U.S. DEPARTMENT OF LABOR

iCERT VISA PORTAL SYSTEM EXTERNAL CUSTOMER DOCUMENT UPLOAD ENHANCEMENT H-2A AND H-2B VISA PROGRAMS QUICK START TECHNICAL GUIDE

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INTRODUCTION

An employer or, if applicable, its authorized attorney or agent, seeking temporary labor certification under the H-2A or H-2B visa program must submit the application (Form ETA-9142A or 9142B, with Appendix A or B) and all required supporting documentation to the OFLC either electronically or by U.S. mail. Prior to submission of the application electronically, the iCERT System allows the employer to upload supporting documentation, in an acceptable electronic format. This is in lieu of sending physical documentation to the OFLC by U.S. mail, saving employers time and money. However, the iCERT System was not initially designed to permit documents to be uploaded <u>after</u> the application was submitted for processing. Any supporting documentation required after the application was filed and requested by the OFLC Certifying Officer (CO) (e.g., in response to a NOD or NOA) had to be filed by U.S. mail, electronic mail or facsimile, even if the application itself was submitted electronically.

In an effort to help minimize delays associated with connecting employer documentation to a pending H-2A or H-2B application and to provide more flexibility in submitting responsive documents, the OFLC has implemented a new enhancement to the iCERT System that permits the submission of electronic documentation at the time of filing <u>and</u> while the H-2A or H-2B application is pending review. However, after the CO issues a final determination on the H-2A or H-2B application, the document upload feature will be disabled.

Summary of Customer Document Upload Enhancement:

This new feature will enable the iCERT account holder to view all its pending H-2A or H-2B applications and select the application for which it wishes to upload documents electronically. Once a pending application is selected, the iCERT account holder will associate one or more electronic documents with a response type (e.g., Response to NOD, Response to NOA) for more efficient storage and retrieval by the OFLC analyst assigned to the application. To maximize electronic security, the iCERT System will only accept electronic documents in Microsoft Word (.doc or .docx), Adobe Acrobat Portable Document Format (.pdf), or text (.txt) file formats. Once all documents are uploaded electronically, the iCERT account holder will confirm submission. Then all documents will be saved electronically, with the pending application. The iCERT account holder can view the list of documents submitted with the pending application, although s/he will not be able to delete these documents. As necessary, the iCERT account holder may upload additional documents (e.g., in the event the CO issues a second NOD or a NOA action on the pending application).

Once all documents are submitted electronically, the iCERT System will send a confirmation-of-receipt message via e-mail to the employer's designated point of contact and, if applicable, to the employer's authorized representative, indicating that the electronic documents were successfully received by the OFLC analyst assigned to review the application. The iCERT System will also send a separate notification e-mail to the OFLC analyst assigned to the pending application when new documents are submitted by the iCERT account holder for review.

IMPORTANT REMINDER: Because the Chicago NPC uses e-mail as the primary method of communication during the application review process, iCERT account holders must ensure that all e-mail addresses entered on the Form ETA-9142A or 9142B are valid. It is the employer's responsibility to ensure that its internet service providers do not block e-mail messages sent from the Department. Users must also ensure that Department e-mail communications are not filtered out to a spam folder.

Summary of Quick Start Technical Guide:

This *Quick Start Technical Guide* was prepared to help iCERT account holders understand how to use the new "Document Upload" enhancement for submitting required documentation to the OFLC anytime the H-2A or H-2B application is pending a final determination or listed as "In Process" on the iCERT Portfolio Details Screen.

This feature is available to the following iCERT user account types:

- Employers;

- Authorized Attorney or Agent Representatives; and

- Agricultural Associations

This technical guide does not describe all of the features included on the iCERT Portfolio Details Screen, nor is it intended to replace any pre-existing features. For information about other functional features on the iCERT Portfolio Details Screen, please consult the appropriate iCERT System user guide located at https://icert.doleta.gov under "User Guides" tab on the main home page.

