



FACT SHEET: Start-up Guide for Client Employers of Third-Party Human Resource Organizations (e.g., PEOs, ASOs, HROs)

For the 2021 EEO-1 Component 1 data collection, every eligible client employer on behalf of which a Professional Employer Organization (PEO), Administrative Services Organization (ASO), Human Resource Outsourcing organization (HRO), or similar third-party human resource organization chooses to file, will be required to have its own company registration under the client employer’s EIN (i.e., Employer Identification Number, Federal Tax Identification Number, FEIN). The company registration record contains basic contact and location information and resides within the *EEO-1 Component 1 Online Filing System (OFS)*.

Beginning with the 2021 EEO-1 Component 1 data collection, client employers **must** certify their own data within the *EEO-1 Component 1 Online Filing System*. However, a third-party human resource organization (e.g., PEO, HRO, ASO) may still prepare and file an EEO-1 Component 1 Report(s) on behalf of eligible client employers. In order for this to occur, eligible client employers must:

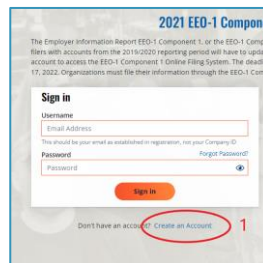
- create their own company registration record (i.e., User Account), and
- invite their third-party human resource organization (e.g., PEO, HRO, ASO) to create an associated user account.

For client employers whose third-party human resource organization is choosing to prepare and file their 2021 report(s), please follow the step-by-step instructions below to create a User Account, add a company, provide company contacts, and provide a third-party human resource organization with access. Client employers will have the ability to provide a third-party human resource organization with access at any time while the 2021 EEO-1 Component 1 data collection is open.

Step 1: Create a User Account

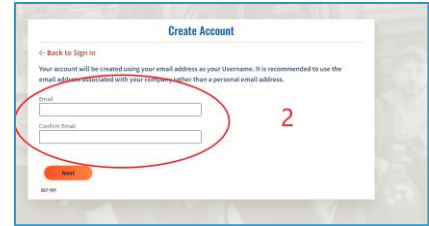
Client Employers will be required to create an individual user account to access the *EEO-1 Component 1 Online Filing System (OFS)*.

1. To create a User Account, visit <https://eecdata.org/eo1/signin> and select “Create an Account.”
2. Provide the email address associated with the account.





3. Users will receive an email from Notification@eecodata.org within 10 minutes with the subject line “EEO-1 Component 1 Account Invitation.”



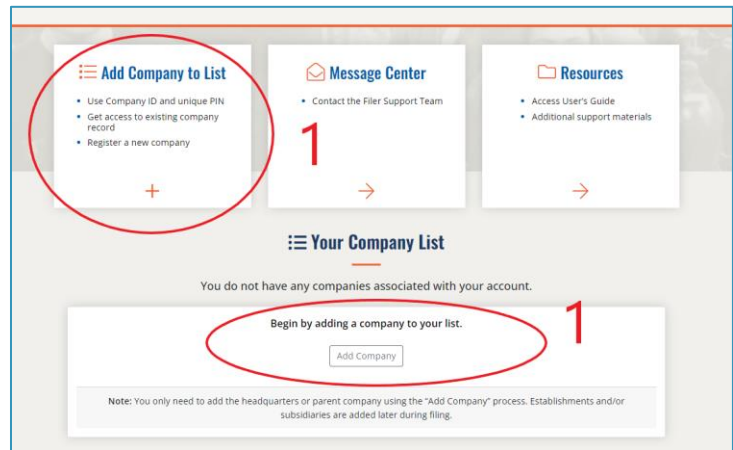
4. Follow the instructions in the email and provide the requested user information to finish creating an account.

5. Return to <https://eecodata.org/eeo1/signin> and use the newly created User Account credentials to log in to the *EEO-1 Component 1 Online Filing System (OFS)*. The User Name is the email address used to create the User Account.

