Online Registration of Food Facilities

U.S. Agent Voluntary Identification System (VIS)

User Guide

September 2020

1 Overview of the U.S. Agent Voluntary Identification System (VIS) and Associated Systems.

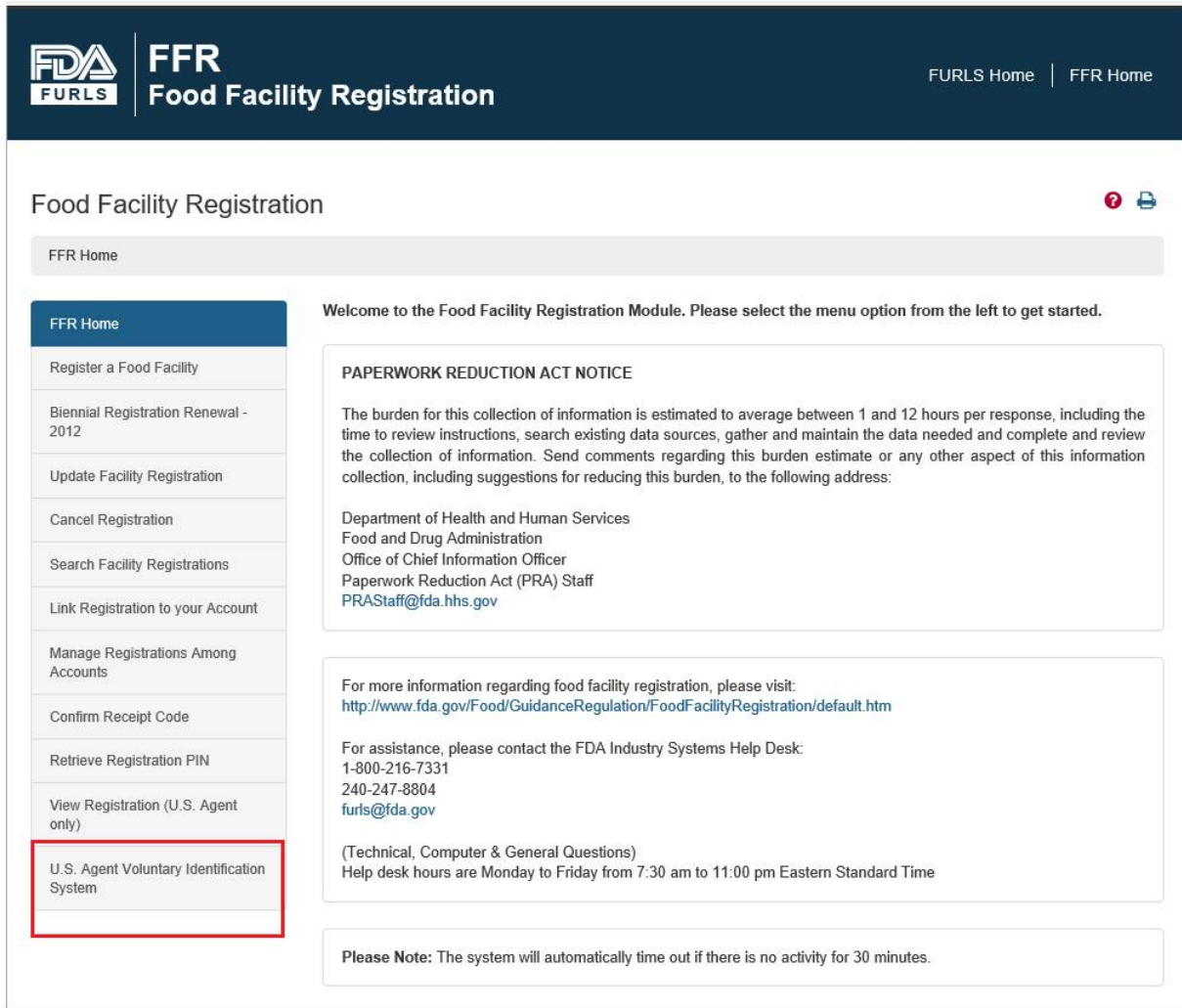U.S. Agent Voluntary Identification System (VIS)

The FDA U.S. Agent Voluntary Identification System (VIS) facilitates the creation of a U.S. Agent I.D.; the hosting and management of the U.S. Agent contact information; the Agent's acceptance or rejection of a foreign food facility registration; the Agent's viewing of foreign food facility registration details; the deactivation of the U.S. Agent I.D.; and the creation of potential foreign facilities, which provide for increased automation of U.S. Agent acceptance or rejection of foreign food facility registrations.

