



MULTI-STORE - REGISTRATION

BUSINESS - CAPSS

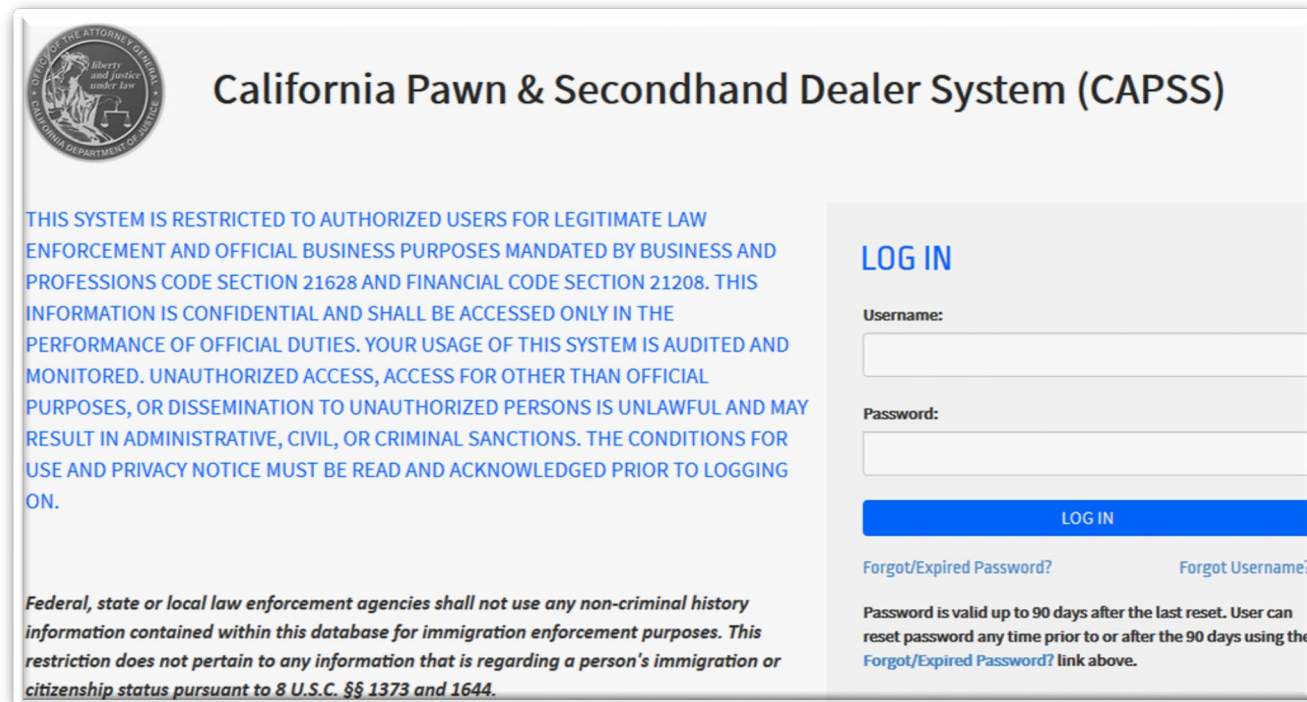



ABOUT MULTI-STORE AND QUALIFICATIONS

- Multi-store – (multiple stores) more than one Pawnbroker and Secondhand Dealer license.
- Benefits:
 - Point to 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.
- Answer the following questions below to see if your store qualifies to have 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? Note: Bulk upload is a submission with multiple property transactions submitted through an XML file from a Secondhand Dealer/Pawnbroker's Point of Sale System (POS).
 - If the answer is yes to all questions, then you can apply for a Multi-Store license.
- 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.

MULTI-STORE APPLICATION

To apply for Multi-Store, you must log in to CAPSS Main as an administrator.



 **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.

MULTI STORE REGISTRATION

- To apply, click on the “Multi Store Registration” link from the navigation bar.

