Automation of Industry eForms

EFORMS 4473 USER MANUAL

DEPARTMENT OF JUSTICE: BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES INFORMATION SERVICES DIVISION

DATE PREPARED: May 3, 2017

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Overview

This manual provides the information necessary to effectively use the eForm 4473 automated information system distributed by ATF. The eForm 4473 application runs identically in both PC and Mac versions. As such, this user guide is applicable to both versions.

1   Description of Application Release

The eForm 4473 application provides an easy and intuitive method for electronically entering information necessary for completing ATF Form 4473 (Firearms Transaction Record Part I – Over-the-Counter). Though human review of Form 4473 will remain, the application ensures the highest possible data input through edit checks, mandatory field logic and Seller Alerts based on buyer and seller answers. The application minimizes errors due to omissions and invalid entries, helps to ensure compliance to ATF regulations, and largely eliminates unintelligible data entry due to manual scripting.

2   System Requirements to Install and Run this Application

This application is a stand-alone desktop application requiring no network connectivity to run. The only need for Internet connectivity is to download the application, supporting software (Adobe Acrobat Reader), user manual and updates from the ATF public website. The following depicts the environment required to run the eForm 4473 application on both PC and Mac:

2.1   Microsoft Windows ®
- Minimum operating system required: Windows Vista ™
- Required disk space is 25 MB

2.2   Apple OS X ®
- Minimum operating system: Mac OS X 10.8 Mountain Lion ™ or later
- Required disk space is 205 MB

3 Installing, Updating, and Upgrading eForm 4473

3.1 Online Installation: Installing in Windows

Open an Internet browser and navigate to the following URL: https://www.atf.gov/firearms/applications-eform-4473-download . You will see a page like the one shown in Figure 1.

Figure 1 eForm 4473 Download Page

From the eForm 4473 **Download Page**, you can access answers to frequently asked questions (FAQs) or the support page to email your eForm 4473 questions. This page also allows you to download the application ZIP Codes, User's Manual, and Quick Reference Guides.

To install the application select the appropriate *Download* link. This will display the eForm 4473 **User Agreement Page** shown in **Figure 2: eForm 4473 User Agreement Page**. In addition to downloading the application for Windows or Mac,
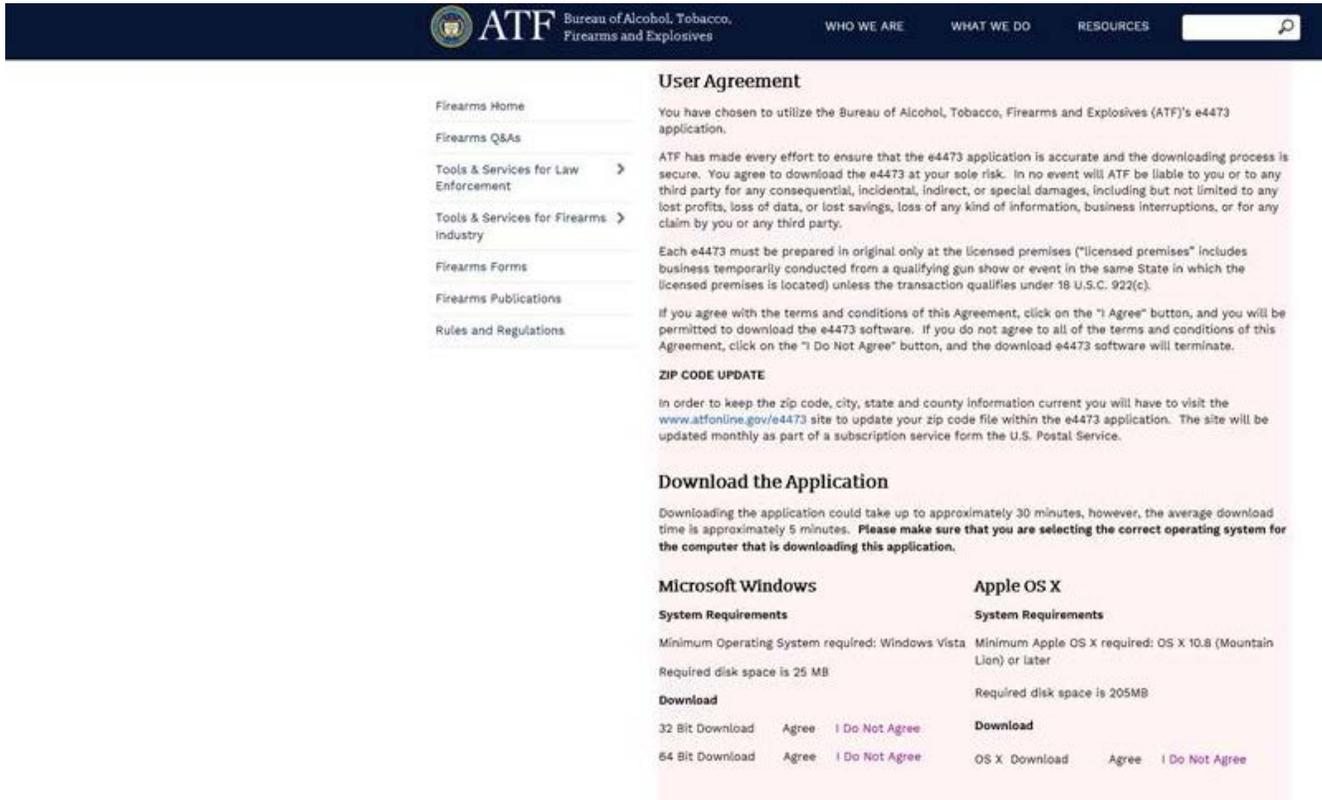
Figure 2: eForm 4473 User Agreement Page

Supporting Software

Adobe Acrobat Reader DC is required to run the eForm 4473 application on Windows. If the computer running the application does not have Adobe Acrobat Reader installed, you can install it at no cost from the Adobe website by clicking the *Adobe Acrobat Reader DC* link on the **Download Page**.

eForm 4473 Application

To install eForm 4473 application, click on the appropriate *Agree* link as displayed in Figure 2. The *File Download Security Warning* box will display. Click the *Run* button to start the install process.

This box will automatically close and download progress dialog box is displayed.

   Special Note: The application download process could take up to 30 minutes to complete.

This box automatically closes and an *Internet Explorer Security Warning* dialog box is displayed indicating that no digital signature is included with the application download. This is an approved ATF application and can be run without security implications. Click the *Run* button to proceed.
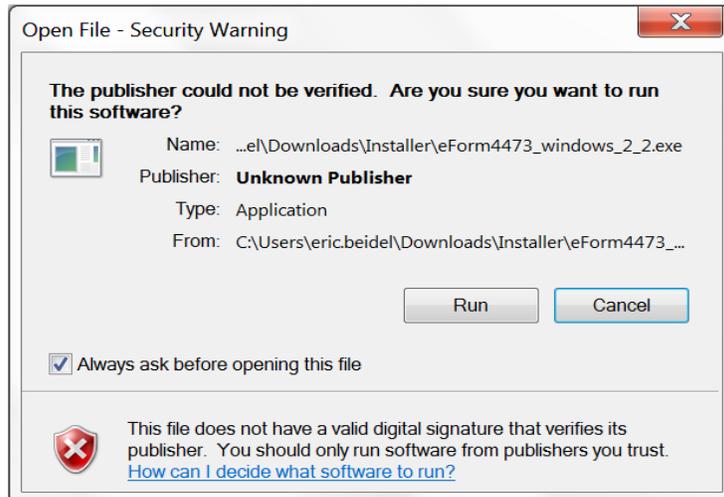
This box will close automatically and an install progress box is displayed. When this is complete, the

install progress box will automatically close and the following eForm 4473 application icon will be installed on the computer desktop. Double clicking on this icon will launch the eForm 4473 application. See Section 4, Using eForm 4473, for detailed instruction on using the application.

3.1.1   Update Reference Table

The eForm 4473 uses a reference table containing ZIP Codes supplied by ATF. These tables will be updated on the website monthly. Once the reference table has been updated and posted to the website, it will be available for downloading and integration into the eForm 4473 application. The ATF website will reflect the last revision dates of the eForm 4473 and ZIP Codes.

The application was designed to select from the reference table, but it also allows keyboard entries to overwrite select information. The loading of those tables into the application is covered in Section 4.1 Application Setup.

Updating ZIP Codes
On the eForm 4473 Download Page**,** shown in Figure 1, click on the ZIP Codes link. A *File Download* box will be displayed.
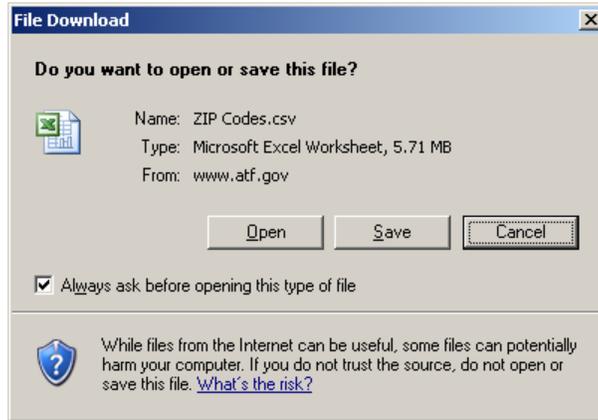
Click the *Save* button. This will close the *File Download* box and display a *Save As* box.
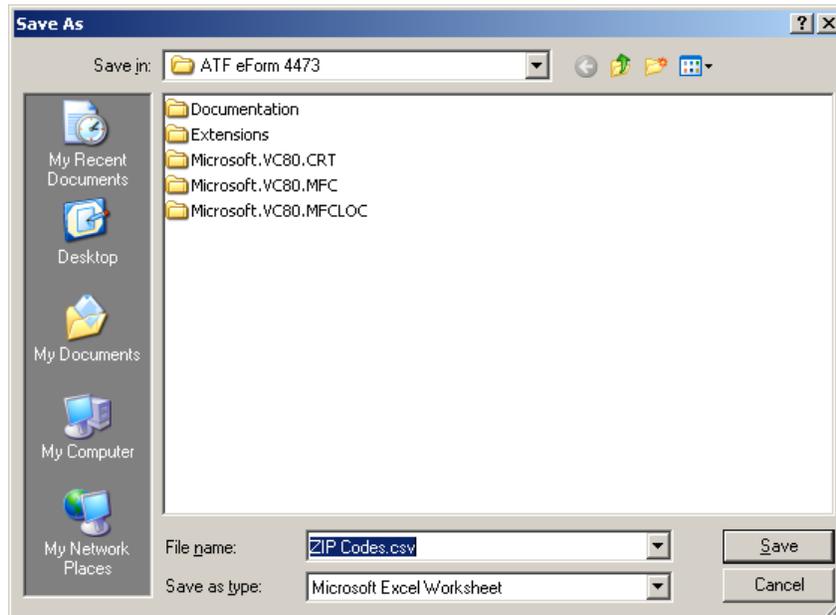
Navigate to the following Windows folder in which to save the *ZIP Codes.csv* file.
- "**C:\Program Files\ATF e4473**"

Do not change the name of the file from *ZIP Codes.cs*v. Click the *Save* button. A *Save As* warning box will display, indicating that the file already exist and asking if it can be replaced.

Click the *Yes* button. A final *File Download* box will display and automatically close when the download is complete.

3.1.2   Upgrade Application

Upgrading the eForm 4473 application to a new version follows the same steps as outlined in Section 3.1: Online Installation on page 2.

Special Note: Re-installing the eForm 4473 application over an existing installation will completely replace the existing version, including all data relating to completed Form 4473s. Prior to installing a new version, the FFL administrator should export the existing data. See Section 4.1.2.

3.2   Online Installation: Installing in Mac

Open an Internet browser and navigate to the following URL: https://www.atf.gov/firearms/applications-eform-4473-download. You will see a page like the one shown in Figure 1 eForm 4473 **Download Page**. To install the application select the appropriate *Download* link. This will display the eForm 4473 **User Agreement Page** shown in Figure 2: eForm 4473 **User Agreement Page**.

eForm 4473 Application

To install eForm 4473 application, click on the appropriate *Agree* link on the **User Agreement Page** shown in Figure 2.