2 Creating a U.S. Agent I.D.

Step 1 – Access the U.S. Agent Voluntary Identification System
Section -- FFR Home Page
Upon login to the FFR module in FURLS, click the "U.S. Agent Voluntary Identification System" module link, as shown in Figure 3.1 below.

Figure 3.1: U.S. Agent Voluntary Identification System Module

The "Voluntary U.S. Agent Information" page, shown in Figure 3.2, is displayed for any user who has not submitted a request for a U.S. Agent I.D.

Figure 3.2: Voluntary U.S. Agent Information page

Step 2 – Fill out U.S. Agent Contact Information and Submit
Section -- Voluntary U.S. Information Page
There are two options.
1. Enter the U.S. Agent contact information manually by filling out the form, or
2. Click the "Link U.S. Agent to your Account" button.

Option 1: Fill out the contact information for the U.S. Agent on the form. Then click the "Submit" button. The system will send an initial registration notification email to the email address that you provided on the form. Open the email notification, review the contents, and click the "activation" link to receive your U.S. Agent I.D. Upon activation, your U.S. Agent I.D. and a Pin Number will be displayed. You will also receive an email notification that provides you with the same U.S. Agent I.D. and Pin number. The Pin Number is provided so that you can share your account with other U.S. Agents.

Option 2: Click the "Link U.S Agent to your Account" button. Enter the U.S. Agent I.D. and Pin Number in the associated fields. The U.S. Agent I.D. and Pin Number are provided to you by another U.S. Agent. Upon clicking the "Submit" button, you will have access to the features and data, provided to you by the original U.S Agent.

3 Access U.S. Agent Features

Step 1 – Access the U.S. Agent Page
Section -- FFR Home Page
Upon receipt of the U.S. Agent I.D., or the successful linking of your account to a U.S. Agent I.D., click the "U.S. Agent Voluntary Identification System" module. The "United States Agent" page will be displayed, as shown in the figure below. This page provides your:
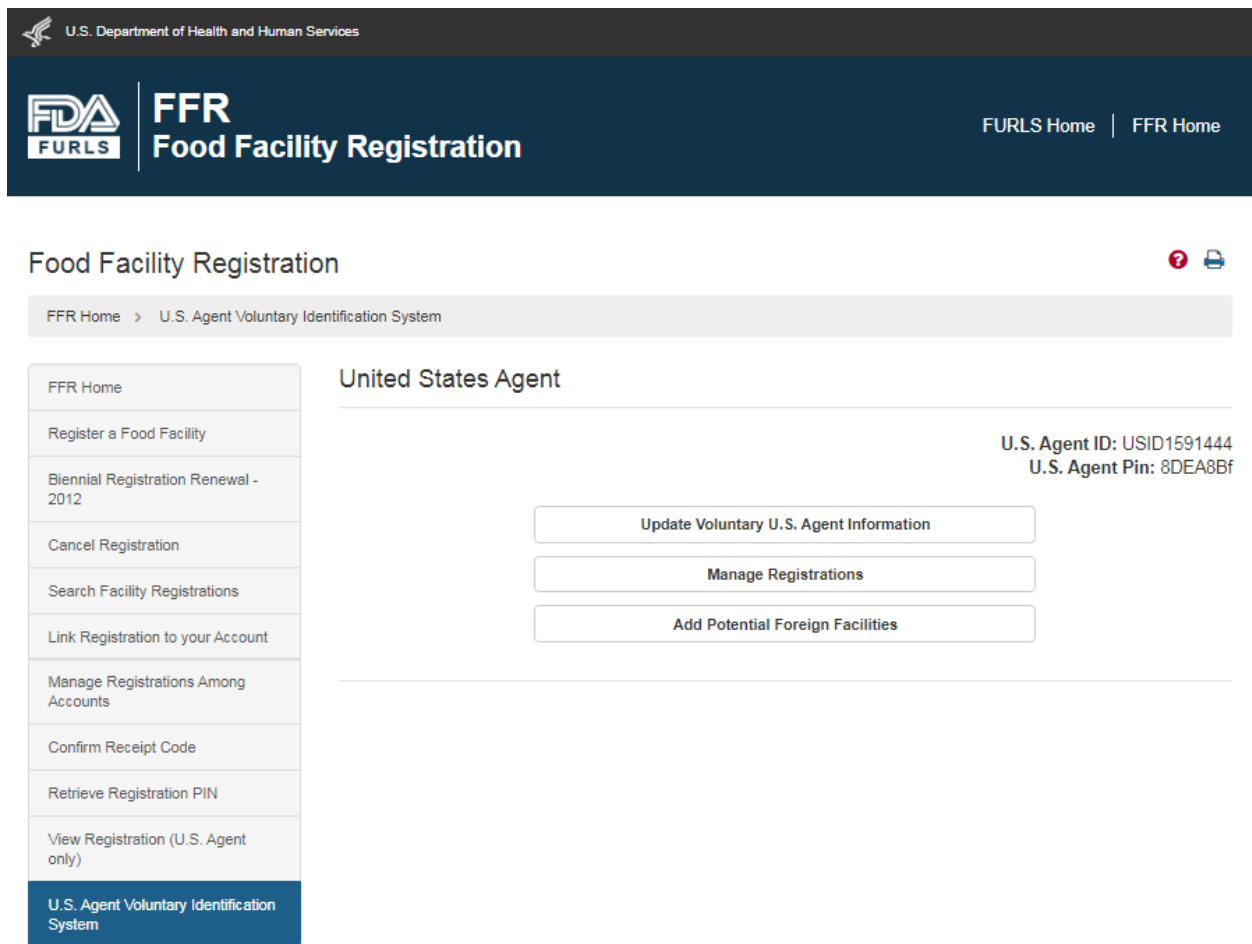- U.S. Agent I.D.
- Pin Number

