

Introduction to eAPIS

Slide1

Private Aviation: Introduction to eAPIS

Upon completion of this module you will be able to:

- Navigate this web-based training layout
- Describe the Private Air APIS Final Rule
- Explain eAPIS Background
- Navigate the eAPIS application

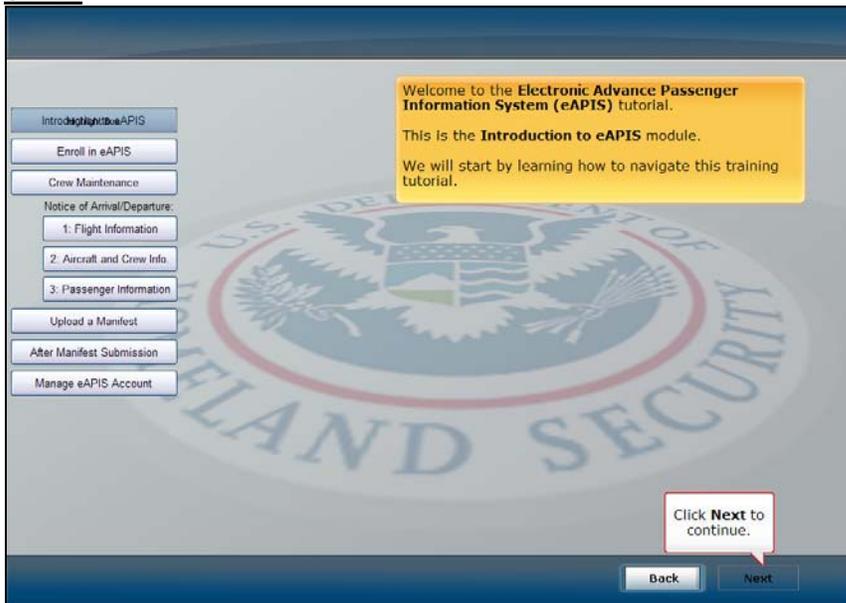
Click **Next** to continue.

Home Back Next

1) Text Caption : Upon completion of this module you will be able to:

- Navigate this web-based training layout
- Describe the Private Air APIS Final Rule
- Explain eAPIS Background
- Navigate the eAPIS application

Slide2



1) Text Caption : Welcome to the Electronic Advance Passenger Information System (eAPIS) tutorial.

This is the Introduction to eAPIS module.

We will start by learning how to navigate this training tutorial.

Slide3

Welcome to the Electronic Advance Passenger Information System (eAPIS) tutorial.

This is the Introduction to eAPIS module.

We will start by learning how to navigate this training tutorial.

You will also learn:

- key points from the Private Air APIS Final Rule and eAPIS background.
- how to navigate the eAPIS application.
- how to access legal notices, news, and online help.

Click **Next** to continue.

Back Next

1) Text Caption : Welcome to the Electronic Advance Passenger Information System (eAPIS) tutorial.

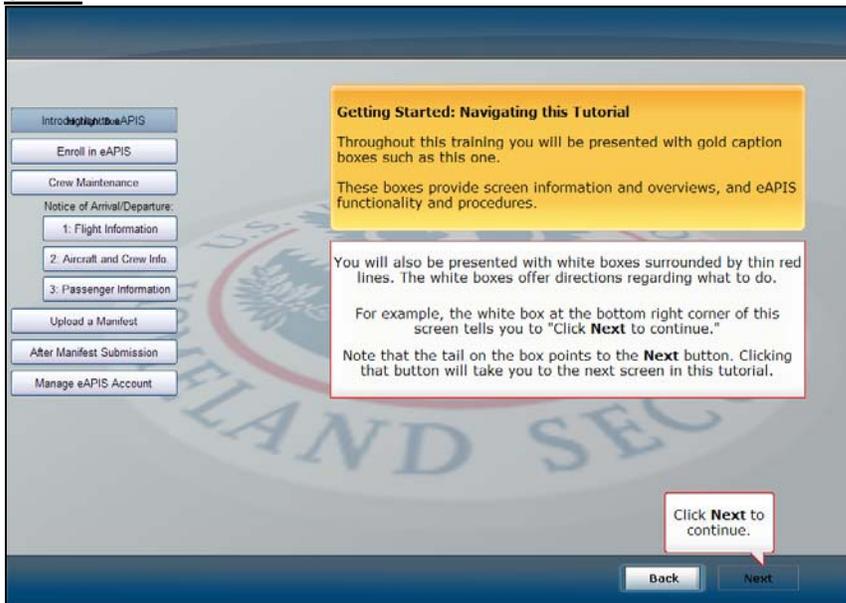
This is the Introduction to eAPIS module.

We will start by learning how to navigate this training tutorial.

You will also learn:

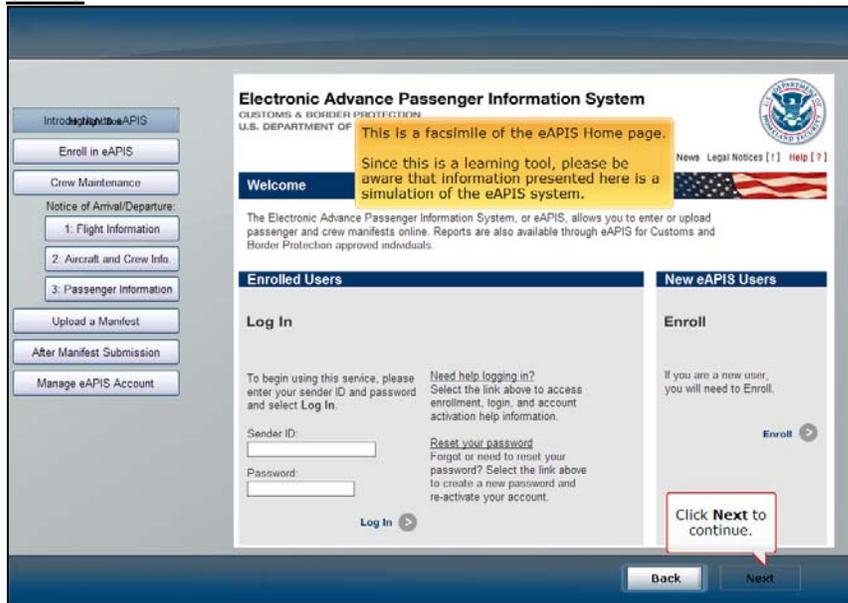
- key points from the Private Air APIS Final Rule and eAPIS background.
- how to navigate the eAPIS application.
- how to access legal notices, news, and online help.

Slide4



1) Text Caption : Getting Started: Navigating this Tutorial

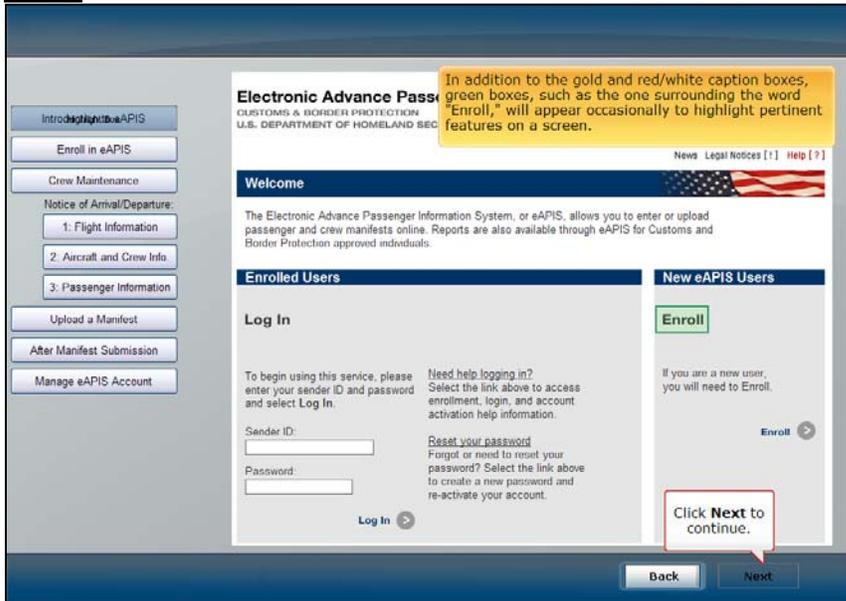
Slide5



1) Text Caption : This is a facsimile of the eAPIS Home page.

