

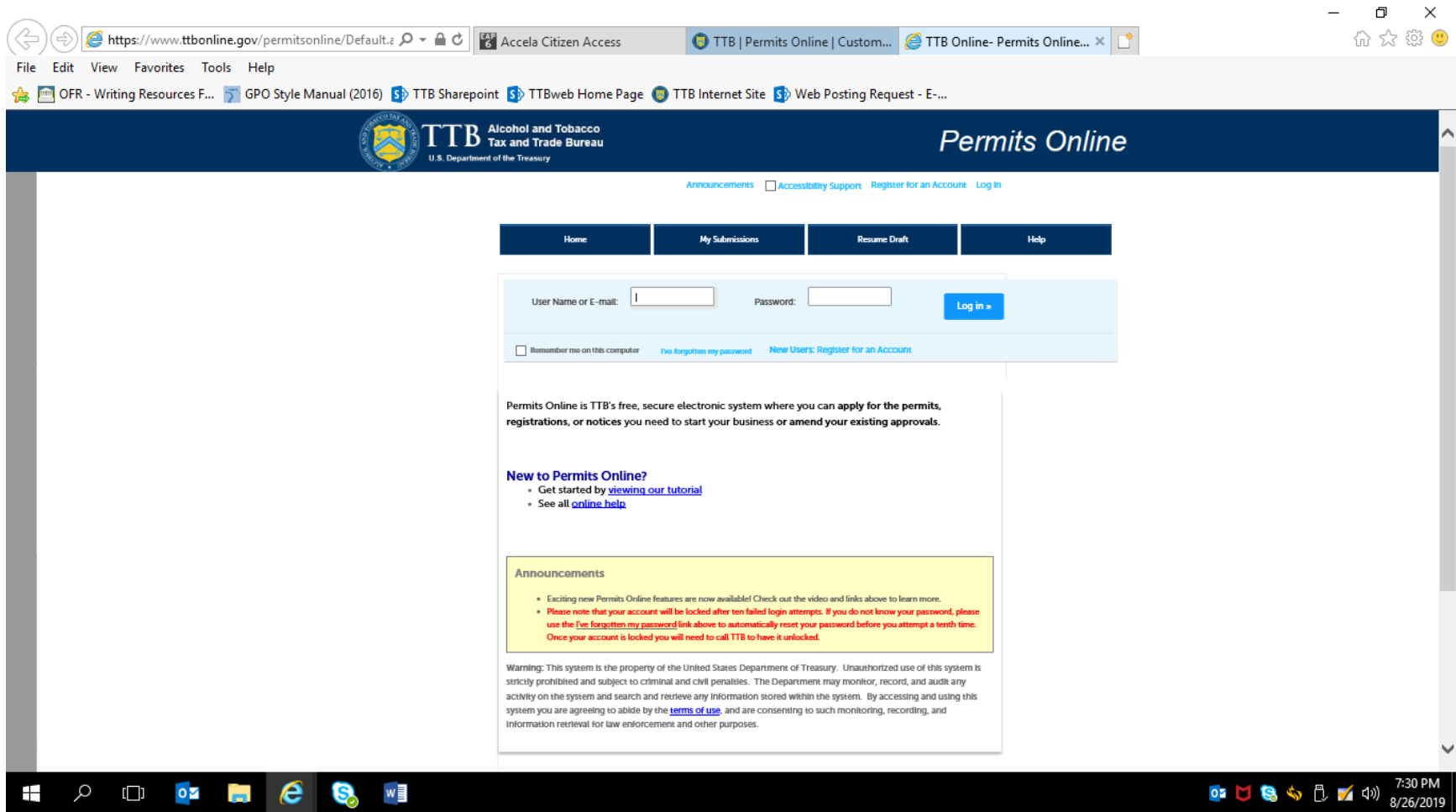
# Permits Online (PONL)

## Amended Tobacco Importer Permit Applications

The following PONL screens are equivalent to form TTB F 5230.5, Application for Amended Permit to Import Tobacco Products or Processed Tobacco.

## Screens Common to All Amended Tobacco Industry Permit Applications:

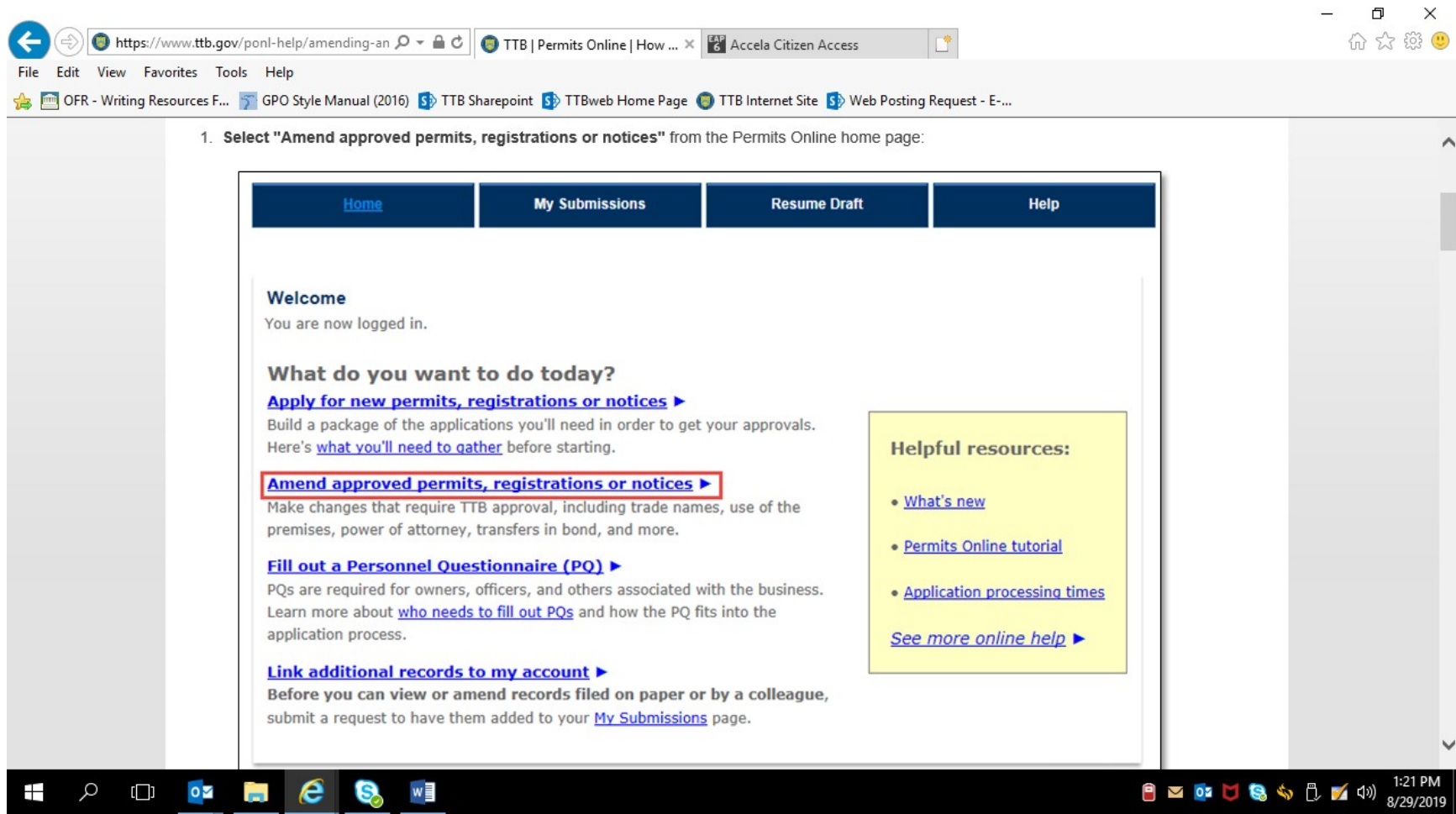
PONL Log-in Screen — (https://www.ttbonline.gov/permitonline/Default.aspx) —



