



Updating Your FDA Facility Registration to Appoint AFI as the U.S. Agent

Below are instructions for updating the relevant section of your existing FDA registration to appoint AFI as the U.S. agent. You will need to have the login for the account in which the registration was created in order to access it. If you do not have this login or if someone else filed the registration on your behalf, you will need to ask FDA for assistance. Following is the contact information for the Help Desk:

Phone: **1-800-216-7331** or **301-575-0156** 7:30 a.m.-11:00 p.m. Eastern Time

Fax: **301-436-2804** or **1-866-573-0846**

E-mail: furls@fda.gov

You may also [use this form](#) to e-mail questions about the Bioterrorism Act

If you have the login for the account to which the registration is linked, proceed as follows:

1. Go to FDA's Industry Systems web site, www.access.fda.gov,
2. On the home page, click on *Login*.
3. On the next page, enter your account ID (user name) and password to log in. Complete the two-factor authentication as required.
4. In the menu on the next page click on *Food Facility Registration*.
5. In the "FFR Home" menu on the next page, click on *Update Facility Registration*.*
6. On the next page, click on the registration number of the registration you want to update.
7. On the next page with the actual registration record, scroll down to section 7 and click the *Edit* button.
8. On the next page, scroll down to section 7. Check off *Yes* below where it says, "**Do you want to reassign a new U.S. Agent?**"
9. Click the red X under *Action* to delete the previous agent's information.
10. Check off *No*** and enter the following:

Select "Association" from the pulldown menu of options.

NAME OF U.S. AGENT: Association of Food Industries, Inc.

STREET ADDRESS, Line 1: 3301 Route 66, Suite 205, Bldg. C

STREET ADDRESS, Line 2: (leave blank)

CITY: Neptune

STATE: New Jersey

ZIP CODE: 07753

PHONE NUMBER: 732 9223008

EMERGENCY CONTACT PHONE: 732 7782126

FAX NUMBER: 732 9223590

E-MAIL ADDRESS: info@afius.org

**Alternatively, you can check off *Yes* and enter the U.S. agent ID code where indicated. Please contact AFI for this code if you have not received it already.

11. Scroll to the top of the page and click the *Review* tab.

12. On the next page, you can review the information. If everything is correct, scroll to the bottom and click *Submit*.

FDA will then send a notice to us requesting confirmation of the appointment of AFI as the U.S. agent for the registration. Upon receipt of this notification, we will confirm the appointment as soon as possible.

*NOTE: During the biennial renewal period *Update Facility Registration* is removed from the main menu of the FFR module. Assigning the new U.S. agent can be done through the biennial renewal process, entering the information outlined above, or it can be done via the update button after the registration has been renewed. (The update button will appear again when at least one registration on the account has been renewed.)

You can also use the *Search* function from the main menu to pull up the registration record so that it can be updated.