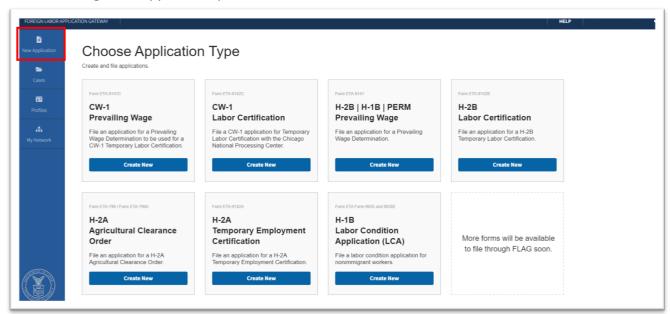


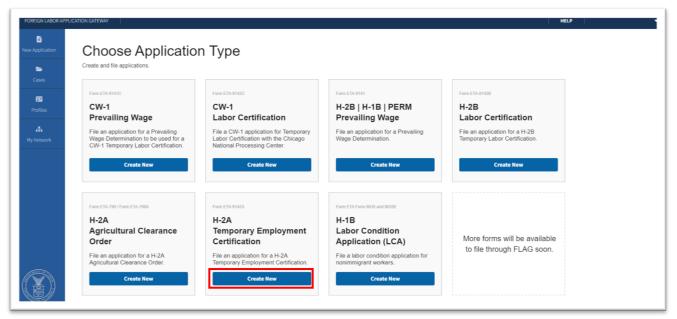
*FLAG has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

HOW TO SUBMIT AN ETA-9142A 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.

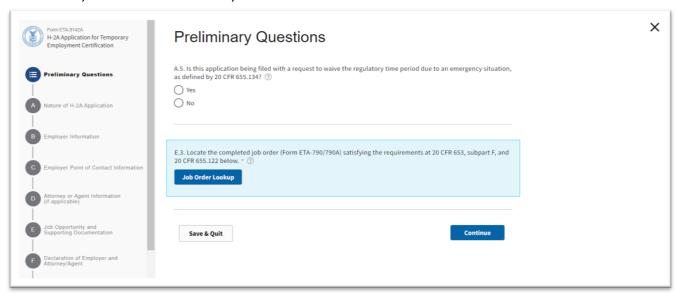


3. Select "Create New" under "H-2A Temporary Employment Certification" to begin filling out an ETA-9142A application.

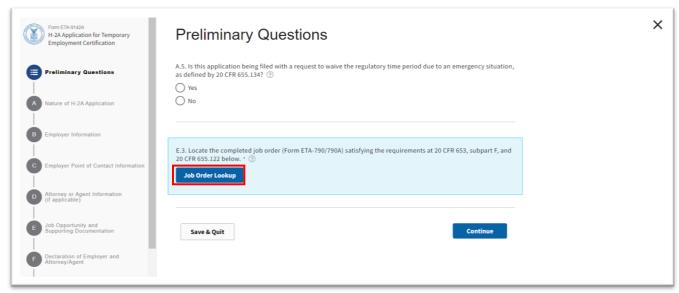




4. Under "Preliminary Questions," complete the required fields. If this is an emergency filing situation, click "Yes." Otherwise, click "No."

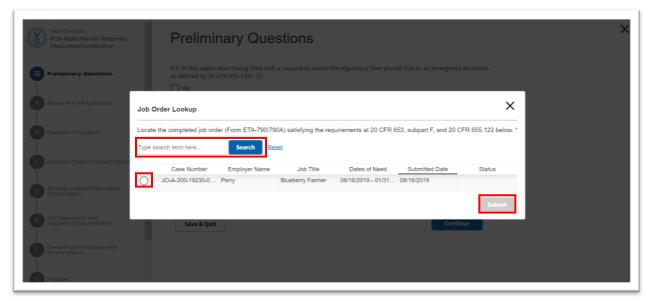


5. Select the "Job Order Lookup" button to locate your submitted job order (ETA-790/790A).

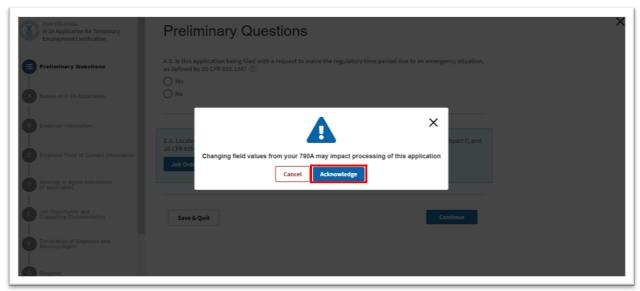




6. The table shown will have a list of your submitted job orders. Use the radio button to select the job order to filter your list of job orders. You can also use the Search Bar or type in the job order case number. Click "Submit."

