

Appendix B – FNS 710 (Screenshots/Electronic Version)

The screenshot shows the main interface of the USDA Child Nutrition Database Online Web Tool. At the top, there is a navigation bar with links for Home, About HMRS, News, Topics A-Z, Get Connected, Help, and Contact Us. The page title is "Online Web Tool for Submitting Nutrient Data".

On the left side, there is a "Search HMRS" section with a search box and a "Go" button. Below it are links for "Search all USDA" and "Advanced Search". A "Browse by Subject" section lists various topics such as Best Practices, Menu Planning, Nutrition Education, Resource Library, HealthierUS School Challenge: Smarter Lunchrooms Resources, Local Wellness Policy Resources, State Sharing Center, What's Shaking?, and Professional Standards.

The main content area features the following text:

**USDA Child Nutrition Database
Online Web Tool for Submitting Nutrient Data**

This tool is now open to collect new and updated data for CN21. The tool will no longer be closed in the transition period, but will remain open for data entry.

Note: Currently, any item with a blank Value Type Code cannot be marked as discontinued. Users can go to Edit Product from the navigation bar, search for the item they wish to discontinue and update the record with the missing Value Type Code by selecting the appropriate check box. After the record is saved, the user can then return to the navigation bar to Mark Product as Discontinued, without receiving an error message.

Welcome to the USDA Child Nutrition Database Online Web Tool for submitting nutrient data for foods offered in school meal programs. You need a Level 2 USDA eAuthentication account in order to access our website to submit or edit your nutrient data.

Returning Users:
To submit and edit data with your level 2 eAuthentication account, select **Sign In**. You can return to this page and start with the **Sign In** button at any time to check on the status of data you previously submitted online or continue working on saved data. Do not submit both online data and a paper form for the same food items.

Register for Level 2 EAuthentication:
USDA Level 2 eAuthentication accounts allow you to do business with government online. They provide access to authenticated sites (those that require passwords). In order to obtain your Level 2 eAuthentication account please follow these steps:

1. Select **Register** below and complete your online application for a USDA eAuthentication Level 2 account. Respond to the Confirmation email within 7 days.
2. Visit a local USDA Service Center office in person. Please bring official Government Photo ID (State driver's license or US passport to verify your identity). Note: Your first and last name in your eAuthentication Account record MUST match the name on your Photo ID.
3. The Service Center employee (LRA) will activate your account.
4. For more information about the process for creating a Level 2 account go to: <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>

When you return to submit data, select **Sign In**. Vendors submitting data for the first time may request to submit multiple items in bulk. Please contact cnptab@fns.usda.gov if interested in bulk upload.

At the bottom of the page, there are two buttons: "Register" and "Sign in".

The screenshot shows the USDA eAuthentication Login page. The page title is "eAuthentication Login".

At the top, there is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. The page title is "eAuthentication Login".

On the left side, there is a "Quick Links" section with links for "What is an account?", "Create an account", and "Update your account". Below it are "Administrator Links" for "Local Registration" and "Authority Login".

The main content area features the following text:

eAuthentication Login

LincPass (PIV) ?

User ID & Password ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

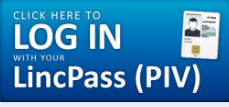
- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.

https://www.eauth.usda.gov/Login/login.aspx?ZONE=Z2&TRYIN... US Department of Agricultur... Online Web Tool for Submittin... eAuthentication

- What is an account?
- Create an account
- Update your account
- Administrator Links
- Local Registration Authority Login

eAuthentication Login

LincPass (PIV) ?



CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

[Change my Password](#)


WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

https://wic.fns.usda.gov/cndbweb/ Online Web Tool for Submittin... CNDB Welcome



United States Department of Agriculture
Food and Nutrition Service

Home | About CNDB | New Window | Contact Us | Logout

Search | Add New Product | Edit Product | Mark Product as Discontinued | Manage Users

FORM APPROVED OMB NO. 0584-0494
Expiration Date: 8/31/2017

CN Database Qualification Report **Expiration Date: xx/xx/20xx**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a Collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0494. The time required to complete this information is estimated to average 120 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

Welcome to the web tool for submitting nutrient information into the Child Nutrition Database for release annually during springtime.

