



COLAs Online

Deactivate Permit Access

Follow these steps to deactivate your access to a permit:

1. Select the [My Profile](#) link in the menu box. The My Profile page displays. See Figure 1 and Figure 2.

Figure 1: Deactivate Permit Access – My Profile (Top)

The screenshot shows the top portion of the 'My Profile' page. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. The main header area contains the 'COLAs Online' logo and a navigation menu with links: Formulas Online, Home: My eApplications, Create an eApplication, Search for eApplications, My Profile, Contact Us, Instructions, and Log Off. Below the header is the 'My Profile' section, which includes a 'Contact Information' form with fields for Name (JANE SMITH), User Name (JSCFMEXT), E-mail address (JANE.SMITH@TTB.GOV), Telephone Number (2024532000), and Fax Number. A 'Change Password' button is located to the right of the contact information. Below this is the 'Registered to Submit Applications for:' section, which includes a 'Modify Registration' button and a table of registered applications.

Plant Registry/Basic Permit/Brewer's No. ?	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
	POM MARKETING GROUP

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Figure 2: Deactivate Permit Access – My Profile (Bottom)

DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA , BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

Authentication Questions
Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

Question	Answer
* 1: City you were born in?	Fredricksburg
* 2: Last name of your favorite schoolteacher?	Frey
* 3: The furthest place to which you have traveled?	South Pole

Back to My eApplications Save Changes

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@ttb.treas.gov) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 6.0, [click here](#) for more information on browser Compatibility.

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE

2. Select the **Modify Registration** button. The application opens up the Company tab of your existing user registration. See Figure 3.

Figure 3: Deactivate Permit Access – Company Tab

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: Submitter

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	PR-S-3333		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	VA-I-6666	POM BREWERY	Submitter	n/a	Modify	Pending

Add Delete

« Previous Validate Cancel Submit Next »

3. Select the [COLAs](#) link next to the company permit you wish to deactivate. The Company pop-up window displays. See Figure 4 and Figure 5.

Figure 4: Deactivate Permit 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 Permit be deactivated.

System Information ?

* System Requested: COLAs Online Formulas Online
* System Access: Submitter

Company Information ?

* Registry, Permit, or Brewer's Notice: PR-S-3333
Date of Permit Issue: 
Company Code: (if known)
* Company Name: POM & CO. INC.
Address Format: USPS Domestic ▾
* Street: 333 CARRETERA
* City: BARRIO PALMAS CATANO
* State: PR ▾
* Zip Code: 00962 -

Individual Information

* Relationship of Applicant to Company: Employee Representative

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Figure 5: Deactivate Permit Access – Company Pop-Up Window (Bottom)

The screenshot displays a web form for deactivating permit access. It is divided into several sections:

- Permit Information:** Includes fields for "Brewer's Notice" (PR-S-3333), "Date of Permit Issue" (with a calendar icon), "Company Code" (if known), "Company Name" (POM & CO. INC.), "Address Format" (USPS Domestic), "Street" (333 CARRETERA), "City" (BARRIO PALMAS CATANO), "State" (PR), and "Zip Code" (00962).
- Individual Information:** Contains radio button options for "Relationship of Applicant to Company" (Employee, Representative) and "Signature Authorization" (Owner, Signing Authority, Power of Attorney).
- Approver Information:** Includes fields for "Title of Company Approval Official" and "Name of Company Approval Official".

At the bottom of the form are "OK" and "Cancel" buttons. Below the form is a disclaimer: "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."

4. Enter the information in the available fields.

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

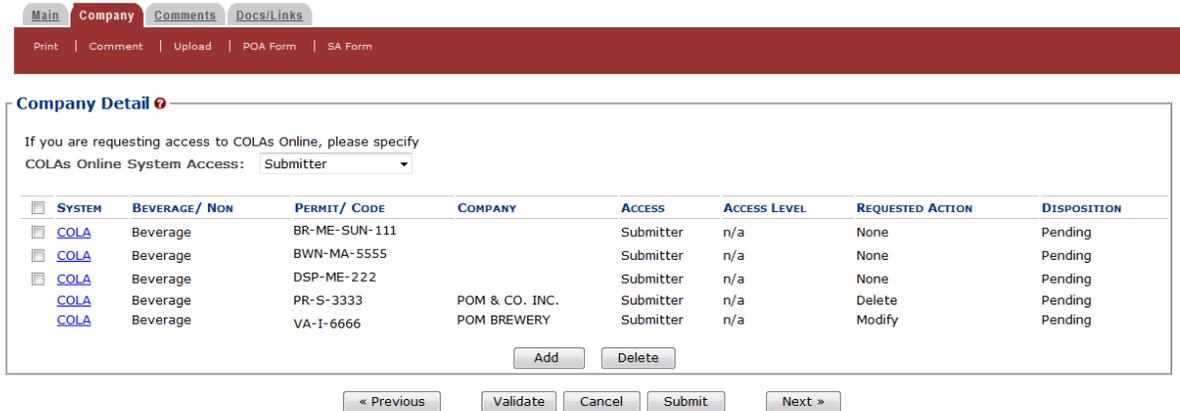
5. Select the Deactivate my access checkbox.

6. 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 6.

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Figure 6: Deactivate Permit Access – Company Tab with Changes

User Registration



<input type="checkbox"/> SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/> COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/> COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/> COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
COLA	Beverage	PR-S-3333	POM & CO. INC.	Submitter	n/a	Delete	Pending
COLA	Beverage	VA-I-6666	POM BREWERY	Submitter	n/a	Modify	Pending

7. 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: Deactivate Permit 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

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.

8. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
9. 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.

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Figure 8: Deactivate Permit 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: 1001764. 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 30 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.