iCERT Visa Portal System:

Implementation of Electronic Filing in the H-2A Program

December 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
Home Page

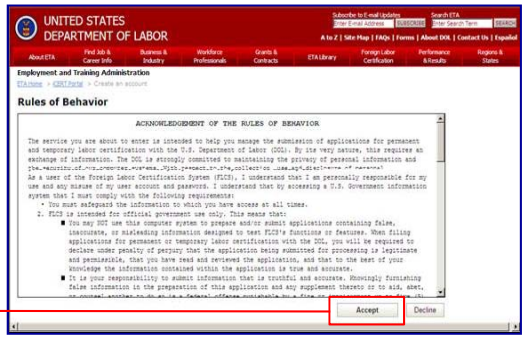
To create an iCERT account, go to http://icert.doleta.gov

From the iCERT home page, click on the link "Create Your Portal Account Today"

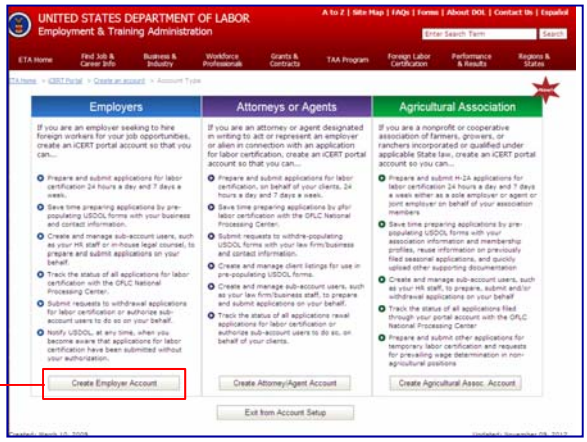
If you already have an iCERT account, log in with your Username and Password

Creating an iCERT Account
Rules of Behavior

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

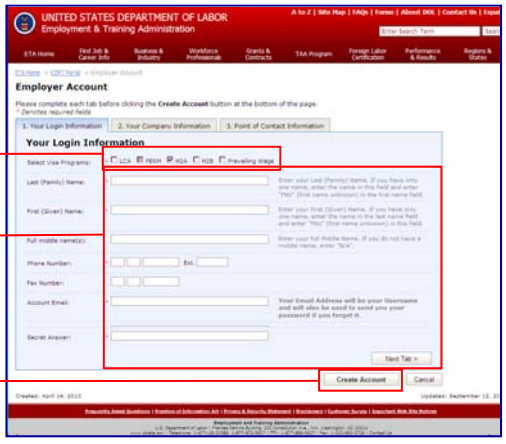


Creating an iCERT Account
Account Type



Select the type of account you wish to create by clicking either the "Create Employer Account," "Create Attorney/Agent Account" or the "Create Agricultural Assoc. Account" button

Creating an iCERT Account
Your Account Profile



Check the H-2A box to enable electronic filing for the H-2A visa program

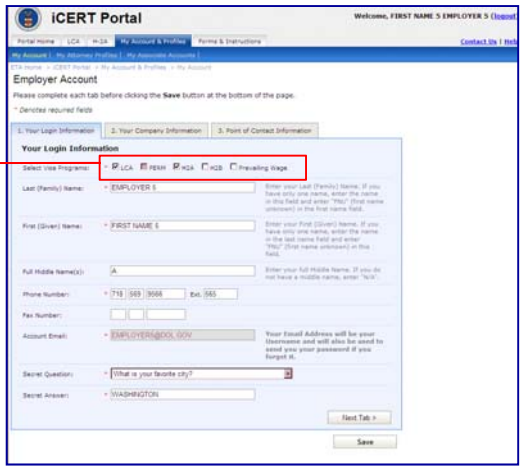
Complete all the required fields marked with "*" in tabs 1, 2 and 3 (this information can be used to pre-fill Sections C and D of the ETA Form 9142)

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.

