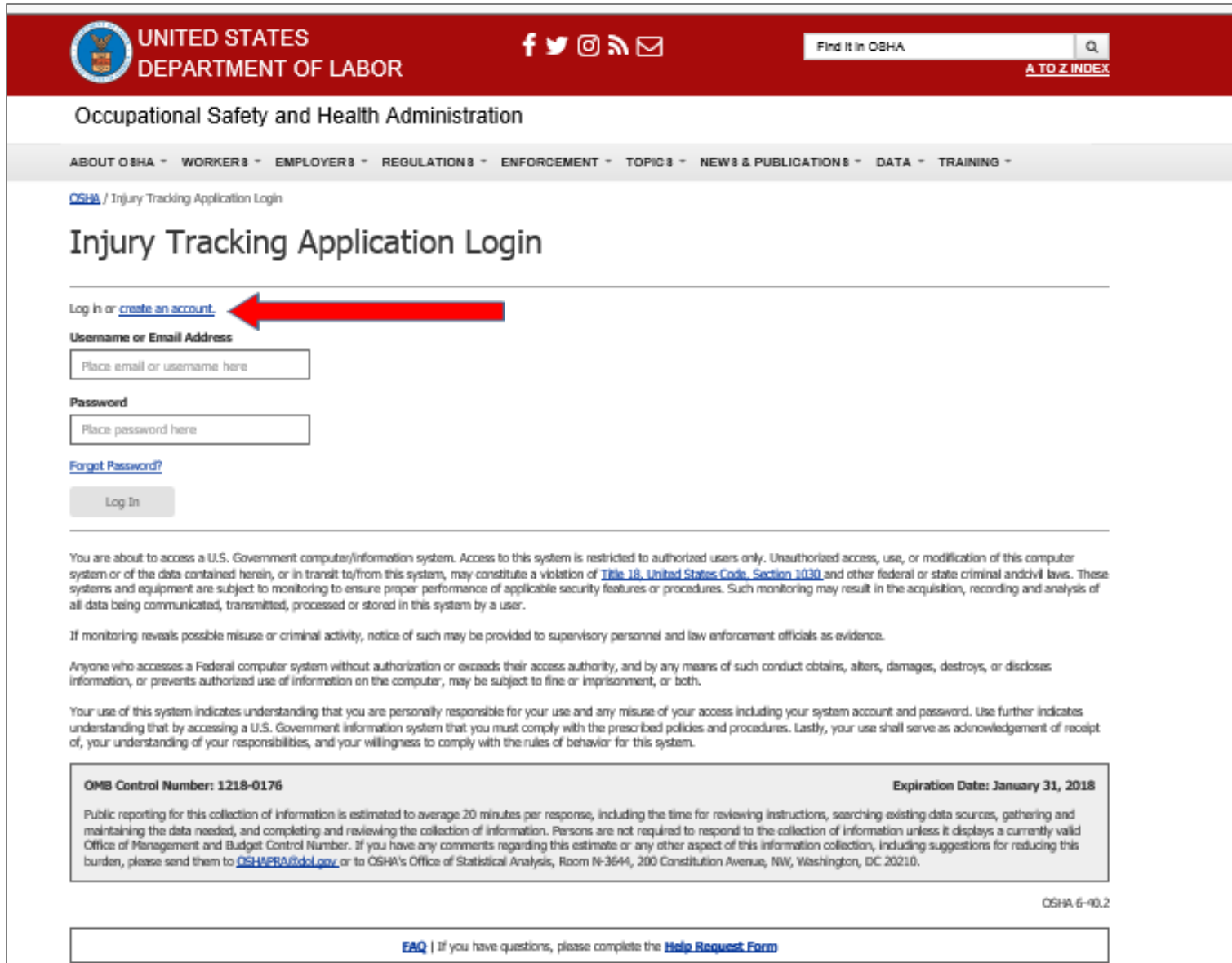


# STEP-BY-STEP INSTRUCTIONS FOR FILING OSHA 2016 300A FORM ELECTRONICALLY

OSHA requires employers with 20 to 249 employees at each establishment to submit their 2016 300A form electronically. To get started, click on this link: <https://www.osha.gov/injuryreporting/ita/>

