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 TTB RFC# TTB-2015-0124-MOD1

FOR OFFICIAL USE ONLY Dated: June 11, 2015

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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.

ORGANIZATION OF THE USER MANUAL 1.3

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

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

Table 1: Manual Organization

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 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	g and Formulation Division	
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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
ТТВ	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 <u>Privacy Policy page</u> 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 <u>Privacy Impact</u> <u>Assessments page</u> 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 <u>Certificate of Label Approval Online (COLA)</u> link on the <u>Privacy Impact</u> <u>Assessments page</u>.

ALCOHOL AND TOBACCO TAX AND TRADE BU U.S. Department of the Treasury		REPORT FRAUD: Email or Call 855-T \$\overline{1} \$\overline{1} Enter Search Term(s):	^
Home TTB For Resources T	DOLS/TUTORIALS	PAYMENTS REGULATIONS/GUIDANCE	About TTB
Home.About.Privacy Policy and Legal Notice			
About TTB			
Privacy Policy and Legal N	otice		
Choose from the following: 1. Privacy Policy Summary 2. Email 3. Sending Personal Information 4. Comments 5. Information Collection 6. Cookies 7. Site Security 8. Links to Other Sites 9. Disclaimer of Endorsement 10. Copyright 11. Official Seal, Names, and Symbols			
1. Privacy Policy Summary			
your privacy when you visit our Web site. We do	rivacy. The Alcohol and Tobacco Tax and Trade not collect personal information such as names, y voluntary. We assume that you consent to our	, addresses, or phone numbers when you visit	our site. Any
	th the exception of: inquiries relating to another g / law, or information contained in a comment. Yo		
Please be mindful that information presented on on the Internet.	this Web site is considered public and may be d	istributed, copied, or disclosed in a rulemaking	document or
The sections below describe the types of inform	ation we may collect and how we handle that info	ormation.	Back to Top

Figure 1: Privacy Policy

T T B,GOV Español Français #文 Accessibil	REPORT FRA			
LICOHOL AND TOBACCO TAX AND TRADE BUREAU J.S. Department of the Treasury Ente	er Search Term(s):		Search
Home TTB For Resources Tools/Tutorials	rs Regula	TIONS/GUID	ance Ab	our TTB
Home.Freedom of Information Act.Freedom of Information Act.Privacy Impact Assessments (PIA)			l Report Statis I Requests	stics
	Year	Received	Processed	Pending
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	2013 2012 2011 2010 2009 2008 2007 2006 2005 s 2004	73 75 94 86	68 70 76 93 92 120 85 122 186 201	1 3 0 1 6 5 6 28 74
Information that individuals provide electronically so that personal information is protected. The E- Government of 2002 requires that agencies conduct PA 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:	Chi	ef FOIA Offic quently Requ		locuments
Automated Commercial Systems Auto Audit Caliber	Nev	tronic Readi vs and Event asury Decisio	s Archives	
Chief Counsel Management System Certificate of Label Approval Formula Modernization Laboratory Certificate of Label Approval Online (COLA) Dimensions	Cor	itacts acy Impact A		
Federal Excise Tax Formulas Online Integrated Revenue Information System Laboratory Information Management System Network Infrastructure GSS	201	5 Privacy Act ice (SORN)	ementation – t – System of	
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	Ma		DO I	_
			ed Privacy Act	
	R	SOURCES		

Figure 2: Privacy Impact Assessments

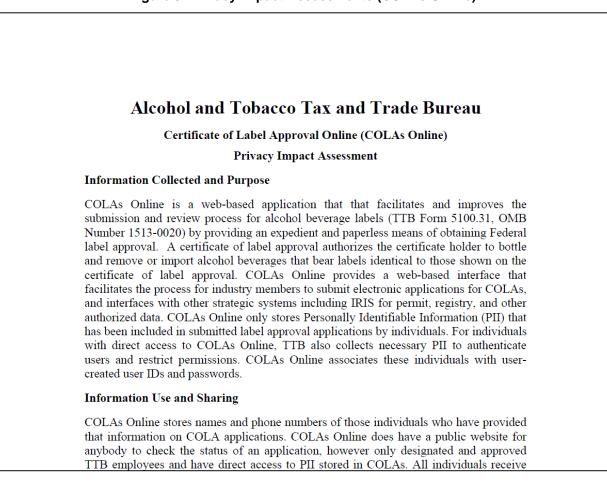


Figure 3: Privacy Impact Assessments (COLAs Online)

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

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE 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.

TTBONLIN ALCOHOL AND TOBACCO TAX AND U.S. DEPARTMENT OF THE TREASURY	E.GOV TRADE BUREAU				
	REGISTER	HOW TO REGISTER	PUBLIC COLAS REGISTRY	FAQ	CONTACT US
		Already reg	istered? Log in:		
		User Name:	Expi pass	red word ?	
		Password:	New forge pass		
		Logon to: COLAs Online	Formulas Online		
		locker running as part of your web to Allow Pop-Ups in Internet Explor		rn off the pop-up blocker in o	rder for Formulas
		label applications or beverage form status of individual label application		i.	
		PRIVACY			
		y effort to provide complete information, data liability or responsibility as to the currency, rel Please contact us via e	such as company names, addresses, per ability or completeness of furnished data		
	This s	in the site due to a disability, please contact of site is best viewed at 1280x800 screen resolution TTB PORTAL V	on or higher using Internet Explorer 8.0 ersion 1.5.07	or higher.	
MAY MONITOR, RECORD, AND AUDI	T ANY ACTIVITY ON THE SYSTEM AI	PARTMENT OF TREASURY. UNAUTHORIZED US VID SEARCH AND RETRIEVE ANY INFORMATION ING, RECORDING, AND INFORMATION RETRIE USING THI:	STORED WITHIN THE SYSTEM. BY ACC VAL FOR LAW ENFORCEMENT AND OTHE	ESSING AND USING THIS COMPUTER	YOU ARE AGREEING TO ABIDE BY THE

Figure 4: TTB Online Portal

Message from webpage
WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM. If you accept, please press 'OK' otherwise exit from the system.
OK Cancel

Figure 5: TTB Security Warning

Figure 6: Home: My eApplications

	U.S. Departm		AX AND TRADE BU	IREAU							
-			* * *								
COLAs C	Inlino	> For	rmulas Online								
ALCOHOL AND TOBACCO TA		Cre	me: My eApplicatio eate an eApplicatio arch for eApplicatio	<u>on</u>							
TTB F 5100.31: Application F Exemption of Label/Bottle A	or and Certification/ Approval		<u>/ Profile</u> Contagentiations	<u>ct Us</u>							
		• <u>Loc</u>	<u>g Off</u>								
Welcome, JANE SMITH, And Certification/Exemp of applications you've su applications.	tion Of Label/Bottle	Approval. Wit	th this tool, you ca	n view status							
- My eApplications											
			Create an eAppl	ication							
Applications shown below for the last 30 days or are subm				bmitted within							
the last 50 days of are subh	nicced applications pen										
the last 30 days of are sub-	nicceu applications pen		Prin	table Version							
TTB ID Per	mit Brand Name	e <u>Fanciful</u> <u>S</u> Name	<u>Prin</u> Serial <u>Status</u> <u>No. Date</u>	<u>table Version</u> <u>Status</u>							
TTB ID Per	mit o_ MA ⁻ DOM WINE	e <u>Name</u>	<u>Serial Status</u> <u>No. Date</u>								
TTB ID Per N: 13217001000001 BWN-	mit o_ MA ⁻ DOM WINE	e <u>Name</u>	<u>Serial Status</u> <u>No. Date</u>	<u>Status</u> 3 ASSIGNED							
TTB ID Per N	mit o_ MA ⁻ DOM WINE	e <u>Name</u>	<u>Serial Status</u> <u>No. Date</u>	<u>Status</u>							
TTB ID Per N	mit Brand Name	e <u>Name</u>	Serial <u>Status</u> No. <u>Date</u> 34567 08/05/2013	<u>Status</u> 3 ASSIGNED							
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TTB ID Per N 13217001000001 BWN- 15555	MA- POM WINE	arch Alco	Serial Status No. Date 34567 08/05/2013 Adva	Status 3 ASSIGNED 1 to 1 of 1 inced Search	2003 Contact us	s at webmaster@	ttb.tress.gov	0			
TTB ID Per N 13217001000001 BWN- 15555	mit Brand Name MA- POM WINE Se DEPAR THE BURNAL So Tax and Trade Bures	Alcol	Serial Status Mo. Date 34567 08/05/201: Advs hol and Tobacco Tax ar every effort to provide ed, and assumes no le	Status 3 ASSIGNED 1 to 1 of 1 inced Search and Trade Bureau, 2 complete inform sgal liability or res	nation, data sucl	h as company n o the accuracy, i	ames, address eliability or cor	npleteness of fu	irnished data.	Label images con	tained i

Office of the Chief Information Officer

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 <u>https://www.ttbonline.gov/</u> 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 <u>how to register</u>? 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 <u>Register for TTB Online</u> 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 reregister 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 <u>how to register?</u> 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.

REPORT FRAUD: Email or Call 855-TTB-TIPS ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	
U.S. Department of the Treasury Enter Search Term(s): Search	
Home TTB For Resources Tools/Tutorials	
Home.COLAs and Formulas Online FAQs	
Alcohol and Tobacco Tax and Trade Bureau	
COLAs and Formulas Online FAQs	
About COLAs Online Registering and Getting Access to COLA Online Browser and Other Technical Requirements Managing Your User Profile Electronic Filing and Updates Submitting Attachments and Viewing Printable Version About Formulas Online	
About COLAs Online	
A Print	
C1: What is COLAs Online?	
C2: What is the difference between COLAs Online and the Public COLA Registry?	
C3: What are the advantages of filing COLAs electronically?	
C4: Does COLAs Online reduce the amount of time it takes to receive label approval?	
C5: Does COLAs Online improve the consistency of decisions made relating to label applications?	
C6: How does COLAs Online affect customer service?	
C7: Am I required to file COLAS electronically?	
Registering and Getting Access to COLA Online	

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 <u>https://www.ttbonline.gov/</u> in the address field.
- 2. Press the Enter key. The TTB Online Portal page displays. See Figure 4.
- 3. Select the <u>Register for TTB Online</u> link. A confirmation message box displays prompting you to confirm your action. See Figure 8.

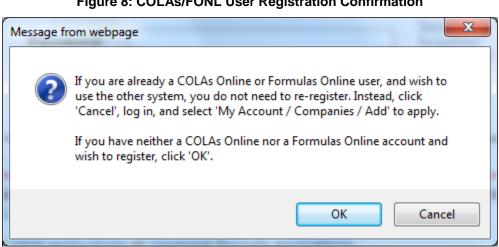


Figure 8: COLAs/FONL User Registration Confirmation

- 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.

ALCOHOL AND TOBACCO TAKAND TRADE BUREAU U.S. DEMARTHAINT OF THE THAGHEY	<u>Text Menu</u> <u>H</u>	<u>ielp</u> <u>Contact Us</u>	Exit
User Registration 0			
Main Company Comments Docs/Links			
Print Comment Upload POA Form SA Form			
Type of Application 0			
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 0			
* First Name: M. I.: *Last Name: Suffix:			
* Employer: Title: Label Rep. ID:			
* Phone Number: Fax Number:			
Address Format: USPS Domestic V			
* Street:			
* City:			
* State:			
* Zip:			
Business E-mail Addresses O			
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			
* •			
0			
0			
Authentication Questions 0			
Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authenticat password.	ion should you	ever forget your	
password.			>

Figure 9: User Registration – Main Tab

Type of Application

Figure 10: User Registration – Reactivating Inactive Account

O New Application	You've never had an online account with TTB
Reactivate an Inactive Account	In the past, you had an online account with $ extsf{TFB}$ that has been inactivated
- Inactive User ID	
-Inactive User ID	
Inactive User ID If you remember the User ID of your inacti	e TTB Account, please enter it here.

Figure 11: User Registration – New Application

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

4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).

- a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user 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

	1.9		
Г	-Personal Information	0	_
	* 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:		
	* Zip:	20005	

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

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

Personal Information @-	
* First Name: Jane	M. I.: Smith Suffix:
* Employer:	TTB Title: Auditor Label Rep. ID:
* Phone Number:	2024532000 Fax Number:
Address Format:	Foreign V
* Street:	
* City:	
* Country:	V
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 / Up to three e-mail a	Addresses 0 Idresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail addres	s.
SET AS PRIMARY	E-MAIL ADDRESS	
* 🖲	Jane.Smith@ttb.gov	
0		
0		

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

		ou to create your initial password, and will be used for authentication should you ever forget your
	QUESTION	Answer
* 1:	✓	
* 2:	✓	
* 3:	×	

► 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

er Registr	ation ø						
Main Compa	ny Comments Doo	s/Links					
int <u>Comment</u>	Upload POA Form	SA Form					
Company De	etail 0						
	questing access to COLAs O ne System Access: No A	nline, please specify					
System	BEVERAGE/ NON	PERMIT/ CODE	Сомрану	Access	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
				Add			
Perjury State	ement						
	e penalties of perjury, I decla nd belief. I also certify that I					locuments, are true and correc g this application.	at to the best of my
		« Previous	Validate	Cancel	Submit Nex	t »	

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)

 System Information @

 *System Requested:

 COLAs Online O Formulas Online
 *System Access: Submitter

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

System Information @-

^{*}System Requested: ○COLAs Online ● Formulas Online ^{*}System Access: ● Submitter ○ Preparer / Reviewer ^{*}Company Type: ● Alcohol Beverage ○ Nonbeverage Product

► 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 <u>all</u> 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

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:	USPS Domestic 💌
*Street:	
*City:	
*State:	
*Zip Code:	

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: (# known)	
*Company Name:	
Address Format:	Foreign
*Street:	
*City:	
*Country:	
Region:	
Province:	
Foreign Postal Code:	

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

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

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

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

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

► Note: The Registry, Permit, or Brewer's Notice field will <u>not</u> 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: \bigcirc Employee \bigcirc Representative

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

Individual Information-

*Relationship of Applicant to Company: O Employee O Representative *Signature Authorization: O Owner O Signing Authority O 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.

🗆 l 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.

 If the Signing Authority or Power of Attorney radio button was selected for a nonbeverage company, select the <u>POA Form</u> or <u>SA Form</u> link in the action bar to download the form(s) required. See Figure 25.



Figure 25: User Registration – Action Bar

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

Approver Information

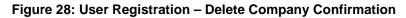
Figure 26: User Registration – Approver Information

Approver Information 🛛	
Title of Company Approval Official	:
Name of Company Approval Official	:
1	

- 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.

User Registra	ation ø						
Main Compar	ny Comments Do	ocs/Links					
Print Comment	Upload POA Form	SA Form					
	uesting access to COLAs (Online, please specify Access V					
	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
Fonl	Beverage	OH-W-999	POM	Submitter	All	New	Pending
Perjury State	ment						
	penalties of perjury, I decl d belief. I also certify that I					cuments, are true and correct this application.	to the best of my
		« Previous	Validate	Cancel Su	Next	»	

► Note: Select the <u>System</u> 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.



