

U.S. DEPARTMENT OF LABOR



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U.S. Department of Labor Employment and Training Administration Office of Foreign Labor Certification 200 Constitution Ave., NW Washington, DC 20210



INTRODUCTION

This *Quick Start Guide* was prepared for external users, i.e. Employers and Employer Representatives, to quickly navigate the iCERT Visa Portal System, including to:

- Create a new iCERT Account (new users)
- Modify an existing iCERT Account (existing users);
- Create an Associate Account
- Access your H-2B portfolio and begin a new ETA Form 9142

This guide does not describe all of the features of H-2B Case Creation and Case Submission, nor is it intended to replace the H-2B User Guide. For detailed information about H-2B features, refer to the H-2B User Guide (Found at iCERT.DOLETA.GOV- User Guides).

Users will have access to the following features:

Feature	Description
Electronic Filing	Create and file an electronic ETA Form 9142, including the uploading of supporting documents.
Case Search	Search and track all submitted and un-submitted cases.
Withdraw	Withdraw submitted ETA Form 9142 cases.

Terms

Below is a list of terms used in this document:

Terms	What it means
ETA	Employment and Training Administration
H-2B	The labor certification program for Temporary Non-Agricultural workers
iCERT	The iCERT Visa Portal System – provides a single point-of-entry for employers, attorneys, and agents to file and track their employment- based visa applications



GETTING STARTED

Create a New iCERT account (new users):

If you are new to iCERT, you must create a new user account to access the electronic filing system in the H-2B program. The process is as follows:

1. Begin on the iCERT Home Page http://icert.doleta.gov

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	Find Job 8. Gareer Info	Business & Industry	Workforce Professionals	Grants 8. Contracts	ETA Library	Foreign Labor Performance Regions & Certification & Results States
nployment and Trai A.Home > ICERT Portal Welcome t e	5		Portal Sy	stem		
Username:			New to the	iCERT System?		ICERT CASE STATUS CHECK
Password:	L	og in		Portal Account *		Enter up to 30 case numbers, one per line (e.g., G-100-12345-123456) <u>Case Numbers</u>
System Alerts			orms User Guid			t of Check Status
H-2A PUBLI	C JOB RE	GISTRY	Advanced Searc	h for Job Order		FIND CURRENT FAQS
Click on a Specific	11	rch H-2A Job Ord				To find the latest Frequently Asked Questions (FAQs) issued by the OFLC, <u>Click Here</u>
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						Occupation:
Or - Select a state	/territory from	n the menu: Sta	te: Select State	-		V
 Select a State; 						OR Enter a Keyword or Phrase:

Figure 1: iCERT Home page

- 2. Select the Create Your Portal Account Today link.
- 3. Accept the Authorized Access Statement.
- 4. Select the type of account you are registering for (Employer or Attorney/Agent).
- 5. Check the H-2B checkbox on the Visa programs to get access to the H-2B system.

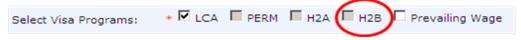


Figure 2: Visa Program Selection



6. Complete all required information marked with "*" under the tabs shown in Figure 3 then click on "Create Account."

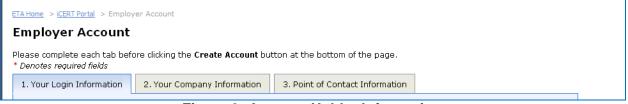


Figure 3: Account Holder Information

- 7. You will receive an e-mail asking you to activate your account. Please follow the instructions in the e-mail to log in to iCERT.
- 8. Once you are logged in select the H-2B tab to navigate to the H-2B Portfolio Summary.

Modify an Existing iCERT Account (existing users):

In order to access the H-2B electronic filing system, existing users will first need to add H-2B permissions to their account. Users should follow these steps:

- 1. Log in to the iCERT system using your existing account information.
- 2. Click on the My Account & Profiles tab to add H-2B to your account. This will enable you to file in the H-2B program.

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Portal Home LCA Pre	vailing Wage	H-2B My Account & Profiles	Forms & Instructions		<u>Contact Us</u> <u>Help</u>
ETA Home > iCERT Portal > I	My Account & P	rofiles > My Account			
Please complete each tab l	before clicking	the Save button at the bottor	n of the page.		
* Denotes required fields					
1. Your Login Information	2. Your Com	pany Information 3. Point of	Contact Information		
Your Login Informa	ition				
Select Visa Programs:	* 🗹 LCA 🗖	PERM 🗖 H2A 🕅 H2B 🕅 Pre	vailing Wage		
Last (Family) Name:	* SMITH		Enter your Last (Family)		
			have only one name, en in this field and enter "Fl unknown) in the first name	IU" (first name	
	* BRIAN		Enter vour First (Given)	Name If you	
First (Given) Name:	* BRIAN		have only one name, en	ter the name	
			in the last name field an "FNU" (first name unkno field.		
Full Middle Name(s):			Enter your full Middle Na not have a middle name		
Phone Number:	* 202 020	2022 Ext.			

