



# Foreign Producer Registration and CBMA Tax Benefit Assignment myTTB System User Guide

October 25, 2022

The purpose of this guide is to provide step-by-step instructions for foreign producer representatives to register the foreign company and assign tax benefits to importers under the Craft Beverage Modernization Act (CBMA).

A foreign producer's representative may be an owner, officer, or employee of the foreign producer or an authorized agent of the foreign producer. A foreign producer may have more than one representative, but each must create their own account in [Login.gov](https://www.login.gov) and, subsequently, a profile in [myTTB](https://myttb.ttb.gov).

- Step 1 – Create an account in [Login.gov](https://www.login.gov)
- Step 2 – Create a profile in [myTTB](https://myttb.ttb.gov)
- Step 3 – Register a Foreign Producer in myTTB
- Step 4 – Assign Tax Benefits
- Step 5 – Add Authorized Users

There are two additional resources at the end of this guide (after Step 5):

- Error messages and what they mean
- How to export table information to an Excel spreadsheet

**NOTE:** All information shown in the following screens is for demonstrative purposes only and is not meant for actual use. In addition, there may be minor differences between the sample screens shown in this guide and actual screens in the myTTB system. TTB regulatory requirements are available at [27 CFR Part 27, Subpart P](https://www.ecfr.gov/current/title-27/chapter-I/subchapter-B/part-27).

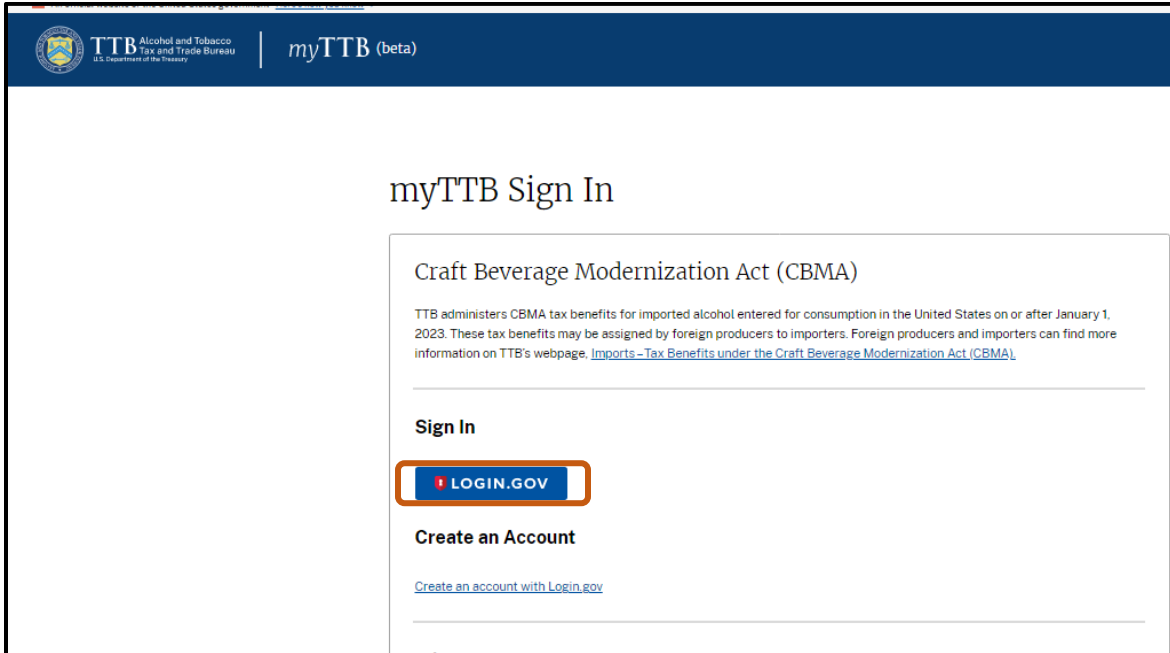
# Step 1 – Create an account in Login.gov

Refer to [Login.gov](https://login.gov) for instructions on how to create an account.

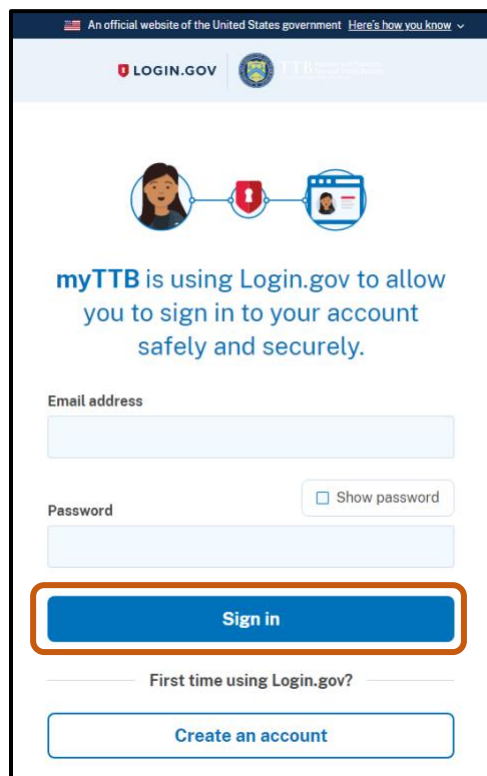


## Step 2 – Create a profile in myTTB

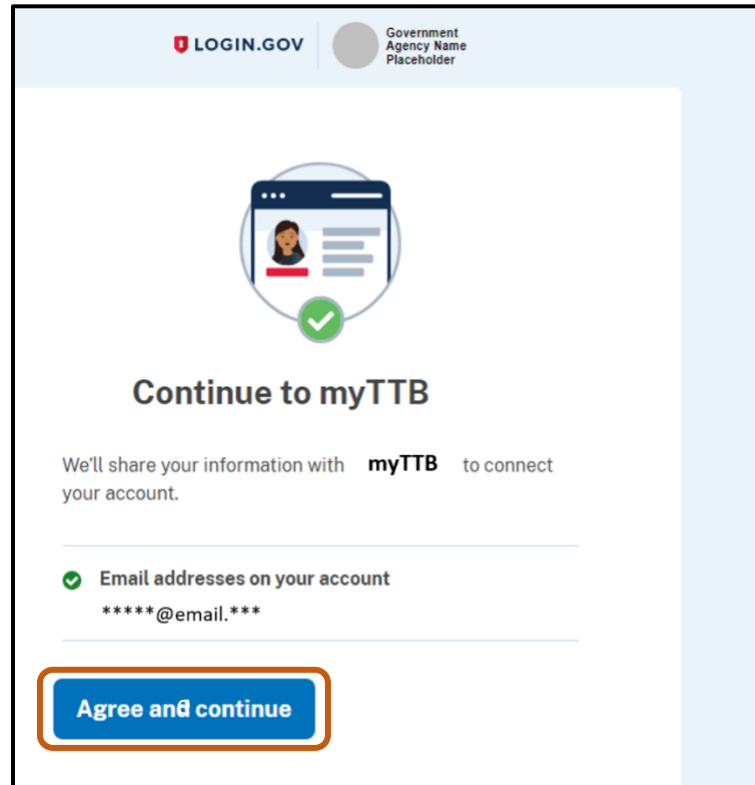
1. After creating your [Login.gov](https://login.gov) account, go to [myTTB](https://myttb.ttb.treasury.gov). Select the **Login.gov** button to log into [myTTB](https://myttb.ttb.treasury.gov).



