FACT SHEET
OFS INSTRUCTIONS FOR NEW AND RETURNING EMPLOYERS AND ACCOUNT HOLDERS

> ## NOTICE
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> Employers (i.e., filers) should read the *2023 EEO-1 Component 1 Instruction Booklet* (i.e., "*Instruction Booklet*") prior to and in conjunction with using the below "fact sheet." Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this "fact sheet" to complete their required 2023 EEO-1 Component 1 filing. The *2023 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC's dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1):
> www.eeocdata.org/pdfs/2023_EEO_1_Component_1_Instruction_Booklet.pdf.

EMPLOYERS FILING FOR THE FIRST TIME

- All individuals responsible for filing the employer's reports will be required to create an individual user account associated with their email address to access the *EEO-1 Component 1 Online Filing System (OFS)*. This can be done by visiting www.eeocdata.org/eeo1/signin and selecting "Create an Account."

- After creating an account and signing in to the *EEO-1 Component 1 Online Filing System (OFS)*, account holders can register a new employer (i.e., company) by selecting "Add Employer" on the "My Employer List" screen.[1]

- When adding a new employer, account holders will follow a series of prompts to determine an employer's eligibility to file. If eligibility is determined, account holders will be asked to provide the: (1) Employer Identification Number (EIN);[2] (2) 2022 North American Industry Classification System (NAICS) code;[3] (3) employer name (i.e., company name); and (4) employer headquarters address.

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[1] After creating an account, users can communicate with the EEO-1 Component 1 Filer Support Team via the online EEO-1 Component 1 *Message Center* at www.eeocdata.org/eeo1 and access supplementary helpful resources, if needed.

[2] If the employer's EIN is associated with an existing EEO-1 Component 1 employer (i.e., company) report(s), the "New Employer Registration" process cannot be completed. Please follow the instructions within the OFS to receive assistance from the EEO-1 Component 1 Filer Support Team through the online *Message Center* at www.eeocdata.org/eeo1.

[3] To identify the correct 2022 NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at www.census.gov/naics/.

1

2023 EEO-1 Component 1 Data Collection
Opening: April 30, 2024
Published Due Date Deadline: June 4, 2024
Failure to File Deadline: July 9, 2024

- During the new employer registration process, account holders will be provided with an "*OFS* Company ID" and "Employer PIN." The "*OFS* Company ID" and "Employer PIN" can be shared with other *OFS* account holders to link their "Individual User Account" with the employer profile.

- After registering for an account, account holders may log in to the account using their username (i.e., email address) and their password created in the account creation process. If after linking an employer to a user account, the employer is not listed on the "My Employer List," please contact the EEO-1 Component 1 Filer Support Team via the *Message Center*.

EMPLOYERS THAT HAVE PREVIOUSLY FILED

Accessing an Employer's Profile to Begin Submitting Reports
All individuals responsible for filing the employer's reports will be required to create an individual user account associated with their email address to sign in to the *EEO-1 Component 1 Online Filing System (OFS)* to access employer report(s) (formerly referred to as company records) and/or submit EEO-1 Component 1 report(s).

Returning Users
Account holders may sign into the *OFS* by visiting www.eeocdata.org/eeo1/signin and entering the email address and password used when last logging into the *EEO-1 Component 1 Online Filing System*. Account holders may be prompted to reset their password before proceeding.[4] Account holders who do not know their password should select "Forgot Password."

New Account Holders for Employers which have Previously Filed
New individuals responsible for filing reports for employers which have previously filed will be required to create an individual user account associated with their email address to access the *EEO-1 Component 1 Online Filing System (OFS)*. This can be done by visiting www.eeocdata.org/eeo1/signin and selecting "Create an Account." After creating an account and logging in to the *OFS*, new account holders can link their individual user account to an employer by selecting "Add Employer" on the "My Employer List" screen and entering the "*OFS* Company ID" and "Employer PIN" provided on the employer's annual filing notifications sent via U.S. postal mail and email prior to the opening of the 2023 EEO-1 Component 1 data collection.

