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# U.S. DEPARTMENT OF LABOR

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## iCERT VISA PORTAL SYSTEM QUICK START GUIDE

U.S. Department of Labor  
Employment and Training Administration  
Office of Foreign Labor Certification  
200 Constitution Ave., NW  
Washington, DC 20210



## 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 portfolio details and begin any new ETA Form (9141, 9035E, 9142)

This guide does not describe all of the features of Case Creation and Case Submission, nor is it intended to replace each individual system User Guide. For detailed information about either H-2A or H-2B specific module features, please refer to the specific 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 form, including the uploading of supporting documents.(Uploading only available for PW, H-2A, and H-2B)
<b>Case Search</b>	Search and track all submitted and un-submitted cases.
<b>Withdraw</b>	Withdraw submitted 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-2A</b>	The labor certification program for <i>Temporary Agricultural</i> workers
<b>H-2B</b>	The labor certification program for <i>Temporary Non-Agricultural</i> workers
<b>PW</b>	The Prevailing Wage Program
<b>LCA</b>	Labor Condition Application for Nonimmigrant Workers
<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 any electronic filing system. 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. Utility links include: A to Z, Site Map, FAQs, Forms, About DOL, Contact Us, and Español.
- Employment and Training Administration:** Includes links for ETA Home and iCERT Portal.
- Welcome to the iCERT Visa Portal System:**
  - Login:** Username and Password fields with a Log In button.
  - New to the iCERT System?** [Create Your Portal Account Today](#)
  - Forgot your username or password?** [Click Here](#)
- System Alerts:** Includes a link 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:**
  - Advanced Search for Job Orders
  - Click on a Specific State to Search H-2A Job Orders Posted in the Last 30 Days
  - Map of the United States with state abbreviations.
  - Dropdown menu: "Or - Select a state/territory from the menu: State: [Select State]"
- ICERT CASE STATUS CHECK:**
  - Enter up to 30 case numbers, one per line (e.g., G-100-12345-123456)
  - [Case Numbers](#)
  - Check Status button
- FIND CURRENT FAQs:**
  - To find the latest Frequently Asked Questions (FAQs) issued by the OFLC, [Click Here](#)
- SEARCH for PREVAILING WAGES:**
  - State/Territory: [Select State]
  - Data Series and Source: [Select Time Series]
  - Collection Type:
    - All Industries
    - ACWIA Higher Education
  - Area based on:
    - County/Township
    - BLS Areas
  - Area: [Dropdown]
  - Occupation: [Dropdown]
  - OR Enter a Keyword or Phrase:

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, Attorney/Agent, or Agriculture Association).
5. Select the checkbox(es) next to the Visa Program(s) to which you wish to have access.



## Your Login Information

Select Visa Programs:    \*  LCA     PERM     H2A     H2B     Prevailing Wage

**Figure 2: Visa Program Selection**

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

[ETA Home](#) > [iCERT Portal](#) > Employer Account

### Employer Account

Please complete each tab before clicking the **Create Account** button at the bottom of the page.  
*\* Denotes required fields*

1. Your Login Information

2. Your Company Information

3. Point of Contact Information

**Figure 3: Account Holder Information**

7. 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.
8. Once you are logged in select the program tab to navigate to the Portfolio Summary for that ETA Program.

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

In order to change your access to any electronic filing system, existing users will first need to add the permission to their account. Users should follow these steps:

1. Log in to the iCERT system using your existing account information.
2. Click on the My Account & Profiles tab and select the checkbox(es) next to the Visa Program(s) to which you wish to have access. This will enable you to file in the program.



**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 > My Account

### Employer Account

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

\* Denotes required fields

1. Your Login Information | 2. Your Company Information | 3. Point of Contact Information

#### Your Login Information

Select Visa Programs: \*  LCA  PERM  H2A  H2B  Prevailing Wage

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

First (Given) Name: \* BRIAN Enter your First (Given) Name. If you have 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 your full Middle Name. If you do not have a middle name, enter "N/A".

