



COLAs Online eNews

February 2008

Greetings!

We hope you are doing well and enjoying the winter season. As always, this issue contains loads of useful information and tips for using COLAs Online. We would like to thank our 1,052 subscribers for making our newsletter a success!

Announcements

TTB Expo 2008 will be held **June 17 - 18, 2008, at the Northern Kentucky Convention Center, in Covington, Kentucky**, just minutes away from downtown Cincinnati, Ohio.

TTB Expo 2008 will span two full days and will be comprised of more than 40 different educational sessions presented by TTB and other Federal and State agency representatives covering various industry-specific topics, such as obtaining permits and registrations, alcohol labeling, recordkeeping requirements, and COLAs Online, just to name a few.

Exhibition booths will also be open throughout the free, two-day event allowing you to spend one-on-one time with TTB experts and to obtain guidance and informative brochures about our regulations, programs, and offices.

Attendees of **TTB Expo 2008** will have the opportunity to speak with TTB employees - the very people who approve your permits, formulas and labels, who process your tax returns, and who analyze your product samples.

To learn more about this exciting event, visit our **TTB Expo 2008** Web site. If you have any questions about the Expo, please call us at 513-684-7216 or send an e-mail to TTBExpo@ttb.gov.

WHO SHOULD ATTEND?

TTB Expo 2008 is open to all members of the alcohol, tobacco, firearms and ammunition industries who are regulated by TTB, as well as to persons who are interested in entering one of those businesses. We also encourage related trade associations, consultants, lawyers, and other government officials to attend.

What Does it Mean?

Have you ever noticed this icon  in COLAs Online and wondered what it means? This icon  appears next to many of the fields in COLAs Online where we ask you to supply information, and it is there to help you understand what is being requested. If you click this icon  it will display the definition of the term it appears next to and often will give you tips for completing the field. Check it out next time you are logged in!



REGISTRATION INFO

Registration is free of charge. To register for the Expo online, click [here](#).

You Aren't the Only One Who Asked Us...

How do I change my COLAs Online password?

Users can change their COLAs Online system password from the ***My Profile*** link found in the user's menu located in the upper right hand corner after logging on to the system. Follow these simple steps to change your password:

1. Click the ***My Profile*** link from the main menu on any page.
2. On the *My Profile* page, click the ***change Password*** button.
3. On the *Change Password* page, enter your current password in the ***Old Password*** field.
4. Enter a new password in the ***New Password*** field.
5. Re-enter your new password again in the ***Re-enter Password*** field.
6. Click the ***change Password*** button.
7. On the *Change Password Confirmation* page, click the ***Cancel*** button to close the window.

You must log on to COLAs Online using your new password in order for the change to be successful. User passwords are valid for a period of 90 days from the date the password was last changed.

If you forget your password or need to have it reset, please call the TTB Help Desk at 866-240-0835 and select option 1 (for a technical representative).

How Do I?

What do I do when my company address changes and COLAs Online shows my old address?

As you are aware, the correct address of your company (or in some cases your principal place of business) must appear on your label. This must be the same address that appears on your TTB basic permit/plant registry/brewer's notice. The address that appears in COLAs Online is the address that TTB has on file for your company. If your company address changes, you must amend your basic permit/plant registry/brewer's notice by filing the appropriate paperwork with the TTB National Revenue Center (NRC). Questions regarding amending your basic permit/plant registry/brewer's notice should be directed to the NRC at 1-877-882-3277. *A change of address cannot be requested or accomplished in COLAs Online.*

If your TTB basic permit/plant registry/brewer's notice number *does not* change as a result of changing your address with the NRC then you may begin to file eApps in COLAs Online again as soon as you are notified by the NRC that the change of address has been processed. You may confirm that the address has been changed by viewing your COLAs Online user profile by clicking on the ***My Profile*** link from the main menu on any page in COLAs Online.

If your TTB basic permit/plant registry/brewer's notice number *does* change as a result of the address change then before you may resume submitting eApps you must submit TTB Form 5013.2 - COLAs Online Access Request form so we can update your user profile with your new permit number. Please check the *Modify User* box in item number 1 on the form and supply your new permit number in item number 17. Please do not submit the COLAs Online Registration form until you have been notified by the NRC that the change of address request has been processed. Again, you may confirm that your permit number and address have been changed in COLAs Online by viewing your COLAs Online user profile by clicking the **My Profile** link from the main menu on any page in COLAs Online.

Remember the address that appears on your labels must be accurate and it must match the address given for your company in COLAs Online (which is the address on your TTB basic permit/plant registry/brewer's notice number), so do NOT attempt to file any eApps unless everything is up-to-date and accurate!

System News - Update

In the September 2007 issue of COLAs Online eNews we notified you of a system issue where e-mails were not being sent to the applicant when an eApp was automatically rejected for failure to make requested changes after 15 days. This issue was resolved and these system-generated emails are again being sent. We apologize for any inconvenience this problem may have caused you.

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

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