Modify User Registration

You may modify your user registration to add access to companies in the COLAs Online system. Follow these steps to modify an existing user registration:

1. Select the My Profile link in the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.

Figure 1: Modify User Registration – My Profile (Top)
Modify User Registration

Figure 2: Modify User Registration – My Profile (Bottom)

2. Select the **Modify Registration** button. The Company tab of your existing user registration displays. The application opens up the Company tab of your existing user registration. See Figure 3.
3. Select the access type from the COLAs Online System Access drop-down list.

4. Select the **Add** button. The Company modal window displays. See Figure 4.
5. Enter the information in the available fields.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Enter it in manually or place your cursor in the field to display a pop-up calendar to find the correct date.

► **Note:** The Registry, Permit, or Brewer’s Notice field will not be required and the Date of Permit Issue field will be hidden if the Nonbeverage Product radio button next to Company Type is selected.
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►Note: Fields marked with asterisks (*) are required fields.

6. Select the OK button. The Company modal window closes and the Company tab displays. See Figure 5.

Figure 5: Modify User Registration – Company Tab with Changes

►Note: Select the System link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the Delete button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 6. Select the OK button to confirm.

Figure 6: Modify User Registration – Delete Company Confirmation
7. Repeat the steps until you have added all companies desired.

► **Note:** To add attachments to the modify user registration, follow the steps in [Docs/Links Tab](#). If you do not have any attachments to upload, follow the steps in [Comments Tab](#) if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

**Docs/Links Tab**

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 7.

   **Figure 7: Modify User Registration – Docs/Links Tab**

   ![User Registration - Docs/Links Tab](image)

9. Select the **Upload** button. The Attachment modal window displays. See Figure 8.

   **Figure 8: Modify User Registration – Attachment Modal Window**

   ![Attachment Modal Window](image)

10. Enter a description for the file in the available field.

11. Select a type from the Type drop-down list.
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► Note: Fields marked with asterisks (*) are required fields.

► Note: You must select the correct type. For example, if you selected Signing Authority as the Signature Authorization in the Company modal window, you must select Signing Authority from the Type drop-down list. If you selected Power of Attorney as the Signature Authorization in the Company modal window, you must select Power of Attorney from the Type drop-down list.

► Note: If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

12. Select the Browse button to browse and select the file.
13. Select the OK button. The Attachment modal window closes and the file is uploaded to the modify user registration submission. See Figure 9.

   Figure 9: Modify User Registration – Docs/Links Tab with Attachment Uploaded

► Note: Select the edit link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the Delete button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 10. Select the OK button to confirm.

   Figure 10: Modify User Registration – Delete Attachment Confirmation
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Comments Tab

►Note: Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow the steps in Modify User Registration Submission to submit your modify user registration.

14. Select the Comments tab. The Comments tab displays. See Figure 11.

![Figure 11: Modify User Registration – Comments Tab](image1)

15. Select the Add button. The Comments modal window displays. See Figure 12.

![Figure 12: Modify User Registration – Comments Modal Window](image2)

16. Enter comments in the available field.

17. Select the OK button. The Comments modal window closes and the comments are added to the modify user registration submission. See Figure 13.
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Figure 13: Modify User Registration – Comments Tab with Comment Added

► Note: Select the Comment link to display the Comments modal window and edit the comment information. Select the checkbox next to the comment and select the Delete button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 14. Select the OK button to confirm.

Figure 14: Modify User Registration – Delete Comment Confirmation

Modify User Registration Submission

18. Select the Validate button. Red error messages display indicating any issues found with the user registration submission. See Figure 15. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 16. Correct any errors and repeat this step until the user registration submission is successfully validated.
19. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 17.

20. Select the Submit button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 18.

TTB verifies the changes to your authorizations with the companies and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.