The file automatically downloads to your default download folder specified in your browser configuration. Browse to your default download folder as it was specified and identify the *eForm 4473_macos_2.2.dmg* file and launch it from that location by clicking the *eForm 4473 Application Installer* icon as seen here.
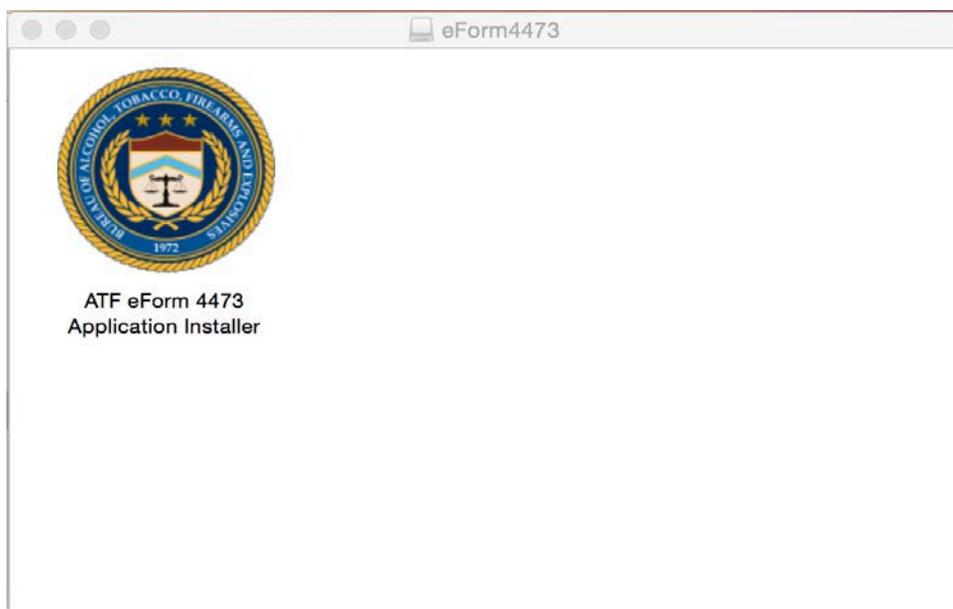
A box will display asking you if you are sure you want to open the application installer. Click *Open.*
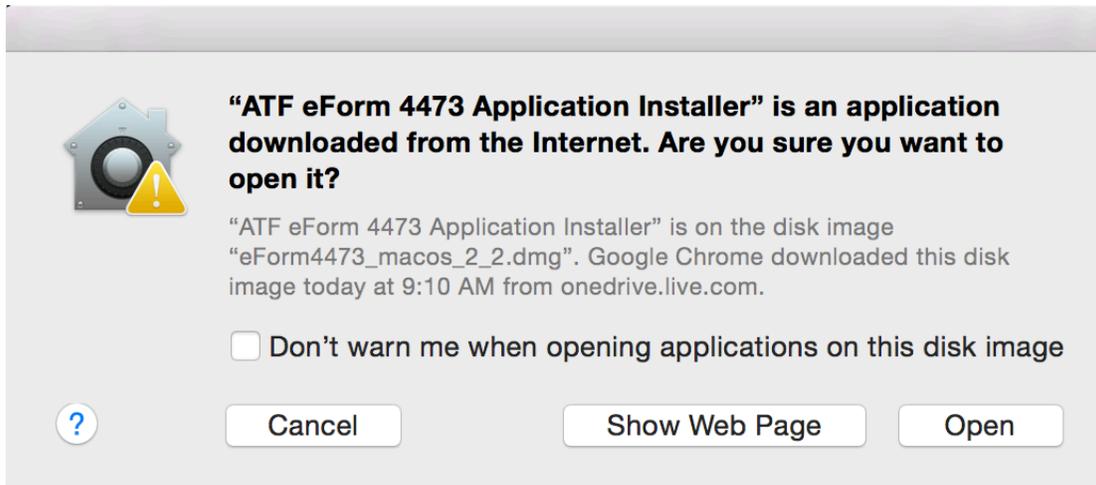
The **eForm 4473 Application Setup Wizard** will open. Proceed through the next three screens per the instructions provided in the Setup Wizard.
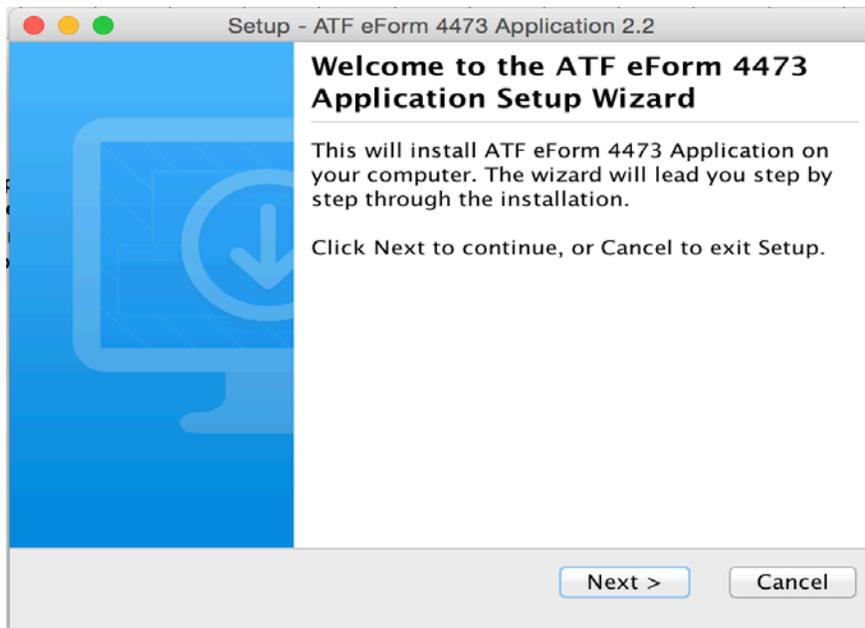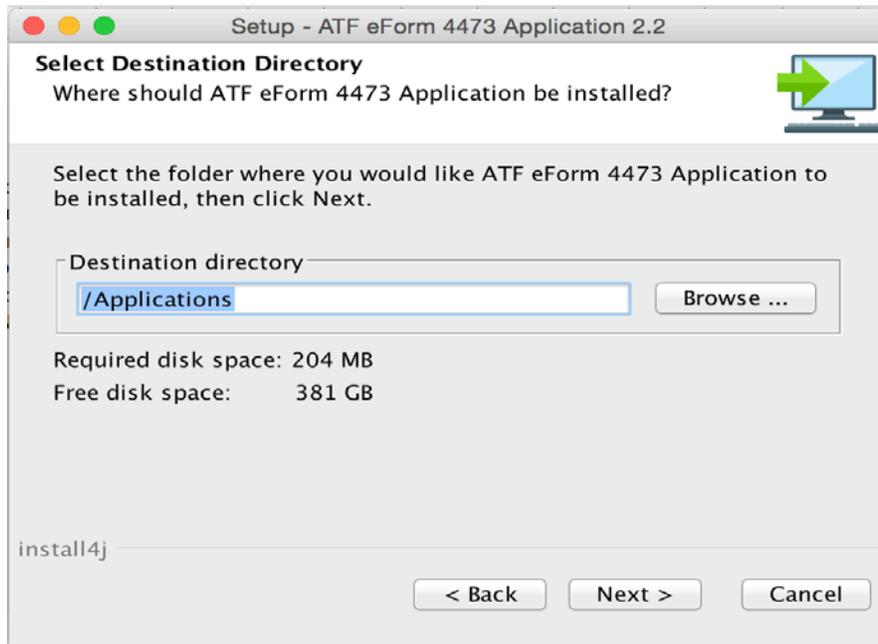
Once you click *Next* on the *Select Additional Tasks* box, the application will finalize the installation. The last screen for the Setup Wizard will appear as seen below. Click **Finish**.
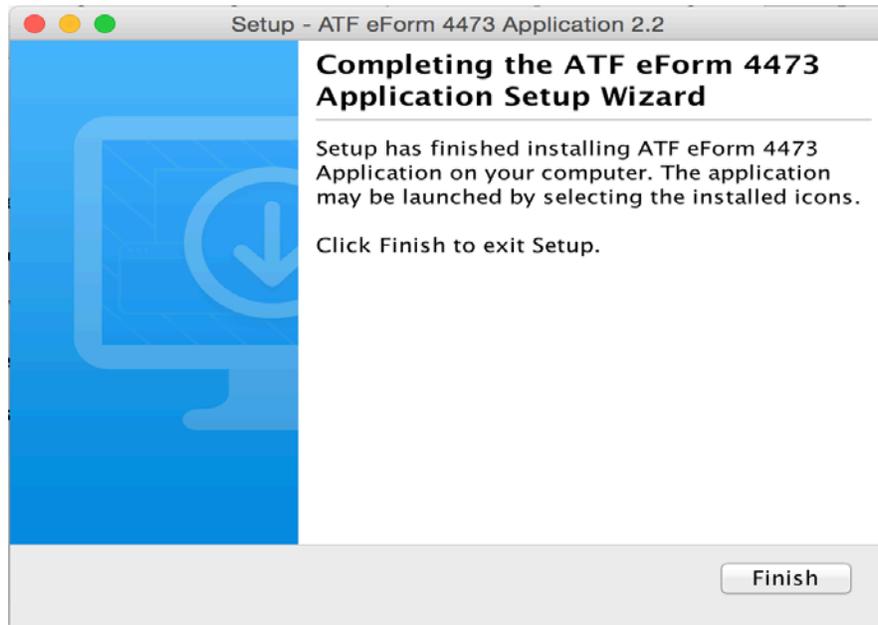
Installation is now complete and the following eForm 4473 Application icon is installed on your computer desktop. Double clicking on this icon will launch the eForm 4473 application.

3.2.1   Update Reference Table

Th eForm 4473 uses a reference table supplied by ATF. This table will be updated on the website monthly. The updated information will be posted to the website, where they will be available to the FFL for downloading and incorporation into the eForm 4473 application. The application was designed to select from the reference table but also allow keyboard entries to overwrite select information. This section discusses the downloading of the updated reference table. Loading of this information into the application is covered in Section 4.1 Application Setup on page **Error! Bookmark not defined.**.

Updating ZIP Codes

On the **Download Page**, right click on the *ZIP Codes* link. This displays the drop down menu shown below.
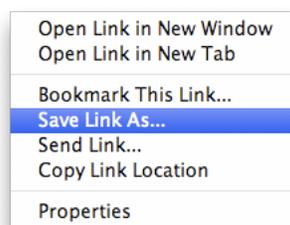
From the menu select *Save Link As.* The menu will close and the display the *Save As* box shown below.
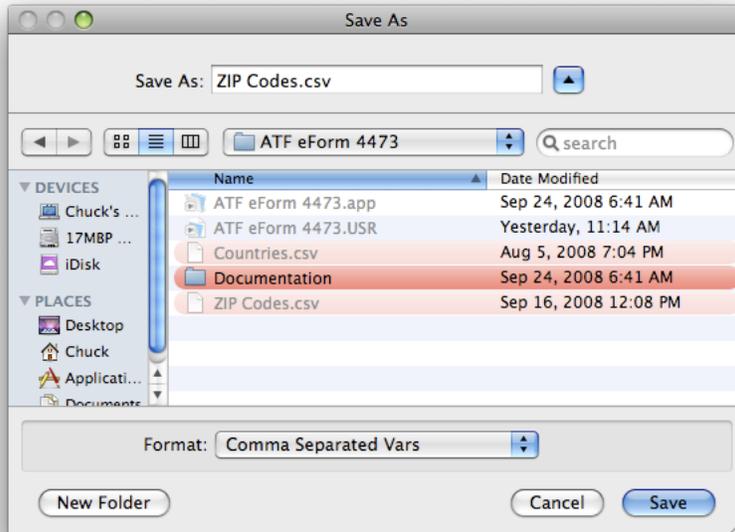
Navigate to the ATF eForm 4473 directory where the application has been installed. Click the *Save* button. The *Save As* box will automatically close. Since the old *ZIP Code* file exists, a replacement confirmation is required as shown below.

Click the *Replace* button to replace the old *ZIP Code.csv* file. This displays the *Download* progress box shown below. The box will automatically close when download is complete.
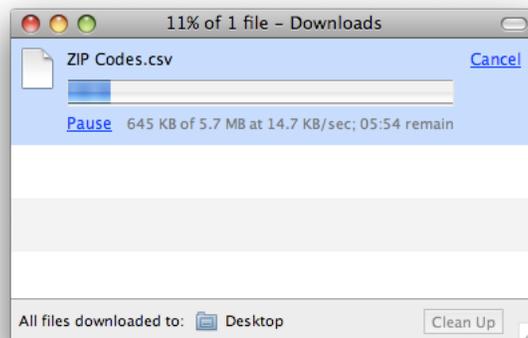
3.2.2   Upgrade Application

Upgrading the eForm 4473 application to a new version follows the same steps as outlined in Section 3.1: Online Installation.

Special Note: Re-installing the eForm 4473 Application over an existing installation will replace the existing version, including all data relating to completed Form 4473s. Prior to installing a new version, the FFL administrator should export the existing data. See Exporting Database Records in **Section 4.1.2**.

4   Using eForm 4473

The eForm 4473 application runs identically in both PC (Windows) and Mac versions so this user guide is applicable to both versions.

There are two subcomponents of the eForm 4473 application:

- Setup Component:
    - Administrator Setting
    - Seller Settings (Must be completed prior to completing the first Form 4473)

- Form Completion Component:
    - Buyer Section
    - Seller Section

These components are covered in this guide. The **Setup** component allows initial setup and configuration of the application for each FFL and for the periodic update of *ZIP Code* and *Country* lookup data supplied by ATF. The **Form Completion** component, including the **Buyer** and **Seller** sections, are used to enter the information necessary to complete each individual 4473 Form (Firearms Transaction Record).

Application Key:

Button	Description
Next	Next button, displays the next screen
Close	Close button, closes current 4473 Form, erase the data and returns to Start Screen
Exit	Exit button, exits the application
Previous	Previous button, displays the previous screen
Setup	Displays the Administrator Settings Screen (Setup Component)
Proceed to Form	Displays the Buyer Warning Screen (Starts the Form 4473, Form Completion Component)
Return to Start	Displays the Start Screen
Seller Settings	Displays the Seller Settings Screen
Admin Settings	Displays the Administrator Settings Screen
Import ZIP Codes	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 specified file format
Cancel Transaction	Closes current 4473 Form, erases the data and returns to Start Screen
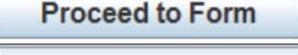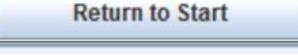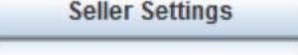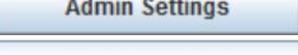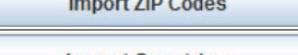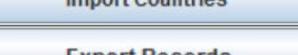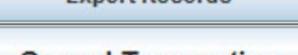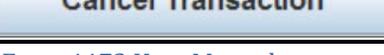
I agree with and certify the above statement	Ends the Buyer or Seller section for the current 4473 form. **Once pressed the user cannot return**.

4.1   Application Setup – Instructions for the FFL Administrator
4.1.1   Entering Set Up Component

Special Note: Prior to completing a 4473 Form, the FFL administrator must go to the **Seller Settings** screen by selecting the *Setup* button on the **Start** screen shown in Figure 3: Start Screen   This displays the **Administrator Settings** page. Click on the *Seller Settings* button to display the **Seller Settings** screen shown in Figure 10: Seller Settings. The FFL Seller must complete the *Trade/Corporate Name*, Trade/Corporate *Address*, and at least one *Federal Firearms License Number* (first three and last five numbers of FFL). This information needs to be entered once and only modified when the information changes. You must complete the **Seller Settings** page before starting a form.