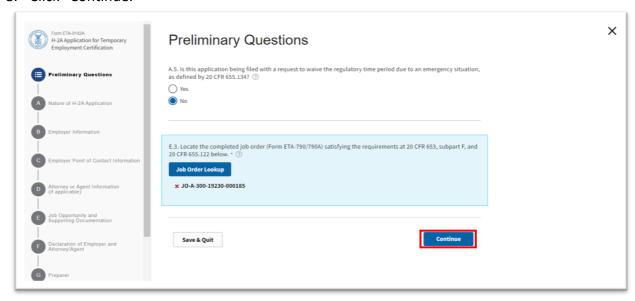


7. A notification box will appear that says, "Changing field values from your 790A may impact processing of this application." Click "Acknowledge."

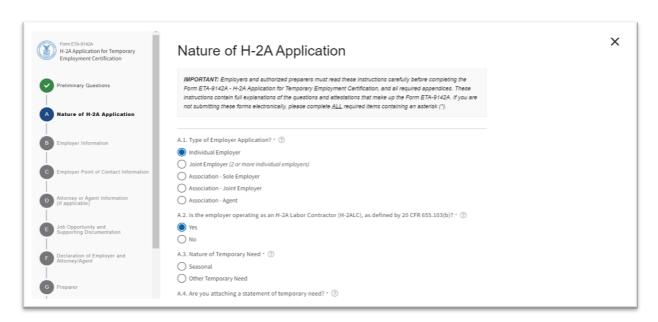




8. Click "Continue."

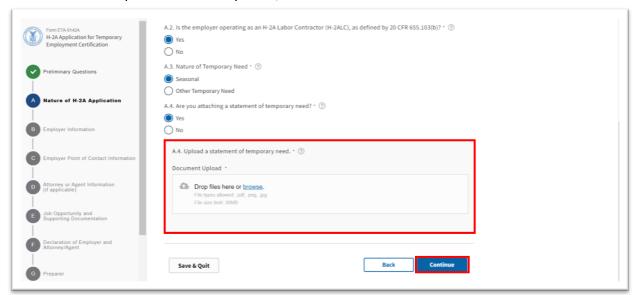


9. Under "Nature of H-2A Application," several fields in your 9142A application will be prefilled with their function from the job order that was selected. *Note: You can only link a job order to one 9142A application*. Complete each of the fields within the section.

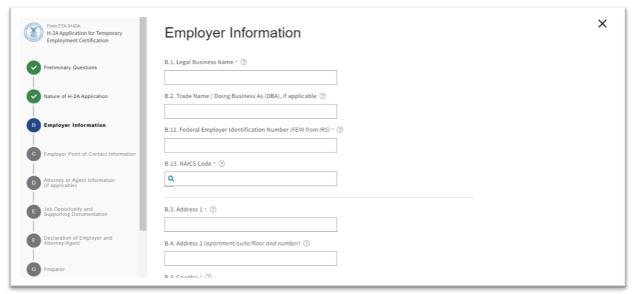




10. Field A.4 is a conditional field. If you select "Yes," a grey box (A.4) will appear that requires you to upload a statement of temporary need. Click the blue hyperlink "Browse" to search for a document to upload. Once completed, click "Continue."

