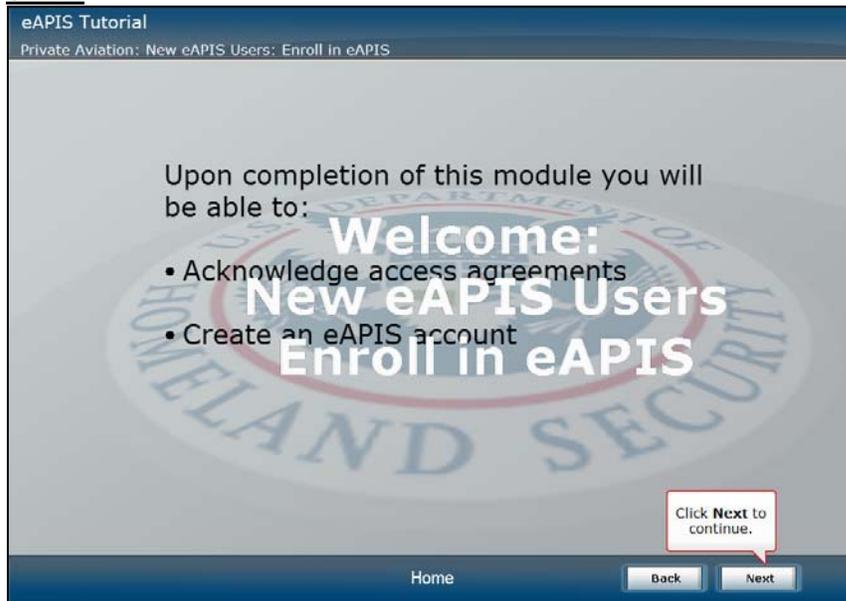


Enroll in eAPIS

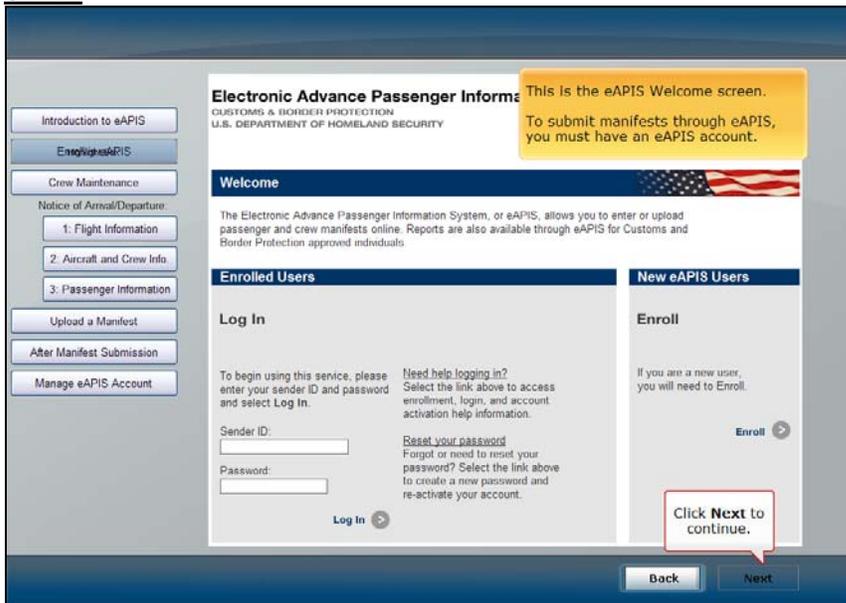
Slide1

The slide is titled "eAPIS Tutorial" and has a subtitle "Private Aviation: New eAPIS Users: Enroll in eAPIS". The main content area features a large, semi-transparent circular seal of the U.S. Department of Homeland Security in the background. Overlaid on the seal is the text "Welcome: New eAPIS Users Enroll in eAPIS". Below this, it says "Upon completion of this module you will be able to:" followed by a bulleted list: "• Acknowledge access agreements" and "• Create an eAPIS account". At the bottom of the slide, there is a "Home" button, a "Back" button, and a "Next" button. A callout box points to the "Next" button with the text "Click Next to continue."

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

- Acknowledge access agreements
- Create an eAPIS account

Slide2



1) Text Caption : This is the eAPIS Welcome screen.

To submit manifests through eAPIS, you must have an eAPIS account.

Slide3

Electronic Advance Passenger Information
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows passenger and crew manifests online. Reports are also available through 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 >

The eAPIS enrollment steps are:

- Complete eAPIS enrollment form and submit information
- Receive an activation email from CBP
- Log In to eAPIS
- Activate your account

Click Next to continue.

Back **Next**

1) Text Caption : The eAPIS enrollment steps are:

- Complete eAPIS enrollment form and submit information
- Receive an activation email from CBP
- Log in to eAPIS
- Activate your account

Slide4

1) Text Caption : For more detailed instructions about navigating this tutorial, select the **Introduction to eAPIS** module.

Slide5

Electronic Advance Passenger Information
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

News Legal Notices [1] Help [?]

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 : Note that completing this tutorial does not constitute completing the actual enrollment process.

Slide6

Electronic Advance Passenger Information
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

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](#)

New eAPIS Users

Enroll

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

[Enroll](#)

Note that completing this tutorial does not constitute completing the actual enrollment process. After you complete the **eAPIS Tutorial**, you must access eAPIS to initiate the enrollment process.

Click **Enroll** to begin the **Enroll in eAPIS** module.

[Back](#) [Next](#)

1) Text Caption : (Note that completing this tutorial does not constitute completing the actual enrollment process.)

After you complete the **eAPIS Tutorial**, you must access eAPIS to initiate the enrollment process.

2) Text Caption : Click **Enroll** to begin the **Enroll in eAPIS** module.

Slide7

Electronic Advance Passenger
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

The eAPIS End User Terms and Conditions
explain the legal agreement you are entering into when you choose to use the eAPIS site.

Terms and Conditions

End User Terms and Conditions

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

1. All persons using eAPIS agree to report Advance Passenger Information (manifests) in accordance with 49 U.S.C. section 44909(c), 19 C.F.R. Part 122, 8 U.S.C. section 1221, and 8 C.F.R. Parts 217, 231, and 251.

2. Users must be affiliated with an approved Carrier. A Carrier choosing to use the services of such User, whether a Carrier employee or a third-party Vendor, is specifically aware that it is liable for all actions or inaction of the

I agree I disagree

NEXT >

Click **Next** to continue.

Back Next

1) Text Caption : The **eAPIS End User Terms and Conditions** explain the legal agreement you are entering into when you choose to use the eAPIS site.

Slide8

1) Text Caption : If you do not wish to be bound by these terms and conditions, you may not use the eAPIS site.

Slide9

The screenshot shows the 'Electronic Advance Passenger' interface. 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 content area is titled 'Terms and Conditions' and contains the following text:

Electronic Advance Passenger
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Terms and Conditions

End User Terms and Conditions

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

1. All persons using eAPIS agree to report Advance Passenger Information (manifests) in accordance with 49 U.S.C. section 44909(c), 19 C.F.R. Part 122, 8 U.S.C. section 1221, and 8 C.F.R. Parts 217, 231, and 251.

2. Users must be affiliated with an approved Carrier. A Carrier choosing to use the services of such User, whether a Carrier employee or a third-party Vendor, is specifically aware that it is liable for all actions or inaction of the

At the bottom of the main content area, there are two radio buttons: 'I Agree' (which is selected) and 'I disagree'. A 'NEXT >' button is located to the right of these options. At the very bottom of the page are 'Back' and 'Next' buttons.

Annotations on the screenshot include:

- A yellow callout box pointing to the 'Terms and Conditions' header with the text: 'The eAPIS End User Terms and Conditions explain the legal agreement you are entering into when you choose to use the eAPIS site. If you do not wish to be bound by these terms and conditions, you may not use the eAPIS site.' Below this, it says: 'In the live eAPIS system, use the scroll bar to read all of the terms and conditions.'
- A red callout box pointing to the 'I Agree' radio button with the text: 'Select I Agree.'

