# Electronic Advance Passenger Information System

DTECTION MELAND SECURITY



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## Welcome

Security Notification:

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

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   |   | _New eAPIS Users                                |
|---|---|---|
| Log In  |   | Enroll  |
| To begin using this service, please enter your sender ID and password and select <b>Log In</b> .  Sender ID:  Password: | 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.  Privacy Statement Select the link above to review | If you are a new user, you will need to Enroll. |

#### the eAPIS Privacy Statement.

Act Statement: An agency may not conduct or sponsor an information collection and a person is not 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 10 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. Clustoms and Border Protection, Regulations and Rulings, 90 K Street, NE, 10th Floor, Washington D.C. 20229. Exp. October

# 1. Terms and Conditions Page

## Electronic Advance Passenger Information System

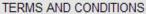
**CUSTOMS & BORDER PROTECTION** U.S. DEPARTMENT OF HOMELAND SECURITY



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#### **Terms and Conditions**

End User 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



I disagree

CANCEL

< BACK

NEXT >

# 2. Manifest Options

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MANIFEST OPTIONS /

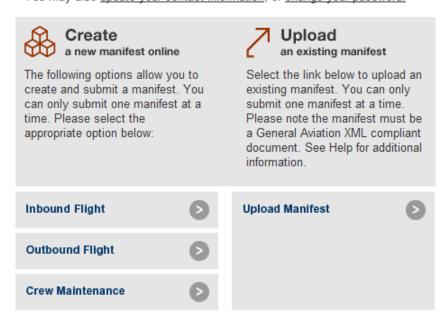
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## **General Aviation Manifest Options**

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.



# 3. Notice of Arrival

## **Electronic Advance Passenger Information System**

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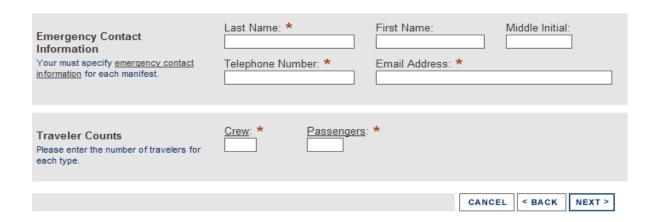
## **General Aviation Notice of Arrival for APGA0129**

< BACK

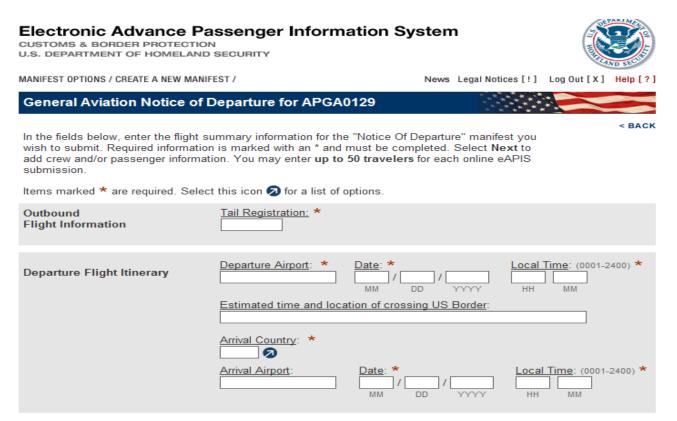
In the fields below, enter the flight summary information for the "Notice Of Arrival" manifest you wish to submit. Required information is marked with an \* and must be completed. Select **Next** to add crew and/or passenger information. You may enter **up to 50 travelers** for each online eAPIS submission.

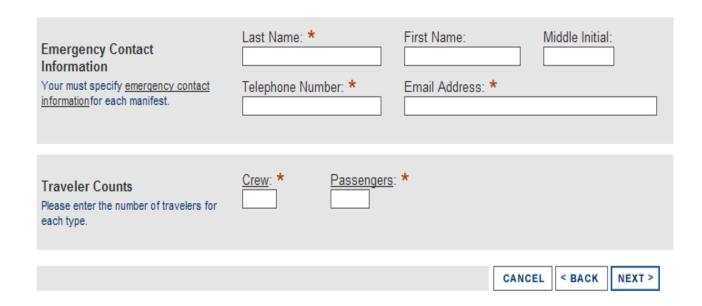
Items marked \* are required. Select this icon 2 for a list of options.

| Inbound<br>Flight Information   | Tail Registration: *   |                              |   |
|---|--|------------------------------|---|
| Arrival Flight Itinerary  | Departure Country: *  Departure Airport: Date  Estimated time and location of  Arrival Airport: *  Date: * | f crossing US Border:        | Local Time: (0001-2400) *  HH MM  Time: (0001-2400) * |
| Emergency Contact<br>Information<br>Your must specify emergency contact<br>information for each manifest. | Last Name: * Telephone Number: *   | First Name: Email Address: * | Middle Initial:                                       |



# 4. Notice of Departure





# 5. Aircraft Information

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### **General Aviation Aircraft Information**

. . . . . . . . . . . .

