



# COLAs Online

## Modify User Registration

You may modify your user registration to add access to companies in the COLAs Online system.

Follow these steps to modify an existing user registration:

1. Select the [My Profile](#) link in the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.

**Figure 1: Modify User Registration – My Profile (Top)**

The screenshot shows the top portion of the 'My Profile' page. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this is the 'COLAs Online' header. A navigation menu on the right includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main content area is titled 'My Profile' and contains a 'Contact Information' section with fields for Name (JANE SMITH), User Name (JSCFMEXT), E-mail address (JANE.SMITH@TTB.GOV), Telephone Number (2024532000), and Fax Number. A 'Change Password' button is located in the top right of this section. Below this is a 'Registered to Submit Applications for:' section with a 'Modify Registration' button. It contains a table of registered companies with columns for 'Plant Registry/Basic Permit/Brewer's No.' and 'Address'.

Plant Registry/Basic Permit/Brewer's No.	Address
BR-ME-SUN-111	POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

## Modify User Registration

Figure 2: Modify User Registration – My Profile (Bottom)

BWN-MA-5555	POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO, INC. 333 CARRETERA, BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

**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: In what city or town was your first job?	Trenton
* 2: What is your oldest cousin's first name?	Susie
* 3: The name of your favorite television series?	Arrested Development

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [alfd@ttb.gov](mailto:alfd@ttb.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

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2. Select the **Modify Registration** button. The Company tab of your existing user registration displays. The application opens up the Company tab of your existing user registration. See Figure 3.

# Modify User Registration

## Modify Company Information

Figure 3: Modify 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:

<input type="checkbox"/> SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<a href="#">FONL</a>	Beverage	BEECH	POM BEECH	Submitter	All	None	In Process
<a href="#">FONL</a>	Beverage	BR-ME-1111		Submitter	All	None	Pending
<a href="#">FONL</a>	Beverage	BWN-MA-15555		Submitter	All	None	Pending
<a href="#">COLA</a>	Beverage	CT-I-6666		Submitter	n/a	None	Pending
<a href="#">FONL</a>	Beverage	CT-I-6666		Submitter	All	None	Pending
<a href="#">FONL</a>	Beverage	FL-W-15555		Submitter	All	None	Pending
<a href="#">COLA</a>	Beverage	FL-W-15555		Submitter	n/a	None	Pending
<a href="#">FONL</a>	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
<a href="#">COLA</a>	Beverage	NC-I-888		Submitter	n/a	None	Pending
<a href="#">FONL</a>	Beverage	NC-I-888		Submitter	All	None	Pending
<a href="#">FONL</a>	Beverage	OH-W-999	POM WINES	Submitter	All	None	Approved
<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<a href="#">FONL</a>	Beverage	OH-W-999	POM WHOLE	Submitter	All	None	Approved
<a href="#">FONL</a>	Nonbeverage	POM		Submitter	All	None	Pending
<a href="#">FONL</a>	Nonbeverage	POMADD		Submitter	All	None	Pending
<a href="#">FONL</a>	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
<a href="#">FONL</a>	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process

#### 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.

3. Select the access type from the COLAs Online System Access drop-down list.
4. Select the **Add** button. The Company modal window displays. See Figure 4.

## Modify User Registration

**Figure 4: Modify User Registration – Company Modal Window**

### Company

#### System Information ?

\*System Requested:  COLAs Online  Formulas Online  
\*System Access:  Submitter  Preparer / Reviewer  
\*Company Type:  Alcohol Beverage  Nonbeverage Product

#### 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:

\*Street:

\*City:

\*State:

\*Zip Code:

#### Individual Information

\*Relationship of Applicant to Company:  Employee  Representative  
\*Signature Authorization:  Owner  Signing Authority  Power of Attorney

#### Approver Information ?

Title of Company Approval Official:

Name of Company Approval Official:

5. Enter the information in the available fields.

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

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

## Modify User Registration

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

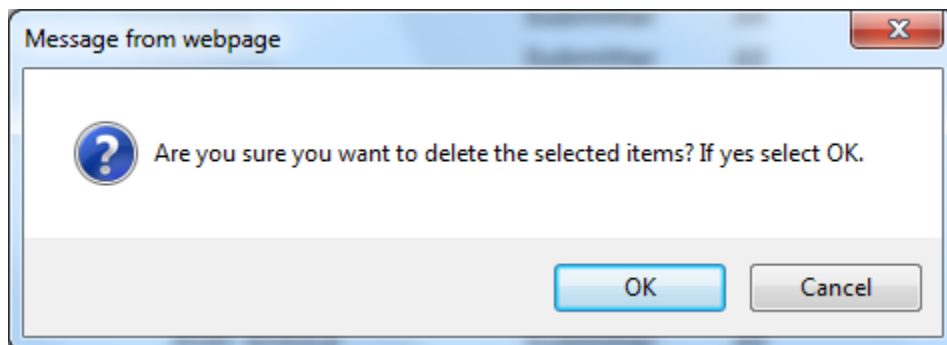
6. Select the **OK** button. The Company modal window closes and the Company tab displays. See Figure 5.

