



How to Sell a Firearm Using Electronic 4473

Using the Electronic 4473

▶ Start CUSTOMER'S e4473

1. Open the **Data Center**
2. Click the **Firearms** Tab
3. Click on the **4473** button
4. In the drop down select **Start Customer**
5. Click the **Select** button
6. Search to locate or **Add New Customer**
7. Verify customer's information
8. Click **SUBMIT**
9. Click the **Create 4473 Record** button.
10. Provide the 4473 ID to customer
11. Refer customer to 4473 Kiosk
12. Customer enters assigned 4473 ID code and verifies identity
13. Customer completes electronic 4473

▶ Process CUSTOMER e4473

1. Open the **Data Center**
2. Click on the **Firearms** Tab
3. Click on the **4473** button
4. In the drop down select **Process Customer 4473**
5. Locate the customer name and **double-click** to select or click edit pencil
6. Review and approve or deny 4473
7. Complete Seller Information screens
8. Select firearm(s) and verify serial number(s) or select dropdown for layaway or special order
Note: You cannot select the dropdown options AND another firearm from the firearm grid
9. Complete Seller Section D
10. Click the **"I agree with and certify the above statement"** button.
11. When prompted, click the **SAVE** button.
12. The 4473 report is saved and the document prints

▶ Update 4473 DISPOSITION

NOTE: Complete NICS or state background check prior to starting this disposition process.

1. Open the **Data Center**
2. Click the **Firearms** Tab
3. Click on the **4473** button
4. In the drop down, select **Update 4473 Disposition**
5. Locate the customer name and **double-click** to select or click edit pencil
6. Complete the **Update 4473 Disposition** screen
 - a. **NICS number:** Enter Number
 - b. **Transaction Serial Number:** Enter Transaction Serial Number
 - c. **Select New Disposition:** Select appropriate action from drop down
 - d. **Select Transaction To Create:** Select appropriate option from drop down
 - **Sale or Trade:** Moves to register after transaction screen
 - **None:** Select for Pending or Denied transactions (Select for Special Orders or Layaways and complete at the Register)
 - **Consignment Return & Transfer Out:** Does NOT create transaction at the Register
7. Click **Submit**
8. A **Firearms** (transactions) window will appear, depending on transaction type. Review, update if necessary
9. Click the **Submit** button

NOTE: The firearm transaction is now finalized or moved to the **Register** for payment

▶ TAKE CUSTOMER PAYMENT AT REGISTER

10. Open the **Register**
11. Search for Customer that is purchasing the firearm(s)
12. Click on the red **Current** Tab
13. Click on **Firearm Transaction** (or complete Layaway or Special Order transaction)
14. Click the **Move to Register** button
15. Complete waiting period and 3310-12 information if applicable for store location
16. Select the **Tender Type(s)** for payment
17. Click **Submit**
18. Both a transactional and firearm receipt will print to receipt printer. The firearm receipt will have a customer signature line and may be used for any required record keeping. If desired, print the optional 8 1/2 X 11 firearm receipt for the customer. (Receipt will not print for a Special Order or layaway transaction)