



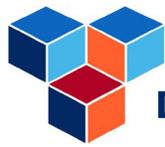
U.S. Equal Employment Opportunity Commission

EEOC Headquarters
131 M Street, NE
Washington, DC 20507

2024 EEO-1 Component 1 Online Filing System (OFS) User's Guide



EEO-1 Component 1
Data Collection



NOTICE

Employers (i.e., filers) should read the newly updated [2024 EEO-1 Component 1 Instruction Booklet](#) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below *2024 EEO-1 Component 1 Online Filing System (OFS) User’s Guide* (i.e., “*User’s Guide*”). Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this *User’s Guide* to complete their required 2024 EEO-1 Component 1 filing.

The *2024 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1):
https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.



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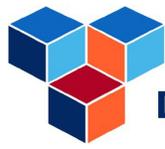
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Overview

This *2024 EEO-1 Component 1 Online Filing System (OFS) User's Guide* provides step-by-step technical assistance for filers navigating the *EEO-1 Component 1 Online Filing System (OFS)* to complete their EEO-1 Component 1 report(s).

The EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. The *OFS* is accessible at www.eeocdata.org/eeo1/signin.

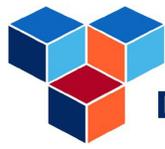
All individuals responsible for filing an employer's reports will be required to have an individual user account associated with their email address to access the *OFS*. To create a new account, visit www.eeocdata.org/eeo1/signin and select "Create an Account." New account holders for employers (i.e., companies) that have filed in prior year reporting cycles can link their individual user account to the employer record using the employer's "OFS Company ID" and "Employer PIN," which will be sent to them via email prior to the opening of data collection. Account holders for employers that have never filed before can register a new employer by selecting "Add Employer" on the "My Employer List" screen. Returning *OFS* account holders who created their account during or after the 2019/2020 data collection cycle, can sign in using their existing username (i.e., email address) and password. Returning account holders may be required to reset their password when logging in to the *OFS* if the account holder has not accessed the *OFS* in the past 90 days. Account holders **must** submit the employer's workforce demographic data electronically in the web-based portal (i.e., *OFS*) through either (1) manual data entry¹ or (2) data file upload.² The employer's certifying official must then certify the EEO-1 Component 1 report(s) in the *OFS*.

The EEOC will only accept EEO-1 Component 1 report(s) submitted and certified through the agency's *OFS*. The EEOC will **not** accept reports submitted via paper or through other non-*OFS* electronic means (e.g., email, CD-ROM). The EEOC will consider filers submitting reports outside of the *OFS* to be non-compliant for purposes of their mandatory EEO-1 Component 1 filing obligation.

Note: All screenshots in this document are located at www.eeocdata.org/eeo1. We have made every effort to meet all digital accessibility requirements, however some of the images in this PDF file were taken of a third-party application and cannot be modified. If you are a person with a disability or use assistive technology and have difficulty accessing any of the content, please contact EEO-1 Component 1 Filer Support Team via the online Message Center at www.eeocdata.org/eeo1.

¹ The "manual data entry" option requires directly entering workforce demographic data into the EEOC's web-based data collection application referred to as the *EEO-1 Component 1 Online Filing System (OFS)*.

² The "data file upload" option requires uploading a data file using the EEOC's *2024 EEO-1 Component 1 Data File Upload Specifications*, which may be found online at www.eeocdata.org/eeo1.



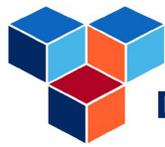
How to log in to the Online Filing System (OFS)

The EEOC requires electronic submission of report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. Account holders must submit the employer’s workforce demographic data electronically in the web-based portal (i.e., *OFS*).

All individuals responsible for filing the employer’s EEO-1 Component 1 report(s) will be required to create an individual user account associated with their email address to sign into the *OFS* to access prior report(s) and submit report(s) for the 2024 reporting cycle.

New User

Step 1: Visit the *OFS* sign in page at www.eeocdata.org/eo1/signin. Select “*Create an Account*” under the sign in area.



EEO-1 Component 1 Data Collection



Step 2. Provide and confirm the email address for the account. This email address will become the username when logging in to the OFS.

Step 3. Open the invitation email (*Image 1*) and follow one of the two activation links provided in the email. The first link contains an embedded access code and directs you to a web page to continue the account creation process (*Image 2*). The second link provides an option for copying your unique access code and pasting it into a field in an Account Creation Dialog (*Image 3*).

Create Account

[← Back to Sign in](#)

Your EEO-1 Component 1 account will be created using your email address as your Username. It is recommended to use the email address associated with your employer rather than a personal email address. Please note that this function will ONLY create an account for the EEO-1 Component 1 data collection. Accounts for other EEOC data collections (i.e., the *EEO-3 Local Union Report*, the *EEO-4 State and Local Government Report*, and the *EEO-5 Elementary-Secondary Staff Information Report*) can be created when those data collections become active.

If the entered email address is correct, you should receive an email in 5 to 10 minutes with instructions to complete your account setup. Please check your Spam or Junk folder if you do not receive the email from Notification@eocdata.org within 10 minutes. **If after 10 minutes you do not receive the email, or if you have other account-related issues, please use the Account Issues Form** to contact the EEO-1 Component 1 Filer Support Team.

Once you receive the email, please read all instructions carefully. There is additional information on what to do if you encounter a problem.

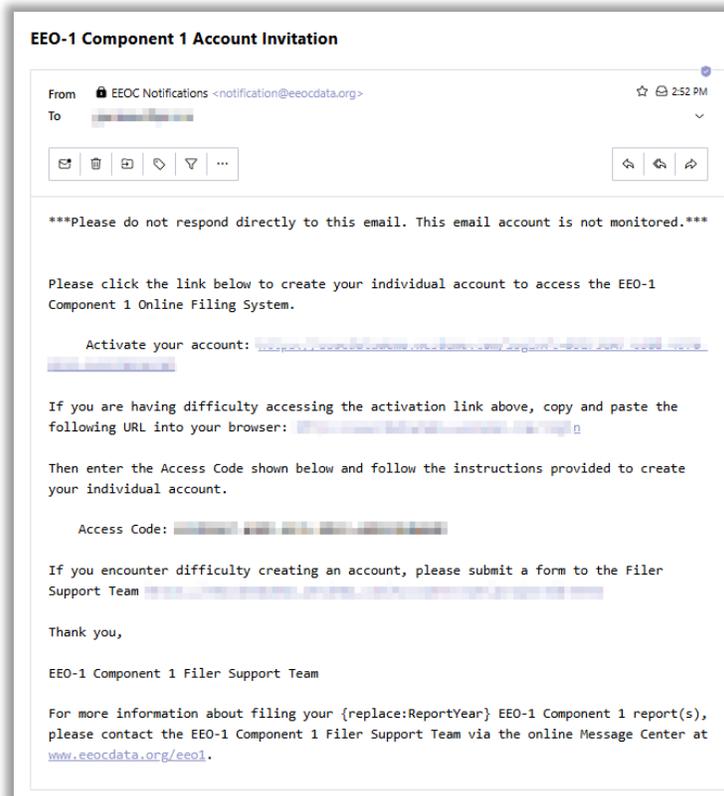
Email

Confirm Email

Next

267-101

Image 1



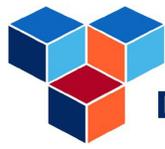


Image 2

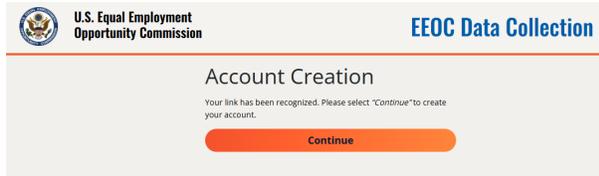
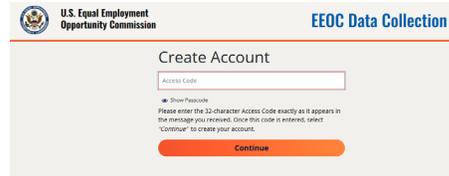


Image 3



Step 4. Create a password then provide your name, title, phone number, and phone extension (if applicable) for the account. Review the Standards and Rules of Behavior, select the checkbox to accept the conditions, and then select the “Next” button.

Create Account

Please complete the form below to create your account to access the *EEO-1 Component 1 Online Filing System*.

[Redacted] (this is your username)

Password*
 Confirm Password*

Passwords must be at least 12 characters.
 Passwords must have at least one non alphanumeric character ('&', '\$', '!').
 Passwords must have at least one digit ('0'-'9').
 Passwords must have at least one lowercase letter ('a'-'z').
 Passwords must have at least one uppercase letter ('A'-'Z').

Please enter your information below:

First Name*
 Last Name*

Title*

Telephone number* (xxx-xxx-xxxx)
 Phone Extension

Standards and Rules of Behavior for the use of the U.S. Equal Employment Opportunity Commission (EEOC) EEO-1 Online Filing System (OFS):

Access to the *EEO-1 Component 1 OFS* is controlled. Requests for access must be justified based on job requirements, and as authorized by the employer.

- Accounts are only provided for authorized purposes. Unauthorized use of a user account includes, but is not limited to, the use of a user account to access EEO-1 Component 1 data by any person other than the authorized user; attempts to retrieve or modify information that is not your employer's; and destruction or tampering with government information. Users shall not seek information on data, files or passwords belonging to others, or otherwise attempt to gain unauthorized access to EEOC Systems.
- The system is only to be accessed using the procedures prescribed by the U.S. EEOC and/or the EEO-1 Component 1 Filer Support Team; and only by using the credentials provided by the U.S. EEOC and/or the EEO-1 Component 1 Filer Support Team.
- Any use of the system which disrupts the operation or use of the system is prohibited.
- Users shall not do any unauthorized security scanning, monitoring, or data interception, nor should they interfere with the conduct of security measures (such as anti-virus or auditing).
- Unauthorized access or use may be subject to civil and criminal penalties for computer fraud or abuse. If you suspect or become aware of unauthorized use or access, you must notify the EEO-1 Component 1 Filer Support Team IMMEDIATELY email at EEOCAccountAccessIssues@westat.com.

accept these conditions and will comply with these Standards and Rules of Behavior.

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Step 5. Your account is now created. Select “Log in” to log in to your newly created account with your username and password.



Returning User

Returning account holders may sign in to the *EEO-1 Component 1 Online Filing System (OFS)* by visiting www.eeocdata.org/eeo1/signin and entering the email address and password created beginning with the 2019/2020 EEO-1 Component 1 data collection. Account holders may be prompted to reset their password before proceeding. Account holders who do not know their password should select “*Forgot Password.*”

After successfully logging in, account holders will see the “*My Employer List*” screen. Any employers previously linked to the account holder’s account will be listed.

- If you are filing for a new employer during the 2024 EEO-1 Component 1 data collection, please select “*Add Employer*” to register a new employer. **Note:** Use this ONLY if your employer has NEVER filed an EEO-1 Component 1 report before. This step is NOT for adding new locations/establishments to an existing employer’s record.
- If you are filing for an employer that is already linked to your “*My Employer List*” screen, please proceed to the Data Reporting section of this document.



Forgot Password

If you have previously registered your email address with the *EEO-1 Component 1 Online Filing System (OFS)* but no longer remember your password, you can utilize the Forgot Password to reset your password.

Step 1: Select the “Forgot Password?” link on the sign in page.

Sign in

Username

This should be your email address as established during account setup, not the 7-character OFS Company ID.

Password Forgot Password?

Sign in

Step 2: Provide the email address associated with your OFS account.

Forgot Your Password

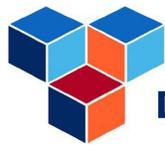
Please enter the email address associated with your *EEO-1 Component 1 Online Filing System (OFS)* account:

Please make sure the email address entered above is correct, and only submit this request once. If you have not received an email from *Notification@eeocdata.org* within **10 minutes**, please check your email Spam folder.

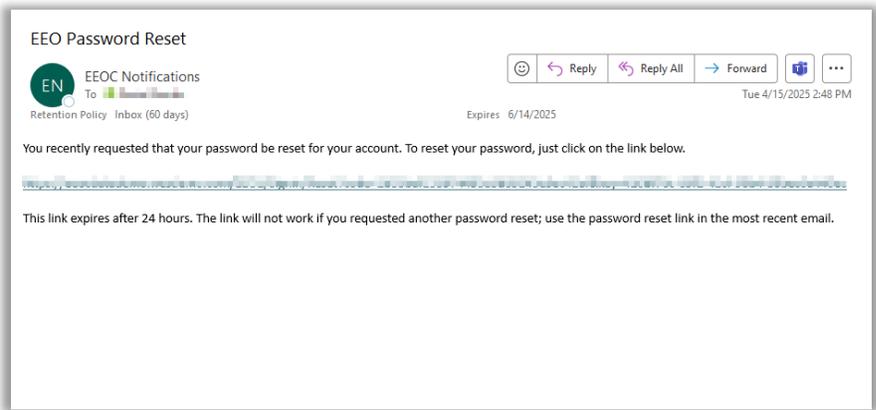
NOTE: If you do not click the emailed password reset link within 24 hours, the link will expire, and you will be required to submit another password reset request. If you submit another request within the 24-hour window, the second request will cancel the first request.

Send

[Back to Sign in](#)



Step 3: Follow the link in the email (can take 5 to 10 minutes to receive).





Getting Started

After logging into the *EEO-1 Component 1 Online Filing System (OFS)*, you will be taken to your “*My Employer List*.” You can easily add new employers, contact the Filer Support Team, and access important resources required to complete your 2024 EEO-1 Component 1 reports.

My Employer List

The “*My Employer List*” shows all employers that are currently linked to your account. This list will be empty if you just created an account. If you are a returning filer, all employers you have access to will be listed. You can select the *OFS* Company ID or the Employer Name links to go to the *Employer Dashboard* to begin filing for that employer.

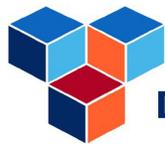
Registering a New Employer

You will need to register a **new employer** in the *OFS* if that employer:

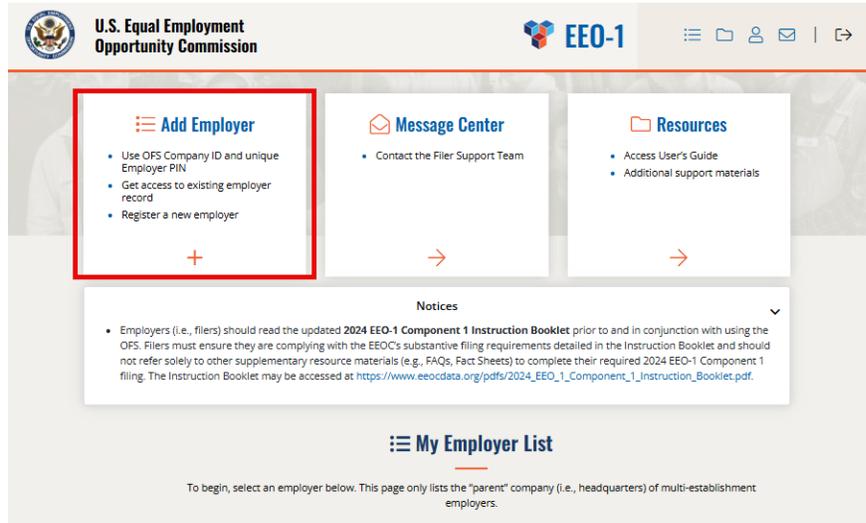
- a) Has never filed;
- b) The employer previously filed under a third-party human resource organization, like a Professional Employer Organization (PEO), Administrative Services Organization (ASO), Human Resource Outsourcing organization (HRO), or other similar organization; or
- c) The employer did not meet eligibility requirements in the prior data collection year but it does for the current data collection year. However, if the employer did file in the previous data collection year but was certified as “Not Required to File” for that year, the employer should exist in the *OFS* and would not need to be created anew.

Note: Only register the headquarters of an employer. If the employer has more than one location, additional locations can be added during the filing process.

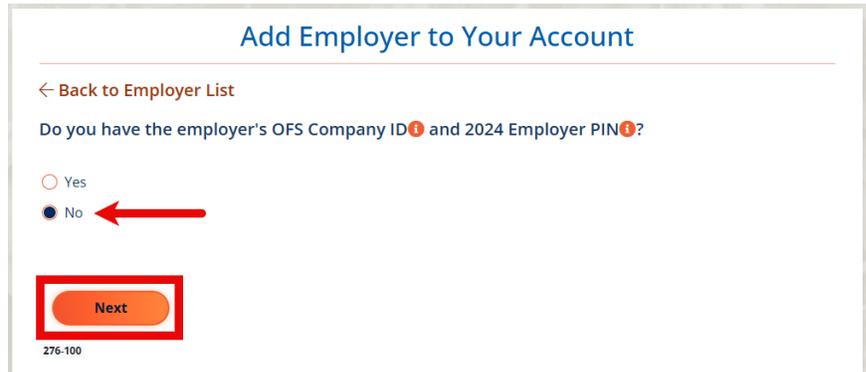
Once you have logged into the *OFS*, follow these steps to register an employer:



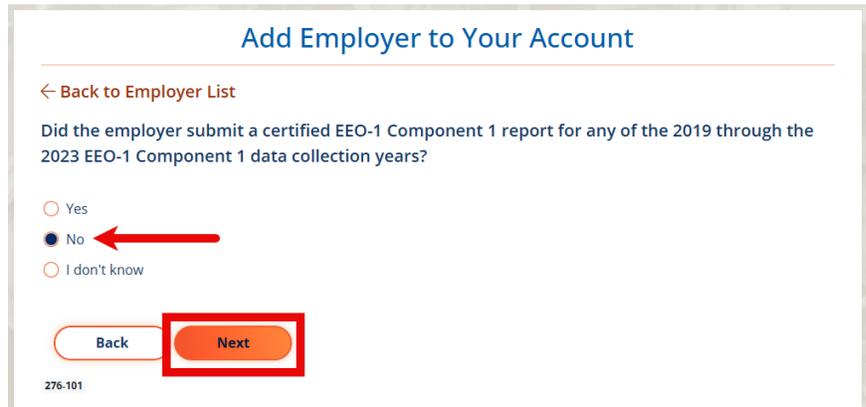
Step 1. Select “Add Employer” on the “My Employer List” screen.

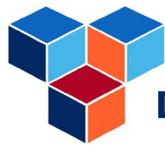


Step 2: Select “No” to indicate this is a new employer, then select “Next.”



Step 3: Select “No” to indicate the employer has not previously filed, then select “Next.”





Step 4: Read and review each scenario and follow the appropriate instructions on how to proceed next. Depending on your specific situation, you may not need to proceed further.

Add Employer Verification

[← Back to My Employer List](#)

Please review each scenario before taking any further action:

1. If the employer is a subsidiary of a holding/management company (e.g., restaurants, doctors' offices, hospitals, car dealerships, etc.):

Do NOT proceed. The holding/management company is responsible for the EEO-1 Component 1 report(s). Add subsidiary locations during the filing process for the parent employer. Select the "Back to My Employer List" breadcrumb above to return to the "My Employer List" and select the appropriate employer to begin filing.

2. If the employer has filed EEO-1 Component 1 report(s) previously and has new establishments/locations to add or has never filed but has more than one establishment/location and has already registered the headquarters:

Do NOT proceed. EVEN IF the establishment(s) or location(s) have a different EIN than the Headquarters or any EIN previously reported. You will add new establishments/locations during the filing process via the "Employer Dashboard." Select the "Back to My Employer List" breadcrumb above to return to the "My Employer List" and select the appropriate employer to begin filing.

