



OFCCP CONTRACTOR PORTAL

FEDERAL CONTRACTOR USER GUIDE

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1 INTRODUCTION

The purpose of this document is to provide instructions to Federal Contractors who will certify and (when applicable) submit Affirmative Action Programs (AAPs) to the Department of Labor (DOL) / Office of Federal Contractor Compliance Programs (OFCCP) through the OFCCP Contractor Portal.

2 PURPOSE & SCOPE

The U.S. Department of Labor's (DOL) Office of Federal Contract Compliance Programs (OFCCP) protects workers, promotes diversity, and enforces the law. OFCCP has authority under three laws: Executive Order 11246, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; and Section 503 of the Rehabilitation Act of 1973, as amended. Pursuant to these laws, OFCCP holds those who do business with the federal government responsible for complying with the legal requirement to take affirmative action and not discriminate based on race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran. In addition, contractors and subcontractors (hereinafter referred to collectively as "contractors") are prohibited from discharging or otherwise discriminating against applicants or employees who inquire about, discuss or disclose their compensation or that of others, subject to certain limitations.

Contractors that meet certain contract dollar and employee thresholds have an obligation to develop and maintain Affirmative Action Programs (AAPs). The Contractor Portal is a secure portal for submission of AAPs during reviews/investigations as well as a tool to monitor compliance with the AAP requirements.

OFCCP designed the Contractor Portal to increase contractor compliance by creating an annual certification process.

3 REGISTRATION & RECORDS UPDATE

Federal Contractors must create an account through the OFCCP Contractor Portal and set up their Company Profile (Parent and/or Establishments) before they can submit an AAP Certification.

Please follow the steps below to register your company through the OFCCP Contractor Portal:

1. Open your web browser and enter the following in the address bar:
[\(Contractor Portal Home page\)](#)
2. The OFCCP Contractor Portal Home page will display (see Figure 1).
3. If this is your first time using the OFCCP Contractor Portal, click the “Create Account” button. Returning users will click the “Sign In” button, as described in Section 4.1.

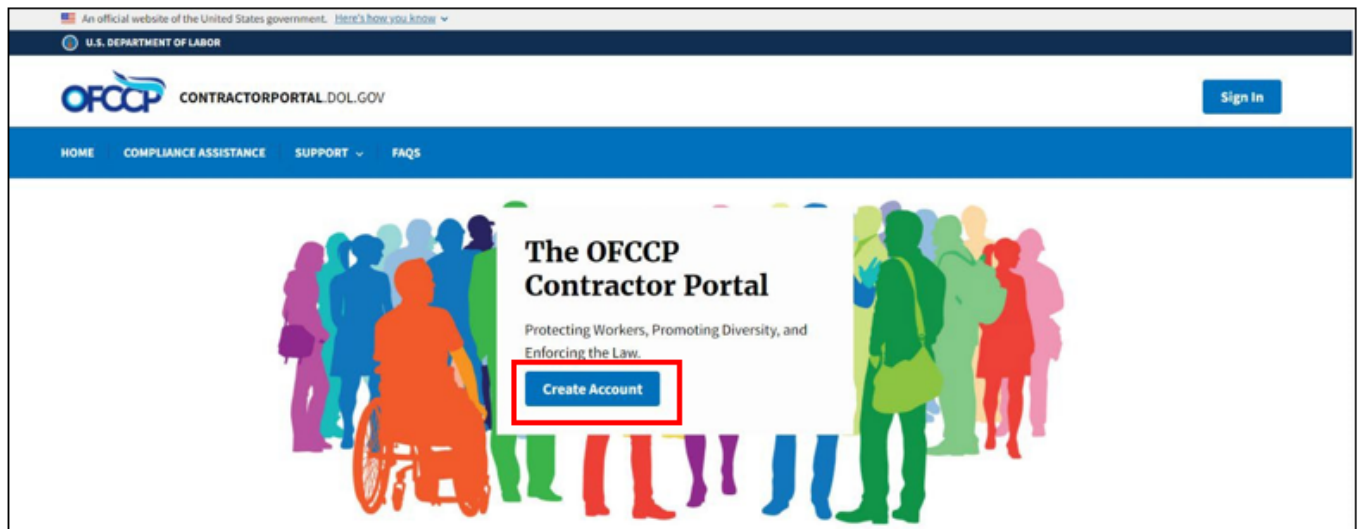


Figure 1: Sample of the “OFCCP Contractor Portal Home” page

4. You will be re-directed to Login.gov. Login.gov provides a simple, secure, and private way for the public to access participating government websites and applications, including the OFCCP Contractor Portal.
5. Securely sign in using your Login.gov credentials. If you do not have a Login.gov account, you will need to create a Login.gov account to access the OFCCP Contractor Portal. Information on how to create a Login.gov account can be found on the Login.gov website at: [\(How to create an Login.gov account\)](#). Follow Login.gov’s two- factor authentication process for secure sign in.
6. After successfully signing in with your Login.gov credentials, click “Agree and Continue” to enter the OFCCP Contractor Portal (see Figure 2).

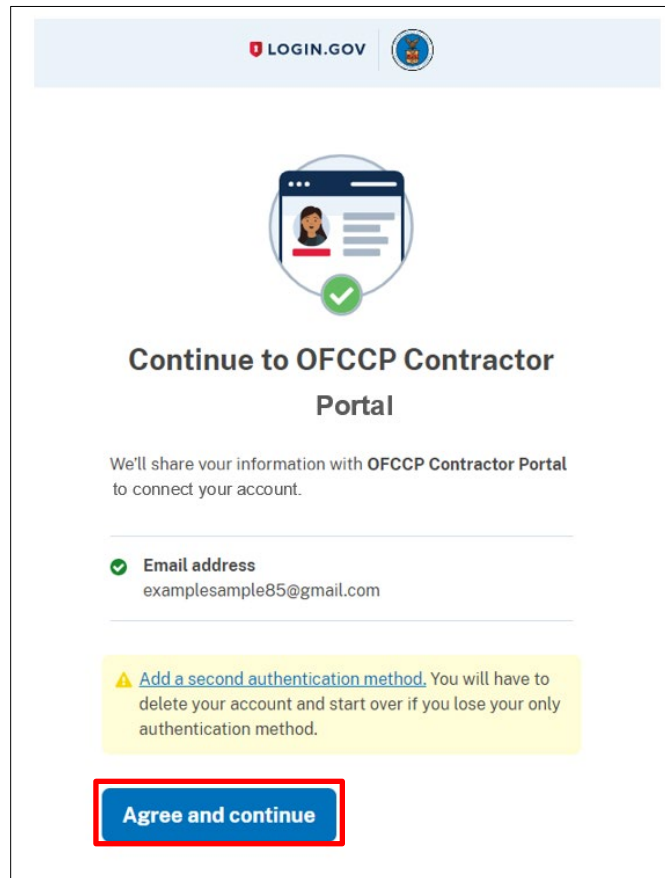


Figure 2: Sample of the “Login.gov” page

7. As a new user, you will be directed to the OFCCP Contractor Portal Welcome Page (see Figure 3: Sample of the “Welcome to the OFCCP Contractor Portal” page). Click the “Get Started” button to continue to the Rules of Behavior.



Figure 3: Sample of the “Welcome to the OFCCP Contractor Portal” page

8. The next page will display the Rules of Behavior. Once you have read all the rules, check the acknowledgement box and click “Continue” (see Figure 4).

OFCCP

Rules of Behavior

The system you are about to enter will allow you to submit your organization’s certification(s) for its Affirmative Action Program(s) (AAP) or Functional Affirmative Action Program(s) (FAAP) with the Office of Federal Contract Compliance Programs. This system will also allow contractors scheduled for compliance evaluations to submit AAPs. The Department of Labor (DOL) is strongly committed to maintaining the privacy of personal information and the security of its computer systems. With respect to the collection, use and disclosure of personal information, DOL makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act. None of your information will be sold to third party vendors or operators of mailing lists.

As a user of the Contractor Portal, I understand that I am personally responsible for my use and any misuse of my user account and password. I understand that by accessing a U.S. Government information system that I must comply with the following requirements:

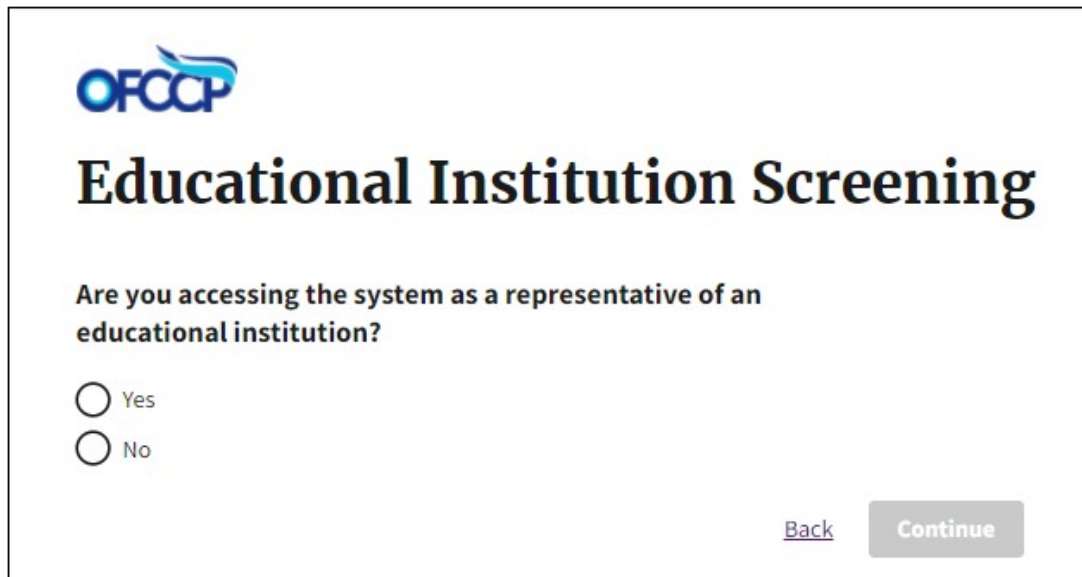
1. I must safeguard the information to which I have access at all times.
2. The Contractor Portal is intended for official government use only. This means that:
 - I may NOT use this computer system to prepare and/or submit responses containing false, inaccurate, or misleading information designed to test the Contractor Portal's functions or features; and
 - It is my responsibility to submit information that is truthful and accurate. Knowingly furnishing false information in the preparation of this response and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense under 18 U.S.C. 2, 1001.

I acknowledge the Rules of Behavior

[Back](#)

Figure 4: Sample of the “Rules of Behavior” page

9. The next page displays the “Educational Institution Screening” question (see Figure 5). Select “Yes” or “No” to the question “Are you accessing the system as a representative of an educational institution?” and click “Continue.” Note: If you selected “Yes,” please see Section 3.1 for steps on how to continue to register as an educational institution.



OFCCP

Educational Institution Screening

Are you accessing the system as a representative of an educational institution?

Yes

No

[Back](#)

Figure 5: Sample of the “Educational Institution Screening” page

If you answered “No” on the above Educational Institution Screening question and are not registering as an educational institution you will be directed to the User Authorization screen as illustrated in Figure 6.

OFCCP

User Authorization

Enter the following unique identifiers as part of your account creation process.

Employer Identification Number (EIN) ⓘ *

Headquarter/Company Number ⓘ

Establishment/Unit Number ⓘ

I want to register a company not found in the system.

[Back](#) [Continue](#)

OFCCP

User Authorization

Enter the following unique identifiers as part of your account creation process.

