

# Electronic Establishment Registration and Product Listing Update: FURLS - TRLM

FURLS = FDA Unified Registration and Listing System

TRLM = Tobacco Registration and Product Listing Module

April 2014

Center for Tobacco Products  
U.S. Food and Drug Administration

# Topics Covered

- Brief overview of establishment and product listing requirements
- What is the FDA Unified Registration and Listing System (FURLS)?
- Benefits of using FURLS
- Tips for using FURLS
- Resources if you need help

# Establishment Registration and Product Listing Requirements

- Annual registration
  - On or before December 31<sup>st</sup> of each year
- Biannual product listing updates (if changes have been made)
  - June and December

# Additional Resources

- Section 905 of the Federal Food, Drug, and Cosmetic Act
- Guidance for Industry is available at [www.fda.gov](http://www.fda.gov) by searching for “Tobacco Registration and Listing Guidance”
- CTP held a webinar on December 8, 2011, which is also available at [www.fda.gov](http://www.fda.gov) by searching for “2011 Archived Tobacco Compliance Training”

# What is FURLS TRLM?

- FURLS is the FDA Unified Registration and Listing System
- FURLS is also used by other Centers within FDA
- TRLM is the new Tobacco Registration and Product Listing Module of FURLS

# Why did CTP Transition from eSubmitter to FURLS?

- FURLS is a more user-friendly, online system
- FURLS allows firms to view and edit their data at any time
- Note that establishment registration and product listing is the only submission type transitioning from eSubmitter to FURLS

# Additional Benefits of FURLS

- You do not have to download an additional program to your computer
- You no longer need to “package” files and use a separate system (ESG) to submit
- You can re-use the same spreadsheet that was used to upload product listings in eSubmitter

# What Happened to Data Submitted through eSubmitter?

- CTP has migrated all current establishment registration and product listing data into FURLS
- Accounts were created for firms with existing registration and product listing data
- If you did not receive your account information, contact [CTPRegList@fda.hhs.gov](mailto:CTPRegList@fda.hhs.gov)



# Can I Still Use the Paper Form?

- Yes, paper form FDA 3741 is still available for submitting establishment registration and product listing information
- However, CTP strongly encourages you to view and edit your data online using FURLS

# Do I Have to Submit Any New or Different Information?

- No - you will provide the same establishment registration and product listing information
- The form questions have not changed; only the electronic method for submitting this information has changed

# Adding Advertising, Labeling, and Consumer Information

- The system accepts the following file types: .pdf, .xpt, .xml, .dtd, .gif, .tif, .jpg, .sgml, .mol, .xls, .xlsx, .csv, .wmv, .avi, and .zip

# FURLS Streamlines the Submission of Information

- For example:
  - If there are no changes to your establishment registration, you can now simply check a box
  - If there is no advertising, labeling, or consumer information for a product, you can indicate this by checking a box
  - If you have multiple establishments, you can indicate where listed products are made

# Tips for Using FURLS

# Logging into FURLS

U.S. Department of Health & Human Services | Skip Navigation | FDA Home Page | Search FDA Site | FDA A-Z Index | Contact FDA | Logout

**FDA** U.S. Food and Drug Administration  
Protecting and Promoting *Your* Health

## Account Management

- Account Management
- Reset Password
- Deactivate an Account
- Reactivate an Account
- System Messages
- Search an Account

**WELCOME** You are logged in as Francis.Poulin@fda.gov

Welcome to the FDA Unified Registration and Listing System (FURLS).

### FDA UNIFIED REGISTRATION LISTING SYSTEMS

- > Food Facility Registration
- > Device Registration & Listing
- > Shell Egg Registration
- > Acidified/Low Acid Canned Foods
- > Tobacco Registration and Product Listing**
- > Alert System

### EXPORT CERTIFICATION AND TRACKING SYSTEMS

CFSAN Export Certification and Tracking Systems

- > Certificate Application Process

# View/Update Existing Data

**TRLM**

Tobacco Registration and  
Product Listing Module



» FURLS HOME

Get Help ?

