



Employee User Guide

Powered by City of Hope and INSZoom

Overview

This user guide provides step-by-step instructions for performing the following department activities in INS Zoom

- Upload required documents
- Enter required information
- Check status of a visa request in progress

If you have any questions or concerns, please contact one of the trainers below.

Trainer	Email
Yvonne Bobadilla	ybobadilla@coh.org
Jocelyn Cumming	jcumming@coh.org
Mark Dizik	mdizik@coh.org

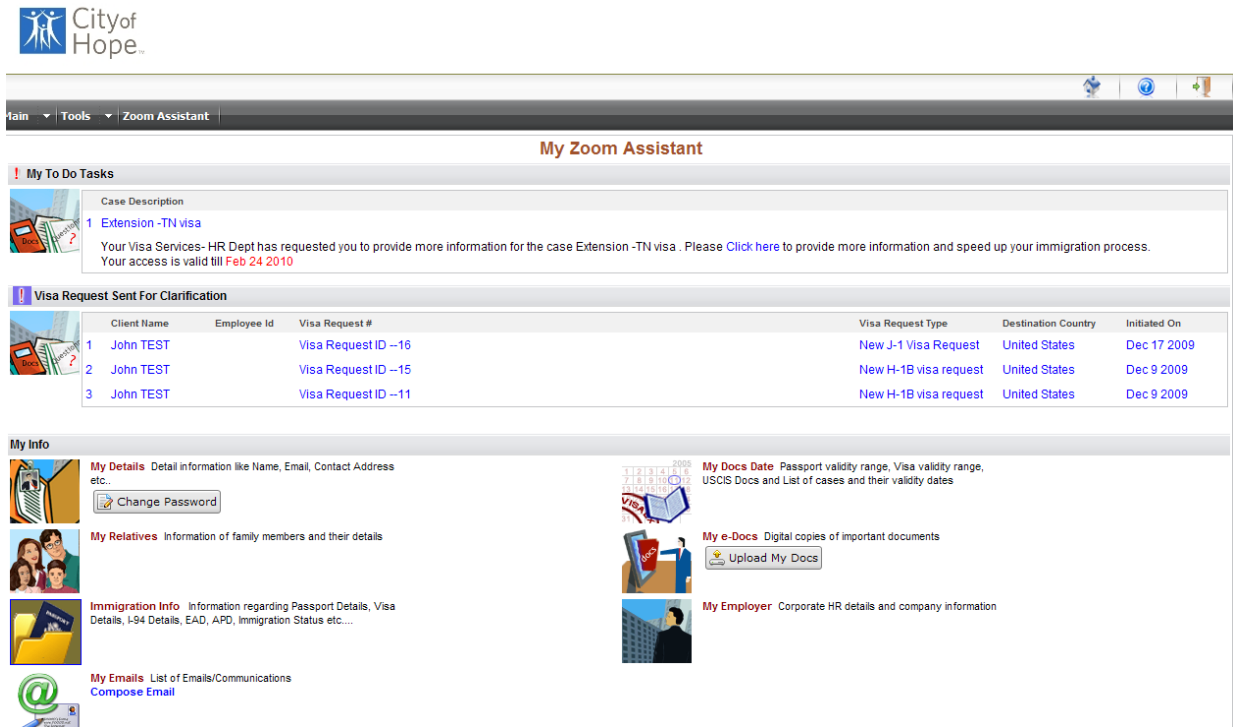
Any issues that cannot be resolved will be escalated to Kimberly Gentile at extension 63872 to be routed to the INS Zoom resolution team.

Getting Started: Log-in

- Step 1: Your user ID and password will be emailed to you
- Step 2: Go to Visa Services webpage at <http://www.cityofhope.org/about/careers/visa-services/Pages/default.aspx>
- Step 3: Click in the INS Zoom link
- Step 4: Log in to INS Zoom portal under Departments and Current Employees
[INSZoom login](#) - For authorized individuals only
- Step 5: Enter you user ID and password

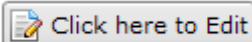


Your home dashboard should look similar to the image below.



Entering Required Data

- Click on the Visa Request # link
- Complete the required questionnaire

- To edit click on the  button

Questionnaire : J-1 Visa Request Questionnaire

Print Preview Close

1. Principal Applicant's Information 2. Firm Custom Information

Proposed Applicant Information (John TEST)

Current Page : 1 Go to page : 1 2 Next

Applicant

Click here to Edit

Name * John TEST
 Gender Male
 Contact E-mail kgentile@coh.org
 Employee ID (If currently have an EID)

Contact Number

Click here to Edit

Contact Phone # or Ext. 123-456-7890

Citizenship Info

Click here to Edit

Country of Citizenship Algeria

Department Manager Information-1

Click here to Add Delete

First Name YVONNE
 Last Name Bobadilla
 Title Admin Manager II
 Extension 626-256-4673
 Contact Email kgentile@coh.org

Department Manager Information-2

Click here to Add Delete

First Name Arthur
 Last Name Riggs
 Title
 Extension
 Contact Email ariggs@coh.org

Admin Contact Information (If applicable)

Click here to Edit

Name
 Email
 Ext

Supervisor Information-1

Click here to Add Delete

First Name YVONNE
 Last Name Bobadilla
 Supervisor's Cost Center Number Research-Biology

Supervisor Information-2

Click here to Add Delete

First Name Arthur
 Last Name Riggs
 Supervisor's Cost Center Number

Current Page : 1 Go to page : 1 2 Next

My Info

The following functions can be edited or viewed:

- Upload required documents
- Change password
- Add relatives
- View important Doc Dates

My Info

My Details Detail information like Name, Email, Contact Address etc..
[Change Password](#)

My Relatives Information of family members and their details

Immigration Info Information regarding Passport Details, Visa Details, I-94 Details, EAD, APD, Immigration Status etc....

My Emails List of Emails/Communications
[Compose Email](#)

My Docs Date Passport validity range, Visa validity range, USCIS Docs and List of cases and their validity dates

My e-Docs Digital copies of important documents
[Upload My Docs](#)

My Employer Corporate HR details and company information

Check Visa Status in Progress – My Cases

To check the status of your visa in progress, click on *My Cases* under open cases.

My Cases

My Open Cases

1	Extension -TN visa	View My Case Receipts
Last Case Status / Action : In Progress.		
2	New - H-1B Visa	View My Case Receipts
Last Case Status / Action : Send Documents to Attorney		

My Closed Cases

		Valid From	Valid To	
3	New - J-1 Visa	May 1 2009	May 1 2010	View My Case Receipts
Last Case Status / Action : Immigration Specialist send document checklist and questionnaires to the Candidate				