Employer Identification Number (EIN) ⓘ *

Headquarter/Company Number ⓘ

Establishment/Unit Number ⓘ

I want to register a company not found in the system.

[Back](#) [Continue](#)

Identifiers Not Found Path

Figure 6: Sample of the “User Authorization” page

10. You can take either of the following paths:

- a) **Identifiers Known Path:** Provide all the following: (1) Employer Identification Number (EIN), (2) EEO-1 Headquarter/Company Number (6 to 15 characters), and (3) EEO-1 Establishment/Unit Number (6 to 15 characters). Providing all three identifiers may allow you to access information about your company. After entering this information, click “Continue.” If the system finds your information you will be directed to the “Edit Parent Company” page. If the system does not find your information, follow the instructions in step “b” immediately below.
- b) **Identifiers Not Found Path:** If your Headquarter/Company Number and Establishment/Unit Number are not found in the system, click the checkbox “I want to register a company not found in the system.” and enter only your Employer Identification Number (EIN). Click “Continue.” You will be directed to the “Create Parent Company” page (see Figure 10).

After entering the required information, you will either be directed to verify and edit the information found for your company, or to enter your Parent Company information to create the Company Profile in the OFCCP Contractor Portal.

11. If a company record is found, the screen will display pre-populated data as illustrated in Figure 7. Confirm your Parent Company’s Legal Business Name, Parent Name, DUNS Number, and NAICS Code. Review and update Parent Company Information as necessary and click “Save.”

i You have successfully verified yourself for access to your company. Please review the values for your company before you continue.

Edit Parent Company TD Corp

Company Information

Legal Business Name *

Parent Name (As reported on the EEO-1 Report) *

Company ID *

This is the 6 to 15 character Headquarter Number according to your EEO-1 report

Data Universal Numbering System (DUNS) *

The DUNS number for the Contractor Organization.

North American Industry Classification System (NAICS) *

The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number *

The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

Corporate URL

- The website or corporate web-presence for the Parent Organization.
- This must be an external URL such as <http://example.com> and begin with <http://> or <https://>

Facility Status

Closed

Open

Figure 7: Sample of the “Edit Parent Company” form

Physical Address

Street address *

City * State * Zip code *

The physical and mailing address are the same

Mailing Address

Street address *

City * State * Zip code *

Point of Contact

First Name *

Last Name *

Email *

Figure 8: Sample of the “Edit Parent Company” form Save button

To edit the Parent Company information, click on the “My Company” icon on the left side of the page, then select the “Edit Company” button at the top right of the page (see Figure 9) to view the Edit Parent Company screen (see Figure 10), update the fields accordingly and save your changes.

- [Dashboard](#)
- [Manage Establishments or Functional/Business Units](#)
- [My Company](#)
- [Users](#)

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	7671345
Data Universal Numbering System (DUNS)	877123345
North American Industry Classification System (NAICS)	111998
EIN Number	671233415
Facility Status	Open
Physical Address	3242 Walters Lane District Heights, MD 20747 United States
Mailing Address	3242 Walters Lane District Heights, MD 20747 United States
Establishment Count	1
First Name	Layal
Last Name	Doe
Email	ld@g.com

HQ Establishments or Functional/Business Units Close Company

Establishment or Functional/Business Unit Name [▲]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
Test	7671345	Test		0	ld@g.com	Certified

Additional Establishment or Functional/Business Unit + Add New Establishment or Functional/Business Unit

Establishment or Functional/Business Unit Name [▲]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
You currently have no additional Establishments or Functional/Business Units associated to your Company.						

Figure 9: Sample of the “My Company” page

Edit Parent Company Test

Company Information

Legal Business Name *

Parent Name (As reported on the EEO-1 Report) *

Company ID *

This is the 6 to 15 character Headquarter Number according to your EEO-1 report

Data Universal Numbering System (DUNS) *

The DUNS number for the Contractor Organization.

North American Industry Classification System (NAICS) *

The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number *

The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

Corporate URL

- The website or corporate web-presence for the Parent Organization.
- This must be an external URL such as <http://example.com> and begin with <http://> or <https://>

Facility Status

Closed

Open

Figure 10: Sample of the “Edit Parent Company” page

Physical Address

Street address *

7881 Test Rd

City * State * Zip code *

Waldorf Maryland 20601

The physical and mailing address are the same

Mailing Address

Street address *

7881 Test Rd

City * State * Zip code *

Waldorf Maryland 20601

Point of Contact

First Name *

Sam

Last Name *

Doe

Email *

sdoe@g.com

Save

Figure 11: Sample of the “Edit Parent Company” page Save button

12. If you selected the checkbox on the User Authorization page “I want to register a company not found in the system.”, you will be directed to the “Create Parent Company” page (see Figure 12).

Create Parent Company

Company Information

Legal Business Name *

Parent Name (As reported on the EEO-1 Report) *

Company ID *

This is the 6 to 15 character Headquarter Number according to your EEO-1 report

Data Universal Numbering System (DUNS) *

The DUNS number for the Contractor Organization.

North American Industry Classification System (NAICS) *

The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number *

The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

Corporate URL

- The website or corporate web-presence for the Parent Organization.
- This must be an external URL such as <http://example.com> and begin with <http://> or <https://>

Facility Status

Closed

Open

Figure 12: Sample of the “Create Parent Company” page

Physical Address

Street address *

City * State * Zip code *

The physical and mailing address are the same

Mailing Address

Street address *

City * State * Zip code *

 Point of Contact

Figure 13: Sample of the “Create Parent Company” page Save button

13. Enter up-to-date Parent Company information. Click “Save” to confirm your information.

Note: When creating or editing a Parent Company record, one of the following types of Company IDs can be entered in the Company ID field:

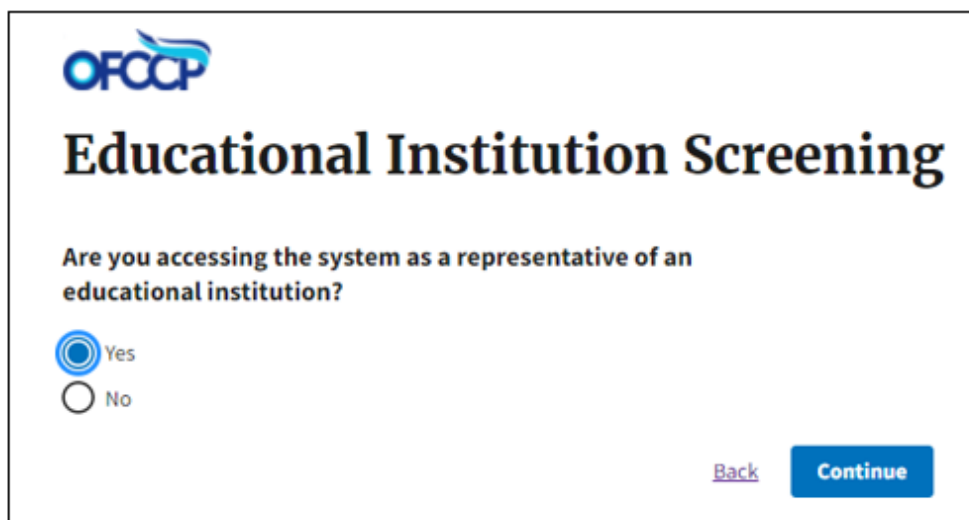
- EEO-1 ID- *enter 6-15 digits*
- Academic Institutions only- enter the numerical IPED number in the IPED ID field, *For example: 012345* **Note:** Only enter the numerical numbers. The IPED prefix will be added by the Contractor Portal after the record is saved.

- U.S. Territory ID- enter prefix TERR followed by the numerical numbers, *For example: TEMP012345* **Note:** If you know the Territory ID you will enter it in the Company ID field. If you do not know the Territory ID please contact the Contractor Portal Helpdesk. See section 7.2,
- Functional Affirmative Action Program (FAAP) ID- enter prefix FAAP followed by the numerical numbers *For example: FAAP012345*
- Temporary ID- enter prefix TEMP followed by the numerical numbers, *For example: TEMP012345* **Note:** If a Temporary ID is needed please contact the Contractor Portal Helpdesk, see section 7.2

3.1 EDUCATIONAL INSTITUTIONS REGISTRATION

Educational Institutions can register through the OFCCP Contractor Portal by using their Integrated Postsecondary Education Database (IPED) Unit Identification and Employer Identification Number (EIN). After you have completed the initial Login.gov sign-in, viewed the Welcome page, and acknowledged the Rules of Behavior (see Section 3), you will be directed to the “Educational Institution Screening” page.

1. Select “Yes” to the question, “Are you accessing the system as a representative of an educational institution?” Click “Continue” (see Figure 14).



OFCCP

Educational Institution Screening

Are you accessing the system as a representative of an educational institution?

Yes

No

[Back](#)

Figure 14: Sample of the “Educational Institution Screening” Page

2. You will be directed to the “User Authorization” page. Enter the following: (1) Employer Identification Number (EIN) and (2) Integrated Postsecondary Education Database (IPED) Unit Identification (6 digits) and click “Continue” (see Figure 15).

The screenshot shows the OFCCP logo at the top left. Below it is the title "User Authorization" in a large, bold, black font. Underneath the title is a line of text: "Enter the following unique identifiers as part of your account creation process." followed by a horizontal line. There are two input fields: the first is labeled "Employer Identification Number (EIN) ? *" and the second is labeled "Integrated Postsecondary Education Database (IPED) Unit Identification ?". At the bottom right of the form area, there is a blue button labeled "Continue" and a link labeled "Back".

Figure 15: Sample of the “User Authorization” page for Educational Institutions

- You will be directed to the “Create Parent Company” (see 16).

Create Parent Company

Company Information

Post Secondary Educational Institution Name *

Post Secondary Educational Institution Parent Name *

IPED ID *
712334
This is your institution's Integrated Post-Secondary Education Data System (IPEDS) unique ID

Data Universal Numbering System (DUNS) *
The DUNS number for the Contractor Organization.

North American Industry Classification System (NAICS) *
The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number *
013341265
The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

Figure 16: Sample of the “Create Parent Company” page for Educational Institutions

- Enter the Parent Company information for the Educational Institution, scroll down and click “Save.” You will be redirected to the Dashboard. A confirmation message will be displayed stating the Parent Company record has been created (see Figure 17).

Dashboard

Parent Company Educational Test Not A Real Institution has been created.

Dashboard

AAP Certification
Submit an AAP Certification for your Parent Company and Establishment/Functional/Business Unit(s).
[Begin Form](#)

Quick Links
[Rules of Behavior](#)

Dashboard
Manage Establishments or Functional/Business Units
My Company
Users

Figure 17: Sample of the “Confirmation Message”

3.2 UPDATE RECORDS

You can also edit information for establishment(s) or functional/business unit(s) by accessing the “Manage Establishments or Functional/Business Units” icon on the left side of the page (see Figure 18). Select “Edit” next to the establishment(s) or functional/business unit(s) you wish to update. Update the information accordingly and save your changes. This is the end of registration.

