



State of Illinois
Department of Human Rights



USER GUIDE

IDHR Eligible Bidder / Public Contractor Online Registration & Renewal

Illinois Enterprise Licensing and Permitting (ELP)

May 2021 v3

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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.

What you'll
need before
starting your
application

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.

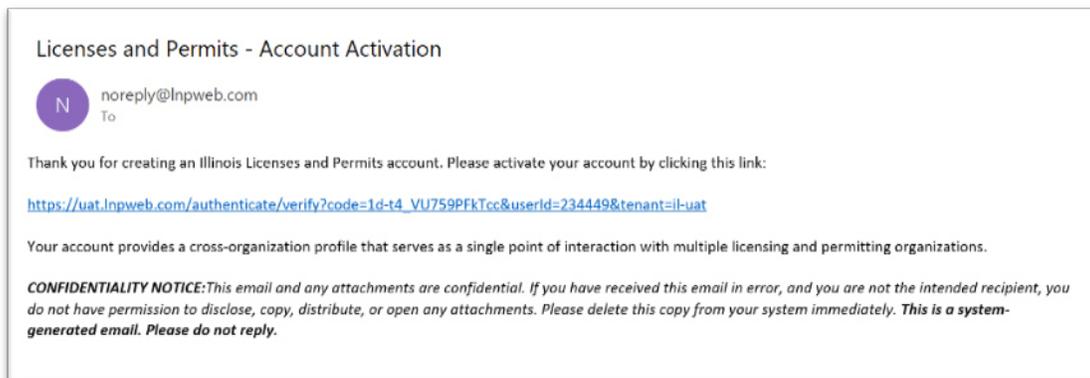
To connect with a member of IDHR's Public Contracts Unit with questions specific to your license or application, email IDHR.PublicContracts@illinois.gov.

Pointers
to support
your online
experience

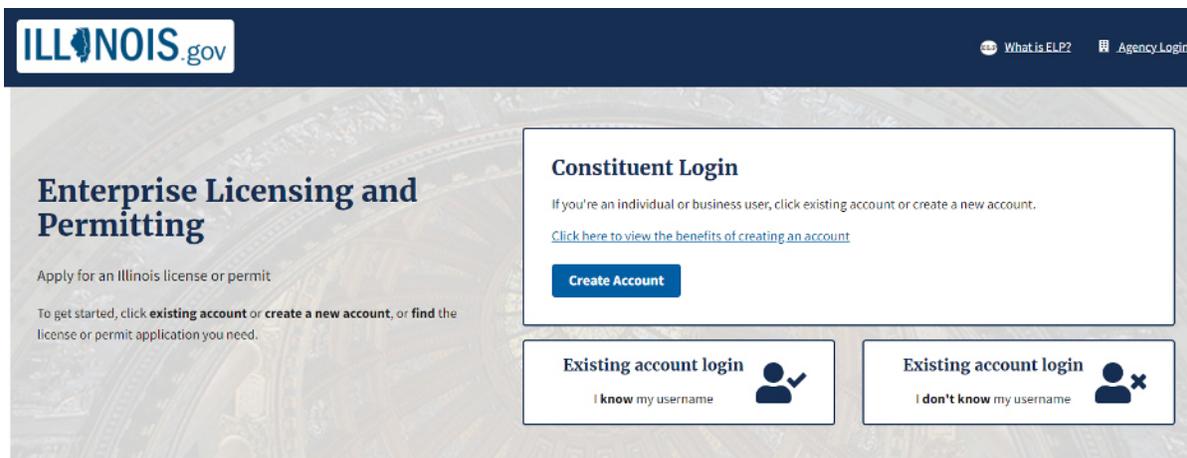
Creating and/or Activating Your Online Account

IMPORTANT: IF your business has an existing and current IDHR Number, an account has already been established for you in ELP and you DO NOT need to create a New Account. 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. See the following page for User Verification steps.

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 \(lnpweb.com\)](https://illinois.lnpweb.com/) or to <https://illinois.lnpweb.com/>.** When you arrive, you will see the Constituent Login and account creation links to start.



Verifying Your User Account **

**** For businesses with an existing or lapsed IDHR number who also know the email address associated with your license**

With the set-up of the Enterprise Licensing and Permitting system (ELP), your business's current or prior license has had an online account established for you; however, you will need to know the email address that was associated with your prior registration in order to access your account. This is the email address to which all updates and notifications are sent automatically, for renewal, account verification, and password reset actions, among others.

If you know this email address and have access to it, but you do NOT know your USER NAME, the following steps allow you to verify whether your account/username is active.

First, go to the main website for ELP: <https://illinois.inpweb.com/>

Then, click on **“Existing account login – I do not know my username”**

- ELP uses this option to determine the status of your account/username. You will receive an email which will list your account/username and whether it is active or inactive.
- Enter your email address (or the address tied to your account, if you have access to it)
- Click “I’m not a robot”
- Click “Submit”
- Check your inbox and/or spam for the email.

If the email indicates that your account/username is Inactive, then continue with “Verify Account” below. This will email a link where you can activate your account/username and set your password. Click on “Verify Account” on the right-hand side of the screen.

The “Verify Account” link will bring you to the **Verify Account screen**.

- Enter your Username
- Your Username is your License Nbr/DHR Eligibility Nbr without the suffix: 0000 and not 0000-01, 0000-02
- Click “I’m not a robot”
- Click “Submit”
- If your account is inactive, you will receive a new activation email notification.
- Click the link provided in the activation email. Follow the prompts to create a password.
- If our account is already active, you will not receive a new activation email notification.
 - In this case, login with your login/password. If you forgot either, use the “Existing account login – I don’t know my username” or “Forgot your password?”

