



# Formulas Online

## [Create a New User Registration](#)

Follow these steps to create a new user registration:

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

**Figure 1: TTB Online Portal**

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

## Welcome to TTB Online

**Publicly available services:**

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

**Services requiring registration and login:**

**User Name:**  [Expired password ?](#)

**Password:**  [New or forgotten password ?](#)

**Logon to:**

**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.

[Register for TTB Online](#). Need help on [how to register](#) ?

[Need Help Logging On and Using TTB Online](#) ?

If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

[Privacy Policy](#) [Privacy Impact Assessment](#)

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 [fonwebmaster@ttb.treas.gov](mailto:fonwebmaster@ttb.treas.gov).

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

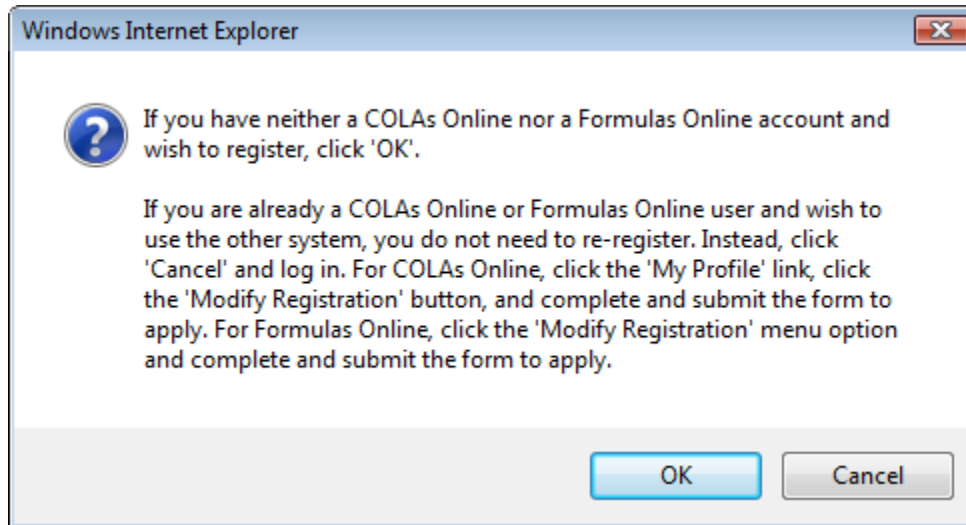
This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.  
If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

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

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

## Create a New User Registration

**Figure 2: COLAs/FONL User Registration Confirmation**



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

A screenshot of the TTB (Alcohol and Tobacco Tax and Trade Bureau) User Registration page. The page header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". There are navigation links for "Text Menu", "Help", "Contact Us", and "Exit". The main heading is "User Registration" with a help icon. Below the heading is a navigation bar with tabs: "Main" (selected), "Company", "Comments", and "Docs/Links". Underneath the tabs are links for "Print", "Comment", "Upload", "POA Form", and "SA Form". The main content area is divided into several sections:

- Type of Application**: Two radio button options: "New Application" (with subtext "You've never had an online account with TTB") and "Reactivate an Inactive Account" (with subtext "In the past, you had an online account with TTB that has been inactivated").
- Personal Information**: A form with fields for "First Name", "M. I.", "Last Name", "Suffix", "Employer", "Title", "Label Rep. ID", "Phone Number", "Fax Number", "Address Format" (dropdown menu set to "USPS Domestic"), "Street", "City", "State" (dropdown menu), and "Zip".
- Business E-mail Addresses**: A section with the text "Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address." Below this is a table with columns "SET AS PRIMARY" and "E-MAIL ADDRESS". There are three rows, each with a radio button in the "SET AS PRIMARY" column and an empty text input field in the "E-MAIL ADDRESS" column.
- Authentication Questions**: A section with the text "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." Below this is a table with columns "QUESTION" and "ANSWER". There is one row with a dropdown menu in the "QUESTION" column and an empty text input field in the "ANSWER" column.

## Create a New User Registration

### Type of Application

**Figure 4: User Registration – Reactivating Inactive Account**

**Type of Application**

New Application You've never had an online account with TTB

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

Inactive User ID

If you remember the User ID of your inactive TTB Account, please enter it here.

