



**iCERT Visa Portal System**  
**Implementation of Electronic Filing in the H-2B Program**

**October 2012**

Office of Foreign Labor Certification  
 Employment and Training Administration  
 U.S. Department of Labor




**Electronic Filing in the H-2B Program**

- **iCERT Visa Portal System**
  - Background
  - Major benefits and features
  - Impact on H-2B process
  - Implementation schedule and helpful resources
- **Technical Demonstration**

<u>Part I</u>	<u>Part II</u>
- Creating an iCERT Account	- Preparing the ETA Form 9142
- Managing Sub-Account Users	- Uploading Scanned Documents
- Modifying Account Profiles	- Final Submission Steps
- Understanding Your Visa Portfolio	- Post Submission Functions



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## iCERT Visa Portal System

### Background

- As part of the Department's E-Government initiative, OFLC implemented the iCERT System on April 15, 2009
- The iCERT System is web-based and designed as an integrated business solution for filing and tracking applications across all OFLC administered programs
  - Receives and processes more than 450,000 customer applications annually
- On September 28<sup>th</sup>, the Department published a Federal Register Notice announcing the availability of electronic filing for H-2B and H-2A visa programs through the iCERT System
- Currently, employer filing of H-2B and H-2A applications is paper-based and OFLC case adjudication is manual in nature



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## iCERT Visa Portal System

### Major Benefits and Features

- The iCERT System is a "Government-to-Business (G<sup>2</sup>B)" solution designed to offer the following benefits:
  1. Enhance accessibility and quality of visa program services
  2. Reduce data collection and reporting burden on employers
  3. Facilitate more streamlined business processes
  4. Establish a greater level of transparency in the adjudicatory decisions issued by the OFLC



**MOVE FROM ...**  
A Paper-Based, Manual  
Determination Process

**MOVE TO ...**  
An Electronic, Account-  
Based, Responsive  
Certification Process



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## iCERT Visa Portal System

Feature: Single Point-of-Entry to Visa Services

- Customers establish a single iCERT portal account
- Valid e-mail address serves as username for the account
- Account profile information can be updated anytime 24/7
- Create sub-account users and manage security privileges
- Prepare, submit and track all visa applications and prevailing wage requests through a “one-stop” portfolio summary

The screenshot displays the iCERT Portal interface. At the top, there are navigation tabs for 'Home', 'My Account & Profile', 'Visas & Employment', and 'Help'. Below this, there are several sections: 'Welcome to the iCERT Visa Portal System', 'A-12A PUBLIC JOB REGISTRY', 'PREVAILING WAGE CHECK', and 'FIND CURRENT JOBS'. The main area features a search bar and a table of visa applications. The table has columns for Case Number, Date Initiated, Date Submitted, Status, Application Label No., Visa Type, Start Date, and Summary. Below the table, there are buttons for 'Available Actions' such as 'Review', 'Delete', 'Revoke', and 'Begin New ETA Form 9142'.

## iCERT Visa Portal System

Feature: Streamlined Form Preparation

- Uses customer account and other profile information to pre-populate sections of the ETA Form 9142
- Browser-level data validation edits provide immediate feedback to correct any inadvertent errors/mistakes
- Data entry “reuse” function reduces customer reporting to support recurring seasonal workforce needs
- Customers can upload supporting documentation for an application (MS Word, Adobe PDF, text formats)

The screenshot shows the 'Form 9142 - Create New Case' interface. It includes a 'New Case' button and a 'Case 1-499-12206-045742 (UNTESTED)' label. Below this, there are several sections: 'A. Employment-Based Administrative Visa Information', 'B. Temporary Need Information', and 'C. Application Documents'. The 'C. Application Documents' section has a 'Select Document Type' dropdown and a 'Browse' button. There is also an 'Attachments' section with a table for 'File Name' and 'Document Type'.

## iCERT Visa Portal System

### Feature: Electronic Notifications and Correspondence

- iCERT Account tracks the status of all customer applications
- E-mail notifications are automatically sent to the customer at different points in the business process (e.g., submission, final determination)
- OFLC's Chicago National Processing Center (NPC) can communicate with customers via e-mail or letter correspondence to ensure timely notification and case processing
- When a request is submitted from an Attorney/Agent account, iCERT sends a notification to all employer accounts matching the Federal Employer Identification Number (FEIN) on the ETA Form 9142
- Customers can check the status of applications anytime by accessing their iCERT accounts or using the "iCERT Case Status Check" function on the public iCERT home page



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## iCERT Visa Portal System

### Impact on H-2B Process

- Application Filing Requirements
  - Regulatory timeframes for filing remain unchanged
  - ETA Form 9142 bearing original signature(s) is **no longer required** for electronically filed applications
  - Employers or their authorized representatives must upload a signed and dated Appendix B.1 (*using Adobe PDF*) prior to submission
    - **Job contractors** must also upload a signed and dated Appendix B.1 and sections C and D of the ETA Form 9142 for the employer-client and a contract with the employer-client describing the employment relationship.

