



# COLAs Online

## [What's New in COLAs Online 3.8 \(Industry Members\)](#)

October 25, 2012

The following enhancements in functionality and interface are included in Version 3.8 of the COLAs Online system:

- **Browser Compatibility Updates** – You may now submit submissions in the COLAs Online system through the following browsers:
  - Apple Safari (version 5.1 or higher)
  - Google Chrome (version 21.0 or higher)
  - Microsoft Internet Explorer (version 7 or higher)
  - Mozilla Firefox (version 15.0 or higher)

In addition, COLAs Online displays properly in Internet Explorer version 8 or higher, so there is no longer any need to enable Compatibility View when working in Internet Explorer.

When using other browsers you may notice some pages do not look the same as they do when using Internet Explorer. We will continue to work on these "cosmetic" issues, but COLAs Online does function properly in all of the previously mentioned compatible browsers. We still recommend you use Internet Explorer (version 7 or higher) on a Windows operating system for the best system performance.

- **Unlock Locked Account Through [New or Forgotten Password?](#) Link** – You may now unlock your user account if you lock it during a failed login attempt by setting a new password through the [New or Forgotten Password?](#) link in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

### Unlock Locked Account

The screenshot shows the TTB Online portal interface. 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". Underneath, there are sections for "Publicly available services" and "Services requiring registration and login". The "Services requiring registration and login" section contains a red error message: "Login Error: Your account is locked. If you are an Industry Member, please use the 'New or forgotten password?' link to create a new password to unlock your account." Below this message are input fields for "User Name:" (containing "JSHARI1") and "Password:". To the right of the password field, there are two links: "Expired password?" and "New or forgotten password?". The "New or forgotten password?" link is circled in red. Below the input fields are "Ligon to:" buttons for "COLAs Online" and "Formulas Online". A red-bordered box contains a "NOTE TO COLAs ONLINE USERS" regarding authentication questions. At the bottom, there are links for "Privacy Policy" and "Privacy Impact Assessment", and a footer with the U.S. Department of the Treasury logo and contact information.

## What's New in COLAs Online 3.8 (Industry Members)

- **Reset Expired Password Through [Expired Password? Link](#)** – You may now reset your expired password by setting a new password through the [Expired Password?](#) link in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

### Reset Expired Password

The screenshot shows the TTB Online login 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 heading is "Welcome to TTB Online". Underneath, there are sections for "Publicly available services" and "Services requiring registration and login". In the "Services requiring registration and login" section, a red error message states: "Login Error: Your password has expired. If you are an Industry Member, please use the 'Expired password?' link to create a new password." Below this, there are input fields for "User Name:" (containing "JSHARZ1") and "Password:". To the right of the password field, there is a red circle around the text "Expired password?" and a link "New or forgotten password?". Below the password field, there are "Logon to:" buttons for "COLAs Online" and "Formulas Online". A red-bordered box contains a "NOTE TO COLAs ONLINE USERS" regarding authentication questions. At the bottom, there are links for "Privacy Policy" and "Privacy Impact Assessment", and a footer with the U.S. Department of the Treasury logo and contact information.

- **Process User Registration Within 20 Days** – You may now allow up to 20 days for a User Registration to process. Previously, the User Registration could take up to 30 days to process. The submission confirmation message still states 30 days, but this message will be updated in a future release of COLAs Online.

### User Registration Submission Confirmation

#### User Registration

Thank You. Your application has been successfully submitted. [Please allow up to 30 days for processing.](#) You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.

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. 7212.

## What's New in COLAs Online 3.8 (Industry Members)

- **Links to Privacy and Security Statement and Privacy Impact Assessment in Public COLA Registry** – You may now access TTB's privacy policy in the [Privacy and Security Statement page](#) linked in the Public COLA Registry home page. The TTB privacy impact assessment (PIA) is available in the [Privacy Impact Assessments page](#) linked in the Public COLA Registry home page.

### Links to Privacy and Security Statement and Privacy Impact Assessment

The screenshot shows the TTB COLA Registry website. 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, there is a navigation menu with links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". The main content area is titled "COLA Registry" and includes a search section. The search section has a "Search for COLAs" heading and a note: "Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied." Below the note, there are search criteria fields: "Date Completed" (From 9/01/2006 to 09/18/2012), "Product Name" (with radio buttons for Brand Name, Fanciful Name, and Either), "Product Class/Type" (with a "Lookup Class Type" button), and "Origin Code" (with a "Lookup Origin" button). At the bottom of the search section, there are "Clear and Start Over" and "Search" buttons. A red circle highlights the "Privacy Policy" and "Privacy Impact Assessment" links at the bottom of the page.

