



Formulas Online

Deactivate Company Access

You may request that TTB deactivate your access to a company's data.

Follow these steps to deactivate your company access:

1. Select **Modify Registration** in the drop-down menu. See Figure 1.

Figure 1: Deactivate Permit Access – Drop-Down Menu



The Company tab of your existing user registration displays. See Figure 2.

Figure 2: Deactivate Company Access – Company Tab

User Registration

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	FONL	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	FONL	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	COLA	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	FONL	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	FONL	Nonbeverage	POMLIQ		Submitter	All	None	Pending

2. Select the [FONL](#) link next to the company access you wish to deactivate. The Company pop-up window displays. See Figure 3 and Figure 4.

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Figure 3: Deactivate Company Access – Company Pop-Up Window (Top)

Company

Deactivate Access ?

Deactivate my access. By selecting this checkbox and clicking 'OK', I request that my access to this Company be deactivated.

System Information ?

- * System Requested: COLAs Online Formulas Online
- * System Access: Submitter Preparer / Reviewer
- * Company Type: Alcohol Beverage Nonbeverage Product

Company Information ?

Registry, Permit, or Brewer's Notice:

Company Code: *(if known)*

* Company Name:

Address Format: ▼

* Street:

* City:

* State: ▼

* Zip Code: -

Individual Information

* Relationship of Applicant

Deactivate Company Access

Figure 4: Deactivate Company Access – Company Pop-Up Window (Bottom)

Company Information

Registry, Permit, or Brewer's Notice:

Company Code: (if known)

* Company Name:

Address Format:

* Street:

* City:

* State:

* Zip Code: -

Individual Information

* Relationship of Applicant to Company: Employee Representative

* Signature Authorization: Owner Signing Authority Power of Attorney

Approver Information

Title of Company Approval Official:

Name of Company Approval Official:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

3. Enter the information in the available fields.

► **Note:** Previously recorded company information will not be available and all required information must be re-entered in order to complete the submission.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

► **Note:** Fields marked with asterisks (*) are required fields.

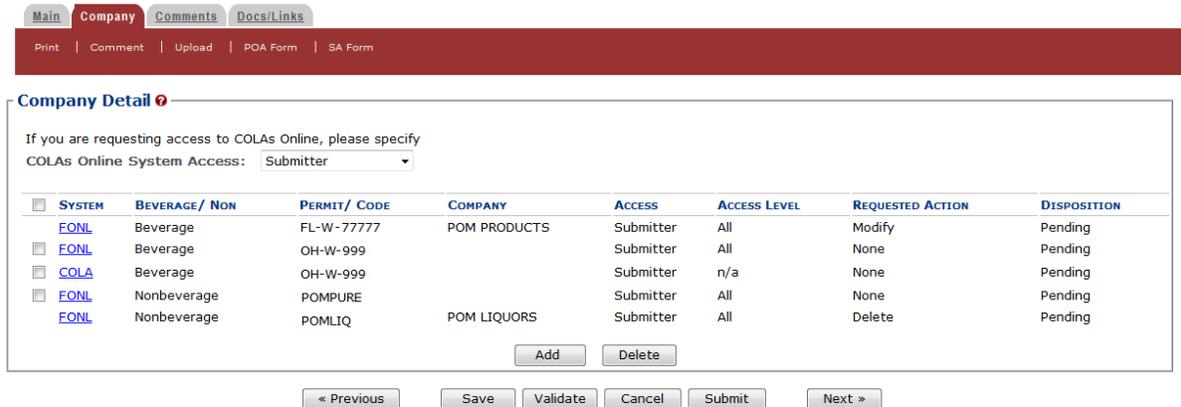
4. Select the "Deactivate my access" checkbox.

5. Select the **OK** button. The Company pop-up window closes and the Company tab displays. The Requested Action is changed from "None" to "Delete." See Figure 5.

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Figure 5: Deactivate Company Access – Company Tab with Changes

User Registration



Main **Company** Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

Company Detail 

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	FO NL	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	FO NL	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	COLA	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	FO NL	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	FO NL	Nonbeverage	POMLIQ	POM LIQUORS	Submitter	All	Delete	Pending

6. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 6.

Figure 6: Deactivate Company Access – Perjury Statement Pop-Up Window

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

I agree

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

7. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
8. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 7.

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Figure 7: Deactivate Company Access – Submission Confirmation

User Registration

Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1319036. You should keep a record of this submission ID for tracking purposes.

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

► **Note:** To reactivate your access to a company permit/company code, you must modify the user registration and add the company. See [Modify a User Registration](#) for more information.