

Beer/Wine Product Labels

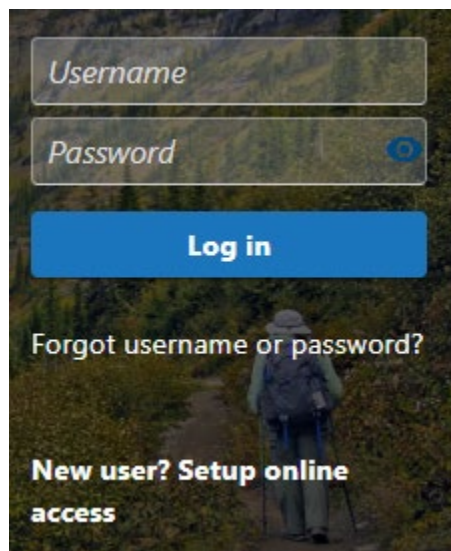
Some product labels require a **Certificate of Label Approval/Exemption** (COLA) for products regulated by the Alcohol and Tobacco Tax and Trade Bureau (TTB). Any change to the label that requires approval or exemption from the TTB **must be approved** by the Cannabis & Alcohol Regulation Division (CARD) Distribution Bureau **prior to** the product entering the Montana market.

The department reviews and approves beer and wine labels before they are sold in the state. All label requests must be submitted electronically through the state's TransAction Portal (TAP). This guide provides instructions for submitting beer and wine labels through TAP.

Unsure if you need to submit a beer label to the CARD Distribution Bureau? For more information, see the [Label and Product Approval Requirements Fact Sheet](#).

How to Submit a Beer/Wine Label on TAP

- Businesses may submit up to 10 labels per request.
- Sign in to your TAP business account.
 - Link: <https://tap.dor.mt.gov/>
 - Select the "New User" only if you need to create an account.



Select the “Summary” tab and select the “More” link for the account that needs to register the labels.

Summary Action Center ² Settings More...

Corporate Income Tax

Balance
\$0.00

> Add access to this account

Foreign Brewery Import

Balance
\$0.00


> Submit Renewals, Print Documents, and View Payments
> Make a Payment
> More...

Foreign Winery Import

Balance
\$0.00

> Submit Renewals, Print Documents, and View Payments
> Make a Payment
> View Returns
> More...

Select “Request Label Approvals” to submit a label or group of labels for approval. And read through the instructions on beer and wine definitions.



Liquor Labels

Manage alcoholic beverage labels.

- > View Labels Pending Approval
- > Request Label Approvals
- > Edit/View Approved Labels
- > View Denied Labels

Select “Next” and one of the “Add new label” links. (Also, scrolling down, one can view any existing labels and their status)

Beer and Wine Label Submissions

New Labels

Enter all sizes to be approved in the one entry (i.e. 375ml; 750ml; 1.5l; 3l). Do not submit more than one request per day. You can request up to 10 products in one submission request.

Add Label

+ Add new label

TTB ID	Brand Name	Class	Fanciful Name	Net Contents	Alcohol Content	TTB Approved	Certified An
+ Add new label							
							+ Add new label

Enter the label information. Use the command options to edit each label's information if an error occurs. You may have up to 10 product tabs (one for each label). Use the Delete Label option to remove labels from the request, if needed.

Note:

- Montana Breweries selling kegs over 8.75% abv will need to attach a product "label" (these are usually in the form a keg collar)
- TTB IDs are not required for beer labels when a Certified Analysis is attached if an image is part of the attachment, but will still need a "label" for review.
- Red asterisk identifies all the required fields.
- Selecting the "Certified Analysis" check box will automatically remove the TTB required fields
- Selecting the "Certified Analysis" check box is required to upload attachments to the request.
- For older wine labels, you will need to attach a copy of the label since they are not archived on the TTB website. To do so, select the "Certified Analysis" check box. This will prompt the system to allow for the labels to be uploaded to the request.

