



TTB Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

外国生产商注册和 CBMA 税收优惠分配 myTTB 系统 用户指南

2022 年 10 月 25 日

本指南的目的是为外国生产商代表提供分步说明，以根据《工艺饮料现代化法案》(CBMA)注册外国公司并向进口商分配税收优惠。

外国生产商代表可以是外国生产商的所有者、管理人员或雇员，也可以是外国生产商的授权代理人。外国生产商可能有多个代表，但每个代表都必须在 [Login.gov](https://www.login.gov) 中创建自己的帐户，随后在 [myTTB](#) 中创建个人资料。

- 第 1 步 - 在 [Login.gov](https://www.login.gov) 中创建一个帐户
- 第 2 步 - 在 [myTTB](#) 中创建个人资料
- 第 3 步 - 在 myTTB 中注册一个外国生产商
- 第 4 步 - 分配税收优惠
- 第 5 步 - 添加授权用户

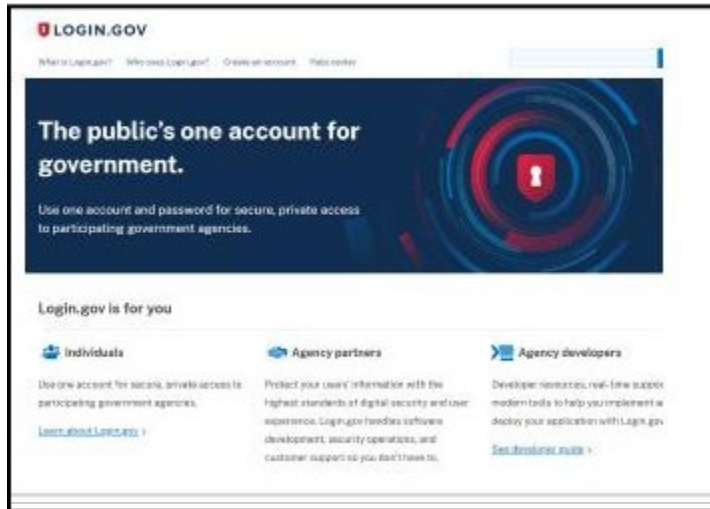
本指南末尾（第 5 步之后）还有两个额外资源：

- 错误信息及其含义
- 如何将表格信息导出到 Excel 电子表格

注意：以下屏幕中显示的所有信息仅用于演示目的，并不意味着实际使用。此外，本指南中显示的示例屏幕与 myTTB 系统中的实际屏幕之间可能存在细微差别。TTB 法规要求可在 [27 CFR Part 27, Subpart P](#) 中找到。

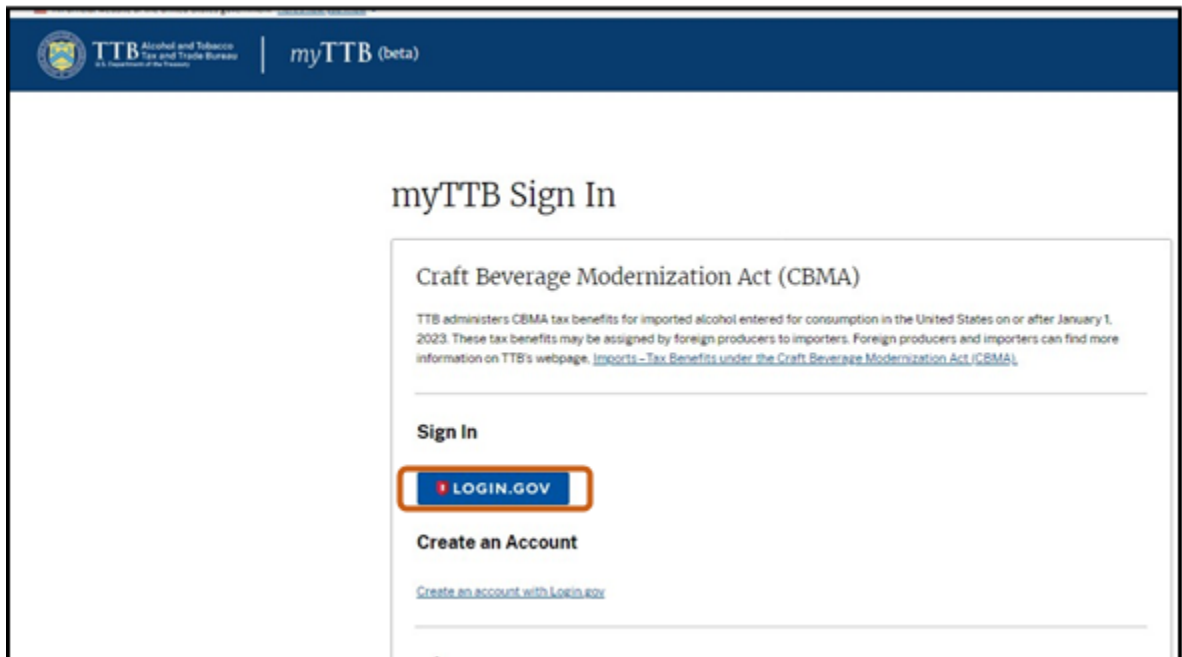
第 1 步 - 在 Login.gov 中创建一个帐户

有关如何创建帐户的说明，请参阅 [Login.gov](https://login.gov)。



第 2 步 - 在 myTTB 中创建个人资料


1. 创建您的 [Login.gov](https://login.gov) 帐户后，转到 [myTTB](https://myttb.ttb.gov)。选择 Login.gov 按钮登录 [myTTB](https://myttb.ttb.gov)。



2. 在登录屏幕上输入您的 Login.gov 帐户凭据，然后选择**登录(Sign in)**按钮。

An official website of the United States government [Here's how you know](#)

LOGIN.GOV myTTB



myTTB is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password


Sign in

First time using Login.gov?

Create an account

3. 使用 Login.gov 成功登录后，选择**同意并继续 (Agree and continue)** 按钮以转到 myTTB。

LOGIN.GOV Government Agency Name Placeholder



Continue to myTTB

We'll share your information with **myTTB** to connect your account.