3. If you're unsure whether the employer has filed before:

Contact the Filer Support Team through the [Message Center](#) with the employer's name, EIN, and address for clarification.

4. If the employer has NEVER filed before and is new to the EEO-1 Component 1 Online Filing System (OFS), is not an establishment or location of a registered parent employer, or has more than one location:

Select "Next" to register the employer in the EEO-1 Component 1 OFS system. Enter data for the headquarters only; additional locations will be added during the filing process. If the employer has more than one location, remember to enter the data for the Headquarters or main location **ONLY**.

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[Next](#)

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Step 5: If registering a new employer is appropriate for your situation, provide and confirm the new employer's Employer Identification Number (EIN). **Do not include a dash when entering the EIN.**

New Employer Registration

Please enter and re-enter the EIN for the employer (do not enter the dash):

EIN:

Confirm EIN:

Note: Filers completing New Filer Registration for a multi-establishment employer must only enter the EIN of the multi-establishment employer's headquarters even if any individual establishment(s) have a different EIN. The EIN(s) and other information for the multi-establishment employer's individual establishment(s) will be gathered later in the filing process. Do **NOT** use this New Employer Registration process to enter information about any of the individual establishments.

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[Next](#)

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Note: If you receive this screen after completing Step 5, the employer is either already in the OFS or not eligible to register. Please follow the onscreen instructions to determine what to do next.

Step 6: Review the eligibility requirements to confirm that the employer is required to file the EEO-1 Component 1 report(s). Select “Exit” if the employer does not believe it is required to file. Otherwise, select “Continue” to proceed to the following screen.

Step 7. Provide and confirm the 2022 North American Industry Classification System (NAICS) code for the new employer.

New Employer Registration

[← Back to Employer List](#)

The entered EIN of [redacted] is already registered within the EEO-1 Component 1 Online Filing System (OFS).

If the entered EIN is not correct, use the “Back” button and enter the correct EIN.

If the entered EIN is correct, you will need the employer’s OFS Company ID and 2024 Employer PIN to access the employer record. Please contact the EEO-1 Component 1 Filer Support Team for assistance – provide the employer’s name, EIN, and a description of the problem encountered.

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New Employer Registration

The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, *et seq.*, and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).

The EEOC does not collect workforce demographic data from *local referral unions, state and local governments, and public elementary and secondary school systems and districts* through the EEO-1 Component 1 data collection. Demographic data for these entities are collected through other EEO data collections administered by the EEOC. These biennial data collections include the EEO-3 Local Union Report, the EEO-4 State and Local Government Report, and the EEO-5 Elementary-Secondary Staff Information Report.

[Exit](#)

[Back](#) [Continue](#)

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New Employer Registration

Please enter and re-enter the employer’s 6-digit NAICS 2022 Code below.

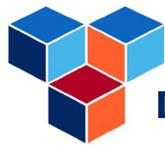
NAICS 2022 Code ! (#####)* Re-enter NAICS 2022 Code*

Do not enter dashes

- Note 1** - NAICS codes are updated by the U.S. Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the 2024 EEO-1 Component 1 data collection, the 2022 NAICS codes should be used. To identify the correct NAICS code, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.
- Note 2** - NAICS Codes starting with 92 (public administration) are not allowed. Data collection is for private employers and not for organizations that are classified as public administration. If you are an entity that is more closely linked to State and Local Governments, you should be filing an EEO-4 Report. Please stop this EEO-1 filing process and contact the EEO-1 Component 1 Filer Support Team for further clarification and guidance.

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Step 8: Provide the employer details, including the name, web address URL, physical address, and mailing address.

New Employer Registration

Enter the employer's information in the fields below.

Note: Required fields are marked with an asterisk (*)

EIN :

Employer Name* URL

Please use the employer's name used when requesting the EIN. Enter a link to the employer's website

PHYSICAL ADDRESS
If the employer has multiple locations, provide the headquarters physical address. If the employer is entirely remote, select "No Physical Locations" and provide a valid mailing address.

No Physical Locations

Physical Address 1* (Number and Street) Physical Address 2

Please do not enter a PO Box here

Physical City* State* Zip*

MAILING ADDRESS
If the employer has multiple locations, provide the headquarters mailing address.

The employer's mailing address is the same as the employer's physical address.

Mailing Address 1* (Number and Street) Mailing Address 2

Mailing City* State* Zip*

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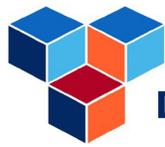
Step 9. Select "Submit" to complete the registration. The employer will automatically be added to your account.

New Employer Registration

The New Employer Registration is NOT COMPLETE. Select the "Submit" button below to:

- Complete the employer registration process. This will ensure you receive EEO-1 Component 1 data collection communications and notices.
- Generate an email to you from Notification@eeocdata.org that the employer is registered. This email will contain the basic employer information for your records.
- Display a screen from which you can print the employer information; and from which you can begin the filing process for the employer.

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Step 10. Print and/or save a copy of this screen for your records. You should also receive emails containing the new employer’s “OFS Company ID” and 2024 “Employer PIN.”

New Employer Registration

CONGRATULATIONS! The employer is now registered in the *EEO-1 Component 1 Online Filing System* and will begin receiving notifications regarding the 2024 EEO-1 Component 1 data collection. Please print and/or save a copy of this screen for your records.

Employer Name: [blurred]
 OFS Company ID: [blurred]
 2024 Employer PIN: [blurred]
 Physical Address: [blurred]
 Mailing Address: [blurred]

The OFS Company ID and 2024 Employer PIN should be retained – these can be used to provide others access to the Dan's Awesome Emporium record in the 2024 *EEO-1 Component 1 Online Filing System*. If you misplace these credentials, visit the *Message Center* to contact the EEO-1 Component 1 Filer Support Team.

To access the *EEO-1 Component 1 Online Filing System* and begin the filing process, select the “Continue” button below.

Step 11. Select “Continue” and the “*Employer Dashboard*” for the newly registered employer will be displayed where you will begin the filing process for the employer.

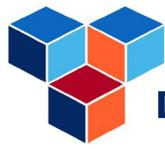
New Employer Registration

CONGRATULATIONS! The employer is now registered in the *EEO-1 Component 1 Online Filing System* and will begin receiving notifications regarding the 2024 EEO-1 Component 1 data collection. Please print and/or save a copy of this screen for your records.

Employer Name: [blurred]
 OFS Company ID: [blurred]
 2024 Employer PIN: [blurred]
 Physical Address: [blurred]
 Mailing Address: [blurred]

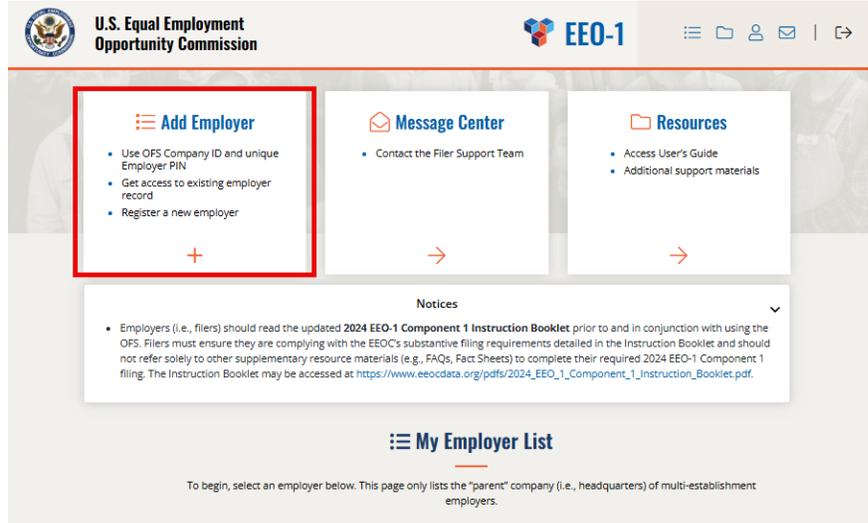
The OFS Company ID and 2024 Employer PIN should be retained – these can be used to provide others access to the Dan's Awesome Emporium record in the 2024 *EEO-1 Component 1 Online Filing System*. If you misplace these credentials, visit the *Message Center* to contact the EEO-1 Component 1 Filer Support Team.

To access the *EEO-1 Component 1 Online Filing System* and begin the filing process, select the “Continue” button below.

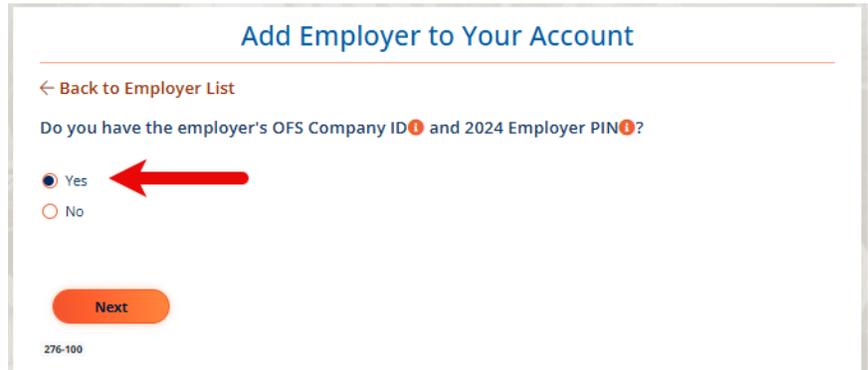


Linking an Existing Employer

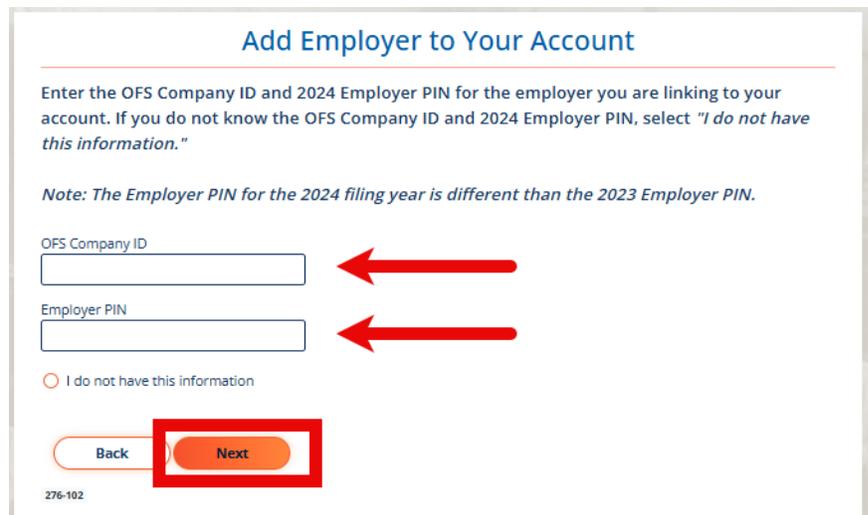
Step 1. Select “Add Employer” on the “My Employer List” screen.



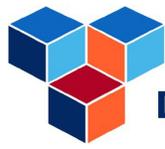
Step 2. Select “Yes” to indicate you have the “OFS Company ID” and “Employer PIN,” then select “Next.”



Step 3. Provide the “OFS Company ID” and “Employer PIN,” then select “Next.”



Step 4. Confirm the provided employer record matches the employer you are trying to access and select “Confirm.” The employer should now be listed on the “My Employer List” screen.



Change of Contact Request

Note: This process is only necessary if you are unable to locate the “OFS Company ID” and 2024 “Employer PIN” for an existing employer record and there are no current account holders with access to the employer record in the OFS.

Step 1. Select the folder icon in the top-right header of the “My Employer List” screen to access the Resources page.



Step 2. Select the “Change of Contact Form” link to begin the request.



Step 3. Provide information about the employer and contacts, then select “Next.”

Employer Change of Contact Form

The EEO-1 Component 1 Filer Support Team is available to assist you. Complete the form below to submit your employer change of contact. Once processed, the new contact will automatically receive the OFS Company ID and Employer PIN via email.

*****Information on who is completing the contact form*****

***Required Field**

First Name* Last Name* Title*

Employer Name* (Please enter the full legal name of the employer)

City* *State

Employer EIN* (9- digit number) OFS Company ID (7-digit alphanumeric ID from your 2023 EEO-1 Component 1 Report)

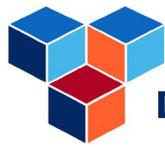
(Providing your OFS Company ID will expedite processing of your request. Refer to your 2023 EEO-1 Component 1 Report to obtain this information)

Email* Confirm Email*

Phone Number* (xxx-xxx-xxxx) Phone Extension

Next

347-101



Step 4. On the second page of the contact change request form, include information about the new contact.

Step 5: Upload the verification letter and select “Submit” to complete the request form. Once approved, the new contact will receive the “OFS Company ID” and “Employer PIN” via email.

Note: An example of a verification letter with the required information is available for your reference.

Employer Change of Contact Form

Please provide information for the NEW CONTACT. If the information is the same as the contact on the first screen, select the check box below.

Information same as first screen

*** Required Field**

First Name* Last Name* Title*

Email* Phone Number* (xxx-xxx-xxxx)

Phone Extension

Upload* (upload requirements: PDF/JPG)

Choose File No file chosen

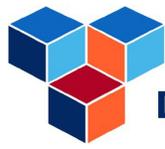
To process an employer contact change, a verification letter from an authorized employer representative approving this change (i.e., CEO, CFO, Controller, HR Manager, President, etc.) is required. This verification letter must:

- Be in PDF format on the employer’s official letterhead. Include the employer name, EIN, and OFS Company ID (if known).
- Contain explicit text that the new contact is the new employer contact and/or Certifying Official for the EEO-1 Component 1 Report. Include the name, title, phone number, and email address of the new contact.
- Be signed by an authorized official (i.e., CEO, CFO, Controller, HR Manager, President).
- Contain the contact information (name, title, phone number and email) of the authorizing official verifying the new contact.

Verification Letter Example ← **EXAMPLE LETTER**

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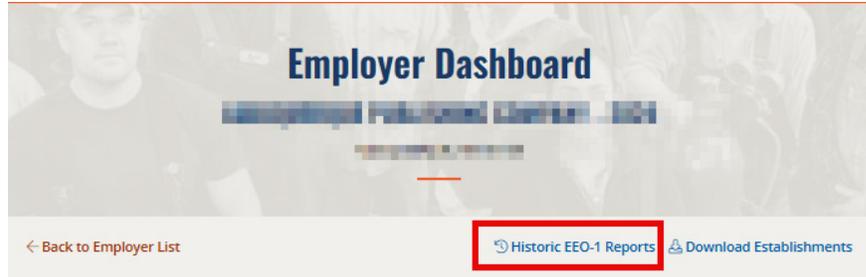
Note: Approvals can take up to 3 business days. Please do not submit multiple forms.



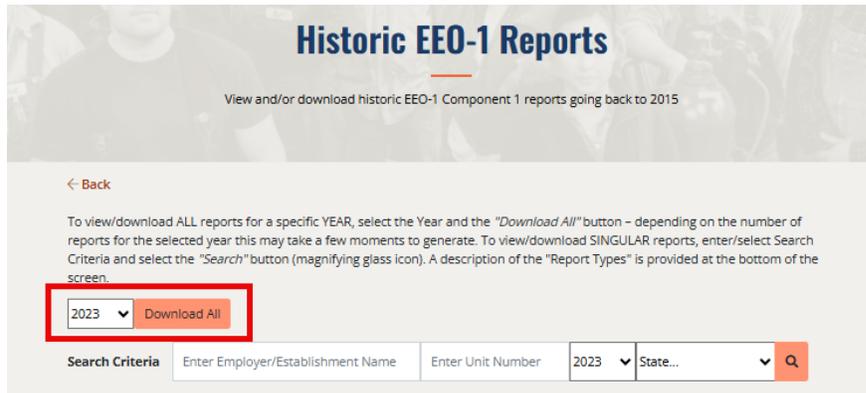
Accessing Historic Reports and Current Establishments

Historic Reports

Step 1: On the “Employer Dashboard” screen, select the “Historic EEO-1 Reports” link.

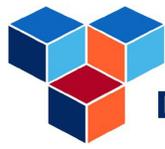


Step 2: Choose the EEO-1 Component 1 Filing Year of the historic reports from the drop-down list and select “Download All.”



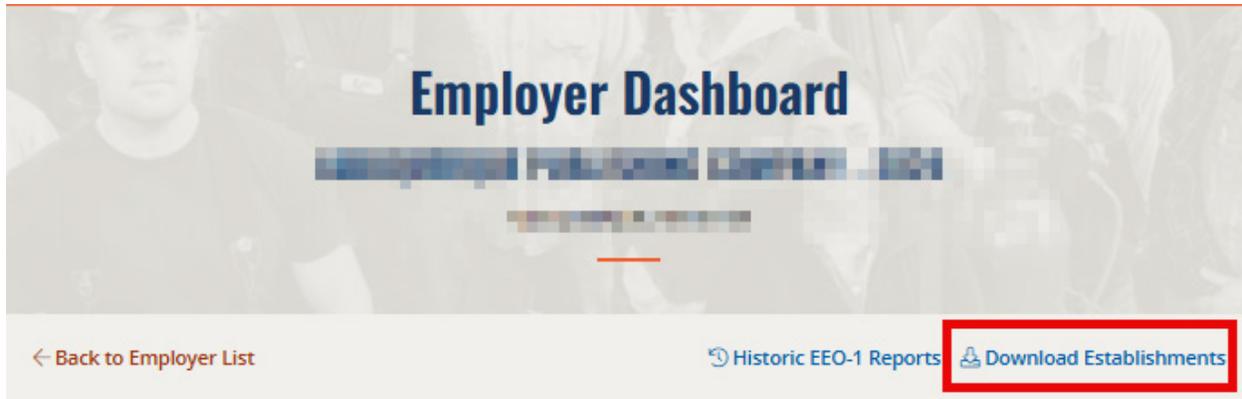
Step 3: Save the downloaded PDF file to your computer.

Note: The *OFS* will display a message “No results found for your criteria” if there are no historic reports for the chosen filing year.



Establishment List

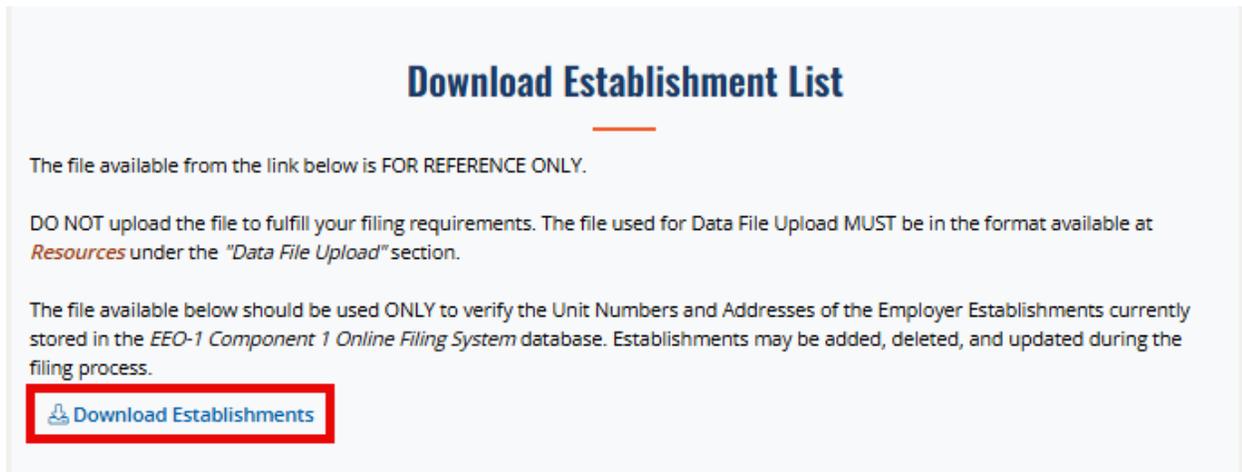
Step 1: On the “My Employer List” screen, select the “Download Establishments” link.



