

2009 TTB Expo Presentation

# Get with the Times with COLAs Online!

Presented by

Nicole Burckhardt

Advertising, Labeling and Formulation Division (ALFD)



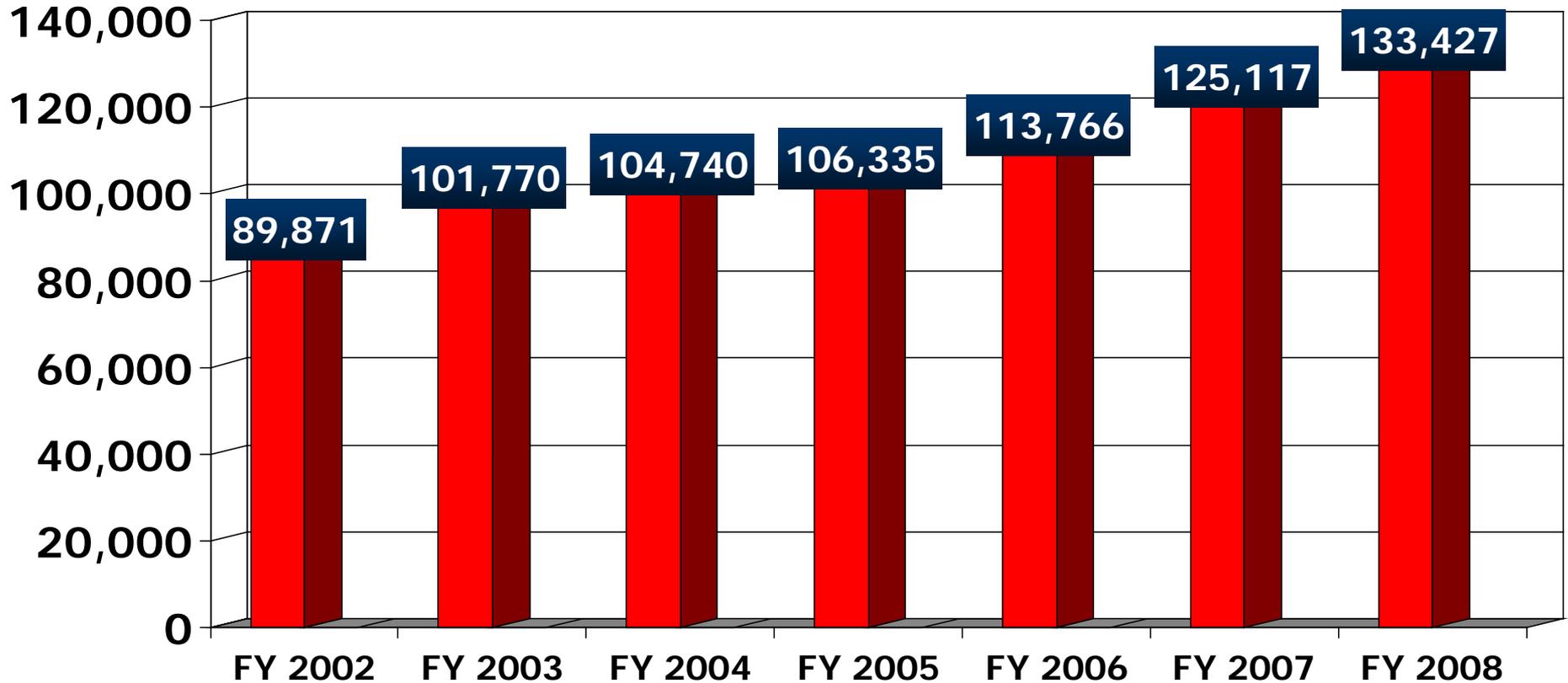
# Overview

- COLA Statistics
- Benefits of COLAs Online
- Inbox Utilities
- Forms
- Resources

