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INTRODUCTION

OVERVIEW
The California Firearms Application Reporting System (CFARS) is a centralized location for individuals to report firearm ownership information to the Department of Justice. The Assault Weapon Registration (AWR) form is one of the many forms available to the public. Public users must complete and pay for the AWR form electronically through the CFARS application.

The CFARS Assault Weapon Registration Public User Guide provides step-by-step instructions for completing and submitting an Assault Weapon Registration (AWR) form on the CFARS.

WEBSITE ADDRESS
The website address for the CFARS web application is:

https://cfars.doj.ca.gov

DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWR</td>
<td>Assault Weapon Registration Form</td>
</tr>
<tr>
<td>BOF</td>
<td>Bureau of Firearms</td>
</tr>
<tr>
<td>CFARS</td>
<td>California Firearms Application Reporting System</td>
</tr>
<tr>
<td>CRIS</td>
<td>California Records Information System</td>
</tr>
<tr>
<td>CRIS Number</td>
<td>California Record Information System Number</td>
</tr>
<tr>
<td>DOJ</td>
<td>Department of Justice</td>
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<tr>
<td>reCAPTCHA</td>
<td>reCAPTCHA is a free, open-source anti-bot service provided by Google</td>
</tr>
<tr>
<td>FMBUS</td>
<td>Firearm Manufacturer Business System</td>
</tr>
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</table>

TECHNICAL REQUIREMENTS
The CFARS application is intended to work with most personal computers. The personal computer must be outfitted with a web browser that meets the following minimum standards:

- Internet Explorer 8.0 or higher
- Latest build of Firefox
- Latest build of Google Chrome
- Latest build of Microsoft Edge
PRINTING

All printing from the CFARS application will be done within your web browser and your local printer. Refer to your printer’s setup documentation for instructions on how to setup and configure your printer.

Please note that several notices printed by the application may contain more than one page. In most cases, we anticipate that you may want to print all pages. If you want to print certain pages, enter the page numbers in the ‘Pages’ field of the web browser print dialog box.
2 BEFORE WE BEGIN

Some preparation is necessary before you begin the process of completing the AWR form in the CFARS application. If you are not prepared before you begin the process and you are inactive for more than 30 minutes while filling out the form, you will be timed out of the form and as a result may lose all the data entered. Actions such as clicking on the form and entering data keep your form from becoming inactive. Please prepare these required items before you attempt to complete the AWR form.

1. To access the form, you will need a CFARS user account. See section 3 “Create an Account” for instructions on how to create a CFARS account.

2. A serial number must be permanently engraved on the firearm pursuant to state and federal laws. Note: Pursuant to California Code of Regulations, title 11, section 5474.2 if you have a Firearm Manufactured By Unlicensed Subject (FMBUS) you will need to apply for a Department issued serial number prior to initiating the registration process. Please contact the DOJ at DOJserialnumber@doj.ca.gov to obtain a Department issued serial number.

3. The date the firearm was acquired as well as where the firearm was acquired from is mandatory. If the firearm was acquired from a family member or private party, a current name and address is required. If the firearm was acquired from a firearms dealer, then the dealership name and address is required.

4. Four high quality and legible pictures are required to submit the form.
   a. A photo that depicts the bullet-button style magazine release installed on the firearm.
   b. A photo that depicts the firearm from the end of the barrel to the end of the stock (if it is a long gun) or the point furthest from the end of the barrel (if it is a pistol).
   c. A photo of the left side of the receiver/frame.
   d. A photo of the right side of the receiver/frame.

Permitted file types include pdf, png, gif, jpg (or jpeg). You may submit up to two additional photos of your firearm (e.g. additional identification markings on other parts of the firearm, serial number close-up, etc.).

5. If you are registering jointly, you will have to upload proof of residence for all registrants. Examples of valid types of proof of residence include a utility bill, residential lease, property deed, or DMV vehicle registration.

6. If you are registering jointly and are not the first person to submit the AWR form, you will need the CRIS Transaction Number of the first person to submit the AWR form. You can obtain this transaction number from the transaction history of the primary registrant of the firearm. Refer to section 5 for more details on how to obtain this number.
CREATE AN ACCOUNT

To access the CFARS webpage, follow this link to get started: https://cfars.doj.ca.gov/. Select one of the two available links to get started.