Creating an iCERT Account
Your Account Profile

If you already have an iCERT account log in to your account to enable electronic filing in the H-2A visa program.

Under "My Account & Profiles", check the "H-2A" box to enable.

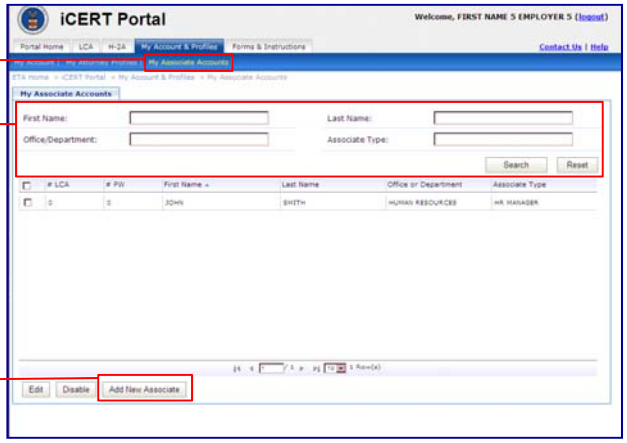


Managing Sub-Account Users
Associate Accounts

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 sub-account



Managing Sub-Account Users

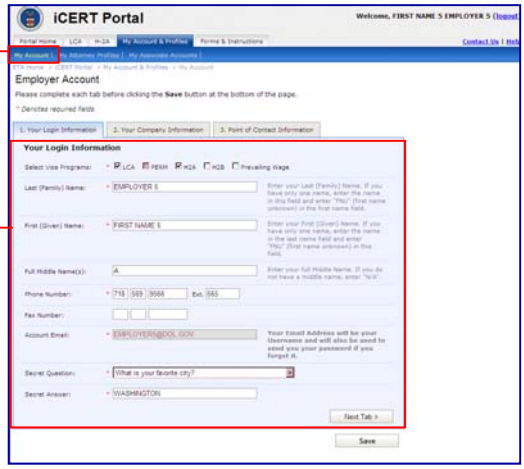
Associate Account Permissions

Enter Associate Account Information

Account holders can determine whether an associate account can create, submit, withdraw, view and reuse a particular type of application

Modifying Account Profiles

Editing Your Account Profile



Select the "My Account" sub tab

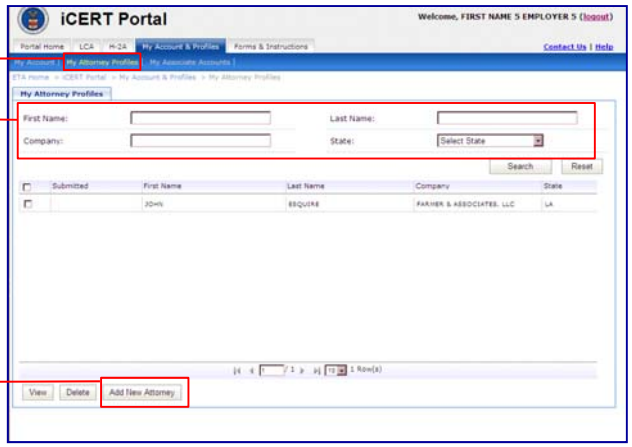
Modify the fields in tabs 1, 2 and 3 (this information will be used to pre-fill Sections C and D of the ETA Form 9142)

Modifying Account Profiles
Attorney/Agent Profiles

Select the "My Attorney Profiles" sub tab

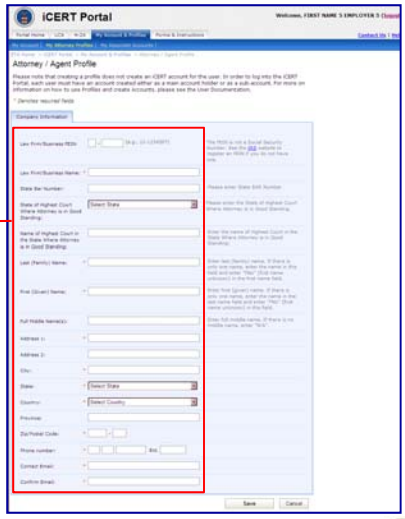
Enter search criteria and click the "Search" button to find existing attorney/agent profiles

