



COLAs Online

[Create an Application](#)

The following document describes how to create a new application:

- [Allowable Changes to Approved Labels Acknowledgement](#)
- [Step 1 of 3: Application Type](#)
- [Step 2 of 3: COLA Information](#)
- [Step 3 of 3: Upload Labels](#)

[Allowable Changes to Approved Labels Acknowledgement](#)

The Allowable Changes to Approved Labels Acknowledgement page requires you to review and acknowledge the list of allowable label revisions before creating an application. You must confirm you have read the list of allowable revisions before you can proceed with creating an application. This list will help you determine if you need update an existing COLA or file a new application. Figure 1 details the Allowable Changes to Approved Labels Acknowledgement page.

Follow these steps to confirm you have read the list of allowable revisions before creating an application:

1. Select the [Create an eApplication](#) link from the menu box on any page or select the **Create an eApplication** button from the Home: My eApplications page. The Allowable Changes to Approved Labels Acknowledgement page displays. See Figure 1.

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Figure 1: Allowable Changes to Approved Labels Acknowledgement

The screenshot shows the 'COLAs Online' page for the Alcohol and Tobacco Tax and Trade Bureau. The main heading is 'COLAs Online' with the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. Below this, there is a navigation menu with links: 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main content area is titled 'Allowable Changes to Approved Labels' and contains a section titled 'Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?'. This section includes a paragraph of text, a list of three links: 'Examples of Labels with Allowable Changes', 'Complete List of Allowable Revisions To Approved Labels (Printer-Friendly Version)', and 'Webinar Presentation: Allowable Revisions To Approved Labels'. Below the list is a checkbox labeled 'Yes, I have read the list of allowable revisions' which is checked. At the bottom of this section are two buttons: 'Cancel' and 'Continue'. The footer of the page contains contact information, a disclaimer, and accessibility information.

2. Select the [complete list of allowable revisions](#) link and the [Examples of Labels with Allowable Changes](#) link to determine if you need to update an existing COLA or file a new application.

► **Note:** For additional guidance, you may select the [Allowable Revisions to Approved Labels](#) link to view the Webinar Presentation.

3. Select the checkbox next to “Yes, I have read the list of allowable revisions” to confirm your acknowledgement.
4. Select the **Continue** button to proceed to the next step in the create process. See [Step 1 of 3: Application Type](#).
5. Select the **Cancel** button to cancel the create application process and return to the Home: My eApplications page.

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Step 1 of 3: Application Type

The Create Application Step 1 of 3: Application Type page allows you to enter product information for the application. Figure 2 and Figure 3 detail the Create Application Step 1 of 3: Application Type page.

► **Note:** All fields in Step 1 are required.

Follow these steps to create an application:

1. Select the [Create an eApplication](#) link from the menu box on any page. The Create Application Step 1 of 3: Application Type page displays. See Figure 2 and Figure 3.

Figure 2: Create Application Step 1 of 3: Application Type (Top)

The screenshot shows the top portion of the 'COLAs Online' web application. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this is the 'COLAs Online' header and a navigation menu with links: 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. The main heading is 'Create Application Step 1 of 3: Application Type'. Below the heading are three tabs: 'Step 1', 'Step 2', and 'Step 3'. The 'Type of Product' section has three radio button options: 'Wine' (with a sub-option 'Domestic SAKE Application'), 'Distilled Spirit', and 'Malt Beverage'. The 'Source of Product' section has two radio button options: 'Domestic' and 'Imported'. The 'Type of Application' section has two radio button options: 'Certificate of Label Approval' (which is selected) and 'Certificate of Exemption from Label Approval' (with a dropdown menu for state selection). The 'Resubmission' section is partially visible at the bottom.

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Figure 3: Create Application Step 1 of 3: Application Type (Bottom)

Malt Beverage

Source of Product

Domestic

Imported

Type of Application

Certificate of Label Approval

Certificate of Exemption from Label Approval

*This item will only be sold in

Resubmission

Is this application a resubmission of a previously rejected application?

Yes No

*If yes, indicate the previously rejected TTB ID

or

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UNITED STATES
DEPARTMENT OF
THE TREASURY

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2. Select the Type of Product: Wine, Domestic SAKE Application, Distilled Spirit, or Malt Beverage.

3. Select the Source of Product: Domestic or Imported.

► **Note:** This indicates if the finished alcohol beverage was produced in the US or internationally.

4. Select the Type of Application- Certificate of Label Approval or Certificate of Exemption from Label Approval.


► **Note:** Certificate of Label Approval is the default.

► **Note:** If you select Certificate of Exemption from Label Approval, select the state the product will be sold in from the drop-down list. If you select Certificate of Label Approval with Source of Product as Imported, the state drop-down list will be disabled.