☒ Email addresses on your account
*****@email.***

Agree and continue

myTTB 个人资料 - 账户信息

1. 通过在所示以下字段中填写您自己的名字、姓氏、公司名称和职位，以完成您的 [myTTB](#) 个人资料。

注意： 您的电子邮件将填入您在注册 [Login.gov](#) 时所使用的电子邮件。

The screenshot shows the 'Welcome to myTTB' page. At the top, there's a blue header with the TTB logo and 'myTTB' text. Below the header, a 'Welcome' message is followed by a progress bar with three steps: 1. Account Information (highlighted with a red box), 2. TTB Contact Information, and 3. Dashboard Setup. A blue callout bubble with the number '1' points to the 'Account Information' section. This section contains a blue box with a warning message: 'Disabled fields are auto-filled using your login information and cannot be changed within myTTB. If you need to make changes to this information, update it directly in your identity verification application (ID.me).' Below this, there are input fields for 'First name' (filled with 'John'), 'Last name' (filled with 'Smith'), 'Account email' (filled with 'john.smith@gmail.com'), 'Company (optional)', and 'Position title (optional)'. A red box highlights the 'Continue' button at the bottom of the form.

2. 选择继续(Continue)按钮。

myTTB 个人资料 - TTB 联系信息

1. 输入您的电子邮件地址和电话号码。输入您的电话号码时，从国旗旁下拉的菜单中选择国家。

2. 如果您希望通过您提供的联系信息接收来自 TTB 的一般通信和更新，以及如果您希望就系统改进向 TTB 提供反馈，请勾选屏幕上的方框。
3. 选择**继续(Continue)**按钮。

myTTB 个人资料 - 仪表板设置

1. 在**特殊角色(Special Roles)**标题下，勾选适用的复选框：
 - **外国生产商 (Foreign Producer)** ——如果您是外国生产商的所有者、管理人员或雇员，请勾选此框。
 - **酒类进口商 (Alcohol Importer)** ——如果您是酒类进口商，或外国生产商已授权您代表他们行事，请勾选此框。
 - **第三方专业人士 (Third Party Professional)** ——如果您是第三方专业人士（例如，顾问或其他授权代理人）或外国生产商已授权您代表他们行事，请勾选此框。
2. 选择**完成 (Finish)**按钮。

3 of 3 Dashboard Setup

Please tell us more about your role. Select the topic(s) you would like to see on your custom dashboard. These items can be changed at any time through the Dashboard Management page.

Special Roles

☒ Foreign Producer

☐ Alcohol Importer

☐ Third Party Professional

Finish Previous

您现在已成功创建您的 myTTB 个人资料。

您可以随时通过选择仪表板上的**我的个人资料 (My profile)** 按钮来更改您的 myTTB 个人资料设置。

Foreign Producer

[myTTB Dashboard](#)

Welcome to your dashboard
All areas of myTTB are available through the navigation on this page. You may also view and edit your profile.

Foreign Producer
Register a foreign producer, manage your registration, authorize additional users, and make assignments of U.S. tax benefits.

Foreign Producer

My Profile
Review and edit your myTTB user profile including account and contact information.

My profile

il is this page?

第 3 步 - 在 myTTB 中注册一个外国生产商

在前面的步骤中，外国生产商的代表在 [Login.gov](https://login.gov) 中创建了一个帐户，并在 [myTTB](#) 中创建了个人资料。下一步，外国生产商代表提交注册并收到一个 TTB 颁发的 ID（身份证），称为“TTB 外国生产商 ID”，该 ID 专门用于分配 CBMA 税收优惠。

外国生产商的代表可以是外国生产商的所有者、管理人员或雇员，也可以是任何获授权代表外国生产商行事的代理人。

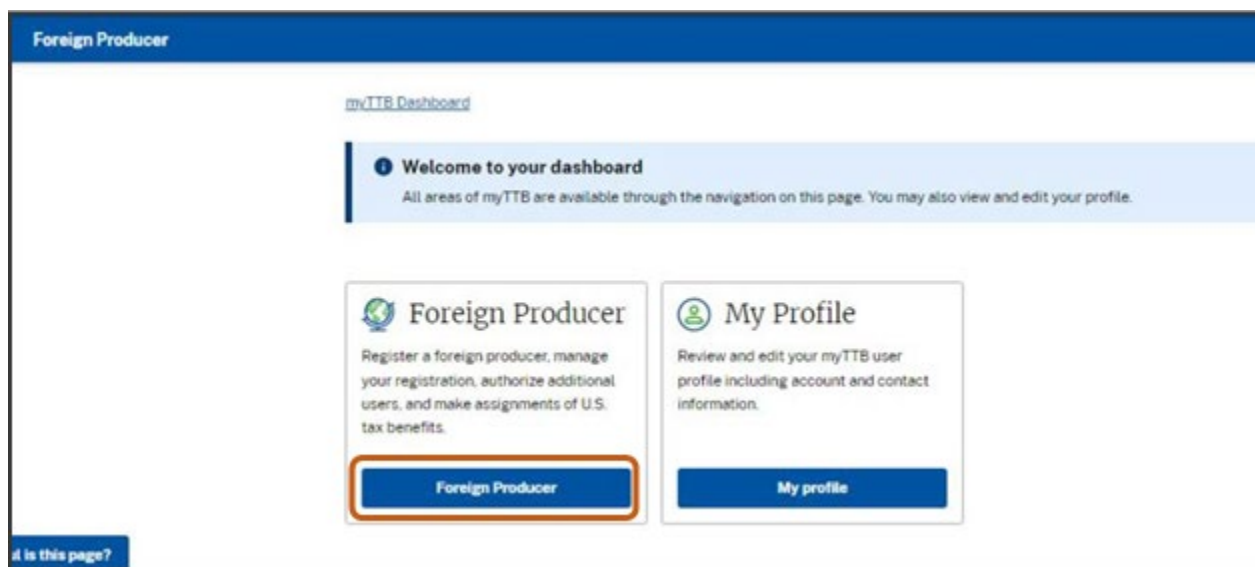
提交注册的人必须能应 TTB 的要求提供他们代表外国生产商行事的授权证明。

在 TTB 成功注册外国生产商后，外国生产商的代表将收到 TTB 外国生产商 ID。外国生产商必须向其产品的任何美国进口商提供此 TTB 外国生产商 ID，随后再向该进口商分配 CBMA 税收优惠。提交注册的步骤如下：