- [Dashboard](#)
- [Manage Establishments or Functional/Business Units](#)
- [My Company](#)
- [Users](#)

Manage Establishments or Functional/Business Units

NOT A REAL COMPANY

Action

-- Select action --

[Apply to selected items](#)

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input type="checkbox"/>	NOT A REAL COMPANY	6532123	NOT A REAL COMPANY	T. Doe	Not Certified	Edit
<input type="checkbox"/>	Tester	Tester	NOT A REAL COMPANY	X. CO	Not Certified	Edit
<input type="checkbox"/>	YYY NOT A REAL COMPANY	6561639	NOT A REAL COMPANY	S. Doe	Not Certified	Edit

[Apply to selected items](#)





Displaying 1 - 3 of 3 establishments or functional/business units

Figure 18: Sample of the “Manage Establishments or Functional/Business Units” page

3.3 ADDING ESTABLISHMENT(S) OR FUNCTIONAL/BUSINESS UNIT(S) RECORDS

To add establishment(s) or functional/business unit(s) to a Parent Company record perform the following steps:

1. Click on the “My Company” tab on the left navigation menu. On this page you will see the Parent Company information you entered (see Figure 19).

-  Dashboard
-  Manage Establishments or Functional/Business Units
-  My Company
-  Users

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	8996758
Data Universal Numbering System (DUNS)	987545255
North American Industry Classification System (NAICS)	111191
EIN Number	754132018
Facility Status	Open
Physical Address	6565 Test Way Suitland, MD 20746 United States
Mailing Address	6565 Test Way Suitland, MD 20746 United States
Establishment Count	1
First Name	Kim
Last Name	Doe
Email	KDoe@g.com

HQ Establishments or Functional/Business Units Close Company ?

Establishment or Functional/Business Unit Name [^]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
TestCompany	8996758	TestCompany		0	KDoe@g.com	Not Certified

Additional Establishment or Functional/Business Unit + Add New Establishment or Functional/Business Unit

Establishment or Functional/Business Unit Name [^]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
You currently have no additional Establishments or Functional/Business Units associated to your Company.						

Figure 19: Sample of the “Parent Company Information” page

2. Scroll down and click “+Add New Establishment or Functional/Business Unit.”
3. Complete the form titled “Create Establishment or Functional/Business Unit” (see Figure 17).
4. The following IDs can be entered in the Establishment or Functional/Business Unit Number field:
 - EEO1 ID- *enter 6-15 digits*
 - Academic Institutions only- enter the numerical IPED number in the IPED ID field, *For example: 012345* **Note:** Only enter the numerical numbers. The IPED prefix will be added by the Contractor Portal after the record is saved.
 - U.S. Territory ID- enter prefix TERR followed by the numerical numbers, *For example: TEMP012345* **Note:** If you know the Territory ID you will enter it in the Company ID field. If you do not know the Territory ID please contact the Contractor Portal Helpdesk. See section 7.2, *TEMP012345*
 - Functional Affirmative Action Program (FAAP) ID- enter prefix FAAP followed by the numerical numbers, *For example: FAAP012345*

Temporary ID- enter prefix TEMP followed by numerical numbers, *For example: TEMP012345* **Note:** If a Temporary is needed please contact the Contractor Portal Helpdesk, see section 7.2

Note: For establishments in U.S. Territories, with establishment IDs that start with the prefix “TERR”, enter the prefix TERR followed by the numerical numbers in the “Establishment or Functional/Business Unit Number” field.

5. Click “Save.”

Create Establishment or Functional/Business Unit

Company Information

Company Name *

Establishment or Functional/Business Unit Number *

This is the 6 to 15 character Unit Number according to your EEO-1 report

Establishment or Functional/Business Unit Name *

Data Universal Numbering System (DUNS) *

North American Industry Classification System (NAICS) *

The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number

Employee Headcount *

Facility Status

Closed

Open

Physical Address

Street address *

City * State * Zip code *

The physical and mailing address are the same

Mailing Address

Street address *

City * State * Zip code *

Point of Contact

First Name *





Last Name *

Email *

Save

Figure 20: Sample of the “Create Establishment or Functional/Business Unit” form

- You will be redirected to the Establishment record which you just added. A confirmation message will be displayed at the top of the page informing you that the Establishment or Functional/Business Unit has been created. Verify that the establishment or functional/business unit is saved, and the information is accurate. To make additional edits, click on “Edit Establishment or Functional/Business Unit” button on the current page. (See Figure 21).

-  Dashboard
-  Manage Establishments or Functional/Business Units
-  My Company
-  Users

i Establishment or Functional/Business Unit [Pre-Test Co](#) has been created.

Pre-Test Co

Edit Establishment or Functional/Business Unit

Company Name	TestCompany
Establishment or Functional/Business Unit Number	965512445
Data Universal Numbering System (DUNS)	877134456
North American Industry Classification System (NAICS)	221118
EIN Number	767123344
Employee Headcount	51
Facility Status	Open
Physical Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States
Mailing Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States
Region	Mid-Atlantic
Certification Status	Not Certified
Certification Statement	N/A

Point of Contact

First Name	Layal
Last Name	Doe
Email	ld@g.com

Figure 21: Sample of the “Confirmation” message

- To view the list of “Additional Establishments or Functional/Business Units”, go back to the “My Company” page (see Figure 22).

[Dashboard](#)

[Manage Establishments or Functional/Business Units](#)

[My Company](#)

[Users](#)

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	8996758
Data Universal Numbering System (DUNS)	987545255
North American Industry Classification System (NAICS)	111191
EIN Number	754132018
Facility Status	Open
Physical Address	6565 Test Way Suitland, MD 20746 United States
Mailing Address	6565 Test Way Suitland, MD 20746 United States
Establishment Count	2
First Name	Kim
Last Name	Doe
Email	KDoe@g.com

HQ Establishments or Functional/Business Units Close Company

Establishment or Functional/Business Unit Name [▲]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
TestCompany	8996758	TestCompany		0	KDoe@g.com	Not Certified

Additional Establishment or Functional/Business Unit + Add New Establishment or Functional/Business Unit

Establishment or Functional/Business Unit Name [▲]	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
Pre-Test Co	965512445	TestCompany		51	ld@g.com	Not Certified

Displaying 1 - 1 of 1 establishments or functional/business units

Figure 22: Sample of the “Additional Establishment or Functional/Business Unit” list

3.4 EDITING ESTABLISHMENTS OR FUNCTIONAL/BUSINESS UNITS ON THE MY COMPANY PAGE

To make edits to the establishments or functional/business units displayed on the “Additional Establishment or Functional /Business Unit” table of the “My Company” page, select the establishment or functional/business unit name on the table, see Figure 19 above. You will be directed to the establishment or functional/business unit Establishment Profile page. Click the “Edit Establishment or Functional/Business Unit” button. You will be taken to the Edit Establishment or Functional/Business Unit page where you can update the record and save those changes. (See Figures 23 and 24).

<ul style="list-style-type: none"> Dashboard Manage Establishments or Functional/Business Units My Company Users 	<h3>Pre-Test Co</h3>	Edit Establishment or Functional/Business Unit																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company Name</td> <td>TestCompany</td> </tr> <tr> <td>Establishment or Functional/Business Unit Number</td> <td>965512445</td> </tr> <tr> <td>Data Universal Numbering System (DUNS)</td> <td>877134456</td> </tr> <tr> <td>North American Industry Classification System (NAICS)</td> <td>221118</td> </tr> <tr> <td>EIN Number</td> <td>767123344</td> </tr> <tr> <td>Employee Headcount</td> <td>51</td> </tr> <tr> <td>Facility Status</td> <td>Open</td> </tr> <tr> <td>Physical Address</td> <td>3242 Walters Lane Bdg 3 District Heights, MD 20747 United States</td> </tr> <tr> <td>Mailing Address</td> <td>3242 Walters Lane Bdg 3 District Heights, MD 20747 United States</td> </tr> <tr> <td>Region</td> <td>Mid-Atlantic</td> </tr> <tr> <td>Certification Status</td> <td>Not Certified</td> </tr> <tr> <td>Certification Statement</td> <td>N/A</td> </tr> </table>			Company Name	TestCompany	Establishment or Functional/Business Unit Number	965512445	Data Universal Numbering System (DUNS)	877134456	North American Industry Classification System (NAICS)	221118	EIN Number	767123344	Employee Headcount	51	Facility Status	Open	Physical Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States	Mailing Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States	Region	Mid-Atlantic	Certification Status	Not Certified	Certification Statement	N/A
Company Name	TestCompany																									
Establishment or Functional/Business Unit Number	965512445																									
Data Universal Numbering System (DUNS)	877134456																									
North American Industry Classification System (NAICS)	221118																									
EIN Number	767123344																									
Employee Headcount	51																									
Facility Status	Open																									
Physical Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States																									
Mailing Address	3242 Walters Lane Bdg 3 District Heights, MD 20747 United States																									
Region	Mid-Atlantic																									
Certification Status	Not Certified																									
Certification Statement	N/A																									
<p>Point of Contact</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">First Name</td> <td>Loyal</td> </tr> <tr> <td>Last Name</td> <td>Doe</td> </tr> <tr> <td>Email</td> <td>ld@g.com</td> </tr> </table>			First Name	Loyal	Last Name	Doe	Email	ld@g.com																		
First Name	Loyal																									
Last Name	Doe																									
Email	ld@g.com																									

Figure 23: Sample of the Establishment Profile Page

Edit Establishment or Functional/Business Unit Pre-Test Co

Company Information

Company Name *

Establishment or Functional/Business Unit Number *

This is the 6 to 15 character Unit Number according to your EEO-1 report

Establishment or Functional/Business Unit Name *

Data Universal Numbering System (DUNS) *

North American Industry Classification System (NAICS) *

The NAICS field can not be null and must be selected from the search. You can search by the 6-digit value or the Code Name.

EIN Number

Employee Headcount *

Facility Status

Closed
 Open

Figure 24: Sample of the Edit Establishment or Functional/Business Unit page

3.4.1 EDITING THE ESTABLISHMENT OR FUNCTIONAL/BUSINESS UNIT ID

To edit the Establishment or Functional/Business Unit ID, follow the steps in section 3.2 or 3.4 to locate the edit establishment page. Once on that page, you can edit the field “Establishment or Functional/Business Unit Number”.

The following IDs can be entered in the Establishment or Functional/Business Unit Number field:

- EEO1 ID- *enter 6-15 digits*
- Academic Institutions only- enter the numerical IPED number in the IPED ID field, *For example: 012345* **Note:** Only enter the numerical numbers. The IPED prefix will be added by the Contractor Portal after the record is saved.
- U.S. Territory ID- enter prefix TERR followed by the numerical numbers, *For example: TEMP012345* **Note:** If you know the Territory ID you will enter it in the Establishment or Functional/Business Unit Number field. If you do not know the Territory ID please contact the Contractor Portal Helpdesk. See section 7.2
- Functional Affirmative Action Program (FAAP) ID- enter prefix FAAP followed by the numerical number, *For example: FAAP012345*
- Temporary ID- enter prefix TEMP followed by the numerical numbers, *For example: TEMP012345* **Note:** If a Temporary ID is needed, please contact the Contractor Portal Helpdesk, see section 7.2

3.5 UPDATING FACILITY STATUS: OPEN/CLOSED

3.5.1 UPDATING FACILITY STATUS FOR PARENT COMPANY AND ALL ESTABLISHMENTS OR FUNCTIONAL/BUSINESS UNITS

To update the facility status of a parent company and all establishments and functional/business units at one time from open to closed perform the following steps:

- Go to the “My Company” page and select the “Close Company” button, (See Figure 22).
- You will be required to confirm or deny the closure by selecting “Yes” or “No” to question: “Are you sure you want to set the facility status to Closed for the parent company and all establishments and functional/business units?”. (See Figure 25)
- After selecting “Yes”, you will receive a closure confirmation on the screen and an email confirmation will be sent your email address associated with your Contractor Portal account. The facility status of the Parent company and its Establishments or Functional/Business Units will be

listed as “Closed” and the Parent Company and Establishments will be decertified. If you select “No”, you will return to the My Company page.