Click here to submit your information via the Internet!
*[Please complete all data entry **within 30 minutes** or incomplete work will be lost.]*

If you prefer to submit your information via paper, please download and complete the **USDA Form FNS-710** [Adobe PDF Version]. Please send the completed form to crnptab@fns.usda.gov. Please be aware that this method of submittal will require a longer period of time before the products will appear online.

Please see the Healthy Meals Resource System website for more information about the Child Nutrition Database and Nutrient Standards in the School Meals Programs.

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https://wic.fns.usda.gov/cndbweb/default.htm

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Food and Nutrition Service

Home About CNDB New Window Contact Us Logout

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Welcome to the USDA Child Nutrition Database Interactive Website!
Please select one of the following links to continue:

[Enter New Product Information](#)
[Search/Edit Existing Information](#)
[Tell me about the Child Nutrition Database!](#)

 Requires Adobe Reader

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https://wic.fns.usda.gov/cndbweb/manufacturerInfo.htm

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Home About CNDB New Window Contact Us Logout

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Step 1 Of 3: Select/Add a Manufacturer

Select existing Manufacturer:
(Hint: Click on any Manufacturer Name, then type the first letter of YOUR Company's Name)

Select Here For New Manufacturer

Don't see your company's name?
(Choose "Select Here for New Manufacturer" and enter new information below)

Please Enter New Manufacturer Information Below:

New Manufacturer Name:
(Max. 30 characters)

Note: We do not allow you to edit an existing manufacturer's name; if you need to make changes to your company's name, please email crpntab@fns.usda.gov.

Submit Cancel

https://wic.fns.usda.gov/cndbweb/manufacturerinfo.htm

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Home About CNDB New Window Contact Us Logout

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Step 1 Of 3: Confirm/Modify Manufacturer

*Company Name: Mike's Test Manufacturer ?

*Address 1: 1212 New York Ave NW

Address 2: Suite 400

*City: Washington

*State: District Of Columbia

*Zip Code: 90210

Company Website: ?

*Company Phone: 2027302964 ?

Company Fax: ?

*General E-mail: mryon@play-sys.com ?

Submit Cancel

https://wic.fns.usda.gov/cndbweb/manufacturerDetailInfo.htm

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Home About CNDB New Window Contact Us Logout

Search | Add New Product | Edit Product | Mark Product as Discontinued | Manage Users

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Step 2 Of 3: Enter Product Information

*MFR Product Name: ?
(Max. 255 characters)

Example: (Pizza, pepperoni topping, regular crust, frozen, cooked)

*Product Name Shortened: ?
(Max. 60 characters)
Example: (Pepperoni Pizza)

Brand: ?
(Max. 40 characters)

Unit UPC: ?
(12 numbers)

Product Number/Code: ?

*Food Category Code: Select One ?

https://wic.fns.usda.gov/cndbweb/manufacturerDetailInfo.htm

Online Web Tool for Submittin... Add New Product

*Product is Produced For School Food Service? Yes [v] [?]

*Product is purchased directly by USDA for distribution to schools through USDA Foods? No [v] [?]

*NLEA Adjusted Values: No [v] [?]

*Value Type Code (A, U, C):
 Analytical Data
 Calculated Data [?]
 USDA Data from the USDA National Nutrient Database for Standard Reference or other USDA database

*As Served (S) or As Purchased (P)?
 As Served
 As Purchased [?]

*Is this an Enriched or Fortified product? No [v] [?]

Notes:
 (Max. 2000 characters)

[Submit] [Cancel]

* Indicates a required field.

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Screen if “no” is selected for “Product is purchased directly by USDA for distribution to schools through USDA Foods?”

https://wic.fns.usda.gov/cndbweb/manufacturerDetailInfo.htm

Online Web Tool for Submittin... Add New Product

*Product is purchased directly by USDA for distribution to schools through USDA Foods? Yes [v] [?]

