

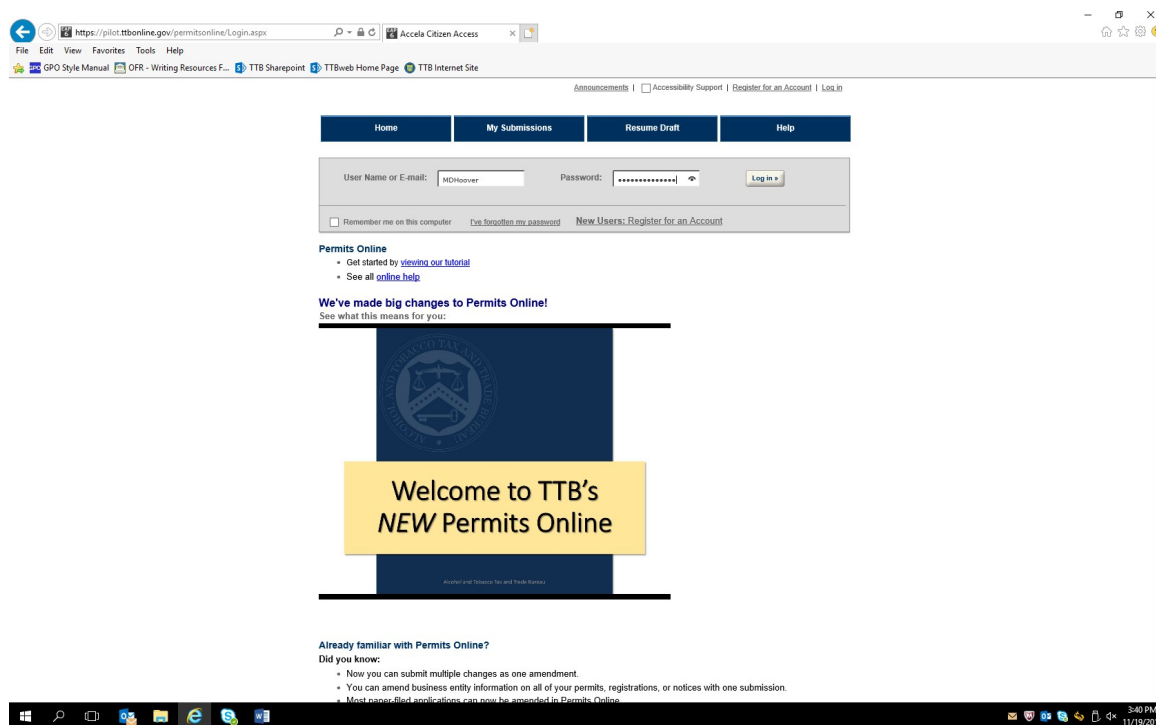
## Permits Online Screen Shots

### 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:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum1>. The page title is "Accele Citizen Access". The browser's address bar shows several tabs: "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The main content area is titled "Step 3b" and contains the following sections:

- 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.

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

Buttons: 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.				

Buttons: 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.			

Buttons: Add a Row, Edit Selected, Delete Selected

Navigation: Continue, Back to Application Package

Save and resume later:

The Windows taskbar at the bottom shows the time as 3:57 PM on 11/19/2018.

(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 browser's address bar shows "Accela Citizen Access". The page content is titled "Step 3b" and "WINE BOND".

The main text on the page reads: "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."

A modal window titled "CONSENT OF SURETY" is open in the center. It contains the following text: "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."

The modal window has three input fields: "Enter the name of the corporate surety:" (text box), "Select the type of bond you are changing:" (dropdown menu with "--Select--" selected), and "Enter the total dollar amount of the bond:" (text box). Below these are two more fields: "Enter the effective date of this bond change:" (calendar icon) and "Describe the proposed change to your existing bond:" (text area). At the bottom of the modal are "OK" and "Cancel" buttons.

Below the modal, the page shows a table with the following headers: "Variance, Alternate Method, Special Permission Type", "Description of Request", "Status", and "Status Comments". The table is currently empty, with the text "Showing 0-0 of 0" and "No records found." below it. There 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.

The Windows taskbar at the bottom shows the time as 3:58 PM on 11/19/2018.

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.

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Select Bond Kind	Effective Date of Bond	Enter Bond on or before date of TTB approval)	Enter Bond Coverage - Operations	Enter Bond Coverage - Deferral	Enter 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.

