Getting Started – Using the TTB Online Portal Page

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. The Home: eApplications page displays when you successfully log into the COLAs Online system after acknowledging the TTB Security Warning. Figure 1 details the TTB Online Portal page. Figure 2 details the TTB Security Warning. Figure 3 details the Home: My eApplications page.

![TTB Online Portal](image)

**Notice**

10/28/13: Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in process), and the piloting of a printable TTB F 5100.51 from a Uniform submission. Watch for additional highlights to be posted in November.

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10/10/15: Want to help us improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. [See details](#)

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9/7/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the [Password Change Quick Reference Guide](#).

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It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups In Internet Explorer 11](#) for more information.

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

You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).
Figure 2: TTB Security Warning

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

If you accept, please press 'OK' otherwise exit from the system.

Figure 3: Home: My eApplications

Welcome, JANE SMITH, to the Electronic Version of Form TTB 5100.31 Application For 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 application.

My eApplications

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

<table>
<thead>
<tr>
<th>TTB ID</th>
<th>Permit No.</th>
<th>Brand Name</th>
<th>Fanciful Name</th>
<th>Serial No.</th>
<th>Status Date</th>
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<tbody>
<tr>
<td>1217601-00001</td>
<td>14597</td>
<td>POM WINE</td>
<td></td>
<td>08/05/2013</td>
<td>ASSIGNED</td>
<td></td>
</tr>
</tbody>
</table>

1 to 1 of 1

Search by TTB ID: Search Advanced Search

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no attempt, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, character per line and contrasting background, than actual labels on the container. The electronic version of the Public COLA Registry that contains all the information for the TTB 5100.31 Application for Certification/Exemption of Label/Bottle Approval Form is available online at the TTB website.
Access COLAs Online through the TTB Portal Page

Follow these steps to access COLAs Online through the TTB Online Portal page:
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the Enter key. The TTB Online Portal page displays. See Figure 1.
3. Enter your User Name and Password in the available fields.
4. Select the COLAs Online button. The TTB Security Warning displays. See Figure 2.
5. Select the OK button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 3.

► Note: If you do not have a user name and password, select the how to register? link to view registration FAQs. Alternatively, you may go directly to the registration process by selecting the Register for TTB Online link. See Create a New User Registration for more information.

► Note: Follow the steps in Change Your Password to change an existing password.

► Note: Follow the steps in Reset Your Forgotten Password to reset a forgotten password.

► Note: Follow the steps in Reset Your Expired Password to reset an expired password.

► Note: Follow the steps in Unlock Your Locked Account to unlock a locked account.

► Note: After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using COLAs Online. Follow the steps in Create a New User Registration to re-register.