You will need to review and acknowledge the CFARS Enrollment Conditions of Use Agreement.
• If you select “I Do Not Agree”, you will be returned to the CFARS Log On page and will not continue the account creation process.

• If you select “I Agree”, you will be redirected to the Create CFARS User Account Page.

Optional User Tips:

• Use the first and last name that is on your government issued ID. CFARS populates the information you used to create your account as well as the information in your User Profile on any forms you decide to fill out.

• Write down the information you entered while making the account. This will make it much easier to recover your account in the future should you forget your log in information.

With the exception of Suffix and Middle Name, every other field is a mandatory field. This means it must be completed to create the account.
1. Enter your **First Name** (may include alphas and spaces).

2. Optionally, enter your **Middle Name** (may include alphas and spaces).

3. Enter your **Last Name** (may include alphas, spaces, and hyphens).

4. Optionally, select a **Suffix** from the dropdown menu (JR, SR, II, III, IV, V, VI, VII).

5. Enter an **Email Address**. The email should follow this format: myemail@something.com. This email address will be used to recover your username or password. Notices and updates from the BOF regarding your application will also be sent to this email address.

6. Re-enter the email address.

7. For the Security Questions, click the dropdown menu and select a question.

8. Enter the responses associated with each of the Security Questions. Please write down your answers to the questions. You will need to enter these responses should you forget your password or user name or should you get locked out of the CFARS application.

9. Enter a **Password**, which must follow these guidelines:
   - Be 8 to 20 characters in length.
   - Contain at least one uppercase alpha (A-Z).
   - Contain at least one lowercase alpha (a-z).
   - Contain at least one numeric character (0-9).
   - Not contain three or more sequential characters found in your first name or last name.
   - Special characters are recommended, but not required.

10. Re-enter your password.

11. Complete the reCAPTCHA by checking the box next to “I’m not a robot”. You will be prompted to selected images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.
12. Select the **Submit** button to complete the account creation process.

13. After selecting the **Submit** button, you will receive a User Name.

**EDIT MY PROFILE**

The information that you entered when you completed the account request process became part of your CFARS User Profile. You may edit your user profile once you are logged on to the system; this includes your name, your address, and your identity verification questions and responses.

**To edit your profile:**

1) From the main page, click on the **My User Profile** link under My CFARS Account. The **My User Profile** page will display.
2) Modify any editable fields with the new information.
3) Click on Submit. The system will display a confirmation message when you successfully change your profile. Additionally, if you modified your name, the system will generate and display your new User Name.

**Note:** If you have pending applications in your cart when you make the change to your profile, any new applications you create and submit will not reflect the change. The profile change will only reflect in new applications, if your cart is empty.

### CHANGE MY PASSWORD

Passwords are valid for 90 days, but you may change your password at any time by clicking on the Change My Password option from the main page under My CFARS Account. Beginning 15 days prior to password expiration, you will be reminded of the pending password expiration each time that you log on to the system.

If your password expires, you will need to use the Forgot Password feature to select a new password.

**To change your password:**

1) From the CFARS Main Menu page, click on the Change My Password link. The Change Password page will display.

2) From the Change Password page, you may view the password requirements by clicking on the Change Password Instructions banner.
3) Enter your **Current Password**.

4) Enter and confirm your **New Password**.

5) Click on **Submit**. The new password entered will be verified to confirm it complies with the password requirements. If any problems are found, an error message identifying the problem will be presented.

6) Once the password change has been accepted, a confirmation message will display on the **Main Menu** page.

**MY ISSUE LOG**

The **My Issue Log** allows you to view any issues that you have reported to the department.

1. To view a previously reported issue, select the **My Issue Log** link from the My CFARS Account. The My Issues page will display.

2. To view the original issue that you reported, click on the Issue Reported that you would like to view, and the details of your issue will display.
Once the department replies to your issue, you will see a message on your Main Menu page, and the Issue Reported on your My Issues page will show a notation stating New.

