

COSMETICS *DIRECT*

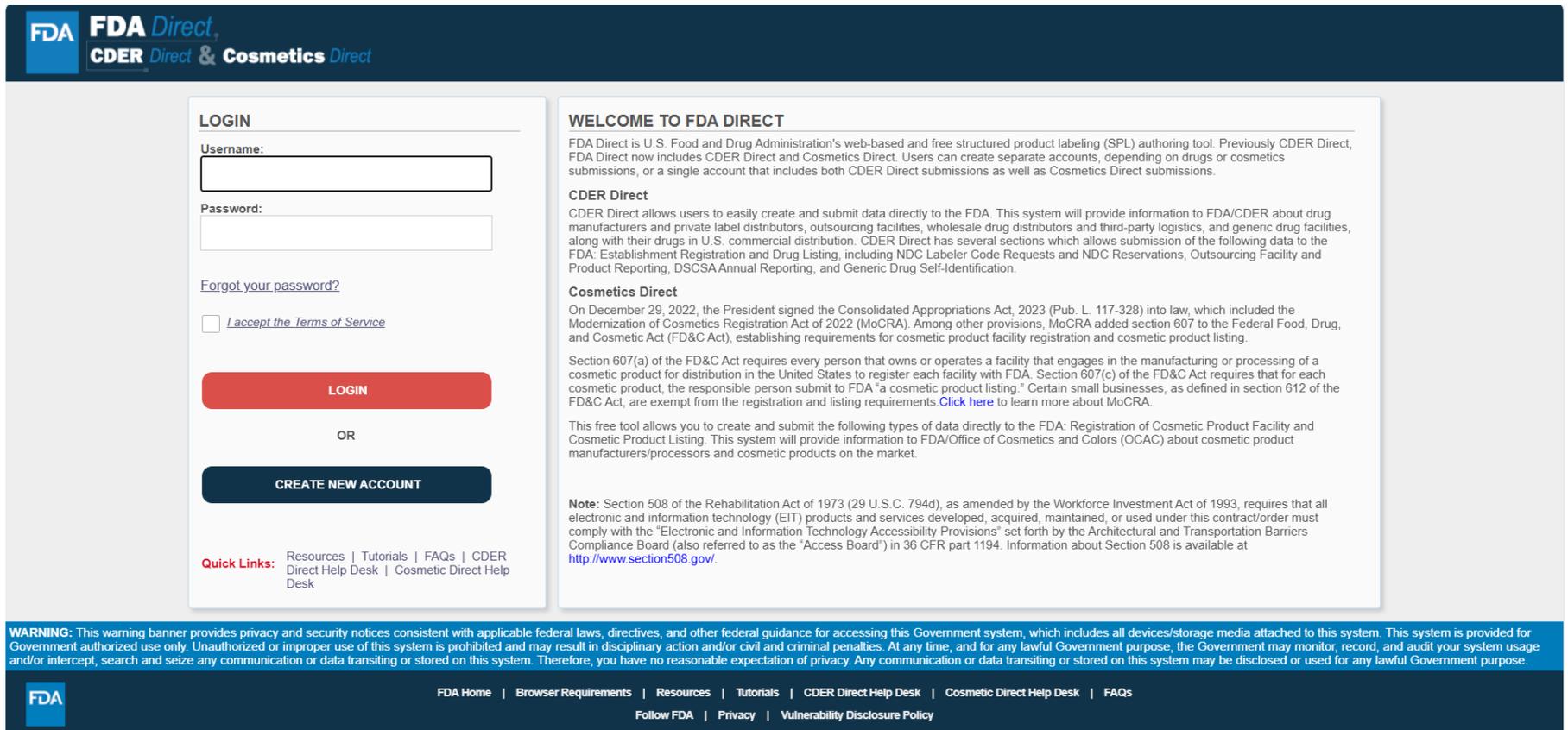
Facility Registration Tutorial

February 2026

Welcome to the Cosmetics Direct Facility Registration Tutorial

This guide provides the essential information you need to register, renew, update and/or cancel a facility registration using Cosmetics Direct.

For technical support, email the eRLC Help Desk at CosmeticsDirect@fda.hhs.gov.



The screenshot shows the FDA Direct login interface. On the left is a login form with fields for Username and Password, a 'Forgot your password?' link, a checkbox for 'I accept the Terms of Service', and buttons for 'LOGIN' and 'CREATE NEW ACCOUNT'. Below the form are 'Quick Links' for Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right is a 'WELCOME TO FDA DIRECT' section with introductory text, sections for 'CDER Direct' and 'Cosmetics Direct', and a 'Note' about Section 508 of the Rehabilitation Act of 1973. A blue warning banner at the bottom contains privacy and security notices. The footer includes navigation links for FDA Home, Browser Requirements, Resources, Tutorials, CDER Direct Help Desk, Cosmetic Direct Help Desk, FAQs, Follow FDA, Privacy, and Vulnerability Disclosure Policy.

Click [here](#) to access the FDA Direct portal.

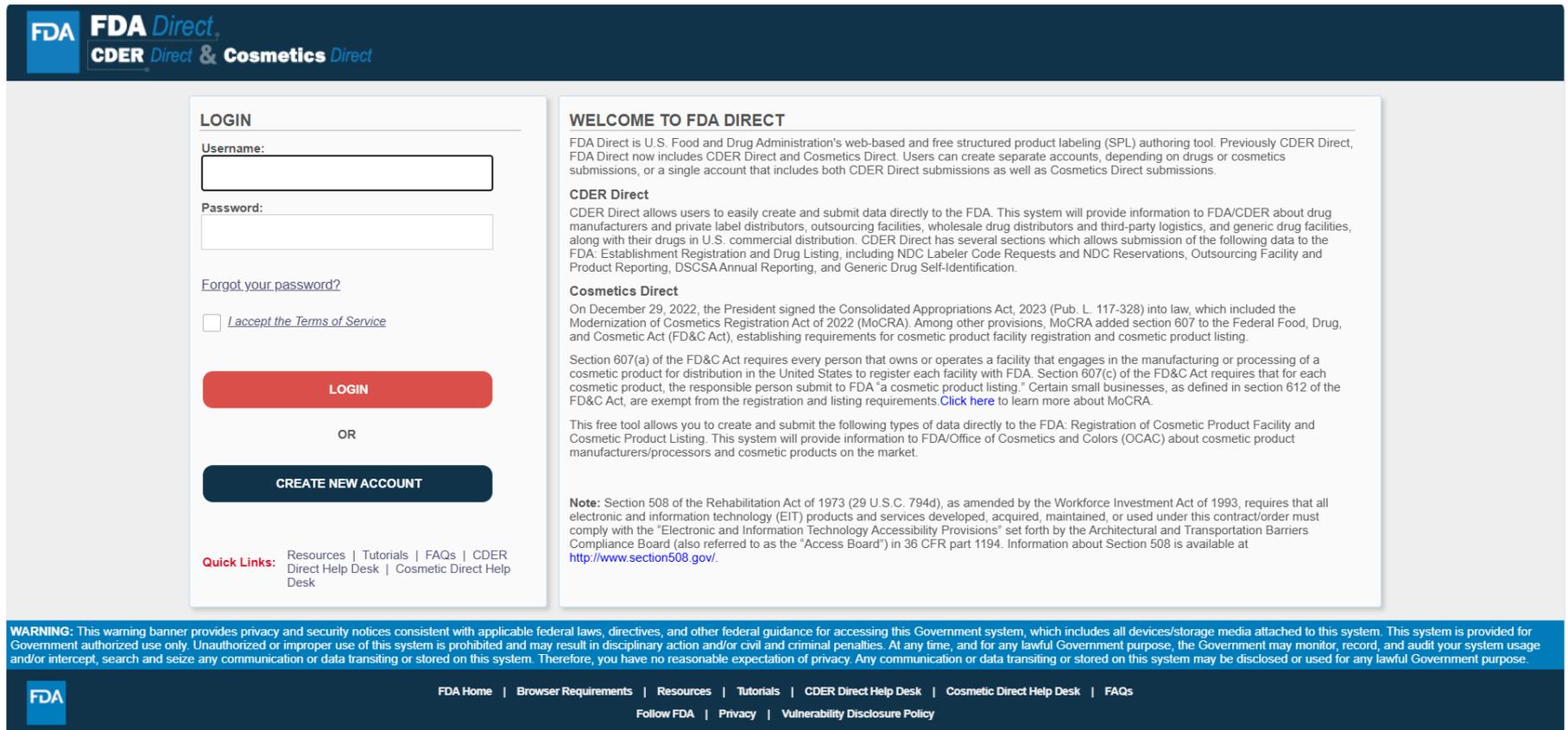
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REGISTERING A NEW COSMETIC PRODUCT FACILITY

Step 1. Navigate to Cosmetics Direct via <https://direct.fda.gov>.

Step 2. Enter your log-in credentials, accept the terms of service, and click ‘**LOGIN**’.



The screenshot shows the FDA Direct login interface. On the left, there is a 'LOGIN' section with fields for 'Username:' and 'Password:'. Below these fields are links for 'Forgot your password?' and a checkbox for 'I accept the Terms of Service'. There are three buttons: a red 'LOGIN' button, an 'OR' separator, and a dark blue 'CREATE NEW ACCOUNT' button. At the bottom left of the login section are 'Quick Links' for Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right, a 'WELCOME TO FDA DIRECT' section provides an overview of the system, including information about CDER Direct and Cosmetics Direct, and a note regarding Section 508 of the Rehabilitation Act of 1973. A blue warning banner at the bottom of the page contains text about privacy and security notices.

WARNING: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the Government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Step 3. Select ‘Registration of Cosmetic Product Facility’.

All Submissions **Registration of Cosmetic Product Facility**

COSMETIC REGISTRATION AND LISTING

Registration of Cosmetic Product Facility

Cosmetic Product Listing

ESTABLISHMENT REGISTRATION & DRUG LISTING

Establishment Registration

NDC Labeler Code Request

REGISTRATION OF COSMETIC PRODUCT FACILITY

For assistance with validation errors in Cosmetics Direct, contact cosmeticsdirect@fda.hhs.gov. For general questions regarding electronic registration of cosmetic product facilities, contact eRLC@fda.hhs.gov.

A summary of registration information for cosmetic product facilities is provided below. For more information, please also refer to: [Registration & Listing of Cosmetic Product Facilities and Products](#).

In general, every person that owns or operates a facility that engages in the manufacturing or processing of a cosmetic product for distribution in the United States must register each facility (section 607(a)(1) of the FD&C Act). Please refer to FDA's guidance document for the description of "facility" and exemptions, such as for "small business" in the registration context: [Guidance for Industry: Registration and Listing of Cosmetic Product Facilities and Products](#). For more information, please also refer to: [Registration & Listing of Cosmetic Product Facilities and Products](#).

To facilitate the registration process, the owner or operator of a facility will need to obtain an FEI number before submitting the facility registration. To determine if an entity already has an FEI number, please refer to the [FEI Search Portal](#). If your firm does not have an FEI number assigned by FDA, see [How can I request an FEI?](#) at [FEI Search Portal \(fda.gov\)](#).

Step 4. Click on ‘CREATE NEW/UPLOAD FILE’.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE	LAST MODIFIED USER	LAST MODIFIED DATE
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef2d04a-626f-4a62-e063-6b94af0ae217	cmxxxxxxx.xxxxxx@direct	15	Test Facility A	1000181428	CURRENT	16-SEP-27	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 17:35:08
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef265cb-b5f6-0922-e063-6b94af0a322b	cmxxxxxxx.xxxxxx@direct	14	Test Facility B	1000181428		-	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 17:04:09
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef24cf6-aff3-1e13-e063-6a94af0a4183	cmxxxxx.xxxxxx@direct	13	Test Facility C	1000181428		-	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 16:58:08
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef17092-099c-3c7c-e063-6a94af0a6af5	cmxxxxxxx.xxxxxx@direct	12	Test Facility D	1000181428		-	COSMETIC FACILITY REGISTRATION		16-SEP-2025 16:38:08

Note: A user can upload an existing Cosmetic Product Facility Registration SPL (Structured Product Labeling), a ZIP file that contains the .xml file. SPL is a document markup standard approved by Health Level Seven (HL7) and adopted by FDA as a mechanism for exchanging product and facility information. For more information regarding SPL, utilize the SPL Resources link provided under SELF-HELP.

