



COLAs Online

[Create a New User Registration](#)

Follow these steps to create a new user registration:

1. From your web browser, enter <https://www.ttonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 1.

Figure 1: TTB Online Portal

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

REGISTER HOW TO REGISTER PUBLIC COLA REGISTRY FAQ
CONTACT US

Already registered? Log in:

User Name: [Expired password ?](#)

Password: [New or forgotten password ?](#)

Logon to:

Notice

10/28/15: Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in-process), and the pilot of a **printable TTB F 5100.51** from a Uniform submission. Watch for additional highlights to be posted in November.

10/16/15: Want to help us improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. [See details](#)

9/2/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the [Password Change Quick Reference Guide](#).

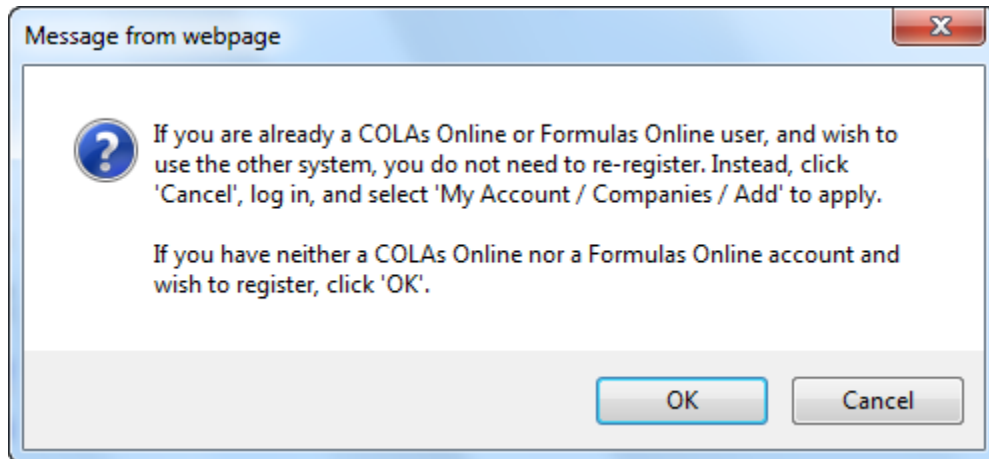
It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see [How to Allow Pop-Ups in Internet Explorer 11](#) for more information. Check the most recent processing times for [label applications](#) or [beverage formula applications](#). You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

[PRIVACY POLICY](#)
[PRIVACY IMPACT ASSESSMENT](#)

3. Select the [Register for TTB Online](#) link. A confirmation message box displays prompting you to confirm your action. See Figure 2.

Create a New User Registration

Figure 2: COLAs/FONL User Registration Confirmation



- If you already use COLAs Online or Formulas Online, select the **Cancel** button.
- If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button. The User Registration page displays with the Main tab selected. See Figure 3.

Figure 3: User Registration – Main Tab

TTBONLINE.GOV
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Text Menu Help Contact Us Exit

User Registration

Main Company Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

Type of Application

New Application You've never had an online account with TTB

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

Personal Information

* First Name: M. I.: * Last Name: Suffix:

* Employer: Title: Label Rep. ID:

* Phone Number: Fax Number:

Address Format: USPS Domestic

* Street:

* City:

* State:

* Zip:

Business E-mail Addresses

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY E-MAIL ADDRESS

*

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.

Create a New User Registration

Type of Application

Figure 4: User Registration – Reactivating Inactive Account

The screenshot shows the 'Type of Application' section. It has a title 'Type of Application' with a question mark icon. There are two radio buttons: 'New Application' (unselected) and 'Reactivate an Inactive Account' (selected). To the right of the radio buttons are two lines of text: 'You've never had an online account with TTB' and 'In the past, you had an online account with TTB that has been inactivated'. Below this is a sub-section titled 'Inactive User ID' with a question mark icon. It contains the text 'If you remember the User ID of your inactive TTB Account, please enter it here.' and a label 'Existing (Inactive) User ID:' followed by an empty text input field.

