



U.S. FOOD & DRUG
ADMINISTRATION

FDA Unified Registration and Listing Systems (FURLS)

Small Business Nutrition Labeling Exemption (SBNLE)

Overview

Document Version: 1.0

Last Updated: September 9, 2026

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1 Purpose

The Human Foods Program (HFP) Small Business Nutrition Labeling Exemption (SBNLE) application was migrated to FURLS. This document provides an overview of FURLS for current SBNLE users and a brief introduction to the new SBNLE system.

2 FIS/FURLS

The FDA Industry Systems (FIS) was created to facilitate the process of making submissions to the U.S. Food and Drug Administration (FDA). FIS, a newer technology platform, provides increased security to industry users and the FDA.

FDA's Unified Registration Listing Systems (FURLS) is a specific component of the general FIS electronic portal. Users with a FURLS Account ID and password for the FIS electronic portal access systems within the FURLS components to submit shipper information. The FURLS component that is relevant to this document is the HFP SBNLE module.

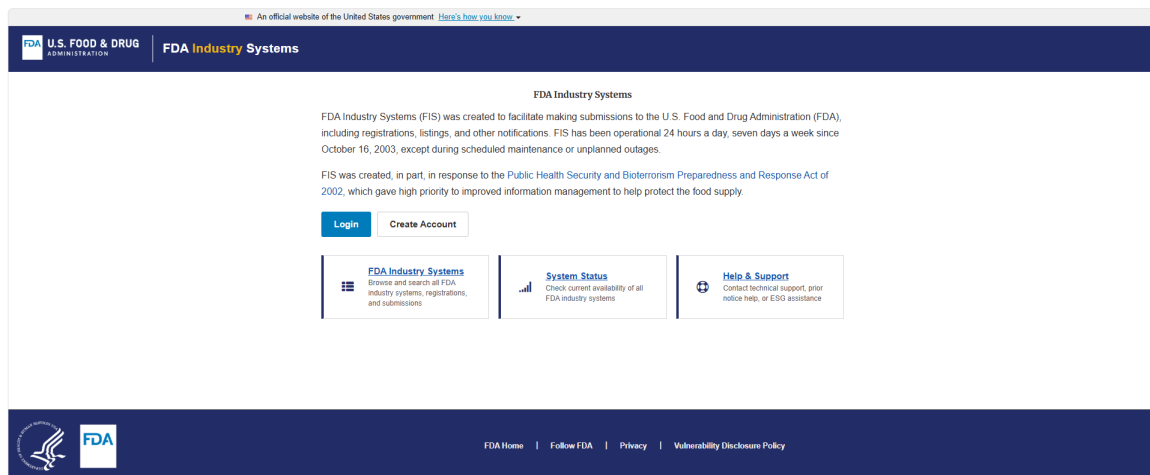
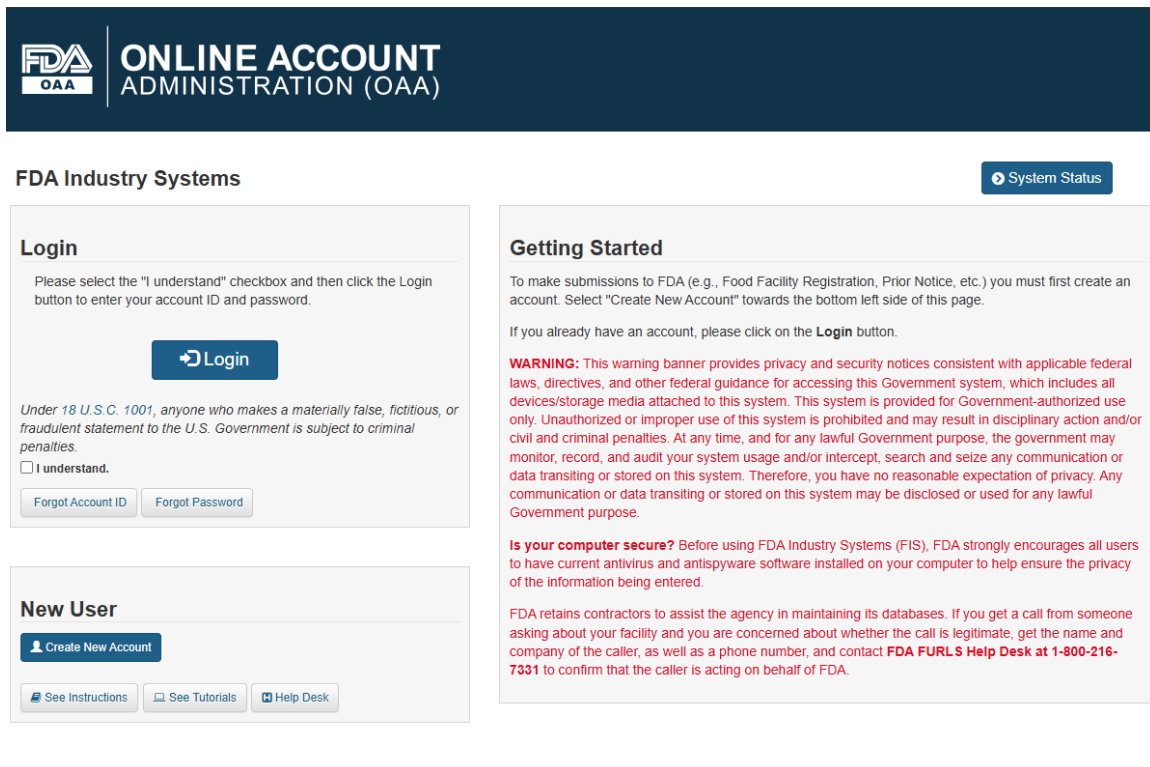