# COLAs Online

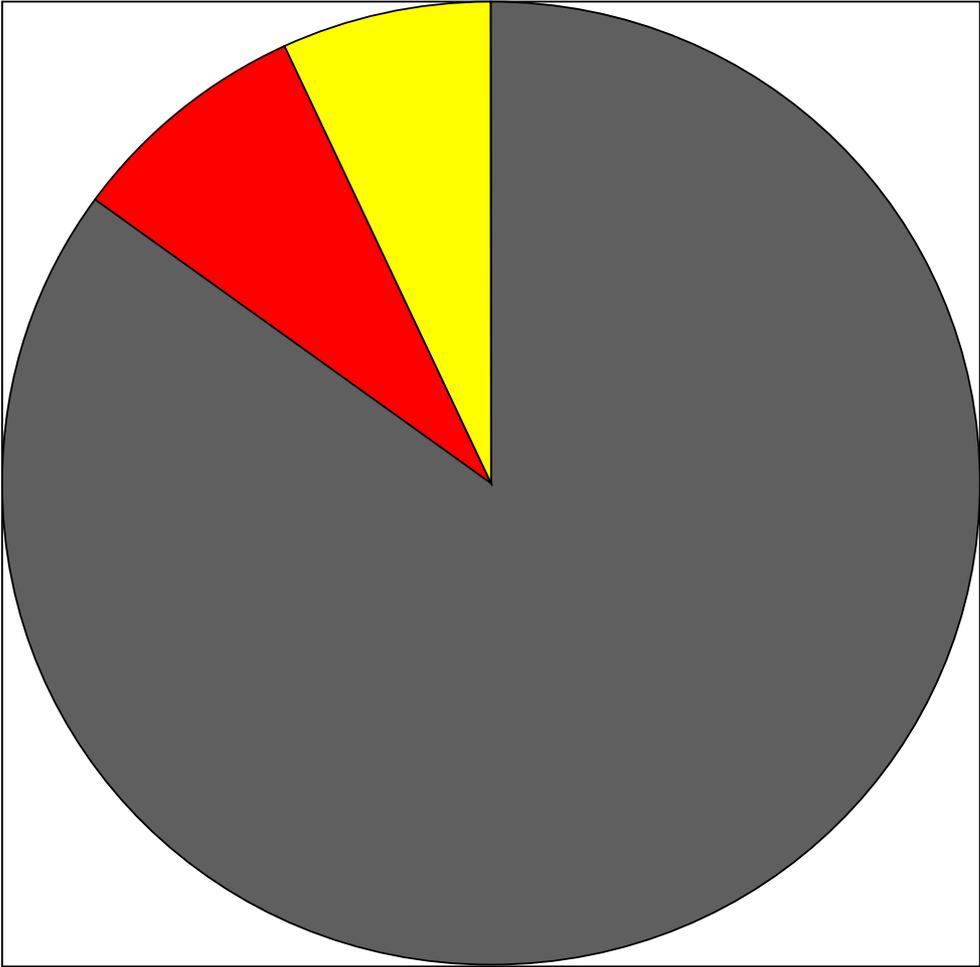
- Streamlined, expedient, paperless, Internet-based system:
  - Allows Industry Members (IM) to electronically submit Certificate of Label Approval (COLA) applications to ALFD
  - ALFD reviews and returns applications electronically to IM
  - Approved COLAs become part of public, searchable database, known as Public COLA Registry

