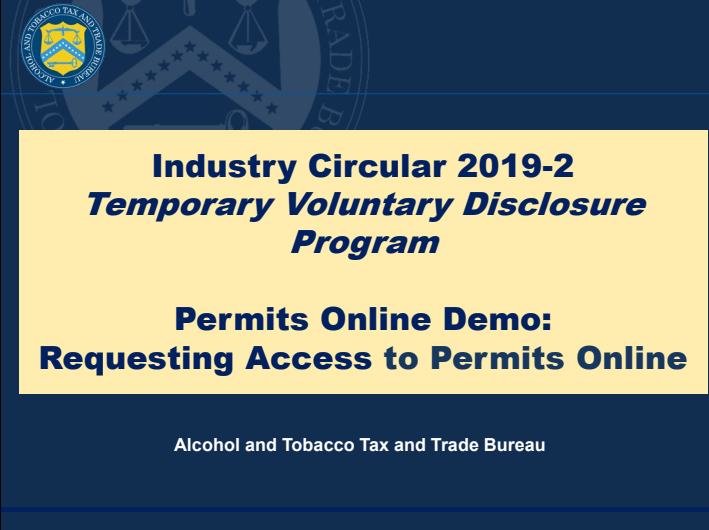



Slide 1




Industry Circular 2019-2
Temporary Voluntary Disclosure
Program

Permits Online Demo:
Requesting Access to Permits Online


Alcohol and Tobacco Tax and Trade Bureau

V1: Hi everyone, and thank you for joining our Permits Online presentation on how to request access to Permits Online, which may be your first step before submitting the information required to participate in the temporary voluntary disclosure program, or TVDP, set out in Industry Circular 2019-2. This information applies to anyone who does not currently have access to Permits Online.



Objective


- Request access to your Permits Online account



9/10/19

V2: In this presentation, we're going to show you how to request access to your account. Look for the "**Permits Online**" graphic on our site and click on it to go to the login page.

Slide 3

 **Need to Register?**

User Name or E-mail: Password: [Log in >](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Permits Online is TTB's free, secure electronic system where you can **apply for the permits, registrations, or notices** you need to start your business or **amend your existing approvals**.

New to Permits Online?

- Get started by [viewing our tutorial](#)
- See all [online help](#)

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V1: If you are new to Permits Online and need help registering for an account, please click the ***“viewing our tutorial”*** link on the Permits Online login page, and visit Part Two of the tutorial.

V2: The rest of this presentation will help you navigate the screens you’ll see when you’re logged into Permits Online.

Slide 4

Request Access

Home My Submissions Resume Draft Help

Welcome Angela McMillin
You are now logged in.

What do you want to do today?

Apply for new permits, registrations or notices ▶
Build a package of the applications you'll need in order to get your approvals. Here's **what you'll need to gather** before starting.

Amend approved permits, registrations or notices ▶
Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more.

Fill out a Personnel Questionnaire (PQ) ▶
PQs are required for owners, officers, and others associated with the business. Learn more about **who needs to fill out PQs** and how the PQ fits into the application process.

Link additional records to my account ▶
Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your **My Submissions** page.

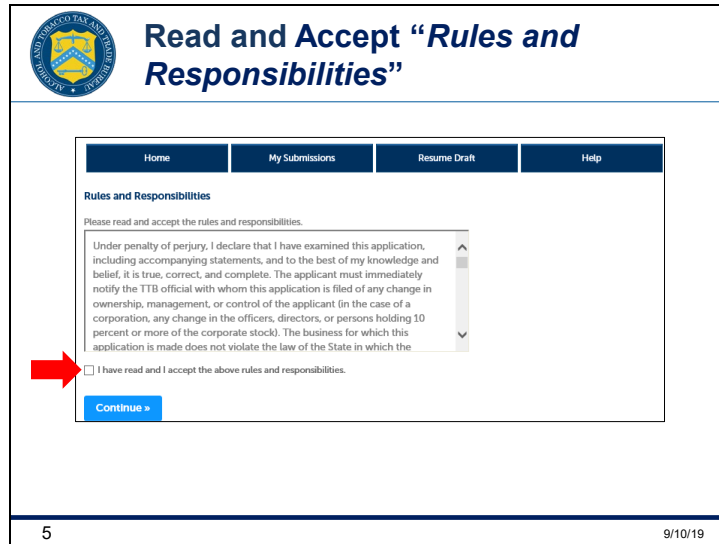
Helpful resources:

- What's new
- Permits Online tutorial
- Application processing times

See more online help ▶

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V1: Once you have successfully logged into your Permits Online account, select **“Link additional records to my account.”**



The screenshot shows a web application interface for the Tennessee Tax Authority (TTA). At the top left is the TTA logo. The main heading is "Read and Accept 'Rules and Responsibilities'". Below this is a navigation bar with four tabs: "Home", "My Submitters", "Resume Draft", and "Help". The "My Submitters" tab is active. The main content area is titled "Rules and Responsibilities" and contains a scrollable text box with the following text: "Under penalty 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. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the". Below the text box is a checkbox labeled "I have read and I accept the above rules and responsibilities." with a red arrow pointing to it. A "Continue >" button is located at the bottom of the form. The footer of the page shows the number "5" on the left and the date "9/10/19" on the right.

V2: Read the **Rules and Responsibilities** text box, and then select and accept them by marking the box here, and clicking **Continue**.

Verify Contact Information

Step 1: View contact information >>
About the Link Request
The My Submissions screen allows you to view/amend any Permits Online records linked to your account; however, there may be additional permits, registrations, or notices which you are authorized to view or amend. For example:

- Applications which were originally filed to TTB on paper, or
- Applications which you did not file yourself, but you are authorized to view/amend

In order for your Link Request to be approved you must have signing authority or power of attorney for the business. Once approved, the linked records will appear on the My Submissions screen.

Learn more about how to have records filed [on paper](#) or by a [colleague](#) linked to your account. * indicates a required field

Application Contact

Please review the contact information we have on file for you. This should be your information, as the person filling out this access request.
If it is incorrect, please update [your information](#) and then start a new access request.

Joe Industry Member
joe@whimp.com
111-222-3344

000 X Street, Suite 0
Anywhere, XX 12345

[Continue »](#) [Save and resume later](#)

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V1: Next, double check your contact information, shown here with an arrow. If you notice that it's incorrect, click the blue **"your information"** link we've circled here to edit the information. Note that if you do have to change your contact information, you'll have to exit the system to do so, and then log in again after you make the necessary edits. Once you verify your contact information, click **Continue**.

Step 2: Identify authority >> * indicates a required field

Owner/Officer Information

OWNER/OFFICER INFORMATION
You must have signature authority or power of attorney in order to be linked to existing permits, registrations, or notices. If your authority to access the requested record(s) is not already on file with TTB, it is preferred that someone with authority submit such documentation before you request access. If, however, this is not possible, you may attach such documentation in Step 4.

* Select your title:

* Enter the Employer Identification Number (EIN) of the business:

Select the authority you have been granted: *

How is authority granted?: *

See Help ? if you have questions on input to this field:
Enter permit, registry, or notice number for a record you wish to access: *

[Continue »](#) [Save and resume later](#)

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V2: Next, enter information regarding your authority to make changes or create a new application. If you have multiple Permits, you only need to list one here, and the system will show you all of them on the next screen. For now, enter your title, company EIN, how your authority is granted, and your permit number. Then, click **Continue**.

Check Existing Permits

Step 3: Confirm & add if applicable >>>

* Indicates a required field

Enter Records You'd Like to Access for this EIN

APP TRACK / PERMIT / REG INFO
Select "Add a Row" to identify each additional permit, registry, or notice you would like to access for this EIN. Please enter information into at least one field per row to help us find your records.

