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 I)

- Creating an iCERT Account
- Managing Sub-Account Users
- Modifying Account Profiles
- Understanding Your Visa Portfolio
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

Accept the Rules of Behavior

Please read and accept the iCERT Visa Portal System Rules of Behavior by clicking the “Accept” button.
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.

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 ofc_portal@dol.gov for assistance.
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.

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.
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)

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
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

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
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.