# COLAs Application Growth

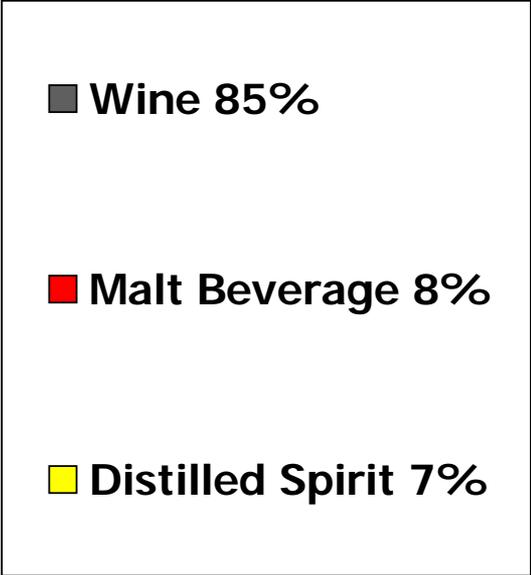


Since 2002 the number of applications received has increased 49%

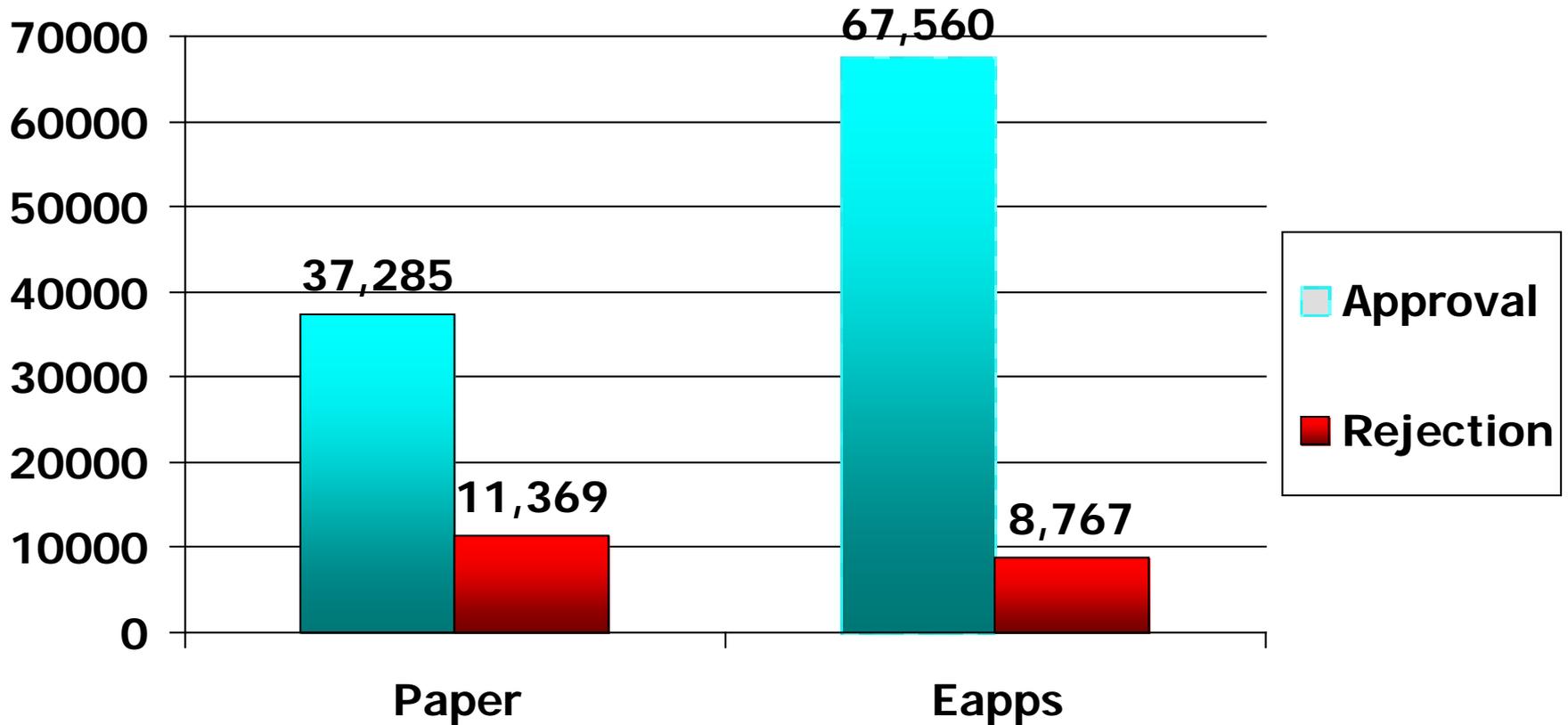
# Label Applications by Commodity



**FY 2008**

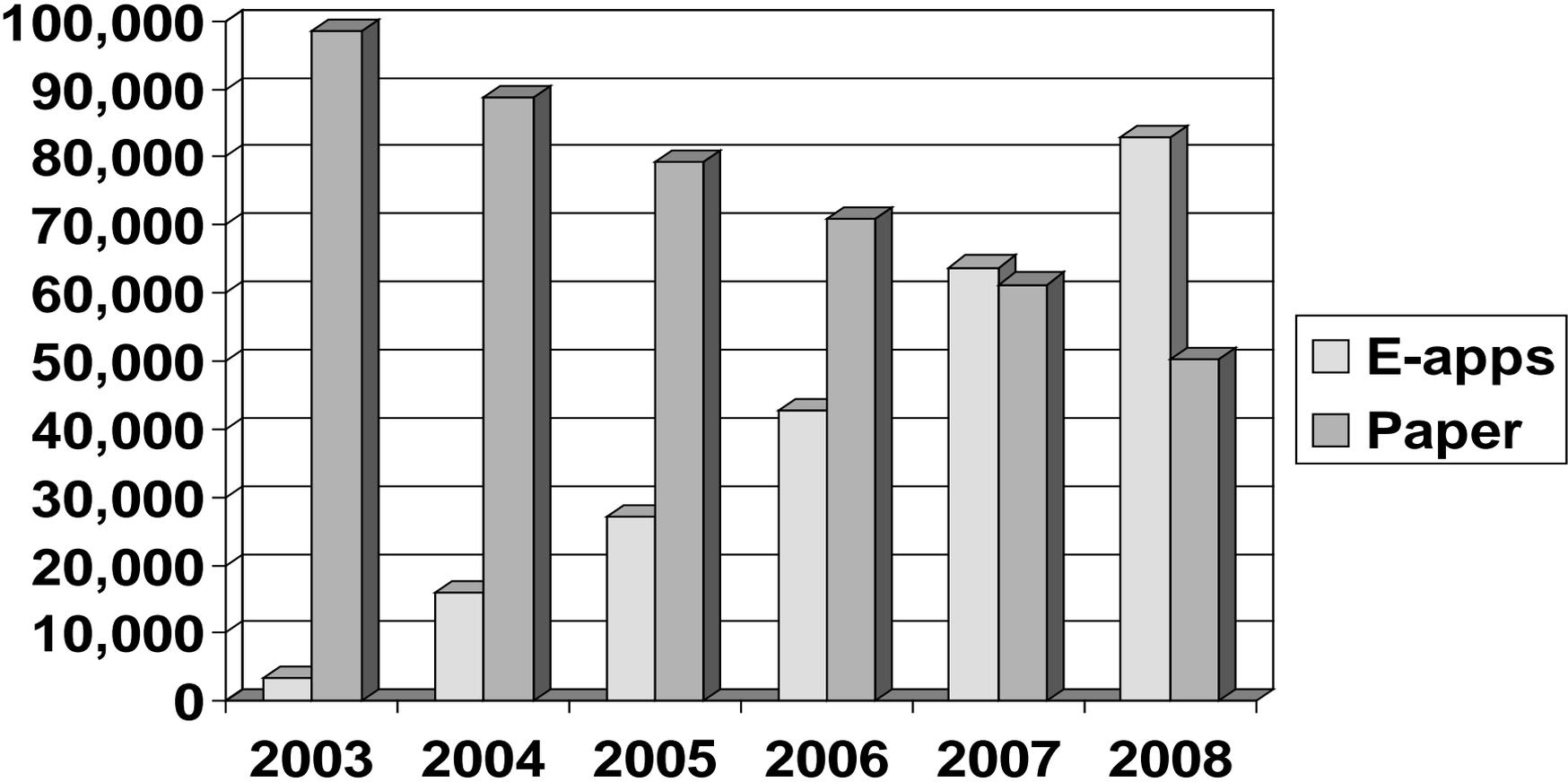


# Approvals vs. Rejections (FY 2008)



**There is a 23% chance of rejection for paper compared to 11% for e-apps.**

# Application Submissions



Currently 70% of COLA applications are filed online.

## Application Submissions (Continued)

- Currently 70% of COLA applications are filed electronically.
- Why should you file online?

# Benefits of COLAs Online

# COLAs Online Benefits

- Decreased time to obtain COLA approval:
  - No mailing delays
  - E-applications are processed in half the time of paper applications
- Facilitates recordkeeping:
  - Record of all approved COLAs and may serve as your filing system for regulatory requirements
  - Copies of approved COLAs can be printed from system

# COLAs Online Benefits (Continued)

- Fewer customer service calls:
  - E-mail confirmation upon submission of application and for subsequent changes in status
  - Ability to track status of application throughout entire process
- System accessibility:
  - Submissions can be made 7 days a week, 23 hours a day
  - System can be accessed from any PC with Internet connection and Microsoft IE

# COLAs Online Benefits (Continued)

- No rejections for missing data:
  - No need to worry about forgetting your signature or using wrong form
  - System will not allow you to submit incomplete application
- No rejections upon initial submission:
  - If errors are found, labels are returned with “Needs Correction” status
  - Opportunity to make corrections within 15 calendar days after receiving correction notice

# Inbox Utilities

# Inbox Utilities

## User Role Options —

- **Submitter with Signing Authority:**
