



# Formulas Online

## [Create a New User Registration](#)

Follow these steps to create a new user registration:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 1.

**Figure 1: TTB Online Portal**

TTBONLINE.GOV  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. DEPARTMENT OF THE TREASURY

REGISTER    HOW TO REGISTER    PUBLIC COLA REGISTRY    FAQ  
CONTACT US

Already registered? Log in:

User Name:  [Expired password ?](#)

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

Logon to:

**Notice**

**10/28/15:** Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in-process), and the pilot of a **printable TTB F 5100.51** from a Uniform submission. Watch for additional highlights to be posted in November.

\*\*\*\*\*

**10/16/15:** Want to help us improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. [See details](#)

\*\*\*\*\*

**9/2/15:** A new password change process for COLAs Online and Formulas Online is available. For more information, please see the [Password Change Quick Reference Guide](#).

\*\*\*\*\*

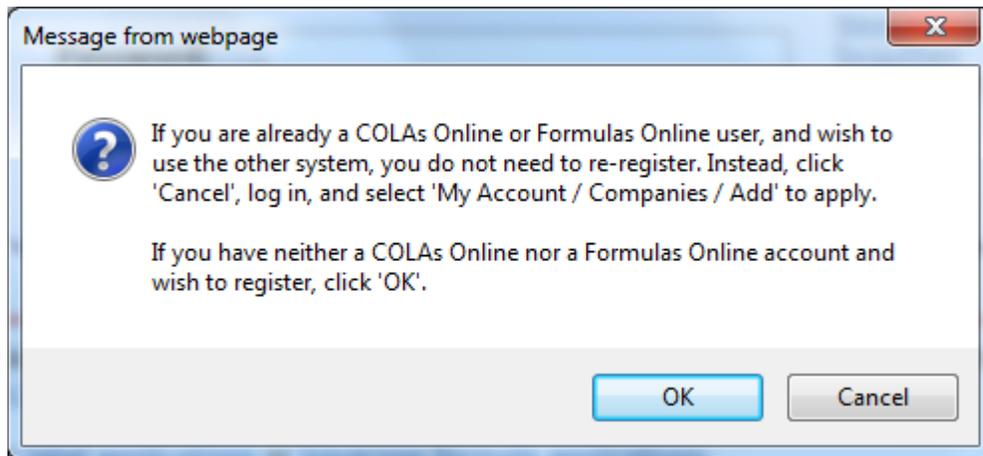
It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups in Internet Explorer 11](#) for more information. Check the most recent processing times for [label applications](#) or [beverage formula applications](#). You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

[PRIVACY POLICY](#)  
[PRIVACY IMPACT ASSESSMENT](#)

3. Select the [Register for TTB Online](#) link. A confirmation message box displays prompting you to confirm your action. See Figure 2.

## Create a New User Registration

**Figure 2: COLAs/FONL User Registration Confirmation**



- If you already use COLAs Online or Formulas Online, select the **Cancel** button.
- If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button to confirm. The User Registration page displays with the Main tab selected. See Figure 3.

**Figure 3: User Registration – Main Tab**

TTBONLINE.GOV  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. DEPARTMENT OF THE TREASURY

Text Menu Help Contact Us Exit

### User Registration

Main Company Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

#### Type of Application

New Application You've never had an online account with TTB  
 Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

#### Personal Information

\* First Name:  M. I.:  \* Last Name:  Suffix:   
\* Employer:  Title:  Label Rep. ID:   
\* Phone Number:  Fax Number:   
Address Format:   
\* Street:   
\* City:   
\* State:   
\* Zip:

#### Business E-mail Addresses

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY E-MAIL ADDRESS

\*

#### 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.

## Create a New User Registration

### Type of Application

**Figure 4: User Registration – Reactivating Inactive Account**

The screenshot shows the 'Type of Application' section. It has a title 'Type of Application' with a help icon. There are two radio buttons: 'New Application' (unselected) and 'Reactivate an Inactive Account' (selected). To the right of the radio buttons are two lines of text: 'You've never had an online account with TTB' and 'In the past, you had an online account with TTB that has been inactivated'. Below the radio buttons is a section titled 'Inactive User ID' with a text box. The text inside the text box says: 'If you remember the User ID of your inactive TTB Account, please enter it here. Existing (Inactive) User ID: [text box]'.

**Figure 5: User Registration – New Application**

The screenshot shows the 'Type of Application' section. It has a title 'Type of Application' with a help icon. There are two radio buttons: 'New Application' (selected) and 'Reactivate an Inactive Account' (unselected). To the right of the radio buttons are two lines of text: 'You've never had an online account with TTB' and 'In the past, you had an online account with TTB that has been inactivated'.

4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).
  - a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user name (if you remember it). See Figure 4.
  - b. If you are a new user, select the New Application radio button. See Figure 5.