Figure 3: Start Screen

The **Start** screen shown in Figure 3: Start Screen allows the administrator/seller to navigate to the **Setup** component or the **Form Completion** component.

If the administrator password is set to *Mandatory*, the *Enter Admin Password* box shown in Figure 4: Administrator Password will be displayed and prompt the administrator for a password. Enter the administrator password and click the *Submit* button. Making the administrator password mandatory will prevent unauthorized persons from viewing or changing the setup information. The **Administrator Settings** Screen shown in Figure 10: will be displayed. In this screen the administrator password can be set to *Mandatory*.

Figure 4: Administrator Password

4.1.2   Administrator Settings Screen

- Importing ZIP Codes
- Importing Countries
- Exporting Database Records
- Create Admin Password

The **Administrator Settings** Screen allows the FFL administrator to perform a number of periodic administrative tasks, including updating the *ZIP Codes* and *Foreign Countries* or exporting the database of Form 4473 records. These tasks are performed as necessary when the updated *ZIP Code* and *Foreign Countries* data is provided by ATF. See Section 3.1.1 Update Reference Tables for Windows or Section 3.2.1. Update Reference Tables for Mac.

Click *Setup* on the **Start** screen to view the **Administrator Settings** screen.
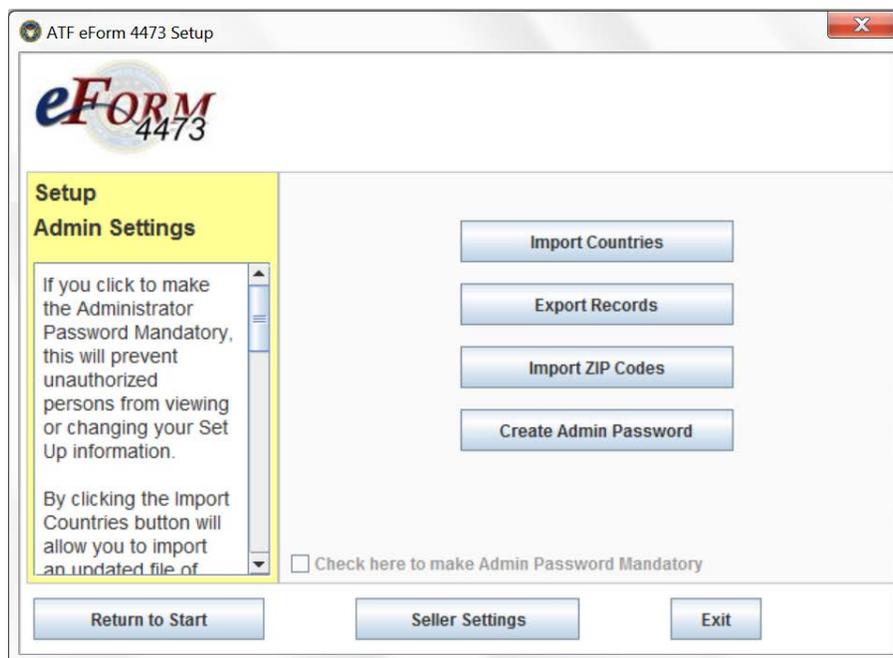
Figure 5: Administrator Settings Screen

Special Note: All data is automatically saved when entered and will be retained even if you leave this screen by clicking *Exit*, *Seller Settings*, or the *Return to Start* button.

Importing ZIP Codes
Periodically, ATF will provide updated ZIP Code files with the latest information. This update can be imported into the eForm 4473 application to keep it current. The updated ZIP Code file (ZIP Codes.csv) can be downloaded from the ATF eForm 4473 site

http://www.atf.gov/applications/e4473/download.htm. See Section 3 Installing, Upgrading, and Updating eForm 4473 for instructions on downloading updated ZIP Code information.

Select the *Import ZIP Codes* button to start the ZIP code update process. A box appears that allows you to open a document. Click on the ZIP Codes.csv file and click *Open*. See Figure 6: Importing ZIP Codes below. The import process may take a couple of minutes. Once done, you will see a message indicating the ZIP Codes imported successfully. Click the *Open* button.
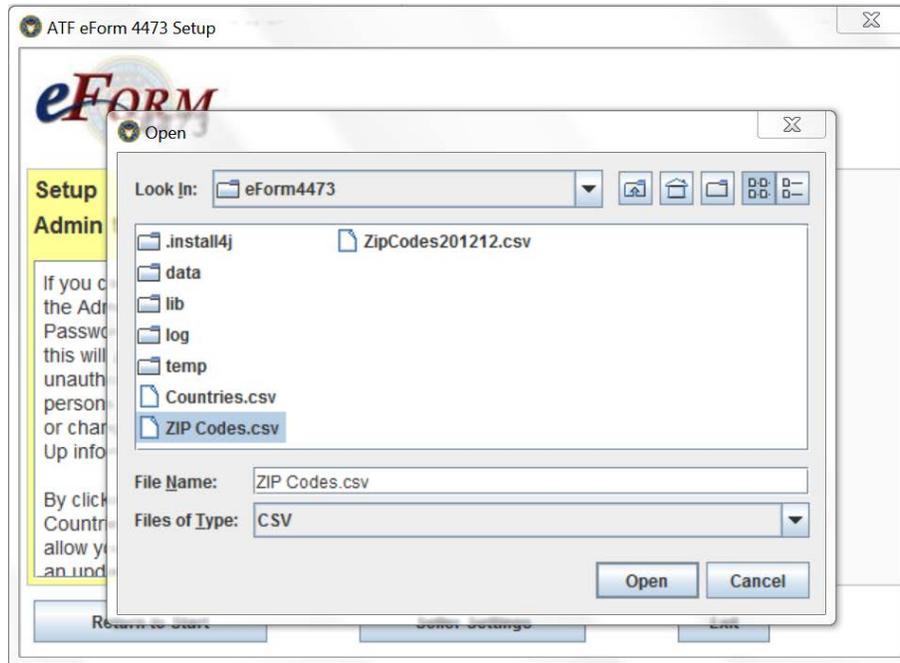
Figure 6: Importing ZIP Codes

Importing Countries
Select the *Import Countries* button to start the update. See Figure 7: Importing Foreign Countries below. When the countries have been imported, a box will appear to confirm a successful import. Click the *Open* button to complete the import process.
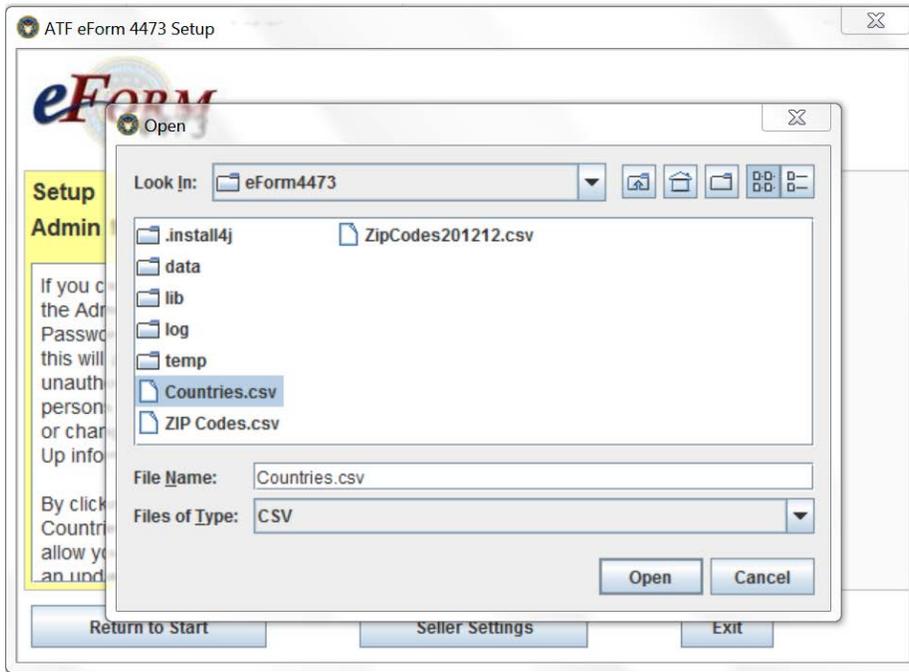
Figure 7: Importing Foreign Countries

Exporting Database Records

Select the *Export Records* button from the **Administrator Settings** screen.

The screen in Figure 8: Exporting Database Records displays. In the *Save In* field, use the drop-down arrow to browse to a location on your computer to save the file. Click in the box next to *File Name* and enter a name for the file. Use the drop-down arrow next to *Files of Type* to choose a file format. Click the *Save* button. As an administrator you should export data frequently.
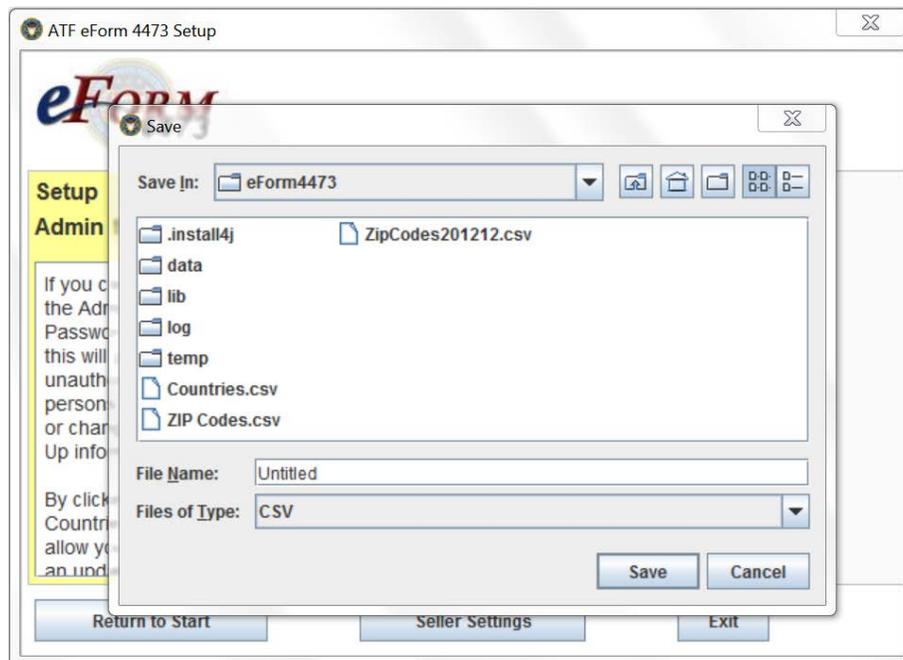
Figure 8: Exporting Database Records

Create Admin Password

Create an administrator password if you have not already done so. The administrator password will prevent unauthorized persons from viewing or changing the *Setup* information.
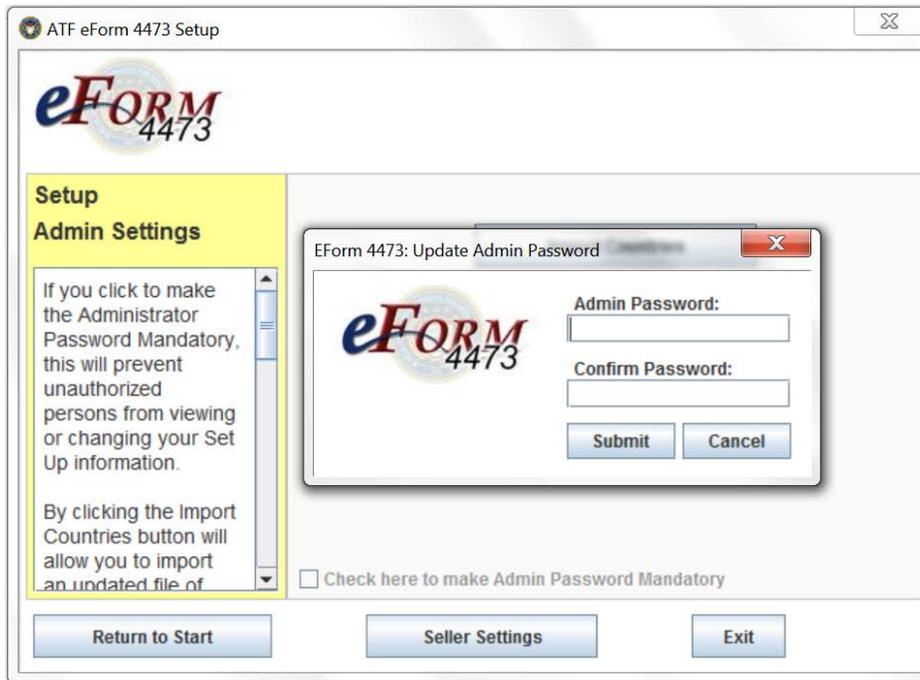
Figure 9: Create Admin Password

Your administrator password will be case sensitive. Type your desired password into the boxes below *Admin Password* and *Confirm Password*. Click *Submit*. Once you have updated the password, you can click the box next to *Click here to make the Admin Password Mandatory*. A box with a check means the password will be required. An empty box means a password is not required.

You can exit the **Administrator Settings** screen in three ways. Click the *Exit* button to exit the eForm 4473 application. Click the *Seller Settings* button to display the **Seller Settings** page. Click the *Return to Start* button to return to the **Start** page.

4.1.3   Seller Settings Screen
- Trade/Corporate Name
- Trade/Corporate Address
- ZIP Code
- City
- State
- Federal Firearms License Number (first three and last five digits)
- Create Seller Password

The **Seller Settings** page is used to configure the FFL information. Complete this screen when the application is first loaded. You only need to change it if any of the information requires updating.

