

# Firearms User Guide – Law Enforcement Agency Access

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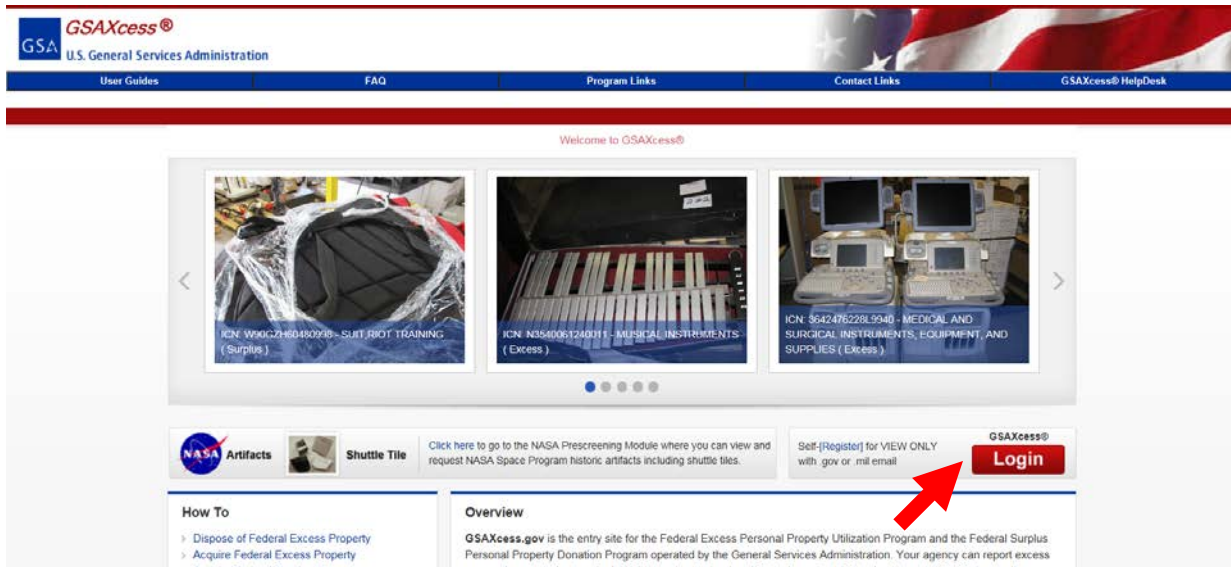
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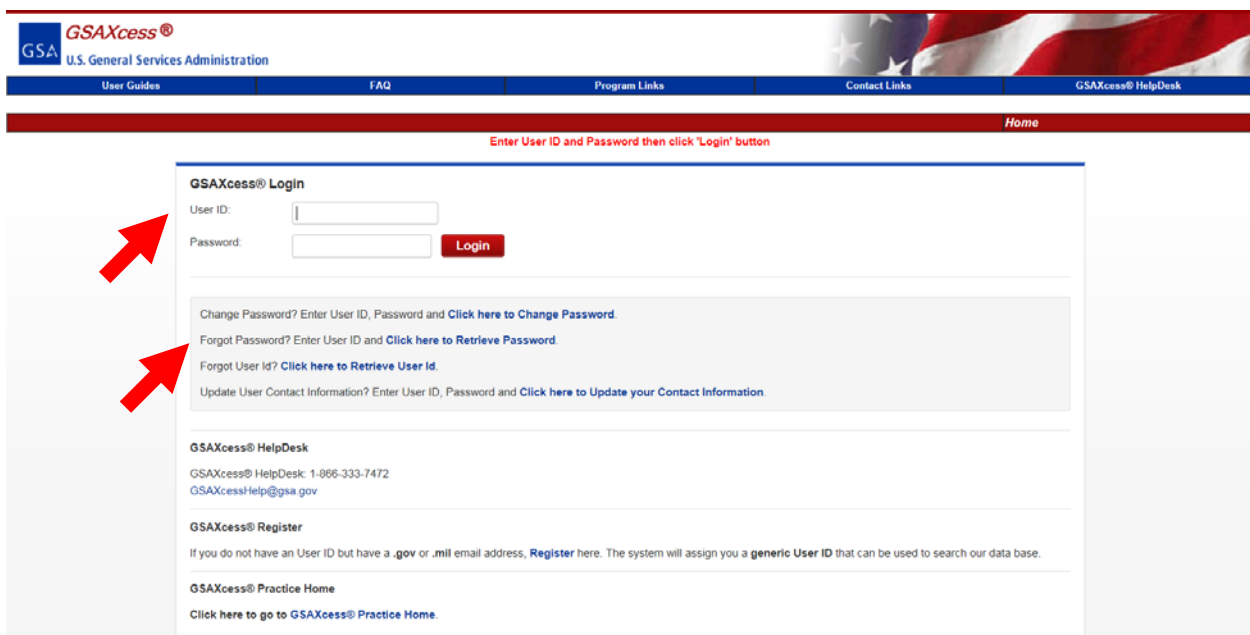
## 1. LEA Access to Firearms Inventory