Message from webp	age	-		×
? Are you	sure you want to	o delete the se	lected items? If y	es select OK.
			ОК	Cancel

Docs/Links Tab

Figure 29: User Registration – Docs/Links Tab

in Company	Comments Docs/Links			
t <u>Comment</u>	Upload POA Form SA Form			
Submission Do				
Туре	DESCRIPTION		SIZE	DATE
TTPE	DESCRIPTION	Upload	Gitte	DATE
erjury Statemer	nt			
		ements appearing on this application, including supplem omplied with the conditions and instructions for filing this		rect to the best of my knowledg
		« 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 <u>Comments Tab</u> 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 <u>User Registration Submission</u> 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.

Attachment		×
* Description		< >
	100 character(s) left	
* Type:	Select Type 🔽	
* File:		Browse
	OK	

Figure 30: User Registration – Attachment Modal Window

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

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

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

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

► Note: If you are reactivating a former COLAs Online or Formulas Online user ID and these items are on file, you will <u>not</u> 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.

r Registration 🛛			
<u>Comment</u> <u>Upload</u> <u>POA Form</u> <u>SA Form</u>			
ubmission Documents 0			
TYPE DESCRIPTION	INVALIDATED FILE	SIZE DATE	
Power of Attorney POA Form	POA Form.pdf	46 Kb 04/16/2015	edit
	Upload Delete		
rjury Statement			
□ Under the penalties of perjury, I declare that all the statements and belief. I also certify that I have read, understood, and complied			of my knowledge
« Pri	evious Validate Cancel Submit		

Figure 31: User Registration – Docs/Links Tab with Attachment Uploaded

► Note: Select the <u>edit</u> 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.

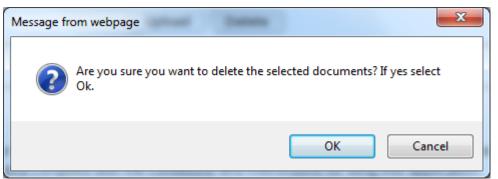


Figure 32: User Registration – Delete Attachment Confirmation

Comments Tab

Figure 33: User Registration – Comments Tab

User Registration o
Main Company Comments Docs/Links*
Print Comment Upload POA Form SA Form
Comments Detail 0
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 <u>User Registration Submission</u> 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.

Comments	×
* Comments:	
	^
	~
2000 characters left	
ОК	Cancel

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

User Registration o
Main Company Comments* Docs/Links*
Print Comment Upload POA Form SA Form
Comments Detail 0
Select/Clear All Date/Time: 04-16-2015 08:47 AM Submitted by: null null Comment: Please contact me if there is any issue with the user registration submission
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.
Validate Cancel Submit

▶ Note: Select the <u>Comment</u> link to display the Comment modal window and edit the comment information. Select the checkbox next to the comment and select the <u>Delete</u> 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.

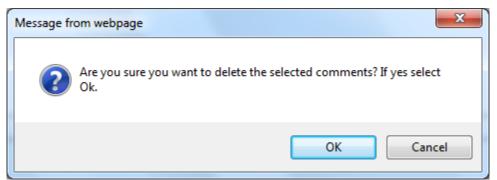


Figure 36: User Registration – Delete Comment Confirmation

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.

User Registration 🛛
Errors:
Main Tab
Employer is required.
Main Company Comments* Docs/Links*
Print Comment Upload POA Form SA Form
Type of Application O
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 0
* First Name: Jane M. I.: *Last Name: Smith Suffix:
* Employer: Title: Auditor Label Rep. ID:
* Phone Number: 2024532000 Fax Number:
Address Format: USPS Domestic V
* Street: 1310 G Street NW
* City: Washington
* State: DC V
* Zip: 20005 -

Figure 37: User Registration – Unsuccessful Validation Message

Figure 38: User Registration – Successful Validation Message

User Registration 0	
Validation is successful - no errors were found.	
Main Company Comments * Docs/Lin	inks *

- 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

Perjury Statement		
Duder 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 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

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: 1367648. You should keep a record of this submission ID for tracking purposes.	
We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.	

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

39. Select the Exit link in the main navigation banner. See Figure 41.

Figure 41: User Registration – Exit Link



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

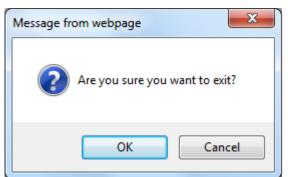


Figure 42: User Registration – Exit Confirmation

- 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 reregister 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 <u>https://www.ttbonline.gov/</u> in the address field.
- 2. Press the Enter key. The TTB Online Portal page displays. See Figure 4.
- 3. Select the <u>New or forgotten password?</u> link. The Password Change Utility displays. See Figure 43.

	Tradications	
search a	G! This system is the property of the	Member Password Change Utility (v1.2) e United States Department of Treasury. The Department may monitor any activity on the system and ithin the system. By accessing and using this system, you are consenting to such monitoring and other purposes.
 Passw Passw Passw Canno There 	ot reuse password that has been used are special characters that cannot b	usE, 1 lowercase, 1 digit, and 1 special character. di n the last 10 times or within the last 48 hours.
question		first correctly answer your security questions. Please enter your user id to retrieve your security Primary Jane.Smith@ttb.gov
account.	ailed attempts to answer your securi	uty questions correctly, your account will be locked. Only a database administrator can unlock your Helpdesk@TTB.gov (specify your user ID and systems you access)
	Alcol UNITED STATES DEPARTMENT OF THE TREASURY	hol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

Figure 43: Activate User ID – Password Change Utility Login

- 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.

	U.S. Department of the Treasury The Industry Member Password Change Utility (v1.2)
search and	This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and retrieval for law enforcement and other purposes.
 Passwori Passwori Passwori Cannot r There ar 	<pre>word must meet the following complexity rules: I must be at least & characters long. I must Not contain your user-id. I must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character. use password that has been used in the last 10 times or within the last 48 hours. s special characters that cannot be used in your password: quote), * (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).</pre>
To reset yo User ID: The name of your favorite television	Arrested Development
series?: New Password Retyped New Password	•••••
account.	d attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your our account, please contact <u>TTB_Helpdesk@TTB.gov</u> (specify your user ID and systems you access)
	Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

Figure 44: Activate User ID – Password Change Utility Main Page

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

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

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> 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.

	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
You have successfully logg	r using Password Change Utility Jed off. Irser window now to continue.
	Message from webpage
	Your password change was successful OK

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 <u>My Profile</u> 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.

U.S. Departme	TOBACCO TAX AND TRADE BUREAU ant of the Treasury		
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU		Formulas Online Home: My eApplications Create an eApplication Search for eApplications	
TB F 5100.31: Application For and Certification/ xemption of Label/Bottle Approval		My Profile Contact Us Instructions Log Off	
My Profile			
Contact Information			
contact in contactor		Change Password	
Name JANE SMITH	User Name JSCFMEXT		
E-mail address			
JANE.SMITH@TTB.GOV			
Telephone Number	Fax Number		
2024532000			
Registered to Submit Application	s for:		
		Modify Registration	
Plant Registry/Basic Permit/Brewer's No. 0	Add	Iress	
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0	000	
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 024	94-0000	
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	

Figure 46: Modify User Registration – My Profile (Top)

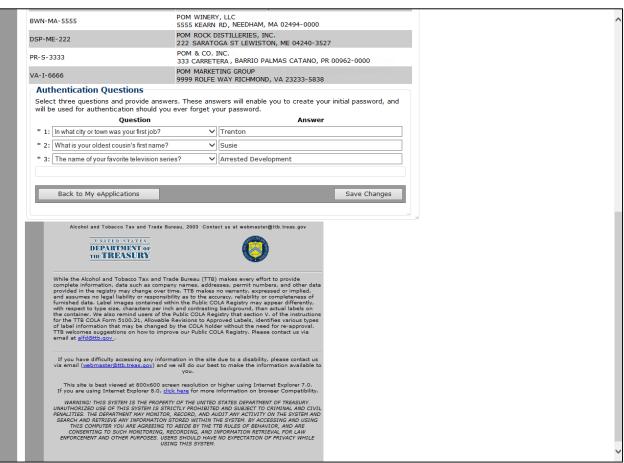


Figure 47: Modify User Registration – My Profile (Bottom)

 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

Compa	ny Comments	Docs/Links					
<u>Comment</u>	Upload POA F	orm <u>SA Form</u>					
pany De	etail 0						
	westing access to CO	LAs Online, please specify					
	e System Access:	Submitter V					
SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	Сомрану	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
<u>COLA</u>	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
<u>COLA</u>	Beverage	FL-W-15555		Submitter	n/a	None	Pending
FONL	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
<u>COLA</u>	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
			Ad	d			
ry State	ement						
						ments, are true and correct	to the best of my
owledge ar	nd belief. I also certify	that I have read, understoo	d, and complied with the o	conditions and inst	ructions for filing this	s application.	

Figure 48: Modify User Registration – Company Tab

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

- System Information 🛛	
System Requested:	riewer
-Company Information 🚱	
*Registry, Permit, or Brewer's Notice: (Provide the Registry Number from your Basic Permit)	OH-W-999
Date of Permit Issue: (Format: MM/DD/YYYY)	
Company Code: (if known)	
*Company Name:	POM BREWERS
Address Format:	USPS Domestic 💌
*Street:	1234 MAIN STREET
*City:	FAIRFAX
*State:	VA
[•] Zip Code:	22032
Individual Information	
*Relationship of Applicant to Company: Empl Signature Authorization: Owner O Signing A 	
Approver Information @	
Title of Company Approval Offici	al:
Name of Company Approval Offici	ial:

Figure 49: Modify User Registration – Company Modal Window

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 <u>not</u> 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.

Comment							
	<u>Upload</u> <u>POA F</u>	orm <u>SA Form</u>					
npany De							
vou are reg	uesting access to COI	LAs Online, please specify					
	e System Access:	Submitter V					
	,						
SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	Сомрану	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
<u>COLA</u>	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
COLA	Beverage	OH-W-999	POM BREWERS	Submitter	All	New	Pending
			Add	Delete			
jury State	ment						
ury state	incinc						
l la dan Alan	popaltics of porium. I	dealars that all the statem	onto opposing on this op	lisation including	aunalomontal desur	nents, are true and correct t	a the best of my
	e penalues of perjury, r	declare that all the statem	ients appearing on this app od, and complied with the o				o the best of my

Figure 50: Modify User Registration – Company Tab with Changes

▶ Note: Select the <u>System</u> 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

Message from webpage	X
Are you sure you want to delete	e the selected items? If yes select OK.
	OK Cancel

7. Repeat the steps until you have added all companies desired.

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

Docs/Links Tab

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

User Registra	ition <mark>0</mark>			
Main Company	y Comments Docs/Links			
Print Comment	<u>Upload</u> <u>POA Form</u> <u>SA Form</u>			
-Submission I	Documents 🛛 🚽			
Түре	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
		Upload		
Perjury Statem	ent			
		tements appearing on this application, including sup complied with the conditions and instructions for filin		rect to the best of my knowledge
		« Previous Validate Cancel Sul	bmit	

Figure 52: Modify User Registration – Docs/Links Tab

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

Attachment		×
* Descripti	on:	^
		\sim
	100 character(s) left	
* Type:	Select Type 🔽	
* File:		Browse
	OK	

Figure 53: Modify User Registration – Attachment Modal Window

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 <u>not</u> 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

r Reg	istration ø						
in Co	ompany Comments	Docs/Links *					
<u>Com</u> i	ment Upload POA	Form SA Form					
ubmiss	sion Documents 0-						
	Түре	DESCRIPTION	INVALIDATED	FILE	SIZE	DATE	
	Power of Attorney	POA Form		POA Form.pdf	46 Kb 0	4/17/2015	<u>edit</u>
			Upload Delete				
rjury S	tatement						
		I declare that all the statement read, understood, and complie				ect to the best of	my <mark>kn</mark> owledg
			revious Validate C	ancel Submit			

► Note: Select the <u>edit</u> 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

Message fi	rom webpage
?	Are you sure you want to delete the selected documents? If yes select Ok.
	OK Cancel

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 <u>Modify User Registration Submission</u> 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 o
Main Company Comments Docs/Links*
Print Comment Upload POA Form SA Form
Comments Detail 0
bbA
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.

Comments	×
*Comments:	
	~
	\sim
2000 characters left	
ОК	Cancel

Figure 57: Modify User Registration – Comments Modal Window

- 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 o
Main Company Comments* Docs/Links*
Print Comment Upload POA Form SA Form
Comments Detail 0
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 Jane Smith
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

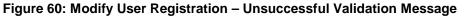
► Note: Select the <u>Comment</u> link to display the Comments modal window and edit the comment information. Select the checkbox next to the comment and select the <u>Delete</u> button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 59. Select the **OK** button to confirm.

Figure 59: Modify User Registration – Delete Comment Confirmation

Message fro	om webpage
?	Are you sure you want to delete the selected comments? If yes select Ok.
	OK Cancel

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.



User Registration o
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 0	
Validation is successful - no errors were fou	und.
Main Company Comments * Doo	pcs/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 o	
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 eA	(p)	plications

	s On	line	21	Formulas	Online								
ALCOHOL AND TOP			2.0	Create ar	y eApplication	1							
TTB F 5100.31: App Exemption of Labe			2 (2)		or eApplicatio <u>Contac</u> ons								
Certification/Exe	mption Of La	e Electronic Vers bel/Bottle Appro I previously or yo	val. With t	his tool,	you can viev	status of							
Check the most i	recent proces	ssing times for la	bel applica	ations.									
My eApplic	ations		_										
				Cre	ate an eAppl	ication							
This list is limite Please use Sear	d to your mo ch for eApplic	ost recent 300 eA cations link abov	Application: e to find a	s. pplicatio	ns not listed	here.							
					Print	able Version							
TTB ID	<u>Permit</u> <u>No.</u>	Brand Name	<u>Fanciful</u> <u>Name</u>	<u>Serial</u> <u>No.</u>	<u>Status</u> <u>Date</u>	<u>Status</u>							
1321700100000	BWN-MA- 15555	POM WINE		134567	08/05/2013	ASSIGNED							
						1 to 1 of 1							
Search by TTB	ID:	Sea	rch		<u>Adva</u>	nced Search							
						d Tanda Dunan	2003 Cor	n tact us at	webmaster@	ttb.treas.gov			
			AI	cohol and									

3.5.1 View My eApplications

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

- 1. Select the <u>Home: My eApplications</u> 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 <u>Printable Version</u> link.
- 4. To view more e-filed applications, select the <u>Next</u> 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 <u>TTB ID</u> 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 <u>Advanced Search</u> 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 <u>label applications</u> 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 <u>Create an eApplication</u> 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.