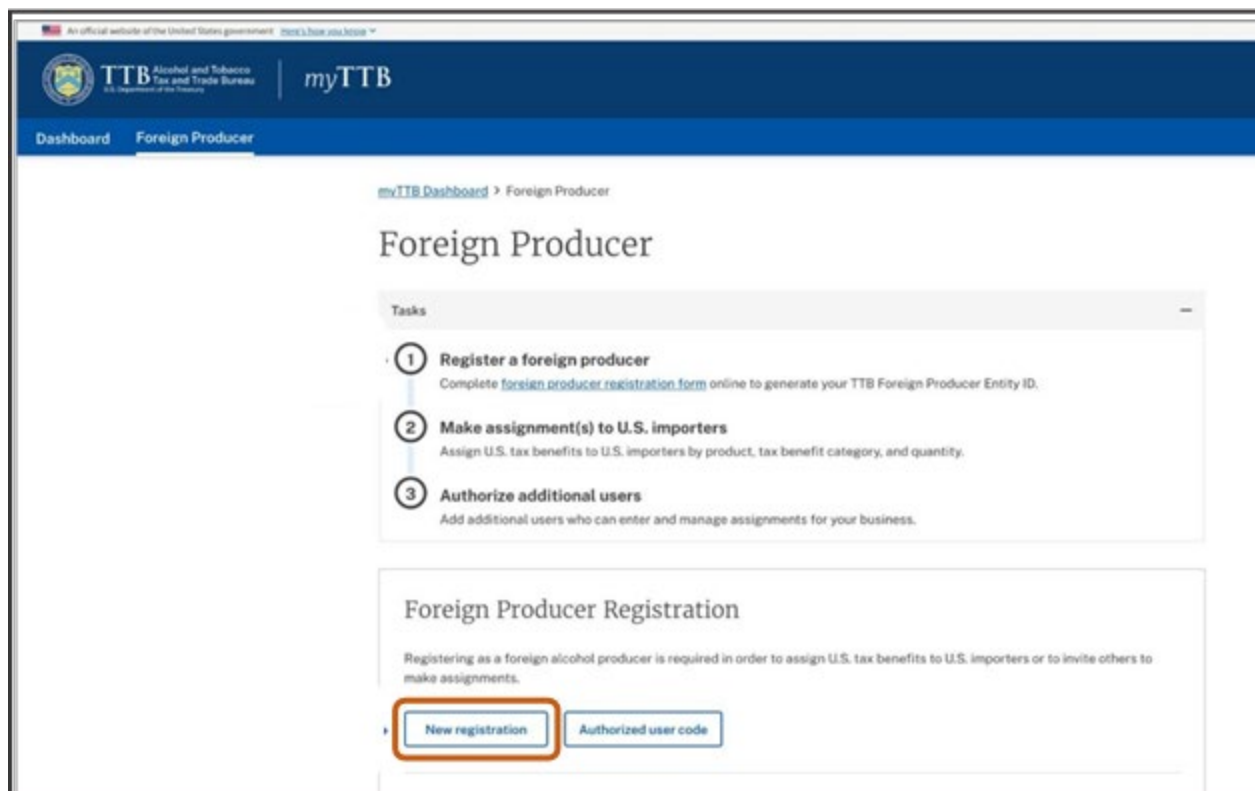
1. 通过选择 **CBMA Imports** 按钮访问 myTTB **CBMA Imports** 系统，如下所示。



2. 登录到 myTTB 后，选择**外国生产商 (Foreign Producer)** 板块中的**外国生产商 (Foreign Producer)** 按钮。



3. 选择**新注册 (New registration)**按钮进入**外国生产商注册提交 (Foreign Producer Registration Submission)**屏幕。



4. 填写**外国生产商信息 (Foreign Producer Information)**部分的所有必填字段：

- a. 如果您是外国生产商的所有者、管理人员或雇员，或者您是代表外国生产商行事的代理人，请勾选适当的按钮

- b. 输入外国生产商公司名称
- c. 输入国外生产商所在国家
- d. 输入外国生产商的邮寄地址
- e. 输入外国生产商邮寄地址所在城市
- f. 输入外国生产商邮寄地址所在的州、省或地区（如适用）
- g. 输入外国生产商邮寄地址的邮政编码（如果适用）

myTTB Dashboard > Foreign Producer > Registration

Foreign Producer Registration

Use this online form to register a foreign alcohol producer with TTB. Once registered, you will receive your TTB Foreign Producer ID that can be provided to your U.S. importers and you will be able to assign U.S. tax benefits to importers.

If you have questions, please [contact us online](#).

Registration Submission

All fields are mandatory unless stated otherwise.

Foreign Producer Information

What is your relationship to the Foreign Producer?

☒ I am an owner, officer, or employee of this foreign producer with authority to make binding commitments on behalf of this foreign producer.

☐ I am not an owner, officer, or employee of this foreign producer, but I have been authorized by this foreign producer to act on its behalf.

Foreign Producer name

Country

Company address line 1
Street address or P.O. box

Company address line 2 (optional)
Apt, suite, unit, building, floor, etc.

City

State/Province/Region (optional)

Zip/Postal code (optional)

5. 填写外国生产商 – 联系方式 (Foreign Producer – Contact) 部分的所有必填信息:

- a. 如果您是外国生产商联系人，并且希望使用您在创建 myTTB 个人资料时提供的相同联系信息，请选中使用 **myTTB 信息**（**Use myTTB information**）

注意：如果选中此框，将自动填充除标题之外的所有信息。如果您是注册外国生产商的代理人，请不要在此部分输入您自己的联系信息；相反，输入将作为 TTB 联络点的外国生产商公司的所有者、管理人员或雇员的联系信息。添加到注册中的外国生产商联系人将收到有关注册状态和任何税收优惠分配的电子邮件更新。

- b. 名字
- c. 姓氏
- d. 公司职位名称
- e. 从下拉菜单和电话号码中更正国旗
- f. 电子邮件

注意：该电子邮件将用于接收有关注册状态和任何税收优惠分配的电子邮件更新。

Foreign Producer - Contact

Provide contact information for an **owner, officer, or employee of the foreign producer** who can communicate with TTB regarding this registration and any U.S. tax benefits assignments.

☐ Use myTTB contact information

First name

Last name

Position title

Phone

+1 201-555-0123

Email

email@address.com

A notification email will be sent to this address after submitting your registration.

6. 在 **FDA ID** 部分输入外国生产商的 11 位 FDA 食品设施注册 ID 号。该编号是从 FDA 获得的，并通常会就有关外国生产商产品进口到美国的事宜向 FDA 报告。这被一些用户称为 FDA 编号。

注意：为在美国消费其所生产产品的外国蒸馏酒企业、葡萄酒生产商和酿酒商通常必须向 FDA 注册其生产设施。见 [21 U.S.C. 350d](#)、[21 CFR 1.225](#) 和 [1.227](#)（要求适用于所制造/加工、包装或储存的食品用以在美国消费的外国设施）。

7. 选择**添加 FDA ID**（**Add FDA ID**）按钮。如果外国生产商有多个 FDA 编号，请重复该过程，直到列出所有 FDA 编号。然后，转到**外国生产商所有权**（**Foreign Producer Ownership**）部分。

FDA IDs

Enter each of the U.S. Food and Drug Administration (FDA) Food Facility Registration (FFR) number(s) that you have obtained from FDA prior to importing your distilled spirits, wine, or beer into the United States. If you do not have an FDA FFR because your products are further manufactured or processed (including packaging) by another foreign facility before shipment to the United States, contact your U.S. importer(s) or the other facility for that facility's FFR.

