



U.S. DEPARTMENT OF LABOR



iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS

Prepared By:
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 with Case Creation and Case Submission permissions to data enter an ETA Form 9141. It was prepared to serve as a handy desk reference. This guide does not describe all of the features of Prevailing Wage Case Creation and Case Submission, nor is it intended to replace Prevailing Wage User Guide. For detailed information about Prevailing Wage features, refer to the Prevailing Wage User Guide.

- If the user is new to iCERT (icert.doleta.gov), create a new account using a link <Link to Create New Account screen>



Welcome to iCERT

The iCERT application provides employers and their representatives (i.e., attorneys/agents) a secure and reliable means to access case information across all of the supported visa type programs (H-1B, H-2A and H-2B) and to file Prevailing Wage requests.

Alerts and Notifications

Figure 1: iCERT Portal System Welcome Page

- When setting up an account, check the PW checkbox on Visa programs to get access to Prevailing wage



You are here: --> 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
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Your Login Information

Select Visa Programs: * LCA PERM H2A H2B Prevailing Wage

Last (Family) Name: * 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: * 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: * Ext.

Fax Number:

Account Email: * Your Email Address will be your Username and will also be used to send you your password if you forget it.

Confirm Email: *

Secret Question: *

Secret Answer: *

Figure 2: Create New Employer Account Page

- Fill out all required fields to a create new account
- If the user already is an account holder, login to iCert Portal application (icert.doleta.gov) with your registered account information
- Verify that the Portal Home tab is selected by default

iCERT Portal

Portal Home | LCA | My Account & Profiles | Forms & Instructions

Home | Case Quick Search

You are here: --> iCERT Portal --> Portal Home --> Home

Case Quick Search

Case Number: [Advanced Search](#)

My Pending Applications

You have no currently pending applications.

My Recently Processed Cases

You have no recently processed cases.

Figure 3: iCERT Portal Home Logged In



- Click on the My Account and Profiles tab to add Prevailing Wage to the account

iCERT Portal

Portal Home | LCA | My Account & Profiles | Forms & Instructions

My Account | My Attorney Profiles | My Associate Accounts

You are here: --> 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: * JOHN 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: * 123 456 7890 Ext.

Fax Number:

Account Email: * JSMITH.ICERT@GMAIL.COM Your Email Address will be your Username and will also be used to send you your password if you forget it.

Secret Question: * What is your favorite city?

Secret Answer: * NY

Next Tab >

Save

Figure 4:iCERT My Account and Profiles Page

- Check the PW checkbox on Visa programs under My Account and Profiles to get access to Prevailing wage, then Click Save



iCERT Portal

Portal Home
LCA
My Account & Profiles
Forms & Instructions

My Account
My Attorney Profiles
My Associate Accounts

You are here: --> 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: * 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: * 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: * Ext.

Fax Number:

Account Email: * Your Email Address will be your Username and will also be used to send you your password if you forget it.

Secret Question: *

Secret Answer: *

Figure 5:iCERT My Account and Profiles: Visa Programs selection

- Verify that the Prevailing Wage tab is now available on the top of the navigation tabs next to LCA
- Click on the Prevailing Wage tab
- Verify that the Prevailing Wage - Portfolio Summary page opens up with Case Status, Total Cases, and Brief Description



iCERT Portal

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

[Prevailing Wage Portfolio Summary](#) | [Prevailing Wage Portfolio Details](#) |

You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary

Prevailing Wage: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	0	Applications in draft status
In Process	0	Applications submitted, under review
Determination Issued	0	Wage determination issued
Redetermination	0	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	0	Applications withdrawn
My Related Cases	0	Cases submitted by Attorneys/Agents using your EIN

[Begin New ETA Form 9141](#)

Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

Figure 6: iCERT Prevailing Wage Portfolio Summary Page

- Click on the Begin New ETA Form 9141 button to create new case.
- Verify that the first page of the ETA Form 9141 opens up



iCERT Portal

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

You are here: --> iCERT Portal --> Prevailing Wage --> Form 9141

Form 9141 - Step 1 of 5 **Case NOT YET ASSIGNED (INITIATED)**

1 2 3 4 5
A-B C Da Db Dc

You Are Here

A. Employment-Based Visa Information

1. Indicate the type of visa classification supported by this application: * Select Visa Classification [?]

B. Requestor Point-of-Contact Information

1. Contact's last (family) name:	* SMITH	[?]
2. First (given) name:	* JAMES	[?]
3. Middle name(s):	* [?]	[?]
4. Contact's job title:	* [?]	[?]
5. Address 1:	* 200 CONSTITUTION AVE, NW	[?]
6. Address 2:	[?]	[?]
7. City:	* WASHINGTON	[?]
8. State:	* District Of Columbia	[?]
9. Postal code:	* 20210	[?]
10. Country:	* United States Of America	[?]
11. Province:	[?]	[?]
12. Telephone number:	* 111 111 1111 Ext. [?]	[?]
13. Fax number:	[?]	[?]
14. E-Mail address:	JSMITH.ICERT@GMAIL.COM	[?]

Figure 7: iCERT Prevailing Wage Case Preparation Page