



# Formulas Online

## Update My Profile

The User Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows you to change your system password and view all active permit numbers that you have registered. Figure 1 and Figure 2 detail the User Profile page.

► **Note:** You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

**Figure 1: User Profile (Top)**

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

Formulas Online

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**User Profile**

**Personal Information**

\* First Name: Jane M. I.:  \* Last Name: Smith [Change Password](#)

\* Employer: TTB  
Title: Tester  
Label Rep. ID:   
\* Phone Number: 2024532000 Fax Number:   
Address Format: USPS Domestic  
\* Address Line 1: 1310 G Street NW  
Address Line 2:   
\* City: Washington  
\* State: DC  
\* Zip: 20005

**Business E-mail Addresses**

Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**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: The name of your favorite song?	<input type="text"/> Time Capsule
* 2: The name of your favorite singer or band?	<input type="text"/> Matthew Sweet
* 3: Your favorite hobby?	<input type="text"/> Reading

## Update My Profile

**Figure 2: User Profile (Bottom)**

**Business E-mail Addresses**  
Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	
<input type="radio"/>	

**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: The name of your favorite song?	Time Capsule
* 2: The name of your favorite singer or band?	Matthew Sweet
* 3: Your favorite hobby?	Reading

**Formulas Online Company Access**

PERMIT NUMBER	COMPANY CODE	ACTIVE DATE	USER REGISTRATION ID
BR-ME-1111		08/12/2013	1333087
BWN-MA-15555		05/23/2011	1001540
CT-1-6666		05/23/2011	1001540
NC-1-888		08/20/2012	1333087
OH-W-999		08/20/2012	1333087
POM		08/12/2013	1333087
POMADD		08/12/2013	1333087

**COLAs Company Access**

PERMIT NUMBER	SUBMITTER NAME	CREATE DATE	MODIFIED DATE
CT-1-6666	Jane Smith	05/23/2011	05/23/2011
NC-1-888	Jane Smith	05/23/2011	05/23/2011

**Buttons:** Save, Cancel

## Update My Profile

Follow these steps to view and/or edit your user profile information:

1. Select the [My Profile](#) link in the Main Navigation Menu. The User Profile page displays. See Figure 1 and Figure 2.
2. Make changes to your personal information and business e-mail addresses if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save** button. An informational message displays at the top of the page stating your changes have been successfully saved.
5. Select the **Change Password** button to change your system password. See [Change Password](#) for more information.
6. Select the **Cancel** button to exit without making changes.