- **Needs Correction Status Applications Locked for Editing** – You may now be restricted from editing information in Step 1: Application Type for e-filed applications in “Needs Correction” status. If you are restricted from editing this information, the **edit step 1** button is not displayed.  
► **Note:** If the Commodity is changed in Step 1: Application Type, you must re-enter information in Step 2: COLA Information pertaining to the changed commodity.

### Needs Correction Status Application

## Verify Application

Step 1 | [Step 2](#) | [Step 3](#) | Verify Application

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

<b>Type of Product:</b> WINE
<b>Source of Product:</b> DOMESTIC
<b>Type of Application:</b> CERTIFICATE OF LABEL APPROVAL

**Serial #:** 12-3456

**Contact Information**

JANE SMITH  
Phone Number: (202) 453-2000  
Fax Number:  
JANE.SMITH@TTB.GOV

[edit step 2](#)

- **Printable Version of COLA eApplications** – You may now view the following changes in the printable version of COLA eApplications received on or after July 1, 2012. These changes make the printable version of COLA eApplications consistent with the newly approved paper TTB F 5100.31.

### OMB No. 1513-0020 (7/31/2012) Displayed on Top of Form

OMB No. 1513-0020 (07/31/2015)

<b>FOR TTB USE ONLY</b>			<b>DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice on Back)</b>		
TTB ID 12258001000001					
<b>1. REP. ID. NO. (if any)</b>	<b>CT</b> 80	<b>OR</b> 23			

### Wording Change in Block 19

19. SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

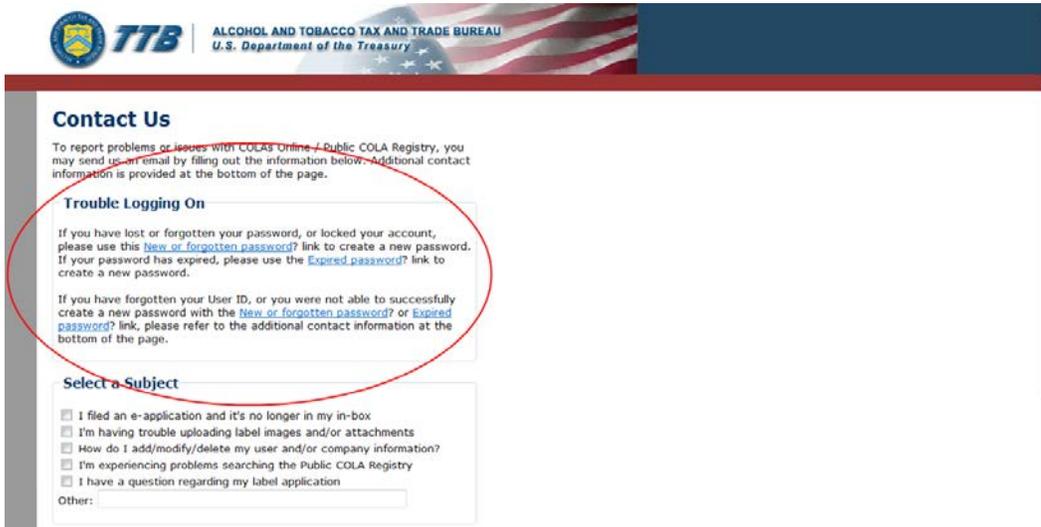
### TTB F 5100.31 (07/2012) Displayed on Bottom of Form

TTB F 5100.31 (7/2012) PREVIOUS EDITIONS ARE OBSOLETE

## What's New in COLAs Online 3.8 (Industry Members)

- **Updated Password Guidance in Contact Us Page** – You may now view the instructions for addressing a forgotten or expired password, as well as a locked account, in the Contact Us page.

### Updated Password Guidance in Contact Us Page



The screenshot shows the TTB Contact Us page. The header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". The main heading is "Contact Us". Below it, there is a paragraph: "To report problems or issues with COLAs Online / Public COLA Registry, you may send us an email by filling out the information below. Additional contact information is provided at the bottom of the page." A red circle highlights the "Trouble Logging On" section, which contains the following text: "If you have lost or forgotten your password, or locked your account, please use this [New or forgotten password?](#) link to create a new password. If your password has expired, please use the [Expired password?](#) link to create a new password. If you have forgotten your User ID, or you were not able to successfully create a new password with the [New or forgotten password?](#) or [Expired password?](#) link, please refer to the additional contact information at the bottom of the page." Below this is a "Select a Subject" section with several radio button options: "I filed an e-application and it's no longer in my in-box", "I'm having trouble uploading label images and/or attachments", "How do I add/modify/delete my user and/or company information?", "I'm experiencing problems searching the Public COLA Registry", and "I have a question regarding my label application". There is also an "Other:" field.