3. To delete any old Issues, check the Select box to the right of the Date Reported and select the Delete Selected button.

4 **COMPLETING THE ASSAULT WEAPON REGISTRATION FORM**

**LOGGING ON TO CFARS**

If you do not have a CFARS account yet, see section 3 of this user guide for instructions on creating an account.

1. Navigate to the California Firearms Applications Reporting System Log On page ([https://cfars.doj.ca.gov/](https://cfars.doj.ca.gov/))

2. Enter your User Name and Password.

3. Select the Log On to CFARS button.
FORGOT PASSWORD

If you have forgotten your password (prior to locking your account):

1) Select the **Forgot Password** option from the **CFARS Log On** page. The **Forgot Password** page displays.

2) Enter the requested information:
   
a) **Email Address**
   
b) **Your User Name**
   
c) Check the “I’m not a robot” box. You will be prompted to select images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.
d) Click on the **Submit** button

e) If a match is found, the system displays two randomly selected identity verification questions that you submitted with your account request.

f) Enter the response to the security questions presented and click on the **Submit Verification Responses** button.

   (1) If the responses entered are correct, the system will send you an email with instructions on how to change your password.

   (2) If the responses entered are incorrect, the system will display a warning, and you may try again. **Note:** If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

**FORGOT USERNAME**

1) Select the **Forgot User Name** option from the **CFARS Log On** page. The **Forgot User Name** page displays.
2) Enter the requested information:
   a) **Email Address**
   b) **Password** (If you cannot remember your password, see Forgot User Name and Password below.)
   c) Your **Last Name**
   d) Your **First Name**
   e) Check the “I'm not a robot” box. You will be prompted to select images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.
   f) Click on the **Submit** button
   g) If a match is found, the system displays two randomly selected identity verification questions that you submitted with your account request.
   i) Enter the responses to the security questions presented and select the **Submit Verification Responses** button.
      1) If the responses entered are correct, the system will display your **User Name** on the screen.
      2) If either of the responses entered are incorrect, the system will display a warning, and you may try again. **Note:** If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

**FORGOT USERNAME AND PASSWORD**

1) Select the **Forgot User Name and Password** option from the **CFARS Log On** page. The **Forgot User Name and Password** page displays.
2) Enter the requested information:
   a) **Email Address**
   b) Your **Last Name**
   c) Your **First Name**
   d) Click on the **Submit** button
   e) If a match is found, the system displays two randomly selected identity verification questions that you selected during your CFARS enrollment.
   f) Enter the response to the security question presented and click on the **Submit** button.
      (1) If the responses entered are correct, the system will display your **User Name** on the screen and will send you an email with instructions on how to reset your password.
      (2) If either of the responses entered are incorrect, the system will display a warning, and you may try again. **Note**: If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

**Navigating to the Assault Weapon Registration Form**

After you log in, the CFARS Main page will display.

1. Select “California Reporting Information System (CRIS)” from the CFARS Application Menu.
2. The CRIS Home Page will display. Select the Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880).

**PRIVACY NOTICE AND STATEMENT TO APPLICANT**

1. Review the Forms Instructions and Fee Information Banner for general instructions, identification requirements, file upload and joint registration protocols, and registration fee information.
2. Review the “Privacy Notice”. Select the I Agree checkbox to acknowledge you have read the Privacy Notice information provided. If you do not agree to the Privacy Notice, you will not be able to submit the AWR form.

3. Review the “Statement to Applicant” section. It is recommended that you review this before you begin filling out the form. If you do not meet all the requirements, your application could be rejected.
OWNER INFORMATION

If you have successfully created a CFARS account, the information provided on the account creation form (e.g. first and last name, email address, etc.) will auto-populate into the corresponding fields of the reporting form when you log in to CFARS. You may also go into your user profile and modify/enter additional personal information which will auto-populate in your reporting form(s). Any fields denoted with a red asterisk (*) are mandatory fields.

1. Provide all of the required information in the “Owner Information” section, these are marked with a red asterisk (*).
   a. Enter the assault weapon registration number (if applicable).
   
