California Pawn and Secondhand Dealer System

CAPSS

Store User Guide

Version 1.6· January 4, 2021

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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.

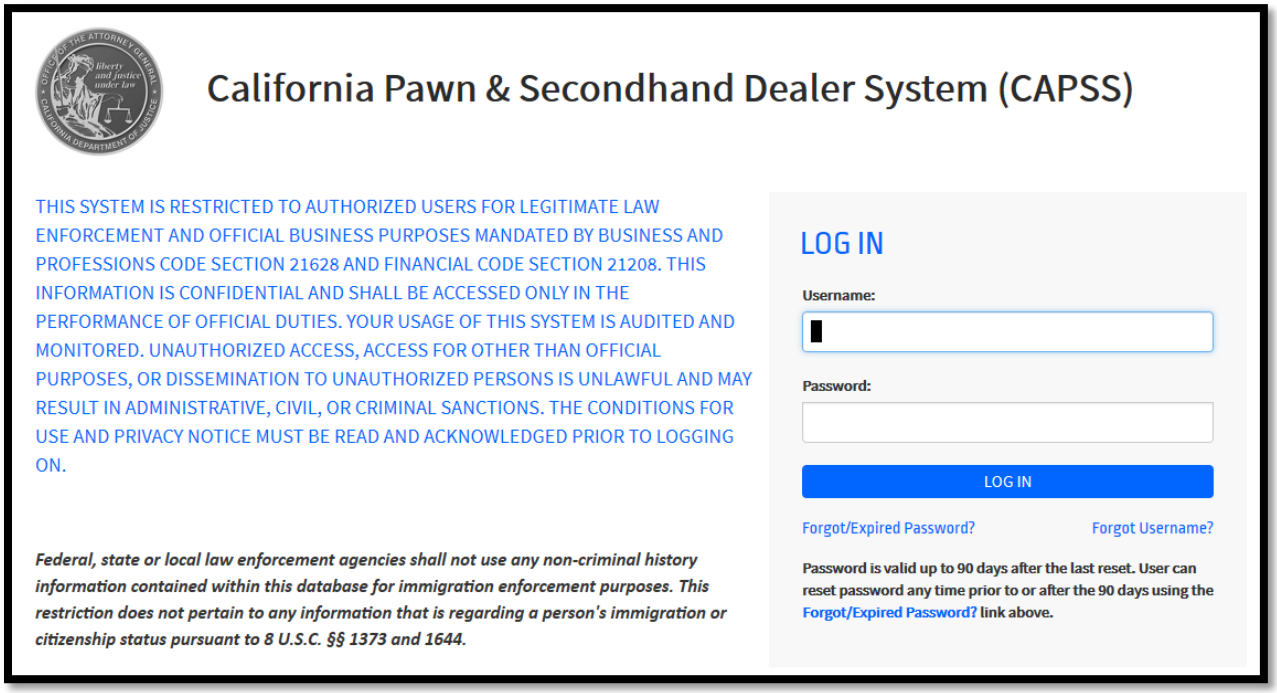
What is covered in this guide?

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

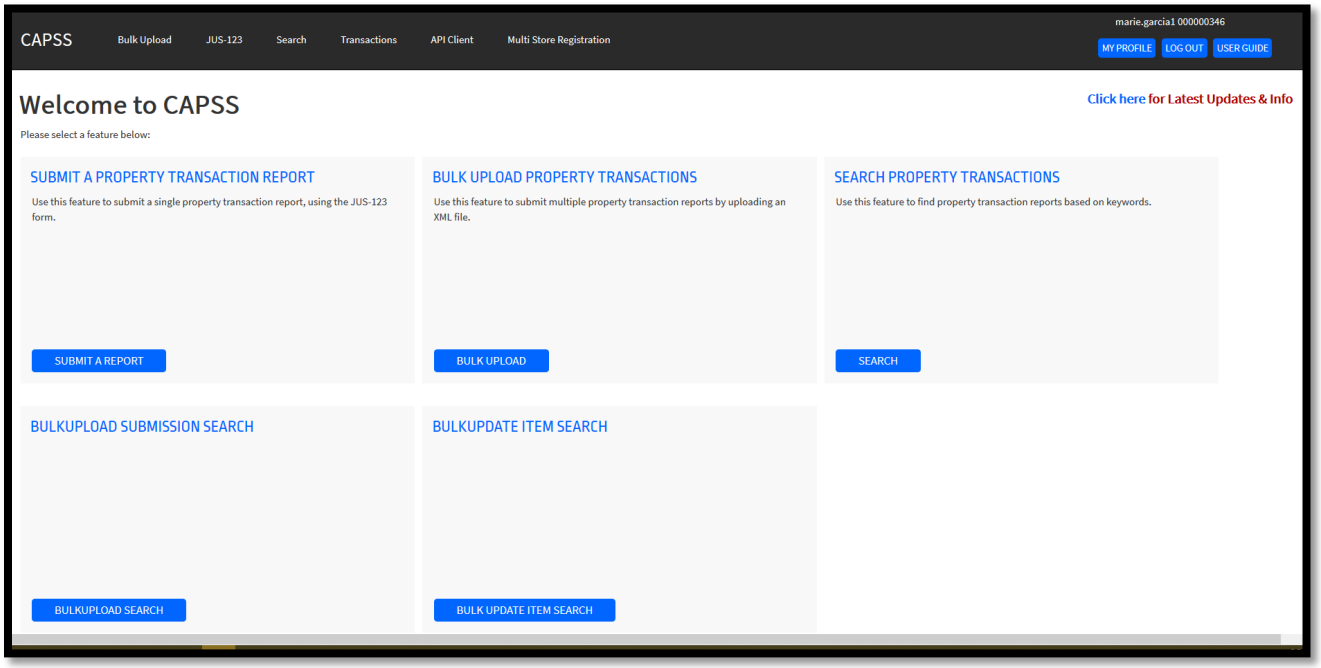
Logging In

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

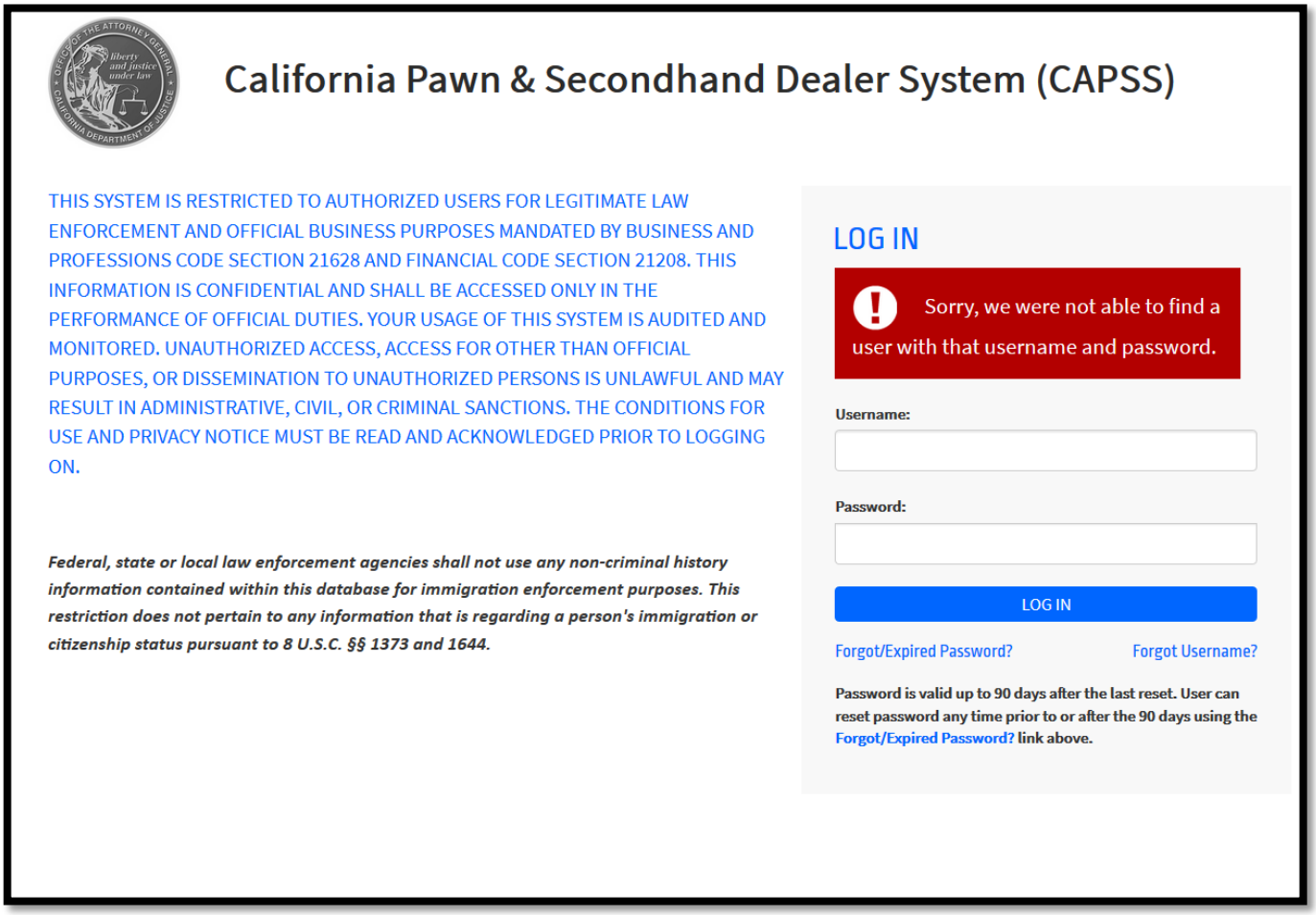


CAPSS Main

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



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


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
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.

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

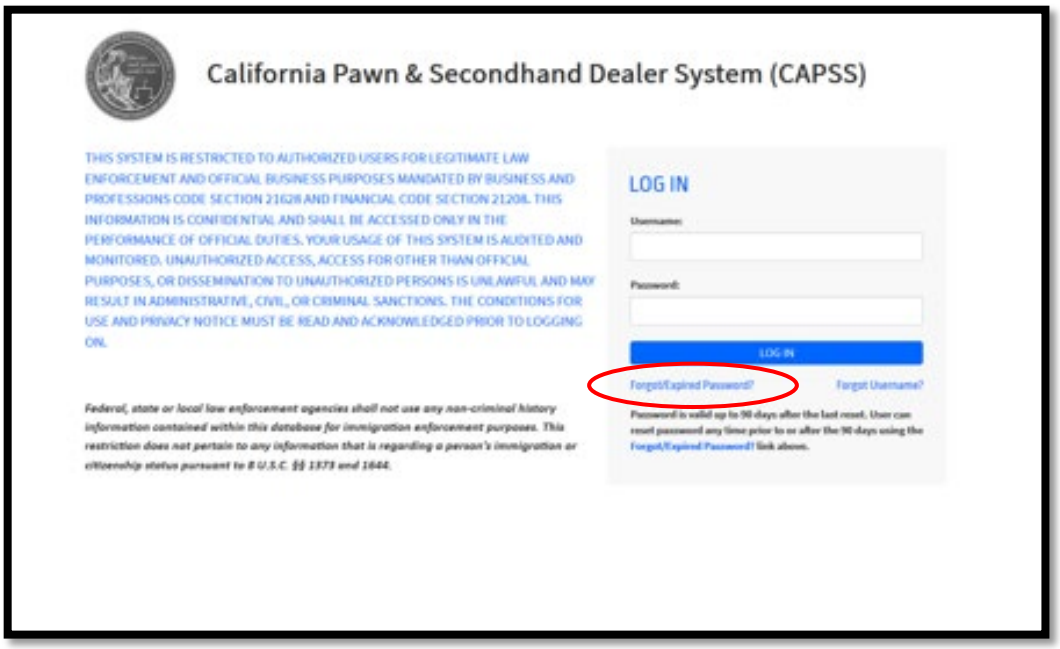
Users will receive an email notification 15, 5 and one day prior to the expiration of the password. The email notification will read:

"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

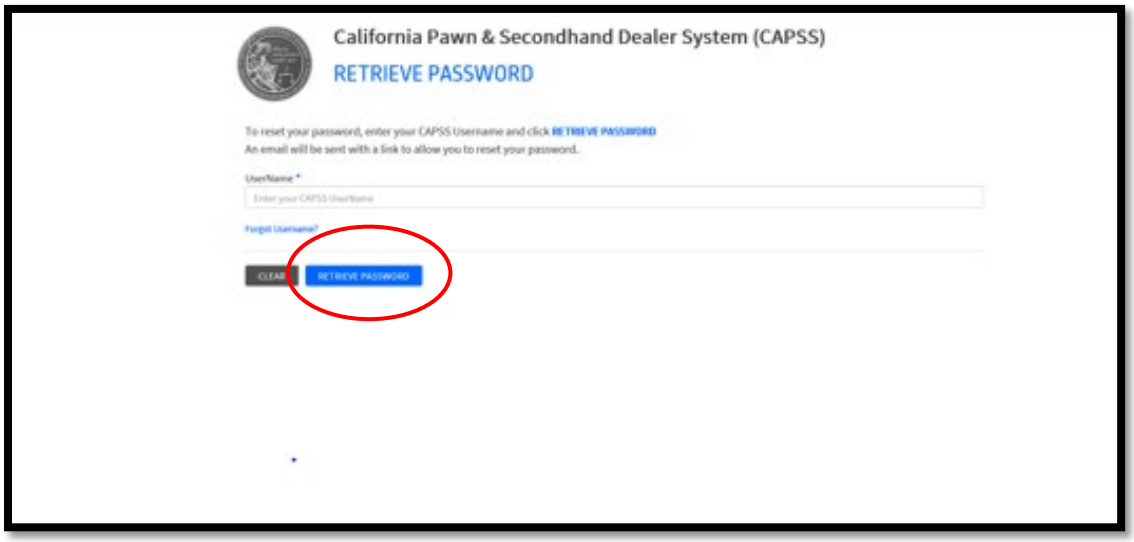
Forgot/Expired Password

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.

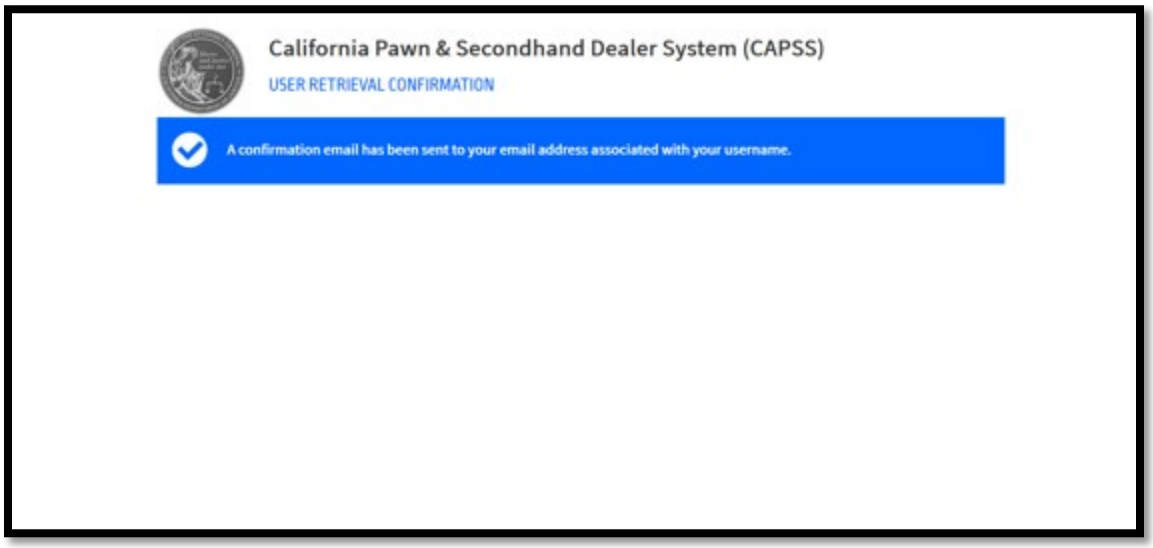


You will then be directed to a screen where you will enter your CAPSS Username.

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

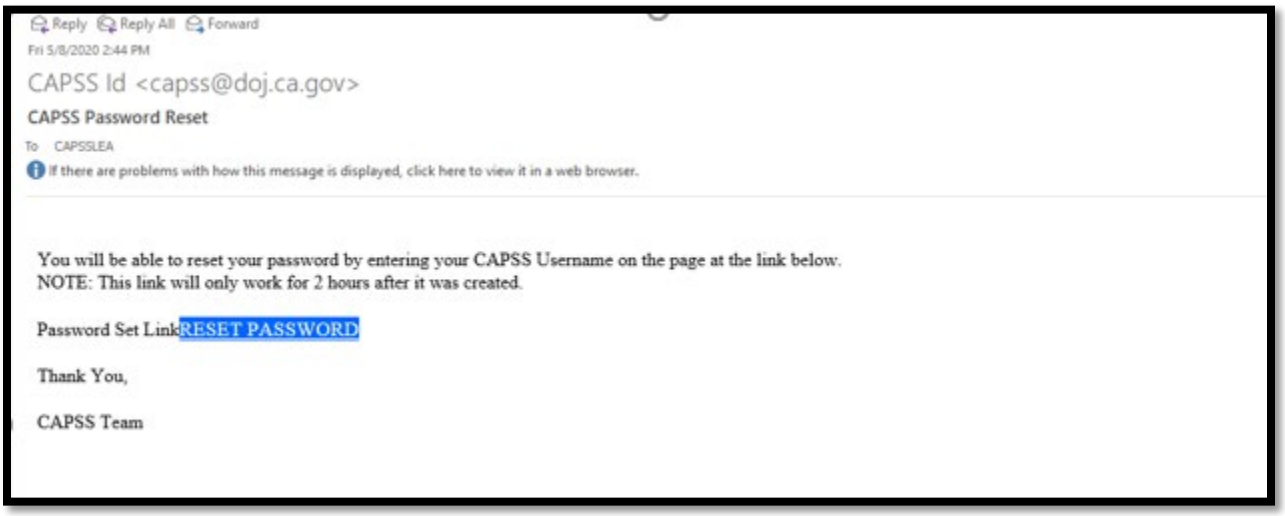


You will receive a retrieval confirmation notification

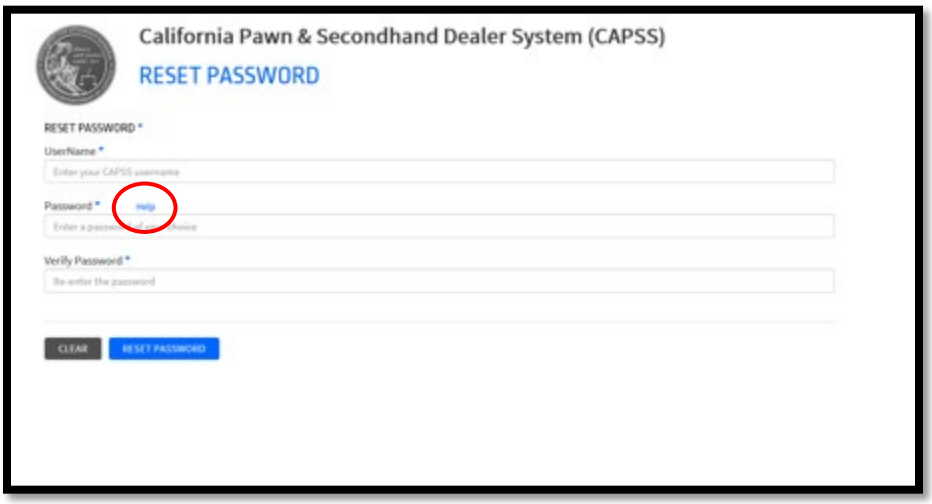


You will need to check your email at the email address associated with your username.
NOTE: This link sent to your email will be good for **2 hours**.

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

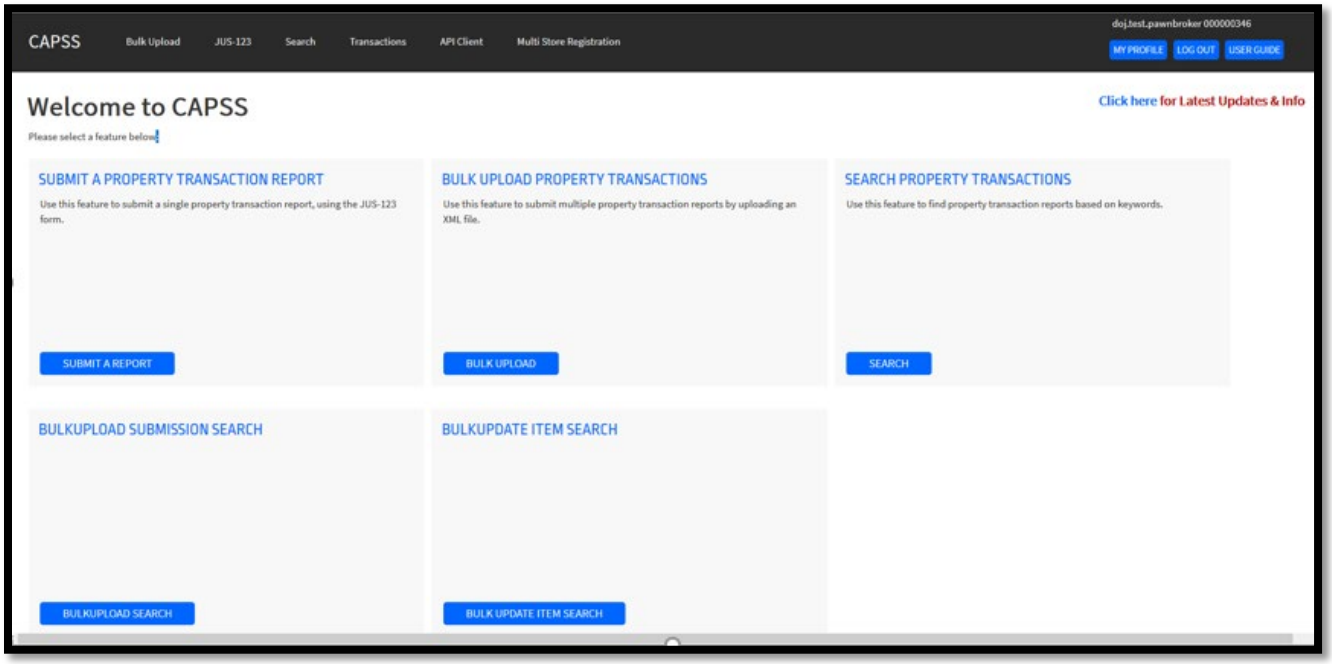


The link in the email will take you to the Reset Password screen. If you would like to see the password format requirements, click on the "**HELP**" link:



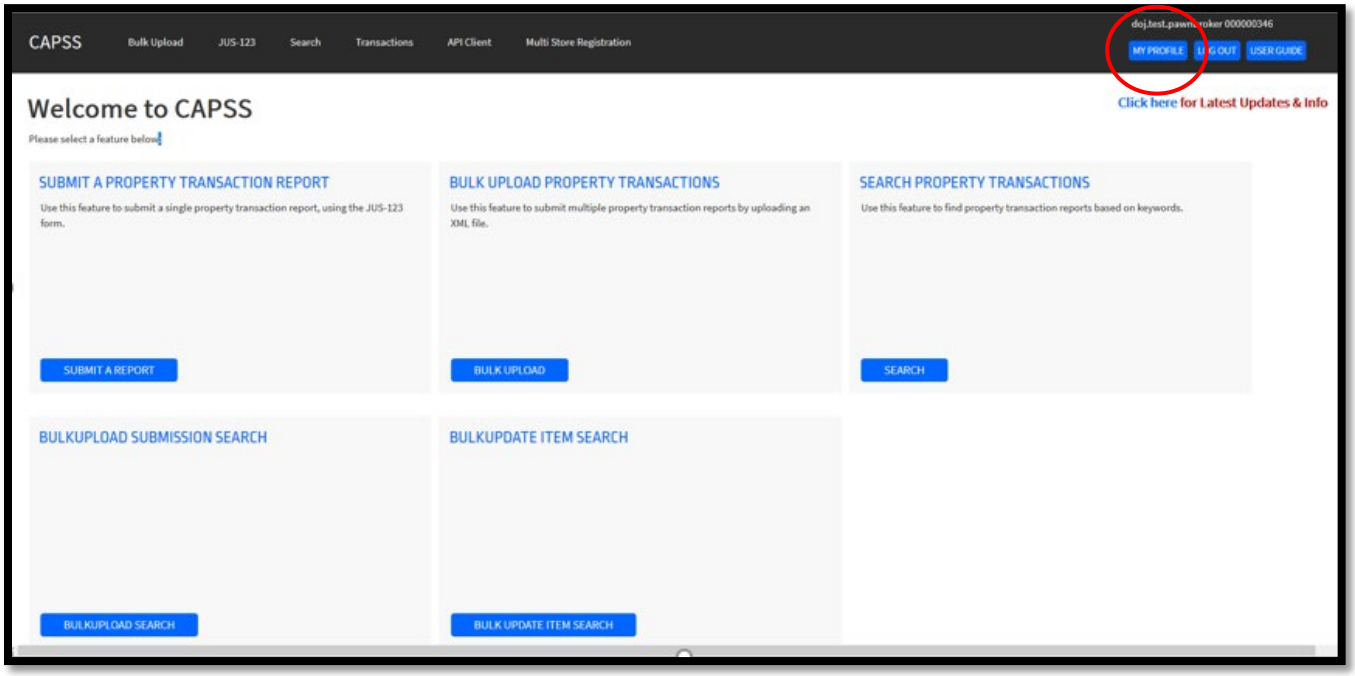
Once the password has been successfully reset, you will be re-directed to a screen with links various CAPSS components.