### Personal Information

**Figure 6: User Registration – Personal Information (USPS Domestic)**

The screenshot shows the 'Personal Information' section. It has a title 'Personal Information' with a help icon. The form contains several fields: 'First Name' (Jane), 'M. I.' (empty), 'Last Name' (Smith), 'Suffix' (empty), 'Employer' (TTB), 'Title' (Auditor), 'Label Rep. ID' (empty), 'Phone Number' (2024532000), 'Fax Number' (empty), 'Address Format' (USPS Domestic), 'Street' (1310 G Street), 'City' (Washington), 'State' (DC), and 'Zip' (20005).

**Figure 7: User Registration – Personal Information (Foreign Address)**

The screenshot shows the 'Personal Information' section. It has a title 'Personal Information' with a help icon. The form contains several fields: 'First Name' (Jane), 'M. I.' (empty), 'Last Name' (Smith), 'Suffix' (empty), 'Employer' (TTB), 'Title' (Auditor), 'Label Rep. ID' (empty), 'Phone Number' (2024532000), 'Fax Number' (empty), 'Address Format' (Foreign), 'Street' (empty), 'City' (empty), 'Country' (empty), 'Region' (empty), 'Province' (empty), and 'Foreign Postal Code' (empty).

## Create a New User Registration

5. Enter your personal information in the available fields. See Figure 6. If you select **Foreign** for Address Format, additional address fields display. See Figure 7.

► **Note:** Fields marked with asterisks (\*) are required fields.

### Business E-mail Addresses

**Figure 8: User Registration – Business E-mail Addresses**

The screenshot shows a form titled "Business E-mail Addresses" with a help icon. Below the title is a note: "Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address." The form has two columns: "SET AS PRIMARY" and "E-MAIL ADDRESS". There are three rows of input fields. The first row has a radio button selected, a red asterisk, and the email address "Jane.Smith@ttb.gov". The second and third rows have unselected radio buttons and empty input fields.

6. Enter at least one valid business e-mail address in the available field(s). See Figure 8.

► **Note:** You may add up to three valid e-mail addresses, but then you must select which should be used as the primary contact. E-mail notification will only be sent to the primary contact e-mail address.

► **Note:** Fields marked with asterisks (\*) are required fields.

### Authentication Questions

**Figure 9: User Registration – Authentication Questions**

The screenshot shows a form titled "Authentication Questions" with a help icon. Below the title is a note: "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." The form has two columns: "QUESTION" and "ANSWER". There are three rows of input fields. The first row has a red asterisk and a question number "1:". The second and third rows have red asterisks and question numbers "2:" and "3:". Each row has a drop-down menu in the "QUESTION" column and a text input field in the "ANSWER" column.

► **Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user name by setting your initial password or change a forgotten password.

7. Select three different Authentication Questions from the drop-down lists. See Figure 9.

8. Enter your answers in the available fields.

► **Note:** Fields marked with asterisks (\*) are required fields.

9. Select the **Next** button. The Company tab displays. See Figure 10.

## Create a New User Registration

### Company Tab

Figure 10: User Registration – Company Tab

The screenshot shows the 'User Registration' form with the 'Company' tab selected. The form includes a navigation bar with 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The 'Company Detail' section contains a dropdown menu for 'COLAs Online System Access' set to 'No Access'. Below this is a table with columns: SYSTEM, BEVERAGE/ NON, PERMIT/ CODE, COMPANY, ACCESS, ACCESS LEVEL, REQUESTED ACTION, and DISPOSITION. An 'Add' button is centered below the table. The 'Perjury Statement' section contains a checkbox and a declaration text. At the bottom are buttons for '< Previous', 'Validate', 'Cancel', 'Submit', and 'Next >'.

10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 10.

11. Select the **Add** button. The Company modal window displays. See Figure 11.

### Company Information/System Information

Figure 11: User Registration – Company (System Information – COLAs Online)

The screenshot shows the 'System Information' form for COLAs Online. It includes a section for 'System Requested' with radio buttons for 'COLAs Online' (selected) and 'Formulas Online'. Below this is a text input field for 'System Access' containing the value 'Submitter'.

Figure 12: User Registration – Company (System Information – Formulas Online)

The screenshot shows the 'System Information' form for Formulas Online. It includes a section for 'System Requested' with radio buttons for 'COLAs Online' and 'Formulas Online' (selected). Below this are two sections: 'System Access' with radio buttons for 'Submitter' (selected) and 'Preparer / Reviewer', and 'Company Type' with radio buttons for 'Alcohol Beverage' (selected) and 'Nonbeverage Product'.

► **Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 10), the COLAs Online radio button next to System Requested is selectable. See Figure 11. Otherwise, you may only select the Formulas Online radio button option. See Figure 12.

## Create a New User Registration

► **Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for COLAs Online access and one for Formulas Online access. This may be completed within the same user registration request.

► **Note:** Fields marked with asterisks (\*) are required fields.