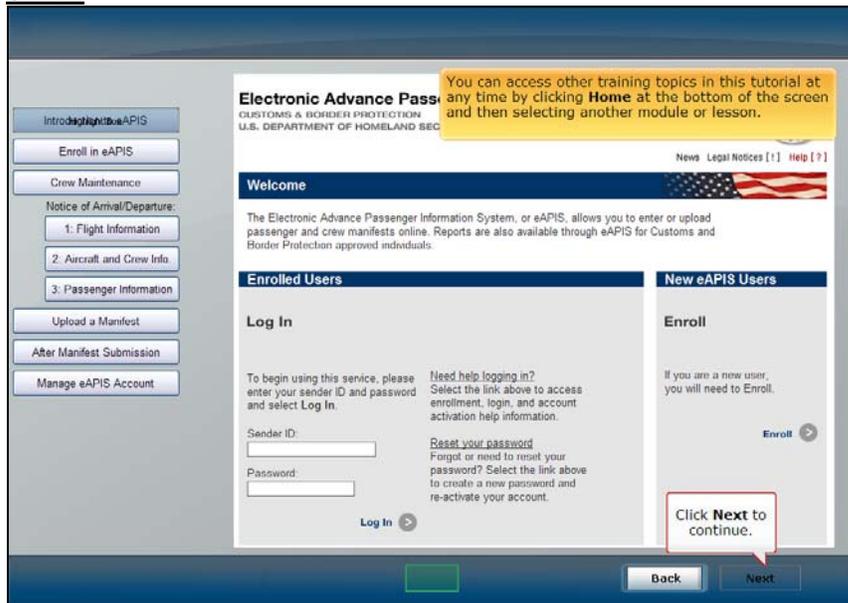
Since this is a learning tool, please be aware that information presented here is a simulation of the eAPIS system.

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1) Text Caption : In addition to the gold and red/white caption boxes, green boxes, such as the one surrounding the word "Enroll," will appear occasionally to highlight pertinent features on a screen.

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1) Text Caption : You can access other training topics in this tutorial at any time.

Slide8

Electronic Advance Pass
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SEC

You can access other training topics in this tutorial at any time by clicking **Home** at the bottom of the screen and then selecting another module or lesson.
But the quickest way to select a different module is to click the module name from the menu on the left.

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 >

Click **Next** to continue.

Back **Next**

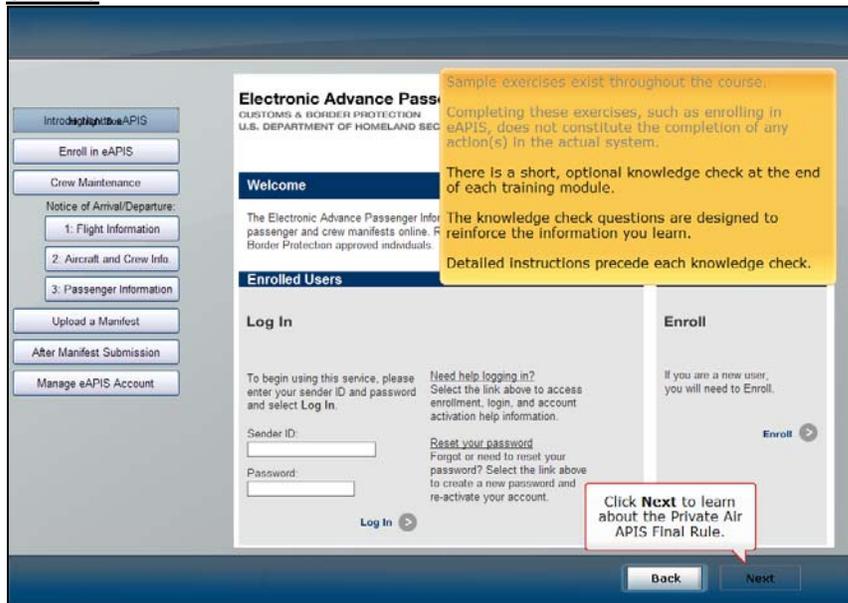
1) Text Caption : Select a different module by clicking the module name on the menu page.

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1) Text Caption : Sample exercises exist throughout the course.

Completing these exercises, such as enrolling in eAPIS, does not constitute the completion of any action(s) in the actual system.

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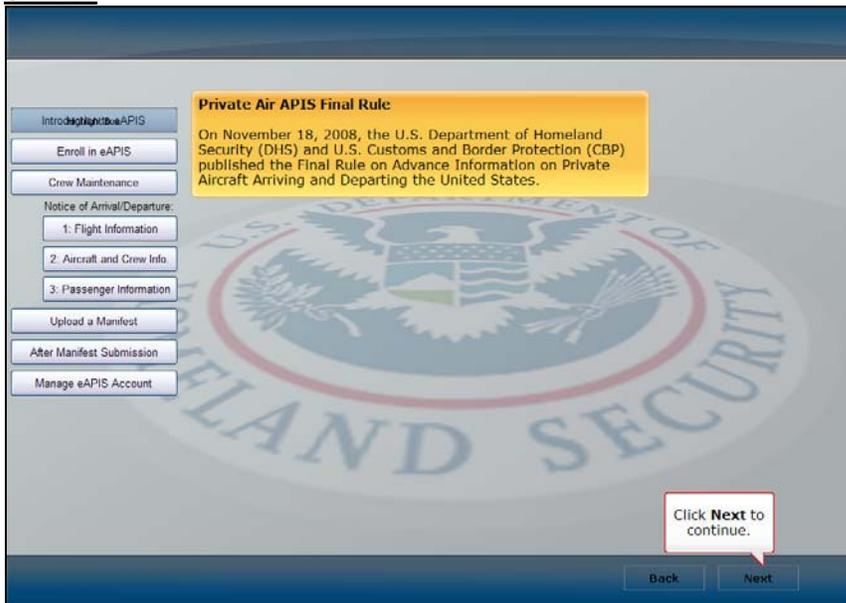


1) Text Caption : There is a short, optional knowledge check at the end of each training module.

The knowledge check questions are designed to reinforce the information you learn.

Detailed instructions precede each knowledge check.

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1) Text Caption : Private Air APIS Final Rule

On November 18, 2008, the U.S. Department of Homeland Security (DHS) and U.S. Customs and Border Protection (CBP) published the Final Rule on Advance Information on Private Aircraft Arriving and Departing the United States.

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The screenshot shows a software interface with a navigation menu on the left and a main content area. The navigation menu includes buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area features a large 'DEPARTMENT OF HOMELAND SECURITY' watermark. Two yellow text boxes are overlaid on the content: the top one is titled 'Private Air APIS Final Rule' and contains text about the November 18, 2008 rule; the bottom one contains text about the rule's effective date of May 18, 2009. A red callout box at the bottom right says 'Click Next to continue.' Below the interface are 'Back' and 'Next' buttons.

1) Text Caption : This rule went into effect 30 days after the date of publication, and its requirements are mandatory as of May 18, 2009.

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Private Air APIS Final Rule

On November 18, 2008, the U.S. Department of Homeland Security (DHS) and U.S. Customs and Border Protection (CBP) published the Final Rule on Advance Information on Private Aircraft Arriving and Departing the United States.

This rule went into effect 30 days after the date of publication, and its requirements are mandatory as of May 18, 2009.

The purpose of this rule is to strengthen security by requiring more detailed information on private aircraft arriving and departing the United States, as well as on persons onboard the aircraft.

Click **Next** to continue.

Back Next

1) Text Caption : The purpose of this rule is to strengthen security by requiring more detailed information on private aircraft arriving and departing the United States, as well as on persons onboard the aircraft.

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The screenshot shows a web interface for the eAPIS system. On the left is a navigation menu with buttons for: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', '3: Passenger Information'), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Private Air APIS Final Rule' and contains three yellow callout boxes. The first box states: 'On November 18, 2008, the U.S. Department of Homeland Security (DHS) and U.S. Customs and Border Protection (CBP) published the Final Rule on Advance Information on Private Aircraft Arriving and Departing the United States.' The second box states: 'This rule went into effect 30 days after the date of publication, and its requirements are mandatory as of May 18, 2009.' The third box states: 'The purpose of this rule is to strengthen security by requiring more detailed information on private aircraft arriving and departing the United States, as well as on persons onboard the aircraft.' Below these boxes is a white callout box with a red border that says 'Click **Next** to continue.' At the bottom right of the interface are 'Back' and 'Next' buttons.