ALCOHOL AND TOBA	the Treasury	
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	Search for eApplications My Profile Contact Us Instructions Log Off	
Allowable Changes to Approved L	abels	7
Did You Know You Can Make Certain Changes New Certificate of Label Approval (COLA)?	to Your Labels <u>Without</u> Obtaining a	
If you are considering making changes to previous complete list of allowable revisions before you sub need to send us the revised labels at all!		
Examples of Labels with Allowable Changes Complete List of Allowable Revisions To Appr Webinar Presentation: <u>Allowable Revisions Tr</u>	oved Labels (Printer-Friendly Version) o Approved Labels	
$\ensuremath{\ensuremath{\overline{V}}}$ Yes, I have read the list of allowable revisions		
Cancel Continue		
	Alcohol and Tobacco Tax and Trade Bureau, 2003	Contact us at webmaster@ttb.treas.gov
UNITED STAT DEPARTMENT THE TREASU	OF	O
TTB makes no warranty, expressed or implied, and assumes no leg differently, with respect to type size, characters per inch and contra	al liability or responsibility as to the accuracy, reliability sting background, than actual labels on the container. V	as company names, addresses, permit numbers, and other data provided in the registry may change ove or completeness of furnished data. Label images contained within the Public COLR Registry may appear Ye also remind users of the Public COLR Registry that section V. of the instructions for the TTB COLA Form COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public C
If you have difficulty accessing any information	n the site due to a disability, please contact us via emai	l (webmaster@ttb.treas.goy) and we will do our best to make the information available to you.
	This site is best viewed at 800x600 screen resoluti	an an bishan union Taharant Curlana 7.0

Figure 66: Allowable Changes to Approved Labels Acknowledgement

 Select the <u>complete list of allowable revisions</u> link and the <u>Examples of Labels with</u> <u>Allowable Changes</u> link to determine if you need to update an existing COLA or file a new application. ► Note: For additional guidance, you may select the <u>Allowable Revisions to Approved Labels</u> 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 <u>Create an eApplication</u> 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)

	BACCO TAX AND TRADE BUREAU 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	Formulas Online Home: My sApplications Create an eApplication Search for eApplications My Profile > Contact Us Instructions Log Off	
Create Application Step 1 of 3: Application		
Step 1 <u>Step 2</u> <u>Step 3</u>		
Type of Product 0		
 Wine Domestic SAKE Application 		
O Distilled Spirit		
O Malt Beverage		
Source of Product 0		
O Domestic		
○ Imported		
Type of Application 0		
Certificate of Label Approval		
Certificate of Exemption from Label Approv *This item will only be sold in -Select State		
Resubmission 0		

O Malt Beverage	
Source of Product O	
O Domestic	
○ Imported	
Type of Application 0	
Certificate of Label Approval	
O Certificate of Exemption from Label Approval *This item will only be sold in −Select State	
Resubmission 0	
Is this application a resubmission of a previously rejected application?	
⊖Yes ⊙No	
*If yes, indicate the previously rejected TTB ID	
Select Rejected TTB ID 🗸 or	
Cancel application Next >>	
Alcohol and Tobacco Tax and Trade Burea	2003. Contact us at webmaster@ttb.treas.gov
ENITED STATES DEPARTMENT OF THE TREASURY	0
While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete info may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or the Public COLA Registry may appear differently, with respect to type size, characters per inch and contra section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, id approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via r	esponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained with sting background, than actual labels on the container. We also remind users of the Public COLA Registry antifies various types of label information that may be changed by the COLA holder without the need for the structure of the struc
If you have difficulty accessing any information in the site due to a disability, please contact us v	ia email (webmaster@ttb.treas.cov) and we will do our best to make the information available to you.
This site is best viewed at 800x600 screen If you are using Internet Explorer 8.0, <u>click h</u>	resolution or higher using Internet Explorer 7.0. are for more information on browser Compatibility.
WARNINGI THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHOU DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE TO ABLOE BY THE TTR KULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITONING, OF REVIACY WHI	INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTA

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

- 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 dropdown 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.

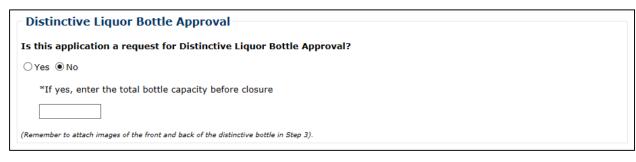
3.6.1.3 Step 2 of 3: COLA Information

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.

U.S. Department of t	CCO TAX AND TRADE BUREAU	
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications	
ITB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	 Create an eApplication Search for eApplications My Profile > Contact Us Instructions Log Off 	
Create Application Step 2 of 3 : COLA Inform	ation	
<u>Step 1</u> Step 2 <u>Step 3</u>		
Application Information:		
Serial Number 🚱 13-		
Serial Number 9 13- Plant Registry/Basic Permit/Brewer's No. 9 SelectPermit#	V Add Permit	
Plant Registry/Basic Permit/Brewer's No. 9	Add Permit Select Principal Place of Business Remove?	-
Plant Registry/Basic Permit/Brewer's No. 🛛	Select Principal	-
Plant Registry/Basic Permit/Brewer's No. @	Select Principal	
Plant Registry/Basic Permit/Brewer's No. @	Select Principal	
Plant Registry/Basic Permit/Brewer's No. @Select Permit# No. Address (None assigned)	Select Principal	
Plant Registry/Basic Permit/Brewer's No. ? Select Permit # No. Address (None assigned) DBA/Trade Name ? (if any) Brand Name ?	Select Principal	
Plant Registry/Basic Permit/Brewer's No. 9 Select Permit # No. Address (None assigned) DBA/Trade Name ? (if any)	Select Principal	
Plant Registry/Basic Permit/Brewer's No. ? Select Permit # No. Address (None assigned) DBA/Trade Name ? (if any) Brand Name ?	Select Principal	
Plant Registry/Basic Permit/Brewer's No. ? Select Permit # No. Address (None assigned) DBA/Trade Name ? (if any) Brand Name ?	Select Principal	
Plant Registry/Basic Permit/Brewer's No. ? Select Permit # No. Address (None assigned) DBA/Trade Name ? (if any) Franciful Name ? (if any)	Select Principal	

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

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



FORMULA(s)	~
TTB Formula ID: 0	
Select TTB Formula ID 🗸 Add Formula	
DR	
Permit Number: 😯 Company Formula #/SOP #: 😯	
Select Permit # V Add Formula (manually)	
st of Formulas	
None assigned)	
sulfite Analysis Submission ID: 0	
-Select Sulfite Submission V Add Sulfite Submission	
DR	
Add Sulfite Submission (manually)	
one assigned)	
et Contents 😣	
-Select Net Contents V Add Net Contents	
Net Contents Remove?	
None assigned)	
Alcohol Content 0	
Wine Vintage 🛿 (if on label)	
Grape Varietal(s) (If any) 🛿 (if on label)	
	×

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

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 N	Next >>
	Alcohol and Tobacco Tax and Trade Bureau	u, 2003. Contact us at webmaster@ttb.treas.gov
UNITED 8	TATES	
DEPARTM THE TREAS		
may change over time. TTB makes no warranty, express	sed or implied, and assumes no legal liability or r	ormation, data such as company names, addresses, permit numbers, and other data provided in the reg responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained w
the Public COLA Registry may appear differently, with res section V. of the instructions for the TTB COLA Form 510 approval. TTB welcomes suggestions on how to improve	0.31, Allowable Revisions to Approved Labels, ide	asting background, than actual labels on the container. We also remind users of the Public COLA Registr dentifies various types of label information that may be changed by the COLA holder without the need fo email at <u>alfd@ttb.gov</u> .
If you have difficulty accessing any information i	n the site due to a disability, please contact us vi	via email (<u>webmaster@ttb.treas.gov</u>) and we will do our best to make the information available to you.
If you have difficulty accessing any information i	This site is best viewed at 800x600 screen	via email (<u>webmaster@ttb.treas.qov</u>) and we will do our best to make the information available to you. r resolution or higher using Internet Explorer 7.0. <u>here</u> for more information on browser Compatibility.

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

Follow these steps to continue creating an application:

- 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.
- 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 <u>Remove</u> 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 <u>before</u> 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 <u>Remove</u> 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, <u>not</u> 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 <u>Remove</u> 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.

	nt of the Treasury + + +	
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication Search for eApplications	
TB F 5100.31: Application For and Certification/ ixemption of Label/Bottle Approval	My Profile <u>Contact Us</u> <u>Instructions</u> Log Off	
Create Application Step 3 of 3 : Upload La	bels	
itep 1 Step 2 Step 3		
SHOW ANY INFORMATION THAT IS BLOWN, B (e.g., net contents) ONLY IF IT DOES NOT A SHOW TRANSLATIONS OF FOREIGN LANGUAG	PPEAR ON THE LABELS AFFIXED BELOW. ALSO,	
Inload Label Images:	~	
Upload Label Images: Note: These images will appear to the public add label images that should appear on the a next section to upload other attachments. File Name File Size	on the Public COLA Registry if approved. Only approved COLA form in this block. Use the Type Dimensions	
Note: These images will appear to the public add label images that should appear on the a next section to upload other attachments.	approved COLA form in this block. Use the	
Note: These images will appear to the public add label images that should appear on the a next section to upload other attachments. File Name File Size	approved COLA form in this block. Use the Type Dimensions	

Figure 73: Create Application Step 3 of 3: Upload Labels (Top)

SHOW TRANSLATIONS OF	F FOREIGN LANGUAG		ABELS AFFIXED BELC						
				~					
				_					
				·					
Upload Label Imag	ges:								
Note: These images will add label images that sh									
next section to upload of	ther attachments.								
File Name	File Size	Туре	Dimension	15					
>> add/remove Im	ages								
,	5								
copies of approved form File Name	istinctive liquor boti ulas, lab reports, e e		acetate bottle, scan Type	nned					
Examples: photos of a di copies of approved form	istinctive liquor boti ulas, lab reports, e e	etc.		nned					
Examples: photos of a di copies of approved form File Name	istinctive liquor boti ulas, lab reports, e e	etc.		Next >>					
Examples: photos of a di copies of approved form File Name >> add/remove A	istinctive liquor boti ulas, lab reports, e e	File Size	Туре	Next >>	nct us at webmaster	g) ttb.treas.gov			
Examples: photos of a di copies of approved form File Name >> add/remove A	istinctive liquor bot: ulas, lab reports, e a Attachments	Alcohol an	Type	Next >>	ict us at webmasteri	ĝitb.treas.gov			
Examples: photos of a di copies of approved form File Name >> add/remove A	istinctive liquor bot: ulas, lab reports, e a Attachments	Alcohol an	Type	Next >>	ict us at webmasteri	∰ Itb.treas.gov	0		
Examples: photos of a di copies of approved form File Name >> add/remove A Cancel application	ENTRE Surant States no waranty, expr	Alcohol an STATES CONTACTES CO	Type << Previous and Tobacco Tax and Trade effort to provide completion dissumes no legal liability	Next >> Bureau, 2003 Con ste information, da ility or responsibili	a such as company as to the accuracy,	names, addresses reliability or comp	leteness of furnished	data. Label images containe	ed
Examples: photos of a di copies of approved form File Name >> add/remove A Cancel application Cancel application	EXERCISE AND A CONTRACT OF A C	Alcohol an STATES MENT OF STATES MENT OF STATES MENT OF STATES (MENT OF STATES) (MENT OF STATES)	Type <-> Previous and Tobacco Tax and Trade of assumes no legal liable of assumes no legal liable of assumes no legal liable of assumes no legal liable	Next >> Bureau, 2003 Con atta information, da ility or responsibilit contrasting backg back, identifice vari	a such as company as to the accuracy, sund, than actual la us types of label in	names, addresses reliability or comp bels on the contai	leteness of furnished ner. We also remind u	data. Label images containe sers of the Public COLA Reg	ed ist
Examples: photos of a di copies of approved form File Name >> add/remove A Cancel application	UNITED UNITED Attachments	Alcohol an Alcohol an STATES UNEXT OF SASURY u (178) makas every ressed or implied, an respect to type size S100.31, Allowable R sove our Public COLA I	Type << Previous and Tobacco Tax and Trade effort to provide comple diassumes no legal liabi diassumes no legal liabi characters per inch and levisions to Approved Lak Registry. Please contact in	Next >> Bureau, 2003 Con ats information, da ility or responsibility contrasting backgo bels, identifies var us via email at <u>alfo</u>	a such as company as to the accuracy, und, than actual la us types of label in <u>attb.gov</u> .	names, addresses reliability or comp bels on the contai formation that may	leteness of furnished ner. We also remind u y be changed by the C	data. Label images containe sers of the Public COLA Reg	ed ist d f
Examples: photos of a di copies of approved form File Name >> add/remove A Cancel application Cancel application	UNITED UNITED Attachments	Alcohol an Alcohol alcohol Alcohol alcohol Alcohol alcohol Alcohol Alcohol Alcohol alcohol Alcohol	Type << Previous and Tobacco Tax and Trade effort to provide comple diassumes no legal liabi diassumes no legal liabi characters per inch and levisions to Approved Lak Registry. Please contact in	Next >> Bureau, 2003 Con the information, da ility or responsibilit contrasting backg bels, identifies vari us via email at alfo act us via email (w screen resolution of	a such as company as to the accuracy, und, than actual la us types of label in <u>http:gov</u> . 	names, addresses reliability or comp bels on the contain formation that mar toy) and we will do net Explorer 7.0.	leteness of furnished ner. We also remind u y be changed by the C our best to make the	data. Label images containe sers of the Public COLA Reg COLA holder without the nee	ed ist d fo
Examples: photos of a di copies of approved form File Name >> add/remove A Cancel application Cancel application Cancel application Public COL Registry may action V. of the instructions fo pproval. THE welcomes sugges If you have difficulty a	ISTINCTIVE liquor bot ulas, lab reports, e a Attachments DEPART TOPART T	Alcohol an Alcohol an	Type << Previous of Tobacco Tax and Trade of Tobacco Tax and Trade of assumes no legal liabi of characters per inch and registry. Please contact a disability, please contact bast viewed at 800x600. ng Internet Explorer 8.0, <i>RTMENT OF TREASURY. UM</i> .	Next >> Bureau, 2003 Con atte information, da ility or responsibili contrasting backg bels, identifies vari us via email at afri act us via email (w soreen resolution or click here for more	such as company as to the accuracy. und, than actual la us types of label in <u>litth.acv</u> . master@ttb.treas higher using Inter information on bro: <i>THIS SYSTEM IS ST</i>	names, addresses reliability or comp formation that mar apply and we will do thet Explorer 7.0. useer Compatibility.	leteness of furnished ner. We also remind u y be changed by the C our best to make the O AND SUBJECT TO CRII	data. Label images contain sers of the Public COLA Reg COLA holder without the neer information available to yo	ed ist df u.

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

Follow these steps to continue creating an application:

- 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.