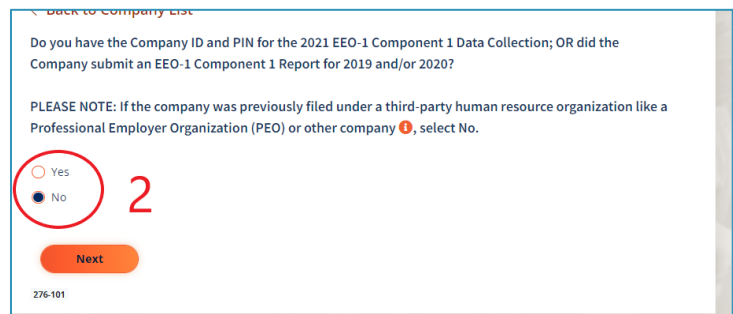
Step 2: Add a Company to Your Company List

After creating an account and signing in to the *EEO-1 Component 1 OFS*, client employers can add a company to their list. To add a company, client employers will:

1. Select “Add Company to List” (or “Add Company” if no companies are listed) from the *Your Company List* page and follow the instructions to add a company to the *Your Company List* page.



2. Client employers that have previously filed under a third-party human resource organization, for example a Professional Employer Organization (PEO), will select “No” to the initial question and “No” to the first question in the following grid.



3. Client employers should answer the remaining questions based on the company information for the client employer that is filing the 2021 EEO-1 Component 1 Report. These questions determine the client employer’s





eligibility to file the 2021 EEO-1 Component 1 Report.

- If a client employer is eligible to file, the final screen requests its company information. At the bottom of this screen, indicate that a PEO previously filed on behalf of the client employer.
- Provide the name of the third-party human resource organization (e.g., PEO, HRO, ASO) and Unit ID associated with the client employer’s company headquarters under the third-party human resource organization (if known).

Step 3: Provide the Third-Party Human Resource Organization (e.g., PEO, HRO, ASO) Access to the Company Record

To provide a third-party human resource organization with access to the company record:

- Select the company record from the *Your Company List* page.

| COMPANY ID | COMPANY NAME | STATUS | CITY | STATE | UNLINK COMPANY RECORD |
|------------|-----------------|------------|-----------|-------|-----------------------|
| KR73906 | Example Company | Incomplete | Rockville | MD | |

- Select “Confirm Company Contacts” from the Company Dashboard.



3. Provide client employer contact information by selecting “Add New Contact.” Filers **must** add a client employer contact in order to provide a third-party human resource organization account access in the next step.
 - Please provide a company contact for EEOC communications. Contacts are individual representatives of the company with responsibility for filing or certifying the 2021 EEO-1 Component 1 Report.
 - One contact must be listed as the *primary contact* for communication preferences. This contact **cannot** be an employee of the third-party human resource organization.
4. Select “Add Account” and provide an email address for the third-party human resource organization contact.
 - The third-party human resource organization contact will receive instructions on how to create an account within the 2021 *EEO-1 Component 1 Online Filing System*, as well as the Company ID and PIN associated with the client employer.
 - This will provide the third-party human resource organization with access to the client employer’s company record.

Contacts i

[← Back to Example Company](#)

Please review the Contacts and indicate a primary contact. Include individuals that should receive critical communications regarding the EEO-1 Component 1 Report. One contact must be listed as a primary contact. Contacts are individual representatives of the company with responsibility for filing or certifying the 2021 EEO-1 Component 1 Report.

Contacts must also be listed in the Account section to have Account Access. Registration for accounts requires a unique email address. If multiple individuals require access to the company record in the Online Filing System, they must establish their own accounts. Selecting “Add Account” will send an email inviting that individual to create an account.

3
Add New Contact

| Action | First Name | Last Name | Title | Phone Number | Email Address | Communication Preferences |
|------------------------|------------|-----------|---------|----------------|---------------|---------------------------|
| Unlink | Example | Filer | Example | (999) 999-9999 | | |

Accounts i

Individuals added under Accounts will receive instructions on how to create an account within the 2021 EEO-1 Component 1 Online Filing System and the Company ID and PIN for this company. Accounts are based on email address as the username. There may be multiple individuals listed under “Contacts” with the same email address, but that email address can only be listed once under “Accounts”.