Figure 5: User Registration – New Application

The screenshot shows the 'Type of Application' section. It has a title 'Type of Application' with a question mark icon. There are two radio buttons: 'New Application' (selected) and 'Reactivate an Inactive Account' (unselected). To the right of the radio buttons are two lines of text: 'You've never had an online account with TTB' and 'In the past, you had an online account with TTB that has been inactivated'.

4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).
 - a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user name (if you remember it). See Figure 4.
 - b. If you are a new user, select the New Application radio button. See Figure 5.

Personal Information

Figure 6: User Registration – Personal Information (USPS Domestic)

The screenshot shows the 'Personal Information' section with a title and a question mark icon. It contains several fields: 'First Name' (Jane), 'M. I.' (empty), 'Last Name' (Smith), and 'Suffix' (empty). 'Employer' is TTB, 'Title' is Auditor, and 'Label Rep. ID' is empty. 'Phone Number' is 2024532000 and 'Fax Number' is empty. 'Address Format' is set to 'USPS Domestic'. 'Street' is 1310 G Street, 'City' is Washington, 'State' is DC, and 'Zip' is 20005.

Figure 7: User Registration – Personal Information (Foreign Address)

The screenshot shows the 'Personal Information' section with a title and a question mark icon. It contains several fields: 'First Name' (Jane), 'M. I.' (empty), 'Last Name' (Smith), and 'Suffix' (empty). 'Employer' is TTB, 'Title' is Auditor, and 'Label Rep. ID' is empty. 'Phone Number' is 2024532000 and 'Fax Number' is empty. 'Address Format' is set to 'Foreign'. 'Street', 'City', 'Country', 'Region', 'Province', and 'Foreign Postal Code' are all empty.

Create a New User Registration

5. Enter your personal information in the available fields. See Figure 6. If you select **Foreign** for Address Format, additional address fields display. See Figure 7.

► **Note:** Fields marked with asterisks (*) are required fields.

Business E-mail Addresses

Figure 8: User Registration – Business E-mail Addresses

The screenshot shows a form titled "Business E-mail Addresses" with a help icon. Below the title is a note: "Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address." The form has two columns: "SET AS PRIMARY" and "E-MAIL ADDRESS". There are three rows of input fields. The first row has a radio button selected, a red asterisk, and the email address "Jane.Smith@ttb.gov". The second and third rows have unselected radio buttons and are empty.

6. Enter at least one valid business e-mail address in the available field(s). See Figure 8.

► **Note:** You may add up to three valid e-mail addresses, but then you must select which should be used as the primary contact. E-mail notification will only be sent to the primary contact e-mail address.

► **Note:** Fields marked with asterisks (*) are required fields.

Authentication Questions

Figure 9: User Registration – Authentication Questions

The screenshot shows a form titled "Authentication Questions" with a help icon. Below the title is a note: "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." The form has two columns: "QUESTION" and "ANSWER". There are three rows of input fields. The first row has a red asterisk and the number "1:". The second and third rows have red asterisks and the numbers "2:" and "3:" respectively. Each row has a drop-down menu in the "QUESTION" column and a text input field in the "ANSWER" column.

► **Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user name by setting your initial password or change a forgotten password.

7. Select three different Authentication Questions from the drop-down lists. See Figure 9.
8. Enter your answers in the available fields.

► **Note:** Fields marked with asterisks (*) are required fields.

9. Select the **Next** button. The Company tab displays. See Figure 10.

Create a New User Registration

Company Tab

Figure 10: User Registration – Company Tab

User Registration

Main Company Comments Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Company Detail

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
--------	---------------	--------------	---------	--------	--------------	------------------	-------------

Add

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

< Previous Validate Cancel Submit Next >

10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 10.

11. Select the **Add** button. The Company modal window displays. See Figure 11.

Company Information/System Information

Figure 11: User Registration – Company (System Information – COLAs Online)

System Information

*System Requested: COLAs Online Formulas Online

*System Access:

Figure 12: User Registration – Company (System Information – Formulas Online)

System Information

*System Requested: COLAs Online Formulas Online

*System Access: Submitter Preparer / Reviewer

*Company Type: Alcohol Beverage Nonbeverage Product

► **Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 10), the COLAs Online radio button next to System Requested is selectable. See Figure 11. Otherwise, you may only select the Formulas Online radio button option. See Figure 12.

► **Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for

Create a New User Registration

COLAs Online access and one for Formulas Online access. This may be completed within the same user registration request.