- 1) Text Caption : In the live eAPIS system, use the scroll bar to read all of the terms and conditions.
- 2) Text Caption : Select I Agree.

Slide10

Electronic Advance Passenger Information System
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

News Legal Notices [1] Help [?]

Terms and Conditions

End User Terms and Conditions

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

1. All persons using eAPIS agree to report Advance Passenger Information (manifests) in accordance with 49 U.S.C. section 44909(c), 19 C.F.R. Part 122, 8 U.S.C. section 1221, and 8 C.F.R. Parts 217, 231, and 251.

2. Users must be affiliated with an approved Carrier. A Carrier choosing to use the services of such User, whether a Carrier employee or a third-party Vendor, is specifically aware that it is liable for all actions taken by such User.

I agree I disagree

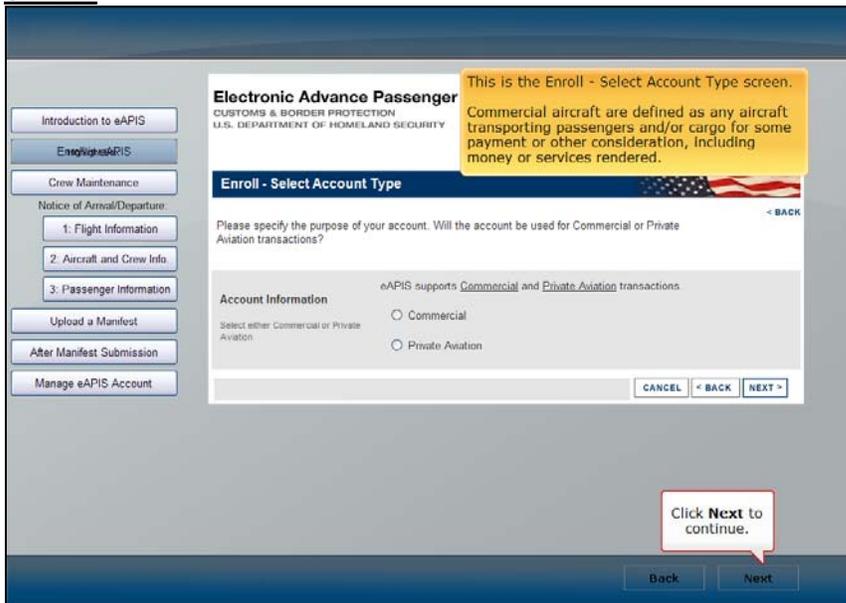
Click **Next** to continue.

NEXT >

Back Next

1) Text Caption : Click **Next** to continue.

Slide11



1) Text Caption : This is the Enroll - Select Account Type screen.

Commercial aircraft are defined as any aircraft transporting passengers and/or cargo for some payment or other consideration, including money or services rendered.

Slide12

Electronic Advance Passenger
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Enroll - Select Account Type

Please specify the purpose of your account. Will it be for Commercial or Private Aviation transactions?

eAPIS supports Commercial and Private Aviation transactions.

Account Information
Select either Commercial or Private Aviation

Commercial
 Private Aviation

CANCEL < BACK NEXT >

This is the Enroll - Select Account Type screen.
Commercial aircraft are defined as any aircraft transporting passengers and/or cargo for some payment or other consideration, including money or services rendered.
Private aircraft are defined as any aircraft, other than government or military, which are not engaged in carrying passengers or cargo for compensation.

Click **Next** to continue.

Back Next

1) Text Caption : Private aircraft are defined as any aircraft, other than government or military, which are not engaged in carrying passengers or cargo for compensation.

Slide13

The screenshot shows the 'Enroll - Select Account Type' page of the Electronic Advance Passenger (EAP) system. The page is titled 'Electronic Advance Passenger' and includes the U.S. Department of Homeland Security logo. A yellow callout box at the top right states: 'Select the type of account you are requesting. If you submit manifests for commercial and private aviation, you must have two accounts.' The main heading is 'Enroll - Select Account Type' with a 'BACK' link. Below this, a question asks: 'Please specify the purpose of your account. Will the account be used for Commercial or Private Aviation transactions?'. The 'Account Information' section indicates that eAPIS supports both Commercial and Private Aviation transactions. There are two radio button options: 'Commercial' and 'Private Aviation'. The 'Private Aviation' option is selected and highlighted with a green box. A red callout box points to this option with the text 'Select Private Aviation.' At the bottom of the form are 'CANCEL', '< BACK', and 'NEXT >' buttons. A sidebar on the left contains navigation links 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'. At the bottom of the page are 'Back' and 'Next' buttons.

1) Text Caption : Select the type of account you are requesting.

If you submit manifests for commercial and private aviation, you must have two accounts.

2) Text Caption : Select Private Aviation.

Slide14

The screenshot shows the 'Enroll - Select Account Type' page of the Electronic Advance Passenger Information System (eAPIS). The page header includes the system name and the U.S. Department of Homeland Security logo. The main content area asks the user to specify the purpose of their account, with options for 'Commercial' and 'Private Aviation'. A callout box highlights the 'NEXT' button with the text 'Click Next to continue.'

1) Text Caption : Click **Next** to continue.

Slide15

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name * First Name * Middle Initial

Date of Birth *
MM / JJ / YYYY

Email Address *
Note: Make sure you enter the correct email address. This email address will be used to complete your eAPIS online enrollment and to deliver required transmissions.

Re-enter E-mail Address *

Telephone Number * Alternate Telephone Fax Number

Street Address *

City * State/Province ZIP/Postal Country *

Alternate Point of Contact

Last Name First Name Middle Initial

Email Address

Telephone Number Alternate Telephone Fax 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.

Re-enter Password *

CANCEL BACK NEXT

Back Next

This is the **Enroll-Private Aviation Account** screen.
This screen captures information about the eAPIS account holder(s).

Click **Next** to continue.

1) Text Caption : This is the Enroll-Private Aviation Account screen.

This screen captures information about the eAPIS account holder(s).

Slide16

1) Text Caption : Throughout eAPIS, all required fields are marked with an asterisk(*)

Slide17

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name * First Name * Middle Initial

Date of Birth * MM DD YYYY

Email Address * Make sure you enter the correct email address. This email address will be used to complete your eAPIS online applications and to deliver required transmissions.

Telephone Number * Highlight Box (480 x 242) (XX:YY; T1117) Alternate Telephone Fax Number

Street Address * City * State/Province ZIP/Postal Country *

Alternate Point of Contact

Last Name First Name Middle Initial

Email Address

Telephone Number Alternate Telephone Fax 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.

Re-enter Password *

CANCEL BACK NEXT

This is the Enroll-Private Aviation Account screen.

This screen captures information about the eAPIS account holder(s).

Throughout eAPIS, all required fields are marked with an asterisk(*).

First, we will enter the **Primary Point of Contact (POC)**.

For this example, we will use Susan Teammember.

Click Next to continue.

Back Next

1) Text Caption : First, we will enter the Primary Point of Contact (POC).

For this example, we will use Susan Teammember.

Slide18

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * First Name: * Middle Initial:

Date of Birth: / /

E-mail Address: Please enter the correct email address.

Re-enter E-mail Address: * This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions.

Telephone Number: * Alternate Telephone: Fax Number:

Street Address: *

City: * State/Province: ZIP/Postal: Country: *

Back Next

1) Text Caption : Type *Teammember* in the **Last Name*** field and press Tab.

Slide19

Enroll - Private Aviation Account

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
Alter Manifest Submission
Manage eAPIS Account

Primary Point of Contact (POC)

Last Name: * [Team member]
First Name: * [Highlight Box]
Middle Initial: []

Date of Birth: * [MM/DD/YYYY]
E-mail Address: * []
Re-enter E-mail Address: * []

Telephone Number: * [] Alternate Telephone: [] Fax Number: []

Street Address: * []

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

Type Susan in the **First Name** field and press Tab.