CAPSS

Bulk Upload

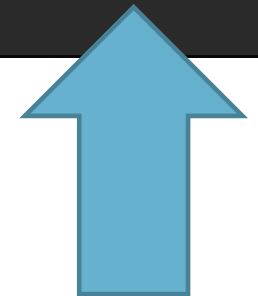
JUS-123

Search

Transactions

API Client

Multi Store Registration



MULTI STORE REGISTRATION CONTINUOUS

- Click on the Multi-Store Application link for the form.
- Enter the needed information in the mandatory and or optional fields.
- Upload the signed and completed form.
- Check to certify

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 *

STORE ADMINISTRATOR INFORMATION

Full Name

Email Address

Phone Number

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. *

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

SUBMIT

MULTI STORE REGISTRATION CONTINUOUS

- The Multi-Store Application form JDIS 127
 - Enter the authorized or owner's full name
 - The parent/designee license number
 - Sign the form
 - Date
- Upload the completed form when ready.

STATE OF CALIFORNIA
BCIS 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.

| | |
|---|---|
| <input type="text" value="Stephen Test Multi Store"/> | <input type="text"/> |
| Authorized Store Owner/Licensee Name | Authorized Store Owner/Licensee Signature |
| <input type="text" value="000001075"/> | <input type="text" value="11/26/2019"/> |
| Store License Number | Date |

MULTI STORE REGISTRATION CONTINUOUS

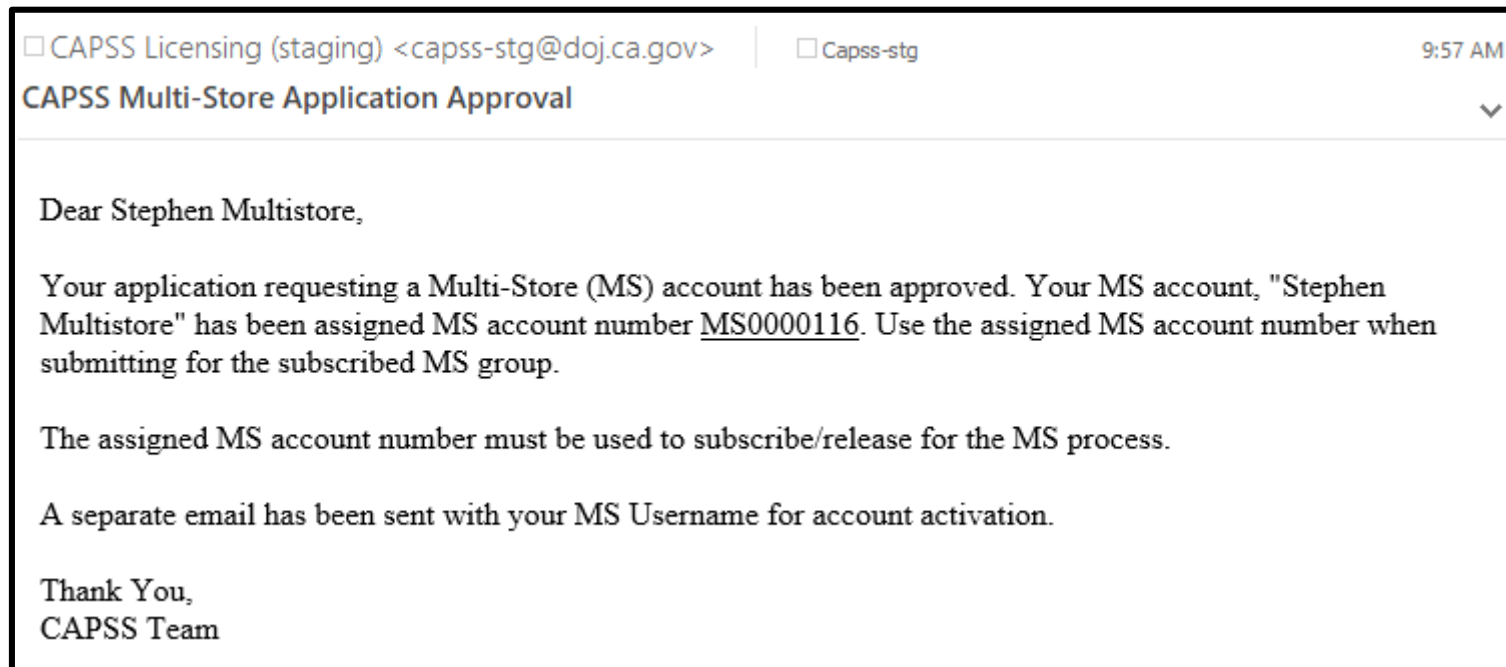
- The confirmation notice

Apply For Multi Store

CAPSS has received your Multi-Store application request. A response will be sent to the emails provided in this request.

