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U.S. Equal Employment Opportunity Commission (EEOC)

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**EEOC Public Portal User's Guide**  
**Vol 2 – Submit an Online Inquiry to the EEOC**

February 12, 2025

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## Introduction to the EEOC Public Portal

The EEOC Public Portal is a secure, web-based application developed for individuals to interact with the EEOC regarding a complaint of employment discrimination. Using the EEOC Public Portal, you may file a complaint against an employer in the Private Sector (i.e. Business or non-profit) or a State or Local Government Agency. If you work or worked for the U.S. Federal Government as an employee or a contractor, or applied to work for the Federal Government, you may request a hearing with or appeal a decision to the EEOC regarding your formal EEO complaint. The EEOC Public Portal is the primary point of communication between you and the EEOC.

## About the User's Guide

The EEOC Public Portal User's Guide ("User's Guide") provides comprehensive guidance for using the EEOC Public Portal's features and functions. The User's Guide is published as individual documents, each of which covers a feature or related features of the EEOC Public Portal.

The following EEOC Public Portal User's Guide documents are available; the highlighted Document Name is the one you're reading now:

- ❖ Vol 1 – Getting Started (learn about EEOC Public Portal access, structure, and other basic information)
- ❖ **Vol 2 – Submit an Online Inquiry to the EEOC**
- ❖ Vol 3 – Post-Inquiry Tasks (learn about scheduling an interview with the EEOC, entering additional information about an online inquiry, and signing a Charge of Discrimination)
- ❖ Vol 4 – Post-Charge Tasks (learn how to check the status of your charge, respond to an Invitation to Mediate, and request/respond to a Respondent's Position Statement)
- ❖ Vol 5 – Charge Closure (learn what happens when your charge has been closed)
- ❖ Vol 6 – Hearings with the EEOC
- ❖ Vol 7 – Appealing Federal Agency Decisions to the EEOC
- ❖ Vol 8 – Manage Case/Charge Information (learn how to display information about your case, enter/update your personal information, add representatives, and submit/receive documents associated with your case)

## Chapter 1 Submitting an Online Inquiry

The first step in the online process of filing a charge with the EEOC is to submit an inquiry. This will provide the EEOC with basic information to evaluate your complaint and to determine if the agency can help you.

- **Tip!** If you believe that a Federal Agency has discriminated against you, and wish to file a formal complaint, you must file it with the agency's EEO office.

To submit an inquiry online perform the following steps:

**Step 1.** On the Home Page, select **Open an Inquiry/Case** on the left-hand side to begin the process.



- **Tip!** The recommended browsers to use are Microsoft Edge and Google Chrome. Using other browsers may result in diminished performance or compatibility issues.
- **Tip!** Turn off Pop-Up blockers in your browser.
- **Tip!** Do not use the browser buttons to navigate the application. Use the **Back** and **Next** buttons.

**Step 2.** When asked to identify the **Type of Employer** you believe discriminated against you, select the employer from the available choices and select the **Next** button.

**Step 3.** An informational page displays. When you are ready, select **Next** to continue.

U.S. Equal Employment Opportunity Commission

File a Complaint

Assessment Inquiry Schedule Interview More Details File Charge

EEOC enforces Federal civil rights laws that protect you from workplace discrimination and retaliation because of your race, color, religion, sex, pregnancy, national origin, age, disability, or genetic information. You may also have rights under other federal, state or local laws. You will be asked five general questions to determine if EEOC can help you. Your answers will not be saved unless you submit an inquiry to EEOC, which you can do after answering these questions. Submitting an inquiry will allow EEOC to evaluate your information and advise you on what we can do to assist you, to include assisting you with filing a charge of discrimination, if appropriate.

**SUBMITTING AN INQUIRY IS DIFFERENT FROM FILING A CHARGE OF DISCRIMINATION.**

A charge of discrimination is a signed statement asserting that an organization engaged in employment discrimination. It requests EEOC to take remedial action. The laws enforced by EEOC, except for the Equal Pay Act, require you to file a charge before you can file a lawsuit for discrimination. There are strict [time limits for filing a charge](#).

Back Next

**Step 4.** A page displays with links to a video in English or Spanish that explains the basics of filing a charge with the EEOC. Select the Play button (▶) to view the video to learn more before getting started. There are also links provided at the bottom of the page to help you learn more about the EEOC and its processes.

