

Federal Bureau of Investigation (FBI)
Criminal Justice Information Services (CJIS) Division's
National Instant Criminal Background Check System (NICS)

NICS-41 User Manual
Appendix 5: NICS New E-Check User Manual



Version 8.5

February 9, 2023

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Distribution of the required data is limited to authorized United States Government Agencies only. All other requests for this document shall be referred to FBI, Attention: Information Technology Contracts Unit, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306

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1. Overview

This NICS E-Check User Manual has been created to assist you with all functions of the new and improved FBI NICS E-Check. A screen shot has been created for each step of the various functions covered within the user manual. An associated numbered step will be featured above each screen shot to provide direction for the user.

When reviewing the user manual, keep in mind that there are multiple user roles with varying user permissions; therefore, the screen shots may vary.

When reviewing the user manual, statements/words presented in single quotes ‘ ’ are clickable items within the system, statements/word presented in double quotes “ ” are non-clickable items within the system.

1.1 NICS E-Check Accessibility

Individuals or agencies with LEEP access can continue to access LEEP via their existing methods. The FBI NICS is committed to providing access to our enterprise electronic and information technology for all members of the public with disabilities. To meet this commitment, we comply with the requirements of Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. § 794d. Section 508 requires that we provide individuals with disabilities who are authorized access to our systems with access to and use of information and data that is comparable to individuals without disabilities, unless an “undue burden” would be imposed on the Bureau. We are continuously taking steps to improve our site and ensure it complies with the best practices and standards defined by Section 508 of the U.S. Rehabilitation Act.

Our Current Accessibility Features

1. Screen reader compatibility.
2. Keyboard accessibility.
3. Alternative text detail for appropriate images and other non-text elements.
4. Structural markup to indicate headings and lists to aid in page comprehension.
5. Association of forms with labels.
6. Association of all data cells in a data table with their headers.

2. NICS E-Check Account Maintenance

2.1 Create an Account

Register for FBI NICS E-Check at www.nicsezcheckfbi.gov. Registration should only be completed once per FFL account. An owner or manager can create accounts for the remaining NICS E-Check users once the FFL account has been created.

Information you will need to set up your account includes:

- Username—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive your username via e-mail. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user (Primary User or Organization Lead). The administrative users create accounts for the remaining employees who will be using the FBI NICS E-Check. When creating your account, the administrative user will receive your username and provide it to you.
- Password—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive instructions via e-mail on how to obtain your temporary password. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user. When creating your account, the administrative user will receive your temporary password and provide it to you. Upon receipt of your temporary password, you will need to change the password to something you will use each time you log on.

1. Click **“Register to use the FBI NICS E-Check”**.
2. The Term and Conditions page will display. Read through the terms and conditions and select your response: Agree or Disagree.

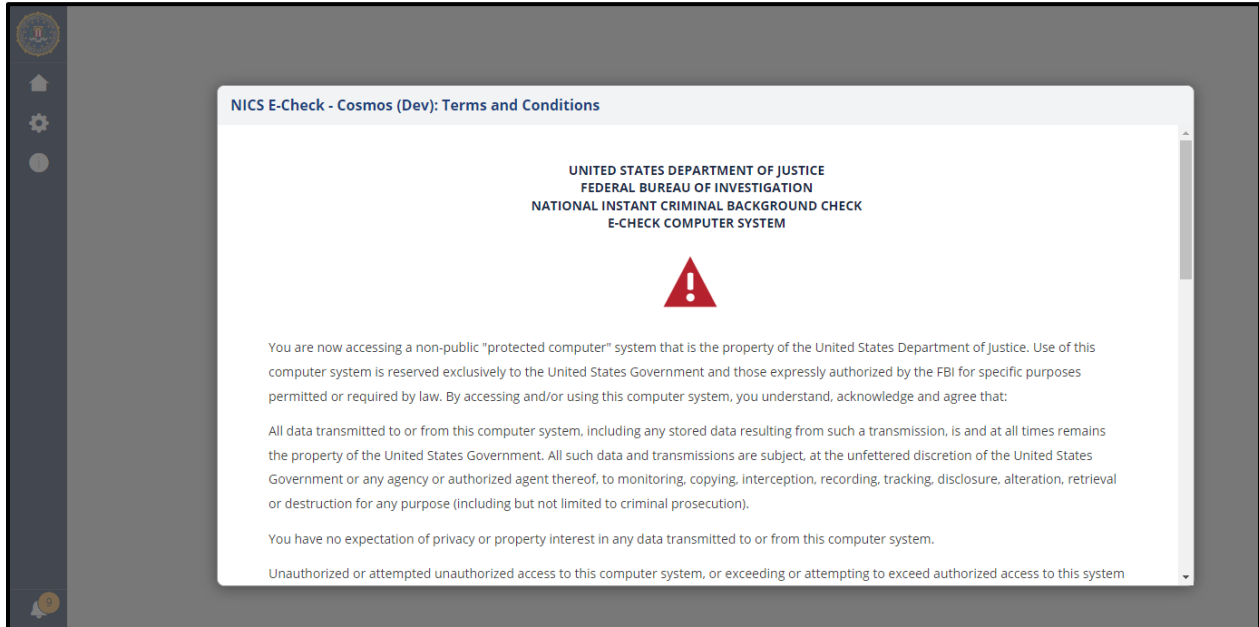


Figure 2-1: E-Check Terms and Conditions

3. Select the Enrollment Type and Click Continue.

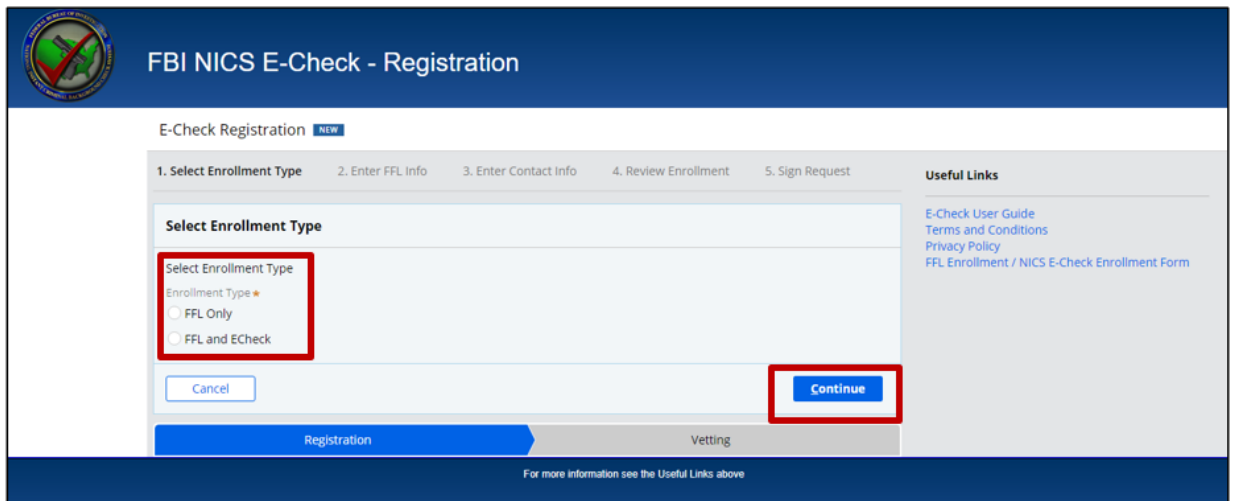


Figure 2-2: E-Check Registration Select Enrollment Type

4. Enter your information in the ‘Enter FFL Information’ fields.

FBI NICS E-Check - Registration

E-Check Registration **NEW**

✓ 1. Select Enrollment Type 2. Enter FFL Info 3. Enter Contact Info 4. Review Enrollment 5. Sign Request

Enter FFL Information

Enter FFL Information

FFL ID Number ★ FFL Code Word ★

Name of FFL Business ★

Street Address of FFL Business

FFL City ★ FFL State ★ FFL Zip Code

FFL Phone Number ★ FFL Phone Extension

[Back](#) [Continue](#)

Registration Vetting

Figure 2-3: E-Check Registration Enter FFL Information

5. **FFL ID Number-** When entering your FFL Number- Please do not add dashes or spaces to FFL ID Number
FFL Code word- Code words need to be between 5-10 Characters (no special characters and No Profanity permitted)

FBI NICS E-Check - Registration

E-Check Registration **NEW**

✓ 1. Select Enrollment Type ✓ 2. Enter FFL Info **3. Enter Contact Info** 4. Review Enrollment 5. Sign Request

Enter Contact Information

Enter Contact Information

First Name ★ Middle Name Last Name ★ Contact Cadence

Test FFL ▼

Date of Birth ★ E-mail Address ★

12/31/1969 ffitestuser@email.com

Mother's Maiden Name (last name only) ★

Mummy

[Back](#) [Continue](#)

Registration Vetting

Figure 2-4: E-Check Registration Enter Contact Information

6. Confirm your information as you review the enrollment information.
7. Click **'Back'** to update any necessary information.
8. Click **'Submit'** when satisfied with the information.

FBI NICS E-Check - Registration

E-Check Registration **NEW**

✓ 1. Select Enrollment Type ✓ 2. Enter FFL Info ✓ 3. Enter Contact Info **4. Review Enrollment** 5. Sign Request

Review E-Check Enrollment

Review

Enrollment Type Information
Enrollment Type
FFL and ECheck

FFL Information
FFL ID Number
334194011B84777
FFL Code Word
Test
Name of FFL Business
Test Business
Street Address of FFL Business

FFL City
Austin
FFL State
TX
FFL Zip Code

FFL Phone Number
(123) 456-7890
FFL Phone Extension
1234

Contact Information
First Name
Test
Middle Name

Last Name
FFL
Contact Cadence

Date of Birth
12/31/1969
E-mail Address
ffltestuser@email.com
Mother's Maiden Name (last name only)
Mummy

Note: If there is a change in FFL ownership, the FBI NICS Section must be notified and a new acknowledgment must be signed.

By executing this document and by the use of the above code word, the FFL acknowledges understanding of its obligations and responsibilities under the NICS (as detailed in the Gun Control Act of 1968, as amended and the Responsibilities of a Federal Firearms Licensee [FFL] under the National Instant Criminal Background Check System) and intent to honor those obligations and responsibilities. Intending to be legally bound, I hereby execute this acknowledgment on behalf of the above-mentioned FFL and certify under penalty of perjury that I have full authority from the FFL to make a legally binding commitment on its behalf.

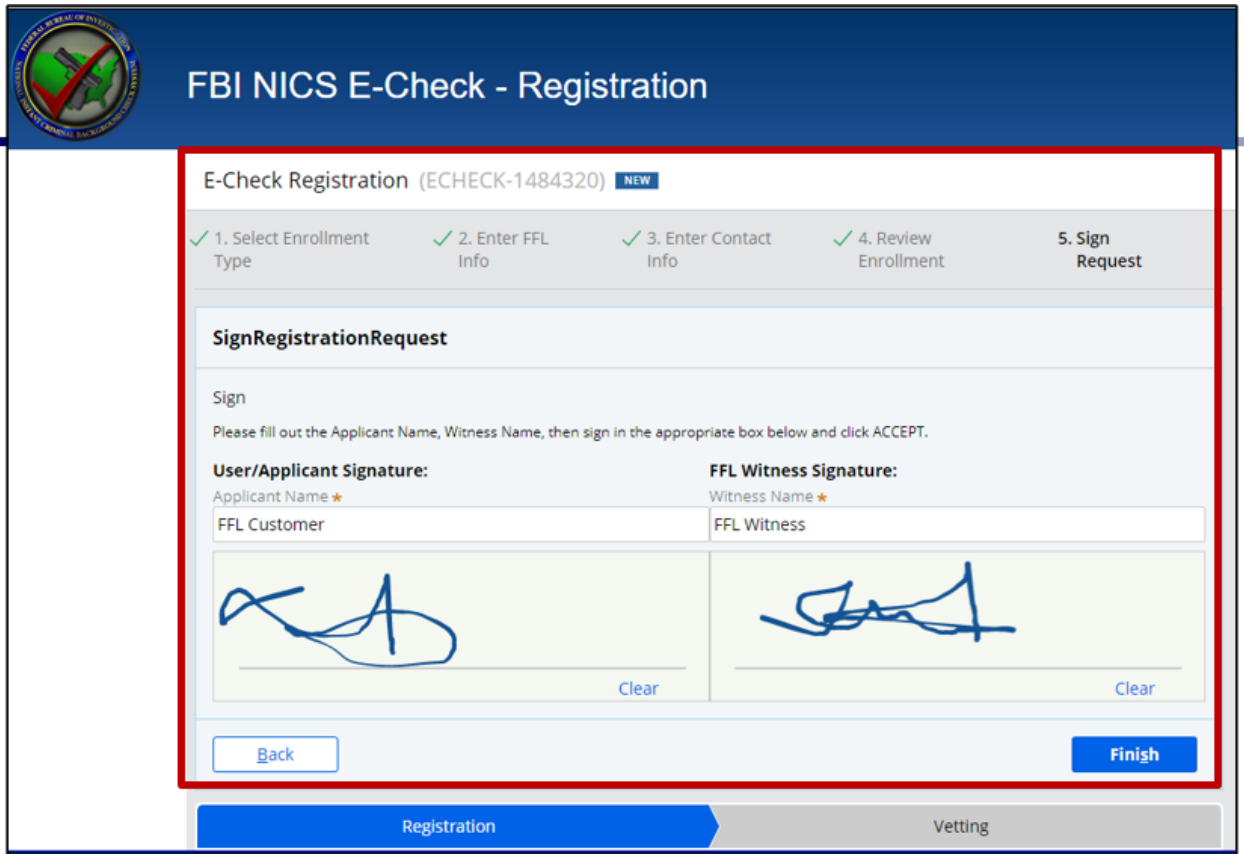
Please be sure to read the NICS E-Check Subscribers Agreement before signing this document.

[Back](#) [Continue](#)

Registration Vetting

Figure 2-5: E-Check Registration Review Enrollment

9. Sign and fill out the Applicant and Witness name. The witness can be anybody you wish.
10. Click clear on the signature area to resign. When satisfied by the signature, click **'Accept'** and then the **'Finish'** button to complete and submit the request to NICS.



The image shows a web interface for "FBI NICS E-Check - Registration". At the top left is the FBI seal. The main title is "FBI NICS E-Check - Registration". Below the title, there is a progress bar with five steps: 1. Select Enrollment Type (checked), 2. Enter FFL Info (checked), 3. Enter Contact Info (checked), 4. Review Enrollment (checked), and 5. Sign Request (active). The active step is titled "E-Check Registration (ECHECK-1484320) NEW".

The "Sign Request" section is titled "SignRegistrationRequest" and contains the following text: "Sign. Please fill out the Applicant Name, Witness Name, then sign in the appropriate box below and click ACCEPT." Below this text are two columns for signatures. The left column is labeled "User/Applicant Signature:" and contains a text input field with "FFL Customer" and a signature box with a blue ink signature and a "Clear" button. The right column is labeled "FFL Witness Signature:" and contains a text input field with "FFL Witness" and a signature box with a blue ink signature and a "Clear" button.

At the bottom of the form are two buttons: "Back" and "Finish". Below the form is a progress bar with two segments: "Registration" (highlighted in blue) and "Vetting".

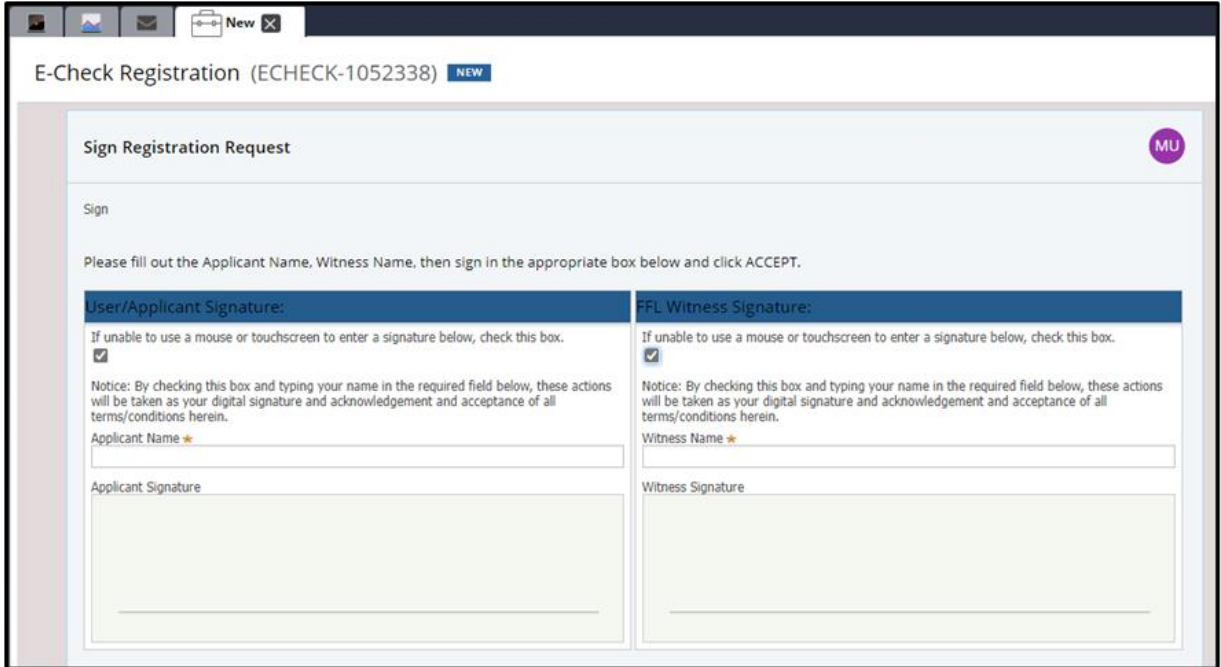


Figure 2-6: E-Check Registration Signature Request (Regular and Greyed Out Version)

11. Check the “If unable to use a mouse or touchscreen to enter a signature below, check this box” if applicable.
 - a. This will disable the “Applicant Signature” and “Witness Signature” boxes.
12. Click clear on the signature area to resign. When satisfied by the signature, click ‘Accept’ and then the ‘Finish’ button to complete and submit the request to NICS.
13. A successful submission screen will appear with the next steps detailed below:
 - a. Thank you for submitting your E-Check Registration Request. You will receive an e-mail at the e-mail address provided when your request is approved or rejected.

If you have any additional questions, please contact the NICS Help Desk 1-833-297-4357

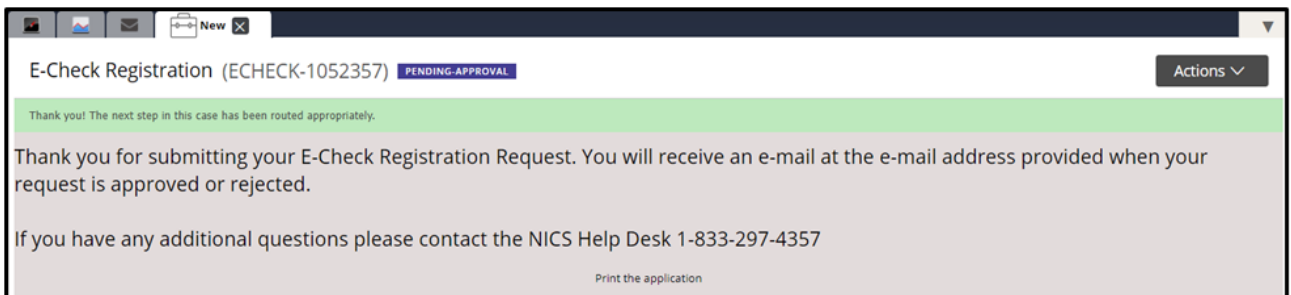


Figure 2-7: E-Check Registration Confirmation

14. Once the account has been created, an e-mail will be sent to the e-mail address provided. The e-mail will include your username and instructions on how to obtain your temporary password.
 - a. Users will have the option to print the submitted application.

2.2 Reset NICS E-Check Password

Navigate to the FBI NICS E-Check Welcome Page <<https://www.nicsezcheckfbi.gov/>> to reset your NICS E-Check Password.

1. On the Welcome Page, click on the **“Reset FFL Password/Challenge Questions”** link. This will open the external submission page shown in Figure 2-8



Figure 2-8: FBI NICS E-Check



Figure 2-9: External Submission Page

2. Select the "**LEEP**" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.
3. Enter your "**LEEP Username**".
4. Enter your "**Date of Birth**".
5. Click "**Submit**".

External Submission

Please enter your LEEP Username *

Please enter your Date of Birth *

Please select what form you wish to fill out * LEEP

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
 FEDERAL BUREAU OF INVESTIGATION
 NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
 E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Malicious or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms Licensee User Manual, Federal Firearms Licensee registration form and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicscheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady Handgun Violence Prevention Act (the "Brady Act") (Public Law 103-159, Nov. 30, 1993); 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4060(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via internet an unassisted background check for firearms transfer. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of statute uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 61223, 63 FR 78190, 66 FR 0676, 66 FR 8425, 66 FR 12936, 72 FR 3410. This SORN is located at <http://www.justice.gov/opr/privacyact.html#FBI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1050 Center Hollow Road, Clarksburg, West Virginia 26306.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Submit

Figure 2-10: External Submission Page with LEEP Selection

6. Once submitted, an email will be sent to the account associated with the corresponding LEEP Username.
 - a. Check your email junk or spam folder for a message titled "Password Reset".

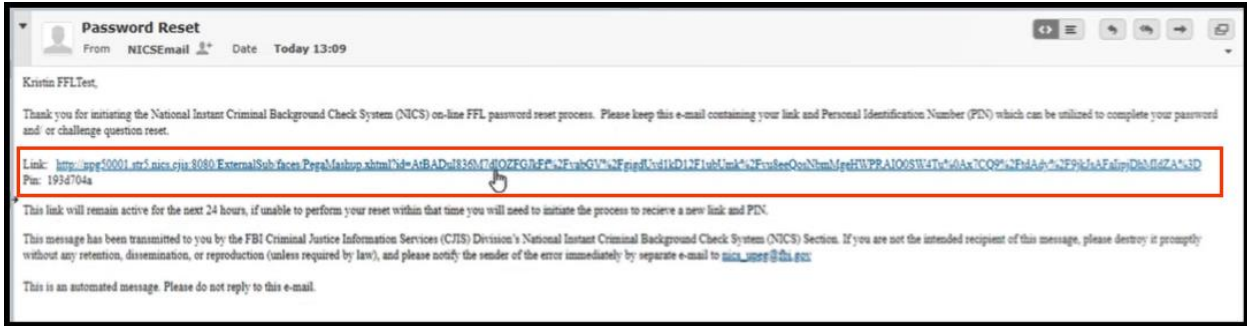


Figure 2-11: Email Screen with Link and Pin

7. Click on the **“Link”** to open the external submission window and enter the **“Pin”** provided in the email.
 - a. The link will remain active for 24 hours.
8. Enter your assigned **“Pin”** from the email received.
9. Enter the email address associated with your LEEP User account.
10. Ensure **“LEEP”** is still selected for the type of form to be filled out.
11. Click **“Submit”**.