(Continued)

Once your account password is setup, try logging into your account.

- Go to the main website: <https://illinois.inpweb.com/>
- Click on “Existing account login – I know my username”
 - Enter your username (as noted above, based on your license number)
 - Enter your password
 - Click “Sign In”
- You should next see your account profile which contains your information, submissions, licenses, and documents you may have uploaded.

The screenshot shows the Illinois Enterprise Licensing and Permitting website. At the top left is the 'ILLINOIS.gov' logo. At the top right are links for 'What is ELP?' and 'Agency Login'. The main content area has a background image of a city street. On the left, the heading 'Enterprise Licensing and Permitting' is followed by the text 'Apply for an Illinois license or permit' and 'To get started, click existing account or create a new account, or find the license or permit application you need.' On the right, there is a 'Constituent Login' box with the text 'If you're an individual or business user, click existing account or create a new account.' and a link 'Click here to view the benefits of creating an account'. Below this is a blue 'Create Account' button. At the bottom, there are two boxes for 'Existing account login'. The first box is for 'I know my username' and the second is for 'I don't know my username', each with a corresponding user icon.

Q Find Application

To find an application you are interested in, please use the 'Find my application' field below. Search by the application name, the agency name, and agency abbreviation. For example, you can search by 'Department of Agriculture' or the agency abbreviation of 'DOA'. You can also look up applications by their name or a related phrase, then sort those results or simply click the application name you are interested in to launch it.

Verifying your user account

If you are a **NEW user and you do not have an IDHR Number**, use the Create Account option, select Business, and follow the prompts.

Create Account

Already have an account?
Click here to login. 

Please choose from one of the options below and fill out the information to create a personal or business account. Then click Submit to receive an activation email.

Required - indicates a required field

Account Type *Required*

<p>Personal </p> <p>Select this option if you are creating an account for yourself for personal use.</p>	<p>Business </p> <p>Select this option if you are creating an account for your personal business or on behalf of a business you represent.</p>
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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

Enter the information below to recover your Username

Required - indicates a required field

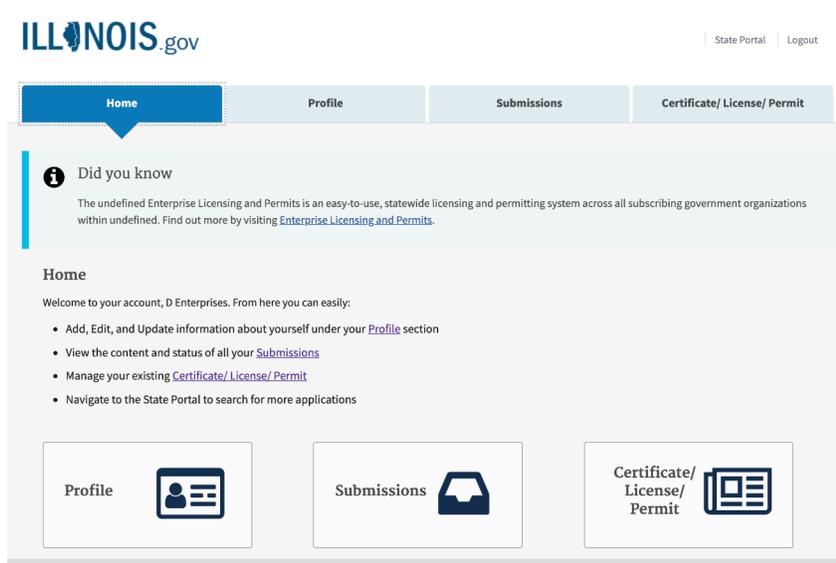
Email Address *Required*

I'm not a robot 
reCAPTCHA
Privacy - Terms

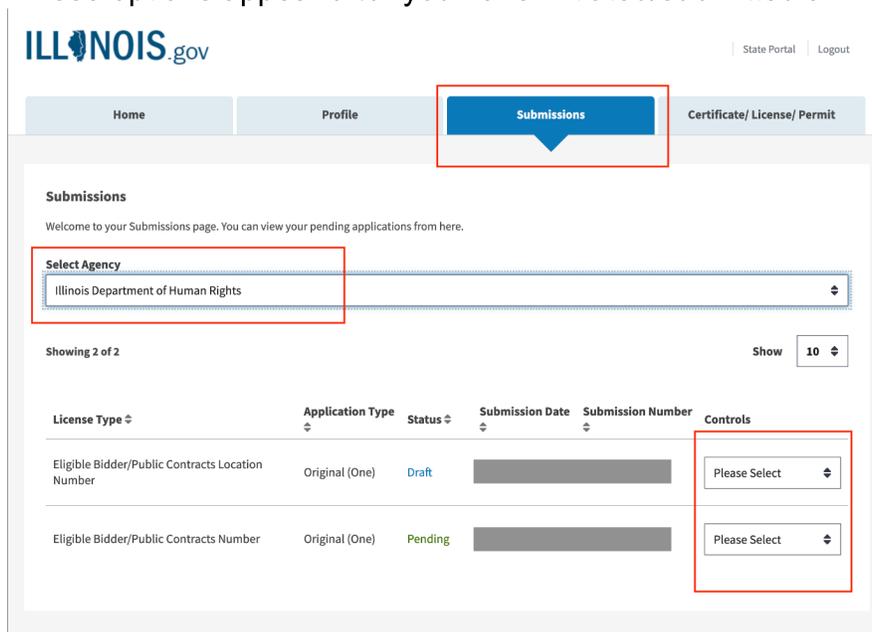
Remember: to access **technical support** with the ELP in creating a new account or activating your account, contact ELP's OneSupport team at ELP.IL.DHR@onesupport.com.