### a. How Do I Login to GSAXcess®?

Law Enforcement Agency (LEA) officials responsible for submitting an Annual Firearms Inventory with a GSAXcess® login should go to the GSAXcess® homepage at <http://www.gsaxcess.gov>. The GSAXcess® homepage will display as shown below.



Click on the red “Login” button. Enter your User ID and temporary password and click the “Login” button. The system will ask you to change your password and ASSIGN a clue question. The clue question is very important. The clue question enables you to change or retrieve your password.



If you forget your password, you can retrieve it with the “Click here to Retrieve Password” link.

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## 2. LEA User Profile Update

Once your login is successful you will be directed to the LEA User Profile Update page. A sample LEA User Profile update screen is shown below. This screen displays the LEA's Point of Contact (POC) information and the State Agency for Surplus Property (SASP) approving official's name and email address. You should confirm the POC listed for your LEA and provide any updates in your POC information, if required. You can update title, first name, last name, phone number, and email address of the LEA POC.

**NOTE:** There can only be one User ID per LEA. If the user of the account no longer performs the annual inventory, then update your LEA User ID with the new user contact information. When you change the email address to a new email address, the system will send a confirmation email requesting that the new email address owner reset the password and clue questions to their preferences.

If there are no updates, click the "Confirm" button. If there are updates, update your information and click on the "Update" button to save the changes. A confirmation message stating that an email will be sent to the email address on record confirming the changes will display on the screen.

Once your LEA POC information is updated, click the "Confirm" button to visit the Firearms Annual Inventory page. To correct any other information **please contact your local SASP** to get it corrected.

Update LEA User Profile

Please make changes and click on Update

Update Confirm Back Print Help

**User Information**

User ID LMO8X7

Organization name MO HIGHWAY PATROL

Title PROPERTY INVENTORY CONTROLLER

First Name ERIC Middle Initial Last Name LECURE

Phone 573 526 6326

Email NANCY.MOSES@GSA.GOV

Address Line1 1510 EELM ST

Address Line2 P.O. BOX 568

City JEFFERSON CITY State MO Zip 65102

**Approving Official Information**

Name LEEANN BRAUN

Email LEEANN.BRAUN@OAMO.GOV

Update Confirm

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### 3. Firearms Annual Inventory

After confirming your LEA point of contact information, the Firearms Annual Inventory page will be displayed as shown below. The Firearms Annual Inventory screen lists your firearms and provides a system message in the center of the page announcing your LEA's inventory status. If the inventory has been completed the system will display that message. As shown below, this LEA has pending items to inventory. **All items on the page must be indicated with a “Yes” or “No” before clicking “Save and Show Next Page” or any selections made will not be saved.** If there are no changes in the status of the firearms, click the “Yes” radio button.

