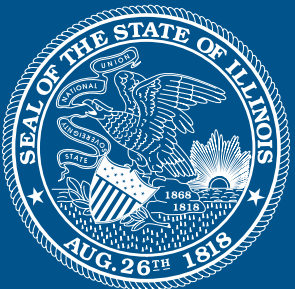




# Equal Pay Registration Certification

*July 2025 Updates*



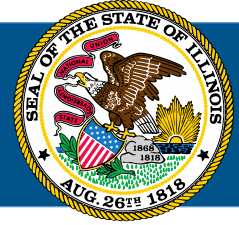
[DOL.EPRC@illinois.gov](mailto:DOL.EPRC@illinois.gov)

Hotline Phone 312-793-6797

# About Illinois Department of Labor

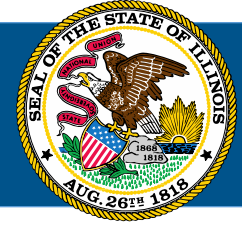
- ❖ Charged with enforcing laws protecting workers' rights on the job.
- ❖ With offices in Chicago, Springfield, and Marion, IDOL enforces about 28 different workplace protections and safety standards.
- ❖ One of the laws IDOL enforces is the Illinois Equal Pay Act of 2003 ("IL EPA").
- ❖ IDOL cannot provide legal advice. Employers should consult their legal counsel to determine their duties under the law.

# Overview – Agenda



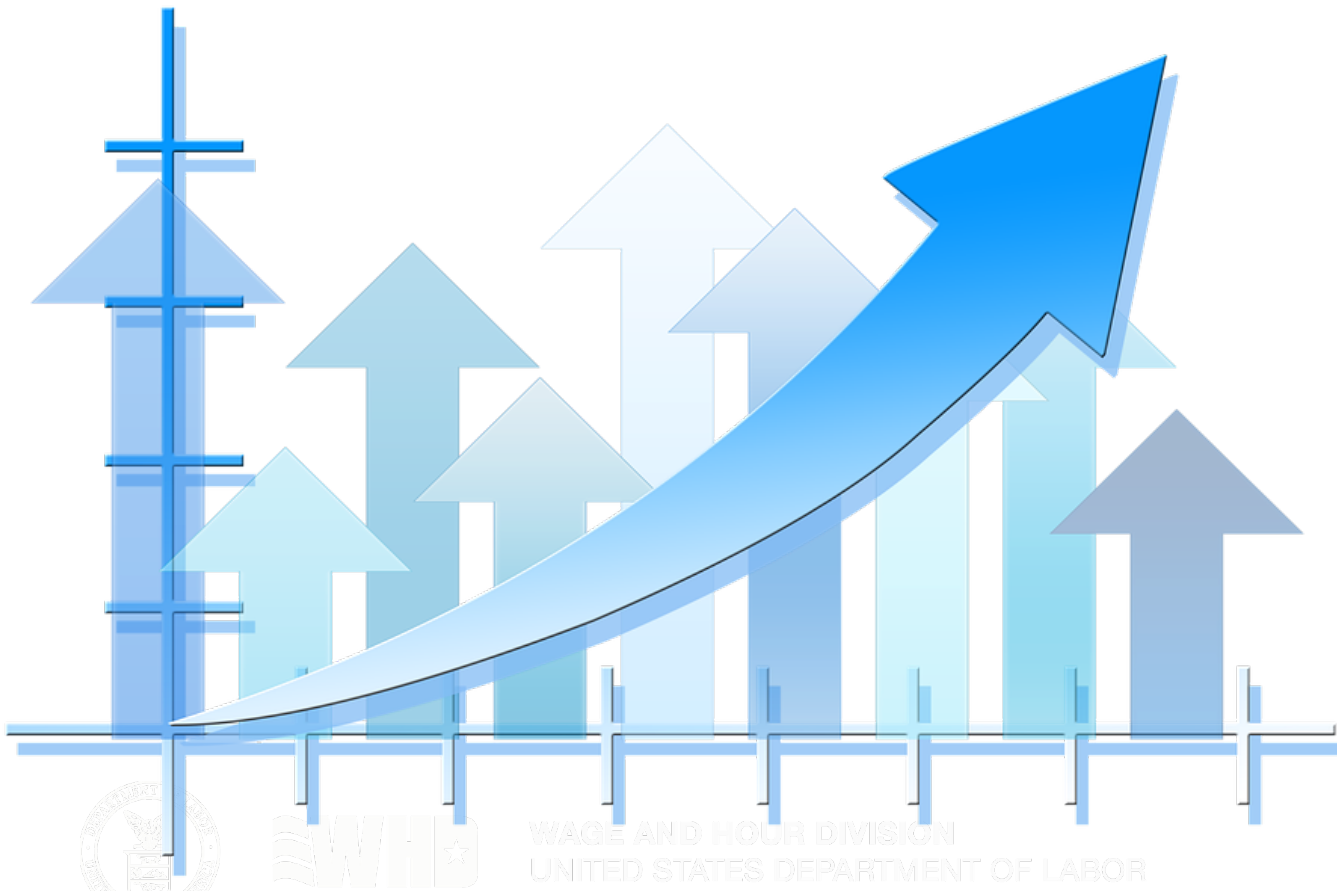
- ❖ Equal Pay Registration Certificate (“EPRC”) Background
- ❖ Main Takeaways
- ❖ EPRC after two years
- ❖ Basics Review, and What is Changing about EPRC?
- ❖ FAQs – see our website at [labor.illinois.gov](https://labor.illinois.gov)
- ❖ We will finish with a question session.

