

HOW TO FILE AN EEO-1 REPORT

The following guide will walk you through the filing procedures for the annual EEO-1 Report, otherwise known as the **Employer Information Report**, which is submitted to the EEO-1 Joint Reporting Committee comprised of the Equal Employment Opportunity Commission (EEOC) and the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). It is a **mandatory compliance survey** that requires company employment data categorized by race or ethnicity, gender and job category.



Before filing, please remember that **all reports are due by March 31st.**

- If you are a private sector employer with 100 employees or more, you are required to file.
- If you do not believe that your company is eligible for filing, please remember that filing is annual and dependent upon the number of employed persons at your company.
- Keep in mind, even if the company employee count does not meet this requirement one year, this may not exempt you from filing the following year should the number of employed persons increase.

All employment data must come from one payroll period in October, November, or December of the current year.

NOTE: Data collected from the EEO-1 Survey is confidential and the EEOC is prohibited by federal statute (Section 709(e) of Title VII of the Civil Rights Act of 1964, as amended) from making public any employment data derived from any of its compliance surveys.

[EEO-1 Survey Website](#)

[EEO-1 Online Filing System](#)

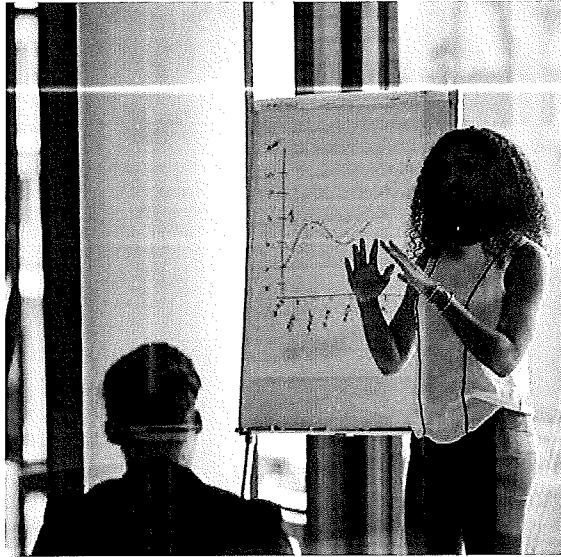


TABLE OF CONTENTS

I. FILING BACKGROUND	3
<ul style="list-style-type: none">• Who Must File• Establishment Types• Report Types	
II. PROCEDURES	8
<ul style="list-style-type: none">• The Filing Process• First Time Filers	
III. OTHER PROCESSES	18
<ul style="list-style-type: none">• Adding Establishments• Spinoffs• Acquisitions & Mergers• Extension Requests• Password Reset	
IV. COMMON FILING MISTAKES	23
V. TERM INDEX	23
VI. CONTACT US	25

I. FILING BACKGROUND

A. WHO MUST FILE?



Standard Form 100 (EEO-1) must be filed by:

A. All private employers who are:

1. subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) with 100 or more employees **EXCLUDING** State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private membership clubs other than labor organizations;

OR

2. subject to Title VII who have fewer than 100 employees if the company is 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.

B. All federal contractors (private employers), who:

1. are not exempt as provided for by 41 CFR 60-1.5

2. have 50 or more employees, and

- a. are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or

- b. serve as a depository of Government funds in any amount, or
- c. is a financial institution which is an issuing **and** paying agent for U.S. Savings Bonds and Notes.

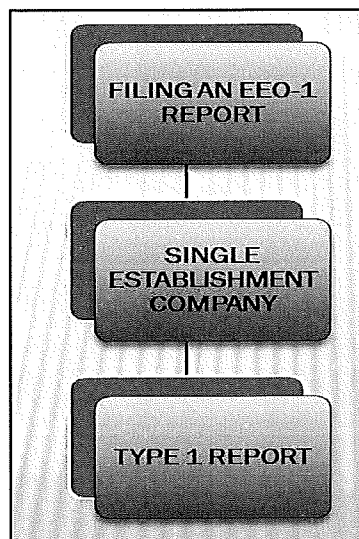
Only those establishments located in the District of Columbia and the 50 states are required to submit the EEO-1 report. No reports should be filed for establishments in Puerto Rico, the Virgin Islands or other American Protectorates.

