

COLAs Online Screen Shots — OMB No. 1513-0020

Screen Shots of COLAs Online, the electronic equivalent of TTB F 5100.31, Application for and Certification/Exemption of Label/Bottle Approval.

Log-in Screen:

Already registered? Log in:

User Name: [Expired password ?](#)

Password: [New or forgotten password ?](#)

Logon to:

Notice

Need to change or reset your password? Please see the [Password Change Quick Reference Guide](#) (PDF).

COLAs Online 4.5 is here! This release includes validation for single label submissions, a mandatory label information checklist, flagging of approved applications that require attention, capability for industry members to download details about all their applications and those submitted under the same permit (privacy filters apply) and enhanced on-screen guidance for some fields. For details and additional changes, check out [What's New in COLAs Online 4.5](#) (PDF).

Formulas Online 2.7 is here! This latest release includes improved handling when viewing multiple submissions at once to prevent you from unintentionally updating the wrong one. For details and additional changes, check out [What's New in Formulas Online 2.7](#) (PDF).

Formulas Online Update. We have made the system update to Formulas Online that will impact the file types allowed for document attachments. In order to improve image rendering by various Web browsers, we will **no longer accept TIFF files** (.tif, .tiff). You will still be able to view existing TIFF files.

If you have any questions, please contact us at TTB_Helpdesk@ttb.gov

COLAs Online:

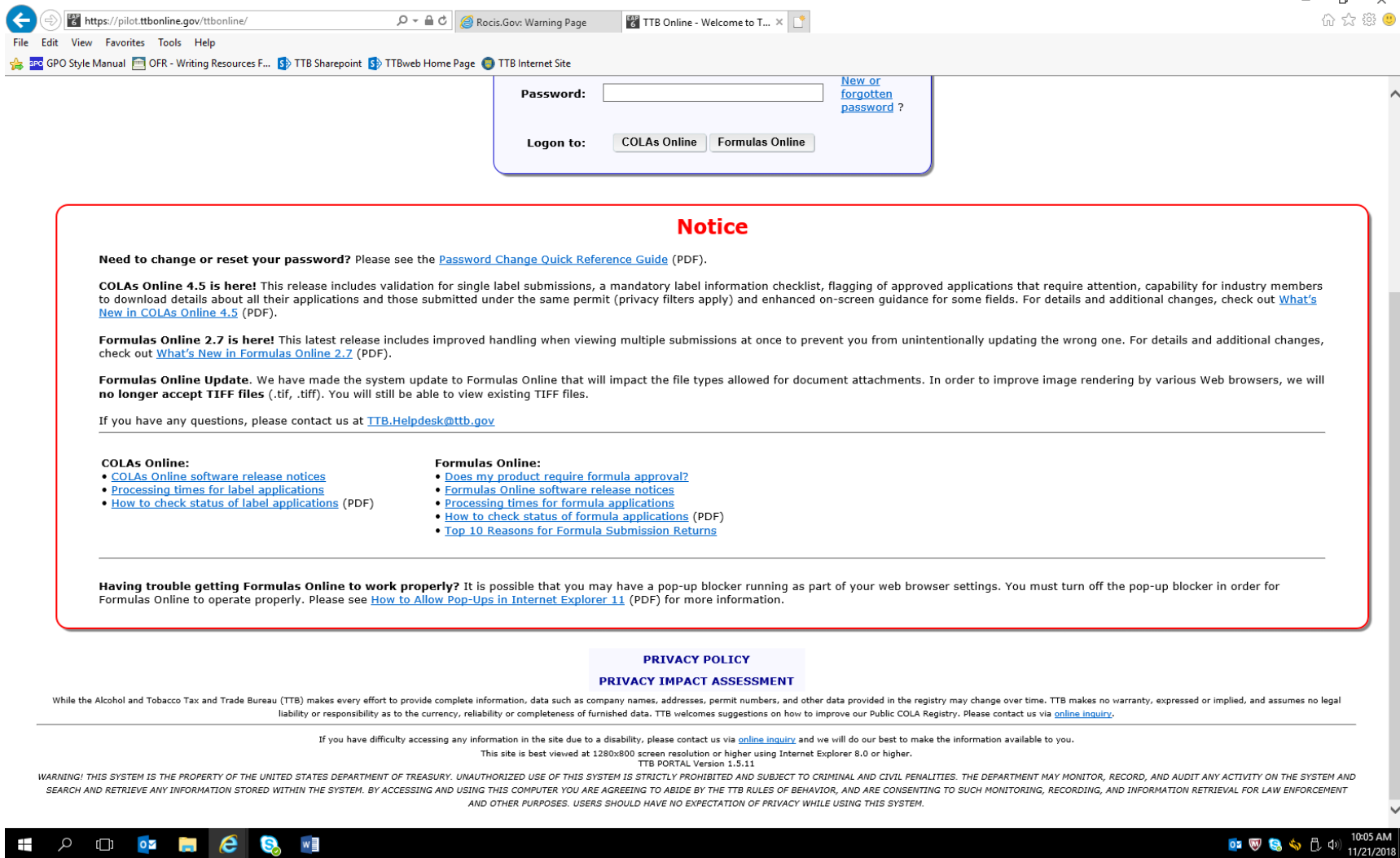
- [COLAs Online software release notices](#)
- [Processing times for label applications](#)
- [How to check status of label applications](#) (PDF)

