Step-by-Step Instructions for the CAP Module of CFSAN eCATS
Certificates of Free Sale

U.S. Food and Drug Administration
CFSAN eCATS
CAP Module
Step-by-Step Instructions
https://www.access.fda.gov/
Step-by-Step Instructions for the CAP Module of CFSAN eCATS
Certificates of Free Sale

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How to access the CAP Module of CFSAN eCATS – New Accounts

Create an FDA Industry Systems Account

The Certificate Application Process (CAP) module is accessed through the CFSAN Export Certification Application and Tracking System (CFSAN eCATS), an FDA Industry System (FIS) 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 access to (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.
Establish Access to CFSAN eCATS

On the Create New Account screen, select the Center for Food Safety & Applied Nutrition as the Applicable Center. 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).
Open CFSAN eCATS

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 3).

Establish 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.
Open CFSAN eCATS

Once you have logged in, you will see the online account administration page for FDA Industry Systems. To access the CAP module of CFSAN eCATS, click on the name of the application (circled above).
Enter a New Application for a Certificate of Free Sale

To access CFSAN CAP log into the FURLS homepage. Under Export Certification and Tracking, select CFSAN Export Certification Application and Tracking System (CFSAN eCATS). See Figure 1 below.

Figure 1:

After selecting CFSAN Export Certification Application and Tracking System (CFSAN eCATS), click on Certificate Application Process (CAP) to apply for a certificate of free sale for dietary supplements, foods for special dietary use, or medical foods.
To enter a new application, select "Enter New Application" from the list of options on the left. After you have entered an application, you may choose to **Modify** an existing application (when applicable), **Search** for an existing application, or **Print** an application from the main menu. See Figure 2 below.

**Figure 2:**

After selecting the “Enter New Application” option, the system will display all applications that have been saved but not submitted as shown in Figure 3. These saved applications will be in a “Draft” status until you submit the application.

- If you wish to continue working on an application that has been saved, select the application radio button and click on “Complete Draft Application”.

- If you wish to copy an existing application, select “Clone Application”. Please refer to Create an application based on the existing application section under the Modify Application of this document.

- If you wish to create a new application, click on the “Enter New Application”.

**Figure 3:**
The Center for Food Safety and Applied Nutrition (CFSAN) issues multiple Export Certificates based on the firm’s product type. When creating a new application, you will need to first select which certificate type you are requesting as shown in Figure 4.

Figure 4:

It is important that you select the correct certificate type for the product or products you are exporting. Failure to do so will result in the rejection of the application. If you are unsure as to which certificate type to select, click on the red question icon located next to the certificate type list. The system will display a description of each certificate type as shown in Figure 5 below:

Figure 5:
Some certificate types do not require you to enter the Registration Number and PIN as shown in Figure 7. However, if you have registered your facility and have received the Registration Number and PIN, enter the information to speed up the application process.

**Figure 6:**

The certificate type that you have selected does not require you to register your facility that manufacturers the product listed on this certificate in the Food Facility Registration Module (FFRM).

If you have registered the facility in FFRM and you have a current and a valid FFRM registration, enter your Registration Number and PIN below to help expedite the application process. Otherwise, please click on 'Continue' to begin the application process.

If you have any questions please contact the FDA Industry Systems Help Desk by clicking here.

Entering facility registration number and PIN will speed up the application submission process.

*These fields are required

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRATION NUMBER</td>
<td>Enter your registration number here.</td>
</tr>
<tr>
<td>PIN</td>
<td>Enter your PIN here.</td>
</tr>
</tbody>
</table>

[<< Cancel & Start Again] [>> Continue]
Navigation

At the top of every page in CAP (Figure 7 below), a status bar will track your progress through each step of the online application process.

Figure 7:

A "Get Help" icon, located at the top right of each step, will provide page specific help. For an overview of all help files available, please refer to the FDA Industry Systems Index of Help Pages. The "FURLS HOME" link, located the top right corner of each page, will take you to the FURLS Home Page. The "CAP HOME" link, located below the “FURLS HOME” link, will take you to the Certificate Application Process Home Page (Refer to Figure 1). To log out of the system, select "FURLS HOME" and click on logout.

