



## **OFCCP CONTRACTOR PORTAL**

# **FEDERAL CONTRACTOR USER GUIDE**

[Last Updated 08/02/2022]

Prepared By:

United States Department of Labor

Office of Federal Contract Compliance Programs (OFCCP)

200 Constitution Ave NW

Washington, DC 20210



# TABLE OF CONTENTS

**TABLE OF CONTENTS ..... 1**

**1 INTRODUCTION..... 4**

**2 PURPOSE & SCOPE..... 4**

**3 REGISTRATION & RECORDS UPDATE ..... 5**

    3.1 Educational Institutions Registration .....12

    3.2 Update Records.....15

    3.3 Adding Establishment(s) or Functional/Business Unit(s) Records.....16

**4 ACCESS FOR REGISTERED USERS.....24**

    4.1 Sign In .....24

    4.2 Sign Out .....25

**5 CERTIFICATION .....25**

    5.1 Certification Question and Declaration Statement.....25

    5.2 Establishment(s) or Functional/Business Unit(s) Selection .....26

    5.3 Submit Certification.....27

    5.4 Decertification.....28

**6 MULTIPLE USER FUNCTIONALITY.....30**

    6.1 Inviting a New User.....30

    6.2 View & Assign Users .....32

    6.3 Remove Users.....35

    6.4 Invited User Registration Steps.....37

**7 USER SUPPORT .....37**

    7.1 Login.gov Helpdesk Support.....37

    7.2 Helpdesk Support .....37

## List of Figures

Figure 1: Sample of the “OFCCP Contractor Portal Home” page.....	5
Figure 2: Sample of the “Login.gov” page.....	6
Figure 3: Sample of the “Welcome to the OFCCP Contractor Portal” page .....	6
Figure 4: Sample of the “Rules of Behavior” page.....	7
Figure 5: Sample of the “Educational Institution Screening” page.....	8
Figure 6: Sample of the “User Authorization” page .....	9
Figure 7: Sample of the “Edit Parent Company” form.....	10
Figure 8: Sample of the “My Company” page .....	11
Figure 9: Sample of the “Edit Parent Company” page.....	11
Figure 10: Sample of the “Create Parent Company” page .....	12
Figure 11: Sample of the “Educational Institution Screening” Page .....	13
Figure 12: Sample of the “User Authorization” page for Educational Institutions .....	13
Figure 13: Sample of the “Create Parent Company” page for Educational Institutions.....	14
Figure 14: Sample of the “Confirmation Message” .....	14
Figure 15: Sample of the “Manage Establishments or Functional/Business Units” page.....	15
Figure 16: Sample of the “Manage Establishment or Functional/Business Units” page for Educational Institutions .....	16
Figure 17: Sample of the “Parent Company Information” page .....	17
Figure 18: Sample of the “Parent Company Information” page for Educational Institutions .....	17
Figure 19: Sample of the “Create Establishment or Functional/Business Unit” form .....	18
Figure 20: Sample of the “Create Establishment or Functional/Business Unit” form for Educational Institutions .....	19
Figure 21: Sample of the “Confirmation” message .....	20
Figure 22: Sample of the “Confirmation Message” view for Educational Institutions .....	21
Figure 23: Sample of the “Additional Establishments or Functional/Business Units” list .....	22
Figure 24: Sample of the “Additional Establishments Functional/Business Units” list for Educational Institutions .....	23
Figure 25: Sample of the “OFCCP Contractor Portal Homepage”.....	24
Figure 26: Sample of the “OFCCP Contractor Portal Dashboard” page .....	24
Figure 27: Sample of the “Sign Out” link .....	25
Figure 28: Sample of the “AAP Certification” tile .....	25
Figure 29: Sample of the “Certification Question & Declaration” page.....	26
Figure 30: Sample of the “Establishments or Functional/Business Units” page.....	27
Figure 31: Sample of the “Submit Certification” page.....	28
Figure 32: Sample of the “Manage Establishments or Functional/Business Units” page.....	29
Figure 33: Sample of the “Bulk Decertification” page .....	29
Figure 34: Sample of how to access the “Invite User” Page.....	30
Figure 35: Sample of “Users” page.....	31
Figure 36: Sample of the “Invite User” Page.....	31
Figure 37: Sample of the “Confirmation” message .....	32
Figure 38: Sample of the list of “Invited Users” that Admin Users view.....	33

Figure 39: Sample of the list of “Invite Users” that Non-Admin Users view ..... 33  
Figure 40: Sample of the “Assign Establishments or Functional/Business Units” page ..... 34  
Figure 41: Sample of the “Notification” ..... 34  
Figure 42: Sample of the “Full Unassign” page ..... 36  
Figure 43: Sample of “Confirmation” message ..... 36

# 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.

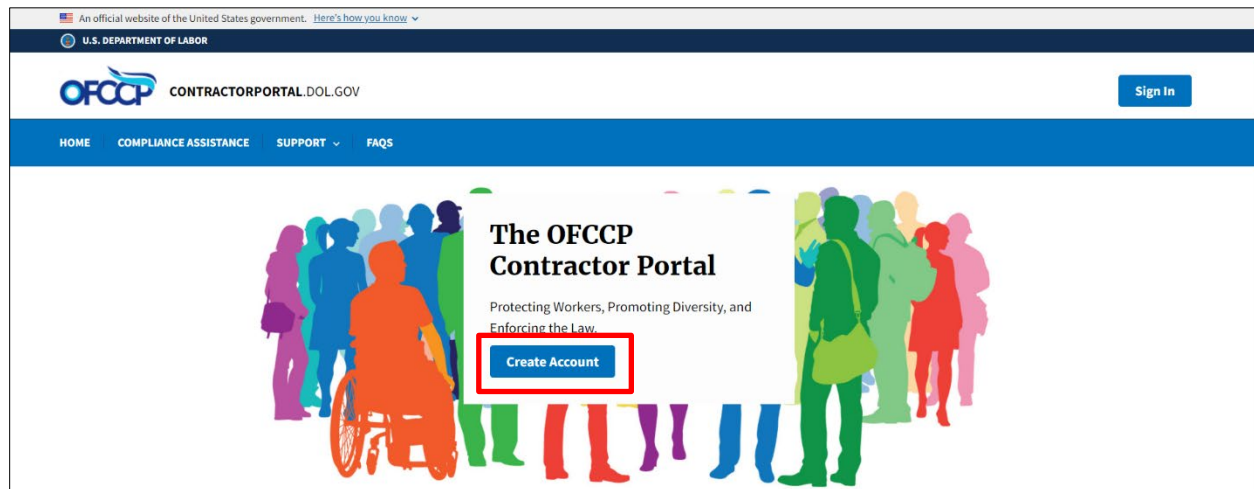
OFCCP designed the Contractor Portal to increase contractor compliance by creating an annual certification process and to optimize the compliance review process by creating a tool for scheduled contractors to upload their AAPs electronically for OFCCP's review.