► **Note:** Fields marked with asterisks (*) are required fields.

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 10.

13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

► **Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for all companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button or Nonbeverage Product radio button next to Company Type.

► **Note:** The Nonbeverage Product Company Type is only applicable for a Nonbeverage Product company.

Submitter Company Information

Figure 13: User Registration – Company (Company Information – Domestic)

The screenshot shows a form titled "Company Information" with a help icon. The form contains the following fields and controls:

- *Registry, Permit, or Brewer's Notice:** (Provide the Registry Number from your Basic Permit) [Text input field]
- Date of Permit Issue:** (Format: MM/DD/YYYY) [Text input field]
- Company Code:** (if known) [Text input field]
- *Company Name:** [Text input field]
- Address Format:** [Dropdown menu with "USPS Domestic" selected]
- *Street:** [Text input field]
- *City:** [Text input field]
- *State:** [Dropdown menu]
- *Zip Code:** [Two adjacent text input fields]

Create a New User Registration

Figure 14: User Registration – Company (Company Information – Foreign)

Company Information

***Registry, Permit, or Brewer's Notice:** *(Provide the Registry Number from your Basic Permit)*

Date of Permit Issue: *(Format: MM/DD/YYYY)*

Company Code: *(if known)*

***Company Name:**

Address Format: Foreign

***Street:**

***City:**

***Country:**

Region:

Province:

Foreign Postal Code:

15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

► **Note:** The Company Code field is only applicable for a Nonbeverage Product company.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Enter it manually or place your cursor in the field to display a pop-up calendar to find the correct date.

16. If registering as a Submitter or Preparer/Reviewer for a Nonbeverage company, enter your company code in the available field.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

17. Enter your company address information in the available fields. See Figure 13. If you select **Foreign** for Address Format, additional address fields display. See Figure 14.

Create a New User Registration

► **Note:** Fields marked with asterisks (*) are required fields.

Individual Information/Signature Authority or Power of Attorney Forms

Figure 15: User Registration – Company (Individual Information – Preparer/Reviewer)

Individual Information

*Relationship of Applicant to Company: Employee Representative

Figure 16: User Registration – Company (Individual Information – Submitter)

Individual Information

*Relationship of Applicant to Company: Employee Representative

*Signature Authorization: Owner Signing Authority Power of Attorney

Figure 17: User Registration – Company (Individual Information – SA/POA Selected, Beverage)

Signing Authority or Power of Attorney Files ?

You have indicated that you derived your Signature Authorization from 'Power of Attorney' or 'Signing Authority'. A signed Power of Attorney (OMB No.1513-0014) or Signing Authority (OMB No.1513-0036) form respectively, must be on file at the National Revenue Center (NRC) before you will be granted access to file COLAs or Formulas for this company. This certifies that the appropriate authorization was granted and the correct form(s) are currently on file at the NRC.

I agree

Figure 18: User Registration – Company (Individual Information – SA/POA Selected, Nonbeverage)

Signing Authority or Power of Attorney Files ?

If your signature authorization is from 'Power of Attorney' or 'Signing Authority', you will need to provide TTB with a signed Power of Attorney or Signing Authority form, respectively. Forms are available for printing on the tabbed menu (click on link 'POA form' or 'SA form'). You will need to sign the form and scan and upload the file. To upload a file, either click the 'Upload' link on the tabbed menu, or press the 'Upload' button on the Docs/Links tab. A list of documents you have uploaded with this request is available on the 'Docs/Links' tab.

I agree

18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 15.
19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 16.
20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

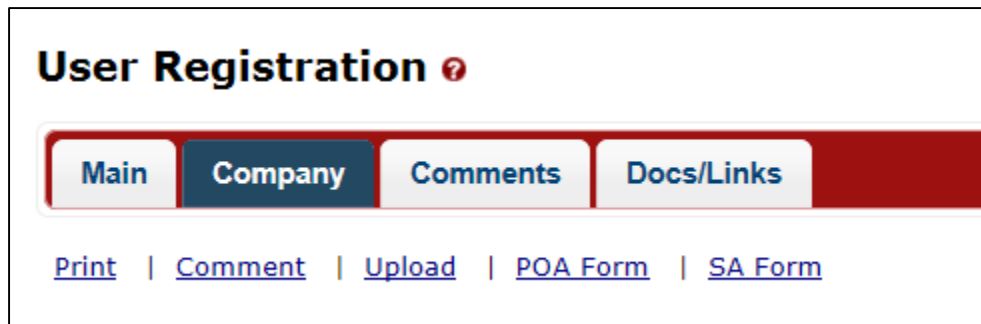
► **Note:** If you are registering for the first time as a Submitter on behalf of a beverage company, unless you are an owner, you must acknowledge you have a valid SA or POA on file at the NRC

