

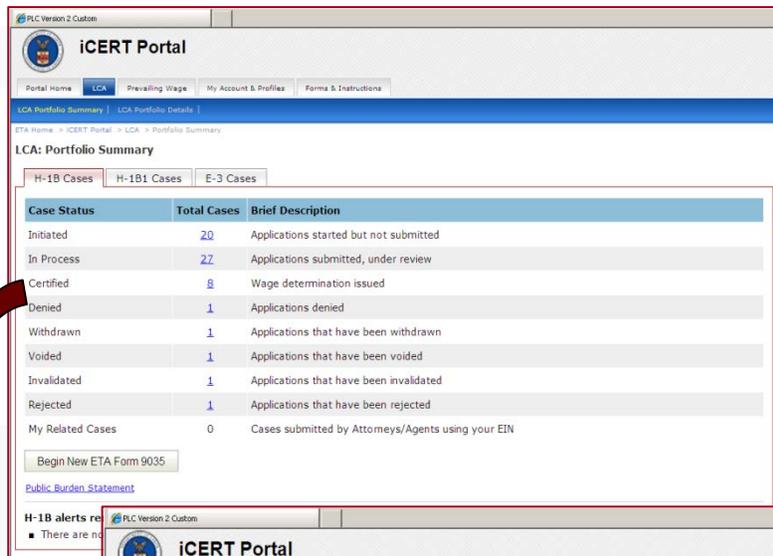
## iCERT Visa Portal System Enhancement: LCA Module February 2013

**Synopsis:** The Employment and Training Administration’s Office of Foreign Labor Certification (OFLC) is implementing a new enhancement that will allow employers or their authorized attorneys or agents to reuse previously filed Labor Condition Applications (LCAs) under the H-1B, H-1B1, and E-3 visa programs. This new feature, which is fully integrated into the iCERT System's LCA Electronic Filing Module, will significantly reduce the administrative time and cost associated with preparing and submitting the ETA Form 9035E.

### Major Functional Features:

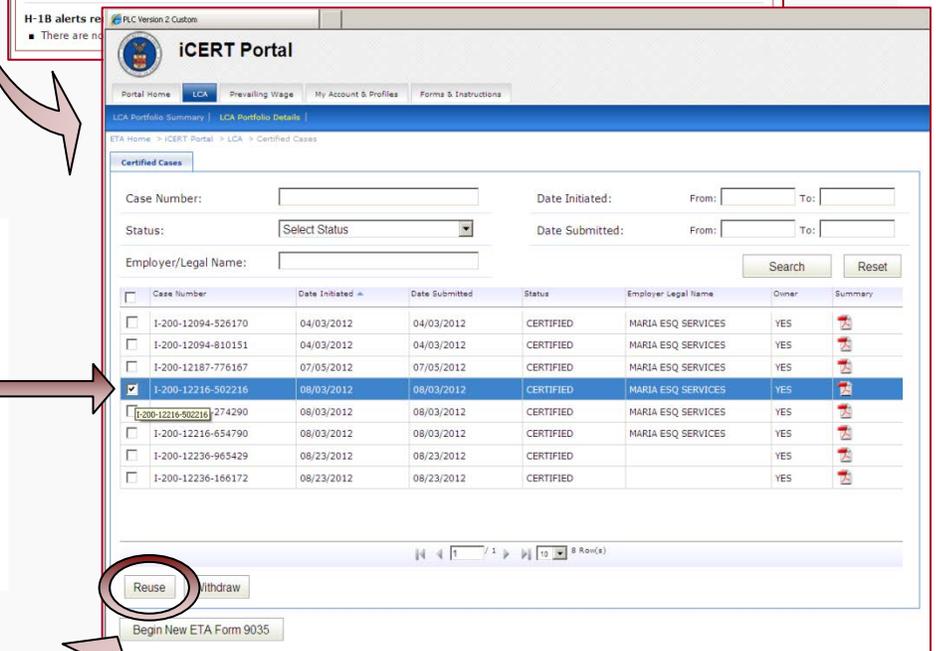
#### Step 1

From your LCA Portfolio Summary, choose a group of previously filed applications (e.g., you would like to reuse a previously certified LCA).



#### Step 2

From your LCA Portfolio Details, choose a case you would like to reuse by checking the box in the far left column and then select the "Reuse" button at the bottom of the screen.

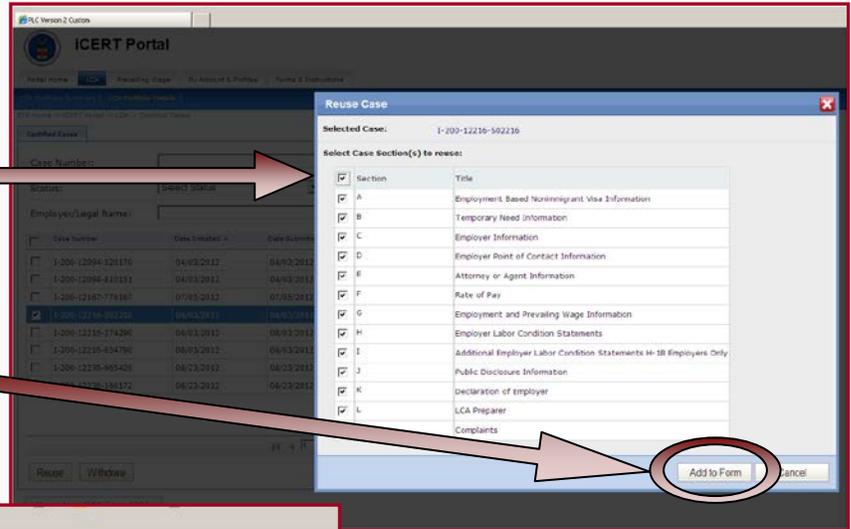


For illustrative purposes only

### Step 3

The system will provide you with a function to choose one or more sections of the previously filed application for reuse.

Once all sections are chosen, select "Add to Form" to begin a new ETA Form 9035E.



Section C. Employer Information, has prefilled fields from your Employer profile.

#### C. Employer Information

1. Legal Business name: MARIA ESQ SERVICES ?

2. Trade Name/Doing Business As (DBA), if applicable: ?

3. Address 1: 200 CONSTITUTION AVE ?

4. Address 2: ?

5. City: WASHINGTON ?

6. State: DISTRICT OF COLUMBIA ?

7. Postal code: 20010 ?

8. Country: UNITED STATES OF AMERICA ?

9. Provinces: ?

10. Telephone number: 626 626 6222 11. Ext. ?

12. Federal Employer Identification Number (FEIN from IRS): 75 - 0057347 ?

13. NAICS Code: 5411 Search NAICS Code

Navigation: Previous | Void and Exit | Exit | Save | Next

For illustrative purposes only

The system will create a new iCERT case number for the reused application and navigate you to the ETA Form 9035E case preparation screens to make any necessary changes (e.g., start and end dates of employment, number of worker positions)

**Important Note:** Please make sure you review the application for any obvious errors or inaccuracies before submission.