

Step-by-Step Instructions for HFP eCATS  
801(e) Certificates

U.S. Food and Drug Administration

HFP eCATS

Step-by-Step Instructions

<https://www.access.fda.gov/>

Step-by-Step Instructions for HFP eCATS  
801(e) Certificates

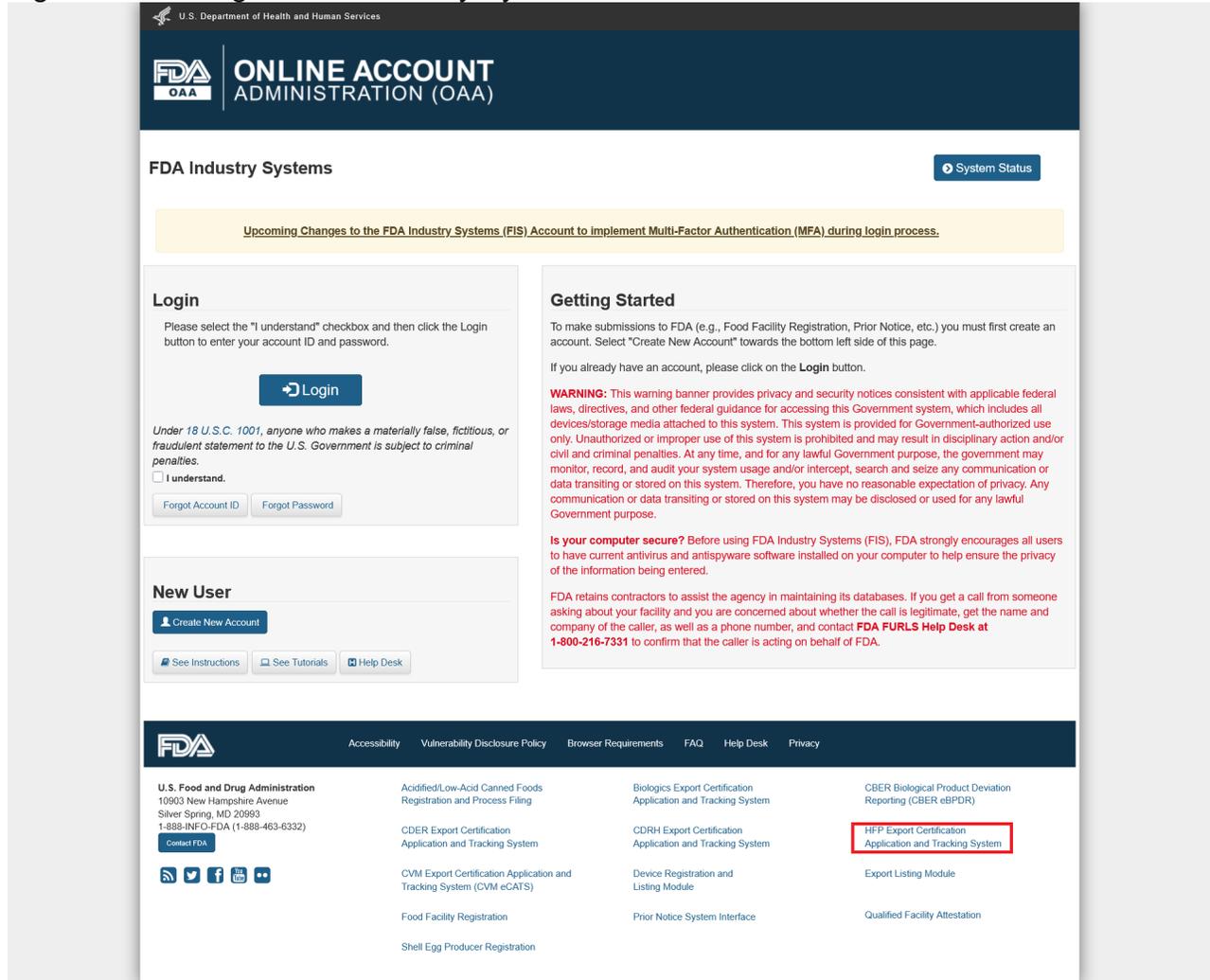
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# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

## How to Access the HFP eCATS – New Accounts

Figure 1: Creating an FDA Industry Systems Account



HFP eCATS is an FDA Industry System (FIS) and can be accessed via <https://www.access.fda.gov/>. If you do not have an existing FIS account, click on the “+ Create Account” button to create one. This will take you to the Create New Account screen where you may select the Center and the systems you will need to access (Figure 2).

NOTE: You may wish to create a single account for all FDA submissions related to your facility and to create subaccounts for personnel that will manage submissions to FDA. All submissions by subaccounts will be accessible via the facility FIS account, which will allow continued access to previous submissions in the event that an employee leaves the facility. For more information on account management, please visit review the [FDA Industry Systems User Guide: Account Management](#).

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 2: Establishing Access to HFP eCATS

**FDA OAA ONLINE ACCOUNT ADMINISTRATION (OAA)**

Create New Account

You must create a separate account to create your Medical Device Registration and Listing or Food Facility.

**Step 1: Select Application(s) for Account Creation**

**Do you conduct work for a State Agency under Contract with the FDA?**  
If you are creating an account on behalf of a manufacturer, please select "No."

Yes  No

**Registration and Listing Programs**

Food

Acidified/Low-Acid Canned Foods Registration and Process Filing  Export Listing Module

Food Facility Registration  Shell Egg Producer Registration

Qualified Facility Attestation

Medical Devices

Device Registration and Listing Module

**Export Certification and Tracking**

Biologics Export Certification Application and Tracking System (BECATS)  CDER Export Certification Application and Tracking System (CDER eCATS)

CDRH Export Certification Application and Tracking System (CECATS)  HFP Export Certification Application and Tracking System (HFP eCATS)  
*Includes FDA-regulated food and cosmetics.*

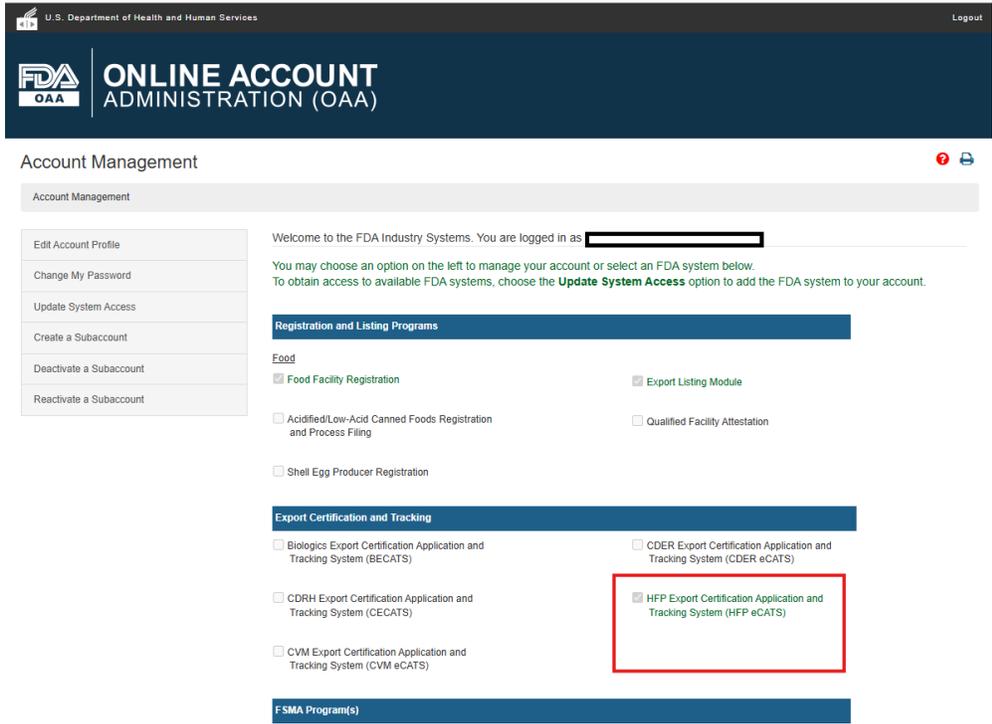
CVM Export Certification Application and Tracking System (CVM eCATS)

