



---

# U.S. DEPARTMENT OF LABOR

---



## **iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS**

Prepared By:

Department of Labor  
Employment and Training Administration  
Performance and Technology Office  
200 Constitution Ave. NW  
Washington, DC 20210

# 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" and "Downloadable Forms" tabs. The "System Alerts" section contains two alerts: "09/23/2009 - The federal minimum wage is \$7.25/hr effective July 24, 2009..." and "LCA WARNING: Effective upon the enactment of HR 1, the American Recovery and Reinvestment Act of 2009...". To the right of the alerts is an "iCERT Case Status Check" section with a text input field for case numbers and a "Check Status" button. At the bottom, there is a "Search for Prevailing Wages" section with dropdown menus for "Select a state/territory:", "Select a data series and source:", "Choose an area based on:", "Select an area:", and "Select an occupation:". To the right of this section 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: Enter your full Middle Name. If you do not have a middle name, enter "N/A".

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

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

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

**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:  ?