2019 & 2020 EEO-1 Component 1
Data Collection User’s Guide

How to File for Multiple Companies
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Special procedures for Filing on Behalf of Multiple Companies

The filing system now allows for users to link multiple companies to an individual account. A filer will first set up an individual account using one Company ID and Passcode. Once this individual account is created, the filer can link additional companies to that account using the Company ID and passcode for those companies. The filer will file separate EEO-1 Component 1 Reports for each company and certify each company’s EEO-1 Component 1 Report separately.

Please keep in mind:

- Each individual account in the EEO-1 Component 1 Online Filing System can be linked to one or more companies.
- A filer must have the Company ID and passcode for each company to link the company to their individual account.
- A filer can complete the EEO-1 Component 1 Report for each company linked their account separately.

Professional Employer Organization (PEO) filers should refer to the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments.
Link Additional Companies to User Account

The Company List page lists the headquarters or parent companies for all companies associated with a User Account. This page allows filers to manage EEO-1 Component 1 Reports for multiple companies. Most filers will only see one company on their Company List.

All companies associated with your account are listed here. You do not add or edit establishments on this page. To add establishments or make changes to a multi-establishment company or commonly owned and centrally managed entities, please select your company to begin the EEO-1 Component 1 Report.

If you are responsible for filing for companies not included on this list, please use their Company ID and Passcode to Link an Existing Company, or Register a New Company to add a company that has never filed before. See process on Page 4 for linking an existing company.

Select “Register a New Company” to add a new company that has never filed before to your account. Do not use this to add establishments. Adding and removing establishments is completed within the company record. See process for Registering a New Company on Page 5.
Link a Company with a Company ID and Passcode

Enter your Company ID and Passcode to Link an additional company. It will appear on your Company List after it is successfully linked.
Begin Registering a New Company: EEO-1 Component 1 Report Eligibility

Your answers to this page will determine if your company is already registered or if it is required to file the EEO-1 Component 1 Report. The system will not let you continue if you select “Yes” for any of the questions. After you select “Next” a message will explain why you are not required to file or may need additional support before proceeding.

**Question 1:** Companies that have filed an EEO-1 Component 1 Report in the past are already in the system. If you answer “Yes” to the first question, please use the filer support page 'Contact Us' form to contact the EEO-1 Component 1 Filer Support Team for the login information or to identify who has the information.

**Question 2:** Parent companies are required to include all subsidiary establishments under their EEO-1 Component 1 Report. If you answered “Yes” to the second question, your parent company should include you in their EEO-1 Component 1 Report.

**Question 3:** If you answered “Yes” to the third question, your PEO should include your company in its EEO-1 Component 1 Report. It is the responsibility of your company to ensure a report is filed on your behalf. Please contact your PEO to ensure it has your necessary information to file. If a PEO is choosing NOT to prepare and file your company’s 2019/2020 EEO-1 Component 1 report(s), please ensure that you register your company in the Online Filing System to submit your required reports.

**Question 4:** If you answered “Yes” to the fourth question, your company has spun off from another company and is now completely independent of them. Please proceed to the “Contact Us” screen to provide additional information and the EEO-1 Component 1 Filer Support Team will contact you to begin processing this business change.

**Question 5:** State and local governments, public Elementary or Secondary School Systems or Districts, and Local Referral Labor Unions are not required to complete the EEO-1 Component 1 Report. There are different EEO Reports you may need to complete. Please visit the EEOC Data Collection System Home page at https://EEOCdata.org for more information.
New filer registration includes an initial assessment of Filing Requirements. You will be asked these questions again prior to completing your EEO-1 Component 1 Report for 2019 and/or 2020.

If you answer “Yes” to any of these questions it means you are required to complete the 2019 and/or 2020 EEO-1 Component 1 Report and should proceed and complete the New Filer Registration process.

If you answer “No” to ALL of these questions, your company is not required to complete the EEO-1 Component 1 Report. If you have any questions, use the ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.
Provide EIN

The Employer Identification Number (EIN) is assigned by the IRS and is used to identify business entities. Please provide and confirm your company EIN. You will need to provide the EIN for each establishment location when filing the EEO-1 Component 1 Report.

Enter your company’s Employer Identification Number (EIN). This should be only 9 digits and match the Federal EIN.

If the EIN exists in the system, this likely indicates the company has previously registered. Please use the ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team to help resolve the duplicate record.

Confirm your EIN then click “Next” to proceed
Enter Company Information

The EIN you just entered will be displayed here. You will have an opportunity to edit this later if you made an error.

Please enter the number of establishment locations. The number of locations includes the Headquarters.

We strongly suggest adding your company URL. It is optional, but will help us track company changes over time to keep you up to date on future data collections.

This EEO-1 Component 1 data collection is collecting workforce data for calendar years 2019 and 2020. If you are a newly registered company in 2020, please specify this here. If you were not in operation in 2019, you do not need to complete a 2019 Report.
Provide your physical address. The address entered here is the Headquarters’ address. You will enter addresses for additional establishments later.

