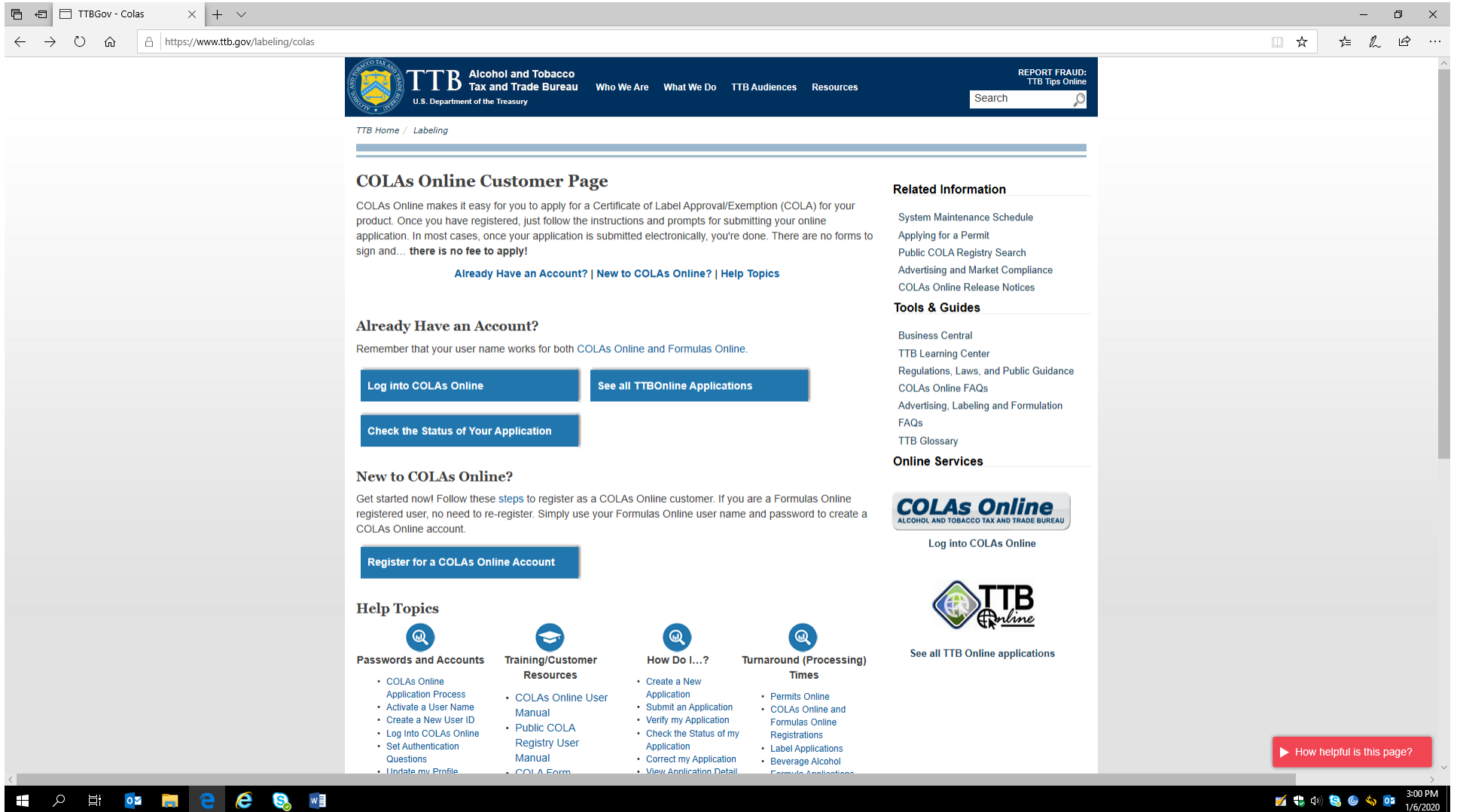


# Electronic COLAs Online Access Request — Via COLAs Online User Registration

<https://www.ttb.gov/labeling/colas>:



The screenshot shows a web browser window displaying the TTB COLAs Online Customer Page. The browser's address bar shows the URL <https://www.ttb.gov/labeling/colas>. The page header includes the TTB logo, the text "Alcohol and Tobacco Tax and Trade Bureau", "U.S. Department of the Treasury", and a search bar. The main content area is titled "COLAs Online Customer Page" and contains the following sections:

- COLAs Online Customer Page**: A paragraph explaining the process of applying for a Certificate of Label Approval/Exemption (COLA) and a link to "Help Topics".
- Already Have an Account?**: A section with three buttons: "Log into COLAs Online", "See all TTBOne Applications", and "Check the Status of Your Application".
- New to COLAs Online?**: A section with a paragraph explaining the registration process and a button "Register for a COLAs Online Account".
- Help Topics**: A section with four columns of links: "Passwords and Accounts", "Training/Customer Resources", "How Do I...?", and "Turnaround (Processing) Times".
- Related Information**: A section with links to "System Maintenance Schedule", "Applying for a Permit", "Public COLA Registry Search", "Advertising and Market Compliance", and "COLAs Online Release Notices".
- Tools & Guides**: A section with links to "Business Central", "TTB Learning Center", "Regulations, Laws, and Public Guidance", "COLAs Online FAQs", "Advertising, Labeling and Formulation FAQs", and "TTB Glossary".
- Online Services**: A section with a "COLAs Online" logo and a button "Log into COLAs Online".

The bottom of the page features a Windows taskbar with various application icons and a system tray showing the time as 3:00 PM on 1/6/2020. A red button in the bottom right corner asks "How helpful is this page?".

On this screen, new COLAs Online user applicants click on “Register for a COLAs Online Account” to access the electronic COLAs Online Access Request function, and the applicant is taken to the TTB website page shown below:

Electronic Collection Instrument for COLAs Online Access Request (OMB Control No. 1513–0111).

https://www.ttbonline.gov/formulasonline/ur.do?submissionName=UR&method=displayMainTab:

Main tab:

**User Registration**

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

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

**Type of Application**

New Application You've never had an online account with TTB

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

**Personal Information**

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

\* Employer:  Title:  Label Rep. ID:

\* Phone Number:  Fax Number:

Address Format:

\* Street:

\* City:

\* State:

\* Zip:

**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="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**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:	<input type="text"/>	<input type="text"/>
* 2:	<input type="text"/>	<input type="text"/>
* 3:	<input type="text"/>	<input type="text"/>

**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 under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.  
FONL 2.14.1

Company tab:

The screenshot shows a web browser window with the address bar displaying <https://www.ttbonline.gov/formulasonline/ur.do>. The page header includes the TTBoNLINE.GOV logo and navigation links: [Text Menu](#), [Help](#), [Contact Us](#), and [Exit](#).

The main content area is titled "User Registration" and features a navigation bar with tabs: [Main](#), [Company](#) (selected), [Comments](#), and [Docs/Links](#). Below this, there are links for [Print](#), [Comment](#), [Upload](#), [POA Form](#), and [SA Form](#).

The "Company Detail" section contains a dropdown menu for "COLAs Online System Access" set to "No Access". Below this is a table with the following columns: **SYSTEM**, **BEVERAGE/ NON**, **PERMIT/ CODE**, **COMPANY**, **ACCESS**, **ACCESS LEVEL**, **REQUESTED ACTION**, and **DISPOSITION**. An "Add" button is positioned below the table.

The "Perjury Statement" section includes a checkbox and the text: "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."

Navigation buttons at the bottom include: [« Previous](#), [Validate](#), [Cancel](#), and [Next »](#).

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 2.14.1



The applicant clicks the "Add" button and is presented with the company information screen.