Step 5. To upload a Cosmetic Product Facility Registration SPL File, click on ‘**Import an existing Cosmetic Product Facility Registration SPL**’ and then ‘**CONTINUE**’.

CREATE NEW REGISTRATION OF COSMETIC PRODUCT FACILITY

Create a new Cosmetic Product Facility Registration using a blank form

Import an existing Cosmetic Product Facility Registration SPL

Note: To update an existing submission, click on CANCEL and SELECT a submission with the status SUBMISSION ACCEPTED from the table in the prior page / Dashboard.

CONTINUE CANCEL

Step 6. Select ‘**Registration of Cosmetic Product Facility File**’. Locate and select the Registration of Cosmetic Product Facility File zip file to upload into Cosmetics Direct and click ‘**UPLOAD**’.

UPLOAD REGISTRATION OF COSMETIC PRODUCT FACILITY FILE

 **Registration of Cosmetic Product Facility File**
Select a file or drop one here.

Note: Please upload a zip file that contains the SPL file with the name as the root id followed by ".xml" and any associated image files that are referenced in the xml whose names end in '.jpg'.

UPLOAD CANCEL

Upload a File Example: This is an example of a zip file. Please ‘**UPLOAD**’ a zip file that contains the SPL file with the name as the root id followed by ‘.xml’.

UPLOAD REGISTRATION OF COSMETIC PRODUCT FACILITY FILE



2e5da386-f80b-5169-e063-6294a90a791e.zip



1.56 KB

Note: Please upload a zip file that contains the SPL file with the name as the root id followed by ".xml" and any associated image files that are referenced in the xml whose names end in '.jpg'.

UPLOAD

CANCEL

Zip File Example: An example to what an .xml format could look like.

```

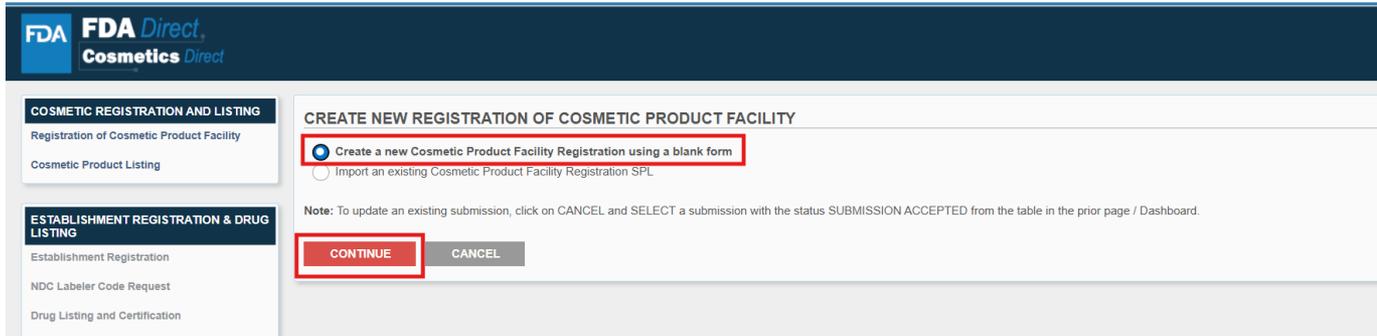
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet href="https://www.accessdata.fda.gov/spl/stylesheet/spl.xsl" type="text/xsl"?>
<document xmlns="urn:hl7-org:v3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:hl7-org:v3 https://www.accessdata.fda.gov/spl/schema/spl.xsd">
  <id root="fd8c4f0b-ca3b-82e2-e053-6394a90aa8de"/>
  <code code="51725-0" codeSystem="2.16.840.1.113883.6.1" displayName=" FACILITY
REGISTRATION"/>
  <effectiveTime value="[DATE]"/>
  <setId root="fd8c4f0b-ca3a-82e2-e053-6394a90aa8de"/>
  <versionNumber value="1"/>
  <author>
  <time/>
  <assignedEntity>
  <representedOrganization>
  <assignedEntity>
  <assignedOrganization>
  <id root="1.3.6.1.4.1.519.1" extension="314988747"/>
  <name>[COMPANY'S NAME] </name>
  <contactParty>
  <addr>
  <streetAddressLine>[ENTRY THE STREET ADDRESS] </streetAddressLine>
  <city>[ENTRY CITY NAME] </city>
  <postalCode>[ENTRY POSTAL CODE] </postalCode>
  <country>[ENTRY COUNTRY NAME] </country>
  </addr>
  <telecom value="tel:[ENTRY PHONE NUMBER]"/>
  <telecom value="[ENTRY EMAIL ADDRESS]"/>
  <contactPerson>
  <name>[ENTRY FULL NAME] </name>
  </contactPerson>
  </contactParty>
  </assignedEntity>

```

Step 7: Proceed to Slides [#11](#) through [#16](#) and update the submission details by following the instructions.

Step 8: Submit the SPL to FDA by following the instructions provided on Slide [#17](#).

Step 9. To ‘Create a new Cosmetic Product Facility Registration using a blank form’, select that option and then click ‘CONTINUE’.



FDA Direct Cosmetics Direct

COSMETIC REGISTRATION AND LISTING
 Registration of Cosmetic Product Facility
 Cosmetic Product Listing

CREATE NEW REGISTRATION OF COSMETIC PRODUCT FACILITY

Create a new Cosmetic Product Facility Registration using a blank form
 Import an existing Cosmetic Product Facility Registration SPL

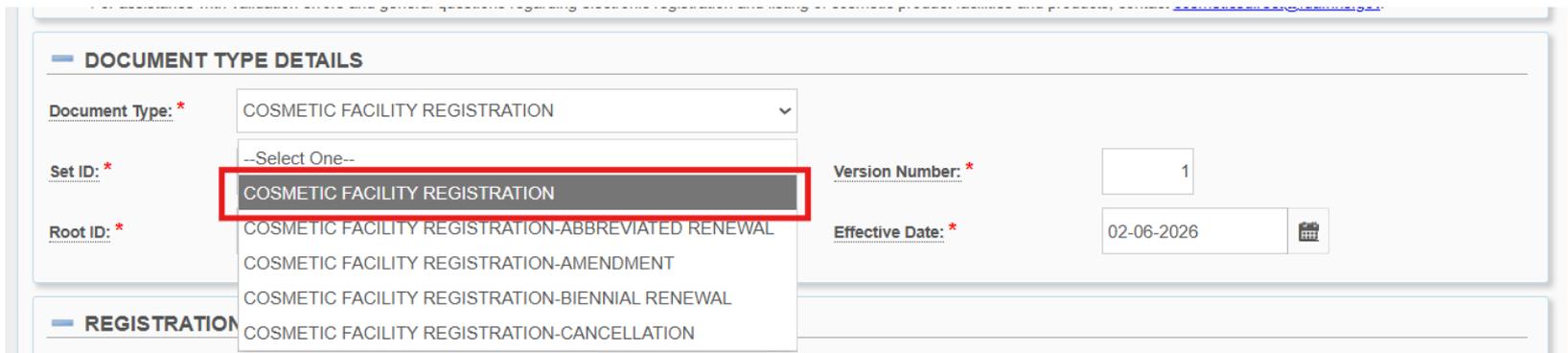
Note: To update an existing submission, click on CANCEL and SELECT a submission with the status SUBMISSION ACCEPTED from the table in the prior page / Dashboard.

CONTINUE CANCEL

ESTABLISHMENT REGISTRATION & DRUG LISTING
 Establishment Registration
 NDC Labeler Code Request
 Drug Listing and Certification

Step 10. The ‘DOCUMENT TYPE’ drop-down menu automatically defaults to ‘COSMETIC PRODUCT FACILITY REGISTRATION’. The other information under ‘DOCUMENT TYPE DETAILS’ (Set ID, Root ID, Version Number, Effective Date) will automatically populate.

NOTE: The effective date is the date the submission is created, which can be edited by users until the SPL is submitted and accepted by FDA. However, the system will only use the actual registration date accepted by FDA. It also provides a date reference to the SPL version. Select the date by clicking on the calendar icon.



DOCUMENT TYPE DETAILS

Document Type: * COSMETIC FACILITY REGISTRATION

Set ID: * --Select One--
 COSMETIC FACILITY REGISTRATION

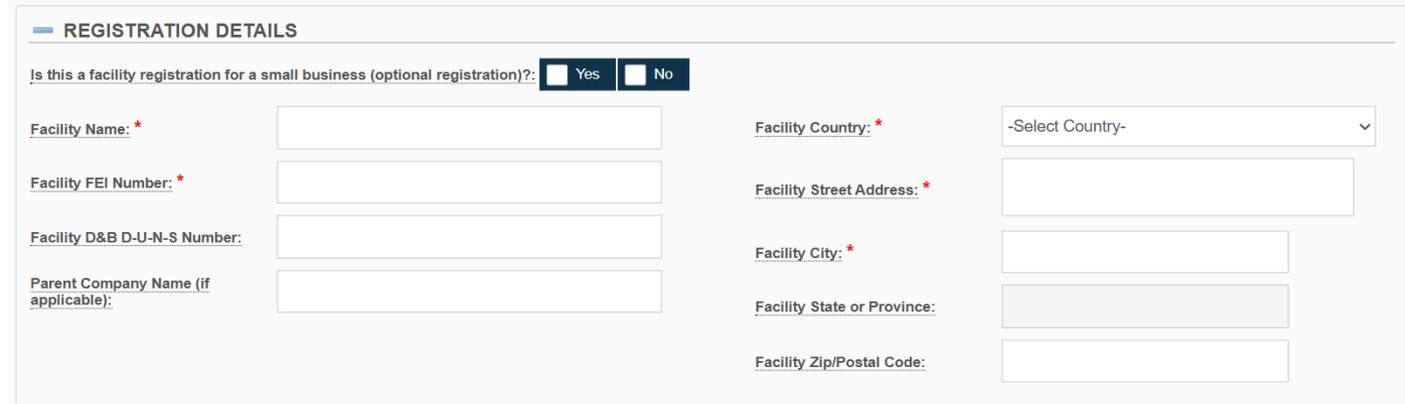
Root ID: * COSMETIC FACILITY REGISTRATION-ABBREVIATED RENEWAL
 COSMETIC FACILITY REGISTRATION-AMENDMENT
 COSMETIC FACILITY REGISTRATION-BIENNIAL RENEWAL
 COSMETIC FACILITY REGISTRATION-CANCELLATION

Version Number: * 1

Effective Date: * 02-06-2026

REGISTRATION

Step 11. Enter the information for **‘REGISTRATION DETAILS’**.