Create a New User Registration

by selecting the “I agree” checkbox. See Figure 17. If registering for the first time as Submitter on behalf of a nonbeverage company, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 18. You may download the Power of Attorney form or Signing Authority form through the system for completion, or you may upload your own completed, scanned form.

21. If the Signing Authority or Power of Attorney radio button was selected for a nonbeverage company, select the [POA Form](#) or [SA Form](#) link in the action bar to download the form(s) required. See Figure 19.

Figure 19: User Registration – Action Bar

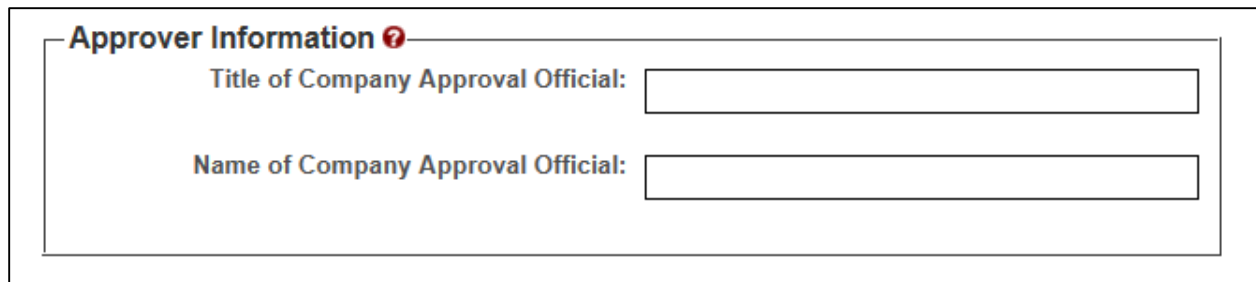


The screenshot shows a modal window titled "User Registration" with a help icon. Below the title is a navigation bar with four tabs: "Main", "Company" (which is highlighted in dark blue), "Comments", and "Docs/Links". Below the navigation bar is an action bar containing five links: "Print", "Comment", "Upload", "POA Form", and "SA Form".

22. Complete and scan the required form(s).
23. Upload the file through the [Docs/Links Tab](#).

Approver Information

Figure 20: User Registration – Approver Information



The screenshot shows a modal window titled "Approver Information" with a help icon. It contains two input fields. The first field is labeled "Title of Company Approval Official:" and the second field is labeled "Name of Company Approval Official:". Both fields are currently empty.

24. If known, enter the Title and Name of the Company Approval Official in the available fields.
25. Select the **OK** button. The Company modal window closes and the company is added to the user registration submission. See Figure 21.

Create a New User Registration

Figure 21: User Registration – Company Tab with Company Added

User Registration

Main | **Company** | Comments | Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Company Detail

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

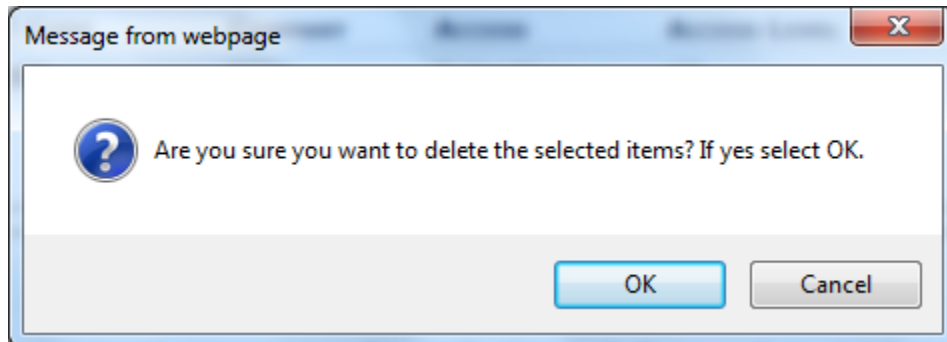
<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	FONL	Beverage	OH-W-999	POM	Submitter	All	New	Pending

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

► **Note:** Select the [System](#) link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 22. Select the **OK** button to confirm.

