



Designed and documented for the:  
U.S. Department of Labor  
Employment & Training Administration  
Office of Workforce Security  
Division of Foreign Labor Certification

# H-2A Online System User Guide

Version 1.10

Published: June 4, 2003  
For system support, email: [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov)

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# 1 GETTING STARTED WITH THE H-2A ONLINE SYSTEM

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## Introduction

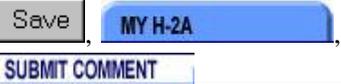
The H-2A Online System Web site was developed for the Department of Labor (DOL), Employment and Training Administration (ETA), Office of Workforce Security (OWS), Division of Foreign Labor Certification (DFLC). It allows employers and their representatives (attorneys/agents) to create and prepare the necessary H-2A forms and print them out for submission to DOL. The system improves efficiency for both employers and DOL staff by securely saving employer and crop information, and providing reliable access to this information for case processing. The Web-based system also provides a search function; edit capabilities if a case needs to be modified, and hyperlinks to a number of important resources.

This *User Guide*, designed for employers and attorneys/agents, describes the fundamentals of the Web-based system, including logging in, navigating system pages, and performing tasks common across the system, such as printing an online application for certification.

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## Document Conventions

The following conventions are used in this *User Guide*:

ITEM	CONVENTION	EXAMPLE
Buttons and tabs	Graphic representation	
Hyperlink	Color text and <u>underlined</u>	<a href="#">apply</a> , <a href="#">view 790</a>
Page and field names	<b>Bold type</b>	<b>Welcome New Employer</b> page, <b>Start Date</b> field
Data that you enter by typing on your keyboard	Courier New font	Password
System messages	“In quotation marks” and <b>bold type</b>	<b>“The user account was updated successfully.”</b>

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## Acronyms

The following acronyms are used in this *User Guide*:

ACRONYM	DEFINITION
DFLC	Division of Foreign Labor Certification
DOL	Department of Labor
ETA	Employment and Training Administration
OWS	Office of Workforce Security

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## User Types

There are two types of users who are allowed to prepare H-2As using the online system:

- Employers, and
- Employer's Attorneys or Agents

The H-2A Online System for foreign labor certification offers a registration feature for all users. This feature ensures that less time and effort is required when you wish to enter multiple H-2As, because the employer information entered at registration is stored in a profile used to pre-populate key fields of the application. This feature is also very helpful in instances where you need to view or print previously submitted H-2As that have not been certified or denied. If you register as an Attorney/Agent, you can manage multiple employers using the H-2A Online system.

---

## Benefits of the H-2A Online System

The benefits of using the H-2A Online System include:

- Faster application processing time
- Ease of use
- Posting, viewing, and updating profile information
- Tracking and viewing the status of submitted applications
- Displaying copies of accepted H-2As by case number
- Electronic notification of H-2A status
- Re-submission of certified/denied H-2As after correction (only if authorized by DOL)
- Immediate notification of errors in your H-2A
- Ability to save a copy of the H-2A to your hard drive, network drive, or disk
- Ability to email a saved H-2A to others within the company, to a client, or to a remote location.
- Reusing case information (incl. association and crop data) from one application to another

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## System Requirements

Use of the H-2A Online System requires the following:

- Internet access
- Web browser (Internet Explorer 4.x or higher, Netscape 4.7 or higher)
- Adobe® Acrobat Reader 4.0 or higher

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## Security Considerations

In the ongoing effort to provide a useful, effective web site for employers to apply for H-2A foreign labor certification, the Department of Labor also must take certain precautions to ensure the security of the system and the data it maintains. We provide here some useful tips and suggestions when encountering security situations with the H-2A Online System.

### Logging In & Out

- If you are unsuccessful at logging into your account, the system will allow you another login attempt, until you have made **three** unsuccessful attempts. After that time, your account will be disabled, and you will have to send an email to [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov) asking to re-activate your account.
- When you login to the **H-2A Online System** you cannot use another Web browser to log into the same account at the same time. You can only have one session with your account displayed at any given time.
- We recommend that you change your password every 120 days.
- It is important that you **log out** of the system when you are not using it. If you leave the system idle for 15 minutes, you will be automatically logged out of the system. In that case, you must log back in when you are ready to continue.

### Detecting Computer Security Incidents

Computer incident detection allows us to compile a record of every system incident when detecting or investigating the misuse of the system and its data. For the purposes of this section, an incident is defined as any real or suspected adverse event in relation to the security of the system.

An incident may include activities such as viruses, strange processes running, an outsider logged into the system, or someone attempting to hack the system, etc. Examples of incidents include (1) attempts to gain unauthorized access to the system or its data, (2) compromising the integrity of the information, (3) unwanted disruption or denial of service, (4) unauthorized use of the system for the processing or storage of data, (5) viruses, and (6) damage or change(s) to the system's hardware or software without permission, knowledge, or instruction.

If you notice a security incident, please immediately report it to [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov). We ask that you provide the following information when you encounter an incident with the system:

- Incident Date and Time
- Reporter's Name, Telephone Number, and Email Address
- Incident Description/Problem Summary

Properly compiling and reporting this information allows us to know what happened, when it happened, and to track, record, and resolve the security issue.

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## 2 *ACCESSING THE SYSTEM*

There are two ways to access the H-2A Online System:

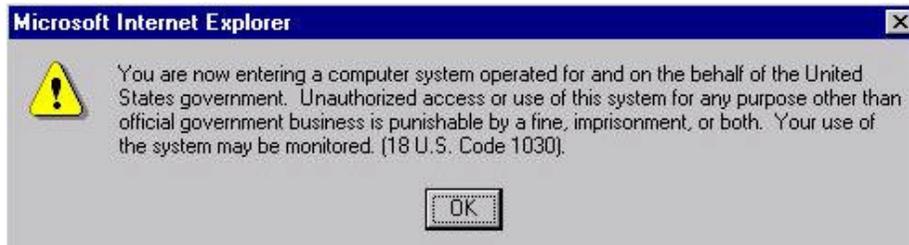
- As a first time Registrant, or
- As a Registered user.

To gain authorized access to the H-2A Online System as a registered user, you must have created a unique login ID, which you do the first time you access the system. All registered users have access to the rich features of the H-2A Online System (see the “Benefits of the H-2A Online System” section on p. 5).

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### Registering as a System User

1. From your desktop, start Internet Explorer or Netscape.
2. Type in the following **Address** for Internet Explorer or **Location** for Netscape: <http://www.h2a.dol.gov/> and press **Enter** on your keyboard. An alert message is displayed. Read the message and click **OK**.



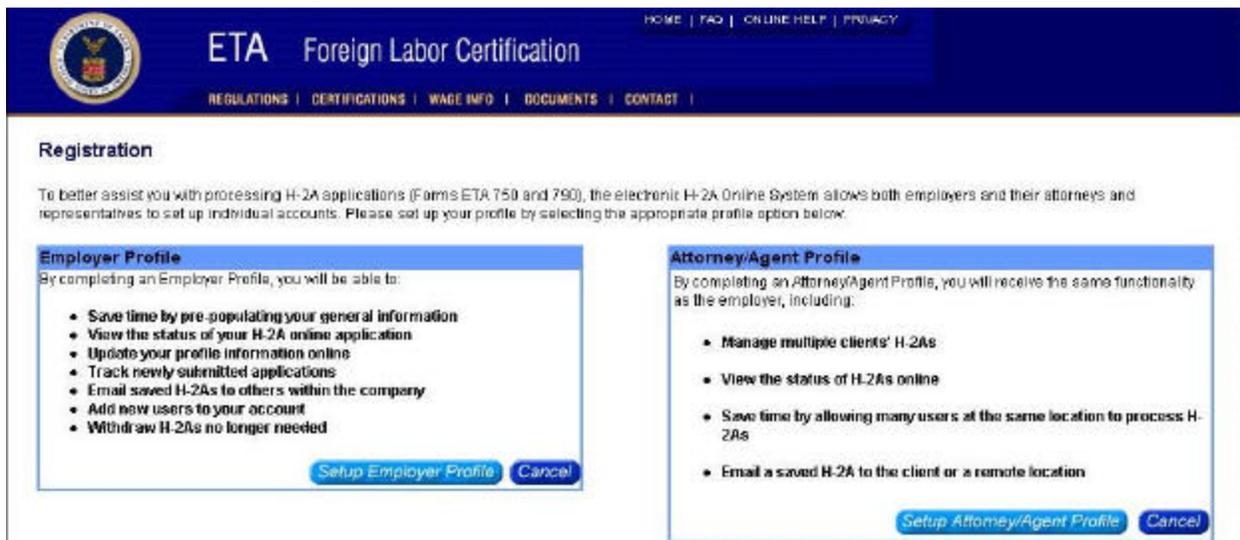
The **H-2A Online System Home** page is displayed.



3. Click



The **Registration** page is displayed.



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## Registering as an Employer

1. If you are registering as an Employer, click [Setup Employer Profile](#). (If you are registering as an Attorney/Agent, skip to the next section, **Registering as an Attorney/Agent**). The **Registration** page is displayed.

**Note:** As a Registered Employer, you are allowed to enter your employer information for easier H-2A application data entry, view the status of H-2A cases online, update your employer information online, and edit H-2A case data (if you are asked to modify your application).



### Registration

Please read the following terms and conditions:

**H-2A Certification for Temporary or Seasonal Agricultural Work - H-2A Online System Use (Terms and Conditions)**

Thank you for visiting the H-2A Online System. The Department of Labor (DOL) provides this service to you so you can complete the necessary applications for filing for an H-2A Certification of Temporary or Seasonal Agricultural Workers. Please read the terms and conditions below which explains important information about the website's usage. Maintaining your privacy and the security of the data you share with DOL is one of our major commitments to you.

This Website is a service provided to employers and/or their agents who anticipate a shortage of domestic workers to bring nonimmigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature. It allows employers and/or their agents to complete the Temporary Agricultural Labor Certification Application (ETA 750) and Agricultural and Food Processing Clearance Order (ETA 790) online with the Department of Labor. In addition, it provides the ability to complete a Notice of Entry of Appearance as Attorney or Representative (O-28) via the web. This Website will help you accurately complete your applications by providing a tool to do so online.

Because we are customer-oriented, we will occasionally ask you to participate in surveys to gauge the value and effectiveness of our online system and to seek your advice on improving the system. Please note that your participation in the surveys will be completely voluntary. The following terms and conditions for use of this Website apply:

- You are responsible for any and all activities that occur under your system account for this online system.
- You must take the necessary steps to ensure that others do not use your account to gain unauthorized access to this system.
- Posting material or information that is unlawful, such as obscene materials, inappropriate content, or language on this site is prohibited.
- Your information will not be sold to mailing lists.
- We reserve the right to remove any form ETA 750/90 and/or O-28 posting from the Foreign Labor Certification Website, when, and if, it contains inaccurate, outdated, or inappropriate information and data.

2. Carefully read the terms and conditions provided on the **Registration** page. You can scroll through the text using the down arrow located in the scrollbar to the right of the text.
3. Click [Accept](#) to accept the terms and conditions, or [Decline](#) to quit the procedure without registering. When you click [Accept](#), the **Welcome New Employer** page is displayed. On this page, you can enter your user profile information, business identification information, and your agent's contact information, if you have one.

### User Profile

First Name: \*

Last Name: \*

Phone: \*  -  -  ext.

Fax:  -  -

Email: \*

We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

Username: \*

Password: \*  \*Confirm Password:

Providing a unique username and password will be the "key" to accessing the H-2A Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character (&, @, %, \$, etc).

Secret Question: \*

Secret Answer: \*

### Employer Business Information

Name of Employer: \*

Address: \*

City: \*  \*State:

Zip/Postal Code: \*  -

Phone Number: \*  -  -  ext.

Is this an association? \*  Yes  No

### Employer's Agent (Optional)

Providing this information will allow the System to automatically pre-fill number 24 - Declarations - Name and Address of the Agent in the Form ETA 750.

Agent Name:

Address:

City:  State:

Zip Code:  -

4. Fill in the **User Profile**, **Employer Business Information**, and **Employer Contact (Optional)** sections on the **Welcome New Employer** page. Required fields are marked with an asterisk (\*).

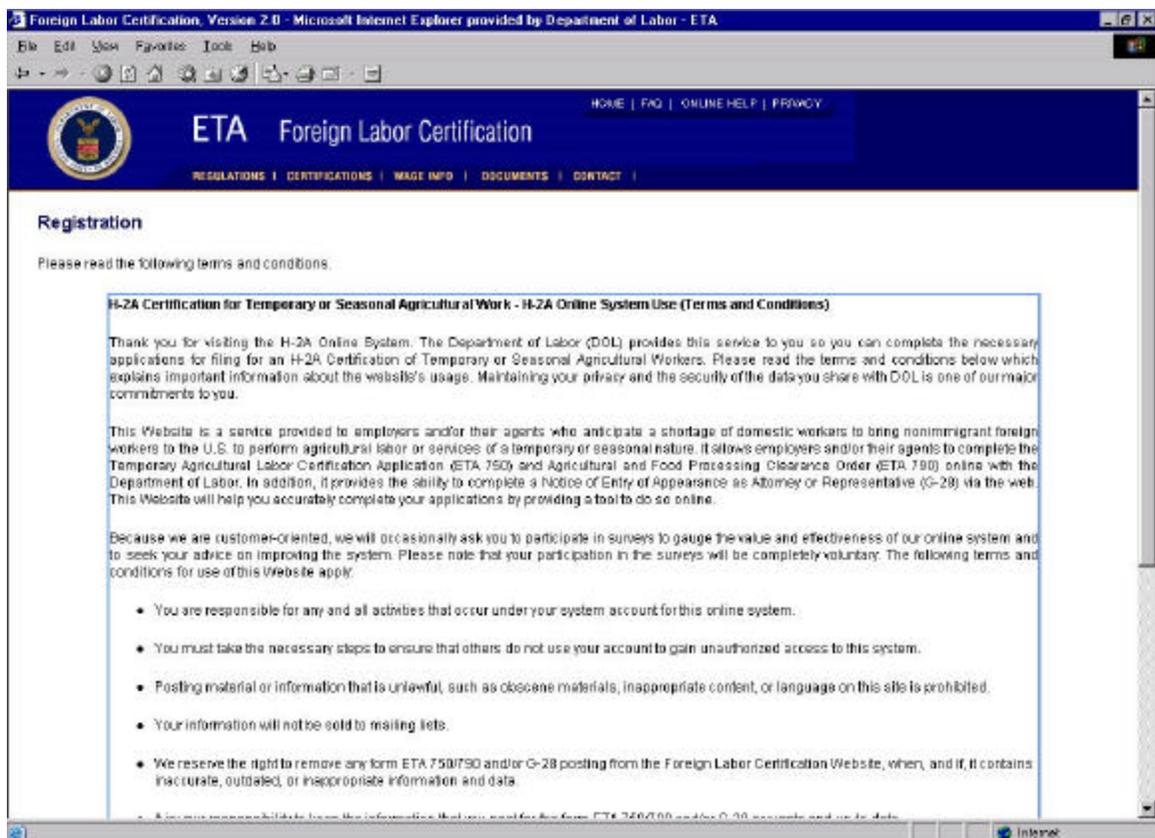
**Note:** Your **Username** and **Password** each must be 8-15 characters long. The Username *cannot* contain special characters such as %, &, #, etc. The Password, on the other hand, must contain at least one special character and at least one numeral (0-9).

5. Use the radio button to select whether or not your business is an association of businesses. This choice will affect how an H-2A application is completed and allow you to add employers to your association.
6. Click . A page is displayed indicating “**You are now a registered user of the H-2A Online System.**” From this page you can enter a new H-2A application, or use the tabs at the top of the page to navigate the H-2A Online System.
7. Follow the instructions in the next section of this *User Guide* (**Accessing the System as a Registered User**) to log in and use the H-2A Online System.

## Registering as an Attorney or Agent

1. If you are registering as an Attorney/Agent, click [Setup Attorney/Agent Profile](#). The **Registration** page is displayed.