Figure 4: My Account & Profiles Screen

- 3. Check the H-2B checkbox on Visa Programs, and click "Save".
- 4. Verify that the H-2B tab is now available on the top of the navigation tabs.



Create an Associate Account

To establish additional "associate" sub accounts, the account holder should follow these steps:

- 1. Select the "My Associate Accounts" tab
- 2. Click on the "Add New Associate" button at the bottom of the page to create a sub account. (This page also permits the primary account holder to search for existing associate accounts.)

Parta Home LCA Prevailing Wage H-2B Wy Account & Profiles Forms & Instructions My Account { Wy Account & Profiles Hy Associate Accounts ETA Home > ICERT Portal > My Account & Profiles > My Associate Accounts My Associate Accounts First Name: Last Name: Office/Department: Associate Type: Search Reset I = LCA P PW First Name A Last Name Office or Department Associate Type 0 0 BRIAN SMITH TEST EMPLOYEE	() iCEI	RT Port	tal						Welcome, BRIAN	SMITH (<u>logout</u>
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Figure 5: Creating an Associate Account

3. Select "My Associate Accounts" tab to establish account holder permissions for the associate account. This page will allow you to determine the level of access for your sub account holders, including whether they can create an application, submit, withdraw, view and pre-fill a specific type of application. See Figure 6.



	ailing Wage H-28 M		Forms & Instructions	Contact Us He
Account My Attorney Profi Home > ICERT Portal > My				
sociate Account				
ase complete each tab be	fore clicking the Save b	utton at the bottom	of the page.	
enotes required fields				
sociate Information				
Associate Type:	Select Associate Type	*	Please select an Associate Type.	
.ast (Family) Name: *	[Enter Last (Family) Name. If only one name, enter the name in this field and enter "FNU" (first name unknown) in the first name field.	
first (Given) Name: *	ſ		Enter First (Given) Name. If only one name, enter the name in the last name field and enter "FRU" (first name unknown) in this field.	
ull Middle Name(s):	E		Enter full Middle Name. If no middle name, "N/A" will be inserted into all forms created.	
Department: +	[
Phone Number:		Ext.		
ax Number:				
Imail: •	E		Email Address will be the login Username and will also be used to send the password if forgotten.	
Confirm Email: +	ſ		1	
Secret Question: +	Select Secret Question			
Secret Answer: +				
View Main Account Hold		@ Yes C	No	
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	View All Account	t Applications ons with Main Accoun	- Destiling	
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Application Submission				
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Figure 6: Associate Account Permissions

Access your H-2B portfolio and begin a new ETA Form 9142

Once current or new users have access to the H-2B system, they may view their portfolio in full or summary format as shown in Figures 7 and 8 below. Once you have initiated one or more cases, these views will allow you to quickly determine the status of your cases in summary or detail format with specific notations assigned to categories of cases such as "Initiated," "In Process," etc. The Portfolio Details screen allows you to search by case number and other search criteria.



icert P	ortal	Welcome, BRIAN	I SMITH (<u>logout</u>)							
Portal Home LCA Prevailing Wage H-2B My Account & Profiles Forms & Instructions Contact Us 1										
H-2B Portfolio Summary H-2B	8 Portfolio Detail	s								
ETA Home > iCERT Portal										
H-2B: Portfolio Su	nmary									
Case Status	Total Cases	Brief Description								
Initiated	<u>26</u>	Applications started but not submitted for processing								
In Process	<u>9</u>	Applications submitted for processing, under OFLC review								
In Process - Under RFI	2	Applications submitted for processing, under OFLC review, and issued a Request for Informat (RFI) notice	tion							
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 rquested number of workers and/or period of need	đ							
Partially Certified - Expired	0	Applications denied								
Denied	0	Applications denied termporary labor certification								
Withdrawn	<u>3</u>	Applications withdrawn based on employer's request								
Rejected	0	Applications rejected for processing due to the debarment/disbarment of either the employe attorney, or agent	r,							
Other Case Status	1	Applications voided by OFLC(e.g. duplicate submission)								
Begin New ETA Form 9142	Public E	Burden Statement								