   ![Owner Information](image)

   b. Enter the **street address** (the system will not allow P.O. Box entries in any configuration).

   c. Enter the **zip code** (must be a valid zip code in order for the city to auto-populate). *Note: If there is more than one city for a zip code, the other cities will appear in a drop down menu in order for you to select the correct city of residence. The city auto-populate feature is read-only and cannot be manually updated by applicants.

   ![Zip Code](image)

   d. Enter the **mailing address**, if applicable.

   e. Enter the **phone number** as one continuous number (No dashes. Cannot be all zeros. Cannot be the same number that was entered for the other two entries).
f. Select the **type of ID** from the drop down menu: California Driver's License (CDL), California Identification Card (CID), Department of Defense Identification Number (DOD) and Military ID Number.

- Enter the ID number. The business rules for each are as follows:
  - CDL – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
  - CID – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
  a. Selecting DOD or Military ID will auto-populate a read-only state field.
  - DOD – Must be a 10 digit number. (Cannot be all zeros).
  - Military ID – Must be a 9 or 10 digit number. (Cannot be all zeros).
  a. Selecting DOD or Military ID will auto-populate a read-only Issuing Country field.

  ![ID Type and ID Number fields](image)

  ![ID Type, ID Number, and ID Issuing Country fields](image)

g. Enter the **date of birth** as mm/dd/yyyy (e.g. 01/02/1945). It has to be a valid date. *

  **Note:** Applicants must be at least 18 years old for all transaction types and firearms gun types.

h. Select **gender** (options are only female or male).

i. Enter **height** by selecting 1 digit for feet and 2 digits for inches.

j. Enter **weight** (maximum of 3 digits allowed).

k. Select the **eye color** from the drop down menu.

l. Select the **hair color** from the drop down menu.

m. Select whether you are a **US citizen** (must select YES or NO).

  - If "NO" is selected, a "Country of Citizenship" box will auto-populate.
    - Select the country of citizenship from the drop down menu and enter the alien registration or I-94 number.

  ![Selecting Country of Citizenship](image)

n. Select **place of birth** from the drop down menu.
FIREARM INFORMATION

The Firearm Information section of the AWR form requires you to enter information about the firearm you would like to register.

1. Select “Is the firearm self built?” and select Yes or No.

2. Select “Is it your intention to joint register this firearm?” and select Yes or No. Joint registration allows you to register this firearm with people in your household that reside with you.
a. If you selected “No”, move on to Firearm Type.

b. If you selected “Yes”, additional fields will display.

i. Select the dropdown “Are you the primary registrant (first to register)?” and select Yes or No.

1. If you select “Yes”, you will receive a message directing you to provide a CRIS number to the additional people attempting to register this firearm through joint registration. You will receive the CRIS number for your firearm after you have paid for the transaction.

ii. If you select “No”, this means that the primary registrant has already submitted this firearm with an intent to register and has a CRIS number available for you to enter. If you do not have this CRIS number available, the primary registrant must go to their transaction history to retrieve it. You cannot register the same firearm as a secondary registrant without the CRIS number. CRIS number retrieval is discussed on section 5 CRIS Transaction History of this user guide.
c. Select the relationship to the registrant from the **Relationship to Joint-Registrant** from the dropdown menu.

d. Enter the name of the relative you would like to complete the joint registration with (Last, First). Any additional joint registrants must be added in the Comments section of the application.

e. Enter the CRIS number of the primary registrant. The format for the CRIS number is 16 numbers and it can be found in the transaction history of the primary registrant.

3. Select the **Firearm Type**: Pistol, Rifle, or Shotgun.

4. Select the **Category** Semi-Automatic, as that is the only option available.

5. Select the **Make**. If you do not see the Make of your firearm listed, enter the Make in the Comments section.

6. Enter the **Model**.

7. Select the **Caliber** of your firearm from the dropdown menu.

8. Select the **Firearm Color** from dropdown menu.

9. Enter the **Barrel Length** of your firearm in Inches or Centimeters.

10. Select the **Unit** (Inches or Centimeters).

11. Select the **Magazine** (“Non Fixed Magazine (Bullet Button)”), as that is the only option available.

12. Select the **Cartridge** type.
a. If you select Pistol as your Firearm Type, you can choose Centerfire or Rimfire.

b. If you select Rifle or Shotgun as your Firearm Type, you must select Centerfire, as that is the only option available.

