



Food Facility Registration Online Instructions

1. Go to website www.fda.gov
2. Click on 'Food' tab
3. Click on 'Guidance & Registration'
4. Click on 'Food Facility & Registration'
5. Click on 'Login / Create an Account'
6. Click on 'Create New Account'
7. Select 'Food and Drug Facility Registration'
 - a. Select 'Food Facility Registration'
8. Click 'Continue'
9. Fill in required items (It is recommended to write down the security questions and answers as well as password)
 - a. When you select continue, it will either take you to the next page or bring you back to the top of this one and give you the items that were entered incorrectly or missed. Fix these items and then hit continue again. (Phone number format is the most commonly made error)
10. Check that everything looks accurate and then select 'Submit'
11. Write down your user ID (preferably on the same page as your security questions and your password)
12. Select the 'Click here to login' (When you get to the next page it will have you automatically logged in.)
13. Once you are logged into the system click on 'Food Facility Registration'
14. On the left hand side select 'Register Food Facility'
15. Select 'Yes' and hit continue
16. Facility is domestic and for most the answer will be no on previously owning a facility, unless you have registered before then select continue
17. On this page you are able to select 'Autofill Address', you will need to enter 'Food Facility Suffix' (You can use 'other' if none apply and then in blank spot put independent) and then select continue
18. They will validate and accept (and most likely make minor update your address) you will need to accept and continue
19. Select 'This information is same as step 2' and then select continue
20. Answer best for your situation and then select continue
21. Select 'autofill' and then select continue



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22. Select 'continue'
23. Select Harvest Time Frame (Normally Feb 1st thru May 1st) and select 'Food for Human Consumption'
24. Scroll down to #39 and select non-apply... In the box simply put 'Pure Maple Syrup' and then select continue
25. Enter name of owner, and then select the section for the address that matches the owner's name. then select continue
26. Select box in Section 12, Enter name of submitter and if you are the owner/operator etc. Select Continue
27. Review all items to see that they look correct
28. Select 'Submit'
29. It should now give you a registration accepted and with a registration # and a pin. Print this page for your records your registration # is the one we will need for our file.