At the top and bottom of each screen are four navigation buttons as shown in Figure 8.

Figure 8:

- **Back to Step XX** - Go back one screen and continue entering application information. Information entered on the current screen will NOT be saved.
- **Continue** - Go to the next screen and continue entering application information.
- **Cancel & Start Again** - The system will return you to the screen where you enter your Registration Number and PIN. Any information you have entered will NOT be saved.
- **Save & Exit** - Information entered up to this point will be saved. The system will provide you with an application number and your application will be in a “Draft” status in the system for 60 days. After 60 days the application will be deleted from the system. When you log into the CAP system, any applications that are in a “Draft” status will be displayed after selecting the “Enter New Application” option from the main menu.
**Food Manufacturer Information**

This section is required. Some fields are automatically populated based on the information in your Food Facility Registration Number and PIN and cannot be edited in CAP.

If the information is incorrect, please login to the Food Facility Registration Module and follow the directions on how to update your facility information.

If you would like to use a different facility, please logout of CAP and login with the Registration Number and PIN which belongs to the facility for which you are applying for this certificate.

Fields marked with an asterisk (*) are mandatory.

**NOTE:** The contact person name (First and Last) and contact phone number fields are required if you do not fill out Section 2.

The contact email address must be entered in order for you to complete the application. See Figure 9 below.
Figure 9:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manufacturer Name</strong></td>
<td>Food Facility</td>
</tr>
<tr>
<td><strong>Doing Business As Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State License/Registration Number</strong></td>
<td>1634515499</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Address Line1</strong></td>
<td>11820 Parklawn Dr 403-11</td>
</tr>
<tr>
<td><strong>Address Line2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP/Postal Code</strong></td>
<td>20852</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>North Bethesda</td>
</tr>
<tr>
<td><strong>State or Province</strong></td>
<td>Maryland</td>
</tr>
<tr>
<td><strong>Contact Person First Name</strong></td>
<td>John</td>
</tr>
<tr>
<td><strong>Contact Person Last Name</strong></td>
<td>Smith</td>
</tr>
</tbody>
</table>

Country Code only required for US phone numbers.

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area/City Code</th>
<th>Phone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>301</td>
<td>1012121</td>
<td></td>
</tr>
</tbody>
</table>

Country Code, Area/City Code, Fax Number

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area/City Code</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Email:** john.smith@fda.hhs.gov
Exporting Company Information

This section is optional. However, if you choose to enter this information, the fields below marked with an asterisk are required.

**NOTE:** If you choose to fill out Section 2 and decide the information is not what you wanted, you may click on the “Clear” button to remove the information from section 2.

***Export Company Name*** - The name of the company which will be exporting the product on the certificate.

**State License/Registration Number** - The Food Facility Registration Module (FFRM) registration number for the Export Company.

***Country*** - The country in which the Exporting Company is located.

***Address Line 1*** - The physical location of the facility that is the export company. This is normally a street address, but may be some other physical/geographical designation used in rural locations.

**Address Line 2** - The second address line if applicable.

***Zip Code*** - The Zip Code (domestic) or Postal Code (foreign) in which the export company is located.

***City*** - The city in which the export company is located.

***State*** - The state in which the export company is located.

***Contact Person Name*** - The Exporter’s Contact Name

***Contact Phone*** - The Exporter’s telephone number

**Contact Phone Fax** - The Exporter’s fax number if applicable.

***Contact Email*** - The Exporter’s email address

**NOTE:** If you are filling in the export company information, the system will validate the address based on the zip code entered. If there are alternate street addresses (I.e., St., Street, Ave., Avenue, etc…) the system will provide you with the preferred match. You may accept or reject the recommended address and city. See Figure 10 below.
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Figure 10:

**SECTION 2**

**EXPORTING COMPANY INFORMATION**

***This section is optional. If you intend to complete this section, the fields marked with *** are necessary for the system to process a complete response.***

- AutoFill Address

***EXPORT COMPANY NAME***
TestExporting

STATE LICENSE/REGISTRATION NUMBER

***COUNTRY***
UNITED STATES

***ADDRESS LINE1***
123 Market Street

ADDRESS LINE2

***ZIP/POSTAL CODE***
20850

***CITY***
Rockville

***STATE OR PROVINCE***
Maryland

***CONTACT PERSON FIRST NAME***
John

***CONTACT PERSON LAST NAME***
Smith


<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area/City Code</th>
<th>Phone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g.033)</td>
<td>(e.g.101)</td>
<td>(e.g.5551111)</td>
<td>(e.g.1111)</td>
</tr>
</tbody>
</table>

***CONTACT PHONE***

<table>
<thead>
<tr>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12121121</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

***CONTACT EMAIL***

john@fda.hhs.gov
**Shipment Description**

This section is required. See Figure 11 below.

