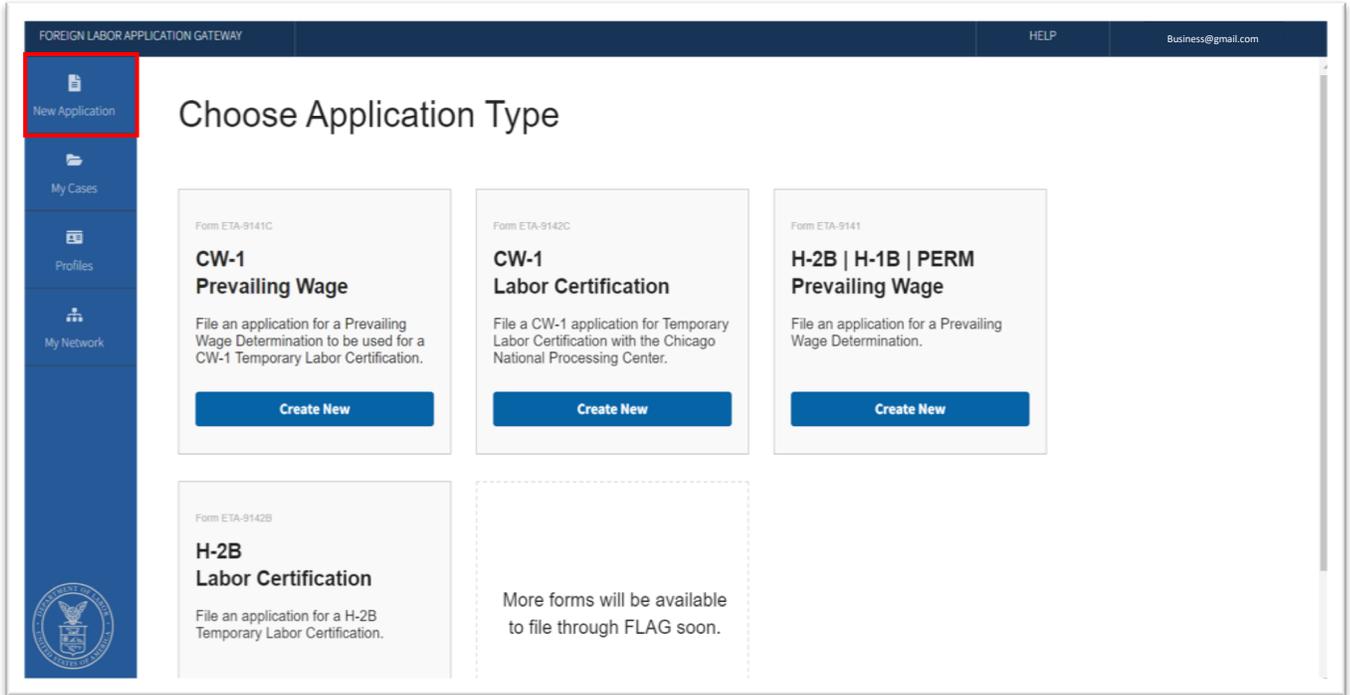




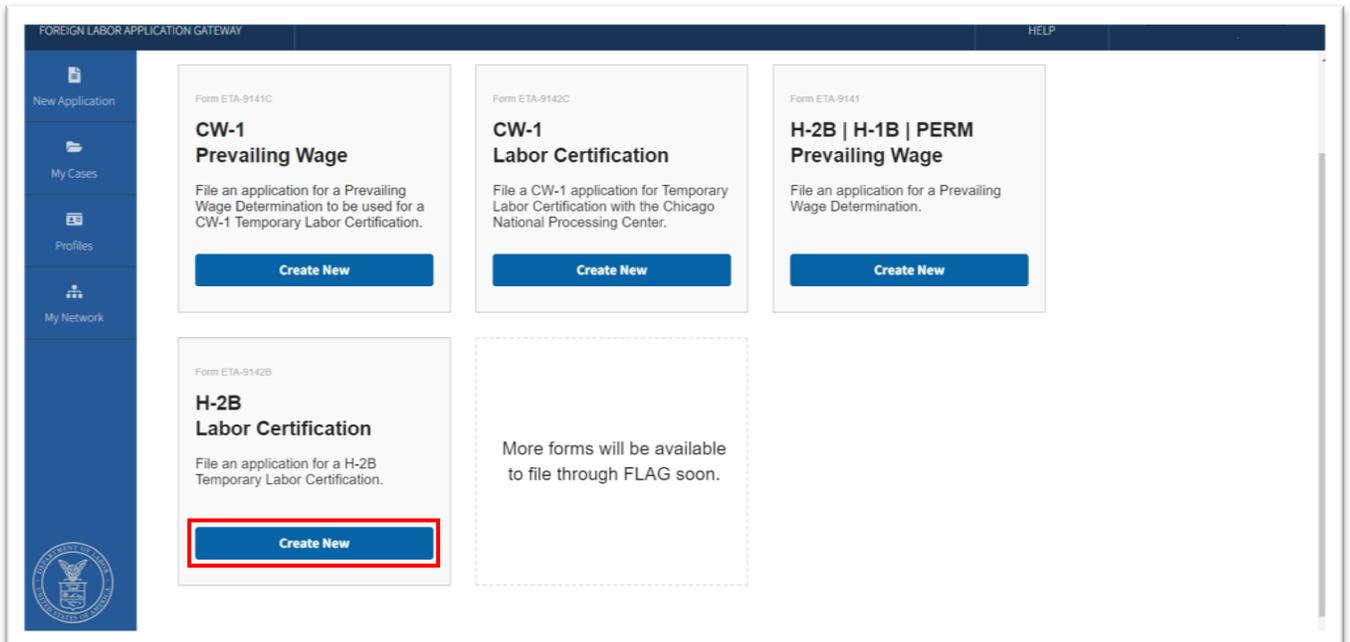
*FLAG has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

HOW TO SUBMIT AN ETA-9142B APPLICATION IN FLAG.DOL.GOV

1. Ensure that you have created an account using Login.gov. Please use your Login.gov credentials to access <https://flag.dol.gov>.
2. Once logged in, the “New Application” tab will automatically launch. The “New Application” tab is used to begin the application process.



3. Select “Create New” under “H-2B Labor Certification” to begin filling out an ETA-9142B application.





- If this is not an Emergency Filing Situation, select "No" under "Preliminary Questions." Select the "PWD Case Lookup" button.

Emergency Filing and your Prevailing Wage

F.b.11: Are you requesting a waiver of the period for filing this application (i.e., 90 to 75 days before the expected start date of work) due to an emergency situation under 20 CFR 655.17? *

Yes
 No

Form ETA 9141 Case Lookup

F.b.10/F.b.10a/F.b.10b: Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) below.*

PWD Case Lookup

* If you do not have a relevant Form ETA-9141, Application for Prevailing Wage Determination, please complete one and return to this form once you have submitted.

You must link a Prevailing Wage determination.

Save & Quit **Continue**

- Select a determined case from the table. Once a Prevailing Wage has been selected, click "Next."

Form ETA 9141 Case Lookup

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity. (Use the search below to refine by Case Number, Employer Name, FEIN, Job Title or Determined SOC.)

Type Search Term Here... **Search** [Find a PW submitted in iCert](#)

	Case Number	Employer Name	FEIN	Job Title	Determined SOC	Determination Date▼
<input checked="" type="radio"/>	P-400-19155-059...	Legal Business N...	123456789	Butchers and Mea...	51-3021.00	2019-06-04T20:35...

