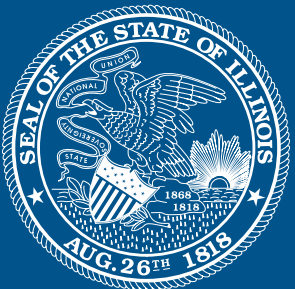# Equal Pay Registration Certification

Early 2025 Updates
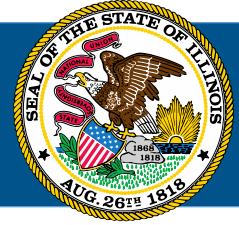
DOL.EPRC@illinois.gov

Hotline Phone 312-793-6797

About Illinois Department of Labor

❖ Charged with enforcing laws protecting workers' rights on the job.

❖ With offices in Chicago, Springfield, and Marion, IDOL enforces about 28 different workplace protections and safety standards.

❖ One of the laws IDOL enforces is the Illinois Equal Pay Act of 2003 ("IL EPA").

❖ IDOL cannot provide legal advice. Employers should consult their legal counsel to determine their duties under the law.

Why Are We Talking about the IL EPA?

❖ The IL EPA prohibits employers from paying people differently based on sex or race (African-American) for doing the same or substantially similar work in the same county.

❖ One tool that the State of Illinois uses to assess pay disparities is by collecting employer pay data via the Equal Pay Registration Certificate ("EPRC") program.

❖ In 2021, the Illinois Equal Pay Act was amended to require that as of March 2022, private businesses with 100 or more employees in Illinois must submit an application to obtain an EPRC by providing certain pay, demographic, and other data to IDOL every two years.

❖ In 2022, IDOL started notifying employers of their duty to obtain an EPRC, and by statute all employers were required to obtain an EPRC by March 2024 if they hadn't been required to do so before then.

Overview – Agenda

❖ EPRC Background + Main Takeaways

❖ EPRC after two years

❖ Basics Review, and What is Changing about EPRC?

❖ FAQs – see our website at **labor.Illinois.gov**

❖ We will finish with a question session.

Main Takeaways

❖ Employers with 100+ Illinois employees must register for EPRC and obtain certification every two years.

  ✓ An employer that obtained certification two years ago must renew registration, and should receive automatic notice through the IDOL portal system.

❖ Registration and certification must occur through a designated IDOL online portal.

❖ There are some updates to the pay data sought in EPRC and improvements to the EPRC system itself.

