


## Submit ITA Establishment(s) 300A Data

You can submit the data for your establishment from the “Establishment List” or the “View Establishment” page.

### From the Establishment List

Complete the following steps to submit the 300A data for an establishment(s) from the “Establishment List” page. **Note:** For additional information, place cursor over the information icon .

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **OR**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu”.
3. Select the checkbox next to the establishment(s) you wish to submit 300A data for. **Note:** You can only submit data for establishments in the “Not Submitted” status.
4. Select the “Submit Data for Selected” button.
5. In the “Confirm Submission of Data” notification, check the checkbox to certify the data being submitted.
6. Select the “Submit Data” button.
7. You will receive a confirmation message both on-screen and in your email. The Data Submission Status will change to Submitted.

**Note:** You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the email account you used to register for the ITA application. If you do not receive an email, check the “Establishment List” screen, and ensure the establishment’s Data Submission Status was changed to Submitted (with a link to view the submission). If not, try submitting the 300A data again.

## From the View Establishment Page

Complete the following steps to submit the 300A data for an establishment from the “View Establishment” page.

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **OR**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu”.
3. From the “Establishment List” page (which lists each establishment connected to your account), select the establishment’s name in the “Name” column to access the establishment.
4. From the Establishment page, select the “Submit Data” button. **Note:** You can only submit data for establishments in the “Not Submitted” status.
5. In the Confirm Submission of Data notification, check the checkbox to certify the data being submitted.
6. Select the “Submit Data” button.
7. Once submitted, you can view your data by selecting the “View Submission” and you can make changes to the data by selecting the “Edit Summary” button. You will receive a confirmation message both on-screen and in your email. The 300A Status will change to Submitted.

**Note:** You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the email account you used to register for ITA. If you do not receive an email, check the “Establishment List” screen, and ensure the establishment’s Data Submission Status was changed to Submitted (with a link to view the submission). If not, try submitting the 300A data again.