



Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

TTB Webinar Series

COLAs Online Workshop

SEPTEMBER 29, 2020

Agenda

- Register for an account
- Modify your registration
- Overview of the COLA application process
- Application status changes
- Tips for successful images
- Frequent application errors
- The Public COLA Registry



TTB Disclaimer

This information is being presented to help the public to understand and comply with the laws and regulations that the Alcohol and Tobacco Tax and Trade Bureau (TTB) administers.

It is not intended to establish any new, or change any existing, definitions, interpretations, standards, or procedures regarding those laws and regulations.

In addition, this presentation may be made obsolete by changes in laws and regulations.

Please consult the applicable laws and regulations for the most current requirements. Sample documents (such as records, returns, and labels) are for illustrative purposes only and contain fictitious data.



How to Register for an Account in COLAs Online or Formulas Online

Tracy Holden, Formula Specialist



Before You Register For COLAs Online or Formulas Online:

- Make sure you have power of attorney or signing authority on file with the National Revenue Center
- User IDs and passwords must not be shared
 - Each individual submitting applications on behalf of the company must have their own username and password



Before You Register For COLAs Online or Formulas Online:

- If an employee leaves the company or no longer has permission to submit applications on behalf of the company be sure to contact us to have the user's profile deactivated
 - Also contact the TTB National Revenue Center to have the individual removed from your company file



COLAs Online Workshop

COLAS ONLINE ROLE OPTIONS



COLAs Online Role Options

- Two Role Options

1. Submitter w/signing authority

- Authorized to sign, or to appoint persons to sign documents submitted on the corporation/LLC's behalf to TTB
 - The options available to the submitter w/signing authority are, submitting, correcting and maintaining a database of all e-apps sent in for approval



COLAs Online Role Options (Continued)

- Two Role Options Preparer / Reviewer
 2. An industry member is ONLY authorized to prepare the e-app for the submitter w/signing authority to send off to TTB for review

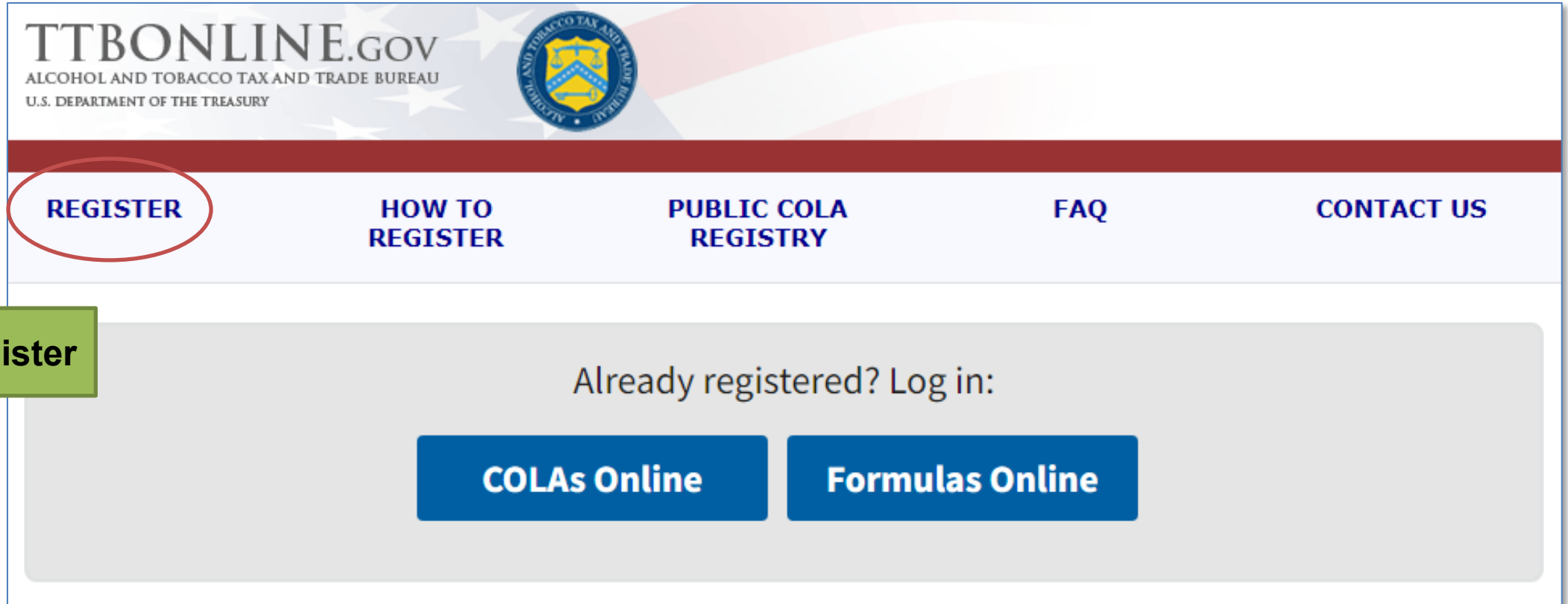


COLAs Online Workshop

REGISTRATION PROCESS OVERVIEW



Type ttbonline.gov into your browser



The screenshot shows the top portion of the TTBONLINE.GOV website. At the top left, the text reads "TTBONLINE.GOV" in a large, bold, serif font, with "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU" and "U.S. DEPARTMENT OF THE TREASURY" in smaller fonts below it. To the right of the text is the official seal of the Alcohol and Tobacco Tax and Trade Bureau, which features a shield with a scale of justice, a key, and stars, surrounded by the words "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". Below the header is a horizontal navigation bar with a light blue background and a dark red border. It contains five menu items: "REGISTER", "HOW TO REGISTER", "PUBLIC COLA REGISTRY", "FAQ", and "CONTACT US". The "REGISTER" link is circled in red. Below the navigation bar is a large, light gray rectangular area. In the center of this area, the text "Already registered? Log in:" is displayed. Below this text are two blue rectangular buttons with white text: "COLAs Online" and "Formulas Online".