**Note:** As a Registered Attorney/Agent, you are allowed to manage multiple clients’ H-2A cases online, view the status of employers’ H-2As online, email saved H-2As to clients or a remote location, and allow multiple users at the same location to process H-2As for clients.



2. Carefully read the terms and conditions provided on the **Registration** page. You can scroll through the text using the down arrow located in the scrollbar to the right of the text.

- Click **Accept** to accept the terms and conditions, or **Decline** to quit the procedure without registering. If you click **Accept**, a blank **Welcome New Attorney/Agent** page is displayed.
- Fill in the **User Information** and **Login Information** sections on the **Welcome New Attorney/Agent** page. Required fields are marked with an asterisk (\*).

**Note:** Your **Username** and **Password** each must be 8-15 characters long. The Username *cannot* contain special characters such as %, &, #, etc. The Password, on the other hand, must contain at least one special character and at least one numeral (0-9).

User Information	
First Name:	* <input type="text"/>
Last Name:	* <input type="text"/>
Address:	* <input type="text"/> <input type="text"/>
City:	* <input type="text"/> State:* <input type="text"/>
Zip/Postal Code:	* <input type="text"/> - <input type="text"/>
Phone:	* <input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email:	* <input type="text"/> <small>We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.</small>
Are you an attorney?	* <input type="radio"/> Yes <input type="radio"/> No

Login Information	
Username:	* <input type="text"/>
Password:	* <input type="text"/> Confirm Password:* <input type="text"/> <small>Providing a unique username and password will be the "key" to accessing the H-2A Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character (&amp;, @, %, \$, etc).</small>
Secret Question:	* <input type="text"/>
Secret Answer:	* <input type="text"/>

- Click **Submit** to process your profile. A page is displayed indicating **"You are now a registered user of the H-2A Online System."** From this page you can create a new employer record, or use the tabs at the top of the page to navigate the H-2A Online System.

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## Accessing the System as a Registered User

1. From your desktop, start Internet Explorer, Netscape, or other browser.
2. Type in the following **Address** for Internet Explorer or **Location** for Netscape: <http://www.h2a.doleta.gov/> and press **Enter** on your keyboard. An alert message is displayed. Read the message and click **OK**. The **H-2A Online System Home** page is displayed.

Foreign Labor Certification, Version 2.0 - Microsoft Internet Explorer provided by Department of Labor - ETA

File Edit View Favorites Tools Help

Address www.h2a.doleta.gov

HOME | FAQ | ONLINE HELP | PRIVACY

ETA Foreign Labor Certification

REGULATIONS | CERTIFICATIONS | WAGE INFO | DOCUMENTS | CONTACT |

Welcome to the Foreign Labor Certification  
H-2A Online System

Logout was successful

Username:

Password:

LOGIN

Forgot your username and/or password?

ETA DOL OWS Disclaimer Paperwork Reduction Act Expiration Date Regional Offices

About H-2A Online  
Get an overview.

Register  
Become a registered user for free.

Get Acrobat Reader

NOTICE: To apply online and print the H-2A Application Employment Certification you must have Adobe Acrobat Reader 4.0 or higher installed on your computer. [Click here](#) to download it now. Here's a [Quick Guide](#) to the Adobe Acrobat Reader.

This site is best viewed with Microsoft Internet Explorer 5.x or Netscape 4.7.

Disability Access  
If you have a disability and are unable to access some of the information contained on this Website because of its format other features, please email [H2AHELP@doleta.gov](mailto:H2AHELP@doleta.gov). Your request will be referred to the appropriate Department of Labor office responsible for providing assistance to you in this regard. The office will respond promptly to you by providing you with alternate means to submit your H-2As. In order to help us serve you better, please provide us with a description of your disability and your contact information so we can reach you in the event questions arise while identifying or addressing a solution to your request.

3. Type your username in the **Username** field. Your username must be 8-15 characters long, and special characters (\*, %, @), &, etc.) are not allowed.

LOGIN If you are a registered user, enter your login information.

Username:

Password:

LOGIN

Forgot your username and/or password?

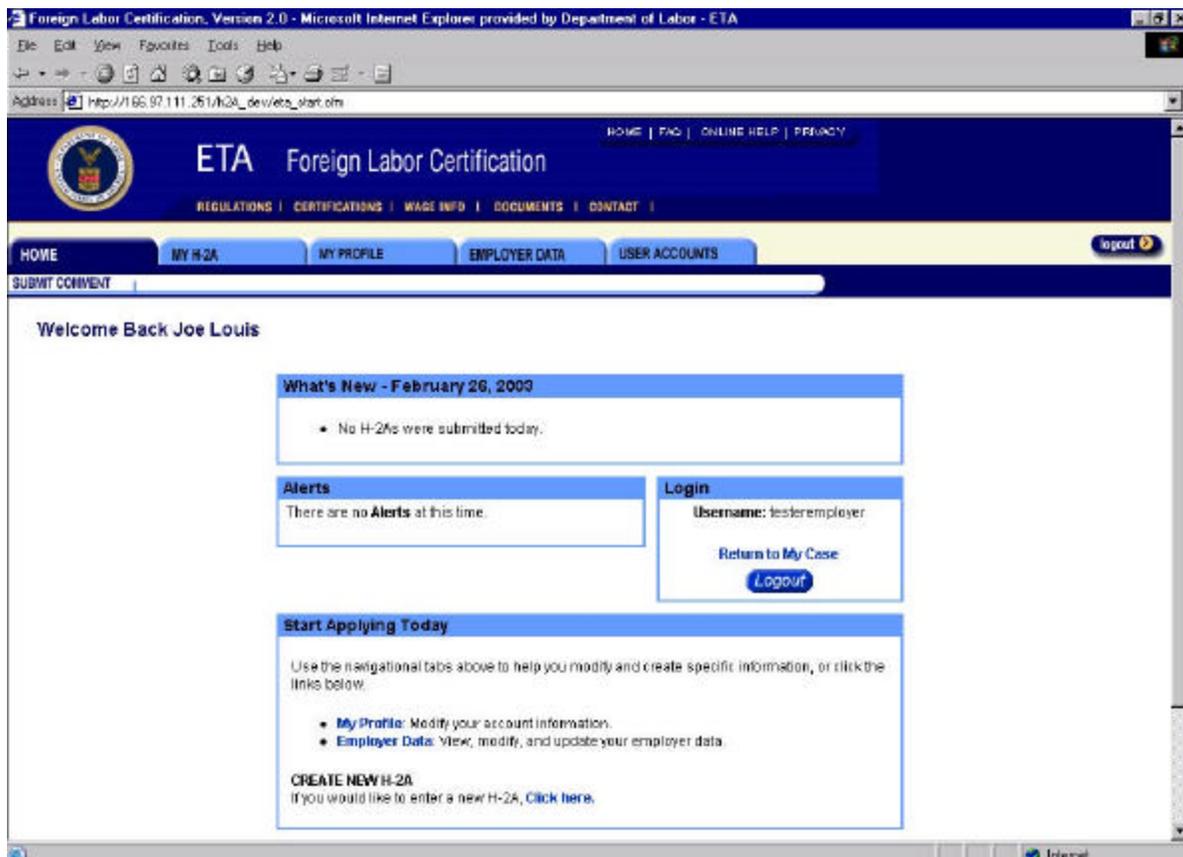
4. Type your password in the **Password** field. Your password must be 8-15 characters long, and contain one special character (\*, %, @), &, etc.) and at least one numeral (0-9).
5. Click .

**Note:** If you are unsuccessful at logging into your account, the system will allow you another login attempt, until you have made **three** unsuccessful attempts. After that time, your account will be disabled, and you will have to send an email to [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov) asking to re-activate your account.

Once you have successfully logged in, the system displays the **H-2A Online System User Home** page. This page contains important information such as news and system alerts. It is important that you read these messages since they may notify you of actions you are required to take, or warn you about upcoming system changes or maintenance issues.

**Note:** When you login to the **H-2A Online System** you cannot use another Web browser to log into the same account at the same time. You can only have one session with your account displayed at any given time.

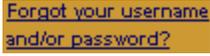
Depending on your registration level (Employer or Attorney/Agent), the **H-2A Online System User Home** page displays options giving you access to certain features and functions of the H-2A Online System.



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## Forgot Your Username/Password?

If you forget your username or password, you can request this information via email.

1. With the **H-2A Online System Home** page displayed in your Web browser, click . The **Forgot your Username/Password?** page is displayed.



**Forgot your Username/Password?**

If you've forgotten your username or password, we can email it to you. Just enter either the username or email address below and click 'Continue'.

Enter your username:

Enter your email address:

Secret Question:

Secret Answer:

2. Enter your username and email address, select the **Secret Question** you chose when you registered, and provide the **Secret Answer**. Click . An email response will be sent to you automatically containing your username and password. When you receive the login information, we recommend that you memorize it and delete the email.

**Tip:** To add an additional level of security, we recommend that you change your password every 120 days.

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## Logging Out of the System

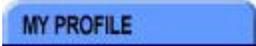
To ensure system security, it is important that you log out of the system when you are not using it. When you have finished using the system, you must completely log out. If you leave the system idle for 15 minutes, you will be automatically logged out of the system. In that case, you must log back in when you are ready to continue.

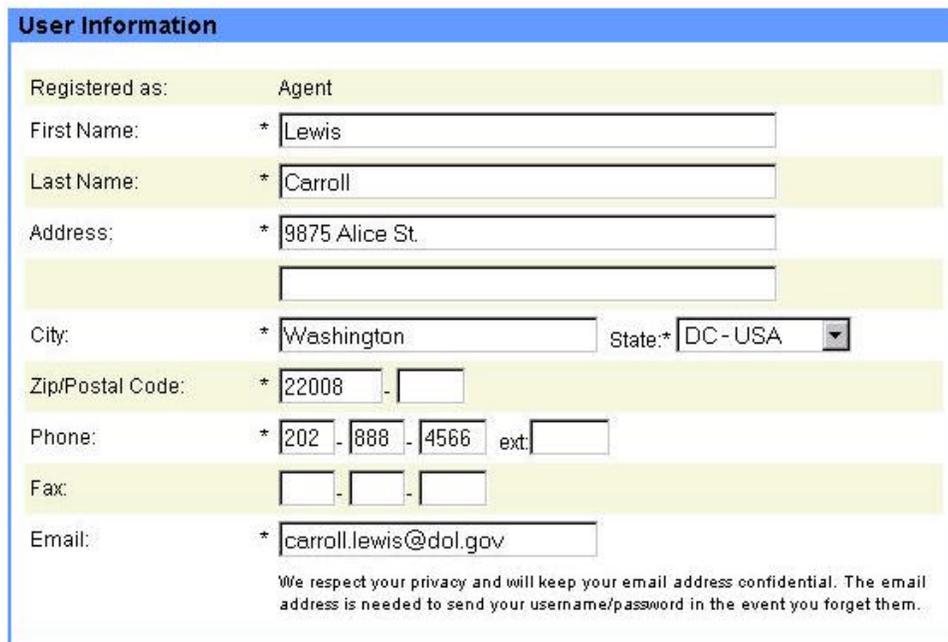
To log out, click  at the top of any screen in the H-2A Online System. The system returns you the **H-2A Online System Home** page and displays a message that you have successfully logged out.

### 3 *MANAGING YOUR PROFILE*

When you register on the H-2A Online System, you enter specific profile information such as your full name, address, email, fax contact information, and so on. As a registered user, you have the ability to view and/or modify your user and login information.

#### Viewing and Editing Your User Information

1. If you are not logged in, follow the instructions provided in Chapter 2 *Accessing the System*, p. 14, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.
2. Select the  tab.
3. Click . The **User Information** page is displayed.



**User Information**

Registered as: Agent

First Name: \* Lewis

Last Name: \* Carroll

Address: \* 9875 Alice St.

City: \* Washington State: \* DC-USA

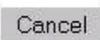
Zip/Postal Code: \* 22008

Phone: \* 202 - 888 - 4566 ext.

Fax:

Email: \* carroll.lewis@dol.gov

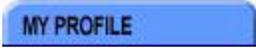
We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

4. To modify your user information, place the cursor in the field that you want to change and overwrite the information currently displayed in the field. Make sure to space over any additional characters.
5. Click  to save any changes you made,  to erase any unsaved changes and start over, or  to exit the **User Information** page without saving your changes.
6. On the next page, select  to return to the **User Home** page, or  to make more changes to your user information.

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## Viewing and Editing Your Login Information

1. If you are not logged in, follow the instructions provided in Chapter 2 *Accessing the System*, p. 14, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.
2. Select the  tab.
3. Click . The **Login Information** page is displayed. The **Username** field is auto-populated with your username.



**Login Information**

Username: \*

Password:  Confirm Password:

Providing a unique username and password will be the "key" to accessing the H-2A Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character (&, @, %, \$, etc).

Secret Question: \*

Secret Answer: \*

4. To change your password, click in the **Password** field and type a new password. Your password must be 8-15 characters and contain one special character (\*, %, @, &, etc.) and at least one numeral (0-9).
5. Click in the **Confirm Password** field, and type the same password again. Be sure to type the password exactly as you typed it in the previous field. Otherwise, you will receive an error message that your password does not match the **Confirm Password** entry.

**Note:** To maintain system security, we recommend that you change your password at least every 120 days

6. To change your **Secret Question/Answer**, select a new Question and enter a new Answer.
7. Click  to save any changes you made,  to erase any unsaved changes and start over, or  to exit the **Login Information** page without saving your changes.
8. On the next page, select  to return to the **User Home** page, or  to make more changes to your login information.

## 4 MANAGING EMPLOYER INFORMATION

Registered users can add new employer information, and view or edit the employer's business and contact information. Required fields are marked with an asterisk (\*).

### Adding a New Employer (Attorney/Agents Only)

1. From any page on the H-2A system, select the **EMPLOYER DATA** tab. The **Employer Data** page displays a list of the employers added to your account. If you have not yet added an employer, a new **Employer Information** edit page will be displayed.
2. Click the **ADD NEW EMPLOYER** tab. A blank **Employer Information** page is displayed.

The screenshot shows a web form titled "Employer Information" with two main sections. The first section, "Employer Business Information", contains the following fields: "Name of Employer:" with an asterisk and a text input box; "Address:" with an asterisk and a text input box; "City:" with an asterisk, a text input box, and "State:" with an asterisk and a dropdown menu labeled "Select State/Province"; "Zip/Postal Code:" with an asterisk and a text input box with a hyphen; "Phone:" with an asterisk, a text input box with hyphens, and "ext." with a text input box; and "Is this an association?" with an asterisk and two radio buttons labeled "Yes" and "No". The second section, "Employer's Agent (Optional)", contains a note: "Providing this information will allow the System to automatically pre-fill number 24 - Declarations - Name and Address of the Agent in the Form ETA 750." followed by fields: "Agent Name:" with a text input box; "Address:" with a text input box; "City:" with a text input box and "State:" with a dropdown menu labeled "Select State/Province"; and "Zip Code:" with a text input box with a hyphen. Below the form are "Save" and "Cancel" buttons.

3. In the **Employer Business Information** section, type the employer's information in the displayed fields. Mandatory fields are indicated with an asterisk (\*).
4. Use the radio button to select whether or not the employer being added is an association of businesses. This choice will affect how an H-2A application for this employer is completed.
5. (Optional.) In the **Employer's Agent** section, type the employer's contact information in the displayed fields.

6. Click  to save the employer data in the H-2A Online System.

## Searching, Viewing and Updating Employer Data (Attorney/Agents Only)

1. From any page on the H-2A system, select the **EMPLOYER DATA** tab. The **Search for Employer(s)** page is displayed by default if you have already entered and saved employer data for multiple employers.