Click on one:

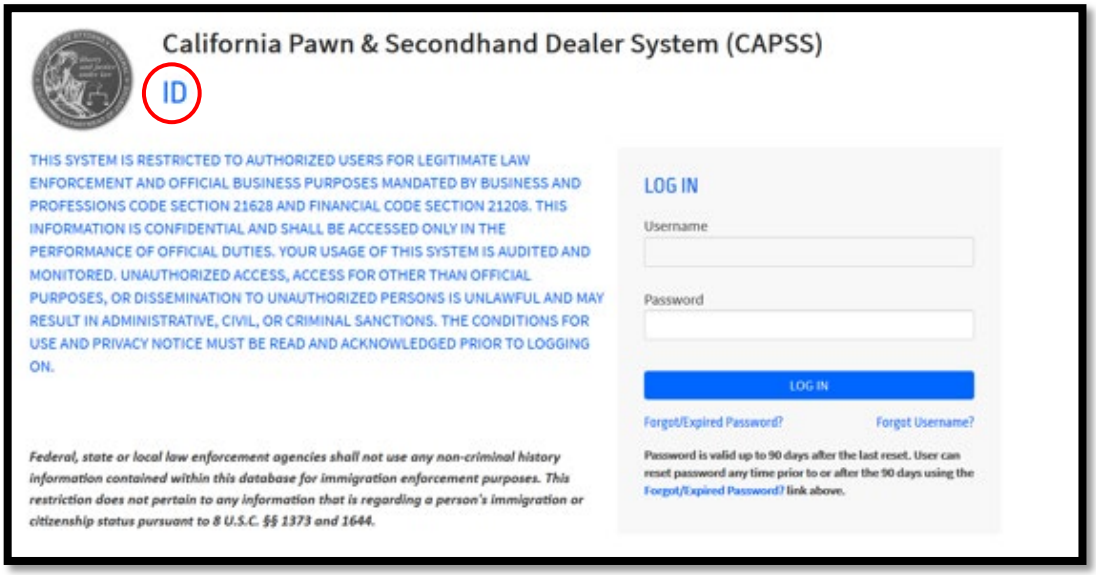


Managing your profile

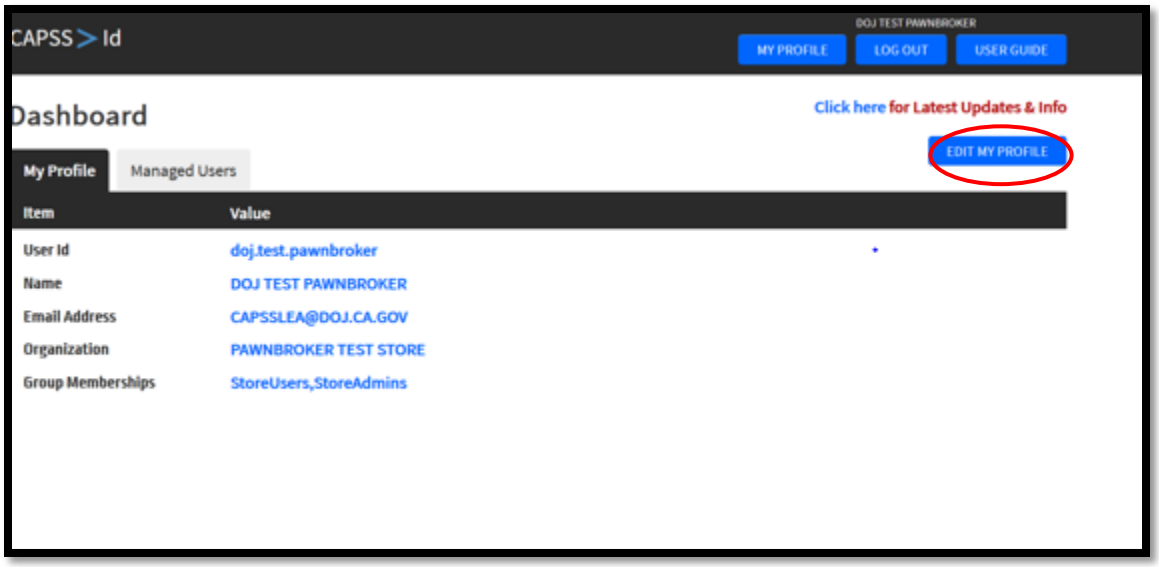
All users can manage their profile by clicking on the "MY PROFILE" button at the upper right:
Click on "**MY PROFILE**" button



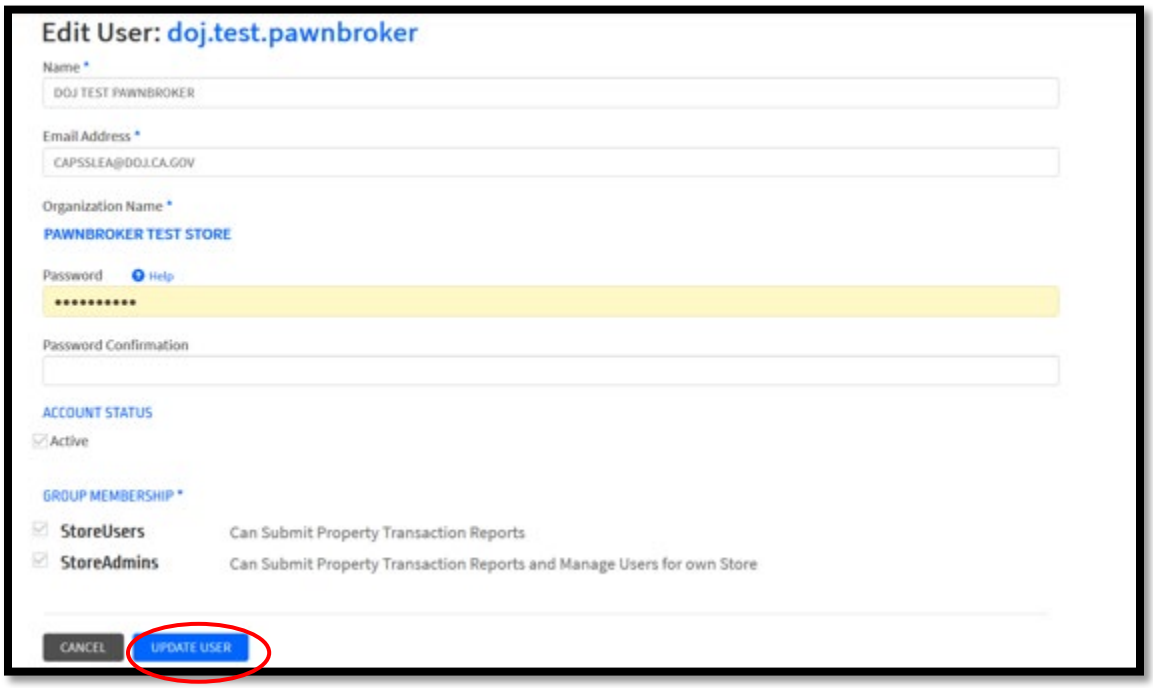
"**MY PROFILE**" will take you to the log in page for CAPSS ID
Log in using your username and password



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



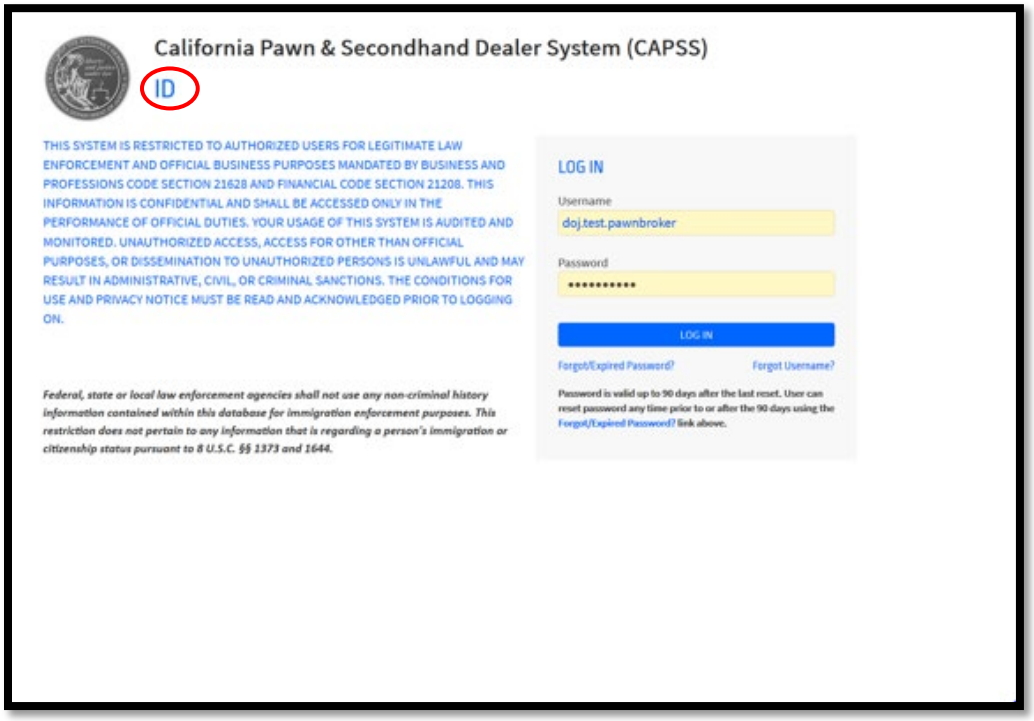
Click on the "**EDIT MY PROFILE**" button to change the various fields on your profile, including your password.



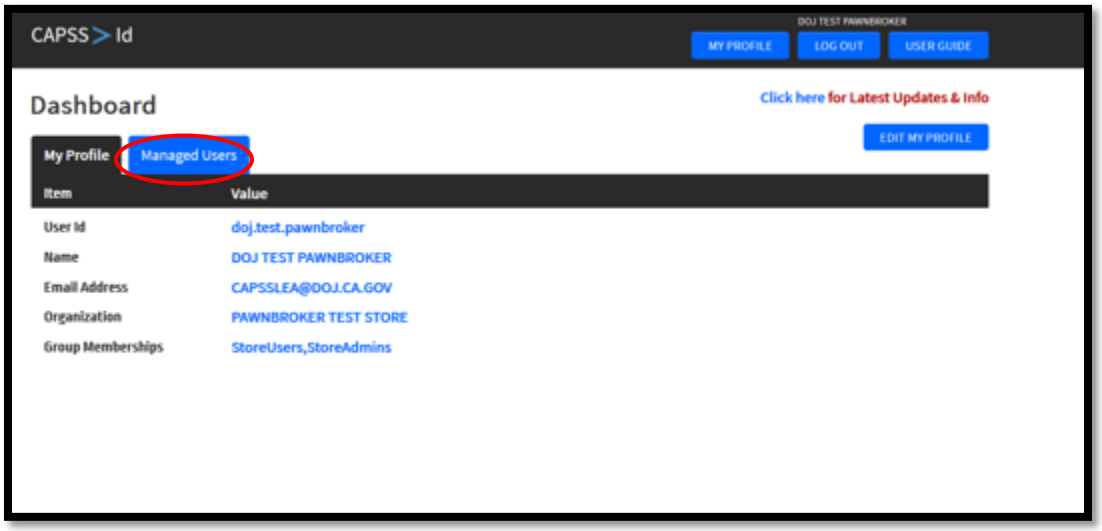
Input your changes and select the "**UPDATE USER**" button.

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:



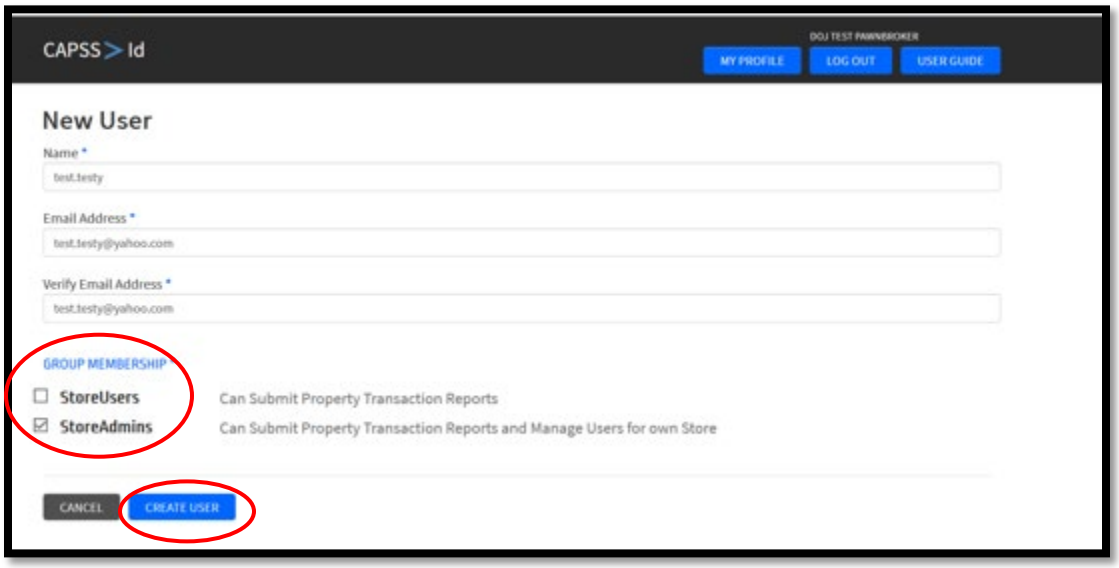
Click on the "**MANAGED USERS**" button.



Adding A New User Account (Administrator Feature)

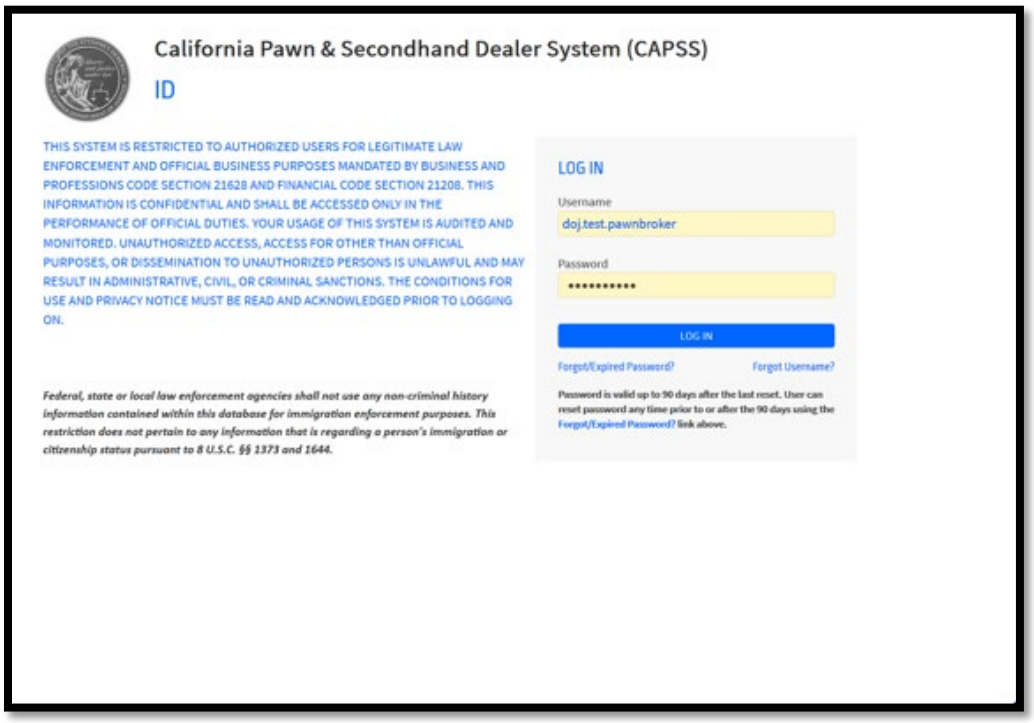
Click on the "**ADD USER**" button. You will then be able to enter the details for the new user account. Upon completion of the details click on the "CREATE USER" button.

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.

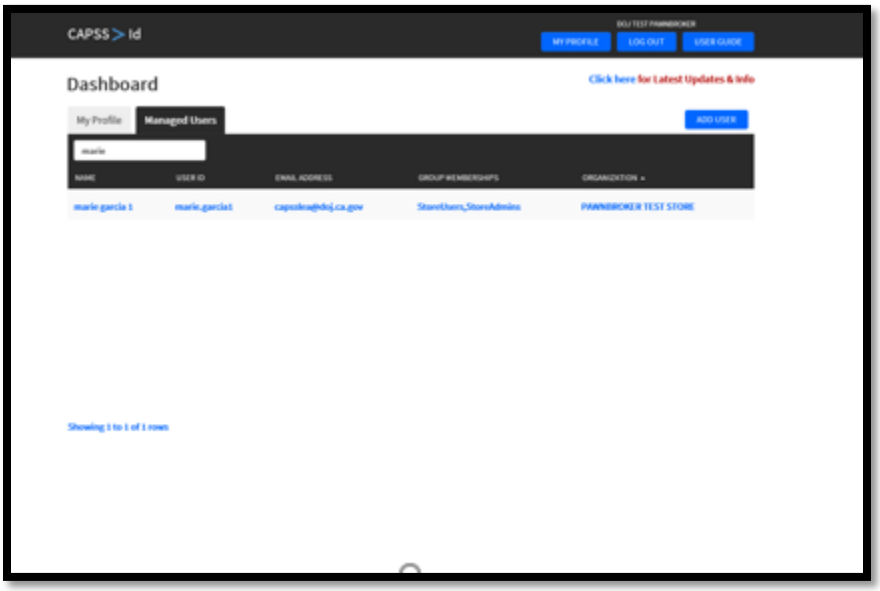


CAPSS ID - Finding An User Account

Log in to CAPSS ID using your username and password.

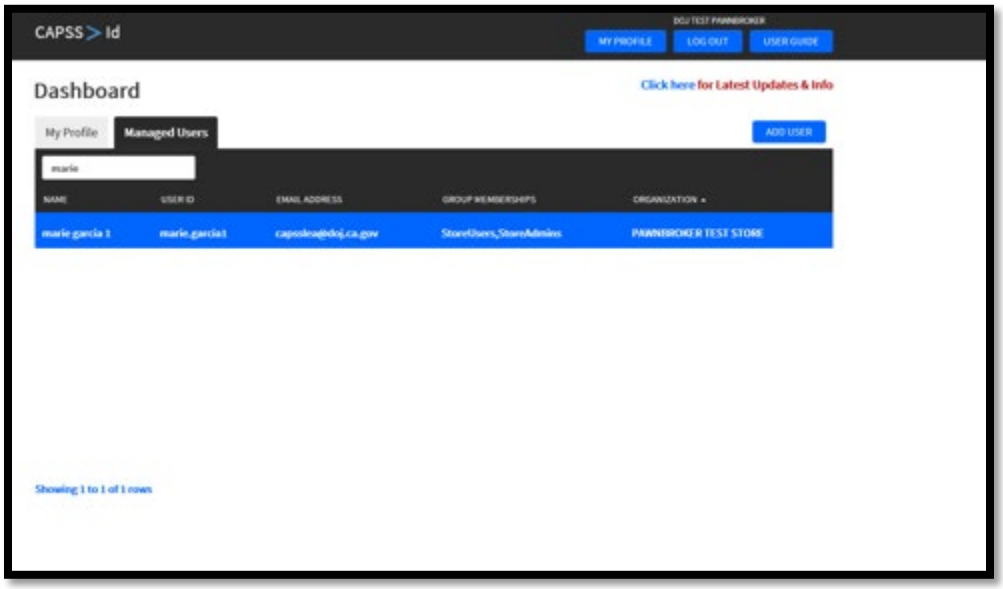


To narrrow the list of users in the list, enter a portion of a username in the **Search** box. The list will dynamically change to reflect only those users with usernames that match the text entered.

