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About the Illinois Department of Human Rights

The Department of Human Rights administers the Illinois Human Rights Act. The Illinois Human Rights Act ("Act") prohibits discrimination in Illinois with respect to employment, financial credit, public accommodations and real estate transactions. For more information, visit us online at www2.illinois.gov/DHR.

IDHR Mission Statement

To secure for all individuals within the State of Illinois freedom from unlawful discrimination, and;

To establish and promote equal opportunity and affirmative action as the policy of this state for all its residents.

IDHR Public Contracts Unit

The objective of the Public Contracts Unit (PCU) is to enforce provisions of the Illinois Human Rights Act and the Department's Administrative Rules that apply to public contractors and eligible bidders and require them to refrain from unlawful discrimination, undertake affirmative action in employment, and develop a written sexual harassment policy. PCU's traditional mission has been carried out through a series of activities:

• Registration of potential state bidders and the maintenance of eligibility status records.

• Compliance reviews of public contractors and eligible bidders to determine adherence to pertinent provisions of the Act and the Rules.

• Technical assistance regarding equal employment opportunity and affirmative action provided to public contractors, eligible bidders, contracting agencies, and units of the Department.

• Oversight of the Equal Employment Opportunity/Affirmative Action (EEO/AA) monitoring programs for public contractors and eligible bidders operated by other units of state government under the authority of the Act and the Rules.
Requirements and preparing for your online submission

The Public Contracts Unit registers entities seeking to establish eligibility status for competitive bidding on State contracts. Entities registering with the Department receive an IDHR Eligibility Number (designating Eligible Bidder/Public Contractor status). The IDHR Eligibility Number demonstrates proof of registration within the department and is valid for five (5) years from the date of issuance.

No entity will be issued an IDHR number without a declaration of an existing Model Employer Sexual Harassment Policy. Visit the IDHR website to learn more about what such a policy includes.

All vendors seeking to bid on State of Illinois contracts must file, if any one of the following applies:

- The business entity has employed 15 or more persons at any time during the 365-day period prior to the date of your application for a public contract;

- The business entity is directed to file by a contracting agency of the State of Illinois, any political subdivision, or a municipal corporation.

Vendors who wish to register for the first time and those who wish to renew a valid IDHR Eligibility Number may now do so online, with a valid credit card, through the new State of Illinois Enterprise Licensing and Permitting (ELP) portal for IDHR.

What is ELP?

The Illinois ELP is an easy-to-use, statewide licensing and permitting system across all subscribing government organizations within Illinois. The new portal for IDHR will allow you to set up your online account, submit, revisit, and renew your registration(s) easily online. ELP also allows you to download your IDHR Eligible Vendor/Public Contractor certificate, once approved in the system.

Registration/Application Fees

Vendors filing for or renewing an IDHR Eligibility Number will be charged a $75.00 non-refundable registration fee plus a $5 administrative charge and a credit card processing fee of $1.80.

If your entity wishes to register multiple locations that share the same FEIN as the primary business or corporate office, you must first secure your Eligibility Number (PC1 Form) for the primary or headquarters location; then, you may submit an online application for each additional location (PC1-A Form). The charge for registering or renewing additional locations to your business is $6 per location ($5 admin fee plus a $1 credit card processing fee).
Before you begin...

You will need the following information available before registering or renewing your business or one of its employee locations online:

→ Create or verify your business account in the State of Illinois Enterprise Licensing and Permitting portal (ELP) for IDHR. Go to IDHR website and Public Contracts Unit page

→ Access to the email address associated with your business’s online account in the ELP, noted above;

→ Confirmation of the address, phone number, and email address for the business account in the ELP;

→ A personal or corporate credit or debit card for payment of your online registration and processing fees (Mastercard, Visa, Discover, or Amex);

→ The count of your business’s employees based upon the following racial categories:

  American Indian male; and American Indian female;
  Asian/Pacific Islander male; Asian/Pacific Islander female;
  Black male; Black female;
  Hispanic male; Hispanic female;
  White male; White female

→ The Sexual Harassment Policy for your business (meeting requirements outlined by IDHR), confirmation of its posting (in your workplace), and the most recent date of sexual harassment prevention training;

→ Knowledge of whether your company has an affirmative action plan and an employer handbook (asked about but not required for approval)

→ Knowledge of whether your company has had any adverse judgements or administrative rulings related to discrimination or harassment or charges of unlawful discrimination;

→ Knowledge of whether your company has been previously audited in a Compliance Review by IDHR and the year of that review.
Technical tips…

• Browser compatibility: ELP application works well in:
  • Google Chrome
  • Internet Explorer
  • Safari

• 15-Minute Session Timeout:
  • Once you begin an application, there is a 15 minute activity session timeout. If you do not click or type anything for 15 minutes you will be logged-off and will have to begin your application from its last auto-save. Drafts appear in the Submissions tab of your ELP account page (See Page 9).
  • Keep your ELP application in ONE browser tab or window. Multiple open tabs or windows at the same time may cause your session to time out before you have completed your submission.
  • ELP conveniently auto-saves your application as you move through the process, so you can begin an online submission and return to it by logging in to your ELP account. However, auto-save only works after you have saved the page or advanced to a new section.
  • Complete your application in a desktop browser. For the reasons noted above, we do not recommend using a smart phone or mobile device to register your business with IDHR in the ELP.
  • The Illinois Enterprise Licensing and Permitting portal (ELP) offers technical support related to its system. They are not able to support user-level issues like connectivity or answer questions about IDHR’s application/registration requirements. If you need assistance:

To access **technical support** with the ELP re. creating a new account or account activation, contact ELP’s OneSupport team at ELP_IL_DHR@onesupport.com or (855) 635-7669.