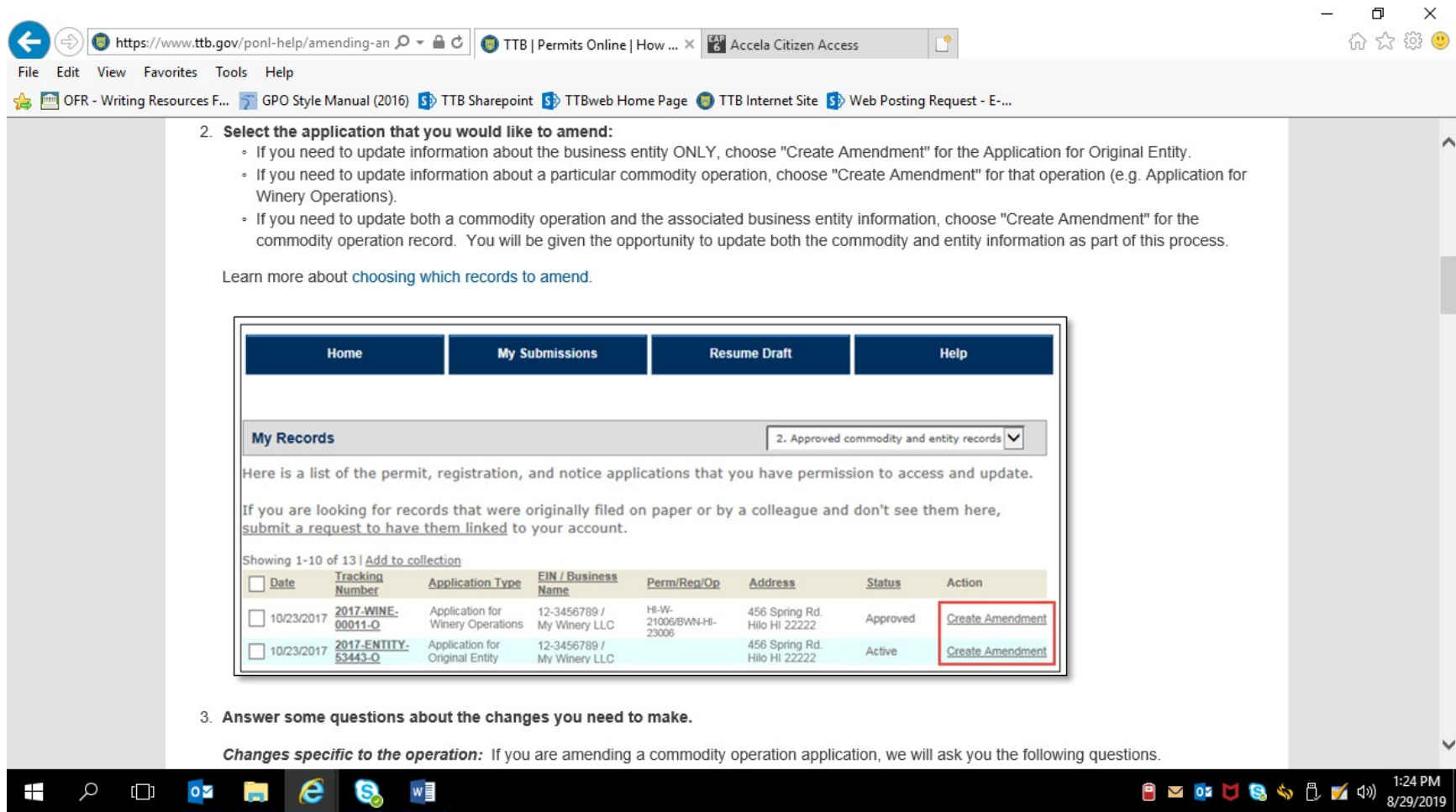
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Screen Shots – August 2019

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



Clicking an option under the heading “What do you want to do today?” results in a list of permits, registrations, and notices held by the applicant.



The respondent selects the tobacco-related permit to be amended from the list of permits held by the respondent.

The respondent then selects the link for “Commodity Operations Amendment Wizard” which is required for all amended permit applications.

The screenshot shows a web browser window with the URL <https://www.ttb.gov/poal-help/preview-appli>. The page title is "Amended Applications – Tobacco". The content is as follows:

<a href="#">Commodity Operations Amendment Wizard</a>	<p>The Commodity Operations Amendment Wizard guides you by asking a series of questions, and depending on your answers creates an application package, which is a list of the applications you're required to submit.</p> <p><i>Everyone who applies for an amended permit, registration, or notice must complete the questions in the Amendment Wizard.</i></p>
	<p>File this application to report:</p>
<a href="#">Amended Application for Importer of Tobacco Products - Processed Tobacco</a>	<ul style="list-style-type: none"> <li>• Change in premises location</li> <li>• Change in operations</li> <li>• Add or remove variance or alternate method</li> <li>• Change in DBA/Operating name</li> </ul>
<a href="#">Amended Application for Manufacturer of Processed Tobacco</a>	<ul style="list-style-type: none"> <li>• Change in premises location</li> <li>• Add or remove variance or alternate method</li> <li>• Change in DBA/Operating name</li> </ul>
<a href="#">Amended Application for Manufacturer of Tobacco Products</a>	<ul style="list-style-type: none"> <li>• Change in premises location</li> <li>• Change to bonded area</li> <li>• Change in bond</li> <li>• Add or remove variance or alternate method</li> <li>• Change in DBA/Operating name</li> </ul>

NOTE: Information collected regarding certain amendments, such as changes to bonds, consents of surety, signing authority, and power of attorney, are approved under other OMB control numbers.

### COMMODITY OPERATIONS AMENDMENT WIZARD:

The screenshot shows a web browser window displaying the TTB Permits Online website. The browser's address bar shows the URL: <https://www.ttb.gov/ponl-help/commodity-c>. The page header includes the TTB logo and navigation links: "Who We Are", "What We Do", "TTB Audiences", "Resources", and "REPORT FRAUD: TTB Tips Online". A search bar is also present. The breadcrumb trail reads: "TTB Home > Permits Online Help > Permits Online | Commodity Operations Amendment Wizard Preview".

## Permits Online: Preview the Commodity Operations Amendment Wizard

All of the information related to each TTB-regulated operation and business premises is contained in the **commodity operations record**, i.e., your permit, registration, or notice. To report changes, you must start by completing the questions in the Amendment Wizard.

**Step 1: Determine changes needed**

Home   My Submissions   Resume Draft   Help

### Amendment Wizard

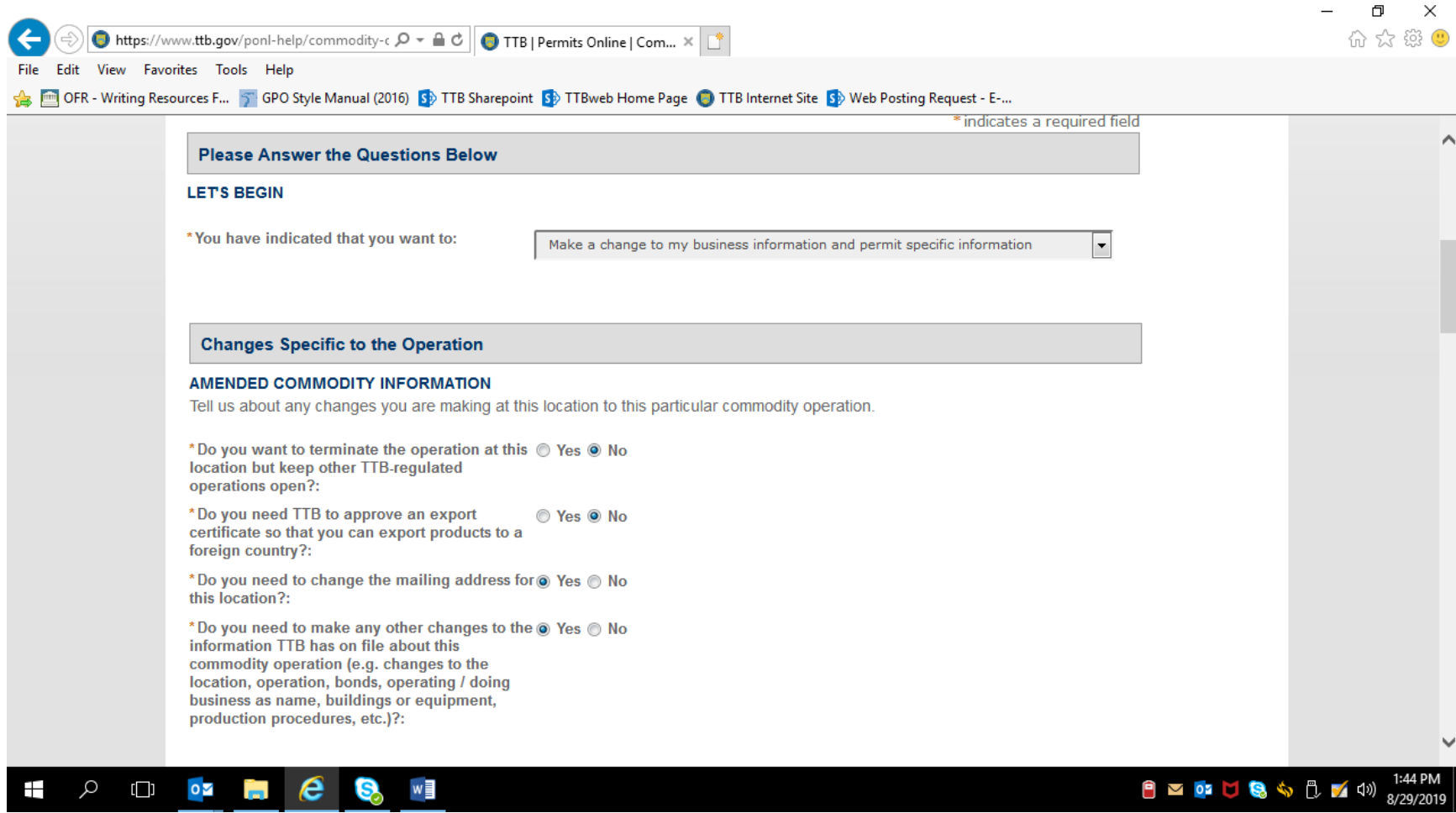
1 Determine changes needed   2 Review   3 Application package   4 Submission confirmation

