



Equal Pay Registration Certification Updates



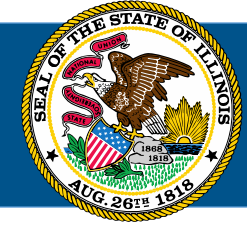
Summer 2026

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 30 different workplace protections and safety standards.
- ❖ One of the laws IDOL enforces is the Illinois Equal Pay Act of 2003 ("IL EPA"), which 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.
- ❖ IDOL cannot provide legal advice. Employers should consult their legal counsel to determine their duties under the law.

Illinois Equal Pay Act Programs



❖ Individual action (2003):



- Complaints about pay disparities due to gender, request for job applicant salary history, ban on discussing pay, and intimidation/interference with - or retaliation for - asserting equal-pay rights.
- Complaints about pay disparities based on African-American race (2019).
- Ban on asking applicants about salary history (2019).



Assess Pay Data

❖ Comprehensive view (2022):

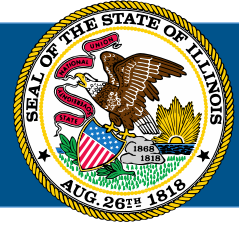
- Equal Pay Registration Certificate (“EPRC”) pay data reporting, mandatory 3/2024.
- Private businesses with 100+ employees in Illinois must submit application to obtain an EPRC by providing certain pay, demographic, and other data to IDOL every two years.

❖ Leveling playing field for jobseekers (2025):

- Pay Transparency and Promotional Opportunity for job postings by employers of 15+ employees.



Overview – Agenda



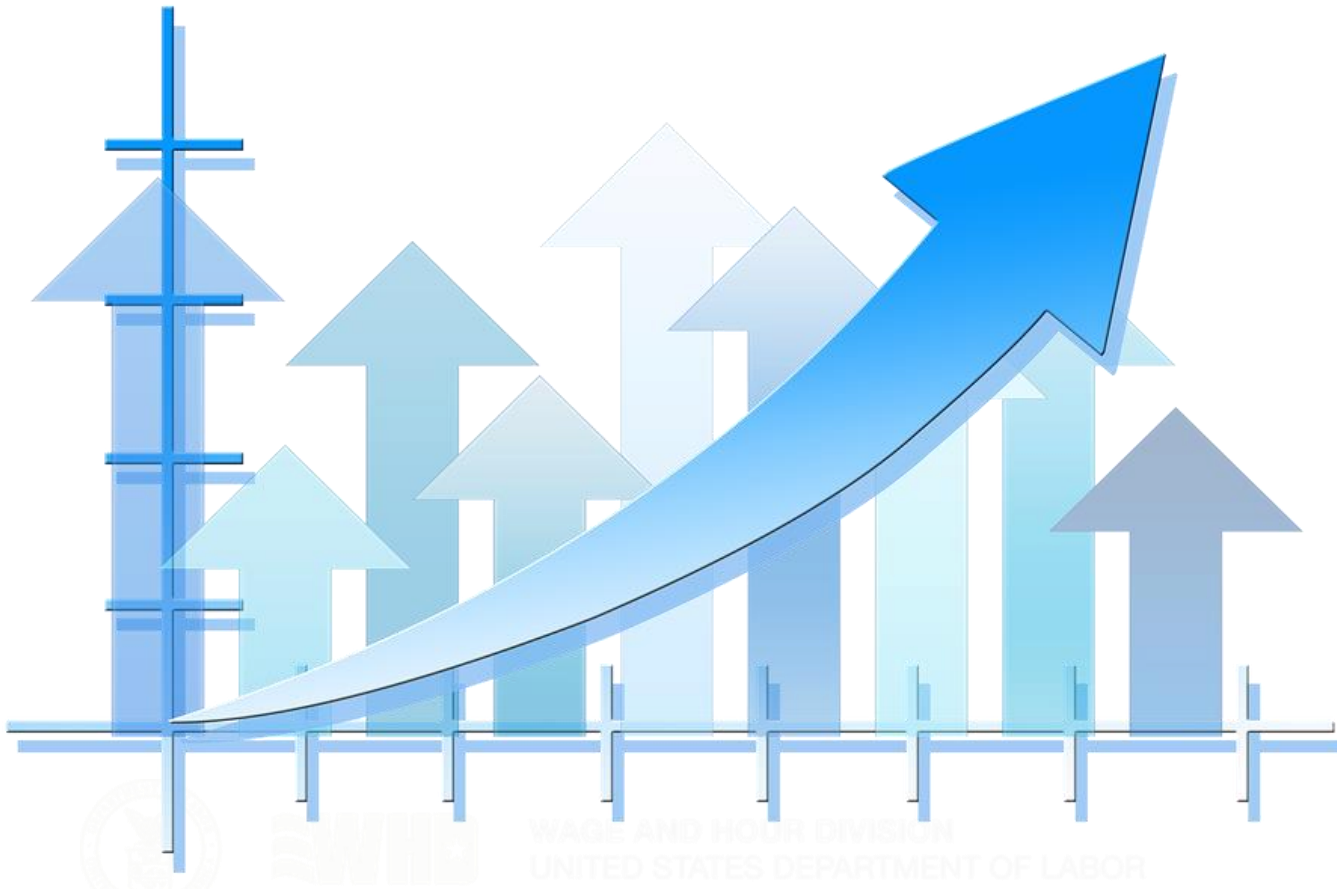
- ❖ EPRC Background + Main Takeaways
- ❖ EPRC after three years
- ❖ Basics Review, and What is Changing about EPRC?
- ❖ FAQs – see our website at **labor.Illinois.gov**