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

Back Next

1) Text Caption : Type Susan in the **First Name*** field and press Tab.

Slide20

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: *
Teammember

First Name: *
Susan

Middle Initial:

Date of Birth: *
MM / DD / YYYY

E-mail Address: *

Re-enter E-mail Address: *

Telephone Number: *

Alternate Telephone:

Fax Number:

Street Address: *

City: *

State/Province:

ZIP/Postal:

Country: *

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

Susan does not have a middle initial, so leave this field blank.

Click Next to continue.

Back Next

1) Text Caption : Susan does not have a middle initial, so leave this field blank.

Slide21

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * Teammencer
First Name: * Susan
Middle Initial:

Date of Birth: * / /
MM DD YYYY

E-mail Address: *

Re-enter E-mail Address: *

Telephone Number: * Alternate Teleph:

Street Address: *

City: * State/Province: ZIP/Postal: Country: *

Susan does not have a middle initial, so leave this field blank.
If you had this information, you would enter it even though the field does not have an asterisk (*).

Click **Next** to continue.

Back Next

1) Text Caption : If you had this information [Middle Initial], you would enter it even though the field does not have an asterisk (*).

Slide22

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [MM/DD/YYYY]

E-mail Address: * []

Re-enter E-mail Address: * []

Telephone Number: * [] Alternate Telephone: []

Street Address: * []

City: * [] State/Province: []

Susan does not a middle initial, so leave this field blank.

If you had this information, you would enter it even though the field does not have an asterisk (*).

Entering as much information as possible will assist CBP in distinguishing your account from someone else's who may have the same or a similar name.

Click **Next** to continue.

Back Next

1) Text Caption : Entering as much information as possible will assist CBP in distinguishing your account from someone else's who may have the same or a similar name.

Slide23

Enroll - Private Aviation Account

Susan's birthday is November 15, 1970.

Primary Point of Contact (POC)

Last Name *
Team member
Susan

Date of Birth *
MM / DD / YYYY

Type 11 in the MM Date of Birth field and press Tab.

Telephone Number *
Alternate Telephone
Fax Number

Street Address *

City *
State/Province
ZIP/Postal
Country *

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.

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
Alter Manifest Submission
Manage eAPIS Account

Back Next

- 1) Text Caption : Susan's birthday is November 15, 1970.
- 2) Text Caption : Type 11 in the **MM Date of Birth*** field and press Tab.

Slide24

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / []

E-mail Address: * []

Telephone Number: * [] Alternate Telephone: [] Fax Number: []

Street Address: * []

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

Type 15 in the DD Date of Birth field and press Tab.

1) Text Caption : Type 15 in the **DD Date of Birth*** field and press Tab.

Slide25

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Team member] First Name: * [Susan] Middle Initial: []

Date of Birth: * [MM] / [DD] / [YY] []

E-mail Address: * [] Re-enter E-mail Address: []

Telephone Number: * [] Alternate Telephone: [] Fax Number: []

Street Address: * []

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

Type 1970 in the YYYY Date of Birth field and press Tab.

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
Alter Manifest Submission
Manage eAPIS Account

Back Next

1) Text Caption : Type 1970 in the YYYY Date of Birth* field and press Tab.

Slide26

Enroll - Private Aviation Account

You must have an email account to receive your eAPIS activation information and manifest responses.

Primary Point of Contact (POC)

Last Name: *
Teammember

First Name: *
Susan

Date of Birth: *
11 / 15 / 1970
MM / DD / YYYY

E-mail Address: *
Highlight Box

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.

Re-enter E-mail Address: *
Type *steammember@email.com* in the **email Address*** field and press Tab.

Fax Number:

Street Address:

City: * State/Province: ZIP/Postal: Country: *

Back Next

- 1) Text Caption : You must have an email account to receive your eAPIS activation information and manifest responses.
- 2) Text Caption : Type *steammember@email.com* in the **email Address*** field and press Tab.

Slide27

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * steammember First Name: * Susan Middle Initial:

Date of Birth: * 11 / 15 / 1970
MM DD YYYY

E-mail Address: * steammember@email.com 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.

Re-enter E-mail Address: * **Highlight Box**

Title: Fax Number:

State: ZIP/Postal: Country: *

City: State/Province: ZIP/Postal: Country: *

Back Next

1) Text Caption : Re-type *steammember@email.com* in the **Re-enter email Address*** field and press Tab.

Slide28

Enroll - Private Aviation Account

Enter a primary phone number where you may be reached regarding your manifest submissions or eAPIS account.

Primary Point of Contact (POC)

Last Name: *
Teammember

Date of Birth: *
11 / 15 / 1970
MM / DD / YYYY

E-mail Address: *
stamember@email.com
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.

Re-enter E-mail Address: *
stamember@email.com

Telephone Number: *
Highlight box
Type 555-555-1234 in the Telephone Number* field and press Tab.

Alternate Telephone: _____

Fax Number: _____

Country: *

Back Next

- 1) Text Caption : Enter a primary phone number where you may be reached regarding your manifest submissions or eAPIS account.
- 2) Text Caption : Type 555-555-1234 in the **Telephone Number*** field and press Tab.

Slide29

- 1) Text Caption : Enter an Alternate Telephone Number and Fax Number, if available.
In this example, there are no additional numbers.

Slide30

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teamember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / 1970
MM DD YYYY

E-mail Address: * [steamember@email.com] 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.

Re-enter E-mail Address: * [steamember@email.com]

Telephone Number: * [555-555-1234] Alternate Telephone: [] Fax Number: []

Street Address: * [highlight box]

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

Type 1234 Any St. Suite A in the Street Address field and press Tab.

Back Next

1) Text Caption : Type 1234 Any St. Suite A in the **Street Address*** field and press Tab.

Slide31

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / 1970
MM DD YYYY

E-mail Address: * [steammember@email.com] Make sure you enter the correct email address.

Re-enter E-mail Address: * [steammember@email.com] This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions.

Telephone Number: * [555-555-1234] Alternate Telephone: [] Fax Number: []

Street Address: * [1234 Any St. Suite A]

City: * [Highlight Box] State/Province: [] ZIP/Postal: [] Country: * []

Type Any Town in the City field and press Tab.

Back Next

1) Text Caption : Type Any Town in the City* field and press Tab.

Slide32

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / 1970
MM DD YYYY

E-mail Address: * [stamember@email.com] 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.

Re-enter E-mail Address: * [stamember@email.com]

Telephone Number: * [555-555-1234] Alternate Telephone: [] Fax Number: []

Street Address: * [1234 Any St. Suite A]

City: * [Any Town] State/Province: [VA] ZIP/Postal: [] Country: * []

1) Text Caption : Type VA in the **State/Province** field and press Tab.

1) Text Caption : Type VA in the **State/Province** field and press Tab.

Slide33

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / 1970
MM DD YYYY

E-mail Address: * [steammember@email.com] 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.

Re-enter E-mail Address: * [steammember@email.com]

Telephone Number: * [555-555-1234] Alternate Telephone: [] Fax Number: []

Street Address: * [1234 Any St. Suite A]

City: * [Any Town] State/Province: [VA] ZIP/Postal: [Highlight Box] Country: * []

Back Next

1) Text Caption : Type 22000 in the **Zip/Postal** field and press Tab.

Slide34

Enroll - Private Aviation Account

Primary Point of Contact (POC)

Last Name: * [Teammember] First Name: * [Susan] Middle Initial: []

Date of Birth: * [11] / [15] / 1970
MM DD YYYY

E-mail Address: * [stamember@email.com] Make sure you enter the correct email address.

Re-enter E-mail Address: * [stamember@email.com] This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions.

Telephone Number: * [555-555-1234] Alternate Telephone: [] Fax Number: []

Street Address: * [1234 Any St. Suite A]

City: * [Any Town] State/Province: [VA] ZIP/Postal: [22000] Country: * []

Type USA in the Country field and press Tab.

Back Next

1) Text Caption : Type *USA* in the **Country*** field and press Tab.

