



Formulas Online

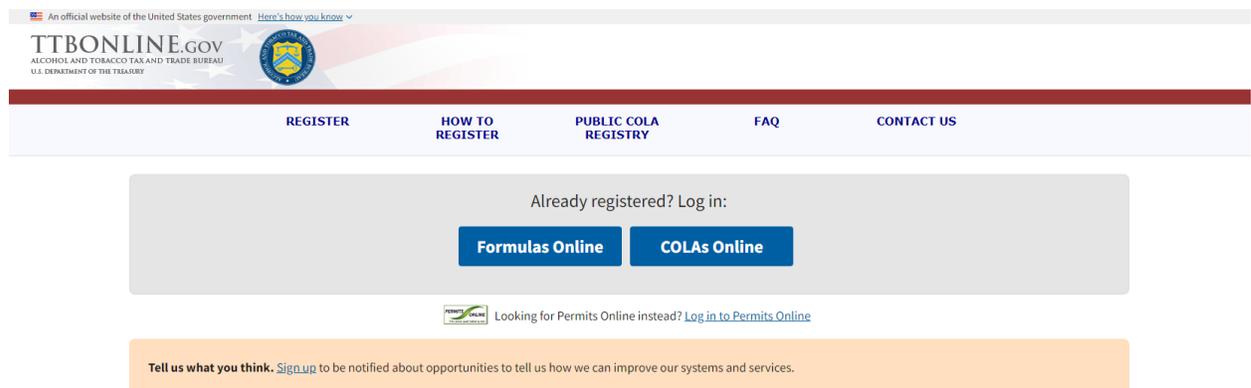
What's New in Formulas Online 2.16 (Industry Members)

The following system updates and new functionalities are included in Version 2.16 of the Formulas Online system:

- **Login Experience** – The login experience will change for FONL Online. New user friendly screens will be provided.

The changes to the login screens are outlined below:

1. Once you get to ttbonline.gov, if you are an already registered user, you will select the **Formulas Online** button.



2. Once you select **Formulas Online**, you will be directed to the new login page. Once you have successfully logged on, you will enter the application.

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

LOG IN

to continue to Formulas Online/COLAs Online

[Register for an account](#) | [Recover username](#) | [Set a new password](#)

Username

Password

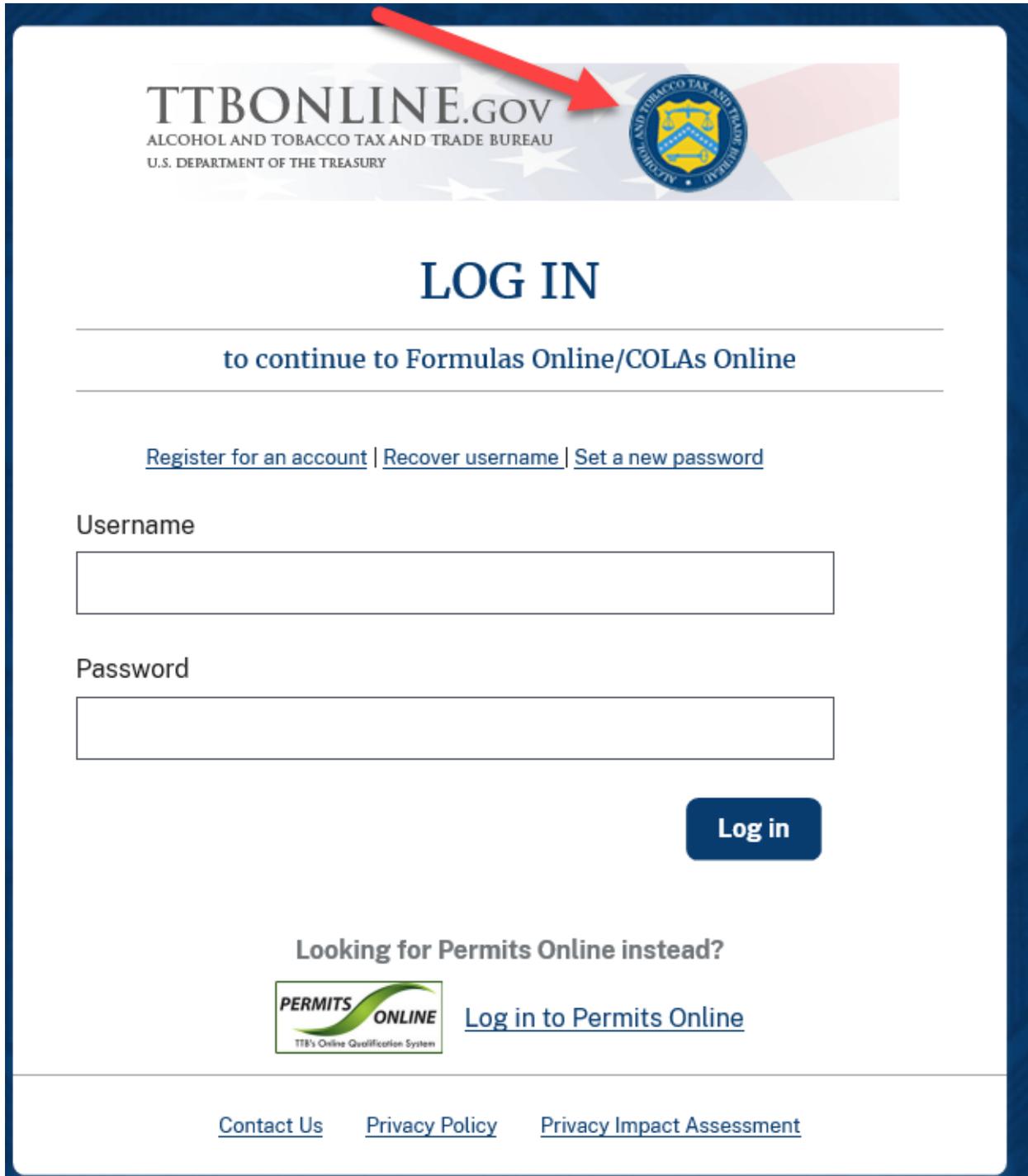
[Log in](#)

