



# A Step-By-Step Guide to EEO-1 Reports in 2025

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## Determine whether your organization needs to file an EEO-1 Report

Companies that meet the following criteria are required to file the EEO-1 report annually:

- Subject to Title VII of the Civil Rights Act of 1964, as amended; and
- **Employs 100 or more employees;** or owned by/corporately affiliated with another company and the **entire enterprise employs a total of 100 or more employees**

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## Register as a filer or update filing status as needed

**For first-time filers:** Register the company online at <https://www.eeocdata.org/eeo1/sign> in by clicking “Create an Account” and following the online instructions.

**For returning filers:** Log in using your login credentials from the previous year. Your password may need to be reset.

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## Define employee population

(1) An employee is defined as any individual on the payroll of an employer who is an employee for purposes of the employers’ withholding of Social Security taxes except insurance sales agents. Leased employees are included in this definition.

(2) Multi-establishment companies, including parent corporations and their subsidiary holdings, must report all employees working at each company establishment or subsidiary establishment. For the purposes of this report, the term “parent corporation” refers to any corporation which owns all or the majority stock of another corporation so that the latter relates to it as a subsidiary.



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## Define establishment structure

“Establishment” is generally defined as a single physical location where business is conducted or where services or industrial operations are performed. Each establishment must have its own EEO-1 report regardless of size. Companies should utilize the following information to define the establishment structure

- Address
- Federal Employer Identification Number
- North American Industry Classification System code

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## Determine how many and what type of reports to file

A single-establishment company is required to submit only one EEO-1 data report—a Single-Establishment Employer Report. Multi-establishment companies are required to submit the following types of EEO-1 data reports.

- One report for the company’s headquarters
- One report for each company establishment
- One consolidated report (automatically generated by the EEO-1 filing system)

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## Gather the necessary data

Employment data must be pulled from one pay period in October, November, or December of 2024 for all employees. An “employee” is defined as any individual on the payroll of an employer who is an employee for purposes of the employers’ withholding of Social Security taxes except insurance sales agents. Leased employees are included in this definition. Companies must have the following information for all employees included in the defined during the pay period:

- EEO-1 job category
- Ethnicity/Race
- Gender (*Note: The proposed 2024 EEO-1 filing instruction booklet removes the option to report information regarding non-binary employees*)
- Establishment, if a multi-establishment employer

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## Upload and certify reports

Employers must either manually input their employee data into the EEO-1 filing portal or upload data in TXT or CSV format. Data upload specifications can be found at <https://www.eeocdata.org/EEO1/home/datafilespecs>.

As of May 1, 2025, the EEO-1 filing portal is set to open on May 20, 2025, and close on June 24, 2025.

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## Monitor changes in EEO-1 reporting requirements

Sign up for **DCI Alerts** for timely updates on EEO-1 reporting requirements and deadlines to ensure you never miss any changes.

### Learn More with DCI

From strategic consulting to report creation, DCI can assist your organization with its EEO-1 filings. You can reach us by email, phone, or by finding us on social media!



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