



# FDA Food Facility Biennial Registration

**How to step by step**



# Step 1 – Login

Have your Password and Account Number ready

- Log in at FDA FIS <https://www.access.fda.gov/>



The screenshot shows the FDA Industry Systems (FIS) website. At the top, it says 'U.S. Department of Health and Human Services' and 'U.S. FOOD AND DRUG ADMINISTRATION INDUSTRY SYSTEMS'. There are links for 'FDA Home' and 'FIS Home'. Below the header, there's a 'Check System Status' button. The main content area has a heading 'FDA Industry Systems' and a paragraph explaining the system's purpose. Below that are two buttons: 'Log-In' and 'Create Account'. A yellow arrow points from the URL in the text to the 'Log-In' button. At the bottom, there's a 'Systems Index' section with three cards: 'FURLS Acidified/Low Acid Canned Foods (LACF)', 'FURLS Biologics Export Certification Application &amp; Tracking System (BECATS)', and 'FURLS Export Listing Module (ELM)'. Each card contains details like form numbers, OMB approval numbers, and expiration dates, along with 'Info' and 'Help' buttons.

# Step 2 – Sign In

- Enter your Account ID and Password
- Check the “I Understand” box
- Click Login

\* or, if you are registering your company for the **First Time**, create an account by clicking on “New User”

U.S. Department of Health and Human Services

**FDA** ONLINE ACCOUNT ADMINISTRATION (OAA)

**FDA Industry Systems** [System Status](#)

10/07/2022 [Due to scheduled updates, FDA may have a delay during the following period: Starting Saturday, October 8, 2022 at 11:00 p.m. m. EST to Sunday, October 9, 2022 at 2:00 am EST. Please file your Prior Notices early to avoid delays.](#)  
[FURLS Medical Device Registration and Listing Module \(DRLM\) annual re-registration period begins on October 1, 2022.](#)

### Login

Existing account holders, enter your account ID & password.

Account ID

Password

*Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.*

I understand.

[Login](#) [Forgot Account ID](#) [Forgot Password](#)

### New User

[Create New Account](#)

[See Instructions](#) [See Tutorials](#) [Help Desk](#)

### Getting Started

To make submissions to FDA (e.g., Food Facility Registration, Prior Notice, etc.) you must first create an account. Select "Create New Account" towards the bottom left side of this page.

If you already have an account, enter your account ID and password.

**WARNING:** You are accessing a U.S. Government information system. The system usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording, and anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

**Is your computer secure?** Before using FDA Industry Systems (FIS), FDA strongly encourages all users to have current antivirus and antispyware software installed on your computer to help ensure the privacy of the information being entered.

FDA retains contractors to assist the agency in maintaining its databases. If you get a call from someone asking about your facility and you are concerned about whether the call is legitimate, get the name and company of the caller, as well as a phone number, and contact **FDA FURLS Help Desk at 1-800-216-7331** to confirm that the caller is acting on behalf of FDA.

# Step 3 – Online Account Administration Page

You are now on the Online Account (OAA) page

- Click on **Food Facility Registration** box

U.S. Department of Health and Human Services

Logout

**FDA** | **ONLINE ACCOUNT**  
**OAA** | **ADMINISTRATION (OAA)**

### Account Management

Account Management

Welcome to the FDA Industry Systems. You are logged in as **vol29253** for **volcano produce, inc.**

You may choose an option on the left to manage your account or select an FDA system below.  
To obtain access to available FDA systems, choose the **Update System Access** option to add the FDA system to your account.

#### Registration and Listing Programs

Food

- Food Facility Registration
- Acidified/Low-Acid Canned Foods Registration and Process Filing
- Shell Egg Producer Registration

- Export Listing Module
- Qualified Facility Attestation

#### Export Certification and Tracking

- Biologics Export Certification Application and Tracking System (BECATS)
- CDER Export Certification Application and Tracking System (CDER eCATS)
- CDRH Export Certification Application and Tracking System (CECATS)
- CFSAN Export Certification Application and Tracking System (CFSAN eCATS)
- CVM Export Certification Application and Tracking System (CVM eCATS)

#### FSMA Program(s)

- Accredited Third-Party Certification Program-- Accreditation Body
- Accredited Third-Party Certification Program-- Certification Body
- Laboratory Accreditation for Analyses of Foods Program-- Accreditation Body
- Laboratory Accreditation for Analyses of Foods Program-- Accredited Lab
- FSVP Importer Portal for FSVP Records Submission
- Voluntary Qualified Importer Program

# Step 4 – FFR Page

- Click on Biennial Registration Renewal - 2022



U.S. Department of Health and Human Services

**FDA** | **FFR**  
**FURLS** | **Food Facility Registration**

FURLS Home | FFR Home

## Food Facility Registration

FFR Home

- FFR Home**
- Biennial Registration Renewal - 2022
- Register a Food Facility
- Update Facility Registration
- Cancel Registration
- Search Facility Registrations
- Link Registration to your Account
- Manage Registrations Among Accounts
- Confirm Receipt Code
- Retrieve Registration PIN
- View Registration (U.S. Agent only)
- U.S. Agent Voluntary Identification System

Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.

**PAPERWORK REDUCTION ACT NOTICE**

The burden for this collection of information is estimated to average between 1 and 12 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the following address:

Department of Health and Human Services  
Food and Drug Administration  
Office of Chief Information Officer  
Paperwork Reduction Act (PRA) Staff  
11601 Landsdown Street  
3WFN RM7A08  
North Bethesda, MD 20852  
PRASStaff@fda.hhs.gov

For more information regarding food facility registration, please visit:  
<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

For assistance, please contact Food Facility Registration Data Management Support Services (FFRDMSS):  
1-800-216-7331  
240-247-8804  
[furls@fda.gov](mailto:furls@fda.gov)

(Technical, Computer & General Questions)  
FFRDMSS hours are Monday to Friday (excluding U.S. government holidays) from 9:00 am to 6:00 pm Eastern Standard Time

Please Note: The system will automatically time out if there is no activity for 30 minutes.

Form Approval: OMB No 0910-0502 Expiration date: 08/31/2022



Step 5 – Review your information and follow prompts to register

Step 6 – Save and print a copy of the Food Facility Registration Renewal





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Food Safety Consulting and Training

[www.appliedfoodsafety.com](http://www.appliedfoodsafety.com)

[support@appliedfoodsafety.com](mailto:support@appliedfoodsafety.com)

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