Formulas Online:

- [Does my product require formula approval?](#)
- [Formulas Online software release notices](#)
- [Processing times for formula applications](#)
- [How to check status of formula applications](#) (PDF)
- [Top 10 Reasons for Formula Submission Returns](#)

(NOTE: Users register to use COLAs Online under OMB Control No. 1513-0111, COLAs Online Access Request.)

Log-in Screen continued:



URL to Privacy Policy: https://www.ttb.gov/about/privacy_policy.shtml. URL to Privacy Impact Assessment: <https://www.ttb.gov/foia/pia.shtml>.

Government System Warning:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/ttbonline/>. The browser's address bar also displays "Rocis.Gov: Warning Page" and "TTB Online - Welcome to T...". The website header includes the TTB ONLINE.GOV logo and navigation links: REGISTER, HOW TO REGISTER, PUBLIC COLA REGISTRY, FAQ, and CONTACT US. A central dialog box titled "Message from webpage" contains a warning message: "WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM." Below the message, it says "If you accept, please press 'OK' otherwise exit from the system." and provides "OK" and "Cancel" buttons. The background page content includes a "Need to change or reset your password?" section, a "COLAs Online 4.5 is here!" announcement, a "Formulas Online 2.7 is here!" announcement, and a "Formulas Online Update" section. At the bottom, there are links for "COLAs Online" and "Formulas Online" resources. The Windows taskbar at the bottom shows the time as 10:06 AM on 11/21/2018.

User clicks "OK" to acknowledge the Government System Warning.

COLAs Online Entry Page, reached after log-in and acknowledging government system warning:

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://pilot.ttbonline.gov/colasonline/logonExt.do>
- Page Header:** TTB logo and "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury".
- Main Content:**
 - COLAs Online** (ALCOHOL AND TOBACCO TAX AND TRADE BUREAU)
 - TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval
 - Welcome, Michael Hoover, to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle Approval. With this tool, you can view status of applications you've submitted previously or you can create and submit new COLA applications.
 - Check the most recent processing times for [label applications](#).
 - My eApplications**
 - This list is limited to your most recent 300 eApplications. Please use Search for eApplications link above to find applications not listed here.
 - Create an eApplication** button
 - No eApplications found that were saved but not submitted or submitted by your User Name.**
 - [Export all Applications](#)
 - Search by TTB ID: [Advanced Search](#)
- Footer:**
 - Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov
 - UNITED STATES DEPARTMENT OF THE TREASURY logo
 - While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via [online inquiry](#).
 - If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@ttb.treas.gov) and we will do our best to make the information available to you.
 - This site is best viewed at 1280x800 screen resolution or higher using Internet Explorer 11 or higher.
 - WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.
 - TTB COLAS Version 4.5 Build 95

Clicking on “Create an eApplication” results in the following screen:

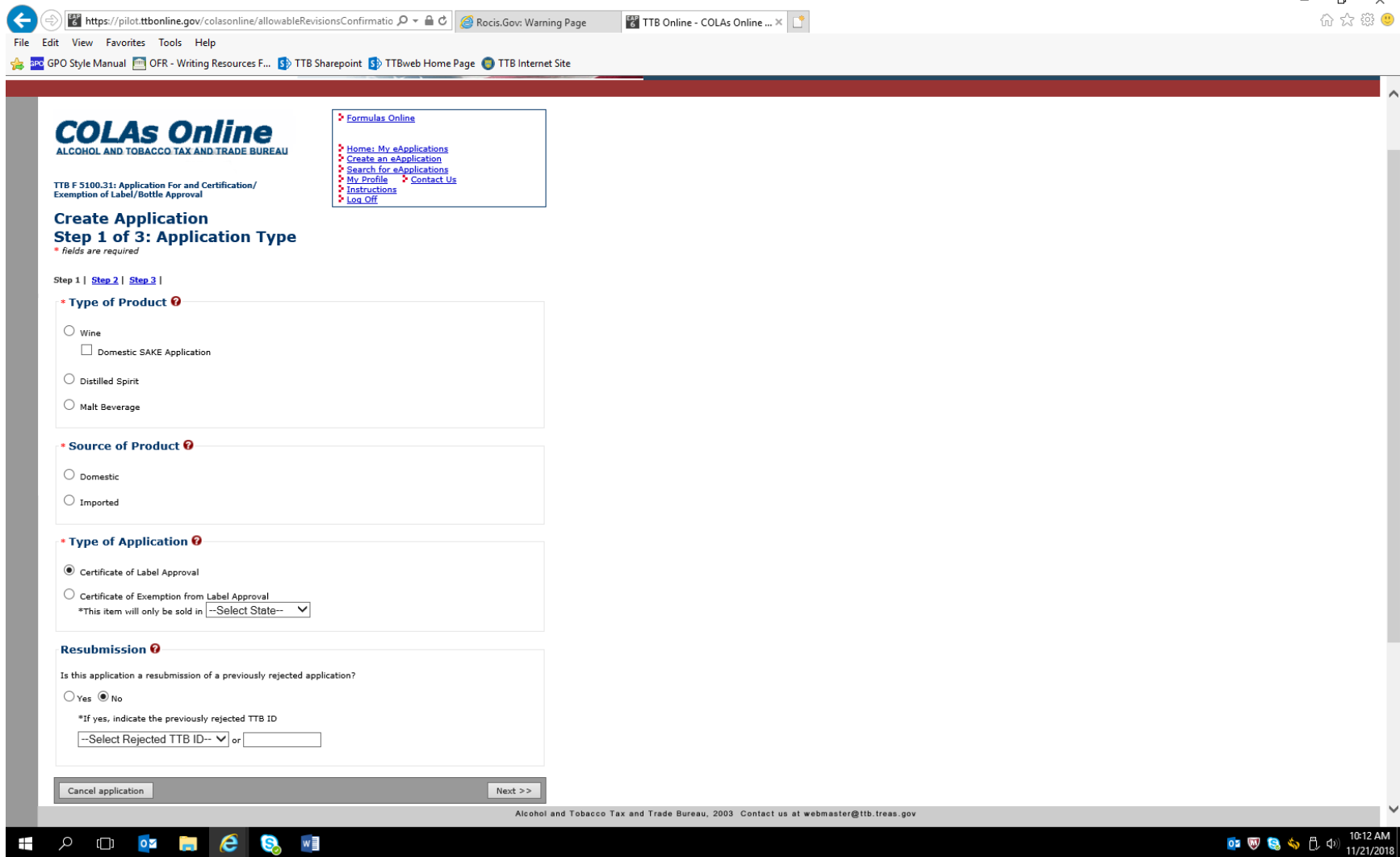
January 2022

Allowable Revisions Screen informs the user about allowable revisions to COLAs that do not require a new application:

The screenshot shows a web browser window displaying the 'COLAs Online' website. The browser's address bar shows the URL: <https://pilot.ttbonline.gov/colasonline/allowableRevisionsConfirmatio>. The website header features the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. The main content area is titled 'COLAs Online' and includes a navigation menu with links such as 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Instructions', 'Contact Us', and 'Log Off'. Below the navigation menu, there is a section titled 'Allowable Changes to Approved Labels' with a sub-heading '* fields are required'. This section contains a form with the following text: 'Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?'. Below this text, there is a paragraph explaining that users can make changes to previously approved labels without needing to send revised labels at all. A list of links is provided: 'Examples of Labels with Allowable Changes', 'Complete List of Allowable Revisions To Approved Labels (Printer-Friendly Version)', and 'Webinar Presentation: Allowable Revisions To Approved Labels'. At the bottom of the form, there is a checkbox labeled '* Yes, I have read the list of allowable revisions' and two buttons: 'Cancel' and 'Continue'. The footer of the page includes the TTB logo, contact information, and a disclaimer: 'While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via [online inquiry](#).' The footer also includes a warning: 'WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.' The footer also includes the text 'TTB COLAS Version 4.5 Build 95'.

Allowable versions link: https://www.ttb.gov/labeling/allowable_revisions.shtml#completeList. Checking the “Yes, I have read the list of allowable revisions” box and clicking “Continue” results in this page:

Create Application — Step 1 of 3: Application Type page:



In the following example screens, the user has chosen to apply for a COLA for a Distilled Spirit product, sourced domestically.

Create Application — Step 2 of 3: COLA Information

The screenshot shows a web browser window displaying the TTB COLAs Online application form. The browser address bar shows the URL: <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The page header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury".

The main content area is titled "COLAs Online" and "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". Below this, it says "TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval". The current step is "Create Application Step 2 of 3 : COLA Information". A note indicates that fields marked with an asterisk are required.

The form is divided into several sections:

- Distinctive Liquor Bottle Approval:** A question asks "Is this application a request for Distinctive Liquor Bottle Approval?". The "No" radio button is selected. A text input field is provided for "total bottle capacity before closure" if "Yes" is selected. A note below states: "(Remember to attach images of the front and back of the distinctive bottle in Step 3)."
- Application Information:**
 - Serial Number:** A 18-character alphanumeric field.
 - Plant Registry/Basic Permit/Brewer's No.:** A dropdown menu with "--Select Permit #--".
 - Business List:** A table with columns: "No.", "Address", "Select Principal Place of Business", and "Remove?". The table is currently empty, with "(None assigned)" below it.
- DBA/Trade Name (if any):** A text input field with instructions: "Enter if using a name other than your official company name in the 'bottled/packed/imported by' statement. Must be a name from your TTB permit record." The field contains "Enter exactly as it appears on the label." and shows "80 Characters remaining".
- Brand Name:** A text input field with instructions: "Name from the brand label under which product (line) is sold."