When accessing the iCERT Portfolio Details Screen, iCERT account holders will have access to the following features:

Feature	Description
Electronic Filing	Create and file an electronic Form ETA-9142A or 9142B, including the uploading of supporting documents.
Case Search	Search and retrieve all applications submitted for processing and those applications initiated but not submitted for processing.
Withdraw	Withdraw an application submitted for processing.
Delete	Delete an electronic Form ETA-9142A or 9142B that is listed in "Initiated" status but not submitted for processing.
Reuse	Reuse a prior application in any status to more efficient begin a new application.
Upload Documents	**NEW!** Search, upload and submit one or more electronic documents while an application is in an "In Process" status.

Terms

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

Terms	What it means
CO	Certifying Officer
NOA	Notice of Acceptance
NOD	Notice of Deficiency
ETA	Employment and Training Administration
H-2A	The labor certification program for *Temporary Agricultural* workers
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
OFLC	Office of Foreign Labor Certification

GETTING STARTED

Access your iCERT Portfolio:

Once current iCERT account holders access their accounts, they may view their visa program portfolio in full or summary format as shown in Figures 1 and 2 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.

iCERT Portal

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

H-2A Portfolio Summary | H-2A Portfolio Details |

ETA Home > iCERT Portal > H-2A > Portfolio Summary

IMPORTANT ALERTS AND NOTIFICATIONS

There are currently no important Alerts and Notifications

H-2A: PORTFOLIO SUMMARY

Case Status	Total Cases	Brief Description
Initiated	30	Applications started but not submitted for processing
In Process	9	Applications submitted for processing, under OFLC review
In Process – Accepted for further processing	2	Applications submitted and accepted for further processing and recruitment for U.S. workers
In Process – Notice of Deficiency Issued (Modifications Required)	2	Applications submitted and requiring correction due to deficiencies
Certified	4	Applications certified for the requested number of workers and period of need
Certified - Expired	1	Validity period on certified applications have expired
Certified - Revoked	0	Certified applications revoked by OFLC
Partially Certified	0	Applications certified for only a part of the requested number of workers and/or period of need
Partially Certified - Expired	0	Validity period on partially certified applications have expired
Denied	0	Applications denied temporary labor certification
Withdrawn	6	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	Cases in 'other' statuses, if any
Voided	2	Applications voided by OFLC (e.g. duplicate submission)

[Begin New ETA Form 9142A]   Public Burden Statement

Figure 1. Portfolio Summary Screen

Figure 2. Portfolio Details Screen

To begin the new feature 'Upload Document' follow these steps:

1. Select a case using the checkbox on the far left hand side in one of the following statuses and then select the 'Upload Documents' button:
   - In Process
   - In Process – Accepted for further processing
   - In Process – Notice of Deficiency Issued (Modifications Required)

2. The system will then navigate the user with the 'Upload Documents' screen as shown in Figure 3 below. Complete all required information marked with "*" and click 'Save'.

3. For any document that is uploaded, the system will permit the user to delete documents by selecting the check box next to the name of the document in the table and then selecting 'Delete Selected Attachments' button.

Upload Documents ✖

Upload Documents
Case Number: H-300-16160-843295
Employer Name: MAIN AG ASSOCIATION

Select Browse to search for files. Click upload to complete uploading files. Only Adobe Acrobat (.pdf), Text (.txt) and MS Word (.doc/.docx) files can be uploaded.
Maximum size limit 30MB per File

[ ] Browse...

Select Document Type ▼

Upload

Attached Documents

	File name	Document Type
[ ]		

Delete Selected Attachments

Save   Cancel

Upload Documents ✖

Upload Documents
Case Number: H-300-16160-843295
Employer Name: MAIN AG ASSOCIATION

Select Browse to search for files. Click upload to complete uploading files. Only Adobe Acrobat (.pdf), Text (.txt) and MS Word (.doc/.docx) files can be uploaded.
Maximum size limit 30MB per File

[ ] Browse...

