First Time FDA REGISTRATION:

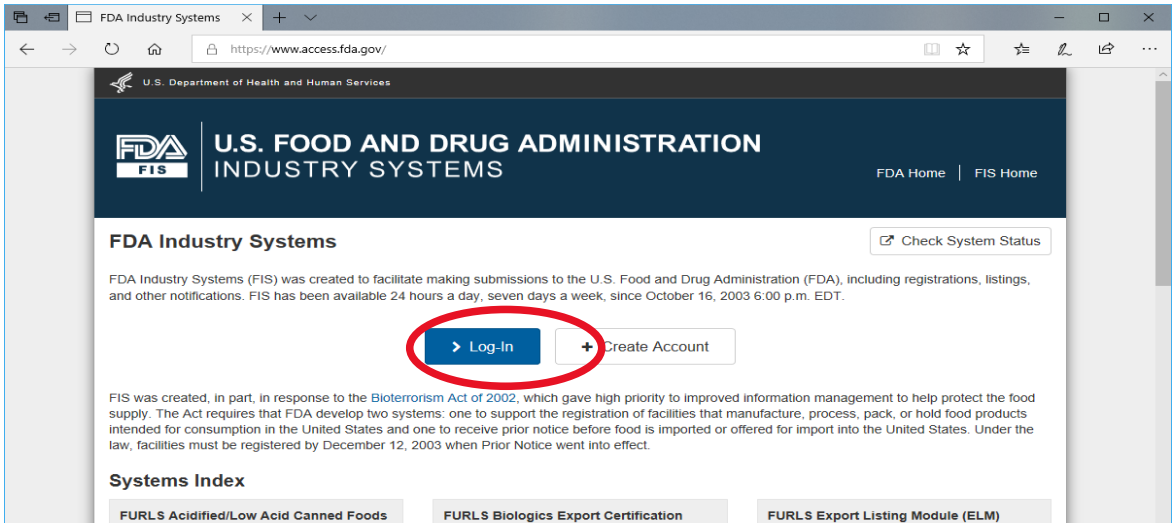
Initial registration is a 2-step process:

- First **set up an account** (save your account ID and password for future renewals)
- Second **submit a registration** (keep account number and PIN for your records)

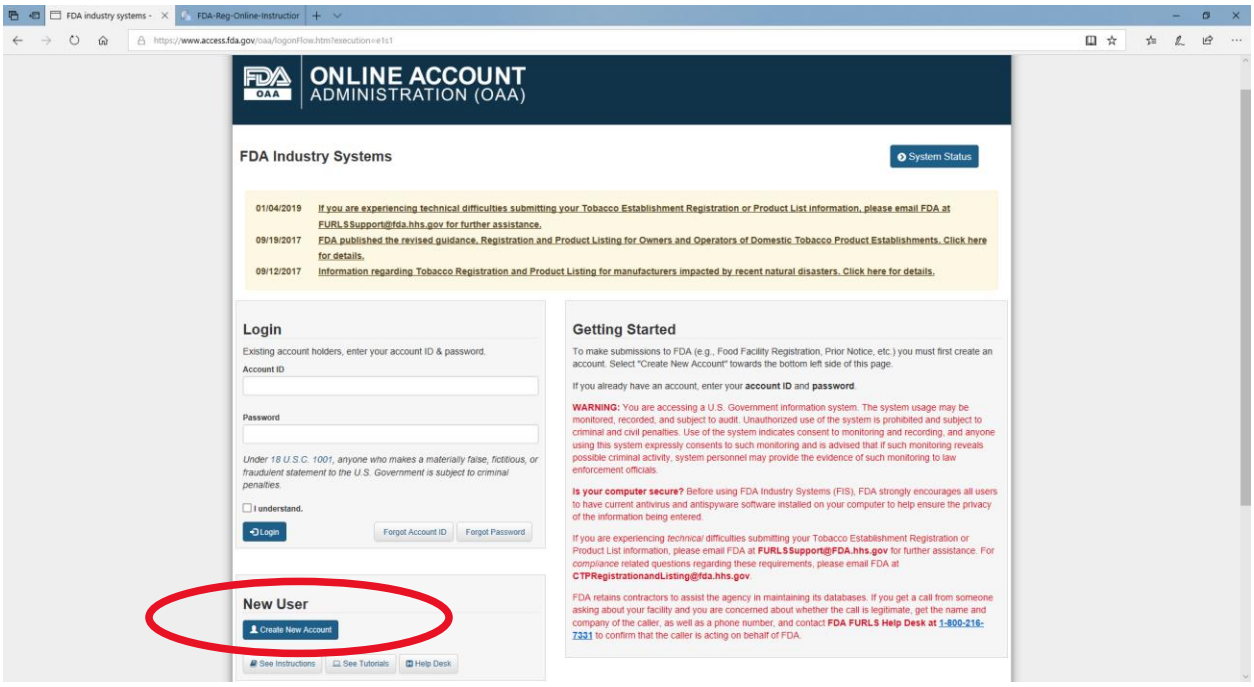
Step 1: Create an Account:
FDA provides guides and tutorials here: https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/registration-food-facilities-and-other-submissions

