

# **NEW:** Online EEO Complaint Filing System

### **For Executive Branch Employees**

The Office of Human Resources (OHR) is excited to announce that the Online Equal Employment Opportunity (EEO) Complaint Filing System is now live for Executive Branch employees. This new filing option allows employees to electronically submit formal EEO Complaint forms.

#### **ADA Accommodations Related to Filing a Complaint**

Employees who wish to request an ADA accommodation related to filing a complaint or who may not be able to file electronically should immediately contact Patricia Miller at 240-777-5052 or <a href="mailto:Patricia.Miller@montgomerycountymd.gov">Patricia.Miller@montgomerycountymd.gov</a>.

#### Questions?

If you have any questions or need assistance with the system, please contact the County's IT Help Desk at 240-777-2828 or HelpIT@montgomerycountymd.gov.

## How to Access the System

- Log on to the County <u>ePortal</u>.
- 2. On the top menu, select *HR*.
- 3. Select HR Workforce Management.
- 4. Select Click here to go to HR Workforce Management.
- 5. Select HR Case Management.
- 6. Select EEO Case.
- 7. Select File a Complaint.

