



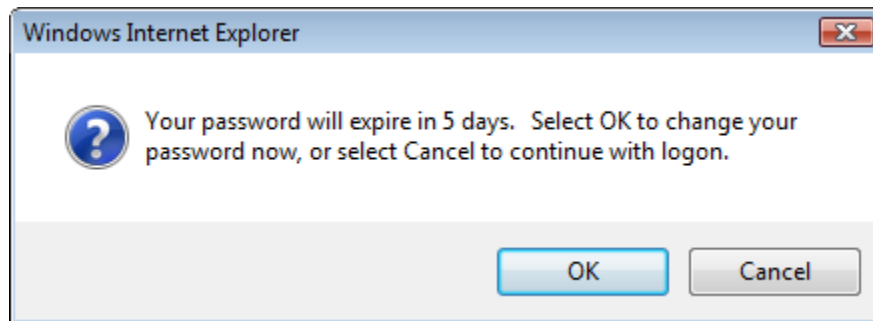
## COLAs Online 3.4

### [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 COLAs 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 Steps 3-12 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 COLAs 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 COLAs Online system password through the Password Change Utility:

1. Select the [My Profile](#) link from the menu box on any page. The My Profile page displays. See Figure 2 and Figure 3.

# Change Password

## Figure 2: Change Password – My Profile (Top)

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

TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

- Formulas Online
- Home: My eApplications
- Create an eApplication
- Search for eApplications
- My Profile
- Contact Us
- Instructions
- Log Off

### My Profile

#### Contact Information

**Name**  
JANE SMITH

**User Name**  
JSCFMEXT

**E-mail address**  
JANE.SMITH@TTB.GOV

**Telephone Number**  
2024532000

**Fax Number**

#### Registered to Submit Applications for:

Plant Registry/ No.	Basic Permit/ Brewer's	Address
BR-ME-SUN-111		POM RIVER BREWING COMPANY 111 RIVER RD BETHEL, ME 04217-0000
BWN-MA-5555		POM WINERY, LLC 5555 KEARN RD, NEEDHAM, MA 02494-0000
DSP-ME-222		POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333		POM & CO. INC. 333 CARRETERA , BARRIO PALMAS CATANO, PR 00962-0000
		POM MARKETING GROUP

## Change Password



Figure 3: Change Password – My Profile (Bottom)

DSP-ME-222	POM ROCK DISTILLERIES, INC. 222 SARATOGA ST LEWISTON, ME 04240-3527
PR-S-3333	POM & CO. INC. 333 CARRETERA , BARRIO PALMAS CATANO, PR 00962-0000
VA-I-6666	POM MARKETING GROUP 9999 ROLFE WAY RICHMOND, VA 23233-5838

**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: City you were born in?	Fredricksburg
* 2: Last name of your favorite schoolteacher?	Frey
* 3: The furthest place to which you have traveled?	South Pole

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

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2. Select the **Change Password** button. The Password Change Utility login page displays. See Figure 4.

## Change Password

**Figure 4: 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 welcome message reads "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 prompt says "To change your application's password, please Log On:". The login form includes a "User ID:" field with the text "JSCFMEXT" and a "Password:" field with masked characters. There are "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, there is a footer with the 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."

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

## Change Password

Figure 5: 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](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

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

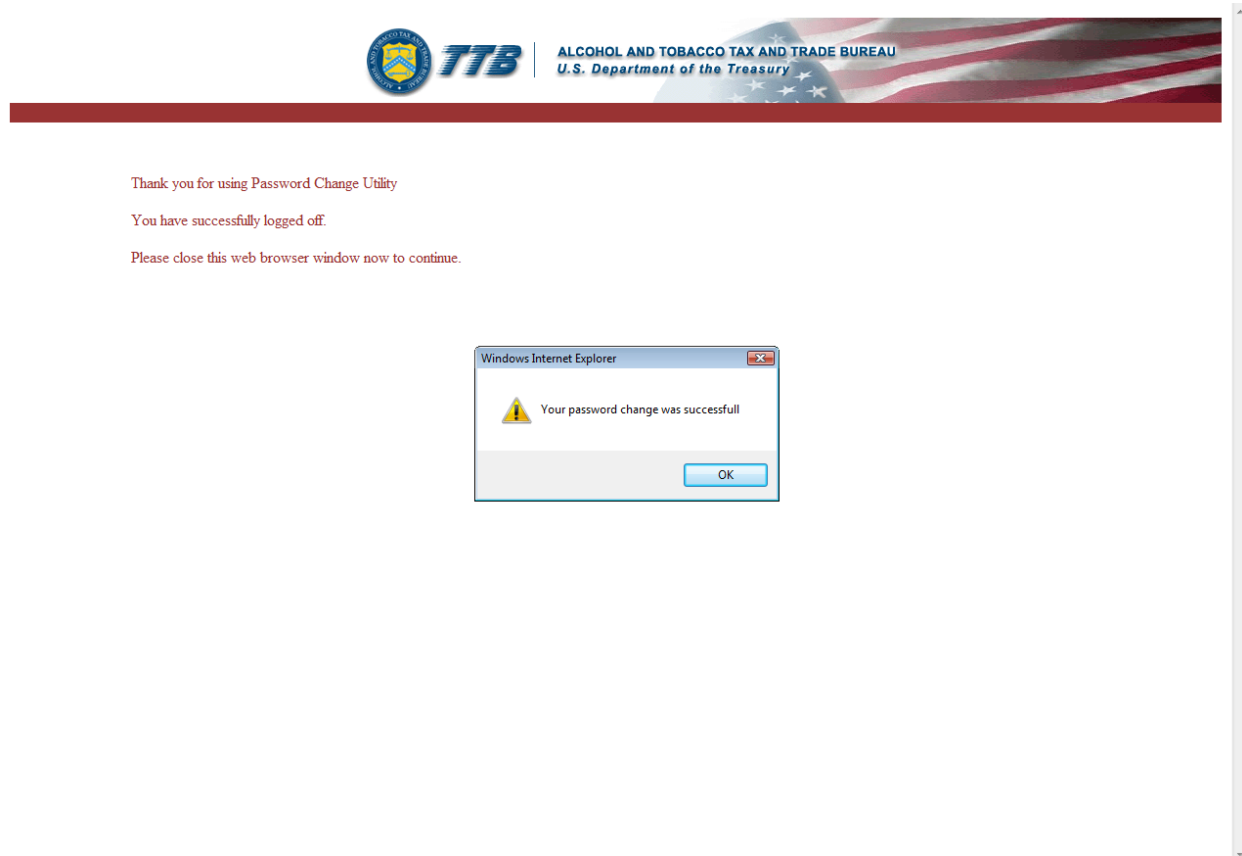
► **Note:** Passwords must meet the following complexity rules:

- 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

9. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.
10. If you change your mind, select the **Cancel** button to cancel before setting your new password.
11. Select the **Submit** button. A confirmation message box displays stating your password was successfully changed. See Figure 6.

**Figure 6: Change Password – Password Change Successful**



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