FDA FFR ID Details +

Industrial alcohol is imported for nonbeverage purposes and is not regulated as "food" by FDA.

☐ My products do not require any U.S. FDA FFR because I produce only industrial alcohol.

FDA ID

Add FDA ID

注意：如果您在保存的 FDA 编号中有误或输错，您必须选择**删除**（**Remove**）并再次添加信息。

FDA FFR ID ▾

12345678901	Remove
12345678905	Remove

8. 如果您因为只生产工业酒精而没有 FDA 编号，请选择**产品不需要任何美国 FDA FFR 因为我只生产工业酒精**（**Products do not require any U.S. FDA FFR because I produce only industrial alcohol**）复选框，并转到**外国生产商所有权**（**Foreign Producer Ownership**）部分。

注意：TTB 清楚如果外国生产商仅生产工业用酒精（定义见 27 [CFR 1.60](#) 至 27 [CFR 1.62](#)），则当此类酒精未被合理预期用于食品用途时，将没有 FDA ID。在这种情况下，TTB 的临时法规规定，代替提供 FDA ID 的方式是，外国生产商将证明其没有 FDA ID，因为 FDA 对其业务经营不需要 FDA ID。

The screenshot shows the 'FDA IDs' section of a form. At the top, the title 'FDA IDs' is highlighted with an orange box. Below it, there is a paragraph of text explaining the requirement for FDA Food Facility Registration (FFR) numbers. A section titled 'FDA FFR ID Details' with a '+' icon is visible. Below this, a blue banner states: 'Industrial alcohol is imported for nonbeverage purposes and is not regulated as "food" by FDA.' Underneath the banner, a checkbox is highlighted with an orange box. The text next to the checkbox reads: 'My products do not require any U.S. FDA FFR because I produce only industrial alcohol.' Below this text is a text input field labeled 'FDA ID' and a button labeled 'Add FDA ID'.

9. 在**外国生产商所有权（Foreign Producer Ownership）**部分，如果关于与其他酒精生产商无共同所有权的声明适用于外国生产商，请选认证复选框，然后向下滚动到**证明（Attestation）**部分（下面的第 13 步）。

The screenshot shows the 'Foreign Producer Ownership' section of a form. The title 'Foreign Producer Ownership' is highlighted with an orange box. Below the title, there is a paragraph of text explaining the requirement for common ownership. Another paragraph states: 'If the individuals or entities that have an ownership interest of 10% or more in the Foreign Producer also have an ownership interest in other foreign or U.S. distilled spirits operations, wineries, or breweries using or assigning U.S. tax benefits, please provide information for any individual or entity that owns 10% or more of the foreign producer being registered.' Below this text, a checkbox is highlighted with an orange box. The text next to the checkbox reads: 'I certify that the individuals or entities that own 10% or more of the Foreign Producer do not also have an ownership interest in (1) any distilled spirits operation, winery, or brewery in the United States, or (2) any distilled spirits operation, winery, or brewery outside of the United States that has assigned or will assign U.S. tax benefits this calendar year.' At the bottom of the section is a button labeled 'Add owner'.

10. 如果关于与其他酒精生产商无共同所有权的声明不适用于外国生产商，请选择添加**所有者（Add owner）**按钮，以输入有关拥有注册外国生产商 10% 或[English typo: for]更多股份的任何个人或实体的所需信息。

Foreign Producer Ownership

When foreign producers are related through common ownership to other foreign or U.S. producers, U.S. law may limit the tax benefits that each foreign producer can assign.

If the individuals or entities that have an ownership interest of 10% or more in the Foreign Producer also have an ownership interest in other foreign or U.S. distilled spirits operations, wineries, or breweries using or assigning U.S. tax benefits, please provide information for any individual or entity that owns 10% or more of the foreign producer being registered.

☐ I certify that the individuals or entities that own 10% or more of the Foreign Producer do not also have an ownership interest in (1) any distilled spirits operation, winery, or brewery in the United States, or (2) any distilled spirits operation, winery, or brewery outside of the United States that has assigned or will assign U.S. tax benefits this calendar year.

Add owner

11. 为拥有注册外国生产商 10% 或更多股份的任何个人或实体输入以下信息：

- a. 从所有者类型（**Type of owner**）下拉菜单中选择个人或实体（**Individual or Other entity**）
- b. 输入名字

注意：如果您选择**个人（Individual）**，请输入您的名字和姓氏；如果您选择**其他实体（Other entity）**，请输入实体名称。

- c. 从国家（**Country**）下拉菜单中选择所有者所在的国家
- d. 输入所有者的邮寄地址
- e. 输入所有者的邮寄地址所在的城市
- f. 输入所有者邮寄地址所在的州、省或地区（如果适用）
- g. 输入所有者邮寄地址的邮政编码（如果适用）
- h. 从下拉菜单中选择正确的国旗并输入所有者的电话号码
- i. 输入任何电话分机（可选）
- j. 如果您选择了其他实体（**Other entity**），请选择唯一标识符类型并输入唯一标识符

注意：如果美国所有者拥有美国国税局颁发的员工识别号(EIN)，请选择 EIN。如果外国实体拥有 Dun & Bradstreet 数据通用编号系统编号，请选择 DUNS。如果所有者没有 EIN 或 DUNS 编号，请选择 N/A。此 TTB 注册流程不需要任何实体获得 EIN 或 DUNS 编号。

Please provide the following information for any individual or entity that owns 10% or more of the foreign producer being registered. An individual or entity that owns 10% or more of the foreign producer being registered is referred to as an "owner."

Type of owner
 -Select-

Country

Address line 1

Address line 2 (optional)

City

State/Province/Region (optional)

Zip/Postal code (optional)

Phone
 +1 201-555-0123

Ext. (optional)

12. 选择添加所有者 (Add owner) 按钮。重复此过程以添加拥有注册外国生产商 10% 或更多股份的任何其他个人或实体的信息。添加有关所有此类所有者的详细信息后，转到证明 (Attestation) 部分。

Ext. (optional)

Add owner Cancel

13. 阅读 Attestation 标题下的每条声明，并选择同意这些声明的复选框。

14. 选择提交注册 (Submit registration) 按钮，将您的注册提交给 TTb。

Attestation

☐ I have authority to provide and edit this foreign producer's TTB registration information, designate additional persons who are also authorized by the foreign producer to act on the foreign producer's behalf or cancel the designations of authorized persons, and make assignments of U.S. tax benefits. Upon request, I will provide TTB proof of my ownership of this foreign producer or position within this foreign producer as well as proof of my authority to make binding commitments on its behalf.