By clicking on the link, it will bring you to the following page, where you will then **click on the “Create an Account” link.**



The screenshot shows the OSHA Injury Tracking Application Login page. At the top, there is a red header with the OSHA logo, the text "UNITED STATES DEPARTMENT OF LABOR", social media icons for Facebook, Twitter, Instagram, RSS, and Email, a search bar with the text "Find It in OSHA", and a link for "A TO Z INDEX". Below the header, the page title is "Occupational Safety and Health Administration". A navigation bar contains links for "ABOUT OSHA", "WORKERS", "EMPLOYERS", "REGULATION", "ENFORCEMENT", "TOPIC", "NEWS & PUBLICATIONS", "DATA", and "TRAINING". The main content area is titled "OSHA / Injury Tracking Application Login" and "Injury Tracking Application Login". Below the title, there is a login form with the text "Log in or [create an account.](#)". A red arrow points to the "create an account" link. The form includes fields for "Username or Email Address" (with placeholder text "Place email or username here") and "Password" (with placeholder text "Place password here"). There is a "Forgot Password?" link and a "Log In" button. Below the form, there is a disclaimer: "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." Below the disclaimer, there is a note: "If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence." Another note states: "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." A final note says: "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." At the bottom, there is a box with "OMB Control Number: 1218-0176" and "Expiration Date: January 31, 2018". Below this box, there is a paragraph: "Public reporting for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid Office of Management and Budget Control Number. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to OSHMPRA@dcl.gov or to OSHA's Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210." At the bottom right, there is the text "OSHA 6-90.2". At the very bottom, there is a link: "FAQ | If you have questions, please complete the [Help Request Form](#)".

**On the next page (Step 1 of 3):**

- 1) Fill in the boxes, which should be self-explanatory
- 2) The 'Username' you enter in this field is actually your Password
- 3) Click the box for "I am not at a robot"
- 4) Click the "Continue" button

The screenshot shows the 'Create Account' page for the Occupational Safety and Health Administration (OSHA). The page is titled 'Create Account' and is part of 'Step 1 of 3: Account Details'. It contains several required fields for user information, a checkbox for 'I'm not a robot', and 'Cancel' and 'Continue' buttons. Red arrows and numbers 1 through 4 are overlaid on the page to indicate the steps described in the adjacent list. Arrow 1 points to the First Name, Last Name, Company Name, Job Title, Email Address, Confirm Email Address, and Phone Number fields. Arrow 2 points to the Username field. Arrow 3 points to the 'I'm not a robot' checkbox. Arrow 4 points to the 'Continue' button.

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Occupational Safety and Health Administration

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[Injury Tracking Application Login](#) / [Create Account](#)

[Injury Tracking Application Login](#)

## Create Account

Step 1 of 3: Account Details

\* Required Fields

First Name \*

Last Name \*

Company Name \*

Please enter the name of the company that you work for.

Job Title

Please enter your job title.

Email Address \*

Confirm Email Address \*

Phone Number \*

Username \*

I'm not a robot

[Cancel](#) [Continue](#)

[FAQ](#) | If you have questions, please complete the [Help Request Form](#)

**Next Page (step 2 of 3):**

- 1) Read the Terms and Conditions
- 2) Click on the box to acknowledge you read the Terms and Conditions
- 3) Click the "Continue" button

The screenshot shows the OSHA website's 'Create Account' page. At the top, there is a red header with the OSHA logo, 'UNITED STATES DEPARTMENT OF LABOR', and social media icons. A search bar and 'A TO Z INDEX' link are also present. Below the header is a navigation menu with categories like 'ABOUT OSHA', 'WORKERS', 'EMPLOYERS', etc. The main content area is titled 'Create Account' and includes a link for 'Injury Tracking Application Login / Create Account'. A red box highlights the 'Injury Tracking Application Login' link. The page contains several paragraphs of text, with a red bracket and the number '1' indicating the first step: reading the terms and conditions. Below the text is a checkbox labeled 'I acknowledge that I have read and accept the Terms of Use Agreement', with a red arrow and the number '2' pointing to it. At the bottom right, there are 'Cancel' and 'Continue' buttons, with a red arrow and the number '3' pointing to the 'Continue' button. A footer contains an 'FAQ' link and a 'Help Request Form' link.