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- Industry members can go back to the main TTBoonline page by simply selecting on the TTBoonline banner on top of the screen.



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- **Password Policy Updates** – The password policy has been updated to include the following:

- 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.
- If you are inactive on the site, you will be logged out after 29 minutes. This was previously 20 minutes.
- 10 attempts to use your username and password before you are locked.
- After two years of inactivity you will have to register again for the application.
- Password will expire after 120 days.

In addition to the items above, the screens have changed for resetting your password as well.

Those changes are outlined below:

1. Once you select “**Set a new password**” from within your profile or on the login page you will be directed to the “Set a New Password Screen” where you will need to enter your username. Click **Submit** once you have finished.



SET A NEW PASSWORD

Please enter your username.

Cancel

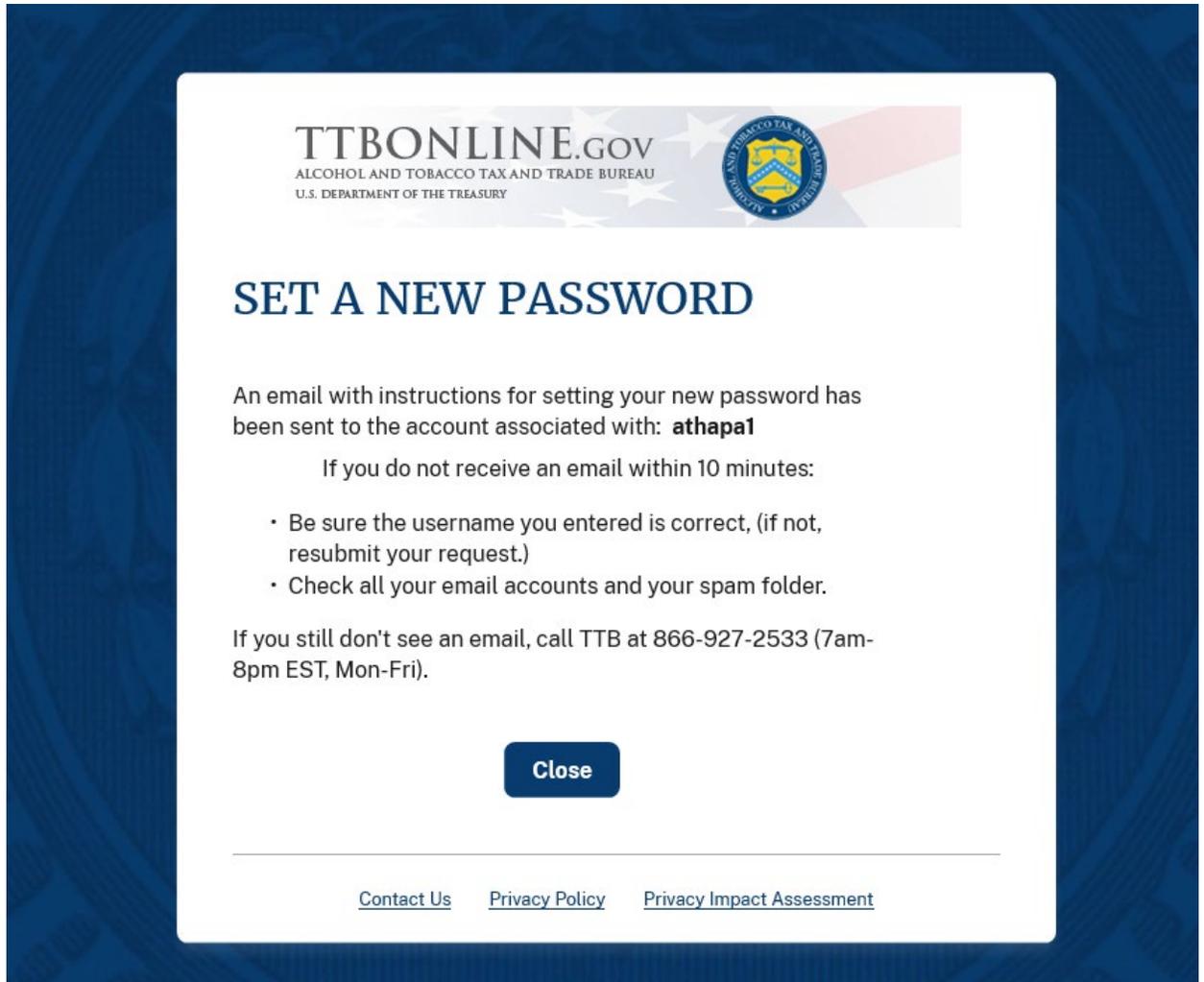
Submit

[Contact Us](#)

[Privacy Policy](#)

[Privacy Impact Assessment](#)

2. After you submitted your username, you will be taken to a confirmation page that informs you that an email has been sent.