To determine what report(s) to file for your establishment(s), ascertain whether you will be filing as a **Single Establishment Company** or **Multi-Establishment Company** using an assigned company Login ID and password.

B. ESTABLISHMENT TYPES

The path that a company follows when working on their EEO-1 report depends on whether or not they are a **Single Establishment** company or a **Multi-Establishment** company. The online application is setup to provide a Single Establishment company a quick and easy way to complete the EEO-1 and a Multi-Establishment company as much flexibility as possible.

1. A **Single Establishment Company** is one that operates at only **one** physical address. Companies having **one** physical address and doing business in **one** location must complete a single EEO-1 online data record. This is the basic flow followed by a single establishment company:



There are six (6) steps to be completed online before EEO-1 Survey certification for single establishment companies:

- Am I required to file?

- Address
- NAICS (North American Industry Classification System) Code
- Employment Data
- Additional Information
- Certification



Need Help?

Company Number: AB6625 | Logout

Main Menu

6 steps to EEO1 Completion

1. Am I required to file?

2. Address

3. NAICS Code

4. Employment Data

5. Additional Information

6. Certification

Screen: Steps

2. A **Multi-Establishment Company** is a company that conducts business at more than one location. The following establishments are examples of physical locations that should be reported:

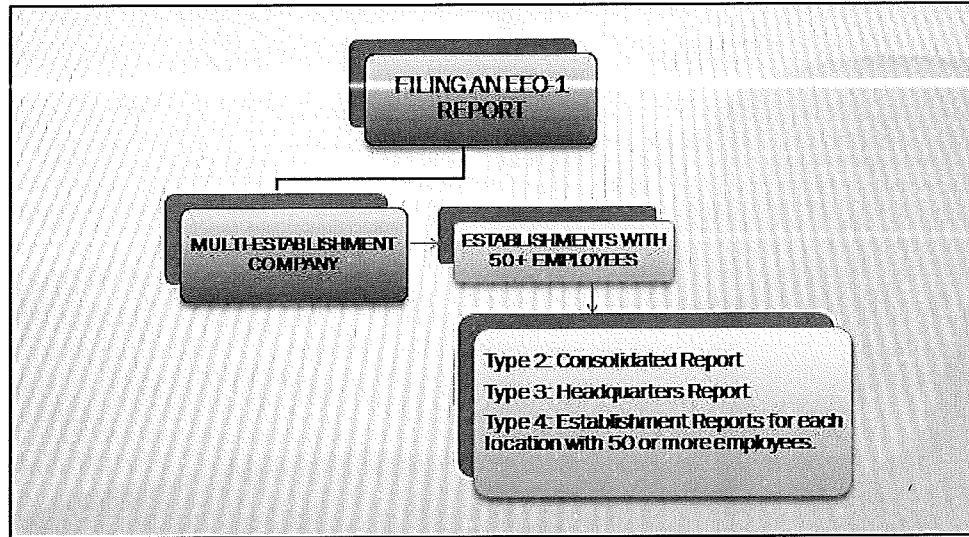
- Owned property locations
- Leased property locations
- Employees working at client sites

The reports Multi-Establishment companies must file are as follows:

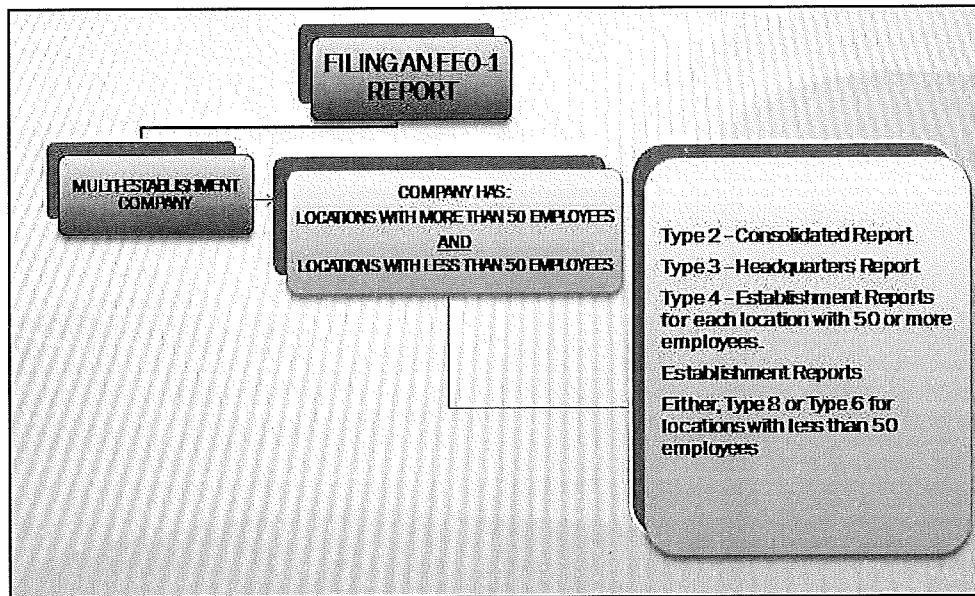
- A Type 2 Consolidated Report which includes **all** employees by race, sex and job category in establishments with 50 or more employees as well as establishments with fewer than 50 employees
- A Type 3 Headquarters Report covering the principal or headquarters office.
- A Type 4 Establishment Report for each establishment employing 50 or more persons.
- Type 8 Establishment Report for each establishment employing fewer than 50 persons or a Type 6 Establishment List showing the establishment name, physical address and employee count for each establishment employing fewer than 50

persons

All multi-establishment companies must file the Type 2 and Type 3 reports.



The figure above is the basic flow of a Multi-Establishment company with more than fifty employees at its locations. The figure below shows the flow when there are locations with less than 50 employees and over 50 employees:



NOTE: Employment data for multi-establishment companies, including parent corporations and their subsidiary holdings, must report all employees working at each company establishment or subsidiary establishment. For the purposes of this report, the term parent corporation refers to

any corporation which owns all or the majority stock of another corporation so that the latter relates to it as a subsidiary. This includes holding companies.

C. REPORT TYPES

Type 1 Report (Type 1) – This report is required for establishments that operate at only **one** physical address.

Type 2 Report: Consolidated Report (Required) – is a summary EEO-1 report that includes data on all company employees, regardless of establishment location. A list, showing the name, address, total employment and major activity for each establishment employing fewer than 50 persons, must accompany the Type 2 Consolidated Report.

The total number of employees indicated on the Headquarters Report, PLUS the establishment reports, PLUS the list of establishments with fewer than 50 employees, must equal the total number of employees shown on the consolidated report.

The employment sum indicated on the Headquarters Report, Establishment Report(s) and/or the Establishment List must equal the employment sum indicated on the Consolidated Report.

Establishment Reports

Type 3: Headquarter Report (Required) - a report that includes only those employees working at the main establishment

Type 4: Establishment Report - a report that must be submitted for **each** physical establishment with 50 or more employees.

Type 8: Establishment Report - a report that must be submitted for each physical establishment with less than 50 employees.

Type 6: Establishment List – an index of employment only at each establishment with less than 50 employees and must include each establishment's name, complete address and total number of employees.

Comparing the Type 6 Establishment List and the Type 8 Establishment Report

Creating a Type 6 Establishment List for each establishment employing fewer than 50 employees requires companies to **manually** enter all employment data categorized by race, gender, and job category to the Type 2 report. The employment data entered for each establishment will not automatically populate the Type 2 report if Type 6 lists are created. On the other hand, if you choose to create a Type 8 Report for each establishment employing fewer than 50 employees, you must enter employment data categorized by race, gender, and job category for each Type 8 report. The employment data entered for each such establishment in their Type 8 reports will automatically populate the Type 2 report.

