



COLAs Online

Correct Application

The Application Needs Correction page provides you with information on why an e-filed application needs correcting and provides the ability to submit corrections to an e-filed application. Applications in the “Needs Correction” status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected. Figure 1 details the Application Needs Correction page.

Figure 1: Application Needs Correction

Follow these steps to view application corrections:

1. From the Application Detail page, select the [Make Corrections](#) link. The Application Needs Correction page displays. See Figure 1.

► **Note:** The [Make Corrections](#) link is only available for applications in the “Needs Correction” status.

► **Note:** Once you select the [Make Corrections](#) link, you must make all corrections at one time. You will not be given the option to save the application and submit later during this process.

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2. To make corrections to the application, select the [Make Corrections](#) link. The Verify Application page displays for that TTB ID. See [Verify Application](#).

► **Note:** You may be restricted from editing information in Step 1: Application Type, Step 2: COLA Information, or Step 3: Upload Labels. If you are restricted from editing this information, the **edit step 1**, **edit step 2**, or **edit step 3** buttons are not displayed when you select the [Make Corrections](#) link to make corrections to the application.

► **Note:** If the Commodity is changed in Step 1: Application Type, you must re-enter information in Step 2: COLA Information pertaining to the changed commodity.

► **Note:** Applications in the Needs Correction status have 30 days for the corrections to be made. If changes are not made within 30 days, the application will automatically be rejected.

3. Follow steps 2-7 in [Verify Application](#) to edit information and resend the corrected application to TTB for processing.
4. Select the **Cancel Corrections** button to cancel your changes and return to the Home: My eApplications page.