  - Allows user to use all options that are available; i.e. submitting, correcting, and maintaining database of all e-applications created
- **Preparer/Reviewer:**
  - Allows for IM to prepare e-application on behalf of Submitter with signing authority, but cannot submit or correct e-applications



**TTB**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
*U.S. Department of the Treasury*

## **COLAs Online**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**

**TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval**

- ❖ [Home: My eApplications](#)
- ❖ [Create an eApplication](#)
- ❖ [Search for eApplications](#)
  
- ❖ [My Profile](#)   ❖ [Contact Us](#)
- ❖ [Instructions](#)
  
- ❖ [Log Off](#)

## **Application Submitted**

You have successfully submitted your application. Your TTB ID number is **0422200100002** (for Permit or Registry No. **BR-ME-SWA-1**, Serial Number **045443**).

(Note: You may disregard any previous TTB IDs associated with "Saved, Not Submitted" versions of this application you may have created in the past.)

If you have any questions about your application please contact:

**Alcohol and Tobacco Tax and Trade Bureau**  
**Advertising, Labeling and Formulation Division**  
1310 G Street, NW, 4th Floor  
Washington, DC 20220  
Attention: Customer Service Team

1-866-927-ALFD (2533)

[alfd@ttb.treas.gov](mailto:alfd@ttb.treas.gov)

# **Instant confirmation!**

[create an eApplication](#)

[Back to My eApplications](#)

# Your Inbox

Welcome to WAD E-Service, the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption of Label/Bottle Approval. With this tool, you can view status of applications you have submitted previously or you can create and submit new COLA applications.

## My eApplications

Create an eApplication

Applications shown below for your User Name "UATEXT6" were either saved but not submitted within the last 30 days or are submitted applications pending within the last 90 days:

See it live in the E-gov room!