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.

| Call Sign:  Decal Number:                                    |
|--|
|  |
| State: * Zip:  ne Number: *  Fax Number:                     |
| Apartment or Suite Number:  State: Zip:  Number: Fax Number: |
| State: Zip:  Number: Fax Number:  CANCEL < BACK NEXT >       |
| 1  |

6. Crew Information

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### **Crew Information**



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 2 for a list of options.

| Select Crew | Crew: Select Crew Member SHOW DETAILS CLEAR DETAILS SAVE TO MANIFEST  |
|-------------|---|
|             | First Name: Middle Name: Gender: Residence: *  State or Province of Birth: Country of Birth: Date of Birth:    MM   DD   YYYY |

| Permanent Address<br>Street Address:            |                      |                      |                  |                              |
|---|----------------------|----------------------|------------------|------------------------------|
| City:   | State/Province: ZIP/ | Postal: Country:     |                  |                              |
| Document Information Document 1: Document Type: | Document Number:     | Country of Issuance: | /                | Date:/                       |
| Document 2:<br>Additional Document Type:        | Document Number:     | Country of Issuance: | Expiration [     |                              |
|   |                      |                      | SAV              | /E TO MANIFEST               |
| Manifest Crew List                              |                      |                      |                  |                              |
| Crew Status                                     | Name                 |                      | View<br>ormation | Remove<br>from<br>Submission |
|   |                      |                      |                  |                              |
|   |                      | CANCEL ADD MORE CF   | REW SACK         | NEXT STEP >                  |

# 7. Passenger Information

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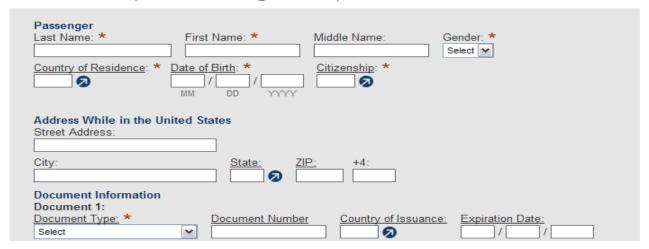
#### **Passenger Information**

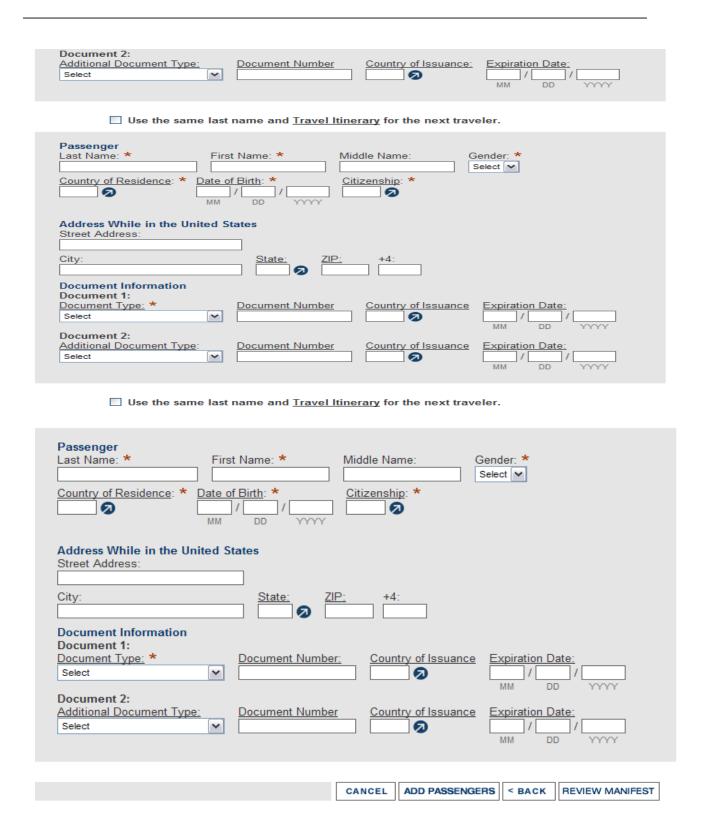
Enter as much information as possible for each Passenger. Required information is marked with an \* and must be completed. Penalties may be assessed if the information you provide is incorrect or incomplete.