**NOTE:** You must add at least one product to the application.

**Figure 11:**

To add products, select either the “Add Product” or choose the Upload File button.

**Add Product:**

*Product* - Enter the product trade name or other identifier

*Common Name* - Enter the common or usual name for the product. ATTENTION: The flavor name should NOT be repeated if the flavor name is entered as part of the product name. If the product does not have a flavor, DO NOT make any entry and proceed to the next section of the application.

*Manufacturer* - This will be automatically populated with the manufacturer name that was entered in Section 1 of the form. This field cannot be edited.

**Description/Comments** - Include information about the product.

**Figure 12:**

When you have completed entering the product information, the system will return to Section 3 (see Figure 11 above) where you can choose to add additional products, edit existing products, remove a product, or add additional products using the upload file feature.
Edit Product:
To edit a product, select the radio button next to the product you wish to edit. Then choose the “Edit Product” button. The system will re-display the product entry screen and allow you to edit any of the fields displayed with the exception of the Manufacturer.

Remove Product:
To remove a product, select the radio button next to the item you wish to remove. Then choose the “Remove Product” option. The system will display the product information (see Figure 12). Choose the “remove product” button to remove that item from the product list. You may also select “Back” button if you do not wish to remove the product from your product list.

Upload File
If you have a large list of products, you may choose to upload a file rather than manually entering each product. The system provides a hyperlink to download a template which is in a format that must be used to upload your products.

To download the template file, first select the “Upload File” button. Then click on the “here” hyperlink to download the template file. See Figure 13 below.

The system will display a pop-up box with an option to automatically open the file with Microsoft Excel. You may choose to open the file with other applications (such as Microsoft Word) but it is recommended you use Microsoft Excel. You may also choose to save the file to your computer. The file will be saved to your default download location defined in your browser.

Figure 13:
![Image of the upload file section]

Additional directions / rules have been provided in the product template excel file. Please adhere to the following rules or the system will not accept the upload:

- Rows 1 and 2 must not be deleted.
- Please do not separate products with any blank rows.
- Please do not go over the maximum character limit for specified columns. See product template file header section for exact character limitations.
- Product Name and Common Name are mandatory cells.
- Please do not delete the “Do not delete” worksheet.

Add / Update the product template with your products and related information and upload it to the system. After you have browsed to the location of your file, choose the “Upload” button. When you have completed adding the list of products, select the “Continue” button to the next step.
Intended Destination of Shipment (Country)

This section is required.

*NAME OF COUNTRY or COUNTRIES - Select one or more countries to indicate where the product(s) will be shipped. See Figure 14 below.

Figure 14:
Send Certificate To

This section is required.

In this section, you will be able to determine where the certificate(s) will be mailed. There are three options to choose from shown in Figure 15.

- Manufacturer - The same address provided in Section 1 of the application
- Distributor - The same address provided in Section 2 of the application
- Other – An address other than the Manufacturer or Exporter Address

Figure 15:

You will be able to select from the following combinations in Section 5:

- Select one option (Manufacturer, Distributor, or Other); or
- Select Manufacturer and Distributor; or
- Select Manufacturer and Other

NOTE:

- If you select the Distributor option, the system will auto-populate the address fields in section 5. These fields will not be editable.
- If you selected the Manufacturer option but you did not enter the Contact Name and Phone Number in Section 1, you will not be able to proceed with the application process. You can go
back to Section 1 of the application and enter the Contact Name and Phone Number or you can select Distributor or Other as an option.

- If you did not enter any information in Section 2 (Exporter Information), the Distributor option will not be available.

**Send Certificate Via**

This section is required.

