COLAs Online
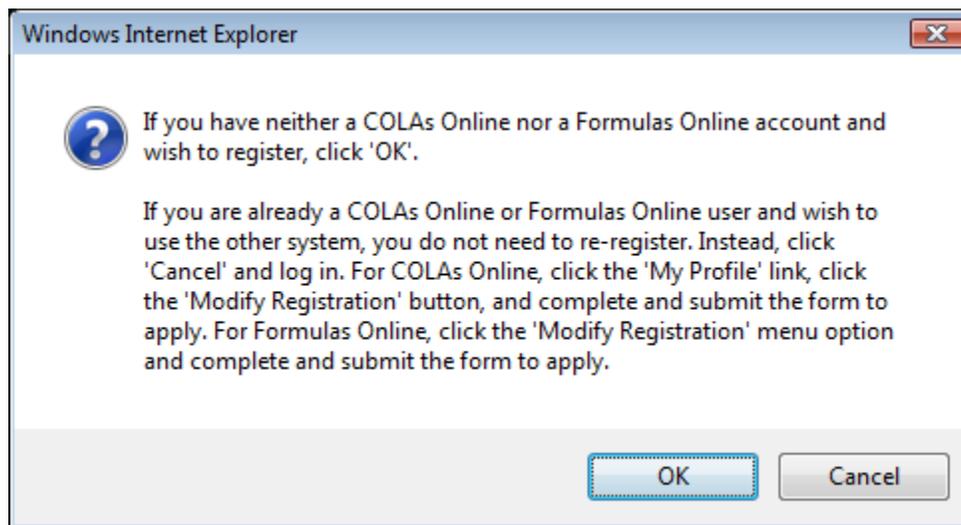
Create a New User Registration

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.

3. Select the Register for TTB Online link. A confirmation message box displays prompting you to confirm your action. See Figure 1.

Figure 1: 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. The User Registration page displays with the Main tab selected. See Figure 2.

Figure 2: User Registration – Main Tab

Type of Application

Figure 3: User Registration – Reactivating Inactive Account

Figure 4: 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 3.

   b. If you are a new user, select the New Application radio button. See Figure 4.

Personal Information

Figure 5: User Registration – Personal Information (USPS Domestic)

Figure 6: User Registration – Personal Information (Foreign Address)

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

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

Business E-mail Addresses

Figure 7: User Registration – Business E-mail Addresses

6. Enter at least one valid business e-mail address in the available field(s). See Figure 7.

►**Note:** You may add up to three valid e-mail addresses, but then you must choose which should be used as the primary contact.

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

Authentication Questions

Figure 8: 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 8.

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 9.

Company Tab

Figure 9: User Registration – Company Tab

10. Select the access type from the COLAs Online System Access drop-down list. See Figure 9.
11. Select the **Add** button. The Company pop-up window displays. See Figure 10.

Company Information/System Information

Figure 10: User Registration – Company (System Information – COLAs Online)

Figure 11: 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 9), the COLAs Online radio button next to System Requested is selectable. See Figure 10. Otherwise, you may only select the Formulas Online radio button option. See Figure 11.

►**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.

►**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 9.

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 <u>all</u> companies included in the user registration request.

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

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

Submitter Company Information

Figure 12: User Registration – Company (Company Information – Domestic)

Figure 13: 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. Enter your company address information in the available fields. See Figure 12. If you select **Foreign** for Address Format, additional address fields display. See Figure 13.

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

Individual Information/Signature Authority or Power of Attorney Forms

Figure 14: User Registration – Company (Individual Information – Preparer/Reviewer)

Figure 15: User Registration – Company (Individual Information – Submitter)

Figure 16: User Registration – Company (Individual Information – SA/POA Selected)

17. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 14.

18. If registering as a Submitter, select the Employee or Representative radio button. See Figure 15.

19. 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 15.

20. 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 17.

Figure 17: User Registration – Action Bar

Print | Comment | Upload | POA Form | SA Form
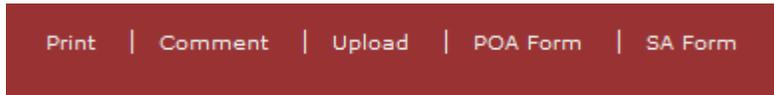
21. Complete and scan the required form(s).

