



## COLAs Online

### What's New in COLAs Online 4.3 (Industry Members)

The following system updates and new functionalities are included in Version 4.3 of the COLAs Online system:

- **File Name Size Update** – Industry Members may now upload images or attachments with file names up to 150 characters in their COLAs application. Previously, file names were limited to 50 characters.

**COLAs Online**  
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](#)

**Upload Other Attachments**  
**Information / Error Messages:**

- File Name Must be Less Than 150 Characters.

**Upload Other Attachments:**  
**Step 1: Click Browse to Select Attachment**  
(Note: Valid type/extensions are DOC(.doc, .docx), TEXT(.txt), PDF(.pdf), JPEG (.jpg, .jpeg, .jpe).)

**Step 2: Indicate Type of Image**

**Step 3: Click Attach File**  
(Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)

**Other Attachments: Successfully Uploaded**

| File Name                             | File Size | Type | Remove? |
|---------------------------------------|-----------|------|---------|
| Repeat steps 1-3 to attach more files |           |      |         |

**Step 4: Click Done when finished**

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.dhs.gov](#)

- **Origin and Class/Type codes update in Public COLA Registry** – Industry members may now see the actual description of the Origin and Class/Type codes in the search result table of Public COLA Registry. Previously, Origin and Class/Type codes were displayed with numeric codes.

## COLA Registry

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Search Public COLA Registry](#)  
[COLAs Online FAQs](#)  
[Contact Us](#)  
[Public COLA Registry Manual](#)  
[Download Public COLA Registry Manual](#)  
[COLAs Online Logon](#)

### Search Results: COLAs

[Printable Version](#)  
[Save Search Results To File](#)

1 to 20 of 115 (Total Matching Records: 115) | [Next >](#)

| TTB ID                         | Permit No. | Serial Number | Completed Date | Fanciful Name         | Brand Name           | Origin  | Class/Type              |
|--------------------------------|------------|---------------|----------------|-----------------------|----------------------|---------|-------------------------|
| <a href="#">01044002000025</a> | BW-AK-3    | 01-1G         | 11/20/2017     | HAWK ALLEY BLACKBERRY | KODIAK ISLAND WINERY | ALASKA  | TABLE FRUIT WINE        |
| <a href="#">03034002000031</a> | BW-AK-2    | 02-03         | 11/20/2017     |                       | ALASKA DENALI WINERY | ALASKA  | TABLE WHITE WINE        |
| <a href="#">03121000000038</a> | BW-AL-1    | 030002        | 11/20/2017     | SOUTHERN CROSS        | PERDIDO VINEYARDS    | ALABAMA | TABLE RED AND ROSE WINE |
| <a href="#">03121000000039</a> | BW-AL-1    | 030003        | 11/20/2017     | HOLIDAYS SOUTH        | PERDIDO VINEYARDS    | ALABAMA | TABLE RED AND ROSE WINE |

- **Warning message before Session time out** – Industry Members may now see a timeout warning message and count-down timer 2 minutes before the session expiration. The user will have the option to click the “Continue Session” button or close the pop-up to continue working.

### My eApplications

Create an eApplication

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

[Printable Version](#)

