

U.S. Department of the Treasury
Alcohol and Tobacco Tax and Trade Bureau (TTB)

1310 G Street NW., Box 12
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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FOR OFFICIAL USE ONLY
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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

Section Number	Section Title	Description
1	Introduction	Provides information on the project background, as well as the document organization and conventions
2	System Capabilities	Provides an overview of the COLAs Online system and its capabilities
3	System Functions	Describes each specific function including step-by-step procedures for using the function
4	Help Facilities	Discusses the help facilities provided to users of the COLAs Online system
Appendix A	Definition of Terms	Defines important terms used in COLAs Online system

1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

Table 2: Manual Conventions

Convention	Description
Bold	Bold text indicates a button or key label
► Note:	Indicates a note or message to the user
1. Numbered List	Numbered lists provide step-by-step procedures for performing an action
• Bulleted List	Bulleted lists provide information, not procedural steps
Link	Indicates a link to a specific application or web page
	Question Mark – Field-level help

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

Acronym / Term	Description
ALFD	Advertising, Labeling and Formulation Division

Acronym / Term	Description
COLA	Certificate of Label Approval
COLAs Online	Certificate of Label Approval System
FOIA	Freedom of Information Act
FONL	Formulas Online
NRC	National Revenue Center
OIM	Online Industry Member
PCR	Public COLA Registry
PIA	Privacy Impact Assessment
SDLC	Systems Development Life Cycle
TTB	Alcohol and Tobacco Tax and Trade Bureau

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

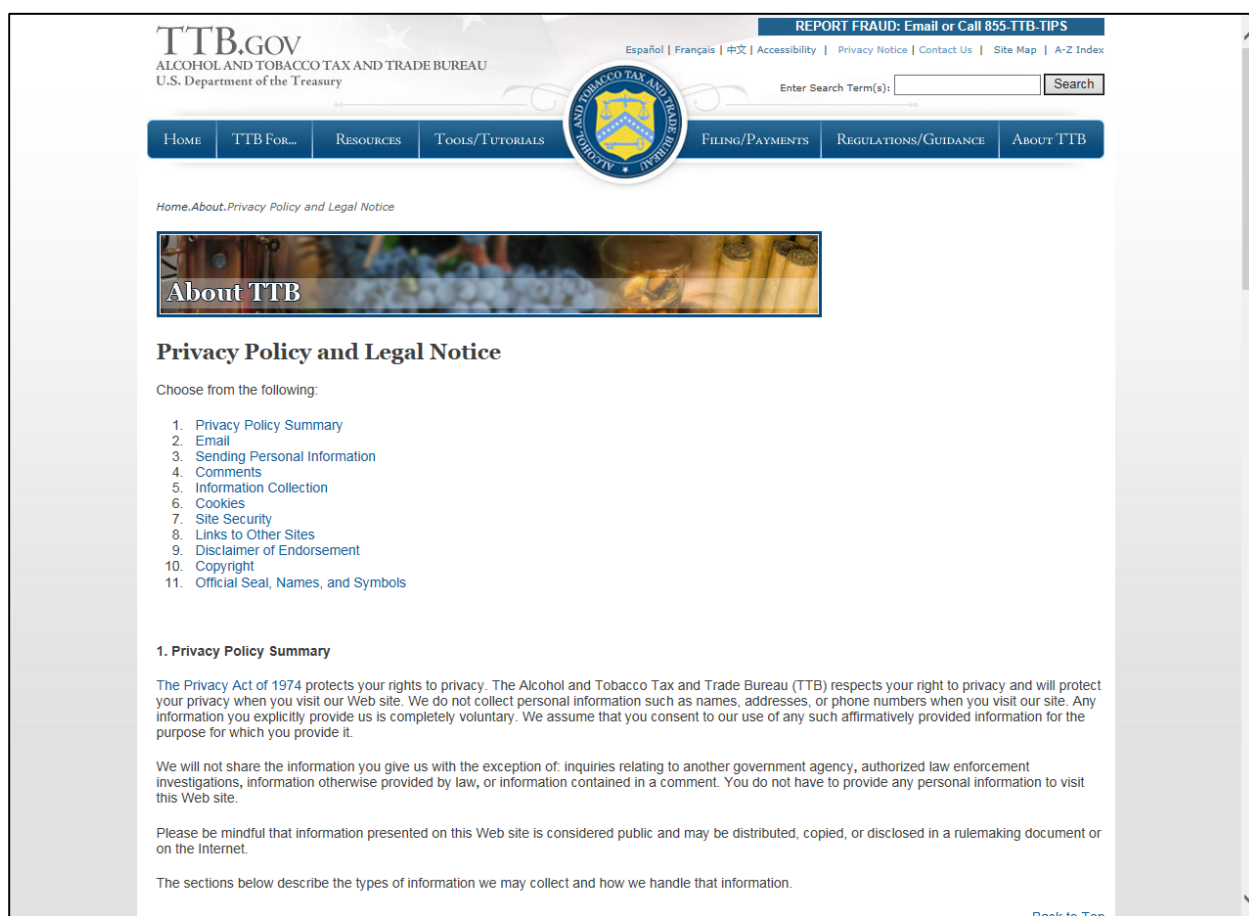


Figure 2: Privacy Impact Assessments

REPORT FRAUD: Email or Call 855-TTB-TIPS

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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

U.S. Department of the Treasury

Home.Freedom of Information Act.Freedom of Information Act.Privacy Impact Assessments (PIA)

Freedom of Information Act (FOIA)

Privacy Impact Assessments (PIA)

Privacy Impact Assessment (PIA) is a process to determine the risk of collecting, managing, and disseminating identifiable information in an electronic format. A PIA describes how the government handles information that individuals provide electronically so that personal information is protected. The E-Government of 2002 requires that agencies conduct PIA for systems that process personal identifiable information. More on guidance and procedures for conducting PIA can be found in [OMB Memorandum 03-22](#), dated September 26, 2003.

TTB has conducted a PIA for each of the following systems:

- Automated Commercial Systems
- Auto Audit
- Caliber
- Chief Counsel Management System
- Certificate of Label Approval Formula Modernization Laboratory
- Certificate of Label Approval Online (COLA)
- Dimensions
- Federal Excise Tax
- Formulas Online
- Integrated Revenue Information System
- Laboratory Information Management System
- Network Infrastructure GSS
- Permits Online
- Regulatory Major Application System
- Rockville Laboratory Imaging System
- Special Occupational Tax/Floor Stocks Tax
- Sunflower System
- Tax Major Application
- TLC Library Solutions
- TTBDocs

TTB Annual Report Statistics

Initial Requests

Year	Received	Processed	Pending
2013	66	68	1
2012	73	70	3
2011	75	76	0
2010	94	93	1
2009	86	92	0
2008	121	120	6
2007	84	85	5
2006	100	122	6
2005	140	186	28
2004	223	201	74

Most Requested

- Chief FOIA Officer
- Frequently Requested FOIA Documents
- Electronic Reading Room
- News and Events Archives
- Treasury Decisions
- Contacts
- Privacy Impact Assessments
- Privacy Act: Implementation – Final Rule
- 2015 Privacy Act – System of Records Notice (SORN)
- FAQs

HOW DO I...?

- Make a Perfected FOIA Request?
- Make a Perfected Privacy Act Request?

RESOURCES

Figure 3: Privacy Impact Assessments (COLAs Online)

<p style="text-align: center;">Alcohol and Tobacco Tax and Trade Bureau</p> <p style="text-align: center;">Certificate of Label Approval Online (COLAs Online)</p> <p style="text-align: center;">Privacy Impact Assessment</p> <p>Information Collected and Purpose</p> <p>COLAs Online is a web-based application that 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.</p> <p>Information Use and Sharing</p> <p>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</p>

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 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.

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

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

[REGISTER](#) [HOW TO REGISTER](#) [PUBLIC COLAS REGISTRY](#) [FAQ](#) [CONTACT US](#)

Already registered? Log in:

User Name: [Expired password ?](#)

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

Logon to:

It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups in Internet Explorer 11](#) for more information.

Check the most recent processing times for [label applications](#) or [beverage formula applications](#).

You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

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

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 as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (alfd@ttb.gov) and we will do our best to make the information available to you.
This site is best viewed at 1280x800 screen resolution or higher using Internet Explorer 8.0 or higher.
TTB PORTAL Version 1.5.07

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.

Figure 5: TTB Security Warning

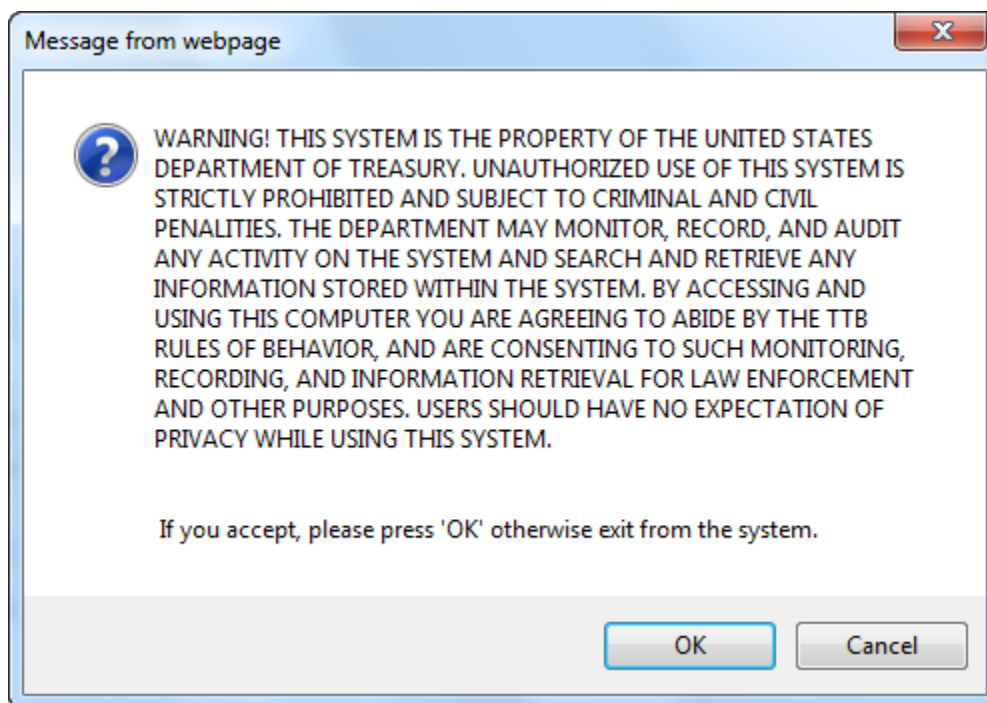


Figure 6: Home: My eApplications

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Welcome, JANE SMITH, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle 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

Create an eApplication

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

[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
13217001000001	BWN-MA-15555	POM WINE		134567	08/05/2013	ASSIGNED

1 to 1 of 1

Search by TTB ID: Search [Advanced Search](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V, of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfdattb.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

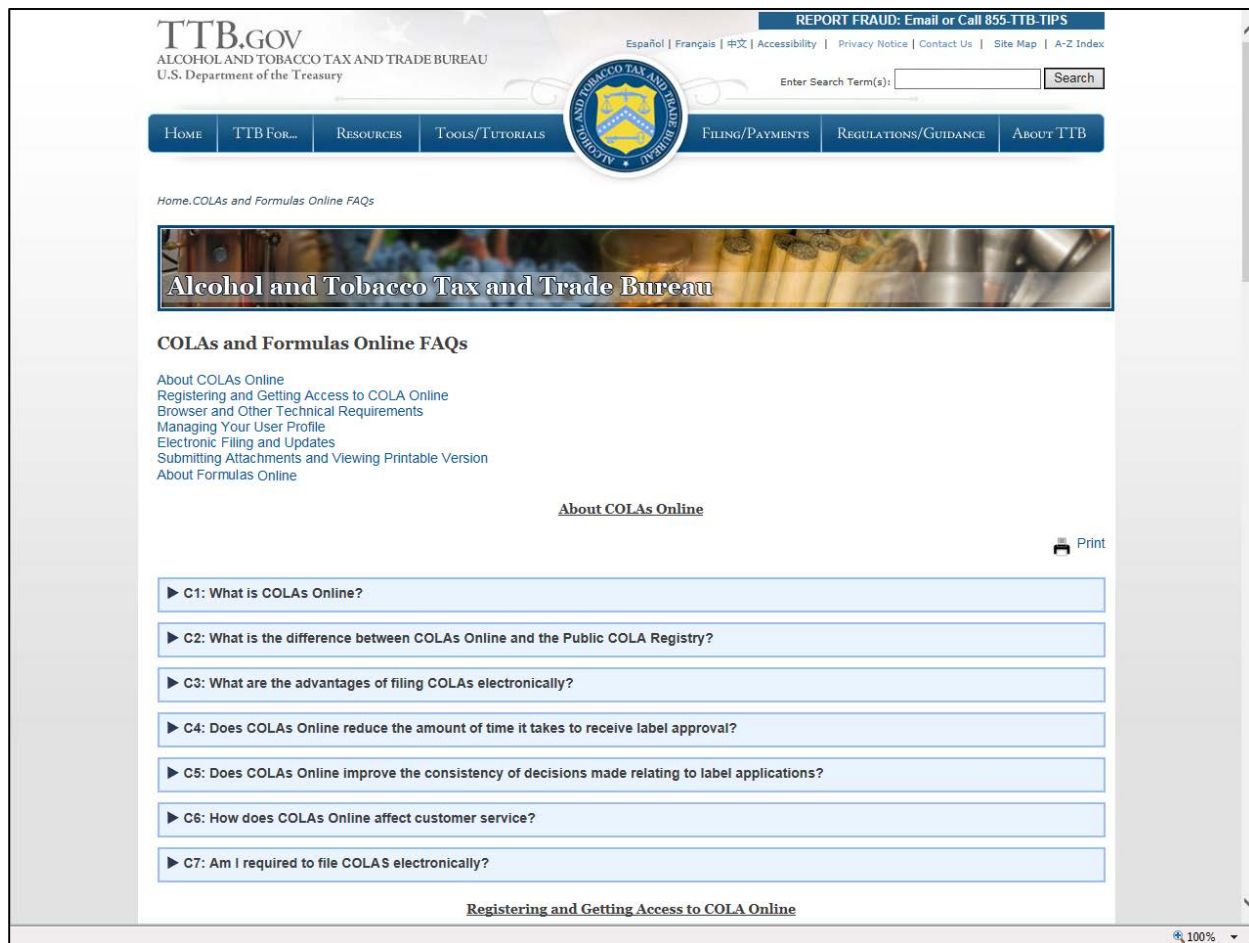
This section discusses the basic information for user registration. This section includes the following information:

- **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



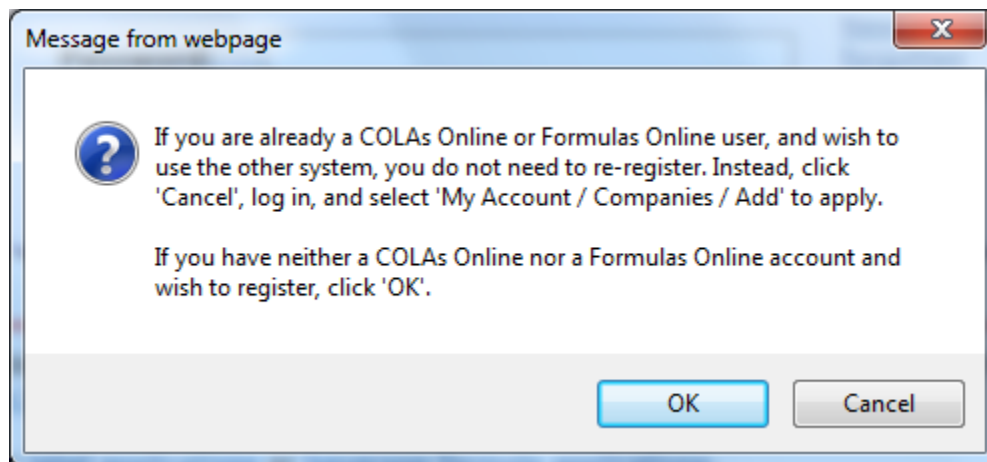
Follow the steps in Section 3.3.2 Create a New User Registration to register for COLAs Online and/or Formulas Online.

