Food Facility Registration User Guide: Additional Capabilities

August 2022
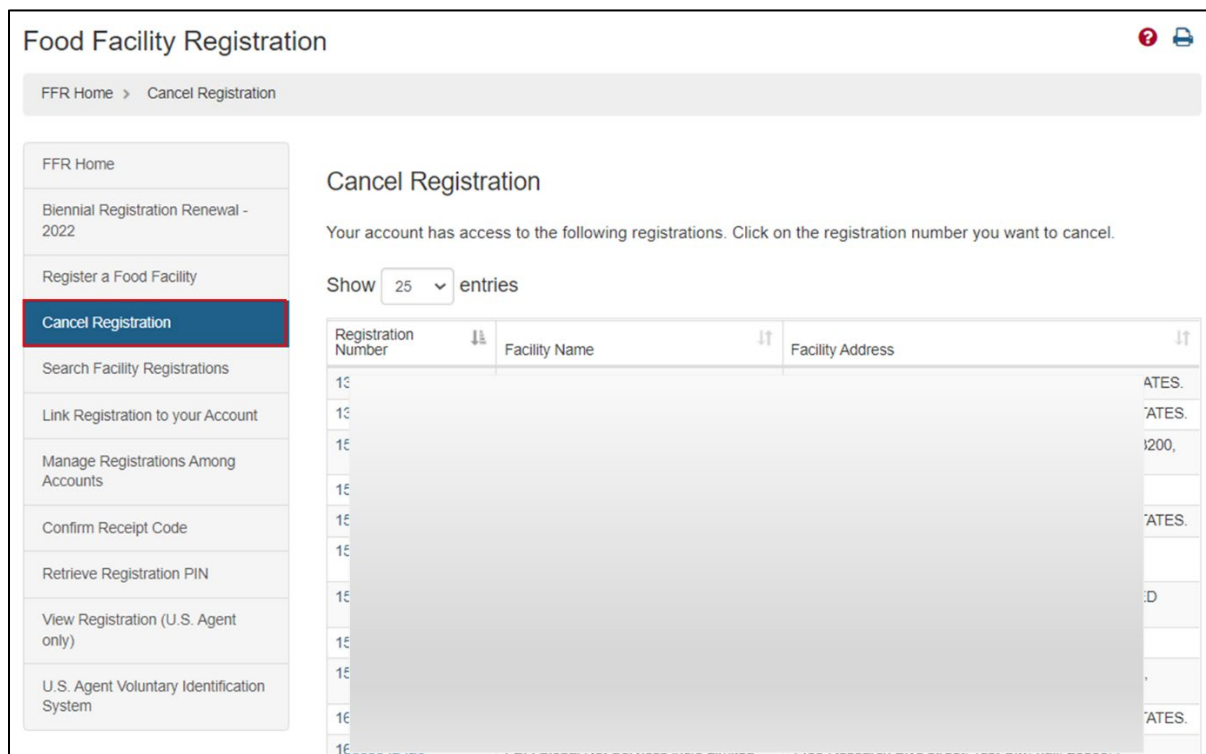
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Cancel Registrations

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

Facility Name
Jintan Hongya Apparels Co., Ltd.

Registration Number
15143041368

Facility Address
Shuidong Village, Shuibei Town,
Jintan Shanghai 213200
CHINA

Registration Status
Cancel

Cancellation Status Date
08/03/2022 01:43:43 PM

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, 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

Fields Included in this Section

Field	Description
Reason for Cancellation	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
Please Select