Figure 2-12: External Submission Page

12. Click on **“Reset Password”** to receive a temporary password.

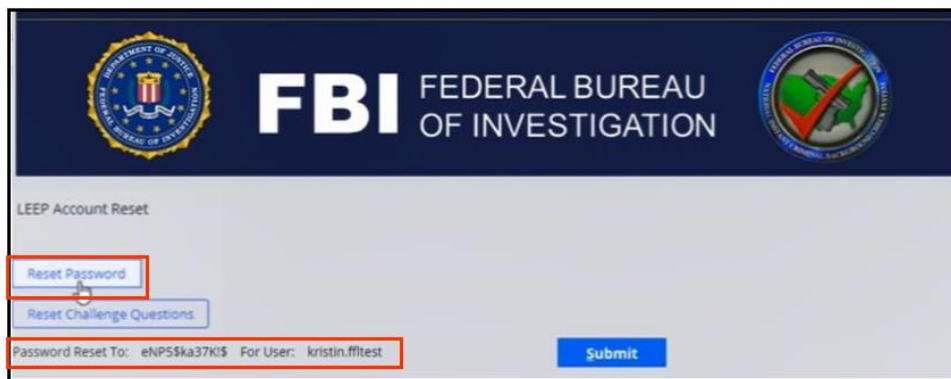


Figure 2-13: LEEP Account Reset

13. Navigate to the LEEP portal, <https://www.cjis.gov/CJISEAI/EAIController> and enter your "Username".
14. Click "Sign In".



Figure 2-14: LEEP Portal

15. Enter your response to your challenge question(s).
16. Select "Yes" or "No" to register the machine.
17. Click "Next" to proceed.

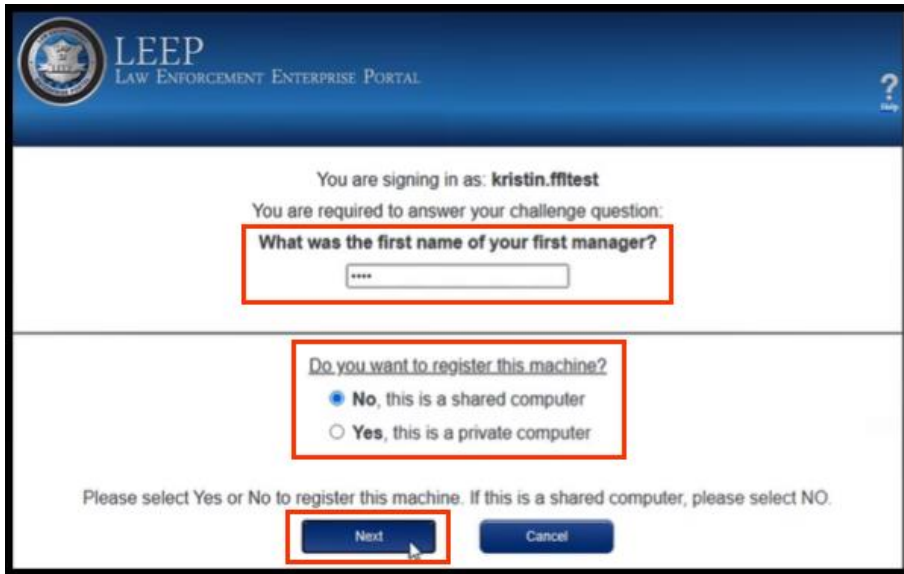


Figure 2-15: LEEP Portal Login

18. Enter your temporary retrieved password.
 - a. Your account will be locked after three failed attempts.
19. Click "**Sign In**".

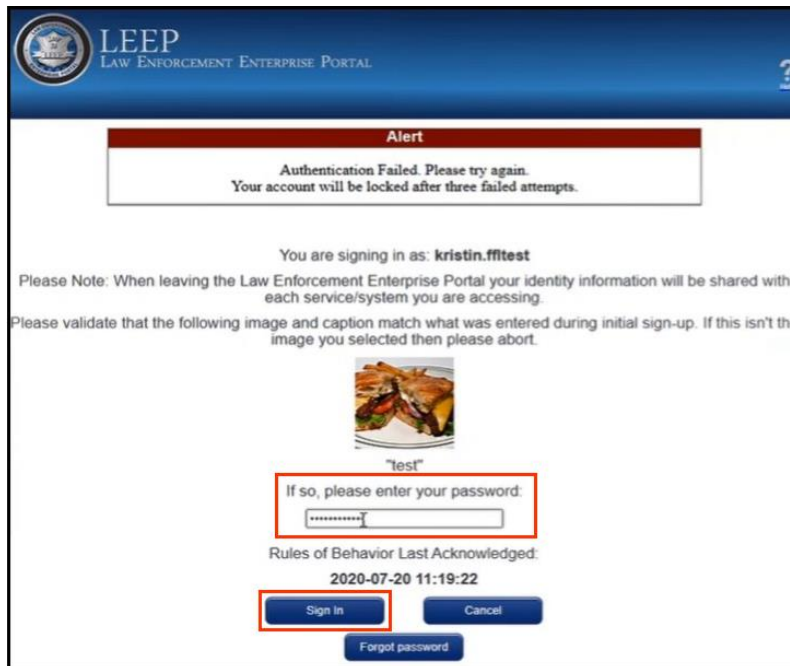


Figure 2-16: LEEP Portal Login Password

20. Enter your temporary password in the “**CURRENT password**” field.

21. Create and enter a new password in the “**NEW password**” field.
22. Reenter your new password again for verification in the “**New password (again)**” field.
23. Click “**Submit**”.

Changing password for: kristin.ffitest

Password(s) must:

- not contain industry defined commonly used password(s)
- not begin or end with a space
- not reuse your previous 10 password(s)
- not contain more than 2 consecutive identical characters
- be at least 8 characters in length
- allow special characters ~!@#*()+=?@%_!>/\$^;'.>.,."

LEEP now accepts passphrases. A passphrase can be a sentence or phrase that is easy to remember.

An example of something meaningful that will help you remember it:
Ilovetoswimintheccean!

Enter your CURRENT password:

Enter your NEW password:

Enter your NEW password (again):

Warning: Once you click Submit and your password has been accepted, the new password will not be displayed on the screen. Please sign in with your new password immediately to fulfill the LEEP access requirement.

Figure 2-17: LEEP Password Reset

24. Once complete, you will receive a confirmation alert on the next page.

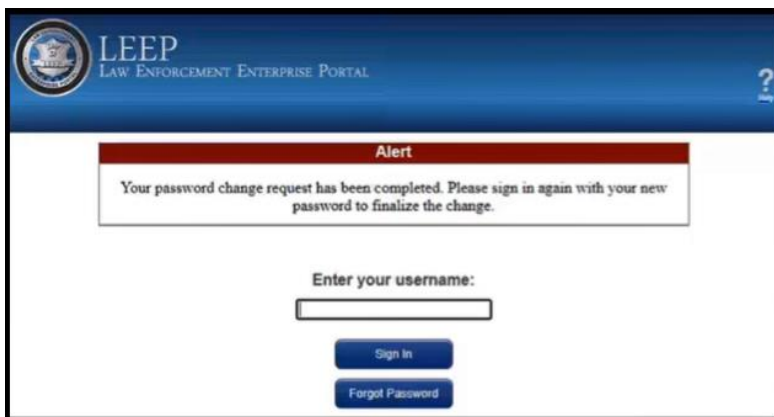


Figure 2-18: LEEP Password Reset Confirmation

2.3 Reset NICS E-Check Challenge Questions

Navigate to the FBI NICS E-Check Welcome Page < <https://www.nicsezcheckfbi.gov/> > to reset your NICS E-Check Challenge Questions. Resetting your Challenge Questions will prompt you to reset your password as well.

1. On the Welcome Page, click on the **“Reset FFL Password/Challenge Questions”** link. This will open the external submission page shown in Figure 2-17.



Figure 2-19: FBI NICS E-Check

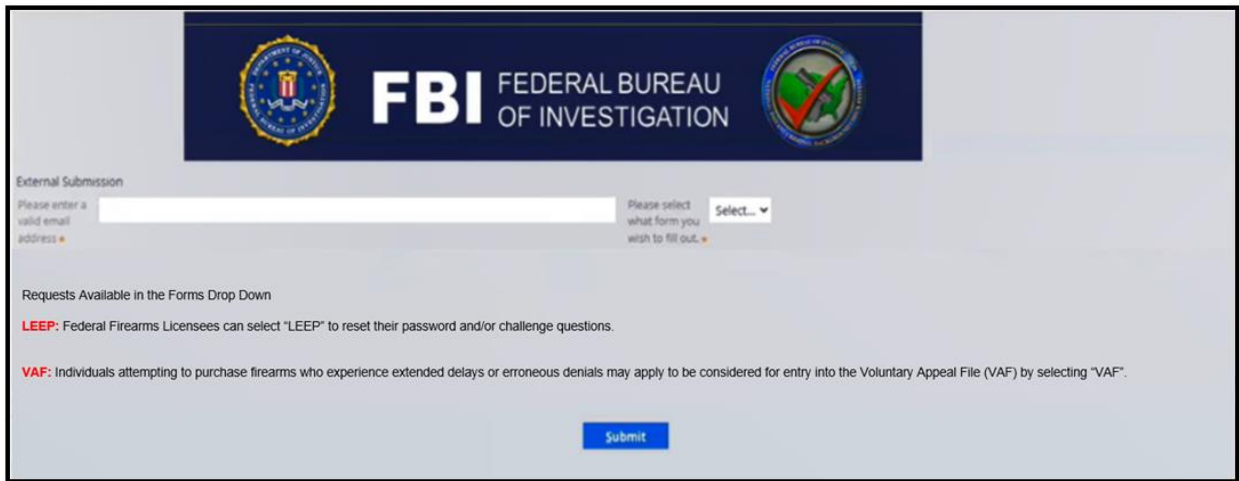


Figure 2-20: External Submission Page

2. Select the "**LEEP**" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.
3. Enter your "**LEEP Username**".
4. Enter your "**Date of Birth**".
5. Click "**Submit**".

External Submission

Please enter your LEEP Username *

Please enter your Date of Birth *

Please select what form you wish to fill out. * LEEP

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
 FEDERAL BUREAU OF INVESTIGATION
 NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
 E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Misuse or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring/Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms License User Manual, Federal Firearms License registration form and all other policies, terms, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicsecheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady/Hanquon Violence Prevention Act (the "Brady Act") (Public Law: 103-159, Nov. 30, 1993); 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4060(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfer. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 63223, 65 FR 78190, 66 FR 6676, 66 FR 8425, 66 FR 12698, 72 FR 3410. This SORN is located at <http://www.justice.gov/epic/privacyact.html#FBI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Submit

Figure 2-21: External Submission Page with LEEP Selection

6. Once submitted, an email will be sent to the account associated with the corresponding LEEP Username.
 - a. Check your email junk or spam folder for a message titled "Password Reset".

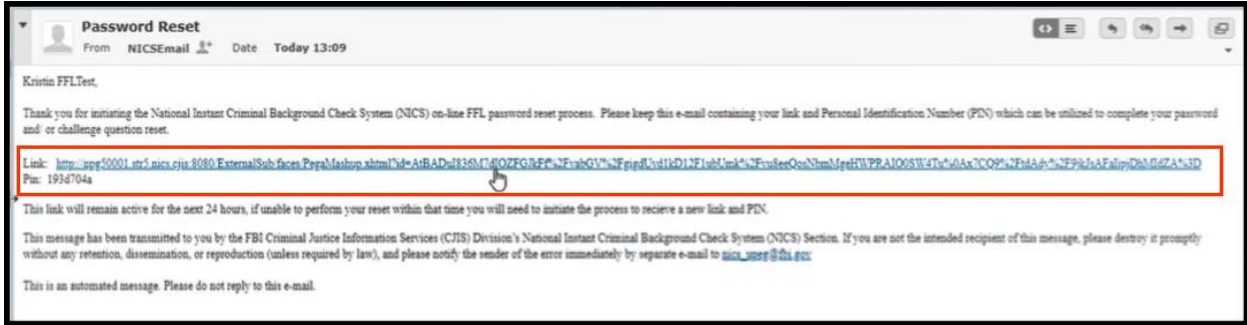


Figure 2-22: Email Screen with Link and Pin

7. Click on the **“Link”** to open the external submission window and enter the **“Pin”** provided in the email. The link will remain active for 24 hours.
8. Enter your assigned **“Pin”** from the email received.
9. Enter the email address associated with your LEEP User account.
10. Ensure **“LEEP”** is still selected for the type of form to be filled out.
11. Click **“Submit”**.



Figure 2-23: External Submission Page

12. Click on "**Reset Challenge Questions**" to receive a temporary password.



Figure 2-24: LEEP Account Reset

13. Navigate to the LEEP portal, <<https://www.cjis.gov/CJISEAI/EAIController>> and enter your "**Username**".

14. Click "**Sign In**".



Figure 2-25: LEEP Portal

15. Enter your temporary retrieved password.

- a. Your account will be locked after three failed attempts.

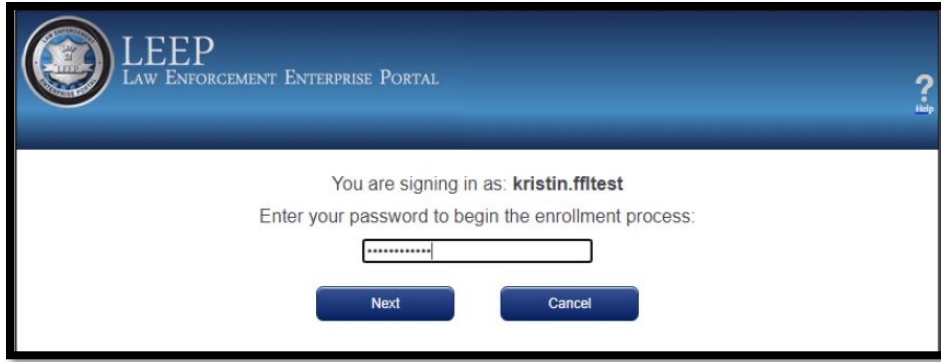


Figure 2-26: LEEP Portal

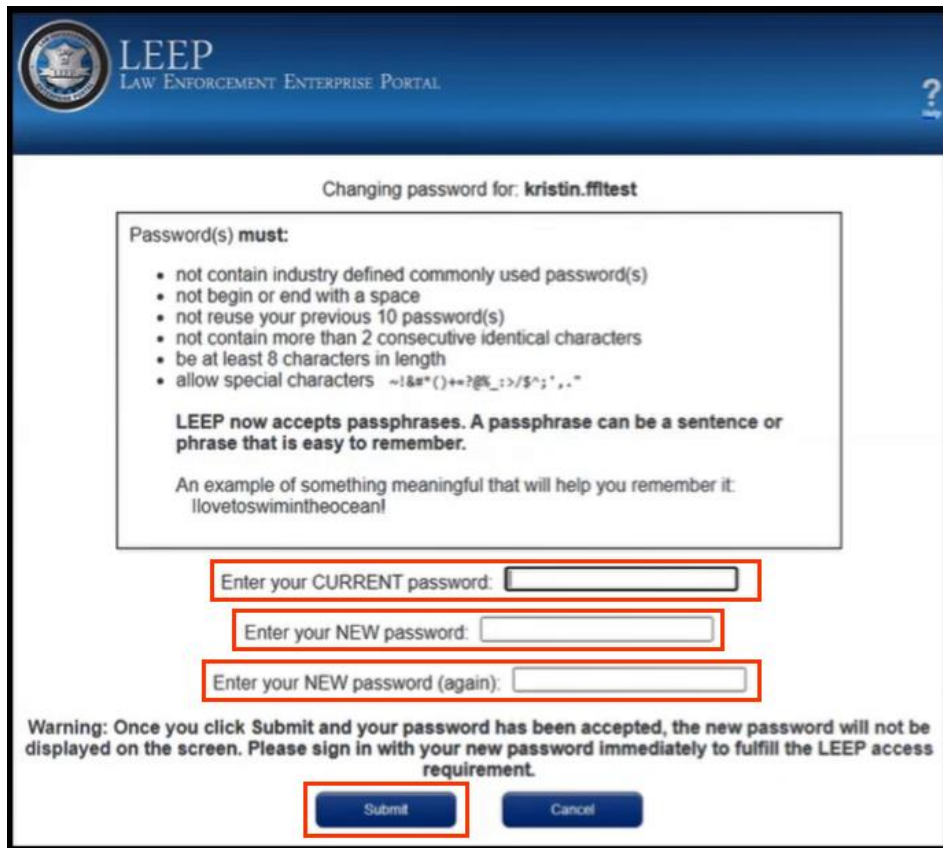


Figure 2-27: LEEP Password Reset

16. Once complete, you will receive a confirmation alert on the next page.

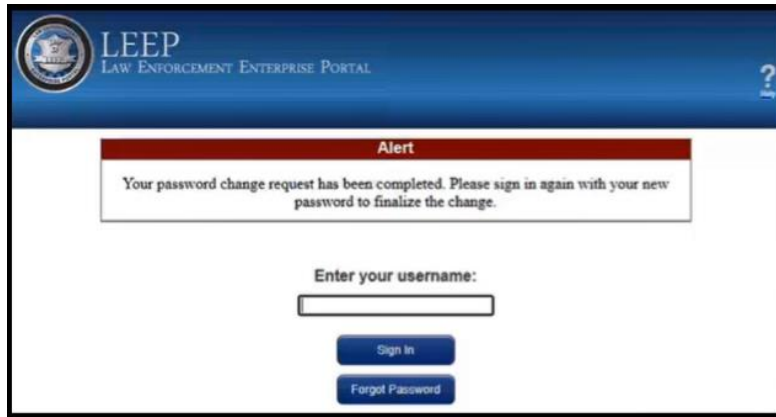


Figure 2-28: LEEP Password Reset Confirmation

2.4 Unlock NICS E-Check Password

Navigate to the LEEP portal, <<https://www.cjis.gov/CJISEAI/EAIController>> and enter your "Username".

1. Click "Sign In".



Figure 2-29: LEEP Portal

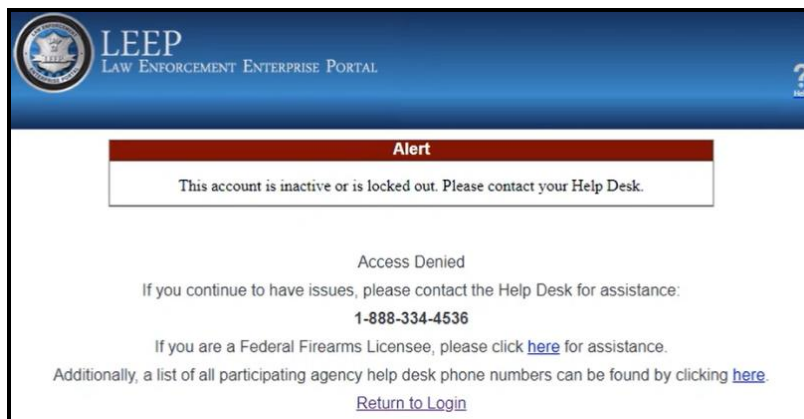


Figure 2-28: LEEP Portal Login with Account Lock Alert

- Navigate to the FBI NICS E-Check Welcome Page < www.nicsezcheckfbi.gov/> to unlock your account.

**Figure 2-30: FBI NICS E-Check**

- On the Welcome Page, click on the “**Reset FFL Password/Challenge Questions**” link. This will open the external submission page shown in Figure 2-33.

Figure 2-31: External Submission Page

- Select the "LEEP" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.
- Enter your “**LEEP User ID**”.
- Enter your “**Date of Birth**”.
- Click "**Submit**".

External Submission

Please enter your FFL User ID
Kristin.Hitest

Please enter your Date of Birth
01/01/1989

Please select what form you wish to fill out
LEEP

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, removal or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Misuse or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms License User Manual, Federal Firearms License registration form and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicscheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady Handgun Violence Prevention Act (the "Brady Act") (Public Law 103-159, Nov. 30, 1993); 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4050(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfers. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 63223, 63 FR 78190, 66 FR 6676, 66 FR 8425, 66 FR 12939, 72 FR 3410. This SORN is located at <http://www.justice.gov/epd/privacyact.html#FDI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 15.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1000 Custer Hollow Road, Clarkburg, West Virginia 26306

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Submit

Figure 2-29: External Submission Page with LEEP Selection

8. Verify your personal codeword to unlock your account.
 - a. Select the **"Reset Password"** checkbox if you wish to reset your password. A validation link and pin will be sent to the associated email address. See [Section 2.2 Reset NICS E-Check Password](#) for guidance.
9. Click **"Submit"**.



The screenshot shows the top header with the FBI logo and the text "FBI FEDERAL BUREAU OF INVESTIGATION". Below the header, the text "Codeword Unlock" is displayed. A message reads: "Verify your personal codeword to unlock your account. If you have forgotten your password and would also like to reset it, please select the checkbox below before submitting your codeword." There is a text input field labeled "Codeword". Below the input field is a checkbox labeled "Reset Password". A blue "Submit" button is located at the bottom right of the form area.

Figure 2-30: External Submission Page with Password Unlock

10. Once complete, you will receive a confirmation alert that your account has been successfully unlocked. Navigate to the LEEP portal, <https://www.cjis.gov/CJISEAI/EAIController>, to login with your current unlocked password.



Figure 2-34: External Submission Page with Password Unlock Confirmation

11. Three failed attempts to enter the correct password will display an alert notifying you to call the Logistical Support Unit to have your account unlocked and your personal codeword reset, as shown in Figure 2-37.
 - a. **Note:** Codewords may contain alpha and numeric characters only with a maximum of 15 characters.



Figure 2-35: External Submission Page with Failed Password Unlock

3. Navigation Basics and Settings

3.1 Login

To initiate a new E-Check session,

1. On the Welcome Page, click on the “**Log on to the FBI NICS E-Check**” link.

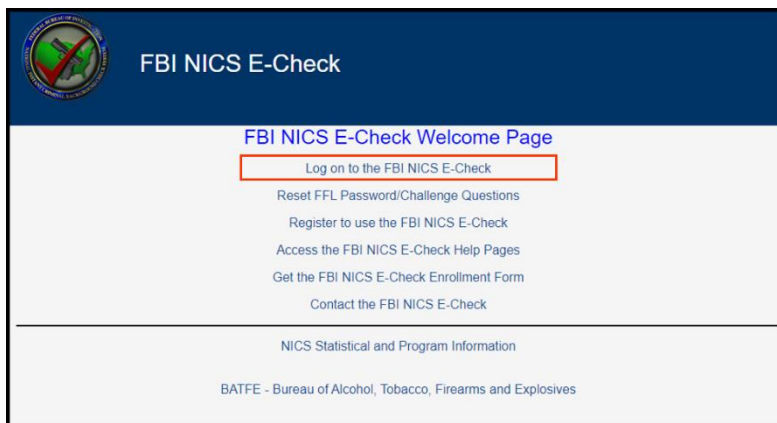


Figure 3-1: FBI NICS E-Check

2. At the LEEP Page, enter your username.
3. Below the username field is an option for Password or Token. The **Password** button should be selected.
4. Click the “**Sign In**” button.



Figure 3-2: LEEP Portal Login

3.2 E-Check Terms and Conditions

The E-Check Terms and Conditions page will display once the NICS application is open.