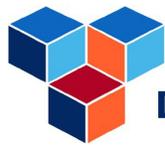
Step 2: Carefully read the information about the “Establishment List.”

Note: You cannot use this file to upload your data to the *EEO-1 Component 1 Online Filing System (OFS)*. This file is for informational purposes only.

Step 3: Select the “Download Establishments” link.



Step 4: Save the downloaded CSV file to your computer for review.



Reporting Acquisitions, Spin-offs, and Mergers

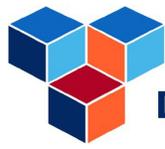
If an employer has experienced an acquisition, spinoff, or merger since the last EEO-1 Component 1 reporting cycle, the employer must utilize the “*Report Acquisition, Spinoff, or Merger*” module in the *EEO-1 Component 1 Online Filing System (OFS)* to report any changes to the EEOC. The module will provide filers with detailed information on how to accurately report such changes within the *OFS*.

Acquisitions

An acquisition is where one employer acquires, purchases, and/or takes ownership of another employer or one or more of their establishments. The module will allow you to report the acquisition of up to ten employers at a time. Do not report the establishments of the employer(s) here. You will report establishment changes in the “*Report EEO-1 Component 1 Data*” section. You will be emailed a confirmation of the acquisition reporting for your records.

All of employer was acquired by another employer

Step 1: On the “*Employer Dashboard*”, under “*Maintain Employer Structure*”, select the “*Report Acquisition, Spinoff, or Merger*” module.



Step 2: Select “Acquisition” and then select “Next.”

Report Acquisition, Spinoff, or Merger

[← Back to Employer Dashboard](#)

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the **ASM FACT SHEET**.

Did [redacted] experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition** – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff** – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger** – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next
Save & Continue Later

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Step 3: Choose the year of the acquisition from the drop-down list and then select “Next.”

Report Acquisition

[← Back to Employer Dashboard](#)

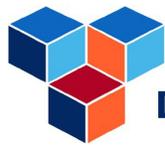
This series of screens captures data for an Acquisition that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Acquisition occurred in 2025, the employer(s) involved **MUST STILL FILE** for the 2024 reporting year if eligible to file.

If the Acquisition occurred in 2025, select the “Back to Employer Dashboard” link above left to return to the *Employer Dashboard* and file for 2024. If the Acquisition occurred in 2024 or earlier, please select the year and the “Next” button to continue.

2024

Back
Next
Save & Continue Later

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Step 8: Read the instructions describing the next steps to follow and select “Submit.”

Report Acquisition

The record for [redacted] has been updated!

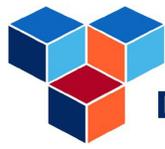
According to the information provided, you **do not** need to file a 2024 EEO-1 Component 1 Report for [redacted]. Please note that it may take up to four weeks for communications about the 2024 EEO-1 Component 1 Report for [redacted] to stop depending on when the acquisition information is provided to the EEOC.

Next Steps (please read):

- **Optional Step 1:** The employer that acquired [redacted] may need some historical demographic data to complete their 2024 EEO-1 Component 1 Report. After completing “Required Step 2” below, before you exit the *Online Filing System* select the “Historic EEO-1 Reports” link on the upper right of the *Employer Dashboard*, download recent historical reports and provide them to the acquiring employer.
- **Required Step 2:** Select the “Submit” button below. A screen will be displayed indicating that the acquisition has been processed and the filing is complete. You may then exit the *Online Filing System* by clicking the logout icon on the far upper right of the next screen.

BackSubmit

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Part of employer was acquired by another company

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Step 2: Select “*Acquisition*” and then select “*Next.*”

Step 3: Choose the year of the acquisition from the drop-down list and then select “*Next.*”

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Report Acquisition, Spinoff, or Merger

[← Back to Employer Dashboard](#)

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did [redacted] experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition** – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff** – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger** – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

263-101

Report Acquisition

[← Back to Employer Dashboard](#)

This series of screens captures data for an Acquisition that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Acquisition occurred in 2025, the employer(s) involved **MUST STILL FILE** for the 2024 reporting year if eligible to file.

If the Acquisition occurred in 2025, select the “*Back to Employer Dashboard*” link above left to return to the *Employer Dashboard* and file for 2024. If the Acquisition occurred in 2024 or earlier, please select the year and the “*Next*” button to continue.

2024

Back

Next

Save & Continue Later

263-102



Step 4: Select second option, “One or more establishments of [Employer] was acquired by another employer or employers.”

Step 5: Enter the number of establishments that were acquired and then select “Next.”

Report Acquisition

[← Back to Employer Dashboard](#)

Which of the following best describes the acquisition [redacted] experienced?
Select one.

All or part of [redacted] was acquired by another employer:

All of [redacted] was acquired by another employer.

One or more establishments of [redacted] was acquired by another employer or employers.

Enter the total number of [redacted] establishments acquired by another employer or employers:

[redacted] acquired all or part of another employer:

[redacted] acquired all of another employer or employers.

[redacted] acquired one or more establishments of another employer or employers.

Enter the total number of establishments acquired by [redacted]:

[Back](#) [Next](#) [Save & Continue Later](#)

263-201

Step 6: Read the instructions describing the next steps to follow and select “Submit.”

Report Acquisition

The record for [redacted] has been updated!

According to the information provided, you will need to file a 2024 EEO-1 Component 1 Report for [redacted] that excludes the 1 establishment(s) that were acquired by another employer or employers. **NOTE** - If the employer STILL EXISTS after the acquisition(s), the employer MUST STILL COMPLETE the filing process even if the subsequent number of employees is below the mandatory reporting threshold.

Next Steps (please read):

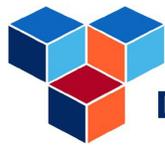
- Optional Step 1:** The employer that acquired the establishment(s) of [redacted] may need some historical demographic data to complete their 2024 EEO-1 Component 1 Report. After completing “Required Step 3” below, select the “Historic EEO-1 Reports” link on the upper right of the Employer Dashboard, download recent historical reports for those establishment(s), and provide them to the acquiring employer. Be sure to only download the historic reports for the establishment(s) and not all reports of [redacted].
- Required Step 2:** After completing “Required Step 3” below, you will need to mark the establishment location(s) as “Deleted” and select the deletion reason, “This establishment was involved in an acquisition or merger.” This will be completed in the “Report EEO-1 Component 1 Data” step on the Employer Dashboard. This step may not yet be available as there are required steps that must be completed first to make this step active. You will be prompted to include the employer name, EIN and/or OFS Company ID of the acquiring employer. For more information, please see the ASM FACT SHEET for more guidance.
- Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

[Back](#) [Submit](#)

263-301

Step 7: Continue filing for the employer.

Step 8: Ensure that the acquired establishments are marked as Deleted in the Data Reporting step with the deletion reason “This establishment was involved in an acquisition or merger.”



Employer acquired all of another company

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Step 2: Select “*Acquisition*” and then select “*Next.*”

Step 3: Choose the year of the acquisition from the drop-down list and then select “*Next.*”

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Report Acquisition, Spinoff, or Merger

← Back to Employer Dashboard

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did [redacted] experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

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Report Acquisition

← Back to Employer Dashboard

This series of screens captures data for an Acquisition that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Acquisition occurred in 2025, the employer(s) involved MUST STILL FILE for the 2024 reporting year if eligible to file.

If the Acquisition occurred in 2025, select the “*Back to Employer Dashboard*” link above left to return to the *Employer Dashboard* and file for 2024. If the Acquisition occurred in 2024 or earlier, please select the year and the “*Next*” button to continue.

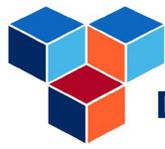
2024

Back

Next

Save & Continue Later

263-102



Step 4: Select third option, “[Employer] acquired all of another employer or employers.” and then select “Next.”

Report Acquisition

[← Back to Employer Dashboard](#)

Which of the following best describes the acquisition [redacted] experienced?
Select one.

All or part of [redacted] was acquired by another employer:

- All of [redacted] was acquired by another employer.
- One or more establishments of [redacted] was acquired by another employer or employers.
Enter the total number of [redacted] establishments acquired by another employer or employers:

[redacted] acquired all or part of another employer:

- [redacted] acquired all of another employer or employers.
- [redacted] acquired one or more establishments of another employer or employers.
Enter the total number of establishments acquired by [redacted]:

263-201

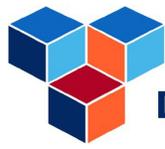
Step 5: Enter the number of employers which were acquired and then select “Next.”

Report Acquisition

[← Back to Employer Dashboard](#)

You indicated [redacted] acquired all of another employer or employers. Please enter the number of employers acquired by [redacted]. You will be prompted to enter basic information about these employers (e.g., employer name, EIN, Address, etc.).

263-203



Step 6: Provide the name of the first employer acquired.

Step 7: Provide as many other details as possible about the acquired employer.

Report Acquisition

[← Back to Employer Dashboard](#)

You indicated [redacted] acquired all of another employer or employers.

Data about the acquired employer or employers should be included in the 2024 EEO-1 Component 1 Report for [redacted].

Please provide the following information about the employer or employers acquired by [redacted]:

Employer (1 of 1)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

[Back](#) [Next](#) [Save & Continue Later](#)

263-204

Report Acquisition

[← Back to Employer Dashboard](#)

You indicated [redacted] acquired all of another employer or employers.

Data about the acquired employer or employers should be included in the 2024 EEO-1 Component 1 Report for [redacted].

Please provide the following information about the employer or employers acquired by [redacted]:

Employer (1 of 1)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

[Back](#) [Next](#) [Save & Continue Later](#)

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Step 8: Select “Next.”

Step 9: Continue to provide the name and other employer information for all acquired employers (Steps 5-7).

Step 10: Read the instructions describing the next steps to follow and select “Submit.”

Step 11: Continue filing for the employer.

Step 12: Ensure that the acquired establishments are added to the employer record in the Data Reporting step by selecting the “Add Establishment” link.

Report Acquisition

The record for [redacted] has been updated!

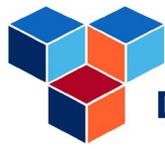
According to the information provided, you should include the data for [redacted] in the 2024 EEO-1 Component 1 Report for [redacted].

Next Steps (please read):

- Optional Step 1:** You may be able to reach out to contact(s) at [redacted] for any historical demographic data you may need to complete your 2024 EEO-1 Component 1 Report. These employer(s) should have the reports available and may provide them to you depending on any arrangements or agreements you have with [redacted].
- Required Step 2:** After completing “Required Step 3” below, you will need to use the “Add Establishment” feature to add the employer(s) listed above and any associated establishments to your 2024 EEO-1 Component 1 Report. This will be completed in the “Report EEO-1 Component 1 Data” step on the Employer Dashboard. This step may not yet be available as there are required steps that must be completed first to make this step active. Make sure to select the checkbox, “Check here if this establishment is being added to your employer’s filing as a result of an acquisition.” You will be prompted to include the employer name, EIN and/or OFS Company ID of the acquired employer(s). For more information, please see the [ASM FACT SHEET](#) for further guidance.
- Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

[Back](#) [Submit](#)

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Employer acquired part of another company

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Step 2: Select “*Acquisition*” and then select “*Next.*”

Step 3: Choose the year of the acquisition from the drop-down list and then select “*Next.*”

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Report Acquisition, Spinoff, or Merger

← Back to Employer Dashboard

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did [redacted] experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition** - One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff** - One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger** - Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

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Report Acquisition

← Back to Employer Dashboard

This series of screens captures data for an Acquisition that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Acquisition occurred in 2025, the employer(s) involved **MUST STILL FILE** for the 2024 reporting year if eligible to file.

If the Acquisition occurred in 2025, select the “*Back to Employer Dashboard*” link above left to return to the *Employer Dashboard* and file for 2024. If the Acquisition occurred in 2024 or earlier, please select the year and the “*Next*” button to continue.

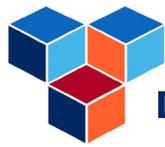
2024

Back

Next

Save & Continue Later

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Step 4: Select the fourth option, “[Employer] acquired one or more establishments of another employer or employers.”

Step 5: Enter the number of establishments that were acquired and select “Next.”

Report Acquisition

[← Back to Employer Dashboard](#)

Which of the following best describes the acquisition [redacted] experienced?
Select one.

All or part of [redacted] was acquired by another employer:

All of [redacted] was acquired by another employer.

One or more establishments of [redacted] was acquired by another employer or employers.

Enter the total number of [redacted] establishments acquired by another employer or employers:

[redacted] acquired all or part of another employer:

[redacted] acquired all of another employer or employers.

[redacted] acquired one or more establishments of another employer or employers.

Enter the total number of establishments acquired by [redacted]:

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Step 6: Read the instructions describing the next steps to follow and select “Submit.”

Report Acquisition

The record for [redacted] has been updated!

According to the information provided, you will need to file a 2024 EEO-1 Component 1 Report for [redacted] that includes the 1 establishments that were acquired from another employer or employers.

Next Steps (please read):

- Optional Step 1:** You may be able to reach out to contact(s) at the employer(s) from which you acquired the establishment(s) for any historical demographic data you may need to complete your 2024 EEO-1 Component 1 Report. These employer(s) should have the reports available and may provide them to you depending on any arrangements or agreements you have with the employer(s).
- Required Step 2:** After completing “Required Step 3” below, you will need to use the “Add Establishment” feature to add the acquired establishment(s) to your 2024 EEO-1 Component 1 Report. This will be completed in the “Report EEO-1 Component 1 Data” step on the Employer Dashboard. This step may not yet be available as there are required steps that must be completed first to make this step active. Make sure to select the checkbox, “Check here if this establishment is being added to your employer’s filing as a result of an acquisition.” You will be prompted to include the employer name, EIN and/or OFS Company ID of the employer from which Dan’s Awesome Emporium acquired the establishment. For more information, please see the [ASM FACT SHEET](#) for more guidance.
- Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

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Step 7: Continue filing for the employer.

Step 8: Ensure that the acquired establishments are added to the employer record in the Data Reporting step by selecting the “Add Establishment” link.



Spin-offs

A spin-off is where one or more establishments of an employer divest, forming a new employer. Do not report the establishments of the employer(s) here, only report the employer involved in the spin-off. You will report establishment changes in the “*Report EEO-1 Component 1 Data*” section. You will be emailed a confirmation of the spin-off reporting for your records.

Some establishments of employer spun off to form another employer

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Step 2: Select “*Spinoff*” and then select “*Next*.”

Report Acquisition, Spinoff, or Merger

[← Back to Employer Dashboard](#)

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did **[redacted]** experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

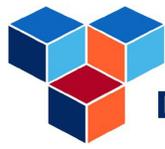
- Acquisition – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

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Step 3: Choose the year of the spinoff from the drop-down list and then select “Next.”

Report Spinoff

[← Back to Employer Dashboard](#)

This series of screens captures data for a Spinoff that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Spinoff occurred in 2025, the employer(s) involved MUST STILL FILE for the 2024 reporting year if eligible to file.

If the Spinoff occurred in 2025, select the “Back to Employer Dashboard” link above left to return to the Employer Dashboard and file for 2024. If the Spinoff occurred in 2024 or earlier, please select the year and the “Next” button to continue.

2024

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Step 4: Select the first option, “Some establishments of [Employer] have spunoff to become another employer.”

Step 5: Enter the number of establishments spunoff from [Employer] and select “Next.”

Report Spinoff

[← Back to Employer Dashboard](#)

Which of the following best describes the spinoff experienced?
Select one.

Some establishments of [redacted] have spunoff to become another employer.
Enter the total number of establishments spunoff from [redacted]:
1

[redacted] is the result of a spinoff from another employer.

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Step 6: Read the instructions describing the next steps to follow and select “Submit.”

Step 7: Continue filing for the employer.

Step 8: Ensure that the spunoff establishments are marked as Deleted in the Data Reporting step with the deletion reason “This establishment was spunoff and is independent of this employer.”

Report Spinoff

The record for [redacted] has been updated!

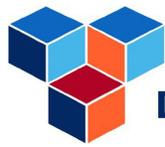
According to the information provided, you should file a 2024 EEO-1 Component 1 Report for [redacted] that excludes the 1 establishments that were spunoff to become another employer. **NOTE** – if the employer STILL EXISTS after the spinoff(s), the employer MUST STILL COMPLETE the filing process even if the subsequent number of employees is below the mandatory reporting threshold.

Next Steps (please read):

- Optional Step 1:** The new employer formed as a result of the spinoff may need some historical demographic data to complete their 2024 EEO-1 Component 1 Report. After completing “Required Step 3” below, select the “Historic EEO-1 Reports” link on the upper right of the Employer Dashboard, download recent historical reports for those establishment(s); and provide them to the new employer. Be sure to only download the historic reports for the establishment(s) and not all reports of [redacted].
- Required Step 2:** After completing “Required Step 3” below, you will need to mark the establishment location(s) that spunoff to become another employer as “Deleted” and select the deletion reason, “This establishment was spunoff and is independent of this employer.” This will be completed in the “Report EEO-1 Component 1 Data” step on the Employer Dashboard. This step may not yet be available as there are required steps that must be completed first to make this step active. You will be prompted to include the employer name, EIN and/or OFS Company ID of the new employer created as a result of the spinoff. For more information, please see the ASM FACT SHEET for further guidance.
- Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

[Back](#) [Submit](#) [Save & Continue Later](#)

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Employer is the result of a spinoff from another employer

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Step 2: Select “*Spinoff*” and then select “*Next*.”

Step 3: Choose the year of the spinoff from the drop-down list and then select “*Next*.”

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Report Acquisition, Spinoff, or Merger

← [Back to Employer Dashboard](#)

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

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Report Spinoff

← [Back to Employer Dashboard](#)

This series of screens captures data for a Spinoff that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Spinoff occurred in 2025, the employer(s) involved MUST STILL FILE for the 2024 reporting year if eligible to file.

If the Spinoff occurred in 2025, select the “*Back to Employer Dashboard*” link above left to return to the *Employer Dashboard* and file for 2024. If the Spinoff occurred in 2024 or earlier, please select the year and the “*Next*” button to continue.

2024

Back

Next

Save & Continue Later

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Step 4: Select the second option, “[Employer] is the result of a spinoff from another employer.”

Report Spinoff

[← Back to Employer Dashboard](#)

Which of the following best describes the spinoff experienced?
Select one.

Some establishments of [redacted] have spunoff to become another employer.
Enter the total number of establishments spunoff from [redacted]:

[redacted] is the result of a spinoff from another employer.

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Step 5: Provide the name of the employer from which the new employer was spunoff.

Step 6: Provide as many other details as possible about the company from which the new employer spunoff.

Report Spinoff

[← Back to Employer Dashboard](#)

You indicated [redacted] is the result of a spinoff from another employer.
[redacted] should file the 2024 EEO-1 Component 1 Report for itself and all affiliated establishments.
Please provide the following information about the employer from which [redacted] was spunoff:

Employer (1 of 1)

Employer Contact

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Report Spinoff

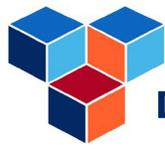
[← Back to Employer Dashboard](#)

You indicated [redacted] is the result of a spinoff from another employer.
[redacted] should file the 2024 EEO-1 Component 1 Report for itself and all affiliated establishments.
Please provide the following information about the employer from which [redacted] was spunoff:

Employer (1 of 1)

Employer Contact

263-204



Step 7: Select “Next.”

