



Dealer Portal

USER MANUAL FOR OREGON STATE POLICE

v1.02

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Questions

Please contact the LEDS Help Desk at [\(503\) 378-5565](tel:5033785565) or hleds@osp.oregon.gov for questions regarding the contents of this user manual.

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1 Introduction

This manual is designed to educate individuals on the use and basic features of the Dealer Portal application.

The following sections will detail how to navigate the Dealer Portal application, including:

- Accessing and editing profile information
- Submitting new Firearm Transactions
- Editing draft Firearm Transactions
- Viewing submitted Firearm Transactions
- Viewing Invoices and Payments
- Making Payments
- Adding a Scheduled Gun Show
- Accessing FAQs

2 How to Access

Dealer Portal is a web application; therefore, users must have access to a web browser to use it. Any individual with access to an internet connection and a browser can access the Dealer Portal. Follow these steps to access the application's log in page (Figure 1):

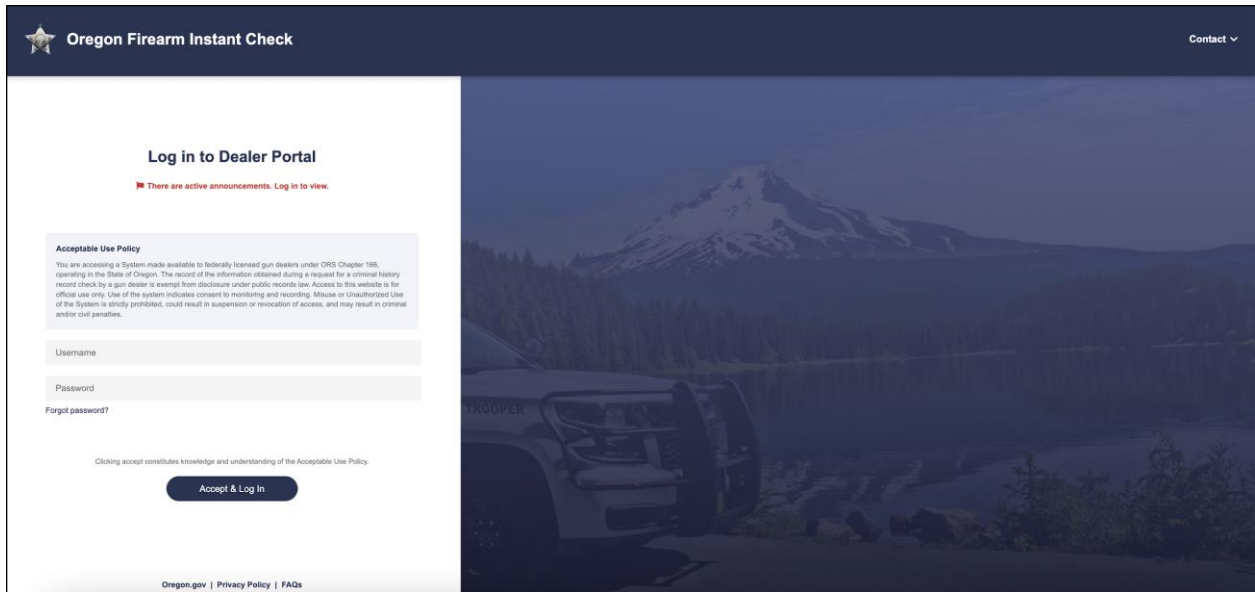


Figure 1: Dealer Portal Login Page

1. Open a Web Browser (Internet Explorer 11, Microsoft Edge, Safari, Mozilla Firefox, or Chrome).
2. Navigate to the Dealer Portal URL.

If there are active announcements in Dealer Portal, users will be notified on the login page (Figure 2).

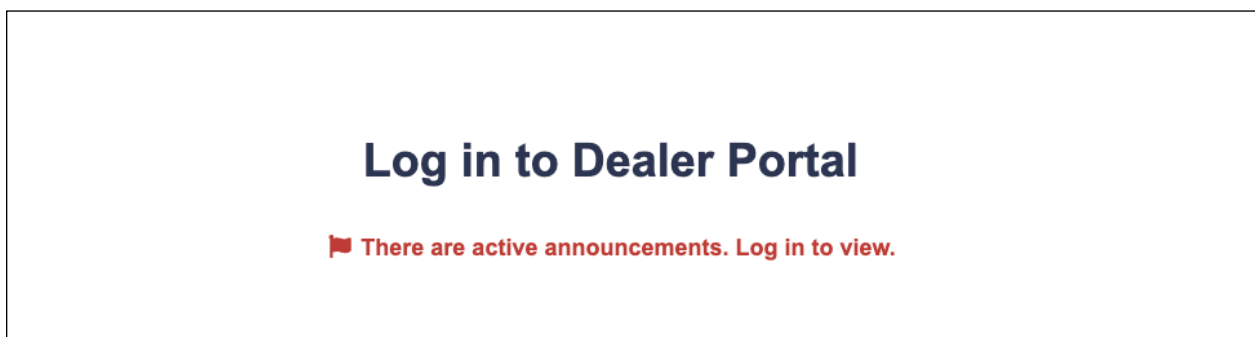


Figure 2: Dealer Portal Login Page with Active Notifications

The following sections will detail the process of logging in and out.

2.1 Logging in and Out

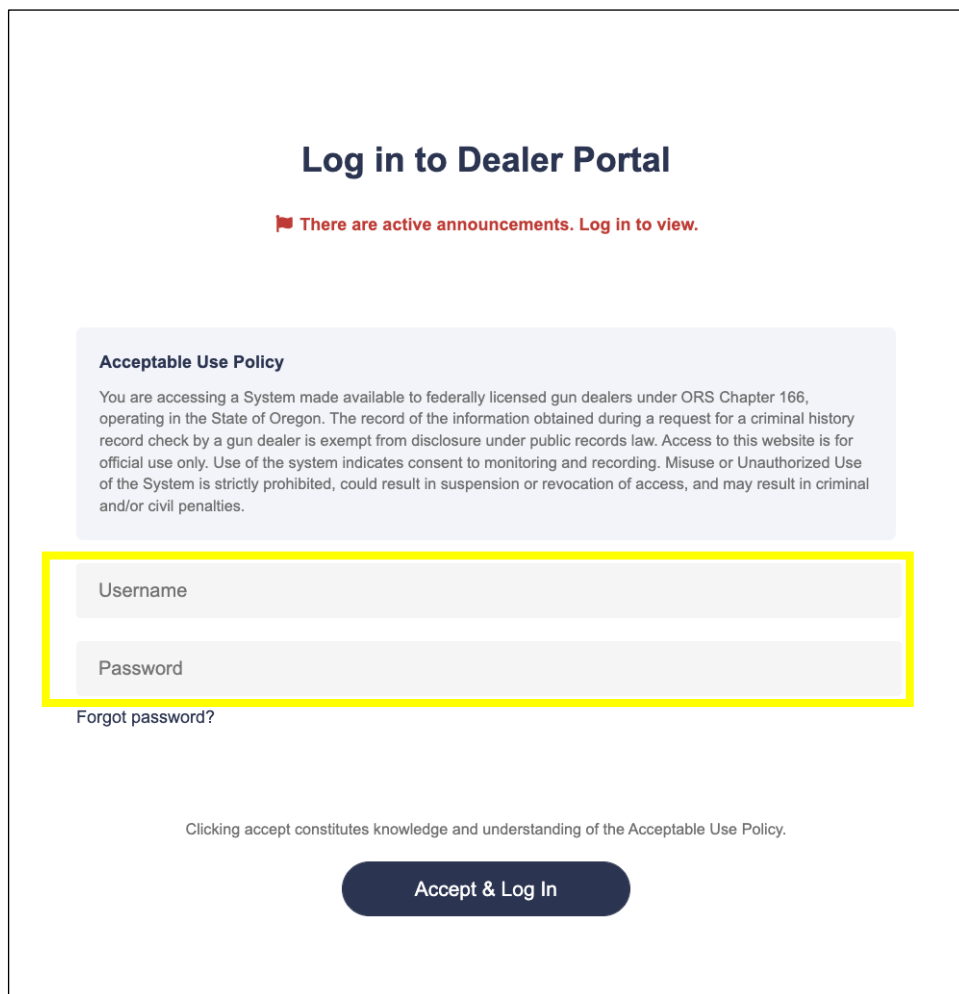
Users can access the Dealer Portal using their assigned credentials. To log in to the Dealer Portal, type the account username and password designated during the account's creation into the

Username and **Password** fields on the left of the page (Figure 3). Then, after reviewing the Acceptable Use Policy, click **Accept & Log In**.

If an entry is incorrect, a message will appear at the top of the login field, notifying users of the error. To clear entered text and retype the login credentials, press **Clear**.

Note: Dealer Portal accounts will automatically deactivate after five failed login attempts. Accounts will automatically reactivate after 10 minutes; to reactivate manually, standard users can contact their Dealer Portal admin, and admin users can call the OSP FICS unit with the contact information listed in the **Contact** dropdown.

Note: If the dealer's account has a "closed" status, the account will be restricted in the following areas: cannot login to Dealer Portal, External API will be disabled, and the dealer cannot reset their password.



The screenshot shows the 'Log in to Dealer Portal' page. At the top, there is a notification: 'There are active announcements. Log in to view.' Below this is an 'Acceptable Use Policy' section with a light blue background. The policy text states: 'You are accessing a System made available to federally licensed gun dealers under ORS Chapter 166, operating in the State of Oregon. The record of the information obtained during a request for a criminal history record check by a gun dealer is exempt from disclosure under public records law. Access to this website is for official use only. Use of the system indicates consent to monitoring and recording. Misuse or Unauthorized Use of the System is strictly prohibited, could result in suspension or revocation of access, and may result in criminal and/or civil penalties.' Below the policy is a login form with two input fields: 'Username' and 'Password'. These fields are highlighted with a yellow border. Below the password field is a link that says 'Forgot password?'. At the bottom of the form is a dark blue button labeled 'Accept & Log In'. Below the button, there is a small text line: 'Clicking accept constitutes knowledge and understanding of the Acceptable Use Policy.'

Figure 3: Username and Password Fields on Dealer Portal Login Page

It is important to log out of an account when finished with the Dealer Portal to ensure the account's security. **Note:** Users will automatically be logged out of their account after 30 minutes of inactivity and redirected to the log in page.

To log out, follow the steps below:

1. Click on the username initials on the top right corner of the page to open the user dropdown menu.

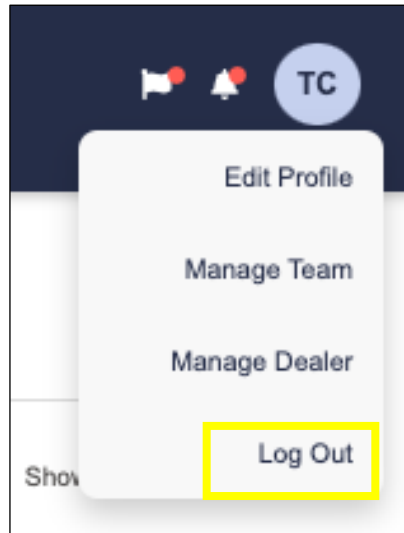


Figure 4: User Dropdown with Log Out Option Highlighted

2. Click **Log Out**.
3. Users will be forwarded to the Dealer Portal log in page.

2.1.1 Forgot Password

Users can reset a forgotten password by clicking the **Forgot Password?** link below the login fields on the Dealer Portal login page (Figure 5). A pop-up will appear, prompting users to enter their username and an email or phone number associated with their account.

Figure 5: Login Page with Forgot Password Link Highlighted

Enter the information and click **Submit**.

If an email address is entered, Dealer Portal will send an email to the provided address with a link to reset the account's password, as well as an email to the old account email notifying the user of the change. If a phone number is entered, users will receive a text with a temporary PIN number to regain access to their account. If an incorrect email or password is entered, an error notification will appear, and no reset message will be sent.

The image displays two screenshots of a password reset interface. The top screenshot is titled "Oregon Firearms Check Portal" and the bottom one is titled "Oregon Firearm Instant Check". Both popups have a star logo in the top left and a close button (X) in the top right. The main heading for both is "Trouble logging in?". Below the heading is a sub-heading: "To reset your password enter your username and either your email address or phone number on file. If you need more help contact the Oregon FICS unit." The form fields are: a single field for "*username", and two fields for "**Email" and "**Phone Number". A dark blue "Submit" button is centered at the bottom of each popup.

Figure 6: Forgot Password Popup

Once a user regains access to their account via phone number or email, they will be taken to a login page with a popup containing fields for a new password. The new password must be entered twice and both entries must be identical. Review the requirements for a new password below:

- Must not match any of the previous 24 passwords used for the Dealer Portal account.
- Must contain one numeric value, one symbol, one uppercase letter, and one lowercase letter
- Must not match email or username
- Must be 12-60 characters

Once a new password has been successfully entered, select **Submit**.

After successfully setting a new password, the user will be taken to the login page. Now, the user can successfully log into their Dealer Portal account using the new password.

