



National Instant Criminal Background Check System (NICS) Electronic Check (E-Check) System

E-Check General User Guide

Version 3.0

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ITMS

INTRODUCTION

This NICS E-Check User Guide 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 guide. The numbers on the screen shots coincide with the instructions discussed directly below each screen shot.

When reviewing the document, keep in mind that there are three separate user roles; therefore, the screen shots may vary. The user roles, along with a description of each, are listed below:

- Org Lead—Can create or modify accounts for all FFLs within the organization; may also suspend or lock accounts; can run background checks; and may reset passwords for all accounts/users within the organization. This type of role is usually maintained by someone at a corporate-level office. Org Leads are considered administrative users.
- Primary User—Can perform the same functions as an Org Lead, but they can only perform these functions for their location or locations. Having at least one Primary User at each location is recommended. Like Org Leads, Primary Users are considered administrative users.
- Secondary User—Can perform background checks (and any function associated with it) and can manage their own account.

Information you will need for set up of your account:

- Username—If you are the person registering your store to use the FBI NICS E-Check, you will receive your username via e-mail. If your store is already registered to use the FBI NICS E-Check, then your store has at least one administrative user. 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. The administrative user will provide you with your username.
- Password—If you are the person registering your store to use the FBI NICS E-Check, you will receive instructions via e-mail on how to obtain your password. If your store is already registered to use the FBI NICS E-Check, then your store has at least one administrative user. When creating your account, the administrative user will receive your temporary password. The administrative user will provide you with your temporary password. Upon receipt of your temporary password, you will need to change the password to something you will use each time you log on.
- Personal Codeword—This codeword is unique to each FBI NICS E-Check user. This codeword is not the same as your password or the FFL codeword you use when performing NICS checks. You will only need your personal codeword if you call FBI NICS E-Check Customer Service for technical support. You will not need your personal codeword when you log on each time.

Note: You only need to register your store once. The person that registered to use FBI NICS E-Check is the store's administrative user and will create accounts for other FBI NICS E-Check users at the store (this person can make other employees administrative users as well).

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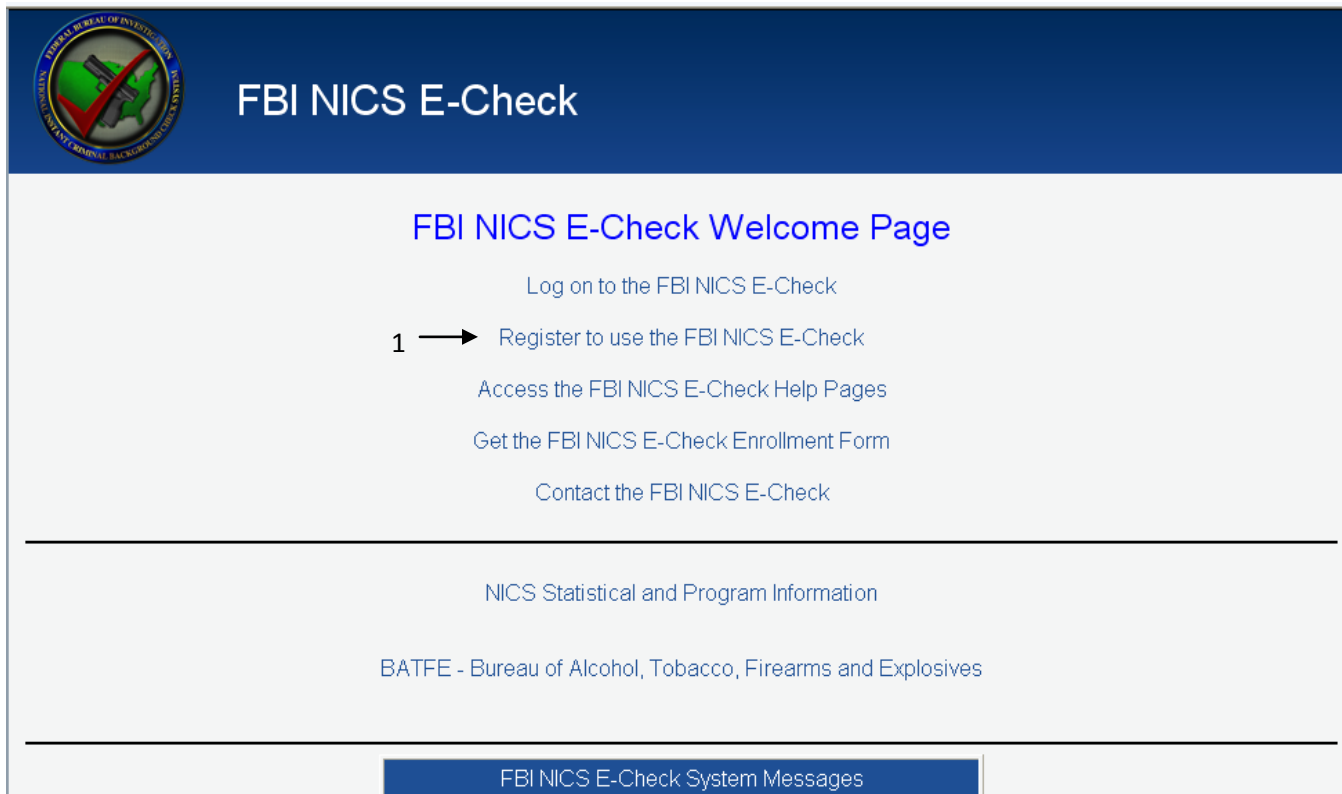
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SECTION 1 – REGISTRATION FOR FBI NICS E-CHECK

1 – 1 WELCOME PAGE



FBI NICS E-Check

FBI NICS E-Check Welcome Page

Log on to the FBI NICS E-Check

1 → Register to use the FBI NICS E-Check

Access the FBI NICS E-Check Help Pages

Get the FBI NICS E-Check Enrollment Form

Contact the FBI NICS E-Check

NICS Statistical and Program Information

BATFE - Bureau of Alcohol, Tobacco, Firearms and Explosives

FBI NICS E-Check System Messages

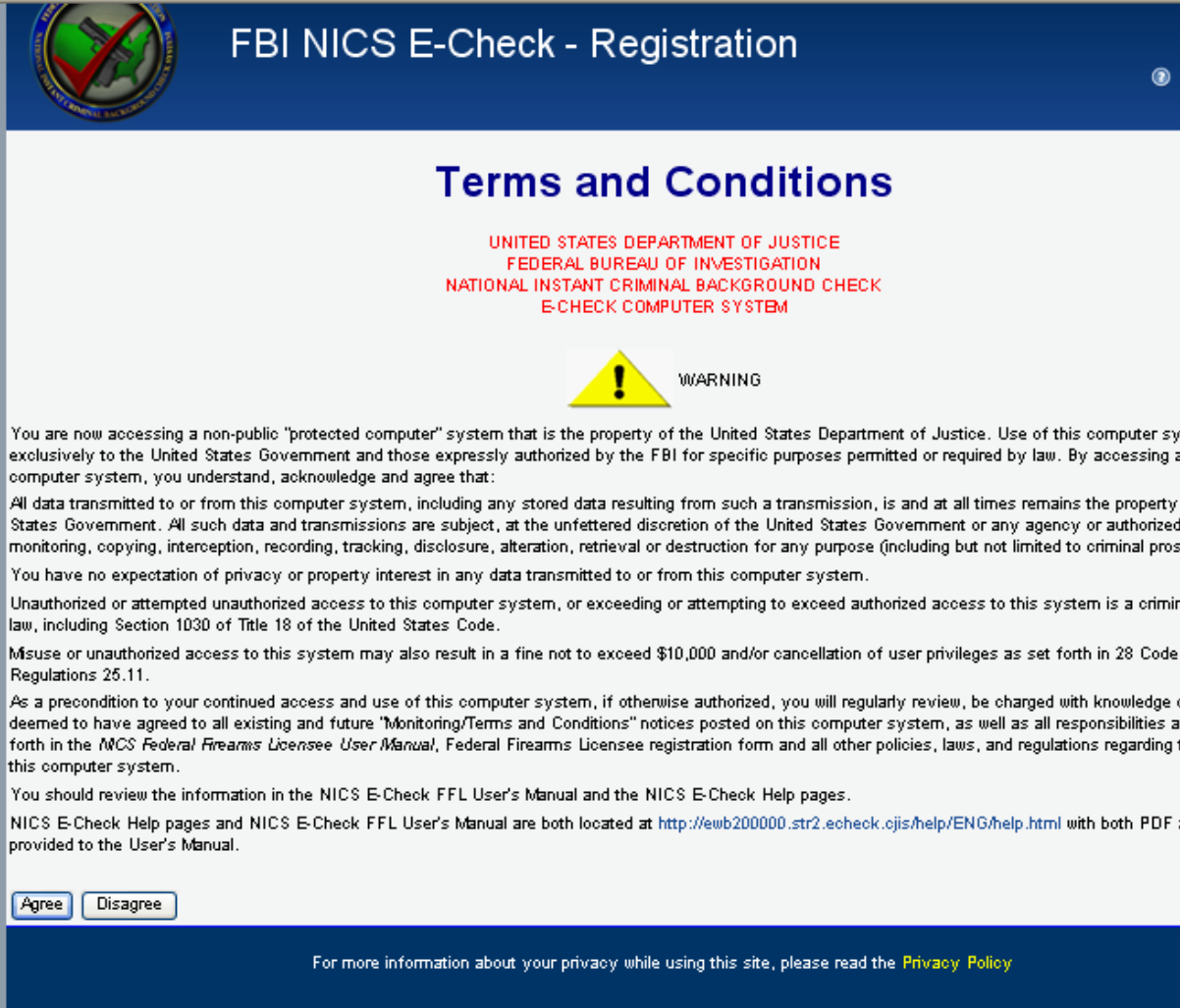
To Register for FBI NICS E-Check, go to www.nicsezcheckfbi.gov

1. Click on **“Register to use the FBI NICS E-Check.”**

Please Note: Registration should only be done once. This should be by an owner or manager who will then create accounts for the remaining NICS E-Check users.

SECTION 1 – REGISTRATION FOR FBI NICS E-CHECK

1 – 2 TERMS AND CONDITIONS



FBI NICS E-Check - Registration

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 exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing a 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 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 offense under federal 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 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 set forth in the *NICS Federal Firearms Licensee User Manual*, Federal Firearms Licensee registration form and all other policies, laws, and regulations regarding 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://ewb200000.str2.echeck.cjis/help/ENG/help.html> with both PDFs provided to the User's Manual.

For more information about your privacy while using this site, please read the [Privacy Policy](#)

1 →

1. Click "**Agree**" to the Terms and Conditions.

SECTION 1 – REGISTRATION FOR FBI NICS E-CHECK

1 – 3 ACCOUNT REQUEST FORM

FBI NICS E-Check Account Request Form

Enter your information in the fields provided below and click the submit button to make a registration request.
entries marked with an asterisk (*) are required fields.