» View/Update Registration Information

» View/Update Product Listing Information

For your reference, see the Guidance: [Registration and Product Listing for Owners and Operators of Domestic Tobacco Product Establishments](#).


An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0910-0650 (expires 10/31/2015)

**Please Note:** The system will automatically time out if there is no activity for 30 minutes.

Section 905(i)(1) of the Federal Food, Drug, and Cosmetic Act requires that every person who registers with FDA also submit a list of all tobacco products which are being manufactured, prepared, compounded, or processed by that person for commercial distribution, along with certain accompanying information, including all labeling. In addition, section 905(i)(3) of the Act requires that certain changes in the product list be submitted biannually. Please update your product listings with these changes in June and December of each year as necessary, if you have not done so already.

# Owner who is also the Operator

**TRLM** | Tobacco Registration and Product Listing Module



» FURLS HOME  
» TRLM HOME

Get Help ?

« Back without Saving    Continue »

« Cancel and Back to Main Menu    « Save Draft and Exit

**SECTION IIIA    REGISTRATION (Operator Information)**

**An item followed by an asterisk (\*) denotes a required field.**

Operator Name\*:  ?

Address Line 1\*:

Address Line 2:

ZIP or Postal Code\*:  ?

City\*:

State, Province or Territory\*:



# Annual Registration

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Tobacco Registration and  
Product Listing Module



» FURLS HOME

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Get Help ?

<< Back to Establishment List without Saving

Add Another Establishment >>

<< Cancel and Back to Main Menu

Print Submission

## VIEW/UPDATE ESTABLISHMENT REGISTRATION

Please check this box if there are no changes to the establishment information in Section IV below.

Last Year Registered: 2012

Last Viewed Date: 10/31/2013

Last Updated Date:

Last Updated By: D Hacker

Current Establishment Registration Status: Active

Change Establishment Registration Status: Please Select ▼

# View/Update Product Listings

**TRLM**

Tobacco Registration and  
Product Listing Module



» FURLS HOME

» TRLM HOME

Get Help ?

<< Back to Main Menu

Add Product >>

View/Update Selected Product >>

Continue to Submit >>

## VIEW/UPDATE PRODUCT LISTING

Filter Product Status :

1 - 3 of 3

Number of results to display per page:

	TP Number	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Status	Possible Duplicate
<input type="radio"/>	TP0002050	Acme Blue 100s	Cigarettes			Active	No
<input type="radio"/>	TP0003546	PL2	Cigarettes			Active	No
<input type="radio"/>	TP0003545	Product 2	Cigarettes			Active	No

<< Back to Main Menu


Add Product >>

View/Update Selected Product >>

Continue to Submit >>

# View/Update Product Listings (cont)

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[» TRLM HOME](#)

[Get Help ?](#)

[« Back to Product List without Saving](#) | [View/Update/Add Another Product Listing »](#) | [Continue to Submit »](#)  
[« Cancel and Back to Main Menu](#) | [Print Submission](#)

**VIEW/UPDATE PRODUCT LISTING**

An item followed by an asterisk (\*) denotes a required field.

Last Viewed Date : 10/04/2013  
Last Updated Date : 10/02/2013  
Last Updated By : david.hacker@fda.hhs.gov  
Current Marketing Status : Active  
Change Marketing Status :   
Date of Marketing Status Change (MM/DD/YYYY) \* :  

**PRODUCT INFORMATION** [EDIT](#)

TP Number : TP0002050  
Product Name : Acme Blue 100s  
Product Identification Number :  
Type of Product Identification Number :  
Intended Use of Product : Consumer Use  
Consumer Use Product Category : Cigarettes  
Flavor : Menthol

**ADVERTISING** [EDIT](#)

# Where to Get Help

- While logged into FURLS, you can click the “Get Help” icon in the upper right hand corner of each screen for a step-by-step tutorial:



- You can send an email to [AskCTP@fda.hhs.gov](mailto:AskCTP@fda.hhs.gov); please include your FURLS account ID
- Small manufacturers can contact [smallbiz.tobacco@fda.hhs.gov](mailto:smallbiz.tobacco@fda.hhs.gov); please include your FURLS account ID
- CTP will have staff available to assist you with your questions