



# Formulas Online

## [Update My Profile](#)

The User Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows you to change your system password and view all active permit numbers that you have registered. Figure 1 and Figure 2 detail the User Profile page.

► **Note:** You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

**Figure 1: User Profile (Top)**

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

**Formulas Online**  
COLAS Home Text Menu My Profile Help Contact Us Log Off

New View Modify Registration Submissions Search Advanced Search

### User Profile

#### Personal Information

[Change Password](#)

\* First Name: Jane M. I.: \* Last Name: Smith  
\* Employer: TTB  
Title: Tester  
Label Rep. ID:  
\* Phone Number: 2024532000 Fax Number:  
Address Format: USPS Domestic  
\* Address Line 1: 1310 G Street NW  
Address Line 2:  
\* City: Washington  
\* State: DC  
\* Zip: 20005

#### Business E-mail Addresses

Select an email address as your primary email address.

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

#### Authentication Questions

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

QUESTION	ANSWER
* 1: The name of your favorite song?	Time Capsule
* 2: The name of your favorite singer or band?	Matthew Sweet
* 3: Your favorite hobby?	Reading

## Update My Profile

**Figure 2: User Profile (Bottom)**

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### Business E-mail Addresses

Select an email address as your primary email address.

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

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### Authentication Questions

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

	QUESTION	ANSWER
* 1:	<input type="text" value="The name of your favorite song?"/>	<input type="text" value="Time Capsule"/>
* 2:	<input type="text" value="The name of your favorite singer or band?"/>	<input type="text" value="Matthew Sweet"/>
* 3:	<input type="text" value="Your favorite hobby?"/>	<input type="text" value="Reading"/>

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### Formulas Online Company Access

Formulas Online Company Access

PERMIT NUMBER	COMPANY CODE	ACTIVE DATE	USER REGISTRATION ID
BR-ME-1111		08/12/2013	1333087
BWN-MA-15555		05/23/2011	1001540
CT-I-6666		05/23/2011	1001540
NC-I-888		08/20/2012	1333087
OH-W-999		08/20/2012	1333087
	POM	08/12/2013	1333087
	POMADD	08/12/2013	1333087

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### COLAs Company Access

COLAs Online Company Access

PERMIT NUMBER	SUBMITTER NAME	CREATE DATE	MODIFIED DATE
CT-I-6666	Jane Smith	05/23/2011	05/23/2011
NC-I-888	Jane Smith	05/23/2011	05/23/2011

## Update My Profile

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

1. Select the [My Profile](#) link in the Main Navigation Menu. The User Profile page displays. See Figure 1 and Figure 2.
2. Make changes to your personal information and business e-mail addresses if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save** button. An informational message displays at the top of the page stating your changes have been successfully saved.
5. Select the **Change Password** button to change your system password. See [Change Password](#) for more information.
6. Select the **Cancel** button to exit without making changes.