#### Important Notes:

- ✓ Employers or their authorized representatives electing to **NOT** file electronically must file using the traditional paper-based method
- ✓ Data from paper applications will be fully entered into the internal iCERT System by the Chicago NPC and processed electronically



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## iCERT Visa Portal System

### Impact on H-2B Process

- Supporting Documentation
    - Employers are still required to provide all documentation supporting the H-2B application *at the time of filing*
    - Prior to submission, the iCERT System accepts electronic documentation in Adobe PDF, Microsoft Word, or Text file formats
- Examples:**
- Upload scanned copy of recruitment report signed and dated by the employer in Adobe PDF
  - Upload scanned copy of FLC Registration Certificate or work itinerary (for occupations covered by special procedures and/or MSPA)
  - Once the application is submitted, no additional documents can be uploaded by the external iCERT account holder
  - All documents requiring signature and dating must be scanned and uploaded using Adobe PDF (*e.g., Appendix B.1, recruitment report*)



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## iCERT Visa Portal System

### Impact on H-2B Process

#### **IMPORTANT REMINDERS!**

- Prior to electronic submission, preview all data entered on the ETA Form 9142 and uploaded supporting documents for completeness and accuracy
- Duplicate applications, where the employer or authorized representative files electronically and submits that same application via U.S. mail, will be rejected
- The Chicago NPC will only process the first application received and return the second application to the employer or authorized representative
- For electronically filed applications, keep a copy of the iCERT confirmation message and/or e-mail received from the Department as proof of submission



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## iCERT Visa Portal System

### Impact on H-2B Process

- Receiving an Approved Temporary Labor Certification
  - For all H-2B applications received on or after October 15, 2012, the Chicago NPC will send an original certified ETA Form 9142 and Appendix B.1 on special security paper from the Treasury
  - Upon receipt, the employer and, if applicable, the authorized representative must **sign and date** the Appendix B.1 and provide the ETA Form 9142 in original directly to USCIS
  - A certified ETA Form 9142 is valid when it contains . . .
    - A completed Section K
    - Bears the electronic signature of the OFLC Administrator (William L. Carlson)
    - A completed “For Department of Labor Use Only” footer on each page identifying the iCERT case number, determination status, and validity period



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## iCERT Visa Portal System

### Implementation Schedule

- iCERT H-2B Module will be implemented on **October 15, 2012**
  - Employers or authorized representatives with iCERT accounts will be able to prepare and submit H-2B applications electronically on this date
  - Applications submitted before October 15, 2012, will be processed under the current paper-based method

#### Important Note:

- ✓ Employers whose H-2B applications are filed **before** the implementation of electronic filing (i.e. before October 15, 2012) and granted a temporary labor certification will receive the certified ETA Form 9142 and Appendix B.1 in the currently established manner



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## iCERT Visa Portal System

### Helpful Resources



- Next Webinar: **October 4, 2012**
- For more resources and information, please visit our iCERT electronic filing implementation web page at:  
[http://www.foreignlaborcert.doleta.gov/h2ah2b\\_icert\\_rollout.cfm](http://www.foreignlaborcert.doleta.gov/h2ah2b_icert_rollout.cfm)
- Helpdesk Resources:  
  
Please send H-2B program-related questions to the Chicago NPC Help Desk Team at [TLC.Chicago@dol.gov](mailto:TLC.Chicago@dol.gov)  
  
Please send technical problems or other issues related to the creation and maintenance of iCERT System accounts and electronic filing to the iCERT System Help Desk Team at [oflc.portal@dol.gov](mailto:oflc.portal@dol.gov)



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## **Technical Demonstration (Part I)**



- Creating an iCERT Account
- Managing Sub-Account Users
- Modifying Account Profiles
- Understanding Your Visa Portfolio





## Creating an iCERT Account

### Select an Account Type

Select the type of account you wish to create by clicking either the "Create Employer Account" or the "Create Attorney/Agent Account" button

The screenshot shows the 'Employment and Training Administration' website. Under the 'Employers' section, there are several bullet points describing the benefits of creating an account, such as preparing and submitting applications 24 hours a day and 7 days a week. A red box highlights the 'Create Employer Account' button. Under the 'Attorneys or Agents' section, there are similar bullet points, and a red box highlights the 'Create Attorney/Agent Account' button. At the bottom of the page, there is an 'Exit from Account Setup' button.

## Creating an iCERT Account

### Establish Your Account Profile

Check the "H2B" box to enable electronic filing for the H-2B visa program

Complete all the required fields marked with "\*" in tabs 1, 2 and 3 (this information can be used to pre-fill sections C and D of the ETA Form 9142)

After clicking the "Create Account" button, you will receive a Registration Confirmation Page. Your temporary password will be e-mailed to you with instructions for completing your account setup.

