COLAs Online 3.4



Getting Started - Using the TTB Online Portal Page and COLAs Online Logon Page

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. Alternatively, you may access COLAs Online through the COLAs Online Logon page. The Home: eApplications page displays when you successfully log into the COLAs Online system after acknowledging the TTB Security Warning. Figure 1 details the TTB Online Portal page. Figure 2 details the COLAs Online Logon page. Figure 3 details the TTB Security Warning. Figure 4 details the Home: My eApplications page.

Figure 1: TTB Online Portal

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Publicly available servi	ces:	
To view publicly Public COLA F	available information about COLAs (both those filed via paper form and online), you may enjistry.	visit the
View the TTB Or	line <u>Frequently Asked Questions (FAQ)</u> page on the TTB Internet site.	
Services requiring regi	stration and logon:	
User I	lame:	
Pass	word: New or forgotten pas	ssword ?
Log		
Register for TTB Or Need Help Logging	on to: COLAS Online Formulas Online	
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Register for TTB Or Need Help Logging hile the Alcohol and Tob ay change over time. TT If you have difficu	on to: COLAS Online Formulas Online line. Need help on how to register ?	ta such as company names, addresses, permit numbers, and other data provided in the reg y as to the currancy, reliability or completeness of furnished data. TTB welcomes suggestion s via email at fonlwebmaster@ttb.gov.

Figure 2: COLAs Online Logon

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury	Î
COLAS ONLINE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	
TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval	
Welcome to COLAs Online	
To begin, please Log On:	
User Name:	
Password: New or forgotten password ?	E
Log on	
Need Help Logging On and Using COLAs Online / Public COLA Registry?	
How do I register for COLAS Online?	
online), you may visit the <u>Public COLA Registry.</u>	
Return to the <u>COLAs Online FAQs</u> page on the TTB Internet site.	
Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov	
While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data pro may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welco how to improve our Public COLA Registry. Please contact us via email at <u>alfdBitb.cov</u> .	vided in the registry mes suggestions on
If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster Sttb.treas.gov) and we will do our best to make the information ava	ilable to you.
This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 5.0 or higher.	
AI LEN LUM: Users may expenence compatibility problems when attempting to view PDP files using Internet Explorer browser version 5 and above and Adobe Acrobat Reader 4.0. It problems (following options: Right-click on PDF link and save to local drive; Use an earlier version of Adobe Acrobat Reader; Use an earlier version of Internet Explorer; or convert PDF to text using TTE	s PDF Conversion

Figure 3: TTB Security Warning

Windows I	nternet Explorer	×
?	WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.	
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Figure 4: Home: My eApplications

Access COLAs Online through the TTB Portal Page

Follow these steps to access COLAs Online through the TTB Online Portal page:

- 1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
- 2. Press the Enter key. The TTB Online Portal page displays. See Figure 1.
- 3. Enter your User Name and Password in the available fields.
- 4. Select the COLAs Online button. The TTB Security Warning displays. See Figure 3.
- 5. Select the **OK** button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 4.

► Note: If you do not have a user name and password, select the <u>How do I register for COLAs</u> <u>Online?</u> link to view registration FAQs. Alternatively, you may go directly to the registration process by selecting the <u>Register for TTB Online</u> link. See *Create a New User Registration* for more information.

► Note: If you have forgotten your password, select the <u>New or forgotten password?</u> link. See *Activate a User ID* for more information. If you have other problems, select the <u>Need Help</u> <u>Logging On and Using TTB Online?</u> link for information.

Access COLAs Online through the COLAs Online Logon Page

Follow these steps to access COLAs Online through the COLAs Online Logon page:

- 1. From your web browser, enter <u>https://www.ttbonline.gov/colasonline</u> in the address field.
- 2. Press the Enter key. The COLAs Online Logon page displays. See Figure 2.
- 3. Enter your User Name and Password in the available fields.
- 4. Select the Log on button. The TTB Security Warning displays. See Figure 3.
- 5. Select the **OK** button. The TTB Security warning closes and the Home: My eApplications page displays. See Figure 4.

► Note: If you log off COLAs Online, you will be directed to the COLAs Logon page <u>not</u> the TTB Portal page, even if you accessed the system initially through the TTB Online Portal page. Select the <u>Logon page</u> link in the Log Off page to return to the COLAs Logon page.

► Note: If you do not have a user name and password, select the <u>How do I register for COLAs</u> <u>Online?</u> link to view registration FAQs. Alternatively, you may go directly to the registration process by selecting the <u>Register for TTB Online</u> link. See *Create a New User Registration* for more information.

► Note: If you have forgotten your password, select the <u>New or forgotten password?</u> link. See *Activate a User ID* for more information. If you have other problems, select the <u>Need Help</u> <u>Logging On and Using TTB Online?</u> link for information.