MULTI STORE APPROVAL NOTICE

- An email notice that the business received on an approved application.



MULTI STORE LOGIN INFORMATION

An auto-generated email that the business received with the username and a link to create/reset the password.

Click on the “RESET PASSWORD” link to create the password.



RESET PASSWORD EMAIL



California Pawn & Secondhand Dealer System (CAPSS)

RESET PASSWORD

RESET PASSWORD *

UserName *

Enter your CAPSS username

Password * [Help](#)

Enter a password of your choice

Verify Password *

Re-enter the password

CLEAR

RESET PASSWORD

MULTI STORE ACCOUNT

stephen.multistore1 MS0000116

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

• CAPSS V5.5.0 (regulation) had been deployed - 10/31/2019

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.

[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](#)



MULTI-STORE - SUBSCRIPTION

BUSINESS - CAPSS



MULTI-STORE SUBSCRIBE/RELEASE

- Login as a Multi-Store
- This process is to subscribe the licenses to utilize the Multi-Store function



California Pawn & Secondhand Dealer System (CAPSS)

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Username:

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[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.

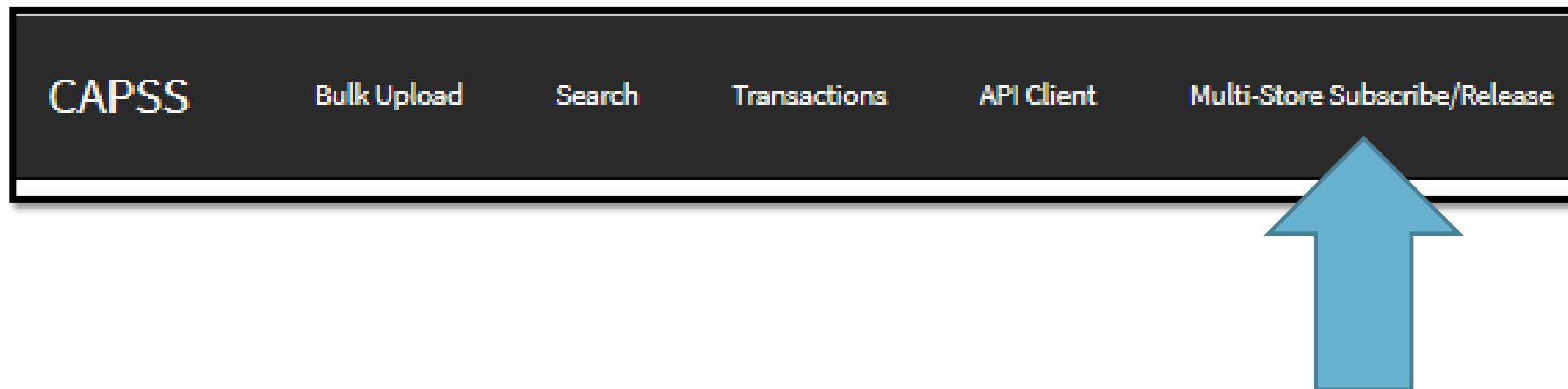
MULTI-STORE – SUBSCRIPTION CONTINUOUS

- The Multi-Store account

The screenshot displays the CAPSS web application interface. At the top, a dark navigation bar contains the logo 'CAPSS' and several menu items: 'Bulk Upload', 'Search', 'Transactions', 'API Client', and 'Multi-Store Subscribe/Release'. On the right side of this bar, the user's name 'stephen.multistore1 MS0000116' is shown, along with buttons for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'. Below the navigation bar is a blue banner with the text: '• CAPSS V5.5.0 (regulation) had been deployed - 10/31/2019'. The main content area begins with a 'Welcome to CAPSS' heading and a link for 'Click here for Latest Updates & Info'. A sub-header reads 'Please select a feature below.' There are four feature cards arranged in a grid. The first card is 'BULK UPLOAD PROPERTY TRANSACTIONS' with a description 'Use this feature to submit multiple property transaction reports by uploading an XML file.' and a 'BULK UPLOAD' button. The second card is 'SEARCH PROPERTY TRANSACTIONS' with a description 'Use this feature to find property transaction reports based on keywords.' and a 'SEARCH' button. The third card is 'BULKUPLOAD SUBMISSION SEARCH' with a 'BULKUPLOAD SEARCH' button. The fourth card is 'BULKUPDATE ITEM SEARCH' with a 'BULK UPDATE ITEM SEARCH' button.