Select the **Next** button when you are ready to start.

**Step 5.** You will now be asked four general questions about the nature of your complaint, to determine if the EEOC can help you. Your answers will be saved only if you submit an inquiry. Select the **Next** button after answering each question.

The assessment may end early if it detects an answer indicating the EEOC may not be able to help you. In that event, a reason will display as to why the assessment ended and a list of additional resources will be provided that you can contact.

**Timeliness.** Enter the date you believe the discrimination occurred<sup>1</sup>.

**Reason.** Select the Reason why you believe you were discriminated against. Check all reasons that apply to your complaint.

<sup>1</sup> The date you provide helps EEOC determine how much time you have to file. In most states, you have 300 days from the date the discrimination took place to file a charge, but in some states you have only 180 days to file with the EEOC.

U.S. Equal Employment Opportunity Commission

File a Complaint

Assessment Inquiry Schedule Interview More Details File Charge

Progress... 42%

### Reason

I believe I was discriminated against, harassed, or retaliated against because of (check at least one or as many as apply; for more information about each choice, click the "i" icon):

- Age (40 years of age or older) [i](#)
- Color [i](#)
- Disability or related accommodation [i](#)
- Genetic information (including family medical history or participation in genetic services like counseling, education, or testing) [i](#)
- National origin or ethnicity [i](#)
- Race [i](#)
- Religion or related accommodation [i](#)
- Sex (including sexual orientation; or transgender status) [i](#)
- Pregnancy (including childbirth or related medical condition) or related accommodation [i](#)
- Retaliation - Complained to the EEOC about job discrimination, harassment, or retaliation [i](#)
- Retaliation - Complained to another government agency about job discrimination, harassment, or retaliation [i](#)
- Retaliation - Complained to an employer, staffing agency, or union about job discrimination, harassment, or retaliation [i](#)
- Retaliation - Helped with or was a witness in someone else's complaint about job discrimination, harassment, or retaliation [i](#)
- Something else

Note: Selecting "something else" will clear all other selections.


[Next](#) [Back](#)

- **Tip!** Select an "i" icon ([i](#)) to learn more about an available reason.
- **Tip!** Selecting "Something else" will clear all other selections.

Depending on the reason(s) you selected, you may be asked for additional information to aid the EEOC in determining if it can help you.

**Number of Employees.** Depending on your previous answers, you may be asked to select the approximate number of employees who work for the employer that you believe discriminated against you. Select from the available choices.

**Location of Work.** Choose the state where you believe the discrimination occurred from the list provided.

- Step 6.** After you complete the questions, review your answers on the summary page that appears. To change any answer, select the **Edit** icon next to that answer (). If you are satisfied with your answers, select the **Next** button to continue.

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File a Complaint

Assessment Inquiry Schedule Interview More Details File Charge

Progress... 78%

### Summary of your responses

To change a response click the "edit" icon to the right of your response.

- The type of employer I believe discriminated against me is a  
**Business or non-profit organization that I applied to, work for, or worked for**
- The discriminatory action occurred on or about  
**08/08/2018**
- The number of employees in the Organization is  
**20 or more**
- I believe I was discriminated against because of  
**Disability**
- The discriminatory action occurred in  
**Illinois**

Next

**Step 7.** The next page will let you know if you may continue the online inquiry process. Anti-discrimination laws give you a limited amount of time to file a charge of discrimination (typically 180 or 300 days from the date the discrimination occurred, depending on the law and state in which the discrimination occurred), and your answers help to determine if you have enough time left to file. If your time to file has not run out, you will be able to select the **Next** button to continue.<sup>2</sup>

<sup>2</sup> If your time has run out, you may still file a charge with EEOC in person, although EEOC may not be able to assist you and will be required by law to notify your employer that the charge was filed.

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Sign In | Register

File a Complaint

Assessment | Inquiry | Schedule Interview | More Details | File Charge

Progress... 90%

### Summary of responses from Informational Self Screening

The type of employer I believe discriminated against me is a **Business or non-profit organization that I applied to, work for, or worked for**  
 The discriminatory action occurred on or about **08/08/2018**  
 The number of employees in the Organization is **20 or more**  
 I believe I was discriminated against because of **Disability**  
 The discriminatory action occurred in **Illinois**

Based on the responses you provided, your situation appears to be covered by the laws that EEOC enforces.