ALCO TAL	-	
	BACCO TAX AND TRADE BUREAU	
U.S. Departmen	of the Treasury	
COLAs Online	Formulas Online	
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	3 House Division Contractions	
	 Home: My eApplications Create an eApplication 	
	Search for eApplications	
TTB F 5100.31: Application For and Certification/	My Profile Contact Us	
Exemption of Label/Bottle Approval	Instructions Log Off	
Upload Label Images		
Upload Label Image:		
Step 1: Click Browse to Select Attachment		
(Note: Label attachments should be submitte	d as images in actual print size. If the	
actual print size of the label image is larger to		
reduce the image to less than 8.5 X 11 inches image dimensions. Please specify the actual		
3. Valid type/extensions are JPEG (.jpg, .jpeg,	.jpe) and TIFF(.tif, .tiff).)	
	Browse	
Step 2: Indicate Type of Image		
-Select Type of Attachm	ont- V	
-Select Type of Attaching		
Step 3: Specify the Actual Dimensions of t	ne Printed Label	
(Note: This is the size of the actual printed		
image size)		
width	ches height inches	
Step 4: Click Attach File (Note: You may attach up to 10 files per pro-	luct Each file may not exceed 750 KP)	
Attach file	Idet. Each me may not exceed 750 Kb.)	
Attach hie		
- Label Images: Successfully Upload	ed	
5 7 1		
File Name File Size Type	Dimensions Remove?	
Repeat steps 1-4 to at		

Figure 75: Upload Label Images (Top)

······	
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, .jpeq, .jpe) and TIFF(.tif, .tiff).)	
5. Valid cype/excensions are seed (.jpg, .jpey, .jpey and .in (.cir, .ciri).)	
Browse	
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.)	
Attach file	
Label Images: Successfully Uploaded	
File Name File Size Type Dimensions Remove?	
Repeat steps 1-4 to attach more files	
Repeat steps 1-4 to attach more files	
Repeat steps 1-4 to attach more files Step 5: Click Done when finished	
Step 5: Click Done when finished	
Step 5: Click Done when finished	2003 Contact us at webmaster@ttb.treas.gov
Step 5: Click Done when finished Done	2003 Contact us at webmaster@tib.treas.gov
Step 5: Click Done when finished Done Alcohol and Tobacco Tax and Trade Bureau. 2 UNITED STATES DEPARTMENT or	2003 Contact us at webmaster@ttb.treas.gov
Step 5: Click Done when finished Done Alcohol and Tobacco Tax and Trade Bureau, 2 UNITED STATES	2003 Contact us at webmaster@tib.treas.gov
Step 5: Click Done when finished Done Alcohol and Tobacco Tax and Trade Bureau, 2 Alcohol and Tax and	Õ
Step 5: Click Done when finished	ation, data such as company names, addresses, permit numbers, and other data provided in the regi
Step 5: Click Done when finished	allon, data such as company names, addresses, parmit numbers, and other data provided in the rag ponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained in ng background, then accuracy, reliability or completeness of furnished data. Label images contained in files various types of label information that may be changed by the COLA holder without the need for
Step 5: Click Done when finished Done Alcohol and Tobacco Tax and Trade Bureau, 2 UNITED STATES While the Alcohol and Tobacco Tax and Trade Bureau (TE) While the Alcohol and Tobacco Tax and Trade Bureau (TE) While the Alcohol and Tobacco Tax and Trade Bureau (TE)	allon, data such as company names, addresses, parmit numbers, and other data provided in the rag ponsibility as to the accuracy, reliability or completeness of formished data, Label images contained in g background, than actual labels on the container. We also remind users of the Public COLA Registr files various types of label information that may be changed by the COLA holder without the need for
Step 5: Click Done when finished	allon, data such as company names, addresses, parmit numbers, and other data provided in the rag ponsibility as to the accuracy, reliability or completeness of formished data, Label images contained in g background, than actual labels on the container. We also remind users of the Public COLA Registr files various types of label information that may be changed by the COLA holder without the need for
Step 5: Click Done when finished	ation, data such as company names, addresses, permit numbers, and other data provided in the regi ponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained with thes various types of label information that may be changed by the COLA holder without the need for sail at <u>alidatib.sov</u> . email (w <u>bmasterRitb.trass.cov</u>) and we will do our best to make the information available to you. solution or higher using Internet Explorer 7.0.
Step 5: Click Done when finished	ation, data such as company names, addresses, permit numbers, and other data provided in the regi ponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained with thes various types of label information that may be changed by the COLA holder without the need for sail at <u>alidatib.sov</u> . email (w <u>bmasterRitb.trass.cov</u>) and we will do our best to make the information available to you. solution or higher using Internet Explorer 7.0.
Step 5: Click Done when finished	ation, data such as company names, addresses, permit numbers, and other data provided in the regi ponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained up in gackground, than actual labels on the container. We also remind users of the Public COLA Registry tiftes various types of label information that may be changed by the COLA holder without the need for all at <u>alidfattb.acv</u> . email (<u>webmaster@ttb.treas.cov</u>) and we will do our best to make the information available to you. solution or higher using Internet Explorer 7.0. (for more information on brower Compatibility. EO USE OF THIS SYSTEM IS STRUCTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. TH

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 <u>How to Prepare Images for Upload</u> for more information.

- ► Note: TIFF files should <u>not</u> 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, <u>not</u> 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 <u>Remove</u> 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.

	U.S. Department	of the Treasury			
COLAS O		Formulas Online			
ITB F 5100.31: Application For Exemption of Label/Bottle App	and Certification/	Home: My eApplication Create an eApplication Search for eApplication My Profile > Contact Instructions	2		
		Log Off			
Upload Other	[·] Attachme	nts			
-					
- Upload Other Atta Step 1: Click Browse to					
(Note: Valid type/extensi	ions are DOC(.doc), T	EXT(.txt), PDF(.pdf), JPEG (.jp	g, .jpeg,		
.jpe), and TIFF(.tif, .tiff).	.)	Browse			
Step 2: Indicate Type o	~-	Browse			
		ent 🗸			
	f Image Select Type of Attachme	ent 🗸			
Step 3: Click Attach File	Select Type of Attachme				
Step 3: Click Attach File (Note: You may attach u	Select Type of Attachme	int- ▼ luct. Each file may not exceed	750 KB.)		
Step 3: Click Attach File (Note: You may attach u	Select Type of Attachme		750 KB.)		
Step 3: Click Attach File (Note: You may attach u	Select Type of Attachme pup to 10 files per proc Attach file	luct. Each file may not exceed	750 KB.)		
Step 3: Click Attach File (Note: You may attach u	Select Type of Attachme pup to 10 files per proc Attach file	luct. Each file may not exceed	750 KB.)		
Step 3: Click Attach File (Note: You may attach u Other Attachment: File Name	Select Type of Attachme p to 10 files per prod Attach file s: Successfully U File Size	luct. Each file may not exceed ploaded Type Ren			
Step 3: Click Attach File (Note: You may attach u Other Attachment: File Name	Select Type of Attachme p to 10 files per prod Attach file s: Successfully U	luct. Each file may not exceed ploaded Type Ren			
Step 3: Click Attach File (Note: You may attach u Other Attachment: File Name	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att	luct. Each file may not exceed ploaded Type Ren			
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att	luct. Each file may not exceed ploaded Type Ren ach more files			
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att n finished	luct. Each file may not exceed ploaded Type Ren ach more files			
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att n finished	luct. Each file may not exceed ploaded Type Ren ach more files			
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att n finished	luct. Each file may not exceed ploaded Type Rem ach more files		ebmaster@tib.treas.gov	
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size speat steps 1-3 to att n finished Done	luct. Each file may not exceed ploaded Type Ren tach more files	iove?	ebmaster⊜ttb.tress.gov	
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proof Attach file s: Successfully U File Size peat steps 1-3 to att n finished Done UNITED ** DEPARTM	Alcohol and Tobacco Tax and	iove?	ebmasler@tlb.freas.gov	
Step 3: Click Attach File (Note: You may attach u Other Attachments File Name Re	Select Type of Attachme p to 10 files per proc Attach file s: Successfully U File Size uppeat steps 1-3 to atta n finished Done	Alcohol and Tobacco Tax and	iove?	ebmaster@ttb.treas.gov	0

Figure 77:	Upload	Other	Attachments
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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 <u>Remove</u> 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.

COLAS ONLINE	> Formulas Online	
ITB F 5100.31: Application For and Certification/	Home: My eApplications Create an eApplication Search for eApplications My Profile Contact Us	
Exemption of Label/Bottle Approval	Instructions Log Off	
Verify Application		
itep 1 Step 2 Step 3 Verify Application		
A summary of the data you entered is listed below. If avigating to the appropriate step.	you see any errors, please correct them by	
submit the application to TTB by agreeing to the stater submit button. (You may also choose to save your app late. If you do not act on the application within 30 day he system.)	lication for 30 days and submit it to TTB at a later	
	edit step 1	
	edit step 1	
Source of Product: DOMESTIC		
Source of Product: DOMESTIC		
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567 Contact Information	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL. Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number:	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL. Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number:	APPROVAL	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL. Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV	APPROVAL edit step 2	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE:SMITH@TTB.GOV Plant Registry/Basic Permit/Brewers No (I	APPROVAL edit step 2	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL. Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV Plant Registry/Basic Permit/Brewers No (I Br-ME-5555 POM BREWING COMPANY	APPROVAL edit step 2	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV Plant Registry/Basic Permit/Brewers No (I BR-ME-5555 POM BREWING COMPANY 1111 RIVER RD	APPROVAL edit step 2	
Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV Plant Registry/Basic Permit/Brewers No (I BR-ME-5555 POM BREWING COMPANY 1111 RIVER RD	APPROVAL edit step 2	
Type of Product: WINE Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL. Serial #: 13-4567 Contact Information JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV Plant Registry/Basic Permit/Brewers No (I BR-ME-5555 POM BREWING COMPANY 1111 RIVER RD BETHEL, ME 04217 DBA/Trade Name:	APPROVAL edit step 2	

Figure 79: Verify Application (Middle)

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):	
Brand Name: POM BREW	
Fanciful Name: N/A	
Net Contents: 1 LITER	
Alcohol Content: 1	
Wine Appellation: N/A	
Wine Vintage: N/A	
Grape Varietal(s): N/A	
TTB Formula ID:	
(None assigned)	
Sulfite Analysis Submission ID: (None assigned)	
Lab No. & Date/Pre-Import No. & Date: N/A	
edit step 3	
Special Wording:	
N/A	
	v

File Name				
	File Size	Туре	Dimensions	
Test4.jpg	316KB	Brand (front)	5 inches W X 5 inches H	
Other Attachments:				
File Nam	e	File Size	Туре	
v	/erify unloaded	images with act	ual sizes	
		Uploaded Images		
	<u>, really</u>	opiodaca images		
this application are to and, that the represe supplemental docum containers to which t understood and comp	rue and correct entations on the ents, truly and these labels wil plied with the c al TTB F 5100.3	to the best of m labels attached correctly repress l be applied. I al conditions and in 31. Certificate/Ec	xemption of Label/Bottle	
			1	
	Sub	mit application		
	Subi	or		
			days	
Cancel application	Don't submit	or	lays << Previous	
Cancel application	Don't submit	or t yet; save for 30 o	<< Previous	3 Contact us at webmaster@ttb.treas.gov
Cancel application	Don't submit	or t yet; save for 30 o	<< Previous	3 Contect us at webmaster@Itb.freas.gov
Vhile the Alcohol and Tobacco Të makes no varranty, expre	Don't submit	or t yet; save for 30 c Alcoh <u>TRED STATES</u> ARTMENT or TREASURY u (TTB) makes every aff ssummes no legal liability inch and contrasting base	events of the provide complete information, data or the provide complete information, data or responsibility as to the accuracy, rel corresponsibility as to the accuracy.	3 Contact us at webmaster@ttb.treas.gov Figure 2000 h as company names, addresses, permit numbers, and other data provided in the registry may change over the optimised data. Label images contained within the Public COLA Registry may appear or completeness of furnished data. Label images contained within the Public COLA Registry may appear is COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COL

Figure 80: Verify Application (Bottom)

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 <u>Make Corrections</u> 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 <u>Make Corrections</u> 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 <u>Make Corrections</u> 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 <u>Verify</u> <u>Uploaded Images</u> link.

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

	OBACCO TAX AND TRADE BUREAU
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	 Create an eApplication Search for eApplications My Profile > Contact Us Instructions Log Off
Application Submitted	
You have successfully submitted your applicati 13221001000001 (for Permit or Registry No.B (Note: You may disregard any previous TTB ID:	BR-ME-5555, Serial Number 134567).
versions of this application you may have creat If you have any questions about your application	ited in the past.)
Washington, DC 20005 Attention: Customer Service Team 1-866-927-ALFD (2533) alfd@ttb.gov	
create an eApplication	Back to My eApplications
	Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov
UNITED S DEPARTM THE TREA	IENT OF
may change over time. TTB makes no warranty, expres- the Public COLA Registry may appear differently, with re section V. of the instructions for the TTB COLA Form 510	TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the re seed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained aspect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Regis 00.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need i e our Public COLA Registry. Please contact us via email at <u>alfd@ttb.gov</u> .
If you have difficulty accessing any information	in the site due to a disability, please contact us via email (<u>webmaster@ttb.treas.gov</u>) and we will do our best to make the information available to you.
	This site is best viewed at 2000-500 energy and discussion Televistic Televistic Televistic Televistic
	This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 8.0, <u>click here</u> for more information on browser Compatibility.

Figure 81: Application Submitted

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.

U.S. Departme	OBACCO TAX AND TRADE BUREAU It of the Treasury	
COLAs Online	Formulas Online	
ALCOHOL AND TODACCO TAX AND TRADE BUREAU	Home: My eApplications Create an eApplication Search for eApplications	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	> My Profile > Contact Us > Instructions > Log Off	
Search for eApplication	IS	
Search Criteria: Note:Wild card character for a search is rep	resented by a "%"	
Submitted By: 🛿		
 JSCFMEXT O other users with same Pla 	nt Registry/Basic Permit/Brewer's No.	
Date Submitted: 😯		
From	0	
	IM/DD/YYYY	
Date Status Last Updated: 0		
From	o	
TTB ID: 0		
Serial #: 9		
Plant Registry/Basic Permit/Brewer's No		
Note: Searches by Permit No. will only return Checking one or more permits will return da checking any permit will return data for ALL	a for the checked permit(s) only. Not	
BR-ME-SUN-111: POM RIVER BREWING CO		
BWN-MA-5555: POM WINERY, LLC		
DSP-ME-222: POM ROCK DISTILLERIES, I PR-S-333: POM & CO. INC.	NC.	