Figure 22: User Registration – Delete Company Confirmation



Create a New User Registration

Docs/Links Tab

Figure 23: User Registration – Docs/Links Tab

The screenshot shows the 'User Registration' interface with the 'Docs/Links' tab selected. At the top, there are navigation tabs: 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the tabs are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with columns: 'TYPE', 'DESCRIPTION', 'INVALIDATED FILE', 'SIZE', and 'DATE'. An 'Upload' button is located below the table. Below the table is a 'Perjury Statement' section with a checkbox and the text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' At the bottom, there are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the [Comments Tab](#) if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

26. Select the **Next** button. The Docs/Links tab displays. See Figure 23.

27. Select the **Upload** button. The Attachment modal window displays. See Figure 24.

Figure 24: User Registration – Attachment Modal Window

The screenshot shows the 'Attachment' modal window. It has a title bar with the text 'Attachment' and a close button (X). The main content area contains three required fields, each marked with an asterisk (*):
1. 'Description:' followed by a text input field and a character count '100 character(s) left'.
2. 'Type:' followed by a drop-down menu with the text '-- Select Type --'.
3. 'File:' followed by a file input field and a 'Browse...' button.
At the bottom of the modal, there are 'OK' and 'Cancel' buttons.

28. Enter a description for the file in the available field.

29. Select a type from the Type drop-down list.

► **Note:** Fields marked with asterisks (*) are required fields.

Create a New User Registration

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company modal window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company modal window, you must select **Power of Attorney** from the Type drop-down list.

► **Note:** If you are reactivating a former COLAs Online or Formulas Online user name and these items are on file, you will not need to file these again.

30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.

31. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the user registration submission. See Figure 25.

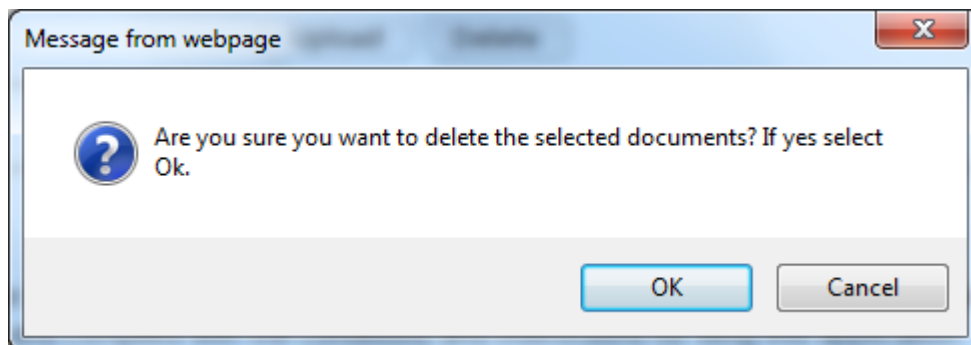
Figure 25: User Registration – Docs/Links Tab with Attachment Uploaded

The screenshot shows the 'User Registration' application interface. At the top, there are tabs for 'Main', 'Company', 'Comments', and 'Docs/Links *'. Below the tabs are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with the following columns: TYPE, DESCRIPTION, INVALIDATED FILE, SIZE, and DATE. There is a checkbox in the first column. The table contains one row: a checkbox, 'Power of Attorney', 'POA Form', a checkbox, 'POA Form.pdf', '46 Kb', and '04/16/2015'. Below the table are 'Upload' and 'Delete' buttons. Below the table is a 'Perjury Statement' section with a checkbox and the text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' At the bottom are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Power of Attorney	POA Form	<input type="checkbox"/> POA Form.pdf	46 Kb	04/16/2015	edit

► **Note:** Select the [edit](#) link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 26. Select the **OK** button to confirm.