2. Enter your Login.gov account credentials on the sign in screen and select the **Sign in** button.



3. Upon successful sign in with Login.gov, select the **Agree and continue** button to be taken to myTTB.



# myTTB Profile – Account Information

1. Complete your [myTTB](#) profile by filling in the following fields with your own first name, last name (or family name), company name, and position in the fields shown below.

**NOTE:** Your email will be populated with the email you used when signing up for [Login.gov](#).

The screenshot shows the 'myTTB' profile setup interface. At the top, there is a header with the TTB logo and 'myTTB' text. Below the header, a 'Welcome' message is displayed. A progress indicator shows three steps: 'Account Information' (highlighted with a red box and a blue circle containing the number 1), 'TTB Contact Information', and 'Dashboard Setup'. The 'Account Information' section is titled '1 of 3 Account Information'. A blue box contains a note: 'Disabled fields are auto-filled using your login information and cannot be changed within myTTB. If you need to make changes to this information, update it directly in your identity verification application (ID.me)'. The form fields are: 'First name' (filled with 'John'), 'Last name' (filled with 'Smith'), 'Account email' (filled with 'j.smith@epamail.com'), 'Company (optional)', and 'Position title (optional)'. A blue 'Continue' button is located at the bottom of the form, also highlighted with a red box.

2. Select the **Continue** button.

# myTTB Profile – TTB Contact Information

1. Enter your email address and phone number. When entering your phone number, select the country from the drop down menu next to the flag.
2. Check the boxes on the screen if you would like to receive general communications and updates from TTB through the contact information you provided, and if you would like to provide feedback to TTB on system improvements.
3. Select the **Continue** button.

The screenshot shows the myTTB profile setup interface. At the top, there is a header with the TTB logo and the text "myTTB". Below the header, a "Welcome" message is displayed. The main content area is titled "Welcome to myTTB" and includes a sub-header "2 of 3 TTB Contact Information". A progress indicator shows three steps: "1 Account Information", "2 TTB Contact Information" (the current step), and "3 Dashboard Setup". A blue box contains the text: "This information will ONLY be used to contact you for TTB-specific communications. This does not impact your account information with your identity verification application." Below this, there are two input fields: "Contact email" with the value "Contactemail@Contactemail.a.com" and "Phone" with a dropdown menu showing "555-323-8765". There are two checkboxes: "I would like to receive additional TTB communications and updates." and "I would like to help TTB gather feedback and test system improvements to make this experience better. (Learn more)". At the bottom, there is a blue "Continue" button and a "Previous" link. Red callout boxes with numbers 1 and 2 point to the email and phone input fields, respectively. The "Continue" button is highlighted with a red rectangle.

# myTTB Profile – Dashboard Setup

1. Under the heading **Special Roles**, check the box that applies:
  - **Foreign Producer** – Check this box if you are an owner, officer, or employee of a foreign producer.
  - **Alcohol Importer** – Check this box if you are an alcohol importer and if a foreign producer has authorized you to act on their behalf.
  - **Third Party Professional** – Check this box if you are a third party professional (for example, a consultant or other authorized agent) and if a foreign producer has authorized you to act on their behalf.
2. Select the **Finish** button.

3 of 3 **Dashboard Setup**

Please tell us more about your role. Select the topic(s) you would like to see on your custom dashboard. These items can be changed at any time through the Dashboard Management page.

**Special Roles**

Foreign Producer

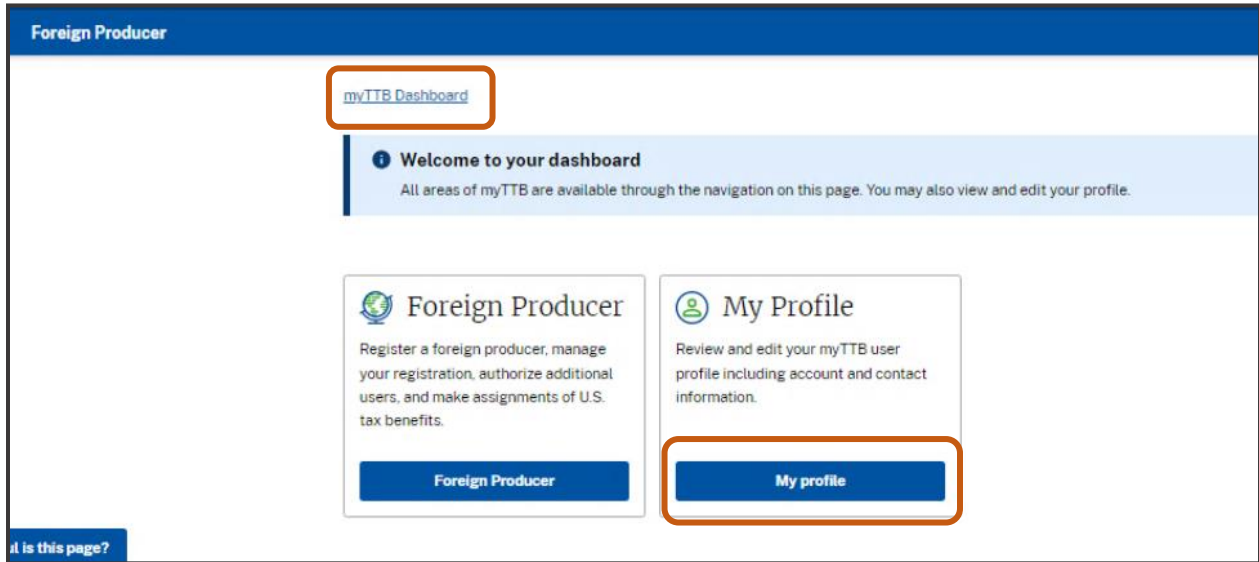
Alcohol Importer

Third Party Professional

**Finish** [Previous](#)

You have now successfully created your myTTB profile.

You may change your myTTB profile settings at any time by selecting the **My profile** button on your dashboard.





## Step 3 – Register a Foreign Producer in myTTB

In the prior steps, the foreign producer’s representative created an account in [Login.gov](#) and a profile in [myTTB](#). In the next step, the foreign producer’s representative submits a registration and receives a TTB-issued ID called the TTB Foreign Producer ID, which is specifically for use when assigning CBMA tax benefits.

A foreign producer’s representative can be an owner, officer, or employee of a foreign producer or any agent authorized to act on behalf of the foreign producer.