- **Lab No./Pre-Import No. and Lab Approval Letter Date/Pre-Import Date Fields Removed from Create Application Step 2 of 3: COLA Information Page** – You may no longer enter information in the Lab No./Pre-Import No. and Lab Approval Letter Date/Pre-Import Date fields when creating a COLA eApplication. These fields have been removed from the Create Application Step 2 of 3: COLA Information page for consistency with the paper TTB F 5100.51. These fields will still display for previously created COLA eApplications and on read-only pages. The information may now be entered in the restructured formula fields.
- **Formula Fields Re-Structure on Create Application Step 2 of 3: COLA Information Page** – You may now enter information through the formula fields in the Create Application Step 2 of 3: COLA Information page. The Permit Number field defaults to the primary Plant Registry/Basic Permit/Brewer's No. selected and you may enter a Company Formula # / SOP # to add the formula manually. Alternatively, you may select an approved formula from the TTB Formula ID field; the class/type displayed is the *approved* class/type, not the submitted class/type.

### Formula Fields in Create Application 2 of 3: COLA Information Page



The screenshot shows the "FORMULA(S)" section of the Create Application page. It includes a "TTB Formula ID" field with a dropdown menu showing "--Select TTB Formula ID --" and an "Add Formula" button. Below this is an "OR" section with a "Permit Number" field (showing "BWN-MA-5555") and a "Company Formula #/SOP #" field. There is an "Add Formula (manually)" button. At the bottom, there is a "List of Formulas" section showing "(None assigned)".

What's New in COLAs Online 3.8 (Industry Members)

- **Notes to Specialist in Create Application Step 2 of 3: COLA Information Page** – You may now submit notes to the Specialist in the Create Application Step 2 of 3: COLA Information page when creating a COLA eApplication. You may also submit notes to the Specialist and view previously submitted notes in the Create Application Step 2 of 3: COLA Information page when correcting a COLA eApplication in “Needs Correction” status.

**Notes to Specialist in Create Application Step 2 of 3: COLA Information Page (Create COLA eApplication)**

Wine Appellation ? (if on label)

**Notes to Specialist**  
Please refer to previously submitted COLA

**Previous Notes**  
None

Cancel application << Previous Next >>

Back to Search Results

**Notes to Specialist in Create Application Step 2 of 3: COLA Information Page (Correct COLA eApplication)**

Wine Appellation ? (if on label)

**Notes to Specialist**  
Updated the incorrect fields as requested

**Previous Notes**  
Tue Sep 18 13:48:08 EDT 2012: Please refer to previously submitted COLA

Cancel Corrections Next >>

What's New in COLAs Online 3.8 (Industry Members)

- **Alcohol Content and Wine Vintage Field Value Validations in Create Application Step 2 of 3: COLA Information Page** – You must enter an Alcohol Content numeric value between 0.00–100.00 in the Create Application Step 2 of 3: COLA Information page when creating a COLA eApplication. If applicable, you must enter a Wine Vintage numeric value within the range of 1700 and the current year.

**Alcohol Content and Wine Vintage Field Value Validations**

The screenshot shows a form with three fields. The first field is labeled "Alcohol Content" with a red question mark icon and contains the value "50.00". The second field is labeled "Wine Vintage" with a red question mark icon and "(if on label)" and contains the value "1998". The third field is labeled "Grape Varietal(s) (If any)" with a red question mark icon and "(if on label)" and is currently empty. Red circles highlight the "50.00" and "1998" values.