Telework Employees: Employee home addresses may not be used. Employees that work from home must be included in the EEO-1 report for the establishment to which they report (e.g. the EEO-1 report for the establishment at which their manager sits.)

II. PROCEDURES

A. THE FILING PROCESS

First visit the [EEOC Homepage](#) and refer to the “How to...” list on the bottom right of the screen, as pictured below:

U.S. Equal Employment Opportunity Commission

Spanish | Other Languages

Enter search terms Search

CONNECT WITH US

About EEOC Employees & Applicants Employers / Small Business Federal Agencies Contact Us

Check Out EEOC's Online Resource Center for Small Businesses

Learn More

What You Should Know

[All Topics]

EEOC's Fiscal Year 2016 Highlights

ADEA @ 50

How to ...

- File a charge of employment discrimination
- Check the status of a charge
- Use the Digital Charge System
- Submit a Freedom of Information Act request or appeal
- Find help and resources for small businesses
- Get training and technical assistance
- Complete an EEO survey**
- Download or order publications
- Find an EEOC office

Newsroom

Tim Horowitz's Ex-Husband Sued By EEOC for Failure To Provide Religious Accommodation - 7/19/2017

The Hershey Company Sued by EEOC For Disability Discrimination - 7/19/2017

PPG Industries Sued By EEOC For Disability Discrimination - 7/14/2017

EEOC Sues Capstone Logistics For Disability Discrimination - 7/14/2017

EEOC Sues Advanced Home Care For Disability Discrimination - 7/12/2017

From the “How to...” list in the lower right-hand side of the screen, select the option highlighted in purple, “Complete an EEO Survey” as shown above. This will take you to the [EEO Reports/Surveys](#) page, pictured below:

EEO Reports / Surveys

The EEOC collects workforce data from employers with more than 100 employees (lower thresholds apply to federal contractors). Employers meeting the reporting thresholds have a legal obligation to provide the data; it is not voluntary. The data is collected using the reports below and is used for a variety of purposes including enforcement, self-assessment by employers, and research. Each of the reports collects data about gender and race/ethnicity by some type of job grouping. This information is shared with other authorized federal agencies in order to avoid duplicate collection of data and reduce the burden placed on employers. Although the data is confidential, aggregated data is available to the public.

EEO-1 Report

The 2017 EEO-1 Survey is **OPEN**.

The EEO-1 Report, otherwise known as **The Employer Information Report**, is submitted to the EEOC and the Department of Labor's Office of Federal Contract Compliance Programs.

EEO-3 Report

The 2017 EEO-3 Survey is **OPEN**.

The EEO-3 Report, formally known as the **Local Union Report**, is a biennial survey conducted every other year in the even calendar years. The filing deadline is December 31, 2016.

The EEO-4 Report

The 2017 EEO-4 Survey is **OPEN**.

The EEO-4 Report, formally known as the **State and Local Government Report**, is collected in odd-numbered years from State and Local governments. If you have questions about this survey, or to be placed on a mailing list you may email eeo4.survey@eeoc.gov, call the EEO-4 Coordinator at 1-877-439-2572, or send a fax to (202) 663-7130.

On the EEO Reports/Surveys page, select EEO-1 Report. This will take you to the Login Page for the EEO-1 Survey.

2017 EEO-1 Survey


[Login](#)

THE 2017 EEO-1 SURVEY IS OPEN

FIRST TIME FILERS

The Employer Information Report EEO-1, otherwise known as the EEO-1 Report, is required to be filed with the U.S. Equal Employment Opportunity Commission's EEO-1 Joint Reporting Committee. Reports must be submitted and certified by MARCH 31, 2018 at the latest.

Click "LOGIN," the purple box on the middle right side of the webpage. This should take you to the landing page for filing EEO-1 reports, pictured below:



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EEO-1 Report
 O.M.B. No. 3046-0007
[Click here if you wish to check the approval of this form](#)

EEO-1

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[Contact the Survey Team](#)
[Download EEO-1 Sample Form](#)
[EEO-1 Instruction Booklet](#)
[Frequently Asked Questions](#)
[Need help to reset password](#)
[Sample Self Identification Forms](#)
[Company Login Help](#)

Welcome to the EEO-1 Survey application. The current year is 2017.

