



Store User Guide

Version 1.6· January 4, 2021



Store User Guide

Table of Contents

Store User Guide.....	1
Overview.....	3
Why the California Pawn and Secondhand Dealer System (CAPSS)?.....	3
What is covered in this guide?.....	3
Logging In.....	4
CAPSS Main.....	4
Password Policy.....	7
Email Notifications.....	7
Forgot/Expired Password.....	7
Managing your profile.....	11
Managing Other User Profiles.....	13
Adding A New User Account.....	14
CAPSS ID - Finding An User Account.....	15
CAPSS ID – Editing An User.....	16
CAPSS ID – Deactivating An User Account.....	18
CAPSS ID – Updating User Roles.....	18
CAPSS Main – Submitting a JUS-123.....	19
Uploading Signature and Thumbprint Images.....	21
Submitting Bulk Uploads.....	22
Errors in Bulk Upload.....	24
Finding Recent Transactions.....	25
Searching Transactions.....	26
Viewing Transactions.....	28
Edit Transaction.....	30
Cancel Transaction.....	31
Application Programming Interface (API).....	32
To Release License(s) From (MS) Number.....	49
Contact Information.....	51

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.

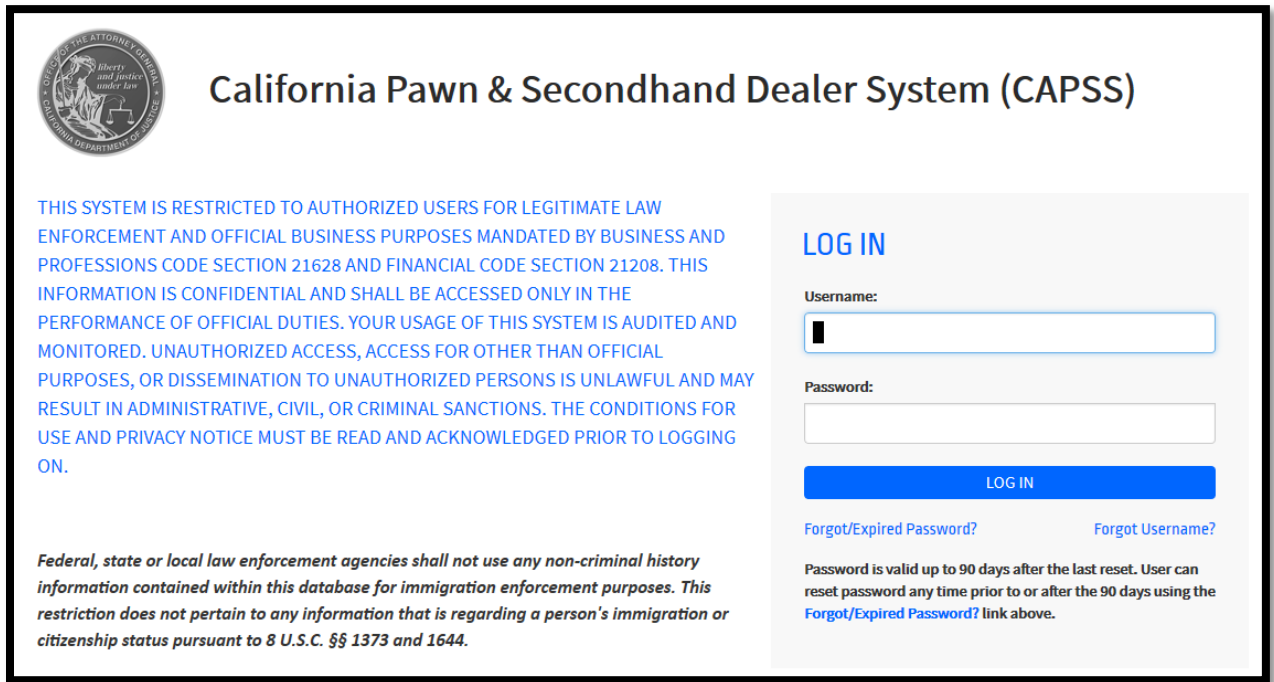
What is covered in this guide?

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

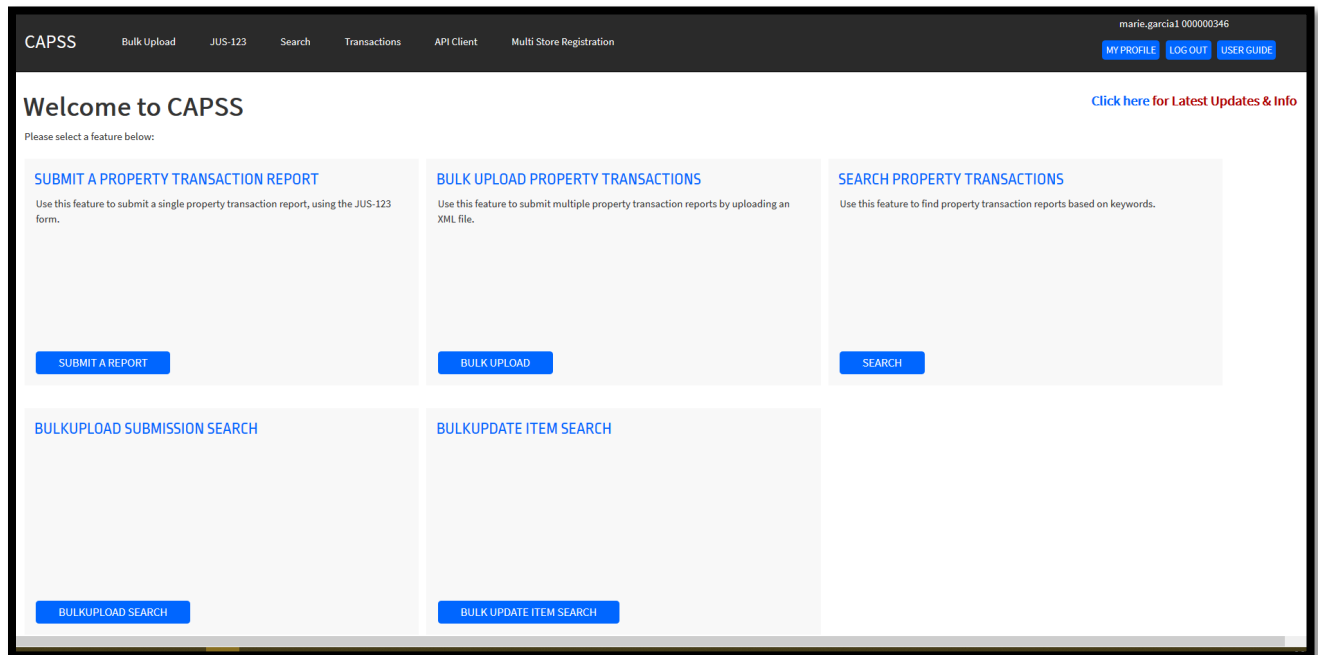


The screenshot shows the login interface for the California Pawn & Secondhand Dealer System (CAPSS). On the left is the official seal of the California Department of Justice. The main heading is "California Pawn & Secondhand Dealer System (CAPSS)". Below this, a blue text block contains a disclaimer: "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



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 & 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.

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>

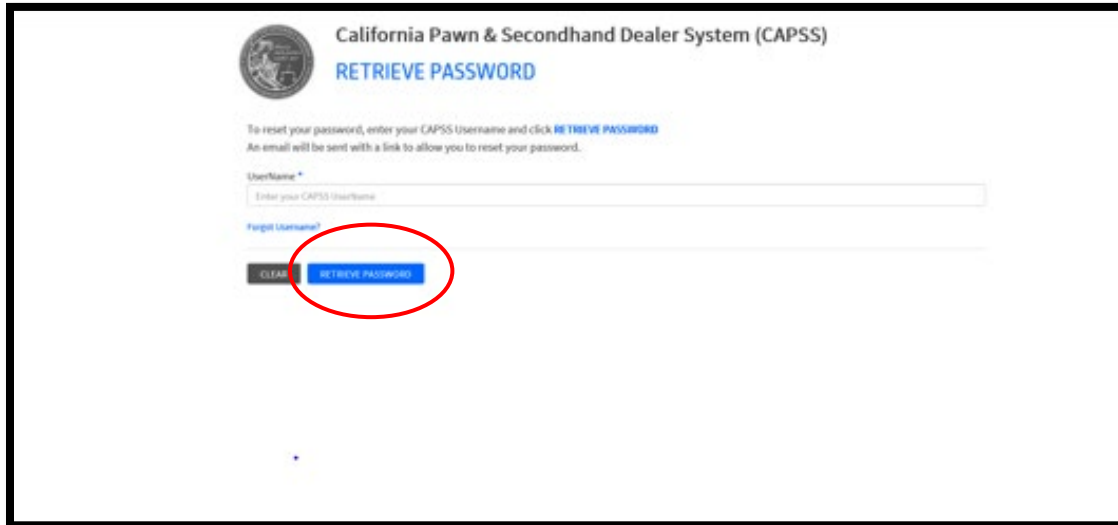
Forgot/Expired Password

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)

