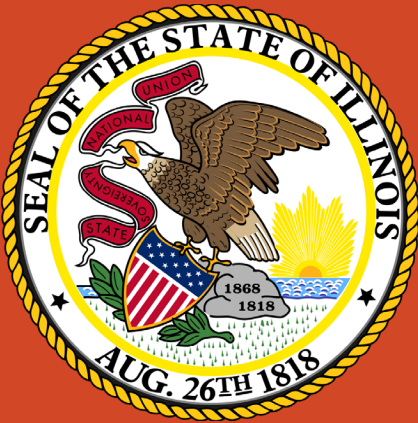


# Equal Pay Act Registration



Illinois Department of Labor

Contact

[Dol.eprc@illinois.gov](mailto:Dol.eprc@illinois.gov)

Hotline Phone: 312-793-6797

# Login Page

## 1 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

## 2 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/EPARC/>
- After clicking the link above, select "Public Account" and login using the username/password you just created.

**ILLINOIS.gov**  
Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



Employee Account

# 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



## Equal Pay Act Registration

 Powers, Alexander M. ▾

First Name\*

Last Name\*

Email\*

Phone Number\*

Submit

# 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

Illinois Department of  
**LABOR**

## Equal Pay Act Registration

Powers, Alexander M. ▾

Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

# Add a Business

All fields marked with asterisk(\*) are required

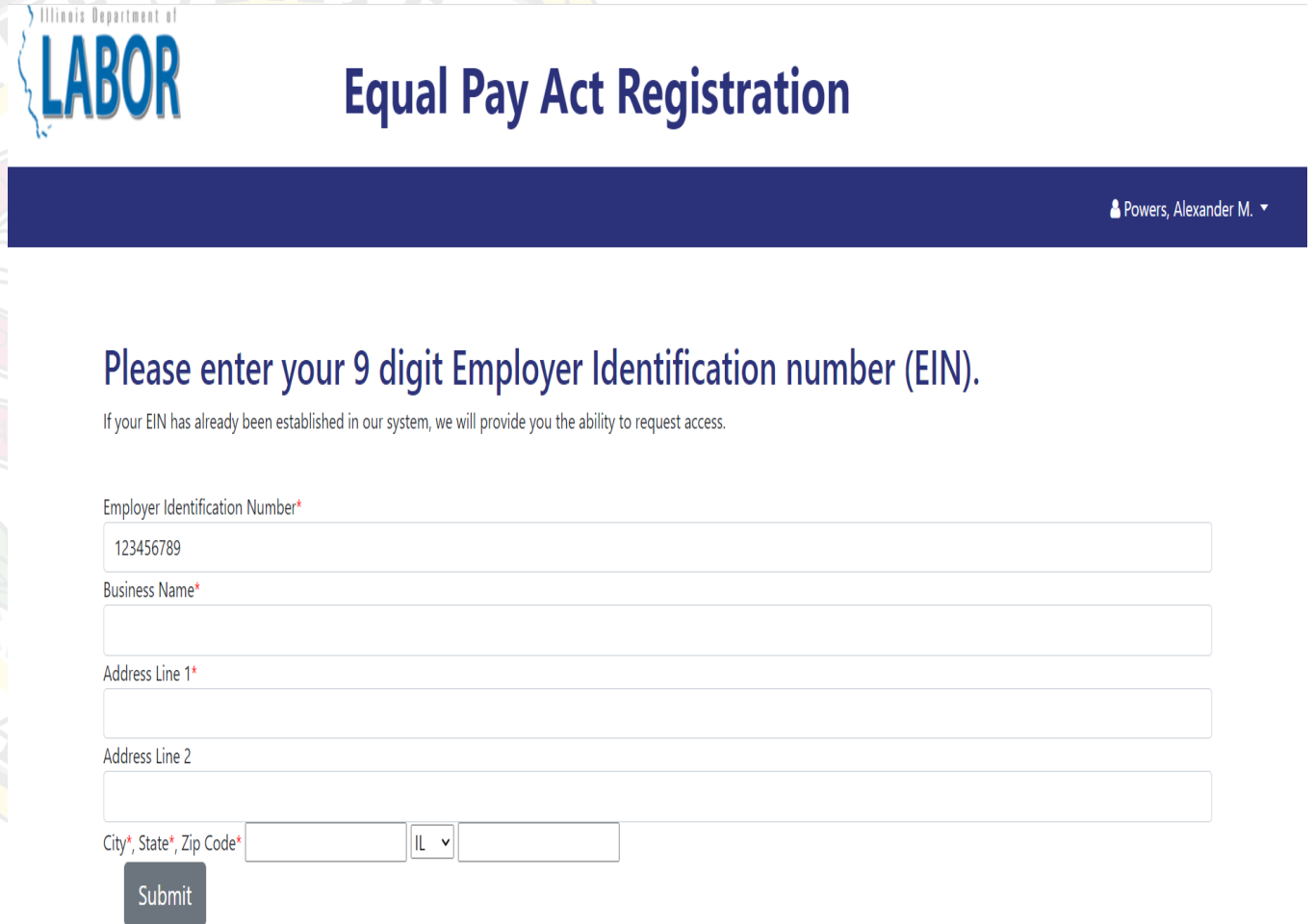
**Employer Identification Number\*** : EIN issued by the IRS

