

# Electronic COLAs Online Access Request — Via COLAs Online User Registration

<https://www.ttb.gov/labeling/colas>:

The screenshot shows the 'COLAs Online Customer Page' on the TTB website. The page header includes the TTB logo, 'U.S. Department of the Treasury', and navigation links like 'Who We Are', 'What We Do', 'TTB Audiences', and 'Resources'. A search bar is located in the top right. Below the header, there are banners for 'Now Available - CBMA Foreign Producer Registration and Assignment System' and 'CBMA Import Resources'. The main heading is 'COLAs Online Customer Page'. The text explains that COLAs Online makes it easy to apply for a Certificate of Label Approval/Exemption (COLA) and notes that there is no fee to apply. A red arrow points to the 'register for an account' link in the 'New to COLAs Online?' section. The page also features sections for 'Already Have an Account?' with login buttons, 'Help Topics' with icons for Passwords and Accounts, Training/Customer Resources, How Do I...?, and Turnaround (Processing) Times. A 'How helpful is this page?' button is in the bottom right.

**COLAs Online Customer Page**

COLAs Online makes it easy for you to apply for a Certificate of Label Approval/Exemption (COLA) for your product. Once you have registered, just follow the instructions and prompts for submitting your online application. In most cases, once your application is submitted electronically, you're done. There are no forms to sign and... **there is no fee to apply!**

[Already Have an Account?](#) | [New to COLAs Online?](#) | [Help Topics](#)

**Already Have an Account?**  
Remember that your user name works for both COLAs Online and Formulas Online.

[Log into COLAs Online](#)   [See all TTBOonline Applications](#)

[Check the Status of Your Application](#)

**New to COLAs Online?**

- If you already have a **Formulas Online** account there is no need to re-register – simply update your existing **Formulas Online** registration to request access to COLAs Online.
- If you don't have a **Formulas** OR **COLAs Online** account yet follow these steps to register for an account.

It may take TTB a few days to set up or update your account (see current processing times). If you have questions about registration, please call 866-927-2533 (8am-4:30pm EST, Mon-Fri) and select option 3 for assistance or submit an online inquiry.

**Help Topics**

- Passwords and Accounts**
  - Register for a New Account (for those without
- Training/Customer Resources**
  - COLAs Online User Manual
  - Public COLA
- How Do I...?**
  - Identify Email Associated with
  - Create a New Application
- Turnaround (Processing) Times**
  - Permits Online
  - COLAs Online and Formulas

**Related Information**

- System Maintenance Schedule
- Applying for a Permit
- Public COLA Registry Search
- Advertising and Market Compliance
- COLAs Online Release Notices

**Tools & Guides**

- Business Central
- TTB Learning Center
- Regulations, Laws, and Public Guidance
- COLAs Online FAQs
- Advertising, Labeling and Formulation
- FAQs
- TTB Glossary

**Online Services**

**COLAs Online**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

[Log into COLAs Online](#)

**TTB Online**

See all TTB Online applications

[How helpful is this page?](#)

On this screen, new COLAs Online user applicants click on “register for an account” to access the electronic COLAs Online Access Request function, and the applicant is taken to the TTB website page shown below:

Electronic Collection Instrument for COLAs Online Access Request (OMB Control No. 1513–0111).

https://www.ttbonline.gov/formulasonline/ur.do?submissionName=UR&method=displayMainTab:

Main tab:

**User Registration**

**Main** | Company | Comments | Docs/Links

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

**Type of Application**

New Application You've never had an online account with TTB  
 Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

**Personal Information**

\* First Name:  M. I.:  \* Last Name:  Suffix:   
\* Employer:  Title:  Label Rep. ID:   
\* Phone Number:  Fax Number:   
Address Format:   
\* Street:   
\* City:   
\* State:   
\* Zip:

**Business E-mail Addresses**

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**Authentication Questions**

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

QUESTION	ANSWER
* 1: <input type="text"/>	<input type="text"/>
* 2: <input type="text"/>	<input type="text"/>
* 3: <input type="text"/>	<input type="text"/>

**Perjury Statement**

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.  
FONL 2.14.1

Company tab:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/formulasonline/ur.do>. The page title is "Formulas Online". The header includes the TTBoNLINE.GOV logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. DEPARTMENT OF THE TREASURY". There are links for "Text Menu", "Help", "Contact Us", and "Exit".

