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. Your My Submissions home page displays when you successfully log into the Formulas Online system after acknowledging the TTB Security Warning. Figure 1 details the TTB Online Portal page. Figure 2 details the TTB Security Warning. Figure 3 details the My Submissions home page.

Figure 1: TTB Online Portal

Notice

10/28/15: Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in-process), and the pilot of a printable TTB F 5100.51 from a Uniform submission. Watch for additional highlights to be posted in November.

10/16/15: Want to help improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. See details

9/2/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the Password Change Quick Reference guide.

It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see How To Allow Pop-Ups In Internet Explorer 11 for more information. Check the most recent processing times for label applications or beverage formula applications.

You may also login at any time to check the status of individual label applications and/or formula applications.
Figure 2: TTB Security Warning

![TTB Security Warning]

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

Figure 3: Home Page (My Submissions)

![Home Page (My Submissions)]
Access Formulas Online through the TTB Online Portal Page

Follow these steps to access Formulas Online through the TTB Online Portal page:
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the Enter key. The TTB Online Portal page displays. See Figure 1.
3. Enter your User Name and Password in the available fields.
4. Select the Formulas Online button. The TTB Security Warning displays. See Figure 2.
5. Select the OK button. The TTB Security Warning closes and your My Submissions home page displays. See Figure 3.

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

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

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

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

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

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

► Note: When you are inactive in the system for ten minutes, the system logs you out and returns you to the TTB Online Portal page. The system allows you to log back in immediately in the event you are timed out.