



Formulas Online

Modify User Registration

You may modify your user registration to change your access to companies (adding companies or modifying roles for companies) in the Formulas Online system.

Follow these steps to modify an existing user registration:

1. Select **Modify Registration** in the drop-down menu. See Figure 1.

Figure 1: Modify User Registration – Drop-Down Menu



The Company tab of your existing user registration displays. See Figure 2.

Modify Company Information

Figure 2: Modify User Registration – Company Tab

User Registration ⓘ

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

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

Company Detail ⓘ

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

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

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.

2. Select the **Add** button. The Company modal window displays. See Figure 3.

Modify User Registration

Figure 3: Modify User Registration – Company Modal Window

Company

System Information

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

Company Information

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

Company Code: (if known)

*Company Name:

Address Format:

*Street:

*City:

*State:

*Zip Code:

Individual Information

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

Approver Information

Title of Company Approval Official:

Name of Company Approval Official:

3. Enter the information in the available fields.

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

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

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

Modify User Registration

4. Select the **OK** button. The Company modal window closes and the Company tab displays. See Figure 4.

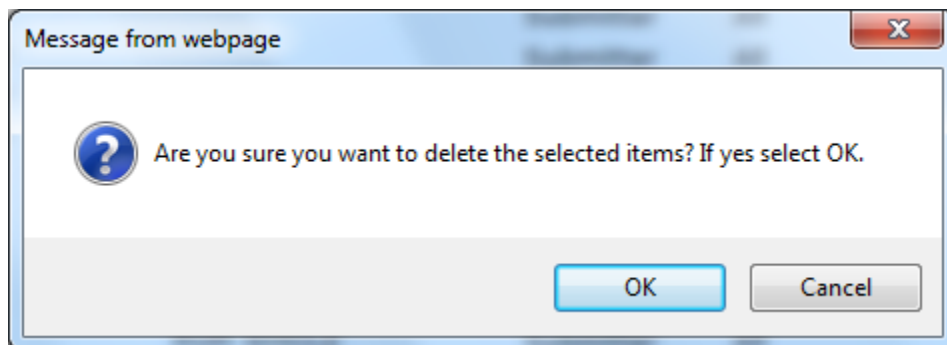
Figure 4: Modify User Registration – Company Tab with Changes

The screenshot shows the 'User Registration' application with the 'Company' tab selected. The 'Company Detail' section contains a dropdown menu for 'COLAs Online System Access' set to 'Submitter'. Below this is a table with columns: SYSTEM, BEVERAGE/ NON, PERMIT/ CODE, COMPANY, ACCESS, ACCESS LEVEL, REQUESTED ACTION, and DISPOSITION. The table lists various companies and their associated details. At the bottom of the table are 'Add' and 'Delete' buttons. Below the table is a 'Perjury Statement' section with a checkbox and a text area. At the very bottom are navigation buttons: '<< Previous', 'Validate', 'Cancel', 'Submit', and 'Next >>'.

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

- **Note:** Select the [System](#) link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 5. Select the **OK** button to confirm.

Figure 5: Modify User Registration – Delete Company Confirmation



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

Modify User Registration

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

Docs/Links Tab

6. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 6.

