

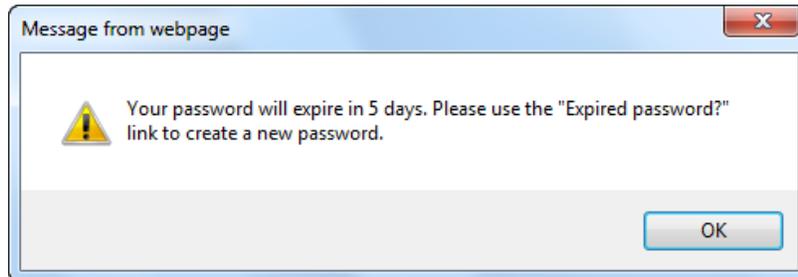


COLAs Online

[Change Password](#)

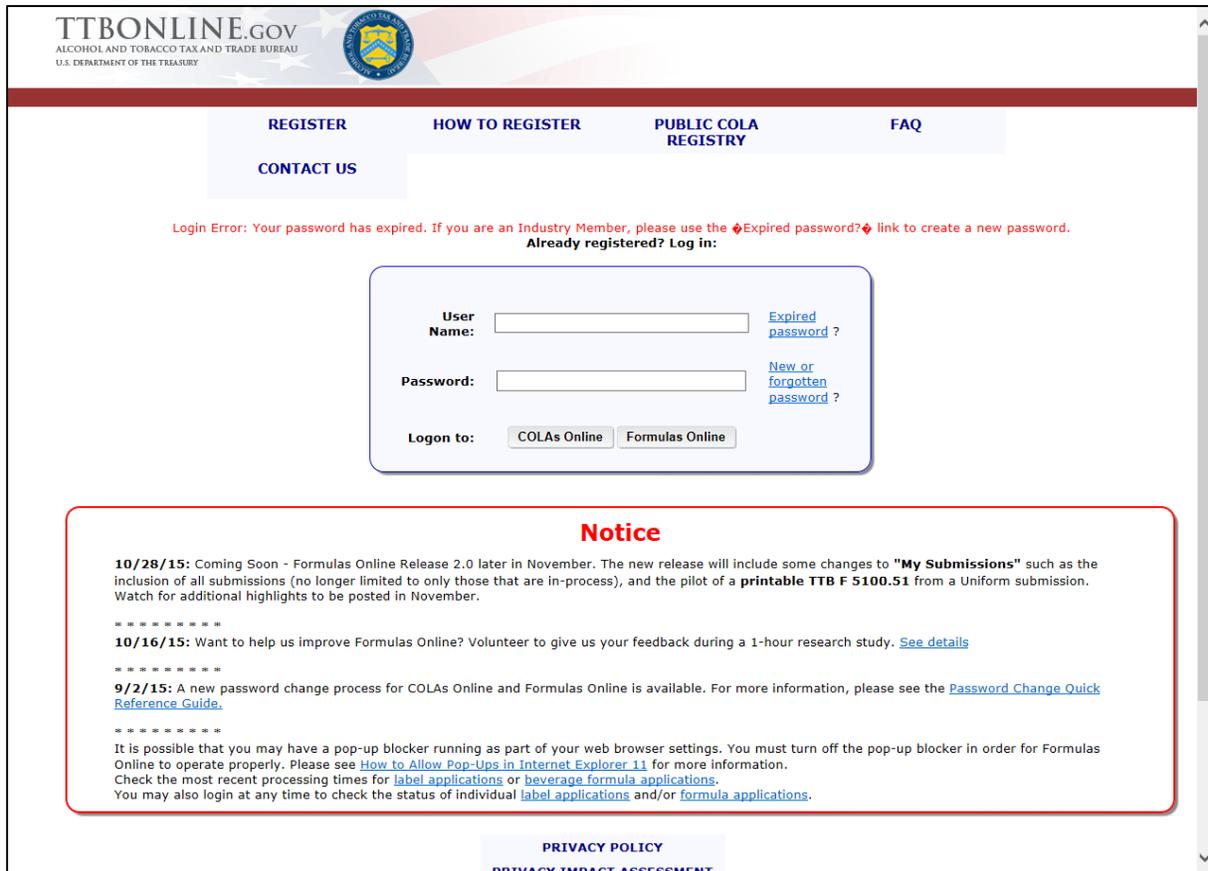
Passwords expire every 90 days and you will be required to change your password before expiration. You can change your password at any time through the Password Change Utility. If you login to COLAs Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 1. You may select the **OK** button to close the confirmation message box and follow the steps in [Reset Your Expired Password](#) to change your password.