The main content area is titled "User Registration" and has a navigation bar with "Main", "Company", "Comments", and "Docs/Links". Below this is a sub-navigation bar with "Print", "Comment", "Upload", "POA Form", and "SA Form".

The "Company Detail" section contains a dropdown menu for "COLAs Online System Access" set to "No Access". Below this is a table with the following columns: SYSTEM, BEVERAGE/ NON, PERMIT/ CODE, COMPANY, ACCESS, ACCESS LEVEL, REQUESTED ACTION, and DISPOSITION. An "Add" button is located below the table.

The "Perjury Statement" section contains a checkbox and the text: "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application."

At the bottom of the form are buttons for "« Previous", "Validate", "Cancel", and "Next »".

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.  
FONL 2.14.1



The applicant clicks the "Add" button and is presented with the company information screen.

Electronic Collection Instrument for COLAs Online Access Request (OMB Control No. 1513–0111).

Company information screen:

Formulas Online

https://www.ttbonline.gov/formulasonline/ur.do

TTBONLINE.GOV  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. DEPARTMENT OF THE TREASURY

User Registration

Main Company Comments Docs/Links

Print Comment Upload POA Form SA Form

Company Detail

If you are requesting access to COLAs Online, please specify

COLAs Online System Access: No Access

SYSTEM BEVERAGE/ NON PERMIT/ CODE

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplements, are true and correct to the best of my knowledge and belief, and I understand that any false or misleading information may result in the denial of this application and may be subject to criminal and civil penalties.

We collect this information to verify your compliance with Federal laws and regulations that TTD administers. The information collected on this form must be used for the purpose of processing your application. For more information, see the TTD Privacy Policy at [TTD Privacy Policy](#).

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Add Company

Company

System Information

System Requested:  COLAs Online  Formulas Online  
System Access:  Submitter  Preparer / Reviewer  
Company Type:  Alcohol Beverage  Nonbeverage Product

Company Information

Registry, Permit, or Brewer's Notice: (Provide the Registry Number from your Basic Permit) \_\_\_\_\_

Date of Permit Issue: (Format: MM/DD/YYYY) \_\_\_\_\_

Company Code: (if known) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address Format: USPS Domestic

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Individual Information

Relationship of Applicant to Company:  Employee  Representative  
Signature Authorization:  Owner  Signing Authority  Power of Attorney

REQUESTED ACTION DISPOSITION

conditions and instructions for filing this application.

3:03 PM 1/6/2020

Company information screen continued:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/formulasonline/ur.do>. The page title is "User Registration". The navigation menu includes "Main", "Company", "Comments", and "Docs/Links". The "Company" tab is active. Below the navigation, there are links for "Print", "Comment", "Upload", "POA Form", and "SA Form".

The main content area is divided into sections:

- Company Detail:** Includes a dropdown for "COLAs Online System Access" set to "No Access". Below it are three tabs: "SYSTEM", "BEVERAGE/ NON", and "PERMIT/ CODE".
- Perjury Statement:** A checkbox labeled "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplements, are true and correct to the best of my knowledge and belief, and I understand that providing false information is a criminal offense." is currently unchecked.

The "Add Company" modal window is open, containing the following fields and sections:

- Registry Number from your Basic Permit:** Text input field.
- Date of Permit Issue:** Text input field with format "(Format: MM/DD/YYYY)".
- Company Code:** Text input field.
- Company Name:** Text input field.
- Address Format:** Dropdown menu set to "USPS Domestic".
- Street:** Text input field.
- City:** Text input field.
- State:** Dropdown menu.
- Zip Code:** Text input field.
- Individual Information:** Radio buttons for "Relationship of Applicant to Company" (Employee, Representative) and "Signature Authorization" (Owner, Signing Authority, Power of Attorney).
- Approver Information:** Text input fields for "Title of Company Approval Official" and "Name of Company Approval Official".

At the bottom of the modal are "OK" and "Cancel" buttons. A disclaimer at the very bottom of the modal reads: "We collect this information to verify your compliance with Federal laws and regulations that TTD administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213."