You will need to select the Carrier Name. If you have selected a Carrier other than US Mail, you will need to provide the Account Number for that specific Carrier. See Figure 16 below.

**NOTE:** Based on the certificate type selected, the Carrier Name list may change.

**Figure 16:**

![Figure 16](image)

**Fees**

This section is required.

Please enter the number of certificates you are requesting. The total amount will be auto-calculated. See Figure 17 below.

**Figure 17:**

![Figure 17](image)
Labels

The Certificate Application Process requires you to attach at least one label to each product if the certificate type you selected is one of the following:

- Dietary Supplements
- Medical Foods
- Foods for Special Dietary Use

You may upload images of your labels using any of the following formats: jpg, doc, docx, txt, xls, xlsx, pdf, gif or rtf. See Figure 19 below.

Figure 19:

For each product, select the “Browse” button to search for the location (on your computer or external device) of the images of your labels. Select the filename that corresponds to your label file and click on the “Upload” button.

The system will display the file name and file size at the bottom of section 8. The file size is displayed as there is a 50 Megabyte (MB) total limitation per application.

If you reach the limit, try to save the file as a smaller file size or lower quality (e.g. reduced sized PDF). Please do not send a hardcopy file via mail.

Figure 20:

You will also have the ability to remove a label associated to a product. Click on the Add/Remove Label button after selecting the product as shown in Figure 21.
Once all labels have been uploaded for each product, click on “Continue” to proceed to the next section.

**NOTE:** You will not be able to proceed until each product has at least one attached file.

### Verification

This section is auto-populated with the contact information associated to the account used to log into the CAP application. You must read the verification statement and select the “I Agree” checkbox in order to continue with the application process. See **Figure 22** below. If this information is incorrect, you will need to Save & Exit the application and make the necessary updates to your Online Administration Account.

Click on “Continue” to proceed to the Final Review Screen.
Review Screen

The system will display the entire application broken out by section. See Figure 23 below. You may choose to modify a section by clicking on the adjacent “Edit” button. The system will re-display the data entry screen corresponding to your chosen section. You may update each section as needed. Select the “Review Changes” button to return back to the Review Screen. The application will now display the changes.

**NOTE:** If you add more products in section 3, the system will not display the “Review Changes” button. You will need to proceed to the next sections accordingly and attach at least one label to the new product or products in section 8.

In the Review Screen, you will also have the option to print your application before submission. Select the “Print Application” button located at the bottom of the Review Screen. A new browser window will open which will allow you to print the application. When you are finished, close the smaller browser pop-up window in order to return to the CAP application.
Figure 23:
When you are ready to submit your application, click on the “Submit” button also located at the bottom of the Review Screen. The system will display a message that your application has been successfully submitted. See Figure 24 below. The system will provide you with an application number. Please save this application number for future reference. The application number will be needed to check the status of your application.

**NOTE:** You will also receive an email notification (sent to the email address or addresses you provided in section 1 and or section 2 of the application) with the application number and a successful submission message.

**Figure 24:**
Modify Application

To modify an application, select “Modify Application” from the list of options on the CAP Home Page. See Figure 1 below.

Figure 1:
Choose how to modify the application

Select one of the options available to modify the application as shown in Figure 2.

Figure 2:

Choose how to modify the application

- Modify a field or fields based on a notification received
- Request additional certificates
- Cancel an application
- Create an application based on existing application

Select the application you want to modify

Based on the option selected in Figure 2, the system will display only those applications that are both associated with this account and in the correct application status. To choose a particular application, select the hyper linked Application Number to view options for modifying that application as shown in Figure 3.

Figure 3:
Navigation buttons for Modify the Application

At the top and bottom of each screen are 3 buttons:

- **Continue** - Go to the next screen and continue modifying the application.
- **Review Changes** - Returns you to the Review Screen page for final review before submission.
- **Cancel & Start Again** - Returns to the Review Screen page. Any updates you have made to the application will be lost.

Modify application based on the notification received

If the application has been set to **Return for Action**, the FDA has determined that your application cannot be processed until you make certain corrections to the application. The system will display the Review Application screen with an Edit button next to each section.