Or follow these:

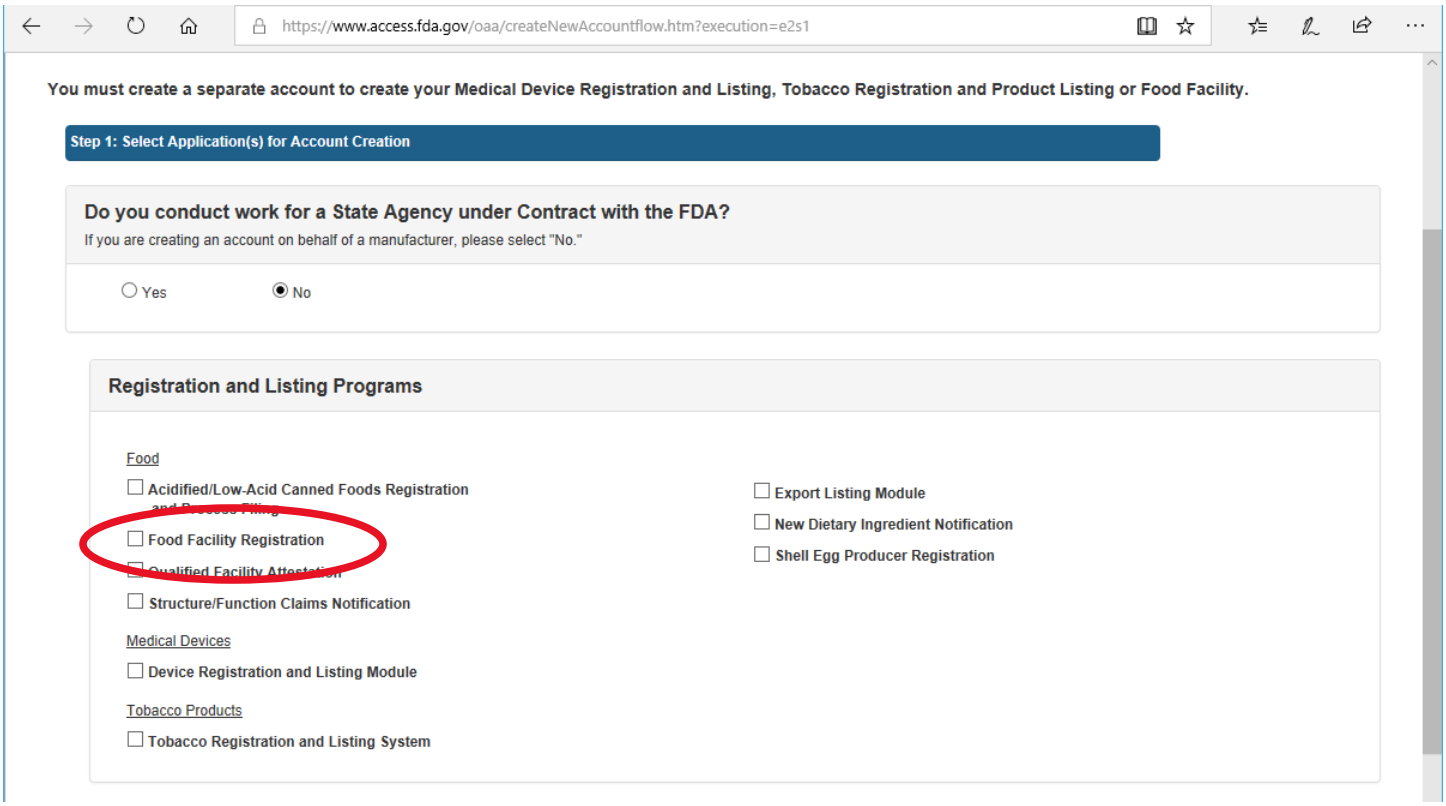
1. Access FDA Registration at https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/registration-food-facilities-and-other-submissions
2. Select Create Account



