



# Store User Guide

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## Store User Guide

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# Overview

## Why the California Pawn and Secondhand Dealer System (CAPSS)?

Assembly Bill 391 (AB 391), which passed on August 17, 2012, and AB 1751, passed on September 29, 2016, created new procedures for California Pawnbrokers (PB) and Secondhand Dealers (SHD) reporting requirements. Pawnbrokers (PB) and Secondhand dealers (SHD) are required to report electronically to their local Law Enforcement Agencies. PB's and SHD's are required to use a single, statewide, electronic reporting system, which the California Department of Justice has developed and is known as the CAPSS.

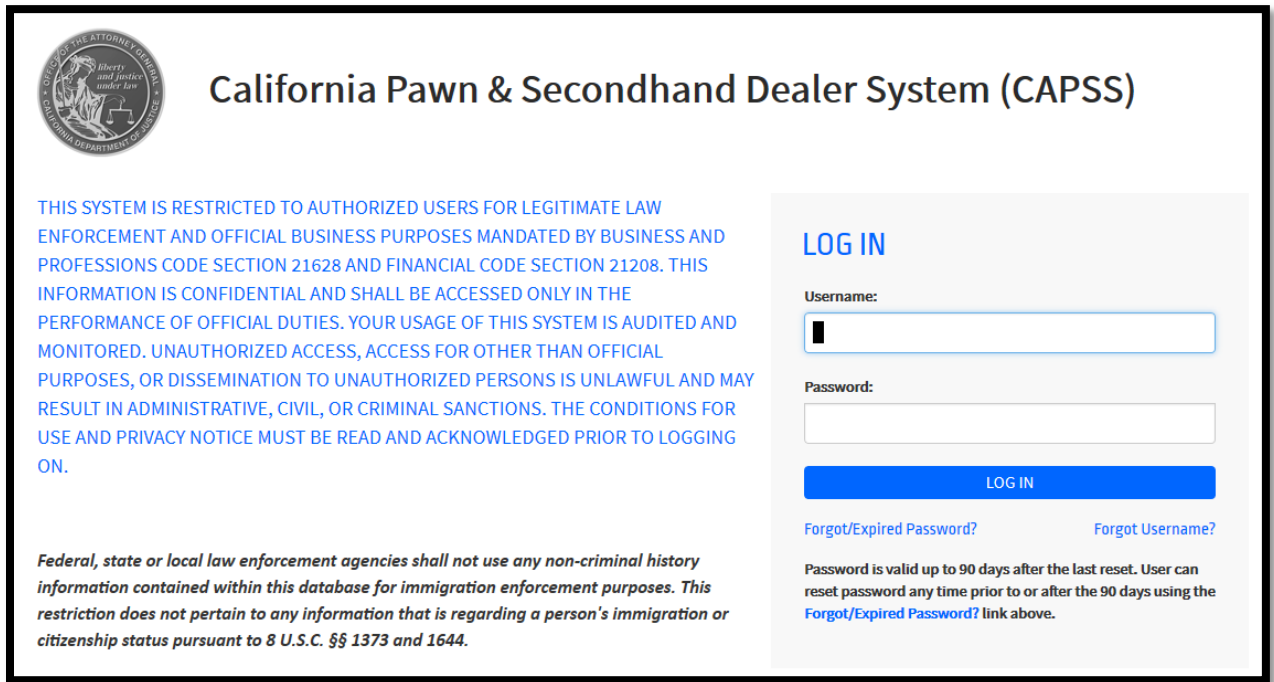
## What is covered in this guide?

This guide is specifically for Store users and covers the following:

- Logging in
- Managing your user profile
- Password Policy
- Managing other user profiles (Administrator feature)
- Submitting a JUS-123 property transaction report
- Submitting property transaction reports with the Bulk Upload feature
- Finding Transaction reports
- Edit Transaction
- Contact information

## Logging In

To login, open your web browser and navigate to the URL: <https://capss.doj.ca.gov/>  
Enter your username and password, and then click **LOG IN** button



The screenshot shows the login interface for the California Pawn & Secondhand Dealer System (CAPSS). On the left is the official seal of the California Department of Justice. The main heading is "California Pawn & Secondhand Dealer System (CAPSS)". Below this, a blue text block contains a disclaimer: "THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 21628 AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND MONITORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY RESULT IN ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING ON." Below the disclaimer is a paragraph of italicized text: "Federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644." On the right side, there is a "LOG IN" section with a "Username:" label and a text input field, a "Password:" label and a text input field, and a blue "LOG IN" button. Below the button are two links: "Forgot/Expired Password?" and "Forgot Username?". At the bottom of the login section, a note states: "Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above."

## CAPSS Main

If your username and password are valid, you will see the CAPSS Main dashboard

## Store User Guide

The screenshot displays the CAPSS (California Pawn and Secondhand Dealer System) Store User Guide interface. The top navigation bar includes links for Bulk Upload, JUS-123, Search, Transactions, API Client, and Multi Store Registration. The user is logged in as marie.garcia1 000000346, with links for MY PROFILE, LOG OUT, and USER GUIDE. The main content area is titled "Welcome to CAPSS" and includes a link for "Click here for Latest Updates & Info". Below this, there are five feature tiles, each with a title, description, and a button:

- SUBMIT A PROPERTY TRANSACTION REPORT**: Use this feature to submit a single property transaction report, using the JUS-123 form. Button: **SUBMIT A REPORT**
- BULK UPLOAD PROPERTY TRANSACTIONS**: Use this feature to submit multiple property transaction reports by uploading an XML file. Button: **BULK UPLOAD**
- SEARCH PROPERTY TRANSACTIONS**: Use this feature to find property transaction reports based on keywords. Button: **SEARCH**
- BULKUPLOAD SUBMISSION SEARCH**: Button: **BULKUPLOAD SEARCH**
- BULKUPDATE ITEM SEARCH**: Button: **BULK UPDATE ITEM SEARCH**

If your username and password are **not valid**, you will see an error message, and will need to Re-enter your username and password.

## Store User Guide



## California Pawn &amp; Secondhand Dealer System (CAPSS)

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## LOG IN



Sorry, we were not able to find a user with that username and password.

Username:

Password:

LOG IN

[Forgot/Expired Password?](#)

[Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

## Store User Guide

# Password Policy

A user password will be valid for up to 90 days from when it was last reset. User may reset their password any time prior to or after the expiration.

## Email Notifications

Users will receive an email notification 15, 5 and one day prior to the expiration of the password. The email notification will read:

“You have ( ) days to change your password. Your password expires 90 days after your last reset. You may reset your password any time before or after expiration using the “Forgot /Expired Password” link below.

<https://capss-id.doj.ca.gov/users/retrievepasswordrequest?mode=forgot>

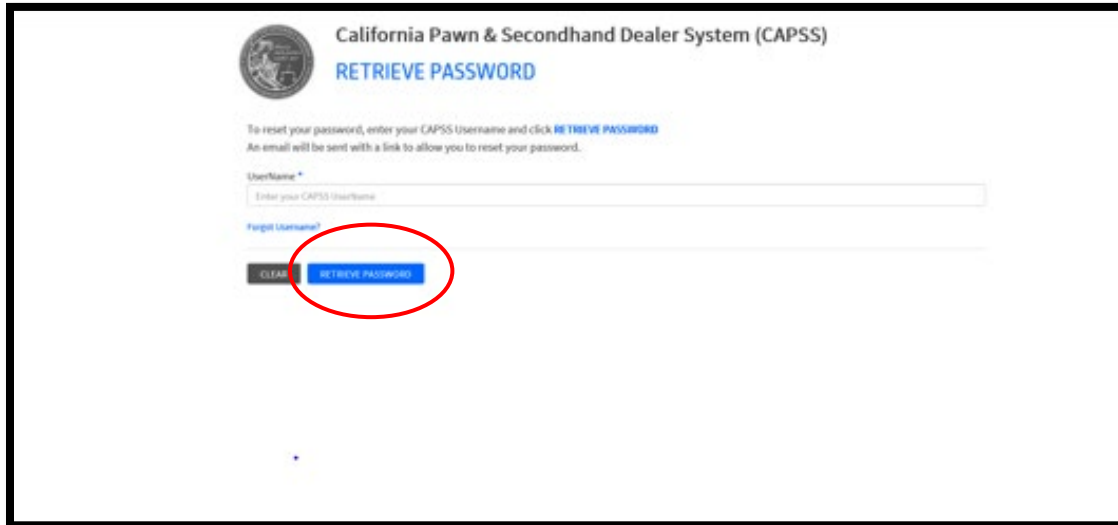
## Forgot/Expired Password

If you cannot remember your password, or for some reason the one you have is not working or your password has expired, you can **RESET** your password by clicking on the link on the log in screen.

**Store User Guide**

You will then be directed to a screen where you will enter your CAPSS Username.

After entering your username, click on the RETREIVE PASSWORD button.



California Pawn & Secondhand Dealer System (CAPSS)

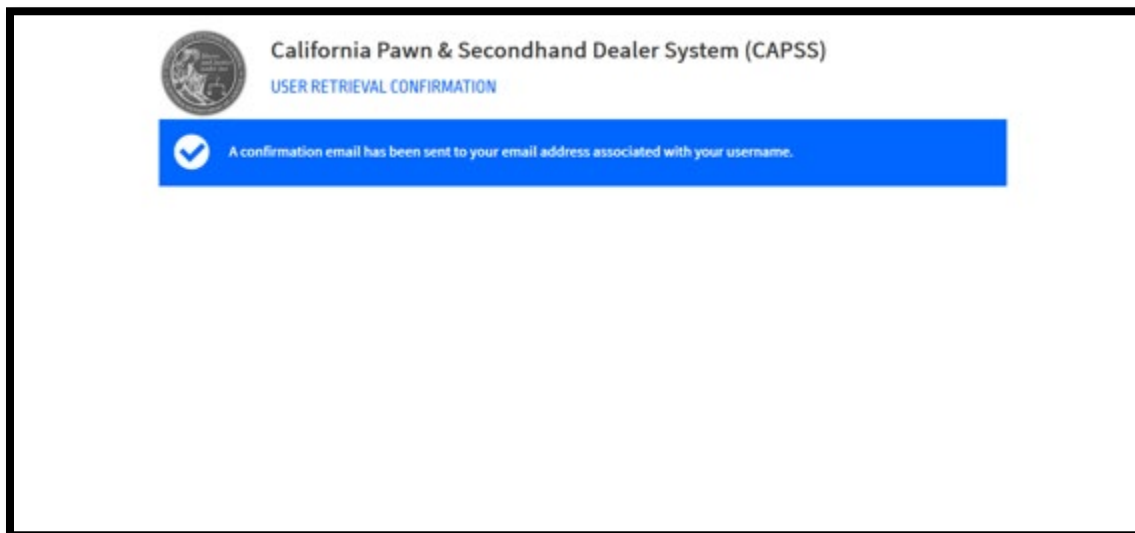
### RETRIEVE PASSWORD

To reset your password, enter your CAPSS Username and click [RETRIEVE PASSWORD](#).  
An email will be sent with a link to allow you to reset your password.

Username \*

[Forgot Username?](#)

You will receive a retrieval confirmation notification



California Pawn & Secondhand Dealer System (CAPSS)

### USER RETRIEVAL CONFIRMATION

☒ A confirmation email has been sent to your email address associated with your username.

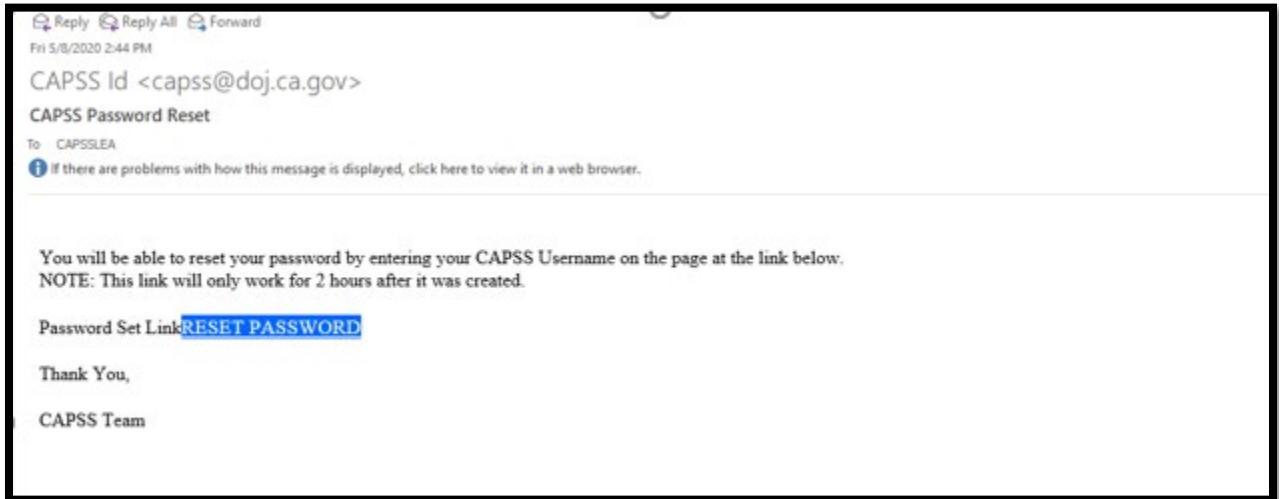


## Store User Guide

You will need to check your email at the email address associated with your username.

**NOTE:** This link sent to your email will be good for **2 hours**.

After **2 hours** reset your password from the beginning steps on page 8.



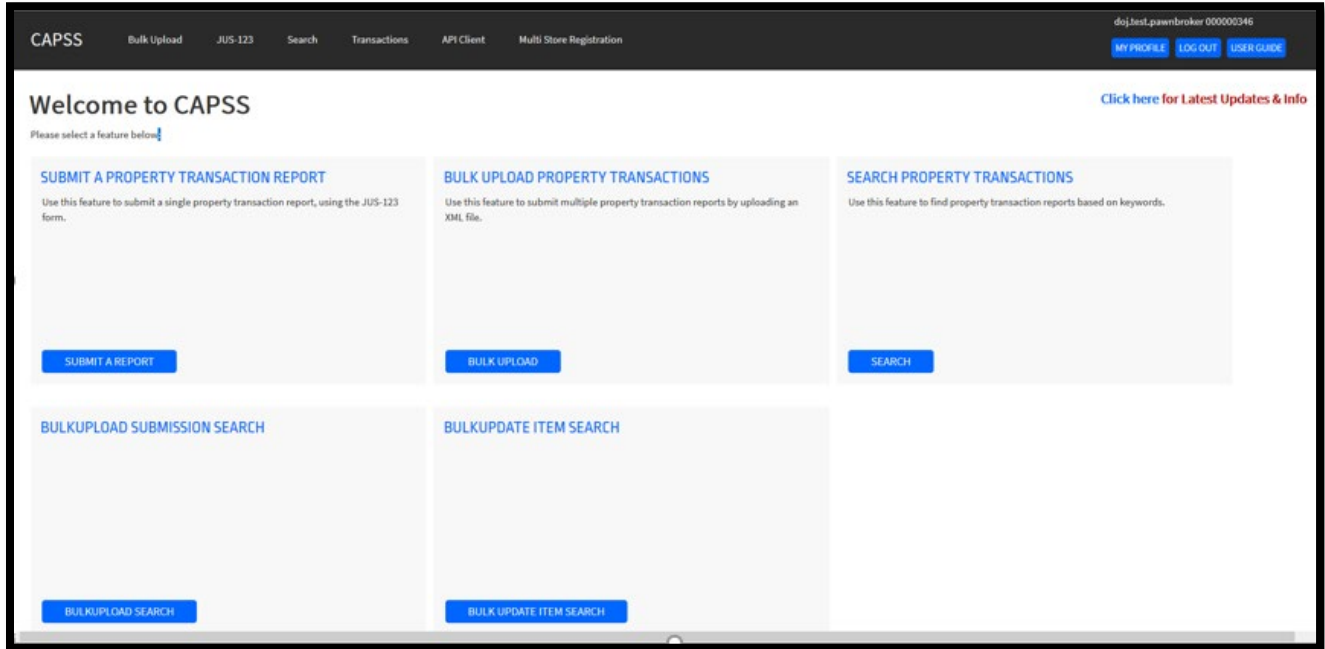
The link in the email will take you to the Reset Password screen. If you would like to see the password format requirements, click on the “**HELP**” link:

A screenshot of a web form titled 'California Pawn & Secondhand Dealer System (CAPSS) RESET PASSWORD'. The form has three input fields: 'UserName \*' with a placeholder 'Enter your CAPSS username', 'Password \*' with a placeholder 'Enter a password of 8-16 characters' and a red circle around a 'help' link, and 'Verify Password \*' with a placeholder 'Re-enter the password'. At the bottom, there are two buttons: 'CLEAR' and 'RESET PASSWORD'.

