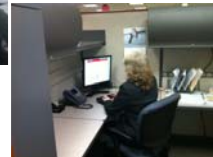




## **iCERT Visa Portal System Implementation of Electronic Filing in the H-2B Program**

**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Withdrawn	3	Applications withdrawn based on employer's request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 1-800-32289-242966 (INITIATED)

**1. 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 6, 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: [Smith] (3)
- First (given) name: [BRIAN] (3)
- Middle (name(s)): [ ] (3)
- Contact's job title: [HR Admin] (3)
- Address 1: [200 Orange St] (3)
- Address 2: [ ] (3)
- City: [Washington DC] (3)
- State: [District Of Columbia] (3)
- Postal code: [20008] (3)
- Country: [United States Of America] (3)
- Province: [ ] (3)
- Telephone number: [202] [325] [3252] [ ] [ ] [ ] [ ] (3)
- 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 may result in a delay in your H-2B being issued. Click the icon to proceed or click the icon to view details." Below this, a list of omissions is provided:
 

- Please enter the title of the job opportunity for which the labor condition is being sought.
- Please enter the six or eight digit SOC/O\*NET code.
- Please enter the occupation title associated with the SOC/O\*NET code.
- Please enter whether the position is full-time or temporary, "Y" or "N".
- Please enter the beginning date for the contract period of employment.
- The beginning date for the contract period of employment must be the actual date.
- Please enter the end date for the contract period of employment.
- Please enter the total number of contract days required.
- Please enter the dates for each category of employment.
- Please enter the dates for each category. Continuation of previously approved employment.
- Please enter the dates for each category. Change in previously approved employment.

 At the bottom of the alert box are two buttons: "OK - proceed to Step 3" and "Cancel - to make changes".

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

The screenshot shows a question in Section A: "1. Indicate the type of visa classification supported by this application:" with a dropdown menu set to "H-2B". To the right of the question is a question mark icon. A red-bordered tooltip box is open next to the icon, containing the text: "Enter the following classification code to indicate the type of visa supported by this application: 'H-2B'". A "Close" button is at the bottom of the tooltip.

# 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 Visa Type" dropdown is set to "H-2B". A red-bordered tooltip box is open over the "Search SOC/O\*NET (OES) Code" button. Below the main form, a "SOC Code Lookup" window is open, displaying a table of SOC codes. The table has columns for Code, Name, and Functional Description. The following table represents the data shown in the window:

Code	Name	Functional Description
10-2010.00	Web Designer	Develop web or intranet sites or design the architecture, layout, and content of web pages.
10-2011.00	Accountants	Analyze financial information and prepare financial reports to be used in decision-making and planning.
10-2012.00	Accountants and Auditors	Prepare, review, and certify accounting records for the preparation of financial statements.
10-2013.00	Actors	Play parts in stage, television, radio, video, or motion picture productions.
10-2014.00	Artists	Create original artistic works, such as paintings, sculptures, or designs.
10-2015.00	Artisans	Perform hand-crafting or other skilled work.
10-2016.00	Artisans, Crafters, and Repairs	Perform hand-crafting or other skilled work, including repairs.
10-2017.00	Artisans, Crafters, and Repairs	Perform hand-crafting or other skilled work, including repairs.
10-2018.00	Artisans, Crafters, and Repairs	Perform hand-crafting or other skilled work, including repairs.
10-2019.00	Artisans, Crafters, and Repairs	Perform hand-crafting or other skilled work, including repairs.

## 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 'Legal Business Name' field, which is pre-filled with 'Acme'. A third red box highlights the 'Federal Employer Identification Number' field, which is pre-filled with '(00) 555 1212'. The 'NAICS code' field is pre-filled with '11310'. The 'Type of employer application' is set to '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, which are pre-filled with: Contact's last (family) name: SMITH; First (given) name: BRIAN; Middle name(s):; Contact's job title: HR Admin; Address 1: 200 Grape St; Address 2:; City: WASHINGTON; State: District Of Columbia; Postal code: 21000; Country: United States Of America; Telephone number: 202 525 8292; E-Mail address: 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 C.1 asks if the employer is represented by an attorney or agent, with 'Yes' selected. Other questions (2-19) are for personal and professional details, with a red box around the input fields.

