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

New Filer Registration

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What Is The EEO-1 Component 1 Filing?

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 demographic workforce data, including data by race/ethnicity, sex and job categories. 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 at https://eeocdata.org/eeo1.

- Employers meeting the reporting thresholds have a legal obligation to submit annual workforce data on their employees by race/ethnicity, sex and job category.
- The data include seven race/ethnicity categories and 10 job categories.
- EEO-1 Component 1 data are used by the EEOC to investigate charges of employment discrimination against employers and to provide information about the employment status of minorities and women.
- Please see the 2019 and 2020 EEO-1 Component 1 Instruction Booklet for additional information.
Who Needs To File?

The following employers are required to file the EEO-1 Component 1 Report annually:

a. Private employers (who are subject to Title VII of the Civil Rights Act of 1964, as amended) with 100 or more employees; OR

b. Private employers subject to Title VII who have fewer than 100 employees and are owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

c. Federal contractors who (1) are not exempt as provided for by 41 CFR 60-1.5; (2) have 50 or more employees; (3) are prime contractors or first-tier subcontractors; and (4) have a contract, subcontract, or purchase order amounting to $50,000 or more; OR

d. Federal contractors that serve as depositories of Government funds in any amount; or are financial institutions which are issuing and paying agents for U.S. savings bonds and savings notes.
Getting Started
Navigate to https://eeocdata.org/eeo1 to start your company’s registration. All companies start the 2019 and 2020 EEO-1 Component 1 Data collection by selecting “Get Started.” If your company has never filed an EEO-1 Component 1 Report, you will need to register your company in the EEO-1 Component 1 Online Filing System.

Click “Get Started” to begin the registration process.

Once you have registered your company and created a User Account, use the “Continue” button to return to the EEO-1 Component 1 Online Filing System to login.
Receipt of Company ID and Passcode

Only companies that have not filed in the past can register as New Filers. If your Company has not filed in the past, indicate that on this page and begin the New Filer Registration process. Companies that have previously registered to file the EEO-1 Component 1 Report receive a Company ID and Passcode via the U.S. mail. See the [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](#) for support in this process.

Select “No” and “Next” to register as a New Filer. Only companies that have previously filed will have a Company ID and Passcode.

If you have received a Company ID and passcode, you will use this information to create a new User Account. See the [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](#) if your company has filed in the past and you need help creating an account for the first time.
Confirm Past Filing History

New filer registration is for companies that have not filed the EEO-1 Component 1 Report in the past. If you filed in 2018 and have not received your Company ID and Passcode, please use the filer support page ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.

If your company has not filed in the past, select “No” and “Next” to confirm and continue the registration process.

If you filed previously and have not received your Company ID and passcode, please use the filer support page ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.
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.
EEO-1 Component 1 Filing Requirements

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 EIN is assigned by the IRS and is used to identify business entities. Please provide and confirm 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.
Provide Email to Create User Account

Please use your company’s contact email to create a User Account. The system will associate this with your company.

Select “Next” to continue the New Filer Registration process.

If an email exists in the system, this indicates you have already created an account. If you are an Administrative Services Organization (ASO) or responsible for filing on behalf of multiple companies, you would add the additional companies to your Company List once logged into the Online Filing System, not through the New Filer Registration.
Account Email Confirmation

You will receive a link to complete the registration at the email you provided. The email contains instructions for completing your account and continuing New Filer Registration.

New Filer Registration

You should receive an email from Notification@eeocdata.org in the next 5 to 10 minutes with the subject line "EEO-1 Component 1 Account Invitation". Please check your Spam or Junk folder if you do not receive it in your inbox. Follow the link in the email to finish creating your account. If you do not receive an email, please contact the EEO-1 Component 1 Filer Support Team by email at FilerSupport@eeocdata.org or toll free at 1-855-EEOC-035 (1-855-336-2035).
Account Invitation Email
You will receive the below email to your company contact’s email account. If you do not see the email, please check your SPAM or junk folder. If you do not receive an email please use the filer support page 'Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.

Please click the link below to create your individual account to access the EEO-1 Component 1 Online Filing System.

Activate your account: [https://eeocdata.org/login](https://eeocdata.org/login)

If you are having difficulty accessing the activation link, copy and paste the following URL into your browser:
[https://eeocdata.org/login](https://eeocdata.org/login)

Then enter your Access Code and follow the instructions provided to create your individual account.

Access Code: [Your Access Code]

For questions or assistance, please contact the EEO-1 Component 1 Filer Support Team by email FilerSupport@eeocdata.org or toll free at 1-855-EEOC-035 (1-855-336-2035).

Thank you,
EEO-1 Component 1 Filer Support Team

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Click this link to finish creating your User Account and continue the New Filer Registration process.

If you have trouble using the Activation Link, please navigate to [EEOCdata.org/login](https://eeocdata.org/login) and use your access code in your email to finish creating your User Account.
Account Creation

The email link will return you to the EEO-1 Component 1 Online Filing System. Select the ‘Continue’ button to proceed with your New Filer registration.

If you have trouble using the Activation Link. You can navigate to EEOCdata.org/login where you can enter the access code from your email and select ‘Sign In’ to finish creating your User Account.
Create a permanent password for the data collection year. This password is for your personal User Account only. Anyone from your company that will enter data can have their own User Account associated with the company profile.

Please check this box if you are an Administrative Services Organization (ASO).

Below the display on this screenshot, you will be presented with the Standards and Rules of Behavior for the EEO-1 Component 1 Reporting. After reading the conditions, select the “Accept” button to accept the conditions and comply with the rules. Then select “Next” to proceed.
Your email will become your Username. If you are an Administrative Services Organization (ASO) you can associate multiple companies with your Username. Anyone from your company that will enter data can have their own User Account that can be associated with the company profile.

This is the final step in your User Account creation. You now click “Log in” to begin registering the company.
Login to Begin Registration

Enter your Username (email address) and Password that you just created, then select “Begin”. This will begin the process of entering your company information.

If logging in for the first time, you must create your account. Selecting “Create Account” will begin the process that starts on page 5.
Enter Company Information

The EIN you entered during the creation of your User Account 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.
Primary Contact Information

These fields are populated with your information.

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 the 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 proceed to your Company List and begin the EEO-1 Component 1 Report.

For additional support with the filing process, please view the [2019 and 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](#).
Troubleshooting FAQs

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

Are there any employers exempt from filing the EEO-1 Component 1 Report?

Biennially, state and local governments with 100 or more employees should file the State and Local Government Information EEO-4 report, public elementary and secondary school systems or districts with 100 or more employees are required to file an Elementary-Secondary Staff Information Report EEO-5 report and local referral unions with 100 or more members should file a Local Union Report EEO-3 report. Institutions of higher education, American Indian or Alaska Native tribes and tax-exempt private membership clubs other than labor organizations are exempt from filing EEO-1 Component 1 Reports. However, non-profit and not for profit organizations are required to file the EEO-1 Component 1 Report.

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.

Considerations for Current and Former 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.
ADDITIONAL RESOURCES

Additional User’s Guides:

- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](#)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies](#)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Single-Establishments](#)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments](#)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishment Data File Upload](#)

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)