On the Create New Account screen, select the HFP Export Certification Application and Tracking System. In the second section, select HFP eCATS as one of the systems you will need to access.

Continue filling out the application and submit. If you need detailed instructions for creating a new account, please visit [Create New Account Step-by-Step Instructions](#). Once you have created an account and logged in, you will see the online account administration page for FDA Industry Systems (see Figure 3).

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 3: Opening HFP eCATS



To access HFP eCATS, click on the name of the application as shown above.

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

### How to Access the HFP eCATS – Existing FIS Account

If you have an existing FIS account, click on the blue “Log-In” button from the home page. After logging in using your existing FIS login and password, select “Update System Access” from the left side of the screen (see Figure 4).

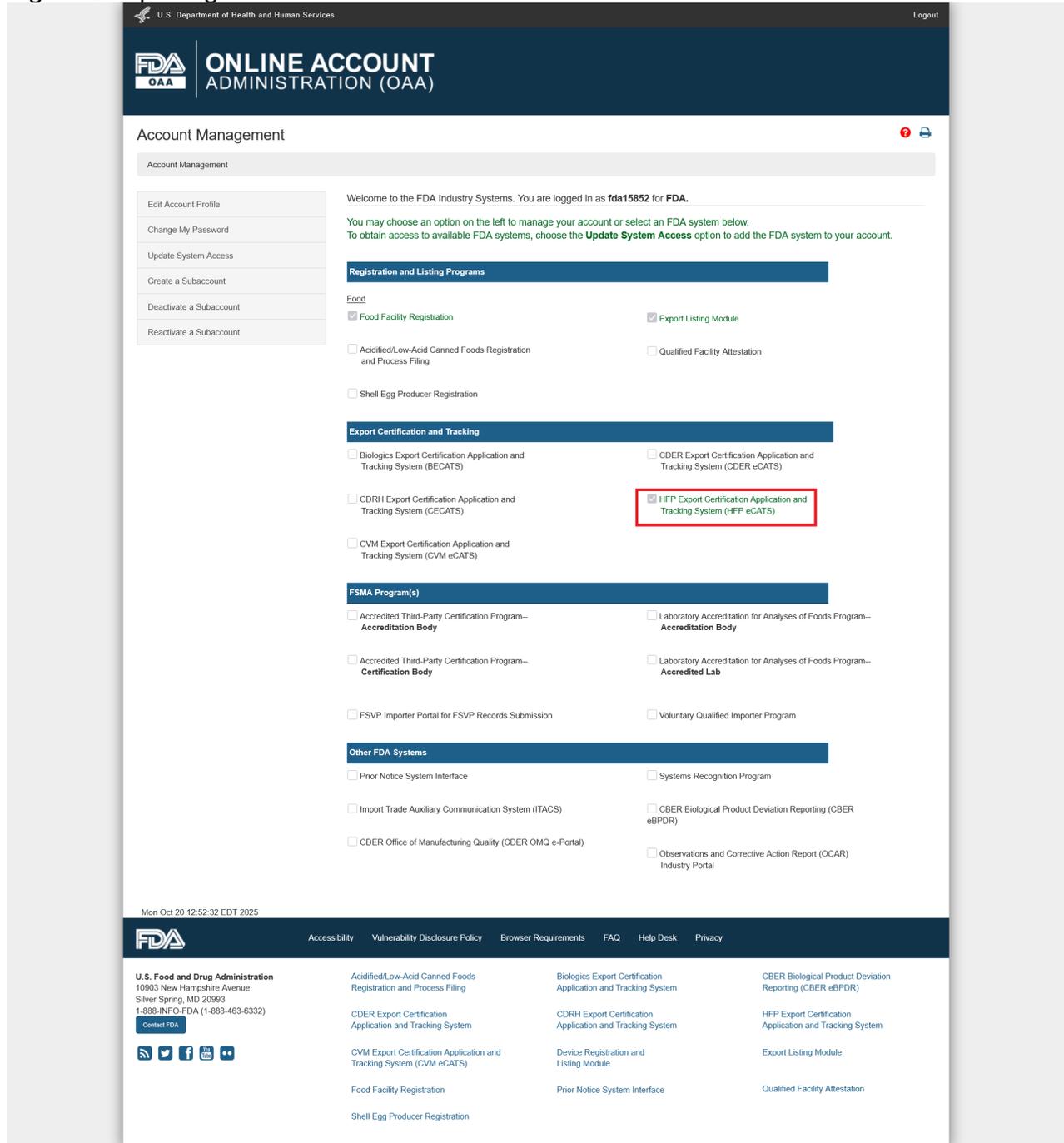
Figure 4: Establishing Access to HPF eCATS

The screenshot displays the 'Update System Access' page within the FDA's Online Account Administration (OAA) system. The page header includes the FDA OAA logo and the text 'ONLINE ACCOUNT ADMINISTRATION (OAA)'. Below the header, there is a navigation bar with 'Home' and 'Update System Access'. A sidebar on the left contains several menu items: 'Edit Account Profile', 'Change My Password', 'Update System Access' (highlighted with a red box), 'Create a Subaccount', 'Deactivate a Subaccount', and 'Reactivate a Subaccount'. The main content area is titled 'Update System Access' and features a section 'Select the systems you will need to access'. This section is divided into three categories: 'Registration and Listing Programs', 'Medical Devices', and 'Export Certification and Tracking'. Under 'Registration and Listing Programs', the 'Food' section has 'Food Facility Registration' checked, 'Export Listing Module' checked, and 'Shell Egg Producer Registration' unchecked. Under 'Medical Devices', 'Device Registration and Listing Module' is unchecked. Under 'Export Certification and Tracking', 'Biologics Export Certification Application and Tracking System (BECATS)' is unchecked, 'CDER Export Certification Application and Tracking System (CDER eCATS)' is unchecked, 'HFP Export Certification Application and Tracking System (HFP eCATS)' is checked and highlighted with a red box, and 'CVM Export Certification Application and Tracking System (CVM eCATS)' is unchecked. At the bottom, there is a section for 'FSMA Program(s)'.