Phone Number: \* 202 020 2022 Ext.

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

## 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.)



**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 > My Associate Accounts

**My Associate Accounts**

First Name:  Last Name:

Office/Department:  Associate Type:

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

/ 1
 
 1 Row(s)

**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 portfolio and begin a new ETA Form.

Once current or new users have access to any OFLC 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.



**iCERT Portal** Welcome, BRIANH SMITH2 (logout)

Portal Home | LCA | Prevailing Wage | H-2A | **H-2B** | My Account & Profiles

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

ETA Home > iCERT Portal > H-2B > Portfolio Summary

### H-2B: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	21	Applications started but not submitted for processing
In Process	10	Applications submitted for processing, under OFLC review
In Process - Under RFI	0	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	1	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	Applications voided by OFLC (e.g. duplicate submission)

[Begin New ETA Form 9142](#) [Public Burden Statement](#)

Figure 7: Portfolio Summary Screen

**iCERT Portal** Welcome, BRIAN SMITH32323333 (logout)

Portal Home | **LCA** | Prevailing Wage | My Account & Profiles | Forms & Instructions

[LCA Portfolio Summary](#) | [LCA Portfolio Details](#)

ETA Home > iCERT Portal > LCA > Portfolio Summary

### LCA: Portfolio Summary

H-1B Cases | **H-1B1 Cases** | E-3 Cases

Case Status	Total Cases	Brief Description
Initiated	16	Applications started but not submitted
In Process	18	Applications submitted, under review
Certified	0	Wage determination issued
Denied	1	Applications denied
Withdrawn	0	Applications that have been withdrawn
Voided	0	Applications that have been voided
Invalidated	0	Applications that have been invalidated
Rejected	0	Applications that have been rejected
My Related Cases	1	Cases submitted by Attorneys/Agents using your EIN

[Begin New ETA Form 9035](#) [Public Burden Statement](#)

**H-1B alerts requiring resolution**

- There are no H-1B-related alerts at this time.

Figure 8: Portfolio Details Screen

To begin any new ETA Form follow these steps:

1. Select the "Begin New ETA Form <Form you are trying to complete (9141, 9142, 9035)>" button from either the Portfolio Summary or Portfolio Details Page.





2. You will be directed to the first step of the preparation of the ETA Form (ETA Form 9142 is shown below in Figure 9 as an example). Please complete all required information marked with “\*” and click “Next”.

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

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

ETA Home > iCERT Portal

**Form 9142 - Create New Case** Case NOT YET ASSIGNED (INITIATED)

Navigation: A-D, C, D, E, Fa, Fb, Fc, G, H, I, J, App, S, I, Dec

**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.dhs.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 (A) symbol.

**A. Employment-Based Nonimmigrant Visa Information**

1. Indicate the type of visa classification supported by this application: \* H-2B

**B. Temporary Need Information**

1. Job Title \* Forest Worker

2. SOC (ONET/OES) code \* 19-4093 Search SOC/O'NET (OES) Code

3. SOC (ONET/OES) occupation title \* Forest and Conservation Technicians

4. Is this a full-time position? \* Yes

**Period of Intended Employment**

5. Begin Date \* 05/05/2012 (mm/dd/yyyy)

6. End Date \* 05/05/2013 (mm/dd/yyyy)

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

**Total Worker Positions Being Requested** \* 1

**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 \* 1

b. Continuation of previously approved employment without change with the same employer \* 0

c. Change in previously approved employment \* 0

d. New concurrent employment \* 0

e. Change in employer \* 0

f. Amended petition \* 0

g. Nature of Temporary Need \* Seasonal

9. Statement of Temporary Need \* Rise at this time

(Remaining characters: 983)

Navigation: Previous, Exit, Save, Next

Figure 9: Case Preparation