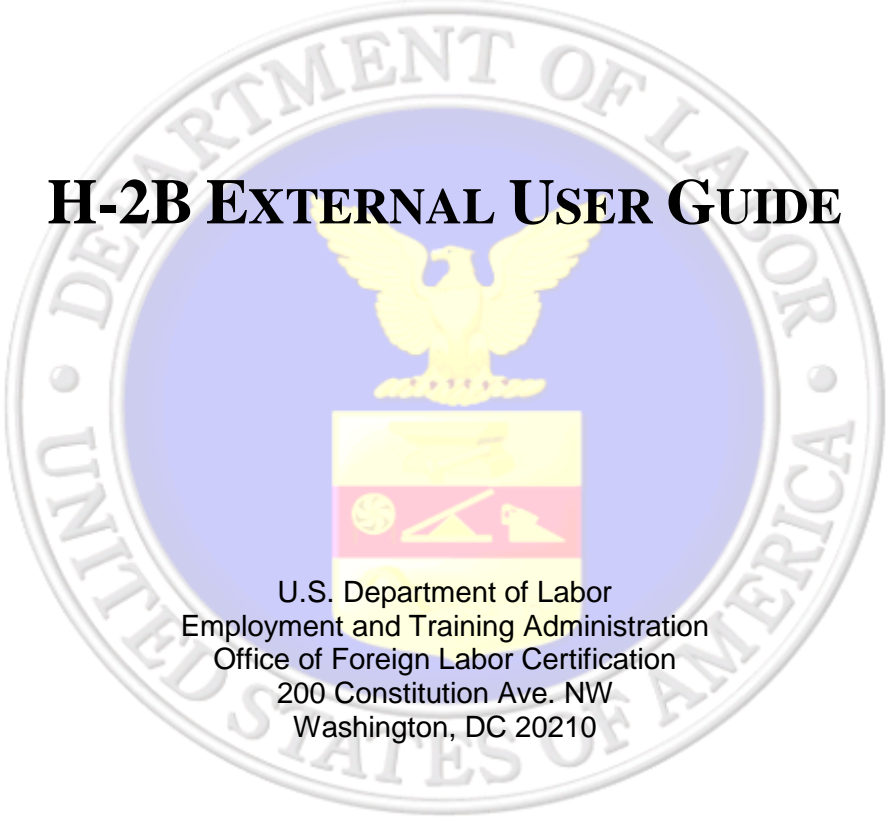




U.S. DEPARTMENT OF LABOR

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



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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-agricultural 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 conditions 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](#))

The screenshot displays the iCERT Portal interface. At the top, the user is logged in as BRIAN SMITH. The navigation menu includes Portal Home, LCA, Prevailing Wage, H-2B (selected), My Account & Profiles, and Forms & Instructions. The main content area is titled 'H-2B: Portfolio Summary' and contains the following table:

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 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)

Below the table, there is a button labeled 'Begin New ETA Form 9142' and a link for 'Public Burden Statement'.



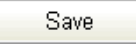





Figure 1: Portfolio Summary Screen

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		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		Saves all currently entered ETA Form 9142 data and closes the current case form.
Save Button		Saves all currently entered ETA Form 9142 data while leaving the current case form displayed.
Previous Arrow		Displays the previous online form section in the ETA Form 9142 data entry process sequence.
Next Arrow		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:

Code	Name ▲	Partial Description
53-5011.01	Able Seamen	Stand watch at bow or on wing of bridge to look for obstructions
13-2011.01	Accountants	Analyze financial information and prepare financial reports to de
13-2011.00	Accountants and Auditors	Examine, analyze, and interpret accounting records for the purpo
13-2011	Accountants and Auditors	Accountants and Auditors
27-2011.00	Actors	Play parts in stage, television, radio, video, or motion picture pr
27-2011	Actors	Actors
15-2011.00	Actuaries	Analyze statistical data, such as mortality, accident, sickness, di
15-2011	Actuaries	Actuaries
51-9191	Adhesive Bonding Machine Op...	Adhesive Bonding Machine Operators and Tenders
43-4051.01	Adjustment Clerks	Investigate and resolve customers' inquiries concerning merchar

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)