Select Document Type
Response to OFLC Email
NOD Response
NOA Recruitment Documentation
NOA Other Supporting Documentation
Documentation Requesting Amendments

	File name	Document Type
[ ]		

Delete Selected Attachments

Save   Cancel

Case Number: H-300-16160-843295
Employer Name: MAIN AG ASSOCIATION

Select Browse to search for files. Click upload to complete uploading files. Only Adobe Acrobat (.pdf), Text (.txt) and MS Word (.doc/.docx) files can be uploaded.
Maximum size limit 30MB per File

H:\21CT\1test docs\Empl Browse...

NOD Response ▼

Upload

Attached Documents

	File name	Document Type
[ ]	EmployerRFIresponse-08042016-090910.txt	NOD Response
[ ]	StatementofTempNeed-08042016-090851.txt	Response to OFLC Email

Delete Selected Attachments

Save   Cancel

Figure 3. Upload Documents Screen

4. Once you save the uploaded document, the system will allow the user to view uploaded documents on the 'Attached' column of the Portfolio Details.

Figure 4. View Attached Documents from Portfolio Details Screen

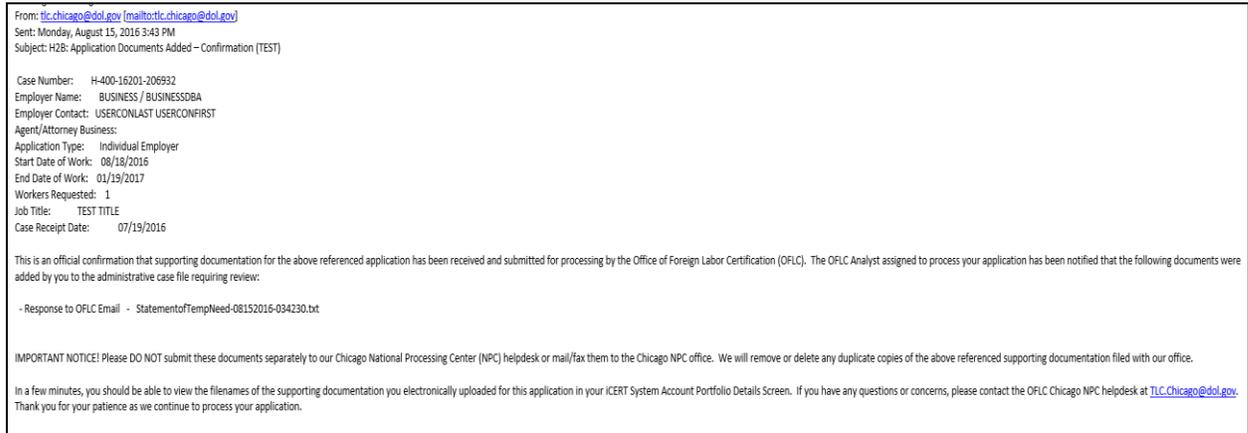5. The system will also send you a confirmation email using your registered email from the iCERT system.

Figure 5. Confirmation Email Screen

TIPS on Errors

Listed below are possible errors the system may display:

- *"You must select one case to Upload Documents"* – occurs when the user does not select a case from the Portfolio Details page *and* clicks on the **Upload Documents** button.

- "*Document(s) can be uploaded in 'In Process', 'In Process – Accepted for Further Processing' and 'In Process – Notice of Deficiency (Modification Required)' status only"* – occurs when the user selects the **Upload Documents** button and the selected case is not in allowed status

- "*You can only select one case to Upload Documents.*" – occurs when the user selects more than one case and selects the **Upload Documents** button on Portfolio Details page

- *"Please select Document Type to upload the file"* – occur when the **Upload** button is selected and no Document Type is selected

- *"Only .doc, .docx, .pdf, .txt file type can be uploaded. Please click Browse and select a different file type."* – occurs when the Upload button is selected and the browsed file selected is not allowed file format