U.S. Department of the Treasury
Alcohol and Tobacco Tax and Trade Bureau (TTB)
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Washington, D.C. 20005

COLAs Online 3.11.3 Online Industry Member User Manual

Prepared by:
Office of the Chief Information Officer
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## Revision History

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1 INTRODUCTION

This COLAs Online Industry Member User Manual provides information on how to operate the COLAs Online system for authenticated users. The COLAs Online system allows for the submission and tracking of Applications for and Certification/Exemption of Bottle/Label Approval via TTB F 5100.31. This document is written on behalf of the Advertising, Labeling and Formulation Division (ALFD), Office of the Chief Information Officer (OCIO), Alcohol and Tobacco Tax and Trade Bureau (TTB).

This section provides information on the project background, project objectives, and points of contact, as well as the document organization and conventions.

1.1 BACKGROUND

The TTB mission is to:

- Collect alcohol, tobacco, firearms, and ammunition taxes
- Ensure that alcohol beverages are labeled, advertised and marketed in accordance with the law
- Administer the laws and regulations in a manner that protects the revenue, protects the consumer, and promotes voluntary compliance

The ALFD mission is to:

- Ensure the proper tax classification of alcohol beverages
- Ensure that formulas, labels, and advertisements for alcohol beverages are in compliance with Federal laws and regulations
- Ensure that labels provide consumers with adequate information on the identity and quality of alcohol beverage products
- Prevent consumer deception
- Educate and provide guidance to industry and the public on laws, regulations, and activities regarding ALFD’s mission and functions

1.2 PURPOSE AND SCOPE

The purpose of the COLAs Online Industry Member User Manual is to provide a brief understanding of how to operate and navigate through the COLAs Online system.

The COLAs Online system is the authenticated system requiring username and password to submit applications, search for applications or change profile information.

This manual discusses who should use this manual and reviews the menu options, screens available and step-by-step procedures for the system interfaces.

This manual is intended to provide information on how to use the system for external authenticated users of COLAs Online (registration required). There are two types of external authenticated users:

- **External User** – The registered industry member (IM) submits the COLA application electronically and views the status of the application.
• **External Preparer/Reviewer User** – The user with this classification is responsible for creating COLA applications, but does not have the ability to submit, withdraw, or surrender an application.

### 1.3 ORGANIZATION OF THE USER MANUAL

Table 1 lists the details of the organization of the User Manual.

**Table 1: Manual Organization**

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<td>4</td>
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<td>Discusses the help facilities provided to users of the COLAs Online system</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Definition of Terms</td>
<td>Defines important terms used in COLAs Online system</td>
</tr>
</tbody>
</table>

### 1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

**Table 2: Manual Conventions**

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong></td>
<td>Bold text indicates a button or key label</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Indicates a note or message to the user</td>
</tr>
<tr>
<td>1. Numbered List</td>
<td>Numbered lists provide step-by-step procedures for performing an action</td>
</tr>
<tr>
<td>• Bulleted List</td>
<td>Bulleted lists provide information, not procedural steps</td>
</tr>
<tr>
<td>Link</td>
<td>Indicates a link to a specific application or web page</td>
</tr>
<tr>
<td><img src="Link" alt="Question Mark" /></td>
<td>Question Mark – Field-level help</td>
</tr>
</tbody>
</table>

### 1.4 GLOSSARY

Table 3 provides a list of acronyms and terms used in the User Manual. For a more complete list, see Appendix A Definition of Terms.

**Table 3: Acronyms and Terms**

<table>
<thead>
<tr>
<th>Acronym / Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALFD</td>
<td>Advertising, Labeling and Formulation Division</td>
</tr>
<tr>
<td>Acronym / Term</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>COLA</td>
<td>Certificate of Label Approval</td>
</tr>
<tr>
<td>COLAs Online</td>
<td>Certificate of Label Approval System</td>
</tr>
<tr>
<td>FOIA</td>
<td>Freedom of Information Act</td>
</tr>
<tr>
<td>FONL</td>
<td>Formulas Online</td>
</tr>
<tr>
<td>NRC</td>
<td>National Revenue Center</td>
</tr>
<tr>
<td>OIM</td>
<td>Online Industry Member</td>
</tr>
<tr>
<td>PCR</td>
<td>Public COLA Registry</td>
</tr>
<tr>
<td>PIA</td>
<td>Privacy Impact Assessment</td>
</tr>
<tr>
<td>SDLC</td>
<td>Systems Development Life Cycle</td>
</tr>
<tr>
<td>TTB</td>
<td>Alcohol and Tobacco Tax and Trade Bureau</td>
</tr>
</tbody>
</table>
2 SYSTEM CAPABILITIES

This section provides an overview of the COLAs Online system and its capabilities.

2.1 GENERAL DESCRIPTION

COLAs Online is a web-based system giving alcohol industry members and third party filers the option to submit label applications via the TTB web site. The Advertising, Labeling & Formulation Division (ALFD) personnel will process the applications electronically, and provide electronic notification to applicants of approval, rejection, or needing correction.

2.1.1 What’s New in 3.11.3

There were no system updates or new functionality included in Version 3.11.3 of the COLAs Online system.
2.2 PRIVACY ACT CONSIDERATIONS

The TTB privacy policy is described in the Privacy Policy page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page. The TTB privacy impact assessment (PIA) is available in the Privacy Impact Assessments page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page.

Figure 1 details the Privacy Policy page. Figure 2 details the Privacy Impact Assessments page. Figure 3 details the Privacy Impact Assessment page for COLAs Online, accessed by selecting the Certificate of Label Approval Online (COLA) link on the Privacy Impact Assessments page.

Figure 1: Privacy Policy
Figure 2: Privacy Impact Assessments
Alcohol and Tobacco Tax and Trade Bureau

Certificate of Label Approval Online (COLAs Online)

Privacy Impact Assessment

Information Collected and Purpose

COLAs Online is a web-based application that facilitates and improves the submission and review process for alcohol beverage labels (TTB Form 5100.31, OMB Number 1513-0020) by providing an expedient and paperless means of obtaining Federal label approval. A certificate of label approval authorizes the certificate holder to bottle and remove or import alcohol beverages that bear labels identical to those shown on the certificate of label approval. COLAs Online provides a web-based interface that facilitates the process for industry members to submit electronic applications for COLAs, and interfaces with other strategic systems including IRIS for permit, registry, and other authorized data. COLAs Online only stores Personally Identifiable Information (PII) that has been included in submitted label approval applications by individuals. For individuals with direct access to COLAs Online, TTB also collects necessary PII to authenticate users and restrict permissions. COLAs Online associates these individuals with user-created user IDs and passwords.

Information Use and Sharing

COLAs Online stores names and phone numbers of those individuals who have provided that information on COLA applications. COLAs Online does have a public website for anybody to check the status of an application, however only designated and approved TTB employees and have direct access to PII stored in COLAs. All individuals receive

In addition, the following government warning displays at the bottom of the TTB Online Portal page:

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.
3 SYSTEM FUNCTIONS

This section describes each specific system function of the COLAs Online system.

3.1 SYSTEM BASICS

This section discusses all of the basic information needed to start using the system. This section includes the following information:

- **Getting Started – Using the TTB Online Portal Page** – See Section 3.2 Getting Started – Using the TTB Online Portal Page
- **User Registration** – See Section 3.3 User Registration
- **COLAs Online Menu Options** – See Section 3.4 COLAs Online Menu Options
- **Home: My eApplications** – See Section 3.5 Home: My eApplications
- **Submit Application** – See Section 3.6 Submit Application
- **View Application** – See Section 3.7 View Application
- **Surrender COLA** – See Section 3.8 Surrender COLA
- **Withdraw Application** – See Section 3.9 Withdraw Application
- **Application Needs Correction** – See Section 3.10 Application Needs Correction
- **My Profile** – See Section 3.11 My Profile
- **Change Password** – See Section 3.12 Change Password
- **Contact Us** – See Section 3.13 Contact Us
- **Instructions** – See Section 3.14 Instructions
- **Log Off** – See Section 3.15 Log Off
3.2 GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. The Home: eApplications page displays when you successfully log into the COLAs Online system after acknowledging the TTB Security Warning. Figure 4 details the TTB Online Portal page. Figure 5 details the TTB Security Warning. Figure 6 details the Home: My eApplications page.

Figure 4: TTB Online Portal
Figure 5: TTB Security Warning

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

If you accept, please press 'OK' otherwise exit from the system.

Figure 6: Home: My eApplications

Welcome, JANE SMITH, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Package Approval. With this tool, you can view status of applications you’ve submitted previously or you can create and submit new COLA applications.

My eApplications

Applications shown below for your User Name “JSMITH” were either saved but not submitted within the last 30 days or are submitted applications pending within the last 90 days:

<table>
<thead>
<tr>
<th>TTB ID</th>
<th>Permit No.</th>
<th>Brand Name</th>
<th>Name of Person Responsible for Labeling</th>
<th>Serial No.</th>
<th>Status Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1212345678901</td>
<td></td>
<td>POM WINE</td>
<td></td>
<td>1234567</td>
<td>08/05/2013</td>
<td>ASSIGNED</td>
</tr>
</tbody>
</table>

Printable Version

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 for the accuracy, reliability, or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, character per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section 4 of the instructions for the TTB COLA Form 5100.31, Allowable Parameters for Approval Labels, identifies various types of label information that may be charged by the COLA holder without the need for an approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at webmaster@ttb.gov.
3.2.1 Access COLAs Online through the TTB Portal Page

Follow these steps to access COLAs Online through the TTB Online Portal page:

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 4.
3. Enter your User Name and Password in the available fields.
4. Select the COLAs Online button. The TTB Security Warning displays. See Figure 5.
5. Select the OK button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 6.

► Note: If you do not have a user name and password, select the how to register? link to view registration FAQs. See Section 3.3.1 How Do I Register? for more information. Alternatively, you may go directly to the registration process by selecting the Register for TTB Online link. See Section 3.3.2 Create a New User Registration for more information.

► Note: Follow the steps in Section 3.12.1 Change Your Password to change an existing password.

► Note: Follow the steps in Section 3.12.2 Reset Your Forgotten Password to reset a forgotten password.

► Note: Follow the steps in Section 3.12.3 Reset Your Expired Password to reset an expired password.

► Note: Follow the steps in Section 3.12.4 Unlock Your Locked Account to unlock a locked account.

