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How to Access the CFSAN eCATS – New Accounts

Figure 1: Creating an FDA Industry Systems Account

CFSAN 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.
On the Create New Account screen, select the Center for Food Safety & Applied Nutrition. In the second section, select CFSAN 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).
To access CFSAN eCATS, click on the name of the application (circled above).
How to Access the CFSAN 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 CFSAN eCATS

On the “Update System Access” page, select “CFSAN eCATS”. Click on “Next” and then click on “Click Here to continue”. CFSAN eCATS will now be displayed on the online account administration page for FDA Industry Systems with a check mark (see Figure 5).
Once you have logged in, you will see the Online Account Administration (OAA) page for FDA Industry Systems. To access CFSAN eCATS, click on the name of the application (circled above).
Enter New Application

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

Once you have logged in, you will see the online account administration page for FDA Industry Systems. To access CFSAN eCATS, click on the name of the application (circled above).
After logging into FIS and clicking on the CFSAN 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 CFSAN eCATS (circled above).
To enter a new application, select “Enter New Application” from the menu on the left side of the CFSAN eCATS home screen.
Figure 9: Select Product and Certificate Type

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)?”
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. After all required information is entered, you may click next or select save and exit in the bottom right corner.
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.
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.
Figure 13: Confirm Name and Address Information

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.
Figure 14: Identification of Additional Facilities (optional)

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. FDA/CFSAN only issues export certificates for products exported from the United States, so only U.S. entities are eligible to be listed on an export certificate as the exporter or consignor. See Figure 12 for more information.
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.
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.
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.
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.
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.
Figure 20: Signature Page

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.
Figure 21: Application Review
After entering all the information, you will be able to review the complete application and preview the certificate before submission.
After submission, you will receive a confirmation page and an application number that can be used for future inquiries about the application.
Editing an Application

Figure 23: Editing an Application

After logging into FIS and clicking on CFSAN 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.
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.
After logging into FIS and clicking on CFSAN 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.
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 edits to the application such as adding or changing destination country information, quantities of shipments, the exporting company, etc. What cannot be changed is the manufacturer information and adding new product 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.
Appendix I – Application Status and Action Matrix

**Application Status**: The Y indicates an external user can take the action for the associated application status. The N indicates the action isn't available for the associated application status.

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