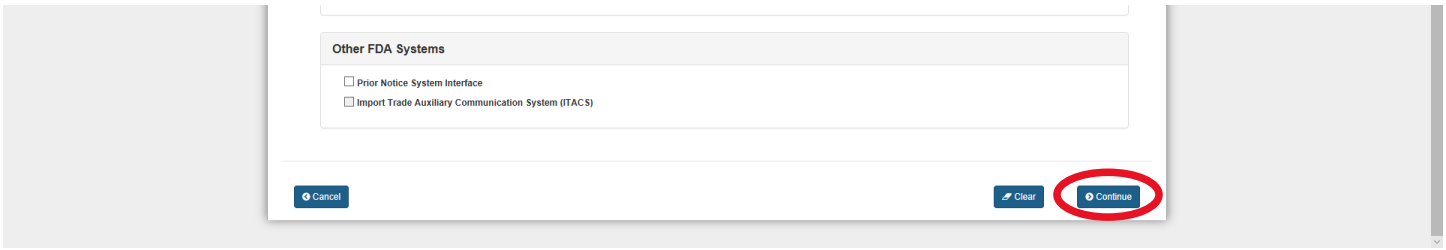
3. On the next page scroll down to New User and choose **Create New Account**



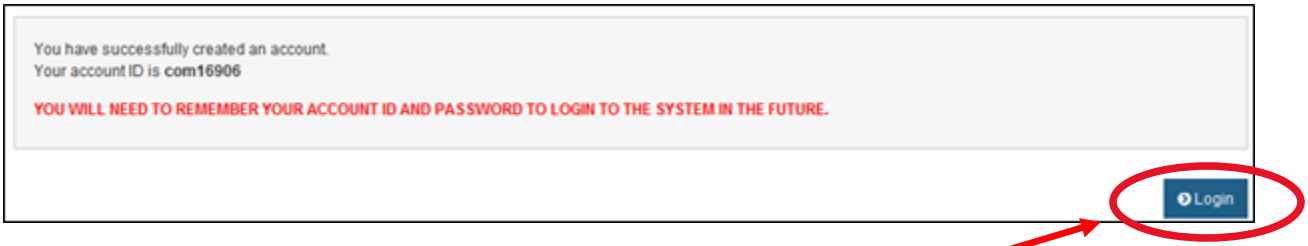
4. Under Section 1; Registration and Listing Programs, choose **Food Facility Registration.**



Scroll to the bottom of the page and click **CONTINUE**



5. Fill in the required items (it is recommended to write down the security questions and answers as well as password)
    - When you select **continue**, it will either take you to the next page or gring you back to the top of this page and give items that were entered incorrectly or missed. Fix these items and then hit **continue** again. (Phone number format is the most commonly made error)
6. Double check that everything looks accurate and then select **SUBMIT** at the bottom of the page.
7. Write down your Account ID and Password (preferable on the same page as your security questions)

