

Cottage Food Registration Guide

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

1. Visit the Texas Department of State Health Services [Business and Professional Licenses webpage](#). *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.*

TEXAS
Health and Human
Services | Texas Department of State
Health Services

Online Licensing Services | [Help & Support](#) | [Contact Us](#)

Check License Status or Search for a License

It is not necessary to register or login to view or search for a license or certification. Begin your [license search](#) here to verify that a license holder has a current license with the Department of State Health Services. You can search by name, license type, city or county.

Apply for a New License

To apply for an initial license, please see the [Online Licensing Eligibility](#) page to check if your license type is supported before you [register as a new user](#). If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

Renew Your License

To renew an existing license, please verify that your license type is [eligible for online renewal](#). Once you have confirmed that your license may be renewed online, please login with your existing user ID and password, or [register as a new user](#).

Returning User

User ID:

Password:

[Forgot user ID?](#) [Forgot password?](#)

New User

 Create a new online account as a first time user. Log in with the password emailed to you to access online services. [Register as a new user](#)

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.

Main Menu | Update Profile | Logoff | Contact Us

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Welcome to OnlineQuickStart
By answering a few simple questions we'll help you to get started

Step 1
Please select 'Yes' if you are currently licensed, and/or you are applying for a late renewal, and you have not yet added the license to this user registration. Select 'No' if you know that you have already added your license, and you are just changing your password.

☐ Yes

☒ No

Next Cancel

DSHS Certifications, Licenses and Permits | Disclaimer
Last Updated Mar 27, 2013

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."

Start a New Application or Take An Exam

What are you applying for?

Retail Food Program

New Cottage Food Registration

Select

6. 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)

Next Cancel

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?	☐ Yes ☒ No
Are you attempting to register a Cottage Food Production Operation or as a Cottage Food Vendor?	☒ Yes ☐ No
Are you making changes to your existing Cottage Food Registration?	☐ 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

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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:

Doing Business As Name:

Tax Number:

Tax Number:

* Entity Type:

- ☐ 501c3 (Tax Exempt)
- ☐ Associates
- ☐ City Health Department
- ☐ Corporation
- ☐ County Health Department
- ☐ DBA
- ☐ Fire Dept / EMS
- ☐ Government
- ☐ Hospital
- ☐ Hospital Authority
- ☐ Hospital District
- ☐ LLC
- ☐ LLP
- ☐ LP
- ☐ LTD
- ☐ Partnership
- ☐ Partnership Unincorporated
- ☒ Sole Owner/Proprietorship
- ☐ Unincorporated Association
- ☐ University / College

[Previous](#) [Next](#) [Cancel](#)

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.

Main Address

Copy From:

Copy

Street Number:

8407

* Address:

Wall St.

* Zip Code:

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:

78756

* City:

AUSTIN

* State:

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 Registration - Select Attributes

Listed below are the registration options you may add or delete. Please only choose options that apply to your operation.

CFVD: Cottage Food Vendor

NPAR: Cottage Food Production Operation using unique identifier on label "instead of Physical Address"

TCSP: Cottage Food Production Operation selling TCS foods (Time/Temperature Controlled for Safety Foods - Foods that require temperature control for safety)

Listed below are the license attributes you may add or delete.

Please select/de-select the desired attribute and press "Next" to continue.

Press "Previous" to return to the previous section.

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

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	Additional Attributes (please check all that apply)		
	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](#) [Cancel](#)

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.

New Cottage Food Registration - Information

Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

If Save Button is available. Press "Save" to save the information and return to the summary.

Add Product Information [Add](#)

Product Information

Please provide your "Report Date" as the current date. This may be updated upon providing new product information. "Product Information" should include the types of cottage foods prepared and/or sold by the operation. EXAMPLE: "Cookies, TCS Cheesecake, Frozen Cut Veggies, Flour Tortillas"

* Submit Date: (mm/dd/yyyy)

* Product Info:

* Info Active?: ☒

Product Information

Please provide your "Report Date" as the current date. This may be updated upon providing new product information. "Product Information" should include the types of cottage foods prepared and/or sold by the operation. EXAMPLE: "Cookies, TCS Cheesecake, Frozen Cut Veggies, Flour Tortillas"

* Submit Date: (mm/dd/yyyy)

* Product Info:

* Info Active?: ☒

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

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.

New Cottage Food Registration - Attestation

Press "Previous" to return to the previous section.

Press "Next" to continue.

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

I swear or affirm that all information in this application is true and correct. I further certify by signature hereon, that I am authorized to execute this document on behalf of the corporation and am eligible to receive a registration. If signing this as owner of a sole proprietorship, I am not delinquent in the payment of any child support owed under Chapter 232, Family Code. If signing as a sole proprietor, I certify that I have filed the assumed name certificate in appropriate counties pursuant to business and commerce code, Chapter 36. I further certify that I have read and understand Chapter 437 of the Health & Safety Code, the applicable provisions of 25 Texas Administrative Code, Chapter 229, and agree to abide by them.

- ☒ Yes
☐ No

[Previous](#) [Submit](#) [Cancel](#)

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.**

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.

License Information	Show Details
License Number: #12	
License Type: Cottage Food Registry	
License Information	Show Details

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.