[Printable Version](#)

<u>TTB ID</u>	<u>Permit No.</u>	<u>Brand Name</u>	<u>Status Date</u>	<u>Status</u>
<a href="#">07318001000003</a>	BWN-CA-15462	TEST 7	11/14/2007	RECEIVED
<a href="#">07284001000001</a>	BWN-CA-15462	MY DOG BLUE	10/11/2007	ASSIGNED
<a href="#">07283001000014</a>	BWN-CA-15462	BILLY GOAT HILL	10/10/2007	ASSIGNED
<a href="#">07283001000016</a>	BWN-CA-15462	BILLY GOAT HILL	10/10/2007	ASSIGNED
<a href="#">07283001000013</a>	BWN-CA-15462	BILLY GOAT HILL	10/10/2007	WITHDRAWN
<a href="#">07283001000012</a>	BWN-CA-15462	DIAMOND	10/10/2007	ASSIGNED
<a href="#">07283001000015</a>	BWN-CA-15462	BILLY GOAT HILL	10/10/2007	ASSIGNED

# Inbox Utilities (Continued)

- **Status Field Definitions:**
  - **Received** — You have successfully submitted your application
  - **Assigned** — Specialist has your application in his/her inbox, and it should be processed soon
  - **Hold for Research** — Specialist needs to research this application further

# Inbox Utilities (Continued)

- **Status Field Definitions:**
  - **In Review** — Application is with Quality Assurance Specialist or application has been sent back to specialist for further review
  - **Needs Correction** — You have corrections that need to be made before you will receive approval

## Inbox Utilities (Continued)

- **Status Field Definitions:**

- **Approved** — You now have approved COLA and can print the printable version
- **Rejected** — Oops. You either waited too long to make changes to corrections (15 days) or, in some cases, you have ignored recommended corrections one too many times, and we had to reject label

## Inbox Utilities (Continued)

- Multiple Search Capabilities:
  - Search all applications submitted online in one easy search
  - Ability to search other users submissions under same permit
  - Search results can be sorted and printed

- [My Profile](#)
- [Contact Us](#)
- [Instructions](#)
- [Log Off](#)

TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval

# Search for eApplications

## Search Criteria:

*Note: Wild card character for a search is represented by a "%"*

### Submitted By:

UATEXT1    other users with same Plant Registry/Basic Permit/Brewer's No.

### Date Submitted:

From

MM/DD/YYYY

To

MM/DD/YYYY

### Date Status Last Updated:

From

MM/DD/YYYY

To

MM/DD/YYYY

### TTB ID:

### Serial #:

**Type of Application ?**

(Check all that apply)

- Certificate of Label Approval
- Certificate of Exemption

**Type of Product ?**

(Check all that apply)

- Wine
- Distilled Spirits
- Malt Beverage

**Source of Product ?**

*Note: Searches by Source of Product will only return 08/01/2006 forward data*

(Check all that apply)

- Domestic
- Imported

**Type of Submission ?**

- Resubmission After Rejection

**Distinctive Bottling**

- Distinctive Liquor Bottle Approval

**Representative ID ?**

**COLA Status ?**

**See it live in the E-gov room!**

Clear and Start Over

Back to My eApplications

Search

## Search Results: eApplications

[Printable Version](#)

<u>TTB ID</u>	<u>Permit No.</u>	<u>Brand Name</u>	<u>Status Date</u>	<u>Status</u>
<a href="#">07295001000004</a>	BW-CA-5223	BULL	10/22/2007	APPROVED
<a href="#">07288001000001</a>	BW-CA-5223	PATTY	10/15/2007	APPROVED
<a href="#">07250001000001</a>	BW-CA-5230	4268	09/07/2007	APPROVED
<a href="#">07228001000032</a>	BW-CA-5230	4750	08/16/2007	APPROVED
<a href="#">07214001000001</a>	BW-CA-5223	NEW YORK WORKSHOP	08/02/2007	APPROVED
<a href="#">07201001000071</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000065</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000061</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000056</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000054</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000041</a>	BW-CA-5223	4986	07/20/2007	APPROVED
<a href="#">07201001000073</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000039</a>	BW-CA-5223	4986	07/20/2007	APPROVED
<a href="#">07201001000102</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000103</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000113</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07201001000074</a>	BW-CA-5223	4590	07/20/2007	APPROVED
<a href="#">07198001000015</a>	BW-OK-14	6508	07/17/2007	APPROVED
<a href="#">07198001000016</a>	BW-OK-14	6508	07/17/2007	APPROVED

# What Happens Next?

- All forms can be found in your book or on our Web site ([www.ttb.gov](http://www.ttb.gov))
- Complete Registration Form TTB F 5013.2, COLAs Online Access Request to receive username and password
- If you do not have signing authority form, you must complete either form TTB F 5000.8, Power of Attorney, or TTB F 5100.1, Signing Authority for Corporate and LLC Officials

## What Happens Next? (Continued)

- If you already have power of attorney, you must submit a copy when you apply for registration
- All forms can be turned in before end of TTB Expo OR must be mailed to ALFD in Washington, D.C. (normal processing time is 30 days)

