Food Facility Registration User Guide: Retrieve Registration PIN

食品企业设施注册用户指南：找回注册密码

Online Registration of Food Facilities

食品企业设施在线注册

If you ever lose or forget your food facility registration PIN (Personal Identification Number) information, the following steps may be taken to help retrieve it. Please note that while you do not need to create your own secret questions, the following is required for each registration to successfully retrieve your PIN:

如果您丢失或忘记了食品企业设施注册的密码（个人身份识别号码），可以采取以下步骤找回密码。请注意，虽然您不需要创建自己的密码提示问题，但每个注册都需要以下信息才能成功找回密码：

- Food Facility Registration Number 食品企业设施注册号
- Facility Name 企业设施名称
- Facility Name Suffix 企业设施名称后缀
- Facility Street Address (Line 1) 企业设施街道地址（第 1 行）
- Name of the Owner/Operator/Agent-in-Charge 所有者/经营者/负责代理人的姓名

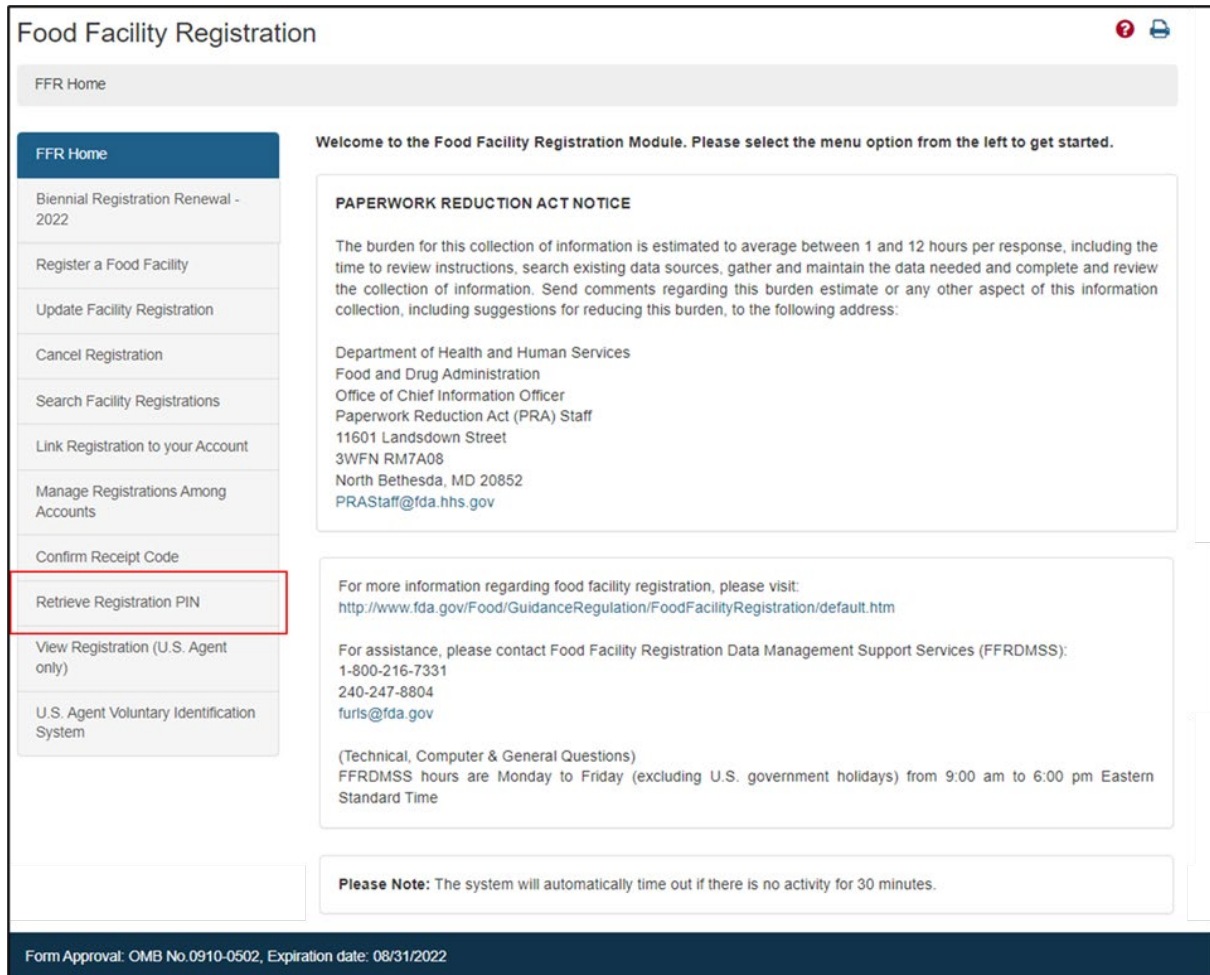## Retrieve Registration PIN -- Step 1

找回注册密码--第一步

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

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单（图 1）点击"找回注册密码"的选项。

Figure 1– Retrieve Registration PIN Option

图 1 - 找回注册密码选项

Enter/Find Registration -- Step 2

输入/查找注册--第二步

Enter the registration number for the facility that you want to retrieve PIN information for and select "Find Registration" (Figure 2).

输入要找回密码的企业设施的注册号并选择"查找注册"（图 2）。

Figure 2 - Retrieve Registration PIN

图 2 – 找回注册密码

Retrieve Registration PIN

Registration Number

[   ]   ❯ Find Registration

Fields Included in this Section 该部分需要填写的内容

Registration Number	The registration number assigned to the facility that PIN information is being retrieved for.
注册号	分配给需要找回密码的企业设施的注册号。

Registration PIN Questions -- Step 3

注册密码提示问题--第三步

In order to successfully retrieve your PIN information, all four questions (Figure 3) must be answered exactly as they were recorded in the registration.
