

# 1. Welcome Page

## Electronic Advance Passenger Information System

CUSTOMS & BORDER PROTECTION  
U.S. DEPARTMENT OF HOMELAND SECURITY



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### Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows you to enter or upload passenger and crew manifests online. Reports are also available through eAPIS for Customs and Border Protection approved individuals.

#### Enrolled Users

##### Log In

To begin using this service, please enter your sender ID and password and select **Log In**.

Sender ID:

Password:

**Log In** >

[Need help logging in?](#)

Select the link above to access enrollment, login, and account activation help information.

[Reset your password](#)

Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.

#### New eAPIS Users

##### Enroll

If you are a new user, you will need to Enroll.

**Enroll** >

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0088. The estimated average time to complete this application is 11 minutes per commercial aircraft and 15 minutes per private aircraft. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Information Services Branch, 1300 Pennsylvania Avenue, Washington DC 20229.

# 2. Terms and Conditions Page

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## Terms and Conditions

### End User Terms and Conditions

#### TERMS AND CONDITIONS

PLEASE READ THIS BEFORE ACCESSING THE eAPIS SITE. BY ACCESSING THE BUREAU OF CUSTOMS AND BORDER PROTECTION'S eAPIS SITE, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS AND CONDITIONS, YOU MAY NOT USE THE eAPIS SITE.

1. All persons using eAPIS agree to report Advance Passenger Information (manifests) in accordance with 49 U.S.C. section 44909(c), 19 C.F.R. Part 122, 8 U.S.C. section 1221, and 8 C.F.R. Parts 217, 231, and 251.
2. Users must be affiliated with an approved Carrier. A Carrier choosing to use the services of such User, whether a Carrier employee or a third-party Vendor, is specifically aware that it is liable for all actions or inaction of the

agree

I disagree

CANCEL

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## 3. Manifest Options

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## General Aviation Manifest Options



You will find all of your manifest options below.  
If you need help determining which option best suits your needs, select **Help**.

You may also [update your contact information](#), or [change your password](#).



### Create

a new manifest online

The following options allow you to create and submit a manifest. You can only submit one manifest at a time. Please select the appropriate option below:

[Inbound Flight](#)



[Outbound Flight](#)



[Crew Maintenance](#)



### Upload

an existing manifest

Select the link below to upload an existing manifest. You can only submit one manifest at a time. Please note the manifest must be a General Aviation XML compliant document. See Help for additional information.

[Upload Manifest](#)



## 4. Notice of Arrival

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## General Aviation Notice of Arrival for APGA0129





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In the fields below, enter the flight summary information for the "Notice Of Arrival" manifest you wish to submit. Required information is marked with an \* and must be completed. Select **Next** to add crew and/or passenger information. You may enter **up to 50 travelers** for each online eAPIS submission.

Items marked \* are required. Select this icon  for a list of options.

|                                   |   |
|-----------------------------------|---|
| <b>Inbound Flight Information</b> | <u>Tail Registration:</u> *<br><input type="text"/> |
|-----------------------------------|---|

|                                 |   |  |  |
|---------------------------------|---|--|--|
| <b>Arrival Flight Itinerary</b> | <u>Departure Country:</u> *<br><input type="text"/>  |  |  |
|                                 | <u>Departure Airport:</u> <input type="text"/>  | <u>Date:</u> *<br><input type="text"/> / <input type="text"/> / <input type="text"/><br>MM DD YYYY | <u>Local Time:</u> (0001-2400) *<br><input type="text"/> <input type="text"/><br>HH MM |
|                                 | <u>Estimated time and location of crossing US Border:</u><br><input type="text"/>   |  |  |
|                                 | <u>Arrival Airport:</u> *<br><input type="text"/>   | <u>Date:</u> *<br><input type="text"/> / <input type="text"/> / <input type="text"/><br>MM DD YYYY | <u>Local Time:</u> (0001-2400) *<br><input type="text"/> <input type="text"/><br>HH MM |

|   |  |   |  |
|---|--|---|--|
| <b>Emergency Contact Information</b><br><small>Your must specify <a href="#">emergency contact information</a> for each manifest.</small> | <u>Last Name:</u> *<br><input type="text"/>        | <u>First Name:</u><br><input type="text"/>      | <u>Middle Initial:</u><br><input type="text"/> |
|   | <u>Telephone Number:</u> *<br><input type="text"/> | <u>Email Address:</u> *<br><input type="text"/> |  |

|   |  |   |  |
|---|--|---|--|
| <b>Emergency Contact Information</b><br><small>Your must specify <a href="#">emergency contact information</a> for each manifest.</small> | <u>Last Name:</u> *<br><input type="text"/>        | <u>First Name:</u><br><input type="text"/>      | <u>Middle Initial:</u><br><input type="text"/> |
|   | <u>Telephone Number:</u> *<br><input type="text"/> | <u>Email Address:</u> *<br><input type="text"/> |  |

|  |  |  |
|--|--|--|
| <b>Traveler Counts</b><br><small>Please enter the number of travelers for each type.</small> | <u>Crew:</u> *<br><input type="text"/> | <u>Passengers:</u> *<br><input type="text"/> |
|--|--|--|

## 5. Notice of Departure

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#### General Aviation Notice of Departure for APGA0129




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In the fields below, enter the flight summary information for the "Notice Of Departure" manifest you wish to submit. Required information is marked with an \* and must be completed. Select **Next** to add crew and/or passenger information. You may enter **up to 50 travelers** for each online eAPIS submission.

