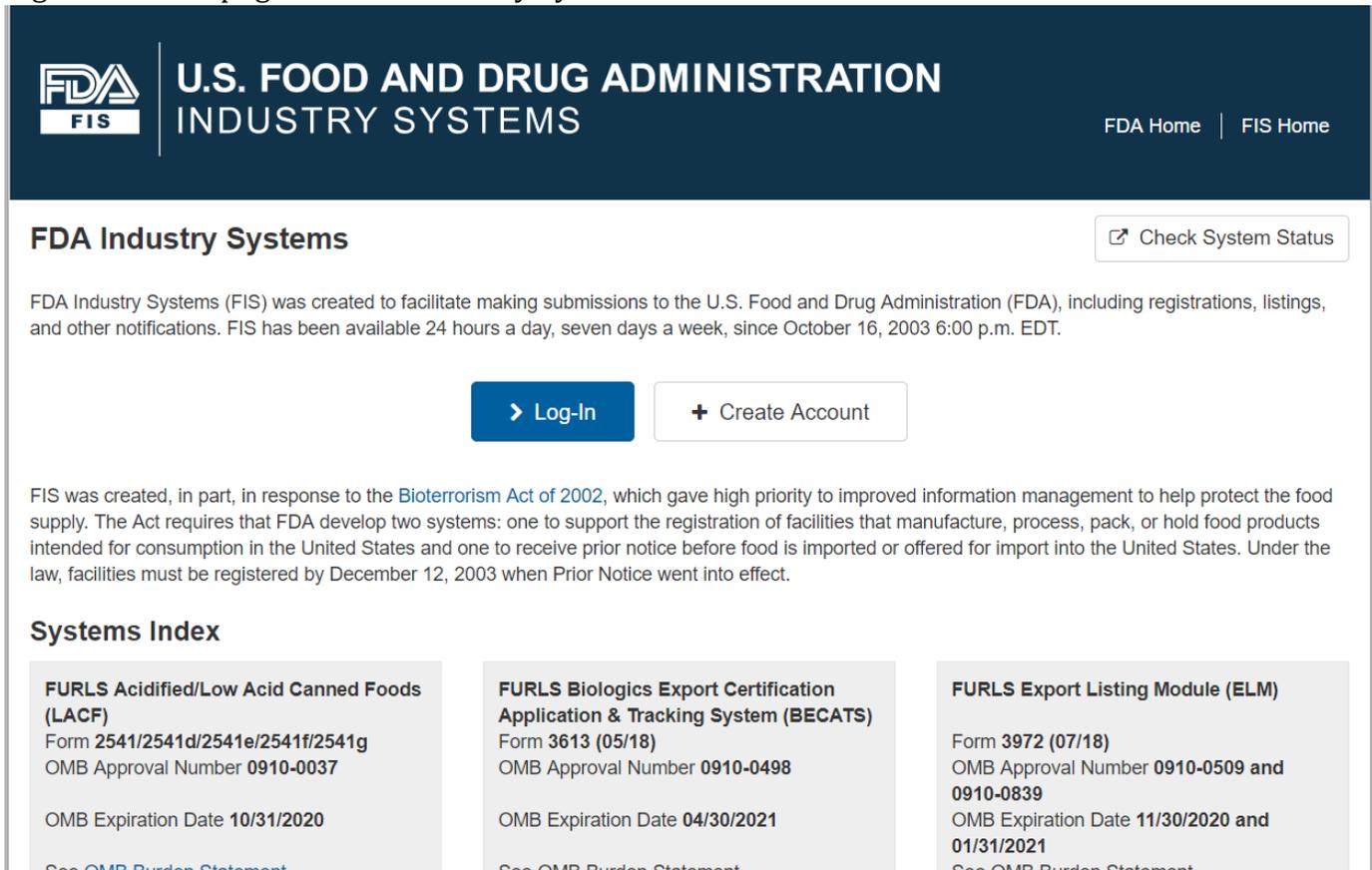# FDA EXPORT CERTIFICATION PROGRAM FOR FOOD

INSTRUCTIONS FOR FOREIGN GOVERNMENT OFFICIALS

Foreign government officials may verify the authenticity of export certificates issued by the U.S. Food and Drug Administration's (FDA) Center for Food Safety and Applied Nutrition (CFSAN) via the CFSAN Export Certification Application and Tracking System (CFSAN eCATS). Foreign government officials must create an FDA Industry System (FIS) account in order to access CFSAN eCATS. Please review the instructions below for step-by-step instructions on creating an account and using this system.

