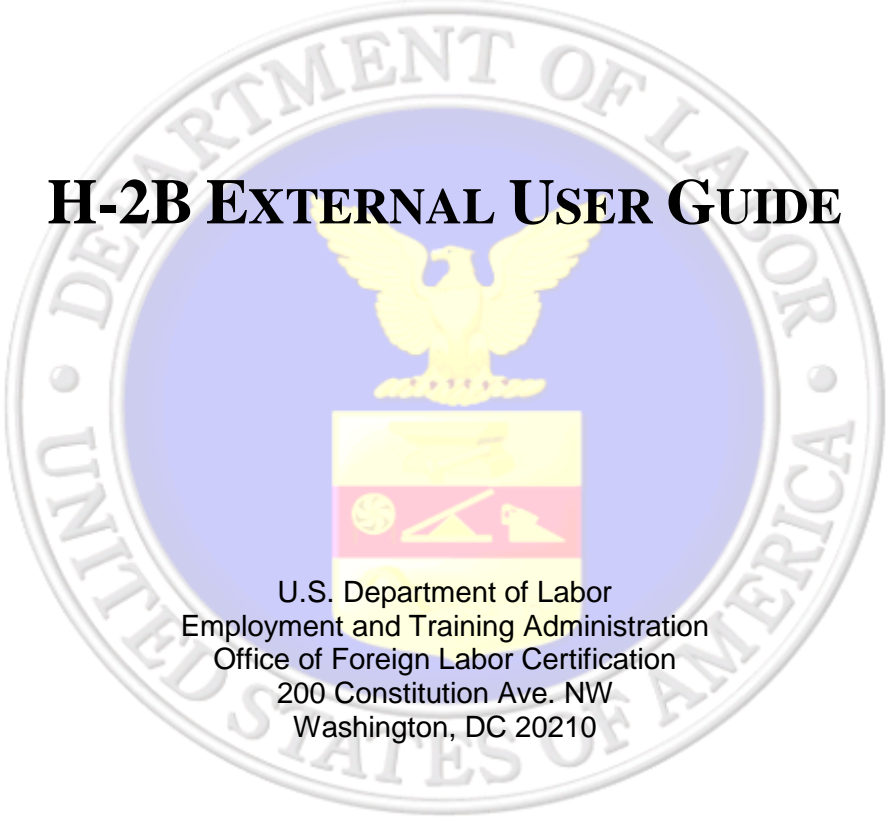# U.S. DEPARTMENT OF LABOR

H-2B EXTERNAL USER GUIDE

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

Table of Contents

Introduction

Federal regulations at 20 CFR 655, Subpart A, establish a process for employers, or their authorized representatives (i.e. attorneys or agents), to apply for a labor certification to employ in the United States workers in the H-2B visa category to perform non-agriculatural services or labor of a temporary or seasonal nature. The regulations provide that such employers must file a completed *Application for Temporary Employment Certification,* ETA Form 9142, including Appendix B.1 and all necessary supporting documentation, describing the material terms and condiditions of employment to be offered to U.S. and H-2B workers with the Office of Foreign Labor Certification (OFLC).

The ETA Form 9142 is filed with OFLC's Chicago National Processing Center (NPC) after the employer has obtained a prevailing wage determination (PWD) from OFLC's National Prevailing Wage Center and completed all required pre-filing recruitment activity, which may not begin more than 120 calendar days before the employer's date of need for H-2B workers. Before the implementation of the H-2B electronic filing system employers used a paper-based filing process.

Through this module, OFLC is creating a more uniform and customer-friendly business process for employers, and employers' authorized representatives, allowing them to electronically file the ETA Form 9142 with the Chicago NPC. This approach will also allow OFLC to better manage the H-2B application workload and perform quality control on NPC determinations.

This User Manual serves as a reference providing instructions to external users on H-2B system operations, including employers and their authorized representatives (i.e. attorneys and agents). This manual describes primary functions that include:

- Electronic preparation and filing of the ETA Form 9142 by external users.
- Search and retrieval of H-2B cases
- Use of case functions
    - Withdrawal
    - Reuse
    - Deletion

Logging In

The H-2B Module is fully integrated into the iCERT System (http://icert.doleta.gov). To access the H-2B Module, a user must first:

- Register for an iCERT account from the iCERT Portal Welcome Page;
- Log in with with the temporary password provided after registration.

