

## Permits Online (PONL) — Applications for Amended Permits Screen Shots

NOTE: This example involves changes to an FAA Act basic permit for a winery. Applications for amendments to distilled spirits, alcohol importer, or alcohol wholesaler FAA Act basic permits use the same or very similar data fields to collect the required information.

The screenshot displays the TTB Permits Online (PONL) web application. At the top, the browser address bar shows the URL <https://pilot.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, a navigation bar contains links for "Announcements", "Logged in as: Michael Hoover", "Accessibility Support", "My Record Collections (0)", "Account Management", and "Log out".

The main content area features a navigation menu with buttons for "Home", "My Submissions", "Resume Draft", and "Help". The primary content is a welcome message for Michael Hoover, followed by a section titled "What do you want to do today?". This section lists four main actions:

- Apply for new permits, registrations or notices**: Build a package of the applications you'll need in order to get your approvals. Here's [what you'll need to gather](#) before starting.
- Amend approved permits, registrations or notices**: Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more.
- Fill out a Personnel Questionnaire (PQ)**: PQs are required for owners, officers, and others associated with the business. Learn more about [who needs to fill out PQs](#) and how the PQ fits into the application process.
- Link additional records to my account**: Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your [My Submissions](#) page.

A "Helpful resources" box on the right side of the page contains the following links:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)
- [See more online help](#)

The Windows taskbar at the bottom shows the system clock as 10:00 AM on 12/18/2017.

Figure 1 – To amend an existing FAA Act Basic Permit using the PONL system, after logging into the PONL system, the respondent will select “Amend approved permits, registrations or notices.”

https://pilot.ttbonline.gov/permitonline/cap/caphome.aspx?module: Accela Citizen Access

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Announcements | Logged in as: Michael Hoover | My Record Collections (0) | Reports (15) | Account Management | Log out

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**My Records** 2. Approved commodity and entity records

Here is a list of the permit, registration, and notice applications that you have permission to access and update.

If you are looking for records that were originally filed on paper or by a colleague and don't see them here, [submit a request to have them linked](#) to your account.

Showing 1-2 of 2 | [Add to collection](#)

<input type="checkbox"/> Date	Tracking Number	Application Type	EIN / Business Name	Perm/Reg/Op	Address	Status	Action
<input type="checkbox"/> 12/18/2017	2017-WINE-00003-O	Application for Winery Operations	01-2345678 / Michael D. Hoover	DC-W-21007/BWN-DC-21007	1310 G ST NW Box 12 Washington DC 20005	Approved	<a href="#">Create Amendment</a>
<input type="checkbox"/> 12/18/2017	2017-ENTITY-53795-O	Application for Original Entity	01-2345678 / Michael D. Hoover			Active	<a href="#">Create Amendment</a>

**Search My Records**

If you are not able to find the record you are looking for by filtering the table above, you can use the search options below to find your Permits Online records.

**General Search**

You can use the percent sign (%) or asterisk (\*) as wild cards in your search.

Tracking Number:  Record/Application Type:

Start Date:  End Date:

Street No.:  Direction:  Street Name:  Street Type:  Street Suffix:

[Search Additional Criteria](#)

Figure 2 - The respondent then selects the existing permit to be amended, or the respondent may use the "Search" function to locate an existing permit that the respondent is authorized to amend. In either case, the respondent will click on the "Create Amendment" link for the permit to be amended.

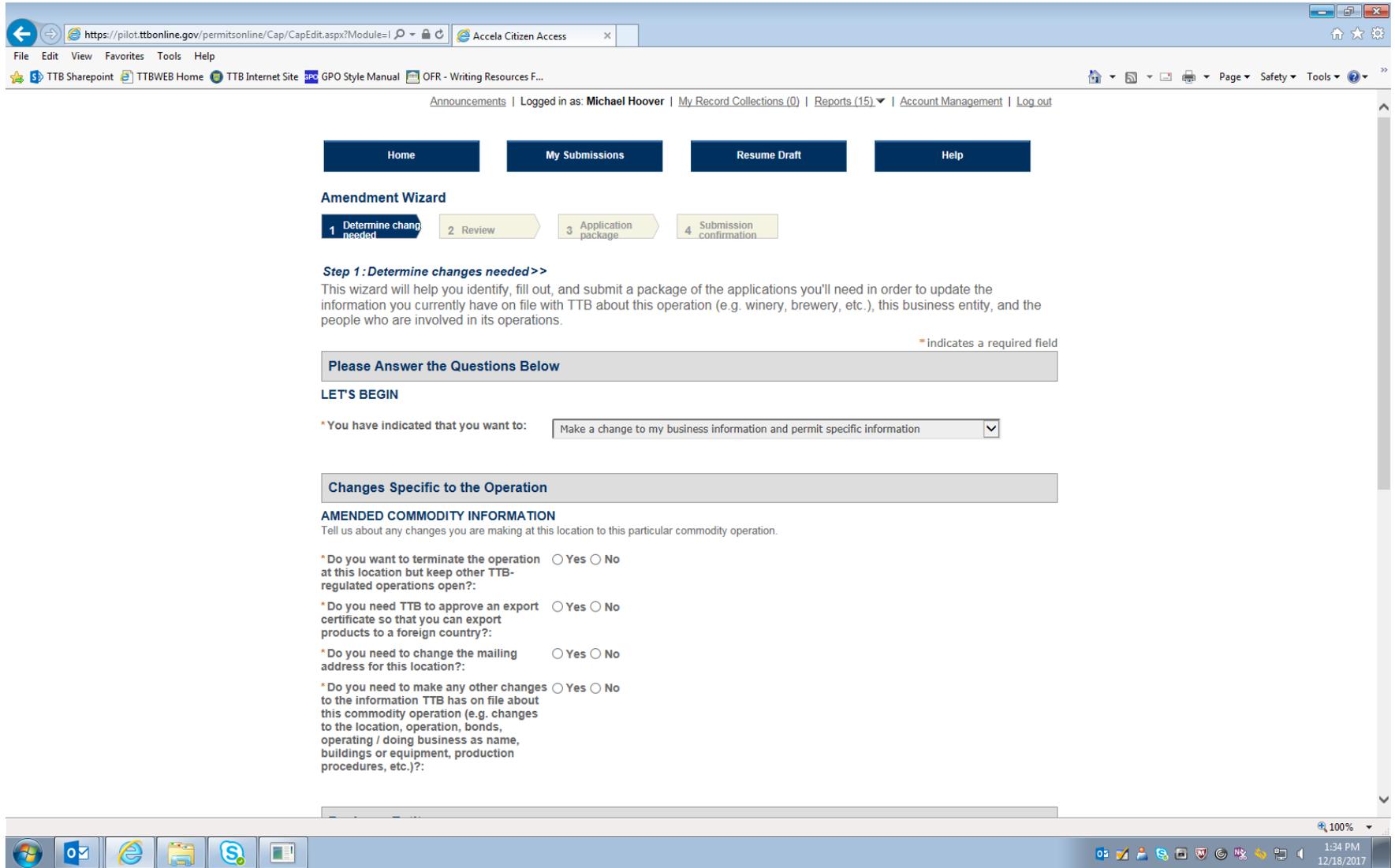


Figure 3 - The respondent next sees this screen which asks questions regarding the type of amendment being applied for. (Screen continues below on next page.)

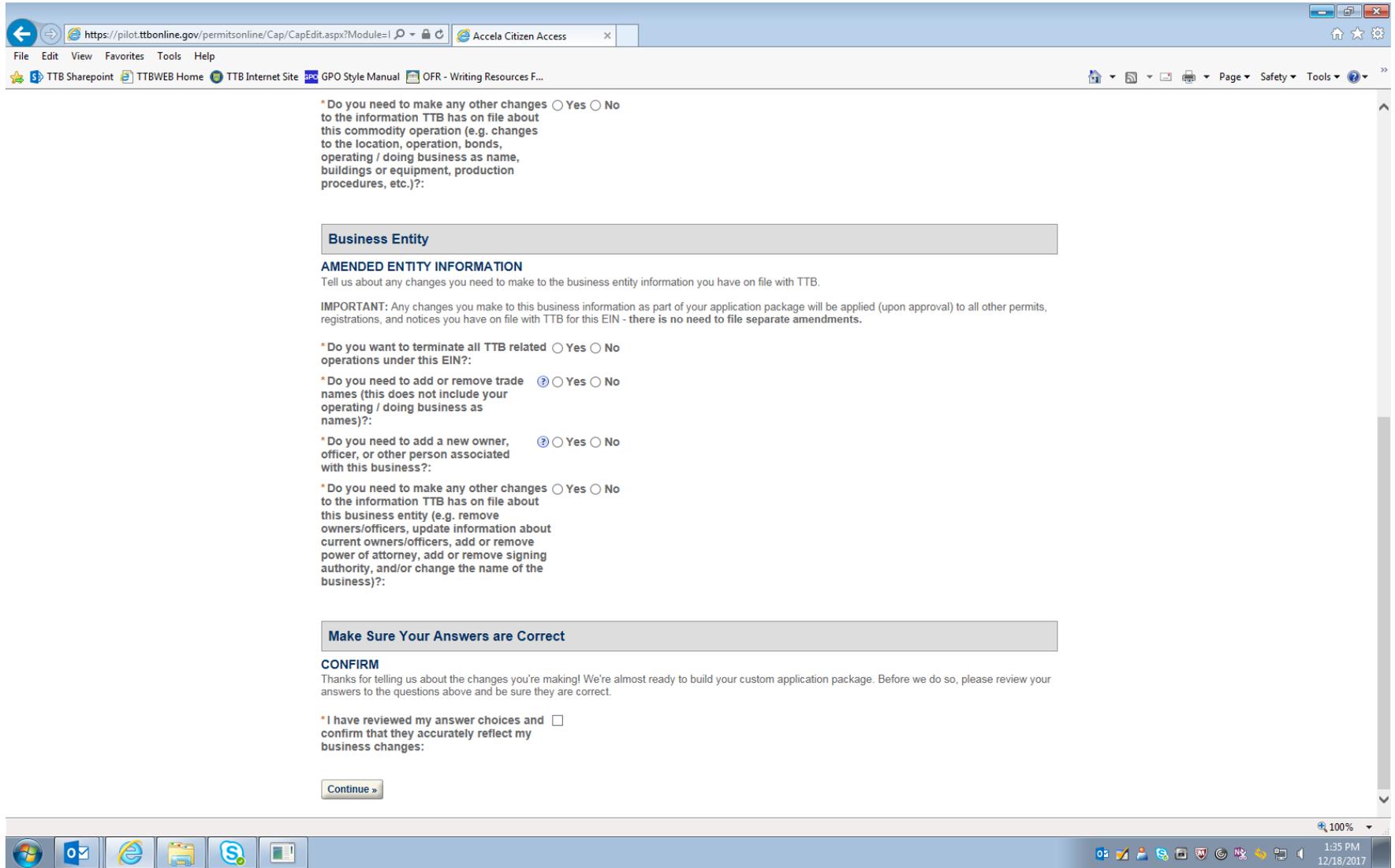


Figure 4 - After reviewing the selected changes (amendments) to be made, the respondent clicks the "Continue" button under the "Make Sure Your Answers Are Correct" heading.