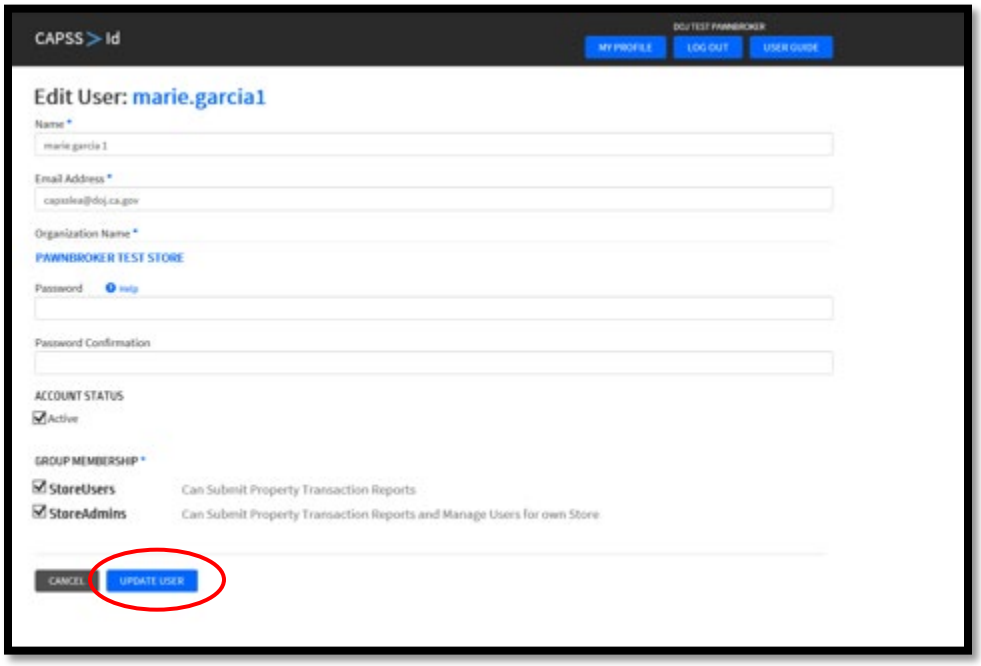


CAPSS ID – Editing An User

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.

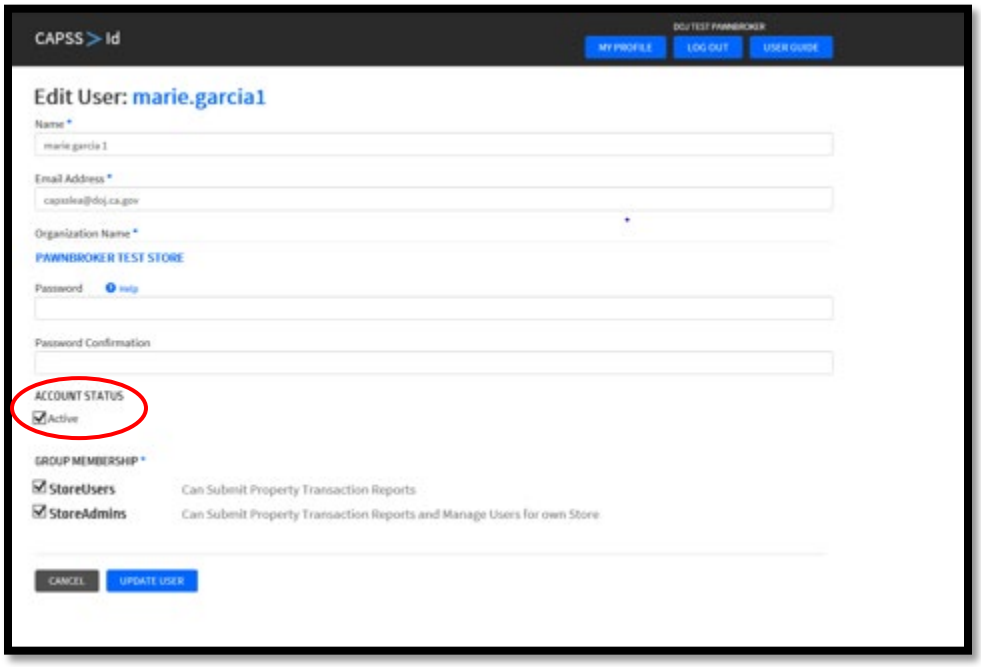


You will be able to edit the detail for the user account. When the changes for the details are complete, click on the "**UPDATE USER**" button on the bottom of the screen.



CAPSS ID – Deactivating An User Account

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



CAPSS ID – Updating User Roles

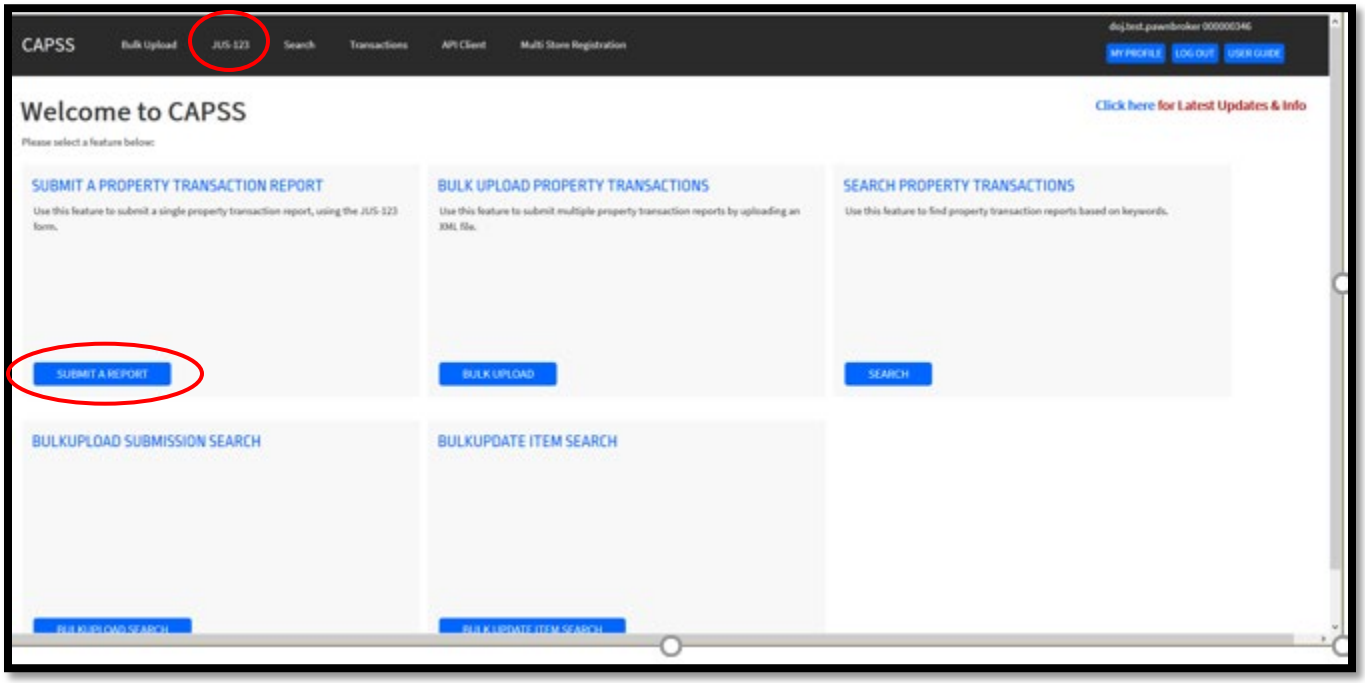
You can update the roles(s) and authorizations by checking/unchecking the checkboxes under the "**ACCOUNT STATUS**" button.

- ✓ 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

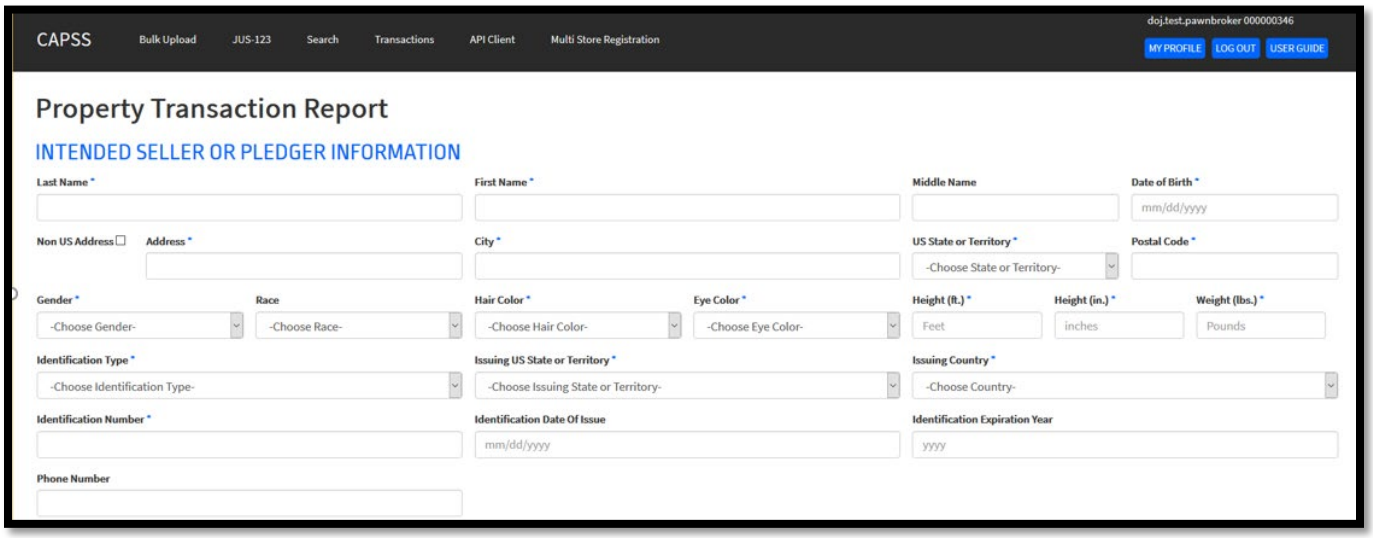
CAPSS Main – Submitting a JUS-123

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

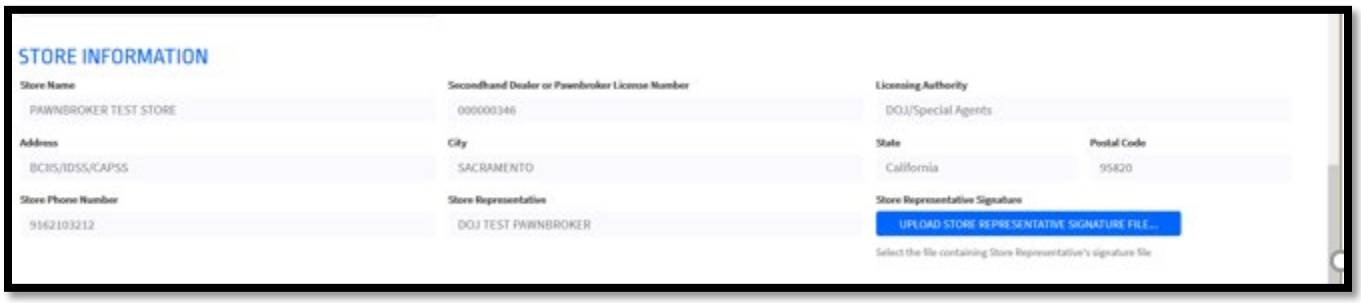
- Click on the link on the black Navigation bar JUS-123 or
- Click on the link on the blue button **SUBMIT A REPORT**



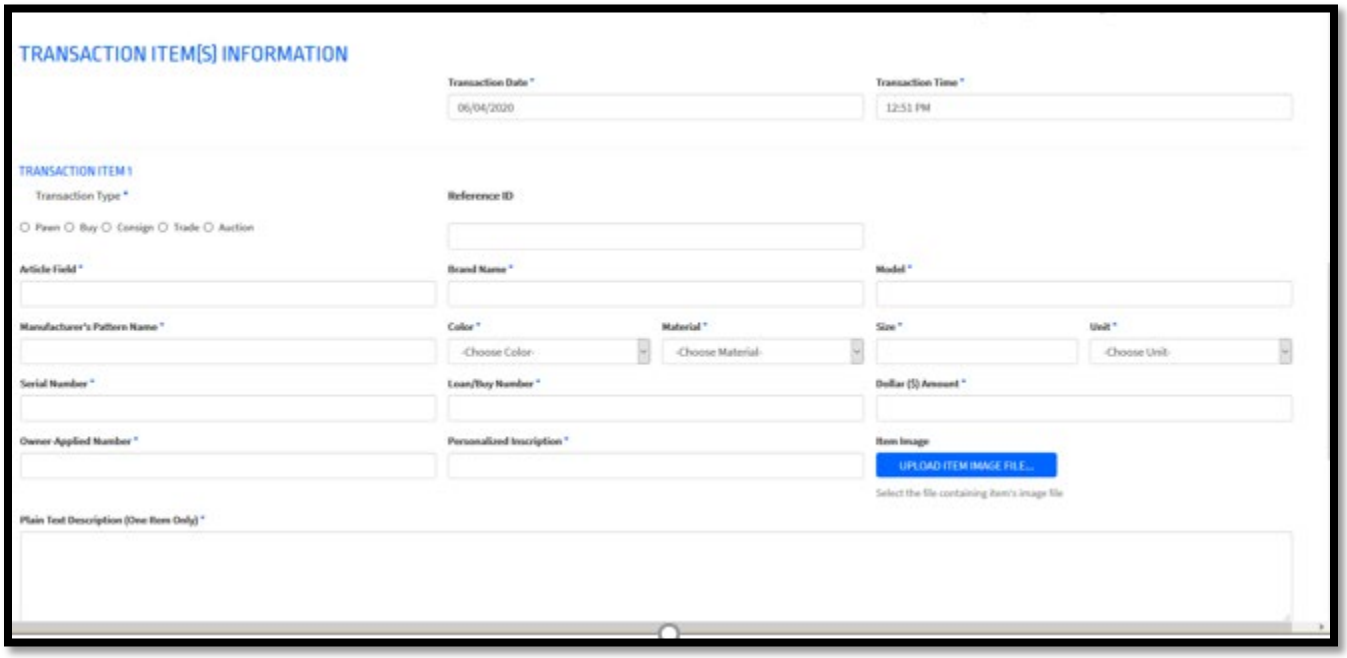
Enter all the details on the form as appropriate. Required fields are indicated with a **blue asterisk***next to the label.



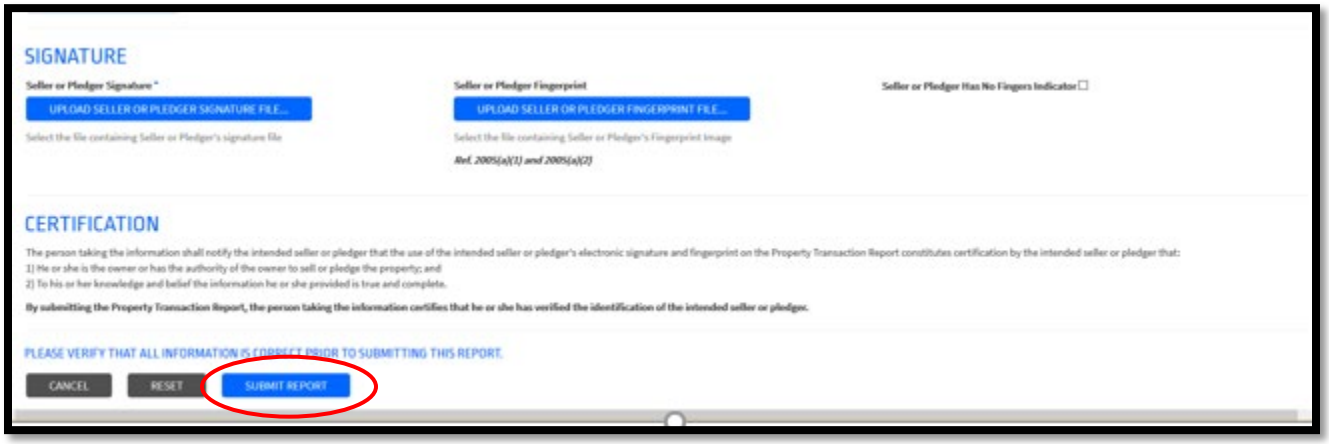
JUS 125 Store Information is auto-populated



Enter all **required*** data fields



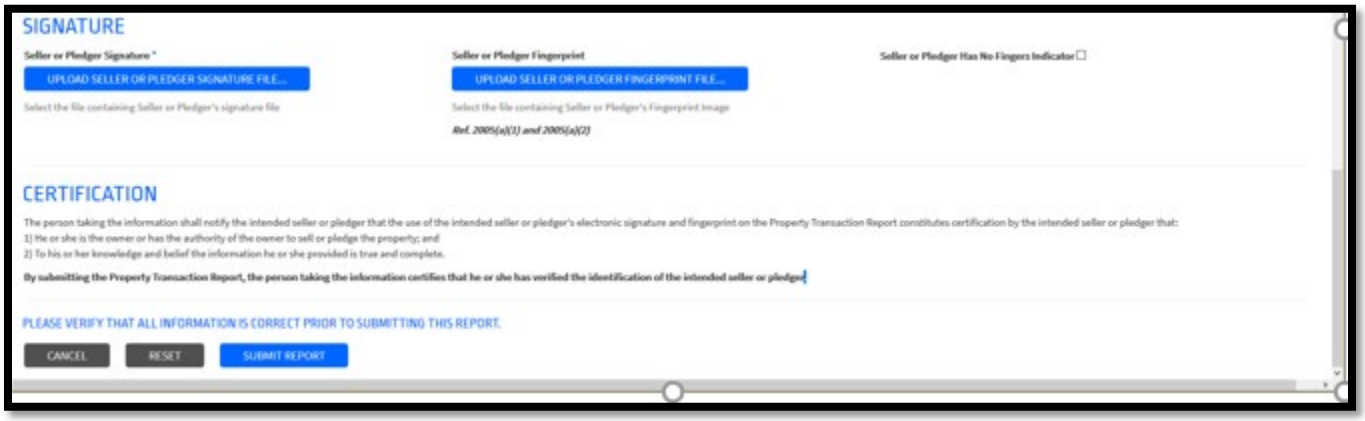
Upload the seller or pledger fingerprint and signature and select "**SUBMIT REPORT**" button



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**



Seller or Pledger Has No fingers Indicator ☐

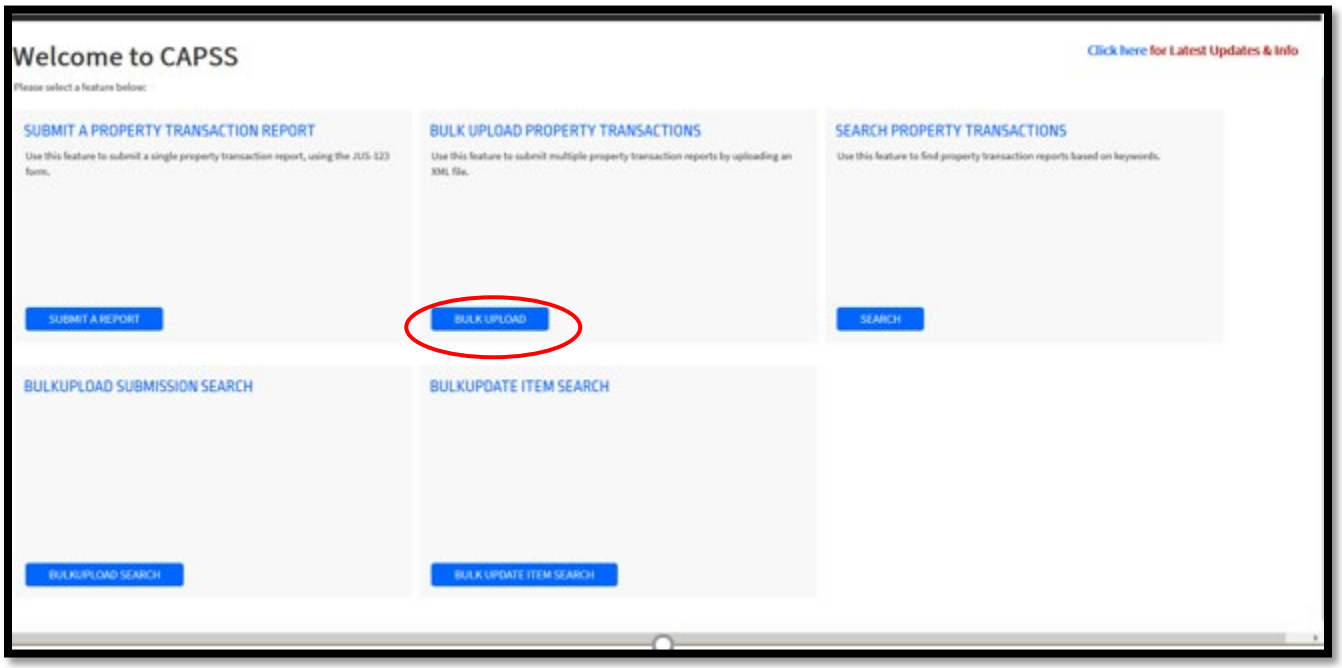
Once you click on the one of the upload buttons, select the appropriate image file from your PC. The image files[1] should be captured using appropriate devices.

[1] Image files cannot be larger than 75 Kb in size.

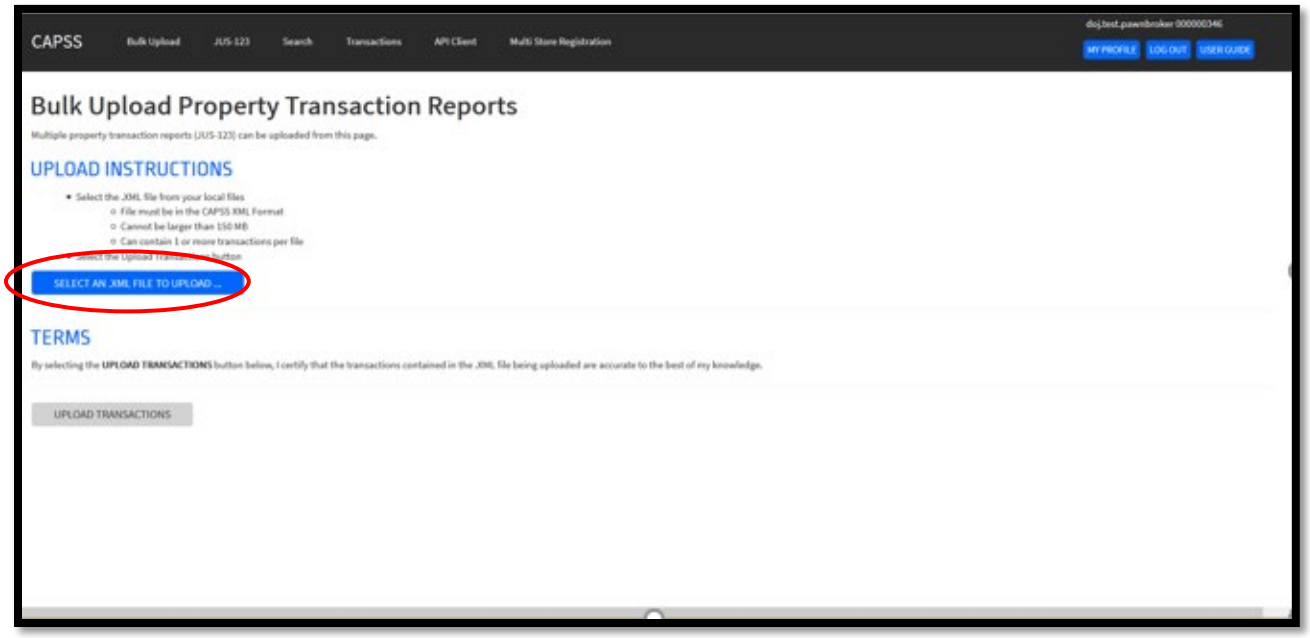
Submitting Bulk Uploads

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).

