



Digital Charge System, Online Status Tool, and Releasing Position Statements

U.S. EEOC

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Digital Charge System Respondent Portal

- Online Notice of Charge Filing
- View and download Charges
- Electronic Position Statement Submission (including attachments)
- Electronic response to RFI requests
- Provide/verify respondent contact information, including the designation of a legal representative.

Benefits

- Provides better customer service
- Saves resources
- Improved management of workflow
- Increased accountability and coordination
- Security

Resources

- Respondent User Guide (located in portal)
- EEOC Website
- EEOC office contacts



1 2 3 4

Lowe's to Pay \$8.6 Million to Settle EEOC Disability Discrimination Suit

[Learn More](#)

What You Should Know

[All Topics]

EEOC Regulations, Subregulatory Guidance and other Resource Documents

How to ...

- ▶ File a charge of employment discrimination
- ▶ Check the status of a charge
- ▶ Use the Digital Charge System
- ▶ Submit a Freedom of Information Act request or appeal
- ▶ Find help for small businesses
- ▶ Get training and technical assistance
- ▶ Complete an EEO survey
- ▶ Download or order publications
- ▶ Find an EEOC office

Newsroom



- EEOC Issues
Final Rules on Employer Wellness Programs - 5/16/2016
- Lowe's to Pay \$8.6 Million to Settle EEOC Disability Discrimination Suit - 5/13/2016
- EEOC Sues Mobile Destination For Disability Discrimination - 5/12/2016
- EEOC and Midnight Rose Hotel & Casino Conciliate Discrimination Charge - 5/12/2016





**U.S. Equal Employment Opportunity Commission
Sample District Office**

123 Any Street, Suite 100, Anytown, Anystate, 00001

1

NOTICE OF CHARGE OF DISCRIMINATION

(This Notice replaces EEOC FORM 131)

2

DIGITAL CHARGE SYSTEM

December 4, 2015

To: Mr. Jay Q. Publik
Administrator
A Restaurant, Inc.
j.q.publik@anywhere.com

3

4

This is notice that a charge of employment discrimination has been filed with the EEOC against your organization by «Field14» under Title VII of the Civil Rights Act (Title VII) and The Age Discrimination in Employment Act (ADEA). The circumstances of the alleged discrimination are based on Sex, Race and Age, and involve issues of Harassment and Discharge that are alleged to have occurred on or about November 25, 2015 and may be continuing.

The Digital Charge System makes investigations and communications with charging parties and respondents more efficient by digitizing charge documents. The charge is available for you to download from the EEOC Respondent Portal, EEOC's secure online system.

Please follow these instructions to view the charge within ten (10) days of receiving this Notice:

5

1. Access EEOC's secured online system at <https://10.5.1.201/sample/login.jsf>.
2. Enter this EEOC Charge No.: **430-2016-00000**.
3. Enter this password: **5AMPL3XP**.

6

Once you log into the system, you can view and download the charge, and electronically submit documents to EEOC. The system will also advise you of possible actions or responses, and identify your EEOC point of contact for this charge.

If you are unable to log into the EEOC Respondent Portal or have any questions regarding the Digital Charge System, you can send an email to SAMPLE@eeoc.gov.



EEOC Respondent Portal

Welcome to the EEOC Respondent Portal, where you can find information about the charge filed against you or your organization, communicate with an EEOC Representative and upload files and evidence pertaining to the charge.

Charge Number

Password

Sign In

[Change Password](#)

[Forgot Password](#)



EEOC Respondent Portal

Charge of Discrimination

Your Organization: WIDGET WORLD, INC.
Your EEOC contact is:

Required

Please select a response to the
statement of your charge filed on
August 20, 2015.
[View Statements.](#)

Charge: 430-2015-00288

The charge of employment discrimination
Charge No. 430-2015-00288 was filed on
charge.

Statutes and circumstances

- Title VII of the Civil Rights Act of 1964
 - Race
 - Sex

Would you like to resolve this charge through mediation?

Your Partner in Work



If you choose to resolve this charge through mediation, no EEOC investigation will occur.

Add/Update Organization Contact Information

The organization contact is the person you designate as the primary point of contact for your company or organization for matters regarding this charge. Please ensure that the information below is correct for your designated contact. If any information is missing or incorrect, please provide or correct it.

First Name: *	<input type="text" value="Jack"/>
Middle Initial:	<input type="text" value="Q"/>
Last Name: *	<input type="text" value="Private"/>
Title: *	<input type="text" value="Human Resources Manager"/>
Organization:	<input type="text" value="WIDGET WORLD, INC."/>
Email: *	<input type="text" value="jack.q.private@mailinator.com"/>
Address Line 1: *	<input type="text" value="9 Any Road"/>
Address Line 2:	<input type="text" value="Suite 1400 - Room 13"/>
City: *	<input type="text" value="Charlotte"/>
State: *	<input type="text" value="(NC) - North Carolina"/>
Zip Code: *	<input type="text" value="28210"/>
Phone: *	<input type="text" value="(704) 123-0987"/>
Cell Phone:	<input type="text"/>
Fax:	<input type="text" value="(704) 123-7890"/>
<input type="button" value="Update/Confirm"/> <input type="button" value="Cancel"/>	

[User Guide](#) || [Logout](#)

Organization Contact

Jack Q. Private
Human Resources Manager
WIDGET WORLD, INC.
9 Any Road
Charlotte, NC 28210
jack.q.private@mailinator.com
(704) 123-0987 (main)
(704) 123-7890 (fax)
[Delete](#)

Legal Representative

Legal Representatives found.

