

Client Training HQ

LawLogix E-File Extension Walkthrough

The Foreign Labor Application Gateway (FLAG) web site digitally facilitates the submission of immigration applications. To integrate Immigration Case Management (ICM) into this web site, there is an extension for Google Chrome.

This extension works to bridge the specified Foreign National (FN) data collected in your ICM instance and communicate it to the FLAG site with just a few clicks.

Before You Begin

Before using the extension, you **must** have valid credentials for accessing both the FLAG site and ICM. Both the FLAG site and ICM need to be open and active for the extension to function.

We recommend that you update your Chrome browser to the latest version available. In addition, extension use must be enabled if it is not already permitted by your organization's IT administrator.

Installing the E-File Extension

To install the extension:

1. Click the **three-dot menu** in the upper right corner of your Chrome browser.
2. Select **Extensions**.
3. Click **Visit Chrome Web Store**.
4. Search for "LawLogix".
5. Click on the **E-File Extension** tile.
6. Click **Add to Chrome**.

Filling Out Forms in ICM

Filling out application forms in ICM has not changed. You can still manually add pertinent FN information or utilize the FN portal to collect information directly from the FN client.

Once you have filled out the application in ICM, then you can proceed to the FLAG site.

Using the Extension to File an ETA-9035 or ETA-9141

Populate information from a FN's ICM worksheet into a corresponding application on the FLAG site:

1. Open your FN's populated worksheet in ICM:
 - a. Navigate to the desired FN profile.
 - b. Under the **Process/Forms** tab, click **Forms**.
 - c. Click **Add Form** to generate a new form, or click the link to the prepared form in the list within the tab.

2. Review to confirm all information has been entered as desired and no required fields are missing.
3. If the worksheet meets expectations, click the **LLX FLAG** extension icon in the upper right of your Chrome browser.
4. Select **ETA-9035** or **Flag 9141** from the extension menu.
5. Click **Load From ICM** to temporarily load the data from this worksheet.
6. A disclaimer will appear when the data is being loaded from ICM. Accept the disclaimer to continue.

Note: The data load may take a few minutes.

7. Once the data is loaded, the Job and associated Company will appear in the same line, indicating the data is fully loaded and prepared for the FLAG site.
8. Open the FLAG site in a new tab: Click **Open FLAG Site** in the LLX FLAG extension menu or open a new tab and browse to the FLAG site.
9. Log in to the FLAG site with your Department of Labor (DOL) credentials.
10. Open a new/existing application in the FLAG site for the corresponding form.
11. Populate each page of the application with data by clicking the **Populate to FLAG** option in the LLX extension menu.

Notes:

- Even if continuing a case, when the extension is in use, always start at the first step of the application in the FLAG site.
- When navigating from page to page, you only need to click the **Populate to FLAG** button from the extension menu to automatically feed data from the ICM worksheet to the FLAG site.
- Always navigate through submissions in order.
- Some fields, such as NAICS and SOC numbers, cannot be populated through the extension. A pop-up message will appear highlighting the code that you should copy into the FLAG site manually.

Data Errors

As you progress through the application and populate the FLAG forms, any data errors will be reflected immediately in the FLAG site. Review the information for errors before submission.

ETA-9035 Only: Worksite Locations (Employment and Wage Information)

Worksite locations can vary between applications and FNs. On the FLAG site, it is a singular page, rather than multiple.

To add locations using the Chrome extension, click the Location you wish to populate (each entry displays the city).

After location data is populated, click the **Add Place of Employment** button at the bottom of the page. Then, if needed, click the second worksite button in the Chrome extension to populate the next set of information and so on.

Hotkeys

The following keyboard shortcuts are available for use with the extension:

- **Alt+O** = Open the extension's pop-up menu. This allows the rest of the macros to be used.
- **Alt+9** = Load data from the ETA-9035 form on ICM. A disclaimer will appear. You must agree before continuing.
- **Alt+0** = Load data from the ETA-9141 form on ICM. A disclaimer will appear. You must agree before continuing.
- **Alt+P** = Populate previously loaded data to the selected form on the FLAG site.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.