This page also provides you with three U.S. Agent features:

1. Update Voluntary U.S. Agent Information: This feature allows you to update your contact information, such as address, email address, and telephone numbers. Each facility that you represent will receive an email notifying them of your change in contact information. This page also allows you to deactivate your U.S. Agent I.D. account.

2. Manage Registrations: This feature allows you to "accept" and "reject" the representation of specific foreign food facilities. It also allows you to view foreign food facility registration details.

3. Add Potential Foreign Facilities: This feature allows you to add foreign food facilities that you expect to represent. When the foreign food facility representative enters your U.S. Agent I.D. in Section 7 (the U.S. Agent section) of the foreign food facility registration, the FFR system will enter your contact information automatically into the registration. Upon submission, you will not have to "accept" or "reject" the registration. The registration will be automatically accepted.

Figure 4.1: Access the United States Agent Page

4 Access Update Voluntary U.S. Agent Information

Step 1 – Access the Update Voluntary U.S. Agent Information page
Section – United States Agent page
After you have clicked the "Update Voluntary U.S. Agent Information" button, the "Voluntary U.S. Agent Information" page will be displayed, with your contact information pre-populated in each field, as shown in the figure below. You can change any field. To submit the changes, click the "Submit" button. The FFR system will send email notifications on the details of your contact information changes to you, and to the foreign facilities.

From the "Update Voluntary U.S. Agent Information" page, you can also deactivate your U.S. Agent I.D. by clicking the "Deactivate U.S. Agent I.D" button.

Note: The U.S. Agent's email address cannot be changed to an email address in use by a representative of one of the agent's foreign food facilities.

Figure 5.1: Access the Update Voluntary U.S. Agent Information Page

5 Access Manage Registrations

Step 1 – Access the Manage Registrations page
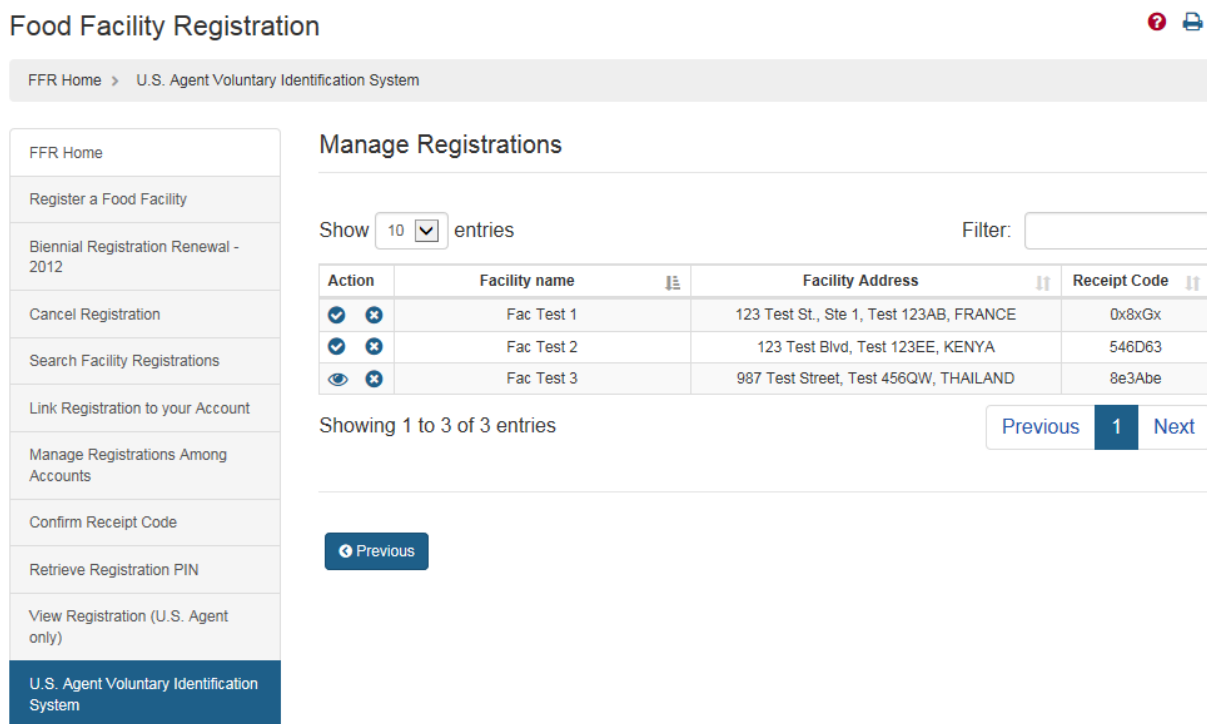**Section – United States Agent page**
After you have clicked the "Manage Registrations" button, the Manage Registrations page will be displayed, as shown in the figure below. This page displays the facility address and receipt code for each foreign food facility associated with your U.S. Agent I.D. or contact information. From this page, you can agree to be the U.S. Agent for a