### 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.

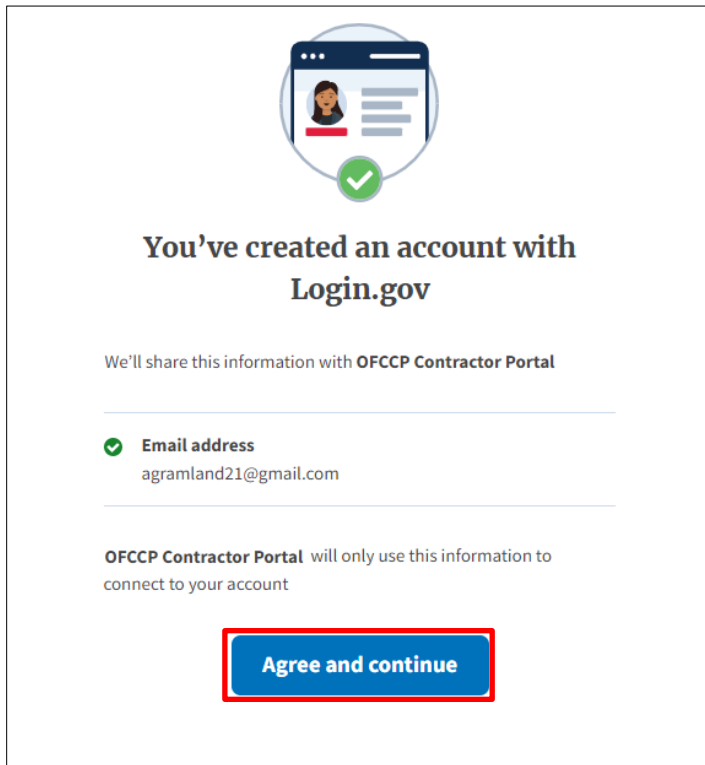
Please follow the steps below to register your company through the OFCCP Contractor Portal:

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.



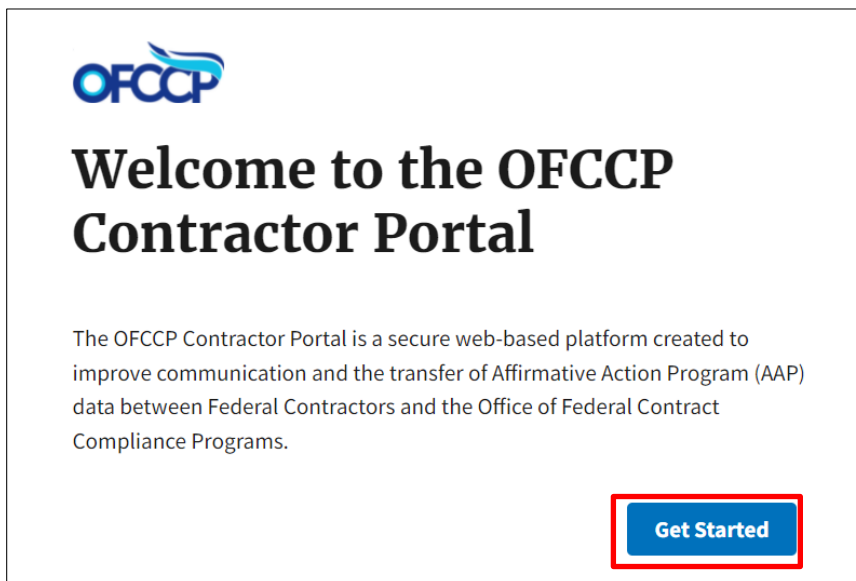
**Figure 1: Sample of the “OFCCP Contractor Portal Home” page**

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).




**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).



## 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](#) Continue

**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.

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.

**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. 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.

- 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 TestCompany

**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 \*

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 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.

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

## TestCompany

Parent Name (As reported on the EEO-1 Report)	TestCompany
Company ID	019492
Data Universal Numbering System (DUNS)	238159246
North American Industry Classification System (NAICS)	112310
EIN Number	900460326
Number of Establishments or Functional/Business Units	6
Facility Status	Open
First Name	AutoCreated
Last Name	User
Email	AutoAdmin@gmail.com

Establishments or Functional/Business Units

+ Add New Establishment or Functional/Business Unit

Edit Company

**Figure 8: Sample of the “My Company” page**

## Edit Parent Company TestCompany

**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.

**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 \*

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.

### 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)

**OFCCP**

## Educational Institution Screening

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

Yes  
 No

[Back](#) **Continue**

**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).

**OFCCP**

## User Authorization

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

Employer Identification Number (EIN) ? \*

Integrated Postsecondary Education Database (IPED) Unit Identification ?

[Back](#) **Continue**

**Figure 12: Sample of the “User Authorization” page for Educational Institutions**

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

## Create Parent Company

**Company Information**

Post Secondary Educational Institution Name \*

Post Secondary Educational Institution Parent Name \*

IPED ID \*

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 \*

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 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).

The screenshot shows the OFCCP Contractor Portal Dashboard. On the left is a navigation menu with options: Dashboard, Manage Establishments or Functional/Business Units, My Company, and Users. The main content area features a confirmation message at the top: "Parent Company *Educational Test Not A Real Institution* has been created." Below this is the "Dashboard" heading. A central box titled "AAP Certification" contains the text "Submit an AAP Certification for your Parent Company and Establishment/Functional/Business Unit(s)." and a blue "Begin Form" button. To the right, under "Quick Links", there is a link for "Rules of Behavior".