Step 8: Select “Submit” to continue filing for the new spunoff employer.

Report Spinoff

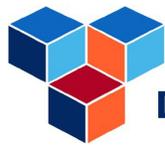
The record for [redacted] has been updated!

According to the information provided, you should file a 2024 EEO-1 Component 1 Report for [redacted].

Next Steps (please read):

- **Optional Step 1:** You may be able to reach out to contact(s) at the employer from which you spunoff for any historical demographic data you may need to complete your 2024 EEO-1 Component 1 Report. The employer should have the reports available and may provide them to you depending on any arrangements or agreements you have with the employer.
- **Required Step 2:** During the open data collection period, [redacted] should file a 2024 EEO-1 Component 1 Report for itself and any affiliated establishments. For more information, please see the [ASM FACT SHEET](#) for further guidance.
- **Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

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Mergers

A spin-off is where two or more employers merge to create a newly formed employer. Do not report the establishments of the employer(s) here, only report the employers involved in the merger. You will report establishment changes in the “*Report EEO-1 Component 1 Data*” section. You will be emailed a confirmation of the merger reporting for your records.

Employer merged with one or more employers

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Step 2: Select “*Merger*” and then select “*Next*.”

Report Acquisition, Spinoff, or Merger

[← Back to Employer Dashboard](#)

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the [ASM FACT SHEET](#).

Did experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

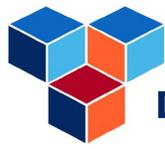
- Acquisition - One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff - One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger - Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next

Save & Continue Later

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Step 3: Choose the year of the merger from the drop-down list and then select “Next.”

Report Merger

[← Back to Employer Dashboard](#)

This series of screens captures data for a Merger that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Merger occurred in 2025, the employer(s) involved MUST STILL FILE for the 2024 reporting year if eligible to file.

If the Merger occurred in 2025, select the “Back to Employer Dashboard” link above left to return to the *Employer Dashboard* and file for 2024. If the Merger occurred in 2024 or earlier, please select the year and the “Next” button to continue.

2024

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Step 4: Select the first option, “[Employer] merged with one or more employers and will be reported under the newly formed employer.”

Report Merger

[← Back to Employer Dashboard](#)

Which of the following best describes the merger [redacted] experienced?
Select one.

[redacted] merged with one or more employers and will be reported under the newly formed employer.

[redacted] is the result of a merger between two or more employers.

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Step 5: Provide the name of the newly formed employer, which is the result of the merger.

Step 6: Provide as many other details as possible about the new employer and select “Next.”

Report Merger

[← Back to Employer Dashboard](#)

You indicated [redacted] merged with one or more employers and will be reported under a newly formed employer.

Data for the 2024 EEO-1 Component 1 Report for [redacted], should be included under the newly formed employer.

Please provide the following information about the newly formed employer:

Employer

New Employer Name*

New EIN

New OFS Company ID

New Employer Headquarters, Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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Report Merger

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You indicated [redacted] merged with one or more employers and will be reported under a newly formed employer.

Data for the 2024 EEO-1 Component 1 Report for [redacted], should be included under the newly formed employer.

Please provide the following information about the newly formed employer:

Employer

New Employer Name*

New EIN

New OFS Company ID

New Employer Headquarters, Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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Step 7: Provide the number of employers that merged to form the new employer.

Report Merger

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You indicated [redacted] merged with another employer or employers. Please provide the number of employers with which [redacted] merged to become [redacted]. You will be prompted to enter basic information about these employers (e.g., employer name, EIN, Address, etc.).

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Step 8: Provide the name of the first employer that merged to form the new employer.

Step 9: Provide as many other details as possible about the first employer and select “Next.”

Report Merger

[← Back to Employer Dashboard](#)

Please provide the following information about the employer or employers with which [redacted] merged to become [redacted]

Employer (1 of 2)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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263-204

Report Merger

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Please provide the following information about the employer or employers with which [redacted] merged to become [redacted]

Employer (1 of 2)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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Step 10: Continue to provide the employer information for all employers involved in the merger (Steps 8-10).

Report Merger

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Please provide the following information about the employer or employers with which [redacted] merged to become [redacted]

Employer (2 of 2)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

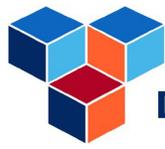
Contact Name

Contact Email

Comments

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Step 11: Read the instructions describing the next steps to follow and select “*Submit.*”

Report Merger

The record for [REDACTED] has been updated!

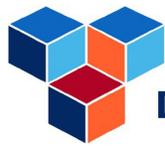
According to the information provided, you should **not** file a 2024 EEO-1 Component 1 Report for [REDACTED]. Please note that it may take up to four weeks for communications about the 2024 EEO-1 Component 1 Report for [REDACTED] to stop depending on when the information is provided to the EEOC.

Next Steps (please read):

- **Optional Step 1:** If eligible, [REDACTED] will need to file a 2024 EEO-1 Component 1 Report that includes data from [REDACTED] and the other employer or employers involved in the merger. Please alert someone at [REDACTED] that they may need to file a 2024 EEO-1 Component 1 Report during the open data collection period. [REDACTED] may also need some historical demographic data to complete their 2024 EEO-1 Component 1 Report. After completing “Required Step 2” below, select the “Historic EEO-1 Reports” link on the upper right of the *Employer Dashboard*, download recent historical reports and provide them to [REDACTED].
- **Required Step 2:** Select the “Submit” button below. A screen will be displayed indicating the merger has been processed and the filing is complete. You may then exit the *Online Filing System* by clicking the logout icon on the far upper right of the next screen.

[Back](#) [Submit](#)

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Employer is the result of a merger between two or more employers

Step 1: On the “*Employer Dashboard*”, select the “*Report Acquisition, Spinoff, or Merger*” module.

Step 2: Select “*Merger*” and then select “*Next*.”

Step 3: Choose the year of the merger from the drop-down list and then select “*Next*.”

Maintain Employer Structure

Report Acquisition, Spinoff, or Merger

Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

Go →

Report Acquisition, Spinoff, or Merger

← Back to Employer Dashboard

Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report(s) when changes in an employer’s structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report(s). This module is also designed to capture any acquisitions, spinoffs, or mergers in years prior to 2024 that had not been reported to the EEOC. If already provided, no need to provide again.

If there were different transaction types (e.g., an employer acquired another employer but also some establishments spunoff to form another employer), please report each transaction separately. For important details and information on Acquisitions, Spinoffs, and Mergers, please refer to the ASM FACT SHEET.

Did [redacted] experience any of the following since the 2023 EEO-1 Component 1 data collection; or in any prior years not yet reported to the EEOC? *Select One.*

- Acquisition – One employer acquires, purchases, and/or takes ownership of another employer. (Select this option if the employer was fully or partially acquired; or acquired all or part of another employer.)
- Spinoff – One or more establishments of an employer divest, forming a new employer. (Select this option if the employer is new as a result of a spinoff from another employer; or if the employer had establishments that were spunoff.)
- Merger – Two or more employers merge to create a newly formed employer. (Select this option if the employer merged with another employer and no longer needs to file; or if the employer is new as the result of a merger.)

If your employer did not experience an Acquisition, Spinoff, or Merger, please return to the Employer Dashboard.

Next Save & Continue Later

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Report Merger

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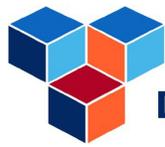
This series of screens captures data for a Merger that occurred during 2024; or prior to 2024 if this is the first time reported to the EEOC. If the Merger occurred in 2025, the employer(s) involved MUST STILL FILE for the 2024 reporting year if eligible to file.

If the Merger occurred in 2025, select the “*Back to Employer Dashboard*” link above left to return to the *Employer Dashboard* and file for 2024. If the Merger occurred in 2024 or earlier, please select the year and the “*Next*” button to continue.

2024

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Step 4: Select second option, “[Employer] is the result of a merger between two or more employers.”

Report Merger

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Which of the following best describes the merger [redacted] experienced?
Select one.

[redacted] merged with one or more employers and will be reported under the newly formed employer.

[redacted] is the result of a merger between two or more employers.

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263-201

Step 5: Provide the number of employers that merged to form the new employer and select “Next.”

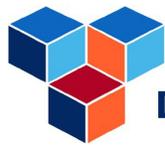
Report Merger

[← Back to Employer Dashboard](#)

You indicated [redacted] is the result of a merger between two or more employers. Please provide the number of employers that merged to create [redacted]. You will be prompted to enter basic information about these employers (e.g., employer name, EIN, Address, etc.)”

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Step 6: Provide the name of the first employer that merged to form the new employer.

Step 7: Provide as many other details as possible about the first employer and select “Next.”

Report Merger

← Back to Employer Dashboard

You indicated [redacted] is the result of a merger between two or more employers.

The 2024 EEO-1 Component 1 Report for [redacted] should incorporate all employers included in the merger.

Please provide the following information about the employers that merged to create [redacted]:

Employer (1 of 2)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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Report Merger

← Back to Employer Dashboard

You indicated [redacted] is the result of a merger between two or more employers.

The 2024 EEO-1 Component 1 Report for [redacted] should incorporate all employers included in the merger.

Please provide the following information about the employers that merged to create [redacted]:

Employer (1 of 2)

Employer Name*

EIN

OFS Company ID

Employer Headquarters Address, City, and State

Employer Contact

Contact Name

Contact Email

Comments

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Step 8: Continue to provide the employer information for all employers involved in the merger (Steps 5-7).

Step 9: Read the instructions describing the next steps to follow and select “Submit.”

Step 10: Continue filing for the newly formed employer.

Report Merger

The record for [redacted] has been updated!

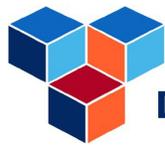
According to the information provided, you **should** file a 2024 EEO-1 Component 1 Report for [redacted] that incorporates all employers and their establishments included in the merger.

Next Steps (please read):

- Optional Step 1:** You may be able to reach out to contact(s) at [redacted] for any historical demographic data you may need to complete your 2024 EEO-1 Component 1 Report. The employer(s) should have the reports available and may provide them to you depending on any arrangements or agreements you have with the employer(s).
- Required Step 2:** Include [redacted] and any associated establishments in the 2024 EEO-1 Component 1 Report for [redacted]. For more information, please see the **ASM FACT SHEET** for further guidance.
- Required Step 3:** Select the “Submit” button below to complete this acquisition reporting process.

Back Submit

263-301



Completing Employer Information

Confirming/Updating Employer Contacts

Step 1. On the “My Employer List” screen, select the employer by clicking on either the “OFS Company ID” or “Employer Name” link to begin.

Add Employer

- Use OFS Company ID and unique Employer PIN
- Get access to existing employer record
- Register a new employer

+

Message Center

- Contact the Filer Support Team

→

Resources

- Access User's Guide
- Additional support materials

→

Notices

- Employers (i.e., filers) should read the updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the OFS. Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the Instruction Booklet and should not refer solely to other supplementary resource materials (e.g., FAQs, Fact Sheets) to complete their required 2024 EEO-1 Component 1 filing. The Instruction Booklet may be accessed at https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

Step 2. On the “Employer Dashboard”, select the “Confirm Employer Contacts” module.

My Employer List

To begin, select an employer below. This page only lists the “parent” company (i.e., headquarters) of multi-establishment employers.

Records: 118449

OFS COMPANY ID	EMPLOYER NAME	STATUS	CITY	STATE	UNLINK EMPLOYER RECORD
[Link]	[Link]	Not Started			✕

Step 3. In the “Contacts” section, select “Add New Contact.”

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts

Step 1: Begin by reviewing the contacts and accounts associated with the employer. You may return at any time to update the employer's contacts and accounts. Filers may also invite others to create an account in the EEO-1 Component 1 Online Filing System to access the employer's record.

Go →

Confirm Employer Details

Step 2: Confirm the employer's EIN, NAICS code, name, and address.

Finish Prior Steps

Contacts

< Back to [Link]

Contacts are individual representatives of the employer with responsibility for filing or certifying the 2024 EEO-1 Component 1 Report. Include individuals that should receive critical communications regarding the 2024 EEO-1 Component 1 Report. One contact must be listed as a Primary Contact.

If the Primary Contact is listed below but not identified as “Primary”:

- select the appropriate “Edit/Delete” button, and
- update the contact's communication preference to “Primary”.

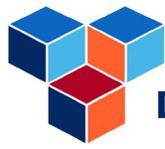
If the Primary Contact is not listed below, or if you would like to add an additional contact:

- select “Add New Contact”,
- enter the contact's information, and
- set the contact's communication preference to “Primary”.

Add New Contact

Action	First Name	Last Name	Title	Phone Number	Phone Extension	Email Address	Communication Preferences
Edit/Delete	[Link]	[Link]	[Link]	[Link]	[Link]	[Link]	[Link]

Accounts



Step 4. Enter the required information and select “Save.” The new contact will appear on the *Contacts* list.

[← Back to Contact List](#)

New Contact Details

Contacts are individual representatives of the employer with responsibility for filing or certifying the 2024 EEO-1 Component 1 Report. Contacts do not automatically receive *EEO-1 Component 1 Online Filing System* accounts. You must add individuals under the “Accounts” section on the *Confirm Employer Contacts* screen to provide account access. Do not add individuals as contacts that cannot serve as employer representatives. You can provide account-only access in the “Accounts” section.

*Required field

*First Name :

*Last Name :

*Title :

*Phone Number

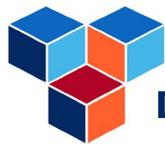
Phone Extension

*Email Address

*Re-Enter Email Address

*Communication Preferences

- Primary - contact will receive all postal and email communications
- General - contact will receive all email communications
- Unsubscribe/Do Not Contact - contact will not receive communications



Confirming/Updating Employer Details (Name/Address/NAICS/EIN)

Step 1. On the “My Employer List” screen, select the employer by clicking on either the “OFS Company ID” or “Employer Name” link to begin.

Add Employer

- Use OFS Company ID and unique Employer PIN
- Get access to existing employer record
- Register a new employer

Message Center

- Contact the Filer Support Team

Resources

- Access User's Guide
- Additional support materials

Notices

- Employers (i.e., filers) should read the updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the OFS. Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the Instruction Booklet and should not refer solely to other supplementary resource materials (e.g., FAQs, Fact Sheets) to complete their required 2024 EEO-1 Component 1 filing. The Instruction Booklet may be accessed at https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

My Employer List

To begin, select an employer below. This page only lists the "parent" company (i.e., headquarters) of multi-establishment employers.

Enter employer name

Records: 118449

OFS COMPANY ID	EMPLOYER NAME	STATUS	CITY	STATE	UNLINK EMPLOYER RECORD
[Red Box]	[Red Box]	Not Started	[Red Box]	[Red Box]	[Red X]

Step 2. Select “Confirm Employer Details.”

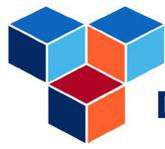
File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts Complete

Confirm Employer Details Step 2: Confirm the employer's EIN, NAICS code, name, and address. **Go →**

Confirm Eligibility Step 3: Answer the eligibility questions to determine if the employer is required to file its EEO-1 Component 1 Report for

Note: You may need to select “Confirm Employer Contacts” and proceed through this module before being able to select “Confirm Employer Details.”



EEO-1 Component 1 Data Collection



Step 3. Review and/or update the employer’s EIN, re-enter it to confirm its accuracy, and select “Next.”

Confirm Employer Information

Please review the employer information for the 2024 EEO-1 Component 1 data collection. Enter/update any information if applicable.

If filing by *Data File Upload* ensure the information for the employer headquarters in this series of screens is complete and accurate. This information will NOT be updated from the contents of the *Date File Upload*.

OFS Company ID: [redacted]
 Employer Name: [redacted]
 EIN: [redacted]

If the EIN displayed above is correct, re-enter the EIN and select the “Next” button to proceed to the next screen. If incorrect, enter and re-enter the correct information below and select the “Next” button to proceed.

Note - Both fields are required

EIN [redacted]*	Re-enter EIN*
-----------------	---------------

Please do not enter dashes

Next

285-101

Step 4. Review and/or update the employer’s NAICS code, re-enter it to confirm its accuracy, and select “Next.”

Confirm Employer Information

Please review the employer information for the 2024 EEO-1 Component 1 data collection. Enter/update any information if applicable. If the EIN displayed below is not correct, select the “Back” button to return and correct the EIN.

OFS Company ID: [redacted]
 Employer Name: [redacted]
 EIN: [redacted]
 2022 NAICS Code [redacted]: [redacted]
 2022 NAICS Description: [redacted]

Note - Both fields are required

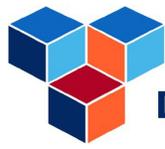
2022 NAICS Code [redacted] (#####)*	Re-enter 2022 NAICS Code*
-------------------------------------	---------------------------

Do not enter dashes

- Note 1 - NAICS codes are updated by the U.S. Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the 2024 EEO-1 Component 1 data collection, the 2022 NAICS codes should be used. To identify the correct NAICS code, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.
- Note 2 - NAICS Codes starting with 92 (public administration) are not allowed. Data collection is for private employers and not for organizations that are classified as public administration. If you are an entity that is more closely linked to State and Local Governments, you should be filing an EEO-4 Report. Please stop this EEO-1 filing process and contact the EEO-1 Component 1 [Filer Support Team](#) for further clarification and guidance.

Back Next

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Step 5. Update the employer’s name, website URL, physical address, and mailing address. Then, select “Next.”

Confirm Employer Information

Please review the employer information for the 2024 EEO-1 Component 1 data collection. Enter/update any information if applicable. If the EIN and/or 2022 NAICS Code displayed below is not correct, select the “Back” button to return and correct the information.

OFS Company ID: [redacted]
 Employer Name: [redacted]
 EIN: [redacted]
 2022 NAICS Code *****: [redacted]
 2022 NAICS Description: [redacted]

Note - Required fields are marked with an asterisk *

Employer Name ***** Employer Website URL

Physical Address of Headquarters
 If the employer has multiple locations, provide the headquarters physical address. If the employer is entirely remote, select “No Physical Locations” and provide a valid mailing address.

No Physical Locations

Physical Address (Number and Street)* Physical Address 2

Please do not enter a PO Box here

Physical City* Physical State* Physical Zip*

Mailing Address of Headquarters
 If the employer has multiple locations, provide the headquarters mailing address.

Mailing Address is same as Physical Address

Address (Number and Street)* Address 2

City* State* Zip*

285-104



Step 6. Review the information entered to confirm its accuracy. Then, select “*Confirm.*”

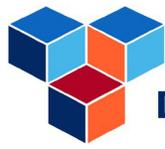
Confirm Employer Information

If the information below is accurate, click “*Confirm*” to return to the *Employer Dashboard*. From there, you can proceed to the next step in the filing process. Select “*Back*” to navigate to the appropriate screen to edit the employer’s information. Please be advised that you may return to update this information at any time before the 2024 EEO-1 Component 1 data collection cycle closes.

OFS Company ID: [redacted]
Employer Name: [redacted]
EIN: [redacted]
2022 NAICS Code: [redacted]
2022 NAICS Description: [redacted]
Physical Address: [redacted]
Mailing Address: [redacted]

[Back](#) [Confirm](#)

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Confirming Eligibility

Step 1: On the “Employer Dashboard”, select “Confirm Employer Eligibility.”

Step 2: Answer **each** of the three questions and select “Next.”

Note: The third question asks you to consider four criteria. Only select “Yes” for this question if the employer meets all four criteria.