Next



6. Select “Employer Point of Contact” if the user filling out the form is an Employer. This prepopulates information in Section D of the form. Select “Attorney/Agent Agreement” if the user filling out the form is an Attorney/Agent. This prepopulates information in Section E of the form. Click “Next.”

Employers seeking a waiver of the time period for filing due to an emergency situation must submit a request for a waiver of the time period requirement, a completed Application for Temporary Employment Certification and the proposed job order identifying the SWA serving

Form ETA-9142B
Application for Temporary Employment Certification

Here's your Requestor POC information from your Prevailing Wage determination:

REQUESTOR POINT OF CONTACT INFORMATION

Contact's Last (family) Name	Last
First (given) Name	First
Middle Name(s)	Middle
Contact's Job Title	Account testing

Select how this should populate in your Temporary Labor Certification Application:

Employer Point of Contact
9142B Section D

Attorney/Agent Agreement
9142B Section E

[Back](#) [Next](#)

7. The user will receive a notification. Click “Acknowledge & Finish.”

Emergency Filing and your Prevailing Wage

Form ETA-9142B
Application for Temporary Employment Certification

Modifying fields imported from your Prevailing Wage determination may lead to delays in processing your application.

[Back](#) [Acknowledge & Finish](#)

[Save & Quit](#) [Continue](#)



- If this is an Emergency Filing Situation, select "Yes." Select the "PWD Case Lookup" button. Refer to Steps #5 – 7. Click "Continue."

The screenshot shows the 'Emergency Filing and your Prevailing Wage' section of the Form ETA-9142B application. On the left is a navigation menu with steps A through F.a. Step A, 'Nature of H-2B Application', is currently selected. The main content area contains a question: 'F.b.11: Are you requesting a waiver of the period for filing this application (i.e., 90 to 75 days before the expected start date of work) due to an emergency situation under 20 CFR 655.17?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section titled 'EMERGENCY SITUATION: Form ETA 9141 Case Lookup' with instructions to locate a Form ETA-9141, Application for Prevailing Wage Determination (PWD). A blue button labeled 'PWD Case Lookup' is highlighted with a red box. At the bottom right, a blue button labeled 'Continue' is also highlighted with a red box. A 'Save & Quit' button is visible at the bottom left.

- Under "Nature of H-2B Application," select "Yes" or "No" to the question regarding cap-exempt workers and click "Continue."

The screenshot shows the 'Nature of H-2B Application' section of the Form ETA-9142B application. The left navigation menu shows step A, 'Nature of H-2B Application', as the active step. The main content area features an 'IMPORTANT' notice about reading instructions carefully. Below this is a section titled 'Cap-Exempt Workers' with a question: 'A.1: Is the employer seeking to employ any H-2B workers under this application who will be exempt from the statutory numerical limit, or "cap," on the total number of foreign nationals who may be issued an H-2B visa or otherwise granted H-2B status?' with radio buttons for 'Yes' and 'No'. This section is highlighted with a red box. A 'Read more' link is present below the important notice.



- Under "Temporary Need Information," verify that all fields were populated by the linked PWD. Enter any missing fields.

- Enter a "Statement of Temporary Need." If additional space is needed, upload a document under the "Document Upload – Temporary Need" section. Click "Continue."



12. Under “Employer Information,” verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click “Continue.”

Form ETA-9142B
Application for Temporary Labor Certification

✓ Preliminary Questions
✓ Nature of H-2B Application
✓ Temporary Need Information
C Employer Information
✓ Employer Point of Contact Information
E Attorney or Agent Information (if applicable)
⚠ Job Opportunity and Minimum Requirements

Employer Information

Employer Name(s)

C.1: Legal Business Name * ?
Legal Business Name

C.2: Trade name/Doing Business As (DBA), if applicable ?
Trade name

Employer Address

C.3: Address 1 * ?
Address 1

C.4: Address 2 ((apartment/suite/floor and number) ?
Address 2

C.5: City * ?
Miami

C.6: State * ?