Annual Firearms Inventory

State: MO, LEA: ERIC LECURE

Page: 1

Download

Save and Show Next Page

[ Next Page >>> ]

Click one option to inventory	Item Name	Firearm Serial#	Item Control Number	Transfer Control Number	Change of Ownership Date	Last Inventory Date
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1063259	1063259	1531AA20240199	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1064053	1064053	1531AA20240289	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1065436	1065436	1531AA20240288	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1090551	1090551	1531AA20240290	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1093379	1093379	1531AA20240287	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1095791	1095791	1531AA20240392	292245442		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1099605	1099605	1531AA20240286	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1118512	1118512	1531AA20240198	292245342		04/05/2016

**NOTE:** Before going to the next page to make your selections, **CLICK “SAVE AND SHOW NEXT PAGE.” ALL ITEMS on the page must have a “Yes” or “No” selection before clicking “Save and Show Next Page” if not then the selections made will not be saved.**

If there is a change in the status of the firearm select “No.” Selecting “No” will bring up a comment box where you can enter the reason of the firearm status change. Some examples of status changes are “Transferred to a different LEA” or “Destroyed on 1/7/2016.”

Annual Firearms Inventory

State: MO, LEA: ERIC LECURE

Page: 1

Download

Save and Show Next Page

[ Next Page >>> ]

Click one option to inventory	Item Name	Firearm Serial#	Item Control Number	Transfer Control Number	Change of Ownership Date	Last Inventory Date
<input type="radio"/> Yes <input checked="" type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1063259	1063259	1531AA20240199	292245342		04/05/2016
Reason: DESTROYED ON 1/7/2016						
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1064053	1064053	1531AA20240289	292245342		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE .223 CAL., M16A1, SER: 1065436	1065436	1531AA20240288	292245342		04/05/2016

If there is more than one page of items it will be indicated by a “Next Page” button. If you don’t want to make any selections but just want to view your items, you can navigate from one page to the other by clicking the “Next Page” button.

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Click “Save and Show Next Page” to go to the next inventory page. If you accidentally omit a “Yes” or “No,” the system will respond with a system message and will not allow you to save and show next page as shown below.

Row 09 Has Not Been Selected (Firearm Serial: 678994). Please Inventory All the Items by Selecting 'Yes' or 'No' against each

Annual Firearms Inventory

State: MO, LEA: ERIC LECURE

Page: 17

Save and Show Next Page

Click one option to inventory	Item Name	Firearm Serial#	Item Control Number	Transfer Control Number	Change of Ownership Date	Last Inventory Date
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 5134486	5134486	1531AA20240348	292245442		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 621469	621469	1531AA20240347	292245442		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 623428	623428	1531AA20240298	292245342		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 636739	636739	1531AA20240406	292245442		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 654302X	654002X	1531AA20240398	292245442		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 672928	672928	1531AA20240201	292245342		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 674455	674455	1531AA20240405	292245442		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 674766	674766	1531AA20240211	292245442		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 678994	678994	1531AA20240201	292245342		04/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 681103	681103	1531AA20240396	292245442		04/05/2016
<input type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 684516	684516	1531AA20240297	292245342		04/05/2016

When you have completed selecting “Yes” or “No” for all your items, you will see a “Submit This Final Page” button. A confirmation system message will display on the screen and an email will also be sent to the email address on file after successfully completing the inventory. After submission, the inventory results will be read only until the next annual inventory.