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 11.

13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

► **Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for all companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button or Nonbeverage Product radio button next to Company Type.

► **Note:** The Nonbeverage Product Company Type is only applicable for a Nonbeverage Product company.

## Create a New User Registration

### Submitter Company Information

**Figure 13: User Registration – Company (Company Information – Domestic)**

**Company Information** ⓘ

**\*Registry, Permit, or Brewer's Notice:** *(Provide the Registry Number from your Basic Permit)*

**Date of Permit Issue:** *(Format: MM/DD/YYYY)*

**Company Code:** *(if known)*

**\*Company Name:**

**Address Format:**

**\*Street:**

**\*City:**

**\*State:**

**\*Zip Code:**

## Create a New User Registration

Figure 14: User Registration – Company (Company Information – Foreign)

### Company Information

**\*Registry, Permit, or Brewer's Notice:** *(Provide the Registry Number from your Basic Permit)*

**Date of Permit Issue:** *(Format: MM/DD/YYYY)*

**Company Code:** *(if known)*

**\*Company Name:**

**Address Format:** Foreign

**\*Street:**

**\*City:**

**\*Country:**

**Region:**

**Province:**

**Foreign Postal Code:**

15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

► **Note:** The Company Code field is only applicable for a Nonbeverage Product company.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Enter it manually or place your cursor in the field to display a pop-up calendar to find the correct date.

16. If registering as a Submitter or Preparer/Reviewer for a Nonbeverage company, enter your company code in the available field.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

17. Enter your company address information in the available fields. See Figure 13. If you select **Foreign** for Address Format, additional address fields display. See Figure 14.

## Create a New User Registration

► **Note:** Fields marked with asterisks (\*) are required fields.

[Individual Information/Signature Authority or Power of Attorney Forms](#)

**Figure 15: User Registration – Company (Individual Information – Preparer/Reviewer)**

**Individual Information**

\*Relationship of Applicant to Company:  Employee  Representative

**Figure 16: User Registration – Company (Individual Information – Submitter)**

**Individual Information**

\*Relationship of Applicant to Company:  Employee  Representative

\*Signature Authorization:  Owner  Signing Authority  Power of Attorney

**Figure 17: User Registration – Company (Individual Information – SA/POA Selected, Beverage)**

**Signing Authority or Power of Attorney Files** ⓘ

You have indicated that you derived your Signature Authorization from 'Power of Attorney' or 'Signing Authority'. A signed Power of Attorney (OMB No.1513-0014) or Signing Authority (OMB No.1513-0036) form respectively, must be on file at the National Revenue Center (NRC) before you will be granted access to file COLAs or Formulas for this company. This certifies that the appropriate authorization was granted and the correct form(s) are currently on file at the NRC.

I agree

**Figure 18: User Registration – Company (Individual Information – SA/POA Selected, Nonbeverage)**

**Signing Authority or Power of Attorney Files** ⓘ

If your signature authorization is from 'Power of Attorney' or 'Signing Authority', you will need to provide TTB with a signed Power of Attorney or Signing Authority form, respectively. Forms are available for printing on the tabbed menu (click on link 'POA form' or 'SA form'). You will need to sign the form and scan and upload the file. To upload a file, either click the 'Upload' link on the tabbed menu, or press the 'Upload' button on the Docs/Links tab. A list of documents you have uploaded with this request is available on the 'Docs/Links' tab.

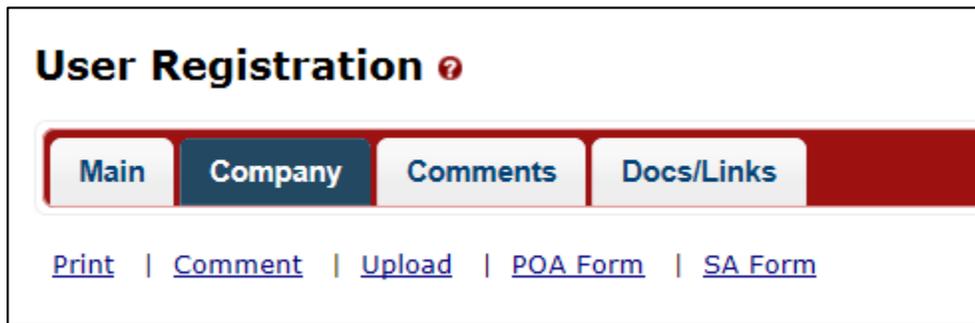
18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 15.
19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 16.
20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

## Create a New User Registration

► **Note:** If you are registering for the first time as a Submitter on behalf of a beverage company, unless you are an owner, you must acknowledge you have a valid SA or POA on file at the NRC by selecting the “I agree” checkbox. See Figure 17. If registering for the first time as Submitter on behalf of a nonbeverage company, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 18. You may download the Power of Attorney form or Signing Authority form through the system for completion, or you may upload your own completed, scanned form.