We recommend that you schedule an interview with an EEOC representative to discuss the details of your situation. In our experience, an interview helps individuals make more informed decisions about whether to file a charge.

If you would like to schedule an interview with an EEOC representative to discuss filing a charge, please click Next to submit an online inquiry and schedule an appointment. If you submit an online inquiry, your responses to the previous questions will be saved as part of that inquiry.

**Submitting an inquiry is not the same as filing a charge of discrimination.**

A charge of discrimination is a signed statement asserting that an organization engaged in employment discrimination. It requests EEOC to take remedial action. The laws enforced by EEOC, except for the Equal Pay Act, require you to file a charge before you can file a lawsuit for unlawful discrimination. There are strict [time limits for filing a charge](#).

Next Return Home

**Step 8.** To submit an online inquiry, you must set up a user account. A login page displays to enable you to login/register to submit an online inquiry. If you have not used the EEOC Public Portal before, Select the **Register** link (*refer to EEOC Public Portal User's Guide Vol 1 – Getting Started for details on creating a user account*).

- **Tip!** *If you already registered with the EEOC, enter your user ID and password in the fields provided.*

**Step 9.** Once you are logged in, a status page displays that shows which parts of the inquiry process you have completed. Select the **Continue** button to proceed to part 2 – Online Inquiry.



U.S. Equal Employment Opportunity Commission

Welcome, [Joan](#) | [Log Out](#)

File a Complaint

Assessment | **Inquiry** | Schedule Interview | More Details | File Charge

**1** File a Complaint

**2** Online Inquiry

**3** Schedule an Interview

**4** Supplemental Information

We have a few more questions to ask you that will help us understand your situation. Please answer each question. **The information you enter is confidential and will not be sent to your employer at this time.** Your responses create an "inquiry" in EEOC's system and you will receive an inquiry number after you click submit.

Then you will be asked to schedule an interview with an EEOC representative.

**PROVIDING THIS INFORMATION IS NOT THE SAME AS FILING A CHARGE OF DISCRIMINATION**

A charge of discrimination is a signed statement asserting that an organization engaged in employment discrimination. It requests EEOC to take remedial action. The laws enforced by EEOC, except for the Equal Pay Act, require you to [file a charge](#) before you can file a lawsuit for discrimination. There are strict [time limits for filing a charge](#).

[Continue](#)

**Step 10.** Your personal information is displayed, which will be submitted with the online inquiry. This screen is view-only. Select the **Next** button to proceed.

- **Tip!** If you need to modify this information, select the link at the top of the page to go to your *User Account Information*. When you have finished and submitted your changes, you will be returned to inquiry submission process.

U.S. Equal Employment Opportunity Commission

Welcome, **Joan** Log Out

Filing with EEOC

Assessment Inquiry Schedule Interview More Details File Charge

Progress... 17%

### Information about you

This information is from your EEOC Public Portal Account and will be added to your case when you submit it. If you need to modify this information, please return to your Account Information to do so.

Prefix: Ms.

First Name\*: Joan

Middle Initial:

Last Name\*: Worker

Suffix:

Address 1\*: 150 Maple Street

Address 2:

Country\*: United States of America

Zip Code\*: 60601

City\*: CHICAGO

State: Illinois

(Use your personal email, not your work email)

Email: jtworker@mailinator.com

(At least one phone number must be entered\*)

Home Phone: (555) 413-1235

Work Phone: e.g., 1234567890

Cell Phone: e.g., 1234567890

Back Next

**Step 11.** After confirming the information about yourself, you will be asked to provide additional details about your situation to complete the inquiry. Select the **Next** button after answering each question.

➤ **Tip!** You must provide information wherever a red asterisk is displayed (\*) to continue.

**Adverse Action.** First, briefly describe the action taken against you that you believe is discriminatory.

U.S. Equal Employment Opportunity Commission

Welcome, **Joan** Log Out

Filing with EEOC

Assessment Inquiry Schedule Interview More Details File Charge

Progress... 33%

### Adverse Action(s)

Briefly describe what action was taken against you that you believe was discriminatory. Identify the type of action and the date(s) the action occurred.