**Note:** If the Search for Employer(s) page is not displayed, click the **LIST EMPLOYERS** tab.

**Search For Employer(s)**

Employer Name:

Delete	Employer Name	City	State	Phone	Type	Employer Count
<input type="checkbox"/>	<b>GOATS BY JOHN</b>	WASHINGTON	DC	202-768-6867	Employer	
<input type="checkbox"/>	<b>MERRYVALE FARMS</b>	GREENBELT	MD	301-888-6665	Employer	
<input type="checkbox"/>	<b>SAN JOSE GROWERS ASSOCIATION</b>	WASHINGTON	DC	202-234-2356	Association	4
<input type="button" value="Delete"/> <p><b>A total of 3 employer(s) were found.</b></p>						

2. To narrow the list of displayed employers, enter the full or partial name of the employer in the **Employer Name** field, then select . The Search Results list re-displays a new list of employers.
3. To sort the search results, click the column headers, i.e. **Employer Name**, **City**, **State**, **Phone**, and **Type**.
4. Click the link in the **Employer Name** column to display the employer's information for review.
  - If the employer chosen is a sole employer, the **Employer Information** edit window is displayed (see graphic below).
  - If the employer chosen is an association, **Association Options** page is displayed (see *Adding Association Employers*, *Editing Association Information*, and *Viewing the List of Association Employers* on the next four pages).

**Employer Business Information**

Name of Employer: \* MERRYVALE FARMS

Address: \* 889 MERRYVALE RD.

City: \* GREENBELT State: \* MD - USA

Zip/Postal Code: \* 20998 -

Phone: \* 301 - 888 - 6665 ext.

Is this an association? \*  Yes  No

**Employer's Agent (Optional)**

Providing this information will allow the System to automatically pre-fill number 24 - Declarations - Name and Address of the Agent in the Form ETA 750.

Agent Name:

Address:

City: State: Select State/Province

Zip Code: -

Undo Save Cancel

- Place the cursor in the field you want to change and overwrite the information currently in the field. Make sure to space over any additional characters.
- Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **Employer Data** page without saving your changes.
- To delete an employer from your **Employer Data** in the Search results table, check the box next to the employer's name in the **Delete** column and select **Delete**. The employer data is removed from public access but will remain in the DOL database.

## Editing Association Information

**Association: SAN JOSE GROWERS ASSOCIATION**

Edit Assn Add Employer To Assn List Of Employers In Assn

Cancel

- On the **Association Options** page, select **Edit Assn** to update the association's information.

The **Association Information** page is displayed.

The screenshot shows two form sections. The first section, titled "Association Business Information", contains fields for: Name of Employer (SAN JOSE GROWERS ASSOCIATION), Address (455 NEBRASKA AVE), City (WASHINGTON), State (DC - USA), Zip/Postal Code (20999), Phone (202 - 234 - 2356), Is this an association? (Yes), and Number of Employers in Association (4). The second section, titled "Employer's Agent (Optional)", includes a note about pre-filling Form ETA 750, and fields for: Agent Name (LEWIS CARROLL), Address (9875 ALICE ST.), City (WASHINGTON), State (DC - USA), and Zip Code (22008).

Undo Save Cancel

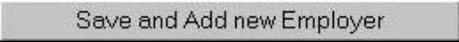
2. Place the cursor in the field you want to change and overwrite the information currently in the field. Make sure to space over any additional characters.
3. Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **Employer Data** page without saving your changes.

### Adding Association Employers

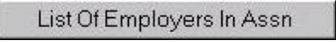
The screenshot shows a blue header bar with the text "Association: SAN JOSE GROWERS ASSOCIATION". Below the header are three buttons: "Edit Assn", "Add Employer To Assn", and "List Of Employers In Assn". At the bottom of the form is a "Cancel" button.

1. On the **Association Options** page, select **Add Employer To Assn** to add a new employer to the association.

The **Add Employer** page is displayed.

2. Enter the employer's information in the displayed fields. Mandatory fields are indicated with an asterisk (\*).
3. Click  to save the information and add a new employer to the association.
4. Click  to save the information and view the association employer list.

### Viewing the List of Association Employers

1. On the **Association Options** page, select  to view a list of the association's employers.

The **List of Association Employers** is displayed.

List of Association Employers in SAN JOSE GROWERS ASSOCIATION					
Delete	Employer Name	Address	City	State	Postal Code
<input type="checkbox"/>	BOWIE FARMS	88 RTE 1	BOWIE	MD	22334
<input type="checkbox"/>	FILLIGREE FARMS	87 NEW YORK AVE	WASHINGTON	DC	23999
<input type="checkbox"/>	HAMPSHIRE FARMS	4587 NEW HAMPSHIRE AVE	WASHINGTON	DC	21776
<input type="checkbox"/>	KEY FARMS	900 INDIANA AVE	WASHINGTON	DC	22345

A total of 4 association employers were found.

2. To edit an employer's information, select the link in the **Employer Name** column.
3. To delete an employer from the association list, select the checkbox next to the **Employer Name** and click .

---

## Managing Employer Data (Sole Employers Only)

If you are registered as an employer and answered 'No' to the question: "Is this an association?", you can update your employer and (optional) agent information.

1. From any page on the H-2A system, select the  tab. The **Employer Data** page is displayed.

**Employer Business Information**

Name of Employer: \*

Address: \*

City: \*  State: \*

Zip/Postal Code: \*  -

Phone: \*  -  -  ext:

Is this an association? \*  Yes  No

**Employer's Agent (Optional)**

Providing this information will allow the System to automatically pre-fill number 24 - Declarations - Name and Address of the Agent in the Form ETA 750.

Agent Name:

Address:

City:  State:

Zip Code:  -

**Note:** If you are already registered as an Employer, the fields on the Employer Data page will be displayed, automatically populated with the profile data you entered.

2. Place the cursor in the field you want to change and overwrite the information currently in the field. Make sure to space over any additional characters.
3. Click  to save any changes you made or  to erase any unsaved changes and start over.

- 
4. On the next page, select **Done** to return to the **Employer Data** page, or **Modify** to make more changes to the employer data.

---

## Managing Association Employers (Associations Only)

If you are registered as an employer but answered 'Yes' to the question: "Is this an association?", you can add, update, and view a list of employers in the association.

1. From any page on the H-2A system, select the **EMPLOYER DATA** tab. The **Association Information** page is displayed.

<b>I want to ...</b>	<b>Association Business Information</b>
<b>Add</b>	<b>Name of Employer:</b> EASTMAN FARMS
<a href="#">Employer to Assn.</a>	<b>Address:</b> 98 WATERTOWN RD
<b>List</b>	<b>City:</b> WATERTOWN <b>State:</b> DE
<a href="#">Employers in Assn.</a>	<b>Zip/Postal Code:</b> 23888
	<b>Phone:</b> (888) 623-4800 <b>ext:</b>
	<b>Email:</b>
	<b>Is this an association?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
	<b>Employer's Agent (Optional)</b>
	<b>Agent Name:</b>
	<b>Address:</b>
	<b>City:</b> <b>State:</b>
	<b>Zip Code:</b>
	<b>Modify</b> <b>Done</b>

2. Click **Modify** to make changes to the association business information, or **Done** to return to the **Employer Data** page.

## Adding Association Employers

1. On the left side of the **Association Information** page, select **Add...** [Employers to Assn.](#) to add a new employer to the association.

The **Add Employer** page is displayed.

**Employer Information**

1. Name: \*

2. Address: \*

City: \*  State: \* Select State/Province

Zip/Postal Code \*  -  Phone: \*  -  -  ext:

Save and Return to Employer List

Save and Add new Employer

Cancel

2. Enter the employer's information in the displayed fields. Mandatory fields are indicated with an asterisk (\*).
3. Click Save and Add new Employer to save the information and add a new employer to the association.
4. Click Save and Return to Employer List to save the information and view the association employer list.

### Viewing the List of Association Employers

1. On the left side of the **Association Information** page, select **List...[Employers in Assn.](#)** to view a list of the association's employers.

The **List of Association Employers** is displayed.

Delete

**List of Association Employers in SAN JOSE GROWERS ASSOCIATION**

Delete	Employer Name	Address	City	State	Postal Code
<input type="checkbox"/>	<b>BOWIE FARMS</b>	88 RTE 1	BOWIE	MD	22334
<input type="checkbox"/>	<b>FILLIGREE FARMS</b>	87 NEW YORK AVE	WASHINGTON	DC	23999
<input type="checkbox"/>	<b>HAMPSHIRE FARMS</b>	4587 NEW HAMPSHIRE AVE	WASHINGTON	DC	21776
<input type="checkbox"/>	<b>KEY FARMS</b>	900 INDIANA AVE	WASHINGTON	DC	22345

Delete

**A total of 4 association employers were found.**

2. To edit an employer's information, select the link in the **Employer Name** column.
3. To delete an employer from the association list, select the checkbox next to the **Employer Name** and click Delete.

---

## 5 *MANAGING USER ACCOUNTS*

The agents or attorneys of employers can create and manage user accounts for other attorneys or employees. This feature is useful if a company or law firm employs several people to work on visa issues and needs several accounts to access employers' H-2A records online.

---

### Adding a User

1. From any page on the H-2A system, select the **USER ACCOUNTS** tab. The **User Access List** page is displayed.

**Note:** If you have not activated the user account feature, click

**Activate User Account**

in the middle of the page. On the **User Information**

page, select **Modify** to edit your user information. Select **Done** to return to the **User Access List**.

<b>Delete</b>	
<b>Delete</b>	<b>User (Firstname Lastname)</b>
<input type="checkbox"/> <b>edit view</b>	Joe Louis
<input type="checkbox"/> <b>edit view</b>	Miranda Key
<b>Add New User</b>	

2. Select **Add New User**. The **User Information** edit page is displayed.
3. In the **User Information** section, type the new user's information in the displayed fields. Mandatory fields are indicated with an asterisk (\*).
4. In the **Login Information** section, type the new user's username and password. Both must be 8-15 characters long, and the password (only) must contain one special character (\*, %, @, &, etc.) and at least one numeral (0-9). Select a **Secret Question** and enter a **Secret Answer**.
5. In the **Security Access** section, select the box(es) next to the access level(s) you want the user to be given.

**User Information**

Registered as: Agent

First Name: \*

Last Name: \*

Address: \*

City: \*  State: \*

Zip/Postal Code: \*  -

Phone: \*  -  -  ext.

Fax:  -  -

Email: \*

We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

**Login Information**

Username: \*

Password: \*  Confirm Password: \*

Providing a unique username and password will be the "key" to accessing the H-2A Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character (&, @, %, \$, etc).

Secret Question: \*

Secret Answer: \*

**Security Access**

Manage User Accounts  Edit H-2As

Edit Employer Data  Add/Reuse H-2As

Add New Employer  Withdraw H-2As

Delete Employer

- Click  to save any changes you made,  to erase any unsaved changes and start over, or  to exit the **User Information** page without saving your changes.

## Viewing, Editing, and Deleting User Accounts

- To display a user's account information for review, select [view](#) next to a user name in the **User Access List** table. The **User Information** view-only page is displayed.

2. Select **Modify** if you want to edit the displayed information. Select **Done** to return to the **User Access List**.
3. To edit a user's account information, select **edit** next to a user name in the **User Access List** table. The **User Information** edit page is displayed.

### User Information

Registered as:	Agent		
First Name:	*	<input type="text" value="Dorothy"/>	
Last Name:	*	<input type="text" value="Parker"/>	
Address:	*	<input type="text" value="834 Elm St"/>	
City:	*	<input type="text" value="Anywhere"/>	State:* <input type="text" value="NJ - USA"/>
Zip/Postal Code:	*	<input type="text" value="34234"/>	- <input type="text"/>
Phone:	*	<input type="text" value="888"/>	- <input type="text" value="776"/> - <input type="text" value="5443"/> ext. <input type="text"/>
Fax:		<input type="text"/>	- <input type="text"/>
Email:	*	<input type="text" value="parker.dorothy@dol.gov"/>	

We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

### Login Information

Username:	*	<input type="text" value="dorothyparker"/>	
Password:	*	<input type="text"/>	Confirm Password:* <input type="text"/>

Providing a unique username and password will be the "key" to accessing the H-2A Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character (&, @, %, \$, etc).

Secret Question:	*	<input type="text" value="What was the name of your first school ?"/>
Secret Answer:	*	<input type="text" value="LINK"/>

### Security Access

<input checked="" type="checkbox"/> Manage User Accounts	<input checked="" type="checkbox"/> Edit H-2As
<input type="checkbox"/> Edit Employer Data	<input checked="" type="checkbox"/> Add/Reuse H-2As
<input type="checkbox"/> Add New Employer	<input checked="" type="checkbox"/> Withdraw H-2As
<input type="checkbox"/> Delete Employer	

4. Edit the fields you want to change and overwrite (or check/uncheck) the information currently in the field. Make sure to space over or delete any additional characters.
5. Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **Employer Data** page without saving your changes.

6. To delete a user account (other than your own), check the box next to the user's name in the **User Access List** and select **Delete**. The user information is removed from public access but will remain in the DOL database. You may also delete multiple user accounts by checking the box next to each user listed, and selecting the **Delete** button.

<input type="button" value="Delete"/>		
<b>Delete</b>	<b>User (Firstname Lastname)</b>	
<input type="checkbox"/>	<a href="#">edit</a> <a href="#">view</a>	Joe Louis
<input type="checkbox"/>	<a href="#">edit</a> <a href="#">view</a>	Miranda Key
<input type="button" value="Add New User"/>		

## **6 SUBMITTING H-2A INFORMATION FOR ASSOCIATIONS**

The H-2A Online System allows employers and agents to easily prepare an H-2A application and print it for submission to DOL. The online data entry allows faster processing of H-2A applications and the ability to edit an H-2A application if its determined that modifications are necessary.

As an association of employers, you may add multiple employers, crops, and crop activities to your H-2A application. If you are a joint employer with other employer-members, or the agent of employer-members, you must enter information for *each* association employer after completing the Form ETA 750.

---

## Completing the *Form ETA 750*

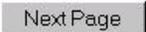
1. From any page on the H-2A system, select the  tab. The **Search H-2As** page is displayed by default.
2. Click .

**Note:** If you are an attorney/agent and have not yet created an Employer record, a message is displayed directing you to do so now. Follow the instructions provided in Chapter 4, *Managing Employer Information – Adding a New Employer of this User Guide*, then proceed to step 4.

- If you have registered as an attorney/agent and have created multiple employer records, you will be given the choice of employers for whom to submit an H-2A. Select the [apply](#) hyperlink to submit an H-2A associated with the selected employer.

	Name	City	State	Phone
<a href="#">apply</a>	GOATS BY JOHN	WASHINGTON	DC	202-788-6867
<a href="#">apply</a>	MERRYVALE FARMS	GREENBELT	MD	301-888-6665
<a href="#">apply</a>	SAN JOSE GROWERS ASSOCIATION	WASHINGTON	DC	202-234-2356

**A total of 3 employer(s) were found.**

- If you have registered as an employer-association, you will be directed to the **Create Case Information** screen.
3. The **Create Case Information** screen is displayed. Select **Yes** or **No** to the questions posed and click .

**Create Case Information**

\* Is the alien named? Yes  No

\* Is crew leader information provided? Yes  No



## Adding Alien Information

1. If you answered that the alien is named on the application, you will see **Step 1 of 4 – Form ETA 750**, where you have the option of adding aliens to the H-2A application. In fields (1) and (2), enter alien information such as name and address.

**Alien Information**

1. Alien's First Name:  Middle Name:   
 Last Name:  Maiden Name:

2. Present Address of Alien:

City:

State:  Zip/Postal Code:  -

Province:  Country:

3. Type of Visa:

**List of Aliens**

	Alien Name	Alien City	Alien Country	Type of Visa
No Aliens entered.				
				<input type="button" value="Edit Alien"/> <input type="button" value="Delete Alien"/>

2. In field (3), enter the alien's type of visa held.
3. To save the alien information and add another alien record, click . The **List of Aliens** is redisplayed with the new entry listed.

**Note:** If you're finished adding aliens to the application and want to continue with **Step 2 of 4** of the Form ETA 750 application, go to item 5 below.