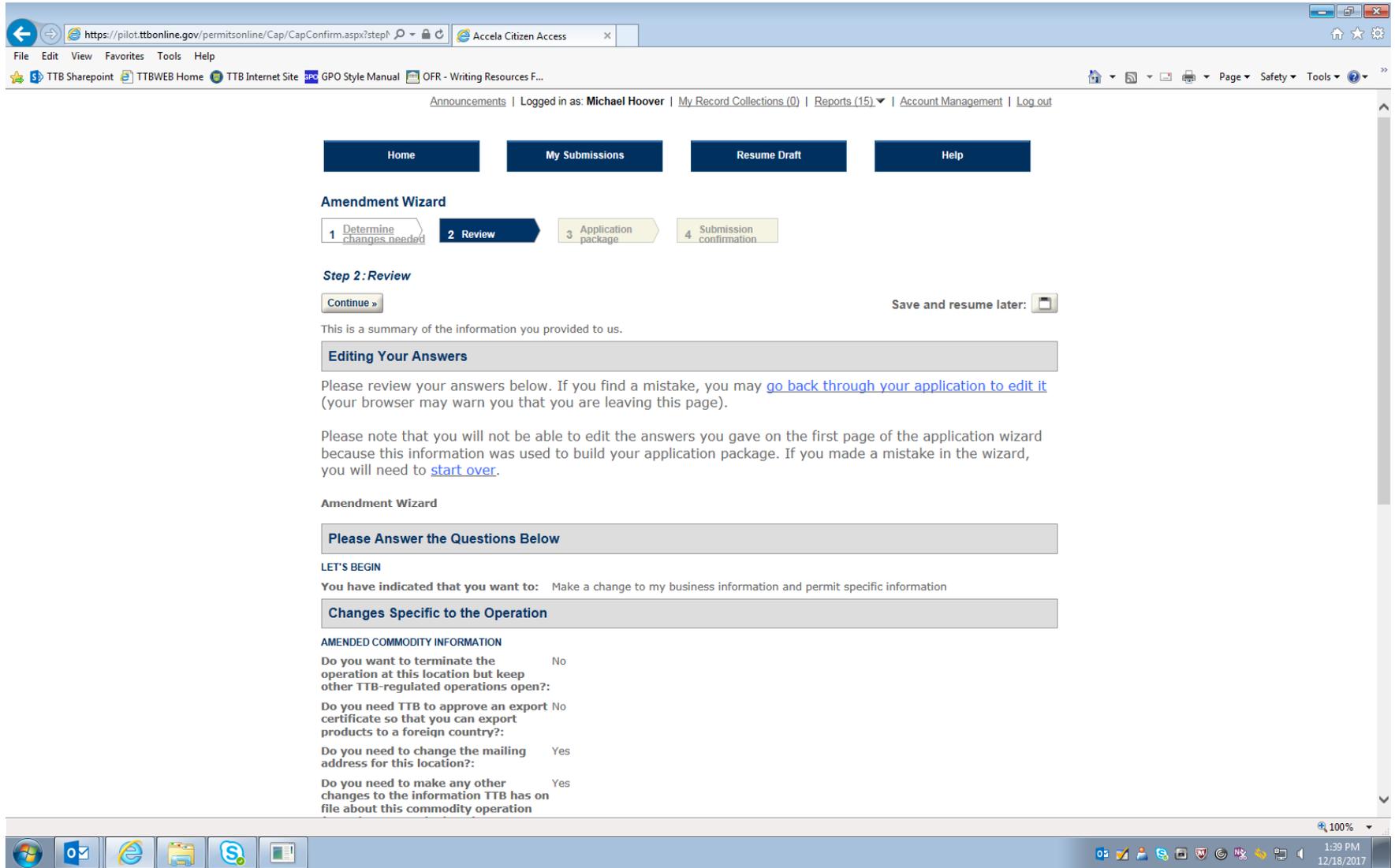


Figure 5 - This screen allows the respondent to review the information provided above. (Screen continues below on the next page.)

**AMENDED COMMODITY INFORMATION**

Do you want to terminate the operation at this location but keep other TTB-regulated operations open?: No

Do you need TTB to approve an export certificate so that you can export products to a foreign country?: No

Do you need to change the mailing address for this location?: Yes

Do you need to make any other changes to the information TTB has on file about this commodity operation (e.g. changes to the location, operation, bonds, operating / doing business as name, buildings or equipment, production procedures, etc.)?: Yes

**Business Entity**

**AMENDED ENTITY INFORMATION**

Do you want to terminate all TTB related operations under this EIN?: No

Do you need to add or remove trade names (this does not include your operating / doing business as names)?: Yes

Do you need to add a new owner, officer, or other person associated with this business?: No

Do you need to make any other changes to the information TTB has on file about this business entity (e.g. remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business)?: No

**Make Sure Your Answers are Correct**

**CONFIRM**

I have reviewed my answer choices and confirm that they accurately reflect my business changes: Yes

[Continue »](#)

Save and resume later:

In this example, the respondent is applying to amend the business mailing address, its "Doing Business As" name, and its Trade Name.

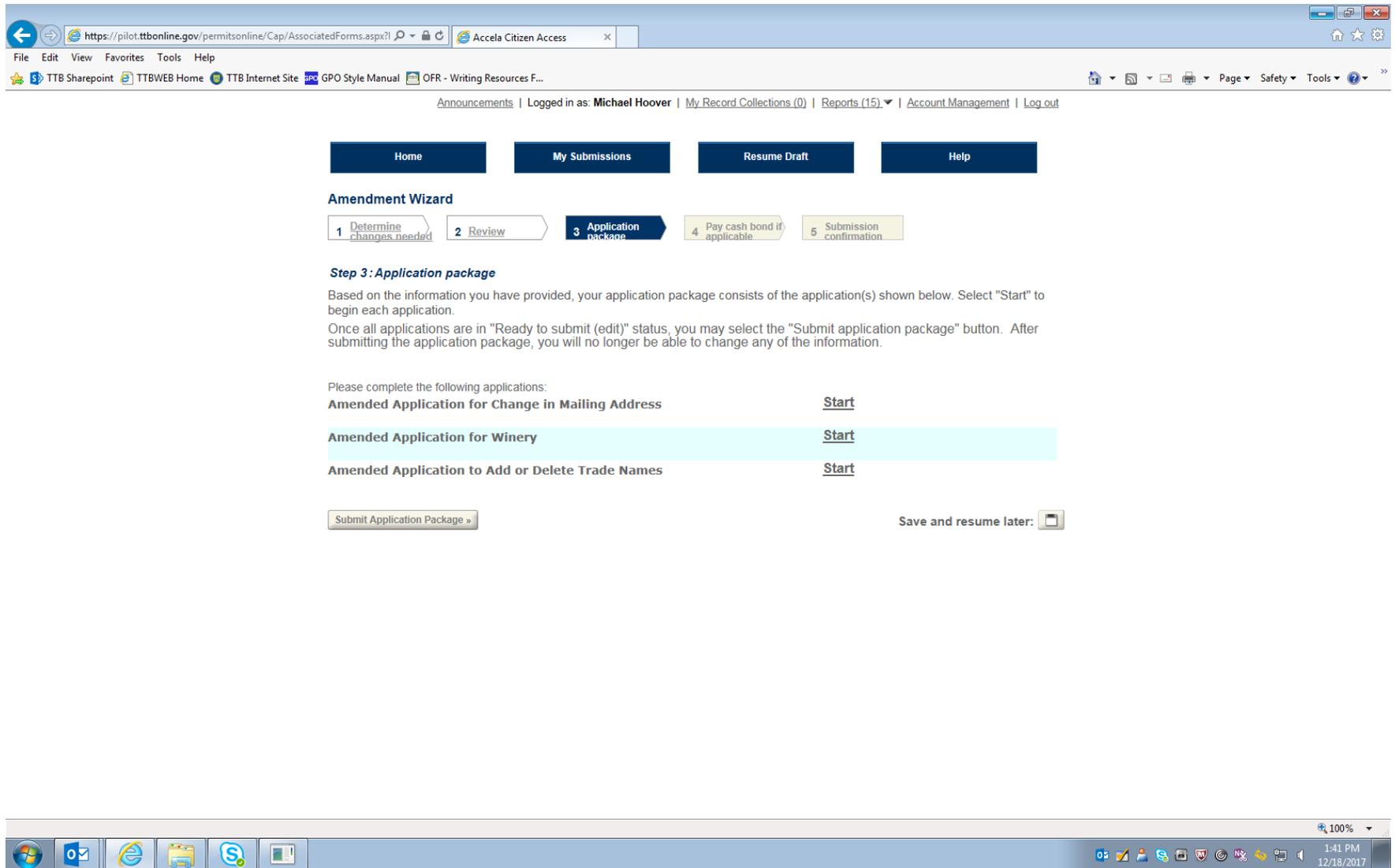


Figure 6 - This screen shows the respondent the amendment applications required, based on the respondents selections above.

## Amended Application for Change in Mailing Address:

Amended Application for Change in Mailing Address

1 Edit mailing address 2 Declare & acknowledge 3 Review 4 Application package

Step 1: Edit mailing address >>  
Provide your new mailing address below.

\* Indicates a required field

**Application Contact**

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update your information and then start a new application package.

**Michael D. Hoover**  
Michael.Hoover@ttb.gov  
202-453-2135

**1310 G Street, NW., Box 12**  
Washington, DC, 20005

**Mailing Address**

If the address in your user profile is the same as the business's mailing address, you can use the Auto Fill button to quickly fill it in. Otherwise, select the New button to enter the business's mailing address.

Auto Fill New

**Entity Information**

**ENTITY INFORMATION**  
This is the business information you provided earlier in the application process.

Business Name: Michael D. Hoover

Employer Identification Number (EIN): 01-2345678

**AMENDED INFORMATION**

Permit Number: DC-W-21007

Registry Number: BWN-DC-21007

Figure 7 - To change the mailing address, the applicant will select "New" under the Mailing Address heading and enter the new mailing address for the business in question. See the next screen.

### Amended Application for Change in Mailing Address

- 1 Edit mailing address
- 2 Declare & acknowledge
- 3 Review
- 4 Application package

Step 1: Edit mailing address >>  
Provide your new mailing address below.

