ATF e-Form 4473

Quick Reference Guide for the Seller

Downloading the Application:

This section provides information on installing the application at the Seller's location for the first time:

Installing on Windows:

Online Installation:

Download the ATF Form 4473.exe from the http://www.atf.gov/applications/e4473/ Web site.

Supporting Software:

QuickTime and Adobe Reader are required to run the e-Form 4473 Application on Windows. If the computer running the e-Form 4473 application does not have QuickTime and Adobe Reader currently installed; the software can be installed, at no cost, from the Apple website by clicking the QuickTime link or the Adobe website by clicking the Adobe Reader link, respectively. This will navigate away from the ATF web site to commercial site. Follow the install instructions as posted the product.

e-Form 4473 Software:

To install the e-Form 4473 application, click on the Download Now **Download Now!** link. The File Download Security Warning dialog box is displayed. Click the "Run" button to start the installation process. This could take up to approximately 30 minutes.

A File Download dialog box is automatically closed, and the Download progress dialog box is displayed.

This dialog box automatically closes, and an Internet Explorer Security Warning dialog box is displayed. Click on the "Run" button to proceed.
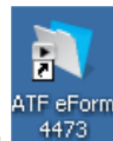
This dialog box is automatically closed, and an install progress dialog box is displayed.

A command prompt window is displayed listing all the files being copied to the computer. When this has completed, both the install progress dialog box and the command prompt window are automatically closed.

The following e-Form 4473 application icon is installed on the computer desktop for Windows users. Double clicking on this icon will launch the e-Form 4473 application. A User's Manual is available for detailed instruction on using the application.

Installing on Mac:

Online Installation:

Download the ATF F4473.exe from the http://www.atf.gov/applications/e4473/ Web site.

Supporting Software:

Adobe Reader is required to run the e-Form 4473 Application on Mac. If the computer running the e-Form 4473 application does not have Adobe Reader currently installed; the software can be installed, at no cost, from the Adobe website by clicking the Adobe Reader link. This will navigate away from the ATF web site to commercial site. Follow the install instructions as posted the product.

e-Form 4473 Software:

To install e-Form 4473 application click on the Download Now **Download Now!** link. An Opening ATF e-Form 4473 dialog box will display. Click the Open with radio button and then click the OK button to install the e-Form 4473 Application.

3

A downloads dialog box will display indicating the progress of the download. When the download is completed this dialog box will automatically close and the Install Progress dialog box will display.
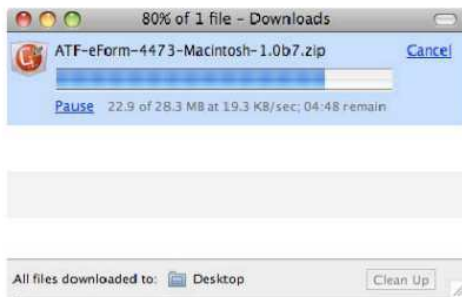

The Progress dialog box indicates the progress of the uncompress (installation) of the e-Form 4473 application to the Downloads folder. When the installation is complete the Progress dialog box will automatically close.