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.

“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).

First-Time Registration

Click to access the online
PC1 Form

Renewal Registration

Click to access the online
PC1 Renewal Form

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).

New Location Registration

Click to access the online
PC1-A Form

Renew Location Registration

Click to access the online
PC1-A Renewal Form

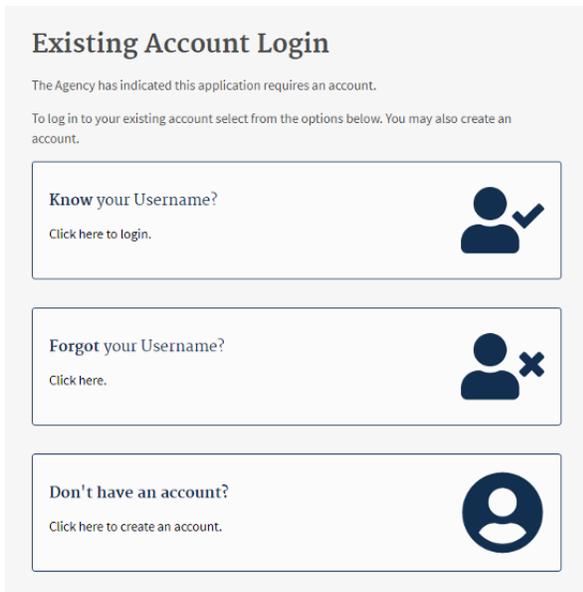
“Where to Start?” - Which form do I need?

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.



Existing Account Login

The Agency has indicated this application requires an account.

To log in to your existing account select from the options below. You may also create an account.

- Know your Username?**
Click here to login. 
- Forgot your Username?**
Click here. 
- Don't have an account?**
Click here to create an account. 



ILLINOIS.gov

Sign in with your username and password

Username

Password

[Forgot your password?](#)

Sign in

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.

Where To Start?

Confirm which IDHR Form/
Registration You Need

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

The screenshot shows the top navigation bar with the Illinois Department of Human Rights logo and the text "Illinois Department of Human Rights". On the right, it says "Welcome, Tim EPA | Illinois Department of Human Rights | Logout". Below the navigation bar is a horizontal menu with seven tabs: "Information Collection" (highlighted in blue), "Questions & Fees", "Document Upload", "Information Summary", "Electronic Signature", "Payment", and "Confirmation". The main content area displays the title "Employer Report Form (Form PC1)" and a sub-section "Single Location / Head Quarters Only". A link for more information is provided: <http://www.illinois.gov/dhr/publiccontracts>. The main text explains that this form is for businesses applying for or renewing an IDHR Eligibility Number, which costs \$75 and expires in five years. It also states that if a business has multiple locations, only one fee is required. The form is required for businesses that are awarded a State contract or bid opening for State contracts for construction or construction-related services, or if they are directed to file by a contracting agency of the State of Illinois. The text concludes by stating that payment must be made by credit card and that applications without an approved form of payment will be returned unprocessed.

PC1 Form Section

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.

Business Information	
Business Name <i>Required</i>	<input type="text" value="Tim EPA"/>
DBA Name	<input type="text"/>
Federal/Employer ID Number <i>Required</i>	<input type="text" value="23-4234234"/>
State Tax ID Number	<input type="text"/>
Phone <i>Required</i>	<input type="text" value="(232) 423-4234"/>
Alternate Phone	<input type="text"/>
Email Address <i>Required</i>	<input type="text" value="Tim.Piekarski@egov.com"/>
Confirm Email Address <i>Required</i>	<input type="text"/>
Alternate Email	<input type="text"/>

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.

Business Mailing Address	
Address Line 1 <i>Required</i>	<input type="text"/>
Address Line 2	<input type="text"/>
City <i>Required</i>	<input type="text"/>
State <i>Required</i>	<input type="text" value="Please Select"/>
Zip Code <i>Required</i>	<input type="text"/>
County <i>Required</i>	<input type="text" value="Please Select"/>

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.

Business Physical Address

Same as Mailing Address

Address Line 1 *Required*

Address Line 2

City *Required*

State *Required*

Zip Code *Required*

County *Required*

Enter the **Business Contact Information**. Provide the information for the contact individual for this application/submission. Click Save & Finish as indicated.

Business Contact Information

Icon Key -

Options and Control Types

 - Edit  - Delete

Title	First Name	Last Name	Phone Number	Email Address
No Entries				

Title *Required*

First Name *Required*

Last Name *Required*

Phone Number *Required*

Email Address *Required*

Save & Add More
Save & Finish

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.

Questions

GENERAL INFORMATION

Briefly describe the work of the business, including the type of product/services that the company provides. *Required*

5000 of 5000 remaining

Is the company a federal contractor subject to Executive Order No. 11246 as amended? *Required*

Yes No

For Corporate Headquarters/Primary Locations

Is the company the corporate headquarters of a company? *Required*

Yes No

Is the company the primary location of the business? *Required*

Yes No

Is the company a parent of another company? *Required*

Yes No

If you answer Yes to any of the preceding three questions, provide the contact information for any subsidiaries or related locations.