## What Happens Next? (Continued)

- Look for an email from TTB
- Upon receiving the email, you will call us for your password. Another person cannot make this call for you
- After you have received the temporary password, you can access your account and start submitting label applications

# Forms

# Completing Required Forms

- First you need to figure out what form you need:
  - If you are owner:
    - Only COLAs Access Form is needed
  - If you are employee:
    - COLAs Online Access Form
    - Either Power of Attorney Form or Signing Authority for an LLC/Corporation Form

# COLAs Online Access Request

OMB No. 1513-0111 (3/31/2009)

**DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
COLAs ONLINE ACCESS REQUEST**

ALFD TRACKING NUMBER

*Submit this form to the Advertising, Labeling and Formulation Division, TTB, 1310 G Street, N.W., Suite 400E, Washington, DC 20220*

**A – ACTION REQUESTED - Please read instructions to check appropriate box**

1.

NEW USER  PREPARER/REVIEWER  MODIFY USER/  
ADD PERMIT  DELETE USER  REACTIVATE USER

2. IF MODIFYING, DELETING, OR REACTIVATING THEN PROVIDE EXISTING USER ID, *if known*

**B – USER INFORMATION:** *Please complete section B with all the required data to establish a user identification record.*

3. **FIRST NAME**

**Nicole**

4. **MIDDLE INITIAL**

**C**

5. **LAST NAME**

**Burckhardt**

6. SUFFIX (*i.e., Jr., Sr., III*)

7. LABEL REP ID NUMBER, *if any*

n/a

8. **DATE OF BIRTH**

**01/01/01**

9. **MOTHER'S MAIDEN NAME**

**Doe**

10. **EMPLOYEE TITLE**

**Owner/President**

11. BUSINESS PHONE NUMBER

**555-555-5555**

12. **BUSINESS E-MAIL ADDRESS (required)**

**nicole@nicoleswinery.com**

13. **BUSINESS FAX NUMBER**

**555-555-5554**

14. BUSINESS MAILING ADDRESS OF PERSON REQUESTING ACCESS TO COLAs ONLINE (*if different than 15.*)

# COLAs Online Access Request

**C – COMPANY INFORMATION:** *Provide information about the company for which you request to e-file applications*

**15. NAME AND STREET ADDRESS OF COMPANY AS IT APPEARS ON THE REGISTRY, PERMIT, OR BREWER'S NOTICE**

**1310 G St NW  
Washington DC 20220**

**16. REGISTRY, PERMIT, OR BREWER'S NOTICE NUMBER(S) FOR THE ABOVE ADDRESS (Use a separate sheet if necessary. See instructions.)**

**BWN-DC-00000**

## REQUESTOR'S CERTIFICATION

I hereby attest that the entries on this form are true and correct, and that the unique username and password, or digital signature that the Alcohol and Tobacco Tax and Trade Bureau assigned to me are intended as my original signature. I intend that such submissions be treated as bearing an original signature for all intents and purposes when submitting applications electronically via COLAs Online system.

**17. REQUESTOR'S SIGNATURE**

**SIGN HERE**

**18. DATE**

**07/14/2009**

**D – APPROVAL REQUIRED:** *Signature of the company official with signature authority required to grant access to COLAs Online.*

**19. COMPANY APPROVAL SIGNATURE**

**SIGN HERE**

**20. PRINT NAME AND TITLE OF COMPANY APPROVAL OFFICIAL**

**Nicole Burckhardt, Owner/President**

**21. DATE**

**07/14/2009**

# Power of Attorney

Adobe Acrobat Standard - [powerofattorney.pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review Secure Sign

Select Object Data Tool 150% Help

This document contains interactive form fields.  Highlight fields

Bookmarks Signatures Pages Model Tree Attachments Comments

OMB No. 1513-0014 (10/31/09)

**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)**  
**POWER OF ATTORNEY**  
*(Please read instructions before completing this form)*

1. PRINCIPAL (Name of Partnership, Corporation, Association, Estate, or Trust)	2. BUSINESS IN WHICH ENGAGED
<b>Nicole's Winery</b>	<b>Winery</b>
3. ADDRESS (Number, Street, City, State, ZIP Code), TELEPHONE NUMBER, AND E-MAIL ADDRESS	
<b>1310 G St NW</b> <b>Washington, DC 20220</b>	<b>555-555-5555</b> <b>nicole@nicoleswinery.com</b>
4. TAXPAYER IDENTIFICATION NUMBER (Employer Identification Number or Social Security Number)	5. PERMIT NUMBER / REGISTRY NUMBER (If applicable)
<b>52-0010000</b>	<b>BWN-DC-00000</b>
6. NAME AND TELEPHONE NUMBER OF APPOINTED ATTORNEY	
<b>Jane Doe 555-555-1111</b>	
7. ADDRESS (Number, Street, City, State, and ZIP Code)	
<b>1310 G St NW, Washington DC 20220</b>	
8. The above named principal, engaged in the business shown, has appointed the above named attorney to: <i>(See Instruction 2)</i>	