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



- 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.

Figure 9: User Registration – Main Tab

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

[Text Menu](#) [Help](#) [Contact Us](#) [Exit](#)

User Registration

Main Company Comments Docs/Links

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

Type of Application

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

Personal Information

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

Business E-mail Addresses

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

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

Authentication Questions

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

Type of Application

Figure 10: User Registration – Reactivating Inactive Account

Type of Application

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

Inactive User ID

If you remember the User ID of your inactive TTB Account, please enter it here.

Existing (Inactive) User ID:

Figure 11: User Registration – New Application

Type of Application

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

- 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)

Personal Information

* First Name: Jane M. I.: * Last Name: Smith Suffix:

* Employer: TTB Title: Auditor Label Rep. ID:

* Phone Number: 2024532000 Fax Number:

Address Format: USPS Domestic

* Street: 1310 G Street

* City: Washington

* State: DC

* Zip: 20005

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

Personal Information

* First Name: Jane M. I.: * Last Name: Smith Suffix:

* Employer: TTB Title: Auditor Label Rep. ID:

* Phone Number: 2024532000 Fax Number:

Address Format: Foreign

* Street:

* City:

* Country:

Region:

Province:

Foreign Postal Code:

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

Business E-mail Addresses

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

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	
<input type="radio"/>	

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

Figure 17: User Registration – Company (System Information – COLAs Online)

Figure 18: User Registration – Company (System Information – Formulas Online)

► **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)

Company Information ⓘ

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

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

Company Code: *(if known)*

***Company Name:**

Address Format:

***Street:**

***City:**

***State:**

***Zip Code:**

Figure 20: User Registration – Company (Company Information – Foreign)

Company Information ⓘ

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

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

Company Code: *(if known)*

***Company Name:**

Address Format: Foreign

***Street:**

***City:**

***Country:**

Region:

Province:

Foreign Postal Code:

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

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

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

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

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

17. Enter your company address information in the available fields. See Figure 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)

Individual Information *Relationship of Applicant to Company: <input type="radio"/> Employee <input type="radio"/> Representative

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

Individual Information *Relationship of Applicant to Company: <input type="radio"/> Employee <input type="radio"/> Representative *Signature Authorization: <input type="radio"/> Owner <input type="radio"/> Signing Authority <input type="radio"/> Power of Attorney
--

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

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

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

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

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

Figure 25: User Registration – Action Bar



User Registration ?

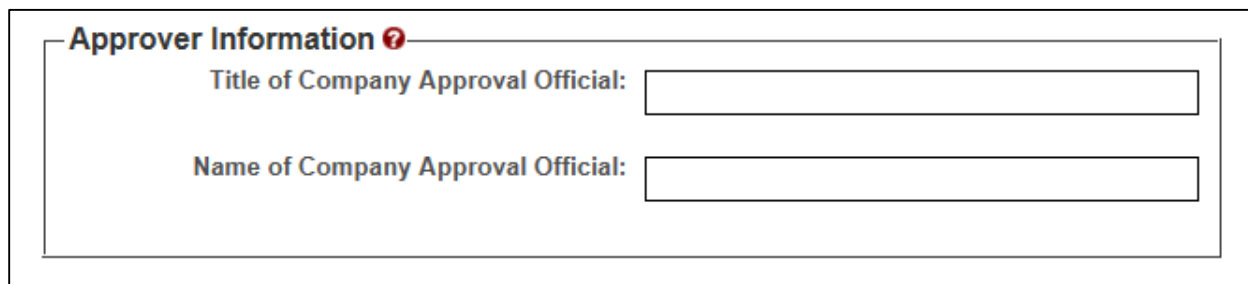
Main **Company** **Comments** **Docs/Links**

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

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

Approver Information

Figure 26: User Registration – Approver Information



Approver Information ?

Title of Company Approval Official:

Name of Company Approval Official:

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

User Registration ?

[Main](#) [Company](#) [Comments](#) [Docs/Links](#)

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

Company Detail ?

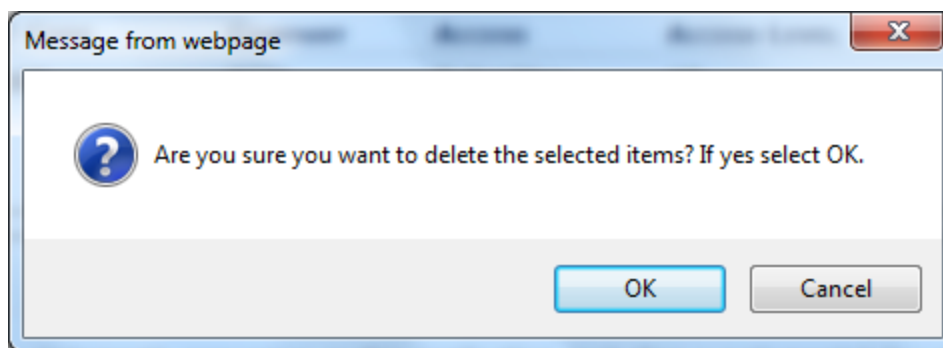
If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

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

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

► **Note:** Select the [System](#) link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

Figure 28: User Registration – Delete Company Confirmation

Docs/Links Tab

Figure 29: User Registration – Docs/Links Tab

User Registration

Main Company Comments **Docs/Links**

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

Submission Documents

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
Upload				

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

< Previous Validate Cancel Submit

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

26. Select the **Next** button. The Docs/Links tab displays. See Figure 29.

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

Figure 30: User Registration – Attachment Modal Window

Attachment

* Description: 100 character(s) left

* Type: -- Select Type --

* File: Browse...

OK Cancel

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

User Registration ⓘ

Main Company Comments **Docs/Links ***

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

Submission Documents ⓘ

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

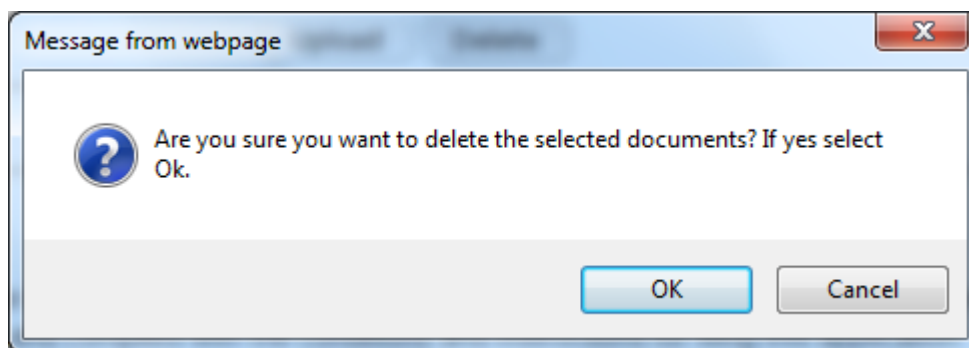
Upload Delete

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

« Previous Validate Cancel Submit

► **Note:** Select the [edit](#) link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 32. Select the **OK** button to confirm.

Figure 32: User Registration – Delete Attachment Confirmation

Comments Tab

Figure 33: User Registration – Comments Tab

User Registration ⓘ

Main Company **Comments** Docs/Links *

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

Comments Detail ⓘ

Add

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

Validate Cancel Submit

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

32. Select the Comments tab. The Comments tab displays. See Figure 33.

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

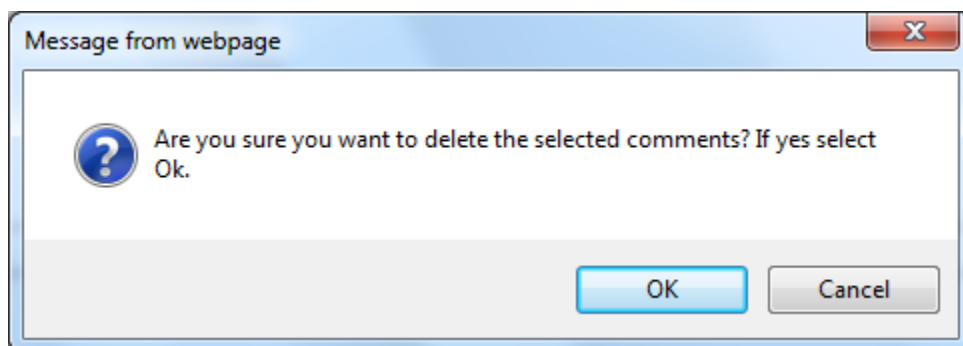
Figure 34: User Registration – Comments Modal Window

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

► **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.

Figure 36: User Registration – Delete Comment Confirmation

User Registration Submission

36. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. Fields with errors will also be highlighted red. See Figure 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.

Figure 37: User Registration – Unsuccessful Validation Message

User Registration ⓘ

Errors:

Main Tab

- Employer is required.

Main | **Company** | **Comments *** | **Docs/Links ***

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

Type of Application ⓘ

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

Personal Information ⓘ

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

Figure 38: User Registration – Successful Validation Message

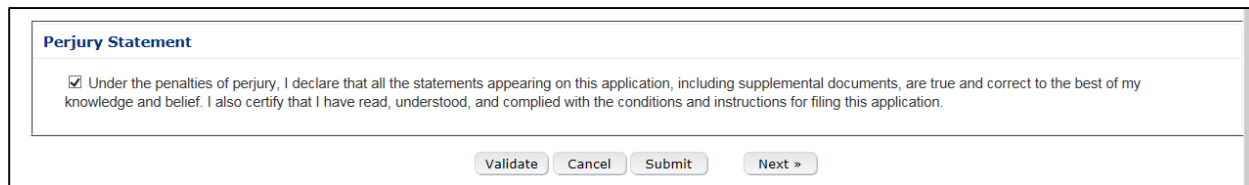
User Registration ⓘ

Validation is successful - no errors were found.

Main | **Company** | **Comments *** | **Docs/Links ***

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.

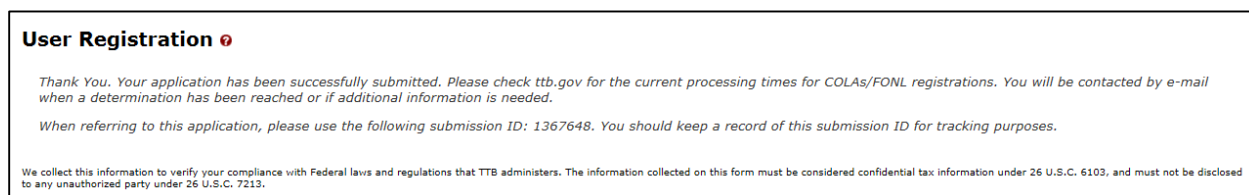
Figure 39: User Registration – Perjury Statement



The screenshot shows a section titled "Perjury Statement" with a checkbox that is checked. The text reads: "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application." Below the text are four buttons: "Validate", "Cancel", "Submit", and "Next »".

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

Figure 40: User Registration – Submission Confirmation

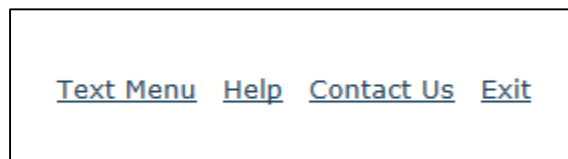


The screenshot shows a page titled "User Registration" with a red information icon. The main text reads: "Thank You. Your application has been successfully submitted. Please check ttb.gov for the current processing times for COLAs/FONL registrations. You will be contacted by e-mail when a determination has been reached or if additional information is needed." Below this, it says: "When referring to this application, please use the following submission ID: 1367648. You should keep a record of this submission ID for tracking purposes." At the bottom, there is a small disclaimer: "We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213."

TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

39. Select the [Exit](#) link in the main navigation banner. See Figure 41.

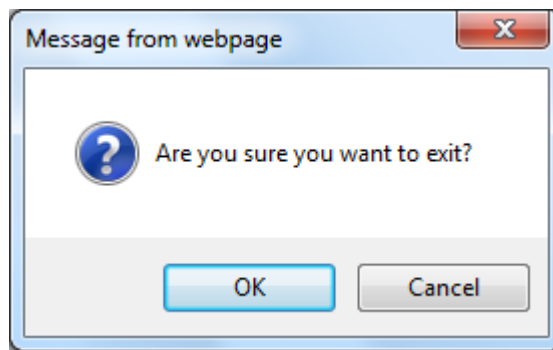
Figure 41: User Registration – Exit Link



The screenshot shows a navigation banner with four links: "Text Menu", "Help", "Contact Us", and "Exit". The "Exit" link is highlighted in blue.

A confirmation message box displays prompting you to confirm your action. See Figure 42.