Creating an FDA Industry Systems Account

Figure 1: Homepage for FDA Industry Systems

The FDA Industry Systems are available at https://www.access.fda.gov/. To create an FDA Industry Systems account, click on the "+ Create Account" button from the FDA Industry Systems homepage.

Figure 2: Requesting Access to CFSAN eCATS

In Step 1, select CFSAN eCATS as the system you need to access and select "Yes" when asked "Are you a Foreign Government Official?". Click the "Continue" button at the bottom of the page to proceed.

Figure 3: Account Information

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

Create New Account

Create New Account

Step 2: Enter Your Account Information

2A: Point of Contact Information

First Name

Middle Initial *(Optional)*

Optional

Last Name / Surname

Job Title

Government Agency

Unit / Organization

Web Address *(Optional)*

(Example: http://www.name.domain or http://name.domain)

Phone Number

| Country | Area | Telephone | Ext |
| Country | Area | Phone Number | Extension |

Phone/FAX numbers have only numbers with no spaces, dashes, periods or parentheses. Country code is not required for US phone numbers.

FAX Number *(Optional)*

| Country | Area | Fax Number |
| Country | Area | Fax Number |

2C: Physical Address (Business) of Account Holder

Country / Area

Please Select Country

Address Line 1

Address Line 2 *(Optional)*

Optional

City

State / Province / Territory

Please Select

Zip Code (Postal Code)
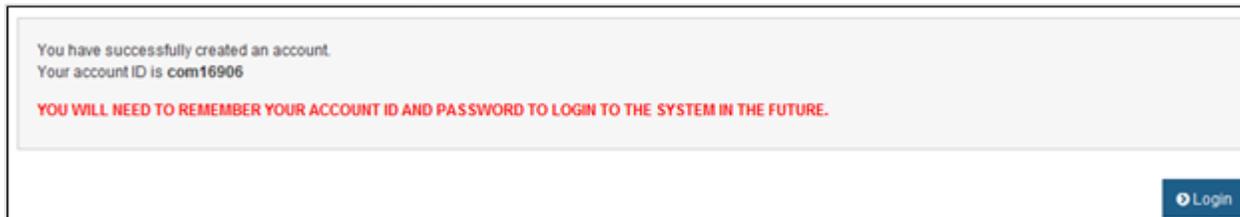
Supervisor Information

First Name

Middle Initial *(Optional)*

Optional

Last Name / Surname

In Step 2, complete all required fields. To expedite the account verification process, please use your government email address and provide the contact information for your government supervisor. You will be asked to review all entered information before you submit.

Figure 4: Confirmation Message

You have successfully created an account.
Your account ID is **com16906**

YOU WILL NEED TO REMEMBER YOUR ACCOUNT ID AND PASSWORD TO LOGIN TO THE SYSTEM IN THE FUTURE.

Login

After submitting your application, you will be provided with an account ID. You will not be able to use your account ID until your account is activated by the Export Certification Team at CFSAN. You will receive an email notification when your account has been activated.

Activation of Accounts for Foreign Government Officials

FDA will activate all requests for foreign government official accounts if the official uses their government email address (.gov) when they create an FIS account.

If the FIS account is not associated with a government email address, the requestor should ask their country's embassy in the United States to send an email verifying your employment with a government agency to CFSANExportCertification@fda.hhs.gov.

Logging in to CFSAN eCATS to Verify Authenticity of Export Certificates

Figure 5: Homepage for FDA Industry Systems

Once your account has been activated, you may log in to the FDA Industry Systems from the homepage at https://www.access.fda.gov/. Click on the "> Log-In" button.

Figure 6: FDA Industry Systems Login Page

Enter your Account ID and Password and click the "Login" button.

Figure 7: Accessing CFSAN eCATS

Click on the link for the CFSAN Export Certification Application and Tracking System (CFSAN eCATS).

