



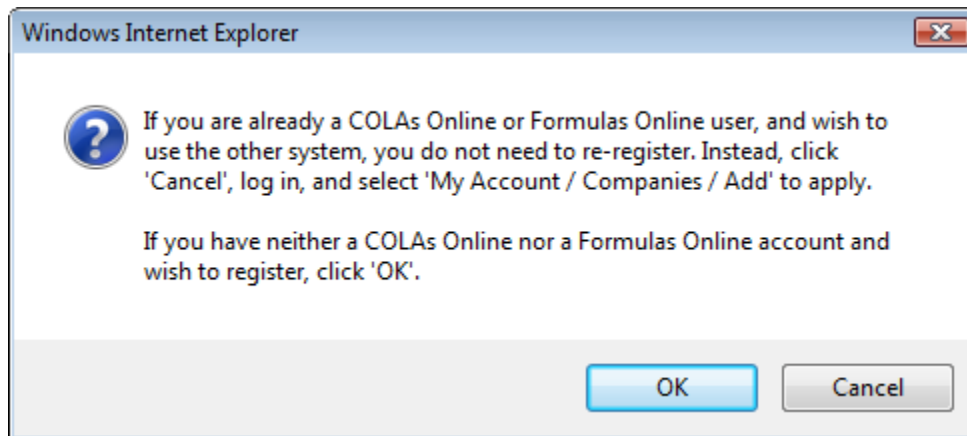
COLAs Online 3.4

[Create a New User Registration](#)

Follow these steps to create a new user registration:

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.
3. Select the [Register for TTB Online](#) link. A confirmation message box displays prompting you to confirm your action. See Figure 1.

Figure 1: COLAs/FONL User Registration Confirmation



- a. If you already use COLAs Online or Formulas Online, select the **Cancel** button.
- b. If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button. The User Registration page displays with the Main tab selected. See Figure 2.

Create a New User Registration

Figure 2: User Registration – Main Tab

User Registration

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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Type of Application

Figure 3: User Registration – Reactivating Inactive Account

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

Inactive User ID

If you remember the User ID of your inactive TTB Account, please enter it here.

Existing (Inactive) User ID:

Figure 4: User Registration – New Application

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

4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).
 - a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user ID (if you remember it). See Figure 3.
 - b. If you are a new user, select the New Application radio button. See Figure 4.

Create a New User Registration

Personal Information

Figure 5: User Registration – Personal Information (USPS Domestic)

The screenshot shows a form titled "Personal Information" with a red question mark icon. It contains the following fields: First Name (Jane), M. I. (empty), Last Name (Smith), Suffix (empty), Employer (TTB), Title (Auditor), Label Rep. ID (empty), Phone Number (2024532000), Fax Number (empty), Address Format (USPS Domestic), Street (1325 G Street NW), City (Washington), State (DC), and Zip (20005). Asterisks (*) indicate required fields.

Figure 6: User Registration – Personal Information (Foreign Address)

The screenshot shows a form titled "Personal Information" with a red question mark icon. It contains the following fields: First Name (Jane), M. I. (empty), Last Name (Smith), Suffix (empty), Employer (TTB), Title (Auditor), Label Rep. ID (empty), Phone Number (2024532000), Fax Number (empty), Address Format (Foreign), Street (empty), City (empty), Country (dropdown menu), Region (empty), Province (empty), and Foreign Postal Code (empty). Asterisks (*) indicate required fields.

5. Enter your personal information in the available fields. See Figure 5. If you select **Foreign** for Address Format, additional address fields display. See Figure 6.

► **Note:** Fields marked with asterisks (*) are required fields.

Business E-mail Addresses

Figure 7: User Registration – Business E-mail Addresses

The screenshot shows a form titled "Business E-mail Addresses" with a red question mark icon. It includes the instruction: "Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address." Below this, there is a table with two columns: "SET AS PRIMARY" and "E-MAIL ADDRESS". The first row has a radio button selected and the email address "Jane.Smith@ttb.gov". There are two empty rows below it.

6. Enter at least one valid business e-mail address in the available field(s). See Figure 7.

► **Note:** You may add up to three valid e-mail addresses, but then you must choose which should be used as the primary contact.

► **Note:** Fields marked with asterisks (*) are required fields.

Create a New User Registration

Authentication Questions

Figure 8: User Registration – Authentication Questions

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"/>

City you were born in?
Your employee number?
The name of your favorite sports team?
The name of your favorite singer or band?
The name of your favorite television series?
The name of your favorite restaurant?
The name of your favorite movie?
The name of your favorite song?
The furthest place to which you have traveled?
The name of your favorite actor or actress?
Your fitness club number?
Your favorite hobby?
Last name of your favorite schoolteacher?

