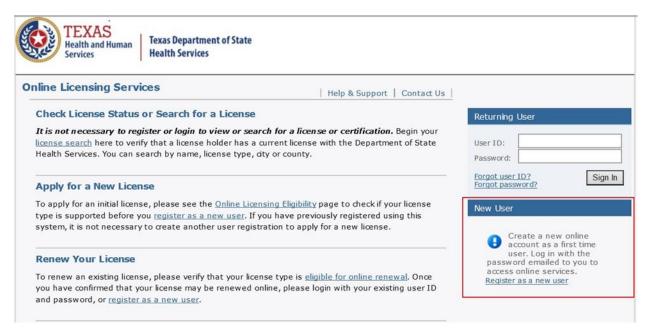
## Cottage Food Registration Guide

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

This registration is an automatic system approval and will not be viewed or approved my DSHS Staff. If you do not receive application approval within a few minutes of completing the registration, then your application was missing vital information and is NOT approved.

See notes at end of guide for more information.

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.



- 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.
- Fill out the Initial Onboarding Linking to Existing Licenses page. Make sure all red asterisks are completed. Follow the directions at the

## top of the page to ensure your specific situation is provided.

Click Next. The following page will link your licenses or confirm you have no licenses to link. Click Next again.

	to complete your onboarding			
f you do not hold an existing DSHS/HHSC license, choose NEXT	to complete your onboarding			
		process		
vlenu to continue. If you hold a license for an individual, please provid	If you do not hold an existing DSHS/HHSC license, choose NEXT to continue. If you hold a license for a facility/business/organization, please skip this screen and click Main Menu to continue. If you hold a license for an individual, please provide your individual license information to support linking your online account to existing license records.			
Press "Next" to submit				
dividual Licensess information				
Last Name:				
SSN:	Full digits	s of SSN		
SSN (confirm):	Full digits	s of SSN		
Date Of Birth:	(mm/dd/)	уууу)		
ecurity Measures (This helps to prevent automated registrations.)				
Type the characters from the picture below (without spaces):	I'm not a robot	reCAPTCHA Privacy - Terms		
			Next	

DSHS Certifications, Licenses and Permits | Disclaimer

Last Updated Mar 27, 2013

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



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)



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?	<ul><li>Yes</li></ul>	
	O No	
Are you making changes to your existing Cottage Food Registration?	O Yes	
	<ul><li>No</li></ul>	
Are you attempting to apply for a Retail Food Establishment (Mobile Food Unit, Restaurant, Temporar	y O Yes	
Food Establishment, etc.), Manufacturing (Wholesale, Warehouse, Private Label, etc.), Meat Safety Assurance, or Milk and Dairy License?	O 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				
	<ul> <li>☐ Hospital District</li> <li>☐ LLC</li> </ul>				
	OLLP				
	OLP				
	CLTD				
	Partnership				
	Partnership Unincorporated				
	Sole Owner/Proprietorship				
	Unincorporated Association				
	Ouniversity / College				
		Pro	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:	Copy
Street Number:	8407
* Address:	Wall St.
* Zip Code: 😥	78754
· City:	AUSTIN
* State: (i)	Texas
* County:	TRAVIS
Country:	United States
Phone Number:	512-555-1234 (999-999-9999)
Extension:	
E-mail:	Jane.Doe@webaddress.com

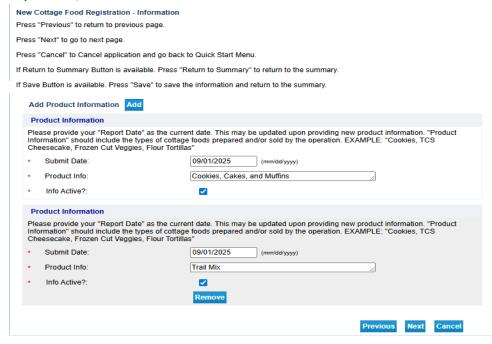
10. For the Mailing Address Field, you can choose Main Address from the drop-down menu and click Copy to populate the fields with the Mailing Address entries. After the Mailing Address Field, you must fill out required fields for County, First Name, Last Name, and the Organizational Name again. Input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

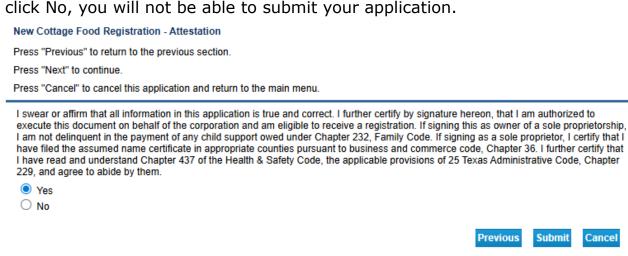
- 11. Click Next after you fill out all the fields with a red asterisk. If County is not filled out with a full address, your application will NOT be approved.
- 12. Select the attributes that apply to your Cottage Food Operation. Review definitions and select the attributes that pertain to your operation. Then, click Next.

•			
New Cottage Food Registration - Sel	ect Attributes		
Listed below are the registration option	s you may add or dele	ete. Please only cho	oose options that apply to your operation.
CFVD: Cottage Food Vendor			
NPAR: Cottage Food Production Opera	ation using unique ide	ntifier on label "inste	ad of Physical Address"
TCSP: Cottage Food Production Operatemperature control for safety)	ation selling TCS food	s (Time/Temperature	Controlled for Safety Foods - Foods that require
Listed below are the license attributes	ou may add or delete	<b>)</b> .	
Please select/de-select the desired attr	ibute and press "Next	" to continue.	
Press "Previous" to return to the previous	us section.		
Press "Cancel" to cancel this application	n and return to the ma	ain menu.	
If Return to Summary Button is availab	le. Press "Return to S	ummary" to return to	the summary.
Attribute Type:	Additional Attributes (please check all th 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

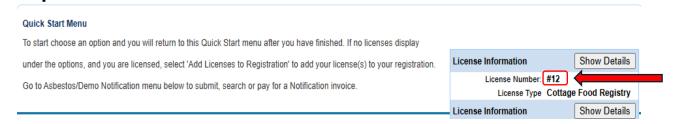
13. Add product information for your Cottage Food Operation. Click the blue ADD button, to submit multiple products. Once all products are inputted, click Next.



- 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.



PLEASE SEE IMPORTANT NOTES ON LAST PAGE BELOW:

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.

NOTE: If your license number is still not viewable after logging back in, then your application was missing vital information. You will need to restart the process and withdraw your previous application.

In order to withdraw an application, navigate to the Main Menu. Click Select to the right of *View the status of my applications*. Then click on the application name link (it will say Open).

Submission Date	Application Name	Application Number	Status
08/20/2025	New Cottage Food Registration (License #12)	19	Approved
08/20/2025	New Cottage Food Registration	20	Open
08/22/2025	New Cottage Food Registration	23	Open
08/22/2025	New Cottage Food Registration	21	Open

Then click Withdraw Application and Confirm.

Submission Date	08/20/2025
Application Name	New Cottage Food Registration
<b>Application Number</b>	20
Status	Open
Deficiencies	
Notes	

Withdraw Application

Done