Existing (Inactive) User ID:

**Figure 5: User Registration – New Application**

**Type of Application**

New Application You've never had an online account with TTB

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

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)**

**Personal Information**

\* First Name: Jane M. I.: Last Name: Smith Suffix:

\* Employer: TTB \* Title: Auditor Label Rep. ID:

\* Phone Number: 2024532000 Fax Number:

Address Format: USPS Domestic

\* Street: 1325 G Street NW

\* City: Washington

\* State: DC

\* Zip: 20005 -

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

**Personal Information**

\* First Name: Jane M. I.: Last Name: Smith Suffix:

\* Employer: TTB \* Title: Auditor Label Rep. ID:

\* Phone Number: 2024532000 Fax Number:

Address Format: Foreign

\* Street:

\* City:

\* Country:

Region:

Province:

Foreign Postal Code:

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.

## Create a New User Registration

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

### Business E-mail Addresses

**Figure 8: User Registration – Business E-mail Addresses**

The screenshot shows a form titled "Business E-mail Addresses" with a help icon. Below the title is a note: "Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address." The form has two columns: "SET AS PRIMARY" and "E-MAIL ADDRESS". Under "SET AS PRIMARY", there are three radio buttons; the first is selected and has a red asterisk. The first "E-MAIL ADDRESS" field contains "Jane.Smith@ttb.gov". There are two empty "E-MAIL ADDRESS" fields below it.

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**

The screenshot shows a form titled "Authentication Questions" with a help icon. Below the title is a note: "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." The form has two columns: "QUESTION" and "ANSWER". Under "QUESTION", there are three dropdown menus labeled "1:", "2:", and "3:", each with a red asterisk. Under "ANSWER", there are three empty text input fields corresponding to the 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

User Registration

SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
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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)

Company

\* System Requested:  COLAs Online  Formulas Online  
\* System Access: Submitter

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

Company

\* System Requested:  COLAs Online  Formulas Online  
\* System Access:  Submitter  Preparer / Reviewer  
\* Company Type:  Alcohol Beverage  Nonbeverage Product

► **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.

## Create a New User Registration

► **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)**

**Company Information** ?


* Registry, Permit, or Brewer's Notice:	<input type="text"/>
Date of Permit Issue:	<input type="text"/> 
Company Code: <i>(if known)</i>	<input type="text"/>
* Company Name:	<input type="text"/>
Address Format:	USPS Domestic ▾
* Street:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/> - <input type="text"/>

## Create a New User Registration

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

**Company Information** ?

\* Registry, Permit, or Brewer's Notice:

Date of Permit Issue:  

Company Code: (if known)

\* Company Name:

Address Format: Foreign

\* Street:

\* City:

\* Country:


Region:

Province:

Foreign Postal Code:

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 not 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)**

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

## Create a New User Registration

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

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

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

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

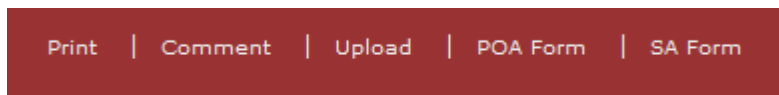
\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

**Signing Authority or Power of Attorney Files ?**

If you derive your Signature Authorization from 'Power of Attorney' or 'Signing Authority', you will need to provide TTB with a signed Power of Attorney or Signing Authority form, respectively. Forms are available for printing on the tabbed menu (click on link 'POA form' or 'SA form'). You will need to sign the form and either mail it to TTB, or scan and upload the file. To upload a file, either click the 'Upload' link on the tabbed menu, or press the 'Upload' button on the Docs/Links tab. A list of documents you have uploaded is available on the 'Docs/Links' tab.

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](#).



## Create a New User Registration

### Approver Information

Figure 19: User Registration – Approver Information

The screenshot shows a form titled "Approver Information" with a help icon. It contains two rows of input fields. The first row is labeled "Title of Company Approval Official:" and the second row is labeled "Name of Company Approval Official:". Below the form are two buttons: "OK" and "Cancel".

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

The screenshot shows the "User Registration" interface with the "Docs/Links" tab selected. At the top, there are navigation tabs: "Main", "Company", "Comments", and "Docs/Links". Below the tabs is a dark red bar with links: "Print", "Comment", "Upload", "POA Form", and "SA Form". The main content area is titled "Submission Documents" and contains a table with the following headers: "TYPE", "DESCRIPTION", "INVALIDATED", "FILE", "SIZE", and "DATE". Below the table is an "Upload" button. At the bottom of the form are four buttons: "< Previous", "Validate", "Cancel", and "Submit".

