



COLAs Online

What's New in COLAs Online 3.11 (Industry Members)

July 10, 2014

The following enhancements in functionality and interface are included in Version 3.11 of the COLAs Online system:

- **Allowable Label Revisions List Review Acknowledgement** – You must now review and acknowledge the list of allowable label revisions before creating an eApplication in COLAs Online. When you select the **Create an eApplication** button from the Home: My eApplications page or select the [Create an eApplication](#) link from the menu box on any page, the Allowable Changes to Approved Labels Acknowledgement page displays. After you have reviewed the allowable changes, you must select the checkbox next to “Yes, I have read the list of allowable revisions” and select the **Continue** button to confirm in order to proceed with creating an eApplication.

Allowable Changes to Approved Labels Acknowledgement Page

Allowable Changes to Approved Labels

Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?

If you are considering making changes to previously approved labels, please review the [complete list of allowable revisions](#) **before** you submit your COLA application; you may not need to send us the revised labels at all!

- [Examples of Labels with Allowable Changes](#)
- [Complete List of Allowable Revisions To Approved Labels \(Printer-Friendly Version\)](#)
- Webinar Presentation: [Allowable Revisions To Approved Labels](#)

Yes, I have read the list of allowable revisions

If you do not acknowledge you have read the list of allowable revisions and attempt to proceed by selecting the **Continue** button, an error message displays stating you must acknowledge you have read them before creating the eApplication.

Allowable Changes to Approved Labels Acknowledgement Error

Information / Error Messages:

- Please acknowledge that you have read the Allowable Revisions List of Approved Labels

What's New in COLAs Online 3.11 (Industry Members)

- **Verify Uploaded Images Requirement** – You must now verify images uploaded with your eApplication in COLAs Online before submitting the eApplication. You must select the [Verify Uploaded Images](#) link available on the Verify Application page to display the Label Image Verification page in order to verify the images with the actual dimensions specified.

Verify Uploaded Images Link and Label Image Verification Page

The screenshot displays the COLAs Online interface. At the top, there is a table for 'Labels' with columns for File Name, File Size, Type, and Dimensions. Below this is a section for 'Other Attachments' with columns for File Name, File Size, and Type. A red circle highlights the 'Verify Uploaded Images' link, with an arrow pointing to it. Below the link is a text area with a declaration: 'Under the penalties of perjury, I declare: that all the statements in this application are true and correct to the best of my knowledge and that the representations on the labels attached to this form, supplemental documents, truly and correctly represent the contents of the containers to which these labels will be applied. I also certify that I understand and complied with the conditions and instructions w attached to an original TTB F 5100.31. Certificate/Exemption of Approval.' There is a checkbox for 'I agree' and a 'Submit application' button. Below the button are options for 'Don't submit yet; save for 30 days' and 'Cancel application'. The 'Label Image Verification' page is shown in a browser window, displaying the label image for 'POM GIN' and the actual dimensions: 3 inches W X 3 inches H. The label image shows a glass of gin and tonics with a slice of orange and the text 'POM GIN', 'DISTILLED FROM RYE', 'NATURALLY DISTILLED AND BOTTLED IN LOUISIANA COUNTY, LA FROM HIGHEST QUALITY INGREDIENTS', and 'POM CREEK DISTILLING COMPANY, LLC FURBERVILLE, VA 60% ALC. BY VOL.'.

If you do not verify the uploaded images and attempt to proceed by selecting the **Submit application** button, an error message displays stating you must verify them before submitting the eApplication.

Verify Uploaded Images Error


Information / Error Messages:

- **Please verify the uploaded images before submitting application.**

What's New in COLAs Online 3.11 (Industry Members)

- Label Processing Times** – You may now view the current COLA label processing times by selecting the [label applications](#) link available on the Home: My eApplications page. This link directs you to the Processing Times for Label Applications page on TTB.gov, which provides information to help you estimate when your application will be processed.

Label Applications Link on Home: My eApplications Page



COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

- [Formulas Online](#)
- [Home: My eApplications](#)
- [Create an eApplication](#)
- [Search for eApplications](#)
- [My Profile](#) ➤ [Contact Us](#)
- [Instructions](#)
- [Log Off](#)

Welcome, JANE SMITH, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle Approval. With this tool, you can view status of applications you've submitted previously or you can create and submit new COLA applications.

Check the most recent processing times for [label applications](#).

My eApplications

Create an eApplication

Processing Times for Label Applications Page on TTB.gov

Processing Times for Label Applications

Current Label Processing Times Chart

Our **Current Label Processing Times** chart shows up-to-date processing information for applications. Use the chart to estimate when your application is likely to be processed.

If you submitted your application on or **after** the date in the chart below, then we have received your application but have not yet assigned it to a specialist. Keep checking this Web page for updates. **There is no need to call.**

Reading the Chart

- Application Type** — We list the processing times for label applications by commodity, i.e., distilled spirits, malt beverages, and wine.
- Average Label Processing Time (Calendar Days)** — This column gives the average number of days it takes to process your application, from the time we receive it until we either approve or reject it. This includes any time spent sending electronic applications back and forth for correction.
- Today We are Processing New Applications Received On** — We have not reviewed any applications received **after** the date in this column. If you call us about an application originally submitted after the date posted in the chart below, we won't have any information about the status of your application.