**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.

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

### Manage Establishments or Functional/Business Units

**TestCompany**

Action:

[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 type="checkbox"/>	<a href="#">Central TestCompany</a>	834268	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">East TestCompany</a>	134846	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">North TestCompany</a>	306482	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">South TestCompany</a>	821832	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">TestCompany</a>	019492	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">West TestCompany</a>	906877	<b>TestCompany</b>	A. User	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">YRL NOT A REAL COMPANY</a>	124342	<b>TestCompany</b>	J. Doe	Not Certified	<a href="#">Edit</a>

[Apply to selected items](#)

Displaying 1 - 7 of 7 establishments or functional/business units

Figure 15: Sample of the “Manage Establishments or Functional/Business Units” page



[Dashboard](#)

**Manage Establishments or Functional/Business Units**

[My Company](#)

[Users](#)

## Manage Establishments or Functional/Business Units

**Tester 2**

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"/>	<a href="#">Tester 2</a>	IPEd-956569	<a href="#">Tester 2</a>	T. Test	Not Certified	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Underwater Univ NOT A REAL UNIV</a>	IPEd-656565	<a href="#">Tester 2</a>	J. Doe	Not Certified	<a href="#">Edit</a>

Apply to selected items

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

**Figure 16: Sample of the “Manage Establishment or Functional/Business Units” page for Educational Institutions**

### 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).

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

OFCCP CONTRACTORPORTAL.DOL.GOV agramland21@gmail.com | [Contact](#) | [FAQs](#) | [Sign Out](#)

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

## XYZ Example Company

Parent Name (As reported on the EEO-1 Report)	XYZ Example Company
Company ID	3258VJLA
Data Universal Numbering System (DUNS)	341238671
North American Industry Classification System (NAICS)	111140
EIN Number	542334769
Number of Establishments or Functional/Business Units	4
First Name	Jonny
Last Name	Doe
Email	JonnyDoe@g.com

Establishments or Functional/Business Units

+ Add New Establishment or Functional/Business Unit
Edit Company

**Figure 17: Sample of the “Parent Company Information” page**

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

## Tester 2

Parent Name (As reported on the EEO-1 Report)	Test
Company ID	IPED-956569
Data Universal Numbering System (DUNS)	655123427
North American Industry Classification System (NAICS)	611710
EIN Number	523142334
Number of Establishments or Functional/Business Units	1
Facility Status	Open
First Name	Test
Last Name	Test
Email	test@g.com

Establishments or Functional/Business Units

+ Add New Establishment or Functional/Business Unit
Edit Company

**Figure 18: Sample of the “Parent Company Information” page for Educational Institutions**

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.”

## Create Establishment or Functional/Business Unit

### Company Information

Company Name \*

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 19: Sample of the “Create Establishment or Functional/Business Unit” form**

## Create Establishment or Functional/Business Unit

**Company Information** —

Post Secondary Educational Institution Parent Name \*

IPED ID \*

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

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 \*

**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).

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

i Establishment or Functional/Business Unit YRL NOT A REAL COMPANY has been created.

## YRL NOT A REAL COMPANY

Company Name	TestCompany	
Parent Name (As reported on the EEO-1 Report)	TestCompany	
Company ID	019492	
Data Universal Numbering System (DUNS)	238159246	
North American Industry Classification System (NAICS)	112310	
EIN Number	900460326	
Number of Establishments or Functional/Business Units	7	
Facility Status	Open	
First Name	AutoCreated	
Last Name	User	
Email	AutoAdmin@gmail.com	

**Figure 21: Sample of the “Confirmation” message**

Dashboard

---

Manage Establishments or Functional/Business Units

---

My Company

---

Users







i Establishment or Functional/Business Unit Underwater Univ NOT A REAL UNIV has been created.

## Underwater Univ NOT A REAL UNIV

Company Name	<p><b>Tester 2</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0f2f1;">Parent Name (As reported on the EEO-1 Report)</td><td>Test</td></tr> <tr><td style="background-color: #e0f2f1;">Company ID</td><td>IPEd-956569</td></tr> <tr><td style="background-color: #e0f2f1;">Data Universal Numbering System (DUNS)</td><td>655123427</td></tr> <tr><td style="background-color: #e0f2f1;">North American Industry Classification System (NAICS)</td><td>611710</td></tr> <tr><td style="background-color: #e0f2f1;">EIN Number</td><td>523142334</td></tr> <tr><td style="background-color: #e0f2f1;">Number of Establishments or Functional/Business Units</td><td>2</td></tr> <tr><td style="background-color: #e0f2f1;">Facility Status</td><td>Open</td></tr> <tr><td style="background-color: #e0f2f1;">First Name</td><td>Test</td></tr> <tr><td style="background-color: #e0f2f1;">Last Name</td><td>Test</td></tr> <tr><td style="background-color: #e0f2f1;">Email</td><td>test@g.com</td></tr> </table>	Parent Name (As reported on the EEO-1 Report)	Test	Company ID	IPEd-956569	Data Universal Numbering System (DUNS)	655123427	North American Industry Classification System (NAICS)	611710	EIN Number	523142334	Number of Establishments or Functional/Business Units	2	Facility Status	Open	First Name	Test	Last Name	Test	Email	test@g.com
Parent Name (As reported on the EEO-1 Report)	Test																				
Company ID	IPEd-956569																				
Data Universal Numbering System (DUNS)	655123427																				
North American Industry Classification System (NAICS)	611710																				
EIN Number	523142334																				
Number of Establishments or Functional/Business Units	2																				
Facility Status	Open																				
First Name	Test																				
Last Name	Test																				
Email	test@g.com																				
Establishment or Functional/Business Unit Number	IPEd-656565																				
North American Industry Classification System (NAICS)	481112																				
EIN Number	123341538																				
Employee Headcount	1,000																				

**Figure 22: Sample of the “Confirmation Message” view for Educational Institutions**

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.