Slide35

Enroll - Private Aviation Account

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
Alter Manifest Submission
Manage eAPIS Account

Primary Point of Contact (POC)

Last Name * First Name * Middle Initial *
Date of Birth *
mm / JJ / YYYY
E-mail Address *
Re-enter E-mail Address *
Telephone Number * Alternate Telephone * Fax Number *
Street Address *
City * State/Province * ZIP/Postal * Country *

Alternate Point of Contact

Last Name * First Name * Middle Initial *
E-mail Address *
Telephone Number * Highlight Box Telephone * (400 x 172)
Street Address * (X:239; Y:364)
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.
Re-enter Password *

CANCEL * BACK * NEXT *

Click Next to continue.

Back Next

1) Text Caption : An alternative point of contact is not required by CBP.

If you would like to designate someone to be able to access your eAPIS account information, enter his/her information here.

Slide36

Enroll - Private Aviation Account

Next, we will create an eAPIS password.

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
Manage eAPIS Account

Primary Point of Contact (POC)

Last Name * First Name * Middle Initial *
Date of Birth *
mm / dd / yyyy
Email Address *
Re-enter E-mail Address *
Telephone Number * Alternate Telephone * Fax Number *
Street Address *
City * State/Province * ZIP/Postal * Country *

Alternate Point of Contact

Last Name * First Name * Middle Initial *
Email Address *
Telephone Number * Alternate Telephone * Fax Number *
Street Address *
City * State/Province * ZIP/Postal * Country *

Create Your Password

Create Password *
Repeat Password *
Please remember this password. You will need this password each time you want to access eAPIS.

CANCEL BACK NEXT

Click Next to continue.

Back Next

1) Text Caption : Next, we will create an eAPIS password.

Slide37

Enroll - Private Aviation Account

Alternate Point of Contact

Last Name: First Name:

E-mail Address:

Telephone Number: Alternate:

Street Address:

City: State/Province: ZIP/Postal: Country:

Create Your Password

Create Password * Highlight box (706 x 115)

Re-enter Password * (0x242; y3376)

Please remember this password. You will need this password each time you want to access eAPIS.

Your password must:

- be eight to twelve characters in length,
- begin with a numeric character, and
- contain one of the following special characters:
 ~ ! @ # \$ % ^ & * () - _ + = { } [] \ | ; : / ? .

CANCEL < BACK NEXT >

Click Next to continue.

Back Next

1) Text Caption : Your password must:
 be eight to twelve characters in length,
 begin with a numeric character, and
 contain one of the following special characters:
 ~ ! @ # \$ % ^ & * () - _ + = { } [] \ | ; : / ? .

Slide38

The screenshot shows a web application interface for enrolling a private aviation account. On the left is a sidebar with buttons for 'Introduction to eAPIS', 'Enroll 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 area is titled 'Enroll - Private Aviation Account' and contains several input fields: 'Alternate Point of Contact', 'Last Name', 'E-mail Address', 'Telephone Number', 'Street Address', 'City', 'State/Province', 'ZIP/Postal', and 'Country'. Below these is a 'Create Your Password' section with 'Create Password' and 'Re-enter Password' fields. A yellow callout box titled 'More Password Guidelines' states: 'Once your account is established, if you change your password, it cannot include your eAPIS Sender ID. No character can be repeated consecutively more than two times.' A red callout box at the bottom right says 'Click Next to continue.' Navigation buttons 'CANCEL', '< BACK', and 'NEXT >' are located at the bottom of the form area.

1) Text Caption : More Password Guidelines:

Once your account is established, if you change your password, it cannot include your eAPIS Sender ID.
No character can be repeated consecutively more than two times.

Slide39

Enroll - Private Aviation Account

More Password Guidelines:
 Once your account is established, if you change your password, it cannot include your eAPIS Sender ID.
 No character can be repeated consecutively more than two times.
 Examples of valid passwords include:
 1Abracad@bra, 3blindmice and 12gauge\$hot

Alternate Point of Contact
 Last Name:
 E-mail Address:
 Telephone Number:
 Street Address:
 City: State/Province: ZIP/Postal: Country:

Create Your Password
 Create Password* Highlight Box
 Repeat Password*
 Please remember this password. You will need this password each time you want to access eAPIS.
 Type 2p@ssWorD in the Create Password* field and press Tab.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Examples of valid passwords include:

1Abracad@bra, 3blindmice and 12gauge\$hot

2) Text Caption : Type 2p@ssWorD in the **Create Password*** field and press Tab.

Slide40

1) Text Caption : This password is just an example for use in this training simulation. Remember the password that you create when you actually enroll in eAPIS. You will need it to access your account.

2) Text Caption : Re-type 2p@ssWorD in the **Re-enter Password*** field and press Tab.

Slide41

The screenshot shows a web application interface for enrolling a private aviation account. On the left is a vertical 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 content area is titled 'Enroll - Private Aviation Account' and features an American flag. It contains two main sections: 'Alternate Point of Contact' and 'Create Your Password'. The 'Alternate Point of Contact' section has input fields for Last Name, First Name, Middle Initial, E-mail Address, Telephone Number, Alternate Telephone, Fax Number, Street Address, City, State/Province, ZIP/Postal, and Country. The 'Create Your Password' section has fields for 'Create Password' and 'Re-enter Password', with a note: 'Please remember this password. You will need this password each time you want to access eAPIS.' At the bottom of the form are 'CANCEL', 'BACK', and 'Next' buttons. A red callout box with a white background and a pointer to the 'Next' button contains the text 'Click Next to continue.'

1) Text Caption : Click **Next** to continue.

Slide42

Complete Enrollment

On the Complete Enrollment screen, review your contact information to ensure accuracy.

Point of Contact	Full Name:	S
	Date of Birth:	1
	E-mail:	S
	Telephone Number:	555-555-1234
	Alternate Telephone:	
	Fax Number:	
	Street Address:	1234 Any St. Suite A
	City:	Any Town
	State/Province:	VA
	ZIP/Postal:	22000
	Country:	USA

Alternate Point of Contact	Full Name:	
	E-mail:	
	Telephone Number:	
	Alternate Telephone:	
	Fax number:	
	Street Address:	
	City:	
	State/Province:	
	ZIP/Postal:	
	Country:	

Click **Complete Enrollment** to continue.

< BACK COMPLETE ENROLLMENT >

Back Next

1) Text Caption : On the Complete Enrollment screen, review your contact information to ensure accuracy.

2) Text Caption : Click Complete Enrollment to continue.

Slide43

Electronic Advance Passenger Information
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Enrollment Confirmation

You will know that you have successfully submitted your account request when you are automatically taken to the Enrollment Confirmation screen.

From the Enrollment Confirmation page you will be reminded of the remaining steps to begin using eAPIS.

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

Please follow the steps below to begin using eAPIS:

Step 1: Receive E-mail You will receive an e-mail with your sender ID and activation key. Your confirmation e-mail will not arrive immediately.	Step 2: Log In to eAPIS Return to the eAPIS Web site. Enter your <u>sender ID</u> and <u>password</u> , then select Log In .	Step 3: Activate Account Activate your account by entering the activation key you receive in the e-mail.
---	---	--

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

Click **Next** to continue.

Back Next

1) Text Caption : You will know that you have successfully submitted your account request when you are automatically taken to the Enrollment Confirmation screen.

From the Enrollment Confirmation page you will be reminded of the remaining steps to begin using eAPIS.

Slide44

Electronic Advance Passenger Information System
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

News Legal Notices [1] Help [7]

Enrollment Confirmation

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

Please follow the steps below to begin using eAPIS:

Step 1: Receive E-mail
You will receive an e-mail with your sender ID and activation key. Your confirmation e-mail will not arrive immediately.

Step 1: You will receive an email from this email heading.
If you do not find this email in your inbox, check your junk email in case it was blocked by your spam settings.

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

Click **Next** to continue.

Back Next

1) Text Caption : **Step 1:** You will receive an email from this email heading.