1) Text Caption : Receiving this information electronically and in a timely manner allows for risk-based assessments and improved private aviation security.

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1) Text Caption : Private Air APIS Final Rule, cont'd.

The rule requires private aircraft pilots, or their designees, to transmit flight manifest information electronically to CBP for each individual traveling onboard the aircraft.

Slide16

The screenshot shows a web interface for the eAPIS system. On the left is a navigation menu with buttons for: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main content area features a large, faint 'HOMELAND SECURITY' watermark. Two yellow callout boxes provide information: the top one is titled 'Private Air APIS Final Rule, cont'd.' and states that the rule requires private aircraft pilots to transmit flight manifest information electronically to CBP; the bottom one states that pilots are also required to provide electronic Notice of Arrival and/or Departure information. A red callout box at the bottom right says 'Click Next to continue.' Below this are 'Back' and 'Next' buttons.

1) Text Caption : Additionally, pilots are required to provide electronic Notice of Arrival and/or Departure information.

Slide17

The screenshot shows the eAPIS interface with a sidebar on the left containing the following menu items: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, Alter Manifest Submission, and Manage eAPIS Account. The main content area features three yellow callout boxes. The top callout, titled 'Private Air APIS Final Rule, cont'd.', states: 'The rule requires private aircraft pilots, or their designees, to transmit flight manifest information electronically to CBP for each individual traveling onboard the aircraft.' The middle callout states: 'Additionally, pilots are required to provide electronic Notice of Arrival and/or Departure information.' The bottom callout states: 'This data must be received by CBP no later than 60 minutes prior to departure from the United States, or from a foreign location to the United States.' A red speech bubble at the bottom right says 'Click **Next** to continue.' At the bottom of the interface are 'Back' and 'Next' buttons. A large, faint 'HOMELAND SECURITY' watermark is visible in the background.

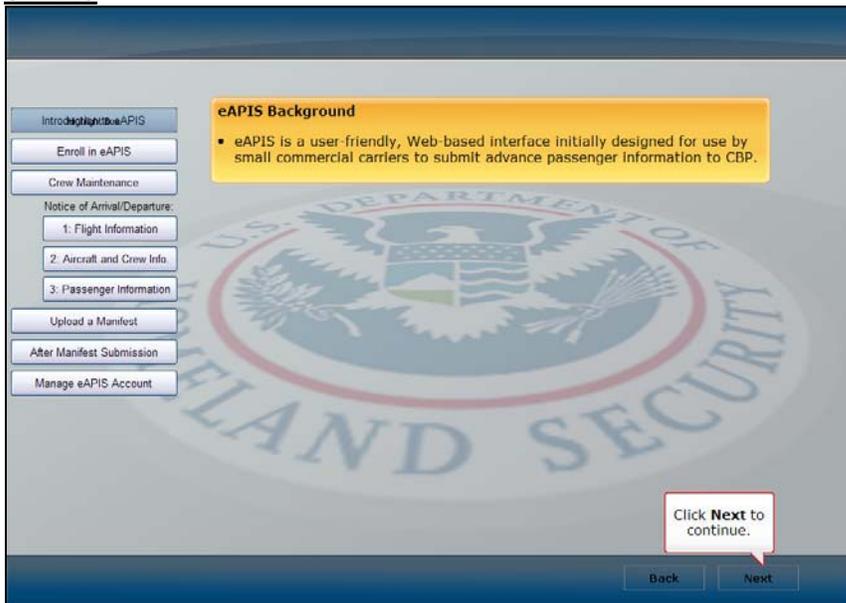
1) Text Caption : This data must be received by CBP no later than 60 minutes prior to departure from the United States, or from a foreign location to the United States.

Slide18

The screenshot shows a web interface for eAPIS. On the left is a navigation menu with buttons for: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main content area features a large background image of a pilot's helmet with the name 'MELAN' visible. Overlaid on this are four yellow callout boxes with black text. The first box, titled 'Private Air APIS Final Rule, cont'd.', states: 'The rule requires private aircraft pilots, or their designees, to transmit flight manifest information electronically to CBP for each individual traveling onboard the aircraft.' The second box says: 'Additionally, pilots are required to provide electronic Notice of Arrival and/or Departure information.' The third box states: 'This data must be received by CBP no later than 60 minutes prior to departure from the United States, or from a foreign location to the United States.' The fourth box explains: 'eAPIS allows for an electronic exchange of manifest information between pilots and CBP, and provides a single submission location for all CBP Ports of Entry.' At the bottom right, a small white box with a red border says: 'Click **Next** to learn about eAPIS background.' Below this are 'Back' and 'Next' buttons.

1) Text Caption : eAPIS allows for an electronic exchange of manifest information between pilots and CBP , and provides a single submission location for all CBP Ports of Entry.

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1) Text Caption : eAPIS Background

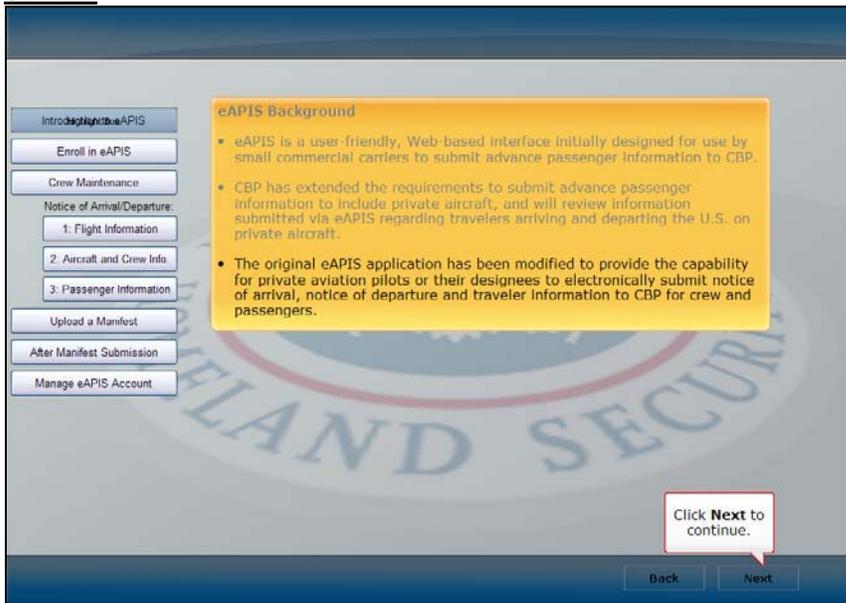
eAPIS is a user-friendly, Web-based interface initially designed for use by small commercial carriers to submit advance passenger information to CBP.

Slide20

The screenshot displays the eAPIS (Electronic Advance Passenger Information System) interface. On the left side, there is a vertical navigation menu with the following items: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The 'Introduction to eAPIS' item is currently selected. The main content area features a yellow callout box titled 'eAPIS Background' containing two bullet points: 'eAPIS is a user-friendly, Web-based interface initially designed for use by small commercial carriers to submit advance passenger information to CBP.' and 'CBP has extended the requirements to submit advance passenger information to include private aircraft, and will review information submitted via eAPIS regarding travelers arriving and departing the U.S. on private aircraft.' At the bottom right, a red speech bubble points to a 'Next' button, with the text 'Click Next to continue.' The background of the interface shows a large, faint seal of the U.S. Department of Homeland Security.

1) Text Caption : CBP has extended the requirements to submit advance passenger information to include private aircraft, and will review information submitted via eAPIS regarding travelers arriving and departing the U.S. on private aircraft.

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1) Text Caption : The original eAPIS application has been modified to provide the capability for private aviation pilots or their designees to electronically submit notice of arrival, notice of departure and traveler information to CBP for crew and passengers.