I declare under penalties of perjury under the laws of the United States of America that this information is true, correct, and complete to the best of my knowledge and belief.

I acknowledge that, if I have provided erroneous or fraudulent information through this module, TTB may revoke eligibility of this Foreign Producer to assign U.S. tax benefits to U.S. importers.

I consent to receive electronic service of any notice from TTB concerning the foreign producer's eligibility to assign U.S. tax benefits.

Submit registration Cancel

如果您注册成功，您将收到一条通知。

注意：TTB 外国生产商 ID 列在**注册成功 (Registration successful)** 通知中，也会通过电子邮件发送给您。您需要向您分配税收优惠的所有进口商提供您的 TTB 外国生产商 ID。TTB 外国生产商 ID 会将外国生产商优惠分配额与进口商的相关条目和退税申请联系起来。

✓ **Registration successful**

You have successfully registered with TTB as a Foreign Producer. Your TTB Foreign Producer ID is **TTB-FP-P51FHK5**. Please provide this number to all U.S. importer(s) to whom you assign U.S. tax benefits, as they will report this number to U.S. Customs and Border Protection (CBP) and to TTB.

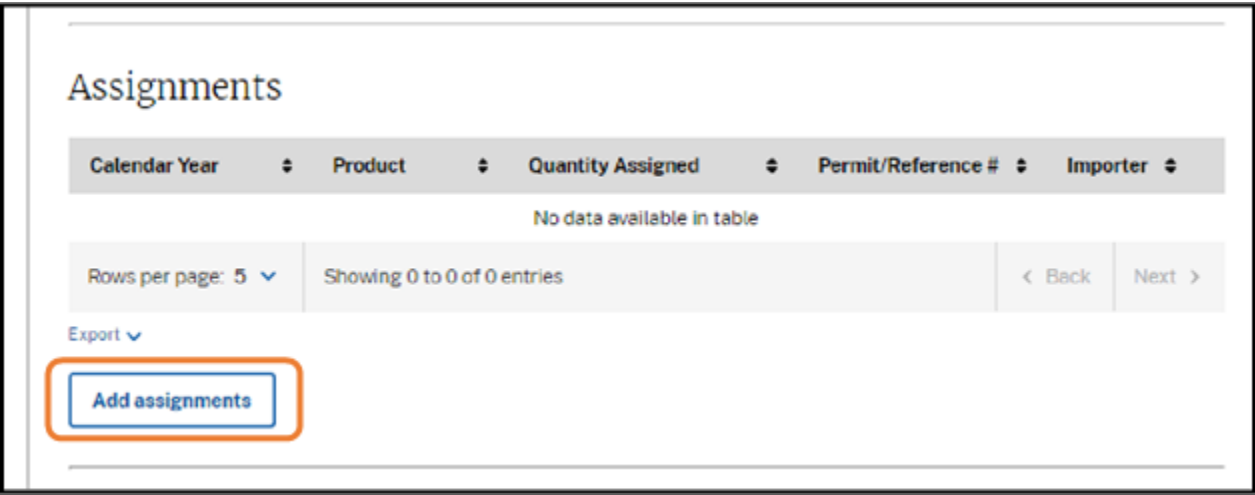
如果您收到错误信息，请参阅本用户指南末尾的**错误信息 (Error Message)** 部分以确定如何继续操作。

第 4 步 - 分配税收优惠

CBMA 税收优惠的分配可从分配 CBMA 税收优惠那年的，前一个日历年的 10 月 1 日开始提交给 TTB。CBMA 税收优惠必须在分配 CBMA 税收优惠日历年的 12 月 31 日或之前提交。

例如，2024 日历年的税收优惠可从 2023 年 10 月 1 日开始分配，但必须在 2024 年 12 月 31 日或之前分配完毕。

1. 选择**添加分配额 (Add Assignments)**按钮，如下所示。



2. 通过确认您正在录入的名称和 TTB 外国生产商 ID，核实您正在为正确的外国生产商添加分配额。



3. 为您正分配 CBMA 税收优惠的进口商，输入 TTB 进口商许可证编号。如果您不知道他们的 TTB 进口商许可证编号，请询问您的美国进口商。

Assignments to U.S. Importers

BS Spirits LLC (TTB-FP-33A6EZ6)

Registered Foreign Producers may assign quantity-limited U.S. tax benefits to U.S. importers each calendar year. Importers will file tax refund claims with TTB based on the tax benefits assigned to them.

Make your assignments on this page. Assignments do not automatically renew each calendar year. If you have questions, please [contact us online](#).

Add Assignments

All fields are mandatory unless stated otherwise.

Importer Assignment

Before making assignments, obtain the TTB importer permit numbers or reference numbers that your U.S. importers will use to import your products and claim any assigned U.S. tax benefits. Select "Validate" to confirm that you have entered this number correctly.

View All Assignments +

☐ I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes.

TTB importer permit number
CA-I-12345

TTB reference number
MSA-12345

Validate

4. 少数不需要持有 TTB 许可证的进口商需要联系 TTB, 以获得用于 CBMA 税收优惠分配目的的参考号。如果这与您的进口商有关:
- 勾选“我正在向不需要许可证编号的进口商分配税收优惠, 并将提供参考编号以识别进口商为其获得税收优惠”(I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes) 的复选框。
 - 如果您正向其分配 CBMA 税收优惠的进口商不需要拥有 TTB 许可证, 则在 **TTB 参考编号 (TTB reference number)** 字段下输入进口商的参考编号。

☒ I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes.

TTB importer permit number
CA-112345

TTB reference number
MSA-12345

Validate

5. 选择**验证（Validate）**按钮。

TTB importer permit number
CA-112345

TTB reference number
MSA-12345

Validate

6. 从下拉菜单中选择日历年份。例如，选择 **2023** 将为 2023 日历年期间进口到美国的产品的进口商分配税收优惠。

注意：您不必一次为整个日历年份分配税收优惠。您或其他授权用户可返回系统追加分配额，直到达到每种商品和税率的数量限制为止。

注意：与其他外国和/或国内啤酒、葡萄酒或蒸馏酒生产商拥有共同所有权的外国生产商，在根据美国法律以共同所有权创建成一家受控集团时，可能获得的税收优惠数量受制于**受控集团限量**。CBMA 税收优惠的数量限制适用于整个受控集团，并在集团成员之间分配。

Calendar year

- Select -

- Select -

2023

Consult your importer if you do not know whether your products are classified as distilled spirits, wine, or beer for U.S. tax purposes, or if you do not know whether your wine is classified as "hard cider."