On the “Update System Access” page, select “HFP Export Certification Application and Tracking System (HFP eCATS)”. Click on “Next” and then click on “Click Here to continue”. HFP eCATS will now be displayed on the online account administration page for FDA Industry Systems with a check mark (see Figure 5).

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 5: Opening HPF eCATS

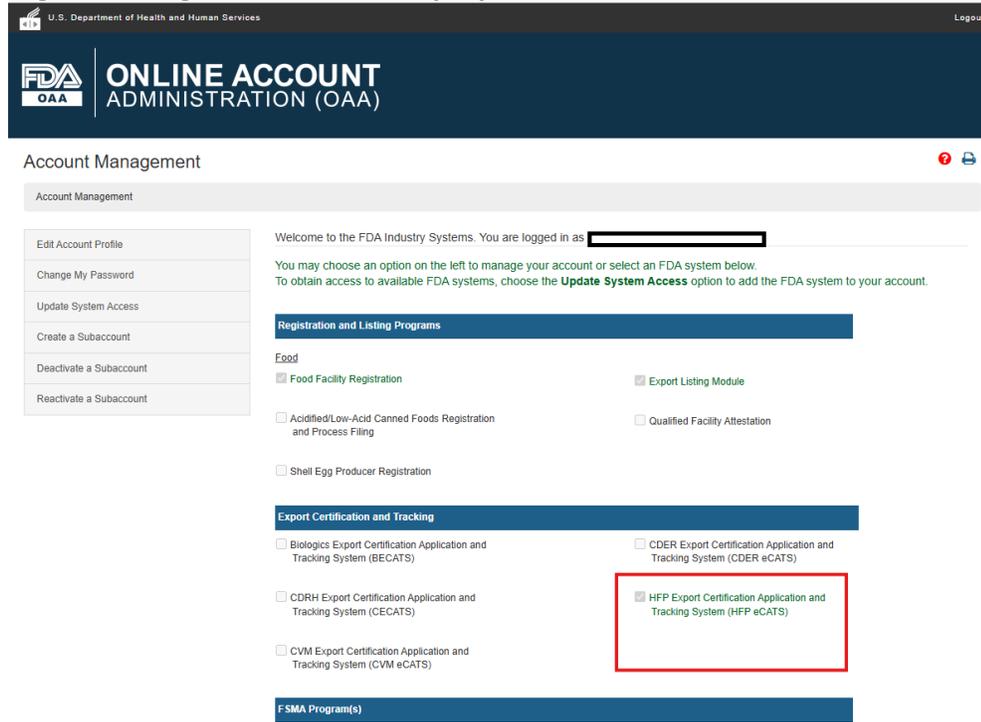


Once you have logged in, you will see the Online Account Administration (OAA) page for FDA Industry Systems. To access HFP eCATS, click on the name of the application as shown above.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

## Enter New Application

Figure 6: Login to FDA Industry Systems Account and Select HFP eCATS



Once you have logged in, you will see the online account administration page for FDA Industry Systems. To access HFP eCATS, click on the name of the application (circled above).

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 7: Select HFP eCATS for 801e Certificates.

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**FDA** | **HFP eCATS**  
**FURLS** | **HFP Export Certification Application and Tracking System**

HFP Export Certification Application and Tracking System 🔒 ⓘ

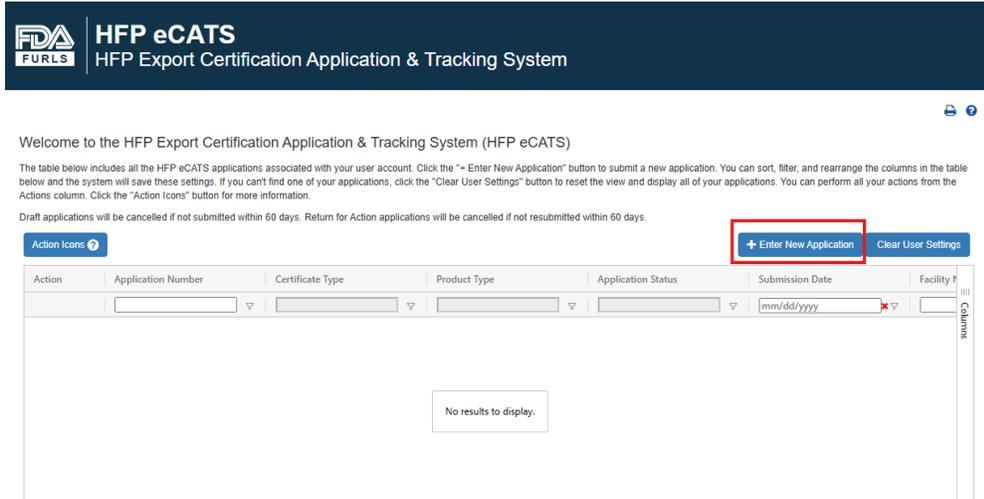
Welcome to the HFP Export Certification Application and Tracking System (HFP eCATS). Please select one of the certificate types from the following options:

- Certificate Application Process (CAP)**
  - The "Certificate of Free Sale" is available for dietary supplements, food for special dietary use, and medical foods that are regulated by FDA and that meet the applicable requirements of the FD&C Act for marketing in the United States or, if they cannot be legally marketed in the United States, meet the requirements of section 801(e)(1) of the FD&C Act and may be legally exported. These certificates are not issued pursuant to section 801(e)(4) of the FD&C Act.
  - The "Certificate for Cosmetics" is issued for products that meet the definition of a cosmetic under section 201(i) of the FD&C Act (21 U.S.C. 321(i)). We do not issue these certificates for products marketed with drug claims, such as cleansers with acne treatment claims. These certificates are not issued pursuant to section 801(e)(4) of the FD&C Act.
- HFP Export Certification Application and Tracking System (HFP eCATS)**
  - The "Certificate to a Foreign Government" is available for conventional foods, food additives, food contact substances, infant formula, and seafood that meet the applicable requirements of the FD&C Act for marketing in the United States.
  - The "Certificate of Exportability" is available for conventional foods, food additives, food contact substances, infant formula, and seafood that cannot be legally marketed in the United States, but meet the requirements of section 801(e) or 802 of the FD&C Act and may be legally exported.

After logging into FIS and clicking on the HFP eCATS system, you will reach the landing page where you will be asked to select one of three modules. To apply for a Certificate to a Foreign Government or Certificate of Exportability click on the link for HFP eCATS (circled above).

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 8: Select “Enter New Application”



To enter a new application, select the “Enter New Application” button on the right side of the HFP eCATS home screen.

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 9: Select Product and Certificate Type

The screenshot shows the HFP eCATS interface. At the top left is the FDA FURLS logo. The main header reads 'HFP eCATS HFP Export Certification Application & Tracking System'. Below the header is a navigation breadcrumb: 'HFP eCATS Home > Enter New Application > Product Type and Certificate Type'. The page title is 'Enter New Application'. The main heading is 'Select Product Type and Certificate Type'. Below this is a instruction: 'Please select the Product type and Certificate type for this application. You may click on the Help icon for a description of the options for each field.' There are two dropdown menus: 'Product Type' with 'Conventional Food' selected, and 'Certificate Type' with 'Certificate to a Foreign Government' selected. Below the dropdowns is a question: 'Do you wish to include "Certificate of Free Sale" as a subtitle on the certificate(s)?' with radio buttons for 'Yes' and 'No'. At the bottom are 'Previous' and 'Next' navigation buttons.

