Create an Establishment

An end user can create an establishment following these steps. Note: For additional information relevant to the previous text, place the cursor over the information icon.

1. Click the Create Establishment button on the Injury Tracking Application Home screen in the Manual Data Entry section. Or...

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 if different from the establishment name.

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.


10. When the NAICS code is unknown, click the look it up hyperlink to access the United States Census Bureau’s North American Industry Classification System.
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.