Add Label

+ Add new label Copy Record X Delete label

Record 1

TTB ID *
Required

Brand Name *
Required

Class *
Required

TTB Approved

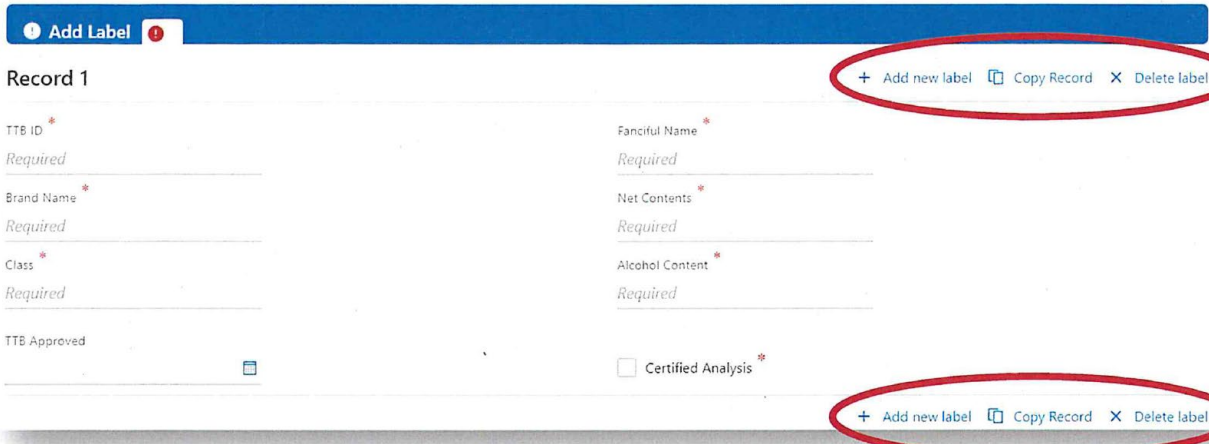
Fanciful Name *
Required

Net Contents *
Required

Alcohol Content *
Required

☐ Certified Analysis *

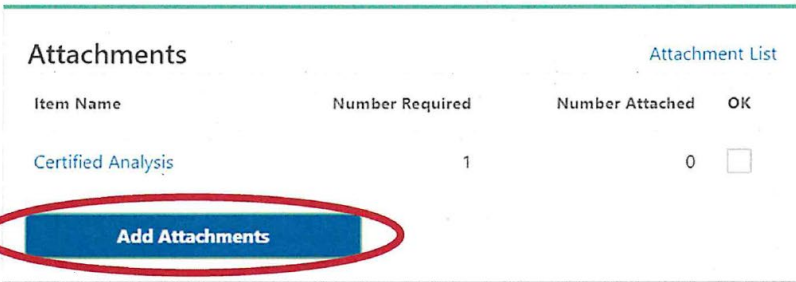
+ Add new label Copy Record X Delete label



6. Use the navigation buttons at the bottom of the screen to move between pages or cancel your request.



7. Select "Next" to add attachments or continue with submitting the request. Multiple attachments may be uploaded to a request.

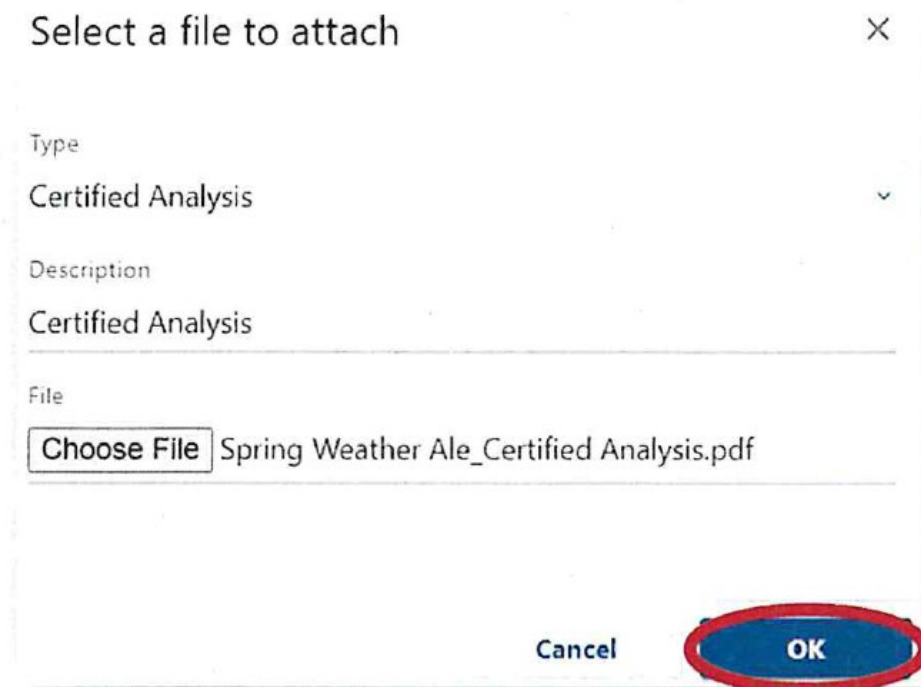


Item Name	Number Required	Number Attached	OK
Certified Analysis	1	0	<input type="checkbox"/>

Attachment Tips:

- Review "Attachment List" guide prior to uploading.
- Make sure file size is supported.
- Make sure file type is supported.
- Get files ready prior to uploading.
- Each attachment type should be scanned and attached separately.
- If file is too large, adjust scanner resolution or split into multiple files.
- All attachments will be counted under the "Certified Analysis" item number attached section.

