



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

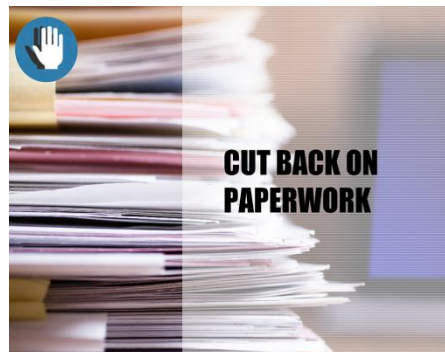
Enrolling your business in My CFIA

Service Experience Section



Canada

FIVE REASONS WHY YOU SHOULD BE USING



Enrol | Get supporting documents ready

Before enrolling in My CFIA, complete or have the following items ready

In addition to determining your profile model and accountabilities, you will also require a few other documents/items.

These include:

- ☐ **Government of Canada Business Number (GC BN)**

You will need a GC BN as part of the **Proof of Business** step in enrolment. This is a 9-digit number issued by the Canada Revenue Agency for business identification purposes. For more information or to obtain a GC BN, go to <http://www.canada.ca/>

- ☐ **Proof of Authority Form (PoA)**

This form is needed to authorize an individual to oversee and manage your company's My CFIA account. You will need a completed/signed POAs to administer your business's profile on My CFIA. Download the form at:

www.inspection.gc.ca/mycfia-signup

- ☐ **a GCKEY or approved sign-in partner service** to sign in to the system securely.

My CFIA: www.inspection.gc.ca/mycfia, includes online resources such as links to GCKeys, the Profile Authority Form, FAQs, glossaries and other resources to help you with getting these support documents ready.

Enrol | Get supporting documents ready

Before enrolling in My CFIA, complete or have the following items ready

☐ If you do not have a Government of Canada Business Number (GC BN) you will need a Proof of Business document

The Proof of Business document must meet the following criteria:

- Be issued by a Federal or Provincial body,
- Contain the FULL legal name of the business,

The following examples **ARE** accepted:

A printout from a Federal or Provincial Business Registry Online- such as from the Registraire des entreprises du Quebec

A Corporation Profile Report (Ontario)

Articles of Incorporation

Articles or Certificates of Incorporation;

Provincial Master Business Licenses;

Tax Receipts;

Certificate Details from a given State Department of Revenue

The following examples are **NOT** accepted:

- W9 forms (USA) / Tax forms filled by the client or their CPA;
- Municipal Business Licenses;
- Mail correspondence which may state the operating name, and not the LN;
- Expired Documents or Licenses

State of Florida Department of State

I certify from the records of this office that [REDACTED]
is a corporation organized under the laws of the State of Florida, filed on
[REDACTED]

The document number of this corporation is [REDACTED]

I further certify that said corporation has paid all fees due this office through
[REDACTED], that its most recent annual report/uniform business report
was filed on [REDACTED] and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this

[REDACTED]



Secretary of State

Tracking Number [REDACTED]

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Ontario

Master Business Licence

Business Number: [REDACTED]

Business Name and Mailing Address:

[REDACTED]

Business
Address:

[REDACTED]

Telephone:

Ext:

Fax:

Email:

Legal
Name(s):

[REDACTED]

Type of
Legal Entity:

[REDACTED]

Business
Activity:

[REDACTED]



Innovation, Science and
Economic Development Canada
Corporations Canada

Innovation, Sciences et
Développement économique Canada
Corporations Canada

2020-06-03

Corporations Canada
C. D. Howe Building
235, rue Queen
Ottawa, Ontario K1A 0H5

Corporations Canada
Édifice C.D. Howe
235, rue Queen
Ottawa (Ontario) K1A 0H5

Corporation Information Sheet

Canada Business Corporations Act

Fiche de renseignements concernant la société

Loi canadienne sur les sociétés par actions

[REDACTED]

Corporation Number

Numéro de société

Corporation Key
Required for changes of
address or directors online

Clé de société

Requise pour mettre à jour en ligne l'adresse du siège
social ou l'information concernant les administrateurs

