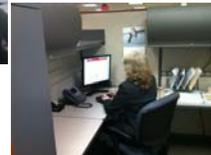




iCERT Visa Portal System Implementation of Electronic Filing in the H-2B Program

October 2012

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



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Withdrawn	3	Applications withdrawn based on employer's request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 1-800-32289-242968 (INITIATED)

D. Employee/Pastor/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 B, unless the agent 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 both the contact information for the main or primary employer (e.g. contact for an association should be an employer) under the application.

- 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 *
- E-Mail address *

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 may result in a delay in your H-2B being issued. Click the '?' icon to view the alert details." Below this, a list of omissions is provided, including missing dates for the start and end of employment, missing SOC codes, and missing information for the employer and employee.

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

The screenshot shows a question in Section A: "Indicate the type of visa classification supported by this application:" with a dropdown menu set to "H-2B". A red-bordered tooltip box is open next to a question mark icon, containing the text: "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. A red-bordered tooltip box is open over the "H-2B" dropdown menu, stating: "The visa classification will default to H-2B". Another red-bordered tooltip box is open over the "Search SOC/O*NET (OES) Code" button, stating: "Click the Search SOC/O*NET (OES) Code button to open the SOC Code Lookup window". A "SOC Code Lookup" window is also open, showing a search interface with a table of results. The table has columns for Code, Name, and Functional Description. The first row is highlighted: "01-2010-01-01, Accountants, Analyze financial information and prepare financial reports to be used by investors, creditors, and other interested parties for the organization and its affiliates."

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 'Section C: Employer Information' is active. 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. The form is pre-filled with data for 'Acme' in Helena, Montana, with postal code 59601 and telephone number (406) 555-1212. The NAICS code is 11310. The number of employees is 11, annual revenue is \$11,844, and it is an individual employer.

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 'Section D: Employer Point-of-Contact Information' is active. A red box highlights the contact information fields. The form is pre-filled with data for Brian Smith, HR Admin, at 200 Grape St, Washington, District of Columbia, 21000, with telephone number (202) 825-8282 and email brian.smith@gmail.com.

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 the 'Look up Agents/Attorneys Associated With Your Account' button. Below it, question 1 asks 'Do you have an attorney or agent...?' with 'Yes' and 'No' radio buttons. A second red box highlights the input fields for name, address, phone number, and law firm details.

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'. Sub-section 'a. Job Description' includes fields for '1. Job title', '2. Number of hours of work per week', '3. Hourly Work Schedule', '4. Does this position supervise the work of other employees?', and '4a. If yes, number of employees worker will supervise'. A red box highlights the 'Job Description' section, which includes a text area for '5. Job duties - a description of the job duties to be performed'. Below the text area, it says 'Workers will perform forestry work for the company.' and 'Remaining characters: 4000'.

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.

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

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 First Advertisement

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

8. Dates of First 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

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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

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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 user is logged in as BRIAN SMITH. The page title is 'Form 9142 - Create New Case' with a case ID of 'Case T-400-12240-242966 (INITIATED)'. The page is divided into several sections: 'H-2B Application Documents', 'Attachment(s)', and 'Recruitment Report'. In the 'H-2B Application Documents' section, there is a dropdown menu for document type, a 'Browse' button, and an 'Upload' button. The 'Attachment(s)' section shows a table with columns for 'File name' and 'Document Type', and a 'Delete Selected Attachment(s)' button. The 'Recruitment Report' section has four numbered fields: '1. Date Recruitment Report was signed', '2. Number of workers requested', '3. Number of reported U.S Applicants', and '4. Number of reported hires'. Navigation buttons for 'Previous', 'Exit', and 'Next' are visible at the bottom.

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. The page title is 'Form 9142 - Pre-submission Review' with a case ID of 'Case T-400-12240-242966 (INITIATED)'. The page displays a list of 21 items, each with a checkbox and a 'Question' column. The questions are related to the H-2B application process. At the bottom of the page, there is a 'Submit Form' button. A red box highlights the 'Submit Form' button. The page also includes navigation buttons for 'Previous' and 'Next'.

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 any time.

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:

Case Number	Date Initiated	Date Submit	Status	Employer Legal Use	Job Title	Work Dates	On	Summary	Attachments
H-400-12122-8304	2012-09-01	08/01/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
H-400-12139-3243	2012-04-02		Initiated				YES		
H-400-12186-5073	2012-07-02		Initiated				YES		
H-400-12043-3855	2012-03-02	03/02/2012	Withdrawn	Optics	Teacher	12/25/2012	YES		
H-400-12042-9923	2012-03-02	03/02/2012	In Process	Optics	Teacher	12/25/2012	YES		
H-400-12124-3652	2012-09-02		Initiated				YES		
H-400-12049-6864	2012-03-02	03/02/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
H-400-12125-8330	2012-04-06		Initiated				YES		
H-400-12125-2627	2012-04-06		Initiated				YES		
H-400-12125-0262	2012-04-06		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).

Case Number	Employer
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)

Deletes Inquired Fields

The following H2B Case(s) will be Withdrawn.

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

Reason Type: Select Reason Type

Case Note:

Remaining characters: 1000

Withdraw Case Cancel

