



Immigration Case Management (ICM)

ETA-9089 PERM Workspace & E-File: How-to-Guide

Our ETA-9089 Permanent Employment Certification Workspace (“PERM Workspace”) helps transform a highly manual workflow into a more centralized, collaborative environment that helps you strengthen your compliance and improve filing efficiency.

The first page of this document provides a high-level feature, navigation, and interface overview. Click the following link to navigate directly to the detailed [Step-by-Step Data Entry Guide](#).

Feature Overview

The PERM Workspace within the ICM system is the tool for helping capture and organize data required for a PERM application. The primary purpose of the PERM Workspace is to help administrative users enter complex employer and foreign worker data into specific modules as mandated by the DOL.

Core Capabilities

1. Smart Data Integration

The Workspace reduces manual data entry by utilizing existing database records. For example, a Foreign National's employment history is automatically pulled into Appendix AE, where users can simply drag and drop relevant records into the current filing.

2. 1:1 Digital Representation of Form ETA-9089

The Workspace mirrors the structure and logic of the Form ETA-9089; this alignment helps improve accuracy and strengthens quality control throughout the preparation process.

3. Built-in Error Validation

Automated validation logic flags inconsistencies and missing fields in real time. Practitioners can toggle between the Error Checking Workspace and Draft/Review modes to help identify and resolve issues prior to submission.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Note: These indicators are designed to help you align your data with standard government filing requirements. While validation logic can identify technical formatting and missing fields, it does not constitute a legal review or a determination of your compliance. We always recommend a final internal review prior to submission.

4. Form Generation

Upon preview, the system automatically generates the Form ETA-9089 from your validated data. This feature helps to streamline preparation and offers a way to view your content in the ETA 9089 printed form format.

5. Integrated E-Filing

Once reviewed, the Form ETA-9089 can be electronically filed directly from ICM using our Chrome Extension, creating a more seamless transition from preparation to submission while maintaining greater data integrity and centralized recordkeeping.

Navigation and Interface Overview

The Workspace features a left-hand navigation sidebar that allows users to jump between sections of the form. Action buttons located at the top right of the interface help you manage data saving, navigation, and canceling out of the page.

Primary Action Buttons

- **Update Info:** Saves current progress in the active section without exiting the Workspace.
- **Update and Return:** Saves entries across the Workspace and returns the user to the process/forms list.
- **Cancel:** Causes you to exit the Workspace. Caution: Any unsaved changes made during the current session will be lost, and the user will be returned to the main Forms page.

Form Indicators

Understanding field markers is helpful for successful e-filing.

- An **asterisk (*)** indicates a data field is mandatory for electronic filing. Failure to complete required fields may result in validation errors on the Foreign Labor Application Gateway (FLAG) site. (The Chrome E-File Extension will permit impromptu adjustments as needed).
- A **"?"** button contains helpful information derived from the PERM system regarding field entry requirements and instructions.

General Workspace Validation and Troubleshooting

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- **Error Indicators:** Red text indicates field-level validation errors (e.g., "Please shorten to 11 characters" for phone numbers). [\[Image Reference\]](#)
- **Mandatory Field Alerts:** Blank mandatory fields will trigger a red "Please complete this mandatory field" warning. [\[Image Reference\]](#)
- **Section Completion:** A green checkmark indicates that a section is finished. (This confirms completion of the section, not legal eligibility.)
- **Conditional Sections:** For sections like Appendix D, the system may automatically mark the area as "Complete." In these cases, a message will appear indicating that the section is not required based on the occupation you selected. [\[Image Reference\]](#)

Step-by-Step Data Entry Guide: Core Sections

1. Preliminary Questions

This section of the workspace will define the recruitment path. The selection here dictates which subsequent sections are required:

- **Occupation Type:** Select from Professional, Non-professional, College/University Teacher (Competitive Recruitment), Schedule A/Shepherd, or Professional Athlete.
- **Supervised Recruitment:** Indicate if the employer is currently under a notice from a Certifying Officer to undergo supervised recruitment. [\[Image Reference\]](#)

2. Employer Information

This section must mirror the data on the PWD (ETA-9141). This data will automatically populate (where possible/applicable) from the company record attached to the Process Forms page.

- **FEIN (A.12):** This field is strictly limited to **10 characters**.
- **Number of Employees (A.14):** Enter the headcount in the area of intended employment. (Commas are not allowed in this field; enter **raw integers only, e.g., 1000 instead of 1,000.**)
- **Year Commenced Business (A.15):** This is a required field for identifying the longevity of the sponsoring entity.
- **Ownership and Familial Relationships (A.16 & A.17):** [\[Image Reference\]](#)

3. Employer Point-of-Contact Information

This field populates from the Company Contact selected on the Process Forms page as the HR-1 Employer Contact. [\[Image Reference\]](#)

4. Attorney or Agent Information

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The Firm Signer selected on the Forms page will fill in this section based on the user's selection of Attorney, Agent, or None. The Workspace will apply PERM validation rules to help ensure the data fits the DOL schema:

- **Telephone Number (C.12):** Must be shortened to a maximum of **11 characters**.
- **Law Firm/Business FEIN (C.16):** Must be shortened to exactly **10 characters**. [[Image Reference](#)]

5. Foreign Worker Information

Selecting Yes to Question D.1. will ensure a completed Appendix A is attached (D.1). Select to disclose if the employer has contracted with an agent/attorney who also represents the foreign worker (D.2). [[Image Reference](#)]

6. Job Opportunity and Wage Details

Note for Practitioners: This section **will not submit to the PERM system** and is for drafting purposes only.