Pre

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A-B

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D

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Fb

7
Fc

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G

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H

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App.
B,1

12
Doc

You Are Here

C. Employer Information

1. Legal Business Name	*	<input type="text"/>	
2. Trade name/Doing Business As (DBA), if applicable		<input type="text"/>	
3. Address 1:	*	<input type="text"/>	
4. Address 2:		<input type="text"/>	
5. City:	*	<input type="text"/>	
6. State:	*	<input type="text" value="Select State"/>	
7. Postal code:	*	<input type="text"/>	
8. Country:	*	<input type="text" value="Select Country"/>	
9. Provinces:		<input type="text"/>	
10. Telephone number:	*	<input type="text"/> <input type="text"/> <input type="text"/> 11. Ext. <input type="text"/>	
12. Federal Employer Identification Number (FEIN from IRS):	*	<input type="text"/> - <input type="text"/>	
13. NAICS code (must be at least 4 digits)	*	<input type="text"/> <input type="button" value="Search NAICS Code"/>	
14. Number of non-family fulltime equivalent employees		<input type="text"/>	
15. Annual Gross revenue		<input type="text"/>	
16. Year Established		<input type="text"/>	
17. Type of employer application	*	<input type="text" value="Select Type"/>	

NOTE: The main employer must be saved before adding additional employers.

Additional Employer(s)

<input type="checkbox"/>	Business Name	Address	Phone Number	Start-End Date	Worker's Requested	Edit

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:

NAICS Code Lookup ✕

Instructions: (Source: <http://www.census.gov/eos/www/naics/>)

- Search for a full code, part of a code, or a word/phrase in the code description.
- Add more words or digits to narrow the description or to see more detailed codes.
- Select the code to enter it on the form.

Search:

NAICS CODE ▲	Description
11193	Sugarcane Farming
111930	Sugarcane Farming
111991	Sugar Beet Farming
3113	Sugar and Confectionery Product Manufacturing
31131	Sugar Manufacturing
311311	Sugarcane Mills
311312	Cane Sugar Refining
311313	Beet Sugar Manufacturing

⏪ ⏩ 1 / 1 ⏪ ⏩ 20 ▼ 8 Row(s)

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

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6
Fb

7
Fc

8
G

9
H

10
I-J

11
App.
B.1

12
Doc

You Are Here

D. Employer Point-of-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 E, unless the attorney is an employee of the employer. For joint employer or master applications filed on behalf of more than one employer under the H-2A program, enter only the contact information for the main or primary employer (e.g., contact for an association filling as joint employer) under the application.

1. Contact's last (family) name	*	<input type="text"/>	
2. First (given) name	*	<input type="text"/>	
3. Middle name(s)		<input type="text"/>	
4. Contact's job title	*	<input type="text"/>	
5. Address 1	*	<input type="text"/>	
6. Address 2		<input type="text"/>	
7. City	*	<input type="text"/>	
8. State	*	<input type="text" value="Select State"/>	
9. Postal code	*	<input type="text"/>	
10. Country	*	<input type="text" value="Select Country"/>	
11. Province		<input type="text"/>	
12. Telephone number	*	<input style="width: 20px; border: 1px solid gray;" type="text"/> <input style="width: 20px; border: 1px solid gray;" type="text"/> <input style="width: 100px; border: 1px solid gray;" type="text"/>	
13. Ext.		<input style="width: 50px; border: 1px solid gray;" type="text"/>	
14. E-Mail address:		<input type="text"/>	

Previous

Exit

Save

Next

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

Pre 1 A-B 2 C 3 D 4 E 5 Fa 6 Fb 7 Fc 8 G 9 H 10 I-J 11 App. B.1 12 Doc

You Are Here

E. Attorney or Agent Information (if applicable)

1. Is/Are the employer(s) represented by an attorney or agent in the filling of this application (including associations acting as agent under the H2B program)? If "Yes," complete Section E * Yes No
2. Attorney or Agent's last (family) name §
3. First (given) name §
4. Middle name(s) §
5. Address 1 §
6. Address 2 §
7. City §
8. State § Select State
9. Postal code §
10. Country § Select Country
11. Province §
12. Telephone number § 13. Ext. §
14. E-Mail address: §
15. Law firm/ Business name §
16. Law Firm/Business FEIN * § -
17. State Bar number (only if attorney) §
18. State of the highest court where attorney is in good standing (only if attorney) § Select State
19. Name of the highest court where attorney is in good standing (only if attorney) §

Previous
Exit
Save
Next

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

Pre
1 A-B
2 C
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5 Fa
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7 Fc
8 G
9 H
10 I-J
11 App. B.1
12 Doc

You Are Here

F. Job Offer Information

a. Job Description

1. Job title *

2. Number of hours of work Per week * Basic:
Overtime:

3. Hourly Work Schedule: * Begin: -- : 00 AM (hh:mm AM)
End: -- : 00 PM (hh:mm PM)

4. Does this position supervise the work of other employees? * Yes
 No

4a. If yes, number of employees worker will supervise (if applicable) §

5. Job duties - a description of the job duties to be performed: *

(Remaining characters: 3999)

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)