The screenshot shows the 'Employer Account' creation page. It has three tabs: '1. Your Login Information', '2. Your Company Information', and '3. Point of Contact Information'. The 'Your Login Information' tab is active. Red boxes highlight the 'H2B' checkbox, the 'User Name' field, the 'First Name' field, the 'Last Name' field, the 'Phone Number' field, the 'Email Address' field, the 'Password' field, and the 'Create Account' button. The page also includes a 'Forgot Password?' link and a 'Back' button.

**Important:** If you do not receive the e-mail within 24 hours, please contact the [oflc.portal@dol.gov](mailto:oflc.portal@dol.gov) for assistance

# Managing Sub-Account Users

## Create Associate Accounts

After logging into the iCERT System, select the "My Accounts & Profiles" tab and then the "My Associate Accounts" sub-tab

Enter search criteria and click the "Search" button to find existing associate accounts

Click the "Add New Associate" button to create a new sub-account

The screenshot shows the 'My Associate Accounts' page in the iCERT Portal. The search form includes fields for 'First Name', 'Last Name', 'Office/Department', and 'Associate Type'. A table below the form displays one entry for 'BRIAN SMITH' with 'TEST' as the office and 'EMPLOYEE' as the associate type. The 'Add New Associate' button is highlighted at the bottom.

# Managing Sub-Account Users

## Establish Associate Account Permissions

Enter Associate Account Information

Account holders can determine whether an associate account can create, submit, withdraw, view and pre-fill a particular type of application

The screenshot shows the 'Associate Account' page. The 'Associate Permissions' section includes checkboxes for 'Allow Portal Account Permissions', 'Allow ICA Account/Permissions', 'Allow Prevailing Wage Account/Permissions', 'Allow PERM Account/Permissions', and 'Allow H2B Account/Permissions'. Each section has sub-options for 'Application Creation', 'Application Submission', and 'Application Withdrawal'.

## Modifying Account Profiles

### Manage *Your Account Profile*

Select the "My Account" sub tab

Modify the fields in tabs 1, 2 and 3 (this information will be used to pre-fill Sections C and D of the ETA Form 9142)

## Modifying Account Profiles

### Establish *Attorney/Agent Profiles*

When establishing an Employer Type iCERT account, select the "My Attorney Profiles" sub tab

Enter search criteria and click the "Search" button to find existing attorney/agent profiles

Click the "Add New Attorney" button to create an attorney/agent profile

## Modifying Account Profiles Attorney/Agent Profile Details

Attorney/Agent profiles do not create login privileges but they can be used to pre-fill Section E of the ETA Form 9142

## Understanding Your Visa Portfolio Portfolio Summary

The H-2B Portfolio Summary provides the account holder with an overview of the number of cases in each status

Click the "Begin New ETA Form 9142" to start a new application

Case Status	Total Cases	Brief Description
Initiated	25	Applications started but not submitted for processing
In Process	11	Applications submitted for processing, under OFLC review
In Process - Under RFI	2	Applications submitted for processing, under OFLC review, and issued a Request for Information (RFI) notice
Certified	0	Applications certified for the requested number of workers and period of need
Certified - Expired	0	Validity period on certified applications have expired
Partially Certified	0	Applications certified for only a part of the requested number of workers and/or period of need
Partially Certified - Expired	0	Applications denied
Denied	0	Applications denied temporary labor certification
Withdrawn	2	Applications withdrawn based on employer's request
Rejected	0	Applications rejected for processing due to the debarment/disbarment of either the employer, attorney, or agent
Other Case Status	1	Applications voided by OFLC (e.g. duplicate submission)

# Understanding Your Visa Portfolio

## Portfolio Details



From the H-2B Portfolio Details screen, enter search criteria and click the Search button

Search results are displayed below with the ability to view a Summary PDF of the ETA Form 9142 and any supporting documents attached to the case

Select one or more cases, then click one of the available actions: Reuse, Delete, Withdraw, or Begin New ETA Form 9142

**ICERT Portal** Welcome, BRIAN SMITH (Logout)

[Home](#) | [LCA](#) | [Prevailing Wage](#) | **H-2B** | [My Account & Profile](#) | [Forms & Instructions](#) | [Contact Us](#) | [Help](#)

**H-2B Portfolio Details**

Case Number:  Date Initiated: From:  To:

Employer Legal Business Name:  Date Submitted: From:  To:

Case Status:  State of Intended Employment:

Advanced Search:

Case Number	Date Initiated	Date Submit	Status	Employer Legal No	Job Title	Work Dates	Out	Summary	Attachments
<input type="checkbox"/> H-400-12122-8304	2012-09-01	05/01/2012	In Process	Optics	Tester of Eye	12/25/2012	YES		
<input type="checkbox"/> H-400-12093-3213	2012-04-02		Initiated				YES		
<input type="checkbox"/> H-400-12186-0079	2012-07-02		Initiated				YES		
<input type="checkbox"/> H-400-12043-3835	2012-03-02	03/02/2012	Withdrawn	Optics	Tester	12/25/2012	YES		
<input type="checkbox"/> H-400-12063-8925	2012-03-02	03/02/2012	In Process	Optics	Tester	12/25/2012	YES		
<input type="checkbox"/> H-400-12174-0601	2012-09-03		Initiated				YES		
<input type="checkbox"/> H-400-12049-6664	2012-03-05	03/05/2012	In Process	Optics	Tester of Eye	12/25/2012	YES		
<input type="checkbox"/> H-400-12027-8930	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12027-3620	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12027-2862	2012-04-06		Initiated	Optics	Tester of Eye	12/25/2012	YES		

Available Actions:

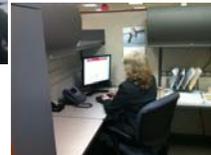




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## **Technical Demonstration (Part II)**



- **Preparing the ETA Form 9142**
- **Uploading Scanned Documents**
- **Final Submission Steps**
- **Post Submission Functions**



## Preparing the ETA Form 9142

### Navigate to the H-2B Portfolio Summary

After you login to the iCERT System, click on the "H-2B" tab to access your H-2B Portfolio Summary tab

**H-2B: Portfolio Summary**

Case Status	Total Cases	Brief Description
Initiated	23	Applications started but not submitted for processing
In Process	11	Applications submitted for processing, under OFLC review
In Process - Under RFI	2	Applications submitted for processing, under OFLC review, and issued a Request for Information (RFI) notice
Certified	0	Applications certified for the requested number of workers and period of need
Certified - Expired	0	Validity period on certified applications have expired
Partially Certified	0	Applications certified for only a part of the requested number of workers and/or period of need
Partially Certified - Expired	0	Applications denied
Denied	0	Applications denied temporary labor certification
Withdrawn	3	Applications withdrawn based on employer's request
Rejected	0	Applications rejected for processing due to the debarment/disbarment of either the employer, attorney, or agent
Other Case Status	1	Applications voided by OFLC (e.g. duplicate submission)

[Begin New ETA Form 9142](#) [Public Burden Statement](#)

Click the "Begin New ETA Form 9142" at the bottom of the page to start a new application

## Preparing the ETA Form 9142

### Important Features & Functions

The printer icon will generate a read only version of the ETA Form 9142 in Adobe PDF based on information entered during case preparation. You can print one or multiple pages.

Step/Section icons indicate your progress in completing the online ETA Form 9142

#### Key Navigation Functions

- Previous** Takes you to the previous step or section
- Exit** Saves all currently entered ETA Form 9142 data and closes the online form.
- Save** Saves all currently entered ETA Form 9142 data and leaves the online form open
- Next** Takes you to the next step or section

**Forms 9142 - Create New Case** Case 1-800-22289-242966 (INITIATED)

**1. Employee/Patient/Contact Information**

**Important Note:** The information contained in this Section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section **must be different** from the agent or attorney information listed in Section 6, unless the attorney is an employee of the employer. For joint employer or multiple applications filed on behalf of more than one employer under the H-2B program, enter **NA** for the contact information for the main or primary employer (e.g., contact for an association should be an employer) under the application.

1. Contact's last (family) name \* SMITH (3)

2. First (given) name \* BRIAN (3)

3. Middle (name(s)) (3)

4. Contact's job title \* HR Admin (3)

5. Address 1 \* 200 Orange St (3)

6. Address 2 (3)

7. City \* WASHINGTON (3)

8. State \* District Of Columbia (3)

9. Postal code \* 20001 (3)

10. Country \* United States Of America (3)

11. Province (3)

12. Telephone number \* (202) (202) 5252 13344 (3)

13. E-Mail address \* Brian.smith@gmail.com (3)

Previous Exit Save Next

# Preparing the ETA Form 9142

## Alert and Help Features

As you progress through the online form, iCERT will alert you of any omissions or data entry errors that you will have the opportunity to correct

The screenshot shows the iCERT Portal interface with a red-bordered alert box. The alert text reads: "Alert: The following omissions exist in Step 3. The following omissions exist in Step 3 and they result in a delay in your H-2B being issued. Click the icon next to each of the items below." The alert lists several items to be checked, such as "Please enter the title of the job opportunity for which the alien position is being sought" and "Please enter the occupational code associated with the alien position." Below the alert, there are buttons for "OK" and "Cancel to make changes".

Click the "?" icon next to each question to access filing instructions or other important tips

The screenshot shows the "A. Employment-Based Nonimmigrant Visa Information" section. A red box highlights a question: "1. Indicate the type of visa classification supported by this application:" with a dropdown menu showing "H-2B". To the right of the dropdown is a red-bordered help icon with a question mark. A tooltip next to the icon says: "Enter the following classification code to indicate the type of visa supported by this application: 'H-2B'".

