



COLAs Online

[eApplication Statuses in COLAs Online](#)

You may [view](#) the [status](#) of your eApplications in COLAs Online through the [Home: My eApplications](#) page. You may also [view](#) the [status](#) of your eApplications through the [Search Results: eApplications](#) page by performing a [Search for eApplications](#). There is a description of the [eApplication statuses](#) provided at the end of this document.

Home: My eApplications

The Home: My eApplications page is your home page and displays the list of your most recent 300 e-filed applications (submitted or saved but not submitted). The eApplications initially display in descending order by Status Date, regardless of status, but may be sorted by selecting the column headings. Figure 1 details the Home: My eApplications page.

Figure 1: Home: My eApplications

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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.

My eApplications

Applications shown below for your User Name "JSCFMEXT" were either saved but not submitted within the last 30 days or are submitted applications pending within the last 90 days:

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
12164001000001	BWN-MA-5555	POM BRAND		123456	06/12/2012	RECEIVED
12164001000002	BR-ME-SUN-111	POM		123456	06/12/2012	RECEIVED
12158001000002	BWN-MA-5555	POM WINES		121234	06/06/2012	CORRECTED

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Search by TTB ID: Search [Advanced Search](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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View Statuses in My eApplications

Follow these steps to view your list of e-filed applications and their statuses:

1. Select the [Home: My eApplications](#) link from the menu box on any page. The Home: My eApplications page displays. See Figure 1.
2. To sort the list of e-filed applications, click on one of the column headings.

► **Note:** You can sort the list by any column heading.

3. To view more e-filed applications, select the [Next](#) link.

► **Note:** Each page displays 20 applications.

The [statuses](#) display next to the eApplications in the Status column.

Search for eApplications

The Search for eApplications page allows you to search for your e-filed COLAs. Figure 2 and Figure 3 detail the Search for eApplications page.

Figure 2: Search for eApplications (Top)

The screenshot shows the top portion of the COLAs Online search page. At the top, there is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is a navigation menu with links: "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off".

The main content area is titled "Search for eApplications" and includes a "Search Criteria:" section. A note states: "Note: Wild card character for a search is represented by a \"%\"".

The search criteria section contains the following fields:

- Submitted By:** Radio buttons for "JSCFMEXT" (selected) and "other users with same Plant Registry/Basic Permit/Brewer's No."
- Date Submitted:** "From" and "To" date pickers (MM/DD/YYYY).
- Date Status Last Updated:** "From" and "To" date pickers (MM/DD/YYYY).
- TTB ID:** Text input field.
- Serial #:** Text input field.
- Plant Registry/Basic Permit/Brewer's No.:** A list of checkboxes for various plant registries.

The list of plant registries includes:

- BR-ME-SUN-111: POM RIVER BREWING COMPANY
- BWN-MA-5555: POM WINERY, LLC
- DSP-ME-222: POM ROCK DISTILLERIES, INC.
- PR-S-333: POM & CO. INC.
- VA-I-6666: POM MARKETING GROUP

Figure 3: Search for eApplications (Bottom)

The screenshot shows a search form with the following sections:

- Product Name:** Radio buttons for Brand Name, Fanciful Name, and Either (selected). A text input field is below.
- Type of Application:** Check all that apply. Options: Certificate of Label Approval, Certificate of Exemption.
- Type of Product:** Check all that apply. Options: Wine, Distilled Spirits, Malt Beverage.
- Source of Product:** Note: Searches by Source of Product will only return 08/01/2006 forward data. Check all that apply. Options: Domestic, Imported.
- Type of Submission:** Resubmission After Rejection.
- Distinctive Bottling:** Distinctive Liquor Bottle Approval.
- Representative ID:** Text input field.
- COLA Status:** A dropdown menu with "--Select Status--" selected, circled in red.

Buttons: Clear and Start Over, Back to My eApplications, Search.

Footer: Alcohol and Tobacco Tax and Trade Bureau, 2003. Contact us at webmaster@ttb.treas.gov. DEPARTMENT OF THE TREASURY logo. Disclaimer text regarding system property and unauthorized use.

Follow these steps to begin searching:

1. Select the [Search for eApplications](#) link from the main menu on any page. The Search for eApplication page displays. See Figure 1 and Figure 2.
2. Select the Submitted By radio button to include either those submitted only by you or to include all others with the same signing authority.

► **Note:** Enter one or more fields of search criteria.

3. Enter Date Submitted Range (From Date and To Date).

► **Note:** The format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

4. Enter Date Status Last Updated Range (Last Updated From Date and To Date).

► **Note:** The format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

5. Enter a TTB ID.

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6. Enter a Serial #.
7. Select the Plant Registry/Basic Permit/Brewer's No. value(s) in the list provided.
8. Enter the Product Name.
9. Select the Brand Name, Fanciful Name or Either radio option. Enter name text.
10. Select the Type of Application.

► **Note:** Select all that apply.

11. Select the Type of Product for the search.

► **Note:** Select all that apply.

► **Note:** If Type of Product is "Wine," then the Grape Varietal(s) field displays as a search criterion.