I am hearing-impaired and was denied a promotion that involved interacting more with customers. A less experienced co-worker (with no hearing problems) was given the position.

Back Next

**Step 12. Respondent/Employer Information.** Provide the contact information for the employer you believe discriminated against you (the “respondent”).

First, search the Employer Master List for your employer. You may enter the name and/or street address and/or zip code of your employer. When you have entered the search criteria, select the **Search** button.

➤ **Tip!** Entering a zip code will automatically populate the city and state fields.

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Welcome, Joan | Log Out

Filing with EEOC

Progress... 50%

**Respondent/Employer Information**

Who do you believe Discriminated against you?

Please enter your employer name and/or street address and/or zip code, then click the Search button below to find matching employers. Use the Select button to select your employer. If the desired employer does not appear in search results, manually enter your employer information and click the Next button.

Name of Organization: \* Big Business

Address 1: \* [ ] Address 2: [ ]

Zip code: \* [ ] City: \* [ ]

County: [ ] State: \* [ ]

Phone Number: e.g., 1234567890 HR Director Or Owner: [ ]

Email Address: [ ]

Search Clear

Do you work, did you work, or would you have worked, at the above address? (If you work, worked, or would have worked remotely, please select 'No'.)\*

Yes  No

Back Next

A list of matching employers displays. Select the **Select** button next to your employer to select it. If your employer is not found, manually enter the employer information in the fields provided.

U.S. Equal Employment Opportunity Commission

Welcome, Joan | Log Out

Filing with EEOC

Progress... 50%

**Respondent/Employer Information**

Who do you believe Discriminated against you?

Please enter your employer name and/or street address and/or zip code, then click the Search button below to find matching employers. Use the Select button to select your employer. If the desired employer does not appear in search results, manually enter your employer information and click the Next button.

Name of Organization: \* Big Business

Address 1: \* [ ] Address 2: [ ]

Zip code: \* [ ] City: \* [ ]

County: [ ] State: \* [ ]

Phone Number: e.g., 1234567890 HR Director Or Owner: [ ]

Email Address: [ ]

Search Clear

We have found employer(s) matching the information you provided. You can either select one of the matched employers below or by search again by modifying the information above. If none of the found employers is the one you wanted, please click the Next button to submit the employer address you have entered.

Employer Name	Address	City/State/Zip	Phone/Email	
BIG BUSINESS	110 MAIN STREET	CHICAGO IL 60601	(555) 413-8990	Select
BIG BIT LLC	1580 ISLAND LN STE 28	ORANGE PARK Florida 32003		Select
BIG BIG CORPORATION	1455 TALLEWAST RD STE L3604	SARASOTA Florida 34243		Select
BIG BUSINESS BECKERS, INC.	15180 KILLEARN CENTER E	TALLAHASSEE FL 32309		Select
BIG TIME BUSINESS INC	1520 NE 4TH AVE	FORT LAUDERDALE FL 33304		Select
BIG BUSINESS NETWORK INC	61 GREENWOOD ST	DORCHESTER MA 02121		Select
BIG DOG BUSINESS VENTURES LLC	401 2ND AVE SE	LUTZ FL 33549		Select

Do you work, did you work, or would you have worked, at the above address? (If you work, worked, or would have worked remotely, please select 'No'.)\*

Yes  No

Back Next

**Step 13. Work Location.** If you work, worked, or would have worked at the employer's primary address when the discrimination occurred, answer **Yes** to the question on this page. If you work, worked, or would have worked at a different address, or remotely, answer, **No**.

- **Tip!** If you select **No** to the question "Do you work, did you work, or would you have worked, at the above address?" the screen will change to provide fields to enter your work address and ask if this was remote work.

If you work, worked, or would have worked at a location other than the employer's primary address (or remotely) when the discrimination occurred, enter the address where you worked and indicate whether this was remote work.

- **Tip!** If you worked remotely, enter the address where you physically worked. If you did not work at a particular address, enter the location of human resources or your supervisor.