**Step 1 : Determine changes needed >>**

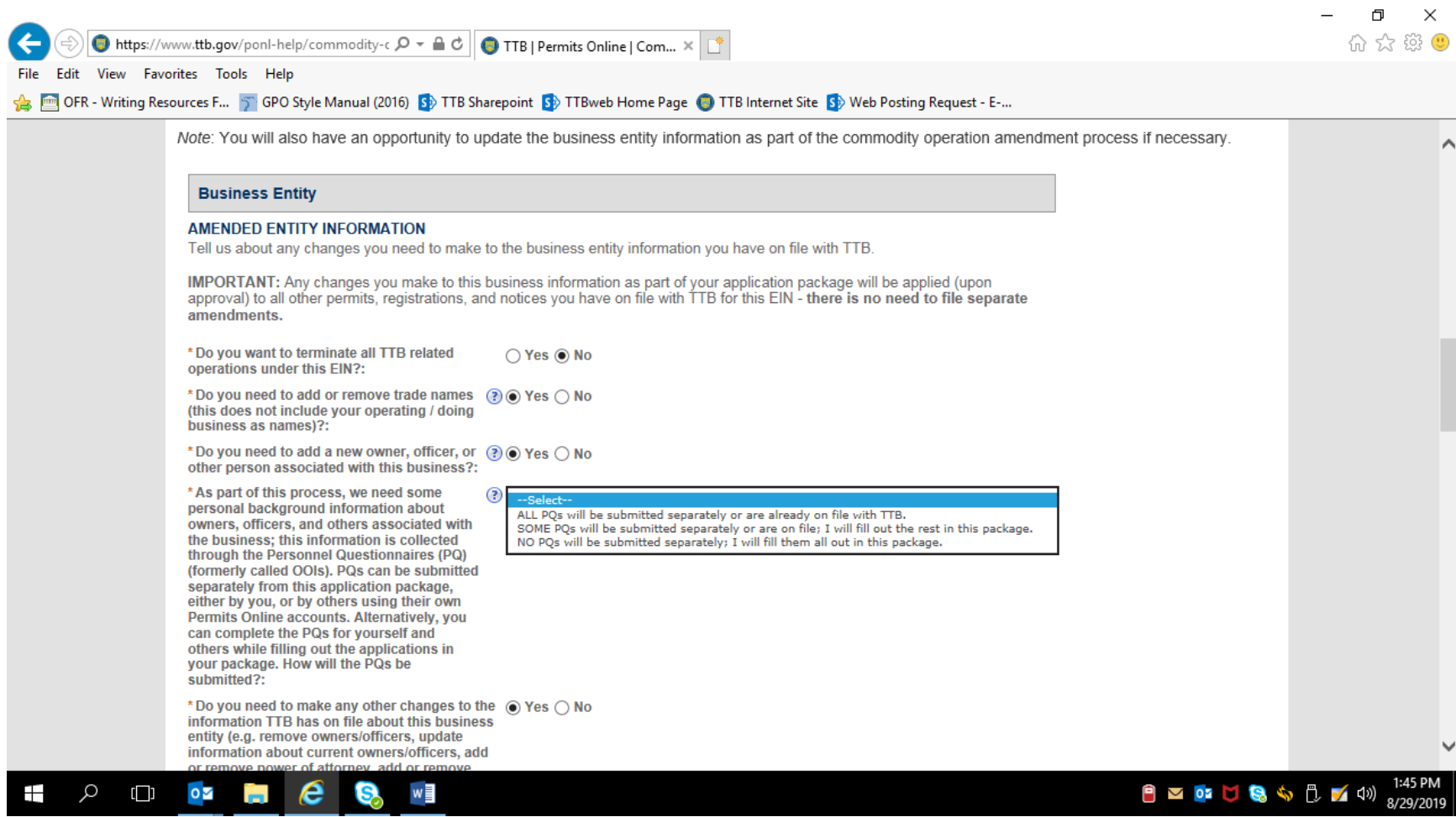
This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to update the information you currently have on file with TTB about this operation (e.g. winery, brewery, etc.), this business entity, and the people who are involved in its operations.

