

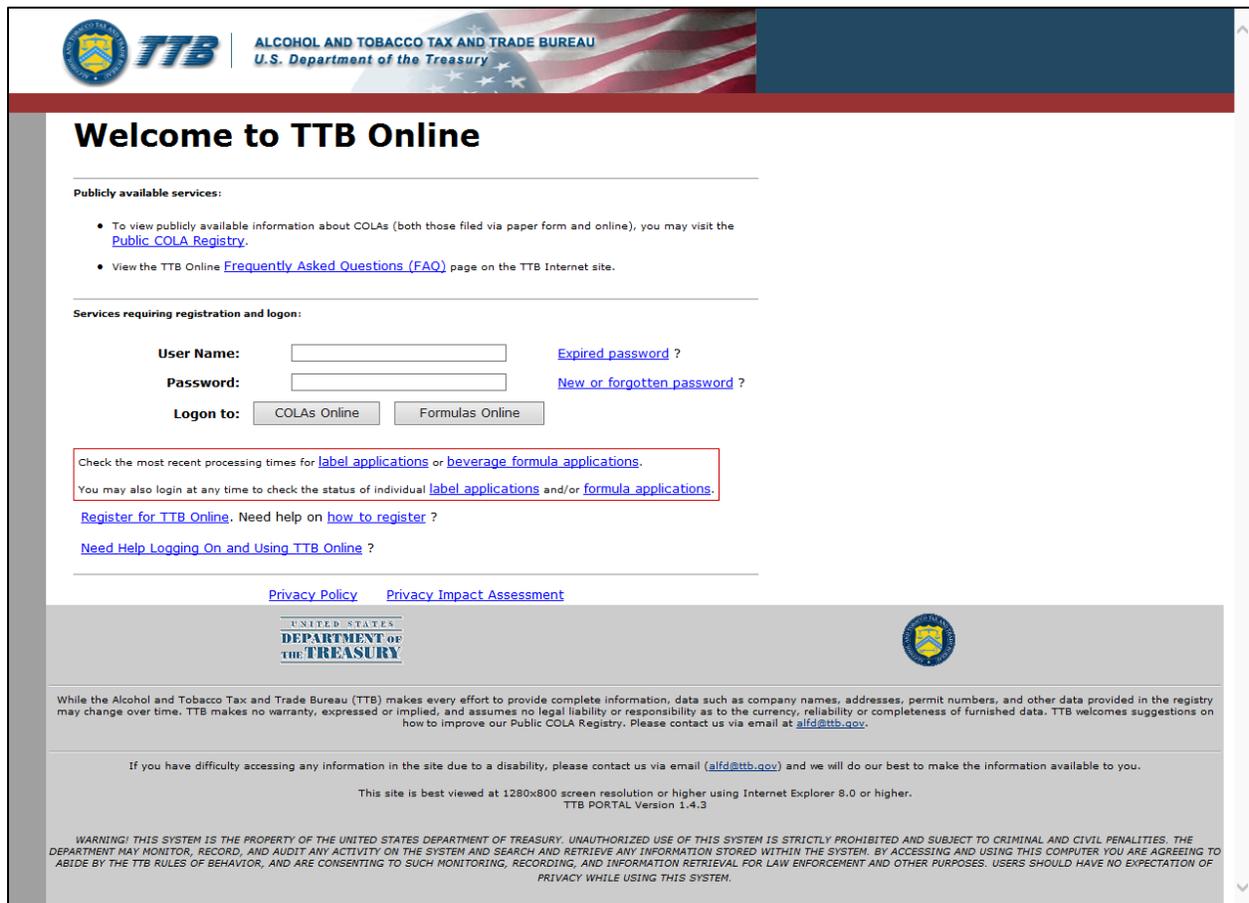


# COLAs Online

## [Getting Started - Using the TTB Online Portal Page](#)

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. 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 TTB Security Warning. Figure 3 details the Home: My eApplications page.

