



REQUESTING EEA2 REPORT USER GUIDE

This guide shows users the following:

- Accessing the Employment Equity Online Reporting Function
- Employment Equity Registration and Log-in
- Requesting EEA2 Report Function
- View and Download PDF EEA2 Report
- Email EEA2 Report

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1. Access Employment Equity Online Reporting

Step by Step Instructions

1.1.

Enter the following link on your browser: <https://ee.labour.gov.za/dmiso> or on the DEL website <http://www.labour.gov.za/>, click on "Online Services" and thereafter click on "Employment Equity Online Reporting (EE)"

The screenshot shows the website's navigation bar with 'Online Services' highlighted. Below, the 'Online Services' section lists various tools, with 'Employment Equity Online Reporting (EE)' highlighted in a green box.

1.2.

Click on the tab "EEA2 Reports"

The screenshot shows the 'DOL Systems Portal' with a navigation menu. The 'EEA2 Reports' tab is highlighted in green. The main content area displays 'EMPLOYMENT EQUITY ONLINE REPORTING FOR 2021' and a message that the service is now open in the QA environment. A 'How to login' section provides instructions for first-time users and those with reminder letters.



1.3. Click on the hyperlink "Requesting EEA2 Report"

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DOL Systems Portal

Login

Username:

Password:

Log In

[Forgot Password](#) | [Register](#)

Information

Employment 0860101018 Equity Helpline:

Provincial Offices:
[Eastern Cape](#)
[Free State](#)
[Gauteng](#)
[KwaZulu-Natal](#)
[Limpopo](#)
[Mpumalanga](#)
[North West](#)
[Northern Cape](#)
[Western Cape](#)

Website: www.labour.gov.za

Browser Compatibility

Please note that this site is compatible with Internet Explorer Browser. Please click on the link below for guidance.

[IE compatibility guidelines](#)

EMPLOYMENT EQUITY ONLINE REPORTING FOR 2021

The EE online service for 2021 reporting is now open (QA ENVIRONMENT).

Current Time
Date 4 August 2021
Time 08:53:46

Deadline
Date 15 January 2022
Time 23:59:00

[Login Procedure](#) | [Who must report](#) | [EE Online Benefits](#) | [Useful Advice](#)

[Organizational changes](#) | [EE Public Registers](#) | **[EEA2 Reports](#)**

[Additional Information](#)

Request EEA2 Reports

[→ Requesting EEA2 Report](#)

Transformation makes business sense

News feed
For further information on employment equity legislative matters please click on the tabs in the middle of this screen.

Activation of user account

→ Only activated users will be able to login.
→ Activation link sent to CEO and EE manager.

Information on requesting the EEA2 report will be displayed, after clicking the "EEA2 Report" hyperlink

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DOL Systems Portal

Login

Username (UserID/Passport No):

Password:

Log In

[Forgot Password](#) | [Register](#)

Activation of user account

→ Only registered users will be able to login.
→ If you are new user please register.

Information on requesting a EEA2 report.

- This service is to provide automated access for any Requester for South African Employer Employment Equity reports, submitted and validated information for the last 5 years. This is to comply with the Employment Equity Act 55 of 1998.
- Please register if you are a new user and select the required information and search using EE Ref No.
- EE Ref No is available in the Public Register and please visit www.labour.gov.za
- **Disclaimer :**

The information downloaded from the Department's websites is intended only for the person or entity whom requested it and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by person or entities other than the intended recipient is prohibited. If you received this message and information in error, please contact the sender and delete the material from all electronic devices.



2. Registration

New users will be required to register, however if you have previously registered, you may simply login using the designated username and password

2.1. Click on "Register"

The screenshot shows the 'DOL Systems Portal' with a login form on the left and registration information on the right. The login form has fields for 'Username (User/ID/Passport No):' and 'Password:', with 'Log In', 'Forgot Password', and 'Register' buttons. The 'Register' button is highlighted with a green box. To the right, there is a section titled 'Information on requesting a EEA2 report.' with bullet points and a 'Disclaimer' section. At the bottom, there is a copyright notice for 2011 and links for 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

2.2. Complete the Registration Form (All fields are mandatory)

The screenshot shows the 'User Registration' form with the following fields: Full Name, ID/Passport No, Email Address, Password, Confirm Password, Organisation/Individual Name, Address, City, Province (a dropdown menu with 'Please Select' selected), and Telephone number. A note below the Password field states: 'Password must be 8-10 characters long with at least one numeric, one upper case character and one special character.' At the bottom, there are 'Register' and 'Cancel' buttons, with the 'Register' button highlighted by a green box.

