

This guide is for informational purposes only and does not constitute legal advice. FFLs are responsible for maintaining compliance with all applicable ATF regulations. Consult your ATF compliance advisor or legal counsel for guidance specific to your license.

Every firearm sale from your licensed premises must be recorded as a disposition in your **A&D (Acquisitions & Dispositions) Bound Book**. **FFL Boss** manages the compliance side — including the ATF Form 4473, NICS background check, and bound book entry. **TacticalPay POS** handles the payment transaction, inventory status, and customer receipt. This guide walks through the complete end-to-end workflow across both systems.

1	Verify the Firearm shows 'In Stock' in TacticalPay POS
2	Start the 4473 in FFL Boss — add firearm(s) to Section A
3	From the Pending 4473s queue, scan the buyer's driver's license
4	Launch Kiosk Mode — buyer completes Section B and signs
5	Seller unlocks, reviews Section B, and clicks Continue 4473
6	Complete Section C in FFL Boss — verify ID and run NICS via LEEP
7	Record the NICS response and add the employee signature
8	Generate the 4473 PDF; send the sale to TacticalPay POS Checkout
9	Complete the transaction and print or email the receipt

## Part 1 — Confirm Firearm Status (TacticalPay POS)

- 1 Verify the Firearm shows 'In Stock' in TacticalPay POS

Type	Manufacturer	Model	Caliber	Serial	SKU	Cost	Price	Status	Location	Unit	QTY	ADD
FWAR	Cook	1919A1	9MM LUGER	12345678	12345678	100.00	150.00	In Stock	001	1	1	+
FWAR	Cook	1919A1	9MM LUGER	12345679	12345679	100.00	150.00	Sold	001	1	0	+
FWAR	Smith & Wesson	1022	12 GAUGE	87654321	87654321	200.00	250.00	In Stock	001	1	1	+
FWAR	Smith & Wesson	1022	12 GAUGE	87654322	87654322	200.00	250.00	Sold	001	1	0	+

Fig. 1 — TacticalPay POS Firearms inventory showing In Stock and Sold items

Before starting a 4473, confirm the firearm shows an **In Stock** status in **TacticalPay POS**. Navigate to **Products > Firearms**. Each row shows the type, manufacturer, model, caliber, serial number, SKU, cost, price, and status.

The status column reflects the status in FFL Boss. "Sold" means the bound book disposition has already been recorded for that firearm.

**Tip:** Some dealers prefer to complete the sale in TacticalPay POS first — to confirm the customer has sufficient funds — before completing the ATF 4473 paperwork.

**Tip:** Scan the barcode of a firearm in the search bar to quickly find it in your list of firearms inventory.

## Part 2 — Start the ATF Form 4473 (FFL Boss)

The following steps take place in FFL Boss, which manages ATF compliance, bound book recording, and the 4473 workflow.

### 2 Navigate to Dispositions > Start 4473

FFL Boss: Start 4473

Section A: Dispositions

Firearm Information:

- Type: [Select]
- Manufacturer: [Select]
- Model: [Select]
- Caliber: [Select]
- Serial: [Text]
- SKU: [Text]
- Cost: [Text]
- Price: [Text]
- Status: [Select]
- Location: [Select]
- Unit: [Select]
- QTY: [Text]

Transfer Information:

- Transfer Type: [Select]
- Transfer Date: [Text]
- Transfer Location: [Text]
- Transfer Description: [Text]

Buttons: [Save] [Cancel] [Print]

Fig. 2 — FFL Boss: Start 4473 with Section A open, no firearm added yet

In **FFL Boss**, navigate to **Dispositions > Start 4473**. The Pre-4473 form opens with your store location pre-selected. Complete the header fields:

- **Date** — defaults to today
- **Location** — your licensed premises
- **Kiosk** — the buyer-facing terminal
- **Pawn Redemption / Private Party Transfer** — toggle Yes only if applicable

Section A will display the firearm(s) being transferred once added. Initially the table shows "No rows found."

