**Section 320.830 Assignment of Filing Date**

a) The Department will assign every business a date by which the business must submit an application and a list of the information outlined in Section 320.840(a) that the business must provide with its application. The filing date shall be randomly assigned by the Department. Each business will receive at least 120 calendar days’ notice of the filing date. The application due date is the date by which the application must be received by the Department.

b) Once an application filing date is assigned by the Department, the business shall be enrolled in the Department's web-based portal as a business required to obtain an Equal Pay Registration Certificate. The business shall be required to obtain an Equal Pay Registration Certificate every two years after the initial due date, *unless the business has fewer than 100 employees* on December 31 of the business's payroll year.

(Source: Added at 47 Ill. Reg. 155, effective December 22, 2022)