An end user utilizes the *Upload a File* screen to submit a batch file containing establishment and 300A summary data. **Note**: For additional information relevant to a particular page or form element, place the cursor over the 🛈 icon.

1. Click the *Upload a File* button on the *Injury Tracking Application Home* screen in the *For Batch Data Transmission* section

   or

   Select the *Upload a Batch File* option from the dropdown *Navigation Menu* on any ITA screen.
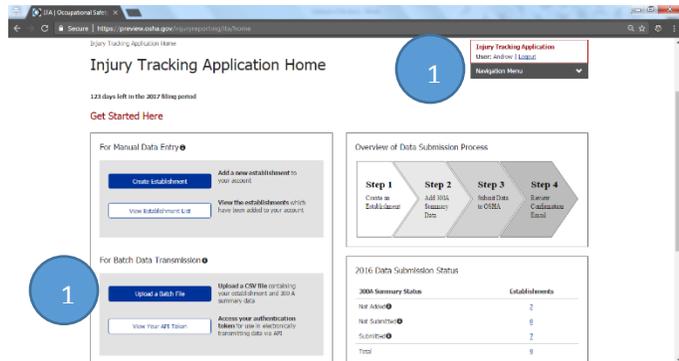
2. Create a comma separate values (CSV) file. **Note**: If needed, instructions for creating a CSV file, and a template are available in the *Step 1: Read the instructions* section.

3. In the *Step 2: Locate and select your file* section, click the *Browse* button, locate, and select the file from your computer.
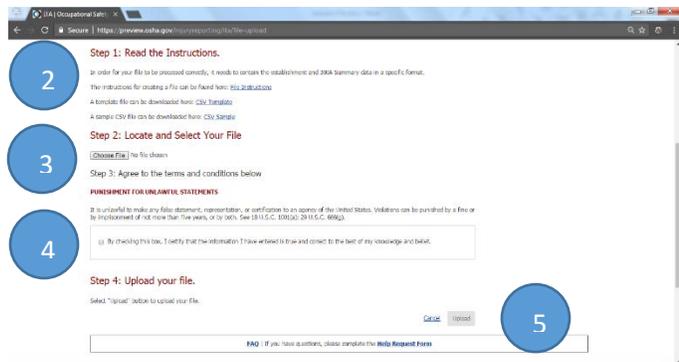
   Note: No specifc file name needs to be set for a CSV file.

4. In the *Step 3: Agree to the terms and conditions* section, read the Terms and Conditions, and click the checkbox to indicate agreement.

5. In the *Step 4: Upload your file* section, click the *Upload* button.

6. A on-screen confirmation message after the system has received your file, as well as one by email. Additional emails indicating if the data in your file was correctly formatted will be sent once the system has finished processing your file.

   The processing of files occurs at regular three-hour intervals in the order they were recevied. Depending on the volume of file submissions, it may take some time before an ITA user's file is processed and receive the processing results.