

Uploading your EEO-1 Data File Tips and Instructions NEW FOR 2016 SURVEY

What's new in 2016?

Companies can now test and upload data files themselves instead of emailing the file as an attachment. The data files are in the same format as previous years.

Instead of emailing your data file to a member of the EEO-1 Joint Reporting Committee, you can now do everything electronically. By uploading your data file according to the specifications to the JRC's production database, you are no longer required to wait for confirmation that your data file has been uploaded. You will be informed immediately of acceptance or errors regarding your company's submission.

Before you begin

- You must log into your EEO-1 account to test your final data file and upload it.
- Your 2015 password will NOT work in 2016. You MUST get a new password for 2016 survey.
- If your contact person has changed, you must submit a change of contact request to EEOC on company letterhead before you can obtain your 2016 password online.
- Before generating the upload file, you should first update the Establishment Numbers in your HR system. You can download an Establishment Listing from your company's EEO-1 online database. To do so:
 - log into your account
 - click 'Other Actions'
 - click on 'Present Year'
- Remember, as with all filing methods, you MUST certify the data! This means that once you have uploaded your data additional action is needed. You must complete all incomplete records and **certify the survey**.

Overview of process

- I. Log into your account
- II. Access the system
- III. Respond to screening questions
- IV. Upload data file
- V. Test results
- VI. Review errors
- VII. Fix errors and re-test
- VIII. Warnings
- IX. Error free file
- X. Review
- XI. Edit EEO-1 Screen
- XII. Certification

Step I: Log Into your account

In their respective cells enter:

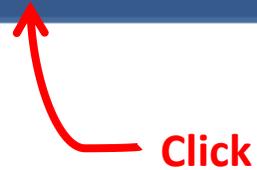
- Email ID
- Company Number (Login ID)
- Password
- 5 character security code

Then press submit to complete your login.

The screenshot shows the EEOC EEO-1 Report online application interface. At the top left is the EEOC logo (U.S. Equal Employment Opportunity Commission). To its right is the text 'EEO-1 Report O.M.B. No. 3046-0007' and a link 'Click here if you wish to check the APPROVAL of this form'. On the top right is the EEO-1 logo with the U.S. Equal Employment Opportunity Commission seal. Below the header is a navigation menu with the following items: 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, and Login Help. The main content area contains a welcome message: 'Welcome to the online EEO-1 application. The system is designed to minimize the time needed to file the required EEO-1 data and provide online access to historical information.' Below this are sections for 'ONLINE BENEFITS' (No Installation, Data Reuse, Secure, Historical Access) and 'SYSTEM NOTIFICATION' (Government system access policy). A 'PLEASE NOTE: The Current Survey year is 2016.' is displayed above the login form. The login form includes fields for 'Email Id:', 'Login ID/Company Number:', and 'Password:', each with a 'HELP !' button. A CAPTCHA image shows the characters 'RWGZ' with a red line and highlighting. Below the CAPTCHA are 'Refresh' and 'Submit' buttons. A large, faint watermark of the EEOC seal is visible in the background of the lower right portion of the page.

Step II: Access the system

After logging into your EEO-1 account, choose “Upload EEO-1 File” from the list of options on the left side of the screen



New: Companies may now test **AND UPLOAD** their EEO-1 data by choosing this option

Step III: Respond to screening questions

On the next screen, answer the questions as they are shown. Note that you can only upload your data file if you have updated your Establishment Numbers in your HR system (see Slide 3 'Before you Begin') and if your company has not experienced a merger or any acquisition. If your company has deleted 50 or more locations you can close those establishments manually or email a CSV file to the EEOC.

1. Have you updated the Establishment Numbers in your HR system PRIOR to creating and uploading the data file?

Yes No

2. Has your company experienced a merger or any acquisitions?

Yes No

3. Has your company deleted 50 or more locations since the previous year's EEO-1?

Yes No

Follow the directions on the screen when answering the questions

If you have not updated your Establishment Numbers in your HR system before generating the upload file, you must do so FIRST.

If your company has experienced a merger or acquisition, you must handle those before uploading your EEO-1 file. Follow the on-screen instructions to contact EEOC regarding the merger or acquisition.

If you have deleted more than 50 locations since the previous year's EEO-1, you can close those establishments manually once your file is uploaded, or you can follow the on-screen instructions to email a CSV file to EEOC.