1. Select “**Agree**” to move forward into E-Check.

NICS ECheck 20.03.01: Terms and Conditions

records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.8, confidentiality is not assured.

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Figure 3-3: E-Check Terms and Conditions

3.3 Access Number (FFL RDS Key)

NOTE: These steps only apply to users with more than one FFL associated with their username.

Once you have selected the “**Agree**” button on the E-Check Terms and Conditions page, you will be prompted to select an Access Number (RDS Key).

The RDS Key is an abbreviated version of the FFL ID. It is the first 3 and last 5 characters of the FFL number.

1. Click on the columns to sort the FFL information from either ascending or descending order.

	RDS Key	License Name	Business Name	Store ID	Select Store
▶	36752528	HOT GUNS	--	--	Select
▶	45612345	Licensio	--	--	Select
▶	36702000	LT SEVEN	LT SEVEN	--	Select
▶	36711119	does not work	--	1	Select
▶	36777777	junk yard	junk yard	77777	Select

Figure 3-6: FFL Information in Ascending or Descending

2. Click on the ‘Caret >’ to expand the row to reveal additional FFL store information (store address, city, and state) to easily identify which FFL you need to select.

	RDS Key	License Name	Business Name	Store ID	Select Store
▼	36752528	HOT GUNS	--	--	Select
	FFL ID	FFL RDS KEY	Business Name		
	367000077M52528	36752528	--		
	License	Contact Hours	Address Line 1		
	HOT GUNS	--	1 RED ROAD		
	Address Line 2	Phone number	City		
	--	12432123	ANYTOWN		
	County	State	Zip		
	TEST	West Virginia	26554		
	ATF Area Office	ATF Area Office Phone	ATF Division		
	--	--	--		
▶	45612345	Licensio	--	--	Select

Figure 3-7: FFL RDS Key Row

3. Select your Access Number or **RDS Key** by clicking the **Select** button.

Select your Access Number

	RDS Key	License Name	Business Name	Store ID	Select Store																																																												
▼	36752528	HOT GUNS	--	--	Select																																																												
<table border="1"> <tr> <td>FFL ID</td> <td>FFL RDS KEY</td> <td colspan="2">Business Name</td> <td colspan="2"></td> </tr> <tr> <td>367000077M52528</td> <td>36752528</td> <td colspan="2">--</td> <td colspan="2"></td> </tr> <tr> <td>License</td> <td>Contact Hours</td> <td colspan="2">Address Line 1</td> <td colspan="2"></td> </tr> <tr> <td>HOT GUNS</td> <td>--</td> <td colspan="2">1 RED ROAD</td> <td colspan="2"></td> </tr> <tr> <td>Address Line 2</td> <td>Phone number</td> <td colspan="2">City</td> <td colspan="2"></td> </tr> <tr> <td>--</td> <td>12432123</td> <td colspan="2">ANYTOWN</td> <td colspan="2"></td> </tr> <tr> <td>County</td> <td>State</td> <td colspan="2">Zip</td> <td colspan="2"></td> </tr> <tr> <td>TEST</td> <td>West Virginia</td> <td colspan="2">26554</td> <td colspan="2"></td> </tr> <tr> <td>ATF Area Office</td> <td>ATF Area Office Phone</td> <td colspan="2">ATF Division</td> <td colspan="2"></td> </tr> <tr> <td>--</td> <td>--</td> <td colspan="2">--</td> <td colspan="2"></td> </tr> </table>						FFL ID	FFL RDS KEY	Business Name				367000077M52528	36752528	--				License	Contact Hours	Address Line 1				HOT GUNS	--	1 RED ROAD				Address Line 2	Phone number	City				--	12432123	ANYTOWN				County	State	Zip				TEST	West Virginia	26554				ATF Area Office	ATF Area Office Phone	ATF Division				--	--	--			
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TEST	West Virginia	26554																																																															
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▶	45612345	Licensio	--	--	Select																																																												

Figure 3-8: FFL Information

3.4 Portal Overview

After selecting the RDS Key, the portal page will display. This is the page where you will initiate all work in the NICS. It provides access to the processes, notifications, and common links assigned to your user role. NICS has role-based access control, which is an approach to limit system access to authorized users only. Therefore, your portal is tailored to the rights granted to you based on your user role and will not display items you do not have permission to access. At the top of the portal page, users can see when their password is scheduled to expire as well as the last login date.

The left navigation may or may not display the full menu name depending on the device you're using or the zoom setting. Hovering on the icons will show full names. Figure below only displays the icons for Processes, My FFL and Links.

NICS ECheck 21.02.01
 Last login 11/08/2023 at 09:51:20 EST
 Your password will expire in 180 days

FFL Information

FFL ID 367999019B56789	FFL RDS KEY 36756789	Business Name SHOOTERS
License SHOOTERS	Contact Hours --	Address Line 1 44 MAGNUM AVE
Address Line 2 55 STREET	Phone number 3045551234	City MORGANTOWN
County MON	State West Virginia	Zip 26431
ATF Area Office CHARLESTON OFFICE	ATF Area Office Phone 3046252310	ATF Division ATF DIVISION

Figure 3-9: NICS Portal Page

3.5 Processes

The Processes section is located on the left side of the portal page. It lists the actions a user can initiate within the application. As noted above, the processes listed on a user’s portal are driven by the user’s role settings. Each process is described in further detail in this user manual.

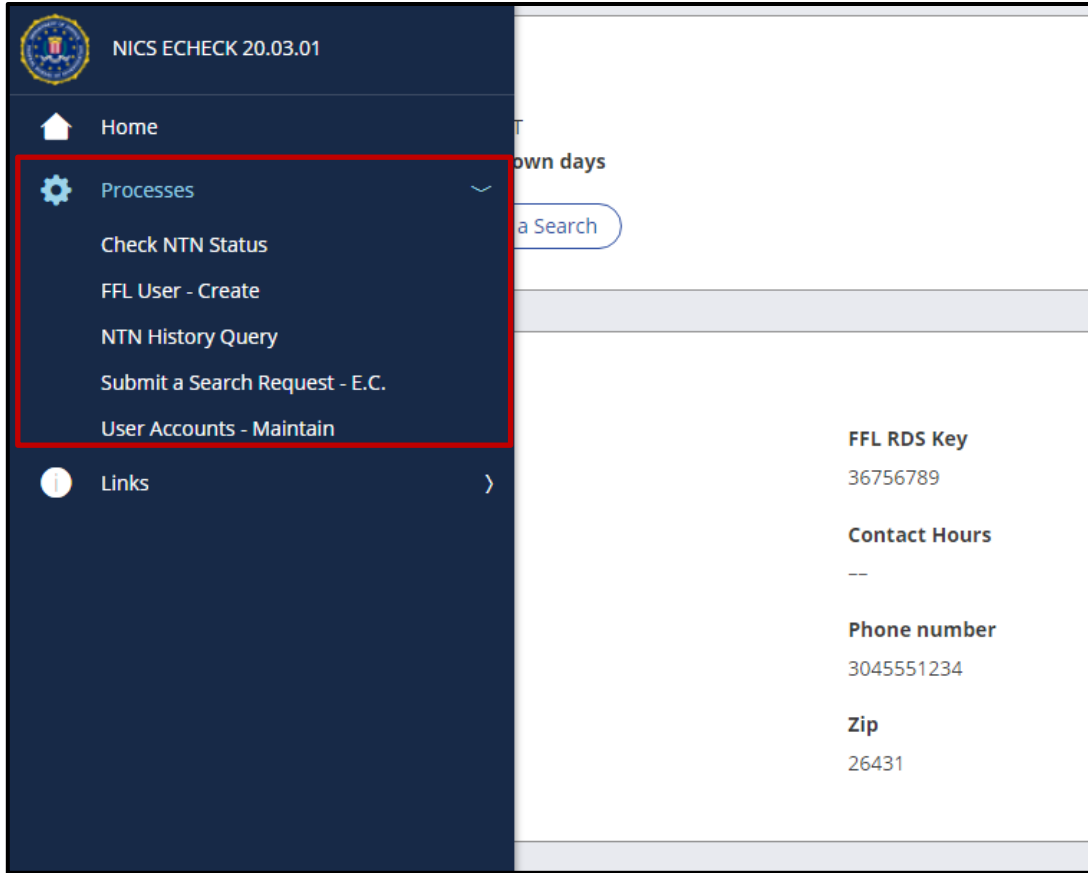


Figure 3-10: Processes Section

3.6 “Links” and “Notifications”

The “Links” section features the most frequently used links when working in NICS. The following links are included in this section:

- **Help Pages:** includes a description of and instructions for using the NICS.
- **Training Services User Manual:** a link to the document you are currently reading, intended to give assistance to users of the NICS E-Check application.
- **NICS Statistical and Program Information:** links to the FBI.gov NICS public statistics.

NOTE: Hovering over the above links will display a tool tip that says that the link will take you to an external web page.

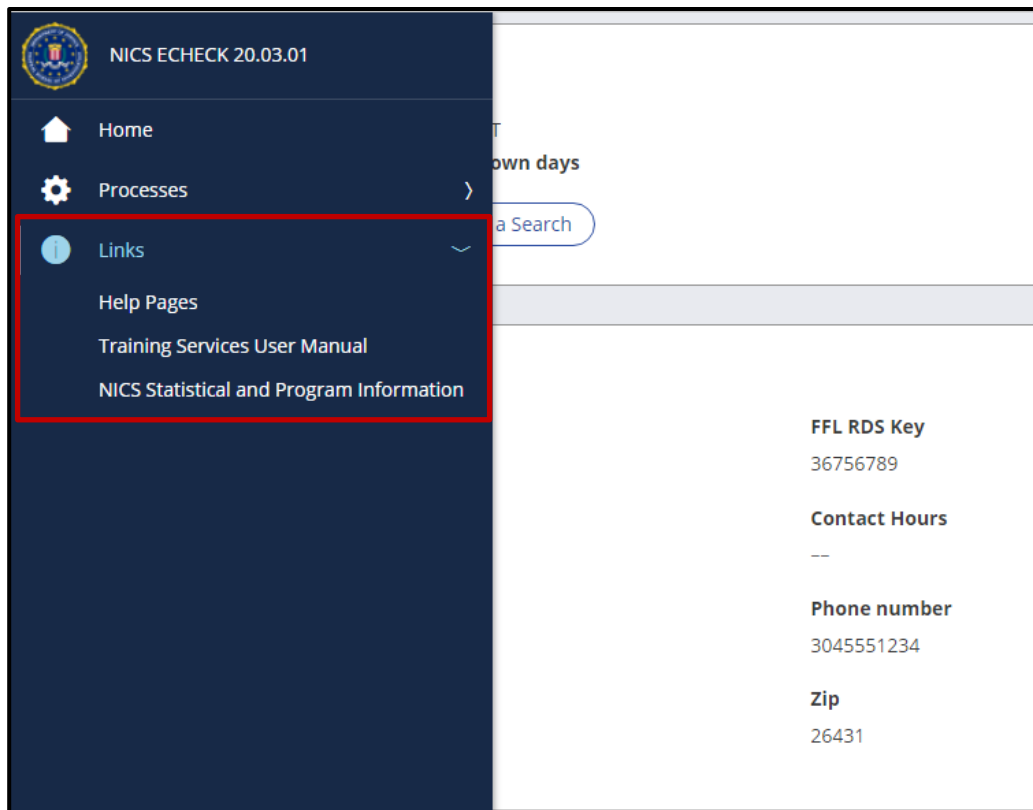


Figure 3-11: Links

The “Notifications” section is located above the profile icon. It includes a lists of actions one has taken throughout the portal.

1. Click ‘**Notifications**’.
2. The notifications will be listed on the left side of the screen.
3. Click ‘**View All**’ link to expand page.

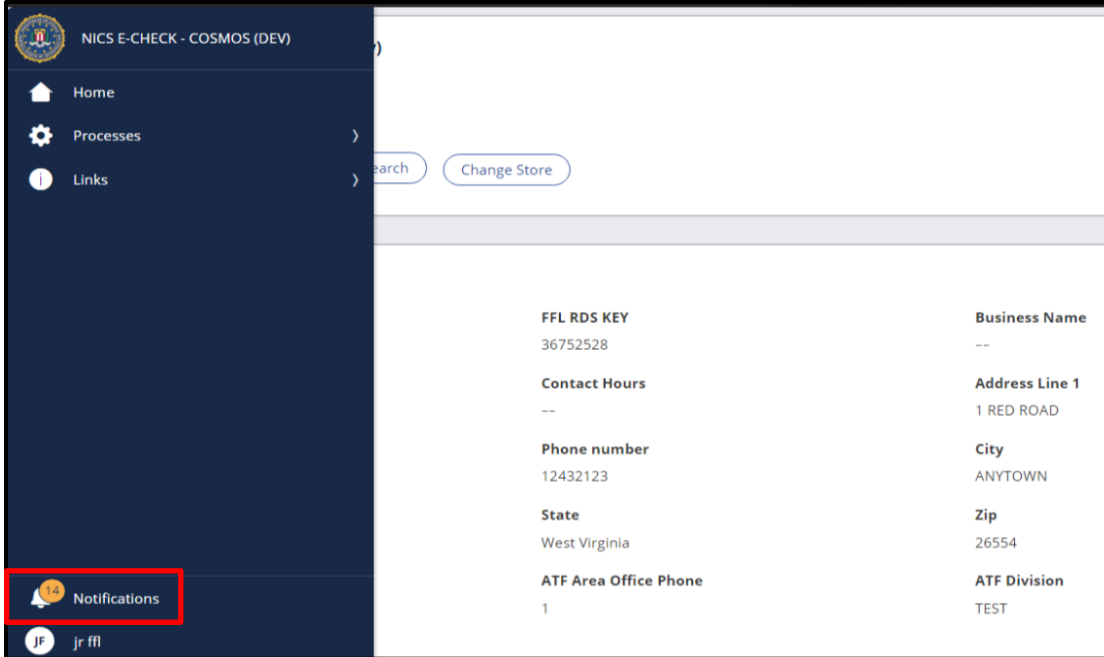


Figure 3-12: Notifications

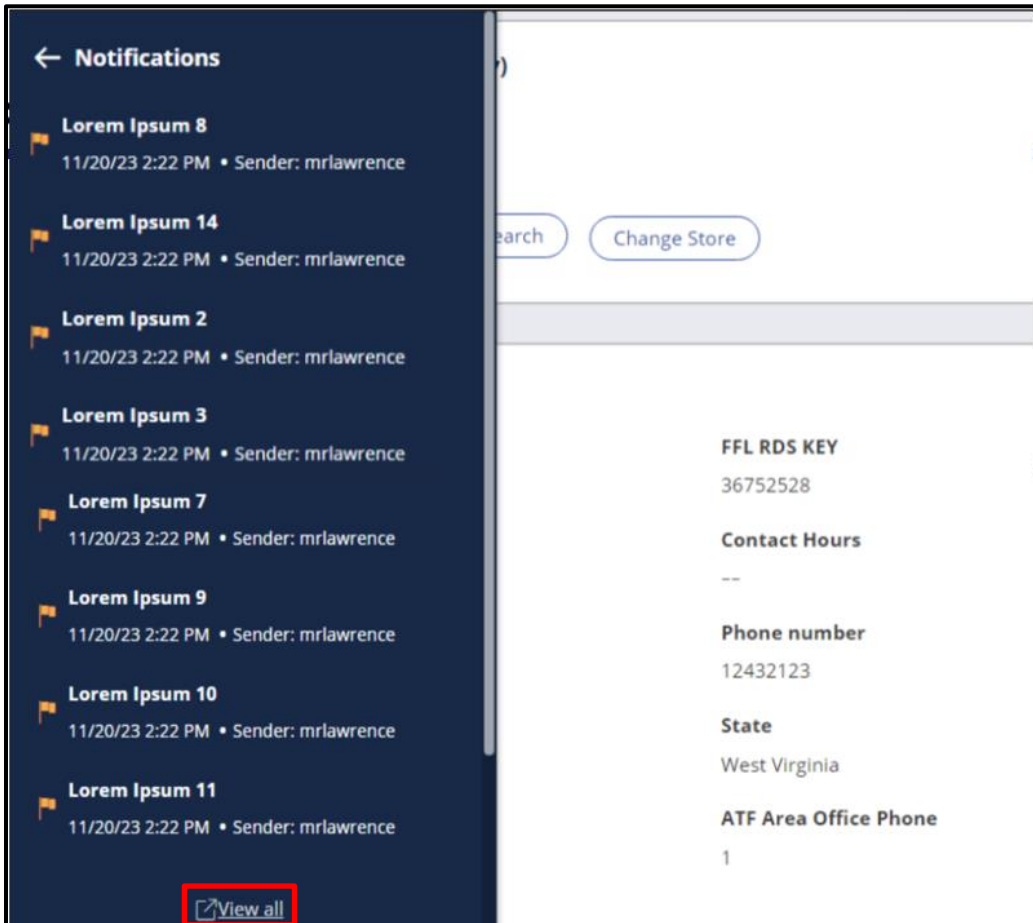


Figure 3-13: View All Link

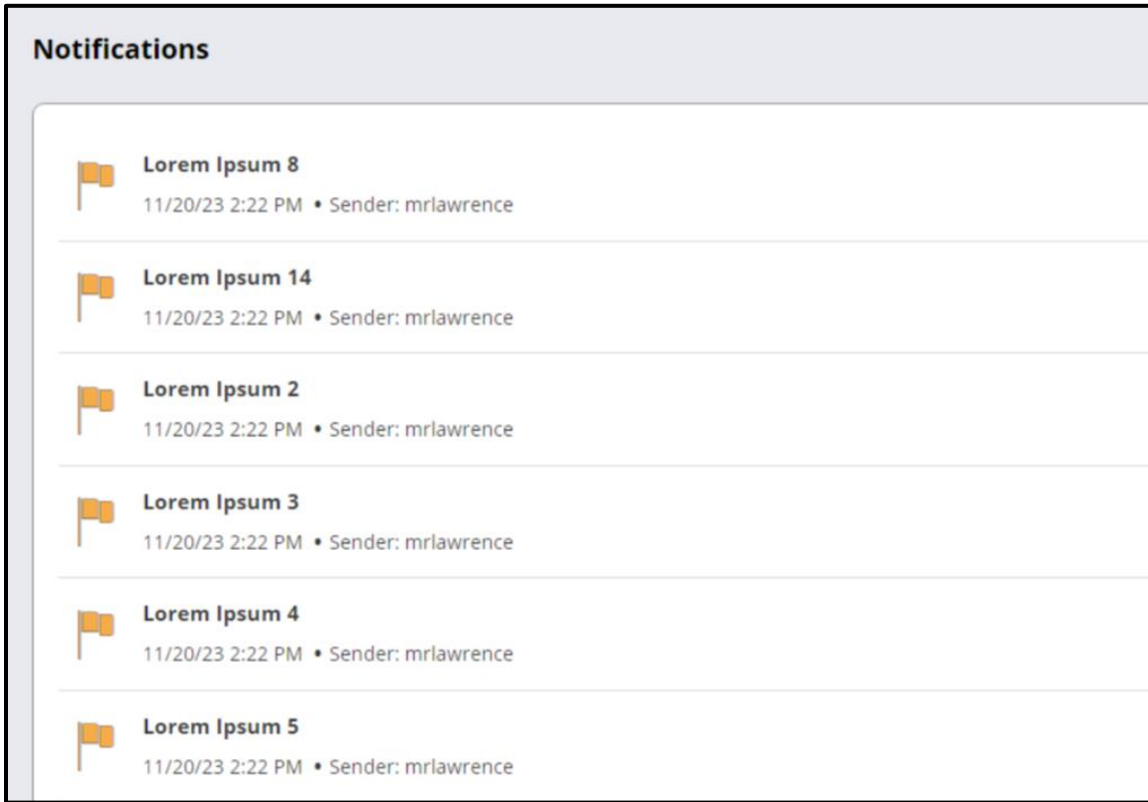








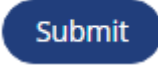
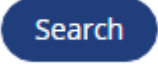

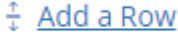


Figure 3-14: Notifications Expanded View

3.7 Commonly Used Icons

Several icons continuously appear as you navigate through the NICS. The table below identifies the most used icons and the action they perform in the NICS.

Table 1: Commonly Used Icons

Icon	Action
	<p>Add a row</p>
	<p>Expand, Collapse</p>
	<p>Refresh</p>

Icon	Action
	Delete a Row
	Select a Date
	Cancel
	Submit
	Search
	Required Field
	Add a Row
	Sort Ascending (within an inquiry)
	Sort Descending (within an inquiry)

4. Submit a Search Request via E-Check

The background check is the core functionality to the NICS. Before transferring the firearm, submit the Background Check via the NICS E-Check to ensure the customer is eligible to receive the firearm.

4.1 Submit a Search Request – E. C.

A background check can be submitted via E-Check by navigating to the Submit a Search Request – E.C. process. The section below documents the steps necessary to submit a background check search via E-Check.

1. Select “**Submit a Search Request – E.C.**” from the Processes section.

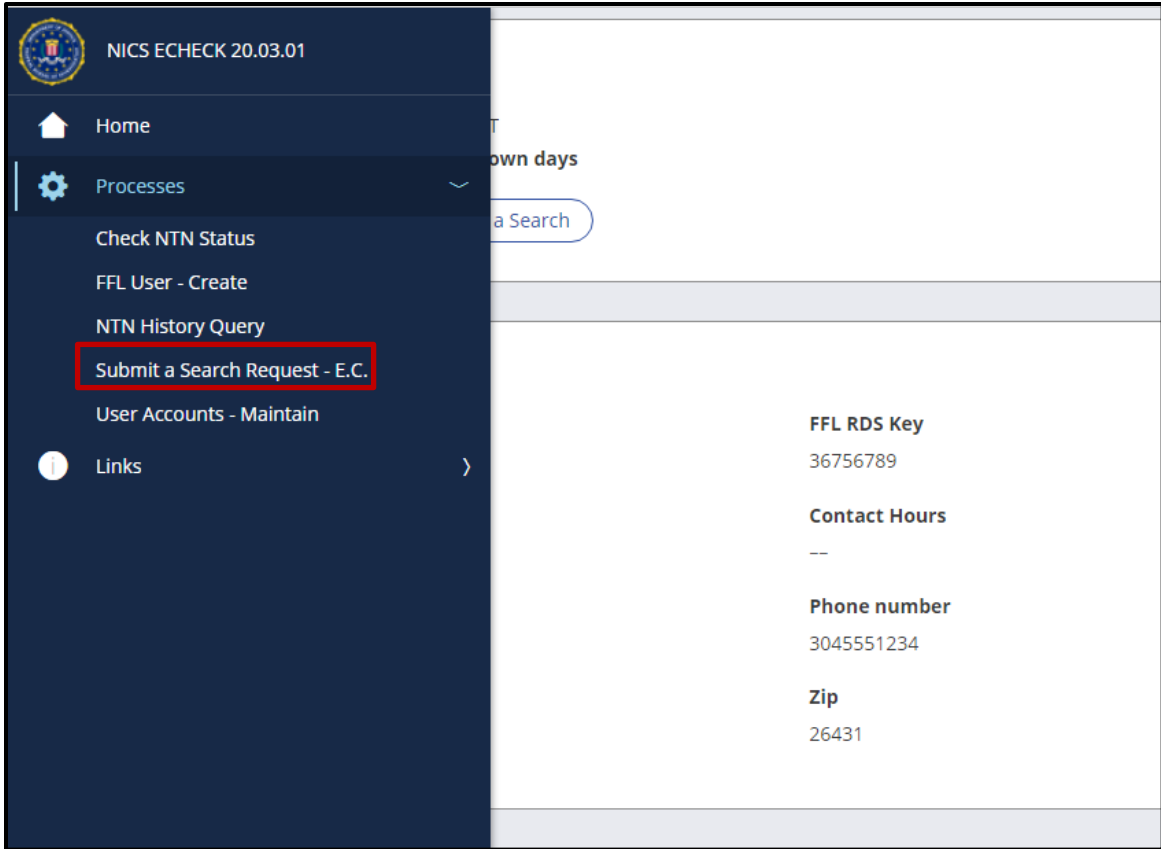


Figure 4-1: Submit a Background Check via E-Check

2. If the NICS system is out of service, the following access denied message will appear. Please come back later to enter the application information.