# Main Takeaways



- ❖ Employers with 100+ Illinois employees must register for EPRC and obtain certification every two years via IDOL's portal.
  - An employer that obtained certification two years ago must renew registration, and should receive automatic notice through the IDOL portal system.
- ❖ There are some updates to the pay data sought in EPRC and improvements to the EPRC system itself.

# EPRC Background and Statistics



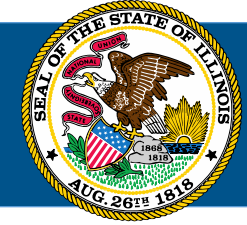
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)  
1-866-487-9283

# 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.
- ❖ Despite the existence of a federal Equal Pay Act and the IL EPA – both of which are wage statutes- and federal and state anti-discrimination laws, still in 2025 women and people from minority populations in Illinois frequently are paid less for doing the same work as their peers. In fact, the pay gap widened in the past few years, after decades of narrowing.
- ❖ One tool that the State of Illinois uses to assess pay disparities is reviewing employer pay data via the Equal Pay Registration Certificate (“EPRC”) program.



# What is EPRC?



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

- Businesses that met that criteria had until March 2024 to obtain an EPRC if IDOL had not before then provided them a deadline to do so.

❖ In 2022, IDOL started notifying businesses of their duty to obtain an EPRC.

❖ EPRC is a standalone State of Illinois program.

- When it was first adopted, EPRC linked a business's obligation to obtain an EPRC to whether the business had to file an Equal Employment Opportunity-1 form ("EEO-1") with the federal government.
- After IDOL started implementing EPRC, it determined that the EEO-1 did not provide meaningful data for EPRC purposes and was creating uncertainty for employers, so in 2023 IDOL administratively suspended collection of EEO-1 forms as part of the EPRC process.
- On 6/30/2025, Governor Pritzker signed HB 2488, which formalizes this change by deleting all EEO-1 references from the Illinois Equal Pay Act.

# EPRC To Date

From 2022, when the EPRC requirement went into effect, through June 2025:

- ❖ Approximately 5,900 employers with 100+ Illinois employees have submitted registrations to IDOL.
- ❖ Of those, IDOL has:
  - Approved  $\geq 5400$  registrations
  - Denied  $\geq 430$  registrations
- ❖ IDOL also has revoked  $\geq 10$  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 (including 102 recertifications) and 89 denied; staff also revoked 12 registrations.

- ❖ FY2025:

1,534 EPRC registrations (including 721 recertifications) submitted; 1,268 approved and 242 denied.