Note: The application download process could take up to 30 minutes to complete.
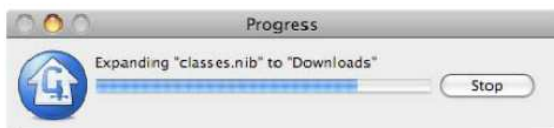
The figures below show the location of the installed e-Form 4473 application. The application Folder ATF e-Form 4473 is placed in the Downloads folder. If a previous version has already been installed and not removed prior to the new installation the application will be installed into the ATF e-Form 4473.**n** folder where **n** starts at 1 and is incremented by 1 for each new install.
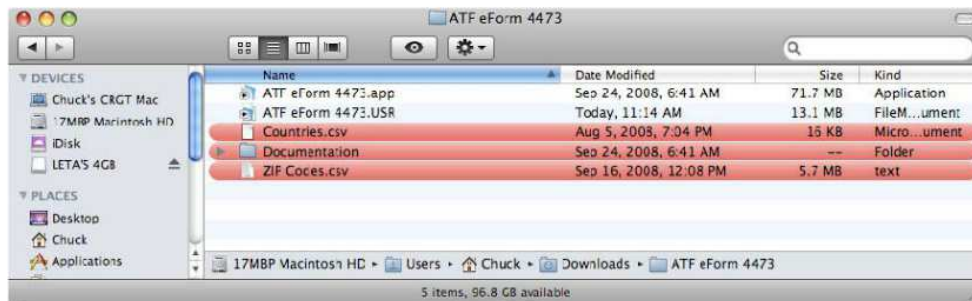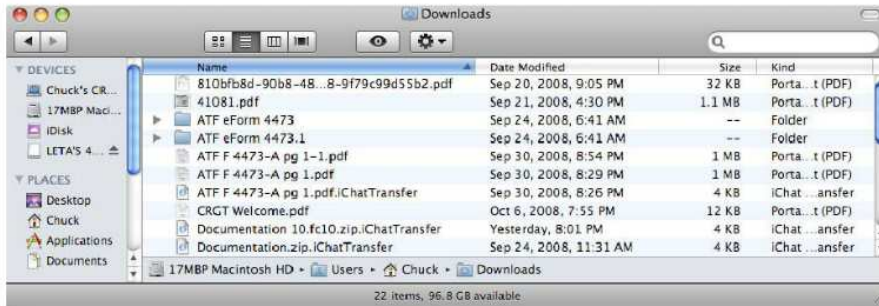
The FFL administrator can create an "alias" for the ATF e-Form 4473.app file and place the alias on the desktop or drag the ATF e-Form 4473.app file to the "Dock" This allows for convenient launching of the e-Form 4473 application

Application Set Up (Administrator):

Access the application/form by clicking on the e-Form 4473 icon; on the opening screen click "Continue"; on the e-Form 4473 screen click on the "Set Up" button; this will take you to the Administrator's Settings screen. If you click to make the Administrator's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information. If the password is lost, you will have to download a new form from the Web site. The password is defaulted to "F1rearm5" and cannot be changed.

You have completed the Administrator's Set Up and may click on "Seller Settings,'" "Return to Start," or "Exit."

Application Set Up (Seller):

Note: You <u>must</u> complete the Seller's Set Up prior to using the e-Form 4473.

From the e-Form 4473 screen click on the "Set Up" button; on the Administrator's screen click on the "Seller Settings" button. On the "Seller Set Up" page you

5

must insert your FFL name, address, and first three and last five digits of your Federal firearms license number (you can list up to five FFLs for the same licensed premises).

Upon entering the Seller's Settings screen the cursor is automatically positioned in the ZIP Code field. This is because by entering the ZIP Code first the City and State fields are auto filled. You can enter the ZIP Code by typing it in or by selecting it with the mouse. When tabbing away from the ZIP Code field or clicking on another field, the City and State information is filled.

If more than one City or State exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list.

Note: This information needs to be entered once and only modified when the information changes.

You may also choose a password on this screen. **If you click to make the Seller's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information**. By entering this information, the form will automatically populate questions 31 and 32. Remember your password as you will need it to complete the Seller's sections (B and D) of the form. You may click on "Return to Start," "Administrator," or "Exit." Choosing any of these buttons will save your information.

Note: Once you have completed these steps you are ready to begin using the e-Form 4473.

Updating the Application Set Up For Administrator (Importing ZIP Codes and Countries):

The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. To update these files, follow these instructions:
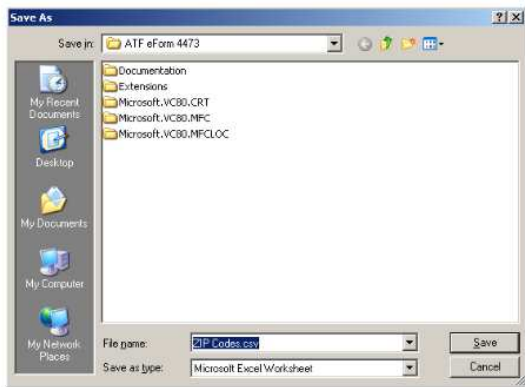
Step 1:

Go to the ATF e-Form 4473 link:
http://www.atf.gov/applications/e4473/download.htm

From the download page, click on ZIP Codes (Updated: 11/04/08) or Country Codes (Updated: 9/19/08).

A File Download dialog box is displayed.

Click on the "Save" button. This closes the File Download dialog box and displays a Save As dialog box.

