

COLAs Online

Upload Other Attachments

The Upload Other Attachments page allows users to upload other attachments to an application. Other applications include Formulas, SOPs, Lab Analyses, Pre-import letters, cover letters, etc. Figure 1 details the Upload Other Attachments page.

Figure 1: Upload Other Attachments

COLAs Online		nline		
ALCOHOL AND TOBACCO TAX AND TRADE BUI		Application		
TTB F 5100.31: Application For and Certificati Exemption of Label/Bottle Approval	on/ > <u>My Profile</u> > <u>Instructions</u>	Contact Us		
	Log Off			
Upload Other Attac	hments			
- Upload Other Attachments:				
Step 1: Click Browse to Select Atta (Note: Valid type/extensions are DOC .jpe), and TIFF(.tif, .tiff).)				
Chan 2. Indianta Tama of Income		Browse		
Step 2: Indicate Type of Image	f Attachment-			
colocit type of	/ addition			
Step 3: Click Attach File (Note: You may attach up to 10 files Attach file	per product. Each file may	not exceed 750 KB.)		
	fully Uploaded			
Other Attachments: Success		Remove?		
Other Attachments: Success File Name File Si	ze Type			
File Name File Si				
File Name File Si Repeat steps 1	-3 to attach more files			
File Name File Si				
File Name File Si Repeat steps 1				
File Name File Si Repeat steps 1	-3 to attach more files			

Follow these steps to upload any other attachments to the application:

- 1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Attachments** button. The Upload Other Attachments page displays. See Figure 1.
- 2. Select the **Browse** button to select an attachment to upload.

► Note: Acceptable attachment types include DOC, TEXT, PDF, JPG, and TIFF (file extensions: .doc, .txt, .pdf, .jpg/.jpeg/.jpe, and .tif/.tiff).

▶ Note: You can attach up to 10 files per application, each up to 750KB in size.

- 3. Select the attachment type from the drop-down list.
- 4. Select the **Attach file** button.
- 5. To attach additional files, return to Step 2.

- ► Note: To remove an attachment, select the <u>Remove</u> link
- 6. Select the **Done** button to close the page.