

**Submitting Your Electronic Report**



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Submission Process

There are two ways to submit your electronic PRL reports to the [Pesticide Reporting Service Bureau](http://vm-atlas#Service+Bureau):

* [Service bureau web site](#scroll-bookmark-2)
* [PRL reporting software](#scroll-bookmark-3)

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| See the [Report Submission and Report Processing](http://sbdocs.psur.cornell.edu/display/PSBD/Start%2BHere#StartHere-ReportSubmission) sections of the process overview page for more information on how to prepare your files for submission and what to expect when and after you submit your files. |

Submission Methods

Upload with Our PRL Reporting Software

Our [PRL Reporting Software](http://sbdocs.psur.cornell.edu/pages/viewpage.action?pageId=2490717) Options [A, B, and C](http://sbdocs.psur.cornell.edu/display/PSBD/Documentation%2BVersions) all include the ability to upload your report files directly to our server. If you are using Option A, B or C, the [Upload to NYSDEC](http://sbdocs.psur.cornell.edu/display/LIB61/Upload%2BYour%2BReport) function is the quickest and easiest way to submit your report.

Some users in tightly controlled enterprise environments might not be able to use the upload function. The [web site upload](#scroll-bookmark-2) is a good alternative for those users.

When you are done, the software will display a list of the files uploaded and provide you with the [submission number](http://sbdocs.psur.cornell.edu/display/PSBD/Glossary#Glossary-SubmissionNumber) of your report. We will also send you an email with the same information.

Upload Through the Web Site

The [PRL Web Upload site](http://prl.psur.cornell.edu/WebUpload.aspx) allows you to upload existing report files or to report that you made no applications. [Pesticide sales businesses](http://Glossary#Permittee) can upload their reports or report that no sales were made. The upload pages include help text for each step.

If you are submitting applications or sales files created by [PRL Reporting Software](http://sbdocs.psur.cornell.edu/pages/viewpage.action?pageId=2490717) Options [A](http://sbdocs.psur.cornell.edu/display/OA60/Option%2BA%2BUser%2BGuide) or [B](http://sbdocs.psur.cornell.edu/display/OB60/Option%2BB%2BUser%2BGuide), the files will be stored in the default [report folder,](http://sbdocs.psur.cornell.edu/display/PSBD/Glossary#Glossary-ReportFolder) unless you have changed the location. If you are having trouble locating your [PRL Reporting Software](http://sbdocs.psur.cornell.edu/pages/viewpage.action?pageId=2490717) report files, see this [FAQ](http://sbdocs.psur.cornell.edu/pages/viewpage.action?pageId=1802332).

When you are done, the site will display a list of the files uploaded and provide you with the [submission number](http://sbdocs.psur.cornell.edu/display/PSBD/Glossary#Glossary-SubmissionNumber) of your report. We will also send you an email with the same information.

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| If you upload a ZIP file, [the Web Upload site](http://prl.psur.cornell.edu/WebUpload.aspx) will include the contents of the ZIP file in the list of uploaded files that it displays. |