# Preparing the ETA Form 9142

## Step 1 (Sections A-B)

The visa classification will default to H-2B

Click the Search SOC/O\*NET (OES) Code button to open the SOC Code Lookup window

Enter a keyword or code and then click Search to find the SOC you are looking for. Once the chosen code is found, select the hyperlink to populate the fields in Section B.

The screenshot shows the "Form 9142 - Create New Case" page. The "Temporary Reseal Information" section is visible, with a dropdown menu for "1. Job Title" showing "H-2B". A red box highlights the "Search SOC/O\*NET (OES) Code" button. A "SOC Code Lookup" window is open, showing a table of SOC codes. The table has columns for "Code", "Name", and "Job Description". The "Search" field contains "H-2B" and the "Search" button is highlighted. The table lists several codes, including "10-2010.00", "10-2011.00", "10-2012.00", "10-2013.00", "10-2014.00", "10-2015.00", "10-2016.00", "10-2017.00", "10-2018.00", "10-2019.00", "10-2020.00", "10-2021.00", "10-2022.00", "10-2023.00", "10-2024.00", "10-2025.00", "10-2026.00", "10-2027.00", "10-2028.00", "10-2029.00", "10-2030.00", "10-2031.00", "10-2032.00", "10-2033.00", "10-2034.00", "10-2035.00", "10-2036.00", "10-2037.00", "10-2038.00", "10-2039.00", "10-2040.00", "10-2041.00", "10-2042.00", "10-2043.00", "10-2044.00", "10-2045.00", "10-2046.00", "10-2047.00", "10-2048.00", "10-2049.00", "10-2050.00", "10-2051.00", "10-2052.00", "10-2053.00", "10-2054.00", "10-2055.00", "10-2056.00", "10-2057.00", "10-2058.00", "10-2059.00", "10-2060.00", "10-2061.00", "10-2062.00", "10-2063.00", "10-2064.00", "10-2065.00", "10-2066.00", "10-2067.00", "10-2068.00", "10-2069.00", "10-2070.00", "10-2071.00", "10-2072.00", "10-2073.00", "10-2074.00", "10-2075.00", "10-2076.00", "10-2077.00", "10-2078.00", "10-2079.00", "10-2080.00", "10-2081.00", "10-2082.00", "10-2083.00", "10-2084.00", "10-2085.00", "10-2086.00", "10-2087.00", "10-2088.00", "10-2089.00", "10-2090.00", "10-2091.00", "10-2092.00", "10-2093.00", "10-2094.00", "10-2095.00", "10-2096.00", "10-2097.00", "10-2098.00", "10-2099.00", "10-2100.00", "10-2101.00", "10-2102.00", "10-2103.00", "10-2104.00", "10-2105.00", "10-2106.00", "10-2107.00", "10-2108.00", "10-2109.00", "10-2110.00", "10-2111.00", "10-2112.00", "10-2113.00", "10-2114.00", "10-2115.00", "10-2116.00", "10-2117.00", "10-2118.00", "10-2119.00", "10-2120.00", "10-2121.00", "10-2122.00", "10-2123.00", "10-2124.00", "10-2125.00", "10-2126.00", "10-2127.00", "10-2128.00", "10-2129.00", "10-2130.00", "10-2131.00", "10-2132.00", "10-2133.00", "10-2134.00", "10-2135.00", "10-2136.00", "10-2137.00", "10-2138.00", "10-2139.00", "10-2140.00", "10-2141.00", "10-2142.00", "10-2143.00", "10-2144.00", "10-2145.00", "10-2146.00", "10-2147.00", "10-2148.00", "10-2149.00", "10-2150.00", "10-2151.00", "10-2152.00", "10-2153.00", "10-2154.00", "10-2155.00", "10-2156.00", "10-2157.00", "10-2158.00", "10-2159.00", "10-2160.00", "10-2161.00", "10-2162.00", "10-2163.00", "10-2164.00", "10-2165.00", "10-2166.00", "10-2167.00", "10-2168.00", "10-2169.00", "10-2170.00", "10-2171.00", "10-2172.00", "10-2173.00", "10-2174.00", "10-2175.00", "10-2176.00", "10-2177.00", "10-2178.00", "10-2179.00", "10-2180.00", "10-2181.00", "10-2182.00", "10-2183.00", "10-2184.00", "10-2185.00", "10-2186.00", "10-2187.00", "10-2188.00", "10-2189.00", "10-2190.00", "10-2191.00", "10-2192.00", "10-2193.00", "10-2194.00", "10-2195.00", "10-2196.00", "10-2197.00", "10-2198.00", "10-2199.00", "10-2200.00", "10-2201.00", "10-2202.00", "10-2203.00", "10-2204.00", "10-2205.00", "10-2206.00", "10-2207.00", "10-2208.00", "10-2209.00", "10-2210.00", "10-2211.00", "10-2212.00", "10-2213.00", "10-2214.00", "10-2215.00", "10-2216.00", "10-2217.00", "10-2218.00", "10-2219.00", 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## Preparing the ETA Form 9142 Step 2 (Section C)

When completing the form using an Employer Type iCERT account, your profile information will be pre-filled here. However, you have the flexibility to edit the data.