Zip code:\* 60601 City:\* CHICAGO  
 County: COOK State:\* Illinois  
 Phone Number: (555) 413-8990 HR Director Or Owner:  
 Email Address: Search Clear

Do you work, did you work, or would you have worked, at the above address? (If you work, worked, or would have worked remotely, please select 'No'.)  
 Yes  No

Where do you work, did you work, or would you have worked? (Note: If you worked remotely, where did you physically work? If you did not work at a particular address, where was human resources or your supervisor?)  
 I work, worked, or would have worked remotely from this address:  Yes  No

Address(1):\* 150 Maple Street  
 Address(2):  
 Zip code:\* 60601 County:  
 City:\* CHICAGO State:\* Illinois

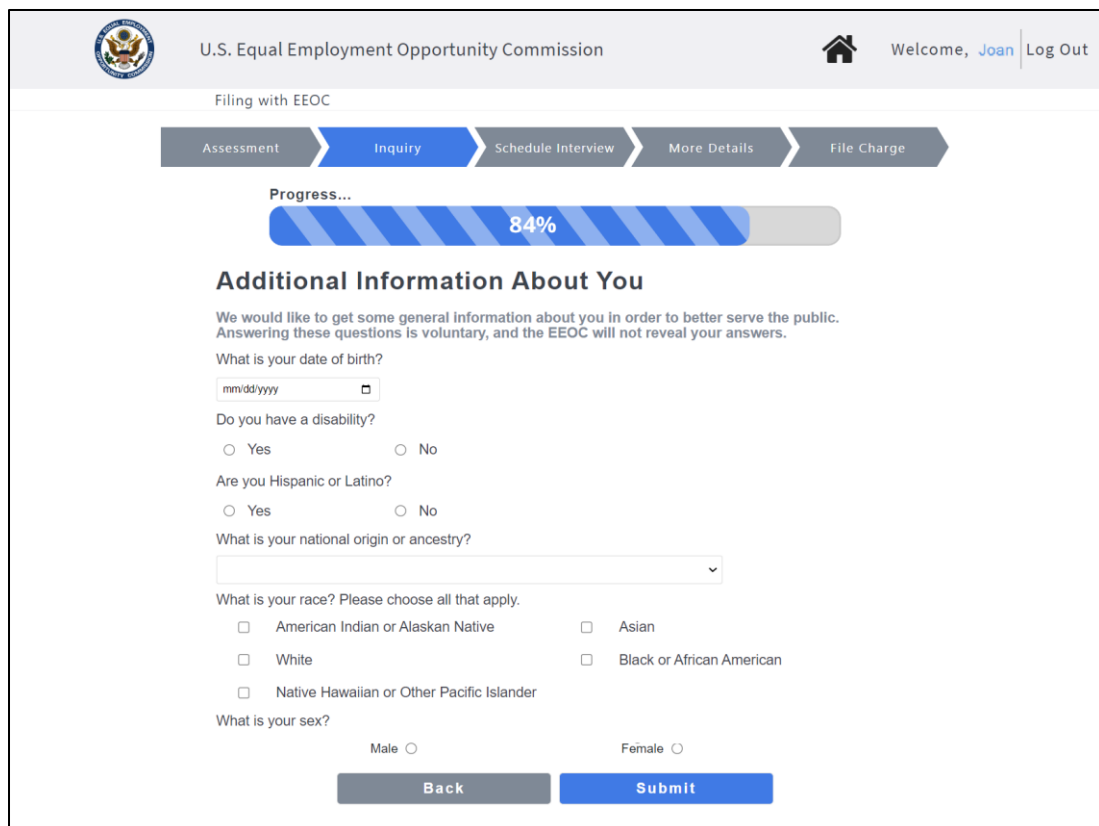
Back Next

**Step 14. Previous Filing Information.** Indicate whether you have previously filed a complaint about this matter, either with the EEOC or another agency.

- **Tip!** If you select **Yes** to the question "Have you already filed a charge with the EEOC about this matter?" the screen will change to provide fields to enter the date you filed (required) and the charge number.
- **Tip!** If you select **Yes** to the question "Have you filed a complaint with another agency about this matter?" the screen will change to provide fields to enter the agency name, date you filed, and what the complaint was about (all three are required).

**Step 15. Demographics.** Finally, you will be asked some general demographic questions (date of birth, disability, ethnic background, sex, etc.). This information is important to the EEOC for research purposes that help them better serve the public. It is voluntary and the EEOC will not reveal your answers.

