



# Formulas Online

## Modify User Registration

You may modify your user registration to change your access to companies (adding companies or modifying roles for companies) in the Formulas Online system.

Follow these steps to modify an existing user registration:

1. Select **Modify Registration** in the drop-down menu. See Figure 1.

**Figure 1: Modify User Registration – Drop-Down Menu**



The Company tab of your existing user registration displays. See Figure 2.

## Modify Company Information

**Figure 2: Modify User Registration – Company Tab**

### User Registration

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-77777		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ		Submitter	All	None	Pending

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

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



## Modify User Registration

**Figure 4: Modify User Registration – Company Pop-Up Window (Bottom)**

Brewer's Notice: FL- W- / / / / /

Date of Permit Issue:

Company Code: (if known)

\* Company Name: POM PRODUCTS

Address Format: USPS Domestic ▾

\* Street: 4444 Orchard Lane

\* City: Saint Petersburg

\* State: FL ▾

\* Zip Code: 33738 -

**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:

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.

3. 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 modify 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:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if the Nonbeverage Product radio button next to Company Type is selected.

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

4. 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 5.


## Modify User Registration

Figure 5: 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="#">FONL</a>	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ		Submitter	All	None	Pending

5. Repeat the steps until you have modified all companies desired.
6. Select the **Previous** button. The Main tab displays. See Figure 6.


### Modify User Information

Figure 6: 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

**Modify Application ** You are requesting modification of Permit / Company access to an existing account

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.

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

## Modify User Registration

7. 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 the steps in [Docs/Links Tab](#). If you do not have any attachments to upload, follow the steps in [Comments Tab](#) if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

### Docs/Links Tab

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 7.

**Figure 7: Modify User Registration – Docs/Links Tab**

#### User Registration ?

The screenshot shows the 'User Registration' interface with the 'Docs/Links' tab selected. 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' 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 buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

9. Select the **Upload** button. The Attachment pop-up window displays. See Figure 8.

**Figure 8: Modify User Registration – Attachment Pop-Up Window**

## Attachment

The screenshot shows the 'Attachment' pop-up window titled 'Uploaded File Information'. It contains the following fields and controls:

- \* Description:** A text input field with a character count of '100 characters left'.
- \* Type:** A dropdown menu currently set to 'Other'.
- \* File:** A text input field with a 'Browse...' button next to it.
- Buttons for 'OK' and 'Cancel' at the bottom right.

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

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

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

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

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company pop-up window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company pop-up window, you must select **Power of Attorney** from the Type drop-down list.

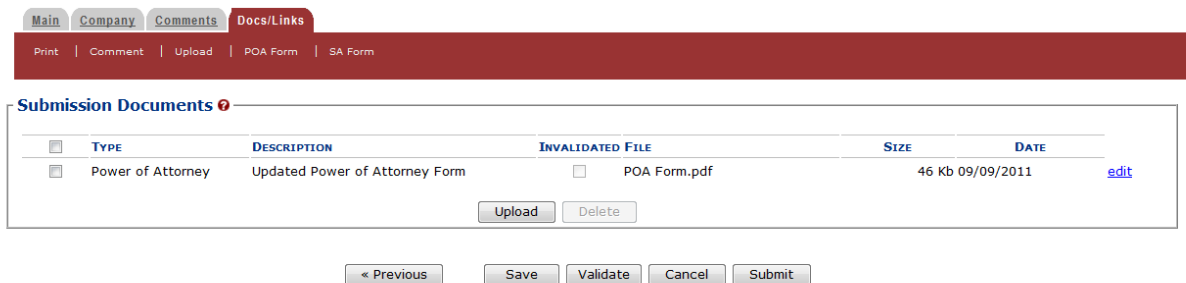
► **Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

12. Select the **Browse** button to browse and select the file.

13. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the modify user registration submission. See Figure 9.

**Figure 9: Modify User Registration – Docs/Links Tab with Attachment Uploaded**

### User Registration



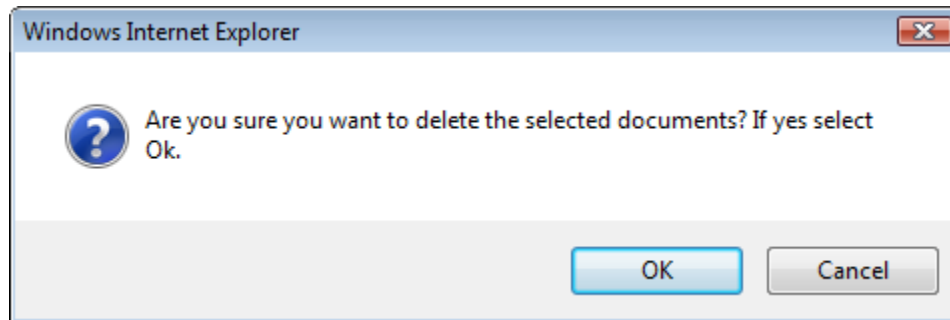
The screenshot shows the 'Docs/Links' tab of the 'User Registration' interface. At the top, there are navigation tabs: 'Main', 'Company', 'Comments', and 'Docs/Links'. Below these are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with the following data:

<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Power of Attorney	Updated Power of Attorney Form	<input type="checkbox"/> POA Form.pdf	46 Kb	09/09/2011	<a href="#">edit</a>

Below the table are 'Upload' and 'Delete' buttons. At the bottom of the interface are buttons for '< Previous', 'Save', 'Validate', 'Cancel', and 'Submit'.