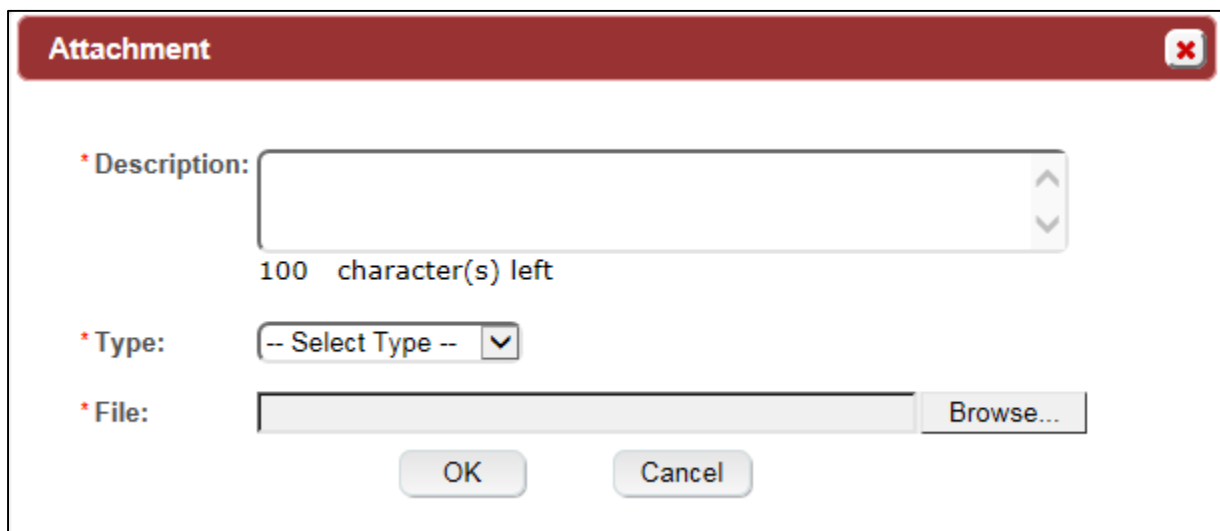
Figure 6: Modify User Registration – Docs/Links Tab



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

7. Select the **Upload** button. The Attachment modal window displays. See Figure 7.

Figure 7: Modify User Registration – Attachment Modal Window



The screenshot shows the 'Attachment' modal window. It has a title bar with the text 'Attachment' and a close button. The form contains three required fields, each marked with an asterisk (*): 'Description' is a text area with a character count of '100 character(s) left'; 'Type' is a drop-down menu with the text '-- Select Type --'; and 'File' is a text field with a 'Browse...' button. At the bottom, there are 'OK' and 'Cancel' buttons.

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

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

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

Modify User Registration

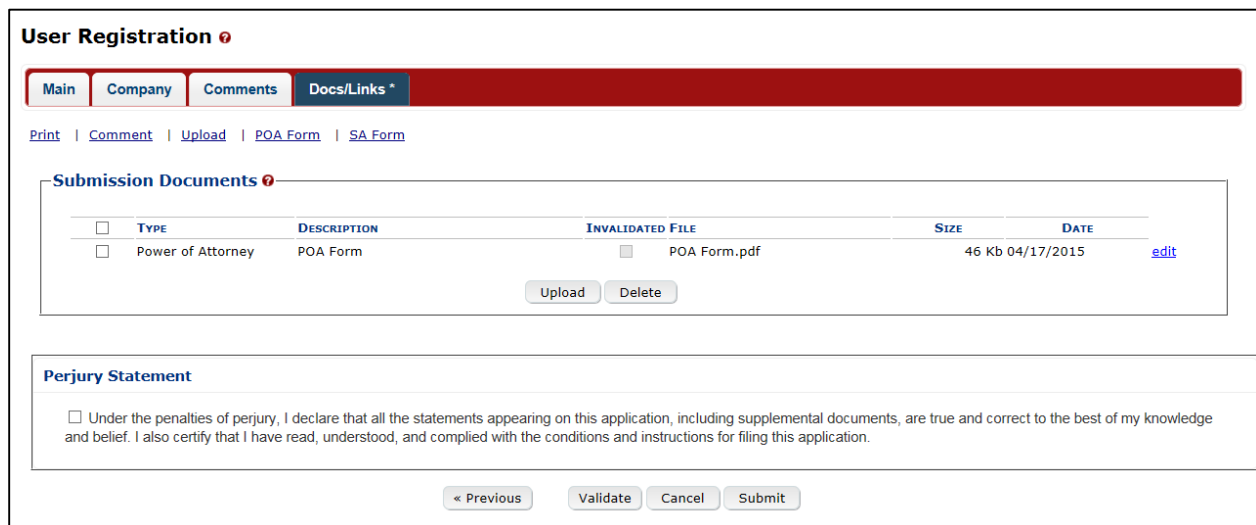
► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company modal window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the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

► **Note:** If you are reactivating a former Formulas Online user ID and these items are on file, you will not need to file these again.

