

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](#)



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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

The screenshot shows the EEOC EEO-1 Report completion interface. At the top, there is a blue header with the EEOC logo, the text 'EEO-1 Report O.M.B. No. 3046-0007', and a link to check the approval of the form. Below the header, there is a navigation bar with 'Need Help?' on the left, 'Company Number: AB6625 | Logout' on the right, and a 'Main Menu' button. The main content area is titled '6 steps to EEO1 Completion' and features a vertical list of six steps, each in a red button: 1. Am I required to file?, 2. Address, 3. NAICS Code, 4. Employment Data, 5. Additional Information, and 6. Certification. The bottom right corner of the page indicates '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

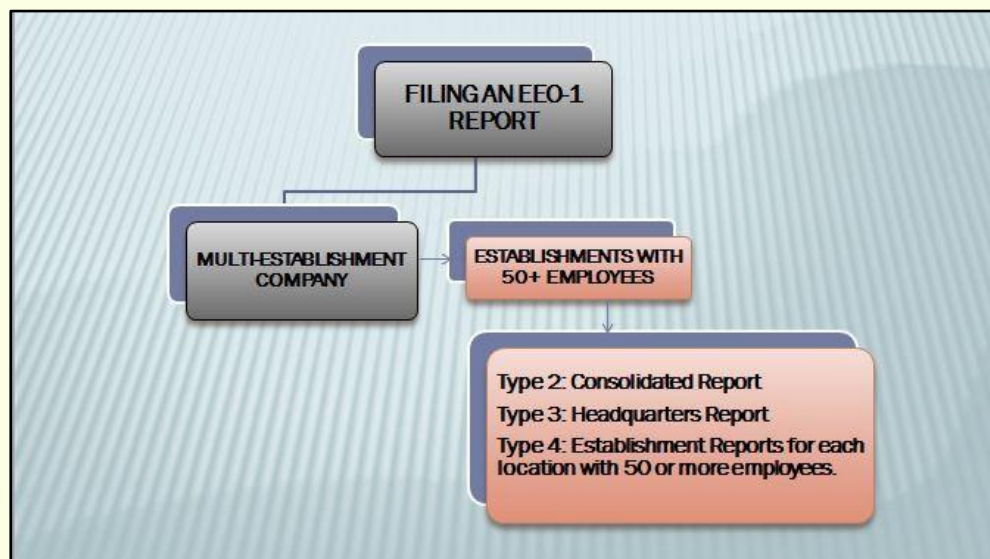
Question: What about employees who work at **client sites**?

It has come to the EEOC's attention that there may be some confusion as to how employers are to report employees working at client sites. Some employers have been reporting the address of client sites for employees, while other employers have instead been rolling those employees up to a non-client site employer address. Given this confusion, employers will not be considered "non-compliant" if they have chosen one approach over the other – either reporting by client site or by non-client site employer address. EEOC is considering how to address client site reporting.

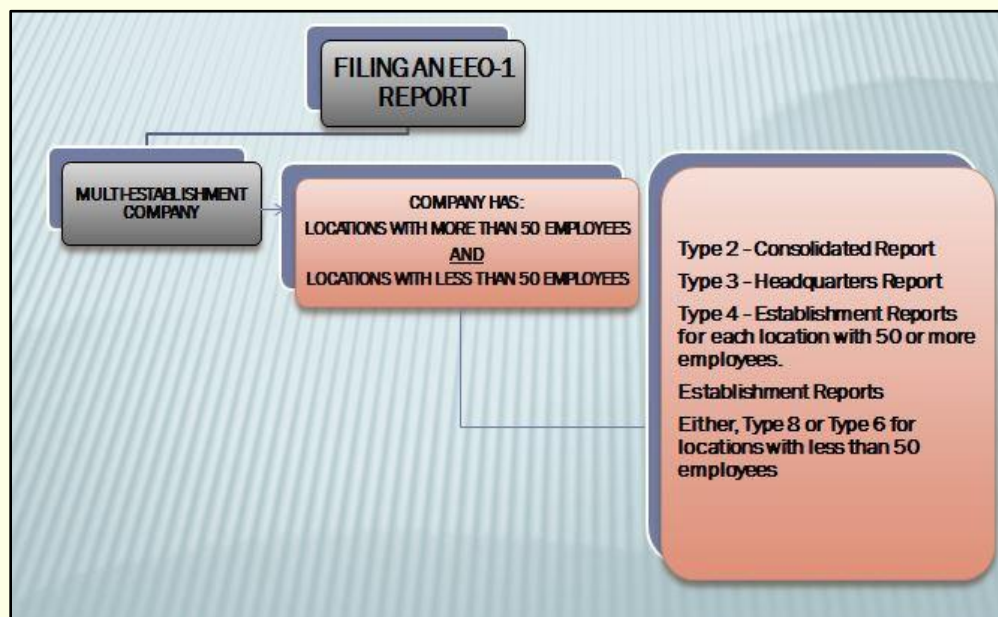
The reports Multi-Establishment companies must file are as follows:

- 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.)