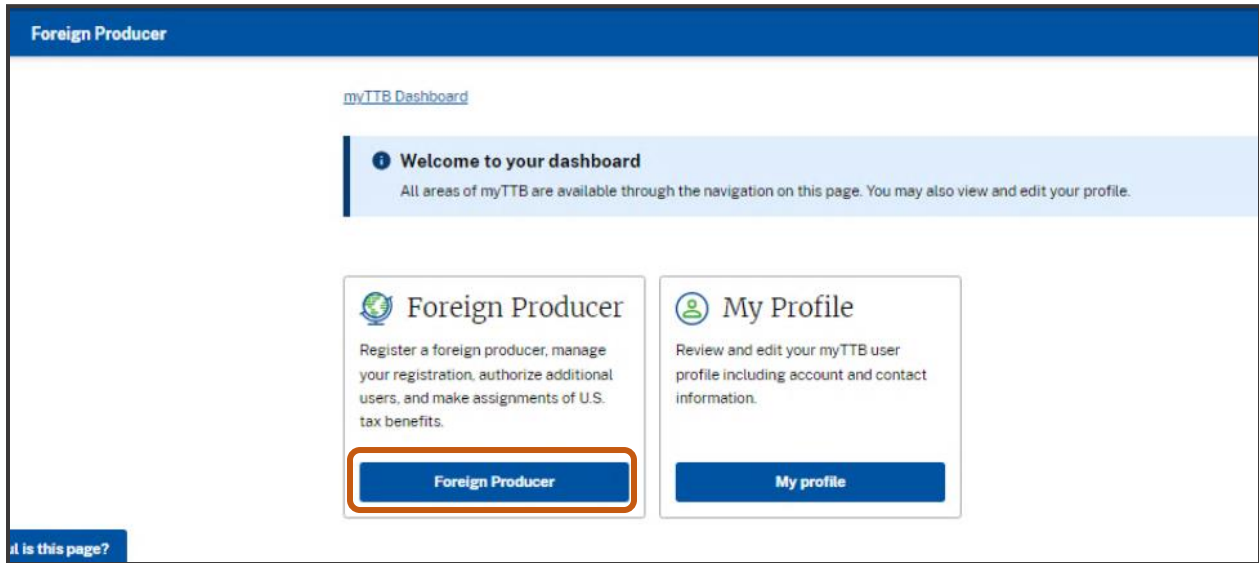
The person submitting the registration must be able to provide proof of their authority to act on behalf of the foreign producer upon request from TTB.

After successfully registering a foreign producer with TTB, the foreign producer’s representative will receive a TTB Foreign Producer ID. The foreign producer must provide this TTB Foreign Producer ID to any U.S. importers of its products to whom the foreign producer will subsequently assign CBMA tax benefits. The steps for submitting a registration follow:

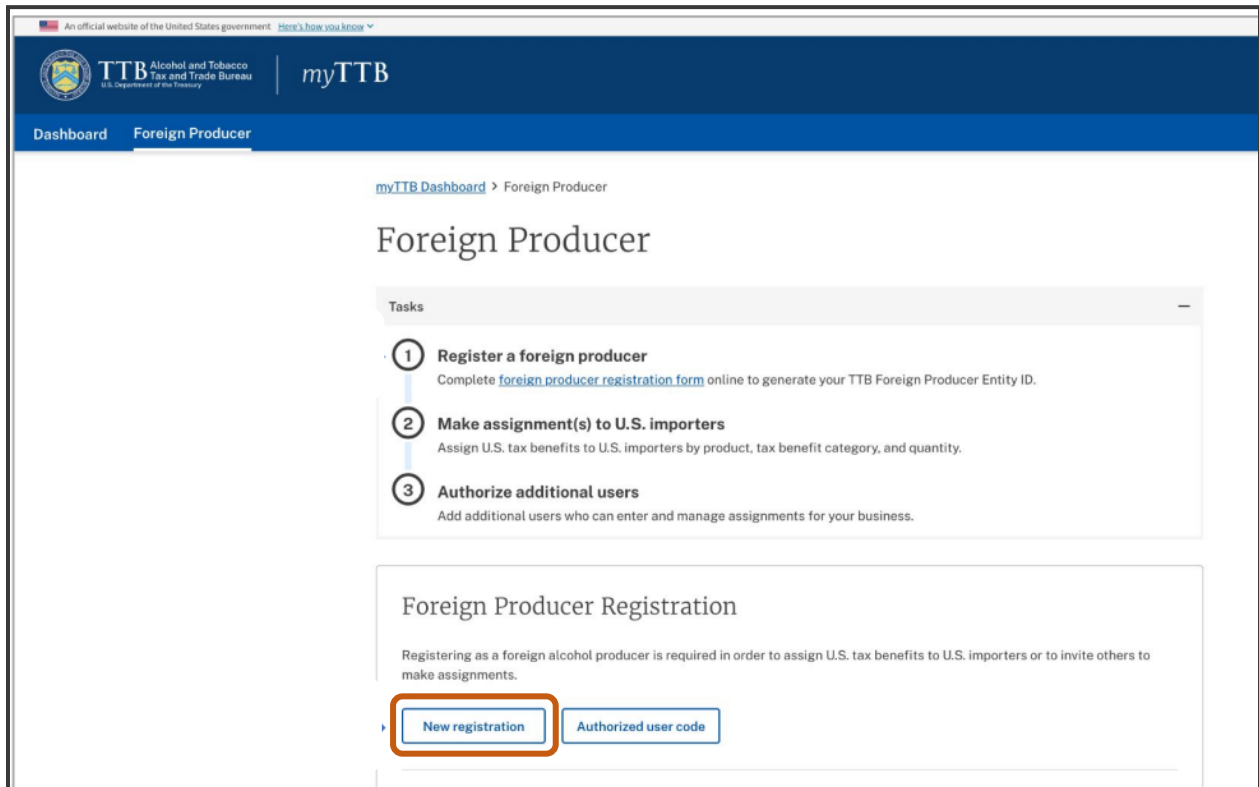
1. Access the myTTB **CBMA Imports** system as shown below by selecting the **CBMA Imports** button.



2. Once signed in to myTTB, select the **Foreign Producer** button in the **Foreign Producer** block.



3. Select the **New registration** button to go to the **Foreign Producer Registration Submission** screen.



4. Complete all required fields in the **Foreign Producer Information** section:
  - a. Check the appropriate button if you are an owner, officer, or employee of the foreign producer or if you are an agent acting on behalf of the foreign producer
  - b. Enter the foreign producer company name
  - c. Enter the country where foreign producer is located
  - d. Enter the foreign producer's mailing address
  - e. Enter the city of the foreign producer's mailing address
  - f. Enter the state, province or region of the foreign producer's mailing address, if applicable
  - g. Enter zip code or postal code of the foreign producer's mailing address, if applicable

The screenshot shows the 'Foreign Producer Registration' form. At the top, there is a breadcrumb trail: 'myTTB Dashboard > Foreign Producer > Registration'. The main heading is 'Foreign Producer Registration'. Below it, a paragraph explains the purpose of the form: 'Use this online form to register a foreign alcohol producer with TTB. Once registered, you will receive your TTB Foreign Producer ID that can be provided to your U.S. importers and you will be able to assign U.S. tax benefits to importers.' A link for 'contact us online' is provided. A section titled 'Registration Submission' is highlighted with an orange box. Below this, a note states 'All fields are mandatory unless stated otherwise.' The 'Foreign Producer Information' section contains a question: 'What is your relationship to the Foreign Producer?'. Two radio buttons are present: the first is selected and corresponds to 'I am an owner, officer, or employee of this foreign producer with authority to make binding commitments on behalf of this foreign producer.'; the second is unselected and corresponds to 'I am not an owner, officer, or employee of this foreign producer, but I have been authorized by this foreign producer to act on its behalf.' Below the radio buttons, a large orange box highlights the address fields: 'Foreign Producer name', 'Country' (a dropdown menu), 'Company address line 1' (with subtext 'Street address or P.O. Box'), 'Company address line 2 (optional)' (with subtext 'Apt, suite, unit, building, floor, etc.'), 'City', 'State/Province/Region (optional)', and 'Zip/Postal code (optional)'.

