

COLAs Online Access Request (OMB No. 1513-0111)

Clicking on the “New User Registration” link shown below (see the circled instruction) on the TTB website “Register for a New Formulas Online and/or COLAs Online Account” page leads to the COLAs User Registration web form, shown beginning on page 2.

<https://www.ttb.gov/online-services/myttb/reg-new-fonl-cola>

The screenshot shows the TTB website header with the logo and navigation menu. The main content area is titled "Register for a New Formulas Online and/or COLAs Online Account". Below the title, there is a paragraph explaining the registration process and providing quick links. A list of instructions follows, with the second instruction circled in red. The second instruction reads: "2. If you do need an account, go to TTB's Formulas/COLAs Online [New User Registration](#) page." To the right of the instructions is a blue button that says "How helpful is this page?".

An official website of the United States government [Here's how you know](#)

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

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HOME > TTB ONLINE SERVICES > MYTTB > REGISTER FOR A NEW FORMULAS ONLINE AND/OR COLAS ONLINE ACCOUNT

Register for a New Formulas Online and/or COLAs Online Account

This page will help you determine if you need to register for a new account, and if so, how to fill out each tab in the registration process. If you just need to know how to fill out a particular tab, use these quick links:

[Main Tab](#) | [Company Tab](#) | [Comments Tab](#) | [Docs/Links Tab](#)

1. Before you start, please determine if you need to register for a new account or not:
 - **If you have a Formulas Online OR a COLAs Online account already**, there is no need to register for a new account in order to gain access to the other system.
 - If you need access to COLAs Online, [update your existing Formulas Online registration](#) to request access to COLAs.
 - If you need access to Formulas Online, [update your existing COLAs online registration](#) to request access to Formulas.
 - **If DON'T have either a Formulas or COLAs Online account** (or you had an account in the past that has since been deactivated), continue following the steps below to register for a new account.
2. If you do need an account, go to TTB's Formulas/COLAs Online [New User Registration](#) page.

How helpful is this page?

Clicking on the link in the circled instruction (URL shown below) generates the blank COLAs Online User Registration form shown beginning on the next page.

COLAs Online Registration (approved under OMB No. 1513-0111).

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

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: USPS Domestic
 * 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.

Validate Cancel 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 v2.26.0

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	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>							

Add

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FONL v2.26.0

User Registration

Main Company **Comments** Docs/Links

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

Comments Detail

[Add](#)

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[Validate](#) [Cancel](#)

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FOHL V2.26.0

User Registration

Main Company Comments **Docs/Links**

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

Submission Documents

TYPE	DESCRIPTION	INVALIDATED	FILE	Size	DATE
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[Upload](#)

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[« Previous](#)

[Validate](#) [Cancel](#)

[Submit](#)

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FOHL V2.26.0

[END OF THE COLLECTION INSTRUMENT]

The instructions for COLAs Online User Registration are located on the "Register for a New Formulas Online and/or COLAs Online Account" web page on the TTB website. See: <https://www.ttb.gov/online-services/myttb/reg-new-fonl-cola>.

An official website of the United States government [Here's how you know](#) ▼

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Register for a New Formulas Online and/or COLAs Online Account

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[Main Tab](#) | [Company Tab](#) | [Comments Tab](#) | [Docs/Links Tab](#)

1. Before you start, please determine if you need to register for a new account or not:

● **If you have a Formulas Online OR a COLAs Online account already**, there is no need to register for a new account in order to gain access to the other system.

○ If you need access to COLAs Online, [update your existing Formulas Online registration](#) to request access to COLAs.

○ If you need access to Formulas Online, [update your existing COLAs online registration](#) to request access to Formulas.

● **If DON'T have either a Formulas or COLAs Online account** (or you had an account in the past that has since been deactivated), continue following the steps below to register for a new account.

2. If you do need an account, go to TTB's Formulas/COLAs Online [New User Registration](#) page.

3. Fill out the **"Main"** tab fields (type of application, personal information, email address(es), authentication questions, and perjury statement), then select "Next."

