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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. After you have created a User’s Account and associated your company with this account, select “Continue” to begin filing.

2019 & 2020 EEO-1 Data Collection

The Employer Information Report EEO-1 Component 1, or the EEO-1 Component 1 Report, is open. The deadline to submit and certify the EEO-1 Component 1 Report is Monday July 19, 2021. Organizations can file their information through the new EEO-1 Component 1 Online Filing System.

Click “Get Started” to begin the registration process. See the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation if you are a returning filer or the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration if your company has never filed the EEO-1 Component 1 Report in the past for additional guidance on this process.

Once you have 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.
Login to Begin Filing Your Report

Enter your Username (email address) and Password that you created in the Registration process, 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 described in the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation or the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration.
Company List and Filing Instructions

Your Company List

To begin filing the EEO-1 Component 1 Report for a company, select your company below.

Instructions, Data File Upload and Other Information

You must file and certify your 2019 report prior to filing your 2020 report. Important EEO-1 Component 1 Online Filing Dates:

- Data collection begins April 26, 2021.
- The deadline to submit 2019 and 2020 reports is August 23, 2021.

The system is continuously being improved, with new features added on a flow basis. If you encounter an issue, please contact the Filer Support Team at FilerSupport@eeocdata.org or 1-855-EEOC-035 (1-855-336-2035). Thank you for your patience as we continue to improve the online filing system.

Before filing, you will be required to confirm company information. You must confirm this information even if you have not had any changes since the 2018 filing.

Companies must report acquisitions, mergers, and spinoffs that occurred between January 1, 2019 and December 2020 to the Filer Support Team prior to proceeding with filing. The team will update the records accordingly to ensure accurate reporting.

The Online Filing System saves your information as you progress through the steps. If you need to leave the Online Filing System and come back later, click “Save and Continue Later” before logging out. Without clicking “Save and Continue Later” the data on the last page you left off on may not be saved.

There are two ways to file 2019 and 2020 EEO-1 Component 1 Reports. 1) Filers can use the online form to enter data into a secure data entry form. 2) Filers can also upload data files. The format of the uploaded data file(s) must follow the file layout(s) set forth in the EEOC-approved specifications. Please visit the public website to view the file layouts and instructions.

- Single-Establishment Data File Upload Instructions
- Multi-Establishment Data File Upload Instructions

Please refer to the FAQs, User’s Guides, and Fact Sheets for additional guidance on the online filing system. These are available on the Filer Support Page.
Your Company List

You will begin by completing the 2019 EEO-1 Component 1 Report by clicking on the Record below. Once the 2019 Report is certified, the 2020 report will display on this screen.

Select your company to continue or begin the Filing Process. Only 2019 appears at first. 2020 will appear here when 2019 is complete.

Select “Instructions, Data File Upload, and Other Information” to view instructions and additional information on the EEO-1 Component 1 Reporting process.

Instructions, Data File Upload and Other Information

Select “Register a New Company” to add a new company to your account. Do not use this to add establishments. Adding and removing establishments is completed within the company record. View the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies for support in this process.

All companies associated with your User account will be displayed here. Most filers will only see one company.

Filers can link additional existing companies to their User account by clicking here and entering the Company ID and Passcode. The new companies will then appear in the list below. Do not add establishments here. Adding and removing establishments is completed within the company record.
Company Dashboard Overview

Your company dashboard displays steps for completing your EEO-1 Component 1 Report. The current step will be highlighted and listed as active. After completion, the status will change to “Complete” and you will be able to move to the next pending task.

To begin, select “Confirm Company & Contacts”. You can click anywhere in the box to proceed.

Steps will remain “Pending” until the step above is marked as Complete. When you complete the “Confirm Company & Contacts” step, for example, the “File/Upload EEO-1 Component 1 Reports” step will become active.

Select “Back to Company List” to return to the list of your companies, or “Historic Data” to view your previously filed reports.

Selecting the drop down will display the steps for completing and certifying your EEO-1 Component 1 Report. You can select this to review the instructions at any time.
Verify Company Information

Review the Company ID, Name, and Employer Identification Number (EIN) for 2019. Make sure this information matches your 2019 records. If any of these changed in 2020, you will update those on the 2020 EEO-1 Component 1 Report.

If the EIN displayed on the screen is wrong, enter the correct number in the EIN fields and Re-enter the number to verify.

Select “Next” to proceed.

Select “Save & Continue Later” to save and return to your Company Dashboard. You must select “Next” or “Save & Continue Later” to save any entered information.
Provide NAICS Code

Enter your North American Industry Classification System (NAICS) code and then re-enter to verify.