Figure 8: CAP Main Menu – Authenticate Certificate
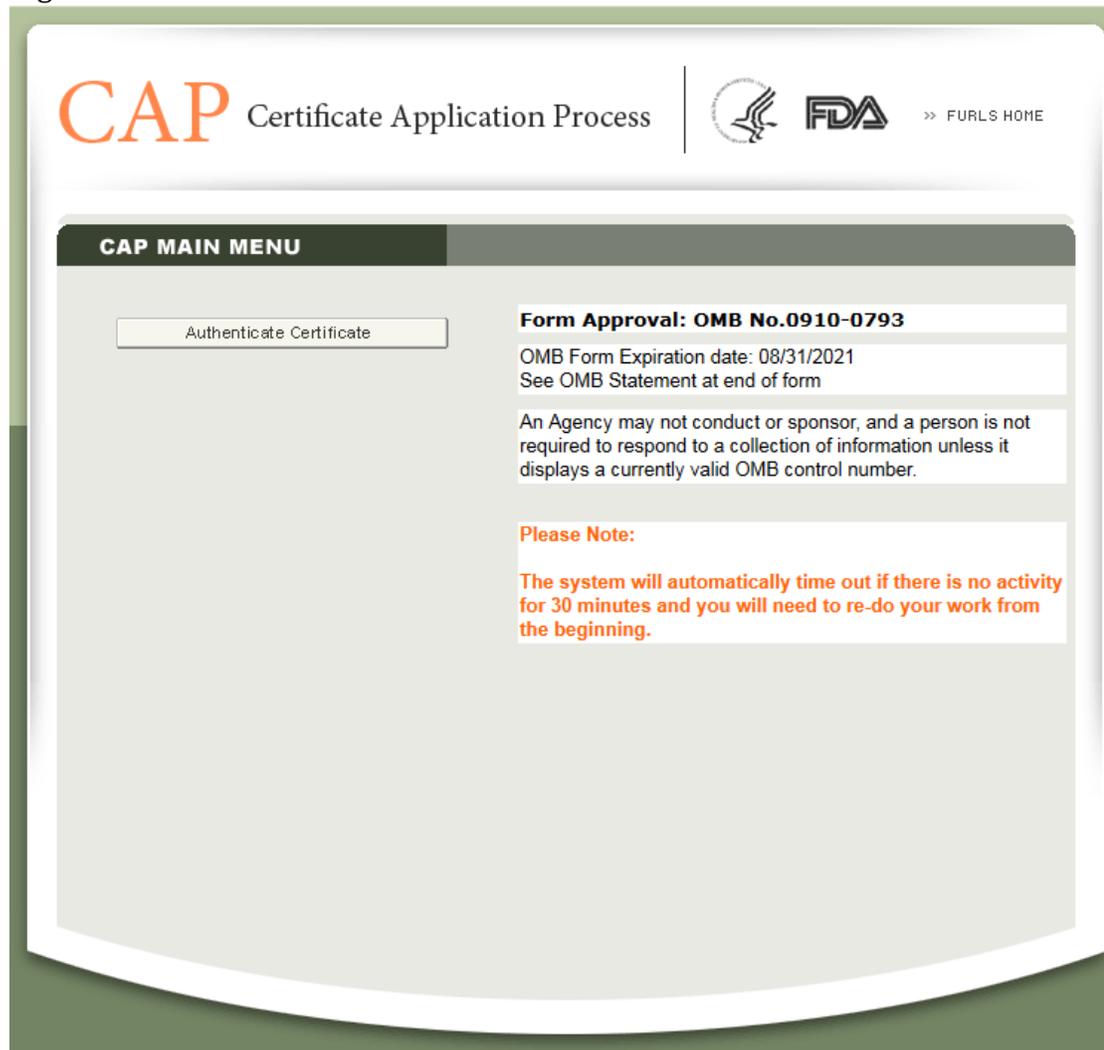
After clicking on the link to the CFSAN Export Certification Application and Tracking System (CFSAN eCATS), you will be directed to the CAP Main Menu. Select the "Authenticate Certificate" button.

Figure 9: Authenticate Certificate – Enter Unique Identifier

Enter the 8-digit unique identifier (ID) from the certificate and click the "Verify" button. If the unique identifier is valid, the system will open a PDF copy of the original certificate issued by FDA/CFSAN. If the unique identifier is not valid, you will get an error message.

If you have any questions or if you believe you have received a fraudulent certificate, please contact FDA at CFSANExportCertification@fda.hhs.gov.