● **Note:** You may add up to three valid business email addresses, but then

you must select which should be used as the primary contact. Email notification will only be sent to the primary contact email address.

- **Note:** You are not required to complete the Label Rep ID field unless instructed to do so by your company. Only third party filers such as trade associations, law firms, and consultants are required to complete this field.

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"/>

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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 2.15.1

4. Fill out the “**Company**” tab.

Note: You will need to complete *a separate entry for each alcohol beverage permit / nonbeverage product company and for each system* that you will need to access. For example, if you need access to both COLAs Online and Formulas Online for two permits/companies, you must complete four entries in the Company Tab:

- Permit/company #1 access to COLAs Online
- Permit/company #1 access to Formulas Online
- Permit/company #2 access to COLAs Online

- Permit/company #2 access to Formulas Online.

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 ▼

<input type="checkbox"/>	SYSTEM BEVERAGE/ NON PERMIT/ CODE	COMPANY ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="button" value="Add"/>					


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Validate
Cancel
Next »

For each COLAs Online entry:

- Under “Company Detail,” select the type of access from the “COLAs Online System Access” drop-down list, then select “Add.” A modal window will open.
 - Submitters can both prepare and submit applications; Preparer/Reviewers can only prepare applications (they must be submitted to TTB by someone with the Submitter role).
 - You must choose the same role (Submitter or Preparer) for ALL of the COLAs Online entries included in your registration (it is not possible to be a Submitter on one permit and a Preparer on another permit).
- **Important:** For the “System Information” section on the “Add Company” modal window that pops up, **be sure “System Requested” is “COLAs Online.”** If it is not, change it.


System Information 

*System Requested: COLAs Online Formulas Online

*System Access:

● Fill out the “Company Information” section:

- The “Company Code” field only applies to nonbeverage product companies.
- For Address, please enter the premises address from the permit.


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: 

*Street:

*City:

*State: 

*Zip Code:

● Fill out the “Individual Information” section:

- If you are registering as a Submitter, select the appropriate “Signature Authorization” button (this field doesn’t apply to

Individual Information

*Relationship of Applicant to Company: Employee Representative

*Signature Authorization: Owner Signing Authority Power of Attorney

Preparers).

- If known, enter the “Title” and “Name of the Company Approval Official” in the available fields.

Approver Information ⓘ
Title of Company Approval Official: <input type="text"/>
Name of Company Approval Official: <input type="text"/>


- If you selected “Signing Authority” or “Power of Attorney” for “Signature Authorization,” an additional section will appear:

- **If you are registering for the first time as a Submitter on behalf of a beverage company**, unless you are an owner, you must acknowledge you have a valid Signing Authority or Power of Attorney form on file at TTB’s National Revenue Center for this permit by selecting the “I agree” checkbox. If this is not already on file with us, you must ask an authorized person at the company to [file a TTB permit amendment to get one on file](#) for you **before proceeding with your registration request.**

Signing Authority or Power of Attorney Files ⓘ
You have indicated that you derived your Signature Authorization from 'Power of Attorney' or 'Signing Authority'. A signed Power of Attorney (OMB No.1513-0014) or Signing Authority (OMB No.1513-0036) form respectively, must be on file at the National Revenue Center (NRC) before you will be granted access to file COLAs or Formulas for this company. This certifies that the appropriate authorization was granted and the correct form(s) are currently on file at the NRC.
<input type="checkbox"/> I agree

END OF INSTRUCTIONS FOR COLAS ONLINE REGISTRATION

(instructions for Formulas Online registration follows on the same webpage).

 **CONTACT US**

CONTACT US

Questions? If you have any trouble completing your registration, please call TTB at 866-927-2533 (8am-4:30pm EST, Mon-Fri) and select option 3 for assistance or submit an [online inquiry](#).

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Maintained by: [TTB Help Desk / OCIO](#)

Last updated: October 27, 2025

[END]