

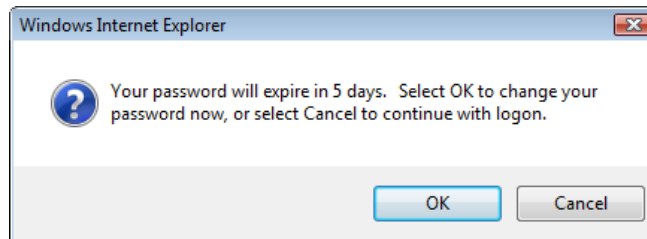


# COLAs Online

## [Change Password](#)

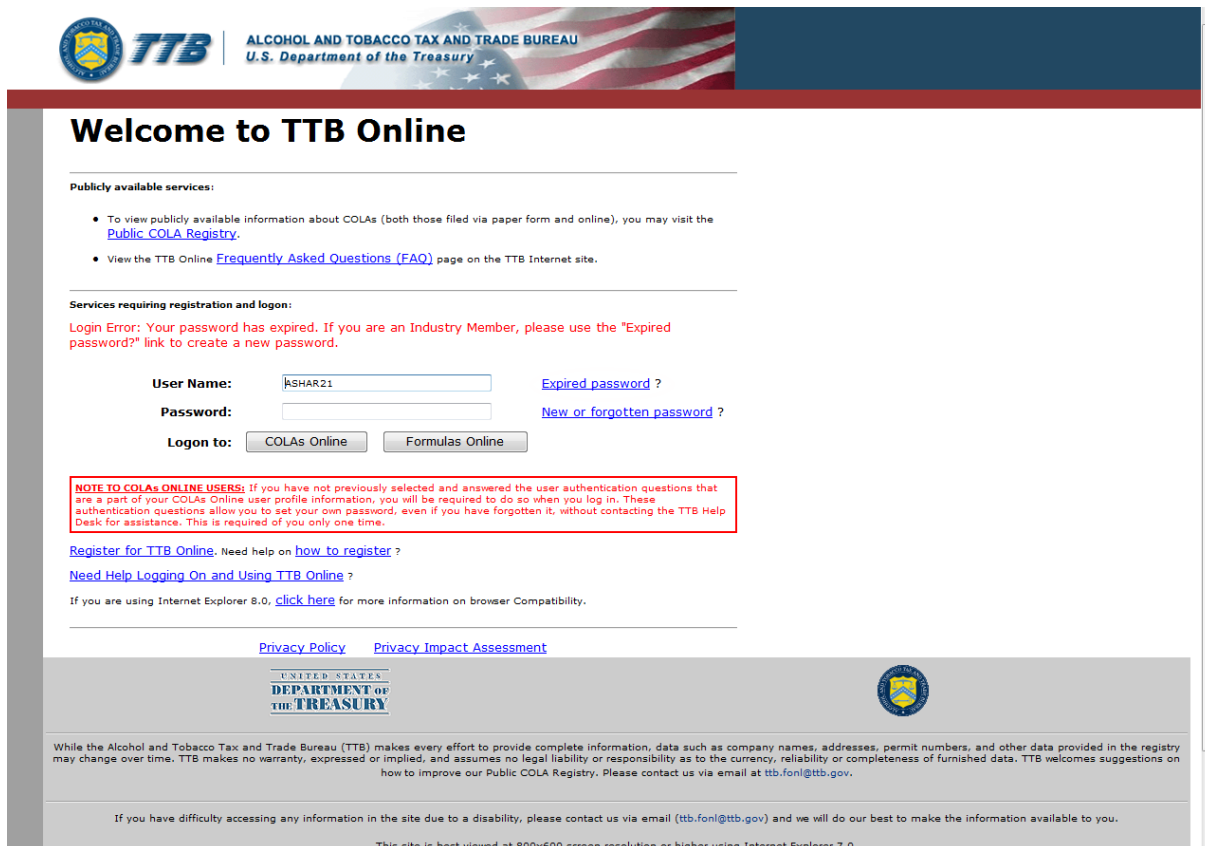
You can change your password at any time through the Password Change Utility. If you login to COLAs Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 1. You may select the **Cancel** button to close the confirmation message box and proceed to your home page or you may select the **OK** button and follow the steps in [Change Your Password](#) to change your password through the Password Change Utility.

**Figure 1: Change Password Reminder Confirmation**



If your password expires before you are able to change your password, an error message displays when you attempt to login to COLAs Online. See Figure 2.

