



# COLAs Online

## [Create an Application](#)

The following document describes how to create a new application:

- **Step 1 of 3: Application Type** – See [Step 1 of 3: Application Type](#)
- **Step 2 of 3: COLA Information** – See [Step 2 of 3: COLA Information](#)
- **Step 3 of 3: Upload Labels** – See [Step 3 of 3: Upload Labels](#)

### Step 1 of 3: Application Type

The Create Application Step 1 of 3: Application Type page allows you enter product information for the application. Figure 64 and Figure 65 detail the Create Application Step 1 of 3: Application Type page.

► **Note:** All fields in Step 1 are required.

Follow these steps to create an application:

1. Select the [Create an eApplication](#) link from the menu box on any page. The Create Application Step 1 or 3: Application Type page displays. See Figure 1 and Figure 2.

**Figure 1: Create Application Step 1 of 3: Application Type (Top)**

The screenshot shows the top portion of the COLAs Online web application. At the top left is the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is a navigation menu with links: "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off". The main heading is "COLAs Online" with the subtitle "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". Below that is the text "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". The main content area is titled "Create Application Step 1 of 3: Application Type". It includes a progress indicator "Step 1 | Step 2 | Step 3" and a note: "Note: If your previously approved label has changed, you may not need a new COLA. Check the [list of acceptable changes that do not require a new COLA](#)." The form contains three sections: "Type of Product" with radio buttons for "Wine" (including a checkbox for "Domestic SAKE Application"), "Distilled Spirit", and "Malt Beverage"; "Source of Product" with radio buttons for "Domestic" and "Imported"; and "Type of Application" with radio buttons for "Certificate of Label Approval" and "Certificate of Exemption from Label Approval". A dropdown menu is visible below the second radio button, with the text "\*This item will only be sold in" and "--Select State--".

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Figure 2: Create Application Step 1 of 3: Application Type (Bottom)

Source of Product

Domestic

Imported

Type of Application

Certificate of Label Approval

Certificate of Exemption from Label Approval

\*This item will only be sold in --Select State--

Resubmission

Is this application a resubmission of a previously rejected application?

Yes  No

\*If yes, indicate the previously rejected TTB ID

--Select Rejected TTB ID-- or

Cancel application Next >>

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► **Note:** Select the [list of acceptable changes that do not require a new COLA](#) link if you believe that you might not need to file a new application but update an existing COLA.

2. Select the Type of Product: Wine, Domestic SAKE Application, Distilled Spirit, or Malt Beverage.
3. Select the Source of Product: Domestic or Imported.

► **Note:** This indicates if the finished alcohol beverage was produced in the US or somewhere else.

4. Select the Type of Application- Certificate of Label Approval or Certificate of Exemption from Label Approval.

► **Note:** Certificate of Label Approval is the default.

► **Note:** If you select Certificate of Exemption from Label Approval, select the state the product will be sold in from the drop-down list.

5. If this is a resubmission of a previously rejected application, select the TTB ID from the drop-down list or enter the TTB ID in the field provided.

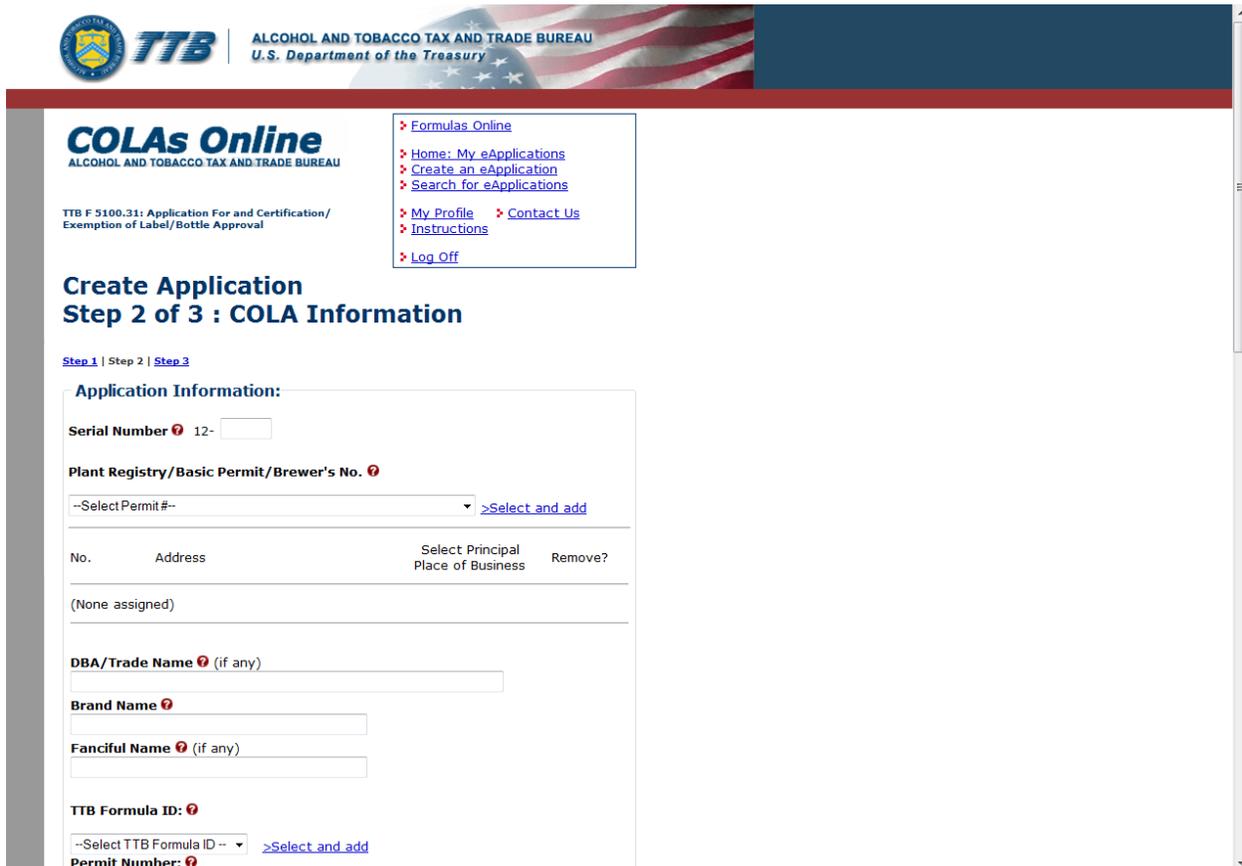
## Create an Application

- ▶ **Note:** “No” is the default.
  - ▶ **Note:** If you select “Yes,” you must select or enter a TTB ID.
  - ▶ **Note:** The drop-down list contains rejected e-applications.
  - ▶ **Note:** The text field allows a rejected electronic or paper application for the past two years.
6. Select the **Next** button to proceed to the next step in the create process. See [Step 2 of 3: COLA Information](#).
  7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.
- ▶ **Note:** Select the  icon for field-level help.

### Step 2 of 3: COLA Information

The Create Application Step 2 of 3: COLA Information page allows you to enter COLA information for the application. Figure 3, Figure 4, and Figure 5 detail the Create Application Step 2 of 3: COLA Information page.

**Figure 3: Create Application Step 2 of 3: COLA Information (Top)**



The screenshot shows the top portion of the TTB COLAs Online application 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". Below this is the "COLAs Online" header 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. The main heading is "Create Application Step 2 of 3 : COLA Information". Below the heading are navigation links for Step 1, Step 2 (current), and Step 3. The "Application Information:" section contains several fields: "Serial Number" with a 12-digit input field, "Plant Registry/Basic Permit/Brewer's No." with a dropdown menu and a ">Select and add" link, a table for "Select Principal Place of Business" (currently empty), "DBA/Trade Name" (if any), "Brand Name", "Fanciful Name" (if any), "TTB Formula ID" with a dropdown menu and a ">Select and add" link, and "Permit Number".