Slide22

The screenshot displays the eAPIS application interface. On the left is a vertical navigation menu with buttons for: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The 'Introduction to eAPIS' button is highlighted. The main content area features a yellow box titled 'eAPIS Background' containing three bullet points. A red-bordered callout box points to the third bullet point, containing the text: 'Click **Next** to learn how to navigate the Private Air APIS application.' At the bottom right, there are 'Back' and 'Next' buttons. The background of the interface shows a faint 'HOMELAND SECURITY' watermark.

eAPIS Background

- eAPIS is a user-friendly, Web-based interface initially designed for use by small commercial carriers to submit advance passenger information to CBP.
- CBP has extended the requirements to submit advance passenger information to include private aircraft, and will review information submitted via eAPIS regarding travelers arriving and departing the U.S. on private aircraft.
- The original eAPIS application has been modified to provide the capability for private aviation pilots or their designees to electronically submit notice of arrival, notice of departure and traveler information to CBP for crew and passengers.

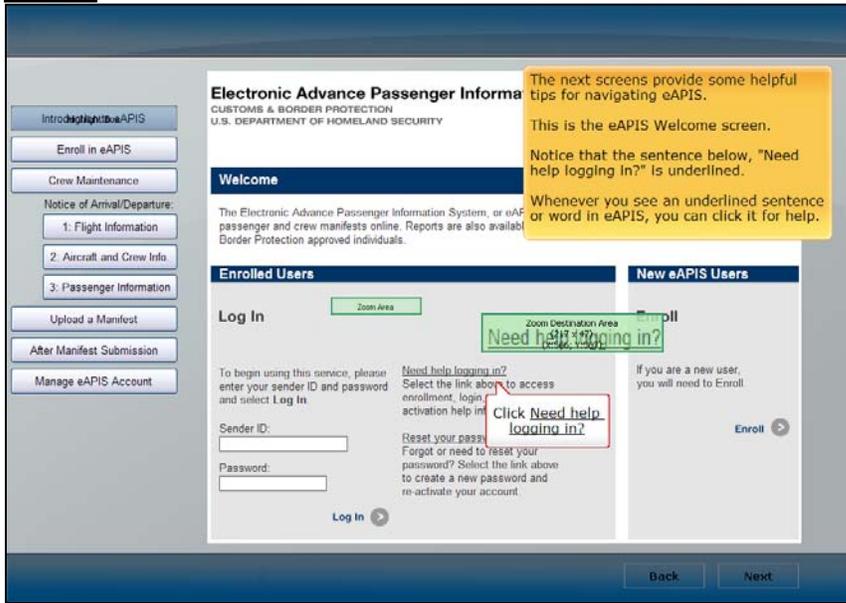
A response will be e-mailed to the sender once the Notice of Arrival or Departure and traveler manifests are processed.

Click **Next** to learn how to navigate the Private Air APIS application.

Back Next

1) Text Caption : A response will be e-mailed to the sender once the Notice of Arrival or Departure and traveler manifests are processed.

Slide23



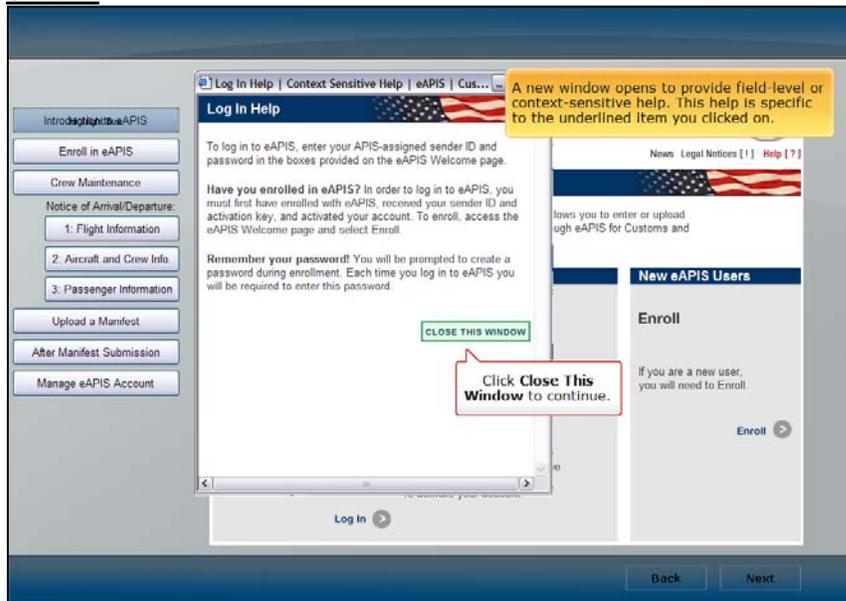
1) Text Caption : The next screens provide some helpful tips for navigating eAPIS.

This is the eAPIS Welcome screen.

Notice that the sentence below, "Need help logging in?" is underlined.

Whenever you see an underlined sentence or word in eAPIS, you can click it for help.

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- 1) Text Caption : A new window opens to provide field-level or context-sensitive help. This help is specific to the underlined item you clicked on.
- 2) Text Caption : Click **Close This Window** to continue.

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This is the Add New Crew Member screen. This screen contains several features that you will see repeated throughout this tutorial.

For example, eAPIS will not allow you to continue to the next screen until you have completed all fields marked with an asterisk (*).

Click **Next** to continue.

1) Text Caption : This is the Add New Crew Member screen. This screen contains several features that you will see repeated throughout this tutorial.

For example, eAPIS will not allow you to continue to the next screen until you have completed all fields marked with an asterisk (*).

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Add New Crew Member

You can proceed in eAPIS without completing fields that do not have an asterisk (*).
But CBP still requires all fields to be completed if you have the information to enter.

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

Crew Details

Last Name: * First Name: * Middle Name: * Gender: *
City of Birth: * State or Province of Birth: * Country of Birth: * Date of Birth: *
Country of Residence: * Country of 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: *
Document 2:
Additional Document Type: * Document Number: Country of Issuance: Expiration Date: *

Back Next

- 1) Text Caption : You can proceed in eAPIS without completing fields that do not have an asterisk (*).
But CBP still requires all fields to be completed if you have the information to enter.

Slide27

Add New Crew Member

Some fields do not have asterisks (*) because exceptions may exist that prevent those fields from being completed.

Add New Crew Member: Go to the Crew Details section on the page and complete the required fields. Select Add Crew to add to the crew member list.

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

Crew Details

Last Name: * First Name: * Middle Name: Gender: *
City of Birth: State or Province of Birth: Country of Birth: * Date of Birth: *
Country of Residence: * Country of Citizenship: * Crew Member Status: *
Street Address: *
City: * State/Province: ZIP/Postal: * Country: *

Document Information

Document 1: Document Type: * Document Number: Country of Issuance: Expiration Date: *
Document 2: Additional Document Type: Document Number: Country of Issuance: Expiration Date: *

Back Next

1) Text Caption : Some fields do not have asterisks (*) because exceptions may exist that prevent those fields from being completed.

Slide28

The screenshot shows the 'Add New Crew Member' form in the eAPIS system. The form is divided into several sections: 'Crew Details', 'Permanent Address', and 'Document Information'. A yellow callout box explains that some fields lack asterisks because exceptions exist. Another yellow callout box states that 'Document Type', 'Document Number', 'Country of Issuance', and 'Expiration Date' are required. A third yellow callout box notes that for U.S. pilot licenses, the 'Expiration Date' field is not required. A red callout box points to the 'Next' button, instructing the user to click it to continue. The form includes fields for Last Name, First Name, City of Birth, State of Birth, Country of Residence, Country of Citizenship, Street Address, City, State/Province, ZIP/Postal, and Country. The 'Document Information' section has two rows for Document Type, Document Number, Country of Issuance, and Expiration Date. A 'Back' button is at the bottom left and a 'Next' button is at the bottom right.

1) Text Caption : Consider **Document Type*** when entering a pilot's license, for example:

If the document has a **Document Number**, **Country of Issuance** and/or **Expiration Date**, this information must all be provided.

In the case of a U.S. pilot's license, there is no expiration date, so there is no asterisk (*), and you may proceed in eAPIS without completing this field.

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The screenshot shows a web form titled "Add New Crew Member" with a sidebar on the left containing navigation buttons like "Enroll in eAPIS", "Crew Maintenance", and "Notice of Arrival/Departure". The main form area includes sections for "Crew Details", "Permanent Address", and "Document Information".

Annotations on the form include:

- A yellow box at the top right explains that some fields lack asterisks (*) due to exceptions and provides instructions on when to use "Document Type", "Country of Issuance", and "Expiration Date".
- A red callout box points to the "Expiration Date" field in the "Document Information" section, stating: "Click Next to continue."