Figure 42: User Registration – Exit Confirmation



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

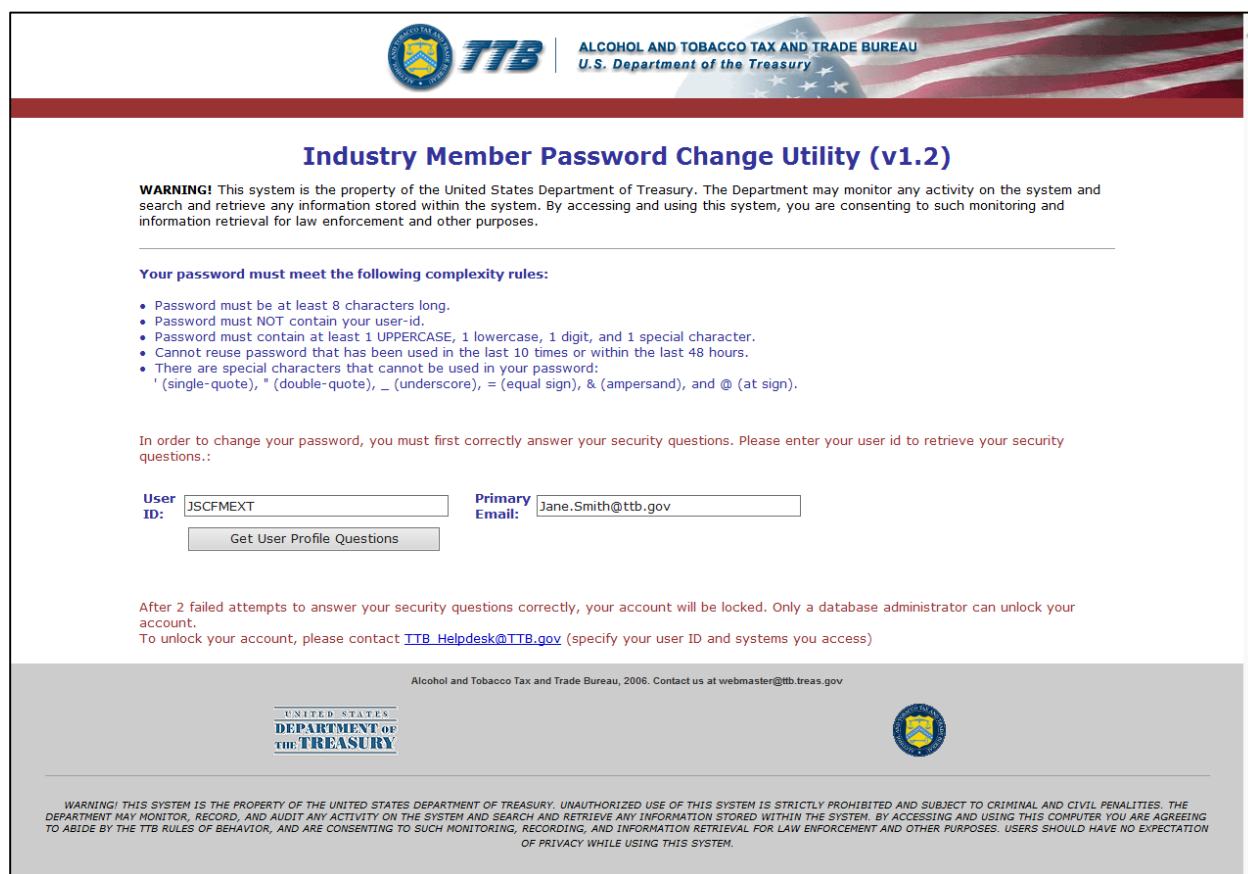
► **Note:** Follow the steps in Section 3.12.4 Unlock Your Locked Account to unlock a locked account.

► **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.

Figure 43: Activate User ID – Password Change Utility Login



Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID: Primary Email:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

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.

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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of the Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

► **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.

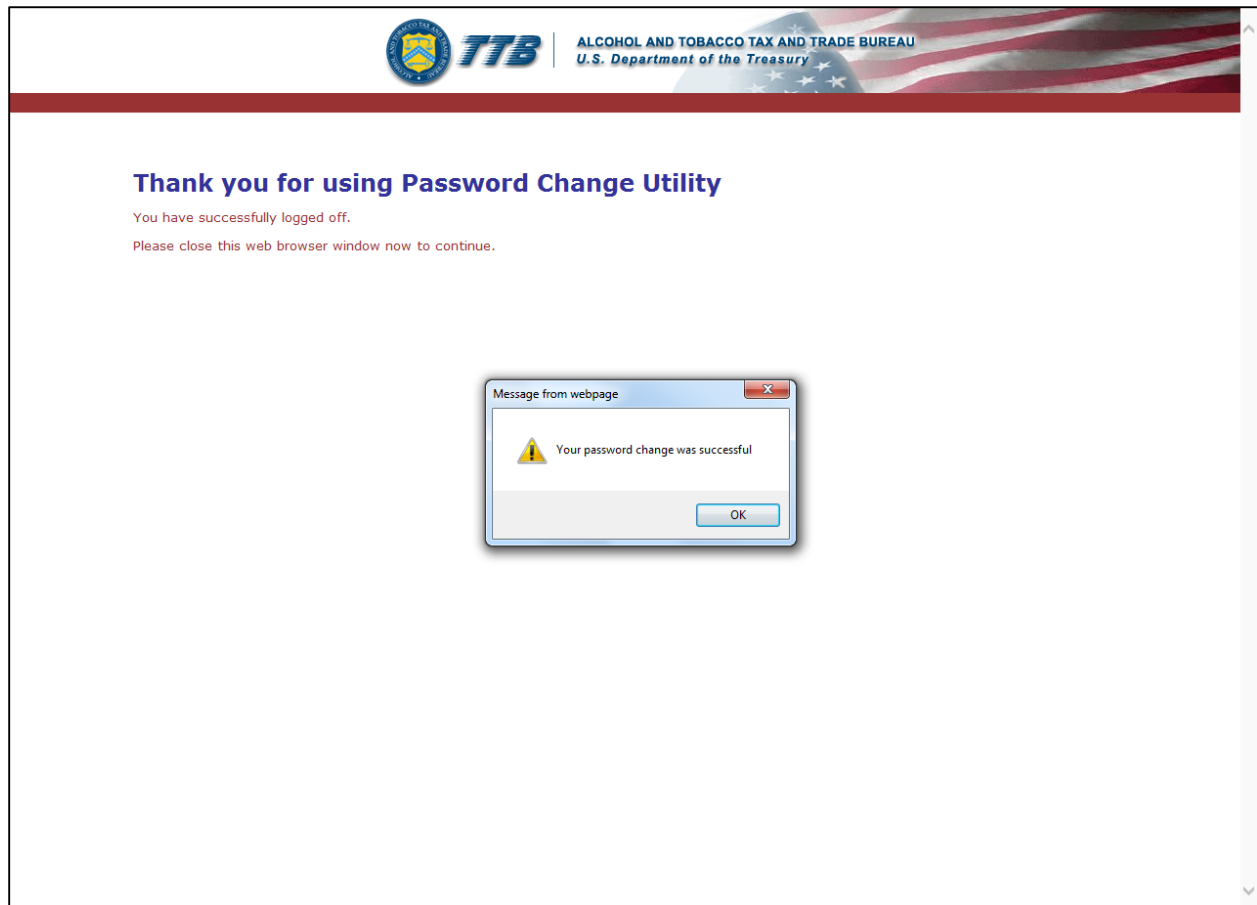
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **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



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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Formulas Online](#)

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

My Profile

Contact Information

Name
JANE SMITH

User Name
JSCFMEXT

E-mail address
JANE.SMITH@TTB.GOV

Telephone Number
2024532000

Fax Number

[Change Password](#)

Registered to Submit Applications for:

[Modify Registration](#)

Plant Registry/Basic Permit/Brewer's No. ⑦	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

[Authentication Questions](#)

Figure 47: Modify User Registration – My Profile (Bottom)


BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD., NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

Authentication Questions
Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

Question	Answer
* 1: In what city or town was your first job?	Trenton
* 2: What is your oldest cousin's first name?	Susie
* 3: The name of your favorite television series?	Arrested Development

Back to My eApplications Save Changes

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov



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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at afid@ttb.gov.

If you have difficulty accessing any information in 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.

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.

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

User Registration

Main

Company

Comments

Docs/Links

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

Company Detail

If you are requesting access to COLAs Online, please specify

COLAs Online System Access: Submitter

<input type="checkbox"/> SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
FONL	Beverage	BEECH	POM BEECH	Submitter	All	None	In Process
FONL	Beverage	BR-ME-1111		Submitter	All	None	Pending
FONL	Beverage	BWN-MA-15555		Submitter	All	None	Pending
COLA	Beverage	CT-I-6666		Submitter	n/a	None	Pending
FONL	Beverage	CT-I-6666		Submitter	All	None	Pending
FONL	Beverage	FL-W-15555		Submitter	All	None	Pending
COLA	Beverage	FL-W-15555		Submitter	n/a	None	Pending
FONL	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
COLA	Beverage	NC-I-888		Submitter	n/a	None	Pending
FONL	Beverage	NC-I-888		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WINES	Submitter	All	None	Approved
FONL	Beverage	OH-W-999		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WHOLE	Submitter	All	None	Approved
FONL	Nonbeverage	POM		Submitter	All	None	Pending
FONL	Nonbeverage	POMADD		Submitter	All	None	Pending
FONL	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
FONL	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process

Add

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

« Previous

Validate

Cancel

Submit

Next »

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.

Figure 49: Modify User Registration – Company Modal Window

Company

System Information

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

Company Information

- *Registry, Permit, or Brewer's Notice: (Provide the Registry Number from your Basic Permit)
- Date of Permit Issue: (Format: MM/DD/YYYY)
- Company Code: (if known)
- *Company Name:
- Address Format:
- *Street:
- *City:
- *State:
- *Zip Code:

Individual Information

- *Relationship of Applicant to Company: ☒ Employee ☐ Representative
- *Signature Authorization: ☒ Owner ☐ Signing Authority ☐ Power of Attorney

Approver Information

- Title of Company Approval Official:
- Name of Company Approval Official:

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

User Registration

Main Company Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

Company Detail

If you are requesting access to COLAs Online, please specify
COLAs Online System Access: Submitter

<input type="checkbox"/> SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
FONL	Beverage	BEECH	POM BEECH	Submitter	All	None	In Process
FONL	Beverage	BR-ME-1111		Submitter	All	None	Pending
FONL	Beverage	BWN-MA-15555		Submitter	All	None	Pending
COLA	Beverage	CT-I-6666		Submitter	n/a	None	Pending
FONL	Beverage	CT-I-6666		Submitter	All	None	Pending
FONL	Beverage	FL-W-15555		Submitter	All	None	Pending
COLA	Beverage	FL-W-15555		Submitter	n/a	None	Pending
FONL	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
COLA	Beverage	NC-I-888		Submitter	n/a	None	Pending
FONL	Beverage	NC-I-888		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WINES	Submitter	All	None	Approved
FONL	Beverage	OH-W-999		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WHOLE	Submitter	All	None	Approved
FONL	Nonbeverage	POM		Submitter	All	None	Pending
FONL	Nonbeverage	POMADD		Submitter	All	None	Pending
FONL	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
FONL	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
<input type="checkbox"/> COLA	Beverage	OH-W-999	POM BREWERS	Submitter	All	New	Pending

Add Delete

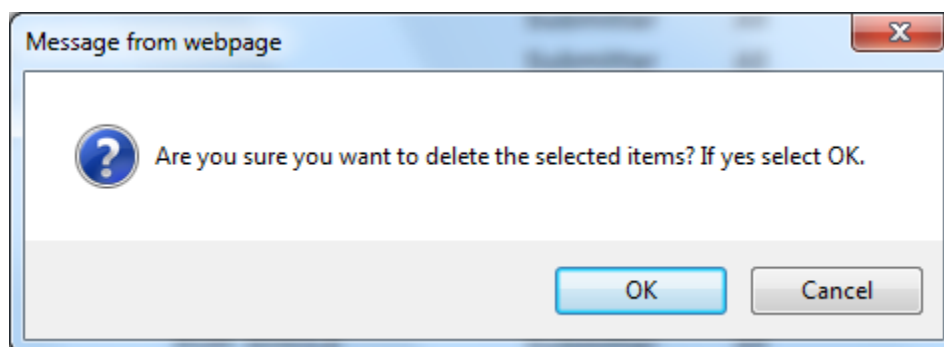
Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

« Previous Validate Cancel Submit Next »

► **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.

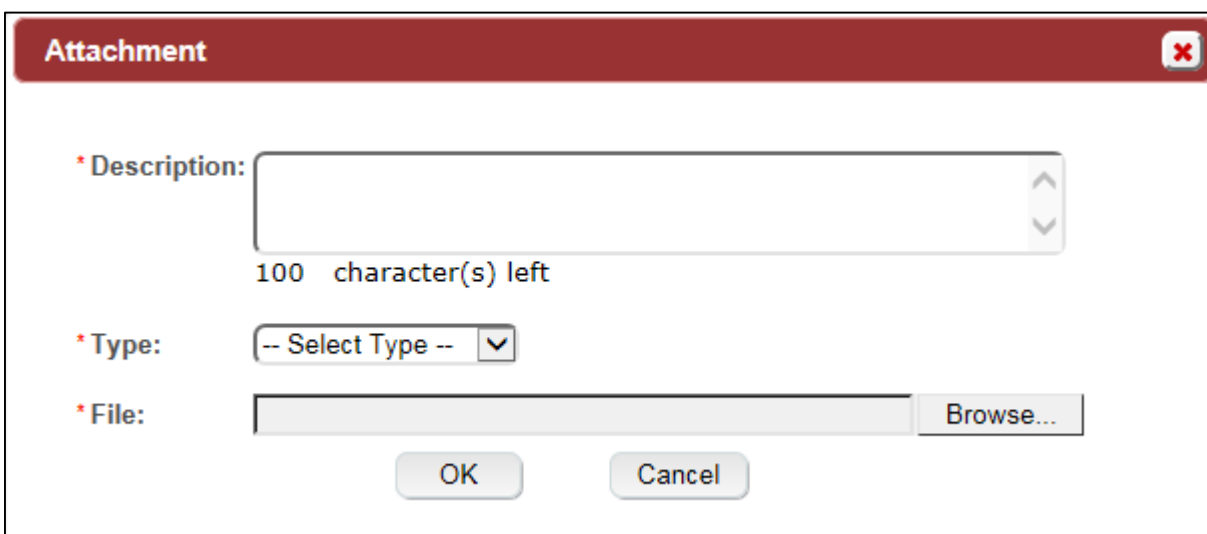
Figure 52: Modify User Registration – Docs/Links Tab

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

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
------	-------------	------------------	------	------

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

9. Select the **Upload** button. The Attachment modal window displays. See Figure 53.

Figure 53: Modify User Registration – Attachment Modal WindowThe image shows a modal window titled "Attachment" with a red header bar and a close button (X) in the top right corner. Inside the window, there are three required fields marked with asterisks: 1. "* Description:" followed by a text input field with a vertical scrollbar. Below the field, it says "100 character(s) left". 2. "* Type:" followed by a dropdown menu showing "-- Select Type --" with a downward arrow. 3. "* File:" followed by a file input field and a "Browse..." button. At the bottom of the modal, there are two buttons: "OK" and "Cancel".