21. If the Signing Authority or Power of Attorney radio button was selected for a nonbeverage company, select the [POA Form](#) or [SA Form](#) link in the action bar to download the form(s) required. See Figure 19.

**Figure 19: User Registration – Action Bar**

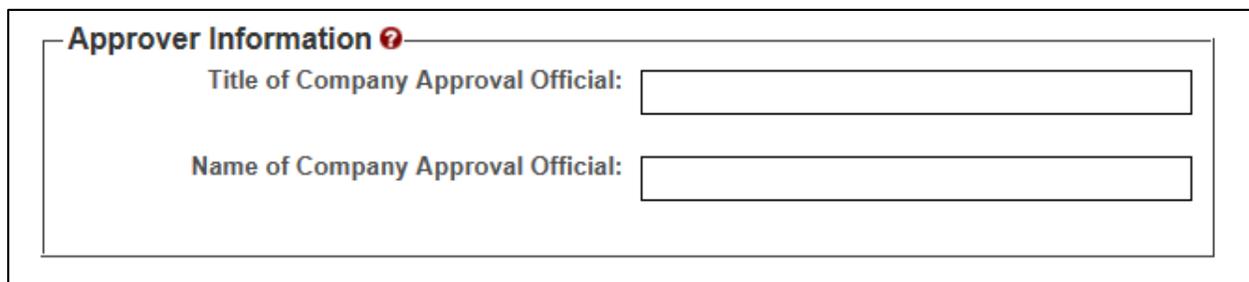


The screenshot shows the 'User Registration' header with a help icon. Below it is a navigation bar with four tabs: 'Main', 'Company' (which is highlighted in dark blue), 'Comments', and 'Docs/Links'. Below the navigation bar is an action bar containing five links: 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form', all in blue text.

22. Complete and scan the required form(s).
23. Upload the file through the [Docs/Links Tab](#).

### Approver Information

**Figure 20: User Registration – Approver Information**



The screenshot shows the 'Approver Information' header with a help icon. Below it are two input fields. The first field is labeled 'Title of Company Approval Official:' and the second field is labeled 'Name of Company Approval Official:'. Both fields are empty text boxes.

24. If known, enter the Title and Name of the Company Approval Official in the available fields.
25. Select the **OK** button. The Company modal window closes and the company is added to the user registration submission. See Figure 21.

## Create a New User Registration

**Figure 21: User Registration – Company Tab with Company Added**

**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:

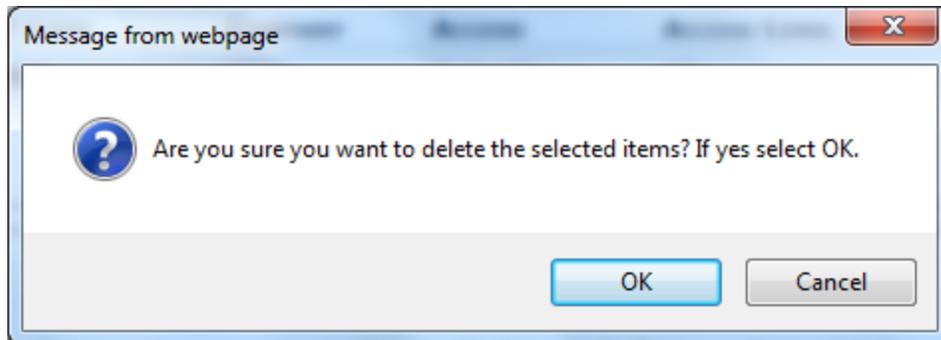
<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	FONL	Beverage	OH-W-999	POM	Submitter	All	New	Pending

**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.

► **Note:** Select the [System](#) link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 22. Select the **OK** button to confirm.

**Figure 22: User Registration – Delete Company Confirmation**



## Create a New User Registration

### Docs/Links Tab

Figure 23: User Registration – Docs/Links Tab

The screenshot shows the 'User Registration' page with the 'Docs/Links' tab selected. The page has a red header with navigation tabs: 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the header are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with columns: 'TYPE', 'DESCRIPTION', 'INVALIDATED FILE', 'SIZE', and 'DATE'. An 'Upload' button is located below the table. Below the table is a 'Perjury Statement' section with a checkbox and the text: '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.' At the bottom are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the [Comments Tab](#) if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

26. Select the **Next** button. The Docs/Links tab displays. See Figure 23.

27. Select the **Upload** button. The Attachment modal window displays. See Figure 24.

Figure 24: User Registration – Attachment Modal Window

The screenshot shows the 'Attachment' modal window. It has a red title bar with the text 'Attachment' and a close button (X). The main content area contains three required fields: '\* Description:' with a text input field and a character count '100 character(s) left'; '\* Type:' with a drop-down menu showing '-- Select Type --'; and '\* File:' with a file input field and a 'Browse...' button. At the bottom are 'OK' and 'Cancel' buttons.

