



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**



United States Department of Labor
Employment and Training Administration



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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

ICERT Portal

Welcome, GREAT SMITH (Logout)

Home | LCA | Prevailing Wage | **H-2B** | Account & Profile | Forms & Instructions | Contact Us | Help

ETA Home > ICERT Portal

H-2B: Portfolio Summary

Case Status	Total Cases	Brief Description
Inactive	23	Applications started but not submitted for processing
In Process	11	Applications submitted for processing, under OPLC review
In Process - Under RFI	2	Applications submitted for processing, under OPLC review, and issued a Request for Information (RFI) notice
Certified	0	Applications certified for the requested number of workers and period of need
Certified - Excess	0	Workers 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 expired
Denial	0	Applications denied temporary labor certification
Withdrawn	3	Applications withdrawn based on employer's request
Rejected	0	Applications rejected for processing due to the determination of either the employer, attorney, or agent
Other Case Status	1	Applications rejected by OPLC (e.g. duplicate submission)

[Begin New ETA Form 9142](#) [Help Center - H-2B/ETA](#)

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

ICERT Portal

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Form 9142 - Create New Case Phone: 1-800-1-7200-22700 (800104700)

Print Back Forward Home Help Search Logout

Employer: PHOENIX AND COUNTRY INFORMATION

Important Note: The information contained on this location must be that of an employee of the employer who is authorized to act on behalf of the employer to enter an information on this system. The information on this location should be different from the system information based on Section 9 unless the attorney is an employee of the employer. The law prohibits an agent, representative, third party or other person from entering information on this system unless they are an employee of the employer. If you are not an employee of the employer, you must be authorized by the employer to enter information on this system.

1. Applicant's last (surnamed) name: * [Text Field] (R)

2. PHSI (given name): * [Text Field] (L)

3. Middle name(s): * [Text Field] (R)

4. Applicant's job title: * [Text Field] (R)

5. Address 1: * [Text Field] (R)

6. Address 2: * [Text Field] (R)

7. City: * [Text Field] (R)

8. State: * [Text Field] (R)

9. Zip/Zip+4: * [Text Field] (R)

10. Country: * [Text Field] (R)

11. Telephone: * [Text Field] (R)

12. Permanent Number: * [Text Field] (R)

13. E-mail address: * [Text Field] (R)

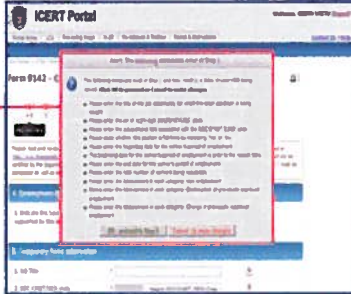
14. E-mail address: * [Text Field] (R)

15. Printscreen: [Printscreen Icon] [Back] [Forward] [Home] [Help] [Search] [Logout]

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



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



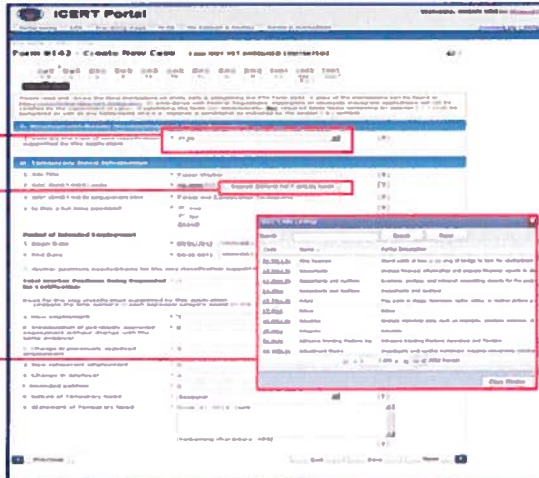
Preparing the ETA Form 9142

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.



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

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.

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.

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

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

The screenshot shows the 'Form 9142 - Create New Case' interface in the ICERT Portal. The 'Rate of Pay' section is highlighted with a red box. It includes fields for 'From: \$' and 'To: \$', a 'SELECT CASE' dropdown, and a 'Rate of Pay' field. Below these are two large text areas for 'Additional wage information (e.g., multiple salaries, applicable benefit work, or other special provisions)' and 'Regulating codes'.

