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

**HOW TO SUBMIT AN ETA-9035/9035E 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-1B Labor Condition Application (LCA)” to begin filling out an ETA-9035/9035E application.
4. Under “Employment-Based Nonimmigrant Visa Information,” indicate the type of visa classification supported by this application. Select “H-1B,” “H-1B1 Chile,” “H-1B1 Singapore,” or “E-3 Australia,” and click “Continue.”

5. Under “Temporary Need Information,” complete the required fields.
6. Click “Continue.”

7. Under “Employer Information,” complete the required fields.
8. Depending on your selection in Field C.8, Fields C.5 – C.7 will become required fields. Click “Continue.”

9. Under “Employer Point of Contact Information,” complete the required fields.
10. Click “Continue.”

11. Under “Attorney or Agent Information (if applicable),” complete the required fields. If this section is not applicable, select “None” and click “Continue.”
12. Depending if “Attorney” or “Agent” is selected, Fields E.2 – E.19 will become required fields.

13. Click “Continue.”
14. Under “Employment and Wage Information,” complete the required fields. Note: Save your information before leaving this page. If you navigate from this page without clicking “Add Place of Employment” at the bottom of the screen, your changes will be lost.

15. If “A Prevailing Wage Determination (PWD) issued by the Department of Labor” is selected, then Field F.12a will become required to provide a Prevailing Wage Determination (PWD) tracking number.
16. If “A PW obtained independently from the Occupational Employment Statistics (OES) program” or “A PW obtained using another legitimate source (other than OES) or an independent authoritative source” is selected, then you will need to provide the Wage Level and Source Year from the dropdown selector.

17. If “Yes” is selected for Field F.2, F.3 will become a required field.
18. Depending on the selection in Field F.8, F.7 will become a required field.

19. Depending on the Wage Rate Paid to Nonimmigrant Workers entered in F.10 and F.10a, grey boxes above Field F.10 will appear with the State and Federal Minimum Wages.
20. Once all fields have been entered, click “Add Place of Employment” in the bottom left-hand corner of the page. Otherwise, the data will not save.

21. If there are additional Places of Employment, the form will reset for new data to be entered. The previous Place of Employment will populate in the Place(s) of Employment Table. After each additional Place of Employment is filled out, click “Add Place of Employment.” Repeat this step (as needed). Click “Continue.”

23. Acknowledge the Employer Labor Condition Statement by selecting Field G.1 and click “Continue.”

25. If “Yes” is selected in Field H.1, Field H.3 will become a required field.
26. If “Yes” is selected in Field H.3, Field H.4 will become a required field. Click “Continue.”

27. Under “Employer Obligations,” select one or both options listed as places that the Public Disclosure Information will be kept.
28. Complete the required fields and click “Continue.”

29. Under “LCA Preparer,” if the Preparer of this LCA is a person other than the one identified in either Section D (Employer Point of Contact) or Section E (Attorney or Agent) of this application, then complete the required Fields K.1 – K.5. If this does not apply to you, leave the fields blank, and click “Continue.”
30. Depending on your selections in Section A – H, Appendix A- Educational Attainment Documentation may be required. Click “Continue.”

31. Under “Application Documents,” review the summary of the documents you have provided while filling out the 9035/9035E form. Click “Continue.”
32. Under “Review & Submit,” validate the summary of information. A light purple box with a drop-down selector allows you to quickly jump to different sections of the form.

33. Any invalid entries or incomplete required fields will be listed under the “Incomplete” section. Use the form stepper on the left-hand side to navigate back to any section if changes are necessary to make necessary revisions.
34. Once all the errors have been addressed, review the information again for accuracy. To expand a section, use the down arrow located on the right side of the section. Click “Submit.”

35. Once submitted, users will be redirected to a “Success page” that confirms the submission of the Labor Condition Application (LCA) for Nonimmigrant Workers. 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. Users can also keep track of its status in the “Cases” Tab. To return to FLAG, click “Return to Dashboard.”
36. To fill out another application, click “New Application” under the “H-1B Labor Condition Application (LCA)” card.

37. If users have previously completed a LCA case in FLAG, a prompt will appear asking to either “Re-use” a case or “Start New.” To utilize data from a previous case, click “Re-use.”
38. Utilize the “Case Lookup” functionality to search for the Labor Condition Application that you wish to Re-use or select the radio button to the left of the Case Number.

39. Click “Submit.”
40. Select sections of the Case to re-use and click “Submit.” The application will populate the selected sections into the new application.