



# **Food Facility Registration User Guide: Additional Capabilities**

August 2022

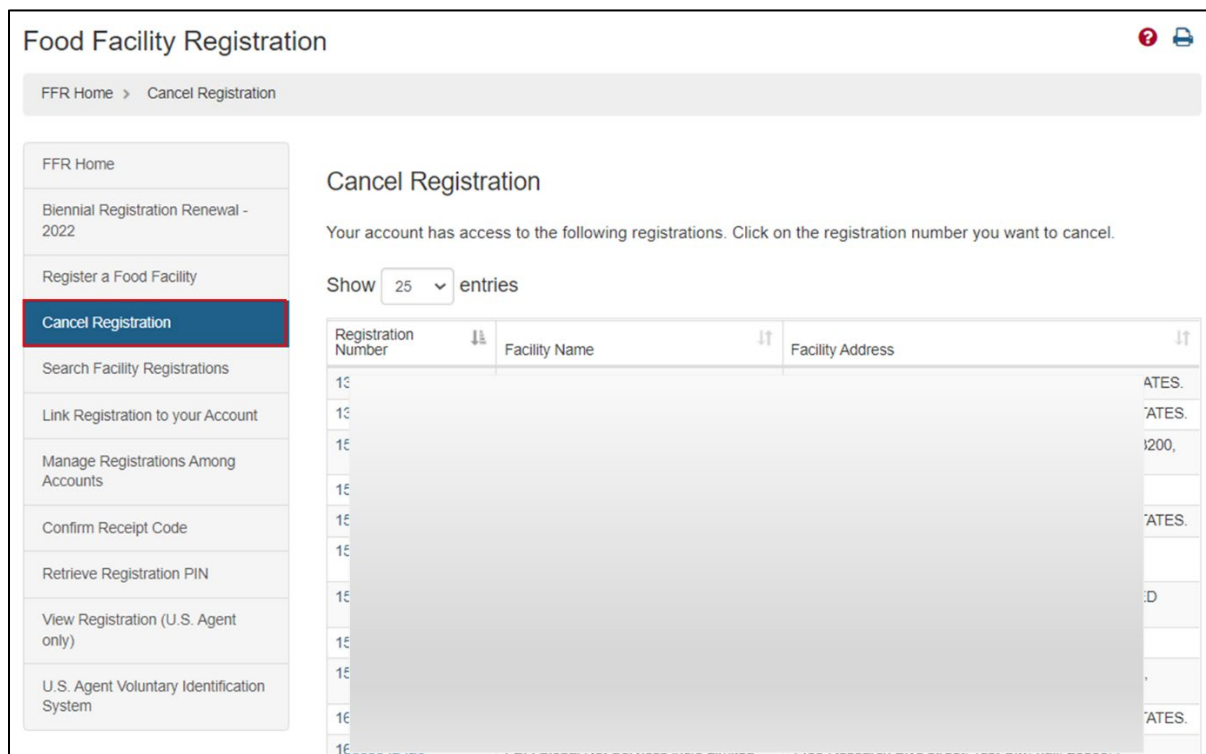
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# Cancel Registrations

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the "**Cancel Registration**" option from the FFR main menu (**Figure 1**).

**Figure 1 – Cancel Registration Menu Option**



A registration's status can be Valid, Invalid, or Cancel. The Valid and Invalid statuses are internal FDA designations. The only action that primary (i.e., Enterprise) account and Subaccount holders can make is cancelling a registration. Cancelling a registration is irreversible and a new registration will be required for a facility that has been cancelled.

All registrations that are linked to your account will be displayed.

## Cancellation Reason

Select the hyperlinked registration number that you want to cancel.

The system displays the Cancel Facility Registration page with basic facility information (Facility Name, Registration Number, Facility Address, Registration Status, and

Cancellation Status Date). To cancel the registration, select a reason for the cancellation (Figure 2).

Figure 2 - Cancellation Reason

### Cancel Facility Registration

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<p>Facility Name <b>Jintan Hongya Apparels Co., Ltd.</b></p> <p>Facility Address <b>Shuidong Village, Shuibe Town, Jintan Shanghai 213200 CHINA</b></p>	<p>Registration Number <b>15143041368</b></p> <p>Registration Status <b>Cancel</b></p> <p>Cancellation Status Date <b>08/03/2022 01:43:43 PM</b></p>
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Reason For Cancellation

Please Select ▼

Please Select

Out of Business

Duplicate Registration

No longer providing food for consumption in the United States

Facility ceases operations

Ceases providing food for consumption in the United States

Facility sold to a new owner

Other (Comment Required)

, or an individual authorized by the owner, operator, or  
By submitting this form to FDA, the owner, operator, or agent-in-charge of the facility certifies that the above  
information is true and accurate. An individual (other than the owner, operator or agent-in-charge of the facility) who

### Fields Included in this Section

Field	Description
<b>Reason for Cancellation</b>	The reason for changing the status of the registration to Cancel.

### Certification Statement

Provide the name and role of the submitter for the particular cancellation to fulfill/satisfy the Certification Statement. The system displays additional fields to enter authorized individual information if the user selects “*Another Authorized Individual*” (Figure 3).

**Figure 3 - Another Authorized Individual**

**CERTIFICATION STATEMENT**

**The owner, operator, or agent-in-charge of the facility, or an individual authorized by the owner, operator, or agent-in-charge of the facility, must submit this form.** By submitting this form to FDA, or by authorizing an individual to submit this form to FDA, the owner, operator, or agent-in-charge of the facility certifies that the above information is true and accurate. An individual (other than the owner, operator or agent-in-charge of the facility) who submits the form to the FDA also certifies that the above information submitted is true and accurate and that he/she is authorized to submit the registration on the facility's behalf. An individual authorized by the owner, operator, or agent-in-charge must below identify by name the individual who authorized submission of the registration. 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.

Name of the Submitter

Select One Option  
 OWNER, OPERATOR, or AGENT-IN-CHARGE  
 **ANOTHER AUTHORIZED INDIVIDUAL**

Individual's Name  City

Country/Area  State, Province or Territory

Street Address, Line 1  Telephone Number  
     
Country Area Phone Number Extension

Street Address, Line 2  E-Mail Address

Zip/Postal Code

Please enter 'NONE' in Zip code field if Zip codes are not used in selected Country/Area

**Fields Included in this Section**

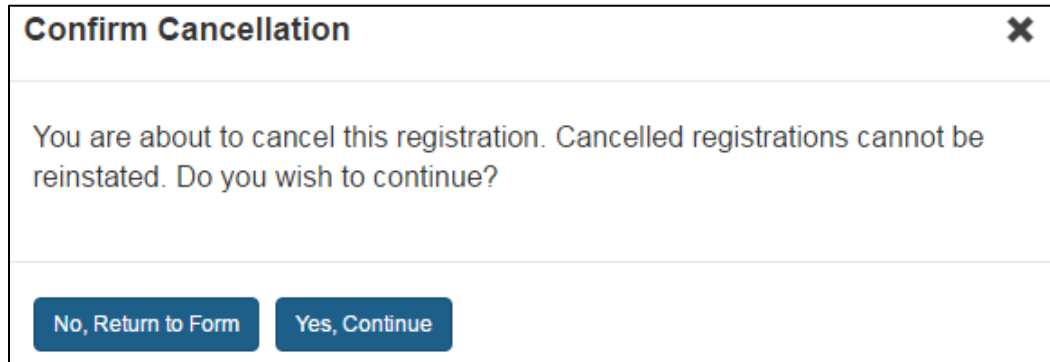
Field	Description
<b>Name of the Submitter</b>	The first name and last name (surname) of the person submitting this form.
<b>Role of the Submitter</b>	Specify whether the owner, operator, or agent in charge of the facility, or an individual authorized by the owner, operator, or agent in charge of the

