## How to create/add an ID

**Business - CAPSS ID** 

## **Business Admin Login to CAPSS ID** https://capss-id.doj.ca.gov



ID

### 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.

## Click on "Managed Users" tab and click on "Add User" button



# Add your full name and a functional email address and select the "Group Membership"

| New User               |  |
|------------------------|--|
| Name *                 |  |
|                        |  |
| Email Address *        |  |
|                        |  |
| Verify Email Address * |  |
|                        |  |
|                        |  |
| GROUP MEMBERSHIP *     |  |
| StoreUsers             | Can Submit Property Transaction Reports                                |
| StoreAdmins            | Can Submit Property Transaction Reports and Manage Users for own Store |
|                        |  |
|                        |  |
| CANCEL CREATE L        | JSER   |

# You will received an email with auto-generated username and to create/reset your password link

Dear Stephen DOJ3,

You have been granted access to the California Pawnbroker and Secondhand Dealer System (CAPSS). In order to gain access to the system, you must first set your password. To set your password, please click on the link below. Please make a note of your CAPSS Username.

CAPSS Username: stephen.doj3

RESET PASSWORD

Thank You,

CAPSS Team

## Create/reset your password

| RESET PASSWOR    | RD *              |
|------------------|-------------------|
| Enter your CAPS  | SS username       |
| Password *       | O Help            |
| Enter a passwor  | rd of your choice |
| Verify Password  | •                 |
| Re-enter the pas | ssword            |

## You can now login



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

PASSWORD RESET COMPLETION

### PLEASE USE THESE LINKS TO ACCESS CAPSS

### SUBMIT & SEARCH JUS-123

LOG IN TO CAPSS (CAPSS.DOJ.CA.GOV)

### MANAGE LICENSES

LOG IN TO CAPSS LICENSING (CAPSS-LICENSING.DOJ.CA.GOV)

### MANAGE USER ACCOUNTS

LOG IN TO CAPSS ID (CAPSS-ID.DOJ.CA.GOV)