\* indicates a required field

Please Answer the Questions Below

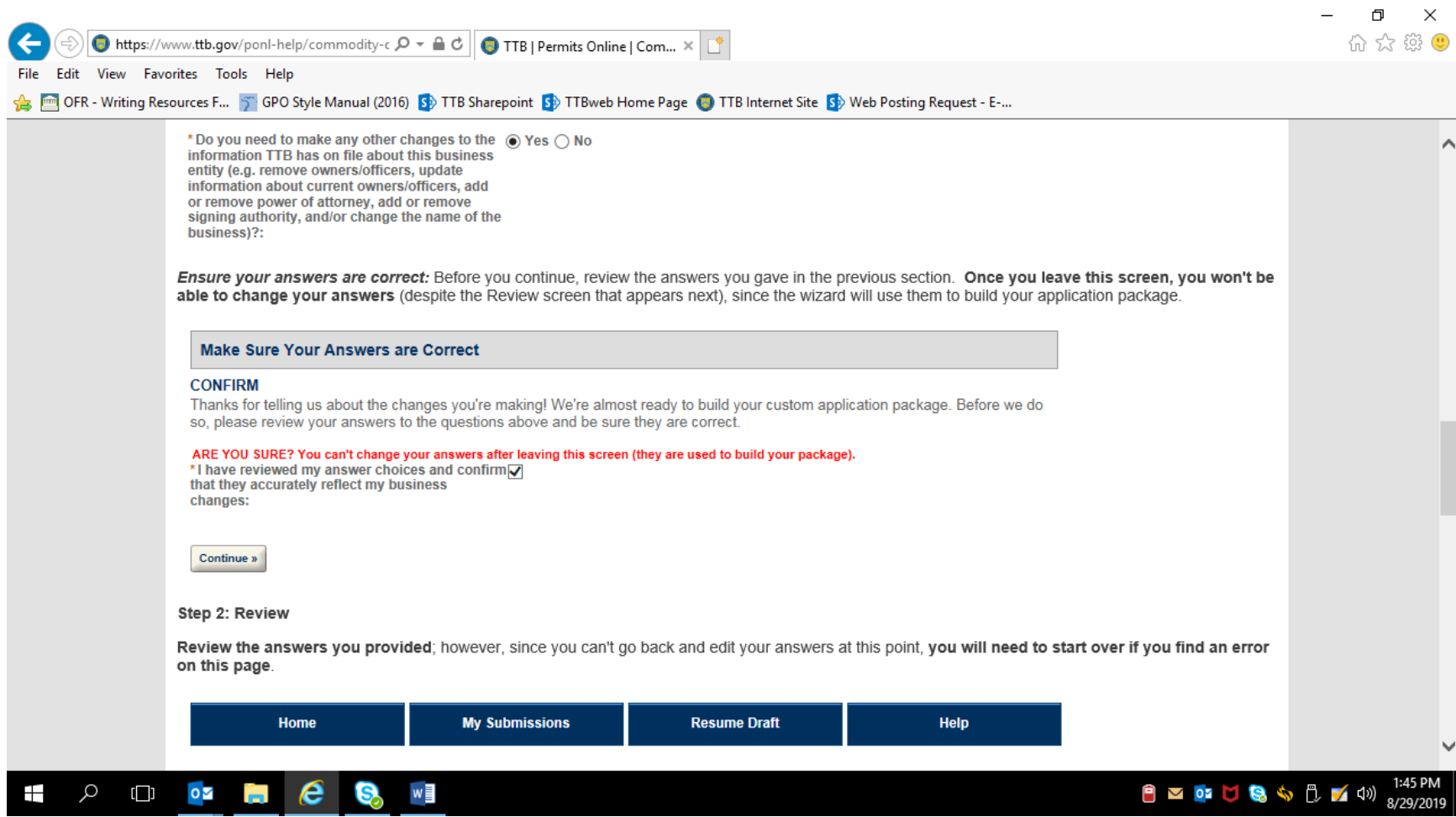


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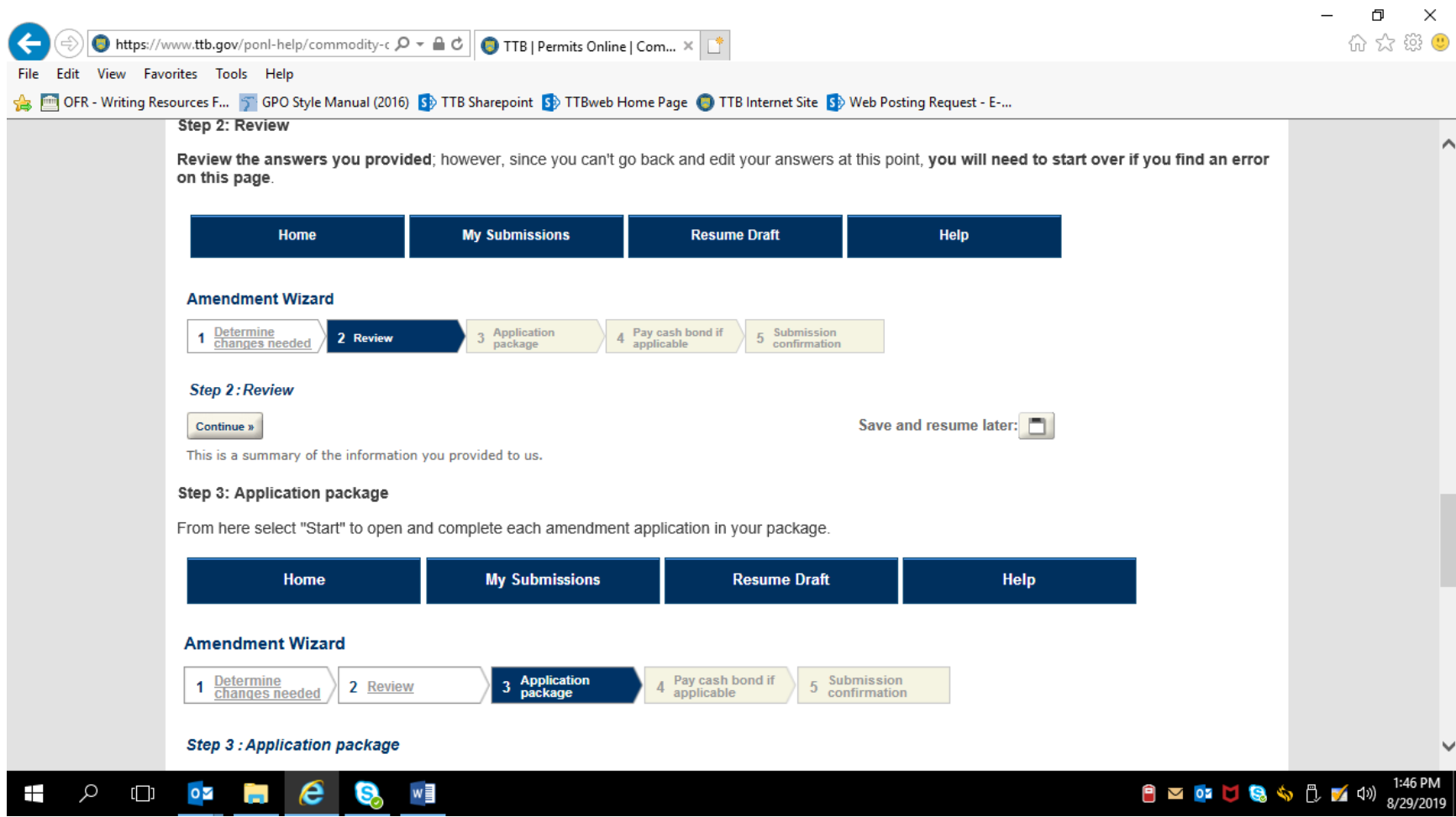


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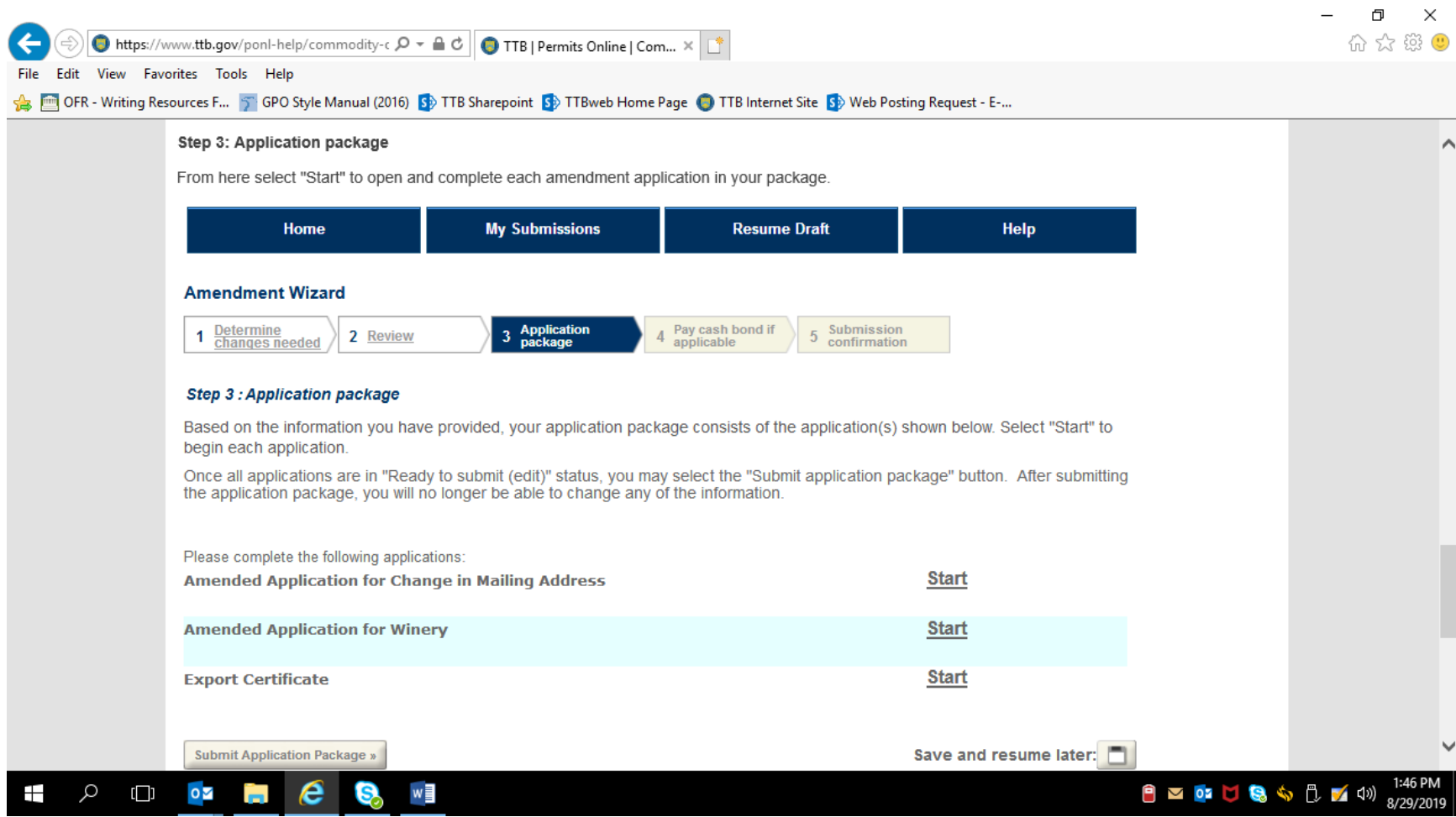




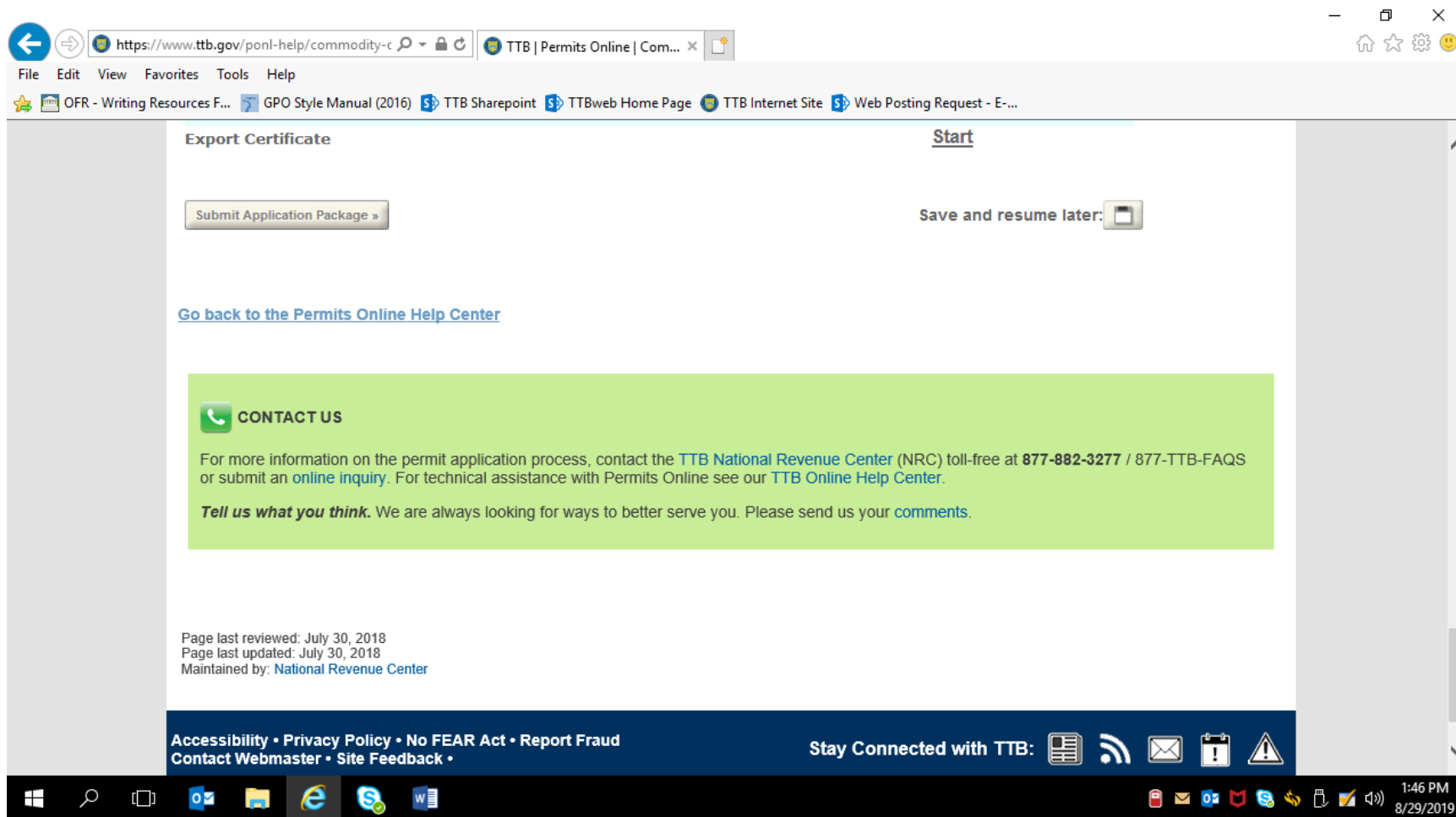
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The respondent then returns to the amendment type chart shown on page 5 of this document and selects “Amended Application for Importer of Tobacco Products – Processed Tobacco” from that chart, which leads to the Amended Application for Tobacco Importers, shown below:

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**AMENDED APPLICATION FOR TOBACCO IMPORTER:**

https://www.ttb.gov/ponl-help/amended-apl

TTB | Permits Online | Ame...

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...

**TTB** Alcohol and Tobacco Tax and Trade Bureau  
U.S. Department of the Treasury

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REPORT FRAUD: TTB Tips Online

Search

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TTB Home > Permits Online Help > Permits Online | Amended Application for Tobacco Importers

## Permits Online: Preview the Amended Application for Tobacco Importer

File this application to:

- Change premises location
- Change operations
- Add or remove variance or alternate method
- Change DBA/Operating name

*Note:* You may submit multiple amendments in one application.

*Note:* not all questions shown in the screen prints below will appear when you fill out your application. Some questions appear based on the answers you select.

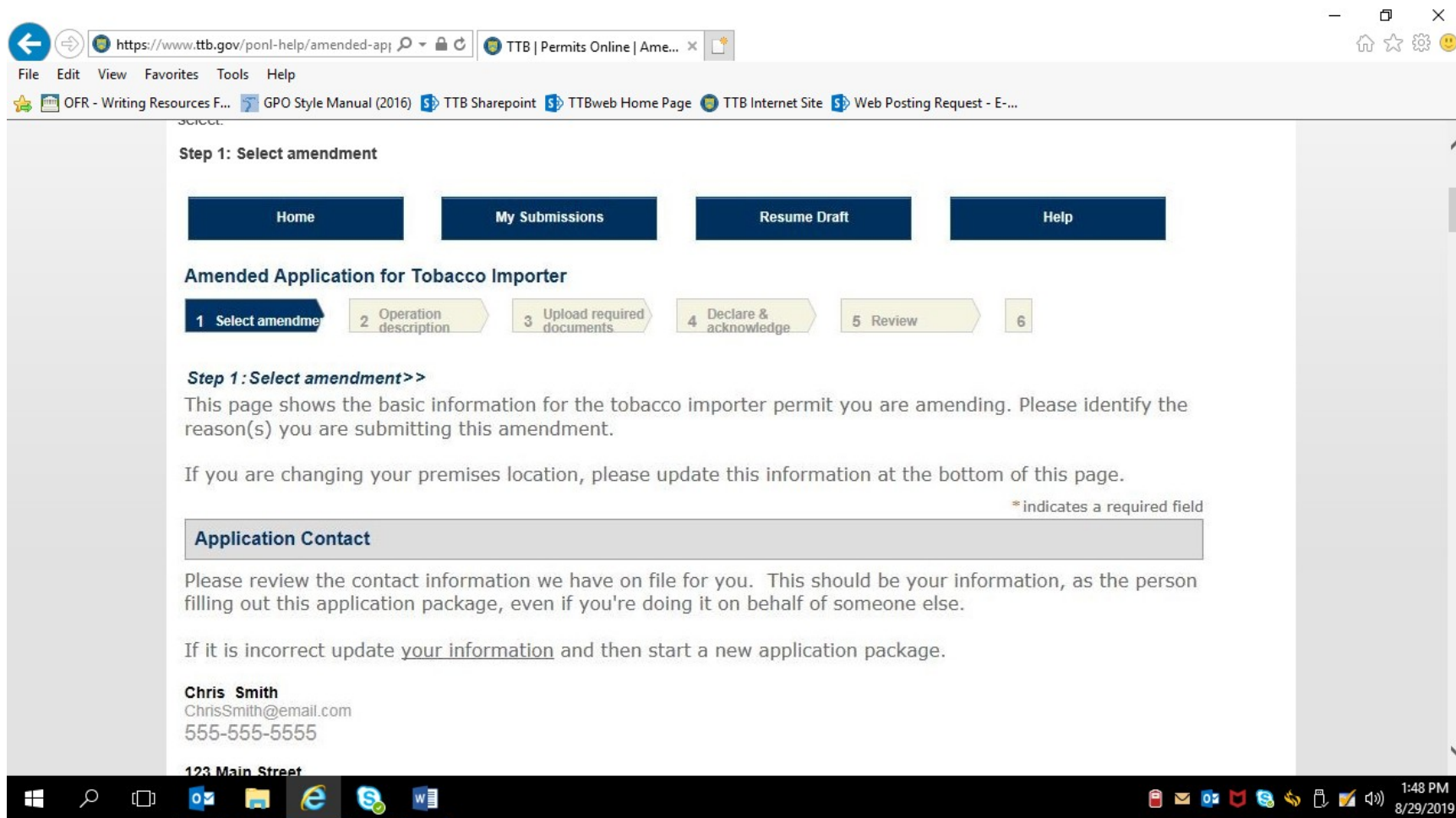
**Step 1: Select amendment**

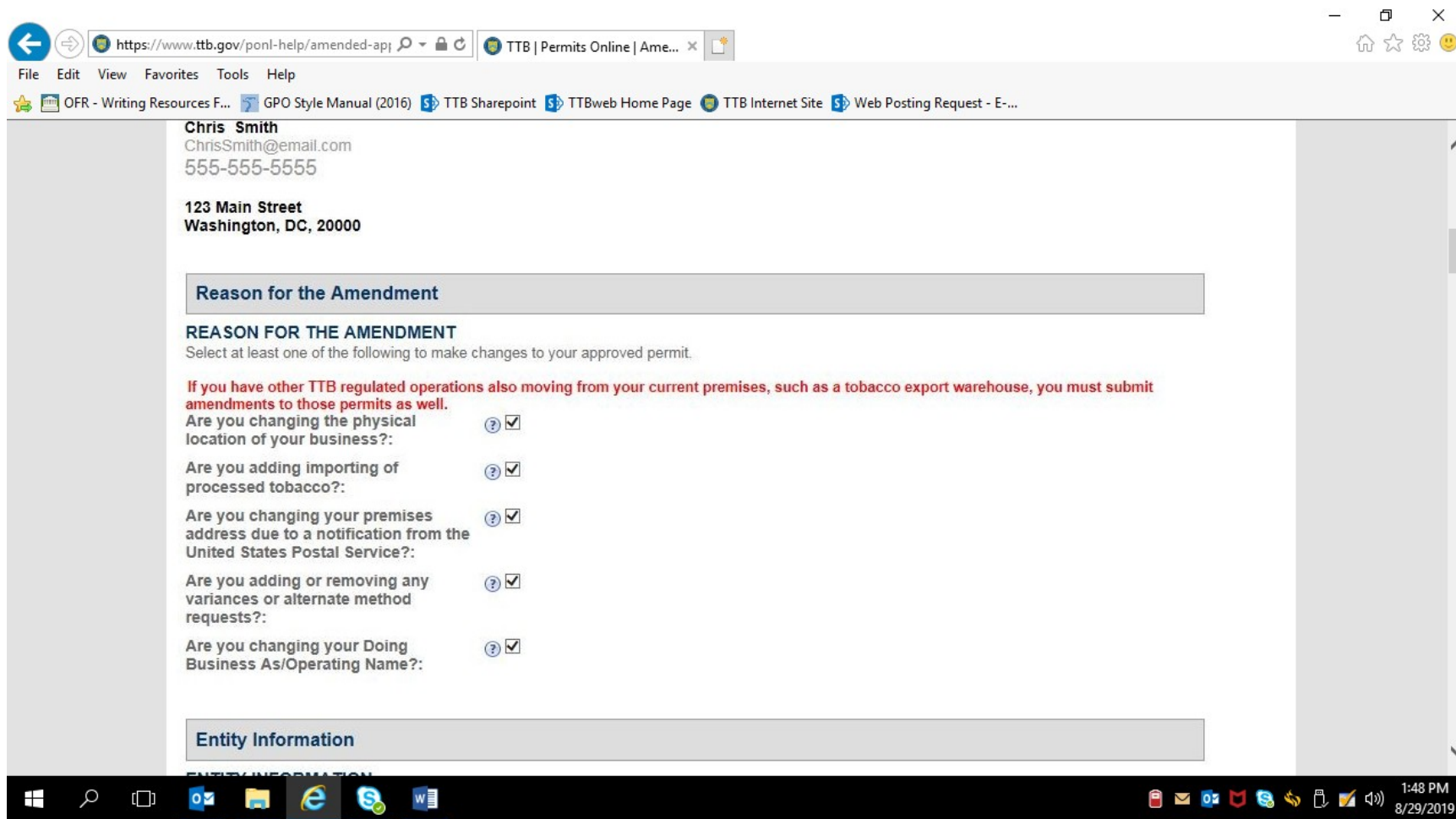
Home My Submissions Resume Draft Help

**Amended Application for Tobacco Importer**

1 Select amendment 2 Operation description 3 Upload required documents 4 Declare & acknowledge 5 Review 6

1:47 PM 8/29/2019





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The screenshot shows a web browser window with the address bar displaying <https://www.ttb.gov/poal-help/amended-apl>. The browser's address bar also shows the page title "TTB | Permits Online | Ame...". The browser's menu bar includes "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 bar shows several tabs, 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 with three sections:

- Entity Information**  
ENTITY INFORMATION  
This is the business information you provided earlier in the application process.  
Business Name:   
EIN:
- Permit Information**  
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:

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, Skype, Word). The system tray shows the date and time as 1:49 PM on 8/29/2019.

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**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

Rural Address Line 2

\* City  \* State  \* ZIP Code  County

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

**Step 2: Operation description**

Step 2: Operation description

Home My Submissions Resume Draft Help

Amended Application for Tobacco Importer

1 Select amendment 2 Operation description 3 Upload required documents 4 Declare & acknowledge 5 Review 6

**Step 2: Operation description >>**

Below you will find the information currently on file with TTB for this tobacco importer. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit. Some sections may not be entirely complete if you originally filed on paper. We ask you to complete these sections with this application.

**You must complete your changes and submit in one session.** If you 'Save and Resume Later' your amended information may be overwritten with information from your existing approved permit.

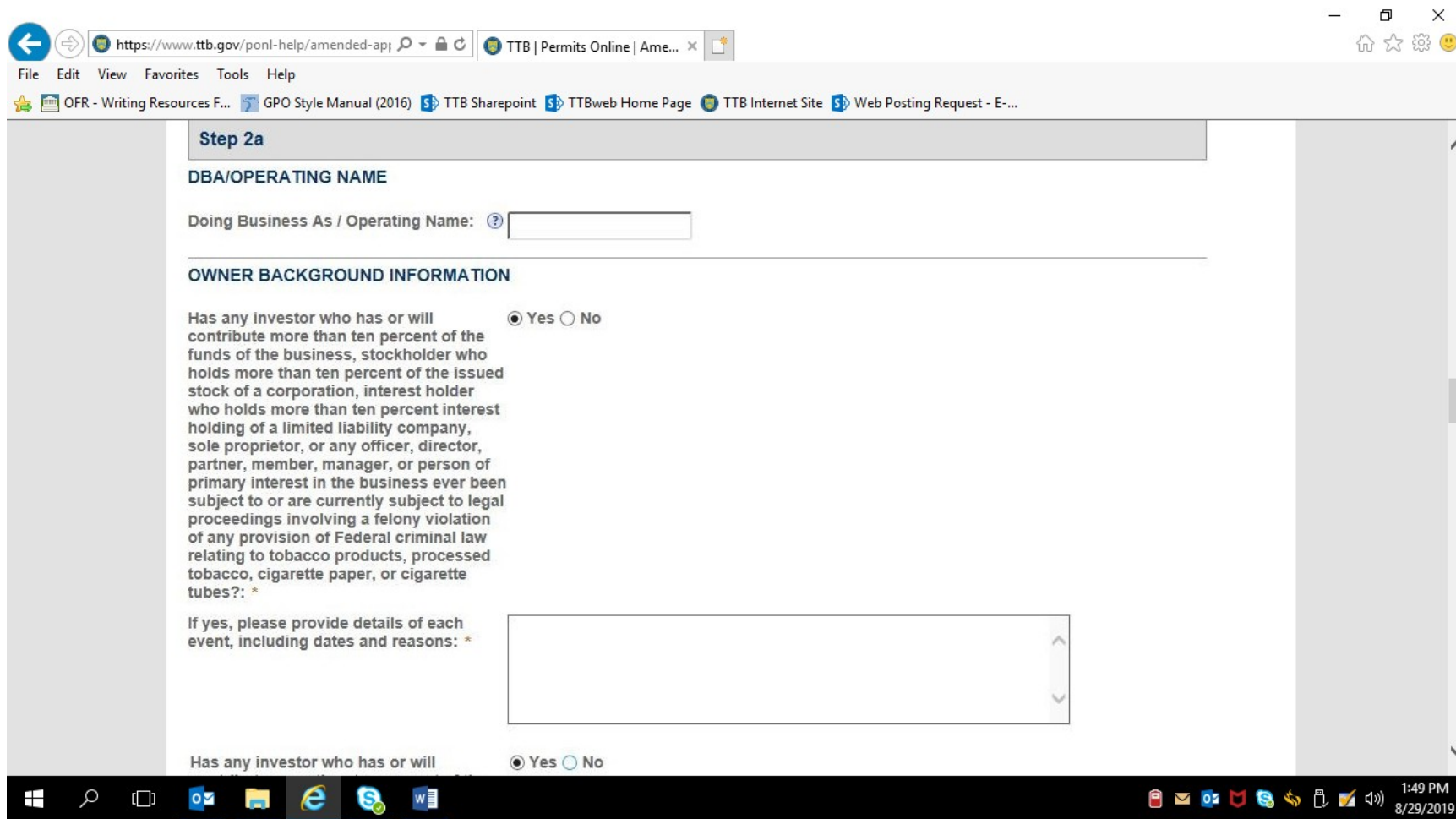
When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate.