You will be prompted to select the product type and the type of certificate for the application. FDA acknowledges that some countries specifically require a “Certificate of Free Sale”, so you may request to include “Certificate of Free Sale” as a subtitle on the Certificate to a Foreign Government. If you would like this subtitle to be printed on your certificate, select Yes for the question “Do you wish to include “Certificate of Free Sale” as a subtitle on the certificate(s)?”

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 10: Enter and Verify Requestor Information

The screenshot shows the 'Enter New Application' page for the HFP eCATS system. The page is titled 'Enter New Application' and includes a breadcrumb trail: 'HFP eCATS Home > Enter New Application > Requestor Information'. A navigation bar at the top contains tabs for 'Requestor Information', 'Facility Information', 'Certificate Information', 'Shipment Information', 'Attestation', and 'Review'. The 'Requestor Information' tab is active.

**Section 1: Requestor Information**  
Some information below is pre-populated from your FDA Industry Systems (FIS) Account Profile. If you want to edit any information in the Requestor Information section, you must update your FIS Account Profile accordingly.

**Requestor Information**

Company Name	FDA	Country / Area	UNITED STATES
Contact First Name	Food and Drug Administration	Address Line 1	10903 New Hampshire Ave
Contact Last Name	Test	Address Line 2 (Optional)	
E-mail Address	HFPExportCertification@fda.hhs.gov	ZIP Code (Postal Code)	20903
Telephone	001 240 4022307 Ext	City	Silver Spring
Fax (Optional)	001 Area Fax	State/Province/Territory	Maryland

**Billing Information**

Is the Billing Name and Address same as the Requestor's Name and Address?  Yes  No

Company Name		Country	--Please Select--
Billing Contact First Name		Address Line 1	
Billing Contact Last Name		Address Line 2 (Optional)	
Billing Contact E-mail Address		ZIP/Postal Code	
Telephone	Country Area Telephone Ext	City	--Please Select--
Fax (Optional)	Country Area Fax	State/Province/Territory	--Please Select--
Company's Employer Identification Number (EIN)/ Tax ID Code			

Navigation buttons: < Previous, < Cancel and Start Again, Save and Exit >, Next >

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In Section 1, Requestor Information will be auto-populated from the applicant's FDA Industry Systems account information. You may indicate if the requestor information is the same as the billing information, and if not, you will be prompted to provide billing information. Ensure the information in the Billing Information section is correct, because invoices are sent to the billing contact email address. After all required information is entered, you may click next or select save and exit in the bottom right corner.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 11: Manufacturer Information and other optional Facility Information

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**FDA** | **HFP eCATS**  
HFP Export Certification Application & Tracking System

Enter New Application

HFP eCATS Home > Enter New Application > Facility Information

Requestor Information | **Facility Information** | Certificate Information | Shipment Information | Attestation | Review

Section 2: Facility Information

You must identify the manufacturer for the products that will be listed in the application. You may also identify additional entities or facilities to be listed on the certificate as the Distributor, Consignor, or Exporter. You must select at least one entity or facility to be listed on the certificate. A maximum of two entities or facilities may be listed on the certificate.

Facility Information

Filter:

Action	Display on Certificate	Header	Facility Identified By	FFR/FEI/DUNS Number	Facility Name	Facility Name Type/Address Type	Address
+	<input type="checkbox"/>	Manufacturer					
+	<input type="checkbox"/>	Exporter					
+	<input type="checkbox"/>	Distributor					
+	<input type="checkbox"/>	Consignor					

Showing 1 to 4 of 4 entries

[Previous](#) | [Cancel and Start Again](#) | [Save and Exit](#) | [Next](#)

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Next, you will be asked to identify the manufacturing facility for the products that will be listed on the certificate. You will also have the option to identify an exporter, distributor, and consignor. You may choose up to two entities to be listed on the certificate. To add a facility, click the “+” icon in the row for the type of facility.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 12: Identification of Manufacturing Facility

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**FDA FURLS** | **HFP eCATS**  
HFP Export Certification Application & Tracking System

Enter New Application

HFP eCATS Home > Enter New Application > Facility Information

Requestor Information | **Facility Information** | Certificate Information | Shipment Information | Attestation | Review

Section 2: Facility Information

You must identify the manufacturer for the products that will be listed in the application. You may also identify additional entities or facilities to be listed on the certificate as the Distributor, Consignor, or Exporter. You must select at least one entity or facility to be listed on the certificate. A maximum of two entities or facilities may be listed on the certificate.

Facility Information

Filter:

Action	Display on Certificate	Header	Facility Identified By	FFR/FEI/DUNS Number	Facility Name	Facility Name Type/Address Type	Address
+	<input type="checkbox"/>	Manufacturer					
+	<input type="checkbox"/>	Exporter					
+	<input type="checkbox"/>	Distributor					
+	<input type="checkbox"/>	Consignor					

Showing 1 to 4 of 4 entries

[Previous](#) | [Cancel and Start Again](#) | [Save and Exit](#) | [Next](#)

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You may identify the manufacturing facility by entering an FDA Establishment Identifier (FEI number) or by selecting a Food Facility Registration (FFR) associated with your FIS/OAA account. If you represent a food facility, but do not see an option to identify this facility by the Food Facility Registration, you may associate this facility with your account if you have the facility's Food Facility Registration number and PIN. To do this, click on the "Food Facility Registration" link from the FURLS/FIS home page. Once the Food Facility Registration module opens, select "Link Registration to your Account" on the left side of the screen and enter the facility's Food Facility Registration number and PIN.

If you choose to identify the manufacturing facility by the Food Facility Registration, the system will display a list of all registered food facilities associated with your OAA account. Select the correct facility for your application and click Next.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 13: Confirm Name and Address Information

The screenshot shows the 'Enter New Application' page for the HFP eCATS system. The page is titled 'Enter New Application' and includes a breadcrumb trail: 'HFP eCATS Home > Enter New Application > Facility Information'. A navigation bar at the top contains tabs for 'Requestor Information', 'Facility Information' (which is active), 'Certificate Information', 'Shipment Information', 'Attestation', and 'Review'. Below the navigation bar, the section is titled 'Section 2: Manufacturer Information' with a note: 'You are not required to provide a contact name and email address for the manufacturer. Please note that if an email address is provided, it will be copied on all notifications regarding this application.' The main form area is titled 'Facility Name' and contains several input fields: 'Facility Name' (a dropdown menu currently showing '--Please Select--'), 'Facility Name Type' (a text input field), 'Contact Person First Name (Optional)', 'Contact Person Last Name (Optional)', 'E-mail Address (Optional)', 'Telephone (Optional)' (with sub-fields for Country, Area, Telephone, and Ext), and 'Fax (Optional)' (with sub-fields for Country, Area, and Fax Number). On the right side of the form, there are dropdown menus for 'Country / Area' (set to 'UNITED STATES'), 'Facility Street Address Line 1' (prepopulated with '10903 New Hampshire Ave'), 'Facility Street Address Line 2 (Optional)', 'ZIP/Postal Code' (prepopulated with '20903'), 'City' (prepopulated with 'Silver Spring'), and 'State/Province/Territory' (prepopulated with 'Maryland'). A 'Change' button is located at the top right of the form area. At the bottom of the page, there are navigation buttons: '< Previous', 'Cancel and Start Again', and 'Next >'. The footer contains the text 'Form Approval: OMB No. 0910-0793, OMB Form Expiration date: 08/31/2024' and 'U.S. Department of Health and Human Services'.

