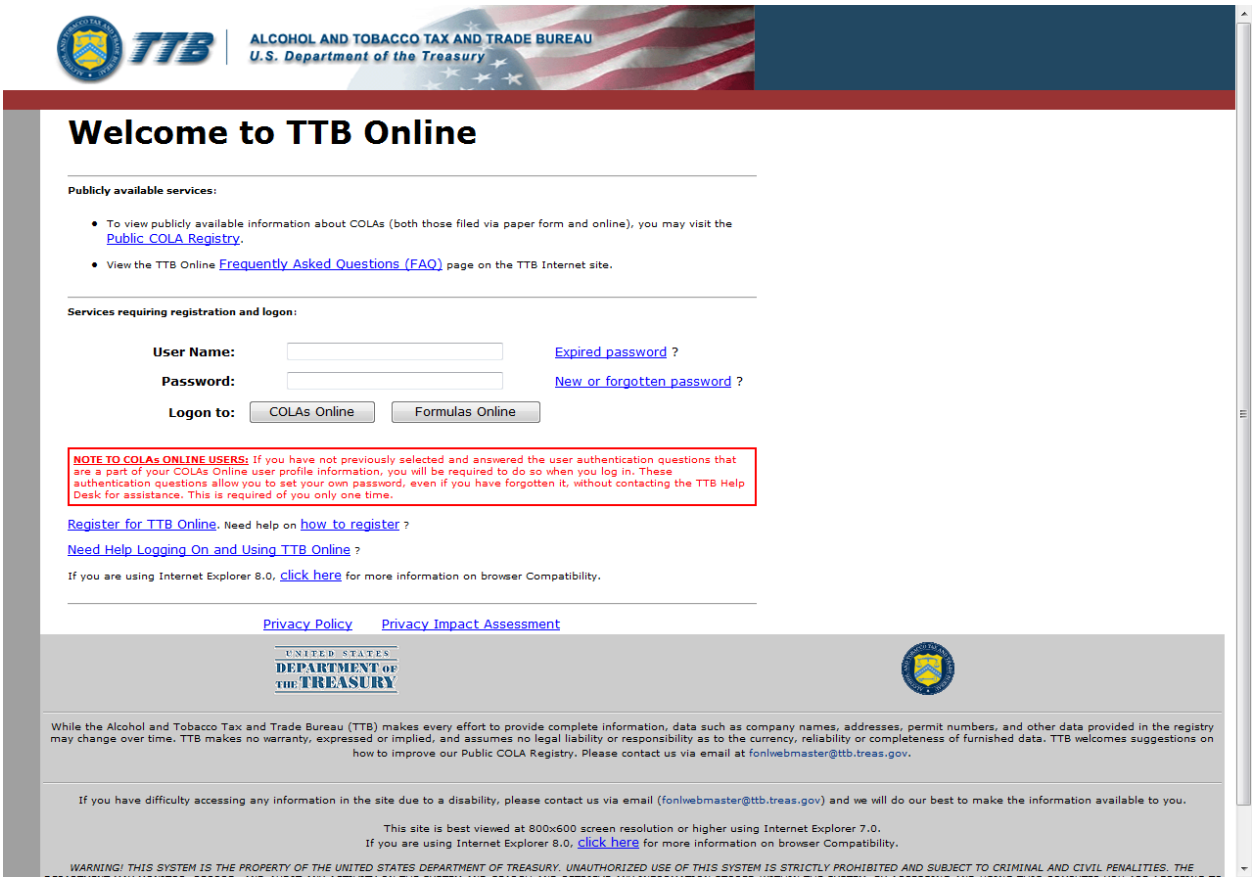
Formulas Online

Create a New User Registration

Follow these steps to create a new user registration:

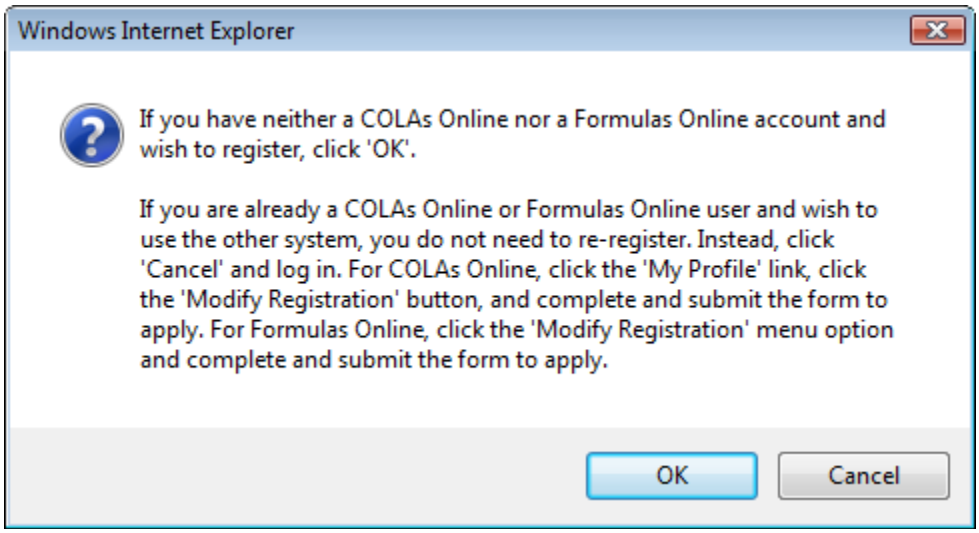
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 1.

Figure 1: TTB Online Portal



3. Select the Register for TTB Online link. A confirmation message box displays prompting you to confirm your action. See Figure 2.