► **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

## Attachment

**Uploaded File Information** ?

\* Description:  100 characters left

\* Type:

\* File:

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.

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.

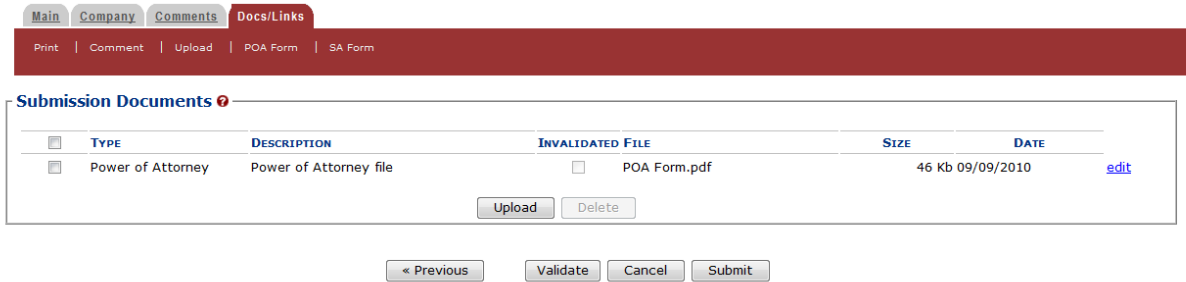
30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.

31. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the user registration submission. See Figure 22.

## Create a New User Registration

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

### User Registration



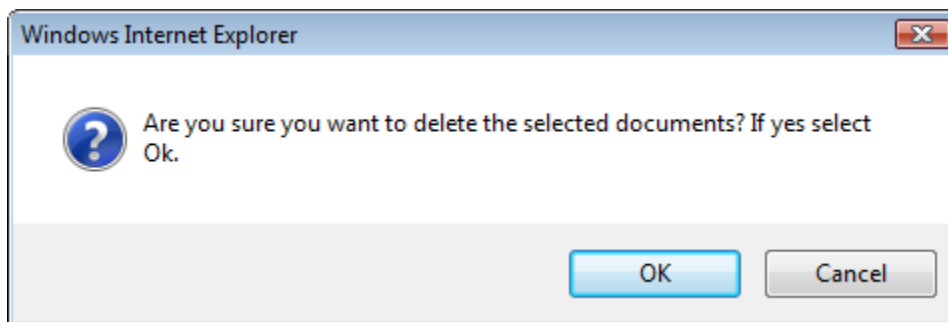
The screenshot shows the 'Docs/Links' tab of the 'User Registration' interface. At the top, there are tabs for 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the tabs is a navigation bar with links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission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

<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Power of Attorney	Power of Attorney file	<input type="checkbox"/> POA Form.pdf	46 Kb	09/09/2010	<a href="#">edit</a>

Below the table are buttons for 'Upload' and 'Delete'. At the bottom of the page are buttons for '< Previous', '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 23. Select the **OK** button to confirm.

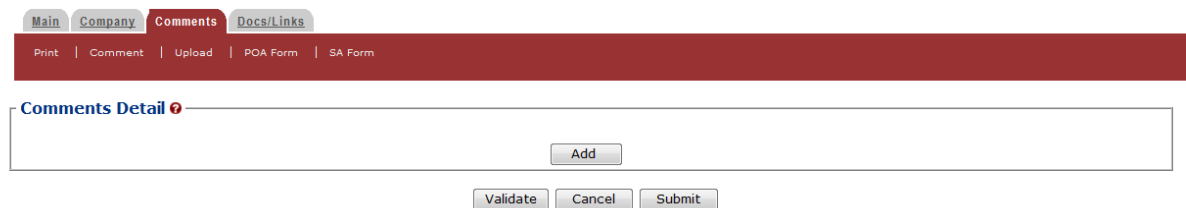
**Figure 23: User Registration – Delete Attachment Confirmation**



### Comments Tab

**Figure 24: User Registration – Comments Tab**

### User Registration



The screenshot shows the 'Comments' tab of the 'User Registration' interface. At the top, there are tabs for 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the tabs is a navigation bar with links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Comments Detail' and contains an 'Add' button. At the bottom of the page are buttons for 'Validate', 'Cancel', and 'Submit'.

