

Permits Online (PONL)

New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications

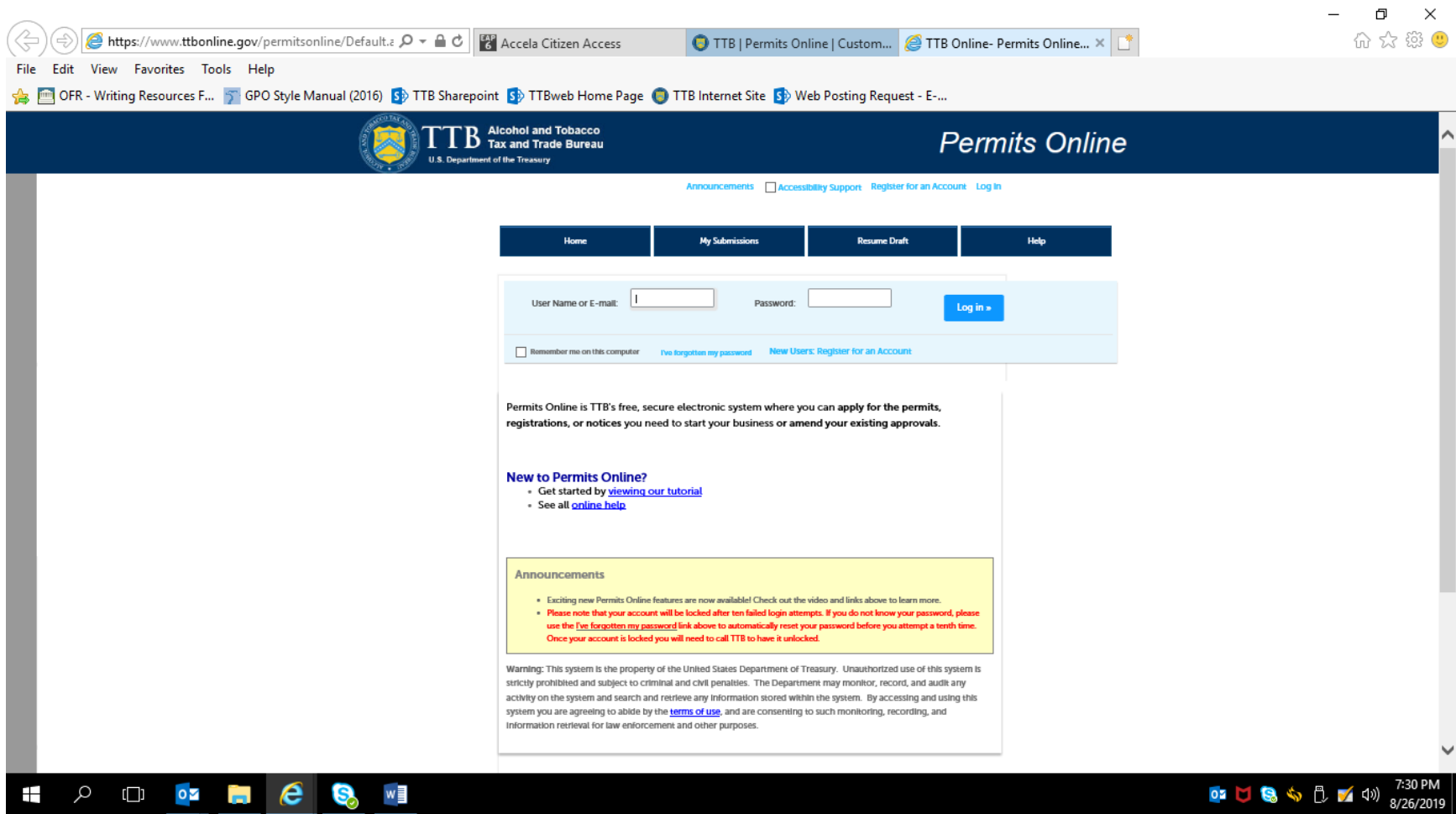
The following PONL screens are equivalent to form TTB F 5200.3, Application for Permit to Manufacture Tobacco Products or Processed Tobacco or to Operate an Export Warehouse:

Screens Common to All Tobacco Industry Permit Applications	Page 2
Original Entity ¹	Page 23
New Manufacturer of Processed Tobacco	Page 37
New Manufacturer of Tobacco Products	Page 52
New Tobacco Export Warehouse	Page 70
Common Application Package Submission Screens:	Page 88

Screens Common to All New Tobacco Industry Permit Applications:

¹ When using PONL, entities that hold no TTB permits of any kind are required to complete an “Original Entity” application in addition to the Common Screens and the activity-specific application. Entities that already hold at least one TTB permit will not have to complete an Original Entity application.

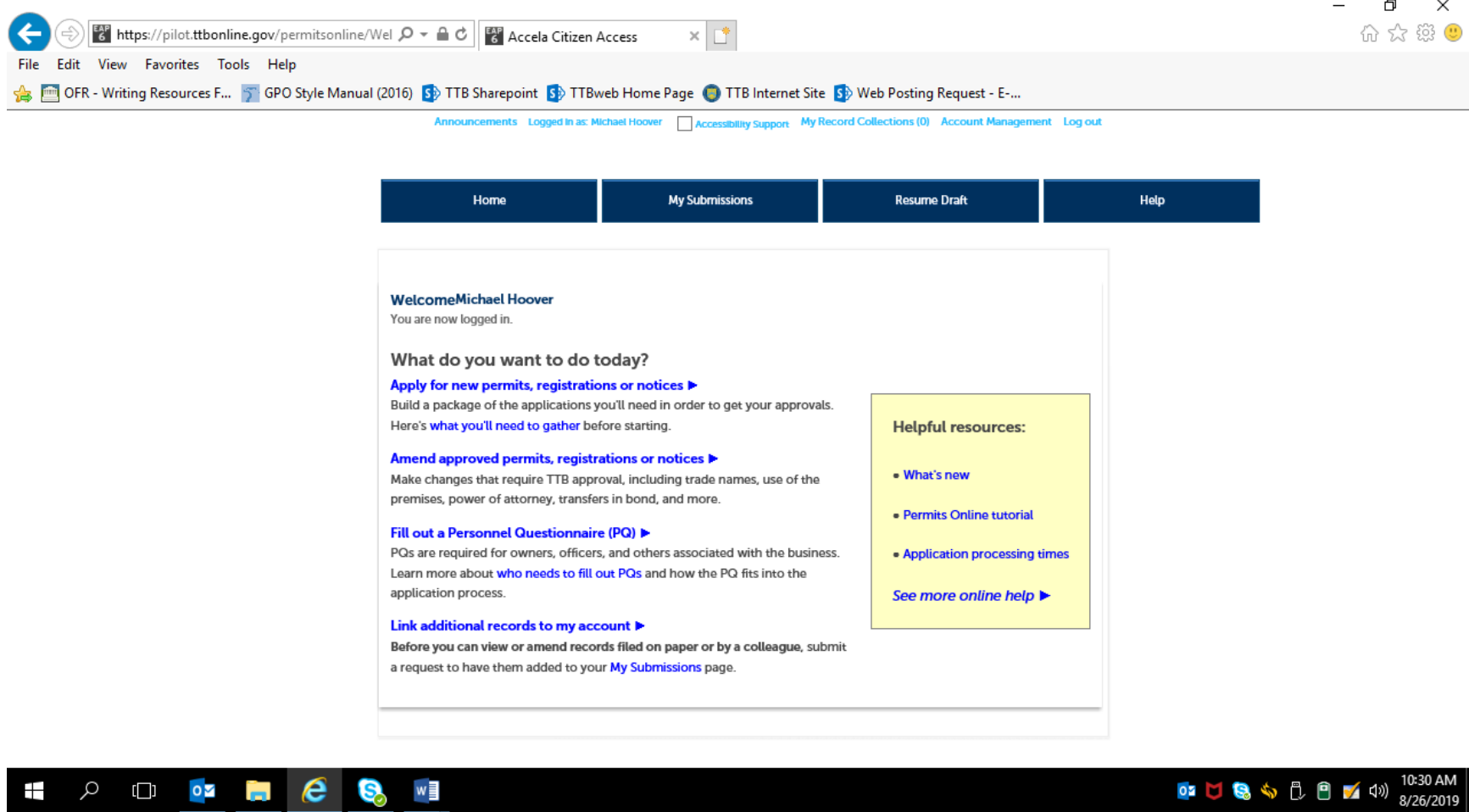
PONL Log-in Screen — (https://www.ttbonline.gov/permitsonline/Default.aspx) —



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277
or [submit an online inquiry](#)

After a successful log-in, respondent sees PONL Welcome Page:

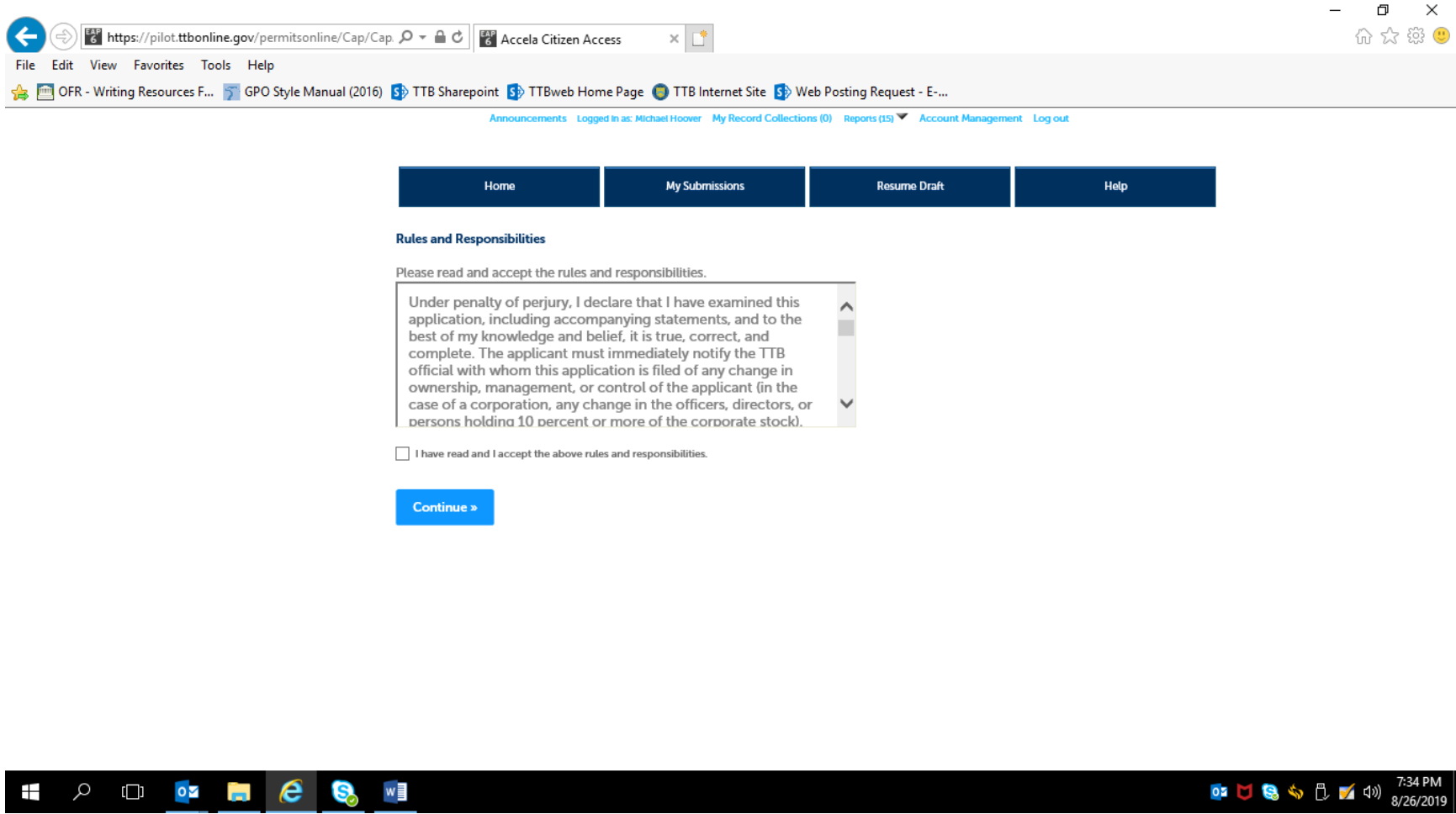
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



Clicking an option under the heading “What do you want to do today?” results in the Rules and Responsibilities page, which includes a Penalty of Perjury clause, as shown below. A new tobacco industry permit applicant will select the “Apply for new permits, registrations or notices” option.

Rules and Responsibilities page:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019

The entire Rules and Responsibilities Statement reads as follows:

Under penalty of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such operations in conformity with Federal law.

I further declare:

That I have read the instructions for this form and that I understand that I may need to file additional documentation before TTB may act on this application;

That an appropriate TTB officer may require additional information to determine if I am entitled to the permit for which I am applying;

That if any information provided on this application changes before I have received from TTB a final determination on this application, I must immediately notify the Director, National Revenue Center;

With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency;

With respect to applications for Industrial Alcohol User Permits, I understand that any permit issued is subject to the following conditions: (1) that all employees conform to all of the laws of the United States relating to the manufacture, taxation, and control of and traffic in intoxicating liquors and all regulations pursuant to these laws, in force now or later while on the permit premises; (2) that I must pay the tax, with interest and penalties, on all alcohol diverted while being transported to me, and on all alcohol withdrawn, transported, used, or disposed of by me in violation of the laws and regulations, in force now or later; (3) that all persons interested in the business to be conducted under this permit are, under the laws and regulations, qualified to receive the privileges applied for, and (4) that specially denatured and tax-free spirits will be stored and secured in accordance with the requirements of 27CFR, Parts 20 and 22.

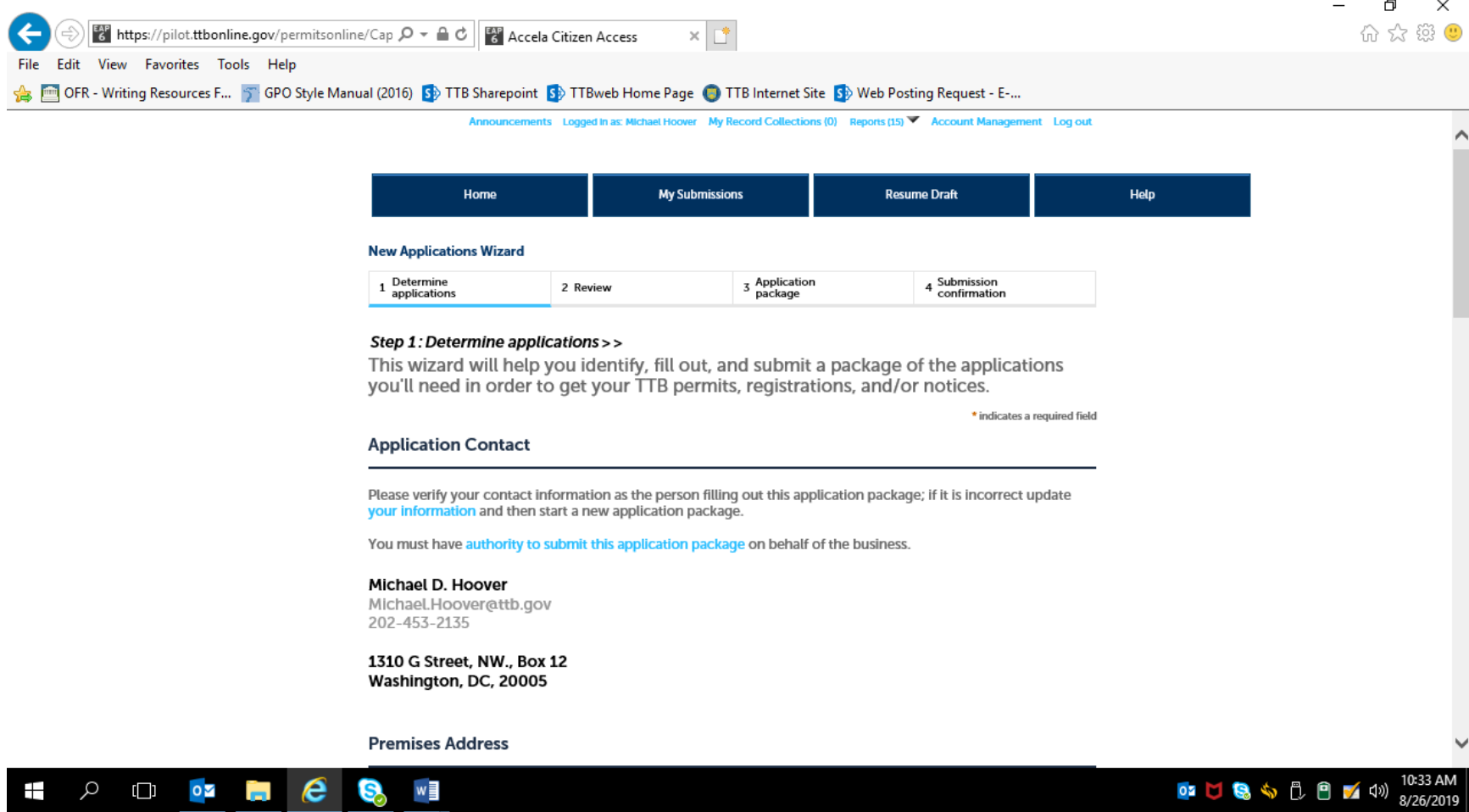
I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information pursuant to the routine uses in [TTB's System of Records Notice \(SORN\)](#).

I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers, I understand my application may be delayed.

After reading and accepting the rules and responsibilities, the applicant clicks “Continue,” which leads to the New Applications Wizard, shown below:

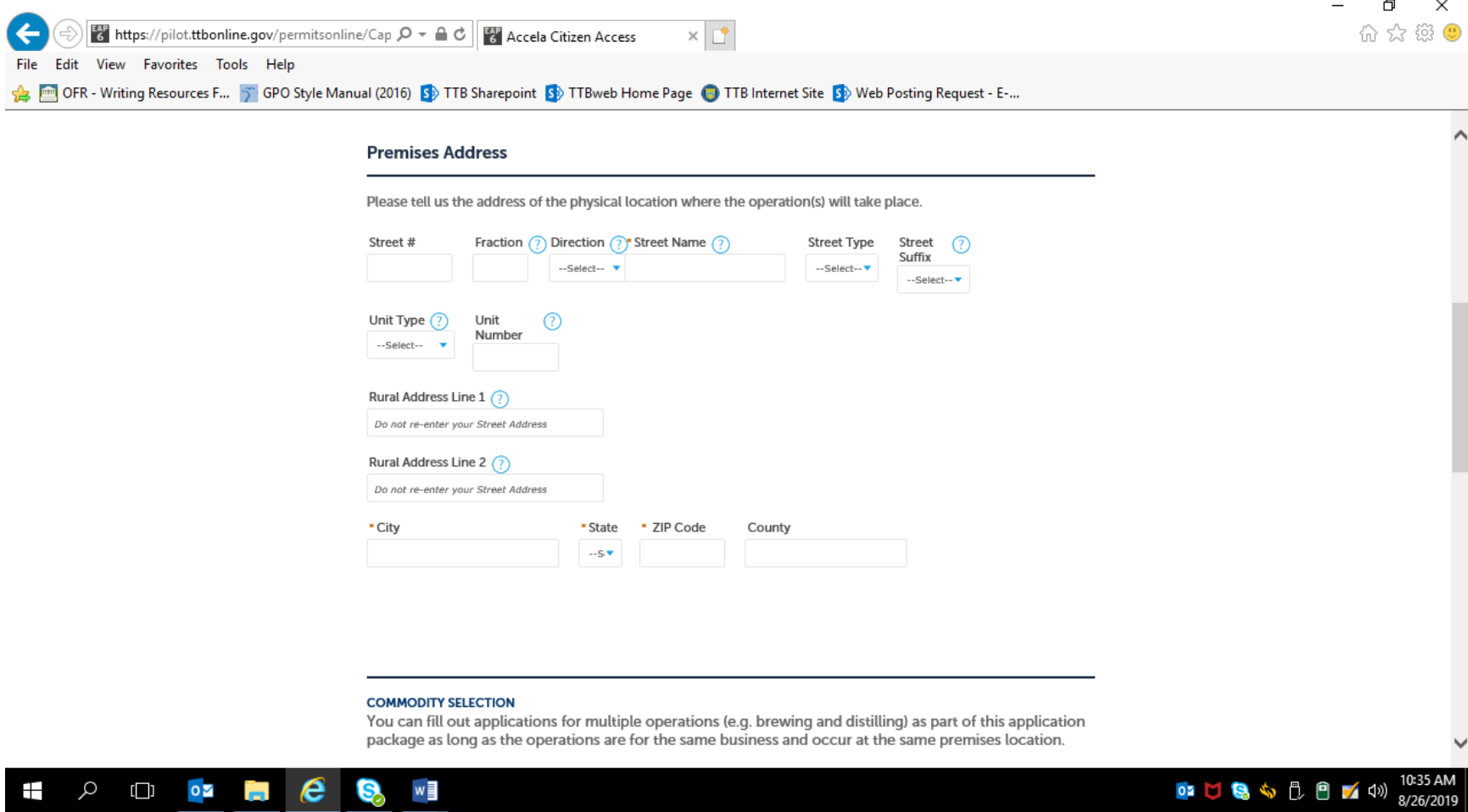
(1) New Application Wizard, Determine Applications Screens:

Application Contact Information --



Premises Address Information --

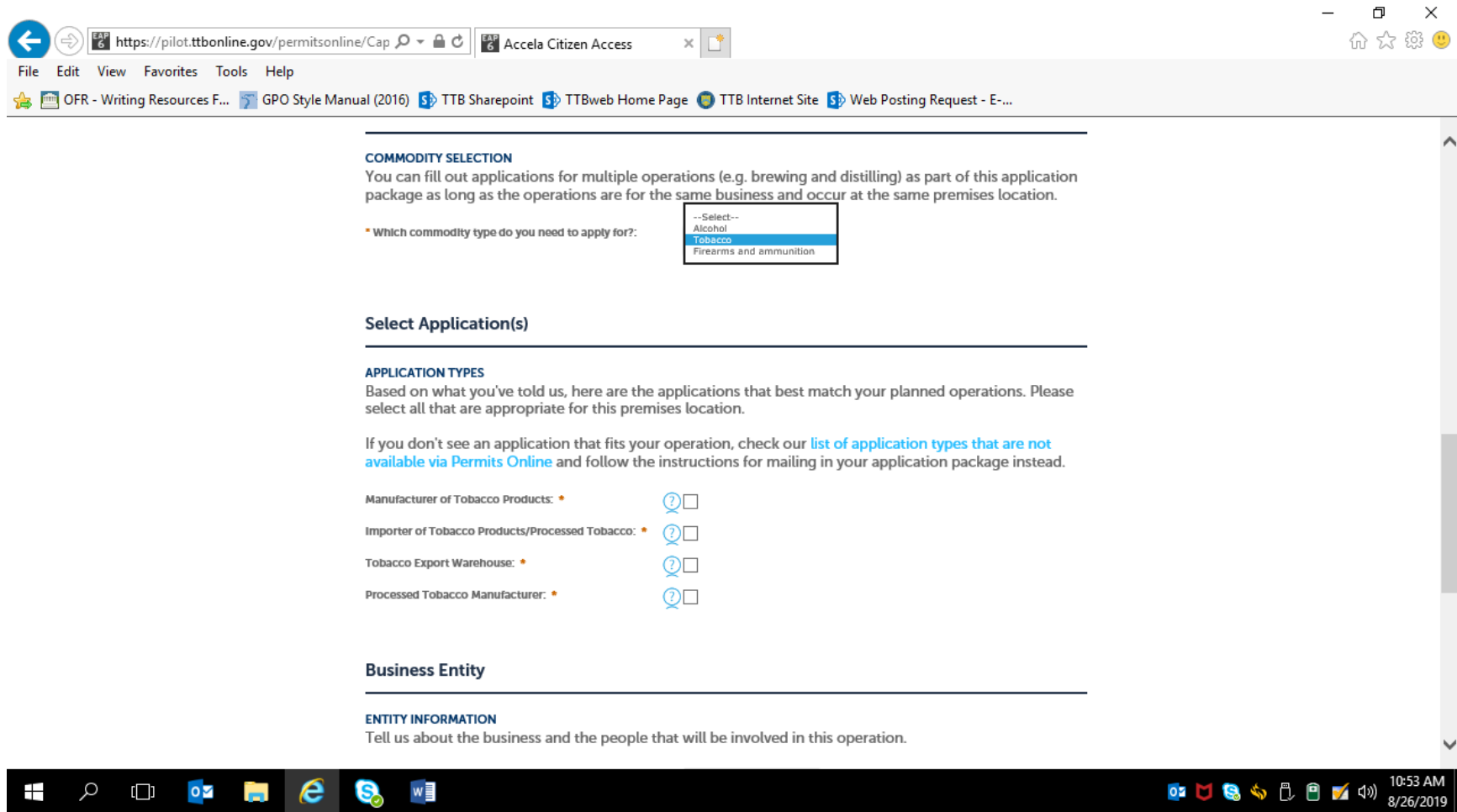
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Screen Shots – August 2019



Commodity Selection -

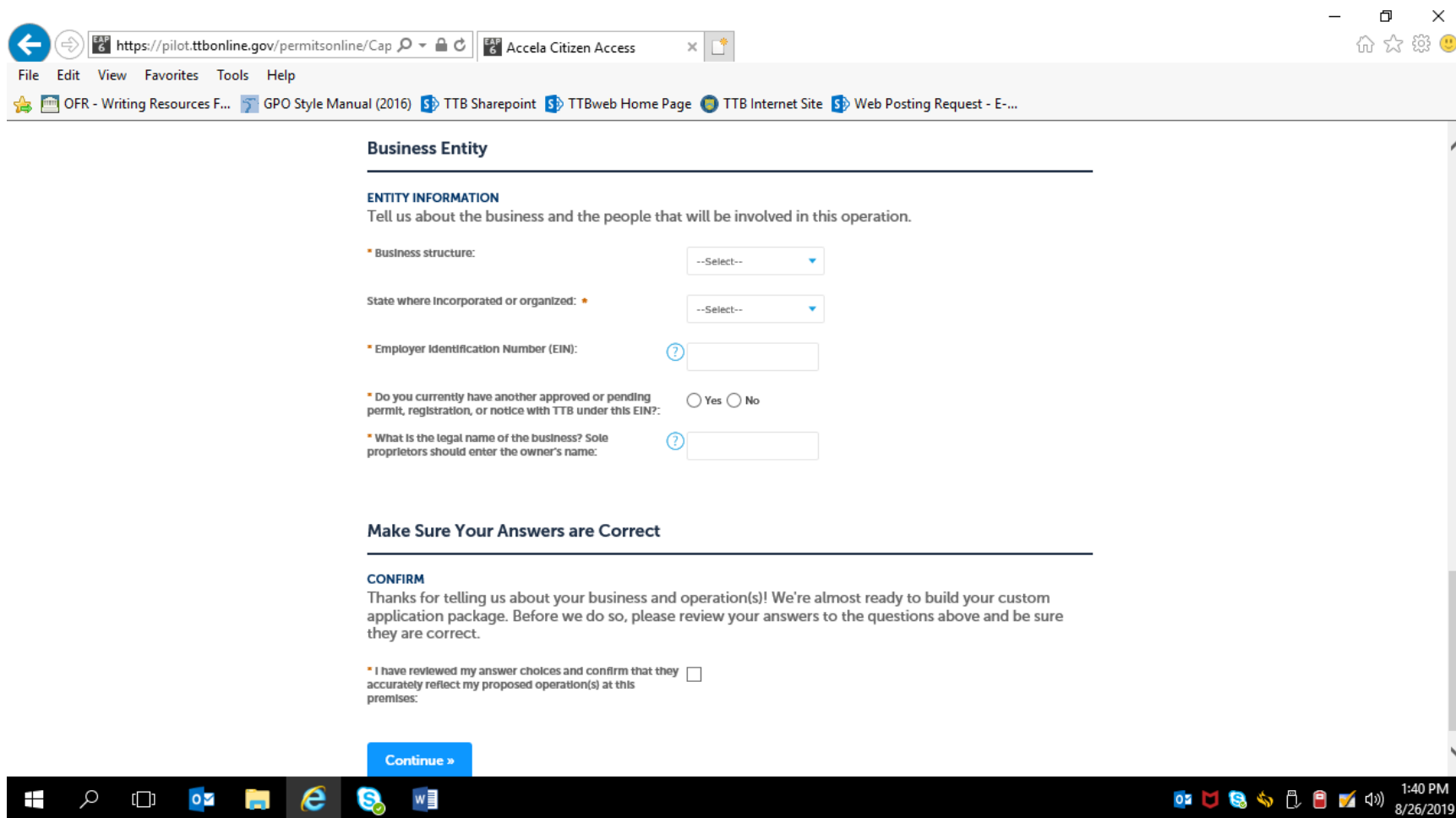
PONL 5.0 - New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots - August 2019

For new tobacco industry permit applications, the applicant selects “Tobacco” from the Commodity Selection drop-down menu, which brings up the appropriate tobacco industry permit application options under the heading “Select Application(s),” as shown below:



Business Entity Information –

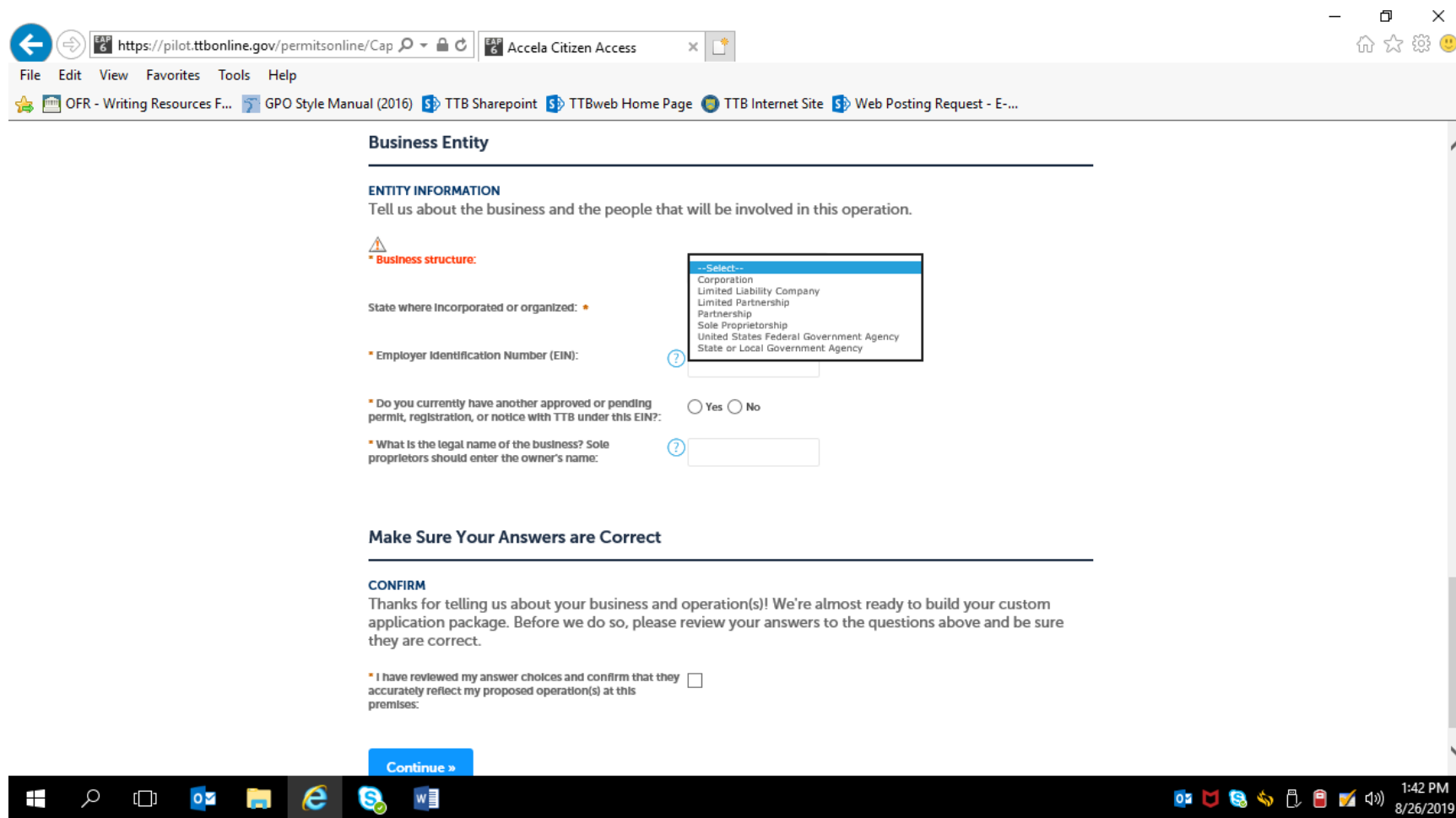
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



