



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

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



Technical Demonstration (Part I)



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



Creating an iCERT Account Navigate to the Public Home Page

To create an iCERT account, go to <http://icert.doleta.gov>

From the iCERT home page, click on the link "Create Your Portal Account Today"

If you already have an iCERT account, log in with your Username and Password

Creating an iCERT Account Accept the Rules of Behavior

Please read and accept the iCERT Visa Portal System Rules of Behavior by clicking the "Accept" button

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 'Account Type' selection page on the iCERT portal. It features two main columns: 'Employers' and 'Attorneys or Agents'. The 'Employers' column lists benefits such as preparing and submitting applications 24 hours a day, saving time with pre-populated forms, and managing sub-account users. The 'Attorneys or Agents' column lists benefits like preparing and submitting applications on behalf of clients, saving time with pre-populated forms, and managing client logins. At the bottom of each column is a button: 'Create Employer Account' and 'Create Attorney/Agent Account'. A red box highlights the 'Create Employer Account' button, with a red arrow pointing from the text on the left. The page also includes a navigation menu at the top and a footer with contact information.

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' registration form. 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 and contains fields for: Last Name, First Name, Full middle name, Phone Number, Fax Number, Account Email, and a Security Question. A red box highlights the 'H2B' checkbox, which is checked. Another red box highlights the 'Create Account' button at the bottom right. Red arrows point from the text on the left to the 'H2B' checkbox and the 'Create Account' button. The page includes a navigation menu at the top and a footer with contact information.

Important: If you do not receive the e-mail within 24 hours, please contact the 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. At the top, there are navigation tabs: 'My Account & Profile', 'Forms & Instructions', and 'Contact Us | Help'. Below the navigation is a search form with the following fields: 'First Name', 'Last Name', 'Office/Department', and 'Associate Type'. There are 'Search' and 'Reset' buttons to the right of the search fields. Below the search form is a table with the following columns: '# LCA', '# PII', 'First Name', 'Last Name', 'Office or Department', and 'Associate Type'. The table contains one row of data: '# LCA: 0', '# PII: 0', 'First Name: BRIAN', 'Last Name: SMITH', 'Office or Department: TEST', and 'Associate Type: EMPLOYEE'. At the bottom of the page, there are three buttons: 'Edit', 'Disable', and 'Add New Associate'.

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 in the iCERT Portal. The page has a title 'Associate Account' and a subtitle 'Please complete each tab before clicking the Save button at the bottom of this page.' Below the title is a form with the following fields: 'Associate Type' (a dropdown menu), 'Last (Family) Name', 'First (Given) Name', 'Full (Legal) Name', 'Phone Number', 'Fax Number', 'Email', 'Social Security Number', and 'Select Social Security Number'. Below the form is a section titled 'Associate Permissions' with the following text: 'Determine which user control permissions for each user program.' Below this text are several sections, each with a title and a list of permissions with checkboxes: 'Allow Portal Account Permissions', 'Allow LCA Account/Permissions', 'Allow Pre-filling Wage Access/Permissions', 'Allow HSA Account/Permissions', and 'Allow HRA Account/Permissions'. Each section has a 'Yes' and a 'No' checkbox.

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

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)

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

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	OI	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-400-12043-8925	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-400-12047-8930	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12047-3620	2012-04-06		Initiated				YES		
<input type="checkbox"/> H-400-12047-2862	2012-04-06		Initiated	Optics	Tester of Eye	12/25/2012	YES		

Available Actions:

