



CAPSS ID

<https://capss-id.doj.ca.gov>

Store Administrator can add employees/users,
along with editing your profile



CAPSS ID

Login with
your same
user ID
(received
through
email) and
password



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 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.

LOG IN

Username

Password

LOG IN

[Forgot Password?](#)

[Forgot Username?](#)



CAPSS ID Dashboard

By clicking on the 'EDIT MY PROFILE' you will be able to

This page allows you to edit your profile and Manage users

CAPSS > Id Peter Pawn [MY PROFILE](#) [LOG OUT](#) [HELP](#)

Dashboard

[EDIT MY PROFILE](#)

My Profile **Managed Users**

Item	Value
User Id	pet er.paw.n
Name	Peter Pawn
Email Address	testing+peterpawn@r53.chrisomeara.com
Organization	Newark Pawn
Group Memberships	StoreAdmins



EDIT PROFILE

When editing your profile be sure to click 'update user' so that all edits are saved.

CAPSS > Id Peter Pawn

[MY PROFILE](#) [LOG OUT](#) [HELP](#)

Edit User: peter.pawn

Name *

Email Address *

Organization Name *
[Newark Pawn](#)

Password [Help](#)

Password Confirmation

ACCOUNT STATUS

Active

GROUP MEMBERSHIP *

<input type="checkbox"/> StoreUsers	Can Submit Property Transaction Reports
<input checked="" type="checkbox"/> StoreAdmins	Can Submit Property Transaction Reports and Manage Users for own Store



ADDING USERS

In order to 'add users' you will need to click on 'managed Users' on your dashboard- then on the far right click 'Add User'

The screenshot displays the CAPSS Id dashboard. At the top right, the user name 'Peter Pawn' is visible, along with three blue buttons: 'MY PROFILE', 'LOG OUT', and 'HELP'. The main heading is 'Dashboard'. Below this, there are two tabs: 'My Profile' and 'Managed Users', with 'Managed Users' being the active tab. On the far right of the dashboard area, there is a blue button labeled 'ADD USER'. Below the tabs is a search bar with the placeholder text 'Search'. At the bottom of the dashboard, there is a table header with the following columns: 'NAME', 'USER ID', 'EMAIL ADDRESS', 'GROUP MEMBERSHIPS', and 'ORGANIZATION ▲'.



MANAGE USERS/EMPLOYEES

CAPSS > Id Peter Pawn [MY PROFILE](#) [LOG OUT](#) [HELP](#)

New User

Name *

Email Address *

Verify Email Address *

GROUP MEMBERSHIP *

- StoreUsers** Can Submit Property Transaction Reports
- StoreAdmins** Can Submit Property Transaction Reports and Manage Users for own Store

Dear NEW USER,

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

CAPSS Username: new.user

[RESET PASSWORD](#)

Thank You,

CAPSS Team

As a Store Administer- here is where you'll add CAPSS additional users and assign them their roles.

- They will be sent an email that will allow them to set a password
- Their 'USERNAME' is assigned via CAPSS and cannot be edit
- They will need to click on the BLUE 'RESET PASSWORD' in order to continue



Resetting Password

✓ Passwords expire in 90 days



California Pawn & Secondhand Dealer System (CAPSS)

RESET PASSWORD

RESET PASSWORD *

UserName *

Enter your CAPSS username

Password * [Help](#)

Enter a password of your choice

Verify Password *

Re-enter the password

CLEAR

RESET PASSWORD



California Pawn & Secondhand Dealer System (CAPSS)

REGISTRATION

PLEASE USE THESE LINKS TO ACCESS CAPSS

SUBMIT & SEARCH JUS-123

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

MANAGE LICENSES

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

MANAGE USER ACCOUNTS

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

Once the NEW USERS “reset password” you will be prompt to choose from the following 3 links:

- 1.CAPSS MAIN
- 2.CAPSS LICENSING (Law Enforcement Only)
- 3.CAPSS ID - Passwords expire in 90 days, if you are unable to log on, reset your password



CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS)

CAPSS Email: capss@doj.ca.gov

CAPSS Help Desk: 916-227-6400

CAPSS Website:

<http://oag.ca.gov/secondhand/capss>