

## Permits Online (PONL) Screen Related to Power of Attorney (1513-0014)

Respondents complete the data fields and follow the instructions on the following screens. Respondents then print the PONL-generated TTB F 5000.8, originally sign that form, and then upload a scanned copy of the form to their PONL application and mail the signed form to TTB.

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Def...>. The browser's address bar and menu bar are visible. Below the browser, there are several tabs open, including "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E...".

The main content area of the browser displays a form titled "POWER OF ATTORNEY INFORMATION". The text on the screen reads:

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

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Removal Date (for TTB use)	First Name	Middle Name	Last Name	Suffix	Address	City	State	ZIP Code	Phone Number	Fax Number	Email Address	Type	If limited, describe what they are authorized to do on behalf of the business	Effective Date (Must be on or before date of submittal)	Waived
No records found.															

At the bottom of the form, there are three buttons: "Add a Row", "Edit Selected", and "Delete Selected". Below the form, the text "Step 2b" is visible.

The Windows taskbar at the bottom of the screen shows the time as 10:01 AM on 6/20/2019.

Clicking "Add a Row" brings up the following screen:

**POWER OF ATTORNEY INFORMATION**

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Removal Date (for TTB use):

\*First Name:

Middle Name:

Last Name:

Suffix:

Address:

City:

State:

ZIP Code:

Phone Number:

Fax Number:

Email Address:

Type:

If limited, describe what they are authorized to do on behalf of the business:

Effective Date (Must be on or before date of submittal):

What authorization does this person have regarding label submissions?:

What authorization does this person have regarding formula submissions?:

Does this person already have a COLAs Online and/or Formulas Online account with TTB?:

Remainder of the above screen:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Defi>. The browser's address bar and tabs are visible at the top. The main content area displays a form with several sections:

- Type:** A dropdown menu with "--Select--" selected.
- If limited, describe what they are authorized to do on behalf of the business:** A text area with a vertical scrollbar.
- Effective Date (Must be on or before date of submittal):** A date input field with a calendar icon.
- What authorization does this person have regarding label submissions?:** A dropdown menu with "--Select--" selected.
- What authorization does this person have regarding formula submissions?:** A dropdown menu with "--Select--" selected.
- Does this person already have a COLAs Online and/or Formulas Online account with TTB?:** A dropdown menu with "--Select--" selected.
- Does this authority apply to all permits?:** Radio buttons for "Yes" and "No".
- Authorized Locations:** A text area with a vertical scrollbar.

At the bottom of the form, there are "OK" and "Cancel" buttons. Below the form, a table is displayed with the following columns: "Removal Date (for TTB use)", "Type", "Trade Name", "Who will you be bottling on account for?", and "I certify that the listed trade name has been registered with my county (CA) or state (all states)". The table content is empty, with the text "Showing 0-0 of 0" and "No records found." below it.

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray on the right shows the date and time: "10:11 AM 6/20/2019".

Required Document Checklist will show Power of Attorney Form:

**Step 3: Upload required documents >>**

\* indicates a required field

### Step 3a

#### 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.

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<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Power of Attorney Form		Uploaded		<a href="#">Actions</a> ▼

[Edit Selected](#)

### Step 3b: Upload Required Documents

10:22 AM  
6/20/2019

Respondent uploads printed and signed TTB F 5000.8, Power of Attorney, form:

**Step 3b: 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.				

Type: Power of Attorney Form [Remove](#)

File: TTB F 5000.8 (02-2106).pdf  
100%

Description: Power of attorney form F 5000.8.

[Save Attachments](#) [Add](#) [Remove All](#)

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

10:28 AM  
6/20/2019

Upload shown as successful:

The screenshot shows a web browser window with the address bar displaying <https://pilot.ttbonline.gov/permitsonline/Defi>. The browser's address bar also shows the page title "TTB Online- Permits Online...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several open tabs: "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E...".

The main content area of the browser displays a navigation menu with four items: "Home", "My Submissions", "Resume Draft", and "Help". Below the navigation menu is a green confirmation message with a checkmark icon: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below this message is a progress bar for "Application for Original Entity" with six steps: "1 View contact information", "2 Key personnel & trade names", "3 Upload required documents", "4 Declare & acknowledge", "5 Review", and "6". Step 3 is currently selected and highlighted in blue.

Below the progress bar is the heading "Step 3: Upload required documents >>" and a note: "• Indicates a required field". Below this is the heading "Step 3a" and the section "REQUIRED DOCUMENT CHECKLIST". The text under this section reads: "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."

Below the checklist is an important note: "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." Below this is another note: "If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application."

Below the notes is a table with the following columns: "Document Type", "Comments", "Method of Submission", "Permit, Registry or Tracking Number if on file with TTB", and "Actions". The table shows one row: "Power of Attorney Form" with "Uploaded" in the "Method of Submission" column and "Actions" in the "Actions" column. Below the table is a button labeled "Edit Selected".

The Windows taskbar at the bottom of the screen shows the Start button, search icon, task view icon, and several application icons: Outlook, File Explorer, Edge, Teams, and Word. The system tray on the right shows the time "10:32 AM" and the date "6/20/2019".