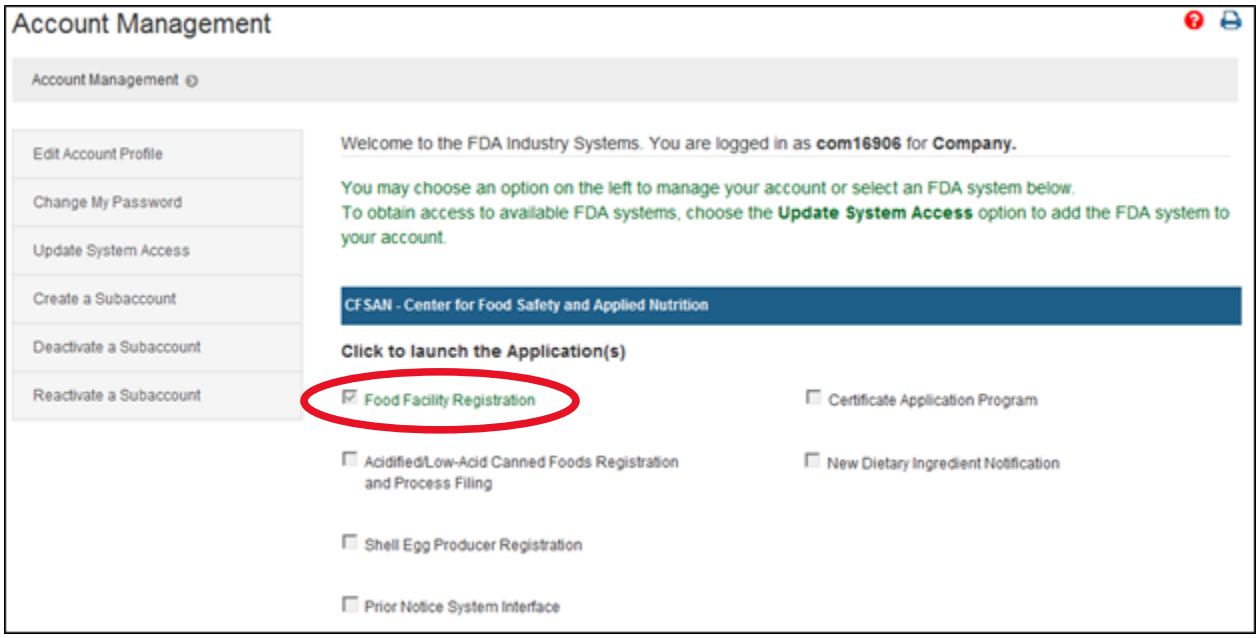


You have completed Step 1: Create an Account

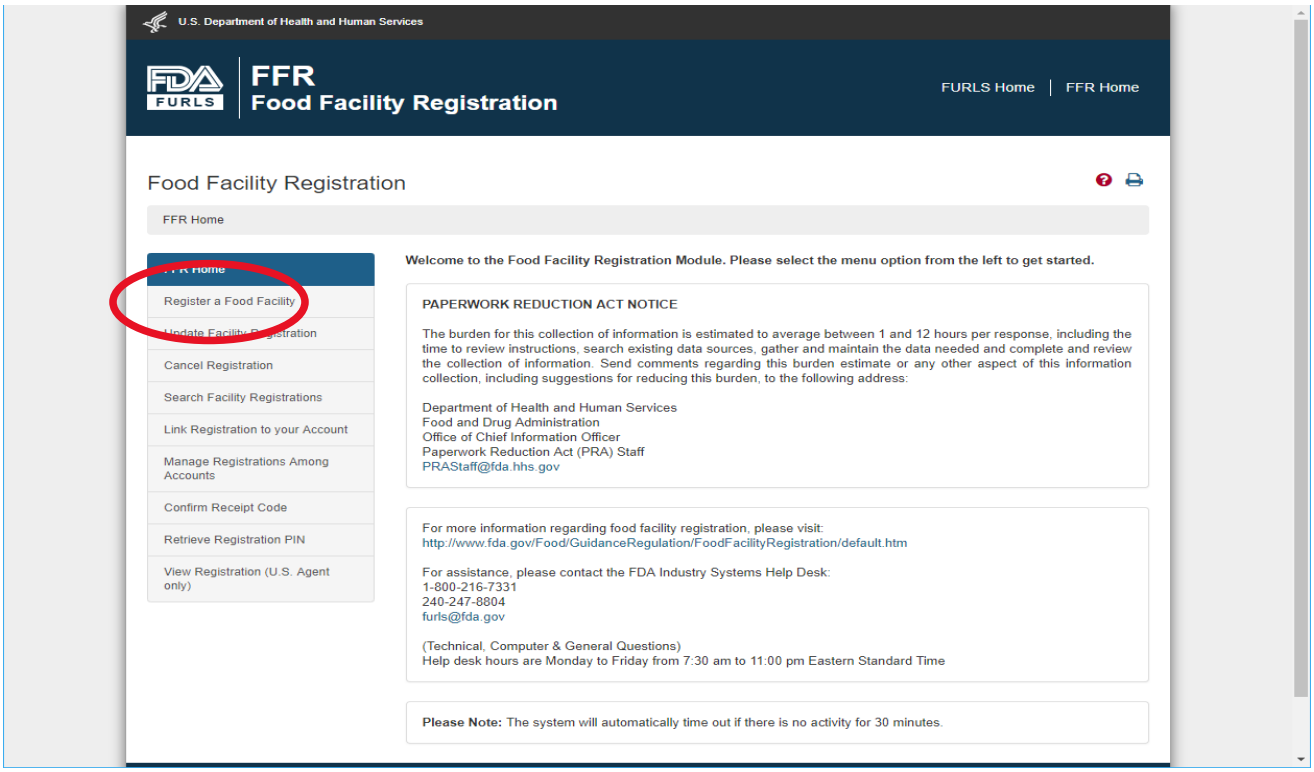
8. Log-in to your account. This can be done by choosing the **log-in** button after creating an account.