**To connect with a member of IDHR’s Public Contracts Unit** with questions specific to your license or application, email IDHR.PublicContracts@illinois.gov.
Creating and/or Activating Your Online Account

IMPORTANT: IF your business has an existing IDHR Number, the new system has already created an account with your history and contact information and you DO NOT need to create a New Account in the ELP. Check the email registered with your IDHR Number for instructions sent from “Licences and Permits” (sender address noreply@lnpweb.com”, subject “Account Activation”) and follow the prompts.

Registered businesses (who already have a valid/current Eligibility Number): With the launch of the new Enterprise Licensing and Permitting (ELP) portal for IDHR, more than 9,000 registered businesses will receive email notification of the new system. If you have received an email from “Illinois Licenses and Permits” (example below) inviting you to activate your online account or to set up a new business account in the system, please follow the link provided in your email and follow the system prompts.

NEW or first-time applicants: If this is your first time applying for an IDHR Eligibility Number, setting up your online account is simple. Go to the Enterprise Licensing and Permitting portal (Inpweb.com) or to https://illinois.lnpweb.com/. When you arrive, you will see the Constituent Login and account creation links to start.
If you are a **new user**, and you do not have a current/valid Eligibility Number, use the Create Account option, select Business, and follow the prompts.

![Create Account](image)

If you are a business who has used the Enterprise Licensing and Permitting (ELP) portal before with another State of Illinois agency, you may access your existing account. You can confirm this by using the Existing Account log-in option(s), including a recovery option if you don’t know or remember your username (as shown here).

![Forgot Username](image)

Remember: to access **technical support** with the ELP in creating a new account or activating your account, contact ELP’s **OneSupport team** at [ELP.I.L.DHR@onesupport.com](mailto:ELP.I.L.DHR@onesupport.com).
The many benefits of ELP include the ability to log in to your business account at any time to revisit your account ID/password and contact information, your saved draft(s) or submitted/pending registration(s) with IDHR, and your current or approved IDHR Eligibility Number certificate (which you can download at any time, once approved).

You will see the elements of your account Home page in the menu tabs at the top. Here we highly recommend you review and confirm or update the information on your Profile tab.

Below, a sample view of the account Submissions tab: Revisit saved drafts or submitted/pending registration/applications to IDHR and their current status by selecting IDHR in the “Select Agency” dropdown and your choice in the “Controls” dropdown for each item under “License Type”. These options appear after you have initiated/submitted an IDHR application.
With your online account established, you are now ready to prepare your registration for a new IDHR Eligibility Number.

“For Which Form or Registration Do I Need?”

IDHR has outlined the new registration process on our website, along with a “Where To Start?” page that outlines all the options below.

If you are a primary business or headquarters and are submitting a first-time registration to secure a new Eligibility Number as a state Vendor/Public Contractor, you will need to submit a PC1 Form (the button or link below at left).

If you are a primary business or headquarters and are submitting a registration to renew an existing and valid Eligibility Number, you will need to submit a PC1 Renewal Form (the button or link below at right).

If you already have a current Eligibility Number for your primary business or headquarters, and you need to register a secondary or additional business location for the first time (location operates under the same FEIN), then you will need to submit a PC1-A Form (button or link below at left).

If you already have a current Eligibility Number for your primary business or headquarters, and you need to RENEW the registration of a secondary or additional business location, you will need to submit a PC1-A Renewal Form (button below at right).
Logging in to an IDHR Registration Form in the ELP

If you are already logged in to the ELP after setting up your account, you have the option to search for IDHR’s registration forms by using the search bar on the ELP home page. This is convenient if you interact with the ELP for different State of Illinois agencies.

However, we recommend you begin your registration/application experience on the IDHR website or by using the links in the previous page, to ensure you access the correct form after setting up your account.

When you access a registration or PC1/PC1-A Form link, you will be prompted to log in to your ELP account if not already logged in. Log in as shown.

Remember that the IDHR website link at the bottom of this page can be your go-to starting point. We encourage you to bookmark this link in your browser.
First-Time or Renewal Registration of a Primary Business or Headquarters (PC1 / PC1 Renewal)

Reminder: This is for your primary business or corporate headquarters location seeking to secure a new IDHR Eligibility Number or renew an existing, valid Number. Both the PC1 and PC1-A Renewal forms include the same questions.

NEW with ELP: With the launch of online processing, IDHR now asks for more information than previously requested in our Eligibility Number application process. See Page 6 to review some of the new information requested in the online application.

