



COLAs Online

[Modify User Registration](#)

You may modify your user registration to add access to companies in the COLAs Online system. Follow these steps to modify an existing user registration:

1. Select the [My Profile](#) link in the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.

Figure 1: Modify User Registration – My Profile (Top)

The screenshot displays the 'My Profile' page for the COLAs Online system. 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 page title 'COLAs Online' is followed by the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. 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 main content area is titled 'My Profile' and contains a 'Contact Information' section with fields for Name (JANE SMITH), User Name (ASCFMEXT), E-mail address (JANE.SMITH@TTB.GOV), Telephone Number (2024532000), and Fax Number. A 'Change Password' button is located in the top right of this section. Below this is a 'Registered to Submit Applications for:' section with a 'Modify Registration' button. It contains a table of registered applications with columns for 'Plant Registry/Basic Permit/Brewer's No.' and 'Address'. The table lists five entries: BR-ME-SUN-111 (POM RIVER BREWING COMPANY), BWN-MA-5555 (POM WINERY, LLC), DSP-ME-222 (POM ROCK DISTILLERIES, INC.), PR-S-3333 (POM & CO. INC.), and VA-I-6666 (POM MARKETING GROUP). At the bottom, there is an 'Authentication Questions' section.

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

Modify User Registration

Figure 2: Modify User Registration – 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

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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 **Modify Registration** button. The Company tab of your existing user registration displays. The application opens up the Company tab of your existing user registration. See Figure 3.

Modify User Registration

Modify Company Information

Figure 3: Modify User Registration – Company Tab

User Registration

[Main](#) | **[Company](#)** | [Comments](#) | [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Company Detail

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	PR-S-3333		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	VA-I-6666		Submitter	n/a	None	Pending

3. Select the access type from the COLAs Online System Access drop-down list.
4. Select the **Add** button. The Company pop-up window displays. See Figure 4.

Modify User Registration

Figure 4: Modify User Registration – Company Pop-Up Window

Company

System Information ?

* System Requested: COLAs Online Formulas Online

* System Access: Submitter

Company Information ?

* Registry, Permit, or Brewer's Notice:
(Provide the Registry Number from your Basic Permit)

Date of Permit Issue: (Format: MM/DD/YYYY)

Company Code: (if known)

* Company Name:

Address Format: 

* Street:

* City:

* State: 

* Zip Code:

Individual Information

* Relationship of Applicant to Company: Employee Representative

* Signature Authorization: Owner Signing Authority Power of Attorney

Approver Information ?

Title of Company Approval Official:

Name of Company Approval Official:

OK Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

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5. Enter the information in the available fields.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

► **Note:** Fields marked with asterisks (*) are required fields.

Modify User Registration

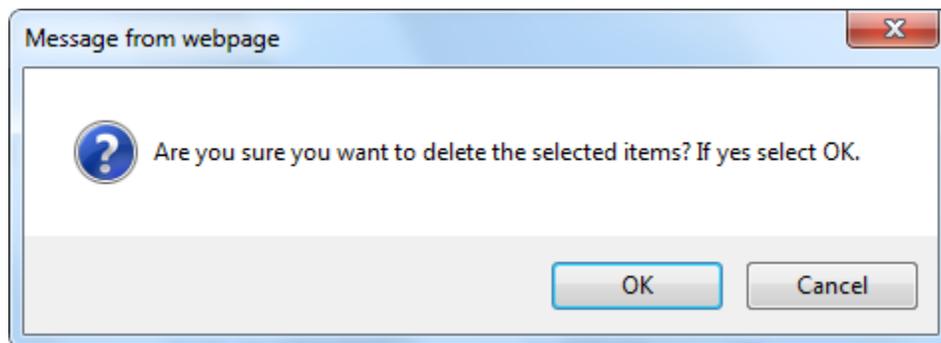
6. Select the **OK** button. The Company pop-up window closes and the Company tab displays. See Figure 5.

Figure 5: Modify User Registration – Company Tab with Changes

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	PR-S-3333		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	VA-I-6666		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	OH-W-999	POM BREWERS	Submitter	All	New	Pending

- **Note:** Select the [System](#) link to display the Company pop-up window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 6. Select the **OK** button to confirm.

