OFCCP CONTRACTOR PORTAL

FEDERAL CONTRACTOR USER GUIDE

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Table of Contents

List of Figures

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.
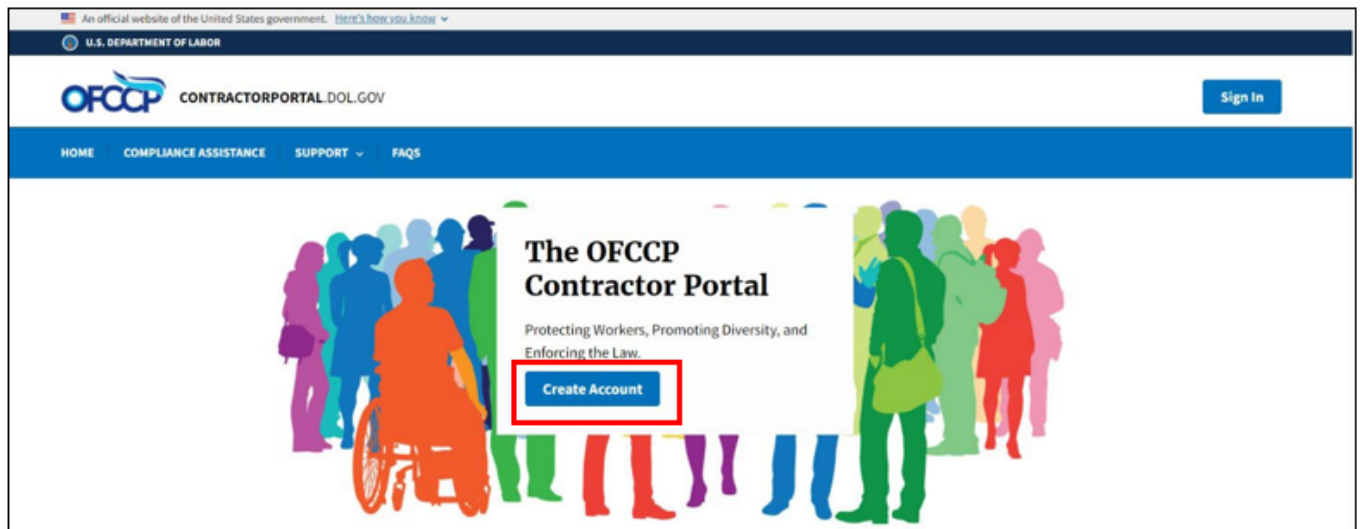
Figure 1: Sample of the "OFCCP Contractor Portal Home" page

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.
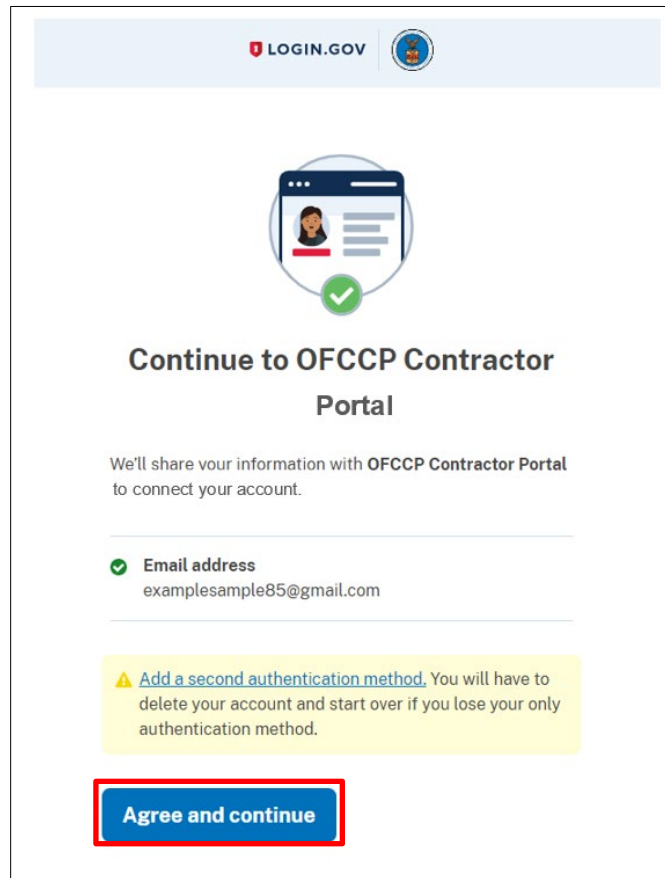

Figure 3: Sample of the "Welcome to the OFCCP Contractor Portal" page

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).

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.

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.

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 or 7 characters), and (3) EEO-1 Establishment/Unit Number (6 or 7 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."

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.

Figure 8: Sample of the "My Company" page

Figure 9: Sample of the "Edit Parent Company" page

12. If you selected "Identifiers Not Found," you will be directed to the "Create Parent Company" page (see Figure 10).

Create Parent Company

Company Information   −

Legal Business Name *

[   ]

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

[   ]

Company ID *

[   ]

This is the 6 or 7 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 *

[655341234   ]

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 10: Sample of the "Create Parent Company" page

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

   Note: For Parent Companies in U.S. Territories, with a Company ID that start with the prefix "TERR", enter the prefix TERR followed by the 6 or 7 character numbers in the "Company ID" field.