\* indicates a required field

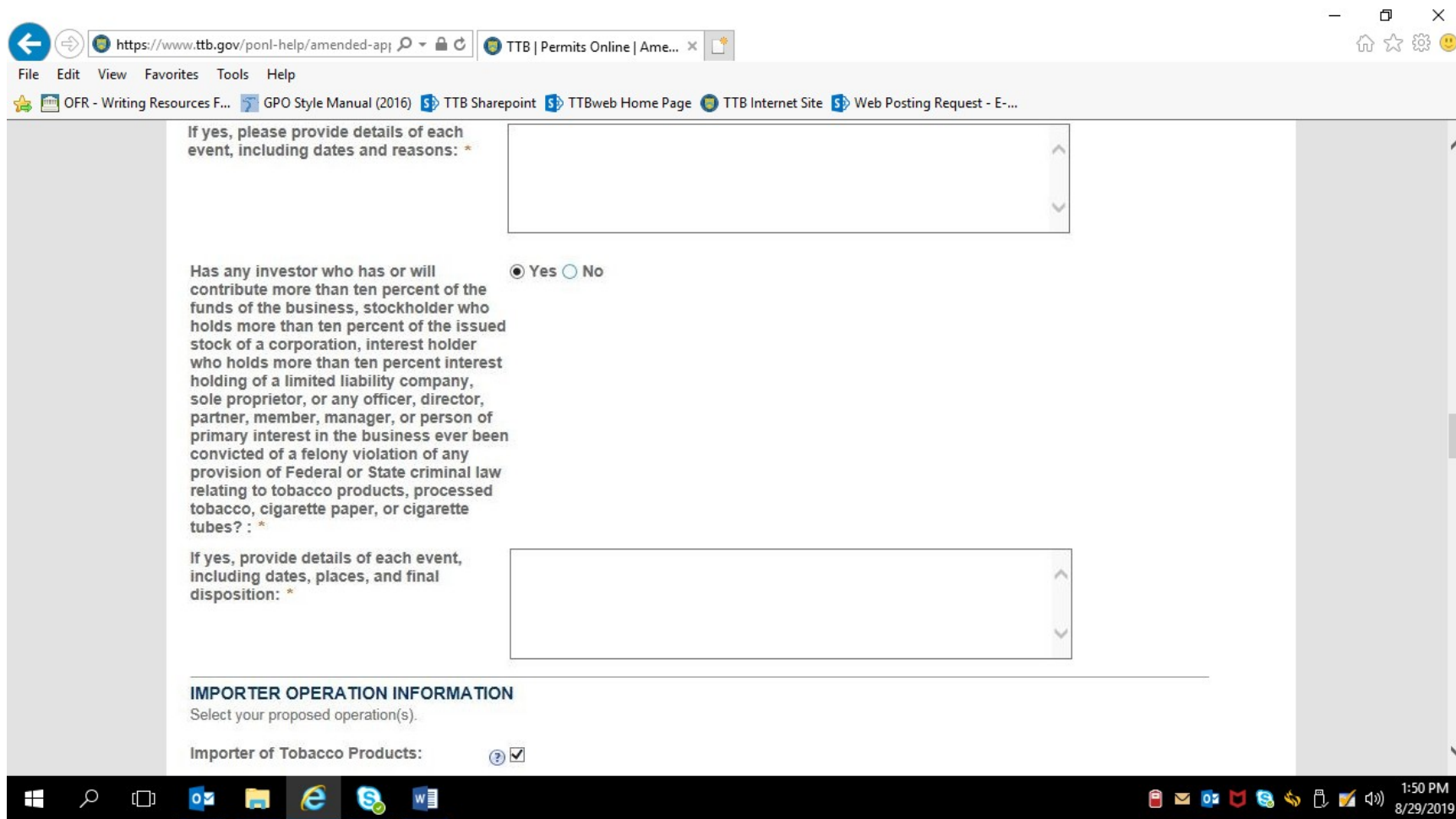
Step 2a

DBA/OPERATING NAME

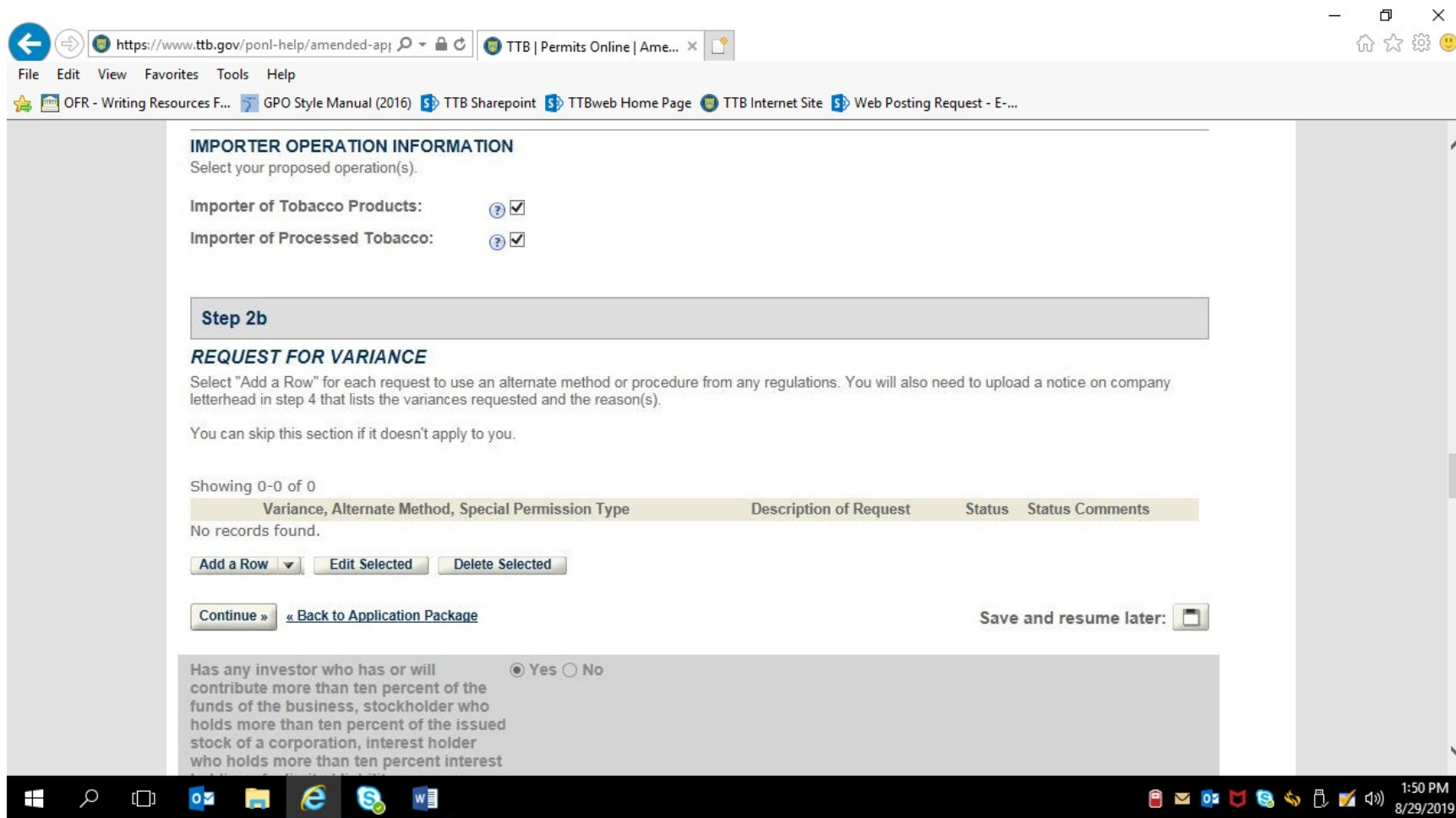
1:49 PM 8/29/2019



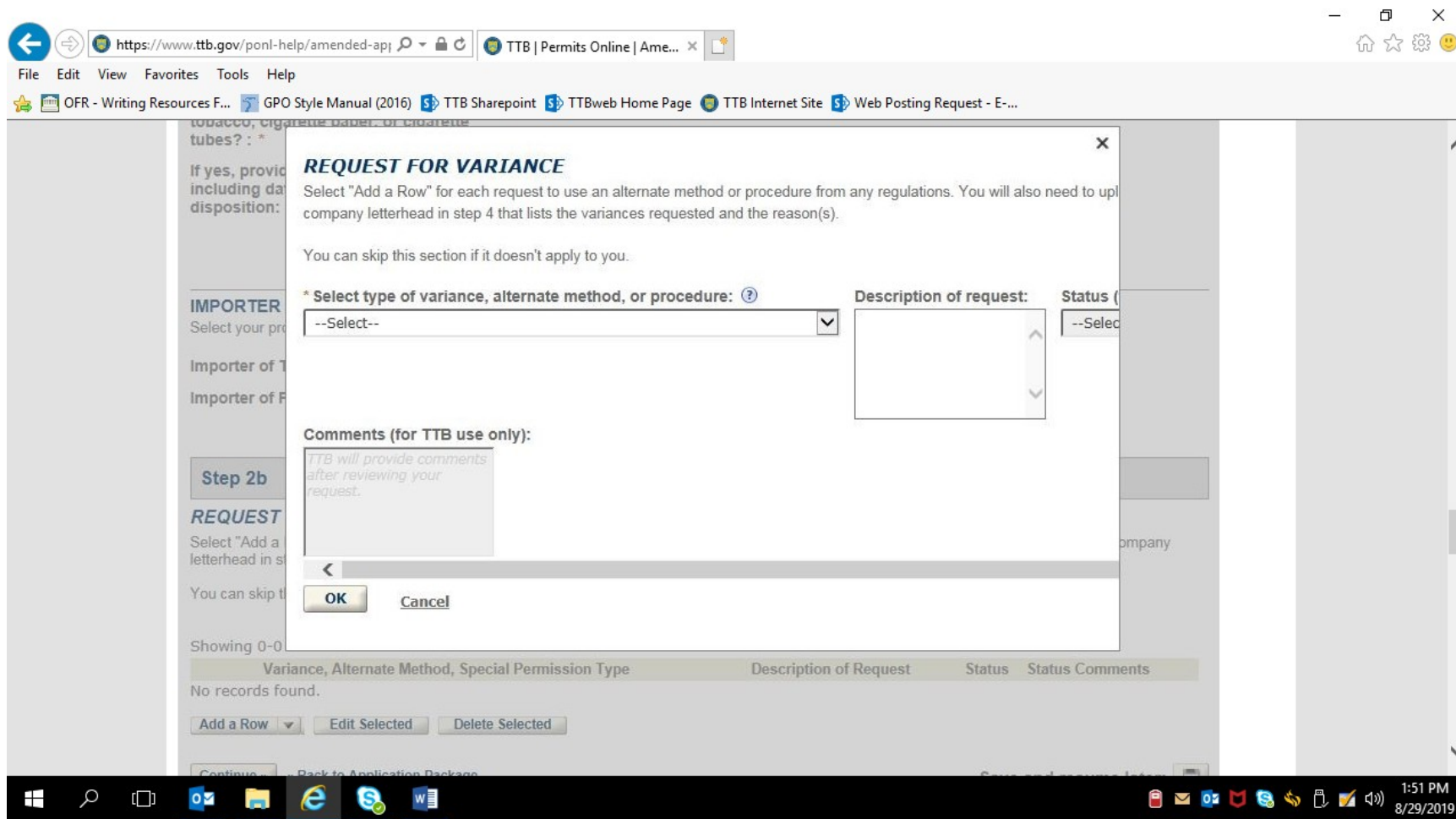
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PONL 5.0 – Amended Tobacco Importer Permit Applications.  
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The screenshot shows a web browser window with the URL <https://www.ttb.gov/pnl-help/amended-apl>. The page title is "TTB | Permits Online | Ame...". The browser's address bar 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 is titled "Step 3: Upload required documents". It features a navigation menu with buttons for "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress bar with six steps: "1 Select amendment", "2 Operation description", "3 Upload required documents", "4 Declare & acknowledge", "5 Review", and "6". Step 3 is currently active.

Under the progress bar, there is a link: "Step 3: Upload required documents >>". To the right of this link is a note: "\* indicates a required field".