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

User Registration ?

[Main](#) |
 [Company](#) |
 [Comments](#) |
 [Docs/Links *](#)

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

Submission Documents ?

<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Power of Attorney	POA Form	<input type="checkbox"/> POA Form.pdf	46 Kb	04/17/2015	edit

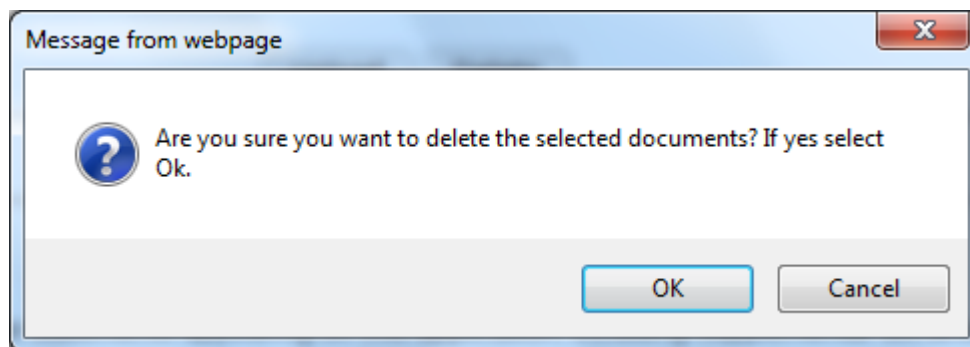
[Upload](#)
[Delete](#)

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

[« Previous](#)
[Validate](#)
[Cancel](#)
[Submit](#)

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

Figure 56: Modify User Registration – Comments Tab

User Registration ⓘ

Main Company **Comments** Docs/Links *

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

Comments Detail ⓘ

Add

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

Save Validate Cancel Submit

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

Figure 57: Modify User Registration – Comments Modal Window

Comments [X]

* Comments:

2000 characters left

OK Cancel

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.

Figure 58: Modify User Registration – Comments Tab with Comment Added

User Registration ⓘ

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

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

Comments Detail ⓘ

☐ Select/Clear All

Date/Time: 04-17-2015 08:38 AM Submitted by: Jane Smith

☐ [Comment](#): Please review the attached POA form and notify me if there are any discrepancies with the existing company detail

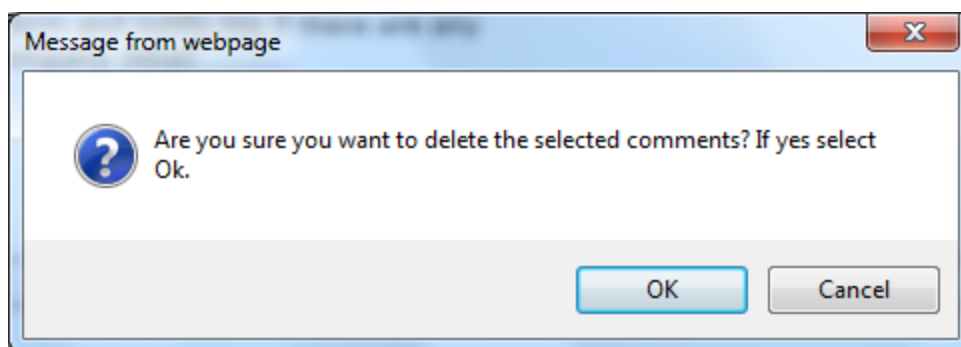
Add Delete

Perjury Statement

☐ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

Save Validate Cancel Submit

► **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.

Figure 59: Modify User Registration – Delete Comment Confirmation

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.

Figure 60: Modify User Registration – Unsuccessful Validation Message

User Registration ⓘ

Errors:

Docs/Links Tab

- Power of Attorney - Document attachment is required.

Main Company Comments * Docs/Links *

Figure 61: Modify User Registration – Successful Validation Message

User Registration ⓘ

Validation is successful - no errors were found.

Main Company Comments * Docs/Links *

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.

Figure 62: Modify User Registration – Perjury Statement

Perjury Statement

☒ Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

Save Validate Cancel Submit

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.

Figure 63: Modify User Registration – Submission Confirmation

User Registration ⓘ

Thank You. Your application has been successfully submitted. Please check ttb.gov for the current processing times for COLAs/FONL registrations. You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1334485. You should keep a record of this submission ID for tracking purposes.

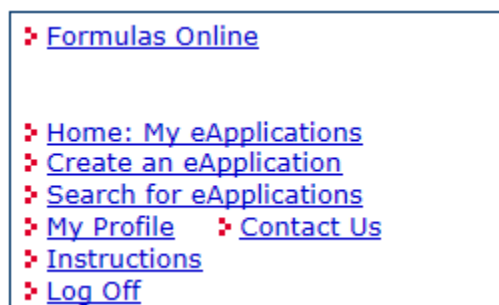
We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

TTB verifies 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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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

Check the most recent processing times for [label applications](#).

My eApplications

Create an eApplication

This list is limited to your most recent 300 eApplications. Please use Search for eApplications link above to find applications not listed here.

[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
13217001000001	BWN-MA-15555	POM WINE		134567	08/05/2013	ASSIGNED

1 to 1 of 1

Search by TTB ID: Search [Advanced Search](#)

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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.

Figure 66: Allowable Changes to Approved Labels Acknowledgement

The screenshot displays the COLAs Online interface. At the top, the TTB logo and "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury" are visible. Below this, the "COLAs Online" header is present. A navigation menu on the right includes links for "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off".

The main content area is titled "Allowable Changes to Approved Labels". It contains a section titled "Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?" followed by a paragraph explaining that users can review the "complete list of allowable revisions" before submitting an application. A list of links is provided: "Examples of Labels with Allowable Changes", "Complete List of Allowable Revisions To Approved Labels (Printer-Friendly Version)", and "Webinar Presentation: Allowable Revisions To Approved Labels".

Below the links, there is a checkbox labeled "Yes, I have read the list of allowable revisions" which is checked. At the bottom of this section are "Cancel" and "Continue" buttons.

The footer of the page includes the "UNITED STATES DEPARTMENT OF THE TREASURY" logo, a disclaimer about the accuracy of the information, and a warning about unauthorized use of the system.

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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Formulas Online](#)

- Home: My eApplications
- Create an eApplication
- Search for eApplications
- My Profile
- Contact Us
- Instructions
- Log Off

Create Application Step 1 of 3: Application Type

Step 1 | [Step 2](#) | [Step 3](#) |

Type of Product

☐ Wine
☐ Domestic SAKE Application

☐ Distilled Spirit

☐ Malt Beverage

Source of Product

☐ Domestic

☐ Imported

Type of Application

☒ Certificate of Label Approval

☐ Certificate of Exemption from Label Approval
*This item will only be sold in

Resubmission

Figure 68: Create Application Step 1 of 3: Application Type (Bottom)

☐ Malt Beverage

Source of Product ?

☐ Domestic

☐ Imported

Type of Application ?

☒ Certificate of Label Approval

☐ Certificate of Exemption from Label Approval

*This item will only be sold in

Resubmission ?

Is this application a resubmission of a previously rejected application?

☐ Yes ☒ No

*If yes, indicate the previously rejected TTB ID

or

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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)

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

Figure 71: Create Application Step 2 of 3: COLA Information (Middle)

FORMULA(s)

TTB Formula ID: ?

--Select TTB Formula ID --

Add Formula

OR

Permit Number: ?

Company Formula #/SOP #: ?

--Select Permit #--

Add Formula (manually)

List of Formulas

(None assigned)

Sulfite Analysis Submission ID: ?

--Select Sulfite Submission --

Add Sulfite Submission

OR

Add Sulfite Submission (manually)

(None assigned)

Net Contents ?

--Select Net Contents--

Add Net Contents

Net Contents

Remove?

(None assigned)

Alcohol Content ?

Wine Vintage ? (if on label)

Grape Varietal(s) (If any) ? (if on label)

Figure 72: Create Application Step 2 of 3: COLA Information (Bottom)

Alcohol Content ?

Wine Vintage ? (if on label)

Grape Varietal(s) (If any) ? (if on label)

Wine Appellation ? (if on label)

Notes to Specialist

Previous Notes

Cancel application << Previous Next >>

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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.

► **Note:** Grape Varietal(s) only appears for Wine applications.

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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Create Application
Step 3 of 3 : Upload Labels

[Step 1](#) | [Step 2](#) | [Step 3](#)

SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

Upload Label Images:
Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
>> add/remove Images			

Upload Other Attachments:
Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
>> add/remove Attachments		

Figure 74: Create Application Step 3 of 3: Upload Labels (Bottom)

(e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.



Upload Label Images:
Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
>> add/remove Images			

Upload Other Attachments:
Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
>> add/remove Attachments		

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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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
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[Formulas Online](#)

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

Upload Label Images

Upload Label Image:

Step 1: Click Browse to Select Attachment
 (Note: Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and TIFF(.tif, .tiff).)

Step 2: Indicate Type of Image
 --Select Type of Attachment--

Step 3: Specify the Actual Dimensions of the Printed Label
 (Note: This is the **size of the actual printed label**, which may be different than the image size)

width inches height inches

Step 4: Click Attach File
 (Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
Repeat steps 1-4 to attach more files				

Step 5: Click Done when finished

Figure 76: Upload Label Images (Bottom)

actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and TIFF(.tif, .tiff).)

Step 2: Indicate Type of Image

--Select Type of Attachment--

Step 3: Specify the Actual Dimensions of the Printed Label
(Note: This is the **size of the actual printed label**, which may be different than the image size)

width inches height inches

Step 4: Click Attach File
(Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
Repeat steps 1-4 to attach more files				

Step 5: Click Done when finished

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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.).

► **Note:** Please include only one label per image.

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.

Figure 77: Upload Other Attachments

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
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Upload Other Attachments

Upload Other Attachments:
Step 1: Click Browse to Select Attachment
(Note: Valid type/extensions are DOC(.doc), TEXT(.txt), PDF(.pdf), JPEG (.jpg, .jpeg, .jpe), and TIFF(.tif, .tiff).)

Step 2: Indicate Type of Image
--Select Type of Attachment--

Step 3: Click Attach File
(Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)

Other Attachments: Successfully Uploaded

File Name	File Size	Type	Remove?
Repeat steps 1-3 to attach more files			

Step 4: Click Done when finished

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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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Verify Application

[Step 1](#) | [Step 2](#) | [Step 3](#) | [Verify Application](#)

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

Type of Product: WINE edit step 1

Source of Product: DOMESTIC

Type of Application: CERTIFICATE OF LABEL APPROVAL

Serial #: 13-4567 edit step 2

Contact Information
JANE SMITH
Phone Number: (202) 453-2000
Fax Number:
JANE.SMITH@TTB.GOV

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):
BR-ME- 5555
POM BREWING COMPANY
1111 RIVER RD
BETHEL, ME 04217

DBA/Trade Name:
POM BREWING

Plant Registry/Basic Permit/Brewers No (Other):

Figure 79: Verify Application (Middle)

<p>Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV</p> <p>Plant Registry/Basic Permit/Brewers No (Principal Place of Business): BR-ME-5555 POM BREWING COMPANY 1111 RIVER RD BETHEL, ME 04217</p> <p>DBA/Trade Name: POM BREWING</p> <p>Plant Registry/Basic Permit/Brewers No (Other):</p> <p>Brand Name: POM BREW</p> <p>Fanciful Name: N/A</p> <p>Net Contents: 1 LITER</p> <p>Alcohol Content: 1</p> <p>Wine Appellation: N/A</p> <p>Wine Vintage: N/A</p> <p>Grape Varietal(s): N/A</p> <p>TTB Formula ID: (None assigned)</p> <p>Sulfite Analysis Submission ID: (None assigned)</p> <p>Lab No. & Date/Pre-Import No. & Date: N/A</p>	<div style="text-align: right;"> edit step 3 </div> <p>Special Wording: N/A</p>
---	--

Figure 80: Verify Application (Bottom)

Labels:	File Name	File Size	Type	Dimensions
	Test4.jpg	316KB	Brand (front)	5 inches W X 5 inches H

Other Attachments:		
File Name	File Size	Type

Verify uploaded images with actual sizes
[Verify Uploaded Images](#)



Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31. Certificate/Exemption of Label/Bottle Approval.

☐ I agree

Date of Application 06/06/2014 Applicant Name JANE SMITH

or

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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.

Figure 81: Application Submitted

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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Application Submitted

You have successfully submitted your application. Your TTB ID number is **13221001000001** (for Permit or Registry No. **BR-ME-5555**, Serial Number **134567**).

(Note: You may disregard any previous TTB IDs associated with "Saved, Not Submitted" versions of this application you may have created in the past.)
If you have any questions about your application please contact:

Alcohol and Tobacco Tax and Trade Bureau
Advertising, Labeling and Formulation Division
1310 G Street, NW, Box 12
Washington, DC 20005
Attention: Customer Service Team
1-866-927-ALFD (2533)
alfd@ttb.gov

[create an eApplication](#) [Back to My eApplications](#)

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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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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Search for eApplications

Search Criteria:
Note: Wild card character for a search is represented by a "%"

Submitted By:

☒ JSCFMEXT
 ☐ other users with same Plant Registry/Basic Permit/Brewer's No.

Date Submitted:

From **To**
 MM/DD/YYYY MM/DD/YYYY

Date Status Last Updated:

From **To**
 MM/DD/YYYY MM/DD/YYYY

TTB ID:

Serial #:

Plant Registry/Basic Permit/Brewer's No.

Note: Searches by Permit No. will only return 04/26/2003 forward data
Checking one or more permits will return data for the checked permit(s) only. Not
checking any permit will return data for ALL the permits listed below.

☐ BR-ME-SUN-111: POM RIVER BREWING COMPANY
☐ BWN-MA-5555: POM WINERY, LLC
☐ DSP-ME-222: POM ROCK DISTILLERIES, INC.
☐ PR-S-333: POM & CO. INC.
☐ VA-I-6666: POM MARKETING GROUP

Figure 83: Search for eApplications (Bottom)

☐ VA-1-5666: POM MARKETING GROUP

Product Name ?
☐ Brand Name ☐ Fanciful Name ☒ Either

Type of Application ?
 (Check all that apply)
☐ Certificate of Label Approval
☐ Certificate of Exemption

Type of Product ?
 (Check all that apply)
☐ Wine
☐ Distilled Spirits
☐ Malt Beverage

Source of Product ?
 Note: Searches by Source of Product will only return 08/01/2006 forward data
 (Check all that apply)
☐ Domestic
☐ Imported

Type of Submission ?
☐ Resubmission After Rejection

Distinctive Bottling
☐ Distinctive Liquor Bottle Approval

Representative ID ?