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[4] Please note that account holders are required to reset their password every 90 days.

2

2023 EEO-1 Component 1 Data Collection
Opening: April 30, 2024
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If an account holder does not have the "Employer ID" and "Employer PIN," they should obtain this information from their employer's certifying official and enter it into the *OFS*. If the account holder does not have access to the "Employer ID" and "Employer PIN," they should proceed in the *OFS* to answer a series of additional prompts. If the employer has previously filed an EEO-1 Component 1 report, the account holder will be taken to a "Change of Contact" form in the *OFS*.[5]

Account holders will be asked to provide the following in the "Change of Contact" form:

- First Name, Last Name, Title, Phone Number, and Email Address of the person requesting the change of contact;
- Employer Name and EIN;
- *OFS* Company ID (if known);
- First Name, Last Name, Title, Phone Number, and Email Address of the new employer (i.e., company) contact;
- A verification letter in PDF format on the employer's letterhead (i.e., company's letterhead) from an authorized employer (i.e., company) representative approving this change (e.g., CEO, President, General Counsel, CFO, Controller, Vice President of Human Resources) is required.

Accessing Prior Year Filed Reports

EEO-1 Component 1 reports will be available in the *EEO-1 Component 1 Online Filing System (OFS)* for all reports filed beginning with the 2015 EEO-1 Component 1 data collection.[6] Select the employer in the "My Employer List" to access the "Employer Dashboard," and click on "Historic EEO-1 Component 1 Reports" to download any available prior year reports.

ADDING/CHANGING AN EMPLOYER'S POINT OF CONTACT (POC)[7]

Account Holders Who Are Linked to an Employer in the OFS

Account holders whose accounts are linked to an employer in the *EEO-1 Component 1 Online Filing System (OFS)* can update the employer's contact by selecting the appropriate employer from the "My Employer List" screen. On the "Employer Dashboard," select the "Confirm Employer Contacts" step. To add a new employer contact, select "Add New Contact." To update or delete an existing employer contact, select "Edit/Delete" next to the appropriate contact.

Account Holders Who Are Not Linked to an Employer in the OFS

If an individual needs to update an employer's point(s) of contact (POC(s)) and their user account is not linked to an employer in the *EEO-1 Component 1 Online Filing System (OFS)*, the individual

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[5] Please note that a "Change of Contact" request must be reviewed by the EEO-1 Component 1 Filer Support Team and may take up to 5–7 business days to be approved.

[6] Report availability is dependent on the employer's filing history.

[7] Please note that an employer may have more than one point of contact (POC) in the *OFS*. The EEOC strongly encourages employers to include more than one person as a point of contact to ensure the employer receives critical notifications about the EEO-1 Component 1 data collection.

3

2023 EEO-1 Component 1 Data Collection
Opening: April 30, 2024
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Failure to File Deadline: July 9, 2024

can visit www.eeocdata.org/eeo1 and log in to their user account or select "Get Started" to create a user account. Once logged in, account holders should select "Add Employer" on the "My Employer List" screen. Account holders should follow the prompts to link their individual user account to the employer. After successfully linking to the employer, the account holder can select the employer on the "My Employer List" screen. On the "Employer Dashboard," select the "Confirm Employer Contacts" step. To add a new employer contact, select "Add New Contact" to update or delete an existing employer contact, select "Edit/Delete" next to the appropriate contact.

SAVING ENTRIES WITHIN THE *OFS*

As an account holder advances from one screen to another, the *EEO-1 Component 1 Online Filing System (OFS)* saves their additions/deletions/changes as they click "Next," "Save," "Confirm," or "Submit." An account holder must select "Next," "Save," "Confirm," or "Submit" and advance to the next page to save their additions/deletions/changes. Otherwise, they will need to re-enter any additions/deletions/changes if they navigate away from the *OFS* before clicking "Next," "Save," "Confirm," or "Submit."