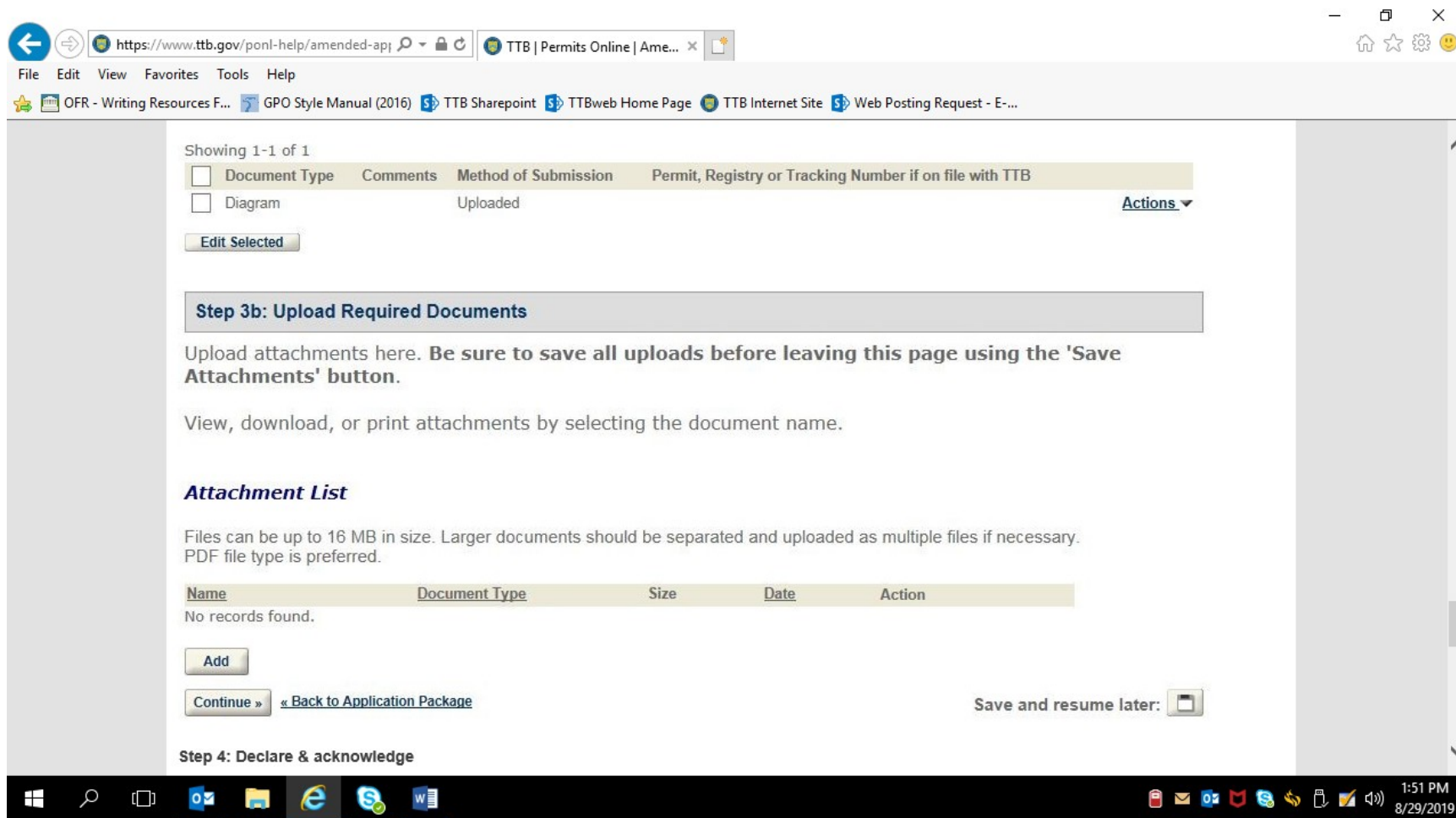
The main section is titled "Step 3a" and contains a "REQUIRED DOCUMENT CHECKLIST". The text reads: "Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:"

- **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, there 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." Another note follows: "If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application."

At the bottom of the page, there is a table header: "Showing 1-1 of 1". The table has four columns: "Document Type", "Comments", "Method of Submission", and "Permit, Registry or Tracking Number if on file with TTB".

The Windows taskbar at the bottom shows the time as 1:51 PM on 8/29/2019, along with various system icons and application icons.





The screenshot shows a web browser window with the URL <https://www.ttb.gov/poal-help/amended-apl>. The browser's address bar and tabs are visible at the top. The main content area is titled "Step 4: Declare & acknowledge".

Navigation buttons are located below the title: Home, My Submissions, Resume Draft, and Help.

A progress bar below the navigation buttons shows six steps: 1, 2 Operation description, 3 Upload required documents, 4 Declare & acknowledge (highlighted), 5 Review, and 6 Application package.

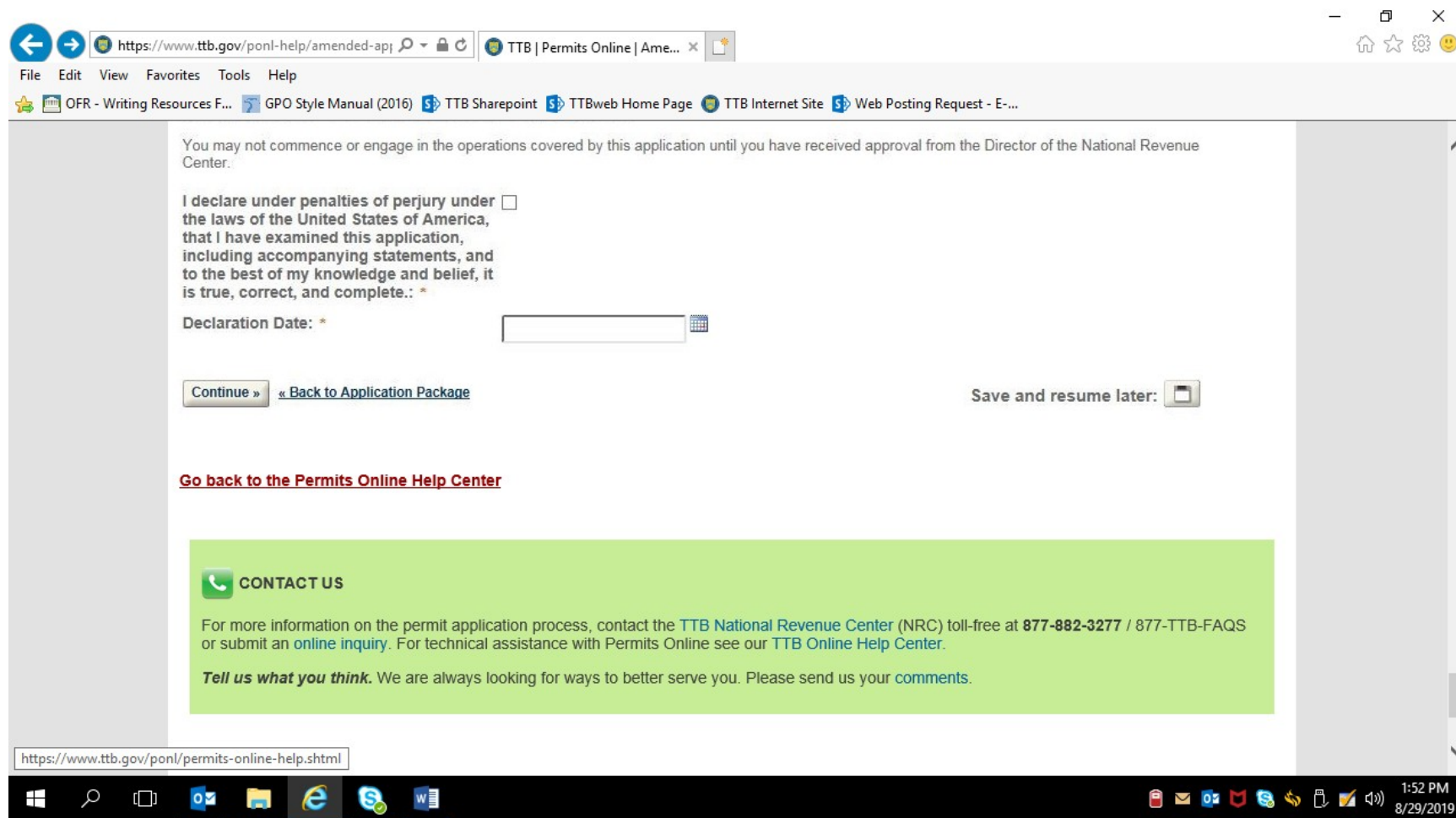
Below the progress bar, the text reads "Step 4: Declare & acknowledge >>". To the right of this text is a note: "\* indicates a required field".

The main section is titled "Declaration". Below this title, the text reads: "DECLARE AND ACKNOWLEDGE. By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief. You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center."

Below the text, there is a checkbox: "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.: \*".

Below the checkbox, there is a label "Declaration Date: \*" followed by a date input field with a calendar icon.

The Windows taskbar is visible at the bottom of the screenshot, showing the time as 1:52 PM on 8/29/2019.



[END]