Figure 10: Seller Settings

Special Note: All data is automatically saved when entered. Leaving this screen by clicking the *Exit, Admin Settings*, or *Return to Start* buttons will not erase any data you have entered.

Entering Trade/Corporate Name
Tab to or click on the *Trade/Corporate Name* field and enter the name. You must complete this field prior to starting a 4473 Form.

Entering Trade/Corporate Address
Upon entering the **Seller Settings** screen the cursor is automatically positioned in the *ZIP Code* field. 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.

If more than one *City* or *State* exists for the *ZIP Code* entered, the appropriate one can be selected by clicking the down arrow in the field and selecting from the list. You can overwrite the auto-filled information by manually typing in the desired information.

To enter your *Trade/Corporate Address*, click or tab to the address field and enter using your keyboard.

Create Seller Password
Click *Create Seller Password* to enter a desired password to access the seller portion of the eForm. You can choose whether or not this password will be mandatory. If so, it will prevent unauthorized persons from completing the seller's portion of the eForm. You can change this password at any time by clicking *Update Seller Password*, entering the new password in the boxes under *Seller Password* and *Confirm Password*, and clicking the *Submit* button.

After you have created a password, you can click on the box next to *Check here to make Seller Password Mandatory*. A box with a check means a password will be required. An empty box means a password is not required.

There are three ways to exit the **Seller Settings** screen. Click the *Exit* button to exit the eForm 4473 application. Click the *Admin Settings* button to display the **Administrator Settings** page. Click the *Return to Start* button to return to the **Start** page.

4.2   Form Completion
4.2.1   Instructions for the Buyer
The following section describes how a firearm buyer enters the information required for the eForm 4473 application.

Launch the eForm 4473 application by double clicking the eForm 4473 icon on your desktop. The eForm 4473 application will open to the **Start** screen, see Figure 3: Start Screen.

Select the *Proceed to Form* button on the bottom right. This begins the buyer portion of th*e* application*.*

4.2.1.1   Buyer Warning Screen
The first screen is the **Warnings** screen shown in Figure 11: Warnings Screen. Read the warning statement before selecting the *Next* button.
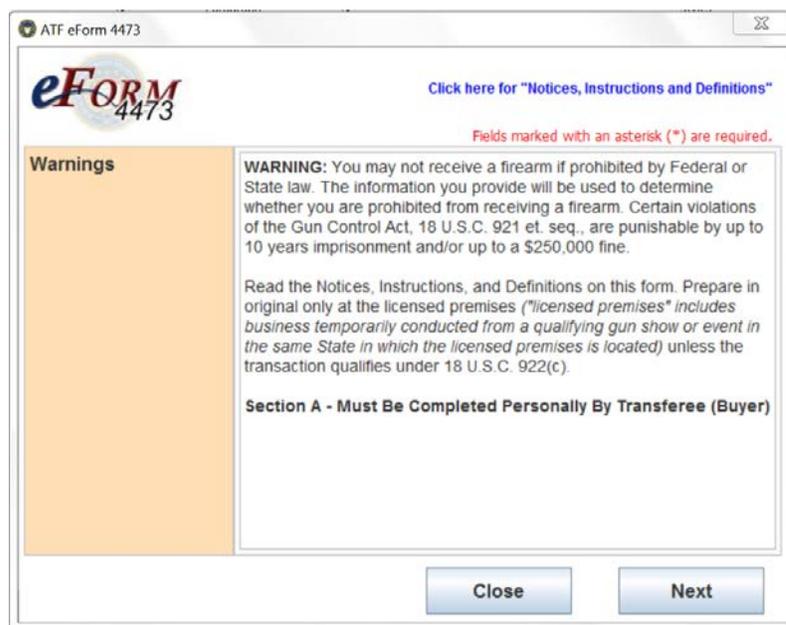
Figure 11: Warnings Screen

Special Note: Every screen in the buyer section has a *Click Here for* "*Notices, Instructions and Definitions"* button in the upper right corner. Click this button to display the **Notices, Instructions and Definitions** screen shown in Figure 12: Notices, Instructions & Definitions Screen. This screen reflects the information at the end of page 3 and on the back of Form 4473. You can click this button at any time to display all information contained on the form.
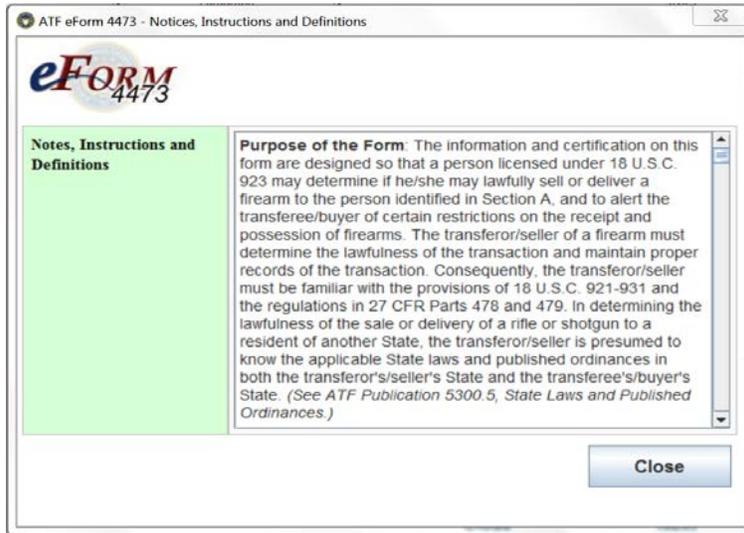
Figure 12: Notices, Instructions & Definitions Screen

Click on the scroll bar arrows on the right side of the screen to read information about the purpose of the form. After you have read the information, click the *Close* button to return to the **Warnings** screen.

From the **Warnings** screen, select the *Next* button to proceed to the **Name & SSN** screen and begin entering your information.

4.2.1.2   Name & SSN Screen
Required Fields:
- First Name (If legal name contains an initial only, record "IO" after the initial.)
- Middle Name (If no middle name, record "NMN")
- Last Name (including suffix (e.g., Jr, Sr, II, III)

Optional Fields:
- Social Security Number
- Unique Personal Identification Number

Special Note: Starting with the **Name & SSN** screen and on subsequent screens, a scroll box on the left contains information from the back of Form 4473 that pertains to the questions on the respective screen. With the cursor keys or mouse, move the scroll bar up or down to read information about the fields.
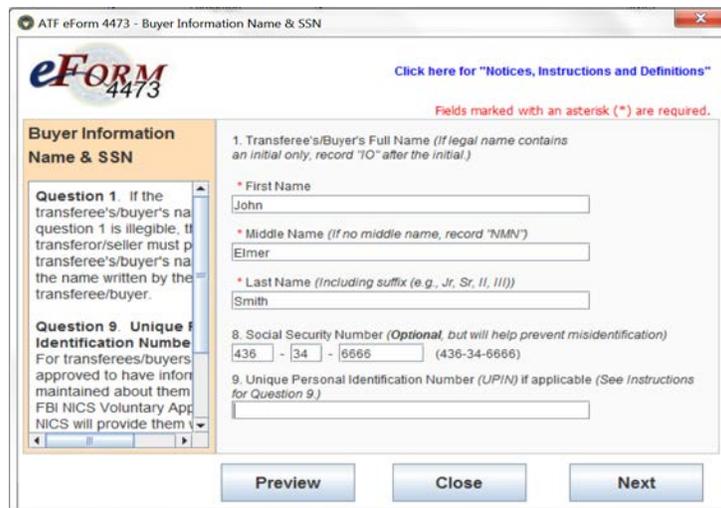
Figure 13: Name & SSN Screen

Entering Buyer's Name
Tab to or click on the text box under the *First Name* field. Enter your first name using your keyboard. Tab to or click on the *Middle Name* field and enter your middle name. Enter "NMN" if no middle name is used. Tab to or click on the *Last Name* field and enter your last name. If any name contains only an initial, enter "IO" after the initial.

Entering Social Security Number (SSN)
Tab to or click on the first field under *Social Security Number*. This is an optional field, but providing this information will help prevent misidentification. To enter your SSN type in the first three digits of your number [press Tab] enter the second two numbers [press Tab] and then enter your last four numbers. [To the right of the entry field the screen will display SSN in the standard format XXX-XX-XXXX as you tab.]

Entering Unique Personal Identification Number (UPIN)
Tab to or click on the *UPIN* field. If you are approved to have information maintained about you by the FBI NICS Voluntary Appeal File, NICS will provide you with a **U**nique **P**ersonal **I**dentification **N**umber, which you should enter in the field under Question 9.

When complete, elect the *Next* button to display the **Primary Residence** screen.

Special Note: Clicking the *Close* button prompts you to confirm or cancel the close operation. Click *No* or *Cancel* to return to the **Name & SSN** screen. (On subsequent screens, this action returns you to the screen you were on before clicking *Close*.) Click the *Yes* button to erase the current 4473 Form data and return to the **Start** screen.

Figure 14: Close Confirmation Box

4.2.1.3   Primary Residence Screen
Required Fields:
- Number and Street Address
- ZIP Code
- City
- County
- State

The **Primary Residence** screen shown in Figure 15: Primary Residence requires you to enter information concerning your primary residence.

Figure 15: Primary Residence

Entering ZIP Code, City, County, & State
Upon entering the **Primary Residence** screen click on the *ZIP Code* field. Enter your ZIP code first and press Tab to automatically fill the *City*, *County*, and *State* fields.

If more than one city, county, or state exists for the ZIP code entered, click the down arrow in the field and select the appropriate one from the list. You can type in the desired information at any time to overwrite the auto-filled information.

Entering Number and Street Address
Tab to or click on the *Number and Street Address* field to enter the street address of your residence. This can be entered on more than one line. Press Enter on your keyboard to create another next line.

Secondary Residence: If you have an additional residence (see instructions for Question 2), click the *Add Second Residence* button. A **Secondary Residence** screen will be displayed. Enter the information the same as you did for primary residence and select the *Next* button to display the **Personal Information** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.1.4   Personal Information Screen
Required Fields:
- Birth Date
- Place of Birth (City/State) **OR** Foreign Country of Birth
- Sex
- Height (Ft. and In.)
- Weight (Lbs.)
- Ethnicity
- Race

Figure 16: Personal Information Screen

Entering Birth Date
Enter your birth date in the *Birth Date* field in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the field and selecting the appropriate date. An example of using the calendar function is shown below.

Entering Place of Birth/Foreign Country of Birth
Complete the *Place of Birth* **OR** *Foreign Country of Birth* fields, but not both. By selecting *State* first, you may click on the dropdown button to select the correct city or you may type the city and state in the appropriate boxes. If you were born in a foreign country, click on the drop down to select the appropriate country. See Figure 17: Place of Birth/Foreign Country of Birth Drop Downs.

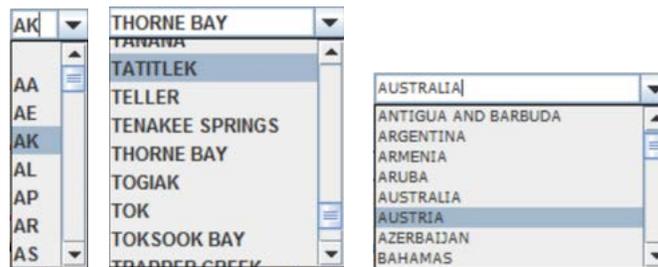**Figure 17: Place of Birth/Foreign Country of Birth Drop Downs**

Entering Sex, Ethnicity and Race
You must select each of these fields by clicking on them; you can tab to the fields, but you must use the mouse to make your selections. Select one sex, one ethnicity and one or more race. The *Sex* and *Ethnicity* fields can be completed by clicking the circle next to the appropriate information. A dark circle means

you have made a successful selection. Complete the *Race* field by clicking on the squares next to the appropriate information. A check means you have made a successful selection.

Entering Height and Weight
Tab to or click on the *Height* and *Weight* fields. These take numeric entries only. Both the *Ft.* and *In.* fields must be filled out for height.

Click the *Next* button to display the next screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.1.5   Buyer Information: Questions 11.a. through 11.c.
Required Fields:
- Question 11.a. (Are you the actual transferee/buyer……)
- Question 11.b. (Are you under indictment…)
- Question 11.c. (Have you ever been convicted…)

The screen shown in Figure 18: Questions 11.a. through 11.c. requires you to respond to three questions. You must make a selection for each question by clicking the circle next to the appropriate response. When finished, click the *Next* button to display the next screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

Figure 18: Questions 11.a. through 11.c.

4.2.1.6   Buyer Information: Questions 11.d. through 11.f.
Required Fields:
- Question 11.d. (Are you a fugitive from justice?)
- Question 11.e. (Are you an unlawful user of…)
- Question 11.f. (Have you ever been adjudicated…)

The screen shown in Figure 19: Questions 11.d. through 11.f. requires you to respond to three questions. You must make a selection for each question by clicking the circle next to the appropriate response. When finished, select the *Next* button to display the next screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

Figure 19: Questions 11.d. through 11.f.

4.2.1.7   Buyer Information: Questions 11.g. through 11.i.

Required Fields:

- Question 11.g. (Have you ever been discharged...)
- Question 11.h. (Are you subject to a court order...)
- Question 11.i. (Have you ever been convicted...)

The screen shown in Figure 20: Questions 11.g. through 11.i. requires you to respond to three questions. You must make a selection for each question by clicking the circle next to the appropriate response. When finished, select the *Next* button to display the next screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

Figure 20: Questions 11.g. through 11.i.

4.2.1.8   Buyer Information: Questions 12.a. through 12.c.
Required Fields:
- Question 12.a. (Country of Citizenship)
- Question 12.b. (Have you ever renounced…)
- Question 12.c. (Are you an alien…)

The screen shown in Figure 21: Questions 12.a. through 12.c. requires you to respond to three questions. For *Country of Citizenship* you may check the box under *United States of America* and/or select one or more from the *Other Country/Countries* scroll bar by using the arrow and clicking on the appropriate countries. You must make a selection for the remaining two questions by clicking the circle next to the appropriate response. When finished, select the *Next* button to display the **Residency/Citizenship** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

Figure 21: Questions 12.a. through 12.c.

