



U.S. DEPARTMENT OF LABOR

H-2A EXTERNAL USER GUIDE

VERSION 1.0

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 B, 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-2A visa category to perform agricultural labor or services 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 A.2 and all necessary supporting documentation, describing the material terms and conditions of employment to be offered to U.S. and H-2A workers, with the Office of Foreign Labor Certification (OFLC).

The ETA Form 9142 is filed with OFLC's Chicago National Processing Center (NPC) no less than 45 days before the employer's date of need after the employer has submitted a job order for intrastate clearance to the State Workforce Agency serving the area of intended employment. The submission of the agricultural job order occurs no more than 75 and no fewer than 60 days before the employer's date of need.

Before the implementation of the H-2A 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-2A application workload and perform quality control on NPC determinations.

This User Manual serves as a reference providing instructions to external users on H-2A 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-2A cases
- Use of case functions
 - Withdrawal
 - Reuse
 - Deletion



Logging In

The H-2A Module is fully integrated into the iCERT System (<http://icert.doleta.gov>). To access the H-2A 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 or modify an existing account to enable electronic filing in the H-2A program, please consult the [iCERT Portal User Guide](#))

The screenshot shows the iCERT Portal interface. At the top, there is a navigation bar with tabs for Portal Home, LCA, H-2A (selected), My Account & Profiles, and Forms & Instructions. A welcome message reads "Welcome, FIRST NAME 5 EMPLOYER 5 (logout)". Below the navigation bar, there are links for "Contact Us" and "Help". The main content area is titled "H-2A: Portfolio Summary" and contains a table with the following data:

Case Status	Total Cases	Brief Description
Initiated	2	Applications started but not submitted for processing
In Process	4	Applications submitted for processing, under OFLC review
In Process – Accepted for further processing	0	Applications submitted and accepted for further processing and recruitment for U.S. workers
In Process – Notice of Deficiency Issued (Modifications Required)	0	Applications submitted and requiring correction due to deficiencies
Certified	0	Applications certified for the requested number of workers and period of need
Certified - Expired	0	Validity period on certified applications have expired
Certified - Revoked	0	Certified applications revoked by OFLC
Partially Certified	0	Applications certified for only a part of the requested number of workers and/or period of need
Partially Certified - Expired	0	Validity period on partially certified applications have expired
Denied	0	Applications denied temporary labor certification
Withdrawn	0	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	0	Cases in 'other' statuses, if any
Voided	0	Applications voided by OFLC (e.g. duplicate submission)

At the bottom of the table, there is a button labeled "Begin New ETA Form 9142" and a link for "Public Burden Statement".


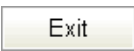






Figure 1: Portfolio Summary Screen

After logging into the iCERT Portal, and then selecting the H-2A tab, the user is brought to the H-2A Module and is presented with the H-2A 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-2A 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 11 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

Pre-Step (Application Identification)

The screenshot shows the iCERT Portal interface. At the top, there is a navigation bar with links for Portal Home, LCA, Prevailing Wage, H-2A, My Account & Profiles, and Forms & Instructions. A user is logged in as ACME FRUIT INC. The main content area is titled 'Form 9142 - Create New Case' and indicates the case is 'NOT YET ASSIGNED (INITIATED)'. A progress bar shows steps 1 through 11, with 'Pre' (Step 0) highlighted as the current step. Below the progress bar, the 'Application Identification' section is active, featuring a dropdown menu for 'Type of Employer Application' with the text 'Select Application Type' and a red asterisk indicating a required field. At the bottom of the form, there are buttons for 'Exit', 'Save', and 'Next'.


Figure 2: ETA Form 9142 – Application Identification

Click the **Begin New ETA Form 9142** button. Only users filing through an Agricultural Association account will encounter a Pre-Step asking them to identify the capacity in which they are filing (e.g. Association – sole; Association – joint or Association – agent). All other users will begin the application at Step 1 (Sections A – B).