Select Register




New Users: Select OK

REGISTER HOW TO REGISTER PUBLIC COLA REGISTRY FAQ CONTACT

Message from webpage

 If you are already a COLAs Online or Formulas Online user, and wish to use the other system, you do not need to re-register. Instead, click 'Cancel', log in, and select 'My Account / Companies / Add' to apply.

If you have neither a COLAs Online nor a Formulas Online account and wish to register, click 'OK'.

PERM  [ts Online](#)



Main Tab: Info about you and your account

User Registration

Main Company Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

- Type of Application

New Application
 Reactivate an Inactive Account

Personal Information

* First Name: Tracy M. I.: * Last Name: Holden
* Employer: TTB Title:
* Phone Number: 5555555 Fax Number:
Address Format: USPS Domestic
* Street: 1310 G St NW
* City: Washington
* State: DC
* Zip: 20005

- Business E-mail Addresses

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

Authentication Questions

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

	QUESTION	ANSWER
* 1:	City you were born in?	
* 2:		
* 3:		

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read and understand the contents of this application.

Validate Cancel **Next »**

You must fill in every field that has a red asterisk *



Company Tab

User Registration ?

Main | **Company** | Comments | Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Company Detail ?

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL
					<input type="button" value="Add"/>	

Select Submitter or Preparer/Reviewer

Select Add

Note: The preparer/reviewer role can do everything a submitter can except submit



Add Company: Information about your company

Add Company

Company

— System Information —

- System Requested: COLAs Online Formulas Online
- System Access: Submitter Preparer / Reviewer
- Company Type: Alcohol Beverage Nonbeverage Product

— Company Information —

*Registry, Permit, or Brewer's Notice: (Provide the Registry Number from your Basic Permit)

Date of Permit Issue: (Format: MM/DD/YYYY)

Company Code: (if known)

*Company Name:

Address Format:

*Street:

*City:

*State:

*Zip Code:

Individual Information

- Relationship of Applicant to Company: Employee Representative
- Signature Authorization: Owner Signing Authority Power of Attorney

— Approver Information —

Title of Company Approval Official:

Name of Company Approval Official:

Signing Authority or Power of Attorney Files

You have indicated that you derived your Signature Authorization from 'Power of Attorney' or 'Signing Authority'. A signed Power of Attorney (OMB No.1513-0014) or Signing Authority (OMB No.1513-0036) form respectively, must be on file at the National Revenue Center (NRC) before you will be granted access to file COLAs or Formulas for this company. This certifies that the appropriate authorization was granted and the correct form(s) are currently on file at the NRC.

I agree

Check **I agree** confirming that you have signing authority or power of attorney on file with the TTB National Revenue Center

Select **OK** to add the company to your profile



Company Detail: A summary of your Request

User Registration ⓘ

Main | **Company** | Comments | Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Company Detail ⓘ

If you are requesting access to COLAs Online, please specify
COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	FONL	Beverage	DC-I-1234	TTB	Submitter	All	New	Pending

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

Select **NEXT** to proceed



Comments Tab

User Registration ⓘ

Main Company **Comments** Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Comments Detail ⓘ

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information if it is provided to any unauthorized party under 26 U.S.C. 7213.

FONL 2.6.1

Select NEXT to proceed



Docs/Links Tab

User Registration

[Main](#) | [Company](#) | [Comments](#) | **[Docs/Links](#)**

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Submission Documents

Read the **Perjury Statement** and check if you agree

DESCRIPTION

INVALIDATED FILE

SIZE

DATE

Upload

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

« Previous

Validate

Cancel

Submit

Select Submit

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information and may be disclosed to any unauthorized party under 26 U.S.C. 7213.



User Registration Confirmation

User Registration

Thank You. Your application has been successfully submitted. Please check ttb.gov for the current processing times for COLAs/FONL registrations. You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1384433. You should keep a record of this submission ID for tracking purposes.

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Your **submission ID** number appears in this message



User ID Email Notification

Applications are processed in the order in which they are received

Check the latest processing times:

<https://www.ttb.gov/formulation/processing-times>



COLAs ONLINE/ FONL NOTIFICATION

ATTENTION: This is an important email which should be retained for reference. This document contains information that will assist you in future technical details about your COLAs Online or FONL access.

Congratulations! You have been approved for the Alcohol and Tobacco Tax and Trade Bureau (TTB), Advertising, Labeling and Formulation Division's COLAs Online or FONL! As requested, a COLAs Online or FONL profile has been created for you to access the system. **Your User Name is THOLDE1**