Figure 1: Change Password Reminder Confirmation



If your password expires before you are able to change your password, an error message displays when you attempt to login to COLAs Online. See Figure 2.

Figure 2: Expired Password Error Message



Change Password

You may follow the steps in [Reset Your Expired Password](#) to reset your expired password through the Password Change Utility.

If you attempt to login to COLAs Online multiple times with an invalid user name/password combination, you will lock your account. An error message displays stating your account is locked. See Figure 3.

Figure 3: Locked Account Error Message

The screenshot shows the TTBO.NLINE.GOV website header with the Alcohol and Tobacco Tax and Trade Bureau logo. Navigation links include REGISTER, HOW TO REGISTER, PUBLIC COLA REGISTRY, and CONTACT US. A red error message states: "Login Error: Your account is locked. If you are an Industry Member, please use the New or forgotten password? link to create a new password to unlock your account. Already registered? Log in:". Below this is a login form with fields for User Name and Password, and buttons for COLAs Online and Formulas Online. A Notice section contains the following text:

Notice

10/28/15: 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 pilot of a **printable TTB F 5100.51** from a Uniform submission. Watch for additional highlights to be posted in November.

10/16/15: Want to help us improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. [See details](#)

9/2/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the [Password Change Quick Reference Guide](#).

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](#).

At the bottom of the page, there are links for PRIVACY POLICY and PRIVACY IMPACT ASSESSMENT.

You may reset your password to unlock your account. Follow the steps in [Unlock Your Locked Account](#) to unlock your account by resetting your password through the Password Change Utility.

If you have simply forgotten your password, but it is not expired, you may follow the steps in [Reset Your Forgotten Password](#) to reset your forgotten password through the Password Change Utility.

After one year of inactivity, your user name 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.

Change Password

Change Your Password

Follow these steps to change a COLAs Online system password through the Password Change Utility:

1. Select the [My Profile](#) link from the menu box on any page. The My Profile page displays. See Figure 4 and Figure 5.

Figure 4: My Profile (Top)

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

YTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

[Formulas Online](#)

- [Home: My eApplications](#)
- [Create an eApplication](#)
- [Search for eApplications](#)
- [My Profile](#) [Contact Us](#)
- [Instructions](#)
- [Log Off](#)

My Profile

Contact Information

Name
JANE SMITH

User Name
JSCFMEXT

E-mail address
JANE.SMITH@TTB.GOV

Telephone Number
2024532000

Fax Number

Registered to Submit Applications for:

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

Authentication Questions

Change Password

Figure 5: 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

Back to My eApplications Save Changes

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.