You will have five attempts to answer all the questions correctly (the system will identify which answers are incorrect and when you have one attempt remaining). If you are unsuccessful after five attempts, the ability to retrieve your PIN will be locked and you must contact Food Facility Registration Data Management Support Services for assistance (1-800-216-7331 or 240-247-8804).

为了成功找回密码，所有四个问题（图 3）的答案必须与注册中记录的完全一致。

您将有五次机会正确回答所有问题（系统将识别哪些答案不正确，以及是否还剩一次机会）。如果您在五次尝试后失败，则找回密码的功能将被锁定，您必须联系食品企业设施注册数据管理支持服务寻求帮助（1-800-216-7331 或 240-247-8804）。

Figure 3 - Registration PIN Questions

图 3 – 注册密码提示问题

Fields Included in this Section 该部分需要填写的内容

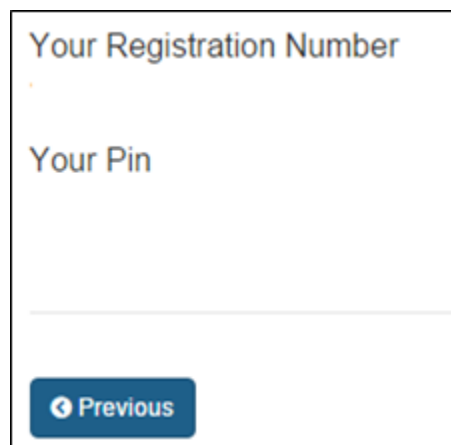| **Facility Name** 企业设施名称	The name of the facility 企业设施的名称
Facility Name Suffix 企业设施名称后缀	The type of company, for example, "company", "corporation", or "limited". 公司类型，如"company"、"corporation"或"limited"。
Facility Street Address 企业设施街道地址	The street name and address number (line 1) 街道名称和地址号码（第 1 行）
Name of the Owner/Operator/Agent-in-Charge 所有者/经营者/负责代理人的姓名	The name of the person or entity who is the owner, operator, or agent in charge of the facility. 企业设施的所有者、经营者或负责代理人的个人或实体的名称。

PIN Successfully Retrieved

找回密码成功

If you have successfully answered all the questions, the system will display your registration number and PIN information (Figure 4). Before navigating away from the page, please record all information for future reference.

如果您成功回答了所有问题，系统将显示您的注册号和密码信息（图 4）。在离开页面之前，请把信息记录下来以备后用。

Figure 4 - PIN Successfully Retrieved

图 4 – 找回密码成功

Note: FDA offers these translations as a service to a broad international audience. We hope that you find these translations useful. While the agency has attempted to obtain translation that are as faithful as possible to the English version, we recognize that the translated versions may not be as precise, clear, or complete as the English version. The official version of these documents is the English version.

注：FDA 将这些翻译作为一项服务提供给广大国际受众。我们希望这些翻译对您有所帮助。虽然 FDA 试图获得尽可能忠实于英文版本的翻译，但翻译版本可能不如英文版本准确、清晰或完整。英文版是这些文件的官方版本。