Product

- Select -

U.S. tax benefit to be assigned

- Select -

Quantity to be assigned

7. 从下拉菜单中选择产品（啤酒、葡萄酒或蒸馏酒）。

Product

- Select -

- Select -

Beer

Wine

Distilled Spirits

Quantity to be assigned

8. 从下拉菜单中选择要分配的美国税收优惠并输入要分配的数量。

注意：以下屏幕提供了啤酒税收优惠分配的示例。用户应为输入的每次分配选择适当的产品和税收优惠汇率。

Product

Beer

U.S. tax benefit to be assigned

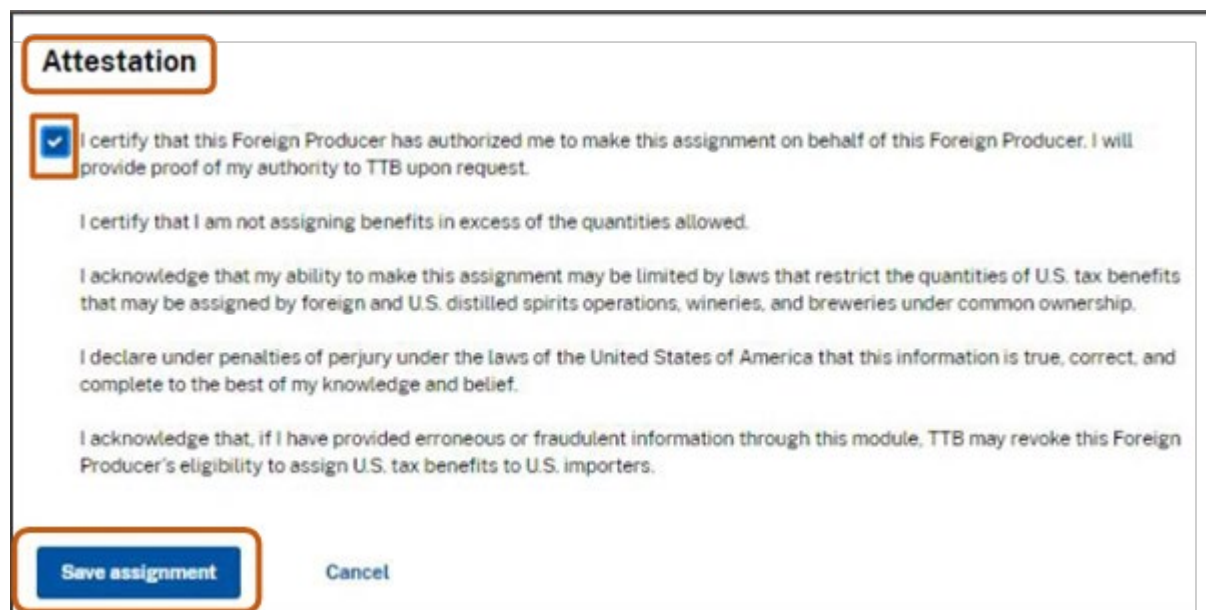
First 6,000,000 beer barrels (\$16.00/beer barrel rate)

Quantity to be assigned (barrels)

5,000,000

9. 阅读 **Attestations** 标题下的每条声明并勾选同意这些声明复选框。

10. 选择**保存分配方案**（**Save assignment**）按钮。

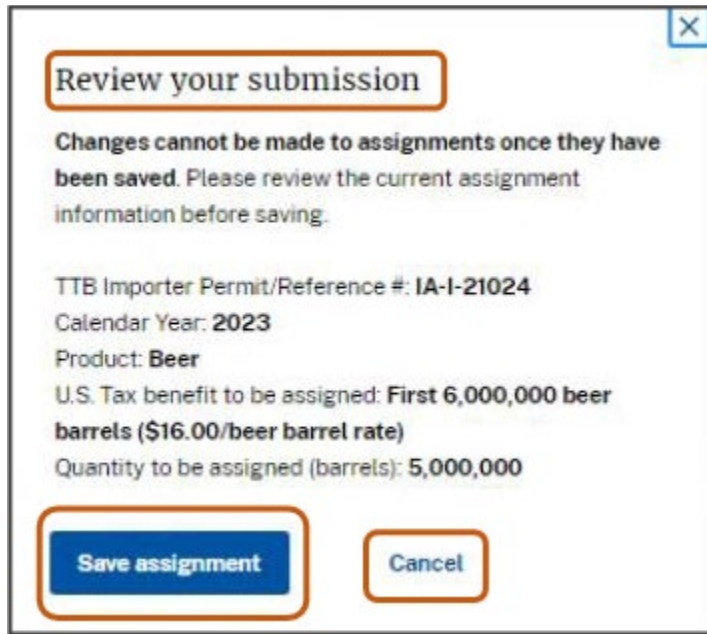


The screenshot shows a web form titled "Attestation" in a blue box. Below the title, there is a checkbox with a blue checkmark, followed by the text: "I certify that this Foreign Producer has authorized me to make this assignment on behalf of this Foreign Producer. I will provide proof of my authority to TTB upon request." Below this, there are four lines of text, each preceded by "I certify that" or "I acknowledge that":
1. "I certify that I am not assigning benefits in excess of the quantities allowed."
2. "I acknowledge that my ability to make this assignment may be limited by laws that restrict the quantities of U.S. tax benefits that may be assigned by foreign and U.S. distilled spirits operations, wineries, and breweries under common ownership."
3. "I declare under penalties of perjury under the laws of the United States of America that this information is true, correct, and complete to the best of my knowledge and belief."
4. "I acknowledge that, if I have provided erroneous or fraudulent information through this module, TTB may revoke this Foreign Producer's eligibility to assign U.S. tax benefits to U.S. importers."
At the bottom of the form, there are two buttons: a blue button labeled "Save assignment" and a gray button labeled "Cancel". Both buttons are highlighted with orange boxes.

11. 检查您的提交屏幕并确保所有信息正确无误。如果需要更正，请选择取消 (**Cancel**) 并输入正确信息。

注意：在系统中保存分配方案后，外国生产商对税收优惠分配方案无法再进行编辑。收到错误的税收优惠分配额的进口商，必须在进口商申报系统中拒绝所分配的方案，有效地将其向外国生产商进行恢复，然后外国生产商才能使用正确的信息向该进口商进行重新分配或再将税收优惠分配给另一位进口商。

12. 所有信息正确后，选择**保存分配方案**（**Save assignment**）按钮。



Review your submission

Changes cannot be made to assignments once they have been saved. Please review the current assignment information before saving.