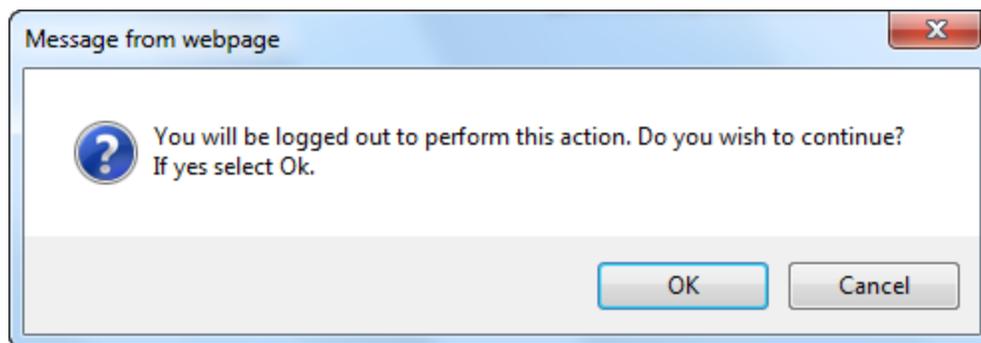
If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@ttb.treas.gov) and we will do our best to make the information available to you.

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.

2. Select the **Change Password** button. A confirmation message box displays stating you will be logged out to perform this action. See Figure 6.

Figure 6: Change Password – Change Password Logout Confirmation



3. Select the **OK** button. The confirmation message box closes and you are logged out of COLAs Online. The Password Change Utility displays. You are prompted to enter your user name. See Figure 7.

Change Password

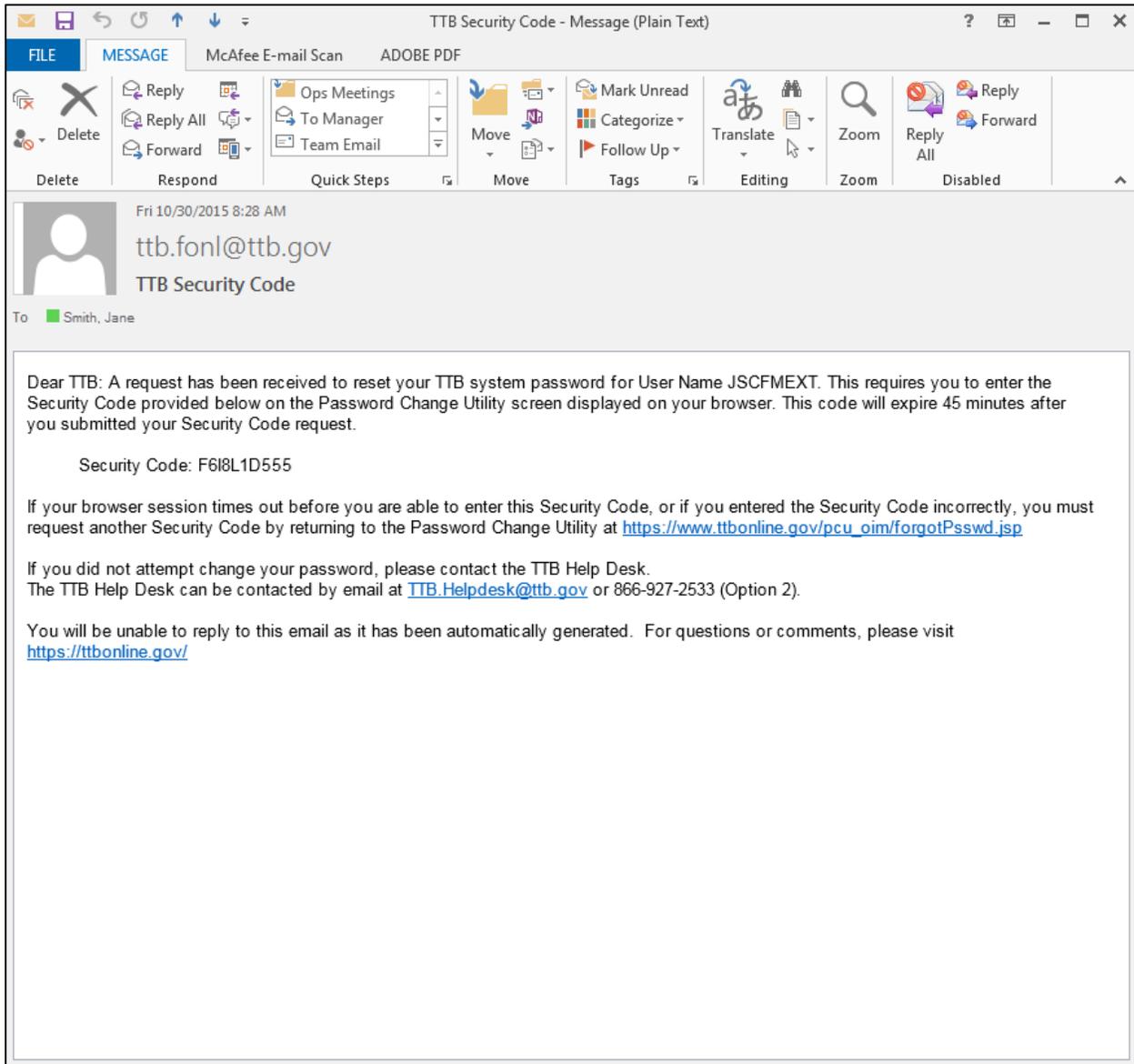
Figure 7: Change Password – Password Change Utility User Name Validation