Name and address information will be prepopulated based on the FDA records for the facility. You may also provide contact information for the facility, but please be aware that any email address you enter will receive all email notifications regarding this application. To proceed, you may click Next or select Save and Exit in the bottom right corner.

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 14: Identification of Additional Facilities (optional)

The screenshot displays the HFP eCATS application interface. At the top, there is a header with the U.S. Department of Health and Human Services logo and the text 'HFP eCATS HFP Export Certification Application & Tracking System'. Below the header, the main content area is titled 'Enter New Application'. A breadcrumb trail shows 'HFP eCATS Home > Enter New Application > Facility Information'. A navigation bar contains tabs for 'Requestor Information', 'Facility Information' (which is highlighted), 'Certificate Information', 'Shipment Information', 'Attestation', and 'Review'. The 'Facility Information' section is titled 'Section 2: Exporter Information' and contains the instruction 'Identify the exporter's name and address using:'. Below this instruction are four radio button options: 'DUNS Number', 'FEI Number', 'Food Facility Registration', and 'Manually Enter Facility Name and Address'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel and Start Again', and 'Next'. The footer of the page includes the text 'Form Approval: OMB No. 0910-0753, OMB Form Expiration date: 08/31/2024' and 'U.S. Department of Health and Human Services'.

You may identify additional facilities by entering a DUNS or FEI number, selecting a Food Facility Registration (FFR) associated with your FIS/OAA account, or manually entering information to identify the exporter, distributor, and consignor.

- DUNS numbers are publicly available a unique identification numbers for each physical location of a business.

See Figure 12 for more information.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 15: Selecting Facility Information to Display on Certificate

The screenshot shows the 'Enter New Application' page in the HFP eCATS system. The page is titled 'Section 2: Facility Information' and includes instructions: 'You must identify the manufacturer for the products that will be listed in the application. You may also identify additional entities or facilities to be listed on the certificate as the Distributor, Consignor, or Exporter. You must select at least one entity or facility to be listed on the certificate. A maximum of two entities or facilities may be listed on the certificate.'

The 'Facility Information' section contains a table with the following data:

Action	Display on Certificate	Header	Facility Identified By	FFR/FEI/ DUNS Number	Facility Name	Facility Name Type/ Address Type	Address
+ x	<input checked="" type="checkbox"/>	Manufacturer	Food Facility Registration	15198091972	FDA	Parent Name	10903 New Hampshire Ave, Silver Spring, Maryland 20903 United States
+ x	<input checked="" type="checkbox"/>	Exporter	Food Facility Registration	15198091972	FDA	Parent Name	10903 New Hampshire Ave, Silver Spring, Maryland 20903 United States
+	<input type="checkbox"/>	Distributor					
+	<input type="checkbox"/>	Consignor					

Showing 1 to 4 of 4 entries

Navigation buttons: < Previous, Cancel and Start Again, Save and Exit >, Next >

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Once you have identified the manufacturer and any other facilities you wish to include on the application, you must select at least one facility to be displayed on the certificate. You may choose up to two facilities to be listed on the certificate by clicking the checkbox in the row for desired facility. After selecting which facility or facilities should appear on the certificate, you may click Next or select Save and Exit in the bottom right corner.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 16: Certificate Information

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## HFP eCATS

HFP Export Certification Application & Tracking System

### Enter New Application

HFP eCATS Home > Enter New Application > Certificate Information

Requestor Information | Facility Information | **Certificate Information** | Shipment Information | Attestation | Review

#### Section 3: Certificate Information

##### Intended Destination Of Shipment And Number Of Certificates

Select the name of the country and the number of certificates for each destination. The name of the country will be printed on the certificate. All certificates for a given application will be identical, except for the unique certificate identifier, the country name, and if selected, country-specific product information (e.g., value, quantity). The minimum number of certificates for each destination selected is 1. The total number of certificates cannot exceed 25 per application.

Country:  Number of Certificates:

Show  entries Filter:

Action	Country	Number of Certificates
<input type="button" value="✖"/> <input type="button" value="✎"/>	ALGERIA	3

Showing 1 to 1 of 1 entries

Section 801(e)(4)(b) of the Federal Food Drug and Cosmetic Act authorizes FDA to collect user fees for export certificates for food, human drugs, animal drugs, and devices. The fees are capped at \$175 per certificate. HFP charges \$175 for the first certificate, \$155 for the second certificate, and \$100 for each subsequent certificate.

Fees	
First Certificate	(1) X \$175
Second Certificate	(1) X \$155
Subsequent Certificate(s)	(1) X \$100
<b>Total Fees</b>	<b>\$430</b>

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Next, you will be prompted to identify the country of destination for the shipment and the number of certificates requested for each country. All certificates associated with an application will include the same product and shipment information; only the country name and the unique ID for the certificate will vary. After all required information is entered, you may click Next or select Save and Exit in the bottom right corner.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 17: Product Details

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## FDA FURLS HFP eCATS HFP Export Certification Application & Tracking System

### Enter New Application

HFP eCATS Home > Enter New Application > Shipment Information

Requestor Information | Facility Information | Certificate Information | **Shipment Information** | Attestation | Review

#### Section 4.1: Product Details

**Product Details**

**Product Name**  **Schedule B/HTS Number**   
Please enter the product name as it appears on the product label, including the product flavor if applicable.

**Scientific or Chemical Name (Optional)**  **Date of Production/ Packaging (Optional)**

**Product Description (Optional)**  **Type of Packaging (Optional)**

**Lot Number (Optional)**  **Expiration Date (Optional)**

**Add/Remove Labels**

You must upload a label for each product.

Does the manufacturer name and address identified on the application appear on the product label?  Yes  No

Select the file to upload:

Attach an electronic copy of any applicable product label(s). The accepted file types include the following: .jpg, .jpeg, .doc, .docx, .txt, .xls, .xlsx, .pdf, .gif and .rtf.

**Optional Country-Specific Information**

The estimated value of the commodity that will be exported for this shipment as it is or will be reported in the U.S. Census Bureau's Automated Export System (AES).

1 record(s) Filter:

Country	Value of Goods	Quantity	Unit of Measure
ALGERIA	<input type="text"/>	<input type="text"/>	Please Select

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Section 4.1 will allow the applicant to provide product information for the products that will be listed on the certificate. Certain fields will be required depending on the product type. After all required information is entered, you may click Next or select Save and Exit in the bottom right corner.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 18: Review Product Details

After entering all the product information for the first product, you will be able to review the product list, edit product information and labels, and add additional products.