- If your application has been returned for action because you need to update the labels associated with your products, select the Edit button for the Shipment Description section and upload new labels.
- If your application has been returned for action because you need to provide evidence of an inspection or other supporting documents, select the Attach Additional Documents option at the top of the screen.

**See Figure 4 below.** Once you have finished modifying your application, you may resubmit the application. You should see a confirmation page and receive an email notification confirming the update to your application.
Request additional certificates

This option allows you to request for an additional certificate or certificates for an application that is in Received, Accepted, Updated Pending review, Pending review status for non OCAC offices. This option allows you to request for an additional certificate or certificates for an application that is in Pending review, Under Review, Return for Action, Return for Action Hold, Status Pending Rejection, and Pending Complete for OCAC. The system will allow you to modify Section 7 of an existing application. This is the section where you can enter additional certificates you would like to request. All other sections of the application will not be editable. In addition, you will not be able to request additional certificates if the application is more than six months old. See Figure 5 below.
Figure 5: Certificates of Free Sale

Please review your application. If all information is correct, select the Submit button below. To make changes to a section, select the Edit button for that section.

Date: 04/07/2016
Created Date: 04/07/2016
Application Status: Received
Certificate Type: Food

<table>
<thead>
<tr>
<th>SECTION 1</th>
<th>FOOD MANUFACTURER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER NAME: The J. C. Smith Co.</td>
<td></td>
</tr>
<tr>
<td>DOING BUSINESS AS NAME: Test Doing Business as name Test</td>
<td></td>
</tr>
<tr>
<td>STATE LICENSE/REGISTRATION NUMBER: 10013855120</td>
<td></td>
</tr>
<tr>
<td>ADDRESS LINE 1: 471 S Highway 16</td>
<td></td>
</tr>
<tr>
<td>ADDRESS LINE 2:</td>
<td></td>
</tr>
<tr>
<td>CITY: San Saba</td>
<td></td>
</tr>
<tr>
<td>ZIP/POSTAL CODE: 79377</td>
<td></td>
</tr>
<tr>
<td>CONTACT PHONE: 1325 3725788</td>
<td></td>
</tr>
<tr>
<td>CONTACT PERSON: John Doe</td>
<td></td>
</tr>
<tr>
<td>STATE OR PROVINCE: Texas</td>
<td></td>
</tr>
<tr>
<td>COUNTRY: UNITED STATES</td>
<td></td>
</tr>
<tr>
<td>CONTACT FAX: 1325 3723737</td>
<td></td>
</tr>
<tr>
<td>CONTACT EMAIL: <a href="mailto:sbc@food.com">sbc@food.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2</th>
<th>EXPORTING COMPANY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPORT COMPANY NAME: Test Organic Food production and Testing Quality INC</td>
<td></td>
</tr>
<tr>
<td>STATE LICENSE/REGISTRATION NUMBER:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS LINE 1: 11820 Parklawn Dr</td>
<td></td>
</tr>
<tr>
<td>ADDRESS LINE 2:</td>
<td></td>
</tr>
<tr>
<td>CITY: Rockville</td>
<td></td>
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<tr>
<td>ZIP/POSTAL CODE: 20852</td>
<td></td>
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<tr>
<td>CONTACT PHONE: 1703 8561832</td>
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</tr>
<tr>
<td>CONTACT PERSON: John Doe</td>
<td></td>
</tr>
<tr>
<td>STATE OR PROVINCE: Maryland</td>
<td></td>
</tr>
<tr>
<td>COUNTRY: UNITED STATES</td>
<td></td>
</tr>
<tr>
<td>CONTACT FAX:</td>
<td></td>
</tr>
<tr>
<td>CONTACT EMAIL: <a href="mailto:abo@food.com">abo@food.com</a></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 3</th>
<th>SHIPMENT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>Common Name</td>
</tr>
<tr>
<td>test</td>
<td>test</td>
</tr>
<tr>
<td>test2</td>
<td>test flavor name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 4</th>
<th>INTENDED DESTINATION OF SHIPMENT (COUNTRY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF COUNTRY OR COUNTRIES: ARGENTINA, ANTIGUA AND BARBUDA, BELIZE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 5</th>
<th>SEND CERTIFICATE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY TO WHICH FDA SHOULD SEND THE CERTIFICATE (Mark one):</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Distributor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 6</th>
<th>SEND CERTIFICATE VIA</th>
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</thead>
<tbody>
<tr>
<td>CARRIER NAME: US Mail</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT NUMBER: (If applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 7</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of Certificate: 0</td>
<td></td>
</tr>
<tr>
<td>Total fee for 0 certificates: 0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 8</th>
<th>LABELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABEL(S):</td>
<td></td>
</tr>
<tr>
<td>File Name</td>
<td></td>
</tr>
<tr>
<td>1480848572707_Supplemental_attachment.jpg</td>
<td></td>
</tr>
<tr>
<td>1480848497356_ApprovLatter.jpg</td>
<td></td>
</tr>
</tbody>
</table>
Select the "Edit" button for Section 7 to request for additional certificates. Enter the number of additional certificates you are requesting, and then select “Continue.” The system re-displays your application showing the new number of requested certificates. Click on “Submit” to request the additional certificates. The system will display a message that your application was successfully submitted.

