

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

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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 APs. The Department of Labor (COL) is storengly 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 1374, the Paperwork Reduction Act of 1395, and the Freedom of Information Act. None of your information will be sold to third party vendors or operators of maling lists. As a user of the Contractor Portal, Linderstand that Lind mapersonally 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:

I must safeguard the information to which I have access at all times.
 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

Contractor Portal Registration Process

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 <u>this page</u> to create one.



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."

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| User Authorization | | |
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| Enter the following unique identifiers as part of your account creation process. | Identifiers Not I | Known Path |
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| 999999999 | | |
| Headquarter/Company Number ① 999999 Establishmeni/Unit Number ① | xt have the requested identifiers quarter/Company Number' and/or isishment/Unit Number' | |
| 999999 | | |
| | Back Continue | |

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."

| 3 | ou are now signing in for the first time | |
|----|---|--|
| We | Il share this information with Contractor Portal | |
| 0 | Email address sampleemail@example.com (THIS NOT A REAL EMAIL ADDRESS) | |
| Co | ntractor Portal will only use this information to connect to your account | |
| | Agree and continue | |

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

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| Welco Contr | ome to the OFCCP ractor Portal |
| The OFCCP Co improve comm data between | ntractor Portal is a secure web-based platform created to nunication and the transfer of Affirmative Action Program (AA Federal Contractors and the Office of Federal Contract rorrams |

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.

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