► Note: After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using COLAs Online. Follow the steps in Section 3.3.2 Create a New User Registration to re-register.
3.3 USER REGISTRATION

This section discusses the basic information for user registration. This section includes the following information:

- **How Do I Register?** – See Section 3.3.1 How Do I Register?
- **Create a New User Registration** – See Section 3.3.2 Create a New User Registration
- **Activate a User ID** – See Section 3.3.3 Activate a User ID
- **Modify a User Registration** – See Section 3.3.4 Modify a User Registration

3.3.1 How Do I Register?

The [how to register?](#) link displays the COLAs and Formulas Online FAQs page and provides general information on how to register for COLAs Online and/or Formulas Online. Figure 7 details the COLAs and Formulas Online FAQs page.

**Figure 7: COLAs and Formulas Online FAQs**

Follow the steps in Section 3.3.2 Create a New User Registration to register for COLAs Online and/or Formulas Online.
3.3.2 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 4.
3. Select the Register for TTB Online link. A confirmation message box displays prompting you to confirm your action. See Figure 8.

   ![Figure 8: COLAs/FONL User Registration Confirmation](image)

   a. If you already use COLAs Online or Formulas Online, select the Cancel button.
   b. If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select OK button. The User Registration page displays with the Main tab selected. See Figure 9.
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 ID (if you remember it). See Figure 10.

b. If you are a new user, select the New Application radio button. See Figure 11.

Personal Information

Figure 12: User Registration – Personal Information (USPS Domestic)

<table>
<thead>
<tr>
<th>First Name: Jane</th>
<th>M. I.:</th>
<th>Last Name: Smith</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer: TTB</td>
<td>Title: Auditor</td>
<td>Label Rep. ID:</td>
<td></td>
</tr>
<tr>
<td>Phone Number: 2024320000</td>
<td>Fax Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Format: USPS Domestic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street: 1310 G Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Washington</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State: DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip: 20001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 13: User Registration – Personal Information (Foreign Address)

<table>
<thead>
<tr>
<th>First Name: Jane</th>
<th>M. I.:</th>
<th>Last Name: Smith</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer: TTB</td>
<td>Title: Auditor</td>
<td>Label Rep. ID:</td>
<td></td>
</tr>
<tr>
<td>Phone Number: 2024320000</td>
<td>Fax Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Format: Foreign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Postal Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Enter your personal information in the available fields. See Figure 12. If you select Foreign for Address Format, additional address fields display. See Figure 13.

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

Business E-mail Addresses

Figure 14: User Registration – Business E-mail Addresses

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Jane.Smith@ttb.gov">Jane.Smith@ttb.gov</a></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

6. Enter at least one valid business e-mail address in the available field(s). See Figure 14.
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 15: User Registration – Authentication Questions

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 ID by setting your initial password or change a forgotten password.

7. Select three different Authentication Questions from the drop-down lists. See Figure 15.
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 16.

Company Tab

Figure 16: User Registration – Company Tab
10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 16.

11. Select the Add button. The Company modal window displays. See Figure 17.

Company Information/System Information

►Note: If you selected an access type from the COLAs Online System Access drop-down list (See Figure 16), the COLAs Online radio button next to System Requested is selectable. See Figure 17. Otherwise, you may only select the Formulas Online radio button option. See Figure 18.

►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 16.

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.
Submitter Company Information

Figure 19: User Registration – Company (Company Information – Domestic)

- **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 None)
- **Company Name:**

**Address Format:**

- **Street:**
- **City:**
- **State:**
- **Zip 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 in 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 19. If you select Foreign for Address Format, additional address fields display. See Figure 20.
Note: Fields marked with asterisks (*) are required fields.

Individual Information/Signature Authority or Power of Attorney Forms

Figure 21: User Registration – Company (Individual Information – Preparer/Reviewer)

Figure 22: User Registration – Company (Individual Information – Submitter)

Figure 23: User Registration – Company (Individual Information – SA/POA Selected, Beverage)

Figure 24: User Registration – Company (Individual Information – SA/POA Selected, Nonbeverage)

18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 21.

19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 22.

20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

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 23. 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 24. 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 25.

22. Complete and scan the required form(s).

23. Upload the file through the Docs/Links Tab.

Approver Information

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 27.
Figure 27: User Registration – Company Tab with Company Added

► 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 28. Select the OK button to confirm.

Figure 28: User Registration – Delete Company Confirmation
Docs/Links Tab

Figure 29: User Registration – Docs/Links Tab

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 29.
27. Select the Upload button. The Attachment modal window displays. See Figure 30.

Figure 30: User Registration – Attachment Modal Window

28. Enter a description for the file in the available field.
29. Select a type from the Type drop-down list.
**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 ID 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 31.

![Figure 31: User Registration – Docs/Links Tab with Attachment Uploaded](image)

**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 32. Select the **OK** button to confirm.
Comments Tab

► 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 33.
33. Select the Add button. The Comments modal window displays. See Figure 34.
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 35.

**Figure 34: User Registration – Comments Modal Window**

![Comments Modal Window](image)

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 35.

**Figure 35: User Registration – Comments Tab with Comment Added**

![Comments Tab with Comment Added](image)

**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 36. Select the **OK** button to confirm.
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 37. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 38. Correct any errors and repeat this step until the user registration submission is successfully validated.
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 39.

![Figure 39: User Registration – Perjury Statement]

38. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 40.

![Figure 40: User Registration – Submission Confirmation]

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 41.

![Figure 41: User Registration – Exit Link]

A confirmation message box displays prompting you to confirm your action. See Figure 42.
40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 4.

41. Follow the steps in Section 3.3.3 Activate a User ID to activate your user ID once TTB has contacted you with the user ID.
3.3.3  Activate a User ID

►Note:  Follow the steps in Section 3.12.1  Change Your Password to change an existing password.

►Note:  Follow the steps in Section 3.12.2  Reset Your Forgotten Password to reset a forgotten password.

►Note:  Follow the steps in Section 3.12.3  Reset Your Expired Password to reset an expired password.

►Note:  Follow the steps in Section 3.12.4  Unlock Your Locked Account to unlock a locked account.

►Note:  After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using COLAs Online.  Follow the steps in Section 3.3.2  Create a New User Registration to re-register.

Follow these steps to activate your user ID once TTB has contacted you with the user ID after processing your user registration submission:

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 4.

3. Select the New or forgotten password? link.  The Password Change Utility displays.  See Figure 43.
4. Enter the user ID you received from TTB in the User ID field.

5. Enter the e-mail address you set during user registration as the primary e-mail in the Primary Email address field.

6. Select the Get User Profile Questions button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 44.
Figure 44: Activate User ID – Password Change Utility Main Page

► Note: If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the Clear button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.

12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 45.

![Figure 45: Activate User ID – Password Change Successful](image)

13. Select the **OK** button. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 4.

14. Follow the steps in Section 3.2.1 Access COLAs Online through the TTB Portal Page to login to COLAs Online using your newly activated user ID and password.
### 3.3.4 Modify a User Registration

You may modify your user registration to add access to companies in the COLAs Online system.

Follow these steps to modify an existing user registration:

1. Select the **My Profile** link in the menu box on any page. The My Profile page displays. See Figure 46 and Figure 47.

**Note:** See Section 3.4 COLAs Online Menu Options for more information on the menu box and COLAs menu options.

![Figure 46: Modify User Registration – My Profile (Top)]
2. Select the **Modify Registration** button. The Company tab of your existing user registration displays. The application opens up the Company tab of your existing user registration. See Figure 48.
Modify Company Information

Figure 48: Modify User Registration – Company Tab

3. Select the access type from the COLAs Online System Access drop-down list.
4. Select the Add button. The Company modal window displays. See Figure 49.
5. Enter the information in the available fields.

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

**Note:** The Registry, Permit, or Brewer’s Notice field will not be required and the Date of Permit Issue field will be hidden if the Nonbeverage Product radio button next to Company Type is selected.
► Note: Fields marked with asterisks (*) are required fields.

6. Select the OK button. The Company modal window closes and the Company tab displays. See Figure 50.

Figure 50: Modify User Registration – Company Tab with Changes

► 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 51. Select the OK button to confirm.

Figure 51: Modify User Registration – Delete Company Confirmation
7. Repeat the steps until you have added all companies desired.

►Note: To add attachments to the modify user registration, follow the steps in Docs/Links Tab. If you do not have any attachments to upload, follow the steps in Comments Tab if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in Modify User Registration Submission to submit your modify user registration.

Docs/Links Tab

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 52.

Figure 52: Modify User Registration – Docs/Links Tab

9. Select the **Upload** button. The Attachment modal window displays. See Figure 53.
10. Enter a description for the file in the available field.

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

► **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 user ID and these items are on file, you will not need to file these again.

12. Select the **Browse** button to browse and select the file.

13. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the modify user registration submission. See Figure 54.
Figure 54: Modify User Registration – Docs/Links Tab with Attachment Uploaded

►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 55. Select the OK button to confirm.

Figure 55: Modify User Registration – Delete Attachment Confirmation

Comments Tab

►Note: Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow the steps in Modify User Registration Submission to submit your modify user registration.

14. Select the Comments tab. The Comments tab displays. See Figure 56.
15. Select the **Add** button. The Comments modal window displays. See Figure 57.

![Figure 57: Modify User Registration – Comments Modal Window](image)

16. Enter comments in the available field.

17. Select the **OK** button. The Comments modal window closes and the comments are added to the modify user registration submission. See Figure 58.
Note: Select the Comment link to display the Comments 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 59. Select the OK button to confirm.

Modify User Registration Submission

18. Select the Validate button. Red error messages display indicating any issues found with the user registration submission. See Figure 60. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 61. Correct any errors and repeat this step until the user registration submission is successfully validated.
19. 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 62.

20. Select the Submit button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 63.

TTB verifies the changes to your authorizations with the companies 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.
3.4 COLAS ONLINE MENU OPTIONS

The COLAs Online menu options are available in the menu box in the upper right of every page. Figure 64 details the COLAs Online menu options.

Figure 64: COLAs Online Menu Options

The following menu options are available in COLAs Online:

- **Formulas Online** – See Section 3.4.1 Formulas Online
- **Home: My eApplications** – See Section 3.4.2 Home: My eApplications
- **Create an eApplication** – See Section 3.4.3 Create an eApplication
- **Search for eApplications** – See Section 3.4.4 Search for eApplications
- **My Profile** – See Section 3.4.5 My Profile
- **Contact Us** – See Section 3.4.6 Contact Us
- **Instructions** – See Section 3.4.7 Instructions
- **Log Off** – See Section 3.4.8 Log Off

3.4.1 Formulas Online

The Formulas Online menu option allows COLAs Online users who have access to Formulas Online to access the Formulas Online system. If you do not have access to the Formulas Online system, the Formulas Online link will not display in the menu box.