If yes to any of the above, state the name, address and contact information of any subsidiary companies and/or all company locations.

Icon Key

Options and Control Types

Edit Delete

Name	Address	Contact Information
<i>No Entries</i>		
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		
Name	Address	Contact Information

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.

Are the subsidiary companies and/or all company locations using the same FEIN number as the Corporate Headquarters/Primary Location? *Required*
 Yes No

Questions for Subsidiary Companies

Is the company a subsidiary of another company? *Required*
 Yes No

Questions for Affiliate Companies

Is the company an affiliate of another company? *Required*
 Yes No

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

State the name, address and contact information of any subsidiary companies and/or all company locations, if applicable

Icon Key

Options and Control Types

Edit Delete

Name	Address	Contact Information
No Entries		

< >

Name

Address

Contact Information

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.

State the FEIN number of all subsidiary companies and/or all company locations. If known, has the FEIN number(s) changed? Provide the FEIN numbers over the past five years.

5000 of 5000 remaining

If you have subsidiaries with an IDHR Eligibility Number, provide that information in the following section, as shown.

If known, what is the Eligible Bidder/Public Contractor Number of the subsidiary companies and/or all company locations, and the date the Eligible Bidder/Public Contractor Numbers were issued.

Icon Key

Options and Control Types

 Edit  Delete

Eligible Bidder/Public Contractor Nbr.	Date of Issue
No Entries	

Eligible Bidder/Public Contractor Nbr.

Date of Issue 

MM/DD/YYYY

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.

Does the company operate from more than one Illinois location? *Required*

Yes No

PERSONNEL POLICIES, PRACTICES AND PROCEDURES

Does the company have a written affirmative action plan? *Required*

Yes No

Upload Affirmative Action Plan in the document upload page. *Required*

Does the company have an EEO policy? *Required*

Yes No

Does the company have a sexual harassment and retaliation policy pursuant to the requirements under Section 2-105(A)(4) of the Act? *Required*

Yes No

Did the company post a notice containing the requirements under Section 2-102(K)(1) of the Act summarizing the right to be free from unlawful discrimination, sexual harassment and to certain reasonable accommodations, and information pertaining to filing a charge, in a conspicuous location, on the employer’s premises where notices to employees are customarily posted?

Please answer Yes or No to the above. *Required*

Yes No

Does the company have an employer handbook containing the requirements under Section 2-102(K)(1) of the Act, informing employees of their rights under the Act, including the right to be free from unlawful discrimination and sexual harassment, the right to certain reasonable accommodations, and information pertaining to filing a charge?

Please answer Yes or No to the above. *Required*

Yes No

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.

Did the business comply with the sexual harassment training requirements under Section 109(B) of the Act by using the model sexual harassment prevention training program published on the Department’s website? *Required*

Yes No

Did the business comply with the sexual harassment training requirements under Section 109(B) of the Act by using its own program that equals or exceeds the minimum standards set forth under Section 2-109(B)? *Required*

Yes No

Please state whether the business provided the sexual harassment training in the calendar year beginning on January 1, 2020 through December 31, 2020, and for each subsequent calendar year after that to the present time. *Required*

Yes No

Supplemental Sexual Harassment Training for Bars and Restaurants

If the business is a "bar or restaurant", did the business comply with the sexual harassment training requirements for bars and restaurants under Section 2-110(C) of the Act by using the supplemental model training program on the Department’s website? *Required*

Yes No

Upload the company’s supplemental sexual harassment training for bars and restaurants . (Required)

COMPLAINTS OF UNLAWFUL DISCRIMINATION

Within the past three years, has the company been declared ineligible for any public contract based on a finding of unlawful discrimination? *Required*

Yes No

During the past three years, has an employee filed a complaint of unlawful discrimination with the United States Equal Employment Opportunity Commission, the Department, or other governmental entity against any locations in the company? *Required*

Yes No

During the past three years, has an employee filed an internal complaint of unlawful discrimination with the company? *Required*

Yes No

If the company had an adverse judgment or administrative ruling against it in the preceding year for the following time frames, did the company disclose it to the Department, pursuant to Section 2-108 of the Act: *Required*

Yes No

- For the Calendar Year (CY) Jan. 1, 2019 to Dec. 31, 2019, reportable October 31, 2020.
- For the Calendar Year (CY) Jan. 1, 2021 to Dec. 31, 2021, reportable July 1, 2021.
- For the Calendar Year (CY) Jan. 1, 2022 to Dec. 31, 2022, reportable July 1, 2022.
- For the Calendar Year (CY) Jan. 1, 2023 to Dec. 31, 2023, reportable July 1, 2023.

Was there any equitable relief ordered? *Required*

Yes No

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.

WORKFORCE DEMOGRAPHICS

All Companies must complete the below section

How many employees do you have? *Required*

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.

Options and Control Types

 - Edit  - Delete

# White Males	# Black Males	# Hispanic Males	# Asian/Pacific Islander Males	# American Indian Males	# Other Males
No Entries					

◀ ▶

White Males *Required*

Black Males *Required*

Hispanic Males *Required*

Asian/Pacific Islander Males *Required*

American Indian Males *Required*

Other Males *Required*

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.