## Store User Guide

Once the password has been successfully reset, you will be re-directed to a screen with links various CAPSS components.

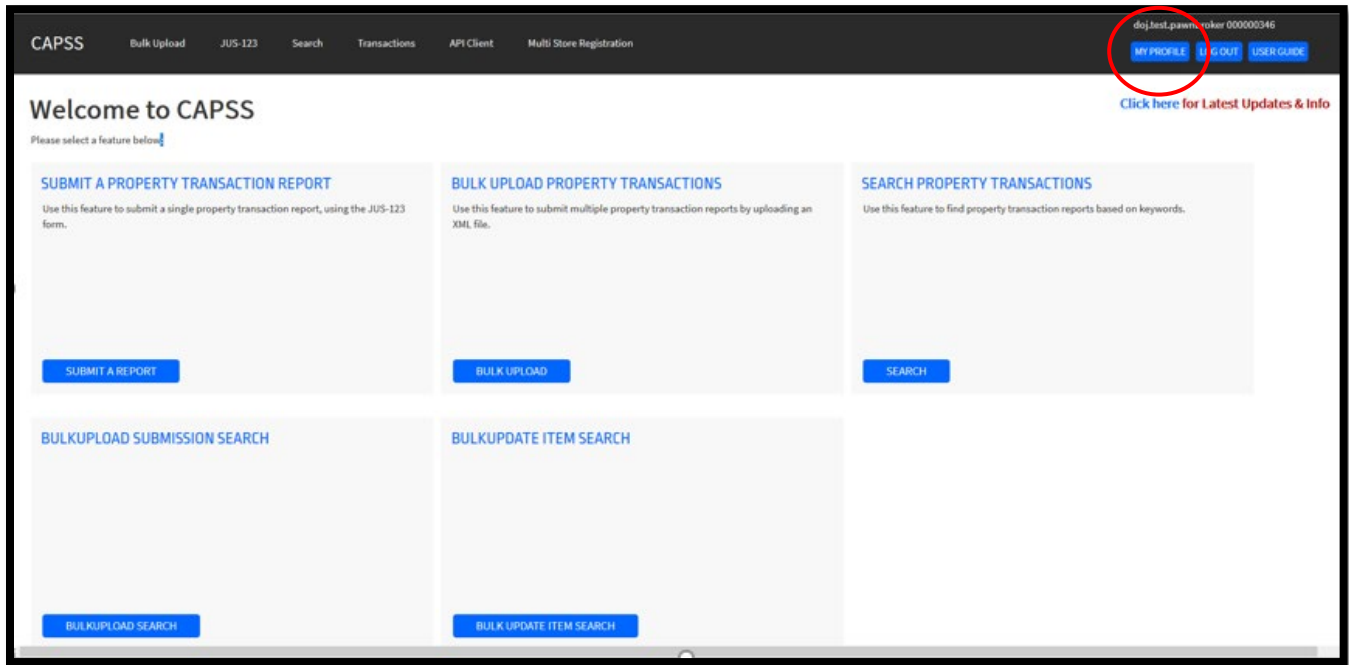
Click on one:



## Store User Guide

# Managing your profile

All users can manage their profile by clicking on the “MY PROFILE” button at the upper right:  
Click on “**MY PROFILE**” button

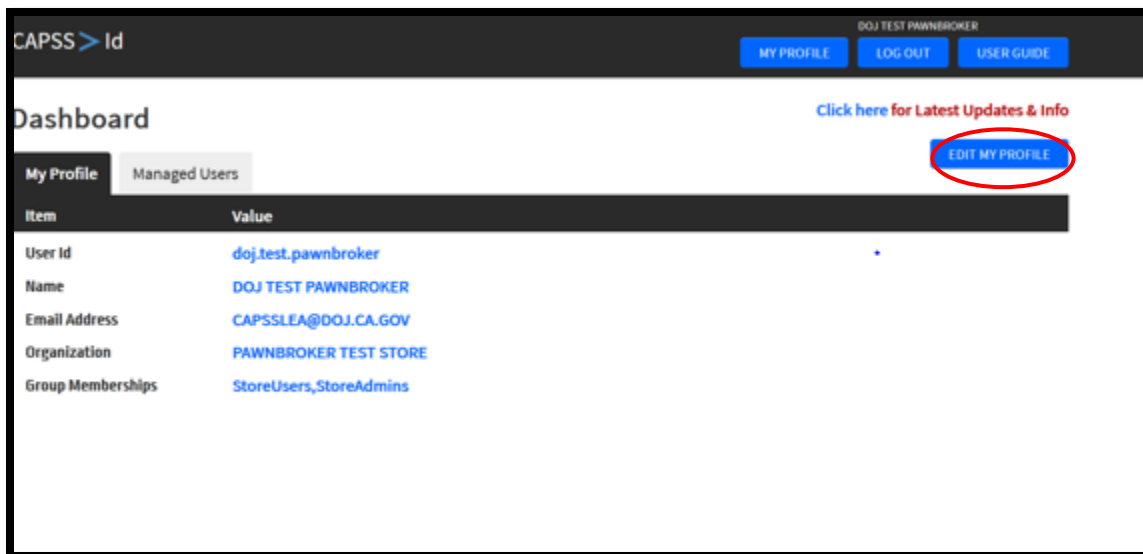


“**MY PROFILE**” will take you to the log in page for CAPSS ID  
Log in using your username and password

A screenshot of the CAPSS login page. The page title is 'California Pawn & Secondhand Dealer System (CAPSS)'. On the left, there is a California state seal and a red circle with the letters 'ID'. Below the seal, there is a disclaimer: 'THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 21628 AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND MONITORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY RESULT IN ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING ON.' Below this, there is a note: 'Federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644.' On the right side, there is a 'LOG IN' section with fields for 'Username' and 'Password', and a 'LOG IN' button. Below the button, there are links for 'Forgot/Expired Password?' and 'Forgot Username?'. At the bottom, there is a note: 'Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the Forgot/Expired Password? link above.'

## Store User Guide

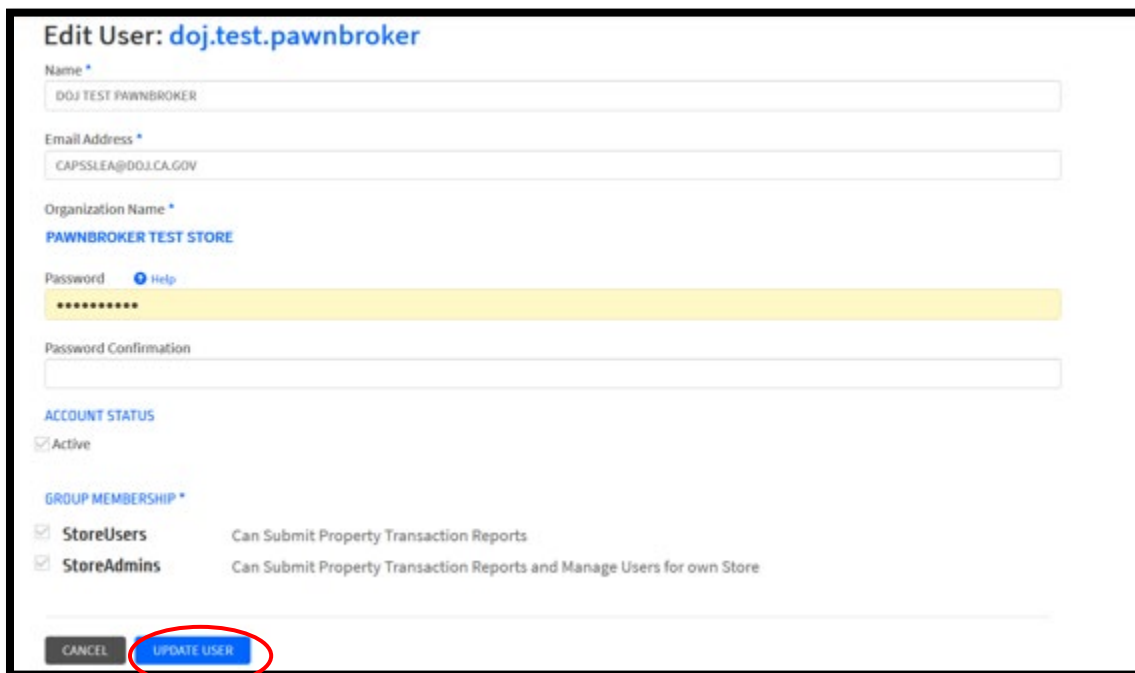
Once logged in to CAPSS ID, you will be taken to the CAPSS ID dashboard.



The screenshot shows the CAPSS ID dashboard. At the top, there's a header with 'CAPSS > Id' and buttons for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'. Below the header, there's a 'Dashboard' section with a link 'Click here for Latest Updates & Info'. The 'My Profile' tab is selected, showing a table with user information. The 'EDIT MY PROFILE' button is circled in red.

Item	Value
User Id	doj.test.pawnbroker
Name	DOJ TEST PAWNBROKER
Email Address	CAPSSLEA@DOJ.CA.GOV
Organization	PAWNBROKER TEST STORE
Group Memberships	StoreUsers,StoreAdmins

Click on the “**EDIT MY PROFILE**” button to change the various fields on your profile, including your password.



The screenshot shows the 'Edit User' form for 'doj.test.pawnbroker'. The form includes fields for Name, Email Address, Organization Name, Password, and Password Confirmation. Below these fields are sections for 'ACCOUNT STATUS' (Active) and 'GROUP MEMBERSHIP' (StoreUsers, StoreAdmins). The 'UPDATE USER' button is circled in red.

**Edit User: doj.test.pawnbroker**

Name \*  
DOJ TEST PAWNBROKER

Email Address \*  
CAPSSLEA@DOJ.CA.GOV

Organization Name \*  
PAWNBROKER TEST STORE

Password \* Help  
\*\*\*\*\*

Password Confirmation

**ACCOUNT STATUS**  
☒ Active

**GROUP MEMBERSHIP \***

☒ StoreUsers Can Submit Property Transaction Reports

☒ StoreAdmins Can Submit Property Transaction Reports and Manage Users for own Store

**CANCEL UPDATE USER**

Input your changes and select the “**UPDATE USER**” button.

## Store User Guide

## Managing Other User Profiles (Administrator Feature)

In addition to managing their own profile, CAPSS Administrators can manage other store user profiles. To access the management tool, log in to CAPSS ID as an Administrator:

California Pawn & Secondhand Dealer System (CAPSS)

**ID**

THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 2162B AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND MONITORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY RESULT IN ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING ON.

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**LOG IN**

Username  
doj.test.pawnbroker

Password  
\*\*\*\*\*

**LOG IN**

[Forgot/Expired Password?](#) [Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

Click on the “**MANAGED USERS**” button.

CAPSS > Id

DOJ TEST PAWNBROKER

[MY PROFILE](#) [LOG OUT](#) [USER GUIDE](#)

**Dashboard** [Click here for Latest Updates & Info](#) [EDIT MY PROFILE](#)

**My Profile** **Managed Users**

Item	Value
User Id	doj.test.pawnbroker
Name	DOJ TEST PAWNBROKER
Email Address	CAPSSLEA@OOJ.CA.GOV
Organization	PAWNBROKER TEST STORE
Group Memberships	StoreUsers,StoreAdmins

## Store User Guide

## Adding A New User Account (Administrator Feature)

Click on the “**ADD USER**” button. You will then be able to enter the details for the new user account. Upon completion of the details click on the “**CREATE USER**” button.



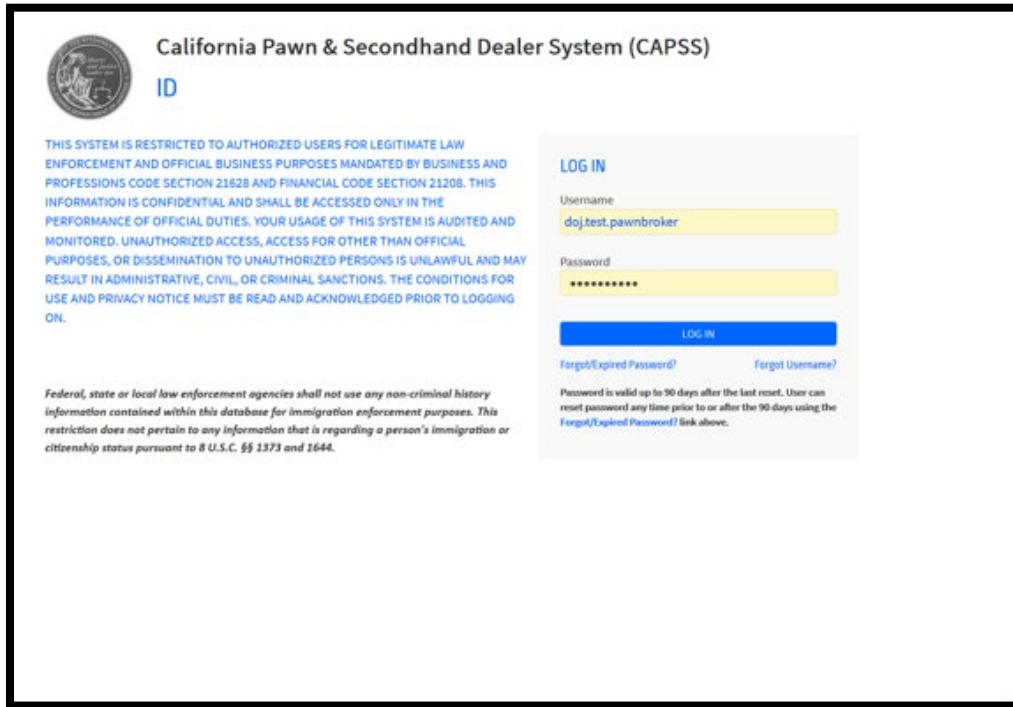
Input name and email for the new user, you may select one or both for the group membership and click on the “**CREATE USER**” button.

A screenshot of the 'New User' form. The top navigation bar is the same as the dashboard. The form has fields for 'Name \*' (test.testy), 'Email Address \*' (test.testy@yahoo.com), and 'Verify Email Address \*' (test.testy@yahoo.com). Below these is a 'GROUP MEMBERSHIP\*' section with two options: 'StoreUsers' (unchecked) and 'StoreAdmins' (checked). Descriptions for each option are provided. At the bottom are 'CANCEL' and 'CREATE USER' buttons. The 'GROUP MEMBERSHIP\*' section and the 'CREATE USER' button are circled in red.

## Store User Guide

## CAPSS ID - Finding An User Account

Log in to CAPSS ID using your username and password.



The screenshot shows the login interface for the California Pawn & Secondhand Dealer System (CAPSS) ID. On the left, there is a disclaimer text and a federal law enforcement restriction notice. On the right, there is a 'LOG IN' section with input fields for 'Username' (containing 'doj.test.pawnbroker') and 'Password' (masked with dots), a 'LOG IN' button, and links for 'Forgot/Expired Password?' and 'Forgot Username?'. Below these links, a note states: 'Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.'

