



# COLAs Online 3.4

## [Modify User Registration](#)

You may modify your user registration to change your access to companies (adding companies, modifying roles for a company, or inactivating your access to a company's data) in the COLAs Online system.

Follow these steps to modify an existing user registration:

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

**Figure 1: Modify User Registration – 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 section titled 'Registered to Submit Applications for:' with a 'Modify Registration' button. This section contains a table of registered companies.

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

## Modify User Registration

**Figure 2: Modify User Registration – 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"/>	<input type="text" value="Fredricksburg"/>
* 2: Last name of your favorite schoolteacher? <input type="text" value="Frey"/>	<input type="text" value="Frey"/>
* 3: The furthest place to which you have traveled? <input type="text" value="South Pole"/>	<input type="text" value="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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If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto: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.

### Modify Company Information

**Figure 3: Modify User Registration – 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"/>	<a href="#">COLA</a>	Beverage	BR-ME-SUN-111		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	BWN-MA-5555		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	DSP-ME-222		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	PR-S-3333		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	VA-I-6666		Submitter	n/a	None	Pending

« Previous
Validate
Cancel
Submit
Next »

## Modify User Registration

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

► **Note:** Although a **Delete** button displays below the Company Detail, you may not delete access through Modify User Registration. You must instead deactivate permit access for that company. See *Deactivate Permit Access* for more information.

Figure 4: Modify User Registration – 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:

Date of Permit Issue:  

Company Code: (if known)

\* Company Name:

Address Format:  ▼

\* Street:

\* City:

\* State:  ▼

\* Zip Code:  -

### Individual Information

\* Relationship of Applicant to Company:  Employee  Representative

## Modify User Registration

**Figure 5: Modify User Registration – Company Pop-Up Window (Bottom)**

City:  Full fax:

\* State:


\* Zip Code:  -

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### 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.

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


## Modify User Registration

Figure 6: Modify User Registration – 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:

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

- Repeat the steps until you have modified all companies desired.
- Select the **Previous** button. The Main tab displays. See Figure 7.


### Modify User Information

Figure 7: Modify User Registration – Main Tab


### User Registration

**Main** **Company** **Comments** **Docs/Links**


Print | Comment | Upload | POA Form | SA Form

**Modifying Personal and Contact Information** 


To modify Personal and Contact information, please use the "My Profile" link. On this page, only blank fields may be edited.

**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:   
\* 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" value="JANE.SMITH@TTB.GOV"/>
<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.

## Modify User Registration

8. Enter your Title (if not previously recorded) in the available field.

► **Note:** Previously recorded personal information will be grayed out and will not be editable. To modify Personal and Contact information, such as Authentication Questions and answers, follow the steps in *Update My Profile*.

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

► **Note:** To add attachments to the modify user registration, follow Steps 9-14. If you do not have any attachments to upload, follow Steps 15-18 if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow Steps 19-21 to submit your modify user registration.

### Docs/Links Tab

9. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 8.

**Figure 8: Modify User Registration – Docs/Links Tab**

### User Registration

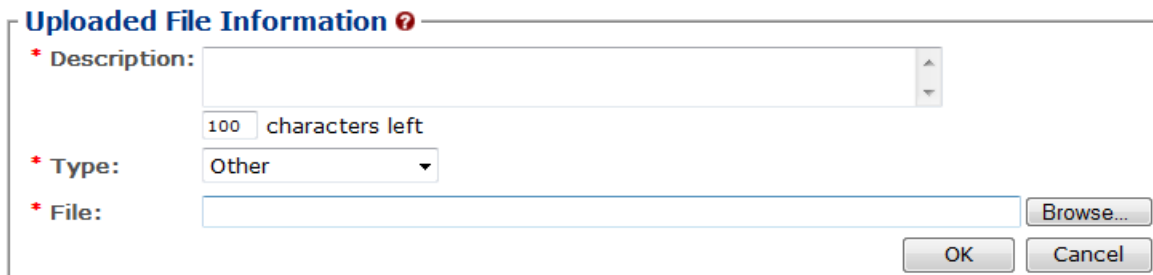



The screenshot shows the 'Docs/Links' tab selected in the 'User Registration' interface. The navigation bar includes 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar, there are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents 

10. Select the **Upload** button. The Attachment pop-up window displays. See Figure 9.

**Figure 9: Modify User Registration – Attachment Pop-Up Window**

## Attachment



The screenshot shows the 'Uploaded File Information 

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.

## Modify User Registration

11. Enter a description for the file in the available field.
12. Select a type from the Type drop-down list.
13. Select the **Browse** button to browse and select the file.

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

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

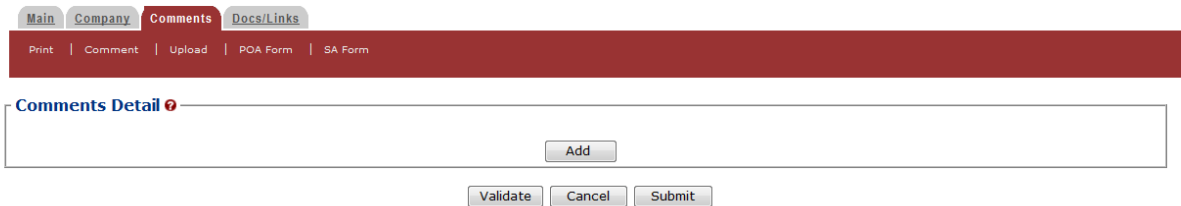
### Comments Tab


► **Note:** Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow steps to submit your modify user registration.

15. Select the Comments tab. The Comments tab displays. See Figure 10.

**Figure 10: Modify User Registration – Comments Tab**

### User Registration

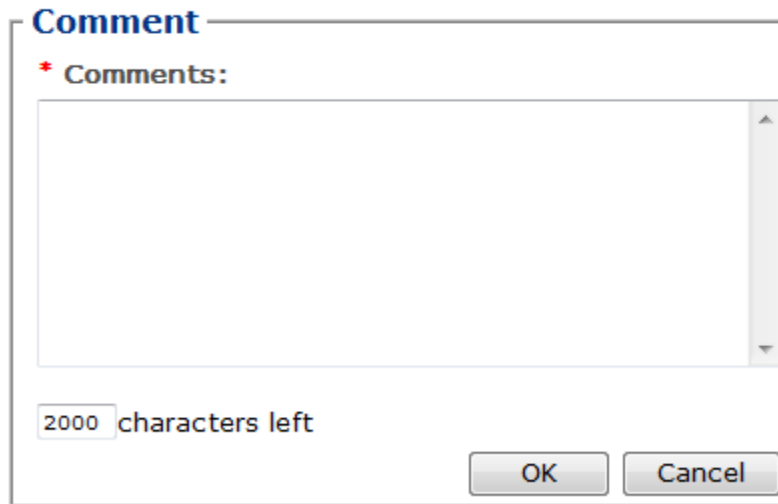


The screenshot shows a web interface for 'User Registration'. At the top, there is a navigation bar with tabs: 'Main', 'Company', 'Comments' (which is active), and 'Docs/Links'. Below the navigation bar is a dark red header area containing a menu with options: 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Comments Detail 

16. Select the **Add** button. The Comments pop-up window displays. See Figure 11.

Figure 11: Modify 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 text area, it says "2000 characters left". At the bottom right of the window, there are two buttons: "OK" and "Cancel".

17. Enter comments in the available field.
18. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission.

### Modify User Registration Submission

19. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 12.



## Modify User Registration

Figure 12: Modify 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.

20. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
21. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 13.

Figure 13: Modify 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: 1001748. 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 the changes to your authorizations with the companies 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.