### 3 Add the firearm(s) to Section A and Send to Kiosk

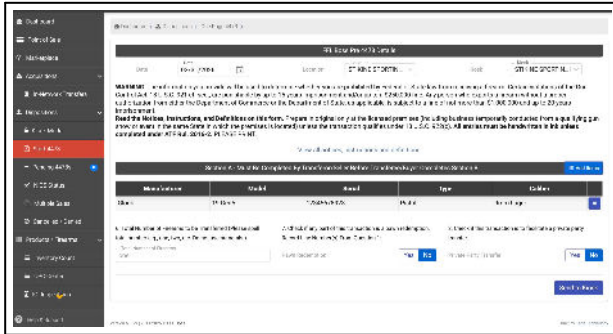


Fig. 3 — Section A with Glock 19 Gen5 confirmed; click Send to Kiosk to proceed

Click **Add Items** (top right of Section A). Search by serial number or scan the barcode. ATF-required fields populate automatically: manufacturer, model, type, and caliber. Multiple firearms can be added to a single 4473.

The "Total Number of Firearms to be Transferred" field updates automatically (e.g., "one," "two").

Click **Send to Kiosk** to route the form to the Pending 4473s queue. Note: this does not activate Kiosk Mode yet — the buyer interaction begins in a later step.

## Part 3 — Capture Buyer Identification

### 4 Locate the form in Pending 4473s and scan the buyer's driver's license

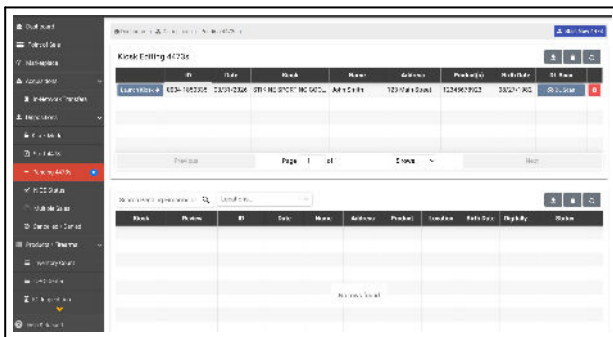


Fig. 4 — Pending 4473s: form queued with DL Scan button

After clicking Send to Kiosk, go to **Dispositions > Pending 4473s**. The form appears in the **Kiosk Editing 4473s** section with the firearm and date confirmed. Click the **DL Scan** button on the buyer's row to open the driver's license scan modal.

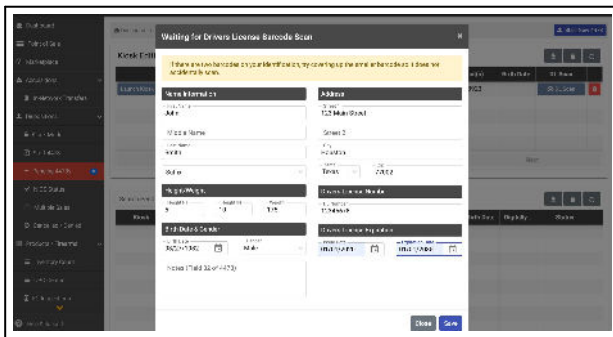


Fig. 5 — DL Scan modal: buyer information pre-populated from driver's license barcode

Scan the 2D barcode on the back of the buyer's ID. The system parses and pre-fills:

- First, middle, and last name
- Street address, city, state, and ZIP
- Height, weight, date of birth, and gender
- Driver's license number, issue date, and expiration date

Review all fields for accuracy, correct any errors, then click **Save**.

**Important:** States regularly issue new Driver's License formats. If you encounter an ID that isn't scanning correctly, send a photo (front and back) to TacticalPay POS support — we'll add support for that format in the next software update.

## Part 4 — Launch Kiosk Mode for Buyer

### 5 Activate Kiosk Mode and hand the device to the buyer

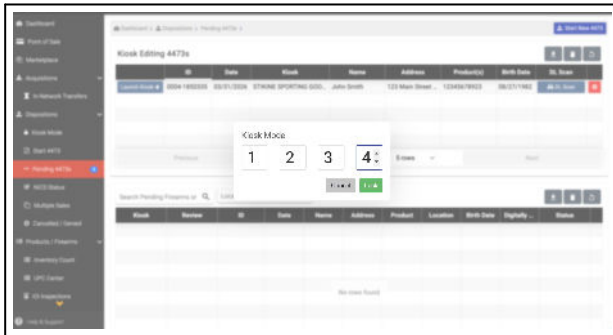


Fig. 6 — Kiosk Mode PIN entry: enter 4-digit code to lock the screen for buyer use

From the **Pending 4473s** queue, click **Launch Kiosk** on the buyer's row. A 4-digit PIN entry dialog appears. Enter your PIN and click **Lock**. **Kiosk Mode** switches the screen to a buyer-facing interface. The buyer can only view and complete Section B — they cannot navigate elsewhere in FFL Boss.