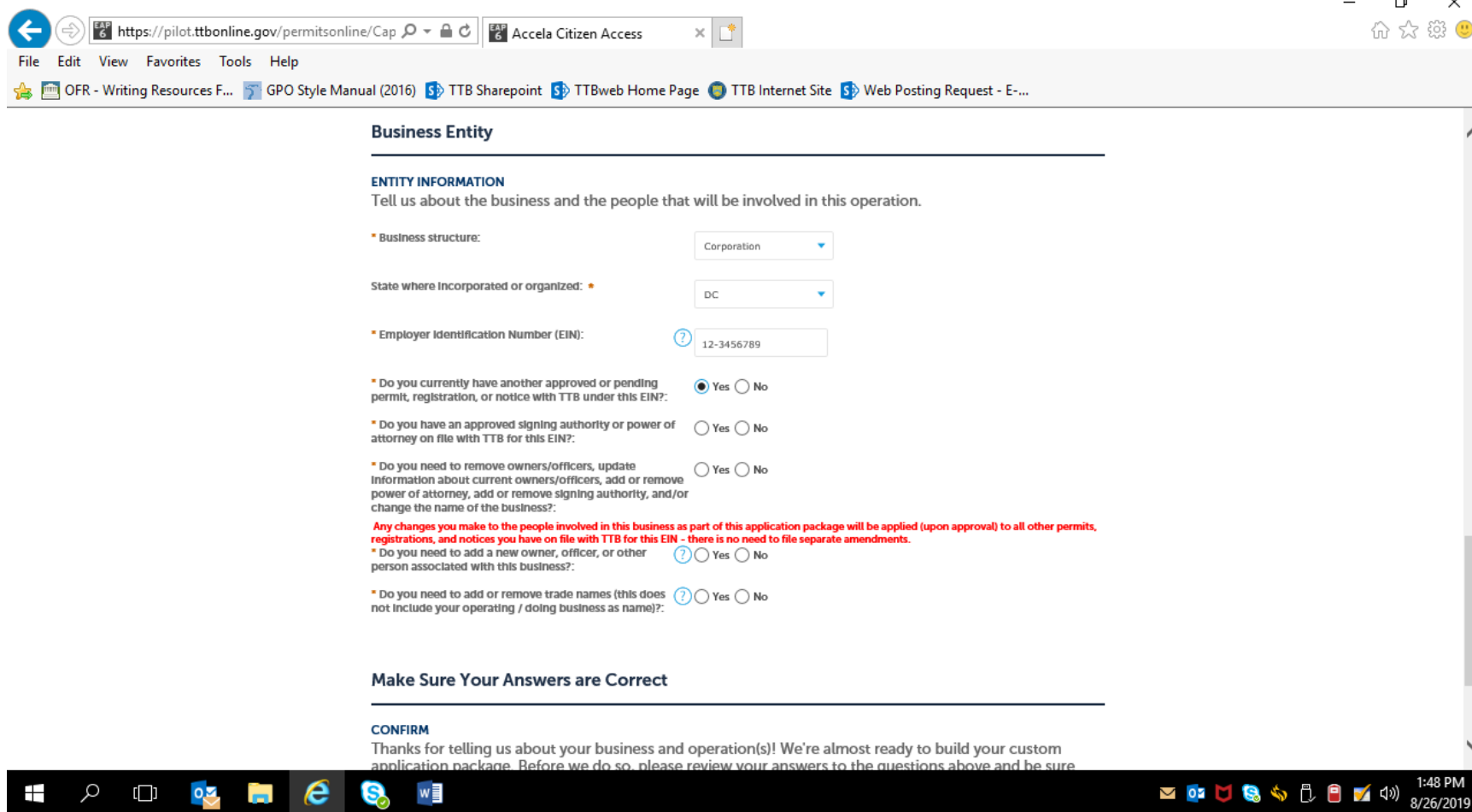
Business Entity Information -

PONL 5.0 - New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots - August 2019

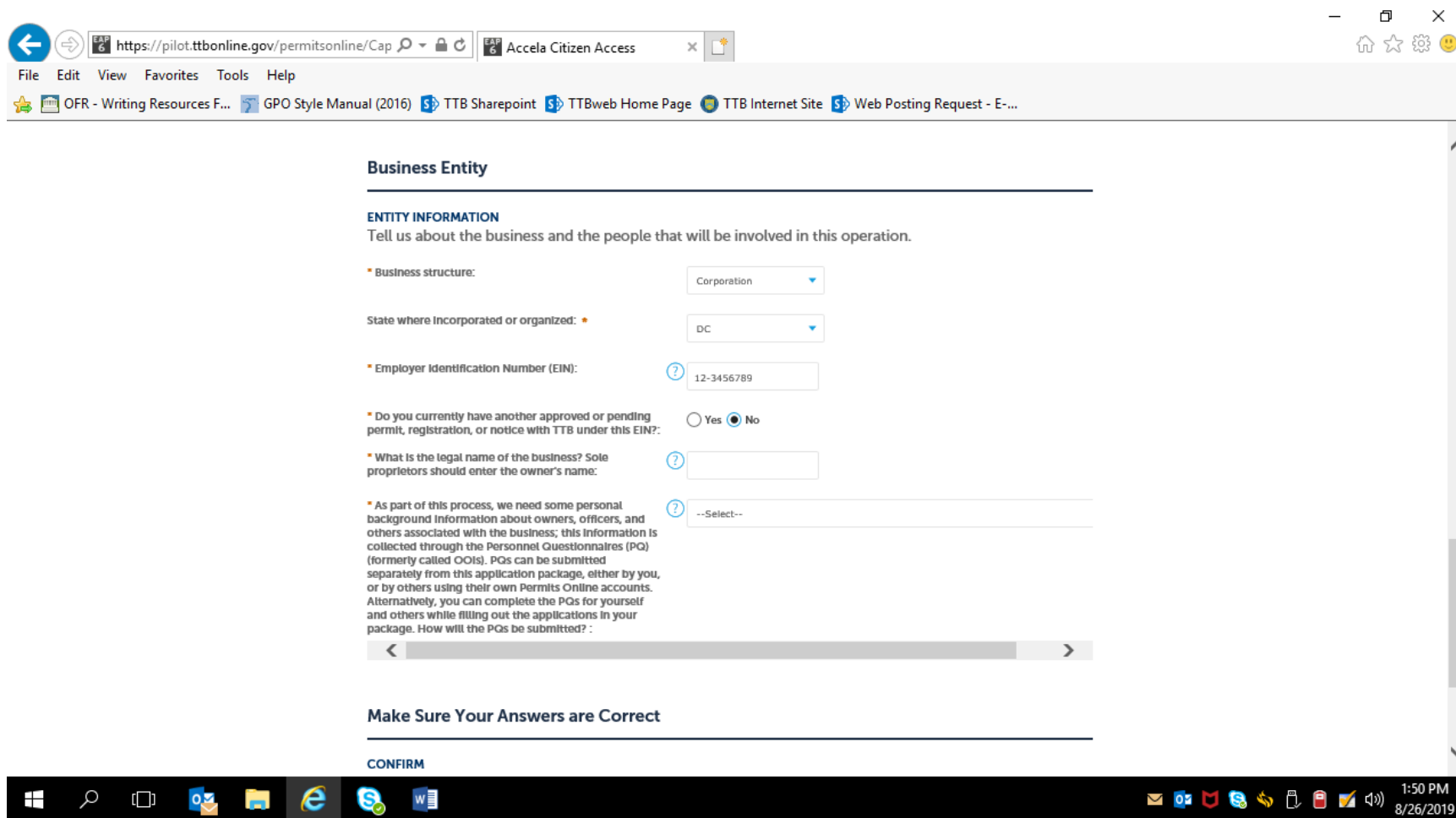
For “Business Structure,” the applicant selected the appropriate response from the drop-down menu shown below. The Business Entity data fields following that selection do not change based on the selection.



Answering “Yes” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --



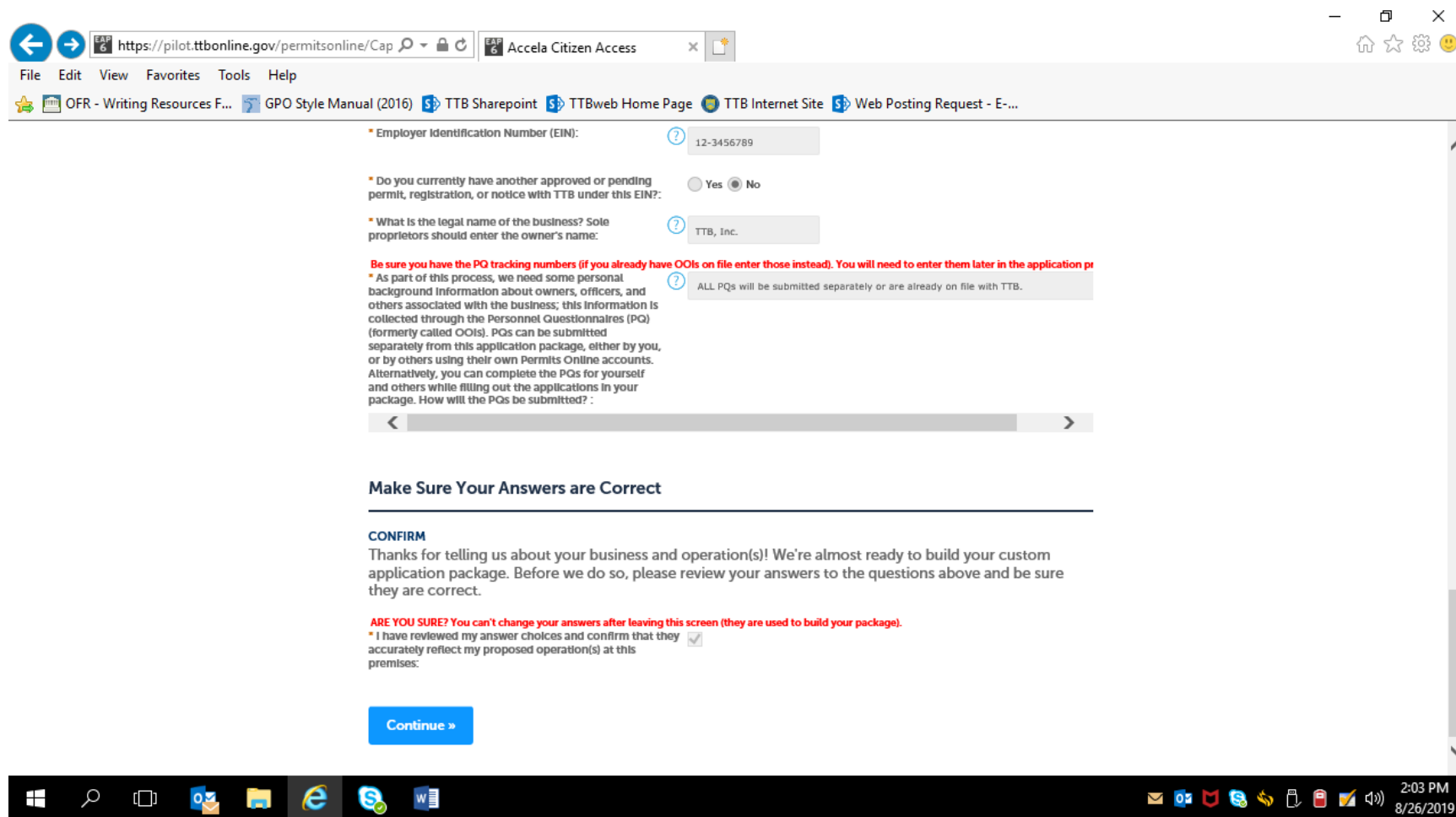
Answering “No” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --



NOTE: Personnel Questionnaires (TTB F 5000.9 and its PONL equivalent) are approved under OMB Control No. 1513-0002.)

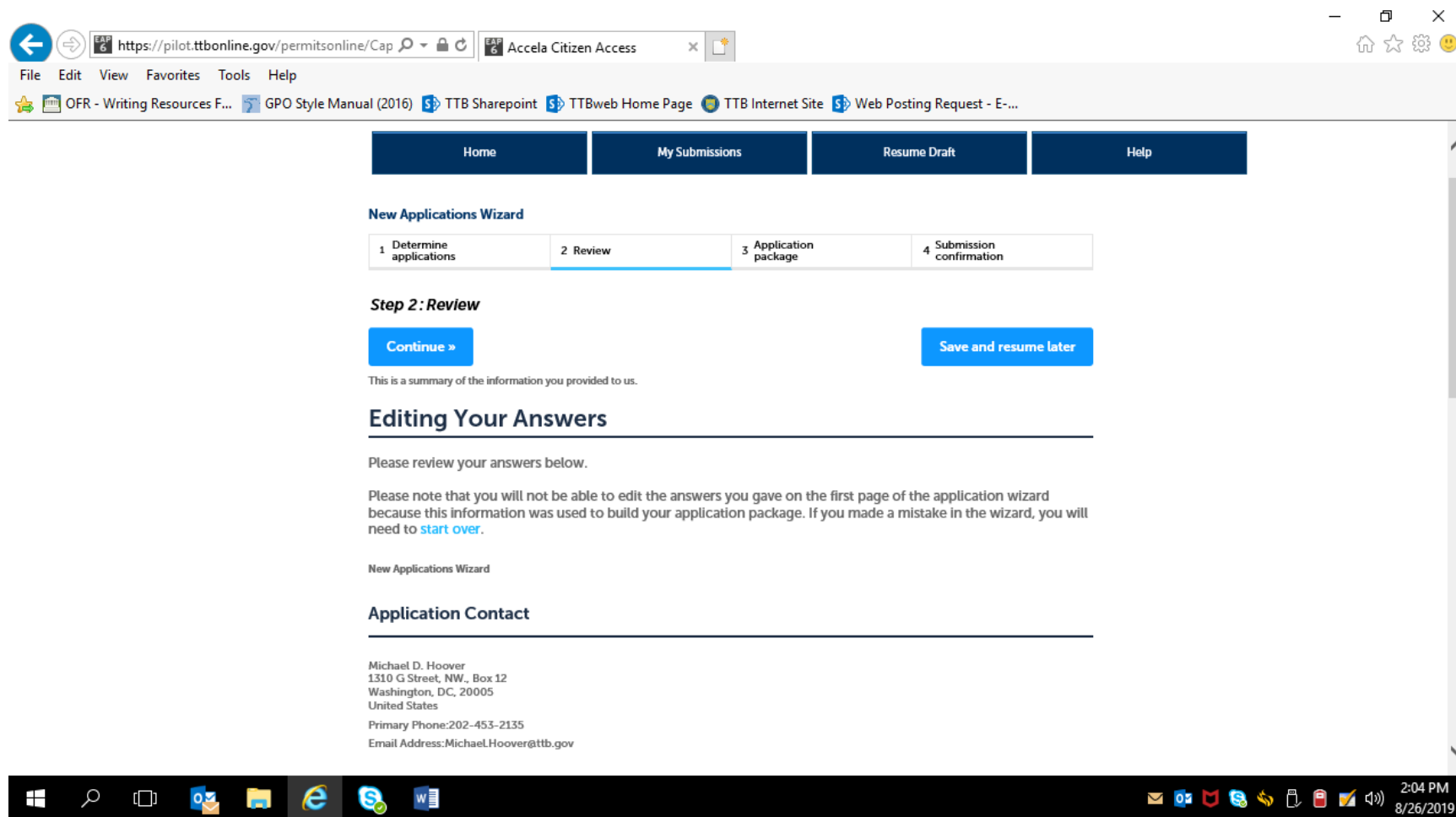
The applicant then confirms the information provided in Step 1 -

PONL 5.0 - New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots - August 2019

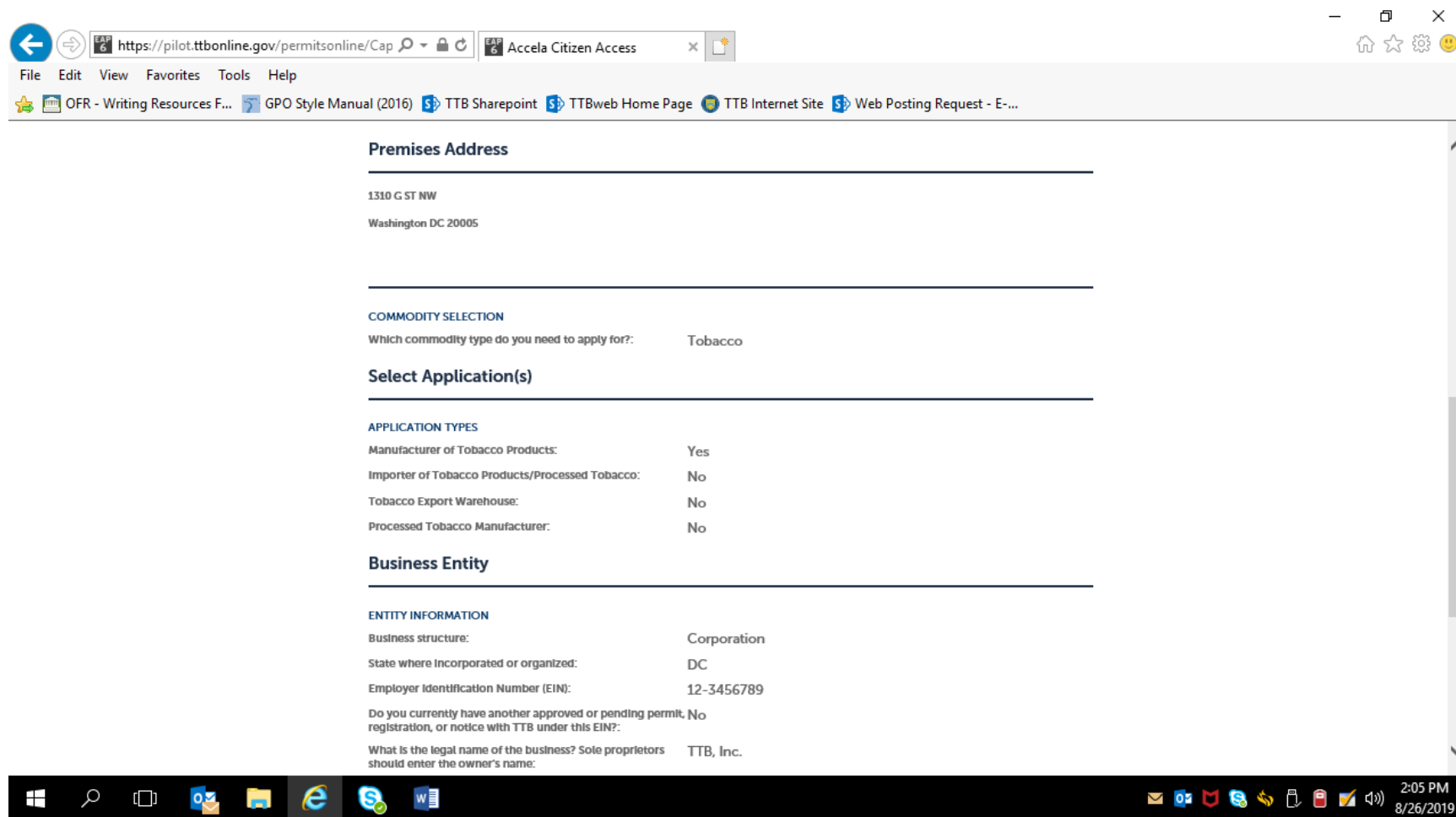


Step 2, Review:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019

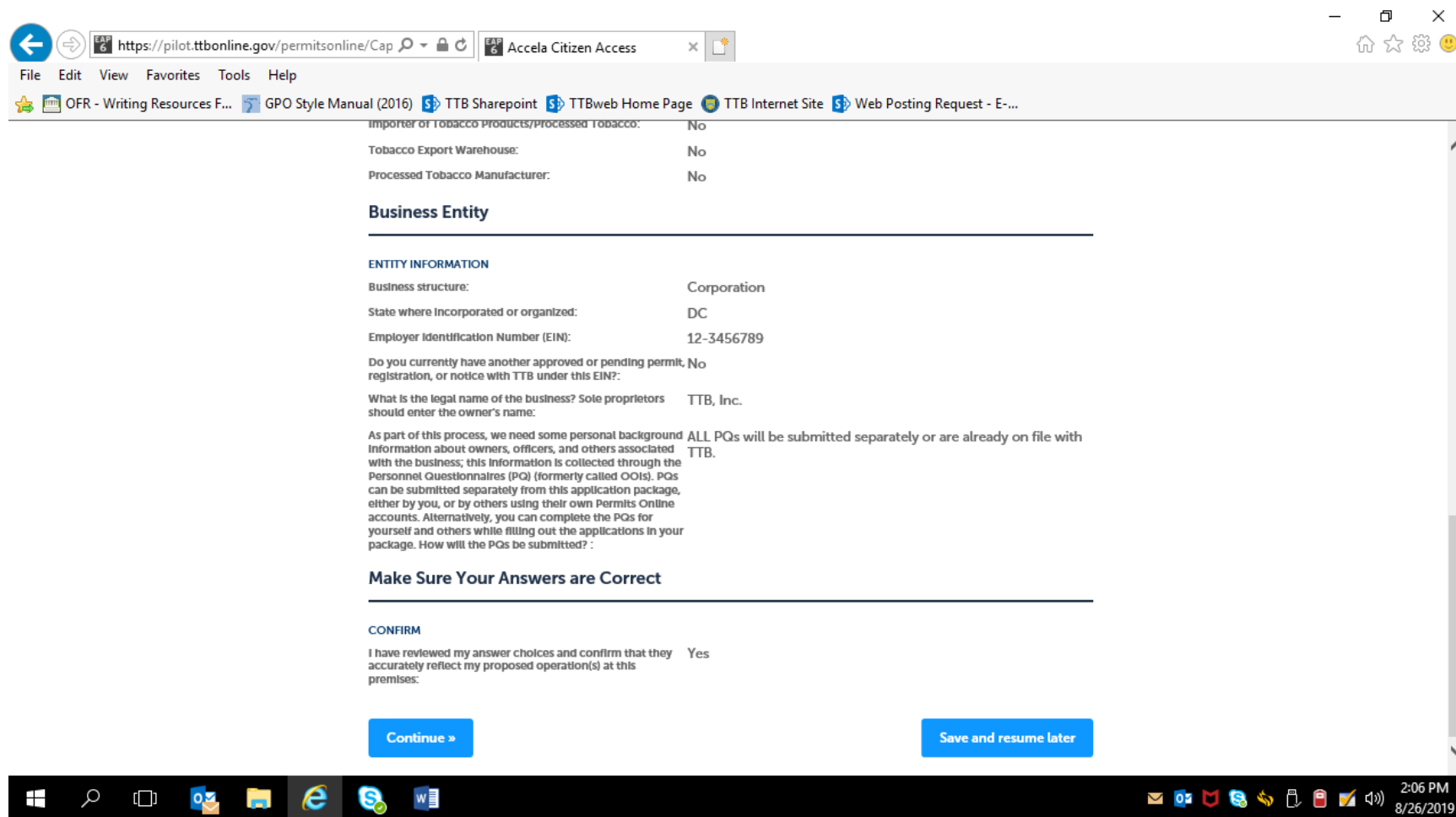


Review screen continues:



The review screen continues:

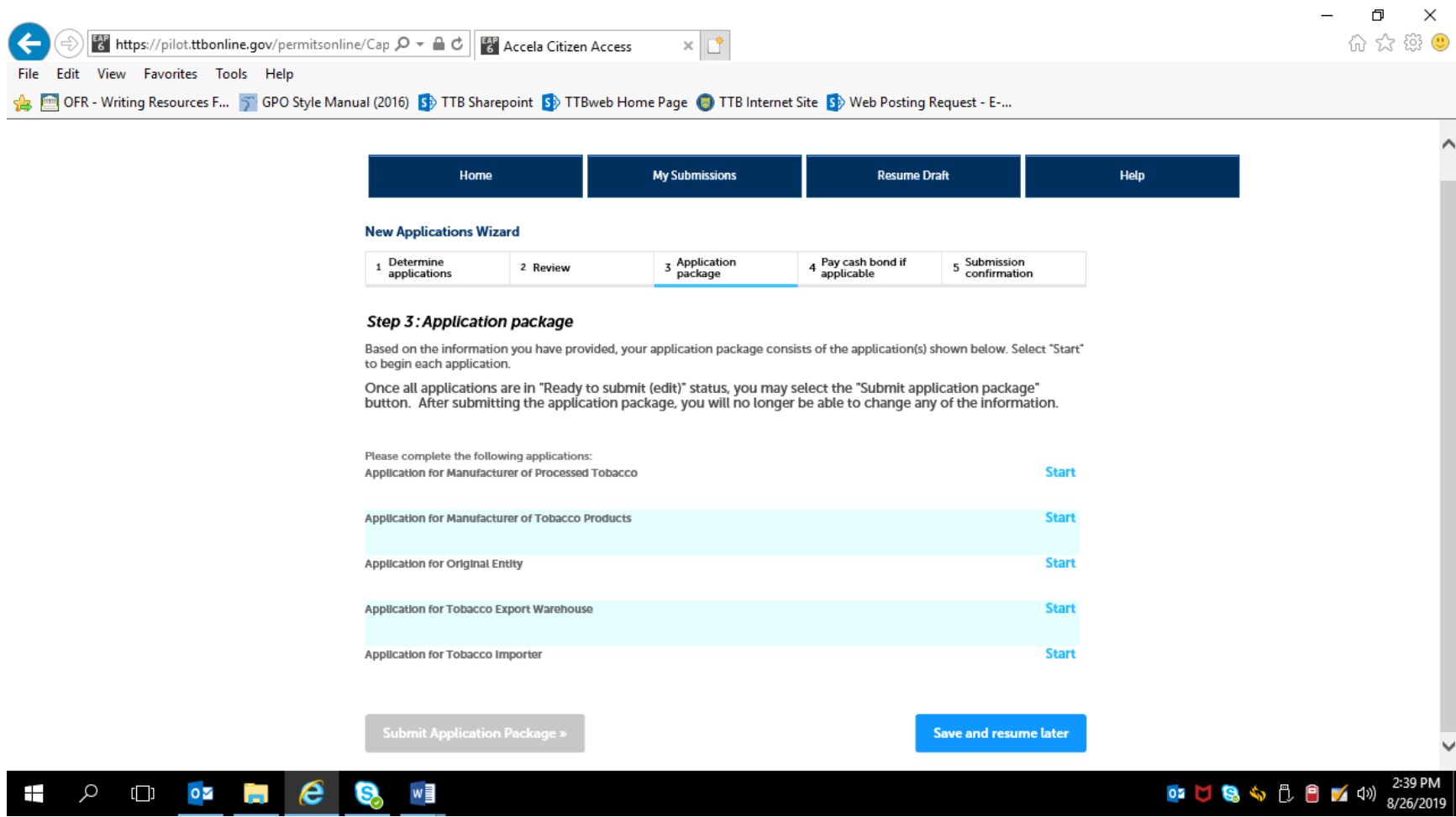
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



After confirming (or editing and confirming) the provided information, the applicant clicks “Continue,” and is presented with the Application Package screen:

Step 3 –Application Package:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
 Screen Shots – August 2019

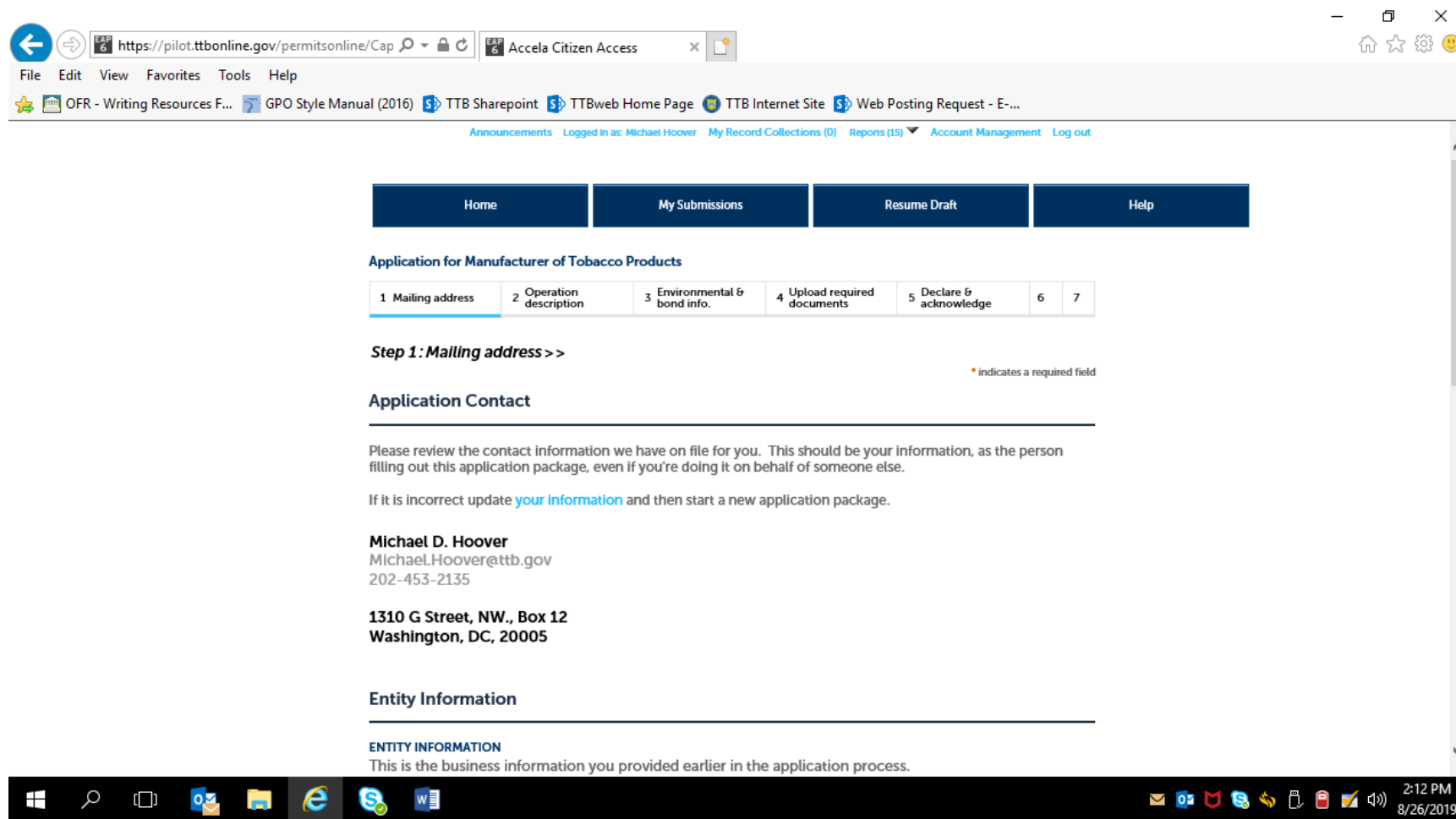


Application Packages:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019

Step 1: Mailing Address Screens (These screens are the same for all new types of new tobacco industry permits) —

Note: Many data fields auto-fill based on information provided earlier.)



The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The browser's address bar includes the text 'Accela Citizen Access'. The browser's menu bar shows 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows several icons, including a star, a gear, and a smiley face. The browser's tabs show '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 with the following sections:

Entity Information

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

Business Name:

EIN:

PERMIT INFORMATION

Permit Number:

Premises Address

This section pertains to the physical location where your approved operations will take place.