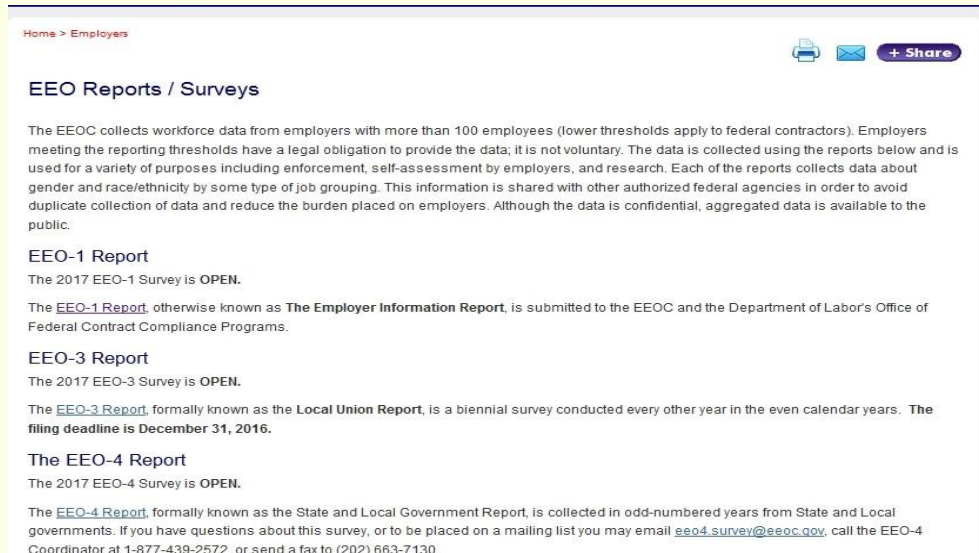
II. PROCEDURES

A. THE FILING PROCESS

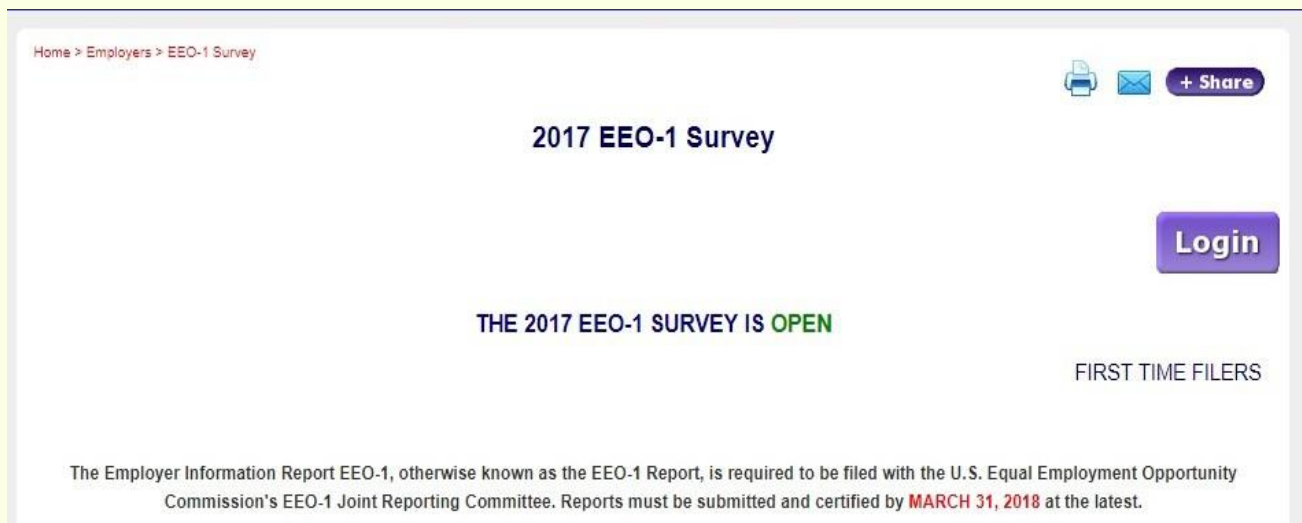
First visit the [EEOC Homepage](#) and refer to the “How to...” list on the bottom right of the screen, as pictured below:



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:



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



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:

EEOC
U.S. Equal Employment Opportunity Commission

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

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: [Help?](#)

Password: [Help?](#)

[Login](#)

[Get Password](#) [Forgot Password?](#) [Forgot Company Number?](#)

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 e1.techassistance@eEOC.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@eEOC.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](#)

[Main Menu](#)

Establishment Deletion

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

☐ Yes ☐ No


[Cancel](#) [Next](#)

Screen: Delete Selected Establishment

U.S. Equal Employment Opportunity Commission
EEO-1 Joint Reporting Center
P.O. BOX 3126 Reston, VA 20195

Phone: 1-877-392-4647
Fax: 1-866-262-0032
Email: e1.techassistance@eEOC.gov

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



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 Opportunity Commission

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EEO-1

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:



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EEO-1

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:



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EEO-1

[Need Help?](#)
Company Number: AB6624 | [Logout](#)

[Main Menu](#)

Edit and Complete Establishment Reports

To certify 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

I

Incomplete

C

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>Edit</div> <div>Go</div>	AB66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
3	I	<div>Edit</div> <div>Go</div>	AD66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
4	I	<div>Edit</div> <div>Go</div>	CX90214	TEST ME PLZ	489 U.S. HIGHWAY 1	ORANGE	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.



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[Click here if you wish to check the approval of this form](#)

EEO-1

Need Help?

Company Number: AB6624 | Logout
 Main Menu

EEO-1 Survey Data Filing Options
View Reports
Not Required to File
Extension
Add Establishments
Delete Establishments
Contact Update
Other Actions

Start here to create, edit and submit your company's EEO-1 report(s).
 View EEO-1 reports submitted up to ten years ago.
 Choose this option if your company does not meet the EEO-1 filing requirements.
 Companies with a large number of establishments may request a one-time 30-day extension.
 Choose this option if your company has any new establishments to add.
 Choose this option if your company has any establishments to delete.
 Choose this option if there are any changes in company contact information.
 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.

I

 Incomplete

C

 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> Edit <div>Go</div> </div>	AB66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
3	I	<div> Edit <div>Go</div> </div>	AB66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
4	I	<div> Print HTML <div>Go</div> </div>	GX90214	TEST ME PLZ	489 U.S. 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	<div> Edit <div>Go</div> </div>	AB66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
3	I	<div> Edit <div>Go</div> </div>	AB66243	MY IMAGINARY COMPANY	131 M STREET NORTHWEST	WASHINGTON	DC	
4	I	<div> Edit <div>Go</div> </div>	GX90214	TEST ME PLZ	489 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

Cancel Change Save and Continue

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.

21

- 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

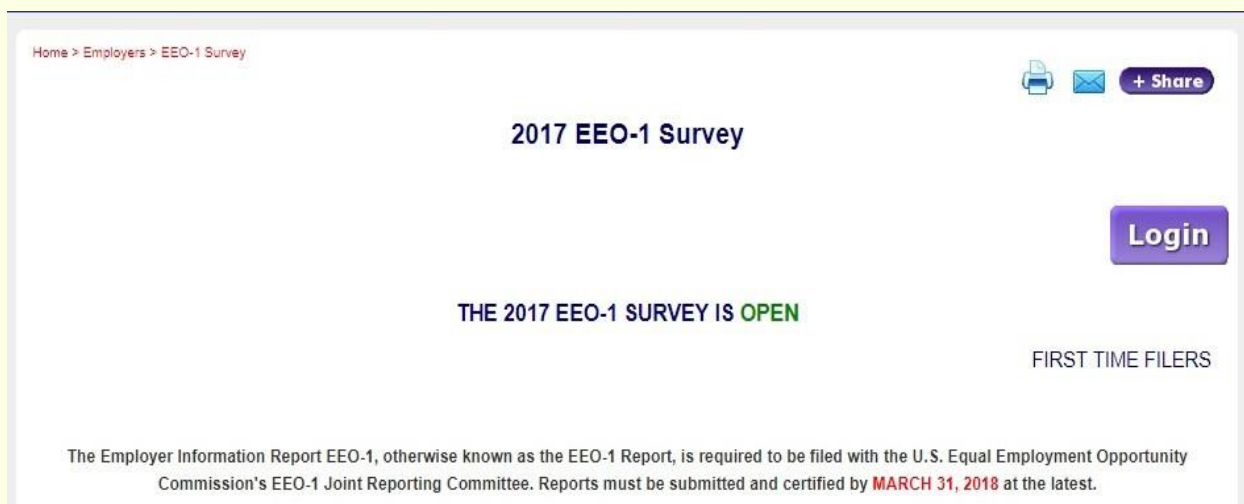
Employers may submit the EEO-1 report by using either of the filing methods below:

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.



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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EEO-1

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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: [Help](#)

Password: [Help](#)

[Login](#)

[Get Password](#) [Forgot Password?](#) [Forgot Company Number?](#)

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 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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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](#).

[CANCEL](#) [CONTINUE](#)

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.

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REGISTERING YOUR COMPANY

Answer the following questions to determine if your Company is required to file the EEO-1 report.

☐ Yes ☐ No Does the company employ 100 or more employees?

☐ Yes ☐ No Does the company have over 50 employees **and** has a federal contract or subcontract amounting to \$50,000 or more?

☐ Yes ☐ No Does the company have over 50 employees **and** serve as an issuing and paying agent for U.S. Savings Bonds?

You may contact the EEO-1 Joint Reporting Committee at 1.877.392.4647 (TOLL-FREE) or e1.techassistance@eoc.gov for assistance.

Click 'Continue' to complete the registration form, then click 'Submit.'

NOTE: DO NOT register as a company filing for the first time if your company has ever filed an EEO-1 report, or is owned by another U.S. company. **DO NOT** register as a company filing for the first time if you are a State or Local Government. **DO NOT** register as a company if you are a public Elementary or Secondary School system or district.

1. Enter the Corporate Headquarters name, address, EIN, number of company locations, the EEO-1 contact's name, telephone number, email address and the name of the person registering the company in the Registering Your Company screen.

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REGISTERING YOUR COMPANY

This registration is for the 2017 survey period. If you do not plan to file 2017 reports, do not submit this form.
After clicking "Submit," your Company Number/Login ID will appear on the following screen. Be sure to save that information.

COMPANY INFORMATION:

Company Name *

Please provide your mailing address below: As you enter your address, suggestions will be provided. Continue to add information until your address appears in the drop-down list. Select your address to continue. If the correct address does not appear, please click on "Manual Address Entry" and enter the address in the provided cells. For PO Boxes please use Manual Address Entry.

Address (Use Manual Entry for P.O. Box)

Address Line 1 *

Address Line 2 (Optional)

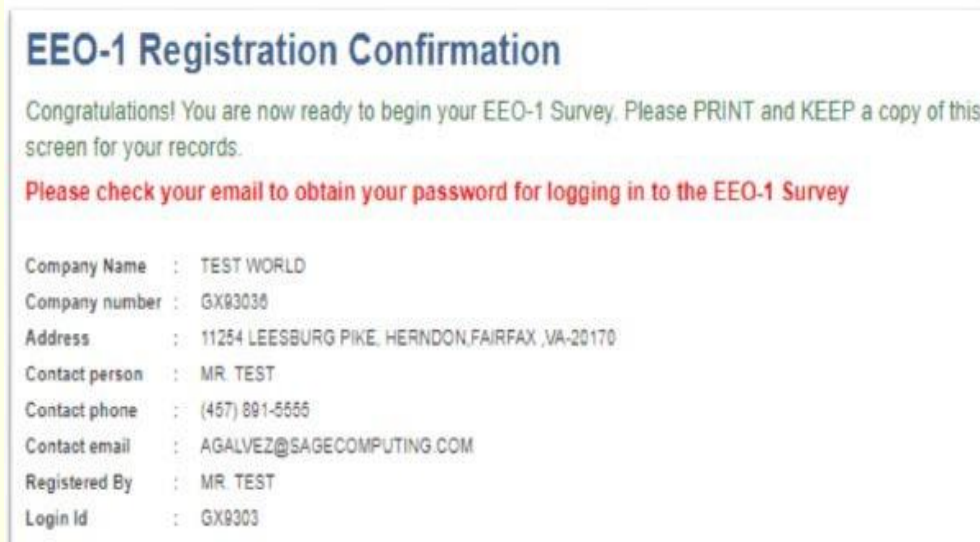
City or Town *

County *

State *

Zip Code *

2. Print the registration confirmation page for your records.



EEO-1 Registration Confirmation

Congratulations! You are now ready to begin your EEO-1 Survey. Please PRINT and KEEP a copy of this screen for your records.