5. Complete all required information in the **Foreign Producer – Contact** section:

- a. Check **Use myTTB information** if you are the foreign producer contact and you want to use the same contact information you provided when creating your myTTB profile

**NOTE:** If you check this box, all information will be auto populated except for title. If you are an agent registering a foreign producer, do not enter your own contact information in this section; instead, enter the contact information of an owner, officer, or employee of the foreign producer company that will serve as the point of contact for TTB. A foreign producer contact added to the registration will receive email updates concerning the status of the registration and any tax benefit assignments made.

- b. First name
- c. Last name
- d. Position title for company
- e. Correct country flag from the drop down menu and phone number
- f. Email

**NOTE:** This is the email that will be used to receive email updates concerning the status of the registration and any tax benefit assignments made.

**Foreign Producer - Contact**

Provide contact information for an **owner, officer, or employee of the foreign producer** who can communicate with TTB regarding this registration and any U.S. tax benefits assignments.

Use myTTB contact information

First name

Last name

Position title

Phone

Email  
email@address.com

A notification email will be sent to this address after submitting your registration.

6. Enter the foreign producer's 11-digit FDA Food Facility Registration ID number in the **FDA ID** section. This number is obtained from and generally reported to FDA in connection with the importation of a foreign producer's products into the United States. This is referred to as the **FDA Number** by some users.

**NOTE:** Foreign distilled spirits operations, wine producers, and brewers who produce products for consumption in the United States generally must register their production facilities with FDA. See [21 U.S.C. 350d](#), [21 CFR 1.225](#), and [1.227](#) (requirements applicable to foreign facilities that manufacture/process, pack, or hold food in storage for consumption in the United States).

7. Select **Add FDA ID** button. If the foreign producer has multiple FDA Numbers, repeat the process until all FDA Numbers are listed. Then, move on to the **Foreign Producer Ownership** section.

**FDA IDs**

Enter each of the U.S. Food and Drug Administration (FDA) Food Facility Registration (FFR) number(s) that you have obtained from FDA prior to importing your distilled spirits, wine, or beer into the United States. If you do not have an FDA FFR because your products are further manufactured or processed (including packaging) by another foreign facility before shipment to the United States, contact your U.S. importer(s) or the other facility for that facility's FFR.

FDA FFR ID Details +

Industrial alcohol is imported for nonbeverage purposes and is not regulated as "food" by FDA.

My products do not require any U.S. FDA FFR because I produce only industrial alcohol.

FDA ID

Add FDA ID

**NOTE:** If you made mistakes or typos in a saved FDA number, you must select **Remove** and add the information again.

FDA FFR ID ▾

12345678901 Remove

12345678905 Remove

8. If you do not have a FDA number because you only produce industrial alcohol, select the **Products do not require any U.S. FDA FFR because I produce only industrial alcohol** checkbox and move on to the **Foreign Producer Ownership** section.

**NOTE:** TTB understands that a foreign producer that produces only alcohol for industrial use (as defined at [27 CFR 1.60](#) through [27 CFR 1.62](#)) will not have an FDA ID when such alcohol is not reasonably expected to be directed to a food use. In such cases, TTB's temporary regulations provide that, in lieu of providing an FDA ID, the foreign producer will certify that it does not have an FDA ID because FDA does not require one for its operations.

The screenshot shows the 'FDA IDs' section of a form. At the top, the title 'FDA IDs' is highlighted with an orange box. Below the title is a paragraph of instructions: 'Enter each of the U.S. Food and Drug Administration (FDA) Food Facility Registration (FFR) number(s) that you have obtained from FDA prior to importing your distilled spirits, wine, or beer into the United States. If you do not have an FDA FFR because your products are further manufactured or processed (including packaging) by another foreign facility before shipment to the United States, contact your U.S. importer(s) or the other facility for that facility's FFR.' Below this is a grey box labeled 'FDA FFR ID Details' with a plus sign on the right. Underneath is a blue bar with the text: 'Industrial alcohol is imported for nonbeverage purposes and is not regulated as "food" by FDA.' Below the blue bar is a checkbox, which is highlighted with an orange box, and the text: 'My products do not require any U.S. FDA FFR because I produce only industrial alcohol.' Below the checkbox is a text input field labeled 'FDA ID' and a blue button labeled 'Add FDA ID'.

9. In the **Foreign Producer Ownership** section, select the certification checkbox if the statement about lack of common ownership with other alcohol producers applies to the foreign producer, and scroll down to the **Attestation** section (step 13 below).

The screenshot shows the 'Foreign Producer Ownership' section of a form. At the top, the title 'Foreign Producer Ownership' is highlighted with an orange box. Below the title is a paragraph of text: 'When foreign producers are related through common ownership to other foreign or U.S. producers, U.S. law may limit the tax benefits that each foreign producer can assign.' Below this is another paragraph: 'If the individuals or entities that have an ownership interest of 10% or more in the Foreign Producer also have an ownership interest in other foreign or U.S. distilled spirits operations, wineries, or breweries using or assigning U.S. tax benefits, please provide information for any individual or entity that owns 10% or more of the foreign producer being registered.' Below the second paragraph is a checkbox, which is highlighted with an orange box, and the text: 'I certify that the individuals or entities that own 10% or more of the Foreign Producer do not also have an ownership interest in (1) any distilled spirits operation, winery, or brewery in the United States, or (2) any distilled spirits operation, winery, or brewery outside of the United States that has assigned or will assign U.S. tax benefits this calendar year.' Below the checkbox is a blue button labeled 'Add owner'.

10. If the statement about lack of common of ownership with other alcohol producers does not apply to the foreign producer, select the **Add owner** button to enter the required information about any individual or entity that owns 10% for more of the foreign producer being registered.

**Foreign Producer Ownership**

When foreign producers are related through common ownership to other foreign or U.S. producers, U.S. law may limit the tax benefits that each foreign producer can assign.