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

11. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the modify user registration submission. See Figure 8.

Figure 8: Modify User Registration – Docs/Links Tab with Attachment Uploaded



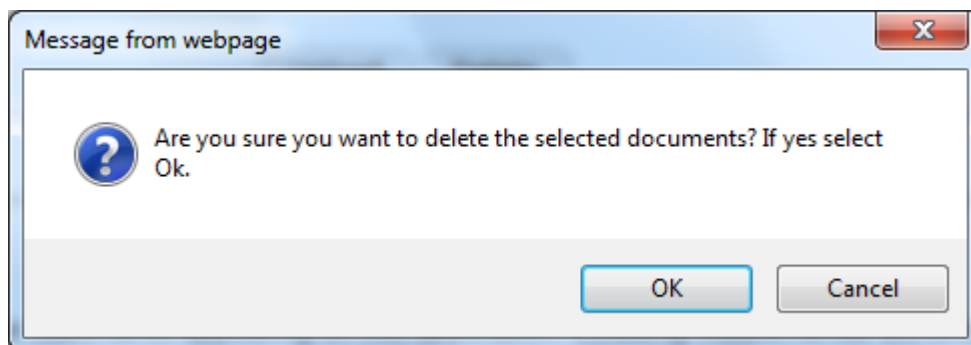
The screenshot shows the 'User Registration' interface with the 'Docs/Links' tab selected. Below the navigation tabs, there are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The 'Submission Documents' section contains a table with the following data:

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

Below the table are 'Upload' and 'Delete' buttons. The 'Perjury Statement' section contains a checkbox and the text: '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.' At the bottom are buttons for '<< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** Select the [edit](#) link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 9. Select the **OK** button to confirm.

Figure 9: Modify User Registration – Delete Attachment Confirmation



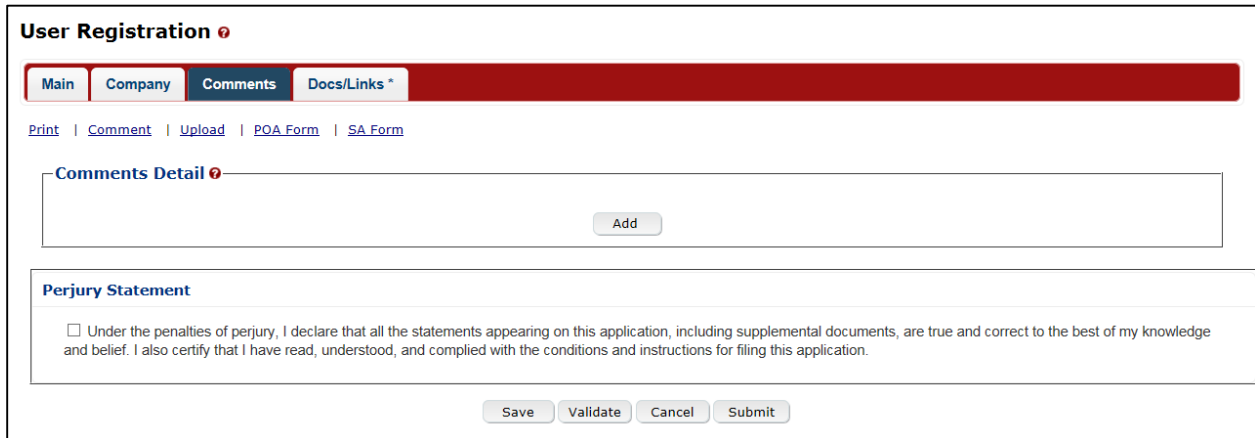
Modify User Registration

Comments Tab

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

12. Select the Comments tab. The Comments tab displays. See Figure 10.

Figure 10: Modify User Registration – Comments Tab



User Registration

Main Company **Comments** Docs/Links *

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

Comments Detail

Add

Perjury Statement

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

Save Validate Cancel Submit

13. Select the **Add** button. The Comments modal window displays. See Figure 11.

Figure 11: Modify User Registration – Comments Modal Window



Comments

* Comments:

2000 characters left

OK Cancel

14. Enter comments in the available field.

15. Select the **OK** button. The Comments modal window closes and the comments are added to the modify user registration submission. See Figure 12.