EPRC Statistics
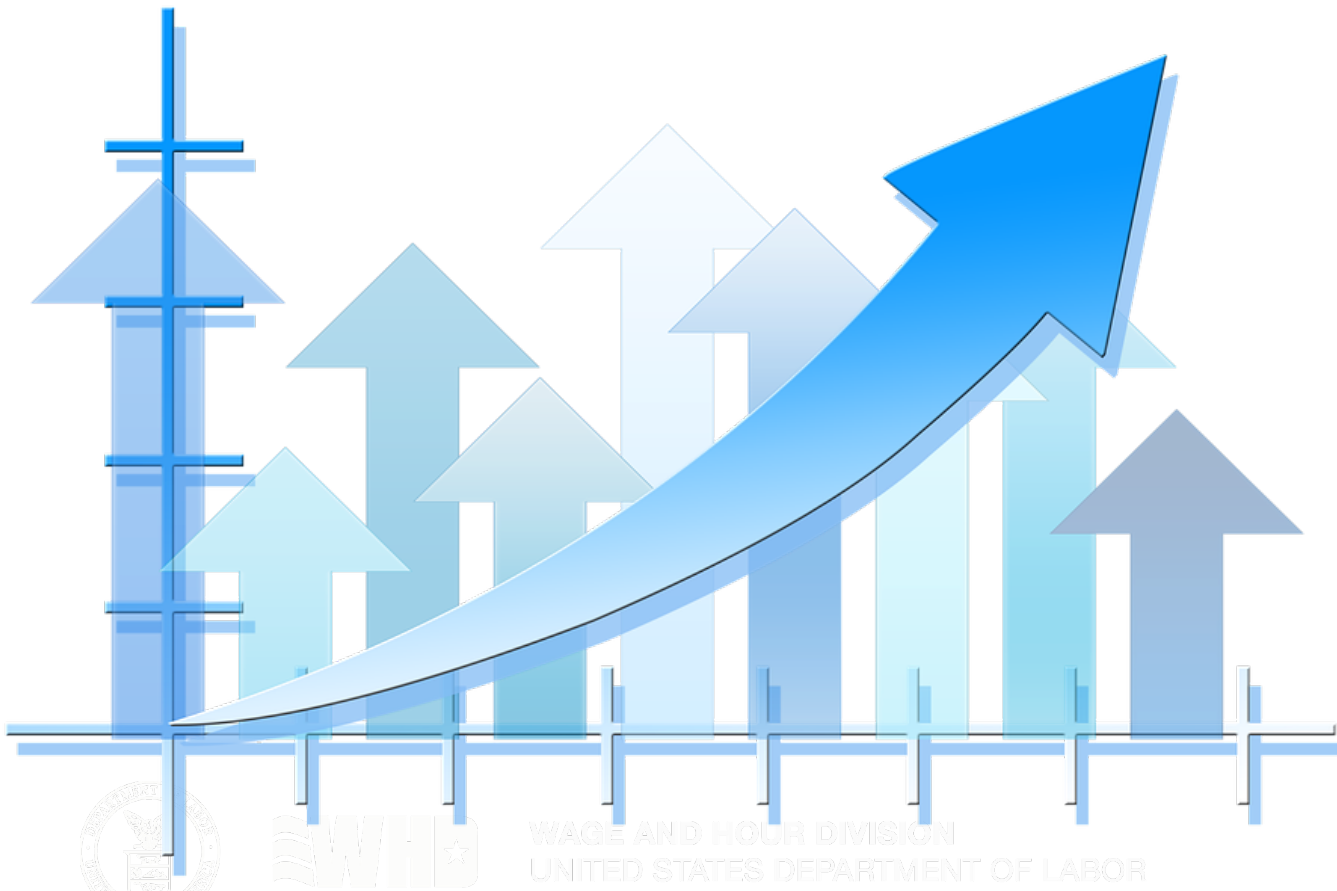
EPRC To Date

From 2022, when the EPRC requirement went into effect, to Spring 2025:

❖ Over 4800 employers with 100+ Illinois employees have submitted registrations to IDOL.

❖ Of those, IDOL has:

- Approved ≥ 4600 registrations

- Denied ≥ 240 registrations

❖ IDOL also has revoked 13 certifications.

Breakdown by Fiscal Year

❖ **FY2022:** 260 EPRC registrations submitted; 78 approved and 25 denied.

❖ **FY2023:** 860 EPRC registrations submitted; 793 approved and 62 denied.

❖ **FY2024:** 3,175 EPRC registrations approved and 89 denied; staff also revoked 12 registrations, and received an initial 102 recertifications.

Monthly Submissions

❖ In some months, only a handful of businesses submit EPRC registrations.

❖ In some months 500-1000 businesses submit them.

❖ There typically have been only a few IDOL staffers able to work on EPRC at a time.

 ✓ Each EPRC submission must be reviewed to ensure that data is readable and appears valid/complete.

 ✓ In early 2025, there are four staffers in the EPA unit to work on EPRC, and substantive pay disparity complaints, and Pay Transparency.

Enforcement Efforts

❖ Toward the latter part of FY 2024, IDOL began implementing compliance activity designed to encourage employers who had not responded to prior notice about EPRC requirements.

