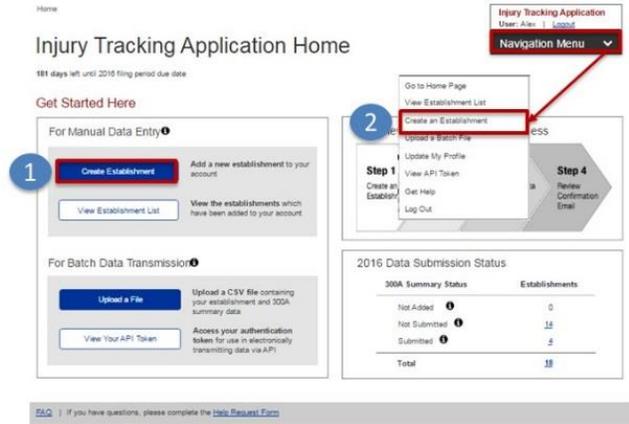


An end user can create an establishment following these steps. **Note:** For additional information relevant to the previous text, place the cursor over the information icon.

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.
9. Enter the 2012 North American Industrial Classification System (NAICS) code in the *NAICS Industry Code* 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.



Create Establishment

* Required Fields

Establishment Name 3

Must be unique.

Company Name 4

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

Address * 5

Please include your physical address, not a PO Box.

City * 6 State * 7 8

North American Industrial Classification (NAICS) 9

Start typing...

Begin typing either your 2012 NAICS code or the industry description to select the correct value from the list. If you don't know your code and can't find it in the list, click [look it up here](#). 10

United States Census Bureau

Topics: Population, Economy | Geography: Maps, Products | Library: Infographics, Publications | Data: Tools, Developers

You are here: [Census.gov](#) / [Business & Industry](#) / [NAICS](#) / NAICS SearchTools

North American Industry Classification System

Main | History | Development Partners | Federal Register Notices | NAPCS | FAQs

NAICS Search: Enter keyword or 2-6 digit code

2017 NAICS Search

2012 NAICS Search

2007 NAICS Search

2012 NAICS

The following table provides detailed information on the structure of NAICS. Also include links to the NAICS SearchTools.

Sector	Description
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing

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.

The screenshot shows the 'Create Establishment' web form. At the top right, there is a user profile box with 'Injury Tracking Application', 'User: Alex', and a 'Logout' link. Below it is a 'Navigation Menu' dropdown. The main form title is 'Create Establishment' with a sub-header '* Required Fields'. The form contains several sections:

- Establishment Name:** A text input field with a red asterisk and a help icon.
- Must be unique:** A note below the name field.
- Company Name:** A text input field with a red asterisk.
- Address:** A text input field with a red asterisk and a note: 'Please enter the name of the company that owns the establishment.' Below it is another text input field with a note: 'Please include your physical address, not a PO box.'
- City, State, ZIP:** Three input fields. The 'State' field is a dropdown menu with a 'Select' button.
- North American Industrial Classification (NAICS):** A text input field with a red asterisk and a help icon. Below it is a note: 'Start typing...' and a search instruction: '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, click on the "Look it up" link.'
- Maximum number of employees:** A section with a red box and callout 11. It asks 'What was the maximum number of employees at this establishment for this year?' and has two radio buttons: 'Under 20' and '20-249'. A third option 'Over 250' is also present.
- Public sector (government) entity:** A section with a red box and callout 12. It asks 'Is this a public sector (government) entity?' and has three radio buttons: 'No', 'Yes - State Government', and 'Yes - Local Government'.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' (with callout 13) and 'Save' (with callout 14).

 At the bottom of the page, there is a footer with a link to 'FAQ' and a note: 'If you have questions, please complete the Help Request Form.'