



FACT SHEET: Start-up Guide for Client Employers of Third-Party Human Resource Organizations (e.g., PEOs, ASOs, HROs)

For the 2021 EEO-1 Component 1 data collection, every eligible client employer on behalf of which a Professional Employer Organization (PEO), Administrative Services Organization (ASO), Human Resource Outsourcing organization (HRO), or similar third-party human resource organization chooses to file, will be required to have its own company registration under the client employer’s EIN (i.e., Employer Identification Number, Federal Tax Identification Number, FEIN). The company registration record contains basic contact and location information and resides within the *EEO-1 Component 1 Online Filing System (OFS)*.

Beginning with the 2021 EEO-1 Component 1 data collection, client employers **must** certify their own data within the *EEO-1 Component 1 Online Filing System*. However, a third-party human resource organization (e.g., PEO, HRO, ASO) may still prepare and file an EEO-1 Component 1 Report(s) on behalf of eligible client employers. In order for this to occur, eligible client employers must:

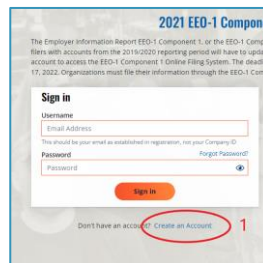
- create their own company registration record (i.e., User Account), and
- invite their third-party human resource organization (e.g., PEO, HRO, ASO) to create an associated user account.

For client employers whose third-party human resource organization is choosing to prepare and file their 2021 report(s), please follow the step-by-step instructions below to create a User Account, add a company, provide company contacts, and provide a third-party human resource organization with access. Client employers will have the ability to provide a third-party human resource organization with access at any time while the 2021 EEO-1 Component 1 data collection is open.

Step 1: Create a User Account

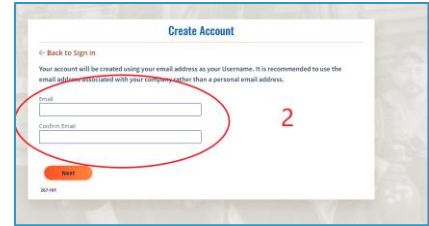
Client Employers will be required to create an individual user account to access the *EEO-1 Component 1 Online Filing System (OFS)*.

1. To create a User Account, visit <https://eecdata.org/eo1/signin> and select “Create an Account.”
2. Provide the email address associated with the account.





3. Users will receive an email from Notification@eecodata.org within 10 minutes with the subject line “EEO-1 Component 1 Account Invitation.”



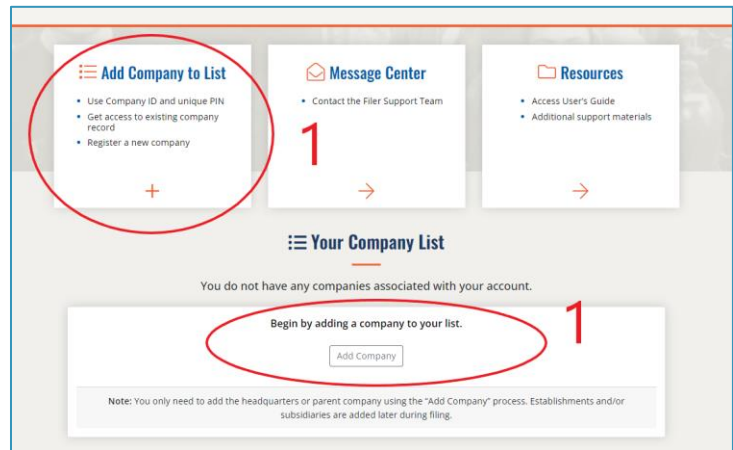
4. Follow the instructions in the email and provide the requested user information to finish creating an account.

5. Return to <https://eecodata.org/eeo1/signin> and use the newly created User Account credentials to log in to the *EEO-1 Component 1 Online Filing System (OFS)*. The User Name is the email address used to create the User Account.

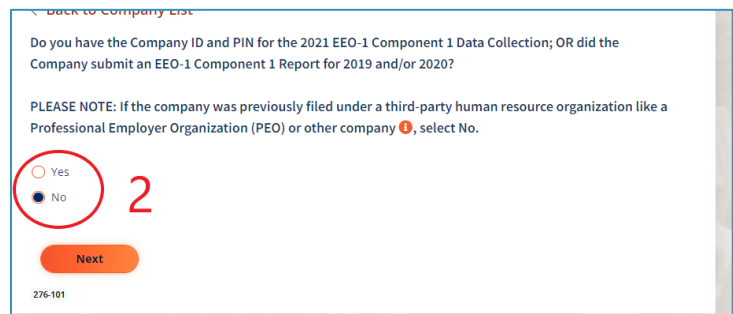
Step 2: Add a Company to Your Company List

After creating an account and signing in to the *EEO-1 Component 1 OFS*, client employers can add a company to their list. To add a company, client employers will:

1. Select “Add Company to List” (or “Add Company” if no companies are listed) from the *Your Company List* page and follow the instructions to add a company to the *Your Company List* page.



2. Client employers that have previously filed under a third-party human resource organization, for example a Professional Employer Organization (PEO), will select “No” to the initial question and “No” to the first question in the following grid.