4.2.1.9   Residency/Citizenship Screen
Required Fields:
- Question 12.d.1. (Are you an alien who has...)

Other Fields:
- Question 12.d.2. (If "yes" to 12.d.1., do you fall...)
- Question 13. (If you are an alien...)

The **Residency/Citizenship** screen shown in Figure 22: Residency/Citizenship Screen allows you to enter information concerning immigration status through one required field and two other fields. Click the appropriate circle to answer Question 12.d.1. If you answer "No" for this question, ignore the next two questions. If you answer "Yes" then answer Question 12.d.2. according to the instructions in the box to the left. For Question 13, type your U.S.-issued Alien or Admission number into the text box. After completing the **Residency/Citizenship** screen, click the *Next* button to display the **Buyer Form Preview** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

Figure 22: Residency/Citizenship Screen

4.2.1.10 Buyer Form Preview Screen
The **Buyer Form Preview** screen allows you to review the answers provided as they will appear in the printed form. You may return to previous pages to change answers by clicking the *Previous* button on the bottom left of the screen.

To preview a PDF of your form, click the words *Click here to preview form* at the bottom of the screen.

After previewing the form, select the *Next* button to display the **Buyer Certification** screen. Clicking on the *Previous* button returns you to the **Residency/Citizenship** screen.

Figure 23: Buyer Form Preview Screen

4.2.1.11 Buyer Certification Screen

The **Buyer Certification** screen shown in Figure 24: Buyer Certification Screen requires you to read the certification statement as it appears on ATF Form 4473.

To agree with the certification statement, click the *I agree with and certify the above statement* button. You will be instructed to notify the seller at this point.

> **Special Note:** Once the certification button is clicked, the **Seller Login** page is displayed and you can no longer make revisions to your answers. The seller will complete the remaining portion of the form.

Click on the *Previous* button, prior to certification, to return to the **Buyer Form Preview** screen.

Figure 24: Buyer Certification Screen

**********End of Buyer's Input Section*************

4.2.2   Instructions for the Seller

After the buyer completes Section A and certifies his/her answers, the **Seller Login** screen shown in Figure 25: Seller Login Screen is displayed.

If you made the *Seller Password* mandatory on the **Seller Settings** page, a security feature will help prevent unauthorized access to the remainder of the form.

Special Note: As with the buyer's portion of the eForm, each screen of the seller's portion allows you to view all of the information on the back of Form 4473 by clicking the *Click here for "Notices, Instructions and Definitions"* in the top right of the screen. Click this button to display the **Notices, Instructions and Definitions** screen shown in Figure 12: Notices, Instructions & Definitions Screen. This screen reflects the information at the end of page 3 and on the back of Form 4473. You can click this button at any time to display all information contained on the form.

Figure 25: Seller Login Screen

Logging into the Seller Section
To continue filling out the application, you must click the *Proceed to Seller's Entry* button. If the password has been made mandatory, the *Enter Seller Password* box displays.

Enter your password and click the *Submit* button to display the **Firearm Information** screen.

If you click the *Cancel* button, the *Seller's Password* box will close. If you enter the incorrect password and click the *Submit* button, the *Seller's Password* box reappears for you to enter the correct password.

4.2.2.1   Firearm Information Screen
- Type of Firearm
- Name of Function
- State
- City

The **Firearm Information** screen shown in Figure 26: Firearm Information Screen, allows you to enter the type of firearm(s) being purchased and information pertaining to a gun show or event (*Name of Function*, *City* and *State*) if relevant.

Special Note: The scroll box on the left contains information from the back of Form 4473 that pertains to the questions displayed on the screen. Use your mouse to move the scroll bar up or down to read the information. This box also appears on subsequent screens with information relevant to the specific fields displayed.

Figure 26: Firearm Information Screen

Entering Firearm Information
Using the mouse, click on the applicable firearm type(s) to check the appropriate box(es). More than one selection may be made, but at least one selection is required.

Special Note: There is an age dependency associated with firearm type.
- Buyers purchasing a *Long Gun (rifles or shotguns)* must be 18 years of age or older.
- Buyers purchasing a *Hand Gun or Other Firearm (Frame, Receiver, etc.)* must be 21 years of age or older.

If the age requirement for the purchase is not met you will receive a warning on the Figure 34: Seller Warnings Screen.

Entering Gun Show Information
Tab to or click on the *Name of Function* field to enter the name of the gun show or qualifying event. For the location of the event, *City* information is dependent upon the *State* entered or selected. Tabbing to or selecting the *State* field first allows you to enter or select the appropriate *City*.
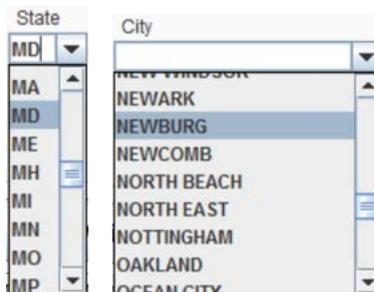
After entering the firearm information, click the *Next* button to display the **Identification Check** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.2.2 Identification Check Screen
- Issuing Authority
- Type of Identification
- Number on Identification
- Expiration of Identification (if any)
- Supplemental Government-issued Documentation

In the **Identification Check** screen, shown in Figure 27: Identification Check Screen**,** you are required to enter information specific to the identification supplied by the buyer. The buyer must present at least one form of identification with the information necessary to purchase the firearm. (See instructions for Question 18.a.)
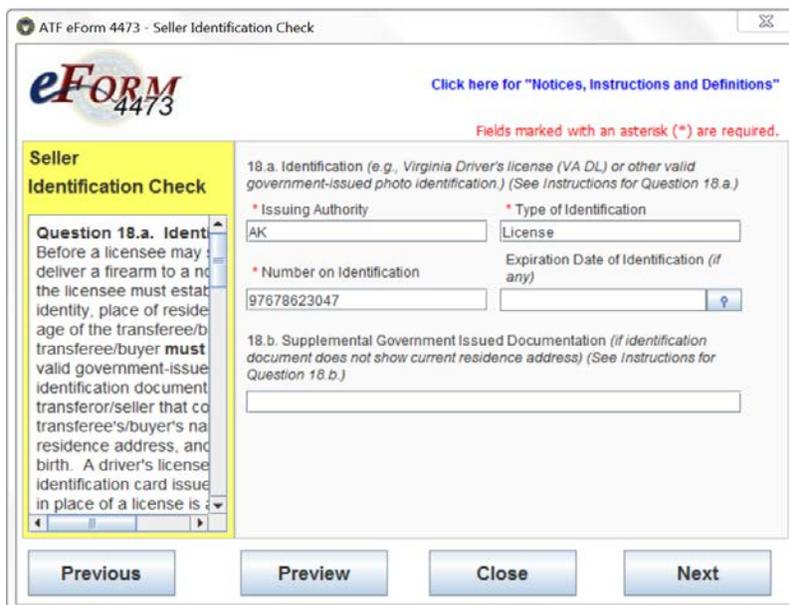
Figure 27: Identification Check Screen

Entering Identification Information
The *Issuing Authority*, *Type of Identification*, *Number on Identification*, and *Supplemental Government-issued Documentation* fields are all text-entry fields and can be tabbed to or clicked on with the mouse. Enter data using the keyboard.

Entering Expiration Date
Tab to or click on the *Expiration of Identification* field. You can enter the expiration date in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the field and selecting the appropriate date. An example of using the calendar function is shown below.

After entering the firearm information, select the *Next* button to display the **Aliens** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.2.3   Aliens Screen
- Exception Documentation
- Type(s) of Documents

The **Aliens Screen** shown in Figure 28: Aliens Screen allows you to enter information if the buyer did not select the United States as his/her *Country of Citizenship* on the **Residency/Citizenship** screen shown in Figure 22: Residency/Citizenship Screen .

Figure 28: Aliens Screen

Entering Document Information
Tab to or click on the first text box for the *Type(s) of Document* field. Enter the document information using your keyboard.

After entering the firearm information, select the *Next* button to display the **NICS** screen.

Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.2.4   NICS Screen
- No NICS (NFA firearms only)
- No NICS (Valid permit from state)
- Issuing State
- Permit Type
- Permit Number (if any)
- Date of Issuance (if any)
- Expiration Date (if any)

Not all firearms transactions require a NICS check. The NICS screen shown in Figure 29: NICS Screenallows you to indicate that a NICS check is not required for this purchase. Leave the fields empty and click *Next* to go the next screen if a NICS check is required to complete the transaction.

Indicating NICS Exceptions
Click on the box next to Question 20 or 21 to check the appropriate scenario if no NICS check is required. A box with a check means the NICS check is not required. If you leave both boxes unchecked, it means a NICS is required to complete the transaction.

Entering Permit Information
Click on the down arrow to the right of the *Issuing State* field to display the drop-down list for states. Select the appropriate state by clicking on it with the mouse.
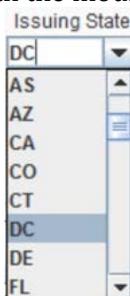
The *Permit Type* and *Permit Number* fields are all text-entry fields and can be tabbed to or clicked on with the mouse. Enter data using your keyboard. The field memory feature will assist you with entry of *Permit Type* by auto-filling from previously entered data.
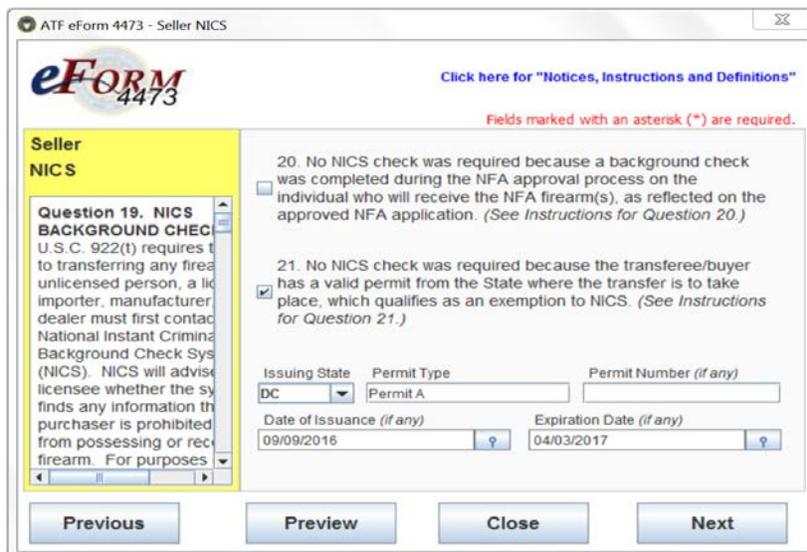
Figure 29: NICS Screen

Entering Issuance/Expiration Dates
Tab to or click on the *Date of Issuance* and *Expiration Date* fields. Enter these dates in the form of
MM/DD/YYYY or by clicking the calendar icon to the right of the field and selecting the appropriate date.
An example of using the calendar function is shown below.

After entering the firearm information, select the *Next* button to display the **Section D** screen.

Special Note: Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF
version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

      4.2.2.5   Section D Screen: Questions 24-30
- Manufacturer
- Importer
- Model
- Serial Number
- Type
- Caliber/Gauge
- Pawn Redemption
- Total Number of Firearms

The **Section D** screen shown in Figure 30: Section D Screen: Questions 24 - 30 requires you to list all
firearms (up to five can be listed) being purchased by the buyer (see instructions for questions 24-30).

Entering Firearms Description
Move to the *Manufacturer*, *Importer, Model*, *Serial Number*, *Type*, and *Cal/Gauge* fields in the table at the
top of the screen by tabbing from field to field or by clicking on the appropriate field with the mouse.

Figure 30: Section D Screen: Questions 24 - 30

Enter data using the keyboard except for *Type*, which is a dropdown. With the exception of the *Serial Number* entry, the field memory feature will assist you by auto-filling from previously entered data as you type. If no *Serial Number* is indicated on the firearm you should enter "NSN" (No Serial Number), "N/A", or "None".

Entering Pawn Redemption
If any part of the transaction is a pawn redemption, check the box next to Question 30. If you check this box, then you are required to enter the corresponding line numbers from the firearm table above in the text box under *Line Number(s) from Question 24 Above.*

Entering Total Number of Firearms
Tab to or click on the field under Question 29 and enter the total number of firearms. Spell out the number; do not use numerals (e.g., "One", "two", "THREE", etc.). The entry should match the total number of firearms purchased in the transaction.

After entering the firearm information, select the *Next* button to display the next **Section D** screen.

Special Note: Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.2.6   Section D Screen: Questions 31 and 32
- For Use by Licensee
- Private Party Transfer

The second **Section D** screen shown in Figure 31: Section D Screen – Questions 31 and 32 contains two items. The first is a text-entry field for the licensee to enter any information he/she finds necessary to conduct business. Tab to or click on the text box under *For Use by Licensee* and enter any amount of alpha-numberic characters using the keyboard. Tab to or click on the box next to Question 32 if the transaction is to facilitate a private party transfer.

When finished, click *Next* to go to the **FFL Information** screen.