COLA Status ?
 --Select Status--

Clear and Start Over Back to My eApplications Search

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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.
14. Select Distinctive Liquor Bottle.
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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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- [Search for eApplications](#)
- [My Profile](#)
- [Instructions](#)
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Search Results: eApplications

[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
10207001000001	BWN-MA-5555	POM WINERY		101234	07/26/2010	SURRENDERED
10207001000003	DSP-ME-222	POM DISTILLERS		101234	07/26/2010	REJECTED
10207001000002	BR-ME-SUN-111	POM BREWERY		101234	07/26/2010	REJECTED
10204001000001	DSP-ME-222	POM DISTILLERS		101234	07/23/2010	WITHDRAWN

1 to 4 of 4 (Total Matching Records: 4)

[New Search](#) [Back to My eApplications](#)

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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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Application Detail

TTB ID: 13221001000001

Status: RECEIVED [Withdraw eApplication](#)

Brand Name: POM BREW

Type of Product: WINE

Source of Product: DOMESTIC

Serial #: 134567

Type of Application: LABEL APPROVAL

Date Submitted: 08/09/2013

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):

BR-ME- 5555
POM BREWING COMPANY
1111 RIVER RD
BETHEL, ME 04217


Trade Name (as on label):
POM BREWING

Plant Registry/Basic Permit/Brewers No (Other):



Figure 86: Application Detail (Middle)

Plant Registry/Basic Permit/Brewers No (Other): ? Contact Information JANE SMITH (JSCFMEXT) (202) 453-2000 JANE.SMITH@TTB.GOV Fanciful Name: ? Net Contents: ? 1 LITER Alcohol Content: ? 1 Wine Appellation: ? Grape Varietal(s): ? Wine Vintage: ? TTB Formula ID: ? (None assigned) Formula/SOP #: ? Sulfite Analysis Submission ID: ? (None assigned) Lab No. & Date/Pre-Import No. & Date: ?		
Special Wording: N/A		
Label Images	Type	Label Dimensions
Test4.jpg	Brand (front)	1 inches W X 1 inches H
Attachments	Type	
Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read		

Figure 87: Application Detail (Bottom)

(None assigned)		
Lab No. & Date/Pre-Import No. & Date: 		
Special Wording:		
N/A		
Label Images	Type	Label Dimensions
Test4.jpg	Brand (front)	1 inches W X 1 inches H
Attachments	Type	
<p>Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31. Certificate/Exemption of Label/Bottle Approval.</p>		
Date of Application: 08/09/2013 Applicant Name JANE SMITH		
<input type="button" value="Back"/>		

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at altd@ttb.gov.

If you have difficulty accessing any information in 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.

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.

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

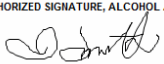
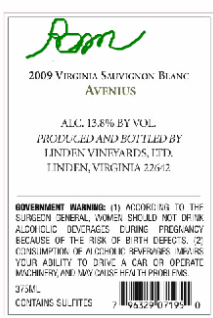
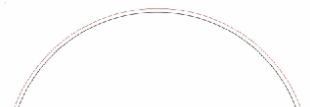
3.7.4.1 Printable E-filed COLA

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)

FOR TTB USE ONLY		OMB No. 1513-0020 (01/31/2009)	
TTB ID 0936500100666		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice on Back)	
1. REP. ID. NO. (If any)	CT 81	OR 05	
PART I - APPLICATION			
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required) BW-VA-6666	3. SOURCE OF PRODUCT (Required) <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Imported	8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON LABEL (Required) POM VINEYARDS LTD 3777 HARRELS CORNER RD LINDEN VA 22642	
4. SERIAL NUMBER (Required) 090555	5. TYPE OF PRODUCT (Required) <input checked="" type="checkbox"/> WINE <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGE		
6. BRAND NAME (Required) POM VINEYARDS		8a. MAILING ADDRESS, IF DIFFERENT	
7. FANCIFUL NAME (If any)			
8. EMAIL ADDRESS WINE@POMVINEYARDS.COM	10. FORMULA/SOP NO. (If any)	11. LAB. NO. & DATE / PREIMPORT NO. & DATE (If any)	18. TYPE OF APPLICATION (Check applicable box(es))
12. NET CONTENTS 375 MILLILITERS	13. ALCOHOL CONTENT 13.8	14. WINE APPELLATION IF ON LABEL VIRGINIA	a. <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL
15. WINE VINTAGE DATE IF ON LABEL 2009	16. PHONE NUMBER (540) 364-1997	17. FAX NUMBER (540) 364-3333	b. <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only" (Fill in state abbreviation.)
			c. <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL TOTAL BOTTLE CAPACITY BEFORE CLOSURE (Fill in amount)
			d. <input type="checkbox"/> RE SUBMISSION AFTER REJECTION TTB ID NO. _____
19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, celloseals, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., net contents etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.			
PART II - APPLICANT'S CERTIFICATION			
Under the penalties of perjury, I declare, that all statements appearing on this application are true and correct to the best of my knowledge and belief, and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.			
20. DATE OF APPLICATION	21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT	

Figure 89: Printable E-filed COLA (Bottom)

PART III - TTB CERTIFICATE	
This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.	
23. DATE ISSUED 01/05/2010	24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU 
FOR TTB USE ONLY	
QUALIFICATIONS STATUS THE STATUS IS APPROVED. CLASS/TYPE DESCRIPTION TABLE WHITE WINE	EXPIRATION DATE (if any)
AFFIX COMPLETE SET OF LABELS BELOW Image Type: Brand (front) Actual Dimensions: 2.25 inches W X 3.25 inches H	
	
Image Type: Back Actual Dimensions: 3.25 inches W X 3.25 inches H	
	


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.

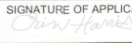

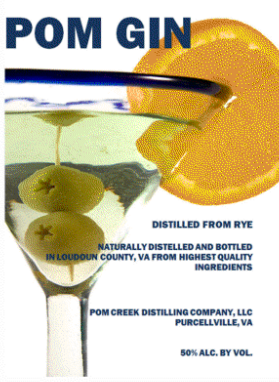

For new COLA applications (COLAs Online 3.5 and above), the “GRAPE VARIETAL(S)” Field is Block 10 and the “FORMULA” field is Block 11. The “FORMULA” field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.

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

FOR TTB USE ONLY		OMB No. 1513-0020 (03/31/2012)	
TTB ID 10005-003-006666		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL <small>(See Instructions and Paperwork Reduction Act Notice Below)</small>	
1. REP. ID. NO. (If any)		PART I - APPLICATION 8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT, OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON THE LABEL. (Required)	
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required)		Pom Creek Distilling Company 37777 Richardson Lane Ste 222 Purcellville, VA 20132-3505 DBA: Pom Creek Distilling Company	
3. SOURCE OF PRODUCT (Required)		8a. MAILING ADDRESS, IF DIFFERENT	
DSP-VA-15555 <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Imported		Pom Creek Distilling Company 444 Dresden Ct. Purcellville, VA 20132-3060	
4. SERIAL NUMBER (Required)		11. LAB. NO. & DATE/PRE-IMPORT NO. & DATE (If any)	
YEAR: 1 0 0 0 0 2 5. TYPE OF PRODUCT (Required) <input type="checkbox"/> WINE <input checked="" type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGES		N/A 18. TYPE OF APPLICATION (Check applicable box(es)) <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL <small>"For sale in _____ only" (Fill in State abbreviation)</small> <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL, TOTAL BOTTLE CAPACITY BEFORE CLOSURE <small>(Fill in amount)</small> <input type="checkbox"/> RESUBMISSION AFTER REJECTION TTB ID _____	
6. BRAND NAME (Required)		19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, cellophane, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents, etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.	
Pom Creek		None.	
7. FANCIFUL NAME (If any)		PART II - APPLICANT'S CERTIFICATION Under the penalties of perjury, I declare: that all statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood, and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.	
9. E-MAIL ADDRESS		20. DATE OF APPLICATION	
scott@pomcreek.com		1/5/2010	
10. FORMULA/SOP NO. (If any)		21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	
1		 E. Harris, Vice President	
12. NET CONTENTS		22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT	
750 ml		E. Harris, Vice President	
13. ALCOHOL CONTENT		PART III - TTB CERTIFICATE This certificate is issued subject to applicable laws, regulations, and conditions as set forth in the instructions portion of this form.	
50% ABV		23. DATE ISSUED	
14. WINE APPELLATION (If on label)		JAN 11 2010	
N/A		24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	
15. WINE VINTAGE DATE (If on label)		 FOR TTB USE ONLY	
N/A		QUALIFICATIONS EXPIRATION DATE (If any)	
16. PHONE NUMBER		AFFIX COMPLETE SET OF LABELS BELOW (See General Instructions 4, 6, and 7)	
540-751-8888			
17. FAX NUMBER		TTB F 5100.31 (05/2009) PREVIOUS EDITIONS ARE OBSOLETE	
540-751-3333			

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

The screenshot shows the 'Request to Surrender COLA' page. At the top, there is a header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this, the page title 'COLAs Online' is displayed. A sidebar on the right contains a list of links: 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main content area features the text 'Request to Surrender COLA' and a confirmation question: 'Are you sure you want to Surrender this Cola?'. Below this, the following information is displayed: 'TTB ID: 08325001000013', 'Brand Name: POM', 'Fanciful Name:', 'Type of Product: WINE', and 'Source of Product: DOMESTIC'. At the bottom of the main content area, there are three buttons: 'Cancel', 'Surrender', and 'Back to Search Results'. The footer of the page includes the Alcohol and Tobacco Tax and Trade Bureau logo, a disclaimer about the accuracy of the data, and contact information for the webmaster.

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

The screenshot shows the 'Surrender COLA Confirmation' page. At the top, there is a header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this, the page title 'COLAs Online' is displayed, followed by 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. A sidebar on the right contains a list of links: 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main content area shows the title 'Surrender COLA Confirmation' and a message: 'You have successfully surrendered TTB ID 08325001000013'. Below this message is a button labeled 'Back to My eApplications'. At the bottom of the page, there is a footer with the text 'Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov', the 'DEPARTMENT OF THE TREASURY' logo, and a disclaimer: '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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.' Below the disclaimer is a note about accessibility: 'If you have difficulty accessing any information in 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.' At the bottom, there is a 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.'

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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Formulas Online](#)

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

Request to Withdraw Application

Are you sure you want to Withdraw this application?

TTB ID: 13221001000001
 Brand Name: POM BREW
 Fanciful Name:
 Type of Product: WINE
 Source of Product: DOMESTIC

Cancel Withdraw

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
TREASURY

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If you have difficulty accessing any information in 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.

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.

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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Withdraw COLA Confirmation

You have successfully withdrawn application for TTB ID 13221001000001

[Back to My eApplications](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

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If you have difficulty accessing any information in 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.

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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

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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[Instructions](#)
[Log Off](#)

Application Needs Correction

TTB ID: 13217001000001 [Printable Version](#)
Application Status: N/A [Make Corrections](#)
Application Status Reason:
Date Status Last Updated: 08/09/2013 12:55:23 PM [Withdraw eApplication](#)
Brand Name: POM WINE
Type of Product: WINE
Source of Product: DOMESTIC
Serial #: 134567
Type of Application: LABEL APPROVAL
Date Submitted: 08/05/2013

The Application needs correction for the reasons listed below. Click on the "Make Corrections" link above to edit the information from your original submission. All corrections must be completed by **09/08/2013** or the application will be automatically rejected.

Reason	Additional Information
The company name and address (city and state) is required on your label immediately following the phrase "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 CFR 5.36 (a))	

TTB Comments:
No Comments Entered.

[Back](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

My Profile

Contact Information

Name
JANE SMITH

User Name
JSCFMEXT

E-mail address
JANE.SMITH@TTB.GOV

Telephone Number
2024532000

Fax Number

Registered to Submit Applications for:

Plant Registry/Basic Permit/Brewer's No. ?	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

Authentication Questions

Figure 97: My Profile (Bottom)


BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

Authentication Questions
Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

Question	Answer
* 1: In what city or town was your first job?	Trenton
* 2: What is your oldest cousin's first name?	Susie
* 3: The name of your favorite television series?	Arrested Development

Back to My eApplications Save Changes

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If you have difficulty accessing any information in 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.

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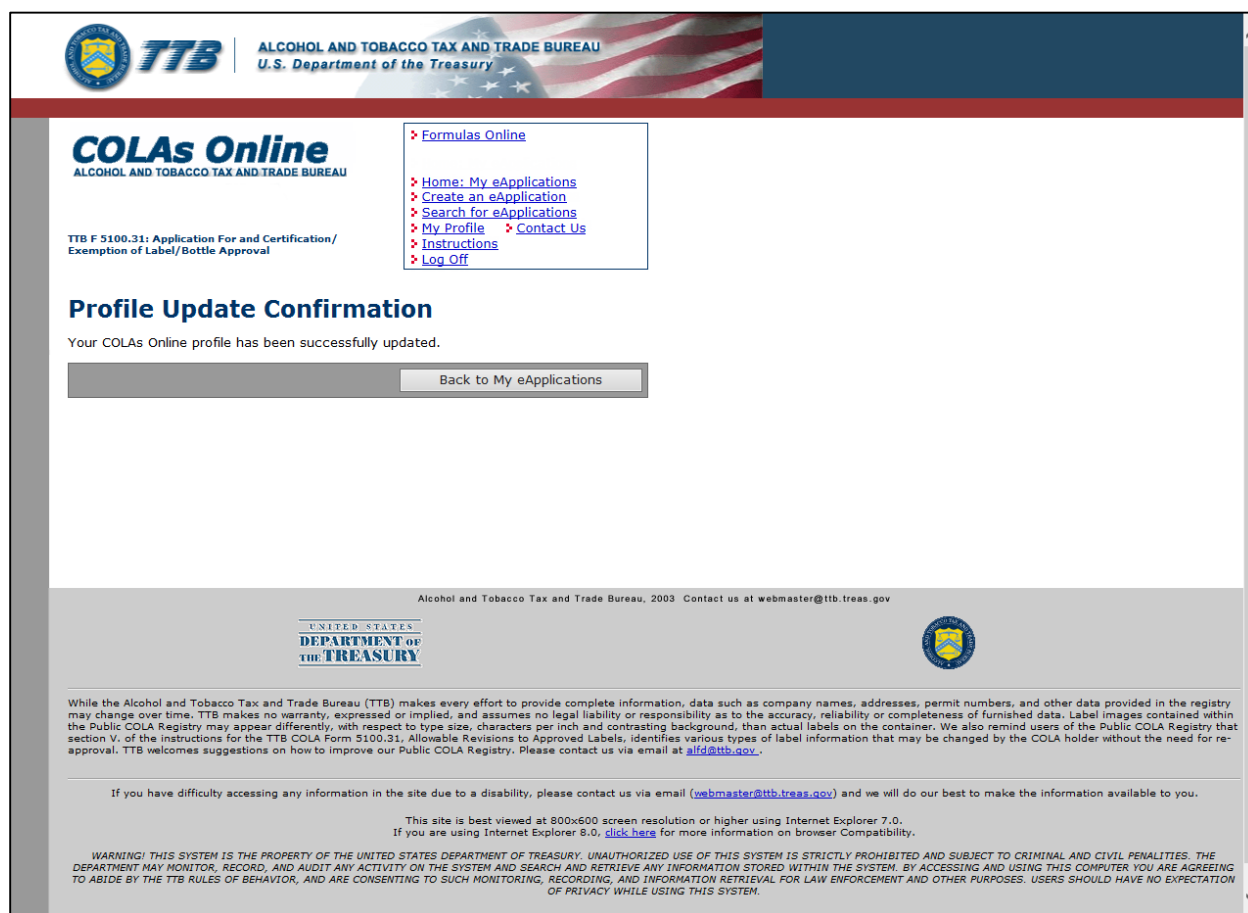
Follow these steps to view and/or edit your user profile information:

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

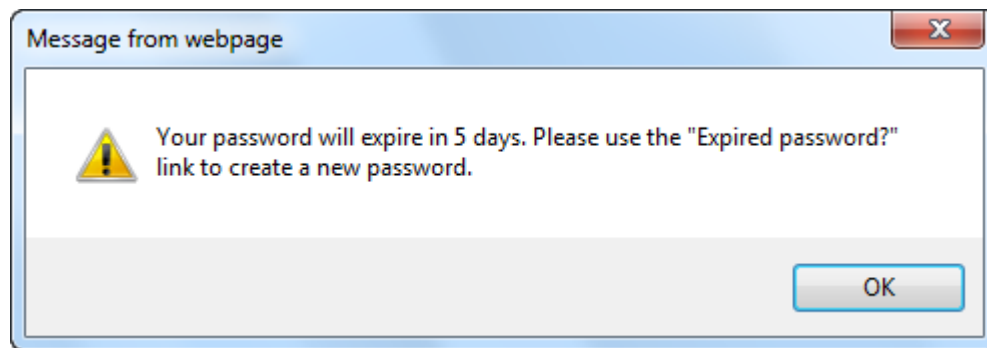


1. Select the **Back to My eApplications** button to return to the Home: My eApplications page. See Figure 65.

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.