FFL ID Number: *	<input type="text"/>
Code Word: *	<input type="text"/>
Name of FFL Business: *	<input type="text"/>
Street Address of Business:	<input type="text"/>
City: *	<input type="text"/>
State or Territory: *	Select State or Territory <input type="button" value="v"/>
Zip Code:	<input type="text"/>
FFL Business Phone: *	<input type="text"/>
Phone Extension:	<input type="text"/>
Last Name: *	<input type="text"/>
Cadence (Ex. Jr., Sr., III):	Select from list if applicable <input type="button" value="v"/>
First Name: *	<input type="text"/>
Middle Name:	<input type="text"/>
Date of Birth: *	Month <input type="button" value="v"/> Day <input type="button" value="v"/> Year <input type="text"/>
Mother's Maiden Name (last name only): *	<input type="text"/>
E-mail Address: *	<input type="text"/>

← 2

Status: Registration not submitted.

[Terms and Conditions](#) | [Privacy Policy](#)

1. Enter your information in the Account Request Form fields.

2. Click on “Registration.”

The registration process **only needs to be done once** by the owner/manager of the store.

The manager/owner will create and modify the accounts for the employees.

SECTION 1 – REGISTRATION FOR FBI NICS E-CHECK

1 – 4 ACCOUNT REQUEST CONFIRMATION

FBI NICS E-Check Account Request Confirmation

Your request has been forwarded to the NICS FBI E-Check.
Your Federal Firearms Licensee (FFL) NICS E-Check request is not complete
until you have also faxed or emailed a signed NICS E-Check enrollment form.
This blank form can be found on the E-Check Welcome Page and
the populated form can be opened from the link on this page.

entries marked with an asterisk (*) are required fields.

- * FFL ID Number: 367012012FD01234
- * Code Word: ECHECK1
- * Name of FFL Business: BOB'S GUNS
- Street Address of Business: 1212 MAIN STREET
 - * City: ANYWHERE
 - * State or Territory: WV
 - Zip Code: 26661
- * FFL Business Phone: 3046252222
 - Phone Extension:
 - * Last Name: DOE
- Cadence (Ex. Jr., Sr., III):
 - * First Name: JOHN
 - Middle Name:
 - * Date of Birth: 2/10/1980
 - * Middle Name: JONES
 - * E-mail Address: JOHN.DOE@GMAIL.COM

[Register Request Details](#)

1 → [Show populated enrollment form.](#)

[Return to E-Check Welcome Page](#)

Your account request has been forwarded to FBI NICS E-Check.

1. Click on **“Show populated enrollment form.”**

The request is not complete until you fax or e-mail the enrollment form.

SECTION 1 – REGISTRATION FOR FBI NICS E-CHECK

1 – 5 COMPLETED ENROLLMENT FORM (SAMPLE)

Federal Bureau of Investigation
National Instant Criminal Background Check System (NICS)
Federal Firearms License (FFL) Enrollment / NICS E-Check Enrollment Form

FORM NO. 1118-0026

Print TYPE or PRINT name in BLACK INK using uppercase letters.

3 - 67 - 012 - 01 - 2F - 01234

1. CODE WORD (Must be six to ten characters - NO PROFANITY)
E C H E C K 1

2. BUSINESS PHONE NUMBER
304 - 625 - 2222

4. NAME OF FFL (Name that appears on FFL License. If company name, place in LAST Name block and place over first in FIRST and MI blocks if necessary.)
LAST NAME (LICENSEE NAME)
FIRST NAME MI CAUSE/NO

5. NAME OF LICENSEE BUSINESS (TRADE/BUSINESS NAME)
B O B ' S G U N S

6. MAILING ADDRESS:
CITY STATE ZIP CODE

7. PHYSICAL ADDRESS:
CITY STATE ZIP CODE
1 2 1 2 M A I N S T R E E T
A N Y W H E R E W V 2 6 6 6 1

8. E-MAIL ADDRESS:
J O H N . D O E @ G M A I L . C O M

9. POINT OF CONTACT PERSON (If different than Item 4 above):
LAST NAME
FIRST NAME MI CAUSE/NO
D O E
J O H N

10. POINT OF CONTACT PHONE NUMBER: 304 - 625 - 2222

11. BUSINESS FAX NUMBER (optional)

Every FFL wanting to use the FBI NICS E-Check must complete and submit by fax, e-mail, or mail this entire form and provide the following additional information (12 and 13 below). A User Name and Password will be e-mailed to the address provided in Block #13.

12. LAST NAME FIRST NAME MI CAUSE/NO
D O E J O H N

13. E-MAIL ADDRESS:
J O H N . D O E @ G M A I L . C O M

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 Submitter's Agreement before signing this document.

14. User/Agent Signature: _____ Date executed: _____

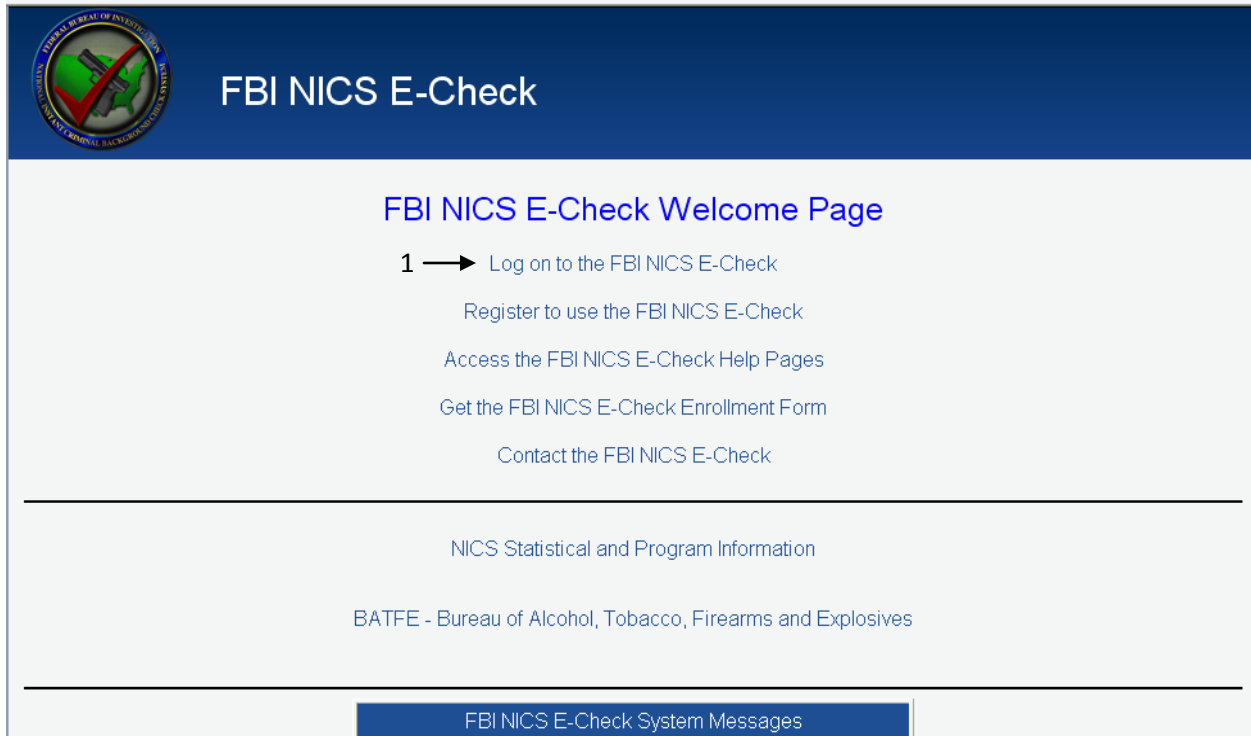
15. FFL Witness: 2 _____ Date executed: _____

1. Print the form.
2. Sign and date, then fax to **1-888-550-6427** or e-mail to nics_commandcenter@ic.fbi.gov.

Once the account has been created, an e-mail will be sent to the e-mail address provided. This e-mail will include your username and instructions on how to obtain your temporary password.

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 1 LOG ON FROM FBI NICS E-CHECK WELCOME PAGE



FBI NICS E-Check

FBI NICS E-Check Welcome Page

1 → [Log on to the FBI NICS E-Check](#)

[Register to use the FBI NICS E-Check](#)

[Access the FBI NICS E-Check Help Pages](#)

[Get the FBI NICS E-Check Enrollment Form](#)

[Contact the FBI NICS E-Check](#)

[NICS Statistical and Program Information](#)

[BATFE - Bureau of Alcohol, Tobacco, Firearms and Explosives](#)

[FBI NICS E-Check System Messages](#)

1. Click **“Log on to the FBI NICS E-Check.”**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 2 ENTERING USER NAME

LEO ENTERPRISE PORTAL

[Help](#)

Certificate Users

Enter your username:

1 →

Password Token

2 →

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

WARNING! The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is unauthorized. This type of usage may result in the involuntary dissemination of information to unauthorized entities. Data may be left on this computer resulting in the next person using this machine the ability to view your data.

To set up your FBI NICS E-Check account, go to <www.nicsezcheckfbi.gov>.

1. Type in the “**username**” you received from your manager/owner.

If you are the administrative user, enter the username that you received by e-mail from the NICS Section.

2. Click “**Sign In.**”

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 3 ENTERING PASSWORD



You are signing in as: **John.doe**

Enter your password to begin the enrollment process:

1 →

2 →

[Help](#)

1. Enter the **“Password”** you received from your Manager/Owner.

If you are the administrative user, enter the password you received by accessing the FBI NICS E-Check Password Reset page.

This is a temporary password and you will be asked to change it later in the process. If you need assistance or have not received a password, call 1-877-324-6427, select option 2, then option 5.

2. Click **“Next.”**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 4 CREATING PERSONAL CODEWORD

LEO ENTERPRISE PORTAL

[Help](#)

Resetting Personal Codeword for: **John.doe**

Your Personal Codeword is used for 'Forgotten Password Reset' and calls to the help desk.

This is NOT the same as your password.

Enter your NEW personal codeword: ← 1

Enter your NEW personal codeword (again): ← 2

Warning: Once you click Submit and your Personal Codeword has been accepted, the new Personal Codeword will not be displayed on the screen.

3 →

1. Enter a **“NEW personal codeword”** of your choice.

This codeword will be used by the NICS Section to identify you as the user when calling for technical support.

The personal codeword is not the same as the log on password you received by accessing the FBI NICS E-Check Password Reset page or from your manager/owner and is not the same as your FFL codeword which is used when performing NICS checks. The personal codeword is a unique codeword for each user.