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).

Figure 11: 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 and click "Continue" (see Figure 12).

Figure 12: Sample of the "User Authorization" page for Educational Institutions

3. You will be directed to the "Create Parent Company" (see Figure 13).

Figure 13: Sample of the "Create Parent Company" page for Educational Institutions

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 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), updating fields, and saving your changes. This is the end of registration.

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 16).
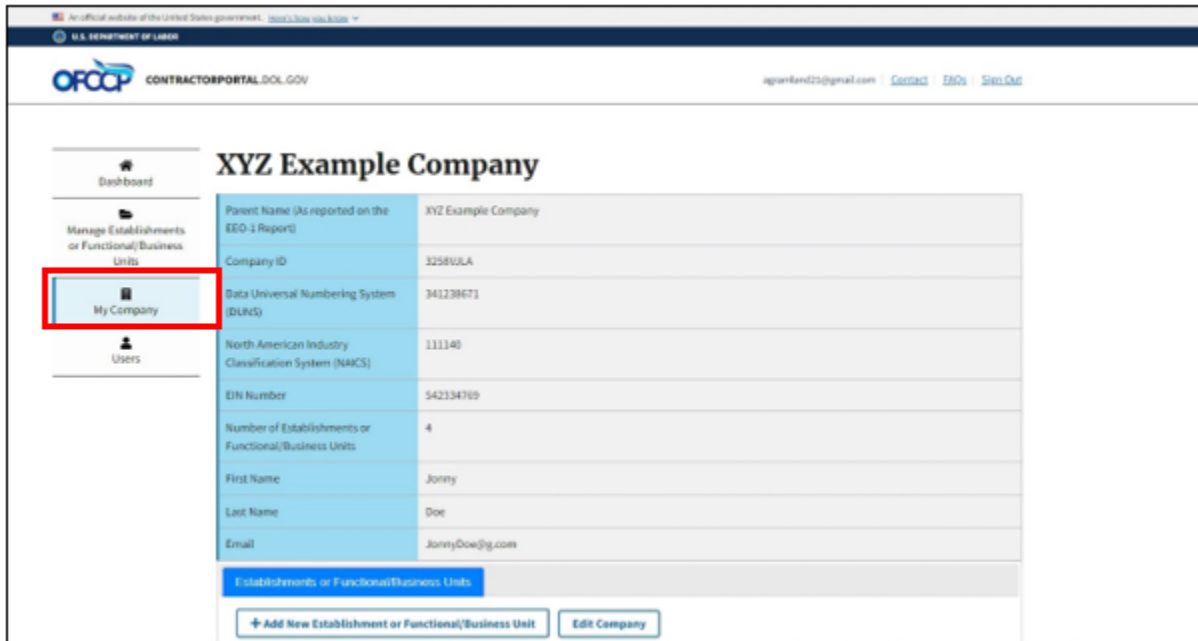
Figure 16: Sample of the "Parent Company Information" page

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).
   Note: For establishments in U.S. Territories, with establishment IDs that start with the prefix "TERR", enter the prefix TERR followed by the 6 or 7 character numbers in the "Establishment or Functional/Business Unit Number" field.

4. Click "Save."

Create Establishment or Functional/Business Unit

Company Information

Company Name *

TestCompany (1067608)

Establishment or Functional/Business Unit Number *

This is the 6 or 7 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

Figure 17: Sample of the "Create Establishment or Functional/Business Unit" form

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 18).
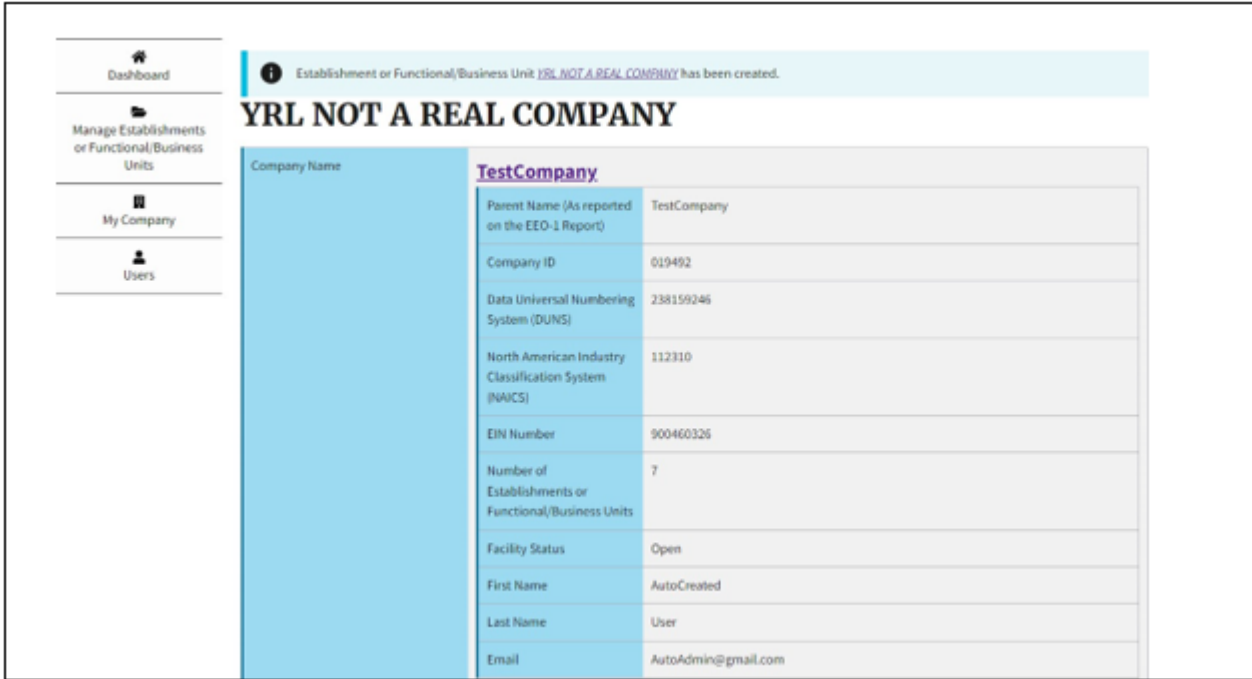
Figure 18: Sample of the "Confirmation" message