At the bottom of the form, there are "Back" and "Next" buttons.

1) Text Caption : If you are inputting a pilot's license from a country where the license *does* have an expiration date, the date must be entered even though the field is not marked with an asterisk (*).

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Add New Crew Member

Failure to complete a field simply because eAPIS allows you to proceed without entering the information may result in a penalty if that information is available.

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

Crew Details
Last Name: * First Name: * Middle Name: Gender: *
City of Birth: State or Province of Birth: Country of Birth: * Date of Birth: *
Country of Residence: * Country of 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: *
Document 2: Additional Document Type: Document Number: Country of Issuance: Expiration Date: *

Click **Next** to continue.

Back Next

1) Text Caption : Failure to complete a field simply because eAPIS allows you to proceed without entering the information may result in a penalty if that information is available.

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Another example of a field that may not be possible to complete is the **CBP Decal Number** field.

A pilot who purchases a decal from CBP may have a receipt for payment but may not yet have received the decal.

For this reason, you may proceed without completing the **Decal** field if the information is not available prior to departure.

Click **Next** to continue.

- 1) Text Caption : Another example of a field that may not be possible to complete is the **CBP Decal Number** field.
- A pilot who purchases a decal from CBP may have a receipt for payment but may not yet have received the decal.
- For this reason, you may proceed without completing the **Decal** field if the information is not available prior to departure.

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The screenshot shows the 'Aircraft Information' section of the eAPIS system. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure', '1: Flight Information', '2: Aircraft and Crew Info', '3: Passenger Information', 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main form area is titled 'Aircraft Information' and contains the following fields:

- Aircraft Information:** Aircraft Tail Number, Call Sign, and CBP Decal Number (highlighted with a green box). Below this is a link: 'View and/or update all Aircraft Information'.
- Aircraft Operator Information:** Operator Name (Last Name, First Name, Middle Name), and Company Name. A note states: 'Enter the Operator information (either for an individual or a business entity)'.

A yellow callout box on the right contains the following text:

Another example of a field that may not be possible to complete is the **CBP Decal Number** field. A pilot who purchases a decal from CBP may have a receipt for payment but may not yet have received the decal. For this reason, you may proceed without completing the Decal field if the information is not available prior to departure. For aircraft with identifiable decal numbers, however, a penalty may be incurred if this number is not entered in eAPIS.

At the bottom right, a red callout box says 'Click Next to continue.' Below the form are 'Back' and 'Next' buttons.

1) Text Caption : For aircraft with identifiable decal numbers, however, a penalty may be incurred if this number is not entered in eAPIS.

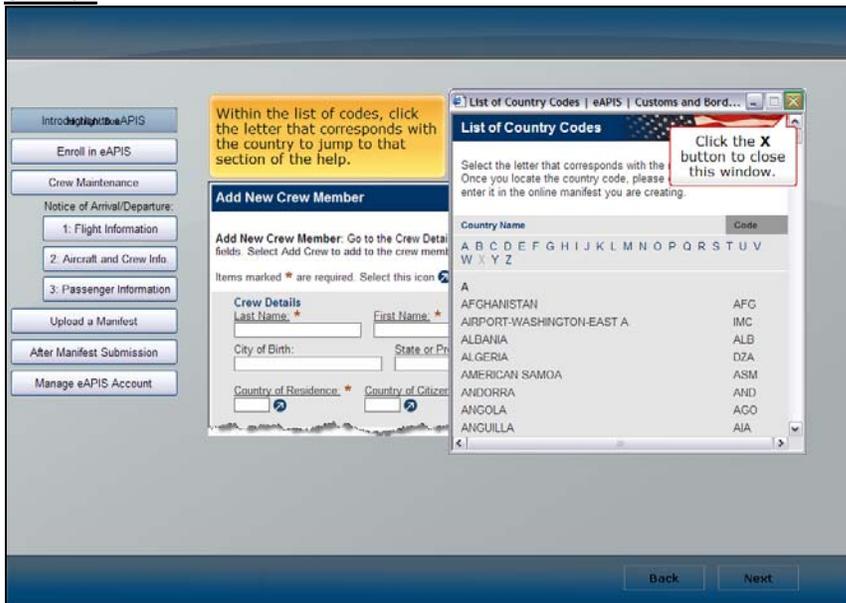
Slide33

The screenshot shows the 'Add New Crew Member' form in the eAPIS system. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main form area has a title bar with an American flag and a '< BACK' button. Below the title bar, there is a heading 'Add New Crew Member' and instructions: 'Go to the Crew Details section of the page and complete the required fields. Select Add Crew to add to the crew member list.' A note states 'Items marked * are required. Select this icon [arrow] for a list of options.' The form fields include: 'Crew Detail' (with a green checkmark icon), 'Last Name' (with a white arrow icon), 'First Name', 'Middle Name', 'Gender' (with a dropdown arrow), 'City of Birth', 'Country of Birth' (with a white arrow icon and a red callout box pointing to it), 'Date of Birth' (MM/DD/YYYY), 'Country of Residence' (with a white arrow icon), 'Country of Citizenship' (with a white arrow icon), and 'Crew Member Status' (with a dropdown arrow). At the bottom right of the form are 'Back' and 'Next' buttons. A yellow callout box in the upper right of the screenshot contains the text: 'Another helpful feature eAPIS provides is a list of valid codes for required fields such as airport codes and country codes. To access these codes, click on the white arrows encircled in dark blue to the right of the text fields.'

1) Text Caption : Another helpful feature eAPIS provides is a list of valid codes for required fields such as airport codes and country codes.

To access these codes, click on the white arrows encircled in dark blue to the right of the text fields.

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- 1) Text Caption : Within the list of codes, click the letter that corresponds with the country to jump to that section of the help.
- 2) Text Caption : Click the X button to close this window.

Slide35

Add New Crew Member

At the completion of each screen, eAPIS checks the data you just entered.

Add New Crew Member Go to the Crew Details section of the page and complete the required fields. Select Add Crew to add to the crew member list.

ERROR: Please enter a city for the permanent address.

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

Crew Details

Last Name: * First Name: * Middle Name: Gender: *
Traveler: [input] [input] [input] [input]

City of Birth: * State or Province of Birth: * Country of Birth: * Date of Birth: *
[input] [input] [input] [input] / [input] / [input]

Country of Residence: * Country of Citizenship: * Crew Member Status: *
[input] [input] [input]

Permanent Address

Street Address: *
[input]

City: * State/Province: * ZIP/Postal: * Country: *
[input] [input] [input] [input]

Document Information

Document 1:
Document Type: * Document Number: * Country of Issuance: * Expiration Date: *
[input] [input] [input] [input]

Click Next to continue.

Back Next

1) Text Caption : At the completion of each screen, eAPIS checks the data you just entered.

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Add New Crew Member

At the completion of each screen, eAPIS checks the data you just entered.

If you have left a required field blank or entered required information incorrectly, a red **ERROR** message appears near the top of the screen with directions on how to correct the error.

ERROR: Please enter a valid permanent address.

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

Crew Details

Last Name: * First Name: * Middle Name: Gender: *
Traveler: [input] [input] [input] [input]

City of Birth: * State or Province of Birth: * Country of Birth: * Date of Birth: *
[input] [input] [input] [input] / [input] / [input]

Country of Residence: * Country of Citizenship: * Crew Member Status: *
[input] [input] [input]

Permanent Address

Street Address: *
[input]

City: * State/Province: * ZIP/Postal: * Country: *
[input] [input] [input] [input]

Document Information

Document 1:
Document Type: * Document Number: * Country of Issuance: * Expiration Date: *
[input] [input] [input] [input]

Click **Next** to continue.

Back Next

1) Text Caption : If you have left a required field blank or entered required information incorrectly, a red **ERROR** message appears near the top of the screen with directions on how to correct the error.

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Add New Crew Member

Add New Crew Member Go to the Crew Details section of the fields. Select Add Crew to add to the crew member list.

ERROR: Please enter a city for the permanent address.