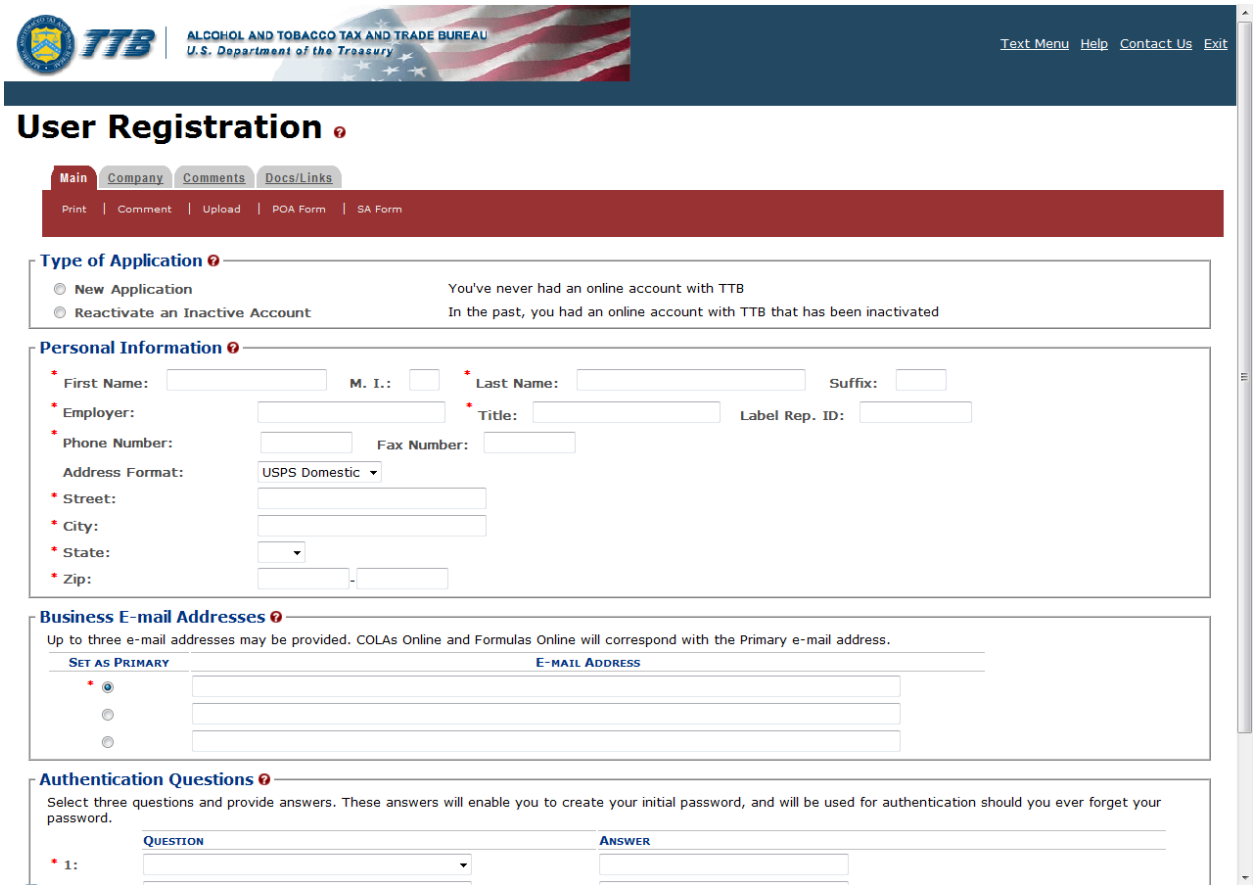
Figure 2: COLAs/FONL User Registration Confirmation



a. If you already use COLAs Online or Formulas Online, select the **Cancel** button.

b. If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button to confirm. The User Registration page displays with the Main tab selected. See Figure 3.

Figure 3: User Registration – Main Tab



Type of Application

Figure 4: User Registration – Reactivating Inactive Account

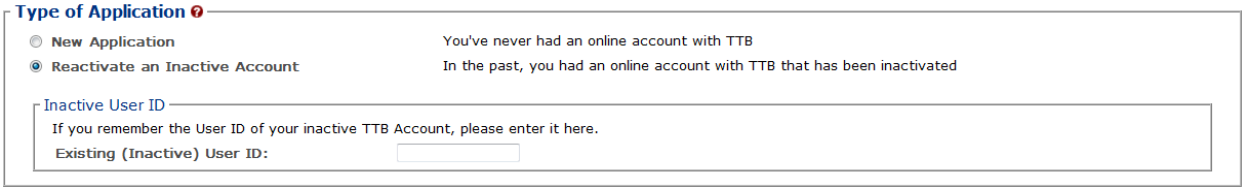
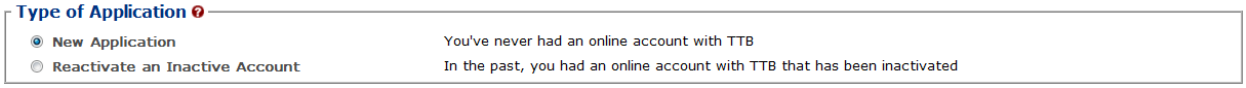


Figure 5: User Registration – New Application



4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).
   a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user ID (if you remember it). See Figure 4.
   b. If you are a new user, select the New Application radio button. See Figure 5.