Note your User Name

*****You must log on to www.ttbonline.gov to create your password.*****

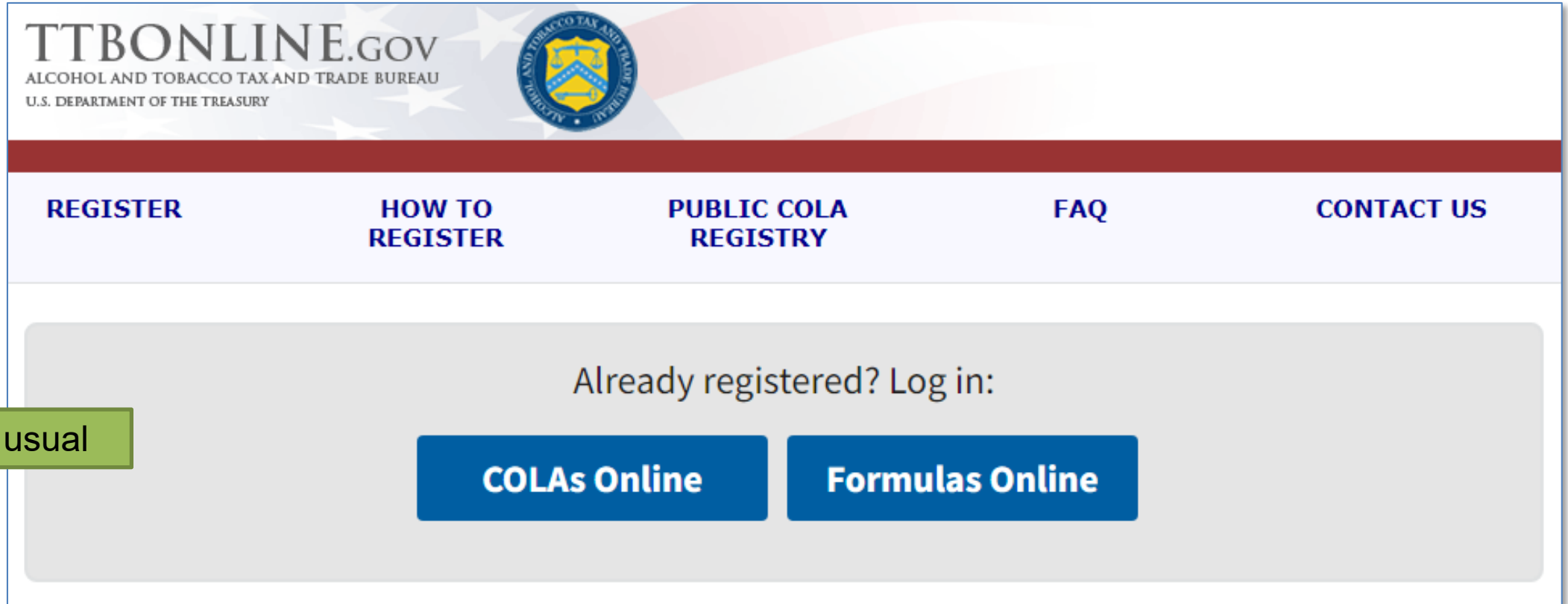
Note: The sharing of your user ID and password with other individuals is a security violation and can result in the cancellation of your "COLAs Online" privileges. You are responsible for any computer activity associated with your user name and password.

COLAs Online Workshop

MODIFYING YOUR REGISTRATION



Type ttbonline.gov into your browser



The screenshot shows the top portion of the TTBONLINE.GOV website. At the top left, the text reads "TTBONLINE.GOV" in a large, bold, serif font, with "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU" and "U.S. DEPARTMENT OF THE TREASURY" in smaller fonts below it. To the right of the text is the official seal of the Alcohol and Tobacco Tax and Trade Bureau, which features a shield with a scale of justice, a key, and a banner, surrounded by the words "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU" and "1792". Below the header is a dark red horizontal bar. Underneath this bar is a white navigation menu with five items: "REGISTER", "HOW TO REGISTER", "PUBLIC COLA REGISTRY", "FAQ", and "CONTACT US". Below the navigation menu is a large, light gray rectangular area containing the text "Already registered? Log in:". To the left of this area, there is a green callout box with the text "Log in as usual". Below the "Log in:" text are two blue buttons with white text: "COLAs Online" and "Formulas Online".

Log in as usual



Select My Profile



My Submissions [New](#)

Submissions

My Submissions

Showing 0 to 0 of 0 entries

Filter:

◆ SUBMISSION ID ▼ TTB FORMULA ID ◆ COMPANY FORMULA# ◆ TYPE ◆ PAPER ◆ SUBMISSION STATUS ◆ SUBMISSION DATE ◆ APPROVAL/REJECT DATE ◆ PRODUCT ◆ SUBMITTER ◆

No data available in table

Showing 0 to 0 of 0 entries

Filter:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

FONL 2.6.1



User Profile: Modify Registration

User Profile

– Personal Information –

[Change Password](#)

* First Name: M. I.: * Last Name:

* Employer:

Title:

Label Rep. ID:

* Phone Number: Fax Number:

Address Format: ▼

* Address Line 1:

Address Line 2:

* City:

* State: ▼

* Zip:

[Modify Registration](#)



User Profile: Modify Registration

- To **update your account**, e.g., password, email address, or authentication questions use the **Main** tab
 - Note: you cannot change the name on your account. Adding new/additional people to a permit requires a new registration
- To **add additional permit(s)** to your profile, use the **Company** tab




COLAs Online Overview

Sean Prather, Labeling Specialist



ttbonline.gov: Login Experience



The screenshot displays the top section of the ttbonline.gov website. At the top left, the text reads "TTBONLINE.GOV" in a large, bold, blue font, with "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU" and "U.S. DEPARTMENT OF THE TREASURY" in smaller text below it. To the right of the text is the official seal of the Alcohol and Tobacco Tax and Trade Bureau, which features a shield with a scale of justice, a key, and a banner, surrounded by the words "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". Below the header is a dark red horizontal bar. Underneath this bar is a light blue navigation menu with five items: "REGISTER", "HOW TO REGISTER", "PUBLIC COLA REGISTRY", "FAQ", and "CONTACT US". Below the navigation menu is a large, light gray rectangular area containing the text "Already registered? Log in:" centered. Below this text are two blue buttons with white text: "COLAs Online" and "Formulas Online".





LOG IN

to continue to Formulas Online/COLAs Online

[Register for an account](#) | [Recover username](#) | [Set a new password](#)



Username

Password

Log in

Looking for Permits Online instead?



