



COLAs Online eNews

**May 2011
Special Edition**

Greetings!

Welcome to our Special Edition of the COLAs Online eNews, sent to alert you to recent changes that will affect you.

COLAs Online User Authentication for Password Re-set

We have excellent news for all COLAs Online users! A user authentication feature has been installed that allows you to have complete control over managing your COLAs Online password. Once you have entered your authentication information, if you happen to forget your password, or if your password should expire, you will be able to *independently unlock your COLAs Online account*. This capability alleviates the inconvenience of having to call customer service, and will save time for everyone.

As with most online systems, COLAs Online now allows you to reset your password by utilizing authentication questions which are selected and answered during your registration process (examples include the city in which you were born, your mother's maiden name). Authentication information is required for *new* COLAs Online users. However, many long time users of COLAs Online might not have noticed the announcement on the main webpage regarding setting up your password authentication questions and answers. If you do not utilize the authentication enhancement, you must continue to contact the TTB Help Desk each time a password is forgotten, or whenever a password expires. We encourage you to complete the authentication questions section now, by logging on to the system, and selecting the option for "My Profile," located at the upper right side of the COLAs Online home page screen.

The User Authentication Feature Becomes a Requirement Effective June 2011

Effective June- 2011, if you are a COLAs Online user and you have not provided authentication information, the **My Profile** screen will automatically display (instead of the My eApplications screen) when you logon to the system. An explanatory error message will appear at the top of the screen. You will then **be required** to enter the authentication information prior to viewing or entering COLA eApps.

We have provided step-by-step instructions below that will walk you through the authentication process. **Once again please note, effective June 2011, the authentication feature will become a requirement for log on to your COLAs Online user account.** We value your comments, questions, and ideas, so send your feedback to us at COLAsONLINEeNews@ttb.gov.

Instructions to Follow as Reference Beginning June 2011

Quick Reference Guide for
Entering COLAs Online User Authentication Questions and Answers

Introduction

User Authentication questions in COLAs Online allow you to reset your own password without having to contact the TTB Help Desk for assistance. COLAs Online users who have not selected and answered these questions in the past will be required to do so the next time they logon.

Entering the User Authentication Information

Follow these steps to select and answer the User Authentication questions if you have not previously done so:

1. Open the TTB Online logon page at: <https://www.ttbonline.gov/>

Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

Services requiring registration and logon:

User Name:

Password: [New or forgotten password ?](#)

Logon to:

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.

[Register for TTB Online](#). Need help on [how to register ?](#)

[Need Help Logging On and Using TTB Online ?](#)

If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

[Privacy Policy](#) [Privacy Impact Assessment](#)

2. Enter your **User Name** and **Password**, and then select the option.
3. The COLAs Online **My Profile** screen will display.
 - o **Notes:**
 - o If the **My Profile** screen does not display, you have previously selected the authentication questions and no action is necessary on your part.
 - o You will not be permitted to modify registration information or to view or enter e-Applications until the authentication information has been entered and saved.

COLAs Online

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

[Formulas Online](#)
[Home: My eApplications](#)
[Create an eApplication](#)
[Search for eApplications](#)
[My Profile](#) [Contact Us](#)
[Instructions](#)
[Log Off](#)

My Profile

Information / Error Messages:

- 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

Contact Information

Name	User Name
JANE DOE	JANEDOE1
E-mail address	
JANE.DOE@COMPANYNAME.COM	
Telephone Number	Fax Number
2025551212	2025551212

Registered to Submit Applications for:

Plant Registry/Basic Permit/Brewer's No.	Address
XX-X-000	TTB Winery, LLC 1310 G Street NW, Washington, DC 20005

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?	<input type="text"/>
* 2: City you were born in?	<input type="text"/>
* 3: City you were born in?	<input type="text"/>

4. Select three different Authentication Questions (duplicate questions are not allowed).
5. Enter an answer for each of the questions.
6. Select the option.
7. A Profile Update Confirmation screen will display.
8. Continue with your COLA eApp processing by selecting an option on the screen.

Industry Circular 2011-4: Streamlining The Certificate Of Label Approval Review Process

Effective May 4, 2011, TTB discontinued evaluating labels for purposes of ensuring that labels conform to all applicable legibility and type size requirements (including characters per inch and contrasting background). This change will:

- Assist you in getting your products into the marketplace more quickly and reduce the administrative burden and cost of multiple application resubmissions; and
- Promote the most efficient use of TTB's limited resources, without reducing consumer protection, while

decreasing the number of applications returned for correction, resubmission, and repetitive review.

Read the Industry Circular

If you have any questions concerning this circular, please contact the Advertising, Labeling and Formulation Division at 1-866-927- 2533 or at ALFD@ttb.gov.

We hope that this issue of the COLAs Online eNews is beneficial. As always, your ideas and suggestions are welcome. If you wish to contact the COLAs Online eNews Team, please do so via email at COLAsONLINEeNews@ttb.gov .

[View past editions](#)

Comments or suggestions? E-mail us at COLAsONLINEeNews@ttb.gov

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