Items marked \* are required. Select this icon  for a list of options.

|                                    |                      |
|------------------------------------|----------------------|
| <b>Outbound Flight Information</b> | Tail Registration: * |
|                                    | <input type="text"/> |

|                                   |  |  |   |
|-----------------------------------|--|--|---|
| <b>Departure Flight Itinerary</b> | Departure Airport: *   | Date: *  | Local Time: (0001-2400) *                 |
|                                   | <input type="text"/>   | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> <input type="text"/> |
|                                   |  | MM DD YYYY   | HH MM                                     |
|                                   | Estimated time and location of crossing US Border:<br><input type="text"/>                             |  |   |
|                                   | Arrival Country: *   |  |   |
|                                   | <input type="text"/>  |  |   |
|                                   | Arrival Airport:   | Date: *  | Local Time: (0001-2400) *                 |
|                                   | <input type="text"/>   | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> <input type="text"/> |
|                                   |  | MM DD YYYY   | HH MM                                     |

|                                      |   |                      |                      |
|--------------------------------------|---|----------------------|----------------------|
| <b>Emergency Contact Information</b> | Last Name: *  | First Name:          | Middle Initial:      |
|                                      | <input type="text"/>  | <input type="text"/> | <input type="text"/> |
|                                      | Your must specify <u>emergency contact information</u> for each manifest. |                      |                      |
|                                      | Telephone Number: *   | Email Address: *     |                      |
|                                      | <input type="text"/>  | <input type="text"/> |                      |

|   |                      |                      |
|---|----------------------|----------------------|
| <b>Traveler Counts</b>                              | Crew: *              | Passengers: *        |
|   | <input type="text"/> | <input type="text"/> |
| Please enter the number of travelers for each type. |                      |                      |

|                                       |  |  |
|---------------------------------------|--|--|
| <input type="button" value="CANCEL"/> | <input type="button" value="&lt; BACK"/> | <input type="button" value="NEXT &gt;"/> |
|---------------------------------------|--|--|

## 6. Aircraft Information

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## General Aviation Aircraft Information



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In the fields below, enter the aircraft information for the manifest you wish to submit. Select **Next** to add crew and/or passenger information. You may enter **up to 50 travelers** for each online eAPIS submission.


Items marked \* are required. Select this icon  for a list of options.

### Aircraft Information

[View and/or update all Aircraft Information](#)


|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Tail Registration: * | Type of Aircraft: *  | Color: *             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Registration Number: | Call Sign:           | Decal Number:        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Aircraft Operator Information

|  |                            |                      |
|--|----------------------------|----------------------|
| Operator Name: *   | <input type="text"/>       |                      |
| <b>Place of Business</b>   |                            |                      |
| Operator Street Address: *   | Apartment or Suite Number: |                      |
| <input type="text"/>   | <input type="text"/>       |                      |
| City: *  | State: *                   | Zip:                 |
| <input type="text"/>   | <input type="text"/>       | <input type="text"/> |
| Country: *   | Telephone Number: *        | Fax Number:          |
| <input type="text"/>  | <input type="text"/>       | <input type="text"/> |
| Email Address: *   | <input type="text"/>       |                      |


### Aircraft Owner Information

Enter Aircraft Owner if different than Aircraft Operator information.

|  |                            |                      |
|--|----------------------------|----------------------|
| Last Name:   | First Name:                | Middle:              |
| <input type="text"/>   | <input type="text"/>       | <input type="text"/> |
| Street Address:  | Apartment or Suite Number: |                      |
| <input type="text"/>   | <input type="text"/>       |                      |
| City:  | State:                     | Zip:                 |
| <input type="text"/>   | <input type="text"/>       | <input type="text"/> |
| Country:   | Telephone Number:          | Fax Number:          |
| <input type="text"/>  | <input type="text"/>       | <input type="text"/> |
| Email Address:   | <input type="text"/>       |                      |

### Aircraft Company Information

Enter Aircraft Company if different than Aircraft Operator information.

|  |                            |                      |
|--|----------------------------|----------------------|
| Company Name:  | <input type="text"/>       |                      |
| <b>Place of Business</b>   |                            |                      |
| Company Street Address:  | Apartment or Suite Number: |                      |
| <input type="text"/>   | <input type="text"/>       |                      |
| City:  | State:                     | Zip:                 |
| <input type="text"/>   | <input type="text"/>       | <input type="text"/> |
| Country:   | Telephone Number:          | Fax Number:          |
| <input type="text"/>  | <input type="text"/>       | <input type="text"/> |
| Email Address:   | <input type="text"/>       |                      |

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## 7. Crew Information

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## Crew Information




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**Add a Crew Member:** Click on the Select Crew Member dropdown list to see if the crew member is on file for your Sender ID. If the crew member to be added is not found in this list, you must cancel this transaction and go to the crew maintenance option.

If the crew member to be added to this manifest is displayed on the list, you can select the record and click Show Details to populate the fields with the information on file. Informational updates cannot occur at this time. Additions and updates can only occur from the Crew Maintenance option. Once the correct crew record has been displayed, select the Save To Manifest button. Select Crew Member, Show Details, and Save To Manifest should be followed for each crew member needed for an individual flight crew manifest.

**New Crew Members:** New crew members can only be added through the crew maintenance option. If you do not have the needed crew member in the Select Crew Member dropdown box, you will have to cancel this transaction and select the crew maintenance option.