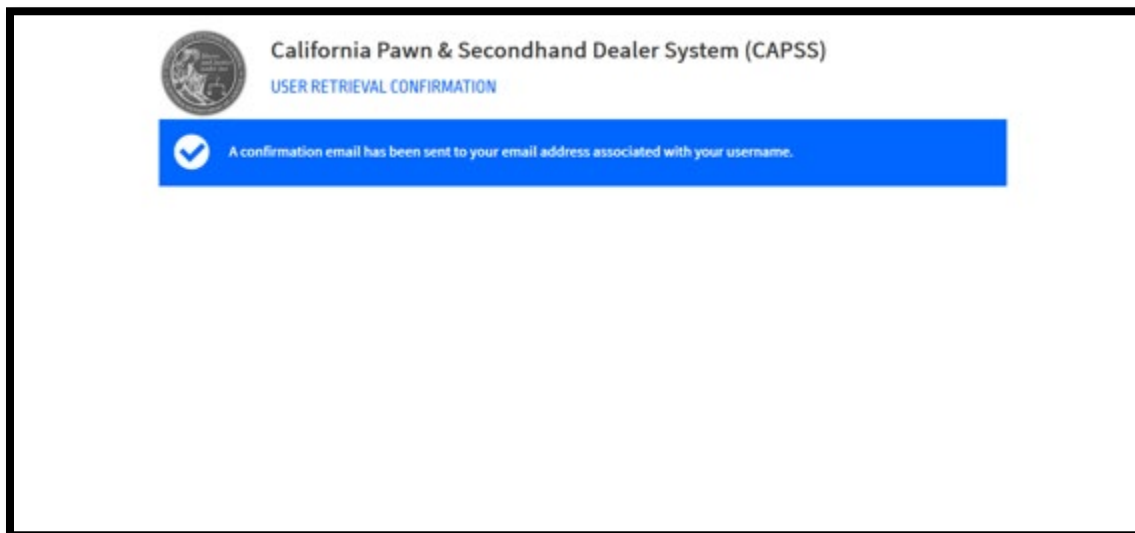
RETRIEVE PASSWORD

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

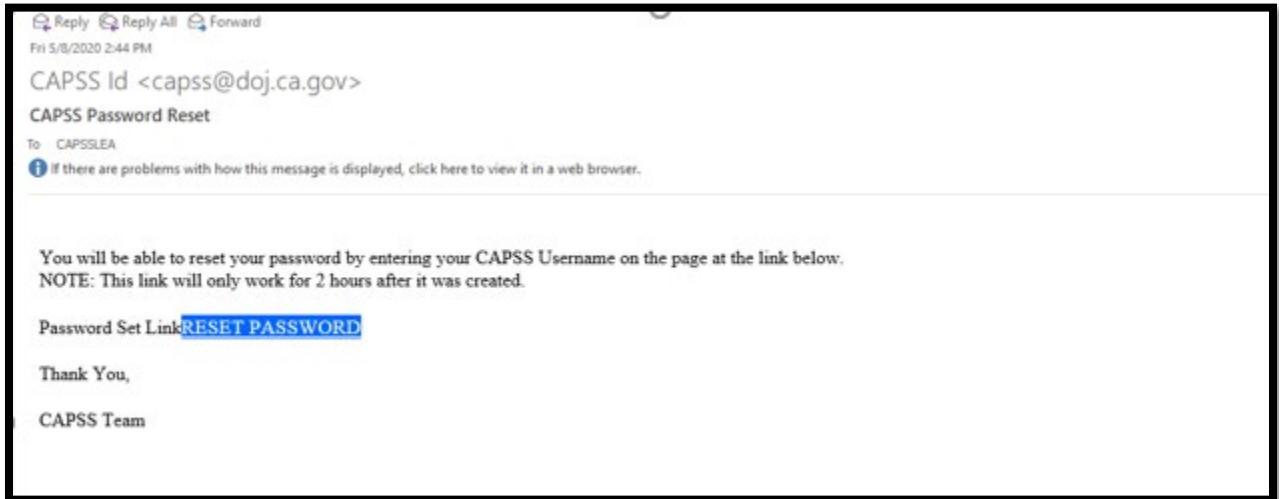
☒ A confirmation email has been sent to your email address associated with your username.

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.



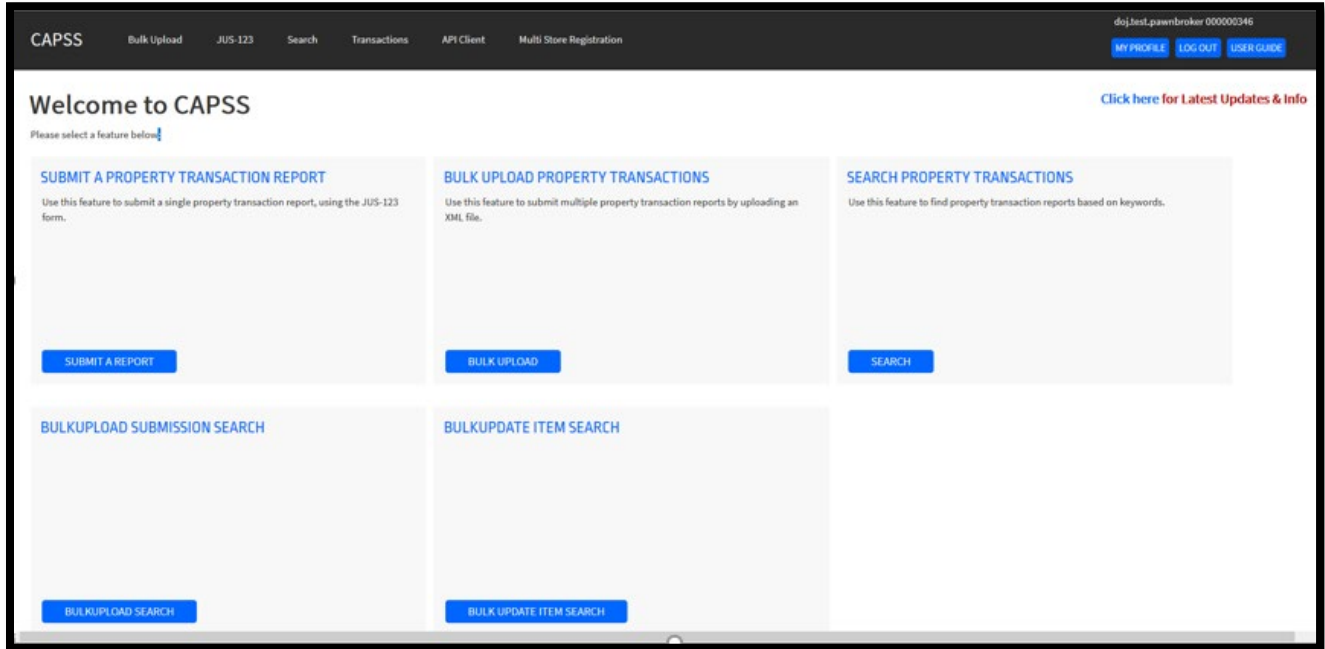
The link in the email will take you to the Reset Password screen. If you would like to see the password format requirements, click on the “**HELP**” link:

A screenshot of a web form titled 'California Pawn & Secondhand Dealer System (CAPSS) RESET PASSWORD'. The form includes a section header 'RESET PASSWORD *' and three input fields: 'UserName *' with the placeholder 'Enter your CAPSS username', 'Password *' with the placeholder 'Enter a password of 8-16 characters', and 'Verify Password *' with the placeholder 'Re-enter the password'. A small blue 'help' link is positioned to the right of the Password input field and is circled in red. At the bottom of the form, there are two buttons: a grey 'CLEAR' button and a blue 'RESET PASSWORD' button.

Store User Guide

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

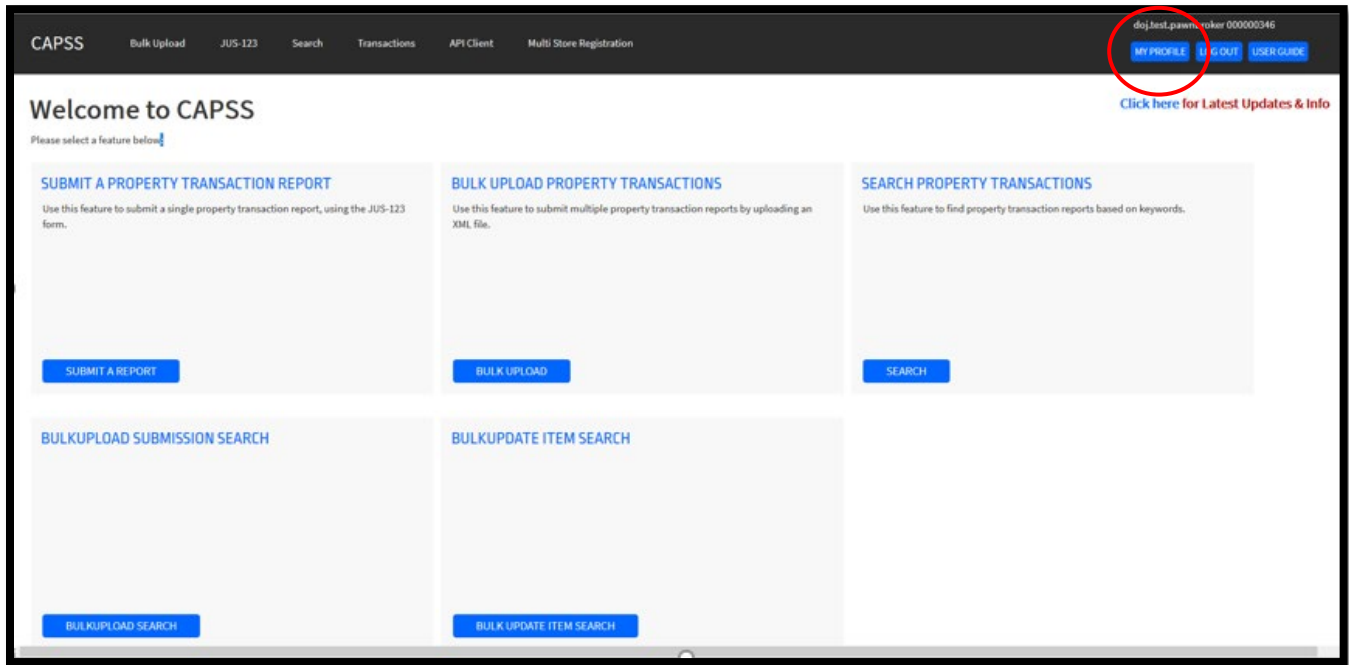
Click on one:



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

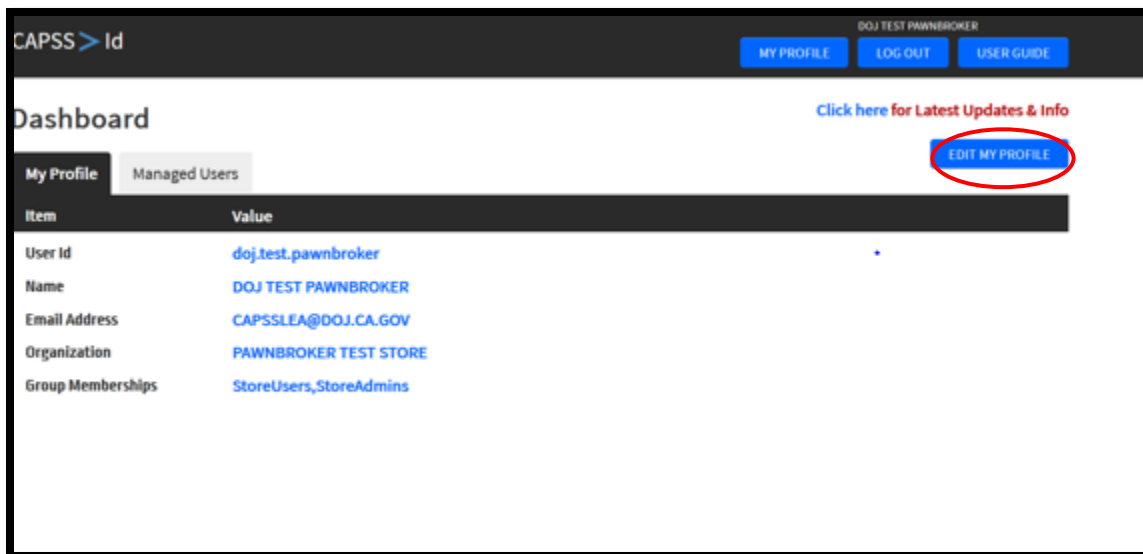


“**MY PROFILE**” will take you to the log in page for CAPSS ID
Log in using your username and password

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

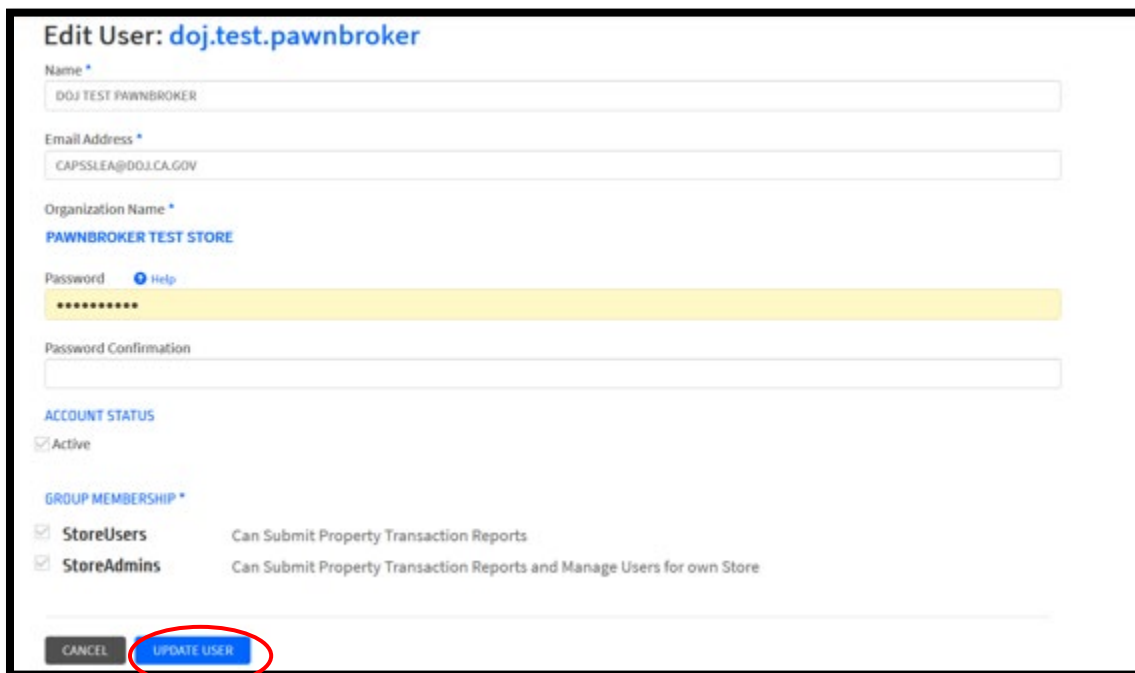
Once logged in to CAPSS ID, you will be taken to the CAPSS ID dashboard.



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

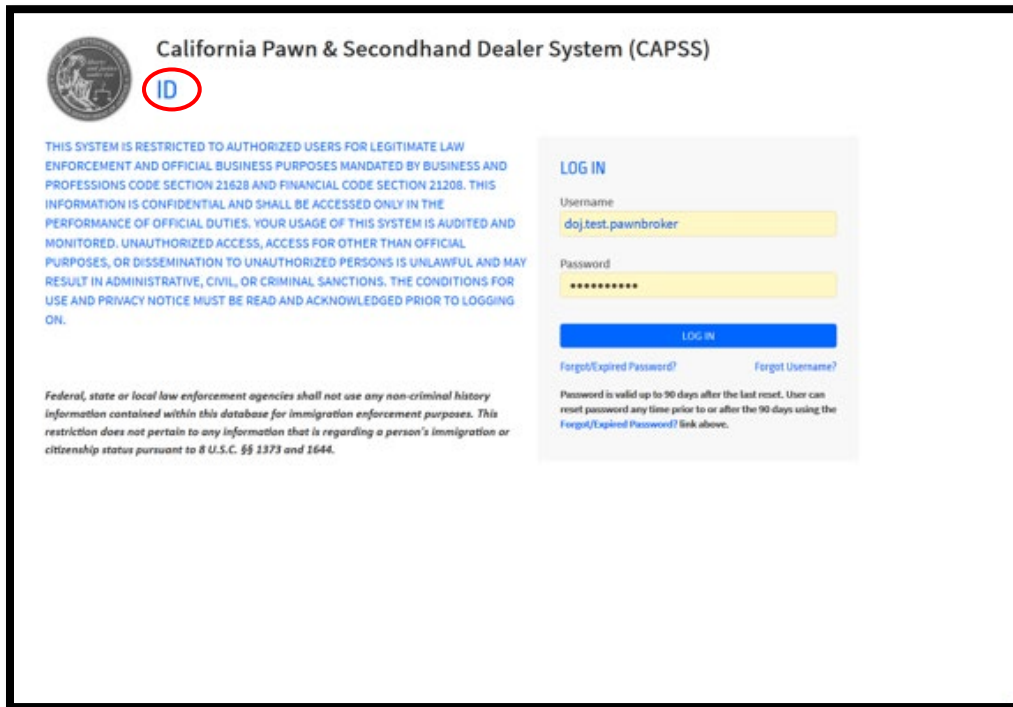
CANCEL UPDATE USER

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.

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
doj.test.pawnbroker

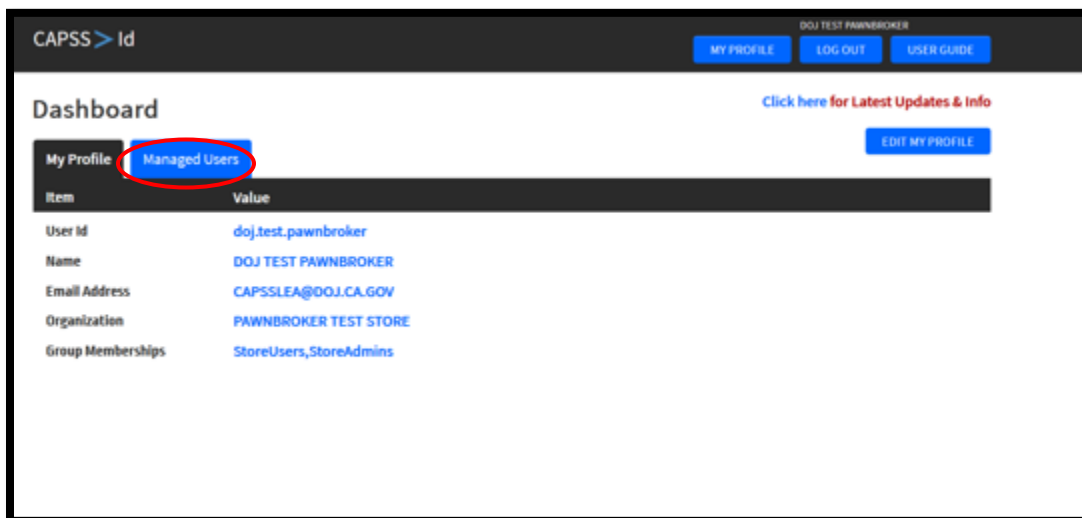
Password

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.



