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

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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

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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

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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

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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.

Important: If you do not receive the e-mail within 24 hours, please contact the oflc.portal@dol.gov for assistance

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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

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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

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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)

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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

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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

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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

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

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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

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