Figure 100: Expired Password Error Message

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U.S. DEPARTMENT OF THE TREASURY

[REGISTER](#) [HOW TO REGISTER](#) [PUBLIC COLA REGISTRY](#) [FAQ](#) [CONTACT US](#)

Login Error: Your password has expired. If you are an Industry Member, please use the [Expired password?](#) link to create a new password.
Already registered? Log in:

User Name: [Expired password ?](#)

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

Logon to:

It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups in Internet Explorer 11](#) for more information.

Check the most recent processing times for [label applications](#) or [beverage formula applications](#).

You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

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

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If you have difficulty accessing any information in the site due to a disability, please contact us via email (altd@ttb.gov) and we will do our best to make the information available to you.
TTB PORTAL Version 1.5.09

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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

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[REGISTER](#) [HOW TO REGISTER](#) [PUBLIC COLA REGISTRY](#) [FAQ](#) [CONTACT US](#)

Login Error: Your account is locked. If you are an Industry Member, please use the [New or forgotten password?](#) link to create a new password to unlock your account. Already registered? [Log in](#):

User Name: [Expired password ?](#)

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

Logon to:

It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups in Internet Explorer 11](#) for more information.

Check the most recent processing times for [label applications](#) or [beverage formula applications](#).

You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

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[PRIVACY IMPACT ASSESSMENT](#)

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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.

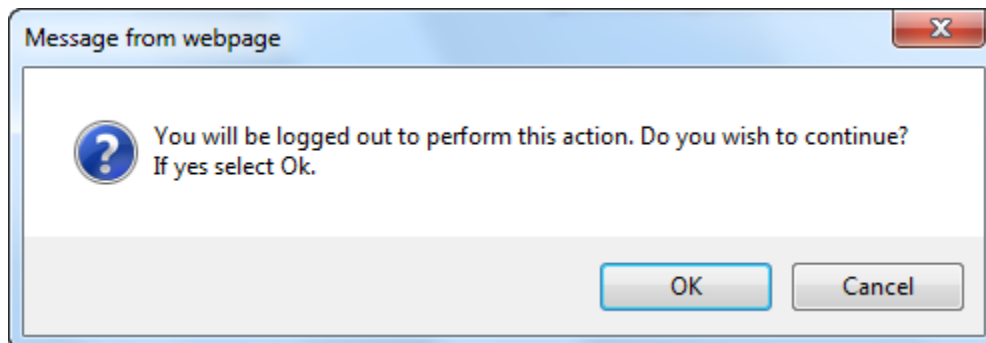
3.12.1 Change Your Password

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



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

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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

► **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.

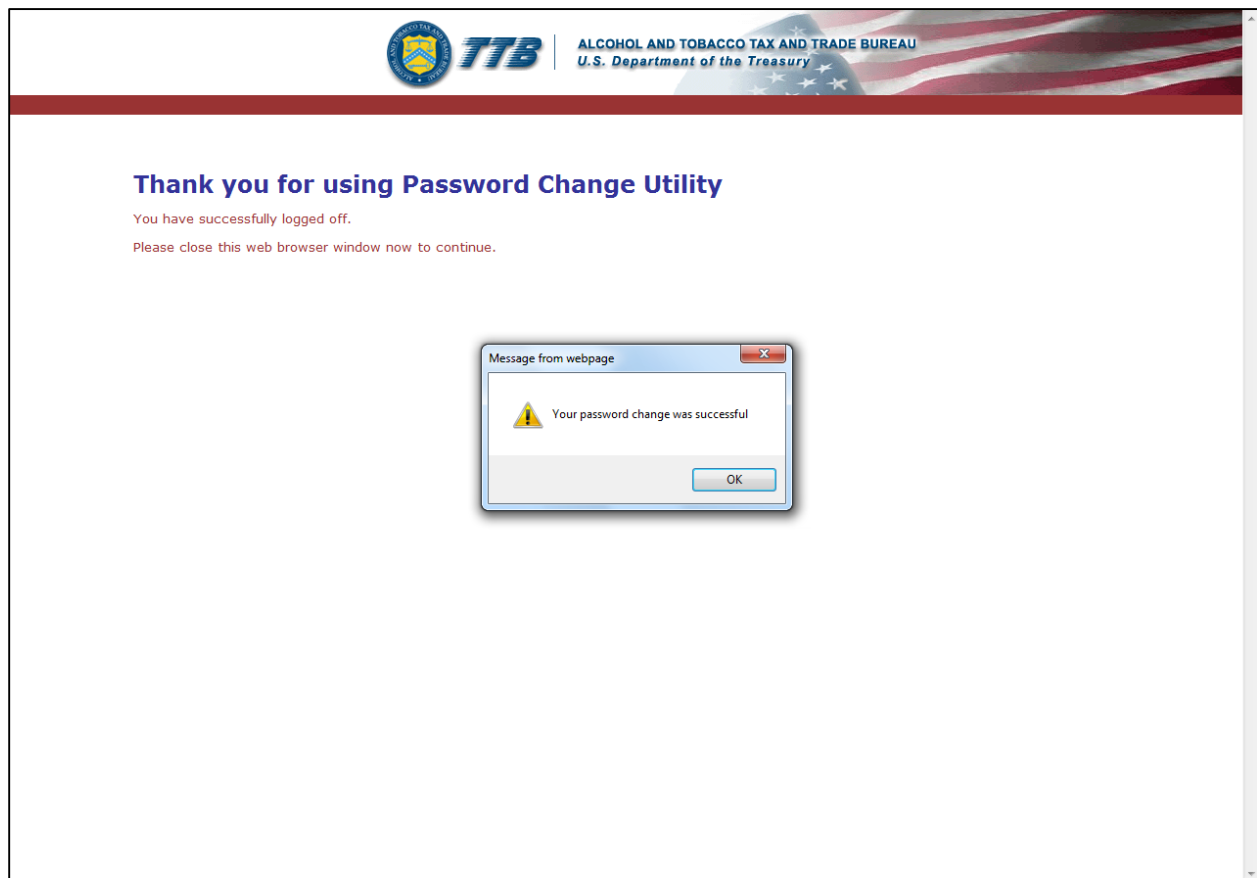
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **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

Industry Member Password Change Utility (v1.2)

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Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID: **Primary Email:**

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

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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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of the Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password must meet the following complexity rules:

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

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

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► **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.

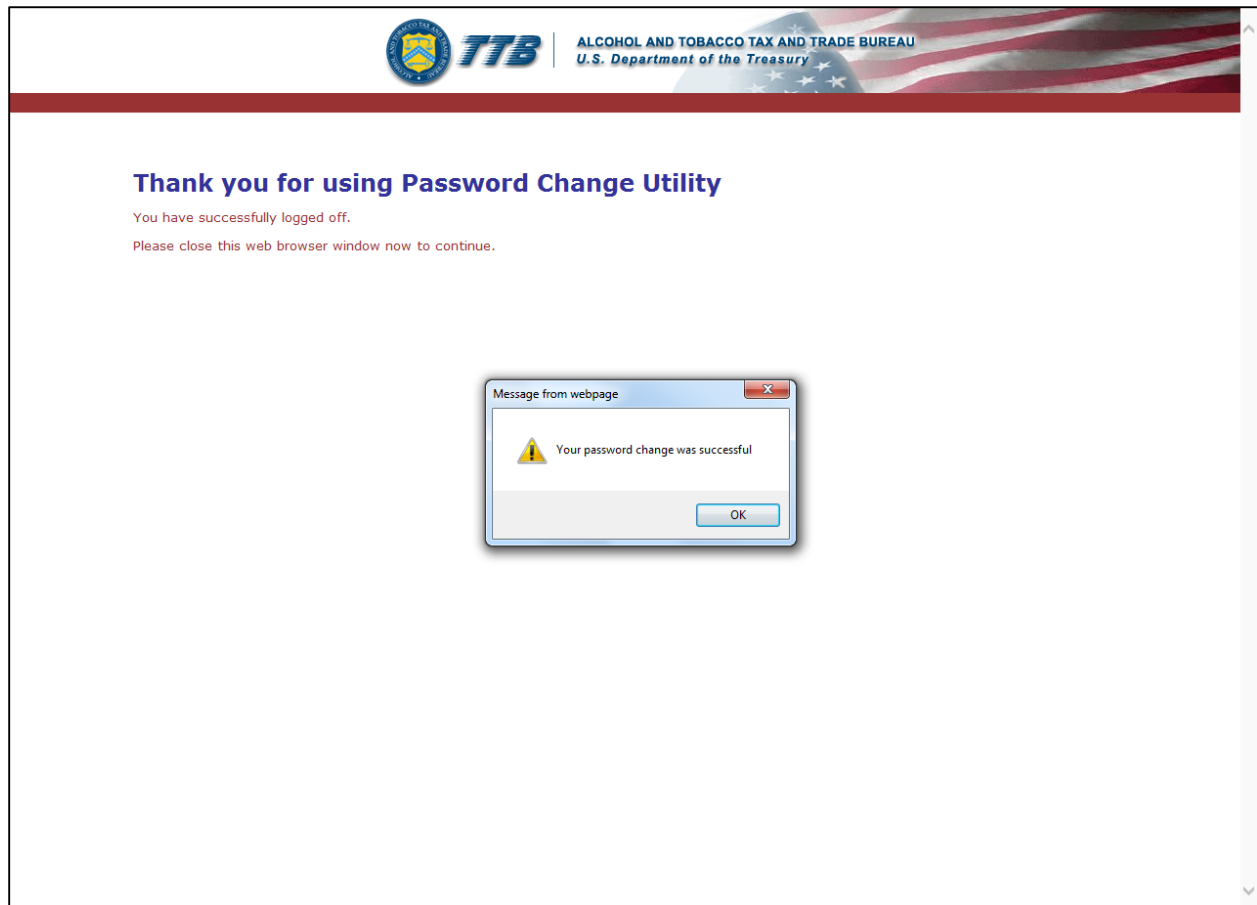
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID: **Primary Email:**

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

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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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of the Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

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- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

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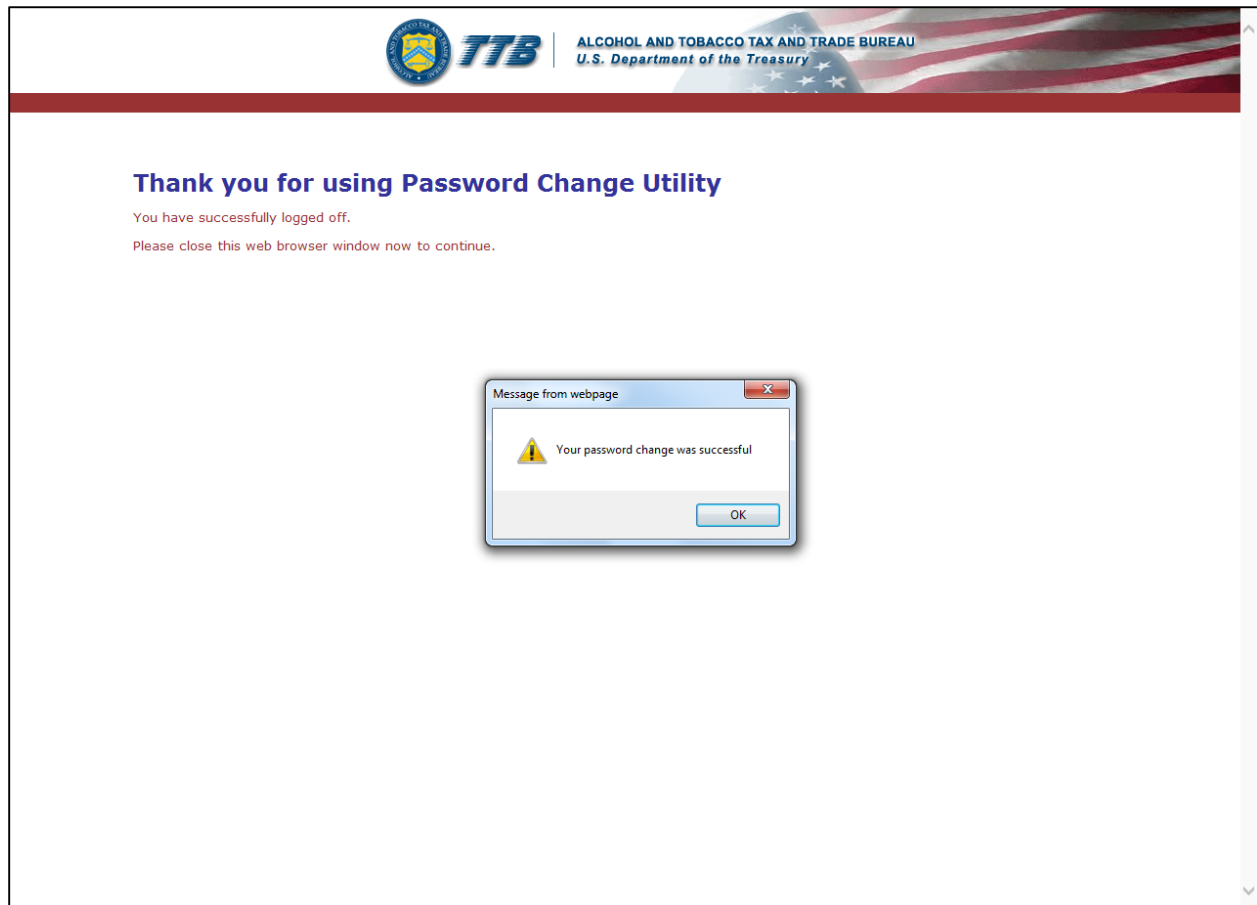
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

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

- Password must be at least 8 characters long.
 - Password must not contain your user ID.
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 - 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



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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID: **Primary Email:**

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

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.