13. Under “Employer Point of Contact Information,” verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click “Continue.”

Form ETA-9142B
Application for Temporary Labor Certification

✓ Preliminary Questions
✓ Nature of H-2B Application
✓ Temporary Need Information
✓ Employer Information
D Employer Point of Contact Information
E Attorney or Agent Information (if applicable)
⚠ Job Opportunity and Minimum Requirements

Employer Point of Contact Information

The information contained in this section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section E, unless the attorney is an employee of the employer.

Employer Point of Contact Name & Title

D.1: Contact's Last (family) Name * ?
Last

D.2: First (given) Name * ?
First

D.3: Middle Name(s) ?
Middle

D.4: Contact's Job Title * ?
Account testing



14. Under “Attorney or Agent Information,” indicate the Employer’s type of representation. If unrepresented, select “None.” Click “Continue.”

Form ETA-9142B
Application for Temporary Labor Certification

Preliminary Questions
Nature of H-2B Application
Temporary Need Information
Employer Information
Employer Point of Contact Information
E Attorney or Agent Information (if applicable)
Job Opportunity and Minimum Requirements

Attorney or Agent Information (if applicable)

Type of Representation

E.1: Indicate the type of representation for the employer in the filing of this application. *

Attorney
 Agent
 None

Attorney / Agent Name

E.2: Attorney or Agent's Last (family) Name *

E.3: First (given) Name *

E.4: Middle Name(s) *

Conditional fields appear when Attorney/Agent is selected

15. Under “Job Opportunity and Minimum Requirements,” users must upload the “State Workforce Agency (SWA) Job Order” documentation along with the “Date Job Order Submitted.”

Form ETA-9142B
Application for Temporary Labor Certification

Preliminary Questions
Nature of H-2B Application
Temporary Need Information
Employer Information
Employer Point of Contact Information
Attorney or Agent Information (if applicable)
F.a Job Opportunity and Minimum Requirements

Job Opportunity and Minimum Requirements

Document Upload - SWA Job Order

F.a.1: You must upload the job order submitted concurrently to the State Workforce Agency (SWA) serving the area of intended employment.

Only .pdf, .doc, .docx, .txt, .xls, .xlsx files under 30 MB can be uploaded. *

Drop files here or [Browse](#)

0_Doc2.docx Clear

F.a.2: Name of the State *

VIRGINIA

F.a.3: Date Job Order Submitted *

05/22/2019 X



16. Enter the "Job Duties." If additional space is needed, upload a document under the "Document Upload – Job Duties" section. Click "Continue."

Form ETA-9142B
Application for Temporary Labor Certification

- ✓ Preliminary Questions
- ✓ Nature of H-2B Application
- ✓ Temporary Need Information
- ✓ Employer Information
- ✓ Employer Point of Contact Information
- ⚠ Attorney or Agent Information (if applicable)
- F.a Job Opportunity and Minimum Requirements**

Job Duties

F.a.4: Description of the specific services or labor to be performed. * ⓘ
(All job duties must be disclosed on this form. One separate attachment will be accepted to fully complete the response.)

Job duties here

15 / 4000 character limit

Document Upload - Job Duties (Optional)

F.a.4: All Job duties must be disclosed in the space above, however, you may include one separate attachment where the allocated space is insufficient.

Only .pdf, .doc, .docx, .txt, .xls, .xlsx files under 30 MB can be uploaded. ⓘ

Drop files here or [Browse](#)

17. Enter the "Work Schedule" and "Education & Training."

Form ETA-9142B
Application for Temporary Labor Certification

- ✓ Preliminary Questions
- ✓ Nature of H-2B Application
- ✓ Temporary Need Information
- ✓ Employer Information
- ✓ Employer Point of Contact Information
- ✓ Attorney or Agent Information (if applicable)
- F.a Job Opportunity and Minimum Requirements**