3.4.2 Home: My eApplications

The Home: My eApplications menu option allows you to view their list of your e-filed applications. This is the default page displayed upon a successful login. See Section 3.5 Home: My eApplications for more information.

3.4.3 Create an eApplication

The Create an eApplication menu option allows you to submit an application for processing. See Section 3.6 Submit Application for more information.

3.4.4 Search for eApplications

The Search for eApplications menu option allows you to search for any of your e-filed applications. See Section 3.7.1 Search for eApplications for more information.
3.4.5 My Profile

The My Profile menu option allows you to view and edit your user profile information and change your system password. See Section 3.11 My Profile for more information.

3.4.6 Contact Us

The Contact Us menu option provides contact information for ALFD and technical support resources. See Section 3.13 Contact Us for more information.

3.4.7 Instructions

The Instructions menu option provides instructions on how to operate the system and links to other resources. See Section 3.14 Instructions for more information.

3.4.8 Log Off

The Log Off menu option allows you to log off the COLAs Online system. See Section 3.15 Log Off for more information.
3.5  HOME: MY EAPPLICATIONS

The Home: My eApplications page is your home page and displays the list of your most recent 300 e-filed applications (submitted or saved but not submitted). The eApplications initially display in descending order by Status Date, regardless of status, but may be sorted by selecting the column headings. Figure 65 details the Home: My eApplications page.

Figure 65: Home: My eApplications

3.5.1  View My eApplications

Follow these steps to view your list of e-filed applications:

1. Select the Home: My eApplications link from the menu box on any page. The Home: My eApplications page displays. See Figure 65.

2. To sort the list of your most recent 300 e-filed applications (submitted or saved but not submitted), select one of the column headings.

► Note: The eApplications initially display in descending order by Status Date, regardless of status, but may be sorted by selecting the column headings.
3. To view a printable version of the list, select the **Printable Version** link.

4. To view more e-filed applications, select the **Next** link.

**► Note:** Each page displays 20 e-filed applications.

5. To view the details of a label application or approved COLA from the list, select the **TTB ID** link.

6. To find a particular label application or approval, enter the TTB ID in the Search by TTB ID field and select the **Search** button.

7. To perform a detailed search, select the **Advanced Search** link. See Section 3.7.1 Search for eApplications.

8. To create a new application, select the **Create an eApplication** button. See Section 3.6.1 Create Application.

**► Note:** You may check the most recent processing times for label applications by selecting the **label applications** link above the list of e-filed applications. This link directs you to the Processing Times for Label Applications page on TTB.gov, which provides information to help you estimate when your application will be processed.
3.6  SUBMIT APPLICATION

This section discusses all of the basic information needed to submit an application. This section includes the following information:

- **Create Application** – See Section 3.6.1 Create Application
- **Upload Attachments** – See Section 3.6.2 Upload Attachments
- **Verify Application** – See Section 3.6.3 Verify Application
- **Application Submitted** – See Section 3.6.4 Application Submitted

3.6.1  Create Application

The following pages describe how to create a new application:

- **Allowable Changes to Approved Labels Acknowledgement** – See Section 3.6.1.1 Allowable Changes to Approved Labels Acknowledgement
- **Step 1 of 3: Application Type** – See Section 3.6.1.2 Step 1 of 3: Application Type
- **Step 2 of 3: COLA Information** – See Section 3.6.1.3 Step 2 of 3: COLA Information
- **Step 3 of 3: Upload Labels** – See Section 3.6.1.4 Step 3 of 3: Upload Labels
3.6.1.1 Allowable Changes to Approved Labels Acknowledgement

The Allowable Changes to Approved Labels Acknowledgement page requires you to review and acknowledge the list of allowable label revisions before creating an application. You must confirm you have read the list of allowable revisions before you can proceed with creating an application. This list will help you determine if you need update an existing COLA or file a new application. Figure 67 details the Allowable Changes to Approved Labels Acknowledgement page.

Follow these steps to confirm you have read the list of allowable revisions before creating an application:

1. Select the Create an eApplication link from the menu box on any page or select the Create an eApplication button from the Home: My eApplications page. The Allowable Changes to Approved Labels Acknowledgement page displays. See Figure 67.

2. Select the complete list of allowable revisions link and the Examples of Labels with Allowable Changes link to determine if you need to update an existing COLA or file a new application.
►Note: For additional guidance, you may select the Allowable Revisions to Approved Labels link to view the Webinar Presentation.

3. Select the checkbox next to “Yes, I have read the list of allowable revisions” to confirm your acknowledgement.

4. Select the Continue button to proceed to the next step in the create process. See Section 3.6.1.2 Step 1 of 3: Application Type.

5. Select the Cancel button to cancel the create application process and return to the Home: My eApplications page. See Figure 65.
3.6.1.2 Step 1 of 3: Application Type

The Create Application Step 1 of 3: Application Type page allows you to enter product information for the application. Figure 67 and Figure 68 detail the Create Application Step 1 of 3: Application Type page.

► Note: All fields in Step 1 are required.

Follow these steps to create an application:

1. Select the Create an eApplication link from the menu box on any page. The Create Application Step 1 of 3: Application Type page displays. See Figure 67 and Figure 68.

Figure 67: Create Application Step 1 of 3: Application Type (Top)
2. Select the Type of Product: Wine, Domestic SAKE Application, Distilled Spirit, or Malt Beverage.

3. Select the Source of Product: Domestic or Imported.

►Note: This indicates if the finished alcohol beverage was produced in the US or internationally.

4. Select the Type of Application- Certificate of Label Approval or Certificate of Exemption from Label Approval.

►Note: Certificate of Label Approval is the default.

►Note: If you select Certificate of Exemption from Label Approval, select the state the product will be sold in from the drop-down list. If you select Certificate of Label Approval with Source of Product as Imported, the state drop-down list will be disabled.

5. If this is a resubmission of a previously rejected application, select the TTB ID from the drop-down list or enter the TTB ID in the field provided.

►Note: “No” is the default.
► Note: If you select “Yes,” you must select or enter a TTB ID.

► Note: The drop-down list contains rejected e-applications.

► Note: The text field allows you to enter the TTB ID of an electronic or paper application that was rejected within the past two years.

6. Select the Next button to proceed to the next step in the create process. See Section 3.6.1.3 Step 2 of 3: COLA Information.

7. Select the Cancel application button to cancel the create application process and return to the Home: My eApplications page. See Figure 65.

► Note: Select the icon for field-level help.
### 3.6.1.3 Step 2 of 3: COLA Information

The Create Application Step 2 of 3: COLA Information page allows you to enter COLA information for the application. Figure 69 – Figure 72 detail the Create Application Step 2 of 3: COLA Information page.

#### Figure 69: Create Application Step 2 of 3: COLA Information (Top)

![Image of COLAs Online page]

#### Figure 70: Create Application Step 2 of 3: COLA Information (DSP – Top)

![Image of Distinctive Liquor Bottle Approval section]

**Distinctive Liquor Bottle Approval**

Is this application a request for Distinctive Liquor Bottle Approval?

- [ ] Yes  [ ] No

*If yes, enter the total bottle capacity before closure

(Remember to attach images of the front and back of the distinctive bottle in Step 3).
Figure 71: Create Application Step 2 of 3: COLA Information (Middle)
Follow these steps to continue creating an application:

1. From the Create Application Step 1 of 3: Application Type page, select the Next button. The Create Application Step 2 of 3: COLA Information page displays. See Figure 69 – Figure 72.

2. If the Type of Product selected in the previous step is Distilled Spirit, the application is for Distinctive Liquor Bottle Approval and additional fields will display at the top of the page. See Figure 70. Select the “Yes” radio button and enter the Total Bottle Capacity before closure.

3. Enter the Serial Number of your application.

4. If you have more than one valid permit for this type of application, select the appropriate Plant Registry/Basic Permit/Brewer’s No. from the drop-down list and select the Add Permit button.

►Note: Repeat this step to assign additional permits (except wineries).

►Note: To remove a permit from the list, select the Remove link.

►Note: If you have only one valid permit for this application type, it will be selected for you.
5. Enter a DBA/Trade Name if one is used on the label.

► Note: You must get approval from the TTB NRC before using the Trade Name on the label.

► Note: The DBA/Trade Name must match the label. This information must be added to the application each time it is used in the label. The DBA is added when the bottler’s or importer’s company name is different from the operating name. The operating name is listed on the permit and the DBA must be registered with the NRC before use.

6. Enter the Brand Name.

7. Enter the Fanciful Name, if applicable.

► Note: Do not enter a Product Class/Type or Wine Appellation in the Brand Name or Fanciful Name field. You are not required to tell TTB the class/type designation that appears on your label. Putting this information in the Brand Name or Fanciful Name field (or any other field) will result in your application being returned to you for correction.

8. If you have an approved TTB Formula ID, select the appropriate TTB Formula ID from the drop-down list of approved TTB Formula IDs associated with the Plant Registry/Basic Permit/Brewer’s No. you selected above.

► Note: To remove a TTB Formula ID from the list, select the Remove link.

► Note: TTB Formula IDs only appear for electronically available Formulas. The TTB Formula ID field will display a list of approved formulas; the class/type displayed will be the approved class/type, not the submitted class/type.

► Note: You may no longer add a Lab No./Pre-Import No. or the Lab Approval Letter Date/Pre-Import Date when creating a COLA eApplication. These fields will still display for previously created COLA eApplications and on read-only pages. The information may now be entered in the restructured formula fields.

9. Select the Net Contents from the drop-down list and select the Add Net Contents button.

► Note: To remove a Net Content from the list, select the Remove link.

► Note: Repeat this step to add more than one Net Contents value, if this label will be used on multiple size containers.

10. Enter the Alcohol Content.

► Note: You can enter Alcohol Content text or a numeric value. If you enter a numeric value, it must be between 0.00 – 100.00.

11. Enter the Wine Vintage date if it is shown on the label.

► Note: Wine Vintage only appears for Wine applications. If applicable, you must enter a Wine Vintage numeric value within the range of 1700 and the current year.

