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

Returning Filer Account Creation

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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 EEO-1 Component 1 Report. 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. Returning filers will use their Company ID and Passcode that was sent via the U.S. mail to create a User Account associated with their company.

Click “Get Started” to begin the registration process.

Once you create a User Account and associate your company with this 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 filed in the past will receive a Company ID and Passcode. If your Company has not filed in the past, indicate that on this page and begin the New Filer Registration process. Please view the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration for support on this process. If you filed previously and have not received your Company ID and passcode, please use filer support page ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.

Select “Yes” to indicate you have received a Company ID and Passcode, then select “Next” to enter this information.

Select “No” if your company has not filed an EEO-1 Component 1 Report in the past and begin New Filer Registration. Please view the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration for support on this process.
Enter Company ID and Passcode

Enter the Company ID and Passcode that was sent via the U.S. mail in early April 2021. If you have filed previously and did not receive 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 you are an Administrative Services Organization or responsible for filing on behalf of multiple companies, you can add the additional companies to your User Account through the Online Filing System, not via Account Creation.
Confirm Company Information

You will see the company information associated with the Company ID and Passcode you provided. Please review and confirm your company information. You will have an opportunity to update this information later.

If the information displayed is for a different company, please use the filer support page ‘Contact Us’ form to contact the EEO-1 Component 1 Filer Support Team.

Click “Next” to continue.
Please use your company’s contact email to create a User Account. The system will associate this with your company after registration.

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.

Select “Next” to continue the Registration process.
Account Email Confirmation
You will receive a link to complete their registration at the email you provided. The email contains instructions for completing your account and continuing to your EEO-1 Component 1 Report.
Account Invitation Email

You will receive the below email to your company’s contact 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.

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 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.
Enter Personal Information

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 enter the rest of your personal information here. “Title” refers to your Job Title associated with EEO-1 Component 1 Reporting.

Below the display on this screenshot, you will be presented with the Standards and Rules of Behavior for the EEO-1 Component 1 Report. After reading the conditions, select the “Accept” button to accept the conditions and comply with the rules. Then select “Next” to proceed.
Complete Account Creation

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. Click “Log in” to sign in and begin filing your EEO-1 Component 1 Report.
Login to Begin Filing Your Report

Enter your Username (email address) and Password that you just created, then select “Begin”. This will take you to your Company List to begin the filing process.

If logging in for the first time, you must first create a User Account. Selecting “Create Account” will begin the process that starts on page 6.

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

The company point of contact has changed since the last data collection. How does a company update a point of contact?

Companies can add additional contacts within the Online Filing System. 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 for additional guidance on this process. If a company does not have a point of contact that can access the Online Filing System, please use the filer support page ‘Contact Us’ Form to submit updated contact information. In the request, please send the following information:

a. Company Name  
b. EIN  
c. New Contact Name  
d. New Contact Email  
e. New Contact Phone Number  
f. Whether this replaces or adds to existing contacts  
g. New Mailing Address (if applicable)

What should a filer do if a company did not receive (or cannot locate) the advance notification letter that includes the company passcode?

The letters were mailed in April 2021. If the company filed previously and has 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. It may be necessary to update the contact information. It will be necessary to verify that the caller is authorized to receive this information. The caller must be an existing point of contact in our records or must provide a letter on company letterhead in electronic PDF format, signed by an authorized company representative authorizing filer access.

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

No. The account information for the now closed EEO-1 Component 2 (Pay Data) data collection cannot be used to access the EEO-1 Component 1 Online Filing System. These are two different data collections, using distinct and separate systems.
Additional Resources

Additional User’s Guides:

- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration](https://eeocdata.org/eeo1/howto/)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies](https://eeocdata.org/eeo1/howto/)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Single-Establishments](https://eeocdata.org/eeo1/howto/)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Single-Establishments Data File Upload](https://eeocdata.org/eeo1/howto/)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments](https://eeocdata.org/eeo1/howto/)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments Data File Upload](https://eeocdata.org/eeo1/howto/)

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)