If the individuals or entities that have an ownership interest of 10% or more in the Foreign Producer also have an ownership interest in other foreign or U.S. distilled spirits operations, wineries, or breweries using or assigning U.S. tax benefits, please provide information for any individual or entity that owns 10% or more of the foreign producer being registered.

I certify that the individuals or entities that own 10% or more of the Foreign Producer do not also have an ownership interest in (1) any distilled spirits operation, winery, or brewery in the United States, or (2) any distilled spirits operation, winery, or brewery outside of the United States that has assigned or will assign U.S. tax benefits this calendar year.

[Add owner](#)

11. Enter the following information for any individual or entity that owns 10% or more of the foreign producer being registered:
- a. Select **Individual or Other entity** from **Type of owner** drop down menu
  - b. Enter name  
**NOTE:** If you selected **Individual**, enter your First name and Last name. If you selected **Other entity**, enter the Entity name.
  - c. Select country where the owner is located from **County** drop down menu
  - d. Enter owner's mailing address
  - e. Enter city of owner's mailing address
  - f. Enter the state, province or region of the owner's mailing address, if applicable
  - g. Enter zip code or postal code of owner's mailing address, if applicable
  - h. Select the correct country flag from the drop down menu and enter the owner's phone number
  - i. Enter any phone extension (optional)
  - j. If you selected **Other entity**, select a Unique identifier type and enter the Unique identifier

**NOTE:** If the U.S. owner has an Employee Identification Number (EIN) issued by the U.S. Internal Revenue Service, select EIN. If the foreign entity has a Dun & Bradstreet Data Universal Numbering System number, select DUNS. If the owner does not have either an EIN or DUNS number, select N/A. This TTB registration process does not require any entity to obtain an EIN or DUNS number.

Please provide the following information for any individual or entity that owns 10% or more of the foreign producer being registered. An individual or entity that owns 10% or more of the foreign producer being registered is referred to as an "owner."

Type of owner  
- Select -

Country

Address line 1

Address line 2 (optional)

City

State/Province/Region (optional)

Zip/Postal code (optional)

Phone  
+1 201-555-0123

Ext. (optional)

12. Select the **Add owner** button. Repeat the process to add information for any other individual or entity that owns 10% or more of the foreign producer being registered. When details about all such owners are added, move on to the **Attestation** section.

Ext. (optional)

**Add owner** Cancel



13. Read each statement under the **Attestation** header and select the box to agree to the statements.

14. **Submit your registration to TTB** by selecting the **Submit registration** button.

**Attestation**

I have authority to provide and edit this foreign producer's TTB registration information, designate additional persons who are also authorized by the foreign producer to act on the foreign producer's behalf or cancel the designations of authorized persons, and make assignments of U.S. tax benefits. Upon request, I will provide TTB proof of my ownership of this foreign producer or position within this foreign producer as well as proof of my authority to make binding commitments on its behalf.

I declare under penalties of perjury under the laws of the United States of America that this information is true, correct, and complete to the best of my knowledge and belief.

I acknowledge that, if I have provided erroneous or fraudulent information through this module, TTB may revoke eligibility of this Foreign Producer to assign U.S. tax benefits to U.S. importers.

I consent to receive electronic service of any notice from TTB concerning the foreign producer's eligibility to assign U.S. tax benefits.

**Submit registration**      Cancel

If your registration is successful, you will receive a notification.

**NOTE:** The TTB Foreign Producer ID is listed in the **Registration successful** notification and will also be emailed to you. You will need to provide your TTB Foreign Producer ID to all importers to whom you assign tax benefits. The TTB Foreign Producer ID will link the foreign producer's assignments to an importer's associated entry and refund claim.

✓ **Registration successful**

You have successfully registered with TTB as a Foreign Producer. Your TTB Foreign Producer ID is **TTB-FP-P51FHK5**. Please provide this number to all U.S. importer(s) to whom you assign U.S. tax benefits, as they will report this number to U.S. Customs and Border Protection (CBP) and to TTB.

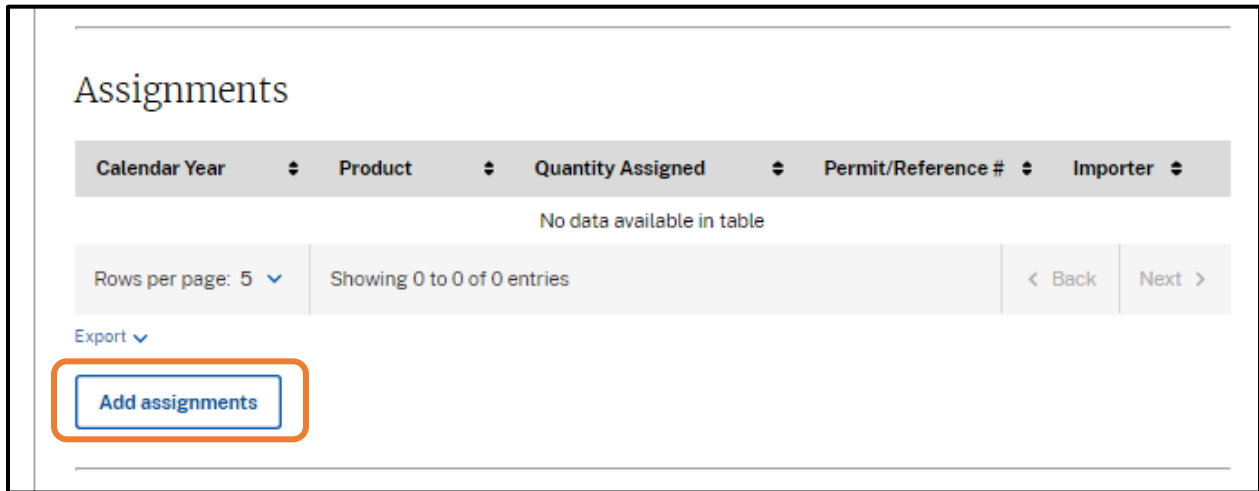
If you receive an error message, refer to the **Error Message** section at the end of this user guide to determine how to proceed.

## Step 4 – Assign Tax Benefits

Assignments of CBMA tax benefits may be submitted to TTB beginning on October 1 of the calendar year prior to the year for which the CBMA tax benefits are assigned. Assignments of CBMA tax benefits must be submitted on or before December 31 of the calendar year for which the CBMA tax benefits are assigned.

For example, tax benefits for calendar year 2024 may be assigned beginning on October 1, 2023, and must be assigned on or before December 31, 2024.

1. Select the **Add Assignments** button as shown below.



The screenshot shows a web interface titled "Assignments". At the top, there is a table header with columns: "Calendar Year", "Product", "Quantity Assigned", "Permit/Reference #", and "Importer". Below the header, the text "No data available in table" is displayed. The interface includes a pagination section with "Rows per page: 5" and "Showing 0 to 0 of 0 entries", along with "Back" and "Next" navigation buttons. An "Export" dropdown menu is also visible. A blue button labeled "Add assignments" is highlighted with an orange rectangular box.

2. Verify that you are adding assignments for the correct foreign producer by confirming the name and TTB Foreign Producer ID of the record you are working in.