12. Enter the Grape Varietal(s) if it is shown on the label.
13. Enter the Wine Appellation if it is shown on the label.

► Note: Wine Appellation only appears for Wine applications.

► Note: You must enter a Wine Appellation if you have entered a Wine Vintage date or the system will not allow you to proceed to the next step.

14. If applicable, enter the notes to the Specialist who will be processing the COLA eApplication.

► Note: You may enter up to 2000 characters in the Notes to Specialist field.

► Note: When your application is in “Needs Correction” status, the 2000 characters limit applies to the combined total of all previous and current notes to specialist. For example, if you previously added a note of 1000 characters, you can only submit a current note of 1000 characters.

15. Select the Previous button to return to Step 1.

16. Select the Next button to proceed to the next step in the create process. See Section 3.6.1.4 Step 3 of 3: Upload Labels.

17. Select the Cancel application button to cancel the create application process and return to the Home: My eApplications page. See Figure 65.

► Note: Select the icon for field-level help.
### 3.6.1.4 Step 3 of 3: Upload Labels

The Create Application Step 3 of 3: Upload Labels page allows you to upload labels to the application. Figure 73 and Figure 74 detail the Create Application Step 3 of 3: Upload Labels page.

**Figure 73: Create Application Step 3 of 3: Upload Labels (Top)**
Follow these steps to continue creating an application:

1. From the Create Application Step 2 of 3: COLA Information page, select the Next button. The Create Application Step 3 of 3: Upload Labels page displays. See Figure 73 and Figure 74.

2. Enter a translation of any foreign text or any special wording or designs that appear on the materials affixed to the container (e.g., label, bottle, cork, etc.) in the field provided if applicable.

3. Select the add/remove Images button to upload label images. See Section 3.6.2.1 Upload Label Images.

4. Select the add/remove Attachments button to upload attachments. See Section 3.6.2.2 Upload Other Attachments.

5. Select the Previous button to return to the Create Application Step 2 of 3: COLA Information page. See Section 3.6.1.3 Step 2 of 3: COLA Information.

6. Select the Next button to proceed to the next step in the create process. See Section 3.6.3 Verify Application.

7. Select the Cancel application button to cancel the create application process and return to the Home: My eApplications page. See Figure 65.
3.6.2 Upload Attachments

This section discusses all of the basic information needed to upload attachments. This section includes the following information:

- **Upload Label Images** – See Section 3.6.2.1 Upload Label Images
- **Upload Other Attachments** – See Section 3.6.2.2 Upload Other Attachments

### 3.6.2.1 Upload Label Images

The Upload Label Images page allows you to upload label images to an application. You may attach up to ten files. Figure 75 and Figure 76 detail the Upload Label Images page.

**Figure 75: Upload Label Images (Top)**
Follow these steps to upload a label image to the application:

1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Images** button. The Upload Label Images page displays. See Figure 75 and Figure 76.

2. Select the **Browse** button to select an attachment to upload.

   ► **Note:** Each image file must:
   
   - Have a file type of **JPG** or **TIFF** (file extensions: `.jpg/.jpeg/.jpe` or `.tif/.tiff`)
   - Not exceed **750KB** in size
   - Have a compression/quality ratio set at **Medium** (7 out of 10 or 70 out of 100)
   - Utilize colors in the **RGB** color mode, not colors in the **CMYK** color mode
   - Have no surrounding white space or printer’s proof detail; this must be cropped out

   ► **Note:** See [How to Prepare Images for Upload](#) for more information.

   ► **Note:** TIFF files should **not** be saved with JPG compression.

3. Select the attachment type from the drop-down list; i.e., tell us which label this is (brand, neck, back, etc.).
4. Enter the label image height and width.

► Note: Enter the dimensions of the image, not the dimensions of the label. The label image dimensions (width and height) must be numeric characters between 0-9 in NN.NN format (where N is a number).

5. Select the Attach file button.

► Note: After uploading a file to COLAs Online, select the link to ensure that the file uploaded correctly and the image is clear and readable. Occasionally, uploaded label image files may become corrupted or distorted. If this occurs, remove the file, re-save the file with a different compression/quality ratio, and then re-attempt the upload.

6. To attach additional files, return to Step 2.

► Note: You can attach up to 10 files per application, each up to 750KB in size.

► Note: To remove an attachment, select the Remove link.

7. Select the Done button to close the page.
3.6.2.2  Upload Other Attachments

The Upload Other Attachments page allows you to upload other attachments to an application. Other applications include Formulas, SOPs, Lab Analyses, Pre-import letters, cover letters, etc. Figure 77 details the Upload Other Attachments page.

Follow these steps to upload any other attachments to the application:

1. From the Create Application Step 3 of 3: Upload Labels page, select the add/remove Attachments button. The Upload Other Attachments page displays. See Figure 77.
2. Select the Browse button to select an attachment to upload.

► Note: Acceptable attachment types include DOC, TEXT, PDF, JPG, and TIFF (file extensions: .doc, .txt, .pdf, .jpg/jpeg/jpe, and .tif/tiff).

► Note: You can attach up to 10 files per application, each up to 750KB in size.
3. Select the attachment type from the drop-down list.
4. Select the Attach file button.
5. To attach additional files, return to Step 2.

►Note: To remove an attachment, select the Remove link.

6. Select the Done button to close the page.
3.6.3 Verify Application

The Verify Application page allows you to view and edit all information entered before sending the application to TTB for processing. Figure 78, Figure 79, and Figure 80 detail the Verify Application page.

Figure 78: Verify Application (Top)
### Figure 79: Verify Application (Middle)

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>Phone Number: (202) 453-2000</td>
<td></td>
</tr>
<tr>
<td>Fax Number: <a href="mailto:JANE.SMITH@TTB.GOV">JANE.SMITH@TTB.GOV</a></td>
<td></td>
</tr>
</tbody>
</table>

**Plant Registry/Brewery Name (Principal Place of Business):**
- BR-ME-5555
- POM BREWING COMPANY
- 1111 REVER RD
- BETHLE ME 04217

**DBA/Trade Name(s):**
- POM BREWING

**Plant Registry/Brewery Name (Other):**
- Brand Name: POM BREW
- Legal Form: N/A
- Net Contents: 1 LITER
- Alcohol Content: 1
- Wine Appellation: N/A
- Wine Vintage: N/A
- Grape Varietal(s): N/A
- TTB Formula ID: (None assigned)
- Sulfite Analysis Submission ID: (None assigned)
- Lab No. & Date/Pre-Import No. & Date: N/A

**Special Wording:**
- N/A
Follow these steps to verify the information entered before submitting:

1. Select the **edit step 1** button to edit information before submitting or saving.

   ► **Note:** You may be restricted from editing information in the Step 1: Application Type page for a submitted application in "Needs Correction" status. The **edit step 1** button will not be available in the Verify Application page when you select the **Make Corrections** link to make corrections to the submitted application.

   ► **Note:** If the Commodity is changed in Step 1: Application Type, you must re-enter information in Step 2: COLA Information pertaining to the changed commodity.

2. Select the **edit step 2** button to edit information before submitting or saving.

   ► **Note:** There is a 2000 character limit for the Notes to Specialist and Previous Notes fields. For example, if you previously added a note of 1000 characters, you can only submit a current note of 1000 characters.

   ► **Note:** You may be restricted from editing information in the Step 2: COLA Information page for a submitted application in "Needs Correction" status. If you are restricted from editing this
information, the edit step 2 button will not be available in the Verify Application page when you select the Make Corrections link to make corrections to the submitted application.

3. Select the edit step 3 button to edit information before submitting or saving.

►Note: You may be restricted from editing information in the Step 3: Upload Labels page for a submitted application in “Needs Correction” status. If you are restricted from editing this information, the edit step 3 button will not be available in the Verify Application page when you select the Make Corrections link to make corrections to the submitted application.

4. To view an image attachment, select the image link.

5. To view an attachment, select the attachment link.

6. To verify the image attachment with the actual dimensions specified, select the Verify Uploaded Images link.

►Note: You will not be allowed to submit the application if you do not select the Verify Uploaded Images link.

7. Select the “I agree” checkbox if you concur with the penalty of perjury statement.

►Note: You will not be allowed to submit the application if you do not select the “I agree” checkbox.

8. Select the Submit application button to send the application to TTB for processing. See Section 3.6.4 Application Submitted.

►Note: Only an External User can submit an application. The External Preparer/Reviewer User can only save an application (see next step) which can be submitted by an External User at a later time. See Section 3.7.1 Search for eApplications.

9. Select the Don't submit yet; save for 30 days button to save the application information for up to 30 days.

►Note: After 30 days, the saved application will be deleted.

10. Select the Cancel application button to cancel the create application process and return to the Home: My eApplications page. See Figure 65.

►Note: If an application is in “Saved not Submitted” status, select the Cancel Changes button to cancel the change application process and return to the Home: My eApplications page.

►Note: If an application is in “Needs Correction” status, select the Cancel Corrections button to cancel the correct application process and return to the Home: My eApplications page.
3.6.4 Application Submitted

The Application Submitted page provides the confirmation of the create application process and displays information about the application that was submitted. Figure 81 details the Application Submitted page.

Follow these steps to view the application submitted confirmation page:

1. From the Verify Application page, select the Submit application button. The Application Submitted page displays. See Figure 81.

   ► Note: Only an External User can submit an application. The External Preparer/Reviewer User can only save an application which can be submitted later by an External User. See Section 3.7.1 Search for eApplications.

   ► Note: The confirmation page includes the TTB ID assigned to your application as well as the primary Permit or Registry No. and the Serial Number you assigned to the application.

2. Select the create an eApplication button to start the create an application process again.
3. Select the **Back to My eApplications** button to return to the Home: My eApplications page. See Figure 65.
3.7 VIEW APPLICATION

This section discusses all of the basic information needed to view an application. This section includes the following information:

- **Search for eApplications** – See Section 3.7.1 Search for eApplications
- **Search Results: eApplications** – See Section 3.7.2 Search Results: eApplications
- **Application Detail** – See Section 3.7.3 Application Detail
- **Printable Version of COLA** – See Section 3.7.4 Printable Version of COLA

3.7.1 Search for eApplications

The Search for eApplications page allows you to search for your approved, rejected, saved not submitted, or in process e-filed COLAs. Figure 82 and Figure 83 detail the Search for eApplications page.

*Figure 82: Search for eApplications (Top)*
Follow these steps to begin searching:

1. Select the Search for eApplications link from the main menu on any page. The Search for eApplication page displays. See Figure 82 and Figure 83.