foreign food facility by clicking the "Accept Assignment" button in the Action column. Or, you can reject an assignment as the U.S. Agent to the foreign food facility by clicking the "Reject Assignment" button.

Alternatively, you can accept or reject an assignment using the Confirm Receipt Code module by entering the receipt code from the Initial Agent Assignment notification email. The acceptance or rejection from the Confirm Receipt Code module will be updated in Manage Registrations.

Any foreign food facility registration that you have accepted will display a "View Registration" button next to the "Reject Registration" button in the Action column. Clicking the "View Registration" button will allow you to view the details of the registration. At any time, you can reject an assignment.

Figure 6.1: Access the Manage Registrations Page

6 Access Add Potential Foreign Facilities

Step 1 – Access the Add Potential Foreign Facilities page
Section – United States Agent page
After you have clicked the "Add Potential Foreign Facilities" button, the Add Potential Foreign Facilities page will be displayed, as shown in the figure below. From this page,

you can add the name and address of foreign food facilities that you expect to represent in the future. After you have clicked the "Add Facility" button, the foreign food facility will be added to a table. You can add multiple potential foreign food facilities. From the table, the you can modify or delete a potential foreign facility. To update the system with your potential foreign food facilities, click the "Submit" button.

If the foreign food facility representative enters your U.S. Agent I.D. in Section 7 during the creation of a foreign facility registration, the representative will be able to view the details of your U.S. Agent's contact information automatically. Upon submission of the foreign food facility registration by the facility representative, the facility listed in your "Add Potential Foreign Facilities" table will move to the "Manage Registrations" table.

Likewise, the foreign food facility representative could enter your U.S. Agent email address, along with your address details in Section 7, instead of your U.S. Agent I.D. Upon submission of the foreign food facility registration by the facility representative, the facility listed in your "Add Potential Foreign Facilities" table will move to the "Manage Registrations" table.

In both instances, the FFR system will automatically accept the foreign food facility for you. You do not have to formally accept the potential foreign food facility.

Figure 7.1: Access the Add Potential Foreign Facilities Page

7 Access Foreign Food Facility Registration Section 7 – United States Agent

Step 1 – User performs a Foreign Facility Registration in "Register a Food Facility", "Update Facility Registration", or "Biennial Registration Renewal" Workflows

Section – Section 7: United States Agent

Upon accessing Section 7, "United States Agent", you will be asked whether you have a U.S. Agent I.D., as shown in the figure below.

Figure 8.1: U.S. Agent I.D. Field in Section 7

If you select "No" you will be able to fill out the U.S. Agent contact information manually, as you do today. However, if you select "Yes", you will be able to enter the U.S. Agent I.D., as displayed in the figure below:

Figure 8.2: U.S. Agent I.D. Search Button

After entering the U.S. Agent I.D., and clicking the Search button, you will see the U.S. Agent details in a table. Continue navigation toward submission if this is the correct agent. If the correct agent is not displayed, you can delete the agent through the Action column, and enter another U.S. Agent I.D. or enter the agent contact information manually.