Last page, No More Active Items to List

Annual Firearms Inventory

State: MO, LEA: ERIC LECURE

Page: 18

Download

Submit this Final Page

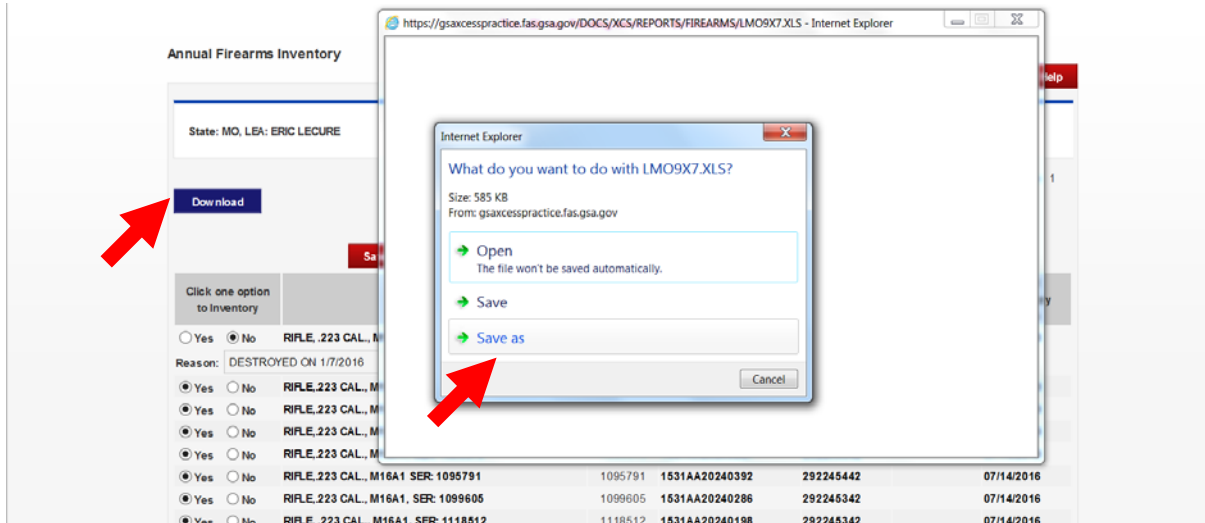
Click one option to inventory	Item Name	Firearm Serial#	Item Control Number	Transfer Control Number	Change of Ownership Date	Last Inventory Date
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 792615	792615	1531AA20240208	292245342		05/05/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 792841	792841	1531AA20240345	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 794662	794662	1531AA20240207	292245342		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 796073	796073	1531AA20240401	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 819803	819803	1531AA20240400	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 847174	847174	1531AA20240206	292245342		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 856637	856637	1531AA20240103	292244742		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 856673	856673	1531AA20240205	292245342		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 952455	952455	1531AA20240204	292245342		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 9601724	9601724	1531AA20240455	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 97954	979954	1531AA20240088	292244742		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 988668	988668	1531AA20240445	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 990526	990526	1531AA20240002	292244742		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1 SER: 990642	990642	1531AA20240393	292245442		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 991097	991097	1531AA20240195	292245342		07/14/2016
<input checked="" type="radio"/> Yes <input type="radio"/> No	RIFLE, 223 CAL., M16A1, SER: 992803	992803	1531AA20240087	292244742		07/14/2016

Submit this Final Page

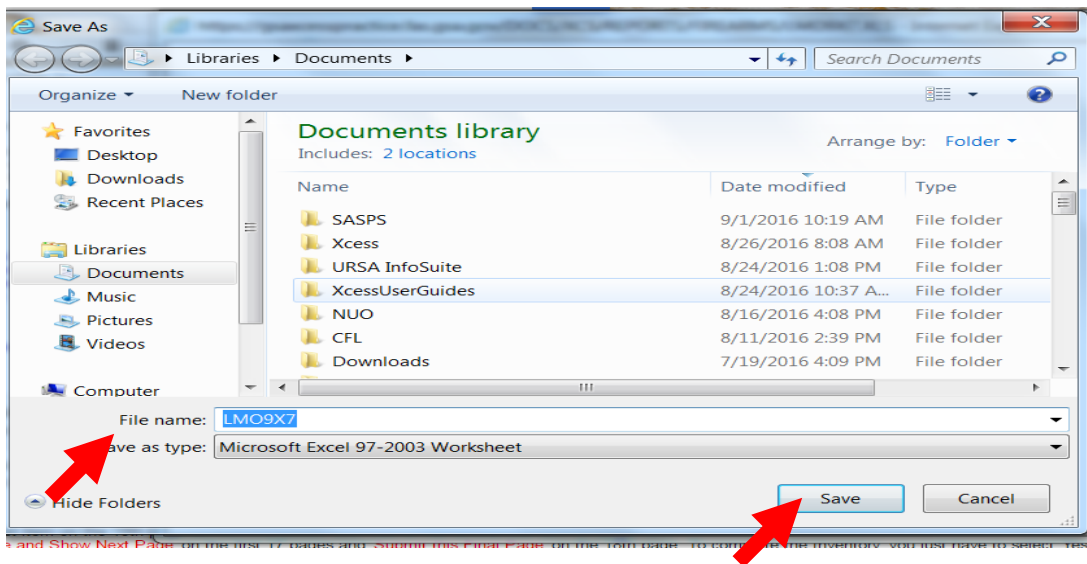
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### 4. Download Firearms Inventory