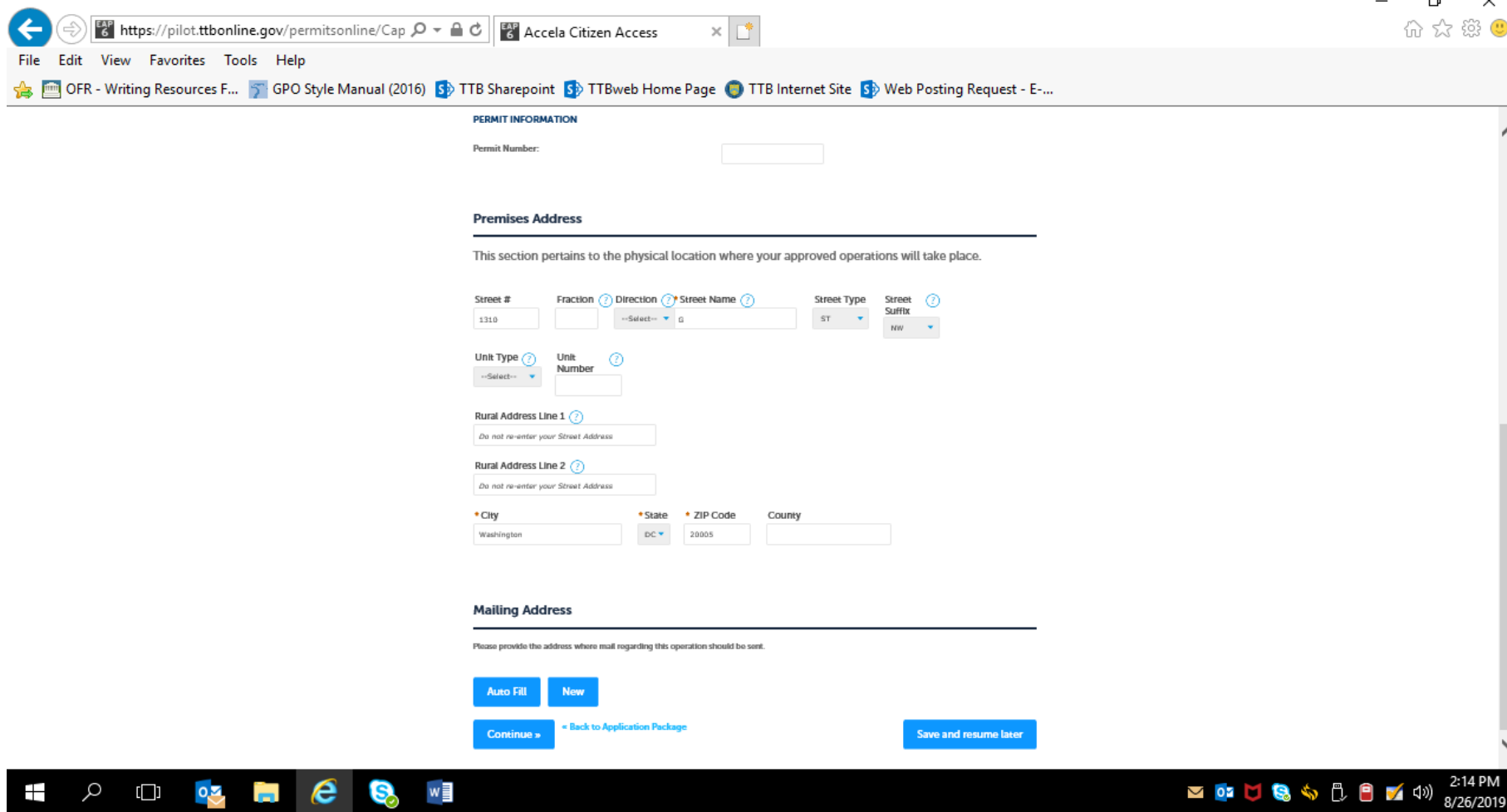
Street # Fraction Direction Street Name Street Type Street Suffix

Unit Type Unit Number

Rural Address Line 1

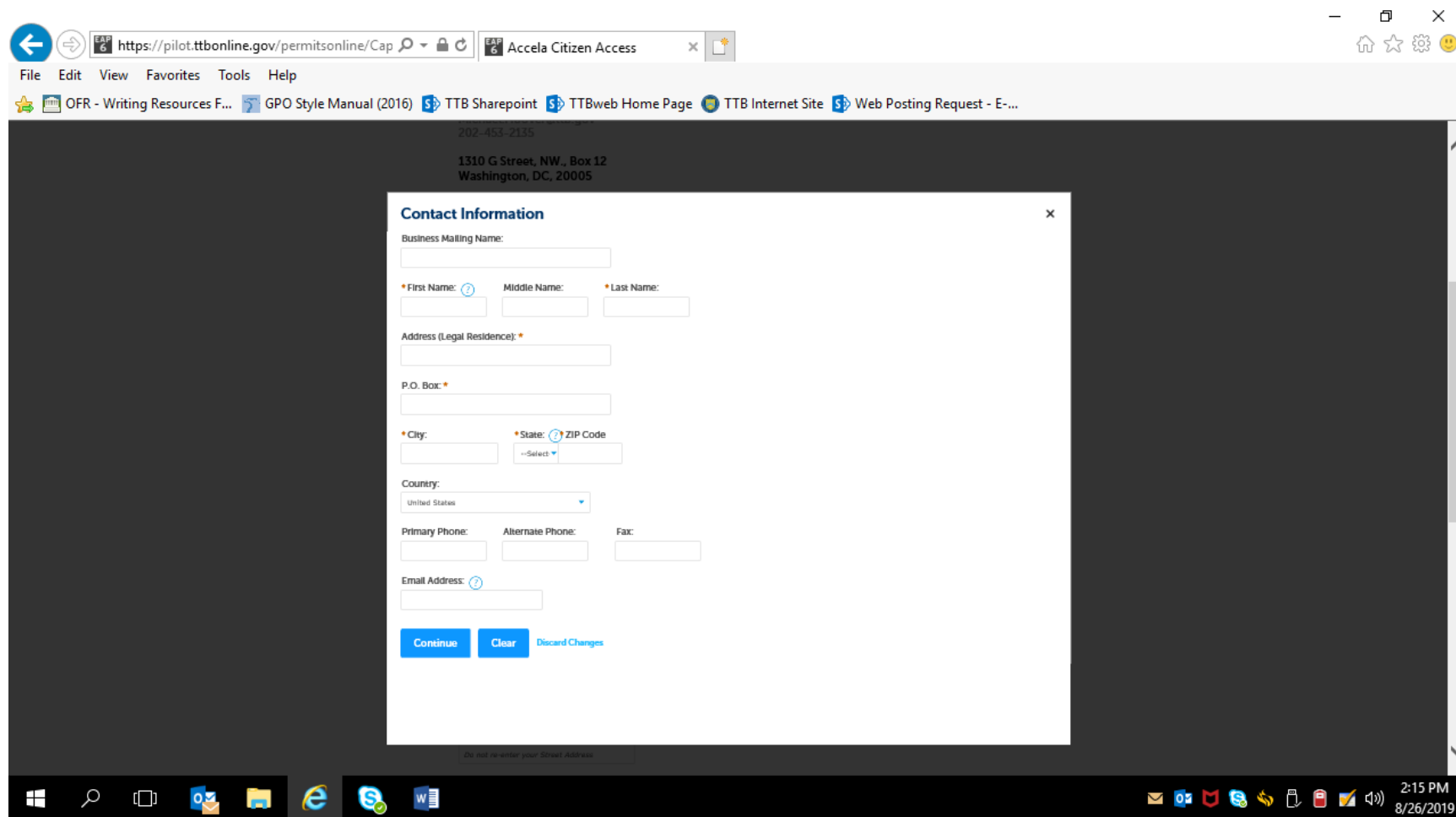
The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray shows the time as 2:13 PM on 8/26/2019.

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



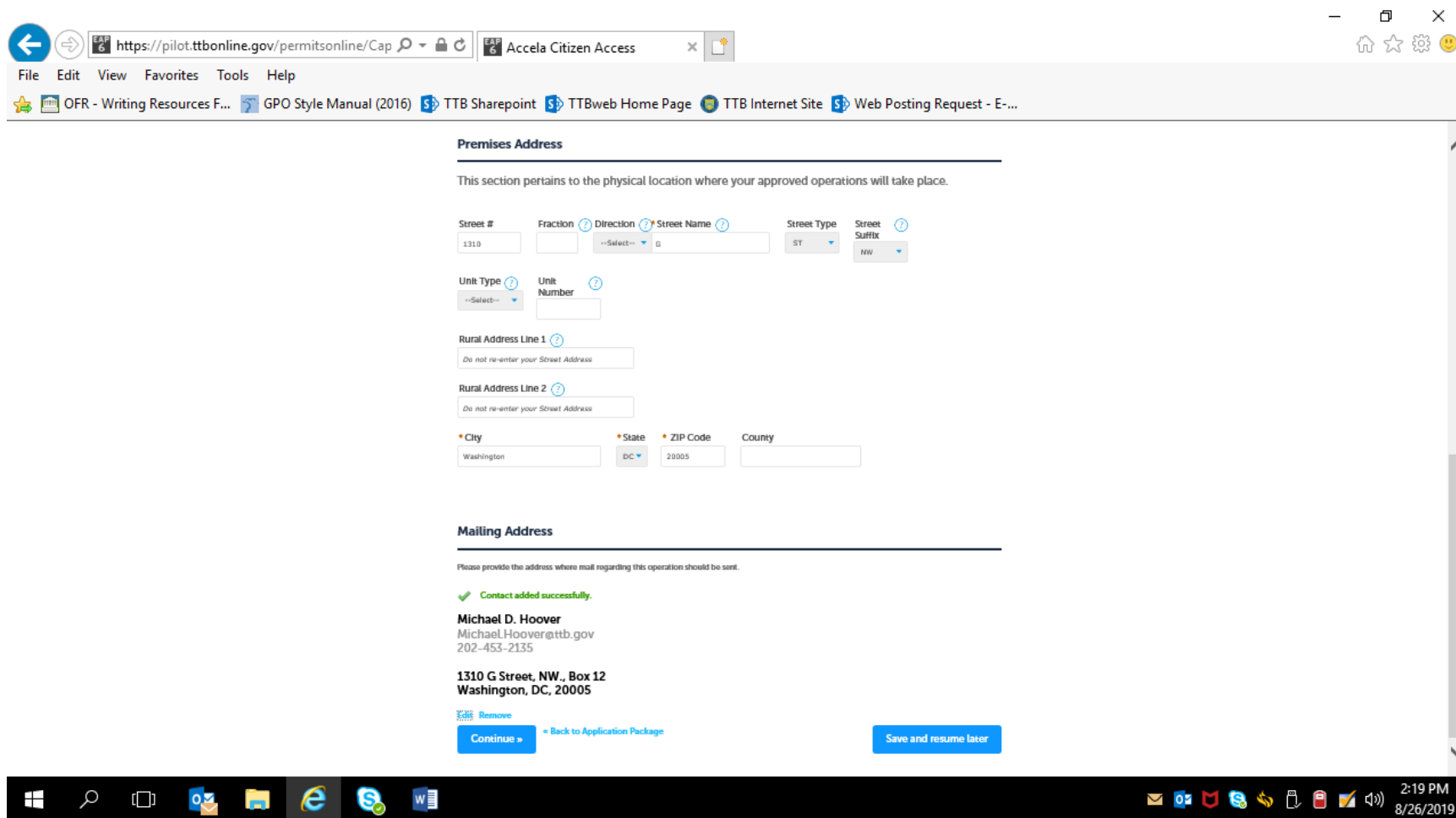
For “Mailing Address,” the applicant may select Auto Fill or New. If Auto Select is chosen, the mailing address information will auto fill from the contact information provided earlier. If “New” is selected, the data fields shown below appear:

Contact Information (Mailing Address) data fields, if “New” Mailing Address is chosen, as shown above.



After mailing address information is provided:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



After clicking continue, screens will vary depending on the type of tobacco permit being applied for.

Application for Original Entity:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019

The information in Step 1 auto-fills based on the information provided on the Common Screens (except Business Website) —

https://pilot.ttbonline.gov/permitsonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

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

Home My Submissions Resume Draft Help

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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Step 1: View contact information >>

About the Entity Record
 All of your business information is found in your Entity record. This includes your business name, EIN, ownership information, officers, powers of attorney, signing authorities, and trade names. Each permit, registration, or notice you apply for under this EIN will be associated with this Entity record. If you submit applications for more than one EIN, each EIN will have its own Entity record.

```

    graph TD
      ER["Entity Record  
Our Business, Inc.  
(EIN 12-3456789)"]
      ER --- COR1["Commodity Operations Record  
Importers Permit"]
      ER --- COR2["Commodity Operations Record  
Winery Permit"]
      ER --- COR3["Commodity Operations Record  
Brewers Notice"]
    
```

* indicates a required field

Application Contact

8:50 PM 8/26/2019

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser's address bar also displays 'Accela Citizen Access'. The page title is 'Application Contact'. Below the title, there is a paragraph: 'Please verify your contact information as the person preparing this application package; if it is incorrect update your information and then start a new application package.' The contact information for Michael D. Hoover is listed: Michael.Hoover@ttb.gov, 202-453-2135, and 1310 G Street, NW., Box 12, Washington, DC, 20005. The next section is 'Business Entity', with a sub-section 'ENTITY INFORMATION'. It contains a form with the following fields: 'Business name' (TTB, Inc.), 'Employer Identification Number (EIN)' (12-3456789), 'Organization type' (Corporation), 'State where incorporated or organized' (DC), and 'Business website' (empty). At the bottom of the form are three buttons: 'Continue >', '< Back to Application Package', and 'Save and resume later'. The Windows taskbar at the bottom shows the time as 8:53 PM on 8/26/2019.

Application for Original Entry

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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Step 2: Key personnel & trade names >>
 Please make sure to add yourself, the person filling out this application, to either the Signing Authority or Power of Attorney table.
 * indicates a required field

Step 2a

OFFICER/OWNERSHIP INFORMATION
 Select "Add a Row" to identify each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.
 You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.
 Finally, you must also add a row for every company or trust holding ownership in the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Officer/Owner Classification	How are you submitting the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	Employer Identification Number (EIN)	Suffix	Email Address	Title	Title if Other
No records found.											

SIGNING AUTHORITY
 Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name.

Officer / Ownership Information sub-screen:

OFFICER/OWNERSHIP INFORMATION
Select "Add a Row" to identify each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.

You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.

Finally, you must also add a row for every company or trust holding ownership in the business.

Removal Date (for TTB use only): * Officer/Owner Classification: How are you submitting the Personnel Questionnaire Information?:

First Name: Middle Name: Last Name:

Personnel Questionnaire Tracking Number: Employer Identification Number (EIN): Suffix:

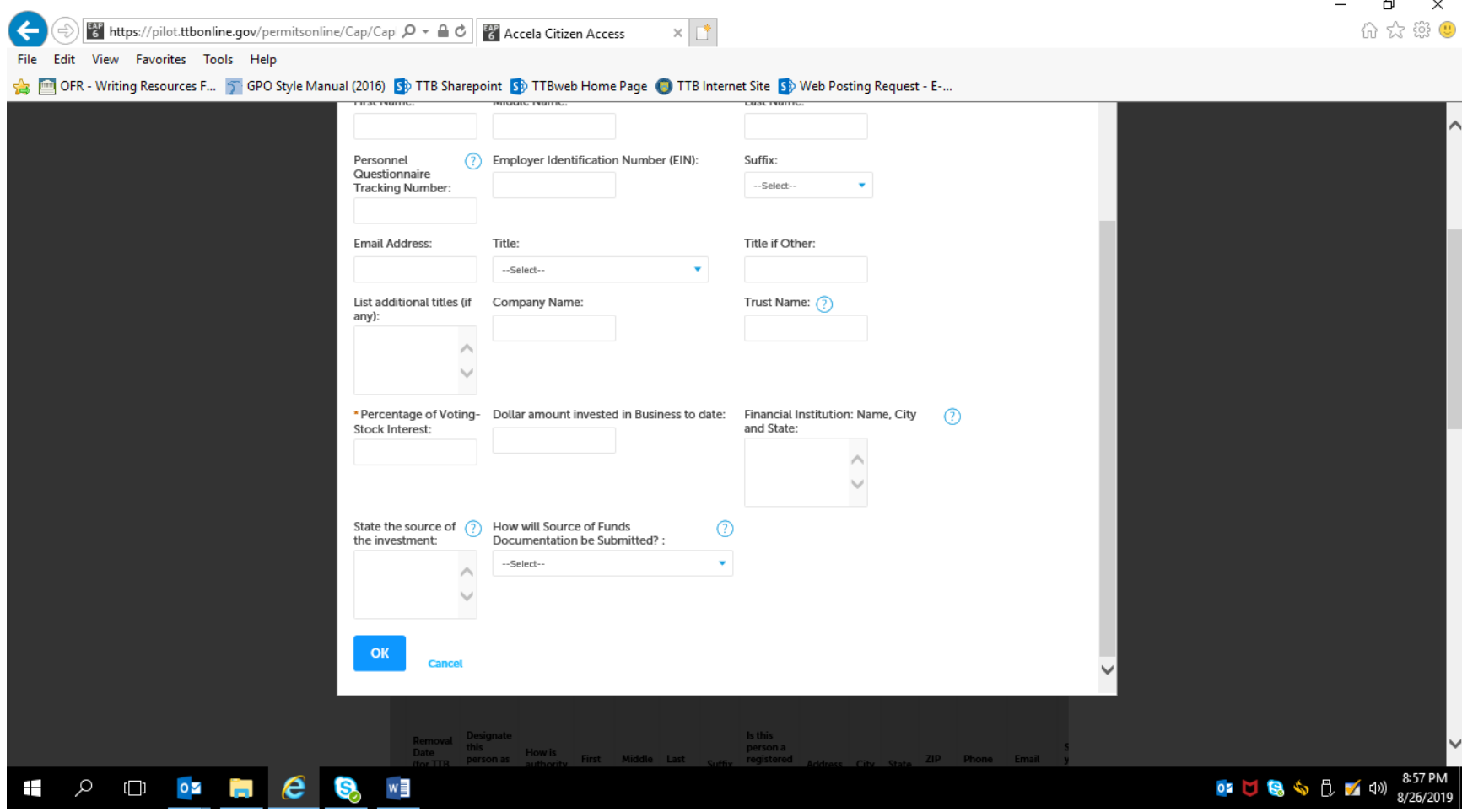
Email Address: Title: Title if Other:

List additional titles (if any):

Company Name: Trust Name:

* Percentage of Voting-Stock Interest: Dollar amount invested in Business to date: Financial Institution: Name, City and State:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

SIGNING AUTHORITY

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number	Email Address	S	y	F	T
No records found.																	

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

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.

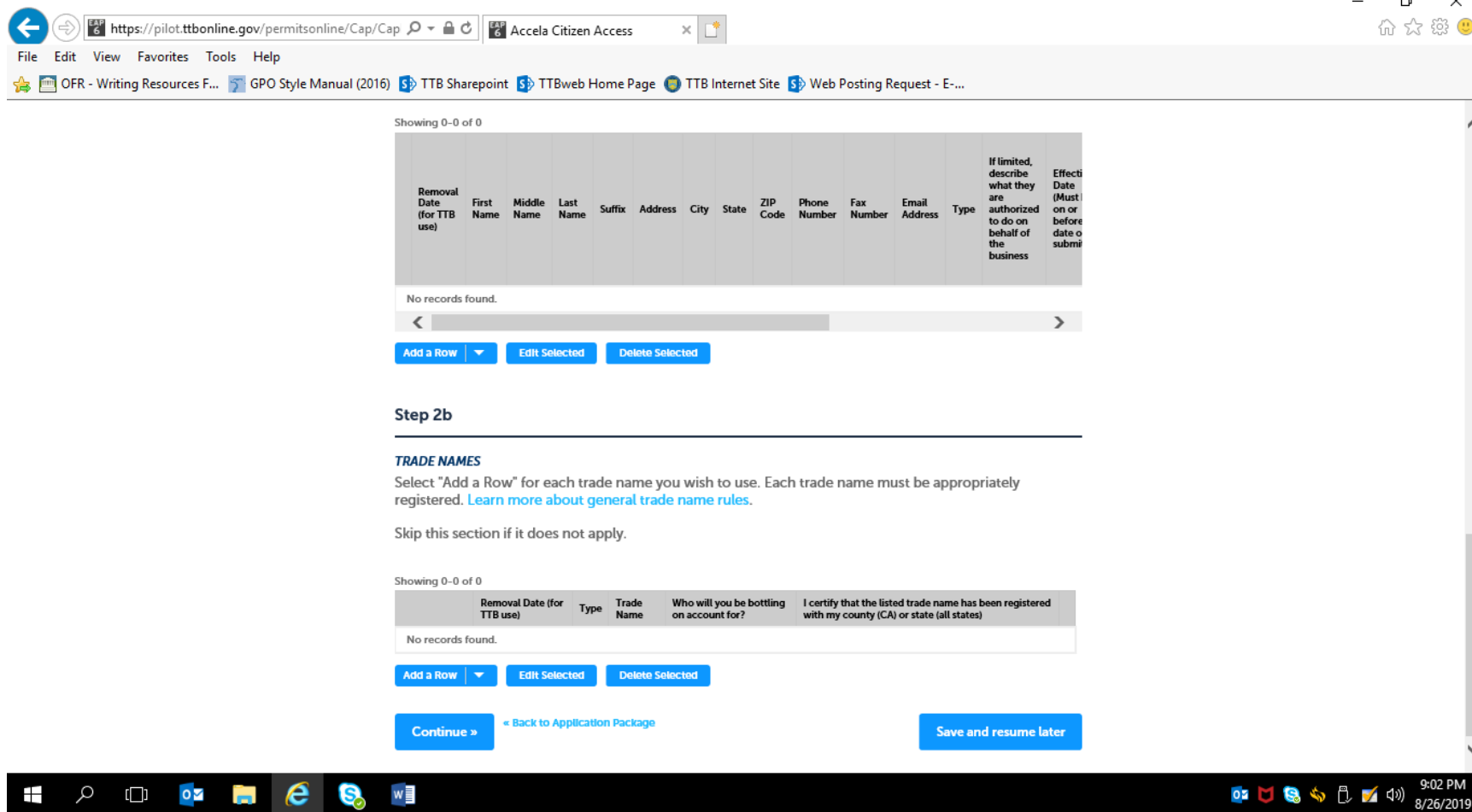
Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

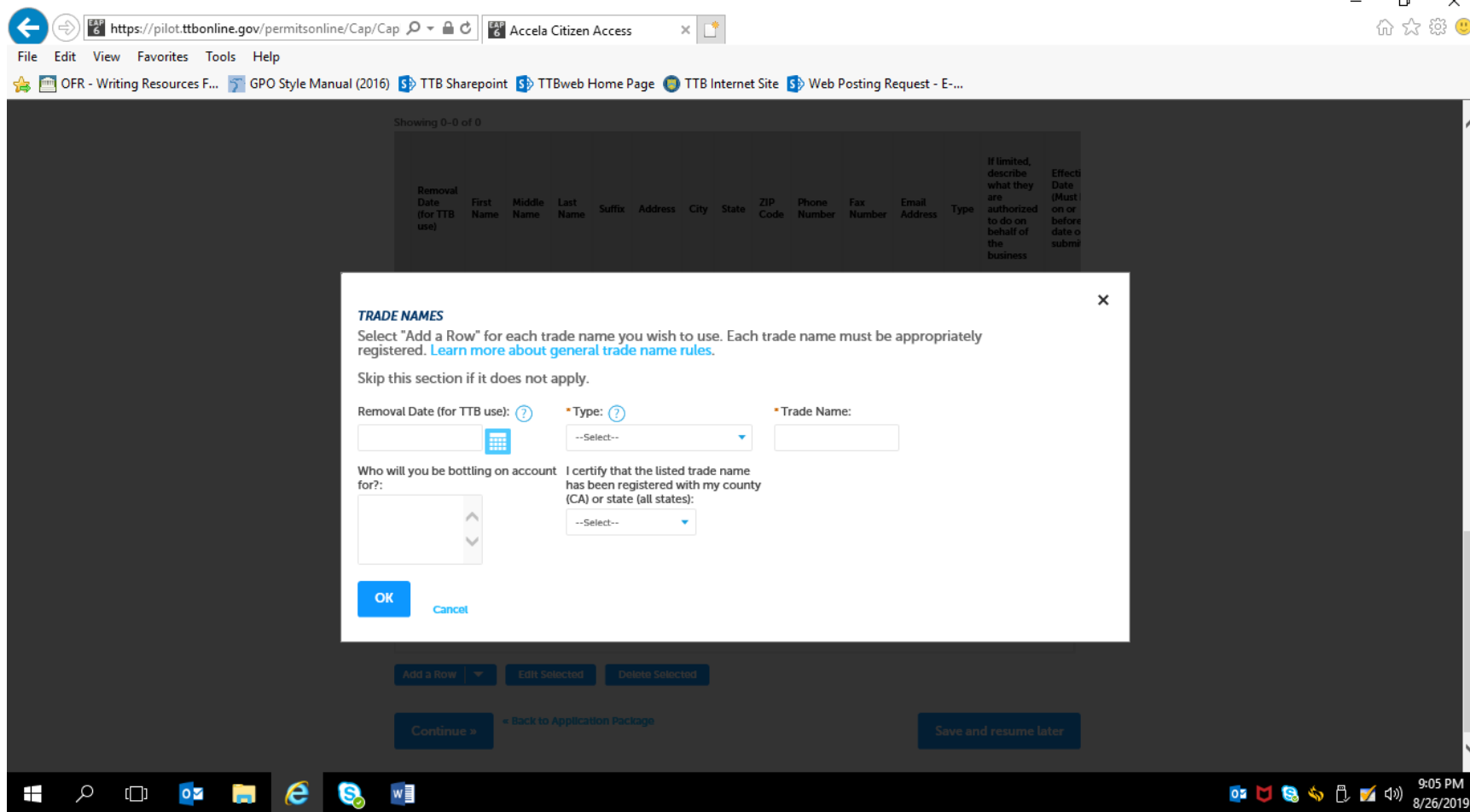
If limited, describe what they	Effect Date
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NOTE: Signing Authority information collection approved under OMB No. 1513-0036, and Power of Attorney information collection approved OMB No. 1513-0014.



Trade Names sub-screen:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

https://pilot.ttonline.gov/permitonline/Cap/Cap Accela Citizen Access

File Edit View Favorites Tools Help

OF - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

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

Home My Submissions Resume Draft Help

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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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.

Showing 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
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Windows taskbar: 9:09 PM 8/26/2019

Showing 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Meeting Minutes	x	On File and Previously Approved by TTB	123	Actions
<input type="checkbox"/>	Organizational Documents	x	On File and Previously Approved by TTB	123	Actions

[Edit Selected](#)

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.

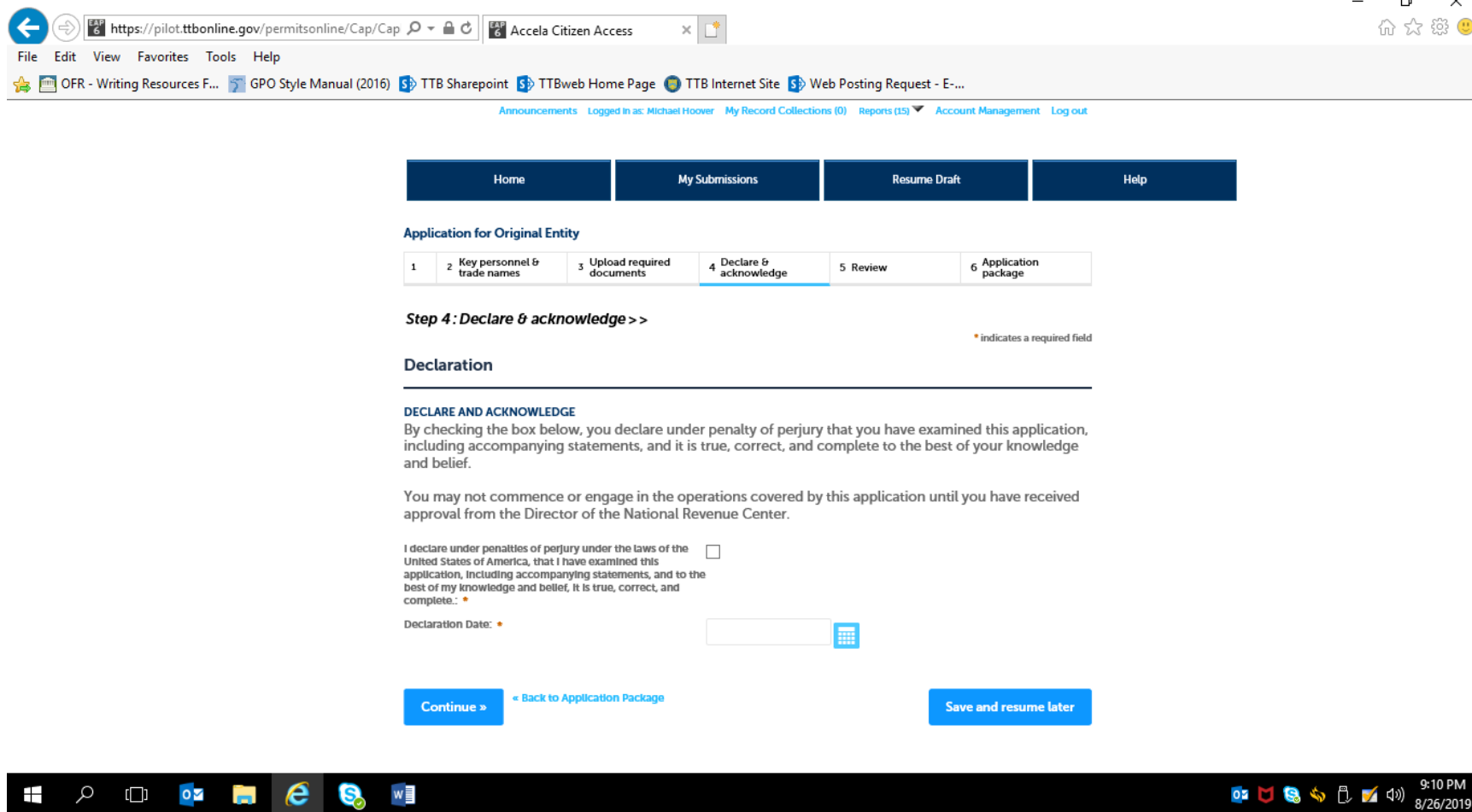
Attachment List

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.				

