Manually Add 300A Summary Data

Complete the following steps to manually add 300A Summary data to an establishment.
Note: For additional information, place cursor over the 🛈 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".
   Note: The "Establishment List" lists each establishment connected to your account.

3. Select the establishment name hyperlink in the "Name" column. When the Establishment opens, select the "Add 300A Summary" button in the "Summary for Filing Year YYYY" section.

4. Enter data into each field on the "Summary of Work-Related Injuries and Illnesses" screen. **Note:** Each field on the form is required.

5. Select the "Save" button.

6. After saving, you will be taken back to the "View Establishment" screen, where you may review the data entered.

7. To review the data entered and make any changes to the data, select the "Edit Summary" button.

8. Select the "Save" button.

9. Once you have reviewed your data and it is ready to submit, select the "Submit 300A Data" button.

10. Confirm Submission of 300A Data for Establishment(s) and certify submission by checking the certification checkbox.

11. Select the "Submit 300A Data" button.

12. You will receive a confirmation message both on-screen and in your email. The 300A Status will change to Submitted.

Note: You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the email account you used to register for ITA. If you do not receive an email, check the "Establishment List"

screen, and ensure the establishment's 300A Status was changed to Submitted (with a link to view the submission). If not, try submitting the 300A data again.