Field	Description
	facility is submitting this form. Choose: OWNER, OPERATOR, or AGENT-IN-CHARGE (Stop here, form is completed). - or - ANOTHER AUTHORIZED INDIVIDUAL
<b>Indicate who authorized you to submit the cancellation</b>	If you selected ANOTHER AUTHORIZED INDIVIDUAL because you are not the owner, operator, or agent in charge, you need to identify the person who is submitting this cancellation. Choose: Owner, Operator, or Agent in Charge (Stop here, form is completed). - or - Fill in the name of individual who authorized cancellation on behalf of owner, operator, or agent in charge (Fill in below).
<b>Individual's Name</b>	The name of the Individual who is submitting the cancellation form.
<b>Country/Area</b>	The Country/Area of the person who is submitting this form, if applicable.
<b>Street Address, Line 1</b>	The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address.
<b>Street Address, Line 2</b>	The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address.
<b>City</b>	The city in which the authorized individual is located.
<b>State, Province or Territory</b>	The state, province, or territory where the authorized individual is located.
<b>Zip/Postal Code</b>	The zip code (for domestic addresses) or postal code (for foreign addresses) where the authorized individual is located. Please enter 'NONE' in the "Zip/Postal Code" field if Zip codes are not used in selected Country/Area.
<b>Telephone Number: Country</b>	For foreign addresses, the three-digit country code of the telephone number for the authorized individual.
<b>Telephone Number: Area</b>	The three-digit area code (for domestic addresses) or city code (foreign facilities) of the telephone number for the authorized individual.
<b>Telephone Number: Phone Number</b>	The telephone number for the authorized individual.
<b>Telephone Number: Extension</b>	The telephone extension, if any, dialed after the telephone number, for the authorized individual.
<b>E-mail Address</b>	The electronic mail address of the authorized individual.

## Confirm Cancellation

The user is asked to confirm if they want to continue with the cancellation (**Figure 4**).

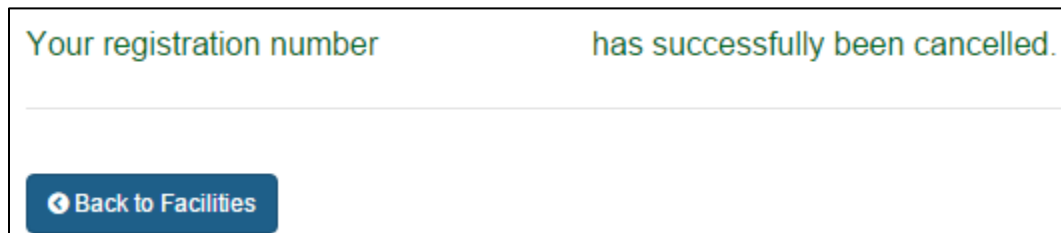
**Figure 4 - Confirm Cancellation**



A dialog box titled "Confirm Cancellation" with a close button (X) in the top right corner. The text inside reads: "You are about to cancel this registration. Cancelled registrations cannot be reinstated. Do you wish to continue?". At the bottom, there are two buttons: "No, Return to Form" and "Yes, Continue".

After providing the required information and confirming the cancellation of the registration, the system will display that the registration was successfully cancelled (**Figure 5**).

**Figure 5 - Cancellation Successful**



A message box with a green border. The text inside reads: "Your registration number [redacted] has successfully been cancelled." Below the text is a button labeled "Back to Facilities" with a left-pointing arrow icon.

If authorizer cancels the registration, registration will not be cancelled and will be displayed in the list until the 'Owner, operator or agent-in-charge' confirms the cancellation (**Figure 6**). Canceled registrations can still be viewed using the "*Search Facility Registrations*" function.

**Figure 6 - Cancellation to be Confirmed**

Food Facility Registration

FFR Home > Cancel Registration

FFR Home

Biennial Registration Renewal - 2022

Register a Food Facility

**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

*In accordance with 21 CFR 1.235(c)(3) and (d)(6), FDA will not confirm a registration cancellation until the person identified as having authorized the cancellation confirms that he or she authorized the cancellation. The authorizing individual of the facility that you have listed has been contacted and should respond to our confirmation request by 09/02/2022. Upon successful confirmation, the registration number will be cancelled.*

[Back to Facilities](#)

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## Search Facility Registrations

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the “*Search Facility Registrations*” option from the FFR main menu (**Figure 7**).

Select the option to either search for registrations by Facility or by U.S. Agent information (**Figure 7**) and for domestic, foreign, or both. Then click “*Next*”.