Please check your email to obtain your password for logging in to the EEO-1 Survey

Company Name	: TEST WORLD
Company number	: GX93036
Address	: 11254 LEESBURG PIKE, HERNDON, FAIRFAX, VA-20170
Contact person	: MR. TEST
Contact phone	: (457) 891-5555
Contact email	: AGALVEZ@SAGECOMPUTING.COM
Registered By	: MR. TEST
Login Id	: GX9303

3. To obtain your password, check your email for a link which you should click to create a new password. Once you have the company number and password, you may login at <https://egov.eeoc.gov/eeo1/login.jsp>

NOTE: Before registering for the first time, check establishment and domain name to avoid duplicates, and only register your company's headquarters location. Establishment names and street addresses must be correct to file the reports. When in doubt, contact the EEO-1 Joint Reporting Committee at 1-877-392-4647.

III. OTHER PROCESSES

A. ADDING ESTABLISHMENTS

1. Start by selecting the click here button under "Add New Establishments" in the **Edit and Complete Establishment Reports** screen:

[Main Menu](#)

Edit and Complete Establishment Reports

To certify 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 3

Select All ▼

Filter By Report Status 3

Select All ▼

I Incomplete

C Complete

Show 50 entries

First Previous 1 Next Last

Search:

- Select the type of report you will be adding, Type 4 (establishments with greater than 50 employees, Type 8 or Type 6 (establishments with fewer than 50 employees):

Add Establishments

Do you have any new establishments?

☒ Yes ☐ No

Select the report type that applies to the location you are adding.

Greater than 50 employees.

Type	Description
<input checked="" type="radio"/> 4	Individual establishment with more than 50 employees.

Less than 50 employees.

Type	Description
<input checked="" type="radio"/> 8	Individual establishment with less than 50 employees. This report is the same as a Type 4 report and requires the listing of employees under the correct gender, race and job description category. The totals from these reports will automatically be calculated for the Consolidated Report.
<input type="radio"/> 6	Individual establishment with less than 50 employees. This report requires only the address and total quantity of employees for each establishment. Also, when using Type 6 reports, the consolidated Type 2 report must reflect the total amount of employees from all your locations.

[Cancel](#)

Screen: Add Establishment

- Indicate whether an EEO-1 report has been filed for the establishment in the past. If the establishment has been reported for in the past and you have the establishment number, enter it and click "Continue"

Has an EEO-1 report been filed for this Establishment in the past?

☒ Yes ☐ No

If you know the EEO-1 Establishment number, please enter it here:

Continue

Cancel

Screen: Add Establishment

4. Include the establishment name, Employer Identification Number (EIN), NAICS Industry Code (this can be obtained from an earlier EEO-1 report submission or by referencing the NAICS Code listing,) address, city, state and zip for the establishment:

Establishment for which this report is filed*

Please enter your Establishment Name

Employer Identification Number (EIN)*

Naics* (For reference click here to view NAICS Codes.)

Begin entering the establishment's full address in the Address 1 cell. As you enter your address, suggestions will be provided. Continue to add information until your address appears in the drop-down list. Select you address to continue. If the correct address does not appear, or if you are entering a PO Box, please click on "Manual Address Entry" and enter the address in the provided cells.

Address (Use Manual Entry for P.O.Box)

Address (number and street)*		Address 2 (Optional)	
<input type="text" value="Enter a location"/>		<input type="text"/>	
City or Town*	County*	State*	Zipcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Enter data and click **Save or Save and Add Another** if there are additional establishments to be added.

B. SPINOFFS

A type of divestiture, a spinoff is the creation of an independent company through the sale or distribution of new shares of an existing business or division of a parent company.

