



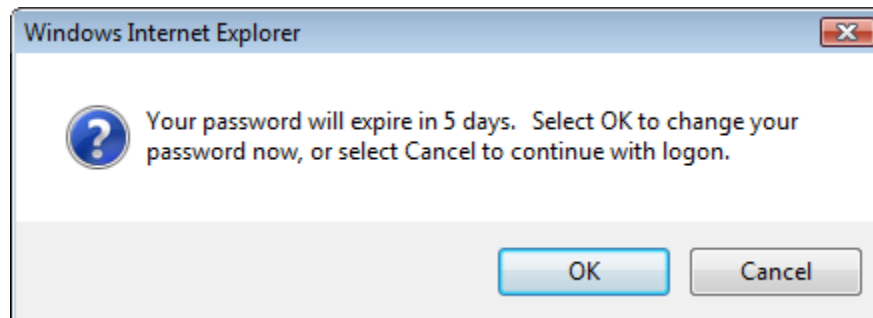
# COLAs Online

## 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 4-13 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: 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

- 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/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

## Change Password

Figure 3: 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)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

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](mailto:alfd@ttb.gov).

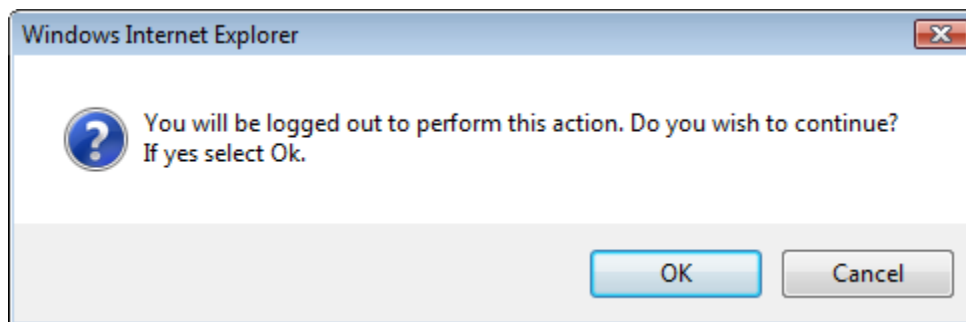
If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0. If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

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 PENALTIES. 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.

2. Select the **Change Password** button. A confirmation message box displays stating you will be logged out to perform this action. See Figure 4.

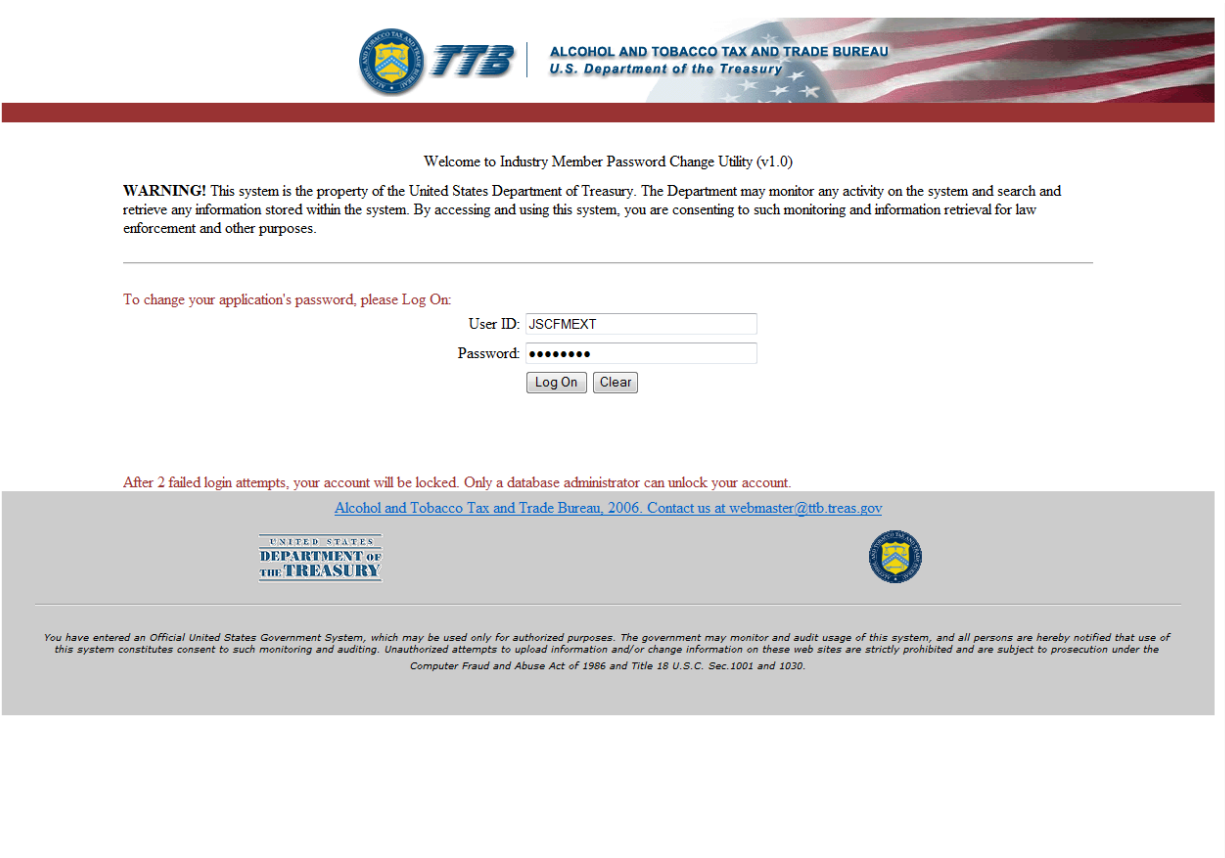
Figure 4: Change Password – Change Password Logout Confirmation



3. Select the **OK** button. The confirmation message box closes and you are logged out of COLAs Online. The Password Change Utility login page displays. See Figure 5.