The screenshot shows a confirmation page for setting a new password on the TTBoNLINE.GOV website. The page features the logo for the Alcohol and Tobacco Tax and Trade Bureau (TTB) and the U.S. Department of the Treasury. The main heading is "SET A NEW PASSWORD". Below this, it states that an email with instructions for setting a new password has been sent to the account associated with the username "athapa1". It provides instructions for what to do if the user does not receive an email within 10 minutes, including checking the username and email accounts. A "Close" button is located at the bottom center of the page. At the very bottom, there are links for "Contact Us", "Privacy Policy", and "Privacy Impact Assessment".

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SET A NEW PASSWORD

An email with instructions for setting your new password has been sent to the account associated with: **athapa1**

If you do not receive an email within 10 minutes:

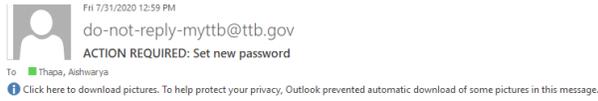
- Be sure the username you entered is correct, (if not, resubmit your request.)
- Check all your email accounts and your spam folder.

If you still don't see an email, call TTB at 866-927-2533 (7am-8pm EST, Mon-Fri).

[Close](#)

[Contact Us](#) [Privacy Policy](#) [Privacy Impact Assessment](#)

- Below is an example of the email verification:



You are receiving this email because you elected to create a new password for your TTB COLAS Online/Formulas Online account. Please follow this link to continue:

[Set my new password](#)

If you have questions about this, please call TTB at 866-927-2533 (7am-8pm EST Mon-Fri).

This is a system-generated email, please DO NOT REPLY.