Personal Information

Figure 6: User Registration – Personal Information (USPS Domestic)

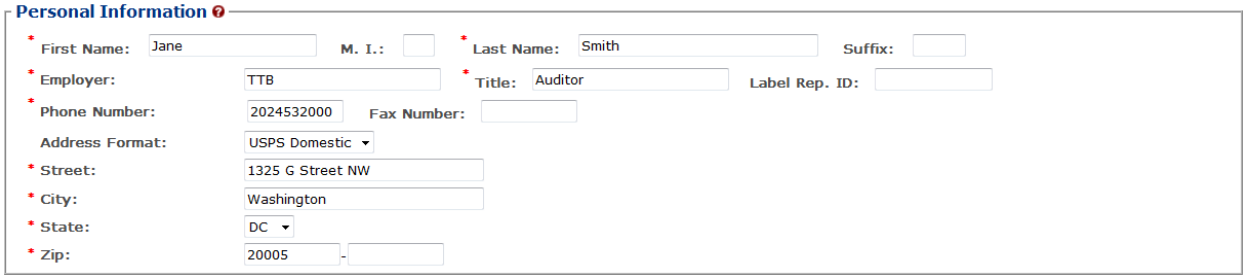
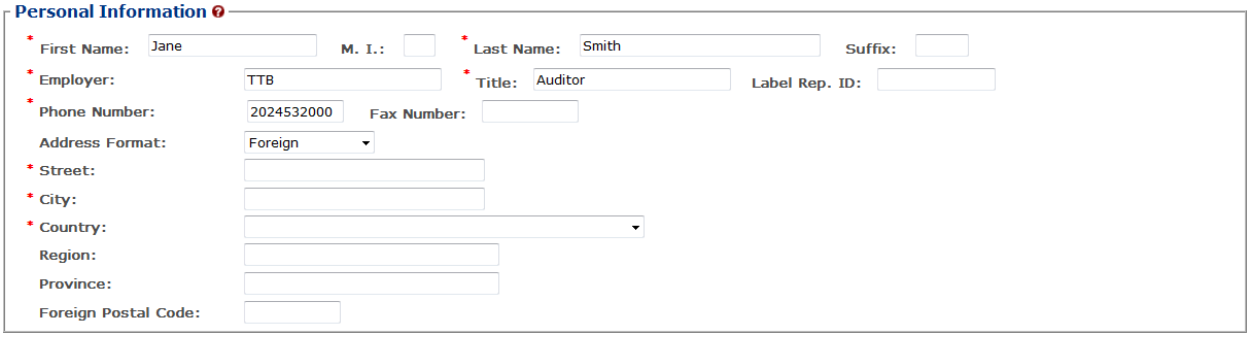


Figure 7: User Registration – Personal Information (Foreign Address)

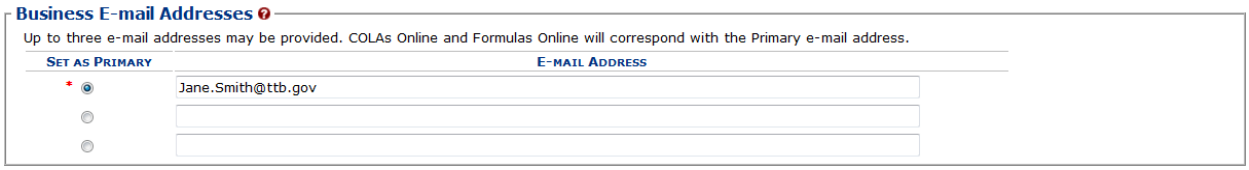


5. Enter your personal information in the available fields. See Figure 6. If you select **Foreign** for Address Format, additional address fields display. See Figure 7.

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

Business E-mail Addresses

Figure 8: User Registration – Business E-mail Addresses



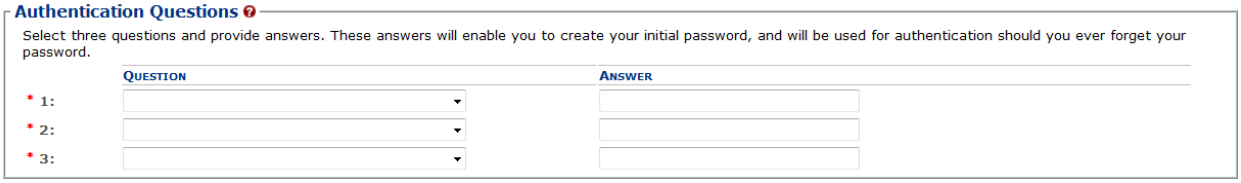
6. Enter at least one valid business e-mail address in the available field(s). See Figure 8.

►**Note:** You may add up to three valid e-mail addresses, but then you must select which should be used as the primary contact. E-mail notification will only be sent to the primary contact e-mail address.

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

Authentication Questions

Figure 9: User Registration – Authentication Questions



►**Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user ID by setting your initial password or change a forgotten password.

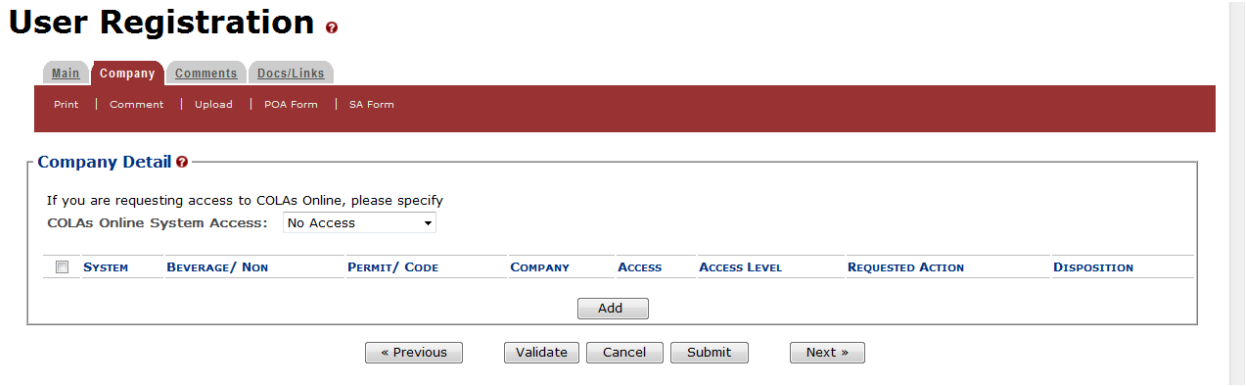
7. Select three different Authentication Questions from the drop-down lists. See Figure 9.
8. Enter your answers in the available fields.