**Figure 7 - Search Facility Registration Menu Option**

Food Facility Registration

FFR Home > Search Facility Registrations

FFR Home

Biennial Registration Renewal - 2022

Register a Food Facility

Cancel Registration

**Search Facility Registrations**

Link Registration to your Account

Manage Registrations Among Accounts

Confirm Receipt Code

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U.S. Agent Voluntary Identification System

### Search Facility Registrations

*Search results will only display the registrations that are associated with your account.*

You can search registrations by Facility information or by U.S. Agent information. Please select one of the following options to continue:

- Search Registration by facility information
- Search Registration by U.S. Agent information

Please select one of the following options to specify facility location for your search:

- Domestic
- Foreign
- Both

[Next](#)

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## Search Criteria

You must enter data in at least one of the search criteria in order for the system to return any results (**Figure 8**). You can perform wildcard searches. For example, you can enter “JU” to search for all facility names that contains “JU”. If your search returns more than 50 registrations, the system will provide you with the option to view the results or to refine the search.

**Figure 8 - Search Criteria**

The image shows a web form titled "Search by Facility Information". It contains several input fields and dropdown menus for searching facilities. The fields are arranged in a grid-like structure. At the top, there are two text input fields: "Facility Name" and "Registration Number". Below these is a dropdown menu for "Facility Name Suffix" with the text "[Please Select]". Further down are three text input fields for "Address, Line 1", "Address, Line 2", and "City". Below these are two more dropdown menus: "Country/Area" with the text "[Please Select a Country/Area]" and "State/Province/Territory" with the text "[Please Select]". At the bottom is a text input field for "Zip". The final field is a multi-select dropdown menu titled "Type of activity conducted at facility (Use Ctrl or Shift key to select multiple entries)". The visible options in this menu are: "Packer / Repacker", "Interstate Conveyance Caterer / Catering Point", "Animal Food - Animal food manufacturer / Processor", "Labeler / Relabeler", and "Animal Food - Labeler / Relabeler".

## **Search Facility Registrations – Search Results**

The system displays all results from the specific search criteria used (**Figure 9**).

Once you have located the facility you are searching for, you can update the registration, change the registration status, or simply review the registration. To view registration information details, select the hyperlinked registration number. You may also modify the current search criteria, start a new search, or export all search results to

a Microsoft Excel spreadsheet (the export only includes the information displayed in the search results table).

To update a registration, select the radio button to the left of the Registration Number, and at the bottom of the screen choose *“Update Registration”*.

To cancel a registration, select the appropriate radio button from the first column and choose the *“Cancel Registration”* button.

**Figure 9 - Search Results**

The screenshot displays a web interface for search results. At the top, there are three buttons: 'Modify Search', 'New Search', and 'Export to Excel'. Below these, a summary shows 'Active Registrations: 3', 'Cancelled Registrations: 2', and 'Total Registrations: 5'. A note indicates that a square icon with a diagonal line denotes cancelled registrations. The main content is a table of five registration entries. The first and fourth entries are marked as cancelled with the square icon, while the others have radio buttons. Below the table, there are two buttons: 'Cancel Registration' and 'Update Registration'.

Select	Registration Number	Facility Name	Facility Address	City	State - Zip	Country/Area
<input checked="" type="checkbox"/>	11749700152	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES
<input type="radio"/>	13629221174	BLS Foodstuff	123 Main St	Laurel	Maryland-20707	UNITED STATES
<input type="radio"/>	15729102650	PDDP	890, indian street	ernakulam	Kerala-20000	INDIA
<input checked="" type="checkbox"/>	17461247888	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES
<input type="radio"/>	17955416208	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES

## Link Registration to Your Account

Select the *“Link Registration to your Account”* option from the FFR main menu to link a registration to your account. Provide the registration number and PIN information for the account to be linked (**Figure 10**). If the link is successful, the system confirms that your account has access to the registrations specified (these registrations may be updated as well). If the link is not successful, the system displays one of the following three possible status messages:

- Cannot create link. The Account Number already has access to this registration.

- The PIN entered is not a valid PIN in the database.
- The registration number is not found in the system.

**Figure 10 - Link Registration**

**Fields Included in this Section**

Field	Description
<b>Registration Number</b>	Registration Number for registration you want to link to your account.
<b>Pin</b>	The PIN information assigned to the registration number.

**Manage Registrations Among Accounts**

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the *“Manage Registrations Among Accounts”* option from the FFR main menu.