Figure 26: User Registration – Delete Attachment Confirmation



Create a New User Registration

Comments Tab

Figure 27: User Registration – Comments Tab

The screenshot shows the 'User Registration' interface with the 'Comments' tab selected. At the top, there are navigation tabs: 'Main', 'Company', 'Comments' (highlighted), and 'Docs/Links *'. Below the tabs are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is divided into two sections: 'Comments Detail' and 'Perjury Statement'. The 'Comments Detail' section contains a large text input field and an 'Add' button. The 'Perjury Statement' section contains a checkbox and a text area with the following text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' At the bottom of the page are three buttons: 'Validate', 'Cancel', and 'Submit'.

► **Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

32. Select the Comments tab. The Comments tab displays. See Figure 27.

33. Select the **Add** button. The Comments modal window displays. See Figure 28.

Figure 28: User Registration – Comments Modal Window

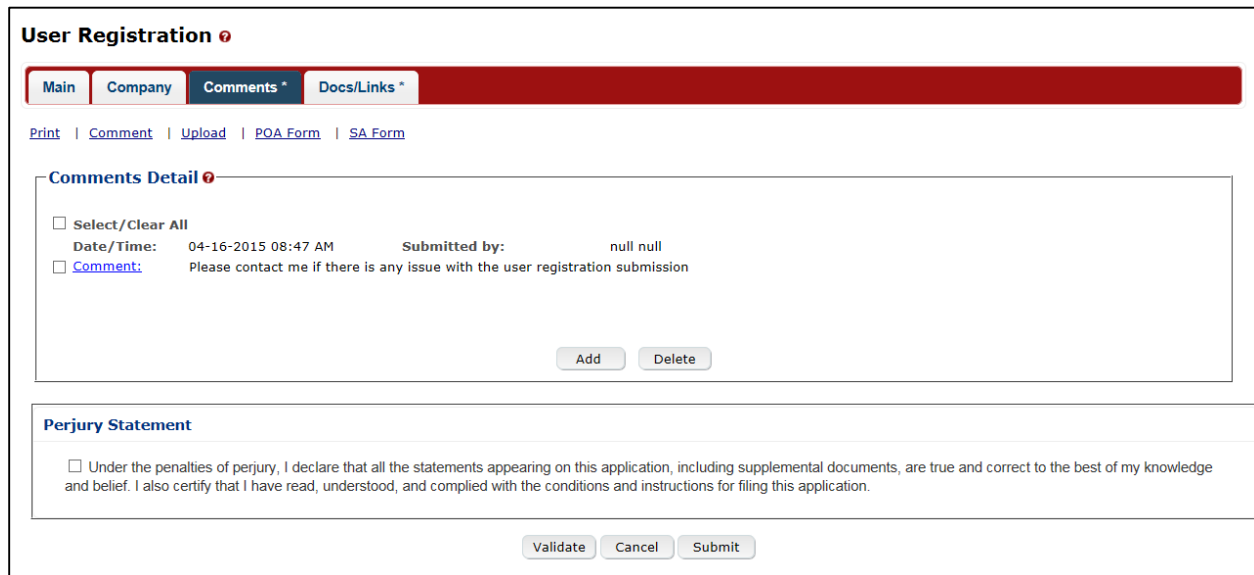
The screenshot shows a modal window titled 'Comments' with a close button (X) in the top right corner. Inside the window, there is a label '* Comments:' followed by a large text input field. Below the input field, there is a character count: '2000 characters left'. At the bottom of the modal window are two buttons: 'OK' and 'Cancel'.

34. Enter comments in the available field.

35. Select the **OK** button. The Comment modal window closes and the comments are added to the user registration submission. See Figure 29.