2.1.2 Reset Password

Every 90 days, each Dealer Portal user must reset their password to ensure the security of their account. Upon entering login information, a popup will appear with fields for an updated password. Review the requirements for a new password below:

- Must not match any of the previous 24 passwords used for the Dealer Portal account.
- Must contain one numeric value, one symbol, one uppercase letter, and one lowercase letter
- Must not match email or username
- Must be 12-60 characters

Once a new password has been successfully entered, select **Submit**.

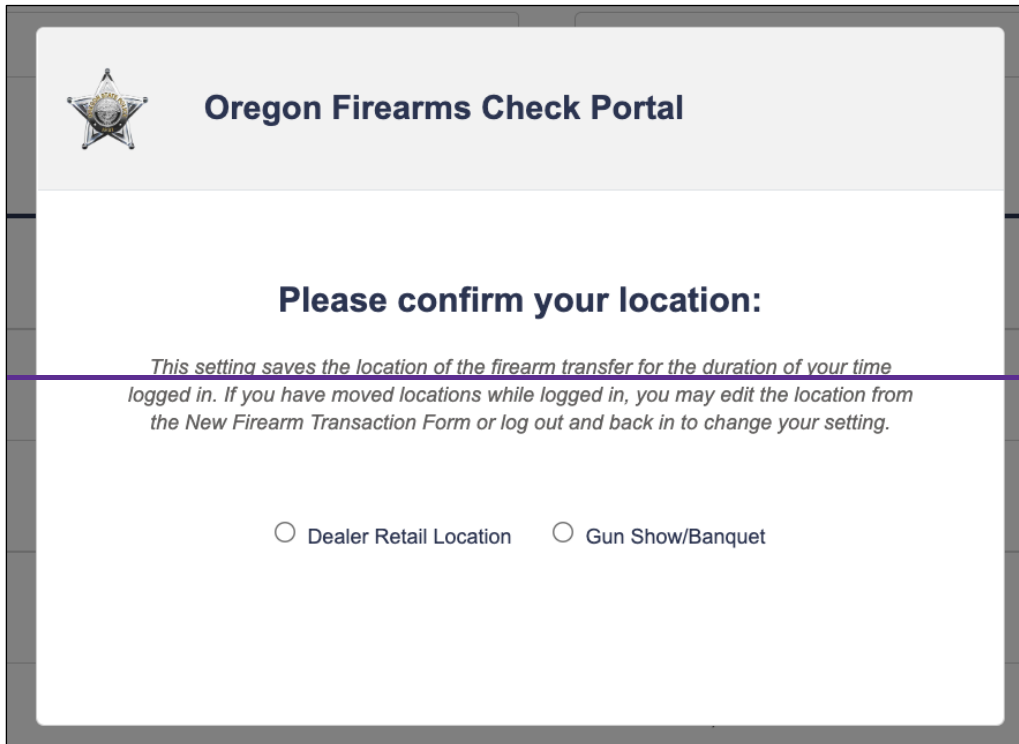
After successfully setting a new password, the user will be taken to the login page. Now, the user can successfully log into their Dealer Portal account using the new password.

3 Environment

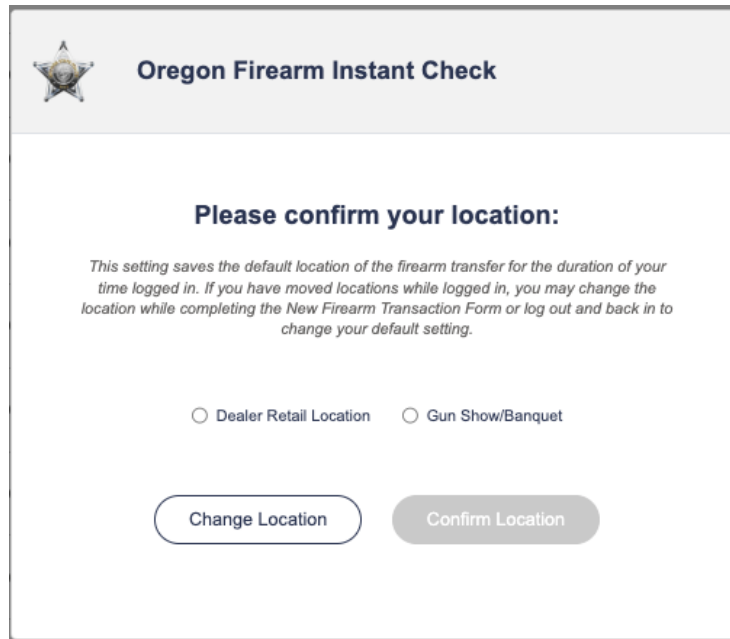
The Dealer Portal is designed to allow users to quickly and easily navigate to different sections of the application. The following describes the different sections of the Dealer Portal environment.

3.1 Confirm Location

Upon login, users will be prompted to confirm their location: either a **Dealer Retail Location** or a **Gun Show/Banquet**. This location will be saved through the duration of the login, but it can be manually changed by either editing the location in the New Firearm Transaction Form (**Section 5**) or by logging out and logging back in.



The screenshot shows a web interface for the "Oregon Firearms Check Portal". At the top left is a logo featuring a star with "OREGON" written across it. To the right of the logo, the text "Oregon Firearms Check Portal" is displayed in a bold, dark font. Below this header, the main content area contains the heading "Please confirm your location:" in bold. Underneath the heading is a paragraph of explanatory text: "This setting saves the location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may edit the location from the New Firearm Transaction Form or log out and back in to change your setting." At the bottom of the form, there are two radio button options: "Dealer Retail Location" and "Gun Show/Banquet".



Oregon Firearm Instant Check

Please confirm your location:

This setting saves the default location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may change the location while completing the New Firearm Transaction Form or log out and back in to change your default setting.

Dealer Retail Location Gun Show/Banquet

[Change Location](#) [Confirm Location](#)

Figure 7: Confirm Location Popup

If the “Dealer Retail Location” option is selected, the address of the firearm transfer location will display below. If the information displayed is incorrect, click the link below the address to provide an updated FFL license and account form with the corrected retail location information.



Oregon Firearms Check Portal

Please confirm your location:

This setting saves the location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may edit the location from the New Firearm Transaction Form or log out and back in to change your setting.

Dealer Retail Location Gun Show/Banquet

Based on your selection, your firearm transfer location is:

josh's dealer
123 Main St
Salem, OR 97314

Retail Location Incorrect?

If your retail location displayed is incorrect, please provide the FICS unit an updated FFL license and account form with the corrected retail location information which can be obtained [here](#). Please contact the FICS unit for additional questions or concerns at 800.432.5059.

Change Location

Confirm Location

Oregon Firearm Instant Check

Please confirm your location:

This setting saves the default location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may change the location while completing the New Firearm Transaction Form or log out and back in to change your default setting.

Dealer Retail Location Gun Show/Banquet

Based on your selection, your firearm transfer location is:

Test Business
test
test, OR 12345


Retail Location Incorrect?

If your retail location displayed is incorrect, please provide the FICS unit an updated FFL license and account form with the corrected retail location information which can be obtained [here](#). Please contact the FICS unit for additional questions or concerns at 800.432.5059.

[Change Location](#) [Confirm Location](#)

Figure 8: Generated Dealer Retail Address with Address Change Link highlighted

If the “Gun Show/Banquet” option is selected, a dropdown will appear with a list of locations. Select the correct location from the list. An address will be generated from the selected location, and users will be required to specify their location within the Gun Show/Banquet, such as the table or booth number.



Oregon Firearms Check Portal


Please confirm your location:

This setting saves the location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may edit the location from the New Firearm Transaction Form or log out and back in to change your setting.

Dealer Retail Location Gun Show/Banquet

Please indicate the Gun Show / Banquet you are at below:

Select... | v



Oregon Firearm Instant Check

Please confirm your location:

This setting saves the default location of the firearm transfer for the duration of your time logged in. If you have moved locations while logged in, you may change the location while completing the New Firearm Transaction Form or log out and back in to change your default setting.

Dealer Retail Location Gun Show/Banquet

Please indicate the Gun Show / Banquet you are at below:

Select... | v

Figure 9: Gun Show/Banquet Form with Dropdown Displayed

If an incorrect location is selected accidentally, select **Change Location** to clear the form and make the proper selection. After providing the required information, select **Confirm Location** to close the popup.

3.2 Dashboard

After specifying a location, users will be directed to the Oregon FICS Dashboard, which includes a list of all current transactions, a left side panel for navigating to different pages of the application, and the username initials in the top right corner of the page. For more information on utilizing the My Transactions page, see **Section 4**.

Date Submitted	Transaction Code	Transfer/Buyer	Status	Delay Date	Place In Queue
01/05/2023 11:30:05		Test, Joseph T	In Process	--	--
01/05/2023 10:49:33		check, otto sr	In Process	--	--
01/05/2023 09:39:04	23G000025		Approved	--	--
01/05/2023 08:18:18	23G000024		Approved	--	--
01/05/2023 08:12:45		Test, Joseph T	In Process	--	--
01/05/2023 08:06:49		Test, Joseph T	In Process	--	--
01/04/2023 16:19:02		test, joseph T	In Process	--	--
01/04/2023 15:45:00			In Process	--	--
01/04/2023 15:41:35			In Process	--	--
01/04/2023 15:38:45			Canceled	--	--

Figure 10: Oregon FICS Dashboard

The sidebar on the left of the page will appear on every page of the Dealer Portal (see Figure 11). It can be used to navigate to different pages in the application. It features a welcome message, the Dealer Business name, and an Actions section with five buttons that, when clicked, will each direct the user to a corresponding site page. Users can also access the **Oregon.gov** website and the Dealer Portal **Privacy Policy** by using the links at the bottom of the sidebar.

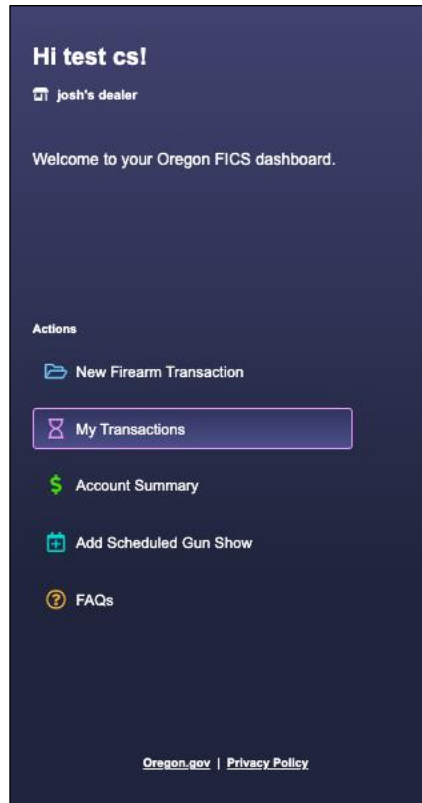


Figure 11: User Account Sidebar Navigation

3.2.1 Announcements

Announcements are displayed through the flag icon on the upper right corner (Figure 12). When a new announcement is posted, or when there are active Critical announcements, a red dot will appear over the flag icon. **Note:** The red dot will appear when any Critical announcements are active, even if they have already been read.

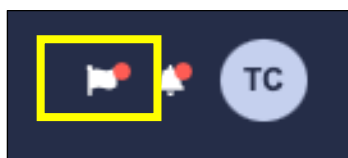


Figure 12: Flag Icon

Click the icon to view a dropdown panel of all active announcements (Figure 13). Critical announcements will appear first; all other announcements will be sorted chronologically by their posted date. Unread announcements will be highlighted in blue and bolded.



Figure 13: Announcement Panel

To read the body of an announcement message, click on it. The full announcement will appear, along with all other active announcements, in a scrollable popup. Once read, messages will no longer appear in the dropdown window with blue highlighting and bolded text.

3.2.2 Notifications

Notifications are displayed through the bell icon on the upper right corner (Figure 14). Notifications are triggered when a transaction's status changes, or when a new comment is posted. When a new notification is posted, a red dot will appear over the bell icon, and the unread notifications will be bolded.

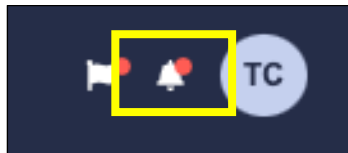


Figure 14: Bell Icon

The 30 most recent notifications will display in the Notifications panel. When a notification is clicked, users will be redirected to its corresponding Transaction Details page, and automatically scrolled to the relevant section of the page. Notifications are dealer-wide; users with the same dealer will have the same notifications displayed.

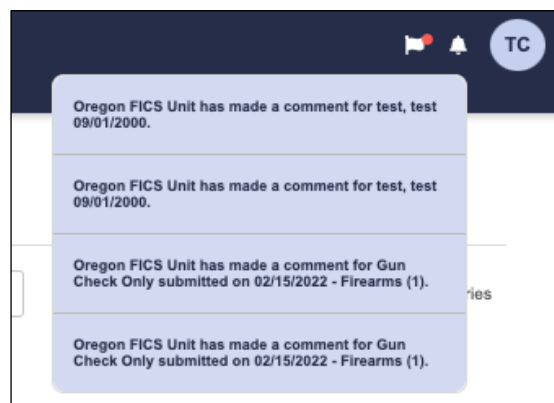


Figure 15: Notifications Panel

3.2.3 Expired Dealer FFL Dashboard

Each Dealer has a registered FFL and expiration date associated with its account in Dealer Portal. Once the expiration date has passed, the Dealer will automatically be set to a Status of Expired.

All users associated with a Dealer with an Expired Status will be notified upon login that their Dealer FFL is expired, and certain permissions will be inaccessible until the Dealer Status is restored (Figure 16). This can be done by contacting the FICS Unit, via either phone or email:

- Toll-Free: 1-800-432-5059
- Phone: 503-585-6245
- Email: firearm.dealers@osp.oregon.gov

Until the Dealer Status is restored, the user will be unable to access permissions outside of the Dashboard in Dealer Portal, including creating new transactions, editing, deleting, and submitting draft transactions, creating and modifying users, resetting user passwords, and creating user API tokens. Users can still view previously submitted transactions and add thumbprints to previously submitted transactions (see **Section 4**). They can also access the Account Summary and FAQs pages.

3.2.4 Past Due Status

Dealers who have an active FFL, but have overdue invoices will be placed in Past Due Status. The Dealer will still be able to login to Dealer Portal, view the Dealer Details page, view, add, edit, and modify user accounts, view and pay invoices. The Dealer will still be able to submit transactions however the Dealer must provide payment at the time of submission.

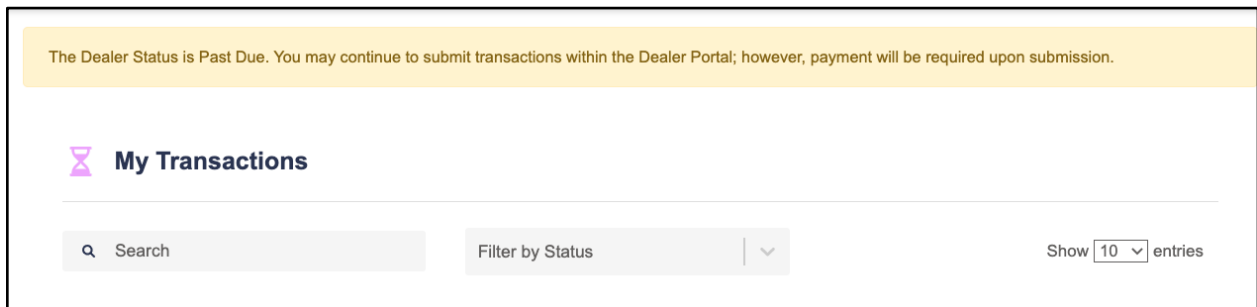


Figure 16: Past Due Status

3.3 Edit Profile

The username initials at the top right corner of the page allows users to access and manage their personal profile and account information. When a user selects the initials, a dropdown menu will appear with options to manage the user's profile and log out. For more information on logging out of an account, see **Section 2.1**.

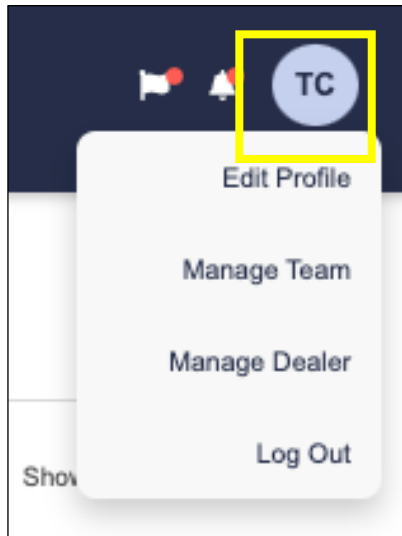


Figure 17: User Dropdown with Username Initials Highlighted

To view and edit account details, click the **Edit Profile** option in the dropdown list. Users will then be taken to the **My Profile Settings** page, which contains all the user’s profile information. From here, users can edit their account information, including their username and contact information.

Figure 18: My Profile Settings Page

3.3.1 Edit Profile Information

The “My Profile Settings” page features a form that automatically populates current user information. To edit account information such as name, address, and contact information, select the field to edit and type in any desired changes. To save changes, select the **Save Profile** button at the bottom of the page.

3.3.2 Update Username

Regularly updating Dealer Portal login information can help to ensure the security of user accounts. To change an account username, select the **Edit** button next to the account username at the top of the page.

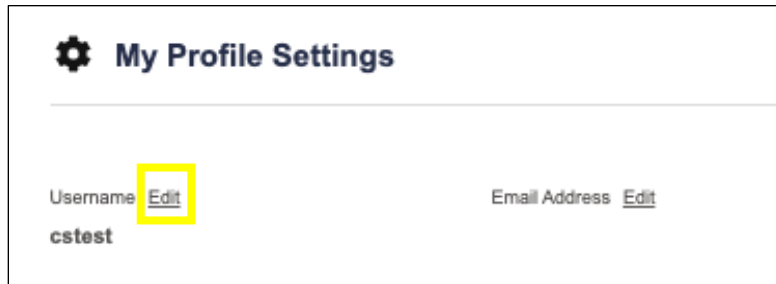


Figure 19: Edit Username Link Highlighted

Once selected, the button will open a pop-up with fields for the account's new username and their account password, to confirm the change. For security reasons, in order to successfully change a username, users must correctly enter their password. If a user has forgotten their password, they can use the **Forgot Password** feature, detailed in **Section 2.1.1**.

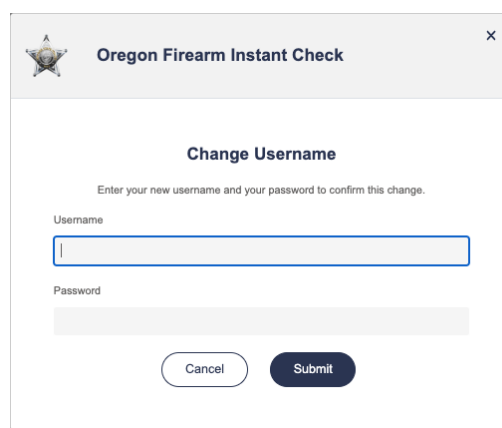
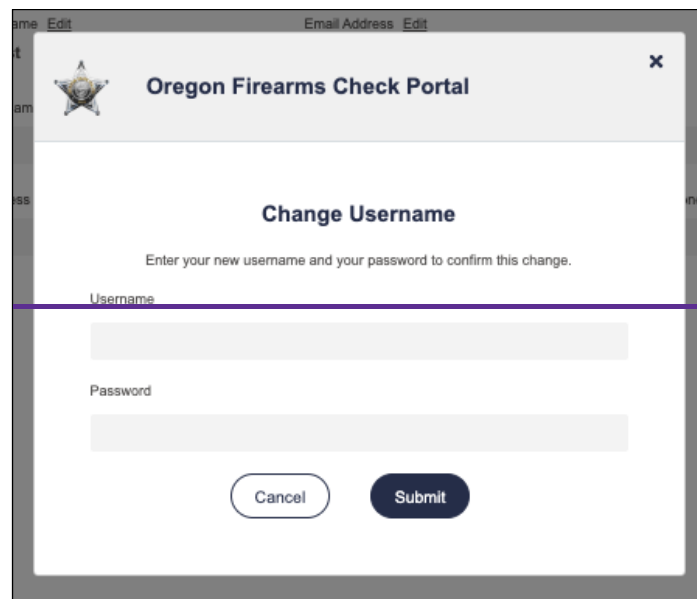


Figure 20: New Username Popup

When entering a new username, users can enter a combination of 5 to 20 letters, numbers, and underscores (_). The new username must not match a username used by any other account, even if the matching account is inactive. If the new username matches another user’s account, a red error notification will appear, asking the user to choose a different username.

Once the new username has been entered correctly, select **Submit** to save it. Once submitted, a green success banner will appear at the top of the screen, confirming the username change.

3.3.3 Change Email Address

Users can also change the email address associated with their Dealer Portal account from the “My Profile Settings” page. At the top of the page, the user’s current email address is listed under the heading “Email Address.” To use a different email address from the one listed, select the light gray **Edit** link next to the “Email Address” heading.

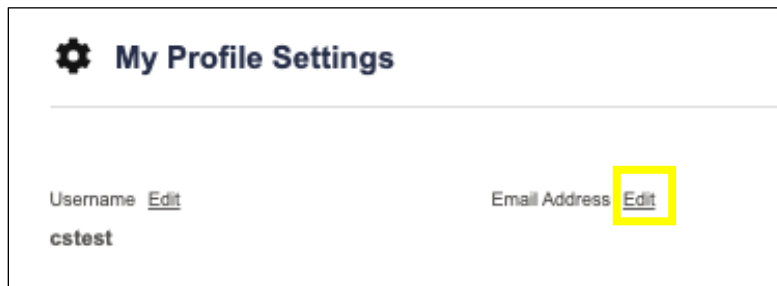
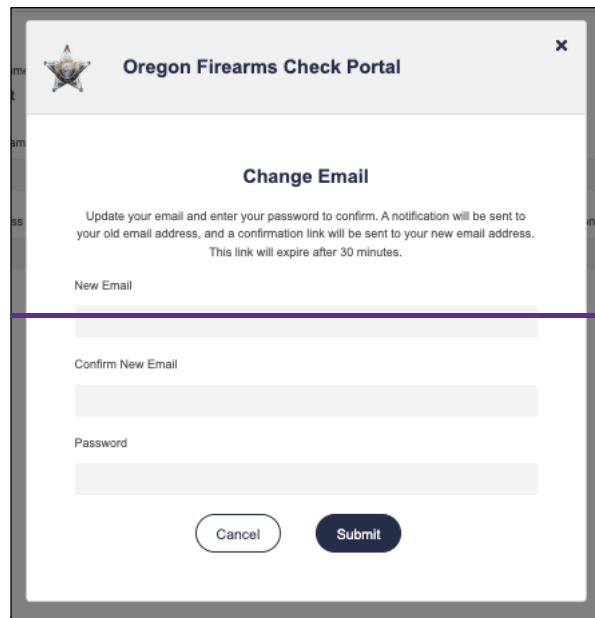


Figure 21: Edit Email Link Highlighted

After the link is selected, a popup will appear with fields for a new email, new email confirmation, and password. In order to successfully change email addresses, both email address fields must match, and users must correctly enter their current password. Once all fields have been completed, select **Submit** to send a confirmation email to the new address.



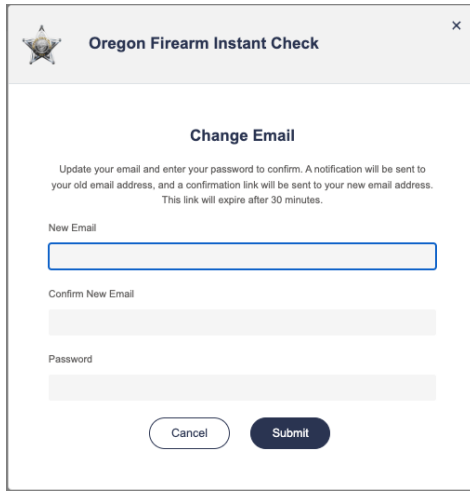


Figure 22: Edit Email Popup

To complete the change, users must confirm their new email account by clicking the link included in the confirmation email. Once the link is selected, the new email address will be associated with the user's Dealer Portal account.

If the link is not clicked within 30 minutes, it will expire, and the email change will not take effect.

To protect against errors, once an email address is changed, an email will be sent to the old address notifying users of the change. This email will also contain information on who to contact if the change was erroneous.

3.3.4 Reset Password

Users can reset their account password from the My Profile Settings page. To do so, select the **Reset Password** button in the top right corner of the page (Figure 22).

Note: Users cannot use the "Reset Password" feature more than once in a 24-hour period. This does not apply to changing a password via the "Forgot Password" link on the sign-in page.

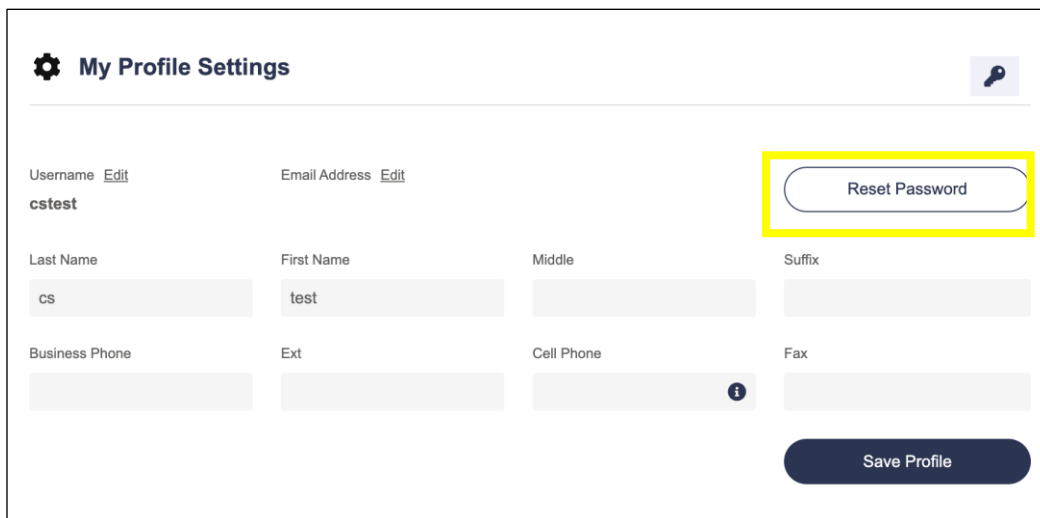


Figure 23: Reset Password Button

A popup will open, with fields for the old password, the new password, and confirmation of the new password (Figure 23).

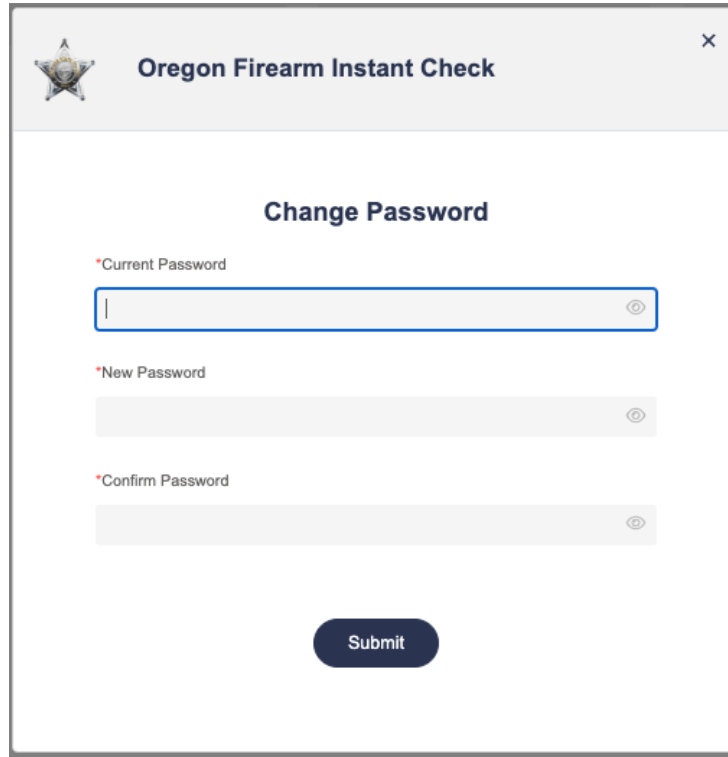


Figure 24: Reset Password Popup

In order to successfully change a password, the old password must be entered correctly. Users must also choose a new password that is 12-60 characters and contains one numeric value, one symbol, one uppercase letter, and one lowercase letter. It must not match email, username, or the user's last 24 passwords. Both new password fields must match.

When all fields are successfully completed, select **Submit** to confirm the change. A message will appear, confirming that the password was changed successfully. Now, the new password can be used to log into the Dealer Portal application.

3.3.5 Update Cell Phone Number

Users may update their cell phone number by clicking in the field under the "Cell Phone" heading. *Users must have either a cell phone number or an email provided so that their account can be recovered in the event of a forgotten password.* If a user has no email address associated with their account, it is important that they have an up-to-date cell phone number provided in their profile. For more information on this, users can hover over the "i" icon in the "Cell Phone" field.

To save a newly entered cell phone number, click the **Save Profile** button at the bottom of the page.

3.3.6 Generate API Token

Users who are also Organization Administrators of a business account can generate an API token from the User Account details page. To do so, click the button with the key icon in the top right corner of the screen.

Note: This button is only displayed when the Dealer Account is marked as an API Dealer.

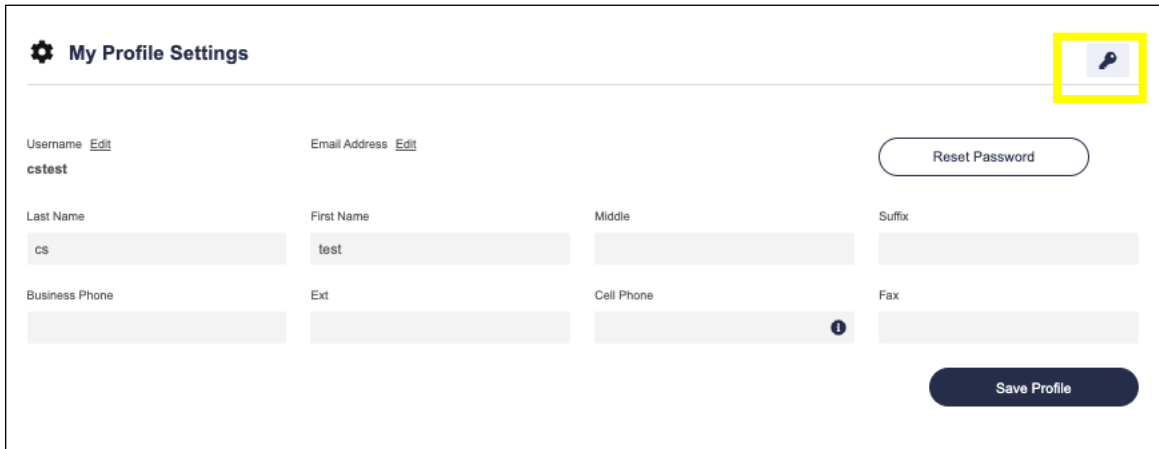


Figure 24: Generate API Token Button

Once the button is clicked, a popup will appear, containing further directions for implementing the token and options to cancel or continue.

Note: Generating a new token will invalidate any existing token, and the dealer will not be able to communicate until the new token is created.

To cancel without generating the token, and return to the User Details page, select **Cancel**. To generate the token, select **Yes**.

The new token will then display and can be copied. **This unique token should be treated as a secure password in accordance with your information security policies. Do not share the token with unauthorized parties.**

Once the token has been copied, the user can select the **Close** button to exit the popup.

3.4 Manage Team

Users who are also account Administrators can view and edit a list of their organization's users. To access this feature, select the username initials in the top right corner of the page, and choose **Manage Team** from the options in the dropdown list. **Note:** For users who do not have Administrator status, the dropdown list will not include this link.

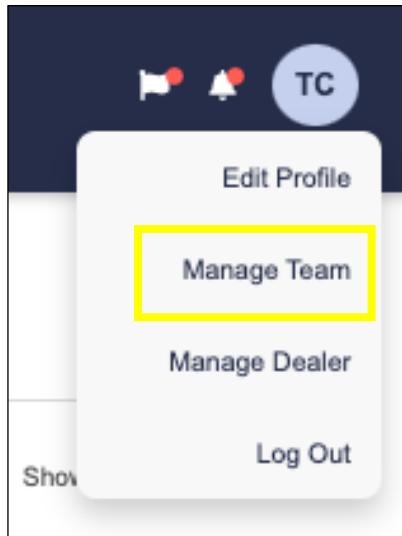


Figure 26: User Dropdown with Manage Team Option Highlighted

Users will be taken to the “Manage Team” page, which lists all active and inactive team members. To see team members by status, click the tabs marked “Active” or “Inactive” at the top of the page.

Manage Team


Active Members | Inactive Members

Search Show 10 entries

Name	Email	Business Phone	Cell Phone	User Type	
alzibdeh, alia				ADMIN	
Balogh, Vendela	vbalogh@diversecomputing.com	(225) 329-6558		ADMIN	
Colvin, Caitlyn				ADMIN	
Ehster, Melissa			(561) 632-6486	ADMIN	
Knack, Kara	kknack@diversecomputing.com			ADMIN	
Robinson, Anna	AROBINSON@DIVERSECOMPUTING.COM			ADMIN	
Shaun, Boykin				ADMIN	

Showing 1 to 7 of 7 entries << < 1 > >>

Figure 26: Manage Team Page

Each team member is listed with their full name, email, business and cell phone numbers (if provided), and role (Standard or Administrator). The list also includes a button to edit a user’s information, and an option to activate or deactivate their account. If a user has not yet signed into Dealer Portal, a triangle icon () will appear to the left of their name.










Name	Email	Business Phone	Cell Phone	User Type	
alzibdeh, alia				ADMIN	
Balogh, Vendela	vbalogh@diversecomputing.com	(225) 329-6558		ADMIN	
Colvin, Caitlyn				ADMIN	
Ehster, Melissa			(561) 632-6486	ADMIN	
Knack, Kara	kknack@diversecomputing.com			ADMIN	 
Robinson, Anna	AROBINSON@DIVERSECOMPUTING.COM			ADMIN	
Shaun, Boykin				ADMIN	

Figure 27: Team Member has not yet accessed the Portal, Icon Highlighted

3.4.1 Edit Users

Users with account Administrator status can edit the information of any organization member by selecting the corresponding edit () icon, located on the right side of the “Manage Team” page. Selecting the edit icon will open a new page with a form that automatically populates the user’s current information. To edit information, select the field to edit and type in any changes. These fields share the same requirements as the **Add New User** form (**Section 3.4.2**).

[Back to Manage Team Page](#)
User Activated

Edit Team Member

*Username:
 *User Type:

*Last Name:
 *First Name:

Middle Name:
 Suffix:
 Cell Phone:

Business Phone:
 Ext:
 Fax:

Email:
 Confirm Email:

Temporary Password:

Figure 28: Edit Team Member Page

See the table below for more information on correctly filling out each field:

Field	Description	Example
User Name	This field is required and can only contain alphanumeric values and underscores (_). No other values are permitted. User names must be between 6-20 characters and must be unique from all other user names in the system.	Jdoe_1
First Name	This field only accepts 1-30 alphanumeric characters, spaces, and dashes and is required. It cannot begin or end with a dash and cannot have two or more dashes together.	John
Last Name	This field only accepts 1-30 alphanumeric characters and spaces and is required.	Doe
Middle Name	This field only accepts 1-30 alphanumeric characters and spaces and is required.	James
Suffix	This field is not required.	Jr.
User Type	Choose a user type from the dropdown list.	See dropdown.
Cell Phone	This field is required if email and temporary password are not provided and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(234)567-8900 12345678900 (234)567-8900 2345678900

Business Phone	This field is not required and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(234)567-8900 12345678900 (234)567-8900 2345678900
Fax	This field is not required and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a fax number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a fax number using a space, a dash, or nothing.	1(234)567-8900 12345678900 (234)567-8900 2345678900
Ext	This field is not required and accepts up to 15 numbers.	123
Email	This field is required if phone and temporary password are not provided. It must be a valid email address. It must only have one "@" symbol and must not contain parenthesis ((,)), commas (,), quotations ("), backslashes (/), brackets ([]), arrow heads (<,>), colons (:), spaces, or semicolons (;). Once changed, the email address must be confirmed within 30 minutes via a link sent to the new address. The old address will also receive an email notifying the user of the change to protect against errors.	jdoe@gmail.com
Confirm Email	This field is required and must match the previous email provided.	jdoe@gmail.com
Temporary Password	This field is required if phone and email are not provided. It accepts 12-60 characters and must contain one numeric value, one symbol, one uppercase letter, and one lowercase letter. It must not match email, username, or the user's last 24 passwords. It will expire in 90 days.	Abc123!

Users can also activate and deactivate accounts user the slider button at the top right corner of the page. The slider indicates the user's current status: when active, the text next to the button will appear green and read "User Activated,;" when deactivated, the text will appear red and read "User Deactivated." Users cannot log in to Dealer Portal with deactivated accounts. Click the slider button to change the status of the selected account.

When all edits have been completed, click the **Submit** button at the bottom of the page to save changes.

3.4.2 Add New User

Dealer Portal users with a role of Administrator have the ability to create new users associated with their organization. To create a new user, select the **Add New Team Member** button at the bottom of the “Manage Team” page.

This button will open a new page with fields for the new user’s username, user type (Administrator or Standard), first name, last name, middle name, suffix, cell and business phones, fax, and email (Figure 29). Required fields are marked with an asterisk (*) in red. See the table below for more information on correctly filling out each field:

Field	Description	Example
User Name	This field is required and can only contain alphanumeric values and underscores (_). No other values are permitted. User names must be between 6-20 characters and must be unique from all other user names in the system.	Jdoe_1
First Name	This field only accepts 1-30 alphanumeric characters, spaces, and dashes and is required. It cannot begin or end with a dash and cannot have two or more dashes together.	John
Last Name	This field only accepts 1-30 alphanumeric characters and spaces and is required.	Doe
Middle Name	This field only accepts 1-30 alphanumeric characters and spaces and is required.	James
Suffix	This field is not required.	Jr.
User Type	Choose a user type from the dropdown list.	See dropdown.
Cell Phone	This field is required if email and temporary password are not provided and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(234)567-8900 12345678900 (234)567-8900 2345678900
Business Phone	This field is required if email and temporary password are not provided and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(234)567-8900 12345678900 (234)567-8900 2345678900
Ext	This field is not required and accepts up to 15 numbers.	123
Fax	This field is not required and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####.	1(234)567-8900 12345678900 (234)567-8900

	(###)### ####. An optional country code can appear at the front of a fax number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a fax number using a space, a dash, or nothing.	2345678900
Email	This field is required if phone and temporary password are not provided. It must be a valid email address. It must only have one “@” symbol and must not contain parenthesis ((,)), commas (,), quotations (“”), backslashes (/), brackets ([]), arrow heads (<, >), colons (:), spaces, or semicolons (;).	jdoe@gmail.com
Confirm Email	This field is required and must match the previous email provided.	jdoe@gmail.com
Temporary Password	This field is required if phone and email are not provided. It accepts 12-60 characters and must contain one numeric value, one symbol, one uppercase letter, and one lowercase letter. It must not match email, username, or the user’s last 24 passwords. It will expire in 90 days.	Abc123!

[Back to Manage Team Page](#)
+ Add Team Member

*Username
 *User Type

*Last Name
 *First Name

Middle Name Suffix **Cell Phone

Business Phone Ext Fax

**Email Confirm Email

**Temporary Password

Figure 29: Add New Team Member Page

A temporary password will only be required if no phone or email are provided. Otherwise, it will appear grayed out.

Once all required fields on the form have been completed, select **Submit** to create the new user. The user account will now appear in the Manage Team page.

If a new user account is made with a temporary password, users will need the temporary password to sign into their account for the first time. Upon logging in, the new user will then be prompted to

change their password by typing in the temporary password, a new password, and confirmation of the new password. The new password will need to meet the same requirements of the temporary password (see the table above).

If a new user account is made with a phone number and/or email instead of a temporary password, users can utilize the **Forgot Password** feature below the sign in fields to access their account for the first time. They will only need access to the email account or phone number and their username to sign in and create a new password. See **Section 2.1.1** for more on this process.

Note: *If both email and phone number are provided on a user account, the user will receive a link to recover their account PIN via email.*

3.5 Manage Dealer

Administrative users can view the Dealer Details page, which lists all dealer information. To access this page, select the icon circle in the top right corner of the page, and choose **Manage Dealer** from the options in the dropdown list.

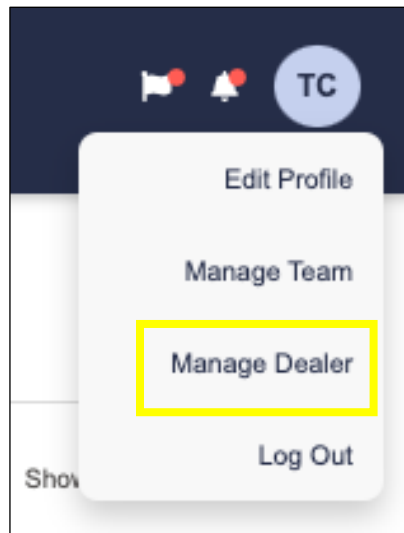


Figure 30: User Dropdown with 'Manage Dealer' Option Highlighted

Users will be taken to a page that lists the dealer's status, and all the dealer's basic information, as well as dealer addresses and phone numbers.

josh's dealer

Status
✓ Authorized

License Number
993-027-01-9F-15031

Dealer Password
josh freedman

License Expiration Date
12/29/2022

Licensee Name
abby cadabra

Business Email
N/A

Hours of Operation
 Monday: Closed
 Tuesday: Closed
 Wednesday: Closed
 Thursday: Closed
 Friday: Closed
 Saturday: Closed
 Sunday: Closed

Holidays Closed
N/A

Phone Numbers

Primary: (850) 654-6541
Licensee: (850) 382-8383
Cell: (987) 654-6541
Business: (850) 654-6541
Fax: (541) 541-5412

Addresses

Premises Address
 josh's dealer
 123 Main St
 Salem, OR 97314

Billing Address
 josh's dealer
 123 Money Rd
 Salem, OR 97314

Mailing Address
 josh's dealer
 123 Main St
 Salem, OR 97314

To make changes to information displayed on this page, please click [here](#).

Figure 31: Dealer Details Page

To change information on the Dealer Details page, navigate to the bottom of the page, to the text: "To make changes to information displayed on this page, click here." Click the text "here" to open the Oregon State Police website.

Administrative users who belong to a Corporate Parent Business can view and edit a list of their organization's Sub Dealers from the Dealer Details page. To access this feature, select the **Sub-Dealers** tab at the top of the Dealer Details page. **Note:** For users who are not associated with Parent Dealers, the page will not include this tab.

Corporate Dealer

Status
✔ Authorized

Dealer Details

Sub Dealers

License Number
654-616-51-65-16454

Dealer Password
password

License Expiration Date
1/1/2000

Licensee Name
test

Business Email
N/A

Hours of Operation
N/A

Holidays Closed
N/A

Phone Numbers

Primary: (654) 654-6541

Addresses

Premises Address
Corporate Dealer
test
test, OR 12345

Billing Address
Corporate Dealer
test
test, OR 12345

Mailing Address
Corporate Dealer
test
test, OR 12345

To make changes to information displayed on this page, please click [here](#).

Figure 32: Dealer Details Page with Sub Dealers Tab Highlighted

In the Sub Dealers tab, all Sub Dealers associated with the Parent Dealer are listed with their name, FFL, Licensee/Responsible Party, and Status. Users can search by any of these credentials using the search bar at the top of the table. To filter dealers by status, select the **Filter by** dropdown at the top of the page and choose a status.

Corporate Dealer Status Authorized

Dealer Details | **Sub Dealers**

Show entries

Dealer Name ↕	FFL ↕	Licensee/Responsible Party ↕	Status ↕	
Sub Dealer 1	547-815-18-74-84151	Test		
Sub Dealer 2	546-5a4-sd-6a-5s4da	Test		
Sub Dealer 3	da1-487-46-5x-498n4	Test		

Showing 1 to 3 of 3 entries << < 1 > >>

To make changes to information displayed on this page, please click [here](#).

Figure 33: Sub Dealers Tab

When clicked, the magnifying glass icon (🔍) to the right of each dealer will take users to the corresponding dealer's Dealer Details Page.

4 My Transactions

After logging in to the Dealer Portal application, users will automatically be taken to the **My Transactions** page.

This page allows users to view a list of their submitted firearm transactions. Users can also access this page by selecting the “My Transactions” button in the left side panel from any page in the Dealer Portal.

My Transactions

Search Filter by Status Show 10 entries

Date Submitted	Transaction Code	Transferee/Buyer	Status	Delay Date	Place In Queue	
01/05/2023 11:30:05		Test, Joseph T	In Process	--	--	🔍 🗑️ ▼
01/05/2023 10:49:33		check, otto sr	In Process	--	--	🔍 🗑️ ▼
01/05/2023 09:39:04			Pending	03/27/2023	--	🔍 🗑️ ▼
01/05/2023 09:18:18	23G000024		Approved	--	--	🔍 🗑️ ▼
01/05/2023 09:12:46		Test, Joseph T	In Process	--	--	🔍 🗑️ ▼
01/05/2023 09:06:49		test, Joseph I	In Process	--	--	🔍 🗑️ ▼
01/04/2023 16:19:02		test, Joseph T	In Process	--	--	🔍 🗑️ ▼
01/04/2023 15:45:00			In Process	--	--	🔍 🗑️ ▼
01/04/2023 15:41:35			In Process	--	--	🔍 🗑️ ▼
01/04/2023 15:38:46			Cancelled	--	--	🔍 🗑️ ▼

Showing 1 to 10 of 334 entries << < 1 2 3 4 > >>

My Transactions

Search Filter by Status Show 10 entries

Date Submitted	Transaction Code	Transferee/Buyer	Status	Delay Date	Place In Queue	
03/22/2023 07:00:56		Doe, John	Submitted	--	125 of 125	🔍 🗑️ ▼
03/22/2023 06:56:47		test, test	In Process	--	--	🔍 🗑️ ▼
03/21/2023 08:01:28	23G000008		Approved	--	--	🔍 🗑️ ▼
03/21/2023 07:58:34		Testman, Oscar Mike	Submitted	--	124 of 125	🔍 🗑️ ▼
03/20/2023 11:37:03			Submitted	--	1 of 125	🔍 🗑️ ▼
03/20/2023 11:36:27		Testington, Testy	Submitted	--	123 of 125	🔍 🗑️ ▼
03/02/2023 10:52:08		HAUTH, KENNETH ANTHONY	Pending	04/11/2023	--	🔍 🗑️ ▼
01/25/2023 12:25:16		Testman, Alpha	In Process	--	--	🔍 🗑️ ▼
01/17/2023 05:48:26			In Process	--	--	🔍 🗑️ ▼
01/17/2023 05:45:59			In Process	--	--	🔍 🗑️ ▼

Showing 1 to 10 of 66 entries << < 1 2 3 4 > >>

Figure 34: My Transactions Page

4.1 Navigation

The My Transactions page lists new transactions with the Date Submitted, their Transaction Code, the Transferee/Buyer, Status, and Place in Queue. **Note:** the "Place in Queue" value will only display for transactions with a Status of "Submitted." Users can click on the expand (▼) symbol to the right of the row to expand it. This will reveal additional information for the record, including the Sales Person.

Date Submitted	Transaction Code	Transferee/Buyer	Status	Delay Date	Place In Queue
01/05/2023 11:30:05		Test, Joseph T	In Process	--	--
Sales Person: JENNY					

Figure 35: Expanded Transaction Row

Click the speech bubble icon (🗨️) to view any FICS Unit Notes associated with the transaction.

Date Submitted	Transaction Code	Transferee/Buyer	Status	Delay Date	Place In Queue
11/15/2022 10:04:54		Check, Otto SR	Pending	12/26/2022	--
FICS Unit Notes					
11/15/2022 10:06:52	Delayed until 12/15/2022 – AUTO				

Figure 36: View FICS Unit Notes

Users can also click the magnifying glass icon (🔍) to view details of a transaction (see **Section 4.2** for more information).

By default, transactions will be displayed by Date Submitted, from most recent to oldest. Users can change the way transactions are sorted on the page by selecting the arrows next to each category title. By default, the page will show 10 transactions per page, but the dropdown list at the top right of the page allows users to edit this setting to view 10, 25, or 50 transactions per page. Users can type into the Search bar at the top of the page to find a specific transaction, searching by Submitted Date, Transferee/Buyer, or Status.

The “Status” column lists the transaction status as one of seven options: Submitted, In Process, Pending, Approved, Denied, Canceled, or Draft. See the table below for more information on each status:

Icon	Status	Details
	Submitted	The transaction has been submitted, but it has not yet been reviewed by a FICS employee.
	In Process	The transaction is in the process of being reviewed by a FICS employee.
	Pending	The transaction has been reviewed by a FICS employee and a response is pending.
	Approved	The transaction has been reviewed by a FICS employee and has been approved. It will be removed from the “My Transactions” page after 30 days.
	Denied	The transaction has been reviewed by a FICS employee and has been denied. It will be removed from the “My Transactions” page after 30 days.
	Canceled	The transaction has been cancelled by the Dealer Portal User and will be removed from the “My Transactions” page after 30 days. Transactions in this status will display with the cancelation reason in the header of the transaction.
	Draft	The transaction is still a draft and has not yet been submitted.

Hover over the status icons in the table to see more information about the transaction status.

Users can also sort transactions by their status. Click the downward arrow icon (▼) next to the **Filter by Status** dropdown to view a list of each status. Select the status(es) to display, and the page will reload with only transactions of that status(es). Users can clear the search using the large gray "X", or individual status filters can be removed by clicking the small "x" next to each Status filter.

Note: Transactions that have been set to a terminal status— Approved, Denied, or Canceled—will not appear in the My Transactions page 30 days after the terminal status was set.

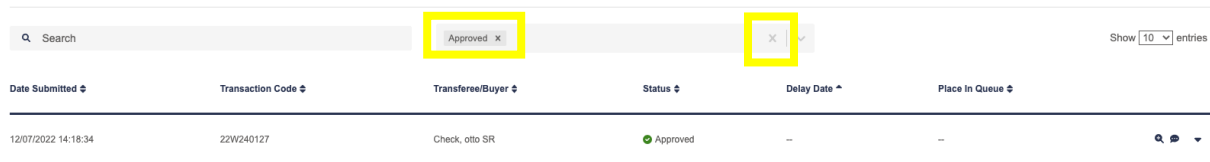


Figure 37: Status Filter with Clear Options Highlighted

4.1.1 Edit Draft Transactions

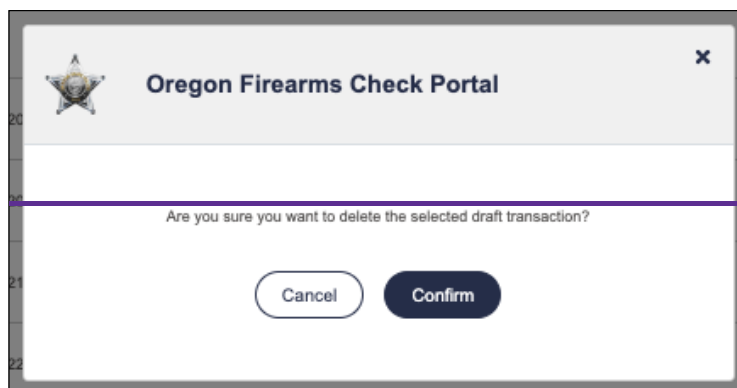
Draft transactions can be edited using the edit (✎) icon at the right of every transaction in the My Transactions page with the status of "Draft." When clicked, users will be taken to a New Firearm Transaction form containing all of the draft's inputted information. The Type of Transaction and Location of Sale are the only parts of the form that cannot be edited.