  ✓ Each employer first received Notice to Register

  ✓ Then each employer received a reminder Notice to Register

  ✓ If still not registered, IDOL sends Notice of Delinquency

  ✓ If still not registered, IDOL sends Notice of Violation

❖ FY2024 Notices of Violation = 15
❖ FY2025 Notices of Violation = 63 as of Spring 2025

Employee Data Requests
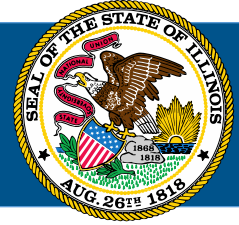
❖ IL EPA allows a current employee of an employer required to obtain an EPRC to request anonymized data for their job title or classification.

❖ Requests received to date:
- ✓ 2022 = 2
- ✓ 2023 = 13
- ✓ 2024 = 19
- ✓ 2025 = 4 as of Spring 2025

EPRC – How Employers Use It

EPRC Process Basics

❖ Review the process for registering for EPRC

❖ New data elements

❖ New submission/format options

❖ Recertification issues to note

Login Page

1. ### Creating an Illinois Public ID Account

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

   - To create an Illinois Public ID Account click
     https://accounts.illinois.gov/

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

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

2. ### Equal Pay Act Registration Portal

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

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

User Registration – First Time Only

All fields marked with asterisk(*) are required

First Name* : Your full first name

Last Name* : Your full last name

Email* : Primary email address for contacting you

Phone Number* : Primary phone number for contacting you

Equal Pay Registration

First Name*

Last Name*

Email*

Phone Number*

Submit

Add a Business – First Time Only

All fields marked with asterisk(*) are required

Employer Identification Number* : EIN issued by the IRS

After entering the EIN, click outside the box to proceed

Only pops up on first log in. Can also be accessed through Business Information page.

Equal Pay Registration

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

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

Employer Identification Number*

Add a Business (2)

All fields marked with asterisk(*) are required

Employer Identification Number* : EIN issued by the IRS

Business Name* : Legal name on file with the IRS

Address Line 1* : Street address of business headquarters

Address Line 2: Second line of street address *if necessary*

City, State, Zip Code* : City, state, zip code of the business headquarters

Equal Pay Registration

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

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

Employer Identification Number*

123456789

Business Name*

Address Line 1*

Address Line 2

City*, State*, Zip Code*   [IL ▼]

Submit

Add a Business (3)

This screen appears if the business has already been registered.

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

Equal Pay Registration

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

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

Employer Identification Number*

123456789

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

Submit

Home Page

New Submission –
Submit a new application for
an EPARC certificate

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

Submission History –
View all submissions
previously submitted for
your business

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

Equal Pay Registration

Powers, Alexander M. ▼

Home
Business Information
Submission History
Profile Information

820 ILCS 112/11

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

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

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

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

Learn more

New Submission

Business Information Page

Each business will start with its information expanded for easy viewing.

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

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

Submission History Page

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

Allows review of all submissions the user has ever started.

Click view to review the information in the submission.

Equal Pay Registration

Home
Business Information
Submission History
Profile Information

Submission History

Show 10 entries

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

Showing 1 to 3 of 3 entries

Previous 1 Next

Profile Information Page

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information

Confirm Business

If business information is correct, click Confirm to continue application

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

Equal Pay Registration

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

Confirm

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

Select Business

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

If you are submitting for a business not listed, you will need to add that business through the Business Information page

Equal Pay Registration

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

Business Name	Last 4 of EIN	
Fellowship of the Things	XX-XXX6178	Select
That One Guy LLC	XX-XXX6789	Select

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

Add Employees

All fields marked with asterisk(*) are required

First Name* : Employee first name
Last Name* : Employee last name
Last 4 of SSN* : Final 4 digits of employee SSN
Gender*: Employee gender
Race*: Employee race
Ethnicity*: Employee ethnicity
Wages* : Wages paid in previous calendar year, rounded to nearest hundredth dollar
Hire Date*: Date employee started in this position
Termination Date: Date employee stopped working in this position, for any reason (resignation, promotion, etc)
Job Classification*: EEO-1 Job Classification for employee's position
Job Title*: Payroll title for employee's position
Hours Worked*: Total Hours worked by that employee in the position. New for 2023.
County*: Illinois county in which employee performs the majority of their work