Special Note: Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.
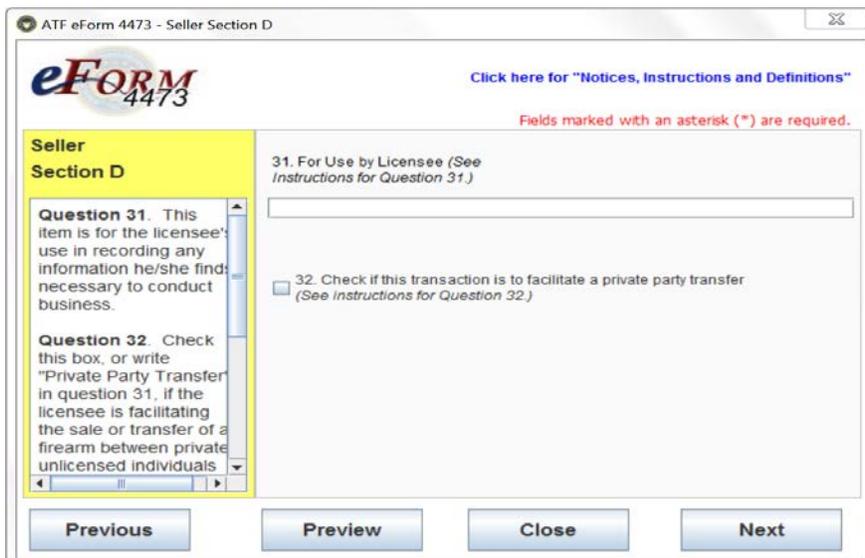
Figure 31: Section D Screen – Questions 31 and 32

4.2.2.7   FFL Information Screen

- Federal Firearms License Number
- Transferor's/Seller's Name
- Transferor's/Seller's Title
- Transferor's Transaction Serial Number (if any)

The **FFL Information** screen shown in Figure 32 allows you to enter information regarding the Federal Firearms License Number and your name, title and transaction serial number, if applicable.
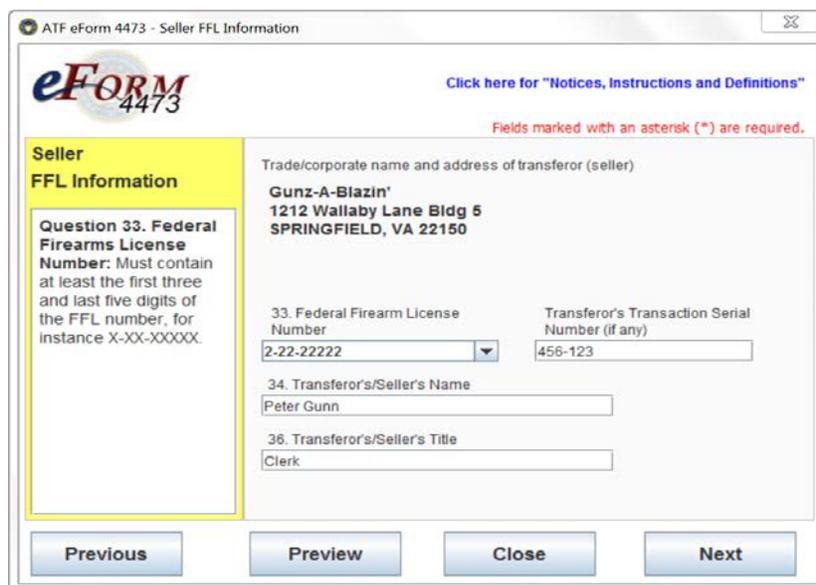
Figure 32: FFL Information Screen

Selecting Federal Firearms License Number

Click on the down arrow at the right of the *Federal Firearm License Number* field to display a dropdown list for the FFL numbers you entered during setup. Select the appropriate key by clicking on it with the mouse.

Entering Seller Name, Title, and Transaction Serial Number

Tab to or click on the *Transferor's Transaction Serial Number, Transferor's/Seller's Name*, and *Transferor's/Seller's Title* fields. Enter data using the keyboard. With the exception of the *Transferor's Transaction Serial* Number entry, the field memory feature will assist you with by auto-filling from previously entered data as you type the information in the remaining fields

After entering the appropriate information, select the *Next* button to display the **Seller Form Preview** screen.

Special Note: Use the buttons on the bottom of this screen to return to the *Previous* screen, *Preview* a PDF version of the form, *Close* out of the application completely, or proceed to the *Next* screen.

4.2.2.8   Seller Form Preview Screen

The **Seller Form Preview** screen allows you to review the answers provided as they will appear in the printed form. You may revisit previous pages to change answers by clicking the *Previous* button on the bottom left of the screen.

To preview a PDF of your form, click the words *Click here to preview form* at the bottom of the screen.

After previewing the 4473 form, select the *Next* button to display the **Seller Warnings** screen. After previewing the form, select the *Next* button to display the **Seller Warnings** screen. Clicking on the *Previous* button returns you to the **FFL Information** screen.
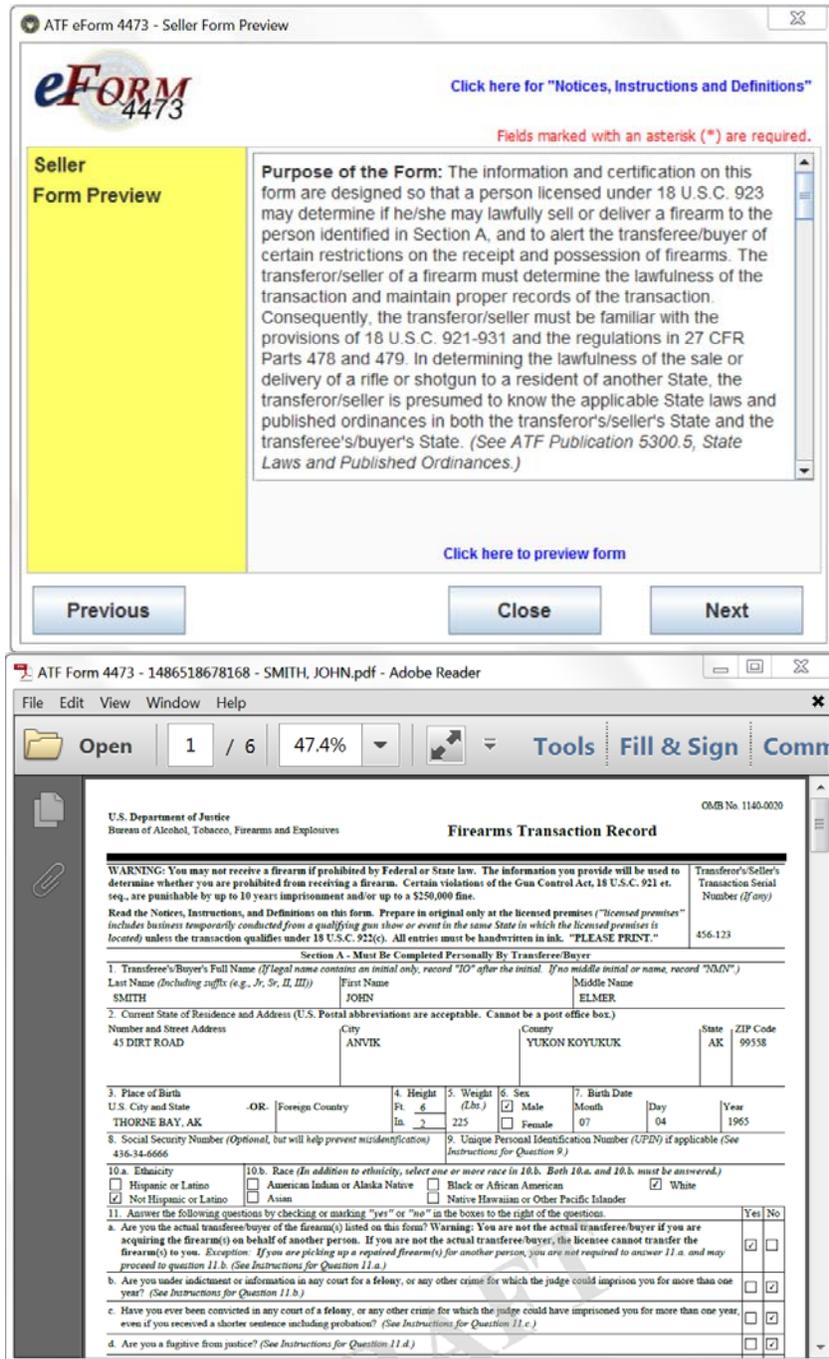
Figure 33: Seller Preview Screen

4.2.2.9 Seller Warnings Screen

After you have completed entering the information required to complete the Form 4473 you have an opportunity to review any warnings generated by the application based on the answers provided by both you and the buyer. These warnings (if any) are displayed on the **Seller Warnings** screen shown in Figure 34. You can revisit all the previous screens in the seller's portion of the application and return to the **Seller Warnings** screen at any time prior to certification. If you observe a message that indicates that the transaction cannot continue, you may cancel the transaction at this time.

Figure 34: Seller Warnings Screen

Select the *Next* button to display the **Seller Certification** screen. Clicking on the *Previous* button returns you to the **Seller Form Preview** screen.

Clicking the *Cancel Transaction* button displays a box asking you if you want to start over and erase your entries. Clicking *No* or *Cancel* to return to the **Seller Warnings** screen. Clicking the *Yes* button erases the current 4473 Form data and returns you to the **Start** screen.

4.2.2.10 Seller Certification Screen

The **Seller Certification** screen shown in Figure 35 requires you to read the certification statement (as it appears on ATF Form 4473) and agree with the statement by clicking on the *I agree with and certify the above statement* button.

Note: Once the certification button is clicked, the **Print Confirm** page is displayed and you can no longer make revisions to your answers.

Clicking on the *Previous* button, prior to certification, returns you to the **Seller Warnings** screen.
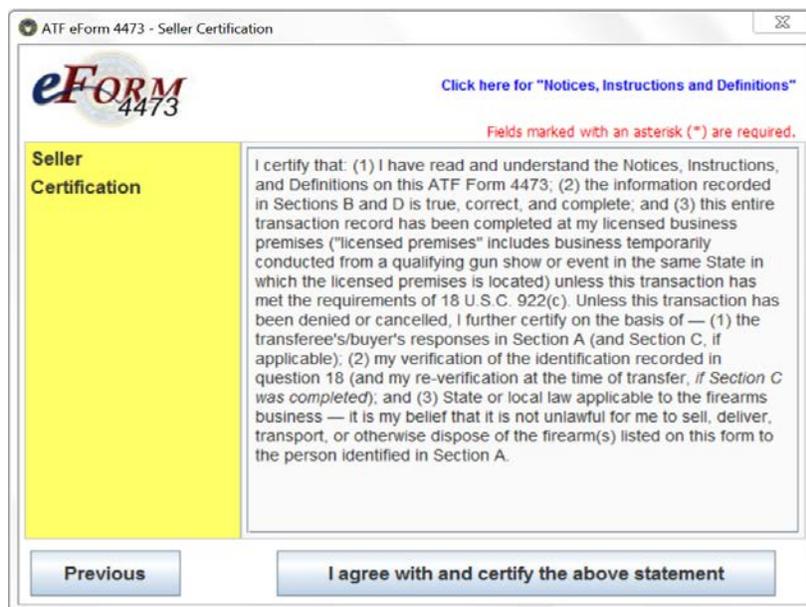
Figure 35: Seller Certification Screen

4.2.2.11 Print Confirm Screen
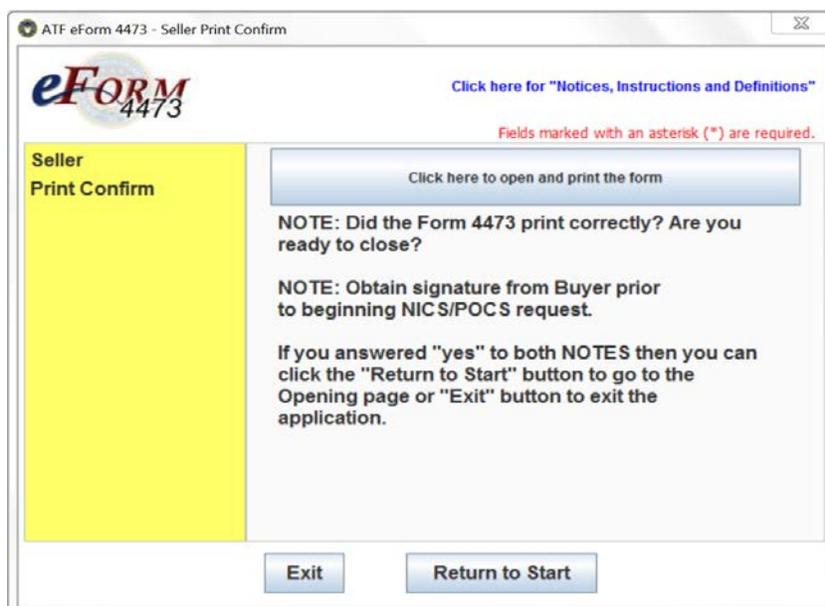
Figure 36: Print Confirmation Screen

The **Print Confirm** screen allows you to open and print the form and then confirm that you are ready to close the application.