(For information on how to establish an iCERT Account, please consult the iCERT H-2B Quick Start Guide)

iCERT Portal   Welcome, BRIAN SMITH (logout)

| Portal Home | LCA | Prevailing Wage | H-2B | My Account & Profiles | Forms & Instructions | | Contact Us \| Help |

H-2B Portfolio Summary | H-2B Portfolio Details |

ETA Home > iCERT Portal

H-2B: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	26	Applications started but not submitted for processing
In Process	9	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 rquested number of workers and/or period of need
Partially Certified - Expired	0	Applications denied
Denied	0	Applications denied termporary 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
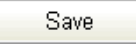
Figure 1: Portfolio Summary Screen

After logging into the iCERT Portal, and then selecting the H-2B tab, the user is brought to the H-2B Module and is presented with the H-2B Portfolio Summary Page. This page lists all initiated and submitted cases divided into categories based on case status. For each status, the system lists the total number of cases as a hyperlinked number (except where the number of cases in a category is zero ("0") in which case no hyperlink is displayed).

ETA Form 9142 Data Entry

From the Portfolio Summary screen you may click on the "Begin a New ETA Form 9142" to begin preparing a new application. Before you start, the following table may prove a useful reference for the common icons you will use in the iCERT H-2B Module.

Icon Functions		
This table defines the conventions used in the online ETA Form 9142 data entry process.		
Form Convention	Form Icon	Description
Required Fields	*	All required fields on the ETA Form 9142 are marked with a red asterisk.
Conditionally Required fields	§	Conditionally required fields on the ETA Form 9142 are marked with this symbol.
Navigation Icons	**1** A-B	The set of icons along the top of the electronic 9142 form allows you to track and navigate Steps 1 through 12 for completing the application section by section.
Date Values	[N/A]	All date values should be entered in a month/day/full year format (ie, MM/DD/YYYY).
Exit Button	Exit	Saves all currently entered ETA Form 9142 data and closes the current case form.
Save Button	Save	Saves all currently entered ETA Form 9142 data while leaving the current case form displayed.
Previous Arrow	Previous	Displays the previous online form section in the ETA Form 9142 data entry process sequence.
Next Arrow	Next	Displays the next online form section in the ETA Form 9142 data entry process sequence.
Warning	⚠	When displayed above one of the ETA Form 9142 Step icons, indicates data is missing in one or more required fields for that particular section.
Print Current Page	🖨	Prints the ETA Form 9142 current Step page in HTML format.
Print All Pages	🖨	Generates a temporary PDF copy of the ETA Form 9142 in the current stage of completion, to be saved or printed. Note: The system will create an addendum, as needed, to capture lengthy free text fields.

Completing the ETA Form 9142

Step 1 (Sections A – B)

Figure 2: ETA Form 9142 –Step 1

- Click the **Begin New ETA Form 9142** button. The ETA *Form 9142 – Step 1* will display.

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

- To complete item B.2, click the **Search SOC/O*NET (OES) Code** button. The following SOC Code Lookup pop-up screen appears:

Figure 3: ETA Form 9142 - Sections A-B - SOC Code Lookup Pop-up Screen

- On this screen you can enter a keyword or code and then click Search to find the appropriate SOC. Once the chosen code is found, select the hyperlink to populate the SOC code and Occupational Title fields in Section B.

- When completing items B.5 and B.6, clicking any date field will automatically display a calendar allowing you to select a date. This applies to all date fields in the electronic filing system.

- After completing Step 1, please click **Save** and then **Next** to move to Step 2 – this will prompt the system to assign a temporary case number to the application, allowing you to complete only a portion and return to it at a later time.

Step 2 (Section C)

Figure 4: ETA Form 9142 - Section C

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

- On this screen you can type in a NAICS Code or click the **Search NAICS Code** button to look up a particular NAICS code. The following screen opens when you click the **Search NAICS Code** button allowing you to search by keyword or code:

Figure 5: ETA Form 9142 - Section C - NAICS Code Lookup

- Click a hyperlink code to insert the NAICS Code into the appropriate field under Section C. You may also click **Reset** to clear the search criteria, or click on **Close Window**.

Step 3 (Section D)

Figure 6: ETA Form 9142 - Section D

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 4 (Section E)

Figure 7: ETA Form 9142 - Section E

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 5 (Section Fa)

Figure 8: ETA Form 9142 - Section F.a

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 6 (Section Fb)

Figure 9: ETA Form 9142 - Section F.b

- Please complete all required fields marked with an (*) and all conditionally required fields marked with a (§).

Step 7 (Section Fc)

Figure 10: ETA Form 9142 - Section F.c

- Please complete all required fields marked with an (*) and all conditionally required fields marked with a (§).
- You can click the **Add Worksite** button (if work will be performed in multiple worksites) to add worksites to the *Additional Worksites* table and **Delete Selected Worksites** button to delete entries on the *Additional Worksites* table.

Step 8 (Section G)

Figure 11: ETA Form 9142 - Section G.

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 9 (Section H)

Figure 12: ETA Form 9142 - Section H

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 10 (Section I-J)

Figure 13. ETA Form 9142 - Section I-J

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 11 (Section Appendix B.1)

Figure 14. ETA Form 9142 - Section App. B.1

- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).

