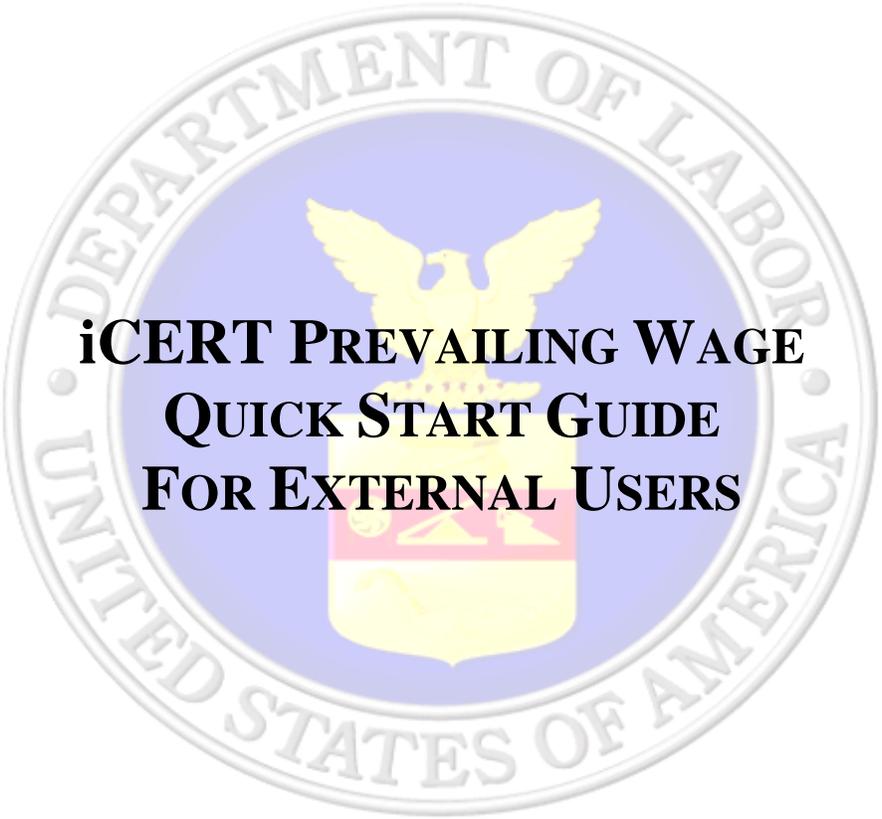




U.S. DEPARTMENT OF LABOR



iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS

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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>

The screenshot shows the iCERT Visa Portal System homepage. At the top, there is a red navigation bar with the U.S. Department of Labor logo and various links. Below this, the main content area is divided into several sections. On the left, there is a login section for the iCERT system, including fields for Username and Password, and a 'Log In' button. To the right of the login section, there are links for 'New to the iCERT System?' and 'Forgot your username or password?'. Below the login section, there is a 'System Alerts' section with a list of recent news items. In the center, there is an 'H-2A PUBLIC JOB REGISTRY' section with a map of the United States and a 'Select State' dropdown menu. On the right side, there are three utility sections: 'ICERT CASE STATUS CHECK' with a search box and a 'Check Status' button; 'FIND CURRENT FAQs' with a link to frequently asked questions; and 'SEARCH for PREVAILING WAGES' with a detailed search form including dropdowns for State/Territory, Data Series and Source, Collection Type, Area based on, and Occupation, along with a text field for a keyword or phrase and 'Search Prevailing Wage' and 'Reset' buttons. At the bottom, there is a footer with contact information and a disclaimer.

- 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:

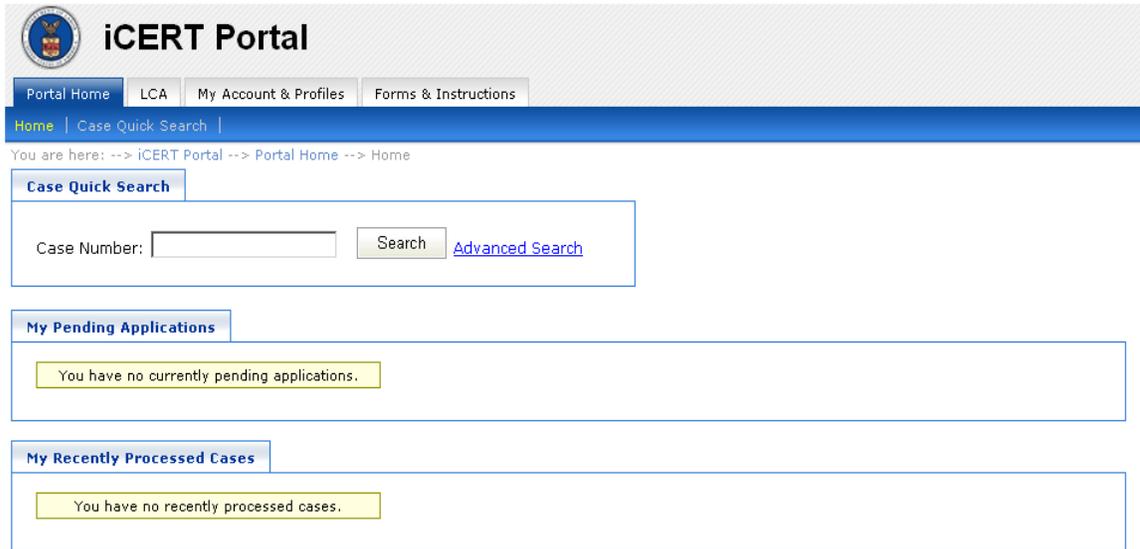
Account Email: * **Your Email Address will be your Username and will also be used to send you your password if you forget it.**

