



## De-Registration Process – FDA

### How to De-Register my Establishment

- 1) Login to CDER direct. (p3 of the FDA slides)
- 2) Go to the home page. (p8) Under the SUBMISSIONS window on the left of the screen, click on "ESTABLISHMENT REGISTRATION"
- 3) Choose "Create New Establishment Registration using a blank form" and press "CONTINUE" (p12)
- 4) Under "Document Type" menu, choose "ESTABLISHMENT DE-REGISTRATION" (p13)
- 5) Then choose "SAVE AS DRAFT" (p22)
- 6) followed by "SUBMIT SPL"
- 7) The table will indicate that the De-registration request is "Awaiting Acceptance"
- 8) Log out.