22. Upload the file through the Docs/Links Tab.

Approver Information

Figure 18: User Registration – Approver Information

Approver Information ❷

Title of Company
Approval Official: [   ]

Name of Company
Approval Official: [   ]

OK   Cancel

23. If known, enter the Title and Name of the Company Approval Official in the available fields.

24. Select the **OK** button. The Company pop-up window closes.

Docs/Links Tab

Figure 19: User Registration – Docs/Links Tab

User Registration ₒ

Main | Company | Comments | **Docs/Links**

Print | Comment | Upload | POA Form | SA Form

Submission Documents ❷

TYPE	DESCRIPTION	INVALIDATED	FILE	SIZE	DATE

Upload

« Previous   Validate   Cancel   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.

25. Select the **Next** button. The Docs/Links tab displays. See Figure 19.

26. Select the **Upload** button. The Attachment pop-up window displays. See Figure 20.

Figure 20: User Registration – Attachment Pop-Up Window

27. Enter a description for the file in the available field.

28. Select a type from the Type drop-down list.

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

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

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

►**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.

Comments Tab

Figure 21: 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.

31. Select the Comments tab. The Comments tab displays. See Figure 21.

32. Select the **Add** button. The Comments pop-up window displays. See Figure 22.

Figure 22: User Registration – Comments Pop-Up Window
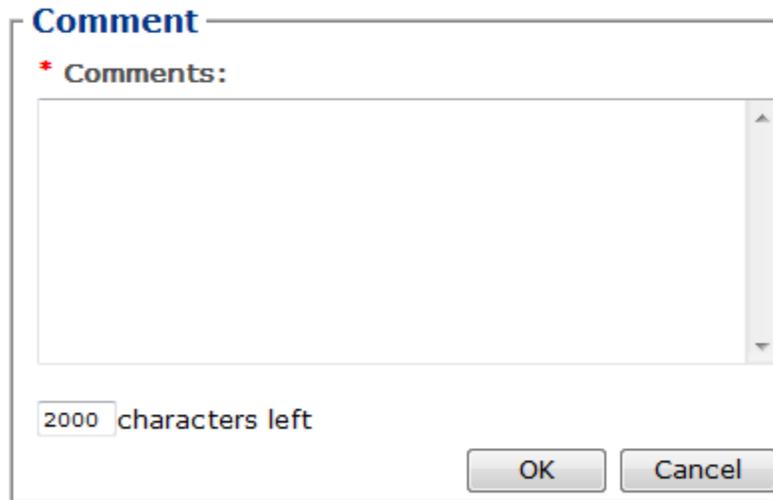
33. Enter comments in the available field.

34. Select the **OK** button. The Comments pop-up window closes and the comments are added to the user registration submission.

User Registration Submission

35. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 23.

Figure 23: 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.

36. Select the "I agree" checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.

37. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 24.

Figure 24: 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.

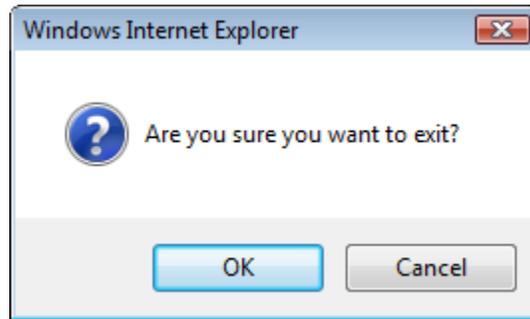38. Select the Exit link in the main navigation banner. See Figure 25.

Figure 25: User Registration – Exit Link

Text Menu   Contact Us   Exit

A confirmation message box displays prompting you to confirm your action. See Figure 26.

Figure 26: User Registration – Exit Confirmation

39. Select the **OK** button. The confirmation message box closes and the TTB Online Portal page displays.

40. Follow the steps in Activate a User ID to activate your user ID once TTB has contacted you with the user ID.