### Important Note:

When completing the form using an Attorney/Agent Type iCERT account, you will be able to lookup one of your employer-client profiles and pre-fill the information in this section with the ability to edit the data.

Click the Search NAICS Code button to open the NAICS Code Lookup window

The screenshot shows the 'Form 9142 - Create New Case' page in the iCERT Portal. The 'Employer Information' section (Section C) is active. It contains various input fields for business details. A red box highlights the 'Search NAICS Code' button next to the NAICS code field. Another red box highlights the 'Federal Employer Identification Number' field. A third red box highlights the 'NAICS code' field.

## Preparing the ETA Form 9142 Step 3 (Section D)

When completing the form using an Employer Type iCERT account, your profile contact information will also be pre-filled here. However, you have the flexibility to edit the data.

### Important Note:

When completing the form using an Attorney/Agent Type iCERT account and you select an employer-client from Step 2, the system will pre-fill Section D with your employer-client's contact information. Again, you will have the ability to edit the data.

The screenshot shows the 'Form 9142 - Create New Case' page in the iCERT Portal. The 'Employer Point-of-Contact Information' section (Section D) is active. It contains various input fields for contact details. A red box highlights the fields for 'Contact's last (family) name', 'First (given) name', 'Middle name(s)', 'Contact's job title', 'Address 1', 'Address 2', 'City', 'State', 'Postal code', 'Country', 'Province', 'Telephone number', and 'E-Mail address'.

## Preparing the ETA Form 9142 Step 4 (Section E)

When completing the form using an Employer Type ICERT account, you will be able to select an Attorney/Agent profile that will pre-fill Section E with the ability to edit the data.

If you are not represented by an Attorney/Agent, then answer "NO" to Question C.1 and move to the next section of the form.

### Important Note:

When completing the form using an Attorney/Agent Type ICERT account, your profile information will pre-fill this section with the ability to edit the data.

The screenshot shows the 'Form 9142 - Create New Case' page in the ICERT Portal. The user is logged in as 'BRIAN SMITH (Logout)'. The page title is 'Form 9142 - Create New Case' with a case ID 'Case T-400-12249-242966 (INITIATED)'. The current section is 'E. Attorney or Agent Information (if applicable)'. A red box highlights a link that says 'Look up Agents/Attorneys Associated With Your Account'. Below this, there are several questions and input fields:
 

- 1. Is/are the employer(s) represented by an attorney or agent on the filing of this application...? (Yes/No) [Yes]
- 2. Attorney or agent's last (family) name [ ]
- 3. First (given) name [ ]
- 4. Middle name(s) [ ]
- 5. Address 1 [ ]
- 6. Address 2 [ ]
- 7. City [ ]
- 8. State [ ]
- 9. Postal code [ ]
- 10. Country [ ]
- 11. Province [ ]
- 12. Telephone number [ ] 13. Ext. [ ]
- 14. E-mail address [ ]
- 15. Law Firm/Business name [ ]
- 16. Law Firm/Business FEIN [ ]
- 17. State Bar number (only if attorney) [ ]
- 18. State of the highest court where attorney is in good standing (only if attorney) [ ]
- 19. Name of the highest court where attorney is in good standing (only if attorney) [ ]

 Navigation buttons 'Previous', 'Exit', 'Save', and 'Next' are at the bottom.

## Preparing the ETA Form 9142 Step 5 (Section Fa)

Enter the Job Information

Enter a description of the duties to be performed for the job opportunity. The system will create an Addendum in the event that your description exceeds the space provided

The screenshot shows the 'Form 9142 - Create New Case' page in the ICERT Portal. The user is logged in as 'BRIAN SMITH (Logout)'. The current section is 'F. Job Offer Information'. Under 'a. Job Description', there are several questions and input fields:
 

- 1. Job title [Forest Worker] [?]
- 2. Number of hours of work per week [Basic: 40] [?]
- 3. Hourly Work Schedule: [Begin: 07:00] [End: 17:00] [Overtime: Full] [?]
- 4. Does this position supervise the work of other employees? [Yes] [?]
- 4a. If yes, number of employees worker will supervise (if applicable) [ ] [?]
- 5. Job duties - a description of the job duties to be performed. [Workers will perform forestry work for the company.] [?]

 A red box highlights the job title and work schedule fields. A note at the bottom of the job duties field says 'Remaining characters: 4000'. Navigation buttons 'Previous', 'Exit', 'Save', and 'Next' are at the bottom.

## Preparing the ETA Form 9142 Step 6 (Section Fb)



Enter the minimum education, training, and experience requirements for the job opportunity.

Enter any special requirements, licenses, or skills for the position.