TTB Importer Permit/Reference #: IA-I-21024
Calendar Year: 2023
Product: Beer
U.S. Tax benefit to be assigned: First 6,000,000 beer barrels (\$16.00/beer barrel rate)
Quantity to be assigned (barrels): 5,000,000

Save assignment **Cancel**

如果您分配成功，您将收到一个通知。



如果您收到一条错误信息，请参阅本用户指南末尾的错误信息（**Error Message**）部分以确定如何继续。

第 5 步 – 添加授权用户

最初注册外国生产商的人将在系统中被赋予一个的**管理员**角色，并且必须有权创建外国生产商注册、编辑注册信息、指定其他授权人员代表外国生产商行事或撤销此类授权或分配 CBMA 税收优惠。应 TTB 的要求，向 TTB 注册外国生产商的人必须提供授权证明。

具有**管理员**角色的人，可以指定其他有权以管理员或用户角色代表外国生产商行事的人员。具有用户角色的人员不可以添加或删除其他管理员或用户。

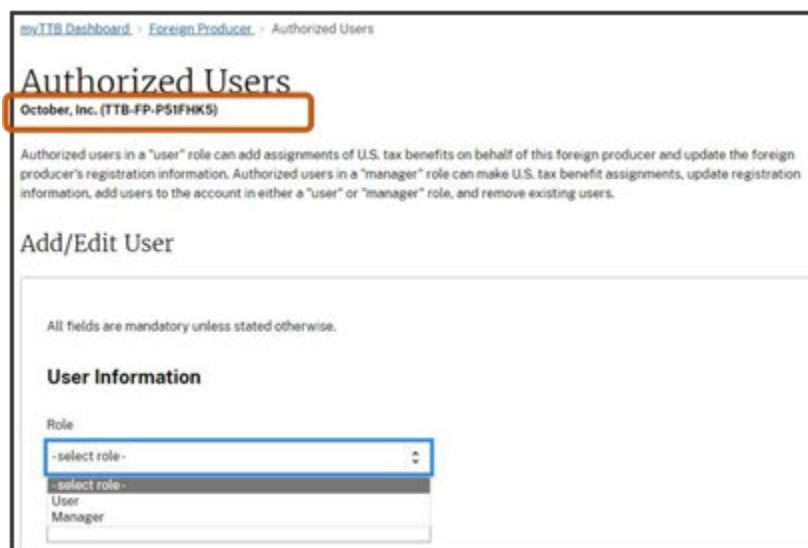
外国生产商的所有授权代表必须有权接收和回复来自 TTB 的通信，包括拟撤销通知。

添加授权用户：

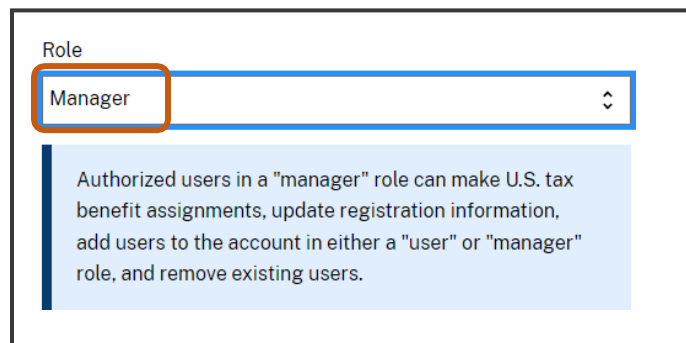
1. 选择添加/编辑授权用户（Add/Edit Authorized Users）按钮。

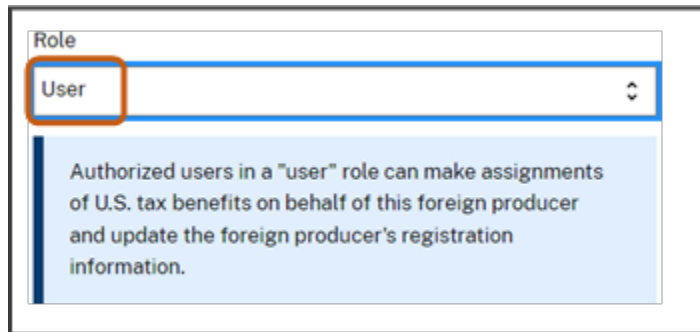


2. 通过确认授权用户标题下的外国生产商名称和 TTB 外国生产商 ID，核实您正将用户添加到正确的外国生产商帐户。



3. 从下拉菜单中选择正确的角色（管理员或用户[manager or user]）。每个角色的描述包含在下面的屏幕截图中。



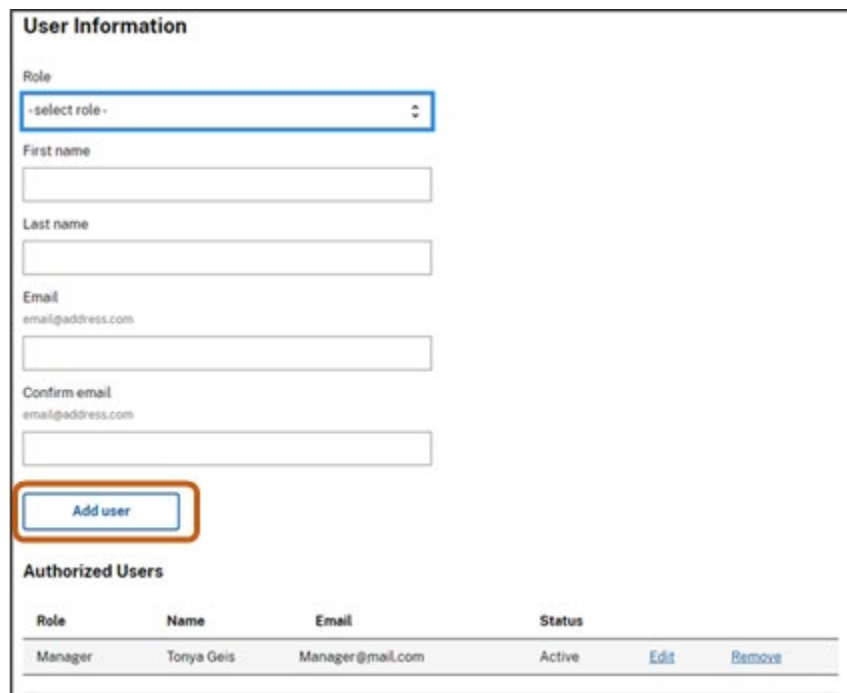


Role

User

Authorized users in a "user" role can make assignments of U.S. tax benefits on behalf of this foreign producer and update the foreign producer's registration information.

