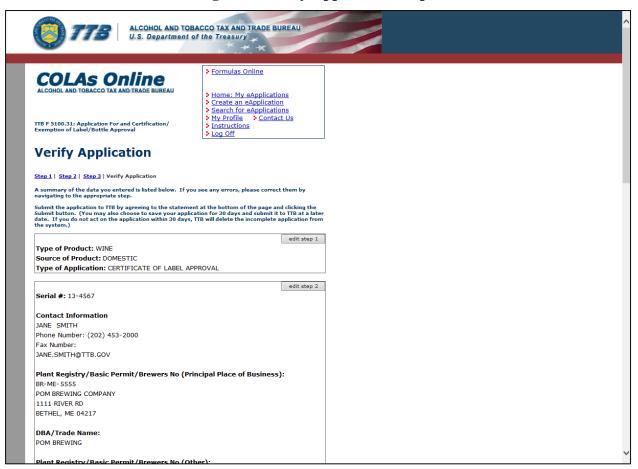


COLAs Online

Verify Application

The Verify Application page allows users to view and edit all information entered before sending the application to TTB for processing. Figure 1, Figure 2, and Figure 3 detail the Verify Application page.

Figure 1: Verify Application (Top)



Verify Application

Figure 2: Verify Application (Middle)

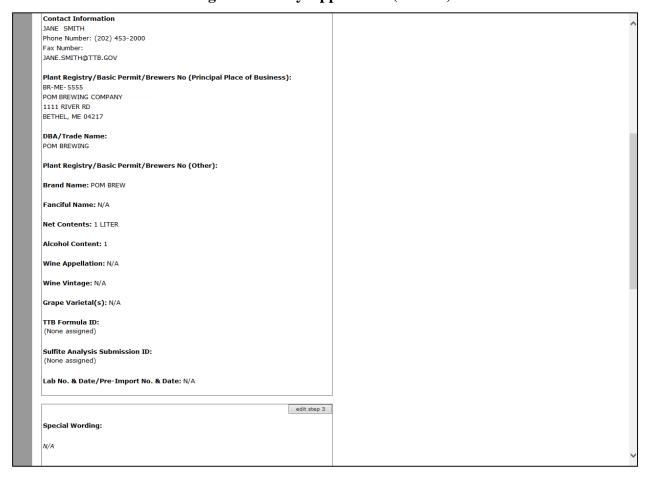




Figure 3: Verify Application (Bottom)

Follow these steps to verify the information entered before submitting:

- 1. Select the **edit step 1** button to edit information before submitting or saving.
- ▶ Note: You may be restricted from editing information in the Step 1: Application Type page for a submitted application in "Needs Correction" status. The edit step 1 button will not be available in the Verify Application page when you select the Make Corrections link to make corrections to the submitted 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.
- 2. Select the **edit step 2** button to edit information before submitting or saving.
- ▶ Note: There is a 2000 character limit for the Notes to Specialist and Previous Notes fields. For example, if you previously added a note of 1000 characters, you can only submit a current note of 1000 characters.
- ▶ Note: You may be restricted from editing information in the Step 2: COLA Information page for a submitted application in "Needs Correction" status. If you are restricted from editing this information, the edit step 2 button will not be available in the Verify Application page when you select the Make Corrections link to make corrections to the submitted application.

Verify Application

- 3. Select the **edit step 3** button to edit information before submitting or saving.
- ▶ Note: You may be restricted from editing information in the Step 3: Upload Labels page for a submitted application in "Needs Correction" status. If you are restricted from editing this information, the **edit step 3** button will not be available in the Verify Application page when you select the Make Corrections link to make corrections to the submitted application.
- 4. To view an image attachment, select the image link.
- 5. To view an attachment, select the attachment link.
- 6. To verify the image attachment with the actual dimensions specified, select the <u>Verify</u> Uploaded Images link.
- ► **Note:** You will not be allowed to submit the application if you do not select the <u>Verify Uploaded Images</u> link.
- 7. Select the "I agree" checkbox if you concur with the penalty of perjury statement.
- ▶ Note: You will not be allowed to submit the application if you do not select the "I agree" checkbox.
- 8. Select the **Submit application** button to send the application to TTB for processing.
- ▶ Note: Only an External User can submit an application. The External Preparer/Reviewer User can only save an application (see next step) which can be submitted by an External User at a later time. See Search for eApplications.
- 9. Select the **Don't submit yet**; save for 30 days button to save the application information for up to 30 days.
- ▶ **Note:** After 30 days, the saved application will be deleted.
- 10. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.
- ▶ Note: If an application is in "Saved not Submitted" status, select the Cancel Changes button to cancel the change application process and return to the Home: My eApplications page.
- ▶ Note: If an application is in "Needs Correction" status, select the Cancel Corrections button to cancel the correct application process and return to the Home: My eApplications page.