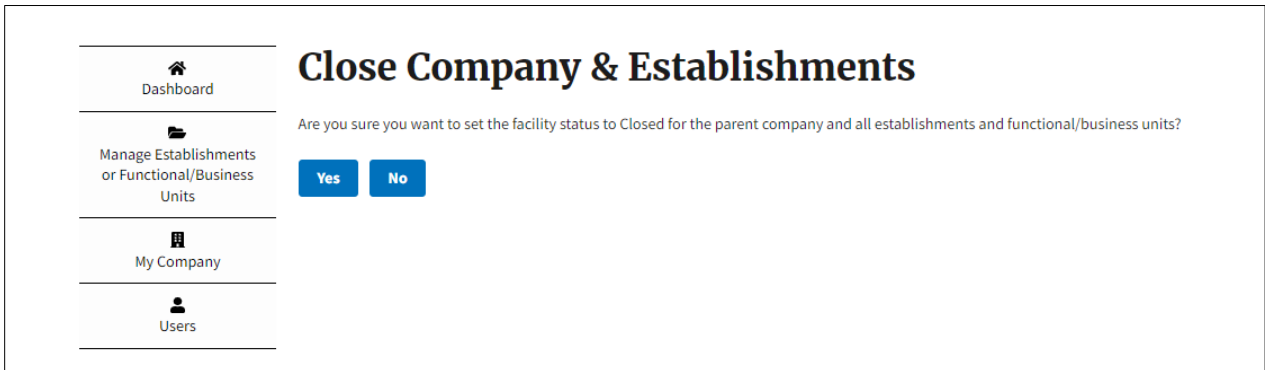


Figure 25: Sample of the Confirm facility status closure question

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

i The facility status is Closed for Parent Company TestCompany and all the establishments and functional/business units that fall under it.

If after closing the company and its establishments or functional/business units, the contractor receives a covered contract of \$50,000 or more and employs 50 or more employees, then the contractor must update its records in the portal to reflect they have an AAP obligation. The contractor will edit the facility status for the parent company and all the establishments or functional/business units with an AAP obligation from "Closed" to "Open" and certify their AAP compliance.

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	8996758
Data Universal Numbering System (DUNS)	987545255
North American Industry Classification System (NAICS)	111191
EIN Number	754132018
Facility Status	Closed
Physical Address	6565 Test Way Suitland, MD 20746 United States
Mailing Address	6565 Test Way Suitland, MD 20746 United States
Establishment Count	2
First Name	Kim
Last Name	Doe
Email	KDoe@g.com

HQ Establishments or Functional/Business Units Open Company ?

Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
TestCompany	8996758	TestCompany		0	KDoe@g.com	Closed

Additional Establishment or Functional/Business Unit + Add New Establishment or Functional/Business Unit

Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Assignees	FTEs	POC Email	Status
Pre-Test Co	965512445	TestCompany		51	ld@g.com	Closed

Figure 26: Sample of the confirmation message for closing a Parent Company and all Establishments or Functional/Business Units

Note: To change the parent company and all establishments or functional/business units back to open status, you will go back to the “My Company” page and select the “Open Company” button. You will need to confirm yes or no to setting the status to open. After selecting “Yes” you will receive a confirmation message on the screen and an email will be sent to your email address. If you select “No” you will be taken back to the “My Company” page.

User(s) will have to re-certify all establishments or functional/business units using the certification steps in Section 5.

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	8996758
Data Universal Numbering System (DUNS)	987545255
North American Industry Classification System (NAICS)	111191
EIN Number	754132018
Facility Status	Closed
Physical Address	6565 Test Way Suitland, MD 20746 United States
Mailing Address	6565 Test Way Suitland, MD 20746 United States
Establishment Count	2
First Name	Kim
Last Name	Doe
Email	KDoe@g.com

HQ Establishments or Functional/Business Units Open Company [?]

Figure 27: Sample of the My Company page displaying the “Open Company” button

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

Open Company & Establishments

Are you sure you want to set the facility status to Open for the parent company and all establishments and functional/business units?

Yes
No

Figure 28: Sample of the confirm facility status open question

- [Dashboard](#)
- [Manage Establishments or Functional/Business Units](#)
- [My Company](#)
- [Users](#)

i The facility status is Open for Parent Company TestCompany and all the establishments and functional/business units that fall under it.

My Company Edit Company

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	8996758
Data Universal Numbering System (DUNS)	987545255
North American Industry Classification System (NAICS)	111191
EIN Number	754132018
Facility Status	Open
Physical Address	6565 Test Way Suitland, MD 20746 United States
Mailing Address	6565 Test Way Suitland, MD 20746 United States
Establishment Count	2
First Name	Kim
Last Name	Doe
Email	KDoe@g.com

HQ Establishments or Functional/Business Units
Close Company ?

Figure 29: Sample of the confirmation message for changing the status to open for Parent Company and all Establishments or Functional/Business Units

3.5.2 UPDATING FACILITY STATUS: OPEN/CLOSED FOR CERTAIN ESTABLISHMENTS

To update the facility status for one or multiple establishments but not all, go to the “Manage Establishments or Functional Business Units” page and perform the following steps:

- On the “Action” drop-down menu, select “Assign Closed Status” or “Assign Open Status,” depending on which applies.
- Select the checkbox next to the establishments or functional/business units for which you want to update the facility status.
- Click “Apply to selected items.”
- If you wish to continue changing the facility status, click the “Execute action” button.
- You will be redirected to the Manage Establishments or Functional/Business Units page, and the updated status for the facility will be listed on the table. See Figures 30 through 33.

Manage Establishments or Functional/Business Units

TestCompany

Action

-- Select action --

- Select action --
- Assign Closed Status
- Bulk Decertification
- Assign Open Status

<input type="checkbox"/>	Establishment or Functional/Business Unit Name ^	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input type="checkbox"/>	Pre-Test Co	965512445	TestCompany	L. Doe	Not Certified	Edit
<input type="checkbox"/>	TestCompany	8996758	TestCompany	K. Doe	Not Certified	Edit

Apply to selected items

Displaying 1 - 2 of 2 establishments or functional/business units

Figure 30: Sample of the Action: Assign Open/Assign Closed drop-down menu for one or multiple establishments or functional/business units

Manage Establishments or Functional/Business Units

TestCompany

Action

Assign Closed Status

Apply to selected items

<input type="checkbox"/>	Establishment or Functional/Business Unit Name ^	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input checked="" type="checkbox"/>	Pre-Test Co	965512445	TestCompany	L. Doe	Not Certified	Edit
<input type="checkbox"/>	TestCompany	8996758	TestCompany	K. Doe	Not Certified	Edit

Apply to selected items

Displaying 1 - 2 of 2 establishments or functional/business units

Figure 31: Sample of the Apply to selected items button for the Action: Assign Open/Assign Closed for one or multiple establishments or functional/business units

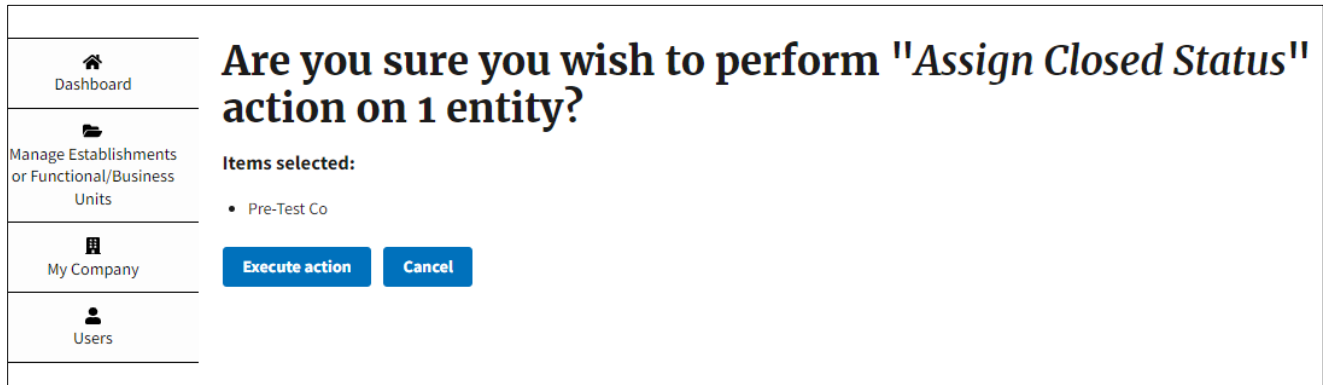


Figure 32: Sample of the Execution action button for the Action: Assign Closed Status

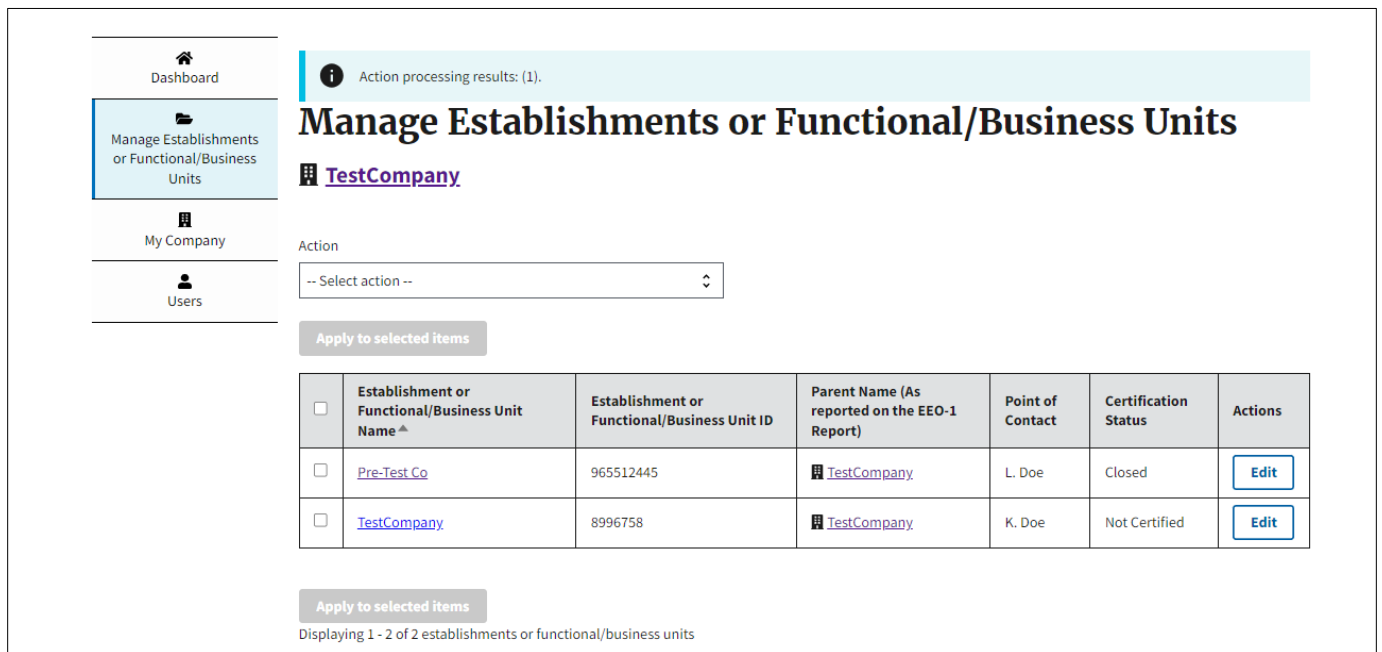


Figure 33: Sample of the updated Manage Establishments or Functional/Business Units table displaying the updated facility status