The screenshot shows the 'Industry Member Password Change Utility' page. At the top left is the TTBONLINE.GOV logo with the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU' and 'U.S. DEPARTMENT OF THE TREASURY'. To the right is the TTB seal. The main heading is 'Industry Member Password Change Utility'. Below this is a paragraph: 'Please enter your COLAs Online or Formulas Online User Name below and click Get Security Code. A Security Code will be generated and sent to your email account for you to enter on the next screen.' There is a text input field labeled 'User Name:' containing the text 'JSCFMEXT'. Below the input field is a button labeled 'Get Security Code'. At the bottom of the page, there is a 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.' Below the warning is the version number 'PCU 1.3.1'.

4. Enter your user name in the User Name field.
5. Select the **Submit** button. An email containing a security code is sent to the email account you registered with TTB. See Figure 8. You are prompted to enter the security code you received from TTB. See Figure 9.

Change Password

Figure 8: Change Password – Security Code Email



Change Password

Figure 9: Change Password – Password Change Utility Security Code Validation

The screenshot shows the TTBONLINE.GOV website header with the logo and text: "TTBONLINE.GOV ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. DEPARTMENT OF THE TREASURY". The main heading is "Industry Member Password Change Utility". Below this, there is a message: "An email has been sent to J*****@ttb.gov from ttb.fonl@ttb.gov with the Subject 'TTB Security Code'." followed by instructions: "Please check your email to obtain the Security Code from the message text and enter it in the Security Code Box below. If you have not received an email, please check your Junk folder." and "Please do not close this browser window." Below a horizontal line, the section is titled "Security Code Verification". It features a text input field labeled "Security Code:" containing eight dots, and two buttons: "Submit" and "Exit".

► **Note:** If you change your mind, select the **Exit** button to exit the Password Change Utility.

6. Enter the security code you received from TTB in the Security Code field.
7. Select the **Submit** button. You are prompted to answer one of the three authentication questions you entered when you filled out the user registration initially. See Figure 10.

Change Password

Figure 10: Change Password – Password Change Utility Main Page

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

Industry Member Password Change Utility

Your password must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must NOT contain your user name.
- 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), spaces, & (ampersand), and @ (at sign).

Change Password

The name of your favorite song?:

New Password:

Retype New Password:

► **Note:** If you change your mind, select the **Exit** button to exit the Password Change Utility.

