

## **COLAs Online**

## **Correct Application**

The Application Needs Correction page provides you with information on why an e-filed application needs correcting and provides the ability to submit corrections to an e-filed application. Applications in the "Needs Correction" status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected. Figure 1 details the Application Needs Correction page.

## **Figure 1: Application Needs Correction**

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COLA Registry ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	Formulas Online     Home: My eApplications     Create an eApplication     Search for eApplications			
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	My Profile      Contact Us     Instructions     Log Off			
Application Needs Corre	ection	-		
TTB ID: 13217001000001 Application Status: N/A	Printable Version     Make Corrections			
Application Status Reason: Date Status Last Updated: 08/09/2013 12:5 Brand Name: POM WINE	5:23 PM > <u>Withdraw eApplication</u>			
Type of Product: WINE Source of Product: DOMESTIC Serial #: 134567				
Type of Application: LABEL APPROVAL Date Submitted: 08/05/2013				
The Application needs correction for the reason Corrections" link above to edit the information corrections must be completed by <b>09/08/20</b> automatically rejected.	rom your original submission. All			
Reason The company name and address (city and stat	Additional Information			
required on your label immediately following the "Bottled By." 27 CFR § 4.35(a); Wine/DS (27 CF (a)	phrase			
TTB Comments: No Comments Entered.				
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Follow these steps to view application corrections:

1. From the Application Detail page, select the <u>Make Corrections</u> link. The Application Needs Correction page displays. See Figure 1.

► Note: The <u>Make Corrections</u> link is only available for applications in the "Needs Correction" status.

► Note: Once you select the <u>Make Corrections</u> link, you must make all corrections at one time. You will not be given the option to save the application and submit later during this process. 2. To make corrections to the application, select the <u>Make Corrections</u> link. The Verify Application page displays for that TTB ID. See <u>Verify Application</u>.

► Note: You may be restricted from editing information in Step 1: Application Type, Step 2: COLA Information, or Step 3: Upload Labels. If you are restricted from editing this information, the edit step 1, edit step 2, or edit step 3 buttons are <u>not</u> displayed when you select the <u>Make</u> <u>Corrections</u> link to make corrections to the application.

► 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.

► Note: Applications in the Needs Correction status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected.

- 3. Follow steps 2-7 in <u>Verify Application</u> to edit information and resend the corrected application to TTB for processing.
- 4. Select the **Cancel Corrections** button to cancel your changes and return to the Home: My eApplications page.