Items marked \* are required. Select this icon  for a list of options.

Crew:

[Select Crew](#)

**Crew Details**

Last Name:  First Name:  Middle Name:  Gender:  Residence: \*

City of Birth:  State or Province of Birth:  Country of Birth:  Date of Birth:  /  /   
MM DD YYYY

Citizenship:  Crew Member Status: \*



**Permanent Address**

Street Address:

City:

State/Province:

ZIP/Postal:

Country:

**Document Information**

**Document 1:**

Document Type:

Document Number:

Country of Issuance:

Expiration Date:

 /  /   
MM DD YYYY

**Document 2:**

Additional Document Type:

Document Number:

Country of Issuance:

Expiration Date:

 /  /   
MM DD YYYY

SAVE TO MANIFEST

**Manifest Crew List**

| Crew Status | Name | View Information | Remove from Submission |
|-------------|------|------------------|------------------------|
|             |      |                  |                        |

CANCEL

ADD MORE CREW

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NEXT STEP >

## 8. Passenger Information

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#### Passenger Information

Enter as much information as possible for each Passenger. Required information is marked with an \* and must be completed. Penalties may be assessed if the information you provide is incorrect or incomplete.

Selecting **Add Passengers** saves the information you've just entered and enables you to add additional passengers to this flight manifest.

Selecting **Review Manifest** also saves the information you've just entered and displays a list of **all** travelers (passengers and crew) you've entered for this flight. From this list you can choose to add more passengers and/or crew or complete the submission of the manifest to CBP.

Items marked \* are required. Select this icon  for a list of options.

|  |  |  |  |
|--|--|--|--|
| <b>Passenger</b>   |  |  |  |
| Last Name: *   | First Name: *  | Middle Name:   | Gender: *  |
| <input type="text"/>   | <input type="text"/>   | <input type="text"/>   | Select  |
| Country of Residence: *  | Date of Birth: *   | Citizenship: *   |  |
| <input type="text"/>  | <input type="text"/> / <input type="text"/> / <input type="text"/><br>MM DD YYYY                         | <input type="text"/>    |  |
| <b>Address While in the United States</b>  |  |  |  |
| Street Address:<br><input type="text"/>  |  |  |  |
| City:  | State:   | ZIP:   | +4:  |
| <input type="text"/>   | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| <b>Document Information</b>  |  |  |  |
| <b>Document 1:</b>   |  |  |  |
| Document Type: *   | Document Number  | Country of Issuance:   | Expiration Date:   |
| Select              | <input type="text"/>   | <input type="text"/>  | <input type="text"/> / <input type="text"/> / <input type="text"/>                         |

**Document 2:**

Additional Document Type:  Document Number:  Country of Issuance:  Expiration Date:  /  /   
MM DD YYYY

Use the same last name and Travel Itinerary for the next traveler.

**Passenger**

Last Name: \*  First Name: \*  Middle Name:  Gender: \*   
Country of Residence: \*  Date of Birth: \*  /  /  Citizenship: \*   
MM DD YYYY

**Address While in the United States**

Street Address:   
City:  State:  ZIP:  +4:

**Document Information**

**Document 1:**

Document Type: \*  Document Number:  Country of Issuance:  Expiration Date:  /  /   
MM DD YYYY

**Document 2:**

Additional Document Type:  Document Number:  Country of Issuance:  Expiration Date:  /  /   
MM DD YYYY

Use the same last name and Travel Itinerary for the next traveler.

**Passenger**

Last Name: \*  First Name: \*  Middle Name:  Gender: \*   
Country of Residence: \*  Date of Birth: \*  /  /  Citizenship: \*   
MM DD YYYY

**Address While in the United States**

Street Address:   
City:  State:  ZIP:  +4:

**Document Information**

**Document 1:**

Document Type: \*  Document Number:  Country of Issuance:  Expiration Date:  /  /   
MM DD YYYY

**Document 2:**

Additional Document Type:  Document Number:  Country of Issuance:  Expiration Date:  /  /   
MM DD YYYY

## 9. List of Travelers

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#### General Aviation List of Travelers

The Traveler List below displays all passengers and crew members you have entered for this submission. From this list, you can update or delete a traveler record. To add more passengers, select **Add Passengers**. To add more crew members, select **Add Crew**. You can have a maximum of 50 travelers per each eAPIS submission.

Select **Done** when you have entered all travelers for this submission.

| Flight Information > |               | Tail Registration: 11111111 |                        |  |
|----------------------|---------------|-----------------------------|------------------------|--|
| Traveler Status      | Name          | View Information            | Remove from Submission |  |
| Crew                 | fourth second | ▲                           | -                      |  |
| Cabin Crew           | third second  | ▲                           | -                      |  |
| Passenger            | JAMES BROWN   | ▲                           | -                      |  |

[ADD PASSENGERS](#)

[ADD CREW](#)

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[EDIT FLIGHT INFO](#)

[DONE >](#)

---

## 10. Notice of Saved Manifest

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**You currently have a Saved Manifest**



A saved manifest has been detected for this account.

To proceed with the saved manifest select **Next**.

To cancel the saved manifest select **Cancel**.

**CANCEL**

**NEXT >**

## 11. Cancellation of a Current Activity

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#### Do you want to Cancel?



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You have chosen to cancel your current activity.

To proceed with the cancellation, please select **Confirm Cancellation**.

If you do not want to cancel, select **Back** to return to where you were in eAPIS.

