

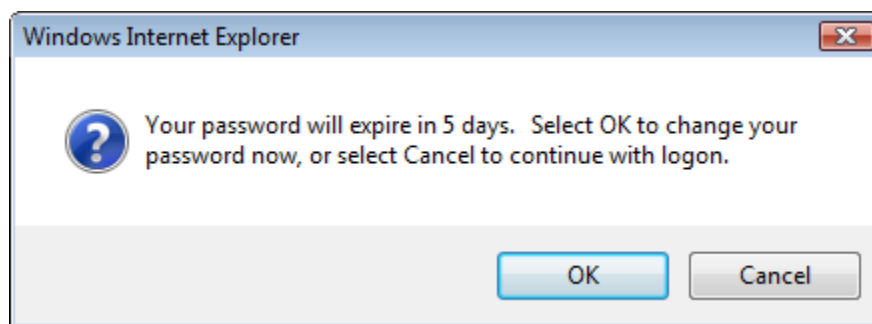


Formulas Online

[Change Password](#)

Passwords expire every 90 days and you will be required to change your password before expiration. You can change your password at any time through the Password Change Utility. If you login to Formulas Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 1. You may select the **Cancel** button to close the confirmation message box and proceed to your home page or you may select the **OK** button and follow the steps in [Change Your Password](#) to change your password.

Figure 1: Change Password Reminder Confirmation



► **Note:** After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in [Create a New User Registration](#) to re-register.

► **Note:** Follow the steps in [Activate a User ID](#) to reset a forgotten password.

[Change Your Password](#)

Follow these steps to change a Formulas Online system password through the Password Change Utility:

1. Select the [My Profile](#) link from the main navigation banner. The My Profile page displays. See Figure 2 and Figure 3.

Change Password

Figure 2: User Profile (Top)

Formulas Online
COLAS Home Text Menu My Profile Help Contact Us Log Off

Submissions Search Advanced Search

User Profile

Personal Information [Change Password](#)

* First Name: Jane M. I.: * Last Name: Smith

* Employer: POM PRODUCTS

Title: Auditor

Label Rep. ID:

* Phone Number: 2024532000 Fax Number:

Address Format: USPS Domestic

* Address Line 1: 4444 Orchard Lane

Address Line 2:

* City: Saint Petersburg

* State: FL

* Zip: 33738

Business E-mail Addresses

Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	
<input type="radio"/>	

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:	The name of your favorite restaurant?	Perilla
* 2:	Last name of your favorite schoolteacher?	Frey
* 3:		

Change Password

Figure 3: User Profile (Bottom)

* Address Line 1: 4444 Orchard Lane
Address Line 2:
* City: Saint Petersburg
* State: FL
* Zip: 33738

Business E-mail Addresses
Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	
<input type="radio"/>	

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:	The name of your favorite restaurant?	Perilla
* 2:	Last name of your favorite schoolteacher?	Frey
* 3:	The name of your favorite television series?	Arrested Development

Formulas Online Company Access
▼ Formulas Online Company Access

ACCESS TYPE ID	COMPANY CODE	USER REGISTRATION ID	PERMIT NUMBER	ACTIVE DATE	INACTIVE DATE
133	POMPURE	1318848		07/13/2011	
134	PROLIQ	1318848		07/13/2011	
137		1318848	FL-W-77777	07/15/2011	
138		1318848	OH-W-999	07/15/2011	

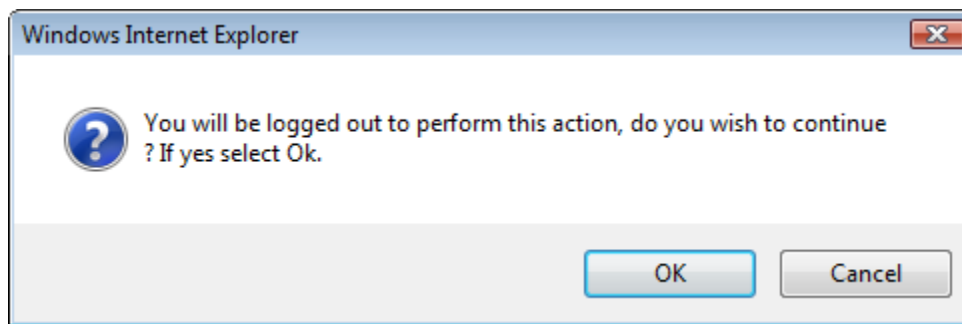
COLAs Company Access
▶ COLAs Online Company Access

PERMIT NUMBER	SUBMITTER NAME	CREATE DATE	MODIFIED DATE
OH-W-999	Jane Smith	07/22/2011	07/22/2011
FL-W-77777	Jane Smith	07/22/2011	07/22/2011

We collect this information to verify your compliance with Federal laws and regulations that TTB administrators. 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.

2. Select the [Change Password](#) link. A confirmation message box displays stating you will be logged out to perform this action. See Figure 4.

Figure 4: Change Password – Change Password Logout Confirmation



3. Select the **OK** button. The confirmation message box closes and you are logged out of Formulas Online. The Password Change Utility login page displays. See Figure 5.