Contacts must also be listed in the Account section to have Account Access. Registration for accounts requires a unique email address. If multiple individuals require access to the company record in the Online Filing System, they must establish their own accounts.

4
Add Account

| Action | First Name | Last Name | Title | Phone Number | Email Address |
|------------------------|------------|-----------|---------|----------------|---------------|
| Unlink | Example | Filer | Example | (999) 999-9999 | |



Step 4. What to Know About Reporting Procedures as a Client Employer

If a third-party human resource organization previously completed your EEO-1 Component 1 Report under the third-party human resource organization's EIN, your *historic* EEO-1 Component 1 information will remain under the third-party human resource organization's EIN. This includes the 2019/2020 EEO-1 Component 1 Report establishment information.

- **IMPORTANT:** The establishments and associated historical reports **will not** transfer to the new Company ID created in Step 2 above.

For the 2021 EEO-1 Component 1 Report, your establishments **must** be added as new establishments to the company created in Step 2 above.

- Please review the “Report EEO-1 Component 1 Data” section on pages 16 – 19 of the *EEO-1 Component 1 Online Filing System User's Guide* for information on how to add establishments and enter workforce demographic data in your 2021 EEO-1 Component 1 Report. The User's Guide is listed under the “Resources” tab of the *Your Company List* page.
- If you are utilizing an upload file provided by a third-party human resource organization, you **must** ensure that the file reflects the *new* Company ID and Unit ID associated with your 2021 EEO-1 Component 1 filing. If the file supplied by a third-party human resource organization reflects a prior-year (e.g., 2020) Company ID and Unit ID, you **must** follow the steps outlined below:
 - 1) **Single establishment filers:** In the file supplied by the third-party human resource organization, replace the Company ID and Unit ID with the Company ID assigned by the *EEO-1 Component 1 Online Filing System (OFS)* before logging in to the [EEO-1 Component 1 OFS](#) to complete the data file upload.
 - 2) **Multi-Establishment filers:** Review and/or complete steps a – e below before logging into the [EEO-1 Component 1 OFS](#) to complete the data file upload:
 - a) Take the file supplied by the third-party human resource organization, and in the records where Status Code is 2 or Status Code is 3, replace the Company ID and Unit ID with the Company ID assigned by the *EEO-1 Component 1 OFS* (i.e., Company ID and Unit ID should be the same for the Type 2 and Type 3 records);
 - b) For all other records where Status Code is NOT 2 or 3, replace the Company ID with the Company ID assigned by the *EEO-1 Component 1 OFS*;
 - c) For all other records where Status Code is NOT 2 or 3, delete the Unit ID;
 - d) For all other records where Status Code is 4, change the 4 to a 9 (Note: this uploads the Type 4 Report as a *new* Type 4 Report);
 - e) No actions are necessary for records where Status Code is 8;



Note: You will get “Warning” messages that you are uploading new establishments. This is a “generic” warning for all companies uploading establishments with no Unit IDs to ensure they really want to create new establishments. You may ignore the warning, as you are creating new establishments for your records.

Important note for filers using .csv format: All filers working with a data file in a .csv format will need to be careful opening the file in Excel as Excel will change the Payroll Period field to scientific notation. To avoid this, filers can enter an apostrophe before the 16-digit payroll period.

For more information on the updated reporting procedures for third-party human resource organization (e.g., PEO, HRO, ASO) and client employers, please visit:

- [Fact Sheet: 2021 EEO-1 Component 1 Third-Party Human Resource Organization Reporting Procedures \(e.g., PEOs, HROs, ASOs\)](#)
- [2021 EEO-1 Component 1 Frequently Asked Questions \(FAQs\)](#)

For more information on other 2021 EEO-1 Component 1 topics, please visit:

<https://eeocdata.org/EEO1/support>