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[CONFIRM CANCELLATION >](#)

## 12. Cancellation Confirmed

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#### Cancellation Confirmed



You have cancelled your most recent eAPIS online activity.

Please select **Log Out of eAPIS** to exit eAPIS or select **Manifest Options** to continue to use eAPIS.

[LOG OUT OF eAPIS](#)

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# 13. Crew Maintenance

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### General Aviation Crew Maintenance



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You will find all current crew maintenance options below. Select **Help** for assistance on a specific topic.

#### Add a Crew Member:

Select "ADD CREW" to add a new crew to your crew list.

[ADD CREW](#)

[Help](#)

#### Share Your Crew List:

Select "SHARE CREW" to identify the eAPIS users that will have read-only access to your crew list.

[SHARE CREW](#)

[Help](#)

#### Crew List:

[Help](#)

| Name            | DOB        | Update Information | Remove |
|-----------------|------------|--------------------|--------|
| second, fourth  | 05/05/1978 | ▲                  | -      |
| second, third   | 04/04/1970 | ▲                  | -      |
| Thompson, Lario | 01/30/1958 | ▲                  | -      |
| today, tuesday  | 02/02/1980 | ▲                  | -      |

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## 14. Initial Shared Access Code

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#### Initial Shared Access Code



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##### Enter shared access code:

Please enter a shared access code that all users of your crew list must enter when they activate their membership to your crew list. The shared access code should be an alphanumeric character sequence between 5 and 20 characters, and may include the underscore.

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[SAVE >](#)

## 15. Share Crew List

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#### Share Crew List

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##### Add a Crew List User:

Select "ADD CREW LIST USER" to share your crew list with another user. The user will have read-only access to your entire crew list.

[ADD CREW LIST USER](#)

##### Change Shared Access Code:

Select "CHANGE SHARED ACCESS CODE" to modify your shared access code. New crew list users will be required to enter the new shared access code before activating access to your crew list. Existing users will not be impacted.

[CHANGE SHARED ACCESS CODE](#)

##### Crew List Users

| Crew List User | Status | Remove Crew List User |
|----------------|--------|-----------------------|
|                |        |                       |

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## 16. Upload Manifest

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#### Upload Manifest

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Select **Browse** to choose a file to upload. Please note that only .xml file formats two megabytes or smaller will be accepted. Once you have found the file, select **Next** to upload.

##### Browse to select a file to upload

Note: Only .xml files can be uploaded.

File for upload:

[Browse...](#)

[CANCEL](#)

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---

## 17. Warning for an Already Existing Active Session

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#### WARNING - Active Session



An active session already exists for this Sender Id. Each eAPIS user must have a unique login id within the system. Sender Id's and passwords should not be shared amongst individual system users.

Each user submitting flights for a carrier should have a unique Sender Id.

If you have reached this screen, you will not be able to access your account for approximately 15 minutes. The eAPIS process will automatically log the account you are wishing to access off of the system in this time frame.

Please close your browser and try again with a unique eAPIS system user id or wait the 15 minute time out period.

[CLOSE THIS WINDOW >](#)

---

## 18. No Errors or Warnings Page

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#### No Errors or Warnings



You have completed all of the necessary information for submitting a manifest through eAPIS.

Please review your eAPIS manifest before submitting to CBP.  
Select **Next** to review your manifest.

**NEXT >**

## 19. Final Review Page

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#### Final Review



Please review the information you have entered to ensure that it is correct and complete. To edit your entries, select the **Update** link that follows each section.

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#### Notice of Departure Flight Information

|                      |             |
|----------------------|-------------|
| Tail Registration:   | 22222       |
| Departure Airport:   | BWI         |
| Date:                | 05/05/2007  |
| Time:                | 00:09       |
| Border Crossing:     | 1020        |
| Destination Country: | AFG         |
| Destination Airport: | AFGHANISTAN |
| Date:                | 05/06/2007  |
| Time:                | 09:04       |

#### Emergency Contact

|                   |                            |
|-------------------|----------------------------|
| Last Name:        | Deloris                    |
| First Name:       | JOHNSON                    |
| Telephone Number: | 888-929-2920               |
| Email Address:    | deloris.carter@comcast.net |

|             |   |
|-------------|---|
| Crew:       | 1 |
| Passengers: | 1 |

[Update Info >](#)

|   |                      |       |
|---|----------------------|-------|
| <b>Aircraft Information</b>               | Aircraft Type:       | 747   |
|   | Color:               | BLUE  |
|   | Registration Number: | PPOOP |
|   | Call Sign:           | PDPD  |
|   | Decal Number:        | OFOF  |
| <a href="#">Update Aircraft Info &gt;</a> |                      |       |

|  |   |
|--|---|
| <b>Traveler List</b><br>To review and edit an individual's information, select a name from the list. | <b>Crew</b><br><a href="#">second, fourth</a>   |
|  | <b>Passengers</b><br><a href="#">HAHHS, HOM</a> |

|                             |                                       |  |
|-----------------------------|---------------------------------------|--|
| <b>second, fourth</b>       | Gender:                               | F  |
|                             | City of Birth:                        | baltimore                                  |
|                             | State or Province of Birth:           | md   |
|                             | Country of Birth:                     | usa  |
|                             | Date of Birth:                        | 05/05/1978                                 |
|                             | Citizenship:                          | usa  |
|                             | Traveler Status:                      | Crew                                       |
|                             | Permanent Address:                    | 9090 yes street<br>baltimore, MD 21229 usa |
|                             | Document 1 Type:                      | Passport                                   |
|                             | Document 1 Number:                    | 980890221                                  |
|                             | Document 1 Country of Issuance:       | usa  |
|                             | Document 1 Expiration Date:           | 05/05/2010                                 |
|                             | Document 2 Type:                      | U.S. Military ID Card                      |
|                             | Document 2 Number:                    | 8907890821                                 |
|                             | Document 2 Country of Issuance:       | usa  |
| Document 2 Expiration Date: | 09/09/2010                            |  |
| <a href="#">Back to top</a> | <a href="#">Update Crew Info &gt;</a> |  |

