



COLAs Online

[Update My Profile](#)

The My Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. Figure 1 and Figure 2 detail the My Profile page.

Figure 1: My Profile (Top)

The screenshot shows the top portion of the 'My Profile' page. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. The main heading is 'COLAs Online' with the same agency name below it. A sub-heading reads 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval'. A navigation menu on the right includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The 'My Profile' section is titled 'My Profile' and contains a 'Contact Information' form with fields for Name (JANE SMITH), User Name (JSCFMEXT), E-mail address (JANE.SMITH@TTB.GOV), Telephone Number (2024532000), and Fax Number. A 'Change Password' button is located to the right. Below this is a 'Registered to Submit Applications for:' section with a 'Modify Registration' button. It contains a table of registered entities:

Plant Registry/Basic Permit/Brewer's No.	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

At the bottom of the visible section is an 'Authentication Questions' section.

Update My Profile

Figure 2: My Profile (Bottom)

BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO, INC. 333 CARRETERA , BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

Authentication Questions

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

Question	Answer
* 1: In what city or town was your first job?	Trenton
* 2: What is your oldest cousin's first name?	Susie
* 3: The name of your favorite television series?	Arrested Development

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

UNITED STATES
DEPARTMENT OF
THE TREASURY

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 warranty, 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, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@ttb.treas.gov) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

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.

Follow these steps to view and/or edit your user profile information:

1. Select the [My Profile](#) link from the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.
2. Make changes to your e-mail address, telephone number, or fax number if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save Changes** button. The Profile Update Confirmation page displays. See Figure 3.

Update My Profile

Figure 3: Profile Update Confirmation

The screenshot shows the COLAs Online website interface. At the top left is the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is the "COLAs Online" header and 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 displays "Profile Update Confirmation" and the message "Your COLAs Online profile has been successfully updated." Below this is a button labeled "Back to My eApplications". The footer contains the Department of the Treasury logo, contact information, and a disclaimer: "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 warranty, 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, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov."

5. Select the **Change Password** button to change your system password. See [Change Password](#) for more information.