## 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, specifically Section 'F. Job Offer Information'. The 'a. Job Description' section contains five questions. A red box highlights the 'Job Offer Information' section header and the input fields for questions 1-4. Question 5 is a large text area for 'Job duties - a description of the job duties to be performed'. A red box highlights this text area. The 'Remaining characters: 4000' is shown at the bottom of the text area.

## 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 '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 columns for 'File name' and 'Document Type'. A 'Delete Selected Attachment(s)' button is located below the table. The 'Recruitment Report' section has four numbered fields: 1. Date Recruitment Report was signed (09/05/2012), 2. Number of workers requested (1), 3. Number of reported U.S Applicants (0), and 4. Number of reported hires (0). Navigation buttons 'Previous', 'Exit', and 'Next' are 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. It features a table with 21 rows, each containing a checkbox, a 'Deniable' status, and a 'Question'. A red box highlights the table. Below the table, there is a section for 'Blank Fields' with a list of fields (1 through 12) and a 'Submit Form' button highlighted with a red box. Navigation buttons 'Previous' and 'Next' are also visible.

## 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:

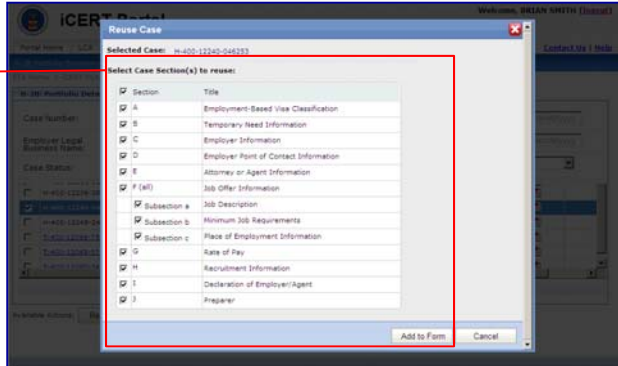
Case Number	Date Initiated	Date Submit	Status	Employer Legal Use	Job Title	Work Dates	On	Summary	Attachments
<input type="checkbox"/> H-400-12122-8304	2012-09-01	08/01/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
<input type="checkbox"/> H-400-12139-3243	2012-04-02		Initiated				YES		
<input type="checkbox"/> H-400-12186-5073	2012-07-02		Initiated				YES		
<input type="checkbox"/> H-400-12043-3855	2012-03-02	03/02/2012	Withdrawn	Optics	Teacher	12/25/2012	YES		
<input type="checkbox"/> H-400-12042-9923	2012-03-02	03/02/2012	In Process	Optics	Teacher	12/25/2012	YES		
<input type="checkbox"/> H-400-12124-3652	2012-09-02		Initiated				YES		
<input type="checkbox"/> H-400-12049-6864	2012-03-02	03/02/2012	In Process	Optics	Teacher of Bus.	12/25/2012	YES		
<input type="checkbox"/> H-400-12125-8330	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12125-2827	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12125-0262	2012-04-06		Initiated	Optics	Teacher of Bus.	12/25/2012	YES		

Available Actions:

## Post Submission Functions

### Reuse a Case

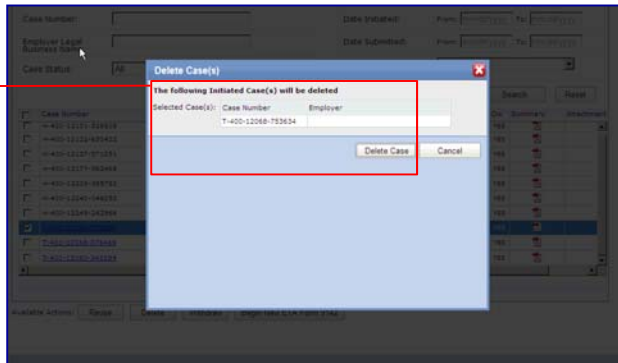
After selecting a case to reuse, select the sections to add to the new case, then click the Add to Form button



## 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).



## 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

