

Create an Establishment

Complete the following steps to create an establishment. **Note:** For additional information, place cursor over the information icon  .

Important: An establishment is a single physical location where business is conducted or where services or industrial operations are performed. You must provide separate injury and illness records for each establishment that meets the industry and size reporting criteria. For activities where employees do not work at a single physical location, the establishment is represented by main or branch offices, terminals, stations, etc., that either supervise such activities or are the base from which personnel carry out these activities. **Examples: construction; transportation; communications, electric, gas and sanitary services; and similar operations.**

1. Select the “Create Establishment” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **or**
2. Select the “Create an Establishment” option from the dropdown “Navigation Menu”, **or**
3. Select the “View Establishment List” button. On the “Establishment List” screen, select the “Create an Establishment” button.
4. Enter the establishment’s name in the “Establishment Name” field. **Note:** The name must be unique.
5. Enter the establishment’s Employer Identification Number (EIN) in the “EIN” field.
6. Enter the name of the company that owns the establishment in the “Company Name” field, if different from the establishment name.
7. Enter the establishment’s physical address (i.e., not a post office (PO) box) in the “Address” field.
8. Enter the establishment’s city in the “City” field.
9. From the “State” dropdown menu, select the appropriate state for the establishment.
10. Enter the establishment’s zip code in the “Zip” field.
11. Enter either your North American Industrial Classification System (NAICS) code or the industry description in the “NAICS Industry Code or Description” field, then select the correct code from the list. If you do not know your code and cannot find it in the list, you can look it up at <https://www.census.gov/naics>.

12. Select the radio button that corresponds to the establishment's maximum number of employees for any point during the year.
13. Select the radio button to indicate whether the establishment is a public sector (government) entity.
14. To add the establishment to your account, select the "Save" button.