3. Client employers should answer the remaining questions based on the company information for the client employer that is filing the 2021 EEO-1 Component 1 Report. These questions determine the client employer’s





eligibility to file the 2021 EEO-1 Component 1 Report.

- If a client employer is eligible to file, the final screen requests its company information. At the bottom of this screen, indicate that a PEO previously filed on behalf of the client employer.
- Provide the name of the third-party human resource organization (e.g., PEO, HRO, ASO) and Unit ID associated with the client employer’s company headquarters under the third-party human resource organization (if known).

As a result of a spin-off from a former parent company? Yes No Don't know

As a result of a merger of two or more companies? Yes No Don't know

A PEO previously filed on behalf of this company? Yes No Don't know

Back Next

276-119

New Company Registration

What was the name of the most recent PEO that filed on behalf of your company?

If known, enter the unit ID associated with this company's headquarters as reported under the PEO:

Back Next

276-120

Step 3: Provide the Third-Party Human Resource Organization (e.g., PEO, HRO, ASO) Access to the Company Record

To provide a third-party human resource organization with access to the company record:

- Select the company record from the *Your Company List* page.

☰ Your Company List

To begin select the company below. This page only lists the headquarters or parent companies for all companies associated with your account.

COMPANY ID	COMPANY NAME	STATUS	CITY	STATE	UNLINK COMPANY RECORD
KR73906	Example Company	Incomplete	Rockville	MD	✕

- Select “Confirm Company Contacts” from the Company Dashboard.

🔍 Review Company Contacts

Step 1: Begin by reviewing the contacts and accounts associated with the company. You may return at any time to update the company's contacts and accounts.

Go →



3. Provide client employer contact information by selecting “Add New Contact.” Filers **must** add a client employer contact in order to provide a third-party human resource organization account access in the next step.
 - Please provide a company contact for EEOC communications. Contacts are individual representatives of the company with responsibility for filing or certifying the 2021 EEO-1 Component 1 Report.
 - One contact must be listed as the *primary contact* for communication preferences. This contact **cannot** be an employee of the third-party human resource organization.
4. Select “Add Account” and provide an email address for the third-party human resource organization contact.
 - The third-party human resource organization contact will receive instructions on how to create an account within the 2021 *EEO-1 Component 1 Online Filing System*, as well as the Company ID and PIN associated with the client employer.
 - This will provide the third-party human resource organization with access to the client employer’s company record.

Contacts i

← Back to Example Company

Please review the Contacts and indicate a primary contact. Include individuals that should receive critical communications regarding the EEO-1 Component 1 Report. One contact must be listed as a primary contact. Contacts are individual representatives of the company with responsibility for filing or certifying the 2021 EEO-1 Component 1 Report.

Contacts must also be listed in the Account section to have Account Access. Registration for accounts requires a unique email address. If multiple individuals require access to the company record in the Online Filing System, they must establish their own accounts. Selecting “Add Account” will send an email inviting that individual to create an account.

3

Add New Contact

Action	First Name	Last Name	Title	Phone Number	Email Address	Communication Preferences
Unlink	Example	Filer	Example	(999) 999-9999		

Accounts i

Individuals added under Accounts will receive instructions on how to create an account within the 2021 EEO-1 Component 1 Online Filing System and the Company ID and PIN for this company. Accounts are based on email address as the username. There may be multiple individuals listed under “Contacts” with the same email address, but that email address can only be listed once under “Accounts”.

Contacts must also be listed in the Account section to have Account Access. Registration for accounts requires a unique email address. If multiple individuals require access to the company record in the Online Filing System, they must establish their own accounts.

4

Add Account

Action	First Name	Last Name	Title	Phone Number	Email Address
Unlink	Example	Filer	Example	(999) 999-9999	



Step 4. What to Know About Reporting Procedures as a Client Employer

If a third-party human resource organization previously completed the EEO-1 Component 1 Report under the third-party human resource organization's EIN, the client employer's historic EEO-1 Component 1 information will remain under the third-party human resource organization's EIN. This includes the 2019/2020 EEO-1 Component 1 Report establishment information. The establishments and associated historical reports **will not transfer** to the new Company ID created in Step 2. For the 2021 EEO-1 Component 1 Report, the client employer's establishments will need to be added as new establishments to the company created in Step 2 above.

Please review the "Report EEO-1 Component 1 Data" section on pages 16 – 19 of the *EEO-1 Component 1 Online Filing System User's Guide* for information on how to add establishments and enter workforce demographic data in your 2021 EEO-1 Component 1 Report. The User's Guide is listed under the "Resources" tab of the *Your Company List* page.

For more information on the updated reporting procedures for third-party human resource organization (e.g., PEO, HRO, ASO) and client employers, please visit:

- [Fact Sheet: 2021 EEO-1 Component 1 Third-Party Human Resource Organization Reporting Procedures \(e.g., PEOs, HROs, ASOs\)](#)
- [2021 EEO-1 Component 1 Frequently Asked Questions \(FAQs\)](#)

For more information on other 2021 EEO-1 Component 1 topics, please visit:

<https://eeocdata.org/EEO1/support>