Access to CECATS (CDRH Electronic Certification and Application Tracking

System): Access FDA Industry Systems using the following link

https://www.access.fda.gov/oaa/logonFlow.htm?execution=e1s1

Enter your FURLS Account ID and password as indicated below, click the "I understand" radio-button and then Login.

NOTE: If you do not have a FURLS account ID and password, please contact the person that maintains the establishment registration for your firm and proceed to the Creating a Subaccount section of this document.

Figure 1

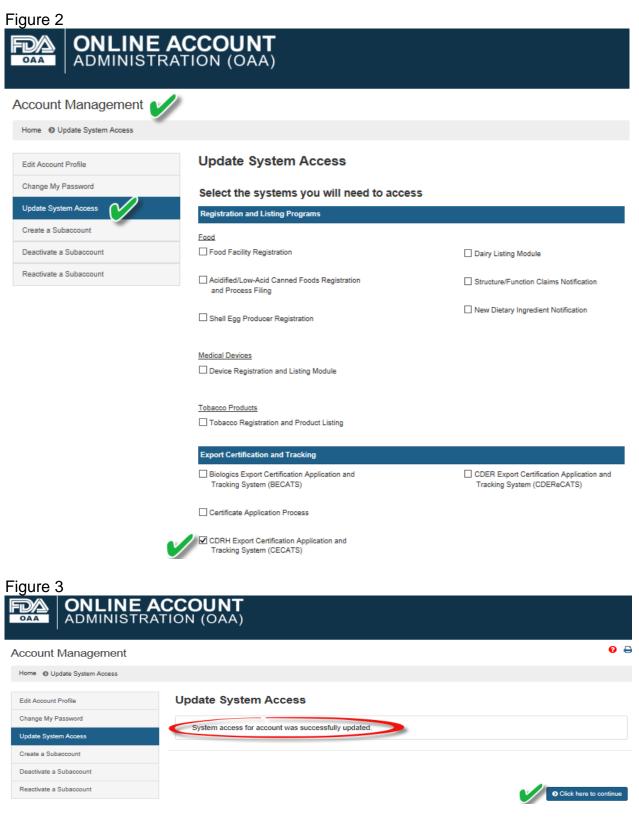


FDA Industry Systems

Login	Getting Started
Existing account holders, enter your account ID & password.	To make submissions to FDA (e.g., Food f account. Select "Create New Account" tow
Enter Account ID.	If you already have an account, enter your
Password Enter password. Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or	WARNING: You are accessing a U.S. Gov monitored, recorded, and subject to audit. criminal and civil penalties. Use of the syst using this system expressly consents to su possible criminal activity, system personne
fraudulent statement to the U.S. Government is subject to criminal penalties.	enforcement officials. Is your computer secure? Before using f to have current antivirus and antispyware s of the information being entered.
Forgot Account ID Forgot Password	If you have Tobacco Registration and Proc CTPRegistrationandListing@fda.hhs.gc answering your questions about TRLM.
New User Create New Account See Instructions See Tutorials Do not use Creating See Instructions See Tutorials Create New Account Do not use Creating See Instructions Do not use Creating See Tutorials Create New Account See Tutorials	s only to be the caller is acting on a new

ACCESSING CECATS AND CREATING A SUBACCOUNT

At the next screen under Account Management, click Update System Access. Select CDRH Export Certification and Tracking System (CECATS) and click Next. (This step is necessary only when accessing the system for the first time.)



ACCESSING CECATS AND CREATING A SUBACCOUNT

Now you can start applying for export documents or submit a simple notification via <u>https://www.access.fda.gov/</u>.

Creating a Subaccount is required if you are not the person who maintains the establishment registration or there are multiple people requesting export documents/notifications under the same registration.

The person who maintains the establishment registration must log in using the main account number and password as shown in Figure 1 and gain access CECATS as described on page 1 & 2.

Then, from the **Account Management** screen (Figure 4), choose **Create a Subaccount**. By creating a subaccount, the main account holder will be able to control access to CECATS. All records via the subaccount can be accessible by the main account.

Enter the required information for the person who will be using CECATS. The screen is self-explanatory – name, address, email, etc. Once completed, two emails will be sent to the subaccount holder. The first will have the subaccount user ID and the second will have a temporary password. Upon entering FURLS for the first time, the subaccount holder will be asked to create a password and set up security questions/answers.

ACCESSING CECATS AND CREATING A SUBACCOUNT

Figure 4				
ONLINE A ADMINISTRA	CCOUNT TION (OAA)			
Account Management				0 🖨
Home () Create a Subaccount				
Edit Account Profile	Create a Subaccount	Enter information for the person who will be requesting export		
Change My Password	Company Name is FDA Enter information for the subaccount holder.		documents.	
Update System Access Create a Subaccount Create a Subaccount Create a Subaccount	Point of Contact Information First Name		Physical Address (Business) of Account Holder Country / Area	
Reactivate a Subaccount			Please Select Country	▼
	Middle Initial (Optional) Optional		Address Line 1	
	Last Name / Sumame		Address Line 2 (Optional) Optional	
	eth 1 dol.		City	
	Subsecount Company Name (Optional)		State / Province / Territory Please Select	
	I'hone Number		Zip Code (Postal Code)	
	Country Area Phone Number Extense	ion		
	Phone/FAX numbers have only numbers with no speces, dashes, periods or parentheses. Country code is not required for US phone numbers.			
	FAX Number (Optional) County Area Fax Number			
	E-mail Address			
	Confirm E-mail Address			
			0 Dear	
	@ Cancel		10 Clear	O Continue

You can now enter CECATS via <u>https://www.access.fda.gov/</u> and begin requesting export documents.