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**Figure 4: Create Application Step 2 of 3: COLA Information (Middle)**

<b>DBA/Trade Name</b> ⓘ (if any) <input type="text"/>	
<b>Brand Name</b> ⓘ <input type="text"/>	
<b>Fanciful Name</b> ⓘ (if any) <input type="text"/>	
<b>TTB Formula ID:</b> ⓘ	
--Select TTB Formula ID -- <a href="#">&gt;Select_and_add</a>	
<b>Permit Number:</b> ⓘ	
--Select Permit#-- <input type="text"/>	
<b>Company Formula #/SOP #:</b> ⓘ	
<input type="text"/> <a href="#">&gt;Add</a>	
(None assigned)	
<b>Sulfite Analysis Submission ID:</b> ⓘ	
--Select Sulfite Submission -- <a href="#">&gt;Select_and_add</a>	
<input type="text"/> <a href="#">&gt;Add</a>	
(None assigned)	
<b>Lab No./Pre-Import No.</b> ⓘ (if any) <input type="text"/>	<b>Lab Approval Letter Date/Pre-Import Date</b> ⓘ <input type="text"/>  MM/DD/YYYY
<b>Net Contents</b> ⓘ	
--Select Net Contents-- <a href="#">&gt;Select_and_add</a>	
<input type="text"/> <a href="#">Remove?</a>	
(None assigned)	
<b>Alcohol Content</b> ⓘ	
<input type="text"/>	
<b>Wine Vintage</b> ⓘ (if on label)	
<input type="text"/>	

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**Figure 5: Create Application Step 2 of 3: COLA Information (Bottom)**

Net Contents Remove?

(None assigned)

**Alcohol Content** ?

**Wine Vintage** ? (if on label)

**Grape Varietal(s) (If any)** ? (if on label)

**Wine Appellation** ? (if on label)

Cancel application << Previous Next >>

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► **Note:** Field names suffixed by (if any) are optional. All other fields in Step 2 are required.

Follow these steps to continue creating an application:

1. From the Create Application Step 1 of 3: Application Type page, select the **Next** button. The Create Application Step 2 of 3: COLA Information page displays. See Figure 3, Figure 4, and Figure 5.
2. If the application is for Distinctive Liquor Bottle Approval, select the Yes radio option and enter the Total Bottle Capacity before closure.

► **Note:** Distinctive Liquor Bottle Approval only appears for Distilled Spirit applications.

3. Enter the Serial Number of your application.
4. If you have more than one valid permit for this type of application, select the appropriate Plant Registry/Basic Permit/Brewer's No. from the drop-down list and select the [Select and add](#) link.

► **Note:** Repeat this step to assign additional permits (except wineries).

► **Note:** To remove a permit from the list, select the [Remove](#) link.

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► **Note:** If you have only one valid permit for this application type, it will be selected for you.

5. Enter a DBA/Trade Name if one is used on the label.

► **Note:** You must get approval from the TTB NRC before using the Trade Name on the label.

► **Note:** The DBA/Trade Name must match the label. This information must be added to the application each time it is used in the label. The DBA is added when the bottler's or importer's company name is different from the operating name. The operating name is listed on the permit and the DBA must be registered with the NRC before use.

6. Enter the Brand Name.

7. Enter the Fanciful Name, if applicable.

► **Note:** Do not enter a Product Class/Type or Wine Appellation in the Brand Name or Fanciful Name field. You are not required to tell TTB the class/type designation that appears on your label. Putting this information in the Brand Name or Fanciful Name field (or any other field) will result in your application being returned to you for correction.

8. If you have a valid TTB Formula ID, select the appropriate TTB Formula ID from the drop-down list and select the [Select and add](#) link. Otherwise, select the Permit Number from the drop-down list and enter the Company Formula/SOP # and select the [Add](#) link.

► **Note:** TTB Formula IDs only appear for electronically available Formulas.

► **Note:** Multiple Formulas (TTB Formula ID, Company Formula #/SOP #, or Lab No./Pre-Import No./Lab Approval Letter Date/Pre-Import Date) may be added per COLA eApplication.