28. Enter a description for the file in the available field.

29. Select a type from the Type drop-down list.

## Create a New User Registration

► **Note:** Fields marked with asterisks (\*) are required fields.

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company modal window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company modal window, you must select **Power of Attorney** from the Type drop-down list.

► **Note:** If you are reactivating a former COLAs Online or Formulas Online user name and these items are on file, you will not need to file these again.

30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.

31. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the user registration submission. See Figure 25.

**Figure 25: User Registration – Docs/Links Tab with Attachment Uploaded**

The screenshot displays the 'User Registration' interface with the 'Docs/Links' tab selected. The interface includes a navigation bar with 'Main', 'Company', 'Comments', and 'Docs/Links \*'. Below the navigation bar are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with the following data:

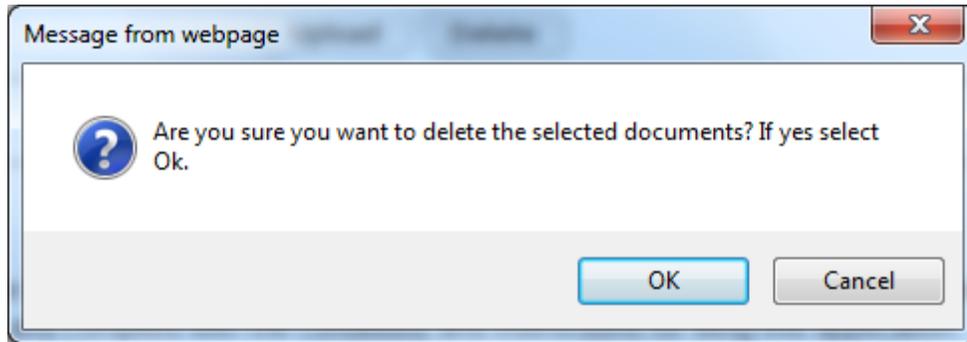
<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Power of Attorney	POA Form	<input type="checkbox"/> POA Form.pdf	46 Kb	04/16/2015	<a href="#">edit</a>

Below the table are 'Upload' and 'Delete' buttons. The 'Perjury Statement' section contains a checkbox and the text: '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.' At the bottom of the form are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** Select the [edit](#) link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 26. Select the **OK** button to confirm.