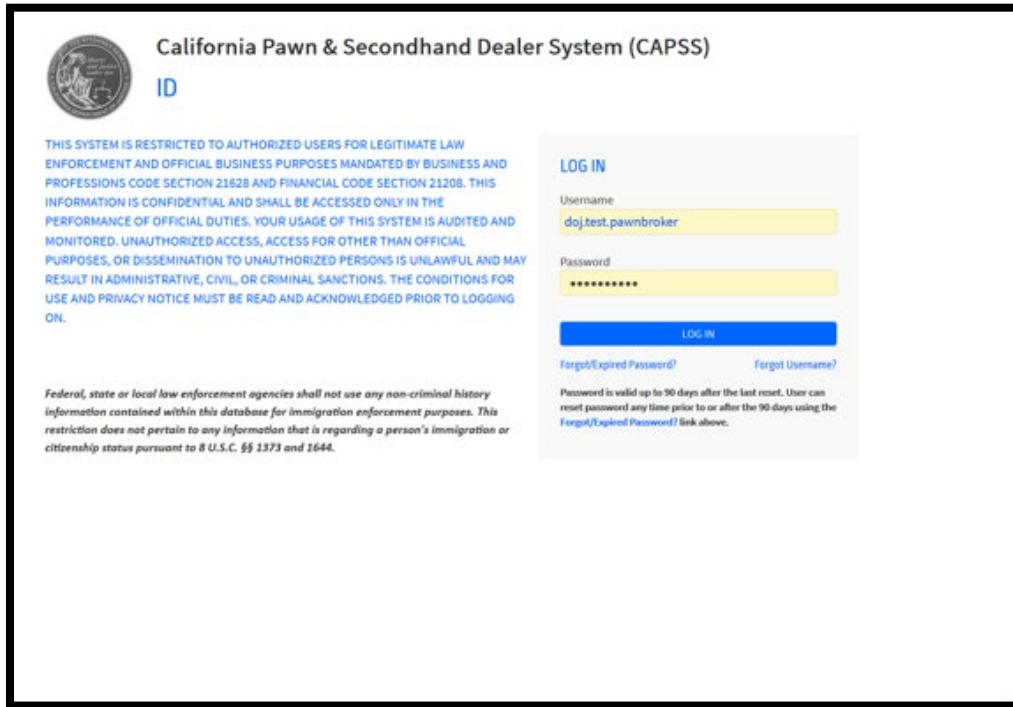
Input name and email for the new user, you may select one or both for the group membership and click on the “**CREATE USER**” button.

A screenshot of the 'New User' form in the CAPSS Id system. The form includes fields for 'Name *' (filled with 'test.testy'), 'Email Address *' (filled with 'test.testy@yahoo.com'), and 'Verify Email Address *' (filled with 'test.testy@yahoo.com'). Below these is a 'GROUP MEMBERSHIP' section with two options: 'StoreUsers' (unchecked) and 'StoreAdmins' (checked). Descriptions for each group membership are provided. At the bottom, there 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?'. A note at the bottom right 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

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.

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
doj.test.pawnbroker

Password

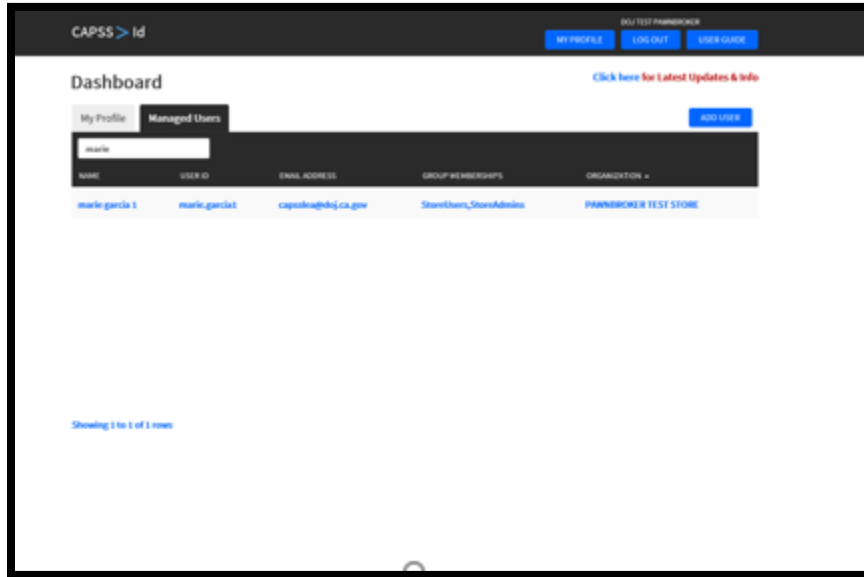
LOG IN

[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.

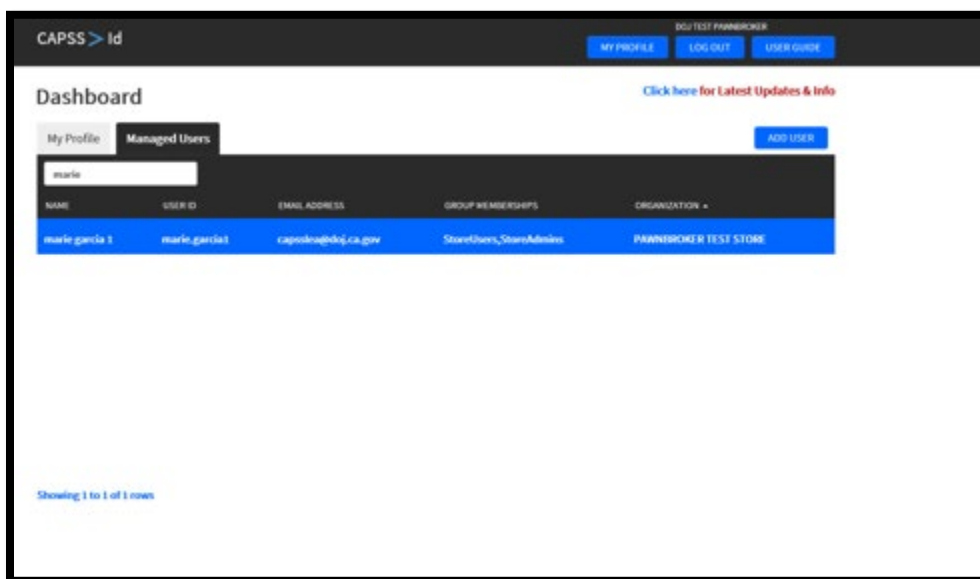
Store User Guide

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 a user named '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:

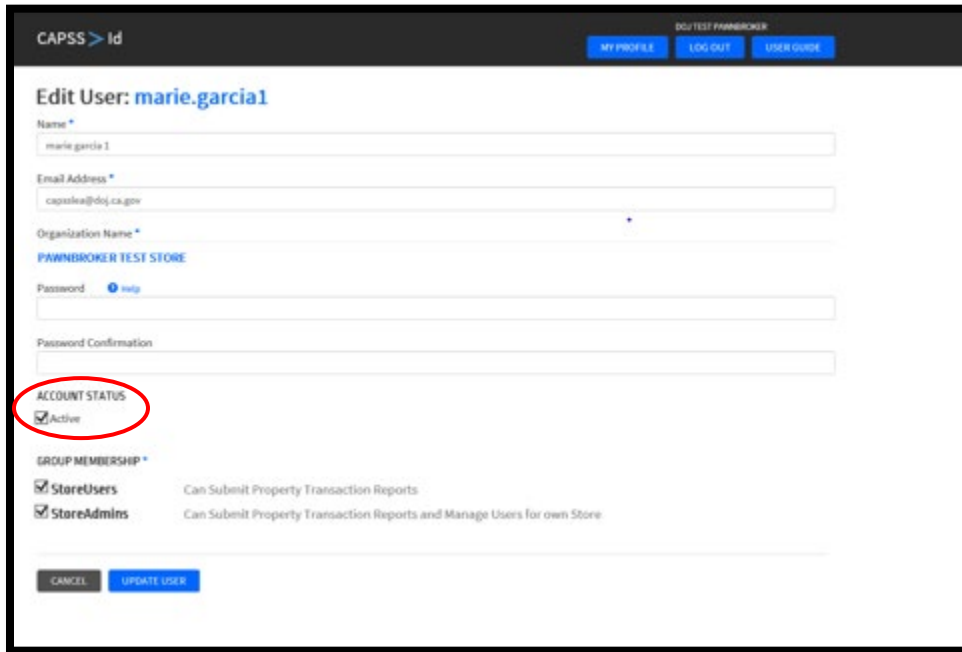
- ACCOUNT STATUS**: ☒ Active
- GROUP MEMBERSHIP ***:
 - ☒ StoreUsers: Can Submit Property Transaction Reports
 - ☒ StoreAdmins: Can Submit Property Transaction Reports and Manage Users for own Store

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 displays 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 highlighted with a red circle, showing the 'Active' checkbox checked. Below this, the 'GROUP MEMBERSHIP' section shows 'StoreUsers' and 'StoreAdmins' checked, with corresponding descriptions of their permissions. At the bottom, there are 'CANCEL' and 'UPDATE USER' buttons.

CAPSS ID – Updating User Roles

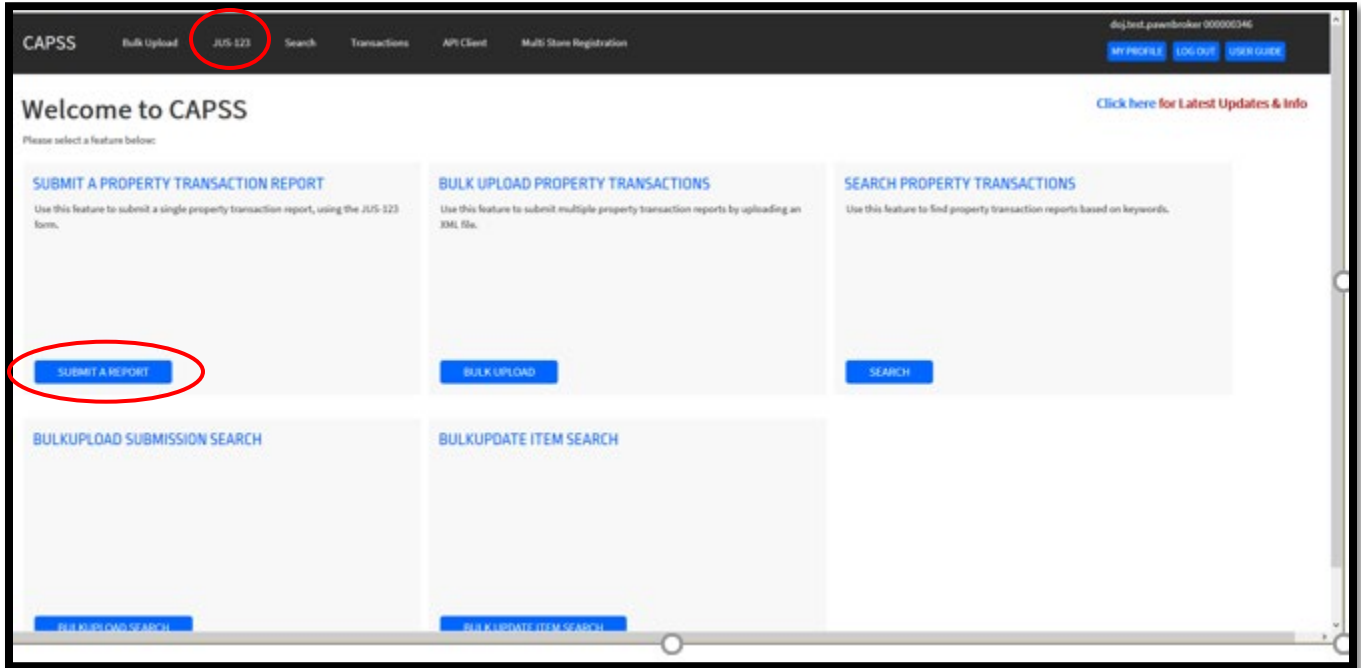
You can update the roles(s) and authorizations by checking/unchecking the checkboxes under the “**ACCOUNT STATUS**” button.

