



# COLAs Online 3.4

## [Update My Profile](#)

The My Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows the user to change their system password. Figure 1 and Figure 2 detail the My Profile page.

Figure 1: 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'. Below this is the 'COLAs Online' header with the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. A navigation menu on the right includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main content area is titled 'My Profile' and contains a '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 in the top right of this section. Below the contact information is a 'Registered to Submit Applications for:' section with a 'Modify Registration' button. This section contains a table of registered entities.

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: 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

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

 

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 currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [alfd@ttb.gov](mailto: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](mailto: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 5.0 or higher.

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Follow these steps to view and/or edit your user profile information:

1. Select the [My Profile](#) link from the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.
2. Make changes to your e-mail address, telephone number, or fax number if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save Changes** button. The Profile Update Confirmation page displays. See Figure 3.

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Figure 3: Profile Update Confirmation

The screenshot shows the 'COLAs Online' website 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 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'. Below the menu is a confirmation message: 'Profile Update Confirmation' and 'Your COLAs Online profile has been successfully updated.' A button labeled 'Back to My eApplications' is positioned below the message. The footer contains the Department of the Treasury 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 currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [afd@ttb.gov](mailto:afd@ttb.gov).' It also includes accessibility information and a disclaimer about the system being an official United States Government System.

5. Select the **Change Password** button to change your system password. See *Change Password* for more information.