# Pace of Submissions

- ❖ In some months, only a handful of businesses submit EPRC registrations. In other 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.
  - Any time there is a change to the EPRC portal or data, staff spend much of their time responding to requests for assistance from EPRC users.
  - In early 2025, there are four staffers in the EPA unit to work on EPRC, 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 = 188
- ❖ In 2025, IDOL is reviewing data submitted for apparent pay inequities related to sex or race, and on occasion asking employers for additional information.

# 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 = 9 as of July 1, 2025



# EPRC – How Employers Use It

# EPRC Process Basics

- ❖ Review the process for registering for EPRC
- ❖ New data elements
- ❖ New submission/format options
- ❖ Importance of having primary and secondary users
- ❖ 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 with asterisk (\*) are **required**.

First Name\*:

*Your full first name.*

Last Name\*:

*Your full last name.*

Email\*:

*Primary email address to contact you.*

Phone number\*:

*Primary phone number to contact you.*

*Pro tip:*

Using a corporate or business general email address can alleviate missed notices as original users turn over or leave the business.



## 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”) is issued by federal Internal Revenue Service for your business.

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.



The screenshot shows the 'Equal Pay Registration' page. At the top left is the Illinois Department of Labor logo. The title 'Equal Pay Registration' is in large blue font. Below the title is a dark blue horizontal bar with a redacted area on the right. The main content area has the text 'Please enter your 9 digit Employer Identification number (EIN).' followed by a smaller line: 'If your EIN has already been established in our system, we will provide you the ability to request access.' Below this is a label 'Employer Identification Number\*' and a text input field.

 **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”).

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 already has been registered.

Enter the EIN for the business and hit **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

This will appear when submitting a new application for an EPRC certificate.

## Business Information:

Review the business(es) that you have access to, and add new business(es) as needed.

## Submission History:

View all submissions previously tendered on behalf of your business.

## Profile Information:

Edit your name, email, and 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 18).

The screenshot shows the 'Equal Pay Registration' page. On the left is a dark blue sidebar with the Illinois Department of Labor logo and a menu with links: Home, Business Information, Submission History, and Profile Information. The main content area has a title 'Equal Pay Registration' and a list of businesses. The first business, 'Fellowship of the Things', is expanded, showing its EIN, address, and user access details. A second business, 'That One Guy LLC', is listed below it. An 'Add Business' button is in the top right corner. A dotted line from the text on the left points to the 'Fellowship of the Things' business name.

**ILLINOIS**  
DEPARTMENT  
OF LABOR

## Equal Pay Registration

- Home
- Business Information
- Submission History
- Profile Information

**Fellowship of the Things**

Last 4 of EIN: XX-XXX6178

Address: 900 S Spring St  
Springfield, IL 62704

User Access

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

**That One Guy LLC**

Add Business

# Submission History Page

This page allows you to review all submissions you (the user) have ever started.

Click [View](#) to review the information on a given submission.

Clicking [View](#) does NOT allow you to edit a submission.

To continue working on a submission you already started drafting, click [Home](#).



## Equal Pay Registration

[Home](#)  
[Business Information](#)  
[Submission History](#)  
[Profile Information](#)

### Submission History

Show  entries

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

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)



# Profile Information Page

The Profile page will auto-populate with your current information.

Make any necessary edits and click **Save** to update your information.



## Equal Pay Registration

[Home](#)  
[Business Information](#)  
[Submission History](#)  
[Profile Information](#)

### Profile

First Name\*

Last Name\*

Email\*

Phone Number\*

**Save**

# Confirm Business

If the business information is correct, click **Confirm** to continue with your application.

If you are submitting for a different business, you will need to add that business through the Business Information Page (see slides 18, 21).



## 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, hit [Select](#) to pick 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 (see slides 18, 21).



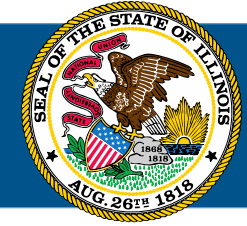
## Equal Pay Registration

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

Business Name	Last 4 of EIN	
Fellowship of the Things	XX-XXX6178	<a href="#">Select</a>
That One Guy LLC	XX-XXX6789	<a href="#">Select</a>

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

# Find the Data Template



- ❖ Go to the IDOL website (<https://labor.Illinois.gov>).
- ❖ From here, get to the dedicated IDOL page for EPRC information(<https://labor.Illinois.gov/laws-rules/conmed/eprc.html>), which you can get to in a few ways.