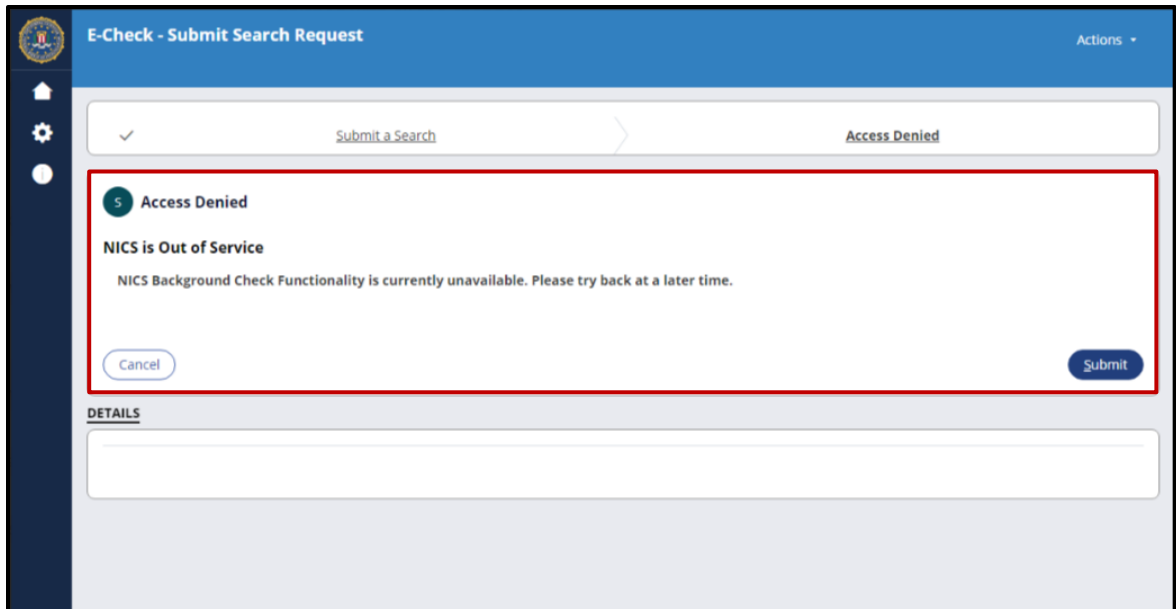


Figure 4-2: NICS E-Check System Out of Service Message

3. A blank Application Page will display with the four sections of the application. Enter the Application information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 to conduct a background check. Required fields will be marked with a red asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible. Each field will have data validation controls that prevent you from going to the next field without supplying information for the current field.” Before entering the Application information, the transferee must verify that the name, date of birth, and place of residence in Section A of the ATF Form 4473 exactly match the valid government-issued photo identification provided. Additionally, the transferee must verify that the potential gun buyer provided a “No” response to questions 21b through 21i and 21n.

Subject Data

Subject Data Race and Ethnicity Additional Info Verify

Do the name, date of birth, and place of residence in Section A on the ATF Form 4473 exactly match the valid government-issued photo identification (to include supplemental) document(s) provided to you AND do questions 21b through 21i have a "No" response?

Yes No

9. Transferee's/Buyer's Full Name

Last Name * First Name * Middle Name * Cadence (Ex: Jr., Sr., and III)

Initial Only (IO)

No Middle Name (NMN)

10. State of Residence * 11. Place of Birth * 12. Height 13. Weight

Example: 506 Example: 125

14. Sex * 15. Birth Date * 16. Social Security Number 17. UPIN / AMD ID

Example: xxxxxxxx

Cancel Continue

Figure 4-3: FFL Verification Question

4. Enter the subject information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 to conduct a background check.

Tab through the page or select the cells through the mouse and click on the dropdown to expand listed options.

NOTE: Required fields will be marked with a red asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible. Each field will have data validation controls that prevent you from going to the next field without supplying information for the current field.

Fill out the Subject data information section before proceeding by clicking ‘Continue’ or using ‘Alt+C/S’ to continue to the ‘Race and Ethnicity’ section.

Figure 4-4: Application Page Subject Data section

Figure 4-5: Application Page Race and Ethnicity Section

5 Additional Info

Subject Data Race and Ethnicity **Additional Info** Verify

20/26.a. Miscellaneous Number(s)
Miscellaneous Number Type: Select...
Miscellaneous Number Field: [Text Field]

24. Transaction Purpose(s) *

- 1 - Sale of hand gun
- 2 - Sale of long gun
- 3 - Sale of other (Frame, Receiver, etc.)
- 5 - Pre-pawn of hand gun
- 6 - Pre-pawn of long gun
- 7 - Pre-pawn of other (Frame, Receiver, etc.)
- 9 - Redemption of hand gun
- 10 - Redemption of long gun
- 11 - Redemption of other (Frame, Receiver, etc.)
- 25 - Rental of hand gun
- 26 - Rental of long gun
- 27 - Private Sale hand gun

Figure 4-6: Application Page Additional Info section

5 Verify Search Information

Subject Data Race and Ethnicity Additional Info **Verify**

9. Transferee's/Buyer's Full Name

Last Name	First Name
Test	User
Middle Name	Cadence (Ex: Jr., Sr., and III)
NMN	III
False Initial Only (IO)	
True No Middle Name (NMN)	

10. State of Residence: TX 11. Place of Birth: TX 12. Height: 506

13. Weight: 125

14. Sex: Non-Binary 15. Birth Date: 10/12/1998 16. Social Security Number: 123456789

Figure 4-7: Application Page Verify Section

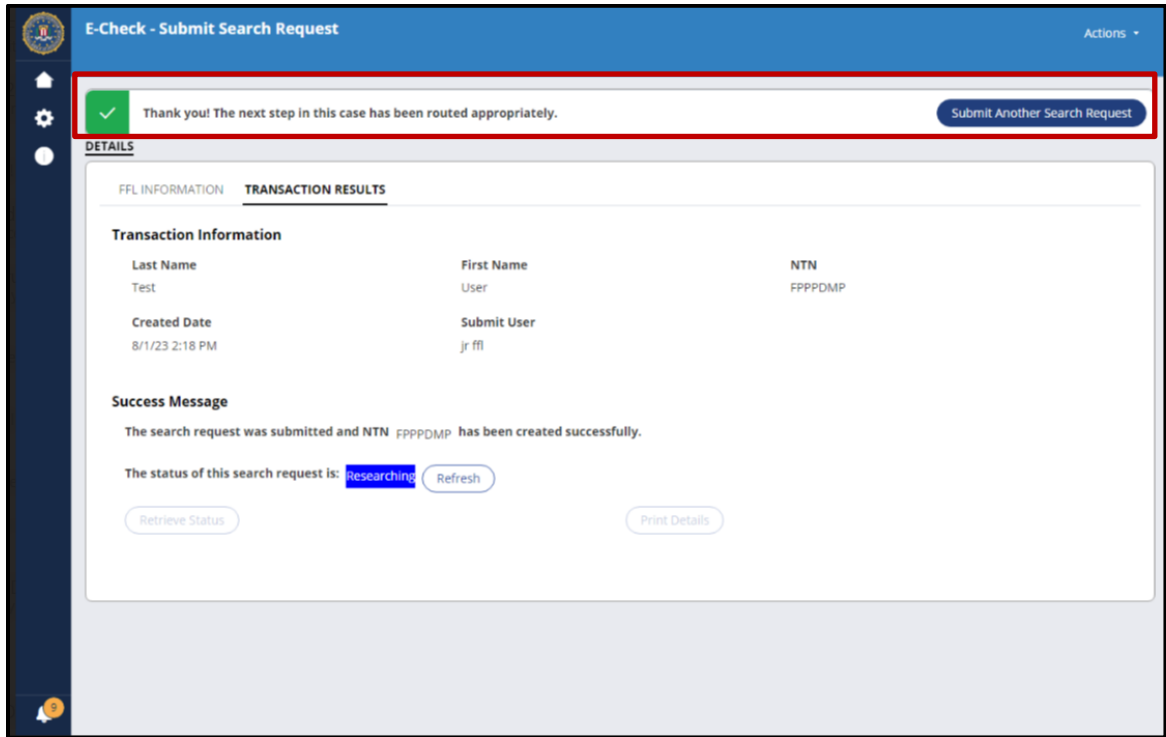


Figure 4-8: Application Page Successful Submission Screen

Predictive typing fields allow you to quickly enter a state/country code and then select a corresponding state/country. State of residence Predictive Text Field

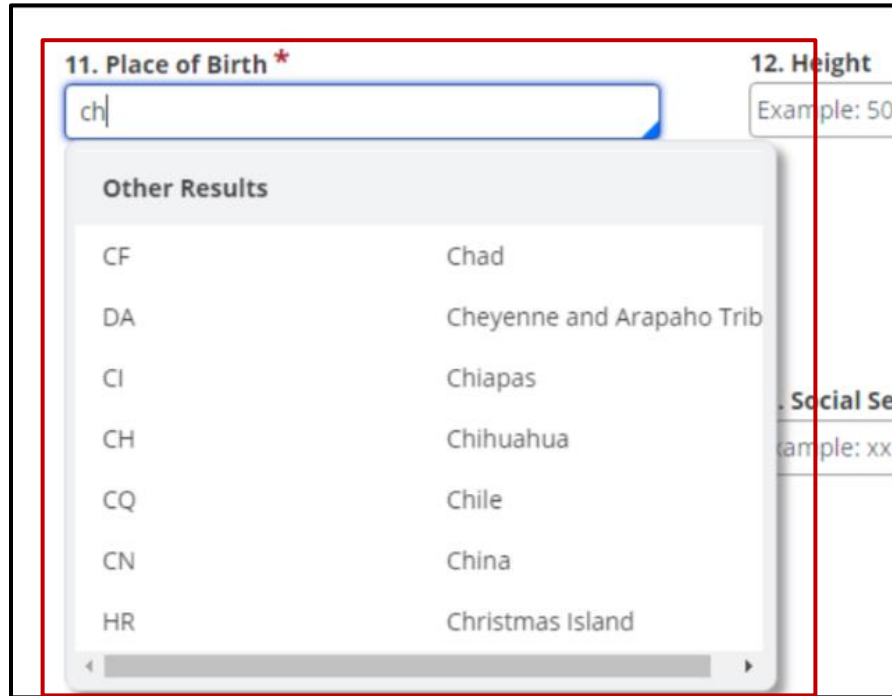


Figure 4-9: Place of Birth Predictive Typing Text

Birth Dates can be entered in the standard M/d/yyyy format.

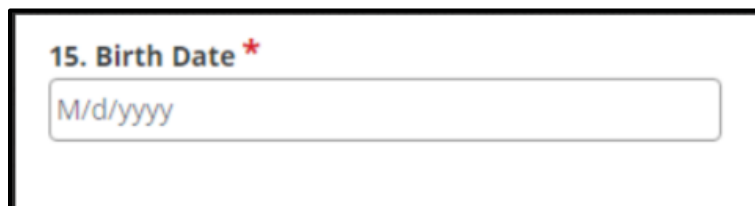


Figure 4-10: Birth Date

After selecting Citizen, in field 12a, a dropdown will appear where you must select at least one Miscellaneous Number Option.

The screenshot shows a form titled "5 Additional Info". At the top, there are two tabs: "Subject Data" and "Race and Ethnicity". Below the tabs is a red-bordered box containing the "20/26.a. Miscellaneous Number(s)" section. This section has two columns: "Miscellaneous Number" and "Miscellaneous Number", both with an asterisk. The "Miscellaneous Number" column has a "Type" dropdown menu currently set to "Air Force Serial Num". The "Miscellaneous Number" column has an empty "Field" input box. To the right of the "Miscellaneous Number" column, there are two checkboxes, one of which is labeled "24. Tr". Below the "Type" dropdown, a list of options is displayed, with "Air Force Serial Number" selected and highlighted. The list includes: "Air Force Serial Number", "Alien Registration Number or USCIS", "Army Serial Number, National Guard Serial Number or Air National Guard Serial Number, regardless of State", "Canadian Social Insurance Number", "Driver's License Number", "Fingerprint Identification Number", "Marine Corps Serial Number", "Mariner's Document or Identification Number", "Navy Serial Number", "Non-Immigrant Admissions Number", "Other Agency Id", "Passport Number", "Personal Identification Number (this applies only to state-issued numbers)", "Port Security Card Number", "Royal Canadian Mounted Police Identification Number", "Selective Service Number", "U.S. Coast Guard Number", and "Veterans Administration Claim Number".

Figure 4-11: Miscellaneous Number(s) Field

If “**Non-U. S. Citizen**” is selected in section 12a, you must enter in at least two Miscellaneous Numbers. The first MNU entered must either be an Alien Registration number or a Non-Immigrant Admission number. Additional MNU(s) entered cannot be AR or I94 numbers.

S Additional Info

Subject Data Race and Ethnicity

20/26.a. Miscellaneous Number(s)

Miscellaneous Number Type *	Miscellaneous Number Field *
Alien Registration Nur	12345667
Alien Registration Number or USCIS Non-Immigrant Admissions Number	

+

Figure 4-12: Non-U. S. Citizen Miscellaneous Numbers

To select a transaction purpose, type a purpose ID into the autocomplete bar, then hit the Enter key to select the purpose ID. You can also select the checkbox(es) manually.

Figure 4-13: Transaction Purpose Field

The table below defines each field and criteria for each field within the Application page, as well as denotes if the field is required.

Table 2: Application Page

Field Name	Field Type	Required Field (Y/N)?	Description
Last Name	Text	Yes	The last name of the subject. <ul style="list-style-type: none"> If hyphenated, do not leave space on either side of the hyphen.
First Name	Text	Yes	The first name of the subject. <ul style="list-style-type: none"> If hyphenated, do not leave space on either side of the hyphen.
Middle Name	Checkbox	Yes	The middle name of the subject. <ul style="list-style-type: none"> Select designated checkbox.
Cadence (Ex: Jr., Sr. and III)	Dropdown	No	The cadence of the subject. Permitted values include: <ul style="list-style-type: none"> JR SR

Field Name	Field Type	Required Field (Y/N)?	Description
			<ul style="list-style-type: none"> • II • III • IV • V • VI • VII • VIII • IX • X
Place of Birth	Text Code	Yes	This is a predictive typing field. The subject's place of birth. U. S. states are listed first, followed by non-U. S. provinces, states, and countries.
Height	Text	No	The height associated with the subject. Must be 3 alphanumeric characters. <i>Field includes example Height value for reference.</i> Permitted values include: <ul style="list-style-type: none"> • First position must be feet. • Positions 2 and 3 must be inches with fractions of an inch rounded off to the nearest inch. • If nothing is entered in the HGT field, it will be left blank. • The values allowed are 400-711 or 000 for missing or unknown.
Weight	Alphanumeric	No	The weight associated with the subject. Must be written as alphanumeric characters. <i>Field includes example Weight value for reference.</i>
Sex	Dropdown	Yes	The gender of the subject. Permitted values include: <ul style="list-style-type: none"> • Female • Male • Non-Binary
Birth Date	Dropdown or Text	Yes	The subject's date of birth, composed of the individual day, month, and year. Must be 8 alphanumeric characters. The DOB may only be provided as MM/DD/YYYY, and partials are not accepted.
Social Security No. (xxxxxxxx)	Text	No	The Social Security Number of a subject. Note: The Social Security Number will not be validated when entered in the SSN field on the NTN Inquiry window. Must be 9 numeric characters. Permitted values include: <ul style="list-style-type: none"> • Cannot be all zeroes • Cannot be all nines • Must be all numeric • Must not be < 001010001 • Must not have 8 or 9 in the first character • Must not have 00 in the fourth and fifth positions
UPIN/AMD ID	Text	No	UPIN: A unique number assigned to every individual whose record(s) is entered into the VAF. Must be 8 alphanumeric characters. Permitted values include:

Field Name	Field Type	Required Field (Y/N)?	Description
			Uppercase or lowercase "V" followed by 5 to 7 numbers and/or uppercase or lowercase consonants. Vowels will not be accepted in this field. AMD ID: The unique number assigned to every appeals case. "AMD" Followed by 6 numbers. Special characters will not be accepted in this field.
Ethnicity	Radio Button	Yes	The ethnicity of a subject. Permitted values include: <ul style="list-style-type: none"> • Hispanic or Latino • Not Hispanic or Latino
Race	Checkbox	No	The race and/or ethnicity of a subject. Permitted values include: <ul style="list-style-type: none"> • Asian • Black or African American • American Indian or Alaskan Native • Native Hawaiian or Other Pacific Islander • White
State of Residence	Text Code	Yes	Code representing the state, U.S. province, or U.S. territory in which a subject currently resides. Permitted values include: Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States) Code/ Description AK Alaska AL Alabama AM American Samoa AR Arkansas AZ Arizona BK Baker Island CA California CG Caroline Islands CO Colorado CT Connecticut CZ Canal Zone DC Dist. of Columbia DE Delaware FL Florida GA Georgia GM Guam HI Hawaii HO Howland Islands IA Iowa ID Idaho IL Illinois IN Indiana JI Johnston Atoll JR Jarvis Island KI Kingman Reef KS Kansas KY Kentucky

Field Name	Field Type	Required Field (Y/N)?	Description
			LA Louisiana MA Massachusetts MD Maryland ME Maine MH Marshall Islands MI Michigan MK Northern Marianas MN Minnesota MO Missouri MS Mississippi MT Montana MW Midway Islands NB Nebraska NC North Carolina ND North Dakota NH New Hampshire NJ New Jersey NM New Mexico NV Nevada NY New York OH Ohio OK Oklahoma OR Oregon PA Pennsylvania PL Palmyra Atoll PR Puerto Rico RI Rhode Island SC South Carolina SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI US Virgin Islands VL Navassa Island VT Vermont WA Washington State WI Wisconsin WK Wake Island WV West Virginia WY Wyoming
Citizenship Status	Dropdown	Yes	This is a predictive typing field. The status of the subject's citizenship. Permitted values include: <ul style="list-style-type: none"> • Citizen • Non-U.S. Citizen • Non-U.S. Citizen (IAQ)
Country of Citizenship	Text Code	Yes	A code specifying the country or countries, up to 3, in which the subject claims citizenship.

Field Name	Field Type	Required Field (Y/N)?	Description
			<ul style="list-style-type: none"> Field will automatically populate "United States of America" if "Citizen" is selected in Citizenship Status field.
Country of Citizenship 2	Text Code	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Country of Citizenship 3	Text Code	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Transaction Purpose(s)	Checkbox or Numeric	Yes	<p>A unique identifier which identifies the reason or purpose of the background check that an FFL/ASI/ORI is permitted to complete:</p> <ul style="list-style-type: none"> 01 Sale of handgun 02 Sale of long gun 03 Sale of Other (Frame, Receiver, etc.) 05 Pre-pawn of handgun 06 Pre-pawn of long gun 07 Pre-pawn of Other 09 Redemption of handgun 10 Redemption of long gun 11 Redemption of Other 14 Gun permit 15 Explosives – Responsible Persons 16 Explosives – Possessor 17 Explosives – State-initiated 18 Explosives – Responsible Person-Renewal 19 National Firearms Act background check 20 ATF Firearms Licensee background check 21 Nuclear Regulatory Commission background check 22 Return of handgun 23 Return of long gun 24 Return of Other 25 Rental of handgun 26 Rental of long gun 27 Private Sale handgun 28 Private Sale Long gun 29 Private Sale Other 30 Private Sale Returned to Seller Handgun 31 Private Sale Returned to Seller Long gun 32 Private Sale Returned to Seller Other Test
Miscellaneous Number Type	Expand Button / Dropdown	Yes	<ul style="list-style-type: none"> Selected types of miscellaneous numbers associated with a subject. Permitted values include: Air Force Serial Number Alien Admission Number Alien Registration Number or USCIS Army Serial Number, National Guard Serial Number, or Air National Guard Number regardless of state Canadian Social Insurance Number Driver's License Number Fingerprint Identification Number Marine Corps Serial Number

Field Name	Field Type	Required Field (Y/N)?	Description
			<ul style="list-style-type: none"> • Mariner's Document or Identification Number • Navy Serial Number • Non-Immigrant Admissions Number • Other Agency ID • Passport Number • Personal Identification Number (this applies only to state-issued numbers) • Port Security Card Number • Royal Canadian Mounted Police Identification Number • Selective Service Number • U. S. Coast Guard Number • Veterans Administration Claim Number
Miscellaneous Number	Expand Button / Text	Yes	<ul style="list-style-type: none"> • US Citizens are required to enter in one MNU number. • Non-US Citizens are required to enter in two MNU numbers. • For Non-US Citizens, the first MNU must either be an Alien Registration (AR) number or a Non-Immigrant Admission(I9) number.
Non-Immigration with Visa Exceptions	Dropdown	No	<insert definition> Permitted values include: <ul style="list-style-type: none"> • No • Not Answered • Yes
Contact Information: Contact Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Callback Hours	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Phone	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Miscellaneous Information	Text	No	Free text box.

5. Click the **“Submit”** button.

6. You will be taken to the Verify Search Information page. This page depicts the information entered on the ATF 4473 form in read-only. Scroll down the page to verify

the search information.

Figure 4-14: Verify Search Information Page

5. Scroll down to the bottom of the Verification Page and re-enter the subject's Last Name, First Name, and Middle Name.
6. Click **“Finish”** at the bottom of the screen to submit the application to the NICS or click **“Back”** to edit the form if information is listed incorrectly.
7. The Immediate Search Response page will display. The purpose of this page is to provide a NICS Transaction Number (NTN) and an immediate transaction status.
 - a. The **“Transaction Information”** section provides the Last Name, First Name, NTN, Created Date, and Submitted User for the record.