NAICS (North American Industry Classification System) code is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

If you do not know your NAICS code, visit [https://www.census.gov/naics/](https://www.census.gov/naics/) to find the option that best describes your establishment’s industry.

Click the “Next” button to continue.

Help text icons appear throughout the Online Filing System to offer additional details and guidance on entering data and answering questions. Click on the icon to reveal or hide the text.
Take the time to carefully review the company information. You can update your Company Name and Address. If your NAICS or EIN is incorrect, select “Back” to re-enter the information.

Review and update the address for your company’s headquarters (HQ). When updating the HQ address, suggested addresses will be provided.

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.

If your company has added establishments since your last filing, update that information here. This will convert your company to a multi-establishment company. For additional support review the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments.

Click the “Next” button to continue or “Save & Continue Later” to return to the Company Dashboard.
# Update Contact Information

Use this page to add additional contacts. It is recommended to have at least one secondary contact. All contacts will receive a notification when the Report is certified. Entering additional contacts here will not automatically provide them with accounts. If additional contacts need accounts, provide them with your Company ID and Passcode and provide them with instructions from the [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](#), if needed.

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Last Name*</th>
<th>Title*</th>
<th>Phone*</th>
<th>Email*</th>
<th>Is Primary</th>
<th>Certifying</th>
<th>Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Last</td>
<td>HR Director</td>
<td>505-505-5050</td>
<td><a href="mailto:ExampleFiler@gmail.com">ExampleFiler@gmail.com</a></td>
<td></td>
<td></td>
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<tr>
<td>Example</td>
<td>Contact</td>
<td>Report Contact</td>
<td>202-202-2020</td>
<td><a href="mailto:ExampleContact@Example.com">ExampleContact@Example.com</a></td>
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</tbody>
</table>

The primary contact will receive emails and other updates related to the EEO-1 Component 1 Report. The contact person serves as your company’s contact for all EEO-1 Component 1 Report matters.

Identify the contact that is the Certifying Official. This can be any employee in your company tasked with certifying that your submitted Report is accurate.

Select Deactivate to remove a contacts that should no longer have access to the system.
EEO-1 Component 1 Filing Requirements

If you answer “Yes” to any of these questions it means you are required to complete the EEO-1 Component 1 Report for the given year and should proceed to file your EEO-1 Component 1 Report.

If you answer “No” to all of these questions, your company is not required to complete the EEO-1 Component 1 Report for the given year. Select “Next” to confirm you are ineligible. You will then be directed to the Certification page to certify this selection.

If you answer “Yes” and indicate you were a Federal Contractor or Subcontractor or served as an agent for U.S. Savings Bonds, you will be directed to a page to provide your company’s Dun and Bradstreet Number (DUNS).
Provide DUNS

Only companies that are designated as a Federal Contractor or Subcontractor AND are not exempt as provided for by 41 CFR 60-1.5, or serve as depositories of Government funds in any amount or are financial institutions which are issuing an paying agents for U.S. Savings Bonds and savings notes will see this page to enter a company Dun and Bradstreet Number (DUNS).

If requested, provide your establishment’s Dun and Bradstreet (DUNS) number. This number is a unique nine-digit identifier for businesses.

Click the “Next” button to confirm your Company and Contact Information and proceed to file your EEO-1 Component 1 Report.
Select “Submit” to confirm your entry of your Company Information and Contacts and proceed to Filing the EEO-1 Component 1 Report.
After you have confirmed your Company & Contacts section, the section will turn green and the status will turn from “Active” to “Complete.”

To edit or update any of your Company Information and Contacts, select the lock icon to unlock this section. You will be able to revisit your earlier entries. You will need to review all previously entered information and re-confirm your entries.

Now that your first task is complete, the next task is highlighted. Select “File/Upload EEO-1 Component 1 Reports” to proceed to enter your employee information.
Select Workforce Snapshot Pay Period

Data must be pulled from one workforce snapshot pay period in October, November, or December of the reporting year. The workforce snapshot pay period is a single pay period, selected by the employer. Examples of pay periods are: weekly, every two weeks, twice a month, etc. You may select different workforce snapshot pay periods for 2019 and 2020.

Select the month and day for the start and end of the workforce snapshot pay period used to count employees in the EEO-1 Component 1 Report. The dates used should encompass the start date of the desired pay period and the end date of the desired pay period.

Press the “Next” button to proceed to the report.
**Enter Employee Data and Submit Report**

Enter the correct number of employees for each relevant row and column. Totals will automatically sum at the end of the row, and columns. If a category has no employees, you may leave the box blank or put a “0”.