On the right side of the form, there is a "Formulas Online" section with links: Home: My eApplications, Create an eApplication, Search for eApplications, My Profile, Contact Us, Instructions, and Log Off.

The Windows taskbar at the bottom shows the date and time as 10:16 AM on 11/21/2018.

Previous screen continued:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The browser tabs include "TTB Online - COLAs Online..." and "TTB | Labeling | Allowable Revi...". The browser's address bar shows the URL, and the page title is "TTB Online - COLAs Online...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

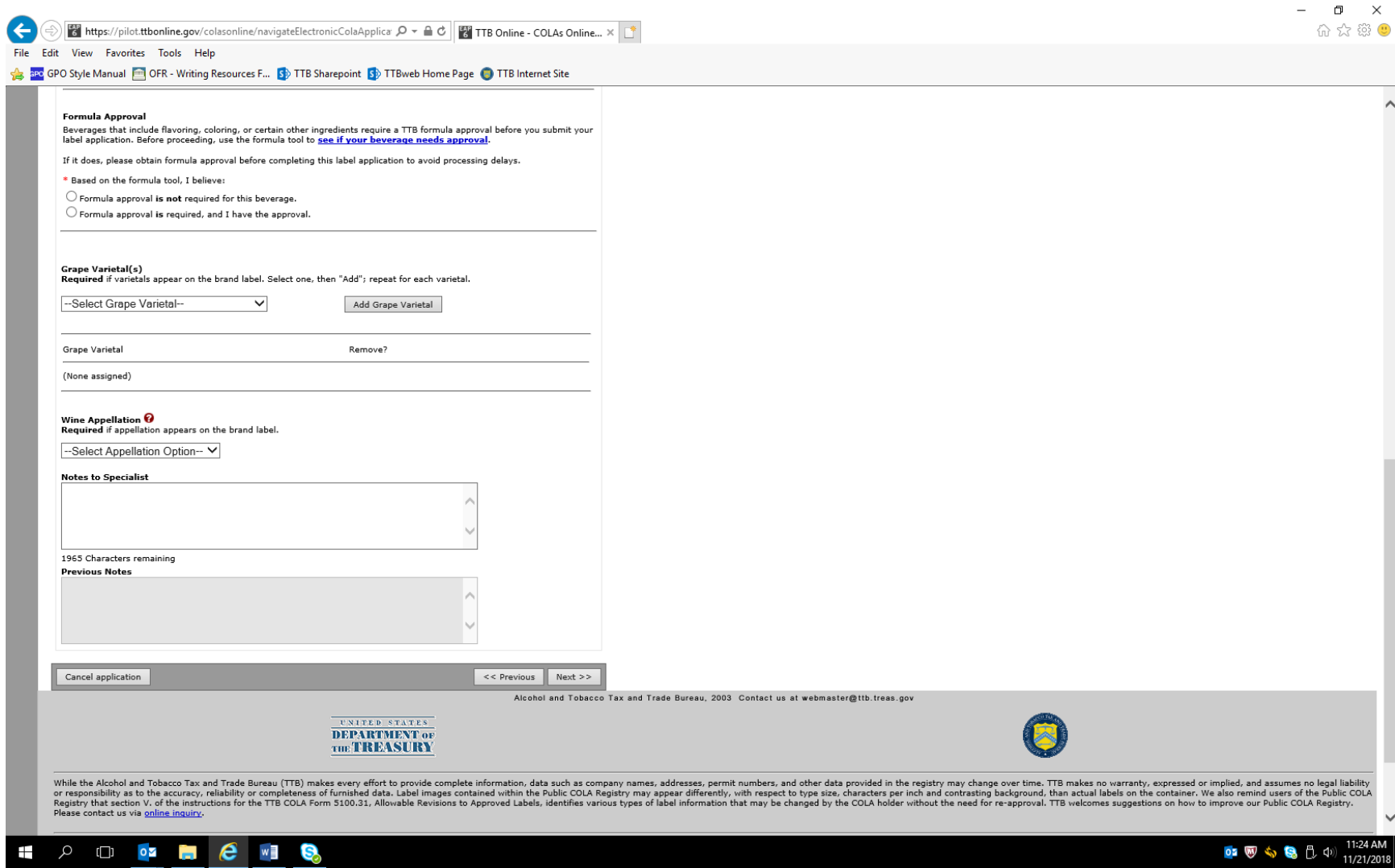
The form content includes the following sections:

- Brand Name**: Name from the brand label under which product (line) is sold. Text input: "Test 1, 2, 3". 187 Characters remaining.
- Fanciful Name**: Name that further identifies the product (required for specialty malt beverage and spirit products only). Text input: "Test 1, 2, 3". 187 Characters remaining.
- Formula Approval**: Beverages that include flavoring, coloring, or certain other ingredients require a TTB formula approval before you submit your label application. Before proceeding, use the formula tool to [see if your beverage needs approval](#). If it does, please obtain formula approval before completing this label application to avoid processing delays.
 - Based on the formula tool, I believe:
 - Formula approval is **not** required for this beverage.
 - Formula approval is required, and I have the approval.
 - How will you provide the approval?
 - I will provide the TTB formula ID.
 - I will attach a copy of the most recent approved formula.
- TTB Formula ID**: 1181254-DSP-KY-230-143143122-WHISKY/BLENDEC. Add Formula button.
- List of Formulas**:

TTB Formula Id	Class/Type	Permit No.	Company Formula #	Remove?
1181254	WHISKY/BLENDED BOURBON WHISKY	DSP-KY-230	143143122	Remove
- Notes to Specialist**: Text input area. 1965 Characters remaining.
- Previous Notes**: Text input area.

This example is for a distilled spirits product that requires a formula submission, which is noted in the COLA Online application as shown above. The user provides the approved formula number or provides a copy of the formula as an attachment. Alcohol beverage formula submissions are approved under OMB Control No. 1513-0122 or other commodity-specific control numbers.

For wines, additional data fields for Grape Varietal and Wine Appellation appear on the Create Application page:



Create Application — Step 3 of 3: Upload Labels

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/colasonline/navigateElectronicColaApplica>. The page title is "COLAs Online" and the subtitle is "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". The main heading is "Create Application Step 3 of 3 : Upload Labels". A note states: "Note: You do not need to repeat information that is already listed in English on the label." Below this is a large text input area with a character count of "1995 Characters remaining". There are two sections for uploads: "Upload Label Images" and "Upload Other Attachments". Each section has a table with columns for "File Name", "File Size", and "Type", and a button labeled ">> add/remove [Images/Attachments]". At the bottom, there are navigation buttons: "Cancel application", "<< Previous", and "Next >>". The footer includes the Alcohol and Tobacco Tax and Trade Bureau logo and the Department of the Treasury logo.

User uploads images (in acceptable formats) of the proposed labels on this page and uploads any other required attachments.

Image upload page:

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

Upload Label Images

**fields are required*

Upload Label Image:

- Step 1: Click Browse to Select Attachment**
Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extension is JPEG (.jpg, .jpeg, .jpe).

Browse...

- Step 2: Indicate Type of Image**
TTB may designate any image you upload as the brand label, if an image other than the one you uploaded as the brand label meets the brand label requirements. This change will NOT affect the actual image, only the designation of the upload.

--Select Type of Attachment--

- Step 3: Specify the Actual Dimensions of the Printed Label**
This is the size of the **actual printed label**, which may be different than the image size. Only the image should be uploaded, if label is scanned you will need to crop the image before uploading to remove unwanted "white space" surrounding image.

width inches height inches

- Step 4: Click Attach File**
You may attach up to 10 files per product. Each file may not exceed 750 KB.

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
Firework.jpg	182KB	Brand (front) or keg collar	3 inches W X 2 inches H	Remove

Repeat steps 1-4 to attach more files

Step 5: Click Done when finished

Are Your Distilled Spirit Labels in Compliance?

Distilled Spirits sold in interstate commerce must comply with labeling requirements in [27 CFR part 5](#) and [27 CFR part 16](#). Here is the commonly required information:

Information that must appear on the BRAND label:

- Brand name** [27 CFR 5.34](#) - Must match brand name entered on this application.
- Class & Type** [27 CFR 5.35](#) & [27 CFR 5.22](#) - Must be consistent across labels and with any labeling guidance received during formula approval.
- Alcohol content** [27 CFR 5.37](#)

Information that must appear on ANY label:

- Net contents** [27 CFR 5.38](#) & [27 CFR 5.47\(a\)](#) - Approved metric standards of fill only.
- Name and address** [27 CFR 5.36](#) - Must be a name (company or DBA/trade) from your TTB permit record, with limited exceptions.
- Declaration of sulfites** [27 CFR 5.32\(b\)\(7\)](#) - Required if used at concentrations of 10 ppm or more.
- Declaration of colors** [27 CFR 5.32\(b\)](#) & [27 CFR 5.39\(b\)](#) - Required if using cochineal extract, carmine, FD&C Yellow No. 5, other coloring materials.
- Treatment with wood** [27 CFR 5.39\(c\)](#) - Required for whisky and brandy that is in contact with wood (other than oak containers).
- Country of origin** [27 CFR 5.36\(e\)](#) - Required for imports.
- Commodity statement** [27 CFR 5.39\(a\)](#) - Required for [certain products](#) (see "Commodity Statement" section for a list).
- Statement of age** [27 CFR 5.40](#) - Required for whisky aged less than 4 years and grape brandy aged less than 2 years.
- State of distillation** [27 CFR 5.36\(d\)](#) - Required for U.S. whisky.
- Health warning statement** [27 CFR part 16](#) - Must appear as a single statement using this exact wording:

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

More Information

- [Beverage Alcohol Manual \(BAM\)](#): A Practical Guide to Basic Mandatory Labeling Information for Distilled Spirits
- [Prohibited labeling practices](#) 27 CFR 5.42

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

User uploads image of the proposed label and adds other required information, then clicks "Done" when finished. Example given here shows an image file named "Fireworks" has been uploaded as the label image.

