



# Permits Online

## What's New in Permits Online 4.2 (Industry Members)

September 2, 2015

The following enhancements in functionality and interface are included in Version 4.2 of the Permits Online system:

- **Browser and Mac Compatibility Updates** – You may now submit applications in Permits Online through all the following browsers:
  - Apple Safari (compatible with version 6.0 or higher)
  - Google Chrome (compatible with version 42.0 or higher)
  - Microsoft Internet Explorer (compatible with version 8 or higher)
  - Mozilla Firefox (compatible with version 39.0 or higher)

In addition, you may now submit applications in Permits Online using a Mac computer. When using other browsers you may notice some pages do not look the same as they do when using Internet Explorer. We will continue to work on these cosmetic issues, but Permits Online does function properly in all of the previously mentioned compatible browsers.

- **Auto Fill Button Update** – You may now select the **Auto Fill** button instead of a checkbox when submitting an application in Permits Online. The **Auto Fill** button allows you to automatically populate fields in Application Contact, Business Headquarters, and Mailing Address sections with previously saved information. Once these fields are automatically populated, you may select the [Edit](#) link to make changes, if needed, or select the [Remove](#) link to delete the information.

► **Note:** In the Business Headquarters section, you will still be prompted to manually enter your EIN, a required field, if you use the **Auto Fill** button to automatically populate fields.

### Auto Fill Button

The screenshot shows a multi-step application process. Step 1 is 'Contacts & Location', which is further divided into 'Business Contacts'. The 'Application Contact' section is active. At the bottom of the page, there are two buttons: 'Auto Fill' and 'New'. The 'Auto Fill' button is circled in red. The page includes instructions for entering contact information and a note that an asterisk indicates a required field.

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### Auto Fill Button Update – Populated Fields

1 Contacts & Location   2 Application Information   3 Business Information   4 Review and Submit   5 Cash Bond Amount   6

**Step 1: Contacts & Location > Business Contacts** \* indicates a required field.

#### Application Contact

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

**Application Contact:** This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

**Business Headquarters:** This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

**Mailing Address:** Provide the address where your mail is received.

**Officer-Owner:** This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

✔ Contact added successfully.

**Name: Anna Sari**  
Email Address: anna.sari@ttb.gov  
Primary Phone: 202-453-2000  
**Business Name: TTB**  
EIN:  
PO Box:  
Address: 1310 G Street  
City, State, Zip: Washington, DC, 20005  
[Edit](#) [Remove](#)

- **Zip Code Update** – You are no longer required to add the +4 zip code extension in the Zip Code fields. Now only 5 digits will be accepted in all Zip Code fields.

### Zip Code Update

#### Contact Information

\* Business Name:    ?   \* Employer Identification Number:    ?

Address:

\* City:    \* State:    \* Zip:

Country:

\* Primary Phone:    Alternate Phone:    Fax:

E-mail:

  [Discard Changes](#)

## What's New in Permits Online 4.2 (Industry Members)

- **Attachment Update** – You may now view the progress of a file upload when attaching a file in Permits Online. A progress bar, displayed below the File Name, details the file upload progress by percentage. In addition, if you access Permits Online using a Mac computer or the Chrome browser, you may now attach files of supporting documents with no issue. You are no longer required to install the Microsoft Silverlight plug-in before you can upload attachments in Permits Online.

### Attachment Progress

#### Attachment

Click "Add" to search your computer for each of the required documents that need to be uploaded. Completing this section will require you to have previously saved each document on your computer.

**WARNING:** You will be required to select a document "TYPE" and "Description" of each uploaded document. You **MUST** select the SAVE button at the bottom of this screen **BEFORE** clicking the Continue Application button to ensure all the uploaded documents are successfully attached to your application.

#### Attachment List

**WARNING:** After selecting all the files you wish to upload, click the FINISH button at the bottom of this screen.

Files can be up to **16 MB in size**. Acceptable file types include .doc, .docx, .pdf, .jpg, .xls, .xlsx  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Date	Action
No records found.				

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\* Type: Remove

Bond Form

File:  
Bond Form.pdf  
100%

\* Description:

Save Add Remove All