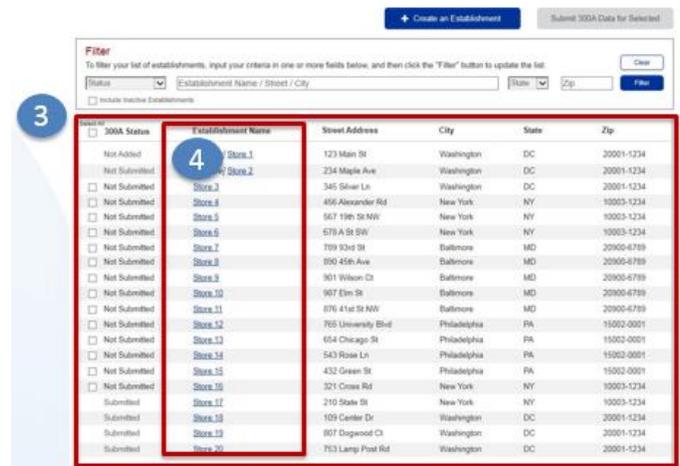
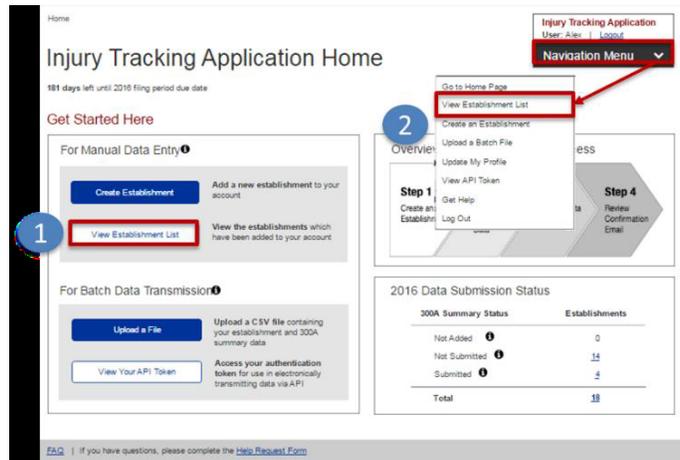


An end user may view a list of establishments, and/or edit an establishment from the *View Establishment List* screen. **Note:** For additional information relevant to the previous text, place the cursor over the information icon . Complete the following steps to view/edit establishments:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.
3. The *Establishment List* screen lists each establishment connected to the end user's account.
4. To edit an establishment, click its name in the *Establishment Name* field, then click the *Edit Details* button.
5. Modify the appropriate fields on the *Edit Establishment* screen.
6. Click the *Save* button.



### Edit Establishment

**\* Required Fields**

Establishment Name

Must be unique.

Company Name

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

Address \*

Please include your physical address, not a PO Box.

City \* State \* ZIP \*

North American Industrial Classification (NAICS) \*

Start typing...

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, you can [look it up here](#) .

What was the maximum number of employees at this establishment for this year? \*

Under 20  20-249  Over 250+

Please enter the maximum number of employees that this establishment had at ANY point during the filing year.

Is this a public sector (government) entity?

No  Yes - State Government  Yes - Local Government