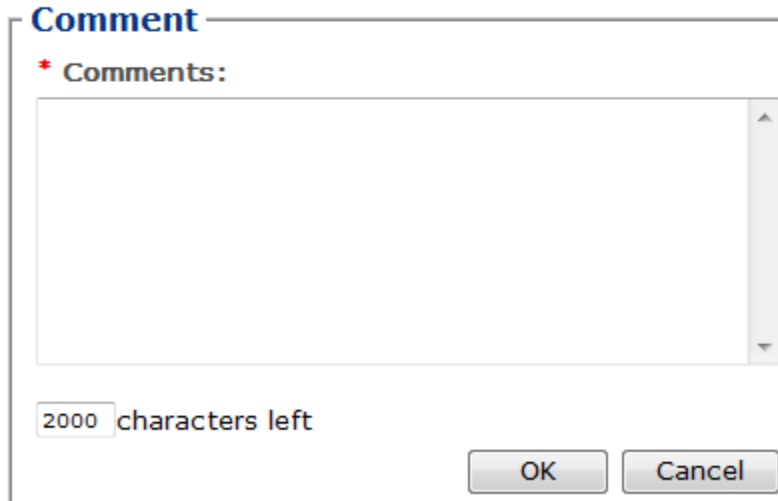
► **Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

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

## Comment

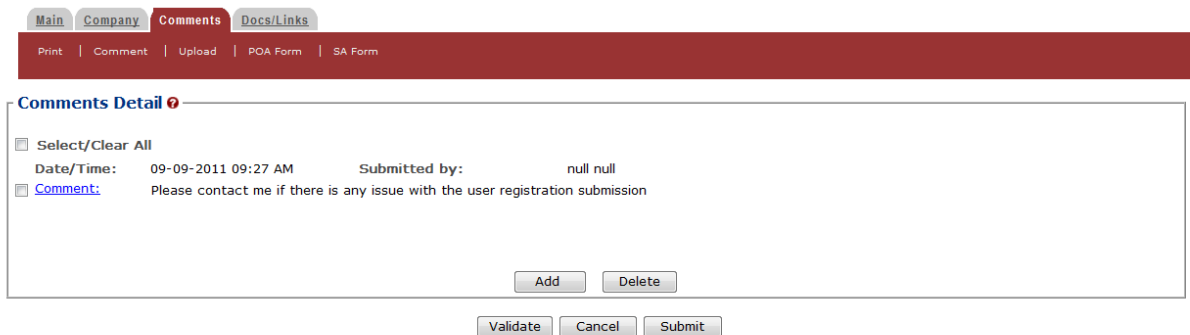


34. Enter comments in the available field.

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

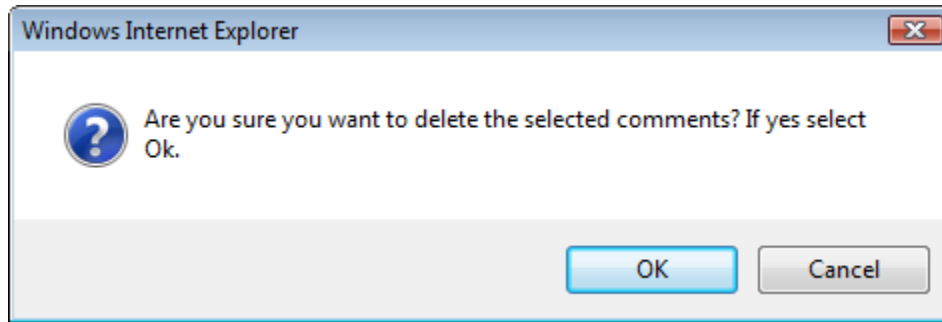
Figure 26: User Registration – Comments Tab with Comment Added

### User Registration o



► **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**

## 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.

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.

## Create a New User Registration

### Figure 29: 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: 1001743. 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 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.

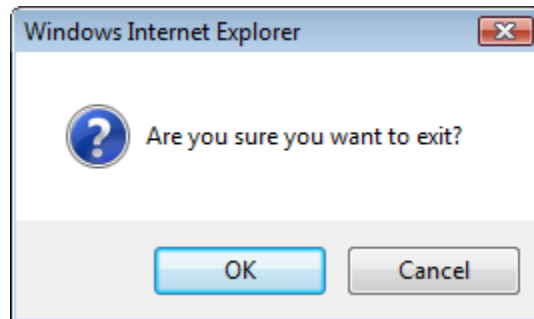
39. Select the [Exit](#) link in the main navigation banner. See Figure 30.

### 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.