



COLAs Online 3.4

[Deactivate Permit Access](#)

Follow these steps to deactivate your access to a permit:

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

Figure 1: Deactivate Permit Access – My Profile (Top)

The screenshot shows the top portion of the 'My Profile' page. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this is the 'COLAs Online' header and a navigation menu with links: Formulas Online, Home: My eApplications, Create an eApplication, Search for eApplications, My Profile, Contact Us, Instructions, and Log Off. The main content area is titled 'My Profile' and contains a 'Contact Information' section with fields for Name (JANE SMITH), User Name (JSCFMEXT), E-mail address (JANE.SMITH@TTB.GOV), Telephone Number (2024532000), and Fax Number. A 'Change Password' button is located in the top right of this section. Below the contact information is a 'Registered to Submit Applications for:' section with a 'Modify Registration' button. This section contains a table of registered applications.

Plant Registry/Basic Permit/Brewer's No.	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

Deactivate Permit Access

Figure 2: Deactivate Permit Access – 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?	<input type="text" value="Fredricksburg"/>
* 2: Last name of your favorite schoolteacher?	<input type="text" value="Frey"/>
* 3: The furthest place to which you have traveled?	<input type="text" value="South Pole"/>

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 provided in the registry 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 welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@ttb.treas.gov) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 5.0 or higher.

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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.

2. Select the **Modify Registration** button. The application opens up the Company tab of your existing user registration. See Figure 3.

Figure 3: Deactivate Permit Access – Company Tab

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:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	PR-S-3333		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	VA-I-6666	POM BREWERY	Submitter	n/a	Modify	Pending

« Previous
Validate
Cancel
Submit
Next »

3. Select the [COLAs](#) link next to the company permit you wish to deactivate. The Company pop-up window displays. See Figure 4 and Figure 5.

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Figure 4: Deactivate Permit Access – Company Pop-Up Window (Top)

Company


Deactivate Access ?

Deactivate my access. By selecting this checkbox and clicking 'OK', I request that my access to this Permit be deactivated.

System Information ?

* System Requested: COLAs Online Formulas Online
* System Access: Submitter

Company Information ?

* Registry, Permit, or Brewer's Notice: PR-S-3333
Date of Permit Issue: 
Company Code: (if known)
* Company Name: POM & CO. INC.
Address Format: USPS Domestic ▾
* Street: 333 CARRETERA
* City: BARRIO PALMAS CATANO
* State: PR ▾
* Zip Code: 00962 -

Individual Information

* Relationship of Applicant to Company: Employee Representative

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Figure 5: Deactivate Permit Access – Company Pop-Up Window (Bottom)

Brewer's Notice: PR-S-3333

Date of Permit Issue:

Company Code: (if known)

* Company Name: POM & CO. INC.

Address Format: USPS Domestic ▾

* Street: 333 CARRETERA

* City: BARRIO PALMAS CATANO

* State: PR ▾

* Zip Code: 00962 -

Individual Information

* Relationship of Applicant to Company: Employee Representative

* Signature Authorization: Owner Signing Authority Power of Attorney

Approver Information

Title of Company Approval Official:

Name of Company Approval Official:

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.

4. Enter the information in the available fields.

► **Note:** Previously recorded permit information will not be available and all required information must be re-entered in order to complete the submission.


► **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.

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

5. Select the Deactivate my access checkbox.


6. Select the **OK** button. The Company pop-up window closes and the Company tab displays. The Requested Action is changed from “None” to “Delete.” See Figure 6.

Figure 6: Deactivate Permit Access – Company Tab with Changes

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: Submitter

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	COLA	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	COLA	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
	COLA	Beverage	PR-S-3333	POM & CO. INC.	Submitter	n/a	Delete	Pending
	COLA	Beverage	VA-I-6666	POM BREWERY	Submitter	n/a	Modify	Pending

7. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 7.

Figure 7: Deactivate Permit Access – 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

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.

8. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
9. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 8.

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Figure 8: Deactivate Permit Access – 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: 1001764. 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.

► **Note:** To reactivate your access to a company permit/company code, you must modify the user registration and add the company.