

Crew Maintenance

Slide1

eAPIS Tutorial
Private Aviation - Manifest Options: Traveler Options: Update or Create Crew and Pilot Information

Upon completion of this module you will be able to:

- Create a crew list
- Add crew information
- Explain what information will be required for each crew member
- Update crew information
- Remove crew information

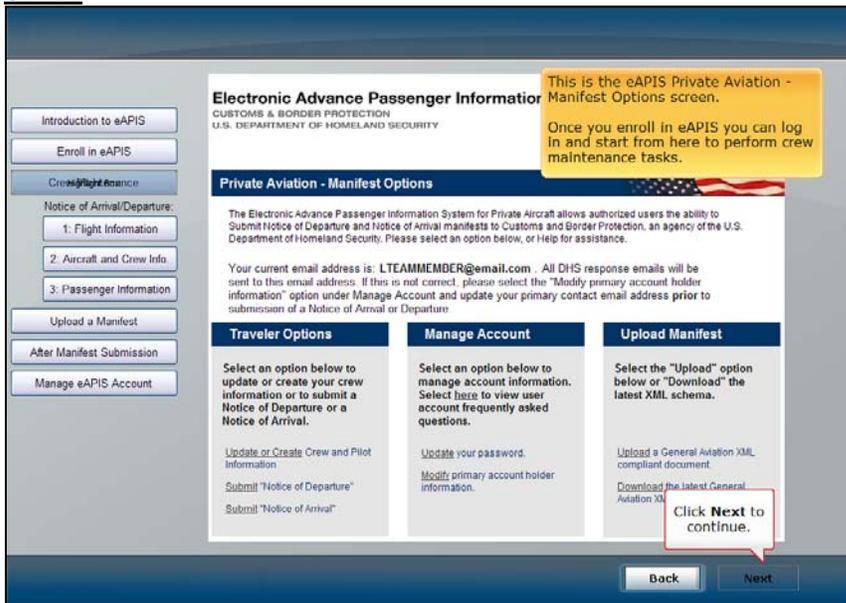
Click **Next** to continue.

Home Back Next

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

- Create a crew list
- Add crew information
- Explain what information will be required for each crew member
- Update crew information
- Remove crew information

Slide2



1) Text Caption : This is the eAPIS Private Aviation - Manifest Options screen.

Once you enroll in eAPIS you can log in and start from here to perform crew maintenance tasks.

Slide3

The screenshot shows the 'Electronic Advance Passenger Information' (eAPIS) interface for Private Aviation. The main heading is 'Private Aviation - Manifest Options'. Below this, there is a section for 'Traveler Options' with a link to 'Update or Create Crew and Pilot Information'. A red box highlights this link with the text 'Click Update or Create to begin.' To the right, a yellow box contains the text: 'This is the eAPIS Private Aviation - Manifest Options screen. Once you enroll in eAPIS you can log in and start from here to perform crew maintenance tasks. If you need more detailed instructions about navigating this tutorial, select the Introduction to eAPIS module from the menu on the left.' The interface also includes a left-hand navigation menu with options like 'Introduction to eAPIS', 'Enroll in eAPIS', and 'Crew Flight Package'. At the bottom, there are 'Back' and 'Next' buttons.

1) Text Caption : If you need more detailed instructions about navigating this tutorial, select the **Introduction to eAPIS** module from the menu on the left.

Slide4

1) Text Caption : This is the Crew Maintenance screen, used to enter your crew members into eAPIS.

Slide5

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

This is the Crew Maintenance screen, used to enter your crew members into eAPIS.
From this screen you will build a list of crew members who could appear on the flight manifests. For each **Notice of Departure** or **Notice of Arrival**, you select the applicable crew members for the flight from your crew list.

Crew Maintenance < BACK

Create or Update your crew information prior to submission of a Notice of Departure or Notice of Arrival. Each flight must have a responsible Pilot that must be designated during the manifest submission process.

Add Crew Information:

Select "ADD CREW" to add a new crew to your crew list. [ADD CREW](#) [Help](#)

Crew List: [Help](#)

Name	DOB	Update Information	Remove

< BACK **Next**

Click **Next** to continue.

Back Next

1) Text Caption : From this screen you will build a list of crew members who could appear on the flight manifests. For each **Notice of Departure** or **Notice of Arrival**, you select the applicable crew members for the flight from your crew list.