**Tip:** Be sure to click  to save the most recently added alien information. Your new addition will appear in the **List of Aliens** at the bottom of the page:

**List of Aliens**

	Alien Name	Alien City	Alien Country	Type of Visa
<input type="radio"/>	Lisa Rodriguez	Toronto	Canada	
<input type="radio"/>	David Chin	Washington	USA	
<input type="radio"/>	Wendy Jones	San Diego	USA	
				<input type="button" value="Edit Alien"/> <input type="button" value="Delete Alien"/>

4. To edit or delete an alien, select the alien using the button to the left and click the appropriate button at the bottom of the table.

5. To continue to Step 2 of the **Form ETA 750**, click Next Page. **Step 2 of 4 – Form ETA 750** is displayed.

## Completing Step 2 of the *Form ETA 750*

1. In **Step 2 of 4 – Form ETA 750**, you will enter additional alien employment information, including address of alien’s workplace and employment specifics.

**Note:** Employer information in fields (4), (5), and (6) should be pre-populated from the **Employer Data** section of the H-2A website.

**Note:** If you answered that the alien is *not* named on the application, this will be **Step 1 of 3** in completing the Form ETA 750.

**The following information is submitted as an offer of employment**

<b>4. Name of Employer:</b>	IOWA PIG FARMERS ASSOCIATION		
<b>5. Telephone:</b>	(333) 444-5579	<b>ext:</b>	
<b>6. Address:</b>	667 UBBEN AVE		
<b>City:</b>	WILLIAMS	<b>State:</b>	IA
<b>Zip/Postal Code:</b>	55643		

**Job Information**

7. Address Where Alien Will Work (if different than item 6):

City:

State: Select State ▼ Zip/Postal Code:  -

9. Name of Job Title: \*

10. Total Hours Per Week \* a. Basic:  b. Overtime:

11. Work Schedule (Hourly): \*  a.m. \*  p.m.

12. Rate of Pay a. Basic: \* \$  per \* Select Rate Per ▼  
b. Overtime: \$  per hour

13. Describe Fully the job to be Performed (Duties): \*

Previous
Next
Cancel

2. Enter the address where the alien(s) will work in field (7).
3. In fields (9) through (13), enter employment specifics:
- Field (9) – Enter the **Job Title** for the alien.

- Field (10) – Enter the **Total Hours per Week** that the alien(s) will be working. a) **Basic** hours, and b) **Overtime** hours.
- Field (11) – Enter the normal **Work Schedule**.
- Field (12) – Enter the **Basic and Overtime Rate of Pay** and the **Unit** (per Hour, Week, etc.)
- Field (13) – Fully describe the **Job Duties** of the alien(s).

Click [Next Page](#) to continue to **Step 3** of Form ETA 750. Click [Previous Page](#) to return to **Step 1** of Form ETA 750.

## Completing Step 3 of the *Form ETA 750*

1. In **Step 3 of 4 – Form ETA 750**, you will enter alien experiential information and additional employment specifics.

14. Education Information	
EDUCATION (Enter number of years)	Grade School: <input type="text"/> High School: <input type="text"/> College: <input type="text"/>
	College Degree Required (specify): <input type="text"/>
	Major Field of Study: <input type="text"/>
TRAINING	No. Yrs.: * <input type="text"/> No. Mos.: * <input type="text"/>
	Type of Training: * <input type="text"/>
EXPERIENCE	Related Occupation No. Yrs.: * <input type="text"/> No. Mos.: * <input type="text"/>
	Related Occupation (specify): * <input type="text"/>

2. In fields (14), enter the minimum education, training, and experience necessary for a worker to perform the job duties satisfactorily:
  - Enter **Education** information, including minimum number of years in **Grade School, High School, and College**.
  - Specify a **College Degree Required** for the job under consideration, if applicable.
  - Enter a **Major Field of Study** necessary to perform the job duties, if applicable.
  - Enter the minimum number of **Years, Months, and Type of Training** necessary to perform the job duties.
  - Specify the minimum number of **Years and Months** of experience in, and **Name** of, a Related Occupation that would qualify the worker for this job.
3. Enter any other **Special Requirements** in field (15).

**Supervisor Information**

15. Other Special Requirements:

16. Occupational Title of Person Who Will Be Alien's Immediate Supervisor: \*

17. Number of Employees Alien Will Supervise:

Previous Page Next Page Cancel

4. In field (16), enter the **Occupational Title** of the person who will supervise the alien's work.
5. Enter the number of employees the alien will supervise, if applicable, in field (17).
6. Click  to continue to **Step 4** of Form ETA 750. Click  to return to **Step 2** of Form ETA 750.

### Completing Step 4 of the *Form ETA 750*

1. In **Step 4 of 4 – Form ETA 750**, you will describe the efforts made to recruit U.S. workers prior to applying for H-2A certification, make a declaration of authenticity of the H-2A application, and provide agent information, if applicable.

**18. Temporary Job Information**

A. No. of Openings To Be Filled By Aliens Under Job Offer: \*

B. Exact Dates You Expect To Employ Alien From: \*  To: \*   
Enter from and to date in the correct format (mm/dd/yyyy)

2. In field (21), describe the efforts made by the employer to **Recruit** U.S. workers and the results of those efforts.

**21. Recruitment Information**

\*

3. Enter the employer's **Full Name** and **Title** in section (24).

**24. Declaration of Employer Information**

Name: \*

Title: \*

- 
4. Enter the **Name** and **Address** of the **Agent** of the employer in the last section.

**Authorization of Agent of Employer Information**

Name of Agent:

Address of Agent:

City:  State:

Zip Code:  -

5. At the end of this step, you have several choices of navigating through the **H-2A Online System**.
- If you want to view the completed Form ETA 750 and verify its accuracy before submitting it, click .
  - If you want to scroll through the forms to make any needed corrections, click .
  - If you want to save the Form ETA 750 and return to the **Search H-2As** page, select . See Chapter 9, *Searching and Managing H-2As*, for information on searching, viewing, and printing your H-2A application.
  - If you want to save the Form ETA 750 and begin entering association information, click .
  - If you want to return to the **Search H-2As** page without saving the Form ETA 750, click .

## Adding Association Employers to the Application

1. If you are registered as an agent for an association, or as an employer-association, you will add association employers to the H-2A application before starting Step 1 of the **Form ETA 790**. If the application is *not* for an association, the system will navigate you directly to Step 1 of the 790. See the instructions on p. 40.
2. On the Association page, you see three tables: an **Association List**, a **List of Association Employers**, and a table of **Crop Information**. Above the first table, you can select from the drop-down menu an association that's already been added to the system, if it is not displayed by default.

## Association List

ETA Case Number: R2-03183-00144

Association:

Select the association from the drop down list.

Click the "Employer Name" hyperlink to be added to this application.

Association Employers in SAN JOSE GROWERS ASSOCIATION			
Employer Name	City	State	Postal Code
<a href="#">BOWIE FARMS</a>	BOWIE	MD	22334
<a href="#">FILLIGREE FARMS</a>	WASHINGTON	DC	23999
<a href="#">HAMPSHIRE FARMS</a>	WASHINGTON	DC	21776
<a href="#">KEY FARMS</a>	WASHINGTON	DC	22345

Click  to populate the **Association List** with the employers in the selected association.

- If the association you entered in the ETA 750 is *not* listed in the menu, select *Association Not in List*, which is the default option. To add a new employer to the **Association List** and the application, click . A blank **Employer Information** page is displayed (see *Adding a New Employer to the Application List* below).
- If your association is listed in the **Association** drop-down menu, the employers in your association are displayed in the **Association List**.

To add an employer from the list to the H-2A application (and enter crop information), click the hyperlinked **Employer Name**.

**Note:** The **Crop Information** table is not populated until employers are added to the **List of Association Employers** and crop information is entered for each employer.

- The **Employer Information** page is displayed with the employer's information at the top.

Employer Information for SAN JOSE GROWERS ASSOCIATION			
1. Employer Name:	<input type="text" value="BOWIE FARMS"/>		
2. Address:	<input type="text" value="88 RTE 1"/>		
City:	<input type="text" value="BOWIE"/>	State:	<input type="text" value="MD - USA"/>
Zip/Postal Code:	<input type="text" value="22334"/>	Phone:	<input type="text" value="866 - 776 - 5443 ext"/>
3. Start Date:	<input type="text" value="09/30/2003"/>	End Date:	<input type="text" value="11/30/2003"/>
Enter start date and end date in the correct format (mm/dd/yyyy)			
4. Total Workers Employed:	<input type="text"/>	Total H-2A Workers:	<input type="text"/>
5. Type Housing:	<input type="text"/>		
MH - Mobile Home, BL - Block, WF - Wood Frame			
Housing Location County:	<input type="text"/>	Capacity Total:	<input type="text"/>

6. Make any necessary changes to the Employer Information in the top section. Enter the **Total Workers Employed**, **Total H-2A Workers**, the **Type of Housing**, the **Housing Location**, and the **Total Capacity** of Housing.

## Adding Crop Information

1. In the lower section, select the **Crop** and **Crop Activity** associated with each crop. Enter the **Flat Rate** and **Time** if the worker is paid by time. Enter a **Piece Rate** and **Unit** if the worker is paid by crop units. Enter an **Estimated Hourly Rate Equivalent** for the worker(s) and the **Crew Leader's Wage Rate**.

Click **Add This Crop** to add the crop to the employer's information. A new table displays the added **Crop Information** at the bottom of the page.

Crop Information					
	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate
<input type="radio"/>	Apricots	Harvesting	8.25		8.25
					<input type="button" value="Edit Crop"/> <input type="button" value="Delete Crop"/>

**Note:** If the crop to be added is not listed in the drop-down **Crop** menu, click **Add New Crop** and enter the crop name in the **Crop** field.

2. To add more crops to the employer's information, repeat Step 1 above and click **Add This Crop**. The **Crop Information** list is populated with the added crops and their rates.

Crop Information						
	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate	C/L Wage Rate
<input type="radio"/>	Apple	Harvesting		2.00	8.25	9.00
<input type="radio"/>	Pear	Harvesting		2.00	8.25	9.00
<input type="radio"/>	Berry	Harvesting	8.25		8.25	9.00
<input type="radio"/>	Watermelon	Harvesting	8.25		8.25	9.00
					<input type="button" value="Edit Crop"/> <input type="button" value="Delete Crop"/>	

3. Click **Save & Return to Assn. List** to return to the **Association List**. The third table (**Crop Information**) is populated with the employer and the related crops you entered. This employer and their crops will be added to the H-2A application.

Crop Information					
Employer Name	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate
BOWIE FARMS	Apricots	Harvesting	8.25		8.25
BOWIE FARMS	Plums	Harvesting	8.25		8.25
FILLIGREE FARMS	Broomcorn	Harvesting	8.25		8.25
FILLIGREE FARMS	Corn	Harvesting	8.25		8.25
HAMPSHIRE FARMS	Garlic	Harvesting	8.25		8.25
HAMPSHIRE FARMS	Lima Beans	Harvesting	8.25		8.25

4. If more than one employer is listed on the H-2A application, select their name(s) from the second table (**List of Association Employers from Application List**), as in Step 4 of the previous section, or choose  from the **Association List** to add an unlisted employer that appears on the application.

#### Association List

ETA Case Number: R2-03183-00146

Association:

SAN JOSE GROWERS ASSOCIATION

Select the association from the drop down list.

Click the "Employer Name" hyperlink to be added to this application.

Association Employers in SAN JOSE GROWERS ASSOCIATION			
Employer Name	City	State	Postal Code
BOWIE FARMS	BOWIE	MD	22334
FILLIGREE FARMS	WASHINGTON	DC	23999
HAMPSHIRE FARMS	WASHINGTON	DC	21776
<a href="#">KEY FARMS</a>	WASHINGTON	DC	22345

#### List of Association Employers from Application List

Employer Name:

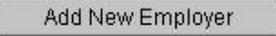
Select the employer you wish to edit or delete.

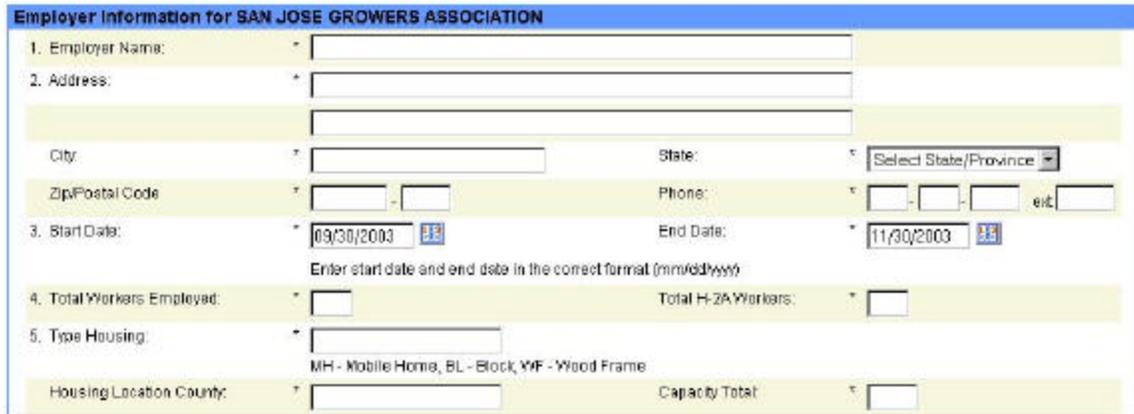
Employers Added for SAN JOSE GROWERS ASSOCIATION							
	Employer Name	City	State	Postal Code	Start Date	End Date	Total H-2A Workers
<input type="radio"/>	BOWIE FARMS	BOWIE	MD	22334	09/30/2003	11/30/2003	3
<input type="radio"/>	FILLIGREE FARMS	WASHINGTON	DC	23999	09/30/2003	11/30/2003	3
<input type="radio"/>	HAMPSHIRE FARMS	WASHINGTON	DC	21776	09/30/2003	11/30/2003	2

5. To edit or delete an employer from the **List of Association Employers**, select the radio button next to the employer and click the appropriate button at the bottom of the table.
6. When you are finished adding employers and crops to the **List of Association Employers**, click  to proceed with entering data for the Form ETA 790.

## Adding a New Employer to the Application List

If the application names association employers that are not currently in the H-2A CMS database, you can add them to the **Association List** and the **List of Association Employers**.

1. After you have selected an association at the top of the page (even if it's *Association Not in List*), on the **Association List**, click . A blank **Employer Information** page is displayed.



2. Add employer data in the top section of the page, and crop information in the bottom section. (See the above sections *Adding Association Employers to the Application* and *Adding Crop Information* for detailed instructions.) The new employer is added to both the **Association List** and the **List of Association Employers**.

Employers Added for SAN JOSE GROWERS ASSOCIATION							
	Employer Name	City	State	Postal Code	Start Date	End Date	Total H-2A Workers
<input type="radio"/>	BOWIE FARMS	BOWIE	MD	22334	09/30/2003	11/30/2003	3
<input type="radio"/>	FILLIGREE FARMS	WASHINGTON	DC	23999	09/30/2003	11/30/2003	3
<input type="radio"/>	GERMANTOWN FARMS	GERMANTOWN	MD	23990	09/30/2003	11/30/2003	2
<input type="radio"/>	HAMPSHIRE FARMS	WASHINGTON	DC	21776	09/30/2003	11/30/2003	2

3. Click  to proceed with entering data for the Form ETA 790.

## Completing the *Form ETA 790*

1. If you are on the **Search Incomplete Cases** page, select the case hyperlink in the **ETA Case Number** column of the search results table to return to the case. (See Chapter 9 §*Searching Incomplete Cases* for detailed instructions) Otherwise, you will enter the **Form ETA 790** from the Form 750 application.
2. In **Step 1 of 5 – Form ETA 790**, you will enter crew leader/worker information for the job specified in the Form 750, if you selected ‘Yes’ to the Crew Leader question on the **Create Case Information**

screen. Otherwise, you simply need to provide the **Number/Type of Workers Requested** and review the employer information for accuracy.

**Note:** Employer and period of employment information should be pre-populated from the **Form ETA 750**.

3. Enter **Name** and **Address** information for the **Preferred Crew Leader/Worker**.
4. Select the **Leader's Functions** and enter the **Number of Individual Workers** and **Families**.