Documents

Documents

Charge
(Charge)
Jul 20, 2015
430-2015-00288
(Discrimination)
Jul 20, 2015

[Why Mediation?](#)



EEOC Respondent Portal

Charge of Discrimination

User Guide || Logout

Your Organization: WIDGET WORLD, INC.
Your EEOC contact is : Delores Smith , delores.smith@eEOC.gov

Update Organization Name

1

Required

Please select a response to the Mediation Offer on this page by **July 02, 2015**. If you choose "No", please provide a **statement of your position** on the issues covered in this charge, with copies of any supporting documentation by **July 18, 2015**. For guidance on how to best prepare your Position Statement, please review **Effective Position Statements**.

2

Charge: 430-2015-00265

3

The charge of employment discrimination that has been filed against your organization by **Jane Q. Public**, Charge No. **430-2015-00265** is available for you to view. Please click [here](#) to open and view a copy of the charge.

Statutes and circumstances of alleged discrimination:

- Title VII of the Civil Rights Act (Title VII)
 - Sex

Would you like to participate in the Mediation of this charge?

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Your Partner in Workplace Solutions



We invite you to participate in the EEOC's Mediation Program regarding Charge **430-2015-00265**. Mediation is a no-cost, voluntary, and confidential opportunity to work with a third party neutral and the Charging Party to discuss and resolve the EEOC Charge **before** the EEOC investigates the charge. If you choose to participate in mediation, you are not required to submit a position statement or to submit a response to the charge at this time. If the matter is resolved through mediation, no EEOC investigation will occur.

Yes

Undecided

No

Confirm

- Why Mediation? -

The main benefits of participating in the EEOC's Mediation Program:

1. **Mediation proceedings are confidential.** EEOC mediators are dedicated only to the mediation function and do not share any information obtained during the mediation with anyone outside the Mediation Unit at any time. Private or sensitive matters disclosed in mediation remain confidential.

Contacts

5

+ Add Organization Contact

Jack Q. Private

Human Resources Manager
WIDGET WORLD, INC.
9 Any Road
Suite 1400 - Rcom 13
Charlotte, NC 28210
j.q.private@wwinc.com
(704) 123-0987 (main)
(704) 123-7890 (fax)
[Update](#) [Delete](#)

+ Add Legal Representative

No records found.

Charge Documents

+ Upload Documents

6

Notice of Charge
(Notice of Charge)

Jun 17, 2015

430-2015-00265_Jane Q.
Public_Charge
(Charge of Discrimination)

Jun 17, 2015

Online Charge Status

- For both Charging Parties and Respondents
- Allows online query into status of an next steps of charge in process.



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[All Topics]

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- ▶ Submit a Freedom of Information Act request or appeal





Employees & Job Applicants	
Overview	
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Filing A Charge	
How to File	
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Harassment	
National Origin	
Pregnancy	
Race/Color	
Religion	

[Home](#) > [Employees & Applicants](#)

 

Checking the Status of Your Charge

EEOC's Online Charge Status System allows individuals who have filed a charge of discrimination (charging parties) with EEOC and their representatives to track the progress of the charge. The system provides up-to-date status on an individual charge as well as an overview of the steps that charges follow from intake to resolution. The system also provides contact information for EEOC staff assigned to the charge at each stage along the way.

The Online Charge Status System is available for charges filed on or after September 2, 2015. It is not available for charges filed prior to this date or for charges filed with state and local Fair Employment Practices Agencies. The system can be accessed by selecting the "My Charge Status" button below.

EEOC will offer assistance through its toll-free number at 1-800-669-4000 (TTY: 1-800-669-6820 or ASL Video Phone 1-844-234-5122) for those who do not have Internet access to retrieve the information provided in the Online Charge Status System or who need language assistance in one of the 150 languages for which we offer translations services.

Please see our tip sheet for [further information on how to use the system](#), and our flow chart for an [overview of what happens to your charge](#) after it is filed.

[My Charge Status](#)



U.S. Equal Employment Opportunity Commission Public Portal



This is the login page for access to EEOC's Online Charge Status System. The system is available to individuals who have open charges that were filed with EEOC on or after September 2, 2015. The system requires the charge number and the zip code of the Charging Party.

The authorized use of this system is for official EEOC case management and reporting. Access by unauthorized users or for purposes not authorized by the Commission, is subject to civil and criminal penalties or administrative action for computer fraud and abuse. EEOC takes measures to maintain the security, confidentiality, and integrity of the information we collect at this site, such as access controls designed to limit access to the information, as necessary to accomplish its mission. EEOC also employs various security technologies to protect the information stored on its systems. All uses of this system and portal are subject to monitoring and inspection according to public law.

Login for Online Charge Status System

Charge Number x

Ex: 123-1234-12345

Charging Party Zip Code

Ex: 12345



Enter the text shown in the image

Letters are case-sensitive



Submit

Release of Position Statements

- Applies to PS we asked an employer for on or after Jan. 1, 2016
- Upon request, we will share PS with CP
- Segregate confidential, trade secret, and medical information into attachments
- CP rebuttals won't be shared
- See “Effective Position Statements” and “Q & A for Respondents” on eeoc.gov.

Future Changes in the Way EEOC Does Business

Online Screening and Scheduling Tools

- For Charging Parties
- Provides online access to information gathering usually done in the Intake Questionnaire
- Online scheduling of initial charge interview.



Questions?

Thank you!