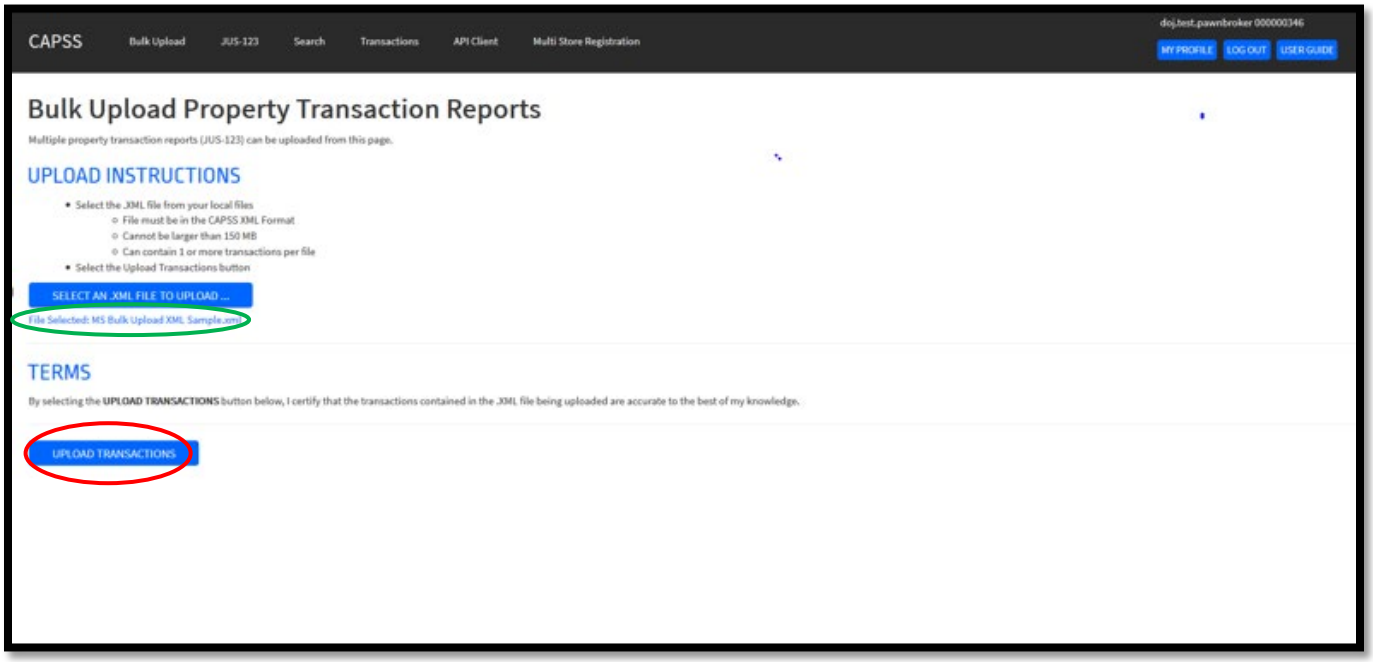
Click on the “**BULK UPLOAD”** button below:



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



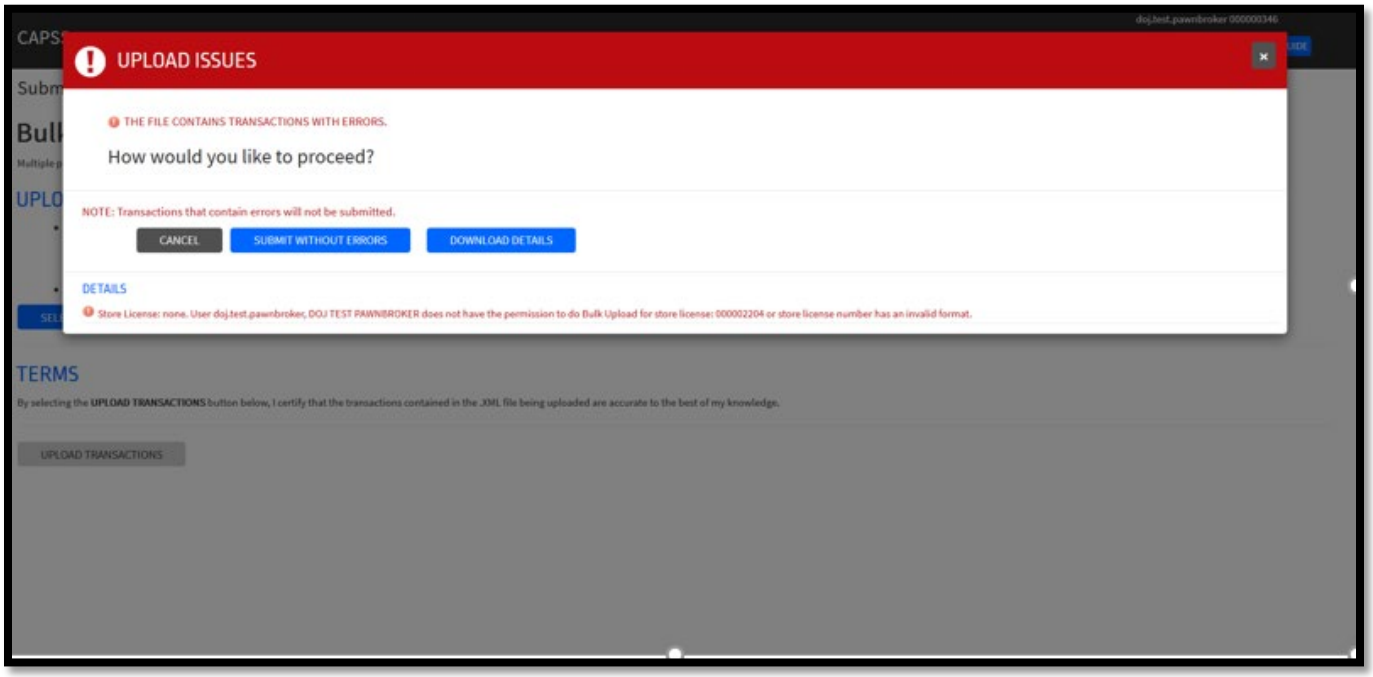
Once the file has been selected, Click on the "**UPLOAD TRANSACTIONS**" button



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**.



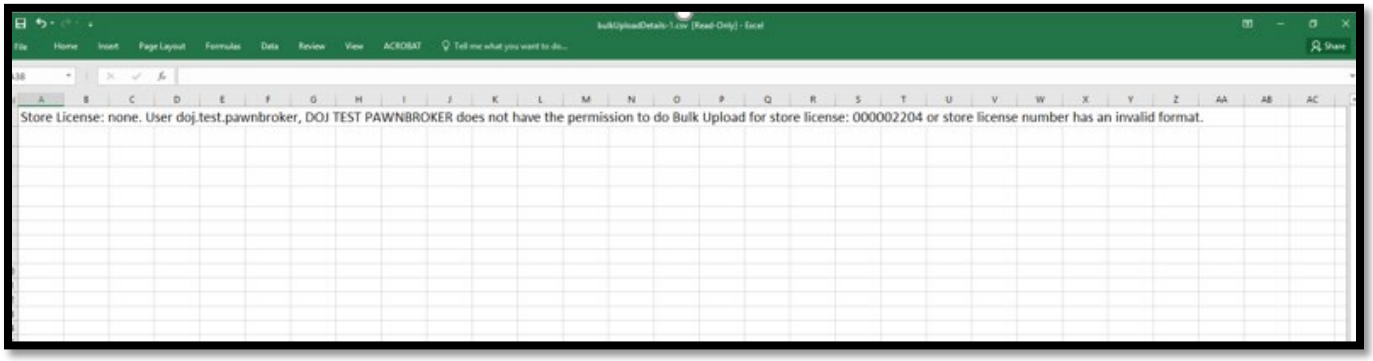
CANCEL = The bulk upload will be canceled.

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.

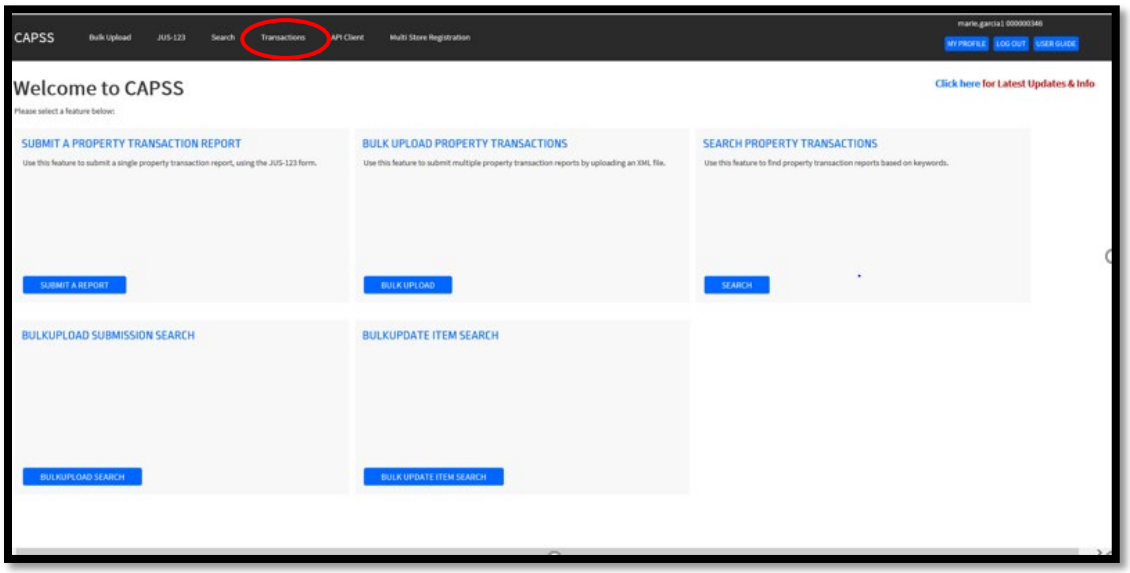
DOWNLOAD DETAILS

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

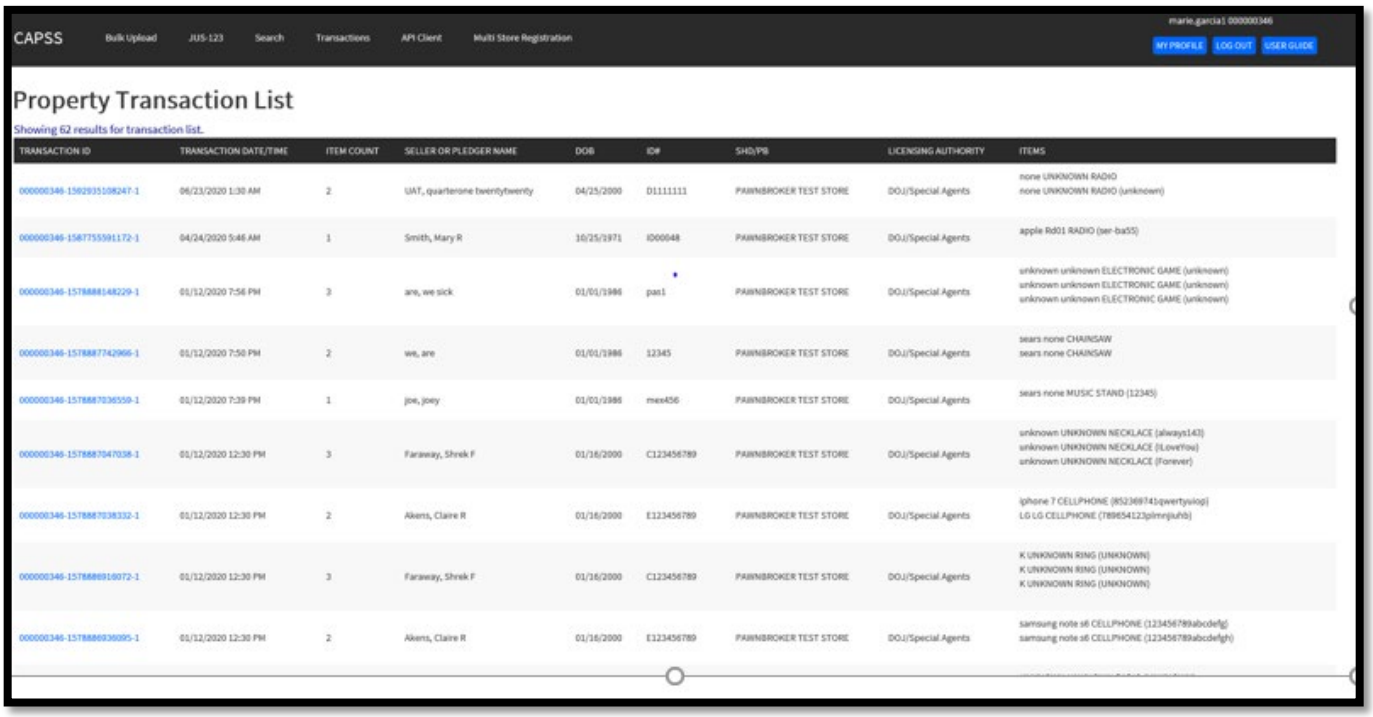


Finding Recent Transactions

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.

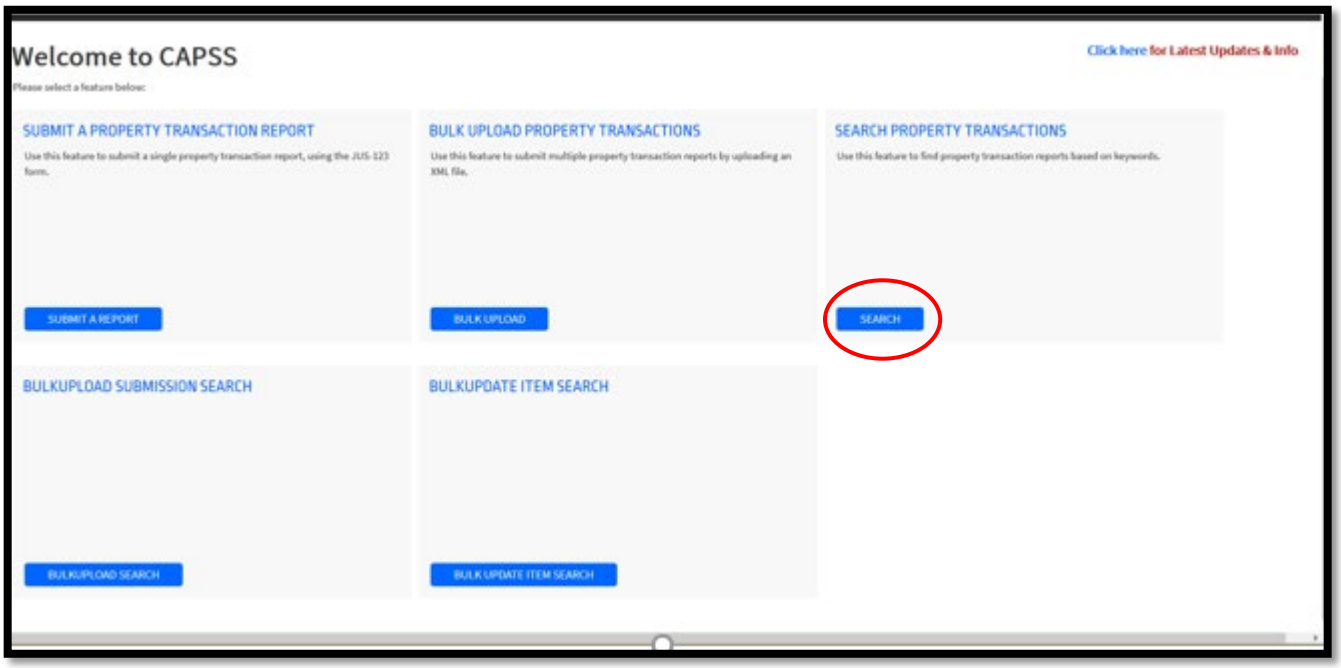


Results:



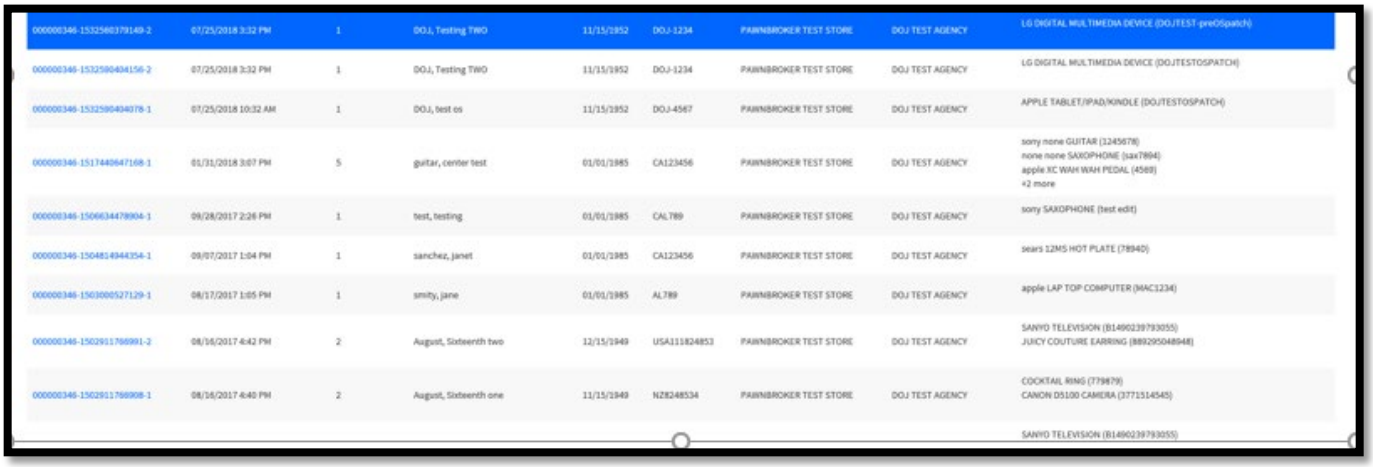
Searching Transactions

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



Search Criteria

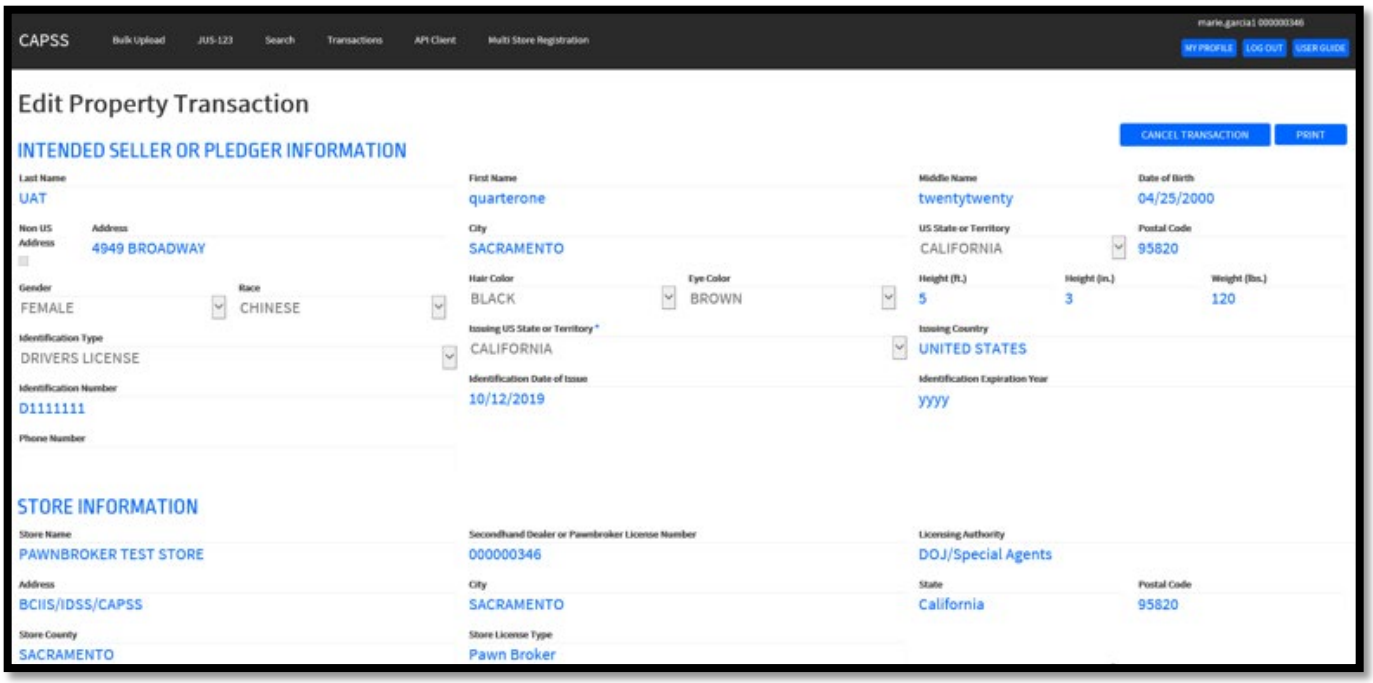
Results - To view the details of a transaction, click on the transactions's row (the row will be highlighted in the **blue** as you hover over it).