2. Enter your **“New personal codeword”** again.

3. Click **“Submit.”**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 5 SETTING UP SECURITY QUESTIONS

The screenshot shows the LEO Enterprise Portal interface. At the top, there are logos for the FBI and the LEO Enterprise System (EUS). The text "LEO ENTERPRISE PORTAL" is prominently displayed. Below the header, it says "You are signing in as: John.doe" with a "Help" link. The main content area is titled "Please select and answer four security questions for enrollment." It contains four numbered steps, each with a dropdown menu for selecting a question and a text input field for the answer. The questions are: 1. "What is the name of the first company you worked for?", 2. "What was your high school mascot?", 3. "What is your paternal grandfather's first name?", and 4. "What was the nickname of your grandfather?". Below the questions, there is a section titled "Do you want to register this machine?" with two radio button options: "No, this is a public or shared computer" and "Yes, this is a private computer". A "Next" button is located at the bottom of this section.

1. Please select four security questions for enrollment, then enter your answer.

You will have to remember the answers to your security questions for access to the FBI NICS E-Check. If you would like to change the questions, click on the drop-down arrow.

2. If you are the only person using this computer, select “**Yes, this is a private computer.**” If this is a shared computer, please select “**No, this is a public or shared computer.**”
3. Click “**Next.**”

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 6 SELECTING AN IMAGE AND PERSONAL PHRASE

LEO ENTERPRISE PORTAL

Help

You are signing in as: **John.doe**

Please select an image:

1 →    

Get More Images

Enter a Personal Phrase: ← 2

Back Next Cancel


3 →

1. Please select an image of your choice. (You can select other images by clicking “Get More Images.”)
2. Enter a “**Personal Phrase.**”
3. Click “**Next.**”

Note: The picture and personal phrase are added security to protect you and your information.

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 7 VERIFICATION PAGE

 **LEO ENTERPRISE PORTAL** 

[Help](#)

You are signing in as: **John.doe**

Verify your anti-phishing image and phrase



DOG

Verify your challenge questions and responses:

What is the name of the first company you worked for?
Bob's Guns

What was your high school mascot?
Eagle

What is your paternal grandfather's first name?
John

What was the nickname of your grandfather?
Pappy

Register this computer ? **No**

↑
1

This page allows you to verify your challenge questions, responses, image, and personal phrase.

1. Click "**Next.**" (If you need to make corrections, click "Back.")

SECTION 2 LOGGING ON TO FBI NICS E-CHECK

2 – 8 CHANGING PASSWORD DURING INITIAL LOG ON

LEO ENTERPRISE PORTAL

Help

Changing password for: **John.doe**

- You may not reuse your previous 6 passwords
- No more than 2 consecutive identical characters
- Must be at least 8 characters in length
- Must be composed of at least 3 of the following character classes
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special characters: ~!&#*()+=?@%_>/"\$^`' , .

Enter your OLD password: ← 1

Enter your NEW password: ← 2

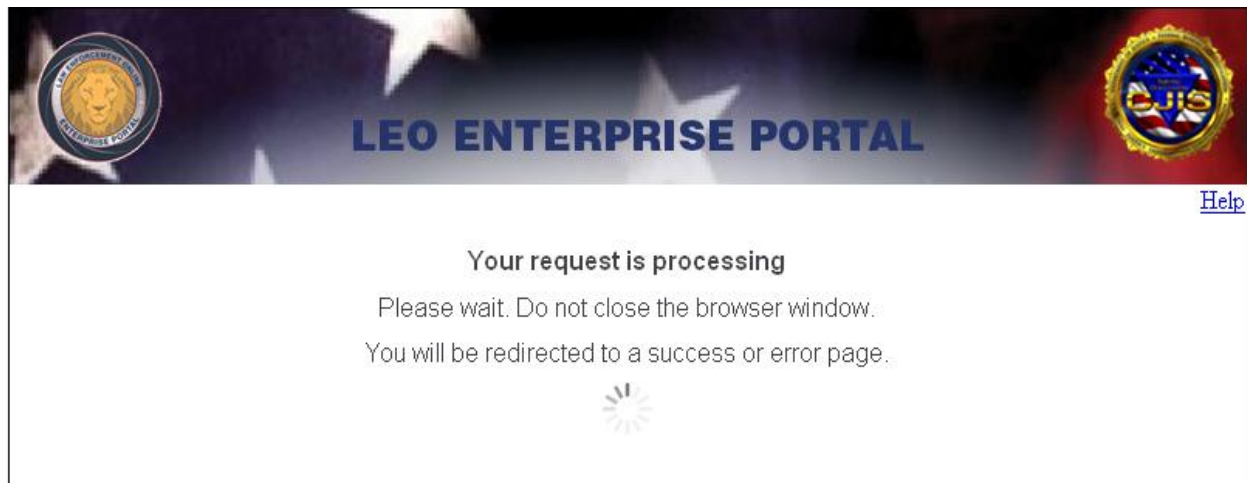
Enter your NEW password (again): ← 3

Warning: Once you click Submit and your password has been accepted, the new password will not be displayed on the screen and you will be required to sign in with your new password.

4 →

1. In the “**Enter your OLD password**” field, type your temporary password that was originally given to you by your manager/owner or was received by accessing the FBI NICS E-Check Password Reset page. (Please note this is not your personal codeword.)
2. Select a “**NEW password**” of your choice which meets the criteria in the outlined box.
3. Enter your “**NEW password**” again.
4. Click “**Submit.**”

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK



Please wait while FBI NICS E-Check processes your request. **This could take a few minutes.**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 9 INITIAL LOG ON WITH PASSWORD YOU CREATED

Alert

1 → Your password change request has been completed.

[Help](#)

Certificate Users

Enter your username:

2 →

Password Token

3 → **Sign In**

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

WARNING! The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is unauthorized. This type of usage may result in the involuntary dissemination of information to unauthorized entities. Data may be left on this computer resulting in the next person using this machine the ability to view your data.

1. You will receive a message that “Your password change request has been completed.”
2. Enter your “**username.**”
3. Click “**Sign in.**”

SECTION 2 LOGGING ON TO FBI NICS E-CHECK

2 – 11 CHALLENGE QUESTION

LEO ENTERPRISE PORTAL

[Help](#)

You are signing in as: **John.doe**

You are required to answer your challenge question:

What was your high school mascot?

1 →

Do you want to register this machine?

2 → No, this is a public or shared computer
 Yes, this is a private computer

Please select Yes or No to register this machine. If this is a public computer, please select NO.

3 →

1. Enter the answer to one of your four challenge questions.
2. Click **“YES”** or **“NO”** whether it is a private computer or shared computer. (If you are the only person using this computer, select “Yes, this is a private computer.” If this is a shared computer, please select “No, this is a public or shared computer.”)
3. Click **“Next.”**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 10 RULES OF BEHAVIOR FOR GENERAL USERS AGREEMENT FORM

LEO ENTERPRISE PORTAL

[Help](#)

Rules of Behavior Last Acknowledged:
Unknown

It has been more than one year since you acknowledged the Rules of Behavior.
You must read and acknowledge the Rules of Behavior below.

**FBI Information Technology and Information Systems
Rules of Behavior for General Users Agreement Form**

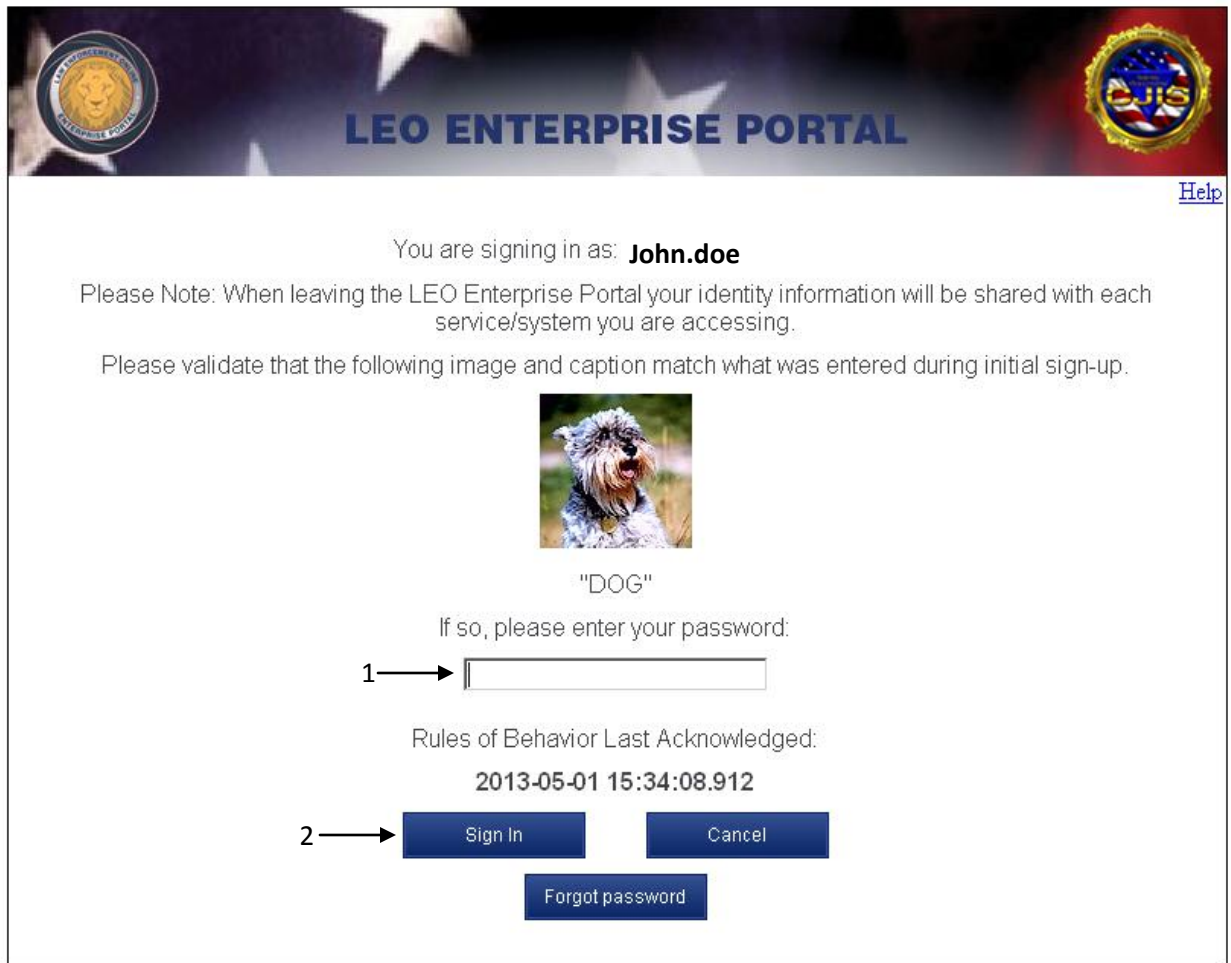
1 →

Read the Rules of Behavior for General Users Agreement Form.

1. Scroll down and click **“I Acknowledge.”**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 12 ENTERING PASSWORD




[Help](#)

You are signing in as: **John.doe**

Please Note: When leaving the LEO Enterprise Portal your identity information will be shared with each service/system you are accessing.

Please validate that the following image and caption match what was entered during initial sign-up.