CORRECTING ESTABLISHMENT INFORMATION IN THE *OFS*[8]

Most employer information, including an EIN, can be edited in the *EEO-1 Component 1 Online Filing System* (*OFS*). "*OFS* Company ID" and "HQ/Establishment-Level Unit ID" are the only exceptions – these cannot be edited by account holders. To update employer information, log in to the *OFS*, and select an employer from "My Employer List" screen. On the "Employer Dashboard," select the "Confirm Employer Details" step. Follow the prompts within this step to confirm or update employer information. The *2023 EEO-1 Component 1 User's Guide*, which will be available beginning on Tuesday, April 30, 2024 (i.e., the opening of the 2023 EEO-1 Component 1 data collection), also has additional helpful technical information on how to edit employer information, if wanted by a filer. The supplementary technical user's guide can be accessed from the "Resource" page on the "My Employer List" within the *OFS* or by clicking the folder icon on the top of the screen.

FINISHING REQUIRED FILING STEPS IN THE *OFS*

As account holders complete each step of the process on the "Employer Dashboard," each step will change from "Go →" to "Complete." After the "Report EEO-1 Component 1 Data (Manual Entry or Data File Upload)" is shown as "Complete," the "Review EEO-1 Component 1 Reports" and the "Certify EEO-1 Component 1 Reports" steps will show the "Go →" button. Employers should review their report(s) to ensure data accuracy. When the "Certify EEO-1 Component 1 Reports" displays "Go →," select that step to complete the certification process. Account holders will then proceed to a screen to enter "Certifying Official" information and certify the EEO-1 Component 1 report(s). Account holders will receive an email indicating that the EEO-1 Component 1 report(s) was certified.

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[8] Please note that once data collection closes for a particular reporting cycle, employers are not able to retroactively correct and/or update any workforce demographic data reported during that cycle.

4

2023 EEO-1 Component 1 Data Collection
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Failure to File Deadline: July 9, 2024

SAVING/PRINTING A COPY OF SUBMITTED/CERTIFIED EEO-1 COMPONENT 1 REPORTS

After certification, the "Employer Dashboard" will display "Thank you for completing the EEO-1 Component 1 report for 2023." Account holders may save and/or print a PDF copy of their submitted and certified EEO-1 Component 1 report(s) by selecting "Report" on this screen.

EEOC 2023 EEO-1 Component 1 Data Collection

All updates about the 2023 EEO-1 Component 1 data collection, including the *2023 EEO-1 Component 1 Instruction Booklet* and the *2023 EEO-1 Component 1 Data File Upload Specifications*, are available on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.

To further assist filers, the EEOC provides supplementary resource materials (e.g., user's guide; frequently asked questions (FAQs); fact sheets; mini help desk guides) at the opening of each data collection. Access by registered *EEO-1 Component 1 Online Filing System* (*OFS*) account holders to these supplementary resource materials is available through the EEOC's dedicated EEO-1 Component 1 data collection website at www.eeocdata.org/eeo1.

The deadline to file the 2023 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 4, 2024** (i.e., "Published Due Date"). Following the **Tuesday, June 4, 2024** "Published Due Date" deadline, the EEOC will enter the "Failure to File" phase. All employers who have *not submitted and certified* their mandatory 2023 EEO-1 Component 1 report(s) by the **Tuesday, June 4, 2024** "Published Due Date" deadline will receive a "Notice of Failure to File" from the EEOC instructing them to submit and certify their data *as soon as possible*, and *no later than* **11:00 pm ET (i.e., Eastern Time) on Tuesday, July 9, 2024** (i.e., "Failure to File" deadline). After the **Tuesday, July 9, 2024** "Failure to File" deadline passes, *no* additional 2023 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2023 EEO-1 Component 1 filing obligations.

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 workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, *et seq.*, and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).

5

2023 EEO-1 Component 1 Data Collection
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