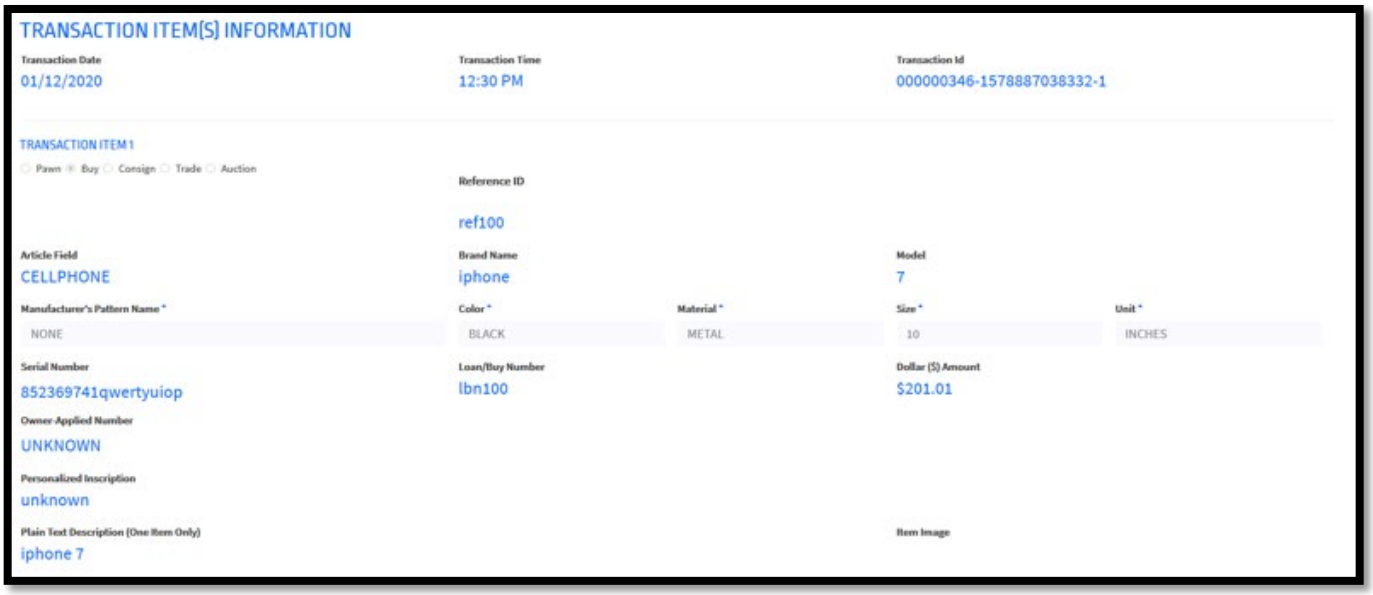


000000346-1532580379149-2	07/25/2018 3:32 PM	1	DOJ, Testing TWO	11/15/1952	DOJ-1234	PAWNBROKER TEST STORE	DOJ TEST AGENCY	LG DIGITAL MULTIMEDIA DEVICE (DOJTEST-preOSpatch)
000000346-1532580404156-2	07/25/2018 3:32 PM	1	DOJ, Testing TWO	11/15/1952	DOJ-1234	PAWNBROKER TEST STORE	DOJ TEST AGENCY	LG DIGITAL MULTIMEDIA DEVICE (DOJTESTOSPATCH)
000000346-1532580404078-1	07/25/2018 10:32 AM	1	DOJ, test os	11/15/1952	DOJ-4567	PAWNBROKER TEST STORE	DOJ TEST AGENCY	APPLE TABLET/IPAD/KINDLE (DOJTESTOSPATCH)
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 (sax7894) apple XC WAH WAH PEDAL (4589) +2 more
000000346-1506634478904-1	09/28/2017 2:26 PM	1	test, testing	01/01/1985	CAL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sony SAXOPHONE (test edit)
000000346-1504814944354-1	09/07/2017 1:04 PM	1	sanchez, janet	01/01/1985	CA123456	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sears 12MS HOT PLATE (78940)
000000346-1503000527129-1	08/17/2017 1:05 PM	1	smity, jane	01/01/1985	AL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	apple LAP TOP COMPUTER (MAC1234)
000000346-1502911766991-2	08/16/2017 4:42 PM	2	August, Sixteenth two	12/15/1949	USA111824853	PAWNBROKER TEST STORE	DOJ TEST AGENCY	SANYO TELEVISION (B1490239793055) JUICY COUTURE EARRING (889295048948)
000000346-1502911766908-1	08/16/2017 4:40 PM	2	August, Sixteenth one	11/15/1949	NZ8248534	PAWNBROKER TEST STORE	DOJ TEST AGENCY	COCKTAIL RING (779879) CANON D5100 CAMERA (3771514545)
								SANYO TELEVISION (B1490239793055)

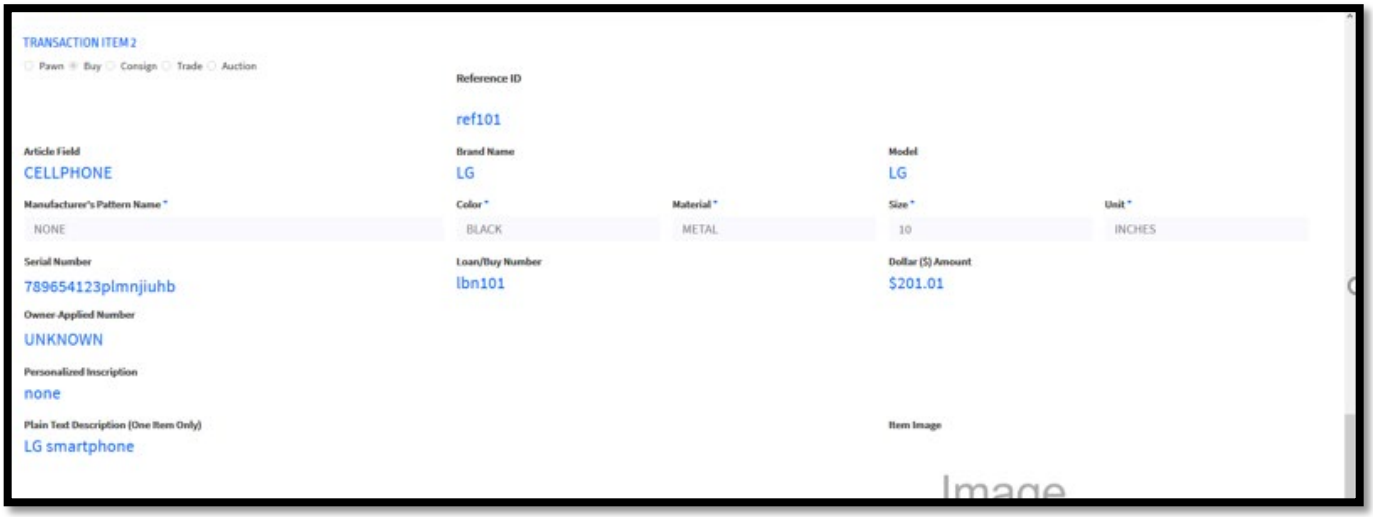
Viewing Transactions

View of the transaction



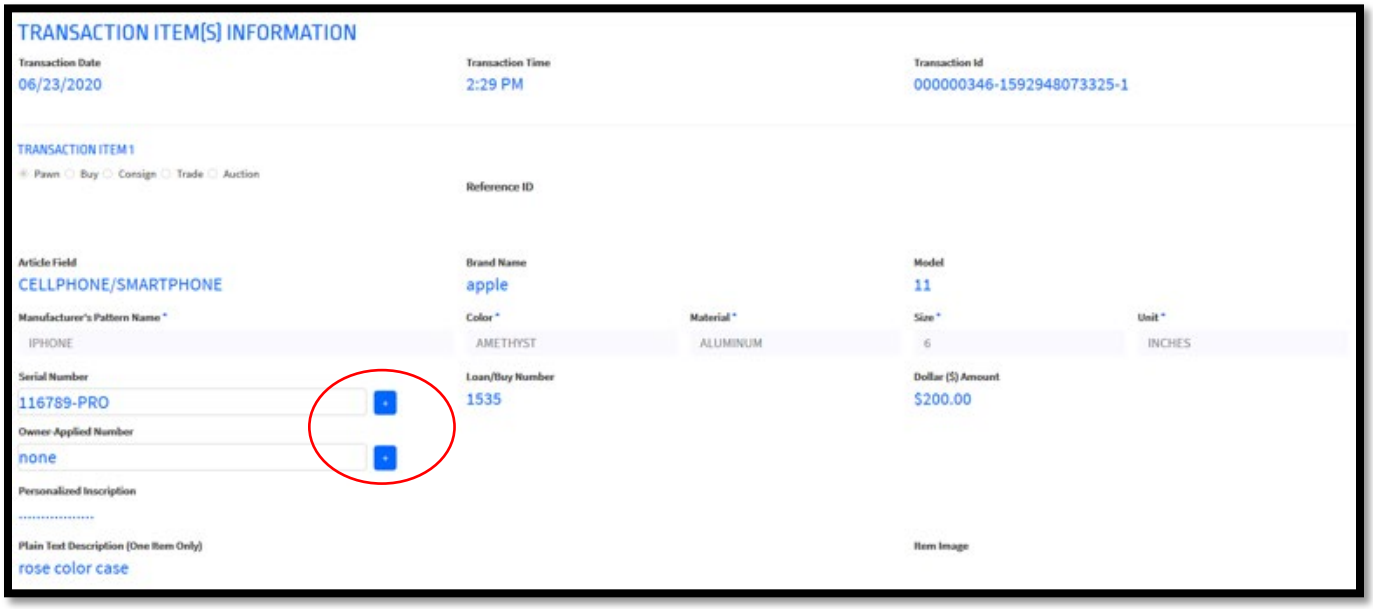


View of the transaction



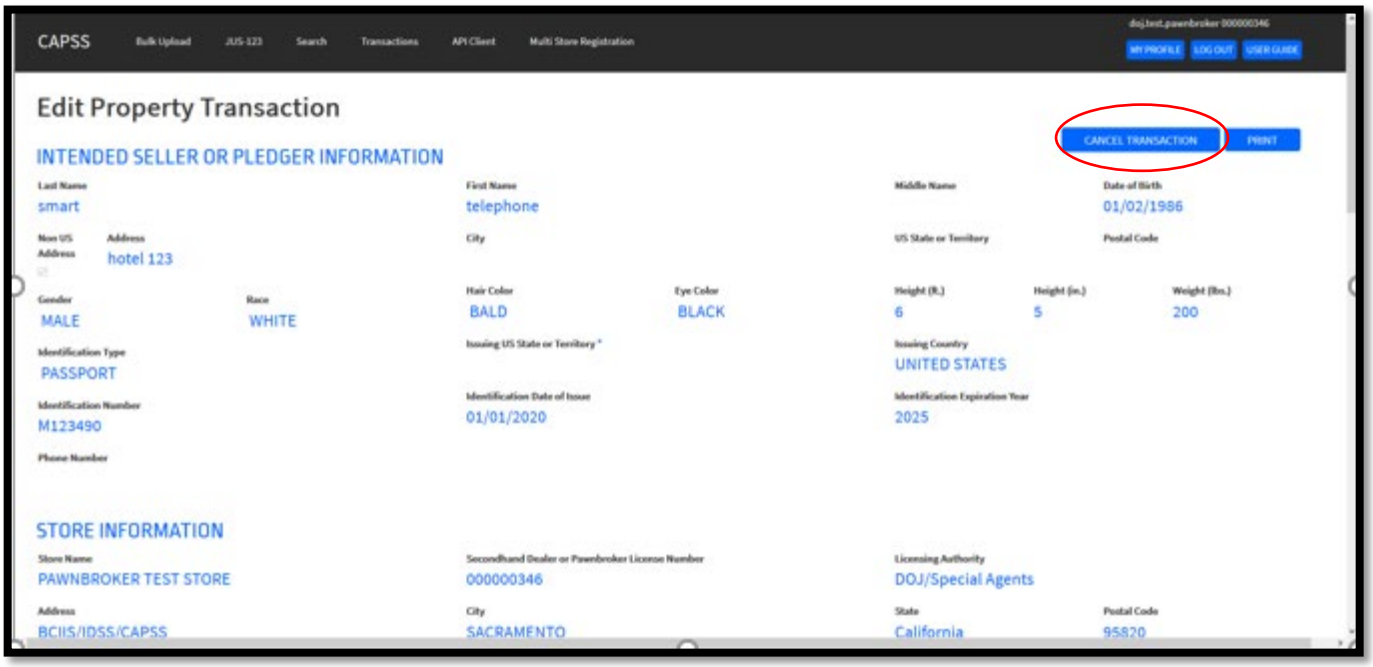
Edit Transaction

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.



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.



Application Programming Interface (API)

System to System Uploading Property Transactions

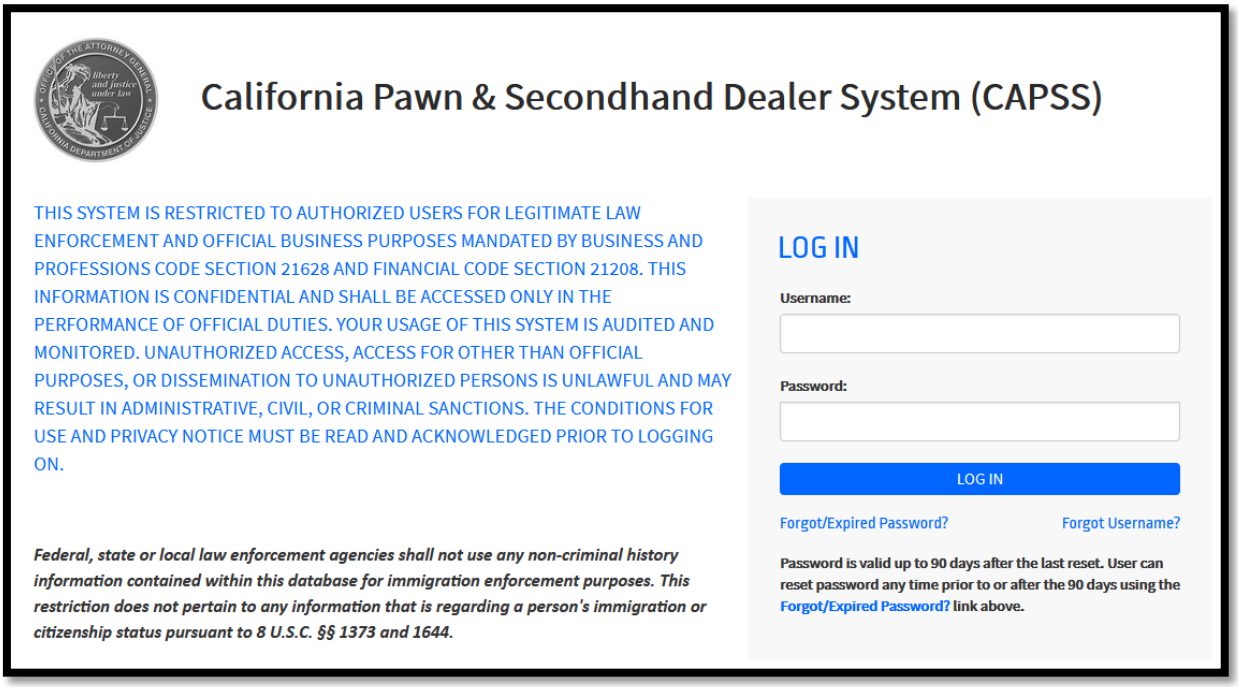
The CAPSS has expanded the ability to upload an XML file containing multiple Property Transactions via a JSON web service. This is an option service to help with automating the upload process for those interested and is not mandatory. The exsisting web based upload bulk import and online form will still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

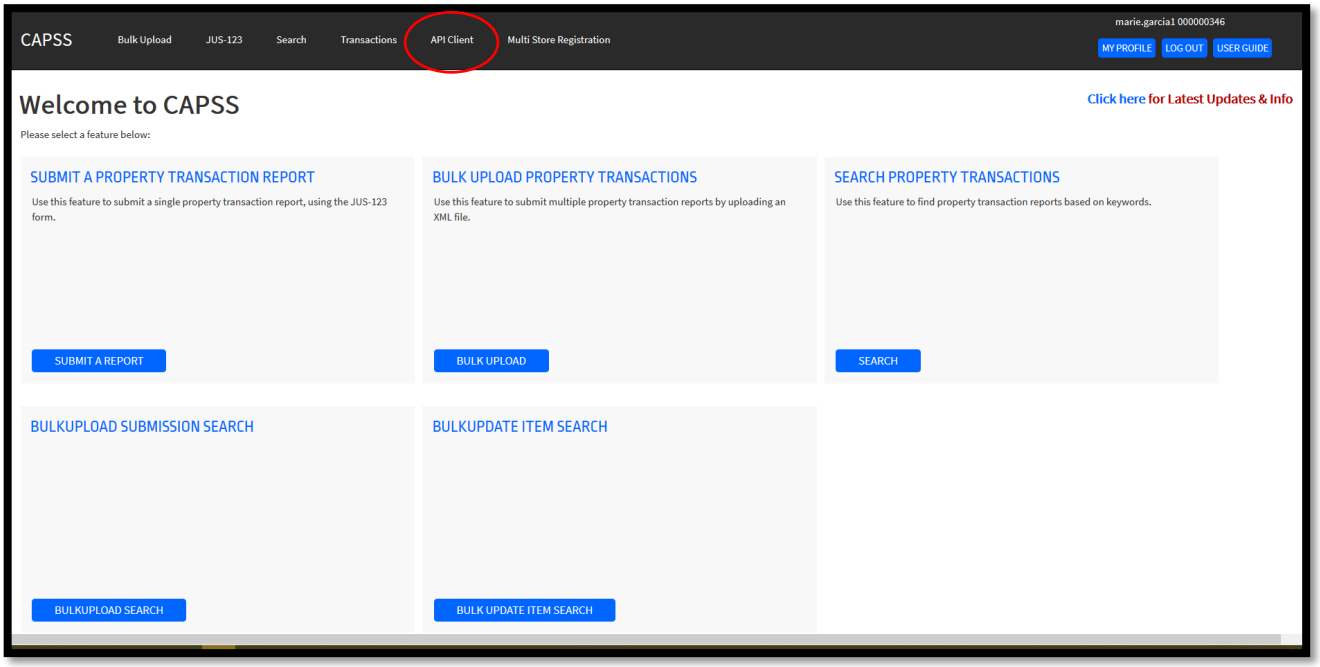
For complete detail on the API Bulk Submission process click on the link below:
https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/api-client-doj-capps-bulk-upload.pdf

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

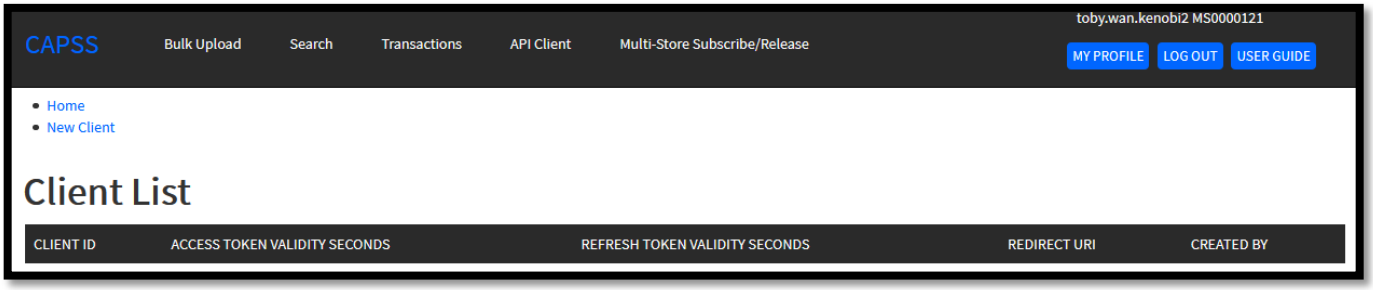
CAPSS URL
To login, open your browser and navigate to the URL: https://capss.doj.ca.gov
Enter your credentials:



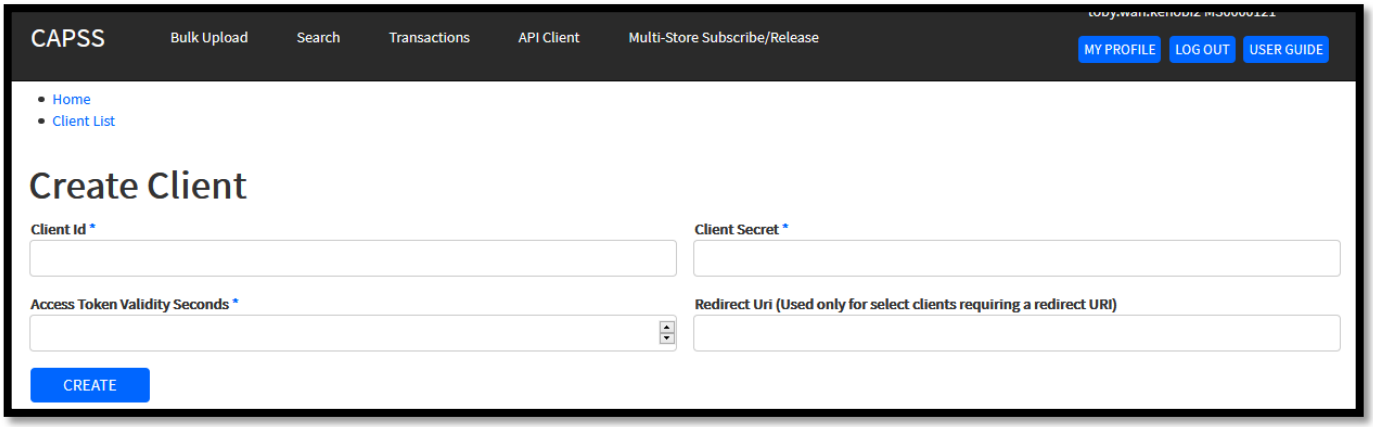
If your username and password are valid, you will see the main dashboard.
Click on API Client on dashboard:



Click on New Client link and complete requested information:



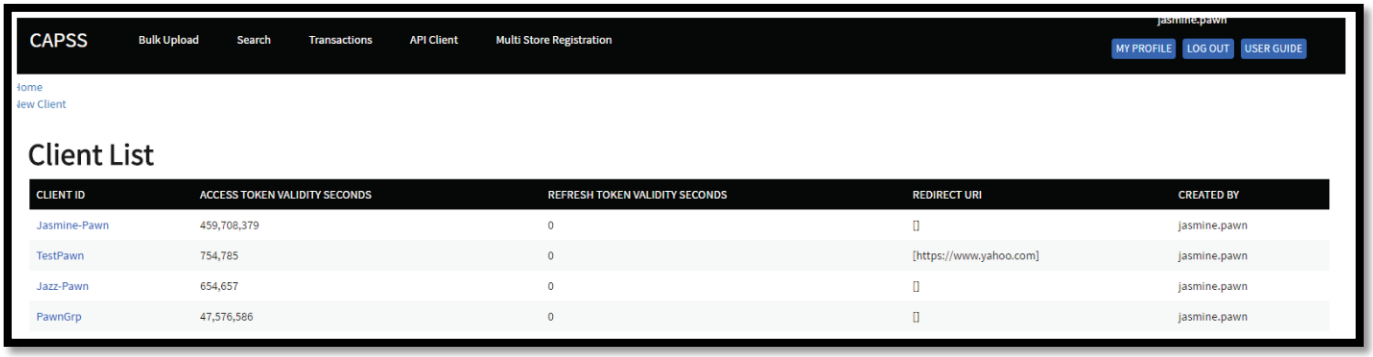
Create Client



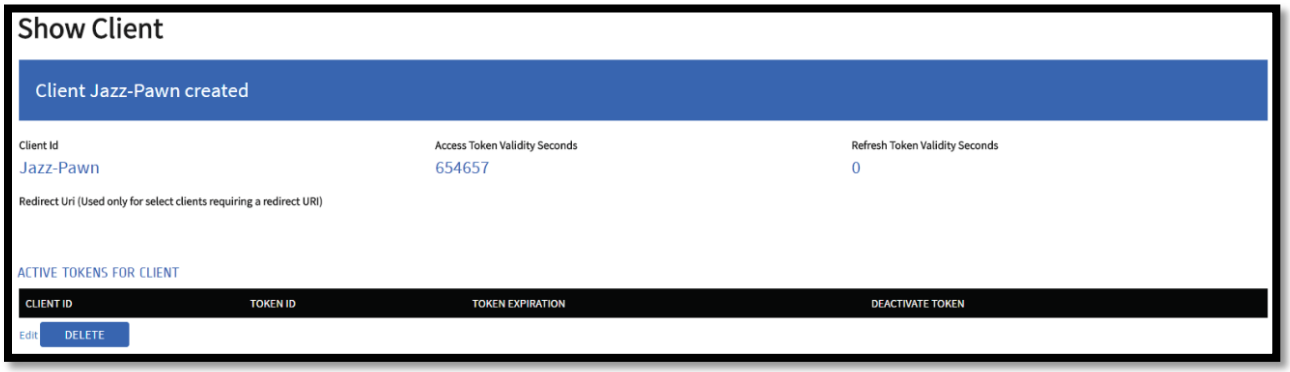
Data Field Definitions:

- **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

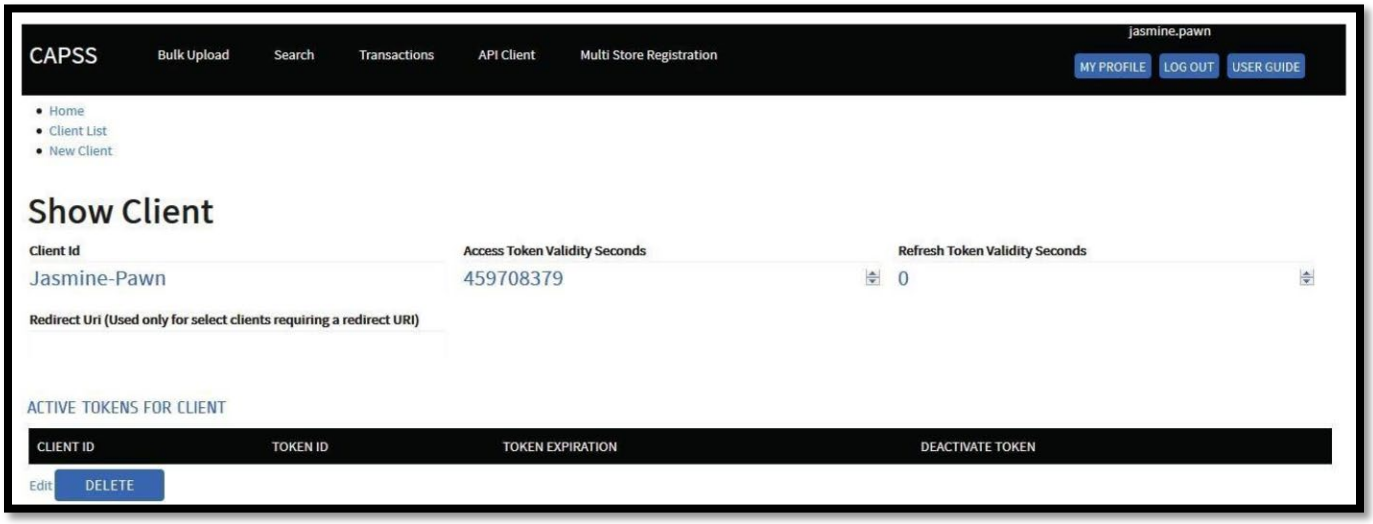
Client List –to see the list created by the client click the **API Client** on dashboard.