By selecting the Application Type in the Pre-Step the system will pre-fill specific sections of the ETA Form 9142 with previously established account information based on the Application Type selected.



Step 1 (Sections A – B)



iCERT Portal

Welcome, ACME FRUIT INC. ([Logout](#))

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[Contact Us](#) | [Help](#)

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Form 9142 - Create New Case Case T-300-12287-646423 (INITIATED)

Pre

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You Are Here

Please read and review the filing instructions carefully before completing the ETA Form 9142. A copy of the instructions can be found at <http://www.foreignlaborcert.doleta.gov/>. In accordance with Federal Regulations, incomplete or obviously inaccurate applications will not be certified by the Department of Labor. If submitting this form non-electronically, **ALL** required fields/items containing an asterisk (*) must be completed as well as any fields/items where a response is conditional as indicated by the section (S) symbol.

A. Employment-Based Nonimmigrant Visa Information

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

B. Temporary Need Information

1. Job Title * ?

2. SOC (ONET/OES) code * Search SOC/O*NET (OES) Code ?

3. SOC (ONET/OES) occupation title * ?

4. Is this a full-time position? * Yes No ?

Period of Intended Employment

5. Begin Date * (mm/dd/yyyy) ?

6. End Date * (mm/dd/yyyy) ?

7. Worker positions needed/basis for the visa classification supported by this application

Total Worker Positions Being Requested for Certification: * ?

Basis for the visa classification supported by this application:
(indicate the total workers in each applicable category based on the total workers identified above)

a. New employment * ?

b. Continuation of previously approved employment without change with the same employer * ?

c. Change in previously approved employment * ?

d. New concurrent employment * ?

e. Change in employer * ?

f. Amended petition * ?

8. Nature of Temporary Need * ?

9. Statement of Temporary Need * ?

(Remaining characters: 1500)

Figure 3: 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 4: 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 of the ETA Form 9142 and return to it at a later time.



Step 2 (Section C)



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C. Employer Information

Important Note: Enter the full name of the individual employer, partnership or cooperation, and all other required information in this section. For joint employer or master applications filed on behalf of more than one employer, under the H-2A program, identify the main or primary employer in the section below and then add additional employer(s) by name, mailing address, and total worker positions needed, under the application.

1. Legal Business Name	*	<input type="text" value="ACME FRUIT INC."/>	?
2. Trade name/Doing Business As(DBA), if applicable		<input type="text"/>	?
3. Address 1:	*	<input type="text" value="200 G ST."/>	?
4. Address 2:		<input type="text"/>	?
5. City:	*	<input type="text" value="WASHINGTON"/>	?
6. State:	*	<input type="text" value="District Of Columbia"/>	?
7. Postal code:	*	<input type="text" value="20002"/>	?
8. Country:	*	<input type="text" value="United States Of America"/>	?
9. Province:		<input type="text"/>	?
10. Telephone number:	*	<input type="text" value="232"/> <input type="text" value="233"/> <input type="text" value="3333"/> 11. Ext. <input type="text"/>	?
12. Federal Employer Identification Number (FEIN from IRS):	*	<input type="text" value="12"/> - <input type="text" value="1212122"/>	?
13. NAICS code (must be at least 4 digits)	*	<input type="text" value="5411"/> <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" value="2000"/>	?
17. Type of employer application	*	<input type="text" value="Association - Sole Employer (H-2A Only)"/>	?

Previous

Exit

Save

Next

Figure 5: ETA Form 9142 - Section C



- Please complete all required fields marked with an (*) and, if appropriate, all conditionally required fields marked with a (§).
- Field C.17 will be prefilled and disabled for Agriculture Association accounts based on the answer to the Pre-Step selection.
- 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

Navigation: 1 / 1 20 8 Row(s)

Figure 6: 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)

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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 filing as joint employer) under the application.

