

## **COLAs Online**

## **Search for eApplications**

The Search for eApplications page allows you to search for your approved, rejected, saved not submitted, or in process e-filed COLAs. Figure 1 and Figure 2 detail the Search for eApplications page.

## Figure 1: Search for eApplications (Top)

CONTROL AND U.S. Departme	TOBACCO TAX AND TRADE BUREAU ant of the Treasury	
COLAS ONLINE 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	> <u>My Profile</u> > <u>Contact Us</u> > <u>Instructions</u> > <u>Log Off</u>	
Search for eApplicatio	ns	
Search Criteria: Note:Wild card character for a search is re	presented by a "%"	
Submitted By: 😡		
<ul> <li>JSCFMEXT O other users with same P</li> </ul>	ant Registry/Basic Permit/Brewer's No.	
Date Submitted: 🔮	To	
MM/DD/YYYY	MM/DD/YYYY	
Date Status Last Updated: 😡		
From	То	
	· · · · · · · · · · · · · · · · · · ·	
MM/DD/YYYY	MM/DD/YYYY	
TTB ID: 😧		
Serial #: 0		
Plant Registry/Basic Permit/Brewer's N Note: Searches by Permit No. will only retu Checking one or more permits will return d checking any permit will return data for AL	D. ? n 04/26/2003 forward data ata for the checked permit(s) only. Not L the permits listed below.	
BR-ME-SUN-111: POM RIVER BREWING	COMPANY	
BWN-MA-5555: POM WINERY, LLC		
DSP-ME-222: POM ROCK DISTILLERIES,	INC.	
PR-S-333: POM & CO. INC.		
U VA-1-0000: POM MARKETING GROUP		

VA-I-6666: DOM MARKETING CROL	ID	
Product Name 🚱		
O Brand Name O Fanciful Name	) Either	
Type of Application 🚱	Type of Product 😧	
(Check all that apply)	(Check all that apply)	
Certificate of Label Approval	Wine     Sinthill desirity	
Certificate of Exemption		
Source of Product 🛿		
Note: Searches by Source of Product	will only return 08/01/2006 forward data	
(Check all that apply)		
Domestic		
Type of Submission 😡	Distinctive Bottling	
Resubmission After Rejection	Distinctive Liquor Bottle Approval	
-		
Representative ID 😡		
COLA Status 🚱		
Select Status 🗸		
Clear and Start Over	Back to My eApplications Search	
	Alcohol and Tobacco Tax and Trade Bureau,	2003 Contact us at webmaster@ttb.treas.gov
U.S	TTED STATES	
DEI	PARTMENT OF	
THE	IKEASUKY	
While the Alcohol and Tobacco Tax and Trade	Bureau (TTB) makes every effort to provide complete inform	nation, data such as company names, addresses, permit numbers, and other data provided in the registry
he Public COLA Registry may appear different	y, with respect to type size, characters per inch and contras	ting background, than actual labels on the container. We also remind users of the Public COLA Registry th
ection V. of the instructions for the TTB COLA approval. TTB welcomes suggestions on how to	Form 5100.31, Allowable Revisions to Approved Labels, ide improve our Public COLA Registry. Please contact us via e	ntifies various types of label information that may be changed by the COLA holder without the need for re mail at <u>alfd@ttb.qov</u> .
If you have difficulty accessing any info	ormation in the site due to a disability, please contact us vi	a email (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 r If you are using Internet Explorer 8.0, <u>click he</u>	esolution or higher using Internet Explorer 7.0. re for more information on browser Compatibility.
WARNING! THIS SYSTEM IS THE PROPERTY O	F THE UNITED STATES DEPARTMENT OF TREASURY, UNAUTHOR	ZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE
DEPARTMENT MAY MONITOR, RECORD, AND AUDI	T ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE	NY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEIN
TO ABIDE BITTHE TTB ROLES OF BEHAVIOR, AND	OF PRIVACY WHILE	USING THIS SYSTEM.

Follow these steps to begin searching:

- 1. Select the <u>Search for eApplications</u> link from the main menu on any page. The Search for eApplication page displays. See Figure 1 and Figure 2.
- 2. Select the Submitted By radio button to include either those submitted only by you or to include all others with the same signing authority.