**Tip:** Keep your Kiosk PIN confidential to staff who handle firearm sales. It should never be shared with customers.

## Part 5 — Buyer Completes Section B (Kiosk Mode)

### 6 Buyer reviews and confirms personal information

In Kiosk Mode, a notice confirms Section A cannot be edited — the firearm details are locked and visible for reference. The buyer scrolls through Section B, reviewing all pre-filled fields from the DL scan and completing any missing information:

- Full legal name — middle name must be spelled out fully, or "NMN" if none
- Current residence address (cannot be a P.O. Box)
- Place of birth, height, weight, gender, and date of birth
- Ethnicity and race (one or more selections required)
- State of residency and U.S. citizenship status

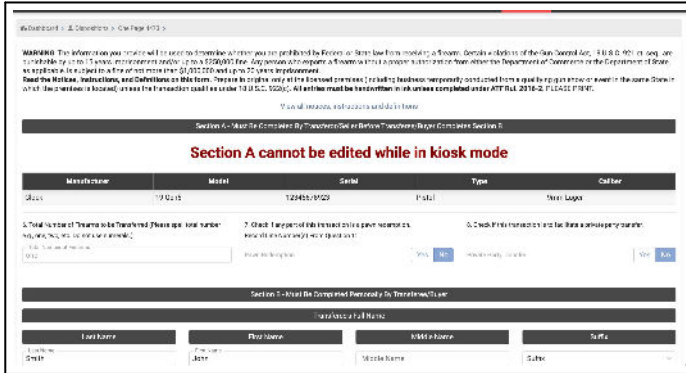


Fig. 7 — Kiosk Section B: name, address, height/weight, DOB

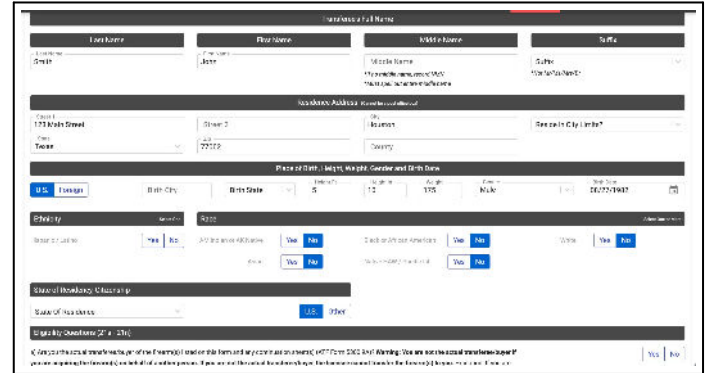


Fig. 8 — Kiosk Section B: ethnicity, race, residency, and citizenship

## 7 Buyer answers eligibility questions 21a through 21n

The buyer must answer all eligibility questions truthfully. The buyer taps **Yes** or **No** for each.

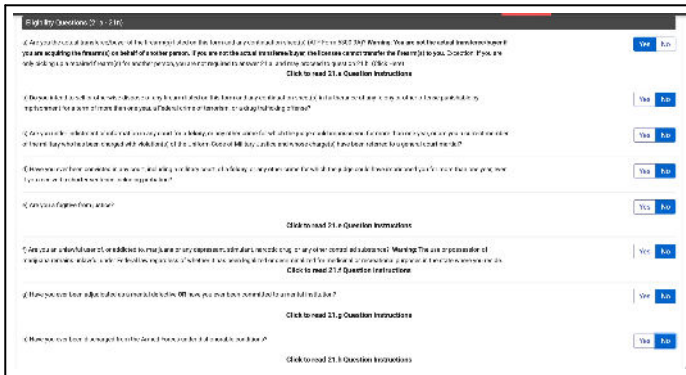


Fig. 9 — Eligibility questions 21a through 21h

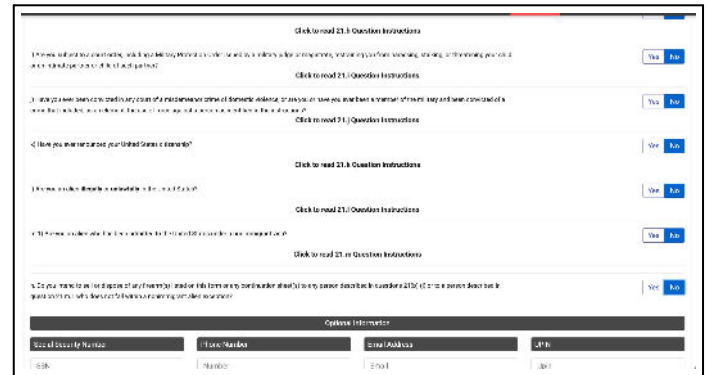


Fig. 10 — Eligibility questions 21i through 21n and optional information

**Important:** If the buyer answers "Yes" to any disqualifying question (21b through 21i, or 21n), the transfer cannot proceed. Record and cancel the 4473 per ATF guidelines.