\* Indicates a required field

#### Application Contact

Please fill in the following information:

**Contact Information**

Business Mailing Name: Mike's Best Winery

\* First Name: Michael Middle Name: D. Last Name: Hoover

Address: \* 123 Any Street

P.O. Box:

\* City: Anycity \* State: VA \* ZIP Code: 22000

Country: United States

Primary Phone: 555-555-5555 Alternate Phone: Fax:

Email Address: Email@Email.com

Employer Identification Number (EIN): 01-2345678

#### AMENDED INFORMATION

Permit Number: DC-W-21007  
Registry Number: BWN-DC-21007

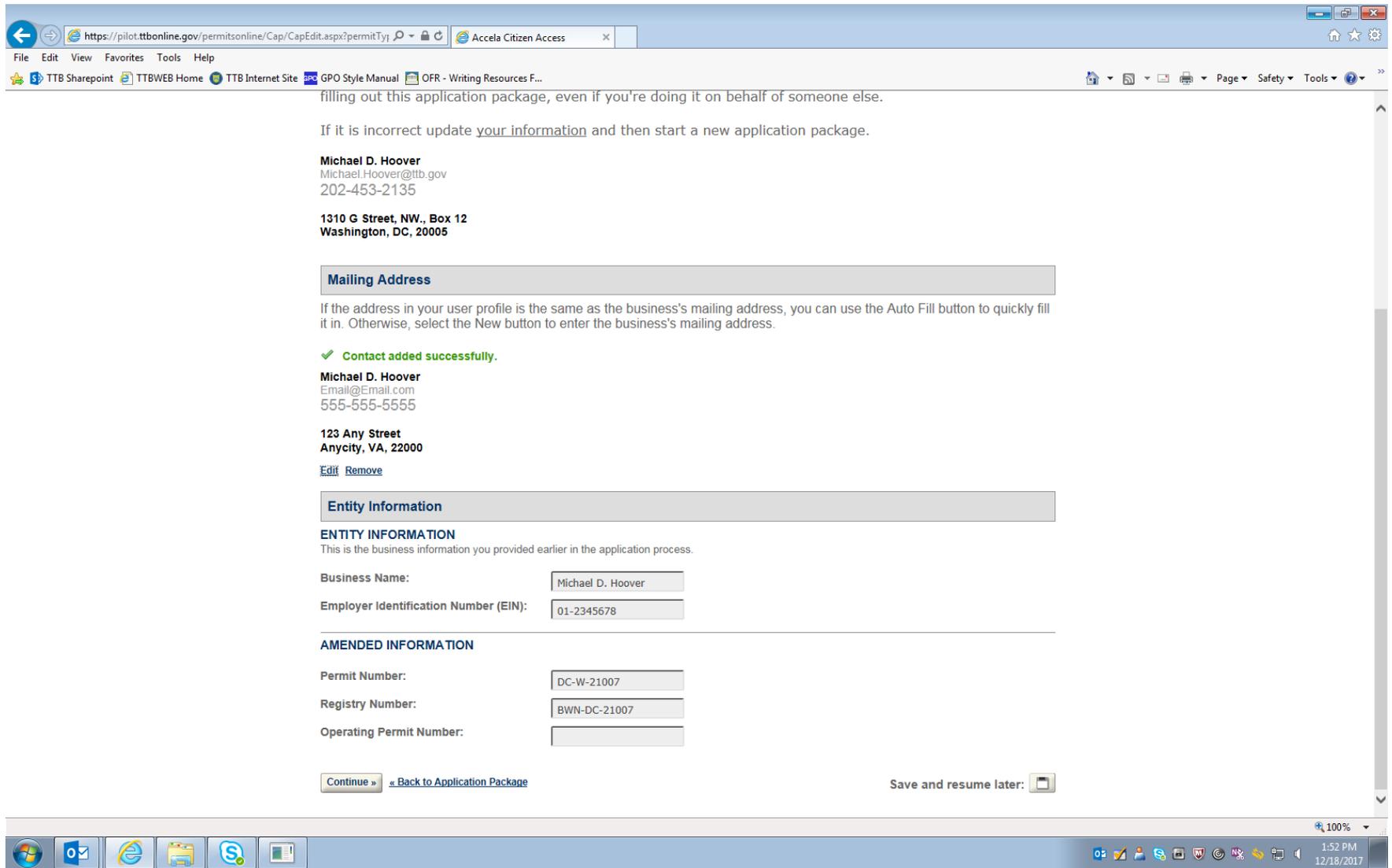


Figure 8 - Screen showing that the mailing address has been successfully updated.

- Home
- My Submissions
- Resume Draft
- Help

### Amended Application for Change in Mailing Address

- 1 Edit mailing address
- 2 Declare & acknowledge
- 3 Review
- 4 Application package

#### Step 2: Declare & acknowledge >>

\* indicates a required field

#### Declaration

##### DECLARE AND ACKNOWLEDGE

By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.

You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center.

I declare under penalties of perjury under   
the laws of the United States of America,  
that I have examined this application,  
including accompanying statements, and  
to the best of my knowledge and belief, it  
is true, correct, and complete.. \*

Declaration Date: \*

[Continue >](#) [Back to Application Package](#)

Save and resume later: 

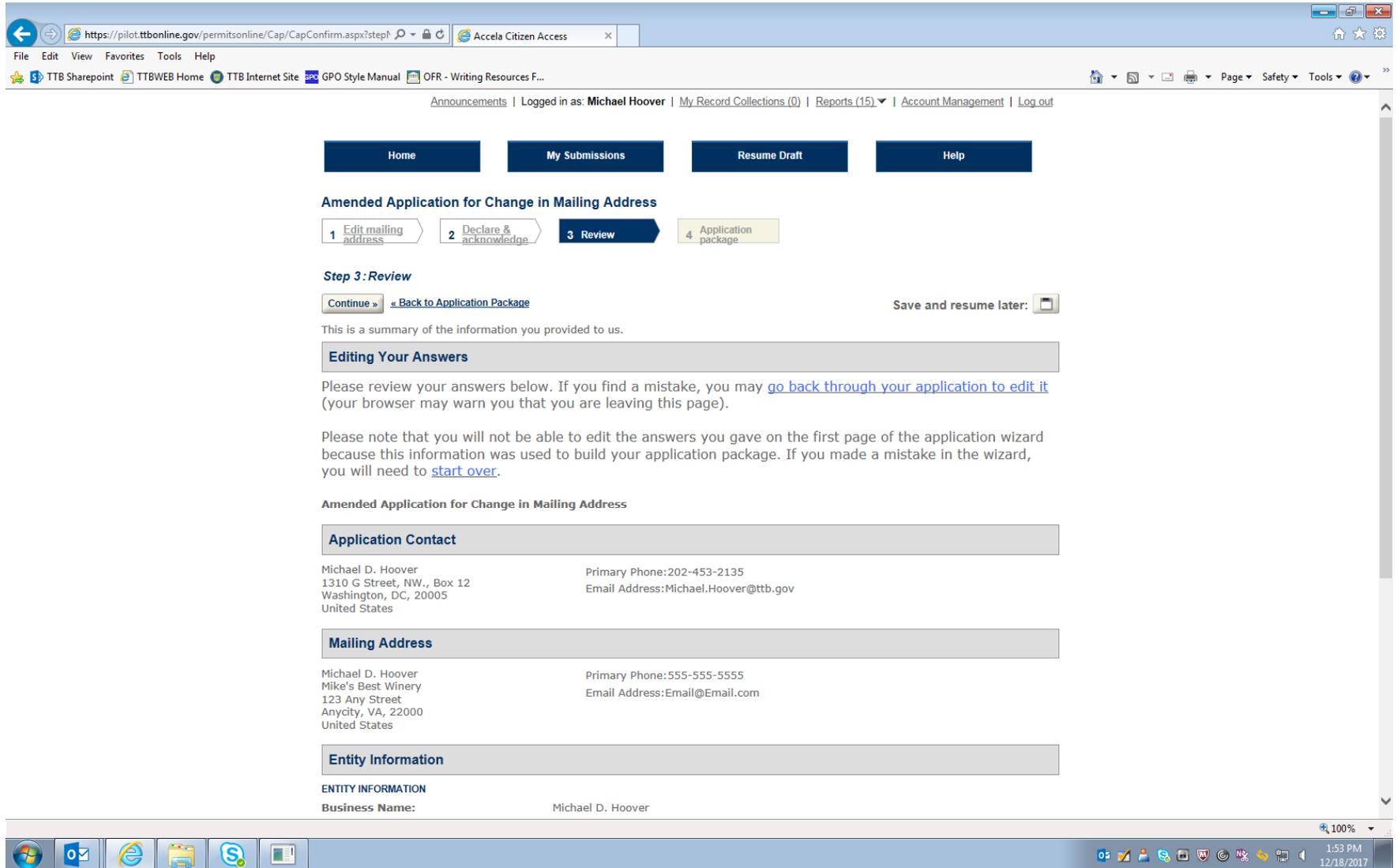


Figure 9 - Review screen allows respondent to review submitted information (remainder of screen not shown).

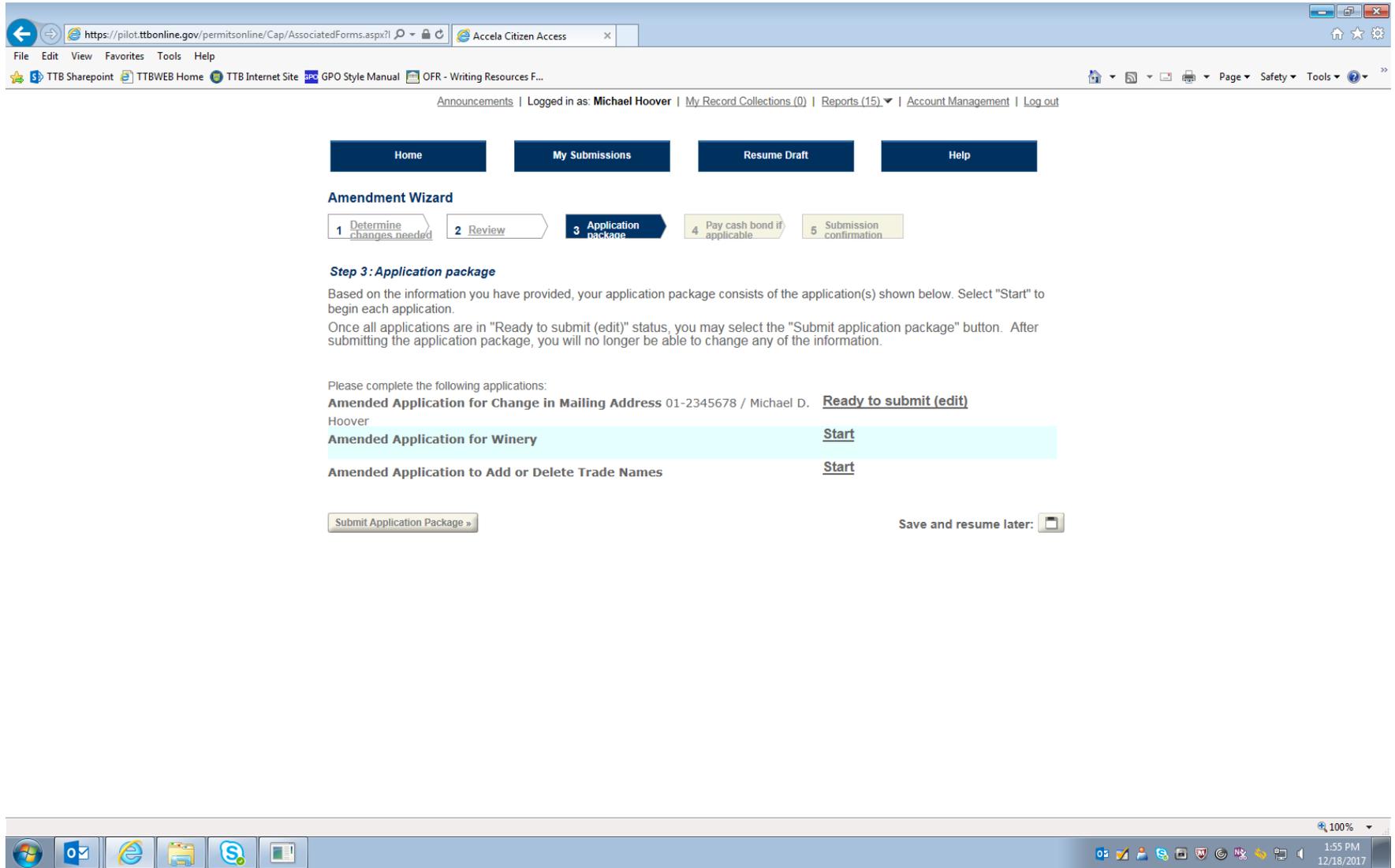


Figure 10 – Screen shows Mailing Address amendment application is ready to submit. Respondent then selects the next amendment application.