File 2024 EEO-1 Component 1 Report

- Confirm Employer Contacts ✓ Complete
- Confirm Employer Details ✓ Complete
- Confirm Eligibility Go →

Step 3: Answer the eligibility questions to determine if the employer is required to file its EEO-1 Component 1 Report for the current reporting period. If not required to file, you will be provided with instructions on how to proceed. This is also where you will report a permanent closure of the employer.

Confirm Employer Eligibility

OFS Company ID: [redacted]
Employer Name: [redacted]

Answer the questions below to determine if the employer is required to file the EEO-1 Component 1 Report for 2024.

The filing by eligible employers of the EEO-1 Component 1 Report is required under section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e-8(c), and 29 CFR 1602.7-.14 and 41 CFR 60-1.7(a). Employers can find additional eligibility information in the EEO-1 Component 1 Instruction Booklet.

An employer that meets the employee threshold for EEO-1 Component 1 reporting purposes at ANY time during the fourth quarter (i.e., October 1 through December 31) of the reporting year, may not select a workforce snapshot period where it falls below the threshold in an effort to avoid the filing requirement.

Note - all questions are required

	Yes	No
At any time between October 1, 2024 and December 31, 2024 did the entire employer have <u>100 or more</u> employees?	<input type="radio"/>	<input type="radio"/>
At any time between October 1, 2024 and December 31, 2024 was the employer affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of <u>100 or more</u> employees?	<input type="radio"/>	<input type="radio"/>
At any time between October 1, 2024 and December 31, 2024 did the <i>employer</i> meet all four of the following criteria? 1. not exempt from the provisions of these regulations in accordance with 41 CFR 60-1.5; 2. had <u>50 or more</u> employees; 3. was a prime contractor or first tier subcontractor; and 4. had a contract, subcontract or purchase order amounting to \$50,000 or more or served as a depository of government funds in any amount, or was a financial institution which was an issuing and paying agent for U.S. savings bonds and savings notes: Provided, that any subcontractor below the first tier which performs construction work at the site of construction shall be required to file such a report if it meets the requirements of (1), (2) and (4).	<input type="radio"/>	<input type="radio"/>

Next

406-101



Not Required to File – Employer still in business

Step 3a: *If the EEO-1 Component 1 Online Filing System (OFS) determines, based on the answers to the previous questions, that the employer is not eligible, indicate the employer is not permanently closed and select “Next.”*

Confirm Employer Eligibility

OFS Company ID: [redacted]
Employer Name: [redacted]

Based on the “no” responses to all the eligibility questions on the preceding screen, the employer is not required to file the 2024 EEO-1 Component 1 Report. Help us determine some additional information through the next series of questions.

As of today, has the employer permanently ceased operations and is no longer in business ?

Yes
 No

Back Next

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Step 4a: Read the instructions on the next steps to complete your reporting and select “Continue.”

Confirm Employer Eligibility

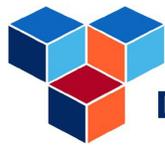
OFS Company ID: [redacted]
Employer Name: [redacted]

Based on the answers to the eligibility and out-of-business questions, the employer is not required to file the 2024 EEO-1 Component 1 Report. The required next steps are as follows:

- If this is incorrect and the employer should be filing the 2024 EEO-1 Component 1 Report, select “Back” to return and review the answers to the eligibility questions.
- If this is correct and the employer should not be filing the 2024 EEO-1 Component 1 Report, select “Confirm” and proceed to “Certify EEO-1 Component 1 Reports” on the Employer Dashboard to certify the 2024 EEO-1 Component 1 Report. You must certify the 2024 EEO-1 Component 1 Report to complete the filing process.
- Failure to certify will result in future prompts to file and complete the 2024 EEO-1 Component 1 Report.

Back Confirm

406-103



Step 5a: Complete the Certification step.

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload) <small>Step 4: After completing the steps above, you may begin filing the employer's employee data for all establishment locations by using either the manual data entry grid or an electronically uploaded data file.</small>	Not Required
Review EEO-1 Component 1 Reports <small>Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.</small>	Not Required
Certify EEO-1 Component 1 Reports <small>Step 6: To complete the filing process, the employer's Certifying Official must attest to the accuracy of the provided data.</small>	Required →



Not Required to File – Employer out of business

Step 3b: *If the EEO-1 Component 1 Online Filing System (OFS) determines, based on the answers to the previous questions, that the employer is not eligible, indicate the employer is permanently closed and select “Next.”*

Confirm Employer Eligibility

OFS Company ID: [REDACTED]
Employer Name: [REDACTED]

Based on the “no” responses to all the eligibility questions on the preceding screen, the employer is not required to file the 2024 EEO-1 Component 1 Report. Help us determine some additional information through the next series of questions.

As of today, has the employer permanently ceased operations and is no longer in business ?

Yes
 No

Back
Next

406-102

Step 4b: Read the instructions on the next steps to complete your reporting and select “Continue.”

Confirm Employer Eligibility

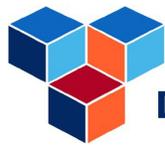
OFS Company ID: [REDACTED]
Employer Name: [REDACTED]

Based on the answers to the eligibility and out-of-business questions, the employer is not required to file the 2024 EEO-1 Component 1 Report. The required next steps are as follows:

- If this is incorrect and the employer should be filing the 2024 EEO-1 Component 1 Report, select “Back” to return and review the answers to the eligibility questions.
- If this is correct and the employer should not be filing the 2024 EEO-1 Component 1 Report, select “Confirm” and proceed to “Certify EEO-1 Component 1 Reports” on the *Employer Dashboard* to certify the 2024 EEO-1 Component 1 Report. You must certify the 2024 EEO-1 Component 1 Report to complete the filing process.
- Failure to certify will result in future prompts to file and complete the 2024 EEO-1 Component 1 Report.

Back
Confirm

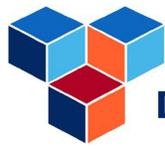
406-103



Step 5b: Complete the Certification step.

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload) <small>Step 4: After completing the steps above, you may begin filing the employer's employee data for all establishment locations by using either the manual data entry grid or an electronically uploaded data file.</small>	Not Required
Review EEO-1 Component 1 Reports <small>Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.</small>	Not Required
Certify EEO-1 Component 1 Reports <small>Step 6: To complete the filing process, the employer's Certifying Official must attest to the accuracy of the provided data.</small>	Required →



Required to File

Step 3c: Read the instructions on the next steps to take to complete your reporting and select “Confirm.”

Confirm Employer Eligibility

OFS Company ID:

Employer Name:

Based on the answers to the eligibility questions, the employer is required to file the 2024 EEO-1 Component 1 Report.

- If this is incorrect and the employer should not be filing the 2024 EEO-1 Component 1 Report, select “Back” to return and review the answers to the eligibility questions.
- If this is correct and the employer should be filing the 2024 EEO-1 Component 1 Report, select “Confirm” and proceed to “Report EEO-1 Component 1 Data” on the Employer Dashboard to enter the employee workforce demographic data.

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Step 4c: Continue to the Report EEO-1 Component 1 Data step.

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)	<div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Go →</div>
Review EEO-1 Component 1 Reports <small>Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.</small>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Finish Prior Steps</div>
Certify EEO-1 Component 1 Reports <small>Step 6: To complete the filing process, the employer's Certifying Official must attest to the accuracy of the provided data.</small>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Finish Prior Steps</div>



Data Reporting

Filing Preferences

Step 1. On the “My Employer List” screen, select the employer by clicking on either the “OFS Company ID” or “Employer Name” link to begin.

Step 2. From the “Employer Dashboard,” select the “Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)” module.

Note: This step will only become available after you have completed the prior steps (“Confirm Employer Contacts,” “Confirm Employer Details,” and “Confirm Eligibility.”)



Filing Preferences

Please indicate your filing preferences before you begin. You may change your filing preferences at any time.

Step 3. Select “Manual Data Entry” or “Data File Upload” on the “Filing Preferences” screen, depending on how you intend to file. Then enter the employer’s number of establishment locations, federal contractor status, UEI (if applicable), and workforce snapshot period.

What is your preferred method of providing EEO-1 Component 1 Reports? This setting determines how the next steps appear to you.

- Manual Data Entry**
Once you gather the counts at each location for each combination of Job Classification, Sex and Race/Ethnicity, you can enter the data manually into the data grid using this option. This method is recommended for organizations with fewer than 10 locations.
- Data File Upload**
This method is recommended if the organization has 10 or more locations and your Human Resource Information or Payroll Software is able to generate a file in the correct format. If the employer filed the 2023 EEO-1 Component 1 Report, prior to submitting the 2024 file please verify the Unit Numbers on YOUR establishment list against the establishments stored in the *Online Filing System* and available on the *Download Establishments* screen.

Step 4. Provide the number of establishments for the employer you are filing for, including the headquarters location.

How many establishment locations (1) (units) will be included in the EEO-1 Component 1 Report? Provide the number of establishment locations being reported including the employer headquarters (if a multi-establishment, do NOT include the Consolidated Report (formerly Type 2) in the count). Establishment locations are employer locations. The number of locations determines the number of EEO-1 Component 1 Reports the employer will be filing. You may change your preferences at any time.

Number of establishment locations (1) on file from 2023 EEO-1 Component 1 Report

Number of establishment locations (1) filing for 2024*

The Employer HQ location, and any acquisitions and new establishments should be included. Spinoffs or closed establishments should be excluded.

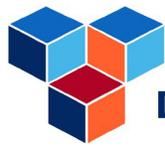
Step 5. Indicate whether the employer is a federal contractor.

As part of the EEO-1 Component 1 filing process, single-establishment (1) and multi-establishment (1) employers must identify whether they are a federal contractor (1) and if so, provide their associated Unique Entity ID (UEI) (1). Additionally, a multi-establishment employer must identify whether its headquarters and/or any non-headquarters establishment is a federal contractor and if so, provide the UEI associated with each.

Please note that employers with a headquarters and/or non-headquarters establishment(s) that is a federal contractor will be able to designate each such location at the establishment-level within the *OFS* and in the data file upload option. All such federal contractor designations, including the one below (i.e., at the enterprise level), will appear in “Section F – Federal Contractor Designation (if applicable)” (1) on the employer’s EEO-1 Component 1 report(s) generated by the *OFS*.

Is this employer a federal contractor?

- YES (Employer is a Federal Contractor)
- NO (Employer is NOT a Federal Contractor)



Step 6a. A single-establishment employer will provide the Workforce Snapshot Period.

Step 6b. A multi-establishment employer will indicate whether all establishments share the same Workforce Snapshot Period, EIN, and NAICS code.

Note: If a multi-establishment employer indicates that all establishments share the same Workforce Snapshot Period, drop-down selectors will be displayed to enter the start and end date of the employer's Workforce Snapshot Period.

What is the workforce snapshot pay period for the employer? Enter the start and end date for the employer's workforce snapshot pay period between October 1st and December 31st for which you are reporting. This can be changed later if necessary.

Examples of pay periods include weekly, bi-weekly, twice a month, monthly, etc. However, the date range entered cannot be greater than 31 days.

Start Month*	Start Day*
-- Select Month --	-- Select Day --
End Month*	End Day*
-- Select Month --	-- Select Day --

What is the workforce snapshot pay period for the employer? Enter the start and end date for the employer's workforce snapshot pay period between October 1st and December 31st for which you are reporting. This can be changed later if necessary.

Examples of pay periods include weekly, bi-weekly, twice a month, monthly, etc. However, the date range entered cannot be greater than 31 days.

Is the workforce snapshot pay period the same for ALL establishments/units of the employer?

- Yes
- No

Is the employer EIN the same for all employer establishments/units?

- Yes
- No

Is the employer 2022 NAICS Code is the same for all employer establishments/units?

- Yes
- No

What is the workforce snapshot pay period for the employer? Enter the start and end date for the employer's workforce snapshot pay period between October 1st and December 31st for which you are reporting. This can be changed later if necessary.

Examples of pay periods include weekly, bi-weekly, twice a month, monthly, etc. However, the date range entered cannot be greater than 31 days.

Is the workforce snapshot pay period the same for ALL establishments/units of the employer?

- Yes
- No

Start Month*	Start Day*
-- Select Month --	-- Select Day --
End Month*	End Day*
-- Select Month --	-- Select Day --

Is the employer EIN the same for all employer establishments/units?

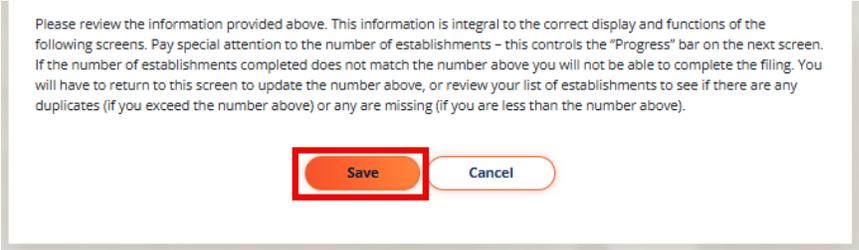
- Yes
- No

Is the employer 2022 NAICS Code is the same for all employer establishments/units?

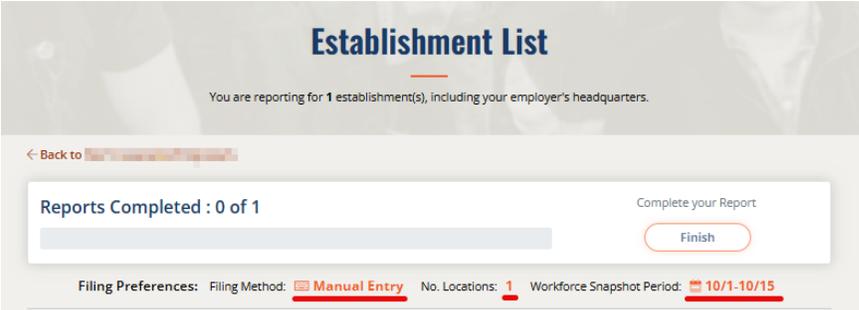
- Yes
- No

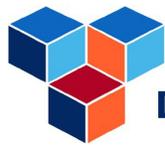


Step 7. When all of the “*Filing Preferences*” have been entered and confirmed, select “*Save*” to save these preferences.



Step 8. Once the “*Filing Preferences*” have been saved, the “*Filing Preferences*” window will not appear automatically after selecting “*Report EEO-1 Component 1 Data*” from the “*Employer Dashboard*”. To modify your “*Filing Preferences*” after they were initially saved, please select any of the orange text at the top of the “*Establishment List*” screen.





Manual Data Entry

Single-Establishment Employer

Step 1: Select the “*Edit*” button on the “*Establishment List*” screen.

Establishment List

You are reporting for 1 establishment(s), including your employer's headquarters.

← Back to [redacted]

Reports Completed : 0 of 1 Complete your Report

Filing Preferences: Filing Method: Manual Entry No. Locations: 1 Workforce Snapshot Period: 10/1-10/15

To enter the employee data, select the “*Edit*” button on the establishment record below. Once completed, select the “*Finish*” button above to continue. If the number of locations listed above is not correct, update your Filing Preferences.

Action	REPORT TYPE ↑	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
<input type="button" value="Edit"/>	Single	Incomplete	[redacted]	[redacted]	[redacted]	[redacted]	0

Step 2: On the data entry grid, provide the employer’s workforce demographic data, and select “Save.”

Establishment Information

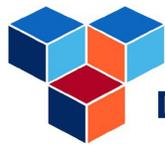
← Back to Employer Dashboard

Establishment ID: [redacted]
Establishment Name: [redacted]

Enter the number of employees from the workforce snapshot pay period you are reporting on for each cell below. Employees should only be counted in one category. Only include employees on payroll during this workforce snapshot pay period. Include both part-time and full-time employees, including employees who telework. Totals will calculate automatically.

Job Categories	Number Of Employees														Overall Total
	Hispanic or Latino		Race/Ethnicity										Overall Total		
	Male	Female	Male					Not Hispanic or Latino						Female	
		White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		
Executive/Senior Level Officials and Managers															
Exec/Mid Level Officials and Managers															
Professionals															
Technicians															
Sales Workers															
Administrative Support Workers															
Craft Workers															
Operatives															
Laborers and Helpers															
Service Workers															
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year Total	34	0	78	0	0	0	0	0	13	1	0	1	0	0	138

286-101



Step 3: Select the “Finish” button to complete your data reporting.

Establishment List
You are reporting for 1 establishment(s), including your employer's headquarters.

← Back to [redacted]

Reports Completed : 1 of 1
100%

Finish

Filing Preferences: Filing Method: **Manual Entry** No. Locations: **1** Workforce Snapshot Period: **10/1-10/15**

To enter the employee data, select the “Edit” button on the establishment record below. Once completed, select the “Finish” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Single	Complete	[redacted]	[redacted]	[redacted]	[redacted]	100

Multiple-Establishment Employer

Step 1a: Select the “Add Establishment” button to add a new establishment to the list if it is not already there.

Establishment List
You are reporting for 2 establishment(s), including your employer's headquarters.

← Back to [redacted]

Reports Completed : 0 of 2
2 Reports remaining

Finish

Filing Preferences: Filing Method: **Manual Entry** No. Locations: **2** Workforce Snapshot Period: **N/A**

To enter the employee data, select the “Edit” button for each establishment listed below. If necessary, add establishments to the employer's establishment list by selecting “+ Add Establishment” or delete establishments by selecting the appropriate “Delete” button (you cannot delete the Headquarters Report). Once completed, select the “Finish” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 1 [Incomplete](#) [+](#) Add Establishment

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Incomplete	[redacted]	[redacted]	[redacted]	[redacted]	0

Note: When you have as many or more completed reports than the number of locations you indicated you were filing for under “Filing Preferences”, the “Add Establishment” button will be disabled. If you need to add additional establishments, you must edit “Filing Preferences” or delete establishment reports which were entered in error.

Establishment List
You are reporting for 2 establishment(s), including your employer's headquarters.

← Back to [redacted]

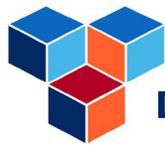
Reports Completed : 2 of 2
100%

Finish

Filing Preferences: Filing Method: **Manual Entry** No. Locations: **2** Workforce Snapshot Period: **10/1-10/15**

To enter the employee data, select the “Edit” button for each establishment listed below. If necessary, add establishments to the employer's establishment list by selecting “+ Add Establishment” or delete establishments by selecting the appropriate “Delete” button (you cannot delete the Headquarters Report). Once completed, select the “Finish” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 2 [Complete](#) [Deleted \(1\)](#) [+](#) Add Establishment



Step 1b: If the establishment is already in the “Establishment List,” select the “Edit” button on the left-hand side of the list item.

Records: 2 Incomplete Enter Establishment Name

[+ Add Establishment](#)

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Incomplete					0
Edit Delete	Establishment	Incomplete					0

Step 2a: If adding a new establishment, enter the establishment name, the establishment’s address, and whether the establishment is being added as a result of an acquisition and select “Next,”

Establishment Information

[← Back to \[redacted\]](#)

In the fields below, please enter the information for the establishment/unit ¹ for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID:
Establishment Name:

If the establishment is a U.S. government or military site that is restricted from disclosure, enter either “SECRET LOCATION” or “CONFIDENTIAL LOCATION” in the Address field but provide the City, State, and Zip Code of the establishment.

If this establishment is entirely remote, please select “No Physical Location.”

No Physical Location

Please do not enter a PO Box here

***Is this establishment being added to your employer’s filing as a result of an Acquisition?**

Yes No

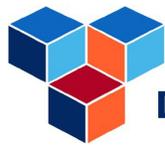
If Yes, please provide information about the employer from which this establishment was acquired (employer name, EIN, and/or EEO-1 OFS Company ID).