Figure 2.1 – FIS Login Page

3 Online Account Administration (OAA)

OAA is the main FURLS module. It allows users to log in and access other modules within FURLS. OAA maintains user profile account information. Many users think of it as the login page, where they can also

update their password and profile information. After successful login, users can determine which modules they want to access. Click on the Small Business Nutrition Labeling Exemption link from OAA to log in to SBNLE.



FDA Industry Systems System Status

Login

Please select the "I understand" checkbox and then click the Login button to enter your account ID and password.

[Login](#)

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

☐ I understand.

[Forgot Account ID](#) [Forgot Password](#)

New User

[Create New Account](#)

[See Instructions](#) [See Tutorials](#) [Help Desk](#)

Getting Started

To make submissions to FDA (e.g., Food Facility Registration, Prior Notice, etc.) you must first create an account. Select "Create New Account" towards the bottom left side of this page.

If you already have an account, please click on the **Login** button.

WARNING: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Is your computer secure? Before using FDA Industry Systems (FIS), FDA strongly encourages all users to have current antivirus and antispyware software installed on your computer to help ensure the privacy of the information being entered.

FDA retains contractors to assist the agency in maintaining its databases. If you get a call from someone asking about your facility and you are concerned about whether the call is legitimate, get the name and company of the caller, as well as a phone number, and contact **FDA FURLS Help Desk at 1-800-216-7331** to confirm that the caller is acting on behalf of FDA.