If you want to download a listing of all your items, click on the “Download” button as shown below.



By clicking “Open,” the file will display but will not automatically be saved. By clicking “Save as,” you can choose the name of the file and where to save it on your computer.

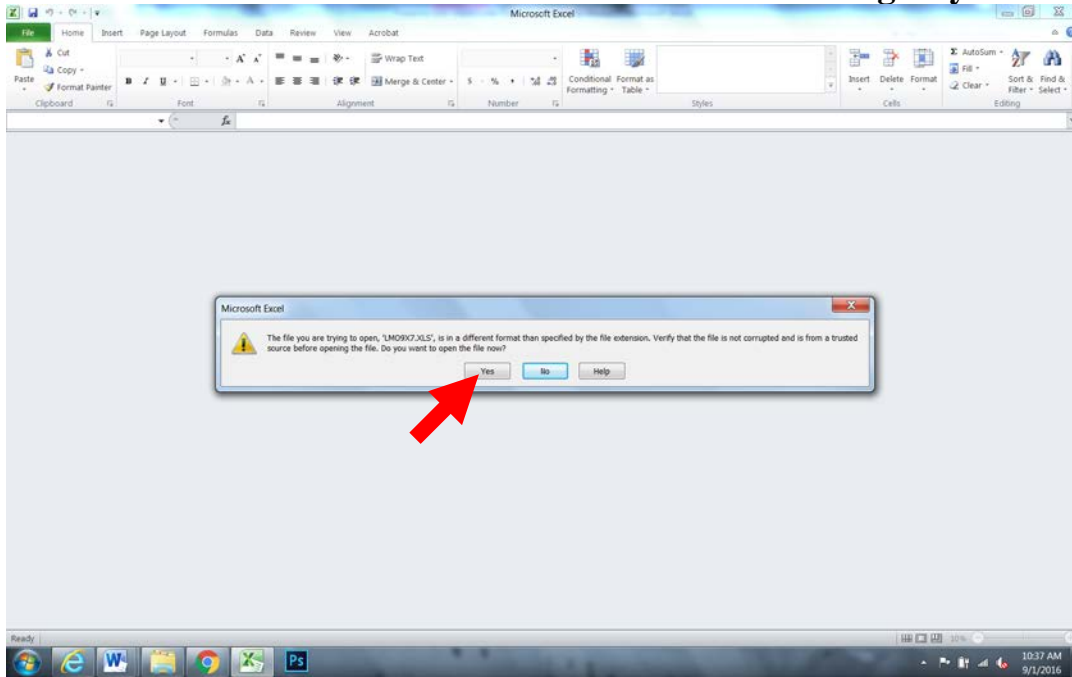


Click “Save.” When opening the file, an error message will display asking you if you want to open the file, click “Yes.” The file will open in Excel.

**NOTE:** You can download the file before verifying the inventory in the system to assist you in completing the annual inventory AND you can download after you have submitted the inventory to keep a hard copy or digital record of your submission.