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

Crew Details

Last Name: * First Name: * Middle Name: Gender: *
Traveler: [input] [input] [input] [input]

City of Birth: State or Province of Birth: Country of Birth: * Date of Birth: *
[input] [input] [input] [input] / [input] / [input]

Country of Residence: * Country of Citizenship: * Crew Member Status: *
[input] [input] [input]

Permanent Address

Street Address: * City: * Zoom Destination Area
[input] [input] [input]

City: * State/Province: ZIP/Postal: Country: *
[input] [input] [input] [input]

Document Information

Document 1:
Document Type: * Document Number: Country of Issuance: Expiration Date:
[input] [input] [input] [input]

Back Next

1) Text Caption : The box surrounding the field turns red to assist you in identifying the incomplete field, as in the case of the **City*** field.

If the incomplete field has a drop-down menu, the default text will turn red.

Slide38

Add New Crew Member

If a field without an asterisk (*) is incomplete, a **WARNING** message displays at the top of the screen and the box surrounding that field turns green.

WARNING: Please enter a valid ZIP/Postal code for the permanent address.

Items marked * are required. Select this icon [dropdown] for a list of options.

Crew Details

Last Name * First Name * Middle Name * Gender *
Traveler Happy [dropdown] F [dropdown]

City of Birth * State or Province of Birth * Country of Birth * Date of Birth *
[dropdown] [dropdown] USA [dropdown] 12 / 08 / 1956
MM DO YYYY

Country of Residence * Country of Citizenship * Crew Member Status *
USA [dropdown] USA [dropdown] Crew [dropdown]

Permanent Address

Street Address *
1234 Any Street
City * State/Province * ZIP/Postal * Country *
Anytown [dropdown] [dropdown] (0-449; Y-403) [dropdown] USA [dropdown]

MM DO YYYY

Click **Next** to continue.

Back Next

1) Text Caption : If a field without an asterisk (*) is incomplete, a **WARNING** message displays at the top of the screen and the box surrounding that field turns green.

Slide39

Add New Crew Member

Add New Crew Member. Go to the Crew Details section of the page and complete fields. Select Add Crew to add to the crew member list.

WARNING: Please enter a valid ZIP/Postal code for the permanent address.

Items marked * are required. Select this icon [info] for a list of options.

Crew Details

Last Name * [Traveler] First Name * [Happy] Middle Name: [] Gender * [F]

City of Birth: [] State or Province of Birth: [] Country of Birth * [USA] Date of Birth * [12] / [08] / 1956

Country of Residence * [USA] Country of Citizenship * [USA] Crew Member Status * [Crew]

Permanent Address

Street Address * [1234 Any Street]

City * [Anytown] State/Province: [] Country * [USA]

MM DO YYYY

Click Next to continue.

Back Next

- 1) Text Caption : Fields that result in green warnings will not stop you from continuing forward in eAPIS. But remember, if you have the information, be sure to enter it to avoid a possible penalty.

Slide40

The screenshot shows a web form titled "Add New Crew Member". On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", and "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information). Below the menu are buttons for "Upload a Manifest", "After Manifest Submission", and "Manage eAPIS Account".

The main form area has a blue header "Add New Crew Member". Below it is a yellow callout box with the text: "In this example, the Zip/Postal field is not required, but you should complete it anyway if a zip code exists for the address." Below the callout is a green warning message: "WARNING: Please enter a valid ZIP/Postal code for the permanent address." Below the warning is a note: "Items marked * are required. Select this icon [dropdown arrow] for a list of options."

The form is divided into two sections: "Crew Details" and "Permanent Address".

Crew Details:

- Last Name: * (Traveller)
- First Name: * (Happy)
- Middle Name: *
- Gender: * (F)
- City of Birth: *
- State or Province of Birth: *
- Country of Birth: * (USA)
- Date of Birth: * (MM/DD/YYYY) (12/08/1956)
- Country of Residence: * (USA)
- Country of Citizenship: * (USA)
- Crew Member Status: * (Crew)

Permanent Address:

- Street Address: * (1234 Any Street)
- City: * (Anytown)
- State/Province: *
- ZIP/Postal: * (12345 1402) - This field is highlighted with a green box and a red arrow pointing to the yellow callout.
- Country: * (USA)

At the bottom of the form are "Back" and "Next" buttons. A red callout box points to the "Next" button with the text: "Click Next to continue."

1) Text Caption : In this example, the **Zip/Postal** field is not required, but you should complete it anyway if a zip code exists for the address.

Slide41

Add New Crew Member

Add New Crew Member. Go to the Crew Details section of the page and complete the required fields. Select Add Crew to add to the crew member list.

WARNING: Please enter a valid ZIP/Postal code for the permanent address.

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

Crew Details

Last Name * First Name * Middle Name * Gender *
Traveler Happy

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

Country of Residence * Country of Citizenship * Crew Member Status *
USA USA [crew *]

Permanent Address

Street Address *
1234 Any Street

City * State/Province * ZIP/Postal * Country *
Anytown USA

MM / DD / YYYY

Back Next

1) Text Caption : Type 12345 in the **Zip/Postal** field and press Tab.

Slide42

The screenshot shows a web application interface for adding a new crew member. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', and 'Notice of Arrival/Departure' (with sub-items 1, 2, and 3). The main content area is titled 'Add New Crew Member' and contains a yellow callout box with the text: 'This concludes our discussion about eAPIS navigation. Next we will learn about eAPIS Legal Notices.' Below this is a warning: 'WARNING: Please enter a valid ZIP/Postal code for the permanent address.' The form includes sections for 'Crew Details' (Last Name, First Name, Middle Name, Gender, City of Birth, State or Province of Birth, Country of Birth, Date of Birth) and 'Permanent Address' (Street Address, City, State/Province, ZIP/Postal, Country). A red callout box points to the 'Next' button with the text 'Click Next to continue.' At the bottom are 'Back' and 'Next' buttons.

1) Text Caption : This concludes our discussion about eAPIS navigation.

Next we will learn about eAPIS **Legal Notices**.

Slide43

The screenshot shows the eAPIS website interface. On the left is a navigation menu with buttons for: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main content area features the title 'Electronic Advance Passenger Information System' and 'CUSTOMS & BORDER PROTECTION U.S. DEPARTMENT OF HOMELAND SECURITY'. A red box highlights the 'Legal Notices' link in the top navigation bar with the text 'Click Legal Notices to continue.'. Below this is a blue banner for 'Add New Crew Member' with a 'BACK' link. A large yellow callout box contains the text: 'Additional information is available to assist you in eAPIS, such as the **CBP Privacy Policy, System Outage Information, and Frequently Asked Questions (FAQs)**. The screens that follow describe where to locate that information. **Legal Notices** are available from the link at the top of every eAPIS page.' At the bottom of the page are 'Back' and 'Next' buttons.

1) Text Caption : Additional information is available to assist you in eAPIS, such as the **CBP Privacy Policy, System Outage Information, and Frequently Asked Questions (FAQs)**.

The screens that follow describe where to locate that information.

Legal Notices are available from the link at the top of every eAPIS page.

2) Text Caption : Click **Legal Notices** to continue.

Slide44

Legal Notices

Thank you for visiting the eAPIS Internet web site and ~~recommen~~ out ~~enroll~~ ~~enroll~~. This is an official web site of the Bureau of Customs and Border Protection (CBP). We do not collect personally identifiable information of visitors. **The Legal Notices pages contain the CBP Privacy Policy and information regarding the security of the information you submit.**

specifically advise you that we are doing so. However, a manifest, including Sender ID, time submitted, etc., is traced to the original registrant. All manifest information is stored in the Advance Passenger Information System (APIS) and is subject to 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.