Once you have answered all of the questions, click "Submit" to continue



STEP IV: Upload data file

There are 3 steps. These are:

1. Select file type
2. Select the data file you want to upload
3. Verify the file is correct and click “Continue”

STEP IV: Upload data file

1. Select file type

Select the type of data file that you are uploading

Step 1: Select the type of data file you are uploading. Type of data file (for definitions see below)

DATA FILE 1 DATA FILE 2 DATA FILE 3 DATA FILE 4

The definition for each type of data file is at the bottom of the screen if you are unsure of which type to upload.

Unsure about file format?

EEOC only accepts the following file formats:

.txt

.csv

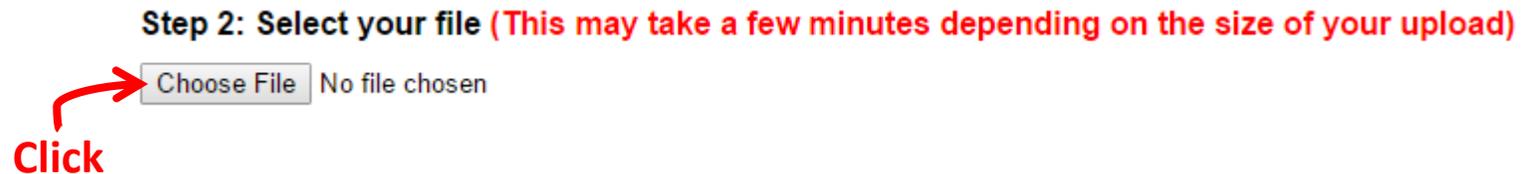
If you are unsure about how to format your data file for upload, or if you want more information about EEO-1 data files, navigate to www.eeoc.gov/eeo1survey and locate the links under the heading “Data File” in the callout box titled “Alternate EEO-1 Reporting Formats” on the right hand side of the page.



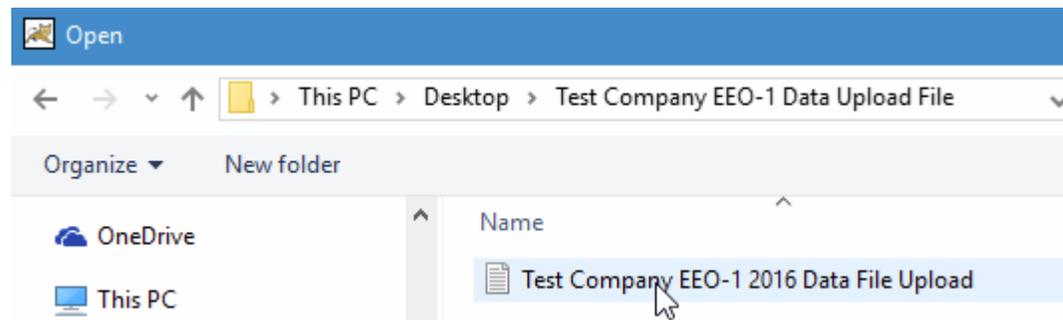
STEP IV: Upload data file

2. Select file on your computer

Next, select the data file you want to upload from your computer by clicking the “Choose File” Button



Navigate to the folder on your computer where your company’s data file is located, and select the file.



STEP IV: Upload data file

3. Verify and continue

The name of the document you chose for uploading will appear next to the “Choose File” button so you can ensure you have selected the correct document.

If the file is correct, click “Continue” to move to the next step.

Step 2: Select your file (This may take a few minutes depending on the size of your upload)

Choose File TEST FILE.txt

1. Verify this is the correct file

Step 3: Continue to Next Step

Continue

2. Click to continue

STEP V: Test results

There are four possible results to the test.

1. There are Errors and Warnings in your File.
2. There are Errors in your File.
3. There are Warnings in your File.
4. There are no Errors or Warnings in your File.

These results will be accompanied by a list of errors and or warnings in the data file you chose for testing. You must correct the *errors* in the file before uploading- the *warnings* can be corrected either in the file or later in the electronic system. All records without warnings or errors are marked as “OK”.