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<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
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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:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?stepNum1>. The page title is "Amended Application for Winery". A progress bar at the top indicates the current step: 1 (Application), 2 (Operation description), 3 (Environmental & bond info), 4 (Upload required documents), 5 (Declare & acknowledge), 6 (Review), and 7 (Final). Below the progress bar, the text "Step 4: Upload required documents >>" is displayed. A note indicates that an asterisk (\*) denotes a required field. The main content area is titled "Step 4a" and contains a "REQUIRED DOCUMENT CHECKLIST". This checklist explains that based on the information provided, certain documents are needed to accompany the application. It lists two categories: "Documents you plan to upload" (marked as "Uploaded") and "Documents already on file with TTB" (marked as "On File and Previously Approved by TTB"). An important note states that any changes to the Method of Submission on the final pass will overwrite previous edits. Below this, a table is shown with the heading "Showing 0-0 of 0" and columns for Document Type, Comments, Method of Submission, and Permit, Registry or Tracking Number if on file with TTB. The table is currently empty. A "Step 4b: Upload Required Documents" section follows, instructing the user to upload attachments and save them before leaving. Below this is the "Attachment List" section, which notes that files can be up to 16 MB in size and are preferred in PDF format. A table with columns for Name, Document Type, Size, Date, and Action is also empty. At the bottom of the page, there are buttons for "Add", "Continue", and "Back to Application Package", along with a "Save and resume later" option.

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=4 Accela Citizen Access

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

### 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
TTB F 5000.18 (11-2018).pdf	Change in Bond (Consent of Surety) Form	853.63 KB	11/19/2018	<a href="#">Actions</a>

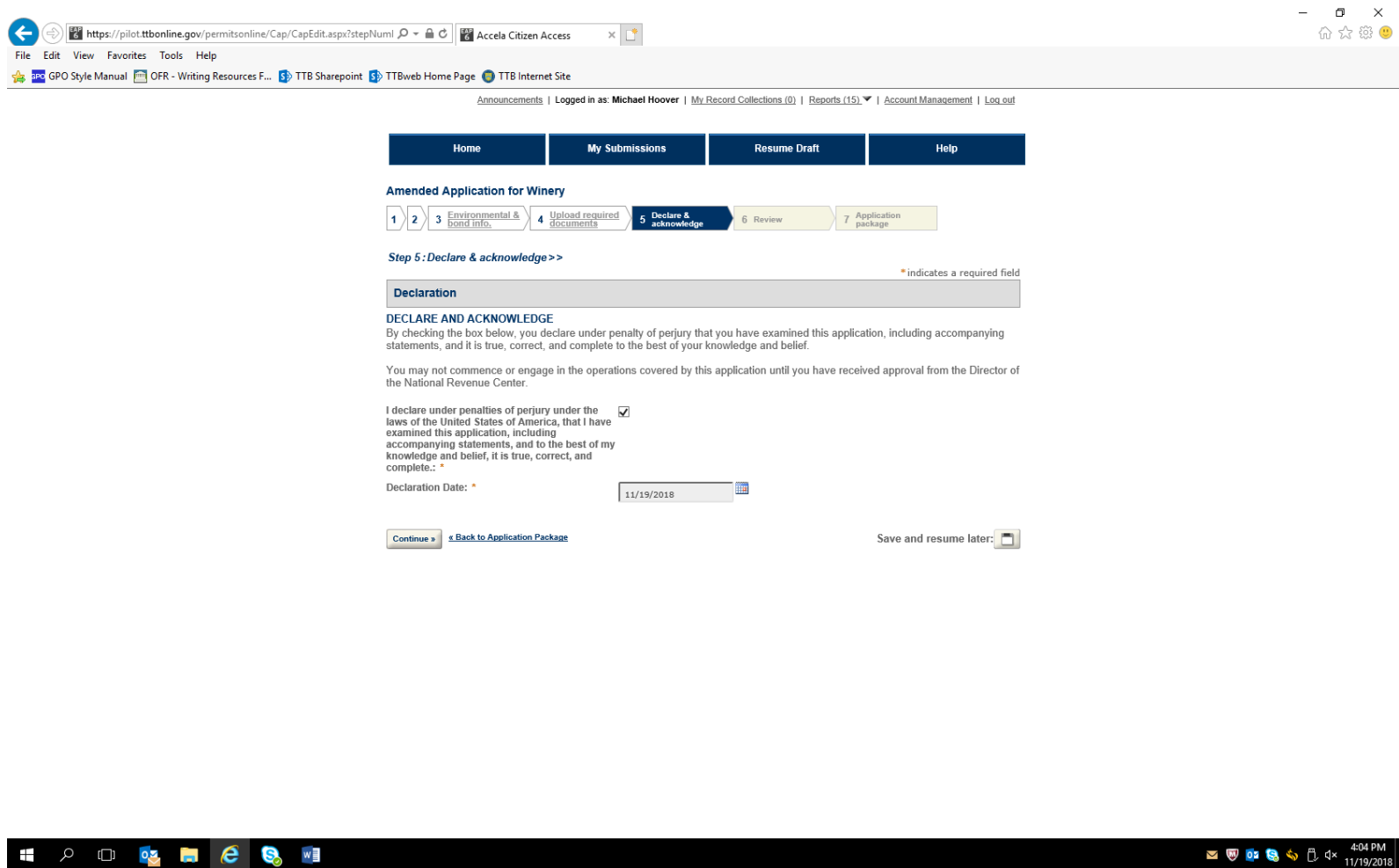
[Add](#)

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

Windows taskbar: 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 —