# 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**



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 <u>not</u> delete access through Modify User Registration.  You must instead deactivate company access for that company.  See Deactivate Company Access for more information.

**Figure 3: 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** ❷

\* System Requested: ○ COLAs Online  ◉ Formulas Online

\* System Access: ◉ Submitter  ○ Preparer / Reviewer

\* Company Type: ◉ Alcohol Beverage  ○ Nonbeverage Product

**Company Information** ❷

\* Registry, Permit, or Brewer's Notice:  FL- W-77777

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**

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



3. Enter the information in the available fields.

►**Note:** Previously recorded permit information will <u>not</u> be available and all required information <u>must</u> 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 <u>not</u> 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.

**Figure 5: Modify User Registration – Company Tab with Changes**



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**

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

►**Note:** Previously recorded personal information will be grayed out and will <u>not</u> 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**



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

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



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.

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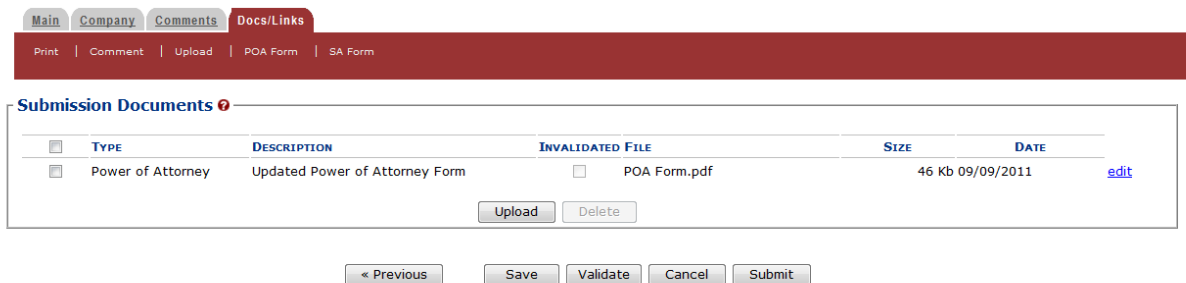
►**Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will <u>not</u> need to file these again.

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.

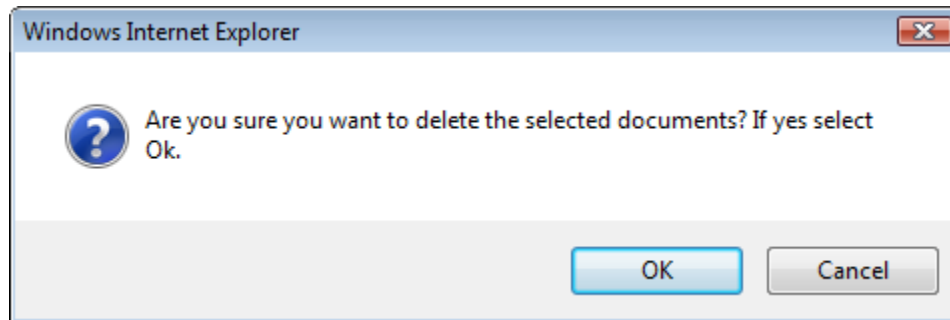<p align="center">**Figure 9: Modify User Registration – Docs/Links Tab with Attachment Uploaded**</p>



►**Note:** Select the <u>edit</u> 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.

<p align="center">**Figure 10: Modify User Registration – Delete Attachment Confirmation**</p>
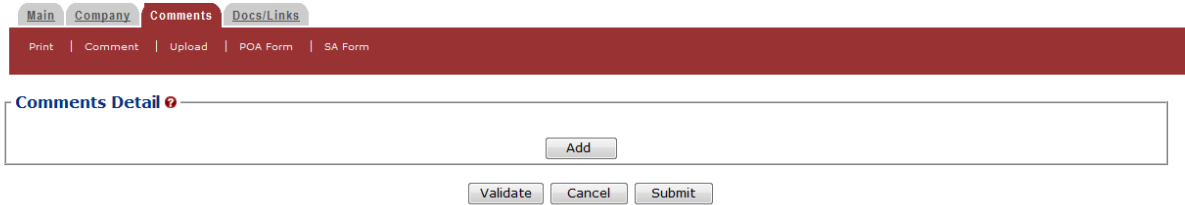
<span style="color:blue">Comments Tab</span>

►**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.

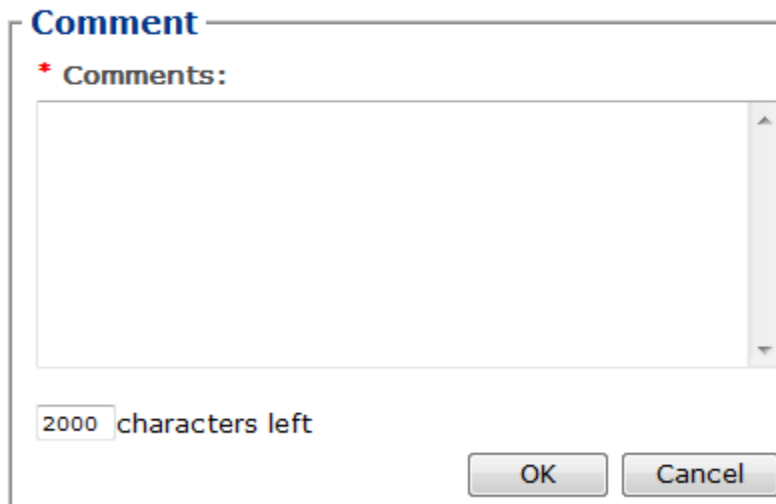**Figure 11: Modify User Registration – Comments Tab**



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

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



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.

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



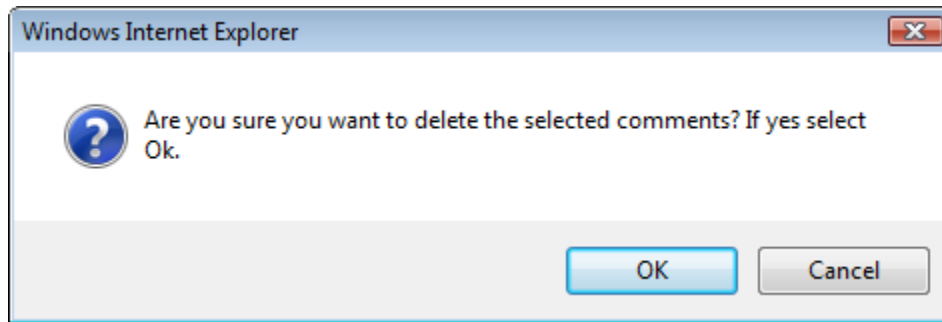►**Note:** Select the Comment link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 14.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

**Figure 15: Modify User Registration – Perjury Statement Pop-Up Window**



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**



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.