6. Scroll down the page to view the list of "Additional Establishments or Functional/Business Units" (see Figure 19). Verify that the establishment or functional/business unit is saved, and the information is accurate.

Establishments or Functional/Business Units

+ Add New Establishment or Functional/Business Unit   Edit Company

HQ 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	Actions
TestCompany	019492	🏢 TestCompany			AutoAdmin@gmail.com	Not Certified	Edit

Additional Establishments or Functional/Business Units

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	Actions
Central TestCompany	834268	🏢 TestCompany		10	AutoAdmin@gmail.com	Not Certified	Edit
East TestCompany	134846	🏢 TestCompany		10	AutoAdmin@gmail.com	Not Certified	Edit
North TestCompany	306482	🏢 TestCompany		10	AutoAdmin@gmail.com	Not Certified	Edit
South TestCompany	821832	🏢 TestCompany		10	AutoAdmin@gmail.com	Not Certified	Edit
West TestCompany	906877	🏢 TestCompany		10	AutoAdmin@gmail.com	Not Certified	Edit

Figure 19: Sample of the "Additional Establishments or Functional/Business Units" list

4 ACCESS FOR REGISTERED USERS
4.1 SIGN IN

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

7. Open your web browser and enter the following in the address bar:
   (Contractor Portal Home page)
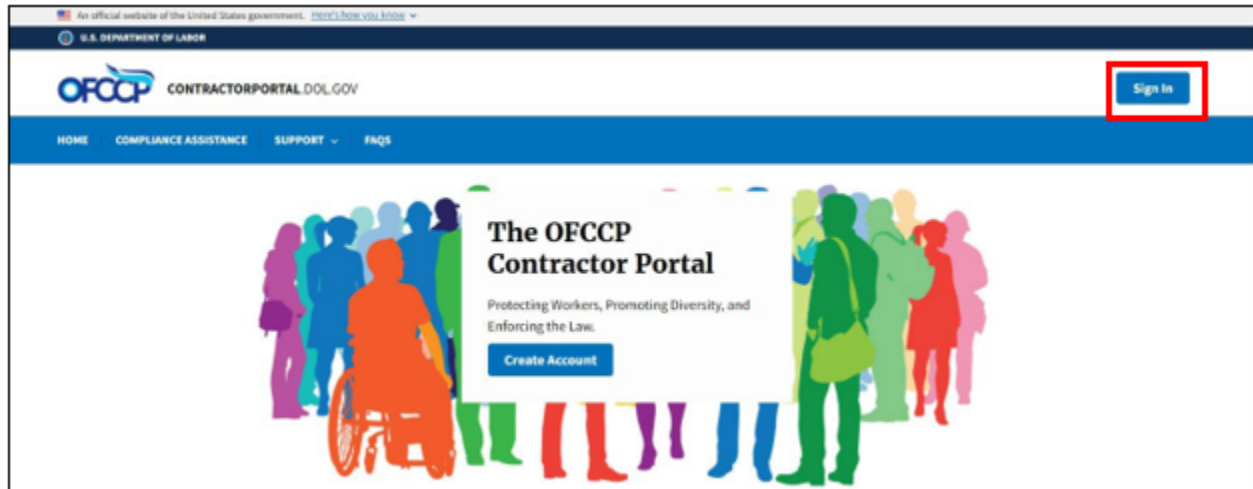
Figure 20: Sample of the "OFCCP Contractor Portal Homepage"

8. Click on the "Sign In" button (see Figure 20) in the top right corner and enter your Login.gov account username and password to sign in with Login.gov.

