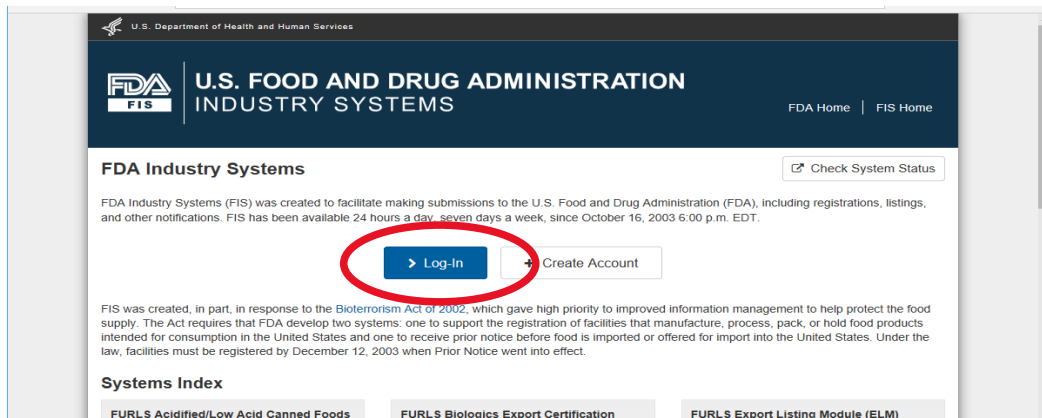
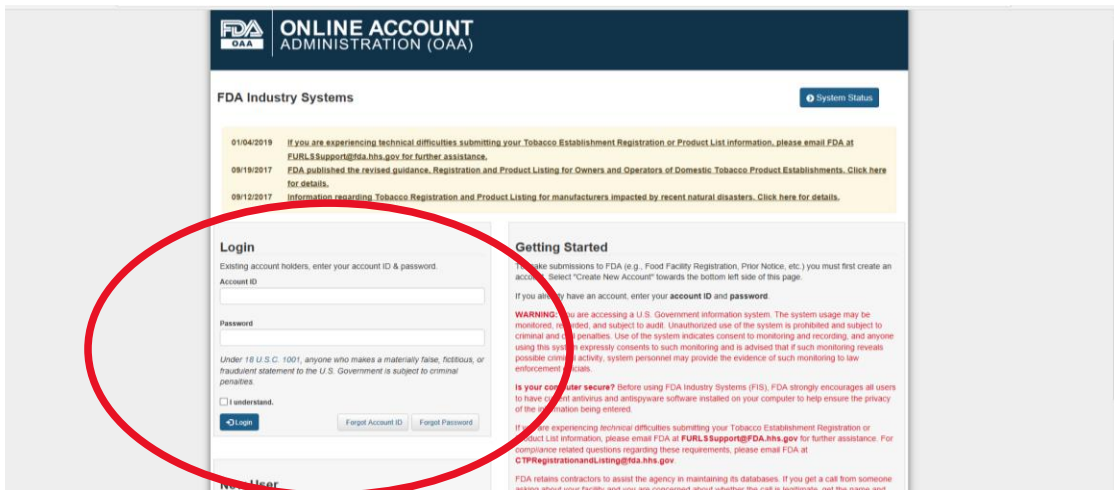


TO RENEW REGISTRATION:

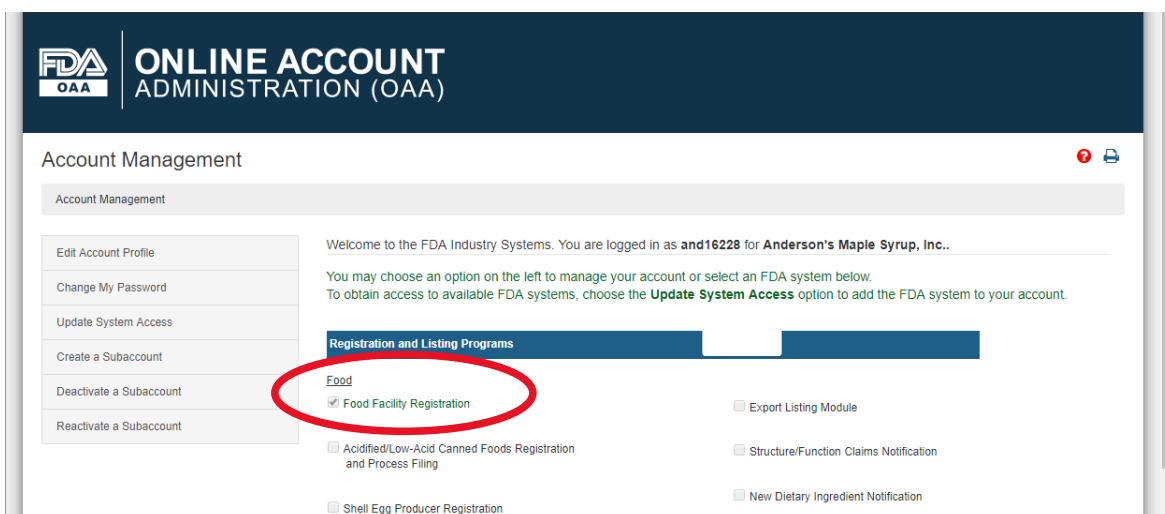
1. Access FDA Registration website at <https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/registration-food-facilities-and-other-submissions>
2. Select Log-In



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)



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

The screenshot shows the 'Food Facility Registration' page. At the top, there is a header with the U.S. Department of Health and Human Services logo, the FDA FURLS logo, and the FFR Food Facility Registration logo. A navigation bar contains 'FURLS Home' and 'FFR Home'. Below the header, the page title is 'Food Facility Registration'. A left-hand menu lists several options: 'FFR Home', 'Register a Food Facility', 'Update Facility Registration' (circled in red), 'Cancel Registration', 'Search Facility Registrations', 'Link Registration to your Account', 'Manage Registrations Among Accounts', 'Confirm Receipt Code', 'Retrieve Registration PIN', and 'View Registration (U.S. Agent only)'. The main content area features a welcome message, a 'PAPERWORK REDUCTION ACT NOTICE' with details on information collection burden, contact information for the Paperwork Reduction Act (PRA) Staff, and a 'Please Note' box stating the system will time out after 30 minutes of inactivity.

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

The screenshot shows the 'Update Facility Registration / Reference Code' page. The left-hand menu is updated, with 'Update Facility Registration' highlighted in blue. The main content area displays the title 'Update Facility Registration / Reference Code' and a message: 'Your account has access to the following registrations. Please click on a registration number to select a registration for update.' Below this, there is a 'Show 25 entries' dropdown. A table lists the registration details:

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

Below the table, it says 'Showing 1 to 1 of 1 entries'. The registration number '12840001230' in the table is circled in red.

7. New in 2020---Unique Facility Identifier---This is a unique number that is used to identify your facility. Most commonly this is a DUNS number, click the blue link in the box for assistance.

Unique Facility Identifier---This is a unique number that is used to identify your facility. Most commonly this is a DUNS number (9 digits). If you know your number, type it in the box. If you think you have one, but don't know it, click the blue "click here" words to get to the Duns number lookup tool <https://www.dnb.com/duns-number/lookup.html> . If you know you do not have a DUNS number, click UFI Temporarily Unavailable. You will be able to complete the Food Facility registration and will have 90 days to get a DUNS number and return to the FDA registration site to update your registration.