**California Pawn & Secondhand Dealer System (CAPSS) ID**

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**LOG IN**

Username  
doj.test.pawnbroker

Password  
\*\*\*\*\*

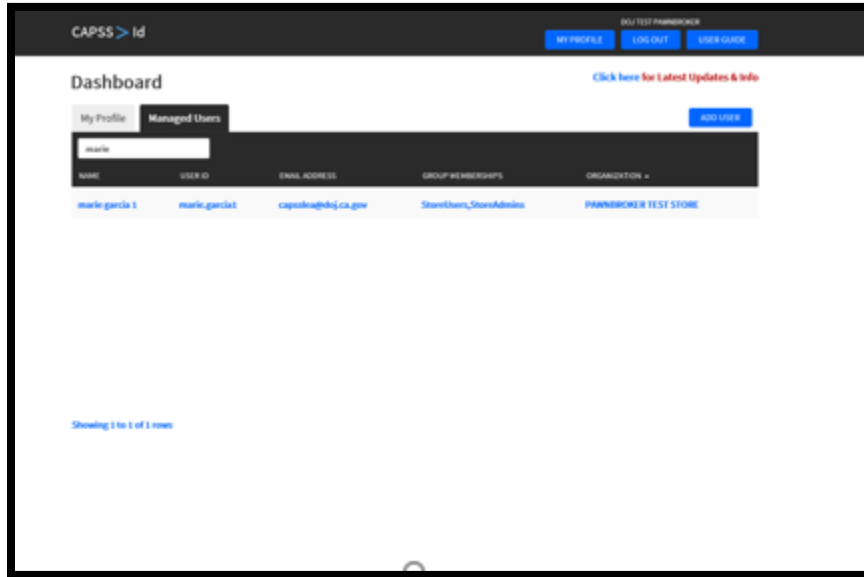
**LOG IN**

[Forgot/Expired Password?](#) [Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

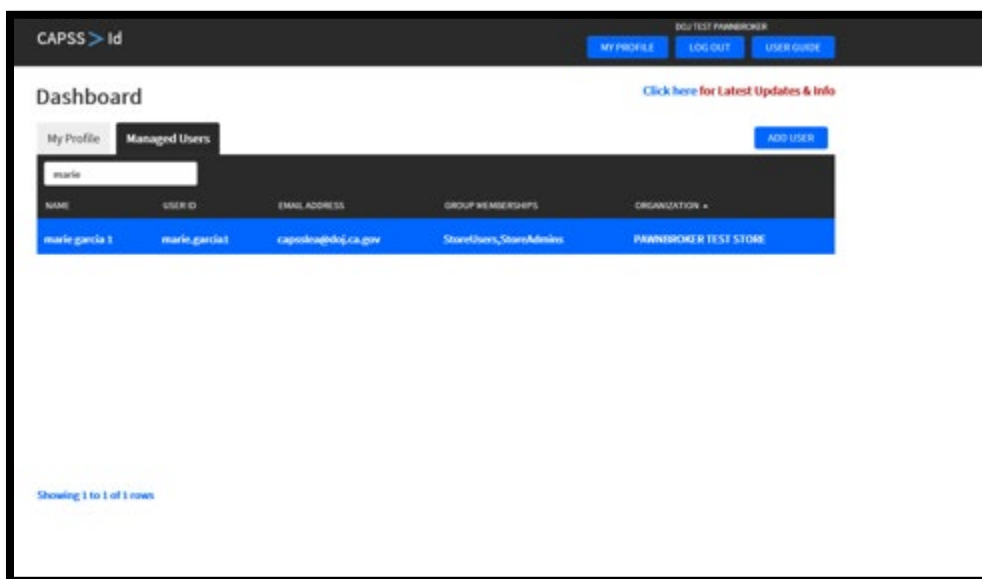
## Store User Guide

To narrow the list of users in the list, enter a portion of a username in the [Search](#) box. The list will dynamically change to reflect only those users with usernames that match the text entered.



## CAPSS ID – Editing An User

Click on the user's row (highlighted in blue as you hover over it). You will be able to edit the detail for the user account. When the changes for the details are complete, click on the **"UPDATE USER"** button on the bottom of the screen.





## Store User Guide

You will be able to edit the detail for the user account. When the changes for the details are complete, click on the “**UPDATE USER**” button on the bottom of the screen.

The screenshot shows the 'Edit User' interface for the user 'marie.garcia1'. The form is titled 'Edit User: marie.garcia1' and is part of the 'CAPSS > Id' system. At the top right, there are links for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'. The form fields include:

- Name \***: marie.garcia1
- Email Address \***: capsslea@doj.ca.gov
- Organization Name \***: PAWNBROKER TEST STORE
- Password**: [Redacted] (with a 'help' link)
- Password Confirmation**: [Redacted]

Below the form fields, there are two sections:

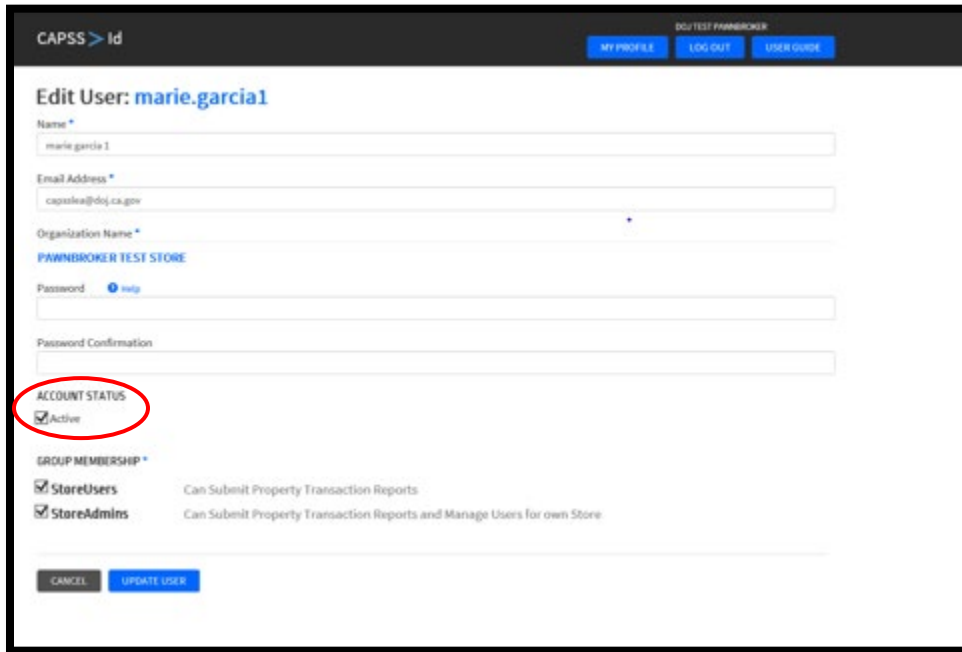
- ACCOUNT STATUS**: ☒ Active
- GROUP MEMBERSHIP \***:
  - ☒ StoreUsers: Can Submit Property Transaction Reports
  - ☒ StoreAdmins: Can Submit Property Transaction Reports and Manage Users for own Store

At the bottom of the form, there are two buttons: 'CANCEL' and 'UPDATE USER'. The 'UPDATE USER' button is circled in red.

## Store User Guide

## CAPSS ID – Deactivating An User Account

You can deactivate/activate accounts using the checkbox under the “**ACCOUNT STATUS.**”



The screenshot shows the 'Edit User' interface for 'marie.garcia1'. The form includes fields for Name, Email Address, Organization Name, Password, and Password Confirmation. The 'ACCOUNT STATUS' section is circled in red, showing the 'Active' checkbox checked. Below it, the 'GROUP MEMBERSHIP' section shows 'StoreUsers' and 'StoreAdmins' checkboxes checked. At the bottom, there are 'CANCEL' and 'UPDATE USER' buttons.

## CAPSS ID – Updating User Roles

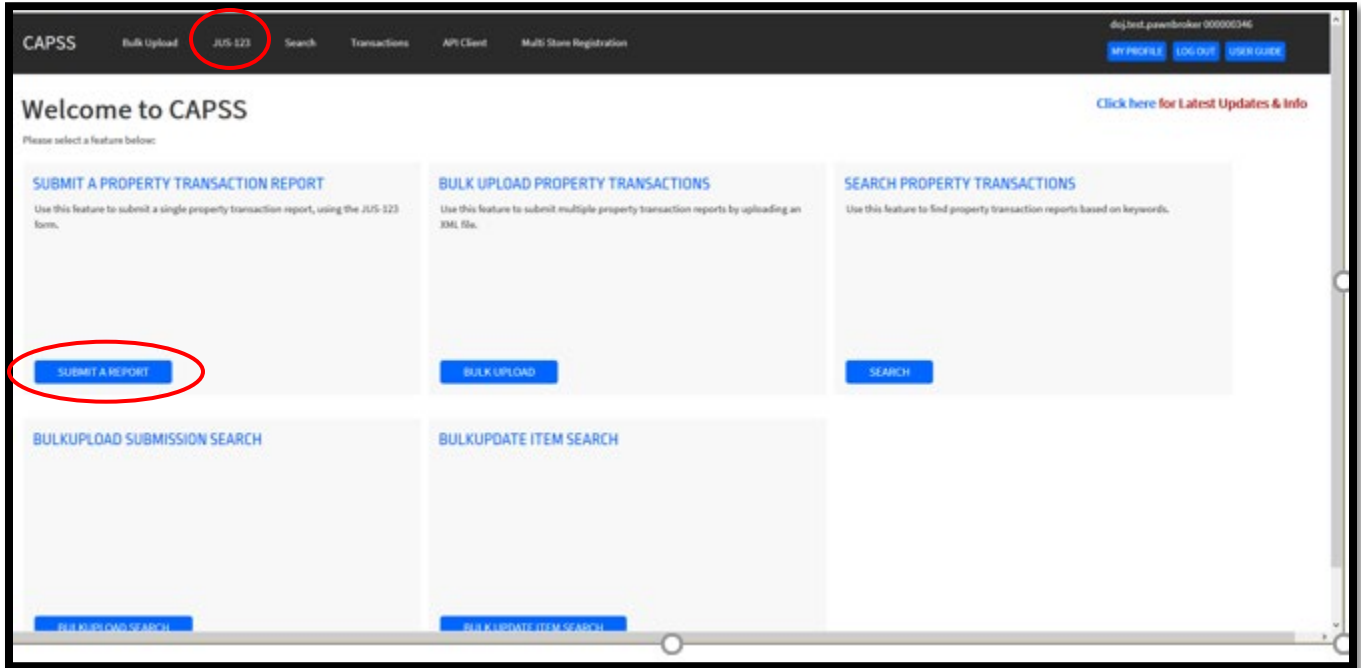
You can update the roles(s) and authorizations by checking/unchecking the checkboxes under the “**ACCOUNT STATUS**” button.

- ✓ Removing the check from the “ACCOUNT STATUS” box deactivates the user
- ✓ GROUP MEMBERSHIP authorizations for StoreUsers and StoreAdmins
- ✓ One or both check boxes for store personnel

# CAPSS Main – Submitting a JUS-123

To submit a On-line JUS-123, open the form by doing one of the following:

- Click on the link on the black Navigation bar JUS-123 or
- Click on the link on the blue button **SUBMIT A REPORT**



Enter all the details on the form as appropriate. Required fields are indicated with a **blue asterisk\*** next to the label.

**Property Transaction Report**  
**INTENDED SELLER OR PLEDGER INFORMATION**

Last Name \*

First Name \*

Middle Name

Date of Birth \*

Non US Address ☐ Address \*

City \*

US State or Territory \*

Postal Code \*

Gender \*

Race

Hair Color \*

Eye Color \*

Height (ft.) \*

Height (in.) \*

Weight (lbs.) \*

Identification Type \*

Issuing US State or Territory \*

Issuing Country \*

Identification Number \*

Identification Date Of Issue

Identification Expiration Year

Phone Number

## Store User Guide

JUS 125 Store Information is auto-populated

**STORE INFORMATION**

Store Name: PAWNBROKER TEST STORE

Secondhand Dealer or Pawnbroker License Number: 00000346

Licensing Authority: DOJ/Special Agents

Address: BCRS/IDSS/CAPSS

City: SACRAMENTO

State: California

Postal Code: 95820

Store Phone Number: 9162103212

Store Representative: DOJ TEST PAWNBROKER

Store Representative Signature: [UPLOAD STORE REPRESENTATIVE SIGNATURE FILE...](#)

Select the file containing Store Representative's signature file

Enter all **required\*** data fields

**TRANSACTION ITEM(S) INFORMATION**

Transaction Date: 06/04/2020

Transaction Time: 12:51 PM

**TRANSACTION ITEM 1**

Transaction Type: ☐ Pawn ☐ Buy ☐ Consign ☐ Trade ☐ Auction

Article Field:

Brand Name:

Model:

Manufacturer's Pattern Name:

Color: Choose Color

Material: Choose Material

Size:

Unit: Choose Unit

Serial Number:

Loan/Buy Number:

Dollar (\$\$) Amount:

Owner Applied Number:

Personalized Inscription:

Item Image: [UPLOAD ITEM IMAGE FILE...](#)

Select the file containing Item's image file

Plain Text Description (One Item Only):

Upload the seller or pledger fingerprint and signature and select **"SUBMIT REPORT"** button

**SIGNATURE**

Seller or Pledger Signature: [UPLOAD SELLER OR PLEDGER SIGNATURE FILE...](#)

Select the file containing Seller or Pledger's signature file

Seller or Pledger Fingerprint: [UPLOAD SELLER OR PLEDGER FINGERPRINT FILE...](#)

Select the file containing Seller or Pledger's Fingerprint Image

Ref. 2005(a)(1) and 2005(a)(2)

Seller or Pledger Has No Fingers Indicator ☐

**CERTIFICATION**

The person taking the information shall notify the intended seller or pledger that the use of the intended seller or pledger's electronic signature and fingerprint on the Property Transaction Report constitutes certification by the intended seller or pledger that:

1) He or she is the owner or has the authority of the owner to sell or pledge the property; and

2) To his or her knowledge and belief the information he or she provided is true and complete.

By submitting the Property Transaction Report, the person taking the information certifies that he or she has verified the identification of the intended seller or pledger.

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS REPORT.

[CANCEL](#) [RESET](#) [SUBMIT REPORT](#)

## Store User Guide

## Uploading Signature and Thumbprint Images

In order to complete the JUS-123 form, you will need to upload Signature and Thumbprint images. To upload the images, the following buttons are displayed on the form.

**UPLOAD SELLER OR PLEDGER SIGNATURE FILE\*****UPLOAD SELLER OR PLEDGER FINGERPRINT**

The screenshot shows a web form with two main sections: **SIGNATURE** and **CERTIFICATION**. In the **SIGNATURE** section, there are two upload buttons: "UPLOAD SELLER OR PLEDGER SIGNATURE FILE..." and "UPLOAD SELLER OR PLEDGER FINGERPRINT FILE...". Below the signature button is the text "Select the file containing Seller or Pledger's signature file". Below the fingerprint button is the text "Select the file containing Seller or Pledger's fingerprint image" and a note "Ref. 2005(a)(2) and 2005(a)(2)". To the right of the fingerprint button is a checkbox labeled "Seller or Pledger Has No Fingers Indicator". The **CERTIFICATION** section contains a paragraph of text, two numbered items (1) and 2), and a statement: "By submitting the Property Transaction Report, the person taking the information certifies that he or she has verified the identification of the intended seller or pledger:". Below this is a blue instruction: "PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS REPORT." At the bottom are three buttons: "CANCEL", "RESET", and "SUBMIT REPORT".

**Seller or Pledger Has No fingers Indicator** ☐

Once you click on the one of the upload buttons, select the appropriate image file from your PC. The image files<sup>1</sup> should be captured using appropriate devices.