Online Benefits:

No Installation: The online form is totally web-based. There is no software to download or install.

Data Reuse: As much as possible, information is pre-filled from the previous year to speed up data entry.

Secure: Data is transferred over the internet using encryption, assuring your privacy.

Historical Access: Access up to 10 years worth of EEO-1 data for your establishments.

Login ID/Company Number:

Password:

Contact Person Changed?

You may change your contact person email ID by sending the EEOC a signed change request on company letterhead with the login ID or company number (if known), name, title, phone number and email address of the new contact person at your company. This change request MUST be signed by an authorized company representative in order for the change request to be processed. Please either scan and email this request to e1techassistance@eoc.gov or fax to 1-888-262-6032. Your new contact will receive an email directing you to create your new password once your change request has been submitted. If you have any questions about this process you may contact the EEOC at 1-877-392-4647 or e1techassistance@eoc.gov.

To Login to the EEO-1 Survey Application, use the company number given upon registration and created password and click "LOGIN." The next screen will ask you to indicate whether or not your company has closed establishments since the last time the company filed an EEO-1 report.



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EEO-1

[Need Help?](#)

Company Number: AB6624 | [Logout](#)

Establishment Deletion

1. Has your company closed any establishments since last survey filing?

☐ Yes
 ☐ No

Screen: Delete Selected Establishment



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 Opportunity Commission

EEO-1 Joint Reporting Center
 P.O. Box 3172 Reston, VA 20156

Phone: 1-877-392-4647
 Fax: 1-800-262-0032
 Email: e1techassistance@eoc.gov

If you click 'Yes', you will be taken to the screen below to indicate which establishment you wish to delete:

[Need Help?](#)

Company Number: AB6624 | [Logout](#)

[Main Menu](#)

Establishment Deletion

1. Has your company closed any establishments since last survey filing?

☒ Yes ☐ No

Check the box next to the establishments you want to delete, select the reason for deletion from the dropdown menu, then click "Save."

Check closed location	Type	Establishment Number	Establishment Name	Street	City	State
<input type="checkbox"/> Please select a primary reason	4	GX9021	TEST ME PLZ	489 U.S. HIGHWAY 1	CT	ORANGE

[Cancel](#)

[Next](#)

Screen: Delete Selected Establishment

If you click "No," you will be taken the EEO1 Survey Data Filing Option screen to select a filing method:

[Need Help?](#)

Company Number: AB6624 | [Logout](#)

[Main Menu](#)

EEO1 Survey Data Filing Option

Do you want to file the application online or upload file?

- ☒ Complete Online Form
☐ Upload Data File

[Cancel](#)

[Next](#)

Screen: Data Filing

If you select "Complete Online Form," you will be taken to the **Edit and Complete Establishment Reports** screen for the online filing application with a list of your establishments:

Need Help?

Company Number: AB6624 | Logout

[Main Menu](#)

Edit and Complete Establishment Reports

To port your EEO-1 survey you will first have to complete each of your establishments. When establishments are complete they will be marked with a green "C" in the Status column, whereas incomplete reports will be marked with a red "I". When you are ready to complete information for a specific establishment please select "Edit" from the drop-down menu located directly to the left of the establishment number you would like to complete and press the "Go" button located next to this drop-down menu.

Delete Establishment:

If you need to delete an establishment please select "delete" from the drop down menu located directly to the right of the establishment number you would like to delete and press the "Go" button located next to this drop down menu.