# Amendment Application for Winery:

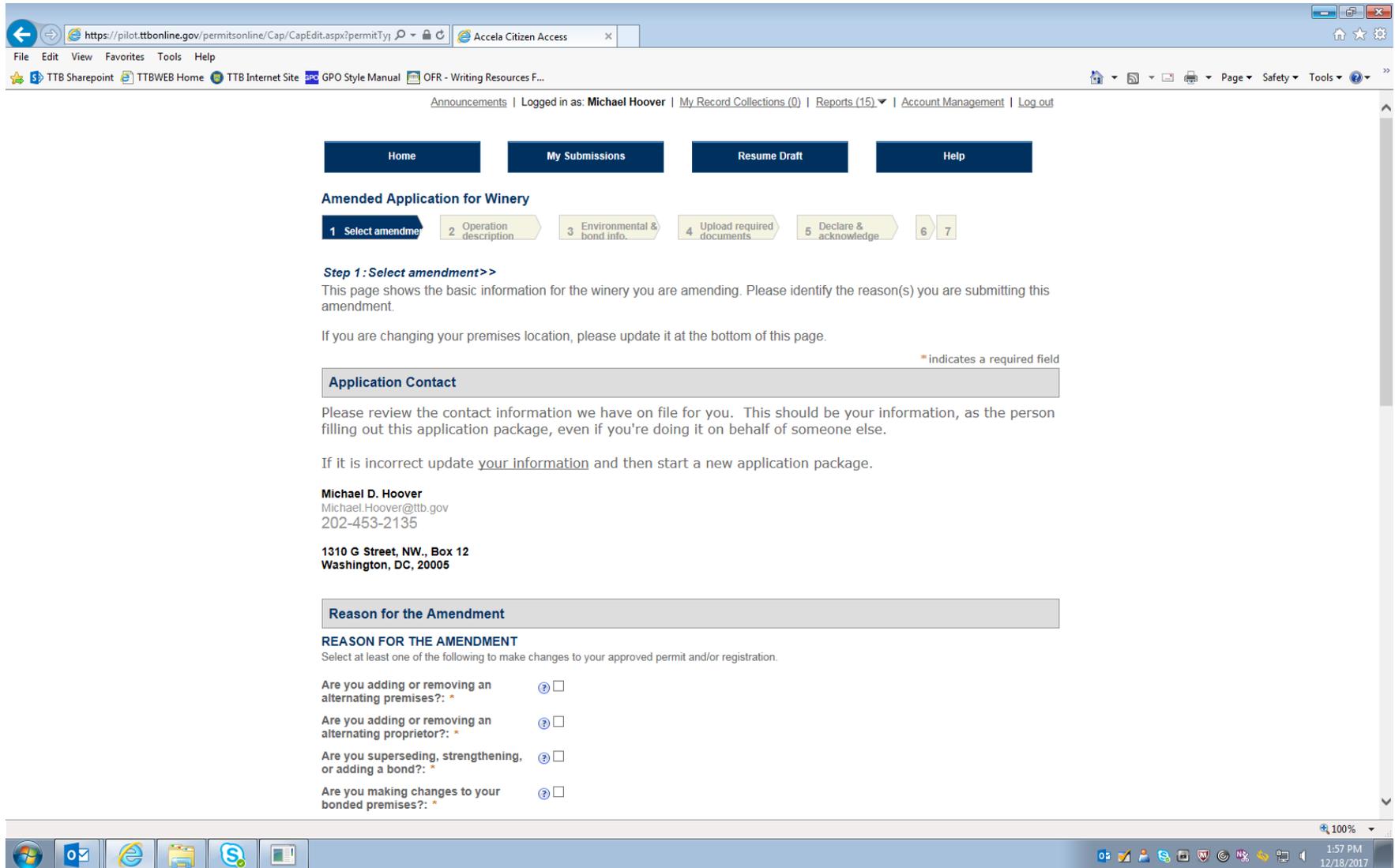


Figure 11 - This page and two following show the screen where the respondent selects the type of amendment(s) being made to the Winery permit. In this example, only the "Doing Business As" name is being amended.

### REASON FOR THE AMENDMENT

Select at least one of the following to make changes to your approved permit and/or registration.

- Are you adding or removing an alternating premises?: \*
- Are you adding or removing an alternating proprietor?: \*
- Are you superseding, strengthening, or adding a bond?: \*
- Are you making changes to your bonded premises?: \*
- Are you adding or removing a non-contiguous premises?: \*
- Are you changing your premises address due to a notification from the United States Postal Service?: \*
- Are you adding or removing any variances or alternate method requests?: \*
- Are you changing the physical location of your winery?: \*
- Are you changing your Doing Business As/Operating Name?: \*
- Bond No Longer Required: \*

### Entity Information

#### ENTITY INFORMATION

This amendment pertains to the business shown below.

Business Name:

EIN:

### Permit and Registration Information

#### PERMIT AND REGISTRATION INFO

This amendment pertains to the permit / registration shown below.

Permit Number:

Registry Number:

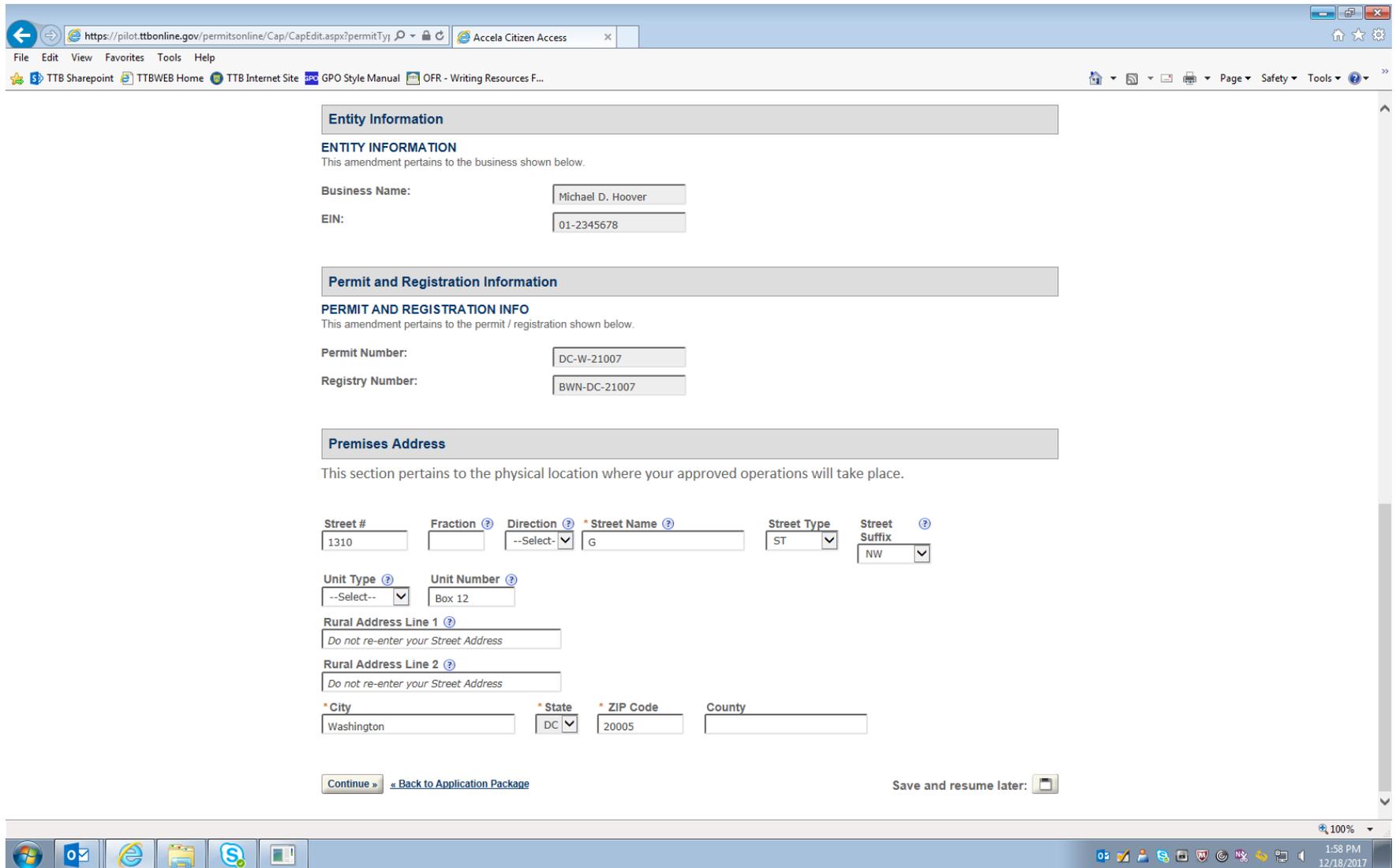


Figure 12 - Premises Address may be amended on this page.