► **Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user ID by setting your initial password or change a forgotten password.

7. Select three different Authentication Questions from the drop-down lists. See Figure 8.

8. Enter your answers in the available fields.

► **Note:** Fields marked with asterisks (*) are required fields.

9. Select the **Next** button. The Company tab displays. See Figure 9.

Company Tab

Figure 9: User Registration – Company Tab

User Registration ⓘ

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="button" value="Add"/>							

<< Previous Validate Cancel Submit Next >>

10. Select the access type from the COLAs Online System Access drop-down list. See Figure 9.

11. Select the **Add** button. The Company pop-up window displays. See Figure 10.

Company Information/System Information

Figure 10: User Registration – Company (System Information – COLAs Online)

Company

System Information ⓘ

* System Requested:	<input checked="" type="radio"/> COLAs Online	<input type="radio"/> Formulas Online
* System Access:	Submitter	

Figure 11: User Registration – Company (System Information – Formulas Online)

Company

System Information ⓘ

* System Requested:	<input type="radio"/> COLAs Online	<input checked="" type="radio"/> Formulas Online
* System Access:	<input checked="" type="radio"/> Submitter	<input type="radio"/> Preparer / Reviewer
* Company Type:	<input checked="" type="radio"/> Alcohol Beverage	<input type="radio"/> Nonbeverage Product

► **Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 9), the COLAs Online radio button next to System Requested is selectable. See Figure 10. Otherwise, you may only select the Formulas Online radio button option. See Figure 11.

► **Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for COLAs Online access and one for Formulas Online access.

► **Note:** Fields marked with asterisks (*) are required fields.

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 9.

13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

► **Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for all companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button next to Company Type.

Create a New User Registration


► **Note:** The Nonbeverage Product Company Type is not currently supported and should not be selected.

Submitter Company Information

Figure 12: User Registration – Company (Company Information – Domestic)

Company Information ⓘ

* Registry, Permit, or Brewer's Notice:

Date of Permit Issue: 

Company Code: *(if known)*

* Company Name:

Address Format:

* Street:

* City:


* State:

* Zip Code: -

Figure 13: User Registration – Company (Company Information – Foreign)

Company Information ⓘ

* Registry, Permit, or Brewer's Notice:

Date of Permit Issue: 

Company Code: *(if known)*

* Company Name:

Address Format:

* Street:

* City:

* Country:

Region:


Province:

Foreign Postal Code:

15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

► **Note:** The Company Code field is only applicable for a Nonbeverage Product company. This is not currently supported and should not be entered.

Create a New User Registration

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

16. Enter your company address information in the available fields. See Figure 12. If you select **Foreign** for Address Format, additional address fields display. See Figure 13.

► **Note:** Fields marked with asterisks (*) are required fields.

Individual Information/Signature Authority or Power of Attorney Forms

Figure 14: User Registration – Company (Individual Information – Preparer/Reviewer)

Individual Information

* Relationship of Applicant to Company: Employee Representative

Figure 15: User Registration – Company (Individual Information – Submitter)

Individual Information

* Relationship of Applicant to Company: Employee Representative

* Signature Authorization: Owner Signing Authority Power of Attorney

Figure 16: User Registration – Company (Individual Information – SA/POA Selected)

Individual Information

* Relationship of Applicant to Company: Employee Representative

* Signature Authorization: Owner Signing Authority Power of Attorney

Signing Authority or Power of Attorney Files ⓘ

If you derive your Signature Authorization from 'Power of Attorney' or 'Signing Authority', you will need to provide TTB with a signed Power of Attorney or Signing Authority form, respectively. Forms are available for printing on the tabbed menu (click on link 'POA form' or 'SA form'). You will need to sign the form and either mail it to TTB, or scan and upload the file. To upload a file, either click the 'Upload' link on the tabbed menu, or press the 'Upload' button on the Docs/Links tab. A list of documents you have uploaded is available on the 'Docs/Links' tab.

17. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 14.

18. If registering as a Submitter, select the Employee or Representative radio button. See Figure 15.

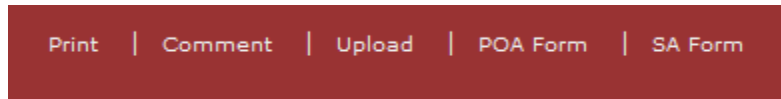
19. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

Create a New User Registration

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 15.