ZIP Codes: Navigate to the following Windows folder in which to save the "**ZIP Codes.csv**" file.

- "C:\Program Files\ATF e4473\"

Do not change the name of the file from "**ZIP Codes.csv**". Click on the "Save" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.

Country Codes: Navigate to the following Windows folder in which to save the "**Countries.csv**" file.

- "C:\Program Files\ATF e4473\"

Do not change the name of the file from "**Countries.csv**". Click on the "Save" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.
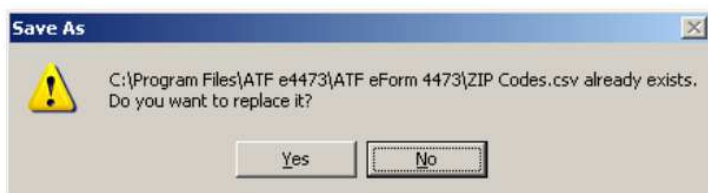
Click on the "Yes" button. A Final File Download dialog box will display and automatically close when the download completes.
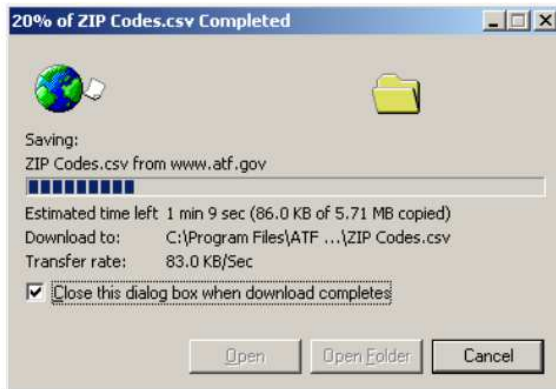
Step 2:

Open the application by clicking on the e-Form 4473 icon [ATF eForm 4473] and click "Continue" on the first screen [Continue]. Click on Setup [Setup], the next screen will be the Administrator Settings Screen.

Select the Import ZIP Codes [Import Zipcodes] button or the Import Countries [Import Countries] to start the ZIP Code or Country Code update process. Three

subsequent dialog boxes will be displayed. The first shows the progress of removing the outdated ZIP Code/Country Code data. The second displays the progress of importing the new ZIP Code/Country Code data. When the ZIP Codes/Country Codes have been imported, a third dialog box is displayed, confirming a successful import. Clicking OK completes the import process.
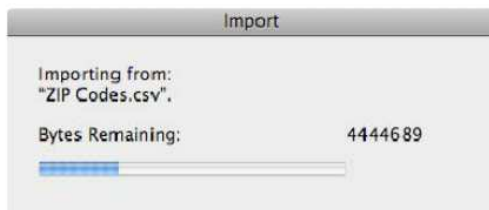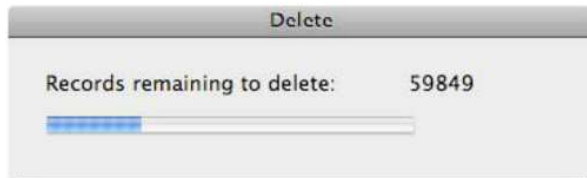
Updating the Application Set Up For Administrator (MAC) (Importing ZIP Codes and Countries):

The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. To update these files, follow these instructions:

Step 1:

Go to the ATF e-Form 4473 link:
http://www.atf.gov/applications/e4473/download.htm

9

From the download page, right click on ZIP Codes (Updated: 11/04/08) or Country Codes (Updated: 9/19/08).

A File Download dialog box is displayed. This displays the drop down menu shown below.
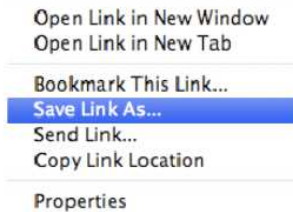
From the menu select "Save Link As…". The menu is closed and the displays the Save As dialog box shown below is displayed.
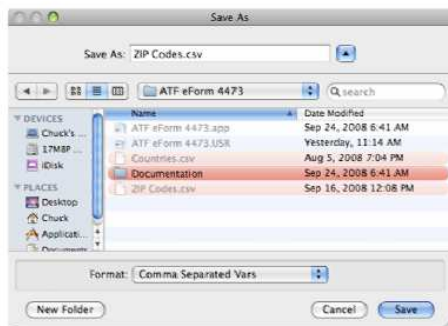
Navigate to the ATF e-Form 4473 directory where the application has been installed. Click on the "Save" button. The Save As dialog box is automatically closed. Because the old ZIP Code (Countries) file exists a replacement confirmation is required as shown below.