REGISTRATION DETAILS

Is this a facility registration for a small business (optional registration)?: Yes No

Facility Name: *

Facility FEI Number: *

Facility D&B D-U-N-S Number:

Parent Company Name (if applicable):

Facility Country: *

Facility Street Address: *

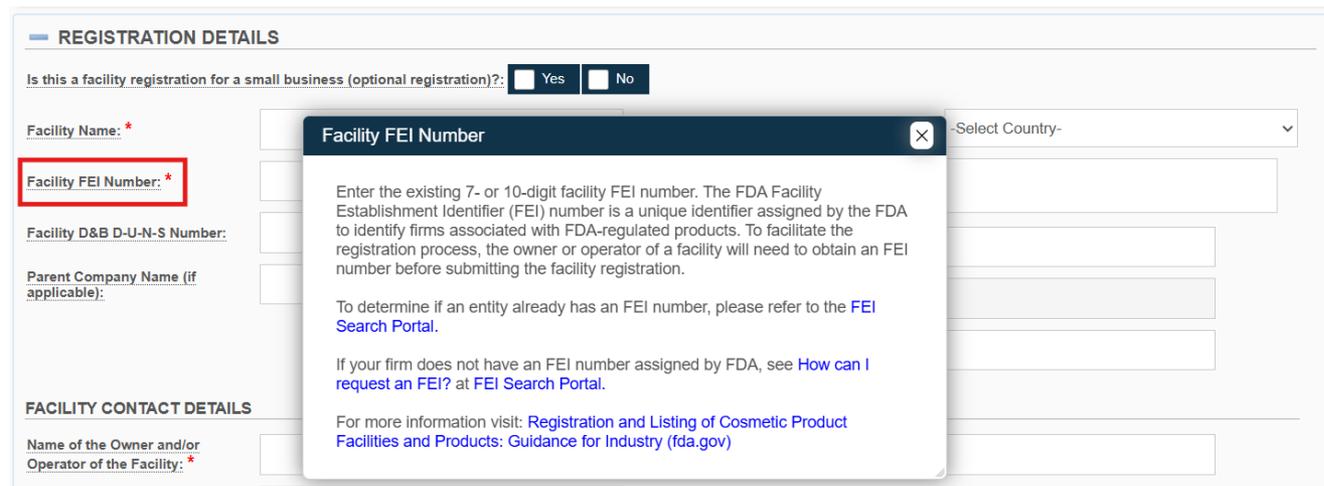
Facility City: *

Facility State or Province:

Facility Zip/Postal Code:

Quick Tip! Clicking on a field name that has a dotted underline will bring up ‘Help Text’ to provide more information.

Fields with the red asterisk (*) are required.



REGISTRATION DETAILS

Is this a facility registration for a small business (optional registration)?: Yes No

Facility Name: *

Facility FEI Number: *

Facility D&B D-U-N-S Number:

Parent Company Name (if applicable):

Facility Country: *

Facility Street Address: *

Facility City: *

Facility State or Province:

Facility Zip/Postal Code:

Facility FEI Number ✕

Enter the existing 7- or 10-digit facility FEI number. The FDA Facility Establishment Identifier (FEI) number is a unique identifier assigned by the FDA to identify firms associated with FDA-regulated products. To facilitate the registration process, the owner or operator of a facility will need to obtain an FEI number before submitting the facility registration.

To determine if an entity already has an FEI number, please refer to the [FEI Search Portal](#).

If your firm does not have an FEI number assigned by FDA, see [How can I request an FEI?](#) at [FEI Search Portal](#).

For more information visit: [Registration and Listing of Cosmetic Product Facilities and Products: Guidance for Industry \(fda.gov\)](#)

FACILITY CONTACT DETAILS

Name of the Owner and/or Operator of the Facility: *

Step 12. Enter the information for ‘**FACILITY CONTACT DETAILS**’.

FACILITY CONTACT DETAILS			
Name of the Owner and/or Operator of the Facility: *	<input type="text"/>	Facility Phone Number (Include Country/Area Code): *	<input type="text"/>
Facility Email: *	<input type="text"/>		

Step 13. Enter the information for ‘**U.S. AGENT**’ (for foreign facilities).

NOTE: The U.S. agent is the person, which includes an individual or business entity, that resides in the U.S. or maintains a U.S. place of business and is physically present in the U.S.

US AGENT			
U.S. Agent Name (for foreign facilities): *	<input type="text"/>	U.S. Agent Phone Number (Include Country/Area Code): *	<input type="text"/>
U.S. Agent Email (if not available, enter "N/A"): *	<input type="text"/>	U.S. Agent Phone Extension:	<input type="text"/>

Step 14. To add brand names, click the ‘**Add Brand Name**’ :

FACILITY BRAND NAMES	ADD BRAND NAME
There are currently no Brand Names associated with this facility. To add a Brand Name, select "Add Brand Name".	

Step 15. Enter the information for ‘**BRAND INFORMATION**’. Select the applicable product category or categories for this product name. Each primary product category has a secondary product category. A secondary product category can have a tertiary product category (e.g., Leave on or rinse-off). Click on the plus (+) icon in front of each Primary Product Category to display additional Secondary and/or Tertiary Product Categories (when applicable). Click '**SAVE BRAND**', located at the top right of the page:

SAVE BRAND
RETURN

BRAND INFORMATION

Brand Name of Cosmetic Products: *

Responsible Person (As listed on the label): *

Product Category Code(s) (Select all that apply): *

- + (01) Baby products
- (02) Bath preparations
 - (A) Bath oils, tablets, and salts
 - (B) Bubble baths
 - (C) Bath capsules
 - (D) Other bath preparations
- + (03) Eye makeup preparations (other than children's eye makeup preparations)
- + (04) Children's eye makeup preparations
- + (05) Fragrance preparations
- + (06) Hair preparations (non-coloring)
- (07) Hair coloring preparations Primary Product Category
 - (A) Hair dyes and colors (all types requiring caution statement and patch test)
 - (B) Hair tints
 - + (C) Hair rinses (coloring)
 - (D) Hair shampoos (coloring) Secondary Product Category
 - 1. Leave-on
 - 2. Rinse-off Tertiary Product Category
 - (E) Hair color sprays (aerosol)
 - (F) Hair lighteners with color
 - (G) Hair bleaches
 - (H) Eyelash and eyebrow dyes
 - + (I) Other hair coloring preparations

Step 16. The platform will return to the SPL Submission page with the verification banner ‘Product brand saved.’



In addition, the entered information will be visible under ‘**FACILITY BRAND NAMES**’.

FACILITY BRAND NAMES				ADD BRAND NAME
EDIT	BRAND NAME	RESPONSIBLE PERSON NAME	PRODUCT CATEGORY CODE(S)	
	Testing Brand Name ABC	Jane Doe	• (01) Baby products - (A) Baby shampoos	

1 - 1

To edit the information, select the pencil icon under the ‘EDIT’ column.



Step 17. If you have more brands to add, click ‘**ADD BRAND NAME**’ and repeat steps 15 – 16.

FACILITY BRAND NAMES

There are currently no Brand Names associated with this facility. To add a Brand Name, select "Add Brand Name".

ADD BRAND NAME

Step 18. In the ‘**CONFIRMATION STATEMENT**’ section, fill in the following optional blank fields: Click on the calendar icon to select the date. Enter the full ‘**NAME OF THE SUBMITTER**’. Click ‘**AGREE**’ after reading and understanding the confirmation statement.

PLEASE NOTE: If you enter information into any field in this section, all other fields in the section will also need to be entered.

CONFIRMATION STATEMENT

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information and renew as required under section 607 of the Federal Food, Drug and Cosmetic Act.

WARNING: A willfully false statement is a criminal offense, [U.S. Code, Title 18, Section 1001](#).

I Agree

Date

Name of Submitter



Step 19. If you would like to list additional contact information for an authorized agent, complete the ‘**ADDITIONAL CONTACT INFORMATION FOR AUTHORIZED AGENT**’ section.

— ADDITIONAL CONTACT INFORMATION FOR AUTHORIZED AGENT			
Additional Contact Name:	<input type="text"/>	Phone Number (Include Country/Area Code):	<input type="text"/>
Email:	<input type="text"/>	Phone Extension:	<input type="text"/>

PLEASE NOTE: If you enter information into any field in this section, all other fields in the section will also need to be entered.

Step 20. Return to the top of the SPL Submission page where you can do the following:

- ‘**SUBMIT SPL**’ button will send the submission to FDA for additional validation and processing.



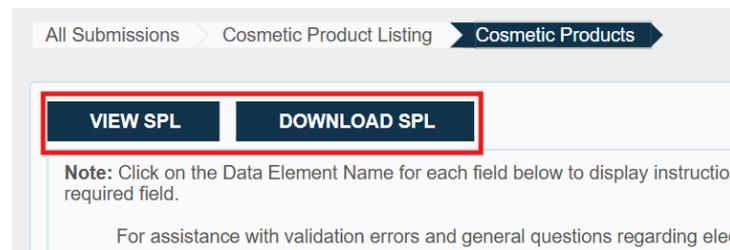
- After clicking on ‘**SUBMIT SPL**’, the submission undergoes an automated, technical validation indicated by the status of ‘**AWAITING ACCEPTANCE**’. In addition, a ‘**SUBMISSION ID**’ will be generated automatically whenever an SPL is submitted to FDA.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
AWAITING ACCEPTANCE	0c52e442-a982-56fc-e063-6b94af0a8dac	0c52e442-a983-56fc-e063-6b94af0a8dac		1	Test Facility A	XXXXXX		-	COSMETIC FACILITY REGISTRATION

- If the submission passes technical validation, the status will change to ‘**SUBMISSION ACCEPTED**’. To view and/or download an accepted submission, click on ‘**SUBMISSION ACCEPTED**’.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
SUBMISSION ACCEPTED	0c52e442-a982-56fc-e063-6b94af0a8dac	0c52e442-a983-56fc-e063-6b94af0a8dac	cmxxxxx.xxxxxx@direct	1	Test Facility A	XXXXXX	CURRENT	10-Feb-28	COSMETIC FACILITY REGISTRATION

- Then click on ‘**VIEW SPL**’ and/or ‘**DOWNLOAD SPL**’.



- If the submission fails technical validation, the status will change to **‘SUBMISSION FAILED’**.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS
SUBMISSION FAILED	2e5da386-f80a-5169-e063-6294a90a791e	39bdda98-0bf7-2666-e063-6b94af0a7713	cmXXXXXXXX.XXXXXXX @direct	3	Test Facility Name	XXXXXXXX	

- Click on **‘SUBMISSION FAILED’** to view and correct the errors identified. Once corrected, click on **‘SUBMIT SPL’** to resubmit the SPL or **‘SAVE AND VALIDATE’** to recheck for errors.

1 ERROR HAS OCCURRED ✕

- If present, the DUNS number along with the facility name and address information must match the DUNS number record in the Dun and Bradstreet database. ([Go to error](#))

- ‘**SAVE AS DRAFT**’ button allows you to save your work, preserving your progress without submitting it to the FDA.



- Clicking ‘**SAVE AS DRAFT**’ from any screen during the process of registering the cosmetic product facility process saves all entered information and redirects you to the homepage. The ‘status will display ‘**DRAFT**’.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
DRAFT	4a14ab77-77ae-4456-e063-6b94af0adddd	4a14ab77-77af-4456-e063-6b94af0adddd		1	Test Facility Name	XXXXXXX		-	COSMETIC FACILITY REGISTRATION

- **‘SAVE AND VALIDATE’**: You can check your SPL for an initial validation before submitting to FDA. This option is only for an initial validation of your SPL before submitting to FDA. It scans for certain errors prior to the actual submission but does not automatically submit your SPL to FDA, even if it passes the initial validation. To submit your data to the FDA, select “Submit SPL”.



- Clicking **‘SAVE AND VALIDATE’** will automatically change the status to **‘VALIDATION IN PROGRESS’**.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
VALIDATION IN PROGRESS	4a14ab77-77ae-4456-e063-6b94af0adddd	4a14ab77-77af-4456-e063-6b94af0adddd		1	Test Facility A	XXXXXX		-	COSMETIC FACILITY REGISTRATION

- Once the system completes the initial validation, the status will change from **‘VALIDATION IN PROGRESS’** to **‘READY FOR SUBMISSION’**. Click **‘READY FOR SUBMISSION’** to proceed.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
READY FOR SUBMISSION	4a14ab77-77ae-4456-e063-6b94af0adddd	4a14ab77-77af-4456-e063-6b94af0adddd		1	Test Facility A	XXXXXX		-	COSMETIC FACILITY REGISTRATION

- This will open the submission. The system will generate a message stating that, ‘**This submission has passed the initial validation but has not been actually submitted to FDA.**’ Click on ‘**SUBMIT SPL**’ to submit.

[EDIT](#) [SUBMIT SPL](#) [<< RETURN](#)

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov.

Note: This submission has passed the initial validation but has not been actually submitted to FDA. Click on "Submit SPL" to submit.