Change Password

Figure 5: Change Password – Password Change Utility Login

The screenshot shows the login interface for the Password Change Utility. At the top, there is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below the header, a red banner contains the text "Welcome to Industry Member Password Change Utility (v1.0)". A warning message states: "WARNING! This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes." Below the warning, a red prompt says "To change your application's password, please Log On:". The login form includes a "User ID:" field with the text "JSFNLEXT", a "Password:" field with masked characters, and "Log On" and "Clear" buttons. A red warning message below the form states: "After 2 failed login attempts, your account will be locked. Only a database administrator can unlock your account." At the bottom of the form, there is a link: "Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at webmaster@ttb.treas.gov". The footer of the page features the "UNITED STATES DEPARTMENT OF THE TREASURY" logo and a disclaimer: "You have entered an Official United States Government System, which may be used only for authorized purposes. The government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030."

4. Enter your user ID in the User ID field.
5. Enter your current password in the Password field.
6. Select the **Log On** button. The Password Change Utility main page displays. See Figure 6.

Change Password

Figure 6: Change Password – Password Change Utility Main Page

Industry Member Password Change Utility [Log Off](#)

Your password must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

Your password is good for 60 days.

Change Password

Old Password:

New Password:

Retype New Password:

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at TTB.Helpdesk@ttb.gov or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

7. Enter your current password in the Old Password field.
8. Enter your new password in the New Password field.
9. Re-enter your new password again in the Retype New Password field.

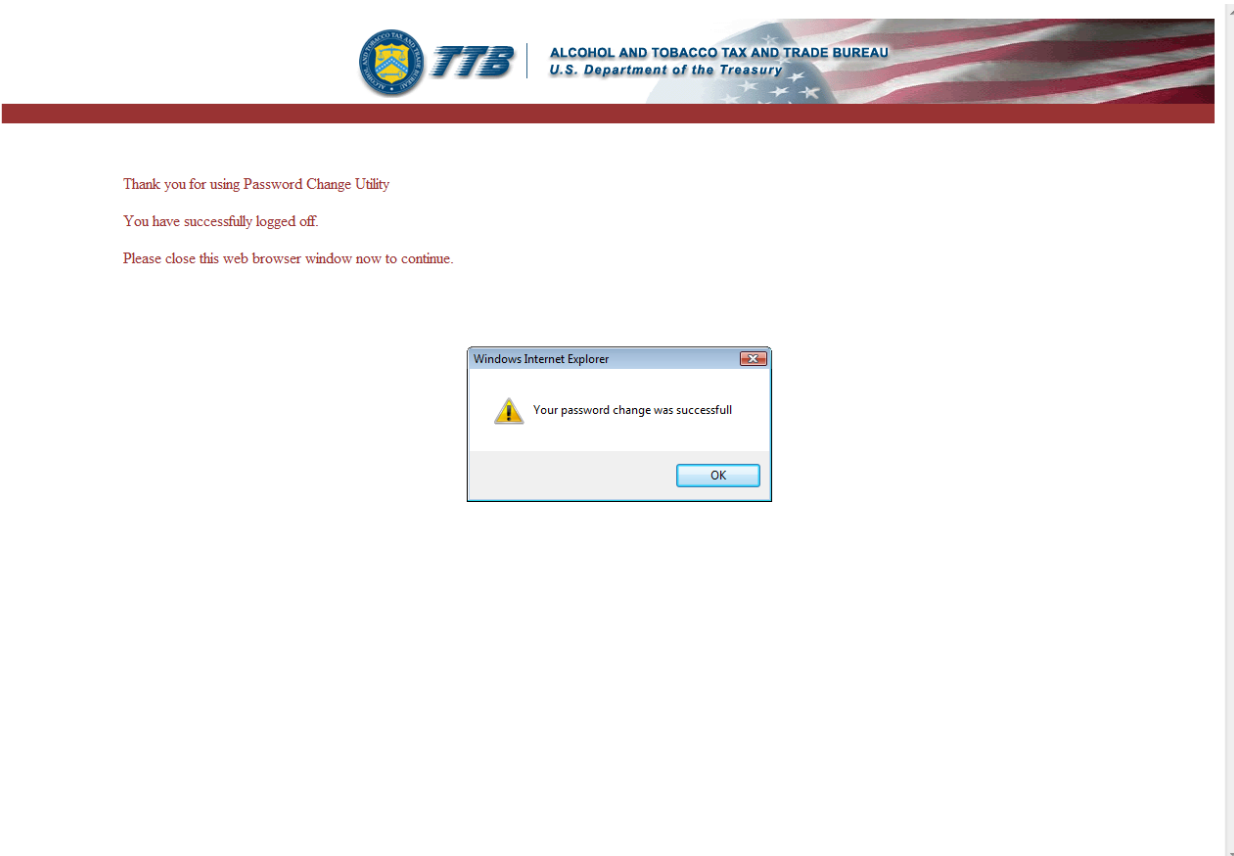
► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

Change Password

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.
11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Submit** button. A confirmation message box displays stating your password was successfully changed. See Figure 7.

Figure 7: Change Password – Password Change Successful



13. Select the **OK** button. The Password Change Utility closes.