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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 on the basis of 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 and to optimize the compliance review process by creating a tool for scheduled contractors to upload their AAPs electronically for OFCCP’s review.
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 for their parent company, an establishment, or multiple establishments.

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: https://contractorportal.dol.gov
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](image)

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 in order to access the OFCCP Contractor Portal. Information on how to create a Login.gov account can be found on the Login.gov website at: https://www.login.gov/create-an-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).
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.
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).

**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.

   ![Acknowledge Rules of Behavior](image)

   **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.
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.

You can take either of the following paths:

a) **Identifiers Known Path:** Provide all of the following: (1) Employer Identification Number (EIN), (2) EEO-1 Headquarter/Company Number, and (3) EEO-1 Establishment/Unit Number. 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 and will follow step 12 below. 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. Follow steps 13-14 below.
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.”

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

To edit the saved Parent Company information, click on the “My Company” (see Figure 8) icon on the left side of the page to view the Edit Parent Company screen (see Figure 9). Scroll down and click “Edit Company” to update the fields accordingly, and save your changes.
12. If you selected “Identifiers Not Found,” you will be directed to the “Create Parent Company” page (see Figure 10).
13. Enter up-to-date Parent Company information. Click “Save” to confirm your information.

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 11)
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 and click “Continue” (see Figure 12).

3. You will be directed to the “Create Parent Company” (see Figure 13)
4. 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 14).

**Figure 13: Sample of the “Create Parent Company” page for Educational Institutions**

**Figure 14: 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 15 for companies and Figure 16 for educational institutions), updating fields, and saving your changes. This is the end of registration.

![Manage Establishments or Functional/Business Units](image)

**Figure 15: 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 17 and Figure 18).

![Manage Establishments or Functional/Business Units](image-url)
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 19 and Figure 20).
4. Click “Save.”
Figure 19: Sample of the “Create Establishment or Functional/Business Unit” form
Create Establishment or Functional/Business Unit

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

5. You will be redirected back to the “My Company” page. A confirmation message will be displayed at the top of the page informing you that the Establishment or Functional/Business Unit has been created (see Figure 21 and Figure 22).
Figure 21: Sample of the “Confirmation” message
6. Scroll down the page to view the list of “Additional Establishments or Functional/Business Units” (see Figure 23 and Figure 24). Verify that the establishment or functional/business unit is saved, and the information is accurate.
Figure 23: Sample of the “Additional Establishments or Functional/Business Units” list
Figure 24: Sample of the “Additional Establishments Functional/Business Units” list for Educational Institutions
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:
   https://contractorportal.dol.gov

2. Click on the “Sign In” button (see Figure 25) 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 26).

Figure 25: Sample of the “OFCCP Contractor Portal Homepage”

Figure 26: 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 27).

![Figure 27: Sample of the “Sign Out” link](image)

5 CERTIFICATION

The “AAP Certification” tile on the “OFCCP Contractor Portal Dashboard” (see Figure 28) is where you will begin the certification process. Click “Begin Form” to get started.

![Figure 28: Sample of the “AAP Certification” tile](image)

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 29).

   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.

2. Read the “Declaration Statement.” Affirm that the information you are submitting is true and correct by selecting the checkbox below the “Declaration Statement.”

3. Once you have selected your certification response and affirmed the declaration, select the “Continue” button.

Figure 29: Sample of the “Certification Question & Declaration” page

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 30).

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 “CSV Export” button.

3. Once you select the establishment or functional/business units requiring certification, click the “Submit Certification” button.

5.3 SUBMIT CERTIFICATION

The next page (see Figure 31) asks for confirmation of certification and lists the selected establishment(s) or functional/business unit(s).

- Click “Execute action” to complete the certification process for the listed establishment(s) or functional/business unit(s).

- Click “Cancel” to cancel certification and to be redirected to the prior page. If you click “Cancel,” the listed establishment(s) or functional/business unit(s) will not be 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 32).

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. The next page will ask for confirmation of decertification and list the selected establishment(s) or functional/business unit(s) (see Figure 33).

6. Click “Execute action” to decertify the selected establishment(s) or functional/business unit(s). You will be redirected to the “Manage Establishments or Functional/Business Units” page. The “Certification Status” will now be listed as “Not Certified.”

7. Click “Cancel” to cancel decertification and to be redirected to back to the “Manage Establishments or Functional/Business Units” page. If you click “Cancel,” the selected establishment(s) or functional/business unit(s) will not be decertified.
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 all records within the company, invite new users, and assign them establishment(s) or functional/business unit(s).

Non-Admin User – This user can only modify establishment(s) or functional/business unit(s) that an Admin User has assigned to them.

You may add as many users as is 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 34).

2. Click on “+Add Other User” (see Figure 35) and you will be directed to the “Invite User” page (see Figure 36).
3. Enter the email address of the Point of Contact (POC) you would like to invite to the OFCCP Contractor Portal (see Figure 36).

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.
5. 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 37).

6. 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 37, 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:

1. 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 38).

2. 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 39). 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.
3. 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 40).

4. Select the box next to each corresponding “Establishment or Functional/Business Unit Name” to assign to the user and click the “Assign” button.
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 41).
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 38).

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 41).

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 38).

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 41).

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 42).
6. 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 43).

Figure 42: Sample of the “Full Unassign” page

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 the Login.gov website at: https://www.login.gov/create-an-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: https://contractorportal.dol.gov/contact