**Next page (Step 3 of 3):**

- 1) You will be instructed to access your email account and to click on the link in the confirmation email from OSHA.

The screenshot shows the OSHA website's 'Create Account' page. At the top, there is a red header with the OSHA logo, 'UNITED STATES DEPARTMENT OF LABOR', social media icons, a search bar, and an 'A TO Z INDEX' link. Below the header is a navigation menu with links for ABOUT OSHA, WORKERS, EMPLOYERS, REGULATIONS, ENFORCEMENT, TOPICS, NEWS & PUBLICATIONS, DATA, and TRAINING. The main content area features a link for 'Injury Tracking Application Login / Create Account' and a red-bordered box for 'Injury Tracking Application Login'. The page title is 'Create Account' and the sub-header is 'Step 3 of 3: Confirm Account Creation'. The text reads: 'Thank you for registering. In order to complete your registration, please click the confirmation link in the email that we have sent you. If you don't receive the email within a few minutes, please check the junk/spam folder of your email account. If you don't receive an email at all, please contact us using the Help Request Form.' A red bracket and the number '1' are drawn next to the first two sentences. At the bottom, there is a box containing a link to the 'FAQ' and a link to the 'Help Request Form'. The footer features the OSHA logo and 'UNITED STATES DEPARTMENT OF LABOR'.

After clicking on the link in your email, you will be brought to this page.

- 1) Fill in your email address
- 2) Enter your Password
- 3) Click the “Log In” button

The screenshot shows the top navigation bar of the OSHA website, including the United States Department of Labor logo and social media icons. Below the navigation bar is a search bar and a "A TO Z INDEX" link. The main heading is "Occupational Safety and Health Administration". A secondary navigation bar contains links for "ABOUT OSHA", "WORKERS", "EMPLOYERS", "REGULATIONS", "ENFORCEMENT", "TOPICS", "NEWS & PUBLICATIONS", "DATA", and "TRAINING". The breadcrumb trail is "OSHA / Injury Tracking Application Login". The main heading is "Injury Tracking Application Login". A green notification box states "Your password has been successfully set." with a close button. Below the notification, there is a link to "Log in or create an account.". The login form consists of three fields: "Username or Email Address" (with a red arrow and the number 1), "Password" (with a red arrow and the number 2), and "Log In" (with a red arrow and the number 3). Below the form is a "Forgot Password?" link. At the bottom, there is a disclaimer about unauthorized access to U.S. Government computer/information systems, followed by a footer containing the OMB Control Number: 1218-0176 and the Expiration Date: January 31, 2018.

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Find it in OSHA

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[OSHA](#) / Injury Tracking Application Login

## Injury Tracking Application Login

✔ Your password has been successfully set.

You can now use it to login.

Log in or [create an account](#).

**Username or Email Address**

 ← 1

**Password**

 ← 2

[Forgot Password?](#)

 ← 3

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: January 31, 2018


**On the next page, you will choose “Manual Entry” or “Batch Data Transmission”**

For many accounts, the “Manual Data Entry” option will be preferred and is detailed from here.