The FLAG system is designed to automatically add the data from the approved Form ETA-9141 (such as job duties and requirements) into the new Form ETA-9089 to help streamline the process.

Wage Fields Checklist:

- **PWD Case Number (E.1):** Valid tracking number from the DOL
- **Offered Wage - From (E.3):** The base salary or minimum of the salary range
- **Offered Wage - To (E.3):** The maximum of the salary range (if applicable)
- **Per (Frequency):** Pay frequency (Options include Hour, Week, Bi-Weekly, Month, or Year; user must select one option)
- **Additional Conditions (E.5):** A description of any conditions regarding the wage (limit **500 characters**) [[Image Reference](#)]

Worksite and Geographic Requirements

7. Worksite Information

Capture the primary work location details, including the MSA/OES Area Code (F.a.8) and Title (F.a.8.a). [[Image Reference](#)]

8. Additional Worksites (Appendix B Trigger)

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If work will be performed in geographic areas other than the one identified in Section F.a., you must select **"Yes" in Question F.b.1.** UI Smart Logic: This will change the workspace requirements. Selecting "Yes" in F.b.1 makes Appendix B a mandatory attachment. Data for Appendix B is typically derived from the linked ETA-9141. [\[Image Reference\]](#)

9. Other Definable Geographic Area(s)

For roving employee travel requirements (F.c.1), describe the areas of intended employment. This field supports up to **1,500 characters**. [\[Image Reference\]](#)

10. Additional Job Opportunity Information and Other Requirements

Responses to questions 6-12 for this section will automatically generate Appendix C to submit explanations. [\[Image Reference\]](#)

Recruitment and Notice of Posting

11. Professional/Non-Professional Recruitment and Additional Recruitment Requirements for Professional Occupations

Similar to the DOL site, this section will have options based on the selections made in the "Preliminary Questions" tab. The ICM PERM Workspace integrates DOL requirements and error checking regarding job orders and print advertisements, such as "Compliance Timeline: All mandatory recruitment steps (Job Order and two print ads) must be conducted at least 30 days, but no more than 180 days, [\(DOL User Guide\)](#), before filing the application. Ensure the SWA Job Order start/end dates and the specific newspaper advertisement dates are entered accurately." [\[Image Reference\]](#)

12. Notice of Posting

Indicate the method of notice (Bargaining Representative, Physical Notice, Electronic/In-House, or Private Household). [\[Image Reference\]](#)

13. Employer Labor Condition Statements

The employer must certify 10 specific attestations. These cover wage compliance, availability of funds, and the requirement that the job is open to any U.S. worker. [\(Flag DOL PERM Site\)](#) [\[Image Reference\]](#)

14. Preparer

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Complete this section if the preparer of this application is a person other than the one identified in either Section B (employer point of contact) or section C (attorney or agent) of this application.

[\[Image Reference\]](#)

Foreign Worker Appendices

15. Managing Foreign Worker Appendices (A.A - A.E)

All relevant information collected from the Foreign National will be added and saved back when viewed or modified from each Appendix section. New Training and Skills sections have been added to the Education Employment module to store this information. Each subsection has a drag and drop selection tool to view, edit, add, or remove records as needed. Users can select a subset of specific entries in the client record for submission to PERM. DOL error checking hints will be posted at all applicable fields.

- **Appendix A.A (Contact Info):** Includes Date of Birth, Class of Admission (e.g., H-1B), and Alien Registration Number. [\[Image Reference\]](#)
- **Appendix A.B (Education):** Use the Education Skills Library to enter applicable degrees. [\[Image Reference\]](#)
- **Appendix A.C (Training):** Enter applicable training records. [\[Image Reference\]](#)
- **Appendix A.D (Skills):** Enter applicable skill records. [\[Image Reference\]](#)
- **Appendix A.E (Experience):** Enter applicable experience records. [\[Image Reference\]](#)

Note for Practitioners: **Extra records will be moved to an addendum** and will be available for electronic submission.

Appendix B, C & D

16. Supplemental and Special Recruitment (Appendices B, C, & D)

- **Appendix B:** This section is provided for drafting purposes only. This data will not submit to the PERM system. The PERM system will populate these sections from the ETA-9141 for additional worksites. [\[Image Reference\]](#)
- **Appendix C (Supplemental Information):** This section is mandatory if "Yes" is marked in Section G (Questions 6–12). [\[Image Reference\]](#)
- **Appendix D:** This section is used only for College and University Teachers. UI Smart Logic: If the occupation selected is not Teacher, this section will display a green checkmark and the status "Section Complete," noting the section is not necessary. [\[Image Reference\]](#)

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E-File

17. Finalizing and E-File Procedures

To populate the FLAG site using the LLX E-File Chrome Extension:

- Open your browser to the FLAG dashboard: <http://flag.dol.gov/dashboard/application/9089>.
- Ensure you are on the **PERM Form ETA-9089** tab.
- Click the **LLX E-File Chrome Extension** icon.
- In the extension window, select the **ETA-9089** form.
- Click **Load from ICM**.
- **Critical Verification:** Look at the extension window and verify that the **Last Name, First Name and Middle Name** (e.g., "Doe, John Middle") exactly match the foreign worker record in ICM.
- Click **Open FLAG Site** within the extension to transmit and add in the data. [\[Image Reference\]](#)

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