

Contractor Portal Registration Process

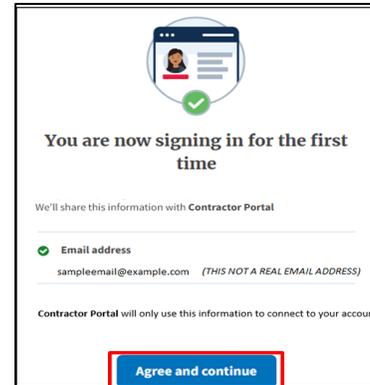
Step 1: Open your web browser and enter the following in the address bar:
<https://contractorportal.dol.gov> Click the “Create Account” button.



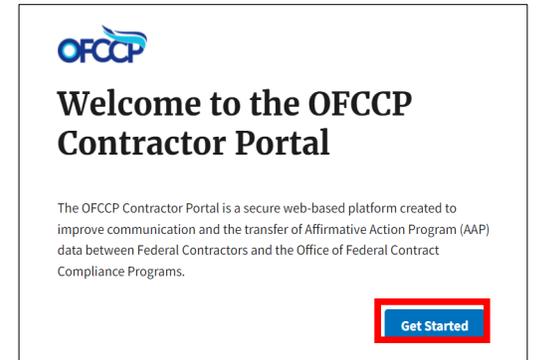
Step 2: Enter your Login.gov account username and password to sign in with Login.gov. If you do not have a Login.gov account, follow the instructions detailed on [this page](#) to create one.



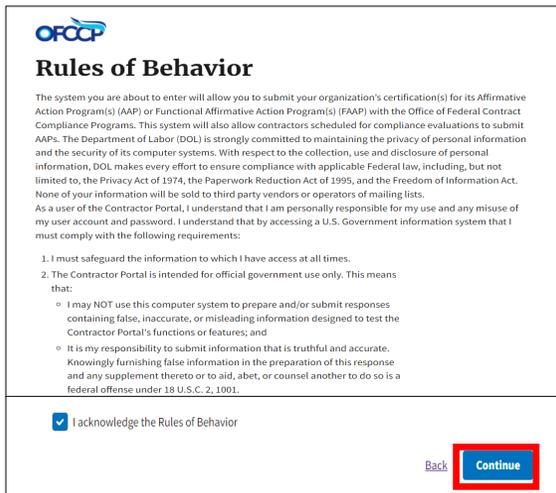
Step 3: You will be directed to a Login.gov page entitled “You are now signing in for the first time.” Click “Agree and Continue.”



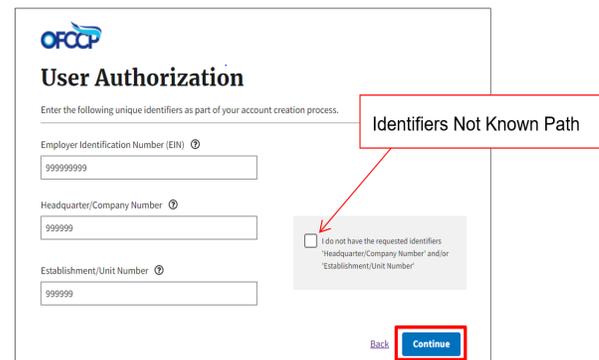
Step 4: You will be presented with a “Welcome to the OFCCP Contractor Portal” page. Click the “Get Started” button.



Step 5: The next page will display the Rules of Behavior. Once you have read all the rules, check the acknowledgement box and click “Continue.”



Step 6: You will be directed to the User Authorization screen. Enter your company’s (1) Employer Identification Number (EIN), (2) EEO-1 Headquarter/Company Number, and (3) EEO-1 Establishment/Unit Number. If you do not have the Headquarter/Company Number, and Establishment/Unit Number, click the check box and just enter your EIN. Click “Continue.”



Step 7: After entering the required information, you will either be directed to the “Edit Parent Company” page to confirm and/or edit the information found for your company or directed to the “Create Parent Company” page to enter your company in the OFCCP Contractor Portal and save your changes. This is the end of registration.