► Note: Enter one or more fields of search criteria.

3. Enter Date Submitted Range (From Date and To Date).

► Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.

4. Enter Date Status Last Updated Range (Last Updated From Date and To Date).

► Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.

5. Enter a TTB ID.

- 6. Enter a Serial #.
- 7. Select the Plant Registry/Basic Permit/Brewer's No. value(s) in the list provided.
- 8. Enter the Product Name.
- 9. Select the Brand Name, Fanciful Name or Either radio option. Enter name text.
- 10. Select the Type of Application.
- ► Note: Select all that apply.
- 11. Select the Type of Product for the search.
- ► Note: Select all that apply.

► Note: If Type of Product is "Wine," then the Grape Varietal(s) field displays as a search criterion.

- 12. Select Source of Product
- 13. Select Type of Submission.
- 14. Select Distinctive Liquor Bottle.
- 15. Enter the Representative ID in the field provided.
- 16. Select the COLA Status from the drop-down list provided.
- 17. Select the **Search** button to view your search results. The Search Results: eApplications page displays with the records that match your search criteria. See <u>Search Results:</u> <u>eApplications</u>.
- 18. Select the **Clear and Start Over** button to reset all data fields to perform a new search.
- 19. Select the **Back to My eApplications** button to return to the home page.

► Note: To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

► Note: Search results are limited to a maximum of 500 items.

► Note: You cannot search for paper filed COLA applications from within COLAs Online. To check on the status of a paper filed application, call ALFD Customer Service at 866-927-2533.

## Search Results: eApplications

The Search Results: eApplications page provides detailed results information on e-filed COLA applications based on search criteria. Figure 3 details the Search Results: eApplications page.

TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval		Formulas Online     Home: My eApplications     Create an eApplication     Search for eApplications     My Profile > Contact Us     Instructions     Log Off					
Search Res	ults: eApj	olications			Ē	Printable Version	
TTB ID	<u>Permit No.</u>	Brand Name	<u>Fanciful</u> Name	<u>Serial No.</u>	Status Date	<u>Status</u>	
10207001000001	BWN-MA- 5555	POM WINERY		101234	07/26/2010	SURRENDERED	
10207001000003	DSP-ME-222	POM DISTILLERS		101234	07/26/2010	REJECTED	
10207001000002	BR-ME-SUN-	POM BREWERY		101234	07/26/2010	REJECTED	
<u>10204001000001</u>	DSP-ME-222	POM DISTILLERS		101234 1 to 4 of 4	07/23/2010 (Total Matcl	WITHDRAWN	
New Search				Ba	ck to My eAp	plications	
		UNITED STAT DEPARTMEN THE TREASU	Alcohol ar	nd Tobacco Tax	k and Trade Bure	au, 2003 Contact (	s at webmaster@ttb.freas.gov
While the Alcohol and may change over tim the Public COLA Regi section V. of the inst	d Tobacco Tax ar e. TTB makes no stry may appear ructions for the T	d Trade Bureau (TTB) warranty, expressed differently, with respe TB COLA Form 5100.3	makes every or implied, ar ct to type size 1, Allowable R	r effort to provi nd assumes no c, characters pe tevisions to Ap	ide complete in b legal liability of er inch and cont proved Labels, se contact us vi	formation, data su r responsibility as rasting background identifies various t a email at alfolotth	h as company names, addresses, permit numbers, and other data provided in the re o the accuracy, reliability or completeness of furnished data. Label images contained than actual labels on the container. We also remind users of the Public COLR Regist reps of label information that may be changed by the COLA holder without the need f

Follow these steps to view the search results:

- 1. Select the <u>Search for eApplications</u> link from the menu box on any page. See <u>Search for eApplications</u>.
- 2. Enter search criteria.
- Select the Search button. The search results based on the value entered display. See Figure 3.

► Note: Search results are limited to a maximum of 500 items.

- 4. To sort the search results, click on any column heading.
- 5. To view more search results, select the <u>Next</u> link.
- 6. To view the details of an e-filed application, select the TTB ID link. See Application Detail.
- 7. Select the **New Search** button to return to the Search page.
- 8. Select the **Back to My eApplications** button to return to the home page.