- **Tip!** Previously your age could be entered as a number. To enter your age, you must provide your date of birth.



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Welcome, [Joan](#) | [Log Out](#)

Filing with EEOC

Assessment → **Inquiry** → Schedule Interview → More Details → File Charge

Progress... 84%

### Additional Information About You

We would like to get some general information about you in order to better serve the public. Answering these questions is voluntary, and the EEOC will not reveal your answers.

What is your date of birth?

Do you have a disability?

Yes  No

Are you Hispanic or Latino?

Yes  No

What is your national origin or ancestry?

What is your race? Please choose all that apply.

American Indian or Alaskan Native  Asian

White  Black or African American

Native Hawaiian or Other Pacific Islander

What is your sex?

Male  Female

**Step 16.** Select the **Submit** button to submit the inquiry. The EEOC will evaluate your information and advise you on what they can do to assist you.

**Step 17.** When the inquiry is successfully submitted, a page displays confirming your submission with an inquiry number as shown below. (Note: the inquiry number displayed is for a fictional case.) Be sure to write the inquiry number down so you can refer to it later.

- **Tip!** If you choose not to pursue your inquiry, you may close it at any time, by selecting the **Opt Out** button (refer to Chapter 2 for details).

U.S. Equal Employment Opportunity Commission

Welcome, [Joan](#) | [Log Out](#)

Filing with EEOC

Assessment | Inquiry | **Schedule Interview** | More Details | File Charge

You have completed two of four required parts needed to officially file a charge of discrimination.

**1** ✓  
File a Complaint

**2** ✓  
Online Inquiry

**3**  
Schedule an Interview

**4**  
Supplemental Information

**Inquiry Submitted**

Your inquiry has been successfully submitted to EEOC. You should write down the following inquiry number [440-2018-00199](#) and refer to it when contacting the EEOC.

**Online Scheduling**

You are now ready to schedule an interview with an EEOC representative, and will be directed to the scheduling calendar of the appropriate office when you click "Schedule an Interview" below. You must schedule an interview, we will not take any action on your inquiry. Based on the information you provided, you can schedule an interview at the following office(s):

[My Cases](#) [Schedule an Interview](#)

**Step 18.** You will be presented with the instructions for Preservation of Evidence. You must read and confirm you have read them by checking the **I confirm** box at the bottom of the screen. You will not be able to take further action on your inquiry until you have confirmed that you have read the instructions.

- **Tip!** If you prefer to read and confirm the instructions later, you may select the **I do not wish to confirm at this time** box. However, the instructions will continue to be displayed when you open this case until you confirm them.



**KEEP YOUR DOCUMENTS – BOTH PAPER AND ELECTRONIC**

You must retain anything that might be evidence related to your charge. This includes ALL documents, communications, and electronic information that are potentially related to the claims of discrimination in your EEOC charge, including the harm caused by the discrimination, and all records of your communications with the EEOC. Even if you are not sure whether the information is relevant to your discrimination claim, please do not throw it away or delete it. PLEASE READ THE IMPORTANT INFORMATION BELOW.

**➤ WHAT INFORMATION MUST YOU KEEP?**

The following are some examples, not a complete list, of information you must keep. If you have questions about what you should or should not do, please contact your investigator.

- **Paper documents**, such as:
  - Employee manuals, pay stubs, work schedules
  - Letters, memos, your notes, diaries, and calendars
  - Pictures, drawings, charts, whether or not they contain words
- **Electronic information**, such as:
  - E-mails, text messages, instant messages, tweets, social media posts and pictures
  - Voice messages, video and sound recordings
  - Word processing documents, electronic calendar entries
- **Electronic memory on devices or the devices themselves**, such as:
  - Memory on computers, laptops, tablets, cell phones
  - Computers, laptops, tablets, cell phones

Do not delete, replace, alter, "wipe," or "clear" your computer hard drive, electronic tablet, or cell phone. Also ensure that settings for emails and text messages are not set to delete content after a certain period of time. If you experience a hard drive failure or need to upgrade your phone or device, please keep the hard drive or original phone or device. If you post to any social media platform like Facebook and Instagram, do not delete any posts related to your work or discriminatory conduct and consider making your accounts private.

