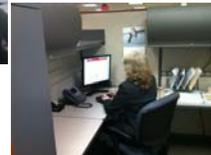# iCERT Visa Portal System
Implementation of Electronic Filing in the H-2B Program

October 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
Navigate to the H-2B Portfolio Summary

After you login to the iCERT System, click on the "H-2B" tab to access your H-2B Portfolio Summary tab

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	28	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Withdrawn	3	Applications withdrawn based on employer's request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)

Click the "Begin New ETA Form 9142" at the bottom of the page to start a new application

Begin New ETA Form 9142   Public Burden Statement

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Preparing the ETA Form 9142
Important Features & Functions

The printer icon will generate a read only version of the ETA Form 9142 in Adobe PDF based on information entered during case preparation. You can print one or multiple pages.

Step/Section icons indicate your progress in completing the online ETA Form 9142

iCERT Portal

Welcome, BRIAN SMITH (logout)

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

Contact Us | Help

Form 9142 - Create New Case   Case T-400-12249-242966 (INITIATED)

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-2B program, enter **only** the contact information for the main or primary employer (e.g., contact for an association filing as joint employer) under the application.

1. Contact's last (family) name	SMITH
2. First (given) name	BRIAN
3. Middle name(s)	
4. Contact's job title	HR Admin
5. Address 1	200 Grape St
6. Address 2	
7. City	WASHINGTON
8. State	District Of Columbia
9. Postal code	21000
10. Country	United States Of America
11. Province	
12. Telephone number	252 526 5252 1164.
14. E-Mail address:	Brian.smith@gmail.com

Previous   Exit   Save   Next

Key Navigation Functions

Previous — Takes you to the previous step or section

Exit — Saves all currently entered ETA Form 9142 data and <u>closes</u> the online form.

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

Next — Takes you to the next step or section

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Preparing the ETA Form 9142
Alert and Help Features

As you progress through the online form, iCERT will alert you of any omissions or data entry errors that you will have the opportunity to correct

Click the "?" icon next to each question to access filing instructions or other important tips

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Preparing the ETA Form 9142
Step 1 (Sections A-B)

The visa classification will default to H-2B

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.

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Preparing the ETA Form 9142
Step 2 (Section C)

When completing the form using an **Employer Type iCERT account**, your profile information will be pre-filled here. However, you have the flexibility to edit the data.

Important Note:

When completing the form using an **Attorney/Agent Type iCERT account**, you will be able to lookup one of your employer-client profiles and pre-fill the information in this section with the ability to edit the data.

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

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Preparing the ETA Form 9142
Step 3 (Section D)

When completing the form using an **Employer Type iCERT account**, your profile contact information will also be pre-filled here. However, you have the flexibility to edit the data.

Important Note:

When completing the form using an **Attorney/Agent Type iCERT account** and you select an employer-client from Step 2, the system will pre-fill Section D with your empoyer-client's contact information. Again, you will have the ability to edit the data.

Preparing the ETA Form 9142
Step 4 (Section E)

When completing the form using an Employer Type iCERT account, you will be able to select an Attorney/Agent profile that will pre-fill Section E with the ability to edit the data.

If you are not represented by an Attorney/Agent, then answer "NO" to Question C.1 and move to the next section of the form.

Important Note:

When completing the form using an Attorney/Agent Type iCERT account, your profile information will pre-fill this section with the ability to edit the data.

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Preparing the ETA Form 9142
Step 5 (Section Fa)

Enter the Job Information

Enter a description of the duties to be performed for the job opportunity. The system will create an Addendum in the event that your description exceeds the space provided

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Preparing the ETA Form 9142
Step 6 (Section Fb)

Enter the minimum education, training, and experience requirements for the job opportunity.

Enter any special requirements, licenses, or skills for the position.

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Preparing the ETA Form 9142
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 and click the Delete Selected Worksite(s) button

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Preparing the ETA Form 9142
Step 8 (Section G)

Enter the Rate of Pay for the job opportunity and, if applicable, any additional information regarding the rate of pay

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Preparing the ETA Form 9142
Step 9 (Section H)

Enter all information in this section demonstrating compliance with the regulatory pre-filing recruitment requirements.

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Preparing the ETA Form 9142
Step 10 (Sections I-J)

Complete the Declaration of Employer and Attorney/Agent

Enter the Preparer Information (if applicable)

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Preparing the ETA Form 9142
Step 11 (Appendix B.1)

Complete the Attorney or Agent Declaration

Complete the Employer Declaration

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Uploading Scanned Documents
Step 12 (Document Upload)

Select the type of document to upload, click the Browse button to find the document, then click the Upload button

To remove documents, select the attachment and click the Delete Selected Attachment(s) button

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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

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Final Submission Steps
Submission Confirmation

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

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Post Submission Functions
Searching for a Case

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 attachments

Select one or more cases, then click one of the available actions: Reuse, Delete, or Withdraw

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

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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).

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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.

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