**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



Illinois Department of  
**LABOR**

## Equal Pay Act Registration

Powers, Alexander M. ▾

Please enter your 9 digit Employer Identification number (EIN).  
If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

Business Name\*

Address Line 1\*

Address Line 2

City\*, State\*, Zip Code\*  
 IL ▾

Submit

# 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

Illinois Department of  
**LABOR**

## Equal Pay Act Registration

Powers, Alexander M. ▾

**Please enter your 9 digit Employer Identification number (EIN).**  
If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

That One Guy LLC has already been registered with us. Please click the submit button below to request access from the primary user.

Submit

# Home Page

New Submission –  
Submit a new application  
for an EPARC 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

 Powers, Alexander M. ▾

Home

Business Information

Submission History

Profile Information

### 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

[Learn more](#)

[New Submission](#)

# Business Information Page

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)

Illinois Department of  
**LABOR**

## Equal Pay Act Registration

Home  
Business Information  
Submission History  
Profile Information

**Fellowship of the Things** [Add Business](#)

**Last 4 of EIN:** XX-XXX6178

**Address:** 900 S Spring St  
Springfield, IL 62704

**User Access**

Name	Email	Access
Alec Powers	alexander.m.powers@illinois.gov	Primary

**That One Guy LLC**

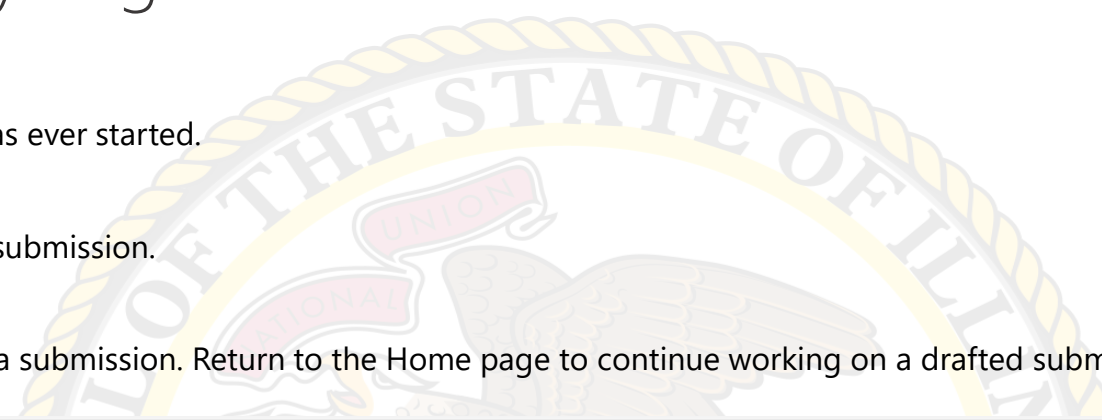


# Submission History Page

Allows review of all submissions the user has ever started.

Click view to review the information in the submission.

Clicking view **DOES NOT** allow you to edit a submission. Return to the Home page to continue working on a drafted submission.



