FURLS Device Registration & Listing Annual Registration

U.S. Food and Drug Administration Center for Devices and Radiological Health

Division of Industry and Consumer Education (DICE)

Instructions for

Annual Registration

This tutorial should only be used when 1) reregistering a facility that has an existing registration, that is currently active and 2) you have already paid the annual registration user fee and received your Payment Identification Number (PIN) and Payment Confirmation Number (PCN)

Step 1: Click <u>https://www.access.fda.gov/oaa/</u>to open the FDA Industry Systems Website.

Enter the existing account ID and password that are associated with the registration record, click "I Understand" and then click on the Login button.

Note: If you are unable to find the correct account information, contact <u>reglist@CDRH.FDA.GOV</u> for assistance. You cannot access an existing registration if you create a new account.

Proceed to Step 2.

FDA

ONLINE ACCOUNT ADMINISTRATION (OAA)	
FDA Industry Systems	System Status
Login Existing account holders, enter your account ID & password. Account ID Password Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, of fraudulent statement to the U.S. Government is subject to criminal penalties. Understand.	enforcement officials. Is your computer secure? Before using FDA Industry Systems (FIS), FDA strongly encourages all users to have current antivirus and antispyware software installed on your computer to help ensure the privacy
Forgot Account ID Forgot Password	of the information being entered. If you have Tobacco Registration and Product List (TRLM) specific questions, please email FDA at CTPRegistrationandListing@fda.hhs.gov and the Registration and Listing staff can assist with paulal registration is not on action when
	nnual registration is not an option when creating a new account. If your facility has not previously been registered, you should not continue with this tutorial. Intaining its databases. If you get a call from someone bout whether the call is legitimate, get the name and and contact FDA FURLS Help Desk at 1-800-210- of FDA.

Accessibility Browser Requirements FAQ Help Desk Privacy

Step 2: Click "Device Registration & Listing Module" (DRLM) to access your

registrations. Proceed to Step 3.

Account Management

Account Management		
Edit Account Profile	Welcome to the FDA Industry Systems. You are logged in as sand	45641 for SANCO.
Change My Password	You may choose an option on the left to manage your account or a To obtain access to available FDA systems, choose the Update S	
Update System Access		
Create a Subaccount	Registration and Listing Programs	
Deactivate a Subaccount	Food Acidified/Low-Acid Canned Foods Registration	Dairy Listing Module
Reactivate a Subaccount	and Process Filing	Structure/Function Claims Notification
	Shell Egg Producer Registration	
		New Dietary Ingredient Notification
	Medical Devices	

Device Registration and Listing Module

Step 3: Review "Important Messages" on the DRLM Home page. Proceed to Step 4.

Note: You must pay the fee to receive your Payment Identification Number (PIN) & Payment Confirmation Number (PCN) before you can complete the annual registration.

Important Notice: You must visit the <u>FDA User Fee website</u> and pay for your facility prior to registering. If you have not yet received your Payment Confirmation Number (PCN), you will not be able to register your facility and will need to return and re-enter all information for the facility.

Who Must Pay: All establishments must pay the annual registration fee prior to registering or re-registering.

Important Messages

NEW: The CDRH Learn Device Establishment Registration and Listing Course has been updated with the current registration and listing requirements. Please visit this website http://www.fda.gov/Training/CDRHLearn/default.htm to view the course.

The FDA Safety and Innovation Act (FDASIA) was signed into law on July 9, 2012. This law includes the Medical Device User Fee Amendments of 2012 (MDUFA III) as well as other medical device provisions. MDUFA III mandates that, beginning in Fiscal Year 2013, an annual registration user fee be paid for all types of establishments.

The fee for FY 2017 is \$3,382. There is no reduction in this fee for small businesses or any other groups. For more information about User Fees and MDUFA III see

http://www.fda.gov/MedicalDevices/DeviceRegulationandGuidance/Overview/MDUFAIII/default.htm.