# White Females	# Black Females	# Hispanic Females	# Asian/Pacific Islander Females	# American Indian Females	# Other Females
No Entries					
<input type="text"/>					
# White Females <i>Required</i>	<input type="text"/>				
# Black Females <i>Required</i>	<input type="text"/>				
# Hispanic Females <i>Required</i>	<input type="text"/>				
# Asian/Pacific Islander Females <i>Required</i>	<input type="text"/>				
# American Indian Females <i>Required</i>	<input type="text"/>				
# Other Females <i>Required</i>	<input type="text"/>				
<input type="button" value="Save & Add More"/> <input type="button" value="Save & Finish"/>					

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).

Summary		
Form Number PC1		Application/Permit Amount
Application Fee		
Application Fee Name <small>Required</small>	Application Fee	
Registration Fee	\$75.00	
		Application Fee Total
		\$75.00
		Application Grand Total
		\$75.00

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.)

Document Upload

Attach/Upload the following documents below:

1. Disclosure Document - attach your companies Affirmative Action Plan
2. Disclosure Document - attach your companies EEO Policy
3. Disclosure Document - attach your companies Sexual Harassment and Retaliation Policy
4. Disclosure Document - attach your companies Sexual Harassment Training Program
5. Disclosure Document - attach your companies Supplemental Sexual Harassment Training for Bars and Restaurants

NOTE: click the Save button after each upload

File size and type limitations per attachment: 10 MB for csv, doc, docx, jpg, jpeg, png, pdf, txt, xls, xlsx.

Disclosure Document

Disclosure Document

Disclosure Document

You're almost done! Review the **Information Summary** page to be sure you have provided the correct answers and information for your business.

Information Summary

Here you can review the information entered in the application. Select Edit to make updates or changes to the information entered. If everything looks good, select the action button below to continue with the submission of your application.

Application Information

Agency: Illinois Department of Human Rights

Form Number: PC1

License Type: Eligible Bidder/Public Contracts Number

Application Type: Original (One)

Application Title: Employer Report Form (Form PC1)

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.

Information Collection
Questions & Fees
Document Upload
Information Summary
Electronic Signature
Payment
Confirmation

Employer Report Form (Form PC1)

For more information visit:
<http://www.illinois.gov/dhr/publiccontracts>

Single Location / Head Quarters Only

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 by a contracting agency of the State of Illinois, any of its political subdivision, municipal corporations, 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 750.210 (a). The information is necessary to accomplish the statutory purpose set forth in the Illinois Human Rights Act, 775ILCS5/1-101et 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 www.illinois.gov/dhr/publiccontracts for additional information.

Electronic Signature

I certify that the information provided in this report, and in any attachments thereto, is true and accurate to the best of my knowledge and belief. The employer filing this report agrees to conform with the requirements set forth in the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the rules and regulations of the Department of Human Rights. I am authorized to sign this form on behalf of the employer. *Required*

Please enter your name in the field below. *Required*

Cancel
Back
Save and Exit
Pay by Credit Card

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.

The screenshot shows the ILLINOIS.gov payment interface. At the top, there are four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Payment Type' step is currently active.

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
202050	Registration Fee	\$75.00	1	\$75.00
4	Online Application Fee	\$5.00	1	\$5.00
JetPay Fee	JetPay Fee	\$1.80	1	\$1.80
Total				\$81.80

Payment

Payment Type ✔

Credit Card

Transaction Summary

3 Items	\$81.80
TOTAL	\$81.80

Need Help?
 Please complete the Customer Information Section

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@lnpweb.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: **TimEPA**
 Transaction Number: **800126263**
 Transaction Date: **03/12/2021 08:51 AM**
 Payment Name: **Tim Piek**
 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

ILLINOIS DEPARTMENT OF
Human Rights Illinois Department of Human Rights

Welcome, Tims Service Company | Illinois Department of Human Rights | Logout

Information Collection | Questions & Fees | Document Upload | Information Summary | Electronic Signature | Payment | Confirmation

Employer Location Report Form (Form PC-1A)

For more information visit: <http://www.illinois.gov/dhr/publiccontracts>

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 which are non-corporate headquarters/non-primary business locations seeking to obtain or renew an IDHR Location Number through the IDHR Number of the corporate entity or primary business location. The 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 filed 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 Numbers expire five years after the date of issue and may be renewed when the corporate entity IDHR Number is renewed. You must have an IDHR Number or an IDHR Location Number if your company wants to be eligible to bid on state contracts or be awarded a public contract, 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 by a contracting agency of the State of Illinois, any of its political subdivision, municipal corporations, 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 750.210 (a). The information is necessary to accomplish the statutory purpose set forth in the Illinois Human Rights Act, 775ILCS/1-101et 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

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.

Business Information	
Business Name <i>Required</i>	<input type="text" value="Tim EPA"/>
DBA Name	<input type="text"/>
Federal/Employer ID Number <i>Required</i>	<input type="text" value="23-4234234"/>
State Tax ID Number	<input type="text"/>
Phone <i>Required</i>	<input type="text" value="(232) 423-4234"/>
Alternate Phone	<input type="text"/>
Email Address <i>Required</i>	<input type="text" value="Tim.Piekarski@egov.com"/>
Confirm Email Address <i>Required</i>	<input type="text"/>
Alternate Email	<input type="text"/>

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.

Business Mailing Address	
Address Line 1 <i>Required</i>	<input type="text"/>
Address Line 2	<input type="text"/>
City <i>Required</i>	<input type="text"/>
State <i>Required</i>	<input type="text" value="Please Select"/>
Zip Code <i>Required</i>	<input type="text"/>
County <i>Required</i>	<input type="text" value="Please Select"/>

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.

Business Physical Address

Same as Mailing Address

Address Line 1 *Required*

Address Line 2

City *Required*

State *Required*

Zip Code *Required*

County *Required*

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.