Slide6

The screenshot shows the 'Crew Maintenance' screen within the 'Electronic Advance' 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 has the title 'Electronic Advance' and 'CUSTOMS & BORDER PROTECTION U.S. DEPARTMENT OF HOMELAND SECURITY'. Below this is the 'Crew Maintenance' header. A yellow callout box explains the screen's purpose: 'This is the Crew Maintenance screen, used to enter your crew members into eAPIS. From this screen you will build a list of crew members who could appear on the flight manifests. For each Notice of Departure or Notice of Arrival, you select the applicable crew members for the flight from your crew list.' Another yellow callout box states: 'If you do not add crew first, you will be directed to the Crew Maintenance screens from the Notice of Arrival or Notice of Departure screens.' The main form area includes an 'Add Crew Information' section with a text prompt 'Select "ADD CREW" to add a new crew to your crew list.', an 'ADD CREW' button, and a 'Help' link. Below is a 'Crew List' section with a 'Help' link and a table with columns for 'Name', 'DOB', 'Update Information', and 'Remove'. 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.' At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : If you do not add crew first, you will be directed to the Crew Maintenance screens from the **Notice of Arrival** or **Notice of Departure** screens.

Slide7

The screenshot shows the 'Crew Maintenance' screen in the Electronic Advance 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-options for Flight, Aircraft and Crew, and Passenger information), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area has a header 'Electronic Advance CUSTOMS & BORDER PROTECTION U.S. DEPARTMENT OF HOMELAND SECURITY' and a sub-header 'Crew Maintenance'. A yellow callout box explains the screen's purpose and provides instructions on adding crew members. A red callout box points to the 'ADD CREW' button. Below the instructions is a table for the 'Crew List' with columns for Name, DOB, Update Information, and Remove. At the bottom are 'BACK' and 'MANIFEST OPTIONS' buttons.

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

Crew Maintenance

This is the Crew Maintenance screen, used to enter your crew members into eAPIS.

From this screen you will build a list of crew members who could appear on the flight manifests. For each **Notice of Departure** or **Notice of Arrival**, you select the applicable crew members for the flight from your crew list.

If you do not add crew first, you will be directed to the Crew Maintenance screens from the **Notice of Arrival** or **Notice of Departure** screens.

Each **Notice of Arrival** or **Departure** must designate a crew member as the Pilot who is responsible for the timeliness, accuracy, completeness and validity of the manifest submission.

Create or Update your crew information for each flight. Each flight must have a Pilot. Each flight must have a submission process.

Add Crew Information: Next we will practice adding crew member information.

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

ADD CREW [Help](#)

Crew List: [Help](#)

Name	DOB	Update Information	Remove

< BACK MANIFEST OPTIONS

Back Next

1) Text Caption : Each **Notice of Arrival** or **Departure** must designate a crew member as the Pilot who is responsible for the timeliness, accuracy, completeness and validity of the manifest submission.

Next we will practice adding crew member information.

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

Home Legal Notices [1] Log Out [X] Help [?] [1]

Add New Crew Member [BACK]

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.

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

Crew Details

Last Name * First Name * Middle Name * Gender *
(Select [v])

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

Country of Residence * Country of Citizenship * Crew Member Status *
(Select [v]) (Select [v])

Permanent Address

Street Address *

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

Document Information

Document 1:
Document Type * Document Number * Country of Issuance * Expiration Date *
(Select [v]) (Select [v]) (Select [v]) (MM DD YYYY)

Document 2:
Additional Document Type * Document Number * Country of Issuance * Expiration Date *
(Select [v]) (Select [v]) (Select [v]) (MM DD YYYY)

[BACK] [ADD CREW]

Click Next to continue.

Back Next

1) Text Caption : This is the Add New Crew Member screen, used to enter your crew members into eAPIS.

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

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.

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

Crew Details

Last Name: * [text box] First Name: * [text box] Middle Name: [text box] Gender: * [Select (M)]

City of Birth: [text box] State or Province: [Select (M)] Country of Birth: * [Select (M)] Date of Birth: * [MM] [DD] [YYYY]

Country of Residence: * [Select (M)] Country of Citizenship: * [Select (M)] Crew Member Status: * [Select (M)]

Permanent Address

Street Address: * [text box]

City: * [text box] State/Province: [Select (M)] ZIP/Postal: [text box] Country: * [Select (M)]

Document Information

Document 1:

Document Type: * [Select (M)] Document Number: [text box] Country of Issuance: [Select (M)] Expiration Date: [MM] [DD] [YYYY]

Document 2:

Additional Document Type: [Select (M)] Document Number: [text box] Country of Issuance: [Select (M)] Expiration Date: [MM] [DD] [YYYY]

[BACK] [ADD CREW]

Back Next

This is the Add New Crew Member screen, used to enter your crew members into eAPIS.

Enter **Crew Details** first. Type the information for individual crew members exactly as it appears on their travel documents.

Click **Next** to continue.