Anniversary Date
Required to file annual return

Date anniversaire

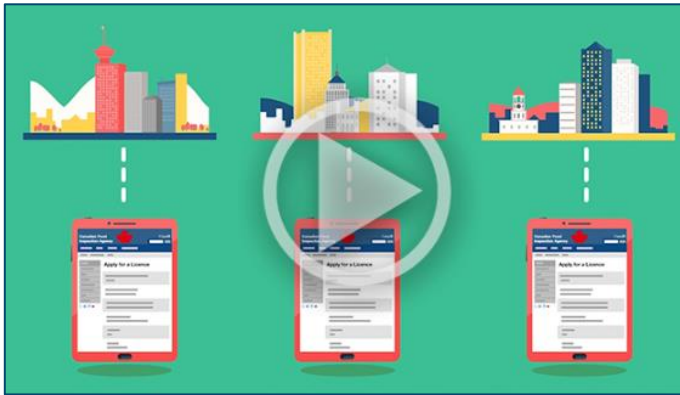
Requise pour le dépôt du rapport annuel

Annual Return Filing Period
Starting in 2021

Période pour déposer le rapport annuel
Débutant en 2021

Enrol | Determine your Business Model

Multiple Party Model



Episode 1: [Multiple My CFIA profiles](#)

- Duration: 1:21
- Multiple My CFIA profiles are most suited to businesses that have multiple establishments, organizational units or business divisions that want to interact with CFIA independently.

Single Party Model



Episode 2: [Single My CFIA profiles](#)

- Duration: 0:42
- A single My CFIA profile is most suited to businesses that want to manage all business interactions with CFIA through a head office or a single location.

The Business Model relates to the **Profile structure within My CFIA**, not necessarily how you operate or view your business. Your profile model can have regulatory and financial implications. You can always change your Business/Profile Model but it's not a trivial exercise, so it's good to understand and select the model most suited to your needs

Enrol | Determine Roles and Responsibilities

Assigning contacts in My CFIA

When creating a party profile, you will be required to designate one or more individuals in the roles described below. You may need to consult within your company before deciding which individuals to assign to these roles.

- Profile authority:** Accountable for all information, records, requests, and users assigned to a party profile. The profile authority may be accountable for more than one party profile (for example, a broker) and may also act as profile manager. This contact will need to sign up for My CFIA.
 - Profile manager:** Authorized by the profile authority to create and manage the profile, invite other users, and to conduct business online with the CFIA on behalf of the business. This contact will need to sign up for My CFIA.
 - Party contact(s):** Can submit service requests on behalf of the business but cannot edit party profile information. Party contacts can be added at any point in time by the profile authority or profile manager and are not necessary when you sign up. This contact will need to sign up for My CFIA.
 - Emergency contact:** The individual that the CFIA should call first if something requires attention outside of normal business hours. This contact does not need to be signed up with My CFIA.
 - Regulatory contact:** An individual whom the CFIA may contact to arrange inspection activities, provide inspection findings or work with on inspection-related issues during regular business hours. This contact does not need to be signed up with My CFIA.
- The same individual can be designated in more than one role. For example, the profile manager can also be the profile authority and the emergency contact.

Enrol | Roles and Responsibilities Table

Roles and responsibilities									
	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View and Manage all Service Requests	Can invite Party Contacts	Accountable for the actions of all party contacts	View Inspection Reports
Profile authority is also assigned as the profile manager. ONE PERSON ONLY listed on the signing authority list	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Profile Manager(s) is the profile authority person and optional to choose another person on the signing authority list	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Party Contact- are the other persons on the signing authority list	Yes	Yes	Yes	No	Yes	No	No	No	No
Regulatory Contact	Yes	No	No	No	No	No	No	No	No
Emergency Contact	Yes	No	No	No	No	No	No	No	No

Choose a secure Sign-In Method

You must sign in to access the Canadian Food Inspection Agency (CFIA) service you requested.