- ✓ 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	Secondhand Dealer or Pawnbroker License Number	Licensing Authority	
PAWNBROKER TEST STORE	00000346	DOJ/Special Agents	
Address	City	State	Postal Code
BCRS/IDSS/CAPSS	SACRAMENTO	California	95820
Store Phone Number	Store Representative	Store Representative Signature	
9162103212	DOJ TEST PAWNBROKER	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

Reference ID

Article Field * Brand Name * Model *

Manufacturer's Pattern Name * Color * Material * Size * 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...](#)

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

Seller or Pledger Has No Fingers Indicator ☐

Select the file containing Seller or Pledger's signature file

Select the file containing Seller or Pledger's Fingerprint Image

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

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".

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)(2) 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

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 files¹ should be captured using appropriate devices.

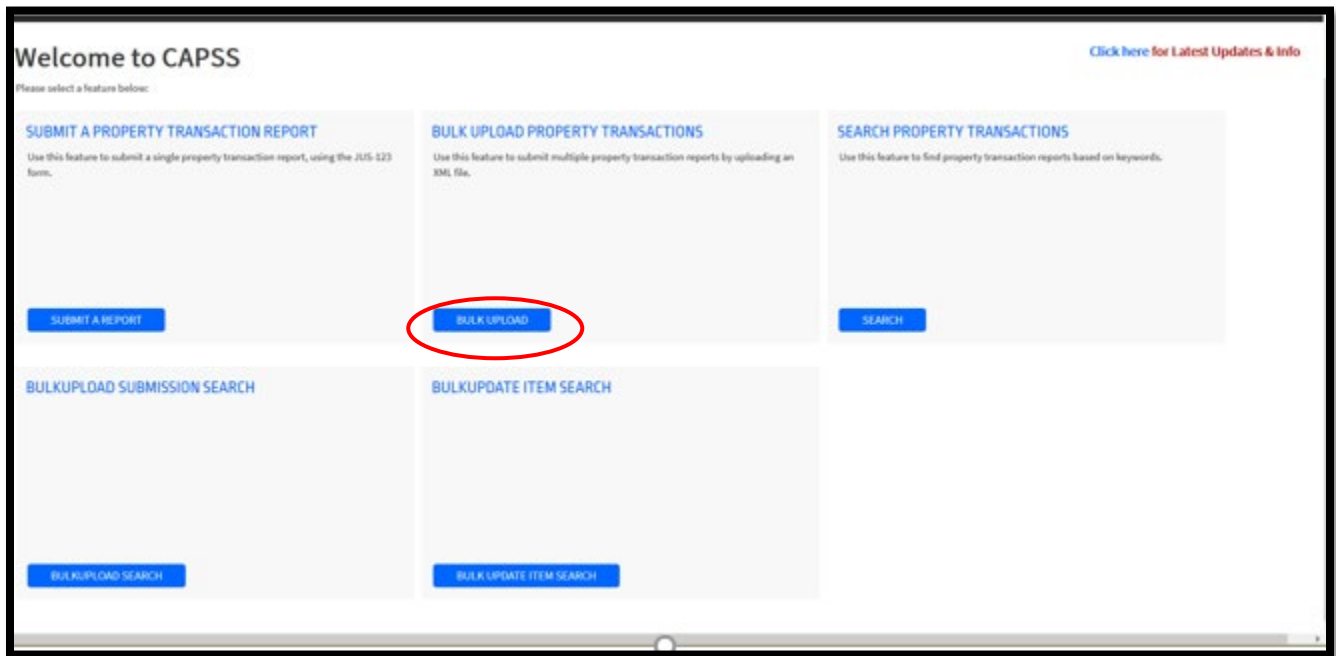
¹ Image files cannot be larger than 75 Kb in size.

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

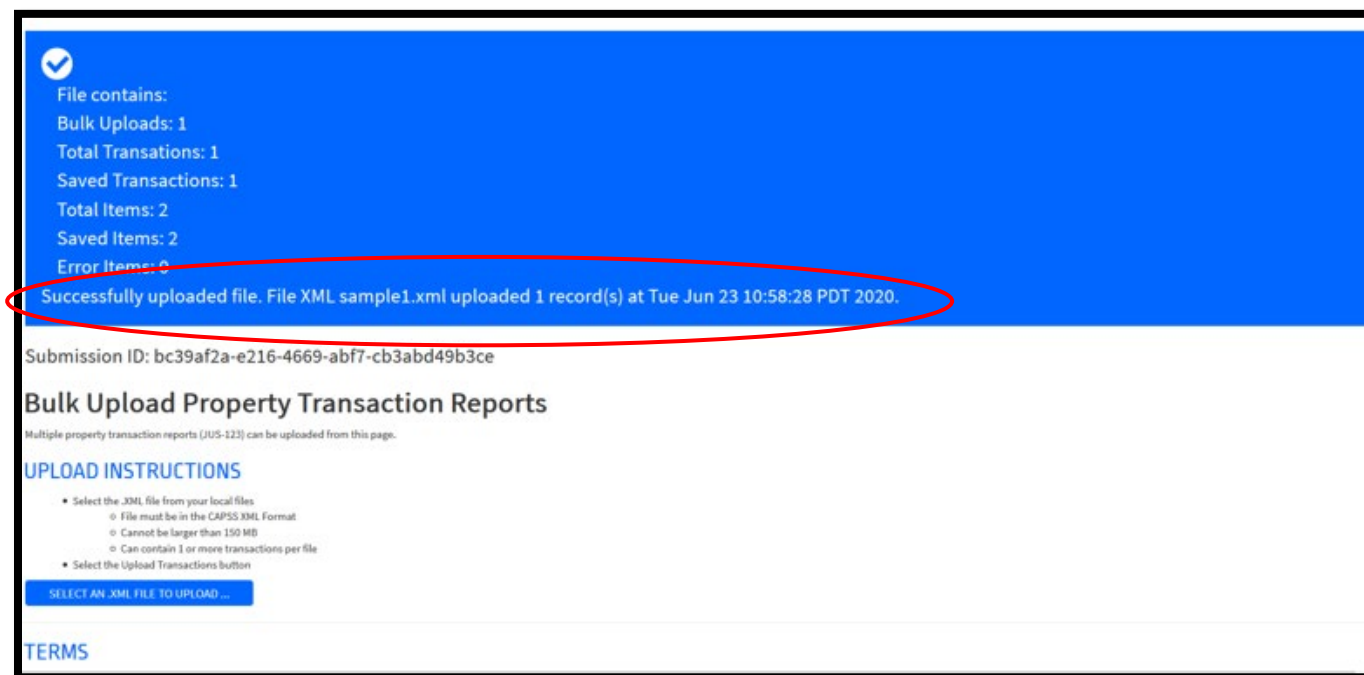
The screenshot shows the 'Bulk Upload Property Transaction Reports' page in the CAPSS system. The page has a dark header with navigation links: CAPSS, Bulk Upload, JUS-123, Search, Transactions, API Client, and Multi Store Registration. On the right, there's a user profile section with 'doj.test.pawnbroker 000000346' and buttons for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'. The main content area is titled 'Bulk Upload Property Transaction Reports' and includes a sub-header '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', 'File must be in the CAPSS XML Format', and 'Cannot be larger than 150 MB'. A fourth bullet point says 'Can contain 1 or more transactions per file'. Below the instructions is a button labeled 'SELECT AN .XML FILE TO UPLOAD...' which is circled in red. At the bottom of the page, there is a 'TERMS' section with a paragraph stating '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.' and a button labeled 'UPLOAD TRANSACTIONS'.

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

This screenshot shows the same 'Bulk Upload Property Transaction Reports' page, but now a file has been selected. Below the 'SELECT AN .XML FILE TO UPLOAD...' button, the text 'File Selected: MS Bulk Upload XML Sample.xml' is displayed and circled in green. The 'UPLOAD TRANSACTIONS' button at the bottom of the page is now circled in red. The rest of the page content, including the header, navigation links, and instructions, remains the same as in the previous screenshot.

