

An ITA user has completed 300A data entry for an establishment and wishes to submit it to OSHA from the *Establishment List* or *View Establishment* screen. **Note:** For additional information relevant to a particular page or form element, place the cursor over the information icon

Complete the following steps to submit an establishment(s) from the Establishment List page:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section

or

Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.

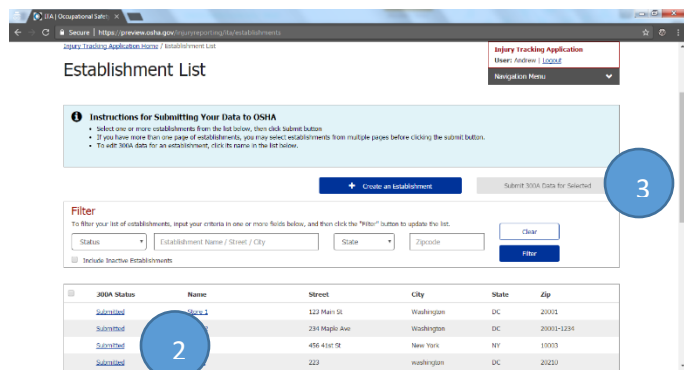
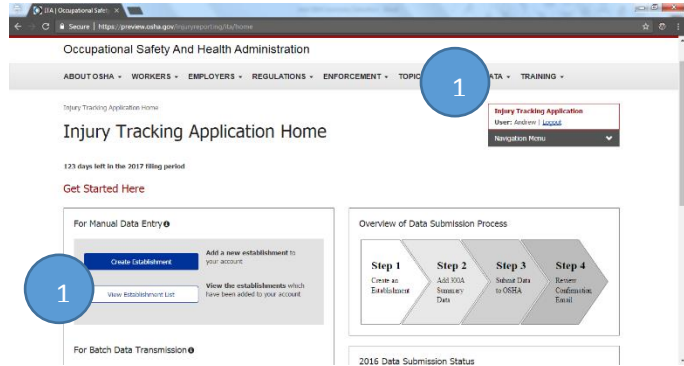
2. Select the establishment(s) to submit. **Note:** Only establishments in the Not Submitted status can be submitted

3. Click the *Submit 300A Data for Selected* button. **Note:** The establishment's progress must be Not Submitted in order to be submitted to OSHA.

4. In the Confirm Submission of 300A Data notification, check the checkbox to indicate the data is accurate.

5. Click the *Submit 300A Data* button.

6. Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment will change to Submitted.



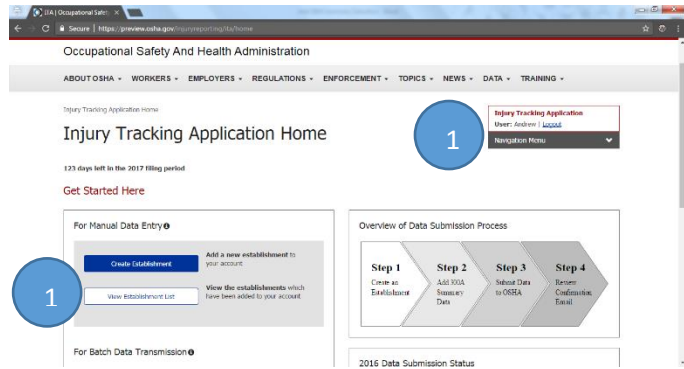


Complete the following steps to submit an establishment's data from the View Establishment page:

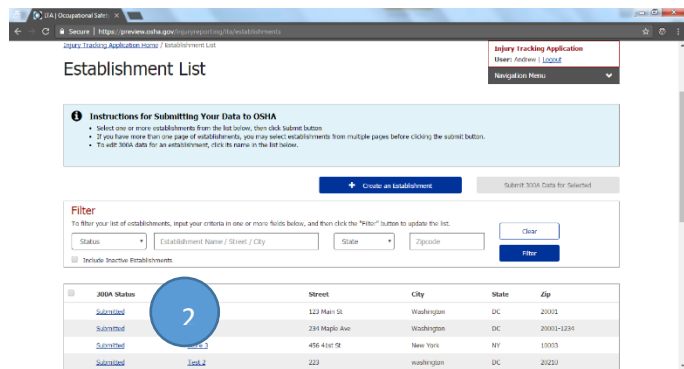
1. Click the View Establishment List button on the Injury Tracking Application Home screen in the Manual Data Entry section

or

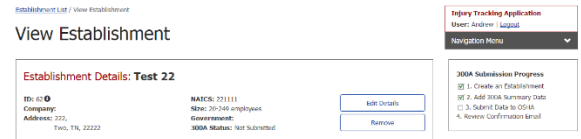
Select the View Establishment List option from the dropdown Navigation Menu on any ITA screen.



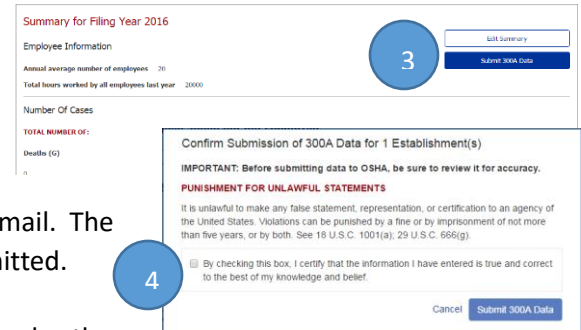
2. From the establishment list page, which lists each establishment connected to a user's account, click the establishment's name to access that establishment's View Establishment page.



3. From the View Establishment page, click the *Submit 300A Data* button. **Note:** The establishment's progress must be Not Submitted in order to be submitted to OSHA.



4. In the Confirm Submission of 300A Data notification displays, check the checkbox to indicate the data is accurate.



5. Click the *Submit 300A Data* button.

6. Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment 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 account which was registered with ITA. If no email is received, verify the establishment's status was changed to Submitted (with a link to view the submission). If not, try submitting the establishment again.