Figure 82: Search for eApplications (Top)

(Check all that apply) (Check all Query of the proval	average 08/01/2006 forward data		
Brand Name Fanciful Name Either Type of Application (Check all that apply) Domestic Imported Type of Submission Distincti Resubmission After Rejection Distincti Resubmission After Rejection Distincti Clear and Start Over Back to UNITED STATUS While the Alcohol and Tobacco Tax and Trade Bureau (TTE) mal	that apply) d Spirits average 08/01/2006 forward data		
Brand Name Panciful Name Either Type of Application P (Check all that apply) (Domestic Imported Type of Submission P (Check all that apply) (Check a	that apply) d Spirits average 08/01/2006 forward data		
Type of Application ? Type of (Check all that apply) (Check all that apply) (Check all Check all that apply) Certificate of Exemption Distill Matter Control of Exemption Distill Matter Source of Product ? Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Distill Type of Submission ? Distincti Representative ID ? OctA Status ? Cold Status ? V Clear and Start Over Back to Visite the Alcohol and Tobacco Tax and Trade Bureau (TTB) main appear different, with respect to	that apply) d Spirits average 08/01/2006 forward data		
(Check all that apply) (Check all that apply) (Check all that apply) (Check all Wine (Certificate of Label Approval Wine (Certificate of Exemption Distill Malt Malt Source of Product @ Malt Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission @ Distincti Resubmission After Rejection Dist Representative ID @	that apply) d Spirits average 08/01/2006 forward data		
(Check all that apply) (Check all that apply) (Check all that apply) (Check all Wine (Certificate of Label Approval Wine (Certificate of Exemption Distill Malt Malt Source of Product @ Malt Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission @ Distincti Resubmission After Rejection Dist COLA Status @ Select Status Clear and Start Over Back to Unite the Alcohol and Tobacco Tax and Trade Bureau (TTE) malary change over time. TE makes no warranty, expressed or in Public OLA Registy may appear differently, with respect to	that apply) d Spirits average 08/01/2006 forward data		
(Check all that apply) (Check all that apply) (Check all that apply) (Check all Wine (Certificate of Label Approval Wine (Certificate of Exemption Distill Malt Malt Source of Product @ Malt Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission @ Distincti Resubmission After Rejection Dist Representative ID @	that apply) d Spirits average 08/01/2006 forward data		
(Check all that apply) (Check all that apply) (Check all that apply) (Check all Wine (Certificate of Label Approval Wine (Certificate of Exemption Distill Malt Malt Source of Product @ Malt Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission @ Distincti Resubmission After Rejection Dist COLA Status @ Select Status Clear and Start Over Back to Unite the Alcohol and Tobacco Tax and Trade Bureau (TTE) malary change over time. TE makes no warranty, expressed or in Public OLA Registy may appear differently, with respect to	that apply) d Spirits average 08/01/2006 forward data		
Certificate of Exemption Certificate of Exemption Check all that apply) Domestic Imported Type of Submission ? Certificate of Product will only return Representative ID ? ColA Status ? Celear and Start Over Back to Celear and Start Over Celear and Cele	average 08/01/2006 forward data		
Certificate of Exemption Certificate of Exemption Check all that apply) Domestic Imported Type of Submission ? Certificate of Product will only return Representative ID ? ColA Status ? Celear and Start Over Back to Celear and Start Over Celear and Cele	average 08/01/2006 forward data		
Malt Source of Product Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission Distincti Representative ID CoLA Status CoLA Statu	average 08/01/2006 forward data		
Source of Product Note: Searches by Source of Product will only return (Check all that apply) Domestic Type of Submission Type of Submission After Rejection Distinct Cola Status Cola	- 08/01/2006 forward data		
Note: Searches by Source of Product will only return (Check all that apply) Domestic Imported Type of Submission ? Distincti Resubmission After Rejection Dist Representative ID ?			
Resubmission After Rejection Dist Representative ID COLA Status COLA Status Clear and Start Over Back to Clear a			
Representative ID COLA Status COLA Status Colar and Start Over Back to Clear and Start Over Back to Clear and Start Over			
Representative ID COLA Status COLA Status Colar and Start Over Back to Clear and Start Over Back to Clear and Start Over Clear and Start Over Clear and Start Over Back to Clear and Start Over Back to Clear and Start Over Clear and Start Over Back to Clear and Start Over Back	-		
COLA Status ? Select Status V Clear and Start Over Back to DEPARTMENT or THE TREASURY While the Alcohol and Tobacco Tax and Trade Bureau (TTB) mal hay change over time. TB makes no warranty, expressed or in the Public COLA Registry may appear differently, with respect to	ctive Liquor Bottle Approval		
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DEPARTMENT or THE TREASURY While the Alcohol and Tobacco Tax and Trade Bureau (TTB) mainay change over time. TTB makes no warranty, expressed or in the Public CDLA Registry may appear differently, with respect to	cohol and Tobacco Tax and Trade Bures	2003 Contact us at webmaster@ttb.treas.gov	
DEPARTMENT or THE TREASURY While the Alcohol and Tobacco Tax and Trade Bureau (TTB) main nay change over time. TTB makes no warranty, expressed or in P vublic CDL Registry may appear differently, with respect to			
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section V. of the instructions for the TTB COLA Form 5100.31, Al approval. TTB welcomes suggestions on how to improve our Pub	lied, and assumes no legal liability or pe size, characters per inch and contra wable Revisions to Approved Labels, in	mation, data such as company names, addresses, parmit numbers, and other exponsibility as to the accuracy, reliability or completeness of furnished data, sting background, than actual labels on the container. We also remind users or entifies various types of label information that may be changed by the COLA H mail at <u>alfd@ttb.qov</u> .	Label images contained v of the Public COLA Registr
If you have difficulty accessing any information in the sit		ia email (<u>webmaster@ttb.treas.gov</u>) and we will do our best to make the infor	mation available to you.
	due to a disability, please contact us	resolution or higher using Internet Explorer 7.0.	
WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STA DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY O TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING			

Figure 83: Search for eApplications (Bottom)

Follow these steps to begin searching:

- 1. Select the <u>Search for eApplications</u> 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.

Office of the Chief Information Officer

- 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.

COLAS				> Formu	ulas Online		
ALCOHOL AND TOBA	cation For and Ce	ertification/		> Create > Search		tion ations	
Search Res	ults: eApp	olications			E	Printable Version	
TTB ID	<u>Permit No.</u>	Brand Name	<u>Fanciful</u> Name	<u>Serial No.</u>	<u>Status</u> Date	<u>Status</u>	
10207001000001	BWN-MA- 5555	POM WINERY	<u>Indire</u>	101234		SURRENDERED	
10207001000003		POM DISTILLERS		101234	07/26/2010	REJECTED	
10207001000002	BR-ME-SUN- 111	POM BREWERY		101234	07/26/2010	REJECTED	
10204001000001		POM DISTILLERS		101234	07/23/2010	WITHDRAWN	
				1 to 4 of 4	(Total Match	hing Records: 4)	
New Search	1			Bac	ck to My eApp	plications	l
new ocarem			Alcohol a				s at webmaster@ttb.treas.gov
		UNITED STAT DEPARTMENT THE TREASU	T OF				0
may change over tim the Public COLA Regi section V. of the instr	e. TTB makes no stry may appear ructions for the T	o warranty, expressed differently, with respec	or implied, an ct to type size 1, Allowable R	nd assumes no e, characters pe levisions to Ap	o legal liability o er inch and contr proved Labels, i	or responsibility as t rasting background identifies various ty	h as company names, addresses, permit numbers, and other data provided in the reg to the accuracy, reliability or completeness of furnished data. Label images contained w , than actual labels on the container. We also remind users of the Public COLA Registr pees of label information that may be changed by the COLA holder without the need fo
							ster@ttb.treas.gov) and we will do our best to make the information available to you.

Figure 84: Search Results: eApplications

Follow these steps to view the search results:

- 1. Select the <u>Search for eApplications</u> 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 <u>Next link</u>.

- 6. To view the details of an e-filed application, select the <u>TTB ID</u> 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	Formulas Online	
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Home: My eApplications Create an eApplication	
TB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	 Search for eApplications My Profile > Contact Us Instructions Log Off 	
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 (P	rincipal Place of Business): 😡	
BR-ME- 5555		
POM BREWING COMPANY		
1111 RIVER RD BETHEL, ME 04217		
Trade Name (as on label): 0		
POM BREWING		

Contact Information JAME SMITH (SCRMEXT) (202) 453-2000 JAME SMITHQTTB.COV Fanciful Name: 0 Net Contents: 0 I UITER Acohol Content: 0 I UITER Acoho					
(202) 453-2000 DAME. SMITHETTB.GOV Fanctful Name: • Net Contents: • 1 LITER Alcohol Content: • 1 Wine Appellation: • Grape Varietal(s): • Wine Vintage: • TTB Formula DD: • (None assigned) Formula/SOP #: • Sulfite Analysis Submission ID: • (None assigned) Sulfite Analysis Submission ID: • (None assigned) Special Wording: Y/A Label Images Type Label Dimensions Tarticipg Brand (front) 1 Inches W × 1 Inches H Attachments Type					
IANË.SMITHOTTB.GOV Fanciful Name: • Ket Contents: • ILITER Alcohol Content: • ILITER		XT)			
Fanciful Name: • Vet Contents:					
Net Contents: 0 1 LITER Nicohol Content: 0 Srape Varietal(s): 0 Wine Vintage: 0 TTB Formula ID: 0 (None assigned) Formula/SOP #: 0 Sulfite Analysis Submission ID: 0 (None assigned) Lable Dimensions Special Wording: V/A LableI Dimensions Testd, jpg Brand (front) 1 inches W X 1 inches H Attachments Type	JANE.SMITH@TTB.GO	V			
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Wine Appellation:	1 LITER				
Srape 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: V/A Label Images Type Label Dimensions Test4.jpg Brand (front) 1 inches W X 1 inches H Attachments Type Judder the penalties of perjury, I declare: that all the statements appearing on	Alcohol Content: 😯	1			
Wine Vintage: @ ITTB Formula ID: @ (None assigned) Formula/SOP #: @ Sulfite Analysis Submission ID: @ (None assigned) Lab No. & Date/Pre-Import No. & Date: @ Special Wording: V/A Label Images Type Label Dimensions Test4.jpg Brand (front) 1 inches W X 1 inches H Attachments Type Junder the penalties of perjury, I declare: that all the statements appearing on	Wine Appellation: 🛛				
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Special Wording: V/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					
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					
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Test4.jpg Brand (front) 1 inches W X 1 inches H Attachments Type Junder the penalties of perjury, I declare: that all the statements appearing on	N/A				
Attachments Type	-				
Under the penalties of perjury, I declare: that all the statements appearing on	Test4.jpg	Brand (front)	1 inches W X 1 inches H		
Under the penalties of perjury, I declare: that all the statements appearing on	Attachments	Туре			
Under the penalties of perjury, I declare: that all the statements appearing on					
	Under the penalties	of perjury, I declar	e: that all the statements appear	ing on	

Figure 86: Application Detail (Middle)

(None assigned)					
Lab No. & Date/Pre-	Import No. & Date:	0			
Special Wording:					
N/A					
Label Images	Туре	Label Dimensions			
Test4.jpg	Brand (front)	1 inches W X 1 inches H			
Attachments	Туре				
		rrectly represent the content of the			
understood and con attached to an origi Approval.	nplied with the cond nal TTB F 5100.31. (applied. I also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle oplicant Name JANE SMITH			
understood and con attached to an origi Approval.	nplied with the cond nal TTB F 5100.31. (applied. I also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle			
understood and con attached to an origi Approval.	nplied with the conc nal TTB F 5100.31. (08/09/2013 Ap	applied. T also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle oplicant Name JANE SMITH Back Alcohol and Tobacco Tax and Trade Bureau.	2003 Contact us at webmaster@t	ib.treas.gov	
understood and con	oglogy2013 Ap	applied. I also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle oplicant Name JANE SMITH Back	2003 Contact us at webmaster@t	ib. treas. gov	
understood and con attached to an origi Approval. Date of Application: While the Alcohol and Tob may change over time. Ti the Public COLA Registry n section V. of the instruction	UNITE F 5100.31. (08/09/2013 App 08/09/2013 App 08/0000000000000000000000000000000000	applied. T also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle oplicant Name JANE SMITH Back Alcohol and Tobacco Tax and Trade Bureau, DESTATES TUNEXT OF	nation, data such as company na sponsibility as to the accuracy, re ing background, than actual labe Itifies various types of label info	mes, addresses, permit nun liability or completeness of is on the container. We also	furnished data. Label images contained remind users of the Public COLA Registr
understood and con attached to an origi Approval. Date of Application: United the Application Application of the Application may change over time. The Public COLA Registry neetion V. of the instruction papproval. TTB welcomes si	UNITE F 5100.31. (08/09/2013 AF 08/09/2013 AF DEPAT THE DEPAT THE THE STATE STATE Backo Tax and Trade Bure B makes no warranty, ex B makes no warranty, ex B makes no warranty, ex	applied. I also certify that I have read, litions and instructions which are Certificate/Exemption of Label/Bottle pplicant Name JANE SMITH Back Alcohol and Tobacco Tax and Trade Bureau, CENTATES TEMENT op EASURY as (TTB) makes every effort to provide complete inform present or implied, and assumes no legal liability or or the respect to type size, characters per inch and contras 1900.31. Allowable Revisions to Approved Labels, Ide	nation, data such as company na sponsibility as to the accuracy, re ing background, than actual htifies various types of label infor nail at <u>aird@ttb.gov</u> , email (<u>vebmaster@ttb.treas.go</u>	mes, addresses, permit nun liability or completeness of is on the container. We also mation that may be change	furnished data. Label images contained o remind users of the Public COLA Regist d by the COLA holder without the need for

Figure 87: Application Detail (Bottom)

Follow these steps to view application details:

- From the Search Results page or Home: My eApplication page, select the <u>TTB ID</u> 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 <u>Printable Version</u> 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 <u>http://www.ttb.gov/foia/index.shtml</u>. Please include CFM ID/TTB ID number in your request.

- 5. For paper filed applications, select the <u>Printable Version</u> 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 <u>Surrender Cola</u> link.
- ► Note: Received applications can be withdrawn by selecting the <u>Withdraw Application</u> link.
- ► Note: Rejected applications can be resubmitted by selecting the <u>Resubmit Application</u> 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.

		OMB No. 1513-0020 (01/31/2009)
FOR TTB USE ONLY TTB ID 09365001006666 1. REP. ID. NO. (If any) CT OR 81 05 05		MENT OF THE TREASURY TOBACCO TAX AND TRADE BUREAU LICA TION FOR AND EXEMPTION OF LABEL/BOTTLE APPROVAL Paperwork Reduction Act Notice on Back)
	1	
	PART I - APPLICATION	APPLICANT AS SHOWN ON PLANT REGISTRY,
2. PLANT 3. SOURCE OF REGISTRY/BASIC PRODUCT (Required) PERMIT/BREWER'S NO. (Required) BW-VA-6666 mported		X'S NOTICE. INCLUDE APPROVED DBA OR ABEL (Required)
4. SERIAL NUMBER (Required) 5. TYPE OF PRODUCT (Required) 090555 Vinne DistillED sparts MALT BEVERAGE	LINDEN VA 22642	
6. BRAND NAME (Required) POM VINEYARDS	8a. MAILING ADDRESS, IF D	NFFERENT
7. FANCIFUL NAME (If any)	,	
9. EMAIL ADDRESS 10. FORMULA/SC WINE@POMVINEYARDS.COM (/f any)		18. TYPE OF APPLICATION (Check applicable box(es))
12. NET CONTENTS 13. ALCOHOL 375 MILLILITERS 13.8	14. WINE APPELLATION IF ON LABEL VIRGINIA	a. CERTIFICATE OF LABEL APPROVAL CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in only" (Fill in State abpreviation.)
15. WINE VINTAGE DATE IF ON LABEL (540) 384-1997 2009	3ER 17. FAX NUMBER (540) 364-3333	DISTINCTIVE LIQUOR BOTTLE APPROVAL C
19. SHOW ANY WORDING (a) APPEARING ON MAT etc.) OTHER THAN THE LABLES AFFIXED BELOW, (contents etc.). THIS WORDING MUST BE NOTED HEI PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE	OR (b) BLOWN, BRANDED OR I RE EVEN IF IT DUPLICATES POP	EMBOSSED ON THE CONTAINER (e.g., net RTIONS OF THE LABELS AFFIXED BELOW. ALSO,
PART II -	APPLICANT'S CERTIFIC	CATION
Under the penalties of perjury, I declare; that all stat knowledge and belief, and, that the representations correctly represent the content of the containers to and complied with the conditions and instructions w Labe/Bottle Approval.	on the labels attached to this f which these labels will be app	form, including supplemental documents, truly and plied. I also certify that I have read, understood
20. DATE OF 21. SIGNATURE OF APPLICANT OF	R AUTHORIZED AGENT	22. PRINT NAME OF APPLICANT OR

Figure 88: Printable E-filed COLA (Top)

PART III - TTB CERTIFICATE		=
This certificate is issued subject to applicable laws, regulations and conditions as portion of this form.	set forth in the instructions	
23. DATE ISSUED 24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND T	RADE BUREAU	
FOR TTB USE ONLY		7
QUALIFICATIONS	EXPIRATION DATE (IF	-
STATUS THE STATUS IS APPROVED.	any)	
CLASS/TYPE DESCRIPTION TABLE WHITE WINE		
2009 VIBUSINI SUPPRION BLANC AVENIUS ALC: 13:895 BY VOL PRODUCED AND BOTTLED BY LINDIRK VININGRIA 22:612 UNDERN, VININGRIA 22:612		
ALDORIDE BOXTAGES DURINE FREGNANCY BECAUSE OF THE RISK OF BITTLE BEFORE 12 CITEMENTER OF ALTER REPORTING BANGE MACHINET, OF ALTER REPORTING ACCHINET, OF ALTER REPORTING ALTER REPORTING ACCHINET, OF ALTER REPORTING ACCHINET, ACCHINET, ACCHIN		

Figure 89: Printable E-filed COLA (Bottom)

3.7.4.1.1 Print an E-filed COLA

Follow these steps to print an e-filed COLA:

- 1. Select the <u>TTB ID</u> link. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.
- Select the <u>Printable Version</u> 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.