5. If this is a resubmission of a previously rejected application, select the TTB ID from the drop-down list or enter the TTB ID in the field provided.

► **Note:** “No” is the default.

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- ▶ **Note:** If you select “Yes,” you must select or enter a TTB ID.
 - ▶ **Note:** The drop-down list contains rejected e-applications.
 - ▶ **Note:** The text field allows you to enter the TTB ID of an electronic or paper application that was rejected within the past two years.
6. Select the **Next** button to proceed to the next step in the create process. See [Step 2 of 3: COLA Information](#).
 7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.
- ▶ **Note:** Select the  icon for field-level help.

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Step 2 of 3: COLA Information

The Create Application Step 2 of 3: COLA Information page allows you to enter COLA information for the application. Figure 4 – Figure 7 detail the Create Application Step 2 of 3: COLA Information page.

Figure 4: Create Application Step 2 of 3: COLA Information (Top)

The screenshot shows the top portion of the TTB COLAs Online application page. At the top left is the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is the "COLAs Online" header. A navigation menu on the right includes links for "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off". The main heading is "Create Application Step 2 of 3 : COLA Information". Below the heading are navigation links for "Step 1", "Step 2", and "Step 3". The "Application Information:" section contains a "Serial Number" field with a red question mark icon and a "13-" prefix. Below it is a "Plant Registry/Basic Permit/Brewer's No." section with a dropdown menu and an "Add Permit" button. A table with columns "No.", "Address", "Select Principal Place of Business", and "Remove?" is shown, with "(None assigned)" below it. Further down are input fields for "DBA/Trade Name (if any)", "Brand Name", and "Fanciful Name (if any)". At the bottom, there is a "FORMULA(s)" section with a "TTB Formula ID:" label.


Figure 5: Create Application Step 2 of 3: COLA Information (DSP – Top)

The screenshot shows the "Distinctive Liquor Bottle Approval" section. It begins with the heading "Distinctive Liquor Bottle Approval" and the question "Is this application a request for Distinctive Liquor Bottle Approval?". Below the question are two radio buttons: "Yes" and "No", with "No" selected. A note states: "*If yes, enter the total bottle capacity before closure". Below this note is an empty input field. At the bottom, a note reads: "(Remember to attach images of the front and back of the distinctive bottle in Step 3)."

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Figure 6: Create Application Step 2 of 3: COLA Information (Middle)

FORMULA(s)

TTB Formula ID: 

--Select TTB Formula ID--


OR

Permit Number:  **Company Formula #/SOP #:** 

--Select Permit#--

List of Formulas


(None assigned)

Sulfite Analysis Submission ID: 

--Select Sulfite Submission--

OR


(None assigned)


Net Contents 


--Select Net Contents--

Net Contents

(None assigned)

Alcohol Content 

Wine Vintage  (if on label)

Grape Varietal(s) (If any)  (if on label)

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Figure 7: Create Application Step 2 of 3: COLA Information (Bottom)

Alcohol Content

Wine Vintage (if on label)

Grape Varietal(s) (If any) (if on label)

Wine Appellation (if on label)

Notes to Specialist

Previous Notes

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Follow these steps to continue creating an application:

1. From the Create Application Step 1 of 3: Application Type page, select the **Next** button. The Create Application Step 2 of 3: COLA Information page displays. See Figure 4 – Figure 7.
2. If the Type of Product selected in the previous step is Distilled Spirit, the application is for Distinctive Liquor Bottle Approval and additional fields will display at the top of the page. See Figure 5. Select the “Yes” radio button and enter the Total Bottle Capacity before closure.
3. Enter the Serial Number of your application.
4. If you have more than one valid permit for this type of application, select the appropriate Plant Registry/Basic Permit/Brewer’s No. from the drop-down list and select the **Add Permit** button.
 - ▶ **Note:** Repeat this step to assign additional permits (except wineries).
 - ▶ **Note:** To remove a permit from the list, select the [Remove](#) link.
 - ▶ **Note:** If you have only one valid permit for this application type, it will be selected for you.
5. Enter a DBA/Trade Name if one is used on the label.

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► **Note:** You must get approval from the TTB NRC before using the Trade Name on the label.

► **Note:** The DBA/Trade Name must match the label. This information must be added to the application each time it is used in the label. The DBA is added when the bottler's or importer's company name is different from the operating name. The operating name is listed on the permit and the DBA must be registered with the NRC before use.

6. Enter the Brand Name.

7. Enter the Fanciful Name, if applicable.

► **Note:** Do not enter a Product Class/Type or Wine Appellation in the Brand Name or Fanciful Name field. You are not required to tell TTB the class/type designation that appears on your label. Putting this information in the Brand Name or Fanciful Name field (or any other field) will result in your application being returned to you for correction.