Select “Next” to proceed.
The EEO-1 Component 1 Report requires a primary contact for each company. The contact person is the individual whose e-mail is linked to the EEO-1 Component 1 Report. This person will serve as your company’s contact. If you are the primary contact select the option below, if not, add an additional contact.

Select the first box if you are the primary contact for your company. Select the second box if you wish to add another contact. These fields are not required to proceed with filing.
Add Additional Contact

Enter contact information for an additional user. They will receive the same email you received earlier to create a User Account that will be associated with your company.

Select “Next” to confirm adding the additional contact and proceed with registration.
Complete New Filer Registration

New Filer Registration

The Company information will be displayed on the next screen and will also be emailed to you and the other contact (if entered) as a notice that the company has been registered.

Click “Next” to proceed to confirm registration and begin your EEO-1 Component 1 Report.
New Filer Registration Confirmation

You have successfully completed the New Filer Registration. This page confirms your user information. A copy of the New Filer Registration information including the Company ID and Passcode are emailed to you for your records.

Your Company Name, EIN, Company ID and Passcode, and address will appear on this screen. Be sure to save that information for your records.

You may print this information for your records by clicking the “Print” button.

Click “Continue” to return to your Company List and begin the EEO-1 Component 1 Report.

For additional support with the filing process, please view the 2020 EEO-1 Component 1 Data Collection User’s Guide: Single-Establishments or the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments.
Considerations for PEOs and Client Companies Of PEOs

Is a Professional Employer Organization (PEO) choosing to prepare and file your company’s 2019/2020 EEO-1 Component 1 report(s)?

If so, please ensure a report is filed for your company. It is the responsibility of your company to ensure a report is filed on your behalf. If a PEO is choosing to prepare and file your report, please contact the PEO to ensure it has your necessary information to file.

If a PEO is choosing not to prepare and file your 2019/2020 EEO-1 Component 1 report(s), please ensure that you register your company in the Online Filing System to submit your necessary reports. If your company is a first time filer (i.e., neither the company nor a PEO ever filed a report for the company), please visit EEOCdata.org/eeo1, navigate to the registration page, and follow the online instructions for companies filing for the first time. After submitting the registration form, a filer will receive a Company ID and Passcode. This will be used to create accounts for your company.

If a PEO filed your company’s 2018 EEO-1 Component 1 report, please contact the EEO-1 Component 1 Filer Support Team through the filer support page ‘Contact Us’ Form. The Filer Support Team will need to spin-off your company from the PEO prior to your company filing.

If I am a current client company of a PEO but they are not preparing and filing my 2019 and/or 2020 EEO-1 Component 1 report(s), how do I obtain prior year reports filed by the PEO on my company’s behalf?

You should contact your current PEO to obtain those reports.

If I am a former client company of a PEO, how do I obtain prior year reports filed by the PEO on my company’s behalf?

You should contact your former PEO to obtain those reports.
If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, is the PEO required to report the employees of client companies that do not otherwise meet the EEO-1 Component 1 filing thresholds?

No. If a client company of a PEO is not otherwise subject to the EEO-1 Component 1 filing requirements, that client company is not required to file an EEO-1 Component 1 report simply by virtue of being party to a PEO arrangement. Consequently, in that instance, neither the ineligible client company nor the PEO is required to include the employee data of the ineligible client company on the EEO-1 Component 1 report. For example, a single establishment company that is not a federal contractor and has less than 100 employees would not meet the eligibility thresholds requiring it to file an EEO-1 Component 1 report. Thus, neither this company nor its PEO would be required to report its employees for purposes of the EEO-1 Component 1 report.

If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, which EIN does a PEO use to file for client companies’ establishments?

For purposes of the 2019/2020 EEO-1 Component 1 data collection, a PEO should use its own EIN for its own establishments. The PEO should use the EIN associated with each of the client company’s establishment(s).

If a PEO is not providing EEO-1 reporting services for ALL a client company’s employees, is the PEO permitted to file an EEO-1 Component 1 report on behalf of the client company for just part of the client company’s employees?

No. Partial workforce PEO arrangements are not permitted in EEO-1 Component 1 Reporting. In such a situation, the client company is responsible for filing an EEO-1 Component 1 report(s). The client company, not the PEO, must file an EEO-1 Component 1 report for all its employees.

If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, which NAICS code(s) should a PEO use for its headquarters and any establishment reports?

For purposes of the 2019/2020 EEO-1 Component 1 data collection, a PEO filing a Headquarters Report for its own organization should use the NAICS (North American Industry Classification System) code for PEOs which is 561330 – Professional Employer Organizations. Additionally, a multi-establishment PEO should use this NAICS code for each of its own establishments. A PEO choosing to file establishment reports for the establishments of its client companies should use a NAICS code based on the major business activity at each client company establishment. To identify the correct NAICS code for each establishment, please reference this 2012 to 2017 NAICS crosswalk.
Troubleshooting FAQs

I’m trying to register my company, but I received an error when entering my company’s EIN.