HAHHS, HOM

Gender: M  
Country of Residence: USA  
Date of Birth: 09/09/2007  
Citizenship: USA  
Traveler Status: Passenger

Document 1 Type: Passport  
Document 1 Number: ddwew  
Document 1 Country of Issuance: USA  
Document 1 Expiration Date: 09/09/2009

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[Update Traveler Info >](#)

Select **Submit** to send this manifest to the Customs and Border Protection branch of the Department of Homeland Security.

CANCEL

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SUBMIT >

## 20. Confirmation Page

### Electronic Advance Passenger Information System

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#### Confirmation

You have successfully submitted your manifest. Please save this confirmation number for your records. Please **PRINT** the Confirmation number and the manifest for your records.

Your confirmation number is: EAPIS-2428

Traveler Counts for this submission

Crew Count: 1  
Passenger Count: 1

Traveler Counts for Flight

Crew Count: 1  
Passenger Count: 1

Total Count: 2

LOG OUT OF eAPIS

MANIFEST OPTIONS >

## 21. You Have Chosen to Log Out Of eAPIS

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#### Do you want to Log Out of eAPIS?



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You have chosen to Log Out of eAPIS.

To proceed, please select **Confirm Log Out**.

If you do not want to Log Out, select **Back** to return to where you were in eAPIS.

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[CONFIRM LOG OUT >](#)



---

## 22. Log Out Confirmed

### Electronic Advance Passenger Information System

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#### Log Out Confirmed



Thank you for using eAPIS.

[LOG IN WITH eAPIS](#)

[CLOSE THIS WINDOW >](#)

## 23. Select eAPIS Account Type

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#### Enroll - Select eAPIS Account Type



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All new eAPIS users must select the eAPIS account type below.

eAPIS supports [Commercial Carrier](#) for Commercial Airlines and [General Aviation](#) for Private Pilots. Please specify the type of the account.

Account Information

[Commercial Airline](#)

[Private Pilot](#)

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## 24. Enroll Commercial Airline Page

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#### Enroll Commercial Airline



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Items marked \* are required. Select this icon  for a list of options.

|                     |                 |                      |
|---------------------|-----------------|----------------------|
| Company Information | Company Name: * | <input type="text"/> |
|                     | Carrier Code:   | <input type="text"/> |

#### Primary Point of Contact (POC)

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Last Name: *         | First Name: *        | Middle Initial:      |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date of Birth: \*

|                      |   |                      |   |                      |
|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | / | <input type="text"/> | / | <input type="text"/> |
| MM                   |   | DD                   |   | YYYY                 |

E-mail Address: \*



Make sure you enter the correct email address.

Re-enter E-mail Address: \*

This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions.

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Telephone Number: *  | Alternate Telephone: | Fax Number:          |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Street Address: \*

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| City: *              | State/Province:  | ZIP/Postal:          | Country: *   |
| <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  |

---

**Point of Contact (POC)**

Full Name: test1 f testtrack  
Date of Birth: 01/01/1990  
E-mail: testtrack@aol.com  
Telephone Number: 999.555.5555  
Alternate Telephone:  
Fax Number:  
Street Address: 222 k street  
City: baltimore  
State/Province: MD  
ZIP/Postal: 20202  
Country: USA

**Alternate Point of Contact**

Full Name: test t james  
E-mail: james@aol.com  
Telephone Number: 889-990-9982  
Alternate Telephone: 889-990-9983  
Fax number:  
Street Address: 7 l street  
City: baltimore  
State/Province: MD  
ZIP/Postal: 90920  
Country: USA

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## 25. Enrollment Confirmation

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#### Enrollment Confirmation

You have successfully enrolled with eAPIS. You will receive an e-mail that contains your sender ID and activation key, which will allow you to activate your account. It is important that you remember your password; this information cannot be retrieved.

Please follow the steps below to begin using eAPIS:

**Step 1:**  
**Receive E-mail**

You will receive an e-mail with your sender ID and activation key. Your confirmation e-mail will not arrive immediately.

**Step 2:**  
**Log In to eAPIS**

Return to the eAPIS Web site. Enter your sender ID and password, then select **Log In**.

**Step 3:**  
**Activate Account**

Activate your account by entering the activation key you receive in the e-mail.

**Thank you for enrolling.** Please return to the [eAPIS Welcome page](#) once you receive your e-mail confirmation. You should receive your confirmation e-mail within 5-7 days.