[Next](#) [Save & Continue Later](#)

291-101

Note 1: If you are adding a new establishment, you must select “Next” to create a record for it and assign it a Unit Number. If you select “Save & Continue Later” on this screen, the EEO-1 Component 1 Online Filing System (OFS) will attempt to save the data, but there will not be an associated Unit Number, so the data will be lost.

Note 2: The text box at the bottom of the screen asking for employer name, EIN, etc., only needs to be completed if the answer to the question about adding the establishment as a result of an acquisition was answered “Yes.” Otherwise, please leave it blank.



Step 2b: If reporting for an existing establishment, confirm and modify the establishment’s name and address as necessary, then select “Next.”

Establishment Information

[← Back to \[redacted\]](#)

In the fields below, please verify/update the information for the establishment/unit 1 for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID: [redacted]
Establishment Name: [redacted]

Establishment Name* ←

If the establishment is a U.S. government or military site that is restricted from disclosure, enter either “SECRET LOCATION” or “CONFIDENTIAL LOCATION” in the Address field but provide the City, State, and Zip Code of the establishment.

If this establishment is entirely remote, please select “No Physical Location.”

No Physical Location

Physical Address 1* (Number and Street) Physical Address 2 ←

Please do not enter a PO Box here

Physical City* State* Zip* ←

Next Save & Continue Later

291-101

Step 3: Enter or confirm and modify the establishment’s EIN as necessary and select “Next.”

Establishment Information

In the fields below, please verify/update the information for the establishment/unit 1 for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID: [redacted]
Establishment Name: [redacted]
EIN 1: [redacted]

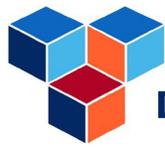
If the EIN for the establishment/unit is correct, select the “Next” button to proceed. If incorrect, enter and re-enter the EIN below and select the “Next” button to proceed.

EIN 1* Re-enter EIN*

Please do not enter dashes

Back Next Save & Continue Later

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Step 4: Enter or confirm and modify the establishment’s NAICS code as necessary, then select “Next.”

Establishment Information

In the fields below, please verify/update the information for the establishment/unit **1** for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID: [blurred]
 Establishment Name: [blurred]
 EIN **1**: [blurred]
 2022 NAICS Code **1**: [blurred]
 2022 NAICS Description: [blurred]

If the 2022 NAICS Code for the establishment/unit is correct, select the “Next” button to proceed. If incorrect, enter and re-enter the 2022 NAICS Code below and select the “Next” button to proceed.

NAICS Code **1** (#####)* Re-enter NAICS Code*

[blurred] [blurred]

Do not enter dashes

- Note 1** - NAICS codes are updated by the U.S. Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the 2024 EEO-1 Component 1 data collection, the 2022 NAICS codes should be used. To identify the correct NAICS code, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.
- Note 2** - NAICS Codes starting with 92 (public administration) are not allowed. Data collection is for private employers and not for organizations that are classified as public administration. If you are an entity that is more closely linked to State and Local Governments, you should be filing an EEO-4 Report. Please stop this EEO-1 filing process and contact the EEO-1 Component 1 [Filer Support Team](#) for further clarification and guidance.

Back Next Save & Continue Later

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Step 5: Enter or confirm and modify the establishment’s workforce snapshot period as necessary, then select “Next.”

Establishment Information

What is the workforce snapshot pay period **1** for the establishment/unit? In the fields below, verify/update the start and end date for the establishment/unit’s workforce snapshot pay period between October 1st and December 31st for which you are reporting.

Examples of pay periods include weekly, bi-weekly, twice a month, monthly, etc. However, the date range entered cannot be greater than 31 days.

Establishment ID: [blurred]
 Establishment Name: [blurred]
 Filing Year: [blurred]

Start Month Start Day

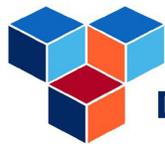
October 1

End Month End Day

October 15

Back Next Save & Continue Later

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Step 6: Indicate whether the establishment is a federal contractor and select “Next.”

Establishment Information

As part of the EEO-1 Component 1 filing process, single-establishment **1** and multi-establishment **1** employers must identify whether they are a federal contractor **1** and if so, provide their associated Unique Entity ID (UEI) **1**.

Additionally, a multi-establishment employer must identify whether its headquarters or any non-headquarters establishment is a federal contractor and if so, provide the UEI associated with each. Please note that employers with a headquarters and/or non-headquarters establishment(s) that is a federal contractor will be able to designate each such location at the establishment-level within the OFS and in the data file upload option. All such designations, including the one below, will appear in “Section F – Federal Contractor Designation **1** (if applicable)” on the employer’s EEO-1 Component 1 report(s) generated by the OFS.

Establishment ID: [REDACTED]
Establishment Name: [REDACTED]

Is this establishment a federal contractor?

Yes
 No

[Back](#) [Next](#) [Save & Continue Later](#)

291-105

Step 7: If the establishment is a federal contractor, enter the UEI if known, or ‘UNAVAILABLE’ if not known. Re-enter it to confirm and select “Next.”

Establishment Information

Establishment ID: [REDACTED]
Establishment Name: [REDACTED]

Please enter and re-enter the establishment UEI.

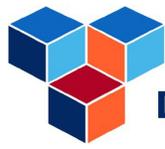
Notice: If you are a federal contractor but do not have a UEI, or are unsure which UEI to use, please enter and re-enter the following language in the field below: UNAVAILABLE.

UEI:
[REDACTED]

Re-enter UEI:
[REDACTED]

[Back](#) [Next](#) [Save & Continue Later](#)

291-106



Step 8: Enter the employee workforce demographic data into the data entry grid. Values in the total column and total row will automatically update as you enter the data. Confirm the data entered is correct, reflects the full workforce for the establishment and select **“Next.”**

Establishment Information

Enter the number of employees from the workforce snapshot pay period you are reporting on for each cell below. Employees should only be counted in one category; and only include employees on payroll during the workforce snapshot pay period. Include both part-time and full-time employees, including employees who telework. Totals will calculate automatically.

Establishment ID:

Establishment Name:

Number Of Employees

Job Categories	Race/Ethnicity														Overall Total	
	Hispanic or Latino		Not Hispanic or Latino													
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races
Executive/Senior Level Officials and Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pro/Mid Level Officials and Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative/Support Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Laborers and Helpers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Step 9: Optionally, enter any relevant comments for the establishment in the text box, or leave blank if there are none and select **“Submit.”**

Establishment Information

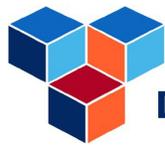
Remarks

Please use the space below to provide any remarks or other relevant information about this establishment/unit.

Establishment ID:

Establishment Name:

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EEO-1 Component 1 Data Collection



Step 10: Repeat steps 1-9 for all establishments (including the headquarters location), until the number of completed reports you have matches the number of locations you indicated you would report for in “*Filing Preferences.*” Select “*Finish*” to complete data entry.

< Back to [redacted]

Reports Completed : 3 of 3

100%

Finish

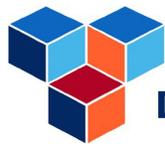
Filing Preferences: Filing Method: **Manual Entry** No. Locations: 3 Workforce Snapshot Period: **10/1-10/15**

To enter the employee data, select the “*Edit*” button for each establishment listed below. If necessary, add establishments to the employer’s establishment list by selecting “*+ Add Establishment*”, or delete establishments by selecting the appropriate “*Delete*” button (you cannot delete the Headquarters Report). Once completed, select the “*Finish*” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 3 Complete

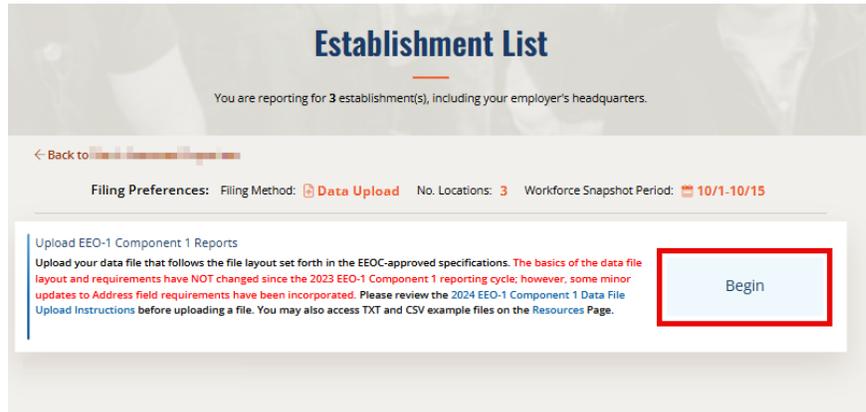
+ Add Establishment

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
<input type="button" value="Edit"/>	Headquarters	<u>Complete</u>	[redacted]	[redacted]	[redacted]	[redacted]	100
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Establishment	<u>Complete</u>	[redacted]	[redacted]	[redacted]	[redacted]	100
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Establishment	<u>Complete</u>	[redacted]	[redacted]	[redacted]	[redacted]	200



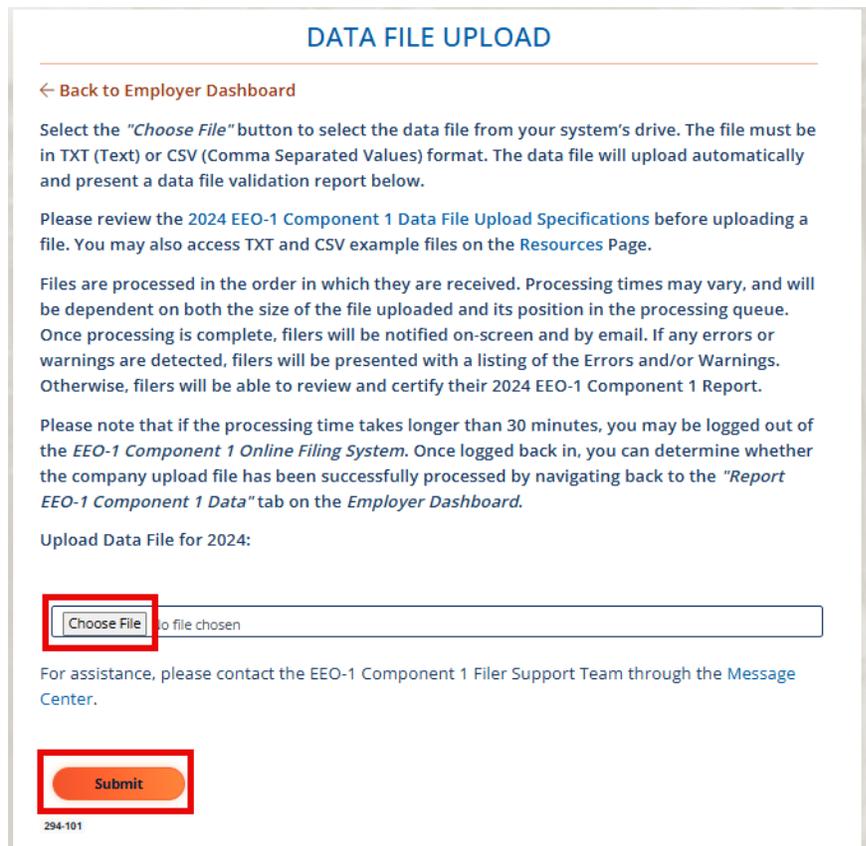
Data File

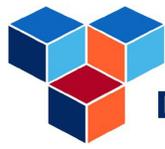
Step 1. Select “*Begin*” on the “*Establishment List*” screen.



Step 2. Read the provided information and then select “*Choose File*” to upload your data file. Select “*Submit*” to proceed to the next step.

Note: It is highly recommended you review the *2024 EEO-1 Component 1 Data File Upload Specification* to verify your Human Resource Information System (HRIS) or payroll software can generate a file in the required format. Without confirming that the file has the correct format, the data file may result in many errors.





Step 3. Once the file has been processed, a *Data File Validation Report* will appear to display any errors or warnings encountered during the upload of your data file. This report will provide a list of any errors and warnings along with an explanation.

An “Error” prevents the data from being saved to the *EEO-1 Component 1 Online Filing System (OFS)* and can only be resolved by correcting the data file and re-submitting it. A “Warning” will allow the data to be saved to the *OFS* but will flag one or more establishment reports that contain data that do not conform to the *Data File Upload Specifications*. Warnings may be resolved manually in the *OFS* or by modifying the data file and re-submitting it. You **MUST** resolve any errors and warnings to finish the “*Report EEO-1 Component 1 Data*” module of the EEO-1 Component 1 filing process.

Note: You may need to select “*View Full Report*” to see all the details of the *Data File Validation Report*.

← Back to [redacted]

Filing Preferences: Filing Method: **Data Upload** No. Locations: **3** Workforce Snapshot Period: **10/1-10/15**

Data File Issues
There were errors in the data file upload. Please review errors in the Data File Validation Report listed below. After resolving the errors in the data file, return to this screen, select **Resubmit** to the right, and upload the corrected file. Resubmit

Data File Validation Report

Process Date: [redacted] Filename: [redacted]
 Number of Errors: **2** File Type: CSV
 Number of Warnings: **0** Record Count: 4

The following issues will need to be addressed in order to proceed:

Error Summary Export Errors (2)

CSV Column	Description of Errors	Count of Errors	Error Number
	The Company Number (OFS Company ID) in the indicated Row(s) of the file does not match the OFS Company ID being filed, or is missing or is not 7 characters. Line Numbers: 3, 4 (Examples: [redacted])	2	#7

Note 1 – For assistance in finding a NAICS code, visit the <https://census.gov/naics/>.
 Note 2 – For assistance with any information displayed above, contact the [Filer Support Team](#). Please provide as much detail as possible and include the Error or Warning Number.

← Back to [redacted]

Reports Completed : 0 of 3 3 Reports remaining

Finish

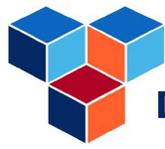
Filing Preferences: Filing Method: **Data Upload** No. Locations: **3** Workforce Snapshot Period: **10/1-10/15**

Upload EEO-1 Component 1 Reports
Your file has been uploaded and processed; however, some establishments have been assigned a status of “Warning” or “Missing” and must be fixed. The directions on how to fix the appropriate establishments is provided in the “Data File Validation Report” below. To view the list of those establishments, click the appropriate label above the list of establishments to filter to those records. Information

Data File Validation Report

Process Date: 3/25/2025 7:55:19 PM Filename: [redacted]
 Number of Errors: **0** File Type: CSV
 Number of Warnings: **16** Record Count: 15

View Full Report



Step 4. After updating your data file to resolve any errors or warnings, select “Resubmit.” Then, select “Begin” to re-upload your file.

⚠ **Data File Issues**

There were errors in the data file upload. Please review errors in the Data File Validation Report listed below. After resolving the errors in the data file, return to this screen, select **Resubmit** to the right, and upload the corrected file.

Resubmit

Repeat steps 4 and 5 as necessary until the file is accepted without error.

Note: The *OFS* checks the file first for major errors, such as incorrect data file format or length. If the data file is not properly formatted, the *OFS* cannot check for other errors and warnings. The *OFS* will automatically reject the data file without checking for other errors and warnings when it detects major formatting errors. Thus, after correcting errors and warnings from the *Data File Validation Report* and re-submitting the data file, you may encounter new errors and warnings that the *OFS* could not previously identify.

Step 5. Once your data file upload is accepted without error, you can make additional edits by selecting the “Edit” button to open the data grid and proceed through the screens. You can also select the lock icon in the green status bar to re-upload a modified data file.

← Back to [redacted]

Reports Completed : 3 of 3

100%

Finish

Filing Preferences: Filing Method: 📁 Data Upload No. Locations: **3** Workforce Snapshot Period: 📅 10/1-10/15

📁 **Upload EEO-1 Component 1 Reports**
✓ Accepted
🔒

📄 Test File : (.csv)
📄 Test File : (.txt)

To enter the employee data, select the “Edit” button for each establishment listed below. If necessary, add establishments to the employer’s establishment list by selecting “+ Add Establishment”, or delete establishments by selecting the appropriate “Delete” button (you cannot delete the Headquarters Report). Once completed, select the “Finish” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

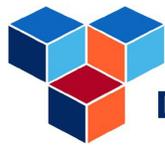
Records: 3

☐ Complete
☐ Deleted (1)

Enter Establishment Name 🔍

+ Add Establishment

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Complete	[redacted]	[redacted]	[redacted]	[redacted]	99
Edit	Establishment	Complete	[redacted]	[redacted]	[redacted]	[redacted]	311
Edit	Establishment	Complete	[redacted]	[redacted]	[redacted]	[redacted]	81



Step 6. Once all establishment statuses are set to “*Complete*,” you will be able to select “*Finish*” on the “*Reports Completed*” status bar. If the status bar is not complete, you will not be able to select “*Finish*.” Selecting this button will take you back to the “*Employer Dashboard*,” where you can continue to review and certify the reports.

< Back to [redacted]

Reports Completed : 3 of 3

100%

Finish

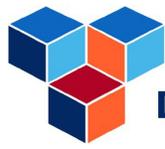
Filing Preferences: Filing Method: Manual Entry No. Locations: **3** Workforce Snapshot Period: 10/1-10/15

To enter the employee data, select the “*Edit*” button for each establishment listed below. If necessary, add establishments to the employer’s establishment list by selecting “+ *Add Establishment*”; or delete establishments by selecting the appropriate “*Delete*” button (you cannot delete the Headquarters Report). Once completed, select the “*Finish*” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 3 Complete Q

+ Add Establishment

Action	REPORT TYPE +	STATUS +	UNIT NUMBER +	ESTABLISHMENT NAME +	CITY +	STATE +	TOTAL EMPLOYEES +
Edit	Headquarters	Complete	[redacted]	[redacted]	[redacted]	[redacted]	99
Edit Delete	Establishment	Complete	[redacted]	[redacted]	[redacted]	[redacted]	55
Edit Delete	Establishment	Complete	[redacted]	[redacted]	[redacted]	[redacted]	81



Certification

*** Your reports are NOT considered submitted until you complete these steps. ***

Review

Step 1. Select the “Review EEO-1 Component 1 Reports” module to see a list of the employer’s uncertified 2024 EEO-1 Component 1 Reports.

File 2024 EEO-1 Component 1 Report

- Confirm Employer Contacts ✓ Complete
- Confirm Employer Details ✓ Complete
- Confirm Eligibility ✓ Complete
- Report EEO-1 Component 1 Data (Manual Entry or Data File Upload) ✓ Complete

Review EEO-1 Component 1 Reports
Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.

[View PDF](#)

Note: While this step is optional, it is highly recommended to review the data before certifying.

Step 2. Select “Download” to review PDF versions of your reports. If you are reporting for a multi-establishment employer, this list will also show the auto-generated Consolidated Report. If any of these reports do not match your records, return to the appropriate module of the “Employer Dashboard” to make updates.

← Back to [redacted]

Records (4)

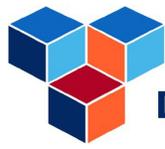
Please review the reports to confirm the entered data is accurate. Your Consolidated Report has been automatically generated for you to review with the totals from the other reports – ensure this report is complete and accurate. Download a PDF version of a report by selecting the “Download” button next to the report; or select the “Download All” link to download one file of all PDF reports. If you discover errors, you can go back to the Employer Dashboard to make any necessary updates to the information or data.

[Download All](#) ← **All Reports in one PDF**

NOTE: Please click only once, downloads of large numbers of reports may take a minute or two.

