

Permits Online (PONL) Screen Related to Power of Attorney (1513-0014)

Respondents complete the data fields and follow the instructions on the following screens. Respondents then print the PONL-generated TTB F 5000.8, originally sign that form, and then upload a scanned copy of the form to their PONL application and mail the signed form to TTB.

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Def...>. The browser's address bar and menu bar are visible. Below the browser window, the application interface is shown. At the top, there are navigation buttons: "Add a Row", "Edit Selected", and "Delete Selected". Below these buttons is the section header "POWER OF ATTORNEY INFORMATION". The text below the header reads: "Select 'Add a Row' to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees. Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval. Skip this section if it does not apply." Below this text, it says "Showing 0-0 of 0". A table is displayed with the following columns: "Removal Date (for TTB use)", "First Name", "Middle Name", "Last Name", "Suffix", "Address", "City", "State", "ZIP Code", "Phone Number", "Fax Number", "Email Address", "Type", "If limited, describe what they are authorized to do on behalf of the business", "Effective Date (Must be on or before date of submittal)", and "Waived". Below the table, it says "No records found." At the bottom of the table area, there are again "Add a Row", "Edit Selected", and "Delete Selected" buttons. Below the table area, the text "Step 2b" is visible. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:01 AM on 6/20/2019.

Clicking "Add a Row" brings up the following screen:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Defi>. The browser's address bar shows the page title "TTB Online- Permits Online...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's tab bar shows several open tabs: "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E...".

The main content area displays the "POWER OF ATTORNEY INFORMATION" section. It includes the following text and instructions:

- POWER OF ATTORNEY INFORMATION**
- Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.
- Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.
- Skip this section if it does not apply.

The form contains the following fields and sections:

- Removal Date (for TTB use):** A text input field with a calendar icon.
- Last Name:** A text input field.
- City:** A text input field.
- Phone Number:** A text input field.
- Type:** A dropdown menu with "--Select--" as the selected option.
- What authorization does this person have regarding label submissions?:** A dropdown menu with "--Select--" as the selected option.
- *First Name:** A text input field.
- Middle Name:** A text input field.
- Suffix:** A dropdown menu with "--Select--" as the selected option.
- State:** A dropdown menu with "--Select--" as the selected option.
- Fax Number:** A text input field.
- If limited, describe what they are authorized to do on behalf of the business:** A text area with a vertical scrollbar.
- What authorization does this person have regarding formula submissions?:** A dropdown menu with "--Select--" as the selected option.
- Address:** A text input field.
- ZIP Code:** A text input field.
- Email Address:** A text input field.
- Effective Date (Must be on or before date of submittal):** A text input field with a calendar icon.
- Does this person already have a COLAs Online and/or Formulas Online account with TTB?:** A dropdown menu with "--Select--" as the selected option.

The Windows taskbar at the bottom shows the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray on the right shows the date and time: "10:10 AM 6/20/2019".

Remainder of the above screen:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Defi>. The browser's address bar and tabs are visible at the top. The main content area displays a form with several sections:

- Type:** A dropdown menu with "--Select--" selected.
- If limited, describe what they are authorized to do on behalf of the business:** A text area with a vertical scrollbar.
- Effective Date (Must be on or before date of submittal):** A date input field with a calendar icon.
- What authorization does this person have regarding label submissions?:** A dropdown menu with "--Select--" selected.
- What authorization does this person have regarding formula submissions?:** A dropdown menu with "--Select--" selected.
- Does this person already have a COLAs Online and/or Formulas Online account with TTB?:** A dropdown menu with "--Select--" selected.
- Does this authority apply to all permits?:** Radio buttons for "Yes" and "No".
- Authorized Locations:** A text area with a vertical scrollbar.

At the bottom of the form, there are "OK" and "Cancel" buttons. Below the form, there is a table with the following columns: "Removal Date (for TTB use)", "Type", "Trade Name", "Who will you be bottling on account for?", and "I certify that the listed trade name has been registered with my county (CA) or state (all states)". The table content is empty, with the text "Showing 0-0 of 0" and "No records found." displayed above it.

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray on the right shows the date and time: "10:11 AM 6/20/2019".