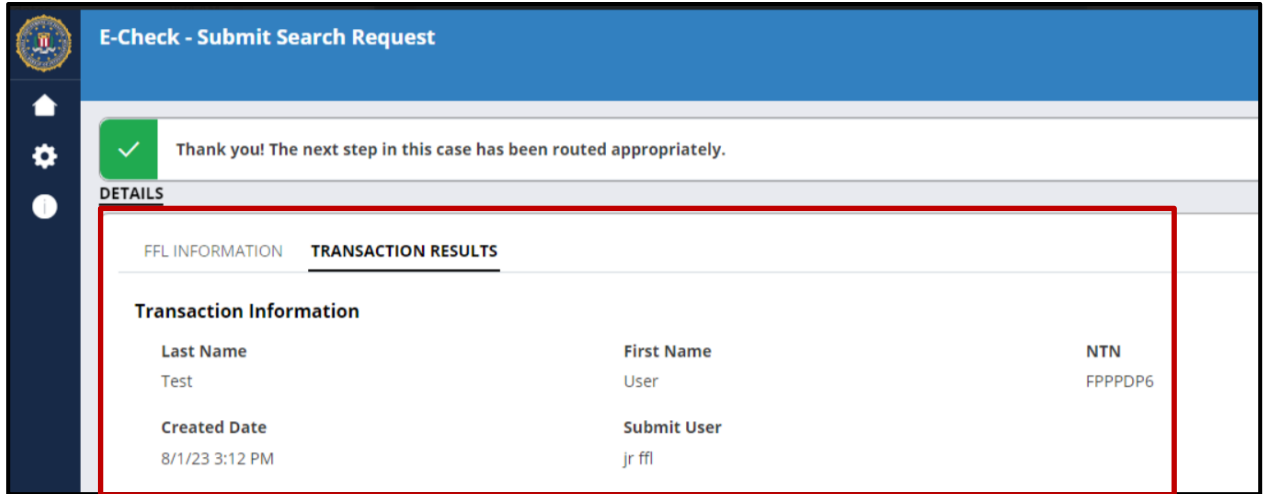


Figure 4-15: Transaction Information Section

- b. The **“Success Message”** section provides the automatically assigned NTN and confirms it was successfully created. It also provides the transaction status for the record. Every NICS background check transaction has a status, which identifies the status of the subject’s background check as it develops.
 - i. Click the **“Retrieve Status”** button to display the transaction status. A **“New”** status can indicate an immediate **“Denied”**, **“Proceed”**, or **“Delayed”** status.

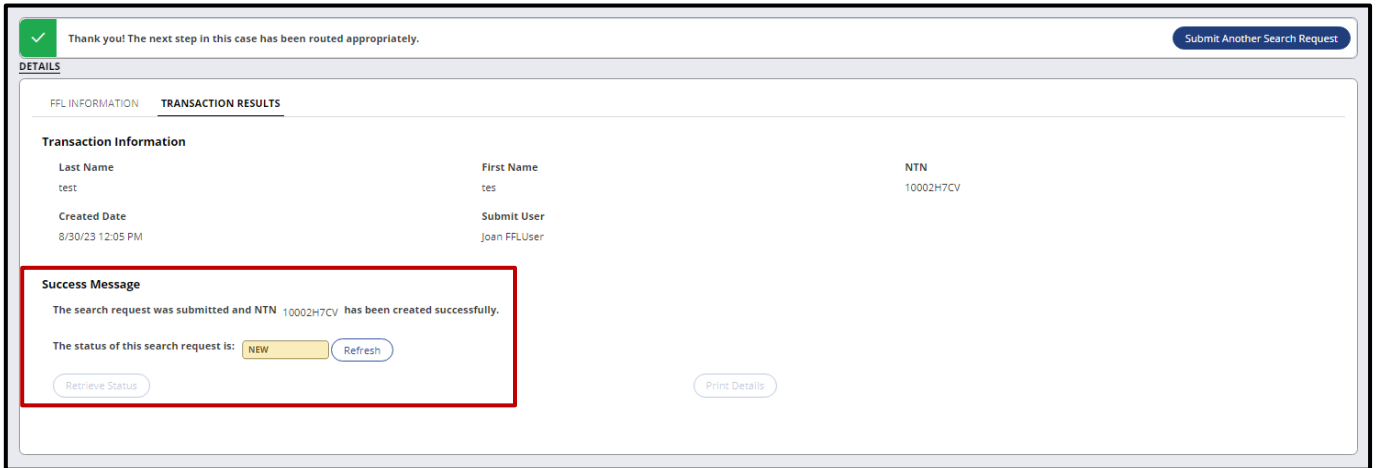


Figure 4-16: Immediate Search Response Page – New Status

- ii. If the transaction status is immediately denied or proceeded the respective status **“Denied”** or **“Proceed”** will appear after clicking Retrieve Status.

✓ Thank you! The next step in this case has been routed appropriately. [Submit Another Search Request](#)

DETAILS

FFL INFORMATION **TRANSACTION RESULTS**

Transaction Information

Last Name	First Name	NTN
Qtest	Eugene	FPPR3LL
Created Date	Submit User	
8/30/23 2:20 PM	Suzie FFL	

Success Message

The search request was submitted and NTN FPPR3LL has been created successfully.

The status of this search request is: **DENIED**

[Retrieve Status](#) [Print Details](#)

✓ Thank you! The next step in this case has been routed appropriately. [Submit Another Search Request](#)

DETAILS

FFL INFORMATION **TRANSACTION RESULTS**

Transaction Information

Last Name	First Name	NTN
Qtest	Eugene	FPPR3L7
Created Date	Submit User	
8/30/23 2:17 PM	Suzie FFL	

Success Message

The search request was submitted and NTN FPPR3L7 has been created successfully.

The status of this search request is: **PROCEED**

[Retrieve Status](#) [Print Details](#)

Figure 4-17: Immediate Search Response Page – Denied & Proceed Status

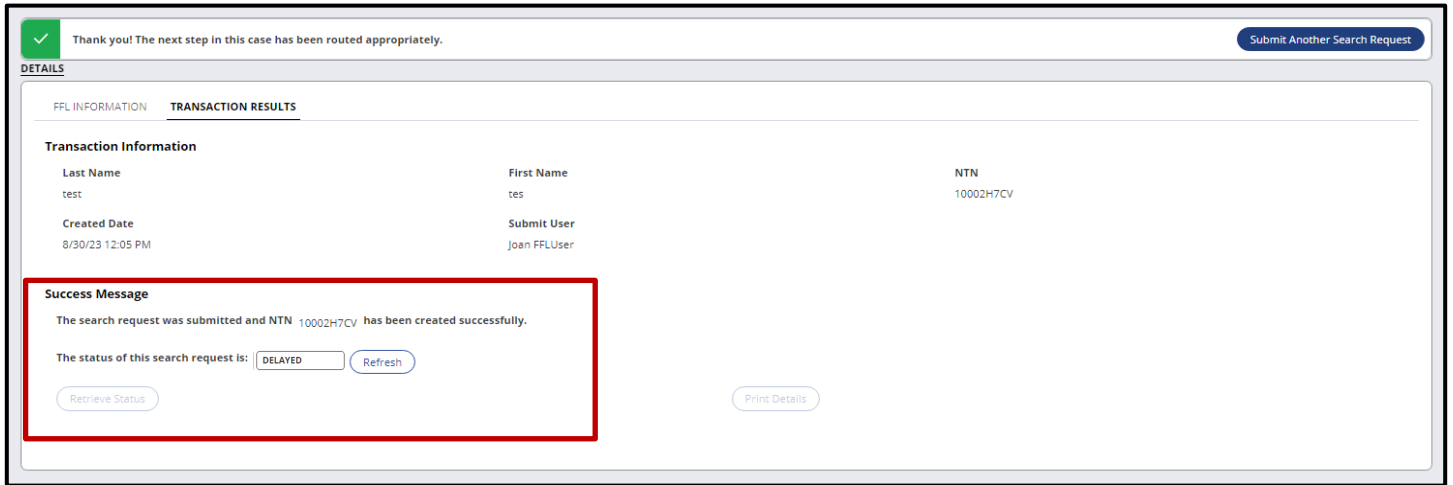


Figure 4-18: Immediate Search Response Page – Delayed Status

- iii. A status of **“Researching”** will display if the NICS received your request for the NTN and must conduct further research on the transaction.

Note: Click the Refresh button periodically until **“Researching”** has changed to either **“Delay”** or a final status.

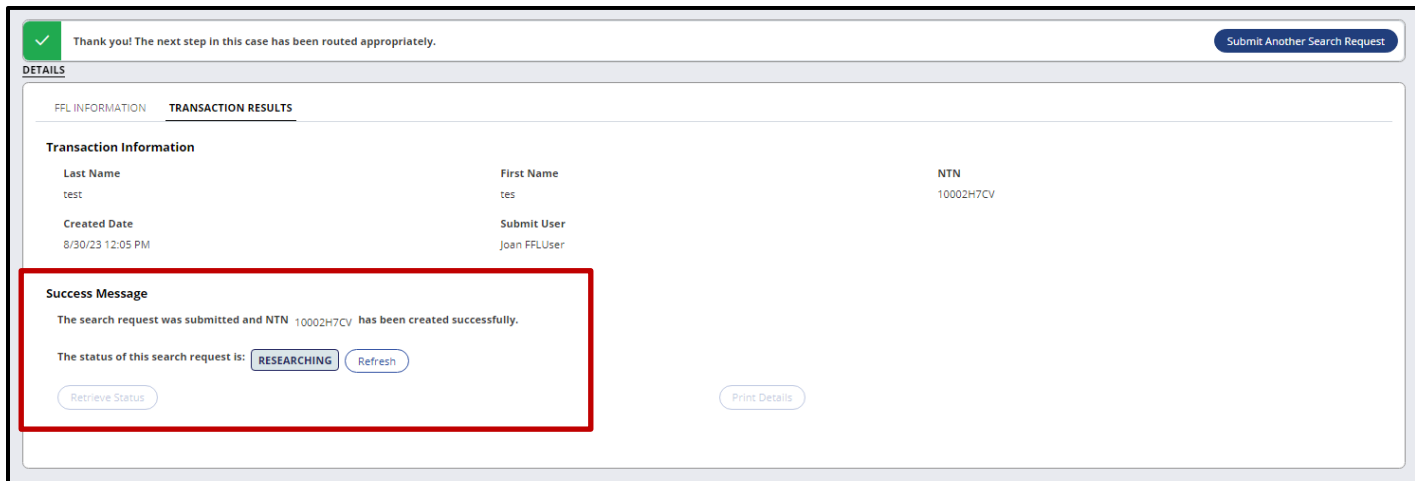


Figure 4-19: Immediate Search Response Page – Researching Status

Key Combination	Result
Alt + S	<ul style="list-style-type: none"> Selects the “Submit” button regardless of location on the page.
Alt + C	<ul style="list-style-type: none"> Select the “Continue” button regardless of location on the page.
Tab	<ul style="list-style-type: none"> Navigates from field to field without the need of a mouse
Spacebar	<ul style="list-style-type: none"> Opens dropdown menu Selects radio button Selects/Unselects checkboxes <ul style="list-style-type: none"> <i>Note: Click the enter button to finalize selection</i>
Shift+Tab	<ul style="list-style-type: none"> Returns to previous field without the need of a mouse

Table 3: Keyboard Shortcuts for the Submit a Search Request Page

Additional searches can be performed by selecting the “**Submit Another Search Request**” link on the Search Request Details page.

1. Select the “**Submit Another Search Request**” button.

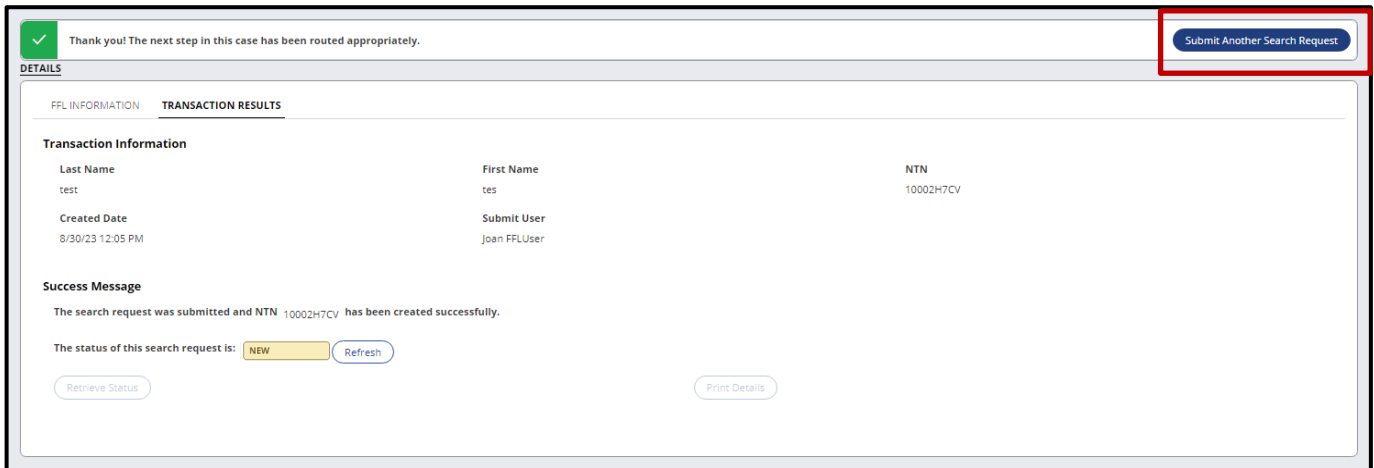


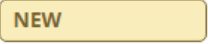
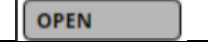
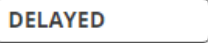


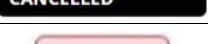

Figure 4-20: E-Check – Submit an Another Search Request

2. A new Search Request page will display. Repeat the previous steps to submit another background check.

5. Check an NTN Status

The status of an NTN can be checked by selecting the “**Check NTN Status**” link in the Processes section. The table below defines the different status types and depicts how they will appear in the NICS.

Table 4: NTN Status Descriptions

Status	Description
	A new status can be retrieved by clicking the “Retrieve Status” button.
	This NTN has passed the Brady Transfer Date.
	This NTN is in a Delayed status and the NICS is conducting further research on the transaction.
	This NTN is being sent to the NICS to conduct further research.
	This NTN was cancelled.
	This NTN has received a final status of Denied.
	This NTN has received a final status of Proceed.

5.1 Check an NTN Status

The section below documents the steps necessary to check an NTN status via E-Check. Once a final status has been assigned to a submitted NTN, an email will be sent to the corresponding account FFL, or the FFL user associated to the NTN.

Check your email junk or spam folder for a message titled "Final Status Available for NICS Transaction".

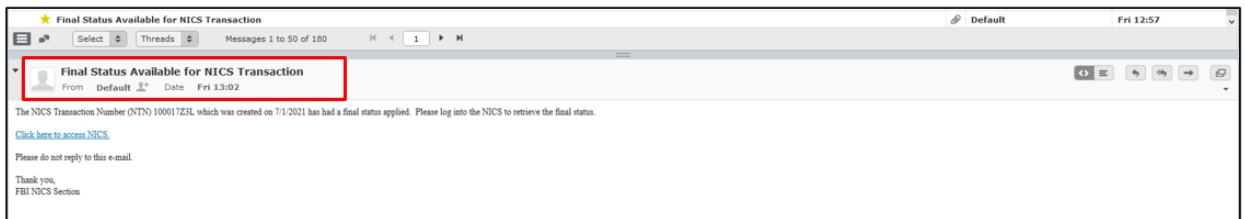


Figure 5-1: Email Screen with the Final Status Available Message

1. Click on the link in the email notification OR open the NICS E-Check from your browser.
2. Select “**Check NTN Status**” from the Processes section.

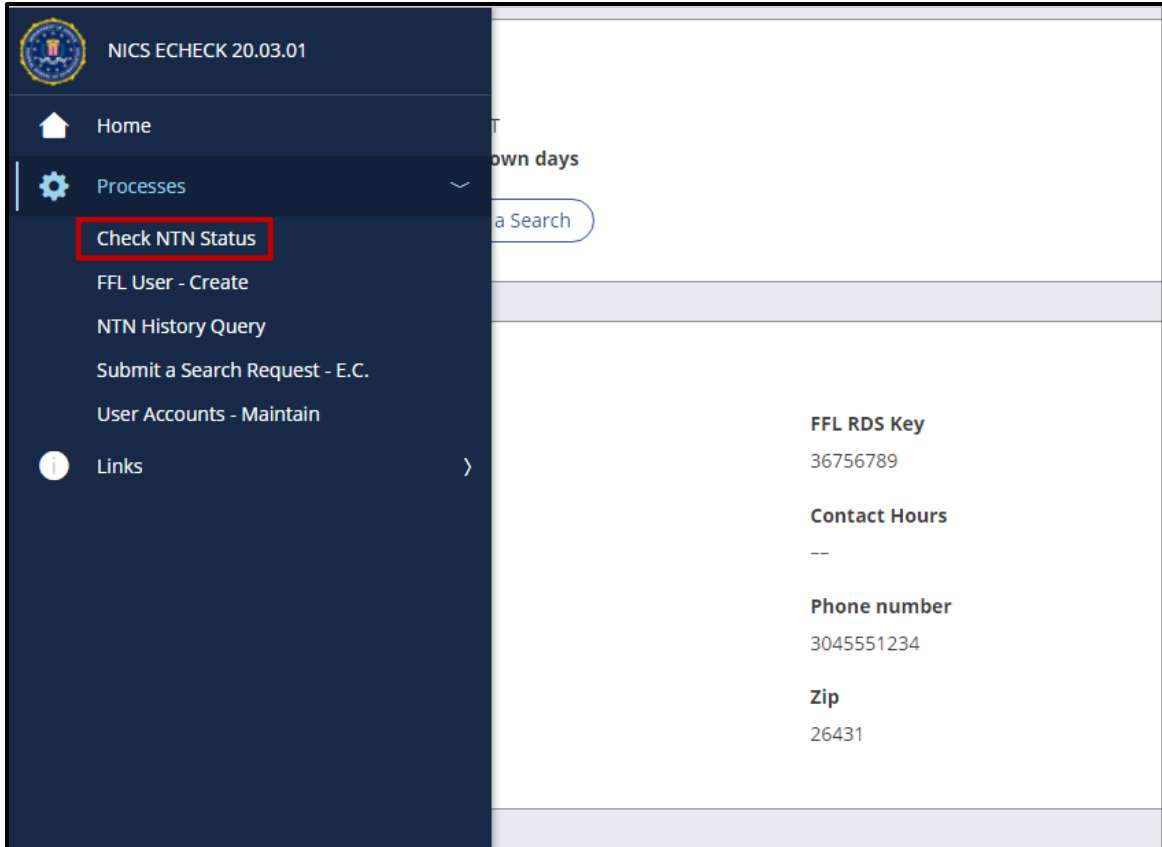


Figure 5-2: Check NTN Status

3. Review the list of E-Check transactions listed along with their statuses.
 - a. Click **'Refresh'** under the **'Actions'** dropdown to refresh the screen for additional status changes.
 - b. Click **'Print Details'** to view a print preview of the transaction.
 - c. Click **'Retrieve Status'** to retrieve the status of the NTN.

NOTE: The below pop-up will appear when clicking 'Retrieve Status' on an expired NTN.

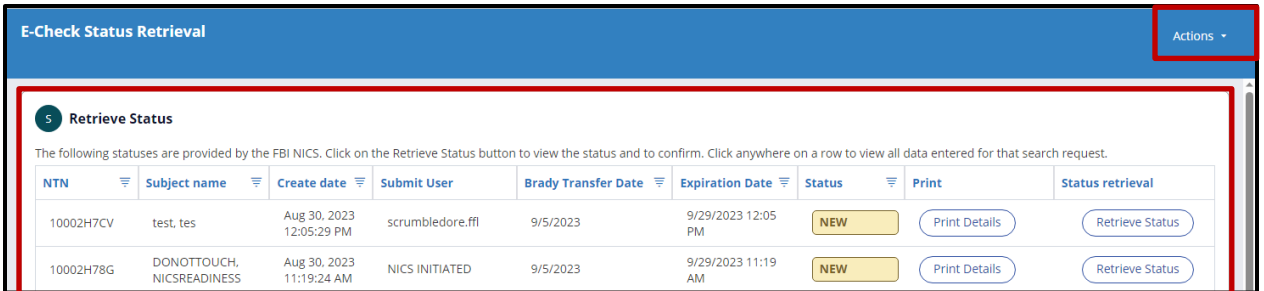
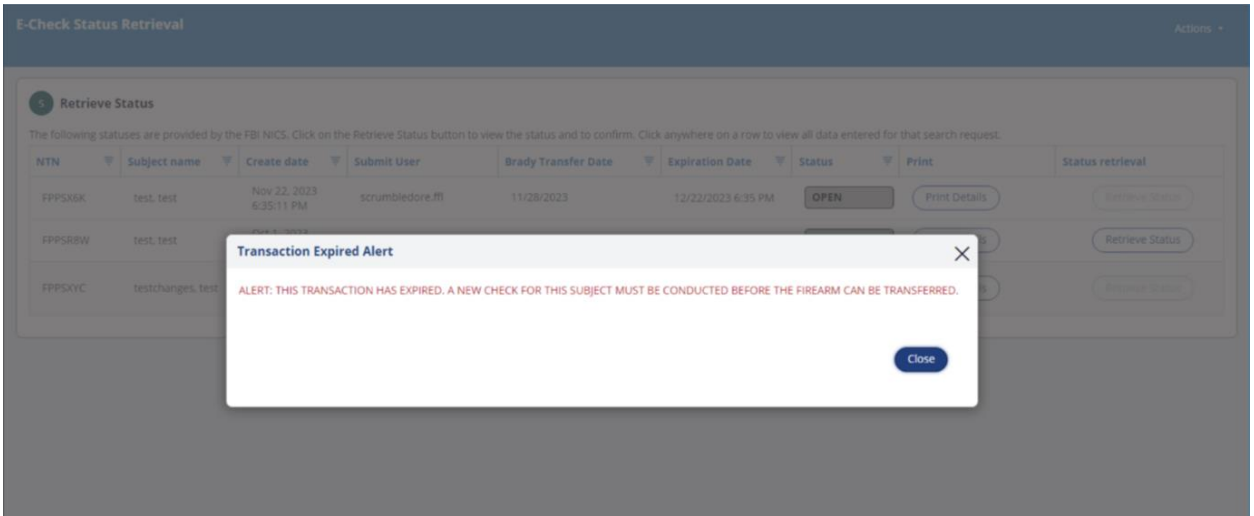


Figure 5-3: Check Status/Expired NTN

5.2 Retrieve a Delayed Status

A delayed status will appear when the NICS is conducting further research on a transaction within three business days. The status will show as “New” when it is updated with a final status. This section documents the steps necessary to receive a new delayed status notification.

1. Click the “Retrieve Status” button.

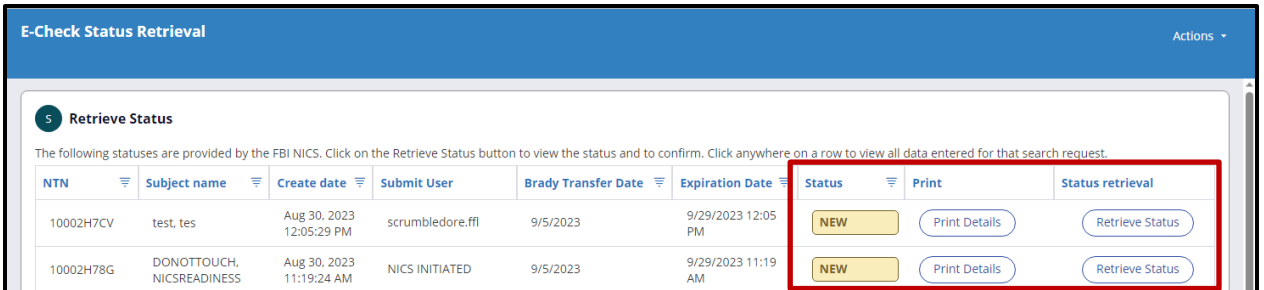


Figure 5-4: Retrieve Status from “New” Status

2. Residential information is required when a transaction is “Delayed.” If the transaction was purchased at a gun show, Select the “Gun Show” checkbox and section 25 will populate. All fields with an asterisk are required before submitting.