20. If the Signing Authority or Power of Attorney radio button was selected, select the [POA Form](#) or [SA Form](#) link in the action bar to download the form(s) required. See Figure 17.

Figure 17: User Registration – Action Bar

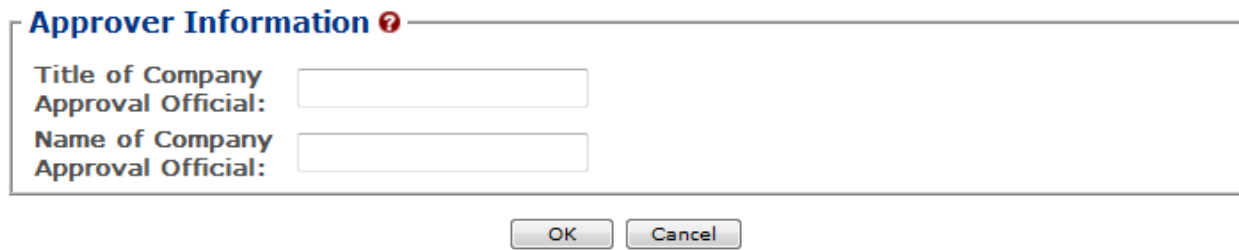


21. Complete and scan the required form(s).

22. Upload the file through the [Docs/Links Tab](#).

Approver Information

Figure 18: User Registration – Approver Information

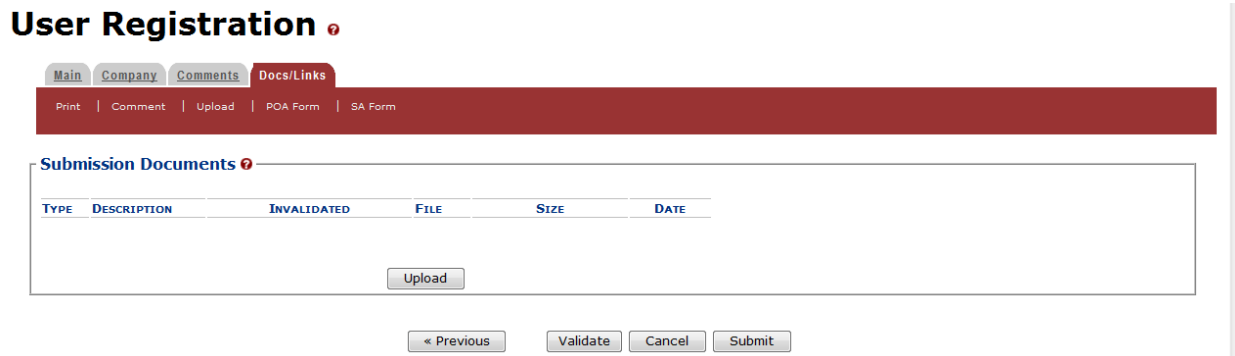
A white dialog box with a blue title bar 'Approver Information' and a red question mark icon. It contains two text input fields. The first is labeled 'Title of Company Approval Official:' and the second is labeled 'Name of Company Approval Official:'. Below the fields are two buttons: 'OK' and 'Cancel'.

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

24. Select the **OK** button. The Company pop-up window closes.

Docs/Links Tab

Figure 19: User Registration – Docs/Links Tab

A screenshot of the 'User Registration' interface. At the top, there are tabs: 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the tabs is a dark red action bar with buttons for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with columns: 'TYPE', 'DESCRIPTION', 'INVALIDATED', 'FILE', 'SIZE', and 'DATE'. Below the table is an 'Upload' button. At the bottom of the interface are four buttons: '< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the [Comments Tab](#) if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

Create a New User Registration

25. Select the **Next** button. The Docs/Links tab displays. See Figure 19.

26. Select the **Upload** button. The Attachment pop-up window displays. See Figure 20.

Figure 20: User Registration – Attachment Pop-Up Window

Attachment



The image shows a pop-up window titled "Uploaded File Information" with a help icon. It contains three required fields: "Description" (a text area with a character count of "100 characters left"), "Type" (a dropdown menu currently set to "Other"), and "File" (a text input field with a "Browse..." button). At the bottom right, there are "OK" and "Cancel" buttons.

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.

27. Enter a description for the file in the available field.

28. Select a type from the Type drop-down list.

29. Select the **Browse** button to browse and select the signed Power of Attorney/Signing Authority file.

30. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the user registration submission.