Anticipated days and hours of work per week ⓘ

F.a.5 A-H: (an entry is required for each box below) *

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>						

Total: 0 hours
The entry in this field must be at least 35 hours per week

Hourly work schedule ⓘ

(an entry is required for each box below) *

F.a.6a: Begin Time *

F.a.6b: End Time *

Education & Training



18. If supervision is required, F.a.10a will appear. Click “Continue.”

The screenshot shows the 'Job Opportunity and Minimum Requirements' section of the application form. On the left, a progress bar indicates that 'Preliminary Questions', 'Nature of H-2B Application', 'Temporary Need Information', 'Employer Information', and 'Employer Point of Contact Information' are completed. The current section, 'Job Opportunity and Minimum Requirements', is highlighted. The form contains the following fields:

- F.a.9: Work Experience: number of months required * (input: 0)
- F.a.10: Supervision: does this position supervise the work of other employees? * (radio buttons: Yes [selected], No)
- F.a.10a: Enter the number of employees the worker will supervise. (input: 0)
- F.a.11: Special Requirements - List specific skills, licenses/certifications, field(s) of training, and requirements of the job. * (text area: specific requirements, 21 / 4000 character limit)

19. Under “Place of Employment and Wage Information,” verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click “Continue.”

The screenshot shows the 'Place of Employment and Wage Information' section of the application form. On the left, the progress bar indicates that 'Job Opportunity and Minimum Requirements' is completed. The current section, 'Place of Employment and Wage Information', is highlighted. The form contains the following fields:

- F.b.1: Worksite Address * (input: Worksite address)
- F.b.2: Worksite Address (apartment/suite/floor and number) (input:)
- F.b.3: City * (input: City Test)
- F.b.4: State * (dropdown menu: VIRGINIA)
- F.b.5: Postal Code * (input: 2020989)
- F.b.6: County * (input:)



Form ETA-9142B
Application for Temporary Labor Certification

- ✓ Preliminary Questions
- ✓ Nature of H-2B Application
- ✓ Temporary Need Information
- ✓ Employer Information
- ✓ Employer Point of Contact Information
- ✓ Attorney or Agent Information (if applicable)
- ✓ Job Opportunity and Minimum Requirements

Your 9141 Prevailing Wage
19.05

Your 9141 Prevailing Wage rate
Hourly

F.b.8: Basic Wage Rate Paid * ?
From \$ To \$

F.b.8a: Overtime Wage Rate Paid ?
From \$ To \$

F.b.9: Per (Choose only one) * ?
 Hour
 Week
 Bi-weekly
 Month
 Year
 Piece Rate
 N/A

F.b.9a: Additional conditions about the wage rate to be paid. ?

20. Under “Other Material Terms and Conditions of the Job Offer,” complete the required fields. Click “Continue.”

F.d Other Material Terms and Conditions of the Job Offer

- F.e Recruitment Information
- G/H Other Supporting Documentation
- I Preparer
- ✓ Appendix A - Multiple Worksites
- APX C Appendix C - Foreign Labor Recruiter Information
- APX D Appendix D - Employer-Client Information
- ✓ Application Documents
- Review & Submit

Other Material Terms and Conditions of the Job Offer

Daily Transportation

F.d.1: Workers will be provided with daily transportation to and from the worksite in compliance with all applicable Federal and Commonwealth laws and regulations. * ?

Yes
 N/A

Overtime Available

F.d.2: Overtime hours will be available to the worker under this job offer and payable for every hour worked at the rate disclosed in this application. * ?

Yes
 N/A

This field is required

On the Job Training Available



21. Under “Recruitment Information,” complete two of three fields. Click “Continue.”

Recruitment Information

Two of three entries required *

F.e.1: Telephone Number to Apply ?

F.e.2: Email Address to Apply ?

F.e.3: Website Address (URL) to Apply ?

Save & Quit Back Continue

22. Under “Other Supporting Documentation,” complete the required fields.

Other Supporting Documentation

Type of Employer

G.1: Choose only one ?

