


Edit 300A Summary Data

Complete the following steps to edit the 300A Summary data for an establishment. **Note:** For additional information, place cursor over the information icon  .

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **or**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu” to display the list of establishments connected to your account.
3. Select the establishment name hyperlink in the “Name” column and then select the “Edit Summary” button in the “Summary for Filing Year YYYY” section.
4. Update information as needed.
5. Select the “Save” button.

Important: If you already submitted the data prior to making your edits, you must resubmit the data for the changes to be registered. Select the “Submit 300A Data” button. In the Confirm Submission of 300A Data notification, check the checkbox to certify the data being submitted. Select the “Submit 300A Data” button.