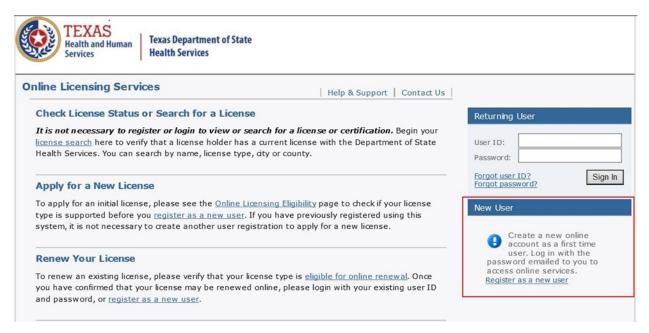
Cottage Food Registration Guide

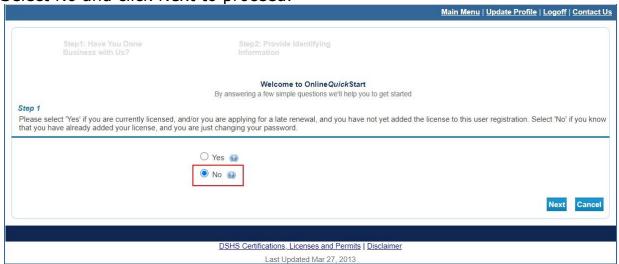
The online registration system works best on desktop and laptop computers.

1. Visit the Texas Department of State Health Services <u>Business and Professional Licenses webpage</u>. NOTE: If you have an existing online user registration for another DSHS license, you cannot use it for the cottage food registration. You must use another email address to create a separate online user registration.



- 2. Fill in every field/box with a red asterisk, then click Next. The next screen will preview your registration information. You can click Edit to modify details and Save to proceed.
- 3. An email will be sent to your email address with a temporary password. You will be prompted to return to the license homepage where you will enter your user ID and temporary password from your email as a Returning User to sign in. Follow the guidelines and create a password for your account.

4. Select No and click Next to proceed.



5. For the <Choose Board> drop down, click Retail Food Program; and for the <Choose Application> drop down, click New Cottage Food Registration. Click on Select to the right of "New Cottage Food Registration."



Read through all the introduction information and click Next to proceed.

New Cottage Food Registration - Introduction

Welcome to the Cottage Food registration. Please follow the instructions on each screen to complete your registration. Your information will not be saved until you complete the registration.

To confirm this is the correct registration and links to the rules and laws, please go to Retail Food Establishments | Texas DSHS.

If you need help with the online process, please contact Retail Food Safety Operations at 512-834-6753 or email foodestablishments@dshs.texas.gov.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.dshs.state.tx.us for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003, and 559.004)





7. Read the questions carefully, answer with accurate responses, and click Next to proceed.

•		
New Cottage Food Registration - Function Suitability		
Answer the questions below to ensure that you have selected the correct online transaction. Answer the questions and press "Next".		
Press "Previous" to return to the previous section.		
Press "Cancel" to cancel this application and return to the main menu.		
Question	Answer	
Are you attempting to renew an existing license/registration/permit?	O Yes No	
Are you attempting to register a Cottage Food Production Operation or as a Cottage Food Vendor?	YesNo	
Are you making changes to your existing Cottage Food Registration?	O Yes No	
Are you attempting to apply for a Retail Food Establishment (Mobile Food Unit, Restaurant, Temporary Food Establishment, etc.), Manufacturing (Wholesale, Warehouse, Private Label, etc.), Meat Safety Assurance, or Milk and Dairy License?	Yes No	
	Previous Next	Cancel

8. For Organization Name, enter the name of your Cottage Food Business. Enter a "doing business as" (DBA) name if it differs from your Organization Name.

For Tax Number, enter your Social Security or your Federal Employer Identification number if you don't have a Tax ID number. This number will need to be entered twice. (Optional)

For Entity Type, click the option that applies to your business.

Click Next to proceed.

Organization Name:	Cottage Food Organization Name				
Doing Business As Name:					
Tax Number:					
Tax Number:	·······				
	501c3 (Tax Exempt)				
	Associates				
	City Health Department				
	Corporation				
	County Health Department				
	○ DBA				
	Fire Dept / EMS				
	Government				
	O Hospital				
Entity Type:	O Hospital Authority				
	 ☐ Hospital District ☐ LLC 				
	OLLP				
	OLP				
	CLTD				
	Partnership				
	Partnership Unincorporated				
	Sole Owner/Proprietorship				
	Unincorporated Association				
	Ouniversity / College				
		Pre	evious	Next	C

9. On the Contact Information screen, fill out the fields for Main Address. This should be your home address. You MAY NOT use a P.O. Box Address as your main physical address.