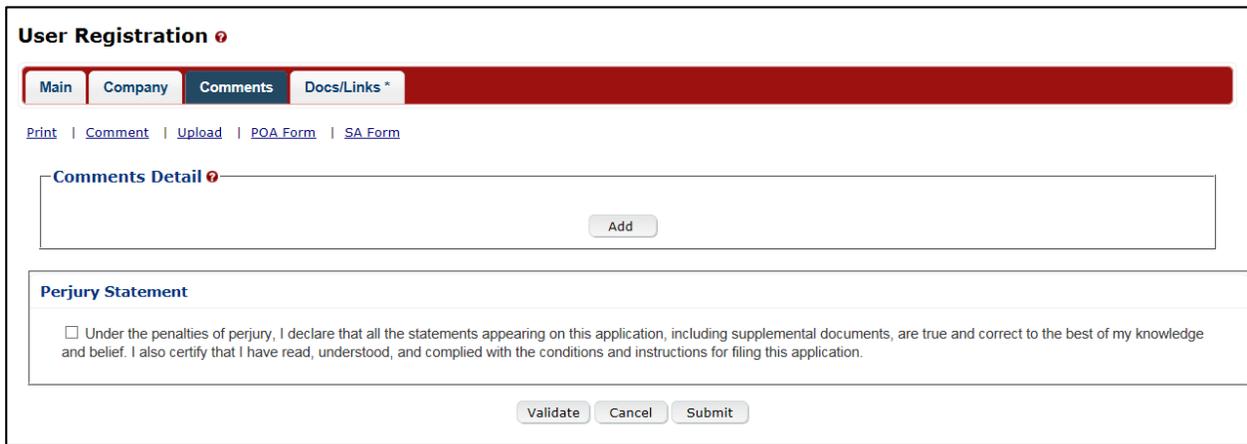
## Create a New User Registration

**Figure 26: User Registration – Delete Attachment Confirmation**



### Comments Tab

**Figure 27: User Registration – Comments Tab**



**User Registration**

Main Company **Comments** Docs/Links \*

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

**Comments Detail**

Add

**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.

Validate Cancel Submit

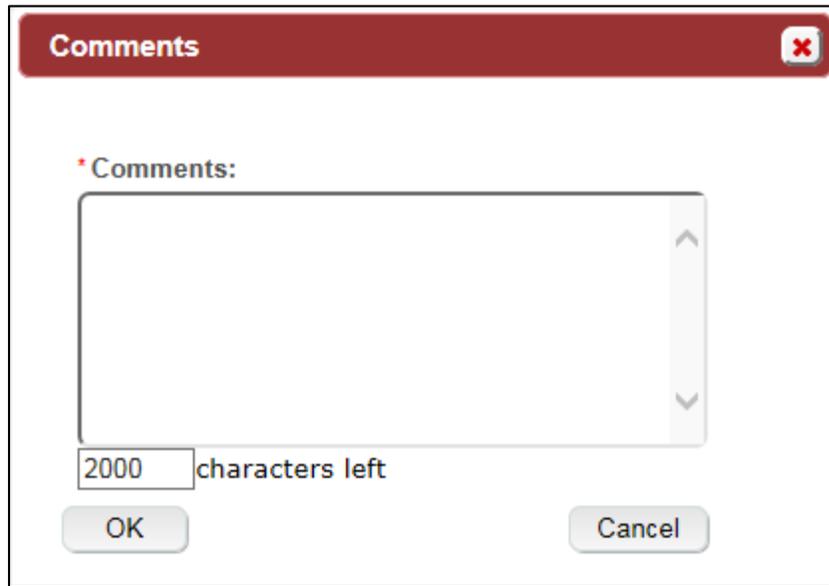
► **Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

32. Select the Comments tab. The Comments tab displays. See Figure 27.

33. Select the **Add** button. The Comment modal window displays. See Figure 28.

## Create a New User Registration

**Figure 28: User Registration – Comment Modal Window**

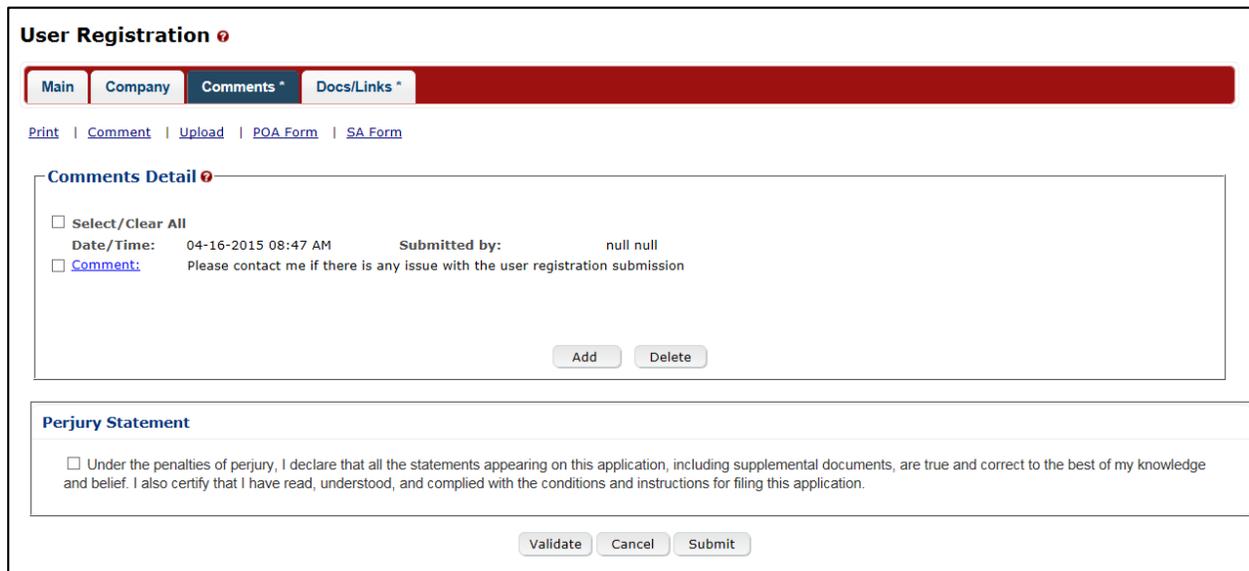


The screenshot shows a modal window titled "Comments" with a red header bar. Inside the window, there is a text input field with a vertical scrollbar on the right side. Below the input field, it says "2000 characters left". At the bottom of the modal, there are two buttons: "OK" and "Cancel".

34. Enter comments in the available field.

35. Select the **OK** button. The Comment modal window closes and the comments are added to the user registration submission. See Figure 29.

