



# De-Registration Process – FDA

## How to De-Register my Establishment

**There are 2 methods to de-register:**

### **METHOD #1**

- 1) Log into CDER Direct and open up the most recent registration submission. (click on SUBMISSION ACCEPTED)
- 2) Once opened, click on the CREATE NEW VERSION button.
- 3) In the header details section, choose Establishment De-Registration from the drop-down list for document type.
- 4) Click submit

### **METHOD #2**

- 1) Login to CDER direct.
- 2) Go to the home page. 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"

4) Under "Document Type" menu, choose "ESTABLISHMENT DE-REGISTRATION"

4(a). Ensure the Set ID number is the same as for the original Registration.

4(b). Change the version number from 1 to 2.

5) Then choose "SAVE AS DRAFT"

6) Followed by "SUBMIT SPL"

7) The table will indicate that the De-registration request is "Awaiting Acceptance"

NOTE: In some cases, you may receive an initial notice that your "Submission Failed". If that happens, wait about 5-10 then refresh the page to see if it has been accepted.