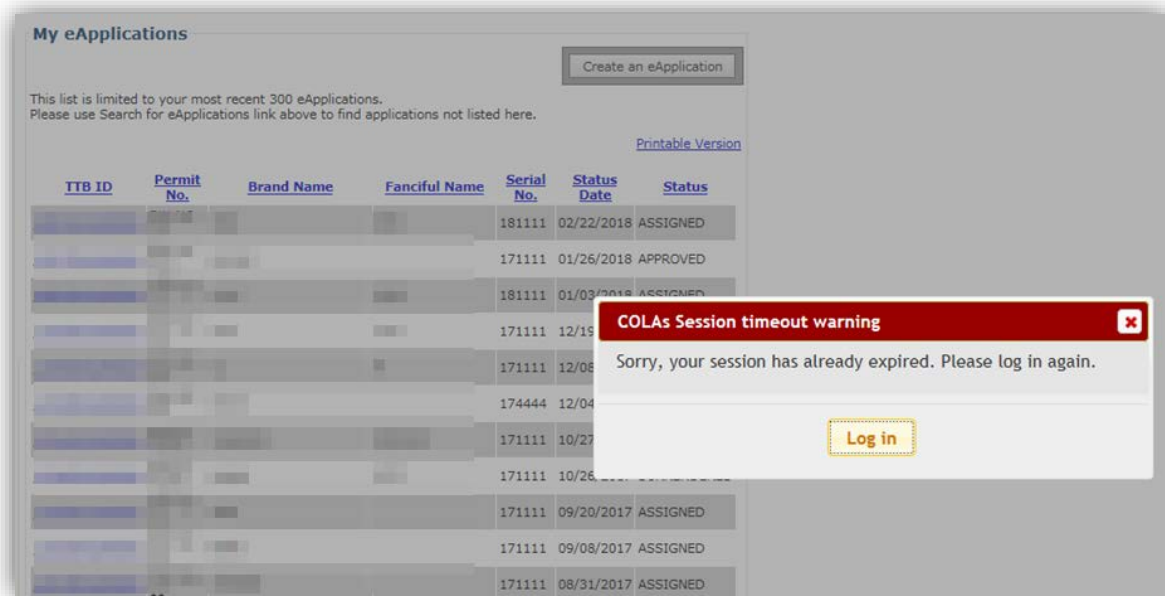
| TTB ID | Permit No. | Brand Name | Fanciful Name | Serial No. | Status     | Start Date  | End Date |
|--------|------------|------------|---------------|------------|------------|-------------|----------|
|        |            |            |               | 181111     | 02/21/2017 |             |          |
|        |            |            |               | 171111     | 01/26/2017 |             |          |
|        |            |            |               | 181111     | 01/03/2017 |             |          |
|        |            |            |               | 171111     | 12/15/2016 |             |          |
|        |            |            |               | 171111     | 12/08/2017 | APPROVED    |          |
|        |            |            |               | 174444     | 12/04/2017 | SURRENDERED |          |
|        |            |            |               | 171111     | 10/27/2017 | SURRENDERED |          |
|        |            |            |               | 171111     | 10/26/2017 | SURRENDERED |          |
|        |            |            |               | 171111     | 09/20/2017 | ASSIGNED    |          |
|        |            |            |               | 171111     | 09/08/2017 | ASSIGNED    |          |

### COLAs Session timeout warning

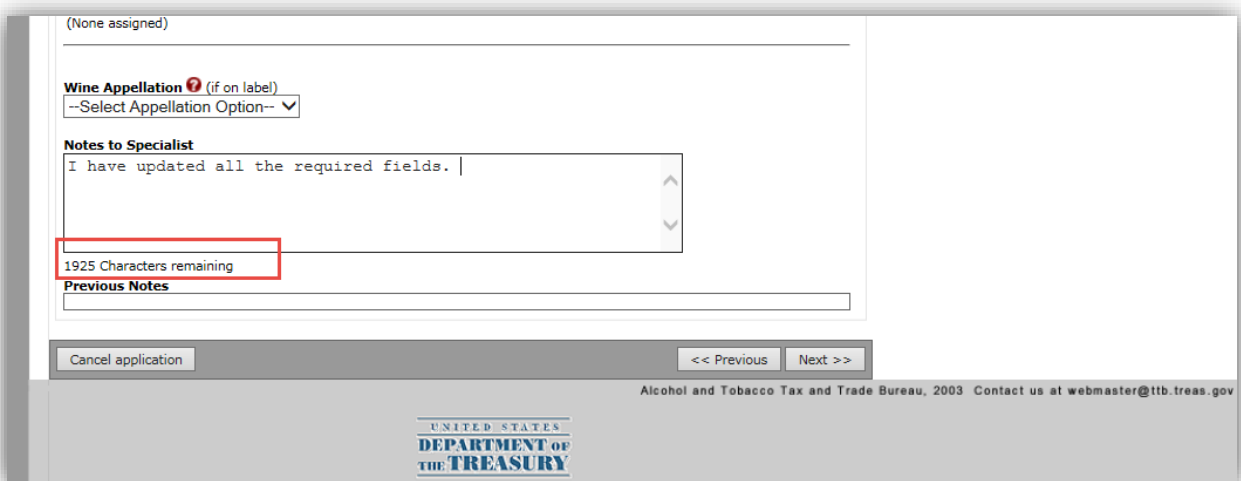
Your session will expire in 0 min 34 seconds.  
Select "Continue Session" to continue working.