1) Text Caption : Enter **Crew Details** first. Type the information for individual crew members exactly as it appears on their travel documents.

Slide10

The screenshot shows a web application interface for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Management', 'Notice of Arrival/Departure' (with sub-options for Flight Information, Aircraft and Crew Info, and Passenger Information), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Crew Details' and contains several input fields: 'Last Name' (highlighted in green), 'First Name', 'Middle Name', 'City', 'State', 'Country', 'Date of Birth', 'Permanent Address' (Street, City, State/Province, ZIP/Postal, Country), and 'Document Information' (Document 1 and Document 2, each with Document Type, Document Number, Country of Issuance, and Expiration Date). A yellow callout box at the top right says 'We will practice entering information for Jolly Crewmember.' A red box around the 'Last Name' field contains the text 'Type Crewmember in the Last Name field and press Tab.' At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : We will practice entering information for Jolly Crewmember.

2) Text Caption : Type *Crewmember* in the **Last Name*** field and press Tab.

Slide11

The screenshot shows a web application interface for crew information. On the left is a vertical navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight License', 'Notice of Arrival/Departure' (with sub-items 1, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is a form titled 'Crew Details'. It contains several sections: 'Personal Information' with fields for Last Name, First Name (highlighted with a green box and a red callout box), Middle Name, Gender, City of Birth, State, Province of Birth, Country of Birth, and Date of Birth; 'Permanent Address' with fields for Street Address, City, State/Province, ZIP/Postal, and Country; and 'Document Information' with two sections for Document 1 and Document 2, each having fields for Document Type, Document Number, Country of Issuance, and Expiration Date. At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the entire slide are 'Back' and 'Next' navigation buttons.

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

Slide12

The screenshot shows the 'Crew Details' form in the eAPIS system. The form includes fields for Last Name, First Name, Middle Name, City of Birth, State of Birth, Country of Birth, Country of Residence, and Member Status. It also has sections for Permanent Address (Street Address, City, State/Province, ZIP/Postal, Country) and Document Information (Document 1 and Document 2, each with Document Type, Document Number, Country of Issuance, and Expiration Date). A sidebar on the left contains navigation buttons like 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Package', and 'Upload a Manifest'. Two callout boxes are present: a red one pointing to the Middle Name field with the text 'Type Joseph In the Middle Name field and press Tab.' and a yellow one pointing to the Middle Name field with the text 'The middle name field has no asterisk (*) since some people do not have middle names. However, if the travel document for Jolly Crewmember displays his middle name, type it in the Middle Name field.'

1) Text Caption : Type *Joseph* in the **Middle Name** field and press Tab.

2) Text Caption : The middle name field has no asterisk (*) since some people do not have middle names.

However, if the travel document for *Jolly Crewmember* displays his middle name, type it in the **Middle Name** field.

Slide13

The screenshot shows a web form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Jolly), First Name (Jolly), Middle Name (Joseph), Gender (Select), City of Birth, State or Province of Birth, Country of Birth, Country of Residence, Country of Citizenship, Crew Member Status (Select).
- Permanent Address:** Street Address, City, State/Province, ZIP/Postal, Country.
- Document Information:** Document 1: Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY); Document 2: Additional Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY).

Annotations on the form include a red box pointing to the Gender drop-down arrow with the text 'Click the Gender drop-down arrow.' and a yellow box with the text 'Jolly Crewmember is male.' at the bottom of the Crew Details section. At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' buttons.

1) Text Caption : Jolly Crewmember is male.

2) Text Caption : Click the **Gender*** drop-down arrow.

Slide14

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', 'Notice of Arrival/Departure' (with sub-items 1, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main area is a form titled 'Crew Details' with the following fields: 'Last Name' (with 'Crewmember' in a small box), 'First Name' (with 'Jody'), 'Middle Name' (with 'Joseph'), 'Gender' (a dropdown menu), 'City of Birth', 'State or Province of Birth', 'Country of Birth' (with a globe icon), and 'Date of Birth' (MM/DD/YYYY). Below these are 'Country of Residence', 'Country of Citizenship', and 'Crew Member Status' (a dropdown menu). The 'Permanent Address' section includes 'Street Address', 'City', 'State/Province', 'ZIP/Postal', and 'Country'. The 'Document Information' section has two parts: 'Document 1' and 'Document 2', each with 'Document Type' (dropdown), 'Document Number', 'Country of Issuance' (with a globe icon), and 'Expiration Date' (MM/DD/YYYY). At the bottom right of the form are '< BACK' and 'ADD CREW' buttons. A red callout box with a white background and black border points to the 'Gender' dropdown menu, containing the text 'Select M from the Gender drop-down list.'

1) Text Caption : Select **M** from the **Gender*** drop-down list.