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

9. Select the **Next** button. The Company tab displays. See Figure 10.

Company Tab

Figure 10: User Registration – Company Tab



10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 10.
11. Select the **Add** button. The Company pop-up window displays. See Figure 11.

Company Information/System Information

Figure 11: User Registration – Company (System Information – COLAs Online)

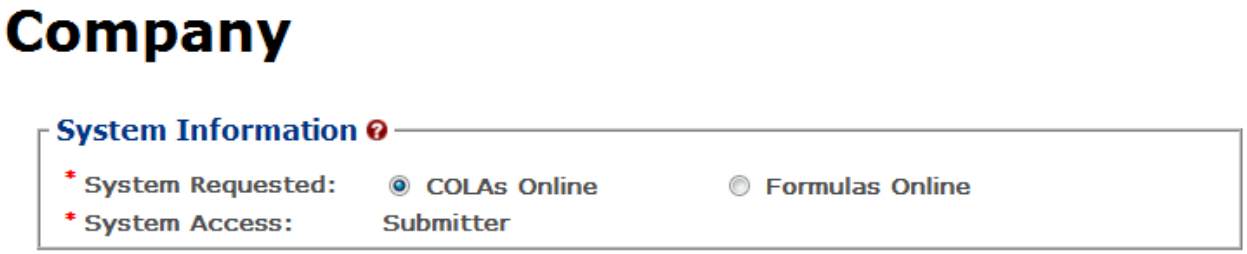
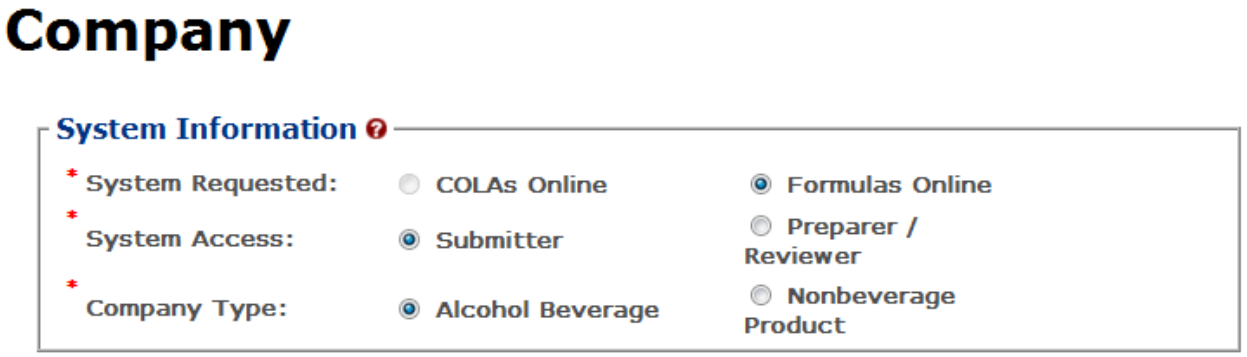


Figure 12: User Registration – Company (System Information – Formulas Online)



►**Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 10), the COLAs Online radio button next to System Requested is selectable. See Figure 11. Otherwise, you may only select the Formulas Online radio button option. See Figure 12.

►**Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for COLAs Online access and one for Formulas Online access. This may be completed within the same user registration request.

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

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 10.
13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

►**Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for all companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button or Nonbeverage Product radio button next to Company Type.

►**Note:** The Nonbeverage Product Company Type is only applicable for a Nonbeverage Product company.

Submitter Company Information

Figure 13: User Registration – Company (Company Information – Domestic)

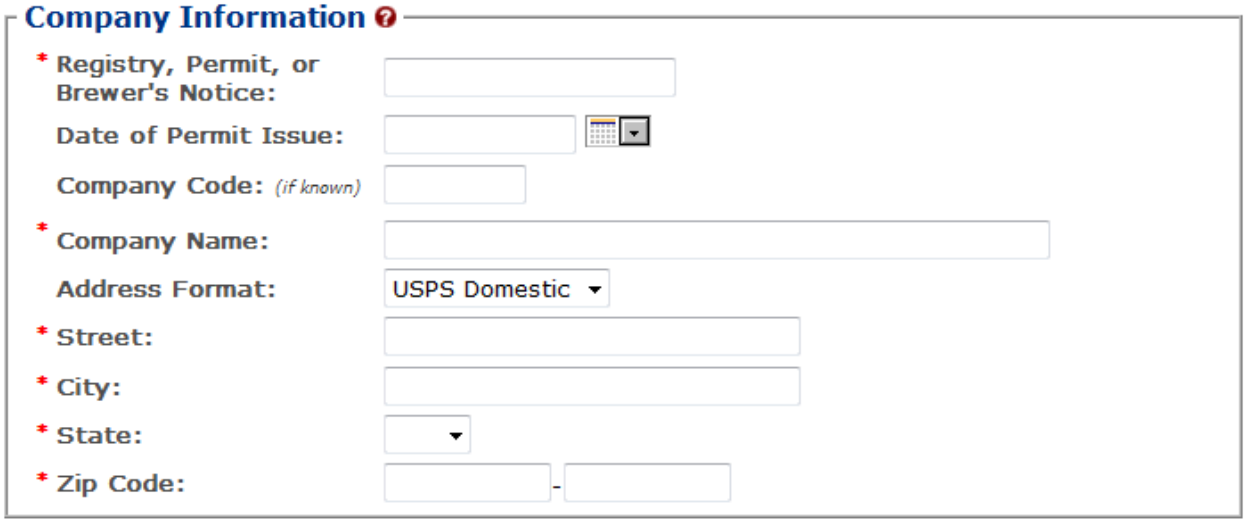
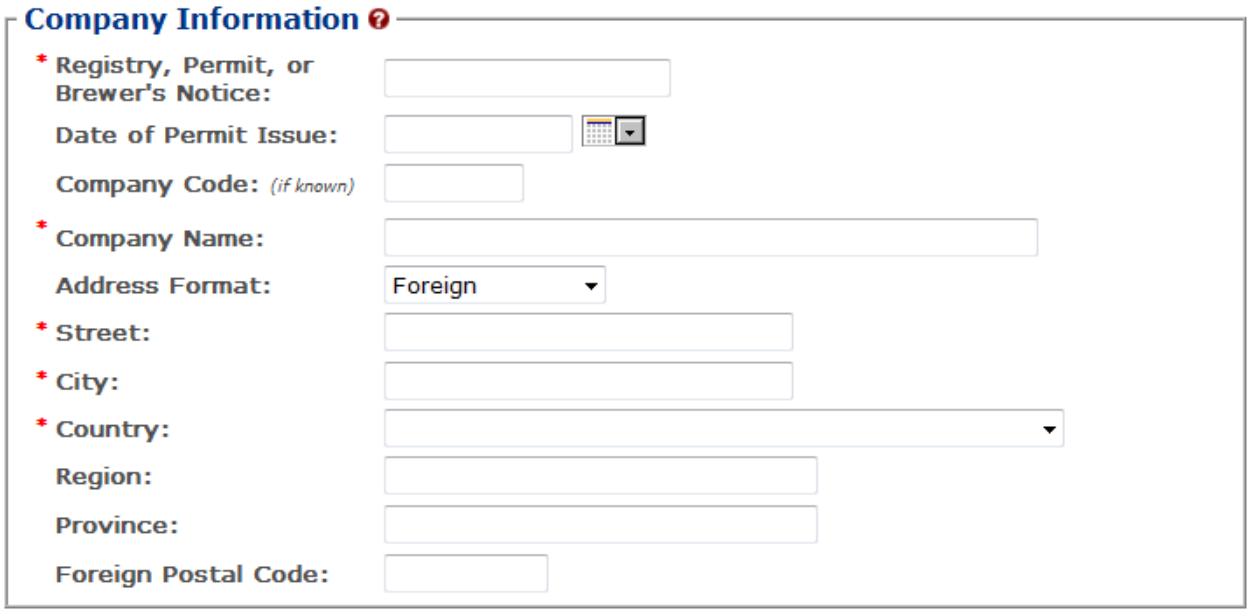


