

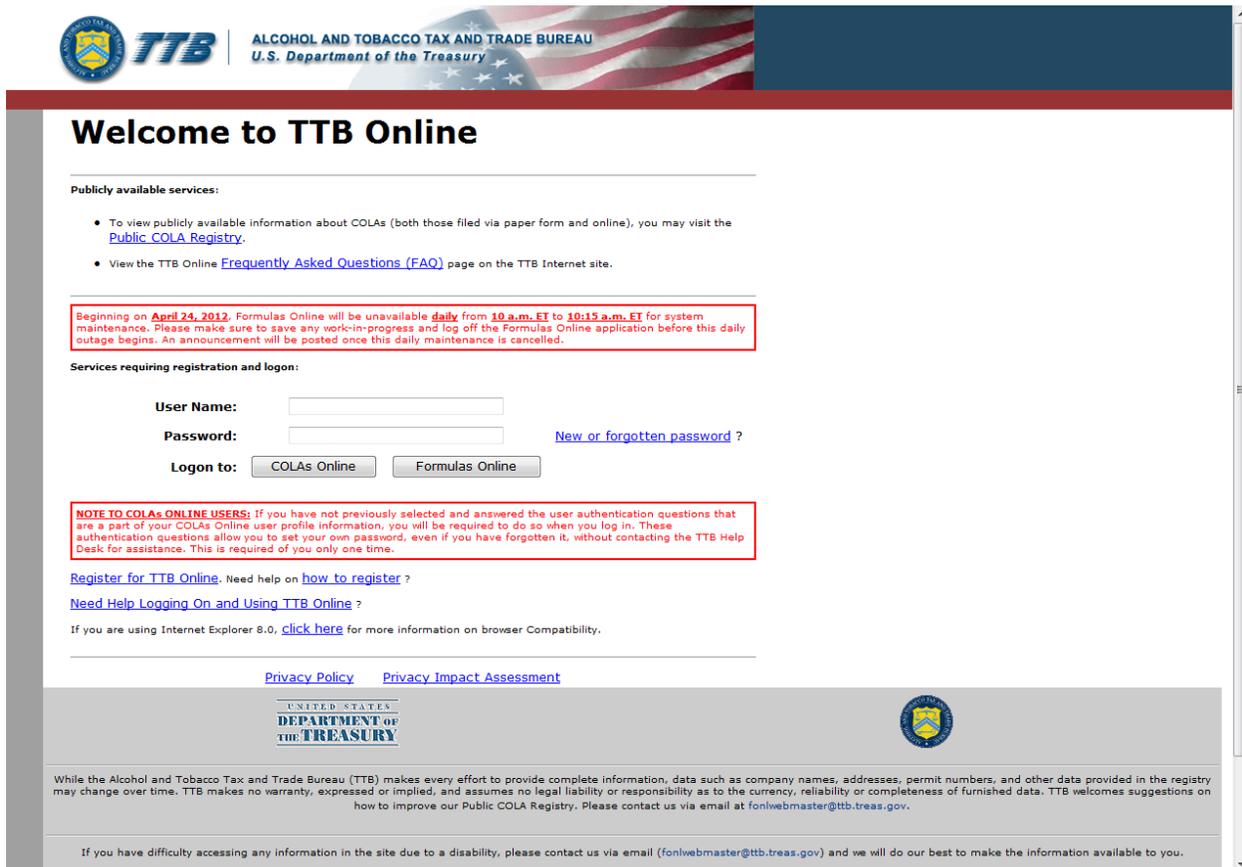


# COLAs Online

## [Getting Started – Using the TTB Online Portal Page and ALFD Online Logon](#)

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. Alternatively, you may access COLAs Online through the COLAs Online Logon page. The Home: eApplications page displays when you successfully log into the COLAs Online system after acknowledging the TTB Security Warning. Figure 1 details the TTB Online Portal page. Figure 2 details the COLAs Online Logon page. Figure 3 details the TTB Security Warning. Figure 4 details the Home: My eApplications page.