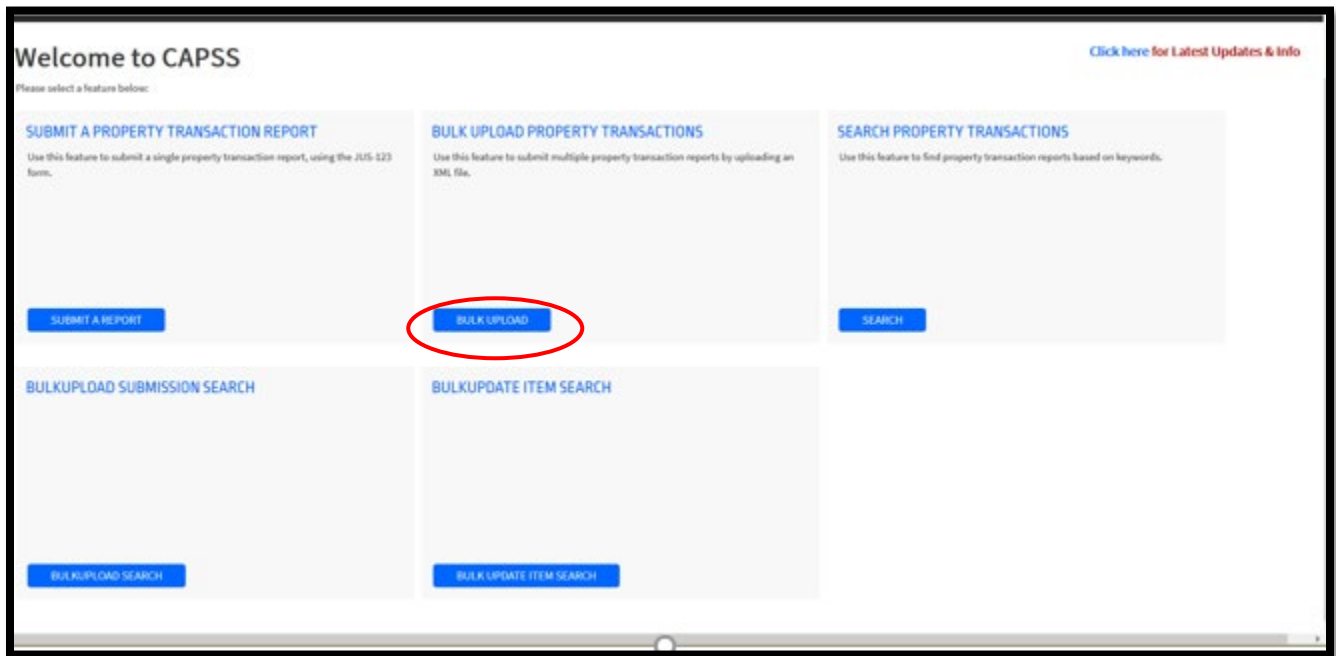
<sup>1</sup> Image files cannot be larger than 75 Kb in size.

## Store User Guide

# Submitting Bulk Uploads

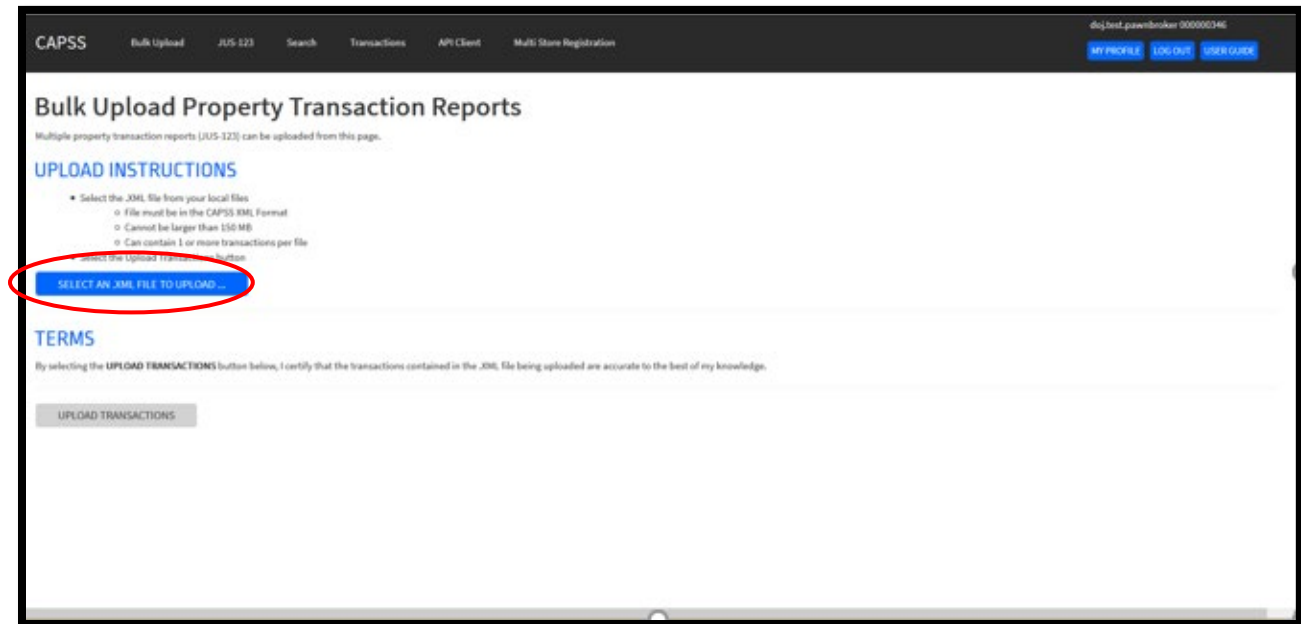
JUS-123 form can be submitted in “bulk” using the Bulk Upload feature, which is optional. Bulk Upload is a submission with multiple property transactions submitted through a XML file from the User Interface or a SHD/PB Point of Sale System (POS).

Click on the “**BULK UPLOAD**” button below:

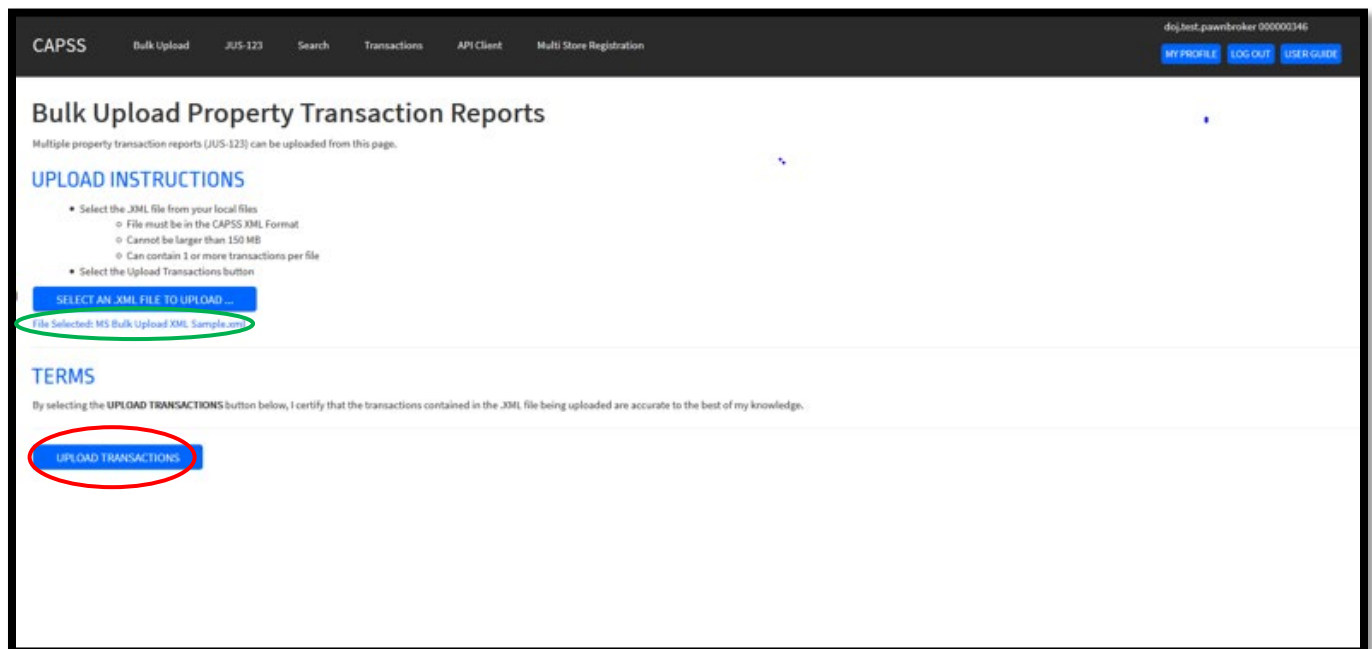


## Store User Guide

Click on the **“SELECT AN .XML File TO UPLOAD”** button (Refer to the CAPSS Data File Specification for format details) and select the XML file from your system

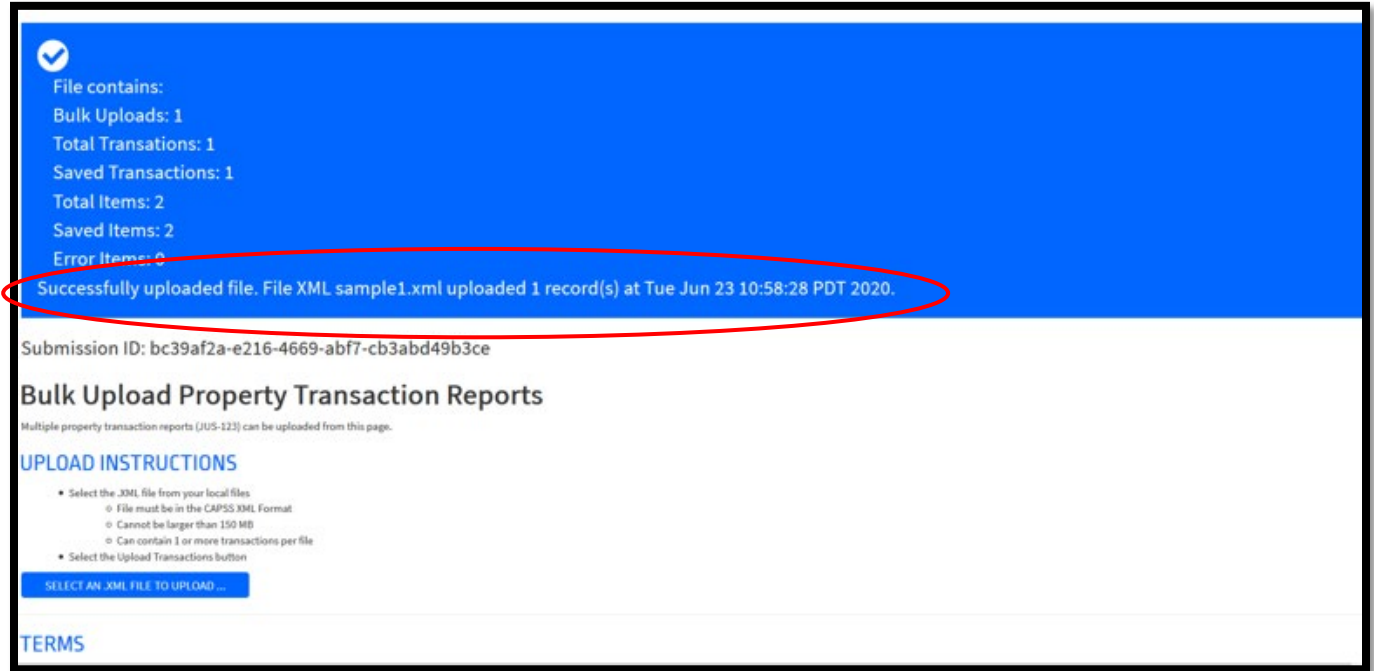


Once the file has been selected, Click on the **“UPLOAD TRANSACTIONS”** button



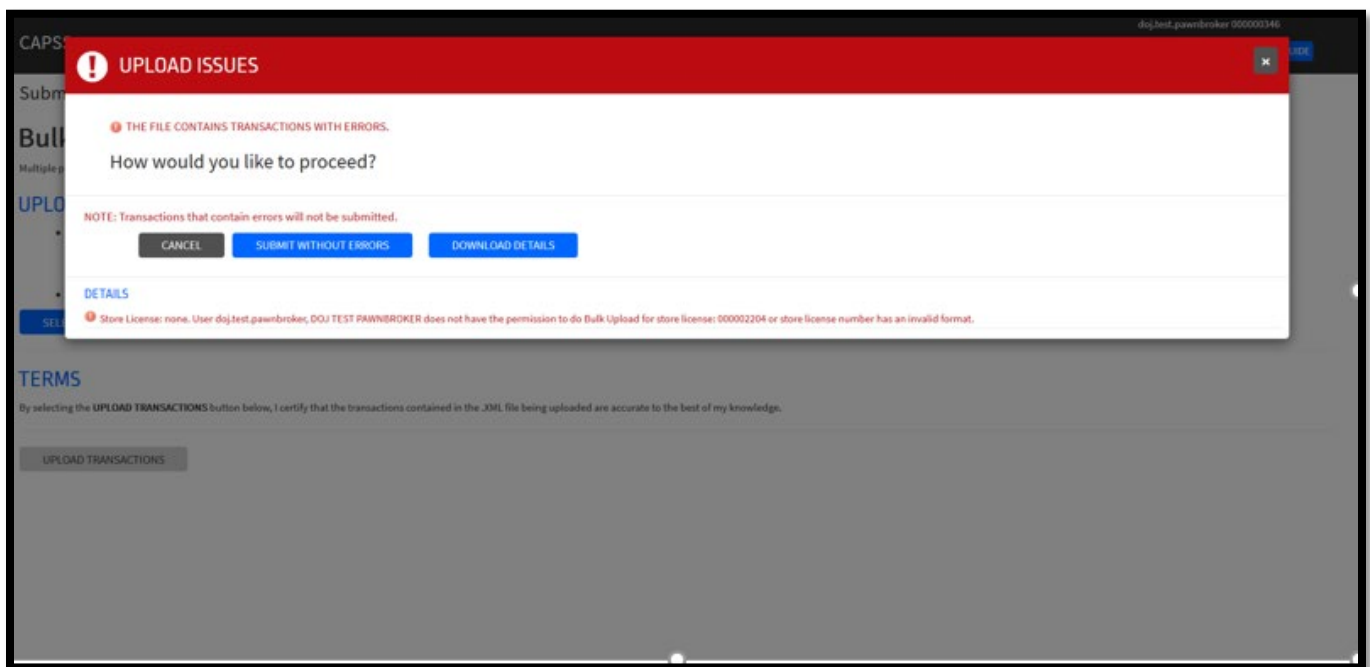
## Store User Guide

After successfully uploading the file you will see the following:



## Errors in Bulk Upload

If errors are found in your Bulk Upload Submission, you will receive a detail screen identifying the specific errors (see below). In addition to the detail screen of errors, you also will have options to “**CANCEL**”, “**SUBMIT WITHOUT ERRORS**” and “**DOWNLOAD DETAILS**”.





## Store User Guide

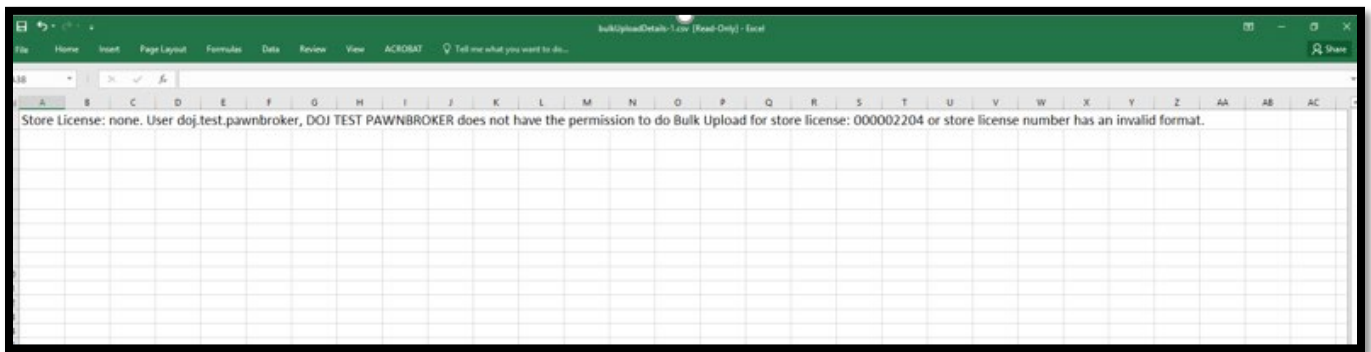
**CANCEL** = The bulk upload will be canceled.

**SUBMIT WITHOUT ERRORS** = Only Property Transactions without errors will be submitted to CAPSS.

- You will need correct the Property Transactions(s) with errors and resubmit the Bulk Upload with the corrected transactions in a separate file.