The residential information will be used to send the denial notification to local law enforcement agencies.

The screenshot shows a web form titled "Display Address Information" with a close button (X) in the top right corner. Below the title is the section "Address Information". A red rectangular box highlights the "10. Residential Information" section, which contains the following fields:

- Address Line 1 ***: A text input field.
- Address Line 2**: A text input field.
- City ***: A dropdown menu.
- Reside in City Limits?**: A dropdown menu with "Select..." as the current selection.
- State ***: A dropdown menu with "WV" as the current selection.
- Zip Code ***: A dropdown menu.
- County/Parish/Borough ***: A dropdown menu.
- Gun Show? ***: Two radio buttons labeled "Yes" and "No", with "No" selected.

At the bottom right of the form is a blue "Submit" button.

Figure 5-5: Shows new residential and gun show sections

3. Click the **“Submit”** button under the MDI Message section at the bottom.

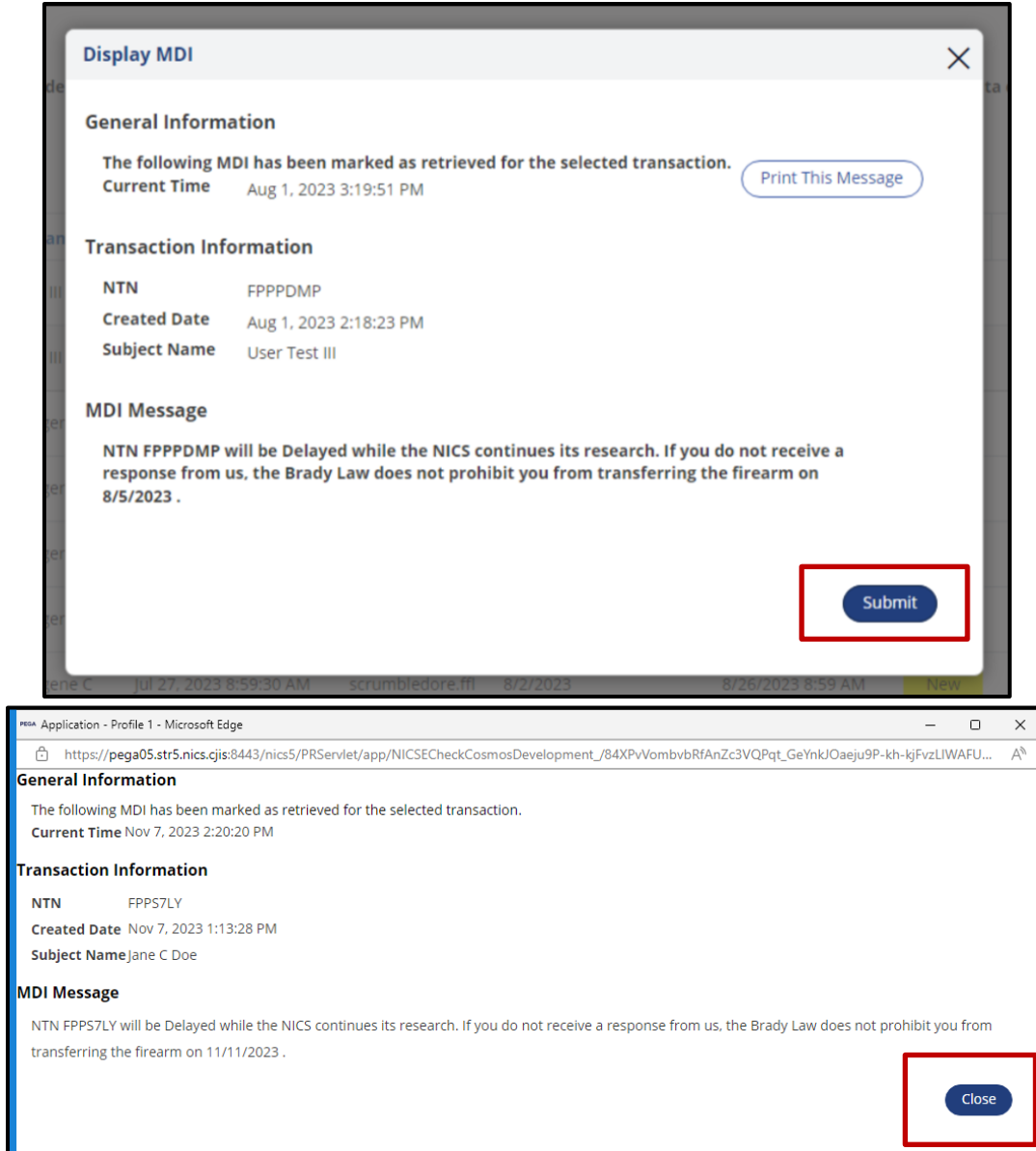


Figure 5-6: Select Submit/Close Button

4. The status will change to display **“Delayed”** on the Check NTN Status page.
5. Selecting **“Print This Message”** will now have the option to **“Close”** from the printed screen.

E-Check Status Retrieval Actions ▾

Retrieve Status

The following statuses are provided by the FBI NICS. Click on the Retrieve Status button to view the status and to confirm. Click anywhere on a row to view all data entered for that search request.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	NEW	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

5-7: Retrieve Delayed Status

5.3 Retrieve a New Proceed Status

The section below documents the steps necessary to receive a “Proceed” status notification.

1. Click the “Retrieve Status” button.

E-Check Status Retrieval Actions ▾

Retrieve Status

The following statuses are provided by the FBI NICS. Click on the Retrieve Status button to view the status and to confirm. Click anywhere on a row to view all data entered for that search request.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	NEW	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-8: Retrieve Status from “New” Status

- The status of **“Proceed”** will display on the Check NTN Status page.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	PROCEED	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-9: Proceed Status

5.4 Retrieve a Denied Status Before Brady Transfer Date

The section below documents the steps necessary to retrieve a **“Denied”** status before the Brady Transfer Date.

- Click the **“Retrieve Status”** button.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	DENIED	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-10: Retrieve Status from **“Denied”** Status

- The status of **“Denied”** will display on the Check NTN Status page if retrieved before the Brady Transfer Date.

3. Residential information is required when a transaction is “**Denied.**” If the transaction was purchased at a gun show, Select the “**Gun Show**” checkbox and section 25 will populate. All fields with an asterisk are required before submitting. The residential information will be used to send the denial notification to local law enforcement agencies

4. Fill out the required information for section 25 Gun Show then click “Submit.”

Figure 5-11: Shows the new Residential information section and highlights the Gun Show checkbox.

Display Address Information

Address Information

10. Residential Information

Address Line 1* Address Line 2 City* Reside in City Limits? State*

Value cannot be blank

Zip Code* County/Parish/Borough* Gun Show?* Yes No

25. Gun Show Information

Address Line 1 Address Line 2 City* State* Zip Code

County/Parish/Borough

Submit

Figure 5-12: Shows the Gun show section and submit

E-Check Status Retrieval

Retrieve Status

The following statuses are provided by the FBI NICS. Click on the Retrieve Status button to view the status and to confirm. Click anywhere on a row to view all data entered for that search request.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	DENIED	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-13: Denied Status Before Brady Transfer Date

5.5 Retrieve a Denied Status After Brady Transfer Date

The section below documents the steps necessary to retrieve a “Denied” transaction after the Brady Transfer Date has passed.

1. Click the “Retrieve Status” button.

E-Check Status Retrieval Actions ▾

Retrieve Status

The following statuses are provided by the FBI NICS. Click on the Retrieve Status button to view the status and to confirm. Click anywhere on a row to view all data entered for that search request.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test. tes	Aug 30, 2023 12:05:29 PM	scrumbledore.ffi	9/5/2023	9/29/2023 12:05 PM	NEW	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbledore.ffi	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-14: Retrieve Status from “New” Status

- The “**Display Transaction Status**” window will appear because the Brady Transfer Date has passed. Click “**Submit**” after having reviewed the final response.

Display Transaction Status

Final Status
The following status has been marked retrieved for the selected transaction.

Transaction Information
NTN FPPFH70
Created Date Oct 20, 2022 4:14:55 PM
Subject Name Charge Unvetted

Transaction Final Status
The following response was confirmed with NICS.
DENIED

Print Page

Print Details

Submit

Figure 5-15: Display Transaction Status Window for Denied Transaction After Brady Transfer Date

- Answer the Firearm Transfer Question by selecting an option from the dropdown menu.
- Click “**Submit.**”

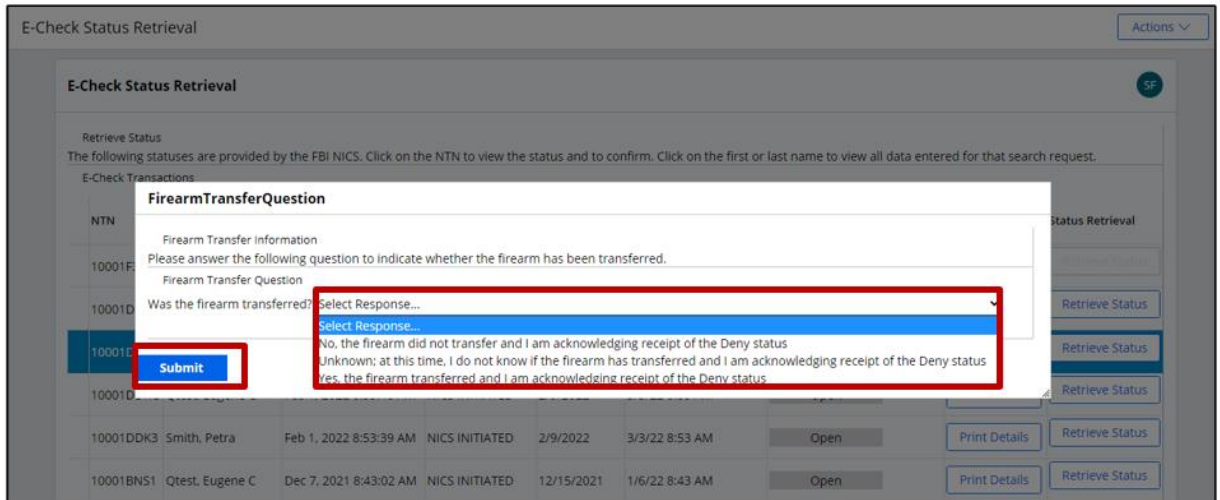


Figure 5-16: Firearm Transfer Question

- The status of **“Denied”** will now display on the Check NTN Status page or an **“Expired”** status will display on expired transactions and a new check for the subject must be conducted before the firearm can be transferred.

NTN	Subject name	Create date	Submit User	Brady Transfer Date	Expiration Date	Status	Print	Status retrieval
10002H7CV	test, tes	Aug 30, 2023 12:05:29 PM	scrumbleldore.ffl	9/5/2023	9/29/2023 12:05 PM	DENIED	Print Details	Retrieve Status
10002H78G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 11:19:24 AM	NICS INITIATED	9/5/2023	9/29/2023 11:19 AM	NEW	Print Details	Retrieve Status
10002H4VB	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:58:18 AM	NICS INITIATED	9/5/2023	9/29/2023 10:58 AM	NEW	Print Details	Retrieve Status
10002H45G	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:37:09 AM	NICS INITIATED	9/5/2023	9/29/2023 10:37 AM	NEW	Print Details	Retrieve Status
10002H2B0	DONOTTOUCH, NICSREADINESS	Aug 30, 2023 10:16:00 AM	NICS INITIATED	9/5/2023	9/29/2023 10:16 AM	NEW	Print Details	Retrieve Status
10002H0J9	QTest, Eugene C	Aug 25, 2023 3:08:32 PM	scrumbleldore.ffl	8/31/2023	9/24/2023 3:08 PM	DELAYED	Print Details	Retrieve Status

Figure 5-17: Denied Transaction Status

5.6 Denial Notification on Auto-Deny

- An NTN Denial Notification (NDN) containing the Trans Purpose Code, NTN Buyer info, Residential address, FFL/Gun Show Address, Denying Record reason, and ORI/Agencies will be auto sent once the residential and gun show addresses have been collected.

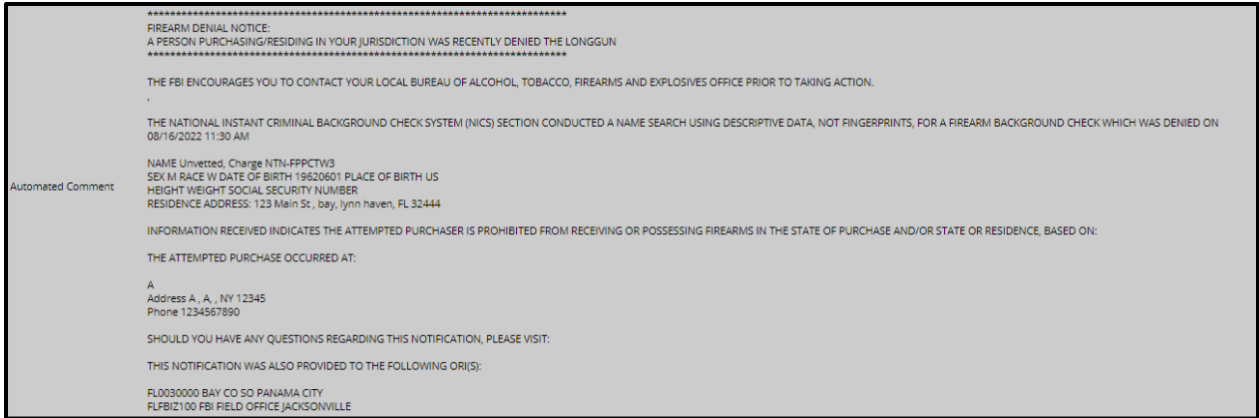


Figure 5-18: Comment of Denial Notification on NTN for Auto Deny

6. NTN History Query

6.1 Query an NTN

Inquiries allow users to retrieve information based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. As an org lead, you will have the ability to search across all associated RDS keys for an NTN within the NTN History Inquiry. Org leads are seen as Primary Users for every FFL associated with the Org. The section below documents the steps necessary to query an NTN.

1. Click the “**NTN History Query**” from the Processes section.

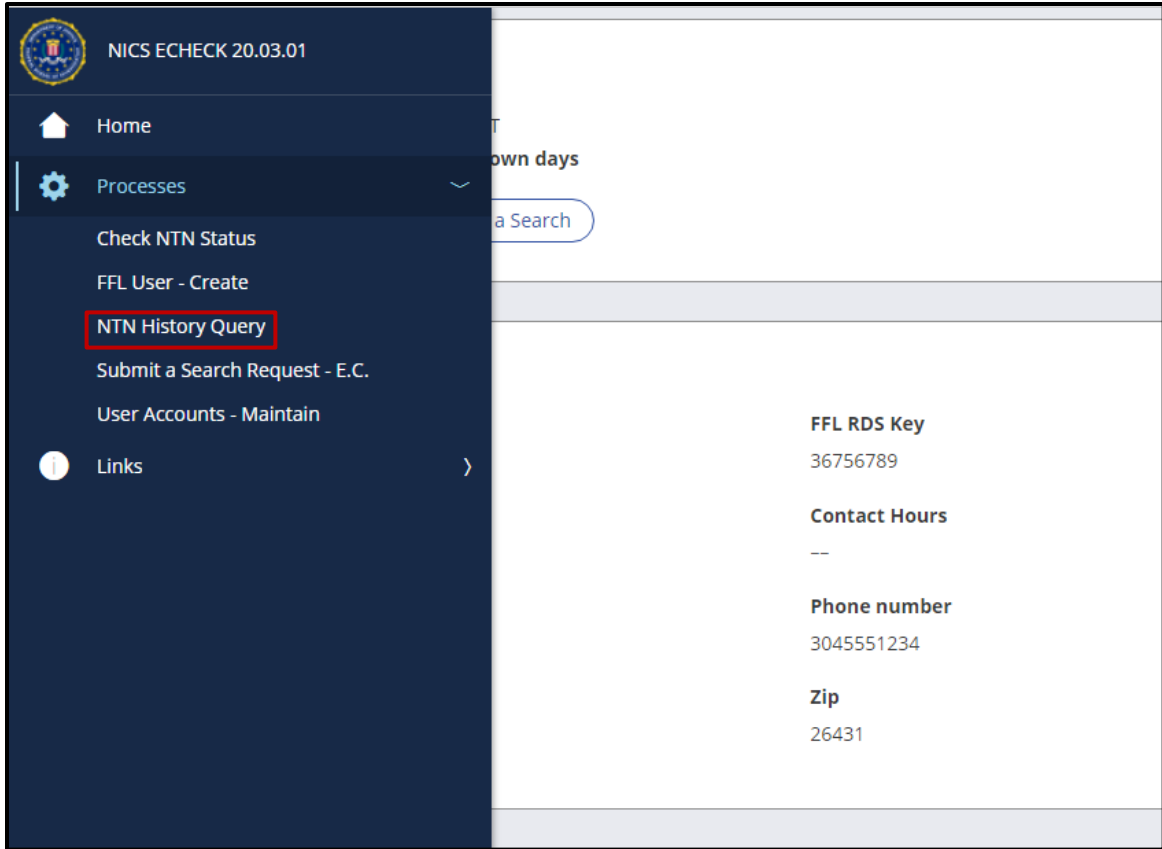


Figure 6-1: NTN History Query

2. Use one (or more) of the pre-populated Field dropdowns to select the criteria.
3. Enter the information to be searched in the Value field. Note: The more fields you use, the more specific the results will be.

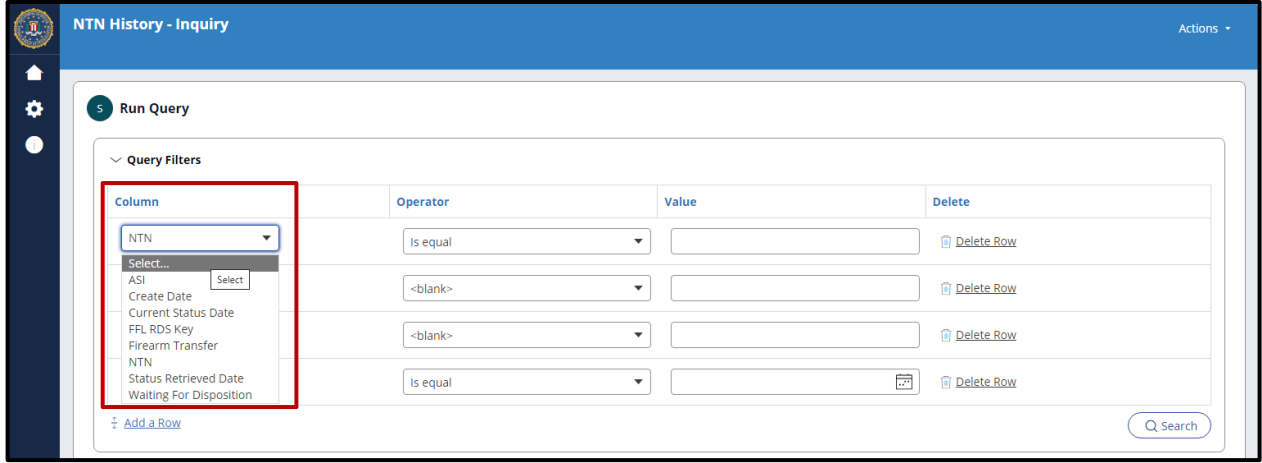


Figure 6-2: NTN History Query Search Criteria

The table below defines each field and criteria for each field within the Inquiry Criteria page, as well as denotes if the field is required.

Table 5: NTN History Query Search Criteria

Field Name	Field Type	Required Field (Y/N)?	Secondary Inquiry Criteria Enabled (Y/N)?	Description
ASI	Text	No	No	The alternate search identifier number.
FFL RDS Key	Text	No	No	The number associated with the FFL RDS Key. (First 3 and last 5 numbers of the FFL Number)
NTN	Text	No	No	The number associated with the transaction
Firearm Transfer	Dropdown	No	No	The response given by the user when setting or retrieving the status of a denied transaction to the question “Was the firearm transferred?” Permitted values include: <ul style="list-style-type: none"> No, the firearm did not transfer, and I am acknowledging receipt of the Deny status. Unknown; at this time, I do not know if the firearm transferred, and I am acknowledging receipt of the Deny status. Yes, the firearm transferred, and I am acknowledging receipt of the Deny status.
Create Date	Text	No	No	The date the NTN was created.
Current Status Date	Text	No	No	The date the NTN status was changed or assigned.
Status Retrieved Date	Text	No	No	The date the NTN status was retrieved.
Waiting for Disposition	Dropdown	No	No	Whether or not the transaction has a disposition as well.

4. **To search between created dates:** Add two lines of search criteria, one with a 'greater than' and one with a 'less than' operator.