**Figure 1: TTB Online Portal**



The screenshot shows the TTB Online Portal 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 "Welcome to TTB Online". Below this, there is a section for "Publicly available services:" with two bullet points: "To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#)." and "View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site." A red-bordered box contains a maintenance notice: "Beginning on **April 24, 2012**, Formulas Online will be unavailable **daily** from **10 a.m. ET** to **10:15 a.m. ET** for system maintenance. Please make sure to save any work-in-progress and log off the Formulas Online application before this daily outage begins. An announcement will be posted once this daily maintenance is cancelled." Below this is a section for "Services requiring registration and logon:" with a "User Name:" field, a "Password:" field, and a "Logon to:" section with buttons for "COLAs Online" and "Formulas Online". A blue link "New or forgotten password ?" is next to the password field. Another red-bordered box contains a note: "NOTE TO COLAs ONLINE USERS: If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time." Below the boxes are links for "Register for TTB Online. Need help on [how to register](#) ?" and "Need Help Logging On and Using TTB Online ?". At the bottom, there are links for "Privacy Policy" and "Privacy Impact Assessment", the "DEPARTMENT OF THE TREASURY" logo, 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 currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [fonlwebmaster@ttb.treas.gov](mailto:fonlwebmaster@ttb.treas.gov)." A final line at the bottom states: "If you have difficulty accessing any information in the site due to a disability, please contact us via email ([fonlwebmaster@ttb.treas.gov](mailto:fonlwebmaster@ttb.treas.gov)) and we will do our best to make the information available to you."