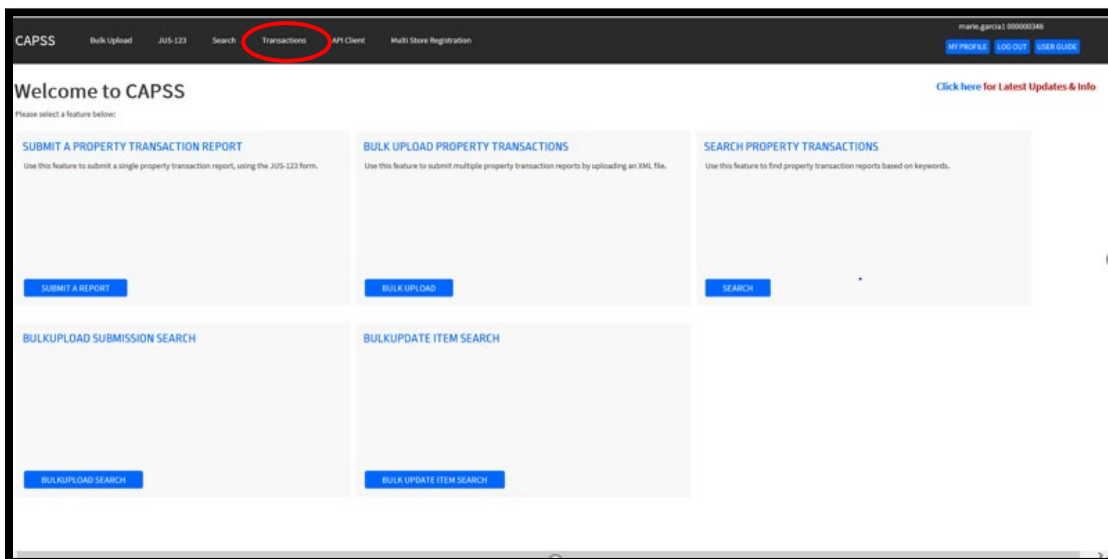
**DOWNLOAD DETAILS**

- You can download the details to view the errors in EXCEL



## Finding Recent Transactions

To find recent transactions you have submitted, click on the **"TRANSACTIONS"** at the top of the navigation bar. The most recent 100 transactions are displayed.



## Store User Guide

Results:

CAPSS Bulk Upload JUS-123 Search Transactions API Client Multi Store Registration maria.garcia1 00000346 [MY PROFILE](#) [LOG OUT](#) [USER GUIDE](#)

### Property Transaction List

Showing 62 results for transaction list.

TRANSACTION ID	TRANSACTION DATE/TIME	ITEM COUNT	SELLER OR PLEDGER NAME	DOB	ID#	SHD/PS	LICENSING AUTHORITY	ITEMS
00000346-1582935108247-1	06/23/2020 1:38 AM	2	UAT, quarterone twentytwenty	04/25/2000	01111111	PAWNBROKER TEST STORE	DOJ/Special Agents	none UNKNOWN RADIO none UNKNOWN RADIO (unknown)
00000346-15875591172-1	04/24/2020 9:46 AM	1	Smith, Mary R	10/25/1971	ID00048	PAWNBROKER TEST STORE	DOJ/Special Agents	apple R001 RADIO (see box55)
00000346-157888148229-1	01/12/2020 7:56 PM	3	ans, we sick	01/01/1986	pas1	PAWNBROKER TEST STORE	DOJ/Special Agents	unknown unknown ELECTRONIC GAME (unknown) unknown unknown ELECTRONIC GAME (unknown) unknown unknown ELECTRONIC GAME (unknown)
00000346-1578887742066-1	01/12/2020 7:56 PM	2	we, are	01/01/1986	12345	PAWNBROKER TEST STORE	DOJ/Special Agents	sears none CHAINSAW sears none CHAINSAW
00000346-1578887036508-1	01/12/2020 7:39 PM	1	joe, joey	01/01/1986	mex456	PAWNBROKER TEST STORE	DOJ/Special Agents	sears none MUSIC STAND (12345)
00000346-1578887047036-1	01/12/2020 12:30 PM	3	Faraway, Shrek F	01/16/2000	C123456789	PAWNBROKER TEST STORE	DOJ/Special Agents	unknown UNKNOWN NECKLACE (always143) unknown UNKNOWN NECKLACE (Loveflow) unknown UNKNOWN NECKLACE (Forever)
00000346-1578887036332-1	01/12/2020 12:30 PM	2	Akens, Claire R	01/16/2000	E123456789	PAWNBROKER TEST STORE	DOJ/Special Agents	iphone 7 CELLPHONE (852368741qwertyuiop) LG LG CELLPHONE (789654123plmnejuhb)
00000346-157888910072-1	01/12/2020 12:30 PM	3	Faraway, Shrek F	01/16/2000	C123456789	PAWNBROKER TEST STORE	DOJ/Special Agents	K UNKNOWN RING (UNKNOWN) K UNKNOWN RING (UNKNOWN) K UNKNOWN RING (UNKNOWN)
00000346-157888936095-1	01/12/2020 12:30 PM	2	Akens, Claire R	01/16/2000	E123456789	PAWNBROKER TEST STORE	DOJ/Special Agents	samsung note s6 CELLPHONE (123456789abodefg) samsung note s6 CELLPHONE (123456789abodefgh)

## Searching Transactions

You can use the “**SEARCH**” button to search for property transactions.

Welcome to CAPSS [Click here for Latest Updates & Info](#)

Please select a feature below:

#### SUBMIT A PROPERTY TRANSACTION REPORT

Use this feature to submit a single property transaction report, using the JUS-123 form.

[SUBMIT A REPORT](#)

#### BULK UPLOAD PROPERTY TRANSACTIONS

Use this feature to submit multiple property transaction reports by uploading an XML file.

[BULK UPLOAD](#)

#### SEARCH PROPERTY TRANSACTIONS

Use this feature to find property transaction reports based on keywords.

[SEARCH](#)

#### BULKUPLOAD SUBMISSION SEARCH

[BULKUPLOAD SEARCH](#)

#### BULKUPDATE ITEM SEARCH

[BULK UPDATE ITEM SEARCH](#)

## Store User Guide

## Search Criteria

**CAPSS** Bulk Upload JUS-123 Search Transactions API Client Multi Store Registration maria.garcia | 000000348  
[MY PROFILE](#) [LOG OUT](#) [USER GUIDE](#)

### Search

Source:

SHD/PB Store Representative:  ☒

Transaction Date:

Transaction ID:

Submission Date: FROM:  TO:

Seller or Pledgor Last Name:

Seller or Pledgor First Name:

Seller or Pledgor Middle Name:

Reference ID:

Results - To view the details of a transaction, click on the transactions's row (the row will be highlighted in the **blue** as you hover over it).

000000346-1532586379149-2	07/25/2018 9:32 PM	1	DOJ, Testing TWO	11/15/1952	DOJ-1234	PAWNBROKER TEST STORE	DOJ TEST AGENCY	LG DIGITAL MULTIMEDIA DEVICE (DOJTESTPATCH)
000000346-1532586404156-2	07/25/2018 3:32 PM	1	DOJ, Testing TWO	11/15/1952	DOJ-1234	PAWNBROKER TEST STORE	DOJ TEST AGENCY	LG DIGITAL MULTIMEDIA DEVICE (DOJTESTPATCH)
000000346-1532586404078-1	07/25/2018 10:32 AM	1	DOJ, test os	11/15/1952	DOJ-4567	PAWNBROKER TEST STORE	DOJ TEST AGENCY	APPLE TABLET/PAD/KINDLE (DOJTESTPATCH)
000000346-1517440647168-1	01/31/2018 3:07 PM	5	guitar, center test	01/01/1985	CA123456	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sony none GUITAR (1245678) none none SAXOPHONE (sax7890) apple XC WAH WAH PEDAL (4568) +2 more
000000346-1506634478906-1	08/28/2017 2:26 PM	1	test, testing	01/01/1985	CAL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sony SAXOPHONE (test edit)
000000346-1504854944354-1	08/07/2017 1:04 PM	1	sanchez, janet	01/01/1985	CA123456	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sears 12MS HOT PLATE (78940)
000000346-150300527129-1	08/17/2017 1:05 PM	1	smithy, jane	01/01/1985	AL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	apple LAP TOP COMPUTER (MAC1234)
000000346-1502911768991-2	08/16/2017 4:42 PM	2	August, Sixteenth two	12/15/1949	USA111824853	PAWNBROKER TEST STORE	DOJ TEST AGENCY	SANYO TELEVISION (B1480239793055) JUNY COUTURE EARRING (88929048948)
000000346-1502911768998-1	08/16/2017 4:40 PM	2	August, Sixteenth one	11/15/1949	N28248534	PAWNBROKER TEST STORE	DOJ TEST AGENCY	COCKTAIL RING (779879) CANON DS100 CAMERA (3771514545) SANYO TELEVISION (B1480239793055)

## Store User Guide

## Viewing Transactions

View of the transaction

CAPSSBulk UploadJUS-123SearchTransactionsAPI ClientMulti Store Registrationmaria.garcia | 00000346MY PROFILELOG OUTUSER GUIDE

Edit Property Transaction

CANCEL TRANSACTION

PRINT

INTENDED SELLER OR PLEDGER INFORMATION

Last NameUAT

First Namequarterone

Middle Nametwentytwenty

Date of Birth04/25/2000

Was US Address

Address4949 BROADWAY

CitySACRAMENTO

US State or TerritoryCALIFORNIA

Postal Code95820

GenderFEMALE

RaceCHINESE

Hair ColorBLACK

Eye ColorBROWN

Height (ft.)5

Height (in.)3

Weight (lbs.)120

Identification TypeDRIVERS LICENSE

Issuing US State or Territory\*CALIFORNIA

Issuing CountryUNITED STATES

Identification NumberD1111111

Identification Date of Issue10/12/2019

Identification Expiration Yearyyyy

Phone Number

STORE INFORMATION

Store NamePAWNBROKER TEST STORE

Secondhand Dealer or Pawnbroker License Number000000346

Licensing AuthorityDOJ/Special Agents

AddressBCIIS/IDSS/CAPSS

CitySACRAMENTO

StateCalifornia

Postal Code95820

Store CountySACRAMENTO

Store License TypePawn Broker

TRANSACTION ITEM(S) INFORMATION

Transaction Date01/12/2020

Transaction Time12:30 PM

Transaction ID000000346-1578887038332-1

TRANSACTION ITEM 1

☐ Pawn ☒ Buy ☐ Consign ☐ Trade ☐ Auction

Reference IDref100

Article FieldCELLPHONE

Brand Nameiphone

Model7

Manufacturer's Pattern Name\*NONE

Color\*BLACK

Material\*METAL

Size\*10

Unit\*INCHES

Serial Number852369741qwertyuiop

Loan/Buy Numberlbn100

Dollar (\$) Amount\$201.01

Owner Applied NumberUNKNOWN

Personalized Inscriptionunknown

Plain Text Description (One Item Only)iphone 7

Item Image

28

## Store User Guide

## View of the transaction

TRANSACTION ITEM 2

☐ Pawn ☒ Buy ☐ Consign ☐ Trade ☐ Auction

Article Field  
CELLPHONE

Manufacturer's Pattern Name\*  
NONE

Serial Number  
789654123plmnjiuhb

Owner Applied Number  
UNKNOWN

Personalized Inscription  
none

Plain Text Description (One Item Only)  
LG smartphone

Reference ID  
ref101

Brand Name  
LG

Color\*  
BLACK

Material\*  
METAL

Loan/Buy Number  
lbn101

Model  
LG

Size\*  
10

Unit\*  
INCHES

Dollar (\$) Amount  
\$201.01

Item Image

Image

Seller or Pledgor Signature  


Seller or Pledgor Fingerprint  


Seller or Pledgor Has No Fingers Indicator ☐

BACK

## Store User Guide

## Edit Transaction

To edit or modify the Serial Number or Owner Applied Number for “Electronic Hand-Held Devices” within 10 days of submission, enter information in the appropriate field and click on “**UPDATE**” at the bottom of the page.

**TRANSACTION ITEM(S) INFORMATION**

Transaction Date  
06/23/2020

Transaction Time  
2:29 PM

Transaction Id  
000000346-1592948073325-1

**TRANSACTION ITEM 1**  
☒ Pawn ☐ Buy ☐ Consign ☐ Trade ☐ Auction

Reference ID

Article Field  
CELLPHONE/SMARTPHONE

Brand Name  
apple

Model  
11

Manufacturer's Pattern Name \*  
IPHONE

Color \*  
AMETHYST

Material \*  
ALUMINUM

Size \*  
6

Unit \*  
INCHES

Serial Number  
116789-PRO

Loan/Buy Number  
1535

Dollar (\$) Amount  
\$200.00

Owner Applied Number  
none

Personalized Inscription  
.....

Plain Text Description (One Item Only)  
rose color case

Item Image

Seller or Pledge Signature  


Seller or Pledge Has No Fingers Indicator ☐

Seller or Pledge Fingerprint  


BACK

UPDATE

## Store User Guide

## Cancel Transaction

Canceling transactions is permitted within 24 hours of submission. To cancel the transaction with 24 hours of submission, click on the top of the page “**CANCEL TRANSACTION**” button.

The screenshot displays the 'Edit Property Transaction' interface. At the top, a navigation bar includes links for CAPSS, Bulk Upload, JUS-123, Search, Transactions, API Client, and Multi Store Registration. User information 'dojtest.pawnbroker 000000346' and buttons for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE' are on the right. The main section is titled 'Edit Property Transaction' and contains two primary data entry areas.

**Intended Seller or Pledger Information**

Last Name	smart	First Name	telephone	Middle Name		Date of Birth	01/02/1986
Non US Address	Address	City		US State or Territory		Postal Code	
	hotel 123						
Gender	MALE	Race	WHITE	Hair Color	BALD	Eye Color	BLACK
Identification Type	PASSPORT	Issuing US State or Territory *		Height (ft.)	6	Height (in.)	5
Identification Number	M123490	Identification Date of Issue	01/01/2020	Weight (lbs.)	200	Issuing Country	UNITED STATES
Phone Number				Identification Expiration Year	2025		

**STORE INFORMATION**

Store Name	PAWNBROKER TEST STORE	Secondhand Dealer or Pawnbroker License Number	000000346	Licensing Authority	DOJ/Special Agents
Address	BCIIS/IDSS/CAPSS	City	SACRAMENTO	State	California
				Postal Code	95820

In the top right corner of the form, there are two buttons: 'CANCEL TRANSACTION' (highlighted with a red circle) and 'PRINT'.

## Store User Guide

# Application Programming Interface (API)

## System to System Uploading Property Transactions

The CAPSS has expanded the ability to upload an XML file containing multiple Property Transactions via a JSON web service. This is an option service to help with automating the upload process for those interested and is not mandatory. The existing web based upload bulk import and online form will still be available.

Uploading Property Transactions requires an account for the user to be established. Uploading transactions require limited access to the CAPSS, which can be controlled by the account Administrator. Third party clients are registered for an account by the CAPSS Administrator. An authorized client will request an access token prior to interacting with the system. The token is used as credentials to upload and check status of the Property Transactions.