Add New Establishments:

If you need to file for a new establishment please [click here](#)

Filter By Report Types 

Select All

Filter By Report Status 

Select All

Filter By Report Types 

Select All

Filter By Report Status 

Select All

☒ Incomplete

☐ Complete

Show: 50 entries

First Previous **1** Next Last

Search:

Showing 1 to 3 of 3 entries

Type	Status	Action	Est number	Est Name	Street	City	State	Emp Count
2	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	AB66241	MY IMAGINARY COMPANY	151 M STREET NORTHWEST	WASHINGTON	DC	
3	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	AC66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
4	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	CA20214	TEST ME PLZ	455 U.S. HIGHWAY 1	GRANDE	CT	

If you logout and would like to return to filing your reports, you may go to the Main Menu and click the EEO-1 Survey Data Filing Options.

EEO-1 Survey Data Filing Options	Start here to create, edit and submit your company's EEO-1 report(s).
View Reports	View EEO-1 reports submitted up to ten years ago.
Not Required to File	Choose this option if your company does not meet the EEO-1 filing requirements.
Extension	Companies with a large number of establishments may request a one-time 30-day extension.
Add Establishments	Choose this option if your company has any new establishments to add.
Delete Establishments	Choose this option if your company has any establishments to delete.
Contact Update	Choose this option if there are any changes in company contact information.
Other Actions	Various reports and utilities. For example: Convert from a single to multiple establishment company.

Screen; Main Menu

For each of the EEO-1 reports, the user has various options. The default option is to Edit the report, but users may choose to a Print PDF or Print HTML version or they can choose to view a blank worksheet.

☐ Incomplete
 ☒ Complete

Show 50 entries
 First
 Previous
 1
 Next
 Last
 Search:

Showing 1 to 3 of 3 entries

Type	Status	Action	Est number	Est Name	Street	City	State	Emp Count
2	I	<div> <div> Edit </div> <div>Go</div> </div>	ABC0243	MY IMAGINARY COMPANY	131 N STREET NORTHWEST	WASHINGTON	DC	
3	I	<div> <div> Edit </div> <div>Go</div> </div>	ABC0243	MY IMAGINARY COMPANY	131 N STREET NORTHWEST	WASHINGTON	DC	
4	I	<div> <div> Print PDF </div> <div>Print HTML</div> <div>Go</div> </div>	GR00214	TEST ME PLZ	429 US HIGHWAY 1	ORANGE	CT	

Screen: Site List

Users may sort by any field column in the Edit EEO-1 screen by selecting the up or down arrows to the upper right of the field column.

Showing 1 to 3 of 3 entries

Type	Status	Action	Est number	Est Name	Street	City	State	Emp Count
2	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	AB56243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
3	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	AB56243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
4	I	<input type="text" value="Edit"/> <input type="button" value="Go"/>	GX50214	TEST#F P17	453 U.S. HIGHWAY 1	ORANGE	CT	

Also, if you choose to change the establishment's North American Industry Classification System (NAICS) code, you detour to the NAICS application, pictured below. Enter the company NAICS code in the box. Then click "Save and Continue."

North American Industry Classification System (NAICS)
Listed below is the six digit NAICS code on file for this Establishment. If the description best describes the major activity of your establishment, please press the "Save and Continue" button below
Current NAICS Code Is:
423210 - Furniture Merchant Wholesalers

If you are unsure of the establishment NAICS Code, you may search for the company's NAICS code by typing key words or numbers and then selecting the option from the drop-down menu that best describes the industry.

Please search and build a six digit NAICS code for this Establishment by selecting the best one which describes the major activity of your establishment.

2

211120 - Crude Petroleum Extraction

211130 - Natural Gas Extraction

212111 - Bituminous Coal and Lignite Surface Mining

212112 - Bituminous Coal Underground Mining

212113 - Anthracite Mining

212210 - Iron Ore Mining

212221 - Gold Ore Mining

212222 - Silver Ore Mining

212230 - Copper, Nickel, Lead, and Zinc Mining

212291 - Uranium-Radium-Vanadium Ore Mining

212299 - All Other Metal Ore Mining

212311 - Dimension Stone Mining and Quarrying

212312 - Crushed and Broken Limestone Mining and Quarrying

212313 - Crushed and Broken Granite Mining and Quarrying

212319 - Other Crushed and Broken Stone Mining and Quarrying

212321 - Construction Sand and Gravel Mining

212322 - Industrial Sand Mining

NOTE: The North American Industry Classification System (NAICS) 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.