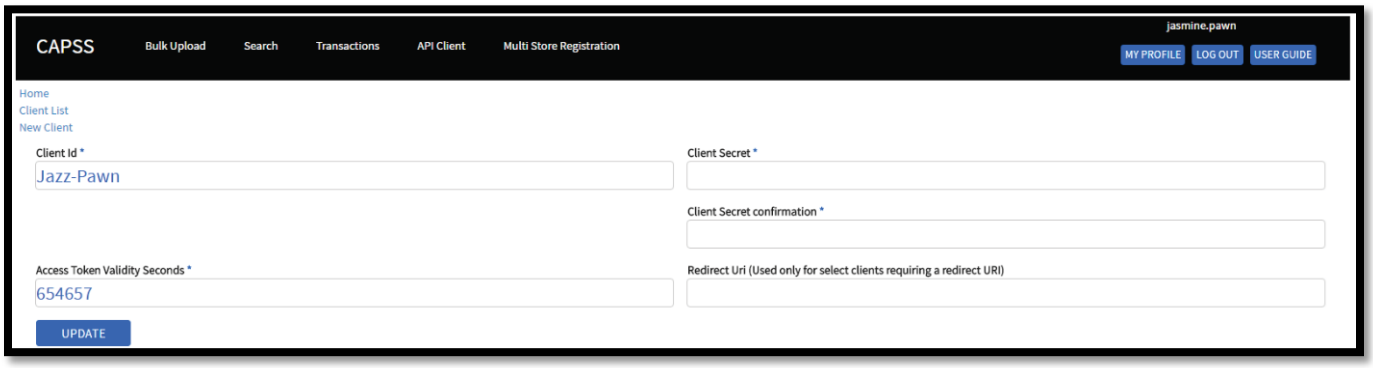
Show Client –to see client status click on **Client Id** from the Client List.



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



Each field can be edited



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:

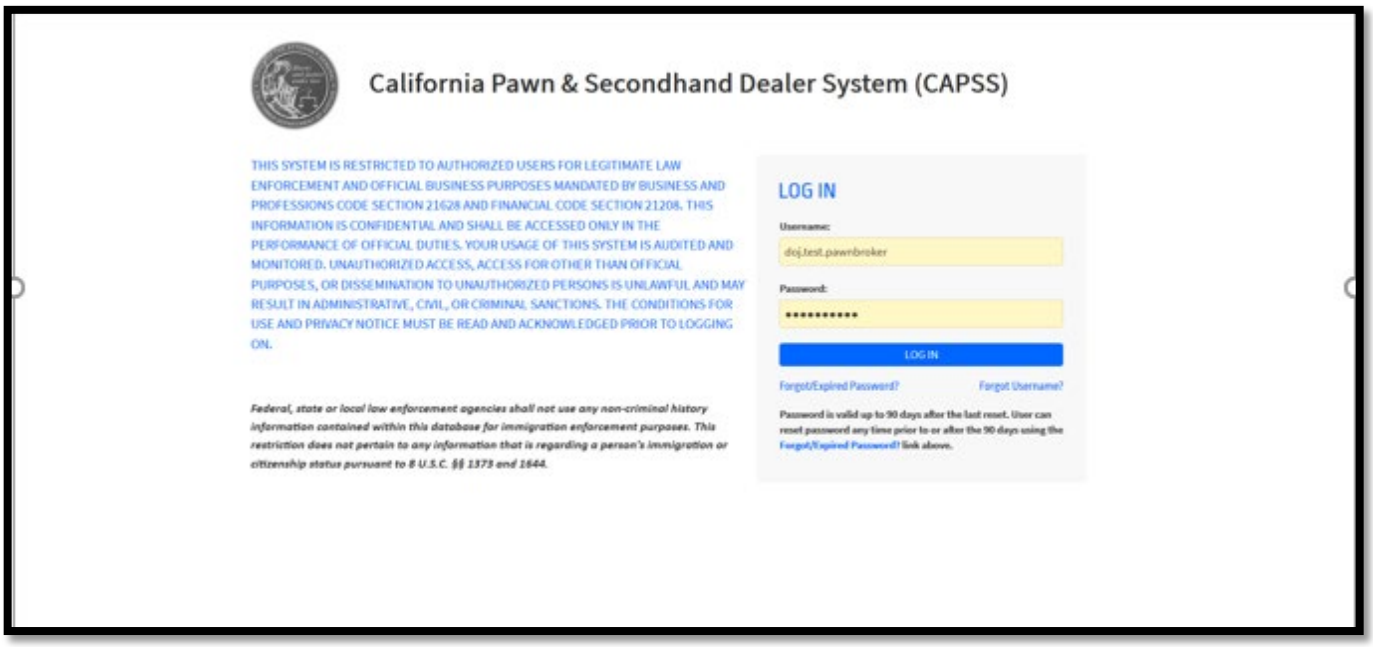
- CAPSS User Interface upload
- Point of Sale (POS) system transfers all property transactions directly into CAPSS
- Application Programming Interface (API) options solution allowing for data to be sent system to system and allow for multi-store submissions

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

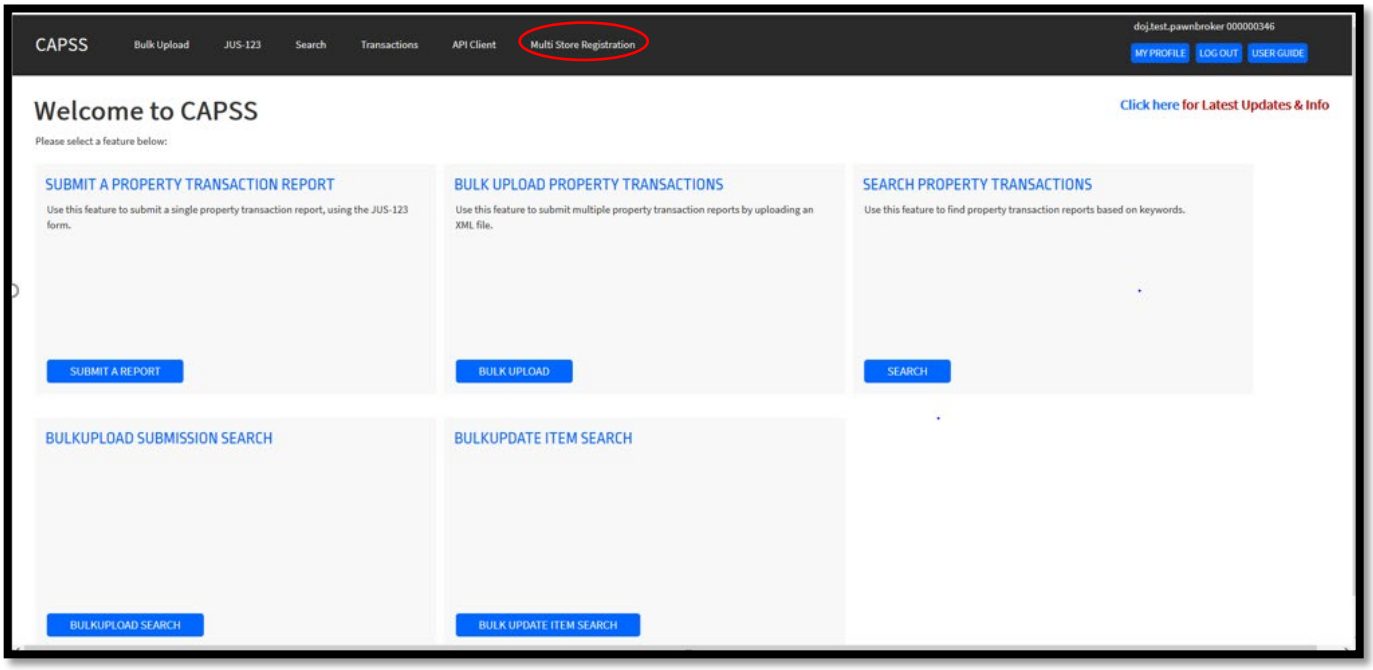
Below are the steps to initiate a Multi-Store account:

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

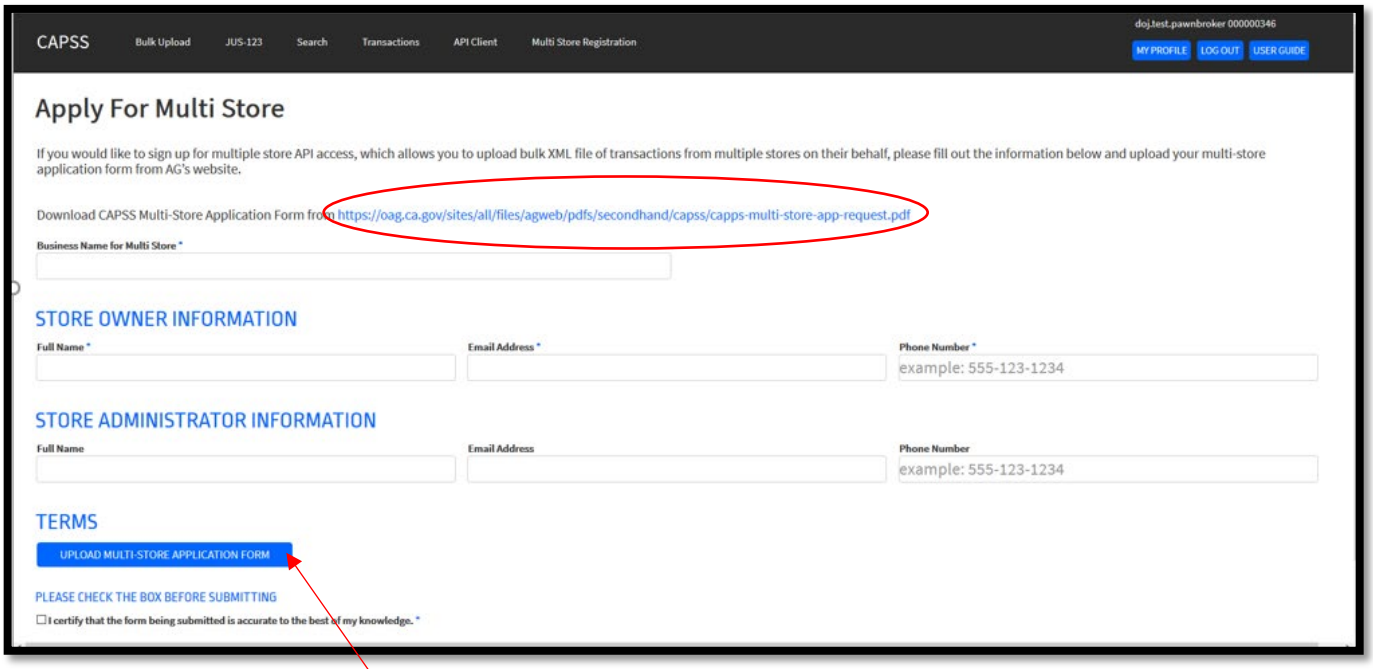
Enter your credentials – Store Administrators are required. Enter your username and password



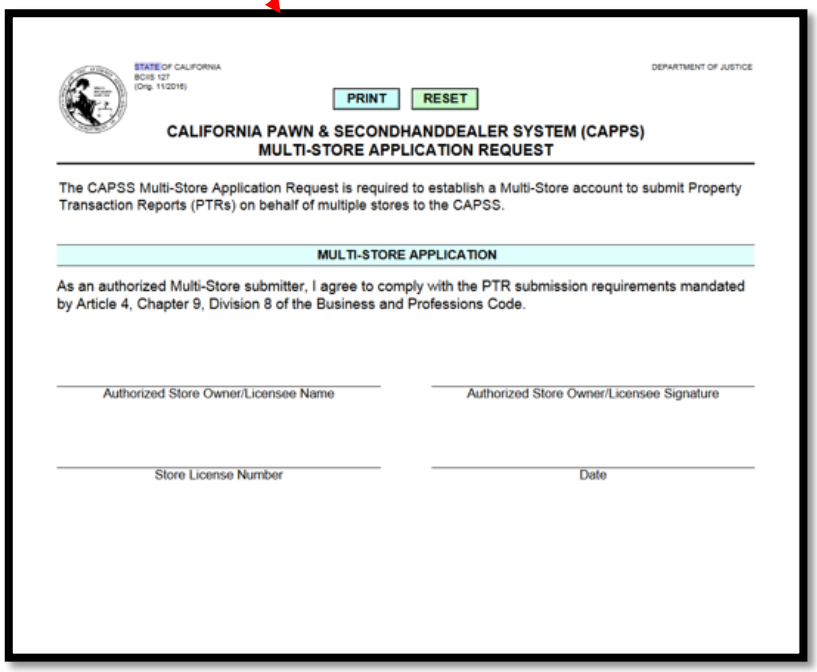
Click on the Multi-Store Registration



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



Enter the required fields below and **<u>upload</u>** the signed Multi-Store application



STATE OF CALIFORNIA
BCIS 127
(Orig. 11/2015)

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.

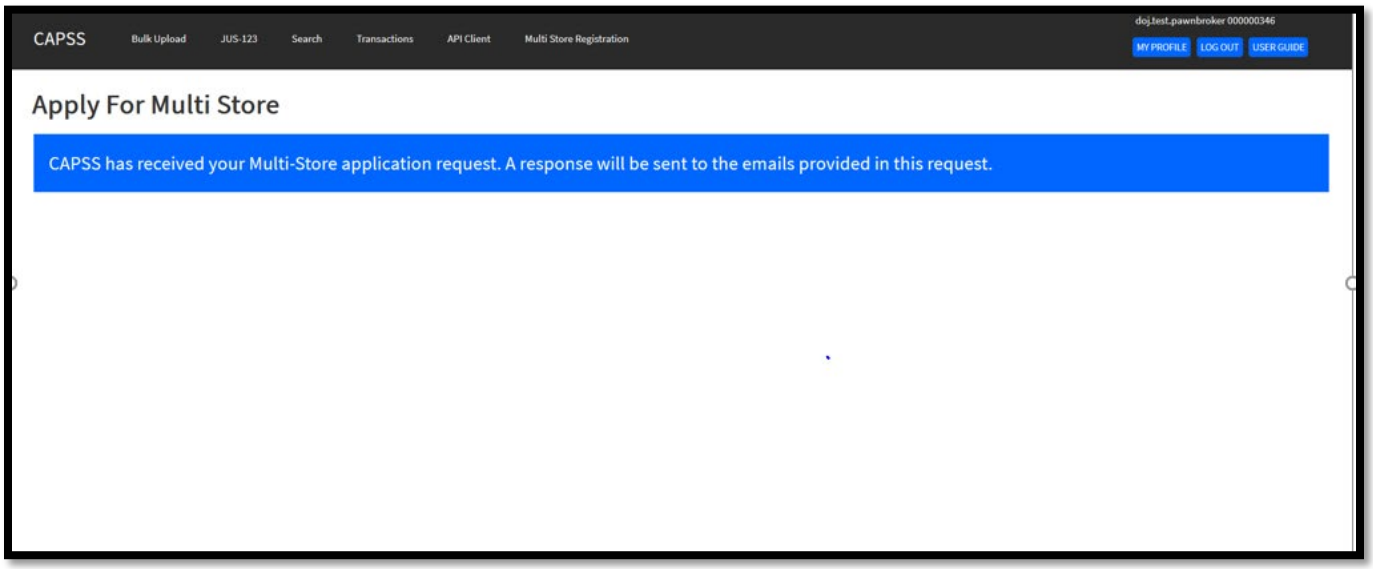
Authorized Store Owner/Licensee Name

Authorized Store Owner/Licensee Signature

Store License Number

Date

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.

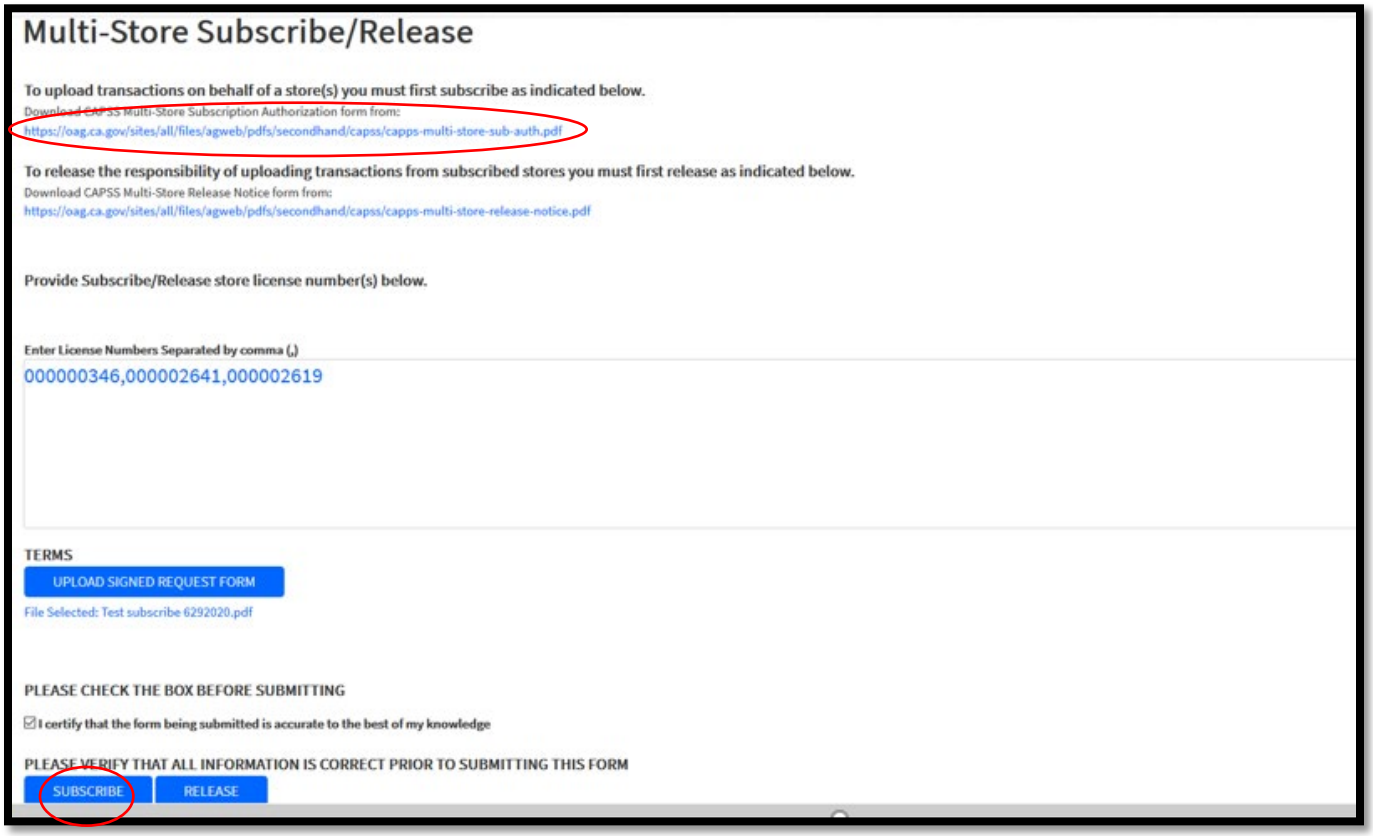
Multi-Store User Name:

> 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

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

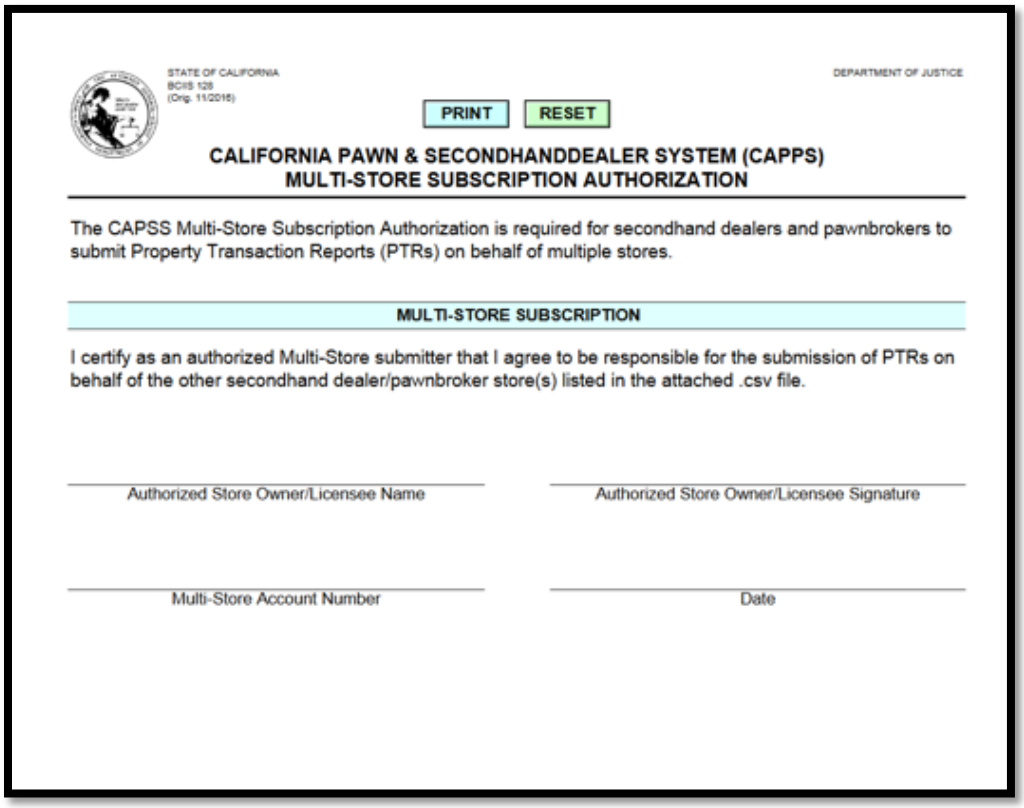
Upload the signed Request form and select "**Subscribe**"

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



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



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

DEPARTMENT OF JUSTICE

PRINT RESET

CALIFORNIA PAWN & SECONDHANDDEALER 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.