If the link above does not work, copy and paste this into your browser:

https://test-int.ttbonline.gov/accountrecoveryendpoint/confirmrecovery.do?confirmation=34430eb9_42a6-40f6-b3fb-b38e1b6ceff4&userstoredomain=PRIMARY&username=athapa1&tenantdomain=carbon_super&callback=https%3A%2F%2Ftest-int.ttbonline.gov%3A443%2Fauthenticationendpoint%2Flogin.do%3Fclient_id%3Dv_JfcBc0heE5rGijY9T7f8LbsEa%26commonAuthCallerPati%3D%2Foauth2%2Fauthorize%26forceAuth%3Dfalse%26nonce%3DADWBGT2Awatj4LnVjaiKTFpg4DsCP4J7IBGKU3OYLQ%26passiveAuth%3Dfalse%26redirect_uri%3Dhttps%3A%2F%2Ftest.ttbonline.gov%2Fcolasonline%2Flogin%2Foauth2%2Fcode%2Fidam%26response_type%3Dcode%26scope%3Dopenid%26state%3Dbs6qY1WG6eDqhtvJDQcIllyhLhVb-CVTQTu7WJRM%3D%26tenantDomain%3Dcarbon_super%26sessionDataKey%3D02a3eae5-7f81-4399-b776-257a492d95bP%26relyingParty%3Dv_JfcBc0heE5rGijY9T7f8LbsEa%26type%3Doidc%26sp%3Dcolas%26isSaaSApp%3Dfalse%26authenticators%3DBasicAuthenticator%3DALOCAL

3. Once you click on the link that is sent via email, you will be directed to enter your new password, to confirm it and then click **Submit**. As long as you have followed the password complexity rules and both passwords matched, your password will be updated and you will be sent back to the login page



SET A NEW TTB PASSWORD

i Your password:

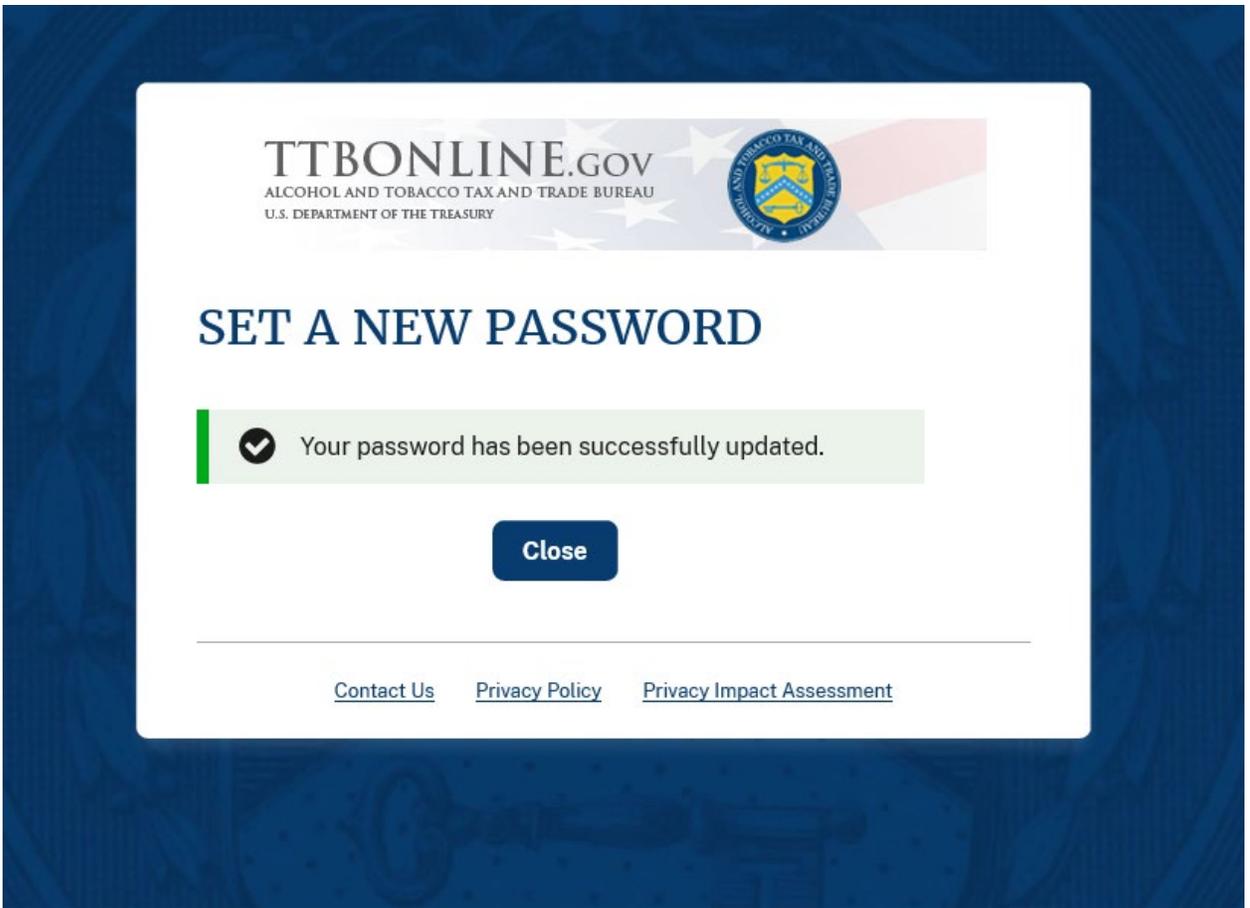
- Must have at least 8 characters.
- Must include 1 uppercase, lowercase, number and special character.
- Must NOT include your username.
- Must NOT be a password you have used previously.

