



# Formulas Online

## Resubmit a Needs Correction Modify User Registration

If a modify user registration submission is returned to you with a status of “Needs Correction,” you must add the necessary information to the submission as a comment and resubmit the modify user registration submission.

Follow these steps to resubmit a modify user registration submission in “Needs Correction” status:

1. In the My Submissions home page, select the [Submission ID](#) link for the modify user registration submission with a status of “Needs Correction.” The Company tab of your existing modify user registration displays. See Figure 1.

**Figure 1: Resubmit Modify User Registration – Company Tab**

### User Registration

Main **Company** Comments Docs/Links Return

Print | Comment | Upload | POA Form | SA Form

Submission ID: 1301810      Date Submitted: 09-09-2011 01:13 PM  
 Status: Needs Correction

**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"/>	FONL	Beverage	FL-S-7777	POM PRODUCTS	Submitter	All	Modify	In Process

2. Select the Return tab. The Return tab displays. See Figure 2.

**Figure 2: Resubmit Modify User Registration – Return Tab**

### User Registration

Main Company Comments Docs/Links **Return**

Print | Comment | Upload | POA Form | SA Form

Submission ID: 1301810      Date Submitted: 09-09-2011 01:13 PM  
 Status: Needs Correction

**Needs Correction Information**

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
<a href="#">Error In Field</a>	There is an error in the following field:	Incorrect Phone Number	<input type="checkbox"/>

3. Review the reasons for the “Needs Correction” status of the modify user registration.
4. Select the Comments tab. The Comments tab displays. See Figure 3.

## Resubmit a Needs Correction Modify User Registration

**Figure 3: Resubmit Modify User Registration – Comments Tab**

### User Registration

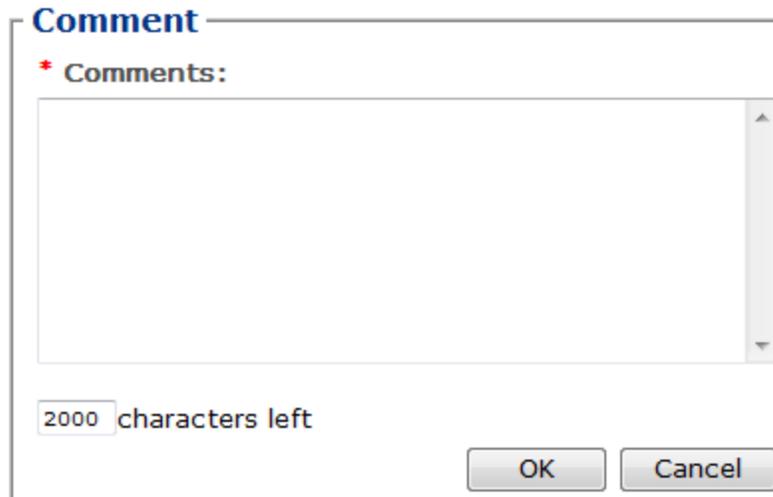


The screenshot shows the 'Comments' tab selected in a navigation menu. Below the menu is a dark red bar with links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area displays submission details: 'Submission ID: 1301810' and 'Date Submitted: 09-09-2011 01:13 PM'. The status is 'Needs Correction'. A 'Comments Detail' section is visible, containing an 'Add' button and a text input field. Below the input field are 'Save', 'Validate', and 'Submit' buttons.

5. Select the **Add** button. The Comments pop-up window displays. See Figure 4.

**Figure 4: Resubmit Modify User Registration – Comments Pop-Up Window**

## Comment



The screenshot shows a 'Comment' pop-up window. It has a title bar with the word 'Comment'. Inside, there is a red asterisk followed by the label '\* Comments:'. Below this is a large text input field with a vertical scrollbar on the right. At the bottom left of the input field, it says '2000 characters left'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

6. Enter comments in the available field to address the reasons for the “Needs Correction” status of the modify user registration.
7. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 5.

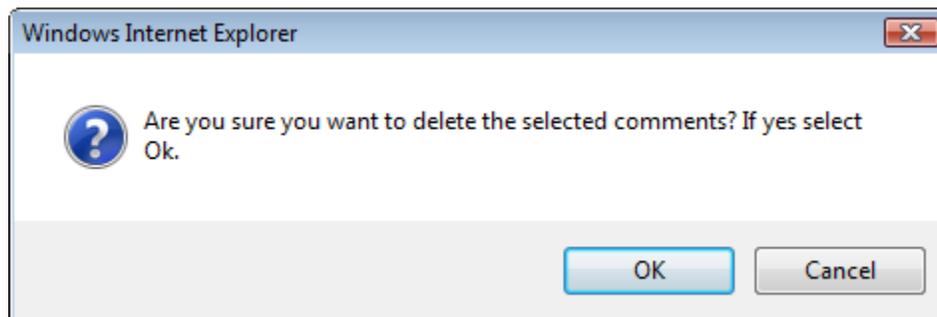
## Resubmit a Needs Correction Modify User Registration

**Figure 5: Resubmit Modify User Registration – Comments Tab with Comment Added**



► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 6. Select the **OK** button to confirm.

**Figure 6: Resubmit Modify User Registration – Delete Comment Confirmation**



8. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 7.

Figure 7: Resubmit Modify User Registration – 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

OK

Cancel

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.

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

Figure 8: Resubmit Modify User Registration – 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: 1301810. 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 the information you provided to address the reasons for the “Needs Correction” status of the modify user registration and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 30 days for processing and keep a record of the submission ID for tracking purposes.