8. If you have an approved TTB Formula ID, select the appropriate TTB Formula ID from the drop-down list of approved TTB Formula IDs associated with the Plant Registry/Basic Permit/Brewer's No. you selected above.

► **Note:** To remove a TTB Formula ID from the list, select the [Remove](#) link.

► **Note:** TTB Formula IDs only appear for electronically available Formulas. The TTB Formula ID field will display a list of *approved* formulas; the class/type displayed will be the *approved* class/type, not the submitted class/type.

► **Note:** You may no longer add a Lab No./Pre-Import No. or the Lab Approval Letter Date/Pre-Import Date when creating a COLA eApplication. These fields will still display for previously created COLA eApplications and on read-only pages. The information may now be entered in the restructured formula fields.

9. Select the Net Contents from the drop-down list and select the **Add Net Contents** button.

► **Note:** To remove a Net Content from the list, select the [Remove](#) link.

► **Note:** Repeat this step to add more than one Net Contents value, if this label will be used on multiple size containers.

10. Enter the Alcohol Content.

► **Note:** You can enter Alcohol Content text or a numeric value. If you enter a numeric value, it must be between 0.00 – 100.00.

11. Enter the Wine Vintage date if it is shown on the label.

► **Note:** Wine Vintage only appears for Wine applications. If applicable, you must enter a Wine Vintage numeric value within the range of 1700 and the current year.

12. Enter the Grape Varietal(s) if it is shown on the label.

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► **Note:** Grape Varietal(s) only appears for Wine applications.

13. Enter the Wine Appellation if it is shown on the label.

► **Note:** Wine Appellation only appears for Wine applications.

► **Note:** You must enter a Wine Appellation if you have entered a Wine Vintage date or the system will not allow you to proceed to the next step.

14. If applicable, enter the notes to the Specialist who will be processing the COLA eApplication.

► **Note:** You may enter up to 2000 characters in the Notes to Specialist field.

► **Note:** When your application is in “Needs Correction” status, the 2000 characters limit applies to the combined total of all previous and current notes to specialist. For example, if you previously added a note of 1000 characters, you can only submit a current note of 1000 characters.

15. Select the **Previous** button to return to Step 1.

16. Select the **Next** button to proceed to the next step in the create process. See [Step 3 of 3: Upload Labels](#).

17. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.

► **Note:** Select the  icon for field-level help.

Create an Application

Step 3 of 3: Upload Labels

The Create Application Step 3 of 3: Upload Labels page allows you to upload labels to the application. Figure 8 and Figure 9 detail the Create Application Step 3 of 3: Upload Labels page.

Figure 8: Create Application Step 3 of 3: Upload Labels (Top)

The screenshot shows the top portion of the TTB COLAs Online application. At the top left is the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below this is the 'COLAs Online' header and the sub-header 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. A navigation menu on the right includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Instructions', 'Contact Us', and 'Log Off'. The main heading is 'Create Application Step 3 of 3 : Upload Labels'. Below the heading are links for 'Step 1', 'Step 2', and 'Step 3'. A text box contains instructions: 'SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.' Below this is a large empty text area. The 'Upload Label Images' section includes a note: 'Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.' It features a table with columns for 'File Name', 'File Size', 'Type', and 'Dimensions', and a button '>> add/remove Images'. The 'Upload Other Attachments' section includes examples: 'Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.' and a table with columns for 'File Name', 'File Size', and 'Type', with a button '>> add/remove Attachments'.

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Figure 9: Create Application Step 3 of 3: Upload Labels (Bottom)

(e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

Upload Label Images:
Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
-----------	-----------	------	------------

>> add/remove Images



Upload Other Attachments:
Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
-----------	-----------	------

>> add/remove Attachments

Cancel application << Previous Next >>

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Follow these steps to continue creating an application:

1. From the Create Application Step 2 of 3: COLA Information page, select the **Next** button. The Create Application Step 3 of 3: Upload Labels page displays. See Figure 8 and Figure 9.
2. Enter a translation of any foreign text or any special wording or designs that appear on the materials affixed to the container (e.g., label, bottle, cork, etc.) in the field provided if applicable.
3. Select the **add/remove Images** button to upload label images. See [Upload Label Images](#).
4. Select the **add/remove Attachments** button to upload attachments. See [Upload Other Attachments](#).
5. Select the **Previous** button to return to the Create Application Step 2 of 3: COLA Information page. See [Step 2 of 3: COLA Information](#).
6. Select the **Next** button to proceed to the next step in the create process. See [Verify Application](#).
7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.