Click the "Replace" button to replace the old "**ZIP Code.csv**" ("**Countries.csv**") file. This displays the Downloads progress dialog box shown below. This box is automatically closed when the download is completed.
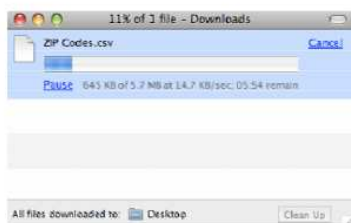
Updating the Application Set Up For Administrator (Exporting Records):

If you would like to save the information from the forms that you have created, select the Export Records [Export Records] button from the ATF e-Form 4473 Administrator Set Up screen. This will allow you to create a file of the information that can be saved to your computer (for example, in Excel or Access). This is not a complete form, just the responses to the questions.

Calendar:

Dates can be entered in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below.

Figure 1: Macintosh Calendar Drop Down

Figure 2: Windows Calendar Drop Down

Note: In the Windows version, in order to scroll through the years, you must click on the actual year in the calendar to expose the up & down arrows.

Aliens 90-day residency Documents (Question 20.c.):

Enter the Type of Document, for example: "Rent". For Date of Residence indicate the earliest date from that document. For example: "01/01/2007".

Firearm(s) Information Screen:

Fields for the firearm(s) information (question 26 through 30) will allow the following number of characters depending on your usage of capital letters:

- Manufacturer: 20 to 29 characters.
- Model: 9 to 14 characters.
- Serial Number: 24 to 36 characters.
- Type: 11 to 15 characters.
- Caliber/Gauge: 7 to 11 characters.

Total Number of Firearms (question 30.a.) must be listed as a word for the total number such as "one", "two", "THREE", etc. Do not use numerals.

If the buyer purchases more than five firearms during this transaction, the firearm(s) information for the additional firearm(s) may be attached on a separate sheet; this question must be answered by including those firearm(s) on the separate sheet as well as those indicated on the electronic form.

FFL Information Screen:

Choose the Federal Firearms License Number by clicking on the "Down Arrow" at the right of the FFL field to display the dropdown list for the numbers you entered during set up. Select the appropriate number by clicking on it with the mouse.

To enter the Transferor's Transaction Serial Number (if any) tab to or click to this field.

Warnings Screen:

Warnings will be displayed only if applicable. The right side of the warning screen may be blank if there are no warnings. The warnings are based on the buyer's responses to questions; however, you should still review the form before transferring the firearm(s).

Seller Form Preview Screen:

This screen allows you to preview the whole form before printing. Clicking on the 🔍 🔍 will reduce or enlarge the screen, respectively. You may click the back ⬅ button to go to the previous screen or click the next ➡ button to move forward to the next screen.
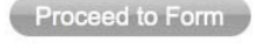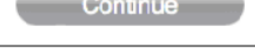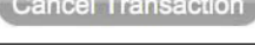
Icons and Buttons:

Button	Description
❗	Displays Notices, Instructions & Definitions button.
➡	Next button, displays the next screen.
➖	Close button, closes current 4473 Form, erases the data, and returns to Start Screen.
✖	Exit button, exits the application.
⬅	Back button, displays the previous screen.
🔍 🔍	Reduce and Enlarge Form Previews.
🖨	Print button, prints Form 4473.
Administration	Displays the Application Settings Screen.
Setup	Seller's Set Up.
Proceed to Form	Displays the Buyer Warning Screen (starts Seller's Section B of the Form 4473).
Return to Start	Displays the Start Screen.
Import Zipcodes	Imports updated ZIP Code data into the application.
Import Countries	Imports updated Country data into the application.
Export Records	Exports all Form 4473 data to Seller's specified file format and location.
Continue	Displays Opening Screen from application.
Cancel Transaction	Closes current 4473 Form, erases the data, and returns to Start Screen.
I agree with and certify the above statement	Ends the Buyer or Seller section for the current 4473 form. Once pressed, the user cannot return.