When you begin a PC1 or PC1 Renewal Form, you will see the starting submission page in ELP, as shown below, with the Form identified and all seven (7) steps of an online IDHR submission, as outlined in the tabs at the top of your screen:

1. Information Collection - where you will identify your business
2. Questions & Fees - the main part of your submission, with questions required by IDHR
3. Document Upload - to upload required documents like your Sexual Harassment policy
4. Information Summary - where you will be able to review your answers and information
5. Electronic Signature - ELP allows you to sign within the online application
6. Payment - with a credit or debit card, using integrated JetPay for the State of Illinois
7. Confirmation - final confirmation of your payment processing and submission to IDHR

Employer Report Form (Form PC1)

This form should be used by businesses applying for or renewing an Illinois Department of Human Rights Eligibility Number ("IDHR Number") which may include, but is not limited to, businesses with a single location or for Corporate Headquarters/Primary Location. This form must be filed prior to bid opening. Obtaining an IDHR Number requires payment of $75 fee. The number expires in five years after the date of issuance, which may be renewed for an additional $75 fee after five years. If your entity has multiple locations, you are only obligated to pay one fee ($75) to receive an IDHR Number which will apply to all business locations using the same FEIN as the corporate office or the primary business location. If your business is a business location using the same FEIN as the corporate office or the primary business location, do not complete this form. Instead, complete the Employer Report Form, PC-1A. You must have an IDHR Number for your company to be awarded a state contract, or prior to bid opening for state contracts for construction or construction-related services. If 1) your company employs 15 or more individuals at any time during the 365-day period immediately preceding the date of your application for a public contract, or 2) you are directed to file a report by any agency of the State of Illinois, or any of its political subdivisions, municipalities, or any agency thereof. You will be asked to provide information pertaining to your employees' race/ethnicity and gender which is permitted by state and federal law as long as such data are kept separate from personnel information and not used for the purpose of committing unlawful discrimination. See 44 Ill. Admin. Code, Section 750.230 (a). The information is necessary to accomplish the statutory purpose set forth in the Illinois Human Rights Act, 775ILCS/1-10.1 et seq. Disclosure of this information is required. You are required to answer all questions on the application and upload all documents requested. Failure to provide all requested information will result in your application not being processed. This form is deemed filed when it is received by the IDHR's Chicago office, properly completed, signed, and receipt by the IDHR of the $75 dollar fee in one of the forms described on the application form. If the company is registering electronically, payment must be made by credit card. No personal or business checks will be accepted. Applications submitted without an approved form of payment will be returned unprocessed. Please visit our website at www2.illinois.gov/dhr/publiccontracts for additional information.

PC1 Form Section

www2.illinois.gov/dhr/PublicContracts
At the start, enter your **Business Information**, including your FEIN and contact information. This may duplicate information you entered when you created and activated your online account in ELP.

Next, enter your **Business Mailing Address**. **NOTE:** if your mailing and physical address are the same, you will be able to indicate this in the following section.
Next, enter the **Business Physical Address** if it differs from your mailing address. If both are the same, check the box at the top of this section.

Enter the **Business Contact Information**. Provide the information for the contact individual for this application/submission. Click Save & Finish as indicated.
Next begins the **IDHR Questions** section of your application.

Provide **General Information** about your business and the type of goods or services your business provides.

Then indicate (Yes or No) whether your business or company is a **federal contractor** according to **Executive Order No. 11246**.

Next, respond to the **Corporate Headquarters/Primary Locations** questions.

If you answer Yes to any of the preceding three questions, provide the contact information for any subsidiaries or related locations.
Next, confirm whether any subsidiary companies (if applicable) share the same FEIN, and indicate whether your business is a Subsidiary or Affiliate of another company.

You are asked to enter the name, address, and contact information for any subsidiaries.

Provide the FEIN of all subsidiary companies, if applicable. If the FEIN has changed for subsidiaries, provide all FEINs over the past five (5) years.
If you have subsidiaries with an IDHR Eligibility Number, provide that information in the following section, as shown.

The following section pertains to Personnel Policies, Practices, and Procedures of your business. NOTE: checkbox responses such as “Upload Affirmative Action Plan in the document upload page” are acknowledgements that you will upload the related document near the end of your application.
To revisit the requirement that Eligible Bidders must maintain a Sexual Harassment Policy, review the required elements of such policy on IDHR’s website.

To revisit the requirement that Eligible Bidders must post a notice of the rights of employees to be free from discrimination and harassment in the workplace, visit IDHR’s website and Publications page to view Compliance Postings for Employers.

Complete all questions regarding Sexual Harassment Policy, as indicated.

Next, the application asks for disclosures regarding Complaints of Unlawful Discrimination, as shown below.

![Image showing the Compliance Postings for Employers]

Note: The question “Was there any equitable relief ordered?” refers to relief ordered by a court that is generally non-monetary and where the court orders one party to refrain from participating in one activity and orders them to perform a new action for the sake of the other party, such as an injunction.
The **Workforce Demographics** section of the application requires disclosure of employee counts for your company/business (under the same FEIN) as categorized by male and female gender and race/ethnicity.

IDHR currently collects this information in accordance with EEOC data collection standards; these employee counts will match those filed on an EEO-1 Form, for employers required to file federal compliance forms.

**NOTE:** IDHR respects the right of individuals to express their gender identity and to have that identity properly recorded. As such, IDHR is studying how best to report that data. In the interim, if **your business has employees who do not identify as either male or female** (not currently captured in EEOC data collection), those employees will be recorded in your total employee count.