If you do not find this email in your inbox, check your junk email in case it was blocked by your spam settings.

Slide45

The screenshot shows a web interface for eAPIS enrollment. On the left is a vertical 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 content area displays an email from donotreply@dhs.gov. The email text includes a greeting, a thank you message, and account information. A yellow callout box with the text 'Here is an example of a confirmation email. It provides your eAPIS Sender ID and Activation Key.' points to the email content. A red callout box with the text 'Click Next to continue.' points to the 'Next' button at the bottom right. The email content is as follows:

From: donotreply@dhs.gov [mailto:donotreply@dhs.gov]
Sent: Friday, October 10, 2008 11:28 AM
To: PILOT, HAPPY
Subject: You have successfully enrolled

Date: Friday, Oct 10, 2008

Dear eAPIS User,

Thank you for enrolling with eAPIS. eAPIS is a Web-based application designed to assist you in providing electronic traveler manifest information to Customs and Border Protection (CBP) for travel both into and out of the United States. eAPIS collects and passes the electronic manifest data to the Advance Passenger Information System (APIS).

This confirmation message contains important information you will need in order to activate and use your account. We strongly recommend that you save this message for your records.

eAPIS ACCOUNT INFORMATION

Sender ID: ABCD0123

Your sender ID uniquely identifies you to eAPIS and must be used each time you log in. You will not be able to change your sender ID. Be sure to retain this information for your records.

Confidentiality of your sender ID is of primary importance. You are fully responsible for all activities that occur under your sender ID.

Activation Key: 43210a921ab1

1) Text Caption : Here is an example of a confirmation email. It provides your eAPIS **Sender ID** and **Activation Key**.

Slide46

The screenshot shows a web interface for eAPIS enrollment. 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 area displays an email confirmation from donotreply@dhs.gov. A yellow callout box highlights the text: 'Your Sender ID uniquely identifies you to eAPIS and must be used each time you log in.' A red callout box points to the 'Next' button with the text: 'Click Next to continue.' The email text includes: 'From: donotreply@dhs.gov [mailto:donotreply@dhs.gov]', 'Sent: Friday, October 10, 2008 11:28 AM', 'To: PILOT, HAPPY', 'Subject: You have successfully enrolled', 'Date: Friday, Oct 10, 2008', 'Dear eAPIS User,', 'Thank you for enrolling with eAPIS. eAPIS is a Web-based application designed to assist you in providing electronic traveler manifest information to Customs and Border Protection (CBP) for travel both into and out of the United States. eAPIS collects and passes the electronic manifest data to the Advance Passenger Information System (APIS).', 'This confirmation message contains important information you will need in order to activate and use your account. We strongly recommend that you save this message for your records.', 'eAPIS ACCOUNT INFORMATION', 'Sender: [highlight Box] ABCDD0123', 'Your sender ID uniquely identifies you to eAPIS and must be used each time you log in. You will not be able to change your sender ID. Be sure to retain this information for your records.', 'Confidentiality of your sender ID is of primary importance. You are fully responsible for all activities that occur under your sender ID.', 'Activation Key: 43210a921ab1', and 'Back' and 'Next' buttons at the bottom.

1) Text Caption : Your **Sender ID** uniquely identifies you to eAPIS and must be used each time you log in.

Slide47

The screenshot shows a web interface for eAPIS enrollment. 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 content area displays an email from donotreply@dhs.gov, dated Friday, October 10, 2008, with the subject 'You have successfully enrolled'. The email text includes a welcome message, a description of eAPIS, and a confirmation of account creation. A yellow callout box highlights the text: 'Your Sender ID uniquely identifies you to eAPIS and must be used each time you log in. You will not be able to change your Sender ID. Be sure to retain this information for your records.' A red callout box points to the 'Next' button with the text 'Click Next to continue.' At the bottom, there are 'Back' and 'Next' buttons.

- 1) Text Caption : Your **Sender ID** uniquely identifies you to eAPIS and must be used each time you log in. You will not be able to change your **Sender ID**. Be sure to retain this information for your records.

Slide48

The screenshot shows a web interface for eAPIS enrollment. On the left is a vertical 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 content area contains text explaining the activation key and the steps to activate the account. A yellow callout box points to the text: 'The confirmation email also explains the purpose and use of the Activation Key.' A red speech bubble at the bottom right says 'Click Next to continue.' At the bottom are 'Back' and 'Next' buttons.

Your activation key is a security feature of eAPIS and to activate your account the first time you log in to eAPIS. If you do not activate your account within this seven-day period, you will have to re-enroll with eAPIS.

(Hint: Copy the activation key and when prompted, paste it into the appropriate box on the Activate Account page.)

How to Activate Your eAPIS Account:

Step 1. Go to the eAPIS Web site (<https://eapis.chp.dhs.gov>) to log in.
Step 2. Enter your sender ID (listed above) and the password you created when you enrolled.
Step 3. At the prompt, activate your account by entering the activation key (listed above). Select Activate.

If all the account information you entered is correct, your eAPIS account will be activated, and you will be presented with a screen of eAPIS manifest options.

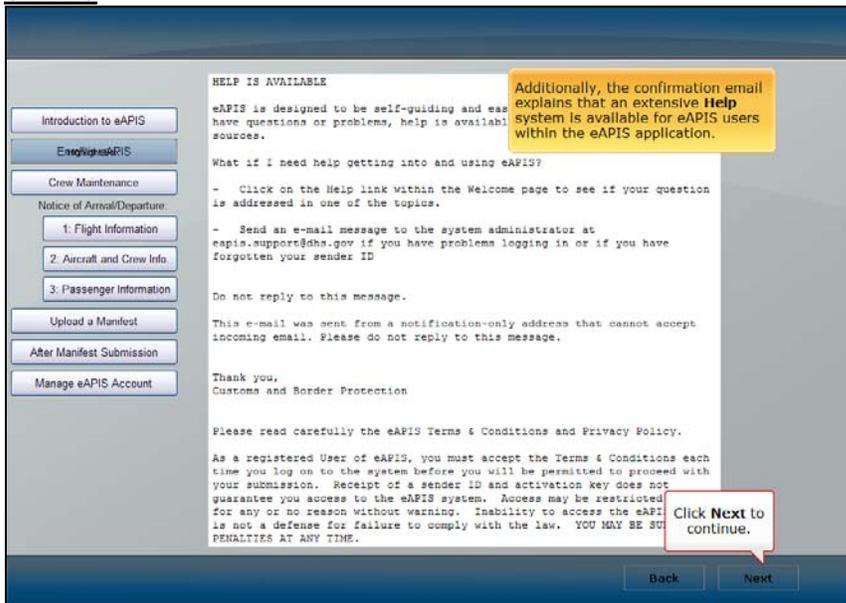
Activating your account is required the first time you log in to eAPIS or whenever you change your password. Once your account is activated, on subsequent logins, you will need to enter only your sender ID and password.

Click **Next** to continue.

Back Next

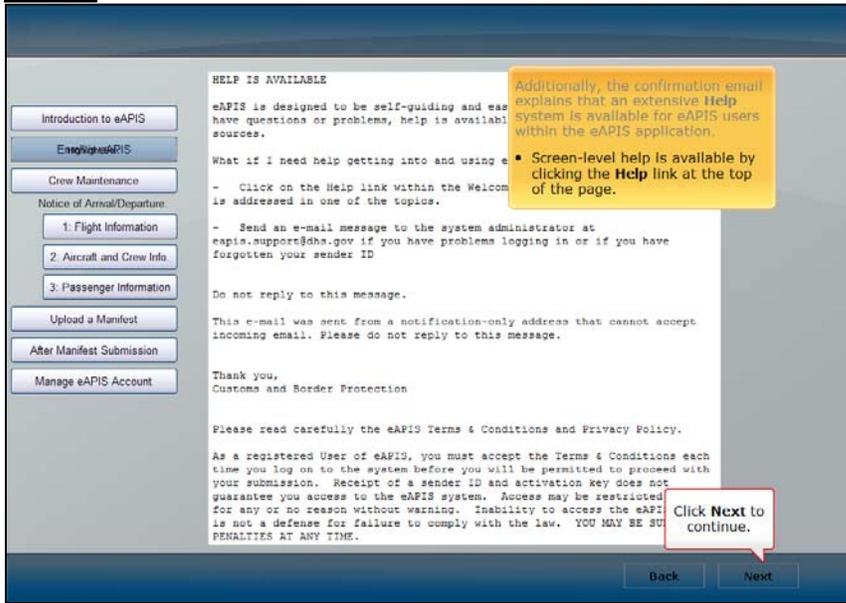
1) Text Caption : The confirmation email also explains the purpose and use of the **Activation Key**.