## Equal Pay Act Registration

Powers, Alexander M. ▾

- Home
- Business Information
- Submission History
- Profile Information

### Submission History

Show 10 entries

Submission Date	Submission Status	Business Name	FEIN	
2/4/2022 8:36:43 AM	Pending	That One Guy LLC	123456789	<a href="#">View</a>
	Drafted	Fellowship of the Things	213456178	<a href="#">View</a>
	Drafted	That One Guy LLC	123456789	<a href="#">View</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

# Profile Information Page

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information

Illinois Department of  
**LABOR**

## Equal Pay

- Home
- Business Information
- Submission History
- Profile Information

### Profile

First Name\*  
Alec

Last Name\*  
Powers

Email\*  
-

Phone Number\*  
-

Save

# 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

ILLINOIS DEPARTMENT OF LABOR

## Equal Pay Act Registration

Powers, Alexander M. ▾

<b>Business Name:</b>	That One Guy LLC
<b>Last 4 of EIN:</b>	XX-XXX6789
<b>Address:</b>	4510 castle pines springfield, IL 62711

[Confirm](#)

If this is the correct business, please click confirm above to continue your submission. If this submission is for another business, please return to your profile and request access for that business.

# 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



## Equal Pay Act Registration

 Powers, Alexander M. ▾

Please select the business for which you'd like to file.

Business Name	Last 4 of EIN
---------------	---------------

Fellowship of the Things	XX-XXX6178 <a href="#">Select</a>
--------------------------	-----------------------------------

That One Guy LLC	XX-XXX6789 <a href="#">Select</a>
------------------	-----------------------------------

If this submission is for a business not listed above, please return to your profile and request access for that business.

# Add Employees



## Equal Pay Registration

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

**Hours Worked\***: Total Hours worked by that employee in the position. New for 2023.

**County\***: Illinois county in which employee performs the majority of their work

Import Process →

First Name*	Last Name*	Last 4 of SSN*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	Race*	Ethnicity*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Wages* ⓘ	Job Classification*	Job Title* +
<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Worked* ⓘ	Hire Date*	Termination Date ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
County*	<input type="text"/>	

Save Clear Form

Continue to Next Step

# Full Import Process

The full import process allows you to upload all of the required fields with a CSV file. You can download the template.


## Requirements:

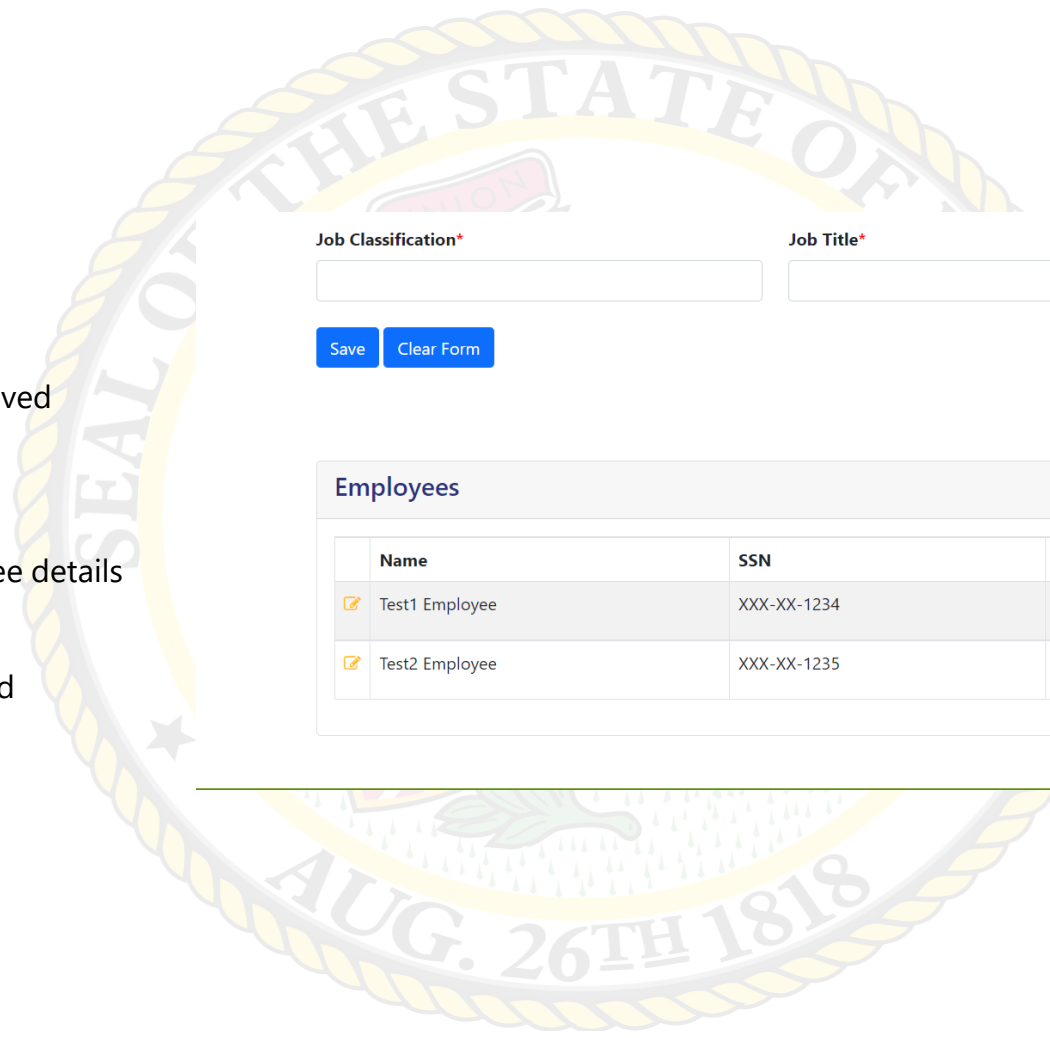
1. CSV File
2. Follow Template's Column Names
3. Data in appropriate format  
(See Template)