2. Select the Submitted By radio button to include either those submitted only by you or to include all others with the same signing authority.

   ► Note: Enter one or more fields of search criteria.

3. Enter Date Submitted Range (From Date and To Date).

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

4. Enter Date Status Last Updated Range (Last Updated From Date and To Date).

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

5. Enter a TTB ID.
6. Enter a Serial #.
7. Select the Plant Registry/Basic Permit/Brewer’s No. value(s) in the list provided.
8. Enter the Product Name.
9. Select the Brand Name, Fanciful Name or Either radio option. Enter name text.
10. Select the Type of Application.
   ►Note: Select all that apply.
11. Select the Type of Product for the search.
   ►Note: Select all that apply.
   ►Note: If Type of Product is “Wine,” then the Grape Varietal(s) field displays as a search criterion.
12. Select Source of Product
13. Select Type of Submission.
15. Enter the Representative ID in the field provided.
16. Select the COLA Status from the drop-down list provided.
17. Select the Search button to view your search results. The Search Results: eApplications page displays with the records that match your search criteria. See Section 3.7.2 Search Results: eApplications.
18. Select the Clear and Start Over button to reset all data fields to perform a new search.
19. Select the Back to My eApplications button to return to the home page.

►Note: To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.

►Note: Search results are limited to a maximum of 500 items.

►Note: You cannot search for paper filed COLA applications from within COLAs Online. To check on the status of a paper filed application, contact ALFD Customer Service at 1-866-927-ALFD (2533) and press Option 4 for Malt Beverage/Distilled Spirit Labeling and Formulation or Option 6 for Wine Labeling.
3.7.2 **Search Results: eApplications**

The Search Results: eApplications page provides detailed results information on e-filed COLA applications based on search criteria. Figure 84 details the Search Results: eApplications page.

**Figure 84: Search Results: eApplications**

Follow these steps to view the search results:

1. Select the [Search for eApplications](#) link from the menu box on any page. See Section 3.7.1 Search for eApplications.
2. Enter search criteria.
3. Select the **Search** button. The search results based on the value entered display. See Figure 84.

**Note:** Search results are limited to a maximum of 500 items.

4. To sort the search results, click on any column heading.
5. To view more search results, select the **Next** link.
6. To view the details of an e-filed application, select the TTB ID link. See Section 3.7.3 Application Detail.

7. Select the New Search button to return to the Search page.

8. Select the Back to My eApplications button to return to the Home: My eApplications page. See Figure 65.
3.7.3 Application Detail

The Application Detail page provides detailed status information of submitted e-filed COLA applications. Figure 85, Figure 86, and Figure 87 detail the Application Detail page.

Figure 85: Application Detail (Top)
Figure 86: Application Detail (Middle)
Follow these steps to view application details:

1. From the Search Results page or Home: My eApplication page, select the TTB ID link to view the details of an application. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.
2. Use the scroll bar to view all the details of the application.
3. To view images or attachments uploaded to the application, select the image or attachment link.
4. For e-filed applications, select the Printable Version link to view a printable version of an e-filed COLA. See Section 3.7.4.1 Printable E-filed COLA.

► Note: e-filed COLAs are identified by “001” in positions 6-8 of the TTB ID.

► Note: Older COLA applications may not have an available printable version. If you want to obtain a copy of the entire COLA, you will need to make a request under FOIA. For more information, go to http://www.ttb.gov/foia/index.shtml. Please include CFM ID/TTB ID number in your request.
5. For paper filed applications, select the Printable Version link to view a scanned image of a paper filed COLA. See Section 3.7.4.2 Printable Paper Filed COLA.

► **Note:** Approved COLAs can be surrendered by selecting the Surrender Cola link.

► **Note:** Received applications can be withdrawn by selecting the Withdraw Application link.

► **Note:** Rejected applications can be resubmitted by selecting the Resubmit Application link.

6. Select the Back button to return to the Search Results: eApplications page. See Figure 84.
3.7.4  Printable Version of COLA

This section discusses all of the basic information for printing COLAs in the system. This section includes the following information:

- **Printable E-filed COLA** – See Section 3.7.4.1  Printable E-filed COLA
- **Printable Paper Filed COLA** – See Section 3.7.4.2  Printable Paper Filed COLA

### 3.7.4.1  Printable E-filed COLA

The Printable E-filed COLA page provides public users with a printable version of an e-filed COLA. Figure 88 and Figure 89 detail the Printable E-file COLA page.

![Figure 88: Printable E-filed COLA (Top)](image-url)
3.7.4.1.1  Print an E-filed COLA

Follow these steps to print an e-filed COLA:

1. Select the TTB ID link. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.

2. Select the Printable Version link to view a printable version of an e-filed COLA. See Figure 88 and Figure 89.

► Note: For existing COLA applications (before COLAs Online 3.5), the “FORMULA/SOP NO.” Field is Block 10 and the “LAB. NO. & DATE / PREIMPORT NO. & DATE” Field is Block 11.

For new COLA applications (COLAs Online 3.5 and above), the “GRAPE VARIETAL(S)” Field is Block 10 and the “FORMULA” field is Block 11. The “FORMULA” field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.

3. Select the icon from your web browser.
3.7.4.2 **Printable Paper Filed COLA**

The Printable Paper Filed COLA page provides public users with a scanned image of a paper filed COLA. Figure 90 details the Printable Paper Filed COLA page.

**Figure 90: Printable Paper Filed COLA**
3.7.4.2.1  Print a Paper Filed COLA

Follow these steps to print a paper filed COLA:

1. Select the TTB ID link. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.

2. Select the Printable Version link to view a scanned image of the paper filed COLA. See Figure 90.

3. Select the icon from your web browser.
3.8 SURRENDER COLA

This section discusses all of the basic information needed to surrender an approved e-filed COLA. This section includes the following information:

- **Request to Surrender COLA** – See Section 3.8.1 Request to Surrender COLA
- **Surrender COLA Confirmation** – See Section 3.8.2 Surrender COLA Confirmation

### 3.8.1 Request to Surrender COLA

The Request to Surrender COLA page allows you to surrender an approved e-filed COLA. Figure 91 details the Request to Surrender COLA page.

**Figure 91: Request to Surrender COLA**

Follow these steps to surrender an approved COLA:

1. Select the **TTB ID** link of an approved COLA. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.

2. Select the **Surrender Cola** link on the Application Detail page. The Request to Surrender COLA page displays. See Figure 91.
3. Select the **Surrender** button. The Surrender COLA Confirmation page displays. See Figure 92.

4. Select the **Cancel** button to cancel the surrender process.

►**Note:** You should surrender a COLA when you no longer need it to bottle or remove product from Customs custody, or when you go out of business.
3.8.2 Surrender COLA Confirmation

The Surrender COLA Confirmation page displays the confirmation of the surrendered e-filed COLA. Figure 92 details the Surrender COLA Confirmation page.

Figure 92: Surrender COLA Confirmation

1. Select the **Back to My eApplications** button to return to the Home: My eApplications page. See Figure 65.
3.9 WITHDRAW APPLICATION

This section discusses all of the basic information needed to withdraw an e-filed application under review (i.e., in the “Received” status). This section includes the following information:

- **Request to Withdraw Application** – See Section 3.9.1 Request to Withdraw Application
- **Withdraw Application Confirmation** – See Section 3.9.2 Withdraw Application Confirmation

3.9.1 Request to Withdraw Application

The Request to Withdraw Application page allows you to withdraw an e-filed application under review (i.e., in the “Received” status). Figure 93 details the Request to Withdraw Application page.

*Figure 93: Request to Withdraw Application*

Follow these steps to withdraw an application from processing:

1. Select the **TTB ID** link of a submission in the Received status. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.
2. Select the **Withdraw Application** link from the Application Detail page. The Request to Withdraw Application page displays. See Figure 93.

3. Select the **Withdraw** button. The Withdraw Application Confirmation page displays. See Figure 94.

4. Select the **Cancel** button to cancel the withdraw process and return to the Application Detail page.
3.9.2 Withdraw Application Confirmation

The Withdraw Application Confirmation page displays the confirmation of the withdraw application process. Figure 94 details the Withdraw Application Confirmation page.

**Figure 94: Withdraw Application Confirmation**

1. Select the Back to My eApplications button to return to the Home: My eApplications page. See Figure 65.
3.10 APPLICATION NEEDS CORRECTION

The Application Needs Correction page provides you with information on why an e-filed application needs correcting and provides the ability to submit corrections to an e-filed application. Applications in the “Needs Correction” status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected. Figure 95 details the Application Needs Correction page.

Figure 95: Application Needs Correction

Follow these steps to view application corrections:

1. From the Application Detail page, select the Make Corrections link. The Application Needs Correction page displays. See Figure 95.

   ► Note: The Make Corrections link is only available for applications in the “Needs Correction” status.

   ► Note: Once you select the Make Corrections link, you must make all corrections at one time. You will not be given the option to save the application and submit later during this process.
2. To make corrections to the application, select the Make Corrections link. The Verify Application page displays for that TTB ID. See Section 3.6.3 Verify Application.

➤**Note:** You may be restricted from editing information in Step 1: Application Type, Step 2: COLA Information, or Step 3: Upload Labels. If you are restricted from editing this information, the edit step 1, edit step 2, or edit step 3 buttons are not displayed when you select the Make Corrections link to make corrections to the application.

➤**Note:** If the Commodity is changed in Step 1: Application Type, you must re-enter information in Step 2: COLA Information pertaining to the changed commodity.

➤**Note:** Applications in the Needs Correction status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected.

3. Follow steps 2-8 in Section 3.6.3 Verify Application to edit information and resend the corrected application to TTB for processing.

4. Select the Cancel Corrections button to cancel your changes and return to the Home: My eApplications page.
3.11 MY PROFILE

This section discusses all of the basic information needed to manage your profile. This section includes the following information:

- **Update My Profile** – See Section 3.11.1 Update My Profile
- **Profile Update Confirmation** – See Section 3.11.2 Profile Update Confirmation

3.11.1 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. Figure 96 and Figure 97 detail the My Profile page.

Figure 96: My Profile (Top)
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 96 and Figure 97.

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 Section 3.11.2 Profile Update Confirmation.

5. Select the Change Password button to change your system password. See Section 3.12 Change Password.

6. Select the Back to My eApplications button to return to the Home: My eApplications page. See Figure 65.
3.11.2 Profile Update Confirmation

The Profile Update Confirmation page displays the confirmation of the update profile process. Figure 98 details the Profile Update Confirmation page.