"DOG"

If so, please enter your password:

1 →

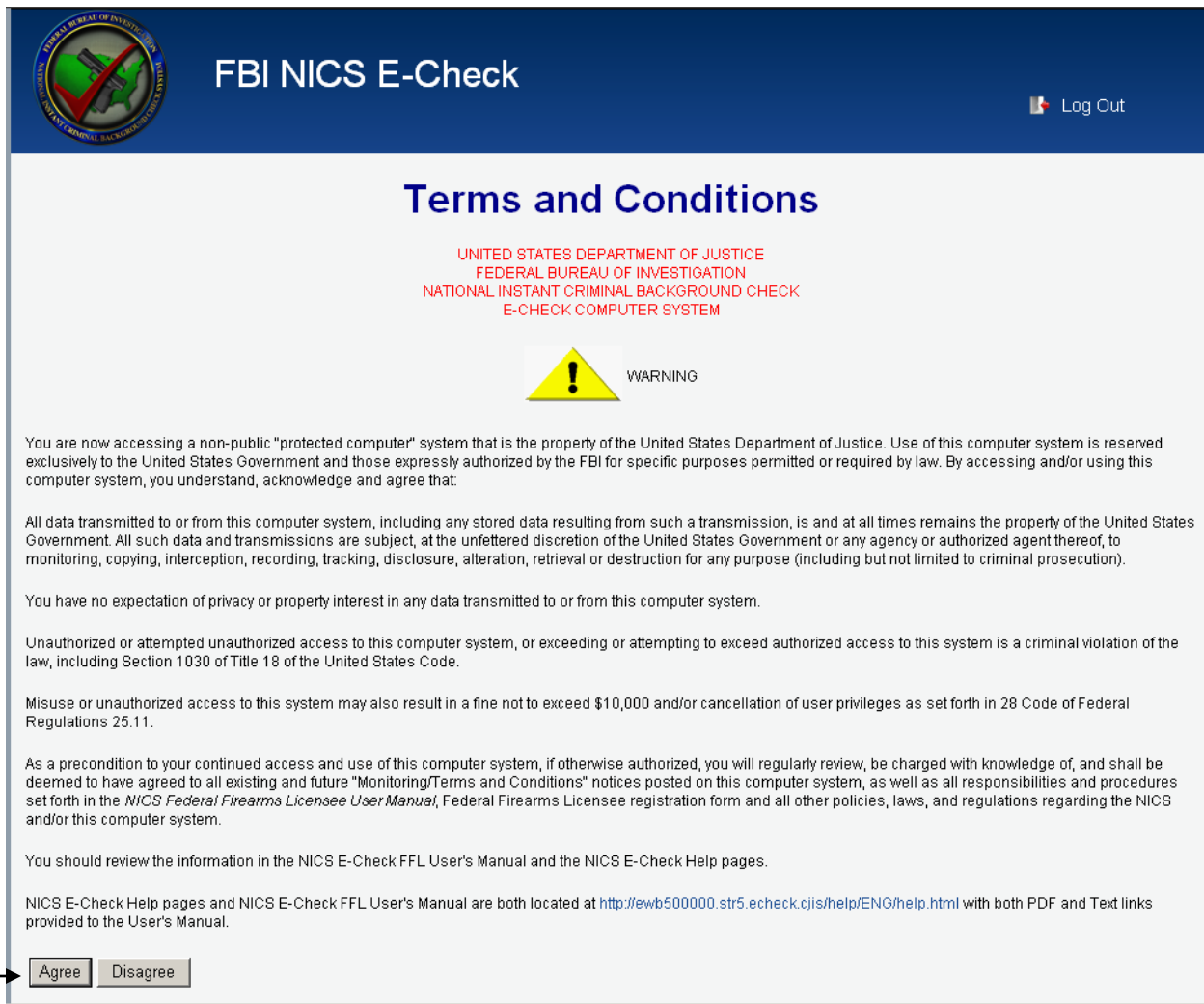
Rules of Behavior Last Acknowledged:
2013-05-01 15:34:08.912

2 →

1. Enter your **"Password."**
2. Click **"Sign in."**

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 13 TERMS AND CONDITIONS



FBI NICS E-Check Log Out

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 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://ewb500000.str5.echeck.cjis/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

1 →

1. After reading, click “**Agree**” to the Terms and Conditions.

SECTION 2 – LOGGING ON TO FBI NICS E-CHECK

2 – 14 SUCCESSFUL LOG ON

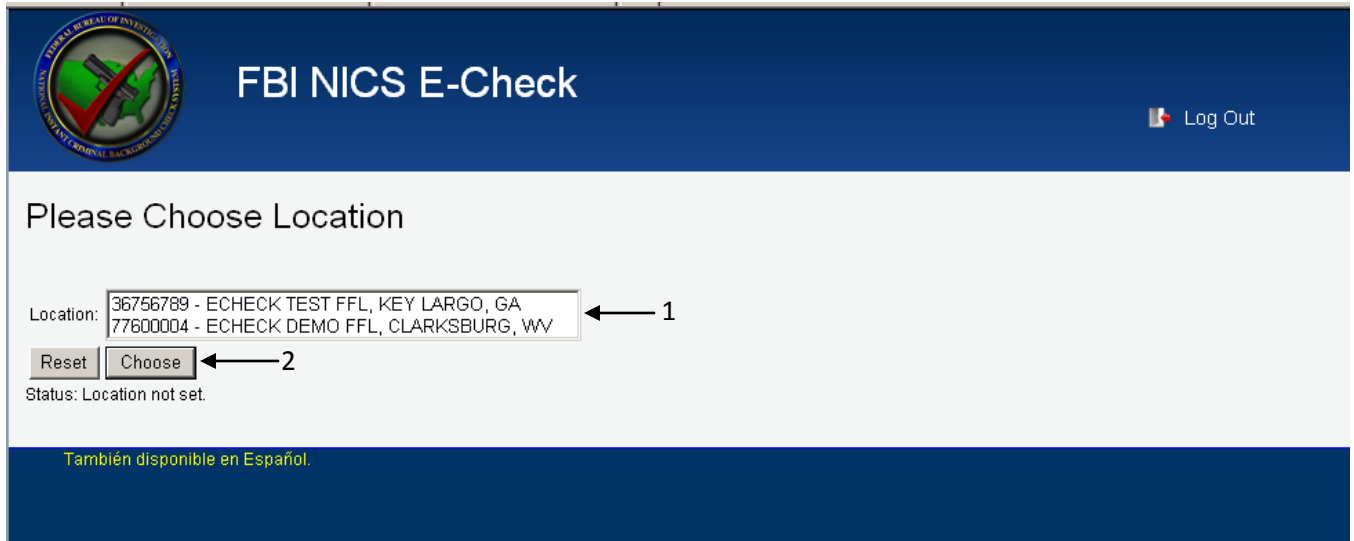
The screenshot shows the main menu of the FBI NICS E-Check system. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered at the top. On the top right, there are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table showing "No Messages" and a timestamp of "Wed May 22 17:27:34 EDT 2013". A navigation bar contains buttons for "Retrieve", "Search", "NTN History", "Modify Accounts", and "Account Creation". The "Retrieve" button is highlighted. Below this is the "Retrieve Requests" section, which includes a message about the status provided by the FBI NICS and instructions on how to view data. There are buttons for "Print List" and "Refresh List", and a "Rows Per Page" dropdown set to "5". A table with one row is displayed, showing a record with a status of "DELAY". The table has columns for Last Name, First Name, NTN, Created Date, Submit User, and Status. At the bottom, there is a link for "También disponible en Español."

Last Name	First Name	NTN	Created Date	Submit User	Status
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY

This screen is the main menu for FBI NICS E-Check.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 1 CHOOSING THE APPROPRIATE FFL



The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered at the top. A "Log Out" link is in the top right. The main heading is "Please Choose Location". Below it is a "Location:" label followed by a list box containing two items: "36756789 - ECHECK TEST FFL, KEY LARGO, GA" and "77600004 - ECHECK DEMO FFL, CLARKSBURG, WV". An arrow labeled "1" points to the second item. Below the list box are "Reset" and "Choose" buttons. An arrow labeled "2" points to the "Choose" button. Below the buttons, it says "Status: Location not set." At the bottom, there is a link that says "También disponible en Español."

Administrative User Account Access (Org Lead or Primary User Accounts)

After you log on, if you are a user that has access to FBI NICS E-Check at multiple stores, you will see this page. This page enables you to select the store at which you are currently working.

1. **Highlight the location** you would like to access.
2. Click **“Choose.”**

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 2 RETRIEVING UPDATED STATUS UPON LOG ON

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered. On the top right are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table of search request submissions. A navigation bar contains buttons for "Retrieve", "Search", "NTN History", "Modify Accounts", and "Account Creation". The "Retrieve" button is selected. Below this is a "Retrieve Requests" section with a message explaining the status and instructions. There are "Print List" and "Refresh List" buttons, and a "Rows Per Page" dropdown set to 10. A table displays search results with columns for Last Name, First Name, NTN, Created Date, Submit User, and Status. The status for the entry with NTN 0M5Z9K3 is highlighted in yellow and labeled "NEW" with an arrow pointing to it. A footer note says "También disponible en Español."

Last Name	First Name	NTN	Created Date	Submit User	Status
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONOUGHE	DELAY
MOUSE	MICKEY	0M5Z9K3	06/04/2013 11:13:23	EDONOUGHE	NEW
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONOUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONOUGHE	DELAY

The Retrieve screen will be displayed when you access the FBI NICS E-Check site.

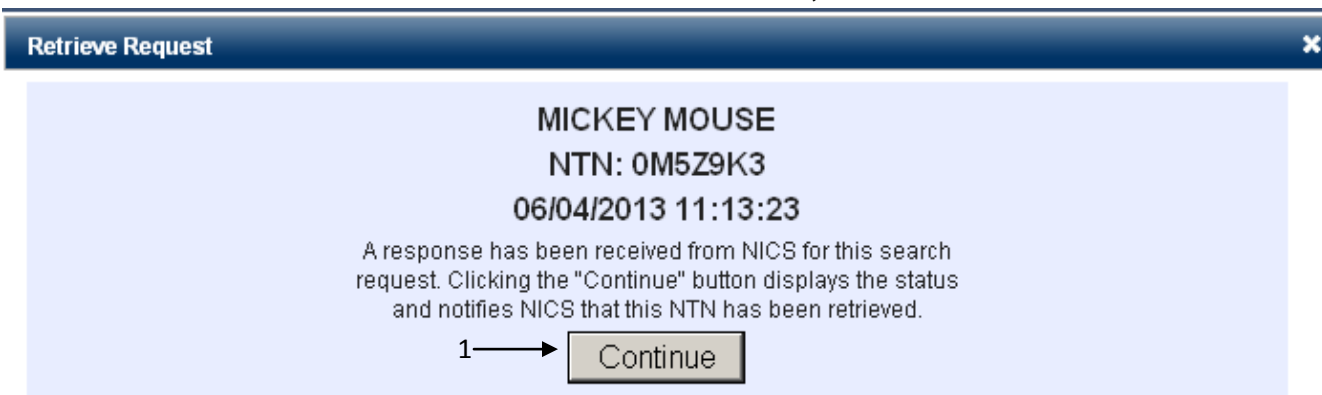
NTNs that are displayed in yellow with the status of "NEW" have an updated status.