Figure 14: User Registration – Company (Company Information – Foreign)



15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

►**Note:** The Company Code field is only applicable for a Nonbeverage Product company.

►**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.

16. If registering as a Submitter or Preparer/Reviewer for a Nonbeverage company, enter your company code in the available field.

►**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 you select the Nonbeverage Product radio button next to Company Type.

17. Enter your company address information in the available fields. See Figure 13. If you select **Foreign** for Address Format, additional address fields display. See Figure 14.

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

Individual Information/Signature Authority or Power of Attorney Forms

Figure 15: User Registration – Company (Individual Information – Preparer/Reviewer)

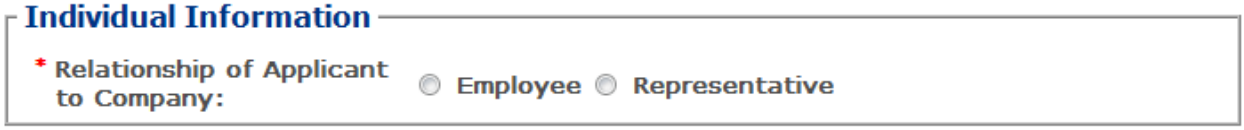
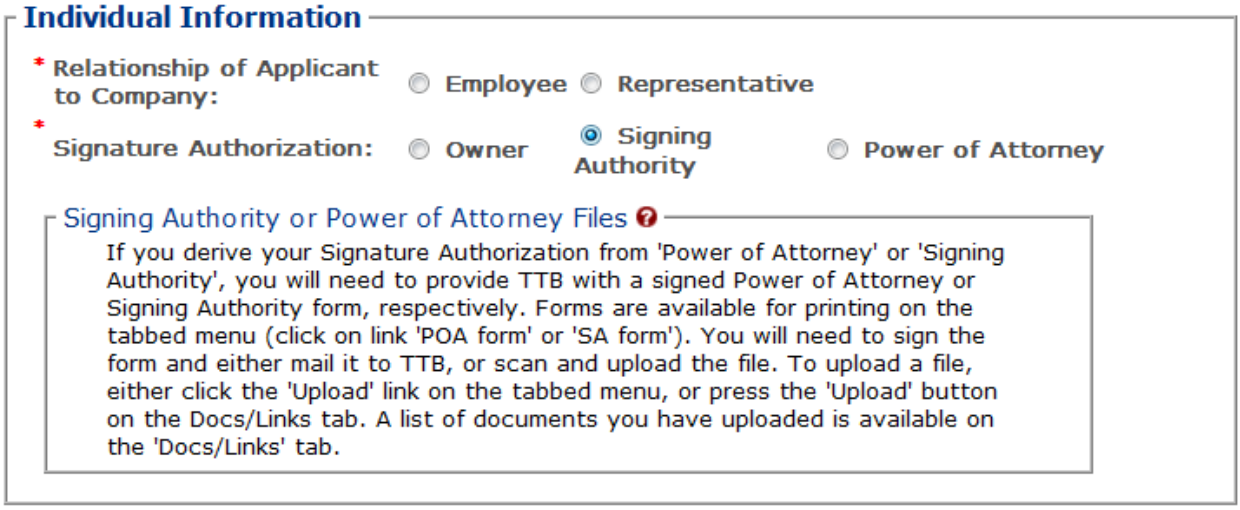


Figure 16: User Registration – Company (Individual Information – Submitter)

Figure 17: User Registration – Company (Individual Information – SA/POA Selected)

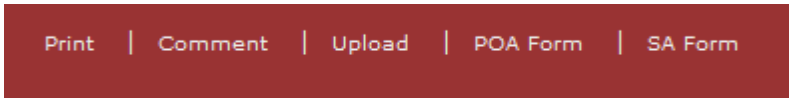


18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 15.
19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 16.
20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

►**Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 17. You may download the Power of Attorney form or Signing Authority form through the Formulas Online system for completion, or you may upload your own completed, scanned form.