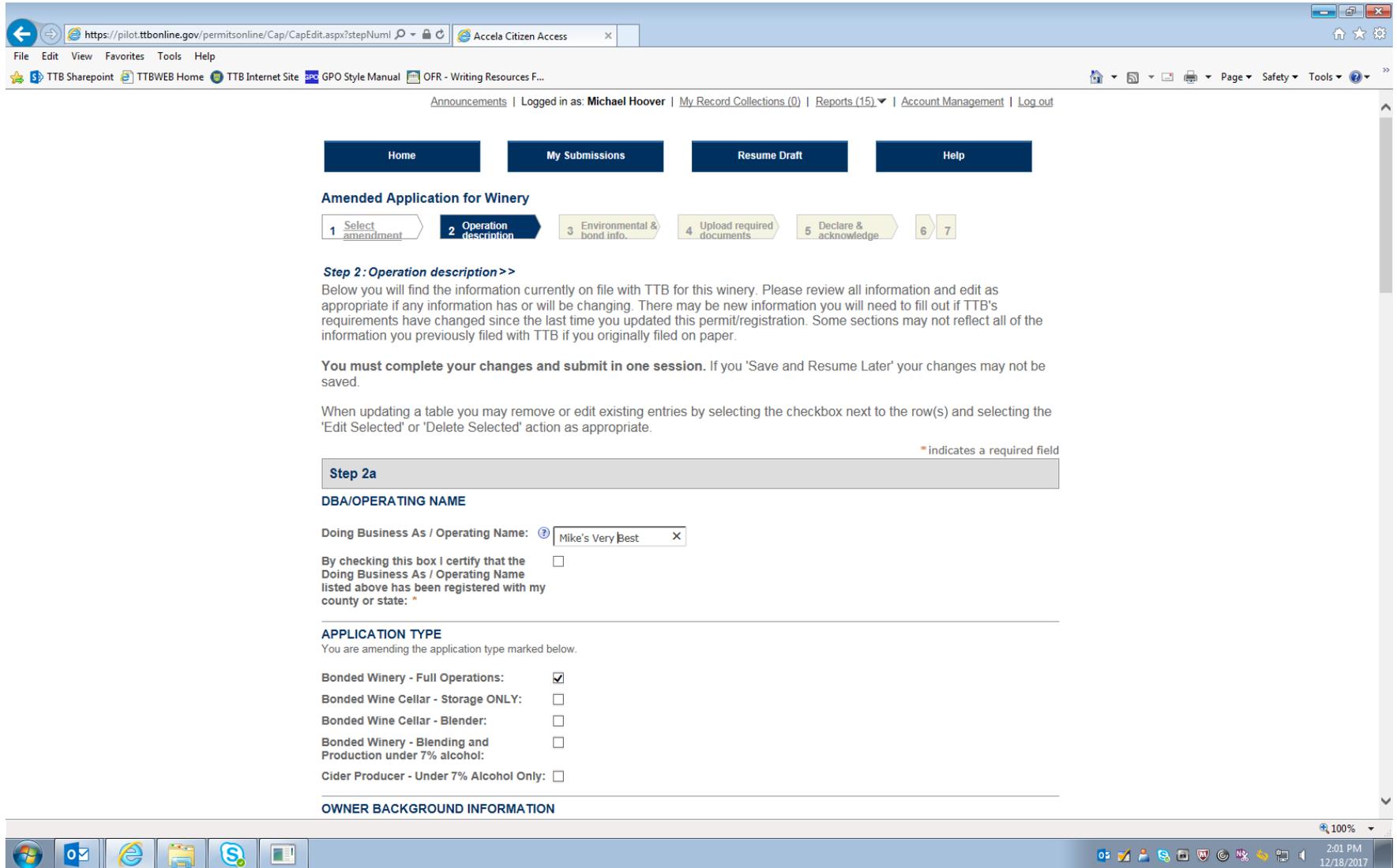


Figure 13 – This screen (which continues on the next three pages below) shows the current information for the winery in question, and the respondent may amend any of the stated information on this screen. In this example, the “Doing Business Name” is amended from “Mike’s Best” to “Mike’s Very Best.”

### OWNER BACKGROUND INFORMATION

Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director voting stock ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or non-beverage) by any government agency (federal, state, local, or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated?: \*  Yes  No

Has any any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than traffic violations or convictions that are not felonies under federal or state law?: \*  Yes  No

### WINERY INFORMATION

Describe your proposed operation and/or production process: \*

List the types of products you plan to produce/store, including alcohol content: \*

Total number of gallons you anticipate producing/storing each year: \*

I certify that I AM required to provide a bond:

I certify that I AM NOT required to provide a bond:

Describe the entire tract of land by using directions and distances in feet and inches: \*

Describe the entire tract of land by using directions and distances in feet and inches: \*

Information.

Describe each wine premises building: provide size (using distances and directions), construction, use of building, and location of doors and windows: \*

Information.

Describe the wine premises security: \*

Information.

Is your winery in a residential building?: \*  Yes  No

Describe where and how any taxpaid wine will be stored and identified: \*

Information.

Will you be alternating?: \*  Yes  No

Describe any part of your process that will include the addition of spirits: \*

None.

Describe any other operations that will take place on the premises and what type of equipment will be used: \*

None.

Describe any use of volatile fruit-flavor concentrate: \*

None.

If you are applying as a bonded wine cellar or taxpaid wine bottling house, may TTB identify you as such to the general public upon request?: \*

Not Applicable

may TTB identify you as such to the general public upon request?: \*

**Step 2b**

**ALTERNATION OF PROPRIETORS**

If you are sharing the use of the premises with any other winery, select "Add a Row" for each additional proprietor conducting wine operations at this location. You don't need to add a row for your business.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Select Alternating Role	Host Name	Host Permit Number	Host Registry Number	Tenant Name	Tenant Permit Number	Tenant Registry Number	Co-Tenant Name	Co-Tenant Permit Number	Co-Tenant Registry Number	Host Tracking Number
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No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**ALTERNATION OF PREMISES**

Alternation of premises means the premises is used by the same owner to conduct different operations (e.g. winery and brewery). If applicable, select "Add a Row" to identify each additional operation.

You do not need to add a row for the operation covered by this application.

Showing 0-0 of 0

Select Alternating Commodity Type	Permit Number (if known)	Registry Number (if known)	Operating Permit Number (if known)	Brewers Notice Registry Number	Application Tracking Number
-----------------------------------	--------------------------	----------------------------	------------------------------------	--------------------------------	-----------------------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**NON-CONTIGUOUS LOCATIONS**

If any part of your operation will take place at a location that is not adjacent to the premises location, select "Add a Row" for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary operation	Description of proposed Operation(s)
---------------------------------	--	---	--------------------------------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue »](#) [Back to Application Package](#)

Save and resume later:

https://pilot.ttbonline.gov/permisonline/Cap/CapEdit.aspx?stepNum1 Accela Citizen Access

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Announcements | Logged in as: Michael Hoover | My Record Collections (0) | Reports (15) | Account Management | Log out

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**Amended Application for Winery**

1 Select amendment 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 7

**Step 3: Environmental & bond info.>>**

Below you will find the information currently on file with TTB for this winery. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit/registration. Some sections may not reflect all of the information you previously filed with TTB if you originally filed on paper.

**You must complete your changes and submit in one session.** If you 'Save and Resume Later' your changes may not be saved.

When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate.

\* indicates a required field

**Step 3a**

**WATER QUALITY INFORMATION**  
Enter "Not Applicable" as needed

List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes: \*

Provide beginning and ending dates for release: \*

Describe how you will monitor the quality and characteristics of the discharge: \*

Information.

Information.

Information.

100% 2:07 PM 12/18/2017

Figure 14 - Additional Winery Permit information screen (continues on page below).

**Step 3b**

**WINE BOND**

If you are required to furnish a bond, select "Add a Row" to provide your Wine Bond information ([find out if you need a bond](#)).

You will also be required to upload the corresponding bond form in step 4. Use [this worksheet](#) to determine the right amount of bond coverage for you.

You can skip this section if you are not required to furnish a bond.

Showing 0-0 of 0

Select Bond Kind	Effective Date of Bond (must be on or before date of TTB approval)	Bond Coverage - Operations	Bond Coverage - Deferral	Bond Coverage - Total Penal Sum	Select Bond Category	Enter Surety Name	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP Number	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Issue Date	Enter Execution Date
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No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**CONSENT OF SURETY**

If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See [a list of examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A [TTB Form 5000.18, Change in Bond \(Consent of Surety\)](#) must be completed and uploaded later in this application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Enter the name of the Corporate Surety	Select the form number of the bond that you are changing	Enter the Total Penal Sum	Enter the Effective Date of this Change of Bond	Description of change
--	--	---------------------------	---	-----------------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**REQUEST FOR VARIANCE**

Select "Add a Row" for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Variance, Alternate Method, Special Permission Type	Description of Request	Status	Status Comments
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No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue »](#) [« Back to Application Package](#)

Save and resume later:

https://pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?stepNum1 Accela Citizen Access

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Page Safety Tools

### Amended Application for Winery

1 2 Operation description 3 Environmental & bond info 4 Upload required documents 5 Declare & acknowledge 6 Review 7

**Step 4: Upload required documents >>** \* indicates a required field

#### Step 4a

#### 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 0-0 of 0

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
No records found.			

[Edit Selected](#)

#### Step 4b: Upload Required Documents

Upload attachments here. **Be sure to save all uploads before leaving this page using the 'Save Attachments' button.**

View, download, or print attachments by selecting the document name.

#### Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

[Add](#)

100% 2:09 PM 12/18/2017

Figure 15 - This screen informs the respondent if any amendment requires additional documents to be uploaded to the application for amendment.

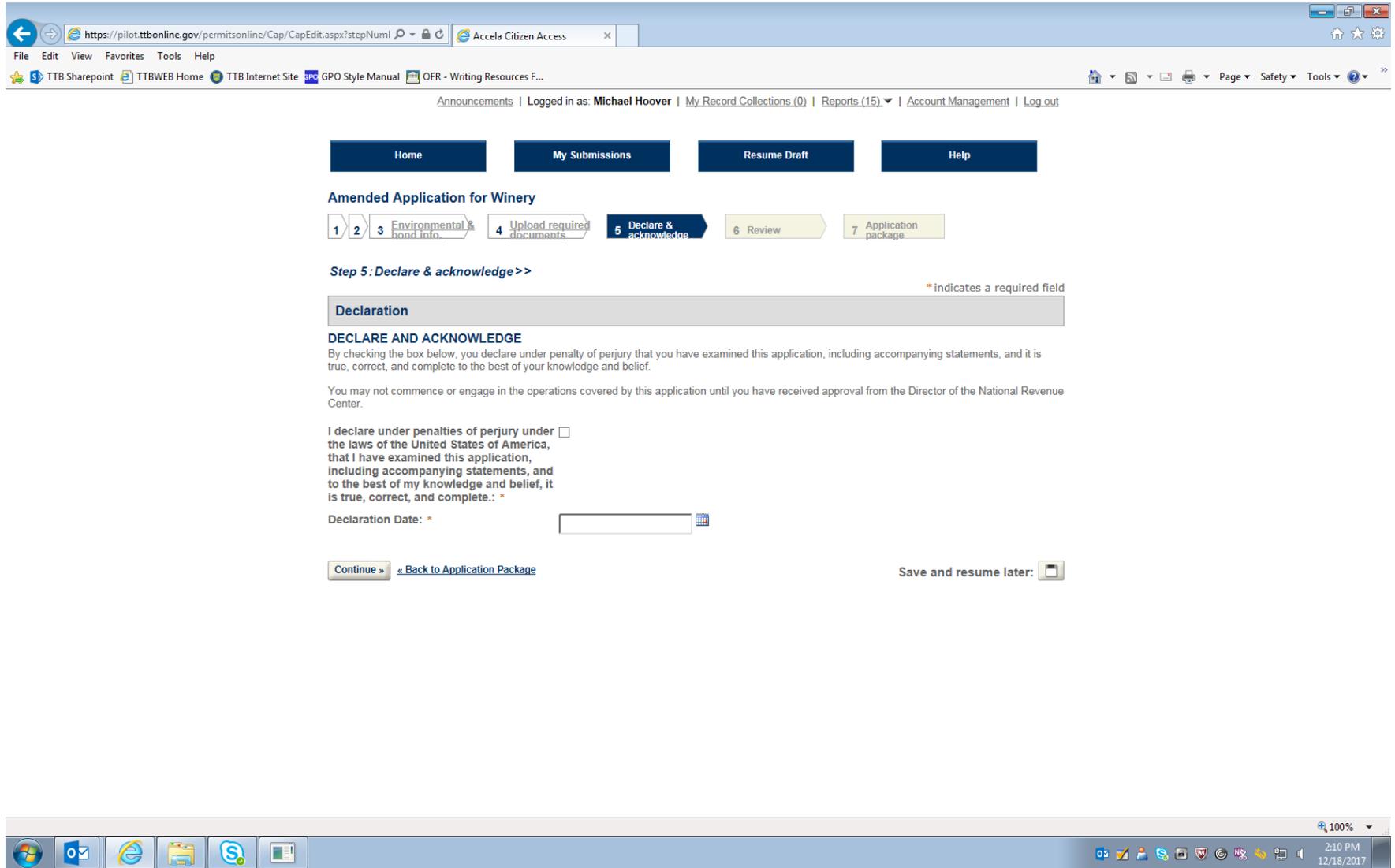


Figure 16 - Declaration page.

