

## Updating Your FDA Registration to List AFI as the U.S. Agent

Below are instructions for updating the relevant section of your existing FDA registration to list AFI as the agent. You will need the login for the account in which the registration is created in order to access it. If you do not have this login, you will have to contact the FDA Industry Systems Help Desk for assistance:

Phone: **1-800-216-7331** or **301-575-0156** 7:30 a.m.-11:00 p.m. Eastern Time

Fax: **301-436-2804** or **1-866-573-0846**

E-mail: [furls@fda.gov](mailto:furls@fda.gov)

You may also [use this form](#) to e-mail questions about the Bioterrorism Act

1. Go to FDA's Industry Systems web site, [www.access.fda.gov](http://www.access.fda.gov),
2. On the home page, click on *Login*.
3. On the next page, enter your account ID (user name) and password to log in.
4. In the menu on the next page click on *Food Facility Registration*.
5. In the "FFR Home" menu on the next page, click on *Update Facility Registration*\*\*
6. On the next page, click on the registration number of the registration you want to update.
7. On the next page with the actual registration record, scroll down to section 7 and click *Edit*.
8. On the next page, scroll down to section 7. Check off *Yes* where it says, "**If you are assigning a new US agent please select Yes. If you are simply changing the name or address of your current US agent please select No.**"
9. Replace the agent information in this section with the following:

Check off "Association" from the list of options.

NAME OF U.S. AGENT: Association of Food Industries, Inc.  
STREET ADDRESS, Line 1: 3301 Route 66, Suite 205, Bldg. C  
STREET ADDRESS, Line 2: (leave blank)  
CITY: Neptune  
STATE: New Jersey  
ZIP CODE: 07753  
PHONE NUMBER: 732 9223008  
EMERGENCY CONTACT PHONE: 732 7782126  
FAX NUMBER: 732 9223590  
E-MAIL ADDRESS: [info@afius.org](mailto:info@afius.org)

10. Scroll to the bottom of the page and click *Next*.
11. When you are prompted to validate the address on the next page, click *Accept Provided Address*.
12. On the next page, you can review the information. If everything is correct, scroll to the bottom and click *Submit*.

\*\*NOTE: During the renewal period FDA removes the *Update Facility Registration* button from the menu. Assigning the new U.S. agent can be done through the biennial renewal process, entering the information outlined above, or it can be done via the update button after the registration has been renewed. (The update button will appear again when at least one registration on the account has been renewed.)

You can no longer use the search function to update registrations.