Step 2: Register your Food Facility

9. On the Account Management page, choose **Food Facility Registration**



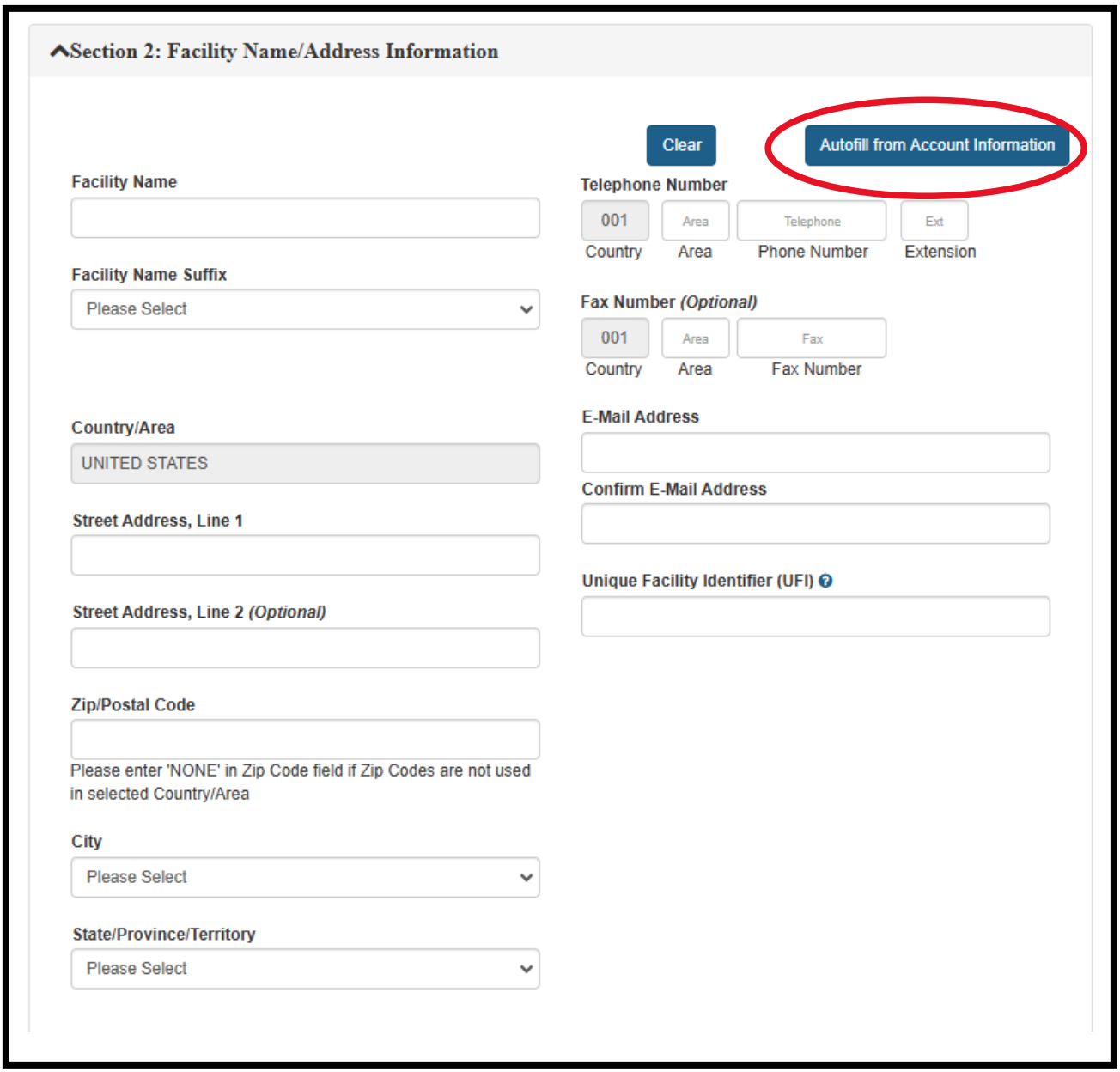
10. On the Food Facility Registration page, choose **Register a Food Facility Registration**