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

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of the Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password 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.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

► **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.

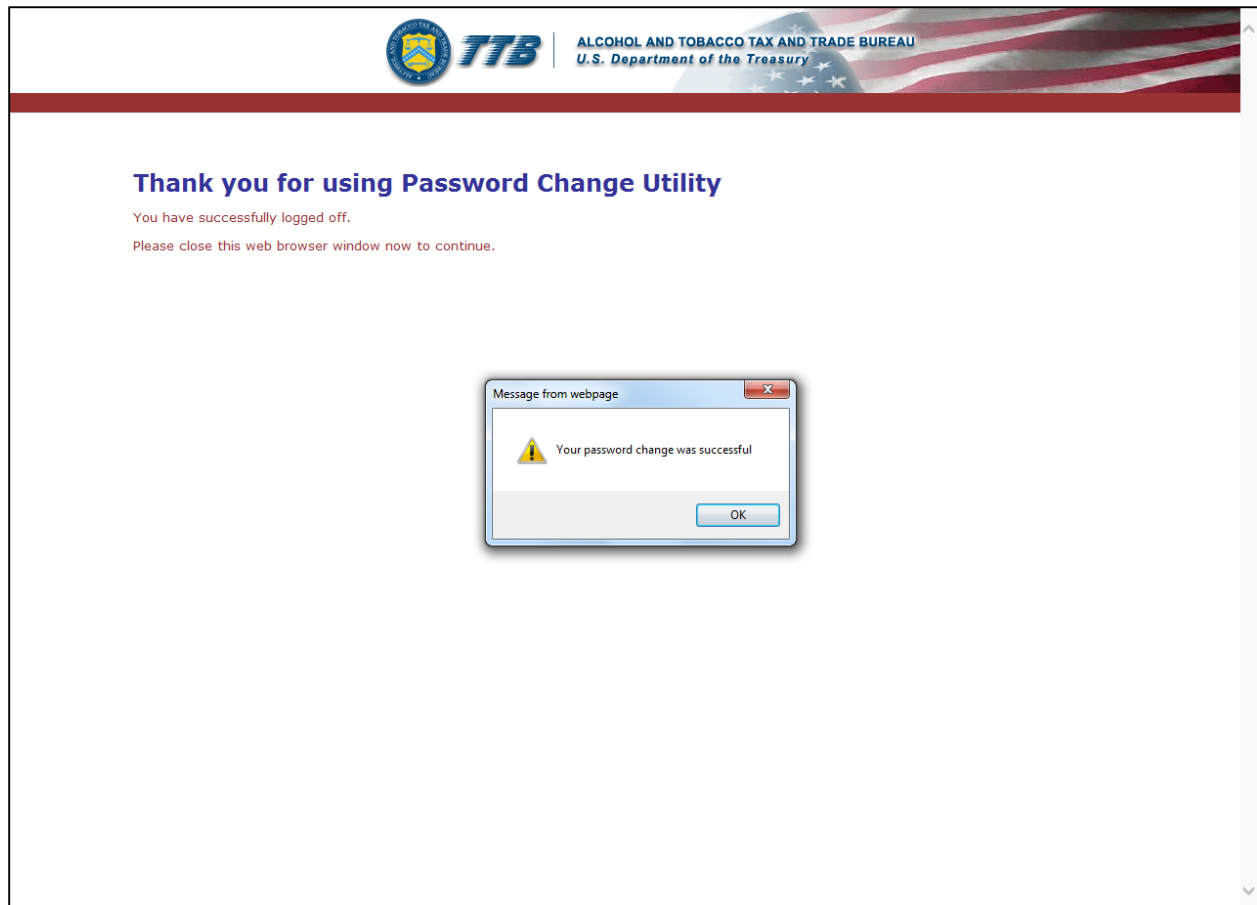
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **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



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.

Figure 115: Contact Us

Contact Us

To report problems or issues with COLAs Online / Public COLA Registry, you may send us an email by filling out the information below. Additional contact information is provided at the bottom of the page.

Trouble Logging On

If you have lost or forgotten your password, or locked your account, please use this [New or forgotten password?](#) link to create a new password. If your password has expired, please use the [Expired password?](#) link to create a new password.

If you have forgotten your User ID, or you were not able to successfully create a new password with the [New or forgotten password?](#) or [Expired password?](#) link, please refer to the additional contact information at the bottom of the page.

Select a Subject

☐ I filed an e-application and it's no longer in my in-box
☐ I'm having trouble uploading label images and/or attachments
☐ How do I add/modify/delete my user and/or company information?
☐ I'm experiencing problems searching the Public COLA Registry
☐ I have a question regarding my label application

Other:

Comments

Your Contact Information

Name: JANE SMITH
 E-mail Address:
 Phone Number:
 Fax Number:
 TTB ID Number:

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.

Figure 116: Instructions



Follow these steps to view the instructions for COLAs Online:

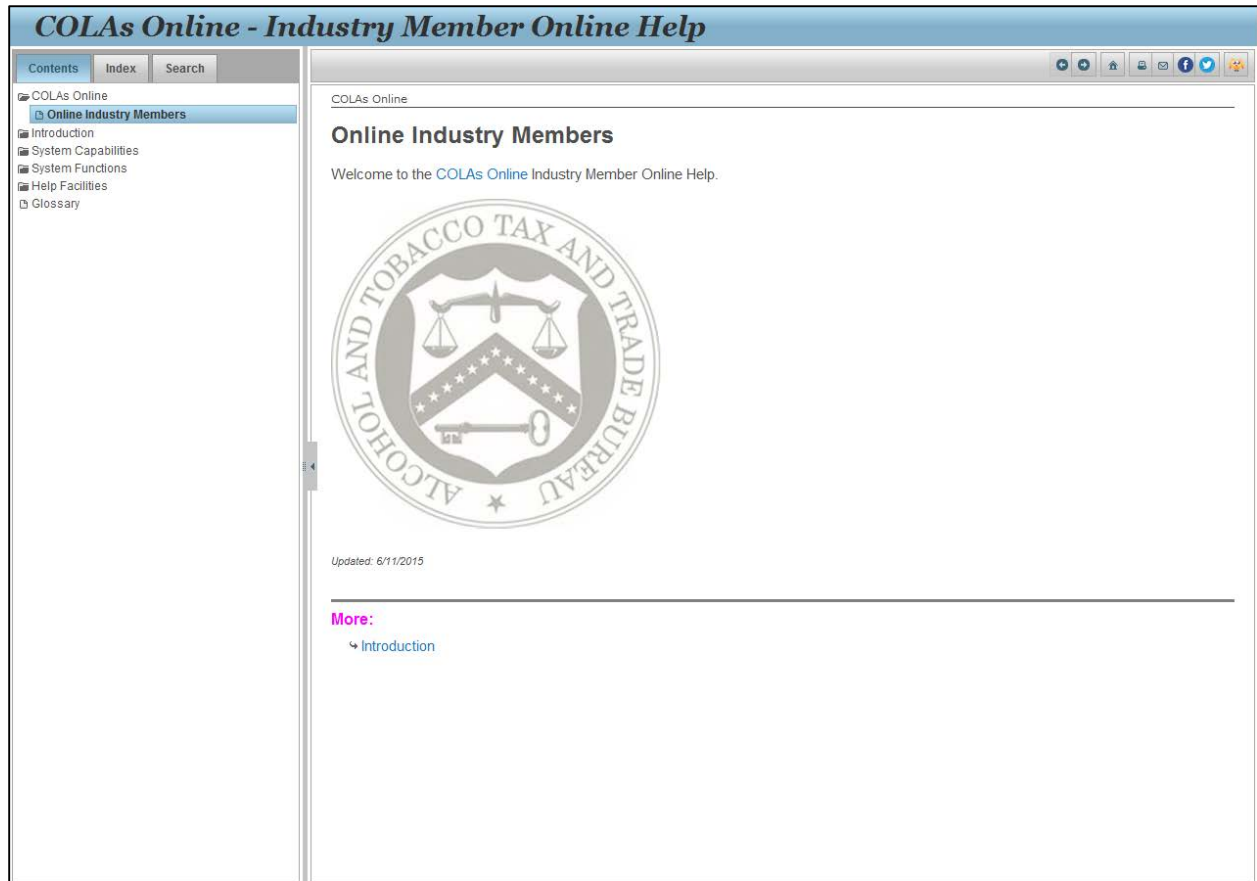
1. Select the [Instructions](#) link from the menu box on any page. The Instructions page displays. See Figure 116.
2. In the COLAs Online / Public Cola Registry section, select the [Online Industry Member Manual](#) link to view the COLAs Online Industry Member Online Help. See Section 3.14.1 Online 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 web site. 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.

3.14.1 Online Industry Member Manual

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.

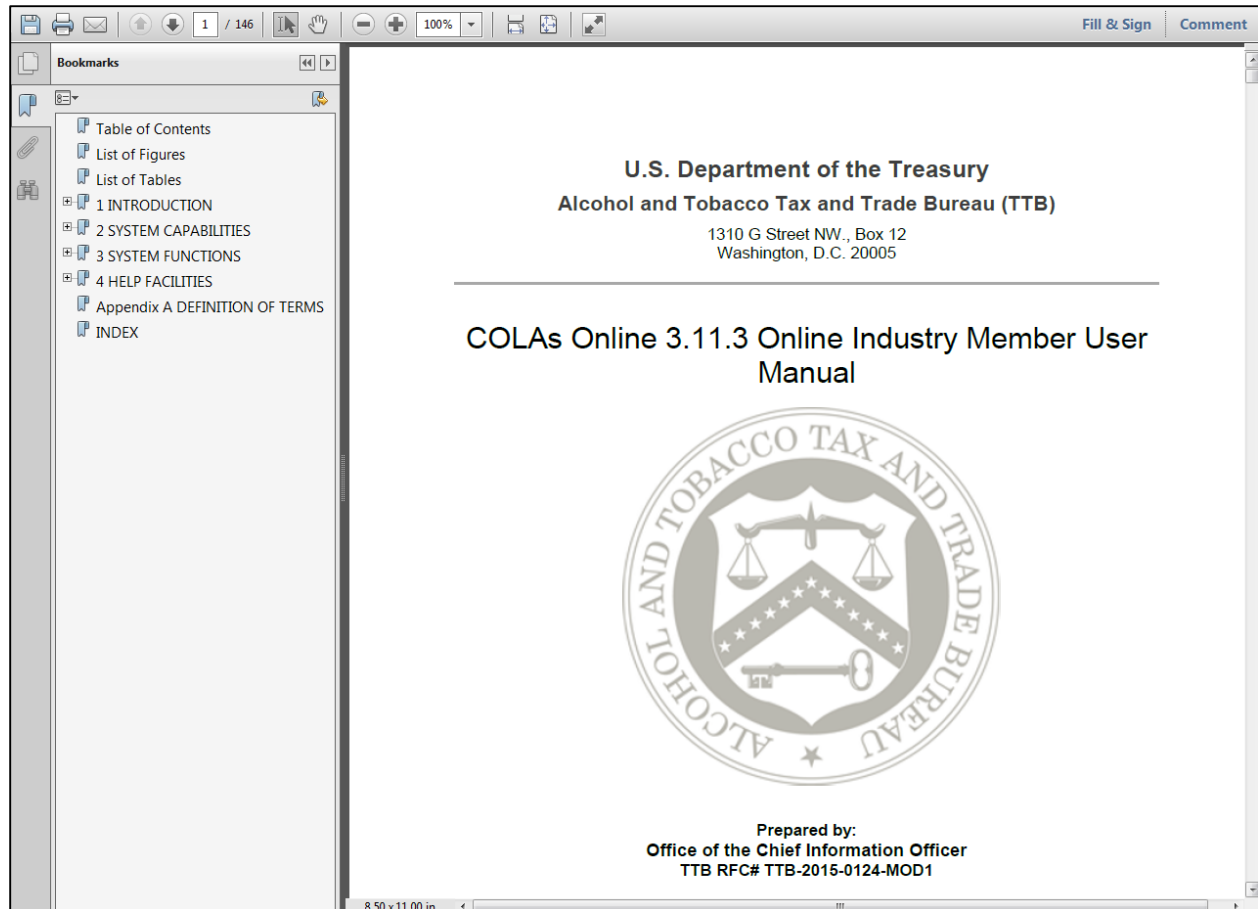
Figure 117: COLAs Online Industry Member Online Help



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.