Individual Reports

ACTION	REPORT TYPE	UNIT NUMBER	EST. NAME	STREET	CITY	STATE
Download	Consolidated	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Download	Headquarters	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Download	Establishment	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Download	Establishment	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]



Step 3. After you have reviewed all the reports, select “Back” to return to the “Employer Dashboard.”

Review EEO-1 Component 1 Reports

[← Back to Employer Dashboard](#)

Records (4)

Please review the reports to confirm the entered data is accurate. Your Consolidated Report has been automatically generated for you to review with the totals from the other reports – ensure this report is complete and accurate. Download a PDF version of a report by selecting the “Download” button next to the report; or select the “Download All” link to download one file of all PDF reports. If you discover errors, you can go back to the Employer Dashboard to make any necessary updates to the information or data.

[Download All](#)

Note: Please click only once, downloads of large numbers of reports may take a minute or two.

ACTION	REPORT TYPE	UNIT NUMBER	EST. NAME	STREET	CITY	STATE
Download	Consolidated	123456789	ABC COMPANY INC	123 MAIN ST	NEW YORK	NY
Download	Headquarters	987654321	DEF COMPANY LLC	456 MARKET ST	LOS ANGELES	CA

Certify

Step 1. Select the “Certify EEO-1 Component 1 Reports” module.

Note: The “Review EEO-1 Component 1 Reports” section is for your review only and will not show as “Complete” in the “Employer Dashboard.”

Step 2. Provide any optional comments or relevant information. This allows you to add anything you feel is noteworthy regarding the employer’s 2024 EEO-1 Component 1 Report that was not otherwise captured.

File 2024 EEO-1 Component 1 Report

- [Confirm Employer Contacts](#) ✓ Complete
- [Confirm Employer Details](#) ✓ Complete
- [Confirm Eligibility](#) ✓ Complete
- [Report EEO-1 Component 1 Data \(Manual Entry or Data File Upload\)](#) ✓ Complete

[Review EEO-1 Component 1 Reports](#)
Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer’s Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report. [View PDF](#)

[Certify EEO-1 Component 1 Reports](#)
Step 6: To complete the filing process, the employer’s Certifying Official must attest to the accuracy of the provided data. [Required →](#)

Certify Report

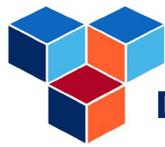
[← Back to Employer Dashboard](#)

OFS Company ID: [REDACTED]
Employer Name: [REDACTED]

Please use the space below to provide any optional comments or relevant information about the 2024 EEO-1 Component 1 Report filing. This information will appear on your completed report.

[Back](#) [Next](#)

287-102



Step 3. Provide contact information for the Certifying Official and the Primary Contact (if different from the Certifying Official). Then, select “Next.”

Certify Report

OFS Company ID: [redacted]
Employer Name: [redacted]

Please complete the information below for the 2024 EEO-1 Component 1 Report.

Certifying Official* Title*

Telephone number (xxx-xxx-xxxx)* Email Address*

xxx-xxx-xxxx

Report Contact Information

Contact name and information is same as above

Contact's Employer*:

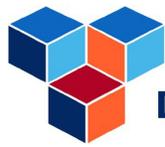
Contact Name*: Title*

Telephone number (xxx-xxx-xxxx)* Email Address*

xxx-xxx-xxxx

[Back](#) [Next](#)

287-103



Step 4. Select the checkbox to verify that the statements and data are accurate and prepared according to the instructions. Finally, select “Certify” to complete your report.

Certify Report

OFS Company ID: [redacted]
Employer Name: [redacted]

Please do a final review of the information and data by selecting the “Consolidated Report” button below.

If the report is correct, check the “statement” box and select “Certify” to finalize the 2024 EEO-1 Component 1 Report.

If the report is not correct, select the “Save & Continue Later” button and you will be taken back to the *Employer Dashboard*. From there you will be able to navigate to the appropriate sections of the report to update or correct any information or data, and then return to certify the report.

Consolidated Report ← **Same report as in “Review EEO-1 Component 1 Report” Section**

*I certify that the information, including any workforce demographic data, provided in this report is correct and true to the best of my knowledge and was prepared in conformity with the directions set forth in the form and accompanying instructions.

Knowingly and willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001. All reports and information obtained from this report will be kept confidential as required by section 709(e) of Title VII.

If you experience any technical issues, please use the [Message Center](#) to contact the EEO-1 Component 1 Filer Support Team for assistance.

Back
Certify
Save & Continue Later

287-104

Step 5. Select “Report” to download/print a copy of the employer’s certified report for your records.

← [Back to Employer List](#)

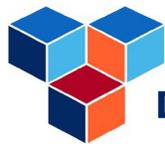
[Historic EEO-1 Reports](#)
[Download Establishments](#)

Employer Name: [redacted] Number of Reports Filed: **3**
 OFS Company ID: [redacted] Certifying Official: [redacted]
 Year: **2024** Title: [redacted]
 Certification Date: **3/26/2025 9:51 AM**

Thank you for completing the EEO-1 Component 1 Report for 2024. Select the “Report” button below to download and print the certified version of the results.

Report
Decertify

Save or print a copy of the report for your records. If after reviewing you find any errors, you may decertify and resubmit the employer’s data prior to the filing deadline. If you need additional assistance, please contact the EEO-1 Component 1 Filer Support Team using the [Message Center](#) (link is available on the upper right of this screen).



Getting Help

Account Issues

Account issues are resolved using the Account Issues Form. The Filer Support Team will use the information provided on the Account Issues Form to resolve account issues.

Account Issues Form: www.eeocdata.org/AccountIssues?ProjectId=EEO1.

Step 1: After a failed login attempt, the EEO-1 login screen will display a link to the account issues form.

Sign in

The entered credentials are invalid. The username should be your email address.
If a problem still exists, use the [Account Issues Form](#) to contact the EEO-1 Component 1 Filer Support Team.

Username

This should be your email address as established during account setup, not the 7-character OFS Company ID.

Password [Forgot Password?](#)

Step 2: Fill out the required fields within the form.

Step 3: Select one of the two options: “I am unable to create an account.” or “I created an account but cannot access it.”

The EEO-1 Component 1 Filer Support Team is available to assist you. Please complete the form below and an agent will contact you to complete this request.

* Required field

<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<small>If Known, OFS Company ID assigned by EEOC</small>	<small>If Known: Employer Identification Number</small>
<input type="text"/>	<input type="text"/>

What is the nature of your account issue?

I am unable to create an account

I created an account but cannot access it

265-101



I am unable to create an account

Step 4a: If you selected “I am unable to create an account,” select the issue you are experiencing:

- “I did not receive the verification email”
- “I encountered an error on the website”

Step 5a: If you selected “I did not receive the verification email,” enter the email address you used to create your account and select “Next.”

What kind of account creation issue are you experiencing?

I did not receive the verification email

Enter the email address you used to create your account:

I encountered an error on the website

[Back](#) [Next](#)

265-102

Step 6a: If you selected “I encountered an error on the website”, select “Next.”

Step 7a: Indicate at what point the error occurred:

- “When entering and re-typing my email address”
- “After following the verification link emailed to me”
- “After entering password and contact information, when attempting to log in”

At what point did the error occur?

When entering and re-typing my email address

After following the verification link emailed to me (either the link did not work or there was an issue entering password and contact information)

When attempting to log in after entering password and contact information

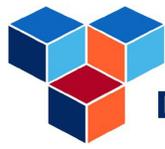
Please provide more information about the error (include exact error message):

[Back](#) [Next](#)

265-103

Step 8a: Provide additional information about what you experienced in the text box.

Step 9a: Select “Next.”



I created an account but cannot access it

Step 4b: If you selected “I created an account but cannot access it,” select the issue you are experiencing:

- “Email address/username not recognized”
- “Selected ‘Forgot Password’ but did not receive an email to create a new password”
- “Password not recognized after going through ‘Forgot Password’ steps”

What issue is occurring?

- Email address/username not recognized
- Selected “Forgot Password” but did not receive an email to create a new password
- Password not recognized after going through “Forgot Password” steps
- Received an error after attempting to create a new password

Please provide more information about the error (include exact error message):

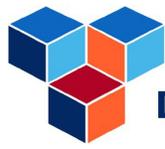
[Back](#) [Next](#)

265-104

- “Receiving an error after attempting to create a new password”

Step 5b: Provide additional information about what you experienced in the text box.

Step 6b: Select “Next” to submit your account issue.



Contacting Filer Support Team

Step 1. Select “*Message Center*” on the “*My Employer List*” screen or choose the mail icon in the top-right of the page header.

Add Employer

- Use OFS Company ID and unique Employer PIN
- Get access to existing employer record
- Register a new employer

Message Center

- Contact the Filer Support Team

Resources

- Access User's Guide
- Additional support materials

Notices

- Employers (i.e., filers) should read the updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the OFS. Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the Instruction Booklet and should not refer solely to other supplementary resource materials (e.g., FAQs, Fact Sheets) to complete their required 2024 EEO-1 Component 1 filing. The Instruction Booklet may be accessed at https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

U.S. Equal Employment Opportunity Commission

EEO-1

Step 2. Select “*New Message*.”

[← Back to Employer List](#)

The *Message Center* is the primary location for communicating with the EEO-1 Component 1 Filer Support Team. Messages are responded to in the order in which they are received. You will receive an email notification when you receive a response. Please note that tickets are automatically closed seven days after the EEO-1 Component 1 Filer Support Team responds if no additional response is received from the filer.

The EEO-1 Component 1 Filer Support Team will respond to your message as quickly as possible. Please do not submit multiple or follow-up messages as this may cause processing delays. We appreciate your patience.

+ New Message

STATUS	SUBJECT	FILER
--------	---------	-------

Step 3. Choose the appropriate “*Category*,” and the applicable “*Topic*,” then select “*Continue*” if none of the Related Resources answer your question.

Message Center

[← Back to Message Center Home Page](#)

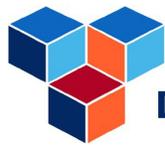
New Message

*Required field

*Select Category :

*Select Topic :

Continue **Cancel**



Step 4. Enter your question to the Filer Support Team. You can also select the employer this question “Applies to” and optionally upload a file by selecting “Choose file.” Select “Submit” to send your message.

Message Center

[← Back to Message Center Home Page](#)

New Message

As the resources on the previous screen did not resolve your issue, please enter your message to the EEO-1 Component 1 Filer Support Team below. Please be as specific as possible. Also select the filer to which the message/inquiry applies (if applicable). You will receive an email notification when a response is provided.

*Required field

Category: **General Questions** Optional

Applies to (select one): [Dropdown menu]

*Message :

Message...

Choose File No file chosen

Submit Cancel

Step 5. You will receive an email notifying you when there is a response to your message(s). You may also check the *Message Center* for updates and replies to your message(s). Select a message to see more details.

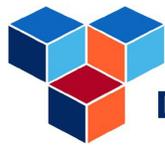
[← Back to Employer List](#)

The *Message Center* is the primary location for communicating with the EEO-1 Component 1 Filer Support Team. Messages are responded to in the order in which they are received. You will receive an email notification when you receive a response. Please note that tickets are automatically closed seven days after the EEO-1 Component 1 Filer Support Team responds if no additional response is received from the filer.

The EEO-1 Component 1 Filer Support Team will respond to your message as quickly as possible. Please do not submit multiple or follow-up messages as this may cause processing delays. We appreciate your patience.

+ New Message

STATUS	SUBJECT	FILER	STATUS DATE (ET)	REPLIES	LAST MESSAGE	
! New Response	General Questions		4/15/2025 4:57 PM	3	Filer Support	→



Step 6. You may reply to the response by entering a message below the Filer Support Team response. Select *“Issue Resolved/Close Message”* when you are satisfied with the response to your question. After seven days of inactivity, the message will automatically close.

General Questions New Response 4/15/2025 4:49:33 PM Replies: 1

Original Message

Replies

4/15/2025 4:53:58 PM by Filer Support

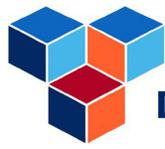
Reply

Send

Choose Files No file chosen

✔ Issue Resolved/Close Message

Note: Ticket will be automatically closed 7 days after the EEO-1 Component 1 Filer Support Team responds.



Accessing Additional Resources

EEO-1 Component 1 Instruction Booklet:

<https://eeocdata.org/EEO1/home/instructionbooklet>

EEO-1 Component 1 Fact Sheets:

www.eeocdata.org/EEO1/home/factsheets

EEO-1 Component 1 Frequently Asked Questions:

www.eeocdata.org/EEO1/home/faq

EEO-1 Component 1 Data File Upload Specifications:

www.eeocdata.org/EEO1/home/datafilespecs

EEO-1 Component 1 Job Classification Guide:

www.eeocdata.org/EEO1/home/jobclassifications

Additional resources, including the Example Data Files, are located on the “Resources” page within the *EEO-1 Component 1 Online Filing System (OFS)*. You can access the “Resources” page from the “My Employer List” screen or by selecting the folder icon in the header on the top right of the *OFS*.

U.S. Equal Employment Opportunity Commission

EEO-1

Add Employer

- Use OFS Company ID and unique Employer PIN
- Get access to existing employer record
- Register a new employer

Message Center

- Contact the Filer Support Team

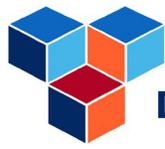
Resources

- Access User's Guide
- Additional support materials

Notices

- Employers (i.e., filers) should read the updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the OFS. Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the Instruction Booklet and should not refer solely to other supplementary resource materials (e.g., FAQs, Fact Sheets) to complete their required 2024 EEO-1 Component 1 filing. The Instruction Booklet may be accessed at https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

My Employer List

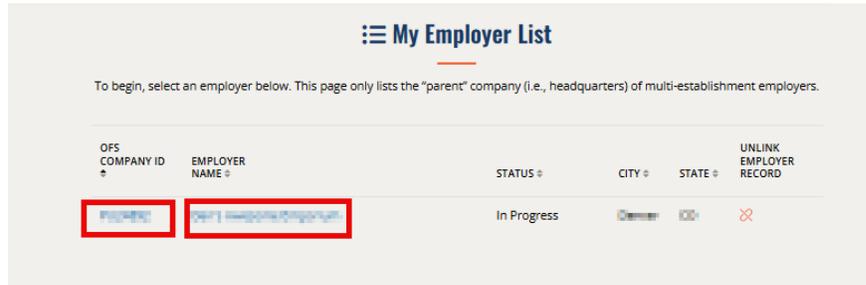


Appendix – Common Questions

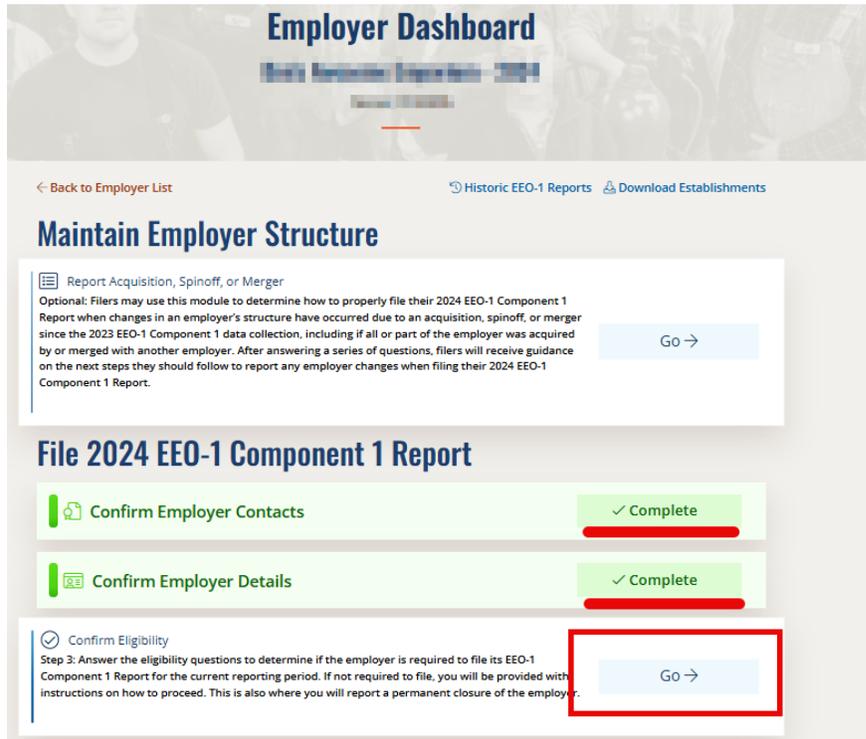
How do I report that an employer is no longer in business?

Employers that have permanently ceased operations in 2024 need to complete the following steps to report the closure and to be in compliance with the EEOC.

Step 1. Under “*My Employer List*,” select the closed employer by clicking on either the “*OFS Company ID*” or “*Employer Name*” link to begin.



Step 2. First, complete the screens in the “*Confirm Employer Contacts*” and “*Confirm Employer Details*” modules. After these modules are completed, select the “*Confirm Eligibility*” module.





Step 3. Answer the eligibility questions regarding the employer’s operations in 2024.

	Yes	No
At any time between October 1, 2024 and December 31, 2024 did the entire employer have 100 or more employees?	<input type="radio"/>	<input checked="" type="radio"/>
At any time between October 1, 2024 and December 31, 2024 was the employer affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more employees?	<input type="radio"/>	<input checked="" type="radio"/>
At any time between October 1, 2024 and December 31, 2024 did the <i>employer</i> meet all four of the following criteria? <ol style="list-style-type: none"> not exempt from the provisions of these regulations in accordance with 41 CFR 60-1.5; had 50 or more employees; was a prime contractor or first tier subcontractor; and had a contract, subcontract or purchase order amounting to \$50,000 or more or served as a depository of government funds in any amount, or was a financial institution which was an issuing and paying agent for U.S. savings bonds and savings notes: Provided, that any subcontractor below the first tier which performs construction work at the site of construction shall be required to file such a report if it meets the requirements of (1), (2) and (4). 	<input type="radio"/>	<input checked="" type="radio"/>

Next

406-101

Step 4. Indicate the employer is closed by selecting “Yes” on the next screen.

Confirm Employer Eligibility

OFS Company ID: [redacted]
Employer Name: [redacted]

Based on the “no” responses to all the eligibility questions on the preceding screen, the employer is not required to file the 2024 EEO-1 Component 1 Report. Help us determine some additional information through the next series of questions.

As of today, has the employer permanently ceased operations and is **no longer in business** ?

Yes
 No

Back Next

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Step 5. Select “Confirm” on the next screen to confirm the employer is out of business.

Confirm Employer Eligibility

OFS Company ID: [redacted]
Employer Name: [redacted]

Based on the answers to the eligibility and out-of-business questions, the employer is not required to file the 2024 EEO-1 Component 1 Report. The required next steps are as follows:

- If this is incorrect and the employer should be filing the 2024 EEO-1 Component 1 Report, select “Back” to return and review the answers to the eligibility questions.
- If this is correct and the employer should not be filing the 2024 EEO-1 Component 1 Report, select “Confirm” and proceed to “Certify EEO-1 Component 1 Reports” on the Employer Dashboard to certify the 2024 EEO-1 Component 1 Report. You **must** certify the 2024 EEO-1 Component 1 Report to complete the filing process.
- Failure to certify will result in future prompts to file and complete the 2024 EEO-1 Component 1 Report.

Back Confirm

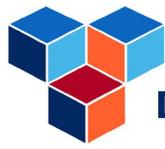
406-103



Step 6. Continue to the “*Certify EEO-1 Component 1 Reports*” module to complete the filing process and obtain a certified report indicating the employer is out of business.