DOCUMENT TYPE DETAILS

Document Type: *	COSMETIC FACILITY REGISTRATION		
Set ID: *	0f17e877-f9d6-69ee-e063-6294a90a2ac9	Version Number: *	2
Root ID: *	205a9fde-856b-a0e9-e063-6a94af0abd67	Effective Date: *	08-23-2024 

- After clicking ‘**SUBMIT SPL**’ the below message will appear:

Your submission has been sent to FDA for additional validation and processing. Check the status of your submission after a few minutes by refreshing the page or logging back into the system. You will also receive an email from FDA when the processing is complete. X

- **‘DELETE’**: Delete will remove the submission from your account.

NOTE: Submissions with the status **‘SUBMISSION ACCEPTED’** cannot be deleted.



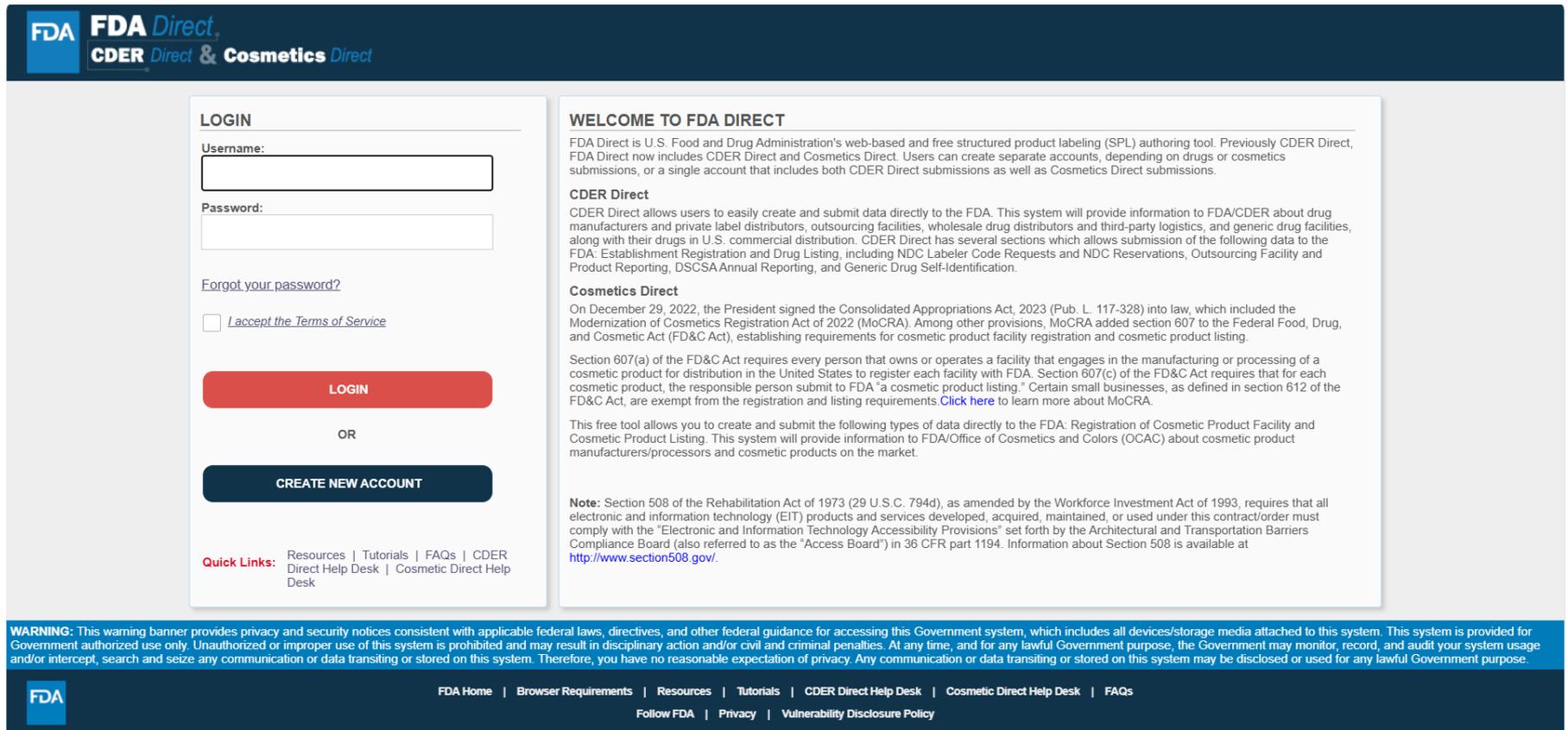
- **‘RETURN’**: Click **‘RETURN’** at any time to return to the Registration of Cosmetic Product Facility main page.



AMENDING A COSMETIC PRODUCT FACILITY REGISTRATION

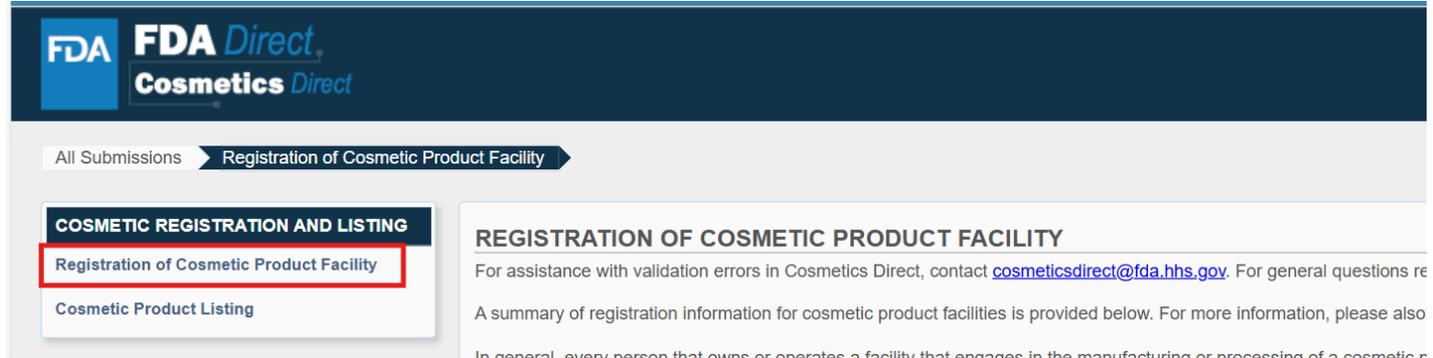
Step 1. Navigate to Cosmetics Direct via <https://direct.fda.gov>.

Step 2. Enter your log-in credentials, accept the terms of service, and click ‘**LOGIN**’.



The screenshot shows the FDA Direct login interface. On the left, there is a 'LOGIN' section with fields for 'Username:' and 'Password:', a 'Forgot your password?' link, a checkbox for 'I accept the Terms of Service', and three buttons: 'LOGIN' (red), 'OR', and 'CREATE NEW ACCOUNT' (dark blue). Below these is a 'Quick Links' section with links to Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right, a 'WELCOME TO FDA DIRECT' section provides an overview of the system, including sections for 'CDER Direct' and 'Cosmetics Direct', and a 'Note' regarding Section 508 of the Rehabilitation Act of 1973. At the bottom, a blue warning banner states that the system is for authorized use only and that any communication or data may be disclosed or used for lawful government purposes. The footer contains navigation links for FDA Home, Browser Requirements, Resources, Tutorials, CDER Direct Help Desk, Cosmetic Direct Help Desk, FAQs, Follow FDA, Privacy, and Vulnerability Disclosure Policy.

Step 3. Select 'Registration of Cosmetic Product Facility'.



The screenshot shows the FDA Direct interface for 'Cosmetics Direct'. The navigation menu on the left has 'Registration of Cosmetic Product Facility' highlighted with a red box. The main content area is titled 'REGISTRATION OF COSMETIC PRODUCT FACILITY' and contains introductory text about validation errors and registration information.

Step 4. Click on 'SUBMISSION ACCEPTED' on the most recently accepted Cosmetic Product Facility Registration submission that you wish to modify.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE	LAST MODIFIED USER	LAST MODIFIED DATE
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef2d04a-626f-4a62-e063-6b94af0ae217	cmxxxxxx.xxxxxx@direct	15	Test Facility A	xxxxxxx	CURRENT	16-SEP-27	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 17:35:08
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef265cb-b5f6-0922-e063-6b94af0a322b	cmxxxxxx.xxxxxx@direct	14	Test Facility A	xxxxxxx	-	-	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 17:04:09
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef24cf6-aff3-1e13-e063-6a94af0a4183	cmxxxxxx.xxxxxx@direct	13	Test Facility A	xxxxxxx	-	-	COSMETIC FACILITY REGISTRATION-AMENDMENT		16-SEP-2025 16:58:08
SUBMISSION ACCEPTED	3ef20663-e4cd-12ed-e063-6b94af0aae1d	3ef17092-099c-3c7c-e063-6a94af0a6af5	cmxxxxxx.xxxxxx@direct	12	Test Facility A	xxxxxxx	-	-	COSMETIC FACILITY REGISTRATION		16-SEP-2025 16:38:08

Step 5. Click on ‘**CREATE NEW**’ to generate an updated version of the SPL to make any necessary changes.

All Submissions > Registration of Cosmetic Product Facility > SPL Submission

VIEW SPL **DOWNLOAD SPL** **CREATE NEW VERSION** << RETURN

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov.

DOCUMENT TYPE DETAILS

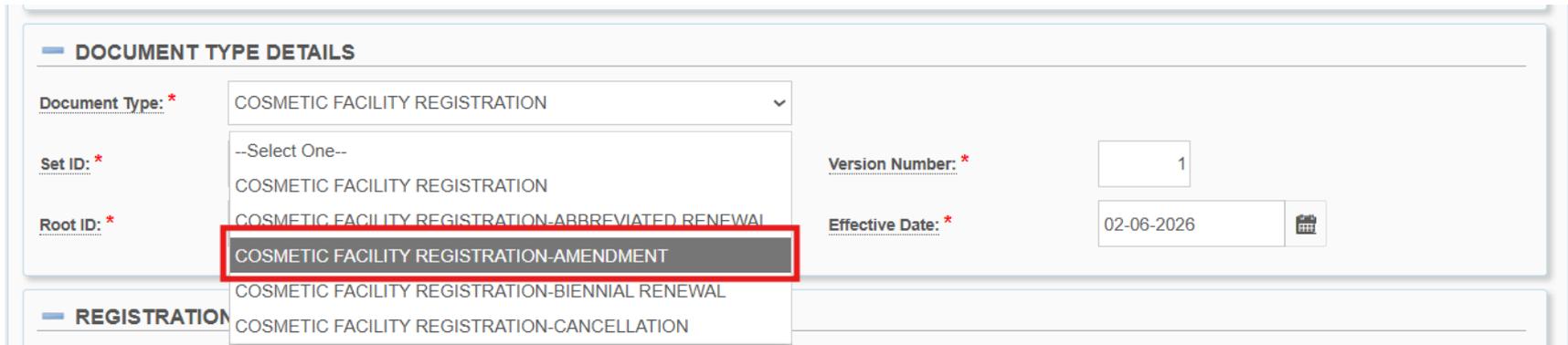
Document Type: *	COSMETIC FACILITY REGISTRATION		
Set ID: *	204d2054-dc21-ef12-e063-6a94af0a7771	Version Number: *	1
Root ID: *	204d2054-dc22-ef12-e063-6a94af0a7771	Effective Date: *	08-22-2024

REGISTRATION DETAILS

Is this a facility registration for a small business (optional registration)?: Yes No

Facility Name: *	Test E	Facility Country: *	United States
Facility FEI Number: *	XXXXXXXXXX	Facility Street Address: *	123 Main Street
Facility D&B D-U-N-S Number:		Facility City: *	Anywhere
Parent Company Name (if applicable):		Facility State or Province: *	Marvland

Step 6. Under ‘**DOCUMENT TYPE**’, select ‘**COSMETIC PRODUCT FACILITY REGISTRATION – AMENDMENT**’.