Option 1: In the gray-shaded box labeled “Equal Pay Registration Certificate Portal”, click [here](#) link.

Option 2: Hover over the tab “Laws and Rules”. When a drop-down menu appears, click on “Conciliation and Mediation Division”. Then, on the Conciliation and Mediation Division page, click on a link to the Equal Pay Registration Certificate.



## Welcome to the Illinois Department of Labor

The Illinois Department of Labor is a medium-sized State agency that manages an extra-large workload, serving thousands of employees and businesses in the State each year. IDOL's primary responsibilities are to protect worker wages, welfare and working conditions by enforcing State labor and employment laws, providing compliance assistance to employers, and increasing public awareness of workplace protections. IDOL has offices throughout the State, with main offices in Springfield and Chicago; an office in the State Building in Marion; and field staff located throughout the State.



## Welcome to the Illinois Department of Labor

The Illinois Department of Labor is a medium-sized State agency that manages an extra-large workload, serving thousands of employees and businesses in the State each year. IDOL's primary responsibilities are to protect worker wages, welfare and working conditions by enforcing State labor and employment laws, providing compliance assistance to employers, and increasing public awareness of workplace protections. IDOL has offices throughout the State, with main offices in Springfield and Chicago; an office in the State Regional Office Building in Marion; and field staff located throughout the State.



Worksafe

Learn More



Child Labor Law

Learn More



Pay Transparency

Learn More



Electronic Document Signing

Learn More

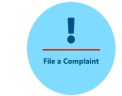
## Frequently visited pages



Paid Leave for All Workers Act



Certified Transcript of Payroll



File a Complaint



Prevailing Wage Act

## Notice of Public Hearing

[Day and Temporary Labor Services Act](#)

## Information for Federal Employees Facing Deferred Resignation

Federal employees are facing difficult and complex questions in regard to the federal government's "deferred resignation" offer email to the federal workforce. As federal workers living and working in Illinois consider the evolving reports, the Illinois Department of Employment Security (IDES) and Illinois Department of Labor (IDOL) are outlining [state employment law and unemployment insurance options that workers should consider](#).

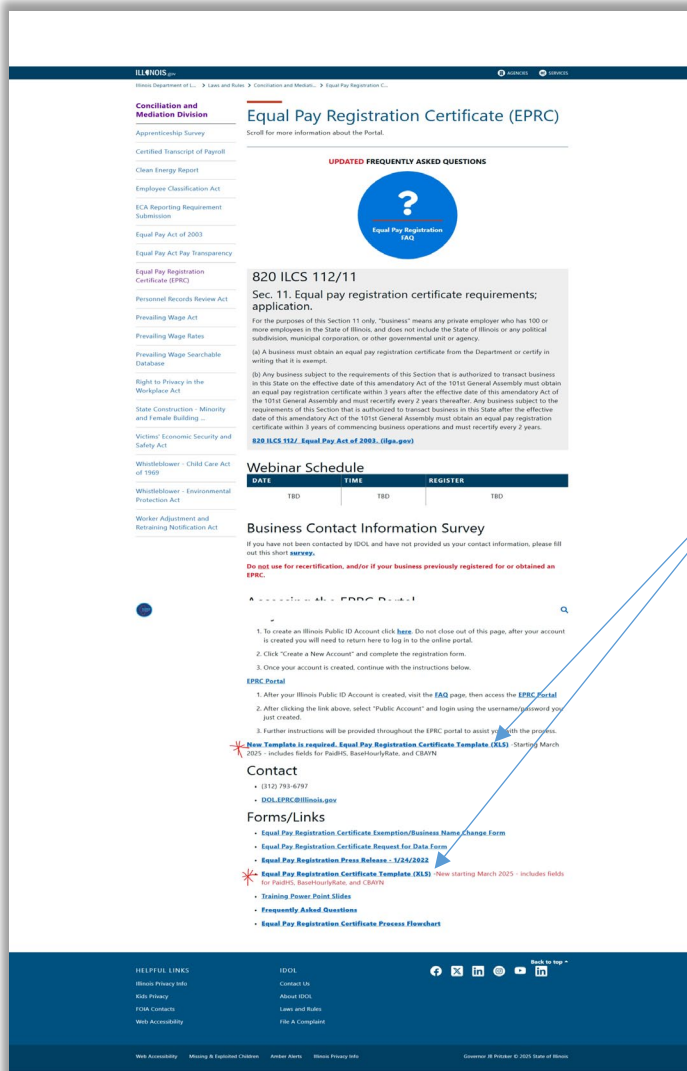
Additional resources are available through [IDES](#).