Enter the count of your employees within each category in the table below. Each employee should be in only one category.

You may upload a CSV or TXT file here. For guidance, view the [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Single-Establishment Data File Upload](#). Due to the complexity of the data file formatting, single-establishment filers may find it simpler to utilize the direct data entry option.

Example: If the establishment has seven Hispanic/Latino males whose jobs are categorized as “Executive/Senior Level Officials and Managers,” enter “7” in column 1, row 1.

If you need to leave this screen before you finish entering your employee data, select “Save & Continue Later” to return to your Company Dashboard. Your progress will be saved.

Select “Next” to continue. Once data entry is complete, employers will have the opportunity to provide additional details or clarifications in a comment box for the establishment.

![Table of Employee Data](#)

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Hispanic or Latino</th>
<th>Male</th>
<th>Female</th>
<th>White</th>
<th>Black or African American</th>
<th>Native Hawaiian or Pacific Islander</th>
<th>Asian</th>
<th>Native American or Alaska Native</th>
<th>Two or More Races</th>
<th>White</th>
<th>Black or African American</th>
<th>Other</th>
<th>Name</th>
<th>Pay Grade</th>
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<tr>
<td>Executives</td>
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<td>Technicians</td>
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<td>Administrative Support Workers</td>
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<td>Skilled Trades</td>
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<td>Craftsmen</td>
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<td>Operators</td>
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<td>Laborers and Helpers</td>
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<td>Service Workers</td>
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Select “Next” to continue.
If you are a returning filer and your employee count changed by 35% or more, you will be required to enter a reason here. Otherwise, this is an optional field.

Select “Next” to complete the “File/Upload EEO-1 Component 1 Reports” step.
The next step is to Review the EEO-1 Component 1 Reports. Select this to review all entered data prior to certification.

The first two steps indicate “Complete” statuses. To edit or update any of your Company Information and Contacts, select the lock icon to unlock this section. You will be able to revisit your earlier entries. You will need to review all previously entered information and re-confirm your entries.

After reviewing your Reports and verifying that the information is correct, select this to proceed to certification. Certification of the EEO-1 Component 1 Report is mandatory. Failure to certify the report will result in receipt of a notification of failure to file letter.
Review your previously entered company information. If anything needs to be revised, you can return to the Company Information and Contact screen on the Company Dashboard.

Review your employee data. If this does not match your records, return to the “File/Upload EEO-1 Component 1 Reports” step on the Company Dashboard.

After certification, the certifying official’s information will be displayed in this area and the red “Uncertified” watermark will be removed.
The Comments section allows you to add anything you feel is noteworthy regarding the establishment. Otherwise, you may leave it blank.

After you have written your comments, click the “NEXT Button.” You will be taken to the certification screen.
Certify EEO-1 Component 1 Report

Once all data is entered for your establishment, certify the reported data for each year. Each year of data must be completed and certified separately. Once you complete and certify your 2019 Report, please repeat these steps for 2020. Certification of the EEO-1 Component 1 Report is mandatory. Failure to certify the Report will result in receipt of a notification of failure to file letter.

Review information for the Certifying Official and Report Contact. This will be pre-populated with the contact information for the contact selected as the Certifying Official and Primary Contact on the Contact Information Screen.

Check this box to certify that all statements are accurate and prepared according to instructions. Please note all reports and information obtained from individual reports will be kept confidential as required by section 709(e) of Title VII. Willfully false statements on these reports are punishable by law, U.S. Code, Title 18, Section 1001.

Check the box certifying that all data entered is accurate, then click the “Certify” button. Your EEO-1 Component 1 Report is now complete!
Prior to August 23, 2021, if you find an error after reviewing your report, select “Decertify”. If you decertify your Report, you will need to repeat the certification process after making any edits. Once the filing deadline has passed on August 23rd, you cannot make any edits.

This information will also be emailed to you and all company contacts.

Select Report to save or print a copy of the Report for your records.
Now that you have certified, Section G is filled out with Certified Date and Time and the Certifying Official and Report Contact Person contact information.

Review the information in your Certified Report prior to the filing deadline on August 23, 2021. If you notice anything incorrect prior to August 23, 2021, please decertify your report and re-visit the relevant section. If you decertify your Report, you will need to repeat the certification process after making any edits. Once the filing deadline on August 23rd passes, you cannot make any
Troubleshooting FAQs

How to Count Employees

What is a workforce snapshot pay period?

The workforce snapshot pay period is a single pay period, selected by the employer, within the last quarter to count employees for the EEO-1 Component 1 filing. Examples of pay periods are: weekly, every two weeks, twice a month, etc.

