

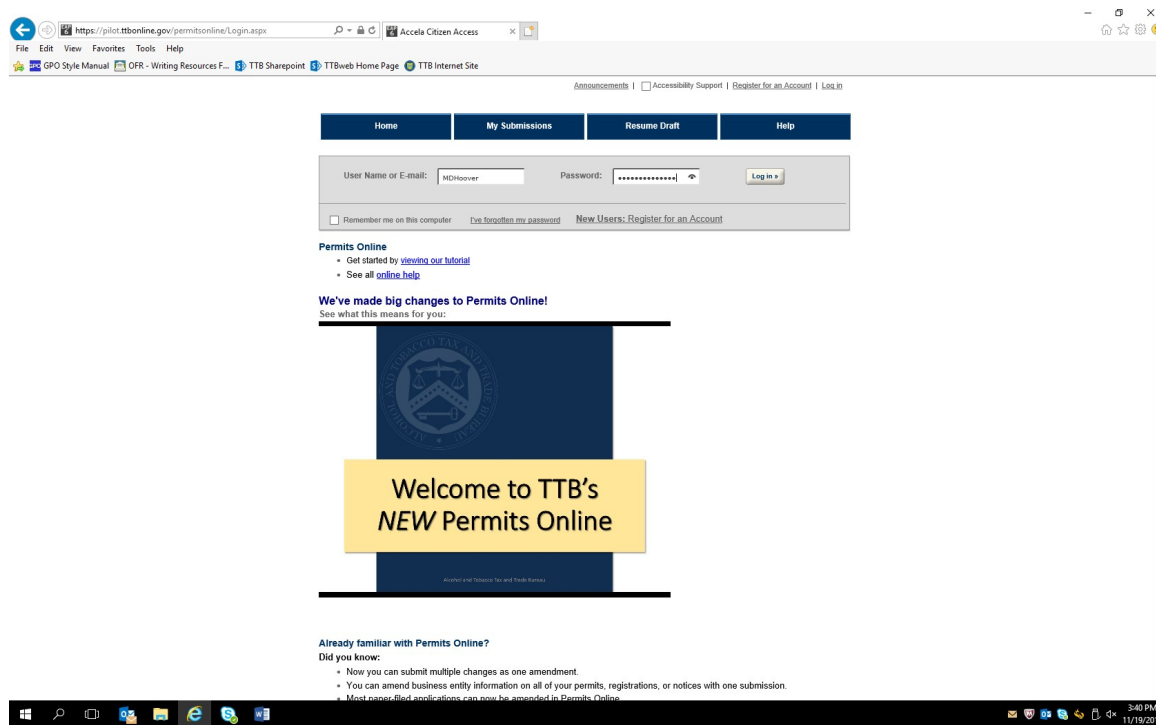
## Permits Online Screen Shots

### Submitting Form TTB F 5000.18, Change in Bond (Consent of Surety), as an Attachment to a Permits Online (PONL) Application

A respondent may electronically submit a scanned copy of a completed and signed TTB F 5000.18, Change in Bond (Consent of Surety), to TTB as an attachment to an alcohol or tobacco industry application in TTB's "Permits Online" (PONL) system.