## 26. Enroll Private Pilot Page

### Electronic Advance Passenger Information System

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#### Enroll Private Pilot



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Items marked \* are required. Select this icon  for a list of options.

|                                   |  |  |  |
|-----------------------------------|--|--|--|
| <b>Pilot Information</b>          | <u>Last Name:</u> *  | <u>First Name:</u> *   | <u>Middle Initial:</u>   |
|                                   | <input type="text"/>   | <input type="text"/>   | <input type="text"/>   |
|                                   | <u>Date of Birth:</u> *  |  |  |
|                                   | <input type="text"/> / <input type="text"/> / <input type="text"/>                                       |  |  |
|                                   | MM DD YYYY   |  |  |
|                                   | <u>E-mail Address:</u> *   |  |  |
|                                   | <input type="text"/>   | Make sure you enter the correct email address.   |  |
|                                   | <u>Re-enter E-mail Address:</u> *  | This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions. |  |
|                                   | <input type="text"/>   |  |  |
|                                   | <u>Telephone Number:</u> *   | <u>Alternate Telephone:</u>  | <u>Fax Number:</u>   |
| <input type="text"/>              | <input type="text"/>   | <input type="text"/>   |  |
| <u>Street Address:</u> *          | <input type="text"/>   |  |  |
| <u>City:</u> *                    | <u>State/Province:</u>   | <u>ZIP/Postal:</u>   | <u>Country:</u> *  |
| <input type="text"/>              | <input type="text"/>  | <input type="text"/>   | <input type="text"/>  |
| <u>Pilot License Number:</u> *    | <u>Country of Issuance:</u> *  |  |  |
| <input type="text"/>              | <input type="text"/>  |  |  |
| <u>Passport Number:</u> *         | <u>Country of Issuance:</u> *  |  |  |
| <input type="text"/>              | <input type="text"/>  |  |  |
| <b>Alternate Point of Contact</b> | <u>Last Name:</u>  | <u>First Name:</u>   | <u>Middle Initial:</u>   |
|                                   | <input type="text"/>   | <input type="text"/>   | <input type="text"/>   |
|                                   | <u>E-mail Address:</u>   | <input type="text"/>   |  |
|                                   | <u>Telephone Number:</u>   | <u>Alternate Telephone:</u>  | <u>Fax Number:</u>   |
|                                   | <input type="text"/>   | <input type="text"/>   | <input type="text"/>   |
|                                   | <u>Street Address:</u>   | <input type="text"/>   |  |
|                                   | <u>City:</u>   | <u>State/Province:</u>   | <u>ZIP/Postal:</u>   |
| <input type="text"/>              | <input type="text"/>  | <input type="text"/>   | <input type="text"/>  |
| <b>Create Your Password</b>       | <u>Create Password:</u> *  |  |  |
|                                   | <input type="text"/>   | Please remember this password. You will need this password each time you want to access eAPIS.                   |  |
|                                   | <u>Re-enter Password:</u> *  | <input type="text"/>   |  |

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## 27. Complete Private Pilot Enrollment Page

### Electronic Advance Passenger Information System

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#### Complete Private Pilot Enrollment

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You have completed all necessary information for enrollment. If you are satisfied with your entries, please select **Complete Enrollment** to submit this information. To edit your information, please select **Back**. Please print this page for your records. You will not be able to retrieve this information once you have completed your enrollment.

#### Pilot Information

Full Name: YVONNE I CARTER  
Date of Birth: 09/09/2002  
E-mail: testtrack1@aol.com  
Telephone Number: 990-889-9990  
Alternate Telephone: 990-889-9991  
Fax Number: 990-889-9992  
Street Address: 90 d road  
City: baltimore  
State/Province: MD  
ZIP/Postal: 90220  
Country: USA  
Pilot License Number: ppoo990  
Pilot License Issuance Country: USA  
Passport Number: 99002  
Passport Issuance Country: USA

#### Alternate Point of Contact

Full Name: hom d ha  
E-mail: uue@aol.com  
Telephone Number: 990-777-4454  
Alternate Telephone: 990-777-4451  
Fax number: 990-777-4452  
Street Address: u road  
City: baltimore  
State/Province: MD  
ZIP/Postal: 99009  
Country: USA

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## 28. Legal Notes Page

### Electronic Advance Passenger Information System

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#### Legal Notices



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Thank you for visiting the eAPIS Internet web site and reviewing our privacy policy. This is an official web site of the Bureau of Customs and Border Protection (CBP) and is provided as a public service. We do not collect personally-identifiable information of visitors or registered Users on this site unless we specifically advise you that we are doing so. However, all information as it relates to submission of a manifest, including Sender ID, time submitted, etc., is stored in our system. Such information may be traced to the original registrant. *All manifest information submitted through eAPIS is protected under current statutes and regulations governing the Advance Passenger Information System.*

#### Policy for All Visitors

**Information Collected and Stored Automatically:** When you visit our web site to read pages or download information we may automatically collect and store the following non-identifying information:

- The Internet protocol (IP) address from which you access our web site. An IP address is a unique number that is automatically assigned to the computer you are using whenever you are surfing the web.
- The type of browser, such as Netscape or Internet Explorer, and operating system, such as Windows 98 or Linux, used to access our site.
- The date and time our site is accessed, for the purpose of monitoring demand.
- The pages visited, for the purpose of improving the usefulness of our web site by providing helpful links and removing pages that are not read.
- The last site you visited, if that site contained a link to a CBP web page, which indicates how you found this site.

We maintain the above information in system logs. We use this information to make our site more useful to visitors by learning the number of visitors to our site, the number of pages served, and the level of demand for specific pages.

We generally do not use cookies, which are files or file entries placed on your computer's hard drive by a web site that allows monitoring of your use of the site. However, we do use Transient Cookies. Transient cookies are only held in memory and go away when you exit the browser.