8. Select "OK" to upload the attachment.



Select a file to attach

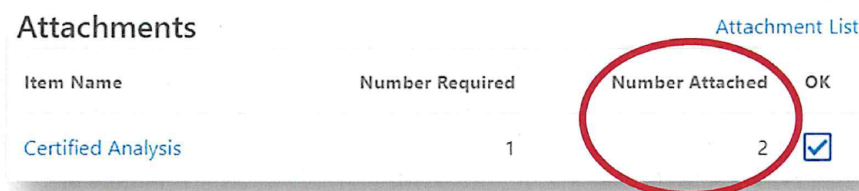
Type
Certified Analysis

Description
Certified Analysis

File
 Spring Weather Ale_Certified Analysis.pdf

Cancel OK

9. The total "Number Attached" (i.e. certified analysis + labels) should match the number you uploaded. The labels uploaded will not be listed separately under the "Item Name" because they are included with the Certified Analysis item.



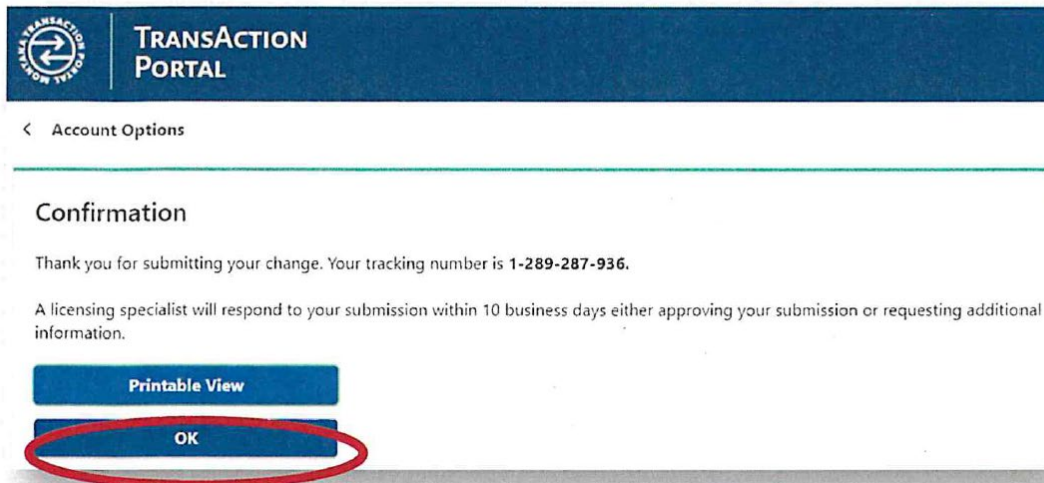
Item Name	Number Required	Number Attached	OK
Certified Analysis	1	2	<input checked="" type="checkbox"/>

10. Select "Next" and "Submit" when ready to complete request.
11. A confirmation box will appear. Select "Ok" to submit your label request.
12. You will receive a confirmation tracking number that may be printed, if needed.

Thank you for submitting your change. Your tracking number is 1-289-287-936.

A licensing specialist will respond to your submission within 10 business days either approving your submission or requesting additional information.

13. Select "OK" to be returned to your homepage.



The screenshot shows the TRANSAction PORTAL interface. At the top, there's a blue header with the portal logo and name. Below it, a breadcrumb trail shows 'Account Options'. The main content area is titled 'Confirmation' and contains the same thank-you message and tracking number as above. At the bottom of the confirmation area, there are two blue buttons: 'Printable View' and 'OK'. The 'OK' button is circled in red, indicating it should be selected.

Going forward, once approved by the CARD Distribution Bureau:

- The brewery/winery needs to submit labels for approval.
- Enter into an agreement with a distributor to get the product to wholesalers (wineries/breweries outside of Montana).
- The breweries and wineries outside the state of Montana are required to:
 - Enter into a distributor's agreement with the wholesaler
- The wholesaler is responsible for:
 - Submitting that agreement within 60 days of it being executed electronically to the Department via TAP .

All licensees must comply with all Federal and Montana alcoholic beverage laws and rules.

[16-1-106](#), [16-4-107](#), MCA and ARM [42.13.201](#), [42.13.203](#), [42.13.204](#), [42.13.221](#)

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