Resubmit a Needs Correction Modify User Registration

If a modify user registration submission is returned to you with a status of “Needs Correction,” you must add the necessary information to the submission as a comment and resubmit the modify user registration submission.

Follow these steps to resubmit a modify user registration submission in “Needs Correction” status:

1. In the My Submissions home page, select the Submission ID link for the modify user registration submission with a status of “Needs Correction.” The Company tab of your existing modify user registration displays. See Figure 1.

   **Figure 1: Resubmit Modify User Registration – Company Tab**

   ![Image of the Company tab](image1)

2. Select the Needs Correction tab. The Needs Correction tab displays. See Figure 2.

   **Figure 2: Resubmit Modify User Registration – Needs Correction Tab**

   ![Image of the Needs Correction tab](image2)

3. Review the reasons for the “Needs Correction” status of the modify user registration.

4. Select the Comments tab. The Comments tab displays. See Figure 3.
5. Select the **Add** button. The Comments pop-up window displays. See Figure 4.

6. Enter comments in the available field to address the reasons for the “Needs Correction” status of the modify user registration.

7. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 5.
Figure 5: Resubmit Modify User Registration – Comments Tab with Comment Added

►Note: Select the Comment link to display the Comment pop-up window and edit the comment information. Select the checkbox next to the comment and select the Delete button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 6. Select the OK button to confirm.

Figure 6: Resubmit Modify User Registration – Delete Comment Confirmation

8. Select the Submit button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 7.
9. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The OK button is enabled.

10. Select the OK button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 8.

TTB verifies the information you provided to address the reasons for the “Needs Correction” status of the modify user registration 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.