9. 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 21).
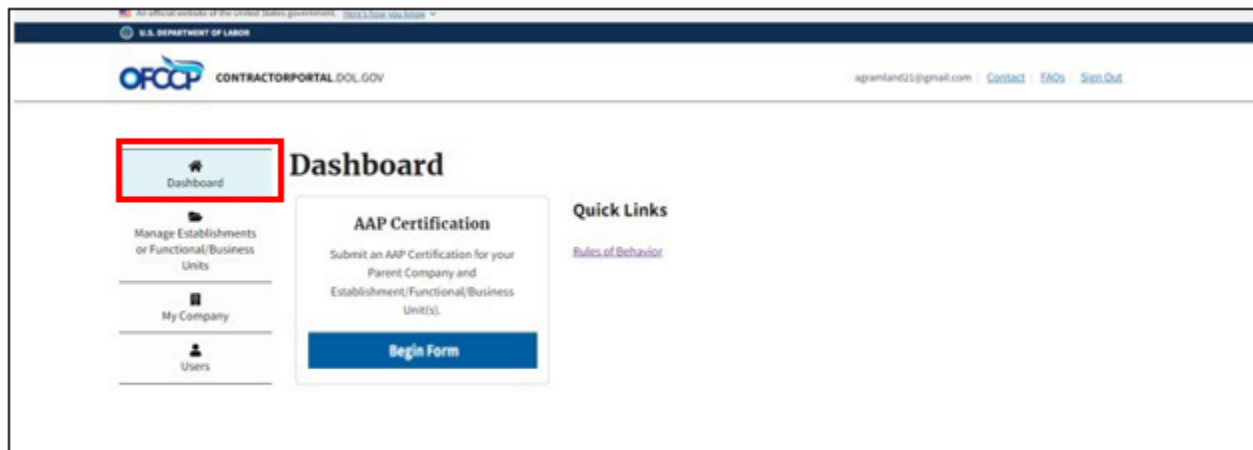
Figure 21: Sample of the "OFCCP Contractor Portal Dashboard" page

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 22).

Figure 22: Sample of the "Sign Out" link

5 CERTIFICATION

The "AAP Certification" tile on the "OFCCP Contractor Portal Dashboard" (see Figure 23) is where you will begin the certification process. Click "Begin Form" to get started.
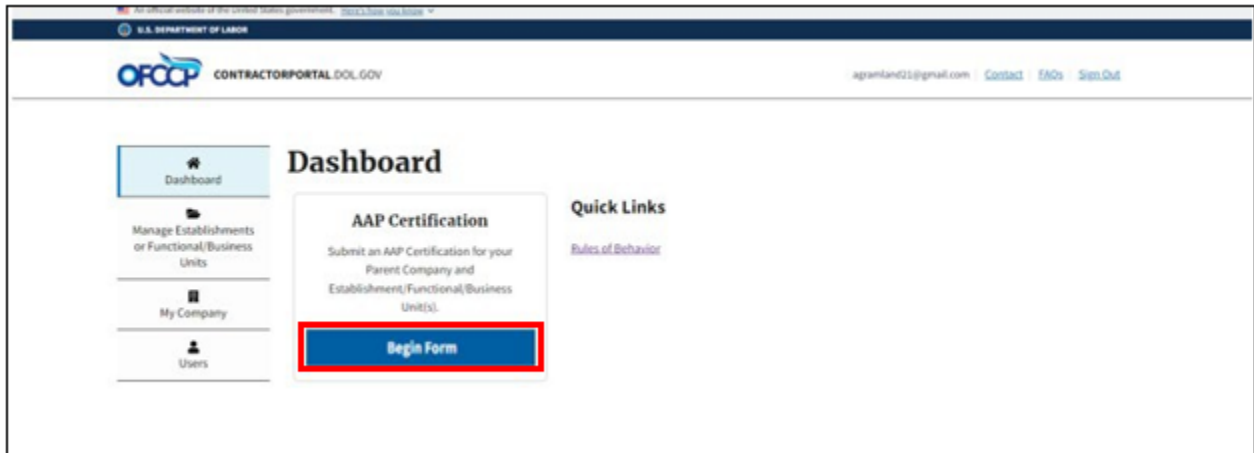
Figure 23: Sample of the "AAP Certification" tile

5.1 CERTIFICATION QUESTION AND DECLARATION STATEMENT

5. 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 24).

> 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 *

| mm/dd/yyyy | 📅 |

End Date

| mm/dd/yyyy |

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 24: 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.

Figure 25: Sample of the "Certification Question & Declaration" page

6. Read the "Declaration Statement." Affirm that the information you are submitting is true and correct by selecting the checkbox "I affirm this declaration."

7. 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 26).

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.

Figure 26: Sample of the "Establishments or Functional/Business Units" page

1. 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".

Figure 27: 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 28).

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

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.