Figure 7: Portfolio Summary Screen

orta	Home LCA Pr	evailing Wage	H-2B My /	Account & Pr	ofiles Forms & Ir	structions				Contact Us H
		-2B Portfolio De	tails							
Ho	me > iCERT Portal									
I-2E	: Portfolio Details									
Cas	e Number:					Date Initiated:	From	mm	/dd/yyyy To:	mm/dd/yyyy
Emp Bus	loyer Legal iness Name:					Date Submitte	d: From	mm	/dd/yyyy To:	mm/dd/yyyy
Cas	e Status:	All		•		State of Intend Employment:	led			•
						Adv	anced Search:		Search	Reset
	Case Number	Date Initiated	Date Submitt	Status	Employer Legal Na	Job Title	Work Dates	Ow	Summary	Attachments
	H-400-12122-6504	2012-05-01	05/01/2012	In Process	Optics	Tester of Sys	12/25/2012	YES	74	Ū
	<u>T-400-12093-2212</u>	2012-04-02		Initiated				YES	7	
	<u>T-400-12184-0072</u>	2012-07-02		Initiated				YES	74	
	H-400-12062-3855	2012-03-02	03/02/2012	Withdrawn	Optics	Tester	12/25/2012	YES	1	Ú
	H-400-12062-9825	2012-03-02	03/02/2012	In Proces	Optics	Tester	12/25/2012	YES	1	Ú
	<u>T-400-12124-0602</u>	2012-05-03		Initiated				YES	₹	
	H-400-12065-6664	2012-03-05	03/05/2012	In Process	Optics	Tester of Sys	12/25/2012	YES	1	Ū
	<u>T-400-12097-6930</u>	2012-04-06		Initiated				YES	1	
	<u>T-400-12097-5677</u>	2012-04-06		Initiated				YES	₹	
	<u>T-400-12097-0262</u>	2012-04-06		Initiated	Optics	Tester of Sys	12/25/2012	YES	7	
				I4 4 1	/ 5 🕨 🔰 10	 41 Row(s) 				

Figure 8: Portfolio Details Screen



To begin a new ETA Form 9142 follow these steps:

- 1. Select the "Begin New ETA Form 9142" button from either the Portfolio Summary or Portfolio Details Page.
- 2. You will be directed to the first step of the preparation of Form 9142 as shown in Figure 9 below. Complete all required information marked with "*" and click "Next".

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orm 9142 - Create New Cas	Case NOT YET ASSIGNED (INITIATED)	
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A-B C D E Fe	6 7 8 9 10 11 17 Fb Fc G H I-J App. Dec	
You Are Here		
lease read and review the filing instructions ca the //www.foreignlaborcert.doleta.gov/. In acc	refully before completing the ETA Form 9142. A copy of the ordence with Federal Regulations, incomplete or obviously in ing this form non-electronically, <u>ALL</u> required field/items or	instructions can be found at accurate applications will not be
entified by the Department of Labor. If submitt empleted as well as any helds/items where a r	ing this form non-electronically, ALL required fields/items of esponse is conditional as indicated by the section (§) symb	ontaining an asterick (*) must be 661.
A. Employment-Based Nonimmmigr	ant Visa Information	
 Indicate the type of visa classification supported by this application: 	• (H-28	•
3. Temporary Need Information		
1. Job Title	Forest Worker	(?)
2. SOC (ONET/OES) code	* 19.4093 Search SOC/O'NET (OES) Code	(?)
3. SOC (ONET/OES) occupation title	Forest and Conservation Technicians	(?)
4. Is this a full-time position?	· @ yes	(?)
	C NO (GLEAR)	
Period of Intended Employment		
5. Begin Date	 [09/05/2012] (mm/dd/yyyy) 	(?)
6. End Date	* [09/05/2013] (mm/dd/vvvv)	(7)
7. Worker positions needed/basis for the	risa classification supported by this application	
Total Worker Positions Being Requested for Certification:	* [1	2
Basis for the visa classification supported (indicate the total workers in each applici	by this application: ble category based on the botal workers identified above)	
a. New employment	• [1	(7)
B. Continuation of previously approved employment without change with the same employer	• [0	(?)
 c. Change in previously approved employment. 	* [0]	(7)
d. New concurrent employment	• [0	7
e. Change in employer	* [0	(2)
f. Amended petition	* [0	(?)
8. Nature of Temporary Need	* Seasonal	7
9. Statement of Temporary Need	* None at this time	-
	(Remaining characters: 983)	(?)

Figure 9: Case Preparation