**Preferred Crew Leader / Worker Information**

7. First Name: \*

Last Name: \*

Address: \*

City: \*  State: \*

Zip/Postal Code: \*  -

Phone: \*  -  -

Leader's Functions:

- Supervises
- Transports
- Pays
- Assumes OASI

8. No. Type of workers requested: Total Number: 9 No. Individual: \*  No. Family: \*

5. Click  to continue to **Step 2** of Form ETA 790.

### Completing Step 2 of the **Form ETA 790**

1. In **Step 2 of 5 – Form ETA 790**, you can edit or delete crop information for the employer(s) specified in the Form 750.

Crop Information							
	Employer Name	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate	C/L Wage Rate
<input type="radio"/>	MEL FARMS	Poultry	Care				
<input type="radio"/>	MEL FARMS	Cattle	Care				
<input type="radio"/>	KEY FARMS	Cranberry	Harvesting				
<input type="radio"/>	KEY FARMS	Hay	Harvesting				
<input type="radio"/>	KEY FARMS	Watermelon	Harvesting				

**Note:** Any Crop(s) listed in **Step 2** was created in the **Association Employers** section of the Form ETA **750**. Return to the **Search Incomplete Cases** page, select the case, and click  to enter additional crops and wage rate information, if applicable.

- To edit or delete a crop or its wage rates, select the crop using the button to the left and click the appropriate button at the bottom of the table. An **Edit Crop Info** window is displayed.

**Edit Crop Info :**

To avoid delay in processing your application, do not 'Add New Crop' using diversified crop, vegetables, fruits, or nuts.

9. Crop:  Activity:

Flat Rate:   Piece Rate:

Est. Hourly Rate Equiv:  C/L Wage Rate:  Attachment No:

- Edit the crop information as necessary. Also enter the **Wage Rates Attachment Number** in the field provided.

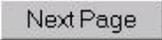
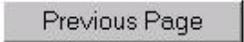
**Note:** If you are editing the current crop information the crop and activity should be pre-populated in the drop-down menus.

- To save the crop and wage rate information, click . The **Crop Information** list is redisplayed with the edited entry.

Crop Information							
	Employer Name	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate	C/L Wage Rate
<input type="radio"/>	MEL FARMS	Poultry	Care	8.25		8.25	9.00
<input type="radio"/>	MEL FARMS	Cattle	Care				
<input type="radio"/>	KEY FARMS	Cranberry	Harvesting		1.25	8.25	9.00
<input type="radio"/>	KEY FARMS	Hay	Harvesting				
<input type="radio"/>	KEY FARMS	Watermelon	Harvesting				

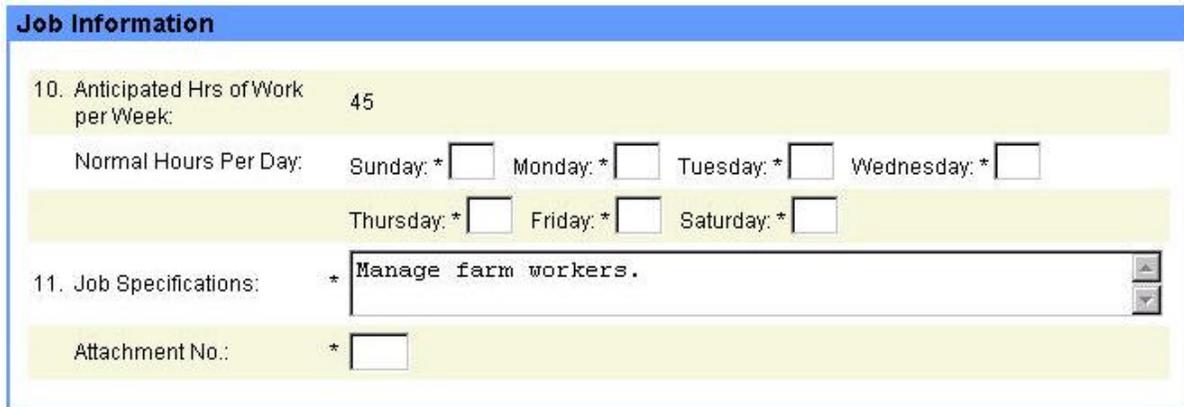
---

Continue editing (or deleting) crops until all rates are entered.

6. To continue to **Step 3** of the Form ETA 790, click . **Step 3 of 5 – Form ETA 790** is displayed. To return to **Step 1** of the Form ETA 790, click .

### Completing Step 3 of the *Form ETA 790*

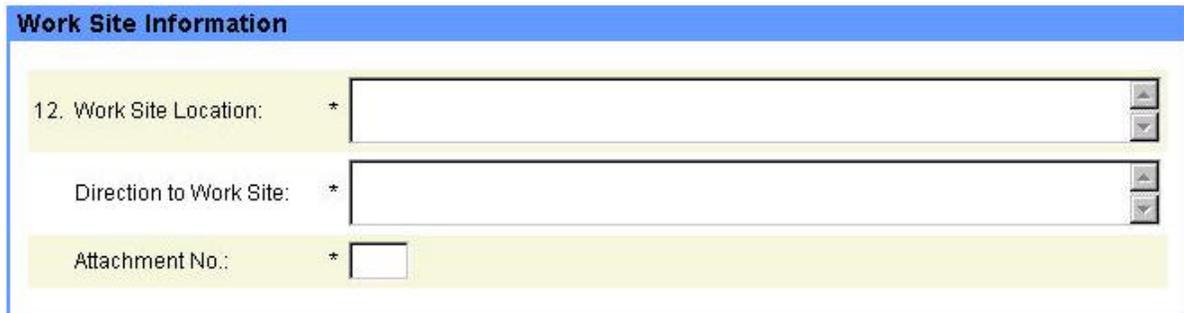
1. In **Step 3 of 5 – Form ETA 790**, you will specify worksite and housing information for the job(s) listed in the Form 750.
2. In the first section of **Step 3**, enter hourly work information and **Job Specifications**, including the number of the Job Specifications **attachment**.



The screenshot shows the "Job Information" section of the Form ETA 790. It includes the following fields:

- 10. Anticipated Hrs of Work per Week: 45
- Normal Hours Per Day: Sunday: \*  Monday: \*  Tuesday: \*  Wednesday: \*   
Thursday: \*  Friday: \*  Saturday: \*
- 11. Job Specifications: \*
- Attachment No.: \*

3. Enter the **Work Site Location**, **Directions to the Worksite**, and the Location and Direction to Housing **Attachment Number** in the next section.



The screenshot shows the "Work Site Information" section of the Form ETA 790. It includes the following fields:

- 12. Work Site Location: \*
- Direction to Work Site: \*
- Attachment No.: \*

4. In the third section of Step 3, enter any **Board Arrangements** and the Board Arrangements **Attachment Number**.

**Boarding Information**

13. Board Arrangements: \*

Attachment No.: \*

5. Enter the **Housing Location**, **Housing Description**, and Housing **Attachment Number** in the fourth section of Step 3.

14. Housing Location: \*

Housing Description: \*

Attachment No.:

6. In the last section of Step 3, enter information about the **Number and Capacity of Housing Units** for workers listed in the H-2A application.

**Number and Capacity of Housing Units**

Barracks: \*  Total Capacity: \*

Family Units: \*  Total Capacity: \*

Single Rooms: \*  Total Capacity: \*

Authorized Capacity: \*

Previous Page Next Page Cancel

7. Select  to continue to **Step 4** of the Form ETA 790. To go back to **Step 2**, select .

### Completing Step 4 of the *Form ETA 790*

1. In **Step 4 of 5 – Form ETA 790**, you will specify referrals and transportation arrangements for the job(s) listed in the Form 750, and enter agent information, if applicable.
2. In the first section of **Step 4**, enter **Referral Instructions** and the Referral Instructions **Attachment Number**.

**Referral Information**

15. Referral Instructions: \*

Attachment No.: \*

3. In the next two sections of **Step 4**, select whether any collect calls to workers will be accepted by the employer, and enter **Transportation Arrangements** and the Transportation Arrangements **Attachment Number**.

**Collect Calls Information**

16. Collect Calls Accepted: By Employer: \*  Yes  No

**Transportation Information**

17. Transportation Arrangements: \*

Attachment No.: \*

4. Enter **Agency Representative** information, including the agent's Job **Title**, in the last section of **Step 4**.

**Employer / Agency Information**

Name:

Phone:  -  -

Title:

5. At the end of this step, you have several choices of navigating through the **H-2A Online System**.
- If you want to scroll through the forms to make any needed corrections, click .
  - If you want to view the completed Form ETA 790 and verify its accuracy before submitting it, click .
  - If you want to save the Form ETA 790 and continue to **Step 5** to print out your application, select .
  - If you want to place the case on Hold to submit it at a later time, select .

- If you entered Agent information on the Form ETA 750, you can click  to continue to the Form G-28. See Chapter 8, *Submitting G-28 Information* for instructions on entering a G-28.

## Completing and Printing Your H-2A Application

1. If you choose to Save the Form ETA 790, in **Step 5 of 5 – Form ETA 790**, you will print both Forms 750 and 790 to send to your DOL Regional Office for certification analysis.

**Note: Your H-2A Application is not complete or ready for determination until DOL receives *the entire application package* by postal mail, including Forms ETA 750, 790, and attachments.**



2. To print both Forms ETA 750 and 790, click the large  button in the middle of the page.

---

**Note:** You must have *Adobe Acrobat Reader* 4.0 or higher installed on your computer to print the Forms ETA 750 or 790.

- A separate *Adobe Acrobat* window will appear from which you can review the completed Forms ETA 750 and 790.
- Print them both together on your local printer by clicking the  icon on the PDF form.
- You can also save the completed forms to your computer's hard drive by selecting the  icon on the PDF form.

## 7 SUBMITTING H-2A INFORMATION FOR NON-ASSOCIATIONS

The H-2A Online System allows employers and agents to easily submit H-2A data to DOL prior to sending a complete Labor Certification package for certification determination. This allows faster processing of H-2A applications and the ability to edit H-2A data if it's determined that modifications are necessary.

As a single employer, your **Employer Data** from the H-2A Online System will be used to populate the employer information in Forms ETA 750 and 790.

### Completing the Form ETA 750

1. From any page on the H-2A system, select the **MY H-2A** tab. The **Search Cases** page is displayed by default.
2. Click **CREATE CASE**.

**Note:** If you are an attorney/agent and have not yet created an Employer record, a message is displayed directing you to do so now. Follow the instructions provided in Chapter 4, *Managing Employer Information – Adding a New Employer of this User Guide*, then proceed to step 4.

- If you have registered as an attorney/agent and have created multiple employer records, you will be given the choice of employers for whom to submit an H-2A. Select the **apply** hyperlink to submit an H-2A associated with the selected employer.

	Name	EIN	City	State	Phone
<b>apply</b>	BICYCLES BY BERTHA		SAN JOSE	CA	888-453-5366
<b>apply</b>	HARRISON'S BICYCLES		WASHINGTON	DC	222-333-4455
<b>apply</b>	MIRANDA'S HANDBAGS		WASHINGTON	DC	333-444-5556

**A total of 3 employer(s) were found.**

- If you have registered as a sole employer, you will be directed to the **Create Case Information** screen.
4. The **Create Case Information** screen is displayed. Select **Yes** or **No** to the questions posed and click **Next Page**.

**Create Case Information**

\* Is the alien named? Yes  No

\* Is crew leader information provided? Yes  No

**Next Page**

## Adding Alien Information

1. In **Step 1 of 4 – Form ETA 750**, you have the option of adding aliens to the H-2A application. In fields (1) and (2), enter alien information such as name and address.

**Alien Information**

1. Alien's First Name:  Middle Name:   
Last Name:  Maiden Name:

2. Present Address of Alien:   
  
City:   
State:  Zip/Postal Code:  -   
Province:  Country:

3. Type of Visa:

**List of Aliens**

Alien Name	Alien City	Alien Country	Type of Visa
No Aliens entered.			

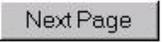
2. In field (3), enter the type of visa held by the alien.
3. To save the alien information and add another alien to the application, click . The **List of Aliens** list is redisplayed with the new entry listed.

**Note:** If you're finished adding aliens to the application and want to continue with **Step 2 of 4** of the Form ETA 750 application, go to item 5 below.

**Tip:** Be sure to click  to save the most recently added alien information. Your new addition will appear in the **List of Aliens** at the bottom of the page:

**List of Aliens**

Alien Name	Alien City	Alien Country	Type of Visa
<input type="radio"/> Lisa Rodriguez	Toronto	Canada	
<input type="radio"/> David Chin	Washington	USA	
<input type="radio"/> Wendy Jones	San Diego	USA	

- 
4. To edit or delete an alien, select the alien using the button to the left and click the appropriate button at the bottom of the table.
  5. To continue to Step 2 of the **Form ETA 750**, click . **Step 2 of 4 – Form ETA 750** is displayed.

### **Completing Step 2 of the *Form ETA 750***

1. In **Step 2 of 4 – Form ETA 750**, you will enter additional alien employment information, including address of alien’s workplace and employment specifics.

**Note:** Employer information in fields (4) to (6) should be pre-populated from the **Employer Data** section of the H-2A website.

2. Enter the address where the alien(s) will work in field (7).
3. In fields (9) through (13), enter employment specifics:
  - Field (9) – Enter the **Job Title** for the alien.
  - Field (10) – Enter the **Total Hours per Week** that the alien(s) will be working. a) **Basic** hours, and b) **Overtime** hours.
  - Field (11) – Enter the normal **Work Schedule**.
  - Field (12) – Enter the **Basic** and **Overtime Rate of Pay** and the **Unit** (per Hour, Week, etc.)
  - Field (13) – Fully describe the **Job Duties** of the alien(s).

**The following information is submitted as an offer of employment**

**4. Name of Employer:** JOHNSON'S HEN FARMS

**5. Telephone:** (703) 444-5656 **ext:**

**6. Address:** 556 HEN HIGHWAY

**City:** FAYETTEVILLE **State:** NC

**Zip/Postal Code:** 33445

**Job Information**

7. Address Where Alien Will Work (if different than item 6):

City:

State:  Zip/Postal Code:  -

9. Name of Job Title: \*

10. Total Hours Per Week \* a. Basic:  b. Overtime:

11. Work Schedule (Hourly): \*  a.m. \*  p.m.

12. Rate of Pay a. Basic: \* \$  per \*  b. Overtime: \$  per hour

13. Describe Fully the job to be Performed (Duties): \*

4. Click  to continue to **Step 3** of Form ETA 750. Click  to return to **Step 1** of Form ETA 750.

### Completing Step 3 of the *Form ETA 750*

1. In **Step 3 of 4 – Form ETA 750**, you will enter alien experiential information and additional employment specifics.

**14. Education Information**

EDUCATION (Enter number of years)	Grade School: <input type="checkbox"/> High School: <input type="checkbox"/> College: <input type="checkbox"/>
	College Degree Required (specify): <input type="text"/>
	Major Field of Study: <input type="text"/>
TRAINING	No. Yrs.: * <input type="text"/> No. Mos.: * <input type="text"/>
	Type of Training: * <input type="text"/>
EXPERIENCE	Related Occupation No. Yrs.: * <input type="text"/> No. Mos.: * <input type="text"/>
	Related Occupation (specify): * <input type="text"/>

2. In fields (14), enter the minimum education, training, and experience necessary for a worker to perform the job duties satisfactorily:
  - Enter **Education** information, including minimum number of years in **Grade School, High School, and College**.
  - Specify a **College Degree Required** for the job under consideration, if applicable.
  - Enter a **Major Field of Study** necessary to perform the job duties, if applicable.
  - Enter the minimum number of **Years, Months, and Type of Training** necessary to perform the job duties.
  - Specify the minimum number of **Years and Months** of experience in, and **Name** of, a Related Occupation that would qualify the worker for this job.