Preparing the ETA Form 9142

Step 9 (Section H)

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

The screenshot shows the 'Form 9142 - Create New Case' interface in the ICERT Portal. The 'Recruitment Information' section is highlighted with a red box. It contains several fields: 'Number of Media Opportunities sought (within the area of intended employment)', 'Sub & job order identification number', 'Start date of S-A job order', 'End date of S-A job order', 'Is there a Bureau edition of a newspaper (at point of completion the area of intended employment?)', 'Number of Newspaper Publications (in area of intended employment)', 'Number of Free Advertisements', 'Number of Non-Target Publications (in area of intended employment)', 'Number of Free Advertisements', and '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)

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Preparing the ETA Form 9142

Step 11 (Appendix B.1)

Complete the Attorney or Agent Declaration

Complete the Employer Declaration

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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

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

Final Submission Steps

Submission Confirmation

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

ICERT Portal

Form 9142 Form Review - Case #: 400-12006-706340 (ETA100)

W-2B Application Submitted - Confirmation

Case Number: 400-12006-706340

Employer Name: Agria Inc

Application Date: 06/24/2012

Case Status: Pending

Start Date of Recd: 06/24/2012

End Date of Recd: 06/24/2012

Workweek: 10

Job Title: Project Worker

Case Number: 09/24/2012

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.

If a fee remains due to hold and reserve a quota, a receipt will be generated for your application. If you did not receive an email address on the ETA Form 9142, then no further action will be taken and you should print a copy of this confirmation page for your records. Your application will now be held on the portfolio summary in your ICERT portal account unless you can't access the portal or system.

Important Notice: In accordance with 20 CFR 653.23 (a) and (c), the DOL Certifying Officer (CO) will review your application for an absence of errors that would prevent certification and for compliance with the rules for verification outlined in the regulations. The CO will make a determination to verify, deny, or issue a request for further information prior to making a final determination on your application. If the CO determines that you made off-record statements and ensures as 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 your application.

Buttons: [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

Search Criteria:

Case Number: [] Date Submitted: From [] To []

Employer or Legal Business Name: [] Date Submitted: From [] To []

Case Status: [] State of Submitted Employment: []

Advanced Search: [] Search [] Reset []

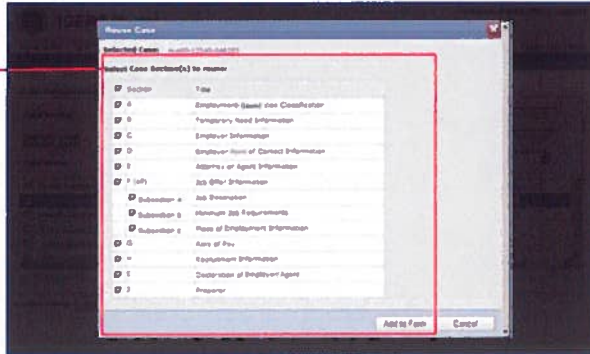
Case Number	Date Submitted	Date Recd	Status	Employer Name	Job Title	Attachments
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0
400-12006-706340	06/24/2012	06/24/2012	Pending	Agria Inc	Project Worker	0

Buttons: [Reuse](#) [Delete](#) [Withdraw](#) [Begin New ETA Form 9142](#)

Post Submission Functions

Reuse a Case

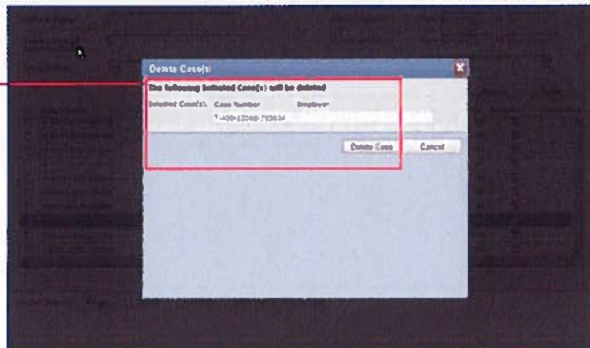
After selecting a case to reuse, select the sections to add to the new case, then click the Add to Form button



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.

Selected Case(s)	Case Number	Employer
	11-00-121-03-0-0113	---

https://icert.doleta.gov/includes/modules/publicBurdenStatementH2B.htm - Windows Internet Explorer

https://icert.doleta.gov/includes/modules/publicBurdenStatementH2B.htm

OMB Approval: 1205-0509
Expiration Date: 10/31/2015 H-2B Application for Temporary Employment Certification
ETA Form 9142B



U. S. Department of Labor

Public Burden Statement (1205-0509)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour to complete the form, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this data collection is required to obtain/retain benefits (Immigration and Nationality Act, 8 U.S.C. 1101, et seq.). Please send comments regarding this burden estimate or any other aspect of this information collection to the Office of Foreign Labor Certification * U.S. Department of Labor * Room C4312 * 200 Constitution Ave., NW, * Washington, DC * 20210. **Please do not send the completed application to this address..**