Slide49



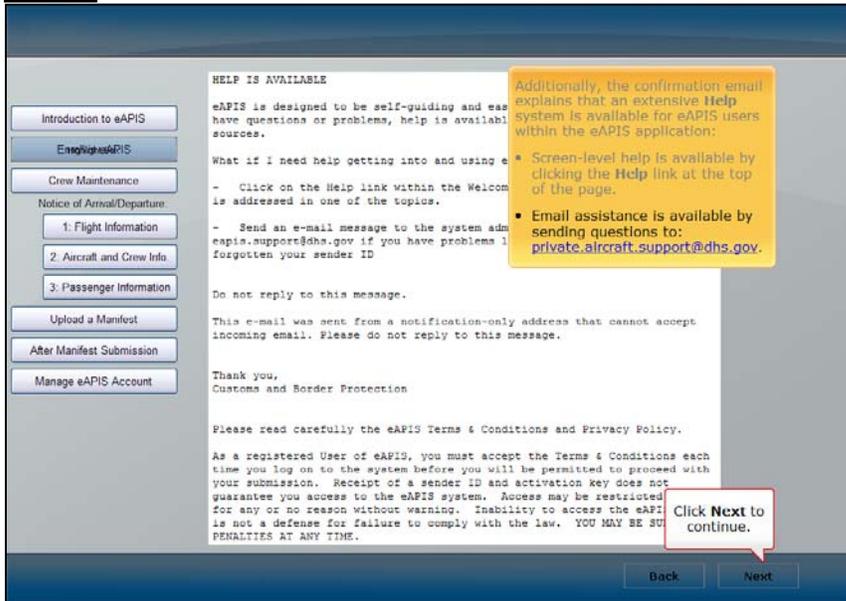
1) Text Caption : Additionally, the confirmation email explains that an extensive **Help** system is available for eAPIS users within the eAPIS application.

Slide50



1) Text Caption : Screen-level help is available by clicking the **Help** link at the top of the page.

Slide51



1) Text Caption : Screen-level help is available by clicking the **Help** link at the top of the page. Email assistance is available by sending questions to: private.aircraft.support@dhs.gov.

Slide52

Enrollment Confirmation

You have successfully enrolled with eAPIS. You will receive an e-mail which will allow you to activate your account. It is important that you 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.

You have completed Step 1 of the Enrollment Confirmation process. Step 2 is logging in to eAPIS.

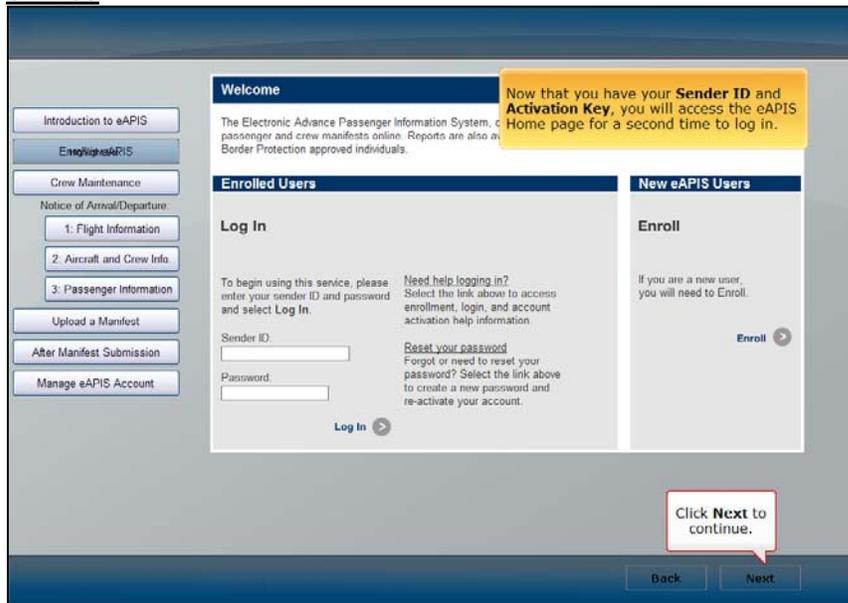
Thank you for enrolling. Please return to the [eAPIS Welcome page](#) once you receive your e-mail confirmation. You should receive your confirmation e-mail within 5-7 days.

Click **Next** to continue to **Step 2**.

Back Next

1) Text Caption : You have completed **Step 1** of the **Enrollment Confirmation** process. **Step 2** is logging in to eAPIS.

Slide53



1) Text Caption : Now that you have your **Sender ID** and **Activation Key**, you will access the eAPIS Home page for a second time to log in.

Slide54

The screenshot displays the eAPIS (Electronic Advance Passenger Information System) interface. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll/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 is divided into two sections: 'Enrolled Users' and 'New eAPIS Users'. The 'Enrolled Users' section has a 'Log In' heading and instructions: 'To begin using this system, enter your sender ID and select Log In'. It features a 'Sender ID' field with a 'Highlight Box' containing the text 'Type your Sender ID, ABCD0123, in the Sender ID field and press Tab.', a 'Password' field, and a 'Log In' button. A 'Reset your password' link is also present with instructions: 'Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.' The 'New eAPIS Users' section has an 'Enroll' heading and instructions: 'If you are a new user, you will need to Enroll.' and an 'Enroll' button. A yellow callout box at the top right states: 'You must log into eAPIS within 30 days of receiving your Sender ID and Activation Key. (You can access the live eAPIS Web site at <https://eapis.cbp.dhs.gov>.)' At the bottom right are 'Back' and 'Next' buttons.

- 1) Text Caption : Type your **Sender ID**, **ABCD0123**, in the **Sender ID** field and press Tab.
- 2) Text Caption : You must log into eAPIS within 30 days of receiving your **Sender ID** and **Activation Key**. (You can access the live eAPIS Web site at <https://eapis.cbp.dhs.gov>.)

Slide55

Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows passenger and crew manifests online. Reports are also available through reports 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. [Need help logging in?](#) Select the link above to access account information.

Sender ID: ABCD0123

Password: 2p@ssWorD

New eAPIS Users

Enroll

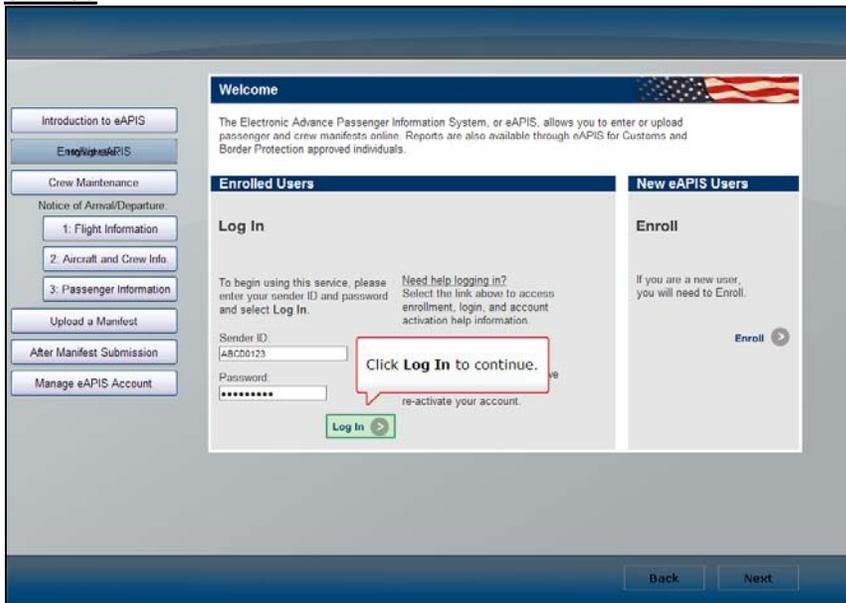
If you are a new user, you will need to Enroll.