All reports for a multi-establishment company must be submitted by the headquarters office for its establishments or by the parent corporation for its subsidiary holdings and submitted in one package.

For the purposes of this report, the term parent corporation refers to any corporation which owns all or the majority stock of another corporation so that the latter relates to it as a subsidiary.

WHEN TO FILE

This annual report must be filed with the Joint Reporting Committee no later than March 31st.

Employment figures from any payroll period in October through December of the current survey year may be used.

METHODS OF FILING

Employers may submit the EEO-1 report by using either of the filing methods below:

1. Entering data directly via the EEO-1 online filing application
 - a. Preferred method
 - b. Easy to comprehend and enter data
 - c. It may be more difficult with a large number of establishments
2. Uploading a data file (ASCII/Text, CSV/XML)
 - a. Efficient, and done with less processing
 - b. Must check for errors

Data file submissions **must** be in accordance with the EEOC-approved specifications found here: <https://www.eeoc.gov/employers/eeo1survey/alternate-formats.cfm>.

B. FIRST TIME FILERS

Employers filing for the first time must register their company online as "First Time Filers" with their Corporate Headquarters' location or address. They will then receive a company login ID, and sent an email link to create a password.

Home > Employers > EEO-1 Survey



+ Share

2017 EEO-1 Survey


Login

THE 2017 EEO-1 SURVEY IS OPEN

FIRST TIME FILERS

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On the main EEO-1 website, click the **FIRST TIME FILERS** link. This will take you to the landing page where companies can register for the first time to complete the EEO-1 report.



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[Home](#)
[Filing For The First Time](#)
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[Company Login Help](#)

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Secure: Data is transferred over the Internet using encryption, assuring your privacy.

Historical Access: Access up to 10 years worth of EEO-1 data for your establishments.


Login ID/Company Number:

Password:

Contact Person Changed?

You may change your contact person email ID by sending the EEOC a signed change request on company letterhead with the login ID or company number (if known), name, title, phone number and email address of the new contact person at your company. This change request MUST be signed by an authorized company representative in order for the change request to be processed. Please enter scan and email this request to e1.techassistance@eoc.gov or fax to 1-866-262-0032. Your new contact will receive an email directing you to create your new password once your change request has been submitted. If you have any questions about this process you may contact the EEOC at 1-877-392-4647 or e1.techassistance@eoc.gov.

Click 'Filing For the First Time' on the left hand side of the screen. Next, answer the **seven (7)** questions on the two screens shown below:



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EEO-1 Report
 O.M.B. No. 3046-0007
[Click here if you wish to check the approval of this form](#)

EEO-1

[Home](#)
[Filing For The First Time](#)
[Contact the Survey Team](#)
[Download EEO-1 Sample Form](#)
[EEO-1 Instruction Booklet](#)
[Frequently Asked Questions](#)
[Need help to reset password](#)
[Sample Self Identification Forms](#)
[Company Login Help](#)

REGISTERING YOUR COMPANY

Answer the following questions to determine if your company is already registered in the system or is required to file the EEO-1 report.

☐ Yes ☐ No Has the company ever filed the EEO-1 report in any previous year? (This includes, paper [forms or computer printouts], disks, etc.)

☐ Yes ☐ No Is the company owned by another U.S. based company?

☐ Yes ☐ No Is the company a 'spin-off' or 'breakout' from another company that files the EEO-1 report?

☐ Yes ☐ No Are you a State or Local Government? If so, click here.

Are you an Elementary or Secondary School system or district? If so, click here.

If you checked 'YES' to any of the above questions, you must contact the EEO-1 Joint Reporting Committee at 1.877.392.4647 (TOLL-FREE) or e1.techassistance@eoc.gov for assistance.

If you answered "NO" to the questions given, click 'Continue' and then proceed to answer remaining three (3) questions on the following page.