**Figure 1: TTB Online Portal**



The screenshot shows the TTB Online Portal page. At the top, there is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below the header, the main content area is titled "Welcome to TTB Online". Under this title, there are two sections: "Publicly available services:" and "Services requiring registration and logon:". The "Publicly available services:" section contains 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." The "Services requiring registration and logon:" section contains a login form with fields for "User Name:" and "Password:", and buttons for "COLAs Online" and "Formulas Online". There are also links for "Expired password ?" and "New or forgotten password ?". Below the login form, there is a red-bordered box containing the text: "Check the most recent processing times for [label applications](#) or [beverage formula applications](#)." and "You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#)." Below this box, there 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 of the page, there is a footer with the "DEPARTMENT of the TREASURY" logo and the text "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](mailto:alfd@ttb.gov)." and "If you have difficulty accessing any information in the site due to a disability, please contact us via email ([alfd@ttb.gov](mailto:alfd@ttb.gov)) and we will do our best to make the information available to you." The footer also includes the text "This site is best viewed at 1280x800 screen resolution or higher using Internet Explorer 8.0 or higher. TTB PORTAL Version 1.4.3" and 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."

## Getting Started – Using the TTB Online Portal Page

Figure 2: TTB Security Warning

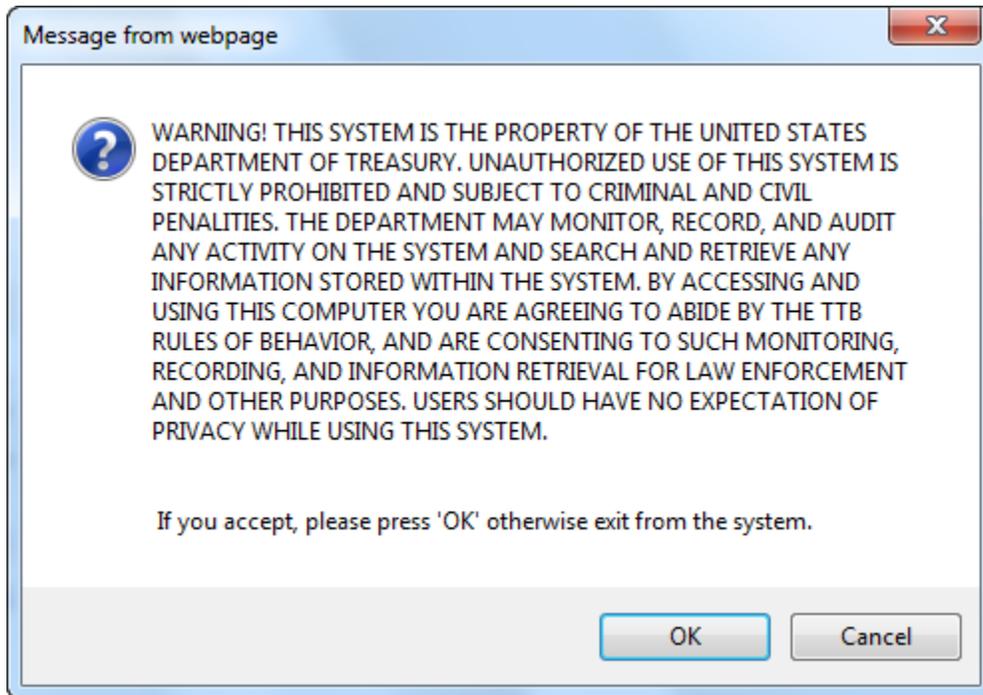


Figure 3: Home: My eApplications

**COLAs Online**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

Formulas Online  
Home: My eApplications  
Create an eApplication  
Search for eApplications  
My Profile Contact Us  
Instructions  
Log Off

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

Welcome, JANE SMITH, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle Approval. With this tool, you can view status of applications you've submitted previously or you can create and submit new COLA applications.

**My eApplications**

Create an eApplication

Applications shown below for your User Name "JSCFMEXT" were either saved but not submitted within the last 30 days or are submitted applications pending within the last 90 days:

[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
13217001000001	BWN-MA-15555	POM WINE		134567	08/05/2013	ASSIGNED

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Search by TTB ID:  Search [Advanced Search](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto: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 [afd@ttb.gov](mailto:afd@ttb.gov).

## Getting Started – Using the TTB Online Portal Page

### 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.ttbonline.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 2.
5. Select the **OK** button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 3.

► **Note:** If you do not have a user name and password, select the [how to register?](#) 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:** 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.