## 8 Buyer signs the Section B certification

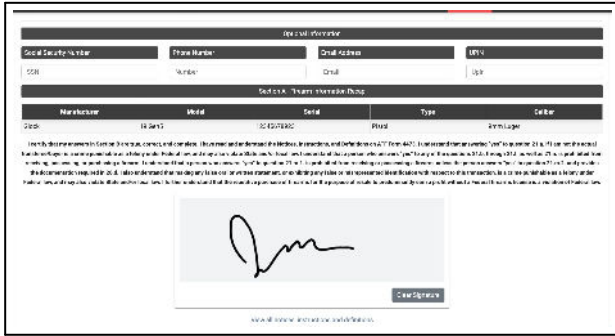


Fig. 11 — Buyer signs using their finger on the touchscreen; firearm recap shown above

At the bottom of Section B, the buyer reads the full certification statement and signs using their **finger on the touchscreen signature pad**.

The firearm information recap (Section A) is displayed directly above the signature area for final review. Once the buyer has signed, the seller clicks the **"Unlock Device"** button in the top right of the screen and re-enters the 4-digit PIN to exit Kiosk Mode.

## Part 6 — Seller Reviews and Continues the 4473

### 9 Unlock Kiosk Mode and access the Pending 4473s queue

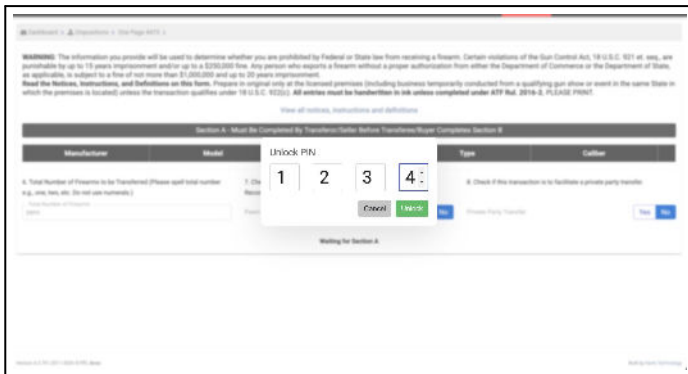


Fig. 12 — Seller re-enters 4-digit PIN to exit Kiosk Mode

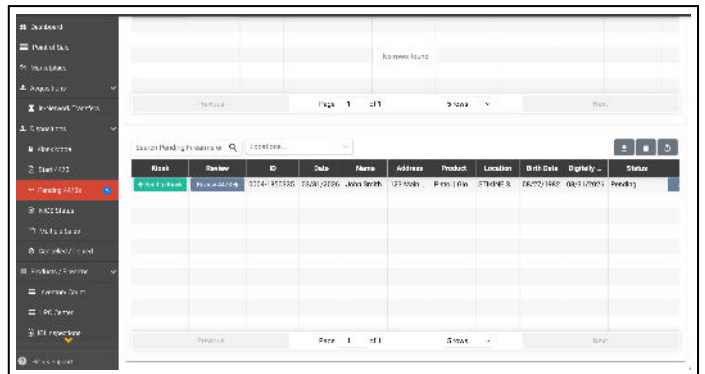


Fig. 13 — Pending 4473s: Review 4473 button; status shows Pending

After unlocking, go to **Dispositions > Pending 4473s**. The form now shows a **Review 4473** button and a status of **Pending**.