► **Note:** Select the [edit](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 10. Select the **OK** button to confirm.

**Figure 10: Modify User Registration – Delete Attachment Confirmation**



## Modify User Registration

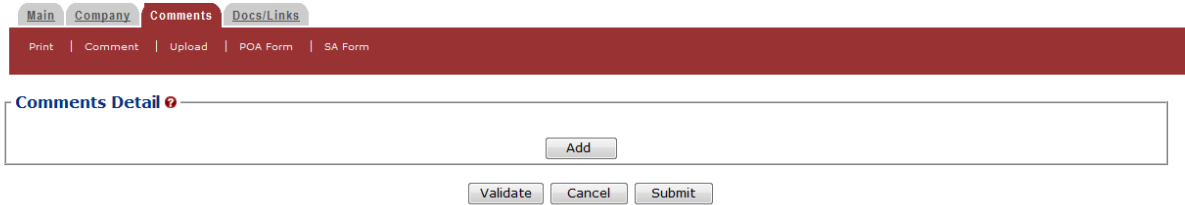
### Comments Tab


► **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.

14. Select the Comments tab. The Comments tab displays. See Figure 11.

**Figure 11: Modify User Registration – Comments Tab**

### User Registration

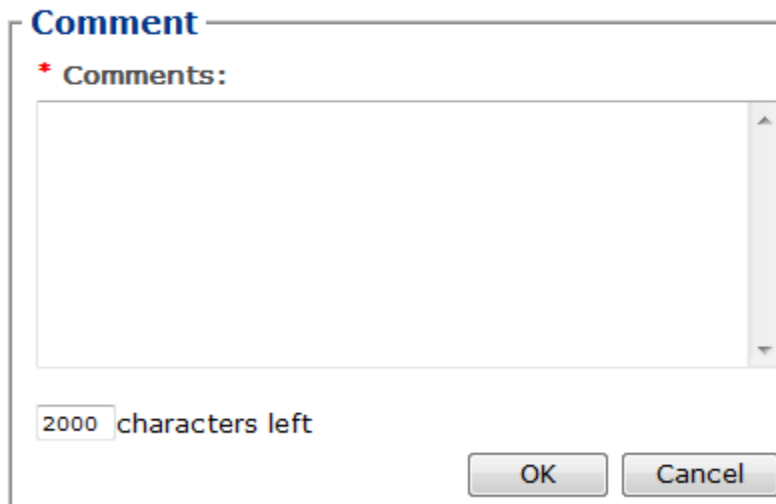


The screenshot shows the 'User Registration' interface with the 'Comments' tab selected. The navigation bar includes 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar, there are links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Comments Detail '. It contains a large text input field with an 'Add' button centered at the bottom. Below the input field are three buttons: 'Validate', 'Cancel', and 'Submit'.

15. Select the **Add** button. The Comments pop-up window displays. See Figure 12.

**Figure 12: Modify User Registration – Comments Pop-Up Window**

## Comment



The screenshot shows a 'Comment' pop-up window. The title bar reads 'Comment'. Inside the window, there is a label '\* Comments:' followed by a large text input field with a vertical scrollbar on the right. Below the input field, it says '2000 characters left'. At the bottom right of the window are two buttons: 'OK' and 'Cancel'.

16. Enter comments in the available field.

17. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 13.

## Modify User Registration

**Figure 13: Modify User Registration – Comments Tab with Comment Added**

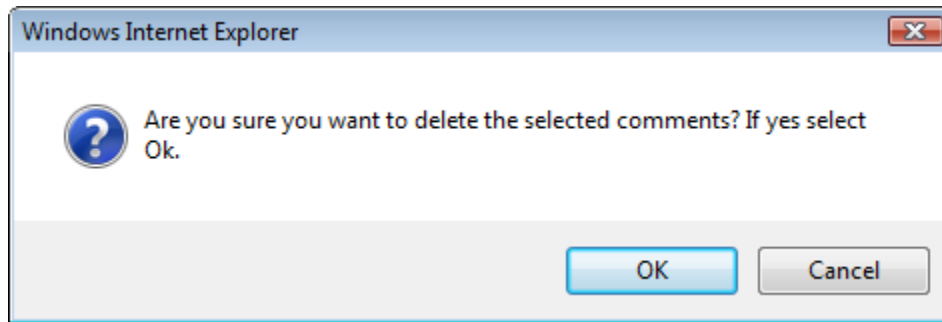
### User Registration



Comments Detail 	
<input type="checkbox"/> Select/Clear All	
Date/Time: 09-09-2011 10:03 AM	Submitted by: Jane Smith
<input type="checkbox"/> <a href="#">Comment:</a>	Please review the attached POA form and notify me if there are any discrepancies with the existing company detail.

► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 14. Select the **OK** button to confirm.

**Figure 14: Modify User Registration – Delete Comment Confirmation**



### Modify User Registration Submission

18. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 15.



## Modify User Registration

**Figure 15: 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.

19. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
20. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 16.

**Figure 16: 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: 1318888. 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 20 days for processing and keep a record of the submission ID for tracking purposes.