1. Click "NEW" to retrieve status.

If the status is a DELAY, the NICS Section is conducting further research on the transaction. When a status is updated, it will change to "NEW."

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 2 RETRIEVING UPDATED STATUS UPON LOG ON, CONT'D



1. Click "**Continue**" to retrieve status.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 2 RETRIEVING UPDATED STATUS UPON LOG ON, CONT'D



The status will appear as PROCEED, OPEN, DENY, or CANCEL.

1. To print the Confirmation Acknowledged page (shown above), click “**Print Page.**”
2. To print the descriptive information of the customer along with the status, click “**Print Details.**”

It is not necessary to print any pages but make sure you document the status on the ATF Form 4473.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 3 CONDUCTING A SEARCH

The screenshot shows the FBI NICS E-Check web application. At the top left is the FBI seal. The main header reads "FBI NICS E-Check". On the right, there are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table of messages. An arrow labeled "1" points to the "Search" tab in the navigation bar. Below the navigation bar is a section for "Retrieve Requests" with instructions and a table of search results. The table has columns for Last Name, First Name, NTN, Created Date, Submit User, and Status. The first row shows "MOUSE MICKEY" with a status of "PROCEED".

E-Check Messages

Message	Last Updated
Search Request Submitted	Tue Jun 04 11:02:15 EDT 2013
Search Request Submitted	Tue Jun 04 11:04:19 EDT 2013
Search Request Submitted	Tue Jun 04 11:07:05 EDT 2013
Search Request Submitted	Tue Jun 04 11:12:57 EDT 2013

1

Retrieve Requests

The following status is provided by the FBI NICS. To retrieve a NEW status click on NEW. To view NTN search request details click on last name, first name, or NTN.

Print List Refresh List Rows Per Page: 10

Last Name	First Name	NTN	Created Date	Submit User	Status
MOUSE	MICKEY	0M5Z9K3	06/04/2013 11:13:23	EDONUGHE	PROCEED
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONUGHE	DELAY
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONUGHE	DELAY

También disponible en Español.

To perform a search.

1. Click on the “Search” tab.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 3 CONDUCTING A SEARCH, CONT'D

Retrieve Search NTN History Modify Accounts Account Creation

US Citizen Search Form For Non-US Citizen searches, click here.

Asterisks (*) indicate a required field before submitting a search.

Last Name *

First Name *

Middle Name

Cadence (Ex. Jr., Sr., III) Select from list if applicable

Place of Birth * Select State, Territory, or Country

Height Feet Inches

Weight

Gender * MALE FEMALE

Date of Birth * Month Day Year

Social Security No

UPIN

Race and/or Ethnicity * ASIAN
 BLACK OR AFRICAN AMERICAN
 HISPANIC OR LATINO
 AMERICAN INDIAN OR ALASKA NATIVE
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
 WHITE

State of Residence * Select State or Territory

Citizenship * US CITIZEN

Additional Countries of Citizenship AFGHANISTAN
ALBANIA
ALGERIA
ANDORRA
ANGOLA

Hold 'Ctrl' to select multiple. Maximum of two.

1

This is the Search screen.

1. Enter the descriptive information from the ATF Form 4473.
2. When you have reviewed the information, click **“Continue”** which is on the bottom of the page.

The screen automatically comes up with the US Citizen Search Form. If you have a search for a Non-US Citizen, click on the link in the upper right corner of the screen to perform a Non-US Citizen search.

When submitting a search, asterisks (*) indicate a required field but be advised the more information supplied on the Search screen will facilitate a more accurate search. This may avoid erroneous delays and can help prevent the customer from being misidentified.

If the search does not continue to the next page, review the information again for errors on the page.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 3 CONDUCTING A SEARCH, CONT'D

The screenshot displays the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered. On the top right are links for "Help", "Account Settings", and "Log Out". Below the header is an "E-Check Messages" section with a table of messages. A navigation bar contains "Retrieve", "Search", "NTN History", "Modify Accounts", and "Account Creation". The main area is titled "Please Verify Search Information" and contains a table of search details. At the bottom are three buttons: "Return to Search", "Submit Search", and "Cancel Search". Arrows labeled "1" and "2" point to the "Submit Search" and "Return to Search" buttons respectively. A footer note says "También disponible en Español."

Message	Last Updated
Search Request Submitted	Tue Jun 04 11:02:15 EDT 2013
Search Request Submitted	Tue Jun 04 11:04:19 EDT 2013
Search Request Submitted	Tue Jun 04 11:07:05 EDT 2013
Search Request Submitted	Tue Jun 04 11:12:57 EDT 2013

Field	Value
Last Name	DUCK
First Name	DONALD
Middle Name	Not Supplied
Cadence (Ex. Jr., Sr., III)	Not Supplied
Gender	MALE
Height	510
Weight	175
Race and/or Ethnicity	WHITE
Date of Birth	03/03/1954
Place of Birth	WEST VIRGINIA
Social Security No	Not Supplied
UPIN	Not Supplied
Miscellaneous No	Not Supplied
Miscellaneous Field	Not Supplied
State of Residence	WEST VIRGINIA
Citizenship	US CITIZEN
Countries of Citizenship	UNITED STATES OF AMERICA
Purpose ID	Sale of Long Gun

Return to Search Submit Search Cancel Search

1. Verify the search information, then click “**Submit Search.**”

2. If you need to make corrections, click “**Return to Search.**”

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 4 CHECKING STATUS OF TRANSACTION JUST INITIATED

The screenshot shows the FBI NICS E-Check interface. At the top, there is a header with the FBI logo and the text "FBI NICS E-Check". To the right of the header are links for "Help", "Account Settings", and "Log Out". Below the header is a section titled "E-Check Messages" with a table of messages. Below that is a navigation bar with buttons for "Retrieve", "Search", "NTN History", "Modify Accounts", and "Account Creation". The "Retrieve" button is highlighted with a yellow box and an arrow labeled "1". Below the navigation bar is a section titled "Retrieve Requests" with a paragraph of instructions and a "Print List" button. Below the instructions is a "Refresh List" button and a "Rows Per Page" dropdown menu set to "10". Below the "Refresh List" button is a table with a single row highlighted in blue, containing the number "1". Below the table is a table with columns: "Last Name", "First Name", "NTN", "Created Date", "Submit User", and "Status". The table contains several rows of data, with the "Status" column containing values like "PROCEED", "NEW", and "DELAY".

E-Check Messages

Message	Last Updated
Search Request Submitted	Tue Jun 04 11:02:15 EDT 2013
Search Request Submitted	Tue Jun 04 11:04:19 EDT 2013
Search Request Submitted	Tue Jun 04 11:07:05 EDT 2013
Search Request Submitted	Tue Jun 04 11:12:57 EDT 2013
Search Request Submitted	Tue Jun 04 11:34:08 EDT 2013

Retrieve Requests

The following status is provided by the FBI NICS. To retrieve a **NEW** status click on **NEW**. To view NTN search request details click on last name, first name, or NTN.

Print List **Refresh List** Rows Per Page: 10

Last Name	First Name	NTN	Created Date	Submit User	Status
MOUSE	MICKEY	0M5Z9K3	06/04/2013 11:13:23	EDONOUGHE	PROCEED
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONOUGHE	NEW
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONOUGHE	DELAY
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONOUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONOUGHE	DELAY

También disponible en Español.

1. Click on **“Retrieve”** to get the status of the check.
2. If you do not receive a status and it still states **“PENDING, RESEARCHING, OR QUEUED”** for several minutes, hit **“Refresh List”** to update the screen.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 5 DEFINITIONS OF STATUSES

***** Definitions of Statuses*****

NEW: An updated status from the NICS is ready to be retrieved.

PROCEED: The NICS Section has issued a PROCEED for this firearm transfer.

DENY: The NICS Section has issued a DENY for this firearm transfer.

DELAY: The NTN requires more research by the NICS Section.

CANCEL: The NICS Section has issued a CANCEL for this transaction.

OPEN: This status indicates the delay has extended beyond three business days.

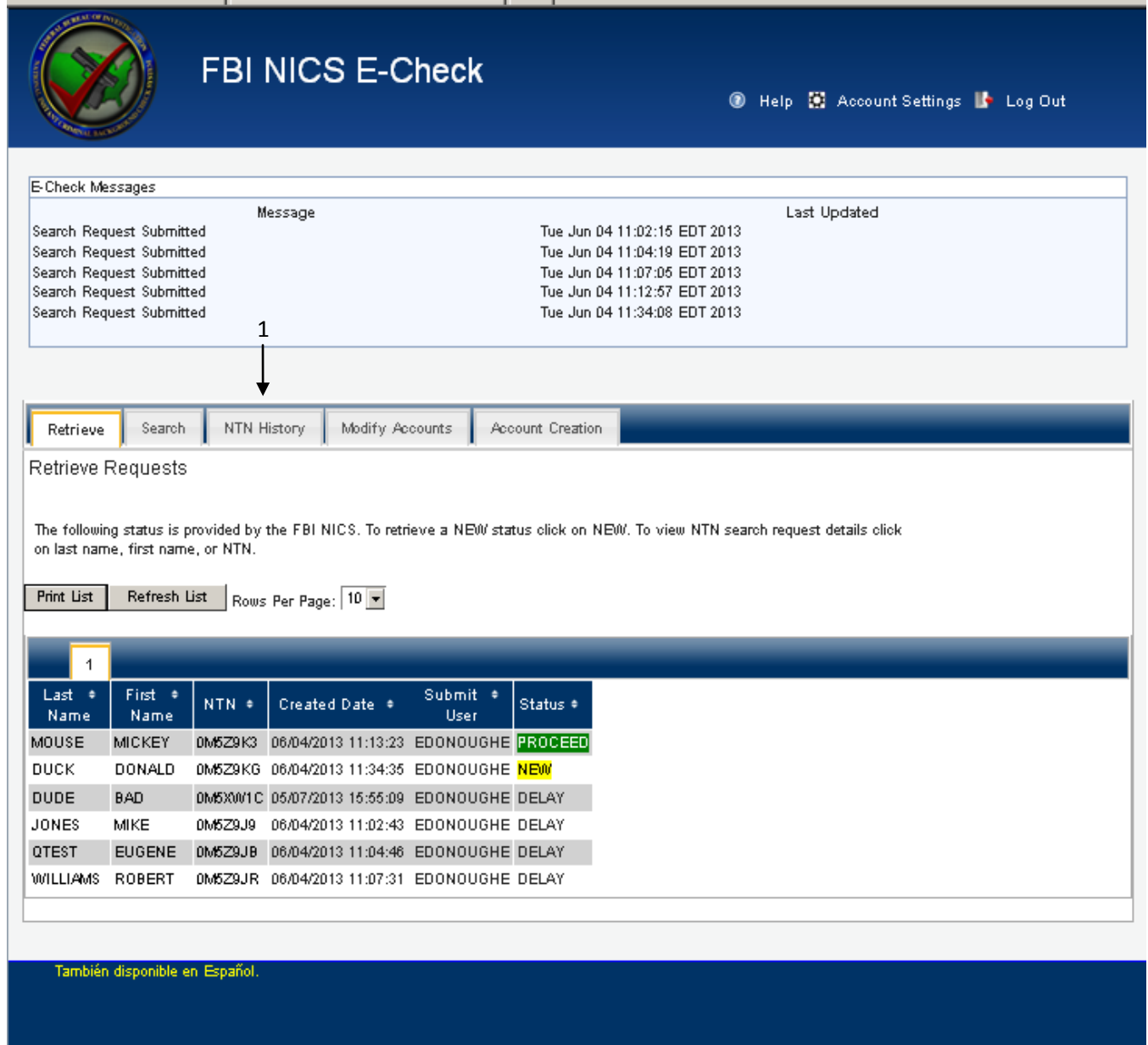
PENDING: The NICS is receiving your request for the NTN.