If your organization has employees who report gender other than male or female, you may supplement your submission by emailing that report along with your FEIN to email IDHR’s Public Contracts Unit.

The first question of this section requires a count of ALL your business’s employees.
Next, enter the number of **male employees** in your business by category, as indicated. **NOTE:** if you have no male employees in a given category, you must enter a zero.

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<th># Hispanic Males</th>
<th># Asian/Pacific Islander Males</th>
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No Entries

- **White Males** Required
- **Black Males** Required
- **Hispanic Males** Required
- **Asian/Pacific Islander Males** Required
- **American Indian Males** Required
- **Other Males** Required

Save & Add More  Save & Finish
Next, enter the number of **female employees** in your business by category, as indicated. NOTE: if you have no female employees in a given category, you must enter a zero.

![Form Image]

Indicate the date on which your above employee counts were collected or effective.

**Workforce information as of**

- **Date Required**
- **MM/DD/YYYY**

**Information for Companies**

Carefully read the notification/explanation regarding: any change of address to your business, which must be communicated to IDHR for update of your Eligibility Number; relinquishment of Eligibility Number for businesses that cannot be contacted for lack of address information or response; and, confirmation that this application’s $75 registration fee may be refunded if your Employer Report PC1/PC1 Renewal Form is not approved. Note: Administrative and credit card processing fees ($5 and $1.80, respectively, cannot be refunded).
At the bottom of this section, you will see the verification of your PC1/PC1 Renewal Form registration fee of $75. Click “Save and Continue” to acknowledge the fee (which will be included in your transaction payment summary, along with administrative and credit card processing fees in a later screen).

In the **Document Upload** section, add the required and applicable documents. (Note: Each document must be a file no larger than 10MB; and, you may use a variety of file formats to provide your information as needed.)
You’re almost done! Review the Information Summary page to be sure you have provided the correct answers and information for your business.

After you have acknowledged the application Information Summary, ELP presents the Electronic Signature page. Read and check the “I certify…” statement and enter your name in the field provided. Select “Pay by Credit Card” to sign and move on to payment.
Here, the **Payment/Transaction Detail** page outlines the $75 registration fee, the $5 administrative fee, and the credit card processing fee of $1.80 (shown below).

Enter your payment information below the Transaction Detail, along with billing name and address information for the card. When you click “Next”, you will have the opportunity to review and complete your payment.

ELP and the State of Illinois utilize JetPay to process your credit card for the total registration/application fee.

Upon submitting the final payment and transaction, you will have completed your PC1/PC1 Renewal Form submission. Next, you can view and print your transaction receipt.
Congratulations! You have submitted your PC1 or PC1 Renewal Form to IDHR. Below is a sample Confirmation page and Transaction Summary that appears after you have completed your submission. From this screen, ELP provides you with the opportunity to print your transaction receipt for your records.

**Confirmation**

Congratulations, Tim EPA! You have completed your submission. Confirmation Information Is shown below. You may print this page as proof of your submission by selecting Print Receipt.

Since you were logged into your ELP account, then you may [click here](#) to access it.

**What's Next?**

You will receive an email with support information related to this submission. Support Information is also shown at the bottom of this page.

Your certificate/permit/license is undergoing review. You will receive notification from noreply@ihpweb.com when the review is complete.

**Transaction Summary**

| Agency: | Illinois Department of Human Rights |
| License Type: | Eligible Bidder/Public Contracts Number |
| Application Type: | Original (One) |
| Application: | Employer Report Form v1 |
| Submission Number: | 800126262 |
| Submitted By: | Tim EPA |
| Transaction Number: | 800126263 |
| Transaction Date: | 03/12/2021 08:51 AM |
| Payment Name: | Tim Pick |
| Payment Type: | CC |
| Payment Method: | VISA: *1111 |

| Registration Fee: | $75.00 |
| Online Application Fee: | $5.00 |
| JetPay Fee: | $1.80 |

**Final Price:** $81.80

Print Receipt

Upon completion of your application, you will receive two separate emails from IDHR. One email verifies the submission of your PC1/PC1 Renewal Form, the other provides confirmation of your payment. NOTE: These emails are NOT the confirmation of your IDHR Eligibility Number; you will receive a “Final Status” email informing you of the approval or rejection of your application within 3 business days, at which time you may log in to download your IDHR Eligible Vendor / Public Contractor certificate from the “Certificate” tab in the home screen of your online ELP account.
First-Time or Renewal Registration of a Business LOCATION (PC1-A / PC1-A Renewal)

Reminder: This registration is for secondary/other locations of the business (operating under the same FEIN) that you wish to include in an Eligible Bidder/Public Contractor process. In order to submit this form in the ELP, you must first have an Eligibility Number for the primary business or headquarters (the PC-1 Form outlined in the previous section of this User Guide). Both the PC1-A and PC1-A Renewal forms include the same questions.

NEW with ELP: With the launch of online processing, IDHR now asks for more information than previously requested in the Eligibility Number application process. See Page 6 to review some of the new information requested in the online application.

