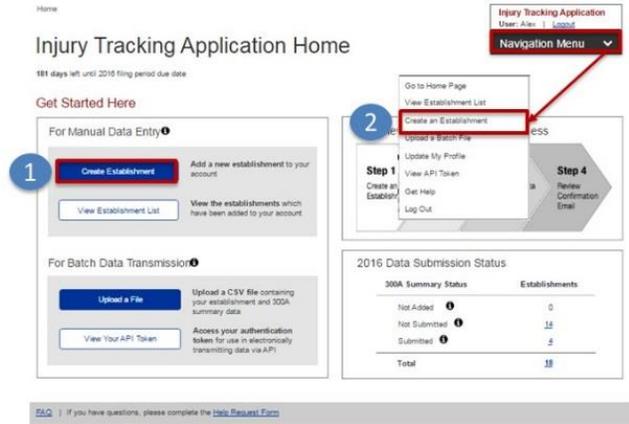


An end user may modify their account profile and/or change their password. **Note:** For additional information relevant to the previous text, place the cursor over the information icon . Complete the following steps to edit an ITA account:

1. Click the *Create Establishment* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section.
2. Select the *Create an Establishment* option from the dropdown *Navigation Menu* on any ITA screen.
3. Type the establishment's name in the *Establishment Name* field. **Note:** The name must be unique.
4. Type the name of the company that owns the establishment in the *Company Name* field.
5. Type the establishment's physical address (i.e., not a post office (PO) box) in the *Address* field.
6. Type the establishment's city in the *City* field.
7. From the *State* dropdown menu, select the appropriate state for the establishment.
8. Type the establishment's zip code in the *Zip* field.
9. Enter the North American Industrial Classification (NAIC) code in the *North American Industrial Classification (NAIC)* field. **Note:** If the NAIC code is unknown, the end user may begin typing the code or industry description, and then select the correct code from the list.
10. When the NAIC code cannot be located, click the *look it up here* hyperlink to access the United States Census Bureau's North American Industry Classification System.



Create Establishment

* Required Fields

Establishment Name 3

Must be unique.

Company Name 4

Please enter the name of the company that owns the establishment.

Address * 5

Please include your physical address, not a PO Box.

City * 6 State * 7 8

North American Industrial Classification (NAIC) 9

Start typing...

Begin typing either your 2012 NAICS code or the industry description to select the correct value from the list. If you don't know your code and can't find it in the list, click [look it up here](#). 10

Sector	Description
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing

11. Click the radio button that corresponds to the establishment's maximum number of employees for any point during the year.
12. Select the appropriate radio button to indicate whether the establishment is a public sector (government) entity.
13. If it is necessary to cancel the creation action, click the *Cancel* hyperlink.
14. To attach the establishment to the account, click the *Save* button.

The screenshot shows the 'Create Establishment' web form. At the top right, there is a user profile box with 'Injury Tracking Application', 'User: Alex', and a 'Logout' link. Below it is a 'Navigation Menu' dropdown. The main form title is 'Create Establishment' with a sub-header '* Required Fields'. The form contains several sections:

- Establishment Name:** A text input field with a red asterisk and a help icon.
- Must be unique:** A note below the name field.
- Company Name:** A text input field with a red asterisk.
- Address:** A text input field with a red asterisk and a note: 'Please enter the name of the company that owns the establishment.' Below it is another text input field with a note: 'Please include your physical address, not a PO Box.'
- City, State, ZIP:** Three input fields. The 'State' field is a dropdown menu with a 'Select' button.
- North American Industrial Classification (NAICS):** A text input field with a red asterisk and a help icon. Below it is a note: 'Start typing...' and a search instruction: 'Begin typing either your 2012 NAICS code or the industry description, then select the correct value from the list. If you don't know your code and can't find it in the list, click on the "Look it up" link.'
- Employee Count:** A section with the question 'What was the maximum number of employees at this establishment for this year?' and two radio button options: 'Under 20' and '20-249'. A third option, 'Over 250', is also present. Callout 11 points to the 'Over 250' radio button.
- Public Sector:** A section with the question 'Is this a public sector (government) entity?' and three radio button options: 'No', 'Yes - State Government', and 'Yes - Local Government'. Callout 12 points to the 'Yes - State Government' radio button.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' (with callout 13) and 'Save' (with callout 14).

 At the bottom of the page, there is a footer with a link to 'FAQ' and a note: 'If you have questions, please complete the Help Request Form.'