Which workforce snapshot pay period (i.e., pay period) must employers use to extract EEO-1 Component 1 employment data?

Employment data must be pulled from one pay period in October, November or December of the EEO-1 Component 1 data collection year (i.e., 2019 and 2020). This is referred to as the workforce snapshot pay period.

Do companies need to select the same workforce snapshot pay period for 2019 and 2020?

No. Companies may select different workforce snapshot pay periods for 2019 and 2020.

Which Employees Must Be Included in the Report

Are employers required to report employees who were employed during the selected workforce snapshot pay period even if they were no longer active employees by December 31st of the data collection year?

Yes. Even if an employee resigned or was terminated before December 31 of that year, the employee must be reported if the employee was employed during the selected workforce snapshot pay period.

Should part-time employees be included in the report?

Yes. Both full and part-time employees must be included in EEO-1 Component 1 Reporting.
How should employees who work remotely (i.e., telework) be reported on the 2019 and 2020 EEO-1 Component 1 Reports?

Employees who work remotely (i.e., telework) must be included in the EEO-1 Component 1 Report for the establishment to which they report. Under no circumstances, should an employee’s home address be reported on any EEO-1 Component 1 report.

What if, for example, because of the COVID-19 Pandemic, an employee did not work at any of the employer’s physical work locations?

Generally, and in most instances, the temporary closure of a physical work site will not affect how employees are counted on the EEO-1 Component 1 Report. The fact that most, or even all, employees are teleworking would typically not change EEO-1 Component 1 reporting if the employees continue to be assigned to, or report to, a physical location or establishment. Those employees should be included on the EEO-1 Component 1 establishment report for the physical location to which they are assigned or report. If the employer has closed an establishment and reassigned employees from the closed establishment to another location, the reassigned employee should be included at the establishment to which that employee reports or has been reassigned. Under no circumstances should an employee’s home address be reported on any EEO-1 Component 1 report.

What if a remote employee is not assigned to and does not report to any physical location on a permanent basis (i.e., not due to a temporary closure of an establishment)?

In those circumstances, the employee should be counted at the establishment to which the employee’s manager reports or is assigned. If an employee does not report to an establishment and the employee’s manager also does not report to an establishment, the employee (and their manager) should be included on the employer’s EEO-1 Component 1 Headquarters Report. Under no circumstances should an employee’s home address be reported on any EEO-1 Component 1 report.

What if an employer operates entirely remotely and does not have any physical location (not even a headquarters office)? How should employees be reported?

In such a situation, employees should be included on the EEO-1 Component 1 Headquarters Report. For purposes of the EEO-1 Component 1 Report, the employer should report the address where the business is legally registered, for example, a Post Office box in lieu of a physical address. Under no circumstances should an employee’s home address be reported on any EEO-1 Component 1 report.
Single or Multi-Establishments: Help Determining Number of Establishments

What is the difference between a single-establishment and a multi-establishment company?

A single-establishment company does business at only one physical address. A multi-establishment company does business at two or more physical addresses.

Single-establishment companies are only required to submit one EEO-1 Component 1 data record/report. Multi-establishment companies are required to submit a) a separate report for the headquarters, b) a separate report for each establishment of the company with 50 or more employees, c) a separate report for each establishment with fewer than 50 employees, and d) a consolidated report that includes all employees.

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 one location has multiple NAICS codes, the filer must use the NAICS code under which the greatest number of employees operate.

If a company’s headquarters is a holding company with zero employees, is it still necessary to file?

If a holding company and its holdings meet the filing requirements, the holding company must file on behalf of all associated companies and establishments.

How do employers report employees who work at client sites?

Employers have the option to either a) report employees working at client sites using the client site address as the location of the establishment, or b) report those employees at a non-client site employer address.

My company has several establishments that are located at the same address. Do we submit separate reports for each entity?

If the establishments that are located at the same address AND have the same North American Industry Classification System (NAICS) code and the same EIN, the establishments MUST be combined into only one report. These are considered one establishment for EEO-1 Component 1 Reporting purposes.
Considerations for PEOs

If you are a PEO (Professional Employer Organizations – NAICS Code 561330) that is choosing to file 2019/2020 EEO-1 Component 1 reports on behalf of your client companies and choose to do a data file upload, you must use the specifications for multi-establishment filers. For example, if you are filing reports for 100 client companies, you cannot file the consolidated data for those 100 client companies as one single establishment.
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/instructionbooklet)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](https://eeocdata.org/eeo1/support/factsheets)
- [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies](https://eeocdata.org/eeo1/support/faq)
- [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)