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload) <small>Step 4: After completing the steps above, you may begin filing the employer's employee data for all establishment locations by using either the manual data entry grid or an electronically uploaded data file.</small>	Not Required
Review EEO-1 Component 1 Reports <small>Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.</small>	Not Required
Certify EEO-1 Component 1 Reports <small>Step 6: To complete the filing process, the employer's Certifying Official must attest to the accuracy of the provided data.</small>	Required →

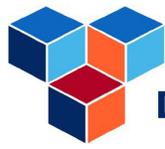


How do I provide OFS access to an employer’s record to someone else?

Step 1. On the “My Employer List” screen, select the employer by clicking on either the “OFS Company ID” or “Employer Name” link.

Step 2. On the “Employer Dashboard” screen, select the “Confirm Employer Contacts” module.

Step 3. Under the “Accounts” section, select “Add Account.”



Step 4. Enter and re-enter the email address of the individual you want to invite and select “*Send Invite Email.*” An email will be sent to the email address with instructions on how to create an account, along with the “*OFS Company ID*” and “*Employer PIN*” needed to link to the employer.

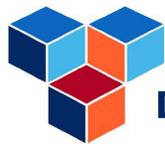
< Back to Contact List

*Required field

*Email Address :

*Re-Enter Email Address :

Send Invite Email Cancel



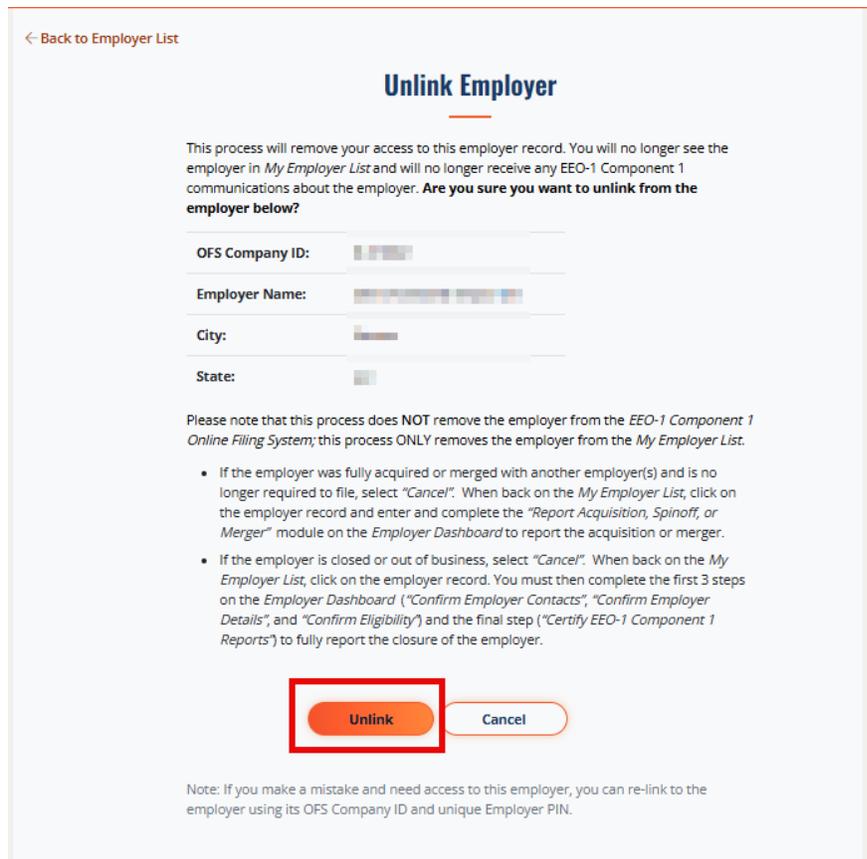
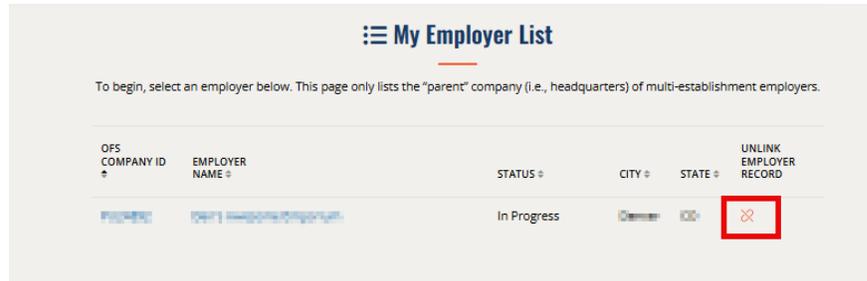
How do I remove an employer I no longer need to access from “My Employer List?”

Note: Removing an employer from the “My Employer List” using the following method DOES NOT delete the employer from the EEO-1 Component 1 Online Filing System (OFS). It only unlinks your account from the employer record. Employer contacts will still receive communications about filing for the employer, and the employer, if eligible, will still be required to file the EEO-1 Component 1 Report. **NOTE: If the employer you are attempting to unlink is not eligible to file, the employer's eligibility record will still need to be updated in the OFS, or the employer may become non-compliant.**

Step 1. On the “My Employer List” screen, identify the employer you would like to unlink.

Step 2. Select the icon under the “Unlink Employer Record” column for that employer.

Step 3. Read the information provided on the confirmation screen and select “Unlink” to remove the employer from your account.



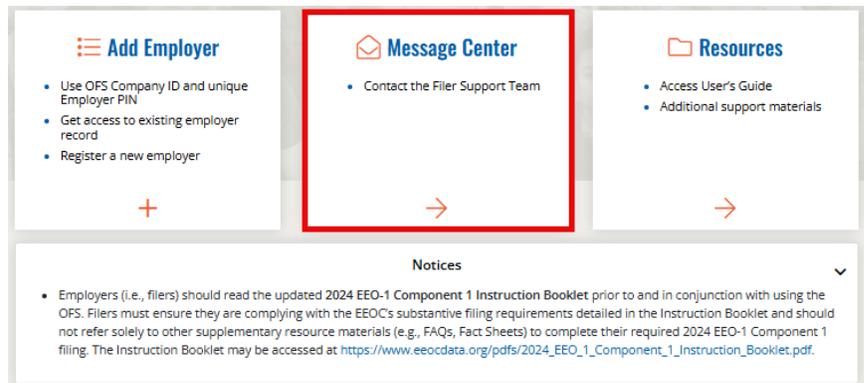


How do I delete an employer record that was registered in error?

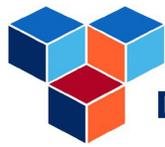
The *EEO-1 Component 1 Online Filing System (OFS)* does not permit filers to delete or remove registered employers directly.

- If an employer is out of business, refer to the section “*How do I Report That An Employer Is No Longer In Business.*”
- If the employer is ineligible, refer to the section “*Confirming Eligibility.*”
- If you no longer need access to an employer, please unlink the employer from your *OFS* account. However, if the employer you are attempting to unlink is not eligible to file, the employer’s eligibility record will need to be updated in the *OFS*, or the employer may become non-compliant.

If you registered an employer in the *OFS* in error (such as reporting a subsidiary establishment as an employer), please contact the Filer Support Team and provide details about the employer, including the *OFS* Company ID, and explain the reason why you believe the employer was registered incorrectly. The Filer Support Team will review the situation, provide you with additional instructions, and, if appropriate, handle removing the incorrectly registered employer.



Note: If the employer registered in error is out of business or ineligible to file, you can indicate that during the “*Confirm Eligibility*” step.



Can I make changes to my report after certification?

If you have completed the certification step before the end of the open data collection period and find an error in your EEO-1 Component 1 Report, select “Decertify” and make the required edits. After correcting errors, you will need to repeat the steps outlined above to recertify your report before the filing deadline.

Step 1: Select the “Decertify” button on the “Employer Dashboard” after certification.

← Back to Employer List Historic EEO-1 Reports Download Establishments

Employer Name: ██████████ Number of Reports Filed: 3
 OFS Company ID: ██████████ Certifying Official: ██████████
 Year: 2024 Title: ██████████
 Certification Date: 3/26/2025 9:51 AM

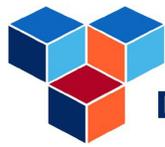
✓ Thank you for completing the EEO-1 Component 1 Report for 2024. Select the “Report” button below to download and print the certified version of the results.

Save or print a copy of the report for your records. If after reviewing you find any errors, you may decertify and resubmit the employer's data prior to the filing deadline. If you need additional assistance, please contact the EEO-1 Component 1 Filer Support Team using the [Message Center](#) (link is available on the upper right of this screen).

Step 2: Confirm that you want to decertify the report by selecting “Yes.”

Decertify Report ✕

Are you sure you want to Decertify the 2024 EEO-1 Component 1 Report?
 Please remember to return and complete the “Certify 2024 EEO-1 Report” step in order to complete the filing process.
 The filing is not complete until the report is certified.



Step 3: Select any of the completed steps to re-open that step for editing.

Note: Re-opening a step will re-open any subsequent steps. Your data will not be lost, though it may be affected by changes you make. Please review and re-complete each subsequent step to ensure accuracy.

Step 4: Recertify your EEO-1 Component 1 Report after making any edits. The filing is not complete until the report is certified.

[← Back to Employer List](#) [Historic EEO-1 Reports](#) [Download Establishments](#)

Maintain Employer Structure

[Report Acquisition, Spinoff, or Merger](#)
 Optional: Filers may use this module to determine how to properly file their 2024 EEO-1 Component 1 Report when changes in an employer's structure have occurred due to an acquisition, spinoff, or merger since the 2023 EEO-1 Component 1 data collection, including if all or part of the employer was acquired by or merged with another employer. After answering a series of questions, filers will receive guidance on the next steps they should follow to report any employer changes when filing their 2024 EEO-1 Component 1 Report.

[Go →](#)

Select to Re-open and Edit

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)	✓ Complete

File 2024 EEO-1 Component 1 Report

Confirm Employer Contacts	✓ Complete
Confirm Employer Details	✓ Complete
Confirm Eligibility	✓ Complete
Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)	✓ Complete

[Review EEO-1 Component 1 Reports](#)
 Step 5: After providing employee demographic data for all establishment locations, you can preview PDF reports for each location prior to certifying. The employer's Certifying Official is responsible for ensuring that the data provided is accurate prior to certifying the report.

[View PDF](#)

[Certify EEO-1 Component 1 Reports](#)
 Step 6: To complete the filing process, the employer's Certifying Official must attest to the accuracy of the provided data.

[Required →](#)

Note: No edits can be made after the filing deadline has passed.



How do I indicate that a previously reported establishment is the new headquarters location?

Note: You can update this information using a data file instead of by manual data entry. Please ensure that the new headquarters is appropriately marked in your HRIS software or manually correct the file according to the *2024 EEO-1 Component 1 Data File Upload Specifications* document.

If the new headquarters (the previous establishment) location already exists in the *OFS*, follow these steps to manually change your headquarters information:

Step 1: Ensure you have the relevant details for the establishment, which will be the new headquarters, including the name, address, EIN, NAICS code, Workforce Snapshot period, UEI, and employee workforce data.

Existing Establishment to be this year's HQ →

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Complete	[REDACTED]	Soybean Solutions Inc.	Boston	MA	100
Edit Delete	Establishment	Complete	[REDACTED]	Soybean Ventures Co.	San Francisco	CA	50
Edit Delete	Establishment	Complete	[REDACTED]	Soybean Innovations LLC	Dallas	TX	75

Step 2: Mark the establishment record as “Deleted.”

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Complete	[REDACTED]	Soybean Solutions Inc.	Boston	MA	100
Edit Delete	Establishment	Complete	[REDACTED]	Soybean Ventures Co.	San Francisco	CA	50
Edit Delete	Establishment	Complete	[REDACTED]	Soybean Innovations LLC	Dallas	TX	75



Step 3: Select the following deletion reason: “This establishment was consolidated into another, or was previously a client site,” and select “*Submit.*”

Establishment ID: [redacted]
 Establishment Name: Soybean Ventures Co.

What is the primary reason for deletion?

This establishment closed and/or is out of business

This establishment was consolidated into another or was previously a client site

This establishment was involved in an acquisition or merger

This establishment is now spunoff and is independent of this employer

If the establishment deletion is a result of spinoff or merger, please provide the information for the employer formed by the spinoff or merger. If the establishment deletion is a result of an acquisition by another employer, please provide the information for that employer. Provide employer name, EIN, and/or EEO-1 OFS Company ID.

[text input field]

This establishment is open but has zero employees

This establishment was created by mistake

Step 4: On the “*Establishment List*” screen, select the “*Edit*” button for the headquarters’ record.

[Back to Soybean Solutions Inc.](#)

Reports Completed : 2 of 3 1 Report remaining

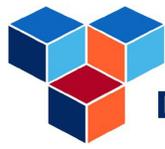
66%

Filing Preferences: Filing Method: Manual Entry No. Locations: 3 Workforce Snapshot Period: 10/15-11/1

To enter the employee data, select the “*Edit*” button for each establishment listed below. If necessary, add establishments to the employer’s establishment list by selecting “*Add Establishment*”, or delete establishments by selecting the appropriate “*Delete*” button (you cannot delete the Headquarters Report). Once completed, select the “*Finish*” button above to continue. If the number of locations listed above is not correct, update your [Filing Preferences](#).

Records: 2

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
<input checked="" type="button" value="Edit"/>	Headquarters	Complete	[redacted]	Soybean Solutions Inc.	Boston	MA	100
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Establishment	Complete	[redacted]	Soybean Innovations LLC	Dallas	TX	75



EEO-1 Component 1 Data Collection



Step 5: Replace the current headquarters' details with the new headquarters' information according to the instructions in the Manual Data Entry step of this guide.

Establishment Information

[← Back to Soybean Solutions Inc.](#)

In the fields below, please verify/update the information for the establishment/unit for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID: [REDACTED]
Establishment Name: Soybean Solutions Inc.

Establishment Name* Updated with the old establishment/new headquarters information

If the establishment is a U.S. government or military site that is restricted from disclosure, enter either "SECRET LOCATION" or "CONFIDENTIAL LOCATION" in the Address field but provide the City, State, and Zip Code of the establishment.

If this establishment is entirely remote, please select "No Physical Location."

No Physical Location

Physical Address 1* (Number and Street) Physical Address 2

Please do not enter a PO Box here

Physical City* State* Zip*

[Next](#) [Save & Continue Later](#)

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Step 6: If the employer still conducts its business activities at the location of the old headquarters, select the "Add Establishment" link on the "Establishment List" screen and provide the information for the old headquarters location.

[← Back to \[REDACTED\]](#)

Reports Completed : 0 of 2 2 Reports remaining

[Finish](#)

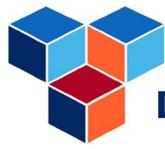
Filing Preferences: Filing Method: Manual Entry No. Locations: **2** Workforce Snapshot Period: 10/1-10/15

To enter the employee data, select the "Edit" button for each establishment listed below. If necessary, add establishments to the employer's establishment list by selecting "Add Establishment"; or delete establishments by selecting the appropriate "Delete" button (you cannot delete the Headquarters Report). Once completed, select the "Finish" button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 1 Incomplete [Q](#)

[+ Add Establishment](#)

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Incomplete	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0



How do I add additional locations (i.e., establishments)?

Note: You can provide this information using a data file instead of by manual data entry. Please ensure the new establishment is appropriately entered into your HRIS software or manually add the establishment to the file according to the 2024 EEO-1 Component 1 Data File Upload Specifications document.

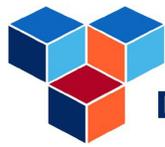
Step 1: On the “Employer Dashboard”, select the “Report EEO-1 Component 1 Data” module.

Note: You must complete the first three steps (“Confirm Employer Contacts,” “Confirm Employer Details,” and “Confirm Eligibility”) before the Report EEO-1 Component 1 Data step is available.

Step 2: Complete the “Filing Preferences,” if not yet completed.

The screenshot shows the 'Maintain Employer Structure' section with a 'Report Acquisition, Spinoff, or Merger' option and a 'Go' button. Below it is the 'File 2024 EEO-1 Component 1 Report' section, which includes three completed steps: 'Confirm Employer Contacts', 'Confirm Employer Details', and 'Confirm Eligibility'. At the bottom, the 'Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)' step is highlighted with a red box around its 'Go' button.

The screenshot shows the 'Filing Preferences' section. It asks for the preferred method of providing EEO-1 Component 1 Reports, with 'Manual Data Entry' selected. It also asks for the number of establishment locations (units) to be included in the report, with a red circle around the question.



Step 3: On the “Establishment List” screen, select the “Add Establishment” link.

← Back to [redacted]

Reports Completed : 1 of 3 2 Reports remaining

33% Finish

Filing Preferences: Filing Method: **Manual Entry** No. Locations: **3** Workforce Snapshot Period: **10/1-10/15**

To enter the employee data, select the “Edit” button for each establishment listed below. If necessary, add establishments to the employer’s establishment list by selecting “+ Add Establishment”, or delete establishments by selecting the appropriate “Delete” button (you cannot delete the Headquarters Report). Once completed, select the “Finish” button above to continue. If the number of locations listed above is not correct, update your *Filing Preferences*.

Records: 3 Complete Incomplete Enter Establishment Name 🔍

Filter: Show only Complete items(1) + Add Establishment

Action	REPORT TYPE	STATUS	UNIT NUMBER	ESTABLISHMENT NAME	CITY	STATE	TOTAL EMPLOYEES
Edit	Headquarters	Incomplete	[redacted]	[redacted]	[redacted]	[redacted]	99
Edit Delete	Establishment	Complete	[redacted]	[redacted]	[redacted]	[redacted]	55
Edit Delete	Establishment	Incomplete	[redacted]	[redacted]	[redacted]	[redacted]	81

Step 4: Provide the information for the new establishment according to the instructions in the Manual Data Entry step.

Note: For a new establishment to be registered in the OFS, you must select the “Next” button on the first of the “Add Establishment” screens. Selecting “Save and Continue Later” on the first screen will not save your new establishment information. Once you have advanced to any of the other screens, “Save and Continue Later” will save the data you have entered. This allows you to enter partial information for an Establishment Report and come back to it later.

Establishment Information

← Back to [redacted]

In the fields below, please enter the information for the establishment/unit for 2024.

Note - Required fields are marked with an asterisk *

Establishment ID:
Establishment Name:

Establishment Name*

If the establishment is a U.S. government or military site that is restricted from disclosure, enter either “SECRET LOCATION” or “CONFIDENTIAL LOCATION” in the Address field but provide the City, State, and Zip Code of the establishment.

If this establishment is entirely remote, please select “No Physical Location.”

No Physical Location

Physical Address 1* (Number and Street) Physical Address 2

Please do not enter a PO Box here

Physical City* State* Select One Zip*

***Is this establishment being added to your employer’s filing as a result of an Acquisition?**

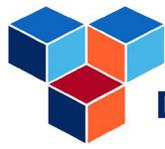
Yes No

If Yes, please provide information about the employer from which this establishment was acquired (employer name, EIN, and/or EEO-1 OFS Company ID).

Next Save & Continue Later

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Step 5: Repeat Steps 3 and 4 for all additional establishments you wish to add.



How do I report that an employer has had more than ten acquisitions or is the result of a merger of more than ten employers?

The “*Report Acquisition, Spinoff, or Merger*” module permits reporting up to 10 employers at a time since only the employers acquired should be reported here. Individual establishments of the employer acquired will be reported in the “*Report EEO-1 Component 1 Data*” module. If you need to report more than 10 employers acquired, you can select the module again and report additional acquired employers.