Hourly vs Salary*: Employee is paid Hourly or Salary

Hourly Rate: Employee is a paid at Base Hourly Rate

CBA Yes or No*: Employee is covered by a CBA Yes or No

New Data Fields

Full Import Process (1)

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

Requirements:

1. CSV File

2. Follow Template's Column Names

3. **Data in appropriate format (See Template)**

4. New Template available 3/1/2025

Equal Pay Registration

Import Process →

In order to properly import all of the employee data, you need to follow a very specific format. The file must be a .CSV file.
To ensure you are using the proper format, please download the template.

Download

To ensure data integrity, please make sure all columns are present. When you use the Excel template, provided in the download,
save it as a CSV before attempting an upload. The columns have dropdowns for specific fields, for data validation, that help those who manually enter the data.

Import File   Choose File   No file chosen

Upload

First Name*   Last Name*   Last 4 of SSN*

Full Import Process (2)

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

Requirements:

1. CSV File

2. Follow Template's Column Names

3. **Data in appropriate format (See Template)**

4. New Template available 3/1/2025

N	O	P
PaidHS	BaseHourlyRate	CBAYN
H		Y
S	0.00	N
Note: The Employee is paid Hourly (H) or Salary (S)?	Note: If Employee is Paid Hourly (H), provide decimal hourly rate. 0.00	Note: The Employee is covered by a CBA Yes(Y) or No(N)

New Data Fields

Full Import Process (3)

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

Requirements:

1. CSV File
2. Follow Template's Column Names
3. **Data in appropriate format (See Template)**
4. New Template available 3/1/2025

	A	B	C	D	E	F	G	H	I	J
	FirstName	LastName	SSN	Gender	Race	Ethnicity	Wages	HoursWorked	HireDate	TerminationDate
			Last 4 Digits Only	Female	American Indian or Alaskan Native alone	Hispanic or Latino	Round to nearest hundred dollars	Round to nearest hour	12/1/2020	12/1/2020
				Male	Asian alone	Not Hispanic or Latino				
				Non-Binary	Black or African American alone					
				Prefer not to identify	Hispanic or Latino of any race					
					Native Hawaiian or Other Pacific Islander Alone					
					White alone					
					Some other race alone					
					Two or more races					
					Prefers not to identify					
					Note: Race must match an option above exactly		Note: Must be a numeric entry	Note: Must be a numeric entry		

Note: After filling data in, delete all notes/options and save the file in the .csv format

	K	L	M	N	O	P
	JobClassification	JobTitle	County	PaidHS	BaseHourlyRate	CBAYN
	Executive/Senior Level Official or Manager			H	0.00	Y
	First/Mid-Level Official or Manager			S		N
	Professional					
	Technician					
	Sales Worker					
	Administrative Support Worker					
	Craft Worker (formerly Craft Worker (Skilled))					
	Operative (formerly Operative (Semi-skilled))					
	Laborer or Helper (formerly Laborer (Unskilled))					
	Service Worker					
	Note: Job Classification must match an option above exactly		Note: County means the Illinois county where the employee actually works or the Illinois county where the	Note: The Employee is paid Hourly (H) or Salary (S)?	Note: If Employee is Paid Hourly (H), provide decimal hourly rate. 0.00	Note: The Employee is covered by a CBA Yes(Y) or No(N)

New Data Fields

Saved Employee Details

Job Classification*

Job Title*   +   County*
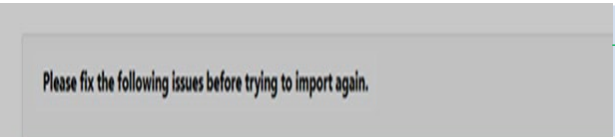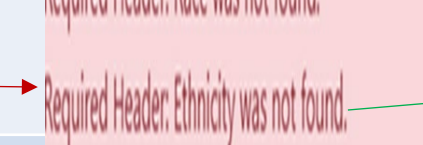
Save   Clear Form