Step 12 (Document Upload)

Figure 15: ETA Form 9142 - Section Doc

- From this screen, Form 9142-Create New Case– H-2B Application Documents – you will need to attach all necessary supporting documents before submitting your application. You can attach one or multiple documents, including more than one document of the same type.

- Complete the following:
  - **Select Document Type** (drop-down menu) – Presents a list of available Documents types. You must choose a document type in order to successfully upload your document.
  - **Browse** button – Allows you to browse and select a locally saved document to upload.
  - **Upload** button – Uploads your locally saved document into the H-2B system. Once uploaded you will not be able to view the document but you may select a checkbox next to the document to delete and replace it with another.

Presubmission Page

Figure 16: Form 9142 – Create Case - Pre-submission

- From the *ETA Form 9142 Pre-Submission Review* screen, you can review possible deniable entries, skipped steps and blank fields within the form. This will enable you to minimize errors before submitting your application.

Submission

- **Submit Form** Button: By clicking on the **Submit Form** button you are submitting your application for processing. The system will check the ETA Form 9142 using E-Checks and display a Submission Confirmation page.

  Note: You have now reached the last step and will no longer have the **Save, Next, and Exit** button options on the presubmission page. After submission, you will no longer be able to modify your application through the iCERT System or upload additional documents.

Figure 17: ETA Form 9142 Create Case– Confirmation page

- After clicking the **Submit Form** button you will be automatically taken to *Form 9142 Review Confirmation page*. This page allows you to review basic aspects of your submitted application and provides you with official confirmation of submission. Please print this screen and keep it for your records as proof that you submitted an application.

- From this page you may navigate to **Create New Case** which will place you at Step 1 of a new ETA Form 9142 or **Return Home** which will take you to the Portal Home page where you may view a summary of your recently submitted and processed cases.

Searching Cases and Case Functions

Figure 18: H-2B Portfolio Details Screen

The H-2B Portfolio Details Page displays a list of cases to which the user has access. Because the H-2B electronic system permits the primary account holder to establish security permissions for associate account holders, this list will be based on the security permissions established for the external user.

External users will also have access to the following case functions from the Portfolio Details page:

- Search Capabilities
- Reuse – Allows the external user to reuse the data from an already submitted case.
- Delete – Allows the external user to delete cases in an Initiated status.
- Withdraw – Allows the external user to automatically withdraw a case from adjudication before it is assigned to a Chicago NPC analyst.
- Begin New ETA form 9142 – Allows the external user to begin a new application.

Search Capabilities

Through the Portfolio Details page, users can search for any case they or their associate account holders have submitted. Users can also at any time view a PDF version of a case including any addenda which were generated during case preparation.

- Enter any combination of search criteria into the search fields on the Portfolio Details Screen and select the Search button. – The system will display all cases that match the entered search criteria. You may also expand the search criteria by clicking on **Advanced Search**.

- To view the PDF version of a selected case, select the icon in the Summary column (). – The system will display an unofficial copy of the ETA Form 9142 PDF for the selected case.

- To view any uploaded supporting documentation, select the icon in the Attachment column (). – The system will display a popup with the list of any uploaded supporting documentation.

- After finding and selecting a case, the following functions can be peformed: Reuse, Delete, and Withdraw.

Reuse

The Reuse feature allows you to reuse all or a part of a previously completed H-2B application and add that information to a new H-2B Case.

To reuse a case, in the Portfolio Details screen, check the box next to a case which you wish to reuse and click the **Reuse** button. A new screen will pop up allowing you to limit the reuse function to certain items or all sections of a previously prepared or submitted case.

Figure 19: Reuse Case Screen

- Select the sections of the Form you wish to reuse and then click the Add to Form button – The system will display the first step of a new ETA Form 9142, with prepopulated information you selected to reuse.

Withdraw Case(s)

The withdraw feature allows you to withdraw one or more H-2B cases. You will have to enter a reason for withdrawal and also add a case note to withdraw the case.

- Enter a date in the 'Request Date' field and the system validates the entered data if it matches the MM/DD/YYYY format.

- Select a request type and the system populates the field with the selected request type.

- Select a withdrawal reason from the list of reasons in the 'Reason Type' drop down list.

- Insert a case note, and then select the Withdraw Case button. – The system will then update the case status to Withdrawn.

Figure 20: Withdraw Cases Screen

Note: Users will only be able to Withdraw cases that have not yet been assigned to a Chicago NPC analyst.

Delete Intiated Case(s)

The Delete feature allows you to delete one or more H-2B cases that have not been submitted into the system.

- Select the Delete Case button – The system will delete the selected cases.

Note: Once deleted, the case can not be reinstated or found using the search function.