**Figure 2: Expired Password Error Message**

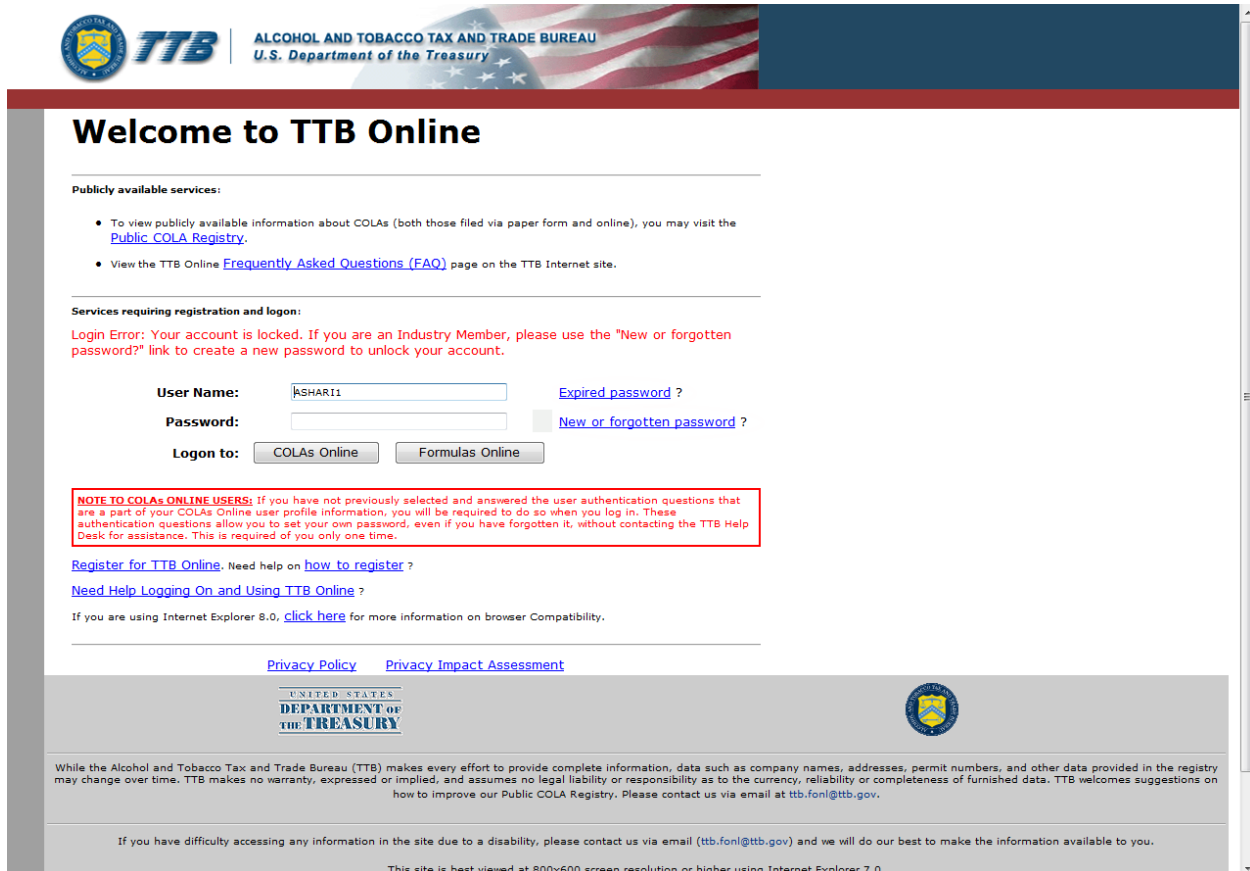


## Change Password

You may follow the steps in [Reset Your Expired Password](#) to reset your expired password through the Password Change Utility.

If you attempt to login to COLAs Online multiple times with an invalid user name/password combination, you will lock your account. An error message displays stating your account is locked. See Figure 3.

**Figure 3: Locked Account Error Message**



The screenshot shows the TTB Online login 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'. The main heading is 'Welcome to TTB Online'. Below this, there are sections for 'Publicly available services' and 'Services requiring registration and login'. The 'Login Error' message is highlighted in red: 'Login Error: Your account is locked. If you are an Industry Member, please use the "New or forgotten password?" link to create a new password to unlock your account.' Below the error message is a login form with fields for 'User Name' (containing 'ASHART1'), 'Password', and 'Logon to' buttons for 'COLAs Online' and 'Formulas Online'. There are also links for 'Expired password?' and 'New or forgotten password?'. A red-bordered box contains a note: 'NOTE TO COLAs ONLINE USERS: If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.' At the bottom, there are links for 'Privacy Policy' and 'Privacy Impact Assessment', and a footer with the Department of the Treasury logo and contact information.

You may reset your password to unlock your account. Follow the steps in [Unlock Your Locked Account](#) to unlock your account by resetting your password through the Password Change Utility.