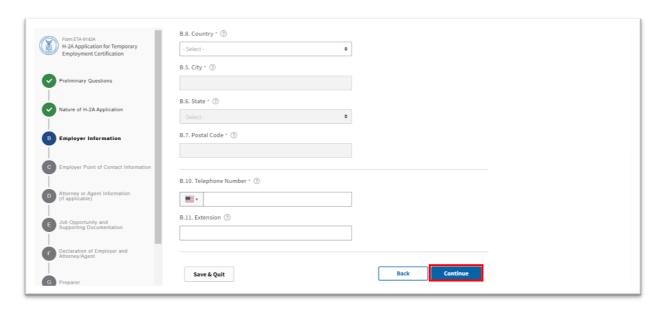


11. Under "Employer Information," complete each of the required fields within the section.

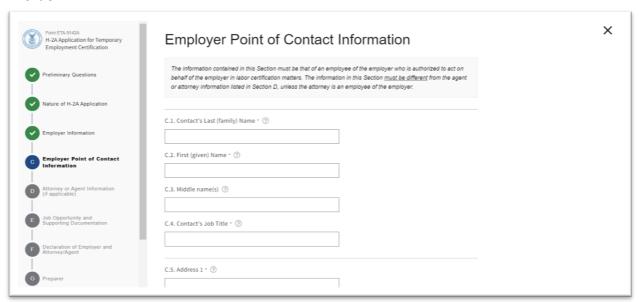




12. Click "Continue."

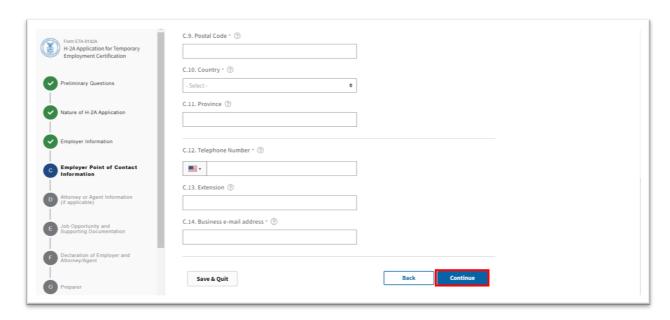


13. Under "Employer Point of Contact Information," review the information from the linked job order.

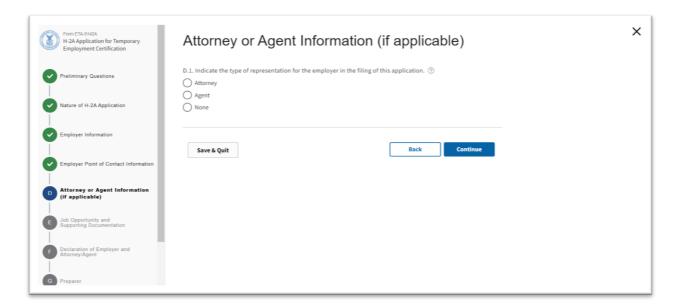




14. Once all the required fields have been completed, click "Continue."

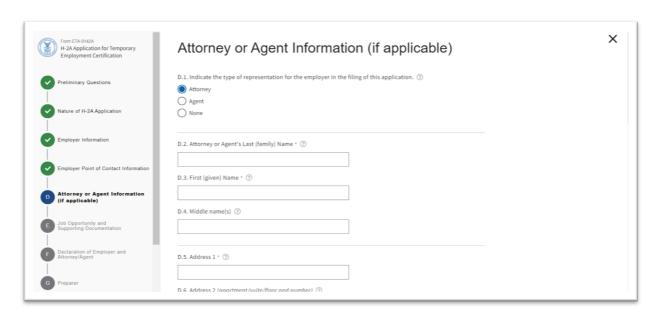


15. Under "Attorney or Agent Information," select the Type of Representation.

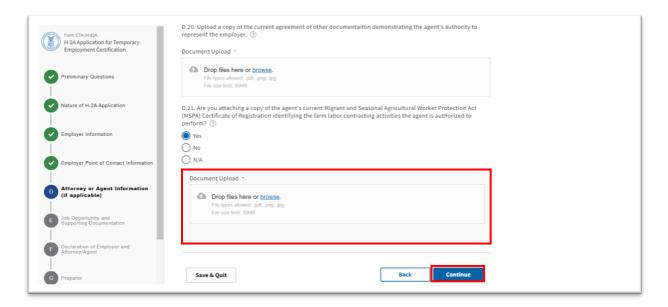




16. If Attorney is selected, complete Fields D.1 through D.19.



17. If Agent is selected, complete Fields D.1 through D.21. You will need to upload a copy of the current agreement or other documentation demonstrating the agent's authority to represent the employer and a copy of the agent's current Migrant and Seasonal Agricultural Worker Protection Act (MSPA) Certificate of Registration. Click the blue hyperlink "Browse" to search for a document to upload. Click "Continue."





18. Under "Job Opportunity and Supporting Documentation," complete the required fields and upload the required documentation. Click the blue hyperlink "Browse" to search for a document to upload.



19. In Field E.7, if "Yes" is selected, upload a copy of the employer's current MSPA Certificate of Registration.

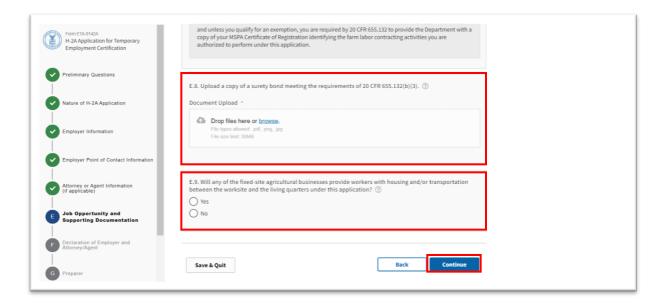




20. If "No" is selected, an important disclaimer will appear warning that you will receive a Notice of Deficiency (NOD) for the application if you do not upload a copy of your MSPA Certificate of Registration. Select "N/A" if you are not an Attorney or Agent representing the employer.

