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# U.S. DEPARTMENT OF LABOR

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## **iCERT VISA PORTAL SYSTEM EXTERNAL H-2B QUICK START GUIDE**

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Employment and Training Administration  
Office of Foreign Labor Certification  
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## INTRODUCTION

This *Quick Start Guide* was prepared for external users, i.e. Employers and Employer Representatives, to quickly navigate the iCERT Visa Portal System, including to:

- Create a new iCERT Account (*new users*)
- Modify an existing iCERT Account (*existing users*);
- Create an Associate Account
- Access your H-2B portfolio and begin a new ETA Form 9142

This guide does not describe all of the features of H-2B Case Creation and Case Submission, nor is it intended to replace the H-2B User Guide. For detailed information about H-2B features, refer to the H-2B User Guide (Found at [iCERT.DOLETA.GOV](http://iCERT.DOLETA.GOV)- User Guides).

Users will have access to the following features:

Feature	Description
<b>Electronic Filing</b>	Create and file an electronic ETA Form 9142, including the uploading of supporting documents.
<b>Case Search</b>	Search and track all submitted and un-submitted cases.
<b>Withdraw</b>	Withdraw submitted ETA Form 9142 cases.

### Terms

Below is a list of terms used in this document:

Terms	What it means
<b>ETA</b>	Employment and Training Administration
<b>H-2B</b>	The labor certification program for <i>Temporary Non-Agricultural workers</i>
<b>iCERT</b>	The iCERT Visa Portal System – provides a single point-of-entry for employers, attorneys, and agents to file and track their employment-based visa applications



## GETTING STARTED

### Create a New iCERT account (*new users*):

If you are new to iCERT, you must create a new user account to access the electronic filing system in the H-2B program. The process is as follows:

1. Begin on the iCERT Home Page <http://icert.doleta.gov>

The screenshot shows the iCERT Home page with the following elements:

- Header:** UNITED STATES DEPARTMENT OF LABOR. Navigation links include: About ETA, Find Job & Career Info, Business & Industry, Workforce Professionals, Grants & Contracts, ETA Library, Foreign Labor Certification, Performance & Results, and Regions & States.
- Employment and Training Administration:** Includes links for ETA Home and iCERT Portal.
- Welcome to the iCERT Visa Portal System:** Features a login form with fields for Username and Password, a Log In button, and links for new users to create an account and for users to reset their credentials.
- System Alerts:** A section with tabs for PERM Processing Times, Forms, User Guides, and Legacy Accounts. A warning is displayed: "LCA WARNING: Effective upon the enactment of HR 1, the American Recovery and Reinvestment Act of 2009..."
- H-2A PUBLIC JOB REGISTRY:** Includes an "Advanced Search for Job Orders" section with a map of the United States and a dropdown menu to select a state/territory.
- ICERT CASE STATUS CHECK:** A form to enter up to 30 case numbers for status checking.
- FIND CURRENT FAQs:** A link to find the latest frequently asked questions.
- SEARCH for PREVAILING WAGES:** A search form with dropdowns for State/Territory, Data Series and Source, Collection Type (All Industries or ACWIA Higher Education), Area based on (County/Township or BLS Areas), Area, and Occupation.

Figure 1: iCERT Home page

2. Select the [Create Your Portal Account Today](#) link.
3. Accept the Authorized Access Statement.
4. Select the type of account you are registering for (Employer or Attorney/Agent).
5. Check the H-2B checkbox on the Visa programs to get access to the H-2B system.

The screenshot shows the "Select Visa Programs:" section with the following options:

- LCA
- PERM
- H2A
- H2B
- Prevailing Wage

Figure 2: Visa Program Selection



- Complete all required information marked with “\*” under the tabs shown in Figure 3 then click on “Create Account.”

**Figure 3: Account Holder Information**

- You will receive an e-mail asking you to activate your account. Please follow the instructions in the e-mail to log in to iCERT.
- Once you are logged in select the H-2B tab to navigate to the H-2B Portfolio Summary.

### Modify an Existing iCERT Account (*existing users*):

In order to access the H-2B electronic filing system, existing users will first need to add H-2B permissions to their account. Users should follow these steps:

- Log in to the iCERT system using your existing account information.
- Click on the My Account & Profiles tab to add H-2B to your account. This will enable you to file in the H-2B program.

**Figure 4: My Account & Profiles Screen**

- Check the H-2B checkbox on Visa Programs, and click “Save”.
- Verify that the H-2B tab is now available on the top of the navigation tabs.



## Create an Associate Account

To establish additional “associate” sub accounts, the account holder should follow these steps:

1. Select the “My Associate Accounts” tab
2. Click on the “Add New Associate” button at the bottom of the page to create a sub account. (This page also permits the primary account holder to search for existing associate accounts.)

The screenshot shows the iCERT Portal interface. The user is logged in as BRIAN SMITH. The navigation menu includes Portal Home, LCA, Prevailing Wage, H-2B, My Account & Profiles (selected), and Forms & Instructions. The breadcrumb trail is: ETA Home > iCERT Portal > My Account & Profiles > My Associate Accounts.