Just like the PC1 (primary business or headquarters) location described previously, the format of the PC1-A or PC1-A Renewal Form includes seven (7) sections identified by tabs at the header of your starting application in ELP. These are:

1. Information Collection - where you will identify your business
2. Questions & Fees - the main part of your submission, with questions required by IDHR
3. Document Upload - to upload required documents like your Sexual Harassment policy
4. Information Summary - where you will be able to review your answers and information
5. Electronic Signature - ELP allows you to sign within the online application
6. Payment - with a credit or debit card, using integrated JetPay for the State of Illinois
7. Confirmation - final confirmation of your payment processing and submission to IDHR

PC1-A Location Report Form (Form PC-1A)

Additional Locations (non-Headquarters) only

This form should be used to obtain an Illinois Department of Human Rights Eligibility Location Number (“IDHR Location Number”) and should be completed by Illinois business locations that are non-corporate Headquarters/primary business locations seeking to obtain an renewal IDHR Location Number through the EHLR Number of the corporate entity or primary business location. This form can only be used for Illinois business locations with the same FEIN number as the corporate entity or primary business location of the business. If your business is using a different FEIN number from the corporate entity or primary business location, do not complete this form. Instead, complete the Employer Report Form, PC-1. This form must be filled prior to your company being awarded a State contract, or prior to bid opening for State contracts for construction or construction-related services. An Employer Report Form, PC-1A must be completed for each additional location applying to do business with the State. IDHR Location Number expires five years after the date of issuance and may be renewed when the corporate entity/IDHR Number is renewed. You must have an EHLR Number or an IDHR Location Number. If your company needs to be eligible for State contracts or be awarded a public contract, IL 12 your company employs 15 or more individuals at any time during the 120-day period immediately preceding the date of your application for a public contract, or 2) you are directed to file by a contracting agency of the State of Illinois, any of its political subdivisions, municipal corporations, or any agency thereof. You will be asked to provide information pertaining to your employers’ race/ethnicity and gender which is permitted by state and federal laws as they are kept separate from personal information and restricted for the purpose of eliminating unlawful discrimination. See 44 Ill. Admin. Code, Section 200.230 (a).

The information necessary to accomplish the statutory purpose set forth in the Illinois Human Rights Act, 775 ILCS 5/1-115 et seq. Disclosure of this information is REQUIRED. You are required to answer all questions on the application and upload all documents requested. Failure to provide all requested information will result in your application not being processed. This form is licensed.
At the start, enter your **Business LOCATION Information**, including your FEIN and contact information. This may duplicate information you entered when you created and activated your online account in ELP.

Next, enter your **Business Mailing Address**. **NOTE:** if your mailing and physical address are the same, you will be able to indicate this in the following section.
Next, enter the Business Physical Address of your new LOCATION if it differs from your mailing address. If both are the same, check the box at the top of this section.

Enter the Business Contact Information for your PC1-A location. This may be the same contact you use for your PC1 primary business or headquarters registration, or it may be different. Provide the information for the contact individual for this application/submission. Click Save & Finish as indicated.
Next, provide **General Information** about your business and the PC1 primary business or headquarters to which this LOCATION (PC1-A) registration is connected.

Enter the Eligible Vendor/Bidder Number for your primary location/ corporate headquarters, as shown.

Then, enter the FEIN for the primary location/ corporate headquarters as shown. This number should be the same FEIN as the business location you are registering in this PC1-A Form; IDHR asks for re-entry of this number to verify this.

Next, provide the contact information on your PC1 registration for your primary business/ headquarters. Again, this may repeat information you have provided - please confirm.
Next, the application asks you to confirm whether the IDHR Eligibility Number for your primary business or headquarters has been used in the past to bid on contracts.

Next, indicate whether a State of Illinois contract has ever been awarded to the IDHR Eligibility Number for your primary business or headquarters. In the following block, you may describe any such contracts.

The following question asks whether your business or company is a federal contractor according to Executive Order No. 11246. Respond Yes/No.

Then, provide the FEIN your company has used for the past 5 years. In some instances, a business may change its FEIN; this disclosure confirms any and all FEINs used over a 5-year period. If your company's FEIN has not changed, re-enter it here.
Next, the PC1-A Form asks you to confirm whether your company is a parent company and corporate headquarters. Your response to these questions may depend on the set-up of your business. If you have questions about how to respond for the registration of your business location in this PC1-A Form, please email IDHR’s Public Contracts Unit with questions at IDHR.PublicContracts@illinois.gov.

If you respond Yes to any of the above questions, provide the name, address, and contact information for additional subsidiary companies and/or all company locations.

PC1-A Location Form Section
Next, indicate whether any subsidiary companies and/or ALL company locations are using the same FEIN as your primary business or headquarters (Yes or No).

The following questions request information about possible subsidiaries.

Is the company a subsidiary of another company? And, you are again asked to provide the FEIN of your primary business or headquarters and any FEIN numbers under which it may have operated in the past 5 years, if the FEIN has changed.

If known, provide the Eligible Bidder/Vendor or Public Contractor Number of your primary business or headquarters along with the date it was issued. This may repeat information you have already provided; please confirm.
Next, verify whether your company is an affiliate of another company (Yes or No) and enter the FEIN of the corporate headquarters/primary location that may oversee affiliates. Include all FEINs used over a 5-year period. If this does not pertain to your business, you may enter the one FEIN under which you operate for this PC1-A location registration.