[Log in to Permits Online](#)

[Contact Us](#)

[Privacy Policy](#)

[Privacy Impact Assessment](#)



- [Home: My eApplications](#)
- [Create an eApplication](#)
- [Search for eApplications](#)
- [My Profile](#) [Contact Us](#)
- [Instructions](#)
- [Log Off](#)

TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval


Welcome, Sean Prather, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle Approval. With this tool, you can view status of applications you've submitted previously or you can create and submit new COLA applications.

Check the most recent processing times for [label applications](#).

My eApplications

This list is limited to your most recent 300 eApplications.
Please use Search for eApplications link above to find applications not listed here.

Create an eApplication

 = Approved with Qualifications. Qualifications may require you to modify the label(s) before printing; please review carefully.

 [Export all Applications](#)

Showing 1 to 1 of 1 entries

Filter list:

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
20037001000001	BW-NY-924	SP WINES		201234	02/06/2020	NEEDS CORRECTION	03/07/2020

Showing 1 to 1 of 1 entries

Previous Next



Allowable Changes to Approved Labels

* fields are required

Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?

If you are considering making changes to previously approved labels, please review the [complete list of allowable revisions](#) **before** you submit your COLA application; you may not need to send us the revised labels at all!

- [Examples of Labels with Allowable Changes](#)
- [Complete List of Allowable Revisions To Approved Labels \(Printer-Friendly Version\)](#)
- Webinar Presentation: [Allowable Revisions To Approved Labels](#)

* Yes, I have read the list of allowable revisions

Cancel

Continue



Create Application

Step 1 of 3: Application Type

Step 1

* fields are required

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

* Type of Product ?

- Wine
 - Domestic SAKE Application
- Distilled Spirit
- Malt Beverage

* Source of Product ?

- Domestic
- Imported



Type of Application ?

- Certificate of Label Approval
- Certificate of Exemption from Label Approval
 - *This item will only be sold in ▾

Resubmission ?

Is this application a resubmission of a previously rejected application?

- Yes
- No

*If yes, indicate the previously rejected TTB ID

▾ or

Cancel application

Next >>

Alcohol and Tobacco Tax and Trade Bureau, 2003. Contact

UNITED STATES



Create Application

Step 2 of 3 : COLA Information

* fields are required

Step 2

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

Application Information:

* **Serial Number**  18-

Four alphanumeric characters of your choice.

* **Plant Registry/Basic Permit/Brewer's No.**


No.	Address	Select Principal Place of Business
		<input type="radio"/>

DBA/Trade Name  (if any)

- Enter if using a name **other than your official company name** in the ""bottled/packed/imported by" statement.
- Must be a name from your TTB permit record.

80 Characters remaining



*** Brand Name** 

Name from the brand label under which product (line) is sold.

Enter exactly as it appears on the brand label.

200 Characters remaining

Fanciful Name 

Name that further identifies the product (**required for specialty malt beverage and spirit products only**).

ex. Joe's Tropical Ale, Apple Pie Moonshine.

200 Characters remaining

Formula Approval

Beverages that include flavoring, coloring, or certain other ingredients require a TTB formula approval before you submit your label application. Before proceeding, use the formula tool to [see if your beverage needs approval](#).

If it does, please obtain formula approval before completing this label application to avoid processing delays.

* Based on the formula tool, I believe:

- Formula approval **is not** required for this beverage.
- Formula approval **is** required, and I have the approval.



Step 2 continued

Grape Varietal(s)

Required if varieties appear on the brand label. Select one, then "Add"; repeat for each varietal.

--Select Grape Varietal--

Add Grape Varietal

Grape Varietal

Remove?

(None assigned)

Wine Appellation ?

Required if appellation appears on the brand label.

--Select Appellation Option--

Notes to Specialist

Text area for notes to specialist with scroll arrows.

1965 Characters remaining

Previous Notes

Text area for previous notes with scroll arrows.

Cancel application

<< Previous

Next >>



Create Application

Step 3 of 3 : Upload Labels

Step 3

**fields are required*

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

Note: You do not need to repeat information that is already listed in English on the label.

SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

1995 Characters remaining



***Upload Label Images:**

Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
-----------	-----------	------	------------

>> add/remove Images

Upload Other Attachments:

Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
-----------	-----------	------

>> add/remove Attachments

Cancel application

<< Previous

Next >>



Upload Label Images

**fields are required*

Upload Label Image:

* Step 1: Click Browse to Select Attachment

Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and PNG (.png).

* Step 2: Indicate Type of Image

TTB may designate any image you upload as the brand label, if an image other than the one you uploaded as the brand label meets the brand label requirements.

This change will NOT affect the actual image, only the designation of the upload.

--Select Type of Attachment-- ▼



*** Step 3: Specify the Actual Dimensions of the Printed Label**

This is the size of the actual printed label, which may be different than the image size. Only the image should be uploaded, if label is scanned you will need to crop the image before uploading to remove unwanted "white space" surrounding image.

width inches height inches

*** Step 4: Click Attach File**

You may attach up to 10 files per product. Each file may not exceed 1.5 MB.

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
-----------	-----------	------	------------	---------

Repeat steps 1-4 to attach more files

Step 5: Click Done when finished



Upload Label Image:

*** Step 1: Click Browse to Select Attachment**

Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and PNG (.png).

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--Select Type of Attachment-- ▾

*** Step 3: Specify the Actual Dimensions of the Printed Label**

This is the **size of the actual printed label**, which may be different than the image size. Only the image should be uploaded, if label is scanned you will need to crop the image before uploading to remove unwanted "white space" surrounding image.

width inches height inches

*** Step 4: Click Attach File**

You may attach up to 10 files per product. Each file may not exceed 1.5 MB.

