

# 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.