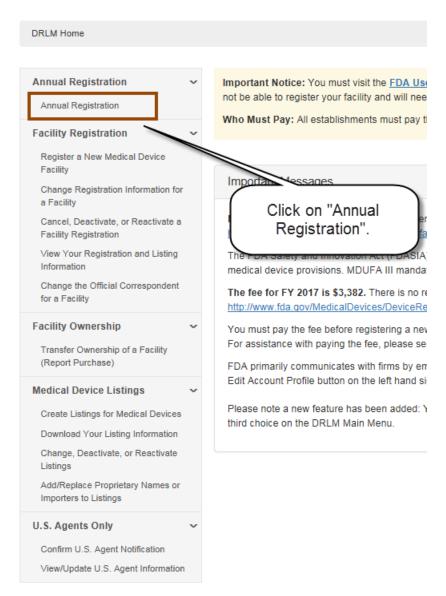
You must pay the fee before registering a new establishment or updating your existing registration(s) and/or listing(s) for FY 2017. If you have not paid the fee, please visit this website. For assistance with paying the fee, please send an email to userfees@fda.gov.

FDA primarily communicates with firms by ema link at the top of this page. Then click of

Please note a new feature has been ad "Download Your Listing Information", w Click on this link if you need to pay the fee to get your PIN & PCN. Clicking the link will log you out of FURLS. After you get your PIN & PCN, you will need to log back into FURLS to complete the annual registration.

Home

Step 4: Click on "Annual Registration" link in the DRLM menu. Proceed to Step 5.



Step 5: You will see a list of all of your facilities that need to complete the annual registration. For each facility, that has activities that require registration, click on the blue action icon.

Proceed to Step 8.

If a facility no longer has activities that require registration, click on the red action icon to deactivate the registration. Proceed to step 6.

acility List	tion of a facility, select the 🐼 icon from	the "Action" column	
w 25 v per page			lear Sort and F
Name and Address	Status 💵	click the blue action icon.	Action
SANCO Barbados 12345 Bajan Way, St. James, Saint James, 00000, BARBADOS	Active, Waiting for Registration Number Assignment	Not yet assigned	
SANCO Belize 12345 Caye Drive, Belize City, Belize, 12345, BELIZE	Active, Waiting for Registration Number Assignment	For facilities no longer required to register, click the red action icon.	₿ 0
SANCO Zimbabwe 12345 Salisbury Lane, Harare, Harare, 00000, ZIMBABWE	Active, Waiting for Registration Number Assignment	Not yet assigned	6
SANCO 1234 Rockville Pike, Rockville, Maryland, 20852, UNITED STATES	Active, Waiting for Registration Number Assignment	Not yet assigned	2 0

Showing 1 to 4 of 4 entries

Step 6: Review the facility information to confirm that you have selected the correct registration for deactivation. If correct, click the certification statement box and then click "Deactivate Selected Registration".

Proceed to step 7.

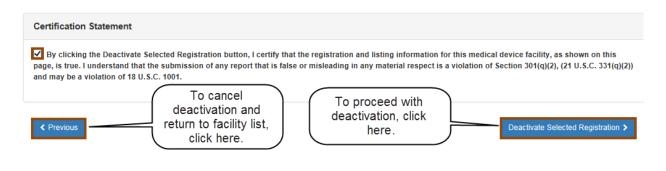
If you have not selected the correct registration for deactivation, click on "previous" to return to the facility selection page and return to Step 5. Return to Step 5.

Registration Deactivation Review

Registration will be Deactivated

Verify the registration status of the facility you selected and click Deactivate Selected Registration.

Status	Name and Address	Registration/FEI Number
To be Deactivated	SANCO Barbados 12345 Bajan Way St. James, Saint James, 00000, BARBADOS	Registration Number Not Yet Assigned



Step 7: You will now see a registration deactivation confirmation screen.

Note: If you want to have a copy of the deactivation confirmation for your records, print a copy now. You will not be able to return to this confirmation page later.

If you have other annual registrations to complete, click on "Back to Registration List".

Return to Step 5.

If you do not have any other annual registrations to complete, you may select other actions from the DRLM menu or you may return to the Account Management page to log out of FURLS.

Registratio	on Deactivation Confirmation	
	r/Operator Number for this Registration is: 10054564.	
Print a copy of Status	this transaction for your records. Name and Address	Registration/FEI Number
Inactive	SANCO Barbados 12345 Bajan Way St. James , Saint James, 00000, BARBADOS	Registration Number Not Yet Assigned
K Back to Regis	tration List	

Step 8: Review each section of the Registration Review page for accuracy.

Below is an example of a domestic facility Registration Review page. Each section will be discussed on the following pages.