4 ACCESS FOR REGISTERED USERS

4.1 SIGN IN

For registered OFCCP Contractor Portal users, follow the steps below to sign in:

1. Open your web browser and enter the following in the address bar:
[\(Contractor Portal Home page\)](#)

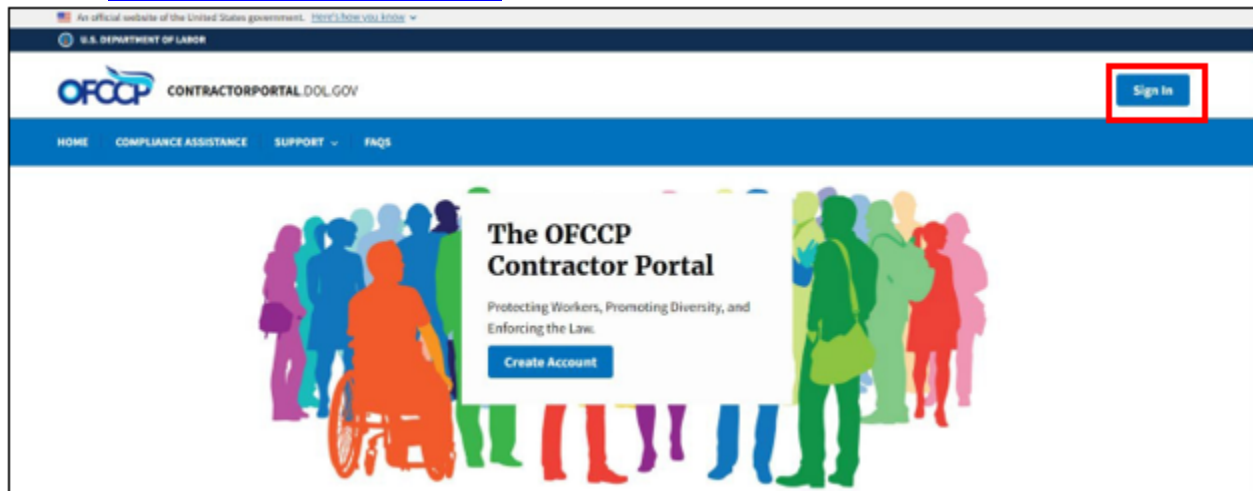


Figure 34: Sample of the “OFCCP Contractor Portal Homepage”

2. Click on the “Sign In” button (see Figure 34) in the top right corner and enter your Login.gov account username and password to sign in with Login.gov.
3. You will be re-directed to the “OFCCP Contractor Portal Dashboard” page, where you can access company information on the left navigation panel (see Figure 35).

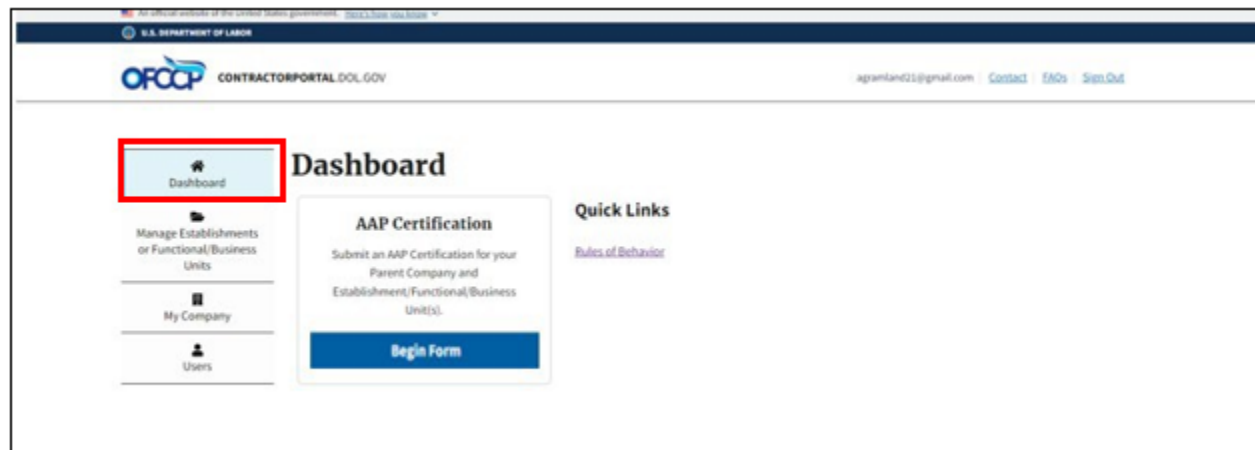


Figure 35: Sample of the “OFCCP Contractor Portal Dashboard” page

4.2 SIGN OUT

To sign out of the OFCCP Contractor Portal, select the “Sign Out” link on the top right-hand side of the page (see Figure 36).



Figure 36: Sample of the “Sign Out” link

5 CERTIFICATION

The “AAP Certification” tile on the “OFCCP Contractor Portal Dashboard” (see Figure 37) is where you will begin the certification process. Click “Begin Form” to get started.

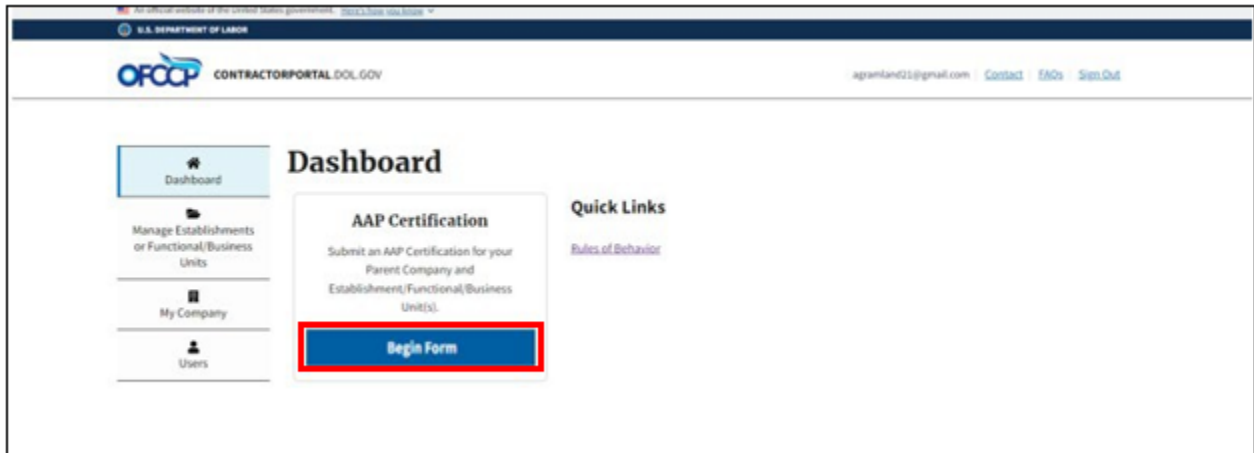


Figure 37: Sample of the “AAP Certification” tile

5.1 CERTIFICATION QUESTION AND DECLARATION STATEMENT

1. Select the response that best describes the AAP status for the establishment(s) or functional/business unit(s) that you would like to certify (see Figure 38).
 1. Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. See 41 CFR Chapter 60.
 2. Entity has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.
 3. Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.

Note: Covered contractors must develop an AAP within 120 days of entering a federal contract or subcontract. New contractors who select option three (3) will have 90 days from the development of their AAPs to access the Contractor Portal and update their certification.

Step 1 of 2: Certification Question and Declaration Statement

Certification Question

The contractor represents that:

- 1. Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. See 41 CFR Chapter 60.
- 2. Entity has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.
- 3. Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.

Note: Covered contractors must develop an AAP within 120 days of entering a federal contract or subcontract. New contractors who select option three (3) will have 90 days from the development of their AAPs to access the Contractor Portal and update their certification.

AAP Coverage Period

Enter the start date of your currently maintained AAP. The calculator will generate the end date.

Start Date *

End Date

Note: AAP Coverage Periods follow a 12-month cycle.

Declaration Statement

The contractor represents that:

I attest that this Affirmative Action Program (AAP) certification is true and correct to the best of my knowledge. I understand that the penalty for making false statements with respect to this certification is prescribed in 18 U.S.C.1001.

I affirm this declaration *

[Continue](#)

Figure 38: Sample of the “Certification Question & Declaration” page

- If you select certification statement 1, enter the start date of your currently maintained AAP in the “Start Date” field in the AAP Coverage Period section. You are required to enter a coverage period Start Date when certification statement 1 is selected.
- The End Date field is read only and auto populated 1 year from the selected Start Date.
- You can only select a Start Date that is up to 1 year in the past from the current date.
- If you select certification statements 2 or 3 the AAP Coverage Period date is not required, and the Start Date and End Date fields will be greyed out and un-editable.

Step 1 of 2: Certification Question and Declaration Statement

Certification Question

The contractor represents that:

- 1. Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. See 41 CFR Chapter 60.
- 2. Entity has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.
- 3. Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.

Note: Covered contractors must develop an AAP within 120 days of entering a federal contract or subcontract. New contractors who select option three (3) will have 90 days from the development of their AAPs to access the Contractor Portal and update their certification.

AAP Coverage Period

Enter the start date of your currently maintained AAP. The calculator will generate the end date.

Start Date *

End Date

Note: AAP Coverage Periods follow a 12-month cycle.

Declaration Statement

The contractor represents that:

I attest that this Affirmative Action Program (AAP) certification is true and correct to the best of my knowledge. I understand that the penalty for making false statements with respect to this certification is prescribed in 18 U.S.C.1001.

I affirm this declaration *

[Continue](#)

Figure 39: Sample of the “Certification Question & Declaration” page

2. Read the “Declaration Statement.” Affirm that the information you are submitting is true and correct by selecting the checkbox “I affirm this declaration.”
3. Once you have selected your certification response and affirmed the declaration, select the “Continue” button.

5.2 ESTABLISHMENT(S) OR FUNCTIONAL/BUSINESS UNIT(S) SELECTION

Next, you will select the existing establishment(s) or functional/business unit(s) that you would like to certify. A list of establishment(s) or functional/business unit(s) pending certification will be displayed (see Figure 40).

Note: The AAP Coverage Period can be viewed on this page.

1. Select one or more establishment(s) or functional/business unit(s) requiring certification by selecting the checkbox on the left side of the table next to each establishment or

- functional/business unit. To select all establishment(s) or functional/business unit(s) listed on the page, click the checkbox next to the title “Establishment Name.”
2. If you would like to download the list of establishments or functional/business units you are certifying, click the “Download” button.
 3. Once you select the establishment or functional/business units requiring certification, click the “Submit Certification” button.

Step 2 of 2: Establishments or Functional/Business Units

[← Previous Step](#)

⚠ Have you updated your Establishment or Functional/Business Unit records?
 Before submitting your AAP Certification, navigate to your [Dashboard](#) to update Establishment or Functional/Business Unit details or create new Establishment or Functional/Business Unit records.

The following are Establishment or Functional/Business Unit record(s) linked to your profile which have not yet been certified. Please select the Establishment(s) or Functional/Business Unit(s) you would like to certify based on the responses from the prior screen.

