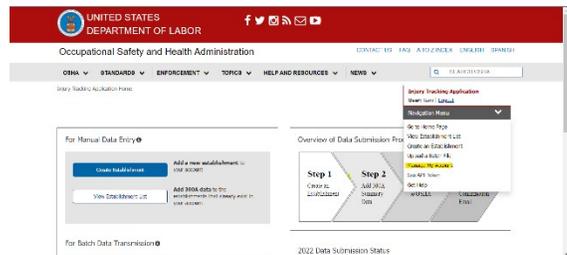


User will be directed to one-time login. Select the *Log in* button to enter and confirm your password on the following screen.



3. **ITA Account management:** Use the following URL to access your user profile:
<https://preview.osha.gov/injuryreporting/ita/account/profile>.

Otherwise, navigate using the dropdown menu in the top right corner of the page.



Test case:

- Confirm ability to edit user profile details

4. **Create an Establishment:**

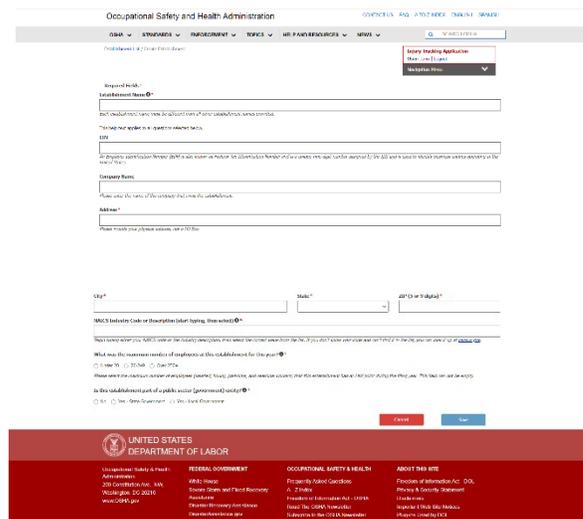
Return to the landing page at:

<https://ddp-preview.osha.gov/injuryreporting/ita/home>



Create a new establishment by selecting the *Create Establishment* button under the “For Manual Data Entry” label on the landing page, accessing the page via the right-hand navigational dropdown menu, or using this link:
<https://preview.osha.gov/injuryreporting/ita/establishments/create>

Fill out all required fields, including company name, address, and NACIS code. When finished, select the *Save* button in the bottom right corner.



Test cases:

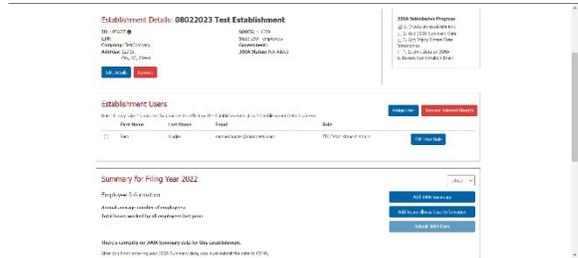
- Validate new establishment cannot be created using the name of an existing establishment
- Ensure NAICS code dropdown is populating expected codes

Comments, suggestions, and proposed improvements:	Pass/Fail Status
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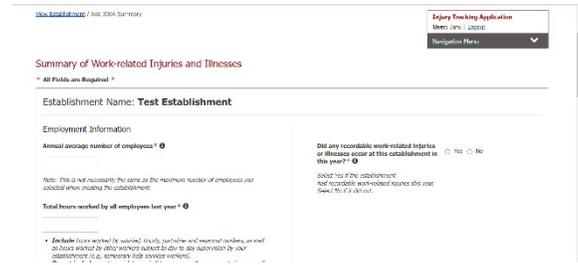
Public reporting burden for this collection of information is estimated to take 2 to 4 hours and averages 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Occupational Safety and Health Administration, U.S. Department of Labor, 200 Constitution Ave NW., Suite N3621, Washington, DC 20210-4537 and reference the OMB Control Number 1225-0088.

5. **Submit Form 300A Data:**

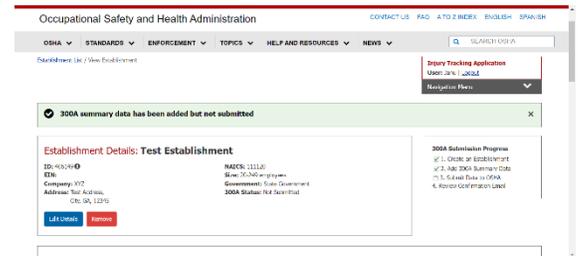
On the right-hand side of the Establishment Details screen, select the **Add 300A Summary** button.



The following screen presents fields for manual entry of Form 300A data. Fill out all required fields and select **Save** button in the bottom right corner of the screen when done.



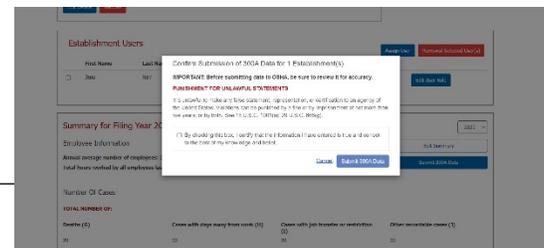
After submitting 300A data, users are returned to the Establishment Details page and a light green banner notifies users that 300A summary data has been added but not submitted.