DOCUMENT TYPE DETAILS	
Document Type: *	COSMETIC FACILITY REGISTRATION
Set ID: *	--Select One--
Root ID: *	COSMETIC FACILITY REGISTRATION
	COSMETIC FACILITY REGISTRATION-ABBREVIATED RENEWAL
	COSMETIC FACILITY REGISTRATION-AMENDMENT
	COSMETIC FACILITY REGISTRATION-BIENNIAL RENEWAL
	COSMETIC FACILITY REGISTRATION-CANCELLATION
Version Number: *	1
Effective Date: *	02-06-2026

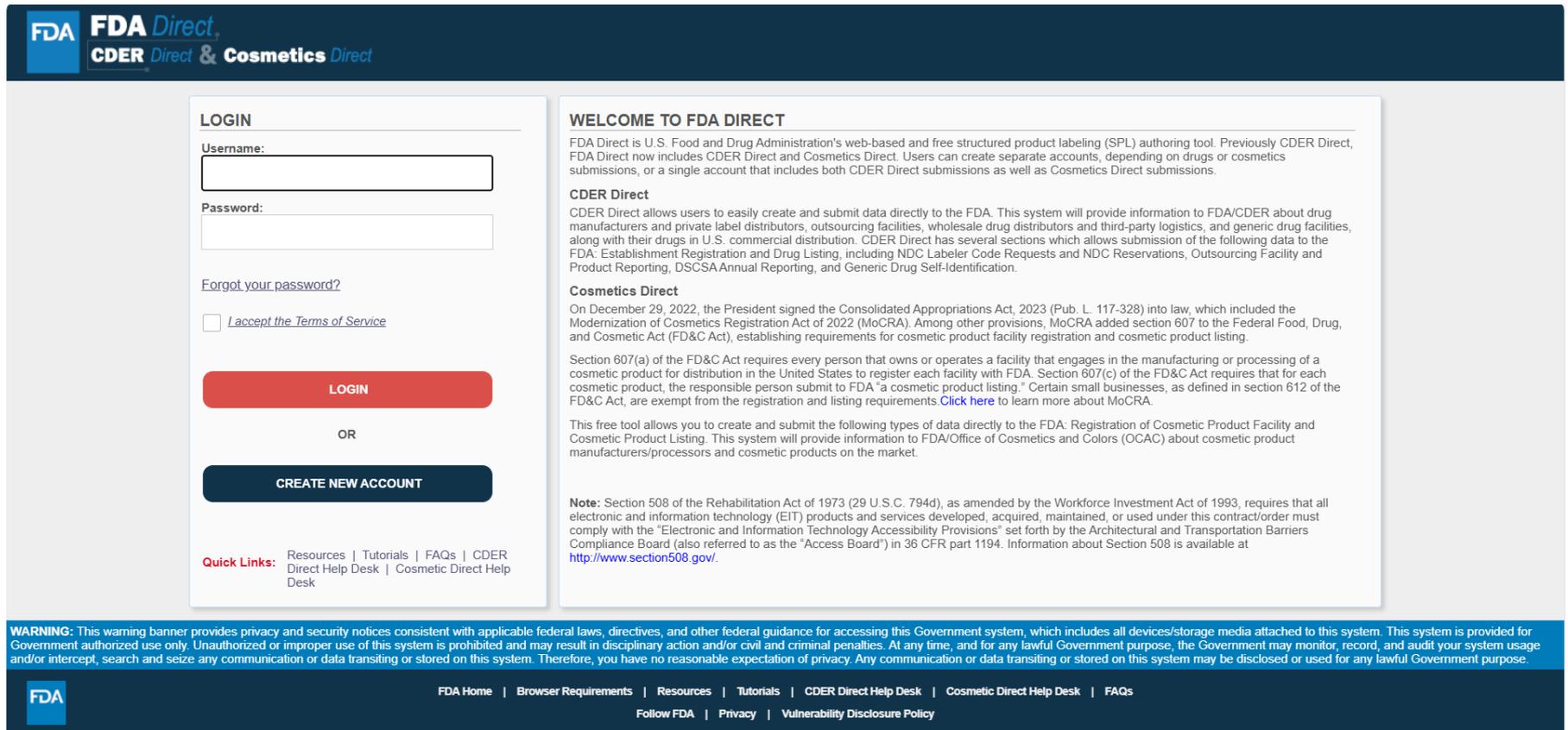
Step 7: Update the submission details by following the instructions provided in Slides [#11](#) through [#16](#).

Step 8: Submit the SPL to FDA by following the instructions provided on Slide [#17](#).

**RENEWING A COSMETIC PRODUCT
FACILITY REGISTRATION
WITHOUT CHANGES
(ABBREVIATED RENEWAL)**

Step 1. Navigate to Cosmetics Direct via <https://direct.fda.gov>.

Step 2. Enter your log-in credentials, accept the terms of service, and click ‘**LOGIN**’.



The screenshot shows the FDA Direct login interface. On the left is a login form with fields for Username and Password, a 'Forgot your password?' link, a checkbox for 'I accept the Terms of Service', and buttons for 'LOGIN', 'OR', and 'CREATE NEW ACCOUNT'. Below the form are 'Quick Links' for Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right is a 'WELCOME TO FDA DIRECT' section with introductory text, sections for 'CDER Direct' and 'Cosmetics Direct', and a 'Note' about Section 508 of the Rehabilitation Act of 1973. At the bottom is a blue warning banner and a footer with navigation links.

LOGIN

Username:

Password:

[Forgot your password?](#)

[I accept the Terms of Service](#)

LOGIN

OR

CREATE NEW ACCOUNT

Quick Links: [Resources](#) | [Tutorials](#) | [FAQs](#) | [CDER Direct Help Desk](#) | [Cosmetic Direct Help Desk](#)

WELCOME TO FDA DIRECT

FDA Direct is U.S. Food and Drug Administration's web-based and free structured product labeling (SPL) authoring tool. Previously CDER Direct, FDA Direct now includes CDER Direct and Cosmetics Direct. Users can create separate accounts, depending on drugs or cosmetics submissions, or a single account that includes both CDER Direct submissions as well as Cosmetics Direct submissions.

CDER Direct

CDER Direct allows users to easily create and submit data directly to the FDA. This system will provide information to FDA/CDER about drug manufacturers and private label distributors, outsourcing facilities, wholesale drug distributors and third-party logistics, and generic drug facilities, along with their drugs in U.S. commercial distribution. CDER Direct has several sections which allows submission of the following data to the FDA: Establishment Registration and Drug Listing, including NDC Labeler Code Requests and NDC Reservations, Outsourcing Facility and Product Reporting, DSCSA Annual Reporting, and Generic Drug Self-Identification.

Cosmetics Direct

On December 29, 2022, the President signed the Consolidated Appropriations Act, 2023 (Pub. L. 117-328) into law, which included the Modernization of Cosmetics Registration Act of 2022 (MoCRA). Among other provisions, MoCRA added section 607 to the Federal Food, Drug, and Cosmetic Act (FD&C Act), establishing requirements for cosmetic product facility registration and cosmetic product listing.

Section 607(a) of the FD&C Act requires every person that owns or operates a facility that engages in the manufacturing or processing of a cosmetic product for distribution in the United States to register each facility with FDA. Section 607(c) of the FD&C Act requires that for each cosmetic product, the responsible person submit to FDA "a cosmetic product listing." Certain small businesses, as defined in section 612 of the FD&C Act, are exempt from the registration and listing requirements. [Click here](#) to learn more about MoCRA.

This free tool allows you to create and submit the following types of data directly to the FDA: Registration of Cosmetic Product Facility and Cosmetic Product Listing. This system will provide information to FDA/Office of Cosmetics and Colors (OCAC) about cosmetic product manufacturers/processors and cosmetic products on the market.

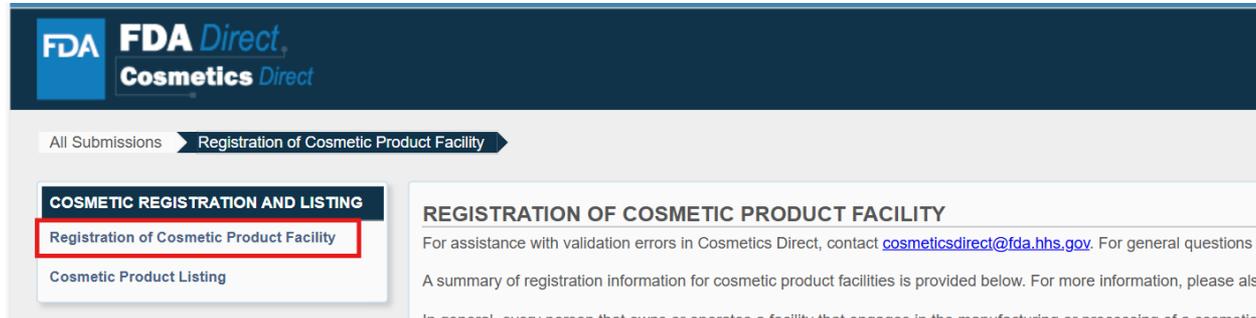
Note: Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1993, requires that all electronic and information technology (EIT) products and services developed, acquired, maintained, or used under this contract/order must comply with the "Electronic and Information Technology Accessibility Provisions" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. Information about Section 508 is available at <http://www.section508.gov/>.

WARNING: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the Government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

FDA Home | [Browser Requirements](#) | [Resources](#) | [Tutorials](#) | [CDER Direct Help Desk](#) | [Cosmetic Direct Help Desk](#) | [FAQs](#)

[Follow FDA](#) | [Privacy](#) | [Vulnerability Disclosure Policy](#)

Step 3. Select ‘Registration of Cosmetic Product Facility’.

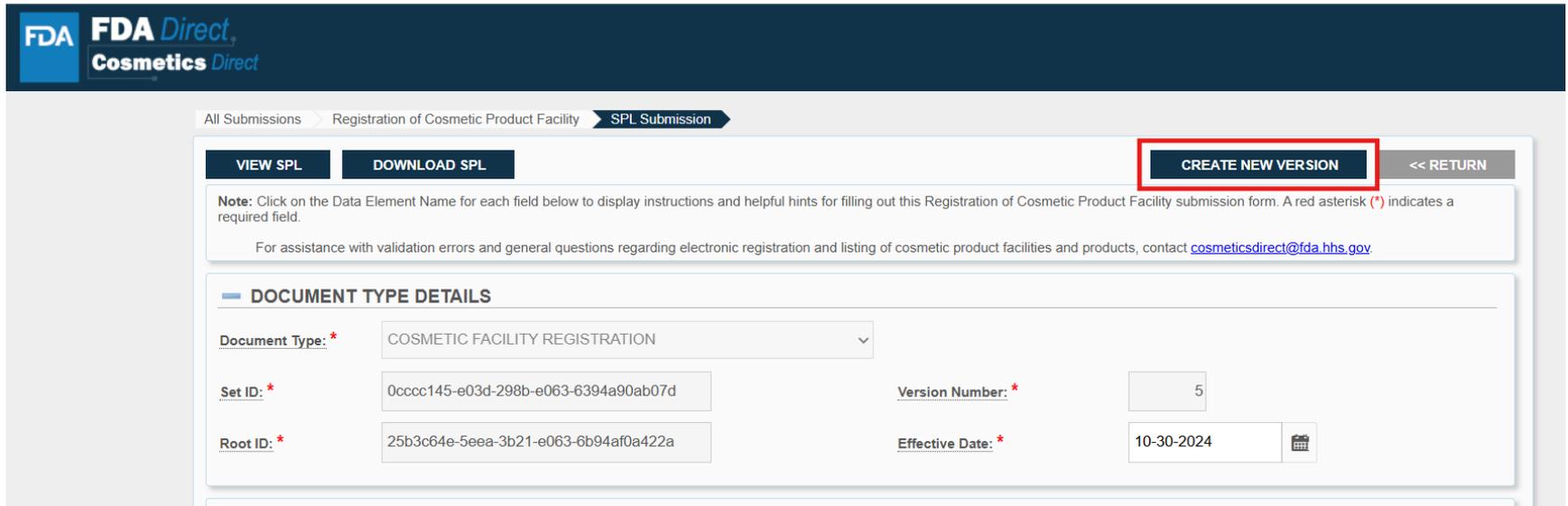


The screenshot shows the FDA Direct Cosmetics Direct interface. At the top, there is a navigation bar with 'All Submissions' and 'Registration of Cosmetic Product Facility'. Below this, a sidebar menu contains 'COSMETIC REGISTRATION AND LISTING', 'Registration of Cosmetic Product Facility' (highlighted with a red box), and 'Cosmetic Product Listing'. The main content area is titled 'REGISTRATION OF COSMETIC PRODUCT FACILITY' and contains introductory text about validation errors and registration information.