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
Sean Creek.jpg	148KB	Brand (front) or keg collar	3.5 inches W X 3.5 inches H	Remove

Repeat steps 1-4 to attach more files

Step 5: Click Done when finished



Provide **text that is blown, branded, or embossed on the container**; please be specific (e.g., 750 ml branded on the container). If this information is on the label, you can leave this box empty:

1995 Characters remaining

***Upload Label Images:**

Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
Sean Creek.jpg	148KB	Brand (front) or keg collar	3.5 inches W X 3.5 inches H

>> add/remove Images

Upload Other Attachments:

Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
-----------	-----------	------

>> add/remove Attachments

Cancel application

<< Previous

Next >>



Preventable Image Errors

- If you open your label after it's been “successfully uploaded” you can prevent the following image problems before submission
 - Compression
 - Color Bars / Resolution
 - Red X
 - White Space
 - Illegibility
- NOTE: These errors will delay approval of your submission



Verify Application

**fields are required*

[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.)

Type of Product: WINE Source of Product: DOMESTIC Type of Application: CERTIFICATE OF LABEL APPROVAL	edit step 1
---	-------------

Serial #: 20-1234 Contact Information Sean Prather Phone Number: (202) 453-2258 sean.prather@ttb.gov Plant Registry/Basic Permit/Brewers No (Principal Place of Business):	edit step 2
--	-------------

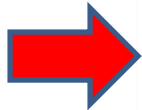


Special Wording:

N/A

Labels:

File Name	File Size	Type	Dimensions
Sean Creek.jpg	148KB	Brand (front) or keg collar	3.5 inches W X 3.5 inches H



Other Attachments:

File Name	File Size	Type
-----------	-----------	------

***Verify uploaded images to ensure images and actual sizes display correctly**



[Verify Uploaded Images](#)



Verifying continued

Special Wording:

N/A

Labels:

File Name	File Size	Type	Dimensions
Sean Creek.jpg	148KB	Brand (front) or keg collar	3.5 inches W X 3.5 inches H

Other Attachments:

File Name	File Size	Type
-----------	-----------	------

***Verify uploaded images to ensure images and actual sizes display correctly**
[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 09/24/2020 **Applicant Name** Sean Prather

or





TTB

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

COLAs Online

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

**TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval**

Application Submitted

You have successfully submitted your application. Your TTB ID number is _____ (for Permit or Registry No.), Serial Number I _____).

(Note: You may disregard any previous TTB IDs associated with "Saved, Not Submitted" versions of this application you may have created in the past.)

If you have any questions about your application please contact:

**Alcohol and Tobacco Tax and Trade Bureau
Advertising, Labeling and Formulation Division
1310 G Street, NW, 4th Floor
Washington, DC 20220
Attention: Customer Service Team**

1-866-927-ALFD (2533)

- [Home: My eApplications](#)
- [Create an eApplication](#)
- [Search for eApplications](#)

- [My Profile](#)
- [Contact Us](#)
- [Instructions](#)

- [Log Off](#)

create an eApplication

Back to My eApplications



COLAs Online Workshop

APPLICATION STATUS CHANGES



Application Statuses

- **Received** – You've successfully uploaded your application
- **Assigned** – A specialist has your application in his/her inbox and it should be processed soon
- **Hold for Research** – The specialist needs to research your application further
- **In Review** – Your e-app is with a Quality Assurance Specialist or it's been sent back to the specialist for further review



Status Fields (continued)

- **Needs Correction** – You have corrections that need to be made before you receive approval
- **Approved** – You now have an approved COLA and can print the printable version
- **Approved With Qualifications** – Your application has been approved with notices or conditions under which the labels may be used



Status Fields (continued)

- **Conditionally Approved** – TTB has proposed minor changes/corrections on an application that is otherwise considered approvable.
 - You can accept the changes and then your COLA will be approved
 - Or you can decline, at which point the status will be Needs Correction
- **Rejected** – You either waited too long to make changes to the corrections (more than 30 days) or, in some cases, the COLA was sent back too many times and you did not make the recommended corrections.



From: donotreplyCOLA@ttb.gov [<mailto:donotreplyCOLA@ttb.gov>]

Sent: 02/06/2020

To: SPRATH1

Subject: Application Status Change Notification

Email notification

TTB ID: 20037001000001

Basic Permit: BW-NY-924

Serial Number: 201234

New Status: NEEDS CORRECTION

Previous Status: RECEIVED

The status of your recent COLAs Online application has changed (see above).

PLEASE NOTE: If your COLA has been approved, it may contain qualifications (notices or conditions under which the labels may be used). Please be sure to review and address all qualifications before printing your labels (as necessary).

Visit COLAs Online (<https://www.ttbonline.gov/colasonline/>) for more details and to obtain a copy of your approved COLA.

If you have any questions about your application please contact our Customer Service Team:

1-866-927-ALFD (2533)

or

<https://www.ttb.gov/contact-alfd>

Thank you for using COLAs Online!



Application Needs Correction

TTB ID: 20037001000001

[Printable Version](#)

Application Status: N/A

Application Status Reason:

Date Status Last Updated: 02/06/2020 11:45:40 AM

[Withdraw eApplication](#)

Brand Name: SP WINES

Type of Product: WINE

Source of Product: DOMESTIC

Serial #: 201234

Type of Application: LABEL APPROVAL

Date Submitted: 02/06/2020

The Application needs correction for the reasons listed below. Click [make corrections](#) to edit the information from your original submission. All corrections must be completed by **03/07/2020** or the application will be automatically rejected.

Reason(s)

- A class and type such as, "Red Wine," "White Wine," or a grape varietal is required to appear on your brand label. 27 CFR § 4.34


Back



My eApplications

This list is limited to your most recent 300 eApplications.
Please use Search for eApplications link above to find applications not listed here.

Create an eApplication

 = Approved with qualifications (notices or conditions under which the labels may be used).
Open the record for details.