21. If the Signing Authority or Power of Attorney radio button was selected, select the POA Form or SA Form link in the action bar to download the form(s) required. See Figure 18.

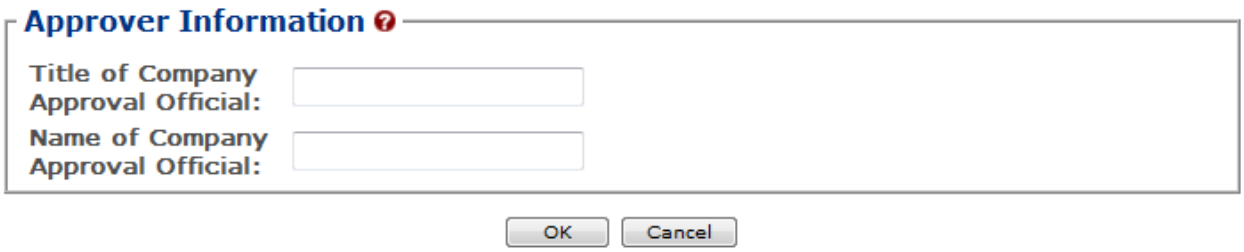
Figure 18: User Registration – Action Bar



22. Complete and scan the required form(s).
23. Upload the file through the Docs/Links Tab.

Approver Information

Figure 19: User Registration – Approver Information



24. If known, enter the Title and Name of the Company Approval Official in the available fields.
25. Select the **OK** button. The Company pop-up window closes.

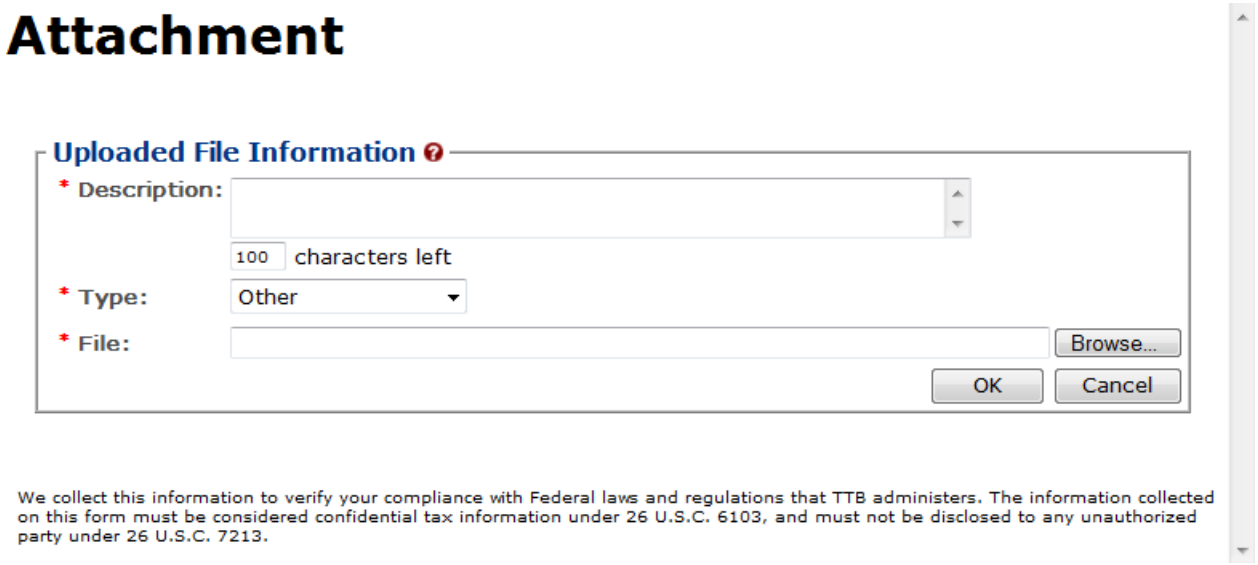
Docs/Links Tab

Figure 20: User Registration – Docs/Links Tab

►**Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the Comments Tab if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in User Registration Submission to submit your user registration.

26. Select the **Next** button. The Docs/Links tab displays. See Figure 20.
27. Select the **Upload** button. The Attachment pop-up window displays. See Figure 21.

Figure 21: User Registration – Attachment Pop-Up Window



28. Enter a description for the file in the available field.
29. Select a type from the Type drop-down list.

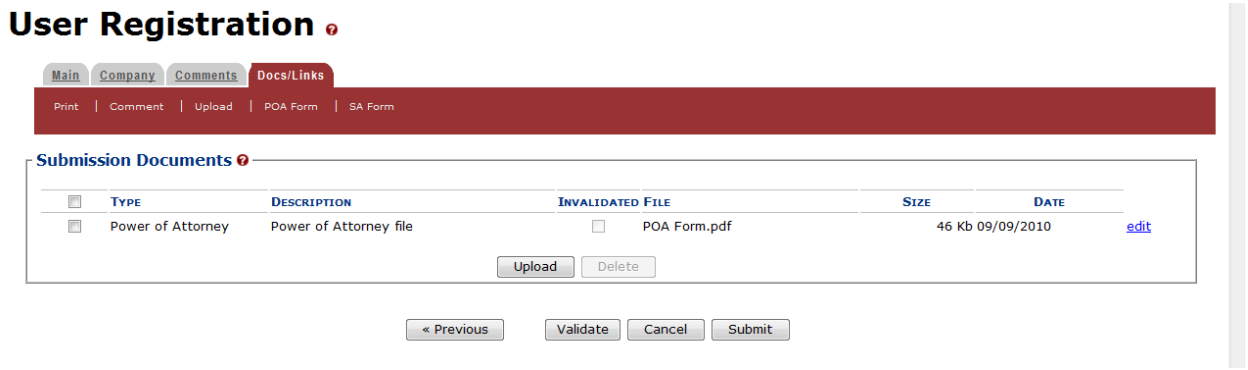
►**Note:** Fields marked with asterisks (*) are required fields.