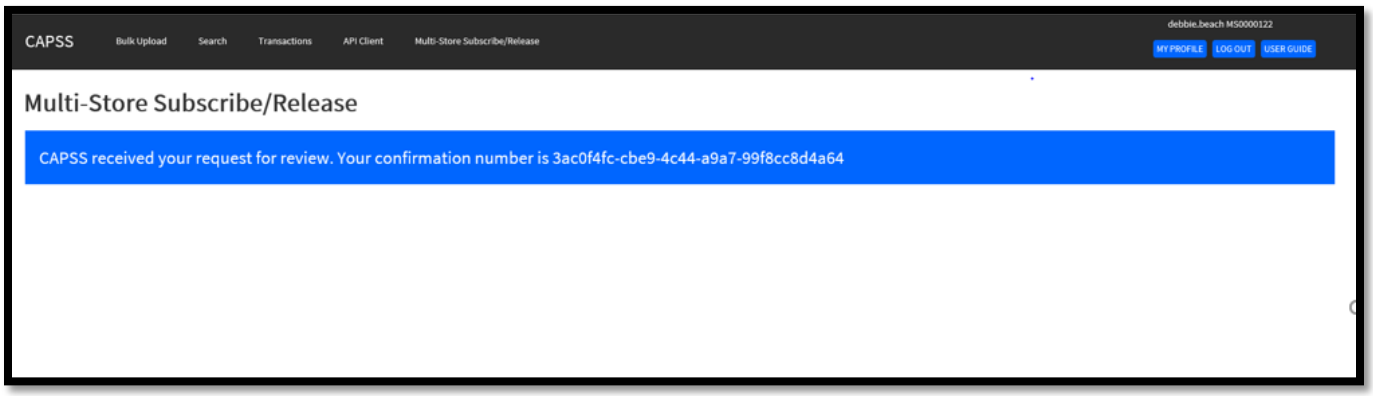
Authorized Store Owner/Licensee Name

Authorized Store Owner/Licensee Signature

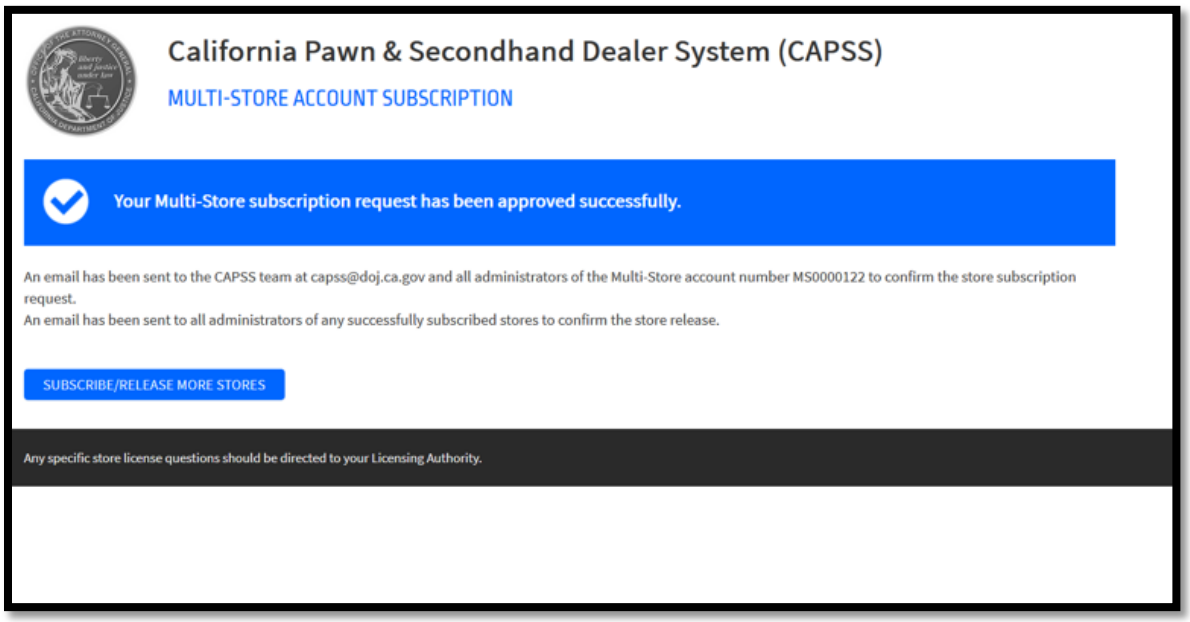
Multi-Store Account Number

Date

Once submitted you will receive the following response:



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:

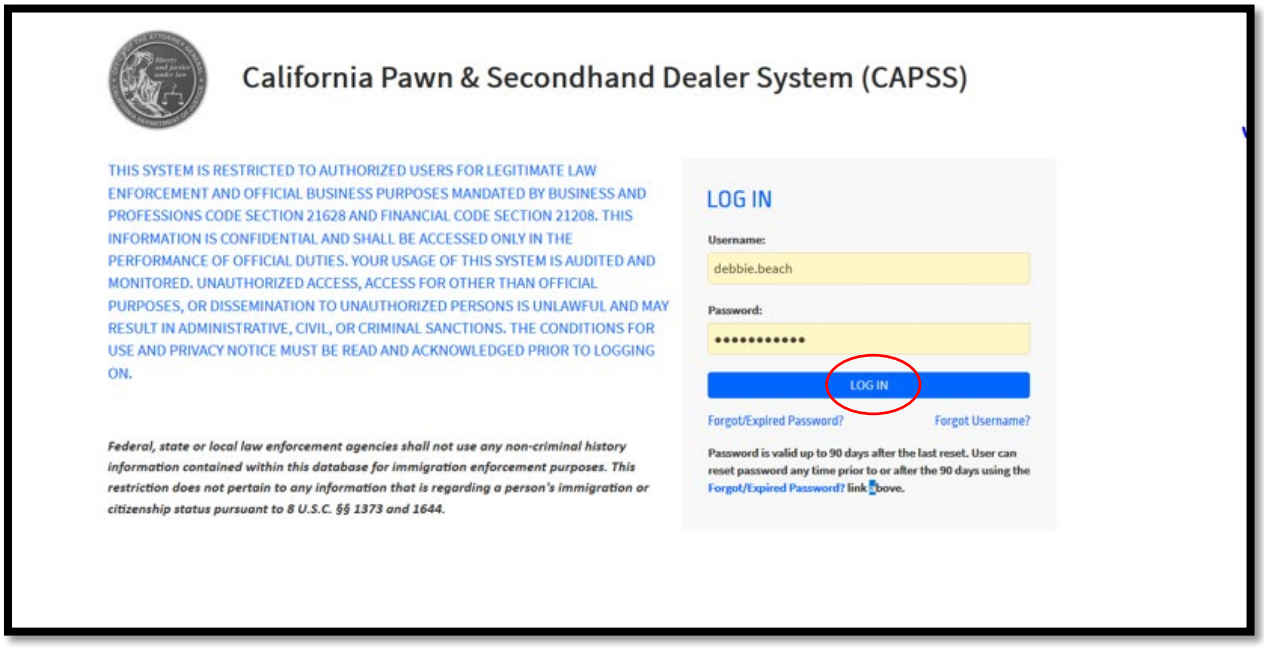
- Invalid License Number -> Indicates wrong number/typo
- Store License is not active -> License status is not Active/Expired (i.e., denied, canceled, revoked, pending)
- Store License is not available -> Store is already subscribed to a different Multi-Store Account

If you need assistance email DOJ/CAPSS @ capss@doj.ca.gov

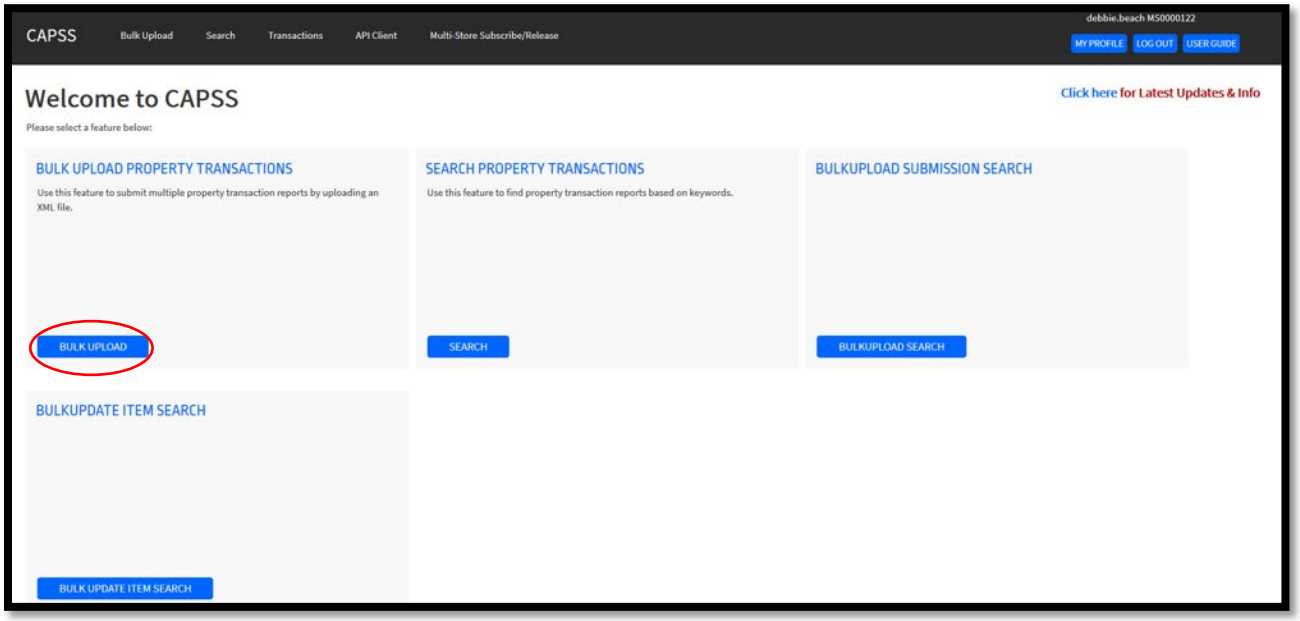
To submit Multi-Store transactions:

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

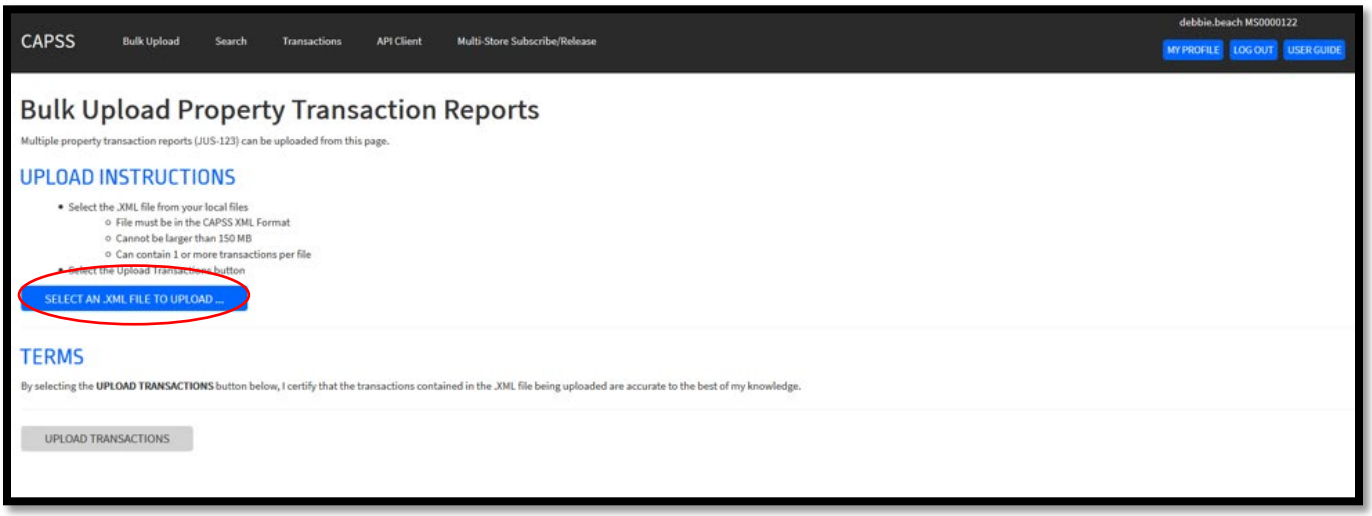
Enter your Multi-Store username and password and click on the "**LOG IN**"



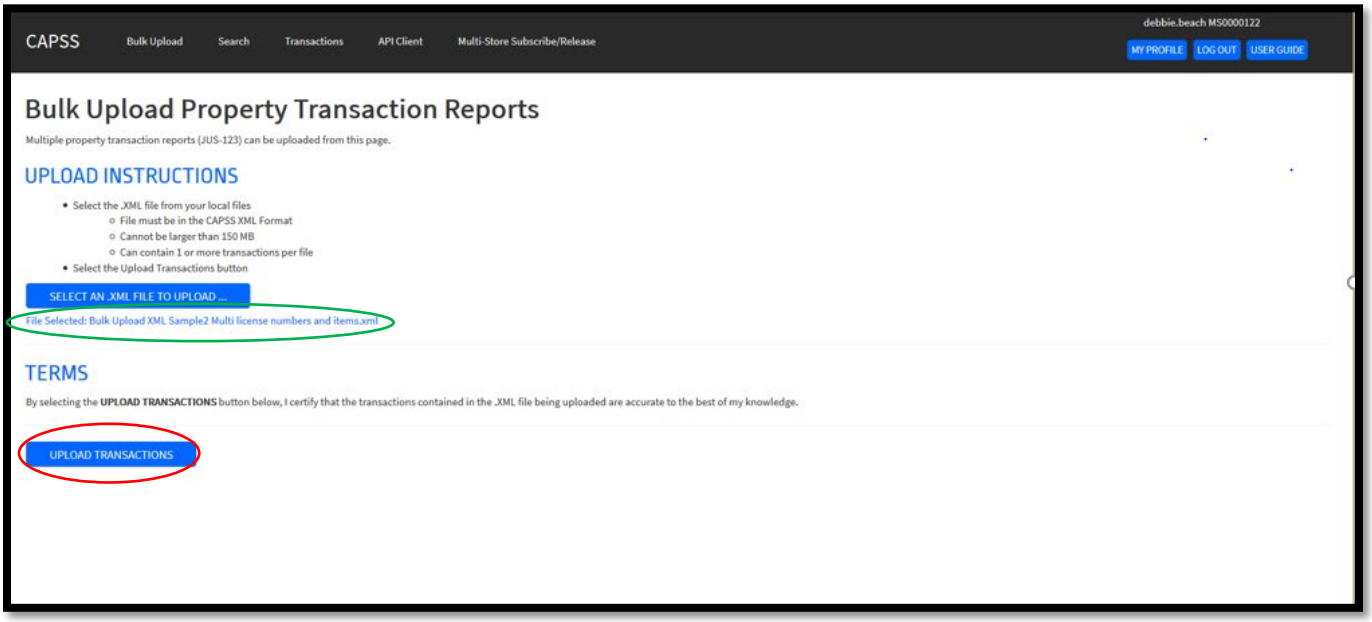
Click on the "**BULK UPLOAD**" button



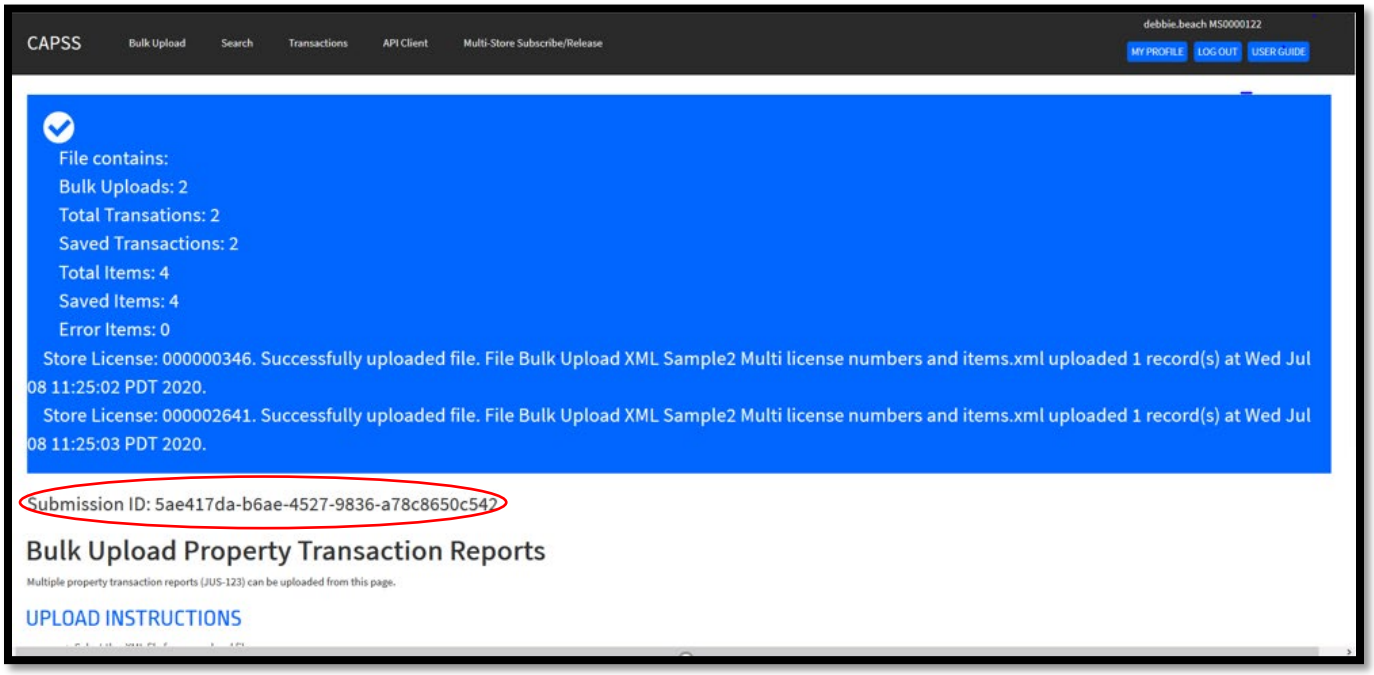
Click on **SELECT AN .XML FILE TO UPLOAD** button and "**UPLOAD TRANSACTIONS**"



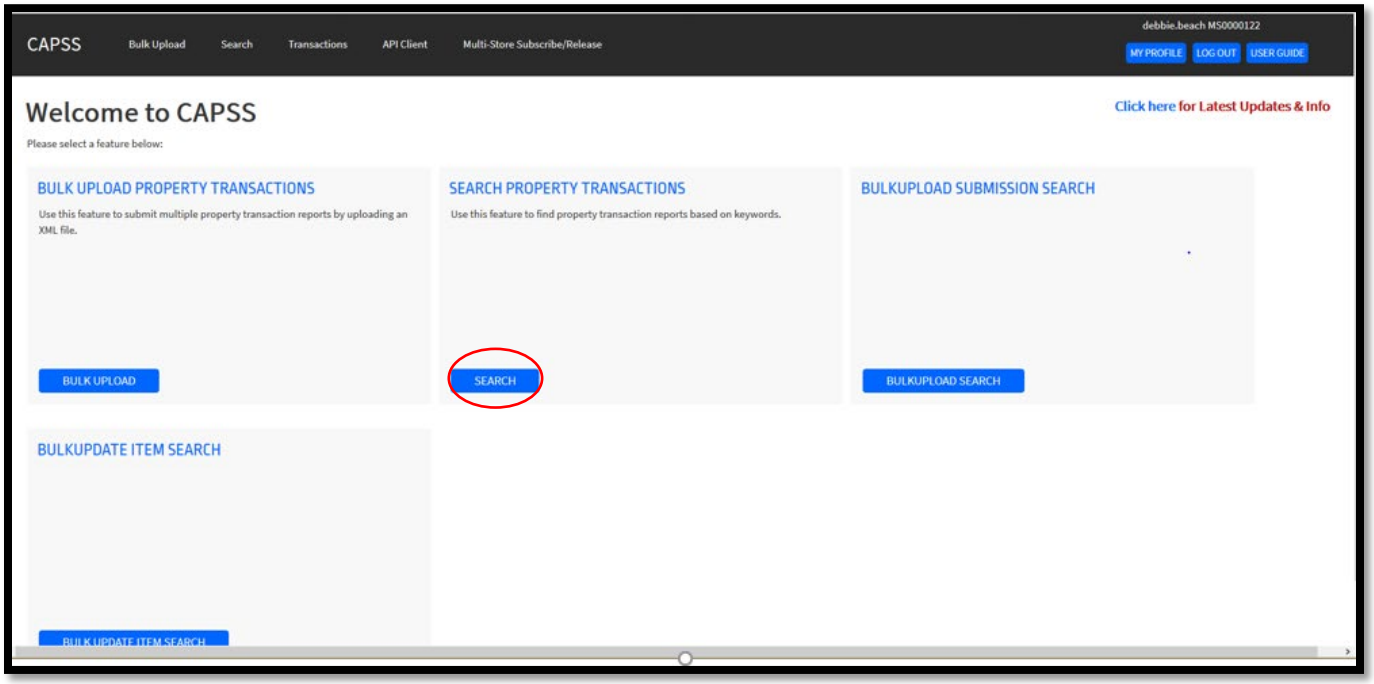
Bulk File Selected for Multi-Stores License 000000346 & 000002641