For more information on correctly filling out and submitting New Firearm Transaction forms, see **Section 5**.

4.1.2 Delete Draft Transactions

Draft transactions can be deleted manually using the delete (🗑) icon at the right of every transaction in the My Transactions page with the status of "Draft." When clicked, a popup will appear, prompting users to confirm the deletion (Figure 38). Select **Confirm** to delete the transaction draft or **Cancel** to exit without deleting.

Note: All Draft Transactions will be purged nightly at 12 a.m. Pacific time.



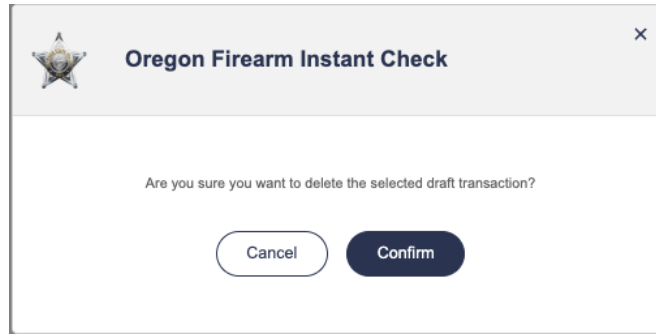


Figure 38: Delete Draft Transaction

4.2 View Transaction Details

Users can view the details of a transaction by selecting the magnifying glass icon (🔍) on the right of the transaction's row. This will take users to a new page, with more detailed information on the selected transaction.

Transaction Details: --

Date Submitted 09/23/2021	Status ● In Process		
Location Name josh's dealer	Location Address 123 Main St Salem, OR 97314	Sales Person Fred Smith	Private Party Sale? No

Firearm Information Number of Firearms: 1 ▲

Manufacturer FFI	Gun Type R	Owner Applied Number abcdefghij	
Model FCFRY300PRCTIBG	Action B		
Serial Number --	Caliber/Gauge 300		Firearm 1 of 1

Transferee/Buyer Information ▲

Transferee/Buyer Name Smith, Sample	Date Of Birth 01/12/1987	Age 35	
Race W	Ethnicity N	Sex M	
SSN 111-22-3333	Place Of Birth US		
Is An In-state Resident? No	Country Of Citizenship US		
Address 111 Main St Apt 21 Portland, OR 97229			

Identification Total: 1 ▲

Identification 1	ID Number 1-233-4431		
Type 70 - OR Drivers License			

Thumbprints Total: 0 ▼

FICS Unit Notes Total: 0 ▲

No FICS Unit Notes associated with this Transaction

Figure 39: Transaction Details Page

At the top of the page, users can view information included in the "My Transactions" page, including Transaction Code (if the transaction is in "Approved" status), Date Submitted, Status, and Sales

Person, as well as additional information, including the transaction's Location Name, Location Address, and whether or not the transaction was a private party sale.

If the transaction is a private party sale, the **Transferor/ Seller Information** section will also be visible. This section will display the Seller's first and last name.

The **Firearm Information** section displays the total number of firearms associated with the transaction, with information about each firearm. For each firearm, this section will list the Manufacturer, Model, Serial Number, Gun Type, Action, Caliber/Gauge, and Owner Applied Number. By default, only ten firearms will load at a time; if there are more than ten firearms associated with the transaction, users can click the **Load more** button to load the next ten firearms. This section can be collapsed by clicking the triangle (▲) icon.

The **Transferee/Buyer Information** section displays the Transferee/Buyer Name, as well as their Race, Sex, Ethnicity, Date of Birth, Age, Place of Birth, their residency status in the state of Oregon, country of citizenship, address, and SSN. The **Identification** subsection displays information about the identification type(s) associated with the transferee. For each identification, the type of identification and ID Number will be displayed. These sections can be collapsed by clicking the triangle (▲) icon.

The **Thumbprints** section shows any thumbprint information associated with the transaction. If thumbprints are available for a transaction, they will appear in a table with the attached file name, the name of the user who uploaded the file, and the date the file was uploaded. The **Add Thumbprint** button is also displayed from the section. Once selected, it will generate a popup that prompts users to select a file. Selected files must be .jpeg, .jpg, .pdf, or .png files that do not exceed 10MB. Once selected, files will be uploaded and attached to the Thumbprints section.

The **FICS Unit Notes** will display at the bottom of the page. If there are FICS Unit Notes associated with a transaction, they will be displayed with the date and time they were posted. They can be collapsed by clicking on the triangle (▲) icon.

5 New Firearm Transactions

The **New Firearm Transactions** allows users to submit new transactions. Users can access this form by selecting the “New Firearm Transactions” button in the left side panel from any page in the Dealer Portal.



The screenshot shows a web form titled "New Firearm Transaction" with a folder icon. Below the title is a horizontal line. Underneath, there is a question: "What kind of transaction is this?". Below the question are three radio button options: "Dealer Transaction", "Private Party Through Dealer", and "Gun Check Only".

Figure 40: New Firearm Transaction Page

To successfully submit a new Dealer Transaction, users must first select what type of transaction they are submitting: A **Dealer Transaction**, a **Private Party Through Dealer** transaction, or a **Gun Check Only** transaction. Once an option is selected, a form will populate, with fields based on the type of transaction selected. Required fields for each form are marked with an asterisk (*). Conditionally required fields are marked with two asterisks (**).

5.1 Dealer Transaction

The Dealer Transaction form has five sections: Dealer Information, Location of Sale, Transferee/Buyer Information, Identification, and Firearm Information. The following paragraphs will review each section in more detail.

New Firearm Transaction

***What kind of transaction is this?**

Dealer Transaction
 Private Party Through Dealer
 Gun Check Only

Dealer Information

Licensee Name Test, Test	License Number 625-756-02-5h-05984	Licensee Expiration Date 11/09/2024	Premises Address 123 Main St Salem, OR 97301
Business Name OSP Gun Sales	Primary Phone Number (971) 718-6799	*Name of Person Making Transfer (ORS 166.412)	
Contact Phone Number	Contact Phone Number Ext	Alternate Phone Number	Alternate Phone Number Ext

Location

***Location Type**

Business Location
 Gun Show

Location Name OSP Gun Sales	Location Address 123 Main St Salem, OR 97301
--------------------------------	--

Transferee/Buyer Information

*Last Name	*First Name
**Middle Name	**Suffix
<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Suffix
*Street Address	Apt or Suite #
*City	*State
	Select... ▼
	*Zip/Postal Code

Figure 41: Dealer Transaction Form

5.1.1 Dealer Information

Dealer Information includes information about the Licensee, the Business, and the individual making the transfer. Both Licensee and Business information are generated automatically based on the information associated with the Dealer Portal account being used. This information cannot be edited.

To complete the Dealer Information section, users will need to fill out the name of the person making the transfer. They can also fill out the person's Contact Phone Number and Alternate Phone Number, but these fields are not required.

See the table below for more information on correctly filling out the Dealer Information section of the form:

Field	Description	Example
-------	-------------	---------

Name of Person Making Transfer (ORS 166.412)	This field is required and can contain letters only.	John Doe
Contact Phone Number	This field is not required and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(555)555-5555, 15555555555, (555)555-5555, 5555555555
Ext	This field is not required and accepts up to 15 characters max.	
Alternate Phone Number	This field is not required and accepts the following formats: ### ### ####, (###) ### ####, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(555)555-5555, 15555555555, (555)555-5555, 5555555555
Alternate Phone Number Ext	This field is not required and accepts up to 15 characters max.	

5.1.2 Location of Sale

The **Location of Sale** subsection is automatically populated based on the location information provided upon logging into the application (see **Section 3.1**). However, users can still modify this information if it is no longer accurate.

If the **Business Location** button is selected, the business location's name and address information will be automatically populated. This information cannot be edited intentionally.

If the **Gun Show** button is selected, users are required to choose the name of the show from a dropdown containing all gun shows occurring that day. After selecting a Gun Show, the address information will be automatically populated and cannot be edited. Use the Location within Gun Show Field to specify the table or booth number at the Gun Show. This field must be completed to successfully submit the form.

5.1.3 Transferee/Buyer Information

The **Transferee/Buyer Information** section involves personal information of the person purchasing the firearm. See the table below for more information on filling out fields in this section correctly:

Field	Description	Example
-------	-------------	---------

Last Name	This field is required and can contain letters, numbers, spaces, and hyphens only. It must be a minimum of one character, can only contain up to 3 hyphens, and cannot start or end with a hyphen. It cannot have two or more hyphens together.	Doe
First Name	This field is required and can contain letters, numbers, spaces, and hyphens only. It must be a minimum of one character.	John
Middle Name	This field is required unless the No Middle Name checkbox below the field is selected. It can contain letters, numbers, spaces, and hyphens only. It must be a minimum of one character.	James
Suffix	This field is required unless the No Suffix checkbox below the field is selected. It can contain letters, numbers, spaces, and hyphens only. It must be a minimum of one character.	Junior
Street Address	This field is required and can contain letters, numbers, and symbol characters.	123 Main Street
Apt. or Suite #	This field is not required.	2A
City	This field is required and can contain letters, numbers, and symbol characters.	Salem
State	This field is required and will contain a dropdown. If a state other than Oregon is selected, a warning noting that the buyer may be unable to purchase handguns will be displayed.	See dropdown .
Zip/Postal Code	This field is required and can contain numbers and dashes.	12345
Sex	Select an option from the dropdown menu. This field is required.	See dropdown .
Race	Select an option from the dropdown menu. This field is required.	See dropdown .
Ethnicity	Select an option from the dropdown menu. This field is required.	See dropdown .
Date of Birth	This field is required and be typed in or picked using the calendar (<input type="checkbox"/>) dropdown. Text inputs can contain numbers, dashes, hyphens, and forward slashes. Once entered, the field will standardize the date format. The date cannot be a future date.	01/01/2000
Age	This field will automatically populate based on the date of birth selected. It cannot be edited.	20
Place of Birth	Begin typing to select a state from the dropdown menu. The country selected will be USA by default. If the country selected is USA , users must also choose a state. This field is required.	See dropdown .
Country of Citizenship	Select a country from the dropdown menu. This field is required. Note: <i>If the country of citizenship selected is not the United States, users will be notified that an Alien ID or I-94 must be provided as a second form of Identification in the Identification section (Section 5.1.4).</i>	See dropdown .

Social Security Number	This field is not required and accepts numbers and dashes. Accepted SSN formats include: xxxxxxxxx, xxx-xx-xxxx	12345678 9 123-45- 6789
Unique Personal Identification Number (UPIN)	This field is not required and accepts up to 8 letters and numbers.	ABC123
Appeals Management Database ID (AMD ID)	This field is not required and accepts up to 9 letters and numbers.	ABC123

5.1.4 Identification

In the **Identification** section, users can add new identification types using the **Add New Identification** button. **At least one form of identification must be provided.** A form will appear, where users can select the type of identification and enter the identification number.

Note: *If the buyer's country of citizenship is not the United States, Identification #2 will become a required field and should be filled with either an Alien ID or I-94 Record.*

The screenshot shows a form titled "Identification". It contains two main input fields: "ID Type" with a dropdown menu currently showing "Select..." and "ID Number" with a text input field. Below these fields, a button labeled "+ Add New Identification" is highlighted with a yellow rectangular border.