13. Based on the **Firearm Type** you selected, you will be required to select additional firearm characteristics that apply to your firearm.

   **Note:** If you select shotgun, there are no additional firearm characteristics to add.

   a. If you select Pistol, check the characteristics that apply to your firearm.

   ![Additional Firearm Characteristics (select all that apply):](image)

   a. If you select Rifle, check the characteristics that apply to your firearm.

   ![Additional Firearm Characteristics (select all that apply):](image)

14. Enter the **Serial Number** that is engraved or permanently affixed to your firearm (may include alphas and numbers).

15. Re-enter the serial number. Copy and paste is not allowed.

16. Select the **Firearm Country of Origin/Manufacturer** from the dropdown menu.

17. Enter the date the firearm was acquired (mm/dd/yyyy). If your firearm is self-built, provide the date you completed building the firearm.

   **Note:** This is not the date you submit your application to the DOJ.
18. Select the **Acquired From** dropdown menu and select where you acquired the firearm from.

   a. If you select **Self-Built**, you will not need to provide any additional information.

   b. If you select **Family Member**, **Private Party**, or **Other**, you will be required to provide their name (Last, First), Street Address and Zip Code.

      i. If you select Other, you will also be required to leave a comment with more information.

   c. If you select **Firearms Dealer**, you will be required to provide the Dealership Name, Street Address and Zip Code.

19. The Comments field may be used to enter comments if:

   a. They are required for explanations.

   b. You would like to add additional Joint Registrants. Enter in the name and relationship to you in this format, J-R2: Last, First, Relationship J-R3: Last, First, Relationship etc.

   c. Your firearm’s Make is not listed in the dropdown menu.

   d. You have questions or additional information you would like for the BOF user to know as they process your application.
FILE UPLOAD SECTION

Review the File Upload Section for information on the files and photos required to successfully submit an AWR form. Please make sure that you have these ready and in an approved format before you begin filling out the form. If you do not have them ready and there is no activity for more than 30 minutes on the form, the system will time out and you will lose your data.

- There are 4 required photos: bullet button, stock to barrel, left side of receiver, and right side of receiver.
  - You may submit additional photos of your firearm if you choose to (e.g. additional identification markings on other parts of the firearm, serial number close-up, etc.).
Joint registration requires proof of residency to be uploaded.

Military ID requires Permanent Duty Station Orders to be uploaded.

1) Select the **Add Document** button. The Upload File page will display.

2) Select the **File Type** from the dropdown menu.

3) Select **Browse**. Select the photo on your device and select **Upload**.
4) The photo will be listed at the bottom of the section. Repeat this process until all four required photos and any optional photos have been uploaded. When all photos have been uploaded, select **Done** and you will be returned to the AWR form.

5) If you are satisfied with the information on the form and the uploaded photos, select **Preview** to begin the form submission process.

6) Review the form for accuracy and review the Penalty of Perjury statement. If you agree to the statement, check the **Agree** checkbox. If you do not agree, you will not be able to submit the AWR form.

7) If you would like to make any changes to the form or upload different photos, select the **Edit** button and make the necessary changes.

8) If your form is complete and accurate, select **Submit Final** to send the AWR form to your cart.
If you have an AWR form in your View Cart the Owner Information on any further AWR forms will be populated from the information of the AWR form in the Cart. If you would like to change some of the owner information, remove the AWR form from the Cart to the Pending Cart and then submit another AWR form. However, you will have to pay for each separately.

**VIEW CART**

After the **Submit Final** button is selected, the form is added to the cart. The Cart is shared among all the applications in CFARS and can be used to make payments on more than just an assault weapon registration.

1. To view the items in the cart select **View Cart**. If there is nothing in the cart, you will not be able to view the cart.