Note: if you are not registered as Initial Importer, you will not see the Imported Products and Manufacturers section of the screen

Registration Review

Facility: SANCO, Rockville, Maryland, UNITED STATES

- · Review the information that you provided for your facility.
- Make changes to your facility, listing or imported products information by clicking the Edit button at the top of the corresponding section.
- Make changes to Owner/Operator or Official Correspondent information by clicking on FURLS HOME at the top right corner of your screen.

cility Informa	tion								C E
Registration Nu	imber:								
Initial Importer:			Y						
Facility Name:			SANCO						
Address: 1234 Rockville Pike,									
			Rockville,	Maryland, 20852, UNITED ST	ATES				
DUNS Number:									
Foreign Trade 2	Zone:		N						
Facility URL:	Trade Name(s):								
	Trade Name(3).								
wner/Operato	r Information								
Owner/Operato	r Number:		10054564						
Contact Name:			Istvan Na	ду					
Company:			SANCO						
Address:			1234 Roc						
Telephones			Rockville, 301 - 770	MARYLAND, 20852, UNITED	STATES				
Telephone: Fax:				12.04					
E-mail:			steve.nag	y@fda.hhs.gov					
DUNS Number:									
ficial Correst	ondent Informatio	n							
Contact Name:			Istvan Na	ду					
Company:			SANCO	In the Dille					
Address:			1234 Roc		CTATES.				
Telephone:			301 - 770	MARYLAND, 20852, UNITED	STATES				
Fax:				12.34					
E-mail:			steve.nag	y@fda.hhs.gov					
DUNS Number:			2						
evice Listings	;								C E
isting	Premarket Submiss	ion	Product Code	Device Name(s)			Activities		
Number	Number/Type		(s)						
0271630	Preamendment		ECX	Cylinder, compressed gas, a	nd valve		Repackager/R	elabeler	
ported Produ	icts and Manufactu	urers							C E
Manufacturer(s)	Name	Address			Product Code	Device Name		Premari Submis Number	sion
COLAB DESIGN	PTY LTD		Gibbes Street, Cha AUSTRALIA	atswood, Sydney, New South	HQY	Sunglasses (non-prescr photosensitive)	iption including		
ertification Sta									
necessary, and		ation is true and	correct. I understar	ng information for the medical nd that the submission of any re					

Below is an example of a foreign facility Registration Review page. Each section will be discussed on the following pages.

D271623	Exempt	BXL	ALGESIMETER, MANUAL	Repackager/Relabeler	SANCO	
D271630	Preamendment	ECX	Cylinder, compressed gas, and valve	Repackager/Relabeler	SANCO	
Listing Number	Premarket Submission Number/Type	Product Code(s)	Device Name(s)	Activities		
vice Listin	gs					☑ Ed
E-mail Addre	255		steve.nagy@fda.hhs.gov			
DUNS Numb						
Phone: Fax			301 - 7704321			
			Rockville, Maryland, 20852, UNITED STATES			
Address			1234 Rockville Pike			
Contact Title Business Na			Mr SANCO			
Contact Nam	ne:		Istvan Nagy			
nited States	Agent Information					
DUNS Numb	ber:					
E-mail:			steve.nagy@fda.hhs.gov			
Telephone: Fax:			301-7701234			
			Rockville, MARYLAND, 20852, UNITED STATES			
Company: Address:			SANCO 1234 Rockville Pike ,			
Contact Nan	ne:		Istvan Nagy			
	espondent Information					
DUNS Numb						
E-mail:	005		steve.nagy@fda.hhs.gov			
Fax:						
Telephone:			301 - 7701234			
AUUI855;			1234 ROCKVIIIE PIKE Rockville , MARYLAND , 20852 , UNITED STATES			
Company: Address:			SANCO 1234 Rockville Pike			
Contact Nan	ne:		Istvan Nagy			
-	ator Number:		10054564			
wner/Opera	ator Information					
Other Busin	ess Trade Name(s)					
Facility URL						
DUNS Numb Foreign Trac			Ν			
			St. James , Saint James , 00000 , BARBADOS			
Address:			12345 Bajan Way			
Facility Name			SANCO Barbados			
Initial Import			Ν			
Registration	Number:					

Certification Statement

By clicking the Reactivate Registration button, I certify that the registration and listing information for this medical device facility, as shown on this page, is true. I understand that the submission of any report that is false or misleading in any material respect is a violation of Section 301(q)(2), (21 U.S.C. 331(q)(2)) and may be a violation of 18 U.S.C. 1001.

