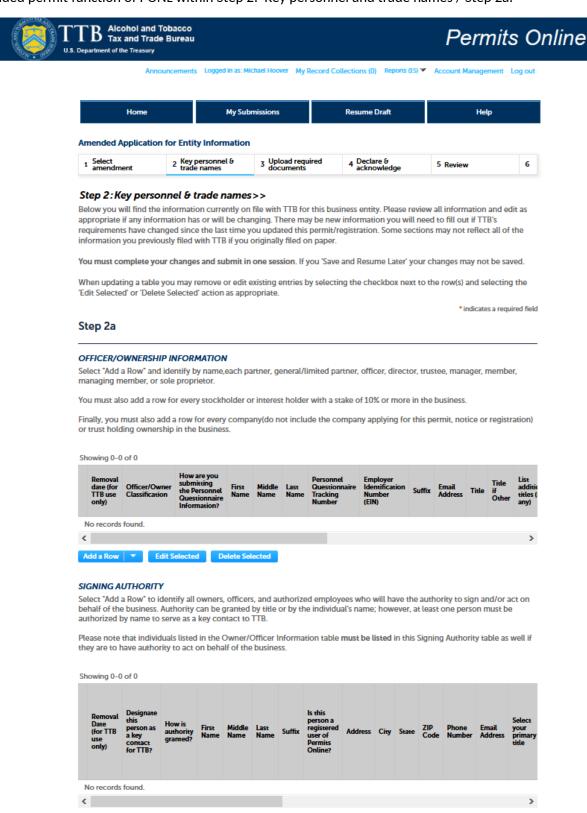
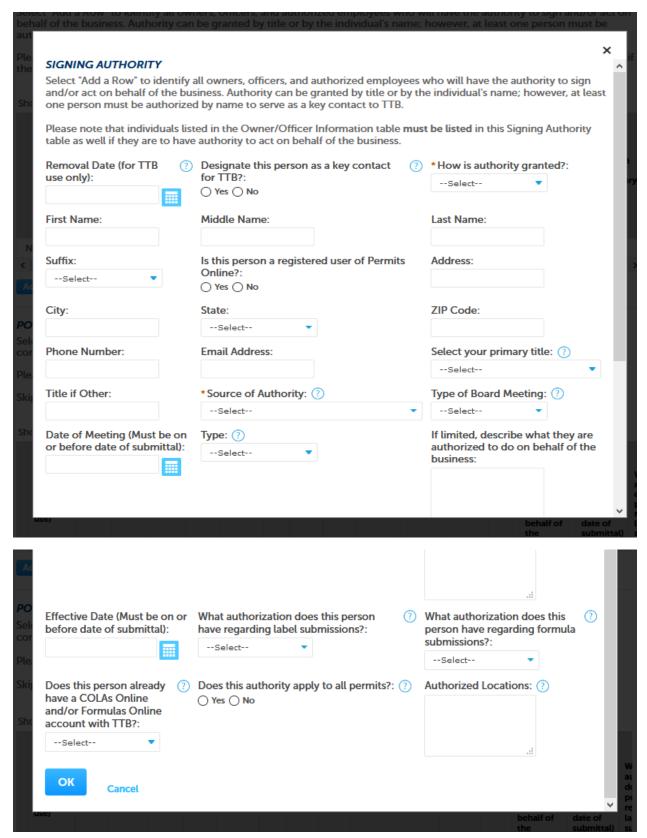
Permits Online (PONL) Signing Authority Section

After logging on to PONL, users may add, edit, or delate information in the Signing Authority Section of any new or amended permit function of PONL within Step 2: Key personnel and trade names / Step 2a:



Add a Row ▼ Edit Selected Delete Selected

Within the Signing Authority Section, after clicking Add a Row, Edit Selected, or Delete Selected, the PONL system presents the user with the Signing Authority Section data entry screen:



After entering, editing, or deleting data and clicking the OK button, the user returns to the Step 2 / 2a screen and is able to see a summary of the entered or revised data in the Signing Authority Section:

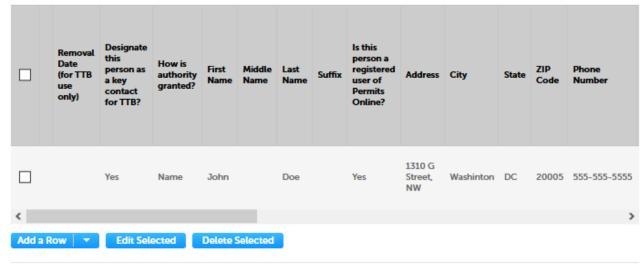
(Close up of the Signing Authority section of the Step 2a Screen shown below.)

SIGNING AUTHORITY

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.





The user then goes onto to complete the new or amended permit, and/or goes thru to the submission function to submit the Signing Authority information to TTB.

[END]