[Continue Session](#)

- **Warning message after Session time out** – If the users do not take any action before the session expires, a pop-up message will display, informing them that their session has expired. They will then be able to log in again, if desired.



- **Character Count added in Notes to Reviewer field for Industry Members** – Industry Members may now see the countdown of characters left in the Notes to Specialist field in their COLAs application. There is a 1925 character limit when Industry Members begin to type or copy/paste text in the field.



- **Special Wording field is included with a character count** – Industry Members may now see the countdown of characters left in the special wording field in their COLAs application. There is a 1995 character limit when Industry Members begin to type or copy/paste text.

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

[My Profile](#) [Contact Us](#)  
[Instructions](#)  
[Log Off](#)

## Create Application

### Step 3 of 3 : Upload Labels

*\*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.

Net content is 100 ml.

1972 Characters remaining

**\*Upload Label Images:**

- **Pop-up box added to display more information about Fanciful Name** – Industry member may now see the pop-up box upon clicking the  icon next to the Fanciful Name field label. This pop-up box provides useful information and examples on how to use the fanciful name field. You may close the pop-up by clicking the  mark, or anywhere else on the page.

DBA/Trade Name  (if any)  
Name used in the bottler or importer statement. [Read more...](#)

**\* Brand Name**   
aa

198 Characters remaining

**Fanciful Name**   
Note: Required for M

200 Characters remaining

The *fanciful name* may be used in addition to a brand name to further identify a product. It is **required** for both distilled spirit specialties and malt beverage specialties; **optional** for other products.

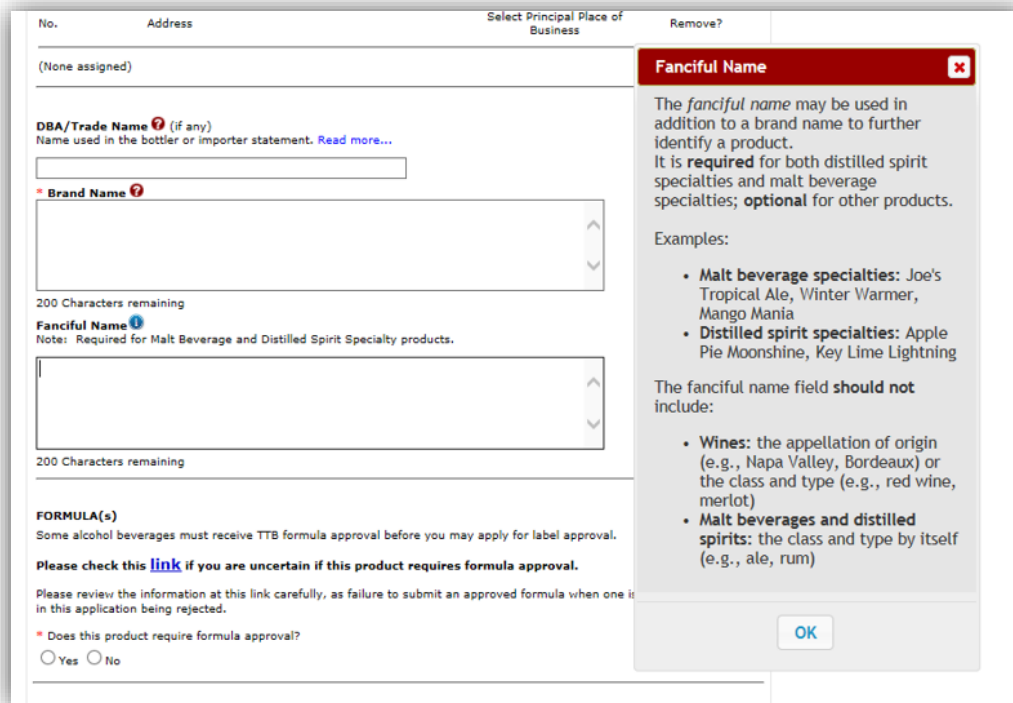
Examples:

- **Malt beverage specialties:** Joe's Tropical Ale, Winter Warmer, Mango Mania
- **Distilled spirit specialties:** Apple Pie Moonshine, Key Lime Lightning

The fanciful name field **should not** include:

- **Wines:** the appellation of origin (e.g., Napa Valley, Bordeaux) or the class and type (e.g., red wine, merlot)
- **Malt beverages and distilled spirits:** the class and type by itself (e.g., ale, rum)

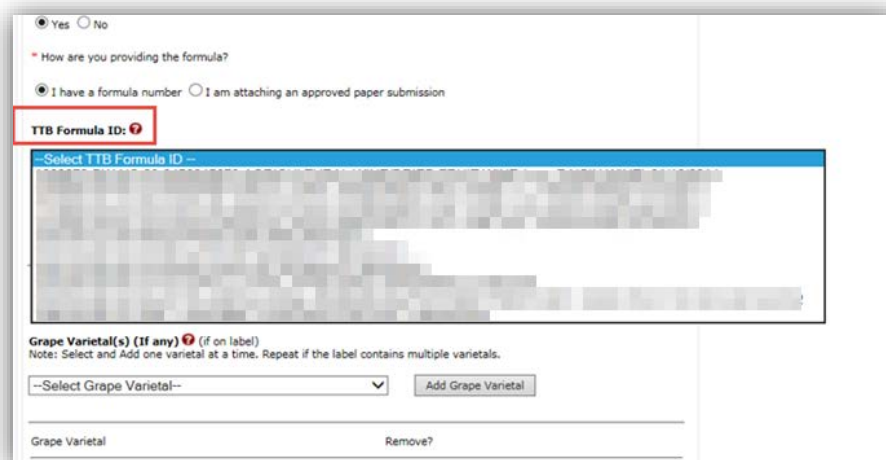
The same information will be presented, in a different pop-up, when the cursor is placed inside the Fanciful Name box to start typing. You may close the pop-up by clicking the  mark, the OK button, or anywhere else on the page.



The screenshot shows a web form for TTB application. A red pop-up titled "Fanciful Name" is open, providing instructions: "The fanciful name may be used in addition to a brand name to further identify a product. It is **required** for both distilled spirit specialties and malt beverage specialties; **optional** for other products." It lists examples: "Malt beverage specialties: Joe's Tropical Ale, Winter Warmer, Mango Mania" and "Distilled spirit specialties: Apple Pie Moonshine, Key Lime Lightning". It also states what the field should not include: "Wines: the appellation of origin (e.g., Napa Valley, Bordeaux) or the class and type (e.g., red wine, merlot)" and "Malt beverages and distilled spirits: the class and type by itself (e.g., ale, rum)". The pop-up has an "OK" button at the bottom right.

The background form includes fields for "No.", "Address", "Select Principal Place of Business", and "Remove?". Below these is a "DBA/Trade Name" field with a note: "Name used in the bottler or importer statement. [Read more...](#)". There is a "Brand Name" field with a 200-character limit. Below that is a "Fanciful Name" field, also with a 200-character limit, and a note: "Note: Required for Malt Beverage and Distilled Spirit Specialty products." The "FORMULA(s)" section includes a link to check if formula approval is required and a question: "Does this product require formula approval?" with "Yes" and "No" radio buttons.

- **Update to formula link section** – When there are multiple approved submissions for the same formula (e.g., when a formula is superseded), the TTB Formula ID drop down on Step 2 of the COLAs application will only display the most recent approved submission.



The screenshot shows the "TTB Formula ID" section of the form. It has a red box around the "TTB Formula ID:" label. Below it is a dropdown menu with the text "Select TTB Formula ID --". The dropdown is currently open, showing a list of formula IDs. Below the dropdown is a section for "Grape Varietal(s) (If any)" with a note: "Note: Select and Add one varietal at a time. Repeat if the label contains multiple varietals." It includes a "Select Grape Varietal" dropdown and an "Add Grape Varietal" button. At the bottom, there is a "Grape Varietal" field and a "Remove?" button.