8. Enter the answer for your security question in the available field.

9. Enter the password in the New Password field.

10. Enter the password in the Retype New Password field.

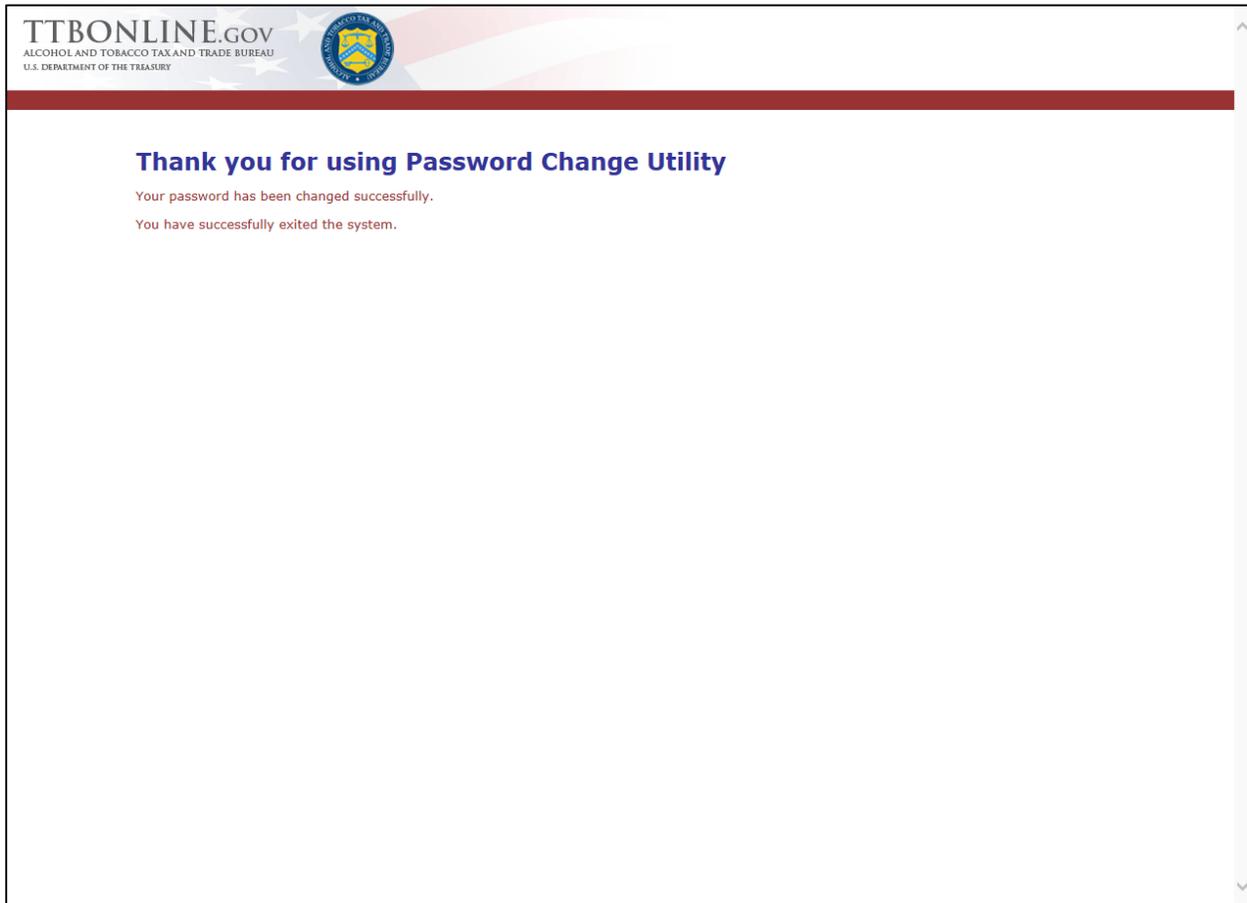
► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user name.
- 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), spaces, & (ampersand), and @ (at sign).

11. Select the **Submit** button. A confirmation message displays stating your password was successfully changed. See Figure 11.

Change Password

Figure 11: Change Password – Password Change Successful



12. Close your web browser window.
13. Follow the steps in [Getting Started – Using the TTB Online Portal Page](#) to login to COLAs Online using your user name and new password.