Scroll down on the Establishment Details page and select the **Submit 300A Data** button to complete the process.



A pop-up notification appears. Confirm submission by checking the box and selecting the **Submit 300A Data** button. Next, check for an email notification detailing a successful submission.

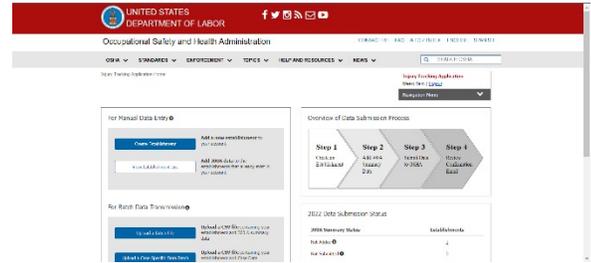


Comments, suggestions, and proposed improvements:

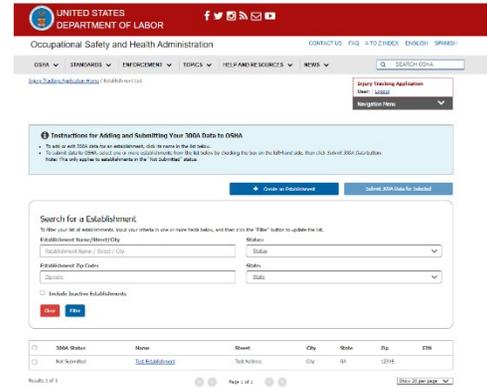
Public reporting burden for this collection of information is estimated to take 2 to 4 hours and averages 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Occupational Safety and Health Administration, U.S. Department of Labor, 200 Constitution Ave NW., Suite N3621, Washington, DC 20210-4537 and reference the OMB Control Number 1225-0088.

6. Web Submission of Form 300/301 Data

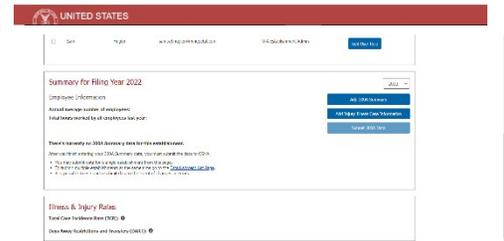
From the landing page (<https://ddp-dev.ita.osha.gov/injuryreporting/ita/home>), select the View Establishment List button.



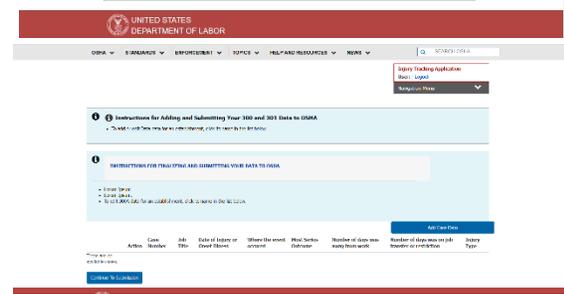
All establishments registered under an employer are displayed. Select an establishment name to submit data against to continue.



Select the Add Injury Illness Case Information button to view all Form 300/301 case data entries for a given establishment. Prior to submitting case details this table will be blank.



Select the Add Case button to populate a row in the table.

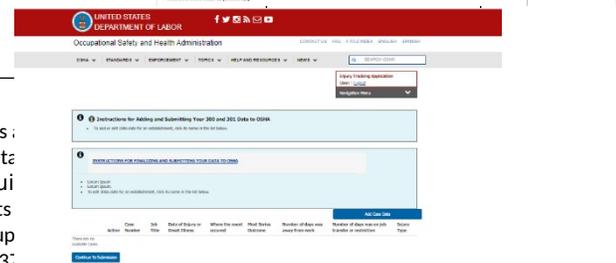
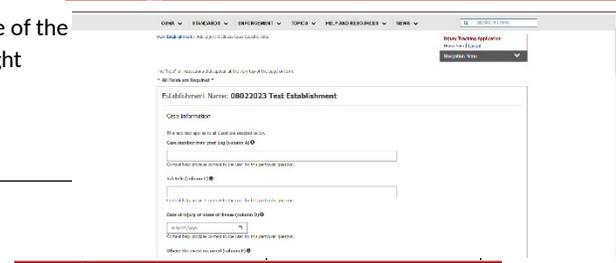


Fill out case detail information, including case number, details about the nature of the complete all required fields prior to selecting the Save button in the bottom right corner when done.

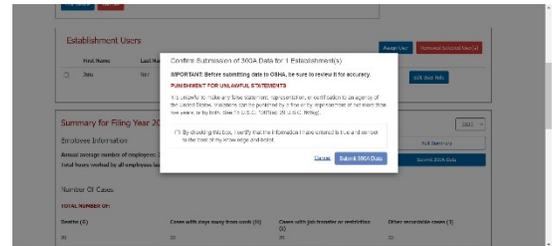
Comments, suggestions, and proposed improvements:

After saving, select Continue to Submission on the next page to proceed.

