#### 1. ITA Login Page





# SHA® Log In to OSHA's Injury Tracking Application (ITA)



#### Get help submitting your injury and illness data

- . First time using the ITA, or looking for help? Start at OSHA's Injury Reporting page
- Have a question about the requirements or using the ITA? Review the ITA Frequently Asked Questions
- · Questions about recordkeeping? Visit OSHA's Recordkeeping page
- · Need assistance? Submit a Help Desk ticket
- Looking for OSHA's publicly available ITA data? Visit OSHA's ITA Data page

You are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of Title 18, United States Code, Section 1030 and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

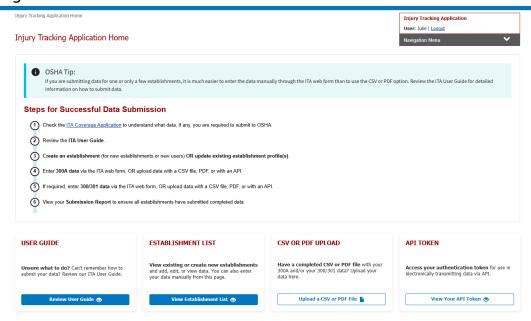
Your use of this system indicates understanding that you are personally responsible for your use and any misuse of your access including your system account and password. Use further indicates understanding that by accessing a U.S. Government information system that you must comply with the prescribed policies and procedures. Lastly, your use shall serve as acknowledgement of receipt of, your understanding of your responsibilities, and your willingness to comply with the rules of behavior for this system.

#### OMB Control Number: 1218-0176 Expiration Date: April 30, 2028

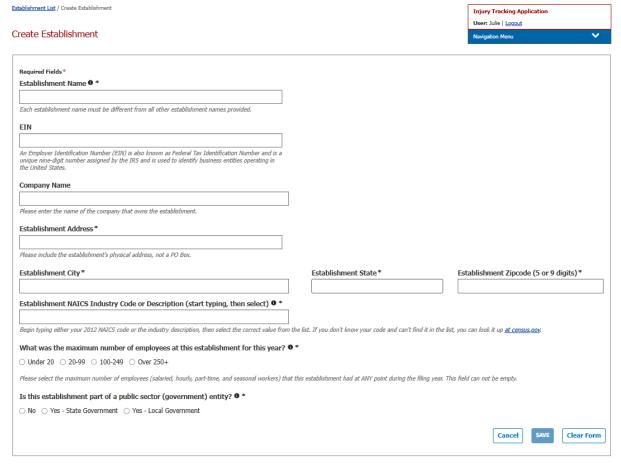
Public reporting for this collection of information is estimated anywhere from 3 minutes to 1 hour per response. This time includes reviewing the instructions, searching for existing data sources, gathering and maintaining the data, and completing and reviewing each collection of information requirement. Persons are not required to respond to the information collection request unless it displays a currently valid Office of Management and Budget Control Number. If you have any comments in regard this estimates or any other aspect of this information collection, including suggestions for reducing this burden, please send them to OSHAPRA@dol.gov or to OSHA's Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210.