Current Label Processing Times: 05/14/2014		
Application Type	Average Label Processing Time (Calendar Days):	Today We are Processing New* Applications Received On:
Distilled Spirits Labels	46 days	03/31/2014
Malt Beverages Labels	19 days	04/28/2014
Wine Labels	20 days	04/24/2014

*New applications are those we have not yet reviewed. However, electronic applications resubmitted for correction always takes priority over new applications.

In addition, you may hear current COLA label processing times by contacting ALFD Customer Service at 1-866-927-ALFD (2533) and pressing Option 4 for Malt Beverage/Distilled Spirit Labeling and Formulation or Option 6 for Wine Labeling. You may also hold for technical assistance after hearing the COLA label processing times.

What's New in COLAs Online 3.11 (Industry Members)

- **Brand (front) Label Image Listed First** – You will now see the Brand (front) label image listed first on the Verify Application, Application Detail, and Label Image Verification pages when you have uploaded multiple label images with your eApplication in COLAs Online. The Brand (front) label image will be listed first, regardless of the order it was uploaded.

Brand (front) Label Image Listed First on Verify Application Page

[edit step 3](#)

Special Wording:

N/A

Labels:

File Name	File Size	Type	Dimensions
POM LABEL.jpg	79KB	Brand (front)	3 inches W X 3 inches H
POM LABEL 2.jpg	707KB	Back	3 inches W X 3 inches H

Other Attachments:

File Name	File Size	Type
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Brand (front) Label Image Listed First on Application Detail Page

Special Wording:

N/A

Label Images

Label Images	Type	Label Dimensions
POM LABEL.jpg	Brand (front)	3 inches W X 3 inches H
POM LABEL 2.jpg	Back	3 inches W X 3 inches H

Attachments

Attachments	Type
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Brand (front) Label Image Listed First on Label Image Verification Page

Label Image Verification

If your image is not rendered correctly, you may need to change the image measurements. Additional help with submitting and displaying attachments [can be found here](#).

Image Type: Brand (front)

Actual Dimensions: 3 inches W X 3 inches H

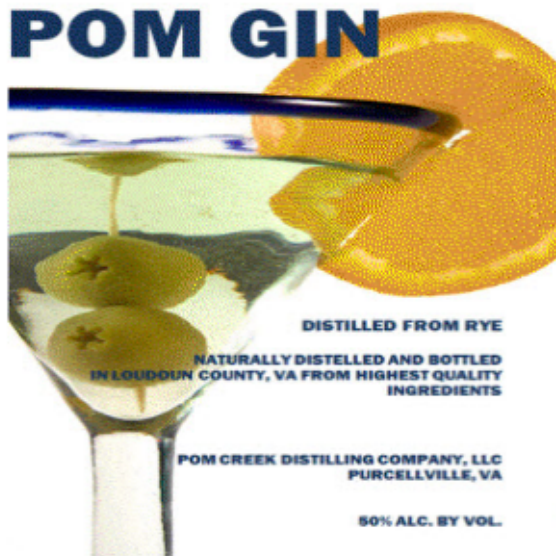


Image Type: Back

Actual Dimensions: 3 inches W X 3 inches H

What's New in COLAs Online 3.11 (Industry Members)

- Home: My eApplications Page Lists Most Recent 300 eApplications** – You will now see your most recent 300 eApplications (submitted or saved but not submitted) on the Home: My eApplications page. The eApplications initially display in descending order by Status Date, regardless of status, but may be sorted by selecting the column headings. Previously, submitted eApplications within 90 days and saved but not submitted eApplications within 30 days displayed on the Home: My eApplications page.

Home: My eApplications Page Lists Most Recent 300 eApplications

My eApplications Create an eApplication

This list is limited to your most recent 300 eApplications.
Please use Search for eApplications link above to find applications not listed here.

[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
14134001000001	DSP-KY-333	POM LIQUORS		145678	05/14/2014	SAVED NOT SUBMITTED
14134001000005	DSP-KY-333	POM LIQUORS		145678	05/14/2014	RECEIVED
14134001000002	DSP-KY-333	POM LIQUORS		145678	05/14/2014	SAVED NOT SUBMITTED

- Public COLA Registry Search Date Range Enhancement** – You may now perform a Public COLA Registry basic or advanced search with a maximum 15 year date range. Previously, the date range was a maximum of 5 years. If you attempt to perform a Public COLA Registry search with a date range greater than 15 years, an error message displays stating you must select a range less than or equal to 15 years.

Public COLA Registry Search Date Range

Date Completed:

From MM/DD/YYYY To MM/DD/YYYY

Public COLA Registry Search Date Range Error

Information / Error Messages:

- The current Date Completed (From) thru Date Completed (To) is greater than 15 year(s), please select a range less than or equal to 15 year(s).**