Step 4. Click on ‘SUBMISSION ACCEPTED’ on the most recently accepted Cosmetic Product Facility Registration submission that you wish to renew.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE	LAST MODIFIED USER	LAST MODIFIED DATE
SUBMISSION ACCEPTED	485e15a0-1d84-091b-e063-6b94af0ae6fd	485e872e-0cd7-4c8a-e063-6b94af0a95b7	cmxxxxx.xxxxxxxx@direct	1	Test Facility A	xxxxxxx	CURRENT	14-JAN-28	COSMETIC FACILITY REGISTRATION		14-JAN-2026 13:51:08
SUBMISSION ACCEPTED	19362884-60f3-55e1-e063-6394a90a3dfc	485dc624-e4da-e341-e063-6b94af0a06b7	cmxxxxx.xxxxxxxx@direct	6	Test Facility A	xxxxxxx	CANCELLED	14-JAN-26	COSMETIC FACILITY REGISTRATION-CANCELLATION		14-JAN-2026 12:59:08
SUBMISSION ACCEPTED	1be0cbae-8a2a-9b76-e063-6294a90a4fa1	485c0180-cc44-62cb-e063-6a94af0ab1ee	cmxxxxx.xxxxxxxx@direct	8	Test Facility B	xxxxxxx	CURRENT	-	COSMETIC FACILITY REGISTRATION-AMENDMENT		14-JAN-2026 12:55:08
SUBMISSION ACCEPTED	1be0cbae-8a2a-9b76-e063-6294a90a4fa1	3d31d663-dab3-7223-e063-6b94af0aa748	cmxxxxx.xxxxxxxx@direct	7	Test Facility B	xxxxxxx		-	COSMETIC FACILITY REGISTRATION-BIENNIAL RENEWAL		14-JAN-2026 12:39:08

Step 5. Click on ‘**CREATE NEW VERSION**’ to generate an updated version of the SPL for review.



The screenshot shows the FDA Direct Cosmetics Direct interface. At the top left is the FDA Direct Cosmetics Direct logo. The breadcrumb navigation shows 'All Submissions > Registration of Cosmetic Product Facility > SPL Submission'. Below the navigation are three buttons: 'VIEW SPL', 'DOWNLOAD SPL', and 'CREATE NEW VERSION' (which is highlighted with a red box), followed by '<< RETURN'. A note below the buttons states: 'Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.' Below the note is a link: 'For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov'. The main section is titled 'DOCUMENT TYPE DETAILS' and contains the following fields:

Document Type: *	COSMETIC FACILITY REGISTRATION		
Set ID: *	0cccc145-e03d-298b-e063-6394a90ab07d	Version Number: *	5
Root ID: *	25b3c64e-5eea-3b21-e063-6b94af0a422a	Effective Date: *	10-30-2024 

Step 6. Select ‘COSMETIC PRODUCT FACILITY REGISTRATION – ABBREVIATED RENEWAL’ under the ‘DOCUMENT TYPE’ drop-down menu.

All Submissions > Registration of Cosmetic Product Facility > SPL Submission 

SUBMIT SPL **SAVE AS DRAFT** **SAVE AND VALIDATE** **DELETE** << RETURN

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov.

DOCUMENT TYPE DETAILS

Document Type: *	--Select One--	
Set ID: *	--Select One--	Version Number: * <input type="text" value="6"/>
Root ID: *	COSMETIC FACILITY REGISTRATION - ABBREVIATED RENEWAL	Effective Date: * <input type="text" value="07-11-2025"/> 
	COSMETIC FACILITY REGISTRATION - AMENDMENT	
	COSMETIC FACILITY REGISTRATION - BIENNIAL RENEWAL	
	COSMETIC FACILITY REGISTRATION - CANCELLATION	

REGISTRATION

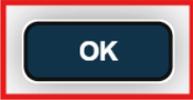
Is this a facility registration for a small business (optional registration)?: Yes No

Step 7a. The first of two (2) messages will appear:

“Every person who is required to register a facility must renew such registration biennially (i.e., every two years) (section 607 (a)(2) of FD&C Act). You have until the renewal date to renew your facility registration. Cosmetic product registration renewals can be submitted earlier than two years.”

Select, ‘**OK**’ to proceed.

Every person who is required to register a facility must renew such registration biennially (i.e., every two years) (section 607(a)(2) of the FD&C Act). You have until the renewal date to renew your facility registration. Cosmetic product registration renewals can be submitted earlier than two years.

A dark blue button with the text 'OK' in white, highlighted with a red rectangular border.

Step 7b. The second of two (2) messages will appear,

“By selecting this document type, you are certifying that no changes have been made to your registration since the previous submission was submitted. Any draft changes made to your submission will be lost, and submission details will be reverted to the previous submission.”

Select, ‘**OK**’ to proceed.

By selecting this document type, you are certifying that no changes have been made to your registration since the previous registration was submitted. Any draft changes made to the submission will be lost, and submission details will be reverted to the previous submission.

A dark blue button with the text 'CANCEL' in white.A dark blue button with the text 'OK' in white, highlighted with a red rectangular border.

Step 8. Review your information to ensure no update is needed and the current information is still accurate.

All Submissions > Registration of Cosmetic Product Facility > **SPL Submission**

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov.

DOCUMENT TYPE DETAILS

Document Type: * COSMETIC FACILITY REGISTRATION - ABBREVIATED RENEWAL
Set ID: * 2e5da386-f80a-5169-e063-6294a90a791e **Version Number:** * 3
Root ID: * 39cc50fb-9d92-0bbb-e063-6a94af0aec22 **Effective Date:** * 07-13-2025

REGISTRATION DETAILS

Is this a facility registration for a small business (optional registration)?: Yes No

Note: Grayed out fields cannot be edited.

Facility Name: * Test Facility F
Facility FEI Number: * XXXXXXXX
Facility D&B D-U-N-S Number: XXXXXXXX
Parent Company Name (if applicable):

Facility Country: * United States
Facility Street Address: * 123 Main Street
Facility City: * Anywhere
Facility State or Province: * Maryland
Facility Zip/Postal Code: * XXXXX

Step 9. In the ‘**CONFIRMATION STATEMENT**’ section, fill in the following optional blank fields: Click on the calendar icon to select the date. Enter the full ‘**NAME OF THE SUBMITTER**’. Click ‘**AGREE**’ after reading and understanding the confirmation statement.

PLEASE NOTE: If you enter information into any field in this section, all other fields in the section will also need to be entered.



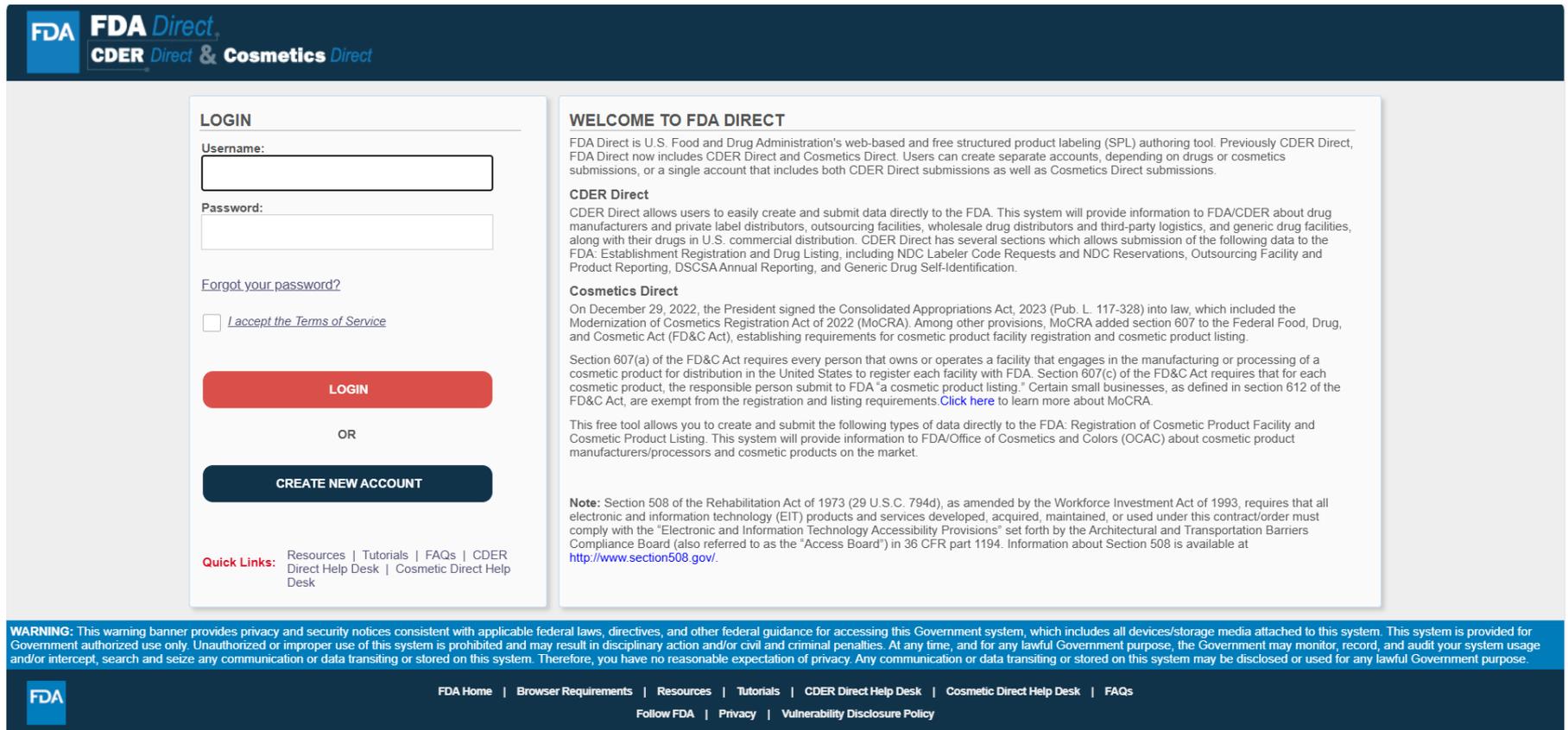
Step 10. Click ‘**SUBMIT SPL**’ to submit your SPL to FDA.

SUBMIT SPL

RENEWING A COSMETIC PRODUCT FACILITY REGISTRATION WITH CHANGES

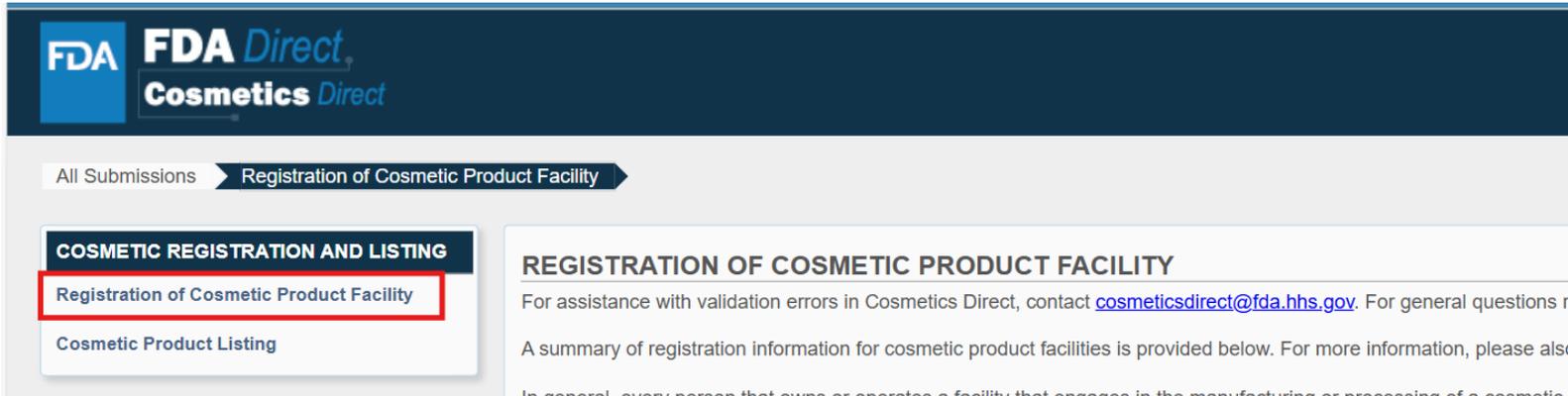
Step 1. Navigate to Cosmetics Direct via <https://direct.fda.gov>.