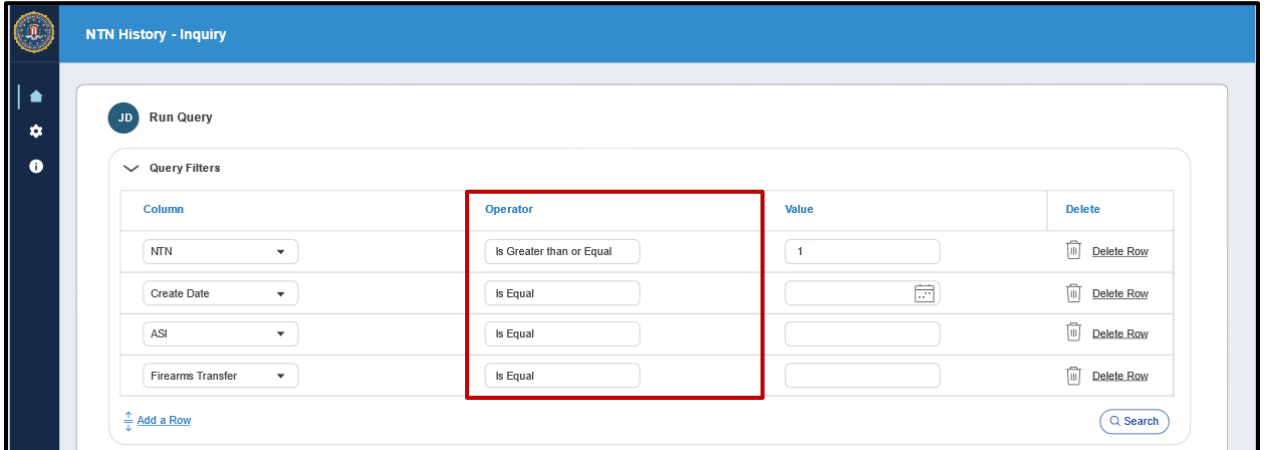


Figure 6-3: NTN Between Created Dates Query Search

5. Click the “**Search**” button to display the query results.

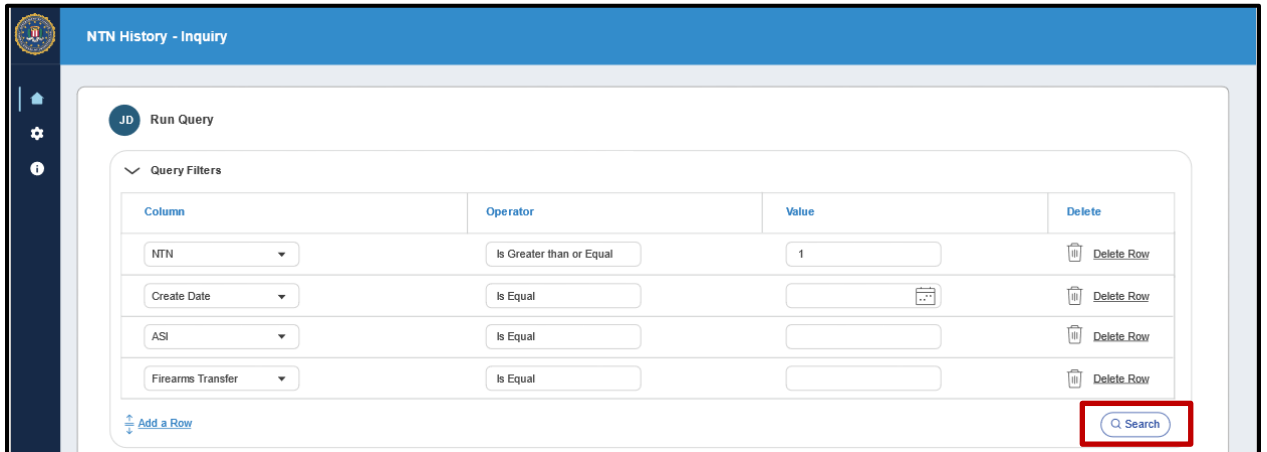


Figure 6-4: NTN History Query Search

6. The search results will display in a list below the Inquiry Criteria. The first 100 search results will display on the first page.
7. Double-click the results to open the record. **NOTE:** A print option will be available to print NTN details on NTN results page and record.

NTN History - Inquiry

Query Results

Actions

Displaying 59 records

NTN	Last Name	First Name	Middle Name	Cadence Code	Submitted By	Retrieved By	Status	Expiration Date	Brady Transfer Date	Created Date	Retrieved Date	Status Date	FFL RDS Key
FPPS4H7	DOE	JANE	C		scrumbledore.ffi	Not Retrieved	Not Retrieved	12/03/2023	11/09/2023	11/03/2023 10:57 AM	Not Retrieved	11/03/2023 10:57 AM	367525;
FPPS4C3	JANE	DOE	C		scrumbledore.ffi	Not Retrieved	Not Retrieved	12/03/2023	11/09/2023	11/03/2023 09:33 AM	Not Retrieved	11/03/2023 09:33 AM	367525;
FPPS46K	DOE	JANE	C		scrumbledore.ffi	Not Retrieved	Not Retrieved	12/02/2023	11/08/2023	11/02/2023 05:03 PM	Not Retrieved	11/02/2023 05:06 PM	367525;
FPPS3B1	DOE	JANE	C		scrumbledore.ffi	Not Retrieved	Not Retrieved	12/02/2023	11/08/2023	11/02/2023 11:30 AM	Not Retrieved	11/02/2023 11:34 AM	367525;
FPPS370	QTEST	EUGENE	C		scrumbledore.ffi	Not Retrieved	Not Retrieved	12/02/2023	11/08/2023	11/02/2023 09:09 AM	Not Retrieved	11/02/2023 09:13 AM	367525;

Figure 6-5: NTN History Query Search Results

- Click the arrow to the left of an NTN to view its request details.

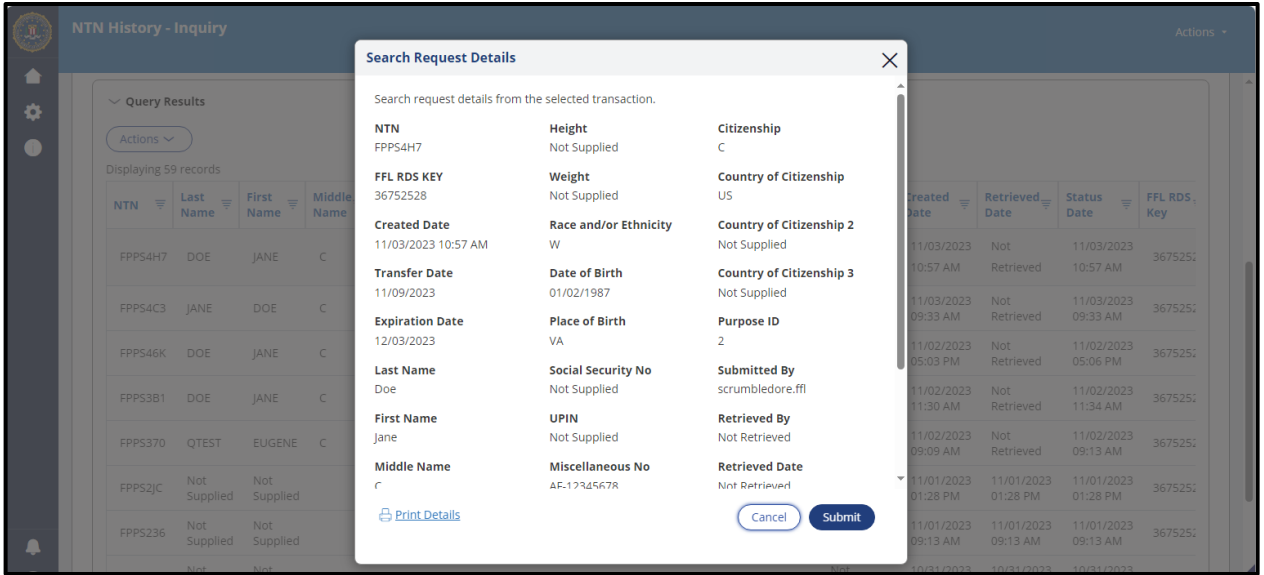


Figure 6-6: Pop-up box of the Search display request details

9. To export the NTN results, select the “Actions” dropdown.

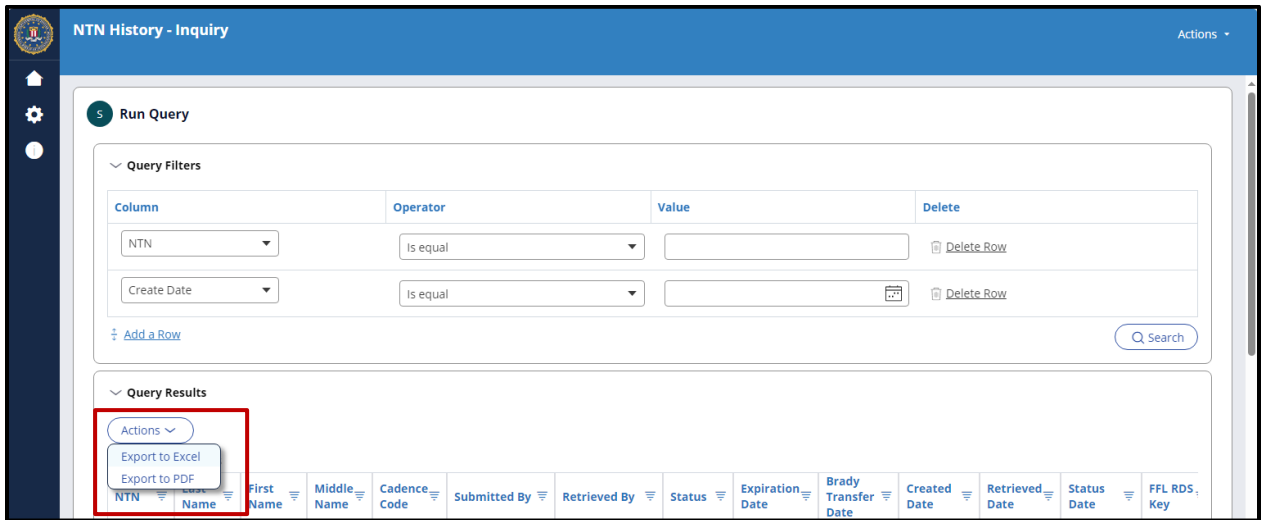


Figure 6-7: Export

10. Select the applicable Result Type and export Format.

11. Update file name as desired and click ‘Save’.

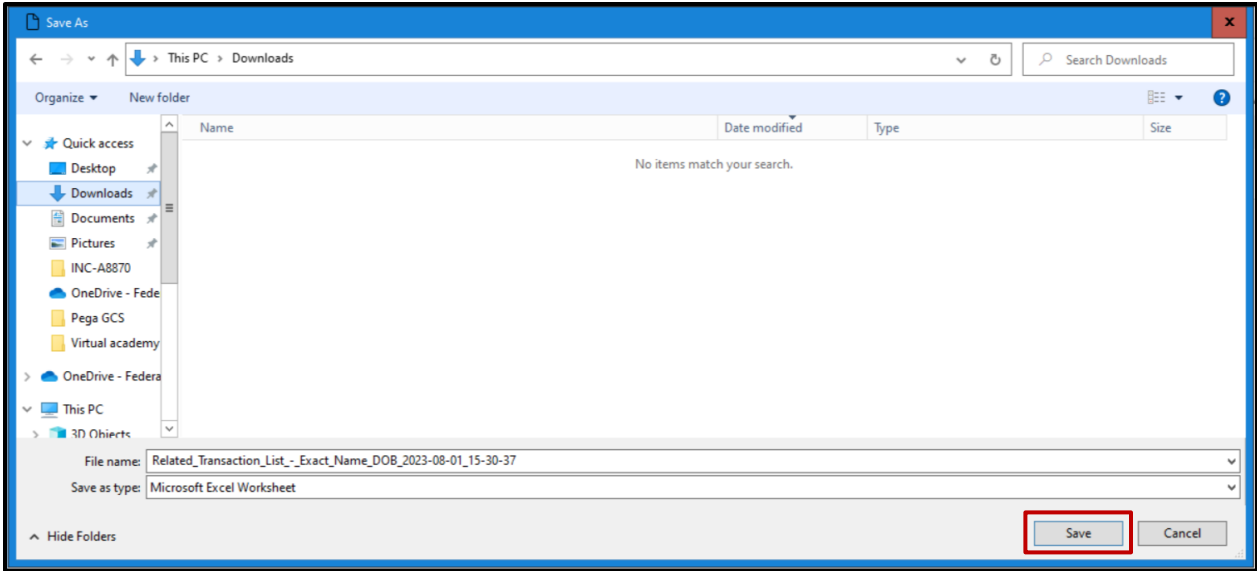


Figure 6-8: Save File

*Note: Depending on your browser these next few steps may differ.

If the Excel output is selected, a pop-up will display to open the document.

12. Select the **“Open”** button.

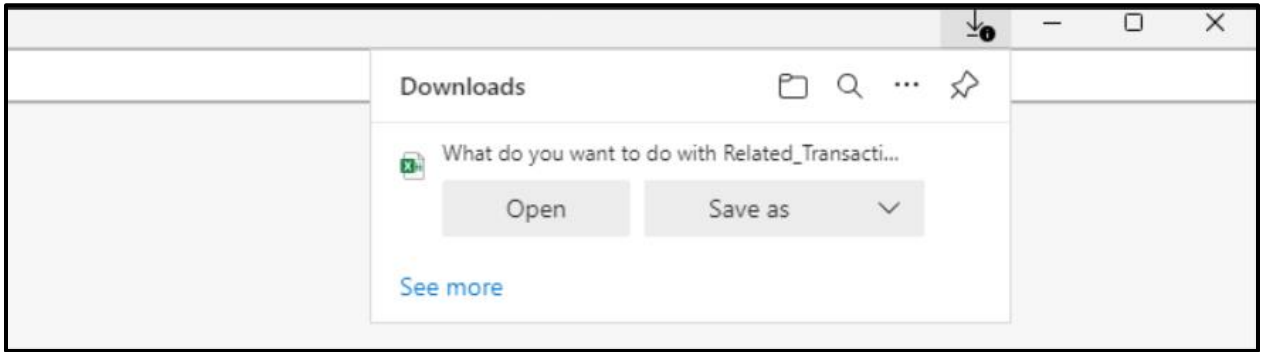


Figure 6-9: Open

13. The Excel document will display. Print or save the document if applicable.

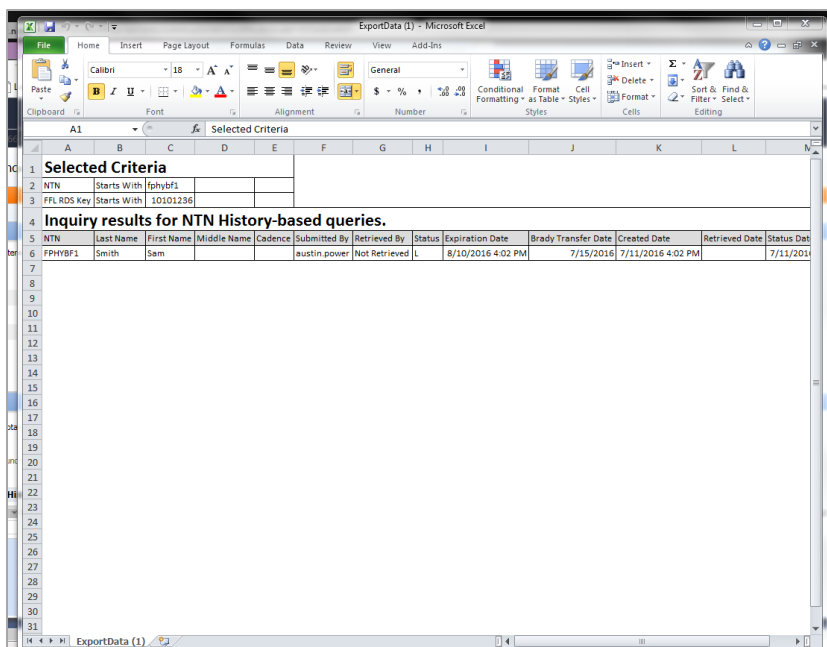


Figure 6-10: Excel Document

7. FFL User – Create

Use this process to create new FFL users when needed.

7.1 Create a new FFL User

1. Select the “FFL User – Create” process link.

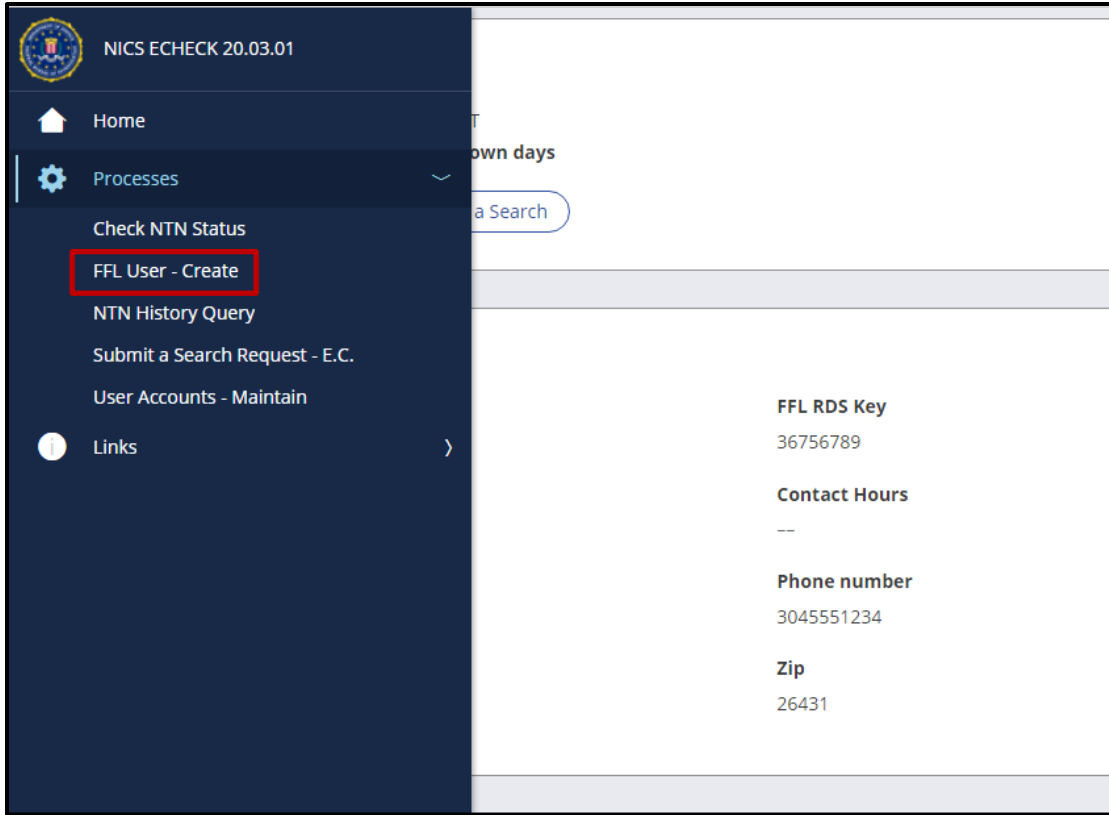


Figure 7-1: FFL User – Create

2. Enter the User Information data in the required fields on the User Account page.

The screenshot shows a web interface for creating a user account. At the top, there is a header with a green circle containing the letter 'S' and the text 'Create User Account'. Below this, there are two tabs: 'ACCOUNT INFORMATION' (which is selected and highlighted in blue) and 'ACCESS NUMBERS / RDS KEYS'. The form is divided into two main sections: 'General Information' and 'User Information'. Under 'General Information', there is a label 'External User ID' with the text 'ID Generated On Save' below it. There are two checkboxes: 'Locked' and 'Suspended', both of which are currently unchecked. The 'User Information' section contains several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Cadence' (a dropdown menu), 'Date of Birth *' (with a calendar icon), and 'Email *'. Each of these fields is currently empty.

Figure 7-2: Account Information

If your organization only has “one” associated RDS key, disregard steps 3-7. The system will automatically set the RDS Key and Employee Type of the new user.

3. Select the “Access Numbers” tab.
4. Click the “Add FFL” button.
5. Search in Search bar by using any information from columns.

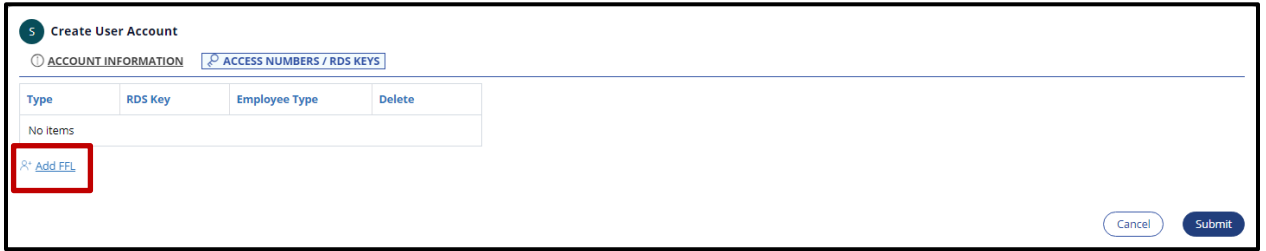


Figure 7-3: Access Numbers Add FFL

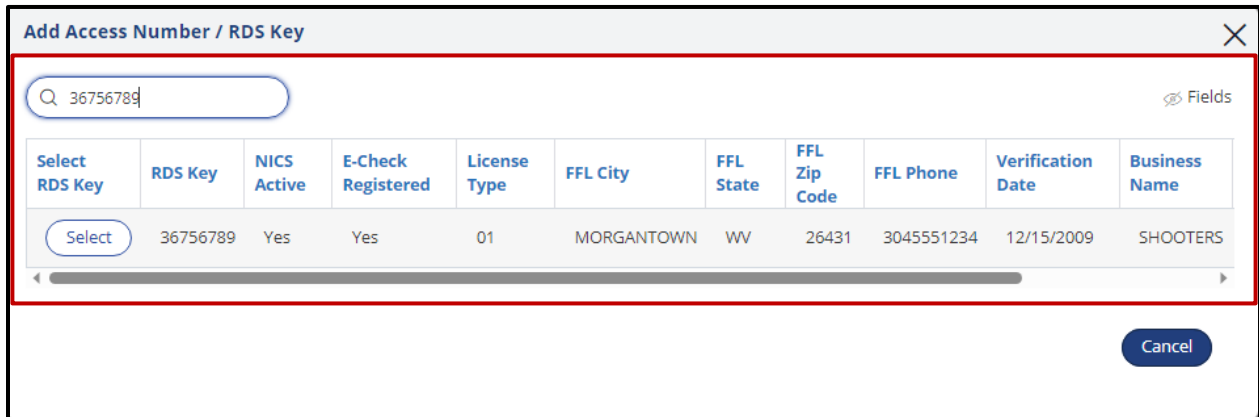


Figure 7-4: Add User Access FFL

6. The FFL Inquiry Results will display.
7. Click “**Select**” to open the record.

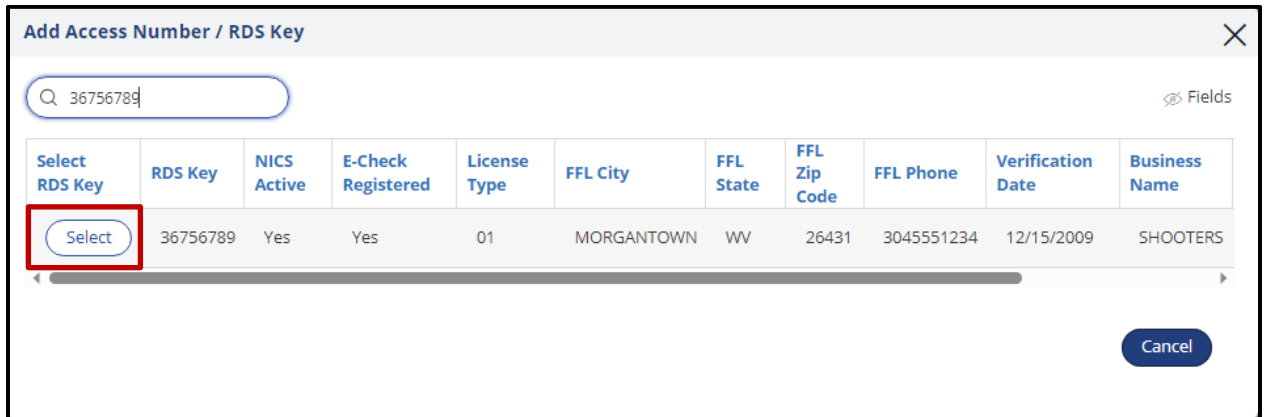


Figure 7-5: FFL Inquiry Results

8. The FFL RDS Key will display on the Access Number tab.

9. Click the “**Submit**” button.

Create User Account

ACCOUNT INFORMATION | ACCESS NUMBERS / RDS KEYS

RDS Key	Business Name	License name	Employee Type	Delete
36702000	LT SEVEN	LT SEVEN	Secondary User	Switch User Type Delete Row

[Add FFL](#)

Cancel Submit

Figure 7-6: Access Numbers

10. Click “**Submit.**”

11. A “**User Maintenance Success Message**” will display.

FFL User - Create

test.test121 has been saved successfully New Password is: MyNctn79w\$#r

Figure 7-7: User Maintenance Success Message

8. User Accounts – Maintain

7.1 Modifying User Accounts

User accounts – Maintain allows users to modify accounts based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. As a Non-Org Lead Primary User, you will not be able to modify Org Lead accounts.