Create a New User Registration

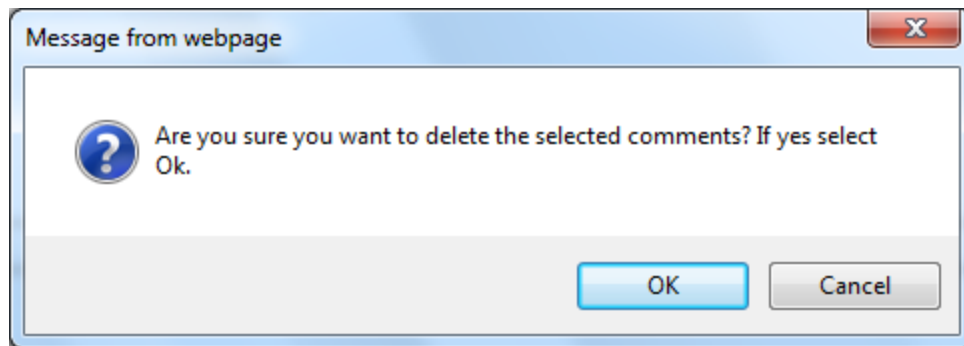
Figure 29: User Registration – Comments Tab with Comment Added



The screenshot shows the 'User Registration' interface with the 'Comments' tab selected. The interface includes a navigation bar with 'Main', 'Company', 'Comments', and 'Docs/Links' tabs. Below the navigation bar are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The 'Comments Detail' section displays a list of comments with a checkbox for 'Select/Clear All'. A single comment is shown with the following details: 'Date/Time: 04-16-2015 08:47 AM', 'Submitted by: null null', and 'Comment: Please contact me if there is any issue with the user registration submission'. Below the comment list are 'Add' and 'Delete' buttons. The 'Perjury Statement' section contains a checkbox and the text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' Below the perjury statement are 'Validate', 'Cancel', and 'Submit' buttons.

► **Note:** Select the [Comment](#) link to display the Comment modal window and edit the comment information. Select the checkbox next to the comment and select the **Delete** button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 30. Select the **OK** button to confirm.

Figure 30: User Registration – Delete Comment Confirmation



User Registration Submission

36. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. Fields with errors will also be highlighted red. See Figure 31. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 32. Correct any errors and repeat this step until the user registration submission is successfully validated.

Create a New User Registration

Figure 31: User Registration – Unsuccessful Validation Message

User Registration ⓘ

Errors:

Main Tab

- Employer is required.

Main | **Company** | **Comments *** | **Docs/Links ***

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Type of Application ⓘ

New Application You've never had an online account with TTB

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

Personal Information ⓘ

* **First Name:** **M. I.:** * **Last Name:** **Suffix:**

* **Employer:** **Title:** **Label Rep. ID:**

* **Phone Number:** **Fax Number:**

Address Format:

* **Street:**

* **City:**

* **State:**

* **Zip:**

Figure 32: User Registration – Successful Validation Message

User Registration ⓘ

Validation is successful - no errors were found.

Main | **Company** | **Comments *** | **Docs/Links ***

37. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 33.

Figure 33: User Registration – Perjury Statement

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

38. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 34.

Figure 34: User Registration – Submission Confirmation

User Registration ⓘ

Thank You. Your application has been successfully submitted. Please check ttb.gov for the current processing times for COLAs/FONL registrations. 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: 1367648. 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. 7213.

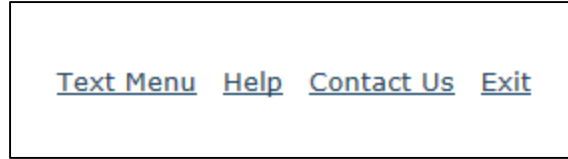
TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed.

Create a New User Registration

You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

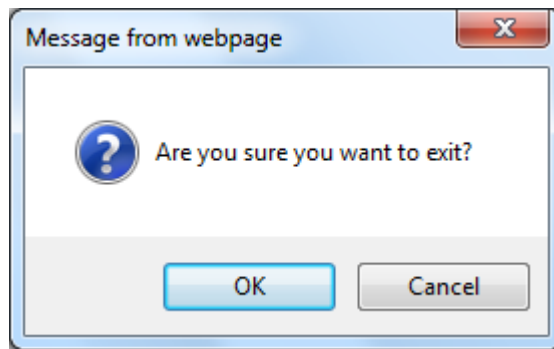
39. Select the [Exit](#) link in the main navigation banner. See Figure 35.

Figure 35: User Registration – Exit Link



A confirmation message box displays prompting you to confirm your action. See Figure 36.

Figure 36: User Registration – Exit Confirmation



40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 1.
41. Follow the steps in [Activate a User Name](#) to activate your user name once TTB has contacted you with the user name.