[Enroll](#)

[Back](#) [Next](#)

- 1) Text Caption : Type your password, 2p@ssWorD, in the **Password** field and press Tab.
- 2) Text Caption : The password you enter here should be the same password that you created during the enrollment process.

Slide56



1) Text Caption : Click **Log In** to continue.

Slide57

Enrollment Confirmation

You have successfully enrolled with eAPIS. You will receive an e-mail which will allow you to activate your account. It is important that you 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.

You have completed Step 2 of the Enrollment Confirmation process. Step 3 is activating your account.

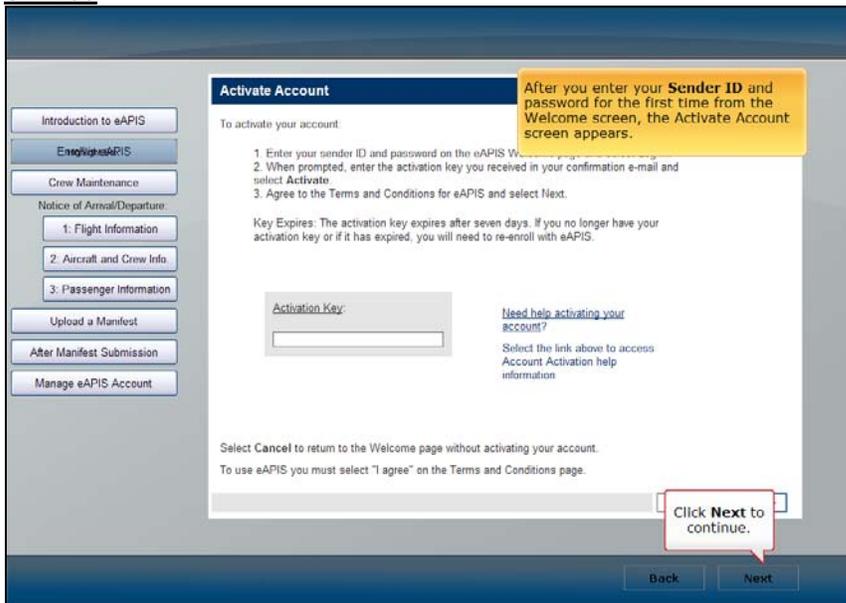
Thank you for enrolling. Please return to the [eAPIS Welcome page](#) once you receive your e-mail confirmation. You should receive your confirmation e-mail within 5-7 days.

Click **Next** to continue to **Step 3**.

Back Next

- 1) Text Caption : Click **Next** to continue to **Step 3**.
- 2) Text Caption : You have completed **Step 2** of the **Enrollment Confirmation** process. **Step 3** is activating your account.

Slide58



1) Text Caption : After you enter your **Sender ID** and password for the first time from the Welcome screen, the Activate Account screen appears.

Slide59

Activate Account

To activate your account:

1. Enter your sender ID and password on the eAPIS V
2. When prompted, enter the activation key you receive and select **Activate**.
3. Agree to the Terms and Conditions for eAPIS and s

Key Expires: The activation key expires after seven da
activation key or if it has expired, you will need to re-ar

Activation Key:

[Need help activating your account?](#)
Select the link above to access Account Activation help information.

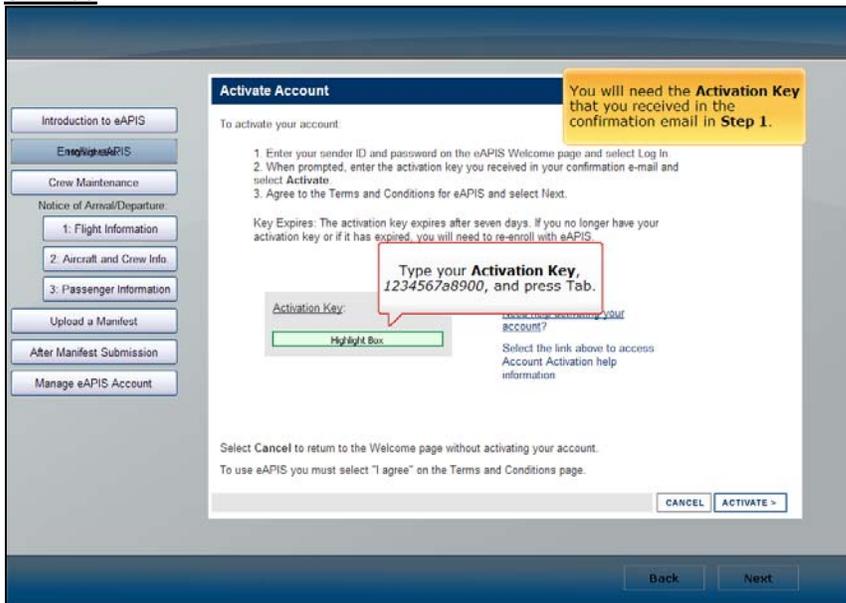
Select **Cancel** to return to the Welcome page without activating your account.
To use eAPIS you must select "I agree" on the Terms and Conditions page.

Click **Next** to continue.

Back Next

- 1) Text Caption : You must activate your eAPIS account:
 - the first time you log in and
 - after you reset your password from the Log In screen.

Slide60

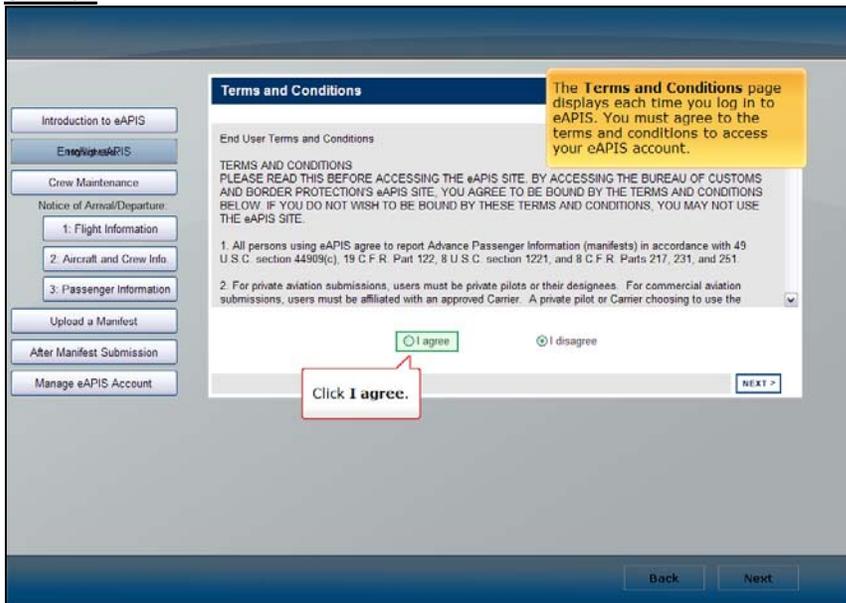


- 1) Text Caption : You will need the **Activation Key** that you received in the confirmation email in **Step 1**.
- 2) Text Caption : Type your **Activation Key**, **1234567a8900**, and press Tab.