Full Name
 ID/Passport No.
 Email Address
 Password (refer hint)
 Confirm Password



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Organization/ Individual Name

Address

City

Province

Telephone Number

2.3.

Click on "Register" after completing all fields
If you need to change something click on *Cancel*.

Screen will display a pop- up message

ee.labour.gov.za says
User Registered Successfully..!

OK

Full Name

ID/Passport No

Email Address

Password

Confirm Password

Organisation/Individual Name

Address

City

Province

Telephone number

Register Cancel

Password must be 8-10 characters long with at least one numeric, one upper case character and one special character.

Click "OK" in the pop up message box to navigate to the Log-in page

2.4.

Check your email inbox
The system will send out a registration confirmation email

EEA11 Registration Details Inbox x

noreply@labour.gov.za
to Keltumetse.Mahlaule

Dear 93080 [redacted]

You are successfully registered. Please use your ID/Passport No as your User Name. Please don't share your User Name and Password with anyone.

User Name: 93 [redacted]
Password: F [redacted]
Date: 8 June 2021

Kind regards
EEA11 Support Team

Reply Forward



3. Logging In

If you have successfully registered, you may proceed to logging in

3.1. Enter your Username and Password to log in (as indicated in the confirmation email)

3.2. Click on the “Log In” button

The log in home page will be as follows



4. Requesting EEA2 Report

After successfully logging in, the home page will prompt you to enter the EE Reference No.

4.1 Enter the “EE Reference No.” and click the “Search” button

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DOL Systems Portal

User Requesting Details

I want to ...

- Update Details
- Public Register
- Employment Equity Register 2016
- Employment Equity Register 2017
- Employment Equity Register 2018
- Employment Equity Register 2019
- Employment Equity Register 2020
- Exit/Log Out

EE Reference No *

The trade name linked to the EE reference number will be displayed

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DOL Systems Portal

User Requesting Details

I want to ...

- Update Details
- Public Register
- Employment Equity Register 2016
- Employment Equity Register 2017
- Employment Equity Register 2018
- Employment Equity Register 2019
- Employment Equity Register 2020
- Exit/Log Out

EE Reference No *

Trade Name

Reason *

Year *

Please Select

- 2020
- 2019
- 2018
- 2017
- 2016



4.2. Select the "Reason" drop down option

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DOL Systems Portal

User Requesting Details

I want to ...

- Update Details
- Public Register
 - Employment Equity Register 2015
 - Employment Equity Register 2016
 - Employment Equity Register 2017
 - Employment Equity Register 2018
 - Employment Equity Register 2019
- Exit/Log Out

EE Reference No: 820629 *

Trade Name: ALTERAM SOLUTIONS PTY LTD

Reason: Government Tenders *

Year: Please Select

- Archiving
- BBBEE Ratings
- Benchmarking
- EE Analysis
- EE Plan
- EE Report
- Government Tenders
- Research
- Service Provider/Consultant
- Other

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4.3. Select the "Year" from the available drop down options

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DOL Systems Portal

User Requesting Details

I want to ...

- Update Details
- Public Register
 - Employment Equity Register 2015
 - Employment Equity Register 2016
 - Employment Equity Register 2017
 - Employment Equity Register 2018
 - Employment Equity Register 2019
- Exit/Log Out

EE Reference No: 820629 *

Trade Name: ALTERAM SOLUTIONS PTY LTD

Reason: Government Tenders *

Year: 2018 *

- Please Select
- 2019
- 2018
- 2017
- 2016
- 2015

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4.4. Click on the "Search" button If you need to change something, click on "Cancel".

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DOL Systems Portal

User Requesting Details

I want to ...

- Update Details
- Public Register
 - Employment Equity Register 2015
 - Employment Equity Register 2016
 - Employment Equity Register 2017
 - Employment Equity Register 2018
 - Employment Equity Register 2019

EE Reference No: 820629 *

Trade Name: ALTERAM SOLUTIONS PTY LTD

Reason: Government Tenders *

Year: 2018 *



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The search results will be displayed below.



I want to ...

- Update Details
- Public Register
 - Employment Equity Register 2015
 - Employment Equity Register 2016
 - Employment Equity Register 2017
 - Employment Equity Register 2018
 - Employment Equity Register 2019
- Exit/Log Out

User Requesting Details

EE Reference No

Trade Name

Reason

Year

Search Results			
View PDF EEA2 Report	EE Ref No	Organisation Name	Send Email
820629	820629	ALTERAM SOLUTIONS PTY LTD	<input type="button" value="Email"/>

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4.5.

