



# Formulas Online 1.0

## Deactivate Permit Access

Follow these steps to deactivate your access to a permit:

1. Select **Modify Registration** in the drop-down menu. See Figure 1. The application opens up the Company tab of your existing user registration. See Figure 2.

**Figure 1: Deactivate Permit Access – Drop-Down Menu**



**Figure 2: Deactivate Permit Access – Company Tab**

### User Registration

**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"/>	<a href="#">FONL</a>	Beverage	FL-S-7777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-S-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-S-999		Submitter	n/a	None	Pending

2. Select the [FONL](#) link next to the company permit you wish to deactivate. The Company pop-up window displays. See Figure 3 and Figure 4.

Deactivate Permit Access

Figure 3: Deactivate Permit Access – Company Pop-Up Window (Top)

# Company

## Deactivate Access ?

**Deactivate my access.** By selecting this checkbox and clicking 'OK', I request that my access to this Permit be deactivated.

## System Information ?

- \* System Requested:     COLAs Online                       Formulas Online
- \* System Access:         Submitter                               Preparer /  
Reviewer
- \* Company Type:         Alcohol Beverage                       Nonbeverage  
Product

## Company Information ?

- \* Registry, Permit, or Brewer's Notice:
- Date of Permit Issue:     
- Company Code: *(if known)*
- \* Company Name:
- Address Format:             ▾
- \* Street:
- \* City:
- \* State:                      ▾
- \* Zip Code:                 -

## Individual Information

## Deactivate Permit Access

**Figure 4: Deactivate Permit Access – Company Pop-Up Window (Bottom)**

Brewer's Notice: OH-S-999

Date of Permit Issue:

Company Code: (if known)

\* Company Name: POM INC.

Address Format: USPS Domestic ▾

\* Street: 5555 Fordham Drive

\* City: Cincinnati

\* State: OH ▾

\* Zip Code: 45202 -

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

**Approver Information**

Title of Company Approval Official:

Name of Company Approval Official:

OK Cancel

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.

3. Enter the information in the available fields.

► **Note:** Previously recorded permit information will not be available and all required information must be re-entered in order to complete the submission.

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

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

4. Select the Deactivate my access checkbox.

5. Select the **OK** button. The Company pop-up window closes and the Company tab displays. The Requested Action is changed from “None” to “Delete.” See Figure 5.

## Deactivate Permit Access

Figure 5: Deactivate Permit Access – Company Tab with Changes

### User Registration

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-S-7777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-S-999	POM INC.	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-S-999		Submitter	n/a	None	Pending

6. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 6.

Figure 6: Deactivate Permit Access – Perjury Statement Pop-Up Window

## 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.

I agree

OK

Cancel

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.

7. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
8. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 7.

## Deactivate Permit Access

### Figure 7: Deactivate Permit Access – Submission Confirmation

#### User Registration

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1001810. You should keep a record of this submission ID for tracking purposes.*

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

► **Note:** To reactivate your access to a company permit/company code, you must modify the user registration and add the company.