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 occur via a designated IDOL online Portal.
- ❖ There are some updates to the pay data sought in EPRC and improvements to the EPRC system itself.
- ❖ As of 1/1/2027 EPRC's Portal will accept only an updated pay data template, and will automatically reject prior versions of the template.

EPRC Statistics



dol.gov/agencies/whd
1-866-487-9283

EPRC To Date

In the first three fiscal years since EPRC went into effect:

- ❖ Over 4800 employers with 100+ Illinois employees have obtained approved EPRC Certifications from IDOL.
- ❖ With respect to business EPRC submissions, IDOL has:
 - Approved ≥ 8500
 - Denied ≥ 700
- ❖ The number of businesses that have re-certified is over 3,000.

Breakdown by Fiscal Year

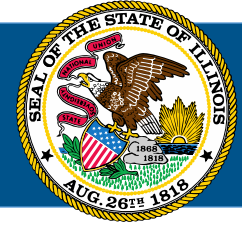
- ❖ **FY2022:** 260 EPRC registrations submitted; 78 approved and 25 denied.
- ❖ **FY2023:** 860 EPRC registrations submitted; 793 approved and 62 denied.
- ❖ **FY2024:** 3,175 EPRC registrations approved, 89 denied.
- ❖ **FY2025:** 2,439 EPRC registrations approved, 301 denied

NOTE: Many initially-denied registrations subsequently were approved.

Monthly Submissions

- ❖ EPRC submissions can vary wildly per month, as in some months only a handful of businesses make EPRC submissions and in others 500-1000 businesses submit them.
- ❖ At this time, there are three staffers in the EPA unit to work on EPRC, and substantive pay disparity complaints, and Pay Transparency.
- ❖ Typically, only one IDOL staffer works on EPRC at a time.
 - ✓ For each EPRC submission, a staffer must: review the submission for completeness; review the submitted pay data to ensure that it is both readable and valid/complete; find and upload the related filing fee receipt; and update EPRC program information.
 - ✓ Any time a submission is rejected, the staffer must take additional steps to provide information to the business, record the rejection and reason in the EPRC Portal, update EPRC program information, and enter the rejection in a timeline tracker.

Enforcement Efforts



- ❖ In FY 2024, IDOL began implementing compliance activity designed to encourage employers who had not responded to prior notice about EPRC requirements.
 - ✓ Each employer receives email reminders to obtain EPRC registration 180 days before their EPRC deadline, and then again 60 days before their EPRC deadline.
 - ✓ If not registered, IDOL sends Notice of Delinquency (now Notice of Non-Compliance).
 - ✓ If still not registered, IDOL sends Notice of Violation.
- ❖ FY2024 Notices of Violation = 15
- ❖ FY2025 Notices of Violation = 67

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 = 22



EPRC – How Employers Use It

EPRC Process Basics

- ❖ The process for registering for EPRC
- ❖ New or changed data elements
- ❖ New or changed 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.

ILLINOIS.gov
Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



Employee Account

© 2016 Microsoft Privacy Help

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

NOTE: Enter only numbers in this EIN field, meaning do not enter the dash that separates some of the numbers.

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⁾



Equal Pay Registration

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

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



Equal Pay Registration



Home
Business Information
Submission History
Profile Information

Add Business

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

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 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



Equal Pay Registration

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information

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

Profile

First Name*

Last Name*

Email*

Phone Number*

[Save](#)

Confirm Business

If business information is correct,
click Confirm to continue application

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



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 ThingsXX-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 an asterisk (*) are required to be filled out.

First Name: Employee first name

Last Name: Employee last name.

Last 4 of SSN: Final 4 digits of employee's Social Security Number.