Click on the “Create an Establishment” button for each location/establishment with 20 or more employees as indicated below;



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Injury Tracking Application Home

# Injury Tracking Application Home

**Injury Tracking Application**  
User: Bob | [Logout](#)

Navigation Menu ▾

**58 days left in the 2017 filing period**

### Get Started Here

#### For Manual Data Entry

[Create Establishment](#) **Add a new establishment to your account**

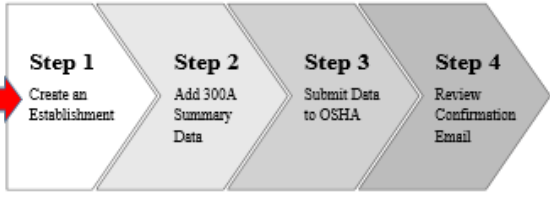
[View Establishment List](#) **View the establishments which have been added to your account**

#### For Batch Data Transmission

[Upload a Batch File](#) **Upload a CSV file containing your establishment and 300 A summary data**

[View Your API Token](#) **Access your authentication token for use in electronically transmitting data via API**

#### Overview of Data Submission Process



```
graph LR; S1[Step 1: Create an Establishment] --> S2[Step 2: Add 300A Summary Data]; S2 --> S3[Step 3: Submit Data to OSHA]; S3 --> S4[Step 4: Review Confirmation Email];
```

#### 2016 Data Submission Status

300A Summary Status	Establishments
Not Added	0
Not Submitted	0
Submitted	0
<b>Total</b>	<b>0</b>

[FAQ](#) | If you have questions, please complete the [Help Request Form](#)

On the next page, fill in the data boxes that will clearly identify the “Establishment” name with corresponding address detail.

- 1) For the NAICS code, you can type in the box to search for your code, click on the census.gov link below the box, or look on your 300A (should be on most 300A forms) for this code
- 2) Click the “Save” button to continue.
- 3) Repeat this step for each “Establishment”.

The screenshot shows the OSHA 'Create Establishment' form. At the top, there is a red header with the OSHA logo, 'UNITED STATES DEPARTMENT OF LABOR', and social media icons. Below the header is a navigation bar with links like 'ABOUT OSHA', 'WORKERS', 'EMPLOYERS', etc. The main heading is 'Create Establishment'. There are several input fields: 'Establishment Name', 'Company Name', 'Address', 'City', 'State', and 'ZIP'. Below these is the 'NAICS Industry Code or Description' field, which is highlighted with a red arrow and the number '1'. Below that are radio button options for the number of employees and whether the establishment is part of a public sector. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red arrow and the number '2'.

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[Establishment List](#) / [Create Establishment](#)

**Create Establishment**

**\* Required Fields**

**Establishment Name\***

*Each establishment name must be different from all other establishment names provided.*

**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 (5 or 9 digits)\***

**NAICS Industry Code or Description (start typing, then select)\***

*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 [at census.gov](#).*

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

Under 20  20-249  Over 250+


*Please select the maximum number of employees (salaried, hourly, part-time, and seasonal workers) that this establishment had at ANY point during the filing year. This field can not be empty.*

**Is this establishment part of a public sector (government) entity?\***



No  Yes - State Government  Yes - Local Government

[Cancel](#)

Once you've created your "Establishment(s)", click on the "Add 300A Summary" button:



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### Occupational Safety and Health Administration



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[Establishment List](#) / [View Establishment](#)


## View Establishment

**Injury Tracking Application**  
User: Bob | [Logout](#)

Navigation Menu ▾

 **You have successfully created an Establishment** 

#### Establishment Details: West Avenue Facility

**ID:** 59535   
**Company:** ABC Company, Inc.  
**Address:** 123 Main Street,  
Brookfield, WI, 53045

**NAICS:** 237310  
**Size:** 20-249 employees  
**Government:**  
**300A Status:** Not Added

[Edit Details](#)  
[Remove](#)

#### 300A Submission Progress

- 1. Create an Establishment
- 2. Add 300A Summary Data
- 3. Submit Data to OSHA
- 4. Review Confirmation Email


### Summary for Filing Year 2016

Employee Information

**Annual average number of employees:**  
**Total hours worked by all employees last year:**

**There's currently no 300A Summary data for this establishment.**  
After you finish entering your 300A Summary data, you must submit the data to OSHA.