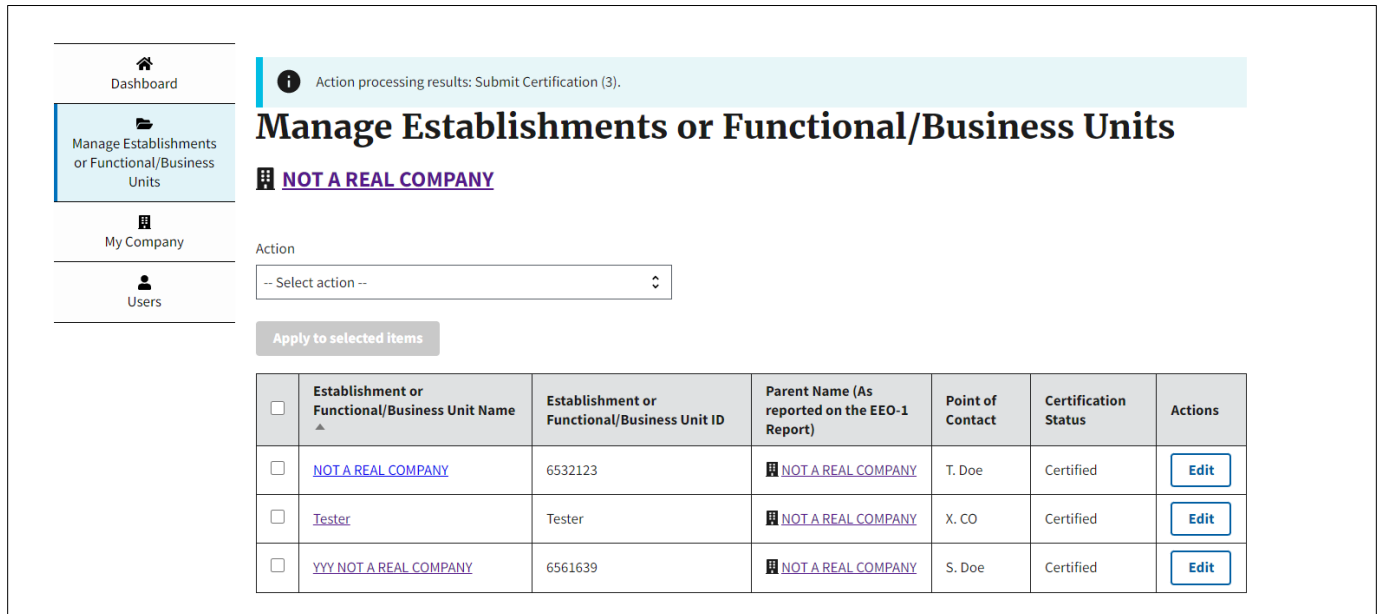
AAP Coverage Period: 4/10/2023 - 4/09/2024

<input checked="" type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit Number	Physical Address
<input checked="" type="checkbox"/>	NOT A REAL COMPANY	018383	6565 Non Loc Lane Forestville, MD 20747 United States
<input checked="" type="checkbox"/>	Tester	656124	6565 Non Loc Lane Forestville, MD 20747 United States
<input checked="" type="checkbox"/>	XYZ ABC CO	6512434	4545 Yellow Court Forestville, MD 20747 United States

Download
Submit Certification

Figure 40: Sample of the “Establishments or Functional/Business Units” page

4. After clicking the “Submit Certification” button, you will be redirected to the “Manage Establishments or Functional/Business Units” page where the certification status for the establishment or functional/business unit selected during the AAP Certification will be displayed as “Certified”.



Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

Action processing results: Submit Certification (3).

Manage Establishments or Functional/Business Units

NOT A REAL COMPANY

Action

-- Select action --

Apply to selected items

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input type="checkbox"/>	NOT A REAL COMPANY	6532123	NOT A REAL COMPANY	T. Doe	Certified	Edit
<input type="checkbox"/>	Tester	Tester	NOT A REAL COMPANY	X. CO	Certified	Edit
<input type="checkbox"/>	YYY NOT A REAL COMPANY	6561639	NOT A REAL COMPANY	S. Doe	Certified	Edit

Figure 41: Sample of the Manage Establishments or Functional/Business Units page after Certification

5.3 CERTIFYING ESTABLISHMENTS OR FUNCTIONAL/BUSINESS UNITS WITH DIFFERENT COVERAGE PERIODS

To certify establishments or functional/business units with different AAP Coverage Periods, follow the instructions in sections 5.1 and 5.2 for one or more establishments or functional/business units that share the same AAP Coverage Period. Then repeat these steps for the next set of establishments or functional/business units that share a different AAP Coverage Period. Repeat this process as many times as necessary until all the establishments are certified.

5.4 DECERTIFICATION

If you wish to decertify a previously certified establishment(s) or functional/business unit(s), you can perform this action on the “Manage Establishments or Functional/Business Units” page (see Figure 42).

1. From the Dashboard, click the “Manage Establishments or Functional/Business Units” tab on the left-side of the screen.
2. Locate the “Action” drop-down menu box and select “Bulk Decertification.”
3. Select one or more establishment(s) or functional/business unit(s) you wish to decertify by selecting the checkbox on the left side of the table next to each establishment(s) or

functional/business unit(s). To decertify all listed on the page, click the checkbox next to the title “Establishment or Functional/Business Unit Name.”

4. Click “Apply to selected items.”
5. After clicking “Apply to selected items,” a message will be displayed at the top of the page informing you that the decertification has been processed. The certification status on the table will be updated to Not Certified.

- [Dashboard](#)
- [Manage Establishments or Functional/Business Units](#)
- [My Company](#)
- [Users](#)

Manage Establishments or Functional/Business Units

NOT A REAL COMPANY

Action

Bulk Decertification

[Apply to selected items](#)

	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input checked="" type="checkbox"/>	NOT A REAL COMPANY	6532123	NOT A REAL COMPANY	T. Doe	Certified	Edit
<input type="checkbox"/>	Tester	Tester	NOT A REAL COMPANY	X. CO	Certified	Edit
<input type="checkbox"/>	YYY NOT A REAL COMPANY	6561639	NOT A REAL COMPANY	S. Doe	Certified	Edit

[Apply to selected items](#)

Displaying 1 - 3 of 3 establishments or functional/business units

Figure 42: Sample of the “Manage Establishments or Functional/Business Units” page

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

i Action processing results: (1).

Manage Establishments or Functional/Business Units

🗑️ [NOT A REAL COMPANY](#)

Action

-- Select action --

Apply to selected items

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Name (As reported on the EEO-1 Report)	Point of Contact	Certification Status	Actions
<input type="checkbox"/>	NOT A REAL COMPANY	6532123	🗑️ NOT A REAL COMPANY	T. Doe	Not Certified	Edit
<input type="checkbox"/>	Tester	Tester	🗑️ NOT A REAL COMPANY	X. CO	Certified	Edit
<input type="checkbox"/>	YYY NOT A REAL COMPANY	6561639	🗑️ NOT A REAL COMPANY	S. Doe	Certified	Edit

Apply to selected items

Displaying 1 - 3 of 3 establishments or functional/business units

Figure 43: Sample of the confirmation of decertification

6 MULTIPLE USER FUNCTIONALITY

The OFCCP Contractor Portal allows multiple users from the same company to register, update records, and certify establishment(s) or functional/business unit(s). There are two roles that can be assigned to multiple users, namely:

Admin User – This user can modify records and submit AAP Certifications for any of the Parent Company’s Establishments or Functional/Business Units. They can also invite new users and assign them establishment(s) or functional/business unit(s).

Non-Admin User – This user can only modify records and submit AAP Certifications for any of the Establishments or Functional/Business Units that an Admin User has assigned to them.

You may add as many users as needed by your company of both types of users. Please be advised that the initial user who registers for the OFCCP Contractor Portal is by default an Admin User and is responsible for granting any other user(s) access to the portal on behalf of the company. No other user(s) will be able to access the portal without the Admin User first granting access by following the instructions in Section 6.1. **Accordingly, OFCCP strongly recommends that the initial user be an individual from the Parent Company/Headquarters with authority to grant access and permissions to designated official(s) at establishment(s) or functional/business unit(s) that need to certify their compliance.**

If you have any issues adding multiple users to the portal, please contact the OFCCP Contractor Portal Technical Help Desk by following the instructions in Section 7.2.

6.1 INVITING A NEW USER

To invite additional users to register, update records, and certify establishment(s) or functional/business unit(s) for your company through the OFCCP Contractor Portal, an Admin User must follow the steps below:

1. From the “Dashboard,” select the “Users” tab and you will be directed to the “Users” page (see Figure 44).

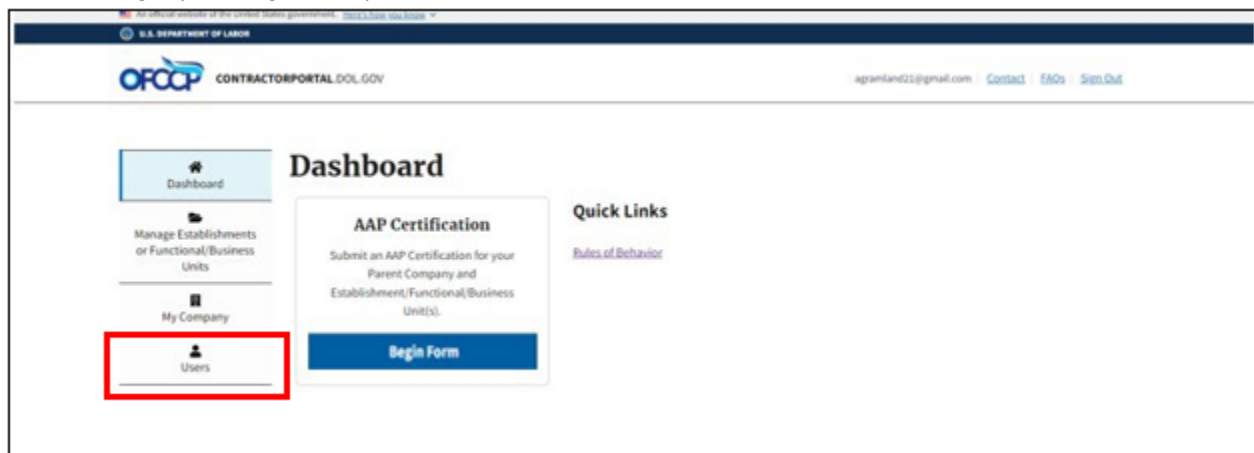


Figure 44: Sample of how to access the “Invite User” Page

2. Click on “+Add Other User” (see Figure 45) and you will be directed to the “Invite User” page (see Figure 46).

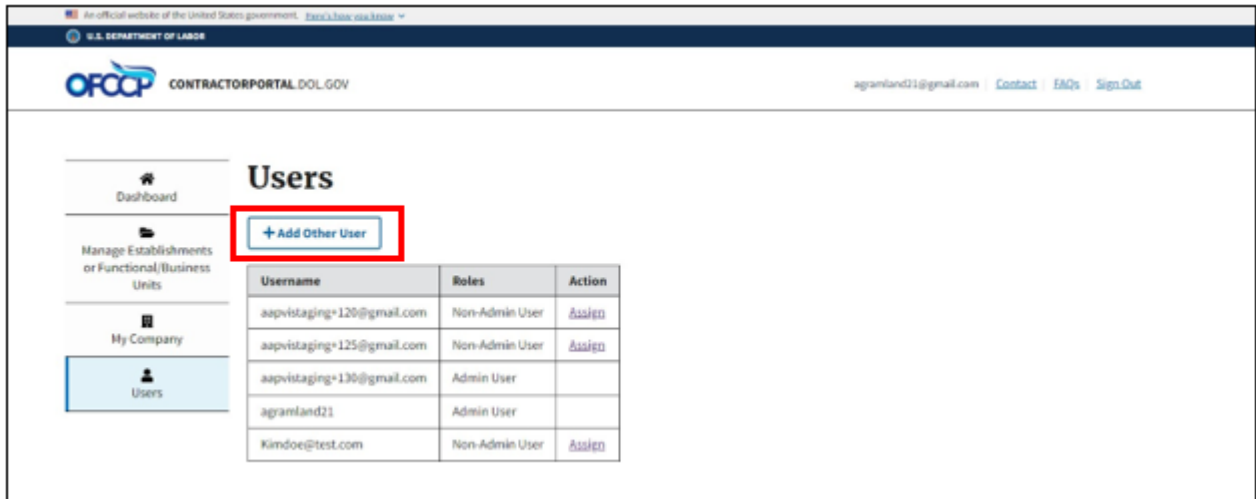


Figure 45: Sample of “Users” page

3. Enter the email address of the Point of Contact (POC) you would like to invite to the OFCCP Contractor Portal (see Figure 46).