If known, provide the Eligible Bidder/Vendor or Public Contractor Number of your primary business or headquarters along with the date it was issued, as may relate to any affiliates.

The following application items request that you provide the name, address, and contact information for any affiliates, including their Eligible Bidder/Public Contractor Number and its issue date, if applicable.

Indicate also whether your company operates from more than one Illinois location (Yes or No).
Now, you have arrived at the PC1-A application section related to **Personnel Policies, Practices, and Procedures**. NOTE: checkbox responses such as “Upload the company’s sexual harassment training plan” are acknowledgements that you will upload the related document near the end of your application.

Next, provide responses to questions about any **complaints of unlawful discrimination**. Indicate whether you have had any adverse judgements related to discrimination in the time periods outlined as shown.
The **Workforce Demographics** section of the application requires disclosure of employee counts for your company/business (under the same FEIN) as categorized by male and female gender and race/ethnicity.

IDHR currently collects this information in accordance with EEOC data collection standards; these employee counts will match those filed on an EEO-1 Form, for employers required to file federal compliance forms.

**NOTE:** IDHR respects the right of individuals to express their gender identity and to have that identity properly recorded. As such, IDHR is studying how best to report that data. In the interim, **if your business has employees who do not identify as either male or female** (not currently captured in EEOC data collection), those employees will be recorded in your total employee count. If your organization has employees who report gender other than male or female, you may supplement your submission by emailing that report along with your FEIN to [email IDHR’s Public Contracts Unit](#).

The first question of this section requires a count of ALL your business’s employees.
Enter the number of **male employees** in your business by category, as indicated. NOTE: if you have no male employees in a given category, you must enter a zero.

<table>
<thead>
<tr>
<th># of White Males</th>
<th># Black Males</th>
<th># Hispanic Males</th>
<th># Asian/Pacific Islander Males</th>
<th># American Indian Males</th>
<th># of Other Males</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Next, enter the number of **female employees** in your business by category, as indicated. NOTE: if you have no female employees in a given category, you must enter a zero.

<table>
<thead>
<tr>
<th># White Females</th>
<th># Black Females</th>
<th># Hispanic Females</th>
<th># Asian/Pacific Islander Females</th>
<th># American Indian Females</th>
<th># Other Females</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Indicate the date on which your above employee counts were collected or effective.

Information for Companies
Carefully read the notification/explanation regarding: any change of address to your business, which must be communicated to IDHR for update of your Eligibility Number; relinquishment of Eligibility Number for businesses that cannot be contacted for lack of address information or response; and, confirmation that this application’s $75 registration fee may be refunded if your Employer Report PC1/PC1 Renewal Form is not approved. Note: Administrative and credit card processing fees ($5 and $1.80, respectively, cannot be refunded).

Next, you will see the verification of your PC1/PC1 Renewal Form registration fee of $75. Click “Save and Continue” to acknowledge the fee (which will be included in your transaction payment summary, along with administrative and credit card processing fees in a later screen).
You have now arrived in the **Document Upload** section of the PC1-A application.

Upload the required and applicable documents. (Note: Each document must be a file no larger than 10MB; and, you may use a variety of file formats to provide your information as needed.)
You’re almost done! Review the Information Summary page to be sure you have provided the correct answers and information for your business.

After you have acknowledged the application Information Summary, ELP presents the Electronic Signature page. Read and check the “I certify…” statement and enter your name in the field provided. Select “Pay by Credit Card” to sign and move on to payment.
Here, the Payment/Transaction Detail page outlines the $5 administrative charge plus a $1 credit card processing fee for PC1-A business location registration.

Enter your payment information below the Transaction Detail, along with billing name and address information for the card. When you click “Next”, you will have the opportunity to review and complete your payment.

ELP and the State of Illinois utilize JetPay to process your credit card for the total registration/application fee.

Upon submitting the final payment and transaction, you will have completed your PC1/PC1 Renewal Form submission. Next, you can view and print your transaction receipt.
Congratulations! You have submitted your PC1-A or PC1-A Renewal Form to IDHR.

Below is a sample Confirmation page and Transaction Summary that appears after you have completed your submission. From this screen, ELP provides you with the opportunity to print your transaction receipt for your records.

Upon completion of your application, you will receive two separate emails from IDHR. One email verifies the submission of your PC1-A / PC1-A Renewal Form, the other provides confirmation of your payment. NOTE: These emails are NOT the confirmation of your IDHR Eligibility Number; you will receive a “Final Status” email informing you of the approval or rejection of your application within 3 business days, at which time you may log in to download your IDHR Eligible Vendor / Public Contractor certificate for your registered location from the “Certificate” tab in the home screen of your online ELP account.
UPDATE YOUR REGISTRATION:
Change of Company Name

This is for businesses with an active/valid IDHR Number who have changed the name of their business. This form is NOT for FEIN change; if your company has changed its FEIN, you will be required to submit a new PC1 Form. NOTE: DO NOT use the “Create Account” option to update an existing IDHR Number registration; be sure to use the account information emailed to you or established when you activated your ELP account.

Click HERE to update Company Name on an existing IDHR Number and online account in ELP. You will see the screen below prompting you to log in and update your information. You will also find this and other account maintenance links on IDHR’s website page, “Where To Start?” HERE.