Individual Employer

Job Contractor - Joint Employer

G.2: Is the employer covered by the requirements of the Migrant and Seasonal Agricultural Workers Protection Act (MSPA) to obtain a Certificate of Registration? *

Yes

No

N/A

Foreign Labor Recruiter Information

G.5: Is the employer, and its attorney or agent, as applicable, engaging or planning to engage any agent(s) or recruiter(s) in the recruitment of prospective H-2B workers, regardless of whether such agent(s) or recruiter(s) is (are) located in the U.S. or abroad? *

Yes



23. Under “Appendix B Document Upload Section,” click the “Appendix B” hyperlink, and download the PDF to your computer. Read, print, and sign the form, and reupload the signed document. Click “Continue.”



24. Under "Preparer," complete this section if the Preparer of this application is a person other than the Employer Point of Contact or the Attorney/Agent. This section is not required. Click "Continue."

25. If Fc.1 indicates work be performed at worksite locations other than the one identified in Section F.b., "Appendix A," will require the entry of additional worksites. Otherwise this section will not be required. If additional worksites are being added, click "Add Worksites"

Deter... Wage	1. City *	2. State *	3. County *	4. MSA Name / OES Area Title *	5. Additional Place of Employment Information	6. Cre ID



26. Select the worksites you wish to add to your application from your linked Prevailing Wage Determination. Click “Finish.”

Appendix A - Multiple Worksites

Important Note: Employers are required to complete Appendix A when supplying information about additional worksites. Submission of Appendix A is required for all applications.

Add Worksite(s)

Select the worksite(s) below from your Prevailing Wage Determination(s), which are relevant to the employment described in this application.

0 OF 3 WORKSITES SELECTED

[Select / deselect all](#)

	City	State	County	MSA Name / OES Area Title
<input type="checkbox"/>	New York	NEW YORK	NEW YORK	NEW YORK-JERSEY CITY-W...
<input type="checkbox"/>	WASHINGTON	DISTRICT OF COLUMBIA	DISTRICT OF COLUMBIA	WASHINGTON-ARLINGTO...
<input type="checkbox"/>	Bellefontaine	OHIO	LOGAN	WEST NORTHWESTERN O...

Finish

27. Add details for each worksite and click “Continue”

Note: If you have a large amount of worksites, the tables below may take a few moments to load.

3 Additional Worksites

Use the table below to enter the details about each worksite, when applicable.

Deter... Wage	1. City *	2. State *	3. County *	4. MSA Name / OES Area Title *	5. Additional Place of Employment Information	6. Cre ID
32.04 ...	New York	NEW YORK	NEW YORK	NEW YORK-JERSEY ...		
25.18 ...	WASHINGTON	DISTRICT OF COLU...	DISTRICT OF COLI...	WASHINGTON-ARLI...		
23.04 ...	Bellefontaine	OHIO	LOGAN	WEST NORTHWEST...		

Save & Quit **Back** **Continue**

28. Under “Appendix C,” a document upload will be required whether the user is engaging or planning to engage in any agent(s) or recruiter(s) in the recruitment of prospective H-2B workers. This is determined by Field G.5. Click “Continue.”



The screenshot shows a web application interface for Appendix C. On the left is a vertical navigation menu with items: Other Material Terms and Conditions of the Job Offer, Recruitment Information, Other Supporting Documentation, Preparer, Appendix A - Multiple Worksites, Appendix C - Foreign Labor Recruiter Information (highlighted with a blue circle and 'APX C'), Appendix D - Employer-Client Information, Application Documents, and Review & Submit. The main content area is titled 'Appendix C - Foreign Labor Recruiter Information' and contains a green box with a checkmark icon and the text: 'Section complete. Because you indicated that you are not engaging or planning to engage any agent(s) or recruiter(s) in the recruitment of prospective H2-B workers (per Field G.5), no Appendix C is necessary for this application.' At the bottom are three buttons: 'Save & Quit', 'Back', and 'Continue' (which is highlighted with a red border).