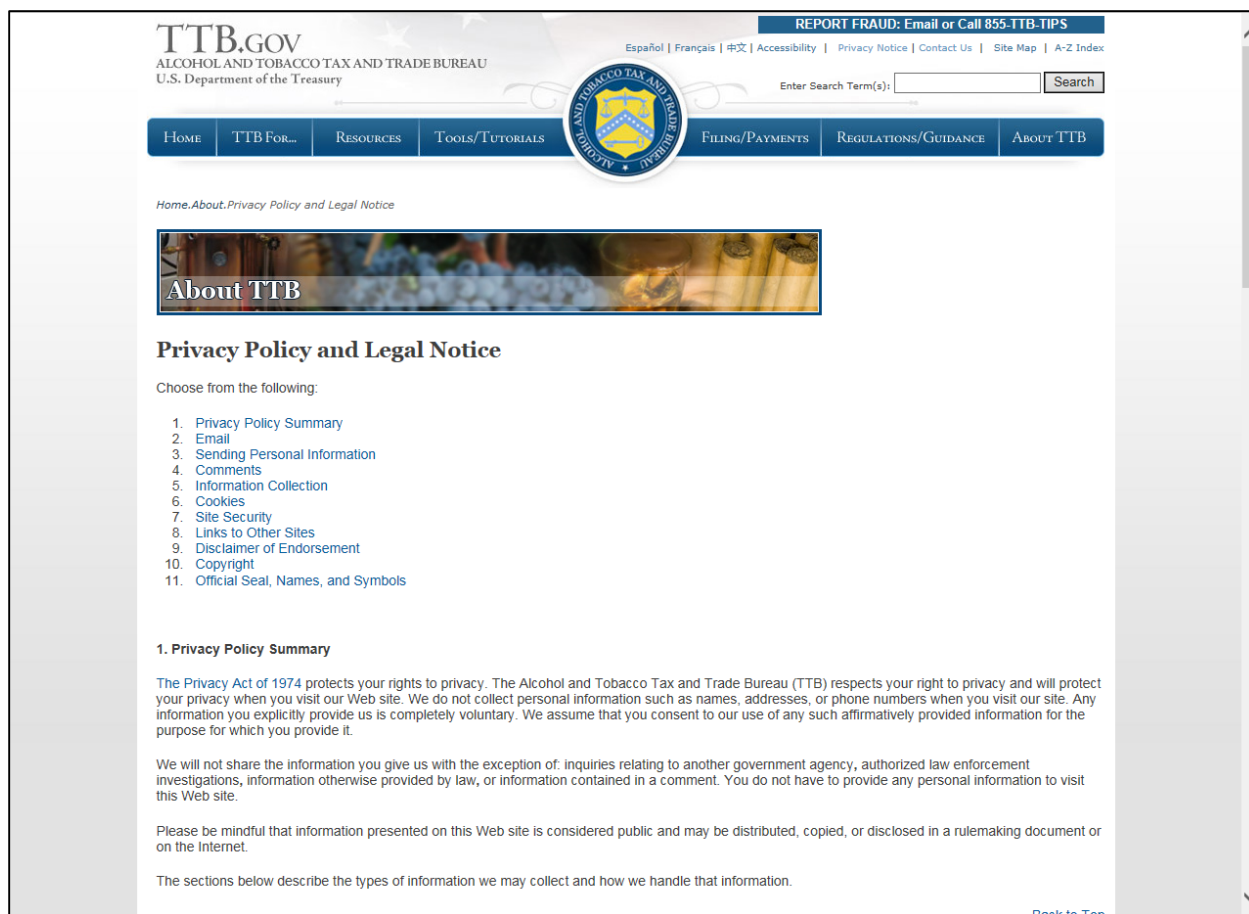
Figure 118: COLAs Online Industry Member User Manual



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




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.

Figure 120: Definition of Terms



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.

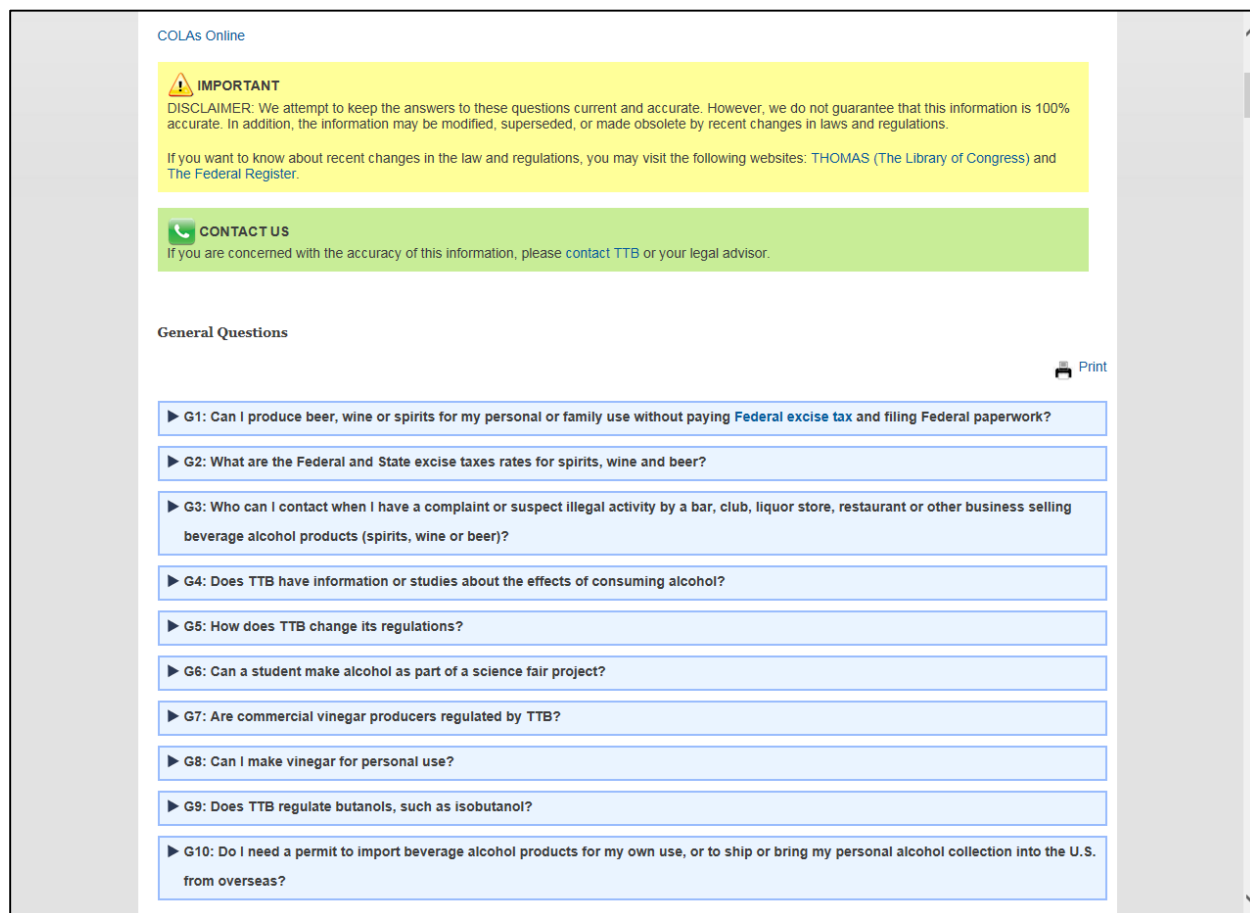
► **Note:** You can also navigate to the definition of terms page from the Instructions page.

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

OMB No. 1513-0020 (07/31/2015)

FOR TTB USE ONLY

TTB ID

1. REP. ID. NO. (If any) CT OR

2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required)

3. SOURCE OF PRODUCT (Required)
☐ Domestic ☐ Imported

4. SERIAL NUMBER (Required)
 YEAR -

5. TYPE OF PRODUCT (Required)
☐ WINE
☐ DISTILLED SPIRITS
☐ MALT BEVERAGES

6. BRAND NAME (Required)

7. FANCIFUL NAME (If any)

8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT, OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON THE LABEL (Required)

8a. MAILING ADDRESS, IF DIFFERENT

9. E-MAIL ADDRESS

10. GRAPE VARIETAL(S)
 Wine only

11. FORMULA

12. NET CONTENTS

13. ALCOHOL CONTENT

14. WINE APPELLATION (If on label)

15. WINE VINTAGE DATE (If on label)

16. PHONE NUMBER

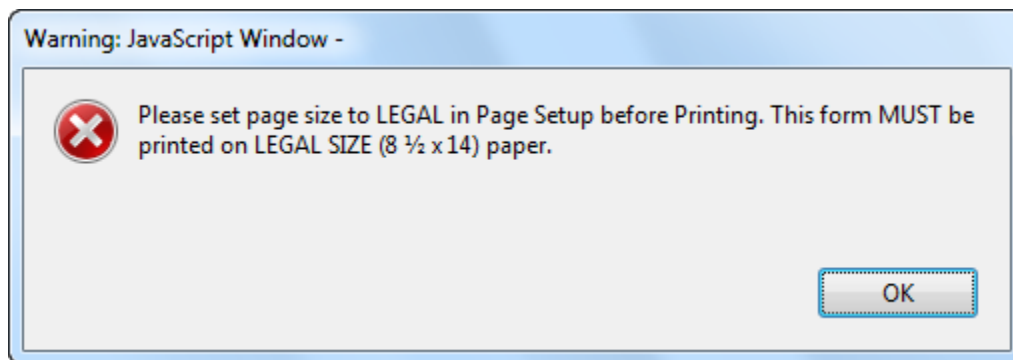
17. FAX NUMBER

18. TYPE OF APPLICATION (Check applicable box(es))
 a. ☐ CERTIFICATE OF LABEL APPROVAL
 b. ☐ CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL
 "For sale in _____ only" (Fill in State abbreviation)
 c. ☐ DISTINCTIVE LIQUOR BOTTLE APPROVAL TOTAL BOTTLE CAPACITY BEFORE CLOSURE
 (Fill in amount)
 d. ☐ RESUBMISSION AFTER REJECTION
 TTB ID _____

19. SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON 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 123.

Figure 123: TTB Form 5100.31 Download Confirmation



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

IV. CONTACT INFORMATION

For Additional Information Contact:
Advertising, Labeling and Formulation Division (ALFD)
Alcohol and Tobacco Tax and Trade Bureau
1310 G. Street, N.W., Box 12
Washington, DC 20005
Phone (202) 453-2250
1-866-927-2533 (Toll Free)
E-mail address: alfd@ttb.gov

For A Supply Of This Form (TTB F 5100.31) Contact:
The form may be ordered electronically by accessing the TTB Web site at
http://www.ttb.gov/forms/ordering_forms.shtml
The form may be electronically accessed at the TTB Web site at
<http://www.ttb.gov/forms/f510031.pdf>

V. ALLOWABLE REVISIONS TO APPROVED LABELS

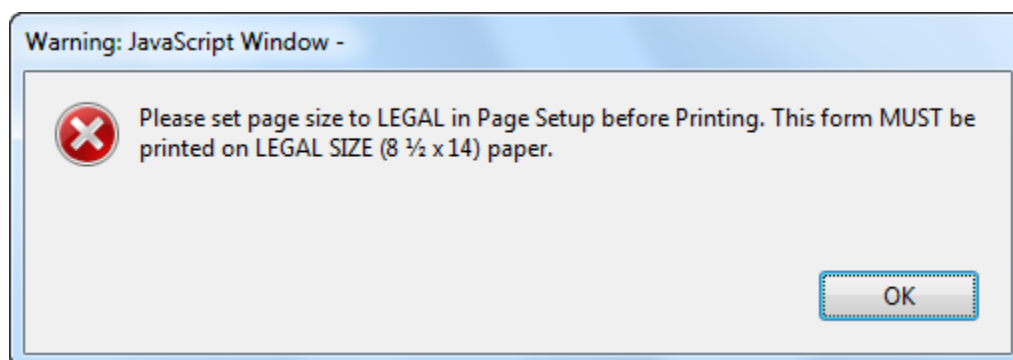
Once a label receives TTB approval, you are permitted to make certain changes to that label without submitting it to TTB. The label(s) identified on and affixed to this certificate may be revised without resubmission as follows:

NOTE: Any revision(s) you make to your approved label(s) must be in compliance with the applicable regulations in 27 CFR parts 4, 5, 7, and 16, and any other applicable provision of law or regulation, including, but not limited to, the conditions set forth in the "Comments" below.

YOU MAY...	REVISION APPLIES TO			COMMENTS
	WINE	DISTILLED SPIRITS	MALT BEVERAGE	
1. Delete any non-mandatory label information, including text, illustrations, graphics, etc.	YES	YES	YES	
2. Reposition any label information, including text, illustrations, graphics, etc.	YES	YES	YES	The repositioning must comply with any placement requirements applicable to mandatory information. For example, some types of mandatory information must appear on the brand label or must appear together with other label information.
3. Change the color(s) (background and text), shape and proportionate size of labels. Change the type size and font, and make appropriate changes to the spelling (including punctuation marks and abbreviations) of words, in compliance with the regulations. Change from an adhesive label to one where label information is etched, painted or printed directly on the container and vice versa.	YES	YES	YES	All mandatory information must be readily legible and appear on a contrasting background. If you received approval for a single label then you may not divide the label into multiple labels without re-approval. All changes must comply with applicable regulations, and changes in spelling must not change the meaning of the previously approved information.
4. Change the stated percentages for blends of grape varietals and appellations of origin for wine labels.	YES	N/A	N/A	When used for any of these items, the total percentages for each element must equal 100%. You may not change the name of the stated varietals or appellations without submitting a new application.
5. Add, change or delete a vintage date for wine labels.	YES	N/A	N/A	If the vintage date is deleted, no reference to "Vintage" may be made on any label or other materials (e.g., caps, capsules, corks, etc.) affixed to the bottle. When adding a new vintage date, you must comply with all applicable regulations, including the requirements regarding appellations of origin.
6. Change the optional "produced" or "made" by statements on wine labels to "blended", "vinted", "cellared" or "prepared" by statements.	YES	N/A	N/A	
7. Add, change or delete the stated amount of acid and/or the pH	YES	N/A	N/A	

► **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



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

The screenshot shows the 'COLAs Online' header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this is the title 'COLAs Online' and 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. The main heading is 'Paperwork Reduction Act Notice'. The text explains that the request complies with the Paperwork Reduction Act of 1995 and is used to obtain a benefit. It estimates a 30-minute burden for completion and provides contact information for the Reports Management Officer. A disclaimer states that the information is not required unless it displays a current OMB control number. The footer includes the TTB contact email, a disclaimer about the accuracy of the data, and a warning about the system's property and unauthorized use.

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Paperwork Reduction Act Notice

This request complies with the Paperwork Reduction Act of 1995. We collect this information to verify your compliance with the Federal laws and regulations we administer for the labeling of alcohol beverages. This information is mandated by statute (27 U.S.C. 205) and is used to obtain a benefit.

We estimate 30 minutes as the average burden for you to complete this form depending on your individual circumstances. You may comment to us about the accuracy of this burden estimate or suggest ways for us to reduce the burden. Address your comments or suggestions to: Reports Management Officer, Regulations and Procedures Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20005.

We may not conduct this collection of information, and you are not required to respond to this request, unless it displays a current OMB control number.

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at afid@ttb.gov.

If you have difficulty accessing any information in 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 6.0, [click here](#) for more information on browser Compatibility.

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.

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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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 U.S.C. 205 (e). 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 a violation of Federal law. Disclosure may otherwise be made pursuant to the routine uses 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.

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

UNITED STATES
DEPARTMENT OF
THE TREASURY

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 as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at altd@ttb.gov.

If you have difficulty accessing any information in 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.

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

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.

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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.

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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.

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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.

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E

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.

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F

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.

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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).

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I

Internal User

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

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L

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.

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M

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.

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N

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.

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O

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.

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P

PCR

Public COLA Registry.

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.

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Q

Qualifications

These are conditions under which the labels may be used.

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R

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.

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S

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.

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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.

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V

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.

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W

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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