4. 输入您要添加人的名字、姓氏和电子邮件，并再次输入电子邮件地址予以确认。
5. 选择**添加用户**（**Add user**）按钮。



User Information

Role
-select role-

First name

Last name

Email
email@address.com

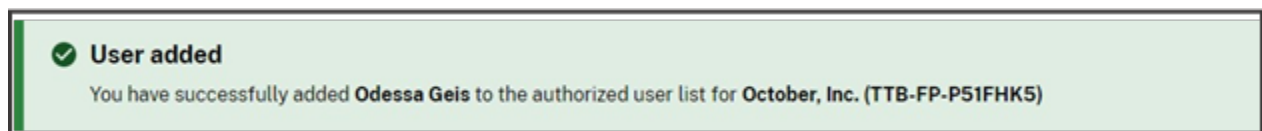
Confirm email
email@address.com

Add user

Authorized Users

Role	Name	Email	Status		
Manager	Tonya Geis	Manager@mail.com	Active	Edit	Remove

6. 添加授权用户后，您将收到以下消息。



✓ **User added**

You have successfully added **Odessa Geis** to the authorized user list for **October, Inc. (TTB-FP-P51FHK5)**

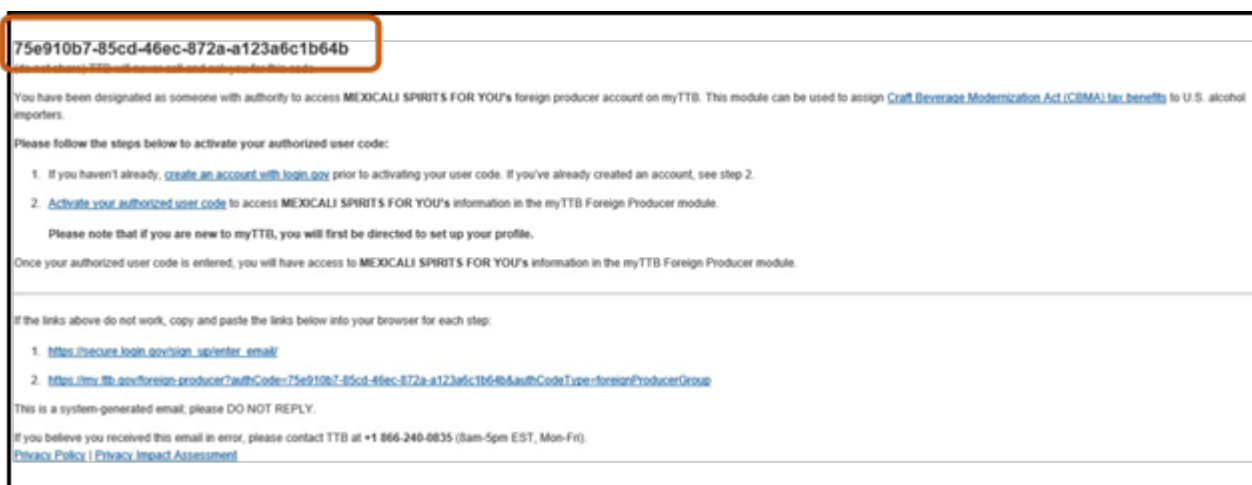
7. 添加的用户角色、姓名和电子邮件信息将在表中显示为**邀请待处理**（**Invitation Pending**）。

Authorized Users					
Role	Name	Email	Status		
Manager	Tonya Geis	Manager@mail.com	Active	Edit	Remove
User	Odessa Geis	Odessa@mail.com	Invitation Pending	Edit	Remove

8. 您添加的人将收到一封电子邮件，其中包含需要激活的用户代码。用户代码只能使用一次，不会过期，因为它是唯一代码。在接受请求之前，用户必须在 [Login.gov](#) 中创建一个帐户并在 [myTTB](#) 中创建个人资料。

一旦他们创建了 myTTB 个人资料，新用户必须选择电子邮件中激活您的授权用户代码（**Activate your authorized user code**）链接。

注意：TTB 可能会根据需从被识别的人那里收集额外信息，以验证他们的身份。



9. 要访问外国生产商的帐户，您添加的人必须从他们收到的电子邮件中选择激活您的授权用户代码（**Activate your authorized user code**）链接。以下屏幕将会出现。

如果授权用户代码字段未自动填充其用户代码，则他们必须手动输入。

您添加的人必须阅读复选框旁边的文本并勾选两个框以表示同意声明，然后选择提交代码（**Submit code**）按钮。

Authorized User Code

If you have been invited to link your myTTB account to a different registered foreign producer account, enter the access code sent to your email.

Authorized user code
12345678-abcd-1234-abcd-1234567890ab

☐ I have authority to act for this foreign producer and to receive and respond to communications from TTB. I will provide proof of my authority to TTB upon request.

☐ I consent to receive electronic service of any notice from TTB concerning the foreign producer's eligibility to assign U.S. tax benefits.

Submit code Cancel

10. 如果您想删除授权用户，您可以随时通过在授权用户表中选择**删除（Remove）**来执行此操作。然后，选择**是的（Yes）**按钮以确认删除。

Authorized Users					
Role	Name	Email	Status		
Manager	Tonya Geis	jbjs	Active	Edit	Remove

User removal confirmation

Are you sure you want to remove **Tonya Geis** from the authorized user list?

Yes Cancel

错误信息及其含义

1. 出现以下错误信息表示信息缺失或您输入的信息有误。在屏幕上寻找高光字段输入或更正信息。

❗

Corrections needed

Please correct the error(s) in the highlighted field(s) and resubmit this form.

2. 以下错误信息表示 TTB 已收到您的注册信息，但需要 TTB 审核。TTB 将审核您提交的内容并将其激活，或通过电子邮件与您联系以获取更多信息。如果您收到此错误信息，您将收到一个**提交 ID（Submission ID）**，该 ID 不能用于分配税收优惠。您的提交 ID 也可以在外国生产商的名字旁边找到。只有当您在 myTTB 中注册成功并处于激活状态时，您才会收到 TTB 外国生产商 ID。

❗

Registration error

REGISTRATION INCOMPLETE: Due to a potential error, your registration is not yet complete and you have not been assigned a TTB foreign producer ID. After TTB reviews your submission, TTB will either activate your registration in myTTB or contact you by email with additional guidance.



如何将表格信息导出到 Excel 电子表格

您可以将下列表格中的数据导出到 Excel 电子表格中：

- 所有权
- 优惠分配
- 授权用户

选择**导出（Export）**，然后选择**CSV 下载（CSV Download）**

Authorized Users

Role	Name
Manager	Tonya Geis
User	Odessa Geis
Rows per page: 5 1-2 of 2	
Export	
CSV Download	