Equal Pay Registration

Illinois Department of Labor

Contact

nancy.hernandez@illinois.gov
robert.parrilli@illinois.gov
DOL.EPRC@illinois.gov
Creating an Illinois Public ID Account

• You will need to create an Illinois Public ID Account.

• To create an Illinois Public ID Account click https://www2.illinois.gov/sites/accounts/Pages/default.aspx

• Click "Create a new Account" and complete the registration form.

• Once your account is created, continue with the instructions below

Equal Pay Act Registration Portal

• After your Illinois Public ID Account is created you can access the Equal Pay Act Registration portal using the URL: https://webapps.illinois.gov/DOL/EPRC/

• After clicking the link above, select "Public Account" and login using the username/password you just created.
User Registration – First Time Only

All fields marked with asterisk(*) are required

**First Name***: Your full first name

**Last Name***: Your full last name

**Email***: Primary email address for contacting you

**Phone Number***: Primary phone number for contacting you
Add a Business Only pops up on first log in. Can also be accessed through Business Information page.

All fields marked with asterisk(*) are required

**Employer Identification Number** : EIN issued by the IRS

After entering the EIN, click outside the box to proceed
Add a Business

All fields marked with asterisk(*) are required

Employer Identification Number* : EIN issued by the IRS
Business Name* : Legal name on file with the IRS
Address Line 1* : Street address of business headquarters
Address Line 2: Second line of street address if necessary
City, State, Zip Code* : City, state, zip code of the business headquarters
Add a Business

This screen appears if the business has already been registered.

Click submit and the user that registered the business will receive an email requesting access.
Home Page

New Submission –
Submit a new application
for an EPRC certificate

Business Information –
Review businesses that
you have access to and
add new businesses

Submission History –
View all submissions
previously submitted for
your business

Profile Information –
Edit your name, email, &
phone number

Equal Pay Act Registration

820 ILCS 112/11

Sec. 11. Equal pay registration certificate requirements; application.

For the purposes of this Section 11 only, “business” means any private employer who has more than 100 employees in the State of Illinois, and does not include the State of Illinois or any political subdivision, municipal corporation, or other governmental unit or agency.

(a) A business must obtain an equal pay registration certificate from the Department or certify in writing that it is exempt.

(b) Any business subject to the requirements of this Section that is authorized to transact business in this State on the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years after the effective date of this amendatory Act of the 101st General Assembly and must recertify every 2 years thereafter. Any business subject to the requirements of this Section that is authorized to transact business in this State after the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years of commencing business operations and must recertify every 2 years.
Each business will start with its information expanded for easy viewing.

Click on a business name to collapse the information if you'd like it out of the way.

Click Add Business to register an additional business to your account. (see slide 4)
Submission History Page

Allows review of all submissions the user has ever started.

Click view to review the information in the submission.

Clicking view \textbf{DOES NOT} allow you to edit a submission. Return to the Home page to continue working on a drafted submission.
Profile Information Page

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information.
Confirm Business

If business information is correct, click Confirm to continue application.

If you are submitting for a different business, you will need to add that business through the Business Information page.
Select Business

If you have multiple businesses, select the one for which you are submitting the application.

If you are submitting for a business not listed, you will need to add that business through the Business Information page.
All fields marked with asterisk (*) are required

First Name*: Employee first name
Last Name*: Employee last name
Last 4 of SSN*: Final 4 digits of employee SSN

Gender*: Employee gender
Race*: Employee race
Ethnicity*: Employee ethnicity

Wages*: Wages paid in previous calendar year, rounded to nearest hundredth dollar
Hire Date*: Date employee started in this position
Termination Date: Date employee stopped working in this position, for any reason (resignation, promotion, etc)

Job Classification*: EEO-1 Job Classification for employee’s position
Job Title*: Payroll title for employee’s position
County*: Illinois county in which employee performs the majority of their work
The full import process allows you to upload all of the required fields with a CSV file. You can download the template.

**Requirements:**
1. CSV File
2. Follow Template's Column Names
3. Data in appropriate format (See Template)
At the end of the page, we can see the saved employee details

Click on to edit or view the employee details

Click on Continue to Next Step to proceed

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Work Classification</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test1 Employee</td>
<td>XXX-XX-1234</td>
<td>Fake Technical Job 1</td>
<td></td>
</tr>
<tr>
<td>Test2 Employee</td>
<td>XXX-XX-1235</td>
<td>Fake Technical Job 1</td>
<td></td>
</tr>
</tbody>
</table>
Required Documents
You must submit 2 documents. The business’s most recently filed EEO-1 & a compliance statement

Please upload both documents required by the act.

Choose File: No file chosen
- EEO-1
- Compliance Statement

Uploaded Documents

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Type</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fake Compliance Statement.csv</td>
<td>Compliance Statement</td>
<td>2/4/2022</td>
</tr>
<tr>
<td>Fake EEO-1.csv</td>
<td>EEO-1</td>
<td>2/4/2022</td>
</tr>
</tbody>
</table>

Return to Previous Step  Continue to Next Step

*You must submit a document of each type to continue.
Compliance Statement Template

Discuss compliance statement here.
Application Review

Business

Business: That One Guy LLC
Last 4 of EIN: XX-XXXX789
Address: 4510 castle pines
springfield, IL 62711

Employees

<table>
<thead>
<tr>
<th>Executive/Senior Level Official or Manager</th>
<th>First/Mid-Level Official or Manager</th>
<th>Professional</th>
<th>Technician</th>
<th>Sales Worker</th>
<th>Office or Clerical Worker</th>
<th>Craft Worker (Skilled)</th>
<th>Operative (Semi-Skilled)</th>
<th>Laborer (Unskilled)</th>
<th>Service Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeWitt</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

For more detailed information, please return to the employee screen

Files

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Type</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fake Compliance Statement.csv</td>
<td>Compliance Statement</td>
<td>2/4/2022</td>
</tr>
<tr>
<td>Fake Compliance Statement.csv</td>
<td>EEO-1</td>
<td>2/4/2022</td>
</tr>
</tbody>
</table>

I hereby certify, that all information provided above is true and accurate.

Do Agree To Certification

First and Last Name
Click on Do agree with certification and enter the First Name (Space) Last Name to certify the certificate

Click on previous button to go back to previous screens

Click on Finish & Pay to proceed
Payment

Please select your Payment Method

- Credit Card
  - Name on Card
  - Card Number
  - Expiration Month: 02
  - Expiration Year: 2022
  - Security Code
  - Card Postal Code

- eCheck

Amount Due: $150.00
Payment: $150.00

Equal Pay Act Registration Certificate: $150.00
Projected Card Fee: $3.38
Projected eCheck Fee: $0.50

Next Step: Review Payment

Convenience and Security in every Transaction
### Make A Payment - Review Payment - Illinois: Labor

#### Cart Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Pay Act Registration Certificate</td>
<td>$150.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>$3.38</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$153.38</td>
</tr>
<tr>
<td>400010 ***** 2224 expires 02/2022</td>
<td>($153.38)</td>
</tr>
<tr>
<td>Total Payment Method</td>
<td>($153.38)</td>
</tr>
</tbody>
</table>

- A Transaction Fee has been included in the total amount paid for this transaction.

#### Payment Information

- Equal Pay Act Registration Certificate: $150.00
- Subtotal: $150.00

- Cancel Transaction

---

Convenience and Security in every Transaction
An email will be sent with the same information to the user that submitted the application and the user that first registered the business (if they are different users)
Equal Pay Registration

Illinois Department of Labor

Contact
nancy.hernandez@illinois.gov
robert.parrilli@illinois.gov
DOLEPRC@illinois.gov