The applicant will also be able to select multiple headers that can be shown on the certificate such as the value of the good(s), unit of measurement, the scientific name of the product(s), etc. If there are multiple products in an application, headers can only be selected if all products have information entered for the desired header. After all required information is entered, you may click Next or select Save and Exit in the bottom right corner.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 19: Additional Information

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**FDA FURLS** | **HFP eCATS**  
HFP Export Certification Application & Tracking System

### Enter New Application

HFP eCATS Home > Enter New Application > Shipment Information

Requestor Information | Facility Information | Certificate Information | **Shipment Information** | Attestation | Review

#### Section 4.3: Additional Information

Optional Shipment Details

Container/Seal Number	<input type="text"/>	Consignee/Importer Name	<input type="text"/>
Means of Transport	<input type="text"/>	Country / Area	--Please Select--
Place of Loading	<input type="text"/>	Address Line 1	<input type="text"/>
Point of Entry	<input type="text"/>	Address Line 2	<input type="text"/>
Conditions for Transport/ Storage	<input type="text"/>	ZIP/Postal Code	<input type="text"/>
		City	--Please Select--
		State/Province/Territory	--Please Select--

Additional Information for Certificate

Enter any additional information as may be required by the importing country. This information will be displayed on the certificate(s) in the "Additional Information" section.  
**Disclaimer:** FDA has the right to remove and/or update any remarks provided by the requestor to be printed on the certificate.

Max 3000 Characters

Additional Documents

Select the file to upload.  
The maximum allowed file size is 50 MB (Megabytes). The file types allowed for the additional documents are .jpg, .jpeg, .doc, .docx, .txt, .xls, .xlsx, .pdf, .gif and .rtf.

+ Add file(s)

< Previous | Cancel and Start Again | Save and Exit | Next >

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After completing the prior section, you will have the option to add additional shipment details or upload additional documents as may be required by the importing country. Please note that any additional information provided in these sections will appear on all certificates associated with an application. If you have added multiple countries on your application and require specific shipment information for each country, then you must submit separate applications. After all information is entered, you may click Next or select Save and Exit in the bottom right corner.

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 20: Signature Page

U.S. Department of Health and Human Services | Welcome: Food and Drug Administration Test | FURLS HOME

**FDA FURLS** | **HFP eCATS**  
HFP Export Certification Application & Tracking System

Enter New Application

HFP eCATS Home > Enter New Application > Attestation

Requestor Information | Facility Information | Certificate Information | Shipment Information | **Attestation** | Review

Section 5: Attestation

As the responsible official or designee of the manufacturing/processing facility listed on this application, I hereby certify to the United States Food and Drug Administration (FDA) that the food facilities and the products listed on this application continue to be, to the best of my knowledge, in compliance with all applicable requirements of the Federal Food, Drug, and Cosmetic Act, and that:

- the food facilities listed on this application are currently registered with the FDA, if required by the Federal Food, Drug, and Cosmetic Act;
- the products listed on this application for export are legally marketed within the United States;
- the products listed on this application are not the subject of a recall or the subject of any enforcement action initiated by FDA; and
- the products listed on this application are/will be exported from the United States.

Name:

**I Agree**

Knowingly and willfully making or submitting false statements on any documents submitted to FDA may constitute violations of the United States Code Title 18, Section 1001 with penalties including up to \$250,000 in fines and up to 5 years imprisonment.

< Previous | Cancel and Start Again | Next >

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The next screen displays the signature page that will be required for submission. To proceed you must digitally sign and check the “I Agree” box. Note: The signature text varies depending on the type of certificate requested. You may click Next or select Save and Exit in the bottom right corner.

Step-by-Step Instructions for HFP eCATS  
801(e) Certificates

Figure 21: Application Review

After entering all the information, you will be able to review the complete application and preview the certificate before submission.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

U.S. Department of Health and Human Services
Welcome, Food and Drug Administration Test
FDLS HOME

## HFP eCATS

HFP Export Certification Application & Tracking System

Enter New Application 🔔

HFP eCATS Home > Enter New Application > Application Review

Requestor Information
Facility Information
Certificate Information
Shipment Information
Attestation
Review

**Application Review**

Please review your application and edit shipment information as necessary. To make changes to a section, select the Edit icon for that section.

Date: 10/20/2025  
 Certificate Type: Certificate to a Foreign Government  
 Product Type: Conventional Food  
 Certificate of Free Sale Subtitle? Yes

**Section 1: Requestor Information** ✎ Edit

Company Name	FDA	Country / Area	UNITED STATES
Contact First Name	Food and Drug Administration	Address Line 1	10903 New Hampshire Ave
Contact Last Name	Test	Address Line 2	
Email Address	HFPExportCertification@fda.hhs.gov	ZIP/Postal Code	20903
Telephone	001-240-4022367	City	Silver Spring
Fax		State/Province/Territory	Maryland

**Billing Information**

Is the Billing Name and Address same as the Requestor's Name and Address? Yes

Company Name	FDA	Country	UNITED STATES
Billing Contact First Name	Food and Drug Administration	Address Line 1	10903 New Hampshire Ave
Billing Contact Last Name	Test	Address Line 2	
Email Address	HFPExportCertification@fda.hhs.gov	ZIP/Postal Code	20903
Telephone	001-240-4022367	City	Silver Spring
Fax		State/Province/Territory	Maryland
Company's Employer Identification Number (EIN) Tax ID Code	55-2349578		

**Section 2: Facility Information** ✎ Edit

Show 10 entries Filter

Header	Facility Identified By	FFR/FEV DUNS Number	Facility Name	Facility Name Type/ Address Type	Address	Display on Certificate
Manufacturer	Food Facility Registration	15198091972	FDA	Parent Name	10903 New Hampshire Ave, Silver Spring, Maryland 20903 United States	Yes
Exporter	Food Facility Registration	15198091972	FDA	Parent Name	10903 New Hampshire Ave, Silver Spring, Maryland 20903 United States	Yes

Showing 1 to 2 of 2 entries Previous 1 Next

**Section 3: Certificate Details** ✎ Edit

Show 10 entries Filter

Country	Number of Certificates
ALGERIA	3

Showing 1 to 1 of 1 entries Previous 1 Next

**Total Fees: \$430**

**Section 4.2: Review Product Details** ✎ Edit

Show 5 entries Filter

Product Name	Schedule E/HTS Number	Scientific or Chemical Name	Product Description	Type of Packaging	Date of Production/ Packaging	Lot Number	Expiration Date	Label
Test Product	123456789	Test Chemical Name	Test Description	Test Packaging		Test Lot Number		Yes

Showing 1 to 1 of 1 entries Previous 1 Next

**Labels**

Product	File Name	Label Name Match	File Type	File Size	Date Added
Test Product	cutition_label.png	Yes	Label	53.8 KB	10/20/2025 13:36

**Shipment Information**

Show 10 entries Filter

Country	Product	Value of Goods	Quantity	Unit of Measure
ALGERIA	Test Product		1	No Unit Required