12. Select Source of Product
13. Select Type of Submission.
14. Select Distinctive Liquor Bottle.
15. Enter the Representative ID in the field provided.
16. Select the COLA Status from the drop-down list provided.
17. Select the **Search** button to view your search results. The Search Results: eApplications page displays with the records that match your search criteria. See [Search Results: eApplications](#).
18. Select the **Clear and Start Over** button to reset all data fields to perform a new search.
19. Select the **Back to My eApplications** button to return to the home page.

► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

► **Note:** Search results are limited to a maximum of 500 items.

► **Note:** You cannot search for paper filed COLA applications from within COLAs Online. To check on the status of a paper filed application, call ALFD Customer Service at 866-927-2533.

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View Statuses in Search Results: eApplications

The Search Results: eApplications page provides detailed results information on e-filed COLA applications based on search criteria. Figure 4 details the Search Results: eApplications page.

Figure 4: Search Results: eApplications

The screenshot displays the 'COLAs Online' interface for the Alcohol and Tobacco Tax and Trade Bureau. The main heading is 'COLAs Online' with the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. Below this, it specifies 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval'. A navigation menu includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The search results section is titled 'Search Results: eApplications' and includes a 'Printable Version' link. The results are presented in a table with the following data:

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
10207001000003	DSP-ME-222	POM DISTILLERS		101234	07/26/2010	REJECTED
10204001000001	DSP-ME-222	POM DISTILLERS		101234	07/23/2010	WITHDRAWN

Below the table, it indicates '1 to 2 of 2 (Total Matching Records: 2)'. Navigation buttons for 'New Search' and 'Back to My eApplications' are visible. The footer contains contact information for the TTB and a disclaimer regarding system usage.

Follow these steps to view the search results of your e-filed applications and their statuses:

1. Select the [Search for eApplications](#) link from the menu box on any page.
2. Enter search criteria.
3. Select the **Search** button. The search results based on the value entered display. See Figure 3.

► **Note:** Search results are limited to a maximum of 500 items.

4. To sort the search results, click on any column heading.
5. To view more search results, select the [Next](#) link.

The [statuses](#) display next to the eApplications in the Status column.

eApplication Statuses

The following available statuses display next to the eApplications in the Status column:

- **Approved** – This status indicates a final action regarding a particular application. Applications enter this status when both the application and the labels meet all applicable requirements. At this point an application becomes a Certificate. This status authorizes the Certificate holder to either bottle or remove from Customs custody alcohol beverages that bear labels identical to those shown on the Certificate.
- **Assigned** – Applications enter this status when they are assigned to a specialist and the internal evaluation begins.
- **Corrected** – Applications change from “Needs Correction” to “Corrected” after the applicant makes the required revisions and resubmits the application back to TTB for review. Once the review process starts the status changes to “Assigned,” once again until the internal evaluation is complete.
- **Expired** – While generally “Approved” Certificates never expire, under certain limited conditions Certificates are given an expiration date by TTB at the time of approval. The status of an “Approved” Certificates changes to “Expired” when the expiration date is reached.
- **Needs Correction** – Applications in this status have been reviewed by TTB but cannot be approved as submitted. The application is returned to the submitter with a list of corrections that need to be made to either the application or to the label itself. The submitter has 30 days to make the corrections. If the application is not returned to TTB within 30 days from the date the application is returned then the status changes to “Rejected.” If the submitter makes the corrections and resubmits the application to TTB within 30 days, the status changes to “Corrected.” Applications in the “Needs Correction” status may also be “Withdrawn” by the applicant.
- **Received** – Applications enter this status when they are received by TTB and remain in this status until internal evaluation begins. Once the evaluation process starts the status changes to “Assigned,” until the internal evaluation is complete.
- **Rejected** – This status indicates a final TTB action regarding a particular application. Paper applications enter this status when initial TTB review discloses that either the application or the label does not comply with Federal requirements. Electronic applications are generally returned for correction rather than rejected; however, an electronic application may be rejected if all the necessary corrections are not made to an application that was returned for correction. Electronic applications that have been returned for correction enter this status if the application is not resubmitted to TTB within 30 days. A rejection does not restrict the ability to resubmit a new application with corrected labels at a later date.
- **Revoked** – “Approved” Certificates will change to this status when TTB rescinds approval because either the labeling laws or regulations have changed rendering the Certificate invalid or the Certificate was approved by TTB in error.
- **Saved not submitted** – An application in this status has been either completely or partially created, but has not yet been submitted to TTB for review. TTB cannot view applications in this status. An application may only remain in this status for up to 30

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days. After 30 days in this status the application is automatically deleted. If the application is submitted, the status changes to "Received."

- **Surrendered** – "Approved" Certificates will change to this status when the Certificate holder voluntarily communicates to TTB that they no longer need the Certificate. Generally "Approved" Certificates do not expire, however, TTB encourages all industry members to surrender obsolete Certificates either by written communication for paper filed applications or electronically if applications were e-filed.
- **Withdrawn** – This status indicates that the applicant withdrew the application before TTB took final action. A withdrawal does not restrict the ability to resubmit a new application at a later date.