**Figure 29: User Registration – Comments Tab with Comment Added**



The screenshot displays the "User Registration" application with the "Comments" tab selected. The page has a red header with navigation tabs: "Main", "Company", "Comments \*", and "Docs/Links \*". Below the header are links for "Print", "Comment", "Upload", "POA Form", and "SA Form". The main content area is titled "Comments Detail" and contains a table with the following information:

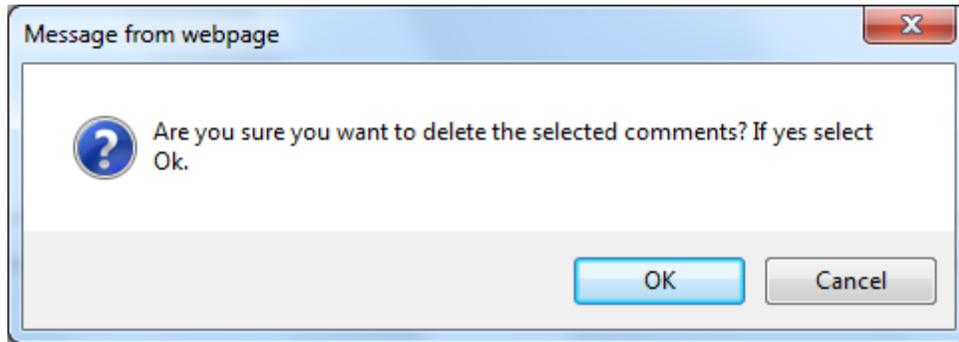
<input type="checkbox"/> Select/Clear All	Date/Time:	Submitted by:
<input type="checkbox"/> <a href="#">Comment:</a>	04-16-2015 08:47 AM	null null

Below the table are "Add" and "Delete" buttons. The "Perjury Statement" section contains a checkbox and the text: "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." At the bottom are "Validate", "Cancel", and "Submit" buttons.

► **Note:** Select the [Comment](#) link to display the Comment modal window and edit the comment information. Select the checkbox next to the comment and select the **Delete** button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 30. Select the **OK** button to confirm.

## Create a New User Registration

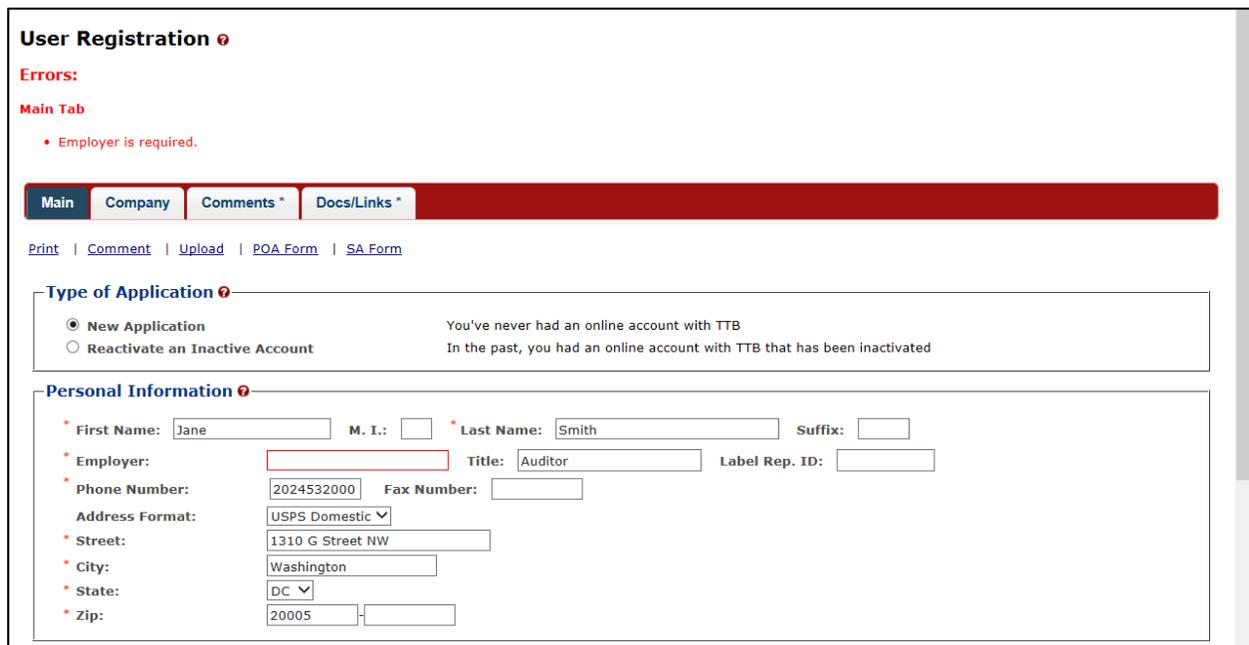
**Figure 30: User Registration – Delete Comment Confirmation**



### User Registration Submission

36. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. Fields with errors will also be highlighted red. See Figure 31. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 32. Correct any errors and repeat this step until the user registration submission is successfully validated.

**Figure 31: User Registration – Unsuccessful Validation Message**



**User Registration**

**Errors:**

**Main Tab**

- Employer is required.

