Upload a Batch File

If you are submitting data for a large number of establishments, using the "Upload a Batch File" option can help speed up the process. This allows you to submit a comma-separated values (CSV) batch file containing establishment and 300A summary data. **Note:** This option is not recommended for use if you have only one or a few establishments to enter data for.

Complete the following steps to upload a batch file.

1. Select the "Upload a Batch File" button in the "For Batch Data Transmission" section on the "Injury Tracking Application" screen, **or**

2. Select the "Upload a Batch File" option from the dropdown "Navigation Menu".

3. Create a CSV file using the instructions and template provided on the "Upload a Batch File" screen under "Step 1: Read the Instructions" section.

4. After the CSV file has been created, select the "Choose File" button under "Step 2: Locate and Select Your File" section. Locate your CSV file, select the file and then select the "Open" button.

5. In the "Step 3: Agree to the terms and conditions below" section, read the Terms and Conditions, and select the checkbox to indicate agreement.

6. In the "Step 4: Upload your File" section, select the "Upload" button.

Once the system receives your file, you will receive an on-screen and email confirmation. Additional emails indicating if the data in your file was correctly formatted will be sent once the system has finished processing your file. **If you do not receive another email your data DID NOT properly load.** Visit the FAQs guidance on common errors that block a file from loading. Depending on the volume of file submissions, it may take longer to process your file and send the processing results.