## Change Password

Figure 5: 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 red banner contains the text "Welcome to Industry Member Password Change Utility (v1.0)". A warning message follows: "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 red prompt says "To change your application's password, please Log On:". The login form includes a "User ID:" field with the text "JSCFMEXT", a "Password:" field with masked characters "\*\*\*\*\*", and two buttons: "Log On" and "Clear". Below the form, a red message states: "After 2 failed login attempts, your account will be locked. Only a database administrator can unlock your account." A blue link provides contact information: "Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)". The footer contains 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."

4. Enter your user ID in the User ID field.
5. Enter your current password in the Password field.
6. Select the **Log On** button. The Password Change Utility main page displays. See Figure 6.

## Change Password

Figure 6: Change Password – Password Change Utility Main Page

Industry Member Password Change Utility

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: ●●●●●●

Submit Clear Cancel

Log Out

► **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) to have your account unlocked.

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

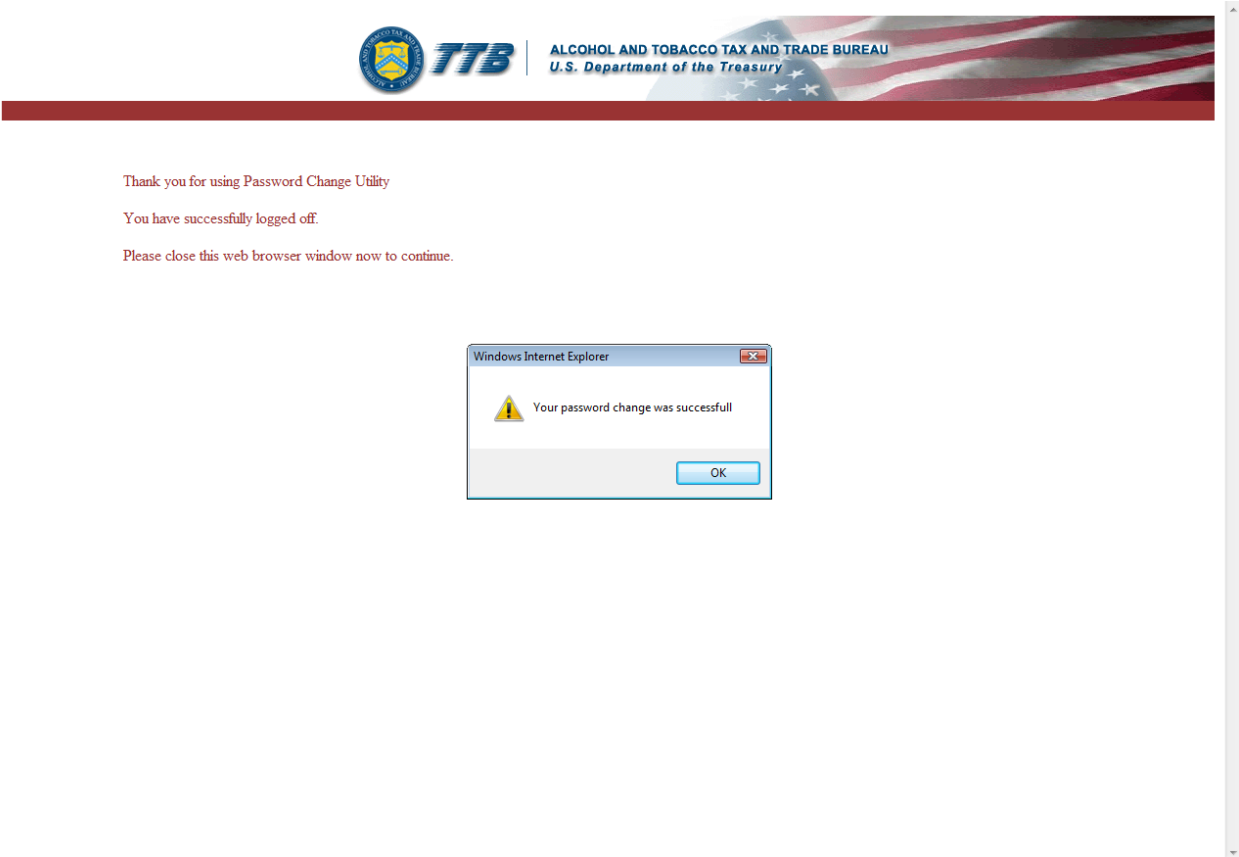
► **Note:** Passwords must meet the following complexity rules:

- 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).
10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

## Change Password

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Submit** button. A confirmation message box displays stating your password was successfully changed. See Figure 7.

**Figure 7: Change Password – Password Change Successful**



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