Business Contact Information

Icon Key

Options and Control Types

Edit Delete

Title	First Name	Last Name	Phone Number	Email Address
No Entries				

◀ ▶

Title *Required*

First Name *Required*

Last Name *Required*

Phone Number *Required*

Email Address *Required*

Save & Add More
Save & Finish

Cancel
Save and Exit
Save and Continue

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.

Questions

GENERAL INFORMATION

Eligible Bidder Number of Corporate Headquarters/Primary Location. Required

5000 of 5000 remaining

FEIN Number of the Corporate Headquarters/Primary Location. Required

5000 of 5000 remaining

Next, provide the contact information on your PC1 registration for your primary business/ headquarters. Again, this may repeat information you have provided - please confirm.

Name	Address	Contact Information
No Entries		
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		
<p>Name Required</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>		
<p>Address Required</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>		
<p>Contact Information Required</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>		
<div style="background-color: #1a3d4d; color: white; padding: 5px; display: inline-block; border: 1px solid #1a3d4d;">Save & Add More</div>		<div style="background-color: #1a3d4d; color: white; padding: 5px; display: inline-block; border: 1px solid #1a3d4d;">Save & Finish</div>

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.

Has the company used the Eligible Bidder Number of the Corporate Headquarters/Primary Location in the past to bid on a public contract? *Required*

Yes No

Has the company used the Eligible Bidder Number of the Corporate Headquarters/Primary Location in the past where a public contract was awarded? *Required*

Yes No

Briefly describe the work the business, including the type of product/services that the company provides. *Required*

5000 of 5000 remaining

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.

5000 of 5000 remaining

Is the company a federal contractor subject to Executive Order No. 11246, as amended? *Required*

Yes No

Provide the company's FEIN numbers over the past five years. *Required*

5000 of 5000 remaining

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.

For Corporate Headquarters/Primary Location

Is the company the corporate headquarters of a company? *Required*

Yes No

Is the company the primary location of the business? *Required*

Yes No

Is the company a parent of another company? *Required*

Yes No

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.

If yes to any of the above, if applicable, state the name, address and contact information of any subsidiary companies and/or all company locations.

Icon Key -

Options and Control Types

 - Edit  - Delete

Name	Address	Contact Information
<i>No Entries</i>		

Name

Address

Contact Information

Save & Add More
Save & Finish

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.

Are the subsidiary companies and/or all company locations using the FEIN number as the Corporate Headquarters/Primary Location? *Required*

Yes No

Questions for Subsidiary Companies

Is the company a subsidiary of another company? *Required*

Yes No

State the FEIN number of the corporate headquarters/parent company and/or primary location of the company. If known, provide the FEIN numbers of the corporate headquarters/parent company and/or primary location of the company over the past five years. *Required*

5000 of 5000 remaining

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.

Eligible Bidder/Public Contractor	Date of Issue
<i>No Entries</i>	
<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>	
<p>Eligible Bidder/Public Contractor <i>Required</i></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
<p>Date of Issue <i>Required</i></p> <div style="display: flex; align-items: center;"> <input style="border: 1px solid #ccc; width: 80px; height: 20px; margin-right: 5px;" type="text"/> </div> <p style="font-size: small; margin-top: 2px;">MM/DD/YYYY</p>	
<div style="display: flex; justify-content: space-between;"> <div style="background-color: #003366; color: white; padding: 5px 15px; border-radius: 3px; cursor: pointer;">Save & Add More</div> <div style="background-color: #003366; color: white; padding: 5px 15px; border-radius: 3px; cursor: pointer;">Save & Finish</div> </div>	

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.

Questions for Affiliate Companies

Is the company an affiliate of another company? *Required*

Yes No

State the FEIN number of the corporate headquarters/parent company and/or primary location of the company. If known, provide the FEIN numbers over the past five years. *Required*

5000 of 5000 remaining

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.

Eligible Bidder/Public Contractor	Date of Issue
No Entries	
<div style="display: flex; justify-content: space-between; width: 100%;">◀▶</div>	
Eligible Bidder/Public Contractor	
Date of Issue	
<input type="text"/>	
MM/DD/YYYY	
Save & Add More	Save & Finish

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.

PERSONNEL POLICIES, PRACTICES AND PROCEDURES

Does the company have a written affirmative action plan? *Required*

Yes No

Does the company have an EEO policy? *Required*

Yes No

Does the company have a sexual harassment and retaliation policy pursuant to the requirements under Section 2-105(A)(4) of the Act? *Required*

Yes No

Did the company post a notice containing the requirements under Section 2-102(K)(1) of the Act summarizing the right to be free from unlawful discrimination, sexual harassment and to certain reasonable accommodations, and information pertaining to filing a charge, in a conspicuous location on the employer’s premises where notices to employees are customarily posted?

Please answer Yes or No to the above. *Required*

Yes No

Does the company have an employer handbook containing the requirements under Section 2-102(K)(1) of the Act, informing employees of their rights under the Act, including the right to be free from unlawful discrimination and sexual harassment, the right to certain reasonable accommodations, and information pertaining to filing a charge?

Please answer Yes or No to the above. *Required*

Yes No

Does the company have a sexual harassment and retaliation policy pursuant to the requirements under Section 2-105(A)(4) of the Act? *Required*

Yes No

Did the business comply with the sexual harassment training requirements under Section 109(B) of the Act by using the model sexual harassment prevention training program published on the Department’s website? *Required*

Yes No

Upload the company’s sexual harassment training program. *Required*

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.