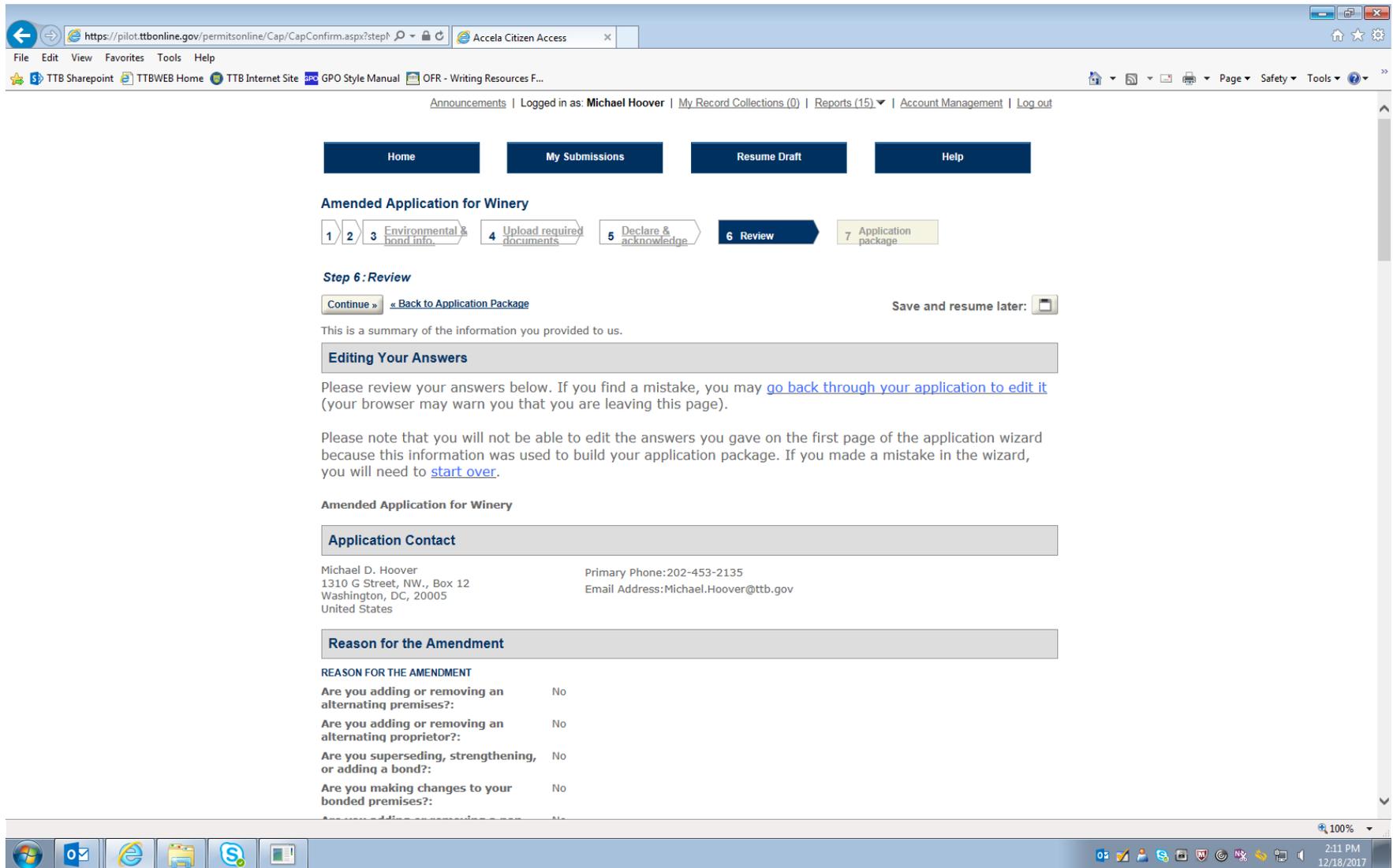


Figure 17 - Review screen: This screen allows respondent to review their responses and edit them as necessary (continuation of screen not shown).

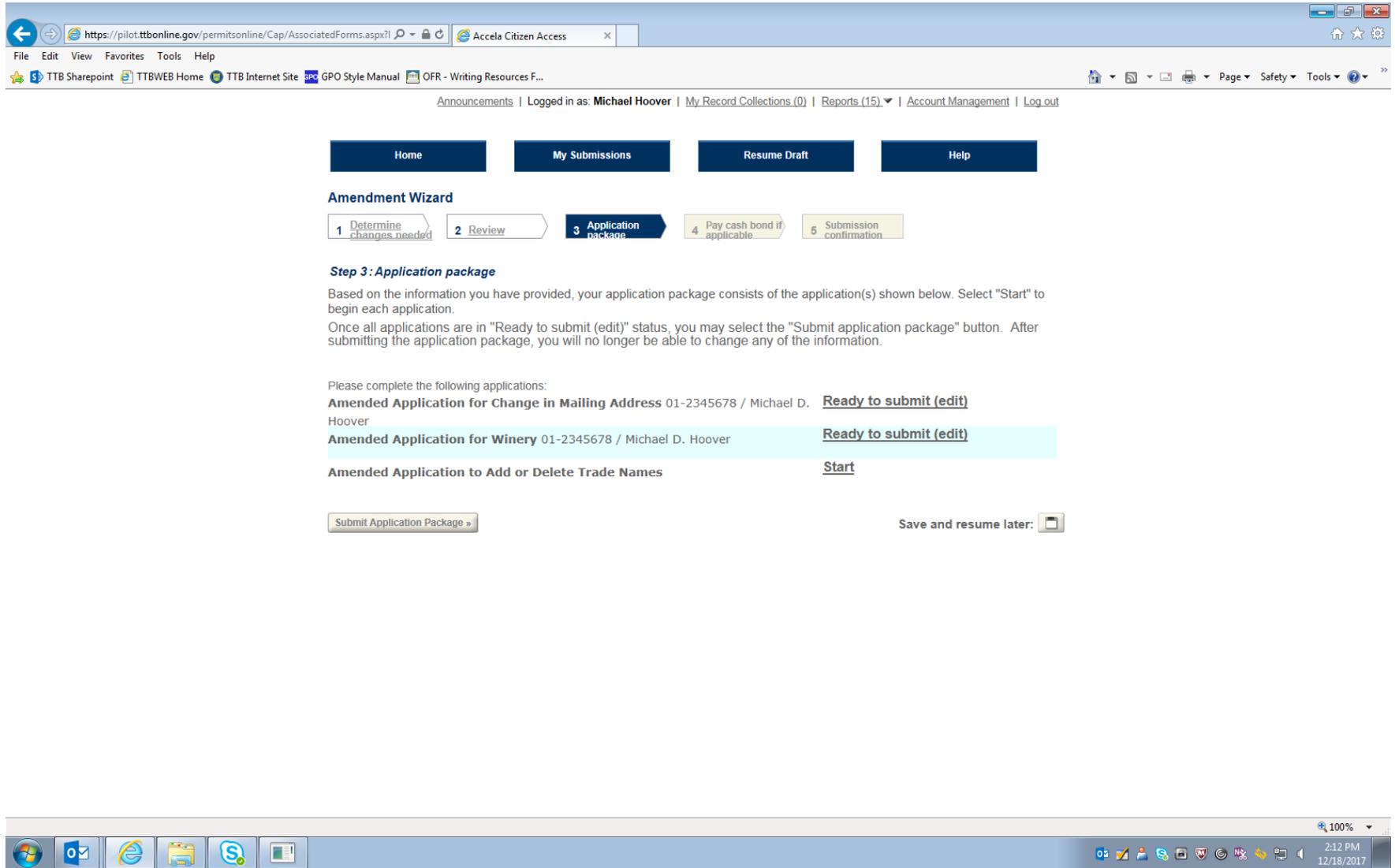


Figure 18 – Screen shows Amended Application for Winery is ready to submit. Respondent then selects the next amendment application.

# Amended Application to Add or Delete Trade Names

Browser address bar: <https://pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?permitType>  
Page title: Accela Citizen Access

Announcements | Logged in as: Michael Hoover | My Record Collections (0) | Reports (15) | Account Management | Log out

Home | My Submissions | Resume Draft | Help

## Amended Application to Add or Delete Trade Names

1 View contact information | 2 Trade name information | 3 Upload required documents | 4 Declare & acknowledge | 5 Review | 6

Step 1: View contact information >>

\* indicates a required field

### Application Contact

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update [your information](#) and then start a new application package.

**Michael D. Hoover**  
Michael.Hoover@ttb.gov  
202-453-2135

1310 G Street, NW., Box 12  
Washington, DC, 20005

### Entity Information

**ENTITY INFORMATION**  
This amendment pertains to the business shown below.

Business Name:   
EIN:

[Continue >](#) [Back to Application Package](#)

Save and resume later:

Windows taskbar: 100% zoom, 2:15 PM, 12/18/2017

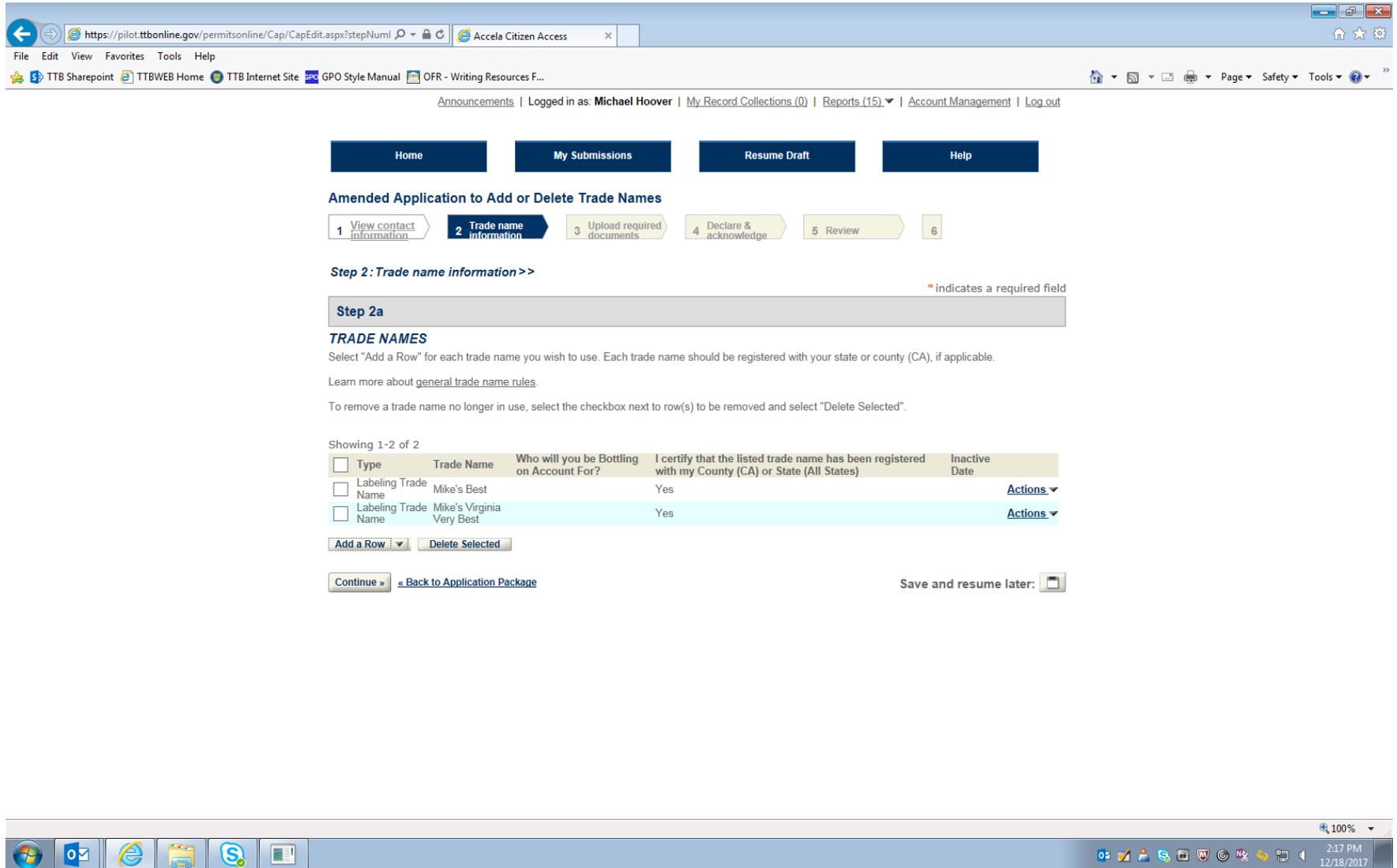


Figure 19 - On this screen the respondent adds or deletes trade names. In this example, the trade name "Mike's Virginia Very Best" is being added.

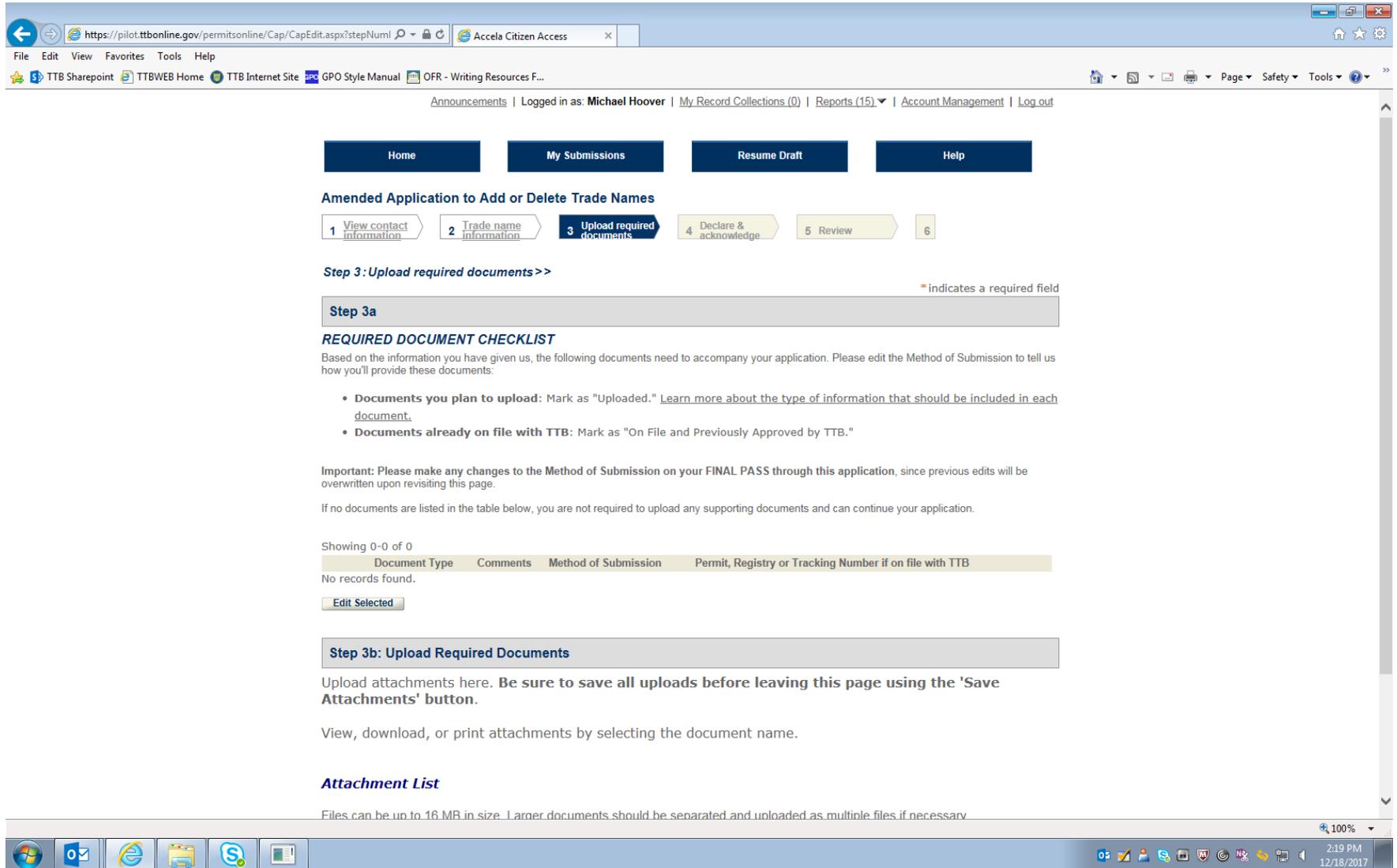


Figure 20 – If any additional documents are required for this application for an amended permit, they are shown here. The respondent uploads the required document(s), which are then listed under “Attachment List” to show that the upload was successful.

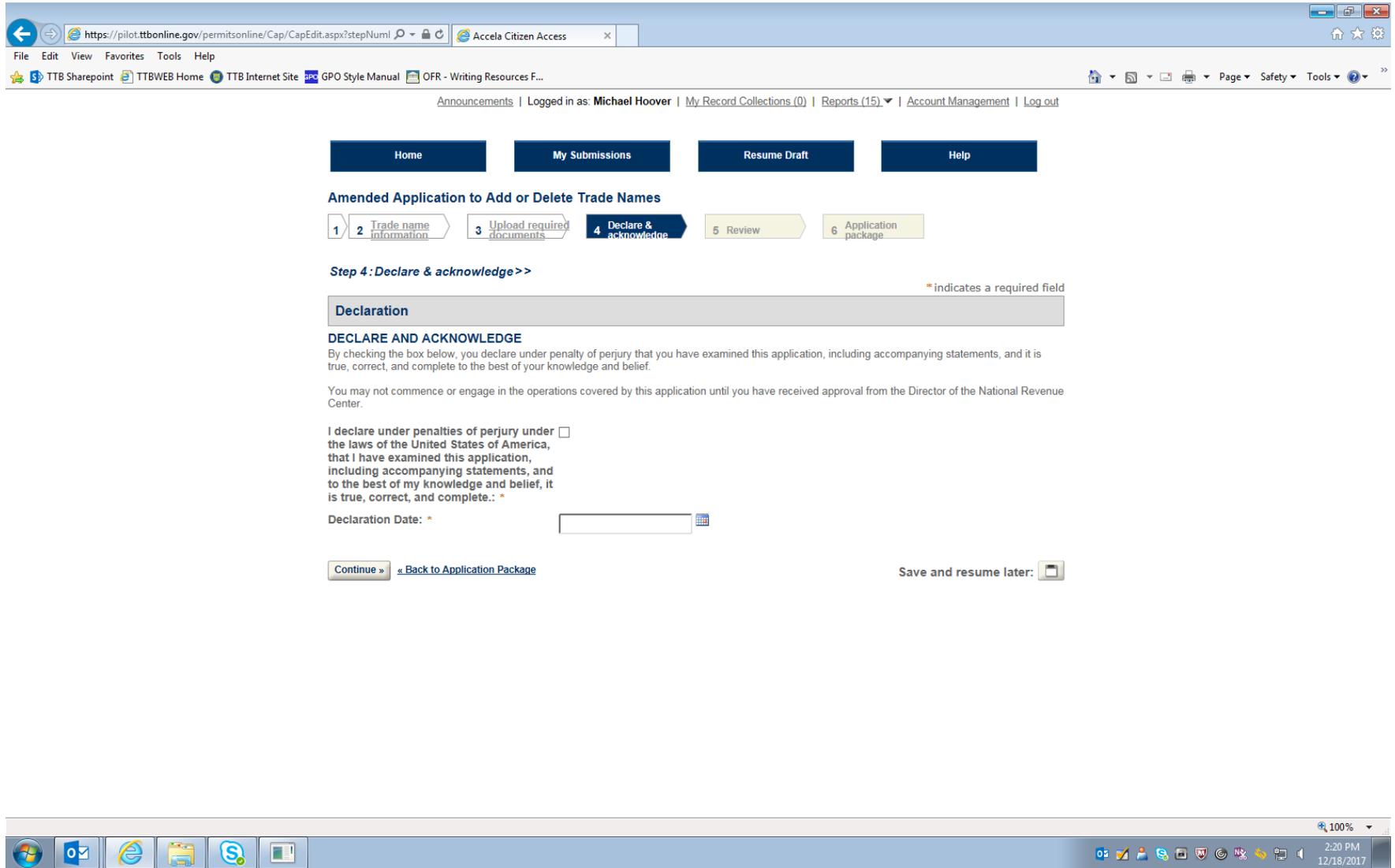


Figure 21 - Declaration page.