Continue to Sign-In Partner

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with CFIA. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the CFIA web site to use your Sign-In Partner.

► View the full list of Sign-In Partners



Continue to GCKey

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.
- If you lost your GCKey password, you can create a new password. Select "Continue to GCKey", then, on the next page, click the "Forgot your password" link and you'll be able to create a new password after you answer the password recovery questions you previously set up while registering for a GCKey.

- Sign in using the same encryption safeguards used by your financial institution
- Or create your own government GC Key
- GC Key works across government platforms



Dashboard

Viewing: d PR-01341 - Party (Active)

Party Administration

Choose Party, then click Select

If you would like to request services on behalf of a business or organization, select a party profile from the drop down list or click "Enrol New Party, Alternative Service Provider/Enter Invite Code" to create a new profile. If you would like to request service for personal use, select your contact profile.

d PR-01341 - Party (Active)



Select

[Manage party](#)

[Enrol New Party, Alternative Service Provider/Enter Invite Code](#)

Service Request

Issued Permissions

Issued Export Certificates

PASO Submission Outcomes

e-Invoices

Payments

Service Request

Welcome to your Service Request Dashboard. On this page you can view your current or past service requests and create new service requests.

The service you are requesting may be subject to a fee. To see a list of CFIA service fees and learn more visit - [CFIA's Fees Notice](#).

Enrol a Party or Alternative Service Provider (ASP)/Enter Invite Code

Please select one of the following options

Enrol a New Party

i Select this option if you are a Party (Business or Organization) subject to Acts and Regulations administered and enforced by the [CFIA](#); and wish to conduct business online, with the [CFIA](#).

The following information would be required, to complete your Party Enrolment:

- Canada Revenue Agency (CRA) business number OR a government issued (federal, provincial or state) proof of business document.
- Company information such as legal name, office/billing address, business structure.
- [Proof of authority form](#) signed by an owner, director or company officer.

Click [here](#) to learn more about what you need to know before signing up.

Continue as a Party

Enrol as an Alternative Service Provider (ASP)

i Select this option if you are an ASP that provides services that are subject to the Acts and Regulations administered and enforced by the [CFIA](#) and are providing such services to support another Party; and wish to conduct business online, with the [CFIA](#).

The following information will be required, to complete your ASP enrolment:


- ASP information such as legal name, individual or business name, office/billing address and body of accreditation
- Any supporting documents authorizing such accreditation

Continue as an ASP

Getting Started

Attestation


Party Enrolment Attestation

 Please read and accept the following attestation for online access to services for the Party in order to proceed.

I certify that I have the authorization of the Party, either directly or by delegated authority, to provide the information required to create the Party profile, or have been delegated the authority to provide the information on behalf of those with the legal authority. I agree that, in providing the information, all information contained in, or referenced by, the creation of the Party profile is complete, accurate and is not false or misleading. Where I may retain responsibility for the profile, I agree to regularly maintain the accuracy of such information via my online account. An annual reminder will be sent to the contact on file, as a reminder to login and update all information. Profiles will become unavailable if no activities are associated to them after thirty-six (36) months.

☐ * I accept (Required)

Accept Role: Profile Manager

 Please read and attest to the following in order to proceed.

As a Profile Manager I agree that I will maintain oversight of any record associated to the Party profile to ensure compliance with the relevant CFIA administered Acts and Regulations as specified within the service request or record. I further agree that I will seek direction from the Profile Authority and perform duties within the system on behalf of the Party and at the direction and approval of the Profile Authority to ensure all information provided is complete and accurate and is not false or misleading.

Party Enrolment - 10% Complete



To enrol a Party Profile online with [CFIA](#) you must provide your business information. Please provide the mandatory details.

Enter Business Information

Note: This information will be saved and used for your future convenience, when accessing [CFIA](#) online services.

MyCFIA Profile Information

* Profile Name (Required) ?



* Preferred Language (Required)



* Phone Number (Required)



Create a Profile Name

This will be the name of your MyCFIA profile.
Please make sure you keep a record of it.