►**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.

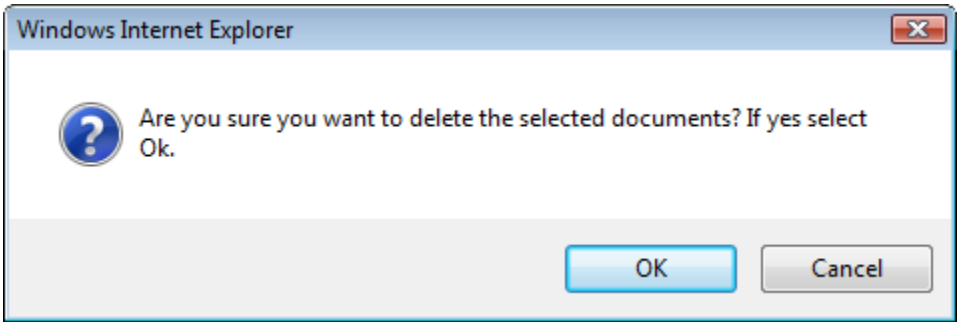
30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.
31. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the user registration submission. See Figure 22.

Figure 22: User Registration – Docs/Links Tab with Attachment Uploaded



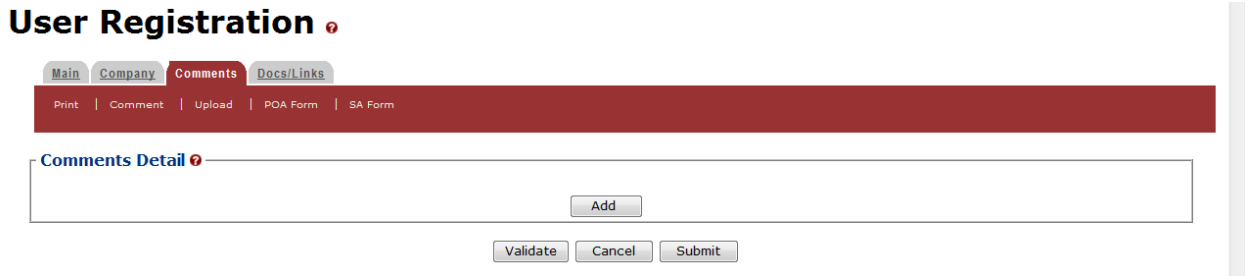
►**Note:** Select the edit link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 23. Select the **OK** button to confirm.

Figure 23: User Registration – Delete Attachment Confirmation



Comments Tab

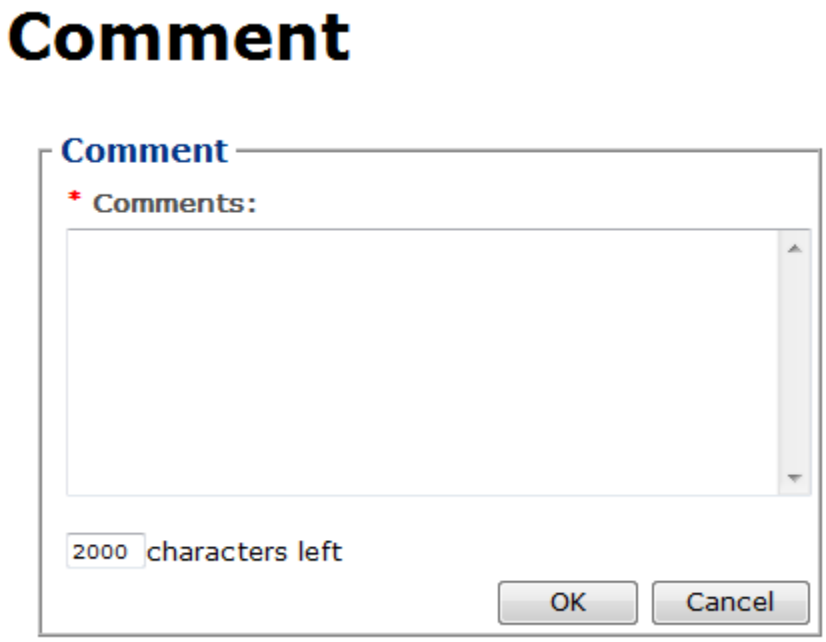
Figure 24: User Registration – Comments Tab



►**Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in User Registration Submission to submit your user registration.

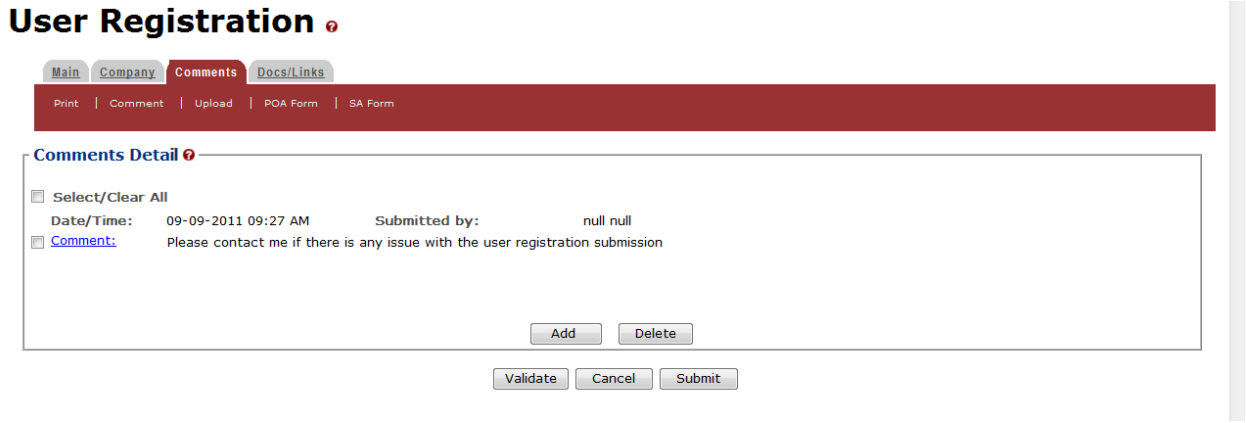
32. Select the Comments tab. The Comments tab displays. See Figure 24.
33. Select the **Add** button. The Comment pop-up window displays. See Figure 25.