## Equal Pay Registration Certificate Portal

On April 12, 2022, the Equal Pay Registration Certificate portal opened for the first batch of employers to submit their EPRC applications. Instructions on application submissions and use of the portal, and other information and guidance on EPRC compliance are available [here](#).

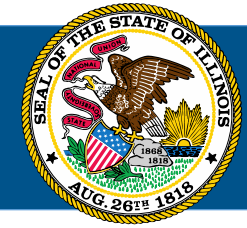
## Public Works Quarterly Report

# Download the Data Template



- ❖ On the EPRC page, click on the link for the “Equal Pay Registration Certificate Template (XLS)”.
- ❖ This will cause a Microsoft Excel file titled “eprc-employee-import-template.xls” to download on your computer.
- ❖ This is the file you will use to enter and submit your employee data to EPRC.

# Use and Save the EPRC Data Template



- ❖ This is what the EPRC Data Template Looks like before you start filling it in.
- ❖ Please heed the highlighted note reminding you that after you fill in your employee data, you must delete all notes/options and **SAVE THE FILE IN .CSV** format.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FirstName	LastName	SSN	Gender	Race	Ethnicity	Wages	HoursWorked	HireDate	TerminationDate	JobClassification	JobTitle			
		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	Executive/Senior Level Official or Manager				
			Male	Asian alone	Not Hispanic or Latino					First/Mid-Level Official or Manager				
			Non-Binary	Black or African American alone						Professional				
			Prefer not to identify	Hispanic or Latino of any race						Technician				
				Middle Eastern or North African						Sales Worker				
				Native Hawaiian or Other Pacific Islander Alone						Administrative Support Worker				
				White alone						Craft Worker (formerly Craft Worker (Skilled))				
				Some other race alone						Operative (formerly Operative (Semi-skilled))				
				Two or more races						Laborer or Helper (formerly Laborer (Unskilled))				
				Prefers not to identify						Service Worker				
				Note: Race must match an option above exactly		Note: Must be a numeric entry	Note: Must be a numeric entry			Note: Job Classification must match an option above exactly				

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

# Add Employees on the Data Template

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's SSN.

Gender\*: Employee gender.

Race\*: Employee race.

Ethnicity\*: Employee ethnicity.

Wages\*: Wages paid in previous calendar year, rounded to the nearest hundredth of a dollar.

Hire Date\*: Date employee started in this position.

Termination Date: if applicable, date employee stopped working in this position for any reason (resignation, promotion, transfer, etc).

Job Classification\*: Job classification for employee's position.

Job title\*: Payroll title for employee's position.

Hours worked\*: Total hours employee worked in the position .

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

Hourly vs. Salary\*: How the employee is paid (hourly versus salary).

Hourly Rate: If employee is paid at a base hourly rate, provide decimal hourly rate (format 0.00); if paid salary (S), enter 0.

CBA Yes or No\*: Is the employee covered by a collective bargaining agreement, yes or no.



## Equal Pay Registration

<b>First Name*</b>	<b>Last Name*</b>	<b>Last 4 of SSN*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Gender*</b>	<b>Race*</b>	<b>Ethnicity*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Wages* ⓘ</b>	<b>Job Classification*</b>	<b>Job Title*</b> +
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Hours Worked* ⓘ</b>	<b>Hire Date*</b>	<b>Termination Date ⓘ</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>County*</b>		
<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Clear Form"/>		
<b>Hourly (H) vs. Salary (S)</b>		
Hourly <input checked="" type="radio"/>   Salary <input type="radio"/>		
<b>Hourly Rate</b>		
<input type="text" value="0.00"/>		
<b>CBA Yes or No</b>		
CBA Yes <input checked="" type="radio"/>   CBA No <input type="radio"/>		

**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);** and
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); and**
4. New Template available 3/1/2025.