Figure 3.1 – OAA Login Page

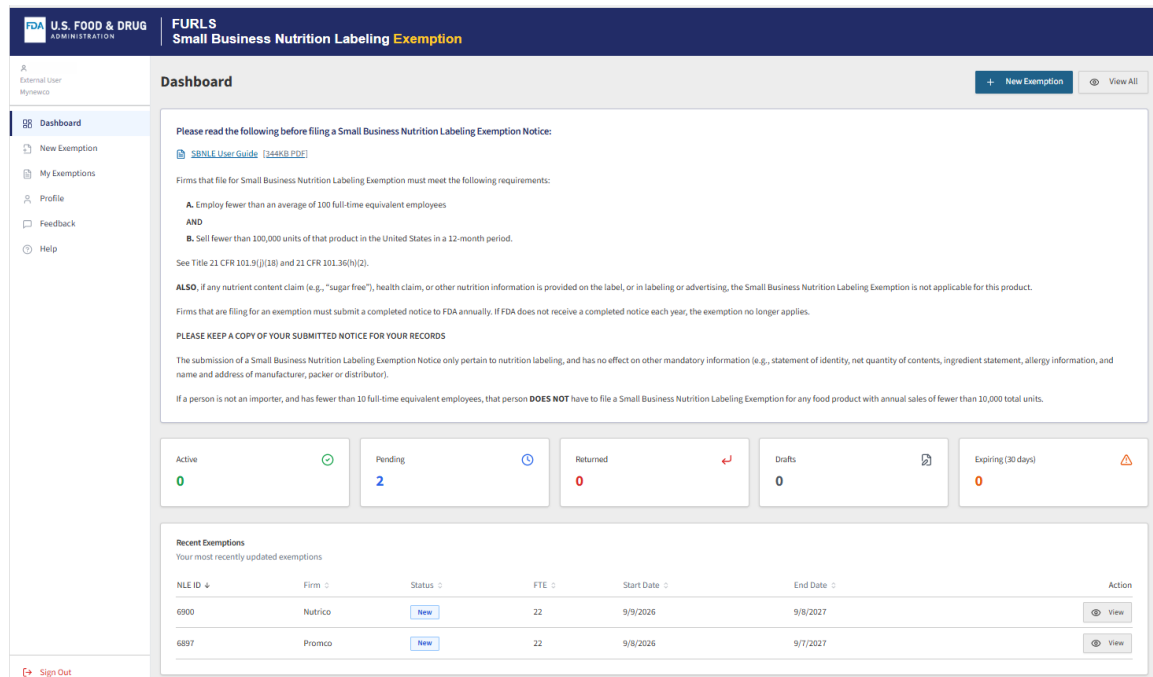
To learn more about OAA, please use the link to the [Account Management User Guide](#).

4 The New SBNLE System

The new access through FURLS provides a new look and feel for a streamlined user experience. Some of the features are described below.

4.1 Dashboard

After selecting SBNLE, the landing page displays filing instructions, a menu with navigation options, and a dashboard indicating the counts based on exemption status. The page includes a table of recently updated exemptions.



The screenshot shows the SBNLE Dashboard interface. At the top, there's a header with the FDA logo and 'FURLS Small Business Nutrition Labeling Exemption'. A left sidebar contains navigation links: Dashboard, New Exemption, My Exemptions, Profile, Feedback, and Help. The main content area is titled 'Dashboard' and includes a 'New Exemption' button and a 'View All' link. Below this, there's a section for filing instructions, followed by a status summary with five boxes: Active (0), Pending (2), Returned (0), Drafts (0), and Expiring (30 days) (0). At the bottom, there's a 'Recent Exemptions' table.

NLE ID	Firm	Status	FTE	Start Date	End Date	Action
6900	Nutrico	New	22	9/9/2026	9/8/2027	View
6897	Promco	New	22	9/8/2026	9/7/2027	View

Figure 4.1 – Small Business Nutrition Labeling Exemption Landing Page

4.2 New Exemption

Select the option “New Exemption” from the menu or dashboard to submit a Small Business Nutrition Labeling Exemption Notice. The workflow involves five steps, with requirements indicated in the first step.

New Exemption

Submit a Small Business Nutrition Labeling Exemption request

1

2

3

4

5

Search Firm

Firm Info

Exemption Info

Products

Confirmation

Please read the following before filing a Small Business Nutrition Labeling Exemption Notice:

[SBNLE User Guide](#) [344KB PDF]

Firms that file for Small Business Nutrition Labeling Exemption must meet the following requirements:

- A. Employ fewer than an average of 100 full-time equivalent employees
- AND
- B. Sell fewer than 100,000 units of that product in the United States in a 12-month period.