We recommend you choose your business or
operating name.

Business Entity Information

* Legal Name (Required) ?



Business Number (BN) ?



* Business Structure (Required)

Next step

Party Enrolment - 10% Complete



To enrol a Party Profile online with [CFIA](#) you must provide your business information. Please provide the mandatory details.

Enter Business Information

Note: This information will be saved and used for your future convenience, when accessing [CFIA](#) online services.

MyCFIA Profile Information

* Profile Name (Required) ?

* Preferred Language (Required)

* Phone Number (Required)

Business Entity Information

* Legal Name (Required) ?

Business Number (BN) ?

* Business Structure (Required)

Enter Legal Name

Your Legal Name of business **might not** be the same as your business or operating name.

Check your Legal Name of business either on a document issued by CRA (GST/HST filing, Notice of assessment) or by signing into [My Business Account](#).

If your Legal Name of business is incorrect, your profile will not be validated and you will not be able to receive services.

Next step

Party Enrolment - 10% Complete



To enrol a Party Profile online with [CFIA](#) you must provide your business information. Please provide the mandatory details.

Enter Business Information

Note: This information will be saved and used for your future convenience, when accessing [CFIA](#) online services.

MyCFIA Profile Information

* **Profile Name (Required)** ?

* **Preferred Language (Required)**

* **Phone Number (Required)**

Business Entity Information

* **Legal Name (Required)** ?

Business Number (BN) ?

* **Business Structure (Required)**

Enter Business Number

This is **optional**. However, if you provide a Business Number (BN), you **do not need** to upload a Proof of Business document at the end of enrolment.

What is a BN?

A BN is a unique nine-digit number the Canada Revenue Agency (CRA) assigns to your business/organization for tax purposes.

Where can I find my BN?

Check a document issued by CRA (GST/HST filing, Notice of assessment) or by logging into [My Business Account](#).

Please note the BN is **different** than your provincial business number.

Next step

Party Enrolment - 20% Complete



The Office Address is the location where paperwork related to the CFIA regulated activities (ie: the import or export of goods) remain available on request for inspection.

Add Office Address

☐ I do not have an address in Canada

Country

Canada

* Address Line 1 (Required)

Address Line 2

Address Line 3

* City (Required)

* State/Province/Region (Required)

Select State/Province/Region

* ZIP/Postal Code (Required)

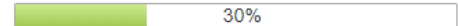


Next step

Enter Office Address


This is where you keep paperwork related to your CFIA-regulated activities.

Party Enrolment - 30% Complete



The Billing Address is your Party's address where any [CFIA](#) billing or invoicing paperwork may be directed to. **Note:** This address must be associated to any Party billing account information retained by the [CFIA](#)

Enter Billing Address

 Please add a billing address for your Party.

Same as office address

* Country (Required)

Canada

* Address Line 1 (Required)

Address Line 2

Address Line 3

* City (Required)

* State/Province/Region (Required)

Select State/Province/Region

* ZIP/Postal Code (Required)



Next step

Enter Billing Address

This is where CFIA will send your invoices.

Party Enrolment - 35% Complete



On-Account Number Overview

i The most efficient method of payment is utilisation of a valid CFIA client account number. If your Party has one, but it is not listed below, please select the '+Add On-Account Number' button to add it. Please confirm within your organization whether you have an existing CFIA account number. If you do not, you can refer to the following link http://inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c0015_re_1375881383129_eng.pdf where a credit application can be completed to obtain a CFIA account number.

[+Add On-Account Number](#)

Showing 0 to 0 of 0 entries | **Show** **entries**

Name	Number
No data is available	

On-Account Number

The on-account number is **optional**; however, it is **the preferred method of payment**. An on-account number will ensure **your service requests are processed as quickly as possible**.

Next step

Back

Save and return later

Cancel

Party Enrolment - 40% Complete

40%

Declared Business Activities

 Please identify any commodities related to your Business Activities.

WARNING: This is not an application or a service request. The selections below are used to identify the Party Profile's business activities.