Please remember that the user being invited to the OFCCP Contractor Portal will have permissions to update, manage, and certify records for the establishment(s) or functional/business unit(s) assigned to the user.

4. Choose the appropriate “Role” for the user you are inviting (Admin User or Non-Admin User) and select the “Invite User” button.

As a reminder, Admin Users can modify all records within the company, invite new users, and assign them establishment(s) or functional/business unit(s). Non-Admin Users are only able to modify establishment(s) or functional/business unit(s) that an Admin User has assigned to them. To change a user's role after they have been added as a user for your company, contact the OFCCP Contractor Portal Technical Help Desk by following the instructions in Section 7.2.

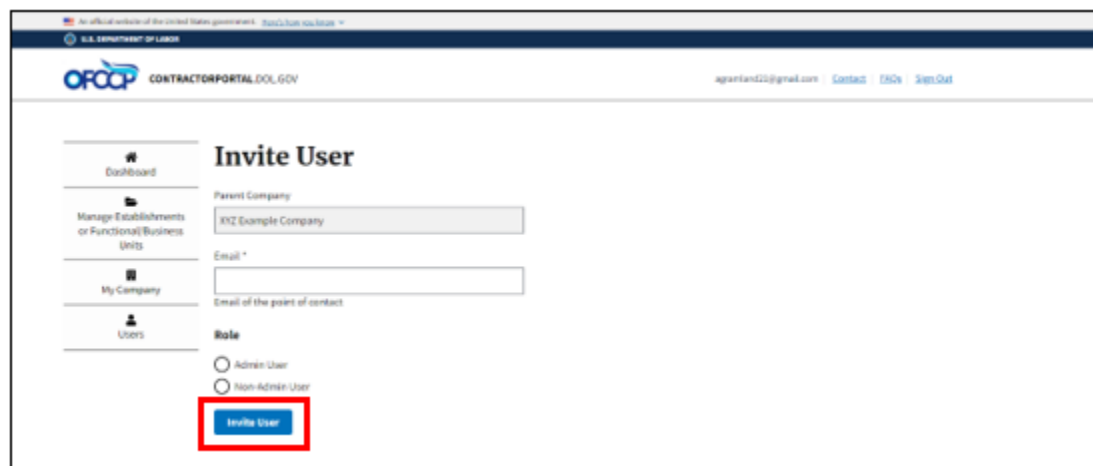


Figure 46: Sample of the “Invite User” Page

- After selecting the “Invite User” button, you will be redirected to the “Dashboard.” A confirmation message will be displayed informing you that an email has been sent to the user inviting them to the OFCCP Contractor Portal and instructing you to assign establishment(s)/functional unit(s) to the user (see Figure 47).

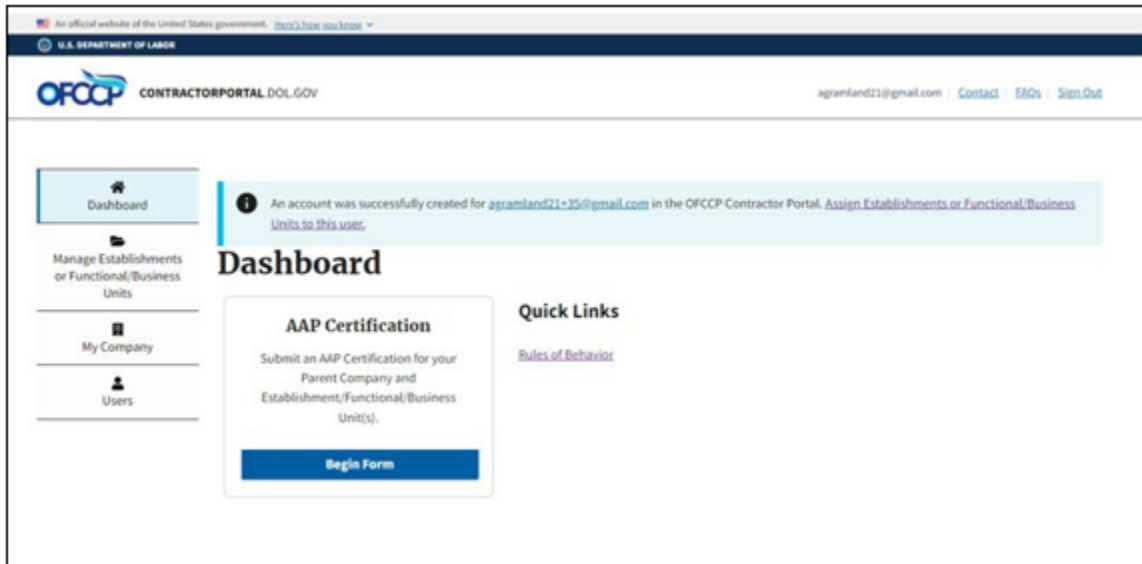


Figure 47: Sample of the “Confirmation” message

- To assign users to establishment(s) or functional/business unit(s), you can either 1) click on the text that reads “Assign Establishments or Functional/Business Units to this user” in the blue notification box as illustrated in Figure 47, or 2) click on the “Users” tab on the left navigation menu. Then follow the steps in Section 6.2.

6.2 VIEW & ASSIGN USERS

To view the list of all users associated with your company and to assign specific establishment(s) or functional/business unit(s) to a Non-Admin User, follow the steps below:

- Select “Users” from the left navigation menu. A table with a list of Usernames (as identified by each user’s registered email address), Roles, and Action will be displayed (see Figure 48).
- Select the “Assign” link beside the Non-Admin User to whom you want to assign a specific establishment(s) or functional/business unit(s).

Note: Only Admin Users can assign Non-Admin Users to specific establishment(s) or functional/business unit(s). Non-Admin Users can view the list of users for their company but will not see the “Assign” link in the table as these users do not have permissions to assign (see Figure 49). Admin Users will not see the “Assign” link beside another Admin User. Admin Users have access to all their company’s establishment(s) or functional/business unit(s) records and can modify all records, if needed, by going to the “Manage Establishments or Functional/Business Units” page.

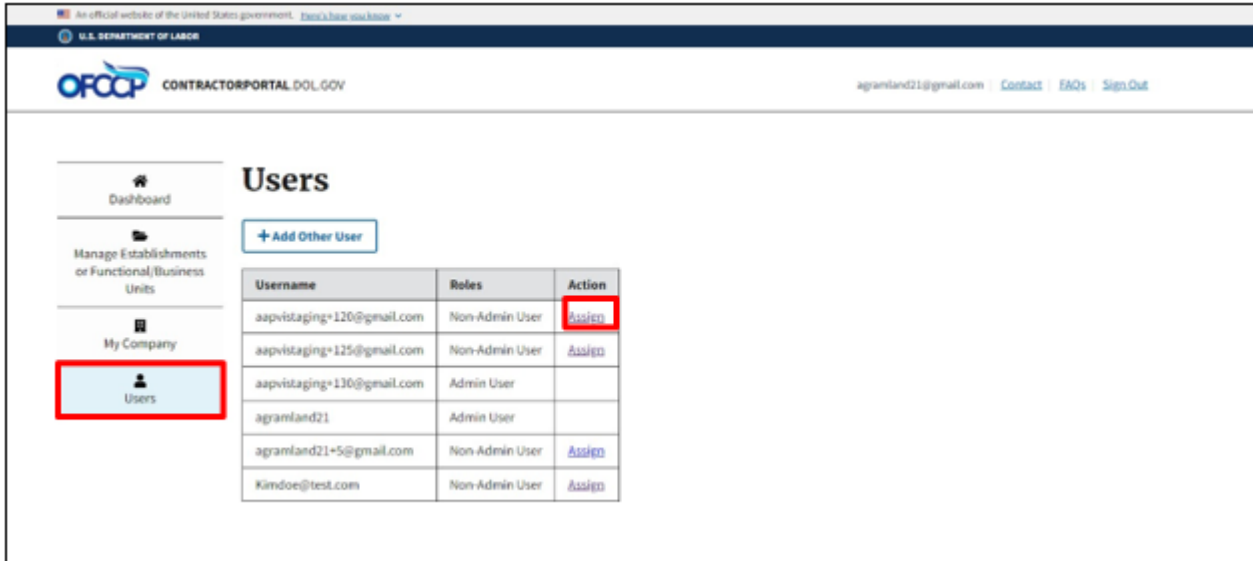


Figure 48: Sample of the list of “Invited Users” that Admin Users view

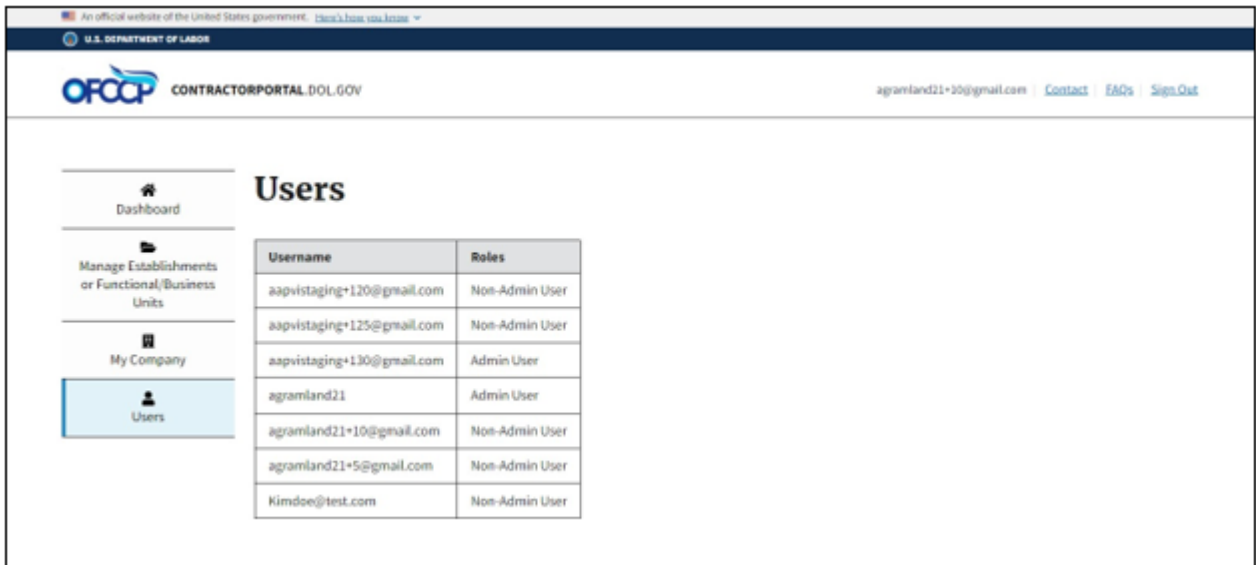


Figure 49: Sample of the list of “Invite Users” that Non-Admin Users view

- Once you select the “Assign” link, you will be directed to the “Assign Establishments or Functional/Business Units” page for that user which will display a list of establishment(s) or functional/business unit(s) to assign to the user (see Figure 50).
- Select the box next to each corresponding “Establishment or Functional/Business Unit Name” to assign to the user and click the “Assign” button.