See Title 21 CFR 101.9(j)(18) and 21 CFR 101.36(h)(2).

ALSO, if any nutrient content claim (e.g., "sugar free"), health claim, or other nutrition information is provided on the label, or in labeling or advertising, the Small Business Nutrition Labeling Exemption is not applicable for this product.

Firms that are filing for an exemption must submit a completed notice to FDA annually. If FDA does not receive a completed notice each year, the exemption no longer applies.

PLEASE KEEP A COPY OF YOUR SUBMITTED NOTICE FOR YOUR RECORDS

The submission of a Small Business Nutrition Labeling Exemption Notice only pertain to nutrition labeling, and has no effect on other mandatory information (e.g., statement of identity, net quantity of contents, ingredient statement, allergy information, and name and address of manufacturer, packer or distributor).

If a person is not an importer, and has fewer than 10 full-time equivalent employees, that person **DOES NOT** have to file a Small Business Nutrition Labeling Exemption for any food product with annual sales of fewer than 10,000 total units.

Figure 4.2 – New Exemption Requirements

The screen for the first step also displays the firms that have previously been submitted by the user and a firm search. Note that throughout the form, required fields are indicated with a red asterisk.

The user may select the button to enter a new firm after confirming that the firm is not already on the list of known firms.


Firms You've Already Submitted

You already have an exemption notice on file for the following firms. They won't appear in your search results below.

Firm Name	Address	City	State/Province	Country	FEI #
Nutrico	56 Commercial Street	Portland	MAINE	UNITED STATES	–
Promco	88 Commercial Street	Portland	MAINE	UNITED STATES	–


Search for your Firm

a) Enter firm name and (optional) additional location information.
b) Click the **Search** button.
c) After results come up, click on the **Select** button by your firm; if your firm does not exist, click on the **Enter New Firm** button at bottom of page.

* required fields

Firm Name *

ZIP / Postal Code

City *

State

All States ▾

State only applies to United States firms.

Country *

Select country ▾

Figure 4.3 – Submitted Firms and Firm Search

In the second step, the user provides the firm type, physical address, and phone numbers.

New Exemption

Submit a Small Business Nutrition Labeling Exemption request



Instructions:

- Select the type(s) of firm that apply.
- Verify or update the firm's address information.
- Enter the individual authorized to file this notice.
- Enter contact information for someone we can reach with questions.

Firm Type *

Check all that apply.

- | | | |
|---|--|--|
| ☐ Manufacturer (MFR) | ☐ Packer/Repacker (PKR) | ☐ Retailer (RT) |
| ☐ Distributor (DSTR) | ☐ Importer (IMP) | ☐ Dietary Supplement (DIET) |

Physical Address

Firm Name *

CanCo

Street Address 1 *

Street Address 2

Country *

Select country

Postal Code

04101

City *

Portland

State / Province

N/A

Phone / Fax

International: digits only

Phone *

Country Code	Area Code	Number	Ext
Code	Area	Number	Ext

Fax

Country Code	Area Code	Number
Code	Area	Number

Figure 4.4 – Entering New Firm

This step also requires information for the authorized individual with some data prepopulated based on account information. The user may also include a mailing address if it is different from the facility address, and a contact person if that is someone other than the authorized individual already identified.

Individual Authorized to File Notice

Enter the individual authorized to file this exemption notice on behalf of the firm.

First Name *

Last Name *

Title *

Email *

Mailing Address

☒ Same as physical address

Contact Person

If your firm has a separate contact person other than the individual authorized to file notice, complete this section. If you do not have a separate contact person, check the box below and skip this section.