**WHY MUST YOU KEEP THIS INFORMATION?** The information you must keep might be evidence related to your charge. We are required by the courts to ensure that all potentially relevant information is retained. Please note that if a lawsuit is filed based on your charge and you do not keep these records, this may cause you to lose your case, or to lose the right to recover money lost due to the discrimination.

**WHAT HAPPENS TO YOUR INFORMATION?** Your investigator will discuss with you what information is needed by the EEOC to investigate your charge. Information that you provide that happens to be private or personal in nature will not be disclosed by the EEOC during its investigation, and if the EEOC files suit on your charge, we will do our best to keep such information out of the court proceedings.

**LOOK FOR WORK AND KEEP RECORDS OF YOUR JOB SEARCH IF YOU ARE UNEMPLOYED**

If you lost your job or were not hired due to discrimination, you may be entitled to the pay or wages you lost. However, you cannot receive lost wages unless you can show that you looked for another job to replace the one you lost or were denied due to discrimination. To prove that you searched for work, you must keep copies of all letters, emails, or other evidence of your job search. If you find a new job but it pays less than the job you lost, you may be entitled to the difference in pay. Keep all evidence of your job search even if you find another job.

**➤ WHAT IS EVIDENCE OF YOUR JOB SEARCH?**

The following types of information can prove that you have tried to find work. If you have questions about what you are required to do, please contact your investigator.

- Copies of job applications and resumes
- A list of all the companies you contact about jobs by phone, letter or in-person
- Copies of e-mails or letters that you send to or receive from companies where you have asked about work or submitted an application
- A list of all the places where you apply, and for each one:
  - the date of the application;
  - the position you were seeking;
  - the response you received from your application, such as rejection letters or invitations to interview;
  - whether you were interviewed and the date of the interview;
  - the results of the interview;
  - whether you turned down a job offer, and if you did, why
- Notes about what you did to look for work (for example, searching the newspaper or Internet, attending job fairs or contacting employment agencies) and the dates that you conduct the search
- Copies of your pay stubs or earnings records if you find another job.

**➤ KEEP YOUR CONTACT INFORMATION UP-TO-DATE**

Once you file a charge with the EEOC, you must tell us if you move or get a new address, telephone number, or e-mail address. Just log into the EEOC Public Portal and update your contact information. We may need to talk to you to get more information. If EEOC cannot reach you to get necessary information, your charge may be dismissed.

To continue, you must confirm that you have read the above instructions.



- I confirm that I have read these instructions
- I do not wish to confirm at this time

## Chapter 2 Opt Out of an Inquiry

If you decide not to pursue your inquiry, you may notify the EEOC at any time by selecting the **Opt Out** button in the EEOC Public Portal. This action will close your inquiry and cancel any appointments you have scheduled with the EEOC regarding this inquiry. This button appears in several places on the EEOC Public Portal for your convenience.

To cancel your inquiry, perform the following steps:

- Step 1.** Open the EEOC Public Portal and select **My Cases**.
- Step 2.** The login page displays. Enter your user ID and password to login.
- Step 3.** If you have more than one case submitted with the EEOC, the **My Cases listing** displays first; select the EEOC Number to access your inquiry.
- Step 4.** The inquiry status page displays. Select the **Opt Out** button.

U.S. Equal Employment Opportunity Commission

Welcome, Jane | Log Out

Filing with EEOC

Assessment Inquiry Schedule Interview **More Details** File Charge

### Supplemental Inquiry Information

The following questions seek additional basic information that will help you and the EEOC representative prepare for your interview. You may add or edit this information now, or you may return at a later date to do so, up until you have your interview with EEOC. **The answers you provide are confidential and will not be disclosed to your employer at this time.**

**ANSWERING THESE QUESTIONS IS NOT THE SAME AS FILING A CHARGE OF DISCRIMINATION.**

A charge of discrimination is a signed statement asserting that an organization engaged in employment discrimination. It requests EEOC to take remedial action. The laws enforced by EEOC, except for the Equal Pay Act, require you to before [filing a charge](#) you can file a lawsuit for unlawful discrimination. There are strict [time limits for filing a charge](#).

View Inquiry

Back to My Cases

Return Home

Schedule an Interview

**Opt Out**

Next

- **Tip!** If you are scheduling an appointment, you may select the **Opt Out** button from the **Appointment Scheduling** Page.