F. Job Offer Information (continued)

b. Minimum Job Requirements

1. Education: minimum U.S. diploma/degree required *

1a. If "Other degree" in question 1, specify the diploma/degree required §

1b. Indicate the major(s) and/or field(s) of study required (May list more than one related major and more than one field) §
(Remaining 192)

2. Does the employer require a second U.S. diploma/degree? * Yes No

2a. If "Yes", indicate the second U.S. diploma/degree and the major(s) and/or field(s) of study required §
(Remaining 192)

3. Is training for the job opportunity required? * Yes No

3a. If "Yes", specify the number of months of training required §

3b. Indicate the field(s)/name(s) of training required (May list more than one related field and more than one type) §
(Remaining 192)

4. Is employment experience required? * Yes No

4a. If "Yes", specify the number of months of experience required §

4b. Indicate the occupation required §
(Remaining 192)

5. Special Requirements - List specific skills, licenses/certificates/certifications, and requirements of the job opportunity *
(Remaining 1000)

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

Pre 1 2 3 4 5 6 7 8 9 10 11 12
A-B C D E Fa Fc G H I-J App. B.1 Doc

You Are Here

F. Job Offer Information

c. Place of Employment Information

1. Worksite address 1 *

2. Address 2:

3. City: *

4. County *

5. State/District/Territory *

6. Postal Code *

7. Will work be performed in multiple worksites within an area of intended employment or a location(s) other than the address listed above? * Yes No

7 a. If Yes in question 7, identify the geographic place(s) of employment with as much specificity as possible.

Select a State/Territory: §

County/Township: §

BLS Areas:

Other:

Additional Worksite(s) 0 Row(s)

<input type="checkbox"/>	State	Area Basis	Area

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

1 2 3 4 5 6 7 8 9 10 11 12
A-B C D E F_a F_b F_c G H I-J App. B.1 Doc
You Are Here

G. Rate of Pay

1. Basic Rate of Pay Offered * From: \$
To: \$

1a. Overtime Rate of Pay (if applicable) § From: \$
To: \$

2. Per * SELECT ONE

2a. If Piece Rate is indicated in question 2, specify the wage offer requirements: §

(Remaining 1000)

3. Additional Wage Information (e.g., multiple worksite applications, § itinerant work, or other special procedures)

(Remaining 1000)

Previous Exit Save Next

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)

The screenshot shows the 'H. Recruitment Information' section of the ETA Form 9142. At the top, a progress bar indicates the current step is 8, 'You Are Here'. The form contains the following fields and questions:

- Would you like to by-pass this section? (Radio buttons for Yes and No, with a CLEAR button)
- 1. Name of State Workforce Agency (SWA) serving the area of intended employment (*)
- 2. SWA job order identification number (*)
- 2a. Start date of SWA job order (*)
- 2b. End date of SWA job order (*)
- 3. Is there a Sunday edition of a newspaper (of general circulation) in the area of intended employment? (Radio buttons for Yes and No, with a CLEAR button)
- 4. Name of Newspaper/Publication (in area of intended employment) (*)
- Dates of Print Advertisement (*) From: To:
- 5. Name of Newspaper/Publication (in area of intended employment) (*)
- Dates of Print Advertisement (*) From: To:
- 6. Additional Recruitment Activities (Text area, (Remaining 4000))

Navigation buttons at the bottom: Previous, Exit, Save, Next.

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

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You Are Here

I. Declaration of Employer and Attorney/Agent

In accordance with Federal regulations, the employer must attest that it will abide by certain terms, assurances and obligations as a condition for receiving a temporary labor certification from the U.S. Department of Labor. Applications that fail to attach Appendix B.1 will be considered incomplete and not accepted for processing by the ETA application processing center.

For H2B Applications ONLY, please confirm § Yes No N/A

that you have read and agree to all the applicable terms, assurances and obligations contained in **Appendix B.1**

J. Preparer

Complete this section if the preparer of this application is a person other than the one identified in either Section D (employer point of contact) or E (attorney or agent) of this application.

1. Last (family) name	§	<input type="text"/>	
2. First (given) name	§	<input type="text"/>	
3. Middle initial	§	<input type="text"/>	
4. Job Title	§	<input type="text"/>	
5. Firm/Business name	§	<input type="text"/>	
6. E-Mail address	§	<input type="text"/>	

← Previous

Exit

Save

Next →

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

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Appendix B.1 Section A Employer Declaration

1. Last (family) name	§	<input type="text"/>	
2. First (given) name	§	<input type="text"/>	
3. Middle initial	§	<input type="text"/>	
4. Title	§	<input type="text"/>	

Appendix B.1 Section B Attorney or Agent Declaration

1. attorney or Agent's last (family) name	§	<input type="text"/>	
2. First (given) name	§	<input type="text"/>	
3. Middle	§	<input type="text"/>	
4. Firm/Business name	§	<input type="text"/>	
5. E-Mail address	§	<input type="text"/>	

◀ Previous
Exit
Save
Next ▶

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)

Form 9142 - Create New Case Case T-400-12017-143652 (INITIATED)

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5 Fa
6 Fb
7 Fc
8 G
9 H
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You Are Here

H-2B Application Documents

Select Browse to search for files. Click upload to complete uploading files.