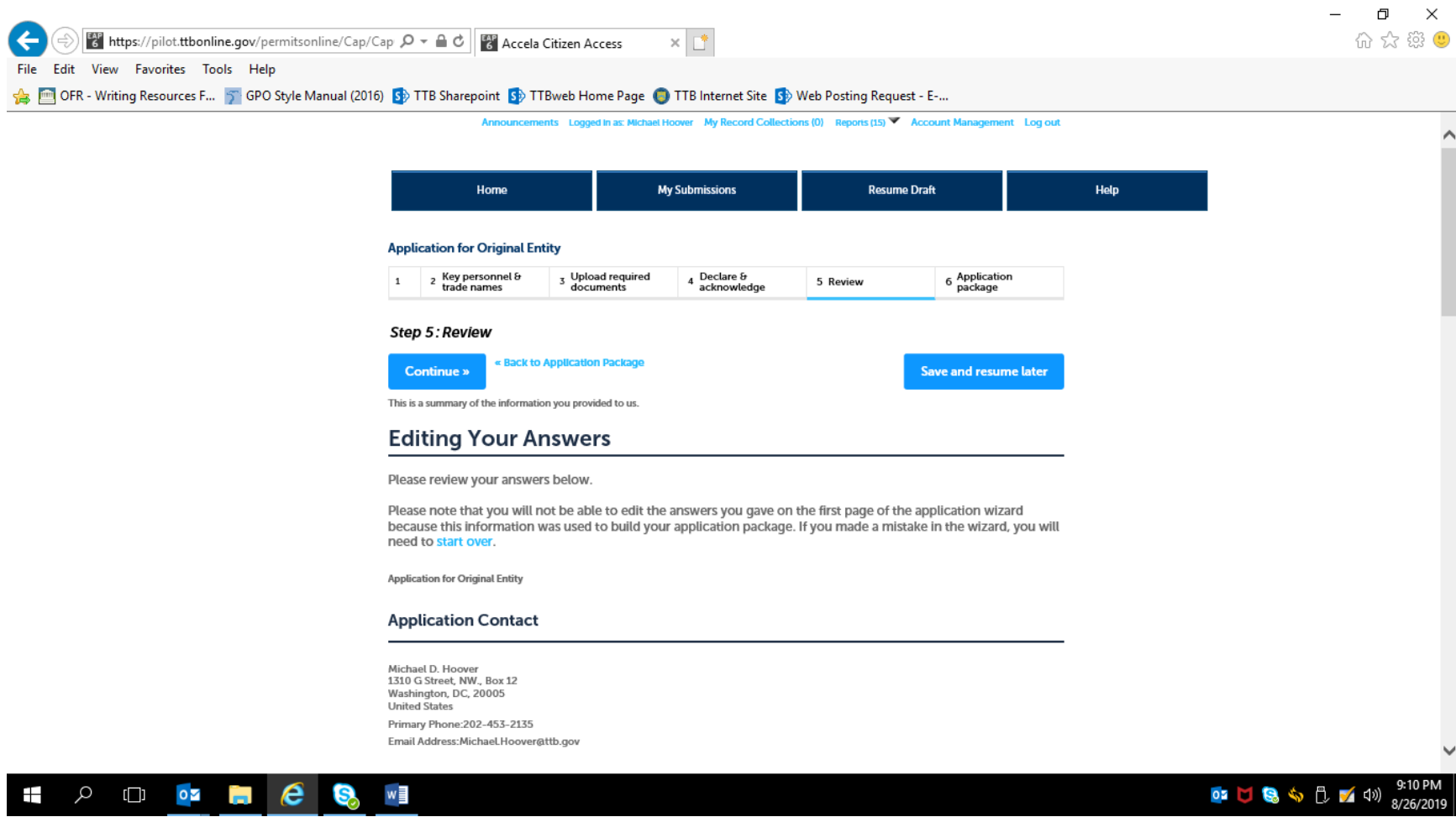
[Add](#)

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



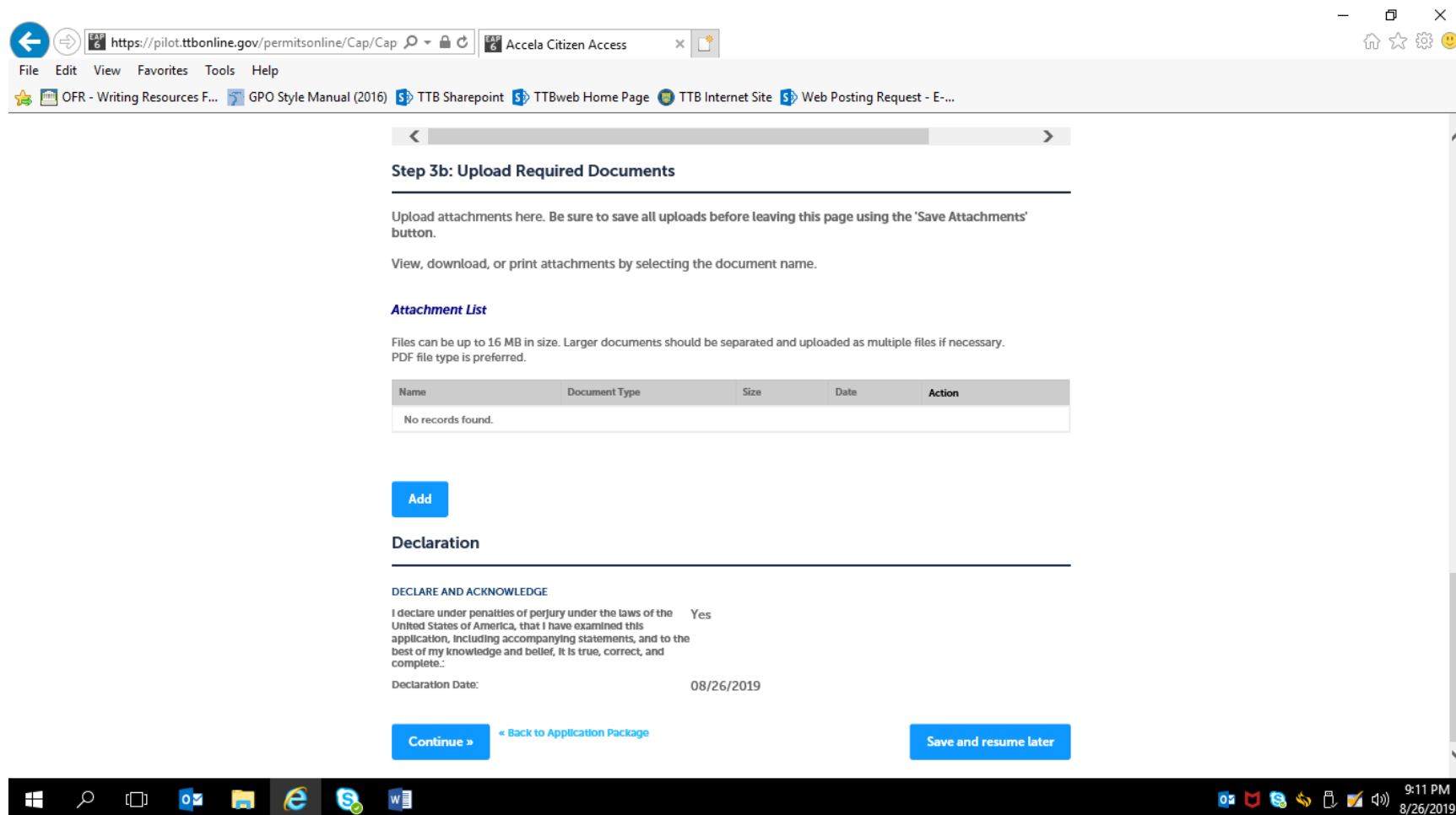
Review of Original Entity Application —

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019

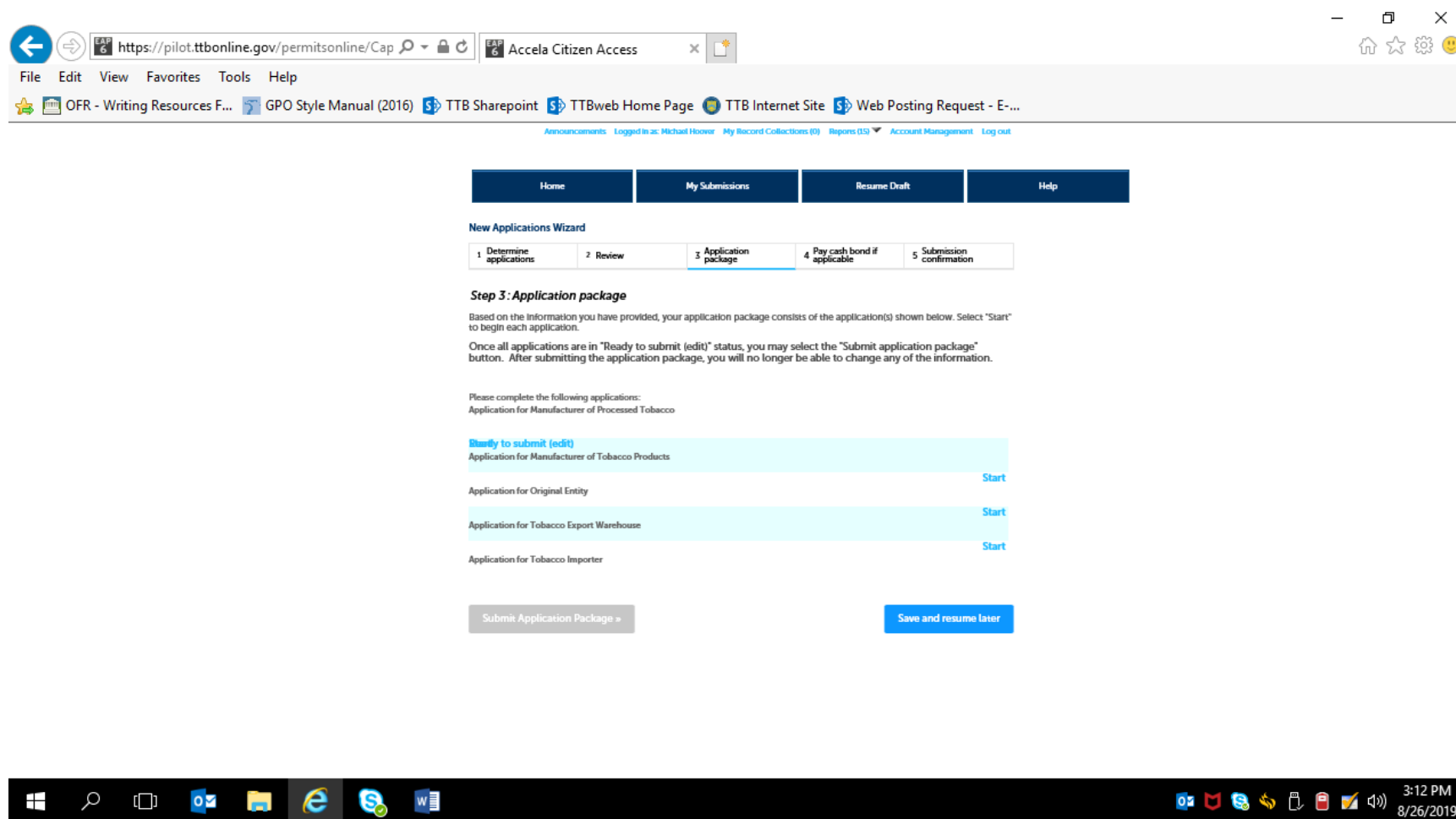


Bottom of Original Entity review screen:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
Screen Shots – August 2019



After review, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



Screens for New Manufacturer of Processed Tobacco Permit:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Cap>. The browser's address bar includes the text "Accela Citizen Access". The browser's menu bar shows "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several icons, including a home icon, a star icon, a gear icon, and a smiley face icon. The browser's tabs show "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E-...".

The page content includes a navigation bar with four buttons: "Home", "My Submissions", "Resume Draft", and "Help". Below the navigation bar is a section titled "Application for Manufacturer of Processed Tobacco" with a progress indicator showing six steps: "1 Mailing address", "2 Operation description", "3 Upload required documents", "4 Declare & acknowledge", "5 Review", and "6". The "2 Operation description" step is currently selected.

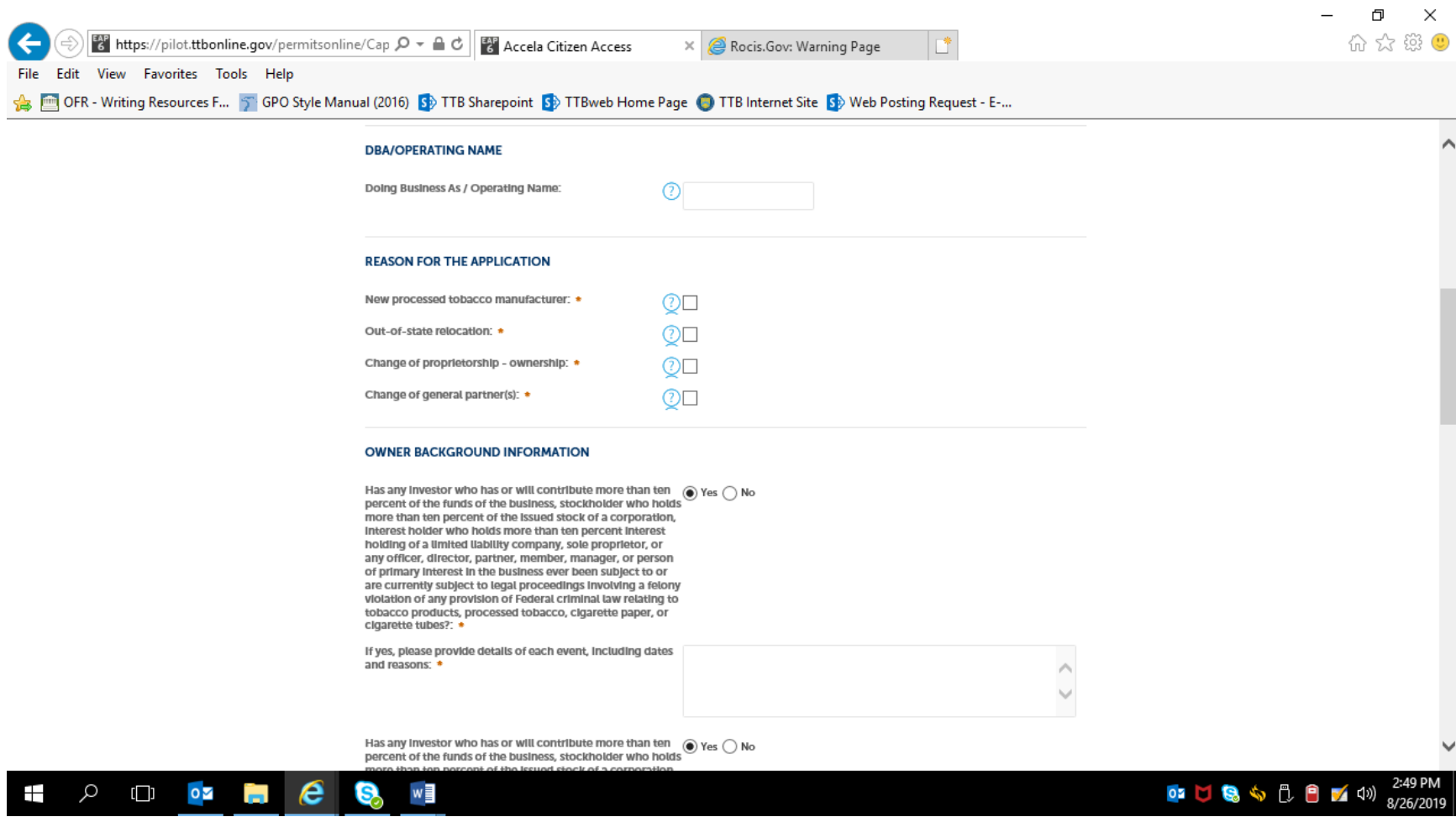
Below the progress indicator is a section titled "Step 2: Operation description >>". To the right of this section is a note: "* indicates a required field". Below this is a sub-section titled "Step 2a".

Under "Step 2a" is a section titled "PROCESSED TOBACCO INFO". The text in this section reads: "The factory premises description for manufacturing processed tobacco should include any physical location or building used for: manufacturing and storing processed tobacco; storing materials, equipment, and supplies related to or used in the manufacturing and storage of processed tobacco; and carrying on activities in connection with the manufacturing and storage of processed tobacco. The premises can consist of more than one building, or portions of buildings, which need not be contiguous or located in the same city, town, village, or state." Below this text is another paragraph: "Please include a diagram identifying each floor or floors, room or rooms, and each building. Identify each building by using a separate street address or designation by letter, number, or any similar designation." Below this paragraph is a text input field with the label "Describe the manufacturer of processed tobacco factory premises: *". The input field is currently empty.

At the bottom of the page, there is a section titled "DBA/OPERATING NAME". The Windows taskbar is visible at the bottom of the screenshot, showing the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray shows the time as 2:45 PM on 8/26/2019.

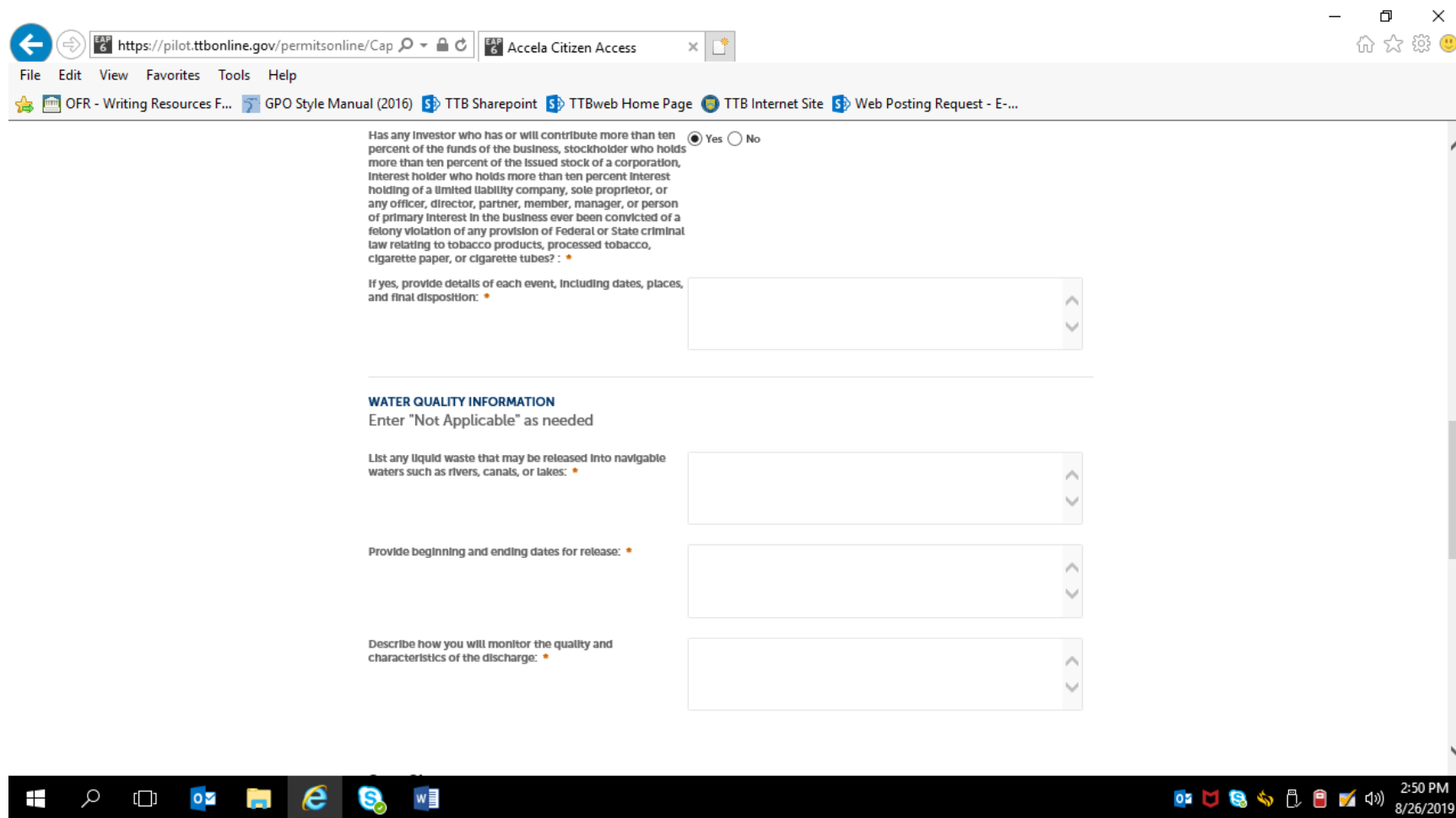
Screen continues:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.
 Screen Shots – August 2019

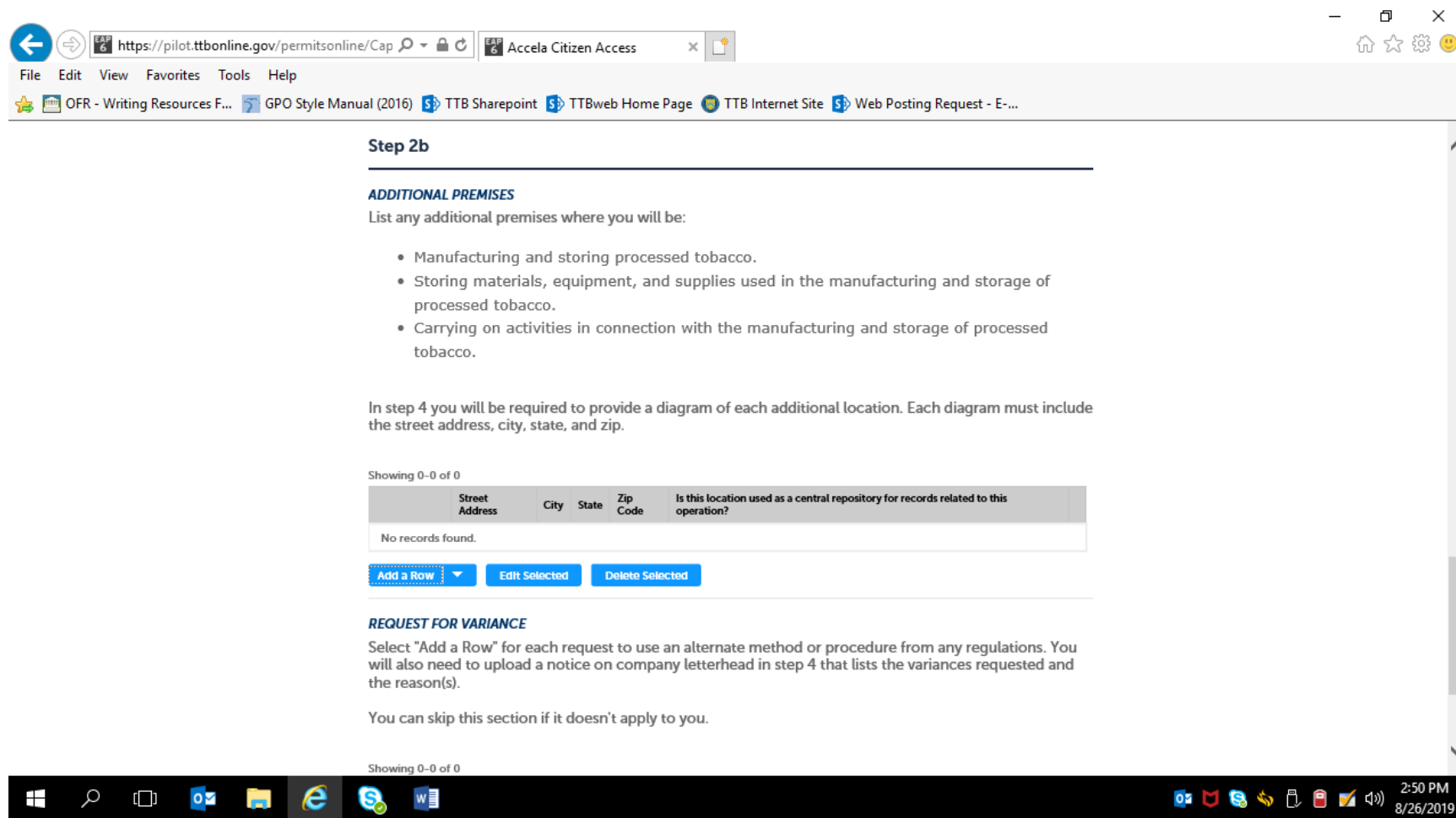


PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

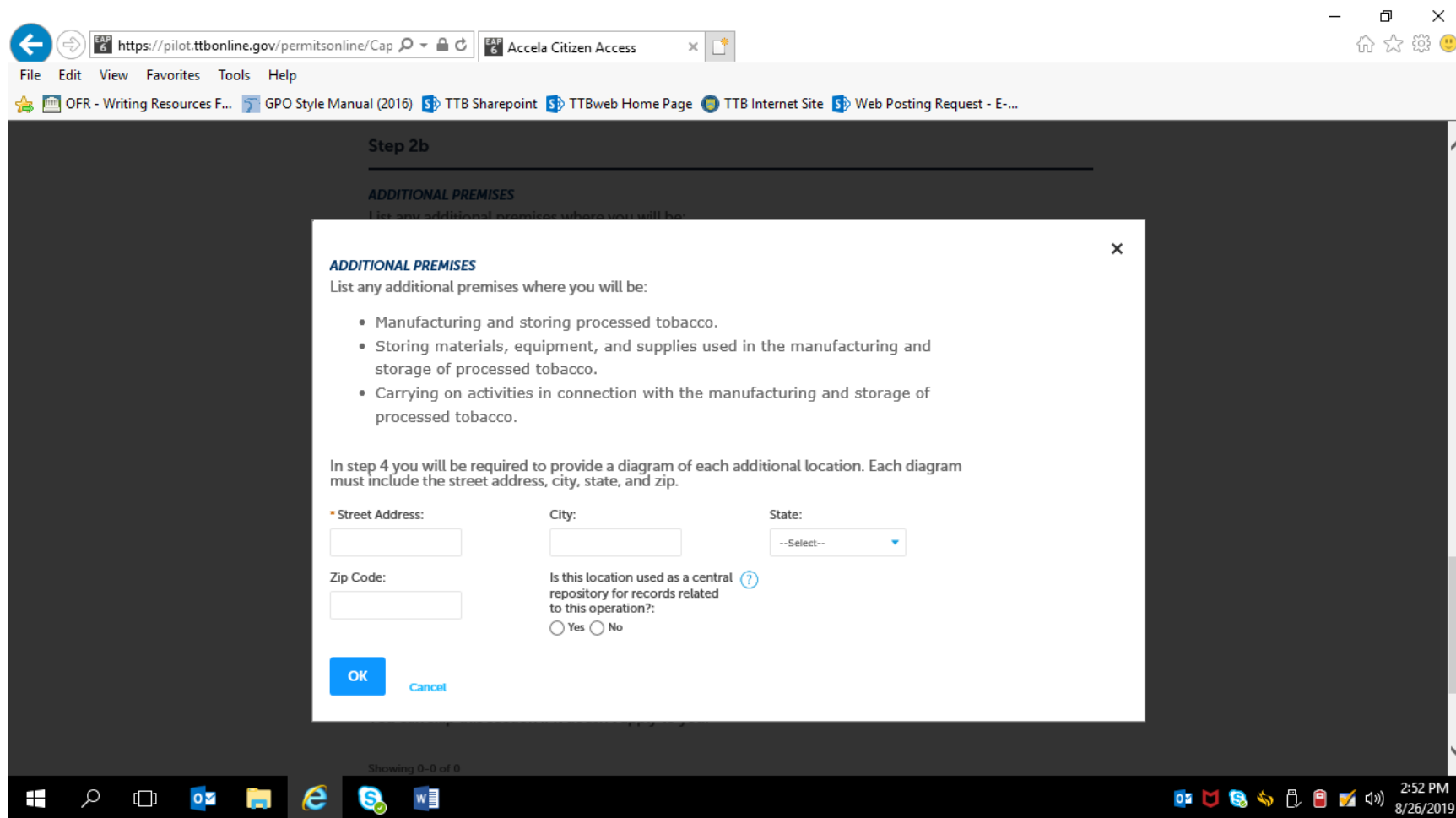
Screen continues:



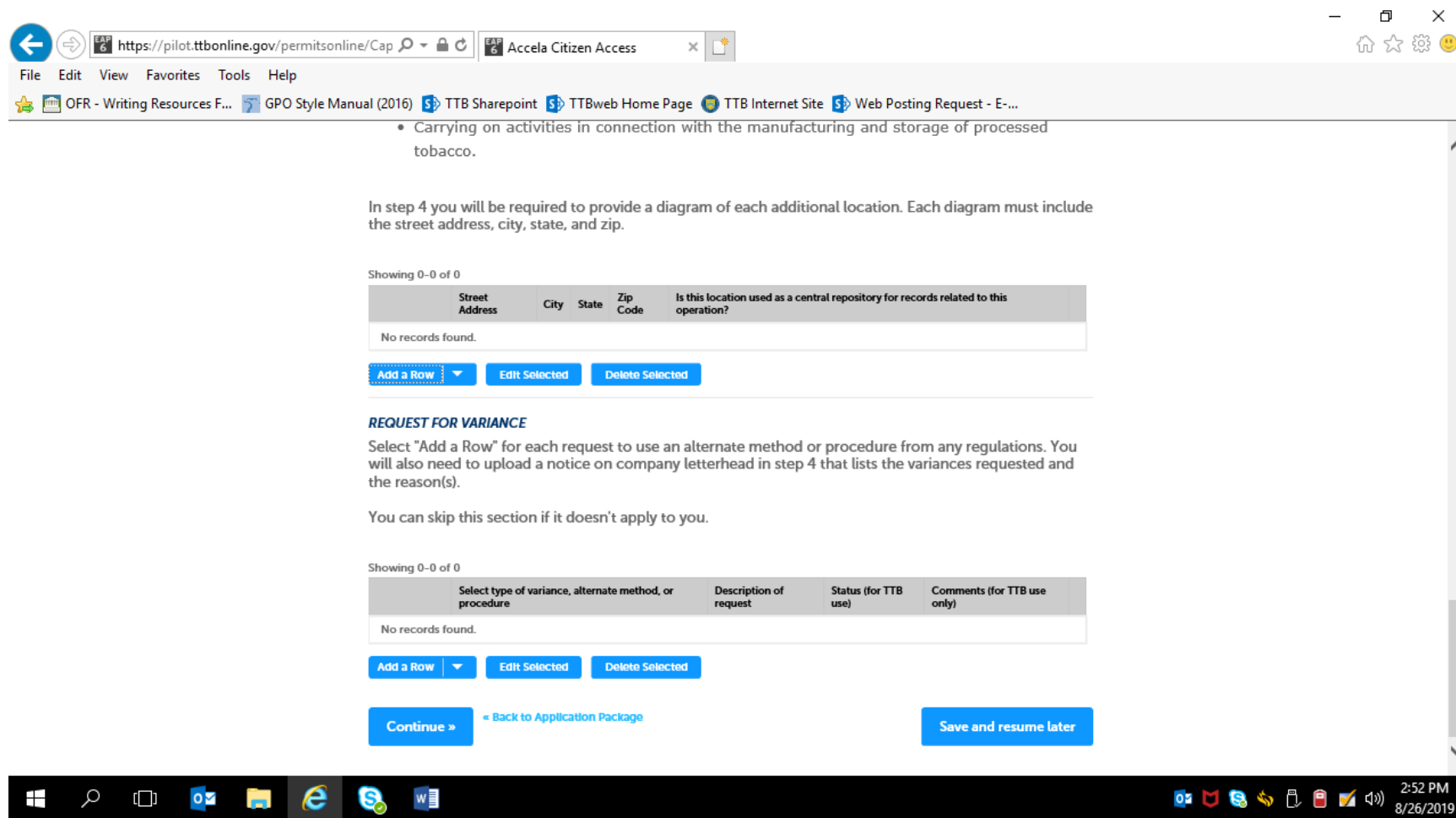
Screen continues:



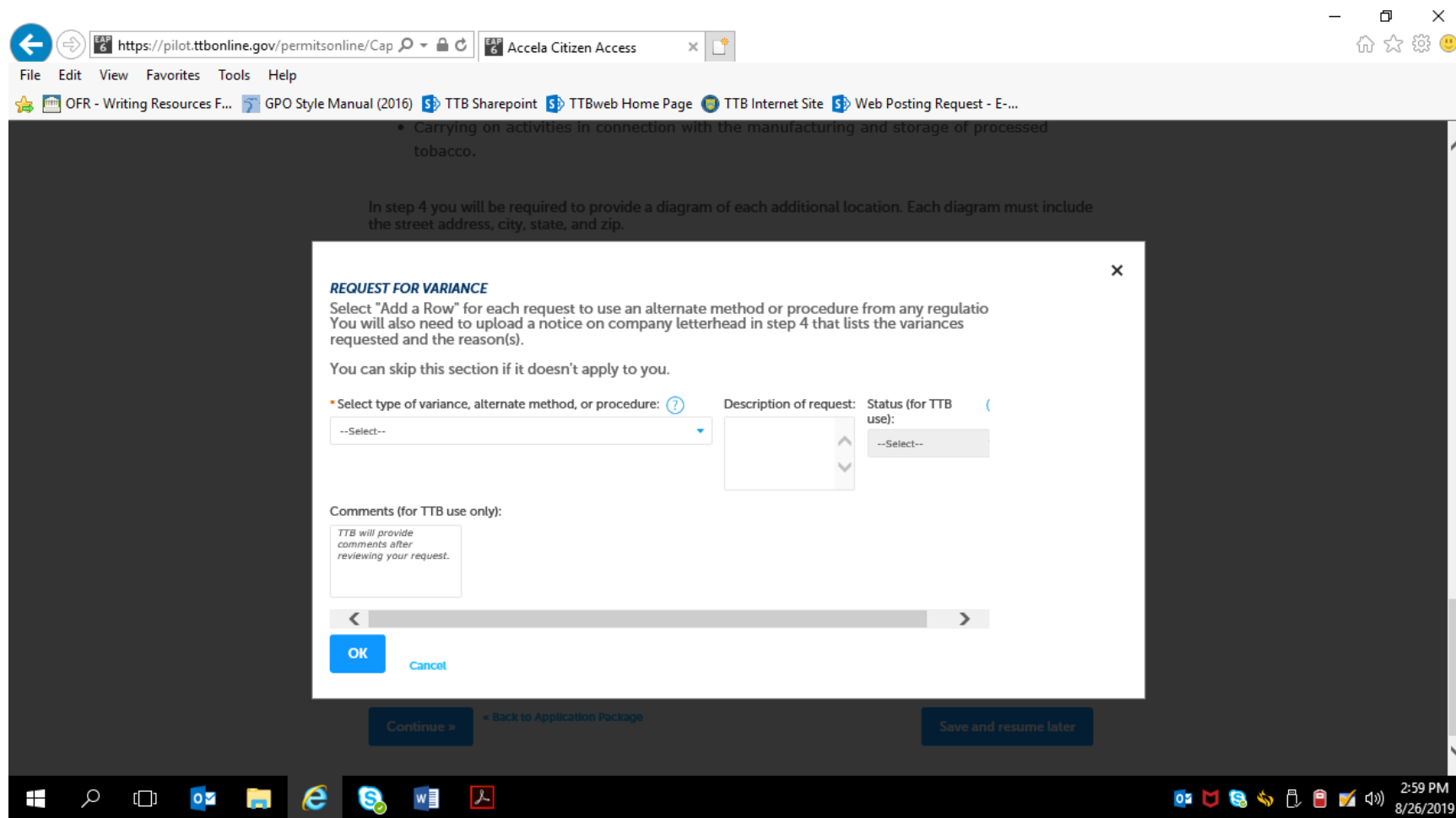
If Additional Premises information required, applicants will see and complete this screen:



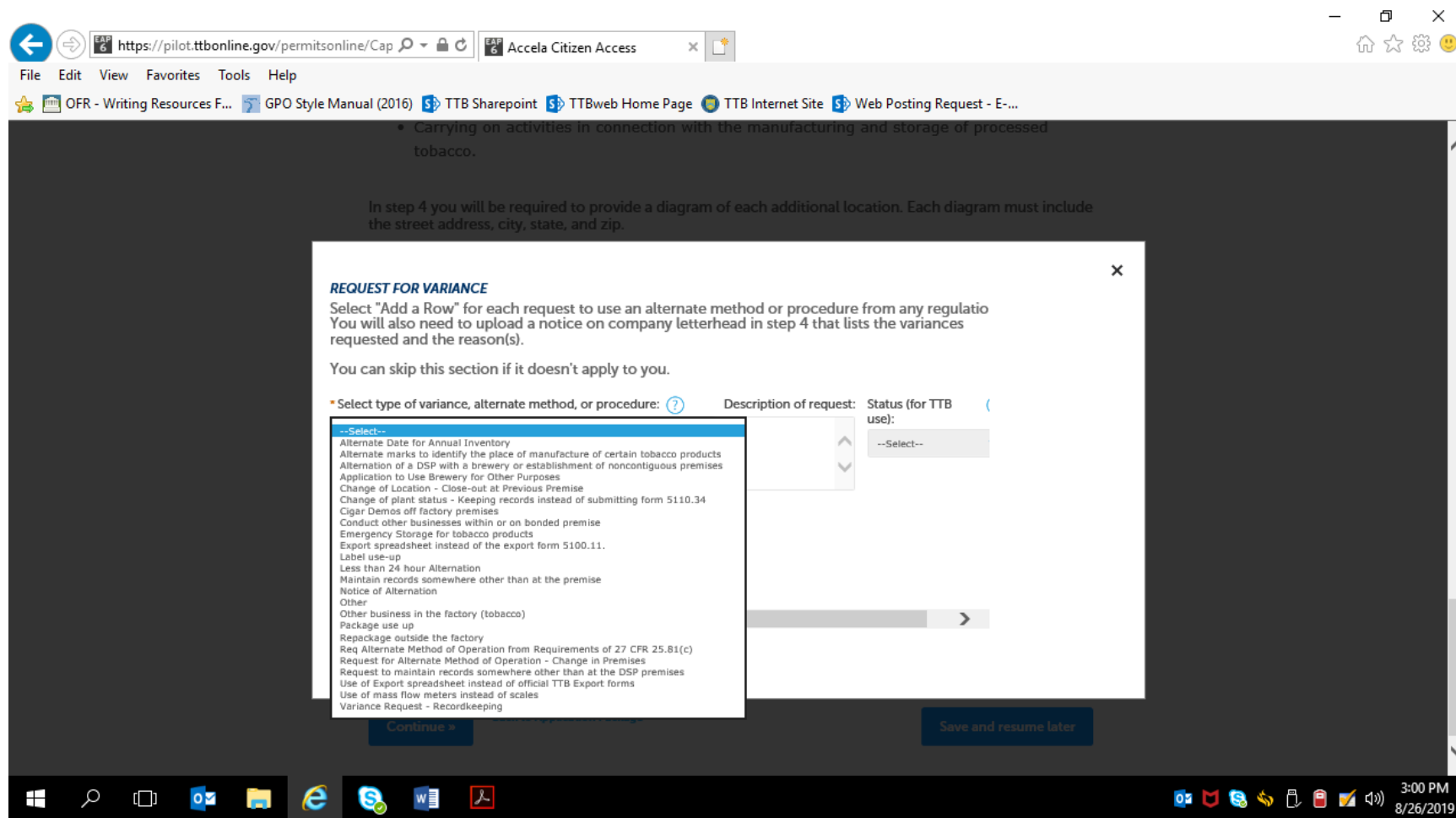
Screen continues:



If Requests for Variances are required, applicants will see and complete this screen:



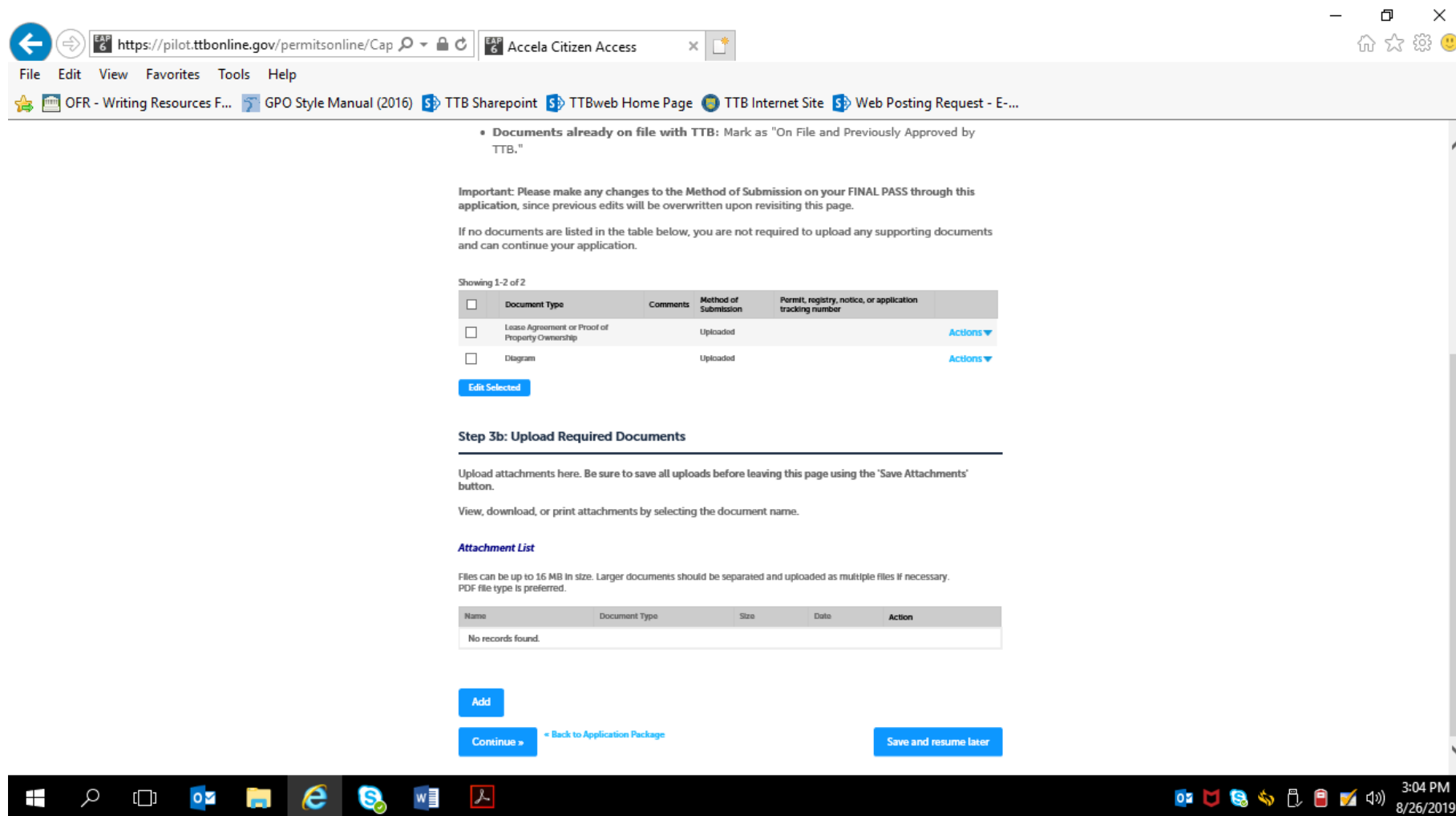
The Types of variances, alternative methods, or procedures are:



Selecting “continue” at the bottom of the Step 2a screen results in:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The browser title is "Accela Citizen Access". The page content includes a navigation menu with "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress bar for the "Application for Manufacturer of Processed Tobacco" with six steps: 1 Mailing address, 2 Operation description, 3 Upload required documents (highlighted), 4 Declare & acknowledge, 5 Review, and 6. The main content area is titled "Step 3: Upload required documents >>" and includes a "REQUIRED DOCUMENT CHECKLIST" section. The checklist text states: "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:" followed by two bullet points: "Documents you plan to upload: Mark as 'Uploaded.' [Learn more about the type of information that should be included in each document.](#)" and "Documents already on file with TTB: Mark as 'On File and Previously Approved by TTB.'" An important note below reads: "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." A final note states: "If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application." The Windows taskbar at the bottom shows the time as 3:03 PM on 8/26/2019.

Screen continues:



Uploading Required Documents screen:

Step 3: Upload required documents >>

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 c 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.

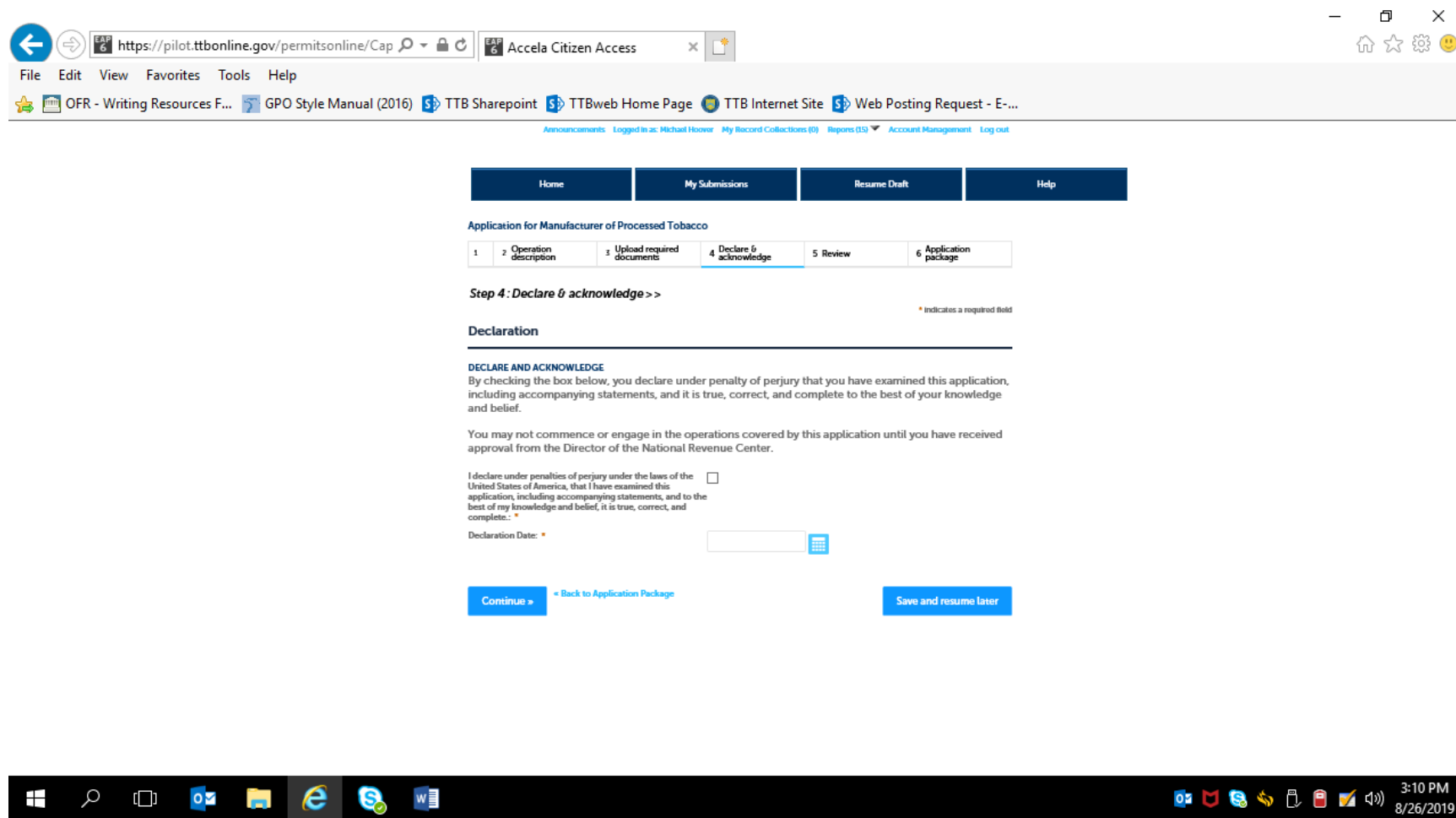
If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Document Type:	Comments:	Method of Submission: *
Lease Agreement or Proof of Property Ownership		On File and Previously Approved by TTB
Permit, registry, notice, or application tracking number: *		
Document Type:	Comments:	Method of Submission: *
Diagram		On File and Previously Approved by TTB
Permit, registry, notice, or application tracking number: *		

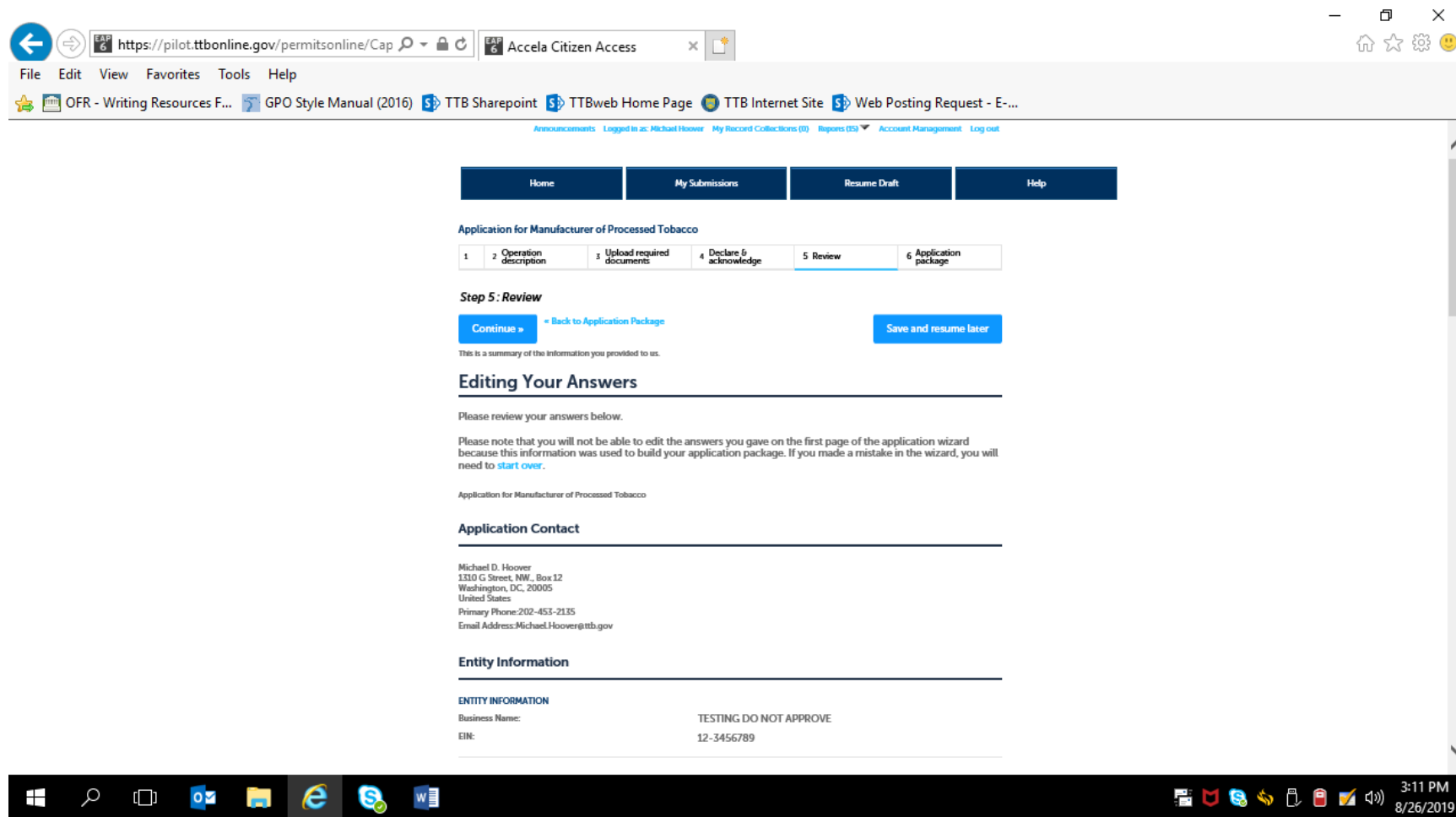
Attachment List

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.

Step 4 - Declare and acknowledge:



Step 5: Review:



Review screen continues:

REQUIRED DOCUMENT CHECKLIST

Document Type	Comments	Method of Submission	Permit, registration number
Lease Agreement or Proof of Property Ownership		On File and Previously Approved by TTB	123
Diagram		On File and Previously Approved by TTB	123

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.				

Add

Declaration

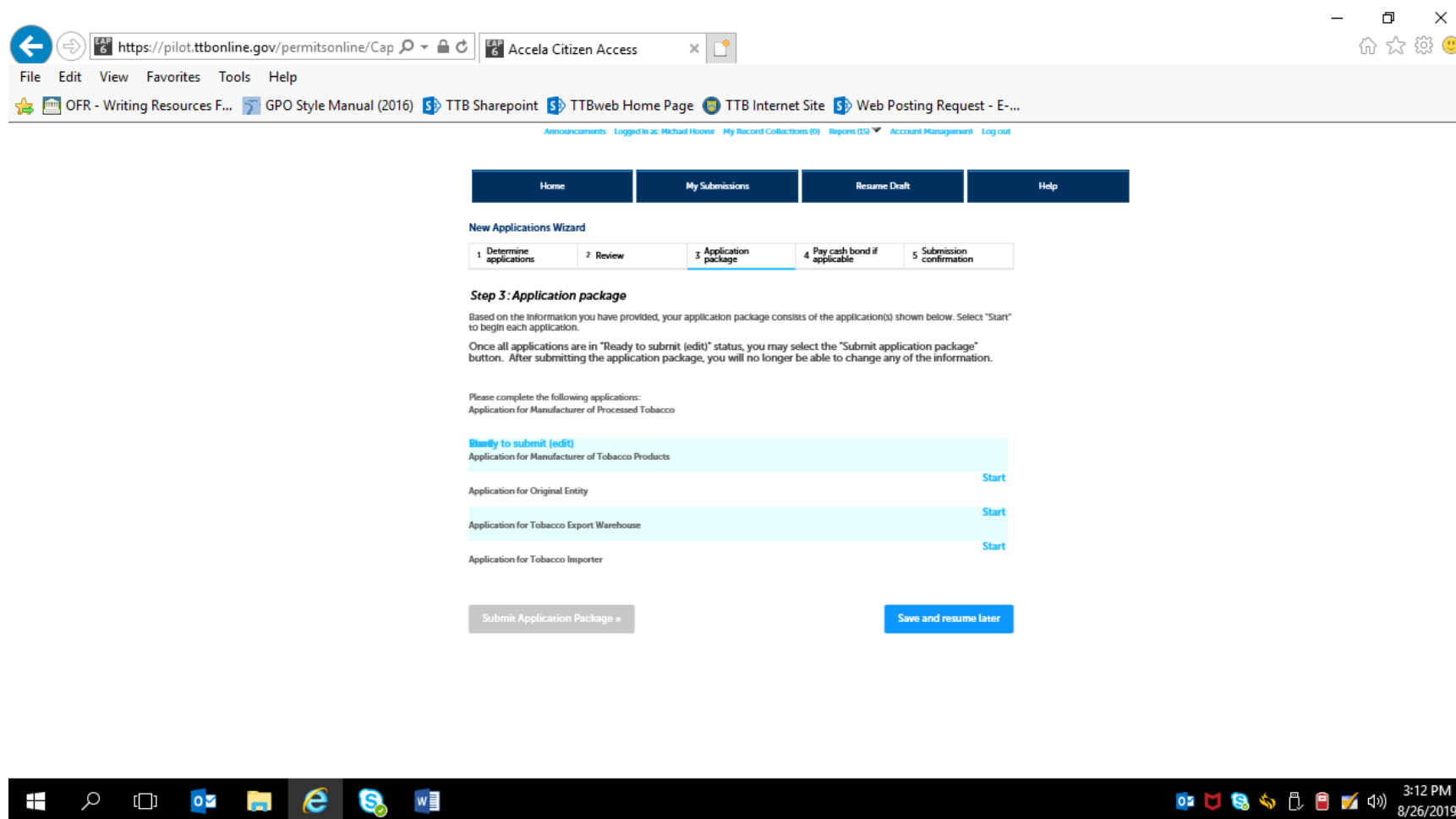
DECLARE AND ACKNOWLEDGE

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. Yes

Declaration Date: 08/26/2019

Continue > < Back to Application Package Save and resume later

If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

Screens for New Manufacturer of Tobacco Products Permit:

Step 1: Mailing Address Screens (These screens are the same for all new types of new tobacco industry permits; see pages 18 - 22 above). —

Step 2: Operation Description Screens —

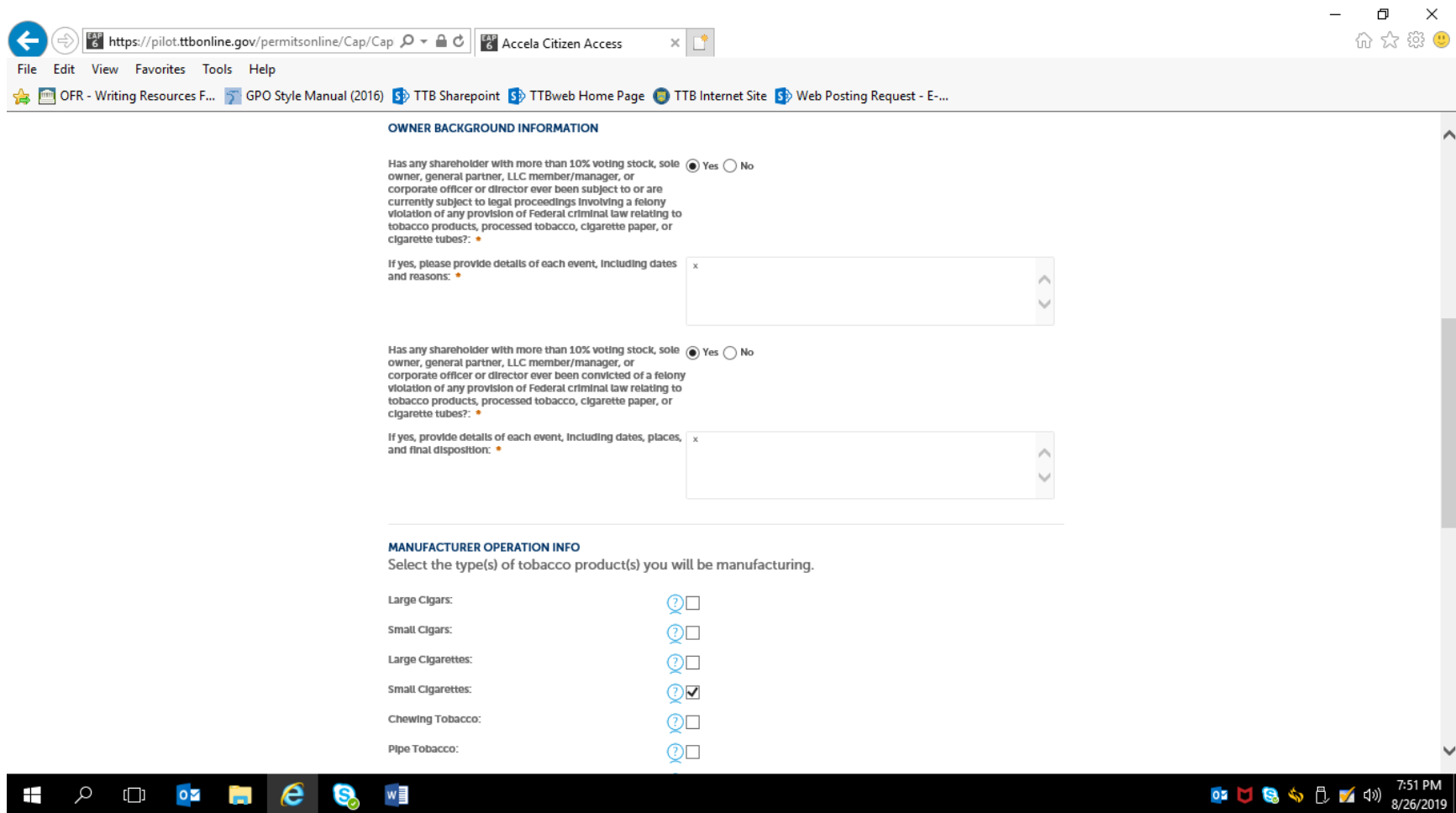
The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Cap/Cap>. The browser tabs include 'OFR - Writing Resources F...', 'GPO Style Manual (2016)', 'TTB Sharepoint', 'TTBweb Home Page', 'TTB Internet Site', and 'Web Posting Request - E...'. The page header shows the user is logged in as 'Michael Hoover' and has access to 'My Record Collections (0)', 'Reports (15)', 'Account Management', and 'Log out'.

The main navigation bar contains four buttons: 'Home', 'My Submissions', 'Resume Draft', and 'Help'. Below this is the title 'Application for Manufacturer of Tobacco Products' and a progress indicator with seven steps: 1 Mailing address, 2 Operation description (highlighted), 3 Environmental & bond info., 4 Upload required documents, 5 Declare & acknowledge, 6, and 7.

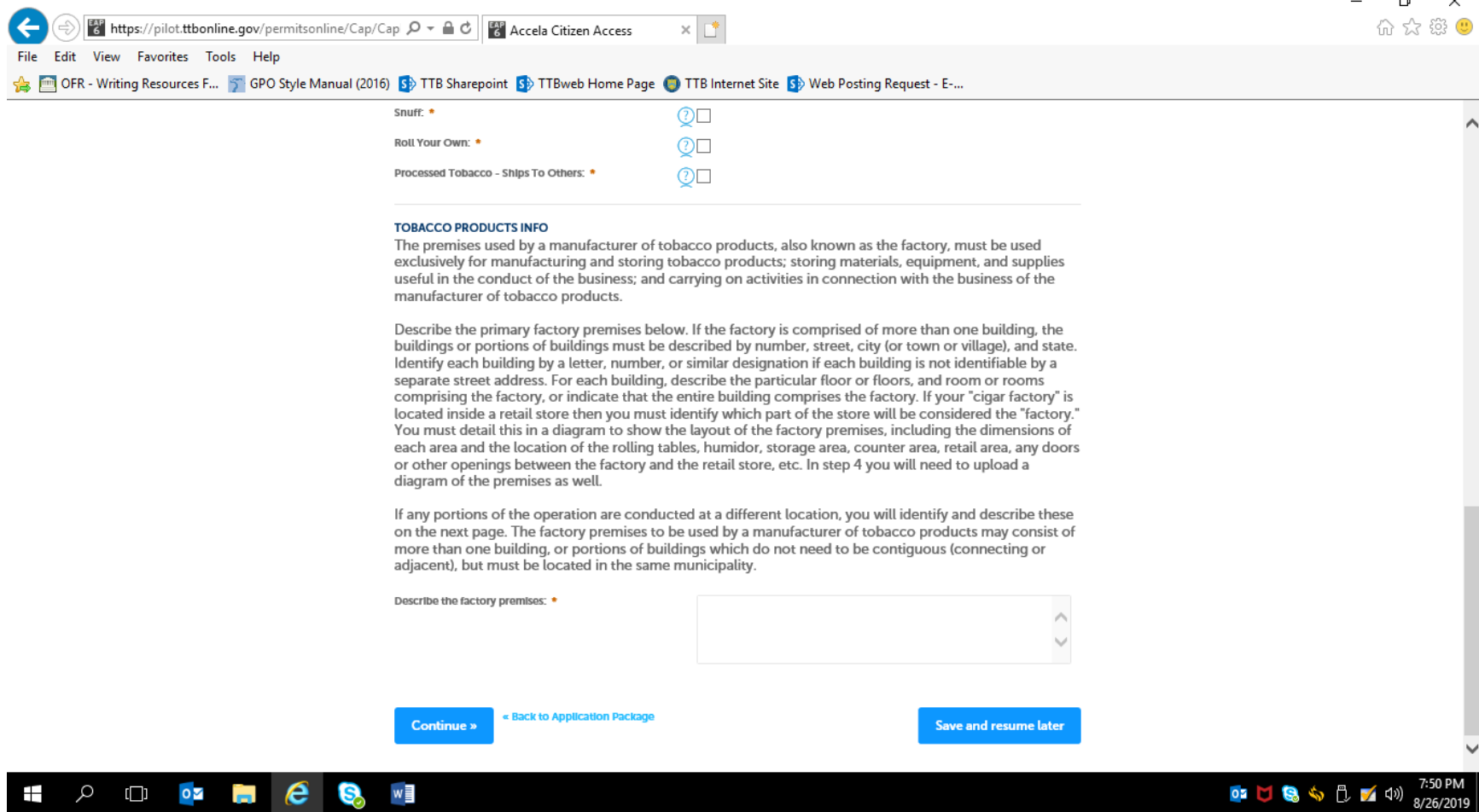
The current step is 'Step 2: Operation description >>'. A note indicates that an asterisk (*) denotes a required field. The section is titled 'Step 2a' and contains three sub-sections:

- DBA/OPERATING NAME**: A label 'Doing Business As / Operating Name :' followed by a text input field with a help icon (?) to its left.
- REASON FOR THE APPLICATION**: A list of four options, each with a help icon (?) and an unchecked checkbox:
 - New manufacturer of tobacco products: *
 - Out-of-state relocation: *
 - Change of proprietorship - ownership: *
 - Change of general partner(s): *
- OWNER BACKGROUND INFORMATION**: A question 'Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been subject to or are currently subject to legal proceedings involving a felony?' followed by 'Yes' and 'No' radio button options.

The Windows taskbar at the bottom shows the time as 7:48 PM on 8/26/2019.



Note: Selection of the type(s) of tobacco products to be manufactured does not change of the following screens.



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser's address bar also shows 'Accela Citizen Access'. The page title is 'Application for Manufacturer of Tobacco Products'. A navigation menu at the top includes 'Home', 'My Submissions', 'Resume Draft', and 'Help'. Below this is a progress indicator with seven steps: 1 Mailing address, 2 Operation description, 3 Environmental & bond info. (highlighted), 4 Upload required documents, 5 Declare & acknowledge, 6, and 7. The main content area is titled 'Step 3: Environmental & bond info. >>' and includes a sub-section 'Step 3a' with the heading 'WATER QUALITY INFORMATION'. The instructions state 'Enter "Not Applicable" as needed'. There are three text input fields with red asterisks indicating required fields: 'List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes:', 'Provide beginning and ending dates for release:', and 'Describe how you will monitor the quality and characteristics of the discharge:'. The Windows taskbar at the bottom shows the date and time as 7:53 PM on 8/26/2019.