Gender: Employee gender (do not use "prefers not to identify" without uploading explanatory note in Portal about each employee's individual circumstances; that selection will no longer be available as of 1/1/2027).

Race: Employee race (do not use "prefers not to identify" without uploading explanatory note in Portal about each employee's individual circumstances; that selection will no longer be available as of 1/1/2027).

Ethnicity: Employee ethnicity

Wages: Wages paid in previous calendar year, rounded to the nearest hundredth dollar.

Hire Date: Date employee started in each position, with separate lines for different positions if the employee changed positions during the year.

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

Job classification means one of these job categories: executive/senior-level officials and managers, first/mid-level officials and managers, professionals, technicians, sales workers, administrative support workers, craft workers, operatives, laborers and helpers, and service workers.

Job Title: Payroll title for the employee's position.

Hours Worked: Total hours worked by that employee in the position, with separate lines for different positions if employee changed positions during the year.

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

Hourly v. Salary: Whether the employee was paid on an hourly or a salaried basis.

Hourly Rate: If the employee was paid on an hourly basis, their base hourly rate.

CBA Yes or No? Was employee covered by a collective bargaining agreement? (Y) or (N).



Equal Pay Registration

First Name*

Last Name*

Last 4 of SSN*

Gender*

Race*

Ethnicity*

Wages* ⓘ

Job Classification*

Job Title*

Hours Worked* ⓘ

Hire Date*

Termination Date ⓘ

County*

Save

Clear Form

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 required as of 1/1/2027



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 required as of 1/1/2027**

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)

Saved Employee Details

Job Classification*

Job Title*

+ County*

Save

Clear Form

Continue to Next Step

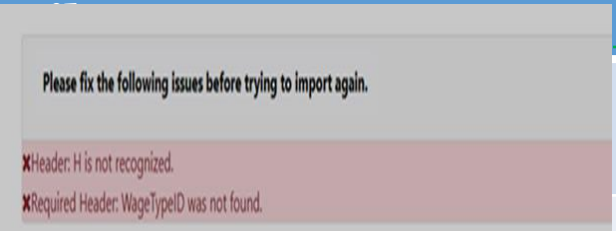
Employees

	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

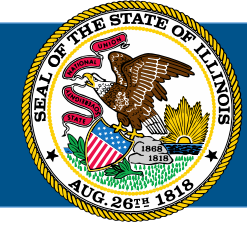
Common Data Upload Errors



Data Type	Error Message Looks	Cure	Looks like
Header		Header: copy and paste data into IDOL-provided template.	
Gender		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).	

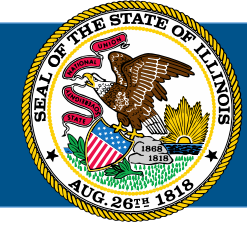
To fix wage/hour entry, report full year wages, use box 5 of W-2,

Common Data Upload Errors (2)



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: Operative (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: Operative (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: Operative (formerly Operative (Semi-Skilled)).	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

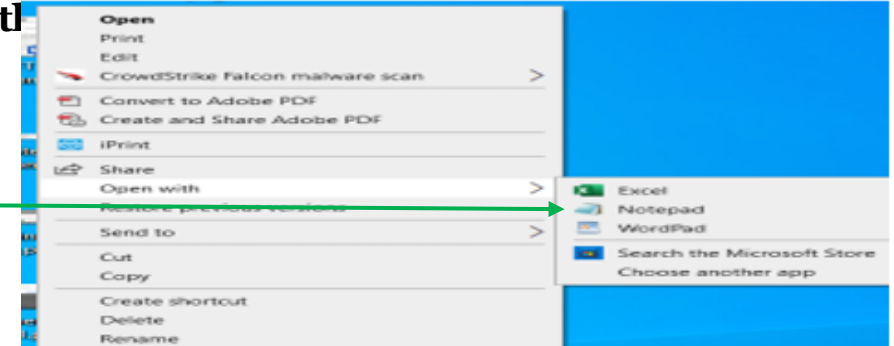


Before uploading data, can users identify other errors not immediately visible in the data? YES, by opening the .csv file in notepad format and inspecting the entries closely.

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.



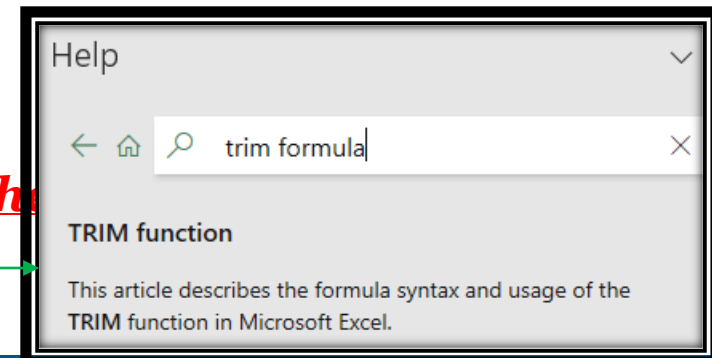
These errors are typically extra spaces and/or extra commas: such as **,H ,** in the PaidHS column instead of **,H**,

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,CSAYM  
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 data.**
2. There is also a TRIM formula that can be used.
(Search “Trim Formula” in Excel Help.)



