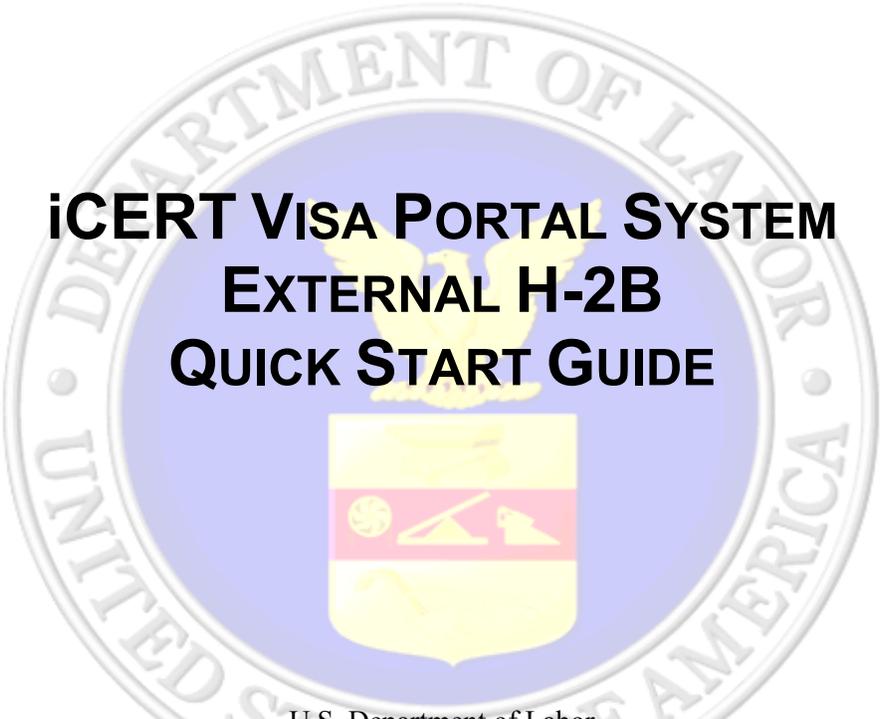# U.S. DEPARTMENT OF LABOR

iCERT VISA PORTAL SYSTEM
EXTERNAL H-2B
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 H-2B portfolio and begin a new ETA Form 9142B

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- User Guides).

Users will have access to the following features:

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

Terms
Below is a list of terms used in this document:

Terms	What it means
ETA	Employment and Training Administration
H-2B	The labor certification program for *Temporary Non-Agricultural* workers
iCERT	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:
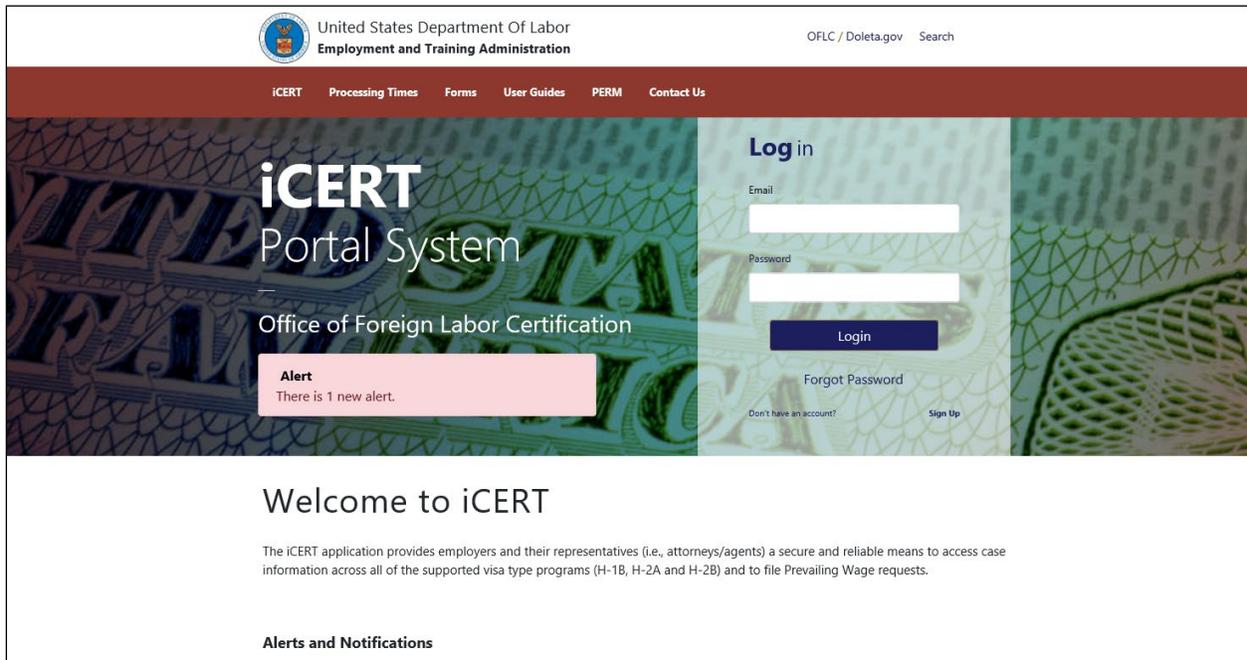
1. Begin on the iCERT Home Page https://icert.doleta.gov

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.
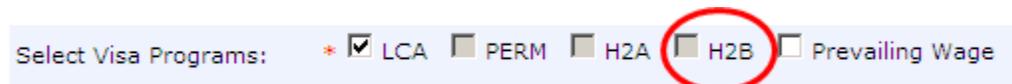
Figure 2: Visa Program Selection

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

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 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:

1. Log in to the iCERT system using your existing account information.

2. 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

3. Check the H-2B checkbox on Visa Programs, and click "Save".

4. 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.)

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.

Figure 6: Associate Account Permissions

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

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.

H-2B: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	2	Applications started but not submitted for processing
In Process	0	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
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	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	Applications voided by OFLC(e.g. duplicate submission)

Begin New Form ETA-9142B   Public Burden Statement

Figure 7: Portfolio Summary Screen

iCERT Portal

Portal Home | H-2A | H-2B | My Account & Profiles | Forms & Instructions

H-2B Portfolio Summary | H-2B Portfolio Details

ETA Home > iCERT Portal

H-2B: Portfolio Details

Case Number:		Date Initiated:	From: mm/dd/yyyy To: mm/dd/yyyy
Employer Legal Business Name:		Date Submitted:	From: mm/dd/yyyy To: mm/dd/yyyy
Case Status:	All	State of Intended Employment:	

Advanced Search: ▲   Search   Reset

	Case Number	Date Initiate	Date and Time Submit	Status	Employer Legal Na	Job Title	Dates of Nee	Owner	View 9142	Attachment	Alerts
☐	T-400-18289-854255	10/16/2018		Initiated				YES	📄		
☐	T-400-18289-764647	10/16/2018		Initiated				YES	📄		

|◀ ◀ 1 / 1 ▶ ▶| 10 ▼ 2 Row(s)

Available Actions: Reuse   Delete   Withdraw   Upload Documents   Begin New Form ETA-9142B

Figure 8: Portfolio Details Screen

To begin a new ETA Form 9142B follow these steps:

1. Select the "Begin New ETA Form 9142B" button from either the Portfolio Summary or Portfolio Details Page.

2. You will be directed to the first step of the preparation of Form 9142B as shown in Figure 9 below. Complete all required information marked with "*****" and click "Next".

Figure 9: Case Preparation