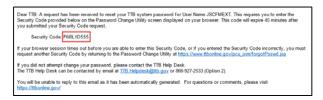# *Password Change Utility*
Quick Reference Guide

Follow these steps to change or reset your COLAs Online or Formulas Online password with the Password Change Utility:

1. Go to https://www.ttbonline.gov/and select the Expired password? or New or forgotten password? link.
2. Enter your user name in the User Name field.
3. Select the **Get Security Code** button.

4. Check your TTB-registered email for a message from "ttb.fonl@ttb.gov" which will contain your one-time security code for user validation and authentication.

►**Note:** Please allow up to 5 minutes for the automated email to be sent to your inbox.

5. Enter the security code you received from TTB in the Security Code field.
6. Select the **Submit** button.

►**Note:** If you change your mind, select the **Exit** button to exit the Password Change Utility.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retype New Password field.

►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> contain your user name.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), spaces, & (ampersand), and @ (at sign).

10. Select the **Submit** button. A confirmation message displays stating your password was successfully changed.

11. Close your web browser window.