Figure 28: Sample of the "Manage Establishments or Functional/Business Units" page

Figure 29: 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 30).
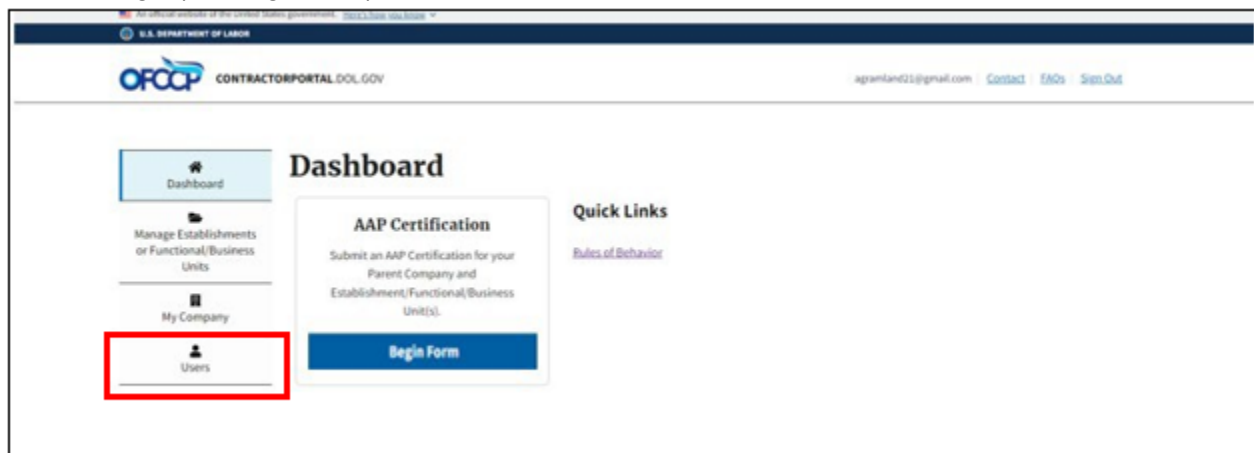
Figure 30: Sample of how to access the "Invite User" Page

2. Click on "+Add Other User" (see Figure 31) and you will be directed to the "Invite User" page (see Figure 32).
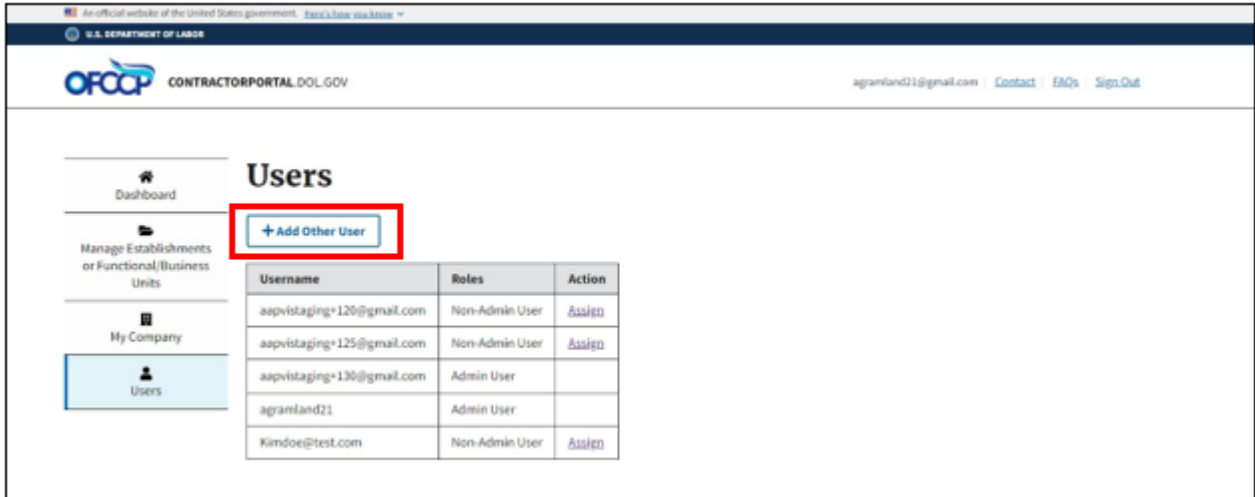
Figure 31: Sample of "Users" page

3. Enter the email address of the Point of Contact (POC) you would like to invite to the OFCCP Contractor Portal (see Figure 32).

    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.
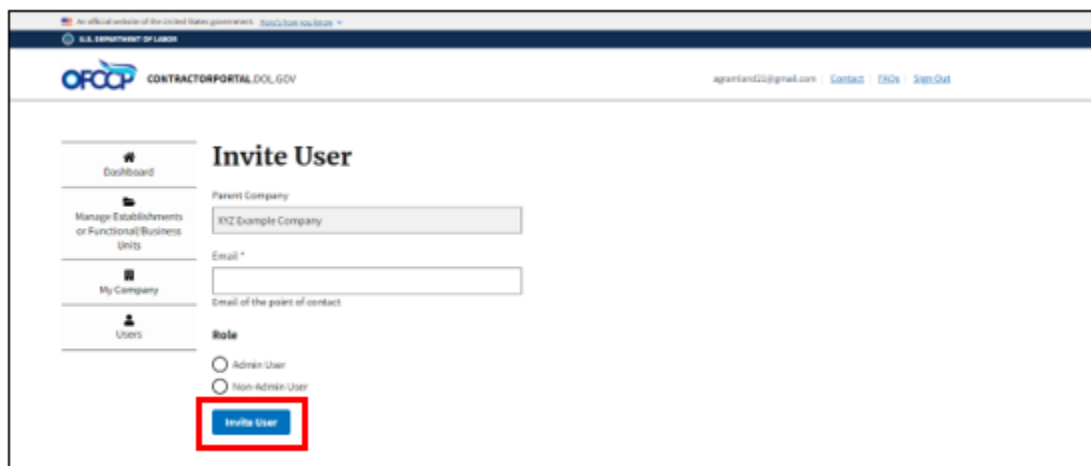
Figure 32: Sample of the "Invite User" Page