Click the "Add New Attorney" button to create an attorney/agent profile



Modifying Account Profiles
Attorney/Agent Profile Details

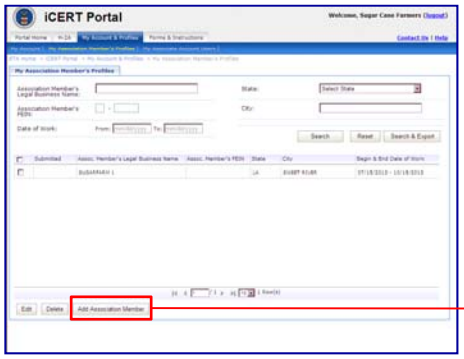
Attorney/Agent profiles do not create login privileges but they can be used to pre-fill Section E of the ETA Form 9142



Modifying Account Profiles

Association Member Profiles

Agricultural associations can add/edit member profiles by selecting "My Association Member Profiles," and completing member profile information



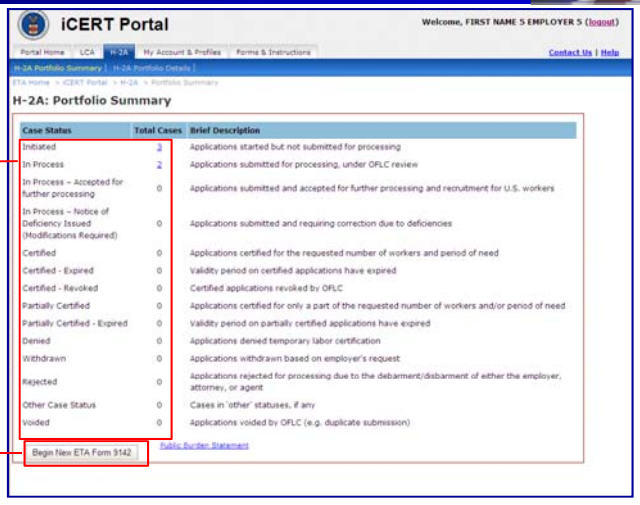
Member profiles will be available through the *Lookup Additional Employer Profile* feature when preparing Section C of the ETA Form 9142

Understanding Your Visa Portfolio

Portfolio Summary

The H-2A Portfolio Summary provides the account holder with an overview of the number of cases in each status

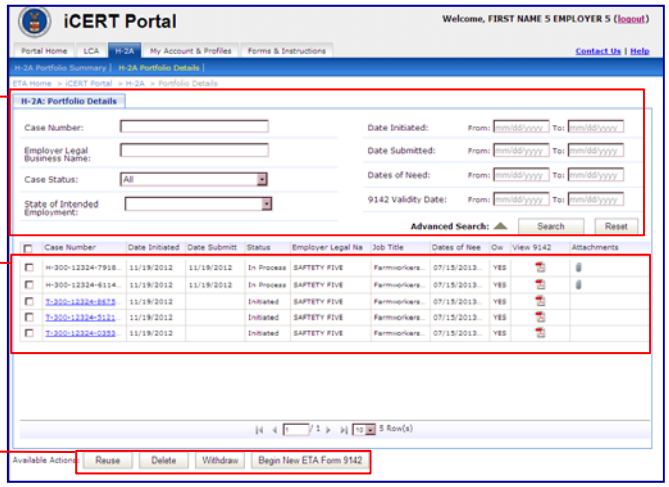
Click the "Begin New ETA Form 9142" to start a new application



Understanding Your Visa Portfolio

Portfolio Details

From the H-2A 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