The screenshot shows the 'Form 9142 - Create New Case' interface in the ICERT Portal. Section Fb, 'Minimum Job Requirements', is highlighted with a red box. It contains several sub-sections:
 

- 1. Education:** Includes fields for 'Education' (dropdown), 'Minimum Education' (text), and 'Minimum Experience' (text).
- 2. Training:** Includes fields for 'Training' (dropdown), 'Minimum Training' (text), and 'Minimum Experience' (text).
- 3. Special Requirements:** Includes a 'Special Requirements' (text) field and a 'Special Requirements' (dropdown) field.

## Preparing the ETA Form 9142 Step 7 (Section Fc)



Enter the Place of Employment Information

If work will be performed at multiple worksites, click the Add Worksite button to add worksites to the Additional Worksites table

To delete worksites from the table, select the worksite and click the Delete Selected Worksite(s) button

The screenshot shows the 'Form 9142 - Create New Case' interface in the ICERT Portal. Section Fc, 'Place of Employment Information', is highlighted with a red box. It contains several sub-sections:
 

- 1. Address:** Includes fields for 'Address' (text), 'City' (text), 'State' (dropdown), and 'Zip Code' (text).
- 2. Worksites:** Includes a 'Worksites' (text) field and a 'Worksites' (dropdown) field.
- 3. Additional Worksites:** Includes a table with columns for 'City', 'State', 'Zip Code', and 'Add Worksite Info'. Below the table are 'Add Worksite' and 'Delete Selected Worksite(s)' buttons.

# Preparing the ETA Form 9142

## Step 8 (Section G)



Enter the Rate of Pay for the job opportunity and, if applicable, any additional information regarding the rate of pay

**G. Rate of Pay**

1. Basic Rate of Pay Offered From: \$ To: \$

2. Overtime Rate of Pay (if applicable) From: \$ To: \$

3. Pay (SELECT ONE)

4. If Piece Rate is indicated in question 2, specify the wage offer requirements.

5. Additional Wage Information (e.g., multiple workable applications, itinerant work, or other special procedures)

# Preparing the ETA Form 9142

## Step 9 (Section H)



Enter all information in this section demonstrating compliance with the regulatory pre-filing recruitment requirements.

**H. Recruitment Information**

1. Name of State Workforce Agency (SWA) serving the area of intended employment

2. SWA job order identification number

3a. Start date of SWA job order

3b. End date of SWA job order

4. Is there a Sunday edition of a newspaper (of general circulation) in the area of intended employment?

5. Name of Newspaper/Publication (in area of intended employment)

6. Dates of Front Advertisement

7. Name of Newspaper/Publication (in area of intended employment)

8. Dates of Front Advertisement

9. Additional Recruitment Activities

## Preparing the ETA Form 9142 Step 10 (Sections I-J)

**Complete the Declaration of Employer and Attorney/Agent**

**Enter the Preparer Information (if applicable)**

United States Department of Labor  
Employment and Training Administration

## Preparing the ETA Form 9142 Step 11 (Appendix B.1)

**Complete the Attorney or Agent Declaration**

**Complete the Employer Declaration**

United States Department of Labor  
Employment and Training Administration

## Uploading Scanned Documents

### Step 12 (Document Upload)

Select the type of document to upload, click the Browse button to find the document, then click the Upload button

To remove documents, select the attachment and click the Delete Selected Attachment(s) button

The screenshot shows the 'Form 9142 - Create New Case' page in the ICERT Portal. The 'H-2B Application Documents' section has a dropdown menu set to 'Appendix B.1', a 'Browse' button, and an 'Upload' button. Below this is an 'Attachment(s)' table with a 'Delete Selected Attachment(s)' button. The 'Recruitment Report' section contains four numbered fields for dates and counts.

## Final Submission Steps

### Pre-submission Review

iCERT will alert you to potentially deniable entries and blank fields. If you leave a field blank, iCERT will fill it in with "N/A".

After resolving potentially deniable entries or blank fields, click the "Submit Form" button

The screenshot shows the 'Form 9142 - Pre-submission Review' page in the ICERT Portal. It displays a list of 'potentially deniable entries' and 'blank fields' with checkboxes and a 'Submit Form' button.

## Final Submission Steps

### Submission Confirmation

ICERT displays a Submission Confirmation page for you to print for your records as proof of submission

**ICERT Portal**

Portal Home | LCA | Prevailing Wage | H-2B | My Account & Profiles | Forms & Instructions

Home > ICERT Portal

**Form 9142 Form Review - Case H-400-12088-706348 (STATUS)**  
H-2B Application Submitted - Confirmation

Case Number: H-400-12088-706348  
 Employer Name: Acme Inc.  
 Trade Name / DBA:  
 Employer Contact: Brian Smith  
 Agent/Attorney/Business:  
 Application Type: Individual Employer  
 Start Date of Need: 06/01/2012  
 End Date of Need: 08/31/2012  
 Workers Requested: 10  
 Job Title: Forest Worker  
 Case Receipt Date: 08/24/2012

This is an official confirmation that the above referenced ETA Form 9142 and other supporting information/documentation has been received and submitted for processing by the Office of Foreign Labor Certification, Employment and Training Administration.

