Imagility Immigration
Document Management Package

Imagility's Document Management includes storage of beneficiary documents, petitioner documents, petition documents or information from any of these sources through a user account or a questionnaire. Imagility offers these and a range of features for automatic document management

Creation of Companies and Company Information

Petitioner admin is in charge of the overall administration of the Petitioner Company account. One-time company profile creation with contact details, registered address, revenue details, company description, financial documents, business plan etc. Once saved, this company data is auto populated during petition building.

Creation of Company Users and User Privileges

The Petitioner Admin then creates users, sets roles, and assigns permissions to each role. Employees will get invitations to login with credentials. The core team handling petitions is thus onboarded to the platform, with each user assigned a role and user privileges.

Creation of Beneficiaries and Beneficiary Information

The Petitioner can create new beneficiaries and manage existing ones on the Imagility Platform. Onboarding beneficiaries includes sending invites and filling out their profile information – personal, education, work experience and immigration details.

User Dashboard

All users can have a bird's eye view of the top activities in their account through the dashboard. The Petitioner Admin dashboard displays petitioner information, notifications, Platform statistics, all communications, Attorneys and Team Members information.

![Imagility logo]

Notifications

Petitioners can notify beneficiaries about missing information or documents at any time during petition building. The petitioner admin can set notifications to be triggered for certain immigration events on the platform.

Document Checklists

Two types of checklists available. One at the petition level, to get a quick view of uploaded and pending documents, and to notify stakeholders accordingly. Another is documents related to beneficiary personal details, education, work experience and immigration. Uploaded documents can be deleted at any time.

Single PDF Petition

At the end of the petition building process, all relevant documents are automatically pulled together into a well-structured single pdf petition, including cover/support letters and all supporting documents.

Document Expiry

An expire notification setting will trigger notifications for documents and visas that will expire. Notifications will be triggered in 30 days, 45 days, 60 days, and 180 days.

Secure Document Storage and Management

All documents are stored securely using digital locker within AWS. These can be securely uploaded and accessed with the right access permissions.

Petitioner Mobile App

Petitioners can track petitions and compliance, manage beneficiaries and attorneys through the Petitioner mobile app. The H-1B Lottery app simplifies the lottery process for petitioners.

Beneficiary Mobile Apps

A range of mobile apps offer a personalized experience to beneficiaries like the H-1B lottery app, Visa stamping app, Student app, Professional app, Asylum app that helps beneficiaries track petitions and stay informed.