11. Facility is domestic and for most the answer will be “no” on previously owning a facility, unless you have registered before. Then select **continue**.

12. On this page you can select '**Autofill from Account Information'**. You will need to enter "Food Facility Suffix" (you can use "**other**" if none apply and then in the blank spot put independent). Select **continue.**

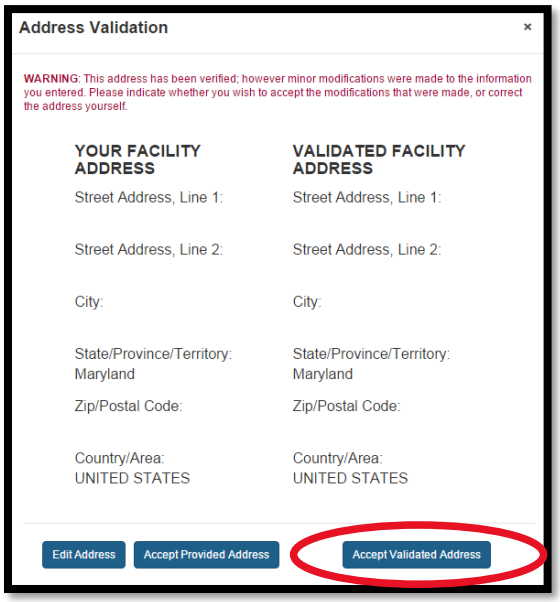
Unique Facility Identifier---This is a unique number that is used to identify your facility. Most commonly this is a DUNS number (9 digits). If you know your number, type it in the box. If you think you have one, but don't know it, click the question mark which will provide a link to the Duns number lookup tool or use this link https://www.dnb.com/duns-number/lookup.html . It is very possible your facility already has a DUNS number and you can request it via e-mail. If you find that you do not have a DUNS number, you will need to stop the FDA registration process and apply to get a free DUNS number. https://www.dnb.com/duns/get-a-duns.html