**Figure 5: Modify User Registration – Company Tab with Changes**

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	BEECH	POM BEECH	Submitter	All	None	In Process
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	BR-ME-1111		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	BWN-MA-15555		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	CT-I-6666		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	CT-I-6666		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-15555		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	FL-W-15555		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	NC-I-888		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	NC-I-888		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999	POM WINES	Submitter	All	None	Approved
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999	POM WHOLE	Submitter	All	None	Approved
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POM		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMADD		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999	POM BREWERS	Submitter	All	New	Pending

► **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 6. Select the **OK** button to confirm.

**Figure 6: Modify User Registration – Delete Company Confirmation**



## Modify User Registration

7. Repeat the steps until you have added all companies desired.

► **Note:** To add attachments to the modify user registration, follow the steps in [Docs/Links Tab](#). If you do not have any attachments to upload, follow the steps in [Comments Tab](#) if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

### Docs/Links Tab

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 7.

**Figure 7: Modify 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'.

9. Select the **Upload** button. The Attachment modal window displays. See Figure 8.

**Figure 8: Modify 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: '\* Description:' with a text input field and a character count '100 character(s) left'; '\* Type:' with a dropdown menu showing '-- Select Type --'; and '\* File:' with a file input field and a 'Browse...' button. At the bottom, there are 'OK' and 'Cancel' buttons.

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

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

## Modify User Registration

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

► **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 user ID and these items are on file, you will not need to file these again.

12. Select the **Browse** button to browse and select the file.

13. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the modify user registration submission. See Figure 9.

**Figure 9: Modify User Registration – Docs/Links Tab with Attachment Uploaded**

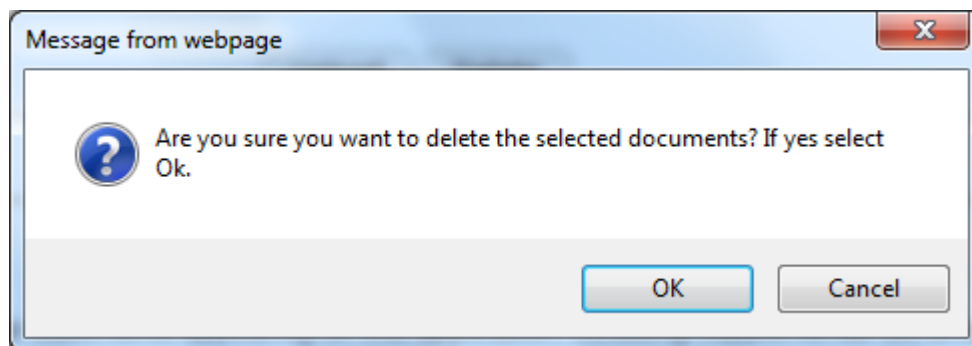
The screenshot shows the 'User Registration' interface with the 'Docs/Links' tab selected. Below the navigation tabs, there are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The 'Submission Documents' section contains a table with the following data:

<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	04/17/2015	<a href="#">edit</a>

Below the table are 'Upload' 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.' At the bottom are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

► **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 10. Select the **OK** button to confirm.