---

## Policy for Registration and Users of eAPIS

eAPIS permits submission of manifest information over the Internet. The following additional policies apply to personally-identifiable information collected during a registered user's session.

Once an approved username and password is accepted for use in a particular session of eAPIS, all actions may be recorded and transmitted to CBP. In addition to the information listed above (Policy for All Visitors), CBP may collect and use other information, to include, but not be limited to, the following:

- Acceptance or Declination of Terms and Conditions of site.
- All entries submitted.
- All Reports accessed.
- All Reports for which access was denied.
- All transmissions of data of any kind.
- Acknowledgements of Warning Screens or other pop-ups.

**Information Collected from e-mail:** When you send us personally-identifying information in an e-mail, we use this information only to help us respond to the request. In doing so, information you submit may be viewed by various people within CBP. Public notices issued by CBP in which interested persons are invited to comment by e-mail will contain a notice of what we intend to do with the data gathered. Once received, the information in your e-mail is protected in accordance with law (e.g., the Privacy Act and the Freedom of Information Act).

**Security, Intrusion, and Detection:** For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Use of this system constitutes consent to such monitoring and auditing. An e-mail is not necessarily secure against interception. Whether or not an e-mail is encrypted in transmission depends on your software.

**Links to Other Web Sites:** Our web site contains links to other federal agencies, international agencies, and private organizations. Once you link to another site you, are subject to the policies of the new site.

**Policy for Registration and Users of eAPIS:** eAPIS permits submission of manifest information over the Internet. The following additional policies apply to personally-identifiable information required to be provided in response to a CBP survey. For each survey, we provide an explanation to respondents about the confidentiality of the data and the laws that protect that data. To protect your privacy, in the remote chance that your survey responses are intercepted, all web data submissions are encrypted.

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## 29. News Page

### Electronic Advance Passenger Information System

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#### News

#### Welcome to eAPIS.

**Consolidated User Guide:** The Consolidated User Guide is available online for valid eAPIS users. You must be logged into eAPIS to download this information. Please [click this link](#) to download the Consolidated User Guide.

#### Known Issues:

1. Master Crew List submissions will not receive a confirmation email. No planned fix at this time.
2. If you receive the error, "The page cannot be displayed", you can workaround this issue by:
  - o Under Internet Explorer, Select Tools | Internet Options, then under the tab "Advanced" uncheck the option "Show friendly HTTP error messages".
  - OR-
  - o Install and use the Firefox browser. See [www.firefox.com](http://www.firefox.com) for details.

#### APIS Account Manager Contact Information:

| <i>East Cost Offices</i> |                     |                            |
|--------------------------|---------------------|----------------------------|
| Dorothy Wolf             | (973) 645-2324      | dorothy.wolf@dhs.gov       |
| Jessica Brigantty        | (687) 265-5529      | jessica.brigantty@dhs.gov  |
| Jacqueline Olivier       | (561) 848-6922 x380 | jacqueline.olivier@dhs.gov |

| <i>Central Offices</i>                 |                     |                         |
|--|---------------------|-------------------------|
| Steven O'Neill                         | (281) 230-4646      | steven.oneill@dhs.gov   |
| Eric Rodriguez                         | (281) 230-4642      | eric.rodriguez@dhs.gov  |
| Deborah Nesbitt<br>(vessel operations) | (409) 727-0285 x235 | deborah.nesbitt@dhs.gov |

| <i>Pacific Offices</i> |                |                         |
|------------------------|----------------|-------------------------|
| Donald Killgore        | (808) 237-4610 | donald.killgore@dhs.gov |

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**APIS Account Manager Contact Information:**

| <i>East Cost Offices</i> |                     |                            |
|--------------------------|---------------------|----------------------------|
| Dorothy Wolf             | (973) 645-2324      | dorothy.wolf@dhs.gov       |
| Jessica Brigantty        | (687) 265-5529      | jessica.brigantty@dhs.gov  |
| Jacqueline Olivier       | (561) 848-6922 x380 | jacqueline.olivier@dhs.gov |

| <i>Central Offices</i>                 |                     |                         |
|--|---------------------|-------------------------|
| Steven O'Neill                         | (281) 230-4646      | steven.oneill@dhs.gov   |
| Eric Rodriguez                         | (281) 230-4642      | eric.rodriguez@dhs.gov  |
| Deborah Nesbitt<br>(vessel operations) | (409) 727-0285 x235 | deborah.nesbitt@dhs.gov |

| <i>Pacific Offices</i> |                |                         |
|------------------------|----------------|-------------------------|
| Donald Killgore        | (808) 237-4610 | donald.killgore@dhs.gov |

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**To All eAPIS registrants:**

To assist U.S. Customs and Border Protection's (CBP) Advance Passenger Information System (APIS) process flight manifests properly, please make the following changes to your input process:

1. **Remember always LOG OUT. DO NOT close the browser until after you log out.** Any lock outs by the system are for 10 minutes, you should be able to re-enter after this time.
2. If your company does not have an assigned IATA or ICAO carrier code, please use the three characters following the asterisk (\*) in your User ID, as your CBP assigned carrier code. For example if your Sender ID (Login Id) is APIS\*12B, you would use 12B as your carrier code when completing a manifest.
3. If your company uses the same flight number for your inbound and outbound flight manifests, you must use a distinct character, in the flight number, to distinguish an inbound from an outbound manifest. It is suggested that a unique number be used for each flight, however, if you are not able to do this, it is suggested you predicate your flight number with a unique character, such as an alpha character. For example, carrier code 12B, flight number A12 for outbound and B12 for inbound.
4. It is not necessary to indicate your carrier code in the flight number field. The CBP system is able to distinguish the carrier code in the field provided. Using too many characters in this field will limit your ability to expand flight numbers in the future.
5. The APIS process is reset each night at mid-night; therefore, you are able to use the same flight numbers, each separate day. If you have flights that operate near the mid-night hour, it is suggested you avoid duplicating flight numbers in this hour timeframe.
6. When using eAPIS to submit a Master Crew List, you must continue to indicate the sequence of transmissions for each day. In addition, you must indicate the transmission is an MCL. Below is an example of what should be input in the MCL number field:

MCL no. field:     01MCL

Suffix code:       G - Add  
                      H - Delete  
                      I - Change

7. eAPIS includes the ability to Share Crew List information with other eAPIS users. Select [here](#) for additional information on Crew List Sharing.
8. Currently travelers holding a passport application letter should have this information input indicating the document type as a 'Facilitation document', with the application letter number as the document number. The country of issuance is USA. The expiration date is September 30, 2007.
9. Anytime you have questions regarding your eAPIS account, please contact one of the APIS Account Managers listed above.

## 30. Help Page

### Electronic Advance Passenger Information System

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#### Help



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[What if I have lost my sender ID?](#)

[What if I have lost my activation key?](#)

[How do I upload a manifest I created offline?](#)

[How can I be sure that CBP has received my traveler manifest data?](#)

[How do I contact Customs and Border Protection regarding eAPIS?](#)

[Is the eAPIS application 508 compliant?](#)

#### What is eAPIS?

The Electronic Advance Passenger Information System (eAPIS) is a Customs and Border Protection (CBP) Web-based computer application that provides for the collection of electronic traveler manifest information from commercial carriers for international flights arriving in to or departing from the United States. eAPIS collects and passes electronic manifests to Customs and Border Protection through the Advance Passenger Information System (APIS).

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## How do I enroll with eAPIS?

To participate in eAPIS, you must first enroll by following these simple steps:

1. Access the eAPIS Welcome page at <url> and select **Enroll**.
2. Agree to the Terms and Conditions for eAPIS and select **Next**.
3. Select the type of account you seek, either Commercial or Private, and select **Next**.
4. Complete the required contact and user information.
5. Create a password that starts with a number and is between six and eight characters in length.
6. Re-enter your password and select **Next**.
7. Review your entries and select **Complete Enrollment** to submit your enrollment request.

After successfully completing the eAPIS enrollment application, you will:

1. Receive an email with your sender ID and activation key. **Your confirmation e-mail will not arrive immediately.**
2. Return to the eAPIS Web site. Enter your sender ID and password, then select **Log In**.
3. Activate your account by entering the activation key you receive in the e-mail.

**Note:** Your confirmation e-mail may not arrive immediately. If your confirmation e-mail does not arrive within 48 hours, [e-mail the system administrator](#). Be sure that you have provided the correct contact information when you enrolled with eAPIS. The confirmation e-mail message is sent to the e-mail address you provided for the primary point of contact.

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## How do I log in to eAPIS?

Enter your sender ID and password in the designated boxes on the eAPIS Welcome page. If this is your first time logging in with this sender ID, you will be prompted to enter an activation key. The activation key is included along with your sender ID in the enrollment confirmation e-mail message. **The activation key is valid for a period of seven days from the date of your e-mail confirmation message. If you do not activate your account within this timeframe, your activation key will expire and you will have to re-apply with eAPIS.**

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---

### What if I have lost my password?

If you have lost your password complete the following steps to create a new password:

1. Go to the Change Password page by selecting the link "[Change your password](#)" on the Welcome page.
2. Enter your sender ID and a new password. Your password must begin with a number and be six to eight characters in length.
3. In the next box, re-enter your new password exactly as you entered it in the previous box, and select **Save**.

It is important for you to remember your password as it cannot be retrieved from the system.

**Note:** Changing your password will de-activate your eAPIS account. You will not be able to access eAPIS until you receive your new activation key and reactivate your account.

#### Using your new password:

Within 48 hours of creating a new password, you should receive an e-mail message containing your sender ID and a new activation key. To reactivate your account, log in with your sender ID and new password, and enter your new activation key when prompted.

**Note:** The activation key is valid for a period of seven days from the date of your e-mail confirmation message. If you do not reactivate your account within this timeframe, your activation key will expire and you will have to go through the process of re-enrolling with eAPIS.

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### What if I have lost my sender ID?

If you have lost your sender ID, [e-mail the system administrator](#) for further instructions.

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### What if I have lost my activation key?

If you have lost your activation key, or if it has expired prior to activating your account, you may re-enroll with eAPIS, or [e-mail the system administrator](#) for assistance.

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### How do I upload a manifest I created offline?

eAPIS can be used to upload a manifest to CBP if the file meets the following criteria:

1. A text file (.txt) no greater than two megabytes
2. Data in US/EDIFACT or UN/EDIFACT or XML (eXtensible Markup Language) format

To upload a file:

1. From the Manifest Options page select **Upload Manifest**.
2. Locate the file by selecting **Browse**.
3. When prompted, select a file and select **Next**.
4. Preview the content of the file and verify that it is the correct file, then select **Submit**.

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