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 33).
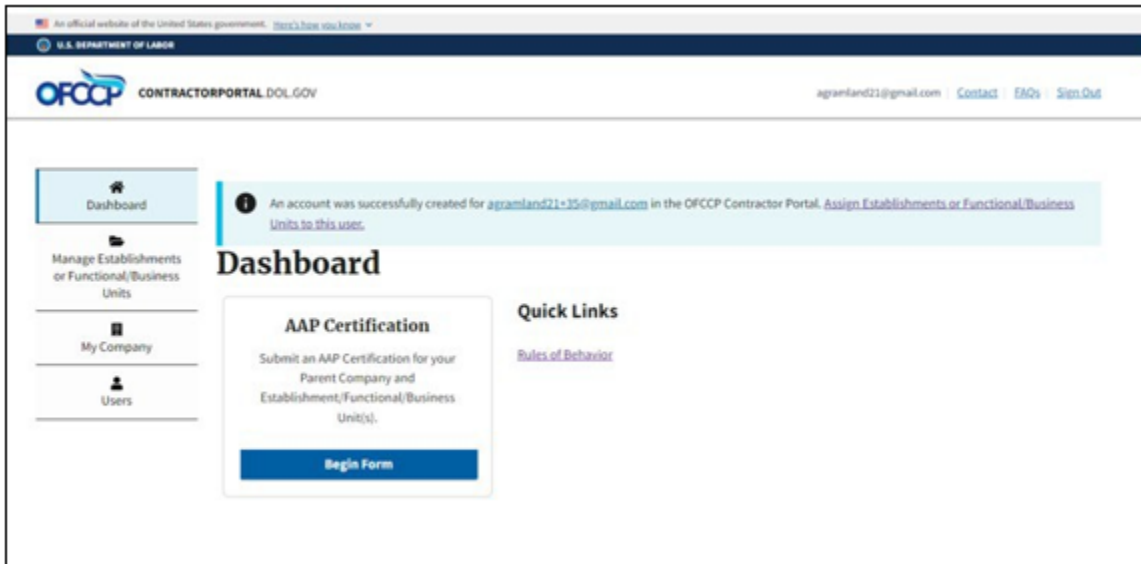
Figure 33: Sample of the "Confirmation" message

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 33, 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 34).