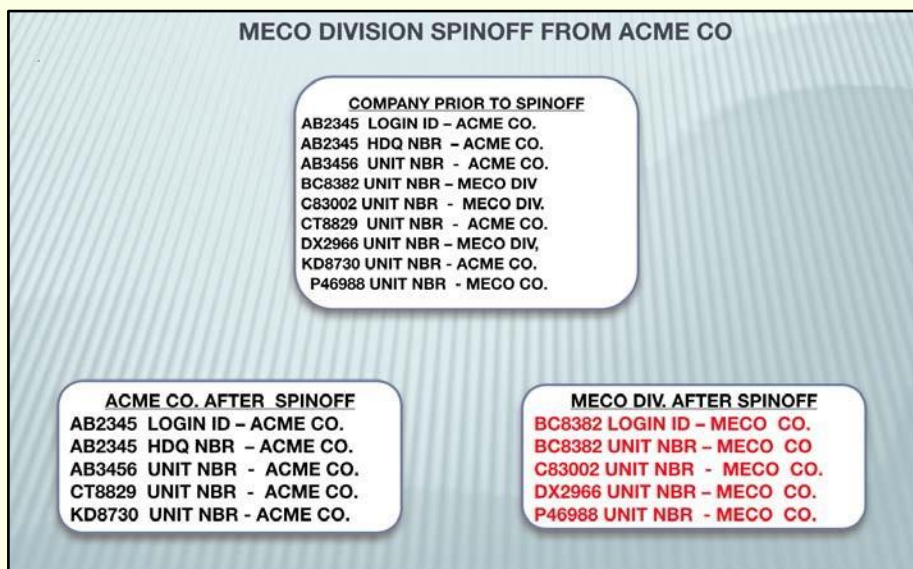
Before beginning the procedures to process a spinoff, determine whether this will be a **complete or partial spinoff**. Will both companies be retaining the same headquarter address?

If it is a partial spinoff and the new company will also share the same address as the former parent, the new company should be registered instead of a spinoff being conducted.

If it is a full spinoff and the new headquarters address (former establishment number address) is different, you can do a spinoff.

In both spinoff instances above, if there are other locations that need to be moved from the former parent database, ensure that you are clear on which physical addresses (establishment units) should be moved into the new company database.

The figure below illustrates how spin-offs are resolved, using Acme Company and Meco Division as examples:



The location associated with Establishment Number BC8382 will be the headquarter location and all Meco Divisions will also spinoff establishments of Meco. Additionally, the Login ID and database created for Meco Co. will now be based on the Headquarters Number and location.

If your company experienced a spinoff after September 30, 2016 please send an email notification to: E1.SPINOFFS@EEOC.GOV

Your email should include the name, address, and company number (if known) of the current parent company. Additionally, please include the establishment considered to be the new headquarters that should be spun off in the employer EEO-1 database with a list of all physical addresses for the new company.

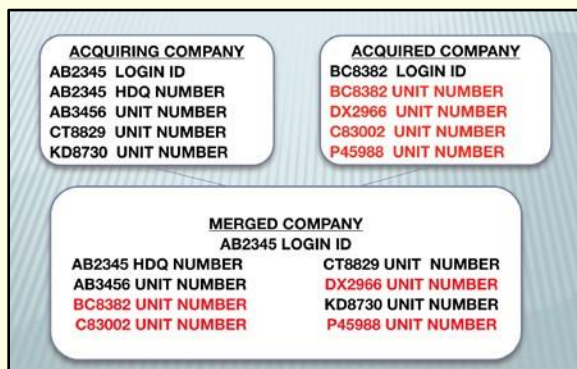
C. ACQUISITIONS & MERGERS

Ensure that you have verified with the acquiring company, the physical address(es) that should be moved. **For companies/units that have merged:** access will be needed to their historical data prior to this event.

ACQUISITION: a corporate action in which a company buys most, if not all, of the target company's ownership stakes in order to assume control of the target firm.

MERGER: a legal consolidation of two business entities to form a new entity.

The figure below shows how mergers and acquisitions are resolved:



ACQUISITIONS

For acquisitions which occurred after **September 30, 2016** please send an email notification to: E1.ACQUISITIONSMERGERS@EEOC.GOV

Your email should include the name, address, and company number of both the acquiring and the acquired companies. If a company acquired a small company that otherwise would not be required to file the EEO-1 report, or a company that has not previously filed the EEO-1 report, the acquiring company may proceed with adding the establishment(s) and filing for the new employees.

MERGERS

For mergers which occurred after **September 30, 2016** please send an email notification to: E1.ACQUISITIONSMERGERS@EEOC.GOV

Your email should include the names and company numbers (if known) of all companies affected by the merger, the name and address of the corporate headquarters and the name of the new company.