- **Indicate Net Contents Blown into Bottle in COLAs Online** – You may now indicate that net contents are blown into the bottle for COLA eApplications. The field displays before the Net Contents field in the Create Application Step 2 of 3: COLA Information page:

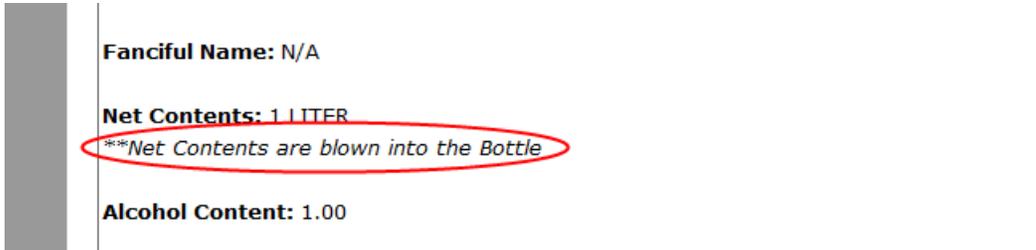
**Net Contents Blown into Bottle Field in Create Application Step 2 of 3: COLA Information Page**

The screenshot shows a form with a section titled "Net Contents". Below the title is a label "Net Contents are blown into the Bottle" followed by a dropdown menu with "No" selected. Below this is another "Net Contents" label with a red question mark icon, a dropdown menu showing "--Select Net Contents--", and an "Add Net Contents" button. Below these elements is a table with one row containing "Net Contents" and "Remove?". Below the table is the text "(None assigned)". At the bottom of the form is an "Alcohol Content" label with a red question mark icon and an empty input field. A red circle highlights the "No" option in the dropdown menu.

## What's New in COLAs Online 3.8 (Industry Members)

Once you have entered the COLA application information, the Net Contents Blown into Bottle information will display between the Fanciful Name and Alcohol Content fields in the Verify Application page:

### Net Contents Blown into Bottle Information in Verify Application Page



Fanciful Name: N/A

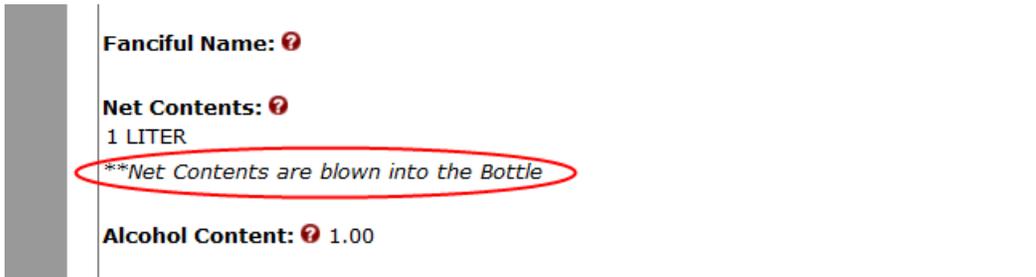
Net Contents: 1 LITER

**\*\*Net Contents are blown into the Bottle**

Alcohol Content: 1.00

After you have submitted the COLA application, the Net Contents Blown into Bottle information will display between the Fanciful Name and Alcohol Content fields in the Application Detail page:

### Net Contents Blown into Bottle Information in Application Detail Page



Fanciful Name: ?

Net Contents: ?

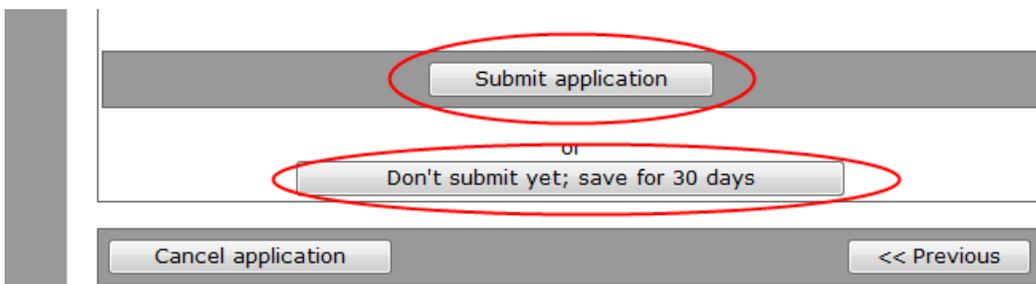
1 LITER

**\*\*Net Contents are blown into the Bottle**

Alcohol Content: ? 1.00

- **Buttons Disabled to Prevent Multiple Selection That Creates Duplicate COLAs** – You may no longer select the **Submit application** button or the **Don't submit yet; save for 30 days** button multiple times when creating a COLA eApplication. This generated multiple copies of the COLA, each with a new TTB ID. These buttons are now disabled (grayed out) as soon as you select them.

### Buttons Disabled to Prevent Multiple Selection That Creates Duplicate COLAs



Submit application

or

Don't submit yet; save for 30 days

Cancel application

<< Previous