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To access the FDA Registration website, navigate to <https://www.access.fda.gov/oaa>. If you've already registered and need to renew / update your registration information, you can log in directly from here. For registering your facility for the first time, choose the Create New Account option under the NEW USER section.

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**FDA** U.S. Food and Drug Administration  
Protecting and Promoting *Your* Health

### FDA Industry Systems

SYSTEM STATUS | HELP DESK

04/07/2015 See [The Food Facility Registration fax number is temporarily inactive. Please click here for details.](#)

03/21/2015 See [During system maintenance on 3/21/15, FDA will be in Prior Notice Contingency Scenario 4.](#)

01/19/2015 See [FDA is in Prior Notice Contingency Scenario 1. See Contingency Guidance for further details.](#)

#### 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.

Understand

**LOGIN** [Forgot your 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" below.

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 Helpdesk at 1-800-216-7331** to confirm that the caller is acting on behalf of FDA.

On the next screen, make sure you choose the Food and Drug Facility Registration button, then be sure to check the box next to Food Facility Registration.

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**NEW ACCOUNT INFORMATION** [get help](#) ?

You cannot use your Food Facility or Tobacco Registration and Product Listing account to register a Medical Device establishment and vice versa. You must create a separate account to register your Medical Device establishment, Food facility and Tobacco Registration and Product Listing.

**Select the systems you will need to access:**

**Unified Registration Listing Systems**

Food And Drug Facility Registration

**Please select registration system(s)**

Food Facility Registration

Do you work for a State agency under contract with the FDA?  
 Yes  No

Acidified Food Canning Process Registration and Process Filing

Shell Egg Producer Registration

**Other FDA Systems**

Prior Notice System Interface (PNSI)

Device Registration And Listing

Tobacco Registration and Product Listing

After clicking continue, you'll be taken to the Create Account screen, where you'll enter your personal information, as well as a password for accessing your account in the future - be sure to write this down.

**U.S. Food and Drug Administration**  
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**CREATE AN ACCOUNT** [get help](#)

Enter your account information. \* Required Fields

\* First Name:

Middle Initial:

\* Last Name / Surname:

\* Job Title:

\* Company / Last Name (Surname):

Passwords must be at least 8 characters but no more than 32, contain uppercase and lowercase letters, numbers and special characters (e.g %, \$). **YOU WILL NEED TO REMEMBER YOUR PASSWORD TO LOGIN IN THE FUTURE.**

\* Password:

\* Confirm Password:

Phone/FAX numbers have only numbers with no spaces, dashes, periods or parentheses. Country Code is not required for US phone numbers.

Country Code	Area Code	Phone Number	Extension
(e.g.033)	(e.g.101)	(e.g.5551111)	(e.g.1111)

\* Phone Number:  -  -  -

Country Code	Area Code	FAX Number
(e.g.033)	(e.g.101)	(e.g.5551111)

FAX Number:  -  -

\* E-Mail Address:

\* Confirm E-Mail:

Select and answer secret questions. If you forget your password, you will need to provide this information..

\* Secret Question 1:

\* Secret Answer 1:

\* Secret Question 2:

\* Secret Answer 2:

Once all your information has been entered and submitted, an account is created for you on the FDA website, and you'll be taken to your account management screen. As part of the account creation process, an account id will be created for you. Take note of that as well, as that will be the other part needed to log in in the future.

Under the FDA Unified Registration Listing Systems section, choose the Food Facility Registration link to get started with the registration process.

The screenshot shows the FDA Account Management interface. At the top, there is a navigation bar with links for 'Skip Navigation', 'FDA Home Page', 'Search FDA Site', 'FDA A-Z Index', 'Contact FDA', and 'Logout'. Below this is the FDA logo and the text 'U.S. Food and Drug Administration Protecting and Promoting Your Health'. The main heading is 'Account Management'. On the left, there is a sidebar menu with options: 'Edit Account Profile', 'Change My Password', 'Update System Access', 'Create a Subaccount', 'Deactivate a Subaccount', and 'Reactivate a Subaccount'. The main content area starts with a 'Welcome' message: 'Welcome You are logged in as and16228 Welcome to the FDA Industry Systems.' Below this, it says 'You are logged in to your account for Nelson's Maple Syrup, Inc.' and provides instructions: '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.' The 'FDA UNIFIED REGISTRATION LISTING SYSTEMS' section contains several buttons: 'Food Facility Registration', 'Device Registration & Listing', 'Shell Egg Registration', and 'Acidified/Low Acid Canned Foods'. The 'Shell Egg Registration' button is circled in red. Below this is the 'EXPORT CERTIFICATION AND TRACKING SYSTEMS' section, which includes 'CFSAN Export Certification and Tracking Systems' (with a 'Certificate Application Process' button), 'CDRH Export Certification Application and Tracking System' (with a 'CDRH Export Certification Application & Tracking System' button), and 'Biologics Export Certification Application and Tracking System' (with a 'Biologics Export Certification Application & Tracking System' button).

After stepping through the registration screens and answering all appropriate questions, the form will be finished and you'll be assigned an 11 digit FDA registration number, which is good for 2 years. We need this number on file for our records here. You'll also have the option of printing a copy of your registration information – it's probably a good idea to do that and keep it with your username / password combination.