

# Biennial Registration Renewal Step-by-Step Instructions

## 两年一次的注册更新步骤说明

Once you are logged in to FDA Industry Systems/your Online Account Administration (OAA) account, choose the "Food Facility Registration" (FFR) system. Next, choose the "Biennial Registration Renewal - yyyy" option from the FFR main menu (Figure 1).

登录 FDA 企业系统/您的在线账户管理 (OAA) 账户后, 选择“食品企业设施注册”(FFR) 系统。接下来, 从 FFR 主菜单 (图 1) 中选择“两年一次的注册更新 - 年份”选项。

Figure 1 图 1

Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.

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For more information regarding food facility registration, please visit:  
<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

For assistance, please contact the FDA Industry Systems Help Desk:  
1-800-216-7331  
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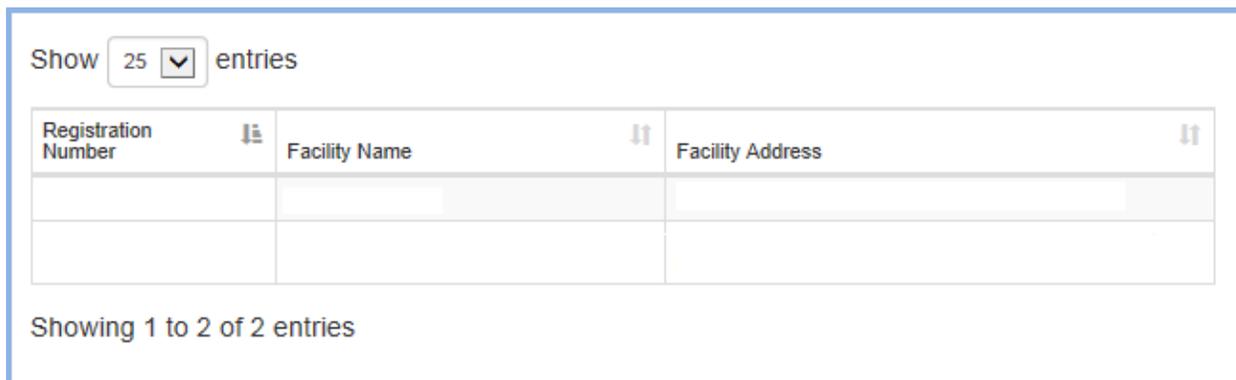
(Technical, Computer & General Questions)  
Help desk hours are Monday to Friday from 7:30 am to 11:00 pm Eastern Standard Time

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

The system will display a list of all your registrations that are available/due for renewal (Figure 2).

系统将显示您所有可以/应当更新的注册的列表（图 2）。

**Figure 2 图 2**



Registration Number	Facility Name	Facility Address

Showing 1 to 2 of 2 entries

To complete the renewal process, select the registration number hyperlink within the table and the system will display the registration review screen (Figure 3).

点击列表中注册号的链接进行更新，系统将显示注册信息核对屏幕（图 3）。

Please read the instructional text at the top of the screen carefully. Only sections of the registration with an “Edit” button displayed next to it may be updated during the biennial registration renewal process. Once you have reviewed the information, visited Section 10, and made any other updates as necessary, submit your changes to complete the renewal process.

请仔细阅读屏幕顶部的说明文字。在两年一次的注册更新过程中，注册信息中只有旁边显示“编辑”按钮的部分可以更新。完成注册信息核对、查看过第 10 部分，并进行其他所需更新后，您可以提交您的修改，完成两年一次的更新。

Figure 3 图 3

**Please review your registration information. While all information submitted must be true and accurate, you are only required to submit the required information specified below for the purposes of renewing your registration. If all information is correct, click the **Submit Biennial Registration Renewal** button below. To make changes to a section, click the **Edit** button for that section.**

**Abbreviated Biennial Renewal Process**

Date  
**09/12/2016 13:16:30**

Created by  
**glo50675**

Created Date  
**2016-09-01 21:24:24.0**

Registration Renewed Date

Registration Expiration Date  
**2014-12-31**

Last Updated  
**2016-09-01**

Registration Status  
**VALID**

Registration Status Reason  
**Initial registration**

Is this facility engaged in the manufacturing/processing, packing, or holding of food for human or animal consumption in the United States?

**Yes**    **No**