Figure 98: Profile Update Confirmation

1. Select the **Back to My eApplications** button to return to the Home: My eApplications page. See Figure 65.
3.12 CHANGE PASSWORD

Passwords expire every 90 days and you will be required to change your password before expiration. You can change your password at any time through the Password Change Utility. If you login to COLAs Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 99. You may select the OK button to close the confirmation message box and follow the steps in Section 3.12.3 Reset Your Expired Password to change your password.

Figure 99: Change Password Reminder Confirmation

If your password expires before you are able to change your password, an error message displays when you attempt to login to COLAs Online. See Figure 100.
You may follow the steps in Section 3.12.3 Reset Your Expired Password to reset your expired password through the Password Change Utility.

If you attempt to login to COLAs Online multiple times with an invalid user name/password combination, you will lock your account. An error message displays stating your account is locked. See Figure 101.
Figure 101: Locked Account Error Message

You may reset your password to unlock your account. Follow the steps in Section 3.12.4 Unlock Your Locked Account to unlock your account by resetting your password through the Password Change Utility.

If you have simply forgotten your password, but it is not expired, you may follow the steps in Section 3.12.2 Reset Your Forgotten Password to reset your forgotten password through the Password Change Utility.

After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using COLAs Online. Follow the steps in Section 3.3.2 Create a New User Registration to re-register.

► Note: Follow the steps in Section 3.3.3 Activate a User ID to reset a forgotten password.

3.12.1 Change Your Password

Follow these steps to change a COLAs Online system password through the Password Change Utility:

1. Select the My Profile link from the menu box on any page. The My Profile page displays. See Figure 96 and Figure 97.
2. Select the **Change Password** button. A confirmation message box displays stating you will be logged out to perform this action. See Figure 102.

![Figure 102: Change Password – Change Password Logout Confirmation](image)

3. Select the **OK** button. The confirmation message box closes and you are logged out of COLAs Online. The Password Change Utility login page displays. See Figure 103.

![Figure 103: Change Password – Password Change Utility Login](image)
4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 104.

![Figure 104: Change Password – Password Change Utility Main Page](image)

**Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the Clear button to clear the entry before setting your new password.

11. If you change your mind, select the Cancel button to cancel before setting your new password.

12. Select the Set New Password button. A confirmation message box displays stating your password was successfully changed. See Figure 105.

Figure 105: Change Password – Password Change Successful

13. Select the OK button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 4.

14. Follow the steps in Section 3.2.1 Access COLAs Online through the TTB Portal Page to login to COLAs Online using your user ID and new password.
3.12.2 Reset Your Forgotten Password

Follow these steps to reset a forgotten COLAs Online system password through the Password Change Utility:

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 4.
3. Select the New or forgotten password? link. The Password Change Utility displays. See Figure 106.

Figure 106: Reset Forgotten Password – Password Change Utility Login

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the Get User Profile Questions button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 107.
Figure 107: Reset Forgotten Password – Password Change Utility Main Page

► Note: If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► Note: Passwords must meet the following complexity rules:

* Password must be at least 8 characters long.
* Password must not contain your user ID.
* Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
* You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
* You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the Clear button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.

12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 108.

**Figure 108: Reset Forgotten Password – Password Change Successful**

13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 4.

14. Follow the steps in Section 3.2.1 Access COLAs Online through the TTB Portal Page to login to COLAs Online using your user ID and new password.
3.12.3  Reset Your Expired Password

Follow these steps to reset an expired COLAs Online system password through the Password Change Utility:

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 4.
3. Select the Expired password? link. The Password Change Utility displays. See Figure 109.

**Figure 109: Reset Expired Password – Password Change Utility Login**

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the Get User Profile Questions button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 110.
Figure 110: Reset Expired Password – Password Change Utility Main Page

► Note: If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the Clear button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.

12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 111.

![Figure 111: Reset Expired Password – Password Change Successful](image)

13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 4.

14. Follow the steps in Section 3.2.1  Access COLAs Online through the TTB Portal Page to login to COLAs Online using your user ID and new password.
3.12.4 Unlock Your Locked Account

Follow these steps to unlock a locked COLAs Online account through the Password Change Utility:

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 4.
3. Select the New or forgotten password? link. The Password Change Utility displays. See Figure 112.

Figure 112: Unlock Locked Account – Password Change Utility Login

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the Get User Profile Questions button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 113.
Figure 113: Unlock Locked Account – Password Change Utility Main Page

►Note: If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

►Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), &) (ampersand), and @ (at sign).

10. If you make a mistake, select the Clear button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.

12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 114.

![Figure 114: Unlock Locked Account – Password Change Successful](image)

13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 4.

14. Follow the steps in Section 3.2.1 Access COLAs Online through the TTB Portal Page to login to COLAs Online using your user ID and new password.
3.13 CONTACT US

The Contact Us menu option displays the Contact Us page. The Contact Us page provides information on how to contact ALFD Customer Service via the ALFD mailing address, Phone Number, Fax Number, ALFD e-mail address as well as submit a problem report. Figure 115 details the Contact Us page.

3.13.1 Report Problems with COLAs Online

Follow these steps to report a problem with COLAs Online:

1. Select the Contact Us link from the menu box on any page. The Contact Us page displays. See Figure 115.
2. Select one or more subject areas
   ▶ Note: If your problem is not listed, enter the problem in the Other field.
3. Enter Comments (if any).
4. Enter the Name.
5. Enter the E-mail Address.
6. Enter the Phone Number.
7. Enter the Fax Number.
8. Enter the TTB ID Number (if any).
9. Select the **Submit** button to submit your e-mail problem report to ALFD.
10. Select the **Close** button to close the Contact Us page.
11. Select the **Clear and Start Over** button to reset all data fields.
3.14 INSTRUCTIONS

The Instructions page provides detailed instructions on how to operate the system, obtaining a login account via the COLAs Online Registration form and instructions for operating COLAs Online via an online help or a downloadable version. The links are organized into two sections. The COLAs Online / Public Cola Registry section lists instructions for the COLAs Online application. The TTB Form 5100.31 section includes helpful information on the label application process and form. Figure 116 details the Instructions page.

Follow these steps to view the instructions for COLAs Online:

1. Select the Instructions link from the menu box on any page. The Instructions page displays. See Figure 116.

2. In the COLAs Online / Public Cola Registry section, select the Online Industry Member Manual link to view the COLAs Online Industry Member Online Help. See Section 3.14.1 Online Industry Member Manual.

3. In the COLAs Online / Public Cola Registry section, select the Download Online Industry Member Manual link to view a PDF version of the COLAs Online Industry Member User Manual. See Section 3.14.2 Download Online Industry Member Manual.
4. In the COLAs Online / Public Cola Registry section, select the **COLAs Online User Registration** link to view the registration form for COLAs Online.

5. In the COLAs Online / Public Cola Registry section, select the **Web Site Privacy and Security Act Notice** link to view the Privacy and Security Statement page. See Section 3.14.3 Web Site Privacy and Security Act Notice.

6. In the COLAs Online / Public Cola Registry section, select the **Definition of Terms** link to view a helpful glossary of terms about the label application and approval process. See Section 3.14.4 Definition of Terms.

7. In the COLAs Online / Public Cola Registry section, select the **COLAs Online FAQs** link to view the list of Frequently Asked Questions about label applications and the COLAs Online website. See Section 3.14.5 COLAs FAQs.

8. In the TTB Form 5100.31 section, select the **Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31** link to view or download TTB Form 5100.31 -- APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL. See Section 3.14.6 Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31.

9. In the TTB Form 5100.31 section, select the **Allowable Revisions to Approved Labels** link to view the list of modifications that can be made to an already approved label without requiring re-approval. See Section 3.14.7 Allowable Revisions to Approved Labels.

10. In the TTB Form 5100.31 section, select the **Paperwork Reduction Act Notice** link to view the Paperwork Reduction Act Notice in compliance with the Paperwork Reduction Act of 1995. See Section 3.14.8 Paperwork Reduction Act Notice.

11. In the TTB Form 5100.31 section, select the **COLA Form Privacy Act Statement** link to view the COLA Application Privacy Act Statement. See Section 3.14.9 COLA Form Privacy Act Statement.

The COLAs Online Industry Member Online Help is available through the Online Industry Member Manual link in the Instructions page. Figure 117 details the COLAs Online Industry Member Online Help.

Figure 117: COLAs Online Industry Member Online Help
3.14.2 Download Online Industry Member Manual

The COLAs Online Industry Member User Manual is available (in PDF format) through the Download Online Industry Member Manual link in the Instructions page. Figure 118 details the COLAs Online Industry Member User Manual.

Figure 118: COLAs Online Industry Member User Manual
3.14.3 Web Site Privacy and Security Act Notice

The Privacy Policy page is available through the Web Site Privacy and Security Act Notice link in the Instructions page. The Privacy Policy page contains information regarding the privacy and security policies related to the COLAs Online system. Figure 119 details the Privacy Policy page.

**Figure 119: Privacy Policy**

![Privacy Policy](image-url)
3.14.4 Definition of Terms

The Definition of Terms page is available through the Definition of Terms link in the Instructions page. The Definition of Terms page contains the list of terms used in the system through the field-level help. Figure 120 details the Definition of Terms page.

Follow these steps to view the list of definitions of terms:

1. Select the icon next to the field name. The Definition of Terms page displays and the page scrolls to the appropriate field name. See Figure 120.

► Note: You can also navigate to the definition of terms page from the Instructions page.

2. Select the Close button to close the page.
3.14.5 COLAs FAQs

The COLAs Online Frequently Asked Questions page is available through the COLAs Online FAQs link in the Instructions page. Figure 121 details the COLAs Online FAQs page.

Figure 121: COLAs Online FAQs
3.14.6 Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31

The Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31 page is available (in PDF format) through the Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31 link in the Instructions page. Figure 122 details the Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31 page.

►Note: This is a link to the paper form and is not required if you file electronically through COLAs Online.

Figure 122: Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31

►Note: When you initially select the link for the form, a confirmation message box displays prompting you to set the page size to LEGAL in Page Setup before printing the form. See Figure 123.
Figure 123: TTB Form 5100.31 Download Confirmation

Warning: JavaScript Window -

Please set page size to LEGAL in Page Setup before Printing. This form MUST be printed on LEGAL SIZE (8 1/2 x 14) paper.