**Supervisor Information**

15. Other Special Requirements:

16. Occupational Title of Person Who Will Be Alien's Immediate Supervisor: \*

17. Number of Employees Alien Will Supervise:

3. Enter any other **Special Requirements** in field (15).
4. In field (16), enter the title of the person who will supervise the alien's work.
5. Enter the number of employees the alien will supervise, if applicable, in field (17).
6. Click  to continue to **Step 4** of Form ETA 750. Click  to return to **Step 2** of Form ETA 750.

### Completing Step 4 of the Form ETA 750

1. In **Step 4 of 4 – Form ETA 750**, you will provide important job information, describe the efforts made to recruit U.S. workers prior to applying for H-2A certification, make a declaration of authenticity of the H-2A application, and provide agent information, if applicable.
2. Complete section (18) only if the job(s) to be filled is temporary.

**18. Temporary Job Information**

A. No. of Openings To Be Filled By Aliens Under Job Offer: \*

B. Exact Dates You Expect To Employ Alien  
 From: \*   To: \*    
Enter from and to date in the correct format (mm/dd/yyyy)

- In field (A), enter the **Number of Job Openings to be Filled by the Aliens**.

- In field (B), select the **Exact Dates You Expect to Employ the Alien** for the period of need relating to this H-2A application.
- You can manually type a date range in the **Date** fields (in mm/dd/yyyy format), or you can click the associated calendar icons to display the calendar and select a date on the calendar to auto-populate the **Date** fields.
- Click  in the upper right-hand corner of the **Calendar** window to close the window.



3. In field (21), describe the efforts made by the employer to **Recruit** U.S. workers and the results of those efforts.

**21. Recruitment Information**

\*

4. Enter the employer's **Full Name** and **Title** in section (24).

**24. Declaration of Employer Information**

Name: \*

Title: \*

5. Enter the **Name** and **Address** of the **Agent** of the employer in the last section.

**Authorization of Agent of Employer Information**

Name of Agent:

Address of Agent:

City:  State:

Zip Code:  -

6. At the end of this step, you have several choices of navigating through the **H-2A Online System**.

- 
- If you want to view the completed Form ETA 750 and verify its accuracy before submitting it, click **Preview**.
  - If you want to scroll through the forms to make any needed corrections, click **Previous Page**.
  - If you want to save the Form ETA 750 and return to the **Search Cases** page, select **Save 750**. See Chapter 9 *Searching and Managing H-2As* for information on searching, viewing, and printing your H-2A application.
  - If you want to save the Form ETA 750 and continue on to the Form ETA 790, click **Save & Continue w/790**.

---

## Completing the *Form ETA 790*

1. If you are on the **Search Incomplete Cases** page, select the case hyperlink in the **ETA Case Number** column of the search results table to return to the case. (See Chapter 9 *Searching Incomplete Cases* for detailed instructions) Otherwise, you will enter the **Form ETA 790** from the Form 750 application.
2. In **Step 1 of 5 – Form ETA 790**, you will enter crew leader/worker information for the job specified in the Form 750, if you selected ‘Yes’ to the Crew Leader question on the **Create Case Information** screen. Otherwise, you simply need to provide the **Number/Type of Workers Requested** and review the employer information for accuracy.

**Note:** Employer and period of employment information should be pre-populated from the **Form ETA 750**.

3. Enter **Name** and **Address** information for the **Preferred Crew Leader/Worker**.
4. Enter the **Leader’s Functions** and the **Number of Individual Workers and Families**.

**Preferred Crew Leader / Worker Information**

7. First Name: \*

Last Name: \*

Address: \*

City: \*  State: \*

Zip/Postal Code: \*  -

Phone: \*  -  -

Leader's Functions:

- Supervises
- Transports
- Pays
- Assumes OASI

8. No. Type of workers requested: Total Number: 9 No. Individual: \*  No. Family: \*

- Click  to continue to **Step 2** of Form ETA 790.

### Completing Step 2 of the Form ETA 790

- In **Step 2 of 5 – Form ETA 790**, you will add or edit crop information for the job(s) specified in the Form 750.

**Crop Information**

To avoid delay in processing your application, do not 'Add New Crop' using diversified crop, vegetables, fruits, or nuts.

Crop: \*   Activity: \*

Please enter either the Flat Rate and Time or the Piece Rate and Unit.

Flat Rate:   Piece Rate:

Est. Hourly Rate Equiv: \*  C/L Wage Rate:

- Select a **Crop** and a **Crop Activity** from the drop-down menus.

**Note:** If the crop you need to add is not listed in the **Crop** drop-down menu, click  and enter the crop name in the field.

- Enter the **Flat Rate** (and **Time** unit) or **Piece Rate** (and **Unit**), **Estimated Hourly Rate Equivalent**, and **C/L Wage Rate** in the appropriate fields. Also enter the **Wage Rates Attachment Number** in the field provided.

4. To save the crop and wage rate information, click . The **Crop Information** list is displayed with the new entry listed.

Crop Information						
	Crop Name	Activity	Flat Rate	Piece Rate	Hourly Rate	C/L Wage Rate
<input type="radio"/>	Cabbage	Harvesting	12	5	11	23
<input type="radio"/>	Pepper	Cutting	22	10	15	12

Continue adding crops until all crops and rates are entered.

5. To edit or delete a crop/wage rate after it has been created, select the crop using the button to the left and click the appropriate button at the bottom-right of the table.
6. To continue to **Step 3** of Form ETA 790, click . **Step 3 of 5 – Form ETA 790** is displayed. To return to **Step 1** of the Form ETA 790, click .

### Completing Step 3 of the *Form ETA 790*

- In **Step 3 of 5 – Form ETA 790**, you will specify worksite and housing information for the job(s) listed in the Form 750.
- In the first section of **Step 3**, enter hourly work information and **Job Specifications**, including the number of the Job Specifications **attachment**.

Job Information	
10. Anticipated Hrs of Work per Week:	45
Normal Hours Per Day:	Sunday: * <input type="text"/> Monday: * <input type="text"/> Tuesday: * <input type="text"/> Wednesday: * <input type="text"/>
	Thursday: * <input type="text"/> Friday: * <input type="text"/> Saturday: * <input type="text"/>
11. Job Specifications:	* <input type="text" value="Manage farm workers."/> <input type="button" value="Up"/> <input type="button" value="Down"/>
Attachment No.:	* <input type="text"/>

- Enter the **Work Site Location**, **Directions to the Worksite**, and the Location and Direction to Housing **Attachment Number** in the next section.

**Work Site Information**

12. Work Site Location: \*

Direction to Work Site: \*

Attachment No.: \*

4. In the third section of Step 3, enter any **Board Arrangements** and the Board Arrangements **Attachment Number**.

**Boarding Information**

13. Board Arrangements: \*

Attachment No.: \*

5. Enter the **Housing Location**, **Housing Description**, and Housing **Attachment Number** in the fourth section of Step 3.

14. Housing Location: \*

Housing Description: \*

Attachment No.:

6. In the last section of Step 3, enter information about the **Number and Capacity of Housing Units** for workers listed in the H-2A application.

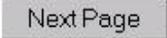
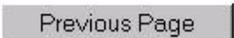
**Number and Capacity of Housing Units**

Barracks: \*  Total Capacity: \*

Family Units: \*  Total Capacity: \*

Single Rooms: \*  Total Capacity: \*

Authorized Capacity: \*

- 
7. Select  to continue to **Step 4** of the Form ETA 790. To go back to **Step 2**, select .

### Completing Step 4 of the *Form ETA 790*

1. In **Step 4 of 5 – Form ETA 790**, you will specify referrals and transportation arrangements for the job(s) listed in the Form 750, and enter agent information, if applicable.
2. In the first section of **Step 4**, enter **Referral Instructions** and the Referral Instructions **Attachment Number**.

**Referral Information**

15. Referral Instructions: \*

Attachment No.: \*

3. In the next two sections of **Step 4**, select whether any collect calls to workers will be accepted by the employer, and enter **Transportation Arrangements** and the Transportation Arrangements **Attachment Number**.

**Collect Calls Information**

16. Collect Calls Accepted: By Employer: \*  Yes  No

**Transportation Information**

17. Transportation Arrangements: \*

Attachment No.: \*

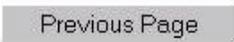
4. Enter **Employer/Agency** information, including the agent's Job **Title**, in the last section of **Step 4**.

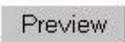
**Employer / Agency Information**

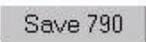
Name:

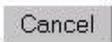
Phone:  -  -

Title:









- 
5. At the end of this step, you have several choices of navigating through the **H-2A Online System**.
- If you want to view the completed Form ETA 790 and verify its accuracy before submitting it, click **Preview**.
  - If you want to scroll through the forms to make any needed corrections, click **Previous Page**.
  - If you want to save the Form ETA 790 and continue to **Step 5** to print out your application, select **Save 790**.
  - If you are logged into the H-2A Online System as an Attorney or Agent, you may have the choice of completing a Form G-28. Select **Save & Continue w/G28** to save the ETA Form 790 and continue to the G-28. Skip to Chapter 8 *Submitting G-28 Information* for detailed instructions in entering a G-28.

## Completing and Printing Your H-2A Application

1. In **Step 5 of 5 – Form ETA 790**, you will print both Forms 750 and 790 to send to your DOL Regional Office for certification analysis.

**Note: Your H-2A Application is not complete or ready for determination until DOL receives *the entire application package* by postal mail, including Forms 750, 790, and attachments.**



2. To print both Forms ETA 750 and 790, click the large



button in the middle of the page.

**Note:** You must have *Adobe Acrobat Reader* 4.0 or higher installed on your computer to print the Forms ETA 750 or 790.

- A separate *Adobe Acrobat* window will appear from which you can review the completed Forms ETA 750 and 790.
- Print them both together on your local printer by clicking the  icon on the PDF form.
- You can also save the completed forms to your computer's hard drive by selecting the  icon on the PDF form.

## 8 SUBMITTING G-28 INFORMATION (ATTORNEYS/AGENTS ONLY)

The H-2A Temporary Agricultural program allows attorneys and agents of employers to submit and mail H-2A applications to DOL on behalf of their clients. In doing so, agents must declare themselves as such by submitting a **Form G-28, Notice of Entry of Appearance as Attorney or Representative**, with the H-2A application package. The H-2A Online System allows agents and attorney to complete Form G-28 online and link it to the appropriate Form ETA 750. They may also print out copies of the G-28 to be mailed to DOL with the entire H-2A application package.

### Completing Form G-28.

1. You may access the online Form G-28 from the **Search H-2As** page. After you have queried the system for an H-2A (see Chapter 9, *Searching and Managing H-2As*), you can select the [apply G28](#) link to connect to **Step 1 of 5 – Form G-28**.

Action	Date Submitted	Case Number	Employer Name	Job Title	Status
<a href="#">reuse</a> view 750 print 750 view 790 print 790 <a href="#">apply G28</a>	02/28/2003	R2-03059-33563	MIRANDA'S HANDBAGS	ASDFAG	Pending

A total of 1 record(s) were found.

You may also access the Form G-28 when you complete Form ETA 790, by selecting

Save & Continue w/G28

However you access it, **Step 1 of 5 – Form G-28** displays the terms and conditions of the Notice of Entry of Appearance as Attorney and Representative.

#### Notice of Entry of Appearance as Attorney or Representative

**Appearances** - An appearance shall be filed on this form by the attorney or representative appearing in each case. Thereafter, substitution may be permitted upon the written withdrawal of the attorney or representative of record or upon notification of the new attorney or representative. When an appearance is made by a person acting in a representative capacity, his personal appearance or signature shall constitute a representation that under the provisions of this chapter he is authorized and qualified to represent. Further proof of authority to act in a representative capacity may be required. **Availability of Records** - During the time a case is pending, and except as otherwise provided in 8 CFR 103.2(b), a party to a proceeding or his attorney or representative shall be permitted to examine the record of proceeding in a Service office. He may, in conformity with 8 CFR 103.10, obtain copies of Service records or information therefrom and copies of documents or transcripts of evidence furnished by him. Upon request, he/she may, in addition, be loaned a copy of the testimony and exhibits contained in the record of proceeding upon giving his/her receipt for such copies and pledging that it will be surrendered upon final disposition of the case or upon demand. If extra copies of exhibits do not exist, they shall not be furnished free on loan; however, they shall be made available for copying or purchase of copies as provided in 8 CFR 103.10.

2. Enter information **In re:** and the **File Number**.

**G-28 Information**

In re:	<input style="width: 95%;" type="text"/>	
File Date:	05/02/2003	
File No:	<input style="width: 95%;" type="text"/>	

3. Select  to continue to **Step 2** of the Form G-28.

### Completing Step 2 of the *Form G-28*

1. In **Step 2 of 5 – Form G-28**, you will enter information about the employer or client you are representing in applying for this H-2A visa certification. There are two separate information windows if you are representing more than one employer on the same application.

**1. Employer/Client Info (Required)**

Name:	* <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Petitioner <input type="checkbox"/> Applicant
Address:	* <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Beneficiary
	<input style="width: 95%;" type="text"/>	
City:	* <input style="width: 45%;" type="text"/>	State: <input style="width: 45%;" type="text" value="Select State/Province"/>
Zip/Postal Code:	* <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>	

2. If an additional employer is involved, enter their contact information in the **Employer/Client Info (Optional)** section. Select  to continue to **Step 3** of the Form G-28. To go back to **Step 1**, select .

### Completing Step 3 of the *Form G-28*

1. In **Step 3 of 5 – Form G-28**, you will select the applicable statements that accurately reflect your involvement as an agent or attorney of an employer, or employers, applying for H-2A foreign labor certification.
2. Select one or more of the applicable statements and enter the necessary information: **Court State and Name, Board Name, or Association Name**. If none of the statements apply, select option (4) and use the text box to fully explain your relationship with the employer.

**Check Applicable Item(s)**

1. I am an attorney and a member in good standing of the bar of the Supreme Court of the United States or of the highest court of the following State, territory, insular possession, or District of Columbia

Court State:

Court Name:

and am not under a court or administrative agency order suspending, enjoining, restraining, disbaring, or otherwise restricting me in practicing law.

2. I am an accredited representative of the following named religious, charitable, social service, or similar organization established in the United States and which is so recognized by the Board:

Board Name:

3. I am associated with

Association Name:

The attorney of record previously filed a notice of appearance in this case and my appearance is at his request. (If you check this item, also check item 1 or 2 whichever is appropriate.)

4. Others (Explain Fully but NOT to exceed more than 250 characters.)

3. Select  to continue to **Step 4** of the Form G-28. To go back to **Step 2**, select .

### Completing Step 4 of the Form G-28

1. In **Step 4 of 5 – Form G-28**, you will enter your contact information and provide disclosure information, including your client's name and the date of consent.
2. Enter your contact information in the **Attorney/Representative Information** section. Parts of this section may be pre-populated from the Forms ETA 750 and 790.

**Attorney/Representative Information**

Name: \*

Address: \*

City: \*  State:

Zip/Postal Code: \*  -

Phone: \*  -  -  ext:

3. In the **Disclosure Information** section, enter the matter upon which consent to disclose is being granted (for example, “H-2A Application for Farm Workers in Abilene, Texas”). Also enter the **Name** of the person consenting and the **Date** of consent.