When you begin your name-change transaction, you will be asked to enter your Business Information first, including name, dba name, and contact information for the company, as shown.

www2.illinois.gov/dhr/PublicContracts
The following sections ask you to confirm the Business Mailing Address and Physical Address (if different), as shown below.

As part of your name change request, IDHR asks you to confirm the contact person for your registration.
Next in your name change transaction, verify whether the company has changed its FEIN. As noted above, this is intended to assure that you are completing the correct form for name change. Then, provide the former company name and contact information followed by the NEW company name and contact information.
In this final screen of your name change transaction, you will provide an electronic signature certifying that all information provided is accurate to the best of your knowledge.

Check the “I certify…” checkbox, enter your name as your e-signature, and click “Submit” to fully complete your name change transaction/notification to IDHR for your PC1-registered business!

UPDATE YOUR REGISTRATION:
Change of Company Address

This is for businesses with an active/valid IDHR Number who have changed the address of their business. NOTE: DO NOT use the “Create Account” option to update an existing IDHR Number registration; be sure to use the account information emailed to you or established when you activated your ELP account.

Click HERE to update Company Address on an existing IDHR Number. You will see the screen below prompting you to log in and update your information. You will also find this and other account maintenance links on IDHR’s website page, “Where To Start?” HERE.

Like the name change request outlined above, follow the prompts to update your address information, provide e-signature in the final screen, and click “Submit”.

Account Update - Change of Address
REQUEST TO RELINQUISH:
Release or Relinquish your IDHR Number

This is for businesses with an active/valid Eligible Bidder/Public Contractor Number who wish to de-activate or relinquish their Number.

**Click HERE to submit your request to relinquish your IDHR Number.** You will see the screen below prompting you to log in and update your information. **You will also find this and other account maintenance links on IDHR’s website page, “Where To Start?” HERE.**

There are only two questions: confirm the IDHR Number you wish to release; and, provide the reason why you wish to relinquish your Number. The final screen will require electronic signature to certify that all information provided is accurate to the best of your knowledge.

IDHR reserves the right to contact Bidders/Contractors who submit a relinquishment form to verify its information.
REQUEST TO REINSTATE:  
Reinstatate and Renew a Lapsed IDHR Number

This is for businesses who have previously had a valid IDHR Number that is lapsed beyond a standard renewal period (> 30 days from its expiration date).

Reinstatement and renewal of a long lapsed IDHR Number still requires a full application and payment of related fees; this option allows you to connect your reinstatement application to your IDHR Number history.

Click HERE to submit your application to reinstate and renew your business’s previous IDHR Number.

You will see the screen below prompting you to log in and update your information. You will also find this and other account maintenance links on IDHR’s website page, “Where To Start?” HERE.

REQUEST TO REACTIVATE:  
Reactivate an IDHR Number

This is for businesses who have an existing IDHR Number within its standard 5-year renewal period that has been de-activated for any reason, where the business wishes to reactivate the number. Possible reasons for de-activation of a number may include a finding of non-compliance in an audit review or de-activation by IDHR due to inability to contact the business.

NOTE: This is NOT the same as a standard renewal or reinstatement of a lapsed IDHR Number.

Click HERE to submit your application to reactivate your IDHR Number.

You will see the screen below prompting you to log in and update your information. You will also find this and other account maintenance links on IDHR’s website page, “Where To Start?” HERE.
FAQ - Frequently Asked Questions

Q: How long does it take to obtain an IDHR Employer Eligibility Number?
A: Our new online application/registration portal for IDHR, the State of Illinois Enterprise Licensing and Permitting (ELP) system, allows a business applicant to complete your online submission in one sitting. Applicants will be notified by email of the approval or other outcome of a registration submission within approximately three (3) business days; if approved, the newly registered/renewed business or location will be able to immediately access its online IDHR Eligibility Number Certificate through your ELP log-in.

Q: How will I be notified of my IDHR number or status of my submission?
A: With the new ELP portal for IDHR, applicants will receive email notification when there is a final determination regarding your submission. If your submission has been approved, you will be able to log in to your ELP account to access and download your IDHR Eligibility Number Certificate.

If you require application/registration by mail, you will be notified of your approval by IDHR’s Public Contracts Unit via email (all applicants are required to provide an email for contact).

Q: How do I register additional business locations that share the same FEIN as the primary business or corporate headquarters?
A: First, all business entities or vendors seeking to register a secondary or other location must have a current/valid IDHR Eligibility Number (PC1 registration). Then, the business may individually register each additional location (that shares the same FEIN) by completing a PC1-A registration form. Both types of registrations are available online through the new Illinois Enterprise Licensing and Permitting (ELP) portal for IDHR. Note that application for a primary IDHR Eligibility Number (PC1) requires payment of associated registration and processing fees, while the registration of additional locations has no additional costs.

Q: Do I need an IDHR Employer Eligibility Number if we have no office(s) in the State of Illinois?
A: Yes, Department Rules require that all contractors doing business with the State of Illinois must register regardless of the location.

Frequently Asked Questions (FAQ)
**Q:** We have fewer than 15 employees, and plan to submit a bid on a state contract. Do we need an IDHR number?