In a few minutes, you should also receive a courtesy email acknowledging receipt of your application. If you did not provide an email address on the ETA Form 9142, then no courtesy email notification will be sent and you should print a copy of the confirmation page for your records. Your application will now be listed on the portfolio summary in your ICERT portal account where you can track the status at anytime.

**Important Notice:** In accordance with 20 CFR 653.23(b) and (c), the OFLC Certifying Officer (CO) will review your application for an absence of errors that would prevent certification and for compliance with the criteria for certification outlined in the regulations. The CO will make a determination to certify, deny, or issue a Request for Further Information prior to making a Final Determination on your application. If the CO determines that you made all necessary attestations and assurances, but your application fails to comply with one or more of the criteria for certification, the CO will issue a written Request for Further Information to you within 7 calendar days of the receipt of this application.

Create New Case    Return Home

## Post Submission Functions

### Searching for a Case

From the H-2B Portfolio Details screen, enter search criteria and click the Search button

Search results are displayed below with the ability to view a Summary PDF of the ETA Form 9142 and any attachments

Select one or more cases, then click one of the available actions: Reuse, Delete, or Withdraw

**ICERT Portal**

Portal Home | LCA | Prevailing Wage | H-2B | My Account & Profiles | Forms & Instructions

Welcome, BRIAN SMITH (Logout)    Contact Us | Help

Home > H-2B Portfolio Summary | H-2B Portfolio Details

H-2B Portfolio Details

Case Number:     Date Initiated: From:  To:   
 Employer Legal Business Name:     Date Submitted: From:  To:   
 Case Status: All    State of Intended Employment:

Advanced Search: Search    Reset

Case Number	Date Initiated	Date Submit	Status	Employer Legal Use	Job Title	Work Dates	On	Summary	Attachments
<a href="#">H-400-12122-8304</a>	2012-09-01	08/01/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
<a href="#">H-400-12139-3243</a>	2012-04-02		Initiated				YES		
<a href="#">H-400-12186-5073</a>	2012-07-02		Initiated				YES		
<a href="#">H-400-12043-3893</a>	2012-03-02	03/02/2012	Withdrawn	Optics	Teacher	12/25/2012	YES		
<a href="#">H-400-12042-9923</a>	2012-03-02	03/02/2012	In Process	Optics	Teacher	12/25/2012	YES		
<a href="#">H-400-12124-3652</a>	2012-09-02		Initiated				YES		
<a href="#">H-400-12049-6864</a>	2012-03-02	03/08/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
<a href="#">H-400-12125-8392</a>	2012-04-04		Initiated				YES		
<a href="#">H-400-12125-2827</a>	2012-04-06		Initiated				YES		
<a href="#">H-400-12125-2862</a>	2012-04-04		Initiated	Optics	Teacher of Bus.	12/25/2012	YES		

Available Actions:

## Post Submission Functions

### Reuse a Case

After selecting a case to reuse, select the sections to add to the new case, then click the Add to Form button

Section	Title
<input checked="" type="checkbox"/>	A Employment-Based Visa Classification
<input checked="" type="checkbox"/>	B Temporary Need Information
<input checked="" type="checkbox"/>	C Employer Information
<input checked="" type="checkbox"/>	D Employer Point of Contact Information
<input checked="" type="checkbox"/>	E Attorney or Agent Information
<input checked="" type="checkbox"/>	F (All) Job Offer Information
<input checked="" type="checkbox"/>	Subsection a Job Description
<input checked="" type="checkbox"/>	Subsection b Minimum Job Requirements
<input checked="" type="checkbox"/>	Subsection c Place of Employment Information
<input checked="" type="checkbox"/>	G Rate of Pay
<input checked="" type="checkbox"/>	H Recruitment Information
<input checked="" type="checkbox"/>	I Declaration of Employer/Agent
<input checked="" type="checkbox"/>	J Preparer

## Post Submission Functions

### Delete a Case

After selecting a case to delete, click the Delete Case button. The Delete Case function can only be used on Initiated cases (i.e., not submitted).

Selected Case(s)	Case Number	Employer
<input checked="" type="checkbox"/>	T-400-12060-753634	

## Post Submission Functions

### Withdraw a Case

After selecting a case to withdraw, select the reason, add case notes, then click the Withdraw Case button. The Withdraw Case function can only be used on Submitted cases that have not yet been assigned to a Chicago NPC Analyst.

Withdraw Case(s)

Denotes Required Fields

The following H2B Case(s) will be Withdrawn.

Selected Case(s): Case Number: 400-12240-046253 Employer: 400-12240-046253

Reason Type: Select Reason Type

Case Note:

Remaining characters: 1000

Withdraw Case Cancel



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