N	O	P
PaidHS	BaseHourlyRate	CBAYN
H	0.00	Y
S		N
Note: The Employee is paid Hourly (H) or Salary (S)?	Note: If Employee is Paid Hourly (H), provide decimal hourly rate. Format 0.00 or if Paid Salary (S), Enter 0.	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);** and
4. New Template available 3/1/2025.

A	B	C	D	E	F	G	H	I	J
FirstName	LastName	SSN Last 4 Digits Only	Gender	Race	Ethnicity	Wages Round to nearest hundred dollars	HoursWorked Round to nearest hour	HireDate	TerminationDate
			Female	American Indian or Alaskan Native alone	Hispanic or Latino			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. Format 0.00 or if Paid Salary (S), Enter 0.	
				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	

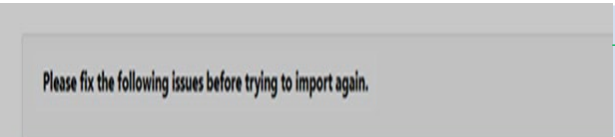


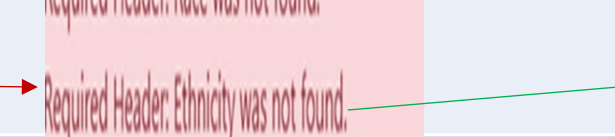

At the end of the page, we can see the saved employee details

Click on the employee's name to edit or view the employee's details.

Click on **Continue to Next Step** to proceed.

# Common Data Upload Errors



Data Type	Error Message Looks Like	Cure	Looks like
Header		Header: copy and paste data into IDOL-provided template.	
Gender		Gender must match exactly one of template options.	<div>Female</div> <div>Male</div> <div>Non-Binary</div> <div>Prefer not to identify</div>
Race		Race must match exactly one of template options.	<div>American Indian or Alaskan Native alone</div> <div>Asian alone</div> <div>Black or African American alone</div> <div>Hispanic or Latino of any race</div> <div>Middle Eastern or North African</div> <div>Native Hawaiian or Other Pacific Islander Alone</div> <div>White alone</div> <div>Some other race alone</div> <div>Two or more races</div> <div>Prefers not to identify</div>
Ethnicity		Ethnicity must match exactly one of template options.	<div>Hispanic or Latino</div> <div>Not Hispanic or Latino</div>
Wage/Hour		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 ( <b>no cents, decimals, or \$ sign</b> ).	

# Common Data Upload Errors (2)



Data Type	Error Message Looks Like	Cure	Looks Like
Job Classification	<p>✖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: Operative (formerly Operative (Semi-Skilled)).</p> <p>✖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: Operative (formerly Operative (Semi-Skilled)).</p> <p>✖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: Operative (formerly Operative (Semi-Skilled)).</p>	<p>Each unique job title can only be assigned in one job classification.</p> <p>Job classification name must exactly match one of the template options (not one of the entries you made in a prior year's submission).</p>	<ul style="list-style-type: none"> <li>Executive/Senior Level Official or Manager</li> <li>First/Mid-Level Official or Manager</li> <li>Professional</li> <li>Technician</li> <li>Sales Worker</li> <li>Administrative Support Worker</li> <li>Craft Worker (formerly Craft Worker (Skilled))</li> <li>Operative (formerly Operative (Semi-skilled))</li> <li>Laborer or Helper (formerly Laborer (Unskilled))</li> <li>Service Worker</li> </ul>
Paid Hourly or Salary		Answer can <b>only</b> be H or S	
Base Hourly Rate		<p>If employee is hourly, enter base rate in 00.00 decimal format, <b>do not use \$ signs</b>.</p> <p>If employee is salaried enter 0.</p>	
Collective Bargaining Agreement (CBA)?		CBA answer is <b>only</b> Y or N	