 [Export all Applications](#)

Showing 1 to 20 of 300 entries

Filter list:

Excel

Copy

Print

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
				19FGHR	05/13/2019	CONDITIONALLY APPROVED	05/17/2019
				1934ER	05/15/2019	NEEDS CORRECTION	05/22/2019
				19WETG	05/10/2019	RECEIVED	
				191245	05/01/2019	IN REVIEW	
				19FHGT	04/29/2019	CORRECTED	



Accept or Decline TTB's Proposed Changes to your Application

[Printable Version](#)

TTB ID:		Brand Name:	LEMURS
Permit Number:		Fanciful Name:	
Serial Number:		Appellation:	AMERICAN
		Grape Varietal:	Chardonnay

During our review of this COLA application, we determined that the label itself is approvable. However, we found one or more inconsistencies between the information on the label and the information on your application.

We have proposed the following changes to your application to correct these inconsistencies:

- Brand Name changed from "LIMURS" to "LEMURS"
- Grape Varietals changed from "(blank)" to "Chardonnay"

[View your labels](#) at the bottom of the printable version for reference.

If you agree with all of TTB's proposed changes: Select ACCEPT. The status of your application will automatically change to "APPROVED."

If you disagree with one or more of the proposed changes: Select DECLINE. The status of your application will automatically change to "NEEDS CORRECTION," and you can correct the inconsistencies yourself. You may explain why you declined the changes using the "Notes to Specialist" field.

Please accept or decline these changes by 07/02/2019:

ACCEPT changes

DECLINE changes

If you do not select ACCEPT or DECLINE by the date above, the status of the application will automatically change to "NEEDS CORRECTION."

If you have any questions, please contact our Customer Service Team at 1-866-927-2533



Message ✕

You have **accepted** TTB's changes to your application; your labels are now approved.

Cancel Acceptance **OK**



Information / Error Messages:

- You have either declined or didn't respond to our message about TTB's proposed changes to your application, so we have removed the changes and placed your original submission in Needs Correction status.

Please make the corrections requested below, then resubmit your application.

Application Needs Correction

TTB ID: [REDACTED] [Printable Version](#)

Application Status: N/A

Application Status Reason: Industry member declined TTB changes

Date Status Last Updated: 05/21/2019 09:29:40 AM [Withdraw eApplication](#)

Brand Name: [REDACTED]

Type of Product: WINE

Source of Product: DOMESTIC

Serial #: [REDACTED]

Type of Application: LABEL APPROVAL

Date Submitted: 05/21/2019

The Application needs correction for the reasons listed below. Click [make corrections](#) to edit the information from your original submission. All corrections must be completed by **05/28/2019** or the application will be automatically rejected.

Reason(s)

- The grape varietal(s) used on the label(s) are in conflict. EX: Chardonnay vs. Pinot Gris

Additional Clarification:

The grape varietal is missing from the application but it is present on your label.

- Brand name that is indicated in step 2 of the application is in conflict with what appears on the brand label. You must indicate in Step 2 how it exactly appears on the label. 27 CFR 4.33

Additional Clarification:

The brand name in the application does not match your label.



COLAs Online Workshop

TIPS FOR SUCCESSFUL IMAGES



Tips for Successful Images

- JPEG and PNG images **only**
- Allotted image file size 1.5 MB (max)
- JPEG resolution (medium or low compression rate)
- JPEG quality (medium or low)
- RGB color mode
- 150 DPI (between 100 - 200)
- Only upload image



File Type

- Jpeg and PNG are the only acceptable file formats for label images
- File extensions will be .jpg, .jpeg, .jpe or .png
- PDF and document files may **ONLY** be used for attachments along with jpeg



Image File Size

- Maximum size for each label or attachment file being uploaded is 1.5 MB
- **NOTE:** COLAs Online will not accept image files larger than 1.5 MB



File Compression

- One (or more) of your label images is too small for proper evaluation, so when we apply the specified dimensions to your label, it makes the label too blurry to evaluate
- Please remove the current distorted image(s) and replace with new, larger image(s)
- **TIP:** When you develop your label images, the compression ratio should be set at MEDIUM (7 out of 10 or 70 out of 100) and not exceed 1.5 MB in size



Image Upload

- Label file must contain only the label and must be cropped of all surrounding white space or other text
- Dimensions entered when uploading labels take into account the entire file, including both the label image and any white space or other text