<text><form></form></text>	Image: Distribution of the provided part	<form></form>					
<form><form><form><form><form><form><form><form><form><form><form><form><form><form></form></form></form></form></form></form></form></form></form></form></form></form></form></form>	<form><form><text></text></form></form>	<form><form><form><form></form></form></form></form>	FOR	TTB USE ONLY	-		
<form><form><form><form><form><form><form><form><form></form></form></form></form></form></form></form></form></form>	<form><form><form><form><form><form><form></form></form></form></form></form></form></form>	<form><form><form><form><form><form><form></form></form></form></form></form></form></form>	TTB ID		ALCOHOL AND TO APPLICATION FOR A	DBACCO TAX AND TRADE BUREAU ND CERTIFICATION/EXEMPTION OF	
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Figure 90: Printable Paper Filed COLA

3.7.4.2.1 Print a Paper Filed COLA

Follow these steps to print a paper filed COLA:

- 1. Select the <u>TTB ID</u> 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.

ALCOHOL AND TOE U.S. Department	SACCO TAX AND TRADE BUREAU of the Treasury		
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication Search for eApplications		
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	<u>My Profile</u> <u>Contact Us</u> <u>Instructions</u> <u>Log Off</u>		
Request to Surrender CO	DLA		
Are you sure you want to Surrender this Cola	1?		
TTB ID: 08325001000013			
Brand Name: POM			
Fanciful Name:			
Type of Product: WINE			
Source of Product: DOMESTIC			
Cancel	Surrender	1	
Back to Search Results		i i i i i i i i i i i i i i i i i i i	
Buck to Scaren Results			
	Alcohol and Tobacco Tax and Trade Bureau,	J, 2003. Contact us at webmaster@ttb.treas.gov	
UNITED ST.	ATES .		
DEPARTME			
THE TREAS	<u>UKY</u>		
may change over time. TTB makes no warranty, expresse the Public COLA Registry may appear differently, with resp	d or implied, and assumes no legal liability or re pect to type size, characters per inch and contras .31, Allowable Revisions to Approved Labels, ide	rmation, data such as company names, addresses, permit numbers, and other data provided in responsibility as to the accuracy, reliability or completeness of furnished data. Label images cor sting background, than actual labels on the container. We also remind users of the Public COL4 entities various types of label information that may be changed by the COLA holder without the email at <u>alfd@ttb.gov</u> .	ntained with A Registry t
If you have difficulty accessing any information in	the site due to a disability, please contact us vi	ria email (<u>webmaster@ttb.treas.qov</u>) and we will do our best to make the information available	to you.
If you have difficulty accessing any information in	This site is best viewed at 800×600 screen r	ia email (webmaster@ttb.treas.gov) and we will do our best to make the information available resolution or higher using Internet Explorer 7.0. are for more information on browser Compatibility.	to you.

Figure 91: Request to Surrender COLA

Follow these steps to surrender an approved COLA:

- 1. Select the <u>TTB ID</u> link of an approved COLA. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.
- 2. Select the <u>Surrender Cola</u> 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.

ALCOHOL AND TO U.S. Department	BACCO TAX AND TRADE BUREAU of the Treasury		
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication		
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	Search for eApplications My Profile Contact Us Instructions Log Off		
Surrender COLA Confirm You have sucessfully surrendered TTB ID 08325			
	Back to My eApplications		
	Alcohol and Tobacco Tax and Trade Bureau, 2003 (Contact us at webmaster@ttb.treas.gov	
UNITED ST DEPARTM THE TREAS	NT OF	O	
may change over time. TTB makes no warranty, express the Public COLA Registry may appear differently, with res	ed or implied, and assumes no legal liability or responsi pect to type size, characters per inch and contrasting ba 0.31, Allowable Revisions to Approved Labels, identifies	data such as company names, addresses, permit numbers, and bility as to the accuracy, reliability or completeness of furnished d kground, than actual labels on the container. We also remind us arous types of label information that may be changed by the CC alfd <u>Bttb.gov</u> .	ata. Label images contained w ers of the Public COLA Registry
If you have difficulty accessing any information i	the site due to a disability, please contact us via email	(webmaster@ttb.treas.gov) and we will do our best to make the i	nformation available to you.
	This site is best viewed at 800x600 screen resolution If you are using Internet Explorer 8.0, <u>click here</u> for m	n or higher using Internet Explorer 7.0. Iore information on browser Compatibility.	
DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACT	VITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INF	E OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMI ORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING NITION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. US THIS SYSTEM.	THIS COMPUTER YOU ARE AGREE

Figure 92: Surrender COLA Confirmation

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

3.9 WITHDRAW APPLICATION

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

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

3.9.1 Request to Withdraw Application

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

	BACCO TAX AND TRADE BUREAU of the Treasury	
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	Create an explication Search for eApplications My Profile Contact Us Instructions Log Off	
Request to Withdraw A	oplication	
Are you sure you want to Withdraw this ap	lication?	
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, 20	03 Contact us at webmaster@ttb.treas.gov
UNITED S DEPARTM THE TREAT	ENT OF	O
may change over time. TTB makes no warranty, express the Public COLA Registry may appear differently, with re-	ed or implied, and assumes no legal liability or resp pect to type size, characters per inch and contrastin 0.31, Allowable Revisions to Approved Labels, identi	ion, data such as company names, addresses, permit numbers, and other data provided in the registry onsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within background, than actual labels on the container. We also remind users of the Public COLA Registry tha les various types of label information that may be changed by the COLA holder without the need for re- lat <u>alfdBitb.cov</u> .
If you have difficulty accessing any information i	n the site due to a disability, please contact us via e	mail (<u>webmaster@ttb.treas.qov</u>) and we will do our best to make the information available to you.
	This site is best viewed at 800x600 screen reso If you are using Internet Explorer 8.0, <u>click here</u>	
DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACT	VITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY	D USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEIN RYMATION RETREVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATIO ING THIS SYSTEM.

Figure 93: Request to Withdraw Application

Follow these steps to withdraw an application from processing:

1. Select the <u>TTB ID</u> link of a submission in the Received status. The Application Detail page displays. See Figure 85, Figure 86, and Figure 87.

- 2. Select the <u>Withdraw Application</u> 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.

U.S. Department	SACCO TAX AND TRADE BUREAU	
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online Home: My eApplications Create an eApplication	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	Search for eApplications My Profile Contact Us Instructions Log Off	
Withdraw COLA Confirm	ation	
You have sucessfully withdrawn application for	TB ID 13221001000001	
	Back to My eApplications	
	Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov	
UNITED S		
DEPARTM THE TREAS While the Alcohol and Tobacco Tax and Trade Bureau (T may change over time. TTB makes no warranty, express the Public COLA Registry may appear differently, with re- section V. of the instructions for the TTB COLA Form STO		l wit try f
DEPARTM THE TREAS While the Alcohol and Tobacco Tax and Trade Bureau (T may change over time. TTB makes no warranty, express the Public COLA Registry may appear differently, with re- section V. of the instructions for the TTB COLA Form 510 approval. TTB welcomes suggestions on how to improve	In the severy effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images containe sect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Regi 13, Allovable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need to the reliability or completeness of furnished data.	l wit try f for i
DEPARTM THE TREAS While the Alcohol and Tobacco Tax and Trade Bureau (T may change over time. TTB makes no warranty, express the Public COLA Registry may appear differently, with re- section V. of the instructions for the TTB COLA Form 510 approval. TTB welcomes suggestions on how to improve	B) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the id or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images containe et to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Regi 3.1, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need ur Public COLA Registry. Please contact us via email at <u>alfdittb.gov</u> .	for i

Figure 94: Withdraw Application Confirmation

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

3.10 APPLICATION NEEDS CORRECTION

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

_	> Formulas Online		
COLA Registry	• Pormulas Online		
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	 Home: My eApplications Create an eApplication Search for eApplications 		
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	My Profile Contact Us Instructions Log Off		
Application Needs Corre	ection		
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			
		1	
The Application needs correction for the reaso	ns listed below. Click on the "Make		
Corrections" link above to edit the information			
corrections must be completed by 09/08/20:	13 or the application will be		
automatically rejected.			
	Additional Information		
Reason			
Reason The company name and address (city and stat			
The company name and address (city and stat	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C	e phrase		
The company name and address (city and stat required on your label immediately following the	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C (a)	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C (a) TTB Comments:	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C (a) TTB Comments:	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C (a)	e phrase		
The company name and address (city and stat required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 C (a) TTB Comments:	e phrase		

Figure 95: Application Needs Correction

Follow these steps to view application corrections:

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

► Note: The <u>Make Corrections</u> link is only available for applications in the "Needs Correction" status.

► Note: Once you select the <u>Make Corrections</u> 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 <u>Make Corrections</u> 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 <u>not</u> displayed when you select the <u>Make</u> <u>Corrections</u> 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.

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU > Home: My eApplications > Create an eApplication > Search for eApplications > My Profile > Contact Us > Instructions xeemption of Label/Bottle Approval > Log Off	TTB ALCOHOL AND U.S. Departme	TOBACCO TAX AND TRADE BURE ant of the Treasury	AU	
Pinstructions > instructions > log.off My Profile Contact Information Instructions Name JANE SMITH JANE SMITH <td< th=""><th>COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU</th><th></th><th> Home: My eApplications Create an eApplication Search for eApplications </th><th></th></td<>	COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU		 Home: My eApplications Create an eApplication Search for eApplications 	
Contact Information Change Password Name JANE SMITH JSCFMEXT E-mail address JANE.SMITH@TTB.GOV Telephone Number 2024532000 Fax Number Segistered to Submit Applications for: Modify Registration 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 RIVER BREWING COMPANY S555 KEARN RO, NEEDHAM, MA 02494-0000 DSP-ME-222 POM ROCK DISTILLERIES, INC. 232 SARATICA ST LEWISTON, ME 04240-3527 PR-S-3333 POM & CO. INC. 333 CARNETERA, BARIO PALMAS CATANO, PR 00962-0000 YA-L-6565 POM MARKETING GROUP	ITB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval		Instructions	
Name JANE SMITH User Name JSCFMEXT E-mail address JSCFMEXT JANE.SMITH@TTB.GOV Fax Number [2024532000] Fax Number [2024532000] Modify Registration Registered to Submit Applications for: Modify Registration Plant Registry/Basic Permit/Brewer's No. O Address Pom Rivers BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000 Modify Registration BR-ME-SUN-111 111 RIVER RD BETHEL, ME 04217-0000 BW-MA-5555 S555 KEARN RD, NEEDHAM, MA 02494-0000 S55-ME-222 200 M ROCK DISTILLERIES, INC. 2322 SARATOGA ST LEWISTON, ME 04240-3527 Pr-S-3333 POM & ACO. INC. 333 CARRETENDER, BARRID PALMAS CATANO, PR 00962-0000 YALL6666 POM MARKETING GROUP	My Profile			
Name JANE SMITH User Name JSCFMEXT E-mail address JSCFMEXT JANE.SMITH@TTB.GOV Fax Number [2024532000] Fax Number [2024532000] Modify Registration Registered to Submit Applications for: Modify Registration Plant Registry/Basic Permit/Brewer's No. O Address Pom Rivers BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000 Modify Registration BR-ME-SUN-111 111 RIVER RD BETHEL, ME 04217-0000 BW-MA-5555 S555 KEARN RD, NEEDHAM, MA 02494-0000 S55-ME-222 200 M ROCK DISTILLERIES, INC. 2322 SARATOGA ST LEWISTON, ME 04240-3527 Pr-S-3333 POM & ACO. INC. 333 CARRETENDER, BARRID PALMAS CATANO, PR 00962-0000 YALL6666 POM MARKETING GROUP	Contact Information			
JANE.SMITH@TTB.GOV Telephone Number 2024532000 Registered to Submit Applications for: Modify Registration Plant Registry/Basic Permit/Brewer's No. 0 POM RIVER BREWING COMPANY 111 RIVER R0 BETHEL, ME 04217-0000 BWN-MA-5555 POM WINERY, LLC S555 KEARN RD, NEEDHAM, MA 02494-0000 DSP-ME-222 POM ROCK DISTILLERIES, INC. PC-5-3333 POM & CO. INC. NO. 0 POM MARKETINO, ME 04240-3527	JANE SMITH		Change Password	
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Plant Registry/Basic Permit/Brewer's 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 SARATGGA ST LEWISTON, ME 04240-3527 PR-S-3333 POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000 VALL6665 POM MARKETING GROUP	Registered to Submit Application	s for:		
BR-ME-SUN-111 DM RIVER BREWING COMPANY BWN-MA-5555 POM RIVER ND BETHEL, ME 04217-0000 BWN-MA-5555 POM WINERY, LLC S555 KEARN RD, NEEDHAM, MA 02494-0000 DSP-ME-222 POM ROCK DISTILLERES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527 PR-S-3333 POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000 VALL6666 POM MARKETING GROUP			Modify Registration	
BK-ME-SUN-111 111 RIVER RD BETHEL, ME 04217-0000 BWN-MA-5555 POM WINERY, LLC S555 KEARN RD, NEEDHAM, MA 02494-0000 DSP-ME-222 POM ROCK DISTILLERES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527 PR-S-3333 33 CARETERA, BARRIO PALMAS CATANO, PR 00962-0000 VALL6666 POM MARKETING GROUP		Α	ddress	
BWW-MA-5555 S555 KEARN RD, NEEDHAM, MA 02494-0000 DSP-ME-222 POM ROCK DISTILLERES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527 PR-S-3333 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000 VALL6666 POM MARKETING GROUP			-0000	
DSP-ME-222 222 SARATOGA ST LEWISTON, ME 04240-3527 PR-S-3333 POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000 VALL6666 POM MARKETING GROUP	BWN-MA-5555		2494-0000	
PR-5-3333 333 CARRETERA , BARRIO PALMAS CATANO, PR 00962-0000	DSP-ME-222		IE 04240-3527	
	PR-S-3333		5 CATANO, PR 00962-0000	
	VA-I-6666		23233-5838	

Figure 96: My Profile (Top)

Figure 97: My Profile (Bottom)

