

**Employer Account Registration  
for PERM Filing of Labor Certification  
and creation of Sub-Account for Attorney**

1. DOL Website: [www.plc.doleta.gov](http://www.plc.doleta.gov)
2. Click on “PERM Online” in left column
3. Click on “Register”
4. Click on “Setup Employer Profile”
5. “Accept” Terms of Use
6. Enter your User Profile, Employer Business Information and Employer Contact Information
7. Click “Submit”

After the employer registers, the DOL conducts an employer existence check. Upon verification of the employer’s information, a password and confirmation of the account holder’s user name are sent to the employer in one email, and, for security reasons, the PIN number in a second email. This may take up to two weeks or so, and the employer will not be sent these two emails until the existence check is complete. The DOL requests that employers NOT register more than once, to avoid problems with the existence check in progress. The DOL recommends that the employer use its headquarters address as the company address and avoid using “doing business as (d/b/a)” name, and only use its legal corporate name.

Once the PERM System account is created, the employer should create a sub-account for its attorney.

To add a sub-account:

1. Log in to Employer’s Online System account. You will be prompted to enter a new password, and will need to login again using the new password.
2. Click “User Accounts”
3. Click “Add New User”
4. Enter User and Login information (Attorney’s) for sub-account. Check for correctness and click “Modify” to change or “Done.”

The DOL will email the sub-account user name, password and PIN to the attorney, enabling him to file PERM applications.