Enter your new password

Re-enter your new password

Submit

- If your passwords did match and followed the complexity rules, you will get the following success message:



4. If your passwords did not match or did not follow the password policy rules you will get the following screen detailing the password complexity rules. You will need to re-enter the password and click **Submit** again to update your password.



SET A NEW TTB PASSWORD

Your password:

- Must have at least 8 characters.
- Must include 1 uppercase, lowercase, number and special character.
- Must NOT include your username.
- Must NOT be a password you have used previously.



Enter your new password

Re-enter your new password

Submit

- **New User Registration Updates** - After you have registered for Formulas Online, and your application has been accepted, you will see the following email instructing you to set your new password. This email will now contain both your username and link to reset the password.



Fri 7/31/2020 2:40 PM

do-not-reply-myttb@ttb.gov

ACTION REQUIRED: Set password for your new TTB account

To Thapa, Ashwarya

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Congratulations! Your request for a new COLAs Online/Formulas Online account with the Alcohol and Tobacco Tax and Trade Bureau (TTB) has been approved. This email contains instructions on creating a password for your new account as well as tips to help you submit successful applications moving forward - **please save this email for future reference.**

Your username is **ATHAPAZ**

Please create a password to finish setting up your new account:

[SET MY NEW PASSWORD](#)

Please do not share your username and password with others; it is a security violation and can result in the cancellation of your COLAs Online/Formulas Online account. Remember that you alone are responsible for any activity associated with your account.

Tips and Other Helpful Information to Get You Started

- Log in to COLA Online / Formulas Online: <https://www.ttbonline.gov/ttbonline>
- COLAs online guidance and customer support: <https://www.ttbonline.gov/labeling/colas>
- Formulas online guidance and customer support: <https://www.ttbonline.gov/formulation/customer-support>
- Frequently asked questions: <https://www.ttbonline.gov/faq/colas-and-formulas-online-faq>
- Tips on preparing your label images for a COLA application:
 - Save each label image (brand, back, neck, etc.) using the PNG (.png) or JPEG (.jpg, .jpeg) file format (TIFFs are not accepted), with a resolution of at least 120-170 dpi. JPEG files should generally have a compression/quality ratio set at "Medium," which may be represented as 7 out of 10 or 70 out of 100.
 - No single image file may exceed 1.5 MB.
 - Each image file should contain only the label itself - be sure to crop all extra background out of each image, so the edges of the label image touch the edges of the label. You can use any photo editing software for this.
 - Each label must be uploaded as a separate file attachment.
 - Open each label image before you upload it to verify that the label specialist will be able to read every word on the image (this is important!).

How to Contact Us

If you have any questions or need assistance, please contact the Alcohol Labeling and Formulation Division (ALFD) <https://www.ttbonline.gov/alfd/contact-information>

If the link above to set your new password does not work, copy and paste this into your browser:

<https://test-int.ttbonline.gov/accountrecoveryendpoint/confirmrecovery.do?confirmation=87707211-6abb-41d1-b25b-4fc9b438882&userstoredomain=PRIMARY&username=ATHAPAZ&tenantdomain=carbon.super&callback=https://www.ttbonline.gov/>