



U.S. DEPARTMENT OF LABOR



iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS

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Setting Up Your Account

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 the Prevailing Wage User Guide. For detailed information about all Prevailing Wage features, refer to the Prevailing Wage User Guide.

- If you are a new user to iCERT (icert.doleta.gov), create a new account using the **Create an account** link.

The screenshot shows the iCERT Portal homepage. At the top, it features the United States Department of Labor logo and the text "UNITED STATES DEPARTMENT OF LABOR Employment & Training Administration". Below this is a navigation bar with tabs for "About ETA", "Find Job & Career Info", "Business & Industry", "Workforce Professional", "Grants & Contracts", "ETA Library", "Foreign Labor Certification", "Performance & Results", and "Regions & States". A search bar is located in the top right corner. The main content area is titled "Welcome to the iCERT Portal" and includes an "iCERT Portal Login" section with fields for "Username:" and "Password:", a "Log In" button, and links for "New to iCERT? Create an account." and "Forgot username or password?". To the right, there is a "Access Your Legacy User Account" section with links for "PERM", "LCA", and "H-2A". Below the login section, there are "System Alerts" for "PERM Processing Times" and "Downloadable Forms", including a notice about the federal minimum wage and a warning about LCA. A "Search for Prevailing Wages" section contains several dropdown menus for "Select a state/territory:", "Select a data series and source:", "Choose a Collection Type:" (with radio buttons for "All Industries" and "ACWIA Higher Ed."), "Choose an area based on:" (with radio buttons for "County/Township" and "BLS Areas"), "Select an area:", and "Select an occupation:". To the right of this section is an "iCERT Case Status Check" section with a text input field for case numbers and a "Check Status" button. At the bottom right, there is a "Search for FAQs" section with a "Select Visa Type" dropdown menu.

- When setting up an account, check the Prevailing Wage checkbox under the Visa programs section to set access to the account for 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 |
|---------------------------|-----------------------------|---------------------------------|

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: *

- Fill out all required fields on all tabs to a create new account and the click the **Create Account** button.

- If you are already an iCERT account holder, login to iCERT (icert.doleta.gov) with your registered account information.
- Click on the My Account & Profiles tab.
- Check the Prevailing Wage checkbox under the Visa programs section to set access to your account for Prevailing Wage. 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: * 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. Enter your full Middle Name. If you do not have a middle name, enter "N/A".

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

- 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.



iCER Portal

[Portal Home](#) | [LCA](#) | [Prevailing Wage](#) | [My Account & Profiles](#) | [Forms & Instructions](#)

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

You are here: --> iCER 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.

- Click on the **Begin New ETA Form 9141** button to create new case.
- Verify that the first page of the ETA Form 9141 opens and you all set!





iCER Portal

[Portal Home](#) | [LCA](#) | [Prevailing Wage](#) | [My Account & Profiles](#) | [Forms & Instructions](#)

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

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

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

You Are Here

A. Employment-Based Visa Information

1. Indicate the type of visa classification supported by this application: * ?

B. Requestor Point-of-Contact Information

1. Contact's last (family) name: * ?

2. First (given) name: * ?

3. Middle name(s): * ?

4. Contact's job title: * ?

5. Address 1: * ?

6. Address 2: ?

7. City: * ?

8. State: * ?

9. Postal code: * ?

10. Country: * ?

11. Province: ?

12. Telephone number: * Ext. ?

13. Fax number: ?

14. E-Mail address: ?