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Company information screen continued:

Comments tab:

The applicant may click “Add” and then enter a comment to their COLAs Online User Registration via the comments screen:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/formulasonline/ur.do>. The page header includes the TTB ONLINE.GOV logo and navigation links: [Text](#), [Menu](#), [Help](#), [Contact Us](#), and [Exit](#). The main content area is titled "User Registration" and features a red navigation bar with tabs for "Main", "Company", "Comments", and "Docs/Links". Below the navigation bar, there are links for "Print", "Comment", "Upload", "POA Form", and "SA Form". The "Comments Detail" section contains a large text input field and an "Add" button. Below this is a "Perjury Statement" section with a checkbox and the text: "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." At the bottom of the form, there are buttons for "Previous", "Validate", "Cancel", and "Next". A small disclaimer at the bottom of the page reads: "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 2.14.1"

The screenshot shows a "Comments" dialog box with a red header and a close button. It contains a text input field labeled "Comments:" and a character count "2000 characters left". Below the input field are "OK" and "Cancel" buttons. At the bottom of the dialog, there is a small disclaimer: "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."



Documents tab:

The applicant may upload attachments, such as a Power of Attorney form, TTB F 5000.8 (approved separately under OMB No. 1513-0014) via the Documents upload function:

The screenshot shows a web browser window with the URL [https://www.ttbonline.gov/formulasonline/ur.do?OWASP\\_CSRFTOKEN=W6RJ-XWZO-YLFB-ZHHA-021G-988W-LAM6-HU9C](https://www.ttbonline.gov/formulasonline/ur.do?OWASP_CSRFTOKEN=W6RJ-XWZO-YLFB-ZHHA-021G-988W-LAM6-HU9C). The page is titled "User Registration" and has a navigation bar with "Main", "Company", "Comments", and "Docs/Links". Below the navigation bar, there are links for "Print", "Comment", "Upload", "POA Form", and "SA Form".

The main content area is divided into two sections:

- Submission Documents:** A table with columns for "TYPE", "DESCRIPTION", "INVALIDATED", "FILE", "SIZE", and "DATE". Below the table is an "Upload" button.
- Perjury Statement:** A text area with a checkbox and the text: "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."

At the bottom of the page, there are "Validate", "Cancel", and "Submit" buttons. A small disclaimer at the bottom left reads: "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 2.14.1".

An "Attachment" modal window is open in the foreground, containing the following fields:

- Description:** A text input field with a placeholder "character(s) left".
- Type:** A dropdown menu with the text "-- Select Type --".
- File:** A text input field with a "Browse..." button next to it.

At the bottom of the modal are "OK" and "Cancel" buttons. A disclaimer at the bottom of the modal reads: "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."

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Once the access request is completed, the applicant checks the Perjury Statement and then clicks the “Submit” button to submit the COLAs Online Access Request to TTB:

The screenshot shows a web browser window with the address bar displaying [https://www.ttbonline.gov/formulasonline/ur.do?OWASP\\_CSRFTOKEN=YTFG-LA71-IC4U-0EWQ-HDKW-O9A9-YHQ0-UJR1](https://www.ttbonline.gov/formulasonline/ur.do?OWASP_CSRFTOKEN=YTFG-LA71-IC4U-0EWQ-HDKW-O9A9-YHQ0-UJR1). The page header includes the TTB logo and navigation links: [Text](#) [Menu](#) [Help](#) [Contact Us](#) [Exit](#).

The main content area is titled "User Registration" and features a red navigation bar with tabs for [Main](#), [Company](#), [Comments](#), and [Docs/Links](#). Below this, there are links for [Print](#), [Comment](#), [Upload](#), [POA Form](#), and [SA Form](#).

The "Submission Documents" section contains a table with the following columns: **TYPE**, **DESCRIPTION**, **INVALIDATED**, **FILE**, **SIZE**, and **DATE**. An [Upload](#) button is positioned below the table.

The "Perjury Statement" section includes a checkbox and the text: "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."

At the bottom of the form, there are buttons for [Previous](#), [Validate](#), [Cancel](#), and [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 under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.  
FONL 2.14.1

The Windows taskbar at the bottom shows the system tray with the date and time: 3:15 PM, 1/6/2020.

— End —

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