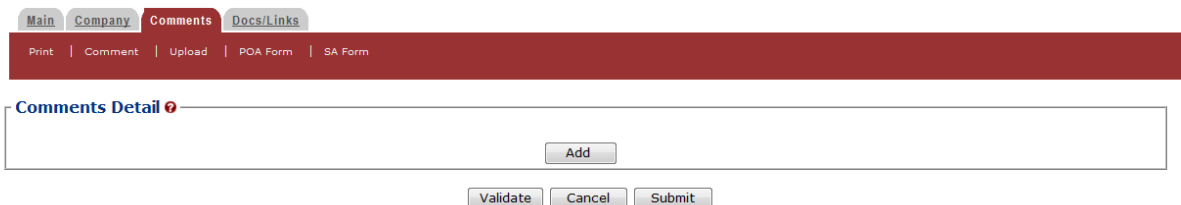
► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

Comments Tab

Figure 21: User Registration – Comments Tab

User Registration



The image shows the "Comments" tab in the "User Registration" interface. It features a navigation bar with tabs for "Main", "Company", "Comments", and "Docs/Links". Below the navigation bar is a dark red header with links for "Print", "Comment", "Upload", "POA Form", and "SA Form". The main content area is titled "Comments Detail" and contains an "Add" button. At the bottom, there are "Validate", "Cancel", and "Submit" buttons.

Create a New User Registration

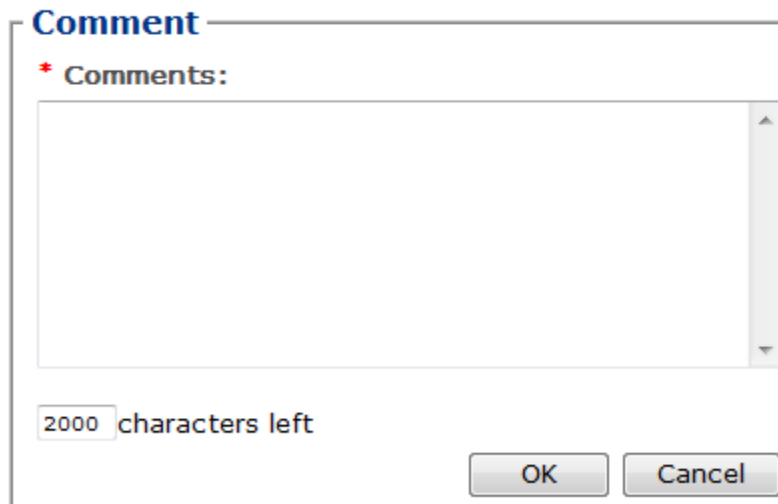
► **Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

31. Select the Comments tab. The Comments tab displays. See Figure 21.

32. Select the **Add** button. The Comments pop-up window displays. See Figure 22.

Figure 22: User Registration – Comments Pop-Up Window

Comment



The image shows a pop-up window titled "Comment". Inside the window, there is a label "Comments:" with a red asterisk to its left. Below the label is a large, empty text area for entering comments. At the bottom left of the window, there is a small box containing the number "2000" followed by the text "characters left". At the bottom right of the window, there are two buttons: "OK" and "Cancel".

33. Enter comments in the available field.

34. Select the **OK** button. The Comments pop-up window closes and the comments are added to the user registration submission.

User Registration Submission

35. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 23.

Figure 23: User Registration – Perjury Statement Pop-Up Window

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.

I agree

OK

Cancel

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.

36. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
37. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 24.

Figure 24: User Registration – Submission Confirmation

User Registration

Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.

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.

TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 30 days for processing and keep a record of the submission ID for tracking purposes.

38. Select the [Exit](#) link in the main navigation banner. See Figure 25.

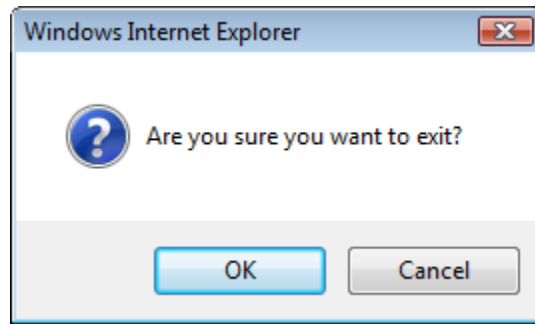
Figure 25: User Registration – Exit Link

[Text Menu](#) [Contact Us](#) [Exit](#)

A confirmation message box displays prompting you to confirm your action. See Figure 26.

Create a New User Registration

Figure 26: User Registration – Exit Confirmation



39. Select the **OK** button. The confirmation message box closes and the TTB Online Portal page displays.
40. Follow the steps in *Activate a User ID* to activate your user ID once TTB has contacted you with the user ID.