Establishments or Functional/Business Units							
<a href="#">+ Add New Establishment or Functional/Business Unit</a>		<a href="#">Edit Company</a>					
<b>HQ Establishment or Functional/Business Unit</b>							
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
<a href="#">TestCompany.</a>	019492	 <a href="#">TestCompany.</a>			AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>
<b>Additional Establishments or Functional/Business Units</b>							
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
<a href="#">Central TestCompany.</a>	834268	 <a href="#">TestCompany.</a>		10	AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>
<a href="#">East TestCompany.</a>	134846	 <a href="#">TestCompany.</a>		10	AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>
<a href="#">North TestCompany.</a>	306482	 <a href="#">TestCompany.</a>		10	AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>
<a href="#">South TestCompany.</a>	821832	 <a href="#">TestCompany.</a>		10	AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>
<a href="#">West TestCompany.</a>	906877	 <a href="#">TestCompany.</a>		10	AutoAdmin@gmail.com	Not Certified	<a href="#">Edit</a>

**Figure 23: Sample of the “Additional Establishments or Functional/Business Units” list**

**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
<a href="#">Tester 2</a>	IPED-956569	<a href="#">Tester 2</a>			test@g.com	Not Certified	<a href="#">Edit</a>

**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
<a href="#">Underwater Univ NOT A REAL UNIV</a>	IPED-656565	<a href="#">Tester 2</a>		1,000	janedoe@test.com	Not Certified	<a href="#">Edit</a>

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

**Figure 24: Sample of the “Additional Establishments Functional/Business Units” list for Educational Institutions**

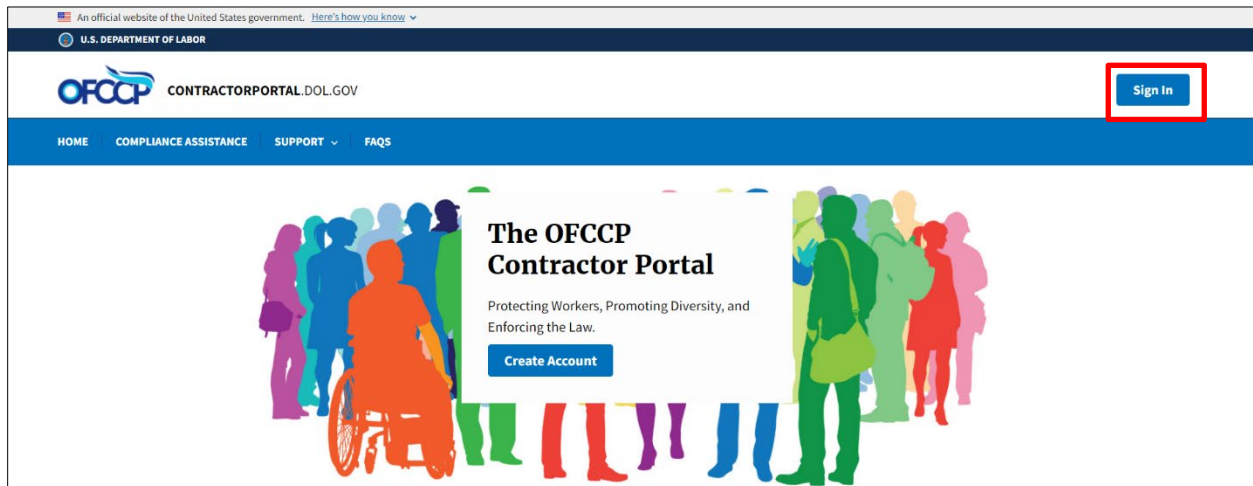


## 4 ACCESS FOR REGISTERED USERS

### 4.1 SIGN IN

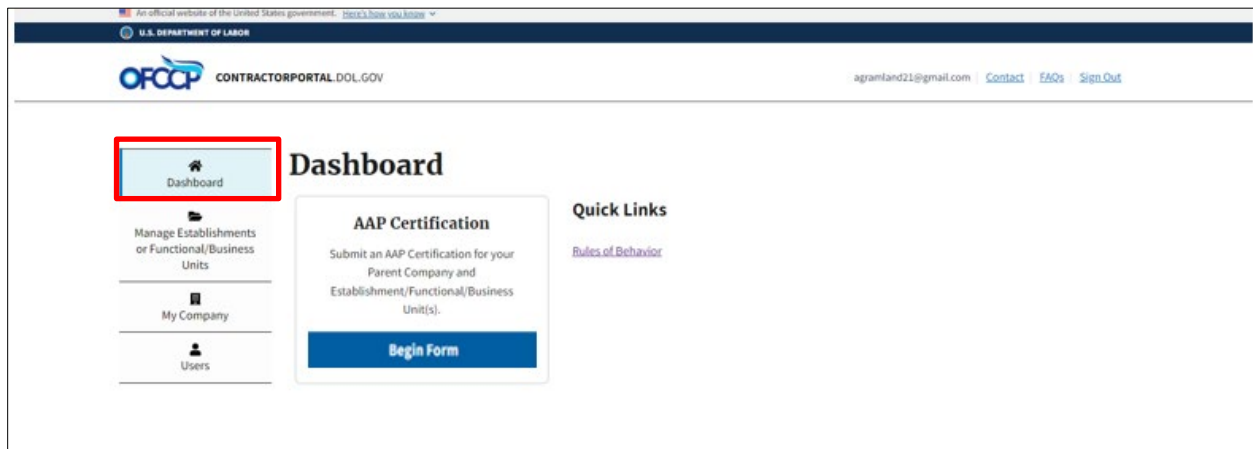
For registered OFCCP Contractor Portal users, follow the steps below to sign in:

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.



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

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 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).