For complete detail on the API Bulk Submission process click on the link below:

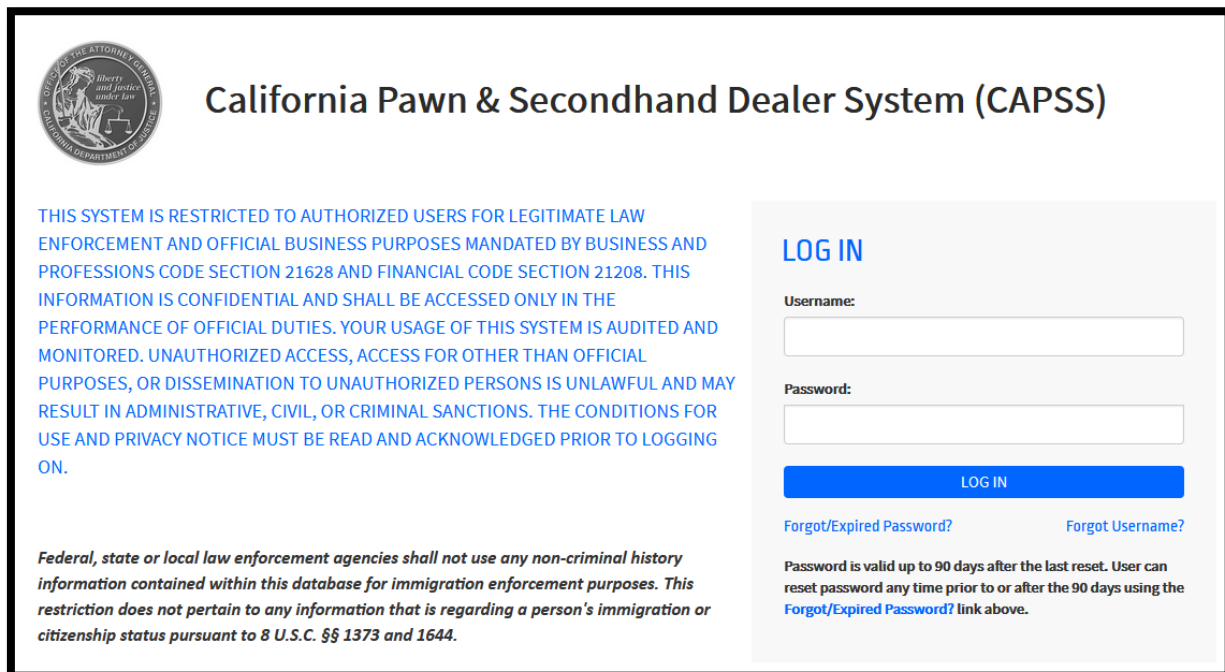
<https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/api-client-doj-capss-bulk-upload.pdf>


Below are the steps to initiate the API Bulk Submission process.

### CAPSS URL

To login, open your browser and navigate to the URL: <https://capss.doj.ca.gov>

Enter your credentials:



 **California Pawn & Secondhand Dealer System (CAPSS)**

THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 21628 AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND MONITORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY RESULT IN ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING ON.

*Federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644.*

**LOG IN**

Username:

Password:

**LOG IN**

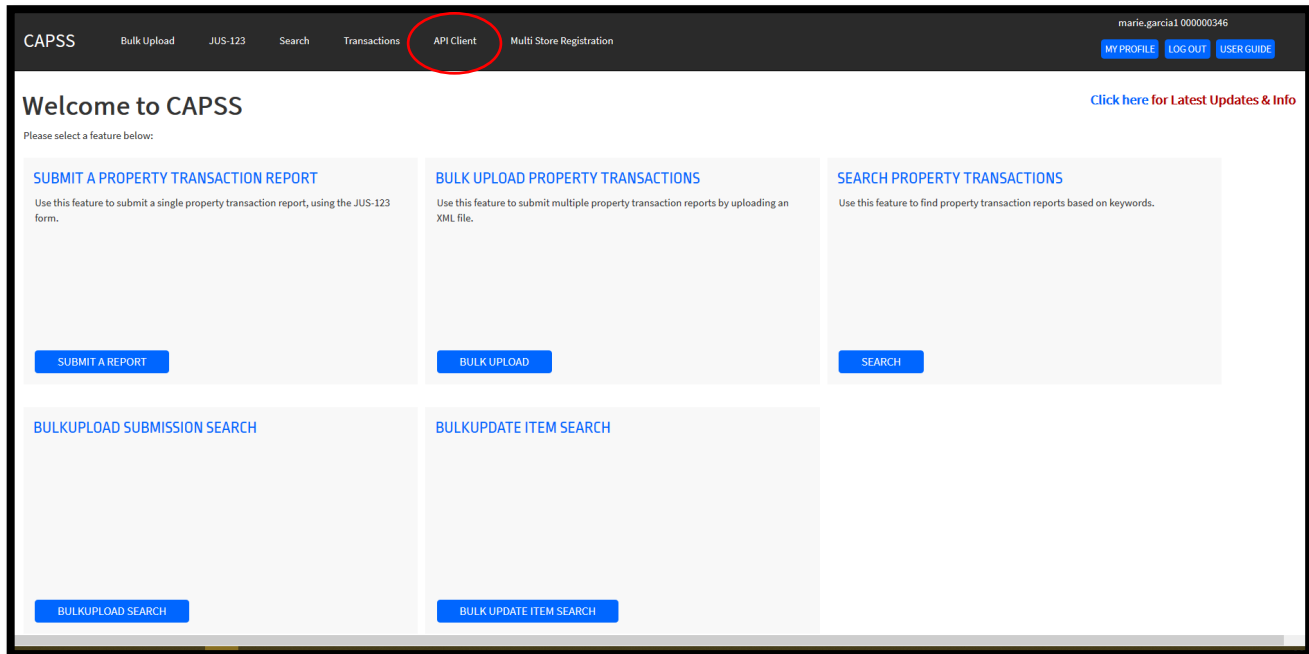
[Forgot/Expired Password?](#) [Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

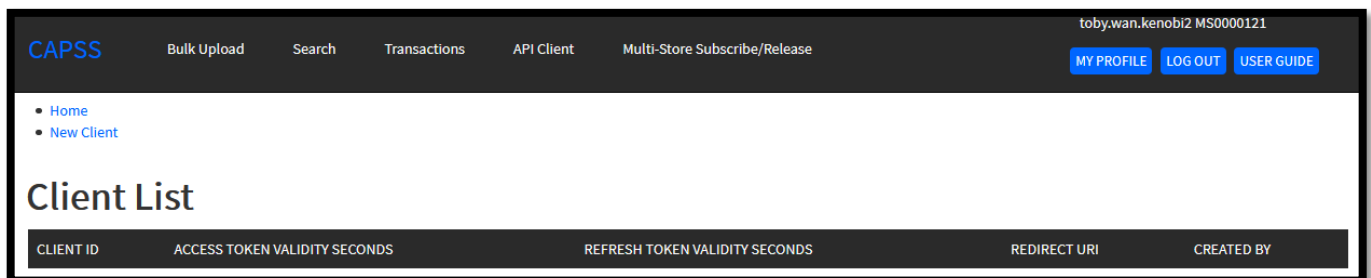


## Store User Guide

If your username and password are valid, you will see the main dashboard.  
Click on API Client on dashboard:



Click on New Client link and complete requested information:



## Store User Guide

## Create Client

## Data Field Definitions:

- **Client Id** –is the User Name. Can be alphanumeric and only special characters hyphen (-) and period (.) allowed
- **Client Secret** –the password created by the user
- **Access Token Validity Seconds** –time frame to create access token
- **Redirect URI**–used only for select clients requiring a redirect URI

**Client List** –to see the list created by the client click the **API Client** on dashboard.

CLIENT ID	ACCESS TOKEN VALIDITY SECONDS	REFRESH TOKEN VALIDITY SECONDS	REDIRECT URI	CREATED BY
Jasmine-Pawn	459,708,379	0		jasmine.pawn
TestPawn	754,785	0	[https://www.yahoo.com]	jasmine.pawn
Jazz-Pawn	654,657	0		jasmine.pawn
PawnGrp	47,576,586	0		jasmine.pawn

**Show Client** –to see client status click on **Client Id** from the Client List.

## Store User Guide

**Edit API-Client Information** –Click on the **Edit** button at the bottom of the screen

CAPSS Bulk Upload Search Transactions API Client Multi Store Registration jasmine.pawn MY PROFILE LOG OUT USER GUIDE

- Home
- Client List
- New Client

## Show Client

Client id Jasmine-Pawn Access Token Validity Seconds 459708379 Refresh Token Validity Seconds 0

Redirect Uri (Used only for select clients requiring a redirect URI)

ACTIVE TOKENS FOR CLIENT

CLIENT ID	TOKEN ID	TOKEN EXPIRATION	DEACTIVATE TOKEN
Edit	DELETE		

Each field can be edited

CAPSS Bulk Upload Search Transactions API Client Multi Store Registration jasmine.pawn MY PROFILE LOG OUT USER GUIDE

Home Client List New Client

Client Id\* Jazz-Pawn Client Secret\*

Client Secret confirmation\*

Access Token Validity Seconds\* 654657 Redirect Uri (Used only for select clients requiring a redirect URI)

UPDATE

**Client Secret** –enter new password

**Client Secret confirmation** –re-enter new password

## Multi- Store

Multi-Store is a (multiple store) with more than one Pawnbroker and Secondhand Dealer licenses. To utilize the Multi-Store function, all transactions are submitted via bulk upload. CAPSS will validate the XML file as a whole as well as each license and transaction.

If you are considering Multi-Store, answer the following questions below to understand if your store qualifies for a Multi-Store license.

- ✓ Are you the corporate owner or owner of more than one store?
- ✓ Do you have more than one Pawnbroker/Secondhand Dealer license?
- ✓ Do you currently utilize XML bulk upload?

If the answer is “Yes” to all these questions, then you can apply for a Multi-Store license.

Benefits:

- CAPSS User Interface upload
- Point of Sale (POS) system transfers all property transactions directly into CAPSS
- Application Programming Interface (API) options solution allowing for data to be sent system to system and allow for multi-store submissions

*Note: Bulk upload defined as a submission with multiple property transactions submitted through an XML file from a Secondhand Dealer/Pawnbroker.*

Below are the steps to initiate a Multi-Store account:

To login, open your browser and navigate to the URL: <https://capss.doj.ca.gov>

## Store User Guide

Enter your credentials – Store Administrators are required. Enter your username and password

The screenshot shows the login page for the California Pawn & Secondhand Dealer System (CAPSS). On the left is the state seal of California. To its right is the title "California Pawn & Secondhand Dealer System (CAPSS)". Below the title is a paragraph of legal disclaimer text. On the right side of the page is a "LOG IN" section with fields for "Username:" (containing "doj.test.pawnbroker") and "Password:" (containing "\*\*\*\*\*"). Below these fields is a blue "LOG IN" button. There are also links for "Forgot/Expired Password?" and "Forgot Username?". At the bottom of the login section, a note states: "Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above."

Click on the Multi-Store Registration

The screenshot shows the CAPSS dashboard. The top navigation bar includes links for "CAPSS", "Bulk Upload", "JUS-123", "Search", "Transactions", "API Client", and "Multi-Store Registration" (which is circled in red). On the right of the navigation bar, the user's ID "doj.test.pawnbroker 00000346" is displayed, along with "MY PROFILE", "LOG OUT", and "USER GUIDE" buttons. Below the navigation bar, the main heading is "Welcome to CAPSS". A sub-heading says "Please select a feature below:". There are five feature cards: "SUBMIT A PROPERTY TRANSACTION REPORT", "BULK UPLOAD PROPERTY TRANSACTIONS", "SEARCH PROPERTY TRANSACTIONS", "BULKUPLOAD SUBMISSION SEARCH", and "BULKUPDATE ITEM SEARCH". Each card has a brief description and a blue button at the bottom: "SUBMIT A REPORT", "BULK UPLOAD", "SEARCH", "BULKUPLOAD SEARCH", and "BULK UPDATE ITEM SEARCH" respectively. A link "Click here for Latest Updates & Info" is located in the top right corner of the dashboard area.

## Store User Guide

To apply for a Multi-Store Account, complete the application and download the Multi-Store Application Request from the link below.

**CAPSS** Bulk Upload JUS-123 Search Transactions API Client Multi Store Registration dojtest.pawnbroker 000000346 MY PROFILE LOG OUT USER GUIDE

### Apply For Multi Store

If you would like to sign up for multiple store API access, which allows you to upload bulk XML file of transactions from multiple stores on their behalf, please fill out the information below and upload your multi-store application form from AG's website.

Download CAPSS Multi-Store Application Form from <https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-app-request.pdf>

Business Name for Multi Store \*

**STORE OWNER INFORMATION**

Full Name \* Email Address \* Phone Number \*  
example: 555-123-1234

**STORE ADMINISTRATOR INFORMATION**

Full Name Email Address Phone Number  
example: 555-123-1234

**TERMS**

UPLOAD MULTI-STORE APPLICATION FORM

PLEASE CHECK THE BOX BEFORE SUBMITTING

☐ I certify that the form being submitted is accurate to the best of my knowledge. \*

Enter the required fields below and **upload** the signed Multi-Store application

STATE OF CALIFORNIA  
8C018 127  
(Orig. 11/2016)

DEPARTMENT OF JUSTICE

PRINT RESET

### CALIFORNIA PAWN & SECONDHANDDEALER SYSTEM (CAPPS) MULTI-STORE APPLICATION REQUEST

The CAPSS Multi-Store Application Request is required to establish a Multi-Store account to submit Property Transaction Reports (PTRs) on behalf of multiple stores to the CAPSS.

**MULTI-STORE APPLICATION**

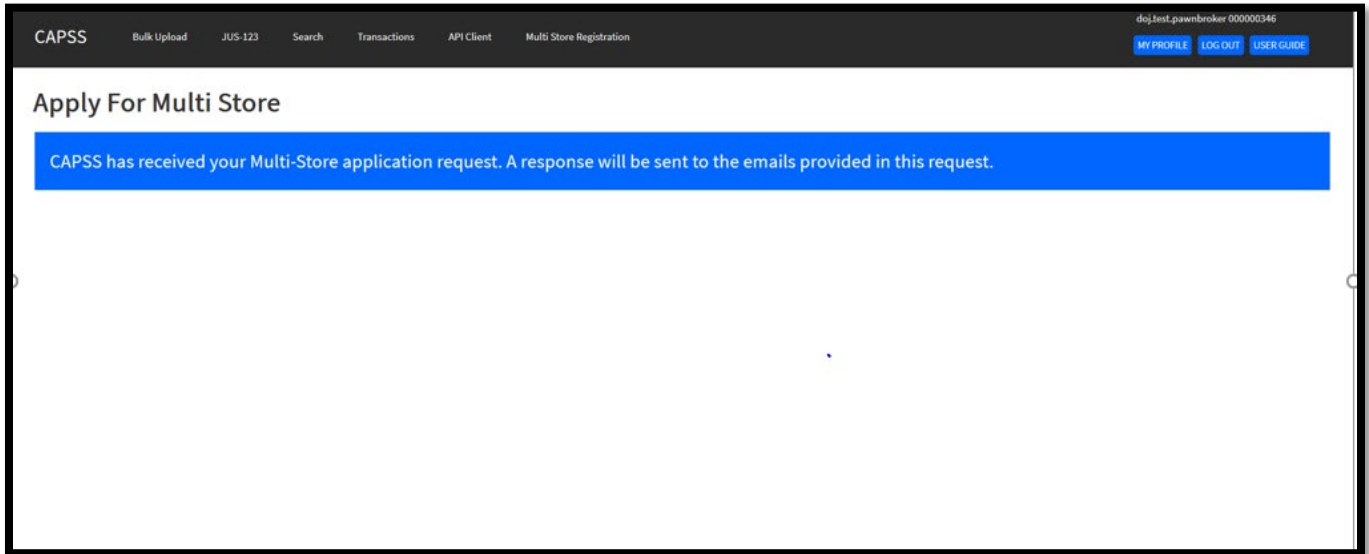
As an authorized Multi-Store submitter, I agree to comply with the PTR submission requirements mandated by Article 4, Chapter 9, Division 8 of the Business and Professions Code.

Authorized Store Owner/Licensee Name Authorized Store Owner/Licensee Signature

Store License Number Date

## Store User Guide

Once submitted you will receive the following response:



Application Approval /Denial – CAPSS staff will review your application and if approved, you will receive an email containing your Multi-Store (MS) number and instructions on how to subscribe licenses under your MS number.

Multi-Store User Name:

Dear Debbie Beach,

Your application requesting a Multi-Store (MS) account has been approved. Your MS account, "Debbie's Pawn Shop" has been assigned MS account number **MS0000122**. Use the assigned MS account number when submitting for the subscribed MS group.

The assigned MS account number must be used to subscribe/release for the MS process.

A separate email has been sent with your MS Username for account activation.

Thank You,  
CAPSS Team

## Store User Guide

To subscribe licensed stores to the Multi-Store, complete the Multi-Store Subscribe/Release Request Form. *Note: Enter all store licenses separated by commas.*

**Upload** the signed Request form and select “**Subscribe**”

Complete the form and **Upload** the Multi-Store Subscription Form

The screenshot shows a web form titled "Multi-Store Subscribe/Release". It contains instructions for uploading transactions and releasing responsibility, with links to download CAPSS forms. A text input field for license numbers contains the value "000000346,000002641,000002619". Below this is a "TERMS" section with a button "UPLOAD SIGNED REQUEST FORM" and a file selection status. A checkbox for certification is checked. At the bottom, there are "SUBSCRIBE" and "RELEASE" buttons, with the "SUBSCRIBE" button circled in red.