Modify User Registration

Figure 12: Modify User Registration – Comments Tab with Comment Added

User Registration

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

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

Comments Detail

Select/Clear All

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

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

Add Delete

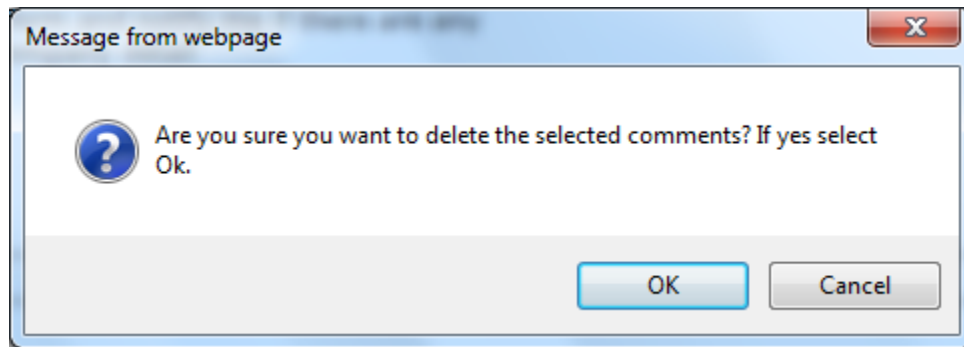
Perjury Statement

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

Save Validate Cancel Submit

► **Note:** Select the [Comment](#) link to display the Comments modal window and edit the comment information. Select the checkbox next to the comment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 13. Select the **OK** button to confirm.

Figure 13: Modify User Registration – Delete Comment Confirmation



Modify User Registration Submission

16. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. See Figure 14. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 15. Correct any errors and repeat this step until the user registration submission is successfully validated.

Modify User Registration

Figure 14: Modify User Registration – Unsuccessful Validation Message

The screenshot shows the 'User Registration' page with a red error message. The page title is 'User Registration' with a help icon. Below the title, there is a red 'Errors:' section. Underneath, it says 'Docs/Links Tab' and lists an error: 'Power of Attorney - Document attachment is required.' At the bottom, there is a navigation bar with four tabs: 'Main', 'Company', 'Comments *', and 'Docs/Links *'. The 'Docs/Links *' tab is currently selected.

Figure 15: Modify User Registration – Successful Validation Message

The screenshot shows the 'User Registration' page with a green success message. The page title is 'User Registration' with a help icon. Below the title, it says 'Validation is successful - no errors were found.' At the bottom, there is a navigation bar with four tabs: 'Main', 'Company', 'Comments *', and 'Docs/Links *'. The 'Comments *' tab is currently selected.

17. 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 16.

Figure 16: Modify User Registration – Perjury Statement

The screenshot shows the 'Perjury Statement' form. The title is 'Perjury Statement'. Below the title, there is a checkbox that is checked, followed by the text: '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.' At the bottom of the form, there are four buttons: 'Save', 'Validate', 'Cancel', and 'Submit'.

18. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 17.

Figure 17: Modify User Registration – Submission Confirmation

The screenshot shows the 'User Registration' page with a confirmation message. The page title is 'User Registration' with a help icon. Below the title, there is a message: 'Thank You. Your application has been successfully submitted. Please check ttb.gov for the current processing times for COLAs/FONL registrations. You will be contacted by e-mail when a determination has been reached or if additional information is needed.' Below this, it says: 'When referring to this application, please use the following submission ID: 1334485. You should keep a record of this submission ID for tracking purposes.' At the bottom, there is a small disclaimer: 'We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.'

TTB verifies 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.