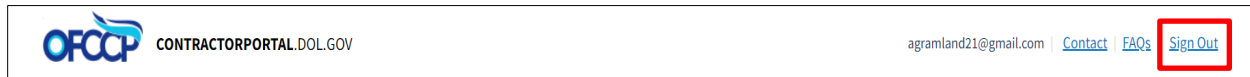


Figure 27: Sample of the “Sign Out” link

## 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.

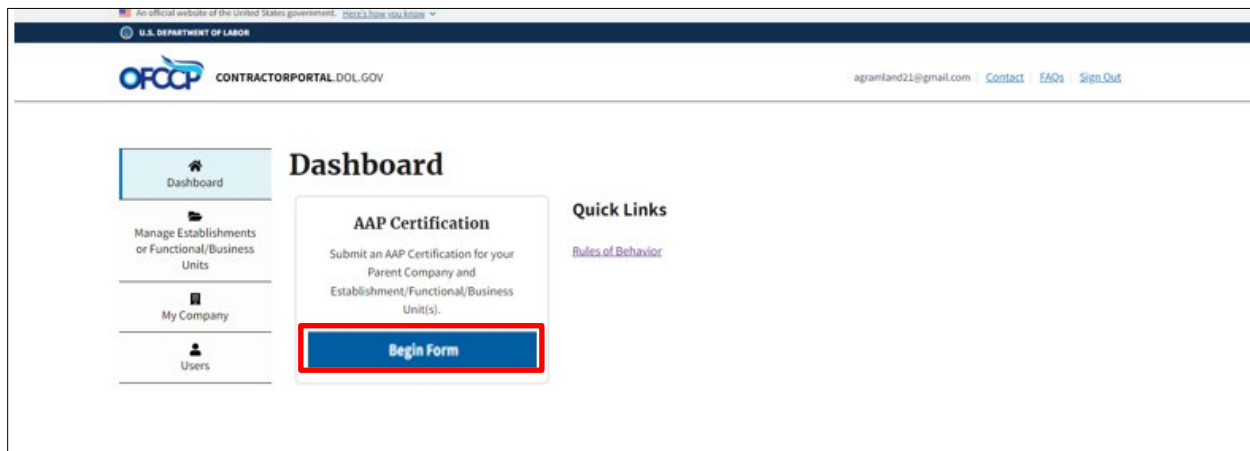


Figure 28: Sample of the “AAP Certification” tile

### 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.

[Return to Dashboard](#)

## 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.

**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 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.

[Return to Dashboard](#)

## 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.

	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit Number	Physical Address
<input type="checkbox"/>	XYZ ABC CO	0381ZTNH	200 Constitution Ave NW Washington, DC 20210 United States