### 10 Review Section B and proceed to Section C

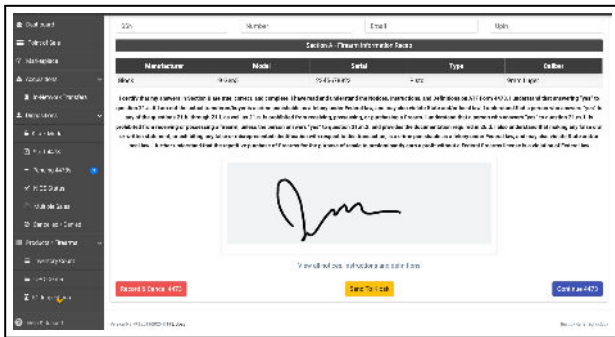


Fig. 14 — Review page: buyer signature confirmed; click Continue 4473 to proceed

Click **Review 4473**. Scroll through Section B to verify all buyer information, eligibility answers, and the buyer's signature. At the bottom, click **Continue 4473** to advance to Section C.

**Tip:** "Record & Cancel 4473" (red button) cancels and logs the transaction. "Send to Kiosk" returns the form to the buyer for corrections. Only click Continue 4473 when all Section B entries are correct.

## Part 7 — Complete Section C (Transferor/Seller)

### 11 Verify disposition details

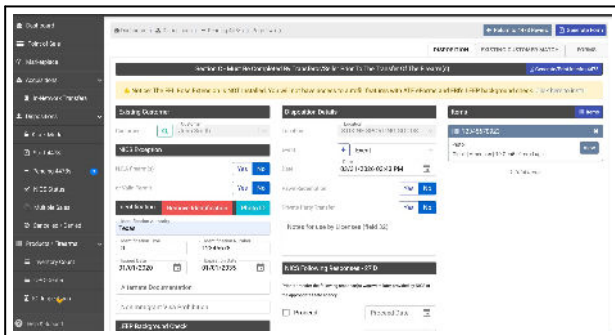


Fig. 15 — Section C / Page Two: ID, NICS Exception, disposition details, and firearm

Page Two opens in the **Disposition** tab. Confirm the following fields:

- **Existing Customer** — buyer's name matched to a customer record
- **NICS Exception** — confirm "No" unless an exception applies
- **Identification** — DL scan pre-populates authority (e.g., "Texas"), type (DL), ID number, issue date, and expiration date
- **Disposition Details** — location, event, date, and pawn/private party flags
- **Items panel** — confirms the correct firearm and serial number

## Part 8 — Run the NICS Background Check via LEEP

### 12 Open the LEEP Background Check section

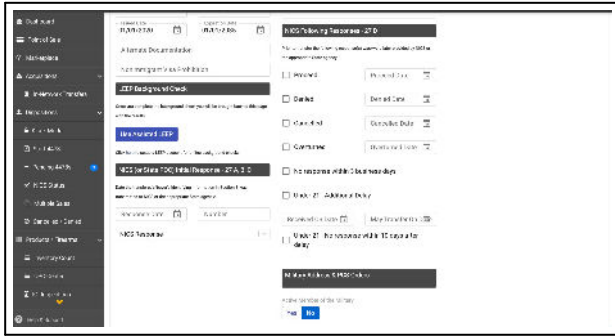


Fig. 16 — LEEP Background Check panel and NICS Initial Response fields (27A, B, C)

Scroll down past the Identification section to the **LEEP Background Check** panel.

Click **Use Assisted LEEP** to open a pre-populated screen with all buyer fields organized by NICS E-Check question numbers. Below is the **NICS (or State POC) Initial Response — 27 A, B, C** section, where you will record the response date, NTN, and response type after the check is complete.

**Tip:** The FFL Boss Chrome Extension works together with Assisted LEEP to automatically fill the buyer's information into the LEEP portal — install it using the link shown on this screen if you haven't already.

### 13 Prepare buyer data with Assisted LEEP

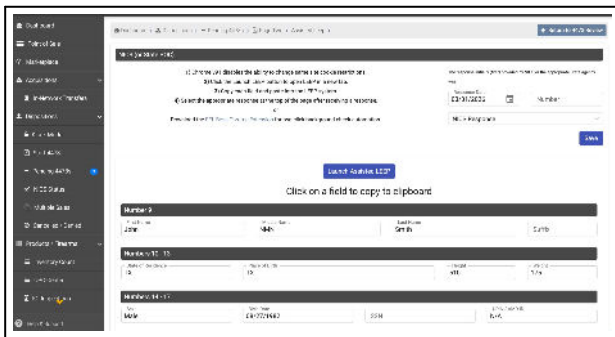


Fig. 17 — Assisted LEEP: buyer fields organized by NICS question numbers, click to copy

The Assisted LEEP screen displays all required buyer fields pre-populated from Section B. Click any field to copy its value to your clipboard. Click **Launch Assisted LEEP** to open the FBI CJIS LEEP portal in a new browser tab, where you will log in and submit the background check.