OSHA 6-40.2

## 2. ITA home page

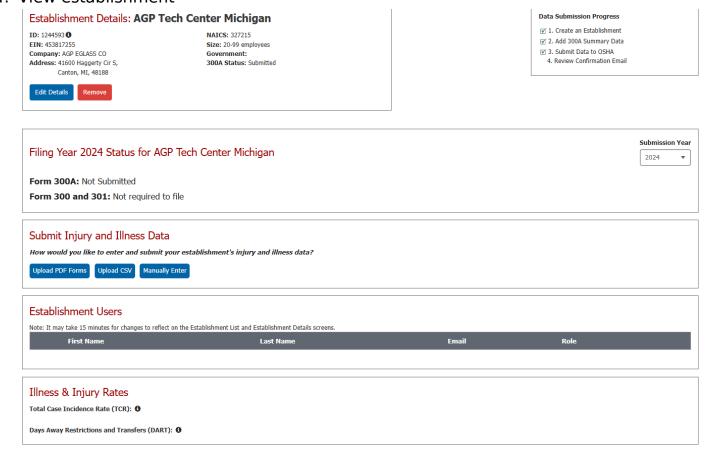


# 3. Create Establishment (aka EIN page)

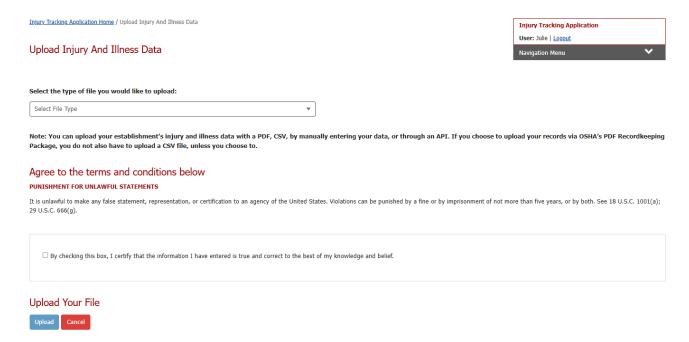


OMB Control Number 1218-0176 - Justification of Non-Substantive Change in the Injury Tracking Application (ITA), 2025

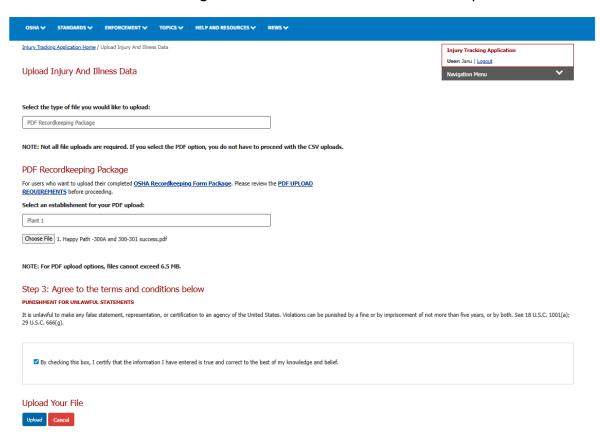
### 4. View establishment



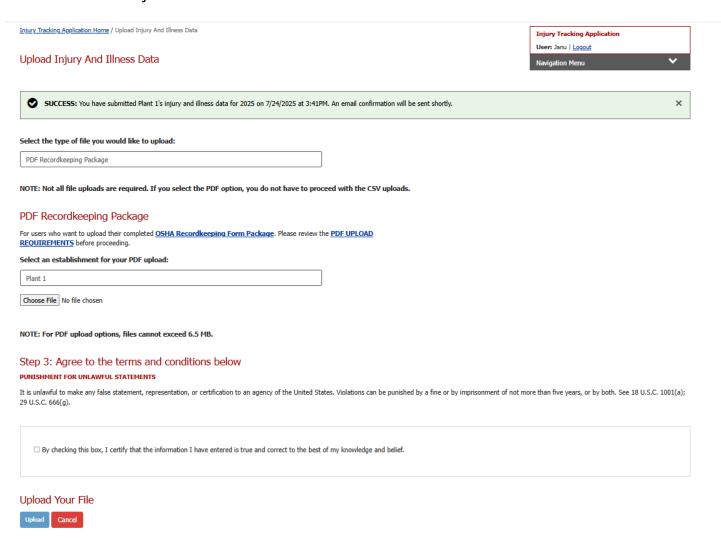
#### OMB Control Number 1218-0176 - Justification of Non-Substantive Change in the Injury Tracking Application (ITA), 2025



# 6. Check the acknowledgement box that will enable the Upload button



7. Once the PDF file is uploaded, the success banner message appears on the screen which says an email confirmation will follow.



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