MULTI-STORE – SUBSCRIPTION CONTINUOUS

- Click on the “Multi-Store Subscribe/Release” link from the navigation bar.



MULTI-STORE – SUBSCRIPTION CONTINUOUS

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 (,)

example: 000000000,000000001,000000002

TERMS

UPLOAD SIGNED REQUEST FORM

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

MULTI-STORE – SUBSCRIPTION CONTINUOUS

- To Subscribe
- The subscription form JDIS 128
 - Enter the authorized or owner's full name
 - Multi-Store account number
 - Sign the form
 - Date
- Upload the completed form when ready.

STATE OF CALIFORNIA
BCIIS 128
(Orig. 11/2016)

DEPARTMENT OF JUSTICE

PRINT **RESET**

**CALIFORNIA PAWN & SECONDDHANDDEALER SYSTEM (CAPPS)
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

MULTI-STORE – SUBSCRIPTION CONTINUOUS

- To Release
- The release form JDIS 129
 - Enter the Store license number(s)
 - Enter the authorized or owner's full name
 - Multi-Store account number
 - Sign the form
 - Date
- Upload the completed form when ready.

STATE OF CALIFORNIA
BCIIS 129
(Orig. 11/2016)

DEPARTMENT OF JUSTICE

PRINT **RESET**

**CALIFORNIA PAWN & SECONDHANDDEALER SYSTEM (CAPSS)
MULTI-STORE RELEASE NOTICE**

The CAPSS Multi-Store Release Notice provides notification of the release of responsibility for submitting specified Property Transaction Reports (PTRs).

MULTI-STORE RELEASE

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.

Released Store License #:

Note: If more than 3 stores are being released, please provide a .csv file along with this form to CAPSS@doj.ca.gov.

Authorized Store Owner/Licensee Name

Authorized Store Owner/Licensee Signature

Multi-Store Account Number

Date

MULTI-STORE – SUBSCRIPTION CONTINUOUS

- Click on the link for the subscription/release form.
- Enter the license number(s)
- Upload the signed and completed form.
- Check to certify

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 (,)

example: 000000000,000000001,000000002

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SUBSCRIBE

RELEASE

MULTI-STORE – SUBSCRIPTION CONTINUOUS

- Approval confirmation

Multi-Store Subscribe/Release

CAPSS received your request for review. Your confirmation number is ec1c1111-8511-4354-ac61-6c6d09681615

APPROVAL EMAIL NOTICE

CAPSS Licensing (staging) <capss-stg@doj.ca.gov>

Capss-stg

10:24 AM

Store Subscription to Multi-Store



Dear Stephen Test Store,

This email is to notify you that your store with license number 000002206 has been successfully subscribed under Multi-Store account number MS0000116 per its request. If you have any question please contact CAPSS team at capss@doj.ca.gov.

Thank You,
CAPSS Team

CONFIRMATION EMAIL NOTICE

CAPSS Licensing (staging) <capss-stg@doj.ca.gov>

Capss-stg

10:24 AM

Confirmation of Multi-Store Subscription



Dear Stephen Multistore 1,

Your Multi-Store associated with Account Number MS0000116 requested to subscribe the following stores. Please see the results below and contact the CAPSS team at capss-stg@doj.ca.gov if you have any questions.

Store License number 000002206 has been successfully subscribed.

Store License number 000002207 has been successfully subscribed.

Store License number 000002213 has been successfully subscribed.

Thank you,
CAPSS Team



CAPSS CONTACT INFORMATION

- Telephone number: 916-210-3212
- Email address: CAPSS@doj.ca.gov
- Address:
 - Department of Justice,
 - CAPSS Unit
 - P.O. Box 903387
 - Sacramento, CA 94203-3870