Step 2. Enter your log-in credentials, accept the terms of service, and click ‘**LOGIN**’.



The screenshot shows the FDA Direct login interface. On the left is a login form with fields for Username and Password, a 'Forgot your password?' link, a checkbox for 'I accept the Terms of Service', and buttons for 'LOGIN', 'OR', and 'CREATE NEW ACCOUNT'. Below the form are 'Quick Links' for Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right is a 'WELCOME TO FDA DIRECT' section with introductory text, sections for 'CDER Direct' and 'Cosmetics Direct', and a 'Note' about Section 508 of the Rehabilitation Act of 1973. At the bottom is a blue warning banner about privacy and security notices, and a footer with navigation links for FDA Home, Browser Requirements, Resources, Tutorials, CDER Direct Help Desk, Cosmetic Direct Help Desk, FAQs, Follow FDA, Privacy, and Vulnerability Disclosure Policy.

Step 3. Select ‘Registration of Cosmetic Product Facility’.



The screenshot shows the FDA Direct Cosmetics Direct interface. At the top, there is a navigation bar with 'All Submissions' and 'Registration of Cosmetic Product Facility'. Below this, a sidebar menu contains 'COSMETIC REGISTRATION AND LISTING', 'Registration of Cosmetic Product Facility' (highlighted with a red box), and 'Cosmetic Product Listing'. The main content area is titled 'REGISTRATION OF COSMETIC PRODUCT FACILITY' and contains introductory text about validation errors and registration information.

Step 4. Click on ‘SUBMISSION ACCEPTED’ on the most recently accepted Cosmetic Product Facility Registration submission that you wish to renew and update.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE
SUBMISSION ACCEPTED	0c52e442-a982-56fc-e063-6b94af0a8dac	0c52e442-a983-56fc-e063-6b94af0a8dac	cmxxxxx.xxxxxx@direct	1	Test Facility A	xxxxxxx	CURRENT	15-Feb-26	COSMETIC FACILITY REGISTRATION
	4c9514dc	47c04f5d							

Step 5. Click on ‘**CREATE NEW VERSION**’ to generate an updated version of the SPL to make any necessary changes.

All Submissions > Registration of Cosmetic Product Facility > **SPL Submission**

VIEW SPL **DOWNLOAD SPL** **CREATE NEW VERSION** << RETURN

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov

DOCUMENT TYPE DETAILS

Document Type: * COSMETIC FACILITY REGISTRATION

Set ID: * 2e5da386-f80a-5169-e063-6294a90a791e **Version Number:** * 2

Root ID: * 39a2ac3d-ea8d-f0f9-e063-6a94af0a1c8c **Effective Date:** * 07-11-2025

REGISTRATION DETAILS

Is this a facility registration for a small business (optional registration)?: Yes No

Facility Name: * Test Facility D **Facility Country:** * United States

Facility FEI Number: * XXXXXXXX **Facility Street Address:** * 123 Main Street

Facility D&B D-U-N-S Number: * XXXXXXXXXXXX **Facility City:** * Anywhere

Parent Company Name (if applicable): **Facility State or Province:** * Maryland

Step 6. Under ‘**DOCUMENT TYPE**’, select ‘**COSMETIC PRODUCT FACILITY REGISTRATION – BIENNIAL RENEWAL**’.

DOCUMENT TYPE DETAILS

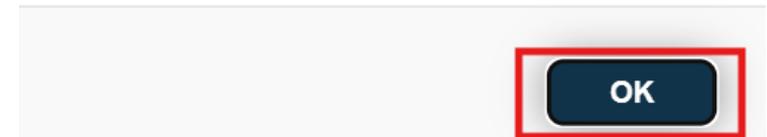
Document Type: *	COSMETIC FACILITY REGISTRATION-BIENNIAL RENEWAL		
Set ID: *	--Select One-- COSMETIC FACILITY REGISTRATION COSMETIC FACILITY REGISTRATION-ABBREVIATED RENEWAL COSMETIC FACILITY REGISTRATION-AMENDMENT COSMETIC FACILITY REGISTRATION-BIENNIAL RENEWAL COSMETIC FACILITY REGISTRATION-CANCELLATION	Version Number: *	1
Root ID: *		Effective Date: *	02-06-2026 

Step 7. A message will appear,

“Every person who is required to register a facility must renew such registration biennially (i.e., every two years) (section 607 (a)(2) of FD&C Act). You have until the renewal date to renew your facility registration. Cosmetic product registration renewals can be submitted earlier than two years.”

Select, ‘**OK**’ to proceed.

Every person who is required to register a facility must renew such registration biennially (i.e., every two years) (section 607(a)(2) of the FD&C Act). You have until the renewal date to renew your facility registration. Cosmetic product registration renewals can be submitted earlier than two years.



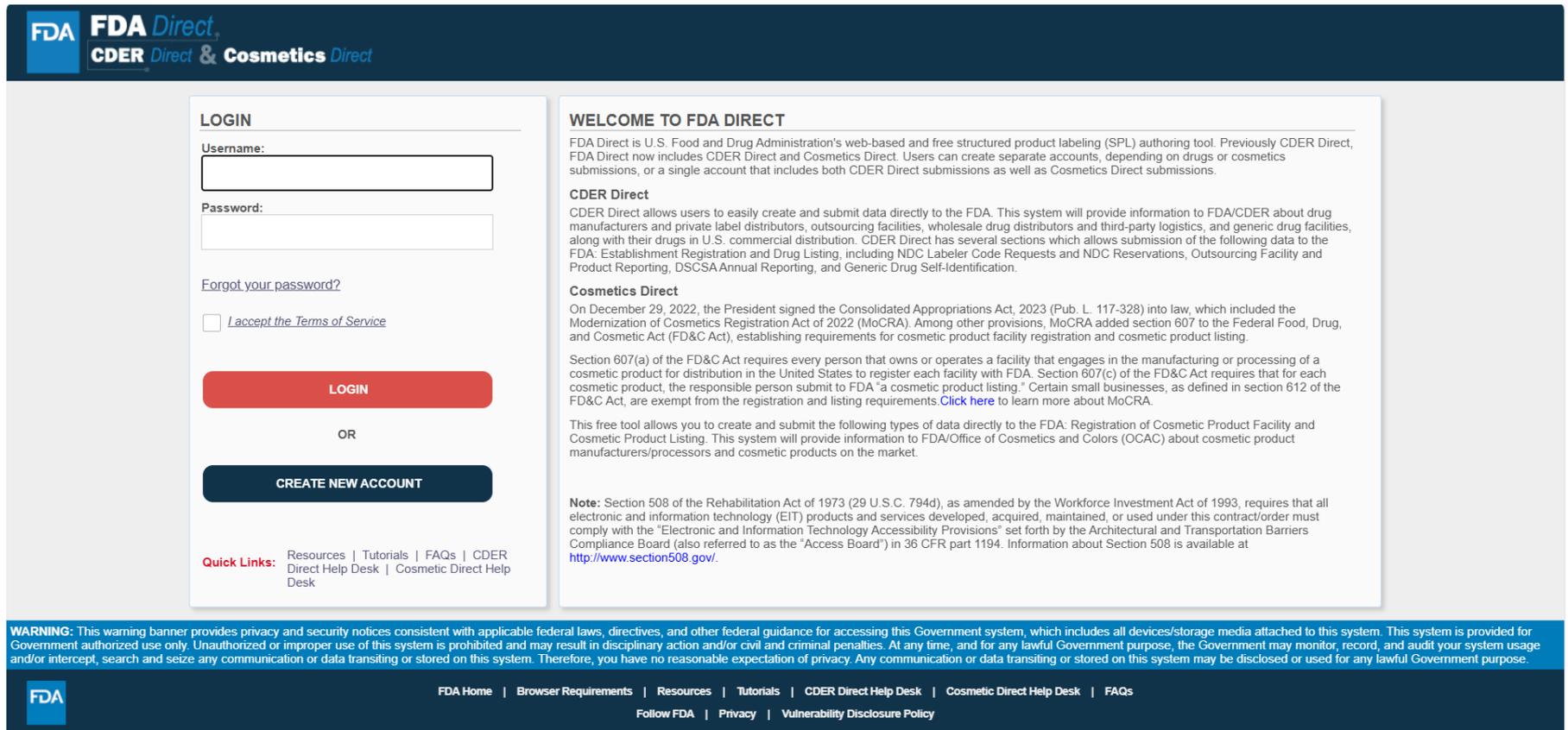
Step 8: Update the submission details by following the instructions provided in Slides [#11](#) through [#16](#).

Step 9: Submit the SPL to FDA by following the instructions provided on Slide [#17](#).

CANCELING A COSMETIC PRODUCT FACILITY REGISTRATION

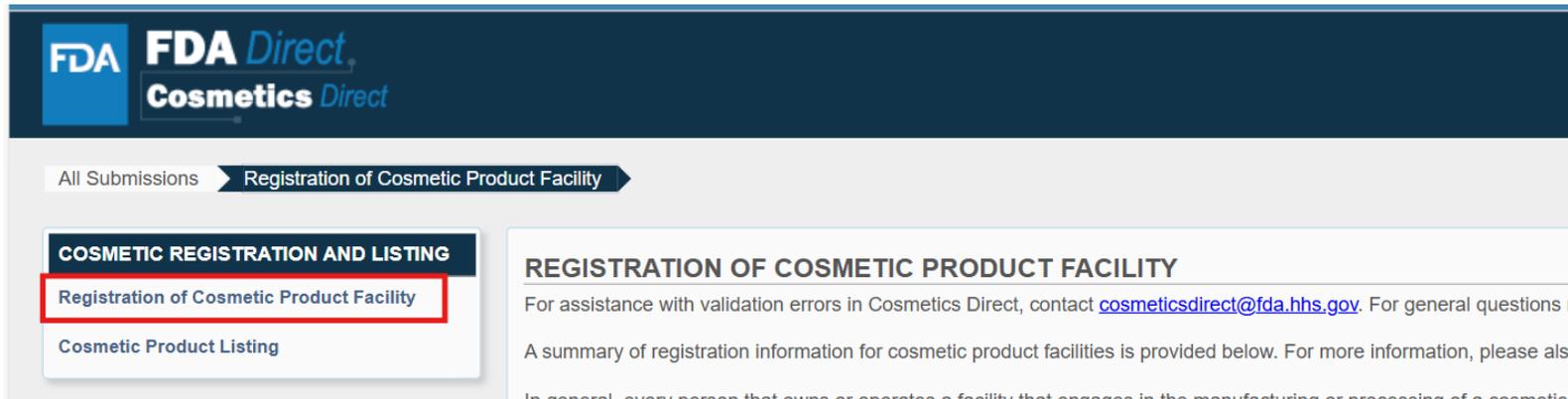
Step 1. Navigate to Cosmetics Direct via <https://direct.fda.gov>.

Step 2. Enter your log-in credentials, accept the terms of service, and click ‘**LOGIN**’.