The screenshot shows a section titled "Assignments to U.S. Importers" for "Odessa's Beer (TTB-FP-UXW4Z35)". Below the title, there is a paragraph of text: "Registered Foreign Producers may assign quantity-limited U.S. tax benefits to U.S. importers each calendar year. Importers will file tax refund claims with TTB based on the tax benefits assigned to them." At the bottom, there is a note: "Make your assignments on this page. Assignments do not automatically renew each calendar year. If you have questions, please [contact us online](#)." The title and producer name are highlighted with an orange rectangular box.

3. Enter the TTB importer permit number for the importer to whom you are assigning CBMA tax benefits. Ask your U.S. importer if you do not know their TTB importer permit number.

## Assignments to U.S. Importers

BS Spirits LLC (TTB-FP-33A6EZ6)

Registered Foreign Producers may assign quantity-limited U.S. tax benefits to U.S. importers each calendar year. Importers will file tax refund claims with TTB based on the tax benefits assigned to them.

Make your assignments on this page. Assignments do not automatically renew each calendar year. If you have questions, please [contact us online](#).

### Add Assignments

All fields are mandatory unless stated otherwise.

#### Importer Assignment

Before making assignments, obtain the TTB importer permit numbers or reference numbers that your U.S. importers will use to import your products and claim any assigned U.S. tax benefits. Select "Validate" to confirm that you have entered this number correctly.

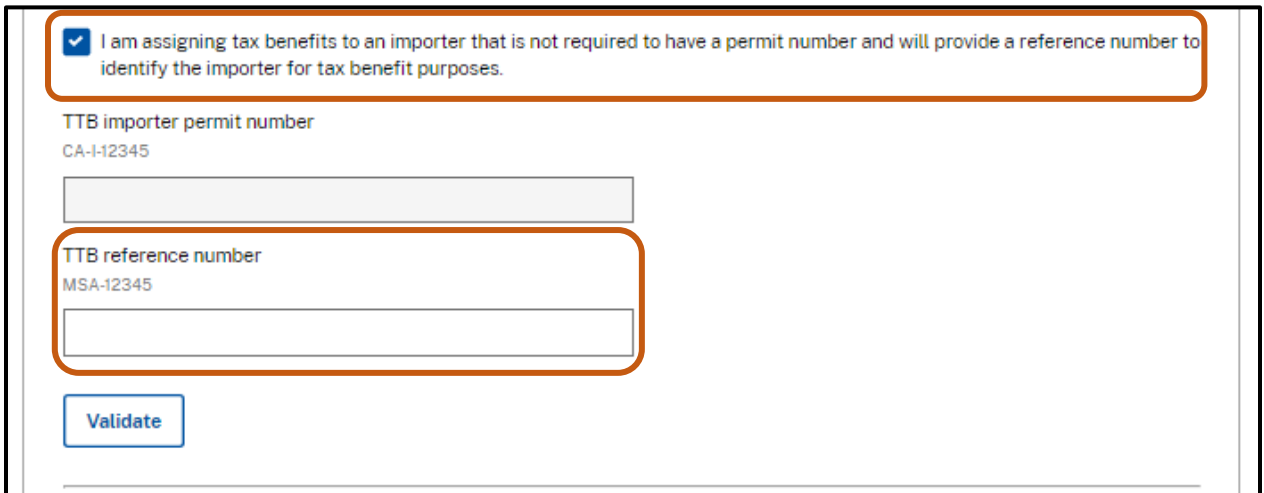
[View All Assignments](#) +

I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes.

TTB importer permit number  
CA-I-12345

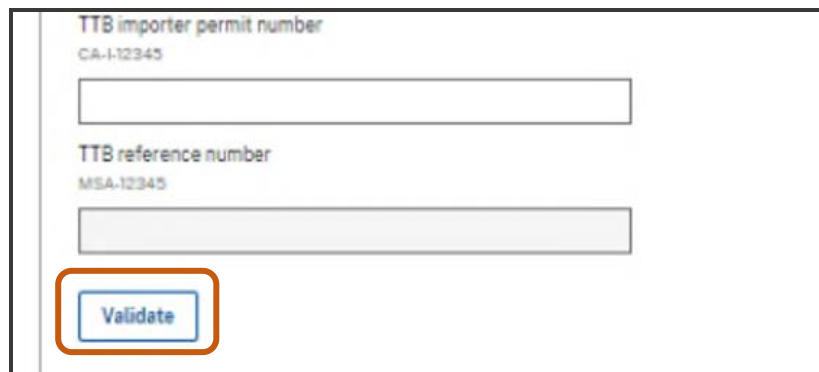
TTB reference number  
MSA-12345

4. A small number of importers who are not required to hold TTB permits will need to contact TTB to obtain a reference number for CBMA tax benefit assignment purposes. If this pertains to your importer:
  - a. Select the checkbox that states “I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes.”
  - b. Enter the importer’s reference number under the **TTB reference number** field if the importer to whom you are assigning CBMA tax benefits is not required to have a TTB permit.



A screenshot of a web form. At the top, there is a checkbox with a blue checkmark and the text: "I am assigning tax benefits to an importer that is not required to have a permit number and will provide a reference number to identify the importer for tax benefit purposes." This checkbox and its text are enclosed in an orange rounded rectangle. Below this, there are two input fields. The first is labeled "TTB importer permit number" with the value "CA-112345" and an empty input box below it. The second is labeled "TTB reference number" with the value "MSA-12345" and an empty input box below it. This second field and its label are also enclosed in an orange rounded rectangle. At the bottom left of the form is a blue button labeled "Validate".

5. Select the **Validate** button.

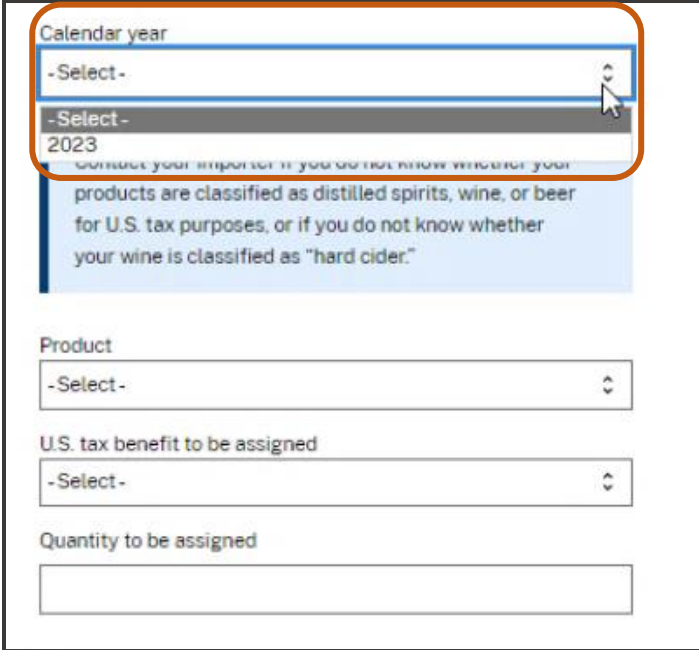


A screenshot of a web form, similar to the one above. It shows the "TTB importer permit number" field with the value "CA-112345" and an empty input box. Below it is the "TTB reference number" field with the value "MSA-12345" and an empty input box. At the bottom left, a blue button labeled "Validate" is highlighted with an orange rounded rectangle.