BWN-M	1A-5555	POM WINERY 5555 KEARN	, LLC RD , NEEDHAM, MA 02494-0000	
DSP-M	E-222		ISTILLERIES, INC. GA ST LEWISTON, ME 04240-35	27
PR-S-3	3333	POM & CO. I 333 CARRETE	NC. RA , BARRIO PALMAS CATANO, P	R 00962-0000
VA-I-6	666	POM MARKET 9999 ROLFE	ING GROUP WAY RICHMOND, VA 23233-5838	
Aut	hentication Questions			
	t three questions and provide e used for authentication shou		vers will enable you to create yo ur password.	ur initial password, and
	Question		Answer	
* 1:	In what city or town was your first jo	ob? 🗸	Trenton	
* 2:	What is your oldest cousin's first r	name? 🗸 🗸	Susie	
* 3:	The name of your favorite televisi	ion series? 🗸 🗸	Arrested Development	
	Back to My eApplications			Save Changes
	Alcohol and Tobacco Tax and T	rade Bureau, 2003 Contac	t us at webmaster@ttb.treas.gov	
	UNITED STATES			
	DEPARTMENT OF THE TREASURY			
	THE TREEASURE			
	provided in the registry may change and assumes no legal liability or re- furnished data. Label images conta- with respect to type size, characters the container. We also remind user:	company names, address a over time. TTB makes n sponsibility as to the accu- ined within the Public COL per inch and contrasting s of the Public COLA Regi lowable Revisions to Appr anged by the COLA holds	ses, permit numbers, and other data o warranty, expressed or implied, iracy, reliability or completeness of A Registry may appear differently, background, than actual labels on stry that section V. of the instructions oved Labels, identifies various types in without the need for re-approval.	
	If you have difficulty accessing an via email (<u>webmaster@ttb.treas.go</u>	y information in the site (v) and we will do our best you.	due to a disability, please contact us to make the information available to	
			nigher using Internet Explorer 7.0. nformation on browser Compatibility.	
	UNAUTHORIZED USE OF THIS SYSTEM PENALITIES. THE DEPARTMENT MAY M SEARCH AND RETRIEVE ANY INFORM. THIS COMPUTER YOU ARE AGRE CONSENTING TO SUCH MONITOD	I IS STRICTLY PROHIBITED ONITOR, RECORD, AND AU ATION STORED WITHIN TH EEING TO ABIDE BY THE TT RING, RECORDING, AND IN	STATES DEPARTMENT OF TREASURY. AND SUBJECT TO CRIMINAL AND CIVIL DIT ANY ACITYITY ON THE SYSTEM AND IS SYSTEM. BY ACCESSING AND USING B RULES OF BEHAVIOR, AND ARE FORMATION RETRIEVAL FOR LAW NO EXPECTATION OF PRIVACY WHILE	

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

- 1. Select the <u>My Profile</u> 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.

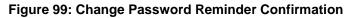
U.S. Departmen	DBACCO TAX AND TRADE BUREAU	
COLAs Online	> Formulas Online	
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Home: My eApplications Create an eApplication	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	> Search for eApplications > My Profile > Contact Us > Instructions > Log_Off	
Profile Update Confirm	ation	
Your COLAs Online profile has been successful	/ updated.	
	Back to My eApplications	
UNITED	Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov	
UNITED DEPARTM TO: TUREA		
While the Alcohol and Tobacco Tax and Trade Bureau (may change over time. TTB makes no warranty, expret the Public COLA Registry may appear differently, with r exciton V. of the instructions for the TTB COLA Form 51		es contained w COLA Registry
While the Alcohol and Tobacco Tax and Trade Bureau (may change over time. TTB makes no warranty, expre- the Public COL Registry may appear differently, with r section V. of the instructions for the TTB COLA Form 51 approval. TTB welcomes suggestions on how to improve	TATES EXT OF SURY TB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provi effort in the second	es contained v COLA Registry ut the need fo
While the Alcohol and Tobacco Tax and Trade Bureau (may change over time. TTB makes no warranty, expre- the Public COL Registry may appear differently, with r section V. of the instructions for the TTB COLA Form 51 approval. TTB welcomes suggestions on how to improve	TAT IS EXTOR SUCC TB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provi red or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label image peet to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public 10.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder witho our Public COLA Registry. Please contact us via email at <u>alfdottb.nov</u> .	es contained w COLA Registry ut the need for

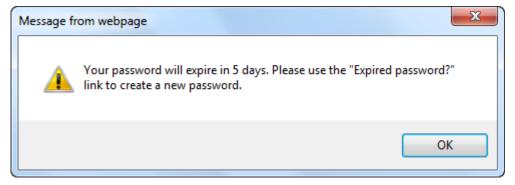
Figure 98: Profile Update Confirmation

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.





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.

REGISTER	HOW TO REGISTER	PUBLIC COLA REGISTRY	FAQ	CONTACT US
Login Error: Your password has	expired. If you are an Industry Memi Already reg	ber, please use the �Expired pas istered? Log in:	sword?� link to create a r	new password.
	User Name:	Expired passwo		
	Password:	New or forgott passwo	<u>en</u>	
	Logon to: COLAs Online	Formulas Online		
It is possible that you may have a pop-up Online to operate properly. Please see <u>Ho</u>			off the pop-up blocker in o	order for Formulas
Check the most recent processing times for You may also login at any time to check to				
sile the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes ev TTB makes no warranty, expressed or implied, and assumes no leg		T ASSESSMENT such as company names, addresses, permit ability or completeness of furnished data. T		
	AND SEARCH AND RETRIEVE ANY INFORMATION	on or higher using Internet Explorer 8.0 or ersion 1.5.09 E OF THIS SYSTEM IS STRICTLY PROHIBITE STORED WITHIN THE SYSTEM. BY ACCESS	higher. D AND SUBJECT TO CRIMINAL ANI	D CIVIL PENALITIES. THE DEPART YOU ARE AGREEING TO ABIDE BY

Figure 100: Expired Password Error Message

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.

	REGISTER	HOW TO REGISTER	PUBLIC COLA REGISTRY	FAQ	CONTACT U
Login Error: Your acc	count is locked. If you are	an Industry Member, please use the Already reg	New or forgotten password? istered? Log in:	link to create a new pass	word to unlock your acco
		User Name:	Expire passw New o forgot	ord ? C	
		Logon to: COLAs Online	Passw Formulas Online		
		blocker running as part of your web / to Allow Pop-Ups in Internet Explor		off the pop-up blocker in o	order for Formulas
-		r label applications or beverage form			
You may also log	jin at any time to check th	e status of individual <u>label applicatio</u>	ns and/or formula applications.		
		PRIVACY PRIVACY IMPAC			
e the Alcohol and Tobacco Tax a		ery effort to provide complete information, data : I liability or responsibility as to the currency, rel Please contact us via e	ability or completeness of furnished data.		

Figure 101: Locked Account Error Message

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

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

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

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

3.12.1 Change Your Password

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

 Select the <u>My Profile</u> 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

Message from webpage	×
You will be logged out to perform this a If yes select Ok.	ction. Do you wish to continue?
	OK Cancel

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 	I Change Utility Login
-------------	------------------------	------------------------------	------------------------

	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
	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: JSCFMEXT Primary Jane.Smith@ttb.gov Get User Profile Questions
	After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account. 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
DEPARTME	NGI THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE INT MAY MONITOR, RECORD, AND UDIT ANY ACTIVITY ON THE SYSTEM AND SERACH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM SY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING 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 104.

WARNING!	Industry Member Password Change Utility (v1.2) 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 retrieval for law enforcement and other purposes.
Your pass	word must meet the following complexity rules:
	d must be at least 8 characters long. d must NOT contain your user-id.
 Password 	must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
 There are 	euse password that has been used in the last 10 times or within the last 48 hours. e special characters that cannot be used in your password:
' (single-	quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).
To reset yo User ID:	JSCFMEXT Primary Jane.Smith@ttb.gov
The name of your	
favorite television	Arrested Development
series?:	
New Password	
Retyped New	
Password	
Password	Set New Password Clear Cancel
Password	Set New Password Clear Cancel

Figure 104: Change Password – Password Change Utility Main Page

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

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

► Note: Passwords must meet the following complexity rules:

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

Page 101

- 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.

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

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 <u>https://www.ttbonline.gov/</u> in the address field.
- 2. Press the Enter key. The TTB Online Portal page displays. See Figure 4.
- 3. Select the <u>New or forgotten password?</u> link. The Password Change Utility displays. See Figure 106.

Figure 106: Reset Forgotten Password – Password Change Utility Login

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
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 JSCFMEXT Primary Imail: JSCFMEXT Get User Profile Questions
After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account. account. To unlock your account, please contact <u>TTB Helpdesk@TTB.gov</u> (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
WARNINGI THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE 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 107.

	Industry Member Password Change Utility (v1.2)
search and	This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and retrieval for law enforcement and other purposes.
Your pass	vord must meet the following complexity rules:
	must be at least 8 characters long. must NOT contain your user-id.
 Password 	must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character. suse password that has been used in the last 10 times or within the last 48 hours.
 There are 	upote), "(double-quote), (underscore), = (equal sign), & (ampersand), and ((at sign).
(<u>5</u>	
To reset yo	ur application's password, please answer your profile questions:
	Primary Jaco Creith@tth any
User ID: The name	JSCFMEXT Email: Jane.Smith@ttb.gov
of your	Annubul Davalances
favorite television	Arrested Development
series?: New	
Password Retyped	
New	•••••
Password	Set New Password Clear Cancel
	d attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your

Figure 107: Reset Forgotten Password – Password Change Utility Main Page

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

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

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> 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.

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
Thank you for using Password Change Utility You have successfully logged off. Please close this web browser window now to continue.
Message from webpage Your password change was successful OK

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 <u>https://www.ttbonline.gov/</u> 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

	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
	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), (udouble-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: JSCFMEXT Primary Email: Jane.Smith@ttb.gov
	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 <u>TTB_Helpdesk@TTB.gov</u> (specify your user ID and systems you access)
	Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov
DEPARTMENT M	THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE Y MONITOR, RECORD, AND ANDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREENCE Y MONITOR, RECORD, AND AND 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.
- 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.

	Industry Member Password Change Utility (v1.2)
search and	This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and etrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and etrieval for law enforcement and other purposes.
Your passw	ord must meet the following complexity rules:
	must be at least 8 characters long.
	must NOT contain your user-id. must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
 Cannot re 	use password that has been used in the last 10 times or within the last 48 hours. special characters that cannot be used in your password:
	uote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).
User ID: The name of your favorite television series?: New	JSCFMEXT Primary Jane.Smith@ttb.gov Email: Arrested Development
Password:	••••••
Retyped New	******
Password:	
L	Set New Password Clear Cancel
After 2 faile	l attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your
account.	

Figure 110: Reset Expired Password – Password Change Utility Main Page

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

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

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).
- 10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

- 11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
- 12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 111.

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
Thank you for using Password Change Utility You have successfully logged off. Please close this web browser window now to continue.
Message from webpage
\sim

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 <u>https://www.ttbonline.gov/</u> in the address field.
- 2. Press the Enter key. The TTB Online Portal page displays. See Figure 4.
- 3. Select the <u>New or forgotten password?</u> link. The Password Change Utility displays. See Figure 112.

Figure 112: Unlock Locked Account – Password Change Utility Login

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
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 UPERCASE, 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 JSCFMEXT Primary Email: Jane.Smith@ttb.gov
After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account. account. To unlock your account, please contact <u>TTB Helpdesk@TTB.gov</u> (specify your user ID and systems you access)
Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov
WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MOMITOR, 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 MOMITORING, 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.
- 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.

search and	This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and retrieval for law enforcement and other purposes.
Your pass	vord must meet the following complexity rules:
Password	must be at least 8 characters long.
	must NOT contain your user-id. must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
Cannot re	use password that has been used in the last 10 times or within the last 48 hours.
	special characters that cannot be used in your password: juote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).
To reset yo	ur application's password, please answer your profile questions:
User ID:	JSCFMEXT Primary Jane.Smith@ttb.gov
The name	
of your favorite	Arrested Development
television series?:	
New	•••••
Password Retyped	
New	•••••
Password	
L	Set New Password Clear Cancel
After 2 faile	d attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your

Figure 113: Unlock Locked Account – Password Change Utility Main Page

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

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

► Note: Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> 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.

	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
Y	Thank you for using Password Change Utility You have successfully logged off. Please close this web browser window now to continue.
	Message from webpage Your password change was successful OK

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.

	ALCOHOL AND TOBACCO TA U.S. Department of the Tre			
5 . S		* * *		
Contact	Us			
To report probler	ns or issues with COLAs Online / Public CO email by filling out the information below. A	LA Registry, you		
information is pro	wided at the bottom of the page.	Additional contact		
Trouble Lo	aging On			
	or forgotten your password, or locked yo New or forgotten password? link to create			
	d has expired, please use the Expired pass			
	otten your User ID, or you were not able assword with the New or forgotten passwo			
password? link, bottom of the p	please refer to the additional contact info	rmation at the		
bottom of the p	age.			
- Select a Su	hiert			
- Select a Su	bject			
🗌 I filed an e-	application and it's no longer in my in-box			
☐ I filed an e- ☐ I'm having t	- application and it's no longer in my in-box rouble uploading label images and/or attac			
☐ I filed an e- ☐ I'm having t ☐ How do I ad	application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company	information?		
I filed an e- I'm having t How do I ad	- application and it's no longer in my in-box rouble uploading label images and/or attac	information?		
I filed an e- I'm having t How do I ad	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ad I'm experien I have a qu	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ad I'm experien I have a qu	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ac I'm experien I have a que Other:	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ac I'm experien I have a que Other:	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ac I'm experien I have a que Other:	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I ad I'm experien I have a que Other:	- application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R	information?		
I filed an e- I'm having t How do I at I'm experien I have a qu Other: Comments	application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R estion regarding my label application	information?		
I filed an e- I'm having t How do I ac I'm experien I have a qu Other: Comments	application and it's no longer in my in-box application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R estion regarding my label application setion regarding my label application	information?		
I filed an e- I'm having t How do I ac I'm experien I have a qu Other: Comments Vour Conta Name:	application and it's no longer in my in-box application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R estion regarding my label application to Information	information?		
I filed an e- I'm having t How do I ad I'm experien I have a qu Other: Comments Vour Conta Name: E-mail Address:	application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R estion regarding my label application ct Information JANE SMITH JANE.SMITH@TTB.GOV	information?		
I filed an e- I'm having t How do I ad I'm experien I have a qu Other: Comments Vour Conta Name:	application and it's no longer in my in-box rouble uploading label images and/or attac d/modify/delete my user and/or company cing problems searching the Public COLA R estion regarding my label application ct Information JANE SMITH JANE.SMITH@TTB.GOV	information?		