Continue to Next Step

Employees

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

At the end of the page, we can see the saved employee details
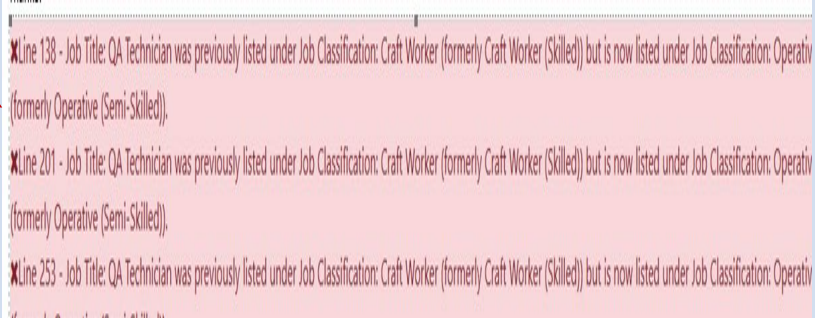Click on to edit or view the employee details
Click on Continue to Next Step to proceed
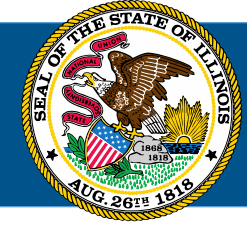
Common Data Upload Errors

Data Type	Error Message Looks Like	Cure	Looks like
Header	Please fix the following issues before trying to import again.	Header: copy and paste data into IDOL-provided template.	
Gender	✗Header: H is not recognized. ✗Required Header: WageTypeID was not found.	Gender must match exactly one of template options.	Female Male Non-Binary Prefer not to identify
Race	Required Header: Gender was not found. Required Header: Race was not found.	Race must match exactly one of template options.	American Indian or Alaskan Native alone Asian alone Black or African American alone Hispanic or Latino of any race Middle Eastern or North African Native Hawaiian or Other Pacific Islander Alone White alone Some other race alone Two or more races Prefers not to identify
Ethnicity	Required Header: Ethnicity was not found.	Ethnicity must match exactly one of template options.	Hispanic or Latino Not Hispanic or Latino
Wage/Hour	Required Header: Wages was not found.	Wage/Hour should be reporting a full year's wages and worked hours. Use Box 5 from W-2. Use numeric data rounded only to nearest hundred dollars (no cents, decimals, or $ sign).	

| Data Type	Error Message Looks Like	Cure	Looks Like
Job Classification	✗Line 138 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operativ (formerly Operative (Semi-Skilled)). ✗Line 201 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operativ (formerly Operative (Semi-Skilled)). ✗Line 253 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operativ	Each unique job title can only be assigned in one job classification. Job classification name must exactly match one of the template options (not one of the entries you made in a prior year's submission).	Executive/Senior Level Official or Manager First/Mid-Level Official or Manager Professional Technician Sales Worker Administrative Support Worker Craft Worker (formerly Craft Worker (Skilled)) Operative (formerly Operative (Semi-skilled)) Laborer or Helper (formerly Laborer (Unskilled)) Service Worker
Paid Hourly or Salary		Answer can only be H or S	
Base Hourly Rate		If employee is hourly, enter base rate in 00.00 decimal format, do not use $ signs. If employee is salaried enter 0.	
Collective Bargaining Agreement (CBA)?		CBA answer is only Y or N	

Other / Hidden Errors

Before uploading data, can users identify other errors not immediately visible in the Excel file??
YES, by opening the .csv file in notepad format and inspecting the entries closely.