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 2 for a list of options.





# 8. List of Travelers

# **Electronic Advance Passenger Information System**

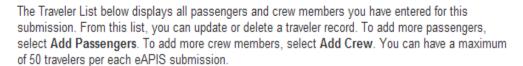
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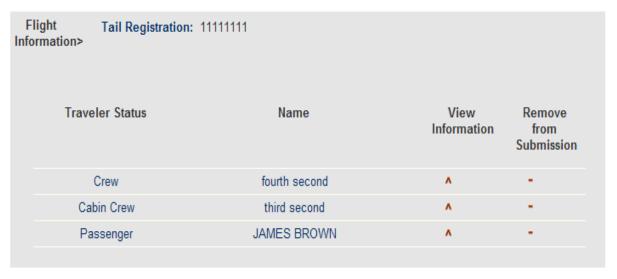
MANIFEST OPTIONS / CREATE A NEW MANIFEST /

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## **General Aviation List of Travelers**



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



| ADD PASSENGERS | ADD CREW | < BACK | EDIT FLIGHT INFO | DONE > |  |
|----------------|----------|--------|------------------|--------|--|

# 9. 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 >

# 10. Cancellation of a Current Activity

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# Do you want to Cancel?



< BAC

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.

< BACK

CONFIRM CANCELLATION >

# 11. 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

MANIFEST OPTIONS >

#### 12. Crew Maintenance

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## **General Aviation Crew Maintenance**

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

#### Add a Crew Member: Help Select "ADD CREW" to add a new crew to your crew list. ADD CREW Share Your Crew List: Select "SHARE CREW" to identify the eAPIS users that Help SHARE CREW will have read-only access to your crew list.

| Crew List:      |            |                       | Help   |
|-----------------|------------|-----------------------|--------|
| Name            | DOB        | Update<br>Information | Remove |
| second, fourth  | 05/05/1978 | ^                     | -      |
| second, third   | 04/04/1970 | ۸                     | -      |
| Thompson, Lario | 01/30/1958 | ۸                     | -      |
| today, tuesday  | 02/02/1980 | ٨                     | -      |
|                 |            |                       |        |

< BACK

MANIFEST OPTIONS

# 13. 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 >

# 14. Share Crew List

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#### **Share Crew List**

Add a Crew List User:

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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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# 15. Upload Manifest

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## **Upload Manifest**

< BACK

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

< BACK

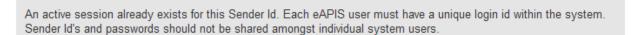
NEXT >

# 16. Warning for an Already Existing Active Session

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# **WARNING - Active Session**



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 >

# 17. 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 >

#### Final Review Page 18.

## Electronic Advance Passenger Information System

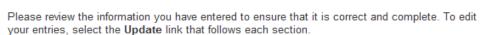
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#### **Final Review**



**Notice of Departure** Tail Registration: 22222 Flight Information 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** Deloris Last Name: First Name: **JOHNSON** Telephone Number: 888-929-2920 Email Address: deloris.carter@comcast.net Crew: Passengers: Update Info >

 Aircraft Information
 Aircraft Type:
 747

 Color:
 BLUE

 Registration Number:
 PPOOP

 Call Sign:
 PDPD

 Decal Number:
 OFOF

Update Aircraft Info >

Traveler List

To review and edit an individual's information, select a name from the list.

Crew second, fourth

Passengers HAHHS, HOM

second, fourth Gender:

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

baltimore, MD 21229 usa

Document 1 Type: Passport
Document 1 Number: 980890221

Document 1 Country of usa

Issuance:

Document 1 Expiration Date: 05/05/2010

Document 2 Type: U.S. Military ID Card Document 2 Number: 8907890821

Document 2 Country of usa

Issuance:

Document 2 Expiration Date: 09/09/2010

Back to top Update Crew Info >

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 USA Issuance: 09/09/2009 Document 1 Expiration Date: Update Traveler Info > Back to top

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

CANCEL < BACK SUBMIT >

# 19. Confirmation Page

# **Electronic Advance Passenger Information System**

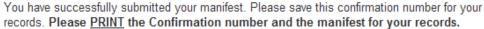
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## Confirmation





# 20. You Have Chosen to Log Out Of eAPIS

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## Do you want to Log Out of eAPIS?

You have chosen to Log Out of eAPIS.

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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.

