



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
EEO-I Component 1 Data Collection

**I AGENCY TRACKING NUMBER**

**COMPANY NAME**

Attn: HR Director, CEO or Legal Counsel

**COMPANY ADDRESS**

**COMPANY CITY, STATE, ZIP CODE**

**BAR CODE**

April 2021

Dear HR Director, CEO or Legal Counsel:

The 2019 and 2020 EEO-I Component I Data Collection will open April 26, 2021. Federal law<sup>1</sup> mandates that all eligible companies file the EEO-I Component I Report. This letter includes important information about the upcoming data collection.

How to File

The EEOC requires that EEO-I Component I Reports be submitted via the EEO-I Component I Online Filing System. Starting on April 26, filers can create a user account using the Company ID and Passcode. To begin, navigate to [EEOCdata.org/eeol](http://EEOCdata.org/eeol) and select "Get Started".

EEO-I Component 1 Online Filing System: [EEOCdata.org/eeol](http://EEOCdata.org/eeol)

Company ID: **SAME COMPANY NUMBER AS USED IN  
PREVIOUS FILING**

Passcode: **NEW PASSCODE TO BE USED FOR FILING 2019 AND 2020**

Two ways to File

1. **ONLINE FORM (AVAILABLE APRIL 26, 2021):** Filers may enter data into a secure data entry form via the EEO-I Component I Online Filing System.
2. **DATA FILE UPLOAD (AVAILABLE IN LATE MAY):** Filers may upload data files through the EEO-I Component I Online Filing System. The format of the upload data file(s) **MUST** follow the file layout(s) set forth in the EEOC-approved specifications available at [EEOCdata.org/eeol](http://EEOCdata.org/eeol).

What's New?

- v/ Each employer will create a new user account(s) to access the new EEO-I Component 1 Online Filing System using the Company ID and Passcode listed above.
- v/ Improved information website and EEO-I Component I Online Filing System with more 'user-friendly' features.
- v/ Enhanced customer service and help desk resources, including self-service help desk options and enriched reference materials.
- v/ EEOC has partnered with Westat, a private research and data collection firm, to conduct and manage the EEO data collections.

**Important Filing Information**

✓/ The deadline for submitting the 2019 and 2020 EEO-I Component I data will be Monday, July 19, 2021.

✓/ Please contact the EEO-I Component I Filer Support Team if any of the following applies to your company:

- Your company contact has changed.
- Your company was involved in a merger, acquisition or spinoff that occurred between January 2019 and December 2020.
- Your company is no longer managed by a PEO.

✓ For the 2019 EEO-I Component 1 data collection, the data reported must be from one (1) pay period during the fourth quarter (October, November or December) of calendar year 2019.

✓/ For the 2020 EEO-I Component I data collection, the data reported must be from one (1) pay period during the fourth quarter (October, November or December) of calendar year 2020. NOTE: It does not need to be the same pay period as the 2019 EEO-I Component I Report. ✓ Additional instructions and resources are available within the EEO-I Component I Filer Support Center at [EEOCdata.org/eeol/support](https://EEOCdata.org/eeol/support):

- Fact Sheets
- Frequently Asked Questions (FAQs)
- User's Guides
- EEO-I Component I Instruction Booklet

For more information or support filing your EEO-I Component I Report(s), visit the EEO-I Component I Filer Support Center at [EEOCdata.org/eeol/support](https://EEOCdata.org/eeol/support). For additional assistance, contact the EEO-I Component I Filer Support Team by email at [FilerSupport@EEOCdata.org](mailto:FilerSupport@EEOCdata.org) or toll free a! 1-855-EEOC-035 (1-855-336-2035).

Sincerely,

The U.S. Equal Employment Opportunity Commission (EEOC)