Click the EE reference number hyperlink (first column) to view and download the PDF report



I want to ...

- Update Details
- Public Register
 - Employment Equity Register 2015
 - Employment Equity Register 2016
 - Employment Equity Register 2017
 - Employment Equity Register 2018
 - Employment Equity Register 2019
- Exit/Log Out

User Requesting Details

EE Reference No

Trade Name

Reason

Year

Search Results			
View PDF EEA2 Report	EE Ref No	Organisation Name	Send Email
820629	820629	ALTERAM SOLUTIONS PTY LTD	<input type="button" value="Email"/>

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A new tab with the PDF report will be displayed
Click on the download icon to download or save the PDF report

RequestsDisplayGridEEA11.aspx

1 / 10 100% +

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EMPLOYMENT EQUITY
Page 1 of 10 | EEA2 16.06.2018
13:06

PLEASE READ THIS FIRST

PURPOSE OF THIS FORM
This form enables employers to comply with Section 4 of the Employment Equity Act 55 of 1998, in order to ensure that their employment equity reporting is integrated into the Department of Labour.

WHO COMPLETES THIS FORM?
All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?
Designated employers must submit their report by 15th on the 15th working day of October or 15th on the 15th working day of April, before the close of business on the 15th working day of October, and on the 15th working day of October of the following year.

SEND TO:
Employment Equity Registry
The Department of Labour
Private Bag 117

Online Reporting
REGIONS: BANGALORE
NO PAPER OR E-MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

Trade name	ALTERAM SOLUTIONS PTY LTD
DIT registration name	ALTERAM SOLUTIONS
DIT registration number	201317122807
DAVE/ARS number	7090765132
UIF reference number	2330280/D
EE reference number	820629
Sub classification	MEDIA, ADVERTISING, INFORMATION AND COMMUNICATIONS
Industry/Sector	TRANSPORT, STORAGE AND COMMUNICATIONS
Telephone number	0118827655
Postal address	Postnet Suite 551
City/Town	PRETORIA
Postal code	0001
Province	GAUTENG
Physical address	1144, 16th Road
City/Town	Midrand
Postal code	1682
Province	GAUTENG
Name and surname	Philip Arnold
Telephone number	0834010747
Fax number	0834010747
Email address	Philip.arnold@alteram.co.za

Details of Employment Equity Senior Manager at the time of submitting this report

Return to the application tab



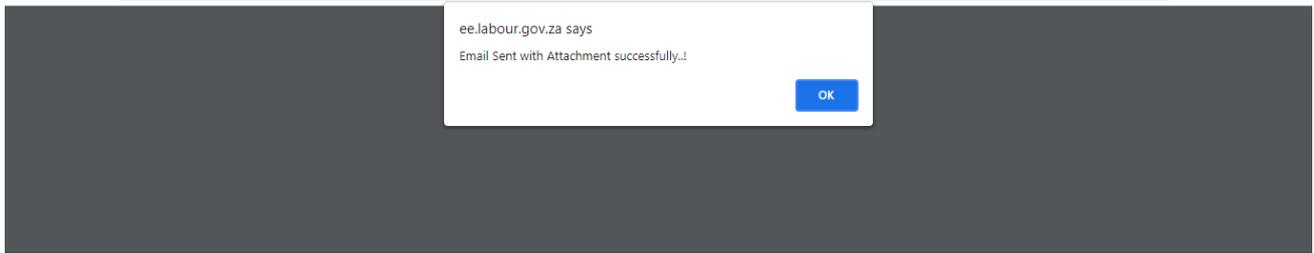
4.6. Click the "Email" Button to email the report to the registered email address

The screenshot shows the 'DOL Systems Portal' interface. On the left, there is a navigation menu under 'I want to ...' with options: Update Details, Public Register, Employment Equity Register 2015-2019, and Exit/Log Out. The main area is titled 'User Requesting Details' and contains a search form with the following fields: EE Reference No (820629), Trade Name (ALTERAM SOLUTIONS PTY LTD), Reason (Government Tenders), and Year (2018). Below the form are 'Search' and 'Clear' buttons. The search results table is as follows:

View PDF EEA2 Report	EE Ref No	Organisation Name	Send Email
820629	820629	ALTERAM SOLUTIONS PTY LTD	Email

At the bottom of the page, there is a copyright notice: © Copyright 2011 South African Department of Employment and Labour, with links for Terms of Use, Privacy Policy, and Contact Us.

A pop up message will be displayed, indicating the report was successfully emailed



4.7. Check the registered email inbox to retrieve the report