Copy From:	Сору	
Street Number:	8407	
* Address:	Wall St.	
* Zip Code: (a)	78754	
· City:	AUSTIN	
* State: 😡	Texas	
* County:	TRAVIS	
Country:	United States	
Phone Number:	512-555-1234 (999-999-9999)	
Extension:		
E-mail:	Jane.Doe@webaddress.com	

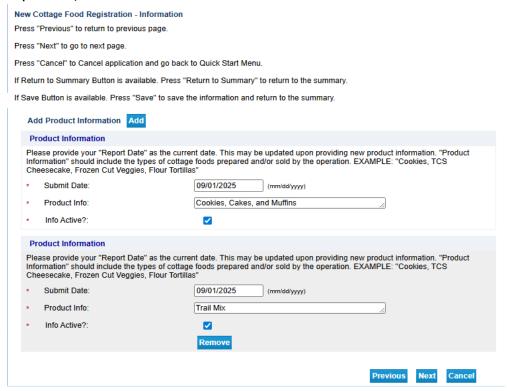
10. For the Mailing Address Field, you can choose Main Address from the drop-down menu and click Copy to populate the fields with the Mailing Address entries. After the Mailing Address Field, you must fill out required fields for First Name, Last Name, and the Organizational Name again. Input First and Last Name of the Cottage Food Operator/Vendor.

─ ☐ Mailing Address ──	
Copy From:	Copy
* Street Number:	1100
* Address:	w 49th St
* Zip Code: (2)	78756
* City:	AUSTIN
* State: (a)	Texas
County:	TRAVIS
Phone Number:	(999-999-9999)
Extension:	
E-mail:	
Title:	
* First Name:	John
Second Name:	
* Last Name:	Doe
Or	
* Organization Name:	Cottage Food Organization Name

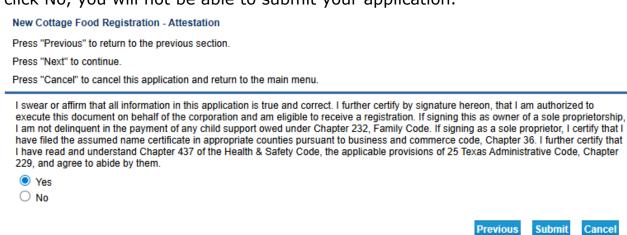
- 11. Click Next after you fill out all the fields with a red asterisk.
- 12. Select the attributes that apply to your Cottage Food Operation. Review definitions and select the attributes that pertain to your operation. Then, click Next.

•	-			
New Cottage Food Registratio	n - Select Attributes			
Listed below are the registration	options you may add or dele	ete. Please only cho	oose options that apply to your operation.	
CFVD: Cottage Food Vendor				
NPAR: Cottage Food Production	Operation using unique ide	ntifier on label "inste	ad of Physical Address"	
TCSP: Cottage Food Production temperature control for safety)	Operation selling TCS foods	s (Time/Temperature	e Controlled for Safety Foods - Foods that require	
Listed below are the license attri	butes you may add or delete).		
Please select/de-select the desir	red attribute and press "Next	" to continue.		
Press "Previous" to return to the	previous section.			
Press "Cancel" to cancel this ap	plication and return to the ma	ain menu.		
If Return to Summary Button is a	available. Press "Return to S	ummary" to return to	the summary.	
Attribute Type:	Additional Attributes (please check all th apply)	at		
	Exists On License	Request To Add		
* Attributes:			CFVD: Cottage Food Vendor	
		✓	NPAR: In lieu of Physical Address	
			TCSP: Producer of TCS Food Products	
			Previous Next Cance	ı

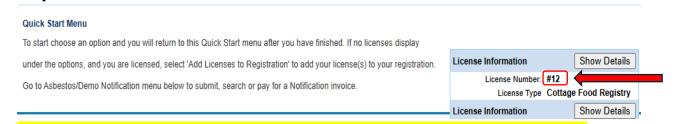
13. Add product information for your Cottage Food Operation. Click the blue ADD button, to submit multiple products. Once all products are inputted, click Next.



- 14. At the Application Summary screen, you can edit Organization Detail and General Addresses by clicking the Edit buttons. Review all the information to verify it's correct, **then click Submit** to proceed.
- 15. Read the attestation. If you agree, select Yes and click Submit. If you click No, you will not be able to submit your application.



- 16. Click on the View PDF Summary Report button to get a copy you can save and print. This Summary Report does NOT contain your unique identifier and/or registration number.
- 17. Click Return. This returns you to your Main Menu. Your Registration Number/Unique Identifier will be viewable on the right-side of your screen in the License/Registration Table. This number will be how your Cottage Food Operation/Vendor is identified and must be utilized in accordance with the requirements of SB 541.



NOTE: If your registration number is not viewable, then log out and log back into your account. The number should then be viewable in the top right portion of your main menu.