

Report Submission Methods

There are two ways to submit your electronic PRL reports to the [Pesticide Reporting Service Bureau](#):

- [Service bureau website](#)
- [PRL reporting software](#)



See the [Report Submission and Report Processing](#) 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.



Please do not submit duplicate copies of your report using different submission methods.

Submission Methods

Upload with Our PRL Reporting Software

Our [PRL Reporting Software](#) Options A and D (the installed version only) include the ability to upload your report files directly to our server. If you are using Option A or the installed version of Option D, the [Upload to NYSDEC](#) 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 [website upload](#) 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](#) of your report. We will also send you an email with the same information.

Upload Through the Web Site

The [PRL Web Upload site](#) allows you to upload existing report files or to report that you made no applications. [Pesticide sales businesses](#) 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](#) Options A or D (the installed version only), the files will be stored in the default [report folder](#), unless you have changed the location. If you are having trouble locating your [PRL Reporting Software](#) report files, see this [FAQ](#).

When you are done, the site will display a list of the files uploaded and provide you with the [submission number](#) of your report. We will also send you an email with the same information.



If you upload a ZIP file, the [Web Upload site](#) will include the contents of the ZIP file in the list of uploaded files that it displays.