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 35). 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.
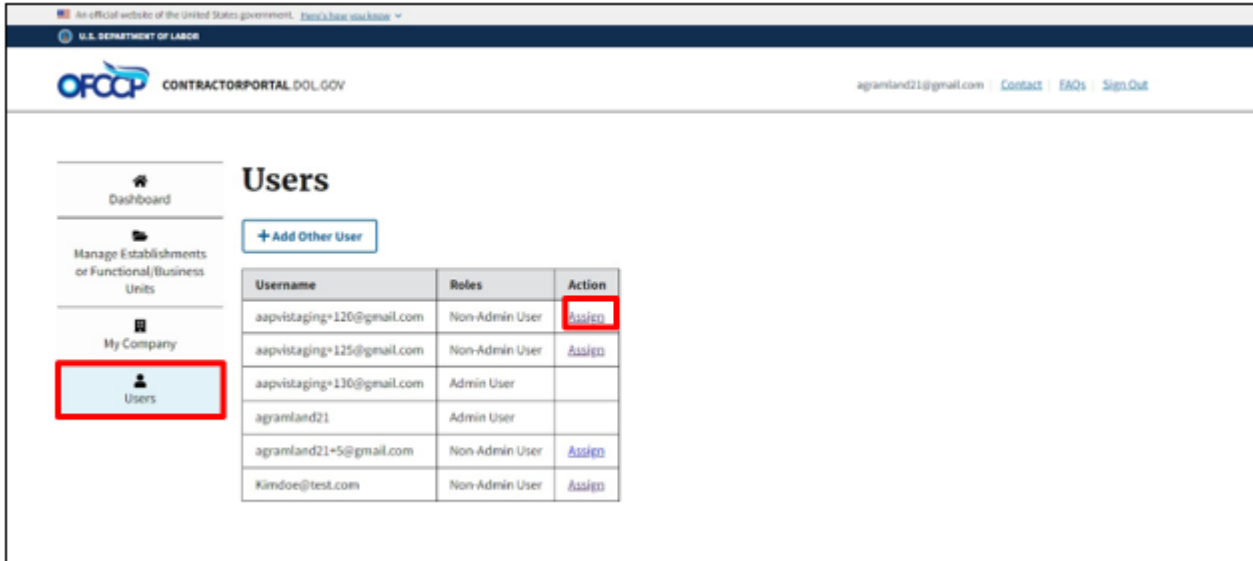
Figure 34: Sample of the list of "Invited Users" that Admin Users view
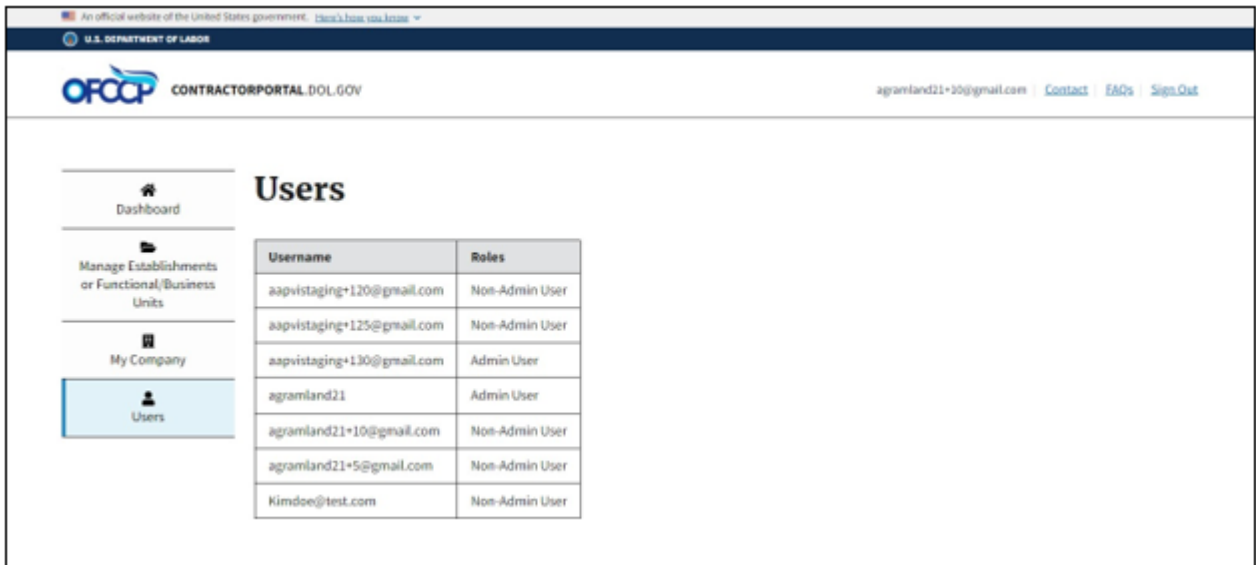
Figure 35: Sample of the list of "Invite Users" that Non-Admin Users view

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 36).

4. Select the box next to each corresponding "Establishment or Functional/Business Unit Name" to assign to the user and click the "Assign" button.

Figure 36: 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 37).

Figure 37: 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 34).

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 36).

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:

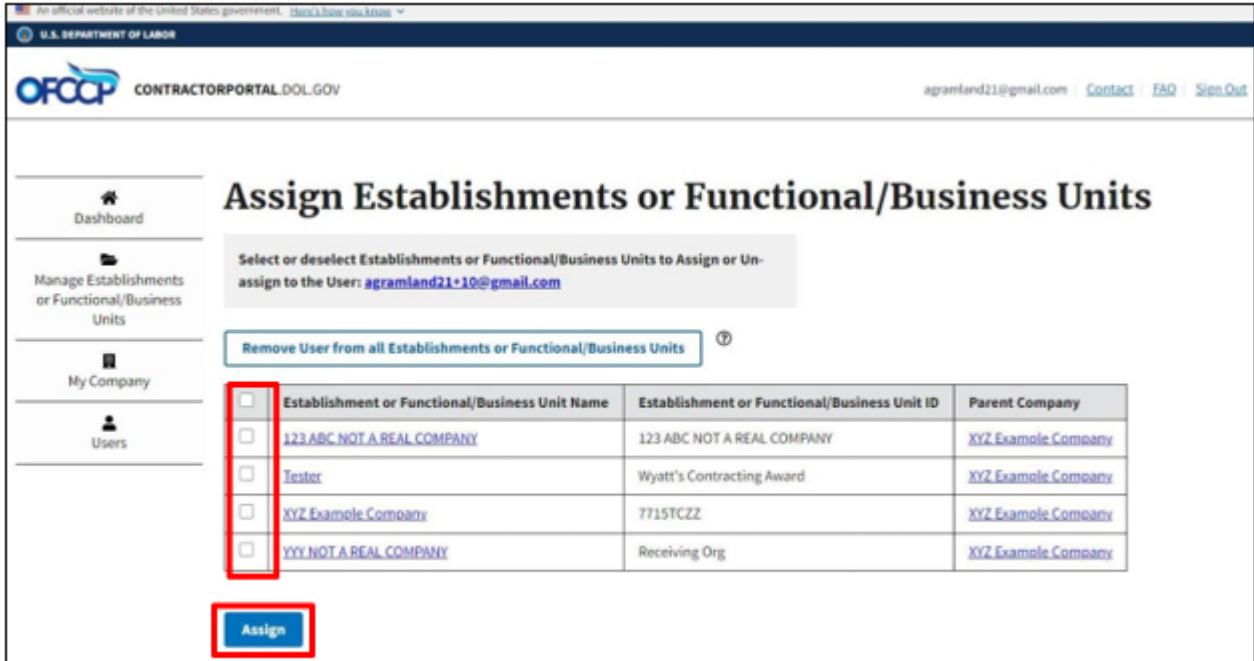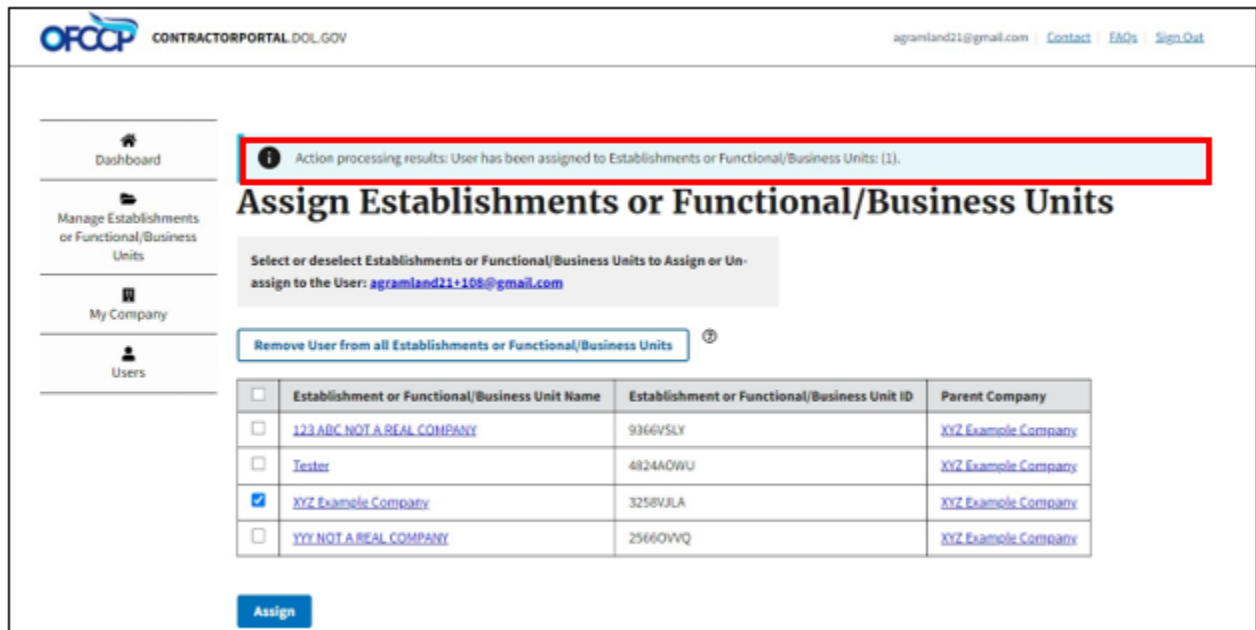1. Select "Users" from the left navigation menu. A table with a list of Usernames (as identified by each user's registered email address), Role, and Action will be displayed (see Figure 34).

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 37).

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 38).

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 39).
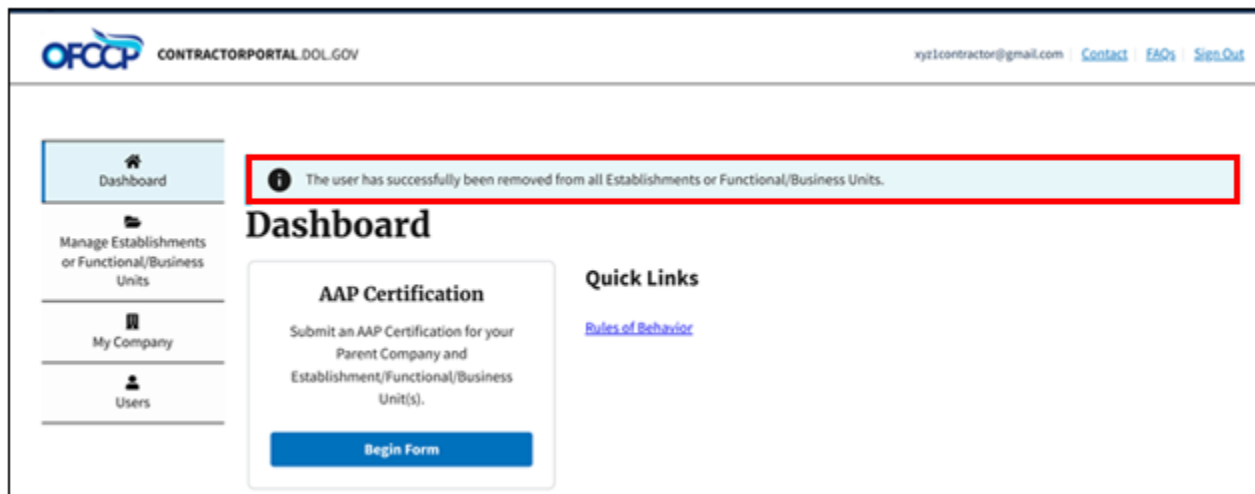

Figure 39: Sample of the "Confirmation" message

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)