### 14 Log in to the FBI LEEP portal and submit the check

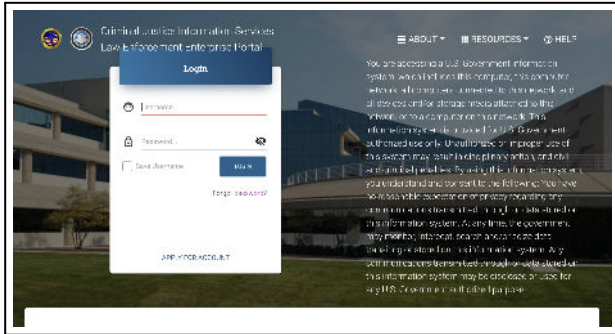


Fig. 18 — FBI CJIS Law Enforcement Enterprise Portal (LEEP) login screen

Log in with your FFL's LEEP credentials to access the NICS E-Check system. Enter or paste the buyer information and submit to initiate the background check. Once the response is received, FFL Boss will automatically return you to the Section C page.

**Tip:** Haven't set up a LEEP account yet? Click the setup link on the LEEP Background Check panel in FFL Boss. Account approval is managed by the FBI and must be completed before first use. Once approved, enter your LEEP login credentials at <https://app.fflboss.com/accounts>.

## 15 Note any warnings before proceeding

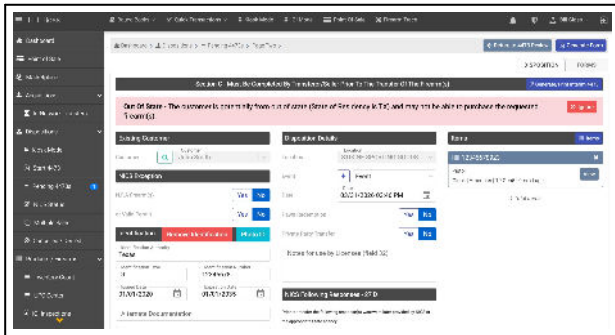


Fig. 19 — Example: Out of State warning displayed in Section C

After returning to FFL Boss, review any warning banners that appear at the top of Section C. For example, an **Out of State** warning may appear if the buyer's state of residency differs from your store's state. Review the transaction carefully and confirm it complies with applicable law before proceeding. Click **Ignore** to dismiss the warning and continue only if you have confirmed the transfer is permitted.

## Part 9 — Record the NICS Response

## 16 Enter the NICS response in FFL Boss

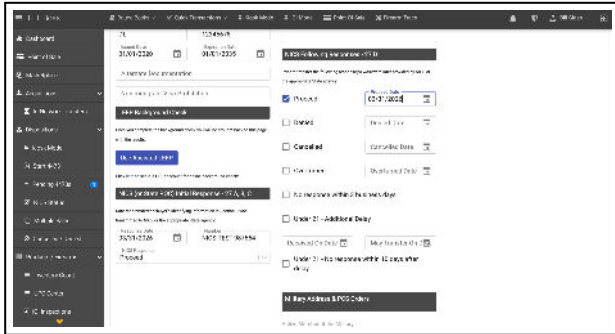


Fig. 20 — NICS response recorded: Proceed checked with date; NTN entered

Scroll to **NICS (or State POC) Initial Response — 27 A, B, C** and enter:

- **Response Date** — date NICS provided the response
- **Number** — the NTN (National Transaction Number) from NICS
- **NICS Response** — select from the dropdown: Proceed, Delayed, Denied, Cancelled, or Overturned

In **NICS Following Responses — 27 D**, check the corresponding outcome and enter the applicable date.

**Important:** Record the NICS status accurately and follow all applicable federal and state laws based on the response received before completing or cancelling the transaction.

## Part 10 — Employee Signature and Form Generation

### 17 Add the employee (transferor) signature

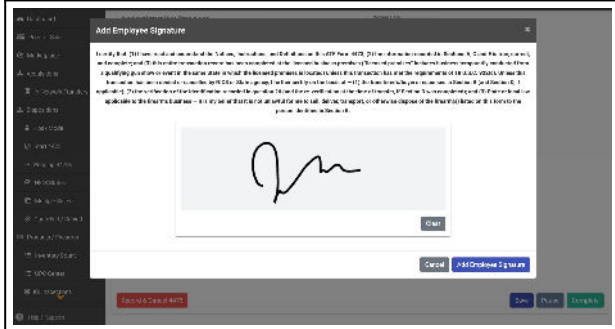


Fig. 21 — Add Employee Signature modal: seller signs to certify Section C

Scroll to the bottom of Section C and click **Complete**. The **Add Employee Signature** modal opens, displaying the Section C certification statement.