Section 2: Facility Name/Address Information

Clear Autofill from Account Information

Facility Name:

Facility Name Suffix:

Country/Area:

Street Address, Line 1:

Street Address, Line 2 (Optional):

Zip/Postal Code:
Please enter 'NONE' in Zip Code field if Zip Codes are not used in selected Country/Area

City:

Telephone Number:
Country Area Phone Number Extension

Fax Number (Optional):
Country Area Fax Number

E-Mail Address:

Confirm E-Mail Address:

Unique Facility Identifier (UFI)

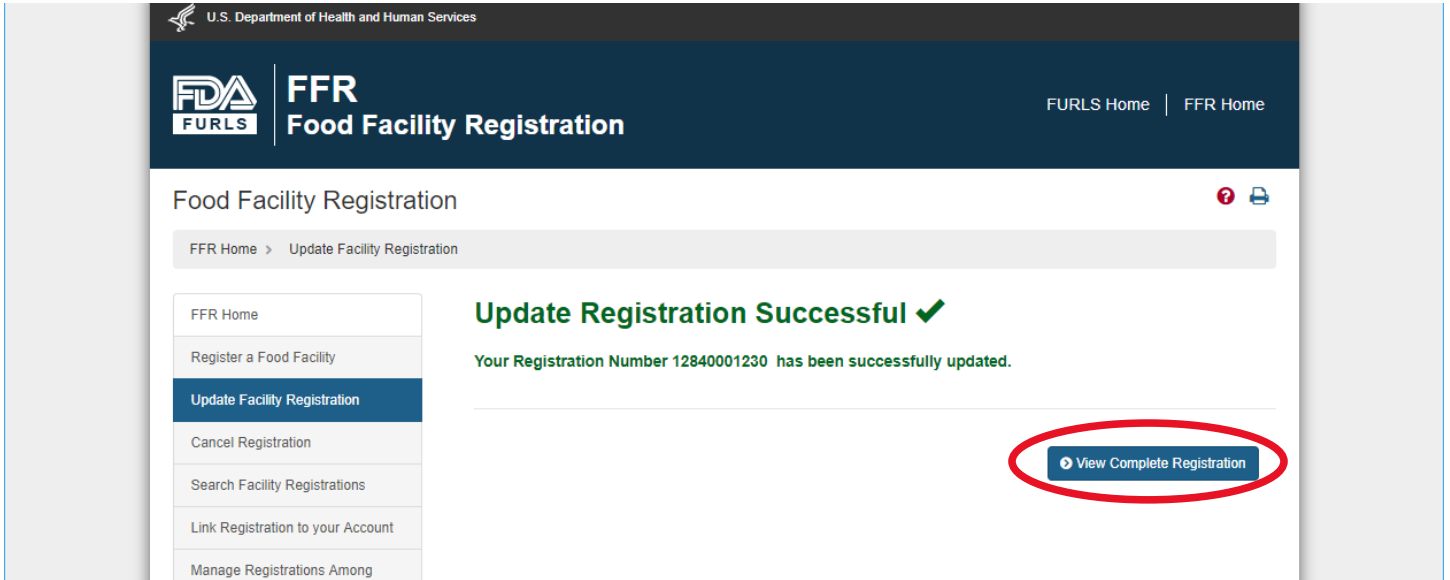
To obtain your DUNS number, [click here](#) to access the D&B website.

UFI Temporarily Unavailable
If you are unable to provide a DUNS number at this time, please check this box and the Unique Facility Identifier (UFI) field will be set to "PENDING". You will have 90 calendar days to update this registration with a DUNS number. Failure to update with a valid DUNS number within 90 calendar days of submission will result in cancellation of the registration.

***Be Aware:** Dun and Bradstreet is not connected to the FDA Food Facility Registration. The FDA does not know or automatically fill in your DUNS number once you get it. You must return to this registration yourself to update the DUNS number.

Information about DUNS number can be found here: <https://www.fda.gov/media/160348/download>

8. 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**.
9. You will get a message that says **UPDATE REGISTRATION SUCCESSFUL!**
10. Choose **VIEW COMPLETE REGISTRATION**
11. 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)



Further instructions from the FDA

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