Confirm Email: *

Secret Question: *

Secret Answer: *

- 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



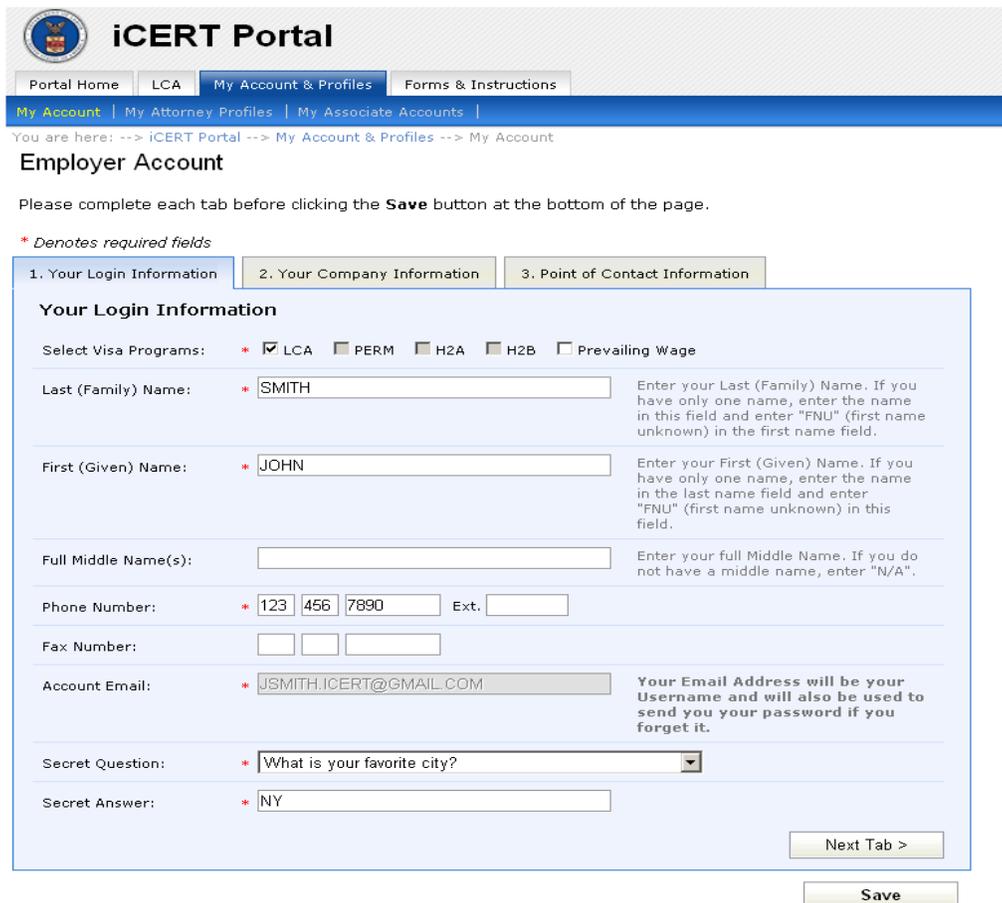
The screenshot shows the iCER Portal home page. At the top left is the iCER logo. The main header contains the text "iCER Portal". Below this is a navigation bar with tabs: "Portal Home", "LCA", "My Account & Profiles", and "Forms & Instructions". A secondary navigation bar includes "Home" and "Case Quick Search". A breadcrumb trail reads "You are here: --> iCER Portal --> Portal Home --> Home".

The "Case Quick Search" section features a text input field for "Case Number:", a "Search" button, and a link to "Advanced Search".

The "My Pending Applications" section displays a message: "You have no currently pending applications."

The "My Recently Processed Cases" section displays a message: "You have no recently processed cases."

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



The screenshot shows the "My Account and Profiles" page in the iCER Portal. The navigation bar highlights "My Account & Profiles" and includes sub-links for "My Account", "My Attorney Profiles", and "My Associate Accounts". The breadcrumb trail is "You are here: --> iCER Portal --> My Account & Profiles --> My Account".

The page title is "Employer Account". A note states: "Please complete each tab before clicking the **Save** button at the bottom of the page."

A warning message reads: "* Denotes required fields".

The form is divided into three tabs: "1. Your Login Information", "2. Your Company Information", and "3. Point of Contact Information". The "1. Your Login Information" tab is active.

Under "Your Login Information", there are several fields:

- Select Visa Programs:** Includes checkboxes for LCA (checked), PERM, H2A, H2B, and Prevailing Wage.
- Last (Family) Name:** Text input field containing "SMITH".
- First (Given) Name:** Text input field containing "JOHN".
- Full Middle Name(s):** Empty text input field.
- Phone Number:** Text input field containing "123 456 7890" and an "Ext." field.
- Fax Number:** Empty text input field.
- Account Email:** Text input field containing "JSMITH.ICERT@GMAIL.COM".
- Secret Question:** Dropdown menu with "What is your favorite city?" selected.
- Secret Answer:** Text input field containing "NY".

At the bottom right of the form, there are two buttons: "Next Tab >" and "Save".

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

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: * <input checked="" type="checkbox"/> LCA <input type="checkbox"/> PERM <input type="checkbox"/> H2A <input type="checkbox"/> H2B <input checked="" type="checkbox"/> 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		

- 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.

- 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: * ?

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: ?