RESEARCHING: A NICS examiner is reviewing the NTN.

QUEUED: The NICS is not operational or the FBI NICS E-Check is unable to submit the search during nightly maintenance.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 6 CHECKING NTN HISTORY



FBI NICS E-Check

Help Account Settings Log Out

E-Check Messages

Message	Last Updated
Search Request Submitted	Tue Jun 04 11:02:15 EDT 2013
Search Request Submitted	Tue Jun 04 11:04:19 EDT 2013
Search Request Submitted	Tue Jun 04 11:07:05 EDT 2013
Search Request Submitted	Tue Jun 04 11:12:57 EDT 2013
Search Request Submitted	Tue Jun 04 11:34:08 EDT 2013

1

Retrieve Requests

The following status is provided by the FBI NICS. To retrieve a **NEW** status click on **NEW**. To view NTN search request details click on last name, first name, or NTN.

Print List Refresh List Rows Per Page: 10

Last Name	First Name	NTN	Created Date	Submit User	Status
MOUSE	MICKEY	0M6Z9K3	06/04/2013 11:13:23	EDONOUGHE	PROCEED
DUCK	DONALD	0M6Z9KG	06/04/2013 11:34:35	EDONOUGHE	NEW
DUDE	BAD	0M6XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY
JONES	MIKE	0M6Z9J9	06/04/2013 11:02:43	EDONOUGHE	DELAY
QTEST	EUGENE	0M6Z9JB	06/04/2013 11:04:46	EDONOUGHE	DELAY
WILLIAMS	ROBERT	0M6Z9JR	06/04/2013 11:07:31	EDONOUGHE	DELAY

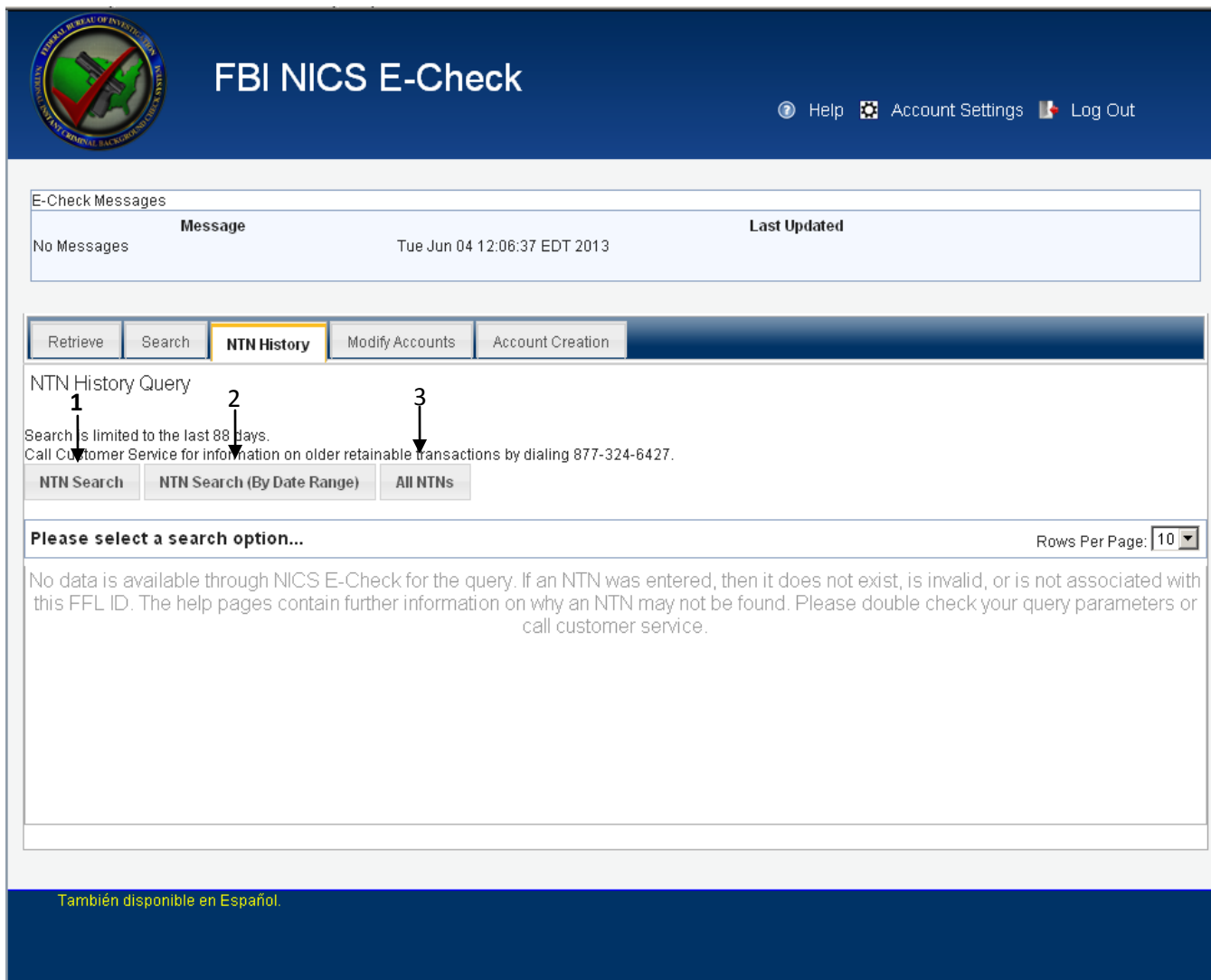
También disponible en Español.

To look up previous NTNs

1. Click on **“NTN History.”**

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 6 CHECKING NTN HISTORY, CONT'D



FBI NICS E-Check

Help Account Settings Log Out

E-Check Messages

Message	Last Updated
No Messages	Tue Jun 04 12:06:37 EDT 2013

Retrieve Search **NTN History** Modify Accounts Account Creation

NTN History Query

1 2 3

Search is limited to the last 88 days. Call Customer Service for information on older retainable transactions by dialing 877-324-6427.

NTN Search NTN Search (By Date Range) All NTNs

Please select a search option... Rows Per Page: 10

No data is available through NICS E-Check for the query. If an NTN was entered, then it does not exist, is invalid, or is not associated with this FFL ID. The help pages contain further information on why an NTN may not be found. Please double check your query parameters or call customer service.

También disponible en Español.

You will have three options to search for NTNs.

1. “**NTN Search**” will allow you to search for a specific NTN.
2. “**NTN Search (by Date Range)**” searches for something specific or gives a list of NTNs within a date range.
3. “**All NTNs**” will display all NTNs initiated by your FFL that remain in the NICS within an 88-day time period.

Customers’ information on transactions given a proceed status will stay on the system for less than 24 hours.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 7 MODIFYING ACCOUNTS

E-Check Messages

Message	Last Updated
No Messages	Wed May 22 15:19:58 EDT 2013

1

Retrieve Search NTN History **Modify Accounts** Account Creation

Retrieve Requests

The following status is provided by the FBI NICS. Click on the NTN to view the status and to confirm. Click on the first or last name to view all data entered for that search request.

Print List Refresh List Rows Per Page: 10

1

Last Name	First Name	NTN	Created Date	Submit User	Status
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONUGHE	DELAY

También disponible en Español.

To Modify Accounts for a User.

1. Click **“Modify Accounts.”**

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 7 MODIFYING ACCOUNTS, CONT'D

1. Select a user you want to modify.
2. Click **“Edit Selected User.”**
3. You can modify the descriptive information of the employee.
4. To restrict access to the FBI NICS E-Check, you can change the **“Status”** of the employee to **“Locked”** or **“Suspended.”** (Locked access is for temporary blocked access to the FBI NICS E-Check, for example, a user who is on vacation. Suspended is a permanent status, for example, an employee that has retired or is no longer employed by your business.)
5. There is an option to change the Users roles or remove the User.
6. After you have made the modification to the Users account, click **“Update.”**
7. If an employee forgets a password, click **“Reset Password”** and a new password will be generated.

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 8 CREATING USER ACCOUNTS

The screenshot displays the FBI NICS E-Check web application interface. At the top left is the FBI seal. The main header reads "FBI NICS E-Check". On the top right, there are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table showing "No Messages" and a timestamp of "Tue Jun 04 12:06:37 EDT 2013". A number "1" with an arrow points to the "Account Creation" button in a navigation menu. The menu also includes "Retrieve", "Search", "NTN History", "Modify Accounts", and "Account Creation". Below the menu is the "NTN History Query" section, which includes a search limit notice and three buttons: "NTN Search", "NTN Search (By Date Range)", and "All NTN's". A message box states "Please select a search option..." and "No data is available through NICS E-Check for the query...". At the bottom left, it says "También disponible en Español."

Creating a new account for a User.

1. Click **“Account Creation.”**

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 8 CREATING USER ACCOUNTS, CONT'D

The screenshot shows the 'Account Creation' page in the FBI NICS E-Check system. The page has a dark blue header with the FBI logo and 'FBI NICS E-Check' text. On the right, there are links for 'Help', 'Account Settings', and 'Log Out'. Below the header is a table for 'E-Check Messages' showing 'No Messages'. A navigation bar contains buttons for 'Retrieve', 'Search', 'NTN History', 'Modify Accounts', and 'Account Creation' (which is highlighted). The main form area is titled 'Choose FFL(s) user will have access to:' and contains a list of FFLs: '36756789 - KEY LARGO, GA' and '77600004 - CLARKSBURG, WV'. Below this is a 'Choose Role:' dropdown menu set to 'Secondary User/Employee'. The form also includes fields for 'First Name', 'Middle Name', 'Last Name', 'Cadence (Ex. Jr., Sr., III)', 'Date of Birth' (with Month, Day, and Year dropdowns), 'Email', and 'Phone Number'. There are 'Clear' and 'Create' buttons. At the bottom, there are fields for 'New User's Login ID', 'Initial Password', and 'Status'. Numbered callouts 1-4 point to the FFL list, the role dropdown, the 'Create' button, and the 'Create' button respectively.