Sack to View Registrations

Reactivate Registration >

If you need to edit facility information, click on the edit icon to go to the edit page.

Facility Information		C≇ Edit
Registration Number: Initial Importer: Facility Name: Address: DUNS Number: Foreign Trade Zone:	Y SANCO 1234 Rockville Pike Rockville, Maryland, 20852, UNITED STATES	
Facility URL: Other Business Trade Name(s):		
Edit page:		
Facility Information		
Location Information		
		Clear
☐ Check this box if this establishment is located in a for	reign trade zone	
Country / Area	Address Line 1	
UNITED STATES	1234 Rockville Pike	
Facility Name	Address Line 2 (Optional)	
SANCO		
Phone (Optional)	Zip/Postal Code	
1 301 7701234	20852	
Country Area Phone Number Extension	City	
Fax (Optional)	Rockville	~
Country Area Fax Number	State/Province/Territory Maryland	~
	ma yang	
DUNS Number (Optional)	Facility URL (Optional)	
(Enter only the 9-digit number, no dashes or other characters)		
Other Business Trade Name(s): + Add more		
Are you an Initial Importer?	● Yes ○ No	
< Previous		Next >

After making edits, click on "next" to return to the Registration Review page to complete the review of the registration and listing information.

Section 2: Owner/Operator Information & Official Correspondent Information

If you need to update either the owner/operator or official correspondent information, you must click on the FURLS Home link, located at the top right corner of your screen. Clicking on the FURLS Home link will take you out of the annual registration process.

U.S. Department of Health and Human Services		Welcome, Istvan Nagy FU	IRLS HOME
DRLM FURLS Device Registration & Listing	To update either the owner/operator or official correspondent information, clic FURLS HOME.		
Owner/Operator Information			
Owner/Operator Number: Contact Name: Company: Address: Telephone: Fax: E-mail: DUNS Number:	10054564 Istvan Nagy SANCO 1234 Rockville Pike Rockville, MARYLAND, 20852, UNITED STATES 301 - 7701234 - steve.nagy@fda.hhs.gov		
Official Correspondent Information			
Contact Name: Company: Address: Telephone: Fax: E-mail: DUNS Number:	Istvan Nagy SANCO 1234 Rockville Pike Rockville, MARYLAND, 20852, UNITED STATES 301 - 7701234 - steve.nagy@fda.hhs.gov		

Instructions for updating the owner/operator and official correspondent information is available here:

<u>https://www.fda.gov/MedicalDevices/DeviceRegulationandGuidance/HowtoMarketYo</u> urDevice/RegistrationandListing/ucm053185.htm#11)

After making updates, return to Step 2 to complete the Annual Registration process.

If you do not need to update either the owner/operator or official correspondent information, proceed to the next section below, U.S. Agent information (foreign establishments only). Otherwise, proceed to section 4 to edit Device Listings.

Section 3: U.S. Agent Information (Foreign Registrations Only)

If you need to edit the U.S. Agent information, click on the edit icon to go to the edit page.

United States Agent Information		C≇ Edit
Contact Name: Contact Title: Business Name: Address:	William Nagy Mr SANCO 12345 Rockville Pike	Clicking the edit icon will take you to the edit page below.
Phone: Fax: DUNS Number:	Rockville, Maryland, 20852, UNITED STATES 301 - 7701234	
E-mail:	William@Sanco.com	

Edit page:

U.S. Agent Information

Facility: SANCO Belize , Belize City , Belize, BELIZE	
United States Agent Information	
Contact Title	Address Line 1
Mr	12345 Rockville Pike
Contact Name	Address Line 2 (Optional)
William Nagy	
Business Name (Optional)	Zip Code
SANCO	20852
Phone	City
301 7701234	Rockville
Area Phone Number Extension	State
Fax (Optional)	Maryland
Area Fax Number	
DUNS Number (Optional)	E-mail
	William@Sanco.com
(Enter only the 9-digit number, no dashes or other characters)	
< Previous	Review Changes >

After making edits, click on "Review Changes" to return to the Registration Review page to complete the review of the registration and listing information.