COMPLAINTS OF UNLAWFUL DISCRIMINATION

Within the past three years, has the company been declared ineligible for any public contract based on a finding of unlawful discrimination? *Required*

Yes No

During the past three years, has an employee filed a complaint of unlawful discrimination with the United States Equal Employment Opportunity Commission, the Department, or other governmental entity against any locations in the company? *Required*

Yes No

During the past three years, has an employee filed an internal complaint of unlawful discrimination with the company? *Required*

Yes No

If the company had an adverse judgment or administrative ruling against it in the preceding year for the following time frames, did the company disclose it to the Department, pursuant to Section 2-108 of the Act *Required*

Yes No

- For the Calendar Year (CY) Jan. 1, 2019 to Dec. 31, 2019, reportable October 31, 2020.

- For the Calendar Year (CY) Jan. 1, 2021 to Dec. 31, 2021, reportable July 1, 2021.

- For the Calendar Year (CY) Jan. 1, 2022 to Dec. 31, 2022, reportable July 1, 2022.

- For the Calendar Year (CY) Jan. 1, 2023 to Dec. 31, 2023, reportable July 1, 2023.

Was there any equitable relief ordered? *Required*

Yes No

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.

WORKFORCE DEMOGRAPHICS

All companies must complete this section.

How many employees do you have? *Required*

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.

# of White Males	# Black Males	# Hispanic Males	# Asian/Pacific Islander Males	# American Indian Males	# of Other Males
No Entries					
<input type="text"/>					
# of White Males <i>Required</i>					
<input type="text"/>					
# Black Males <i>Required</i>					
<input type="text"/>					
# Hispanic Males <i>Required</i>					
<input type="text"/>					
# Asian/Pacific Islander Males <i>Required</i>					
<input type="text"/>					
# American Indian Males <i>Required</i>					
<input type="text"/>					
# of Other Males <i>Required</i>					
<input type="text"/>					
<input type="button" value="Save & Add More"/>		<input type="button" value="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.

# White Females	# Black Females	# Hispanic Females	# Asian/Pacific Islander Females	# American Indian Females	# Other Females
No Entries					
<input type="text"/>					
# White Females <i>Required</i>					
<input type="text"/>					
# Black Females <i>Required</i>					
<input type="text"/>					
# Hispanic Females <i>Required</i>					
<input type="text"/>					
# Asian/Pacific Islander Females <i>Required</i>					
<input type="text"/>					
# American Indian Females <i>Required</i>					
<input type="text"/>					
# Other Females <i>Required</i>					
<input type="text"/>					
<input type="button" value="Save & Add More"/>		<input type="button" value="Save & Finish"/>			

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).

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).

Summary			
Form Number	PC-1A	Application/Permit Amount	
Application Fee			
Application Fee Name <i>Required</i>	Application Fee		
Registration Fee	\$0.00		
		Application Fee Total	\$0.00
		Application Grand Total	\$0.00

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.)

Document Upload

Attach/Upload the following documents below:

1. Disclosure Document - attach your companies Affirmative Action Plan
2. Disclosure Document - attach your companies EEO Policy
3. Disclosure Document - attach your companies Sexual Harassment and Retaliation Policy
4. Disclosure Document - attach your companies Sexual Harassment Training Program
5. Disclosure Document - attach your companies Supplemental Sexual Harassment Training for Bars and Restaurants

NOTE: click the Save button after each upload

File size and type limitations per attachment: 10 MB for csv, doc, docx, jpg, jpeg, png, pdf, txt, xls, xlsx.

Disclosure Document

Disclosure Document

Disclosure Document

Disclosure Document

Disclosure Document

You're almost done! Review the **Information Summary** page to be sure you have provided the correct answers and information for your business.

Information Summary

Here you can review the information entered in the application. Select Edit to make updates or changes to the information entered. If everything looks good, select the action button below to continue with the submission of your application.

Application Information

Agency: Illinois Department of Human Rights
Form Number: PC1
License Type: Eligible Bidder/Public Contracts Number
Application Type: Original (One)
Application Title: Employer Report Form (Form PC1)

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.

Information Collection	Questions & Fees	Document Upload	Information Summary	Electronic Signature	Payment	Confirmation
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Employer Location Report Form (Form PC-1A)

For more information visit:
<http://www.illinois.gov/dhr/publiccontracts>

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 which are non-corporate headquarters/non-primary business locations seeking to obtain or renew an IDHR Location Number through the IDHR Number of the corporate entity or primary business location. The 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 filed 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 Numbers expire five years after the date of issue and may be renewed when the corporate entity IDHR Number is renewed. You must have an IDHR Number or an IDHR Location Number if your company wants to be eligible to bid on state contracts or be awarded a public contract, 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 by a contracting agency of the State of Illinois, any of its political subdivision, municipal corporations, 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 750.210 (a). The information is necessary to accomplish the statutory purpose set forth in the Illinois Human Rights Act, 775ILCS5/1-101et 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 and signed. Please visit our website at www.illinois.gov/dhr/publiccontracts for additional information.

Electronic Signature

I certify that the information provided in this report, and in any attachments thereto, is true and accurate to the best of my knowledge and belief. The employer filing this report agrees to conform with the requirements set forth in the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the rules and regulations of the Department of Human Rights. I am authorized to sign this form on behalf of the employer. *Required*

Please enter your name in the field below. *Required*

Cancel

Back

Save and Exit

Pay by Credit Card

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.