< BACK

CONFIRM LOG OUT >

# 21. Log Out Confirmed

# **Electronic Advance Passenger Information System**

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# Thank you for using eAPIS. LOG IN WITH eAPIS CLOSE THIS WINDOW >

# 22. 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.

Commercial Airline
Private Pilot

CANCEL | < BACK | NEXT >

# 23. Enroll Commercial Airline Page

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News Legal Notices [!] Help [?] **Enroll Commercial Airline** Items marked \*are required. Select this icon 2 for a list of options. Company Name: \* **Company Information** Carrier Code: **Primary Point of** Last Name: \* First Name: \* Middle Initial: Contact (POC) Date of Birth \* E-mail Address: \* Make sure you enter the correct email This e-mail address will be used to Re-enter E-mail Address: \* complete your eAPIS online enrollment and to confirm manifest transmissions. Telephone Number: \* Alternate Telephone: Fax Number: Street Address: \* City: \* State/Province: ZIP/Postal: Country: \*

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 I street
City: baltimore
State/Province: MD
ZIP/Postal: 90920

Country: USA

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COMPLETE ENROLLMENT >

# 24. Enrollment Confirmation

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## **Enrollment Confirmation**

You have successfully enrolled with eAPIS. You will receive an e-mail that contains your <u>sender ID</u> and <u>activation key</u>, which will allow you to activate your account. It is important that you remember your <u>password</u>; 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 <u>eAPIS Welcome page</u> once you receive your e-mail confirmation. You should receive your confirmation e-mail within 5-7 days.

# 25. Enroll Private Pilot Page

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## **Enroll Private Pilot**

|                               |   | < BACK |
|-------------------------------|---|--------|
| Items marked *are required    | d. Select this icon 💋 for a list of options.  |        |
| Pilot Information             | Last Name: *   Middle Initial:    Date of Birth *   MM   DD   MMM   DD   MAKE SURE YOU E-mail Address: *   Make sure you enter the correct email 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:    Street Address: *   State/Province:   ZIP/Postal:   Country: *    Pilot License Number: *   Country of Issuance: *    Passport Number: *   Country of Issuance: * |        |
| Alternate Point of<br>Contact | Last Name:  E-mail Address:  Telephone Number:  Street Address:  City:  State/Province:  ZIP/Postal:  Country:  |        |
| Create Your Password          | Create Password: *  Please remember this password. You will need this password each time you want to access eAPIS.  |        |
|                               | CANCEL < BACK N   | EXT >  |

# 26. 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

City: baltimore
State/Province: MD
ZIP/Postal: 90220
Country: USA
Pilot License Number: ppoo990

Pilot License Issuance USA

Country:

Passport Number: 99002 Passport Issuance USA

Country:

Alternate Point of Contact Full Name: hom d ha

E-mail: uue@aol.com
Telephone Number: 990-777-4454
Alternate Telephone: 990-777-4452
Fax number: 990-777-4452

Street Address: u road
City: baltimore
State/Province: MD
ZIP/Postal: 99009
Country: USA

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COMPLETE ENROLLMENT >

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# 27. 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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# 28. News Page

# **Electronic Advance Passenger Information System**

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



### 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 <u>click this link</u> to download the Consolidated User Guide.

#### Known Issues:

- 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:
  - Under Internet Explorer, Select Tools | Internet Options, then under the tab "Advanced" uncheck the option "Show friendly HTTP error messages".
  - o Install and use the Firebox browser. See www.firefox.com for details.

#### **APIS Account Manager Contact Information:**

| East Cost Offices  |                     |                            |
|--------------------|---------------------|----------------------------|
| 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 |

|  | Central Off         | ices                    |  |
|--|---------------------|-------------------------|--|
| 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 |  |

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

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| Dorothy Wolf       | (973) 645-2324      | dorothy.wolf@dhs.gov       |  |
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| Pacific Offices |                |                         |  |
|-----------------|----------------|-------------------------|--|
| Donald Killgore | (808) 237-4610 | donald.killgore@dhs.gov |  |

#### 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:

- 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.
- 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.
- 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

- eAPIS includes the ability to Share Crew List information with other eAPIS users. Select here for additional information on Crew List Sharing.
- 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.
- Anytime you have questions regarding your eAPIS account, please contact one of the APIS Account Managers listed above.

# 29. Help Page

## **Electronic Advance Passenger Information System**

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



News Legal Notices [!]

### Help

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What is eAPIS?
How do I enroll with eAPIS?
How do I log in to eAPIS?
What if I have lost my password?
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) Webbased 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:

- 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:

- 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, <u>e-mail the system administrator</u>. 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:

- Go to the Change Password page by selecting the link "Change your password" on the Welcome page.
- 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
- 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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