IMPORTANT NOTE: A new feature is being added to FURLS/DRLM beginning with the Fiscal Year (FY) 2018 registration cycle. Each U.S. Agent will receive an email that notifies her/him of the need to verify that she/he agrees to act in this capacity for your registered establishment once the facility registration is complete. The email will provide instructions on how to access and verify the information in FURLS/DRLM. If she/he fails to verify, then FDA will inform the establishment's Official Correspondent and Owner/Operator contact person that a new U.S. Agent must be identified. Failure to provide valid U.S. Agent information will result in the deactivation of your registration. Carefully review this section for accuracy and make any needed corrections before you submit your annual registration. You should consider notifying your U.S. agent of this new verification process, so she/he responds to the FDA email.

Section 4: Device Listings

If you need to edit listing information, click on the edit icon to go to the edit page.

Device Listings				Clicking on the edit icon		
Listing Number	Premarket Submission Number/Type	Product Code(s)	Device Name(s)	vill take you to the edit page below.	Activities	
D271630	Preamendment	ECX	Cylinder, compressed gas	, and valve	Repackager/Relabeler	

You will have the choice of editing the existing listing or removing the existing listing. You also may add a new listing from either the existing owner/operator list or by creating a new listing.

Edit page:

Listings Summary

Facility: SA	ANCO, Rockville, Ma	aryland, UNITE	ED STATES		
 Make u 		the appropria	-	e listing, (1) to view listing proprietary names.	
Add more listings by clicking "Add New Product".			rroduct".	Click to create a new list not already in owner/opera list of devices.	
Listing Number	Premarket Submission Number/Type	Product Code(s)	Device Name(s)	Activities	Actions
D123456	Preamendment	ECX	Cylinder, compressed gas, and valve	Repackager/Relabeler	🖋 🗙 👁
< Go to	Owner Operator Lis		Click to add listing that is part of owner/operator's list of devices.	Click the pencil icon to existing listing. Click the icon to remove listing.	

After making edits, click on "Next" to return to the Registration Review page to complete the review of the registration and listing information.

If you have finished reviewing your registration and listing information, please proceed to Section 6: Certification Statement

Important Note about creating a new listing: A new feature is being added beginning with FY 2018 registration cycle that will allow you to create two listings for a product – one

listing for products made in the United States and another listing for the products manufactured for export only. You will no longer be able to add the "U.S. Manufacturer for Export Only" establishment type to an existing listing for a product. You will now be required to create a separate listing for the export only model of the device.

Section 5: Imported Products and Manufacturers (Initial Importers Only)

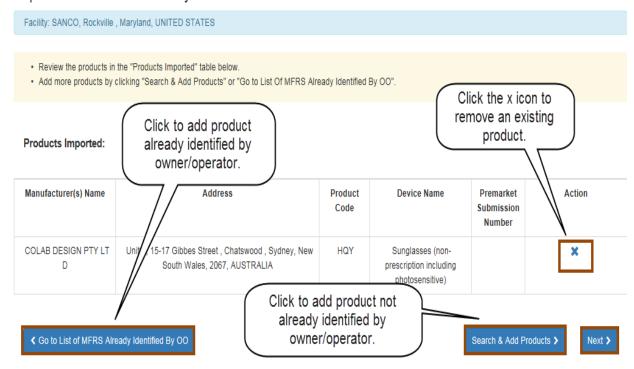
If you need to edit the imported products information, click on the edit icon to go to the edit page.



If the facility is no longer importing an identified product, you will be able to remove that product. You also may add a new imported product from either the existing owner/operator list or by identifying a new product.

Edit page:

Imported Products Summary

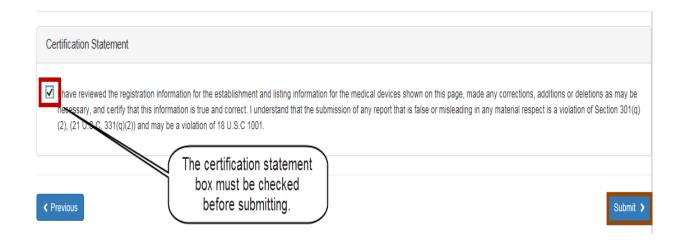


When you have finished making your edits to the Imported Products Summary page, click on "Next" to return to the Registration Review page to complete the

review of the registration and listing information.