Figure 6: Modify User Registration – Delete Company Confirmation



7. Repeat the steps until you have modified all companies desired.

- **Note:** To add attachments to the modify user registration, follow the steps in [Docs/Links Tab](#). If you do not have any attachments to upload, follow the steps in [Comments Tab](#) if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

[Docs/Links Tab](#)

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 7.

Modify User Registration

Figure 7: Modify User Registration – Docs/Links Tab

User Registration

Main Company Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

Submission Documents

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
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Upload

< Previous Validate Cancel Submit

9. Select the **Upload** button. The Attachment pop-up window displays. See Figure 8.

Figure 8: Modify User Registration – Attachment Pop-Up Window

Attachment

Uploaded File Information

* Description: 100 characters left

* Type: -- Select Type --

* File: Browse...

OK Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

10. Enter a description for the file in the available field.

11. Select a type from the Type drop-down list.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company pop-up window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company pop-up window, you must select **Power of Attorney** from the Type drop-down list.

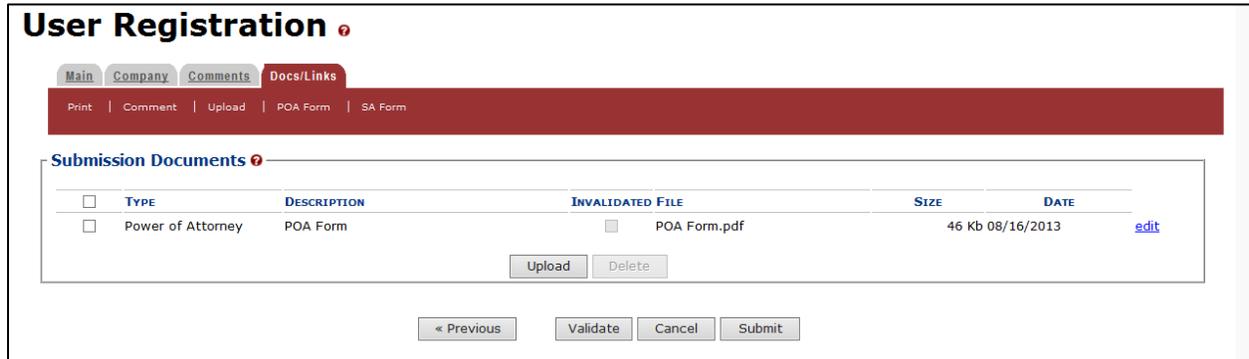
► **Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

12. Select the **Browse** button to browse and select the file.

Modify User Registration

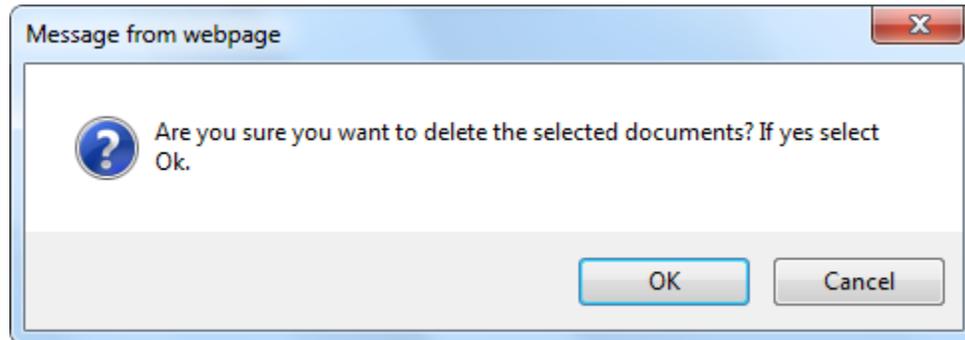
13. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the modify user registration submission. See Figure 9.

Figure 9: Modify User Registration – Docs/Links Tab with Attachment Uploaded



► **Note:** Select the [edit](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 10. Select the **OK** button to confirm.

