



COLAs Online

[Activate a User ID](#)

- ▶ **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.

Follow these steps to activate your user ID once TTB has contacted you with the user ID after processing your user registration submission:

1. From your web browser, enter <https://www.ttonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 1.

Figure 1: Activate User ID – TTB Online Portal

TTBONLINE.GOV
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. DEPARTMENT OF THE TREASURY

REGISTER HOW TO REGISTER PUBLIC COLAS REGISTRY FAQ CONTACT US

Already registered? Log in:

User Name: [Expired password ?](#)

Password: [New or forgotten password ?](#)

Logon to:

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](#).

PRIVACY POLICY
PRIVACY IMPACT ASSESSMENT

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 currency, reliability or completeness of furnished data. 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 (alfd@ttb.gov) and we will do our best to make the information available to you.
This site is best viewed at 1280x800 screen resolution or higher using Internet Explorer 8.0 or higher.
TTB PORTAL Version 1.5.07

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.

Activate a User ID

3. Select the [New or forgotten password?](#) link. The Password Change Utility displays. See Figure 2.

Figure 2: Activate User ID – Password Change Utility Login

4. Enter the user ID you received from TTB in the User ID field.
5. Enter the e-mail address you set during user registration as the primary e-mail in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 3.

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Figure 3: Activate User ID – Password Change Utility Main Page

Industry Member Password Change Utility (v1.2)

WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

Your password must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: Primary Email:

The name of your favorite television series?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.
To unlock your account, please contact TTB_Helpdesk@TTB.gov (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

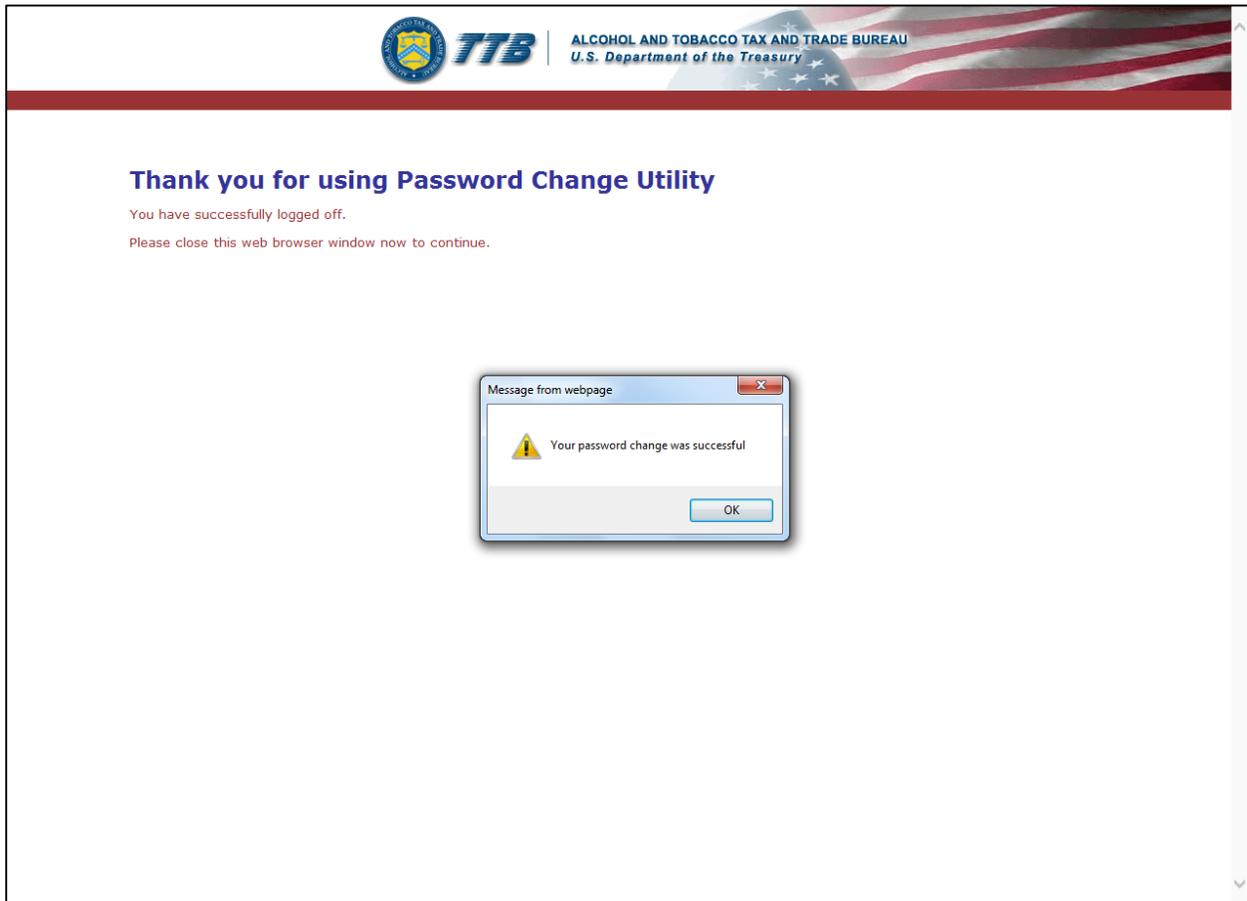
► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

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10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 4.

Figure 4: Activate User ID – Password Change Successful



13. Select the **OK** button. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 1.
14. Follow the steps in [Getting Started – Using the TTB Online Portal Page](#) to login to COLAs Online using your newly activated user ID and password.