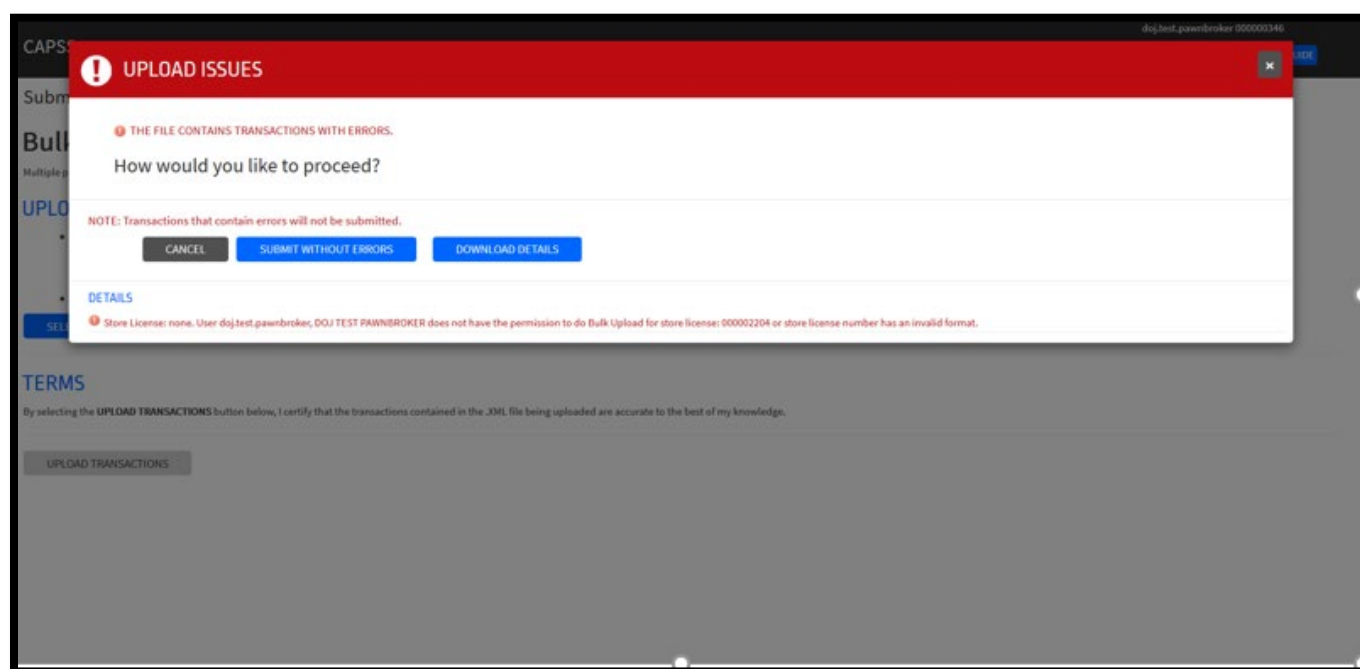
Store User Guide

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

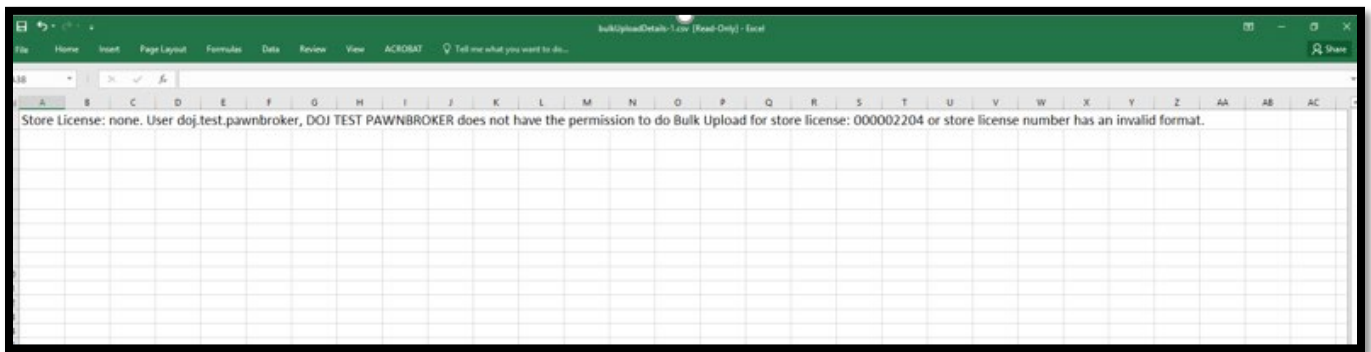
CANCEL = The bulk upload will be canceled.

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.

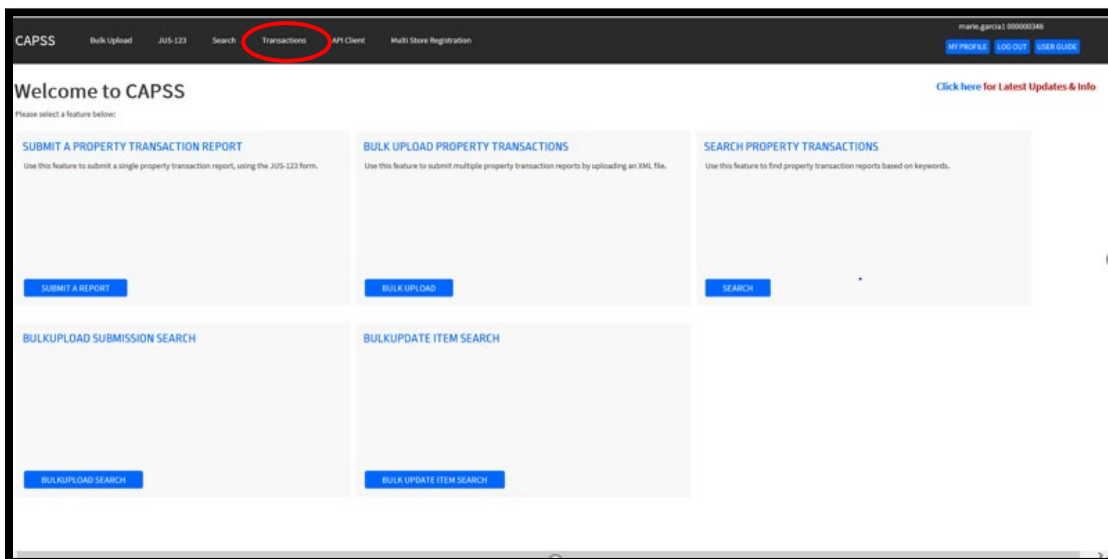
DOWNLOAD DETAILS

- 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

The screenshot shows the CAPSS Search interface. At the top, there is a navigation bar with links: CAPSS, Bulk Upload, JUS-123, Search, Transactions, API Client, and Multi Store Registration. On the right, a user profile for 'marie.garcia | 00000348' is displayed with links for 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'.

The main 'Search' section contains the following fields:

- Source:** A dropdown menu with options: All, Online Form, Bulk Upload.
- SHD/PB Store Representative:** A dropdown menu with 'All' selected.
- Transaction Date:** A text input field with a date format 'mm/dd/yyyy'.
- Submission Date:** Two text input fields for 'FROM: mm/dd/yyyy' and 'TO: mm/dd/yyyy'.
- Seller or Pledgor Last Name:** A text input field.
- Seller or Pledgor First Name:** A text input field.
- Seller or Pledgor Middle Name:** A text input field.
- Reference ID:** A text input field.

At the bottom of the search section are three buttons: 'CANCEL', 'RESET', and 'SEARCH'.

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).

00000348-1532586379149-2	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)
00000348-1532586404156-2	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)
00000348-1532586404078-1	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)
00000348-1517440647168-1	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
00000348-1506634478906-1	08/28/2017 2:26 PM	1	test, testing	01/01/1985	CAL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sony SAXOPHONE (test edit)
00000348-1504854944354-1	08/07/2017 1:04 PM	1	sanchez, janet	01/01/1985	CA123456	PAWNBROKER TEST STORE	DOJ TEST AGENCY	sears 12MS HOT PLATE (78940)
00000348-150300527129-1	08/17/2017 1:05 PM	1	smitty, jane	01/01/1985	AL789	PAWNBROKER TEST STORE	DOJ TEST AGENCY	apple LAP TOP COMPUTER (MAC1234)
00000348-1502911768991-2	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)
00000348-1502911768998-1	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

CAPSS

Bulk Upload

RJS-123

Search

Transactions

API Client

Multi Store Registration

maria.garcia | 00000346

MY PROFILE

LOG OUT

USER GUIDE

EDIT PROPERTY TRANSACTION

CANCEL TRANSACTION

PRINT

INTENDED SELLER OR PLEDGER INFORMATION

Last Name

UAT

First Name

quarterone

Middle Name

twentytwenty

Date of Birth

04/25/2000

Was US Address

Address

4949 BROADWAY

City

SACRAMENTO

US State or Territory

CALIFORNIA

Postal Code

95820

Gender

FEMALE

Race

CHINESE

Hair Color

BLACK

Eye Color

BROWN

Height (ft.)

5

Height (in.)

3

Weight (lbs.)

120

Identification Type

DRIVERS LICENSE

Issuing US State or Territory *

CALIFORNIA

Issuing Country

UNITED STATES

Identification Number

D1111111

Identification Date of Issue

10/12/2019

Identification Expiration Year

YYYY

Phone Number

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

Store County

SACRAMENTO

Store License Type

Pawn Broker

TRANSACTION ITEM(S) INFORMATION

Transaction Date

01/12/2020

Transaction Time

12:30 PM

Transaction ID

000000346-1578887038332-1

TRANSACTION ITEM 1

☐ Pawn ☒ Buy ☐ Consign ☐ Trade ☐ Auction

Reference ID

ref100

Article Field

CELLPHONE

Brand Name

iphone

Model

7

Manufacturer's Pattern Name *

NONE

Color *

BLACK

Material *

METAL

Size *

10

Unit *

INCHES

Serial Number

852369741qwertyuiop

Loan/Buy Number

lbn100

Dollar (\$) Amount

\$201.01

Owner Applied Number

UNKNOWN

Personalized Inscription

unknown

Plain Text Description (One Item Only)

iphone 7

Item Image

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 Fingerprint


Seller or Pledge Has No Fingers Indicator ☐

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: hotel 123	City:	US State or Territory:	Postal Code:
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 main content area, 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:

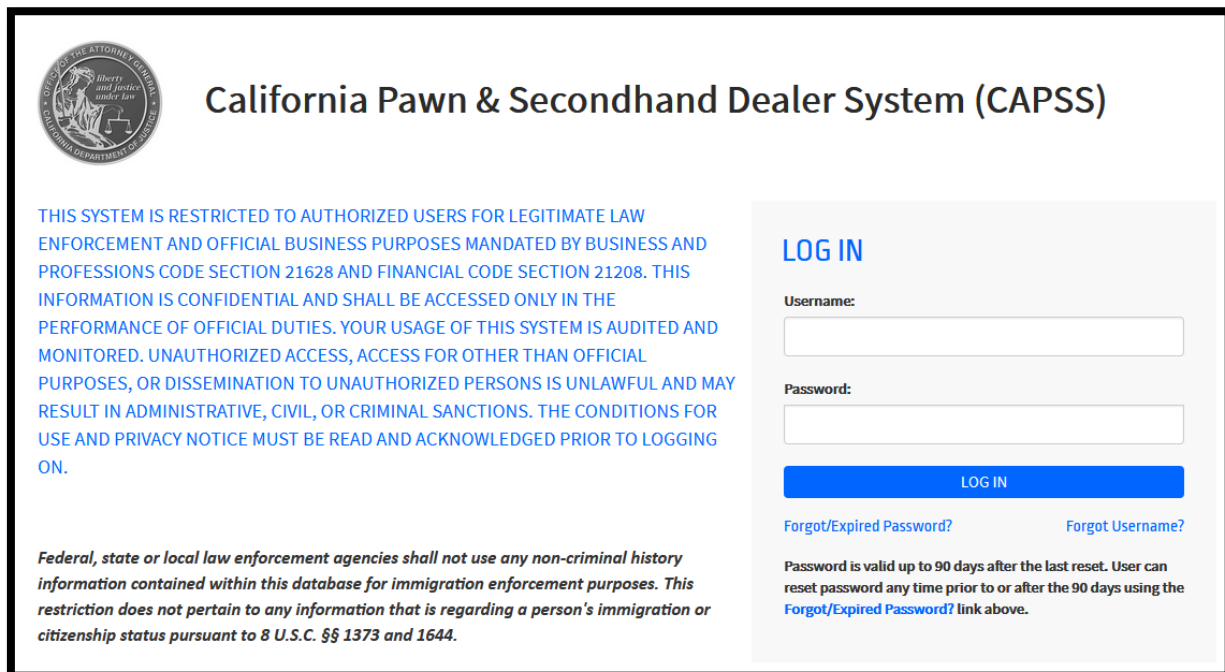
<https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/api-client-doj-capss-bulk-upload.pdf>

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:

The screenshot shows the CAPSS dashboard. The top navigation bar includes links for Bulk Upload, JUS-123, Search, Transactions, API Client (circled in red), and Multi Store Registration. The user is logged in as marie.garcia1 000000346. The main content area is titled 'Welcome to CAPSS' and includes a link for 'Latest Updates & Info'. Below this, 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 corresponding button at the bottom.

Click on New Client link and complete requested information:

The screenshot shows the 'New Client' page in the CAPSS system. The top navigation bar includes links for Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. The user is logged in as toby.wan.kenobi2 MS0000121. The main content area is titled 'Client List' and includes a link for 'New Client'. Below this, there is a table with the following columns: CLIENT ID, ACCESS TOKEN VALIDITY SECONDS, REFRESH TOKEN VALIDITY SECONDS, REDIRECT URI, and CREATED BY.

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 user dashboard for the CAPSS system. 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 000000346" 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" with a "SUBMIT A REPORT" button; "BULK UPLOAD PROPERTY TRANSACTIONS" with a "BULK UPLOAD" button; "SEARCH PROPERTY TRANSACTIONS" with a "SEARCH" button; "BULKUPLOAD SUBMISSION SEARCH" with a "BULKUPLOAD SEARCH" button; and "BULKUPDATE ITEM SEARCH" with a "BULK UPDATE ITEM SEARCH" button.

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
8C019.127
(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

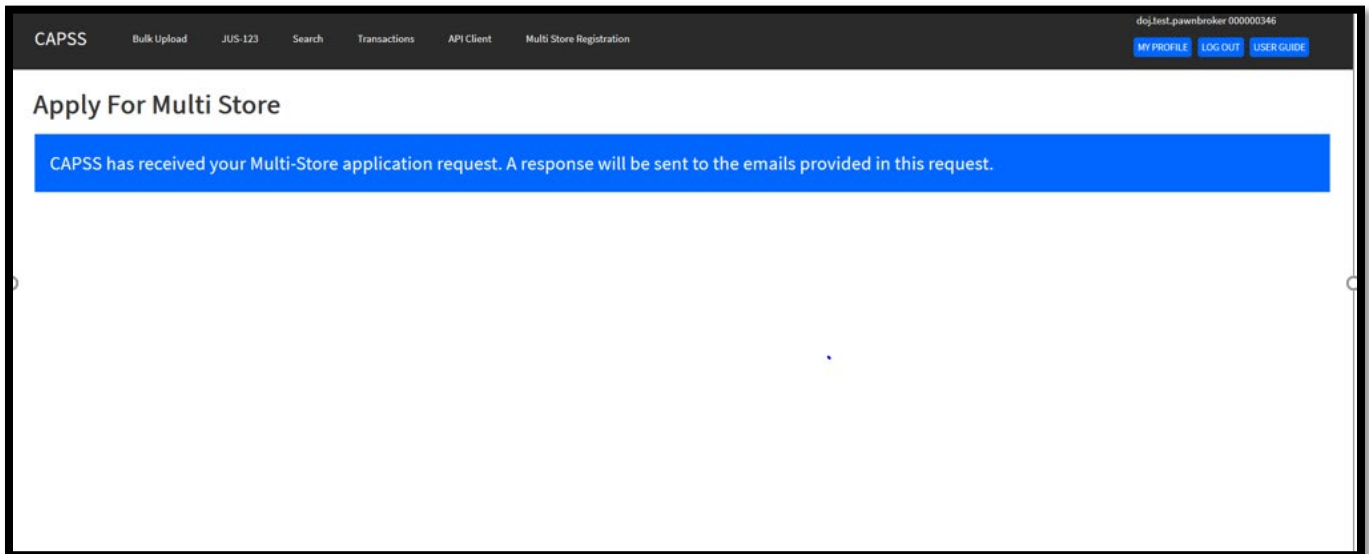
As an authorized Multi-Store submitter, I agree to comply with the PTR submission requirements mandated by Article 4, Chapter 9, Division 8 of the Business and Professions Code.

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 certifying accuracy is checked. At the bottom, a red circle highlights the "SUBSCRIBE" button, with a "RELEASE" button next to it.

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

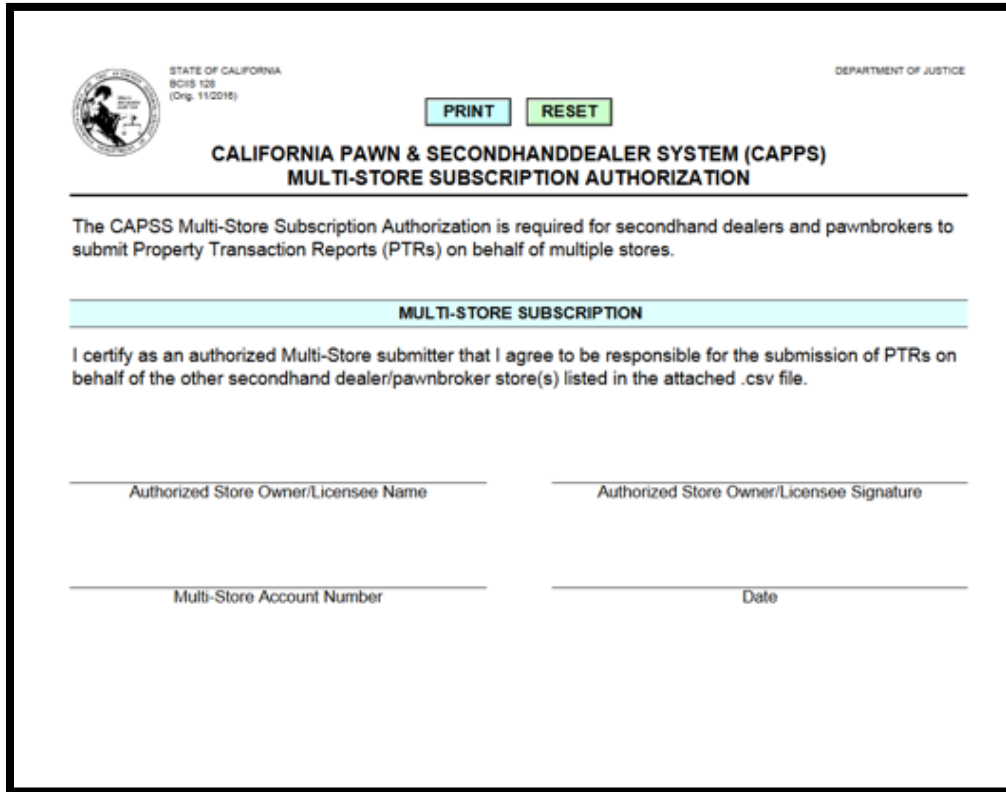
PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS FORM

SUBSCRIBE RELEASE

Store User Guide

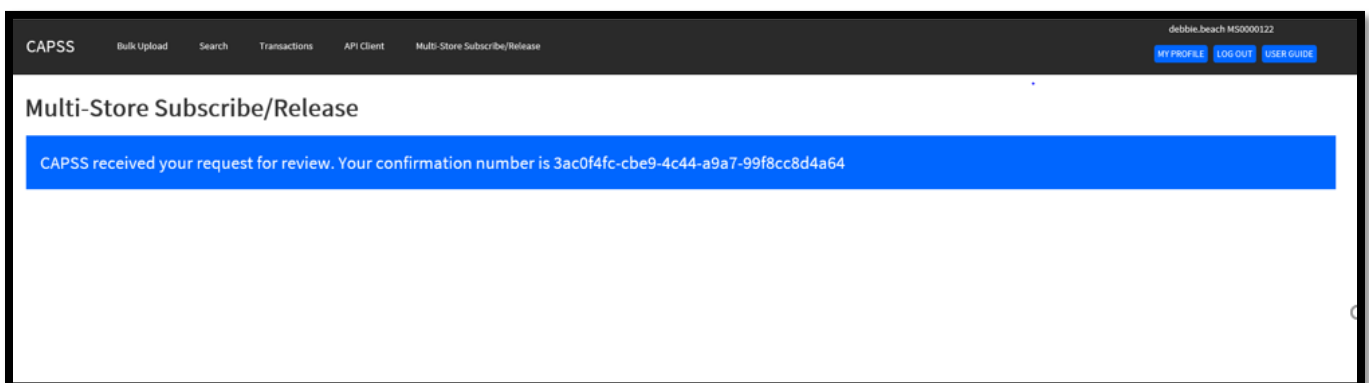
Link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/secondhand/capss/capps-multi-store-sub-auth.pdf>