To print your form, click the *Click here to open and print the form* button on the top of the screen. A PDF of the form will appear, and you can now print the form as shown in Figure 37: Print Screen below.
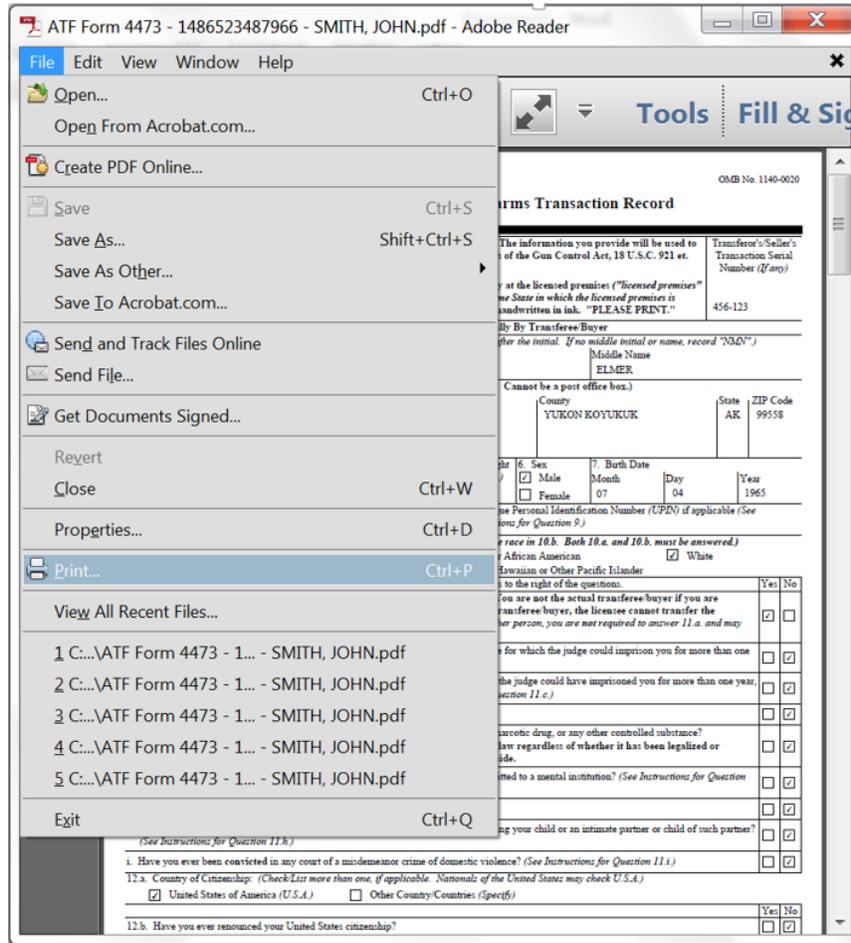
Figure 37: Print Screen

After printing, check to make sure your form printed correctly and that you are ready to close the application.

There are two ways to exit the **Print Confirm** screen. Clicking on the *Exit* button exits the eForm 4473 application. Clicking on the *Return to Start* button takes you back to the **Start** page.

A. Appendix – Quick Reference Guide, Buyer.

<table>
<tr>
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ATF eForm 4473

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Quick Reference Guide for the Buyer

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Warning:	The Buyer's opening screen is the **Warnings** screen. You should read the **Warning** statement before selecting the Next Next button on this screen.

Notices, Instructions & Definitions:	Every screen has a blue *Click here for "Notices, Instructions, and Definitions"* Click here for "Notices, Instructions and Definitions" link in the upper right corner of the screen. Click this button to display the **Notices, Instructions, and Definitions** screen and view all information contained on the form. Additionally, information relating to specific questions may be found on the left side of each screen.

Social Security Number:	The *Social Security Number* is an optional field, but filling it out will help prevent misidentification. To enter your SSN, type in the first three digits of your number [press tab] type the second two numbers [press tab] and type your last four numbers. [The screen to the right will show this standard format XXX - XX - XXXX as you type].

Unique Personal Identification Number (UPIN):	For buyers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide you with a **U**nique **P**ersonal **I**dentification **N**umber, which the buyer should record in Question 9.

Primary Residence:	Upon entering the **Primary Residence** screen the cursor is automatically positioned in the *ZIP Code* field. Enter your zip code first and press tab to automatically fill the *City*, *County*, and *State* fields. If more than one city, county, or state exists for the zip code entered, click the down arrow in the field and select the appropriate one from the list. You can type in the desired information at any time to overwrite the auto-filled information. After entering the zip code, city, county, and state information you can tab to or click on the *Number and Street Address* field to enter the street address of the buyer's residence. This information can be entered in more than one line. Press Enter to create another line.

| **Secondary Residence:** | If you have an additional residence (*See Instructions for Question 2*) it may be entered by clicking the *Add Second Residence* [Add Second Residence] button. The **Secondary Residence** screen displays.

After entering the buyer's primary residence information, select the *Next* [Next] button to display the **Personal Information** screen.

Click on the *Previous* [Previous] button returns you to the **Name & SSN** screen. |
|---|---|

| **Date Of Birth:** | Upon entering the **Personal Information** screen the cursor is automatically positioned in the *Birth Date* field. Enter your birth date 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.
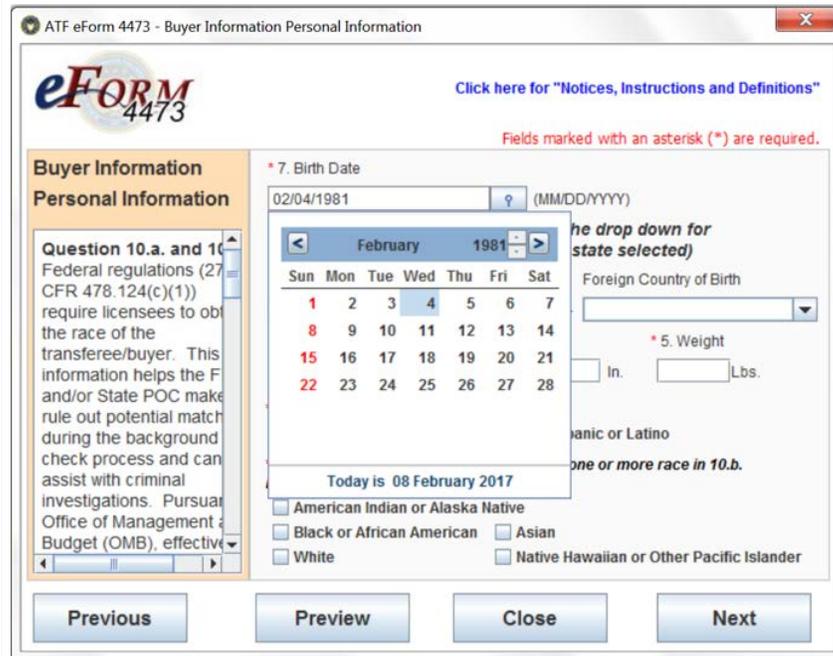
 |
|---|---|

| **Place Of Birth:** | The *City* field is dependent upon the *State* value entered or selected. Tab to or select first the *State* field to then enter or select the appropriate city. You can also enter or select a *Foreign Country of Birth*. See Figure 2, Place of Birth/Foreign Country of Birth Drop Downs
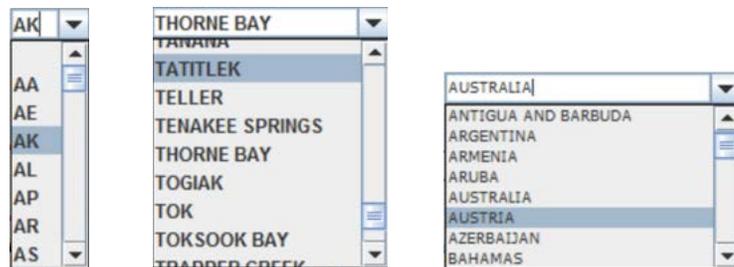
Note: *Place of Birth: City and State* and *Foreign Country of Birth* are mutually |
|---|---|

	exclusive. You can enter one or the other, but not both.

Answering Questions 10.a. and 10.b.:	You must check a box in 10.a.
	You must check at least one box in 10.b. You may check more than one box, if applicable.

Answering Question 11.a. – 11.i.:	In questions 11.a. – 11.i., the system requires you to answer a series of yes-or-no questions regarding criminal history and behavior. You must select a response for each by clicking the circle next to *Yes* or *No.* You also have the option of selecting *No Response Required* for 11.a. if you "are picking up a repaired firearm(s) for another person."
	If you fail to check a response for any question in this series, you will receive a message reminding you that you must select a field to continue.

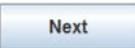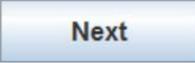| **Answering Questions 12.a. – 13.:**	In questions 12.a. – 13, the system requires you to respond to a series of questions regarding residency and citizenship.
	You must provide a response for Question 12.a. If you are a citizen of the United States, check the box next to *Yes.* You can also select other countries using the drop-down menu under the *Other Country/Countries* field as shown below.
	If you check *Yes* for Question 12.d.1., you must answer both 12.d.2. and enter your U.S.-Issued Alien or Admission number in the text field for Question 13.

Preview Screen:	On the **Buyer Form Preview** screen, click the blue *Click here to preview form* **Click here to preview form** link to see a PDF version of the form. You can review all the answers on this electronic version of the **ATF e-Form 4473**.
	Select the *Next* **Next** button to move to the **Buyer Certification** screen.

Certification Screen:	Read the statement on the **Buyer Certification** screen carefully. Then click on the **I agree with and certify the above statement** button on the bottom right of the screen. Once you click this button to certify your answers, you can no longer make revisions.

ICONS and BUTTONS

Button	**Description**

Click here for "Notices, Instructions and Definitions	Displays the **Notices, Instructions and Definitions** page. Located in the upper right of every screen.
Next	*Next* button, displays the next screen
Close	*Close* button, closes current 4473 Form, erases the data and returns to **Start** Screen
Exit	*Exit* button, exits the application
Previous	*Previous* button, displays the previous screen
(scroll bar)	*Scroll bar*, with your cursor, move the scroll bar up or down to read information about the fields.
TAB or CLICK	To move from field to field **Tab** or **Click** (in the box)
Click here to preview form	Allows you to view a PDF version of the form with on your responses.
I agree with and certify the above statement	Ends the buyer section for the current 4473 form. Once clicked the user cannot return to the form.

B. Appendix – Quick Reference Guide, Seller.

<div align="center">

ATF eForm 4473

Quick Reference Guide for the Seller

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Downloading the Application:	This section provides information on installing the application at the Transferor's/Seller's location for the first time: **Windows version:** **Download** the application from the https://www.atf.gov/firearms/applications-eform-4473-download web site. To install e-Form 4473 application click on the appropriate *Download* link.
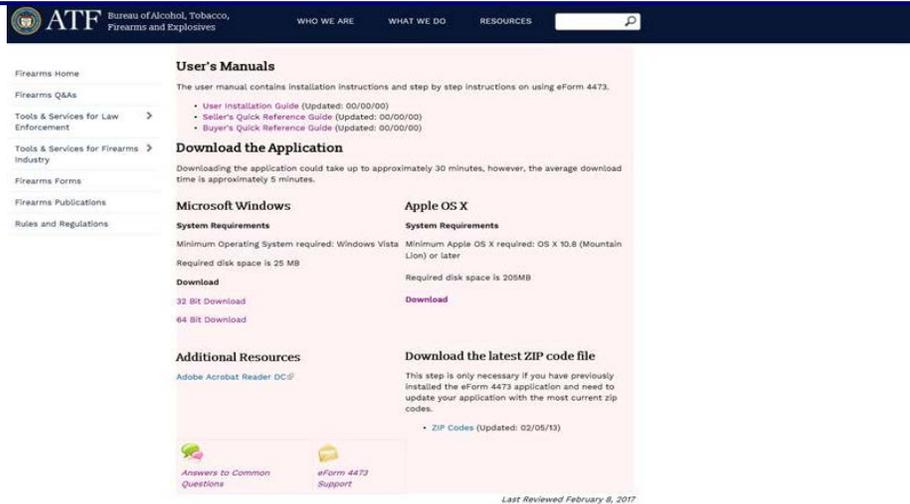
This will display the **User Agreement** page. After reading the agreement, click the appropriate *Agree* link to download the application.

A *File Download – Security Warning* box displays. Click *Run* to begin the process.

