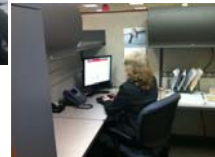




iCERT Visa Portal System: Implementation of Electronic Filing in the H-2A Program

December 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

Icon Functions

Generates a PDF file of the ETA Form 9142 based on the online data entry. Print one page or multiple pages.

Step/Section icons indicate your progress in completing the online form

Previous – Takes you to the previous step/section

Exit – Retains all previously saved ETA Form 9142 data and closes the online form. Recent unsaved edits will be lost.

Save – Saves all currently entered ETA Form 9142 data and leaves the online form open

Next – Saves all currently entered data and takes you to the next step/section

Preparing the ETA Form 9142

Alert and Help Features

As you progress through the online form, iCERT will alert you of any omissions that may delay your H-2A application

Click the "?" icon next to each question for help

A. Employment-Based Nonimmigrant Visa Information

1. Indicate the type of visa classification supported by this application: ?

The value of "H-2A" or "H-2B" is automatically prefilled and can not be changed.

B. Temporary Need Information

Preparing the ETA Form 9142

Pre-step (Associations only)



Applications initiated through an Ag. Association account require the completion of a pre-step which determines how member profile information is used to populate a new ETA Form 9142

Using a drop-down, select the capacity in which the association is filing – “Sole Employer,” “Joint Employer,” or “Agent”



Preparing the ETA Form 9142

Step 1 (Sections A-B)



The visa classification will default to H-2A

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)



The Employer Information will be pre-filled based on your iCERT Account setup. However, you have the flexibility to edit the data

Click the Search NAICS Code button to open the NAICS Code Lookup window

Preparing the ETA Form 9142

Step 2 (Section C – Association Members)



Associations filing jointly with their employer members can add additional employers in Section C

Click the "Add Additional Employer" button to add employer members. You can add employer members manually or select from existing member profiles

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Step 3 (Section D)



This section is also pre-filled based on your iCERT Account setup and may be edited

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Step 4 (Section E)



If you created Attorney Profiles when setting up your iCERT account, you may click this button to pre-fill this section (if applicable)

or

Enter the Attorney or Agent Information manually

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Step 5 (Section Fa)



Enter the Job Information

Enter the Job Duties

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Step 6 (Section Fb)



Enter the Minimum Job Requirements

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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 by checking the box next to it and click the **Delete Selected Worksite(s)** button

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Step 8 (Section G)



Enter the Rate of Pay Information

Note: Where the employer is guaranteeing the Adverse Effect Wage Rate but offering to pay a piece rate Items 1 and 2 should reflect the hourly AEWR and Item 3 should describe the piece rate offer

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Preparing the ETA Form 9142

Step 9 (Section H)



Enter the Recruitment Information

Note: Missed entries in Section H will not generate alerts as some or all information may not be applicable to H-2A filers, particularly those filing under emergency procedures

Preparing the ETA Form 9142

Step 10 (Sections I-J)



Complete the Declaration of Employer and Attorney/Agent

Enter the Preparer Information (if applicable)

Uploading Scanned Documents

Step 11 (Document Upload)



Select the type of document to upload, click the Browse button to find the document on your local drive, 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. At the top, there are navigation tabs for 'A-B', 'C', 'D', 'E', 'F', 'G', 'H', 'I-J', and 'Doc'. The 'Doc' tab is selected. Below the tabs, there is a section for 'H-2A Application Documents'. It includes a dropdown menu for 'ETA Form 750 And Attachments', a 'Browse' button, and an 'Upload' button. Below this is an 'Attachment(s)' table with columns for 'File name' and 'Document Type'. One attachment is listed: 'ETA_Form_9142_Appendix_A2-11202012-043703.pdf' with 'Other Supporting Documentation' as the document type. A 'Delete Selected Attachment(s)' button is located below the table. At the bottom of the page, there are 'Previous', 'Exit', 'Save', and 'Next' buttons.