Showing 1 to 1 of 1 entries Previous 1 Next

**Product Information for Certificate**

Header 1	Header 2	Header 3	Header 4	Header 5
Product Name				

**Section 4.3: Additional Information** ✎ Edit

**Optional Shipment Details**

Container/Trailer Number	Consignee/Importer Name
Means of Transport	Country / Area
Place of Loading	Address Line 1
Point of Entry	Address Line 2
Conditions for Transport/Storage	ZIP/Postal Code
	City (New US)
	State/Province/Territory

**Additional Documents**

File Name	File Size	Date Added
Empty Additional Document List		

**Section 5: Attestation** ✎ Edit

As the responsible official or designee of the manufacturing/processing facility listed on this application, I hereby certify to the United States Food and Drug Administration (FDA) that the food facilities and the products listed on this application continue to be, to the best of my knowledge, in compliance with all applicable requirements of the Federal Food, Drug, and Cosmetic Act, and that:

- the food facilities listed on this application are currently registered with the FDA, if required by the Federal Food, Drug, and Cosmetic Act;
- the products listed on this application for export are legally marketed within the United States;
- the products listed on this application are not the subject of a recall or the subject of any enforcement action initiated by FDA; and
- the products listed on this application will be exported from the United States.

Name: Food and Drug Administration Test  I Agree  
 Date: 10/20/2025

Knowingly and willfully making or submitting false statements on any documents submitted to FDA may constitute violations of the United States Code Title 18, Section 1001 with penalties including up to \$250,000 in fines and up to 5 years imprisonment.

**Note to FDA Reviewer**

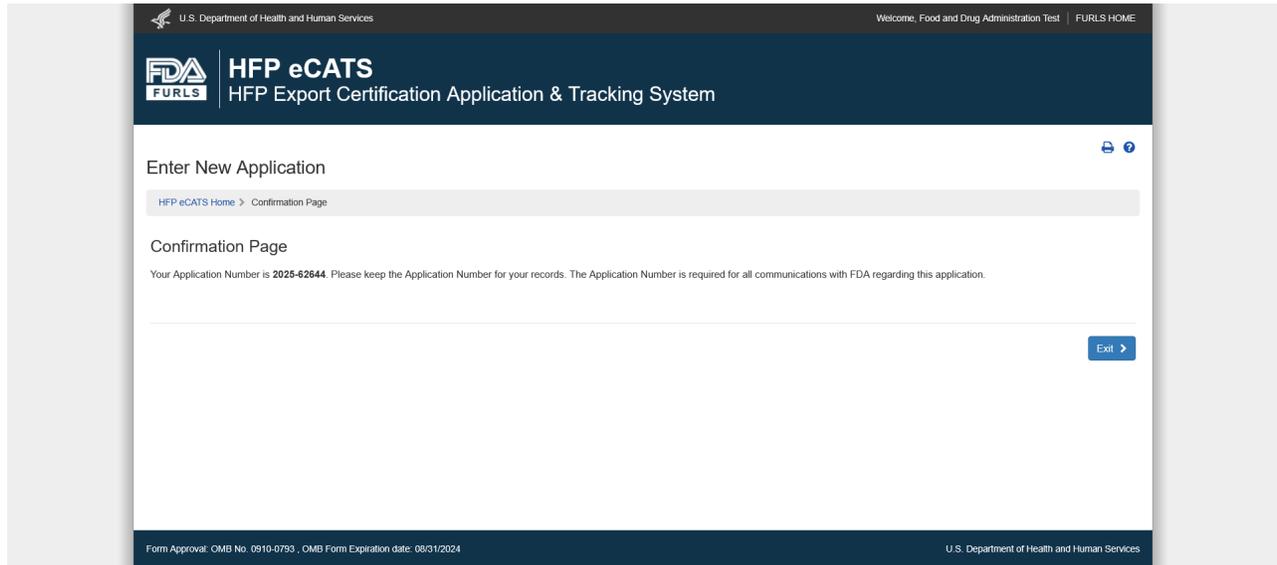
You may provide comments in the box below.  
 Disclaimer: Any comments made are for informational purposes only. All applications are subject to the same review process.

Cancel and Start Again
Previous
Preview Certificate
Submit

Form Approved. OMB No. 0910-0793. OMB Form Expiration date: 06/30/2024 U.S. Department of Health and Human Services

## Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 22: Confirmation Page



After submission, you will receive a confirmation page and an application number that can be used for future inquiries about the application.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

## Editing an Application

Figure 23: Editing an Application

U.S. Department of Health and Human Services | Welcome, Food and Drug Administration Test | FURLS HOME

**FDA FURLS** | **HFP eCATS**  
HFP Export Certification Application & Tracking System

Welcome to the HFP Export Certification Application & Tracking System (HFP eCATS)

The table below includes all the HFP eCATS applications associated with your user account. Click the "+ Enter New Application" button to submit a new application. You can sort, filter, and rearrange the columns in the table below and the system will save these settings. If you can't find one of your applications, click the "Clear User Settings" button to reset the view and display all of your applications. You can perform all your actions from the Actions column. Click the "Action Icons" button for more information.

Draft applications will be cancelled if not submitted within 60 days. Return for Action applications will be cancelled if not resubmitted within 60 days.

Action Icons ⓘ | + Enter New Application | Clear User Settings

Action	Application Number	Certificate Type	Product Type	Application Status	Submission Date	Facility Name	
👁️ ✖️ 🔄	2025-62644	Certificate to a Foreign Go...	Conventional Food	Pending Review	10/20/2025	FDA	
👁️ 🖋️	FDAT002873	Certificate to a Foreign Go...	Conventional Food	Draft			

1 to 2 of 2 | Page 1 of 1

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After logging into FIS and clicking on HFP eCATS system, you will reach the home page. To edit an existing application, select the edit icon (resembling a pencil) next to the application of choice on your dashboard. You may edit any draft application or previously submitted application as long as the application is not in "Pending Review" Status.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

