

An end user may view a list of establishments, and/or edit an establishment from the *View Establishment List* screen. **Note:** For additional information relevant to the previous text, place the cursor over the information icon **i**. Complete the following steps to view/edit establishments:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.
3. The *Establishment List* screen lists each establishment connected to the end user's account.
4. To edit an establishment, click its name in the *Establishment Name* field. **Note:** The *Edit Establishment* screen will display.
5. Modify the appropriate fields on the *Edit Establishment* screen.
6. Click the *Save* button.

Injury Tracking Application Home

181 days left until 2016 filing period due date

Get Started Here

For Manual Data Entry

1 Create Establishment | Add a new establishment to your account

View Establishment List | View the establishments which have been added to your account

For Batch Data Transmission

Upload a File | Upload a CSV file containing your establishment and 300A summary data

View Your API Token | Access your authentication token for use in electronically transmitting data via API

Navigation Menu

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- Create an Establishment
- Upload a Batch File
- Update My Profile
- View API Token
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2016 Data Submission Status

300A Summary Status	Establishments
Not Added	0
Not Submitted	14
Submitted	5
Total	19

Filter

To filter your list of establishments, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

Status: [Dropdown] Establishment Name / Street / City: [Text] State: [Dropdown] Zip: [Text] [Filter]

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300A Status	Establishment Name	Street Address	City	State	Zip
Not Added	Store 1	123 Main St	Washington	DC	20001-1234
Not Submitted	Store 2	234 Maple Ave	Washington	DC	20001-1234
Not Submitted	Store 3	345 Silver Ln	Washington	DC	20001-1234
Not Submitted	Store 4	456 Alexander Rd	New York	NY	10005-1234
Not Submitted	Store 5	567 19th St NW	New York	NY	10003-1234
Not Submitted	Store 6	678 A St SW	New York	NY	10003-1234
Not Submitted	Store 7	789 3rd St	Baltimore	MD	20900-4789
Not Submitted	Store 8	890 45th Ave	Baltimore	MD	20900-4789
Not Submitted	Store 9	901 Wilson Ct	Baltimore	MD	20900-4789
Not Submitted	Store 10	987 Elm St	Baltimore	MD	20900-4789
Not Submitted	Store 11	876 41st St NW	Baltimore	MD	20900-4789
Not Submitted	Store 12	765 University Blvd	Philadelphia	PA	19102-0001
Not Submitted	Store 13	654 Chicago St	Philadelphia	PA	19102-0001
Not Submitted	Store 14	543 Rhode Ln	Philadelphia	PA	19102-0001
Not Submitted	Store 15	432 Green St	Philadelphia	PA	19102-0001
Not Submitted	Store 16	321 Orange Rd	New York	NY	10003-1234
Not Submitted	Store 17	210 State St	New York	NY	10003-1234
Submitted	Store 18	109 Center Dr	Washington	DC	20001-1234
Submitted	Store 19	607 Dogwood Ct	Washington	DC	20001-1234
Submitted	Store 20	783 Lamp Post Rd	Washington	DC	20001-1234

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Edit Establishment

*** Required Fields**

Establishment Name **i**

Must be unique.

Company Name **5**

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

Address *

Please include your physical address, not a PO Box.

City * State * ZIP *

State: [Select]

North American Industrial Classification (NAICS) * **i**

Start typing...

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, you can [look it up here](#) **i**

What was the maximum number of employees at this establishment for this year? * **i**

Under 20 20-249 Over 250+

Please enter the maximum number of employees that this establishment had at ANY point during the filing year.

Is this a public sector (government) entity?

No Yes - State Government Yes - Local Government

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