Comments tab:

The applicant may click “Add” and then enter a comment to their COLAs Online User Registration via the comments screen:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/formulasonline/ur.do>. The page header includes the TTBoNLINE.gov logo and navigation links: [Text](#), [Menu](#), [Help](#), [Contact Us](#), and [Exit](#). The main content area is titled "User Registration" and has a red navigation bar with tabs for "Main", "Company", "Comments", and "Docs/Links". Below the navigation bar are links for "Print", "Comment", "Upload", "POA Form", and "SA Form". The "Comments Detail" section contains a large text input field and an "Add" button. Below this is a "Perjury Statement" section with a checkbox and the text: "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application." At the bottom of the form are buttons for "<< Previous", "Validate", "Cancel", and "Next >>". A small disclaimer at the bottom of the page reads: "We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213. FONL 2.14.1"

The screenshot shows a "Comments" dialog box with a red header. It contains a text input field labeled "Comments:" and a character count "2000 characters left". Below the input field are "OK" and "Cancel" buttons. At the bottom of the dialog box, there is a small disclaimer: "We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213."

Documents tab:

The applicant may upload attachments, such as a Power of Attorney form, TTB F 5000.8 (approved separately under OMB No. 1513-0014) via the Documents upload function:

The screenshot shows a web browser window with the URL [https://www.ttbonline.gov/formulasonline/ur.do?OWASP\\_CSRFTOKEN=W6RJ-XWZO-YLFB-ZHHA-021G-988W-LAM6-HU9C](https://www.ttbonline.gov/formulasonline/ur.do?OWASP_CSRFTOKEN=W6RJ-XWZO-YLFB-ZHHA-021G-988W-LAM6-HU9C). The page is titled "User Registration" and has a navigation bar with "Main", "Company", "Comments", and "Docs/Links". Below the navigation bar, there are links for "Print", "Comment", "Upload", "POA Form", and "SA Form".

The main content area is divided into two sections:

- Submission Documents:** A table with columns for "TYPE", "DESCRIPTION", "INVALIDATED", "FILE", "SIZE", and "DATE". Below the table is an "Upload" button.
- Perjury Statement:** A text area with a checkbox and the text: "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application."

At the bottom of the page, there are "Validate", "Cancel", and "Submit" buttons. A small disclaimer at the bottom left reads: "We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213. FONL 2.14.1".

An "Attachment" dialog box is open in the foreground, containing the following fields:

- Description:** A text input field with a character count of "character(s) left".
- Type:** A dropdown menu with the text "-- Select Type --".
- File:** A text input field with a "Browse..." button next to it.

At the bottom of the dialog box, there are "OK" and "Cancel" buttons. A small disclaimer at the bottom of the dialog box reads: "We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213."

Electronic Collection Instrument for COLAs Online Access Request (OMB Control No. 1513-0111).

Once the access request is completed, the applicant checks the Perjury Statement and then clicks the “Submit” button to submit the COLAs Online Access Request to TTB:

The screenshot shows a web browser window with the address bar displaying [https://www.ttbonline.gov/formulasonline/ur.do?OWASP\\_CSRFTOKEN=YTFG-LA71-IC4U-0EWQ-HDKW-O9A9-YHQ0-UJR1](https://www.ttbonline.gov/formulasonline/ur.do?OWASP_CSRFTOKEN=YTFG-LA71-IC4U-0EWQ-HDKW-O9A9-YHQ0-UJR1). The page header includes the TTB logo and navigation links: [Text](#) [Menu](#) [Help](#) [Contact Us](#) [Exit](#).

The main content area is titled "User Registration" and features a red navigation bar with tabs for [Main](#), [Company](#), [Comments](#), and [Docs/Links](#). Below this, there are links for [Print](#), [Comment](#), [Upload](#), [POA Form](#), and [SA Form](#).

The "Submission Documents" section contains a table with the following headers: **TYPE**, **DESCRIPTION**, **INVALIDATED**, **FILE**, **SIZE**, and **DATE**. An [Upload](#) button is positioned below the table.

The "Perjury Statement" section includes a checkbox and the text: "Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application."

At the bottom of the form, there are four buttons: [Previous](#), [Validate](#), [Cancel](#), and [Submit](#).

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.  
FONL 2.14.1

The Windows taskbar at the bottom shows the system tray with the date and time: 3:15 PM, 1/6/2020.

— End —

Electronic Collection Instrument for COLAs Online Access Request (OMB Control No. 1513–0111).