1. In the “New Application” tab, click the “Create New” under CW-1 Labor Certification.

2. Fill out Section A “Nature of the CW-1 application.” To transfer over information from your determined ETA-9141C application click “PWD Case Lookup.”
3. Search or select the Prevailing Wage Determination (PWD) case number that should be linked to this application. Click “Next.”

4. Select which information from the PWD 9141C should be used for the 9142C “Employer Point of Contact” or “Attorney/Agent Agreement.” Click “Finish” or “Back.”
5. The ETA-9141C Application for Prevailing Wage Determination is now attached to the application. Click “Continue” to move to the next milestone.

6. Complete Section B “Employer Information” using the tooltips for assistance. Click “Continue” to move to the next milestone.
7. Complete Section C “Employer Point of Contact Information” using the tooltips for assistance. Click “Continue” to move to the next milestone.

8. Complete Section D “Attorney or Agent Information (If applicable)” using the tooltips for assistance. Click “Continue” to move to the next milestone.
9. Complete Section E.a using the tooltips for assistance. Click “Continue” to move to the next milestone.

10. Complete Section E.b using the tooltips for assistance. Click “Continue” to move to the next milestone.
11. Complete Section E.c using the tooltips for assistance. Click “Continue” to move to the next milestone.

12. Complete Section E.d using the tooltips for assistance. Click “Continue” to move to the next milestone.
13. Complete Section E.e using the tooltips for assistance. Click “Continue” to move to the next milestone.

14. Complete Section F “Declaration of Employer and Attorney/Agent” using the tooltips for assistance. Click “Continue” to move to the next milestone.
15. Complete Section G “Preparer” using the tooltips for assistance. Click “Continue” to move to the next milestone.

16. Complete Section Appendix A – Employer Client Application using the tooltips for assistance. Click “Continue” to move to the next milestone.
17. Complete Section Appendix B – Additional Worksites using the tooltips for assistance. Click “Continue” to move to the next milestone.

18. Review application and click “Submit.”
   - The user will receive an email confirming receipt of the form
   - The user will be able to see the submitted form under “My Cases” tab