- ☐ Food
 - ☐ Dairy
 - ☐ Egg
 - ☐ Fish and seafood
 - ☐ Fresh Fruits and Vegetable
 - ☐ Honey and Honey Products
 - ☐ Maple and Maple Products
 - ☐ Meat and poultry products
 - ☐ Manufactured Foods
 - ☐ Processed Fruits and Vegetables
- ☐ Animal
 - ☐ Live animal(s)
 - ☐ Embryo(s)
 - ☐ Animal products and by-products (including Pet Food)
 - ☐ Aquatic animal health and products
 - ☐ Animal Pathogens
 - ☐ Semen
- ☐ Plant
 - ☐ Forest products
 - ☐ Horticultural products

Next step

Back

Party Enrolment - 45% Complete



Please identify the individual, authorized by the Profile Authority, to conduct business directly with the [CFIA](#) online, on behalf of the Party.

Identify Profile Manager

Roles and responsibilities

	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View Manage Service Requests				
Profile Manager(s)	Yes	Yes	Yes	Yes	Yes	Yes	<div><h4>Confirm Your Status as Profile Manager</h4><p>You are the Profile Manager.</p><p>You can invite someone in your business to be an Alternate Profile Manager. This person can manage the profile if you are away from work.</p><p>If you would like to invite an Alternate Profile Manager, simply enter their email in the box below. However, please do not enter your own email address.</p></div>			

You are the current Profile Manager

- i** If you no longer wish to be the Profile Manager, you can invite a new Profile Manager at any time in the "Manage Party" section of your dashboard.
- i** The Profile Manager is authorized by the Profile Authority to maintain the online Party Profile and to conduct business online with [CFIA](#), on behalf of the Party; including, but not limited to, submitting online Service Requests.

Party Enrolment - 50% Complete

50%

Please identify the individual who is authorized to oversee all aspects of your company's online My CFIA Party profile.

Identify Profile Authority

i The Profile Authority is the individual who is authorized to oversee all aspects of your company's online My CFIA Party profile, and is accountable to approve the actions of the Profile Manager and any Party Contacts delegated by the Profile Manager.

Roles and responsibilities

	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View and Manage all Service Requests	Can invite Party Contacts	Accountable for the actions of all party contacts	View Inspection Reports
Profile Authority	Yes	Yes	Yes	Yes	Yes				

Profile Authority

☒ I would like to be the Profile Authority

☐ I would like to invite someone else to be the Profile Authority

If you have selected to invite someone else, please enter an e-mail address

Email Address(Required)



Next step

Identify Profile Authority

You are the current Profile Authority – the person accountable for how the profile is used.

On this page, you will decide either to remain the Profile Authority or to invite someone to take over this role.


If you invite someone to take over as Profile Authority, they will receive an email with an invitation code. They will need to create a Contact Profile, enter the invitation code, and then upload the Proof of Authority Form (PoA).

Party Enrolment - 55% Complete


55%

Proof of Authority Form

The name of the person identified as Profile Authority must also be the same person named in the uploaded Proof of Authority form.

 [Proof of Authority Form](#)



 Please ensure your documents conform to the following file formats (pdf, jpg, jpeg and png) and do not exceed file size of 5MB. You can save and return to this screen if you do not have the required documents at this time. Once you submit your application, a service agent will review your case and documents for completeness. If you have any questions regarding the supporting documents required, please contact your local CFIA Office.

Required Document

Document Name

File Name

Upload Status

Proof of Authority Form Name

Upload


Back

Save and return later

Cancel

Document Upload

Upload Supporting Documents

 The supporting document must be available on your computer in a known file location in order to upload the file. Please navigate to the appropriate file location using the Browse button and upload your document.

* Choose File (Required)

(Acceptable document types: PDF, JPG, JPEG and PNG files)

No file selected.

Browse...

