

Permits Online

What's New in Permits Online 4.0 (Industry Members)

July 17, 2014

The following enhancements in functionality and interface are included in Version 4.0 of the Permits Online system:

• **Microsoft Silverlight Requirement for Uploading Attachments** – You may be prompted to install Microsoft Silverlight when attempting to upload an attachment in Permits Online. If you do not already have this free plug-in installed on your machine, you will be required to download and install it before you may upload attachments in Permits Online.



Microsoft Silverlight Installation Prompt

If you do not see the <u>Upload a New Attachment</u> link when creating an application in Permits Online and are not prompted to install Microsoft Silverlight, go to the <u>Microsoft web site</u> to download and install the plug-in. • **Permits Online Interface Updates** – You may now add 1-10 rows of application information simultaneously to the Permits Online application in a separate window. Previously, you could only add the application information a row at a time in the same page below existing rows. In addition, if you have a large number of rows, you no longer experience any performance issues.

Permits Online Application Information (Previous)

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Permits Online Application Information (Current)

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► Note: You must select the **Submit** button in the window to submit the completed rows.

• **Permits Online Footer Update** – You may now view the following information in the footer of all Permits Online pages:

To contact TTB for more information or support in using the Permits Online system, please call 1-855-TTB-PONL (1-855-882-7665) or visit the Permits Online Customer Support site for online resources and information.

This site is best viewed at 1024 x 768 screen resolution or higher using Internet Explorer 8 or 9, Firefox 17, Chrome 23, or Safari 5.

Permits Online Footer Update

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• **Permits Online Attachment Instructions Update** – You may now view the following information in Step 3 : Business Information > Business Info & Documents under Attachment Instructions when creating an application:

Use the Attachment table to upload supplemental documents. Select "Upload a New Attachment" for each supplemental document that you are uploading. Contact TTB for more information or support about this table or click <u>here</u> to access the PONL Customer Reference Guide.

Users running Apple OS X 10.6.8 or later should click <u>here</u> for instructions to provide their supporting documents.

Permits Online Attachment Instructions Update

Attachment

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Attachment List

Files can be up to 16MB in size. Preferred document type is PDF.

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The PONL document attachment process may not work from computers running Apple OX X 10.6.8 ("Mavericks") or later. Please select "Faxed" as your method for providing your required supporting documentation and continue to submit your application. Following submission of your application, please click on the "Print Cover Sheet" button and follow the Cover Sheet instructions to fax the materials to 202-453-2989.