Food Facility Registration User Guide: Additional Capabilities

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Food Facility Registration Module (FURM) - pre-2020

Online Registration of Food Facilities

Cancel Registrations

After logging in to the Food Facility Registration (FURM) screens from the Online Account Management Center, select "Cancel" from the "Registration Actions" menu to the right of the registration you want to cancel. Figure 1a

A registration cannot be fully handled, or "closed," by FDA until all invalid statuses are resolved. For example, if a registration has a status of "Pending Cancellation," it cannot be closed until that status is resolved. Similarly, if a registration has a status of "Pending Suspension," it cannot be closed until that suspension is resolved. Once all invalid statuses are resolved, the registration will be closed by FDA. Figure 1b

Cancel Registration Status – Step 1

Figure 1c

Figure 1d

Cancel Registration Status – Step 2

After clicking the "Cancel" button, you will be taken to a new page with three fields to provide information. The first field is "Cancel Effective Date," which is a required field. Enter the date you want the registration to be cancelled. The second field is "Cancel Reason," which is also required. Select the reason you want the registration to be cancelled from the drop-down menu. The third field is "Additional Information," which is optional. You can enter any additional information in this field. Once you have filled in these fields, click the "Submit" button. Figure 1e and Figure 1f

Figure 1e

Figure 1f

Cancel Registration Status – Step 3

After clicking the required information and confirming the cancellation of the registration, you will be taken to a new page with a confirmation message. This page will also provide you with the registration number and the cancellation date of the registration. Figure 1g. Please note that you will receive an email confirmation of the cancellation. Figure 1h. Cancelled registrations will still be viewable using the Search Facility Registrations function.

Figure 1g

Figure 1h

Search Facility Registrations

Search Facility Registrations – Search Criteria

After logging in to the Food Facility Registration (FURM) screens from the Online Account Management Center, select "Search" from the "Registration Actions" menu to the left of the screen. Figure 2a and Figure 2b

Figure 2a

Figure 2b

You can enter any of the search criteria in the fields on the screen to narrow the search results. Figure 2c. You can enter as much information as you want. For example, you can enter the registration number, the name of the registrant, or the name of the facility. If you enter more than one search criteria, you will see results that match all of the criteria you enter. For example, if you enter the registration number and the name of the registrant, you will see only the registrations that match both of those criteria.

Figure 2c

You can enter the city or the state of the facility's address to refine the search results. For example, you could enter "Chicago" in the city field and "Illinois" in the state field to see only registrations for facilities located in Chicago, Illinois. You can also enter the zip code of the facility's address to see only the registrations for facilities located in that area. You can enter the registration status, or a range of statuses, that you want to see.

Figure 2d

Search Facility Registrations – Search Results

The screen displays all records that fit your specific search criteria (see Figure 2e). For each registration, the screen displays details, called the hyperlinked registration details. This includes the registration number, the name of the registrant, the name of the facility, and the registration status (whether the registration is active, inactive, or pending).

To update a registration, select the radio button on the left of the Registration Number, and then click the "Update Registration" button. This will take you to the "Update Registration" screen. For more information, see the section titled "Update Registration" in this guide.

Figure 2e

Link Registration to Your Account

When the "Link Registration to Your Account" option opens from the FDA public portal to link a registration to your account. To link the registration numbers and FEI numbers to the appropriate accounts, you will need to enter the registration number and FEI number for each facility that you want to link to your account. Once you have entered the registration number and FEI number for each facility, you will need to click the "Link Registration" button to complete the process. Figure 3a

Figure 3b

You can enter the registration number and FEI number for each facility that you want to link to your account. Figure 3c

Figure 3c

Search Facility Registrations – Search Results

The screen displays all records that fit your specific search criteria (see Figure 3d). For each registration, the screen displays details, called the hyperlinked registration details. This includes the registration number, the name of the registrant, the name of the facility, and the registration status (whether the registration is active, inactive, or pending).

To update a registration, select the radio button on the left of the Registration Number, and then click the "Update Registration" button. This will take you to the "Update Registration" screen. For more information, see the section titled "Update Registration" in this guide.

Figure 3d

Link Registration to Your Account

When the "Link Registration to Your Account" option opens from the FDA public portal to link a registration to your account. To link the registration numbers and FEI numbers to the appropriate accounts, you will need to enter the registration number and FEI number for each facility that you want to link to your account. Once you have entered the registration number and FEI number for each facility, you will need to click the "Link Registration" button to complete the process. Figure 3a

Figure 3b

You can enter the registration number and FEI number for each facility that you want to link to your account. Figure 3c

Figure 3c

Search Facility Registrations – Search Results

The screen displays all records that fit your specific search criteria (see Figure 3d). For each registration, the screen displays details, called the hyperlinked registration details. This includes the registration number, the name of the registrant, the name of the facility, and the registration status (whether the registration is active, inactive, or pending).