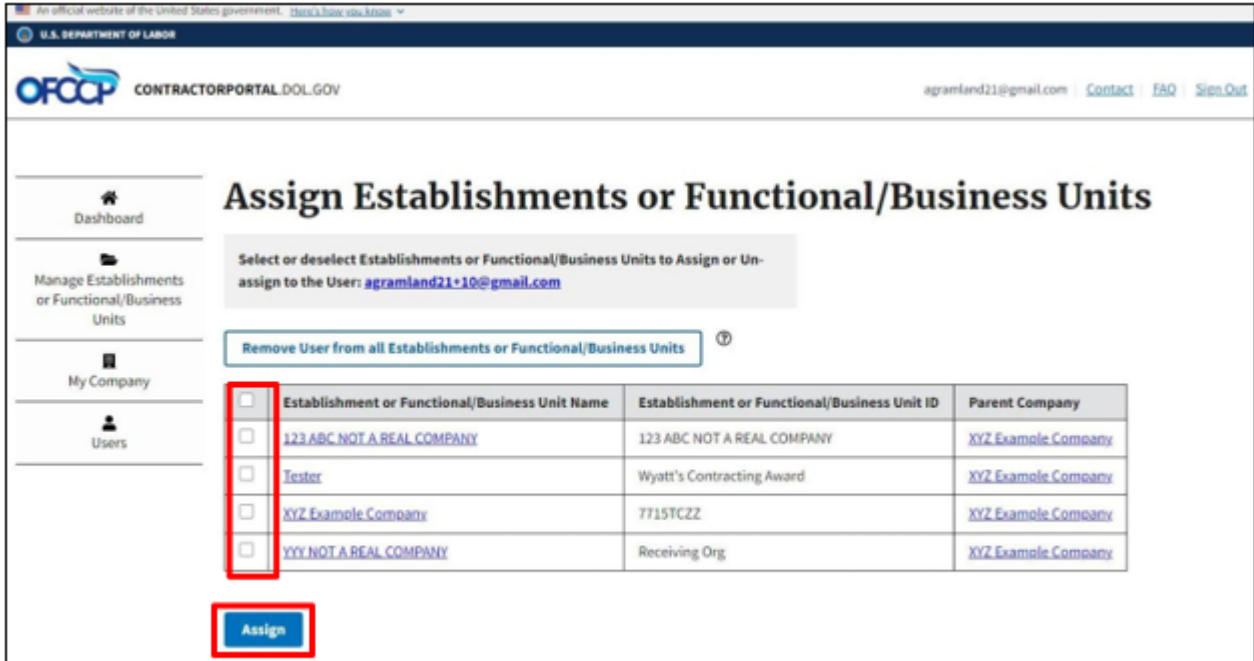


Figure 50: Sample of the “Assign Establishments or Functional/Business Units” page

5. You will see a notification stating that the user has been assigned to the desired establishment(s) or functional/business unit(s) (see Figure 51).

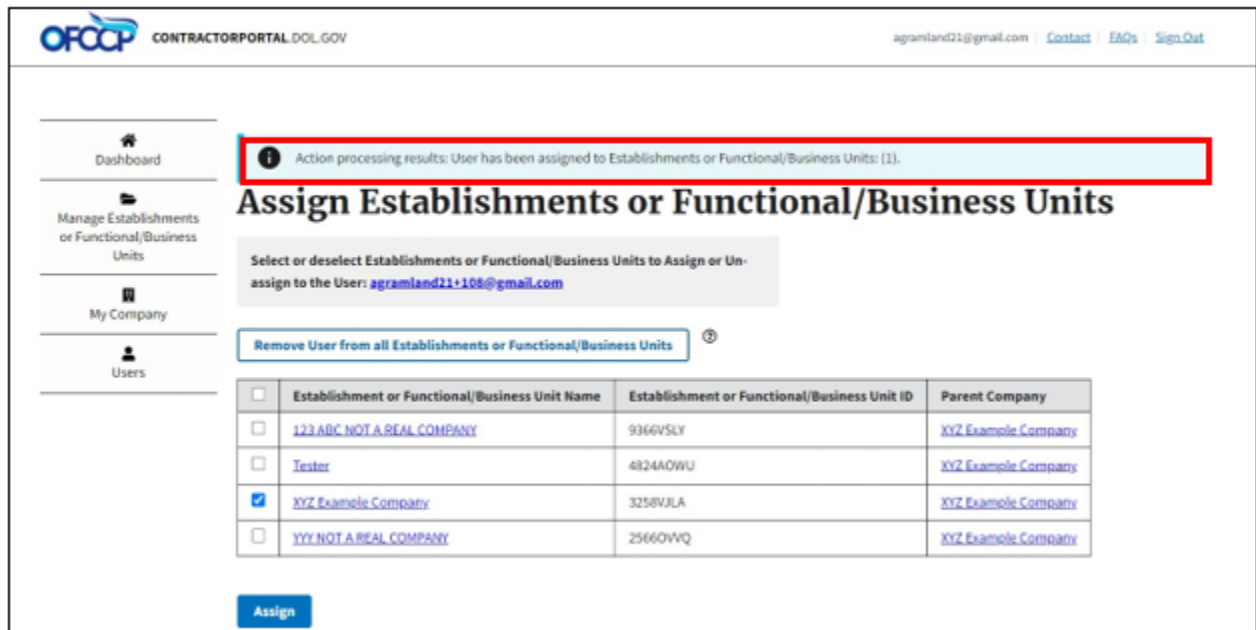


Figure 51: Sample of the “Notification”

6.3 REMOVE USERS

There are two ways to remove a Non-Admin User's access to establishment(s) or functional/business unit(s):

- a) To remove a Non-Admin User's access from specific establishment(s) or functional/business unit(s):
 1. Select "Users" from the left navigation menu. A table with a list of Usernames (as identified by each user's registered email address), Role, and Action will be displayed (see Figure 48).
 2. Select the "Assign" link beside the Non-Admin User whose access you want to remove.
 3. You will be directed to the page titled "Assign Establishments or Functional/Business Units." All the establishment(s) or functional/business unit(s) that the Non-Admin User has permissions to manage will have a checkmark next to them (see Figure 51).
 4. Unselect the checkbox next to the establishment(s) or functional/business unit(s) for which you would like to revoke access and click "Assign." You have now removed the Non-Admin User's modification privileges from those establishment(s) or functional/business unit(s).
- b) To remove a Non-Admin User's access to all establishments or functional/business units:
 1. Select "Users" from the left navigation menu. A table with a list of Usernames (as identified by each user's registered email address), Role, and Action will be displayed (see Figure 48).
 2. Select the "Assign" link beside the Non-Admin User whose access you want to remove.
 3. You will be directed to the page titled "Assign Establishments or Functional/Business Units." All the establishment(s) or functional/business units(s) that the Non-Admin User has permissions to manage will have a checkmark next to them (see Figure 51).
 4. Click the button "Remove User from all Establishments or Functional/Business Units."
 5. Next, on the "Full Unassign" page click "Confirm" and the Non-Admin User will be unassigned from all establishments or functional/business Units (see Figure 52).



Figure 52: Sample of the “Full Unassign” page

- After clicking “Confirm,” a message will display at the top of the page stating that the user has successfully been removed from all Establishments or Functional/Business Units (see Figure 53).

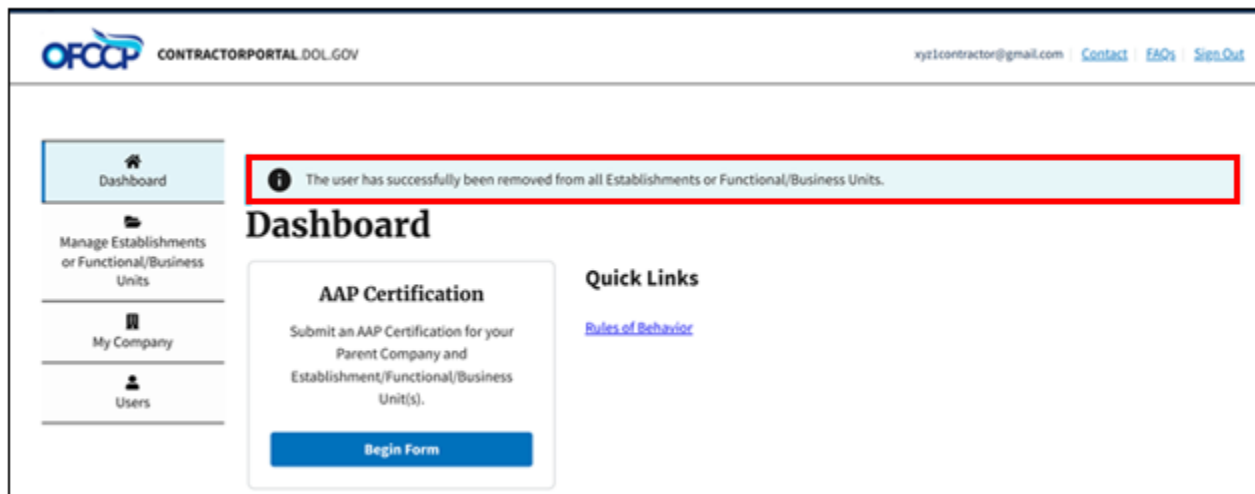


Figure 53: Sample of the “Confirmation” message

To remove an Admin User from your company, contact the OFCCP Contractor Portal Technical Help Desk by following the instructions in Section 7.2.

6.4 INVITED USER REGISTRATION STEPS

The invited user will receive an email with the registration instructions explained below. The process of registration of an invited user is similar to that of an initial user. However, an invited user will not go through the “User Authorization” screen, nor does the user go through the company creation step since they have already been assigned to the company.

To access the OFCCP Contractor Portal as an invited user, follow these steps:

1. Securely sign-in using your Login.gov credentials. If you do not have a Login.gov account, you will need to create a Login.gov account with the same email address used to invite you to the OFCCP Contractor Portal. Information on how to create a Login.gov account can be found on Login.gov website at: [\(How to create an Login.gov account\)](#). Follow Login.gov’s two-factor authentication process for secure sign in.
2. After you have completed Login.gov sign-in or registration, the next page you will see is “Welcome to the OFCCP Contractor Portal.” Select “Get Started.”
3. Read the “Rules of Behavior,” select the checkbox “I acknowledge the Rules of Behavior,” and click “Continue” to proceed.
4. You will be directed to the “Dashboard” where you can update records and certify establishment(s) or functional/business unit(s) using the tabs on the left navigation menu.

7 USER SUPPORT

7.1 LOGIN.GOV HELPDESK SUPPORT

For issues with account creation, signing in, changing Login.gov settings, two-factor authentication and more, [please contact Login.gov](#).

7.2 HELPDESK SUPPORT

For program support, please contact the OFCCP Contractor Portal Technical Help Desk using the Help Request Form on the [\(Contact Us page\)](#)