

Upload Your Report



The information on this page only applies to version 6.03 of the Reporting Software Options and related documentation. See [this page](#) for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

How to Submit Your Report

1. When you are ready to submit your report to the [NYSDEC](#), either click the **Upload Report to NYSDEC** button on the [Registration form](#) or choose the **Upload Report** item on the **Tools** menu.
2. If you saved your files in the default [report folder](#), click "**Yes**" on the dialog box that pops-up. Otherwise click "**No**" and navigate to the location where you saved your files.
3. The program then displays the **Upload Utility** form. Simply uncheck files that you do not want to send us.

PRL eForms File Upload Utility

Please save and close all report files before uploading. NOTE: This version of the software automatically sends your identity information. You do not need to specify the identity.txt file here. If you email your report instead, remember to attach identity.txt to the email in addition to the report files.

Step 1. Uncheck any files from the list below that you **DO NOT** want to upload.

Step 2. Click the "Upload Report to DEC" button.

<input checked="" type="checkbox"/>	A5432100.txt
<input checked="" type="checkbox"/>	PC198765400.txt

Step 2. Upload Report to DEC

Cancel

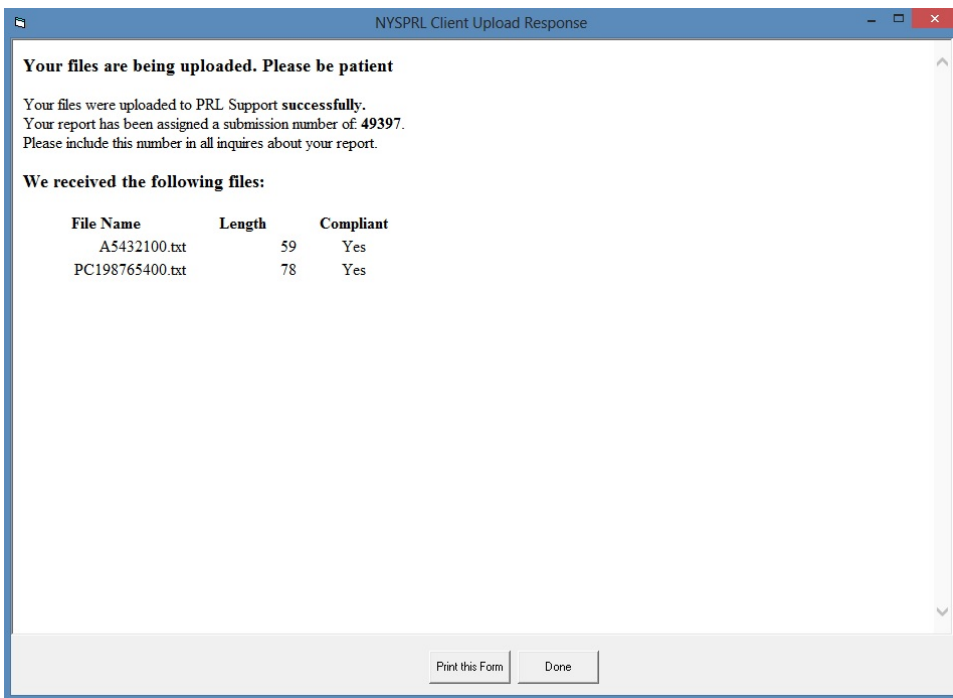
Trouble Sending Report?

Upload Utility Form



The contact and identity information you typed into the [Registration form](#) are saved in a file called [identity.txt](#). This file is not displayed in the **Upload Utility** form, but it is automatically included with the files you submit.

4. Click the **Step 2. Upload Report to DEC** button. The upload may take a few minutes. If it succeeds, you will see a page with a list of the uploaded files and a [submission number](#).



Upload Response Dialog



Please make a note of the [submission number](#); if you contact the [Pesticide Reporting Service Bureau](#), we will need it to access your report.

5. If you do not see this page, you may see a page asking you to correct one or more of the ID numbers you entered on the [Registration form](#). After you correct the IDs, re-try the upload.
6. When you are finished, check your email account for a message from prlsupport@nysprl.com. You should receive an email from us which confirms the receipt of your report and contains [important information](#) about the report that you should review.



Upload Error

If no page is displayed after a few minutes, there is a technical problem with the upload. Rather than using the program to upload your report, choose another [submission method](#).

Keystroke Shortcuts

- Menu Item: **Tools -> Upload Report** (keystroke shortcut: Alt-T, U)
- Button: **Upload Report to NYSDEC** (keystroke shortcut: Alt-U)