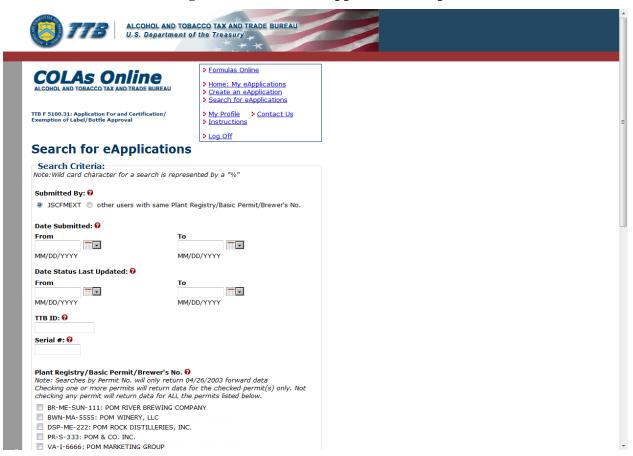


COLAs Online

Search for eApplications

The Search for eApplications page allows you to search for your approved, rejected, saved not submitted, or in process e-filed COLAs. Figure 1 and Figure 2 detail the Search for eApplications page.

Figure 1: Search for eApplications (Top)



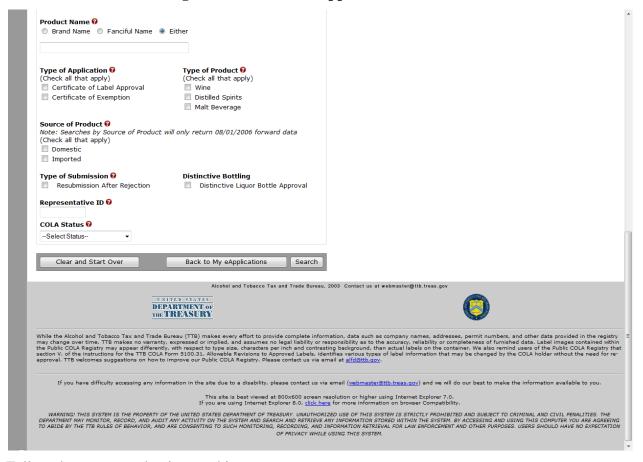


Figure 2: Search for eApplications (Bottom)

Follow these steps to begin searching:

- 1. Select the <u>Search for eApplications</u> link from the main menu on any page. The Search for eApplication page displays. See Figure 1 and Figure 2.
- 2. Select the Submitted By radio button to include either those submitted only by you or to include all others with the same signing authority.
- ▶ **Note:** Enter one or more fields of search criteria.
- 3. Enter Date Submitted Range (From Date and To Date).
- ▶ Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.
- 4. Enter Date Status Last Updated Range (Last Updated From Date and To Date).
- ▶ Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.
- 5. Enter a TTB ID.
- 6. Enter a Serial #.

Search for eApplications

- 7. Select the Plant Registry/Basic Permit/Brewer's No. value(s) in the list provided.
- 8. Enter the Product Name.
- 9. Select the Brand Name, Fanciful Name or Either radio option. Enter name text.
- 10. Select the Type of Application.
- ► **Note:** Select all that apply.
- 11. Select the Type of Product for the search.
- ► **Note:** Select all that apply.
- ▶ **Note:** If Type of Product is "Wine," then the Grape Varietal(s) field displays as a search criterion.
- 12. Select Source of Product
- 13. Select Type of Submission.
- 14. Select Distinctive Liquor Bottle.
- 15. Enter the Representative ID in the field provided.
- 16. Select the COLA Status from the drop-down list provided.
- 17. Select the **Search** button to view your search results. The Search Results: eApplications page displays with the records that match your search criteria. See <u>Search Results</u>: <u>eApplications</u>.
- 18. Select the **Clear and Start Over** button to reset all data fields to perform a new search.
- 19. Select the **Back to My eApplications** button to return to the home page.
- ▶ Note: To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.
- ▶ **Note:** Search results are limited to a maximum of 500 items.
- ▶ **Note:** You cannot search for paper filed COLA applications from within COLAs Online. To check on the status of a paper filed application, call ALFD Customer Service at 866-927-2533 or 202-453-2250.

Search Results: eApplications

The Search Results: eApplications page provides detailed results information on e-filed COLA applications based on search criteria. Figure 3 details the Search Results: eApplications page.

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury Formulas Online COLAs Online Home: My eApplications Create an eApplication Search for eApplications My Profile Contact Us
Instructions TTB F 5100.31: Application For and Certification/ Exemption of Label/Bottle Approval Log Off Search Results: eApplications Printable Version Fanciful Serial No. Status

Name Date TTB ID Permit No. Brand Name Status 10207001000003 DSP-ME-222 POM DISTILLERS 101234 07/26/2010 REJECTED 10204001000001 DSP-ME-222 POM DISTILLERS 101234 07/23/2010 WITHDRAWN 1 to 2 of 2 (Total Matching Records: 2) New Search Back to My eApplications Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov THE TREASURY

Figure 3: Search Results: eApplications

Follow these steps to view the search results:

- 1. Select the <u>Search for eApplications</u> link from the menu box on any page.
- 2. Enter search criteria.
- 3. Select the **Search** button. The search results based on the value entered display. See Figure 3.

▶ Note: Search results are limited to a maximum of 500 items.

- 4. To sort the search results, click on any column heading.
- 5. To view more search results, select the Next link.
- 6. To view the details of an e-filed application, select the TTB ID link. See Application Detail.
- 7. Select the **New Search** button to return to the Search page.
- 8. Select the **Back to My eApplications** button to return to the home page.