☒ Same as individual authorized to file notice

Cancel

Save without Submitting

Next: Exemption Info

Figure 4.5 – Individual Authorized to File

Select the “Next: Exemption Info” button to continue. In this step, the user enters the number of full-time equivalent (FTE) employees. The definition and cited references for FTE are provided. The start date may be selected from the calendar or entered manually, and the end date is automatically populated based on the start date.

New Exemption

Submit a Small Business Nutrition Labeling Exemption request

✓

✓

3

4

5

Search Firm

Firm Info

Exemption Info

Products

Confirmation

Exemption Information

Per 21 CFR 101.9(j)(18) and 21 CFR 101.36(h)(2), enter the number of full-time equivalent employees and the exemption period.

Number of Full-Time Equivalent Employees (FTEs) *

Enter a value between 1 and 99. Only firms with fewer than 100 FTEs qualify. [What counts as an FTE?](#)

Start Date *

Must be today or a future date, within 4 months from today.

End Date (auto-calculated, read-only)

End date: 09/10/2027 (start date + 1 year - 1 day)

FTE Definition & CFR References

CFR Reference: 21 CFR 101.9(j)(18) and 21 CFR 101.36(h)(2)

Under 21 CFR 101.9(j)(18) and 21 CFR 101.36(h)(1), a **full-time equivalent employee** is defined as all individuals employed by the firm, including individuals employed at all locations of the firm. The number is determined by dividing the total number of hours of salary or wages paid to employees by the number of hours of work in a year (2,080 hours).

To qualify for the small business exemption, a firm must have fewer than an average of 100 full-time equivalent employees and fewer than 100,000 units of each product sold in the United States during the preceding 12 months.

Reference: 21 CFR 101.9(j)(18)(i), 21 CFR 101.36(h)(1)(i)

[View Full FTE Definition and Help](#)

Back

Save without Submitting

Next: Products

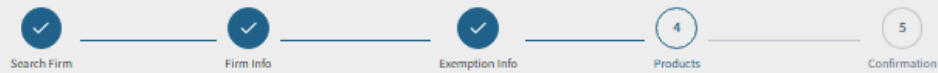
Figure 4.6 – FTE Information

Continuing to the fourth step allows the user to enter product information. Products can be entered individually or in bulk.

The user may also add manufacturers and include comments to provide additional information.

New Exemption

Submit a Small Business Nutrition Labeling Exemption request



Enter Products (for Nutrition Labeling Exemption)

Instructions: Type in product name, select firm, enter in # of units, and select the **Add Product** button.

If the product's manufacturer is not listed in the Firm menu, select the **Add Manufacturer** button to add it.

For foreign products, the common or usual name must be in English. For instance, "Galoob jamin (candy made from sugar and dough)".

Additional Manufacturers

List any other company that manufactures, distributes, or imports a product you are declaring exempt, then select it when adding that product below.

No additional manufacturers added yet. Your firm is the only manufacturer on this exemption.

 Add Manufacturer

Add Product (for Nutrition Labeling Exemption)

Enter the product name as it appears on the label, select the firm that manufactured it, and enter the number of units.

Product Name (max 115 characters)

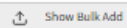
Firm

Units (1-99,999)

0/115 [What counts as a product?](#)

[What is a unit?](#)





Products (0)

Total units across all products: 0

No products added yet. Use the form above to add products.

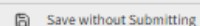
Comments to add to exemption notice

Optional. Max 1,000 characters.

Add any comments you would like to include with this exemption notice.

0/1000

[Back](#)



[Next: Confirmation](#)

Figure 4.7 – Product Information

The final step before submission requires the user to review and confirm the information provided to FDA.

Submit a Small Business Nutrition Labeling Exemption request

Search Firm Firm Info Exemption Info Products Confirmation

Firm Information

Firm Name: PlantCo
 Address: 124 Commercial Street
 Portland, 04101
 Phone: 207 899-0088
 Fax: —
 Authorized Rep: —
 Email: —
 Mailing Address: Same as physical address
 Contact Person: Same as authorized representative

Firm Types: Retailer

Exemption Information

Number of FTEs: 22
 Start Date: 9/11/2026
 End Date: 09/10/2027

Products (1) - Total Units: 6,000

PlantCo			
			1 product - 6,000 units
#	Product Name	Units	Watchwords
1	Simmering Sauce (Mild)	6,000	—

ONPLDS Certification Statement

Please verify that all information is accurate.

