



# 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)**

**COLAs Online**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

### Verify Application

[Step 1](#) | [Step 2](#) | [Step 3](#) | Verify Application

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

[edit step 1](#)

**Type of Product:** WINE  
**Source of Product:** DOMESTIC  
**Type of Application:** CERTIFICATE OF LABEL APPROVAL

[edit step 2](#)

**Serial #:** 13-4567

**Contact Information**  
JANE SMITH  
Phone Number: (202) 453-2000  
Fax Number:  
JANE.SMITH@TTB.GOV

**Plant Registry/Basic Permit/Brewers No (Principal Place of Business):**  
BR-ME- 5555  
POM BREWING COMPANY  
1111 RIVER RD  
BETHEL, ME 04217

**DBA/Trade Name:**  
POM BREWING

**Plant Registry/Basic Permit/Brewers No (Other):**

## Verify Application

**Figure 2: Verify Application (Middle)**

<p><b>Contact Information</b> JANE SMITH Phone Number: (202) 453-2000 Fax Number: JANE.SMITH@TTB.GOV</p> <p><b>Plant Registry/Basic Permit/Brewers No (Principal Place of Business):</b> BR-ME-5555 POM BREWING COMPANY 1111 RIVER RD BETHEL, ME 04217</p> <p><b>DBA/Trade Name:</b> POM BREWING</p> <p><b>Plant Registry/Basic Permit/Brewers No (Other):</b></p> <p><b>Brand Name:</b> POM BREW</p> <p><b>Fanciful Name:</b> N/A</p> <p><b>Net Contents:</b> 1 LITER</p> <p><b>Alcohol Content:</b> 1</p> <p><b>Wine Appellation:</b> N/A</p> <p><b>Wine Vintage:</b> N/A</p> <p><b>Grape Varietal(s):</b> N/A</p> <p><b>TTB Formula ID:</b> (None assigned)</p> <p><b>Sulfite Analysis Submission ID:</b> (None assigned)</p> <p><b>Lab No. &amp; Date/Pre-Import No. &amp; Date:</b> N/A</p>	
<p><a href="#">edit step 3</a></p> <p><b>Special Wording:</b> N/A</p>	

## Verify Application

**Figure 3: Verify Application (Bottom)**

Labels:			
File Name	File Size	Type	Dimensions
<a href="#">Test4.jpg</a>	316KB	Brand (front)	5 inches W X 5 inches H

Other Attachments:		
File Name	File Size	Type

Verify uploaded images with actual sizes  
[Verify Uploaded Images](#)

Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.

I agree


Date of Application 06/06/2014    Applicant Name JANE SMITH

or

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 [afid@ttb.gov](mailto:afid@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.

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 [Verify Uploaded Images](#) link.

► **Note:** You will not be allowed to submit the application if you do not select the [Verify Uploaded Images](#) 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.