U.S. Equal Employment Opportunity Commission

### Appointment Scheduling Step 1 of 3

EEOC Public Portal | Next | Cancel | **Opt Out**

Please enter information about your appointment and click the **Next** button when you are ready to choose your appointment time.

Your Name: Jane Portal \*

EEOC Number: 440-2023-07157

Appointment Office: Chicago ( Time Zone: Central )

Office Address: 500 West Madison Street, Suite 2000, Chicago, Illinois 60661

\*\*Please be advised that due to the current health situation, you have the option to schedule an interview by phone or schedule an in-office interview which will be conducted by video using EEOC office equipment.\*\*

Description: Welcome to the EEOC Chicago office located at 500 West Madison, Suite 2000, Chicago, IL 60661. Phone: 7676767676. The office is located in downtown Chicago on the corner of Madison and Canal Street, one block west of the Chicago river and three blocks east

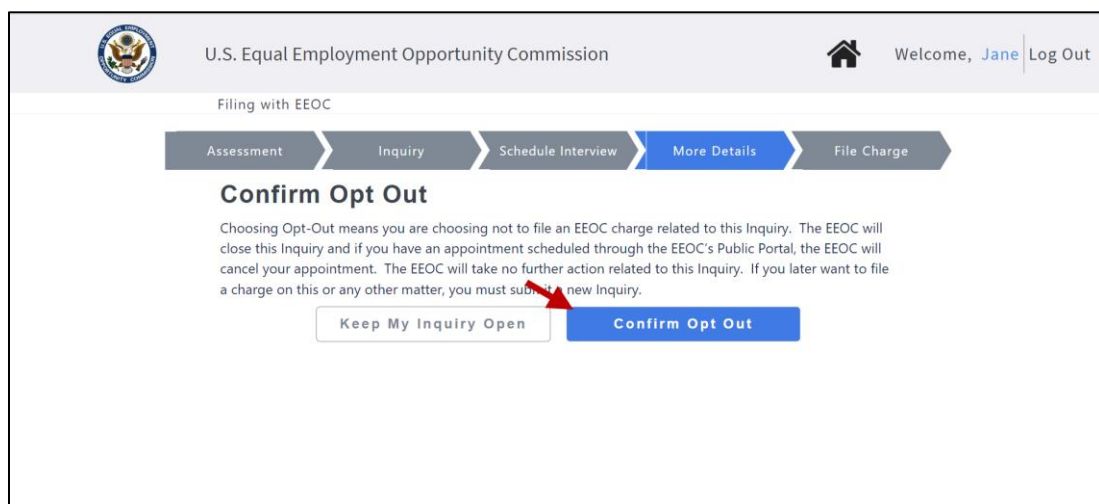
- **Tip!** If you have already scheduled an appointment, and are rescheduling it, you may select the **Opt Out** button from the **Appointment Scheduling** page.





**Step 5.** The confirmation page displays. Select the **Confirm Opt Out** button to close your inquiry.

- **Tip!** If you change your mind, you may keep your inquiry open by selecting the **Keep My Inquiry Open** button instead (you can still opt to close it at any time). This will return you to the inquiry status page.



**Step 6.** The inquiry is closed, and any appointments you scheduled with the EEOC regarding this inquiry are cancelled. You will receive the following email notification:

*FROM: U.S. Equal Opportunity Employment Commission (EEOC) <noreply@eeoc.gov>  
SUBJECT: Notice of Closed Inquiry*



### **U.S. Equal Employment Opportunity Commission**

*This email confirms your voluntary closure of EEOC Inquiry {EEOC Number} and your request that the EEOC take no further action related to this Inquiry. If you had an appointment scheduled through the EEOC's Public Portal, this email confirms its cancellation. Should you later want to file a charge on this or any other matter, you must submit a new Inquiry in the EEOC Public Portal. Please note there are strict [time limits for filing a charge](#).*

## **Chapter 3    Additional Steps**

After you submit your online inquiry, you may schedule an interview to discuss your inquiry with an EEOC representative. You should provide additional information about your complaint prior to the interview (*refer to EEOC Public Portal User's Guide Vol 3 – Post-Inquiry Tasks for details*).