Verify Application page — user verifies correctness of the provided information:

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

Verify Application
**fields are required*

[Step 1](#) | [Step 2](#) | [Step 3](#) | Verify Application

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

Type of Product: DISTILLED SPIRIT
Source of Product: DOMESTIC
Type of Application: CERTIFICATE OF LABEL APPROVAL

Serial #: 18-0001

Contact Information
Michael Hoover
Phone Number: (202) 453-2135
Michael.Hoover@ttb.gov

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):
DSP-KY-230
JIM BEAM BRANDS CO.
526 HAPPY HOLLOW ROAD
CLERMONT, KY 40110

DBA/Trade Name:
Test 1, 2, 3

Plant Registry/Basic Permit/Brewers No (Other):

Brand Name: Test 1, 2, 3
Fanciful Name: Test 1, 2, 3

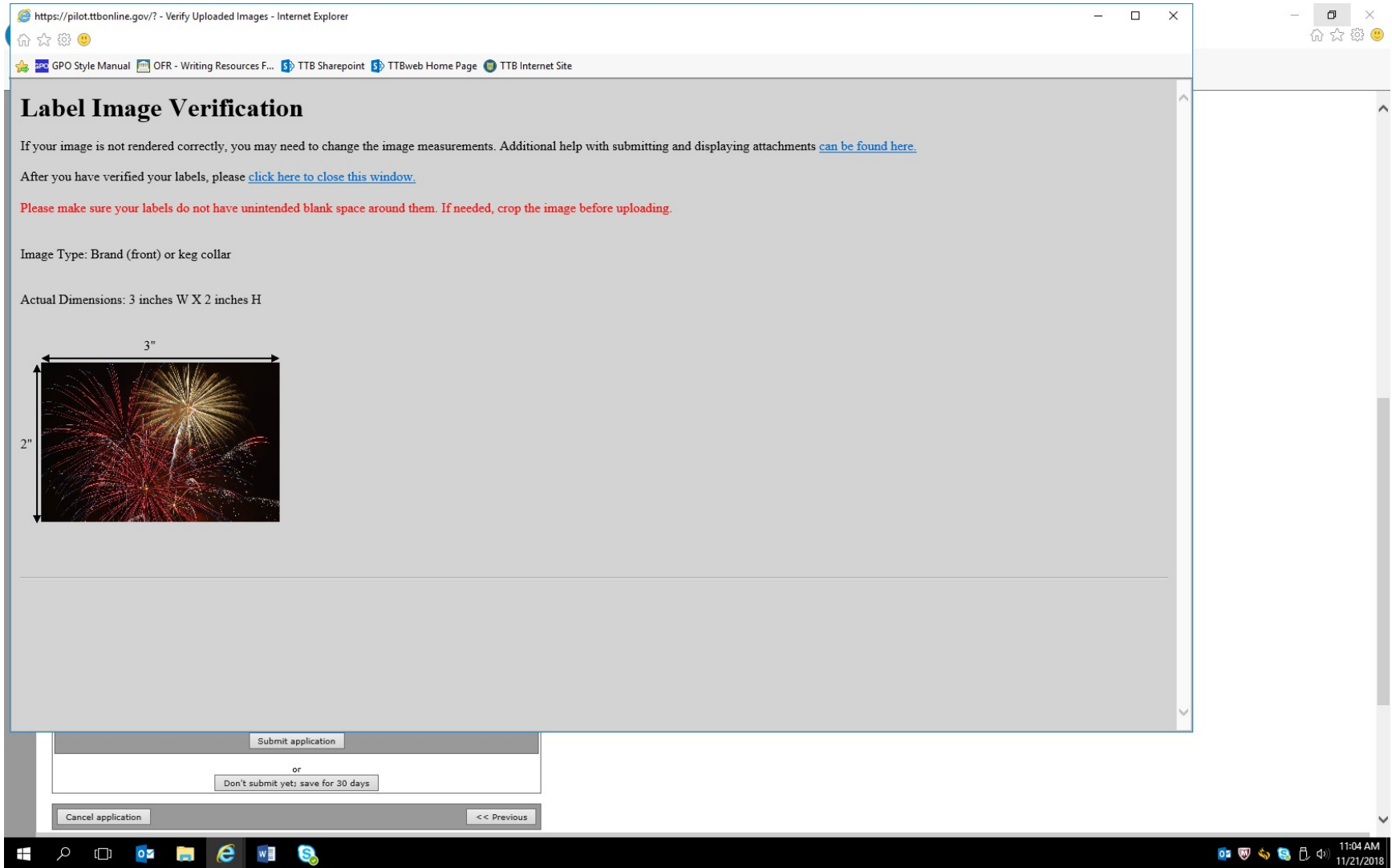
Verification page continued:

The screenshot shows a web browser window with the following elements:

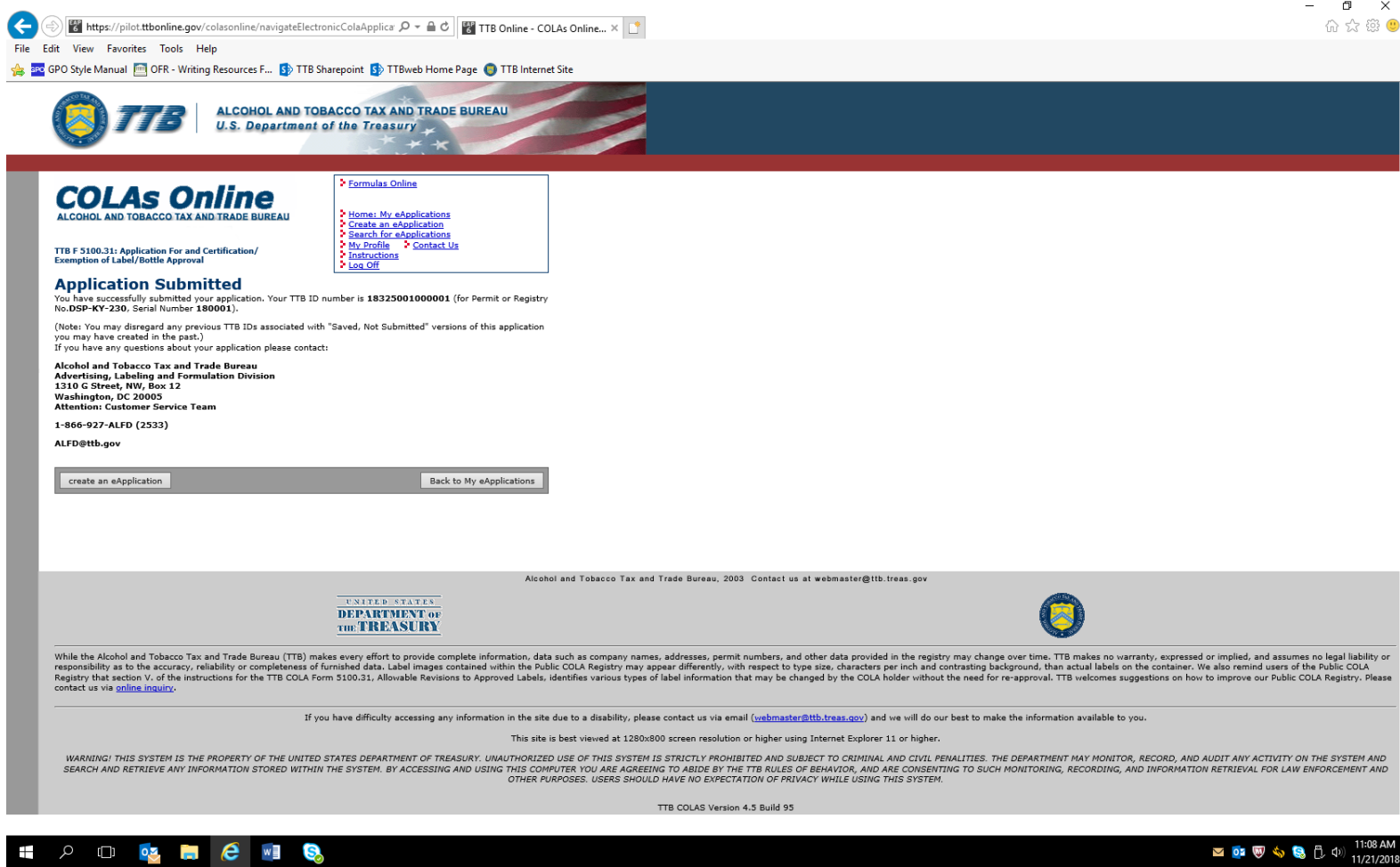
- Address Bar:** <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>
- Browser Tabs:** TTB Online - COLAs Online..., TTB | Labeling | Allowable Revi..., fireworks.jpeg - Google Search
- Page Title:** Plant Registry/Basic Permit/Brewers No (Other):
- Form Fields:**
 - Brand Name:** Test 1, 2, 3
 - Fanciful Name:** Test 1, 2, 3
 - TTB Formula ID:** TTB Formula Id: 1181254, Class/Type: WHISKY/BLENDED BOURBON WHISKY, Permit No.: DSP-KY-230, Company Formula #: 143143122
 - Sulfite Analysis Submission ID:** (None assigned)
 - Lab No. & Date/Pre-Import No. & Date:** N/A
 - Distinctive Liquor Bottle Approval Requested?:** No
- Special Wording:** N/A
- Labels:** A table with columns: File Name, File Size, Type, Dimensions.