Figure 8.3: U.S. Agent Contact Information Table

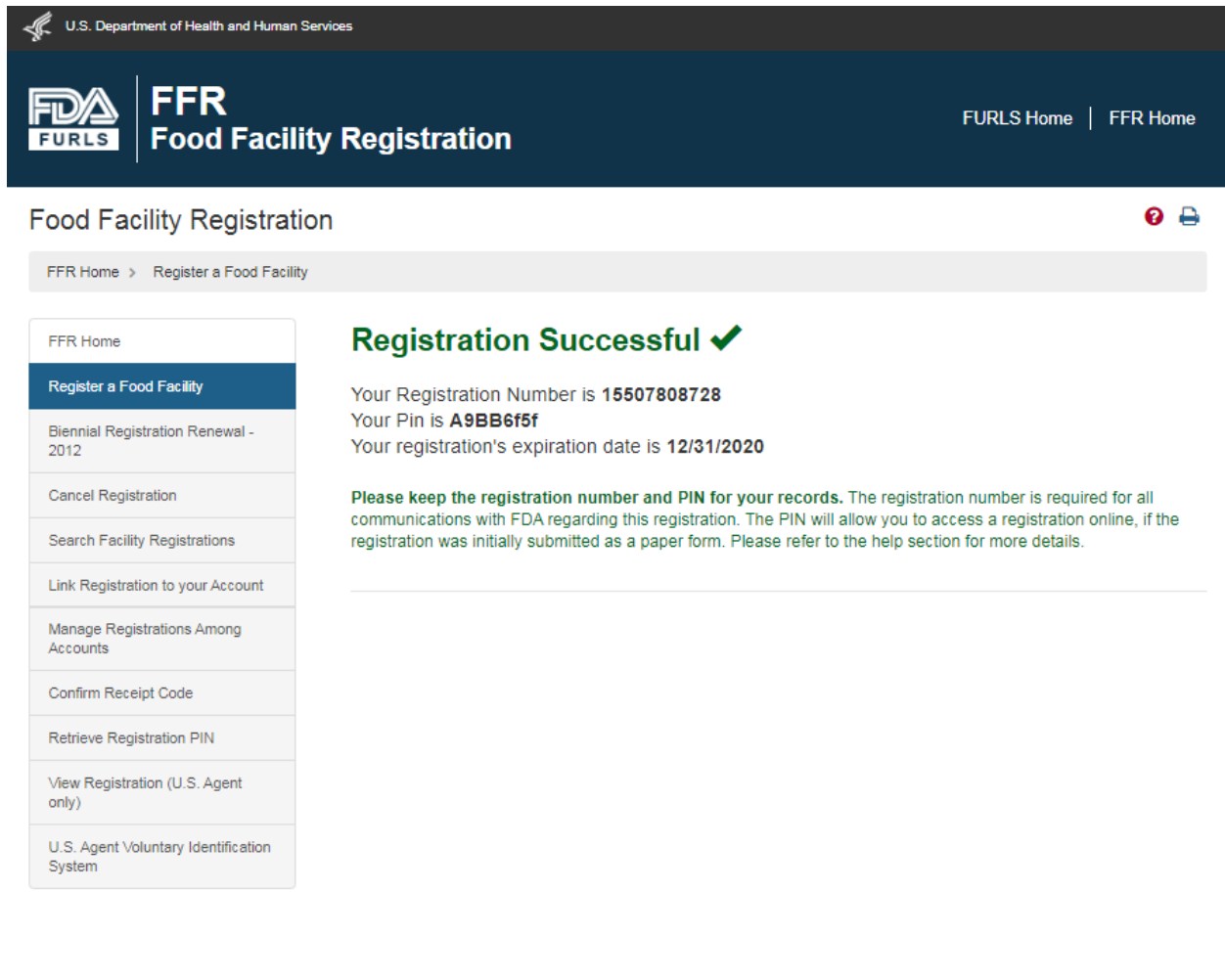# 8 Access Foreign Food Facility Registration Submission Confirmation

Step 1 – Foreign Registration in Access Register a Food Facility, Update Facility

**Registration, or Biennial Registration Renewal Workflows
Section – Post-Submission Confirmation**

If the U.S. Agent has identified your facility in advance (as a potential facility), your post-submission confirmation will change. You will receive your registration number and Pin Number immediately because the U.S. Agent has already agreed to represent your facility.

Figure 9.1: Foreign FFR Post-Submission - U.S. Agent Confirmation In Advance

If the U.S. Agent has not agreed to represent your facility in advance, the post-submission confirmation screen will not change. It will remain as it is today.