The main content area is titled "My Associate Accounts" and contains a search form with the following fields:

- First Name:
- Last Name:
- Office/Department:
- Associate Type:

Buttons for "Search" and "Reset" are located to the right of the form.

Below the form is a table with the following data:

<input type="checkbox"/>	# LCA	# PW	First Name ▲	Last Name	Office or Department	Associate Type
<input type="checkbox"/>	0	0	BRIAN	SMITH	TEST	EMPLOYEE

At the bottom of the table, there is a pagination control showing "1 / 1" and "10" (rows per page), and "1 Row(s)". Below the table are buttons for "Edit", "Disable", and "Add New Associate".

**Figure 5: Creating an Associate Account**

3. Select “My Associate Accounts” tab to establish account holder permissions for the associate account. This page will allow you to determine the level of access for your sub account holders, including whether they can create an application, submit, withdraw, view and pre-fill a specific type of application. See Figure 6.



**iCERT Portal** Welcome, BRIAN SMITH (logout)

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

My Account | My Attorney Profiles | My Associate Accounts

ETA Home > iCERT Portal > My Account & Profiles > Associate Account

### Associate Account

Please complete each tab before clicking the **Save** button at the bottom of the page.

\* Denotes required fields

**Associate Information**

Associate Type: \*  Please select an Associate Type:

Last (Family) Name: \*  Enter Last (Family) Name. If only one name, enter the name in this field and enter "FNU" (first name unknown) in the first name field.

First (Given) Name: \*  Enter First (Given) Name. If only one name, enter the name in the last name field and enter "FNU" (first name unknown) in this field.

Full Middle Name(s):  Enter full Middle Name. If no middle name, "N/A" will be inserted into all forms created.

Department: \*

Phone Number: \*    Ext.

Fax Number:

Email: \*  Email Address will be the login Username and will also be used to send the password if forgotten.

Confirm Email: \*

Secret Question: \*

Secret Answer: \*

**Associate Permissions**

Determine access then select permissions for each Visa Program

**Allow Portal Account Permission**  Yes  No

View Main Account Holder Profiles

**Allow LCA Access/Permissions** \*  Yes  No

Application Creation  View All Account Applications

Application Submission  Pre-fill Applications with Main Account Profiles

Application Withdrawal

**Allow Prevailing Wage Access/Permission** \*  Yes  No

Application Creation  View All Account Applications

Application Submission  Pre-fill Applications with Main Account Profiles

Application Withdrawal  Redetermination Request Submission

**Allow PERM Access/Permissions** \*  Yes  No

Application Creation  View All Account Applications

Application Submission  Pre-fill Applications with Main Account Profiles

Application Withdrawal

**Allow H2A Access/Permissions** \*  Yes  No

Application Creation  View All Account Applications

Application Submission  Pre-fill Applications with Main Account Profiles

Application Withdrawal

**Allow H2B Access/Permissions** \*  Yes  No

Application Creation  View All Account Applications

Application Submission  Pre-fill Applications with Main Account Profiles

Application Withdrawal

Figure 6: Associate Account Permissions

## Access your H-2B portfolio and begin a new ETA Form 9142

Once current or new users have access to the H-2B system, they may view their portfolio in full or summary format as shown in Figures 7 and 8 below. Once you have initiated one or more cases, these views will allow you to quickly determine the status of your cases in summary or detail format with specific notations assigned to categories of cases such as "Initiated," "In Process," etc. The Portfolio Details screen allows you to search by case number and other search criteria.



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	<a href="#">26</a>	Applications started but not submitted for processing
In Process	<a href="#">9</a>	Applications submitted for processing, under OFLC review
In Process - Under RFI	<a href="#">2</a>	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	<a href="#">3</a>	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	<a href="#">1</a>	Applications voided by OFLC(e.g. duplicate submission)

[Begin New ETA Form 9142](#)

[Public Burden Statement](#)

Figure 7: Portfolio Summary Screen

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 Details

Case Number:

Employer Legal Business Name:

Case Status:

Date Initiated: From:  To:

Date Submitted: From:  To:

State of Intended Employment:

Advanced Search:

<input type="checkbox"/>	Case Number	Date Initiated	Date Submitt	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"/>	<a href="#">T-400-12093-2212</a>	2012-04-02...		Initiated				YES		
<input type="checkbox"/>	<a href="#">T-400-12184-0072</a>	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"/>	<a href="#">T-400-12124-0602</a>	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"/>	<a href="#">T-400-12097-6930</a>	2012-04-06...		Initiated				YES		
<input type="checkbox"/>	<a href="#">T-400-12097-5677</a>	2012-04-06...		Initiated				YES		
<input type="checkbox"/>	<a href="#">T-400-12097-0262</a>	2012-04-06...		Initiated	Optics	Tester of Sys...	12/25/2012...	YES		

41 Row(s)

Available Actions:

Figure 8: Portfolio Details Screen



To begin a new ETA Form 9142 follow these steps:

1. Select the “Begin New ETA Form 9142” button from either the Portfolio Summary or Portfolio Details Page.
2. You will be directed to the first step of the preparation of Form 9142 as shown in Figure 9 below. Complete all required information marked with “\*” and click “Next”.

Figure 9: Case Preparation