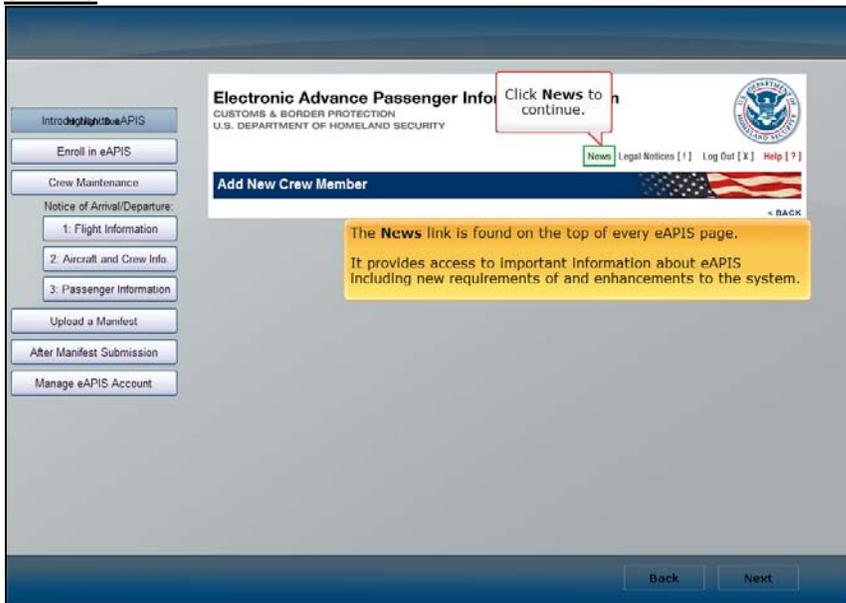
We maintain the above information in system logs. We use this information to make our site more useful to visitors by learning the number of visitors to our site, the number of pages served, and the level of demand for specific pages.

Click **Next** to learn about eAPIS News.

Back Next

1) Text Caption : The **Legal Notices** pages contain the CBP Privacy Policy and information regarding the security of the information you submit.

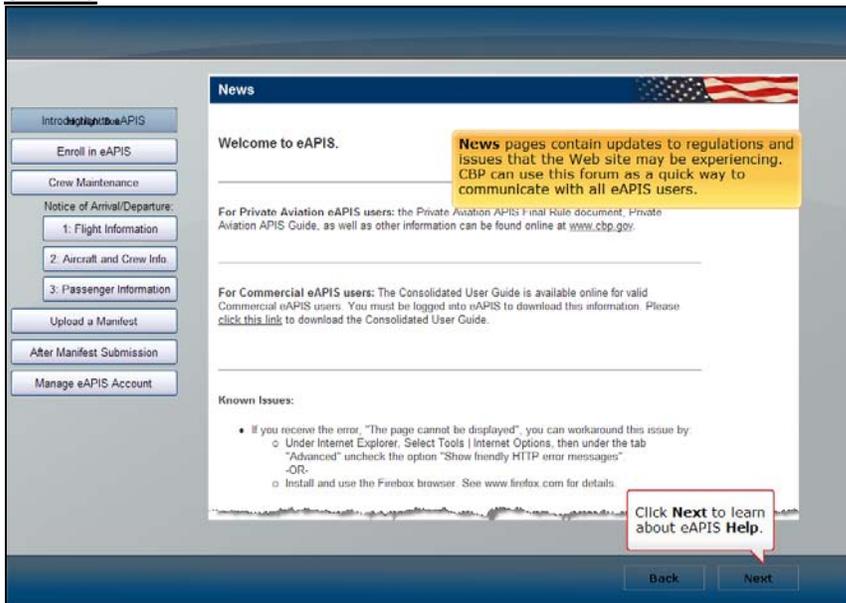
Slide45



1) Text Caption : The **News** link is found on the top of every eAPIS page.

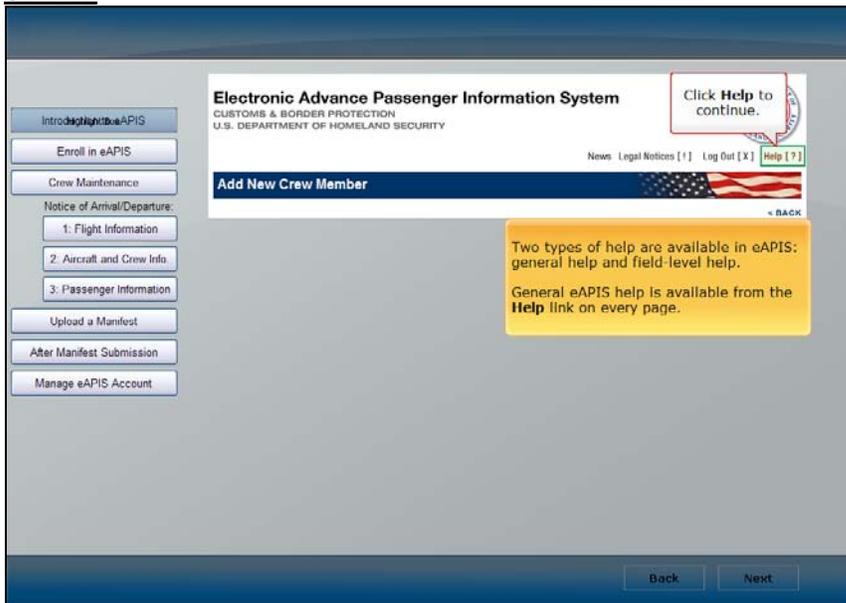
It provides access to important information about eAPIS including new requirements of and enhancements to the system.

Slide46



1) Text Caption : **News** pages contain updates to regulations and issues that the Web site may be experiencing. CBP can use this forum as a quick way to communicate with all eAPIS users.

Slide47



1) Text Caption : Two types of help are available in eAPIS: general help and field-level help.

General eAPIS help is available from the **Help** link on every page.

Slide48

The screenshot shows a web interface for eAPIS. On the left is a vertical menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', '3: Passenger Information'), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Help' and features an American flag graphic and a '< BACK' link. A list of frequently asked questions is displayed, including: 'What is eAPIS?', 'How do I enroll with eAPIS?', 'How do I log in to eAPIS?', 'What if I have lost my activation key?', 'What if I have lost my sender ID?', 'What if I have forgotten my password?', 'How do I change my password?', 'How do I update the contact information in my eAPIS profile?', 'What if I do not have all the information required by eAPIS to create a new manifest?', 'What if I have to log out of eAPIS before I've finished entering all of the traveler information for a flight?', 'When and for whom are travel documents required?', 'What is an acceptable travel document?', 'How do I get help completing a flight?', '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 CBP regarding eAPIS?', 'What information should be included when contacting an eAPIS Administrator?', 'How do I enable JavaScript?', 'Is the eAPIS application 508 compliant?', 'Where can I find additional help on how to use eAPIS for APIS for Private Aircraft manifest submissions?', and 'Where can I find more information on the XML schema to upload APIS for Private Aircraft manifests?'. Below the list are links for 'List of Acronyms' and 'List of Features'. A yellow text box on the right states: 'The Help link displays a list of Frequently Asked Questions (FAQs) about eAPIS. These questions are updated periodically by CBP.' At the bottom right, a red-bordered box says 'Click Next to continue.' Below this are 'Back' and 'Next' buttons.

1) Text Caption : The **Help** link displays a list of Frequently Asked Questions (FAQs) about eAPIS. These questions are updated periodically by CBP.

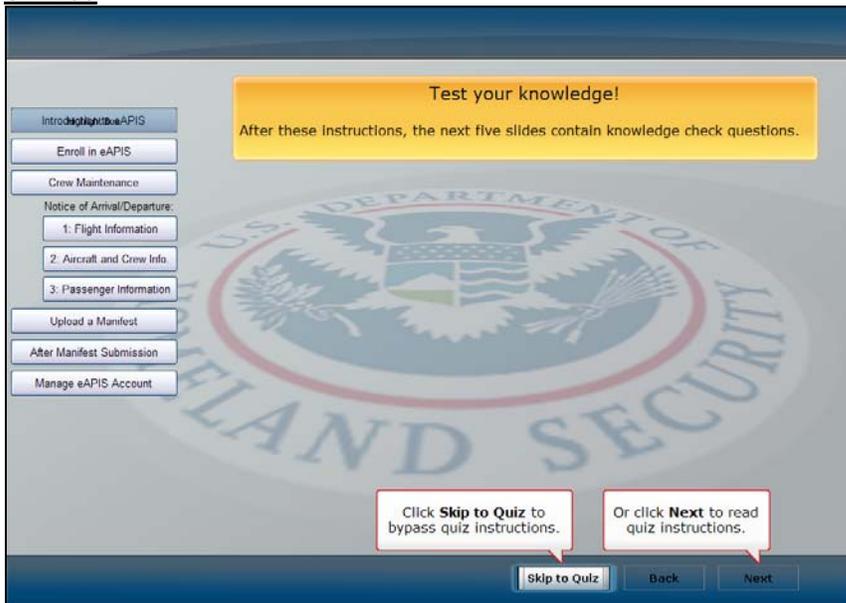
Slide49

Field-level help is also available for many fields by clicking the underlined words or phrases throughout the eAPIS application.