NOTE: Step 3a, Water Quality Information, approved under OMB No. 1513-0023.

Browser address bar: <https://pilot.ttonline.gov/permitonline/Cap/Cap> | Accela Citizen Access

File Edit View Favorites Tools Help

OFB - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

Step 3b

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 premises (in miles)	Description of proposed Operation(s)
No records found.			

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

TOBACCO BOND

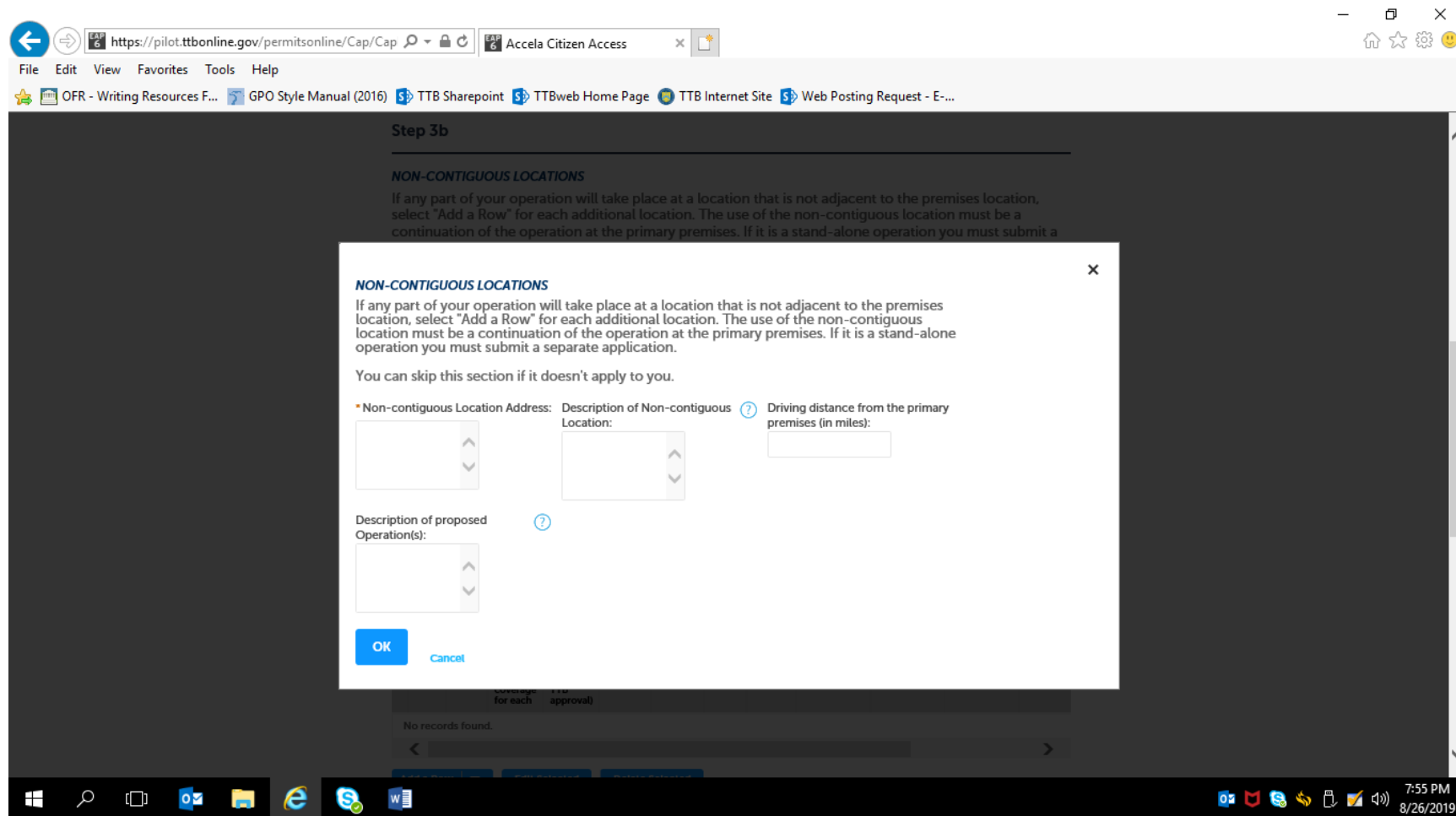
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Bond kind	Select type of bond	List all locations covered under this bond, and the coverage for each	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	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 - Par value
No records found.											

If non-contiguous location information is needed, the applicant will see this screen:



The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser tabs include 'Accela Citizen Access' and several other application-related pages. The main content area is titled 'TOBACCO BOND' and contains the following text:

TOBACCO BOND
 A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).
 You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Bond kind	Select type of bond	List all locations covered under this bond, and the coverage for each	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	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 - Par value
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 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
No records found.				

Buttons: Add a Row, Edit Selected, Delete Selected

The bottom of the screenshot shows the Windows taskbar with the date and time: 7:56 PM 8/26/2019.

NOTE: Tobacco Bond information collection approved under OMB No. 1513-0103; Consent of Surety information collection approved under OMB No. 1513-0013.

If Tobacco Bond information needed, the applicant completes this screen:

TOBACCO BOND
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more

TOBACCO BOND
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).
You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Bond kind: Select type of bond: List all locations covered under this bond, and the coverage for each:

Effective date of bond (must be on or before date of TTB approval): Amount of bond (\$): Select bond category:

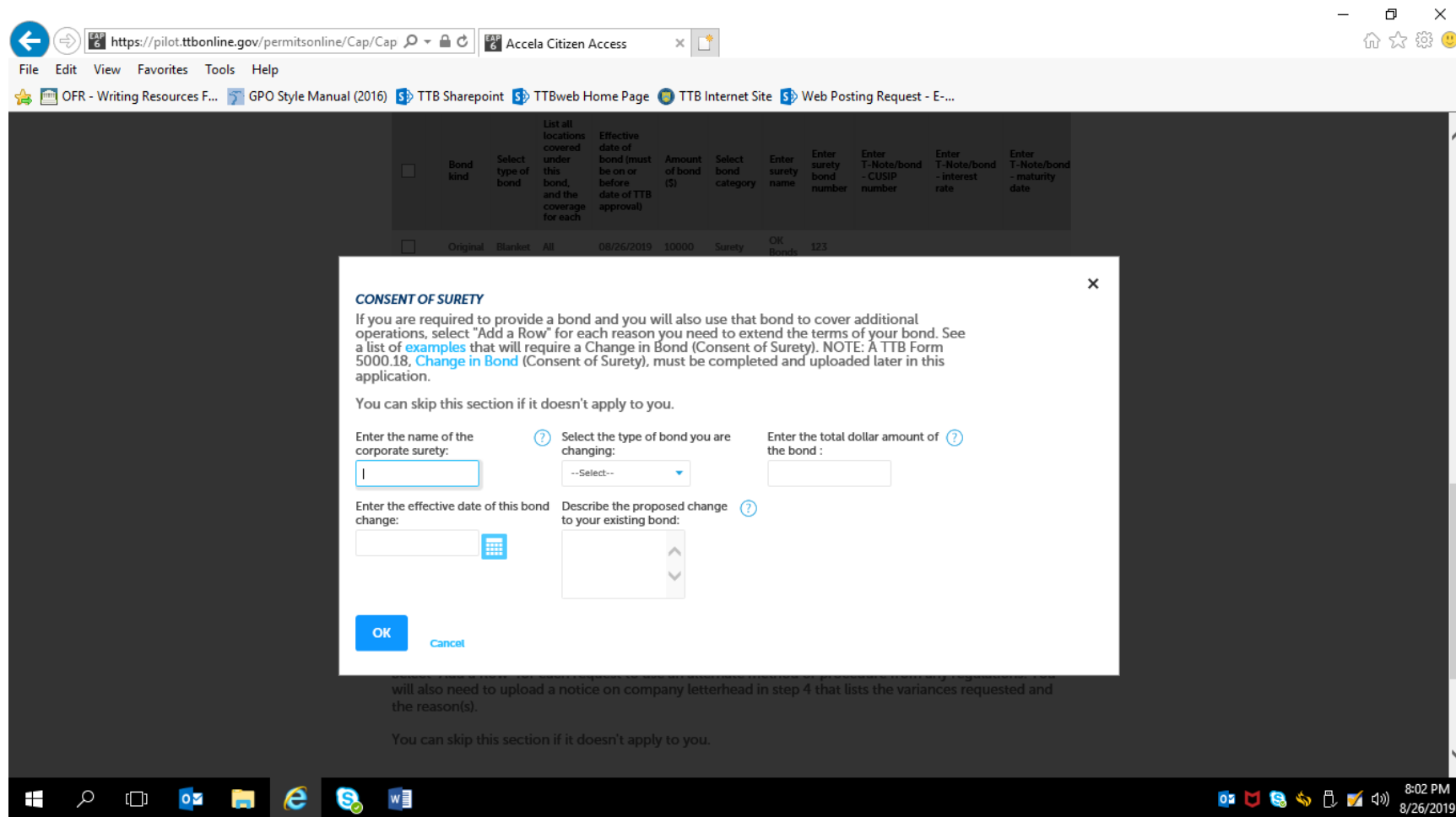
Enter surety name: Enter surety bond number: Enter T-Note/bond - CUSIP number:

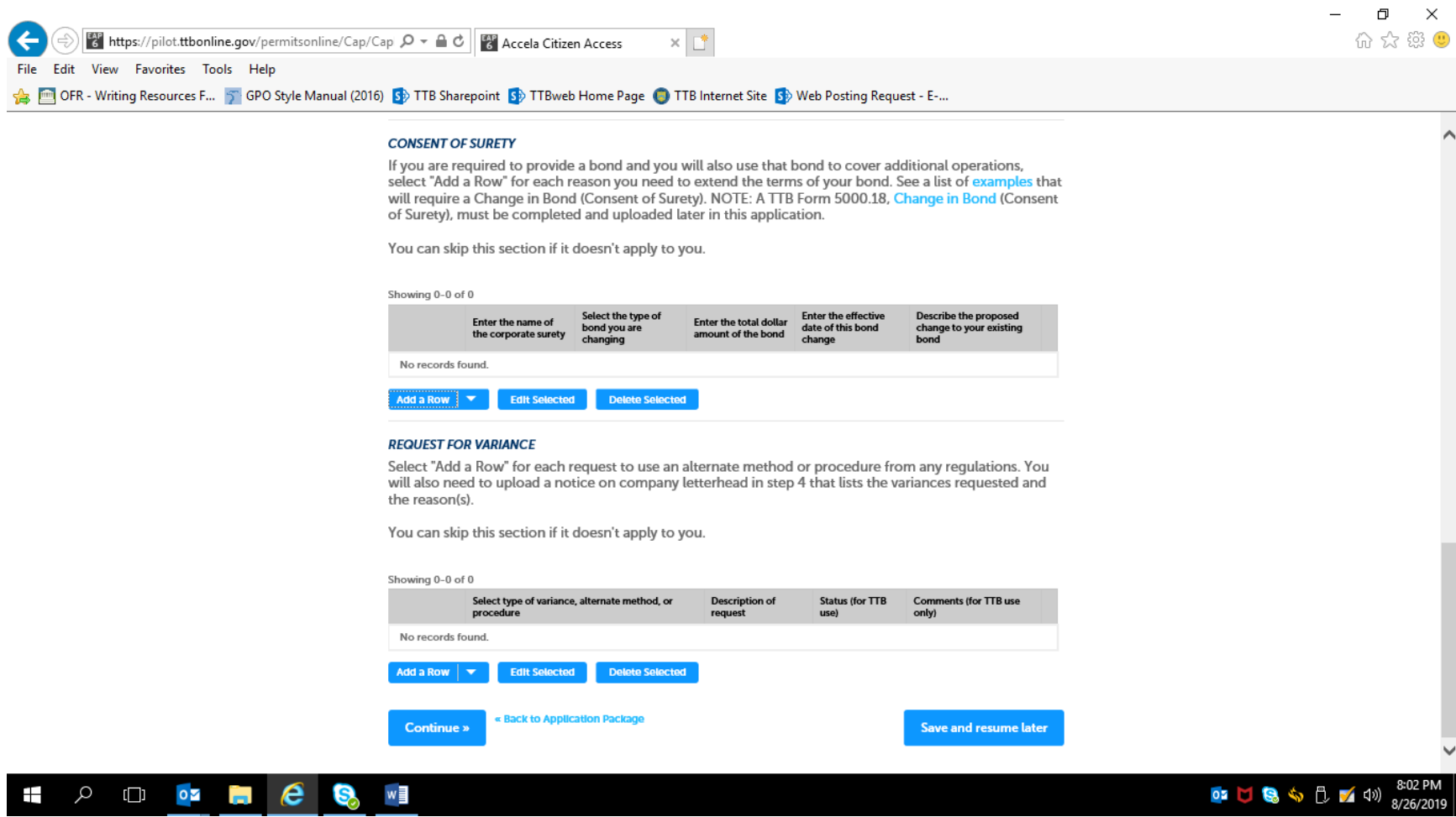
Enter T-Note/bond - interest rate: Enter T-Note/bond - maturity date: Enter T-Note/bond - Par value:

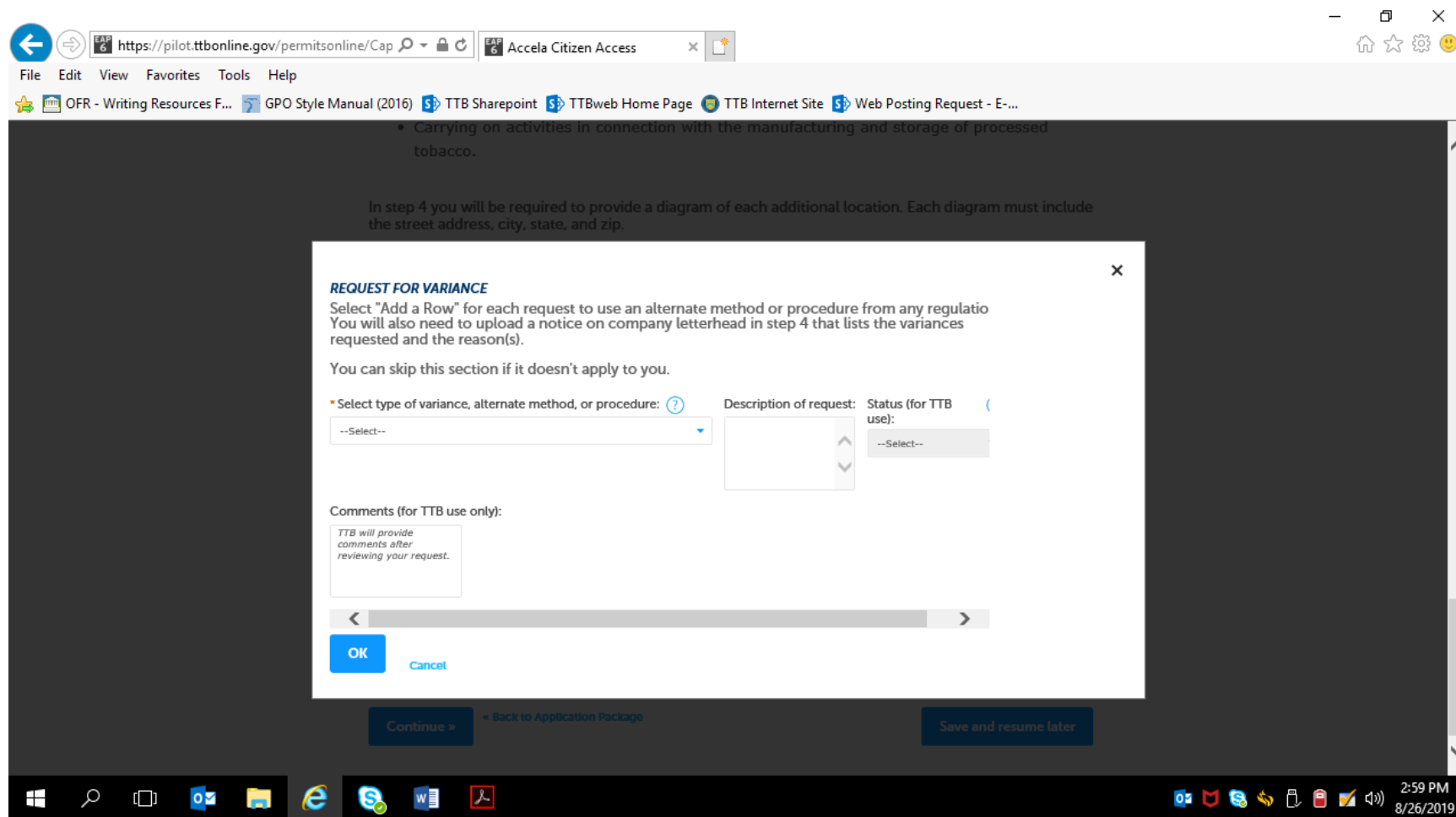
Enter T-Note/bond - issue date: Enter execution date:

OK Cancel

If Consent of Surety information needed, the applicant completes this screen:







Step 4: Upload Required Documents —

https://pilot.ttbonline.gov/permitonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

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

Home My Submissions Resume Draft Help

Application for Manufacturer of Tobacco Products

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 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number
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Windows taskbar: 8:04 PM 8/26/2019

Showing 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		Actions ▾
<input type="checkbox"/>	Lease Agreement or Proof of Property Ownership		Uploaded		Actions ▾
<input type="checkbox"/>	Bond Form		Uploaded		Actions ▾

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.				

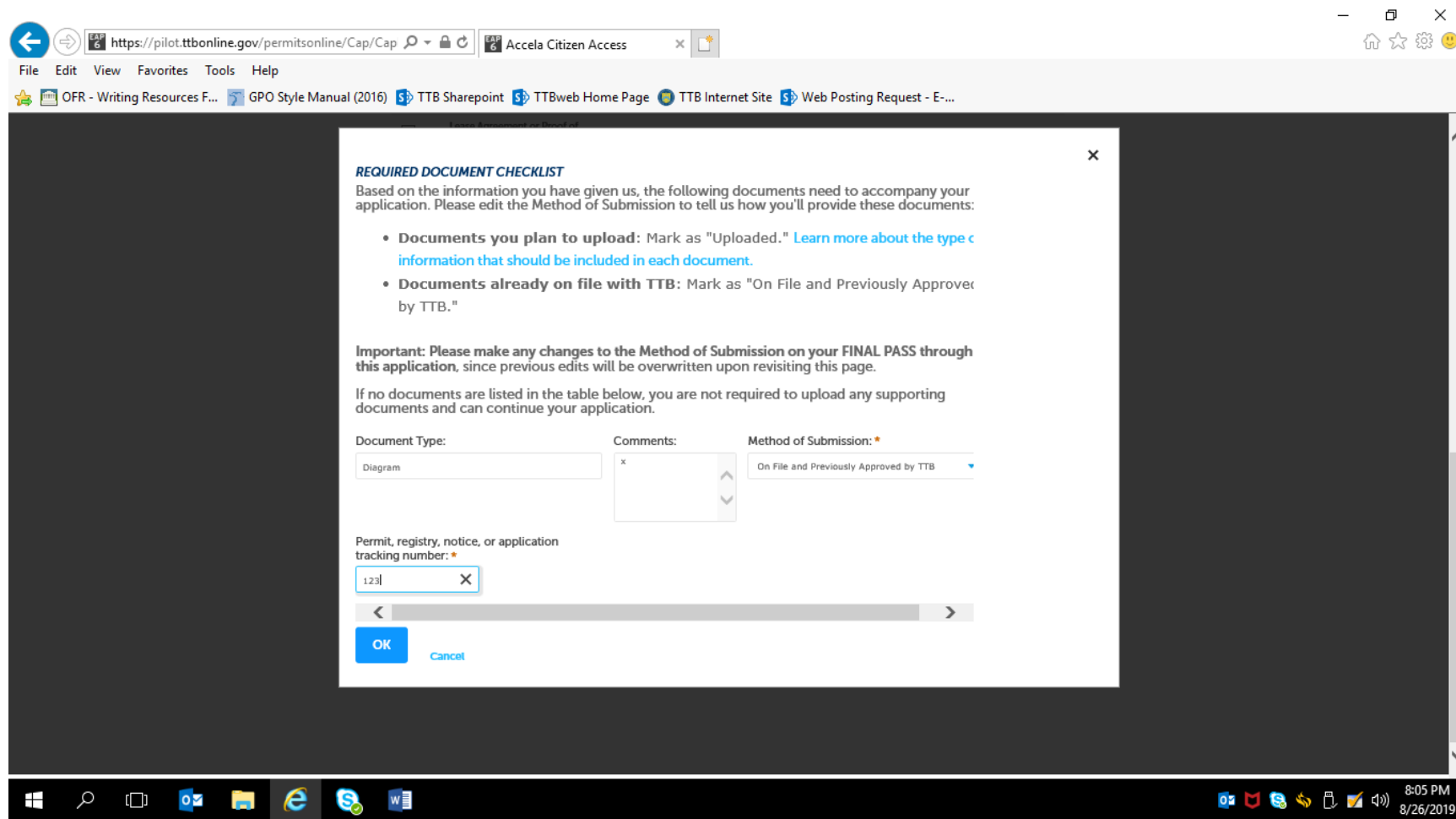
Add

Continue » ← Back to Application Package

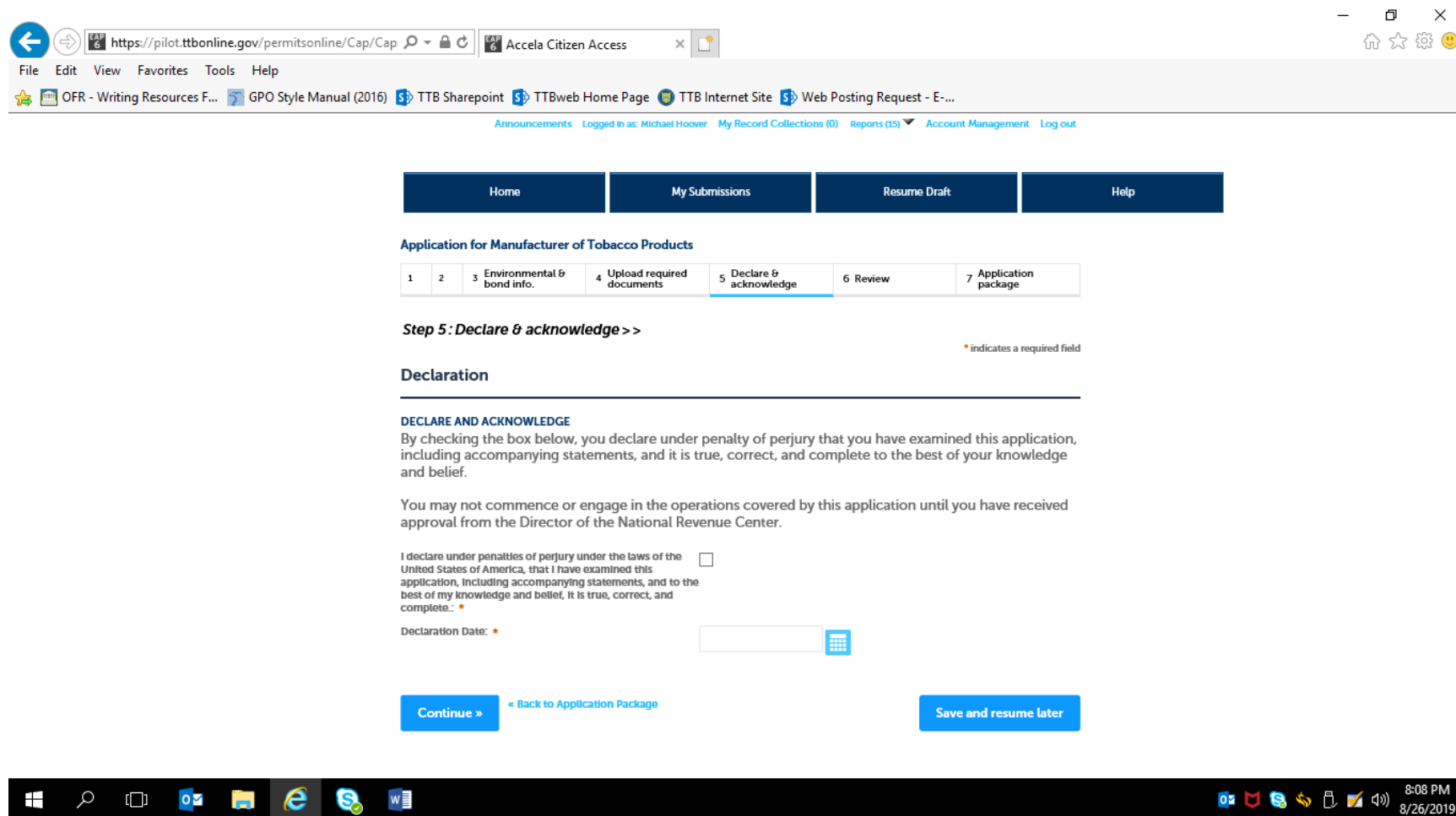
Save and resume later

8:04 PM 8/26/2019

Example of Uploading Document sub-screen:



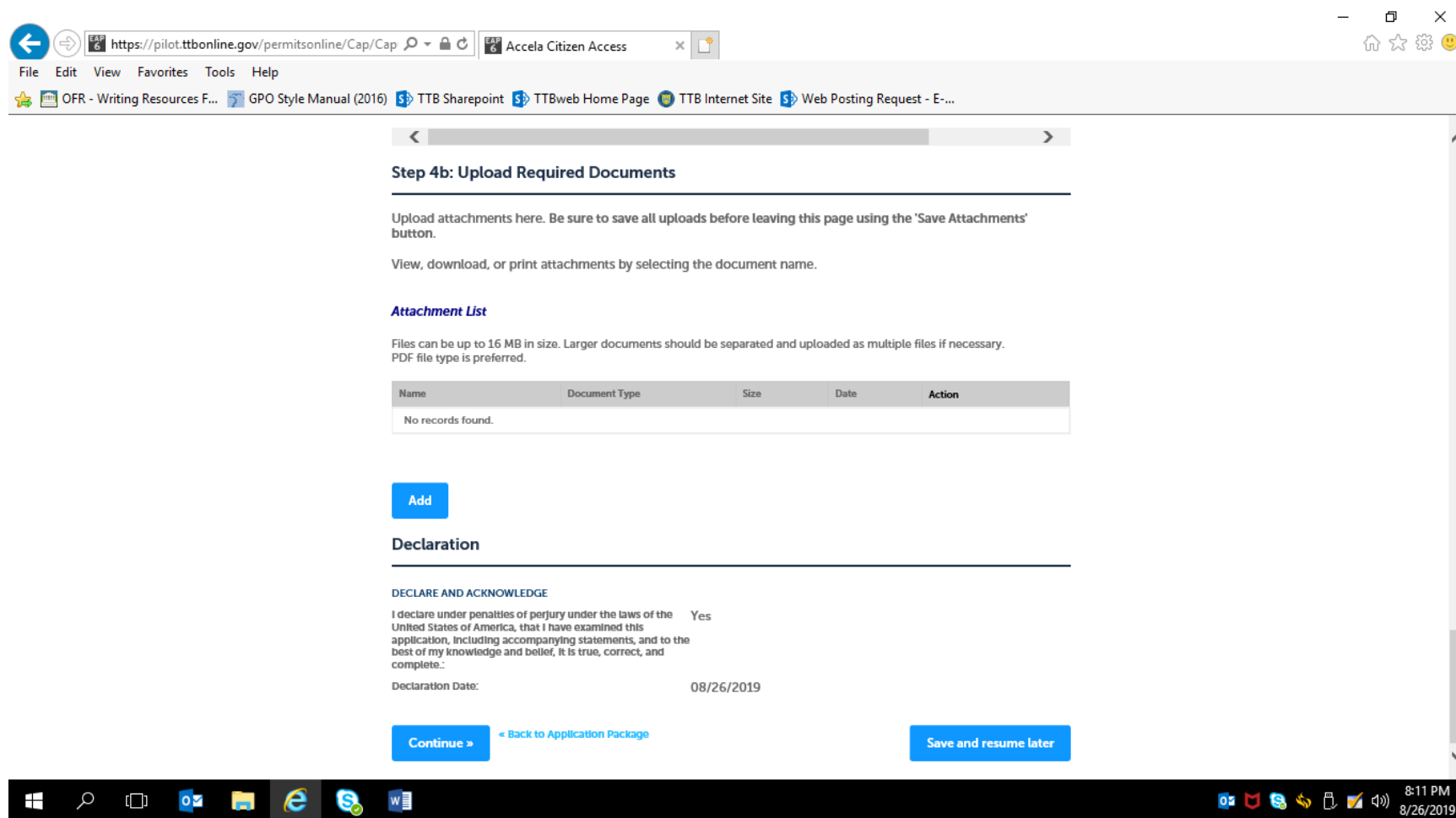
After uploading any required documents and clicking “Continue” in Step 4, the applicant goes on to —
Step 5: Declare and Acknowledge —



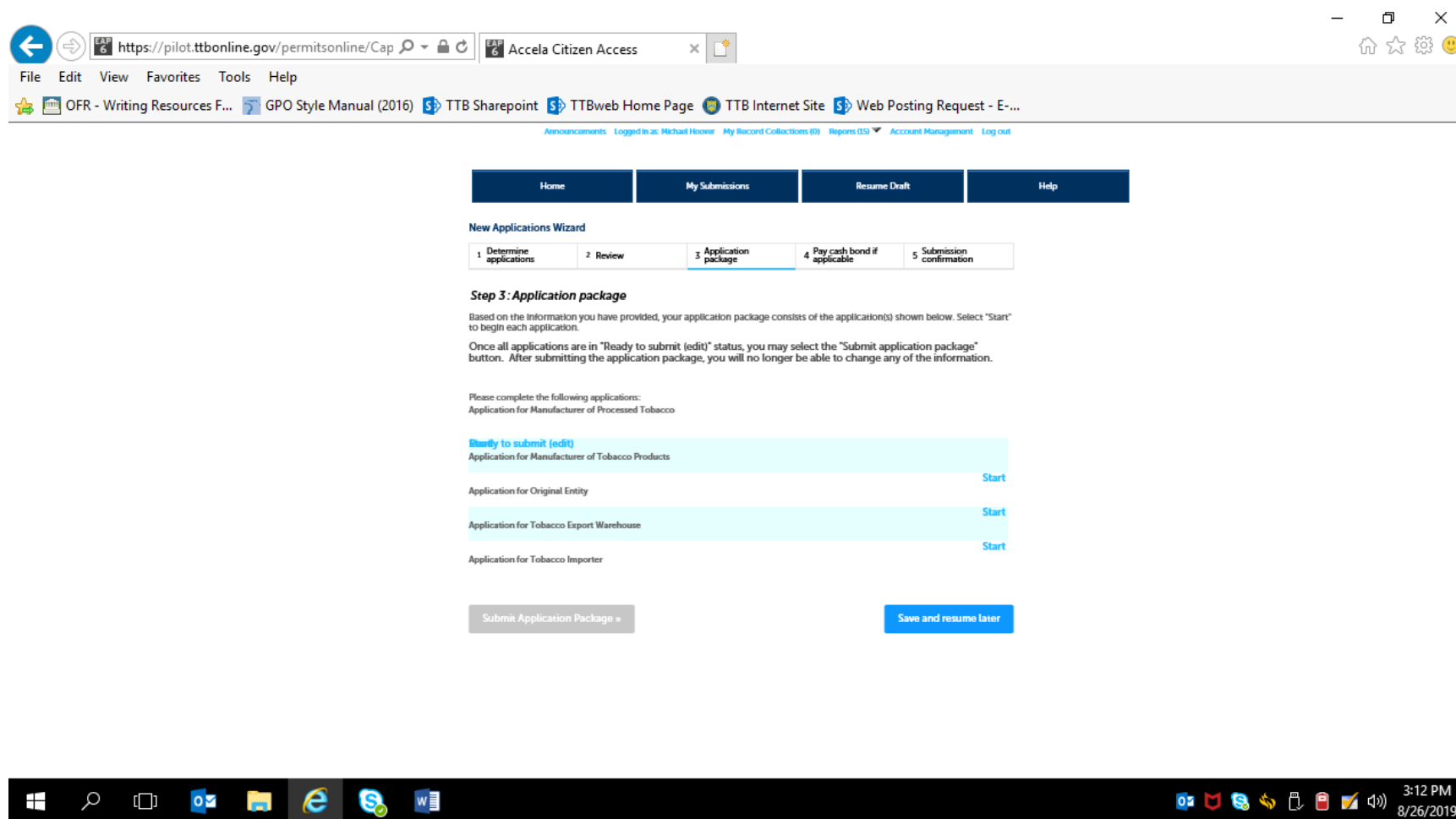
Step 6: Review —

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser's address bar shows "Accela Citizen Access". The page title is "Application for Manufacturer of Tobacco Products". A progress bar at the top indicates the current step is "6 Review". Below the progress bar, there are three buttons: "Continue »", "« Back to Application Package", and "Save and resume later". The main content area contains the text "This is a summary of the information you provided to us." followed by the heading "Editing Your Answers". Below this, it says "Please review your answers below." and "Please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#)." The contact information for Michael D. Hoover is listed at the bottom: "Application for Manufacturer of Tobacco Products", "Application Contact", "Michael D. Hoover", "1310 G Street, NW., Box 12", "Washington, DC, 20005", "United States", "Primary Phone:202-453-2135", "Email Address:Michael.Hoover@ttb.gov". The Windows taskbar at the bottom shows the time as 8:09 PM on 8/26/2019.