The undersigned certifies the above information is complete and accurate. The undersigned will notify the Office of Nutritional Products, Labeling and Dietary Supplements of the date on which the average number of full-time equivalent employees or the number of units of products sold in the United States by my firm exceeds the applicable numbers for the time period for which the exemption is being claimed.

☒ I acknowledge that I have read and agree to the certification statement above. *

Back Save Without Submitting Submit Exemption

Figure 4.8 – Submit Exemption

Once the exemption is submitted, the system displays a success message.

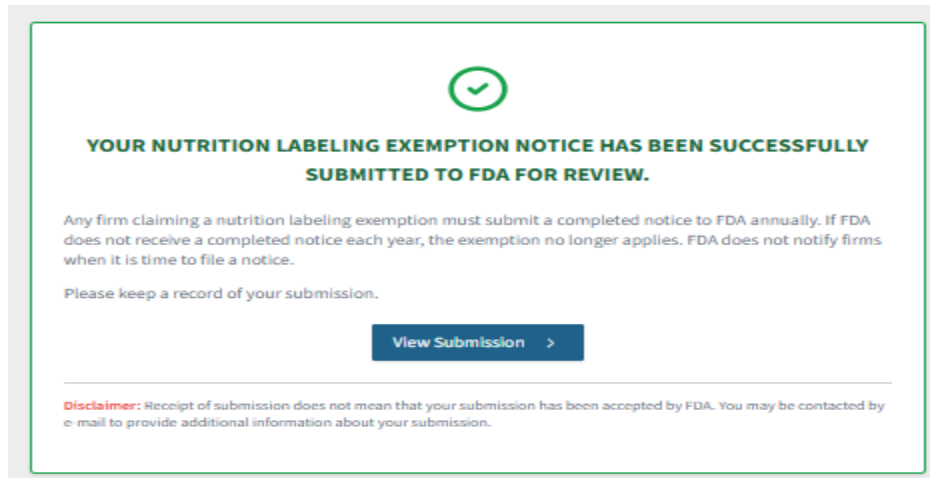


Figure 4.9 – Exemption Notice Submitted for Review

The user is able to view the submission and to print a receipt.

5 Profile

From the menu, select Profile to view the account information populated from OAA. The screen provides a link to OAA to manage account information.