To update a registration, select the radio button on the left of the Registration Number, and then click the "Update Registration" button. This will take you to the "Update Registration" screen. For more information, see the section titled "Update Registration" in this guide.

Figure 3d

Manage Registrations (same account)

After logging in to the Food Facility Registration (FURM) screens from the Online Account Management Center, select "Manage" from the "Registration Actions" menu to the left of the FURM screen. Figure 4a

Facility registrations can be managed in the "Manage Registrations" tab. This tab displays all registrations that are linked to your account. You can view the registration details by clicking on the registration number. You can also update the registration information by clicking on the "Update Registration" button.

Manage Registrations (same account) – Step 1

Figure 4b

Select the registration that you would like to work with and perform whatever task you're required to do.

To add a new location:

- Select the Add FURM button
- Enter the FURM and Saving
- Select Registration and enter all the required information as directed on screen
- Choose Registration if you want to remove a registration from that account

Figure 4c

Figure 4d

Manage Registrations (same account) – Step 2 (Assign)

To assign a registration to the same full business unit, select one or more of the registrations displayed and choose to assign the registration(s) (Figure 4e).

Figure 4e

Manage Registrations (same account) – Step 2 (Unassign)

To unassign a registration to the same full business unit, select one or more of the registrations displayed and choose to unassign the registration(s) (Figure 4f).

Figure 4f

Manage Registrations (same account) – Step 3

After clicking the "Assign" or "Unassign" button, you will be taken to a new page where the registrations you have selected will be displayed. Figure 4g. Please note that you will receive an email confirmation of the assignment or unassignment of the registrations you have selected (Figure 4h).

Figure 4g

Figure 4h

Confirm Reinitiation Receipt

After logging in to the Food Facility Registration (FURM) screens from the Online Account Management Center, select "Reinitiate" from the "Registration Actions" menu to the left of the FURM screen. Figure 5a

Confirm Reinitiation Receipt

Once you have reinitiated your registration, you will receive an email. You can also view a receipt page in a separate tab, you cannot print the reinitiation.

Figure 5b shows the reinitiation receipt page. Figure 5c (Registration) displays the Confirm Reinitiation Receipt function. If you see any of the errors listed below, then the reinitiation was not successful. Please correct the errors and resubmit your reinitiation. If you see no errors, then the reinitiation was successful. Figure 5d shows the Confirm Reinitiation Receipt function. If you see any of the errors listed below, then the reinitiation was not successful. Please correct the errors and resubmit your reinitiation. If you see no errors, then the reinitiation was successful.

Confirm Registration Submission

When the submitted form is successfully received, the registrant will receive a confirmation email. The email will include the registration number and the date and time the registration was submitted.

Confirm Cancellation Receipt

Figure 5e shows the Confirm Cancellation Receipt function. If you see any of the errors listed below, then the cancellation was not successful. Please correct the errors and resubmit your cancellation. If you see no errors, then the cancellation was successful. Figure 5f shows the Confirm Cancellation Receipt function. If you see any of the errors listed below, then the cancellation was not successful. Please correct the errors and resubmit your cancellation. If you see no errors, then the cancellation was successful.

Confirm Reinitiation Receipt

Figure 5g shows the Confirm Reinitiation Receipt function. If you see any of the errors listed below, then the reinitiation was not successful. Please correct the errors and resubmit your reinitiation. If you see no errors, then the reinitiation was successful.

Figure 5g

Figure 5h

Figure 5i

Figure 5j

Figure 5k

Figure 5l

Figure 5m

Figure 5n

Figure 5o

Figure 5p

Figure 5q

Figure 5r

Figure 5s

Figure 5t

Figure 5u

Figure 5v

Figure 5w

Figure 5x

Figure 5y

Figure 5z

Figure 5aa

Figure 5ab

Figure 5ac

Figure 5ad

Figure 5ae

View Registration (U.S. Agent Only)

After logging in to the Food Facility Registration (FURM) screens from the Online Account Management Center, select "View" from the "Registration Actions" menu to the left of the FURM screen. Figure 6a

Facility Registration (U.S. Agent Only)

The "View" function will work for U.S. agents as well as for non-U.S. agents. However, for non-U.S. agents, the "View" function will only work for the facility's registration information. You will not see the Agent's full name as it would be in the "View" function for U.S. agents. Figure 6b

Receipt Link

A receipt is a link assigned to FDA to a facility registration for the purpose of confirming a registration has been submitted.

Figure 6c