



COLAs Online

[Set Authentication Questions and Answers When Prompted](#)

COLAs Online users must set their authentication questions and answers before they may view or submit COLA eApplications. The TTB Online Portal page and the COLAs Online Logon page include a note indicating COLAs Online users must select and answer authentication questions and answers at login.

COLAs Online Logon Page Note

Note : If you have not selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

TTB Portal Page Note

NOTE TO COLAs ONLINE USERS: If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

Once COLAs Online users login to the system, they are placed in the My Profile page and prompted with a message to complete the authentication questions and answers on the page.

The screenshot shows the 'My Profile' page of the COLAs Online system. At the top, there 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 page title is 'COLAs Online' with the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. Below the title, it says 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval'. The main heading is 'My Profile' followed by 'Information / Error Messages:'. A red-bordered box contains a message: 'You must complete the required Authentication Questions on this screen before proceeding to your COLAs Online applications. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. Please scroll down and complete the information and then select the "Save Changes" option'. Below this is the 'Contact Information' section 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. The 'Registered to Submit Applications for:' section includes a 'Modify Registration' button and a table with the following data:

Plant Registry/Basic Permit/Brewer's No.	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000 POM WINERY LLC

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Follow these steps to set authentication questions and answers when prompted:

1. Scroll to the bottom of the My Profile page.

5555 KEARN RD, NBBUHAM, 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

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?	11
* 2: City you were born in?	11
* 3: City you were born in?	11

[Back to My Applications](#) [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 alt@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 8.0, [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 USING THIS SYSTEM.

2. Select the authentication question(s) from the Question drop-down list(s).
3. Enter the authentication answers(s) in the Answer text entry field(s).

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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: In what city or town was your first job?	Fairfax
* 2: What is your oldest cousin's first name?	Frank
* 3: The name of your favorite television series?	Arrested Development

[Back to My Applications](#) [Save Changes](#)

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4. Select the **Save Changes** button. The Profile Update Confirmation page displays.

The screenshot shows the 'COLAs Online' website interface. At the top, there is a header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below the header, the main content area features 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 'Profile Update Confirmation', followed by the message 'Your COLAs Online profile has been successfully updated.' and a 'Back to My eApplications' button. The footer contains the TTB logo, contact information, and a disclaimer: '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 af@ttb.gov.

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