

1. Open the Department of Labor's Foreign Labor Certification site:  
[http://www.plc.doleta.gov/eta\\_start.cfm?actiontype=register](http://www.plc.doleta.gov/eta_start.cfm?actiontype=register)
2. Click on SETUP EMPLOYER PROFILE
3. Click on ACCEPT
4. Enter your contact information (name, phone, fax, email, username), the company's information (FEIN, full legal name, address, phone, NAICS code, and year commenced business), and the employer contact information (signatory name, address, telephone, and email). The click SUBMIT.
5. The Department of Labor will verify the company's existence, then send you an email with your username and temporary password. Upon receipt of the email, you will need to log in and create a permanent password. The new password must include a letter, numbers, and an asterisk (\*) or other special character. If the employer fails to include these, the system will kick you out after 3 attempts. If this happens, email the address provided and they will reinstate you in about 20 minutes during normal business hours.
6. Only the employer contact who registers will have the authority to create a new User Account for additional company staff and for our firm to edit the employer data (date business commenced, phone numbers, NAICS code, name of company, etc.
7. We ask that you also create a new account for our firm by clicking "add new user" for Charles Kuck at Kuck Immigration Partners LLC so that we may electronically file the Labor Certification on your behalf. You will need to log in to the site after registering and click on the "add new user" provided on the main screen. From there, please follow the instructions to add our firm's information. Charles Kuck's information is as follows:

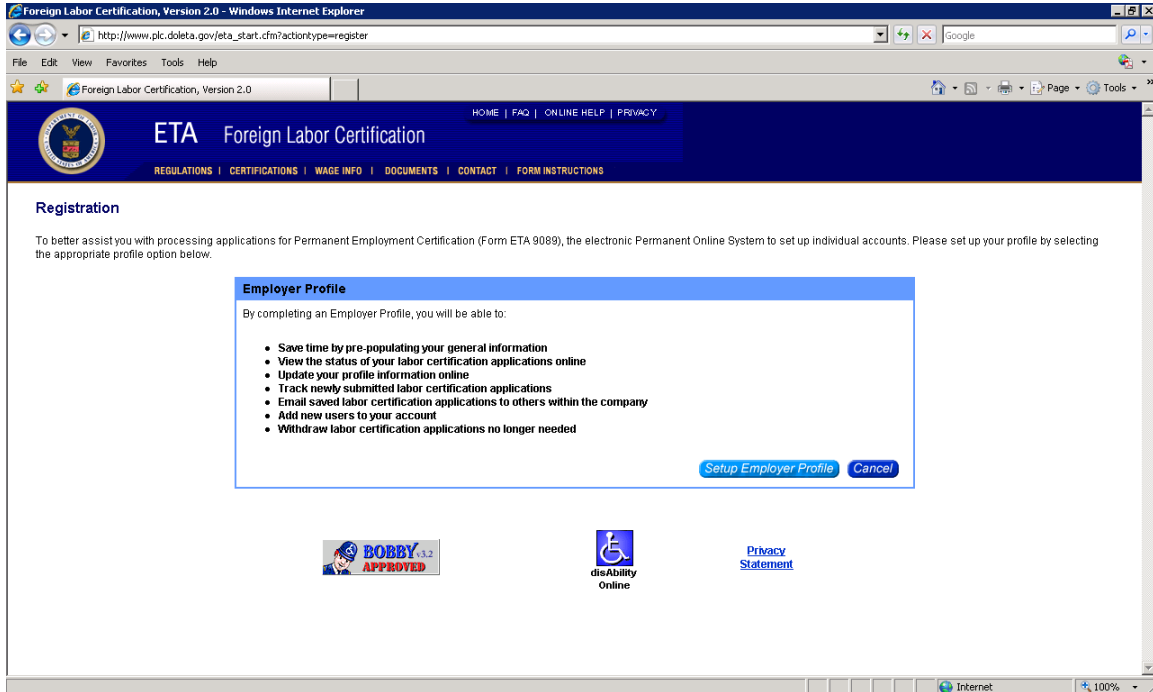
Charles H. Kuck  
Kuck Immigration Partners LLC  
8010 Roswell Road  
Suite 300  
Atlanta, GA 30350  
Phone: (404) 816-8611  
Email: CKuck@immigration.net