Figure 25: User Registration – Comment Pop-Up Window



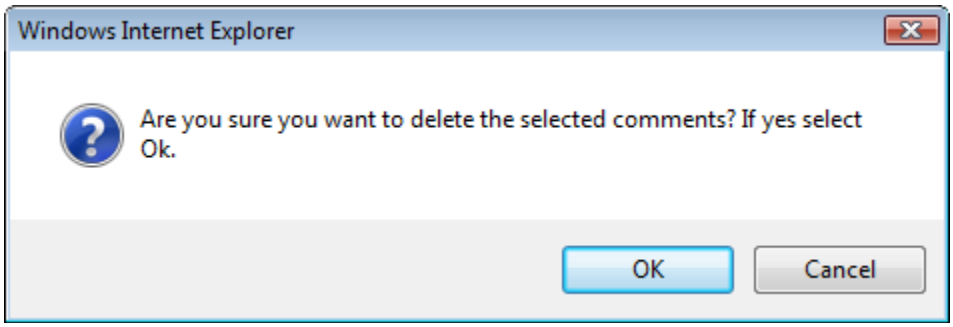
34. Enter comments in the available field.
35. Select the **OK** button. The Comment pop-up window closes and the comments are added to the user registration submission. See Figure 26.

Figure 26: 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 27. Select the **OK** button to confirm.

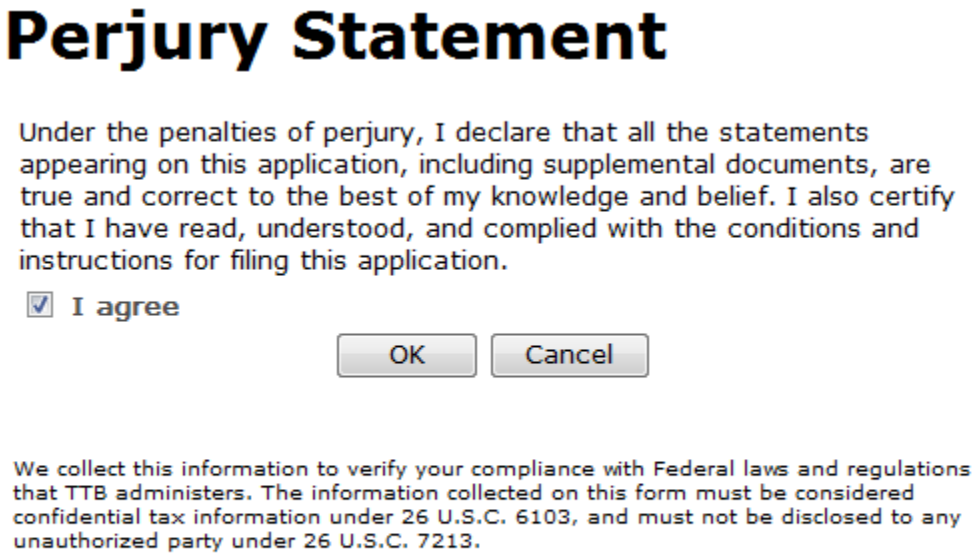
Figure 27: User Registration – Delete Comment Confirmation



User Registration Submission

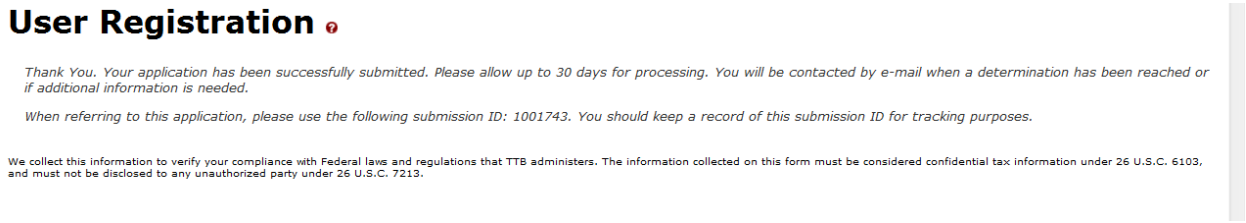
36. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 28.

Figure 28: User Registration – Perjury Statement Pop-Up Window



37. Select the "I agree" checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
38. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 29.

Figure 29: User Registration – Submission Confirmation



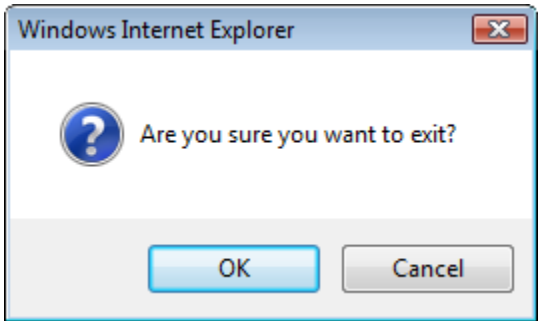
TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

39. Select the Exit link in the main navigation banner. See Figure 30.

Figure 30: User Registration – Exit Link

A confirmation message box displays prompting you to confirm your action. See Figure 31.

Figure 31: User Registration – Exit Confirmation



40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 1.
41. Follow the steps in Activate a User ID to activate your user ID once TTB has contacted you with the user ID.