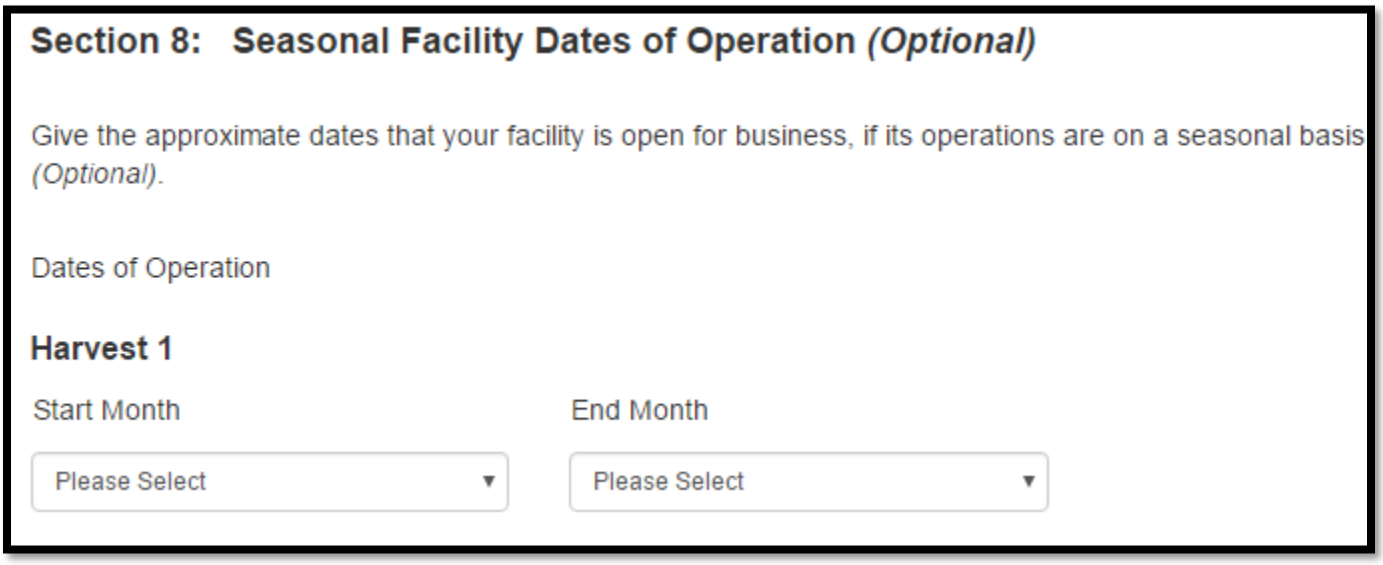
***Be Aware:** Dun and Bradstreet is not connected to the FDA Food Facility Registration. The FDA does not know or automatically fill in your DUNS number once you get it. You must return to this registration yourself to complete the registration and add the DUNS number.

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

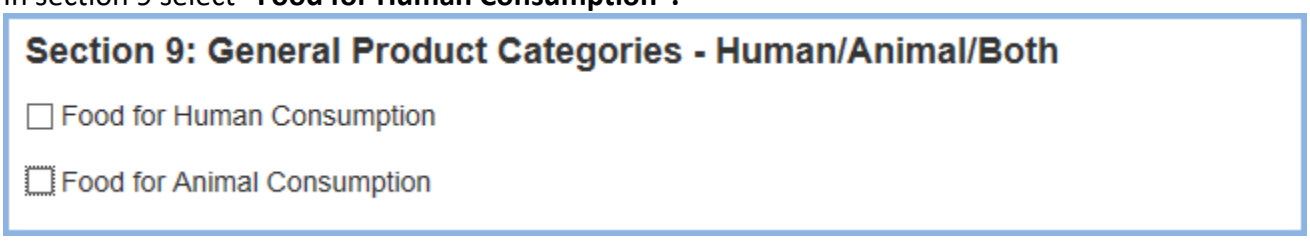
13. The system will validate and accept (most likely make a minor update to your address). You will need to **accept** and select **continue**.



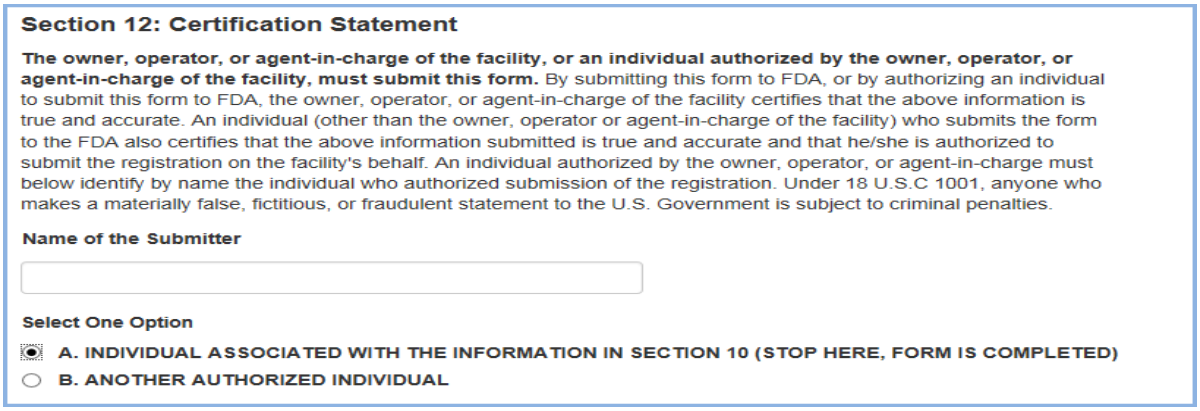
14. On the next page, select **Autofill** and then select **continue**
15. Complete next section as best for your situation. Select **continue.**
16. On the next page, select **autofill** and then select **continue**.
17. Select **continue**
18. On the section for Seasonal Facility dates of Operation, choose **Harvest Time Frame** (normally Feb 1st- May 1st



