

# FHWA 1391 SUBMISSION INSTRUCTIONS

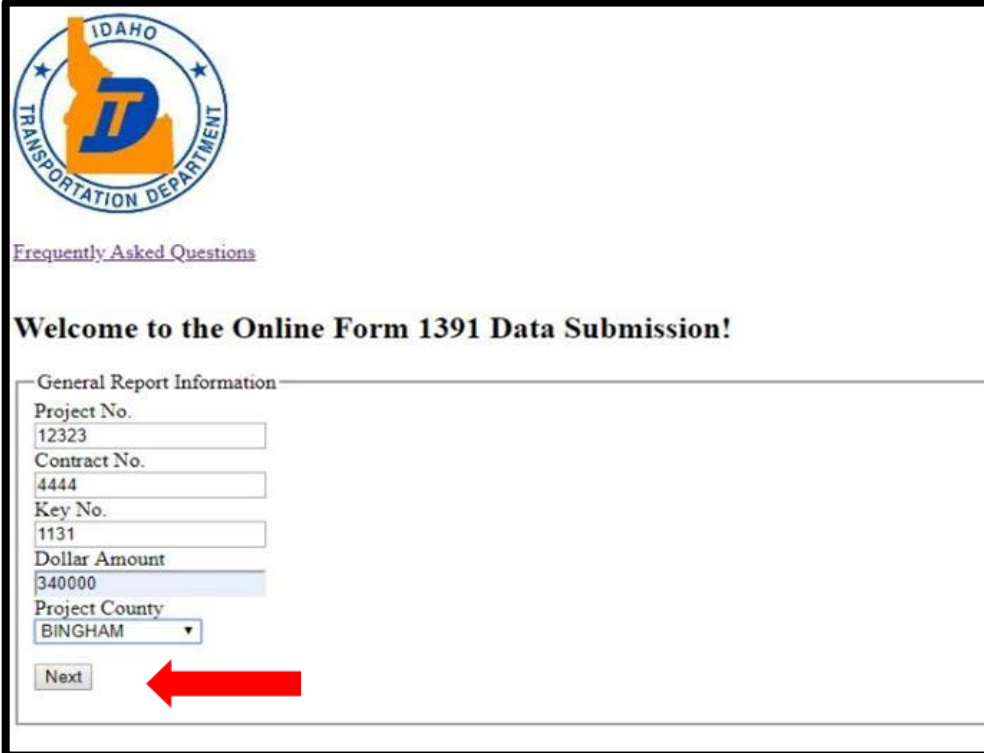
All prime contractors and any lower-tier subcontractors with subcontracts in excess of \$10,000 must complete the report for work performed during the last full work week of July. If you did not work the last week of July, then you would report on the next closest week (third, second, or first). If you did not work in July, you will enter your information and select “No Activity in July”.

**YOU MUST STILL SUBMIT EEO DATA IF YOU DID NOT WORK IN THE MONTH OF JULY.**

**To submit your FHWA 1391 (EEO) data, please visit:**

<http://apps.itd.idaho.gov/Apps/EEO1391Form/EEO1391>

- 1) Please enter your project number, contract number, key number, project dollar amount, and the project county.



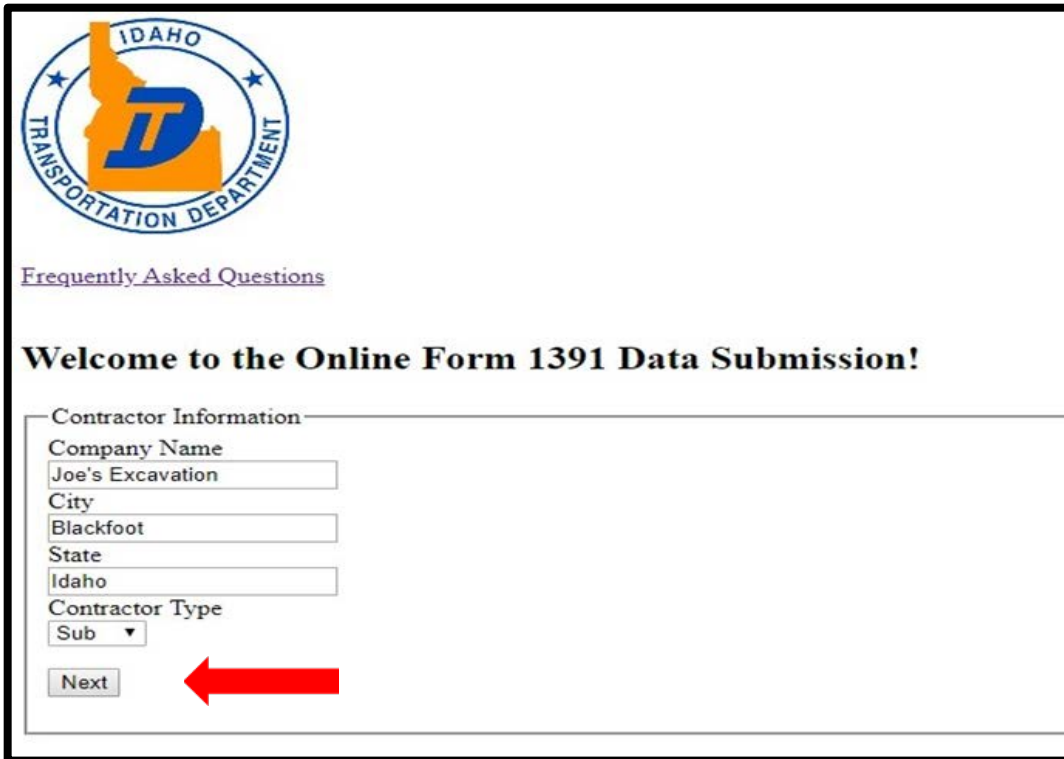
The screenshot shows the Idaho Transportation Department logo at the top left. Below it is a link for 'Frequently Asked Questions'. The main heading is 'Welcome to the Online Form 1391 Data Submission!'. The form is titled 'General Report Information' and contains the following fields:


Project No.	12323
Contract No.	4444
Key No.	1131
Dollar Amount	340000
Project County	BINGHAM

At the bottom of the form is a 'Next' button, which is highlighted with a red arrow pointing to it from the left.

*(Please see the following page for Step 2)*

- 2) Please enter your information: company name, city, state, and contractor type. You must select “Prime” or “Sub.” Click “Next” when finished.





[Frequently Asked Questions](#)

### Welcome to the Online Form 1391 Data Submission!

Contractor Information

Company Name  
Joe's Excavation

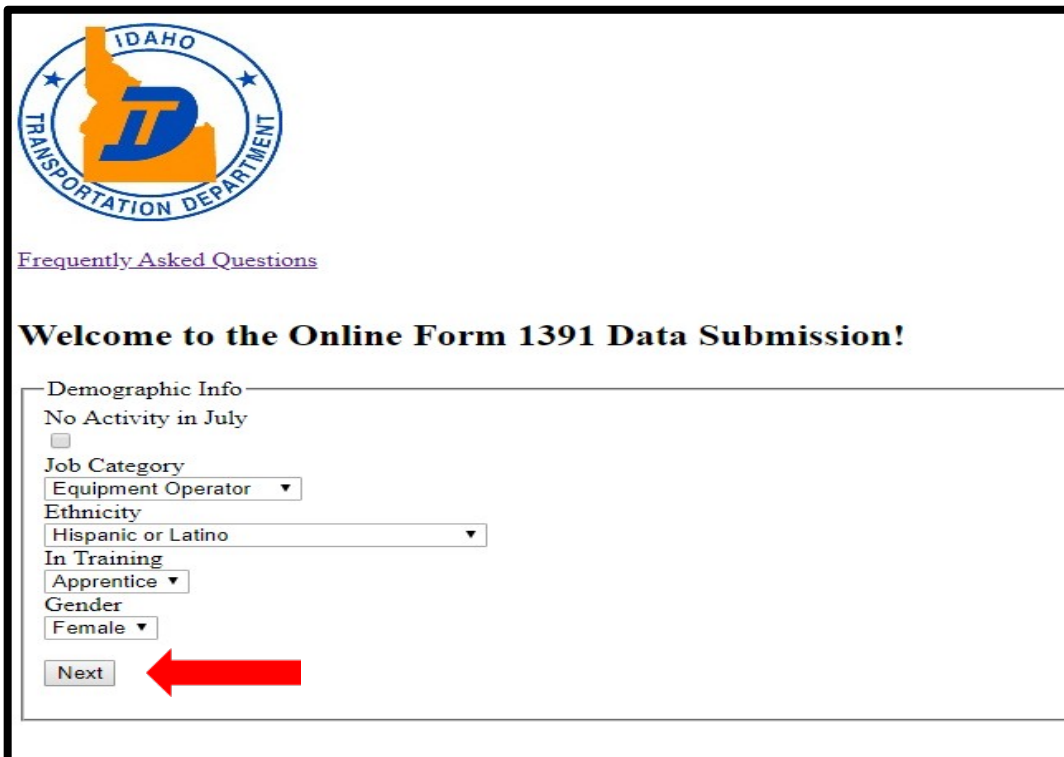
City  
Blackfoot


State  
Idaho

Contractor Type  
Sub

Next

- 3) Please enter the information for **each** employee working on the project. You may choose from 16 job categories, 7 ethnicity selections, 2 training categories (Apprentice/OJT) and 2 genders. Click “Next” when finished.





[Frequently Asked Questions](#)

### Welcome to the Online Form 1391 Data Submission!

Demographic Info

No Activity in July

Job Category  
Equipment Operator


Ethnicity  
Hispanic or Latino

In Training  
Apprentice

Gender  
Female

Next

- 4) The data you have entered for each employee will show as a list. If you had five employees working on the project, you should have five entries listed. To add another employee, click “Add Another Employee”. When all the employees have been added, click “Complete and Sign Document”.



[Frequently Asked Questions](#)


### Submit Employee Demographic Data

[Add Another Employee](#) ←

JobCategory	Ethnicity	In Training	Gender
Equipment Operator	Hispanic or Latino	Apprentice	Female <a href="#">Edit</a>
Cement Mason	Two or More Races	OJT	Male <a href="#">Edit</a>

[Complete and Sign Document](#)

- 5) Please sign off on your submission by entering your name and title, and clicking the checkbox that functions as your digital signature. When finished, click “Submit 1391”.



[Frequently Asked Questions](#)

### Welcome to the Online Form 1391 Data Submission!

Signoff Info

Type your name below:

This checkbox verifies this is your digital signature

Your Title

←