Upload

* Document Name (Required)



Comments



Save

Party Enrolment - 55% Complete

55%

The Profile Authority is the individual who is authorized to oversee all aspects of your company's online My [CFIA](#) Party profile, and is accountable to approve the actions of the Profile Manager and any Party Contacts delegated by the Profile Manager.

Attestation

Accept Role: Profile Authority

 Please read and accept the following attestation in order to proceed:

As Profile Authority, I agree that I am authorized to represent the Party. I agree that I am accountable for the oversight of any request or record associated to the Party. I also agree that I will provide direction and / or oversight to any Party Contact associated with the Party who may use the online system on behalf of the Party. I further agree that I am accountable for the actions of the Profile Manager or any Party Contacts who may use the online system on behalf of the Party, and I attest that the information they provide to the CFIA is complete, accurate and is not false or misleading.

☐ * I accept (Required)

Accept

Decline

Party Enrolment - 60% Complete

60%

Identify Regulatory Contact

Regulatory Contact

i Please provide the following information for the individual who may be contacted by the CFIA to arrange inspection activities or to provide inspection findings to.

Roles and responsibilities

	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View and Manage all Service Requests	Can invite Party Contacts	Accountable for the actions of all party contacts	View Inspection Reports
Regulatory Contact	Yes	No	No	No	No	No	No	No	No

* First Name (Required)

* Last Name (Required)

* Primary Phone Number (Required)

Secondary Phone Number

Email Address

Next step

Back

Identify a Regulatory Contact

This is the person CFIA can contact to arrange inspections.

This person **does not** need to create a profile in MyCFIA.

Party Enrolment - 70% Complete

70%

Identify Emergency Contact

Emergency Contact

i Please provide the following information for the individual who may be contacted by the CFIA on a 24 hour basis, for any time critical inspection activities or to respond to any time critical inspection findings.

Roles and responsibilities

	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View and Manage all Service Requests	Can invite Party Contacts	Accountable for the actions of all party contacts	View Inspection Reports
Emergency Contact	Yes	No	No	No	No	No	No	No	No

* First Name (Required)

* Last Name (Required)

* Primary Phone Number (Required)

Secondary Phone Number

Email Address

Next step

Back

Identify an Emergency Contact

This is the person CFIA can contact on a 24-hour basis for time critical inspection activities or inspection findings.

This person **does not** need to create a profile in MyCFIA.

Party Enrolment - 75% Complete

75%

Identify Party Contacts

A Party Contact is an individual who is authorized to act on behalf of your party to submit and interact with service requests

View/Add Party Contacts

Party contacts can be invited at any time in the "Manage Profile" section of your dashboard.

Roles and responsibilities

	Can be contacted by the CFIA	Must have their own contact profile	View profile information and submit service requests	Update Party Profile Information	View and Manage their own Service Requests	View and Manage all Service Requests	Can invite Party Contacts	Accountable for the actions of all party contacts	View Inspection Reports
Party Contact	Yes	Yes	Yes	No	Yes	No	No	No	No

Click the Add Party Contact button to add the email address of an individual you would like to invite to become a Party Contact for your Party.

+ Add Party Contact

Showing 0 to 0 of 0 entries | Show 10 entries

Email

No data is available

Next step

Back

Add Party Contacts

A Party Contact can use your CFIA profile to make service requests, but cannot edit your business' information.

Adding a Party Contact is **optional** and you can add a contact at any point in the future.

Party Enrolment - 80% Complete

80%

Proof of Business

Current Business Information

* Legal Name (Required) ?

Food Business Inc.

This legal name will auto-populate if entered in a previous screen

IMPORTANT: If your business is registered as a sole proprietorship, the legal name of the business is the name of the owner.

For more information on the sole proprietorship business structure, please visit the following [website](#).

In order to validate your business information, you must provide at least **ONE** of the following:

Option 1: Business Number (BN)

Business Number (BN) ?

123456789

This number will auto-populate if entered in a previous screen

IMPORTANT: This number **MUST** be associated to the legal name identified above. If required, you may change the legal name associated to this profile by modifying the legal name field above before proceeding.