Figure 42: Identification Form with "Add New Identification" Button Highlighted

The types of identification accepted for the **first** identification form are listed below:

- 11- Other Photo ID
- 30- Passport
- 31- Military Identification
- 32- Alien Identification Card
- 70- OR Drivers License
- 71- OR DMV Identification
- 72- Concealed Handgun License
- 75- Out of State Drivers License

If **31- Military ID** is selected as a form of identification, an additional secondary form of identification is needed. **Note:** *If the first form of identification is submitted and the secondary form of identification is a Military ID, this is considered valid.*

~~If **31- Military ID** is selected as a form of identification, additional information from Military Orders will be needed.~~

More than one type of identification can be added to the form, although it is not required. In addition to the identification types listed above, the secondary identification type can include:

- 10- Employer Photo ID
- 20- Birth Certificate
- 21- I94 Arrival/Departure Record
- 40- Official Mail
- 41- Military Orders
- 50- OR Dept. Fish and Wildlife
- 51- Vehicle Registration
- 52- Property Tax Statement
- 53- Voter ID Card
- 78- DMV Change of Address
- 80- Miscellaneous

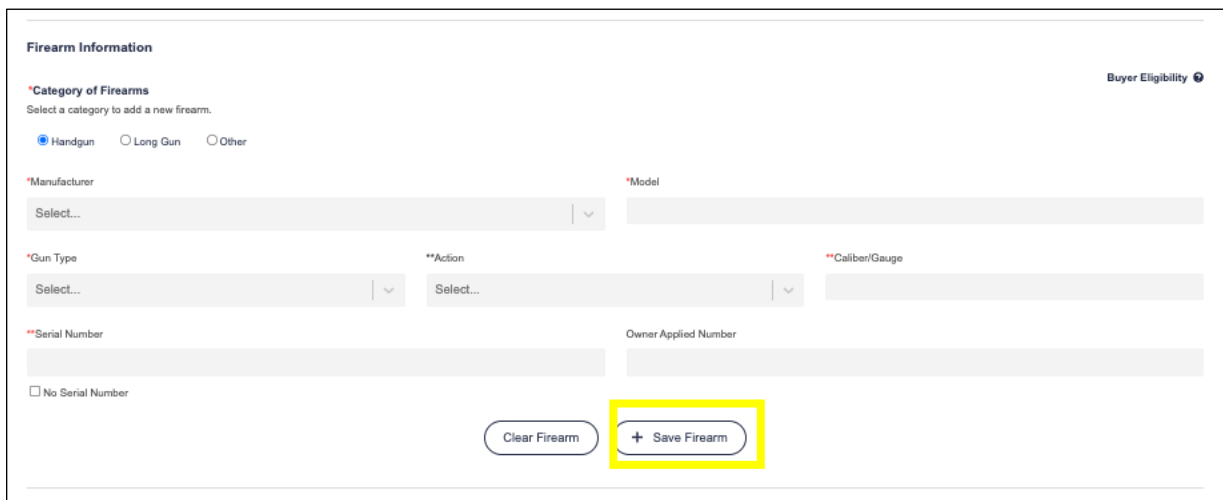
If **80- Miscellaneous** is selected, a description will also be required.

To remove a secondary identification type after it is added, select the gray “x” icon at the right of the identification.

5.1.5 Firearm Information

In the **Firearm Information** section, users can add new identification types by completing all required fields in the form and then selecting the **Save Firearm** button.

Note: Users will not be able to add firearm information for some or all of the firearm types in this section if the buyer is not eligible to purchase these firearm types. For more information on eligibility, hover over the question mark (?) icon next to the text “Buyer Eligibility” to the right of the section.



The screenshot shows a form titled "Firearm Information" with a "Buyer Eligibility" link. The form includes several required fields: "Category of Firearms" (radio buttons for Handgun, Long Gun, Other), "Manufacturer" (dropdown), "Model" (text input), "Gun Type" (dropdown), "Action" (dropdown), "Caliber/Gauge" (text input), "Serial Number" (text input with a "No Serial Number" checkbox), and "Owner Applied Number" (text input). At the bottom, there are two buttons: "Clear Firearm" and "+ Save Firearm", with the latter highlighted by a yellow box.

Figure 43: Firearm Information Form with “Save Firearm” Button Highlighted

For more information on successfully filling out each field, see the table below.

Field	Description	Example
-------	-------------	---------

Category of Firearms	Select one of the corresponding buttons to indicate firearm category. This field is required.	See button options.
Is Purchaser the original pawn ticket holder?	This field only displays when the purchaser is an out of state resident and the firearm type is Handgun, or when the purchaser is a resident of California and the firearm type is Long Gun. It is required.	See button options.
Exception for out of state resident	This field only displays when the Purchaser is not the original pawn ticket holder. It is required.	See button options.
Manufacturer	Select an option from the dropdown. This field is required.	See dropdown.
Model	This field is required and accepts up to 20 letters, numbers, and symbols.	ABC123
Gun Type	Select an option from the dropdown. This field is required. If the All Others option is selected, a required "Description" field will appear for further information about the firearm.	See dropdown.
Action	Select an option from the dropdown. This field is conditionally required based on the user's selection in the "Gun Type" field.	See dropdown.
Caliber/Gauge	This field is required and is constrained to a maximum of 20 alphanumeric characters. 1 optional period is acceptable. The first digit cannot be zero. All symbols are accepted. This field is not included in the QG. This field is required.	See dropdown.
Serial Number	This field is required unless the No Serial Number checkbox below the field is selected and accepts up to 20 letters, numbers, and symbols.	ABC123
Owner Applied Number	This field is not required and accepts up to 20 letters, numbers, and symbols.	ABC123

After selecting the **Save Firearm** button, the firearm will appear with any other saved firearm in a row with its Manufacturer, Model, Caliber/Gauge, and Serial Number displayed. Saved firearms can be sorted by any of these fields by selecting the arrow (▼) icons to the right of each field title. Saved firearms can be edited or deleted using the Edit (✎) and Delete (🗑) icons on the right side of the firearm row.

5.1.6 Thumbprint

Users can attach thumbprint images by selecting the **Add Image** button. Only files with a format of .pdf, .jpeg, .jpg, and .png are supported, and files must not exceed 10 MB. Attached images will appear in a table with their file name, the virus scan result, and icons that allow the user to view (🔍) or delete (🗑) the image. Files that do not pass the virus scan cannot be uploaded to the transaction.

5.2 Private Party Through Dealer

If a user selects the **Private Party Through Dealer** Transaction type, the form generated will be identical to that of the Dealer Transaction Form (**Section 5.1**), with the additional inclusion of a

Transferor/ Seller Information section. **Note:** The Category of Firearm cannot be “Other” in Private Party to Private Party transactions if the buyer’s age is not 18 or older.

New Firearm Transaction

***What kind of transaction is this?**

Dealer Transaction Private Party Through Dealer Gun Check Only

Dealer Information

Licensee Name abby cadabra	Licensee Number 993-027-01-9f-15031	Licensee Expiration Date 12/29/2022	Premises Address 123 Main St Salem, OR 97314
Business Name josh's dealer	Primary Phone Number (850) 654-6541	Licensee Phone Number (850) 382-8383	Cell Phone Number (987) 654-6541
Business Phone Number (850) 654-6541	Fax Phone Number (541) 541-5412	*Name of Person Making Transfer (ORS 166.412) [Redacted]	
Contact Phone Number [Redacted]	Alternate Phone Number [Redacted]		

Location

***Location Type**

Business Location Gun Show

Location Name josh's dealer	Location Address 123 Main St Salem, OR 97314
--------------------------------	--

Transferor/Seller Information

*Last Name [Redacted]	*First Name [Redacted]
--------------------------	---------------------------

Transferee/Buyer Information

*Last Name [Redacted]	*First Name [Redacted]
**Middle Name [Redacted]	**Suffix [Redacted]
<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Suffix

Figure 44: Private Party Through Dealer Form

See the table below for more information on completing each field in this section.

Field	Description	Example
Last Name	This field is required and can contain letters only.	Doe
First Name	This field is required and can contain letters only.	John

5.3 Gun Check Only

If a user selects the **Gun Check Only** Transaction type, the form generated will include only the Dealer Information and Firearm Information sections detailed in **Sections 5.1.1** and **5.1.5**, respectively. These sections have the same functionality as those in the Dealer Transaction type form.

New Firearm Transaction

*What kind of transaction is this?

Dealer Transaction Private Party Through Dealer Gun Check Only

Dealer Information

Licensee Name Test, Test	Licensee Number 625-756-02-5h-05984	Licensee Expiration Date 11/09/2024	Premises Address 123 Main St Salem, OR 97301
Business Name OSP Gun Sales	Primary Phone Number (971) 718-6799	Name of Person Making Transfer (ORS 166.412) <input type="text"/>	
Contact Phone Number <input type="text"/>	Contact Phone Number Ext. <input type="text"/>	Alternate Phone Number <input type="text"/>	Alternate Phone Number Ext. <input type="text"/>

Location

*Location Type

Business Location Gun Show

Location Name OSP Gun Sales	Location Address 123 Main St Salem, OR 97301
--------------------------------	--

Firearm Information

*Category of Firearms

Select a category to add a new firearm.

Handgun Long Gun Other

Draft Transactions are only retained until midnight and will be purged at 12am on the next calendar day.

Figure 45: Gun Check Only Form

5.4 Saving a Request as a Draft

Transaction forms of any kind can be saved as a draft at any degree of completion. **These drafts will be retained until midnight and will be purged at 12am on the next calendar day.** To save progress and finish a form later, select the **Save as Draft** button at the bottom of the page, or press the **Ctrl + Alt + T** key combo. The form will then appear on the **My Transactions** page with a status of Draft, and the user will receive a notification that the draft was saved. For more information on viewing, editing, and submitting saved drafts, see **Section 4**.

Draft Transactions are only retained until midnight and will be purged at 12am on the next calendar day.

Figure 46: Save as Draft Button Highlighted

Note: If a user has an open and unfinished **Firearm** or **Identification** form, they will not be able to save the draft until the form is completed.

5.5 Submitting a Request

To submit the Firearm Transaction Request, select the **Submit** button at the bottom of the form.

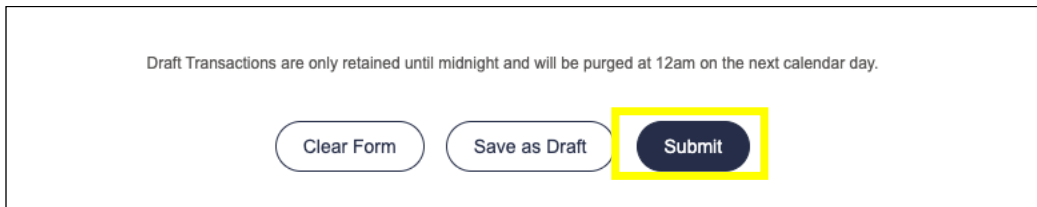


Figure 47: New Firearm Transaction Form with 'Submit' Button Displayed

If any required fields are missing upon submission, an error message will be displayed, and the form cannot be submitted until the required fields are entered.

After pressing the **Submit** button on the New Firearm Transaction form, if the Dealer associated with the user has a Status of Past Due, the application will save a draft of the completed New Firearm Transaction, and the user will be redirected to the **Payment Summary** page. This page displays the total cost of the New Firearm Transaction.

The Payment Summary page also includes editable, prepopulated fields displaying the user's information, including first and last name, email address, and billing address, as well as a notes field. Ensure all fields are entered with the correct information, and then press the **Proceed to Payment** button to continue. If a user presses the **Back to Transaction** button, they will be returned to the New Firearm Transaction form.

Next, the user will be prompted to enter their credit card information. Enter the information required and press the **Submit** button.

After the form is submitted successfully, the page will display a green confirmation message at the top of the screen, and users will be taken to the **My Transactions** page automatically. For more information on viewing transactions in the "My Transactions" page, see **Section 4**.

My Transactions

Show 10 entries

Date Submitted	Transaction Code	Transferee/Buyer	Status	Place In Queue
			Draft	--
09/20/2021 09:20:41			In Process	--
09/20/2021 09:24:42			In Process	--
09/21/2021 12:21:14			In Process	--
09/22/2021 13:05:10			In Process	--
09/22/2021 14:12:28		Test, Test Test Test	In Process	--
09/23/2021 11:27:01			In Process	--
09/23/2021 11:27:23		Smith, Sample	In Process	--

My Transactions

Show 10 entries

Date Submitted	Transaction Code	Transferee/Buyer	Status	Delay Date	Place In Queue
03/22/2023 07:00:56		Doe, John	Submitted	--	125 of 125
03/22/2023 06:56:47		test, test	In Process	--	--
03/21/2023 08:01:28	23G000008		Approved	--	--
03/21/2023 07:58:34		Testman, Oscar Mike	Submitted	--	124 of 125
03/20/2023 11:37:03			Submitted	--	1 of 125
03/20/2023 11:36:27		Testington, Testy	Submitted	--	123 of 125
03/02/2023 10:52:08		HAUTH, KENNETH ANTHONY	Pending	04/11/2023	--
01/25/2023 12:25:16		Testman, Alpha	In Process	--	--
01/17/2023 05:48:26			In Process	--	--
01/17/2023 05:45:59			In Process	--	--

Showing 1 to 10 of 66 entries

<<
>>
1
2
3
4
>>>

Figure 48: My Transactions Page

6 Account Summary

The Account Summary page allows dealers to access information on payments and invoices. The Account Summary page can be accessed from the **Account Summary** link on the side navigation from any page of the Dealer Portal website. **Note:** Only users with an Administrative account will be able to view the Account Summary page.