Figure 2: COLAs Online Logon

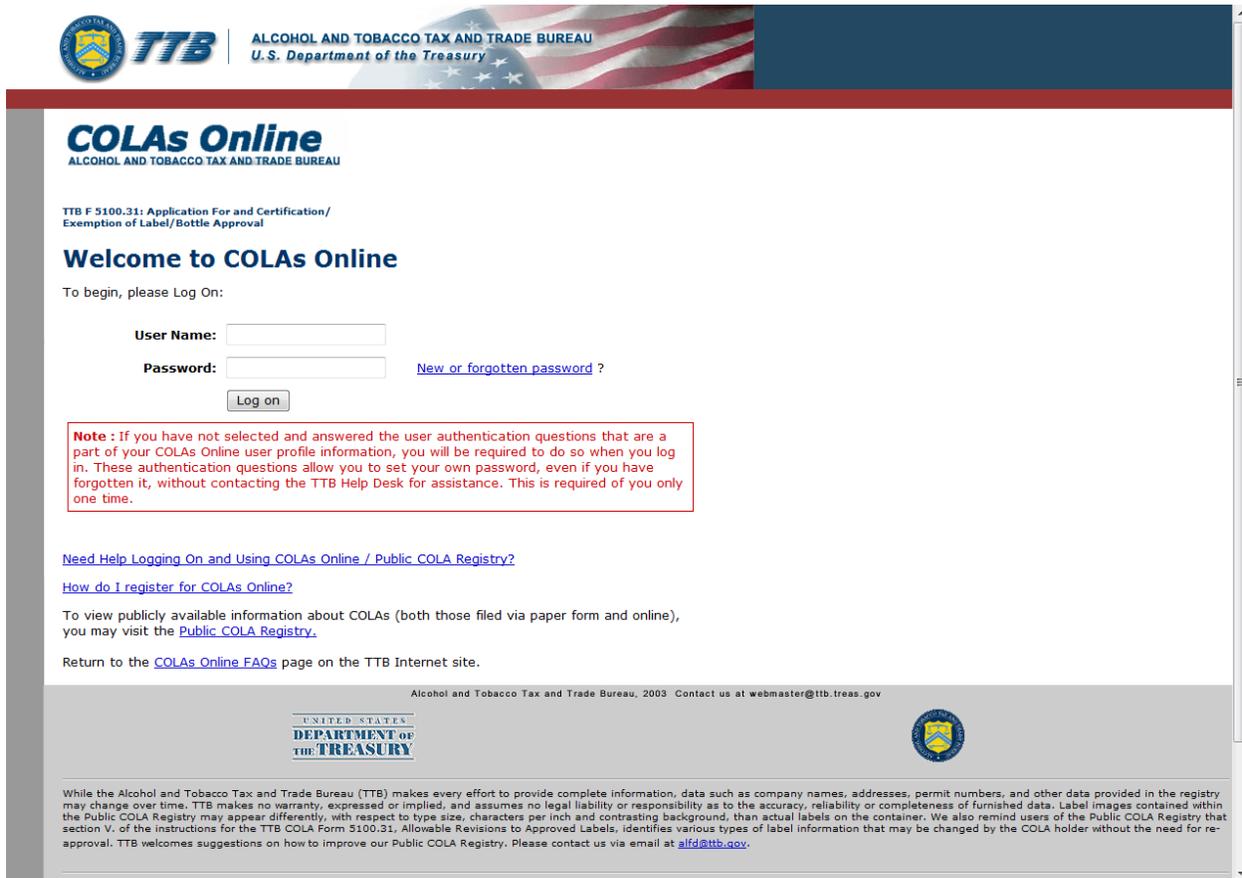


Figure 3: TTB Security Warning

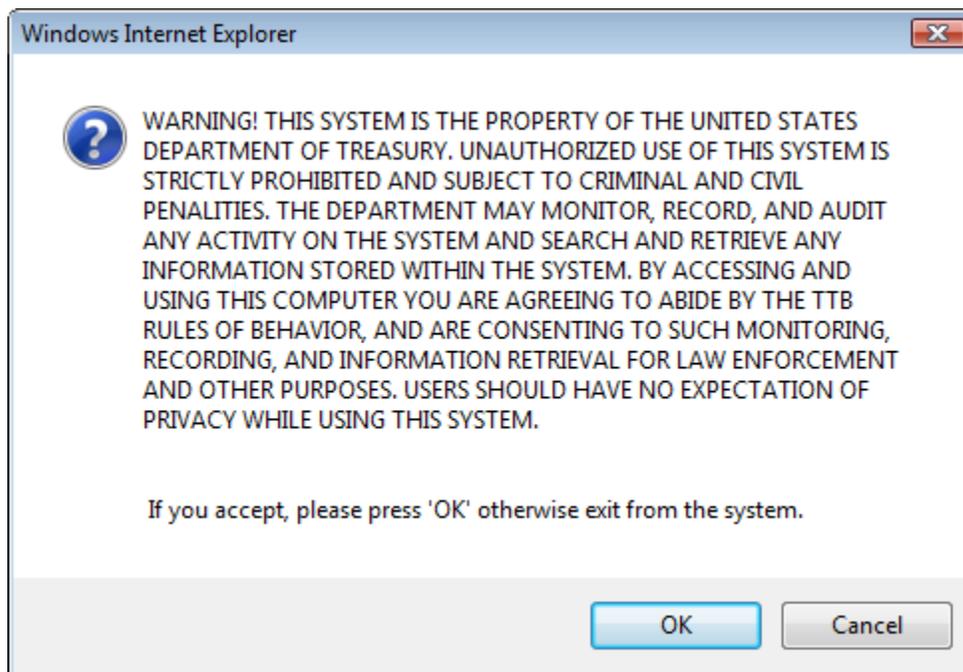


Figure 4: Home: My eApplications



### Access COLAs Online through the TTB Portal Page

Follow these steps to access COLAs Online through the TTB Online Portal page:

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.
3. Enter your User Name and Password in the available fields.
4. Select the **COLAs Online** button. The TTB Security Warning displays. See Figure 3.
5. Select the **OK** button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 4.

► **Note:** If you do not have a user name and password, select the [How do I register for COLAs Online?](#) link to view registration FAQs. Alternatively, you may go directly to the registration process by selecting the [Register for TTB Online](#) link. See [Create a New User Registration](#) for more information.

► **Note:** If you have forgotten your password, select the [New or forgotten password?](#) link. See [Activate a User ID](#) for more information. If you have other problems, select the [Need Help Logging On and Using TTB Online?](#) link for information.

## Getting Started – Using the TTB Online Portal Page and ALFD Online Logon

### Access COLAs Online through the COLAs Online Logon Page

Follow these steps to access COLAs Online through the COLAs Online Logon page:

1. From your web browser, enter <https://www.ttbonline.gov/colasonline> in the address field.
2. Press the **Enter** key. The COLAs Online Logon page displays. See Figure 2.
3. Enter your User Name and Password in the available fields.
4. Select the **Log on** button. The TTB Security Warning displays. See Figure 3.
5. Select the **OK** button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 4.

► **Note:** If you log off COLAs Online, you will be directed to the COLAs Logon page not the TTB Portal page, even if you accessed the system initially through the TTB Online Portal page. Select the [Logon page](#) link in the Log Off page to return to the COLAs Logon page.

► **Note:** If you do not have a user name and password, select the [How do I register for COLAs Online?](#) link to view registration FAQs. Alternatively, you may go directly to the registration process by selecting the [Register for TTB Online](#) link. See *Create a New User Registration* for more information.

► **Note:** If you have forgotten your password, select the [New or forgotten password?](#) link. See [Activate a User ID](#) for more information. If you have other problems, select the [Need Help Logging On and Using TTB Online?](#) link for information.