(a) Execute for him/her all applications, notices, bonds, tax returns, tax information disclosure authorizations, and other instruments, claims, offers in compromise, letters, writings, and papers, and to act for him/her in dealing with the Alcohol and Tobacco Tax and Trade Bureau (TTB) in connection with matters relating to the laws and regulations administered by it. The principal authorizes the attorney named above to receive on his/her behalf any and all notices, papers, and letters from the Alcohol and Tobacco Tax and Trade Bureau in connection with all such matters, and grants him/her full power and authority to do all that is essential in and about the premises, as duly as the principal could do if personally present, with full power of substitution and revocation. The principal hereby ratifies and confirms all that the attorney must lawfully do or cause to be by virtue of this appointment.

(b)

# Power of Attorney

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8. The above named principal, engaged in the business shown, has appointed the above named attorney to: *(See Instruction 2)*

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(a) Execute for him/her all applications, notices, bonds, tax returns, tax information disclosure authorizations, and other instruments, claims, offers in compromise, letters, writings, and papers, and to act for him/her in dealing with the Alcohol and Tobacco Tax and Trade Bureau (TTB) in connection with matters relating to the laws and regulations administered by it. The principal authorizes the attorney named above to receive on his/her behalf any and all notices, papers, and letters from the Alcohol and Tobacco Tax and Trade Bureau in connection with all such matters, and grants him/her full power and authority to do all that is essential in and about the premises, as duly as the principal could do if personally present, with full power of substitution and revocation. The principal hereby ratifies and confirms all that the attorney must lawfully do or cause to be by virtue of this appointment.

(b)

**For COLAs Online Access Only**

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# Power of Attorney

9. The power is to apply to the following. (If authority is restricted to a particular factory, plant, premises, etc., give name as: Distilled Spirits Plant, Tobacco Products Factory, Tobacco Export Warehouse, etc., and address and registry number; or, if a Wholesale Liquor Dealer, SDA, or Tax-Free Alcohol User; or if this Power of Attorney may be used for manufacturing or importing firearms or ammunition, etc., give permit number.)

10. SIGNATURE OF APPOINTED ATTORNEY



EXECUTION (See Instruction 3)

11. SIGNATURE IF PRINCIPAL IS INDIVIDUAL (Signature of Principal)



DATE

12. SIGNATURE IF PRINCIPAL IS PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP (LLP), ESTATE, CORPORATION, LIMITED LIABILITY COMPANY (LLC), OR ASSOCIATION.  
Under penalties of perjury, I declare that I have the authority to execute this power of attorney on behalf of the principal.

Signature	Title	Date
<b>If not INC. signatures would be listed here.</b>		

**If not INC. signatures would be listed here.**

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13. Seal of Corporation, Association, or LLC (A corporation, association or LLC will impress their seal below if they have one. If there is no seal, provide a resolution by the board of directors or organizational/supporting documents that support your company not having a seal, if applicable)



# Power of Attorney

**Either Notary or 2 witness, but not both is needed**

Adobe Acrobat Standard - [powerofattorney.pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review Secure Sign

Select Object Data Tool 150% Help

This document contains interactive form fields. Highlight fields

**14. ACKNOWLEDGMENT, WITNESSING, OR DECLARATION (Complete 14a, 14b, or 14c)**

<b>14a. ACKNOWLEDGMENT</b> The above-named person(s) signing as or for the principal(s) appeared before me today and acknowledged this power of attorney as his/her/their voluntary act and deed. The notarial seal must be affixed unless a seal is not required under the laws of the state where the power of attorney is executed.	<b>14b. WITNESSING</b> This power of attorney was signed by or for the principal(s) by a person or persons known to, and in the presence of, the two disinterested witnesses whose signatures appear below:
<b>NOTARIAL SEAL (If required)</b> Signature of Notary or Other Officer Date Title	Signature of Witness Date <b>WITNESS</b> Signature of Witness Date

**14c. DECLARATION by attorney, certified public accountant, or enrolled practitioner who is granted the power of attorney by this form.**

I declare that I am aware of the regulations of 31 CFR Part 8, that I am not currently under suspension or disbarment from practice before the Alcohol and Tobacco Tax and Trade Bureau, and that I am currently: (Check applicable box)

A member in good standing of the bar of the highest court of<sup>1</sup> \_\_\_\_\_

Qualified to practice as a certified public accountant in<sup>1</sup> \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature **SIGN HERE**

<sup>1</sup>Insert Name of State, Possession, or District of Columbia

2 of 2

# Signing Authority Corporate/LLC Officials

OMB No. 1513-0036 (11/30/2010)