OK
3.14.7 Allowable Revisions to Approved Labels

The Allowable Revisions to Approved Labels section of TTB Form 5100.31 is available through the Allowable Revisions to Approved Labels link in the Instructions page. Figure 124 details the Allowable Revisions to Approved Labels section.

Figure 124: Allowable Revisions to Approved Labels

► Note: When you initially select the link for the form, a confirmation message box displays prompting you to set the page size to LEGAL in Page Setup before printing the form. See Figure 125.

Figure 125: TTB Form 5100.31 Download Confirmation

Warning: JavaScript Window -

Please set page size to LEGAL in Page Setup before Printing. This form MUST be printed on LEGAL SIZE (8 1/2 x14) paper.

OK
3.14.8 Paperwork Reduction Act Notice

The Paperwork Reduction Act Notice page is available through the [Paperwork Reduction Act Notice](#) link in the Instructions page. Figure 126 details the Paperwork Reduction Act Notice page.

► **Note:** This is the same notice as listed on TTB Form 5100.31.

**Figure 126: Paperwork Reduction Act Notice**
3.14.9 COLA Form Privacy Act Statement

The COLAs Form Privacy Act Statement page is available through the COLA Form Privacy Act Statement link in the Instructions page. Figure 127 details the COLA Form Privacy Act Statement page.

► Note: This is the same statement as listed on TTB Form 5100.31.

Figure 127: COLA Form Privacy Act Statement

![COLA Form Privacy Act Statement](image)

**COLA Application: Privacy Act Statement**

We provide this information to comply with Section 3 of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)).

We require this information under the authority of 27 C.F.R. 200.4, You must disclose this information so we may verify your compliance with the Federal laws and regulations we administer for the labeling of alcohol beverages.

We use this information for the purposes described in the preceding paragraph. In addition, the information may be disclosed to other Federal, State and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may contribute to a violation of Federal law. Disclosure may otherwise be made pursuant to the routine use, most recently published in the Federal Register for TTB's Regulatory Enforcement Records System (Treasury/TTB.008).

If you fail to supply complete information then there will be a delay in the processing of your application.

If you have difficulty accessing any information on the site due to a disability, please contact us via email (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 7.0. If you are using Internet Explorer 8.0, click here for more information on browser compatibility.
3.15 LOG OFF

Follow these steps to log off COLAs Online:

1. Select the Log Off link from the menu box on any page. COLAs Online logs you off and displays the TTB Online Portal page. See Figure 4.

►Note: To log back into COLAs Online, follow the steps in Section 3.2.1 Access COLAs Online through the TTB Portal Page.
4 HELP FACILITIES

This section discusses the help facilities provided to users of the COLAs Online system.

4.1 FIELD LEVEL TOOL TIPS

Tool tips are small rectangles of text that describes a field. Field level tool tips will be provided in the system when the user places the cursor over certain system field labels.

4.2 COLAS ONLINE INDUSTRY MEMBER ONLINE HELP

The COLAs Online Industry Member Online Help is available through the Online Industry Member Manual link in the Instructions page. See Figure 117.

4.3 COLAS ONLINE INDUSTRY MEMBER USER MANUAL

The COLAs Online Industry Member User Manual is available (in PDF format) through the Download Online Industry Member Manual link in the Instructions page. See Figure 118.

4.4 ALFD CUSTOMER SERVICE

If you need assistance, please contact ALFD Customer Service.

4.5 DEFINITION OF TERMS

The most common Online Industry Member system terms (field names) used and their definitions can be found in Appendix A.
APPENDIX A  DEFINITION OF TERMS

This section provides the definitions of common terms used in the COLAs Online system. Select a letter below to go to the terms beginning with that letter.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

A

Alcohol Content
An accurate statement of the alcohol content must appear on the brand label of all wine and distilled spirits products. This statement is optional for malt beverages, but if shown must be in the correct format.

• Wine Labels – When creating an eApplication please indicate the specific alcohol content or range of alcohol content as it appears on the label. If you are using “table wine” or “light wine” on your label to meet the alcohol content requirement, either indicate the alcohol content of the wine or enter “table” or “light” in this field.

• Malt Beverage Labels - When creating an eApplication please indicate the alcohol content as it appears on the label (if shown). If alcohol content is not shown on the label this field is optional.

• Distilled Spirit Labels - When creating an eApplication please indicate the alcohol content as it appears on the label.

ALFD
Advertising, Labeling and Formulation Division.

Approved
This status indicates a final action regarding a particular application. Applications enter this status when both the application and the labels meet all applicable requirements. At this point an application becomes a Certificate. This status authorizes the Certificate holder to either bottle or remove from Customs custody alcohol beverages that bear labels identical to those shown on the Certificate.

Assigned
Applications enter this status when they are assigned to a specialist and the internal evaluation begins.

Top

B

Brand Name
This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

Top

C

Capacity
This is the actual volume of the container that is required on the COLA for Distinctive Liquor Bottles.

Class/Type
This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

COLA
Certificate of Label Approval.
COLA Status

COLA statuses include:
- Received
- Assigned
- Needs Correction
- Rejected
- Approved
- Withdrawn
- Saved not submitted
- Surrendered
- Revoked
- Expired
- Corrected

When searching by status, select a particular status from the drop down. If you do not select a status, all statuses will be searched.

COLAs Online
Certificate of Label Approval System.

Corrected
Applications change from “Needs Correction” to “Corrected” after the applicant makes the required revisions and resubmits the application back to TTB for review. Once the review process starts the status changes to “Assigned,” once again until the internal evaluation is complete.

Top

D

Date Completed
This is the date when the COLA application was approved.
When searching by this field, you may either enter the month, day and year e.g., 12/17/2003, or select the appropriate date from the calendars. If you know the specific date the COLA was approved, use the same date in both the “from” and “to” blocks. You may also search for a range of time by entering different dates in the “from” and “to” areas.

Date Status Last Updated
This date reflects the last time the status of an eApplication changed, e.g., from “Received” to “Approved.” When searching by this field, you may either enter the month, day and year e.g., 8/15/2003, or select the appropriate date from the calendars. If you know the specific date the status changed, use the same date in both the “from” and “to” blocks. You may also search for a range of time by entering different dates in the “from” and “to” areas.

Date Submitted
This is the date that the eApplication was submitted to TTB.
When searching by this field, you may either enter the month, day and year e.g., 04/20/2003, or select the appropriate date from the calendars. If you know the specific date the eApplication was submitted, use the same date in both the “from” and “to” blocks. You may also search for a range of time by entering different dates in the “from” and “to” areas.

DBA/Trade Name
This is a name you may choose to do business as other than your official corporate or business name.
If you are using a DBA, Assumed Name or Trade Name in the mandatory name and address statement on a label, you must enter it here when filing an eApplication.
You may only use a DBA, Assumed Name or Trade Name on a beverage alcohol label AFTER you obtain approval from the TTB National Revenue Center in Cincinnati, Ohio. If you have questions about the addition of a DBA or Trade Name, please call the Revenue Center at 1-800-398-2282.
Dimensions
The actual dimensions of the label in inches is collected in order to correctly display the label image in your browser window. This information is also used during the approval process to understand the true size of very large labels that may have been reduced in size before they were submitted with the eApplication.

Distilled Spirit Labels
When creating an eApplication please indicate the alcohol content as it appears on the label.

Distinctive Liquor Bottle
A distilled spirits container is considered a "Distinctive Liquor Bottle" if: the spirits contents are not visible through the container OR the shape or design of the container is other than that of a "standard" or "traditional" spirits container.
You must submit photos of the front and back of Distinctive Liquor Bottles in Step 3 when submitting an eApplication for Distinctive Liquor Bottle approval.

eApplication
An electronically submitted COLAs application.

Expired
While generally "Approved" Certificates never expire, under certain limited conditions Certificates are given an expiration date by TTB at the time of approval. The status of an "Approved" Certificates changes to "Expired" when the expiration date is reached.

e-filed
Electronically filed.

External User
An authenticated Online Industry Member (OIM) with a user id and password. This user has the ability to create and save but not submit or submit electronic applications. They also have the ability to withdraw, surrender, review status, and correct electronic applications.

Fanciful Name
This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.
Supply the Fanciful Name if one is used on the label.

Final Status
• Rejected
• Approved
• Withdrawn
• Surrendered
• Revoked
• Expired

FOIA
Freedom of Information Act.

FONL
Formulas Online.
For sale in
For Certificates of Exemption, this specifies the state for which the exemption was filed.

Formula
Corresponds with Item 11 on 5100.31 - The term "Formula" encompasses formulas, pre-import approval letters, lab analysis, and submissions formerly known as statements of process (SOP). A Formula is a quantitative list of ingredients and a step-by-step method of manufacture for alcohol beverage products (wine, distilled spirits, malt beverage) requiring approval from TTB prior to production or importation as per Industry Circular 2007-4. TTB's Regulatory Authority for such products may also be found at 27 CFR parts 4, 5, 7, 19, 24, 25, and 26. Please visit http://www.ttb.gov/formulation/index.shtml for more information. For any domestic or imported alcohol beverage products that received TTB formula approval prior to January 10, 2011, please manually enter the TTB ID number, or TTB lab number in the Company Formula #/SOP# text box. A copy of the approved formula, or pre-import approval letter must accompany the label application. If formula approval for any domestic or imported alcohol beverage product was obtained after January 10, 2011 please select the TTB Formula ID number (generated by Formulas Online) from the drop-down list of approved formulas. DO NOT submit your COLA application until AFTER you have obtained formula approval, if required.

G

Grape Varietals
Grape Varietals are the names of the dominant grapes used in the wine. Cabernet Sauvignon, Chardonnay, Zinfandel, and Merlot are examples of grape varieties. A Grape Varietal designation on the label requires an appellation of origin and means that at least 75 percent of the grapes used to make the wine are of that variety, and that entire 75 percent were grown in the labeled appellation (except “Vitis labrusca” grapes, such as Concord, which require at least 51 percent).

I

Internal User
A TTB employee accessing the COLAs system. Internal employees have access to more functionality in COLAs than External Users.

Lab Approval Letter Date
The date on which a Laboratory Analysis was approved. Some COLA Applications require that a Laboratory Analysis be completed by TTB prior to COLA filing.