Step 1: To review the .csv file in notepad version, locate the saved file.
Step 2: Before opening, right click on the file, choose Open With > Notepad.
Step 3: Review each line entered closely to find any spacing or comma errors,
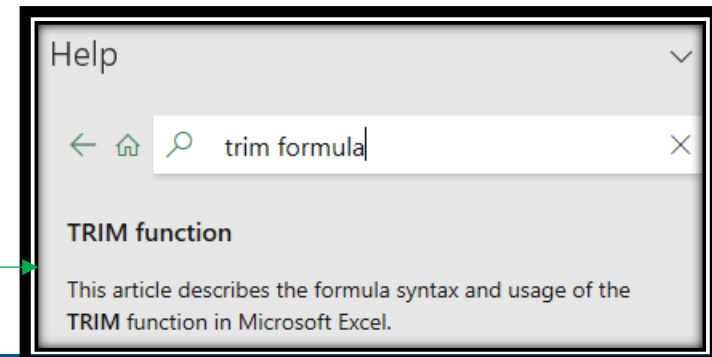   which cause the data to upload incorrectly.
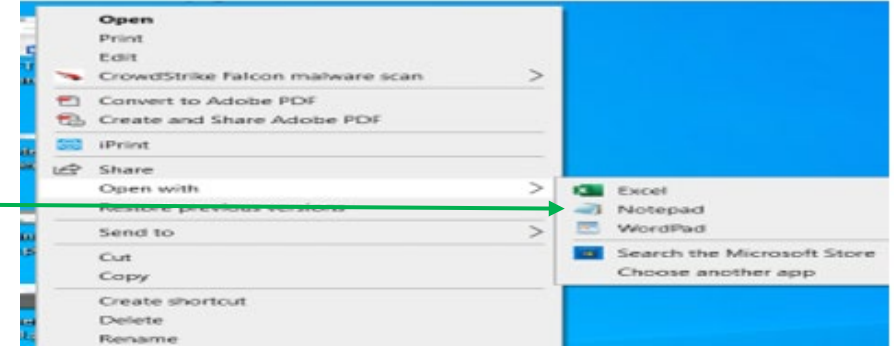
These errors are typically extra spaces and/or extra commas: such as ,H , in the PaidHS column instead of ,H,

This example file has spaces after Knox in the county column, and a space after each H or S in the PaidHS column.


```
obTitle,County,PaidHS,BaseHourlyRate,CRAYN
el Official or Manager,FSQA Manager,Knox   ,S ,0,N
(formerly Operative (Semi-skilled)),FSQA Supervisor,Knox   ,H ,23.50,N
erly Operative (Semi-skilled)),Quality Assurance Assistant,Knox   ,H ,21.50,N
formerly Operative (Semi-skilled)),Quality Assurance Assistant,Knox   ,H ,20.00,N
```

The cure for these errors:
1. *Manually clear the column, and then manually enter or paste just the text data.*
2. There is also a TRIM formula that can be used.
   (Search "Trim Formula" in Excel Help.)

Help

trim formula

TRIM function

This article describes the formula syntax and usage of the TRIM function in Microsoft Excel.

Required Compliance Statement

The business must file a Compliance Statement certifying that it follows state and federal laws related to pay, that women and employees in minority populations are not paid less for the same work as peers, that job opportunities are not limited by sex, and that the company reviews pay strategies and disparities and corrects the latter.

- From 2022 to June 2025, that required a business to download at template from the Department website, complete and sign it, and then upload it through the Department EPRC portal.
- The Compliance Statement is now web-based and completed electronically in the EPRC portal.

Equal Pay Registration

Equal Pay Act Registration Certificate Compliance Statement

This compliance statement shall be signed by a corporate officer, legal counsel, or authorized agent of the business for which this compliance statement is being submitted. For businesses that have more than one location in Illinois, this form shall be submitted only once, regarding all operations in Illinois.