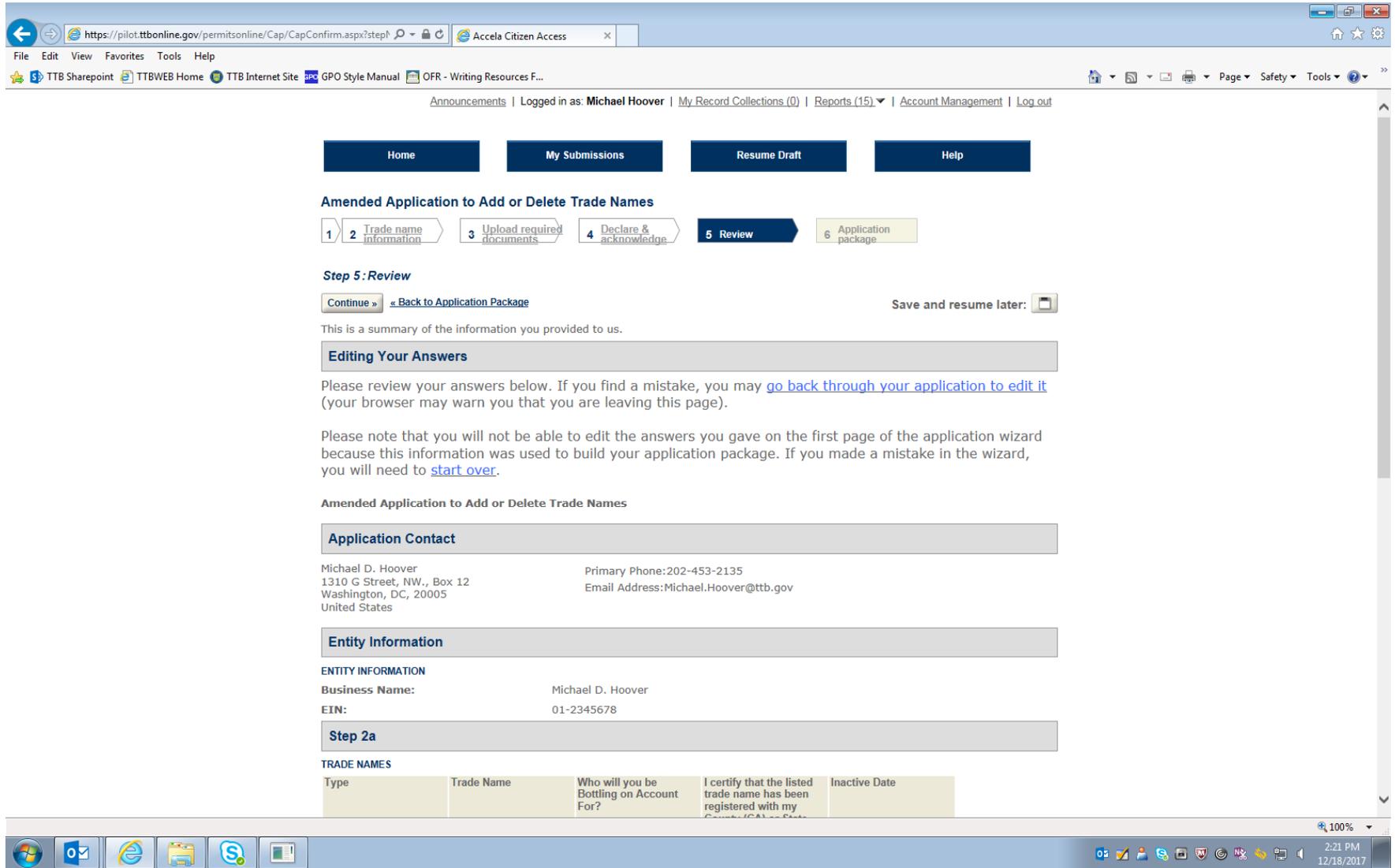


Figure 22 - Review screen (continuation of screen not shown).

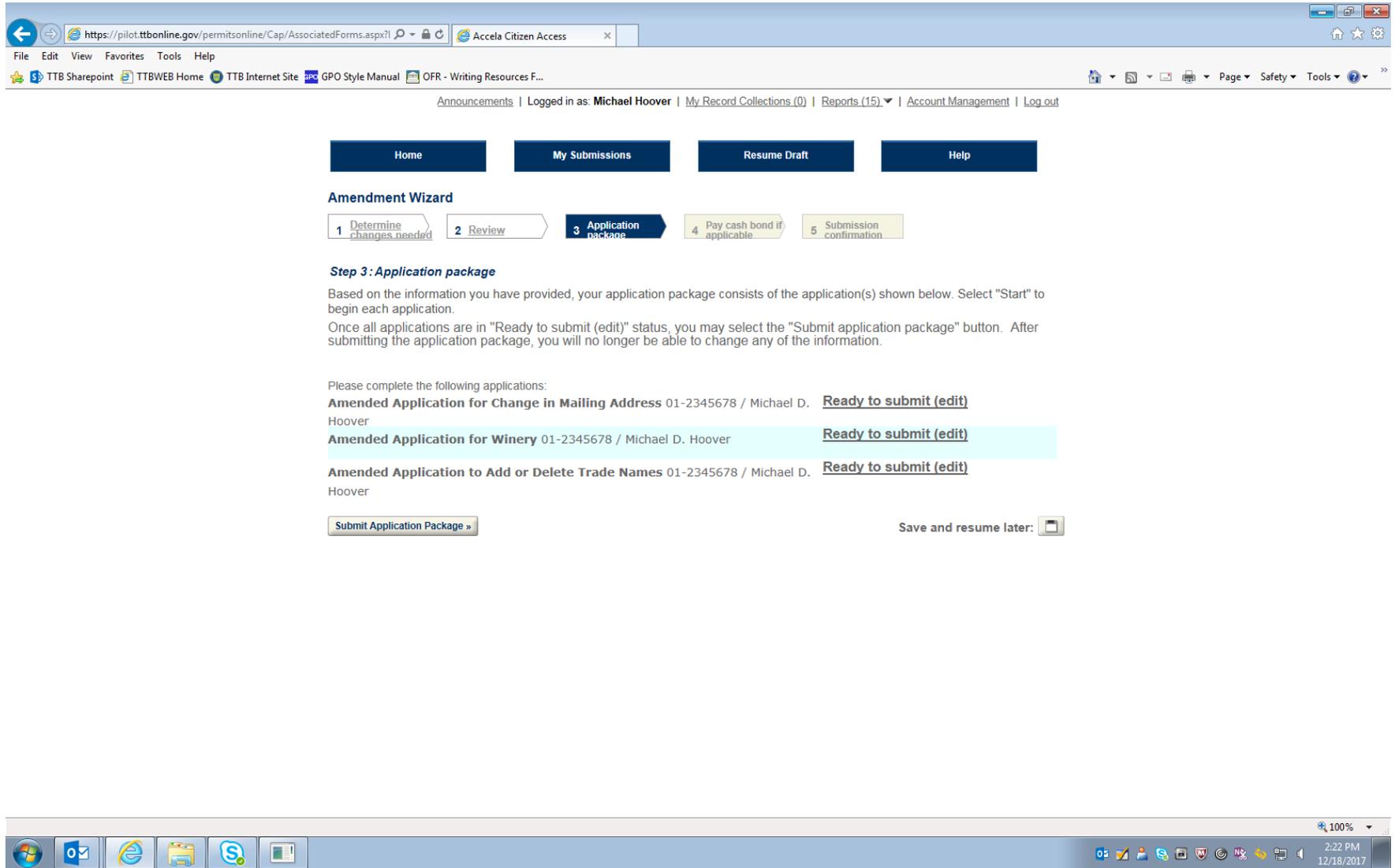


Figure 23 – Screen showing that all basic permit amendment applications are ready to submit to TTB via PONL.

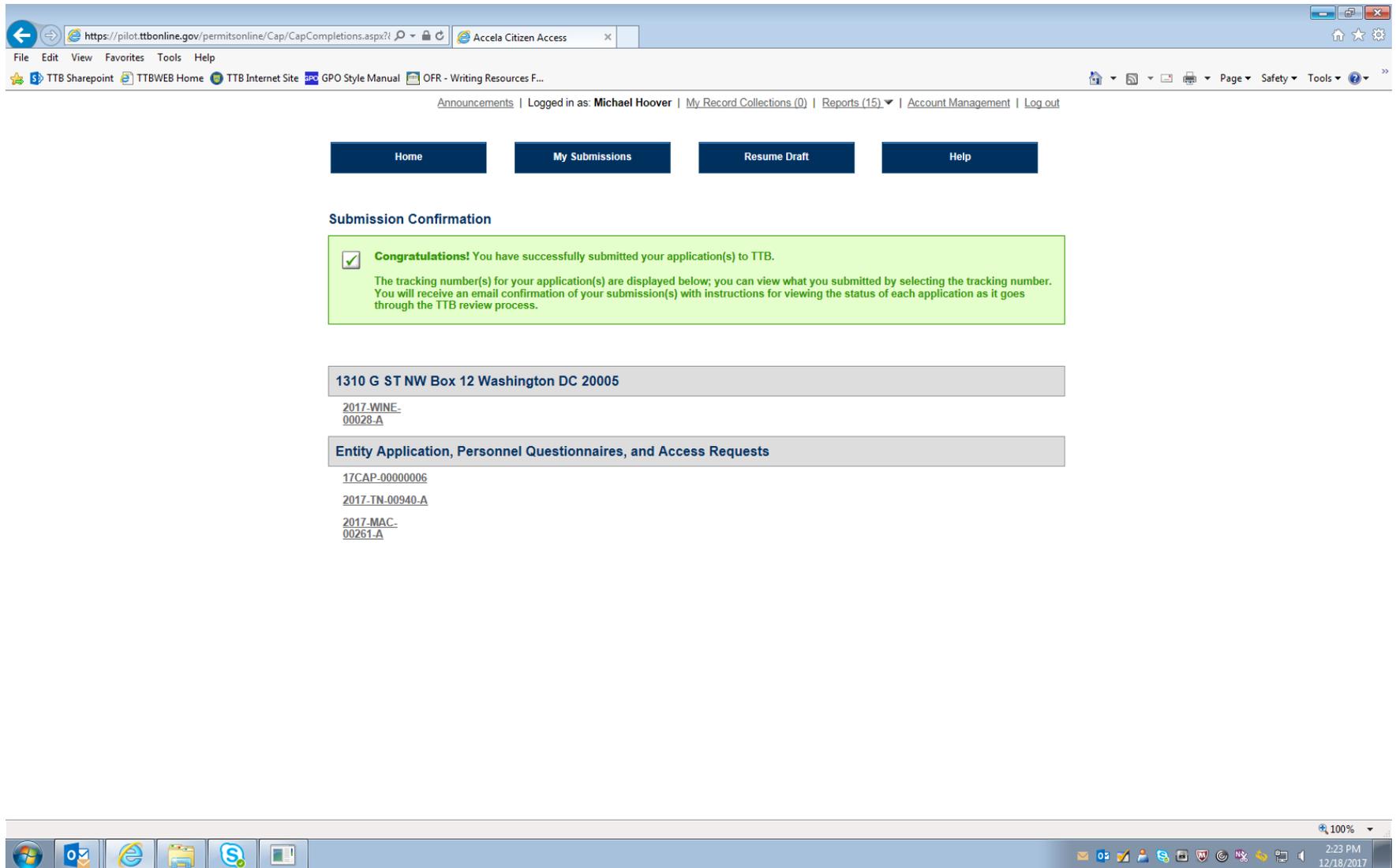


Figure 24 – Screen showing that the application(s) for amended basic permit under the FAA Act have been successfully submitted to TTB. Applicant will receive an e-mail from TTB when the application(s) are approved or if they are rejected.