9. If you have a valid Sulfite Analysis Submission ID, select the appropriate Sulfite Analysis Submission ID from the drop-down list and select the [Select and add](#) link.

► **Note:** Only one Sulfite Analysis Submission ID may be added per COLA eApplication.

10. Enter the Lab No./Pre-Import No., if applicable.

11. Enter Lab Approval Letter Date/Pre-Import Date, if applicable.

► **Note:** Lab Approval Letter Date/Pre-Import Date is required if a Lab No./Pre-Import No. is entered.

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

12. Select the Net Contents from the drop-down list and select the [Select and add](#) link.

► **Note:** To remove a Net Content from the list, select the [Remove](#) link.

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► **Note:** Repeat this step to add more than one Net Contents value, if this label will be used on multiple size containers.

13. Enter the Alcohol Content.

14. Enter the Wine Vintage date if it is shown on the label.

► **Note:** Wine Vintage only appears for Wine applications.

15. Enter the Grape Varietal(s) if it is shown on the label.

► **Note:** Grape Varietal(s) only appears for Wine applications.

16. Enter the Wine Appellation if it is shown on the label.

► **Note:** Wine Appellation only appears for Wine applications.

► **Note:** You must enter a Wine Appellation if you have entered a Wine Vintage date or the system will not allow you to proceed to the next step.

17. Select the **Previous** button to return to Step 1.

18. Select the **Next** button to proceed to the next step in the create process. See [Step 3 of 3: Upload Labels](#).

19. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.

► **Note:** Select the  icon for field-level help.

### Step 3 of 3: Upload Labels

The Create Application Step 3 of 3: Upload Labels page allows you to upload labels to the application. Figure 6 and Figure 7 detail the Create Application Step 3 of 3: Upload Labels page.

# Create an Application

## Figure 6: Create Application Step 3 of 3: Upload Labels (Top)

The screenshot shows the 'COLAs Online' web application interface. 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, the page title is 'Create Application Step 3 of 3 : Upload Labels'. A breadcrumb trail shows 'Step 1 | Step 2 | Step 3'. The main content area contains a text box with instructions: 'Show any Wording (a) Appearing on materials firmly affixed to the container (e.g. caps, celoseals, corks, etc) other than the labels affixed below, or (b) blown, branded or embossed on the container (e.g. net contents etc). This wording must be noted here even if it duplicated portions of the label affixed below. Also provide translations of foreign language text appearing on labels.' Below this is a large empty text area. The 'Upload Label Images:' section includes a note: 'Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.' It features a table with columns 'File Name', 'File Size', 'Type', and 'Dimensions', and a button '>> add/remove Images'. The 'Upload Other Attachments:' section includes examples: 'Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.' and a partially visible table with columns 'File Name', 'File Size', and 'Type'.

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**Figure 7: Create Application Step 3 of 3: Upload Labels (Bottom)**

**Upload Label Images:**  
*Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.*

File Name	File Size	Type	Dimensions
-----------	-----------	------	------------

>> add/remove Images

**Upload Other Attachments:**  
*Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.*

File Name	File Size	Type
-----------	-----------	------

>> add/remove Attachments

Cancel application    << Previous    Next >>

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Follow these steps to continue creating an application:

1. From the Create Application Step 2 of 3: COLA Information page, select the **Next** button. The Create Application Step 3 of 3: Upload Labels page displays. See Figure 6 and Figure 7.
2. Enter a translation of any foreign text or any special wording or designs that appear on the materials affixed to the container (e.g., label, bottle, cork, etc.) in the field provided if applicable.
3. Select the **add/remove Images** button to upload label images. See [Upload Label Images](#).
4. Select the **add/remove Attachments** button to upload attachments. See [Upload Other Attachments](#).
5. Select the **Previous** button to return to the Create Application Step 2 of 3: COLA Information page. See [Step 2 of 3: COLA Information](#).
6. Select the **Next** button to proceed to the next step in the create process. See [Verify Application](#).
7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.