**A:** No, according to Department Rules; however, the requirements of the contracting agency may require you to have an IDHR number even though you have less than 15 employees.

**Q:** We have multiple establishments located in Illinois with fewer than 15 employees at each location; do I file a PC-1 application for each establishment?

**A:** No. Submit one (1) PC-1 registration and consolidate the employment figures for all offices.

**Q:** We have several establishments and each has their own Federal Employer Identification Number (FEIN). Do I need to complete a PC-1 application for each establishment/office even if they will not be bidding on state contracts?

**A:** No.

**Q:** How do I update the business address, business name, or contact information on my IDHR PC1 or PC1-A registration?

**A:** [IDHR provides easy-to-access links on the website](https://www2.illinois.gov/dhr/PublicContracts) so you may log in to an ELP “Maintenance Transaction” that allows you to update the business address, inform IDHR of a business name change, or update/change the contact person for your IDHR Eligibility Number registration.

**Q:** I received a “Final Status” email notification telling me my application was rejected, but it doesn’t say why. What do I do next?

**A:** ELP email notifications at this time are not able to include specifics on the reason for which an application may be rejected. [Log in to your ELP account online](https://www2.illinois.gov/dhr/PublicContracts), go to the “Submissions” tab of your account home screen, and look for your submission; then, select “View” in the Controls column. There, you will see any available comments from IDHR’s Public Contracts Unit. If you still have questions or do not find your update, please contact our Public Contracts Unit via email at [IDHR_PublicContracts@illinois.gov](mailto:IDHR_PublicContracts@illinois.gov).
Q: I received a “Final Status” email notification telling me my application was approved. How do I get my IDHR Eligible Bidder/Public Contractor certificate?

A: After you have received email notification that your submission has been approved, monitor your email inbox for another email with the subject, “Your License/Permit Was Issued”. This second email from the ELP portal will include a link for you to log back in to your online account to generate and download your IDHR Eligible Vendor/Public Contractor certificate.

ELP allows you to log in to your account at any time to access the electronic version of your IDHR Eligible Vendor/Public Contractor certificate.

If you are unable to download your certificate, you may email IDHR.PublicContracts@illinois.gov for additional assistance.

Q: Why are there new questions in IDHR’s registration process?

A: The new questions provide IDHR with additional information to monitor vendor compliance with the Illinois Human Rights Act.

Q: I received a rejection notice regarding my application. How will my $75 registration fee be refunded?

A: Your $75 registration fee and associated administrative and credit card processing fees were processed via JetPey through the ELP. If a submission is rejected and you are unable to resolve the reason for its rejection with the Public Contracts Unit, IDHR processes associated refunds to the credit card used in the original transaction within 2-3 business days. The administrative fee of $5 and the original credit card processing fee of $1.80 are not refundable.

Q: What is the cost of registering my primary business or an additional location?

A: PC1 / PC1 Renewal application to secure or renew an Eligible Bidder/Public Contractor Number for a primary business or headquarters costs $81.80 (a $75 registration fee plus a $5 administrative fee and credit card processing fee of $1.80).

PC1-A / PC1-A Renewal application to register a secondary or additional location under the same FEIN costs $6 per registration/location ($5 administrative fee and credit card processing fee of $1.00).
Q: I received an email I've never seen before, from "Illinois Licenses and Permits" (via noreply@lnpweb.com), claiming to be from the Illinois Department of Human Rights. Is this legitimate?

A: YES, this email is from the State of Illinois's new system for IDHR. IDHR's new portal to the online Illinois Enterprise Licensing and Permitting (ELP) system began notifying approximately 9,000 businesses that ELP is live. Notifications have been sent to all businesses or vendors with a current IDHR Number, inviting you to follow the prompts and activate your new account in the system. This does NOT change your IDHR Number or affect its expiration date. ELP allows you to activate your new account and revisit your current IDHR Number, renew online, and/or change or update its information. **If your business or company has an existing IDHR Number, DO NOT create a New Account in ELP.** Again: Email notifications were sent to the email address registered with current IDHR Numbers; and, businesses who cannot locate or access this email may contact our Public Contracts Unit for assistance.

If you are a first-time applicant, NOT a business with a current IDHR Number, you may create a New Account in the ELP! Revisit this User Guide section on page 7.

Q: How do I update my registration information if I've had a change of company address, company name, or other information?

A: To update information on an existing IDHR Number, such as address, company name, or contact information, access the links on IDHR’s website page "Where To Start?". See also the previous pages related to Account Updates.
Technical Support and IDHR Registration Support

Q: Where do I turn for technical support with my ELP profile or online account?
A: To access technical support with the ELP in creating a new account or account activation, contact ELP’s OneSupport team at ELP.IL.DHR@onesupport.com or by calling (855) 635-7669 during regular business hours.

Q: Where do I turn with questions regarding my business registration in the ELP?
A: Please use this User Guide to search for any questions or submission/application information that may answer your question. If you have a unique question specific to your application or business registration, you can contact IDHR’s Public Contracts Unit at IDHR.PublicContracts@illinois.gov or by calling (312) 814-2431 during regular business hours.

NOTE: IDHR’s Public Contracts Unit is a relatively small team and we respond to inquiries as quickly as possible and in the order in which they are received.