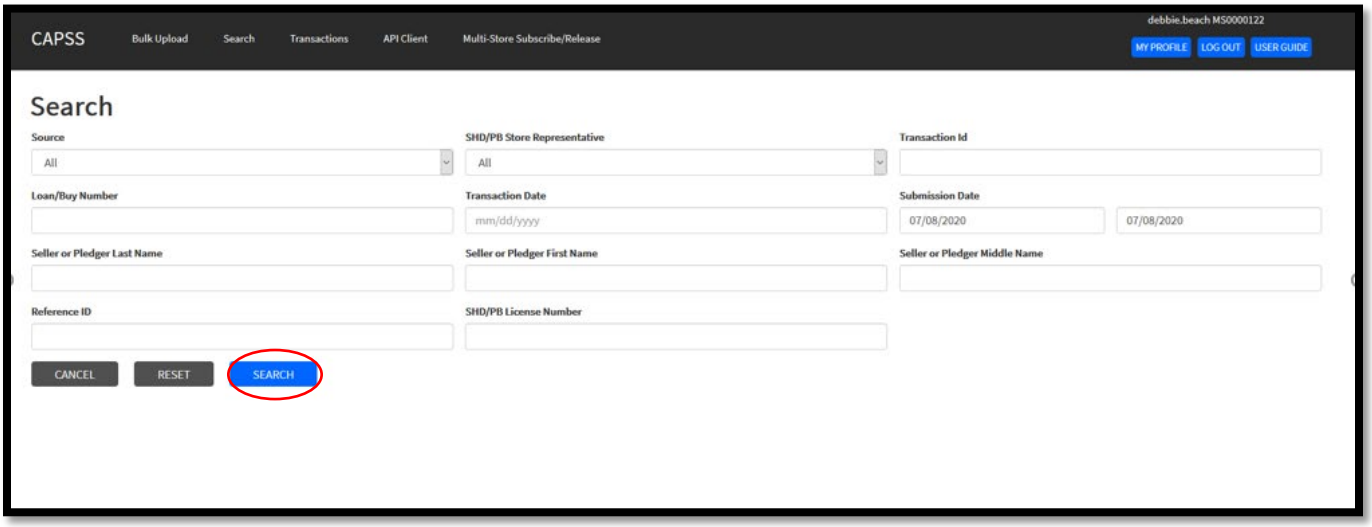
Confirmation Response for Multi-Store-Submission ID: 5ae417da-b6ae-4527-9836-a78c8650c542



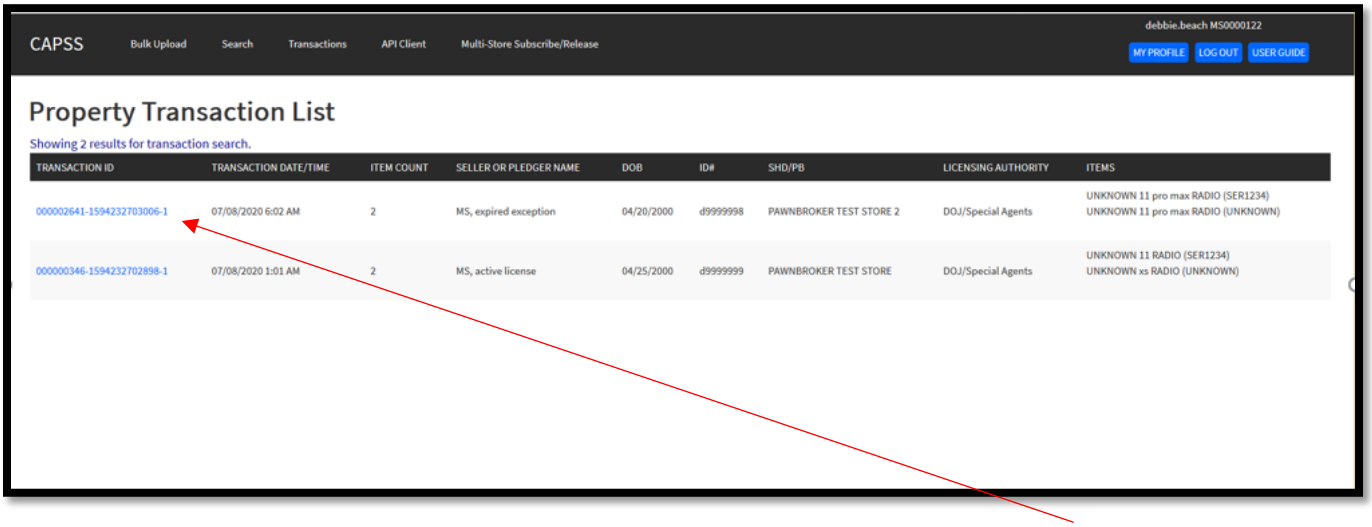
To Search Property Transactions – Select: **SEARCH PROPERTY TRANSACTIONS "SEARCH" button**



Utilizing any of the following fields and click on "**SEARCH**"

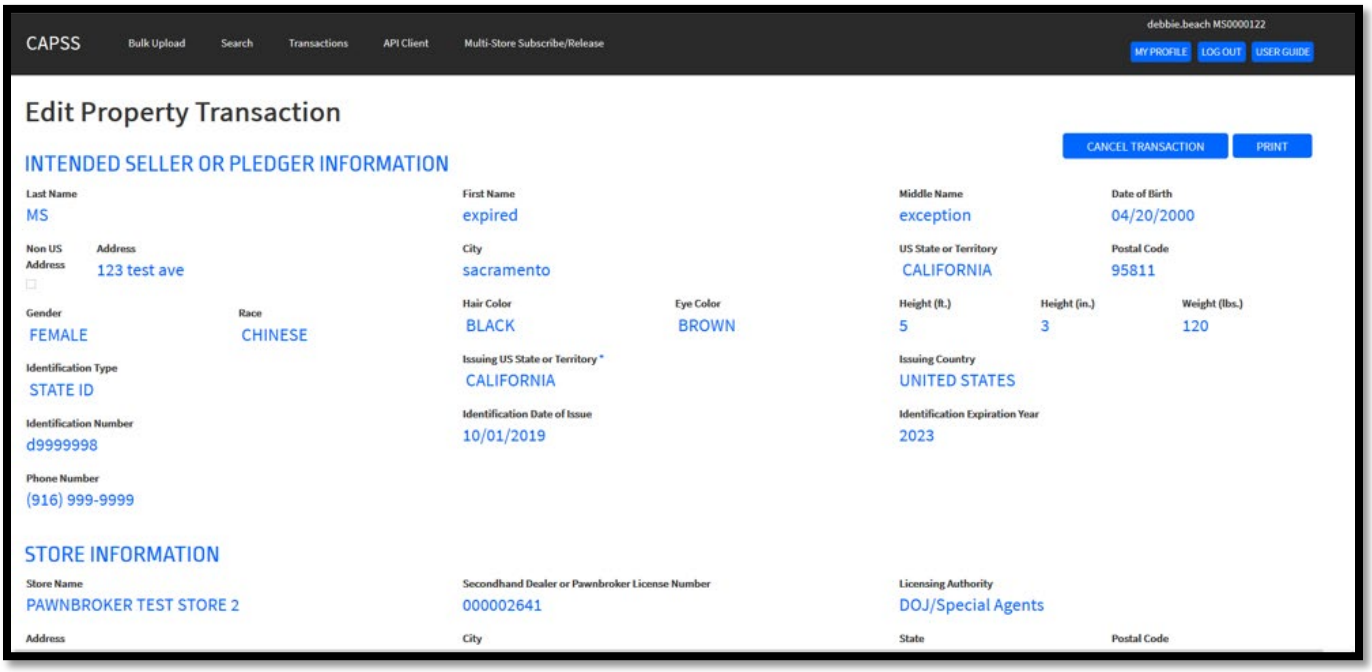


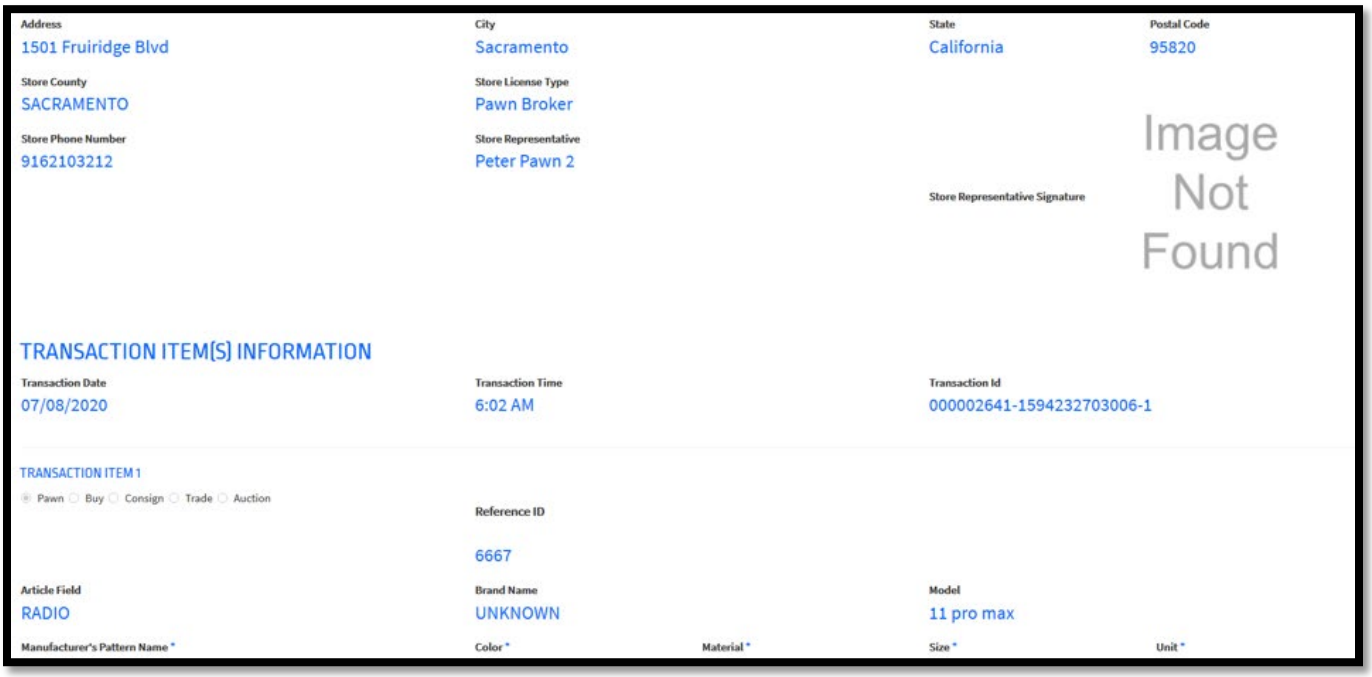
Search Results



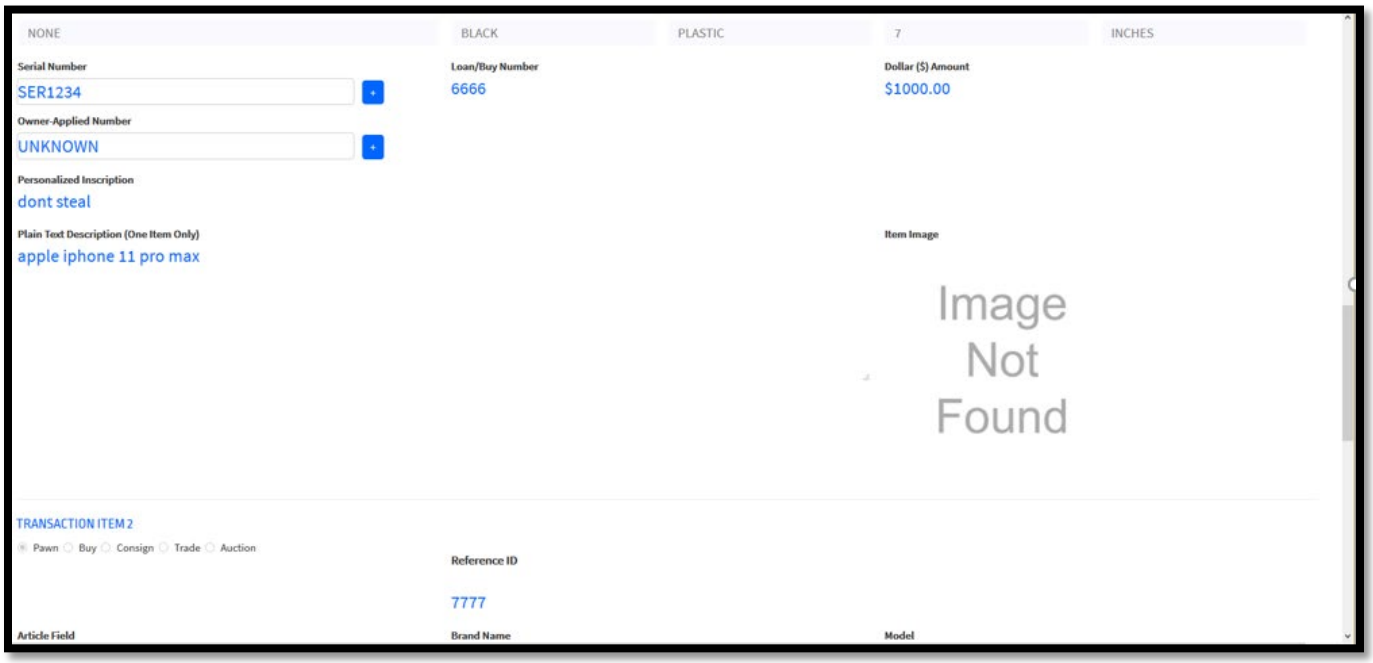
To view the bulk upload transaction, click on the sumbission ID number on the left hand side of the search results, see below.

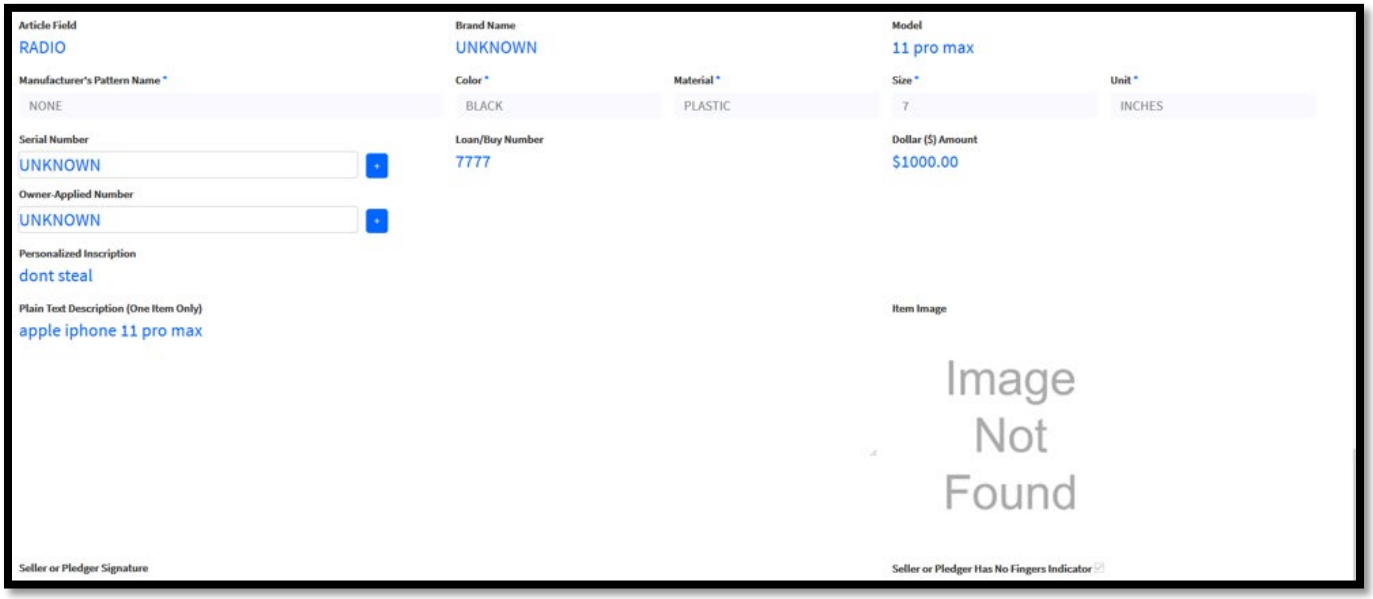
Viewing the transaction





Viewing the transaction



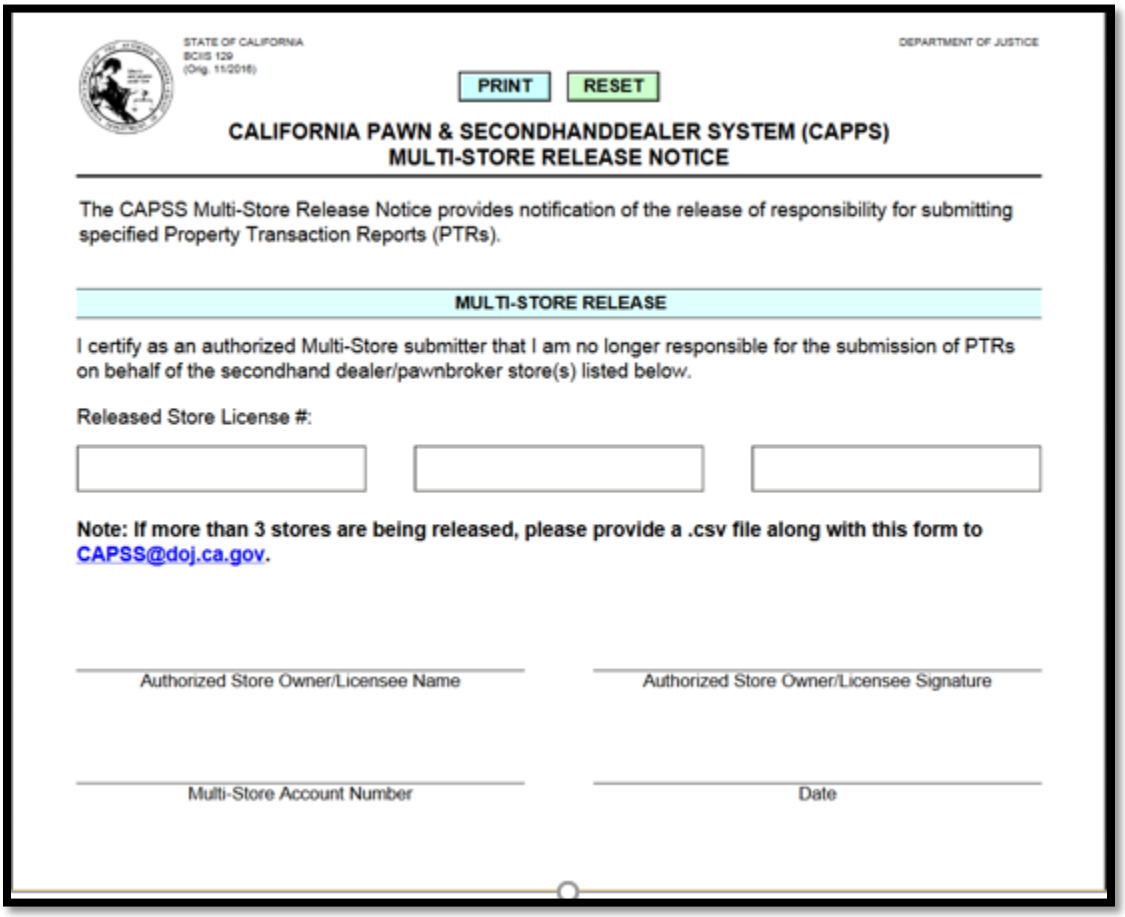


To Release License(s) From (MS) Number

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



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

DEPARTMENT OF JUSTICE

PRINT RESET

CALIFORNIA PAWN & SECONDHANDDEALER SYSTEM (CAPPS)
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

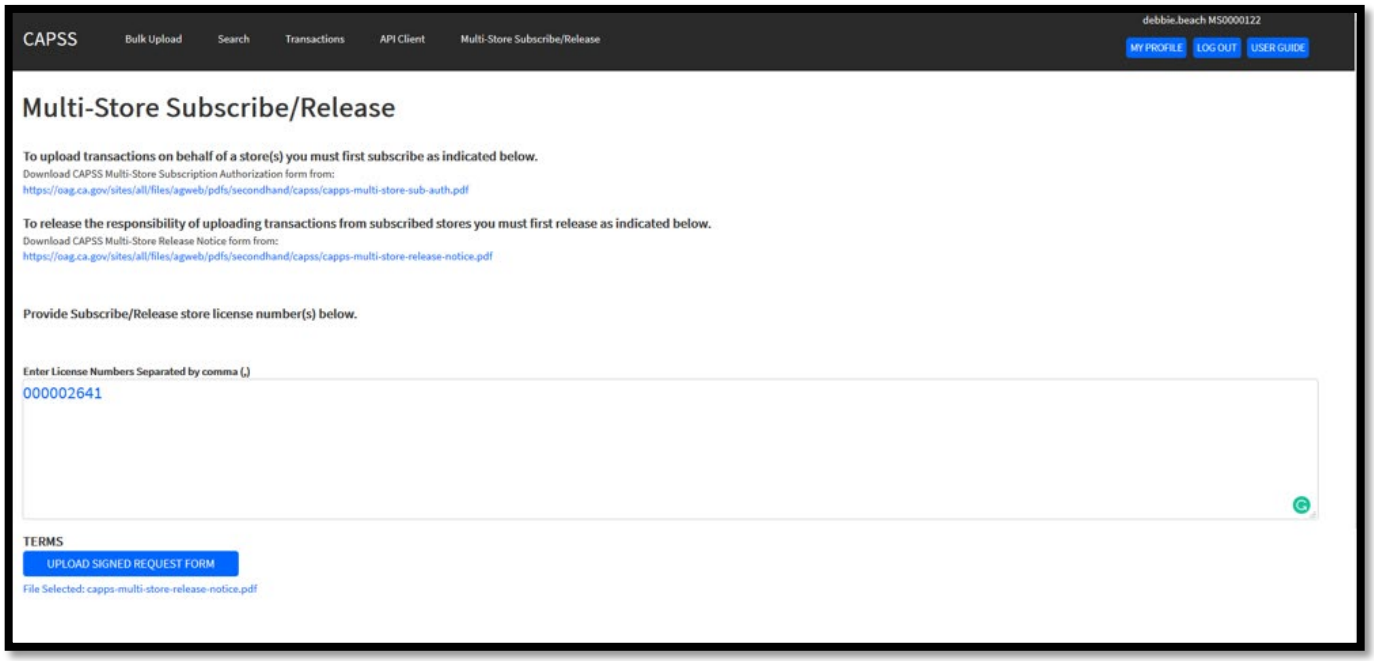
Authorized Store Owner/Licensee Signature

Multi-Store Account Number

Date

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

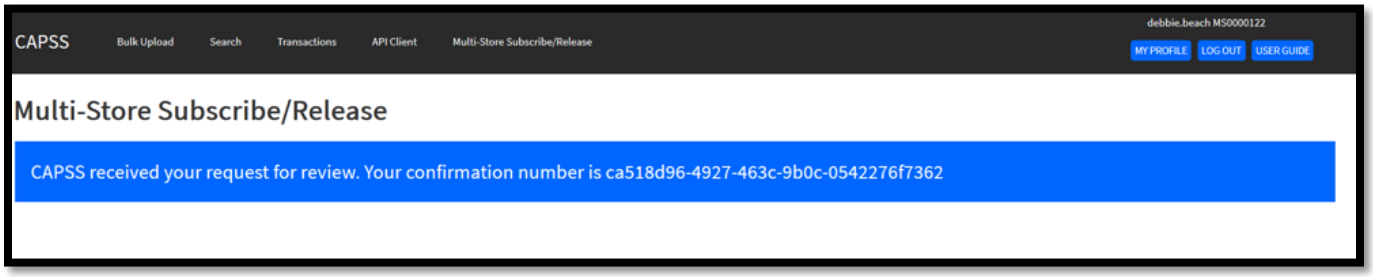
Note: Enter all store license(s) to be released; separated by commas.



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

Click on the "**RELEASE**"button

You will receive this message



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 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