*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.

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

5. Select a determined case from the table. Once a Prevailing Wage has been selected, click “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.”

7. The user will receive a notification. Click “Acknowledge & Finish.”
8. If this is an Emergency Filing Situation, select “Yes.” Select the “PWD Case Lookup” button. Refer to Steps #5 – 7. Click “Continue.”

10. Under “Temporary Need Information,” verify that all fields were populated by the linked PWD. Enter any missing fields.

11. 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.”

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

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

17. Enter the “Work Schedule” and “Education & Training.”
18. If supervision is required, F.a.10a will appear. Click “Continue.”

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

22. Under “Other Supporting Documentation,” complete the required fields.
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”
26. Select the worksites you wish to add to your application from your linked Prevailing Wage Determination. Click “Finish.”

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

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.”
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.”
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.