Required Document Checklist will show Power of Attorney Form:

Step 3: Upload required documents >>

* indicates a required field

Step 3a

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-1 of 1

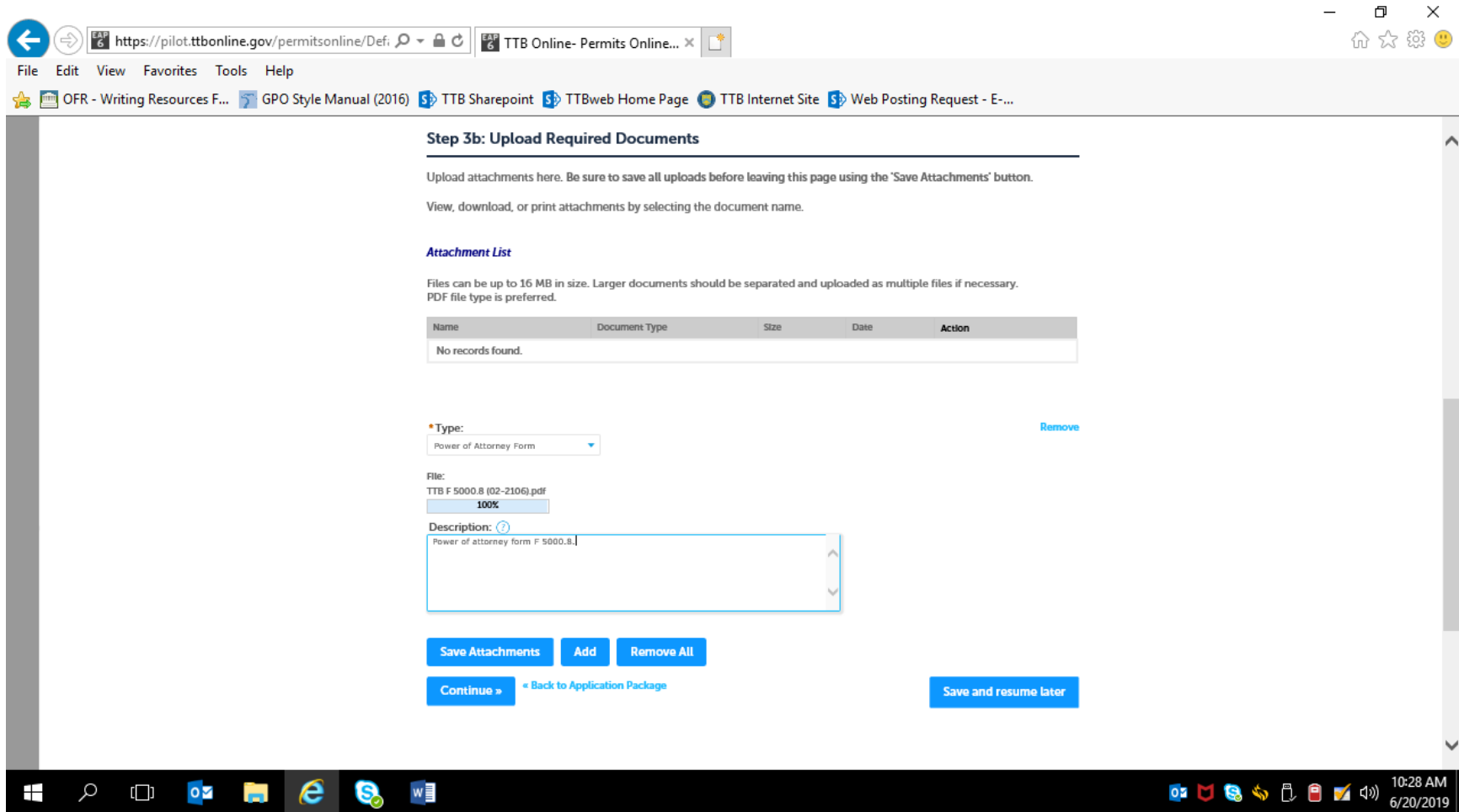
<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Power of Attorney Form		Uploaded		Actions ▼

[Edit Selected](#)

Step 3b: Upload Required Documents

10:22 AM
6/20/2019

Respondent uploads printed and signed TTB F 5000.8, Power of Attorney, form:



Upload shown as successful:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Defi>. The page displays a green confirmation message: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below this, a progress bar for "Application for Original Entity" shows six steps, with step 3, "Upload required documents", highlighted in blue. The current step is "Step 3a: Upload required documents >>". A "REQUIRED DOCUMENT CHECKLIST" section follows, stating that documents need to accompany the application. It lists two categories: "Documents you plan to upload" (marked as "Uploaded") and "Documents already on file with TTB" (marked as "On File and Previously Approved by TTB"). An important note states that changes to the Method of Submission on the final pass will be overwritten. A table below shows one document: "Power of Attorney Form" with a method of "Uploaded". The table has columns for Document Type, Comments, Method of Submission, and Permit, Registry or Tracking Number. An "Edit Selected" button is visible below the table. The Windows taskbar at the bottom shows the time as 10:32 AM on 6/20/2019.

Home My Submissions Resume Draft Help

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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Step 3: Upload required documents >>

* Indicates a required field

Step 3a

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-1 of 1

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number If on file with TTB	
<input type="checkbox"/>	Power of Attorney Form		Uploaded		Actions ▾

[Edit Selected](#)

10:32 AM
6/20/2019