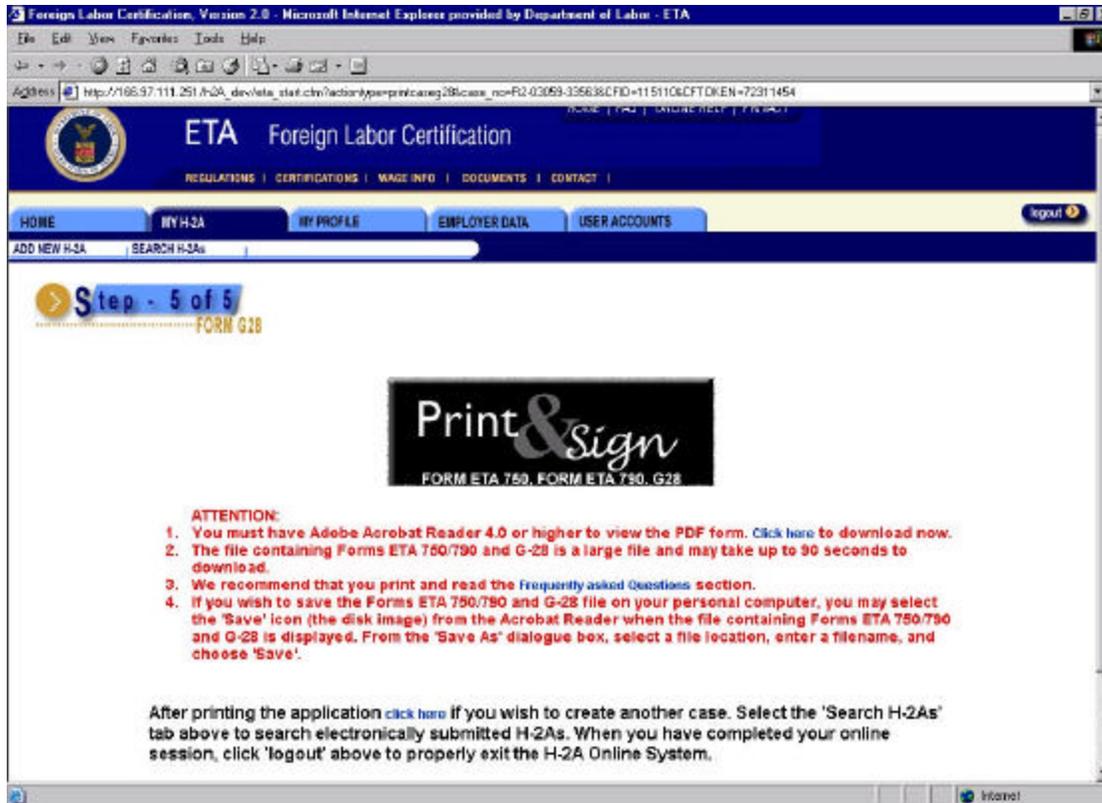


4. At the end of this step, you have several choices of navigating through the **H-2A Online System**.
  - If you want to view the completed Form G-28 and verify its accuracy before submitting it, click .
  - If you want to scroll through the forms to make any needed corrections, click .
  - If you want to submit the **Form G-28** to the H-2A system and link it with the other forms in the application, select .

### Completing and Printing Your *Form G-28* and *Forms ETA 750 & 790*

1. In **Step 5 of 5 – Form G-28**, you will print Form G-28 and both Forms 750 & 790 to send to your DOL Regional Office for certification analysis.

**Note: Your H-2A Application is not complete or ready for determination until DOL receives *the entire application package* by postal mail, including Forms 750, 790, and attachments, including Form G-28.**



- To print Forms G-28, ETA 750, and ETA 790, click the large button in the middle of the page.



button in the

**Note:** You must have *Adobe Acrobat Reader* 4.0 or higher installed on your computer to print the forms.

- A separate *Adobe Acrobat* window will appear from which you can review the completed Forms G-28, ETA 750, and 790.
- Print them both together on your local printer by clicking the  icon on the PDF form.
- You can also save the completed forms to your computer's hard drive by selecting the  icon on the PDF form.

## 9 SEARCHING AND MANAGING H-2As

The H-2A Online System allows you to locate and retrieve existing H-2As for viewing, printing, and reusing. You can locate a specific H-2A by entering the unique ETA Case Number assigned to it by the system, or you can search H-2As by entering search criteria on the **Search H-2As** page and generating a Search Results list. From this page, you may also withdraw one or more H-2A applications.

### Searching and Listing H-2As

1. From any page on the H-2A System, select the **MY H-2A** tab. The **Search H-2As** page is displayed by default.



2. Enter search criteria data in the **Search H-2As** page's fields. Enter more data to further refine your search.

- You can manually type a date range in the **Date Submitted** fields (in mm/dd/yyyy format), or you can click the associated calendar icons to display the calendar and select a date on the calendar to auto-populate the **Date Submitted** fields.
  - Click  in the upper right-hand corner of the **Calendar** window to close the window.
  - You can search H-2As by their status in the system. Use the drop-down menu to select a **Status**. Or enter an **Employer's** name.



3. Click . The Search Results list is displayed.

**Note:** The search results table also displays the total number of records found. The maximum number of records displayed on the page is 20. To view additional records, click . To go back to records on previous pages, click .

**Search H-2As**

ETA Case Number:  Status:

Date Submitted:  to   
Enter date submitted in the following format (mm/dd/yyyy).

Employer:

Withdraw						
Withdraw	Action	Date Submitted	Case Number	Employer Name	Job Title	Status
<input type="checkbox"/>	<a href="#">reuse</a> <a href="#">view 750 print 750</a> <a href="#">view 790 print 790</a> <a href="#">apply G28</a>	06/12/2003	R2-03163-00029	SAN JOSE FARMS	FARMWORKER	Pending
	<a href="#">edit 750 view 750 print 750</a> <a href="#">edit 790 view 790 print 790</a>	06/12/2003	R2-03163-00031	GOATS BY JOHN	FARMWORKER	Incomplete
Withdraw						
A total of 2 record(s) were found.						

- To sort the search results, click the column headers, i.e. **Date Submitted**, **Case Number**, **Employer Name**, **Job Title**, or **Status**.
- Each row of the results table represents information and potential actions available for a specific case. The **Action** column displays hyperlinks to perform specific functions on the case listed.

---

## Viewing and Printing H-2As

- Follow the instructions provided in the previous section (§ *Searching and Listing H-2As*) of this *User Guide* to search H-2As, then proceed to step 2.
- You may view completed Forms ETA 750 and 790 (and G-28 if you are logged in as an agent) by clicking [view 750](#) or [view 790](#) (or [view G28](#)) next to an H-2A in the list. The **H-2A View** window is displayed.

Foreign Labor Certification, Version 2.0 - Microsoft Internet Explorer provided by Department of Labor - ETA

Address: http://168.97.111.351/eta\_dev2/eta\_stat.cfm?actiontype=caseview750&case\_no=RS-03121-00008

OMB Approval No: 44101301

**IMPORTANT: READ CAREFULLY BEFORE COMPLETING THIS FORM**

PRINT legibly in ink or use a typewriter. If you need more space to answer questions in this form, use a separate sheet. Identify each answer with the number of the corresponding question. SIGN AND DATE each sheet in original signature.

To knowingly furnish any false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a felony punishable by \$10,000 fine or 5 years in the penitentiary, or both (18 U.S.C. 1001)

**U.S. DEPARTMENT OF LABOR**  
Employment and Training Administration

**APPLICATION FOR ALIEN EMPLOYMENT CERTIFICATION**

**PART A. OFFER OF EMPLOYMENT**

1. Name of Alien (Family name in capital letter, First, Middle, Maiden)  
RODRIGUEZ, LISA,

2. Present Address of Alien (Number, Street, City and Town, State ZIP code or Province, Country)  
758 MAIN ST  
TORONTO ON  
CANADA

3. Type of Visa (if in U.S.)

The following information is submitted as an offer of employment.

4. Name of Employer (Full name of Organization)  
IOWA PIG FARMERS ASSOCIATION

5. Telephone  
333-444-6678 ext

6. Address (Number, Street, City and Town, State ZIP code)  
957 LEBEN AVE  
WILLIAMS IA 55643

7. Address Where Alien Will Work: (If different from Item 6)

8. Nature of Employer's Business Activity

9. Name of Job Title

10. Total Hours Per Week

11. Work Schedule

12. Rate of Pay Activity

- When you are finished reviewing the H-2A form, click  in the upper right-hand corner of the **H-2A View** window to close the window.

**Note:** You should close the H-2A View window after viewing an H-2A form. This is important because the system will open a new window each time you view an H-2A, and you could run out of system resources if you do not close windows that are not needed.

- Click [print 750](#) (or [790](#) or [G28](#)) to display the H-2A form in *Adobe Acrobat*. To print the H-2A form, you must have *Adobe Acrobat Reader 4.0* or higher installed on your computer. Use the  button at the top of the PDF form to print the document to your local printer.

U.S. Department of Labor

Employment and Training Administration  
The Curtis Center, Suite 825 East  
170 South Independence Mall West  
Philadelphia, PA 19106-3315

JOE'S SHOE SHACK  
345 SMITH RD.  
WASHINGTON, DC 22996

We appreciate you using the H-2A Online System to complete and pre-submit your Application for Alien Employment Certification (ETA 750) and Agricultural and Food Processing Clearance Order (ETA 790). Enclosed is a copy of the ETA 790 and 790. Your H-2A application will not be processed until you have mailed a signed copy to the regional office that serves your area of employment. Please keep a copy of the signed applications (ETA 750/790) in your files. To process your H-2A application, mail the application package (ETA 750, 790 and attachments) to the Department of

---

## Reusing an H-2A

The registered user may elect to create a new H-2A that is pre-populated with data copied from the current H-2A record. This saves the user time by allowing them to skip several steps in completing each of the forms.

1. Follow the instructions provided in § *Searching and Listing H-2As* of this chapter to search H-2As, then proceed to step 2.
2. On the **Search H-2As** results page, click [reuse](#) in the **Action** column next to a listed H-2A. The following dialog window is displayed:



3. Click . The **Step 1 of 5 – Form ETA 750** page is displayed. Follow the instructions provided in Chapter 7 (§ *Completing Form ETA 750*), p.29, of this *User Guide* to create a new H-2A application.

---

## Editing an H-2A Form

If you have mailed in your H-2A application package and received a **Modification letter** asking to correct items on your Form ETA 750 or 790, you may use the **edit** feature of the H-2A Online System to make changes to your form(s). You can then save the form(s) in the system, print it out, and resend it to the DOL Regional Office for re-determination.

1. Follow the instructions provided in § *Searching and Listing H-2As* of this chapter to search H-2As, then proceed to step 2.
2. On the **Search H-2As** results page, click [edit 750](#) (or [edit 790](#) or [edit G28](#)) in the **Action** column next to a listed H-2A.

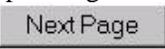
Withdraw		Action	Date Submitted	Case Number	Employer Name	Job Title	Status
<input type="checkbox"/>	<a href="#">reuse</a> <a href="#">view 750 print 750</a> <a href="#">view 790 print 790</a> <a href="#">apply G28</a>		06/12/2003	R2-03163-00029	SAN JOSE FARMS	FARMWORKER	Pending
	<a href="#">edit 750 view 750 print 750</a> <a href="#">edit 790 view 790 print 790</a>		06/12/2003	R2-03163-00031	GOATS BY JOHN	FARMWORKER	Incomplete

Withdraw

A total of 2 record(s) were found.

3. Depending on whether the selected case was entered as an association of employers, or as a single or joint employer, you will see either **Step 1 of 5 – Form ETA 750** or **Step 1 of 4 – Form ETA 750**. If you

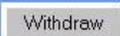
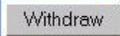
are editing Form ETA 790, you will see **Step 1 of 5 – Form ETA 790**. If you are editing Form G-28, you will see **Step 1 of 5 – Form G-28**.

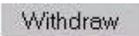
- Follow the instructions provided in Chapter 6 or 7 to step through Forms ETA 750 and 790, edit the appropriate fields, and re-print the application. Use the  buttons to advance through each Step.

## Withdrawing an H-2A Application

If you have been given the proper access privileges in your user account (see Chapter 5 *Managing User Accounts*) you may withdraw H-2A applications from the H-2A Online System using the **Search H-2As** page. You may only withdraw those applications that have placed in a status of “Pending”: the application data has been submitted to the Department of Labor, but the application package has yet to be received in the mail. When a DOL analyst has begun the review process, the case is moved out of “Pending” status and may not be withdrawn.

- Follow the instructions provided in § *Searching and Listing H-2As* of this chapter to search H-2As, then proceed to step 2.
- On the **Search H-2As** results page, select the checkbox in the **Withdraw** column next to a listed case. You can select multiple H-2A cases to withdraw.

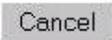
							
Withdraw	Action	Date Submitted	Case Number	Employer Name	Job Title	Status	
<input type="checkbox"/>	<a href="#">reuse</a> <a href="#">view 750 print 750</a> <a href="#">view 790 print 790</a> <a href="#">apply G28</a>	06/12/2003	R2-03163-00029	SAN JOSE FARMS	FARMWORKER	Pending	
	<a href="#">edit 750 view 750 print 750</a> <a href="#">edit 790 view 790 print 790</a>	06/12/2003	R2-03163-00031	GOATS BY JOHN	FARMWORKER	Incomplete	
							
A total of 2 record(s) were found.							

- Click . The **Withdraw H-2A Case(s)** page is displayed.

**Withdraw LCA Case(s)**

**LCA Case Number:** R6-03122-33824    **Status:** Pending

**Email:** \*

- Enter your email address and click . The H-2A application is withdrawn from your account.

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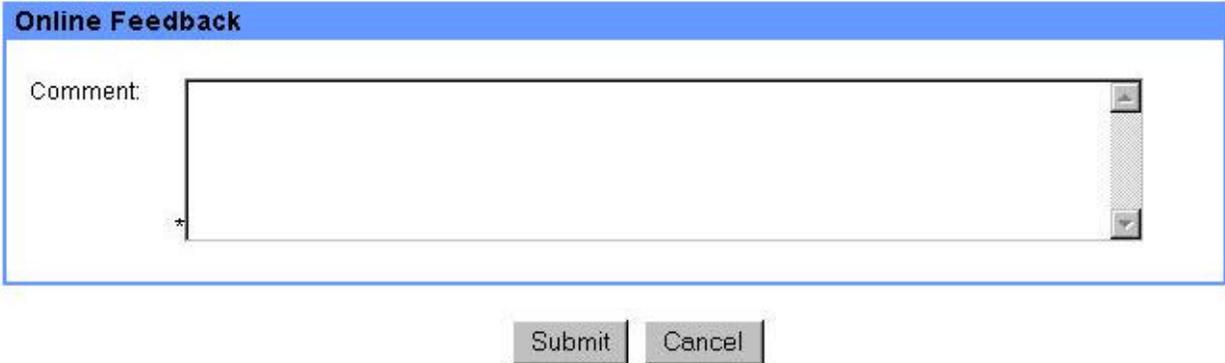
## 10 PROVIDING FEEDBACK

The H-2A Online System allows the user to provide feedback pertaining to any features, content, or functionality of the system. The DOL takes such feedback very seriously in its efforts to continually provide quality service to users of the H-2A Online System.

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### Submitting a Comment

1. From any page on the **H-2A Online System** website, select the **HOME** tab. The **H-2A Online System User Home** page is displayed.
2. Select the **SUBMIT COMMENT** tab. The **Online Feedback** page is displayed.



The screenshot shows a web form titled "Online Feedback" with a blue header. Below the header is a text area labeled "Comment:" with a vertical scrollbar on the right side. At the bottom of the form are two buttons: "Submit" and "Cancel".

3. Enter your comments in the **Comment** text field. Select **Cancel** to return to the **H-2A Online User Home** page. Select **Submit** when you have completed your entry.

*Thank you for your input.*

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## 11 OTHER USEFUL SYSTEM FEATURES

The H-2A Online System includes hyperlinks to other useful sites, such as the Employment and Training Administration, Department of Labor, and Office of Workforce Security web sites. There are links to Department of Labor Regulations, Foreign Labor Certifications and Forms, Wage Information, and Foreign Labor Contacts:

[REGULATIONS](#) | [CERTIFICATIONS](#) | [WAGE INFO](#) | [DOCUMENTS](#) | [CONTACT](#)

Feel free to explore these sites by clicking the appropriate hyperlink you want to visit.

There are also hyperlinks to pages specific to the H-2A Online System. These links include Home, FAQ, Online Help, and Privacy:

[HOME](#) | [FAQ](#) | [ONLINE HELP](#) | [PRIVACY](#)

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### Regulations

The [REGULATIONS](#) hyperlink includes detailed information regarding the Department of Labor Regulations Part 655 Subpart B. To research this information, simply scroll over the Subpart Names and click the topic of your choice.