A File Download box is automatically closed and the Download progress dialog box is displayed.
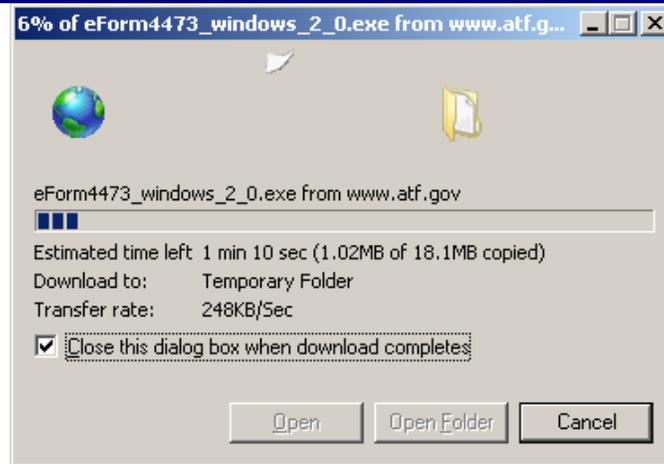
This box automatically closes and a *Security Warning* box is displayed. Click the *Run* button to proceed.
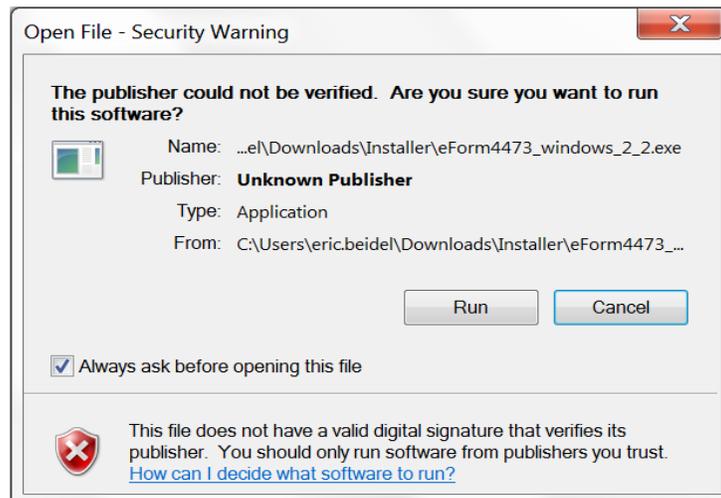
This box is automatically closed and an install progress box is displayed.
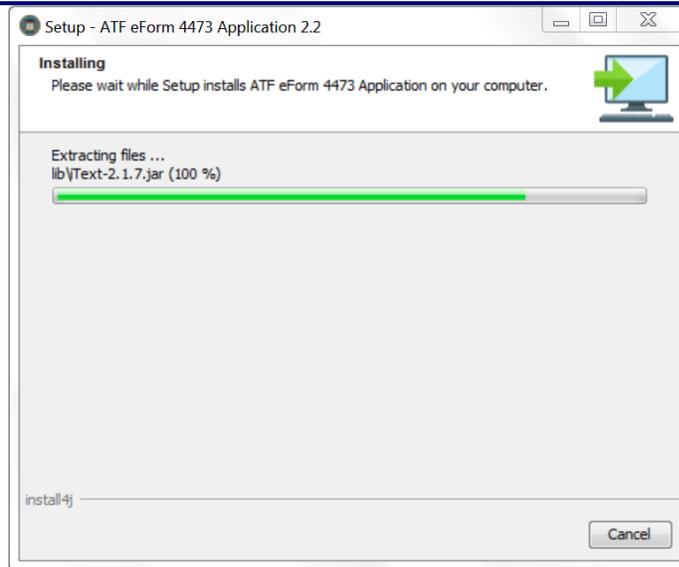
The **eForm Application Setup Wizard** will display. Click *Next* to continue with the installation.
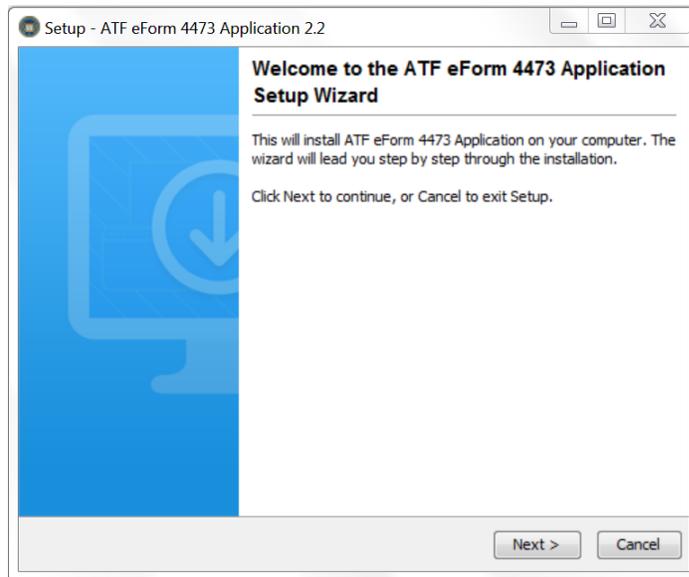
Proceed through the next three screens per the instructions provided in the Setup Wizard.
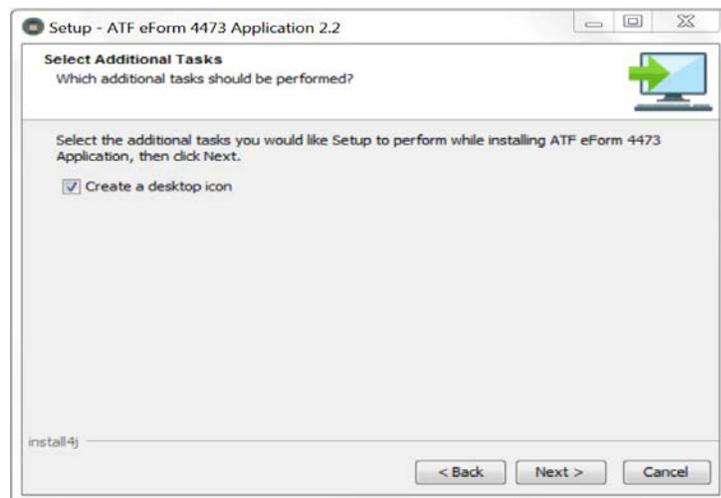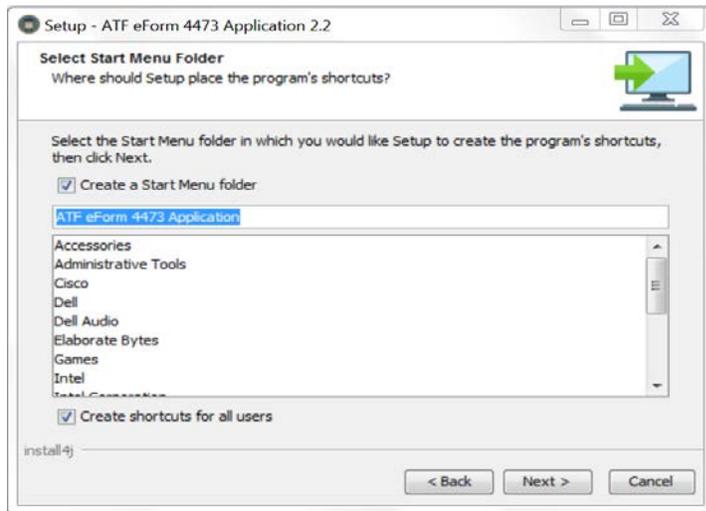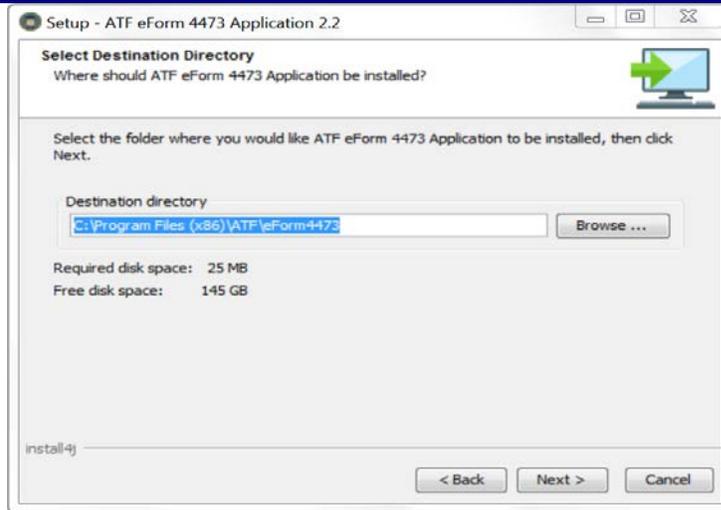
Once you click *Next*, the application will finalize the installation. A dialog box will appear briefly and then automatically close. The last screen for the Setup

Wizard will appear. Click *Finish*.
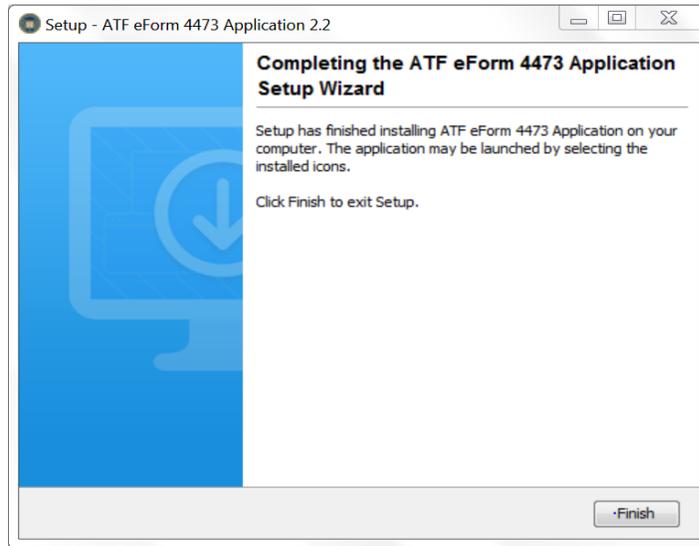
Installation is now complete. The following e-Form 4473 application icon

is installed on the computer desktop for Windows users (for **MAC** users the icon will be saved to the location you selected for the download). Double click this icon to launch the e-Form 4473 application.

Application Set Up **(Administrator):**	On the e-Form 4473 screen click on the *Setup* button; this will take you to the **Administrator Settings** screen. Create an administrator password. If you click to make the administrator password mandatory, it will prevent unauthorized persons from viewing or changing the setup information.
	You have completed the administrator setup. Click on *Seller Settings*, *Return to Start* or *Exit.*

Application Setup **(Seller):**	**Note:** You <u>must</u> complete the **Seller's Settings** page prior to using the e-Form 4473.

From the e-Form 4473 screen click on the *Setup* [Setup] button. An error warning will appear if the *Proceed to Form* button is clicked before the seller setup information is entered.
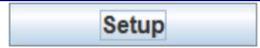
On the **Admin Settings** page (see below), click on the *Seller Settings* [Seller Settings] button.
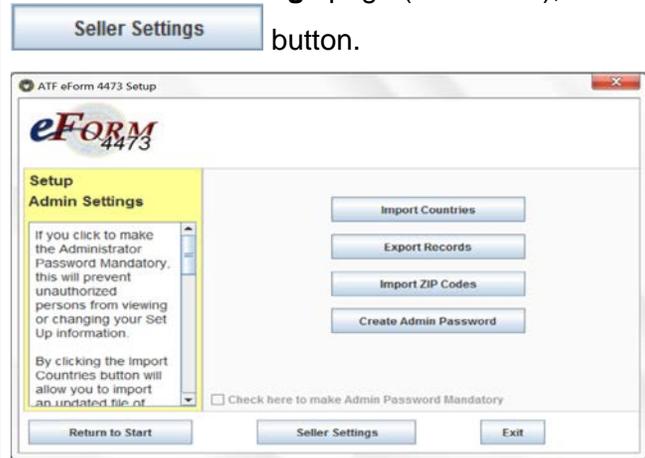
On the **Seller Settings** page you must insert your *Trade/Corporate Name*, *Trade/Corporate Address*, and first three and last five digits of your Federal Firearms License number (you can list up to five FFLs for the same licensed premises).

For address, enter the *ZIP Code* first, and the *City* and *State* fields fill automatically. Enter the *ZIP Code* by typing or by selecting it with the mouse. When tabbing away from the *ZIP Code* field or clicking on another field, the *City* and *State* fills.

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.

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

You may also choose a *Seller Password* on this screen. If you click to make the password mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information.


Once you complete the **Seller Settings** page, you can begin using the e-form 4473. Click *Return to Start*, *Admin Settings* or *Exit* to leave this screen.

Application Setup (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. You can update these files on the **Admin Settings** page. To update the ZIP Codes file, click on *Import ZIP Codes* [Import ZIP Codes] . This update can be imported into the e-Form 4473 Application to keep it current with the latest information. ATF also provides updated foreign country files [Import Countries] with the latest information. This update can be imported into the e-Form 4473 Application to keep it current with the latest information.

Application Setup (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. This will allow you to create a file of the information that can be saved to your computer. This is not a complete form, just the responses to the questions.

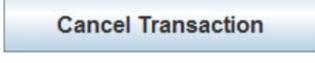|	
Calendar:	You can enter dates in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below. 	<	July	1965	>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 | Today is 07 February 2017

Question 16:	If there is an inconsistency in the user's selection for Question 16 and the firearm type descriptions for questions 24-30, the system will prevent the user from moving forward to the next question and display a message saying that you must make at least one entry.

Questions 20 and 21:	Not all firearms transactions require a NICS check. Leave the fields for both questions empty and click *Next* to go the next screen if a NICS check is required to complete the transaction. Click on the box next to Question 20 or 21 to check the appropriate scenario if no NICS check is required. A box with a check means the NICS check is not required. If not required, you must enter the *Issuing State* and *Permit Type.*

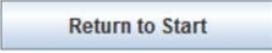|	
FFL Information Screen:	On the **FFL Information** screen, enter the *Federal Firearms License Number* by clicking on the down arrow at the right of the FFL field to display the dropdown list for the numbers you entered during setup. Select the appropriate number by clicking on it with the mouse. Tab to or click on the remaining fields and enter the appropriate information with your keyboard.

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. Still, you should review the form before transferring the firearm(s).

Populate Form 3310.4:	Note: If more than one handgun is purchased (i.e., entered on the eForm 4473) on the same date the form is submitted (system date), the system shall populate the Form 3310.4.

Seller Form Preview Screen:	This screen allows you to preview the form before printing. You may click the *Previous* [Previous] button to go to the previous screen or click the *Next* [Next] button to move forward to the next screen. You may also click *Cancel Transaction* [Cancel Transaction] to give you the option to erase your entries and start over.

Seller Certification Screen:	The **Seller Certification** screen requires you to read the certification statement (as it appears on ATF Form 4473) and agree with the statement by clicking on the *I agree with and certify the above statement* button seen here.

I agree with and certify the above statement

Note: Once the certification button is clicked, the **Print Confirm** page is displayed and you can no longer make revisions to your answers.

Seller Print Confirm Screen:	The **Print Confirm** screen allows you to open and print the form and then confirm that you are ready to close the application. To print your form, click the *Click here to open and print the form* button on the top of the screen. A PDF of the form will appear, and you can now print the form. Click the *Exit* [Exit] button to exit the application or click the *Return to Start* [Return to Start] button to go to the opening page to complete another form.

ICONS and BUTTONS

Button	Description
Click here for "Notices, Instructions and Definitions"	Displays **Notices, Instructions & Definitions** information screen
Next	*Next* button, displays the next screen
Close	*Close* button, closes current 4473 Form, erases the data and returns to Start Screen
Exit	*Exit* button, exits the application
Previous	*Previous* button, displays the previous screen
Admin Settings	Displays the **Admin Settings** Screen
Setup	*Setup* button, starts the setup process
Seller Settings	Displays the **Seller Settings** page, which is required before starting the eForm
Proceed to Seller's Entry	Appears on the **Seller Login** page and begins the seller's portion of the eForm
Return to Start	Displays the Start Screen
Import ZIP Codes	Imports updated Zip Code data into the application
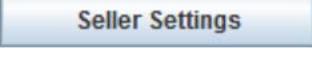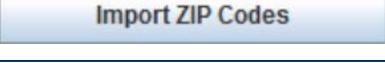
Import Countries	Imports updated foreign country data into the application
Export Records	Exports all Form 4473 data to specified file format and location
Cancel Transaction	Closes current 4473 Form, erases the data and returns to **Start** screen
I agree with and certify the above statement	Ends the buyer or seller section for the current 4473 form. Once clicked, the user cannot return.