Lab No.
Some imported products require laboratory analysis or pre-import letter approval in addition to label approval. When submitting an eApplication for an imported product for which you were required to obtain laboratory analysis or pre-import letter approval you must supply the corresponding TTB lab number or Pre-import number and indicate the date of the TTB letter. You must also submit a copy of the letter in Step 3 of this application. For a complete listing of products that require lab analysis or pre-import letter approval, please see TTB Industry Circular 2002-2. DO NOT submit your COLA application until AFTER you have obtained lab analysis/pre-import letter approval.
Malt Beverage Labels

When creating an eApplication please indicate the alcohol content as it appears on the label (if shown). If alcohol content is not shown on the label this field is optional.

Needs Correction

Applications in this status have been reviewed by TTB but cannot be approved as submitted. The application is returned to the submitter with a list of corrections that need to be made to either the application or to the label itself. The submitter has 30 days to make the corrections. If the application is not returned to TTB within 30 days from the date the application is returned then the status changes to “Rejected.” If the submitter makes the corrections and resubmits the application to TTB within 30 days, the status changes to “Corrected.” Applications in the “Needs Correction” status may also be “Withdrawn” by the applicant.

Net Contents

An accurate statement of the net contents of the container must either appear on the label or be blown or branded into the container.
When completing an eApplication, please indicate the size (net contents) of the container(s) on which the label(s) will be used.
You must tell us in STEP 3 if the net contents are blown, branded or embossed in or on the container instead of appearing on the label.
Distilled spirits and wine may only be packaged in the standard container sizes you see in the drop down list. There is no restriction on container sizes for malt beverages.
One COLA may be used to cover more than one size container. If this is the case, please indicate all sizes that will be used. You do not need to supply images of labels that will be used for each size if the only difference is the shape or proportionate size of the label.

NRC

National Revenue Center.

OCIO

Office of the Chief Information Officer.

OIM

Online Industry Member.

Origin

This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.

Permit Name

The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer’s Number.
PIA

Privacy Impact Assessment.

Plant Registry/Basic Permit/Brewer’s No.
This is a unique number that is assigned by TTB to each business location. Examples include BW-NY-123, DSP-KY-89, BR-WI-ABC-567 or VA-I-456.

When submitting an eApplication, please select the location(s) where this product will be bottled/imported. You may only file eApplication(s) for locations that appear in your “My Profile” section of COLAs Online.

Proprietors of domestic Distilled Spirits Plants and Breweries may obtain one COLA to cover multiple business locations if: the principle place of business is shown in the mandatory name and address statement on the label(s) AND the same label will be used for products bottled at each location.

A COLA must be obtained for each location where a domestic wine is actually bottled (i.e., one COLA may not cover multiple locations).

Beverage alcohol Importers may not use one COLA to cover multiple locations.

When searching from the COLAs Online search screen, you may only search for COLAs filed by the companies that appear in your “My Profile” section of COLAs Online. Either select one number, or you may select “any” if you are registered to file COLAs on behalf of multiple entities.

Preparer/Reviewer
This role provides an external user limited access for preparing or reviewing an electronic application (eApp). The user does not have the ability to submit an electronic application after creating or reviewing an eApp.

Previously Rejected Application
This applies when a COLA application was rejected and you subsequently resubmit it.

If you are completing an eApplication and you submitted these labels in the past and they were rejected, you must supply the TTB ID number of the rejected application. The TTB ID number is a 14 digit number and can be found on the upper left-hand corner of paper COLAs. If this is a resubmission of a rejected eApplication, select the correct TTB ID number of the rejected COLA from the drop down list (shows only eApplications rejected in the past 30 days).

Product Class/Type
This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code. Enter the class/type code if you know it, or use the lookup feature to find it.

Product Name
You may search for COLAs by “Brand Name” OR “Fanciful Name” OR both if you select “Either.”

The Brand Name is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

The Fanciful Name is a name that may used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

Qualifications
These are conditions under which the labels may be used.

Reasons for Correction/Rejection
These are reasons for which the COLA application needs to be corrected. If the time permitted for corrections passes without any changes from the COLA submitter, the application will automatically be rejected, and these reasons will become the reasons for which the application was rejected.
Received
Applications enter this status when they are received by TTB and remain in this status until internal evaluation begins. Once the evaluation process starts the status changes to “Assigned,” until the internal evaluation is complete.

Received Code
A three digit code number at the sixth, seventh and eighth positions within the TTB ID number that indicates how a label application was received. For instance, if the application was received electronically then the TTB ID # would contain the received code “001” at the sixth, seventh and eighth positions. Other receive codes used are “000” for hand delivered applications, “002” indicates that the application was received by regular USPS mail and “003” indicates that the application was received by an overnight delivery service such as UPS or FEDEX.

Rejected
This status indicates a final TTB action regarding a particular application. Paper applications enter this status when initial TTB review discloses that either the application or the label does not comply with Federal requirements. Electronic applications are generally returned for correction rather than rejected; however, an electronic application may be rejected if all the necessary corrections are not made to an application that was returned for correction. Electronic applications that have been returned for correction enter this status if the application is not resubmitted to TTB within 30 days. A rejection does not restrict the ability to resubmit a new application with corrected labels at a later date.

Representative ID
Third party COLA filers (consultants, label reps, trade associations, etc.) are given a unique ID number by TTB. If you wish to limit your search to COLAs that were filed by a particular representative, enter their ID number here.

Revoked
“Approved” Certificates will change to this status when TTB rescinds approval because either the labeling laws or regulations have changed rendering the Certificate invalid or the Certificate was approved by TTB in error.

Saved not Submitted
An application in this status has been either completely or partially created, but has not yet been submitted to TTB for review. TTB cannot view applications in this status. An application may only remain in this status for up to 30 days. After 30 days in this status the application is automatically deleted. If the application is submitted, the status changes to “Received.”

SDLC
Systems Development Life Cycle.

Serial Number/Serial No.
This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.

When creating an eApplication you must assign a sequential and unique number to each application. COLAs Online automatically assigns the first two characters, which represent the current calendar year.

Source of Product
Indicates if the finished alcohol beverage was produced in the US or somewhere else. For example wine produced in France is imported and whiskey made in Kentucky is domestic.

Special Wording
Any wording appearing on materials firmly affixed to the container other than the labels attached to the application, or any wording embossed on the container. This field may also contain translations of foreign language text appearing on the labels.
State of Exemption
For Certificates of Exemption, this specifies the state for which the exemption was filed.

Submitted By
This is the person who submitted the eApplication to TTB.
When searching by this field, you may only view eApplications that were submitted by you or by other users that have signing authority for the same companies. Third party filers may only view eApplications filed by them.

Sulfite Analysis
Any standard wine label that does not contain a sulfite declaration or contains a Sulfite-Free declaration must be submitted to either a TTB laboratory or a TTB-certified laboratory for analysis. The results of this analysis must be included with the COLA.

Surrendered
“Approved” Certificates will change to this status when the Certificate holder voluntarily communicates to TTB that they no longer need the Certificate. Generally “Approved” Certificates do not expire, however, TTB encourages all industry members to surrender obsolete Certificates either by written communication for paper filed applications or electronically if applications were e-filed.

Top

T

TTB
Alcohol and Tobacco Tax and Trade Bureau.

TTB ID
This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB. The next 3 digits tell how the application was received (001 = e-filed; 002 & 003 = mailed/overnight; 000 = hand delivered). The last 6 digits is a sequential number that resets for each day and for each received code.
If you know the TTB ID number, this is the best way to search for individual COLAs. The TTB ID number for eApplications is supplied to the submitter in the “Application Submitted” confirmation message. The TTB ID number can be found in the upper left-hand corner of paper COLAs.

Type of Application
A Certificate of Label Approval authorizes a product to be sold in interstate commerce and must be obtained BEFORE a domestic product is bottled or BEFORE an imported product is removed from Customs' custody. A Certificate of Exemption authorizes a product to be sold in the state where it was bottled and must be obtained BEFORE a product is bottled.
When completing an eApplication, select Certificate of Label Approval if this alcohol beverage will be sold within the state where the bottler is located and/or in interstate commerce (i.e., in states other than where the bottler is located).
When completing an eApplication, select Certificate of Exemption from Label Approval if you will only sell this alcohol beverage intrastate (i.e., only within the state where the bottler is located), and you wish to be exempted from the labeling requirements of the Federal Alcohol Administration Act.
Products approved under a Certificate of Exemption MUST be labeled “For sale in (state where bottling takes place) only.”
►Note: TTB does not issue Certificates of Exemption for Malt Beverages or for products imported in bottles.

Type of Product
Select either Wine, Distilled Spirit or Malt Beverage.
If you are unsure of the classification of a product, please contact the Alcohol Labeling & Formulation Division Customer Service Team at 1-866-927-ALFD or by e-mail at alfd@ttb.gov.
►Note: Sake is classified as wine for labeling purposes.
Type of Submission
If Distinctive Liquor Bottle is selected, enter the total bottle capacity before closure.

Vendor Code
This code was used in the past to identify organizations who were submitting COLAs. The Vendor Code is no longer in use, but may be used to search for certain historical COLA records. Plant Registry/Basic Permit/Brewer's No. is used to identify the business locations for which the COLA applications are filed.

Vendor Name
No longer in use. See "Vendor Code" for details.

Wine Appellation
An appellation indicates the origin of the grapes used to make the wine. Please supply the appellation of origin if it appears on the label.
A wine may be labeled with an appellation of origin that is a country, a state, or a county (or a foreign equivalent) if not less than 75 percent of the wine is produced from grapes grown in the named place.
A wine may be labeled with an appellation of origin that is an approved/recognized viticultural area if not less than 85 percent of the wine is produced from grapes grown in the named viticultural area.
An appellation of origin is generally optional information, however it becomes mandatory if the wine is labeled with: a vintage date (appellation must be smaller than a country), a grape varietal designation, OR an Estate Bottle claim (appellation must then be a viticultural area).

Wine Labels
When creating an eApplication please indicate the specific alcohol content or range of alcohol content as it appears on the label. If you are using “table wine” or “light wine” on your label to meet the alcohol content requirement, either indicate the alcohol content of the wine or enter “table” or “light” in this field.

Wine Vintage
A vintage date indicates the year in which the grapes used to make the wine were harvested. Please supply the vintage date of the wine if one appears on the label.
A vintage date may be used on the label if not less than 95 percent of the wine is produced from grapes grown in that year and must be labeled with an appellation smaller than a country.

Withdrawn
This status indicates that the applicant withdrew the application before TTB took final action. A withdrawal does not restrict the ability to resubmit a new application at a later date.
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