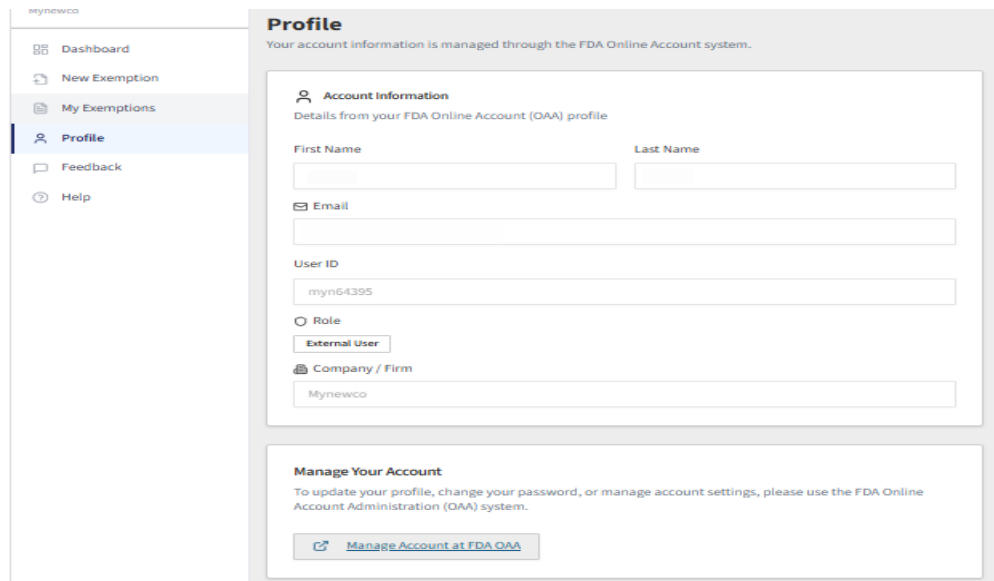
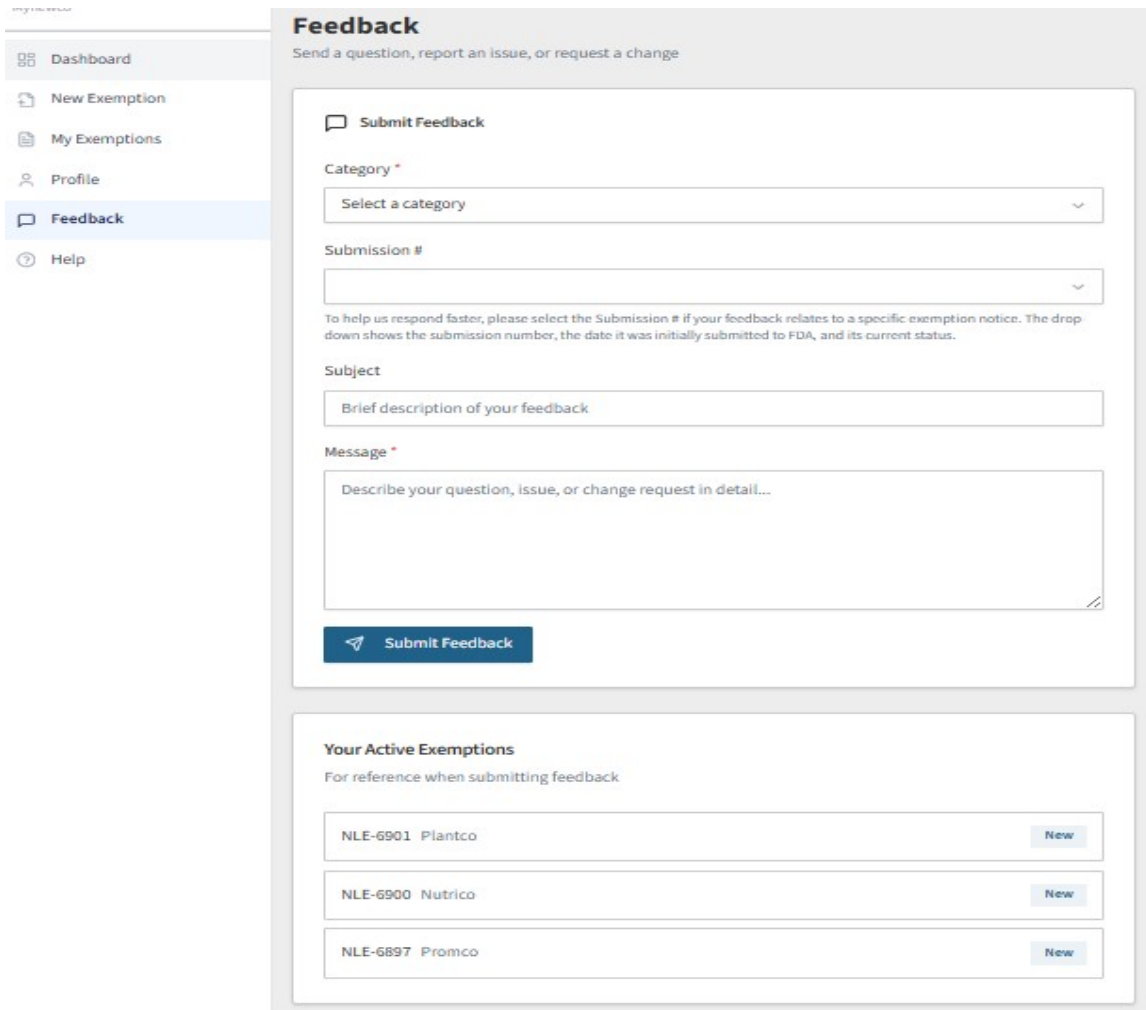