In this section you may *“Assign Registration”* or *“Unassign Registration”* to particular Subaccounts using the tab marked *“Subaccount Access”*. The tab, *“Your Registrations”*,

lets you view the registrations that are assigned to your account and are available for you to assign to your Subaccounts. You may also use the "*Other Access*" tab to view the other Accounts, if any, which share access to your registrations.

## **Manage Registrations Among Accounts – Step 1**

Indicate which Subaccount you would like to assign or unassign registrations from (**Figure 11**).

Select the Subaccount that you would like to work with and indicate whether you want to assign or unassign a registration.

To select an account:

1. Select the desired Subaccount.
2. Choose one of the following:
  - a. Assign Registration (if you want to add a registration to that account)  
- or -
  - b. Unassign Registration (if you want to remove a registration from that account)

Figure 11 - Manage Registrations

Food Facility Registration

FFR Home > Manage Registrations Among Accounts

Manage Registrations Among Accounts

Sub-account Access | Your Registrations | Other Access

These are your Sub-accounts with a list of their registrations. Please select one Sub-account to which to assign or unassign a registration.

Select	Acct No.	Acct Name	Regs Not Linked to your Accounts	Registration Number	Facility Name
<input type="radio"/>	5	hi	2		

Assign Registration | Unassign Registration

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## Manage Registrations Among Accounts – Step 2 (Assign)

To assign registrations to the selected Subaccount, select one or more of the registrations displayed and choose to assign the registration(s) (Figure 12).

**Figure 12 - Assign Registrations**

**Selected Account Number:**

Please select one or more of the facilities on this list to assign to the above account.

Select	Registration Number	Facility Name	Facility Address
<input type="checkbox"/>			
<input type="checkbox"/>			

[Previous](#) [Assign Registration](#)

### Manage Registrations Among Accounts – Step 2 (Unassign)

To unassign registrations to the selected Subaccount, select one or more of the registrations displayed and choose to unassign the registration(s) (Figure 13):

**Figure 13 - Unassign Registrations**

**Selected Account Number:**

Please select one or more of the facilities on this list to un-assign from the above account.

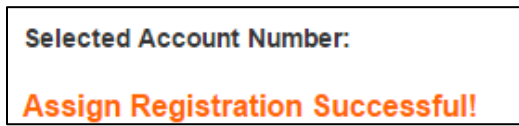
Select	Registration Number	Facility Name	Facility Address
<input type="checkbox"/>			
<input type="checkbox"/>			

[Previous](#) [Unassign Registration](#)

### Manage Registrations Among Accounts – Step 3

When the process is complete the system will display that the assignment or unassignment of the registration(s) was successful (Figure 14).