File Name	File Size	Type	Dimensions
firework.jpg	182KB	Brand (front) or keg collar	3 inches W X 2 inches H
- Other Attachments:** A table with columns: File Name, File Size, Type.
- Verification Message:** "Verify uploaded images to ensure images and actual sizes display correctly" with a link to "Verify Uploaded Images".
- Declaration:** "Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31. Certificate/Exemption of Label/Bottle Approval." with a checkbox for "I agree".
- Application Info:** Date of Application: 11/21/2018, Applicant Name: Michael Hoover
- Buttons:** Submit application, Don't submit yet: save for 30 days, Cancel application, << Previous

On the Verification page, clicking “Verify Uploaded Images” results in a screen showing the uploaded image(s):

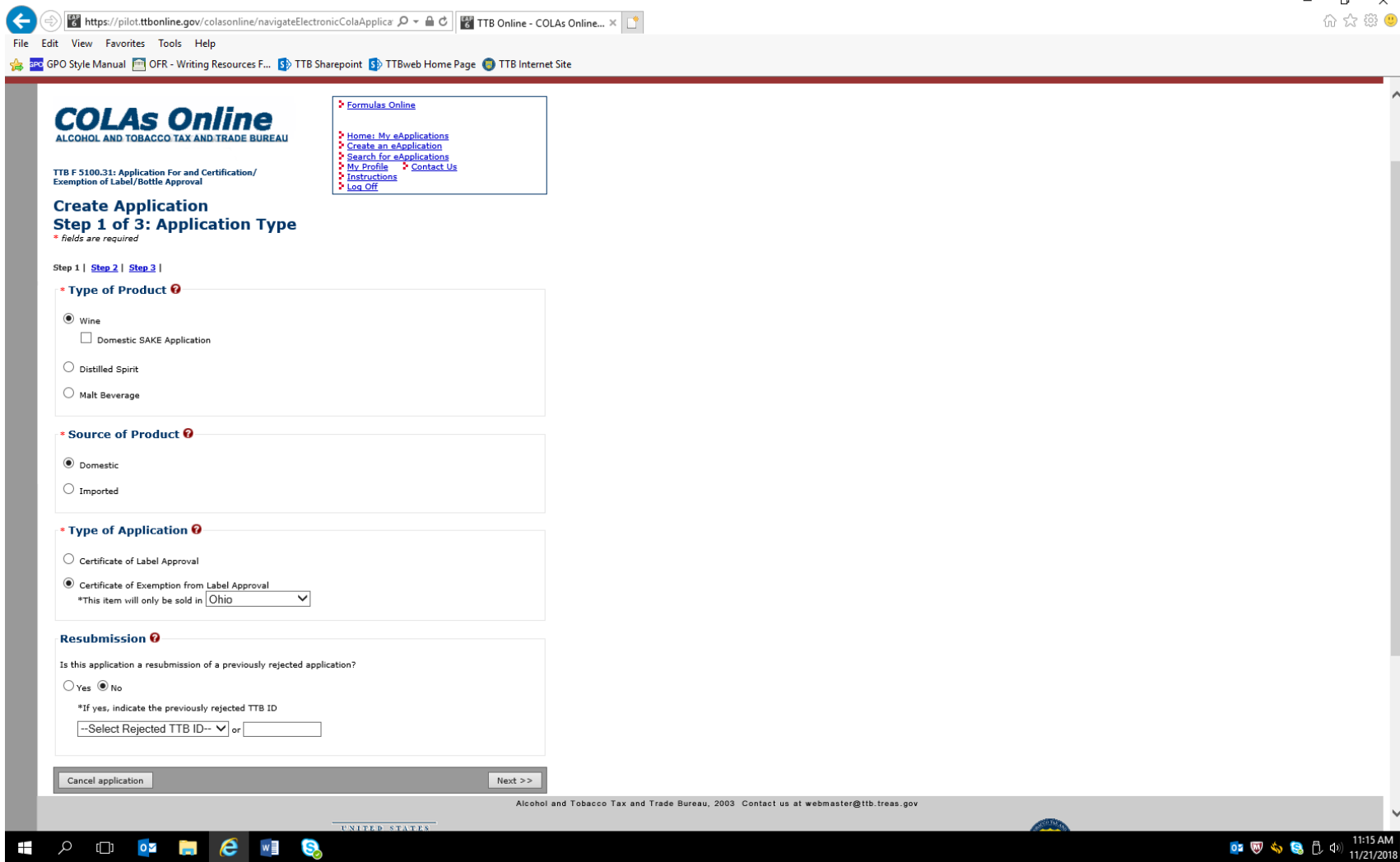


Once the provided information and image(s) are verified, the user accepts the Penalties of Perjury statement and clicks the Submit Application button, which results in a screen confirming the application's submission:



This example is for a distilled spirits product. Screens for COLA approvals for wines and malt beverages collect the same information, except as noted above for wine labels.

Screens for COLA Exemption Application:



This screen shows the only difference between a COLA application and a COLA exemption application.

- END -

January 2022