If the EIN exists in the system, this likely indicates the company has previously registered. Please use the ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team to help resolve the duplicate record.

If a company does business under multiple NAICS codes, do multiple EEO-1 Component 1 Reports need to be filed?

EEO-1 Component 1 Reports are based on physical locations. If the location shares the same address, NAICS code and EIN, the company may submit one report and select the NAICS code under which the greatest number of employees operate for that location. If the company has establishments that share the same address but have different NAICS codes or EINs, the company may submit separate reports using the appropriate NAICS codes or EINs.

If my organization has a different (i.e., separate) EIN than my parent company’s corporate headquarters, should I file my EEO-1 Component 1 Reports separately?

No. Your parent company’s corporate headquarters is responsible for filing EEO-1 Component 1 Reports for your company as well as any other commonly owned, controlled, managed or affiliated subsidiaries/holdings.

Mergers

If a company has experienced a merger since the last EEO-1 Component 1 data collection period, how should these changes be reflected in this year's report?

Mergers that occurred between January 2019 and December 2020 should be reported to the EEO-1 Component 1 Filer Support Team through the filer support page ‘Contact Us’ form. When contacting the support team, please be prepared to provide the following:

a) Names and addresses of each establishment of the companies included in the merger including the corporate headquarters and subsidiary establishments (unit numbers, if known).
b) Company ID and/or EIN for each company (if known).
c) Name and address of the new company (if applicable).
d) New company contact information including, name, title, email, and phone number.
Acquisitions

If a company has acquired another company, or establishment(s) of another company, since the last EEO-1 Component 1 data collection period, how should these changes be reflected in this year’s report?

Acquisitions that occurred between January 2019 and December 2020 should be reported to the EEO-1 Component 1 Filer Support Team through the filer support page ‘Contact Us’ Form. When contacting the support team, please be prepared to provide the following:

a) Name and address of the acquiring company.
b) Company ID and/or EIN of the acquiring company.
c) Names and addresses of each acquired company or company establishment(s) (unit numbers, if known)
d) Company ID and/or EIN for each location involved in the acquisition (if known).
e) New company contact information including, name, title, email, and phone number, if applicable
f) Specify which company is the acquiring company, and which company or establishments are the acquired company or establishments (the company ID of all acquired companies or establishments will be useful).
g) If the acquiring company acquired a small company that otherwise would not be required to file the EEO-1 Component 1 Report, or has not previously filed, the acquiring company must add the small company and file for the new employees through the EEO-1 Component 1 Online Filing System.

If a company just acquired a small company that was not required to file EEO-1 Component 1 Reports in the past, does the company still need to contact the EEO-1 Component 1 Filer Support Team before filing the EEO-1 Component 1 Report?

When a company acquires another company (“acquiree”) that would otherwise not be required to file an EEO-1 Component 1 Report, the acquiring company can proceed with adding the acquiree’s establishment(s) to the acquiring company’s database in the EEO-1 Component 1 Online Filing System. There is no need to report this change to the EEO-1 Component 1 Filer Support Team prior to filing an EEO-1 Component 1 Report.
Spinoffs

If a company has experienced a spinoff since the last EEO-1 Component 1 data collection period, how should these changes be reflected in the 2019 and 2020 EEO-1 Component 1 report(s)?

Spinoffs which occurred between January 2019 and December 2020 should be reported to the EEO-1 Component 1 Filer Support Team through the filer support page ‘Contact Us’ Form. When contacting the support team, please be prepared to provide the following:

a) Provide the current parent company’s Name, Company ID and/or EIN (if known).

b) Specify the new headquarters for the newly spun off company, as well as the list of all physical addresses or locations that will serve as establishments (unit numbers, if known).

c) Provide the new company’s contact information including, name, title, email, and phone number.
Additional Resources

Additional User’s Guides:

- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](https://eeocdata.org/eeo1/howto/instructionbooklet)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration](https://eeocdata.org/eeo1/howto/instructionbooklet)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments](https://eeocdata.org/eeo1/howto/instructionbooklet)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments Data File Upload](https://eeocdata.org/eeo1/howto/instructionbooklet)

EEO-1 Component 1 Instruction Booklet: [https://eeocdata.org/eeo1/howto/instructionbooklet](https://eeocdata.org/eeo1/howto/instructionbooklet)

EEO-1 Component 1 Fact Sheets: [https://eeocdata.org/eeo1/support/factsheets](https://eeocdata.org/eeo1/support/factsheets)

EEO-1 Component 1 Frequently Asked Questions and Answers: [https://eeocdata.org/eeo1/support/faq](https://eeocdata.org/eeo1/support/faq)