# Other / Hidden Errors

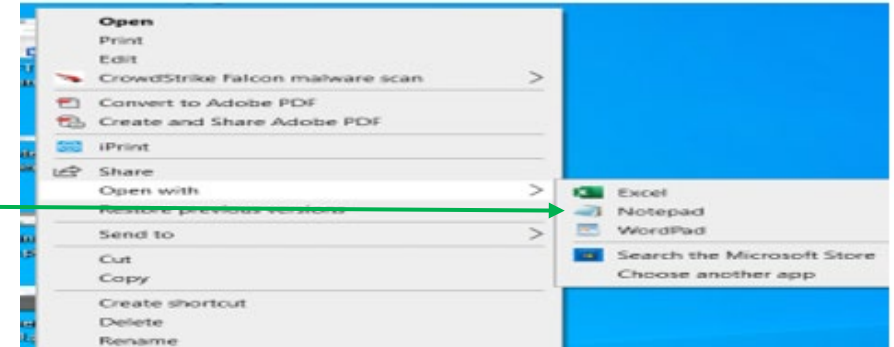


**Before uploading data, can users identify other errors not immediately visible in the Excel file??**  
**YES, by opening the .csv file in notepad format and inspecting the entries closely.**

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.



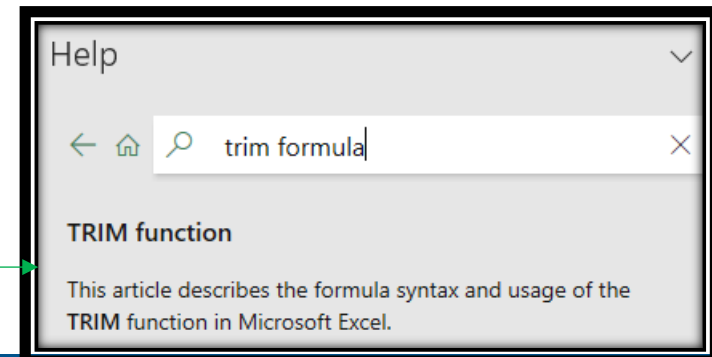
These errors are typically extra spaces and/or extra commas: such as ,H, in the PaidHS column instead of ,H,

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

```
JobTitle,County,PaidHS,BaseHourlyRate,FSQA Manager,Knox ,S ,0,N  
(formerly Operative (Semi-skilled)),FSQA Supervisor,Knox ,H ,23.50,N  
(formerly 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.)





# Required Compliance Statement

The business must file a Compliance Statement certifying that:

- it follows state and federal pay laws;
- women and employees in minority populations are not paid less for the same work as peers;
- job opportunities are not limited by sex; and
- it reviews pay strategies and disparities and corrects the latter.

Historically, each business had to download a template form from the IDOL website, print/complete/sign it, and then upload it through the EPRC portal.

As of late June 2025, 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

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

# Review Page <sup>(1)</sup>

## 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 <sup>(2)</sup>

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 "Return to Employee Page" 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 Information

Please select your Payment Method

☒ Credit Card



Name on Card

Card Number

Expiration Month

02

Expiration Year

2022

Security Code

Card Postal Code


Amount Due

\$ 150.00

Payment

\$ 150 . 00

☐ eCheck



Next Step: Review Payment

Shopping Cart	
Equal Pay Act Registration Certificate	
	\$150.00
Subtotal	
	\$150.00
Projected Card Fee	
	\$3.38
Projected eCheck Fee	
	\$0.50
Cancel Transaction	


Convenience and Security in every Transaction


# Payment


(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)

 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

The EPRC portal auto-generates an email with the same information and sends it 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](#)



# Secondary Users are Key!!

- ❖ After your business is registered in EPRC, **please add in a secondary user on your account.**
- ❖ Adding additional users can alleviate missed notices as original users turnover or leave the business.
- ❖ Secondary users also can ensure business access if a primary user loses log-in information.
- ❖ Instructions on adding a secondary user can be found in FAQ #8 on the EPRC page of the IDOL website.
- ❖ For either the primary or secondary user, consider using a corporate/business general email address.

# Recertifications

## ❖ 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
- Data on template needs formatting/editing

## ❖ 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](mailto:DOL@EPRC@illinois.gov)**

**Hotline Phone 312-793-6797**

*Slides and FAQs will be available:*

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