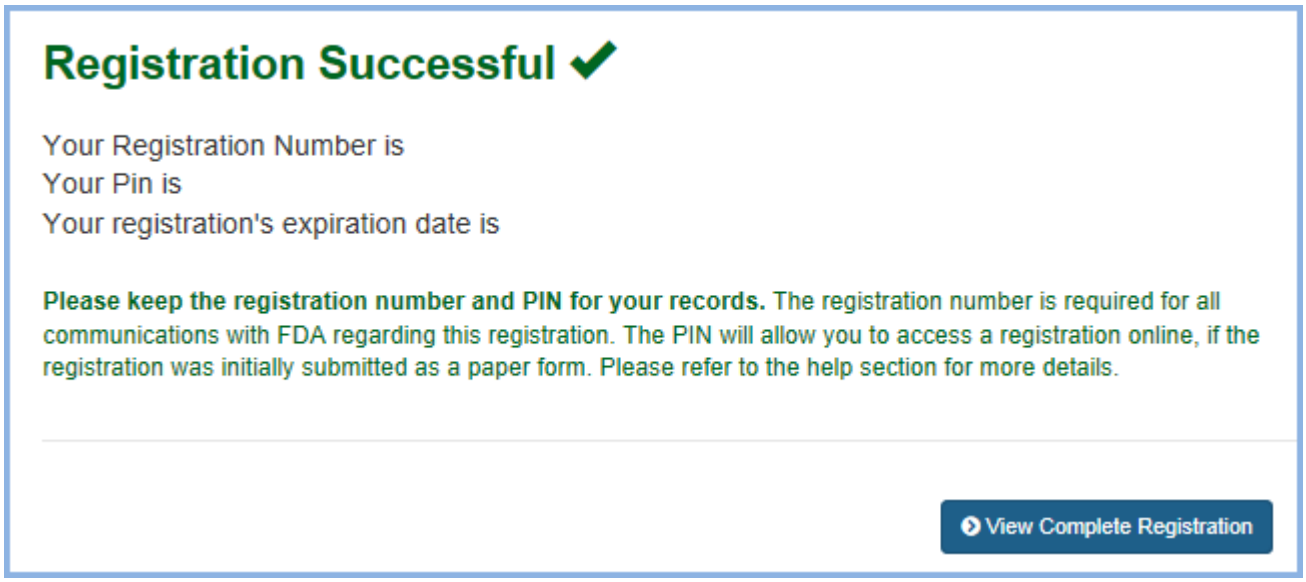
19. In section 9 select **"Food for Human Consumption".**



20. On the General Product Categories section, scroll down to **#37** / none apply. In the box write **Pure Maple Syrup** and select **continue**.
21. In the next section, enter the name of owner, and select the section for the address that matches the owner's name. Then select **continue.**
22. Section 11 asks for permission to inspect facility. It is recommended to allow.
23. Check the box in section 12 and enter the name of submitter and if you are the owner/operator, etc. Select **continue.**



24. Review all items to see that they are correct
25. Select **SUBMIT**
26. You should now see **REGISTRATION SUCCESSFUL** with a registration number and a pin. Print this page for your records. The registration number is the one we need for our file.



TWO things to keep!

- Save your Account ID and Password so that you can log-in to renew in two years.
- Save your Registration Number and PIN to provide as proof of registration.

Further instructions from the FDA
https://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/ucm073706.htm