Required Documents



Equal Pay Registration

You must submit one additional document.

The business must file a compliance statement.

Please upload your compliance statement and any other necessary documents.

Choose File No file chosen

- ☐ Compliance Statement
- ☐ EEO-1
- ☐ Other Supporting Documentation

Upload

Uploaded Documents

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

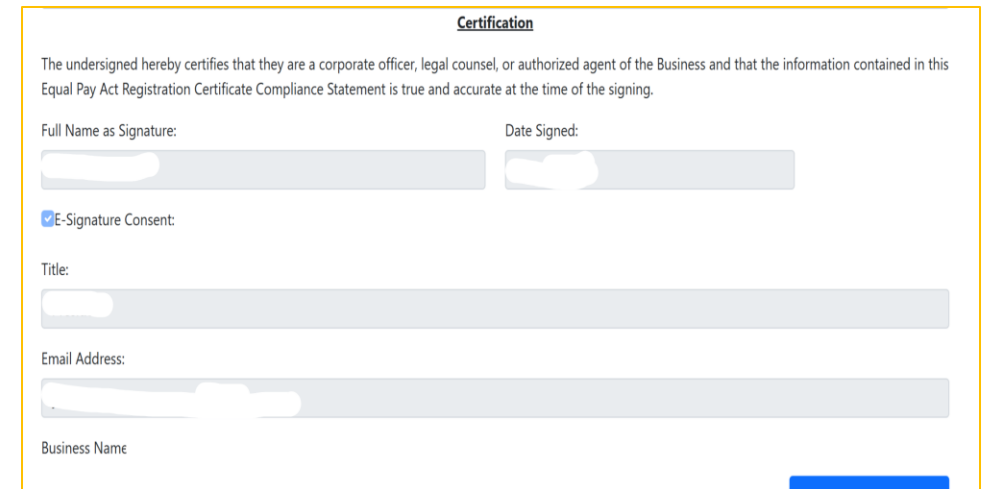
Return to Previous Step

Continue to Next Step

Contact Information

Compliance Statement

- ❖ Before 8/2025, the business had to download, print, sign and attest, and then upload a form into the EPRC Portal.
- ❖ Now, it is a fillable form that is part of the EPRC Portal process.



The screenshot shows a web-based certification form titled "Certification". The text reads: "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." Below this, there are input fields for "Full Name as Signature:" and "Date Signed:". A checkbox labeled "E-Signature Consent:" is checked. There are also input fields for "Title:", "Email Address:", and "Business Name". The form is enclosed in a yellow border.

NOTE: If the person completing a business's EPRC submission in the Portal is not an official who can certify the business's Compliance Statement, the business can upload a signed Compliance Statement in the EPRC Portal in addition to its web-based submission.

Review Page ⁽¹⁾

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 Information

Please select your Payment Method

☒ Credit Card

Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Postal Code

Amount Due

Payment

\$

150.00

\$

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

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

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](#)

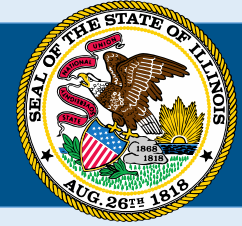
Recertifications

- ❖ 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.

1/1/2027: New CSV form for Employee Data

- ❖ With an increasing number of businesses reporting many of their employees' race or gender as "prefers not to identify" in EPRC pay data, IDOL has rejected EPRC submissions that denote a significant percentage of employees' race and gender as "prefers not to identify", as the absence of accurate race and gender data impedes our ability to enforce the IL EPA in a meaningful way.
- ❖ The current EPRC pay data template allows a "prefers not to identify" selection for employee race or gender, but it will be amended on our EPRC website to remove the "prefers not to identify" option.
- ❖ **Until 1/1/2027**, businesses can continue to use the current CSV, and if IDOL does receive a submission that reports "prefers not to identify" for significant numbers of employees' race or sex, IDOL will address it with that business.
- ❖ **As of 1/1/2027**, IDOL will make available – and require businesses to use for EPRC submissions – a new CSV that does not include "prefers not to identify" as an employee gender or race demographic option; our back-end systems will reject any CSV that denotes an employee's gender or race as "prefers not to identify".

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>