



## FACT SHEET

### QUICK START GUIDE

#### NOTICE

Employers (i.e., filers) should read the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/eeo1/https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below “Quick Start Guide.” 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 “guide” to complete their required 2024 EEO-1 Component 1 filing. The *2024 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/](https://www.eeocdata.org/eeo1/)): [https://www.eeocdata.org/pdfs/2024\\_EEO\\_1\\_Component\\_1\\_Instruction\\_Booklet.pdf](https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf).

All private employers and federal contractors meeting the eligibility requirements outlined in the “*Who Must File*” section of the *Instruction Booklet* have a mandatory legal obligation to submit and certify annual EEO-1 Component 1 report(s) containing required workforce demographic data to the EEOC.<sup>1</sup>

The EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. The *OFS* is accessible at [www.eeocdata.org/eeo1/](https://www.eeocdata.org/eeo1/).

All individuals responsible for filing an employer’s 2024 EEO-1 Component 1 report(s) will be required to have an individual user account associated with their email address to access the *OFS*. To create a new account, visit [www.eeocdata.org/eeo1/signin](https://www.eeocdata.org/eeo1/signin) and select “Create an Account.”

- New account holders for employers (i.e., companies) that have filed in prior year reporting cycles can link their individual user account to the employer record using the employer’s “OFS Company ID” and “Employer PIN,” which will be sent to them via email prior to the opening of data collection. Account holders for employers that have never filed before can register a new employer by selecting “Add Employer” on the “*My Employer List*” screen.
- Returning *OFS* account holders who created their account during or after the 2019/2020 data collection can sign in using their existing username (i.e., email address) and password. Returning account holders may be required to reset their password when logging in to the *OFS* if the account holder has not accessed the *OFS* in the past 90 days. Account holders *must* submit the employer’s workforce demographic data electronically in the web-based portal (i.e., *OFS*) through either (1) manual data entry<sup>2</sup> or (2) data file upload.<sup>3</sup> The employer’s certifying official must then certify the 2024 EEO-1 Component 1 report(s) in the *OFS*.

<sup>1</sup> The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII 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).

<sup>2</sup> The “manual data entry” option requires directly entering workforce demographic data into the *OFS*.

<sup>3</sup> The “data file upload” option requires uploading a data file using the EEOC’s 2024 EEO-1 Component 1 Data File Upload Specifications which may be found online at [www.eeocdata.org/eeo1/](https://www.eeocdata.org/eeo1/).



As a part of the EEO-1 Component 1 filing process, individuals responsible for submitting and certifying the 2024 EEO-1 Component 1 report(s) will:

1. Log in to the *OFS*, either with an existing user account or by creating a new one. See the “*OFS Instructions for New and Returning Employers and Account Holders*” section of the *Instruction Booklet* for more details.
2. If necessary, add a new or existing employer to your account.
3. Select the employer from the “*My Employer List*” screen in the *OFS*.
4. If the employer has experienced an acquisition, spinoff, or merger since the last EEO-1 Component 1 data collection, use the “*Report Acquisition, Spinoff, or Merger*” module to report any changes to the EEOC. See the “*How to Report an Acquisition, Spinoff, or Merger*” section of the *Instruction Booklet* for more details. Otherwise, continue to the next step.
5. Enter/confirm the contacts associated with the employer. See the “*Adding/Changing an Employer’s Point of Contact (POC)*” section of the *Instruction Booklet* for more details.
6. Enter/confirm details about the employer (e.g., address, NAICS, etc.)
7. Answer eligibility screener questions.
  - a. If the screener confirms eligibility, determine if the employer is a single-establishment employer (i.e. an employer with a single establishment where business is conducted or where services or industrial operations are performed) or a multi-establishment employer (i.e. an employer with more than one establishment where business is conducted or where services or industrial operations are performed). Report the employer’s demographic data.
  - b. If the screener indicates the employer is ineligible to file, the employer must certify that it is ineligible in the *OFS*.<sup>4</sup>
8. Review your uncertified 2024 EEO-1 Component 1 report prior to certification.
9. Certify your 2024 EEO-1 Component 1 report(s). See the “*Official Certification of Submission*” section of the *Instruction Booklet* for more details.
10. Save or print a copy of your certified 2024 EEO-1 Component 1 report(s). See the “*Saving/Printing A Copy of Submitted/Certified EEO-1 Component 1 Reports*” section of the *Instruction Booklet* for more details.

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<sup>4</sup> Note for employers that have ceased operations: If the employer has ceased operations and is no longer in business, the employer must access the *OFS* to complete the eligibility screener. If the eligibility screener indicates the employer is ineligible to file, the employer must certify that its company is ineligible and no longer in business in the *OFS*.



## 2024 EEO-1 Component 1 Data Collection

All updates about the 2024 EEO-1 Component 1 data collection, including the *2024 EEO-1 Component 1 Instruction Booklet* and the *2024 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](http://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 dedicated EEO-1 Component 1 data collection website at [www.eeocdata.org/eeo1](http://www.eeocdata.org/eeo1).

The deadline to file the 2024 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 24, 2025** (i.e., "Published Due Date"). After the **Tuesday, June 24, 2025** deadline passes, *no* additional 2024 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2024 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 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).