1. Contact's last (family) name	*	<input type="text" value="SMITH"/>	?
2. First (given) name	*	<input type="text" value="BRIAN"/>	?
3. Middle name(s)		<input type="text"/>	?
4. Contact's job title	*	<input type="text" value="FARMER"/>	?
5. Address 1	*	<input type="text" value="200 G ST."/>	?
6. Address 2		<input type="text"/>	?
7. City	*	<input type="text" value="WASHINGTON"/>	?
8. State	*	<input type="text" value="District Of Columbia"/>	?
9. Postal code	*	<input type="text" value="20002"/>	?
10. Country	*	<input type="text" value="United States Of America"/>	?
11. Province		<input type="text"/>	?
12. Telephone number	*	<input type="text" value="232"/> <input type="text" value="233"/> <input type="text" value="3333"/> 13.Ext. <input type="text"/>	?
14. E-Mail address:		<input type="text" value="ACMEF@TEST.COM"/>	?

Previous

Exit

Save

Next

Figure 7: 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)

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E. Attorney or Agent Information (if applicable)

1. Is/Are the employer(s) represented by an attorney or agent in the filing of this application (including associations acting as agent under the H2A program)? If "Yes," complete Section E below ?

Yes
 No
[CLEAR](#)

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 ?

9. Postal code ?

10. 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) ?

19. Name of highest court in the state where attorney is in good standing (only if attorney) ?

[Previous](#)
Exit
Save
[Next](#)


Figure 8: 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)



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F. Job Offer Information

a. Job Description

1. Job title ?
*
2. Number of hours of work Per week ?
* Basic:
Overtime:
- Do work hours span across two calendar days (i.e. cross-shift or midnight shift)? ?
* Yes
 No
[CLEAR](#)
3. Hourly Work Schedule: ?
* Begin: -- : -- AM (hh:mm AM)
End: -- : -- PM (hh:mm PM)
4. Does this position supervise the work of other employees? ?
* Yes
 No
[CLEAR](#)
- 4a. If yes, number of employees worker will supervise (if applicable) ?
§
5. Job duties - a description of the job duties to be performed **MUST** begin in this space * ?

(Remaining characters: 4000)

◀ Previous

Exit

Save

Next ▶

Figure 9: 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)

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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 ?
CLEAR

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 ?
CLEAR

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 ?
CLEAR

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 996)

⏪ Previous
Exit
Save
Next ▶

Figure 10: 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)

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F. Job Offer Information (continued)

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 11: 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 in the *Additional Worksites* table.



Step 8 (Section G)

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Form 9142 - Create New Case Case T-300-12287-646423 (INITIATED)

Pre **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **11**
A-B C D E Fa Fb Fc G H I-J Doc
You Are Here

G. Rate of Pay

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

Is Overtime Pay being offered? (If Yes, complete the remainder of section G.1a below) * Yes ?
 No

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

2. Per * ?

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)

Figure 12: 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)

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H. Recruitment Information

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? * Yes No ?

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 * ?


(Remaining 4000)

Figure 13: 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)





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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 A.2 will be considered incomplete and not accepted for processing by the ETA application processing center.

For H2A Applications ONLY, please confirm § Yes No N/A CLEAR ?

that you have read and agree to all the applicable terms, assurances and obligations contained in **Appendix A.2.**

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 style="width: 95%;" type="text"/>	?
2. First (given) name	§	<input style="width: 95%;" type="text"/>	?
3. Middle initial	§	<input style="width: 95%;" type="text"/>	?
4. Job Title	§	<input style="width: 95%;" type="text"/>	?
5. Firm/Business name	§	<input style="width: 95%;" type="text"/>	?
6. E-Mail address	§	<input style="width: 95%;" type="text"/>	?

◀ Previous

Exit

Save

Next ▶

Figure 14. 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 (Document Upload)

The screenshot shows the iCERT Portal interface for creating a new case. The top navigation bar includes 'Portal Home', 'LCA', 'Prevailing Wage', 'H-2A', 'My Account & Profiles', and 'Forms & Instructions'. The user is logged in as 'ACME FRUIT INC.' with a 'logout' link. The main content area is titled 'Form 9142 - Create New Case' and displays a case ID 'Case T-300-12287-646423 (INITIATED)'. A progress bar shows steps from 'Pre' to '11 Doc', with '11 Doc' being the current step. Below this is the 'H-2A Application Documents' section, which contains a 'Select Document Type' dropdown, a 'Browse' button, an 'Upload' button, and an 'Attachment(s)' table. The table has columns for 'File name' and 'Document Type'. At the bottom of the form are 'Previous', 'Exit', 'Save', and 'Next' buttons.