Click **Next** for the Introduction to eAPIS knowledge check.

1) Text Caption : Field-level help is also available for many fields by clicking the underlined words or phrases throughout the eAPIS application.

Slide50



1) Text Caption : Test your knowledge!

After these instructions, the next five slides contain knowledge check questions.

Choose the best answer to each question.

Slide51

Test your knowledge!

Upon completion of the questions, you can:

- Review your responses.
- Continue to the next module: **Enroll in eAPIS**.
- Select any other module from the module menu.
- Exit the tutorial at any time by clicking the close button.

Click **Next** to continue.

Skip to Quiz Back Next

1) Text Caption : Test your knowledge!

Upon completion of the questions, you can:

Review your responses.

Continue to the next module: **Enroll in eAPIS**.

Slide52

Multiple Choice

The quickest way to access a different module in the **eAPIS Web-Based Training** is to click the:

- A) Home button at the bottom center of your screen.
- B) Next button to continue through the tutorial and access the module you are interested in from the Main menu.
- C) Help button in the top right corner of your screen.
- D) Name of the module you wish to access in the module menu on the left side of your screen.

The correct answer is "D."
The quickest way to access a different training module is to click the name of the module you wish to access in the module menu on the left side of your screen.

Please try again.

Review Area
(268 x 92)
(0:126; Y:464)

Question 1 of 5

Back Skip Submit

Multiple Choice

The quickest way to access a different module in the **eAPIS Web-Based Training** is to click the:

- A) Home button at the bottom center of your screen.
- B) Next button to continue through the tutorial and access the module you are interested in from the Main menu.
- C) Help button in the top right corner of your screen.
- D) Name of the module you wish to access in the module menu on the left side of your screen.

1) Multiple Choice Answer: The correct is answer is "D." The quickest way to access a different training module is to click the name of the module you wish to access in the module menu on the left side of your screen."

Slide53

Multiple Choice

On November 18, 2008, the U.S. Department of Homeland Security (DHS) and U.S. Customs and Border Protection (CBP) published the Final Rule on Advance Information on Private Aircraft Arriving and Departing the United States. The purpose of this rule is to:

- A) Strengthen security by requiring more detailed information on private aircraft arriving and departing the United States and on persons onboard the aircraft.
- B) Force all departing private aircraft to land at a CBP facility before they depart the United States.
- C) Increase the volume of private aircraft traffic arriving and departing the United States.
- D) Pre-clear private aircraft prior to arrival in the United States so that they don't have to report to CBP.

The correct answer is "A"

The purpose of this rule is to strengthen security by requiring more detailed information on private aircraft arriving and departing the United States and on persons onboard the aircraft.

Please try again.

Review Area
(655 x 68)
(x:126; y:488)

Question 2 of 5

Multiple Choice

On November 18, 2008, the U.S. Department of Homeland Security (DHS) and U.S. Customs and Border Protection (CBP) published the Final Rule on Advance Information on Private Aircraft Arriving and Departing the United States. The purpose of this rule is to:

- A) Strengthen security by requiring more detailed information on private aircraft arriving and departing the United States and on persons onboard the aircraft.
- B) Force all departing private aircraft to land at a CBP facility before they depart the United States.
- C) Increase the volume of private aircraft traffic arriving and departing the United States.
- D) Pre-clear private aircraft prior to arrival in the United States so that they don't have to report to CBP.

1) Multiple Choice Answer : The Correct answer is "A". The purpose of this rule is to strengthen security by requiring more detailed information on private aircraft arriving and departing the United States and on persons onboard the aircraft.

Slide54

Multiple Choice

Submission of manifests via eAPIS after May 18, 2009 is:

- A) Optional for both private pilots and commercial carriers.
- B) Mandatory for both private pilots and commercial carriers.
- C) Mandatory for commercial carriers, but optional for private pilots.
- D) Mandatory for private pilots, but optional for commercial carriers.

The correct answer is "B."
Submission of manifests via eAPIS is mandatory for both private pilots and commercial carriers.

Please try again.

Review Area
(695 x 68)
(x:126; y:488)

Question 3 of 5

Back Skip Submit

Multiple Choice

Submission of manifests via eAPIS after May 18, 2009 is:

- A) Optional for both private pilots and commercial carriers.
- B) Mandatory for both private pilots and commercial carriers.
- C) Mandatory for commercial carriers, but optional for private pilots.
- D) Mandatory for private pilots, but optional for commercial carriers.

1) Multiple Choice Answer: The correct answer is "B." Submission of manifests via eAPIS is mandatory for both private pilots and commercial carriers.

Slide55

Multiple Choice

Click the _____ link for information on the CBP Privacy Policy and information regarding the security of the information you submit.

- A) News
- B) Help
- C) Legal Notices
- D) Enroll in eAPIS

Review Area
(260 x 92)
(X:126; Y:464)

Question 4 of 5

The correct answer is "C."
The Legal Notices link provides information on the CBP Privacy Policy and information regarding the security of the information you submit.

Please try again.

Back Skip Submit

Multiple Choice

Click the _____ link for information on the CBP Privacy Policy and information regarding the security of the information you submit.

- A) News
- B) Help
- C) Legal Notices
- D) Enroll in eAPIS

1) Multiple Choice Answer : The correct answer is "C." The Legal Notices provides information on the CBP Privacy Policy and information regarding the security of the information you submit.

Slide56

Multiple Choice

Private aircraft pilots, or their designees, must transmit traveler manifest information electronically to CBP for:

- A) Each individual traveling onboard the aircraft.
- B) Only foreign travelers entering the United States.
- C) Only U.S. citizens departing the United States.
- D) All travelers onboard the aircraft with the exception of crew members.

Review Area
(268 x 92)
(X:126; Y:464)

Question 5 of 5

The correct answer is "A."
Private aircraft pilots, or their designees, must transmit passenger manifest information electronically to CBP for each individual traveling.
Please try again.
Click anywhere to continue.

Back Skip Submit

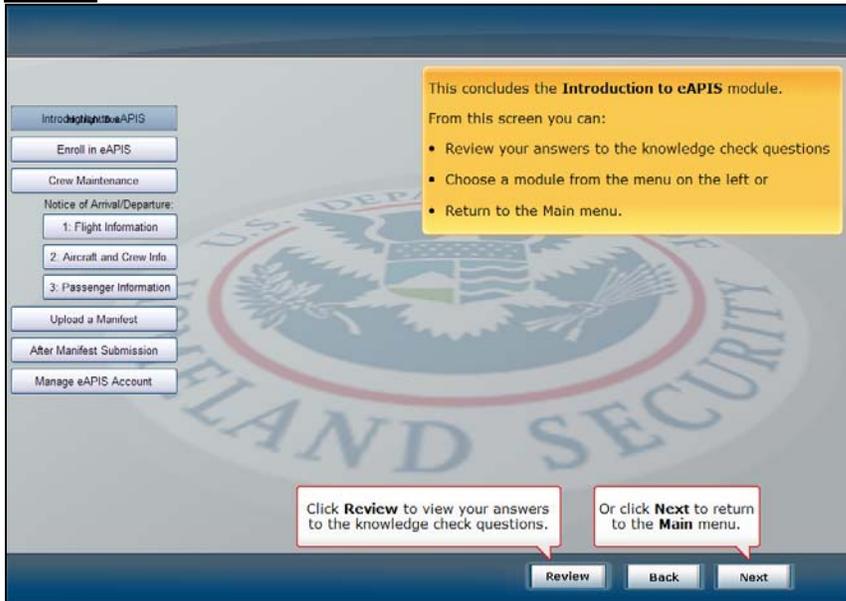
Multiple Choice

Private aircraft pilots, or their designees, must transmit traveler manifest information electronically to CBP for:

- A) Each individual traveling onboard the aircraft.
- B) Only foreign travelers entering the United States.
- C) Only U.S. citizens departing the United States.
- D) All travelers onboard the aircraft with the exception of crew members.

1) Multiple Choice Answer : The correct answer is "A." Private aircraft pilots, or their designees, must transmit passenger manifest information electronically to CBP for each individual traveling.

Slide57



1) Text Caption : This concludes the **Introduction to eAPIS** module.