p>
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Number is not in the proper format

OR

You can see why you have an error.

Nonimmigrant Visa Application

Family Information: Spouse

Please correct all areas in error as indicated below. Once you have finished, click 'Save' or 'Next' to continue completing your online application form.

- Country has not been completed.

Street Address (Line 1)

1212 JONES STREET
(postal box numbers are not allowed)

Street Address (Line 2)

#3000

City

LA

State/Province

CA Does Not Apply

Postal Zone/ZIP Code

90025 Does Not Apply

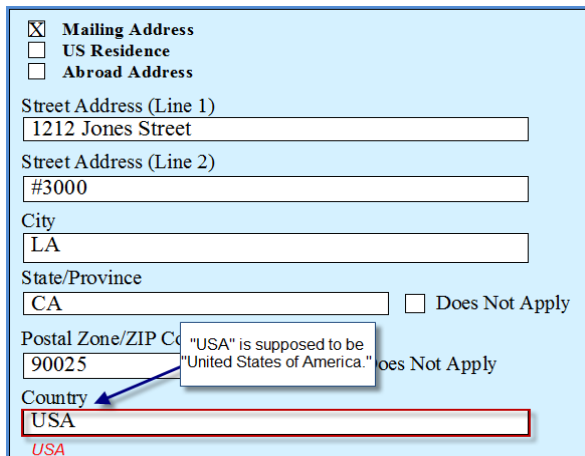
Country

- SELECT ONE -

Click on the  tab.

 SCHED LISTING	 GOV'T WEBSITE	 SCHED FORM		 E-FILE EXIT
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Scroll down to find the section that wasn't properly transferred.



Mailing Address
 US Residence
 Abroad Address

Street Address (Line 1)
1212 Jones Street

Street Address (Line 2)
#3000

City
LA

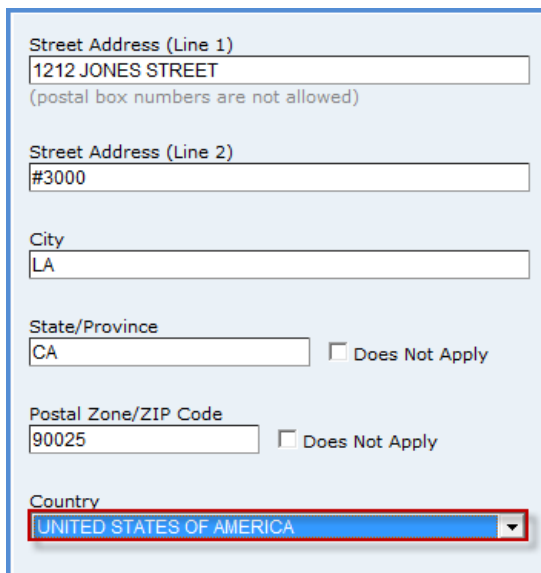
State/Province
CA Does Not Apply

Postal Zone/ZIP Code
90025 Does Not Apply

Country
USA

"USA" is supposed to be "United States of America."

You can just manually change it but it does not change the original form you filled out.



Street Address (Line 1)
1212 JONES STREET
(postal box numbers are not allowed)

Street Address (Line 2)
#3000

City
LA

State/Province
CA Does Not Apply

Postal Zone/ZIP Code
90025 Does Not Apply

Country
UNITED STATES OF AMERICA

Related Articles:

How to Schedule a Form for E-Filing:

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

How to Install the E-Filing Component:

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

For more information and articles, please visit www.eimmigration.com