6. Select calendar year from drop down menu. For example, selecting **2023** will assign tax benefits to importers for products imported into the United States during calendar year 2023.

**NOTE:** You do not have to make tax benefit assignments for the entire calendar year at once. You or another authorized user can return to the system to add additional assignments until the quantity limitations for each commodity and tax rate have been reached.

**NOTE:** Foreign producers that are under common ownership with other foreign and/or domestic producers of beer, wine, or distilled spirits are subject to **controlled group limitations** on the quantities of tax benefits that may be assigned when the common ownership creates a controlled group under U.S. law. The quantity limitations for the CBMA tax benefits are applied to the entire controlled group and are apportioned among the members of the group.



The screenshot shows a web form with several fields. The 'Calendar year' dropdown menu is open, showing options '- Select -' and '2023'. Below it, there is a text box with a blue background containing the text: 'Contact your importer if you do not know whether your products are classified as distilled spirits, wine, or beer for U.S. tax purposes, or if you do not know whether your wine is classified as "hard cider."' Below this are three more dropdown menus: 'Product' (with '- Select -' selected), 'U.S. tax benefit to be assigned' (with '- Select -' selected), and 'Quantity to be assigned' (with an empty text input field).

7. Select product (**Beer, Wine, or Distilled Spirits**) from drop down menu.



The screenshot shows a web form with a 'Product' dropdown menu open, showing options '- Select -', 'Beer', 'Wine', and 'Distilled Spirits'. Below the dropdown is a text input field labeled 'Quantity to be assigned'.

8. Select the U.S. tax benefit to be assigned from drop down menu and enter the quantity to be assigned.

**NOTE:** The below screen provides an example of a beer tax benefit assignment. Users should select the appropriate product and tax benefit rate for each assignment entered.

Product  
Beer

U.S. tax benefit to be assigned  
First 6,000,000 beer barrels (\$16.00/beer barrel rate)

Quantity to be assigned (barrels)  
5,000,000

9. Read each statement under the **Attestations** header and select the box to agree to the statements.
10. Select the **Save assignment** button.

**Attestation**

I certify that this Foreign Producer has authorized me to make this assignment on behalf of this Foreign Producer. I will provide proof of my authority to TTB upon request.

I certify that I am not assigning benefits in excess of the quantities allowed.

I acknowledge that my ability to make this assignment may be limited by laws that restrict the quantities of U.S. tax benefits that may be assigned by foreign and U.S. distilled spirits operations, wineries, and breweries under common ownership.

I declare under penalties of perjury under the laws of the United States of America that this information is true, correct, and complete to the best of my knowledge and belief.

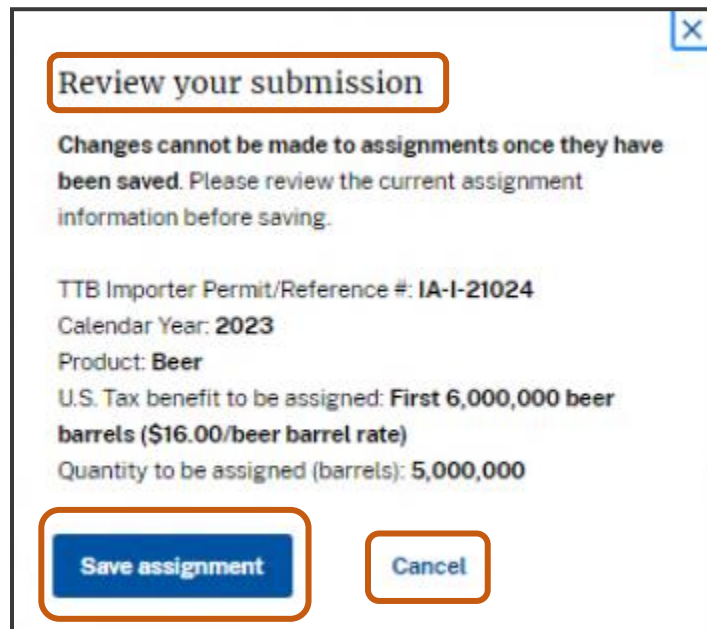
I acknowledge that, if I have provided erroneous or fraudulent information through this module, TTB may revoke this Foreign Producer's eligibility to assign U.S. tax benefits to U.S. importers.

**Save assignment** Cancel

11. Review your submission screen and ensure that all information is correct. If corrections are needed, select **Cancel** and enter the correct information.

**NOTE: The foreign producer cannot edit tax benefit assignments after the assignment is saved in the system.** An importer that receives an erroneous tax benefit assignment must reject the assignment in the importer claims system, effectively restoring it to the foreign producer, before the foreign producer can make a new assignment to that importer with the correct information or reassign the tax benefit to another importer.

12. Once all information is correct, select the **Save assignment** button.



If your assignment is successful, you will receive a notification.



If you receive an error message, refer to the **Error Message** section at the end of this user guide to determine how to proceed.

## Step 5 – Add Authorized Users

The person who initially registers a foreign producer will be given a **manager** role in the system, and must have authorization to create the foreign producer registration, edit the registration information, designate additional persons authorized to act on the foreign producer’s behalf or revoke such authorization, and make assignments of CBMA tax benefits. Upon request from TTB, the person registering the foreign producer with TTB must provide proof of authority.

A person with a **manager** role may designate additional persons that have authority to act on the foreign producer’s behalf in either a **manager** or a **user** role. Persons in a **user** role may not add or remove other managers or users.

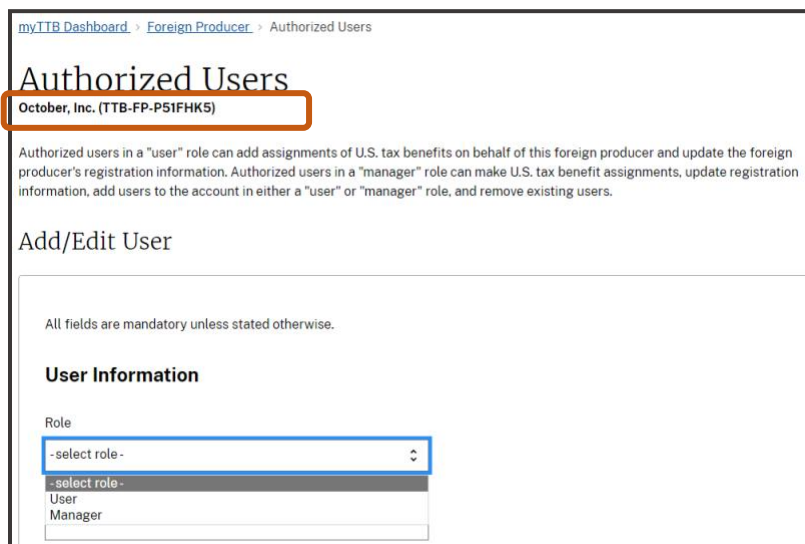
All authorized representatives of the foreign producer must have authority to receive and respond to communications from TTB, including notice of contemplated revocation.