The screenshot shows the 'Equal Pay Act Registration' page. At the top left is the Illinois Department of Labor logo. The main heading is 'Equal Pay Act Registration'. A dark blue navigation bar at the top right shows the user 'Powers, Alexander M.' with a dropdown arrow. Below this is a section titled 'Import Process' with a right-pointing arrow. The text explains that the file must be a .CSV file and provides a 'Download' button. Below that, it states that all columns must be present and provides an 'Upload' button. At the bottom of the form, there are three input fields labeled 'First Name\*', 'Last Name\*', and 'Last 4 of SSN\*'. The background features a large, faint watermark of the Illinois State Seal.

	A	B	C	D	E	F	G	H	I	J	K	L
1	FirstName	LastName	SSN	Gender	Race	Ethnicity	Wages	HireDate	TerminationDate	JobClassification	JobTitle	County
2			Last 4 Digits Only	F	American Indian or Alaskan Native	Hispanic or Latino	Round to nearest hundred dollars	12/1/2020	12/1/2020	Executive/Senior Level Official or Manager		





# Saved Employee Details

- 1 At the end of the page, we can see the saved employee details
- 2 Click on  to edit or view the employee details
- 3 Click on Continue to Next Step to proceed



Job Classification\*  Job Title\*  + County\*

[Save](#) [Clear Form](#) [Continue to Next Step](#)

Employees			
Name	SSN	Work Classification	Delete
 Test1 Employee	XXX-XX-1234	Fake Technical Job 1	
 Test2 Employee	XXX-XX-1235	Fake Technical Job 1	

# Required Documents

You must submit one additional document. The business must file a compliance statement



## Equal Pay Registration

Powers, Alexander M. ▾


Please upload your compliance statement and any other necessary documents.

Choose File No file chosen

- Compliance Statement
- EEO-1
- Other Supporting Documentation

Upload

### Uploaded Documents

File Name	File Type	Date Uploaded
 <a href="#">Fake Compliance Statement.pdf</a>	Compliance Statement	2/2/2023

Return to Previous Step

Continue to Next Step

### Contact Information



# Compliance Statement Template

Discuss compliance statement here.