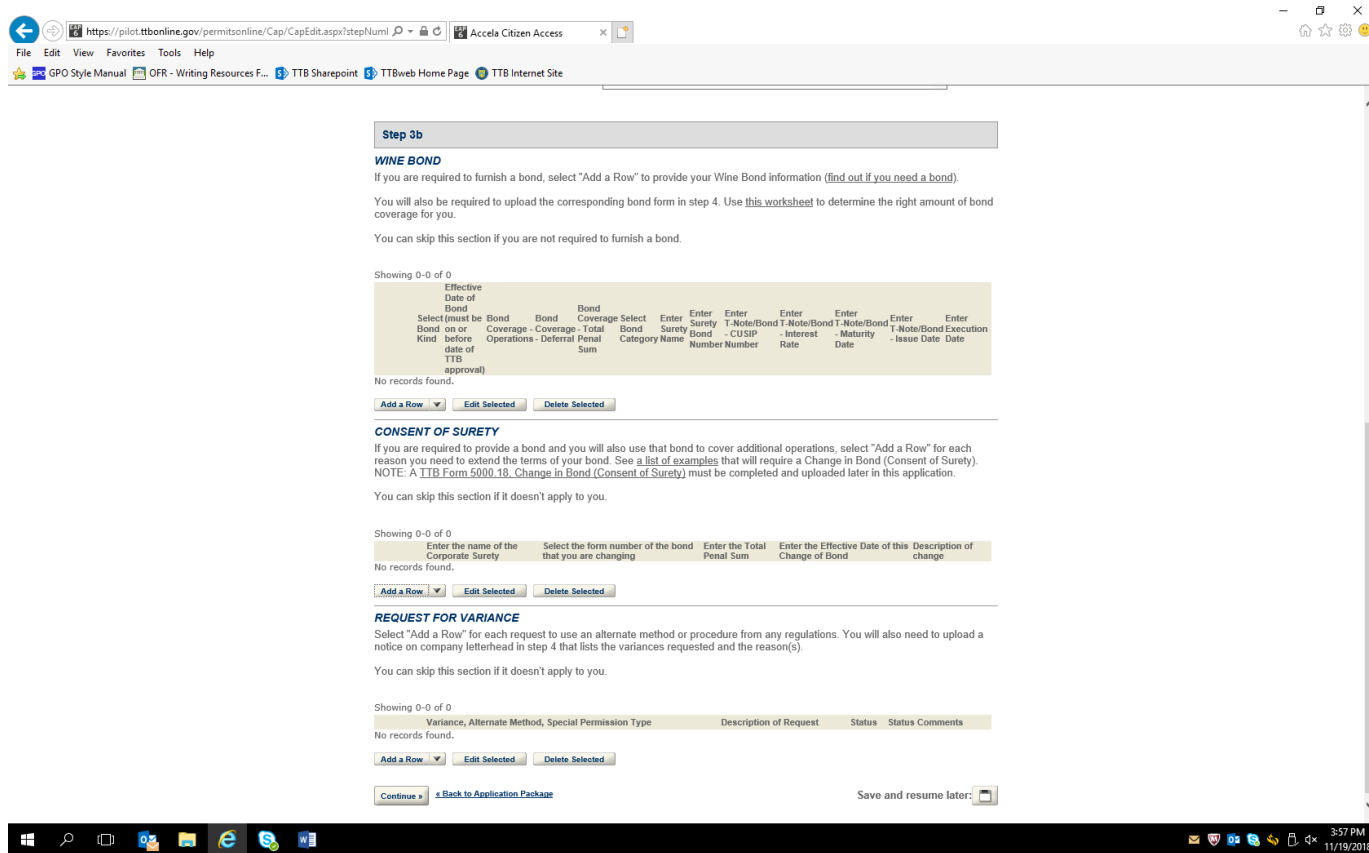
Shown below are the relevant screens for the submission of a TTB F 5000.18 as an attachment to a PONL application. These screens are common to any PONL application.

PONL log-in screen at <https://www.ttbonline.gov/permitsonline/>:



After logging in, based on the respondent's circumstances, the respondent may choose to submit an application to amend an existing alcohol or tobacco industry permit or may choose to submit a new application (these screens are not shown). In either case, the respondent may upload a scanned copy of a completed and signed TTB F 5000.18 form as an attachment to the application.

Each PONL application includes a Bond / Consent of Surety / Request for Variance screen. When including a TTB F 5000.18 as an attachment to an application, the respondent will provide information regarding the change(s) to a bond and the consent of the surety to the change(s) on this screen by selecting "Add a Row" within the Consent of Surety section of the screen:



(Note: The screens shown in this example are from the Amended Wine Premises application. However, the Bond / Consent of Surety / Request for Variance screen and the screens for uploading attachments are common to all PONL applications.)

Selecting "Add a Row" with the Consent of Surety section leads to this screen:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?stepNum1>. The page is titled "Step 3b" and "WINE BOND". It contains instructions for providing bond information and a table for "Consent of Surety". A modal form titled "CONSENT OF SURETY" is open, containing the following fields:

- Effective Date of
- Enter the name of the corporate surety:
- Select the type of bond you are changing:
- Enter the total dollar amount of the bond:
- Enter the effective date of this bond change:
- Describe the proposed change to your existing bond:

At the bottom of the modal, there are "OK" and "Cancel" buttons. Below the modal, there is a table with the following columns: "Variance, Alternate Method, Special Permission Type", "Description of Request", "Status", and "Status Comments". The table is currently empty, showing "Showing 0-0 of 0" and "No records found." Below the table are buttons for "Add a Row", "Edit Selected", and "Delete Selected". At the bottom of the page, there is a "Continue" button and a "Save and resume later:" button.

Completing the "Consent of Surety" information screen results in the addition of a row to the Consent of Surety section of the screen as shown here:

**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	Select Bond 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 1-1 of 1

<input type="checkbox"/>	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	Actions
<input type="checkbox"/>	test	TTB F 5120.36 - Wine Bond	10000	11/19/2018	Increase in bond amount.	<a href="#">Actions</a>

[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
---	------------------------	--------	-----------------

No records found.