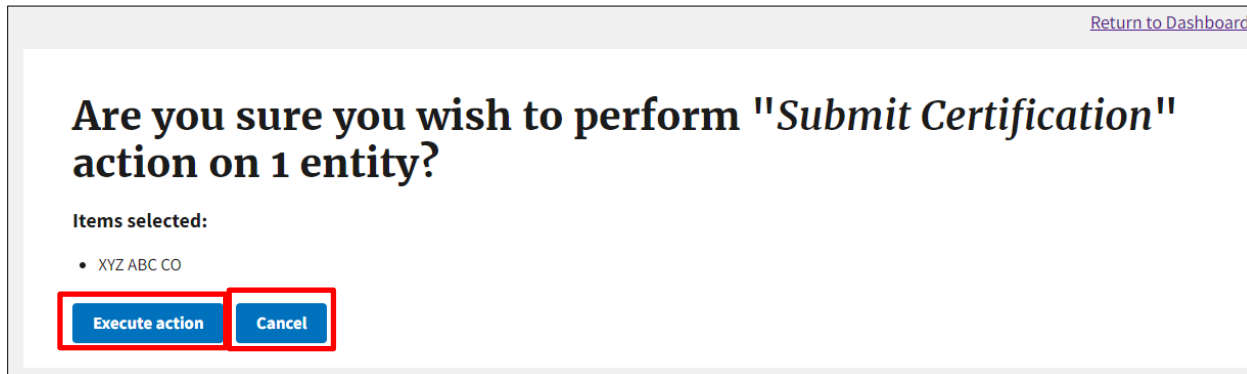
CSV Export
Submit Certification

Figure 30: Sample of the “Establishments or Functional/Business Units” page

### 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.

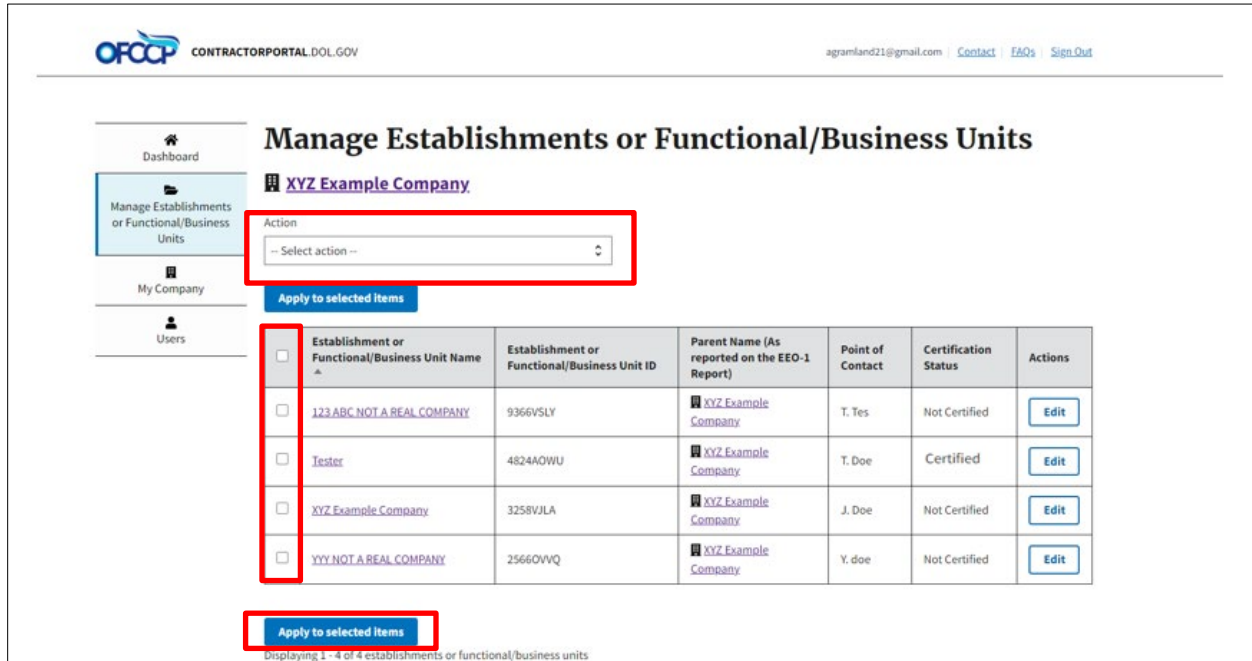


**Figure 31: Sample of the “Submit Certification” page**

## 5.4 DECERTIFICATION

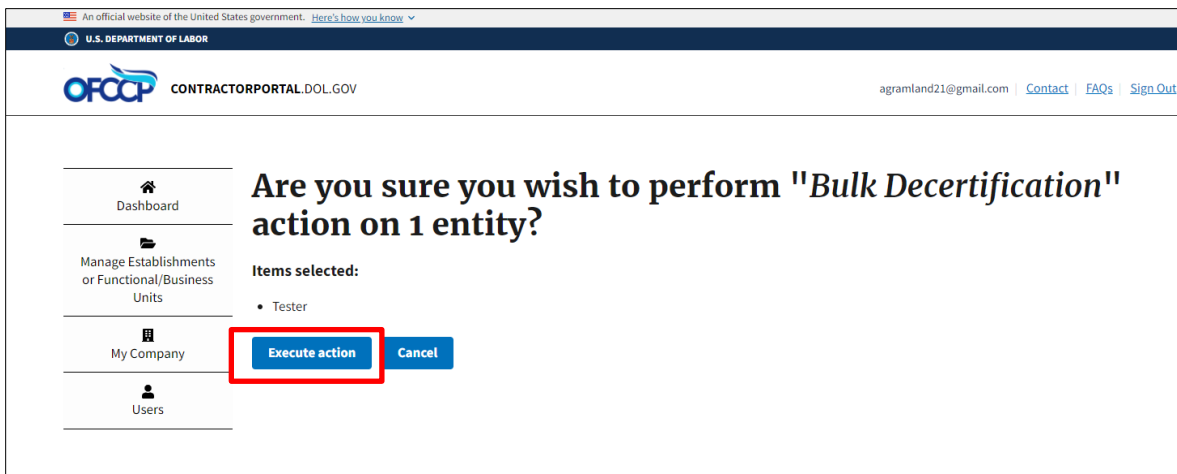
If you wish to decertify a previously certified establishment(s) or functional/business unit(s), you can perform this action on the “Manage Establishments or Functional/Business Units” page (see Figure 32).

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.”



**Figure 32: Sample of the “Manage Establishments or Functional/Business Units” page**

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.



**Figure 33: Sample of the “Bulk Decertification” page**

## 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.

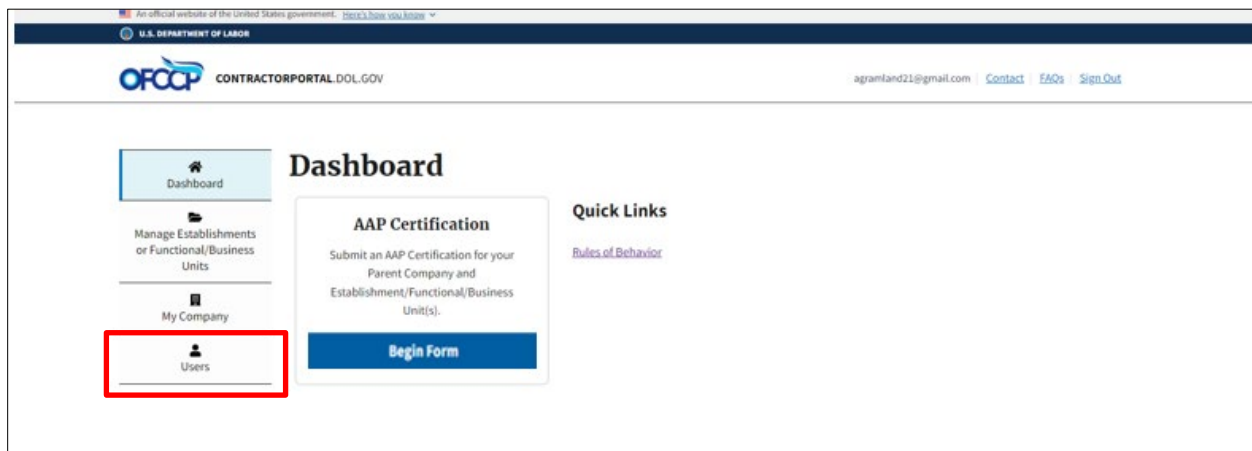
You may add as many users as is needed by your company of both types of users. Please be advised that the initial user who registers for the OFCCP Contractor Portal is by default an Admin User and is responsible for granting any other user(s) access to the portal on behalf of the company. No other user(s) 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

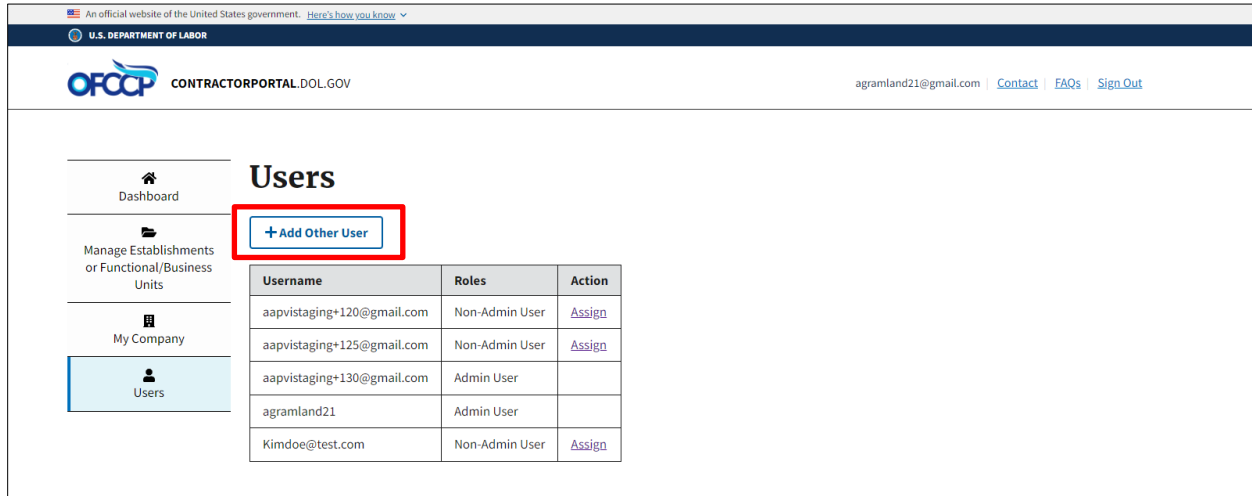
To invite additional users to register, update records, and certify establishment(s) or functional/business unit(s) for your company through the OFCCP Contractor Portal, an Admin User must follow the steps below:

1. From the “Dashboard,” select the “Users” tab and you will be directed to the “Users” page (see Figure 34).



**Figure 34: Sample of how to access the “Invite User” Page**

2. Click on “+Add Other User” (see Figure 35) and you will be directed to the “Invite User” page (see Figure 36).



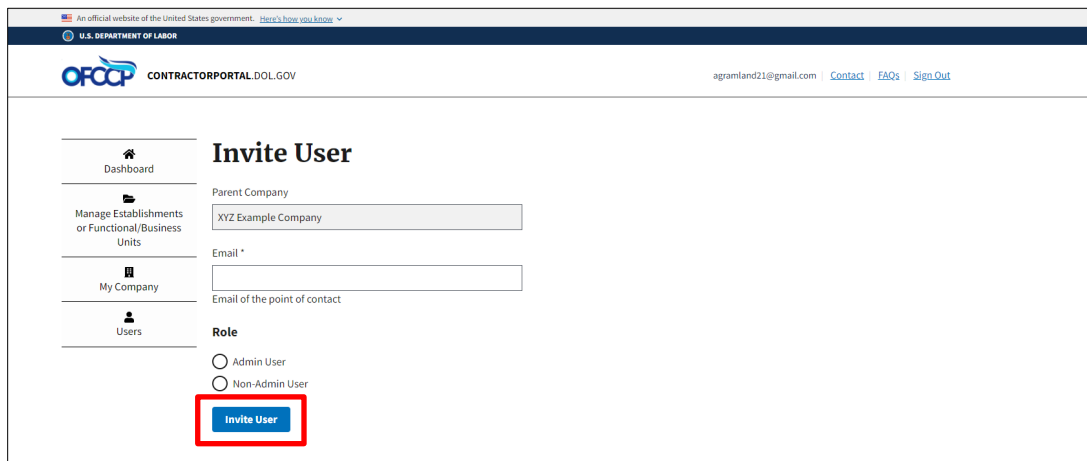
**Figure 35: Sample of “Users” page**

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

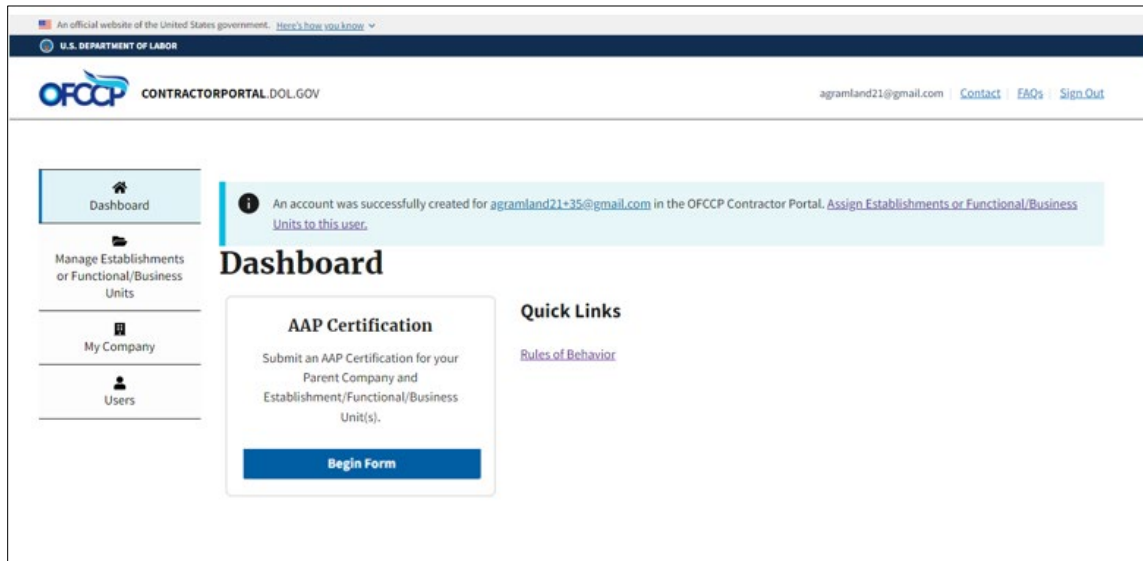
As a reminder, Admin Users can modify all records within the company, invite new users, and assign them establishment(s) or functional/business unit(s). Non-Admin Users are only able to modify establishment(s) or functional/business unit(s) that an Admin User has assigned to them. To change a user’s 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.



**Figure 36: 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 37).



**Figure 37: 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 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:

- 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).
- 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.

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

**OFCCP** CONTRACTORPORTAL.DOL.GOV agramland21@gmail.com | [Contact](#) | [FAQs](#) | [Sign Out](#)

[Dashboard](#)

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

[My Company](#)

[Users](#)

## Users

[+ Add Other User](#)

Username	Roles	Action
aapvistaging+120@gmail.com	Non-Admin User	<a href="#">Assign</a>
aapvistaging+125@gmail.com	Non-Admin User	<a href="#">Assign</a>
aapvistaging+130@gmail.com	Admin User	
agramland21	Admin User	
agramland21+5@gmail.com	Non-Admin User	<a href="#">Assign</a>
Kimdoe@test.com	Non-Admin User	<a href="#">Assign</a>

**Figure 38: Sample of the list of “Invited Users” that Admin Users view**

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

**OFCCP** CONTRACTORPORTAL.DOL.GOV agramland21+10@gmail.com | [Contact](#) | [FAQs](#) | [Sign Out](#)

[Dashboard](#)

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

[My Company](#)

[Users](#)

## Users

Username	Roles
aapvistaging+120@gmail.com	Non-Admin User
aapvistaging+125@gmail.com	Non-Admin User
aapvistaging+130@gmail.com	Admin User
agramland21	Admin User
agramland21+10@gmail.com	Non-Admin User
agramland21+5@gmail.com	Non-Admin User
Kimdoe@test.com	Non-Admin User

**Figure 39: 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 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.

