

ACCESSING CECATS AND CREATING A SUBACCOUNT

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

Existing account holders, enter your account ID & password.

Account ID Enter Account ID.

Password Enter password.

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.

Getting Started

To make submissions to FDA (e.g., Food Facility Registration) you must have a FURLS account. Select "Create New Account" to create a new account.

If you already have an account, enter your account ID and password.

WARNING: You are accessing a U.S. Government system. All information entered is monitored, recorded, and subject to audit. Use of this system expressly consents to such monitoring and recording, and the user acknowledges that the use of this system is for official purposes only. Use of this system for any other purpose is prohibited and may result in criminal and civil penalties. Use of the system for any purpose that involves possible criminal activity, system personnel will be notified and law enforcement officials may be contacted.

Is your computer secure? Before using this system, you should ensure that your computer has current antivirus and antispyware software installed and updated. You should also ensure that the information being entered is secure.

If you have Tobacco Registration and Product Listing, you should contact CTPRegistrationandListing@fda.hhs.gov for assistance or for answering your questions about TRLM.

FDA retains contractors to assist the agency in the management of the facility and you are contacted by the contractor, as well as a phone call, if the caller is acting on behalf of the contractor.

New User

Do not use Create New Account. This is only to be used if creating a new establishment registration.

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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.)

Figure 2

FDA OAA ONLINE ACCOUNT ADMINISTRATION (OAA)

Account Management

Home [Update System Access](#)

- Edit Account Profile
- Change My Password
- Update System Access**
- Create a Subaccount
- Deactivate a Subaccount
- Reactivate a Subaccount

Update System Access

Select the systems you will need to access

Registration and Listing Programs

Food

- Food Facility Registration
- Dairy Listing Module
- Acidified/Low-Acid Canned Foods Registration and Process Filing
- Structure/Function Claims Notification
- Shell Egg Producer Registration
- New Dietary Ingredient Notification

Medical Devices

- Device Registration and Listing Module

Tobacco Products

- Tobacco Registration and Product Listing

Export Certification and Tracking

- Biologics Export Certification Application and Tracking System (BECATS)
- CDER Export Certification Application and Tracking System (CDEReCATS)
- Certificate Application Process
- CDRH Export Certification Application and Tracking System (CECATS)

Figure 3

FDA OAA ONLINE ACCOUNT ADMINISTRATION (OAA)

Account Management

Home [Update System Access](#)

- Edit Account Profile
- Change My Password
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Update System Access

System access for account was successfully updated.

[Click here to continue](#)

ACCESSING CECATS AND CREATING A SUBACCOUNT

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

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.

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Figure 4

FDA OAA ONLINE ACCOUNT ADMINISTRATION (OAA)

Account Management

Home > Create a Subaccount

Create a Subaccount

Company Name is FDA
Enter information for the subaccount holder.

Enter information for the person who will be requesting export documents.

Point of Contact Information

First Name

Middle Initial (Optional)

Last Name / Surname

Job Title

Subaccount Company Name (Optional)

Phone Number

Country Area Telephone Extension

FAX Number (Optional)

Country Area Fax Number

Physical Address (Business) of Account Holder

Country / Area

Address Line 1

Address Line 2 (Optional)

City

State / Province / Territory

Zip Code (Postal Code)

Cancel Clear Continue

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