*Material Code [] [?]

*Material Code Item Description [] [?]

*This product contains Allergens No [v] [?]

*This product contains allergen advisory labeling No [v] [?]

*This product contains gluten No [v] [?]

*This product is certified Kosher No [v] [?]

*NLEA Adjusted Values: No [v] [?]

*Value Type Code (A, U, C):
 Analytical Data
 Calculated Data [?]
 USDA Data from the USDA National Nutrient Database for Standard Reference or other USDA database

*As Served (S) or As Purchased (P)?
 As Served
 As Purchased [?]

*Is this an Enriched or Fortified product? Yes [v] [?]

Notes:
 (Max. 2000 characters)

Screen if “yes” is selected for “Product is purchased directly by USDA for distribution to schools through USDA Foods?”

https://wic.fns.usda.gov/cndbweb/productInfo.htm

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Message from webpage

! Make sure the Nutrient Serving Size field is filled in before filling in other nutrients.

OK

https://wic.fns.usda.gov/cndbweb/productInfo.htm

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Home About CNDB New Window Contact Us Logout

Search | Add New Product | Edit Product | Mark Product as Discontinued | Manage Users

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Expiration Date: 8/31/2017

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Step 3 Of 3: Enter Nutrient-related Information

Serving Information: ?

Household Serving Amount:
(a numeric value)

Household Serving Measure Description:
ex. Cup, Ounce, Patty, Piece, Slice

Household Serving Size: g oz
(Choose Grams or Ounces)

Nutrient Information: ?

Nutrient Serving Size (Total Gram Weight of Product Upon Which the Following Nutrients are Based): g

[NOTE: Nutrient Values will be converted and published in the CN Database on a per 100g of product basis]

*Total Calories: KCal

Total Fat:

g
 Total Fat: g
 Saturated Fat: g
 Trans Fat: g
 Cholesterol: mg
 Sodium: mg
 Total Carbohydrate: g
 Total Sugars: g
 Total Dietary Fiber: g
 Protein (Total): g
 Water (Moisture): g
 Ash: g

[NOTE: When you provide Daily Value (DV) information, the data will automatically convert to "per 100 grams of product" before it transfers to the corresponding mg or IU field.]
 If a nutrient value is entered instead of the Daily Value (DV), the nutrient value must be the value per 100 grams of the food.

Vitamin A: IU or %DV
 Vitamin C (Total): mg or %DV
 Vitamin D: mcg or %DV
 Iron (Total): mg or %DV
 Calcium: mg or %DV
 Potassium: mg or %DV

List of Ingredients and Additional Notes:
 (Max. 2000 characters)

Total Sugars: g
 Total Dietary Fiber: g
 Protein (Total): g
 Water (Moisture): g
 Ash: g

[NOTE: When you provide Daily Value (DV) information, the data will automatically convert to "per 100 grams of product" before it transfers to the corresponding mg or IU field.]
 If a nutrient value is entered instead of the Daily Value (DV), the nutrient value must be the value per 100 grams of the food.

Vitamin A: IU or %DV
 Vitamin C (Total): mg or %DV
 Vitamin D: mcg or %DV
 Iron (Total): mg or %DV
 Calcium: mg or %DV
 Potassium: mg or %DV

List of Ingredients and Additional Notes:
 (Max. 2000 characters)

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Browser address bar: <https://wic.fns.usda.gov/cndbweb/nutritioninfo.htm>

Browser tabs: Online Web Tool for Submittin..., View Product

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Home | About CNDB | New Window | Contact Us | Logout

Search | Add New Product | Edit Product | Mark Product as Discontinued | Manage Users

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Thank You!

Your data has been entered successfully!
As part of our Quality Control, you may be contacted to verify your submittal.

[Click here to submit additional products using the same Manufacturer and Contact Information](#)

or

[Return to the Home Page](#)

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