Create an application based on the existing application

This option allows you to copy or “clone” any existing application (regardless of application status).

**NOTE:** Be sure to remember that each application is based on the Registration Number and PIN. You will **NOT** be able to edit the manufacturing name and address in section 1 of the application. Also, you will not be able to change the certificate type when cloning from an existing application. Therefore, it is important to know the facility (Registration Number and PIN) and certificate type for the application that you will be cloning.

Once you have identified and selected the application you wish to clone, the system will display the application with an Edit button next to each section as shown in Figure 5. Click on the “Edit” button next to the section you wish to modify. Make the necessary changes to each section (if necessary).

When you have updated all sections, click on the “Submit” button. The system will save your changes as a new application and provide you with a new Application Number. The system will provide an additional email notification confirmation with application details.
Cancel Application

This option allows you to 'cancel' the application that is in 'Return for Action 'status. The system will display the applications associated to your account. Once you click on the hyperlink the system will provide a warning before cancelling the application.

Figure 25:
Search Application

To search for applications, choose "Search Application" from the CAP Home Page (See Figure 1 below).

Figure 1:

Use the Search Application option to search your applications by various criteria. Once you have found the application you are searching for, you can modify the application, request additional certificates, or simply review the application.

Use this function to search your application by application information such as Registration Number, PIN, application number, or exporter name.

**Note:** You must enter at least one search criteria to find your application.

You can search using any or all of the following fields as shown in Figure 3:

- **Registration Number** – The FURLS Food Facility Registration Number
- **PIN** – The Personal Identification Number associated with the Registration Number. The Registration Number and PIN must both be entered to search for all applications associated with this FURLS registration.
- **Application Number** - Enter the application number you wish to search for
- **Exporter's Name** - Enter all or initial part of the Exporters’ Name
- **Application Status** – Current status of an application

Figure 2:
Press "Submit" button.

**Search Results**

The system will display the results which correspond to your search. See Figure 3 below.

**Figure 3:**

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Date Of Application</th>
<th>Status</th>
<th>Certificate Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>147</td>
<td>2012-05-24 16:04:55.0</td>
<td>Printed</td>
<td>Landfood</td>
</tr>
</tbody>
</table>

The system displays the application number, the manufacturer name, the date the application was created (Date of Application), the Status, and the date the application was re-submitted if it was modified or corrected. If the application was not modified or corrected, the Date of Submission/Resubmission will be the same as the Date of Application.
You can use the up and down arrows in the column headings to sort the application list in ascending or descending order.

To view an application, select the Application Number hyperlink. Once the application is displayed, you can print a copy of it.

To modify an application, select the radio button to the left of the Application Number, and choose Modify Application.

To request additional certificate, select the radio button to the left of the Application Number, and choose Request Additional Certificate.

See the Modify Application or Request Additional Certificate help for more information on how to use these features after a search.
Print Application

To print the application, choose "Print Application" from the CAP Home Page.

The system will display all applications you have submitted that are available to print as show in Figure 1.

Figure 1:

Select the application by clicking on the Application Number hyperlink. The system will display the application as it will appear when printed.

Choose the “Print” button to print the application.