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### Certifications

The [CERTIFICATIONS](#) hyperlink includes detailed information on available labor certifications within the United States. Each section describes the certification program and steps to file a request for labor certification, along with frequently asked questions and program regulations.

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### Wage Information

The [WAGE INFO](#) hyperlink is your source to research available data for a wage source determination. Included on this site are numerous links to search and download files individual state files, occupational codes, and coding notes along with a substantial amount of other useful documentation.

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## Documents

To view the most recent of Foreign Labor Certification Forms, click [DOCUMENTS](#). You will be able to select your desired form and read it in either text format, or PDF format for larger documents. Keep in mind, you must have *Adobe Acrobat* Reader 4.0 or higher installed on your computer in order to view PDF files.

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## Contact

Click [CONTACT](#) to email a question or suggestion to the H-2A Help staff. Clicking this link will generate an email message window in which you can write your question and send the note. The email message will go to [H2AHELP@dol.gov](mailto:H2AHELP@dol.gov) and will be answered in a timely manner.

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## H-2A Online System Home Page

To display the H-2A Online System Home page, click [HOME](#).

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## Online Help

Step-by-step instructions on how to use the system have been included to help you perform work tasks with ease. Print a hard-copy of the instructions to serve as a useful reference guide when you first start to use the system. It will help answer many of your questions, and you can refer back to it as needed. To view or print the instructions, click [ONLINE HELP](#). You will need *Adobe Acrobat* Reader version 4.0 or higher to view the Online Help file.

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## Privacy Information

To review information on Labor Certification privacy issues, click [PRIVACY](#).

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## How Do I Obtain Technical Assistance?

If you experience problems with the system, please send an email to [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov). Include a detailed explanation of the problem you are experiencing, along with the urgency of your request for help. Also, include a contact name and phone number of the person to call in case additional information is needed. An experienced technician will either respond to your email or contact you to discuss a solution over the phone.

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## Frequently Asked Questions (FAQs)

As the H-2A Online System matures, the list of Frequently Asked Questions (FAQs) will be updated to ensure that questions and answers are presented to all system users in a timely manner. We recommend that you take the time to read over the FAQs periodically. To read the FAQs online, click .

### In General

#### 1Q. What are the advantages of completing and preparing my ETA 750/790 and/or G-28 via the Web?

- A. When completing an application, either the ETA 750, 790 or G-28 online, the system can automatically validate the data you've entered and notify you immediately if there is mistake made in the information that you plan to mail to DOL. Using the H-2A Online System allows you to prepare the ETA 750/790, and/or G-28 electronically instead of manually. Once completed, you can sign and send the paper copy of the form(s) to DOL for processing and final determination. The H-2A Online System saves you time by pre-populating your general information. It provides you the ability to view the status of your H-2A(s) online and allows you to email a saved H-2A(s) to others within your company. You can withdraw H-2As (in pending status) that you no longer need without having to contact DOL. It is important that you remember the online system only gives you the ability to prepare the forms. You are responsible for printing, signing and mailing the form to the appropriate DOL Regional Office for final determination.

#### 2Q. What are the advantages of registering?

- A. As a registered user, you will be able to use an online system to prepare an electronic copy of your H-2A application instead of preparing it manually, save time by pre-populating your general information into the H-2A application forms (e.g., ETA 750/790), check the status of your case online, obtain proof that your application was received in the DOL region, reuse previously prepared H-2As, update your profile information online, withdraw H-2As that are pending, and manage who can prepare applications on your behalf, i.e., establish, activate and deactivate user accounts within your organization. If you're an association, you will be able to eliminate endless recreation of the employer's list for your Association's members if you are a registered user. Once the list is created, you can reuse and update it for use with your H-2As. Only your Association members can view and maintain the employer's list. Also, an agent/attorney would be able to manage multiple clients' H-2As and save time by allowing many users at the same location to process H-2As.

#### 3Q. How important is the user name and password?

- A. Once you become a registered user, your user name and password will allow you to gain authorized access to the H-2A Online System for processing an labor certification application(s). As with all passwords, you should use discretion if you must share it with others to avoid possible submission of fictitious labor certification application(s) from your account. If you forget your user name and/or password, click "Forgot your user name and/or password?" hyperlink on the home page to have it automatically sent to you by e-mail to the address you provided in your profile information. Please be certain that you enter your correct email address during registration to insure your emails are sent to the correct mail account.

#### 4Q. How long will it take DOL to process my application(s)?

- A. This will depend on how complete and accurate your H-2A labor certification application forms are when submitted to DOL for review. Within 7 days (after we've received your signed application) you should be notified whether or not your application is accepted for processing, or whether a modification(s) is required in order to make a final determination.

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**5Q. What do you need to complete the ETA 750/790 and/or G-28 via the Web?**

- A. When applying for a labor certification online, you must agree to the terms outlined in H-2A Certification for Temporary or Seasonal Agricultural Work - H-2A Online System Use (Terms and Conditions). The Form ETA 750/790 must be completed via the Web and the G-28 if appropriate. Also, your computer must have Adobe's Acrobat Reader 4.0 or higher installed and be connected to a printer to generate the labor certification applications you wish to sign and mail to DOL for processing.

**6Q. What are the steps involved when processing an H-2A final determination?**

- A. The signed/paper copy of the H-2A application must be received in the region. The Analyst will review the application for acceptance. If it's accepted, they will prepare a final determination letter, if not, they will send a modification request to the applicant.

**7Q. What if I want to go to the Immigration and Naturalization Service (INS) Web site?**

- A. INS is no longer part of the Department of Justice. It is now under the Homeland Security Agency. This agency's new name is the Bureau of Citizenship and Immigration Services (BCIS), the website address is [www.immigration.gov](http://www.immigration.gov)

**8Q. Is there a registration fee to use the H-2A Online System?**

- A. There isn't a fee associated with the use of the H-2A Online System. This is a free service that provides you the added benefits of checking the status of H-2A labor certification applications, and reusing the labor certification applications that were previously certified or denied.

## **Operational/Functional**

**9Q. What Browsers do you recommend when using the H-2A Online System?**

- A. Since it is impossible to design the H-2A Online System to work with every Browser, we developed and tested the system using the two most popular Browsers, Internet Explorer and Netscape. The H-2A Online System works better with Internet Explorer 4x or higher and Netscape 4.7 or higher.

**10Q. Why is it that Internet Explorer and Netscape Browsers perform differently when entering numeric data?**

- A. In Internet Explorer, a field such as the telephone number do not allow you to type in alpha characters entries and/or special characters, while Netscape 4.5 or 4.7 does allow these entries. Regardless of these differences, the system will automatically validate such entries and alert you to make the appropriate changes.

**11Q. Will I be able to check the status of my H-2A application(s)?**

- A. Yes, you can check the status of your H-2A application online if you are a registered user. Refer to the Online Help for detailed instructions on how to check the status of your H-2A application.

**12Q. When Form ETA 750/790 and/or G-28 is being loaded, it takes a long time for the Web page to display. What do you recommend for faster uploading?**

- A. Many reasons can contribute to the length of time it takes for the Form ETA 750/790 to load. Two prominent reasons include the number of users who are simultaneously generating the form and the connection speed of your modem. We recommend that you consider these factors when the form does not load quickly and patiently allow the form to be generated.

**13Q. I might be required to prepare multiple H-2A applications. Therefore, to avoid entering text that I have already entered, how should I process several H-2A applications?**

- A. As a registered user you can reuse any of your H-2A applications as the basis for another. This will pre-fill all the fields in the form ETA 750/790 and/or G-28 with the values you used on the previous H-2A application. Please note that the some of the data fields, such as the date of need, etc. will most likely need to be

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changed as well.

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**14Q. If I accidentally lost my connection to the H-2A Online System while entering data, is the data that I entered prior to this incident lost?**

A. Yes, your data is lost and you must re-enter the data.

**15Q. Can I save a copy of the H-2A application forms (i.e., ETA 750/790 and/or G-28) to my hard drive, a network drive, or disk? And, what are the advantages of doing this?**

A. Yes. The H-2A application can be saved using any of those mediums, while displayed in the Acrobat Reader, select the "Save" icon (the disk image from Acrobat Reader), choose a file location from the "Save As" text box, enter a file name, and select "Save." You must have Acrobat Reader installed on your PC in order to view your H-2A application.

The advantage of saving an H-2A application is to allow the attorney/agent to send Form ETA 750/790 and/or G-28 to the employer by e-mail to review and then prepare the H-2A application when the employer has given final approval. NOTE: This saved Acrobat file cannot be sent to DOL for processing. It is a file copy only.

**16Q. What happens when I am setting up my user profile information and the user name already exists?**

A. The system will alert you that the user name exists and to enter a different user name in order to continue.

**17Q. What should I do if I wish to see the entire ETA 750/790 and/or G-28 from the Browser when completing the H-2A labor certification application online?**

A. Change your screen display to 1024x768.

**18Q. Why aren't I notified when I make an error while completing the H-2 application forms (e.g., ETA 750/790 and/or G-28) online?**

A. If JavaScript is not enabled on your Browser, you will not get the pop-up messages.

To enable JavaScript by using Internet Explorer (IE):

1. From the IE menu, choose Tools, Internet Options
2. Click the Security tab
3. Click Yes to change the security setting for the zone
4. Click Custom Level
5. In the setting box, scroll down the list and select Scripting
6. Choose Enable
7. Click OK

Once complete, it is recommended that you delete temporary Internet files and clear links to pages you have visited by:

8. From the IE menu, choose Tools, Internet Options
9. From the General tab, click Delete Files
10. Click OK
11. Click Clear History
12. Choose Yes
13. Choose OK to accept the settings

To enable JavaScript in Netscape:

14. From the Netscape menu, chose Edit, Preferences
15. Click Advance in the category box
16. Click Enable JavaScript to check this option
17. Click OK to accept settings

We highly recommend that you also clear the history. To do so:

18. From the Netscape menu, choose Edit, Preferences

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19. Click Clear History, choose OK.

Also, you should clear the memory cache as well. To do so:

20. From the Netscape menu, choose Edit, Preferences

21. Click Advance in the category box

22. Click Clear Memory Cache

23. Choose OK to remove all files currently in your memory cache

24. Click OK to return to Netscape.

**19Q. With Internet Explorer I am able to automatically tab to the next field to enter data. However, with Netscape I cannot. Why does the system behave differently for this function?**

A. This solely depends on the Netscape version you are using. Netscape version 6.0 has been proven to work without any difficulties. Check the version number of your Browser and upgrade to a newer version of Netscape (if necessary).

**20Q. Why do I need to install Acrobat Reader on my PC?**

A. This tool allows you to view the online help, Frequently Asked Questions, occupational codes, and the ETA Form 750/790 and/or G-28 (if completed).

**21Q. When downloading Acrobat Reader, it takes a long time to download to my PC. Why is this happening?**

A. Your Internet connection will determine how fast Acrobat Reader is downloaded to your PC. If you are using a 28k or 56k connection speed you may expect long delays in downloading Acrobat Reader from the Adobe web site.

**22Q. Can an employer and/or their agent withdraw an H-2A Labor Certification Application?**

A. Yes, as long as the employer and/or their agent sends a written request to the appropriate DOL regional office to withdraw the case.

**23Q. Can an employer or agent withdraw an H-2A case at any time us the H-2A Online System?**

A. No, an H-2A case can only be withdrawn by the employer and/or their agent if the application is in a pending status.

**24Q. For the H-2A Online System, when a case is in a pending status, what does this mean?**

A. This status indicates that the H-2A application was prepared online and is in a pending state until such time as the application is mailed to the region. Applications prepared online are in a pending state for \_\_\_\_ days. Once the H-2A application has exceeded the number of days pending, the case will be purged from the system.

**25Q. How often can an employer or agent modify a case prior to final determination?**

A. You can edit the forms ETA 750, 790 and/or G-28 only when the status is pending.

**26Q. Does the system require the employer or agent to complete the ETA 750 before preparing the ETA 790? Or G-28?**

A. Yes, the form ETA 750 must be completed before you are able to complete the ETA 790 and/or G-28. The system was designed to provide the ability to step through the process, in a workflow process, to complete an H-2A application from the ETA 750, to 790 and then to the G-28 (if applicable).

## Printing

**27Q. Can I print a blank copy of the Form ETA 750/790 and/or G-28 using the H-2A Online System?**

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- A. No. The system has not been designed to allow for the creation of blank forms (e.g., ETA 750/790, or G-28). However, you can print the forms by going to <http://workforcesecurity.doleta.gov/foreign/h-2a.asp> This site will allow you to print a blank copy of the ETA 750 and 790 in PDF format.

**28Q.. Will I be able to print single and multiple copies of the Form ETA 750/790 and/or G-28 from the Website?**

- A. Yes. By specifying the number of copies, you can print multiple copies of the Form ETA 750/790, and/or G-28. To specify the number of copies to print from the browser:
1. Click File, Print
  2. Specify the number of copies you want to print in the Number of copies text box
  3. Click Print

## Security

**29Q. What are the system rules users must follow when creating a Password as a Registered User?**

- A. Your password must be at least 8 characters long. It must include one number and special character (e.g., \*, /, \$, (, +).

**30Q. If I am a registered user and forget my password, what process must I follow to obtain my existing or new password?**

- A. The system allows you to click the hyperlink, "Forgot your user name and/or password?" to e-mail DOL that you forgot your password for gaining access to your account in the H-2A Online System. An e-mail will automatically be sent to you with your password information.

**31Q. How many login sessions am I allowed?**

- A. For security purposes, you are only allowed one login session. Meaning, you will not be allowed to login to the system twice, etc.

**32Q. If I noticed an incident, such as unauthorized access, hack attempt, etc., how do I go about reporting it?**

- A. Immediately send an email to [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov) stating relevant information about the incident, such as date, time, brief description, and comments about the incident. Please provide your contact information so someone on the Help Desk staff can contact you if they need to discuss the incident further.

**33Q. When my login account has been deactivated because I failed to enter the correct login information, what procedure must I follow to re-gain access to the system?**

- A. You must email the H-2A Help Technician at [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov) to reactivate your account. Once this is done, you will receive an email stating that your account was reactivated and you can regain access to the system. You also will be notified in this email to change your password information. This is a security measure to ensure no one can gain access to your account under the password that was emailed to you.

**34Q. Does the system include a mechanism to track changes that were made to an H-2A by an employer, agent, and/or DOL Analyst?**

- A. Yes.

**35Q. What is meant by security access level?**

- A. Security access level is the level of authorization a user has been granted or assigned to use the system. For example, a user may be granted the level to "Manage User Accounts", Search H-2As, and so forth.

**36Q. Can a user's access privileges be revoked?**

- A. Yes. When a user is in violation of the Rules of Behavior, see question #37, their access can be revoked temporarily or permanently. The duration of denied access to the system will depend on the reason their

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access was revoked.

**37Q. Explain the purpose of the Rules of Behavior for the H-2A Online System.**

- A. The Rules of Behavior (ROB) explain the expected behavior of all individuals who access the H-2A Online System. All users of the system are expected to comply to the ROB's or system access will be revoked.

## **Technical/Program Support**

**38Q. If I have a question that was not answered here, in the User's Guide, or on the Labor Certification web site ([www.ows.doleta.gov](http://www.ows.doleta.gov)), how can I get answers?**

- A. To ensure that your concerns are answered by the DOL program office, an e-mail account, [H2AHelp@dol.gov](mailto:H2AHelp@dol.gov) has been established. For a quick response, please e-mail any inquiry about the H-2A Temporary and Seasonal Agricultural Program to this e-mail account. A representative from this office will provide you with a response.

**39Q. How often will the H-2A Online System be shutdown?**

- A. This will depend on the nature and severity of the system shutdown. For routine maintenance, 1-day at most to allow for thorough inspection of the system prior to releasing it to the user. You will be adequately notified of the system shutdown via a system message when you login. This message will tell you exactly how long the system may be non-operational. We ask that you do not try to gain access to the system while it is being serviced.