Figure 15: ETA Form 9142 - Section Doc

- From this screen, Form 9142 - Create New Case - H-2A 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-2A 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. Note: For each uploaded document, the iCERT System will include a unique numerical identifier into the name of the document.





Presubmission Page

iCERT Portal Welcome, ACME FRUIT INC. ([logout](#))

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

ETA Home > iCERT Portal

Form 9142 - Pre-submission Review Case T-300-12287-646423 (INITIATED)  

Form ready for submission

Congratulations. The form 9142 has been validated and confirmed for completeness without being flagged for errors. As a result the Form is ready to be submitted. Please click the Submit ETA 9142 Form button to submit the form, or if you would like to make additional modifications to the form, click the Return to Edit Form button.

You have 3 step(s) that have been skipped

The fields on these pages will be populated with "N/A" on the Form 9142 unless you return to:

- [Step 8](#)
- [Step 11](#)
- [Step 12](#)

You have 63 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](#)
- [Step 11](#)

[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.

The screenshot shows the iCERT Portal interface. At the top, there is a navigation bar with links for Portal Home, LCA, Prevailing Wage, H-2A, My Account & Profiles, and Forms & Instructions. A user is logged in as OPTICS. The main content area displays the following information:

Form 9142 Form Review - Case H-300-12287-600589 (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 H-2A APPLICATION PACKAGE.**

H-2A Application Submitted -Confirmation

Case Number:	H-300-12287-600589
Employer Name:	Acme Inc
Number of Employers:	1
Trade Name / DBA:	
Employer Contact:	TEST TEST
Agent/Attorney Business:	
Application Type:	Association - Sole Employer (H-2A Only)
Start Date of Need:	12/04/2012
End Date of Need:	09/25/2013
Workers Requested:	10
Job Title:	Farmer
Case Submitted Date:	10/13/2012

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 (OFLC-ETA).

In a few minutes, you should also receive a courtesy email acknowledging receipt of your H-2A application package. The OFLC will use the email address of the employer, if available, to send the email.

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, ACME FRUIT INC. ([Logout](#))

[Portal Home](#)
[LCA](#)
[Prevailing Wage](#)
[H-2A](#)
[My Account & Profiles](#)
[Forms & Instructions](#)

[Contact Us](#) | [Help](#)

[H-2A Portfolio Summary](#) | [H-2A Portfolio Details](#)

[ETA Home](#) > [iCERT Portal](#) > [H-2A](#) > [Portfolio Details](#)

H-2A: Portfolio Details

Case Number:

Employer Legal Business Name:

Case Status:

State of Intended Employment:

Date Initiated: From: To:

Date Submitted: From: To:

Dates of Need: From: To:

9142 Validity Date: From: To:

Advanced Search:

<input type="checkbox"/>	Case Number	Date Initiated	Date Submitt	Status	Employer Legal Na	Job Title	Dates of Nee	Ow	View 9142	Attachments
<input type="checkbox"/>	T-300-12287-6464...	2012-10-13...		Initiated	ACME FRUIT INC.	Test	12/25/2012...	YES		

Figure 18: H-2A Portfolio Details Screen

The H-2A Portfolio Details Page displays a list of cases to which the user has access. Because the H-2A 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 documents.
- 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-2A application and add that information to a new H-2A 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-2A 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. To withdraw a case after it has been assigned to an analyst, please send an email to TLC.Chicago@dol.gov with the words "H-2A Withdrawal Request" in the subject line of the email.



Delete Initiated Case(s)

The Delete feature allows you to delete one or more H-2A 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.