29. Under “Appendix D,” a document upload will be required whether the user is filing as an individual employer or a Job Contractor - Joint Employer. This is determined by Field G.1. Click “Continue.”

The screenshot shows a web application interface for Appendix D. On the left is a vertical navigation menu with items: Other Material Terms and Conditions of the Job Offer, Recruitment Information, Other Supporting Documentation, Preparer, Appendix A - Multiple Worksites, Appendix C - Foreign Labor Recruiter Information, Appendix D - Employer-Client Information (highlighted with a blue circle and 'APX D'), Application Documents, and Review & Submit. The main content area is titled 'Appendix D - Employer-Client Information' and contains a green box with a checkmark icon and the text: 'Section complete. Because you indicated that you are filing as an Individual Employer (per Field G.1), no Appendix D is necessary for this application.' At the bottom are three buttons: 'Save & Quit', 'Back', and 'Continue' (which is highlighted with a red border).

30. The “Application Documents” section provides a summary of the documents that the user has uploaded while filling out the 9142B form. Review the documents, and if there are no other documents to add, click “Continue.”



Application Documents

Below, you will find a summary of documents that you have uploaded to this application throughout the form. You may also add and categorize additional supplemental documents below.

Add Document

3 Additional Documents

i You can modify documents which were added in previous application sections by returning to those sections.

Document Name	Category	Actions
0_Doc2.docx	SWA Job Order	...
0_Doc2.docx	Employer MSPA	...
0_Doc2.docx	Appendix B	...

31. Under “Review & Submit,” validate the information included on the system-generated PDF. Use the stepper to navigate back to any section if changes are necessary. Click “Submit.”

Review & Submit

OMB Approval: 1205-0009
Expiration Date: XXXXX-XXXX

H-2B Application for Temporary Employment Certification
Form ETA-9142B
U.S. Department of Labor

IMPORTANT: Employers and authorized preparers must read the general instructions carefully before completing the Form ETA-9142B. A copy of the instructions can be found at <http://www.foreignlaborcert.state.gov>. If you are not submitting this electronically, please complete ALL required fields/items containing an asterisk (*) and any field/item where a response is conditional as indicated by the section (i) symbol.

A. Nature of H-2B Application

1. Is the employer seeking to employ any H-2B workers under this application who will be exempt from the statutory numerical limit, or “cap”, on the total number of foreign nationals who may be issued an H-2B visa or otherwise granted H-2B status? * Yes No

B. Temporary Need Information

1. Job Title * JOB TITLE		3. SOC Occupation Title * Slaughterers and Meat Packers	
2. SOC Code * 91-3021.00			
4. Number of Workers * 3	5. Begin Date * 07/04/2019	6. End Date * 01/09/2020	
7. Nature of Temporary Need (Choose only one) *			
<input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Peakload <input type="checkbox"/> One-Time Occurrence <input type="checkbox"/> Intermittent			
8. Statement of Temporary Need * (Must be disclosed on this form. One separate attachment will be accepted to fully complete the response.) Statement of Temporary Need Test			



32. Once submitted, users will be redirected to a Success page that confirms the submission of the H-2B Temporary Labor Certification application (ETA-9142B). *Note: The newly-submitted case will retain its temporary/initiated case number until it is assigned a permanent case number, which can be viewed in the confirmation email.*



SUCCESS!

Your H-2B Labor Certification application has been submitted.
you can keep track of its status in My Cases > Submitted.

Go to [my cases](#).
Fill out a [new application](#).

Please Note: A confirmation email will be sent to you within 24 hours. The confirmation email will include a generated case number. If you do not receive a case number within 24 hours of application submission, please contact us via FLAG's help desk at flag.dol.gov/support/contact.