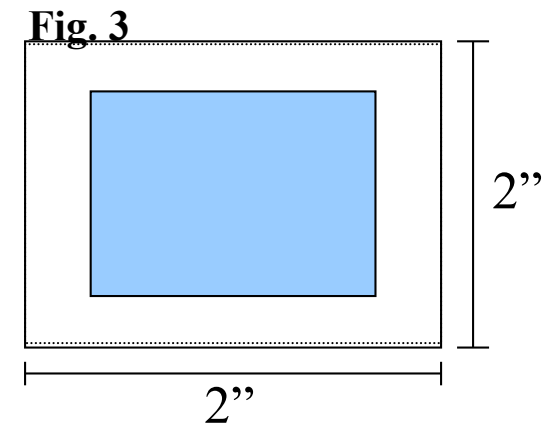
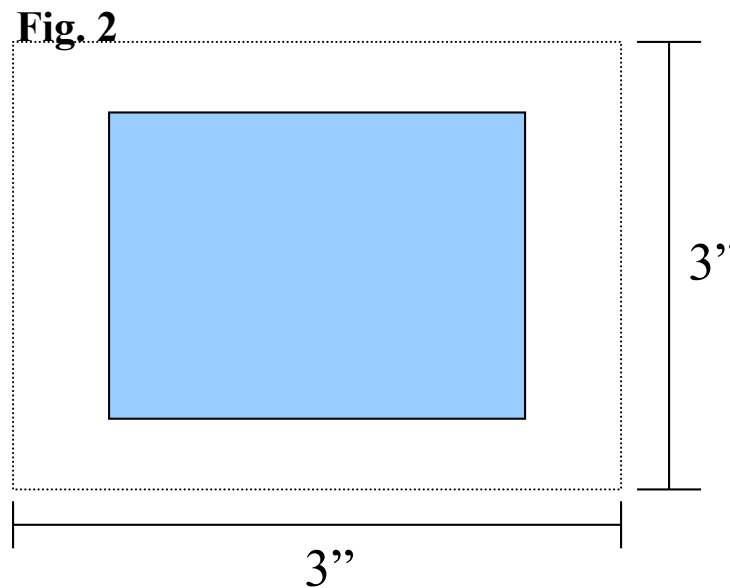
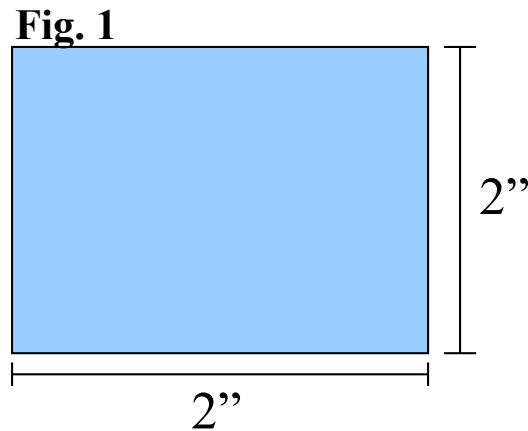
Image Upload (continued)

- You must use the exact measurements of the printed label on the container
- All outside measurements that are not a part of the actual label must be removed before upload
- All printer's proof surrounding details must also be removed

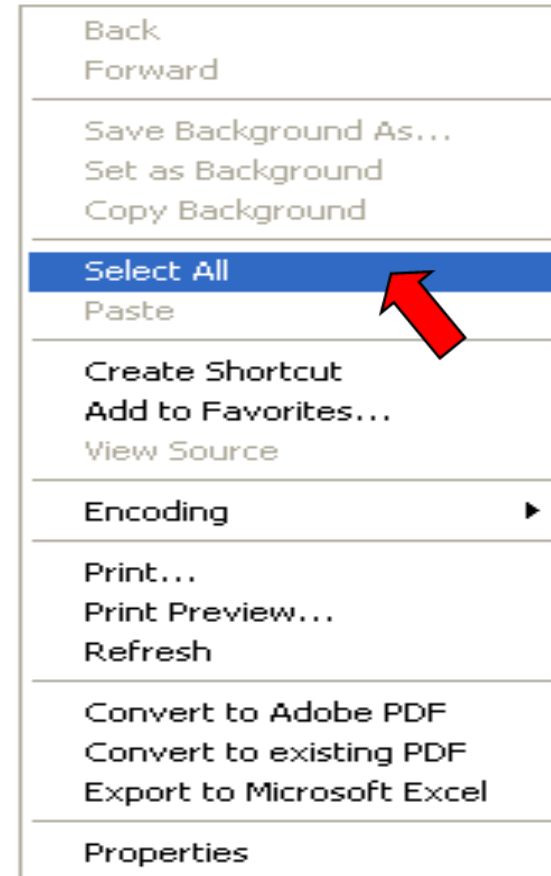


COLAs Online Image Issues

- White space causes COLAs to generate a skewed or distorted image on the Printable COLA



Visual Tip: When viewing images from the view e-app screen, put your cursor to the right of the image—but not **on** the image—and right click your mouse and then click **Select All**. This will highlight the full image, including any white space around the image



Other Image Issues: Dimensions

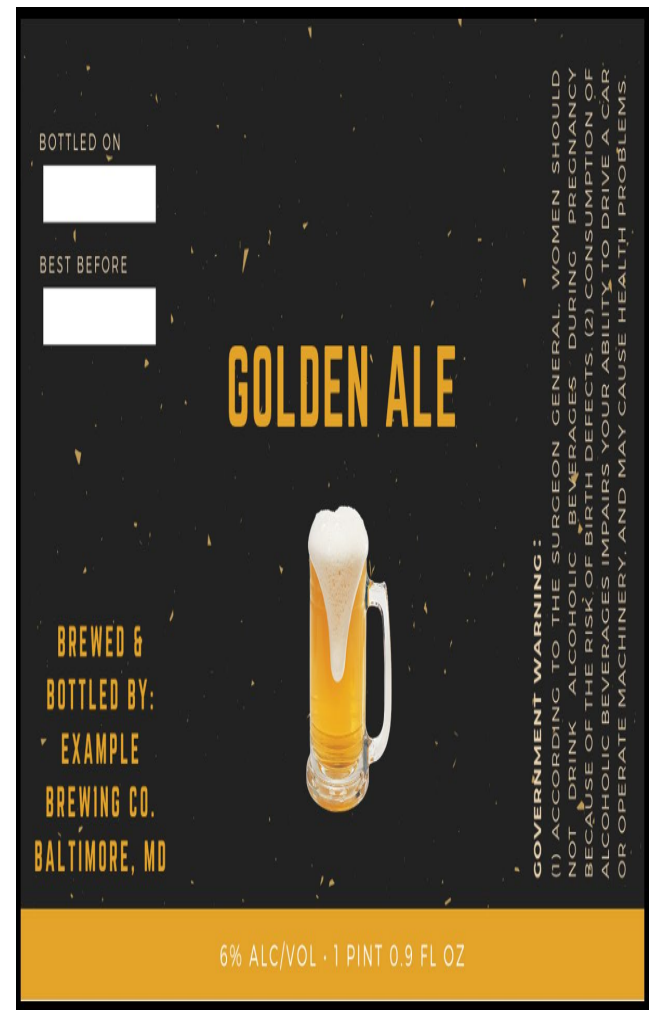
- Label dimensions entered are either reversed or incorrect
 - Please check the dimensions entered for each label image and ensure the dimensions are correct
- Dimensions requested when uploading a label image pertain to the entire file
- Dimensions cited must be exact measurements of the printed label that will be on the container





