



Accessing the EEO-1 Component 1 Online Filing System

Each employer will be required to create a new login account to access the EEO-1 Component 1 Online Filing System using an email address and the account passcode provided in the initial notification letter sent to filers.

New Login Requirements

1. Each company will receive an initial notification letter that includes their company ID and company passcode.
2. Each authorized staff will create their own user account, linked to the company passcode.
3. A company can have more than one authorized user with their own unique user profile linked to the company.

Can filers use login information from the EEO-1 Component 2 data collection?

No. The EEO-1 Component 2 account information cannot be used to access the EEO-1 Component 1 Online Filing System. These are two different data collections, using distinct and separate systems.

What if a company did not receive (or cannot locate) the initial notification letter with the company passcode?

The authorized company contact person(s) should contact the EEO-1 Component 1 Filer Support Team to obtain the passcode and update the contact information if needed. It will be necessary to verify that the new contact is authorized to receive this information.

What if a company's authorized contact person(s) no longer works for the company? How does a company update the authorized contact information?

Please submit updated contact information via the ['Contact Us'](#) form on EEOCdata.org. Please provide the company name, EIN, company ID, company passcode (if you have it), new contact name, new contact email, new contact phone number (if this replaces or adds a contact), and new mailing address (if the headquarters address has changed). A 'Change of Contact' letter on company letterhead in electronic PDF format, signed by an authorized company representative, will be required if the request is made by someone who is not currently listed as an authorized point of contact.



For more information on other EEO-1 Component 1 topics, please see:

How can I get ready to file?

- [Fact Sheet on How to Get Ready to File.](#)

How can I start preparing the data now?

- [Fact Sheet on Preparing Data—Single-Establishment Companies.](#)
- [Fact Sheet on Preparing Data—Multi-Establishment Companies.](#)

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