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

OFCCP CONTRACTORPORTAL.DOL.GOV agramland21@gmail.com | [Contact](#) | [FAQ](#) | [Sign Out](#)

[Dashboard](#)

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

[My Company](#)

[Users](#)

## Assign Establishments or Functional/Business Units

Select or deselect Establishments or Functional/Business Units to Assign or Un-assign to the User: [agramland21+10@gmail.com](#)

[Remove User from all Establishments or Functional/Business Units](#) ⓘ

	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Company
<input type="checkbox"/>	<a href="#">123 ABC NOT A REAL COMPANY</a>	123 ABC NOT A REAL COMPANY	<a href="#">XYZ Example Company</a>
<input type="checkbox"/>	<a href="#">Tester</a>	Wyatt's Contracting Award	<a href="#">XYZ Example Company</a>
<input type="checkbox"/>	<a href="#">XYZ Example Company</a>	7715TCZZ	<a href="#">XYZ Example Company</a>
<input type="checkbox"/>	<a href="#">YYY NOT A REAL COMPANY</a>	Receiving Org	<a href="#">XYZ Example Company</a>

[Assign](#)

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

- 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).

OFCCP CONTRACTORPORTAL.DOL.GOV agramland21@gmail.com | [Contact](#) | [FAQs](#) | [Sign Out](#)

[Dashboard](#)

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

[My Company](#)

[Users](#)

**i** Action processing results: User has been assigned to Establishments or Functional/Business Units: (1).

## Assign Establishments or Functional/Business Units

Select or deselect Establishments or Functional/Business Units to Assign or Un-assign to the User: [agramland21+108@gmail.com](#)

[Remove User from all Establishments or Functional/Business Units](#) ⓘ

	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit ID	Parent Company
<input type="checkbox"/>	<a href="#">123 ABC NOT A REAL COMPANY</a>	9366VSLY	<a href="#">XYZ Example Company</a>
<input type="checkbox"/>	<a href="#">Tester</a>	4824AOWU	<a href="#">XYZ Example Company</a>
<input checked="" type="checkbox"/>	<a href="#">XYZ Example Company</a>	3258VJLA	<a href="#">XYZ Example Company</a>
<input type="checkbox"/>	<a href="#">YYY NOT A REAL COMPANY</a>	2566OVVQ	<a href="#">XYZ Example Company</a>

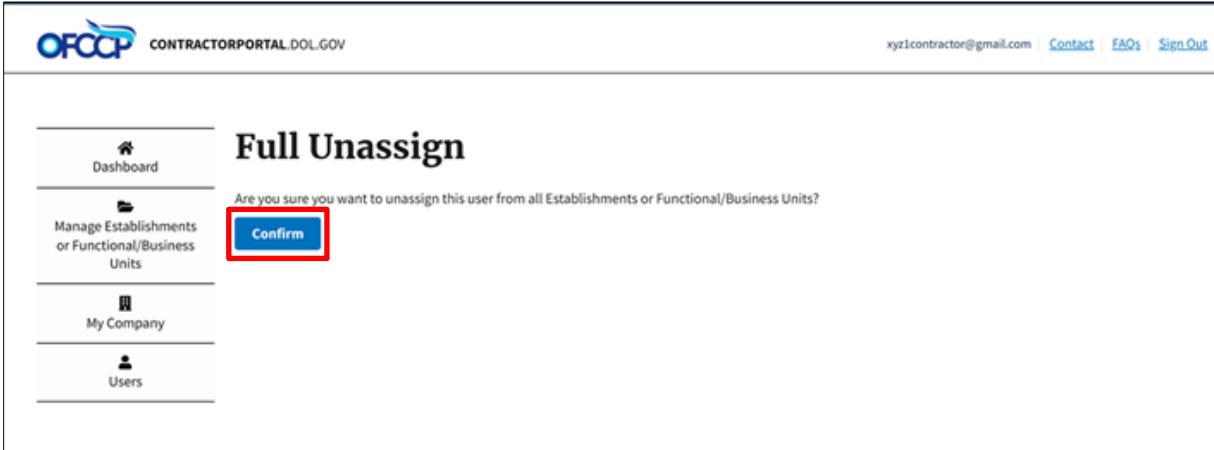
[Assign](#)

**Figure 41: Sample of the “Notification”**

## 6.3 REMOVE USERS

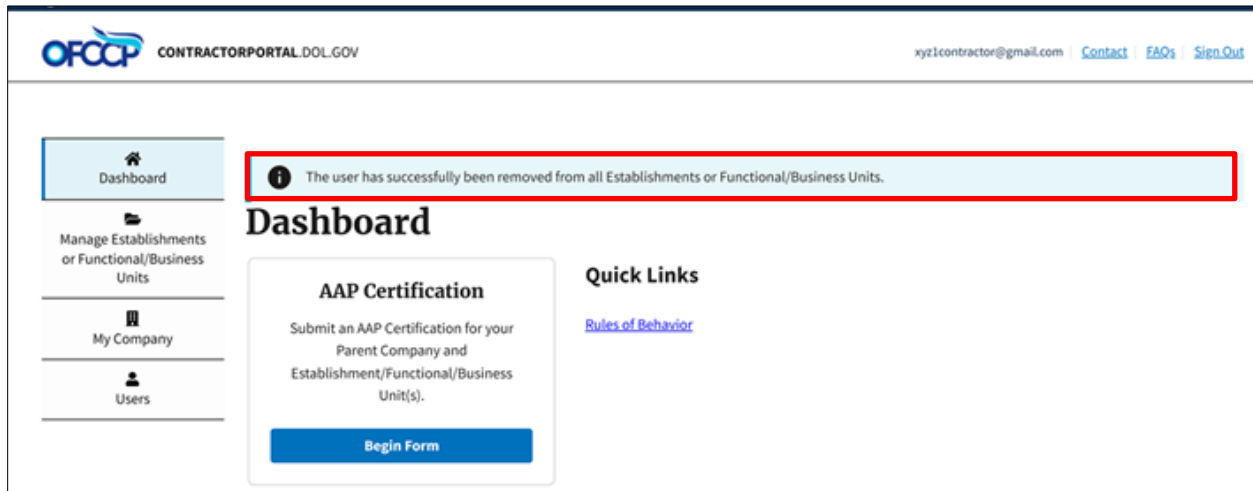
There are two ways to remove a Non-Admin User's access to establishment(s) or functional/business unit(s):

- 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 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 units(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).



**Figure 42: Sample of the “Full Unassign” page**

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 43: Sample of “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 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>