If you have simply forgotten your password, but it is not expired, you may follow the steps in [Reset Your Forgotten Password](#) to reset your forgotten password through the Password Change Utility.

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.

# Change 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.

Figure 4: 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/ No. ?	Basic Permit/ Brewer's	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 5: 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).

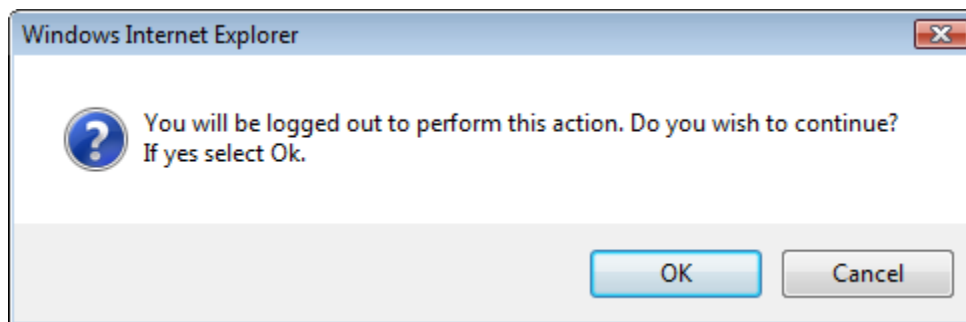
If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

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.

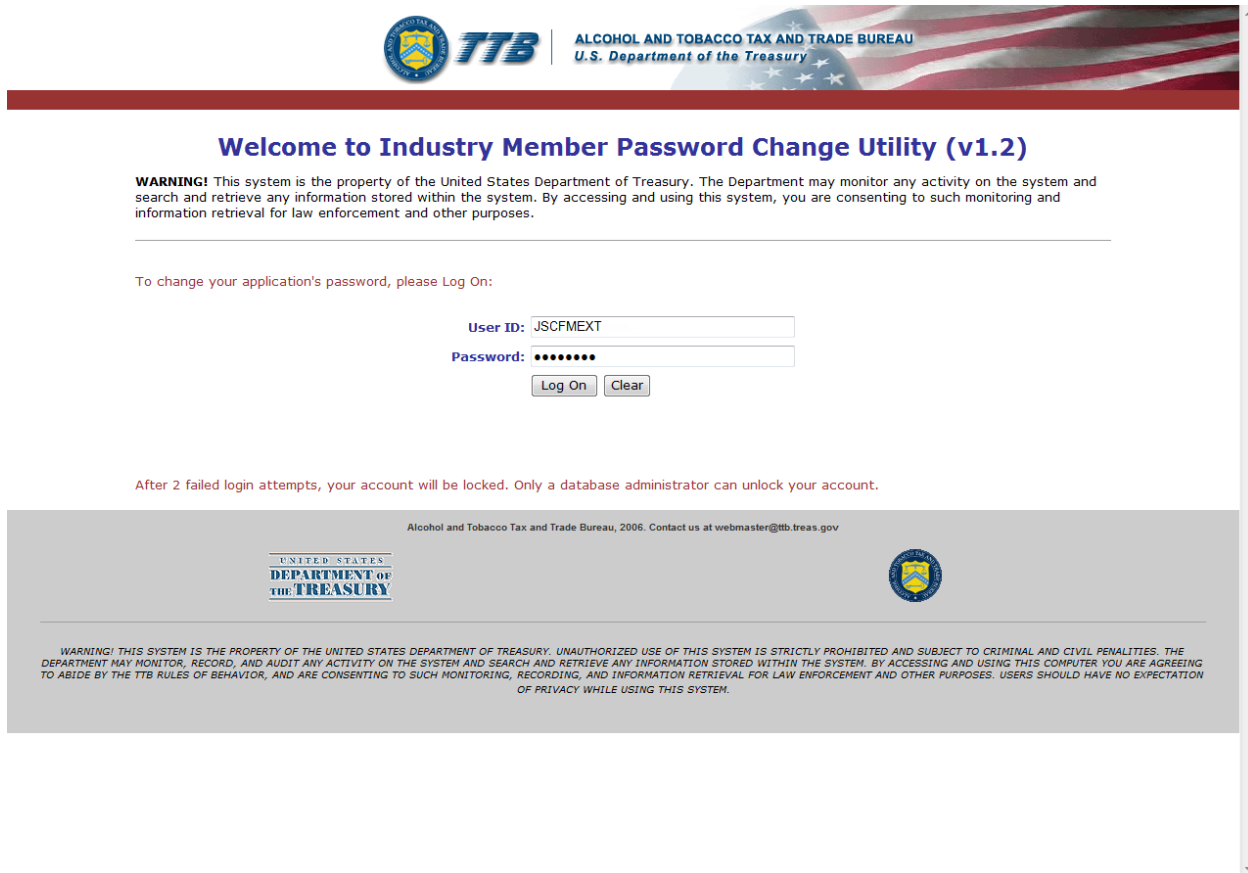
Figure 6: Change Password – Change Password Logout Confirmation



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 7: Change Password – Password Change Utility Login



**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

### Welcome to Industry Member Password Change Utility (v1.2)

**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.

To change your application's password, please Log On:

User ID:

Password:

After 2 failed login attempts, your account will be locked. Only a database administrator can unlock your account.