Review screens continue; applicant may make edits to the provided information, and then clicks “Continue” at the bottom of Step 6 when the review is complete:



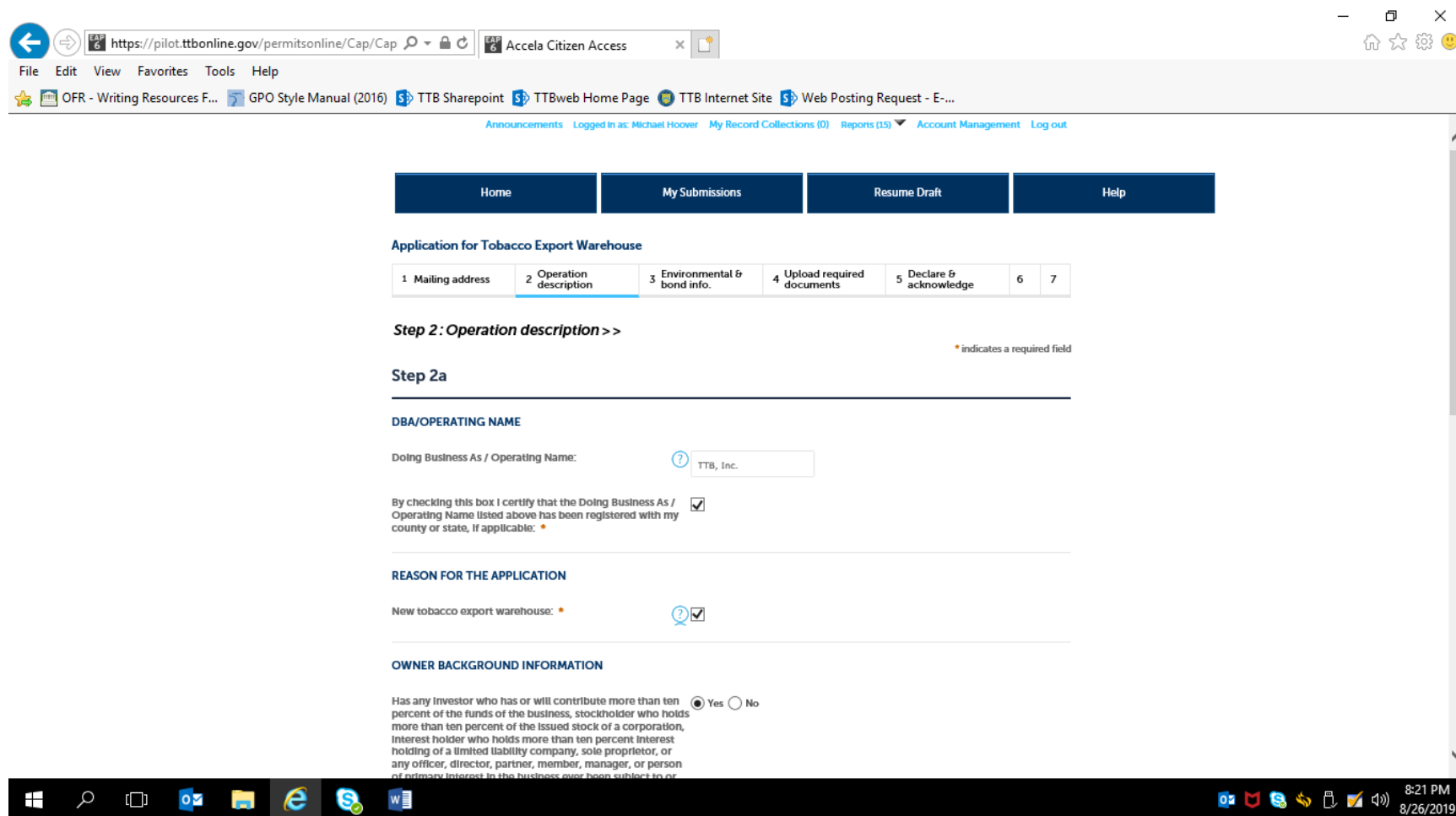
If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.

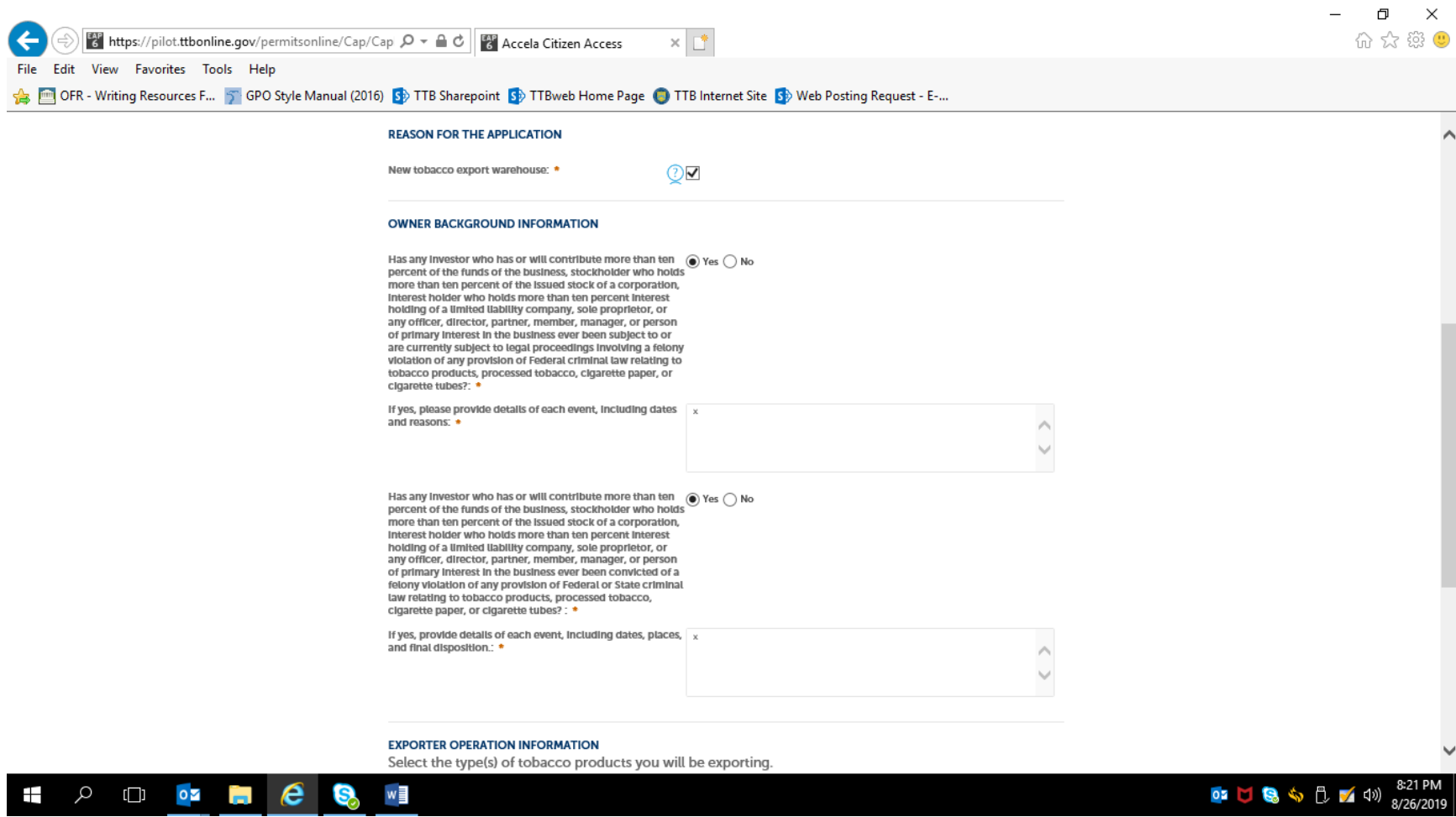


Screens for New Tobacco Export Warehouse Permit:

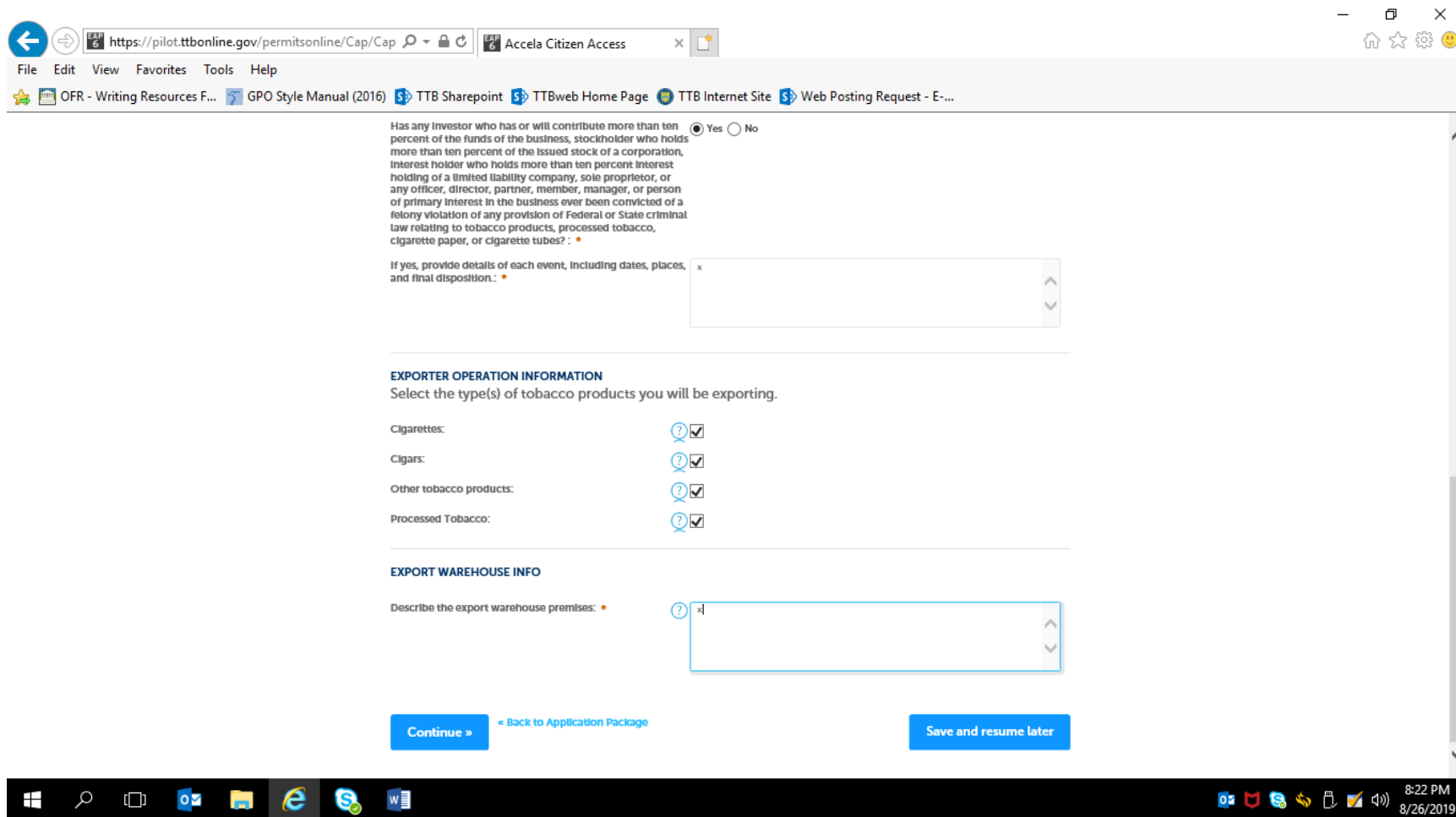
Step 1: Mailing Address Screens (These screens are the same for all new types of new tobacco industry permits; see pages 18 - 22 above). —

Step 2: Operation Description Screens —

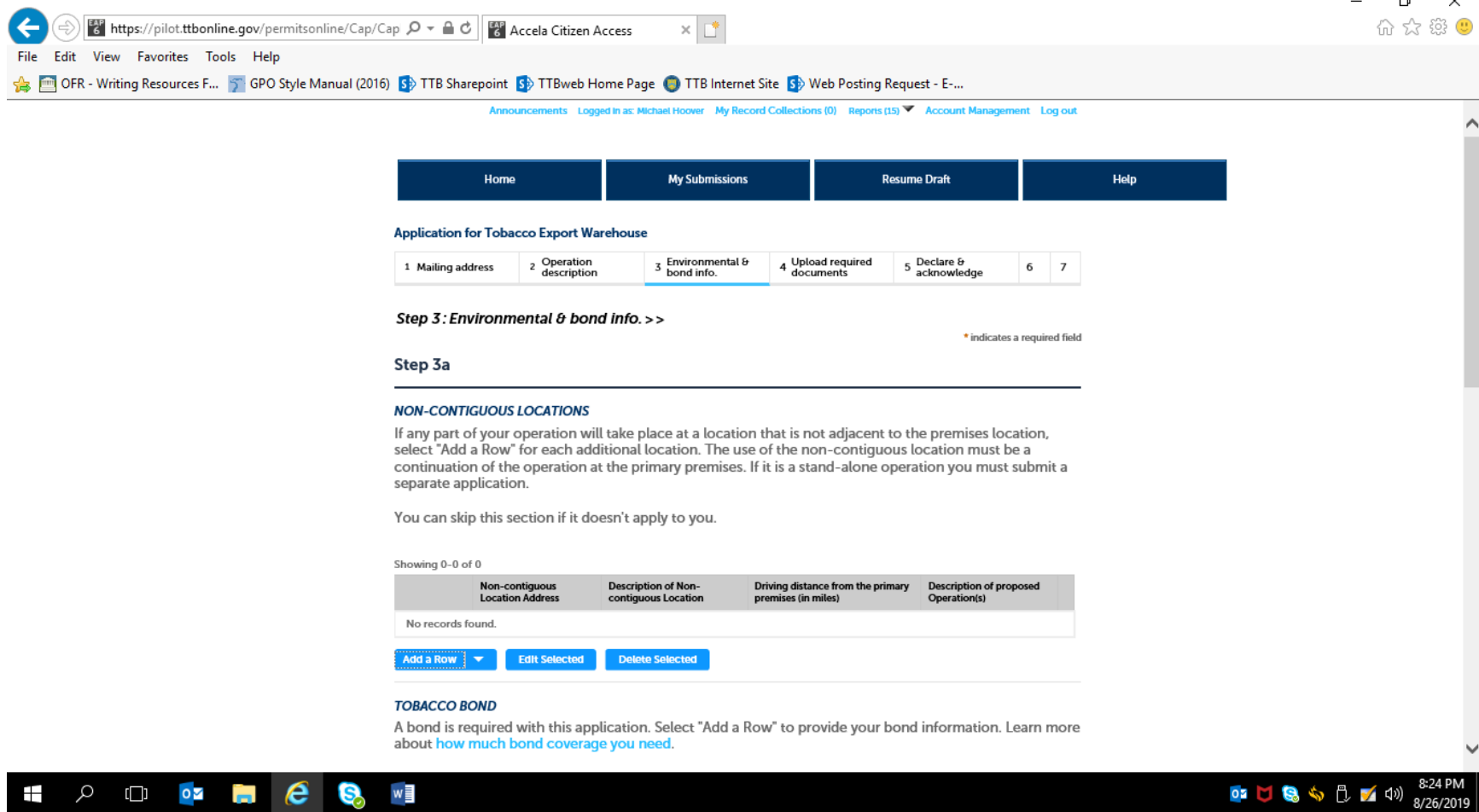




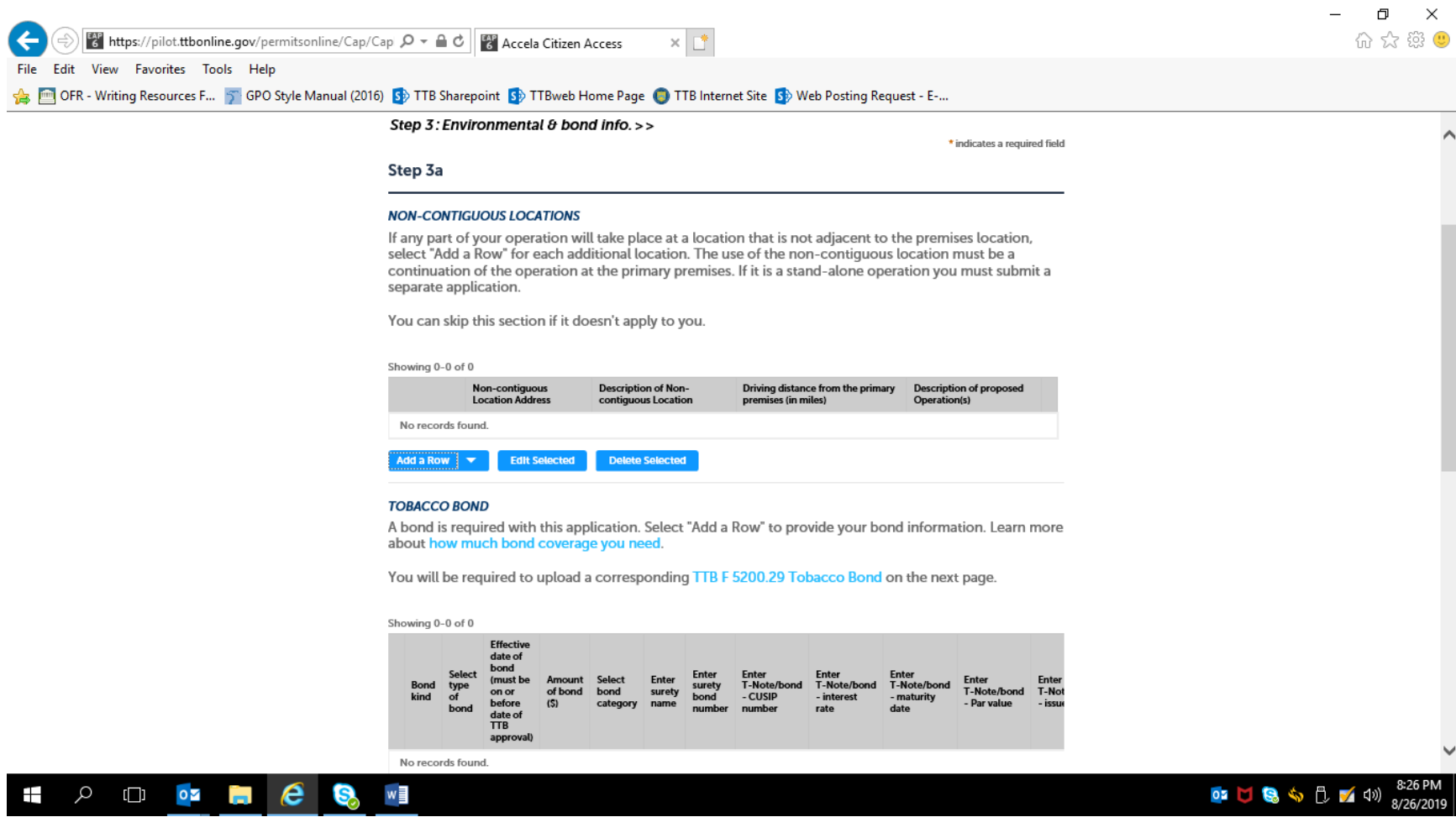
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



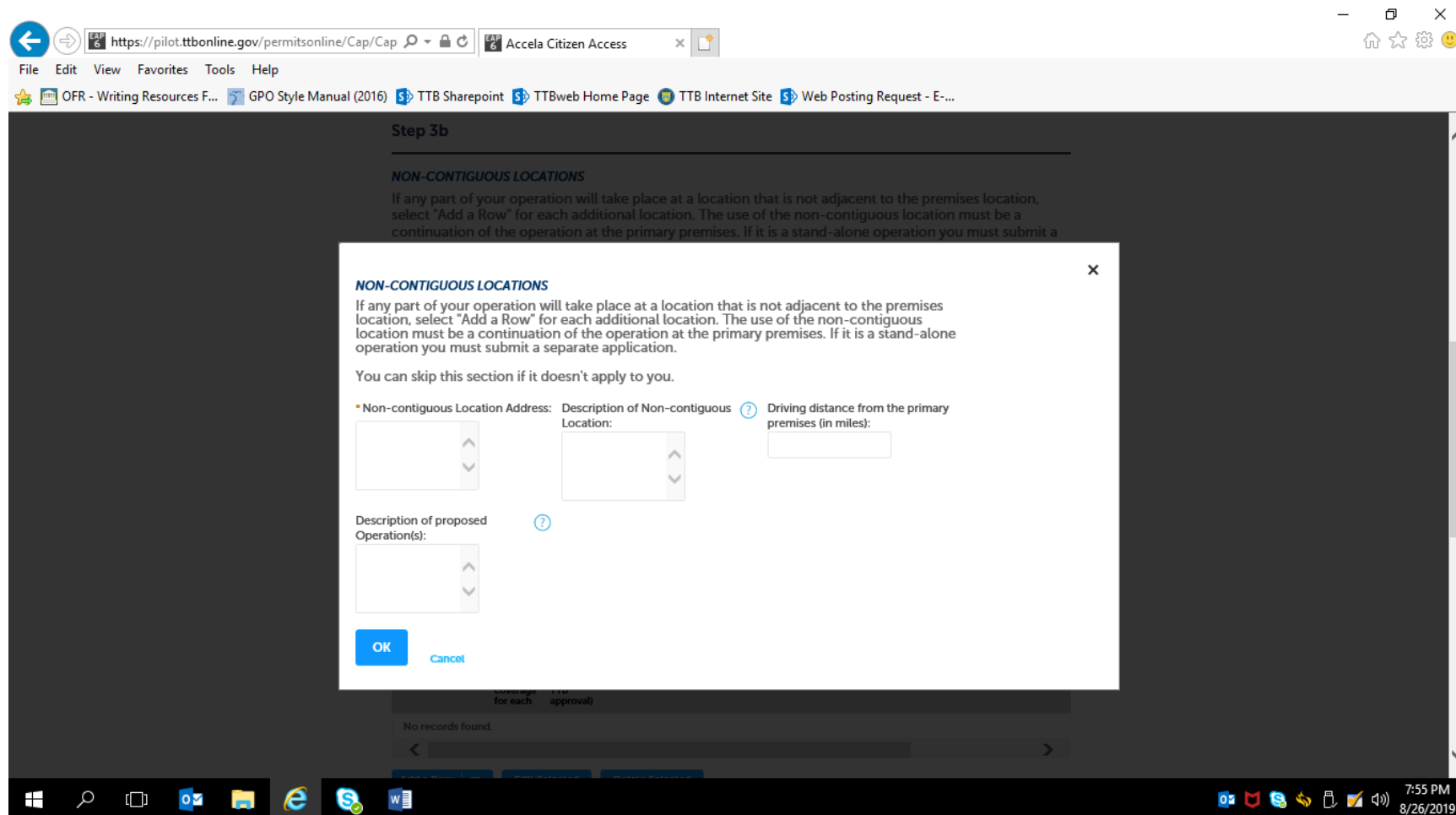
NOTE: Checking the various types of tobacco products to be exported does NOT change the data collected on the following screens.



NOTE: Water quality information is not collected as part of the New Tobacco Export Warehouse application.



If non-contiguous location information is needed, the applicant will see this screen:



Browser address bar: <https://pilot.ttbonline.gov/permitonline/Cap/Cap> | Accela Citizen Access

File Edit View Favorites Tools Help

OFB - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

TOBACCO BOND

A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Bond kind	Select type of bond	List all locations covered under this bond, and the coverage for each	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	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 - Par value
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

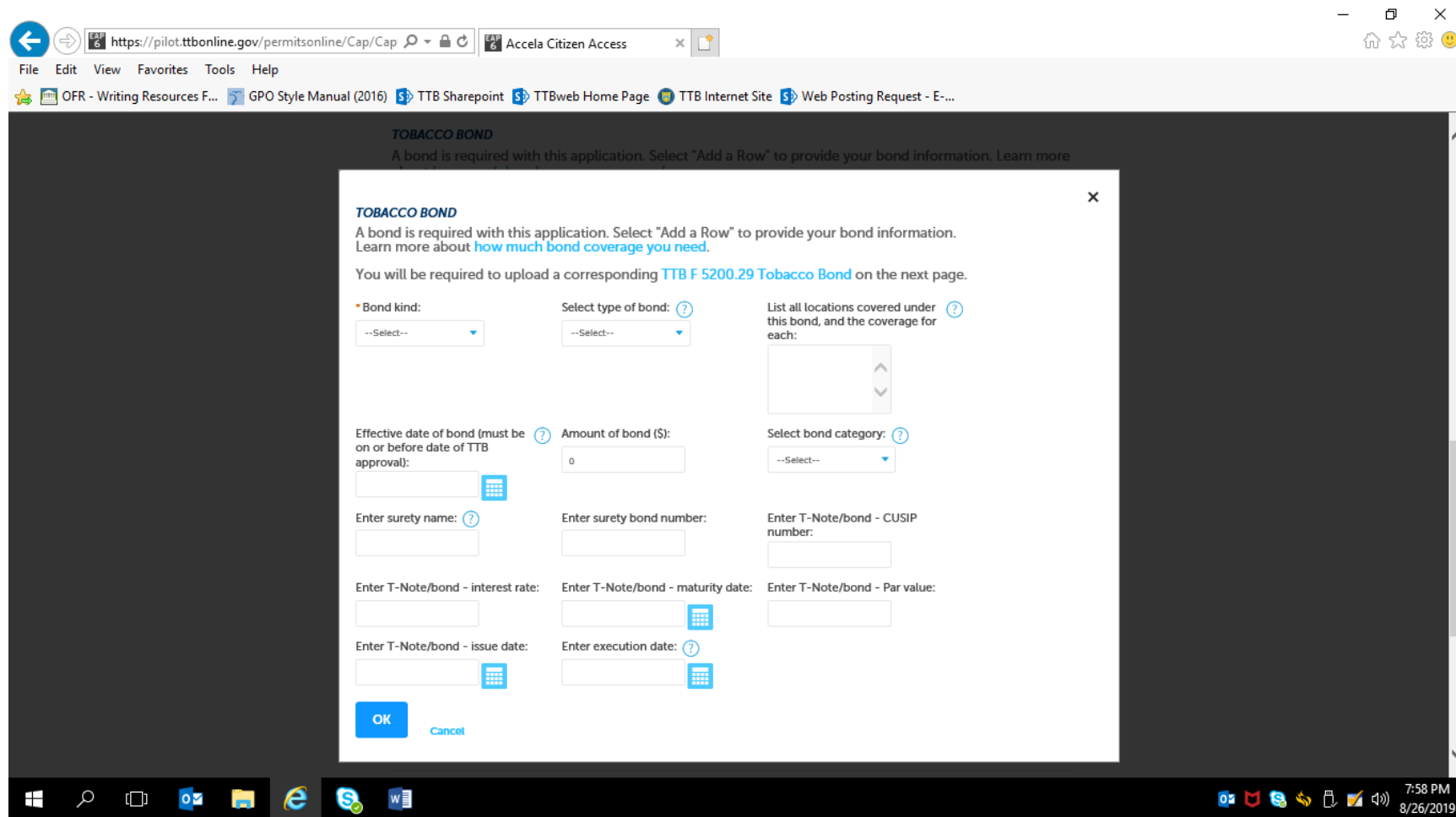
Enter the name of the corporate surety	Select the type of bond you are changing	Enter the total dollar amount of the bond	Enter the effective date of this bond change	Describe the proposed change to your existing bond
No records found.				