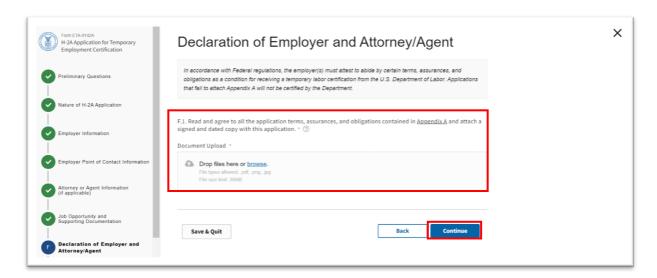


21. Field E.8 requires you to upload a copy of a surety bond. Field E.9 requires you to identify each fixed-site agricultural business that will provide housing and/or transportation to workers. Once all the fields have been completed, click "Continue."

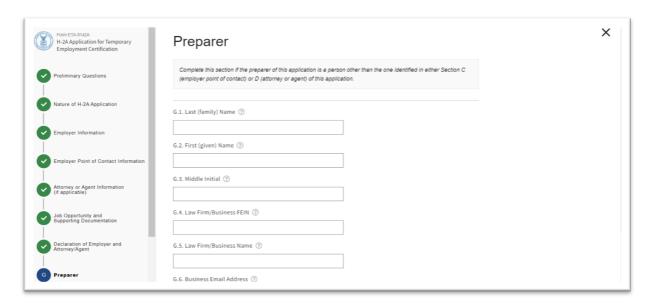




22. Under "Declaration of Employer and Attorney/Agent," read and agree to all the application terms, assurances, and obligations in Appendix A. Click the "Appendix A" hyperlink to read the document. Download, print, and sign the document. Click the blue hyperlink "Browse" to search for the signed Appendix A document to upload. Once completed, click "Continue."

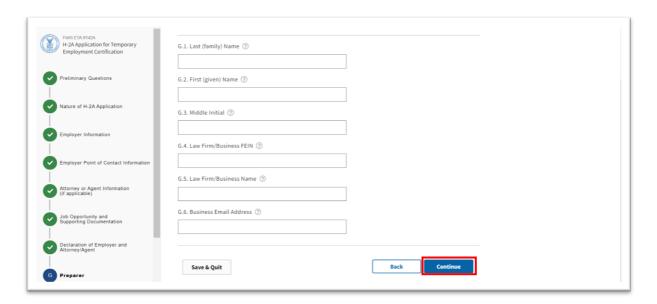


23. Under "Preparer," complete this section if the preparer of this application is a person other than the one identified in either Section C (employer point of contact) or Section D (attorney or agent) of this application.

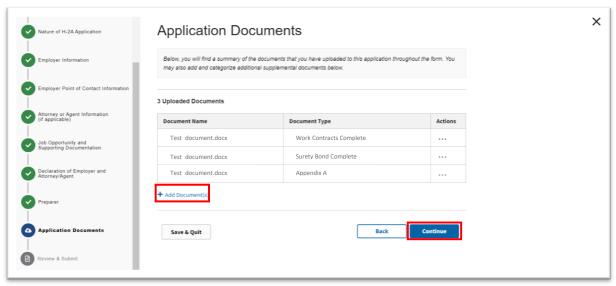




24. Click "Continue."

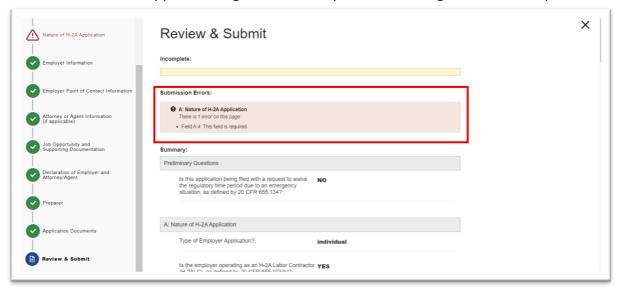


25. Under "Application Documents," review the documents you have provided while filling out the 9142A form. To add additional documents, click "+ Add Document(s)." Click "Continue."

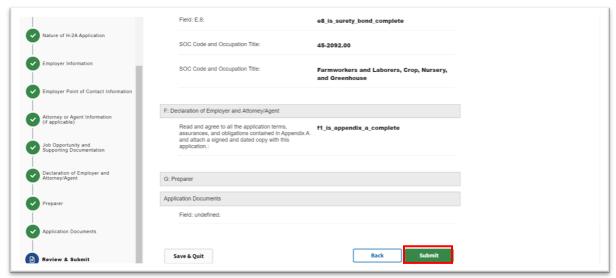




26. Under "Review & Submit," validate the summary of information. If the form is incomplete or contains submission errors, the list of errors will appear at the top of the Review & Submit Section. Use the stepper to navigate back to any section if changes are necessary.



27. Once all the errors have been addressed, carefully review the information, and click "Submit."





28. Once submitted, users will be redirected to a "Success page" that confirms the submission of the H-2A Temporary Employment Certification (ETA-9142A). 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.