Country/Area
Please Select

State, Province or Territory
Please Select

Street Address, Line 1

Telephone Number

| Country | Area | Phone Number | Ext |

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
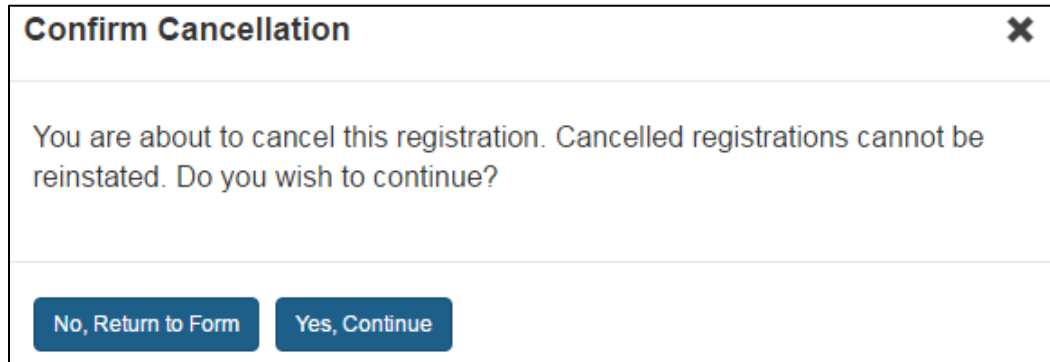
Fields Included in this Section

Field	Description
Name of the Submitter	The first name and last name (surname) of the person submitting this form.
Role of the Submitter	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
Indicate who authorized you to submit the cancellation	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 cancelation. 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).
Individual's Name	The name of the Individual who is submitting the cancellation form.
Country/Area	The Country/Area of the person who is submitting this form, if applicable.
Street Address, Line 1	The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address.
Street Address, Line 2	The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address.
City	The city in which the authorized individual is located.
State, Province or Territory	The state, province, or territory where the authorized individual is located.
Zip/Postal Code	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.
Telephone Number: Country	For foreign addresses, the three-digit country code of the telephone number for the authorized individual.
Telephone Number: Area	The three-digit area code (for domestic addresses) or city code (foreign facilities) of the telephone number for the authorized individual.
Telephone Number: Phone Number	The telephone number for the authorized individual.
Telephone Number: Extension	The telephone extension, if any, dialed after the telephone number, for the authorized individual.
E-mail Address	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**).
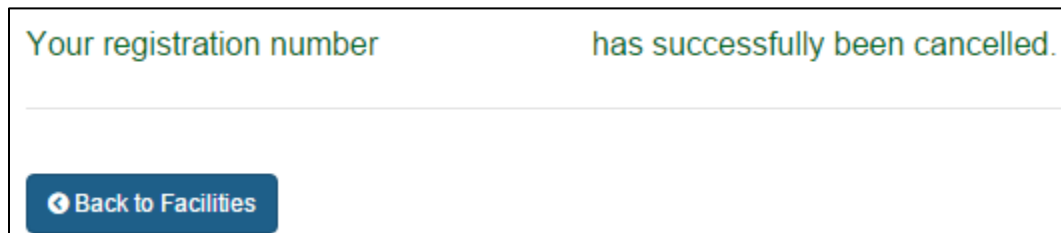
Figure 4 - Confirm Cancellation

Confirm Cancellation ✖

You are about to cancel this registration. Cancelled registrations cannot be reinstated. Do you wish to continue?

No, Return to Form   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

Your registration number   has successfully been cancelled.

◀ Back to Facilities

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

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

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

Search by Facility Information

Facility Name

Registration Number

Facility Name Suffix

[Please Select]

Address, Line 1

Address, Line 2

City

Country/Area

[Please Select a Country/Area]

State/Province/Territory

[Please Select]

Zip

Type of activity conducted at facility (Use Ctrl or Shift key to select multiple entries)

Packer / Repacker
Interstate Conveyance Caterer / Catering Point
Animal Food - Animal food manufacturer / Processor
Labeler / Relabeler
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

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
Registration Number	Registration Number for registration you want to link to your account.
Pin	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