Pursuant to the requirements of the Equal Pay Act of 2003(820 ILCS 112/11(c)(1)), as an authorized representative of **Flower shope 2**, hereby known as the "Business," I certify that:

1. The Business is in compliance with:

- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e)
- The Equal Pay Act of 1963 (29 U.S.C. § 206)
- The Illinois Human Rights Act (775 ILCS 5)
- The Equal Wage Act (820 ILCS 110); and
- The Equal Pay Act of 2003 (820 ILCS 112)

2. The average compensation for female and minority employees at the Business is not consistently below the average compensation for male and non-minority employees within each of the major job categories in the Employment Information Report (EEO-1), taking into account factors such as length of service, requirements of specific jobs, experience, skill, effort, responsibility, working conditions of the job, education or training, job location, use of a collective bargaining agreement, or other mitigating factors;

3. The Business does not restrict employees of one sex to certain job classifications, and makes retention and promotion decisions without regard to sex;

4. Wage and benefit disparities are corrected when identified to ensure compliance with the wage laws listed in section 1;

Compliance Statement, cont.

The Compliance Statement must be completed and electronically signed by a **corporate officer, legal counsel, or authorized agent** of the business submitting the application.

Required answers must be completed to proceed with the submission.

Click "Continue to Next Step".

 If "Continue to Next Step" is not available, a required answer has not been completed.

NOTE: As before, businesses can upload additional explanatory or information documents if they wish.

5. Wages and benefits of employees are evaluated on the following basis to ensure compliance with the wage laws listed:

Required

Select an option

6. The Business utilizes the following method(s) to determine employee compensation and benefits (Select all that apply. If methods of calculation are different in different counties, describe the methods for each county below):

Required

☐ A market pricing approach.
☐ State Prevailing Wage or collective bargaining agreement requirements.
☐ A performance pay system.
☐ An internal analysis.
☐ An alternative approach (describe):

If methods of calculation are different in different counties, describe the methods for each county :

Certification

The undersigned hereby certifies that they are a corporate officer, legal counsel, or authorized agent of the Business and that the information contained in this Equal Pay Act Registration Certificate Compliance Statement is true and accurate at the time of the signing.

Required Full Name as Signature:

Date Signed:

06/16/2025

Required ☐E-Signature Consent:

Required Title:

Required Email Address:

Business Name: **Flower shope 2**

Clear Form

Return to Previous Step

Continue to Next Step

Application Review

Business

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

Employees

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

For more detailed information, please return to the employee screen

Files

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

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

☐ **Do Agree To Certification***

First and Last Name

Review Page (2)

Click the box for "Do Agree To Certification"

Then

Enter the First Name (Space) Last Name to certify the certificate

Then if needed

Click on previous button to go back to previous screens

Then

Click on Finish & Pay to proceed

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

☐ **Do Agree To Certification***

First and Last Name

Return to Employee Page   Return to File Page   Finish & Pay

Payment

(1)

Payment
(2)

Invested in You.

Make A Payment - Review Payment - Illinois: Labor

🛒 Cart Information   💳 Payment Information

🔍 **Review Payment**

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

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

◀◀ Back to Payment Method   ✔ Make Payment

🛒 **Shopping Cart** 🌐

Equal Pay Act Registration Certificate

$150.00

Subtotal $150.00

✖ Cancel Transaction

Convenience and Security in every Transaction

Confirmation Page

An email will be sent with the same information to the user that submitted the application and the user that first registered the business (if they are different users)

## Equal Pay Registration

Submission Complete

Please allow up to 45 days for processing. You will receive the certificate in an email if your application is approved.

Return to Home

Recertifications

❖ As recertifications begin, a few portal and data updates.

❖ Also, some error flags you may see when recertifying:

  ✓ Employer changed the entity name from its original registration

  ✓ Contact person in the system is no longer at employer

❖ NOTE: EPRC staff do not see changes that the employer has submitted, so may not know why an error message has arisen without significant investigation.

Questions and Comments
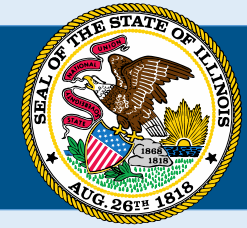
Q&A: Send questions to All Panelists

We may not be able to get to all questions, and appreciate your patience!

DOL@EPRC@illinois.gov

Hotline Phone 312-793-6797

Slides and FAQs will be available:

https://labor.illinois.gov/laws-rules/conmed/eprc.html