The screenshot displays a payment interface with a progress bar at the top containing four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Customer Info' step is currently active.

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
4	Online Application Fee	\$5.00	1	\$5.00
	JetPay Fee	\$1.00	1	\$1.00
Total				\$6.00

Transaction Summary

2 Items	\$6.00
TOTAL	\$6.00

Need Help?
Please complete the Customer Information Section

Payment

Payment Type

Credit Card

Customer Information

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.

Confirmation

Congratulations, Tims Service Company! 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@lnpweb.com when the review is complete.

Transaction Summary

Agency: **Illinois Department of Human Rights**
 License Type: **Eligible Bidder/Public Contracts Location Number**
 Application Type: **Original (One)**
 Application: **Employer Location Report Form v1**
 Submission Number: **800126264**
 Submitted By: **TimDHR**
 Transaction Number: **800126265**
 Transaction Date: **03/12/2021 09:29 AM**
 Payment Name: **Tim Piek**
 Payment Type: **CC**
 Payment Method: **VISA: *1111**

Registration Fee:	\$0.00
Online Application Fee:	\$5.00
JetPay Fee:	\$1.00
Final Price:	\$6.00

Print Receipt

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.](#)

ILLINOIS.gov State of Illinois

Existing Account Login

The Agency has indicated this application requires an account.
To log in to your existing account select from the options below. You may also create an account.

- Know your Username?**
Click here to login.
- Forgot your Username?**
Click here.
- Don't have an account?**
Click here to create an account.

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.

Eligible Bidder Number (PC1) - Change of Company Name

Name Change Request for Registered Eligible Bidders

Business Information

Business Name *Required*
Tims Service Company

DBA Name

Account Update - Change of Name

The following sections ask you to confirm the Business Mailing Address and Physical Address (if different), as shown below.

Business Mailing Address	
Address Line 1 <i>Required</i>	<input type="text"/>
Address Line 2	<input type="text"/>
City <i>Required</i>	<input type="text"/>
State <i>Required</i>	<input type="text" value="Please Select"/>
Zip Code <i>Required</i>	<input type="text"/>
County <i>Required</i>	<input type="text" value="Please Select"/>

Business Physical Address	
<input type="checkbox"/> Same as Mailing Address	
Address Line 1 <i>Required</i>	<input type="text"/>

As part of your name change request, IDHR asks you to confirm the contact person for your registration.

Title <i>Required</i>	<input type="text" value="Please Select"/>
First Name <i>Required</i>	<input type="text"/>
Last Name <i>Required</i>	<input type="text"/>
Phone Number <i>Required</i>	<input type="text"/>
Alternate Phone Number	<input type="text"/>

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.

Has your FEIN Number changed? *Required*
 Yes No

If your FEIN Number has changed, you cannot submit a Name Change Form. You will have to submit a new PC1 registration under the new Company Name and FEIN *Required*

Former Company Name and Information

Business Name

Doing Business As

Address Line 1

New Company Name and Information

Business Name

Doing Business As

Address Line 1

Address Line 2

City/APO/DPO/FPO

State

Zip Code

County

Telephone Number

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!

The screenshot shows the Illinois Department of Human Rights web portal. At the top, there is a navigation bar with the IDHR logo and the text "Illinois Department of Human Rights". To the right, it says "Welcome, Tims Service Company | Illinois Department of Human Rights | Logout". Below the navigation bar is a series of tabs: "Information Collection", "Questions", "Document Upload", "Information Summary", "Electronic Signature" (which is highlighted), and "Confirmation". The main content area is titled "Eligible Bidder Number (PC1) - Change of Company Name" and has a subtitle "Name Change Request for Registered Eligible Bidders". Below this is a section titled "Electronic Signature" with a checkbox and the text: "I certify that the information provided in this report, and in any attachments thereto, is true and accurate to the best of my knowledge and belief. The employer filing this report agrees to conform with the requirements set forth in the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the rules and regulations of the Department of Human Rights. I am authorized to sign this form on behalf of the employer. Required". Below the checkbox is a text input field with the prompt "Please enter your name in the field below. Required". At the bottom of the form are three buttons: "Cancel", "Back", and "Save and Exit", and a "Submit" button.

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”.

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.

Eligible Bidder Number - Request to Relinquish / Inactivate

For more information visit: <http://www.illinois.gov/dhr/publiccontracts>

Eligible Bidder Number - Request to Relinquish

Questions

Provide the Eligible Bidder/Public Contractor Number you wish to relinquish. *Required*

5000 of 5000 remaining

Provide the reason why you wish to relinquish your Public Contractor Number. *Required*

5000 of 5000 remaining

Effective immediately, I wish to relinquish my "Public Contractor Number". *Required*

IDHR reserves the right to contact Bidders/Contractors who submit a relinquishment form to verify its information.

REQUEST TO REINSTATE: **Reinstate 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.

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](#) 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](#), 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.

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.

Q: How do I find my account number or verify my online account, if I know I have an IDHR Number and I have access to the email address associated with my license?

A: If you have access to the email address associated with your IDNR Number and prior license registration, figuring out your account ID and accessing it to verify status is easy. [Read the "Verifying Your User Account" in this guide - see page 8.](#)

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.

ILLINOIS DEPARTMENT OF
 **Human Rights**

**Illinois Department
of Human Rights**

Public Contracts Unit

100 West Randolph Street
Ste. 10-100
Chicago, IL 60601

Phone (312) 814-2431
TTY (866) 740-3953

www2.illinois.gov/dhr/PublicContracts