**Multi-Store Subscribe/Release**

To upload transactions on behalf of a store(s) you must first subscribe as indicated below.  
Download CAPSS Multi-Store Subscription Authorization form from:  
<https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-sub-auth.pdf>

To release the responsibility of uploading transactions from subscribed stores you must first release as indicated below.  
Download CAPSS Multi-Store Release Notice form from:  
<https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-release-notice.pdf>

Provide Subscribe/Release store license number(s) below.

Enter License Numbers Separated by comma (,)

000000346,000002641,000002619

**TERMS**

UPLOAD SIGNED REQUEST FORM

File Selected: Test subscribe 6292020.pdf

**PLEASE CHECK THE BOX BEFORE SUBMITTING**

☒ I certify that the form being submitted is accurate to the best of my knowledge

**PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS FORM**

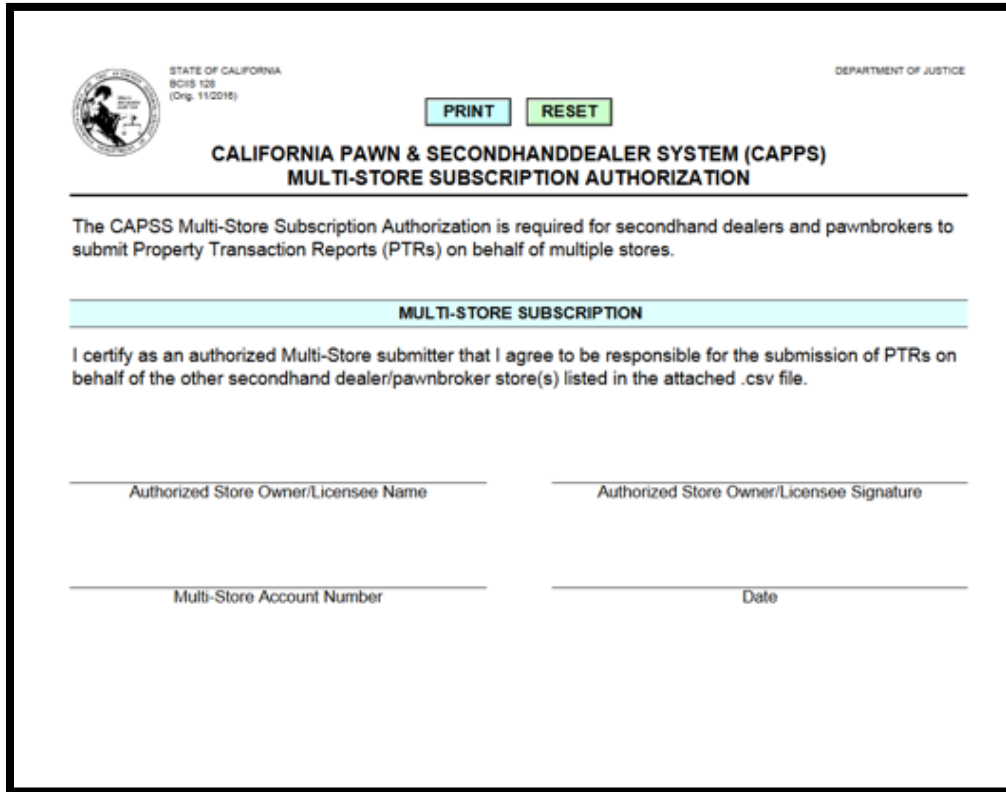
SUBSCRIBE RELEASE



## Store User Guide

Link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-sub-auth.pdf>

## Sample of the Multi-Store Subscription Authorization Form



The form is titled "CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS) MULTI-STORE SUBSCRIPTION AUTHORIZATION". It includes a header with the State of California seal, the text "STATE OF CALIFORNIA BCIS 128 (Orig. 11/2015)", and "DEPARTMENT OF JUSTICE". There are "PRINT" and "RESET" buttons. The form contains a section for "MULTI-STORE SUBSCRIPTION" with a certification statement. Below this are fields for "Authorized Store Owner/Licensee Name", "Authorized Store Owner/Licensee Signature", "Multi-Store Account Number", and "Date".

STATE OF CALIFORNIA  
BCIS 128  
(Orig. 11/2015)

DEPARTMENT OF JUSTICE

**PRINT** **RESET**

**CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS)  
MULTI-STORE SUBSCRIPTION AUTHORIZATION**

The CAPSS Multi-Store Subscription Authorization is required for secondhand dealers and pawnbrokers to submit Property Transaction Reports (PTRs) on behalf of multiple stores.

**MULTI-STORE SUBSCRIPTION**

I certify as an authorized Multi-Store submitter that I agree to be responsible for the submission of PTRs on behalf of the other secondhand dealer/pawnbroker store(s) listed in the attached .csv file.

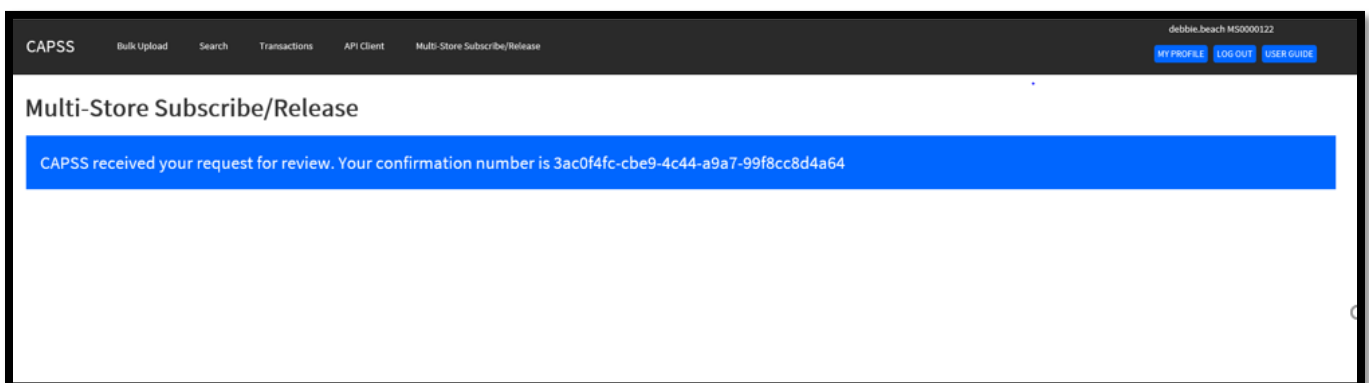
\_\_\_\_\_  
Authorized Store Owner/Licensee Name

\_\_\_\_\_  
Authorized Store Owner/Licensee Signature

\_\_\_\_\_  
Multi-Store Account Number

\_\_\_\_\_  
Date

Once submitted you will receive the following response:



The screenshot shows the CAPSS interface with a navigation bar at the top. The main heading is "Multi-Store Subscribe/Release". A blue banner displays the confirmation message: "CAPSS received your request for review. Your confirmation number is 3ac0f4fc-cbe9-4c44-a9a7-99f8cc8d4a64".

CAPSS Bulk Upload Search Transactions API Client Multi-Store Subscribe/Release

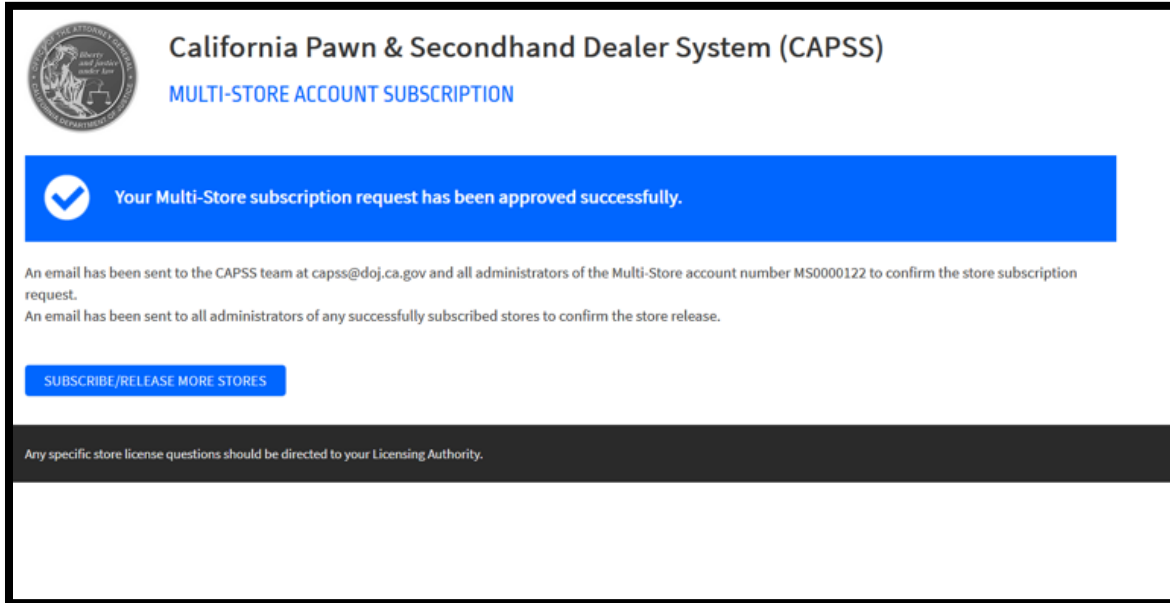
debbie.beach MS0000122 **MY PROFILE** **LOG OUT** **USER GUIDE**

**Multi-Store Subscribe/Release**

CAPSS received your request for review. Your confirmation number is 3ac0f4fc-cbe9-4c44-a9a7-99f8cc8d4a64

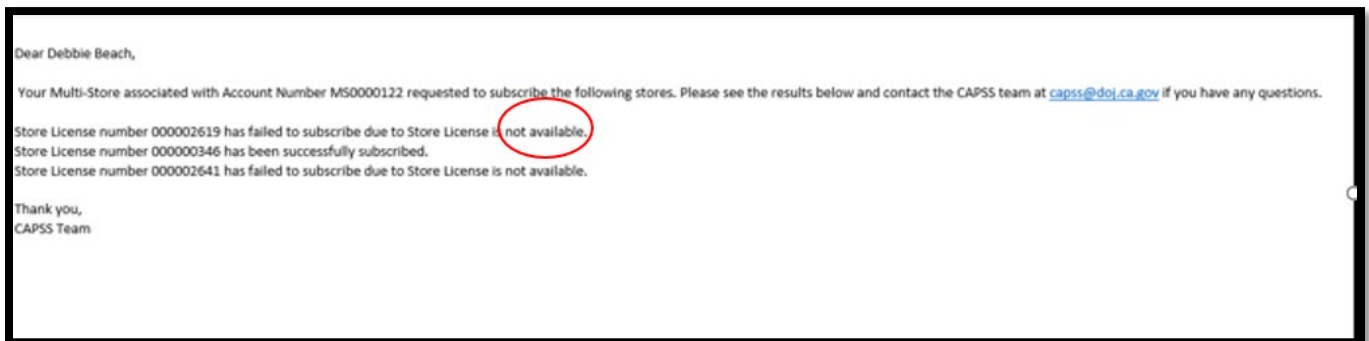
## Store User Guide

Upon approval from CAPSS you will receive:



You will also receive an email upon approval. If all store licenses are not approved, there are 3 possible reasons as to why a license number failed to subscribe:

- Invalid License Number -> Indicates wrong number/typo
- Store License is not active -> License status is not Active/Expired (i.e., denied, canceled, revoked, pending)
- Store License is not available -> Store is already subscribed to a different Multi-Store Account



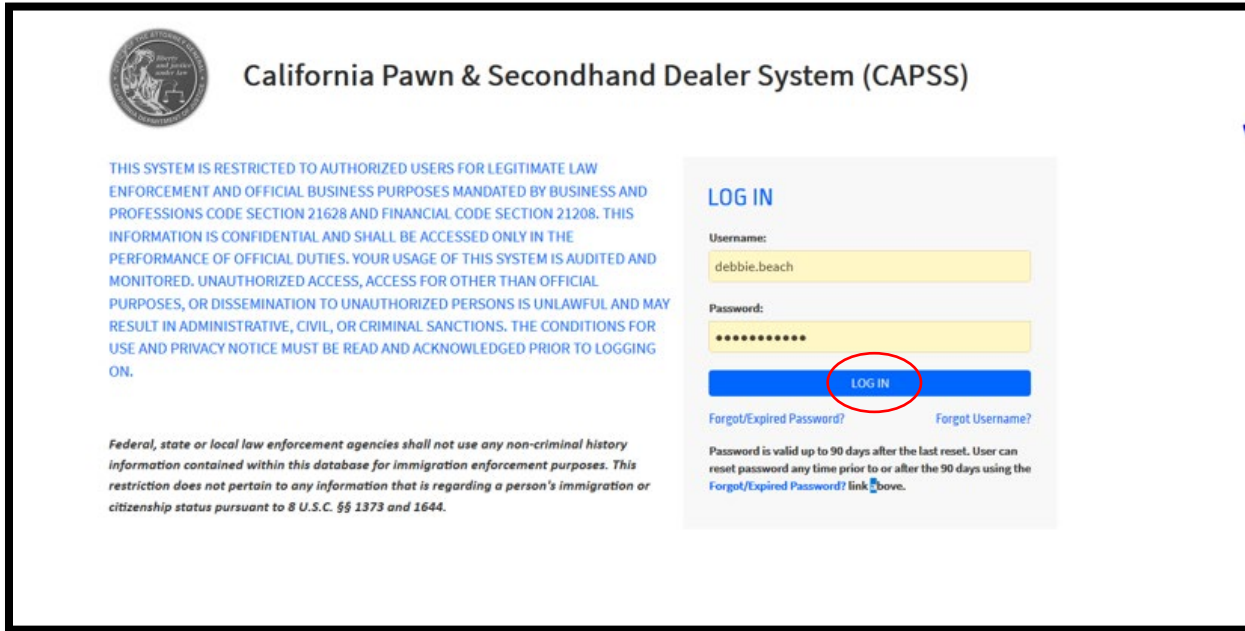
If you need assistance email DOJ/CAPSS @ [capss@doj.ca.gov](mailto:capss@doj.ca.gov)

## Store User Guide

To submit Multi-Store transactions:

Log in as Multi-Store User - Go the CAPSS Main link: <https://capss.doj.ca.gov>

Enter your Multi-Store username and password and click on the “**LOG IN**”



**California Pawn & Secondhand Dealer System (CAPSS)**

THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 21628 AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND MONITORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY RESULT IN ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING ON.

*Federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644.*

**LOG IN**

Username: debbie.beach

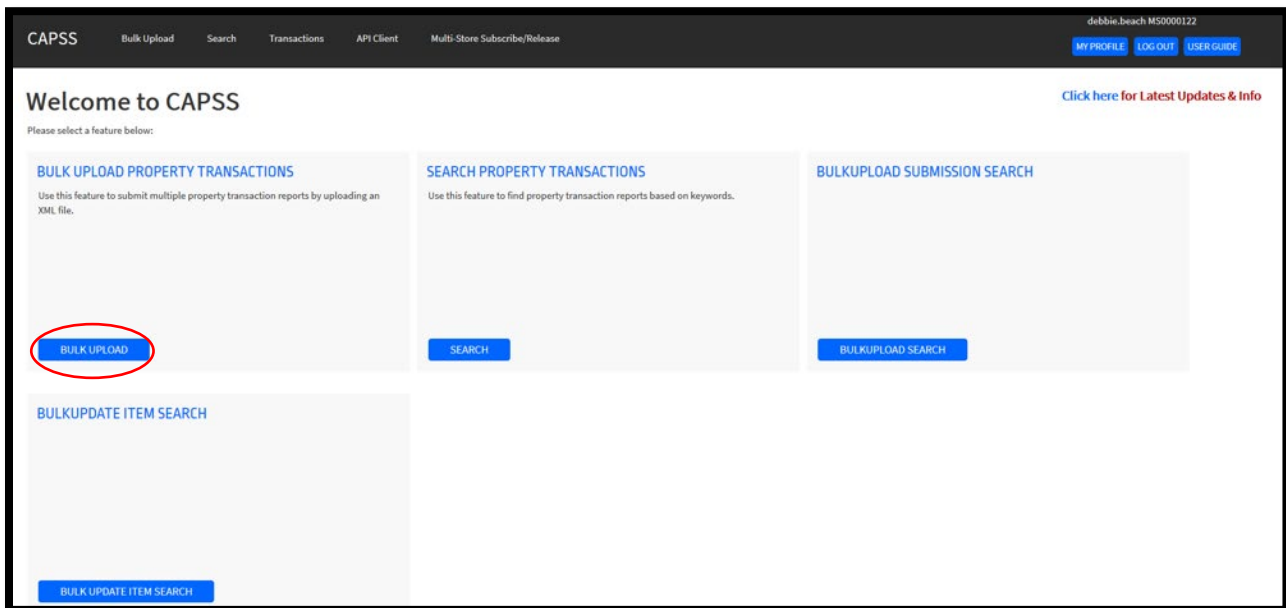
Password: .....