The Business Number (BN) is a unique nine-digit number the [Canada Revenue Agency \(CRA\)](#) assigns your business (or other organization such as a charity) for tax purposes and can be used to interact with federal or provincial governments.

Option 2: Upload a proof of business document

IMPORTANT: The legal name on your proof of business document **MUST** match the legal name identified above. If required, you may change the legal name associated to this profile by modifying the legal name field above to match your business documentation before proceeding.

If you have not provided a valid CRA business number, please upload a proof of business document. A **proof of business document** is a government issued document (federal, provincial or state issued) that indicates the business' legal name as shown above.

Add a New Document

Upload document ?

Party Enrolment - 95% Complete

95%

Review and Submit

i Here is a summary of all Party Details information entered. You can edit this information in the Manage Party section of your profile once your party is submitted or you can go back to the relevant screen.

Test 325 Details

Business Information

Business Structure: **Corporation or Limited Company**

[Edit](#) 

Legal Name: **Food Business Inc.**

Business Number: **123456789**

Preferred Language: **English**

Address Information

Office Address: **Address Line 1, Ottawa, Ontario, A1A1A1, Canada**

[Edit](#) 

Billing Address: **Address Line 1, Ottawa, Ontario, A1A1A1, Canada**

[Edit](#) 

On-Account Numbers Added

[Edit](#) 

On-Account Name

On-Account Numbers

Party profile completed

Confirmation

You have successfully created your new My CFIA party profile.

We will now review your profile information and contact you if additional information is required.

You can continue to add an [establishment](#) or submit a [service request](#).

Close

[Return to dashboard](#)

Dashboard

Viewing: NutriFood1 (Validated Party)

Party Administration

Choose Party, then click Select

NutriFood1 (Validated Party)



Select



[Manage party](#)

[Enrol New Party, Alternative Service Provider/Enter Invite Code](#)

Manage party

The Manage Party section allows you to change the information related to your Party Profile.

Party Profile Overview

On-Account Numbers

Mandatory Party Contacts

Party Contacts

Party Brokers

Party ASPs

Establishments

Declared Business Activities

Operating Names

[Service Request](#)[Issued Permissions](#)[Issued Export Certificates](#)[Inspection Reports](#)

Service Request

















Welcome to your Service Request Dashboard. On this page you can view your current or past service requests and create new service requests.


[New Service Request](#)

[► Search Service Requests](#)

Service Requests for: NutriFood1 (Validated Party)

Filter with keywords: Show entries

Request ID  	Application Name  	Service Request Type  	Created On  	Date of Submission  	Status  	Status Reason  	Creator/Submitter  
--	--	--	--	--	--	---	---

 To proceed, please follow the prompts below which will determine the type of service you are going to request.

Application: **New**

* **Application Type: (Required)**

Select Application Type



Next step

Industry considerations for MyCFIA enrolment

MyCFIA

- When CFIA issues a decision regarding an approval or registration, it will be addressed to the validated legal name for the company
 - For approvals/registrations, company name must match information on the label
 - Correspondence will be addressed to the Party Contact for that company that requested the permission
 - Profile Manager and Profile Authority, can see correspondence via the portal
 - Important consideration if company already has a valid My CFIA Account
- Currently have a signing authority list with the Animal Feed Program
 - The individuals on the list can become at a minimum Party Contacts so that they can make a request for a permission on behalf of the company. This includes consultants.

MyACIAA

- International companies with no Canadian address
 - Canadian agent is required
 - Information is not captured at enrolment in My CFIA, nor is it during the online application
 - PASO may contact the applicant to request any needed information during the pre-screening process
 - Guidance on the Canadian agent requirements is in chapter [1.2.2 Resident Canadian Agent](#)
- Proof of business is required
- If documents are sent in other languages (other than English or French), the following is required:
 - A complete translation of the information submitted
 - A certificate of translation or attestation regarding the accuracy of the translation

Questions?

<http://www.inspection.gc.ca/mycfia>

For over-the-phone support to enroll in My CFIA,
call 1-800-442-2342