STEP VI: Review errors

Go through the list of errors/warnings and correct them in the original file for upload.

```
*****  
You will See 'ERROR'/'WARNING' messages reported from the system, If not the file format is Wrong:  
*****  
Line 1 :- [REDACTED] ERROR - Invalid company number  
ERROR - Payroll start date Grater than Payroll end date. FIELD 16 POSITION 168-183  
  
Line 2 :- [REDACTED] ERROR - Invalid company number  
ERROR - Payroll start date Grater than Payroll end date. FIELD 16 POSITION 168-183  
  
Line 3 :- [REDACTED] ERROR - Invalid company number  
ERROR - Payroll start date Grater than Payroll end date. FIELD 16 POSITION 168-183
```

Need help with errors? Read the “EEO-1 Data Upload Error Fact Sheet Document” located on www.eeoc.gov/eo1survey under the heading “Data File” in the callout box titled “Alternate EEO-1 Reporting Formats” on the right hand side of the page.

STEP VII: Fix errors and re-Test

At the bottom of the warning/error report, you can see the total count of Establishment Reports that are OK, that have WARNINGS, and that have ERRORS.

You can print this warning/error report for your reference by clicking the “Print This Page” button.

```
*****  
Total Establishment Reports OK are : 0  
Total WARNINGS are : 0  
Total ERRORS are : 6  
*****
```



STEP VII: Fix errors and re-test continued

Before uploading the file for re-test, the records with errors must be corrected or removed from the file.

Please Note: If you remove the records with errors from your file they must be entered manually using the online filing system's Edit EEO-1 feature.

Click the "Back to test the file" button to re-test the Data File once you have corrected the errors in your file.

```
*****  
Total Establishment Reports OK are : 0  
Total WARNINGS are : 0  
Total ERRORS are : 6  
*****
```

Click to re-test

Print This Page

Back to test the file.



STEP VIII: Warnings

Once you have fixed all of the ERRORS in your file and uploaded it for testing again, you might still have some WARNINGS- this will not impede your ability to upload the file, however you will still have to fix these warnings in the online system before certifying your report.

```
*****
You will See 'ERROR'/'WARNING' messages reported from the system, If not the file format is Wrong:
*****
Line 1 :- [REDACTED] WARNING: Invalid City, State, County, Zip combination.
```

```
*****
Total Establishment Reports OK are : 0
Total WARNINGS are : 1
Total ERRORS are : 0
*****
```

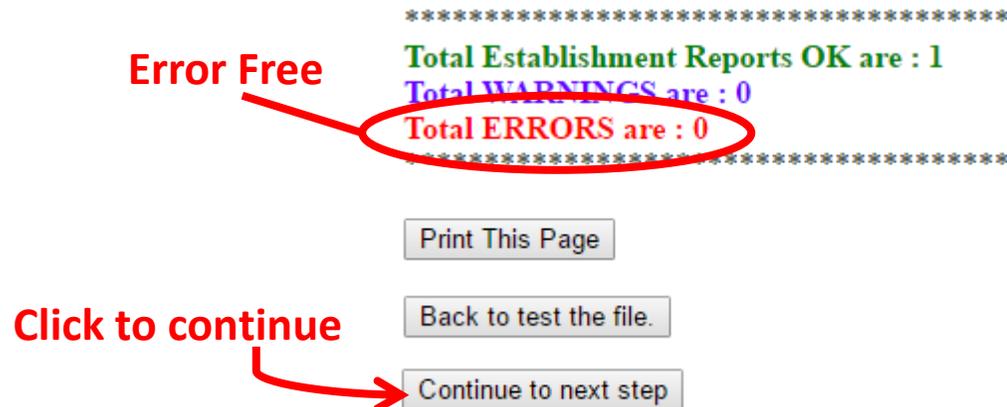
Print This Page

Back to test the file.

Continue to next step

STEP IX: Error free file

Once all of the ERRORS have been fixed in your file, scroll to the bottom of the ERRORS/WARNINGS screen and click “Continue to Next Step” to load the data from your file into the online EEOC EEO-1 system.



STEP X: Review

On this page you will be able to see information about the Establishments that were included in your data file. **PLEASE NOTE:** once you hit the “continue” button on this page, you will *not* be able to upload data for the establishments listed on this page again. You *will* be able to edit the data manually using the online system. Also, you will have to certify the report online.

Report Status	
Status	Description
I	Incomplete due to Warnings in Error Report. Establishments marked incomplete must be corrected after continuing to the next step and before certifying.
C	Complete

Your data has been tested and is ready for the next step. However, once you continue, you will not be able to upload data for these establishments again. **You will still be able to edit the data manually using the online system.** Additionally, you will still need to certify the report. Do you want to continue?

Yes, please continue.