To add authorized users:

1. Select the **Add/Edit Authorized Users** button.



2. Verify you are adding a user to the correct foreign producer account by confirming the foreign producer’s name and TTB Foreign Producer ID under the title **Authorized Users**.





3. Select the correct role from drop down menu (either **manager** or **user**). A description of each role is included in the screenshots below.

Role

Manager

Authorized users in a "manager" role can make U.S. tax benefit assignments, update registration information, add users to the account in either a "user" or "manager" role, and remove existing users.

Role

User

Authorized users in a "user" role can make assignments of U.S. tax benefits on behalf of this foreign producer and update the foreign producer's registration information.

4. Enter the First name, Last name, and Email, of the person you are adding and confirm email address by entering it again.
5. Select the **Add user** button.

**User Information**

Role

-select role-

First name

Last name

Email  
email@address.com


Confirm email  
email@address.com

**Add user**

**Authorized Users**

Role	Name	Email	Status	
Manager	Tonya Geis	Manager@mail.com	Active	<a href="#">Edit</a> <a href="#">Remove</a>

6. Once you have added an authorized user, you will receive the below message.

 **User added**

You have successfully added **Odessa Geis** to the authorized user list for **October, Inc. (TTB-FP-P51FHK5)**

7. The added user's Role, Name, and Email information will appear in the table as **Invitation Pending**.

Authorized Users					
Role	Name	Email	Status		
Manager	Tonya Geis	Manager@mail.com	Active	<a href="#">Edit</a>	<a href="#">Remove</a>
User	Odessa Geis	Odessa@mail.com	Invitation Pending	<a href="#">Edit</a>	<a href="#">Remove</a>

8. The person you added will receive an email with a user code that requires activation. The user code is usable one time only and does not expire because it is a unique code. The user must create an account in [Login.gov](#) and profile in [myTTB](#) before accepting the request. Once they create a myTTB profile, the new user must select the **Activate your authorized user code** link in the email.

**NOTE:** TTB may collect additional information from the identified person, as needed, to verify their identity.

**75e910b7-85cd-46ec-872a-a123a6c1b64b**  
(do not share) TTB will never call and ask you for this code.

You have been designated as someone with authority to access MEXICALI SPIRITS FOR YOU's foreign producer account on myTTB. This module can be used to assign [Craft Beverage Modernization Act \(CBMA\) tax benefits](#) to U.S. alcohol importers.

Please follow the steps below to activate your authorized user code:

1. If you haven't already, [create an account with login.gov](#) prior to activating your user code. If you've already created an account, see step 2.
2. [Activate your authorized user code](#) to access MEXICALI SPIRITS FOR YOU's information in the myTTB Foreign Producer module.

Please note that if you are new to myTTB, you will first be directed to set up your profile.

Once your authorized user code is entered, you will have access to MEXICALI SPIRITS FOR YOU's information in the myTTB Foreign Producer module.

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If the links above do not work, copy and paste the links below into your browser for each step:

1. [https://secure.login.gov/sign\\_up/enter\\_email/](https://secure.login.gov/sign_up/enter_email/)
2. <https://my.ttb.gov/foreign-producer?authCode=75e910b7-85cd-46ec-872a-a123a6c1b64b&authCodeType=foreignProducerGroup>

This is a system-generated email, please DO NOT REPLY.

If you believe you received this email in error, please contact TTB at +1 866-240-0835 (8am-5pm EST, Mon-Fri).  
[Privacy Policy](#) | [Privacy Impact Assessment](#)

9. To access the foreign producer’s account, the person you added must select the **Activate your authorized user code** link from the email they receive. The following screen will appear.

If the Authorized user code field does not auto populate with their user code, they must enter it manually.

The person you added must read the text next to the check boxes and check both boxes to agree with the statements, and select the **Submit code** button.

**Authorized User Code**

If you have been invited to link your myTTB account to a different registered foreign producer account, enter the access code sent to your email.

Authorized user code  
12345678-abcd-1234-abcd-1234567890ab

I have authority to act for this foreign producer and to receive and respond to communications from TTB. I will provide proof of my authority to TTB upon request.

I consent to receive electronic service of any notice from TTB concerning the foreign producer’s eligibility to assign U.S. tax benefits.

**Submit code** Cancel

10. If you wish to remove an authorized user, you may do so at any time by selecting **Remove** in the authorized user table. Then, select the **Yes** button to confirm the removal.

Authorized Users				
Role	Name	Email	Status	
Manager	Tonya Geis	jbjs	Active	<a href="#">Edit</a> <a href="#">Remove</a>

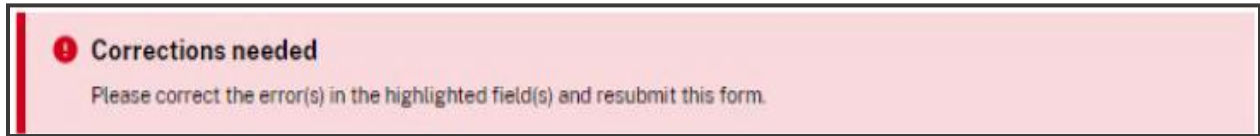
**User removal confirmation**

Are you sure you want to remove **Tonya Geis** from the authorized user list?

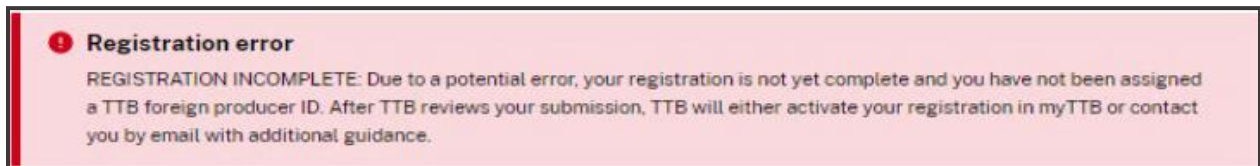
**Yes** Cancel

## Error messages and what they mean

1. The below error message indicates there is missing information or there is an error in the information that you entered. Search the screen for the highlighted field and enter or correct the information.



2. The below error message indicates that your registration information has been received by TTB but needs TTB review. TTB will review your submission and will activate it or contact you by email for additional information. If you receive this error message, you will receive a **Submission ID**, which cannot be used to assign tax benefits. Your Submission ID may also be found next to the foreign producer's name. You will receive a TTB Foreign Producer ID only when your registration is successful and active in myTTB.



# How to export table information to an Excel spreadsheet

You may export data from the following tables into an excel spreadsheet:

- Ownership
- Assignments
- Authorized user

Select **Export**, and then select **CSV Download**.