Username: CKuck\_{Company or Employee Name}\_\_

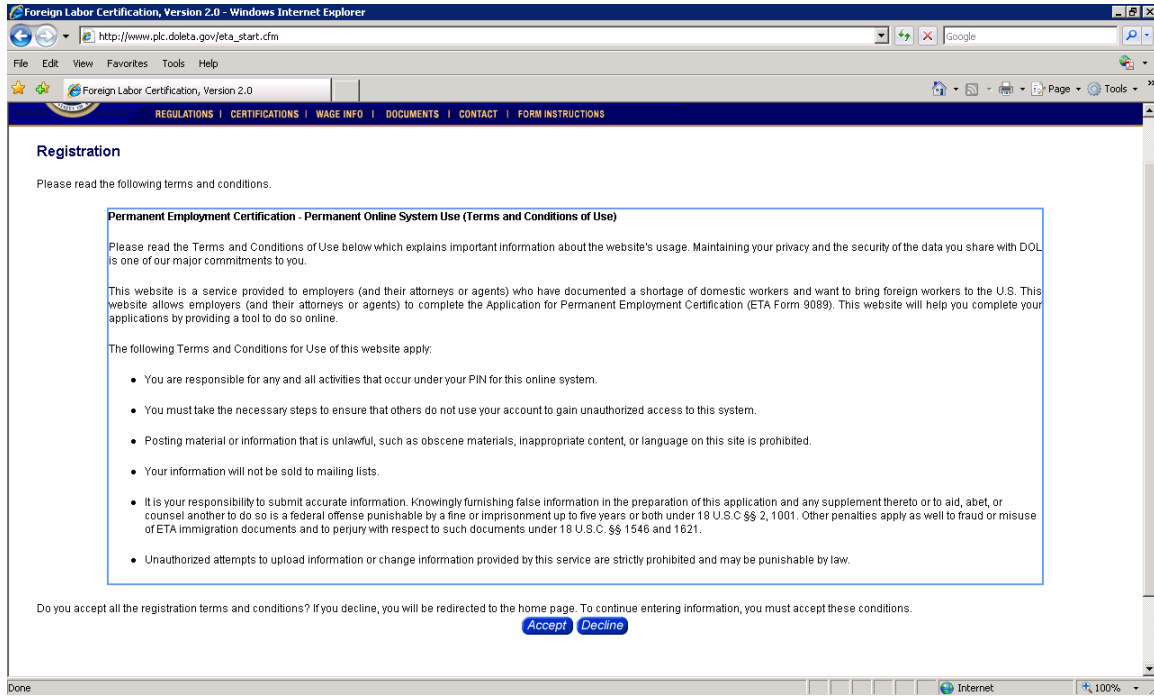
If you have any questions or need additional information, please contact me or your Paralegal at (404) 816-8611.

## SCREENSHOTS:

#1:



#2:



#3:



**Foreign Labor Certification, Version 2.0 - Windows Internet Explorer**  
 http://www.plc.doleta.gov/eta\_start.cfm

**Employer Business Information**

EIN Number: \* [ ]-[ ]-[ ]  
Enter employer's unique 9-digit identification number

Name of Employer: \* [ ]

Address: \* [ ]

City: \* [ ] \*State: [ Select State ]

Province: [ ]

Country: \* [ Select Country ]

Zip/Postal Code: \* [ ]

Phone Number: \* [ ] ext: [ ]

NAICS Code: \* [ ] [Search NAICS Code](#)

Year Commenced Business: \* [ ]

**Employer Contact Information**

Same as Employer Information

First Name: \* [ ] Mr. [ ]

Last Name: \* [ ]

Address: \* [ ]

City: \* [ ] \*State: [ Select State ]

Province: [ ]

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 http://www.plc.doleta.gov/eta\_start.cfm

Phone Number: \* [ ] ext: [ ]

NAICS Code: \* [ ] [Search NAICS Code](#)

Year Commenced Business: \* [ ]

**Employer Contact Information**

Same as Employer Information

First Name: \* [ ] Mr. [ ]

Last Name: \* [ ]

Address: \* [ ]

City: \* [ ] \*State: [ Select State ]

Province: [ ]

Country: \* [ Select Country ]

Postal Code: \* [ ]

Phone Number: \* [ ] ext: [ ]

Email: \* [ ]

Confirm Email: \* [ ]

[ Submit ] [ Cancel ]

If you would like further information about specific case scenarios or situations, please call our office or email us at [ckuck@immigration.net](mailto:ckuck@immigration.net) to speak to one of experienced immigration attorneys.



DISCLAIMER: The confidential information provided in this memorandum is for information purposes only and is not intended to be legal advice. This information is not intended to create an attorney-client or other relationship between Kuck Immigration Partners LLC and the recipient. The reader should consult with an immigration attorney before acting in reliance on any such information.