What’s New in COLAs Online 4.7 (Industry Members)

The following system updates and enhancements are included in Version 4.7 of COLAs Online:

**New Conditionally Approved status**
TTB can now propose minor changes to an application that is otherwise considered approvable, in order to make it consistent with the label you submitted with your application. Here’s how it works:

If we find one or more inconsistencies between the label and the application (e.g. a typo in the application, information that exists on the label but not in the application etc.), we may propose a change to the application to correct inconsistencies in the following fields:

- Brand Name
- Fanciful Name
- Appellation (wine only)
- Grape Varietals (wine only)

The application will then be sent back to you with the status “Conditionally Approved” so you can review the proposed changes and accept or decline them.

**How will I know if an application has been Conditionally Approved?**
You will be notified by email that one of your applications has been Conditionally Approved. When you log into COLAs Online, you will see the relevant application on the My eApplications screen, with the date by which you must take action.

*Note: the Brand Name and Fanciful Name fields in the My eApplications screen will display the proposed changed text (if applicable).*
What do I need to do if my application has been Conditionally Approved?
Upon opening the Conditionally Approved application, you will see a new page that shows the proposed changes with the options to either accept or decline the changes.

IMPORTANT: You must accept or decline the proposed changes within 7 days. If you don’t take action within 7 days, the status of the application will automatically change to “NEEDS CORRECTION.”

Note: the fields in the application and on the printable version will display the proposed changed text.
If you agree with ALL of TTB’s proposed changes, select ACCEPT the changes. The status of the application will automatically change to "APPROVED" and the labels can be used immediately - no further action is required. (Note that qualifications may apply to labels approved through the Conditionally Approved process; you should read all qualifications associated with your approval before printing your labels.)

If you disagree with ONE OR MORE of the proposed changes, select DECLINE changes. Once changes are declined:

- All the changes made by TTB will be removed,
- The application will automatically change to "NEEDS CORRECTION," and
- You will be prompted to correct the inconsistencies yourself. If you believe the original entries were correct, or want to provide additional information to the specialist, you may explain why you declined the changes using the Notes to Specialist field.
The due date for applications that have moved from **Conditionally Approved** into Needs Correction status will be 30 days from the date the application originally entered Conditionally Approved status.

**Grape Varietal and Wine Appellation update for applications for certificates of exemption**

Industry members may now free-type entries in the Grape Varietal and Wine Appellation fields on Step 2 of a Certificate of Exemption application (previously only selectable from drop-down lists).
Notes to Specialist will no longer appear on the validation page with the list of changes made to the application

Notes added or removed by Industry Members in the Notes to Specialist field will no longer be tracked as changes to the application. If the only change made was to the notes field, the message “No changes have been made to this submission” will display at the bottom of the verification page.