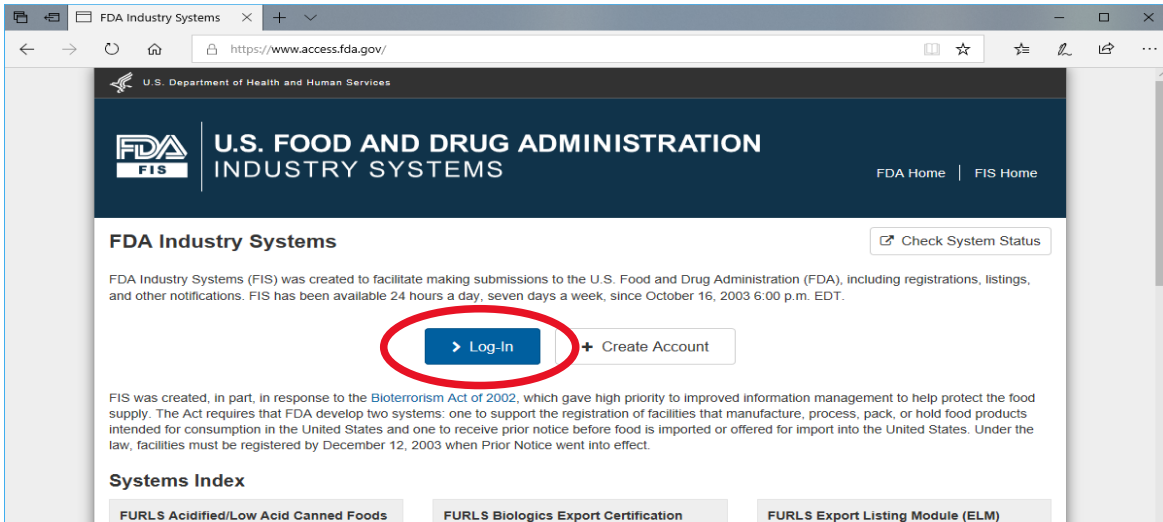
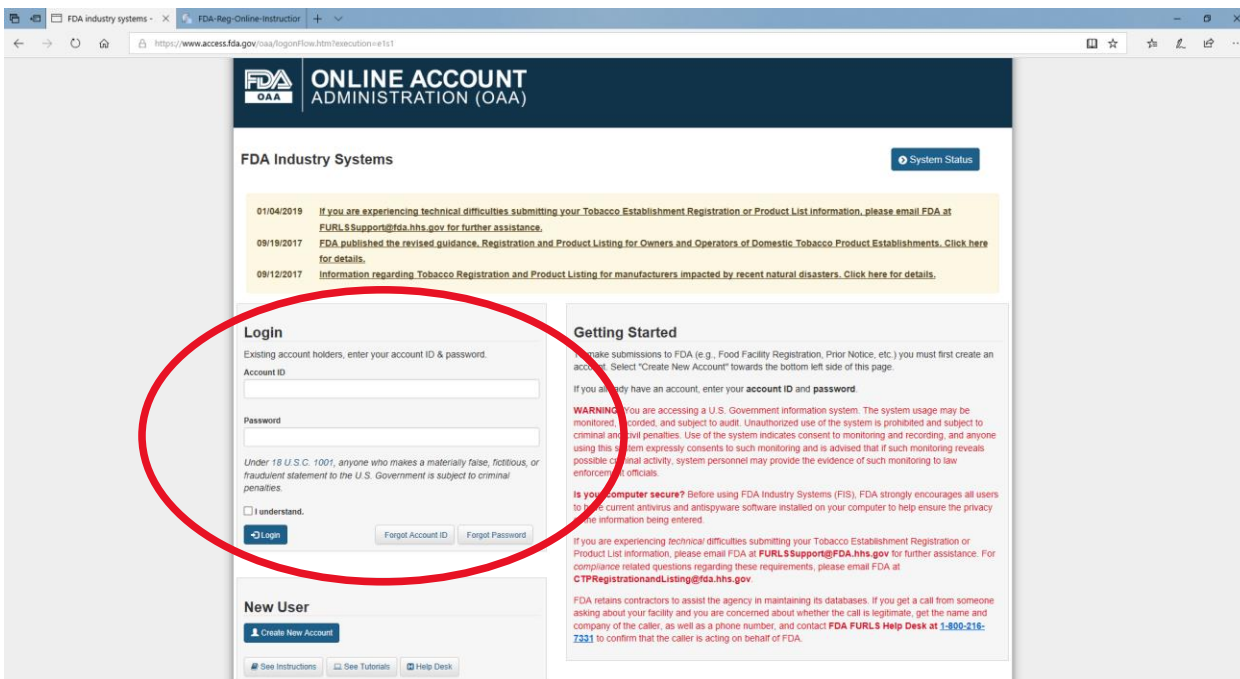


TO RENEW REGISTRATION:

1. Access FDA Registration website at <https://www.access.fda.gov/oa>
2. Select Log-In



3. Log-in with your **Account ID** and **Password** from the last time you registered. (This is NOT your registration number and PIN)



4. Under Registration and Listing Programs, choose **Food Facility Registration (in green)**

U.S. Department of Health and Human Services Logout

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

Account Management

Account Management

Welcome to the FDA Industry Systems. You are logged in as **Anderson's Maple Syrup, 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 Facility Registration**
- Export Listing Module
- Acidified/Low-Acid Canned Foods Registration and Process Filing
- Structure/Function Claims Notification
- Shell Egg Producer Registration
- New Dietary Ingredient Notification
- Qualified Facility Attestation

5. On the Food Facility Registration page, choose **Update Facility Registration**

U.S. Department of Health and Human Services

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

Food Facility Registration

FFR Home

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
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 the FDA Industry Systems Help Desk:
1-800-216-7331
240-247-8804
furls@fda.gov

(Technical, Computer & General Questions)
Help desk hours are Monday to Friday from 7:30 am to 11:00 pm Eastern Standard Time

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

6. Click on your registration number (blue) to continue updating.

The screenshot shows the 'Update Facility Registration / Reference Code' page. On the left is a navigation menu with 'Update Facility Registration' selected. The main content area shows a table with one entry. The registration number '12840001230' is circled in red.

Registration Number	Facility Name	Facility Address
12840001230	Anderson's Maple Syrup Incorporated	2388 40th St, Cumberland, WI, 54829, UNITED STATES.

7. Look over all the information. If you need to change something, click the **EDIT** button. If it is correct continue to the bottom of the page and click **SUBMIT**.
8. You will get a message that says **UPDATE REGISTRATION SUCCESSFUL!**
9. Choose **VIEW COMPLETE REGISTRATION**
10. The next page will give you an option to **PRINT REGISTRATION**, the top of this page is what we need for our records. (Registration number and expiration date)

The screenshot shows the 'Update Registration Successful' message. A green checkmark and the text 'Your Registration Number 12840001230 has been successfully updated.' are visible. At the bottom right, the 'View Complete Registration' button is circled in red.

Further instructions from the FDA

<https://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/ucm324780.htm>