



ATTENTION

All returning FDA Industry Systems— Food Facility Registration (FFR) users

Effective April 2, 2016

The Food Facility Registration (FFR) module of the FDA Unified Registration and Listing System (FURLS) has been revamped with a new look and feel to provide all users with the most convenient experience possible. While some of the more noticeable updates can be seen through general layouts and design, users will also notice that all the required information and processes remain the same. All of the existing FFR capabilities will still be available under the new and improved format.

All users can continue to access FFR or any of the other FURLS systems from the FDA Industry Systems home page. Please feel free to contact the FURLS Helpdesk with any questions regarding the updated format (FURLS@fda.gov or call 1-800-216-7331 or 301-575-0156).

The sections below provide brief examples of the following capabilities/processes:

- [Welcome/Home](#)
- [Register a Food Facility](#)
- [Search](#)



Welcome/Home Page

On the FFR Welcome/Home page, users can view all existing features on the newly updated page. Users may continue to complete FFR related activity by choosing the appropriate main menu option from the left navigation bar.

Food Facility Registration ?

FFR Home

- FFR Home
- Register a Food Facility
- Update Facility Registration
- Cancel Registration
- Search Facility Registrations
- Link Registration to your Account
- Manage Registrations Among Accounts
- Confirm Notification Receipt
- Retrieve Registration PIN

Welcome

Welcome to the Food Facility Registration Module

PAPERWORK REDUCTION ACT NOTICE

An Agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

The time required to complete this collection of information is estimated to average 45 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. Send comments about this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to:

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

Form Approval: OMB No.0910-0502, Expiration date: 08/31/2016

The screen captures displayed should be considered representative of the final changes.



Register a Food Facility

When registering a food facility, users will notice certain enhancements that apply uniformity among various elements such as data fields, the progress bar (e.g., the Step the user is on), and navigational buttons. All design updates were made to enhance user experiences and to ensure efficient usability throughout the application.

The screenshot shows the 'Food Facility Registration' application interface. At the top, there is a header with the FDA logo and the text 'U.S. Food and Drug Administration Protecting and Promoting Your Health'. Below the header, the page title is 'Food Facility Registration'. A progress bar indicates the current step is 'Step 2: Contact Information'. The main content area is titled 'Section 2: Facility Name/Address Information'. It contains several form fields: 'Facility Name' (text input), 'Facility Name Suffix' (dropdown menu), 'Country/Area' (dropdown menu with 'UNITED STATES' selected), 'Street Address, Line 1' (text input), 'Street Address, Line 2' (text input), 'Zip/Postal Code' (text input with a note: 'Please enter 'NONE' in Zip code field if Zip codes are not used in selected Country/Area'), 'City' (dropdown menu), and 'State/Province/Territory' (dropdown menu). On the right side, there are 'Telephone Number' and 'Fax Number (Optional)' sections, each with 'Country', 'Area', and 'Number' fields. An 'Autofill from Account Information' button is located above the telephone and fax fields. An 'E-Mail Address' field is also present. A help icon and a print icon are visible in the top right corner of the application window.

The screen captures displayed should be considered representative of the final changes.



Search

As seen in the Search option, FFR now contains unique data tables that provide advanced features such as a wildcard filter option that filters records within the search results and a dropdown selection to allow users to select how many results should be displayed on the page.

Note: The information in the screenshot below has been hidden.

Food Facility Registration

FFR Home > Search Facility Registrations

Search Results

Active Registrations: 4 Canceled Registrations: 1 Total Registrations: 5

The following registrations match your search criteria. You can use the up and down arrows to sort the registration list.

Show 25 entries Filter:

Select	Registration Number	Facility Name	Facility Address	City	State - Zip	Country/Area
<input type="radio"/>						UNITED STATES
<input type="radio"/>						UNITED STATES
<input type="radio"/>						UNITED STATES
<input type="radio"/>						UNITED STATES
<input type="radio"/>						UNITED STATES

Showing 1 to 5 of 5 entries

Change Registration Status Update Registration

The screen captures displayed should be considered representative of the final changes.