Status	Type	Establishment Number	Year	Establishment Name	Street	City	State	Total
I	2	██████████	2016	████████████████████	████████████████████	██████████	██	795

STEP X: Review continued

Once you have reviewed the information on this page, read the disclaimer message, check the “Yes, please continue” checkbox and click “Continue to Next Step”. *THIS WILL UPLOAD YOUR DATA TO THE EEOC EEO-1 ONLINE SYSTEM. You still have to certify your report!*

Your data has been tested and is ready for the next step. However, once you continue, you will not be able to upload data for these establishments again. You will still be able to edit the data manually using the online system. Additionally, you will still need to certify the report. Do you want to continue?

Yes, please continue.

Must be checked to continue

Back

Continue To Next Step

Click to continue

STEP XI: Edit EEO-1 screen

You will now see your data in the Online Filing System's Edit EEO-1 screen. You will be able to add, delete, or modify any information present on this screen manually. You must process all establishments marked with a red I for incomplete.

Report Types			Report Status			Sort Order	
Show?	Type	Description	Show?	Status	Description		
<input checked="" type="checkbox"/>	2	Consolidated	<input checked="" type="checkbox"/>	I	Incomplete	Report Type ▼	
<input checked="" type="checkbox"/>	3	Headquarters Unit	<input checked="" type="checkbox"/>	C	Complete		
<input checked="" type="checkbox"/>	4	Individual Establishment					
<input checked="" type="checkbox"/>	8	Less than 50 employees					

Save Preferences and Refresh Screen Add Establishment

Records: 1-50 [51-100](#) [101-150](#) [151-152](#)

Type	Status	Action	Establishment Number	Establishment Name	Street	City	State	Emp. Count
2	I	Edit ▼ Go	██████	████████████████████	██████████████████	██████	██	795
3	I	Edit ▼ Go	██████	████████████████████	██████████████████	██████████	██	120
4	C	Edit ▼ Go	██████	████████████████████	██████████████████	██████	██	146
4	C	Edit ▼ Go	██████	████████████████████	██████████████████	██████	██	147
4	I	Edit ▼ Go	██████	████████████████████	██████████████████	██████	██	103

STEP XI: Edit EEO-1 screen continued

Once all establishments are marked Complete with a Green C a box will appear on the screen asking you to certify. Click "Certify Reports" to proceed with certification.

[Detailed Screen Instructions](#) [Frequently Asked Questions \(FAQ\)](#) [Main Menu](#)

Congratulations. You have finished the EEO-1 survey. Please view the Consolidated Report to check for accuracy. Once you have finished adding Establishments and are comfortable with the data, please press the "Certify Reports" button below.

Report Types

Type	Description
2	Consolidated
3	Headquarters Unit
6	Less than 50 employees

Click to proceed with certification

STEP XII: Certification

You MUST certify the report. Your report is not complete and not accepted for submission unless you certify the report.

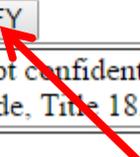
For specific instructions on certifying your report, please refer to the EEOC EEO-1 instruction booklet, located at <https://www.eeoc.gov/employers/eo1survey/2007instructions.cfm>

STEP XII: Certification continued

The certification screen will present you with a summary of your survey and a statement of certification. Click “Certify” to finalize your EEO-1 Survey.

Certifying Official	TEST USER
Title	TEST HR
Total Number of Reports	5
Total Number of Closed Establishment	0

CERTIFICATION	
All reports are accurate and were prepared in accordance with the instructions.	
<input type="button" value="Cancel"/> <input type="button" value="CERTIFY"/>	
All reports and information obtained from individual reports will be kept confidential as required by section 709(e) of Title VII. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.	

 Click to certify

STEP XII: Certification continued

When you see the following screen you will know your report has been completed and certified. Your obligations for the EEO-1 Survey have been met.

Thank You!

Thank you for completing the EEO-1 Report. Your use of the online version is greatly appreciated.

[Main Menu](#)

It is suggested that you print a copy of the EEO-1 reports for your records. If you wish to do so, the button below will direct you to a screen that allows you to print this year's completed EEO-1 forms. There is an option to print the forms in both PDF and HTML format. If, after reviewing your reports, you find an error, please call our toll free customer service number at 1-877-392-4647.

[Print Reports Screen](#) [Log Out](#)

Need Assistance?

If you need additional assistance or have any questions about uploading your data files please contact the EEO-1 Joint Reporting committee by emailing EEO1.Upload@EEOC.gov