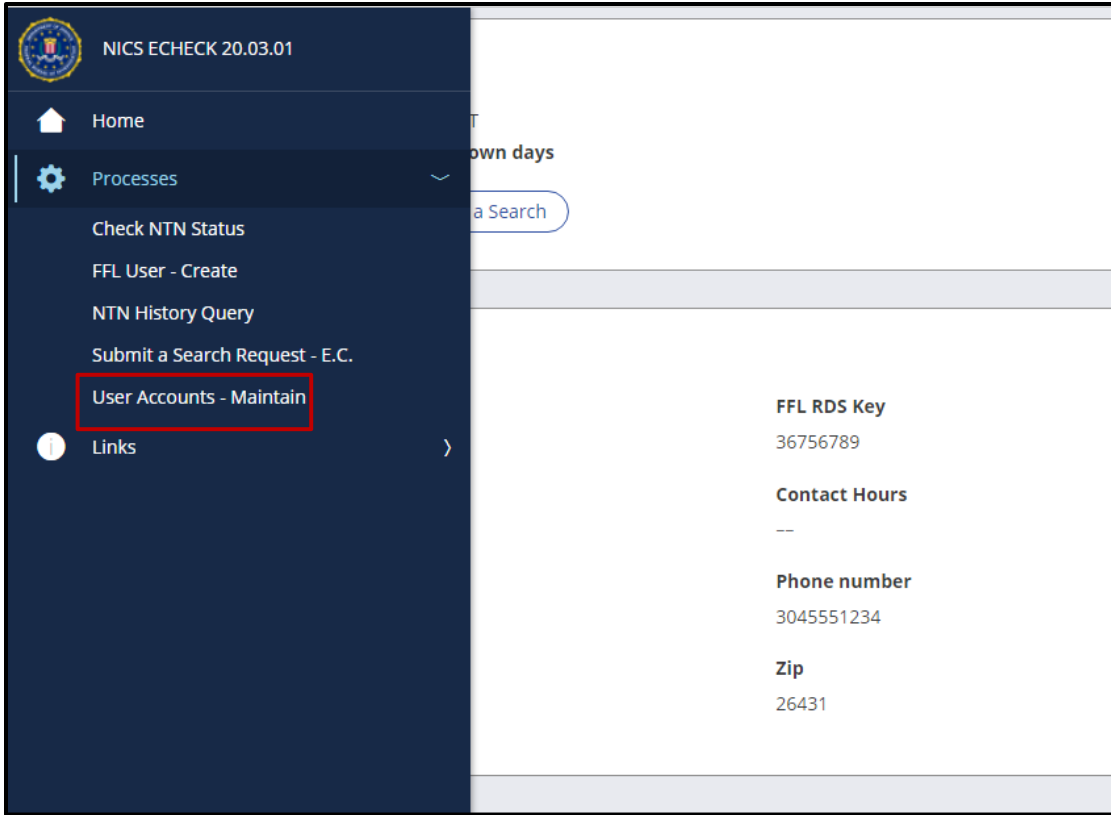


Figure 8-1: User Accounts – Maintain Process Link

1. Select the desired Inquiry Criteria and enter the appropriate value.

NOTE: You may do a search based on only one field or multiple fields to narrow the results.

User Accounts - Maintain

Run Query

Query Filters

Column	Operator	Value	Delete
Personnel ID	Is equal		×
Last Name	Is equal		×
First Name	Is equal		×
User Suspension	Is equal	False	×

+

Search

Figure 8-2: User Maintenance – Inquiry

After you click the “Search” button, the system will only display active users in the results by default. To search for inactive users in the system, set the “**User Suspension**” value to “**True**”.

2. The Inquiry Results page will display. Double-click the User ID row to open the User Account page.

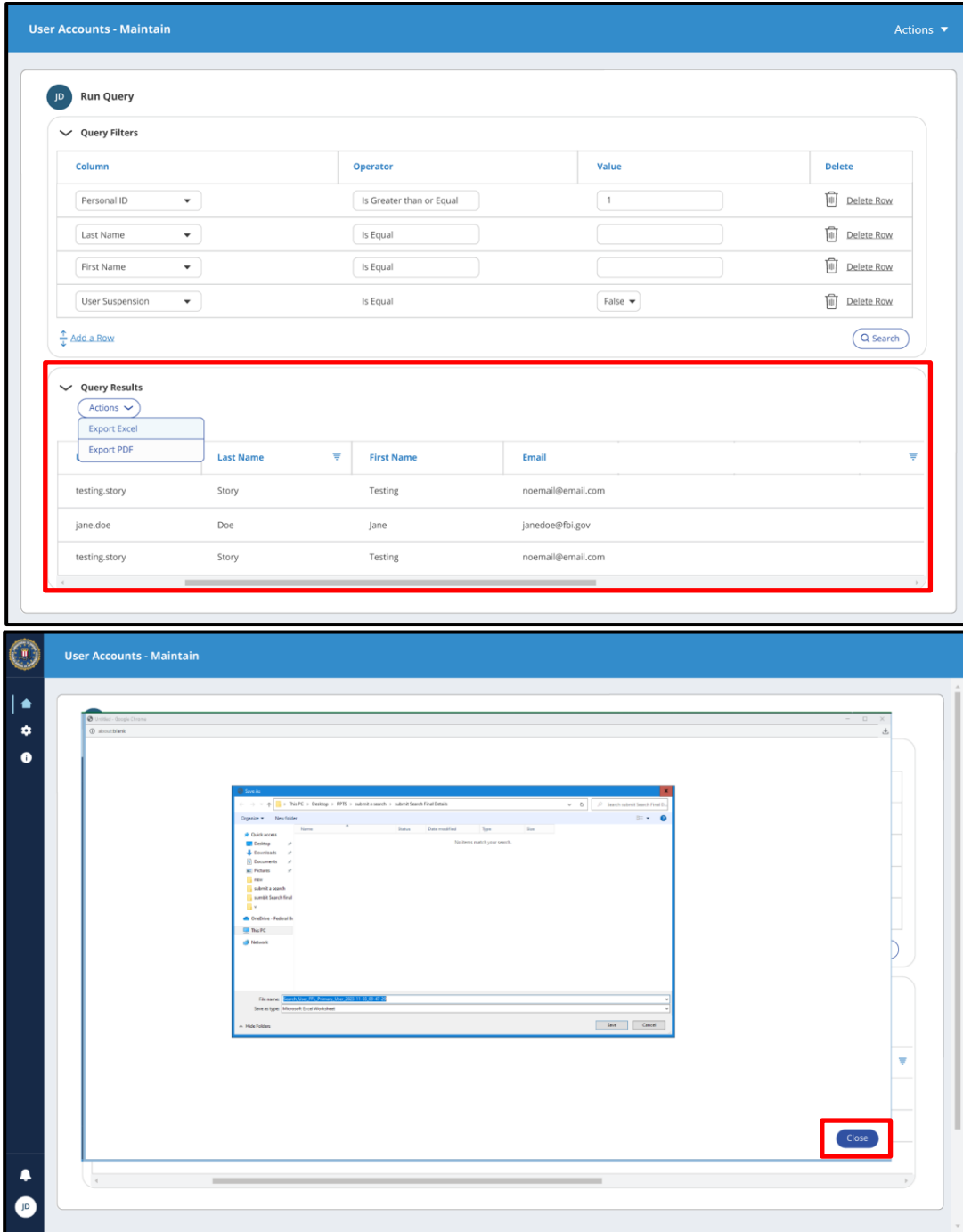


Figure 8-3: Inquiry Results/Export

3. The User Account page will display in read-only mode. Select the “**Reopen/Edit**” button to enable you to modify the account.
4. Select “**Export**” option to save document in different format. ***Close button added to eliminate blank screen***

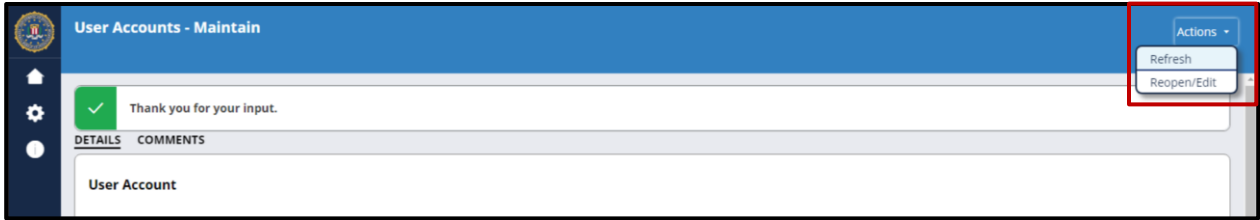
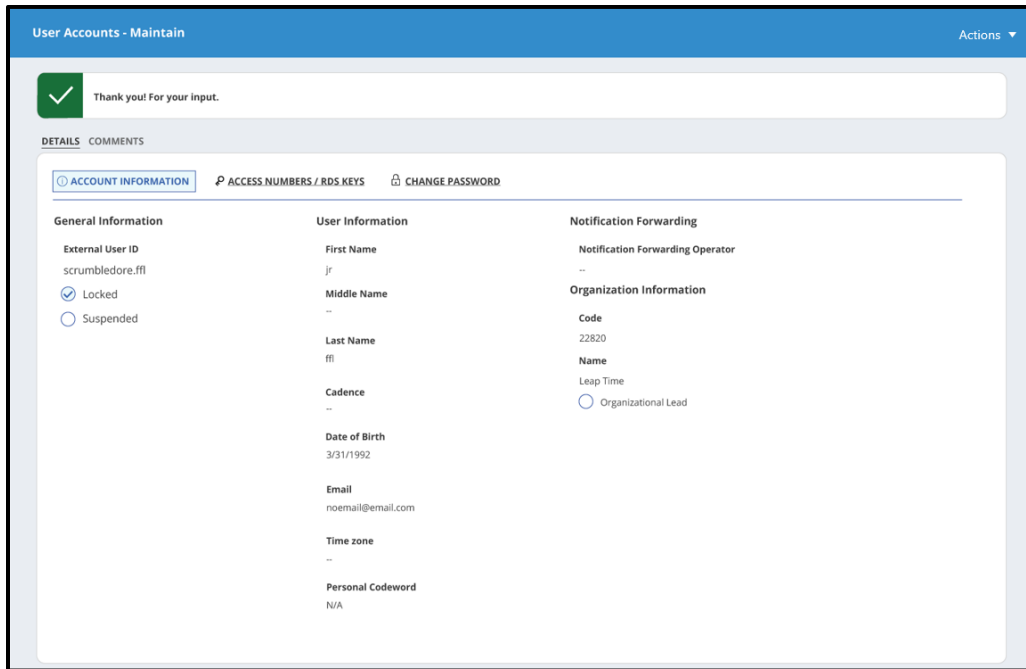


Figure 8-4: User Account Reopen/Edit

5. Modify the Account Information as needed. **NOTE: The “Account Information” tab will display one column in “Edit” mode and three in “Preview” mode.**



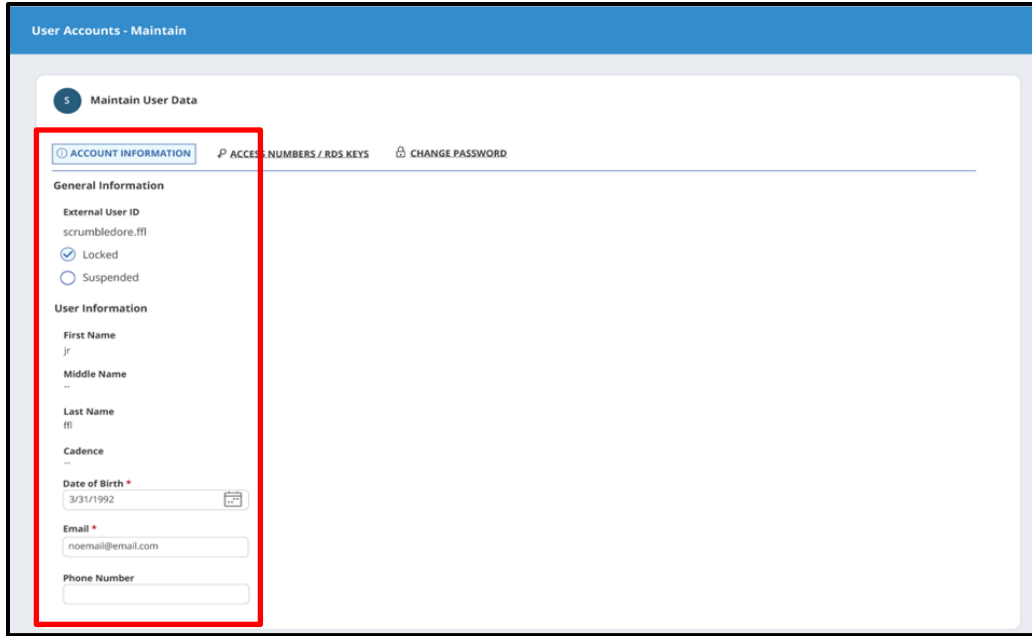


Figure 8-5: Account Information Tab

6. Modify the Access Numbers tab as needed. If you only have one associated FFL, then it is the only one that will appear.

NOTE: Even if you are a Primary User of an organization, you must also be a Primary User of an FFL to delete a related access number.

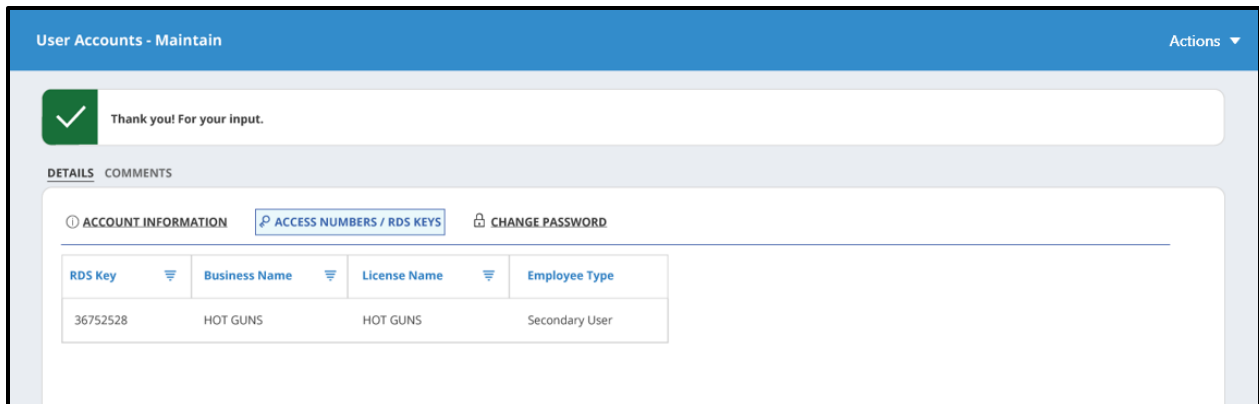


Figure 8-6: Access Numbers/ RDS Keys Tab

7. The Change Password tab is used to edit your password.

NOTE: A password expiration notice will appear on the change password tab when it requires a reset.

User Accounts - Maintain Actions ▾

✓ Thank you! For your input.

DETAILS COMMENTS

Password expired - password reset is required to unlock the account

ACCOUNT INFORMATION ACCESS NUMBERS / RDS KEYS CHANGE PASSWORD

- You may not reuse your previous ten passwords
- No more than two (2) consecutive identical character:
- Must be at least 12 characters in length
- Must be composed of at least three of the following classes
 - Upper case letters
 - Lower case letters
 - Numbers
 - Any of the following Special Characters: !#\$%? (To help ensure a successful password change you must not use special characters other than the five listed)

Old Password
--

New Password
--

Confirm Password
--

Change Password

Figure 8-7: Change Password Tab

7.2 Changing User Account Password

User Accounts – Maintain also allows users to modify account passwords. Four days before a password expires, a notification will appear when users log into NICS E-Check letting them know to change their password before it expires and lose login access.

There are two ways to change an account’s password, through “User Account Maintain” or “User Profile Information Menu”.

NOTE: A link has been added to change password directly from profile highlighted below.

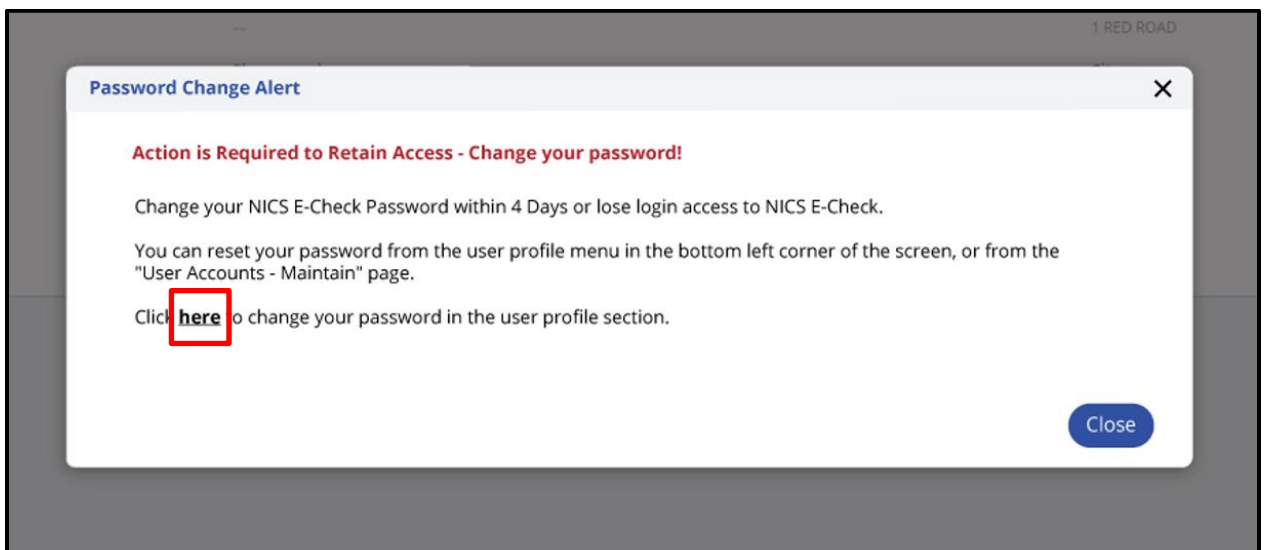


Figure 8-8: Password Expiration Notification

1. Before changing a password, check the “**Comments**” section to make sure that the password had not been recently changed by a different user.

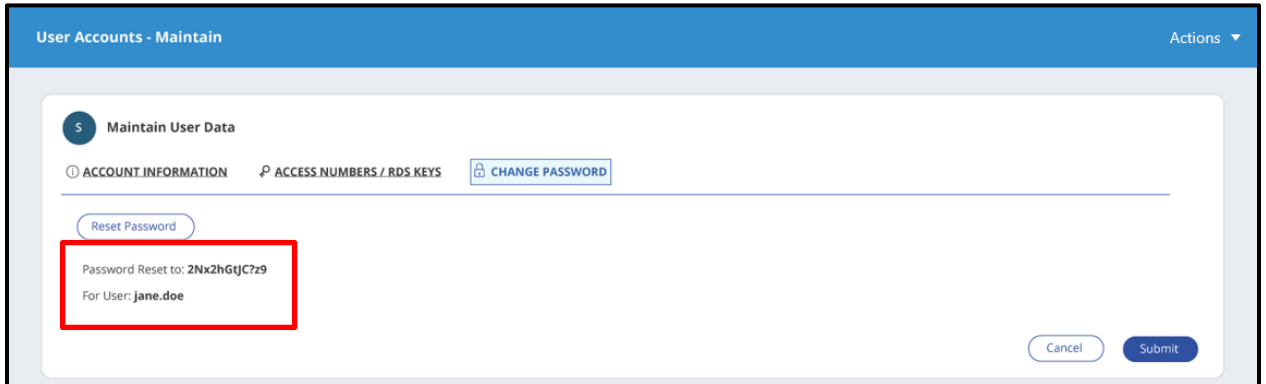


Figure 8-9: Password Reset Page

Users can also change the account password from the “User Profile” dropdown menu. However, be sure to verify that the password had not been recently changed by a different ‘Primary User’.

1. Select “**Change Password**” from the User Profile dropdown menu.

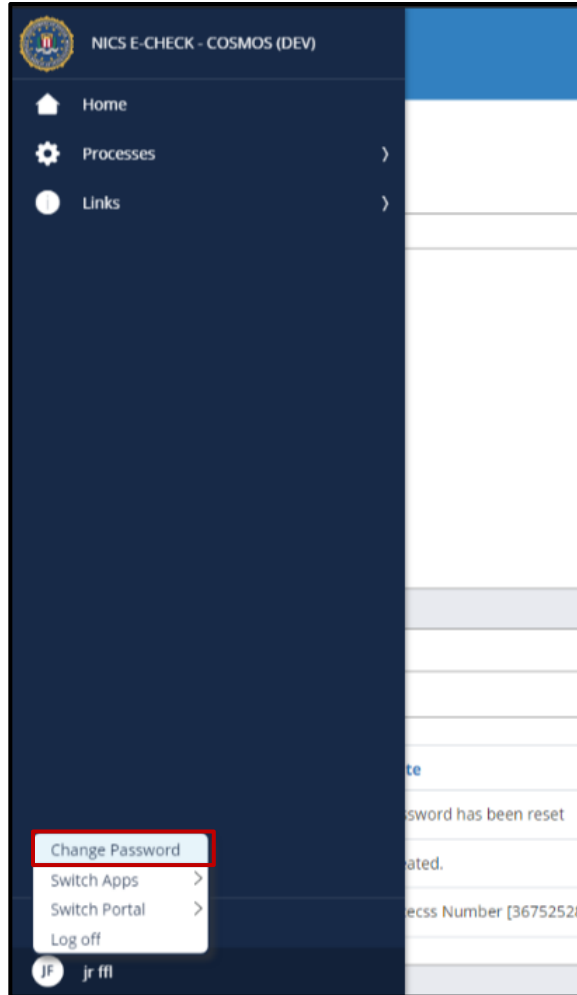


Figure 8-10: Change Password Under User Profile

2. Enter the “Old Password”.
3. Enter the “New Password” and “Confirm Password”.
4. Click the “**Submit**” button to save all changes to the user account.

5 Password Requirements

1. You may not reuse your previous ten passwords
2. No more than two (2) consecutive identical characters
3. Must be at least 12 characters in length
4. Must be composed of at least three of the following character classes
 - Upper case letters
 - Lower case letters
 - Numbers
 - Any of the following Special Characters: ! # \$ % ? (To help ensure a successful password change you must not use special characters other than the five listed)

Old Password *

New Password *

Confirm Password *

[Submit](#)

Figure 8-11: Change Password Screen