CORRECT DIMENSIONS

Not distorted when you view Printable version – dimensions were correctly entered



WRONG DIMENSIONS

Label is distorted when you view the Printable version – dimensions were entered incorrectly





TTB

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

COLA Registry

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

- ❖ [Home: My eApplications](#)
- ❖ [Create an eApplication](#)
- ❖ [Search for eApplications](#)
- ❖ [My Profile](#) ❖ [Contact Us](#)
- ❖ [Instructions](#)
- ❖ [Log Off](#)

Application Needs Correction

TTB ID: C
 Applicatio
 Application Status Reason:
 Date Status Last Updated: 10/25/2007 10:53:27 AM
 Brand Name: E
 Type of Product: WINE
 Source of Product: DOMESTIC
 Serial #:
 Type of Application: LABEL APPROVAL
 Date Submitted: 10/22/2007

- ❖ [Printable Version](#)
- ❖ [Make Corrections](#)
- ❖ [Withdraw eApplication](#)



The Application needs correction for the reasons listed below. Click on the "Make Corrections" link above to edit the information from your original application. All corrections must be completed by **11/09/2007** or the application will be automatically rejected.

Code	Reason	Add
1	The company address that appears on your label (s) does not match your Cola's online profile.	

1. Open up the "printable version"
2. Minimize the printable version
3. Open "Make corrections"
4. Go to step 3, open up label
5. Put label image beside the printable version to compare.
6. This will show the dimension issue



Lever du Soleil



French Chardonnay

Alcohol 12% by vol. 750 ml

Step 3 image



20. DATE OF APPLICATION 09/27/2007	21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT (Application was e-filed)	22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT ANTON AGURS
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PART III - TTB CERTIFICATE

This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions and conditions of sale portion of this form.

23. DATE ISSUED	24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
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FOR TTB USE ONLY

QUALIFICATIONS	EX
STATUS THE STATUS IS NEEDS CORRECTION.	an
CLASS/TYPE DESCRIPTION TABLE WHITE WINE	

AFFIX COMPLETE SET OF LABELS BELOW
Image Type: Brand (front)
Actual Dimensions: 2 inches W X 2 inches H



Printable version

Other Image Issues: Labels Uploaded as Single File

- Multiple label images appear in one upload. Each label must be uploaded separately and identified as Brand, Back, Strip, Neck, or Other
- A separate application must be submitted for each product

NOTE: System will now not allow you to submit an application without designating a brand label



- Labels must be saved and uploaded separately
- Each label should have its own upload as brand, back, other, or strip
- You must have a designated Brand label



Brand label



Back Label



Other Image Issues: Illegible Images

IF YOU CAN'T READ IT, WE CAN'T READ IT!



Resubmitting Corrected Image Files

- If your application is returned for correction, make the necessary corrections to your image file. Then open the application and go to Step 3
 - Remove the original image
 - Find and upload the new image
 - Choose the type of label you are uploading
 - Enter the dimensions of the label
 - Click on “Attach file”



COLAs Online Workshop

FREQUENT APPLICATION ERRORS



Frequent Application Errors

- **Step 2 of the Application is missing information or has the wrong information entered:**
 - **Terms placed in incorrect fields:** i.e. Class and type designation in the brand name field
 - **Brand name on e-app does not match label:** You must ensure that what is on the brand label appears in its entirety in this field
 - **Label containing mandatory information is uploaded as a back label:** The brand name, class & type and appellation must appear on the brand label. The class & type and appellation may also appear on a strip label



Frequent Application Errors (Continued)

- **Step 2 of the Application is missing information or has the wrong information entered:**
 - **Appellation is missing, incorrect or differs from what is on the label** – i.e. If you have a vintage date, grape varietal, or the label has Estate Bottled, you **MUST** have an appellation
 - **Trade name/ DBA does not match the label** – This information must be added to the application each time it's used on the label. The DBA is added when the bottler's or importer's company name is different from the operating name listed on your permit
 - DBA/trade name must be registered with NRC before use




COLAs Online Workshop

PUBLIC COLA REGISTRY



Public COLA Registry

TTBONLINE.GOV
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. DEPARTMENT OF THE TREASURY



REGISTER HOW TO REGISTER  PUBLIC COLA REGISTRY FAQ CONTACT US

Already registered? Log in:

[COLAs Online](#) [Formulas Online](#)



Public COLA Registry

- The Public COLA Registry is available to the public (this includes States and Customs and Border Protection), and provides limited access to search for and view approved, surrendered, expired, and revoked COLAs
- It allows the searcher to do the following:
 - Search for COLAs
 - View limited COLA details
 - Display and print completed COLAs
 - View Frequently Asked Questions
 - View approved COLAs within 48 hours of upload

NO USER ID or PASSWORD is NEEDED



Public COLA Registry

Basic and Advanced Searches

- **Basic Search**

- Date Completed
- Product name
- Class/Type
- Origin Code

- **Advanced Search**

- TTB ID Number
- Serial Number
- Registry/Permit/Brewer's Notice
- Vendor Code-prior to April 2003
- Multiple class/type or Origin
- All forms of submitting



Contact Information

- **National Revenue Center: 877-882-3277**
 - NRC contact form: <https://www.ttb.gov/contact-nrc>
- **Alcohol Labeling and Formulation Division:
866-927-2533**
 - ALFD contact form: <https://www.ttb.gov/contact-alfd>