1. Your FFL(s) will appear.
2. Choose a role for the user by clicking the drop-down arrow. (These roles are defined on the Introduction page at the beginning of this User Guide.)
3. Enter the descriptive information of the user.
4. Click “Create.”

SECTION 3 – ADMINISTRATIVE USER ACCOUNT

3 – 8 CREATING USER ACCOUNTS, CONT'D

E-Check Messages

Message	Last Updated
No Messages	Tue Jun 04 12:43:50 EDT 2013

Retrieve Search NTN History Modify Accounts **Account Creation**

Choose FFL(s) user will have access to:

Choose Role:
(If different roles are needed at different FFLs add the additional FFL/Role under Modify Accounts.)

First Name: *

Middle Name:

Last Name: *

Cadence (Ex. Jr., Sr., III)

Date of Birth *

Email: *

Phone Number: *

New User's Login ID: JOHN.DOE2 ← 2
Initial Password: +e^A^~^4g ← 3
Status: Account for DOE, JOHN created. ← 1

También disponible en Español.

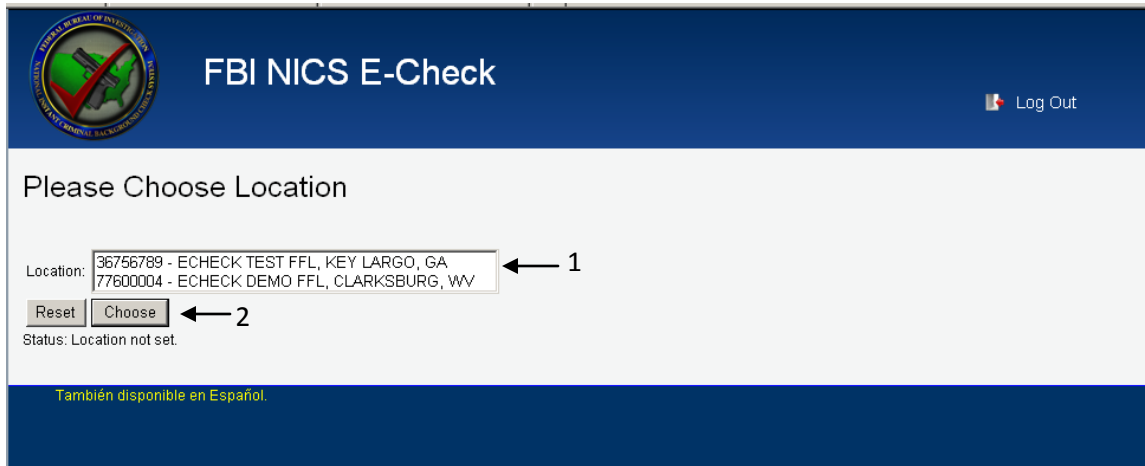
A new account has been created.

1. It will state an account was created for your user.
2. This is the User Login ID the employee will be using to log on.
3. This is the initial password the employee will be using to log on. (This is not the personal codeword.)

The employee can now log on. The user will be asked to change the password and set up a personal codeword.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 1 CHOOSING THE APPROPRIATE FFL



The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered at the top. On the top right is a "Log Out" button. Below the title is the instruction "Please Choose Location". A text box labeled "Location:" contains two entries: "36756789 - ECHECK TEST FFL, KEY LARGO, GA" and "77600004 - ECHECK DEMO FFL, CLARKSBURG, WV". An arrow labeled "1" points to the first entry. Below the text box are "Reset" and "Choose" buttons. An arrow labeled "2" points to the "Choose" button. Below the buttons is the text "Status: Location not set." At the bottom of the interface, there is a link that says "También disponible en Español."

Secondary User Account Access with Multiple Locations

After log on, users with access to the FBI NICS E-Check at multiple stores will see this page. This page enables the user to select the store at which they are currently working.

1. Highlight the location you would like to access.
2. Click **“Choose.”**

SECTION 4 – SECONDARY USER ACCOUNT

4 – 2 RETRIEVING UPDATED STATUS UPON LOG ON

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI logo. The title "FBI NICS E-Check" is centered. On the top right are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" which currently shows "No Messages". A navigation bar contains "Retrieve", "Search", and "NTN History" buttons. The "Retrieve Requests" section includes a message: "The following status is provided by the FBI NICS. To retrieve a NEW status click on NEW. To view NTN search request details click on last name, first name, or NTN." Below this are "Print List" and "Refresh List" buttons, and a "Rows Per Page" dropdown set to "10". A table displays the following data:

Last Name	First Name	NTN	Created Date	Submit User	Status
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONOUGHE	NEW
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONOUGHE	DELAY
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONOUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONOUGHE	DELAY

An arrow labeled "1" points to the "NEW" status in the first row. At the bottom of the interface, it says "También disponible en Español."

The Retrieve screen will be displayed when you access the FBI NICS E-Check.

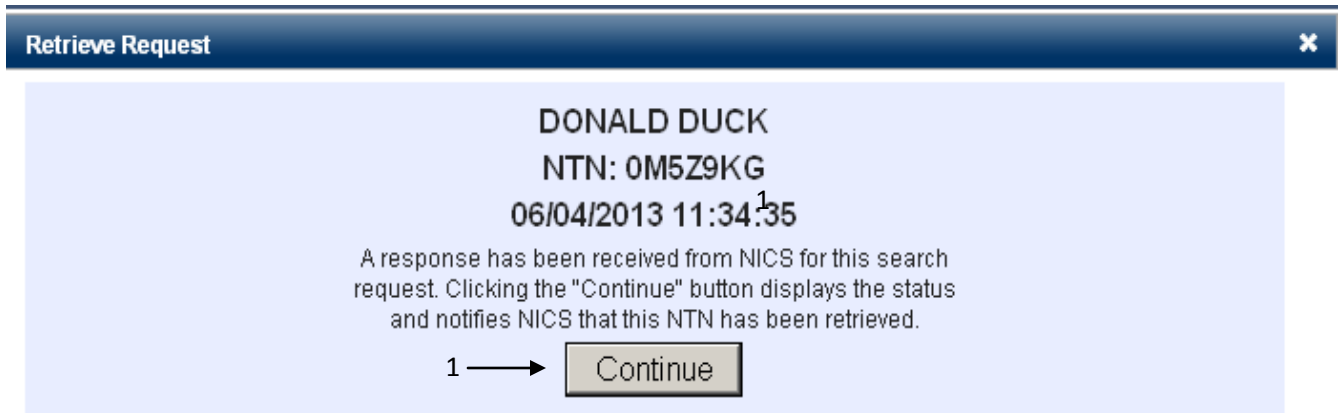
NTNs with **"NEW"** highlighted yellow in the **"Status"** column have an updated status.

1. Click **"NEW"** in order to retrieve status.

If the status is a DELAY, the NICS Section is conducting further research on the transaction. When a status is applied, the **"Status"** column will be updated to **"NEW."**

SECTION 4 – SECONDARY USER ACCOUNT

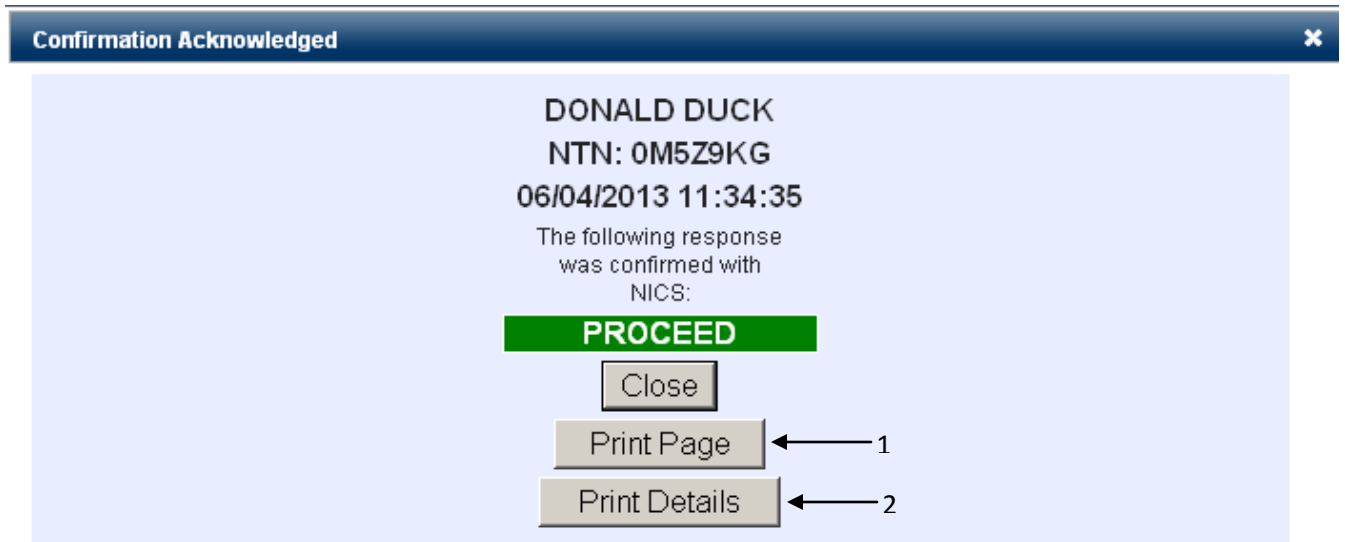
4 – 2 RETRIEVING UPDATED STATUS UPON LOG ON, CONT'D



1. Click "**Continue**" to retrieve status.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 2 RETRIEVING UPDATED STATUS UPON LOG ON, CONT'D



The status will appear as PROCEED, OPEN, DENY, or CANCEL.

1. To print the Confirmation Acknowledged page (shown above), click “**Print Page.**”
2. To print the descriptive information of the customer along with the status, click “**Print Details.**”

It is not necessary to print any pages, but make sure you document the status on the ATF Form 4473.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 3 CONDUCTING A SEARCH

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title 'FBI NICS E-Check' is centered. On the top right are links for 'Help', 'Account Settings', and 'Log Out'. Below the header is a section for 'E-Check Messages' with a table showing 'No Messages' and a timestamp 'Tue Jun 04 14:24:35 EDT 2013'. A number '1' with a downward arrow points to the 'Search' tab in the 'Retrieve Requests' section. Below this is a message about the status provided by FBI NICS and instructions on how to retrieve a NEW status or view NTN search request details. There are buttons for 'Print List', 'Refresh List', and a 'Rows Per Page' dropdown set to '10'. A table with 6 columns (Last Name, First Name, NTN, Created Date, Submit User, Status) displays search results. The first row is highlighted with a '1' in a box above it. The status 'PROCEED' is highlighted in green.