Sample of the Multi-Store Subscription Authorization Form



The image shows a sample of the Multi-Store Subscription Authorization form. At the top left is the State of California seal. To its right, it says "STATE OF CALIFORNIA BCIS 128 (Orig. 11/2015)". Further right is "DEPARTMENT OF JUSTICE". In the center, there are two buttons: "PRINT" and "RESET". Below these is the title "CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS) MULTI-STORE SUBSCRIPTION AUTHORIZATION". A paragraph states: "The CAPSS Multi-Store Subscription Authorization is required for secondhand dealers and pawnbrokers to submit Property Transaction Reports (PTRs) on behalf of multiple stores." Below this is a section titled "MULTI-STORE SUBSCRIPTION" with a light blue background. It contains a certification statement: "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." At the bottom, there are four fields: "Authorized Store Owner/Licensee Name", "Authorized Store Owner/Licensee Signature", "Multi-Store Account Number", and "Date".

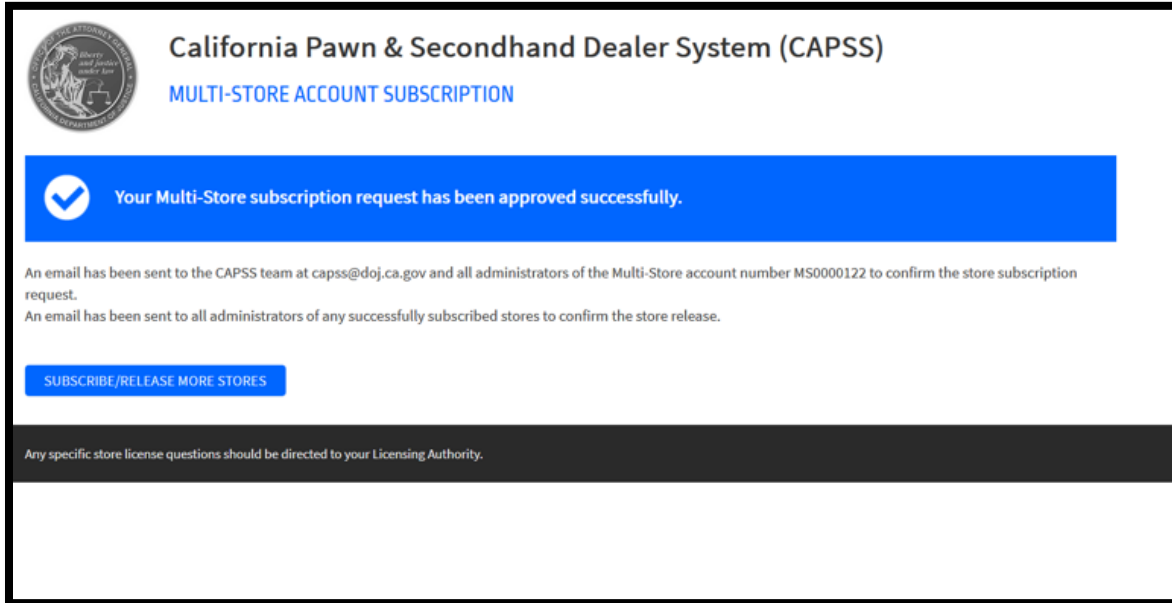
Once submitted you will receive the following response:



The image is a screenshot of the CAPSS web application. The top navigation bar includes "CAPSS" and links for "Bulk Upload", "Search", "Transactions", "API Client", and "Multi-Store Subscribe/Release". On the right, it shows the user "debbie.beach MS0000122" with buttons for "MY PROFILE", "LOG OUT", and "USER GUIDE". The main heading is "Multi-Store Subscribe/Release". A blue message box states: "CAPSS received your request for review. Your confirmation number is 3ac0f4fc-cbe9-4c44-a9a7-99f8cc8d4a64".

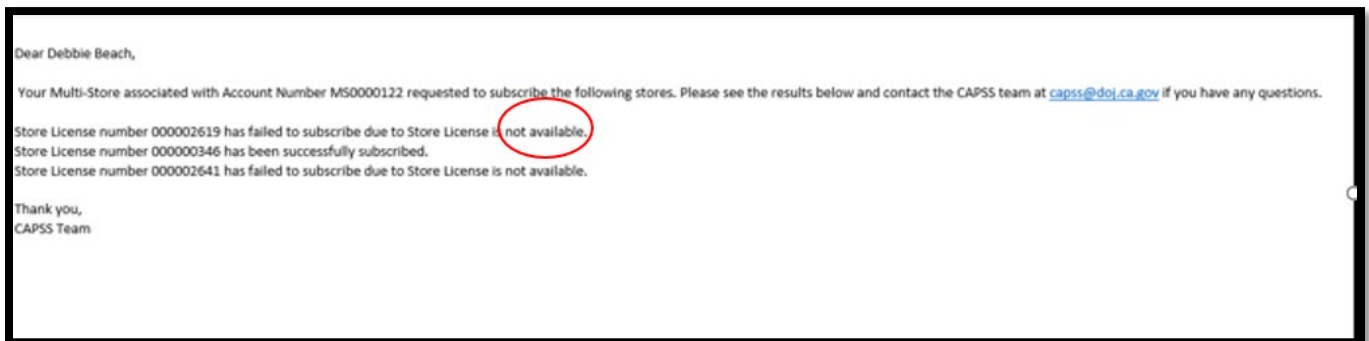
Store User Guide

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

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:

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.

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

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 now circled in blue. Below it, the text "File Selected: Bulk Upload XML Sample2 Multi license numbers and items.xml" is displayed and circled in green. The "TERMS" section remains the same. The "UPLOAD TRANSACTIONS" button at the bottom is now 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 navigation links: CAPSS, Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. On the right, there are links for MY PROFILE, LOG OUT, and USER GUIDE. The main content area has a blue background with a white checkmark icon. It lists the following information: File contains: Bulk Uploads: 2, Total Transactions: 2, Saved Transactions: 2, Total Items: 4, Saved Items: 4, Error Items: 0. Below this, it states: 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. The Submission ID: 5ae417da-b6ae-4527-9836-a78c8650c542 is circled in red. Below the Submission ID, the title 'Bulk Upload Property Transaction Reports' is displayed, followed by the text 'Multiple property transaction reports (JUS-123) can be uploaded from this page.' and a link '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 navigation links: CAPSS, Bulk Upload, Search, Transactions, API Client, and Multi-Store Subscribe/Release. On the right, there are links for MY PROFILE, LOG OUT, and USER GUIDE. The main content area has a white background with the title 'Welcome to CAPSS' and a link 'Click here for Latest Updates & Info'. Below the title, it says 'Please select a feature below:'. There are four feature cards: 1. BULK UPLOAD PROPERTY TRANSACTIONS: Use this feature to submit multiple property transaction reports by uploading an XML file. It has a 'BULK UPLOAD' button. 2. SEARCH PROPERTY TRANSACTIONS: Use this feature to find property transaction reports based on keywords. It has a 'SEARCH' button circled in red. 3. BULKUPLOAD SUBMISSION SEARCH: It has a 'BULKUPLOAD SEARCH' button. 4. BULKUPDATE ITEM SEARCH: It has a 'BULKUPDATE ITEM SEARCH' button.

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

[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 section shows 'debbie.beach MS0000122' with links for MY PROFILE, LOG OUT, and USER GUIDE. The main search area 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 of the search area 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 section shows 'debbie.beach MS0000122' with links for MY PROFILE, LOG OUT, and USER GUIDE. The main content area is titled 'Property Transaction List' and shows 'Showing 2 results for transaction search.' Below this is a table with the following data:

TRANSACTION ID	TRANSACTION DATE/TIME	ITEM COUNT	SELLER OR PLEDGER NAME	DOB	ID#	SHD/PB	LICENSING AUTHORITY	ITEMS
000002641-1594232703006-1	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)
000000346-1594232702898-1	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)

A red arrow points to the first transaction ID, [000002641-1594232703006-1](#).

To view the bulk upload transaction, click on the submission 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 TRANSACTIONPRINT

INTENDED SELLER OR PLEDGER INFORMATION

Last Name	MS	First Name	expired	Middle Name	exception	Date of Birth	04/20/2000
Non US Address	123 test ave	City	sacramento	US State or Territory	CALIFORNIA	Postal Code	95811
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				
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
------------------	------------	------------------	---------	----------------	---------------------------

TRANSACTION ITEM 1

☒ Pawn ☐ Buy ☐ Consign ☐ Trade ☐ Auction

Reference ID	6667		
Article Field	RADIO	Brand Name	UNKNOWN
Manufacturer's Pattern Name *		Model	11 pro max
		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 text 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." At the bottom, there are four fields: "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 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 main heading is "Multi-Store Subscribe/Release". Below this, there are instructions for uploading transactions and releasing responsibility, each with a link to download the respective form. A text input field is labeled "Provide Subscribe/Release store license number(s) below." and contains the text "Enter License Numbers Separated by comma (,) 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 bottom section of the CAPSS form. It includes a checkbox labeled "PLEASE CHECK THE BOX BEFORE SUBMITTING" with the text "I certify that the form being submitted is accurate to the best of my knowlege". Below this is a message "PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS FORM" and two buttons: "SUBSCRIBE" and "RELEASE".

You will receive this message

The screenshot shows the bottom section of the CAPSS form with a blue confirmation message: "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 M50000122 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