Figure 5.1 – Profile Information

6 Feedback

The “Feedback” menu option allows the user to send a question, report an issue, or request a change.



The screenshot shows the FDA Feedback form interface. On the left is a sidebar menu with options: Dashboard, New Exemption, My Exemptions, Profile, Feedback (highlighted), and Help. The main content area is titled "Feedback" with the subtitle "Send a question, report an issue, or request a change". Below this is a "Submit Feedback" section with the following fields:

- Category ***: A dropdown menu with the placeholder text "Select a category".
- Submission #**: A dropdown menu.
- Subject**: A text input field with the placeholder text "Brief description of your feedback".
- Message ***: A large text area with the placeholder text "Describe your question, issue, or change request in detail...".

Below the "Submit Feedback" section is a "Your Active Exemptions" section with the subtitle "For reference when submitting feedback". It contains a table of active exemptions:

Exemption Number	Product Name	Status
NLE-6901	Plantco	New
NLE-6900	Nutrico	New
NLE-6897	Promco	New

Figure 6.1 – Provide Feedback

7 Help

The Help menu option displays the Help and Reference page.

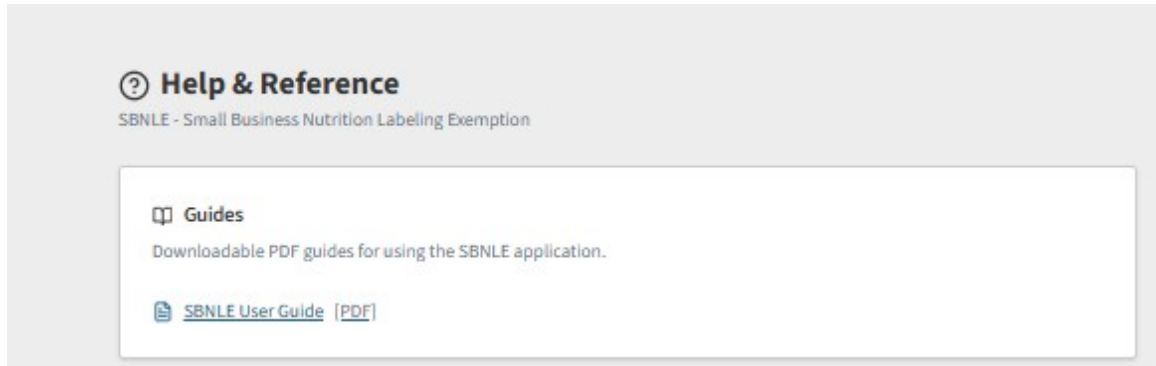


Figure 7.1 – Help & Reference

In addition to providing a link to the SBNLE User Guide, this section also includes information on the following topics:

- Full-Time Equivalent (FTE) Definition
- Name of Product
- Units Definition
- CFR References
- Eligibility Criteria
- Additional Resources

8 Appendix

For assistance with FIS/FURLS, please contact the FURLS Help Desk.

Email: FURLS@fda.gov

8.1 Acronyms and Definitions

Acronym	Definition
CFR	Code of Federal Regulations
FDA	Food and Drug Administration
FIS	FDA Industry Systems
FTE	Full Time Equivalent
FURLS	FDA Unified Registration Listing Systems
HFP	Human Foods Program
OAA	Online Account Administration
SBNLE	Small Business Nutrition Labeling Exemption