Slide61

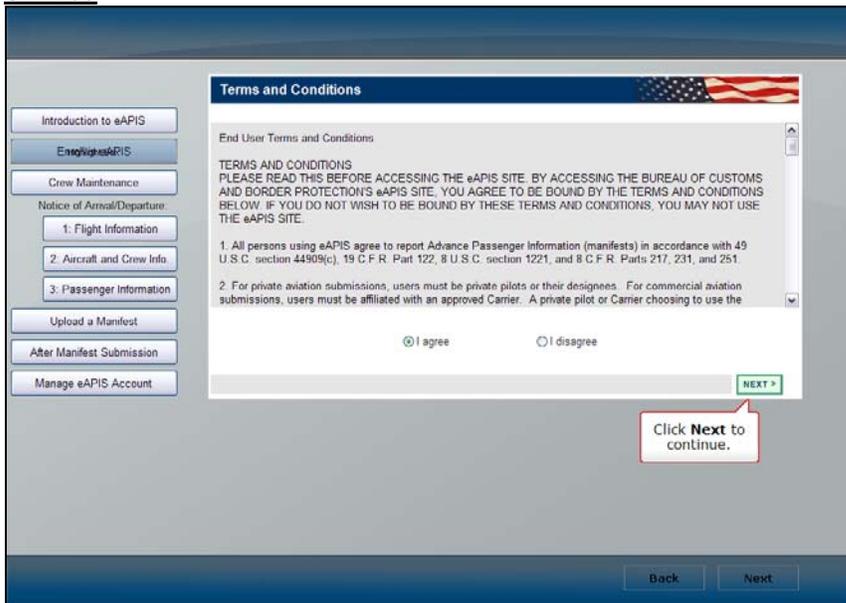
1) Text Caption : Click **Activate** to continue.

Slide62



- 1) Text Caption : The **Terms and Conditions** page displays each time you log in to eAPIS. You must agree to the terms and conditions to access your eAPIS account.
- 2) Text Caption : Click **I agree**.

Slide63



1) Text Caption : Click **Next** to continue.

Slide64

Private Aviation - Manifest Options

The Electronic Advance Passenger Information System for Private Aircraft (eAPIS) is a web-based system that allows you to submit Notice of Departure and Notice of Arrival manifests to Customs and Border Protection, Department of Homeland Security. Please select an option below, or Help.

Your current email address is: STEAMMEMBER@email.com . All other email addresses are listed in the "Manage Account" section.

Traveler Options

Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival.

[Update or Create](#) Crew and Pilot information

[Submit](#) "Notice of Departure"

[Submit](#) "Notice of Arrival"

Manage Account

Select an option below to manage account information. Select [here](#) to view user account frequently asked questions.

[Update](#) your password

[Modify](#) primary account holder information

Select the "Upload" option below or "Download" the latest XML schema.

[Upload](#) a General Aviation XML compliant document.

[Download](#) the latest General Aviation XML Schema Definition.

You have successfully completed the eAPIS enrollment process by:

- logging in to eAPIS with your Sender ID and password within 30 days of enrolling,
- activating your account the first time you logged in, and
- agreeing to the eAPIS Terms and Conditions.

Click **Next** to continue.

Back Next

1) Text Caption :

You have successfully completed the eAPIS enrollment process by:

- logging in to eAPIS with your Sender ID and password within 30 days of enrolling,
- activating your account the first time you logged in, and
- agreeing to the eAPIS Terms and Conditions.

Slide65

1) Text Caption : Test your knowledge!

Slide66

Test your knowledge!

After these instructions, the next two slides contain knowledge check questions. Choose the best answer to each question and select the **Submit** button.

Click **Next** to continue.

Skip to Quiz Back Next

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

Choose the best answer to each question.

Slide67

Test your knowledge!

Upon completion of the questions, you can:

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

Click **Next** to continue.

Upon completion of the questions, you can:

- Review your responses.
- Continue to the next module: **Crew Maintenance**.

Slide68

The screenshot shows a multiple-choice question interface. The question is "The eAPIS End User Terms and Conditions:". There are four options: A) Include screen-level help for eAPIS users, B) Must only be acknowledged the first time you log in to eAPIS, C) Must be acknowledged each time you log in to eAPIS, and D) Are not required to be complied with in order to use eAPIS. Option C is selected. A feedback box on the right indicates that the answer is correct and provides the correct answer "C". A "Review Area" box is also visible, and the question is identified as "Question 1 of 2". Navigation buttons for "Back", "Skip", and "Submit" are at the bottom.

Multiple Choice

The eAPIS End User Terms and Conditions:

- A) Include screen-level help for eAPIS users.
- B) Must only be acknowledged the first time you log in to eAPIS.
- C) Must be acknowledged each time you log in to eAPIS.
- D) Are not required to be complied with in order to use eAPIS.

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

Question 1 of 2

Correct!
Click anywhere to continue.

The correct answer is "C."
The eAPIS End User Terms and Conditions must be acknowledged each time you log in to eAPIS.
Click anywhere to continue.

Please try again.

Back Skip Submit

Multiple Choice

The eAPIS End User Terms and Conditions:

- A) Include screen-level help for eAPIS users.
- B) Must only be acknowledged the first time you log in to eAPIS.
- C) Must be acknowledged each time you log in to eAPIS.
- D) Are not required to be complied with in order to use eAPIS.

1) Multiple Choice Answer: The correct answer is "C". The eAPIS End User Terms and Conditions must be acknowledged each time you log in to eAPIS.

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Multiple Choice

If you submit manifests for both commercial and private accounts:

- A) You must have two eAPIS accounts.
- B) You may use the same eAPIS account for all submissions.
- C) You are not required to specify "commercial" vs. "private" when you enroll in eAPIS.
- D) You can enroll in the commercial and private account simultaneously by selecting both choices on the Enroll - Select Account Type screen.

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

Question 2 of 2

Correct!
Click anywhere to continue.

The correct answer is "A"

If you submit manifests for both commercial and private accounts you must have two eAPIS accounts.

Click anywhere to continue.

Please try again.

Back Skip Submit

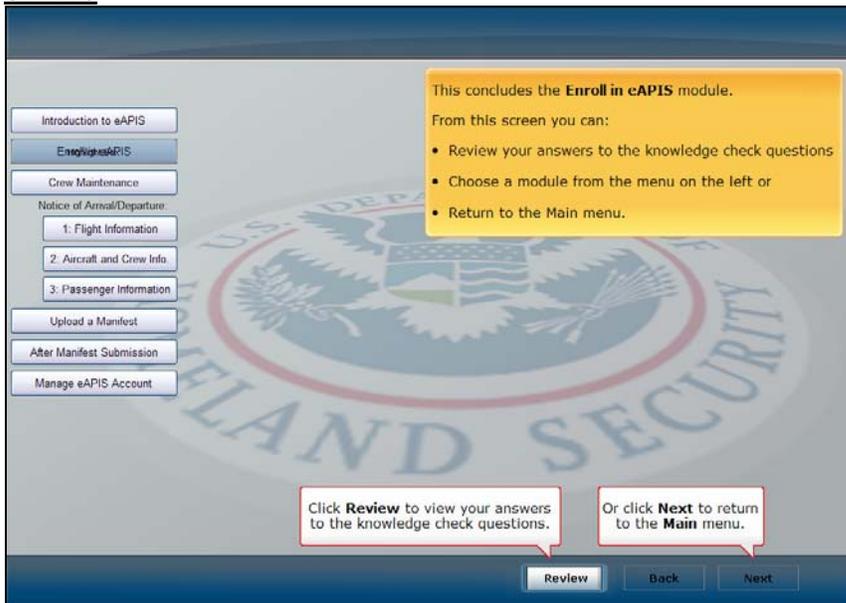
Multiple Choice

If you submit manifests for both commercial and private accounts:

- A) You must have two eAPIS accounts.
- B) You may use the same eAPIS account for all submissions.
- C) You are not required to specify "commercial" vs. "private" when you enroll in eAPIS.
- D) You can enroll in the commercial and private account simultaneously by selecting both choices on the Enroll - Select Account Type screen.

1) Multiple Choice Answer: The correct answer is "A." If you submit manifests for both commercial and private accounts you must have two eAPIS accounts.

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1) Text Caption : This concludes the **Enroll in eAPIS** module.