Figure 10: Modify User Registration – Delete Attachment Confirmation



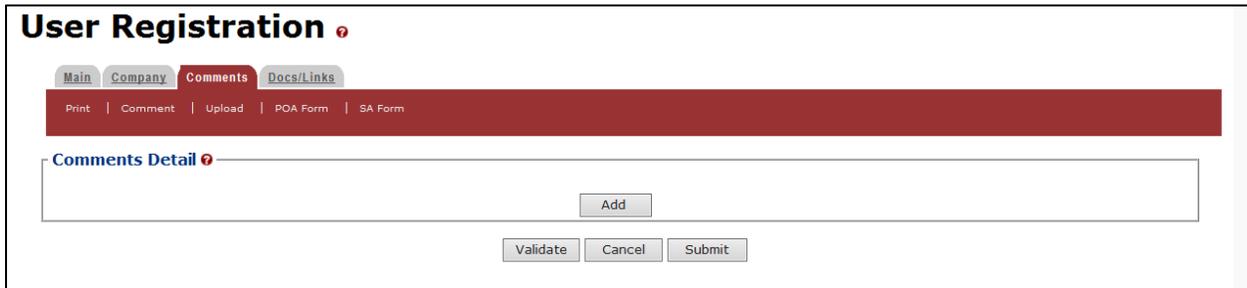
Comments Tab

► **Note:** Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

14. Select the Comments tab. The Comments tab displays. See Figure 11.

Modify User Registration

Figure 11: Modify User Registration – Comments Tab



The screenshot shows the 'User Registration' page with the 'Comments' tab selected. The page has a dark red header with navigation tabs: 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the header is a dark red bar with links: 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Comments Detail' and contains a large text input field. Below the input field is an 'Add' button. At the bottom of the page are three buttons: 'Validate', 'Cancel', and 'Submit'.

15. Select the **Add** button. The Comments pop-up window displays. See Figure 12.

Figure 12: Modify User Registration – Comments Pop-Up Window



The screenshot shows a 'Comment' pop-up window. The window has a title bar that says 'Comment'. Inside the window, there is a label 'Comment' followed by a red asterisk and the text '* Comments:'. Below this is a large text input field with a vertical scrollbar on the right side. At the bottom left of the input field, there is a small box containing the number '2000' followed by the text 'characters left'. At the bottom right of the window are two buttons: 'OK' and 'Cancel'.

16. Enter comments in the available field.

17. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 13.

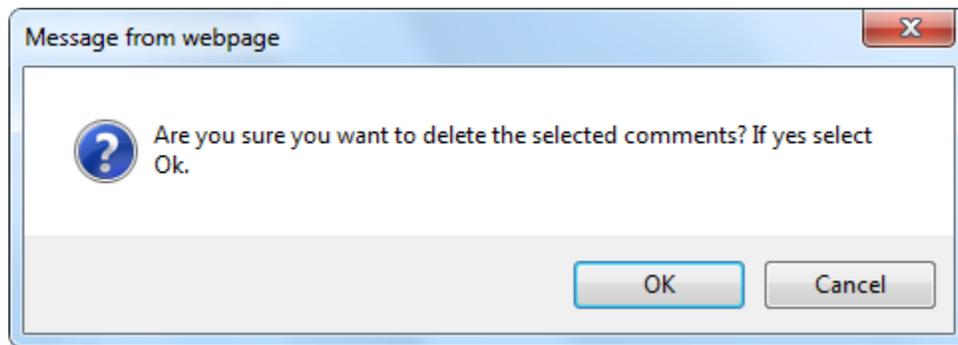
Modify User Registration

Figure 13: Modify User Registration – Comments Tab with Comment Added



► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 14. Select the **OK** button to confirm.

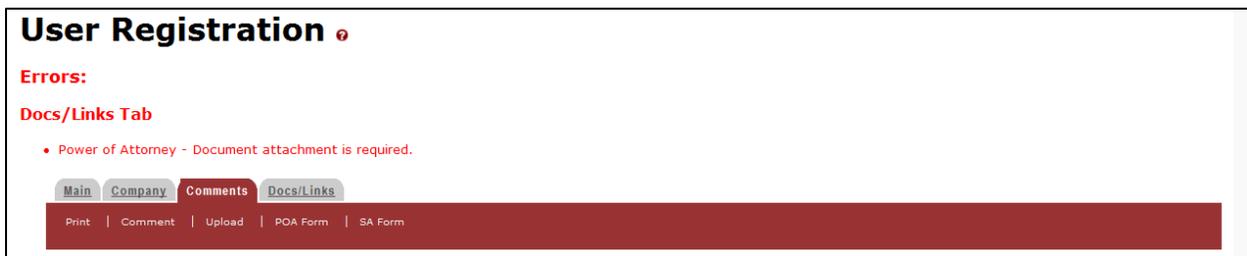
Figure 14: Modify User Registration – Delete Comment Confirmation