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

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.

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 8: Change Password – Password Change Utility Main Page

**Industry Member Password Change Utility** [Log Off](#)

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 90 days.

### Change Password

Old Password:

New Password:

Retype New Password:

► **Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked in the application.

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.

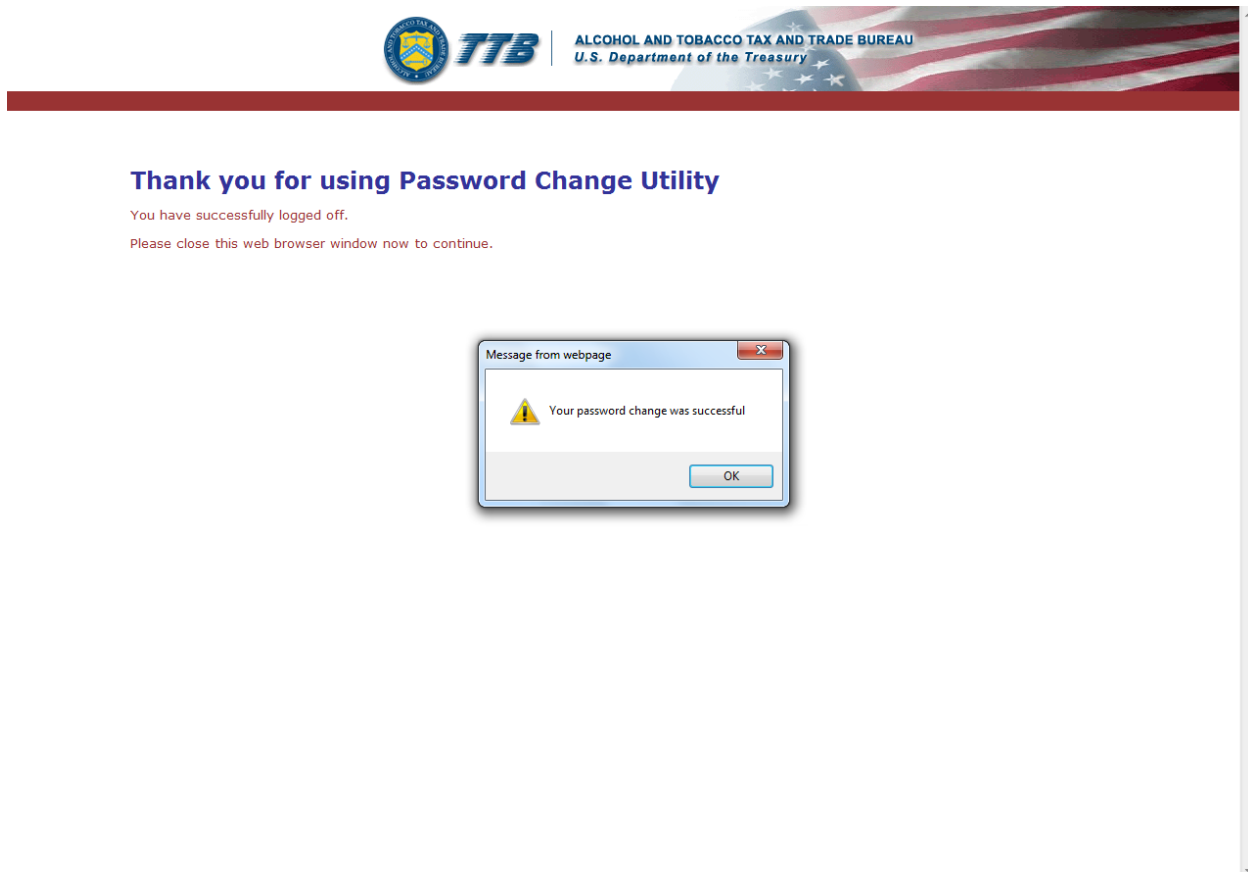
► **Note:** Passwords must meet the following complexity rules:

- 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).

## Change Password

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new 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 9: Change Password – Password Change Successful**



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