*****Be sure to clearly state whether the entire company, a division or only a few**

units are being acquired/merged.***

D. EXTENSION REQUESTS

To request an extension submit an e-mail to e1.extensions@eeoc.gov before March 31st. In the email please include your company name, number, address, and the contact information for the person responsible for filing the report. There is no need to wait on a reply, please continue with your submission. **NO EXTENSIONS WILL BE GRANTED AFTER MARCH 31ST.**

E. RESET PASSWORD

Passwords can be retrieved on the EEO-1 login page, under this [link](#), which can be found under the section titled "How to Login." You can use the "[Need Help to Reset Password](#)" button to reset and create a new password for the current year survey. You will provide your company number/login ID and a link will be emailed to the EEO-1 company contact person's email. Clicking on the link will take you to a screen where you can create your new password.

IV. COMMON FILING MISTAKES

1. Not providing necessary notice to the EEO-1 Joint Reporting Committee that the filing company experienced a merger, acquisition, or spinoff
2. Spinoff companies registering on their own (the EEO-1 Joint Reporting Committee should handle company spinoffs)
3. Including a closed establishment while filing
4. Not creating a separate report for each establishment, and reporting all establishment employees in the Headquarter report
5. Excluding the Type 6 report numbers from the consolidated report. Type 6 records do not automatically populate the consolidated report
6. Invalid or missing NAICS codes
7. Using invalid payroll period dates. Valid months are October, November or December of the current survey year only
8. Using the same company number for different establishments (each location should have its own establishment number)
9. Not including unit numbers on Type 8 reports
10. Mistaking prior year totals for current year totals and forgetting to file current year EEO-1 reports

V. TERM INDEX

Acquisition

An acquisition is a corporate action in which a company buys most, if not all, of the target company's ownership stakes in order to assume control of the target firm.

Asset Acquisition

An asset acquisition is a buyout strategy in which key assets of the target company are purchased, rather than its shares. The purchasing company identifies which assets and liabilities it wants to purchase, avoiding unwanted assets and liabilities for which it does not want to assume responsibility.

Certification

Certification is the final stage in the EEO-1 application submission process by which an authorized official confirms the reported company information.

Consolidated Report

Consolidated Report includes all employees within the company, regardless of location.

Contract

Contract refers to any government contract or any federally-assisted construction contract.

Employees

Employee means any individual on the payroll of an employer who is an employee for purposes of the employer's withholding of Social Security taxes except insurance sales agents who are considered to be employees for such purposes solely because of the provisions of 26 USC 3121 (d) (3) (B) (the Internal Revenue Code). Leased employees are included in this definition and refer to a permanent employee provided by an employment agency for a fee to an outside company for which the employment agency handles all personnel tasks including payroll, staffing, benefit payments and compliance reporting.

Employer Identification Number (EIN/FEIN)

An employer identification number (EIN) is a nine-digit number assigned by the IRS. It is used to identify the tax accounts of employers and certain others who have no employees. The IRS uses the number to identify taxpayers who are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.

Employment Data

Employment data refers to gender, race or ethnicity information by job category for all full-time and part-time employees who were employed during the selected payroll period.

Establishment

Establishment is an economic unit which produces goods or services, such as a factory, office, store, or mine. In most instances, the establishment is at a single physical location and is

engaged in one, or predominantly one, type of economic activity.

First-tier Subcontractor

A subcontractor holding a subcontract with a prime contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime government contract.

Headquarters Report

The Headquarters report is an EEO-1 report that includes only those employees working at the main office site of a company.

Multi-Establishment Employer

Multi-establishment employers conduct business at two or more physical addresses.

North American Industry Classification System (NAICS)

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.

Self-identification

Self - identification is the preferred method by which the employee of a company identifies his or her race and ethnicity necessary for the EEO-1 report.

Single-Establishment Employer

A company with a single operational location where company functions are coordinated and employees report to work.

Subcontractor

Subcontractor means any employer having a contract with a prime contractor or another subcontractor calling for supplies or services required for the performance of a government contract or federally assisted construction contract.

VI. CONTACT US

EEO-1 JOINT REPORTING COMMITTEE

P.O. BOX 3128

RESTON, VA 20195

1-877-392-4647 (Toll Free)

1-866-262-0032 (Fax)

e1.techassistance@eeoc.gov