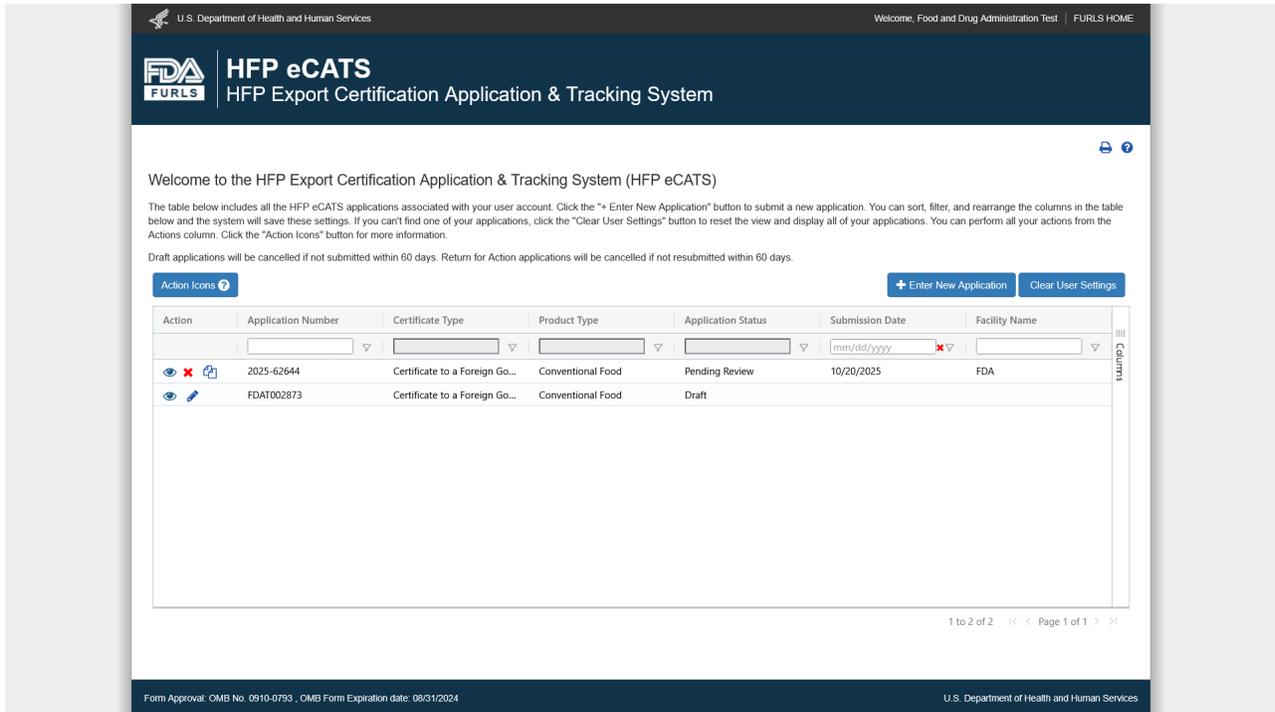


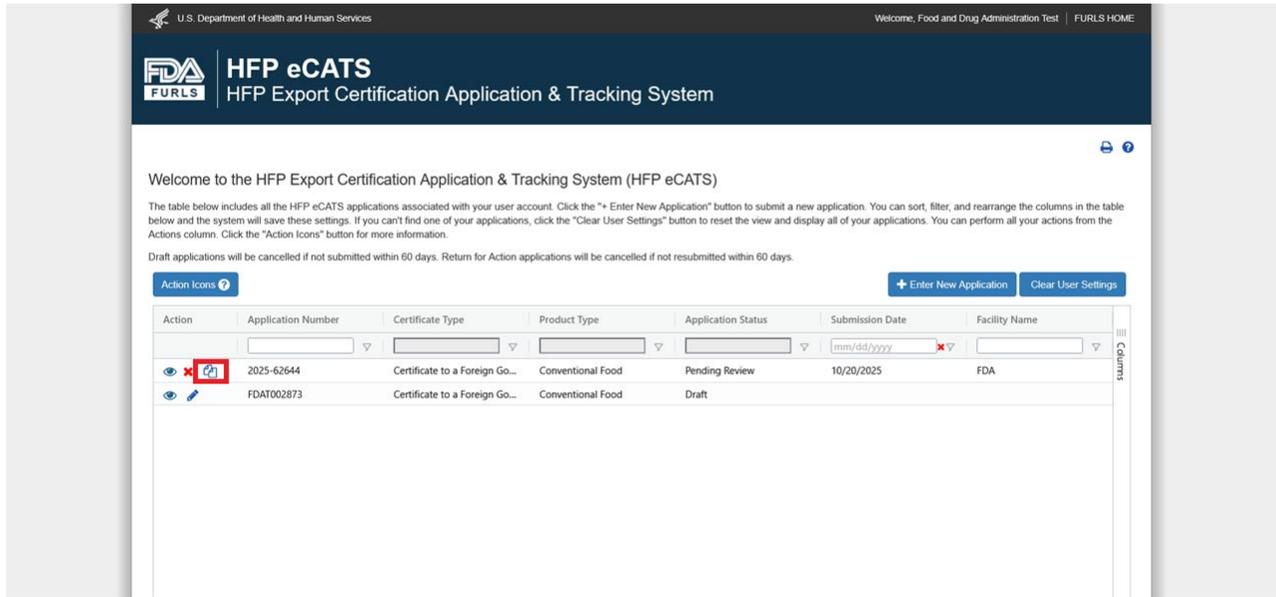
Figure 24: How to Edit an Application

After selecting the edit icon, you will start at the beginning of the application and may edit any previously provided information. Click through all the pages to resubmit your application. If you represent a registered food facility and you have recently made updates to your Food Facility Registration name and address, these edits will auto-populate when you select the pencil icon. Be sure to click through all the pages to resubmit your application.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

## Cloning an Application

Figure 25: Cloning an Application



After logging into FIS and clicking on HFP eCATS system, you will reach the home page. To clone an existing application, select the “Clone Application” icon (resembling two pieces of paper) next to the application of choice on your dashboard. You may clone any previously submitted application if it has not been rejected.

# Step-by-Step Instructions for HFP eCATS 801(e) Certificates

Figure 26: Cloning Application Features

The screenshot shows the 'Clone Application' page in the HFP eCATS system. The header includes the FDA and FURLS logos, the text 'HFP eCATS HFP Export Certification Application & Tracking System', and navigation links for 'U.S. Department of Health and Human Services', 'Welcome, Food and Drug Administration Test', and 'FURLS HOME'. The main content area is titled 'Clone Application' and features a breadcrumb trail: 'HFP eCATS Home > Clone Application > Requestor Information'. Below this is a tabbed interface with tabs for 'Requestor Information', 'Facility Information', 'Certificate Information', 'Shipment Information', 'Attestation', and 'Review'. The 'Requestor Information' tab is active, showing 'Section 1: Requestor Information'. A note states: 'Some information below is pre-populated from your FDA Industry Systems (FIS) Account Profile. If you want to edit any information in the Requestor Information section, you must update your FIS Account Profile accordingly.' The form fields are as follows:

Company Name	FDA	Country / Area	UNITED STATES
Contact First Name	Food and Drug Administration	Address Line 1	10903 New Hampshire Ave
Contact Last Name	Test	Address Line 2 (Optional)	
E-mail Address	HFPExportCertification@fda.hhs.gov	ZIP Code (Postal Code)	20903
Telephone	001 240 4022307 Ext	City	Silver Spring
Fax (Optional)	001 Area Fax	State/Province/Territory	Maryland

Below the Requestor Information section is the 'Billing Information' section, which includes a radio button question: 'Is the Billing Name and Address same as the Requestor's Name and Address?' with 'Yes' selected. It also contains fields for 'Company's Employer Identification Number (EIN)' (55 - 2345678) and 'Tax ID Code'.

At the bottom of the form are navigation buttons: '< Previous', '< Cancel and Start Again', 'Save and Exit >', and 'Next >'. The footer contains 'Form Approval: OMB No. 0910-0793, OMB Form Expiration date: 09/31/2024' and 'U.S. Department of Health and Human Services'.

After selecting the clone button, you will be brought to the beginning of your application where you can review the application prior to submission and make any desired edits to the application such as adding or changing product and destination country information, quantities of shipments, the exporting company, etc. What cannot be changed is the manufacturer information. You may update the exporter, distributor, and consignor. If you do not wish to make any edits to your cloned application, you may click submit.