

COLAs Online

Upload Other Attachments

The Upload Other Attachments page allows users to upload other attachments to an application. Other applications include Formulas, SOPs, Lab Analyses, Pre-import letters, cover letters, etc. Figure 1 details the Upload Other Attachments page.

Figure 1: Upload Other Attachments

_	U.S. Department	t of the Treasury	**				
COLAs O	nline	Formulas On	line				
ALCOHOL AND TOBACCO TAX		 Home: My expension Create an expension Search for expension My Profile 	Application Applications				
ITB F 5100.31: Application Fo Exemption of Label/Bottle Ap	r and Certification/ proval	 Instructions Log Off 					
Upload Othe	r Attachme	nts					
Upload Other Atta Step 1: Click Browse to (Note: Valid type/extens .jpe), and TIFF(.tif, .tiff)	Select Attachment		f), JPEG (.jpg, .jpeg,				
Step 2: Indicate Type o	of Image		Browse				
	Select Type of Attachme	ent 🗸					
Step 3: Click Attach Fil (Note: You may attach		duct. Each file may	not exceed 750 KB.)				
	up to 10 files per proc Attach file		not exceed 750 KB.)				
(Note: You may attach	up to 10 files per proc Attach file		not exceed 750 KB.) Remove?				
(Note: You may attach (Other Attachment File Name	Attach file as: Successfully U	lploaded Type	-				
(Note: You may attach (Other Attachment File Name	up to 10 files per proc Attach file rs: Successfully U File Size appeat steps 1-3 to att	lploaded Type	-				
(Note: You may attach Other Attachment File Name Re	up to 10 files per proc Attach file rs: Successfully U File Size appeat steps 1-3 to att	Iploaded Type tach more files	-				
(Note: You may attach Other Attachment File Name Re	up to 10 files per proc Attach file s: Successfully U File Size apeat steps 1-3 to att n finished	Iploaded Type tach more files	-				
(Note: You may attach Other Attachment File Name Re	up to 10 files per proc Attach file s: Successfully U File Size apeat steps 1-3 to att n finished	Iploaded Type tach more files	Remove?	2003 Contact us at webma	ssTer@ttb.treas_gov		
(Note: You may attach Other Attachment File Name Re	up to 10 files per proc Attach file s: Successfully U File Size apeat steps 1-3 to att n finished Done	Alcohol and Tob.	Remove?	2003 Contact us at webma	sster⊜ttb.tress.gov		
(Note: You may attach Other Attachment File Name Re	up to 10 files per proc Attach file s: Successfully U File Size appeat steps 1-3 to att n finished Done	Iploaded Type tach more files	Remove?	2003 Contact us at webma	ster@tb.tress.gov	Õ	

Follow these steps to upload any other attachments to the application:

- 1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Attachments** button. The Upload Other Attachments page displays. See Figure 1.
- 2. Select the **Browse** button to select an attachment to upload.

► Note: Acceptable attachment types include DOC, TEXT, PDF, JPG, and TIFF (file extensions: .doc, .txt, .pdf, .jpg/.jpeg/.jpe, and .tif/.tiff).

- ▶ Note: You can attach up to 10 files per application, each up to 750KB in size.
- 3. Select the attachment type from the drop-down list.
- 4. Select the Attach file button.

- 5. To attach additional files, return to Step 2.
- ► Note: To remove an attachment, select the <u>Remove</u> link.
- 6. Select the **Done** button to close the page.