Search for eApplications

The Search for eApplications page allows you to search for your approved, rejected, saved not submitted, or in process e-filed COLAs. Figure 1 and Figure 2 detail the Search for eApplications page.

**Figure 1: Search for eApplications (Top)**
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.
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.

Search Results: eApplications

The Search Results: eApplications page provides detailed results information on e-filed COLA applications based on search criteria. Figure 3 details the Search Results: eApplications page.
Follow these steps to view the search results:

1. Select the **Search for eApplications** link from the menu box on any page. See [Search for eApplications](#).
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.
6. To view the details of an e-filed application, select the **TTB ID** link. See [Application Detail](#).
7. Select the **New Search** button to return to the Search page.
8. Select the **Back to My eApplications** button to return to the home page.