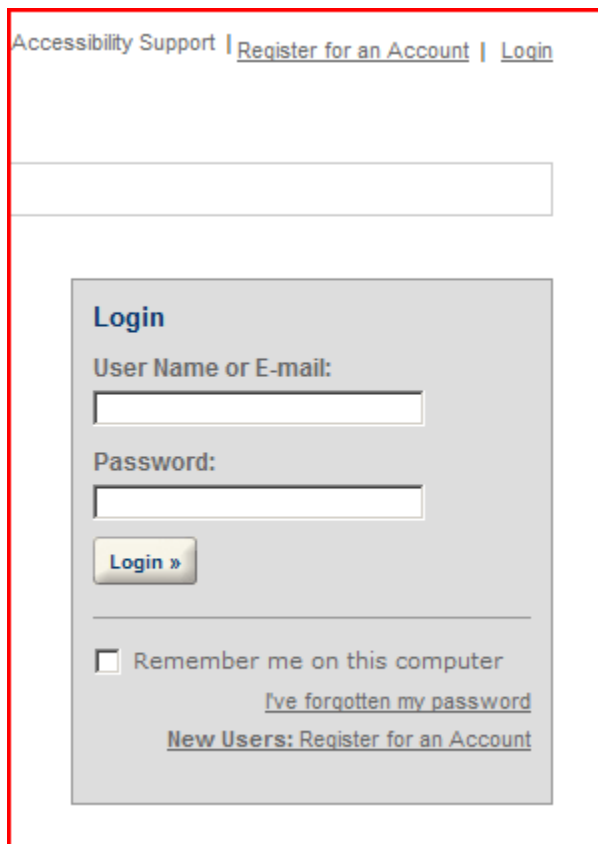


## Permits Online

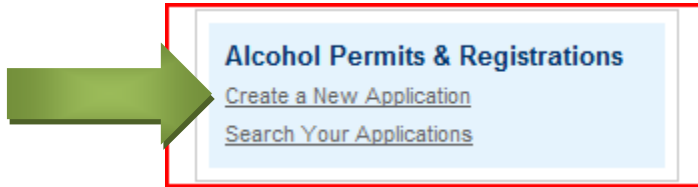
### Add additional contacts to access my online application?

Application Contacts must have signing authority listed in the approved application. If the individual you wish to add has signing authority follow the steps below to link them to the approved application. If the individual does not have signing authority you must file an amendment to add the individual as Power of Attorney. After TTB approval, the individual will need to Register with Permits Online and create a new application entitled *Request Access – Existing Data*. Please follow the steps below to complete this application.

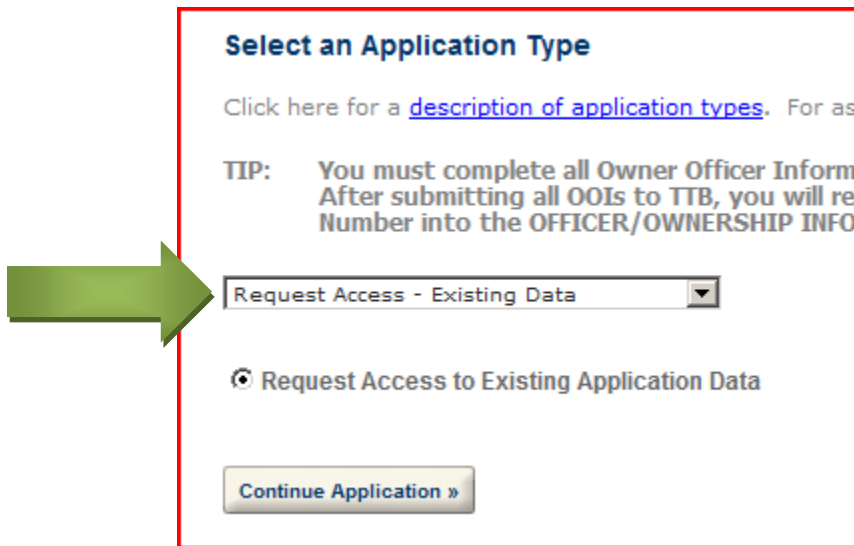
- Login to Permits Online

A screenshot of the Permits Online login page, enclosed in a red rectangular border. At the top, there are links for "Accessibility Support", "Register for an Account", and "Login". Below these links is a large, empty white rectangular box. The main content is a grey box with the heading "Login". It contains two input fields: "User Name or E-mail:" and "Password:". Below the password field is a "Login »" button. At the bottom of the grey box, there is a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

- Click on the “Create A New Application” link



- Select “Request Access – Existing Data”



- Enter the information for the new Application Contact
- Identify the Application Tracking Number, Permit / Registry Number, or EIN of the application(s)/record(s) to which you wish to be linked

**APPL TRACK / PERMIT / REG INFO**

Add a row for each existing permit or registration that you wish to request access to. None of the fields below are required but the more information that you can provide will help expedite your access to the application data requested. If you do not have existing authorization on file DO NOT use this application. EXIT and submit an amendment to the original application to Add Signing Authority (for employees) or to Add Power of Attorney (for non-employees) then return to this application. Contact TTB for more information or support about this section at 1-855-TTB-PONL (1-855-882-7661) M-F 8am - 4pm EST or click [here](#) to view the PONL Customer Reference Guide

Permit Number:	Registration Number:	Application Tracking Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
EIN (XX-XXXXXXX):		
<input type="text"/>		

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- Check the box for the Penalties of Perjury statement

**Declaration**

**YOUR DECLARATION**

You must check the associated box to indicate that you declare, under penalties of perjury, that you have examined this application and that it is true, correct, and complete to the best of your knowledge and belief. The date that you check the box signifying this declaration will be auto-filled into the field provided.

\* Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.

\* Date:  

Save and resume later:

- Review and Submit