\$ Account Summary
Account Balance: \$1,064.00

Invoices | Payments

Show entries

Invoice Period	Date Generated	Invoice Number	Invoice Amount	Applied Amount	Amount Due	Status	
02/01/2022 - 02/28/2022	03/15/2022	000487	\$0.00	\$0.00	\$0.00	Paid	D
02/01/2022 - 02/28/2022	03/15/2022	000486	\$0.00	\$0.00	\$0.00	Paid	D
02/01/2022 - 02/28/2022	03/15/2022	000485	\$0.00	\$0.00	\$0.00	Paid	D
02/01/2022 - 02/28/2022	03/15/2022	000484	\$0.00	\$0.00	\$0.00	Paid	D
02/01/2022 - 02/28/2022	03/15/2022	000483	\$0.00	\$0.00	\$0.00	Paid	D
01/01/2022 - 01/31/2022	02/15/2022	000472	\$35.00	\$35.00	\$0.00	Paid	D
02/01/2022 - 02/10/2022	02/10/2022	000465	\$0.00	\$0.00	\$0.00	Paid	D
02/01/2022 - 02/10/2022	02/10/2022	000464	\$0.00	\$0.00	\$0.00	Paid	D
12/01/2021 - 12/31/2021	01/15/2022	000226	\$25.00	--	--	Replaced	D
12/01/2021 - 12/31/2021	01/15/2022	000457	\$25.00	\$25.00	\$0.00	Paid	D

Showing 1 to 10 of 58 invoices
<< **1** 2 3 4 >>

\$ Account Summary ● Account Balance: \$368.00

Invoices | Payments

Search Show 10 entries

Invoice Period	Date Generated	Invoice Number	Invoice Amount	Applied Amount	Amount Due	Status		
01/01/2020 - 03/20/2023	03/16/2023	000134	\$601.00	\$601.00	\$0.00	Paid	📄	▼
01/01/2020 - 03/20/2023	03/16/2023	000126	\$601.00	\$601.00	\$0.00	Paid	📄	▼
03/01/2023 - 03/20/2023	03/13/2023	000071	\$24.00	--	--	Replaced	📄	▼
03/01/2023 - 03/20/2023	03/13/2023	000072	\$24.00	\$0.00	\$24.00	Due	📄 \$	▼
01/01/2023 - 01/31/2023	02/15/2023	000070	\$24.00	\$24.00	\$0.00	Paid	📄	▼
01/01/2023 - 01/25/2023	01/26/2023	000020	\$24.00	\$24.00	\$0.00	Paid	📄	▼
12/01/2022 - 12/31/2022	01/15/2023	000018	\$96.00	\$88.00	\$8.00	Past Due	📄 \$	▼
11/01/2022 - 11/30/2022	12/15/2022	000014	\$130.00	--	--	Replaced	📄	▼
11/01/2022 - 11/30/2022	12/15/2022	000016	\$130.00	--	--	Replaced	📄	▼
11/01/2022 - 11/30/2022	12/15/2022	000021	\$130.00	\$130.00	\$0.00	Paid	📄	▼

Showing 1 to 10 of 14 invoices « < 1 2 > »

Figure 49: Account Summary Page

In the top right corner of the page, the **Account Balance** will be displayed. This is calculated by adding all Invoice Amounts, excluding Amount Due on invoices with a status of Referred to DOR, and subtracting payments, including refunds.

The Account Summary page contains two tabs: the **Invoices** tab and the **Payments** tab. By default, the Invoices tab will display, showing a table of all dealer invoices. These are generated each month for all transactions in a completed state.

Each invoice in the table is shown with the invoice period, date generated, invoice number, invoice amount, applied amount, amount due, and status. Selecting the **PDF-Download** (📄) icon to the right of any invoice row will generate download a viewable PDF of that invoice in a new tab. Selecting the dollar sign (\$) icon to the right of the invoice row will allow the users to make a payment towards the invoice (see **Section 6.1**). **Note:** This icon will only be visible if the invoice has a status of Due or Past Due and has a balance due greater than \$0.00. Selecting the arrow (▼) icon to the right of any invoice row will expand the invoice row to display additional information about the invoice, including status and payment information, if applicable.

By default, invoices will be sorted by Invoice Period with most recent invoices at the top of the table. Users can change the way invoices are sorted on the page by selecting the arrows next to each

category title. To navigate between pages, users can select a specific page number or click the **Next** button at the bottom right of the table. As a default, the table will display 10 rows at a time, but users can select the dropdown on the top right of the table to change this setting and show 25, 50, or 100 rows. The search bar at the top left of the table can be used to search for specific invoices.

Invoice statuses will be updated at midnight every night, with the exception of invoices in a Referred to DOR or Replaced status. If the invoice has an amount due greater than \$0.00 and the Invoice Generated date is within 30 days of the current date, the invoice status will be changed to "Due." If the invoice has an amount due greater than \$0.00 and the Invoice Generated is more than 30 days from the current date, the invoice status will be changed to "Past Due."

Users can navigate to the **Payments** tab by clicking on it. When selected, a table will display with all dealer payments. Each payment in the table is shown with the date, type, check number, amount paid, and applied amount. Selecting the arrow (▼) icon to the right of any payment row will expand the row to display additional information, including the payment's notes and its associated invoice, if applicable.

Account Summary Account Balance: \$1,064.00

Invoices | **Payments**

Search Show 10 entries

Payment Date	Payment Type	Check Number	Amount Paid	Applied Amount
03/24/2022	Credit Card	058033	\$70.00	\$70.00
03/11/2022	Credit Card	720930	\$70.00	\$70.00
03/11/2022	Credit Card	110322AD3-EAE15ACE-9578-45F7-97D2-22EDF5C87A3A	\$5.00	\$5.00
03/11/2022	Credit Card	110322ED3-3F7BBF90-1DF5-4578-80FB-301C4C9F8316	\$35.00	\$35.00
03/11/2022	Credit Card	110322ED4-EB9C7380-FC3D-4038-B4C2-6E94DE9673BE	\$65.00	\$65.00
03/10/2022	Credit Card	100322ED4-7EF70876-C3AE-4F2A-89DC-791BC0817365	\$70.00	\$70.00
03/10/2022	Credit Card	100322ED4-E7150734-B9E2-4052-87D3-36EE4C5F5E48	\$70.00	\$70.00
03/03/2022	Credit Card	030322AD4-ACD5BEC0-BD96-444D-985B-25E66CD8409F	\$27.00	\$27.00
03/01/2022	Credit Card	010322AD3-606DF3B8-53C3-4F2D-BE3F-DEE512747142	\$3.00	\$3.00
03/01/2022	Credit Card	010322ED3-C2A88E72-3C91-416E-96CF-64D617D9EBFF	\$5.00	\$5.00

Showing 1 to 10 of 28 payments « < 1 2 3 > »

Figure 50: Payments Tab of Account Summary Page

By default, payments will be sorted by Date with most recent payments at the top of the table. Users can change the way payments are sorted on the page by selecting the arrows next to each category title. To navigate between pages, users can select a specific page number or click the **Next** button at the bottom right of the table. As a default, the table will display 10 rows at a time, but users can

select the dropdown on the top right of the table to change this setting and show 25, 50, or 100 rows. The search bar at the top left of the table can be used to search for specific payments.

6.1 Make Payments

Users can make payments towards invoices from the Account Summary page. To do so, click the dollar sign (\$) icon to the right of an invoice row in the Invoices tab. **Note:** *This icon will only be visible if the invoice has a status of Due or Past Due and has a balance due greater than \$0.00.*

Once the icon is selected, users will be redirected to the **Payment Summary** page to enter payment and billing information.

The screenshot shows the 'Payment Summary' page. At the top left, there is a link 'Back to Account Summary Page'. Below it is the page title 'Payment Summary'. The page is divided into two main sections: 'Billing Information' and 'Order Summary'. The 'Billing Information' section contains several input fields: 'Last Name' (value: cs), 'First Name' (value: test), 'Street Address' (value: 123 Money Rd), 'Apt or Suite #', 'City' (value: Salem), 'State' (value: OREGON), 'Zip Code' (value: 97314), and 'Email'. There is also a 'Notes' field. The 'Order Summary' section is a table with the following data: Invoice Number: 000121, Billing Period: 10/01/2021 - 10/31/2021, Account Balance: \$1,064.00, Invoice Amount: \$35.00, Amount Due: \$1.00, and Payment Amount: \$1.00. At the bottom right of the Order Summary table, it says 'Total Cost: \$1.00'. At the bottom of the page, there are two buttons: 'Cancel' and 'Proceed to Payment'.

Figure 51: Payment Summary Page

The top of the Payment Summary page contains fields for Billing information, including first and last name, email address and address, city, state, and zip information. **Note:** *This information will be pre-populated based on Dealer profile information. It can be edited.* There is also an optional Notes field.

To the right of the Billing Information, the Order Summary section allows users to enter the dollar amount being paid. The invoice's number, billing period, amount, and amount due will be displayed. The Payment Amount field will be automatically populated with the selected invoice's remaining balance, or the account balance, whichever value is less. This amount can be edited, but it must be a positive dollar amount greater than \$0.00. After entering the payment amount, select the **Proceed to Payment** button to process the credit card payment.

Upon a successful payment, a confirmation message will appear, and users will be redirected to the Invoices tab in the Account Summary page. The invoice and account balance information will be updated to reflect the new payment, and the new payment will be listed in the Payments tab of the Account Summary page. If payment is unsuccessful, users will receive an error message prompting them to return to the Account Summary page and reenter the payment.

7 Add Scheduled Gun Show

The Add Scheduled Gun Show page allows dealers to request that a scheduled Gun Show be added to the Dealer Portal. The Add Scheduled Gun Show page can be accessed from the **Add Scheduled Gun Show** link on the side navigation from any page of the Dealer Portal website.

Add Scheduled Gun Show

Please enter all the information for a scheduled gun show or banquet you are requesting to be added.

*Gun Show/Banquet Name

*Street Address Apt or Suite #

*City *State (Oregon) *Zip/Postal Code

Contact First Name Contact Last Name Email Phone

Date #1

*Start Date (mm/dd/yyyy) *End Date (mm/dd/yyyy) + Add Additional Dates

Notes

Write your notes here... 0/4000 characters

Clear Submit

Figure 52: Add Scheduled Gun Show Page

The Add Scheduled Gun Show page displays a form to fill out required new gun show information. See the table below for more information on filling out each field:

Field	Description	Example
Gun Show/Banquet Name	This field is required and allows up to 100 alphanumeric characters and symbols.	Gun Show
Street Address	This field is required and allows up to 100 alphanumeric characters and symbols.	1111 Main St
Apt. or Suite #	This field is not required and accepts up to 30 characters.	Apt 304
City	This field is required and allows up to 85 alphanumeric characters and symbols.	Portland
State	This field is required and defaults to Oregon.	OR

Zip	This field is required and accepts up to 15 numbers and dashes.	99305
Contact First Name	This field is not required and accepts up to 30 alphanumeric characters, spaces, and dashes.	John
Contact Last Name	This field is not required and accepts up to 30 alphanumeric characters, spaces, and dashes.	Doe
Email	This field is not required and accepts up to 80 characters. The email must have only one @ symbol and will not accept parenthesis (), commas (,), quotations ("), backslashes (\), brackets ([]), arrow heads (<, >), colons (:), spaces, or semi colons (;).	jdoe@email.com
Phone	This field is not required and will accept up to 15 characters. It accepts the following formats: ### ### ##, (###) ### ##, ###-###-####, (###)-###-####, #####, (###)#####, (###)###-####, (###)### ####. An optional country code can appear at the front of a phone number in the following formats: #, ##, ###, #-###, ##-####. Country codes can be preceded by an optional plus sign (+). Country codes can be separated from the rest of a phone number using a space, a dash, or nothing.	1(123)456-7890 11234567890 (123)456-7890 1234567890
Start Date	This field is required and can be selected from a date picker or manually typed. It accepts up to 10 numbers, dashes, hyphens, and forward slashes (/)	01/01/2022
End Date	This field is required and can be selected from a date picker or manually typed. It accepts up to 10 numbers, dashes, hyphens, and forward slashes (/)	01/03/2022
Add Additional Dates	This field is not required and displays an additional set of Start and End Date fields below the previous dates, allowing users to add multiple dates.	01/05/2022
Notes	This field is not required and accepts up to 4000 alphanumeric characters and symbols. These notes will not display to other Dealer Portal users.	ABC123

Once all required fields have been completed, select the **Submit** button to save changes and send the gun show information to the FICS unit via email. After successful submission, a notification will appear at the top of the page.

To clear the form without saving any changes, select the **Clear** button.

8 FAQs

The Frequently Asked Questions page can be accessed from the **Frequently Asked Questions** link on the side navigation from any page of the Dealer Portal website. Once clicked, it will open the FAQs page for the Firearm Instant Check System (FICS) in a new tab.

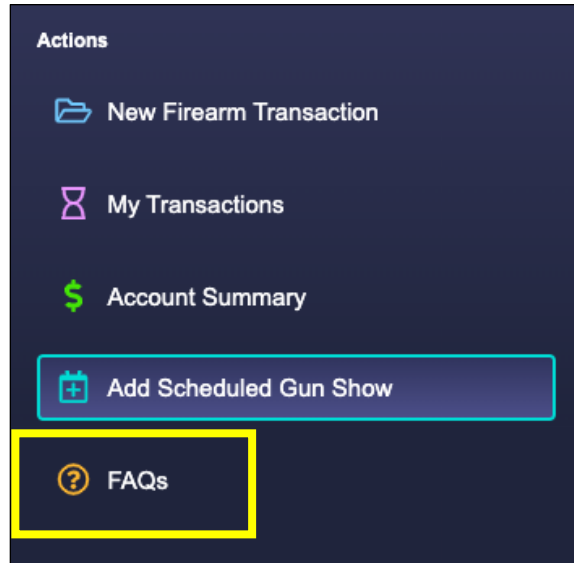


Figure 53: Frequently Asked Questions Link