Showing 0-0 of 0

Permit Number	Registration/Brewers Notice Number	Operating Permit Number	Application Tracking Number	EIN (00-XXXXXX)
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue >](#) [Save and resume later](#)

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V1: The circled area is where you'll see a list of all the permits you have signing authority for. If you don't see all of them, click the **Add a Row** button, beneath our arrow, to list additional Permits. When you're finished, click **Continue**.

Check Attachments

Attachments

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.
View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary.
PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

[Add](#) [Continue >](#) [Save and resume later](#)

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V2: If you don't have an approved Signing Authority or Power of Attorney on file with TTB for the additional records you have requested access to, upload your document here by clicking the **Add** button. Then click **Continue** when you're done.

Legal Statement

Step 5: Declare & acknowledge >> * indicates a required field

Declaration

DECLARE AND ACKNOWLEDGE

By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.

You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center.

I declare under penalties of perjury under the laws of the United States of America, that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.:


Declaration Date:

[Continue >](#) [Save and resume later](#)


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V1: After reading the **Declare and Acknowledge** statement, check the box by our arrow. The date will populate in the date box we've circled. Then, click **Continue**.

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 **Review**

Step 6: Review

[Continue >](#)  [Save and resume later](#)

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

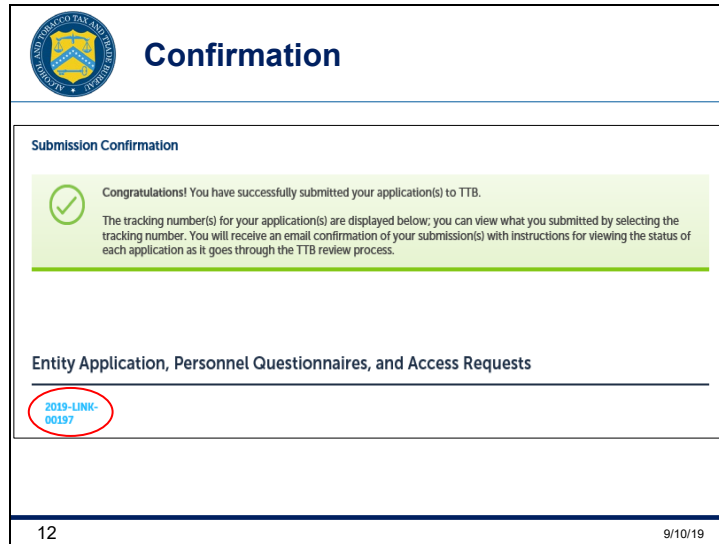
Please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

Request Access - Existing Data Link

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V2: All of your answers will show up on this page. If you notice that you missed something, you can select the “**start over**” link we’ve circled to add what is missing. If everything is there, click the **Continue** button, which has now moved on the page. You can see the new location from our arrow..

Slide 12




The screenshot shows a confirmation page from the University of Toronto. At the top left is the University of Toronto logo. To its right is the word "Confirmation" in a large, bold, blue font. Below this is a section titled "Submission Confirmation" with a green background. It contains a green checkmark icon and the text: "Congratulations! You have successfully submitted your application(s) to TTB. The tracking number(s) for your application(s) are displayed below; you can view what you submitted by selecting the tracking number. You will receive an email confirmation of your submission(s) with instructions for viewing the status of each application as it goes through the TTB review process." Below this is a section titled "Entity Application, Personnel Questionnaires, and Access Requests" with a horizontal line. Underneath the line, the tracking number "2019-LINK-00197" is displayed and circled in red. At the bottom left of the page is the number "12" and at the bottom right is the date "9/10/19".

V1: Once you've successfully completed the initial steps, you'll see a confirmation page. This page also shows your application tracking number, circled here, but you'll receive a confirmation email of this submission as well.



Questions



Contact TTB at:

- 1-877-882-3277

OR

- CIC2019@ttb.gov

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V2: If you have any questions, please contact us by phone or email and we'll be happy to help you! Good luck and thanks for joining us!