**LOG IN**

[Forgot/Expired Password?](#) [Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

Click on the “**BULK UPLOAD**” button



CAPSS Bulk Upload Search Transactions API Client Multi-Store Subscribe/Release

debbie.beach M50000122 [MY PROFILE](#) [LOG OUT](#) [USER GUIDE](#)

**Welcome to CAPSS** [Click here for Latest Updates & Info](#)

Please select a feature below:

**BULK UPLOAD PROPERTY TRANSACTIONS**  
Use this feature to submit multiple property transaction reports by uploading an XML file.

**SEARCH PROPERTY TRANSACTIONS**  
Use this feature to find property transaction reports based on keywords.

**BULKUPLOAD SUBMISSION SEARCH**

**BULKUPDATE ITEM SEARCH**

**BULK UPLOAD** **SEARCH** **BULKUPLOAD SEARCH** **BULKUPDATE ITEM SEARCH**

## Store User Guide

Click on **SELECT AN .XML FILE TO UPLOAD** button and **“UPLOAD TRANSACTIONS”**

The screenshot shows the CAPSS Bulk Upload Property Transaction Reports page. The header includes navigation links: CAPSS, Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. The user's name and ID (debbie.beach MS0000122) are in the top right, along with links for MY PROFILE, LOG OUT, and USER GUIDE. The main heading is "Bulk Upload Property Transaction Reports" with a subtext: "Multiple property transaction reports (JUS-123) can be uploaded from this page." Below this is the "UPLOAD INSTRUCTIONS" section, which lists three bullet points: "Select the .XML file from your local files" (with sub-points: "File must be in the CAPSS XML Format", "Cannot be larger than 150 MB", "Can contain 1 or more transactions per file"), and "Select the Upload Transactions button". The "SELECT AN .XML FILE TO UPLOAD" button is circled in red. Below the instructions is the "TERMS" section, which states: "By selecting the UPLOAD TRANSACTIONS button below, I certify that the transactions contained in the .XML file being uploaded are accurate to the best of my knowledge." At the bottom is the "UPLOAD TRANSACTIONS" button.

Bulk File Selected for Multi-Stores License 000000346 & 000002641

The screenshot shows the CAPSS Bulk Upload Property Transaction Reports page after a file has been selected. The header and navigation links are the same as in the previous screenshot. The "UPLOAD INSTRUCTIONS" section is identical. The "SELECT AN .XML FILE TO UPLOAD" button is circled in red. Below it, a green circle highlights the message: "File Selected: Bulk Upload XML Sample2 Multi license numbers and items.xml". The "TERMS" section is also present. At the bottom, the "UPLOAD TRANSACTIONS" button is circled in red.

## Store User Guide

Confirmation Response for Multi-Store-Submission ID: 5ae417da-b6ae-4527-9836-a78c8650c542

The screenshot shows the CAPSS Bulk Upload Property Transaction Reports confirmation page. The page has a dark header with the CAPSS logo and navigation links: Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. The user's name, debbie.beach MS0000122, is displayed in the top right corner, along with links for MY PROFILE, LOG OUT, and USER GUIDE. A large blue box contains a confirmation message with a checkmark icon. The message states: 'File contains: Bulk Uploads: 2, Total Transactions: 2, Saved Transactions: 2, Total Items: 4, Saved Items: 4, Error Items: 0. Store License: 000000346. Successfully uploaded file. File Bulk Upload XML Sample2 Multi license numbers and items.xml uploaded 1 record(s) at Wed Jul 08 11:25:02 PDT 2020. Store License: 000002641. Successfully uploaded file. File Bulk Upload XML Sample2 Multi license numbers and items.xml uploaded 1 record(s) at Wed Jul 08 11:25:03 PDT 2020.' Below this message, the Submission ID: 5ae417da-b6ae-4527-9836-a78c8650c542 is circled in red. The page title is 'Bulk Upload Property Transaction Reports' and it includes a link to 'UPLOAD INSTRUCTIONS'.

File contains:  
Bulk Uploads: 2  
Total Transactions: 2  
Saved Transactions: 2  
Total Items: 4  
Saved Items: 4  
Error Items: 0  
Store License: 000000346. Successfully uploaded file. File Bulk Upload XML Sample2 Multi license numbers and items.xml uploaded 1 record(s) at Wed Jul 08 11:25:02 PDT 2020.  
Store License: 000002641. Successfully uploaded file. File Bulk Upload XML Sample2 Multi license numbers and items.xml uploaded 1 record(s) at Wed Jul 08 11:25:03 PDT 2020.

Submission ID: 5ae417da-b6ae-4527-9836-a78c8650c542

### Bulk Upload Property Transaction Reports

Multiple property transaction reports (JUS-123) can be uploaded from this page.

[UPLOAD INSTRUCTIONS](#)

To Search Property Transactions – Select: **SEARCH PROPERTY TRANSACTIONS** “SEARCH” button

The screenshot shows the CAPSS 'Welcome to CAPSS' page. The page has a dark header with the CAPSS logo and navigation links: Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. The user's name, debbie.beach MS0000122, is displayed in the top right corner, along with links for MY PROFILE, LOG OUT, and USER GUIDE. The page title is 'Welcome to CAPSS' and it includes a link to 'Click here for Latest Updates & Info'. Below the header, there are four main sections: 'BULK UPLOAD PROPERTY TRANSACTIONS', 'SEARCH PROPERTY TRANSACTIONS', 'BULKUPLOAD SUBMISSION SEARCH', and 'BULKUPDATE ITEM SEARCH'. The 'SEARCH PROPERTY TRANSACTIONS' section is circled in red, and the 'SEARCH' button is also circled in red. The 'BULKUPLOAD SUBMISSION SEARCH' section is empty.

Welcome to CAPSS

Please select a feature below:

**BULK UPLOAD PROPERTY TRANSACTIONS**  
Use this feature to submit multiple property transaction reports by uploading an XML file.

[BULK UPLOAD](#)

**SEARCH PROPERTY TRANSACTIONS**  
Use this feature to find property transaction reports based on keywords.

[SEARCH](#)

**BULKUPLOAD SUBMISSION SEARCH**

[BULKUPLOAD SEARCH](#)

**BULKUPDATE ITEM SEARCH**

[BULKUPDATE ITEM SEARCH](#)

## Store User Guide

Utilizing any of the following fields and click on “**SEARCH**”

The screenshot shows the CAPSS Search interface. At the top, there is a navigation bar with links: CAPSS, Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. On the right, a user profile for 'debbie.beach MS0000122' is shown with links for MY PROFILE, LOG OUT, and USER GUIDE. The main section is titled 'Search' and contains several input fields: Source (dropdown menu), SHD/PB Store Representative (dropdown menu), Transaction Id (text input), Loan/Buy Number (text input), Transaction Date (text input with format mm/dd/yyyy), Submission Date (text input with date 07/08/2020), Seller or Pledger Last Name (text input), Seller or Pledger First Name (text input), Seller or Pledger Middle Name (text input), Reference ID (text input), and SHD/PB License Number (text input). At the bottom left, there are three buttons: CANCEL, RESET, and SEARCH. The SEARCH button is circled in red.

## Search Results

The screenshot shows the CAPSS Property Transaction List search results. At the top, there is a navigation bar with links: CAPSS, Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. On the right, a user profile for 'debbie.beach MS0000122' is shown with links for MY PROFILE, LOG OUT, and USER GUIDE. The main section is titled 'Property Transaction List' and shows 'Showing 2 results for transaction search.' Below this is a table with the following columns: TRANSACTION ID, TRANSACTION DATE/TIME, ITEM COUNT, SELLER OR PLEDGER NAME, DOB, ID#, SHD/PB, LICENSING AUTHORITY, and ITEMS. The table contains two rows of data. A red arrow points to the first Transaction ID, '000002641-1594232703006-1'.

TRANSACTION ID	TRANSACTION DATE/TIME	ITEM COUNT	SELLER OR PLEDGER NAME	DOB	ID#	SHD/PB	LICENSING AUTHORITY	ITEMS
<a href="#">000002641-1594232703006-1</a>	07/08/2020 6:02 AM	2	MS, expired exception	04/20/2000	d9999998	PAWNBROKER TEST STORE 2	DOJ/Special Agents	UNKNOWN 11 pro max RADIO (SER1234) UNKNOWN 11 pro max RADIO (UNKNOWN)
<a href="#">000000346-1594232702898-1</a>	07/08/2020 1:01 AM	2	MS, active license	04/25/2000	d9999999	PAWNBROKER TEST STORE	DOJ/Special Agents	UNKNOWN 11 RADIO (SER1234) UNKNOWN xs RADIO (UNKNOWN)

To view the bulk upload transaction, click on the Transaction ID number on the left hand side of the search results, see below.

## Store User Guide

## Viewing the transaction

CAPSS

Bulk Upload

Search

Transactions

API Client

Multi-Store Subscribe/Release

debbie.beach MS0000122

MY PROFILE

LOG OUT

USER GUIDE

### Edit Property Transaction

CANCEL TRANSACTION

PRINT

#### INTENDED SELLER OR PLEDGER INFORMATION

Last Name MS	First Name expired	Middle Name exception	Date of Birth 04/20/2000
Non US Address <input type="checkbox"/>	Address 123 test ave	City sacramento	US State or Territory CALIFORNIA
Gender FEMALE	Race CHINESE	Hair Color BLACK	Eye Color BROWN
Identification Type STATE ID	Issuing US State or Territory* CALIFORNIA	Height (ft.) 5	Height (in.) 3
Identification Number d9999998	Identification Date of Issue 10/01/2019	Issuing Country UNITED STATES	Weight (lbs.) 120
Phone Number (916) 999-9999		Identification Expiration Year 2023	

#### STORE INFORMATION

Store Name PAWNBROKER TEST STORE 2	Secondhand Dealer or Pawnbroker License Number 000002641	Licensing Authority DOJ/Special Agents
Address	City	State
		Postal Code

Address 1501 Fruiridge Blvd	City Sacramento	State California	Postal Code 95820
Store County SACRAMENTO	Store License Type Pawn Broker	Image Not Found	
Store Phone Number 9162103212	Store Representative Peter Pawn 2		
Store Representative Signature			

#### TRANSACTION ITEM(S) INFORMATION

Transaction Date 07/08/2020	Transaction Time 6:02 AM	Transaction Id 000002641-1594232703006-1
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#### TRANSACTION ITEM 1

☒ Pawn ☐ Buy ☐ Consign ☐ Trade ☐ Auction

Article Field RADIO	Reference ID 6667	Brand Name UNKNOWN	Model 11 pro max
Manufacturer's Pattern Name *	Color *	Material *	Size *
			Unit *

## Store User Guide

## Viewing the transaction

NONE	BLACK	PLASTIC	7	INCHES
Serial Number SER1234	Loan/Buy Number 6666	Dollar (\$) Amount \$1000.00		
Owner-Applied Number UNKNOWN				
Personalized Inscription dont steal				
Plain Text Description (One Item Only) apple iphone 11 pro max	Item Image Image Not Found			
TRANSACTION ITEM 2				
<input checked="" type="radio"/> Pawn <input type="radio"/> Buy <input type="radio"/> Consign <input type="radio"/> Trade <input type="radio"/> Auction				
Reference ID 7777				
Article Field	Brand Name	Model		

Article Field RADIO	Brand Name UNKNOWN	Model 11 pro max		
Manufacturer's Pattern Name * NONE	Color * BLACK	Material * PLASTIC	Size * 7	Unit * INCHES
Serial Number UNKNOWN	Loan/Buy Number 7777	Dollar (\$) Amount \$1000.00		
Owner-Applied Number UNKNOWN				
Personalized Inscription dont steal				
Plain Text Description (One Item Only) apple iphone 11 pro max	Item Image Image Not Found			
Seller or Pledger Signature		Seller or Pledger Has No Fingers Indicator <input checked="" type="checkbox"/>		



## Store User Guide

## To Release License(s) From (MS) Number

Log in to CAPSS Main

- Select Multi-Store Subscribe/Release
- Upload the request form Multi-Store Subscribe/**Release** Request Form (BCIIS 129).

<https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-release-notice.pdf>

The screenshot shows a web form titled "CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS) MULTI-STORE RELEASE NOTICE". At the top left is the State of California seal and the text "STATE OF CALIFORNIA BCIIS 129 (Orig. 11/2016)". At the top right is "DEPARTMENT OF JUSTICE". Below the title are "PRINT" and "RESET" buttons. The form text states: "The CAPSS Multi-Store Release Notice provides notification of the release of responsibility for submitting specified Property Transaction Reports (PTRs)." A light blue bar contains the heading "MULTI-STORE RELEASE". Below this, it says: "I certify as an authorized Multi-Store submitter that I am no longer responsible for the submission of PTRs on behalf of the secondhand dealer/pawnbroker store(s) listed below." There is a label "Released Store License #:" followed by three empty rectangular boxes. A note states: "Note: If more than 3 stores are being released, please provide a .csv file along with this form to [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov)." At the bottom, there are four lines for input: "Authorized Store Owner/Licensee Name", "Authorized Store Owner/Licensee Signature", "Multi-Store Account Number", and "Date".

## Store User Guide

Complete the form and **Upload** the Multi-Store Release Form

*Note: Enter all store license(s) to be released; separated by commas.*

The screenshot shows the CAPSS Multi-Store Subscribe/Release form. The header includes navigation links: Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. The user is logged in as debbie.beach MS0000122. The form title is "Multi-Store Subscribe/Release". It contains instructions for uploading transactions and releasing responsibility, with links to download the CAPSS Multi-Store Subscription Authorization form and the CAPSS Multi-Store Release Notice form. A text input field is labeled "Provide Subscribe/Release store license number(s) below." and contains the text "000002641". Below the input field is a "TERMS" section with a button labeled "UPLOAD SIGNED REQUEST FORM" and a message "File Selected: capss-multi-store-release-notice.pdf".

Select: I certify that the form being submitted is accurate to the best of my knowlege

Click on the **RELEASE** button

The screenshot shows the CAPSS Multi-Store Subscribe/Release form at the certification step. It includes a section titled "PLEASE CHECK THE BOX BEFORE SUBMITTING" with a checkbox labeled "I certify that the form being submitted is accurate to the best of my knowlege". Below this is a section titled "PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS FORM" with two buttons: "SUBSCRIBE" and "RELEASE".

You will receive this message

The screenshot shows the CAPSS Multi-Store Subscribe/Release form displaying a confirmation message in a blue box: "CAPSS received your request for review. Your confirmation number is ca518d96-4927-463c-9b0c-0542276f7362".

## Store User Guide

Multi-Store Release Confirmation – You will receive an email confirming the results of your requested release.

Dear Debbie Beach,

Your Multi-Store associated with Account Number MS0000122 requested to release the following stores. Please see the results below and contact the CAPSS team at [capss@doj.ca.gov](mailto:capss@doj.ca.gov) if you have any questions.

Store License number 000002641 has been successfully released.

Thank you,  
CAPSS team

## Contact Information

- Phone: (916) 210-3212
- Email: [capss@doj.ca.gov](mailto:capss@doj.ca.gov)