3.13.1 Report Problems with COLAs Online

Follow these steps to report a problem with COLAs Online:

- 1. Select the <u>Contact Us</u> 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

	BACCO TAX AND TRADE BUREAU of the Treasury	
COLAS ONLINE	Formulas Online Home: My eApplications	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	Home: Thy explications Screate an explication Search for explications My Profile > Contact Us Instructions Log Off	
Instructions		
COLAs Online / Public Cola Reg	stry	
Online Industry Member Manual Download Online Industry Member Manual COLAs Online User Registration Web Site Privacy and Security Act Notice Definition of Terms COLAs Online FAQs		
TTB Form 5100.31		
Application for and Certification/Exemption TTB Form 5100.31 Allowable Revisions to Approved Labels Paperwork Reduction Act Notice COLA Form Privacy Act Statement	Lof Label/Bottle Approval	
	Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at w	
UNITED ST		reomaster g tip. trass. gov

Follow these steps to view the instructions for COLAs Online:

- 1. Select the <u>Instructions</u> link from the menu box on any page. The Instructions page displays. See Figure 116.
- In the COLAs Online / Public Cola Registry section, select the <u>Online Industry Member</u> <u>Manual</u> link to view the COLAs Online Industry Member Online Help. See Section 3.14.1 Online Industry Member Manual.
- In the COLAs Online / Public Cola Registry section, select the <u>Download Online Industry</u> <u>Member Manual</u> 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 <u>COLAs Online User</u> <u>Registration</u> link to view the registration form for COLAs Online.
- In the COLAs Online / Public Cola Registry section, select the <u>Web Site Privacy and</u> <u>Security Act Notice</u> link to view the Privacy and Security Statement page. See Section 3.14.3 Web Site Privacy and Security Act Notice.
- In the COLAs Online / Public Cola Registry section, select the <u>Definition of Terms</u> link to view a helpful glossary of terms about the label application and approval process. See Section 3.14.4 Definition of Terms.
- In the COLAs Online / Public Cola Registry section, select the <u>COLAs Online FAQs</u> 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.
- In the TTB Form 5100.31 section, select the <u>Application for and Certification/Exemption of Label/Bottle Approval TTB Form 5100.31</u> 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 <u>Allowable Revisions to Approved Labels</u> 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.
- In the TTB Form 5100.31 section, select the <u>Paperwork Reduction Act Notice</u> 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 <u>COLA Form Privacy Act Statement</u> 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 <u>Online Industry</u> <u>Member Manual</u> link in the Instructions page. Figure 117 details the COLAs Online Industry Member Online Help.

COLAs Online - Inc	lustry Member Online Help	
Contents Index Search		00 🖈 🗷 00 😵
COLAs Online	COLAs Online	
Online Industry Members Introduction	Online Industry Members	
System Capabilities		
la System Functions la Help Facilities	Welcome to the COLAs Online Industry Member Online Help.	
☐ Glossary	Verter: * Introduction	

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 <u>Download Online Industry Member Manual</u> link in the Instructions page. Figure 118 details the COLAs Online Industry Member User Manual.

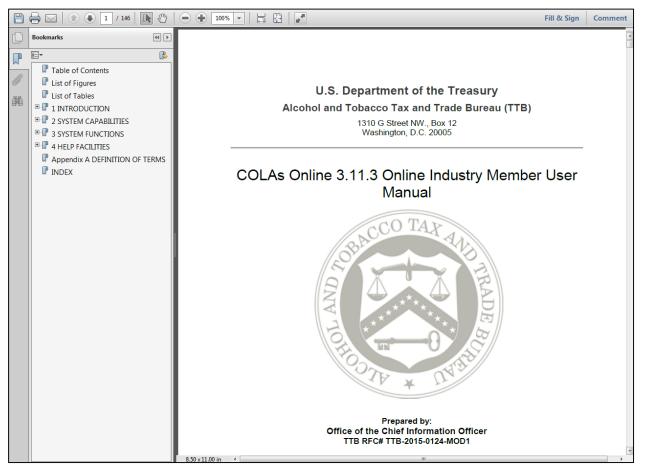


Figure 118: COLAs Online Industry Member User Manual

3.14.3 Web Site Privacy and Security Act Notice

The Privacy Policy page is available through the <u>Web Site Privacy and Security Act Notice</u> 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.

	REPORT FRAUD: Email or Call 855-TTB-TIPS ibility Privacy Notice Contact Us Site Map A-Z Index
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury	nter Search Term(s): Search
Home TTB For Resources Tools/Tutorials	NTS REGULATIONS/GUIDANCE ABOUT TTB
Home.About.Privacy Policy and Legal Notice	
About TTB	7
Privacy Policy and Legal Notice	
Choose from the following:	
Privacy Policy Summary Email Sending Personal Information Comments Information Collection Cookles Site Security Links to Other Sites Disclaimer of Endorsement Copyright Official Seal, Names, and Symbols	
1. Privacy Policy Summary	
The Privacy Act of 1974 protects your rights to privacy. The Alcohol and Tobacco Tax and Trade Bureau your privacy when you visit our Web site. We do not collect personal information such as names, address information you explicitly provide us is completely voluntary. We assume that you consent to our use of a purpose for which you provide it.	ses, or phone numbers when you visit our site. Any
We will not share the information you give us with the exception of: inquiries relating to another governme investigations, information otherwise provided by law, or information contained in a comment. You do not this Web site.	
Please be mindful that information presented on this Web site is considered public and may be distribute on the Internet.	d, copied, or disclosed in a rulemaking document or
The sections below describe the types of information we may collect and how we handle that information	Back to Top

Figure 119: Privacy Policy

3.14.4 Definition of Terms

The Definition of Terms page is available through the <u>Definition of Terms</u> 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

	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury + + +	>
c s b	Ncohol Content - An accurate statement of the alcohol content must appear on the brand label of all wine and distilled pinits products. This statement is optional for malt beverages, but if shown must be in the correct format.	
s a c ii	Vine Labels - when creating an eApplicationplease indicate the ipecific alcohol content or range of alcohol content as it ippears 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 n this field.	
ir s	Alt Beverage Labels - When creating an eApplication please ndicate the alcohol content as it appears on the label (if hown). If alcohol content is not shown on the label this field is optional.	
	vistilled Spirit Labels - When creating an eApplication please ndicate the alcohol content as it appears on the label.	
s	Grand Name - This is the name under which a product is fold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.	
	Capacity - This is the actual volume of the container that is equired on the COLA for Distinctive Liquor Bottles.	
c c	COLA - Certificate of Label Approval.	
	C OLA Status - COLA statuses include "Received," "Needs Correction," "Rejected," "Approved", "Withdrawn", "Saved not ubmitted", "Surrendered", "Revoked."	
d	Vhen searching by status, select a particular status from the Irop down. If you do not select a status, all statuses will be rearched.	
	Date Completed - This is the date when the COLA application vas approved.	
d f v b	When searching by this field, you may either enter the month, lay, and year e.g., 12/17/2003, or select the appropriate date rom the calendars. If you know the specific date the COLA vas approved, use the same date in both the from and to locks. You may also search for a range of time by entering lifferent date in the from and to areas.	
	Date Status Last Updated - This date reflects the last time he status of an eApplication changed, e.g., from received to	~

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 <u>COLAs Online</u> <u>FAQs</u> link in the Instructions page. Figure 121 details the COLAs Online FAQs page.

COLAs Online
IMPORTANT DISCLAIMER: We attempt to keep the answers to these questions current and accurate. However, we do not guarantee that this information is 100% accurate. In addition, the information may be modified, superseded, or made obsolete by recent changes in laws and regulations. If you want to know about recent changes in the law and regulations, you may visit the following websites: THOMAS (The Library of Congress) and The Federal Register.
CONTACT US If you are concerned with the accuracy of this information, please contact TTB or your legal advisor.
General Questions
► G1: Can I produce beer, wine or spirits for my personal or family use without paying Federal excise tax and filing Federal paperwork?
► G2: What are the Federal and State excise taxes rates for spirits, wine and beer?
G3: Who can I contact when I have a complaint or suspect illegal activity by a bar, club, liquor store, restaurant or other business selling beverage alcohol products (spirits, wine or beer)?
► G4: Does TTB have information or studies about the effects of consuming alcohol?
► G5: How does TTB change its regulations?
► G6: Can a student make alcohol as part of a science fair project?
► G7: Are commercial vinegar producers regulated by TTB?
G8: Can I make vinegar for personal use?
G9: Does TTB regulate butanols, such as isobutanol?
G10: Do I need a permit to import beverage alcohol products for my own use, or to ship or bring my personal alcohol collection into the U.S. from overseas?

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 <u>Application for and Certification/Exemption of</u> <u>Label/Bottle Approval TTB Form 5100.31</u> 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

		🕐 🌒 🚺 / 4 🎠 🤇) 🗩 🖬 🖬	30% 🔹 📘 🕻		3 🗅 🛃	Comment	Share
📔 РІ	lease fill ou	ut the following form.					Highlight Existing	j Fields
		FOR TTB USE ONLY				ALCOHOL AND TO	OMB No. 1513-0020 (07/31/2015) IENT OF THE TREASURY DEACCO TAX AND TRADE BUREAU ND CERTIFICATION/EXEMPTION OF	
<i>②</i> 開	1.	. REP. ID. NO. (If any)	СТ	OR	AFF	LABEL	/BOTTLE APPROVAL Paperwork Reduction Act Notice Below)	
 		PLANT REGISTRY/BASIC ERMIT/BREWER'S NO. (Require	3. SOURCE O (Required)	F PRODUCT	PERM	AND ADDRESS OF APP	ART I - APPLICATION PLICANT AS SHOWN ON PLANT REGISTRY, BASIC CE. INCLUDE APPROVED DBA OR TRADENAME IF ed)	
	6.	SERIAL NUMBER (Required) PEAND NAME (Required) FANCIFUL NAME (If any)	(Required WINE DISTILL		8a. MAIL	ING ADDRESS, IF DIFFE	RENT	
	9.	E-MAIL ADDRESS	10. GRAPE Wine o	VARIETAL(S)		11. FORMULA	TYPE OF APPLICATION (Check applicable box(es)) a. CERTIFICATE OF LABEL APPROVAL b. CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL	
	12	2. NET CONTENTS	3. ALCOHOL CONTENT	14. WINE	APPELLA	TION (If on label)	"For sale in only" (Fill in State abbreviation) c. DISTINCTIVE LIQUOR BOTTLE APPROVAL_TOTAL BOTTLE CAPACITY BEFORE CLOSURE	
	15	5. WINE VINTAGE DATE (If on label)	6. PHONE NU	MBER	17. FAX	NUMBER	(Fill in amount) d. RESUBMISSION AFTER REJECTION TTB ID	
	19	9. SHOW ANY INFORMATION AFFIXED BELOW, ALSO, SI	THAT IS BLOWN, IOW TRANSLATIC	BRANDED, OR EN	IBOSSED ON LANGUAGE	NTHE CONTAINER (e.g., net TEXT APPEARING ON LABEI	contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS	Ŧ

► 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.

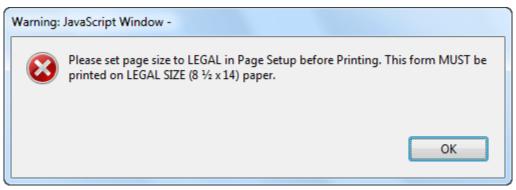


Figure 123: TTB Form 5100.31 Download Confirmation

3.14.7 Allowable Revisions to Approved Labels

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

	A A	3 2	66	2. A A A A A A A A A A A A A A A A A A A	Comment Share
Please	till out the following form.				📑 Highlight Existing Fields
		IV. COM	ITACT INFO	RMATION	
₽ ⑦ 聞	For Additional Information Contact: Advertising, Labeling and Formulation Division (ALFD) Alcohoi 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: altd@ttb.gov V. ALLOWA	BLE REV	SIONS TO A	The form r http://www The form r	ply Of This Form (TTB F 5100.31) Contact: nay be ordered electronically by accessing the TTB Web site at tib.gov/forms/ordering_forms.shtml nay be electronically accessed at the TTB Web site at .ttb.gov/forms/f510031.pdf
	may be revised without resubmission as follows:				itting it to TTB. The label(s) identified on and affixed to this certificate
	NOTE: Any revision(s) you make to your approved label(s) must be in provision of law or regulation, including, but not limited to, the c				
		RE	VISION APP	LIES TO MALT	
	YOU MAY	WINE	SPIRITS	BEVERAGE	COMMENTS
	 Delete any non-mandatory label information, including text, illustrations, graphics, etc. 	YES	YES	YES	
	 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.
		YES	YES	YES	applicable to mandatory information. For example, some types of mandatory information must appear on the brand label or must appear
	 Graphics, etc. 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, 				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. 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
	 Graphics, etc. 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. Change the stated percentages for blends of grape varietals and 	YES	YES	YES	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. 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. 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
	 Ghange 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. Change the stated percentages for blends of grape varietals and appellations of origin for wine labels. 	YES	YES N/A	YES N/A	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. 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 informatible labels without reapproval. All changes must comply with applicable regulations, and changes in spelling must not change the meaning of the previously approved information. 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. 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.

Figure 124: Allowable Revisions to Approved Labels

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

Figure 125: TTB Form 5100.31 Download Confirmation

Warning:	JavaScript Window -
8	Please set page size to LEGAL in Page Setup before Printing. This form MUST be printed on LEGAL SIZE (8 $\frac{1}{2}$ x 14) paper.
	ОК

3.14.8 Paperwork Reduction Act Notice

The Paperwork Reduction Act Notice page is available through the <u>Paperwork Reduction Act</u> <u>Notice</u> 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

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
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 tesponsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may spear 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 has 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 <u>alfdettb.cov</u> .
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 800x500 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 8.0., <u>click here</u> for more information on browser Compatibility.
WARNING! THIS SYSTEM IS THE FROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM BY ACCESSING AND USING THIS COMPUTEN YOU ARE AGREEING TO ABIDE BY THE TO RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION ERTEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRUVACY WHILE USING THIS SYSTEM.

3.14.9 COLA Form Privacy Act Statement

The COLAs Form Privacy Act Statement page is available through the <u>COLA Form Privacy Act</u> <u>Statement</u> 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

(3)	ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury
	LAS ONLINE AND TOBACCO TAX AND TRADE BUREAU
TTB F 5100. Exemption	31: Application For and Certification/ of Label/Bottle Approval
COLA	A Application: Privacy Act Statement
	le this information to comply with Section 3 of the Privacy Act of 1974 {5 2a(e)(3)}.
this inform	e this information under the authority of 27 U.S.C. 205 (e). You must disclose nation so we may verify your compliance with the Federal laws and regulations ister for the labeling of alcohol beverages.
addition, enforceme and to aid to the Jus contribute routine us	his information for the purposes described in the preceding paragraph. In the information may be disclosed to other Federal, State and local law ent and regulatory agency personnel to verify information on the application d in the performance of their duties The information may further be disclosed stice Department if it appears that the furnishing of false information may a a violation of Federal law. Disclosure may otherwise be made pursuant to the sees most recently published in the Federal Register for TTB's Regulatory ent Records System (Treasury/TTB.008).
If you fail your appli	to supply complete information then there will be a delay in the processing of cation.
	Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov
may change the Public C section V. o	Icohol 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 regi e over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completaness of furnished data. Label images contained w CDA 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 CDLA Registry If the instructions for the TTB CDLA Form SIDO13, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for TB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at <u>alfdBitb.cov</u> .
If y	ou 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, <u>click here</u> for more information on browser Compatibility.
WARNII	NGI THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. TH

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 <u>Online Industry</u> <u>Member Manual</u> 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 <u>Download Online Industry Member Manual</u> 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.

<u>A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X</u> | 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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В

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.

<u>Top</u>

С

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.

Office of the Chief Information Officer

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.

<u>Top</u>

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.

<u>Top</u>

Ε

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.

<u>Top</u>

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.

Office of the Chief Information Officer

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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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L

Internal User

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

<u>Top</u>

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.

<u>Top</u>

Μ

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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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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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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Ρ

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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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 <u>alfd@ttb.gov</u>.

► 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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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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