Modify User Registration Submission

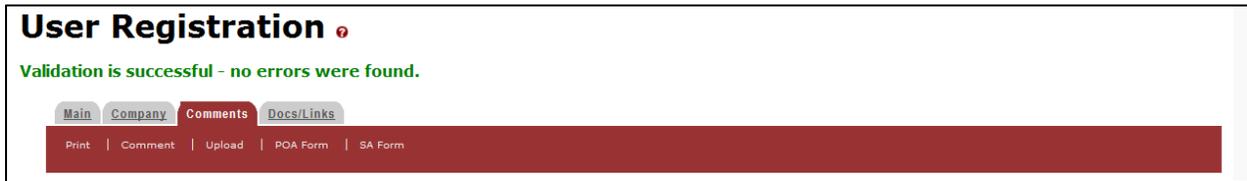
18. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. See Figure 15. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 16. Correct any errors and repeat this step until the user registration submission is successfully validated.

Figure 15: Modify User Registration – Unsuccessful Validation Message



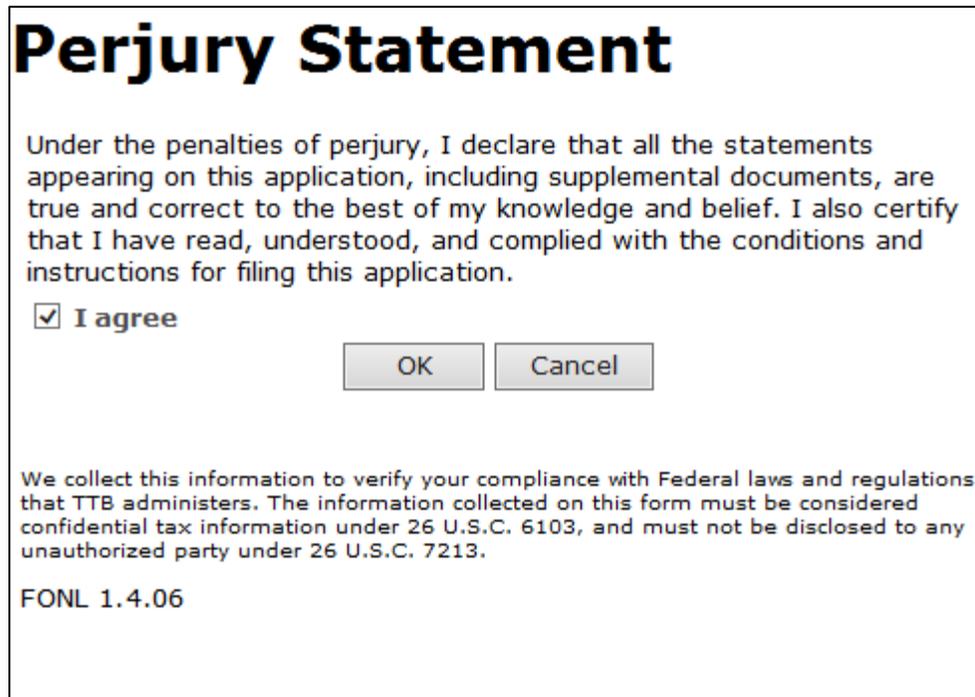
Modify User Registration

Figure 16: Modify User Registration – Successful Validation Message



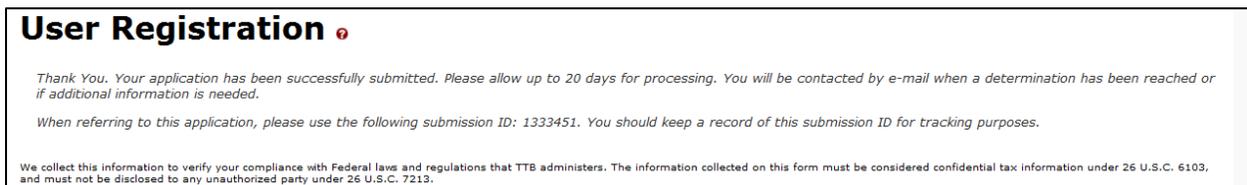
19. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 17.

Figure 17: Modify User Registration – Perjury Statement Pop-Up Window



20. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
21. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 18.

Figure 18: Modify User Registration – Submission Confirmation



TTB verifies the changes to your authorizations with the companies and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.