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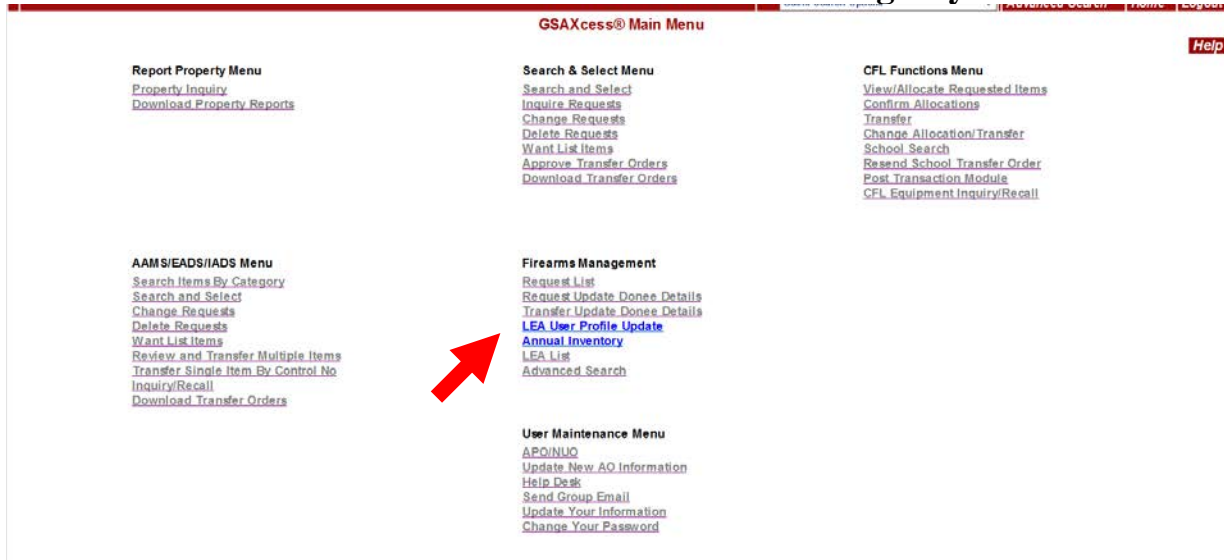


The screenshot shows the Microsoft Excel application window with a table of firearm inventory data. The table has the following columns: Serial No., Item Name, Inventory Select, Comment if Inventory selection is 'No', Owner Chg, Last Inv Dtt, State, LEA UID, LEA Organization Name, LEA/POC Name, and LEA/POC Email. The data is as follows:

Serial No.	Item Name	Inventory Select	Comment if Inventory selection is 'No'	Owner Chg	Last Inv Dtt	State	LEA UID	LEA Organization Name	LEA/POC Name	LEA/POC Email
1063259	RIFLE, 223 CAL, M16A1, SER: 1	No	DESTROYED ON 1/7/2016		07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1064053	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1065436	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1090551	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1093379	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1095791	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1099605	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1118512	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1166654	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1176993	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1183340	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1187103	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1189970	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1190930	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1191754	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1194807	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1281872	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1283096	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1283545	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1285073	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1287025	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1291718	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1294332	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1295338	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1323996	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1341690	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1343194	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1344048	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS
1345418	RIFLE, 223 CAL, M16A1, SER: 1	Yes			07/14/2016	MO	LM09X7	MO HIGHWAY PATROL	ERIC LECURE	NANCY MOS

**NOTE:** If you make a mistake and forget a line, the system will let you know. If you accidentally go back to another page, that is okay, as the system will save your work as long as you click on “Save and Show Next Page” when you select “Yes” or “No.” If you accidentally click “Menu” from the top menu bar, the only functions you will be able to utilize are the LEA User Profile Update and the Annual Inventory as shown below.

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The LEA User Profile Update allows you to update your POC contact information and the Annual Inventory will enable you to go back to your inventory screen to update or view your inventory items.

## 5. Help Desk Contact Information

If you are having login issues or any technical issues with the system, please contact our Help Desk at 1-866-333-7472 Option 1 or [GSAXcesshelp@gsa.gov](mailto:GSAXcesshelp@gsa.gov).