Last Name	First Name	NTN	Created Date	Submit User	Status
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONUGHE	PROCEED
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONUGHE	DELAY
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONUGHE	DELAY

También disponible en Español.

To perform a search.

1. Click on the “Search” tab.

SECTION 4 – SECONDARY USER ACCOUNT

4- 3 CONDUCTING A SEARCH, CONT'D

Retrieve Search NTN History

US Citizen Search Form For Non-US Citizen searches, click here.

Asterisks (*) indicate a required field before submitting a search.

Last Name *

First Name *

Middle Name

Cadence (Ex. Jr., Sr., III)

Place of Birth *

Height

Weight

Gender * MALE FEMALE

Date of Birth *

Social Security No

UPIN

Race and/or Ethnicity * ASIAN
 BLACK OR AFRICAN AMERICAN
 HISPANIC OR LATINO
 AMERICAN INDIAN OR ALASKA NATIVE
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
 WHITE

State of Residence *

Citizenship *

Additional Countries of Citizenship

Hold "Ctrl" to select multiple.
(Maximum of two)

1

This is the Search screen.

1. Enter the descriptive information from the ATF Form 4473.
2. When you have reviewed the information, click “**Continue**” which is on the bottom of the page.

The screen automatically comes up with the US Citizen Search Form. If you have a search for a Non-US Citizen, click on the link in the upper right corner of the screen to perform a Non-US Citizen search.

When submitting a search, asterisks (*) indicate a required field but be advised the more information supplied on the Search screen will facilitate a more accurate search. This may avoid erroneous delays and can help prevent the customer from being misidentified. If the search does not continue to the next page, review the information again for errors on the page.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 3 CONDUCTING A SEARCH

E-Check Messages

Message	Last Updated
No Messages	Tue Jun 04 14:42:15 EDT 2013

Retrieve Search NTN History

Please Verify Search Information

Last Name	MOUSE
First Name	MINNIE
Middle Name	Not Supplied
Cadence (Ex. Jr., Sr., III)	Not Supplied
Gender	FEMALE
Height	Not Supplied
Weight	Not Supplied
Race and/or Ethnicity	BLACK OR AFRICAN AMERICAN, WHITE
Date of Birth	03/03/1954
Place of Birth	WEST VIRGINIA
Social Security No	Not Supplied
UPIN	Not Supplied
Miscellaneous No	Not Supplied
Miscellaneous Field	Not Supplied
State of Residence	WEST VIRGINIA
Citizenship	US CITIZEN
Countries of Citizenship	UNITED STATES OF AMERICA
Purpose ID	Sale of Long Gun

Return to Search Submit Search Cancel Search

También disponible en Español.

1. Verify the search information, then click “**Submit Search.**”
2. If you need to make corrections, click “**Return to Search.**”

SECTION 4 SECONDARY USER ACCOUNT

4 – 4 CHECKING STATUS OF TRASACTION JUST INITIATED

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered. On the top right are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table containing one message: "Search Request Submitted" with a "Last Updated" date of "Tue Jun 04 14:48:39 EDT 2013". An arrow labeled "1" points to the "Retrieve" button in the "Retrieve Requests" section. Below this is a text block explaining the status and providing instructions. An arrow labeled "2" points to the "Refresh List" button. Below the text is a "Print List" button, a "Refresh List" button, and a "Rows Per Page" dropdown set to "10". A table with 6 columns (Last Name, First Name, NTN, Created Date, Submit User, Status) displays several records. The first record, "DUCK DONALD", has a status of "PROCEED". The fifth record, "MOUSE MINNIE", has a status of "NEW". The other records have a status of "DELAY". A footer at the bottom states "También disponible en Español."

Last Name	First Name	NTN	Created Date	Submit User	Status
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONUGHE	PROCEED
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONUGHE	DELAY
MOUSE	MINNIE	0M5Z9KV	06/04/2013 14:49:06	JSMITH3	NEW
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONUGHE	DELAY

1. Click on “**Retrieve**” to get the status of the check.
2. If you do not receive a status and it still states “PENDING, RESEARCHING, OR QUEUED” for several minutes, hit “**Refresh List**” to update the screen.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 5 DEFINITIONS OF STATUSES

***** Definitions of Statuses*****

NEW: An updated status from the NICS is ready to be retrieved.

PROCEED: The NICS Section has issued a PROCEED for this firearm transfer.

DENY: The NICS Section has issued a DENY for this firearm transfer.

DELAY: The NTN requires more research by the NICS Section.

CANCEL: The NICS Section has issued a CANCEL for this transaction.

OPEN: This status indicates the delay has extended beyond the three business days.

PENDING: The NICS is receiving your request for the NTN.

RESEARCHING: A NICS examiner is reviewing the NTN.

QUEUED: The NICS is not operational or the FBI NICS E-Check is unable to submit the search during nightly maintenance.

SECTION 4 – SECONDARY USER ACCOUNT

4 – 6 CHECKING NTN HISTORY

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI seal. The title "FBI NICS E-Check" is centered. On the top right are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table containing one message: "Search Request Submitted" with a "Message" count of 1 and a "Last Updated" date of "Tue Jun 04 14:48:39 EDT 2013". Below the message is a navigation bar with "Retrieve", "Search", and "NTN History" buttons. The "Retrieve" button is highlighted. Below the navigation bar is a "Retrieve Requests" section with instructions: "The following status is provided by the FBI NICS. To retrieve a NEW status click on NEW. To view NTN search request details click on last name, first name, or NTN." Below the instructions are "Print List" and "Refresh List" buttons, and a "Rows Per Page" dropdown set to "10". Below this is a table with 6 columns: "Last Name", "First Name", "NTN", "Created Date", "Submit User", and "Status". The table contains 7 rows of data. The first row is highlighted with a "1" in a box above it. The "Status" column has values: "PROCEED", "DELAY", "DELAY", "NEW", "DELAY", "DELAY".

E-Check Messages

Message	Last Updated
Search Request Submitted	Tue Jun 04 14:48:39 EDT 2013

1

Retrieve Search NTN History

Retrieve Requests

The following status is provided by the FBI NICS. To retrieve a NEW status click on NEW. To view NTN search request details click on last name, first name, or NTN.

Print List Refresh List Rows Per Page: 10

Last Name	First Name	NTN	Created Date	Submit User	Status
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONUGHE	PROCEED
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONUGHE	DELAY
MOUSE	MINNIE	0M5Z9KV	06/04/2013 14:49:06	JSMITH3	NEW
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONUGHE	DELAY

También disponible en Español.

To look up previous NTNs.

1. Click on "NTN History."

SECTION 4 – SECONDARY USER ACCOUNT

4 – 6 CHECKING NTN HISTORY, CONT'D

The screenshot shows the FBI NICS E-Check interface. At the top left is the FBI logo. The main header reads "FBI NICS E-Check". On the top right, there are links for "Help", "Account Settings", and "Log Out". Below the header is a section for "E-Check Messages" with a table containing one message: "Search Request Submitted" with a "Last Updated" timestamp of "Tue Jun 04 14:48:39 EDT 2013". Below the messages is a navigation bar with "Retrieve", "Search", and "NTN History" buttons. The "NTN History" section contains a "NTN History Query" area with three numbered arrows pointing to search options: "1" points to "NTN Search", "2" points to "NTN Search (By Date Range)", and "3" points to "All NTN's". Below these options is a message: "Please select a search option...". At the bottom right of this section is a "Rows Per Page" dropdown set to "10". A large message box states: "No data is available through NICS E-Check for the query. If an NTN was entered, then it does not exist, is invalid, or is not associated with this FFL ID. The help pages contain further information on why an NTN may not be found. Please double check your query parameters or call customer service." At the very bottom of the interface, there is a link: "También disponible en Español."

You will have three options to search for NTNs.

1. “**NTN Search**” will allow you to search for a specific NTN.
2. “**NTN Search (by Date Range)**” searches for something specific or gives a list of NTNs within a date range.
3. “**All NTNs**” will display all NTNs initiated by your FFL that remain in the NICS within an 88-day time period.

Customers’ information on transactions given a proceed status will stay on the system for less than 24 hours.

SECTION 5 – ACCOUNT SETTINGS (ANY USER ROLE)
5 – 1 ACCESSING ACCOUNT SETTINGS

FBI NICS E-Check

Help Account Settings Log Out

E-Check Messages

Message	Last Updated
Search Request Submitted	Tue Jun 04 14:48:39 EDT 2013

Retrieve Requests

The following status is provided by the FBI NICS. To retrieve a NEW status click on NEW. To view NTN search request details click on last name, first name, or NTN.

Print List Refresh List Rows Per Page: 10

Last Name	First Name	NTN	Created Date	Submit User	Status
DUCK	DONALD	0M5Z9KG	06/04/2013 11:34:35	EDONOUGHE	PROCEED
DUDE	BAD	0M5XW1C	05/07/2013 15:55:09	EDONOUGHE	DELAY
JONES	MIKE	0M5Z9J9	06/04/2013 11:02:43	EDONOUGHE	DELAY
MOUSE	MINNIE	0M5Z9KV	06/04/2013 14:49:06	JSMITH3	NEW
QTEST	EUGENE	0M5Z9JB	06/04/2013 11:04:46	EDONOUGHE	DELAY
WILLIAMS	ROBERT	0M5Z9JR	06/04/2013 11:07:31	EDONOUGHE	DELAY

También disponible en Español.

Changing your user Account Setting.

1. Click on “**Account Settings**” located in the upper right-hand corner of the above screen shot.

SECTION 5 – ACCOUNT SETTINGS

5 – 2 MODIFYING ACCOUNT

Account Settings

Change Password

1. You may not reuse your previous six passwords
2. No more that two (2) consecutive identical characters
3. Must be at least 8 characters in length
4. Must be composed of at least three of the following character classes
 - o Upper case letters
 - o Lower case letters
 - o Numbers
 - o Special characters: ~!@#*()+=?@%_<>/\$% , . " ;

Old Password:

New Password:

Confirm Password:

Status:

Modify User Information

Asterisks (*) indicate a required field before submitting an update.

First Name: *

Middle Name:

Last Name: *

Cadence (Ex. Jr., Sr., III):

Date of Birth: * Year

Email: *

Phone Number: * ← 2

Codeword: * ← 3

← 4

Status:

También disponible en Español.

1. You can change your password.
2. If your phone number changes, you can add a new number.
3. You can create a new personal codeword which is used for technical support when contacting the FBI NICS E-Check Customer Service. This codeword is different from your FFL codeword.
4. Click on **“Update.”**

SECTION 5 ACCOUNT SETTINGS

5 – 2 MODIFYING ACCOUNT, CONT'D

1. It will state the status of your account has been updated.

If you need to change your Name, Date of Birth, or E-Mail, you will have to contact your Org Lead or Primary User and have them access “**Modify Accounts**” to make the corrections.