Note: Please upload all necessary supporting documentation before submitting your application. You will not be able to upload additional documentation through iCERT after submission



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 list of 22 questions with checkboxes and a 'Question' column. A red box highlights the list of questions. Below the list, there is a section titled 'You have 05 blank fields.' which lists 11 fields (01 through 11) that need to be filled. At the bottom right, there is a 'Submit Form' button. The page also includes navigation buttons like 'Return to Edit Form' and 'Submit ETA Form 9142'.



Final Submission Steps

Submission Confirmation

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

Form 9142 Form Review - Case H-300-12324-512333 (STATUS)

The below referenced ETA Form 9142 data entry form has been submitted for further processing by the U.S. Department of Labor. PLEASE PRINT THIS CONFIRMATION MESSAGE AND ATTACH TO THE U.S. APPLICATION PACKAGE.

H-2A Application Submitted - Confirmation

Case Number:	H-300-12324-512333
Employer Name:	SAFETY FIVE
Number of Employees:	1
Taxic Name / J.DOB:	
Employer Contact:	BREES WALKER
Agent/Attorney Business:	FARMER & ASSOCIATES, LLC
Application Type:	Individual Employee
Start Date of Need:	07/15/2012
End Date of Need:	09/30/2012
Workers Requested:	100
Job Title:	Farmworkers and Laborers
Case Submitted Date:	11/20/2012

This is an official confirmation that the above referenced ETA Form 9142 and other supporting information/documentation requesting temporary labor certification under the H-2A visa program has been received and submitted for processing by the Office of Foreign Labor Certification, Employment and Training Administration (DOL-ETA).

In a few minutes, you should also receive a courtesy email acknowledging receipt of your H-2A application package. The DOLC Chicago National Processing Center (NPC) will use the email addresses of the employer contact and, if applicable, the employer's authorized attorney or agent to more efficiently correspond with you on routine request notification, notices of deficiencies, and any other information concerning the status of your H-2A application.

If you did not provide an email address on the ETA Form 9142, then we strongly recommend you print a copy of this confirmation page for your records. This H-2A 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 653.105-143, the DOLC Chicago NPC will promptly review your application and provide written notification to the H2A2.Labor@DOL.gov if your application can be accepted for further processing.

If you have any questions about the processing or status of your H-2A application, you may also contact the DOLC Chicago NPC at DOLC.Chicago@DOL.gov. Thank you.

[Create New Case](#) [Return Home](#)

Post Submission Functions

Searching for a Case

From the H-2A 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 Welcome, FIRST NAME S EMPLOYER 5 (logout)

H-2A Portfolio Details

Case Number: Date Initiated: From: To:

Employer Legal Business Name: Date Submitted: From: To:

Case Status: Dates of Need: From: To:

State of Intended Employment: 9142 Validity Date: From: To:

Advanced Search:

<input type="checkbox"/>	Case Number	Date Initiated	Date Submit	Status	Employer Legal Name	Job Title	Dates of See	On	View 9142	Attachments
<input type="checkbox"/>	H-300-12324-7918	11/19/2012	11/19/2012	In Process	SAFETY FIVE	Farmworkers	07/15/2012	YES		
<input type="checkbox"/>	H-300-12324-6114	11/19/2012	11/19/2012	In Process	SAFETY FIVE	Farmworkers	07/15/2012	YES		
<input type="checkbox"/>	T.300-12324-8878	11/19/2012		Initiated	SAFETY FIVE	Farmworkers	07/15/2012	YES		
<input type="checkbox"/>	H-300-12324-9121	11/19/2012	11/20/2012	In Process	SAFETY FIVE	Farmworkers	07/15/2012	YES		
<input type="checkbox"/>	T.300-12324-2393	11/19/2012		Initiated	SAFETY FIVE	Farmworkers	07/15/2012	YES		
<input type="checkbox"/>	T.300-12324-2306	11/20/2012		Initiated	SAFETY FIVE	Farmworkers	-	YES		

Available Actions: [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

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 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

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).

The following Initiated Case(s) will be deleted

Selected Case(s):	Case Number	Employer
<input checked="" type="checkbox"/>	T-400-12060-753634	

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

To withdraw a case after it has been assigned to an Analyst, please send your request to TLC.Chicago@dol.gov