Draw your signature on the pad, then click **Add Employee Signature** to finalize.

### 18 Generate the ATF 4473 PDF and send to TacticalPay POS

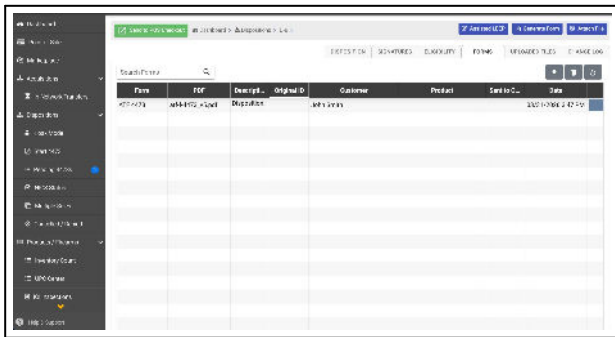


Fig. 22 — Disposition D-8: Forms tab with 4473 PDF stored; Send to POS Checkout button

The disposition is now complete and recorded in FFL Boss (e.g., **D-8**). Click **Send to POS Checkout** (green button, top left) to route the firearm to TacticalPay POS.

Click the **Forms** tab to confirm the ATF 4473 PDF (atf-f-4473\_v5.pdf) has been generated and stored. Retain this record per ATF requirements.

**Tip:** Additional tabs — Signatures, Eligibility, Uploaded Files, and Change Log — provide a complete audit trail for the transaction.

## Part 11 — Complete the Sale (TacticalPay POS)

You are now back in TacticalPay POS to complete the payment transaction.

### 19 Complete the transaction and print the receipt

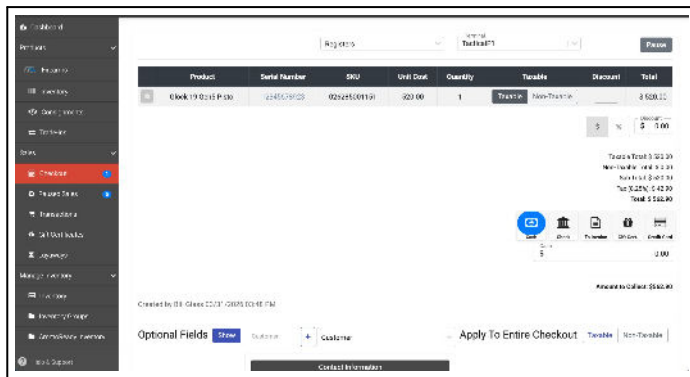


Fig. 23 — TacticalPay POS Firearms: transferred firearm now shows Sold status

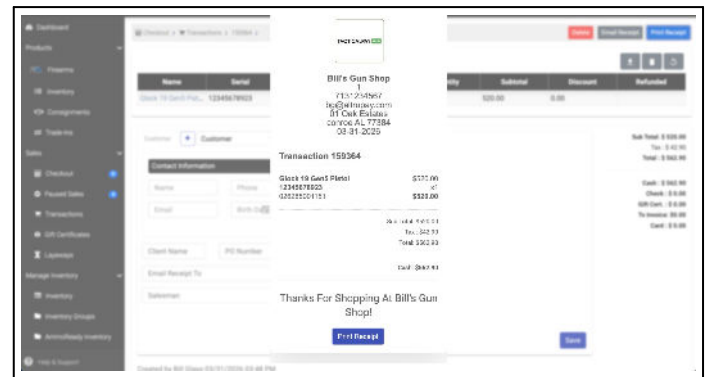


Fig. 24 — TacticalPay POS receipt: itemized firearm sale with serial number and totals

In **TacticalPay POS**, navigate to **Sales > Paused Sales**. The firearm sent from FFL Boss appears in the queue automatically. Click **Resume** and the firearm will push to your checkout. You can also add any other products to the register at this time.

Complete the transaction and print the customer receipt as usual. The transferred firearm will show a **Sold** status in **Products > Firearms**, confirming the bound book disposition is recorded in FFL Boss.