The screenshot shows the FDA Direct login interface. On the left, there is a 'LOGIN' section with fields for 'Username:' and 'Password:', a 'Forgot your password?' link, a checkbox for 'I accept the Terms of Service', and three buttons: 'LOGIN' (red), 'OR', and 'CREATE NEW ACCOUNT' (dark blue). Below these is a 'Quick Links' section with links to Resources, Tutorials, FAQs, CDER Direct Help Desk, and Cosmetic Direct Help Desk. On the right, a 'WELCOME TO FDA DIRECT' section provides an overview of the system, including sections for 'CDER Direct' and 'Cosmetics Direct', and a 'Note' regarding Section 508 of the Rehabilitation Act of 1973. At the bottom, a blue warning banner states that the system is for authorized use only and that any communication or data may be disclosed or used for lawful government purposes. The footer contains navigation links for FDA Home, Browser Requirements, Resources, Tutorials, CDER Direct Help Desk, Cosmetic Direct Help Desk, FAQs, Follow FDA, Privacy, and Vulnerability Disclosure Policy.

Step 3. Select ‘Registration of Cosmetic Product Facility’.

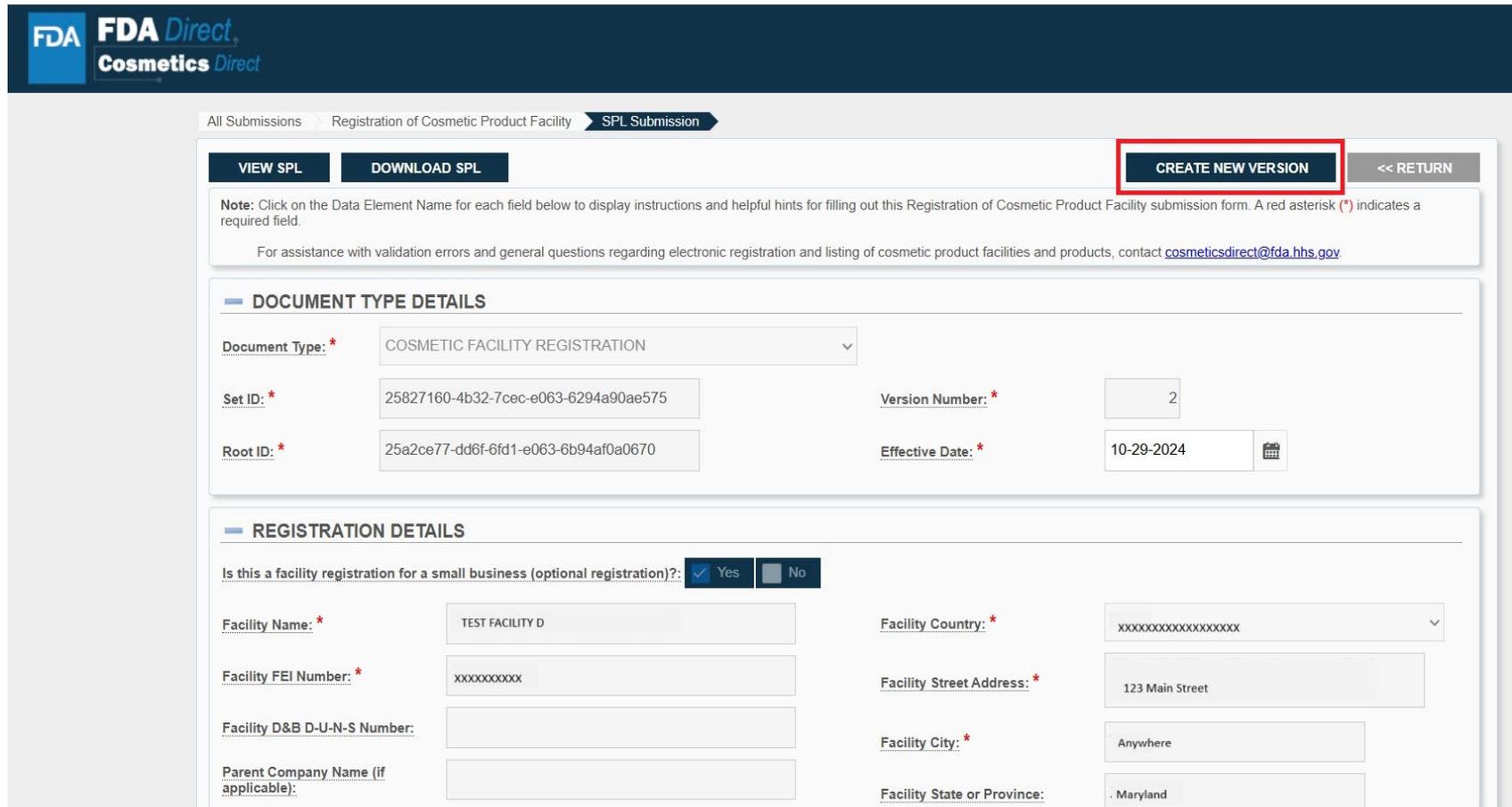


The screenshot shows the FDA Direct Cosmetics Direct interface. At the top, there is a navigation bar with 'All Submissions' and 'Registration of Cosmetic Product Facility'. Below this, a sidebar contains 'COSMETIC REGISTRATION AND LISTING' with sub-items 'Registration of Cosmetic Product Facility' (highlighted with a red box) and 'Cosmetic Product Listing'. The main content area is titled 'REGISTRATION OF COSMETIC PRODUCT FACILITY' and contains introductory text about validation errors and registration information.

Step 4. Click on ‘SUBMISSION ACCEPTED’ on the most recently accepted Cosmetic Product Facility Registration submission that you wish to cancel.

STATUS	SET ID	ROOT ID	SUBMISSION ID	VERSION	FACILITY NAME	FACILITY FEI	REGISTRATION STATUS	RENEWAL/ CANCELLED DATE	DOCUMENT TYPE	LAST MODIFIED USER	LAST MODIFIED DATE
SUBMISSION ACCEPTED	485e15a0-1d84-091b-e063-6b94af0ae6fd	485e872e-0cd7-4c8a-e063-6b94af0a95b7	cmxxxxx.xxxxxxxx@direct	1	Test Facility A	xxxxxxx	CURRENT	14-JAN-28	COSMETIC FACILITY REGISTRATION		14-JAN-2026 13:51:08

Step 5. Click on ‘**CREATE NEW VERSION**’ to generate an updated version of the SPL for review.



FDA Direct Cosmetics Direct

All Submissions > Registration of Cosmetic Product Facility > **SPL Submission**

VIEW SPL **DOWNLOAD SPL** **CREATE NEW VERSION** << RETURN

Note: Click on the Data Element Name for each field below to display instructions and helpful hints for filling out this Registration of Cosmetic Product Facility submission form. A red asterisk (*) indicates a required field.

For assistance with validation errors and general questions regarding electronic registration and listing of cosmetic product facilities and products, contact cosmeticsdirect@fda.hhs.gov

DOCUMENT TYPE DETAILS

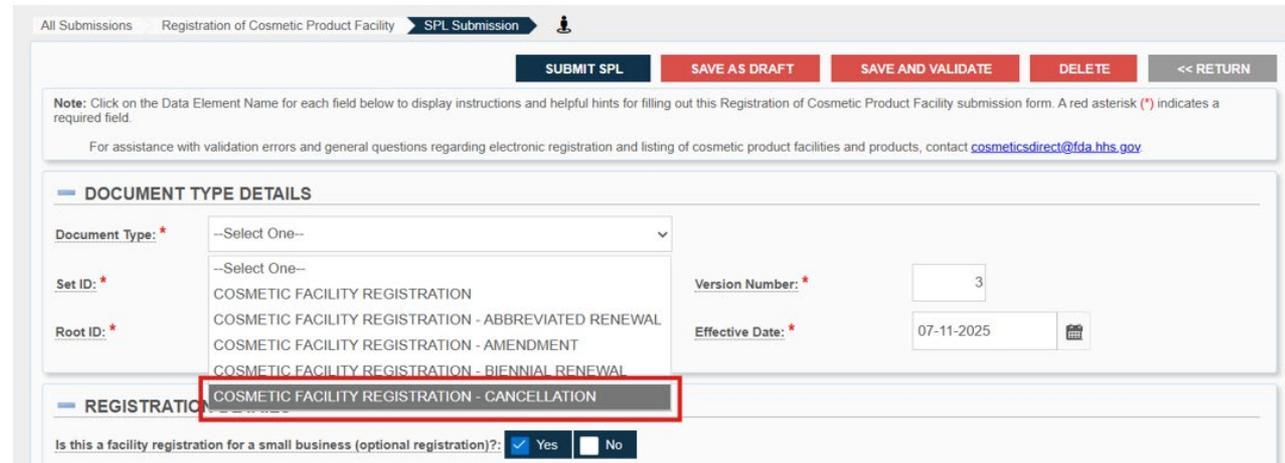
Document Type: *	COSMETIC FACILITY REGISTRATION		
Set ID: *	25827160-4b32-7cec-e063-6294a90ae575	Version Number: *	2
Root ID: *	25a2ce77-dd6f-6fd1-e063-6b94af0a0670	Effective Date: *	10-29-2024 

REGISTRATION DETAILS

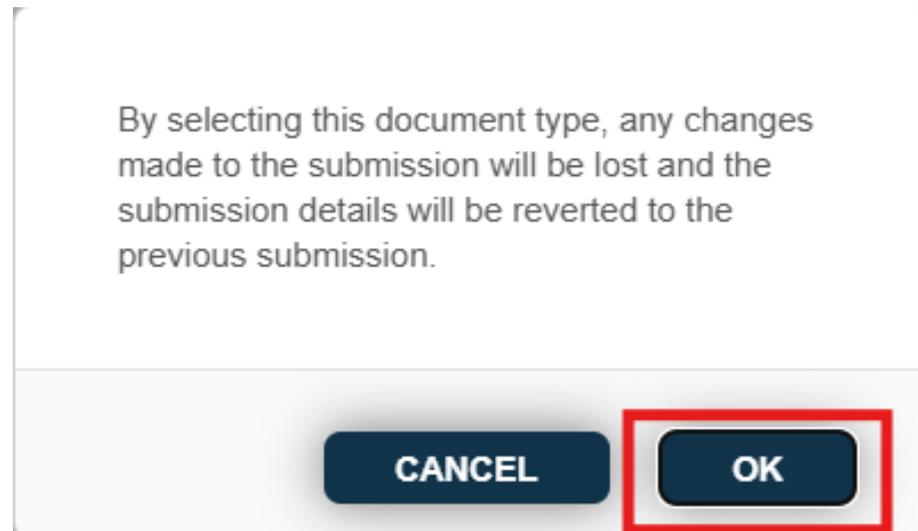
Is this a facility registration for a small business (optional registration)?: Yes No

Facility Name: *	TEST FACILITY D	Facility Country: *	xxxxxxxxxxxxxxxxxxxx
Facility FEI Number: *	xxxxxxxxxx	Facility Street Address: *	123 Main Street
Facility D&B D-U-N-S Number:		Facility City: *	Anywhere
Parent Company Name (if applicable):		Facility State or Province:	Maryland

Step 6. Under ‘DOCUMENT TYPE’, select ‘COSMETIC PRODUCT FACILITY REGISTRATION – CANCELLATION’.



Step 7. The following message will appear, “By selecting this document type, any changes made to the submission will be lost and the submission details will be reverted to the previous submission.” Select ‘OK’.



Step 8. In the ‘**CONFIRMATION STATEMENT**’ section, fill in the following optional blank fields: Click on the calendar icon to select the date. Enter the full ‘**NAME OF THE SUBMITTER**’. Click ‘**AGREE**’ after reading and understanding the confirmation statement.

PLEASE NOTE: If you enter information into any field in this section, all other fields in the section will also need to be entered.



Step 9. Click ‘**SUBMIT SPL**’ to submit your SPL to FDA.

SUBMIT SPL

ASSISTANCE WITH VALIDATION ERRORS

For assistance with validation errors received in Cosmetics Direct, contact CosmeticsDirect@fda.hhs.gov.