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

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

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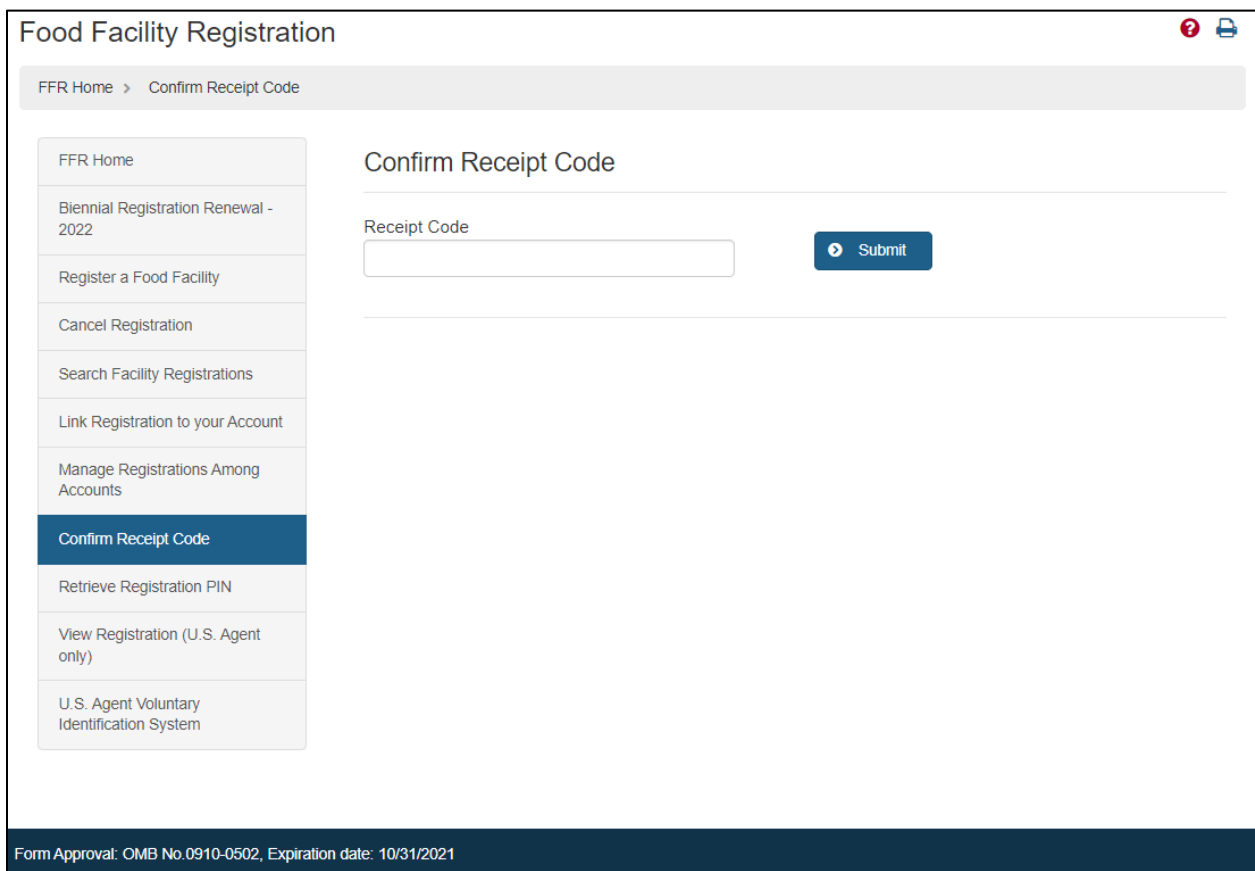
Figure 14 - Assignment or Unassignment Success Message

Selected Account Number:

Assign Registration Successful!
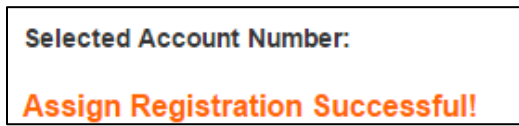
Confirm Receipt Code

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

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.