Select Document Type

Attachment(s)

<input type="checkbox"/>	File name	Document Type

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

iCERT Portal

Portal Home | My Account | **H2B Queues** | H2B Utilities

ETA Home > iCERT Portal

Form 9142 - Pre-submission Review Case T-400-12017-143652 (INITIATED)

You have 0 potentially deniable entries

Step	Section	Question
------	---------	----------

You have 68 blank fields.

The fields on these pages will be populated with "N/A" on the Form 9142 unless you return to the pages below and fill in the missing data.

- [Step 2](#)
- [Step 3](#)
- [Step 4](#)
- [Step 5](#)
- [Step 6](#)
- [Step 7](#)
- [Step 8](#)
- [Step 9](#)
- [Step 10](#)

◀ Previous Submit Form ▶

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.

iCERT Portal Welcome, BRIANH SMITH2 ([logout](#))

Portal Home | [LCA](#) | [Prevailing Wage](#) | [H-2B](#) | [My Account & Profiles](#) | [Forms & Instructions](#) | [Contact Us](#) | [Help](#)

ETA Home > iCERT Portal

Form 9142 Form Review - Case H-400-12065-596123 (STATUS)
H-2B Application Submitted - Confirmation

Case Number:	H-400-12065-596123
Employer Name:	Acme Inc
Trade Name / DBA:	TEST2
Employer Contact:	Brian Smith
Agent/Attorney Business:	
Application Type:	No Employer Type Defined
Start Date of Need:	12/25/2012
End Date of Need:	05/25/2013
Workers Requested:	10
Job Title:	Forest Worker
Case Receipt Date:	09/25/2012

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 this confirmation page for your records. Your application will now be listed on the portfolio summary in your iCERT portal account where you can check the status at anytime.

Important Notice: In accordance with 20 CFR 655.23(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](#)

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

iCERT Portal Welcome, BRIAN SMITH ([logout](#))

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

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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:

<input type="checkbox"/>	Case Number	Date Initiated	Date Submit	Status	Employer Legal Na	Job Title	Work Dates	Ow	Summary	Attachments
<input type="checkbox"/>	H-400-12122-6504...	2012-05-01...	05/01/2012	In Process	Optics	Tester of Sys...	12/25/2012...	YES		
<input type="checkbox"/>	T-400-12093-2212...	2012-04-02...		Initiated				YES		
<input type="checkbox"/>	T-400-12184-0072...	2012-07-02...		Initiated				YES		
<input type="checkbox"/>	H-400-12062-3855...	2012-03-02...	03/02/2012	Withdrawn	Optics	Tester	12/25/2012...	YES		
<input type="checkbox"/>	H-400-12062-9825...	2012-03-02...	03/02/2012	In Proces...	Optics	Tester	12/25/2012...	YES		
<input type="checkbox"/>	T-400-12124-0602...	2012-05-03...		Initiated				YES		
<input type="checkbox"/>	H-400-12065-6664...	2012-03-05...	03/05/2012	In Process	Optics	Tester of Sys...	12/25/2012...	YES		
<input type="checkbox"/>	T-400-12097-6930...	2012-04-06...		Initiated				YES		
<input type="checkbox"/>	T-400-12097-5677...	2012-04-06...		Initiated				YES		
<input type="checkbox"/>	T-400-12097-0262...	2012-04-06...		Initiated	Optics	Tester of Sys...	12/25/2012...	YES		

Available Actions:

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 performed: 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.

<input checked="" type="checkbox"/>	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

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.

Withdraw Case(s)

The following H2B Case(s) will be withdrawn.

Selected Case(s):

Case Number	Employer Legal Business name	Attorney/Agent Firm Name	Status	Receipt Date	Dates of Need	Assigned To
H-400-12034-065774	JENNIFER'S TEST COMPANY		PENDING ANALYST DECISION - ASSIGNED	02/03/2012	03/01/2012-03/01/2013	SACKS JENNIFER

Request Date: * (mm/dd/yyyy)

Request Type: *

Reason Type: *

Case Note: *

Remaining 1000

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 Initiated 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.