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
SIGNING AUTHORITY FOR CORPORATE AND LLC OFFICIALS

<b>NAME AND COMPLETE ADDRESS OF CORPORATION OR LLC</b>  <b>Nicole's Winery, LLC</b> <b>1310 G St NW</b> <b>Washington DC 20220</b> <i>As it appears on your permit</i>	<b>COMPLETE APPLICABLE INFORMATION</b>  <input checked="" type="checkbox"/> <b>CHECK IF YOU ARE A NEW APPLICANT</b>  <b>REGISTRY/PERMIT NO.</b> <b>BWN-DC-00000</b>
<b>BOARD MEETING</b>  <input checked="" type="checkbox"/> <b>DIRECTORS</b> <input type="checkbox"/> TRUSTEES <input type="checkbox"/> MANAGERS <input type="checkbox"/> GOVERNORS	<b>DATE OF MEETING</b> <b>07-14-2009</b>

THE FOLLOWING CORPORATE/LLC OFFICIALS, EMPLOYEES, OR INCUMBENTS OF THE OFFICES LISTED ARE AUTHORIZED TO SIGN, OR TO APPOINT PERSONS AUTHORIZED TO SIGN, ALL DOCUMENTS UNLESS OTHERWISE SPECIFIED, SUBMITTED ON THE CORPORATION/LLC'S BEHALF TO THE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU. **OUTSIDE CONSULTANTS MAY NOT APPOINT OTHERS TO SIGN ON THE CORPORATION/LLC'S BEHALF.**

**Jane Doe, Secretary**  
**John Doe, Admin. Assistant**



**Names/position of individuals  
that you want added**

**\*\*You may list just positions if  
you are an LLC**

# Signing Authority Corporate/LLC Officials

I certify that this is true and complete and that the above authorization was granted at the cited meeting of the board.

**CORPORATE/LLC SEAL**

**SIGNATURE**



**PRINTED NAME**

**Nicole Burckhardt**



**TITLE**

**President**

**DATE**

**7/14/2009**



**NO SEAL**

*(If no seal, attach a resolution or meeting minutes that support the authority(ies) identified above.)*

## INSTRUCTIONS

Prepare and submit to the Director, National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau, in duplicate. Each copy must be signed in ink by a corporate/LLC official and be embossed with the corporate/LLC seal (if any). **This form may be used to list the corporate/LLC officials, or employees (if any), who are authorized by the articles of incorporation, the bylaws, or the board of directors in adopted resolutions or motions, to act on behalf of the corporation or to sign its name.** If the authorization to sign is granted by position title, rather than to specific individuals by name, a new authorization will not be needed each time a change of incumbent occurs. However, if you list an individual's name along with a title/position, the authority is limited to the period of time that the specific individual holds the specific title/position. If an individual or incumbent's authority is restricted to a certain area of expertise or specific documents, identify the limitation next to the designation. WHERE THE AUTHORIZATION IS NOT GRANTED BY THE ARTICLES OF INCORPORATION OR ORGANIZATION, THE BY-LAWS, OR ACTION BY THE BOARD OF DIRECTORS OR MANAGING MEMBERS, TTB F 5000.8, POWER OF ATTORNEY, MUST BE SUBMITTED.

# Board Resolution — No Seal

Board resolutions may take many forms. The following is just one example. What we look for is that the topic came up before the full board and that the full board had the opportunity to vote on the resolution. The resolution should make reference to the meeting and then be signed by the Chairman of the Board or the President.

## EXAMPLE

### Board Resolution

At the meeting of the Wine Labeling Office on October 14, 2008; the following resolution was proposed and approved by the board:

**Marsha Heath will file label application electronically on behalf of our company and signing authority will be granted.**

Whereas the mission of the Wine Labeling Office is to prevent consumer deception and ensure that alcohol beverage labels provide consumers with adequate information as to the identity and quality.

The Wine Labeling Office Board is in full support of this resolution.

John C. Smith

Chairman or President

# Additional Information

# Public COLA Registry

- Available to public users (includes States and Customs) — limited access provided to search for and view approved, surrendered, expired, and revoked COLAs; allows searchers to:
  - Search for COLAs
  - View limited COLA details
  - Display and print completed COLAs
  - View Frequently Asked Questions
- Approved COLAs uploaded within 48 hours
- NO USER ID or PASSWORD is NEEDED
- Can be accessed at [www.ttb.gov](http://www.ttb.gov)

# Public COLA Registry (Continued)

- **Basic Search:**

- Date completed
- Product name
- Class/Type
- Origin code

- **Advanced Search:**

- TTB ID number
- Serial number
- Registry/Permit/Brewer's Notice
- Vendor code — prior to April 2003
- Multiple class/type or origin
- All forms of submitting

# E-Gov Room

- What to expect:
  - Live demo
  - Problems that might occur
  - Search examples
  - Time to discuss system in length

# ALFD Contact Information

- Phone:

- 1-866-927-2533

- 202-453-2250

**\*\*New\*\***

- Mail:

- ALFD

- 1310 G Street, NW., 4th Floor

- Washington, DC 20220