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

[Continue](#) [Back to Application Package](#) Save and resume later:

After other data screens (not shown) are completed as appropriate to the type of application, the respondent will be presented with the Attachment List screen. The respondent selects "Add" in the Attachment List section and uploads a scanned copy of the completed and signed TTB F 5000.18 form:

**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](#)

[Continue >](#) [Back to Application Package](#) Save and resume later:

The completed Attachment List showing the added TTB F 5000.18 form:

https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum=... Accela Citizen Access

Amended Application for Winery

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Step 4a

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Edit Selected

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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
TTB F 5000.18 (11-2018).pdf	Change in Bond (Consent of Surety) Form	853.63 KB	11/19/2018	Actions

Add

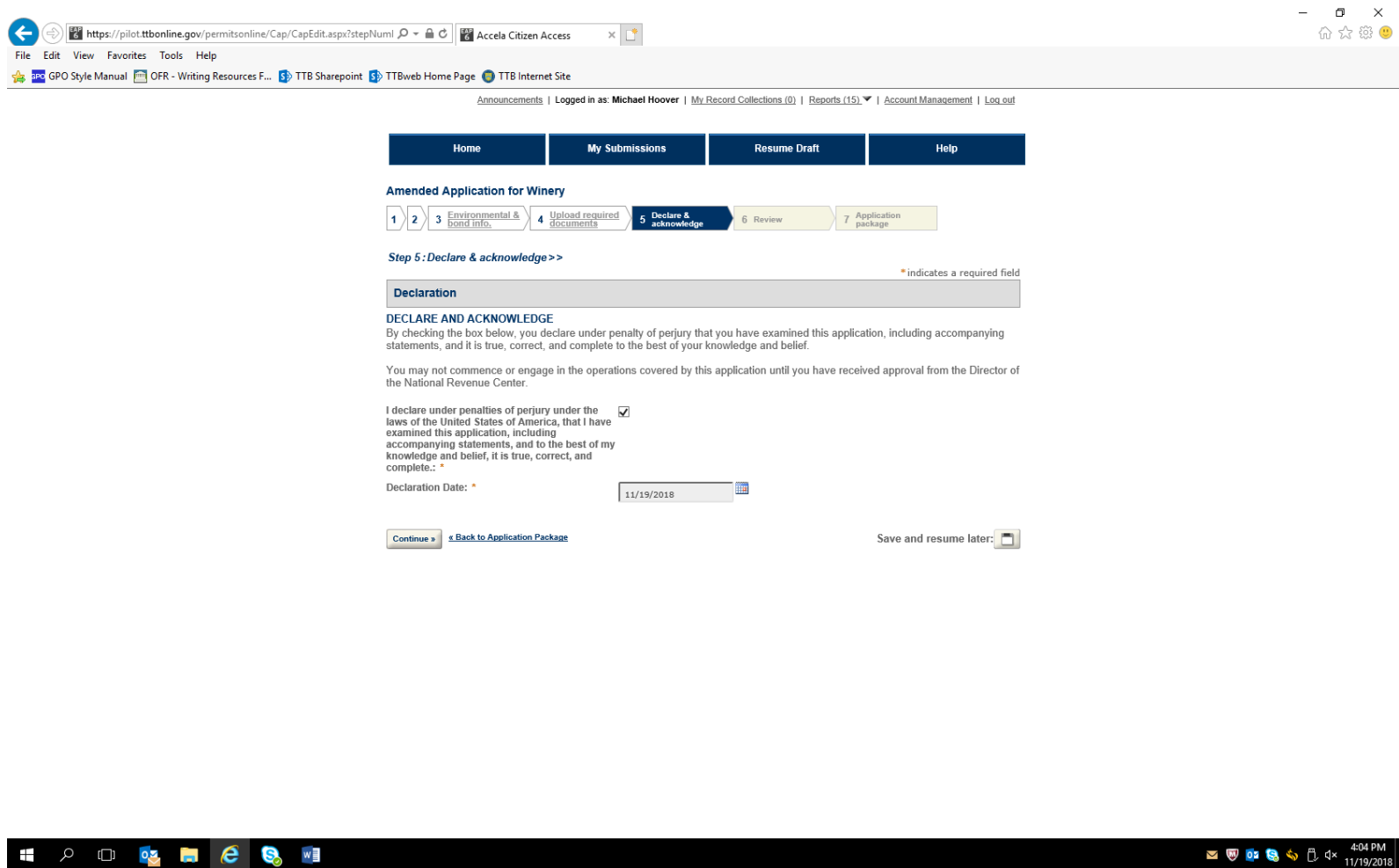
Continue > < Back to Application Package

Save and resume later: [icon]

4:03 PM 11/19/2018

### Declaration and Acknowledge Screen:

The user submits the application with the attached TTB F 5000.18 to TTB by clicking “continue,” reviewing the submitted information on a subsequent review screen, and then clicking “Submit” on the final screen (Review and Submit screens not shown.)



— END —