**Main** **Company** **Comments \*** **Docs/Links \***

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

**Type of Application**

New Application You've never had an online account with TTB  
 Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

**Personal Information**

\* First Name:  M. I.:  \* Last Name:  Suffix:

\* Employer:  Title:  Label Rep. ID:

\* Phone Number:  Fax Number:

Address Format:

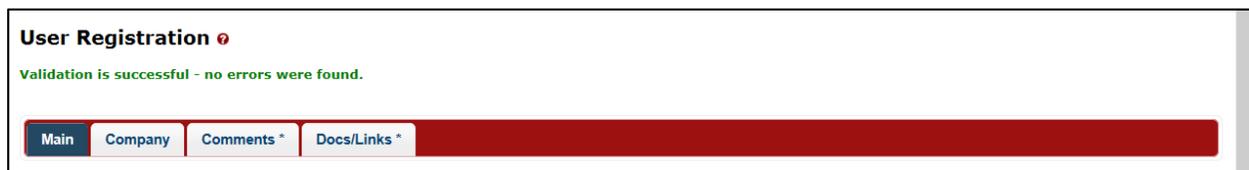
\* Street:

\* City:

\* State:

\* Zip:

**Figure 32: User Registration – Successful Validation Message**



**User Registration**

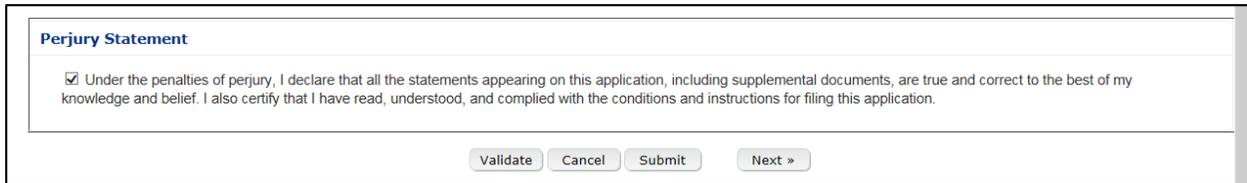
Validation is successful - no errors were found.

**Main** **Company** **Comments \*** **Docs/Links \***

## Create a New User Registration

37. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 33.

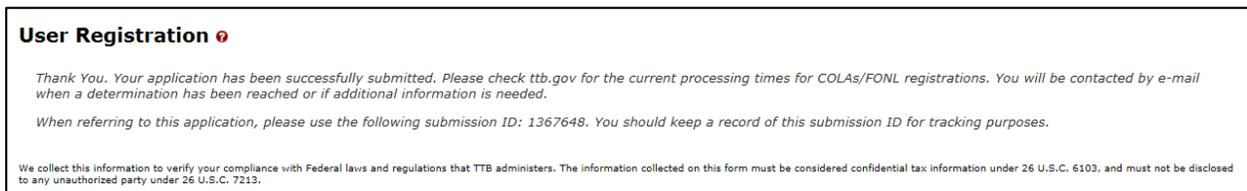
**Figure 33: User Registration – Perjury Statement**



The screenshot shows a form titled "Perjury Statement". It contains a checkbox that is checked, with the text: "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." Below the text are four buttons: "Validate", "Cancel", "Submit", and "Next »".

38. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 34.

**Figure 34: User Registration – Submission Confirmation**

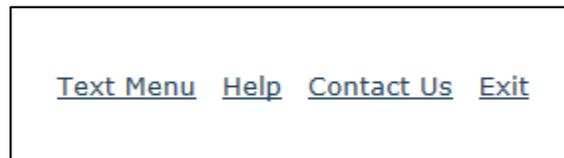


The screenshot shows a page titled "User Registration" with a red error icon. The main text reads: "Thank You. Your application has been successfully submitted. Please check [ttb.gov](http://ttb.gov) for the current processing times for COLAs/FONL registrations. You will be contacted by e-mail when a determination has been reached or if additional information is needed." Below this, it says: "When referring to this application, please use the following submission ID: 1367648. You should keep a record of this submission ID for tracking purposes." At the bottom, there is a small 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."

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 20 days for processing and keep a record of the submission ID for tracking purposes.

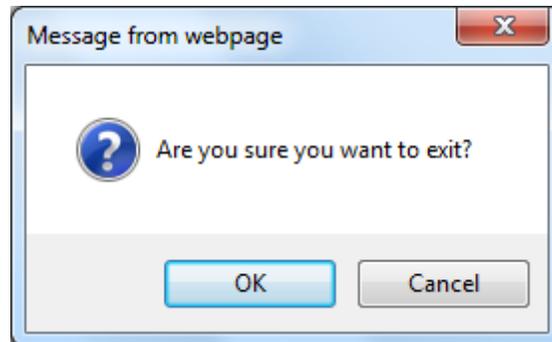
39. Select the [Exit](#) link in the main navigation banner. See Figure 35.

**Figure 35: User Registration – Exit Link**



A confirmation message box displays prompting you to confirm your action. See Figure 36.

**Figure 36: User Registration – Exit Confirmation**



40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 1.

## **Create a New User Registration**

41. Follow the steps in [Activate a User Name](#) to activate your user name once TTB has contacted you with the user name.