- You may submit data for a single establishment from this page.
- To submit multiple establishments at the same time go to the [Establishment List Page](#).
- It is possible to edit and resubmit data in the event of changes or errors.



[Add 300A Summary](#)  
[Submit 300A Data](#)

### Illness & Injury Rates




On this page, fill in the data pulled directly from your 300A. When finished, click the "Save" button. Repeat for each establishment.

<input type="text"/>		<i>Note: This is not necessarily the same as the maximum number of employees you selected when creating the establishment.</i>		<i>Select Yes if the establishment had recordable work-related injuries this year. Select No if it did not.</i>	
<b>Total hours worked by all employees last year * ②</b>		<input type="text"/>			
<ul style="list-style-type: none"><li>• <i>Include</i> hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).</li><li>• <i>Do not include</i> vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.</li></ul>					
<b>Number Of Cases</b>					
<i>Enter 0 if there are no cases to report.</i>					
<b>TOTAL NUMBER OF:</b>					
<b>Deaths (G) * ②</b>	<b>Cases with days away from work (H) * ②</b>	<b>Cases with job transfer or restriction (I) * ②</b>	<b>Other recordable cases (J) * ②</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Number Of Days</b>					
<i>Enter 0 if there are no days to report.</i>					
<b>TOTAL NUMBER OF:</b>					
<b>Days away from work (K) * ②</b>	<b>Days of job transfer or restriction (L) * ②</b>				
<input type="text"/>	<input type="text"/>				
<b>Injury And Illness Types</b>					
<i>Enter 0 if there are no injuries or illnesses to report.</i>					
<b>TOTAL NUMBER OF:</b>					
<b>Injuries (M1) * ②</b>	<b>Poisonings (M4) * ②</b>				
<input type="text"/>	<input type="text"/>				
<b>Skin disorders (M2) * ②</b>	<b>Hearing loss (M5) * ②</b>				
<input type="text"/>	<input type="text"/>				
<b>Respiratory conditions (M3) * ②</b>	<b>All other illnesses (M6) * ②</b>				
<input type="text"/>	<input type="text"/>				
<a href="#">Cancel</a> <input type="button" value="Save"/>					



After inputting your Form 300A information and clicking the “Save” button, you will be brought to the following page. Click on the “Submit 300A Data” button for each “Establishment”

You are now done. Simply save your login information to use for next year’s data entry. Consider adding the initial login page as a “Favorites” in your browser.


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[Establishment List](#) / View Establishment

## View Establishment

300A summary data has been added but not submitted

### Establishment Details: West Avenue Facility

<b>ID:</b> 59535 <b>Company:</b> ABC Company, Inc. <b>Address:</b> 123 Main Street, Brookfield, WI, 53015	<b>NAICS:</b> 237310 <b>Size:</b> 20-249 employees <b>Government:</b> <b>300A Status:</b> Not Submitted
--	--

[Edit Details](#)  
[Remove](#)

#### 300A Submission Progress

1. Create an Establishment
2. Add 300A Summary Data
3. Submit Data to OSHA
4. Review Confirmation Email

### Summary for Filing Year 2016

**Employee Information**

Annual average number of employees: 25  
 Total hours worked by all employees last year: 1000

[Edit Summary](#)  
Submit 300A Data

---

**Number Of Cases**

**TOTAL NUMBER OF:**

Deaths (G)	Cases with days away from work (H)	Cases with job transfer or restriction (I)	Other recordable cases (J)
0	0	0	0

---

**Number Of Days**

**TOTAL NUMBER OF:**

Days away from work (K)	Days of job transfer or restriction (L)
0	0

---

**Injury And Illness Types**

**TOTAL NUMBER OF:**

Injuries (M1)	Poisonings (M4)
0	0
Skin disorders (M2)	Hearing loss (M5)
0	0
Respiratory conditions (M3)	All other illnesses (M6)
0	0