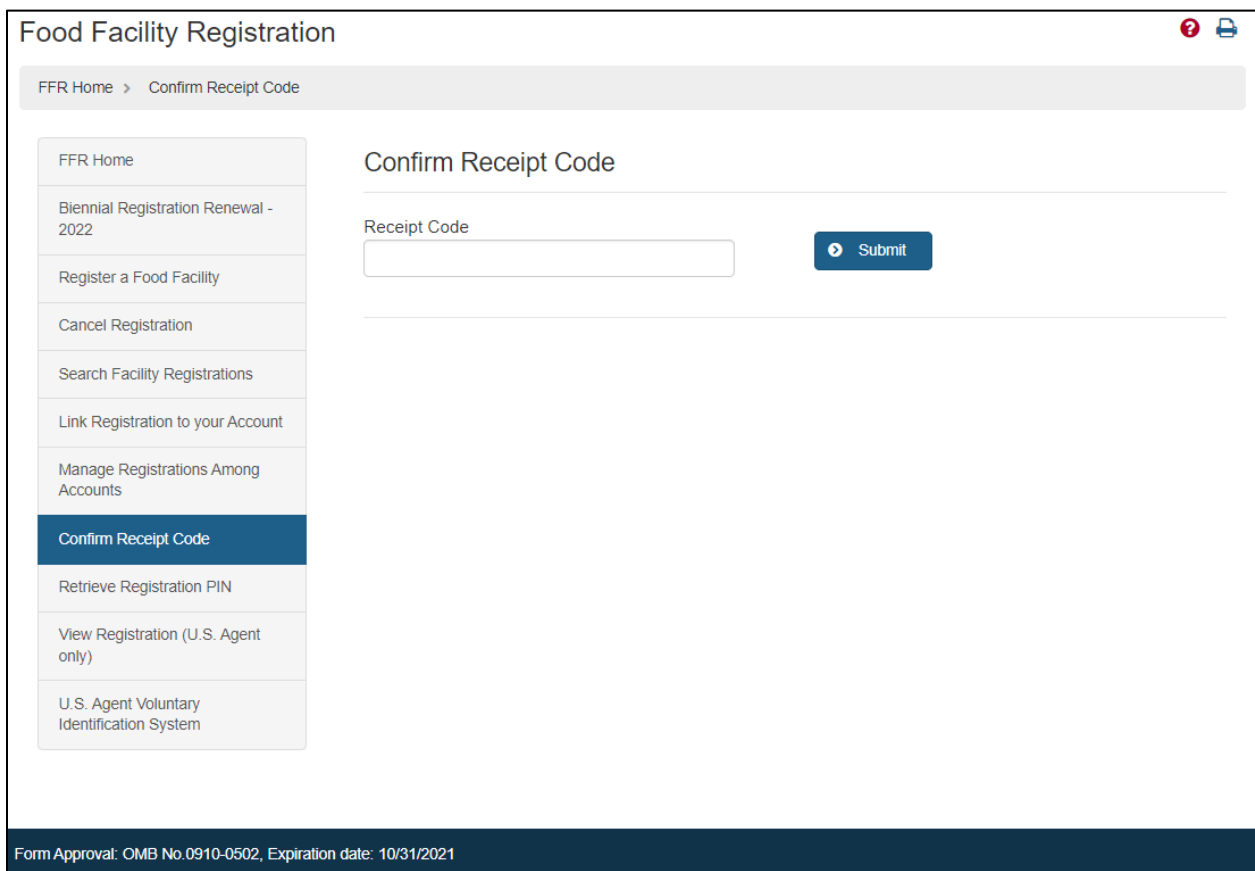
**Figure 14 - Assignment or Unassignment Success Message**



## Confirm Receipt Code

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the “*Confirm Receipt Code*” option from the FFR main menu (Figure 15).

**Figure 15 - Confirm Notification Receipt**



## Confirm Notification Receipt

If your registration number and PIN were sent to you by mail, you were also sent a receipt code to confirm that you received the information.



You can confirm that you received a Notification of Registration from FDA using the *“Confirm Receipt Code”* function. If you use the online confirmation form, you do not have to send a confirmation by postal mail. To confirm, enter the Receipt Code from the notification you received (**Figure 15**). Note that if multiple registrations require confirmation, the system will also ask for the Registration Number.

## Confirm Registration Submission

When the authorized individual submits the registration the Owner operator will receive a receipt code and the Owner operator has to enter the receipt code in order to confirm registration submission.

For any Foreign Facility registration, the U.S Agent will receive the receipt code and the agent has to confirm that the agent is the U.S Agent for the selected facility.

## Confirm Cancellation Receipt

If an individual other than the Owner, Operator, or Agent in Charge initiates a request to cancel a registration, the Owner, Operator, or Agent in Charge will receive a receipt code by email. To confirm, enter the Receipt Code from the notification you received (**Figure 15**). Note that if it is not confirmed, the registration will not be cancelled and will remain in its current status.

### Fields Included in this Section

Field	Description
Receipt Code	A reference number assigned by FDA to a facility registration for purposes of confirming a Notification of Registration/Cancellation.

The system will display if the confirmation was confirmed.

## View Registration (U.S. Agent Only)

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the *“View Registration (U.S Agent Only)”* option from the FFR main menu.

## View Registration (U.S. Agent Only)

This feature can be used by the U.S. Agent of a facility to view the facility's registration information. You should enter the Receipt Code that you received by email (**Figure 16**) and click on "*View Registration (U.S. Agent Only)*".

**Figure 16 - Find Registration**

Food Facility Registration ? 🖨️

FFR Home > View Registration (U.S. Agent only)

FFR Home

Biennial Registration Renewal - 2022

Register a Food Facility

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

### Find Registration

Receipt Code

**Find Registration**

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### Fields Included in this Section

Field	Description
Receipt Code	A reference number assigned by FDA to a facility registration for purposes of confirming a Notification of Initial Agent Assignment.