Section 6: Certification Statement (for domestic and foreign)

If all information is accurate, check the certification statement box, found at the bottom of the Registration Review page, and then click "Submit".



Proceed to Step 9.

Step 9: On the Enter Payment Confirmation Number page, enter the 8-digit Payment ID Number (PIN) and 8-digit Payment Confirmation Number (PCN) previously received and click "Submit."

Proceed to Step 10.

Enter Payment Confirmation Number

Enter your Payment Identification Number (PIN) and Payment Confirmation Number (PCN) for each registration shown below.

The PIN is an 8-digit number beginning with the number 5. The PCN is an 8-digit number beginning with the two character fiscal year - for 2017, the PCN begins with "17"

You must have a separate PCN for each registration shown. If you have not yet paid your annual registration user fee, you must visit the <u>FDA User Fee website</u> and pay for each registered facility prior to completing registration. If you have paid for your registration(s) and do not have your PIN and PCN, you can display your numbers by visiting the <u>FDA User Fee website</u>

Sample PIN - PCN: 5000000-17000000

Registration Number	Address	PIN	PCN
Active, Waiting for Registration Number Assignment	SANCO 1234 Rockville Pike Rockville, Maryland, 20852, UNITED STATES	5000000	17000000

Previous



Step 10: The Annual Registration Successful page displays the registration information you have entered.

Annual Registration Successful Facility: SANCO, Rockville, Maryland, UNITED STATES You have successfully updated your registration and listing information for 2017. Your registration will be valid through December 31, 2017. Be sure to print this page for your records. The next registration renewal period is October 1 - December 31, 2017. Registering your facility and listing devices does not, in any way, constitute FDA approval of your facility or devices. You may contact the FDA with any questions at reglist@cdrh.fda.gov. The Owner/Operator Number for this Registration is: 10054564. **Facility Information Registration Number:** Initial Importer: Y Facility Name: SANCO 1234 Rockville Pike Address: Rockville, Maryland, 20852, UNITED STATES DUNS Number: Foreign Trade Zone: Ν Facility URL: Other Business Trade Name(s): **Owner/Operator Information** Owner/Operator Number: 10054564 Contact Name: Istvan Nagy Company: SANCO 1234 Rockville Pike Address: Rockville, MARYLAND, 20852, UNITED STATES Telephone: 301 - 7701234 Fax: E-mail: steve.nagy@fda.hhs.gov **DUNS Number:** Official Correspondent Information Istvan Nagy Contact Name: SANCO Company: 1234 Rockville Pike Address: Rockville, MARYLAND, 20852, UNITED STATES Telephone: 301 - 7701234 Fax: E-mail: steve.nagy@fda.hhs.gov DUNS Number: **Device Listings**

Listing Number	Premarket Submission Number/Type	Product Code(s)	Device Name(s)	Activities
D123456	Preamendment	ECX	Cylinder, compressed gas, and valve	Repackager/Relabeler

Manufacturer(s) Name	Address	Product Code	Device Name	Premarket Submission Number
COLAB DESIGN PTY LTD	Unit 5, 15-17 Gibbes Street, Chatswood, Sydney, New South Wales, 2067, AUSTRALIA	HQY	Sunglasses (non-prescription including photosensitive)	

Imported Products and Manufacturers

Congratulations! This screen means the annual registration has been completed.

A Confirmation email will be sent to the official correspondent with similar information as indicated below:



Dear Istvan Nagy:

This e-mail provides confirmation that the annual registration for the following medical device establishment has been successfully completed for 2017:

Registration Number: Owner Operator Number: 10054564 SANCO 1234 Rockville Pike ROCKVILLE, MD 20852 UNITED STATES

If you do not see a registration number assigned to the establishment and your establishment previously had one, please send an email to <u>reglist@cdrh.fda.gov</u> and include the registration number you believe is assigned to your establishment. We will review and determine if a duplicate registration has been created for your establishment.

Your registration is valid until December 31, 2017. Registration for 2018 will be conducted between October 1 and December 31, 2017.

Please note that registering your device facility and listing your devices does not, in any way, constitute FDA approval of your facility or your devices.

Should you have any questions, please send an e-mail to the CDRH Registration and Listing Helpdesk at <u>reglist@cdrh.fda.gov</u>.

You may select another action from the DRLM menu or you may return to the Account Management page to log out of FURLS.