**Figure 10: Modify User Registration – Delete Attachment Confirmation**



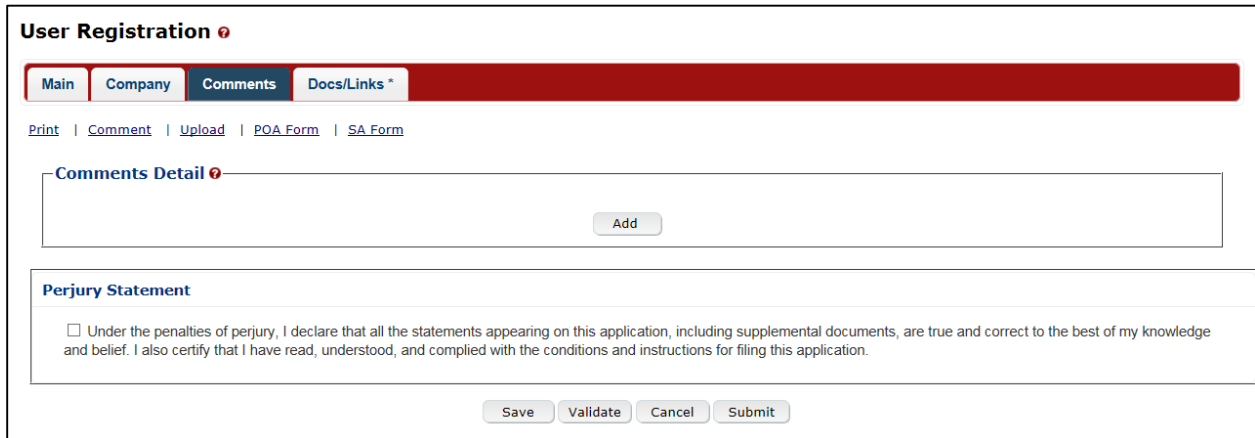
## Modify User Registration

### Comments Tab

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

14. Select the Comments tab. The Comments tab displays. See Figure 11.

**Figure 11: Modify User Registration – Comments Tab**



The screenshot shows the 'User Registration' page with the 'Comments' tab selected. The page has a red header with tabs for 'Main', 'Company', 'Comments', and 'Docs/Links \*'. Below the header are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Comments Detail' and contains a large text input field with an 'Add' button. Below this is a 'Perjury Statement' section with a checkbox and a declaration: '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 'Save', 'Validate', 'Cancel', and 'Submit'.

15. Select the **Add** button. The Comments modal window displays. See Figure 12.

**Figure 12: Modify User Registration – Comments Modal Window**



The screenshot shows a modal window titled 'Comments' with a red header and a close button (X). The main content area has a label '\* Comments:' followed by a large text input field. Below the input field is a character count: '2000 characters left'. At the bottom are buttons for 'OK' and 'Cancel'.

16. Enter comments in the available field.

17. Select the **OK** button. The Comments modal window closes and the comments are added to the modify user registration submission. See Figure 13.



## Modify User Registration

**Figure 13: Modify User Registration – Comments Tab with Comment Added**

**User Registration**

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

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

**Comments Detail**

Select/Clear All

Date/Time: 04-17-2015 08:38 AM Submitted by: Jane Smith

[Comment](#): Please review the attached POA form and notify me if there are any discrepancies with the existing company detail

Add Delete

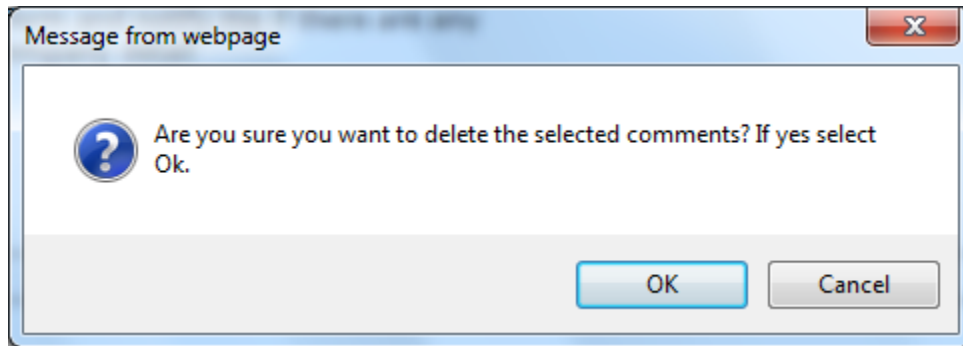
**Perjury Statement**

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.

Save Validate Cancel Submit

► **Note:** Select the [Comment](#) link to display the Comments 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 14. Select the **OK** button to confirm.

**Figure 14: Modify User Registration – Delete Comment Confirmation**



### Modify User Registration Submission

18. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. See Figure 15. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 16. Correct any errors and repeat this step until the user registration submission is successfully validated.

## Modify User Registration

**Figure 15: Modify User Registration – Unsuccessful Validation Message**

The screenshot shows the 'User Registration' page with a red header bar. Below the header, there is a section titled 'Errors:' followed by 'Docs/Links Tab'. A red bullet point indicates an error: 'Power of Attorney - Document attachment is required.' Below this, there is a navigation bar with four tabs: 'Main', 'Company', 'Comments \*', and 'Docs/Links \*'. The 'Docs/Links \*' tab is currently selected.

**Figure 16: Modify User Registration – Successful Validation Message**

The screenshot shows the 'User Registration' page with a red header bar. Below the header, there is a green message: 'Validation is successful - no errors were found.' Below this, there is a navigation bar with four tabs: 'Main', 'Company', 'Comments \*', and 'Docs/Links \*'. The 'Docs/Links \*' tab is currently selected.

19. 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 17.

**Figure 17: Modify User Registration – Perjury Statement**

The screenshot shows the 'Perjury Statement' form. It contains a checkbox that is checked, with 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 text, there are four buttons: 'Save', 'Validate', 'Cancel', and 'Submit'.

20. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 18.

**Figure 18: Modify User Registration – Submission Confirmation**

The screenshot shows the 'User Registration' page with a red header bar. Below the header, there is a message: '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.' Below this, there is another message: 'When referring to this application, please use the following submission ID: 1334485. You should keep a record of this submission ID for tracking purposes.' At the bottom, there is a small disclaimer: '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 the changes to your authorizations with the companies and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.