Public reporting burden for this collection of information is estimated to take 2 to 4 hours ; reviewing instructions, searching existing data sources, gathering and maintaining the data of information. This collection of information is voluntary. You are not requi information unless it displays a valid OMB control number. Send comments this collection of information, including suggestions for reducing this burden, to the Occup Department of Labor, 200 Constitution Ave NW., Suite N3621, Washington, DC 20210-4537

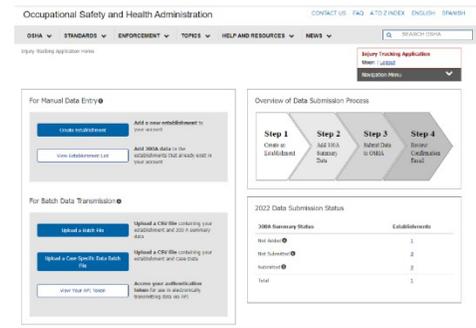


A pop-up notification appears. Confirm submission by checking the box and selecting the *Submit 300/301 Data* button. Next, check for an email notification detailing a successful submission.

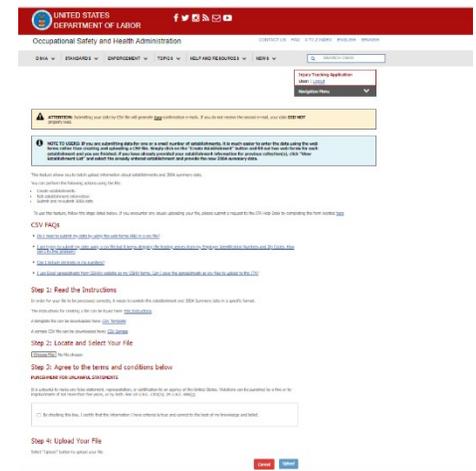


7. CSV Submission of Form 300/301 Data

From the landing page (<https://ddp-preview.osha.gov/injuryreporting/ita/home>), select the *Upload a Specific Data Batch File* button under Batch Data Transmission.



Select the *Choose CSV file* button to bring up a file explorer. Specify the CSV file to be uploaded and select *Open*.



Next check the box to certify the information entered is accurate and select the *Upload* button.

Note: CSV upload generates two confirmation emails - if a second email is not received, upload was unsuccessful.

<p>Comments, suggestions, and proposed improvements:</p>	<p>Pass/Fail Status</p>
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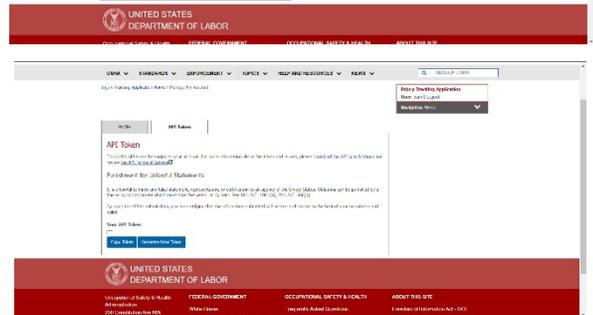
Public reporting burden for this collection of information is estimated to take 2 to 4 hours and averages 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Occupational Safety and Health Administration, U.S. Department of Labor, 200 Constitution Ave NW., Suite N3621, Washington, DC 20210-4537 and reference the OMB Control Number 1225-0088.

8. View API Token for Form 300/301 Submission

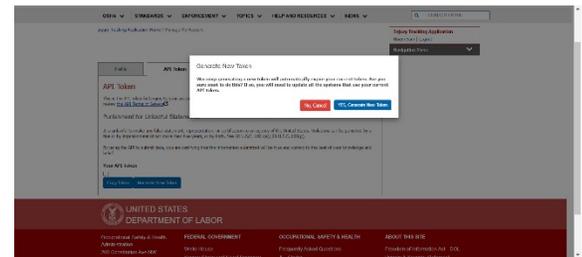
From the landing page (<https://ddp-preview.osha.gov/injuryreporting/ita/home>), navigate to the "For Batch Data Transmission" header and select the *View Your API Token* button.



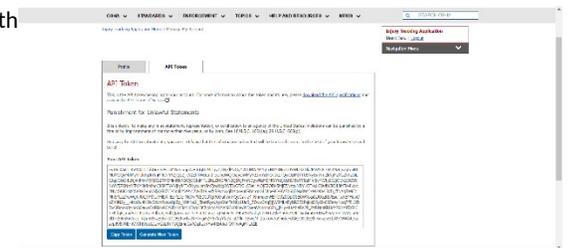
On the following screen (<https://preview.osha.gov/injuryreporting/ita/account/api-token>), select the button to *Generate New Token*.



A pop-up notification appears confirming generation of a new token will invalidate previously issued API tokens. Select the *YES, Generate New Token* to proceed.



API token is displayed. The *Copy Token* button can be used to assign a token to th



Comments, suggestions, and proposed improvements:	Pass/Fail Status
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