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

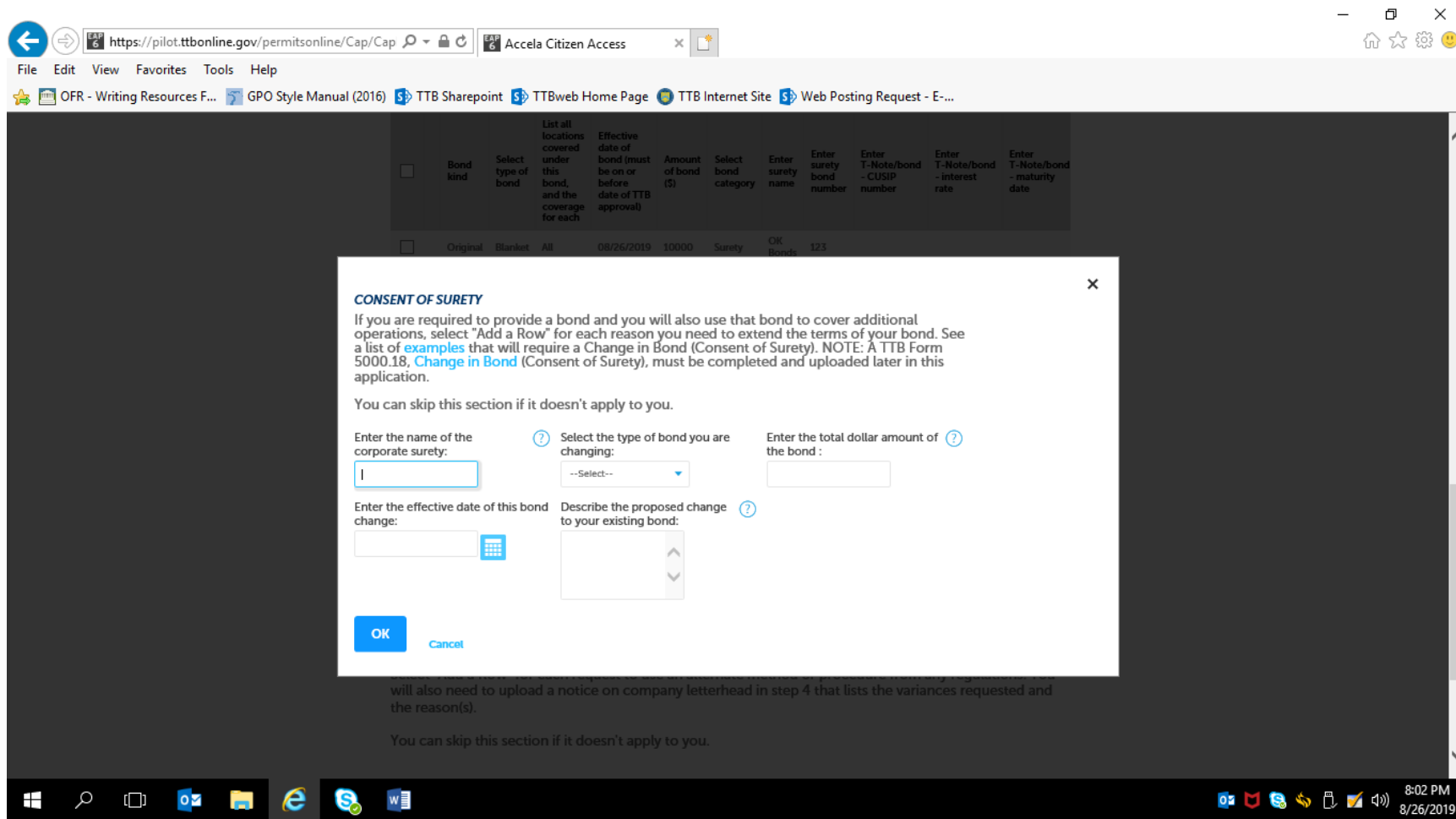
Windows taskbar: 7:56 PM 8/26/2019

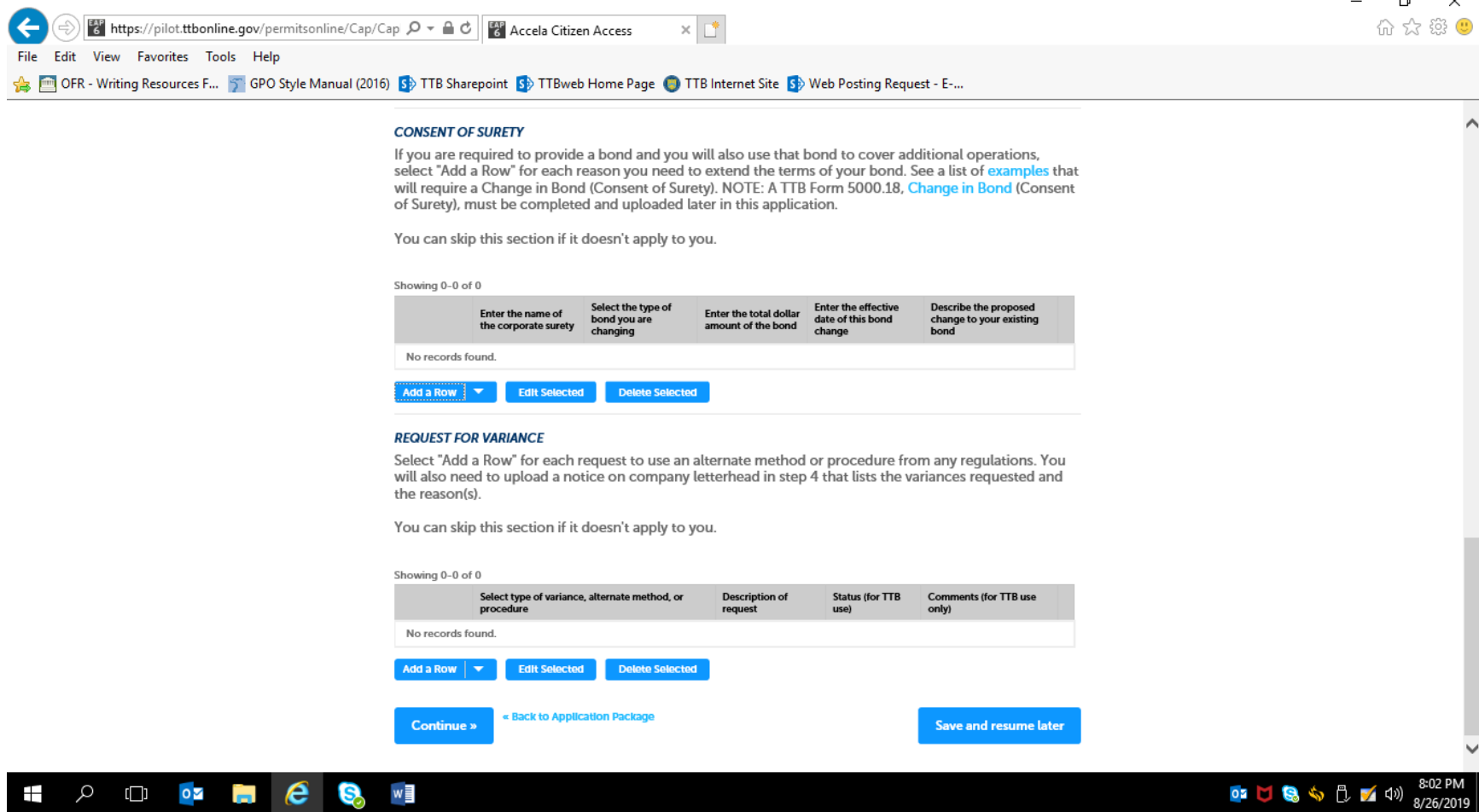
NOTE: Tobacco Bond information collection approved under OMB No. 1513-0103; Consent of Surety information collection approved under OMB No. 1513-0013.

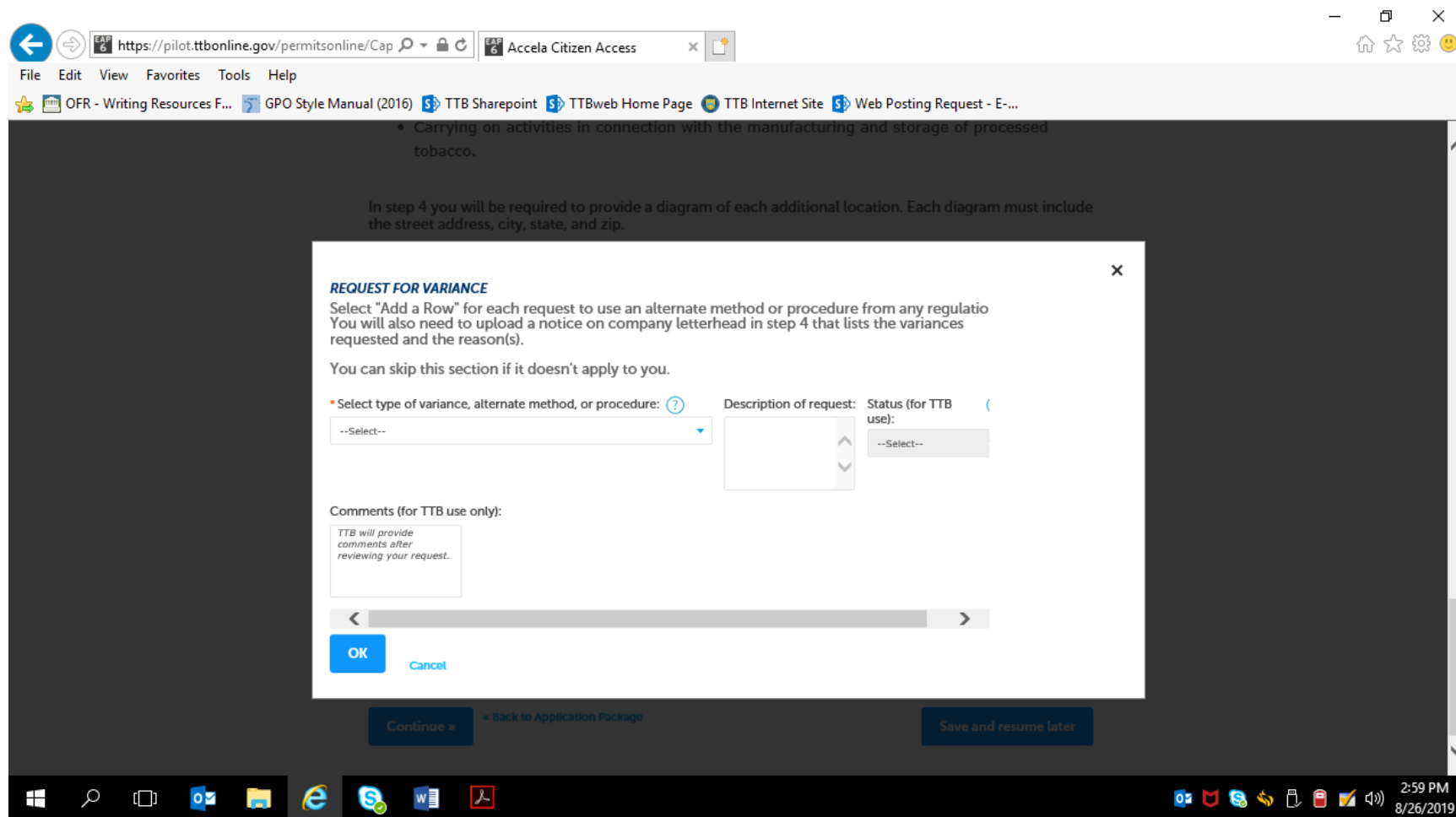
If Tobacco Bond information needed, the applicant completes this screen:



If Consent of Surety information needed, the applicant completes this screen:







PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

Step 4: Upload Required Documents —

https://pilot.ttbonline.gov/permitonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

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

Home My Submissions Resume Draft Help

Application for Manufacturer of Tobacco Products

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 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number
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Windows taskbar: 8:04 PM 8/26/2019

Showing 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		Actions ▾
<input type="checkbox"/>	Lease Agreement or Proof of Property Ownership		Uploaded		Actions ▾
<input type="checkbox"/>	Bond Form		Uploaded		Actions ▾

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.				

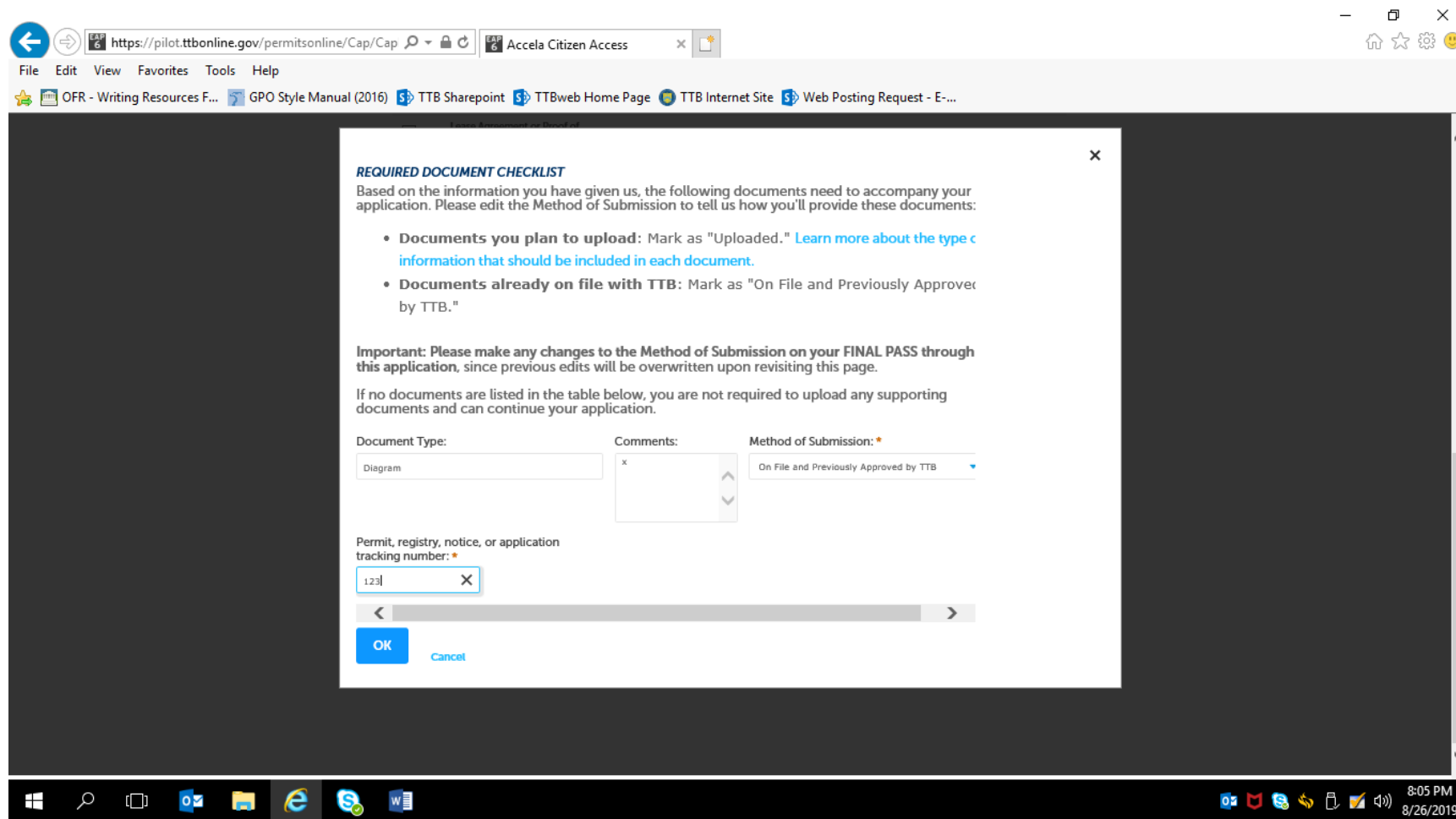
Add

Continue > ◀ Back to Application Package

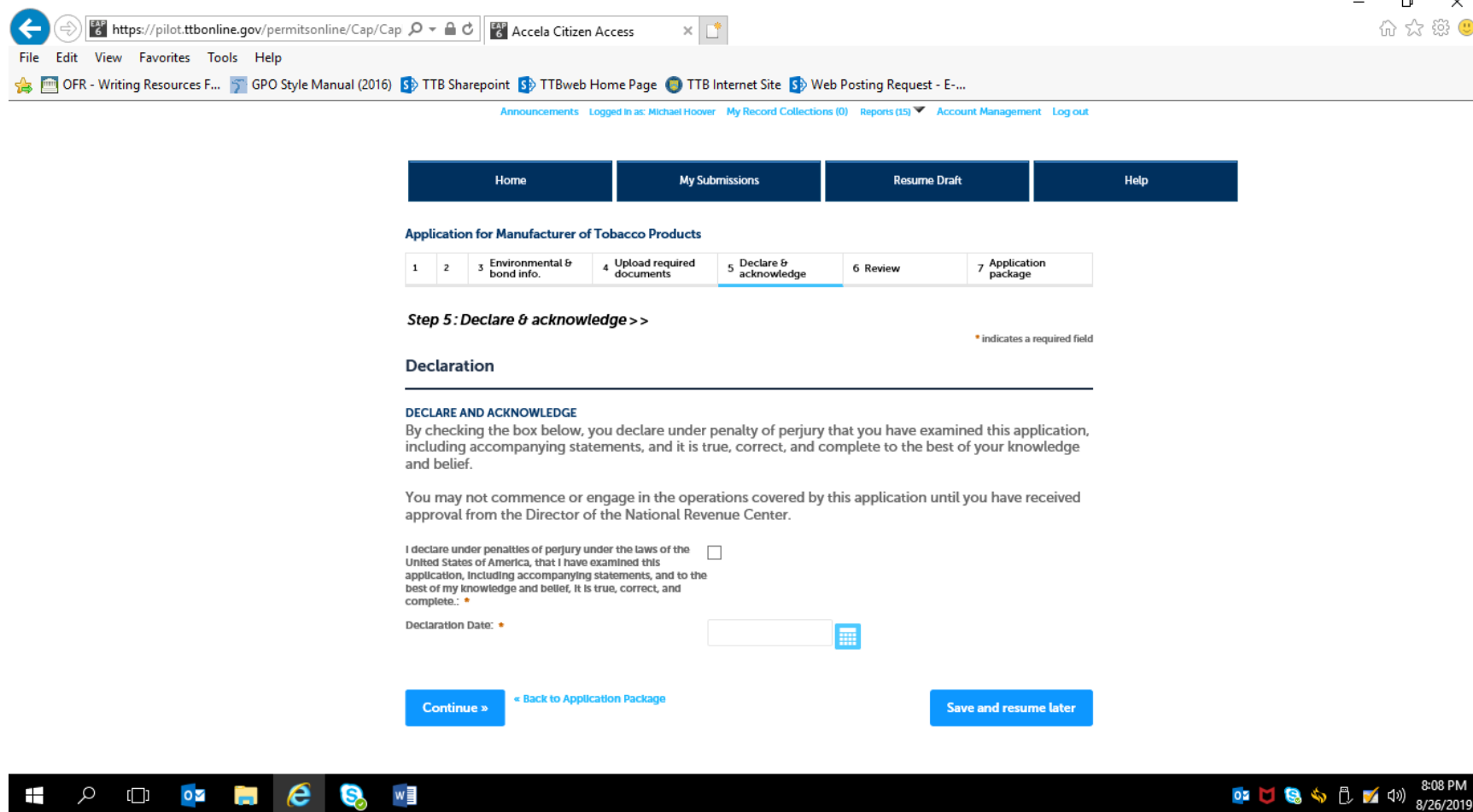
Save and resume later

8:04 PM 8/26/2019

Example of Uploading Document sub-screen:



After uploading any required documents and clicking “Continue” in Step 4, the applicant goes on to —
Step 5: Declare and Acknowledge —



Step 6: Review —

https://pilot.ttbonline.gov/permitonline/Cap/Cap Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

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

Home My Submissions Resume Draft Help

Application for Tobacco Export Warehouse

1 2 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 Review 7 Application package

Step 6: Review

Continue » « Back to Application Package Save and resume later

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

Please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

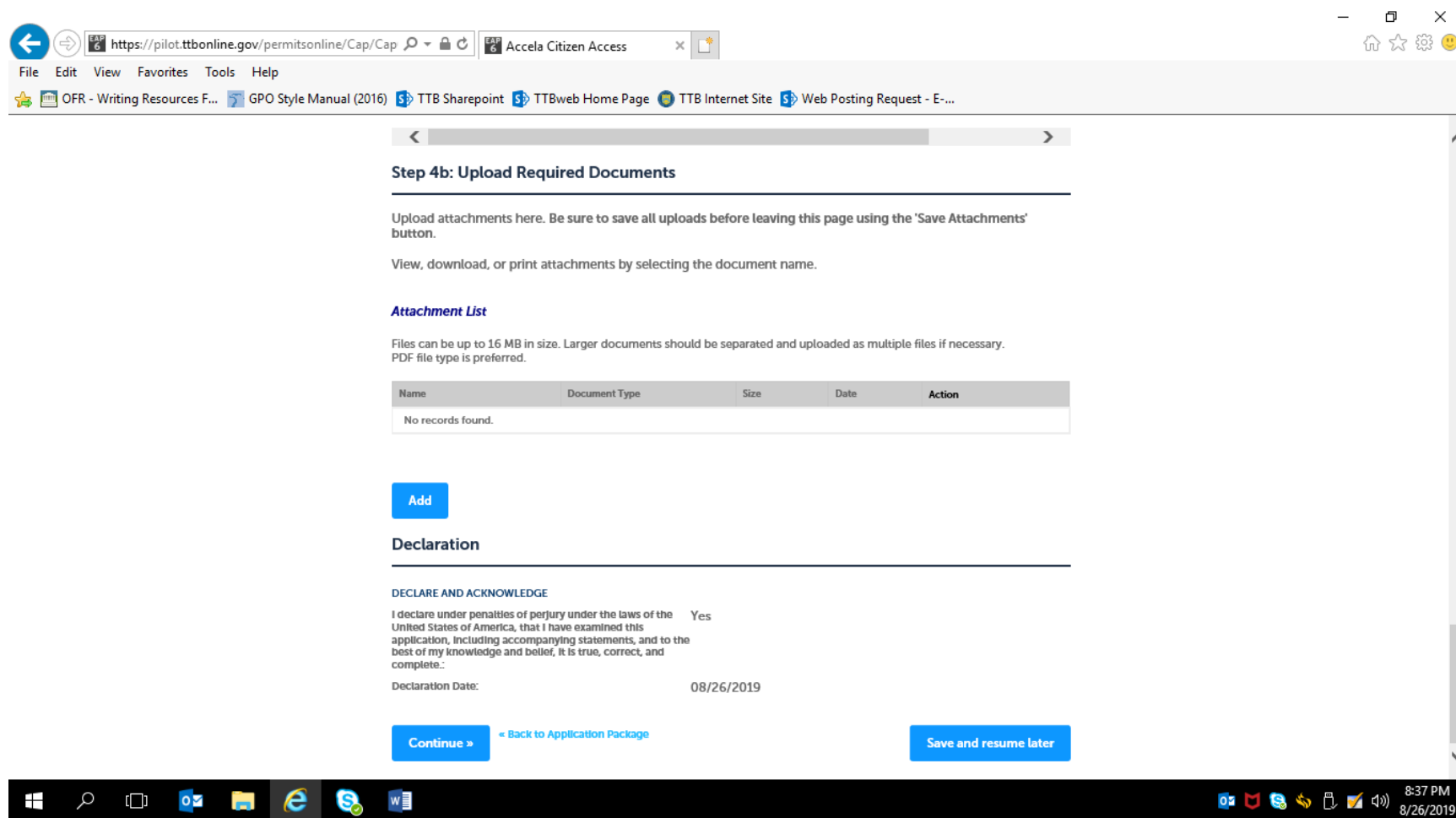
Application for Tobacco Export Warehouse

Application Contact

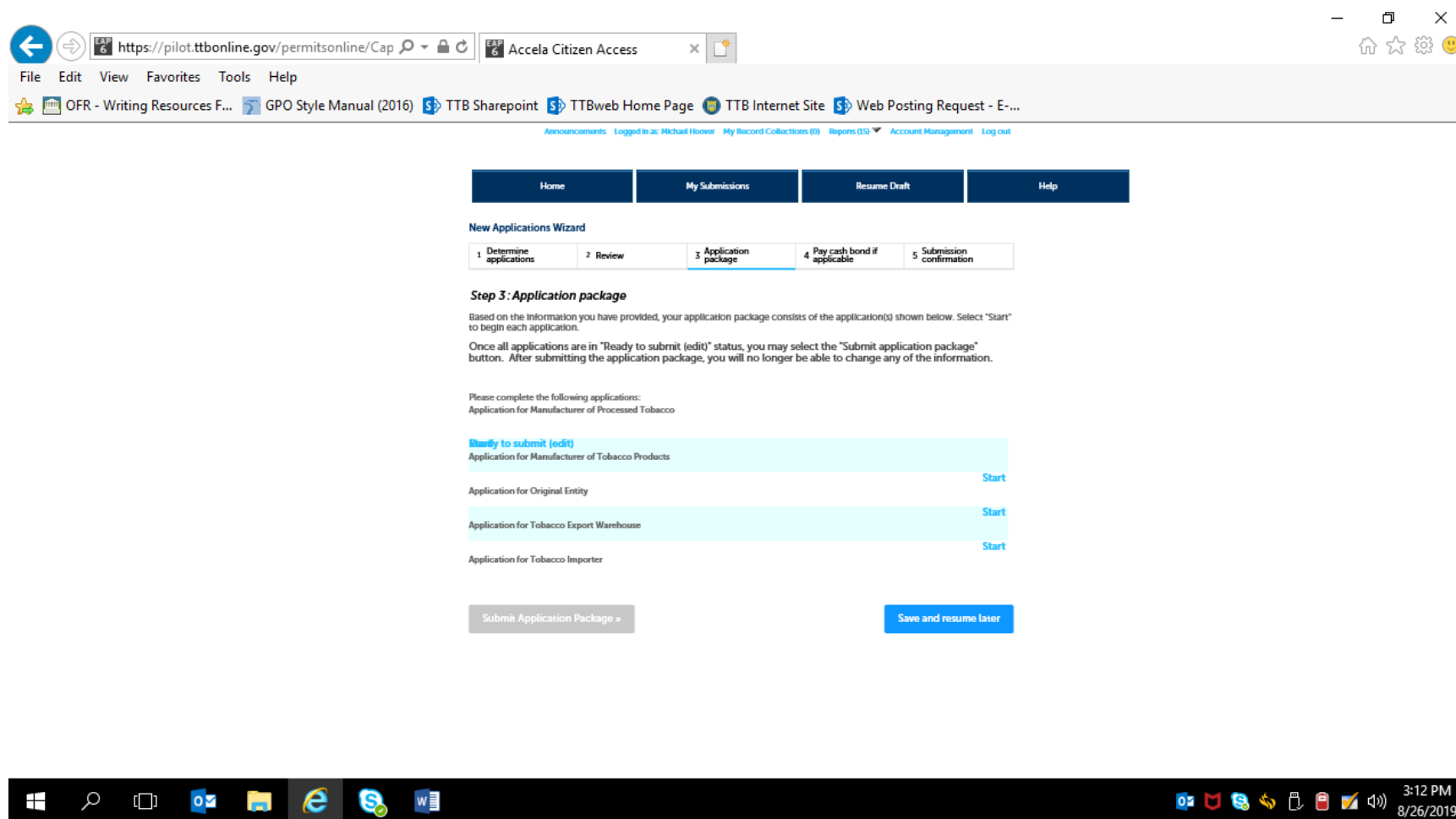
Michael D. Hoover
1310 G Street, NW., Box 12
Washington, DC, 20005
United States
Primary Phone:202-453-2135
Email Address:Michael.Hoover@ttb.gov

8:35 PM 8/26/2019

Review of information continues; applicant may edit the provided information; after any edits are made, applicant clicks “Continue” at the bottom of Step 6:



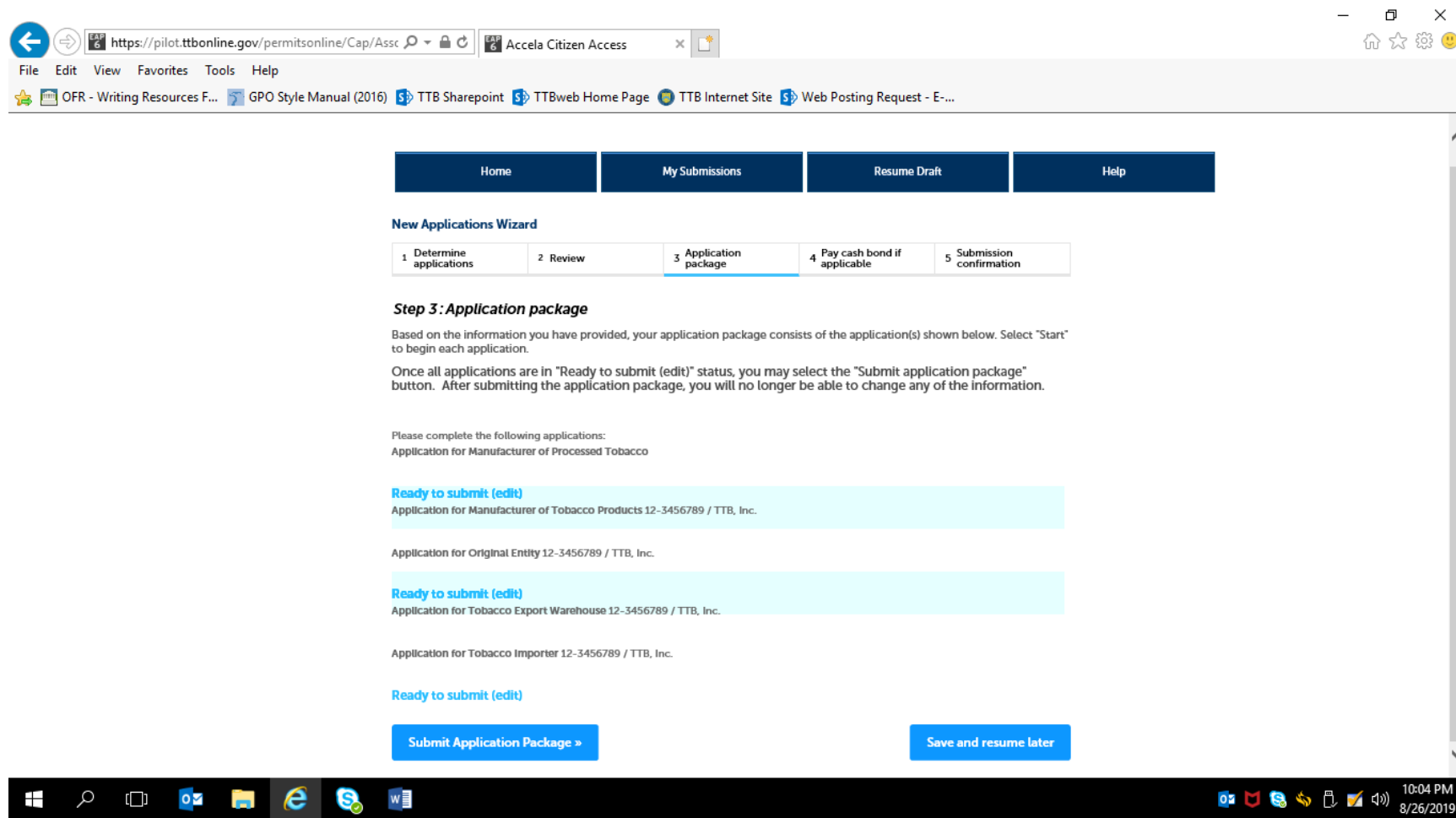
If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



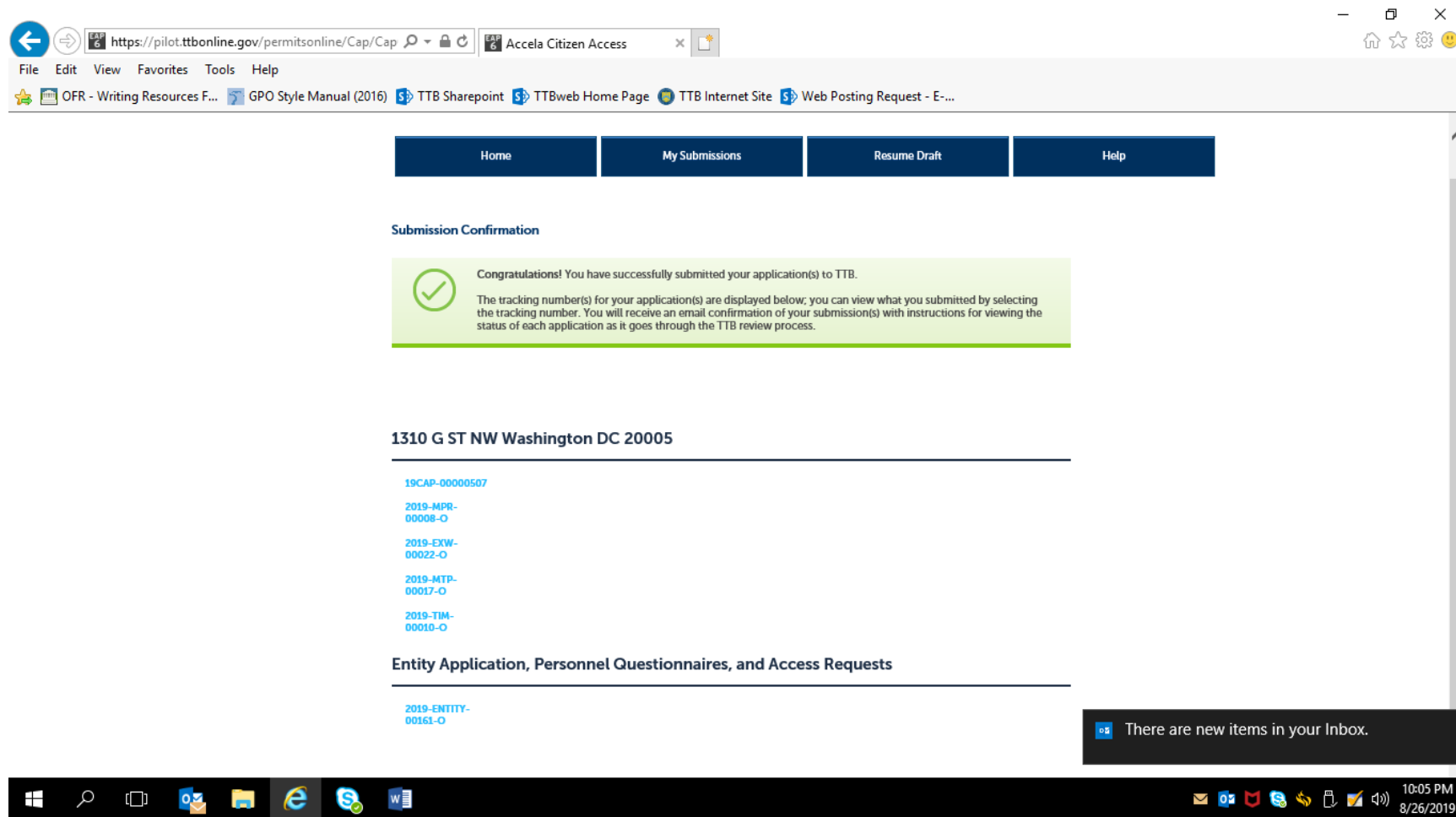
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

COMMON APPLICATION PACKAGE SUBMISSION SCREENS:

After review, the applicant is presented with the Application Package Submission screen —



After submitting the application(s) package, the applicant receives a Submission Confirmation from the PONL system —



— END —