# Review Page

## Application Review

### Business

<b>Business:</b>	That Other Guy LLC
<b>Last 4 of EIN:</b>	XX-XXX6789
<b>Address:</b>	5462 Somewhere Place Springfield, IL 62701

### Employees

	Executive/Senior Level Official or Manager	First/Mid-Level Official or Manager	Professional	Technician	Sales Worker	Administrative Support Worker	Craft Worker (formerly Craft Worker (Skilled))	Operative (formerly Operative (Semi-Skilled))	Laborer or Helper (formerly Laborer (Unskilled))	Service Worker
<b>Coles</b>	0	1	0	0	0	0	0	0	0	0
<b>DuPage</b>	7	62	146	42	2	117	10	0	94	0
<b>Kane</b>	0	4	15	10	0	2	6	0	1	0

For more detailed information, please return to the employee screen

### Files

File Name	File Type	Date Uploaded
Fake Compliance Statement.pdf	Compliance Statement	2/2/2023

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

**Do Agree To Certification\***

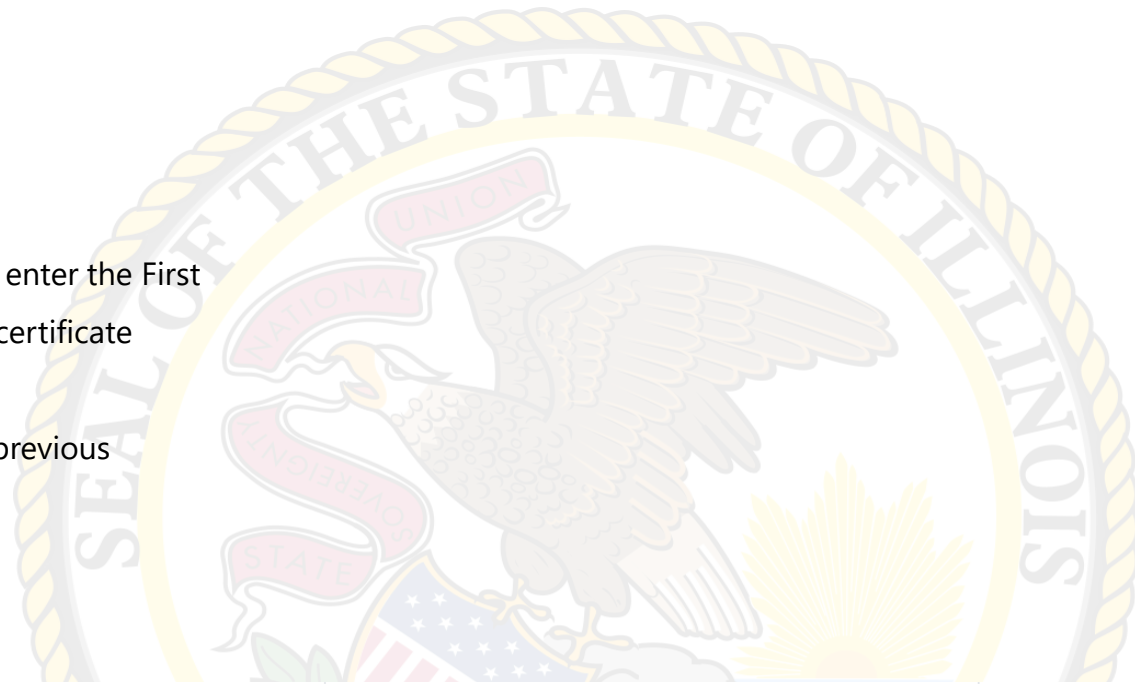
First and Last Name

# Review Page

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



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

**Do Agree To Certification\***

[Return to Employee Page](#)


[Return to File Page](#)

[Finish & Pay](#)

# Payment

Payment Information

Please select your Payment Method

Credit Card 

Name on Card

Card Number

Expiration Month


Expiration Year

Security Code

Card Postal Code

Amount Due

Payment

eCheck 

Next Step: Review Payment

Shopping Cart

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

Cancel Transaction

Convenience and Security in every Transaction

# Payment



INVESTED IN YOU.


## Make A Payment - Review Payment - Illinois: Labor

 Cart Information

 Payment Information

### Review Payment

Item	Amount
Equal Pay Act Registration Certificate	\$150.00
Transaction Fee:	\$3.38
Total Amount Due:	\$153.38
400010 ***** 2224 expires 02/2022  	(\$153.38)
Total Payment Method:	(\$153.38)

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

 Back to Payment Method

 Make Payment

### Shopping Cart

Equal Pay Act Registration Certificate	\$150.00
Subtotal	\$150.00

 Cancel Transaction

Convenience and Security in every Transaction

# Confirmation Page

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 Act Registration



Illinois Department of Labor

Contact

[Dol.eprc@illinois.gov](mailto:Dol.eprc@illinois.gov)

312-793-6397