   ![View Cart Image]

   a. Check out:

      i. To check out, select the **Checkout** button.

      ii. You will be redirected to a payment vendor site.

      iii. Enter your payment information and complete the payment. You will be returned to the CFARS webpage with a confirmation if the payment went through successfully.

      iv. If there was an error at the payment site, the AWR form will be sent to your Pending Invoices. See Pending Invoices section.
b. Remove Selected:

i. **Remove Selected** will remove any selected forms from the cart. This will also break the bond between the forms and they need to be paid for separately. You should do this if you want to change the Owner Information on a form for instance.

ii. Select the check box next to the Serial Number of each Firearm form. Check the boxes on the forms you would like to remove from the cart and select the **Remove Selected** button.

c. Edit the Form:

i. You can edit the form if it has been moved to the cart. Select the Serial number of the Firearm you would like to edit.
ii. Your CRIS transaction will display.

iii. Select the *Edit* button at the bottom of the Form is the Edit button.

iv. Once you have made any edits, check the *Agree* box.

v. Select the *Submit Final* button.

vi. You will be returned to the *View Cart*.

**PENDING CART**

The Pending Cart is located on the right hand side of the CFARS webpage. The Pending Cart is where all of the forms that aren’t currently being paid for are stored.

When you remove a form from the cart as described in the View Cart section, the form is moved to the Pending Cart. Items in the Pending Cart are separated by transaction numbers. Each transaction has a different transaction owner. In order to successfully add a form to a transaction, you must first add the transaction to the cart and then fill out the additional form you would like to add to the transaction.

a. Move the Transaction to the Cart.

   i. Select the check box of the transaction you would like to move to the cart. If there is already a transaction in the View Cart, you will
not be able to move it in the cart. You must either remove what is currently in the Cart, or pay for it.

ii. Select the **Add to Cart** button.

iii. The transaction has been moved to the cart.

---

b. Edit the Form, see the **Edit Form** in the **View Cart** section of this user guide.

c. Delete the Form.

i. Select the **Delete** hyperlink in the row of the form you would like to delete.

ii. Select **Ok** to finalize the deletion.

---

Consolidating transactions is not possible. However, if there are transactions currently in your View Cart, you can add more forms to that transaction. You must fill out the desired
form while there are pending transactions in the View Cart. This will add that form to that transaction.

Because these two transactions have two different transaction numbers they cannot be paid together. If you want to pay for them all together the best way to do this is to add one to the cart and delete the other one. Then, while one of them is in the View cart, complete a new AWR form for the transaction you deleted and you will be able to add it to the View Cart with the other transaction. See below on how to do this.

**PENDING INVOICES**

If an error occurs during the processing of the payment, the transaction will be added to the Pending Invoices.
1. Cancel the Invoice to move it to the Pending Cart.
   a) If an error occurs at the time of payment and you can confirm that the payment didn’t go through, check the box next to the invoice/transaction you want to move to the Pending Cart.
   b) Select the Cancel Invoice button. The transaction will be moved to the Pending Cart.

2. Confirm Payment with an Authorization Number.
   a) If you receive an email from the payment site verifying that you completed the payment but CFARS did not record payment, enter the Authorization Number provided by the Payment Site Email.
   b) Select Confirm Payment to send the invoice to the DOJ for verification.
   c) The Department will notify you through your CFARS account on the next step to take.
REPORT AN ISSUE

If you run into a problem or have a question about using the application, you can report the issue to the department using the Report an Issue link which is provided throughout the application.

Note: You must be logged in to the CFARS application in order to use this feature.

To report an issue:

1) Select the Report an Issue link located on the left side of the CFARS application.

2) Select the Issue Type from the drop down list.

3) Enter a comment that describes the issue in 200 characters or less.

4) Select Submit.

Once you have submitted your issue, it will be reviewed by DOJ staff who will respond to you. The response will come to your My Issues Log page.


5 CRIS TRANSACTION HISTORY

To view the status of your AWR Transaction or to find your CRIS Transaction number, you must go to your CRIS Transaction History.

1. Login to your CFARS Account.

2. Select the California Reporting Information System (CRIS) link.

3. Select the CRIS Transaction History is in the My CFARS Account section.

4. All the CRIS Transactions that you have submitted and paid for will display. This includes AWR forms. To view details, Click on the blue Serial Number link.

5. Your CRIS number will display at the top of the form.