Slide15

The screenshot shows a web application interface for crew information. On the left is a vertical navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight License', '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 'Crew Details' and contains several input fields: 'Last Name' (with 'Crewmember' in a dropdown), 'First Name' (with 'Jody'), 'Middle Name' (with 'Joseph'), 'Gender' (dropdown), 'City of Birth' (highlighted with a red box and a green 'highlight box' label), 'State or Province of Birth', 'Country of Birth' (dropdown), and 'Date of Birth' (MM/DD/YYYY). Below these are 'Country' and 'Crew Member Status' (dropdown). Further down are 'Perma' and 'Street A' fields. A section titled 'Document Information' contains two document entries, each with 'Document Type' (dropdown), 'Document Number', 'Country of Issuance' (dropdown), and 'Expiration Date' (MM/DD/YYYY). At the bottom right of the form are '< BACK' and 'ADD CREW' buttons. At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Type *Anytown* in the **City of Birth** field and press Tab.

Slide16

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 area is titled 'Crew Details' and contains several sections: 'Last Name' (Joly), 'First Name' (Joseph), 'Middle Name', 'Gender' (M), 'City of Birth' (Anytown), 'State or Province of Birth' (highlighted in green and pointed to by a red callout box), 'Country of Birth', 'Date of Birth', 'Country of Residence', and 'Country of Citizenship'. Below this is the 'Permanent Address' section with fields for 'Street Address', 'City', 'State/Province', 'ZIP/Postal', and 'Country'. The 'Document Information' section includes 'Document 1' and 'Document 2', each with a dropdown for 'Document Type', a text field for 'Document Number', a dropdown for 'Country of Issuance', and a date field for 'Expiration Date'. At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

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

Slide17

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Instance', 'Notice of Arrival/Departure' (with sub-items 1-3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main area is a form titled 'Crew Details' with the following fields: 'Last Name' (Jolly), 'First Name' (Joseph), 'Middle Name' (Joseph), 'Gender' (M), 'City of Birth' (Anytown), 'State or Province of Birth' (VA), 'Country of Birth' (highlighted with a red box and callout), and 'Date of Birth'. Below these are 'Country of Residence', 'Country of Citizenship', and 'Crew Member' (dropdown). The 'Permanent Address' section includes 'Street Address', 'City', 'State/Province', 'ZIP/Postal', and 'Country'. The 'Document Information' section has two entries, each with 'Document Type' (dropdown), 'Document Number', 'Country of Issuance', and 'Expiration Date'. At the bottom right of the form are '< BACK' and 'ADD CREW' buttons. At the bottom of the slide are 'Back' and 'Next' buttons.

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

Slide18

The screenshot shows a web-based form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 'Crew Details' and contains the following sections:

- Crewmember Information:** Last Name (Crewmember), First Name (Jolly), Middle Name (Joseph), Gender (M).
- Birth Information:** City of Birth (Anytown), State or Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Residence and Citizenship:** Country of Residence, Country of Citizenship.
- Permanent Address:** Street Address, City, State/Province, ZIP/Postal, Country.
- Document Information:** Document 1 and Document 2, each with fields for Document Type, Document Number, Country of Issuance, and Expiration Date.

Two callout boxes are present: a red one pointing to the 'Date of Birth' field with the text 'Type 01 in the MM Date of Birth field and press Tab.' and a yellow one pointing to the birth date field with the text 'Jolly Crewmember was born on January 5, 1968.' At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Jolly Crewmember was born on January 5, 1968.

2) Text Caption : Type 01 in the **MM Date of Birth*** field and press Tab.

Slide19

Crew Details
 Last Name: * Crewmember First Name: * Jolly Middle Name: Joseph Gender: * M
 City of Birth: Anytown State or Province of Birth: VA Country of Birth: * USA Date of Birth: * MM/DD/YYYY
 Country of Residence: * Country of Citizenship: * City: State: ZIP/Postal: * Country: *
Permanent Address
 Street Address: *
 City: * State/Province: ZIP/Postal: * Country: *
Document Information
 Document 1:
 Document Type: * Select Document Number: Country of Issuance: Expiration Date: MM/DD/YYYY
 Document 2:
 Additional Document Type: * Select Document Number: Country of Issuance: Expiration Date: MM/DD/YYYY

1) Text Caption : Jolly Crewmember was born on January 5, 1968.

2) Text Caption : Type 05 in the **DD Date of Birth*** field and press Tab.

Slide20

The screenshot shows a web form titled "Crew Details" for a crew member named Jolly. The form includes fields for personal information, address, and document details. A red callout box points to the "Date of Birth" field, which is currently empty, with the text "Type 1968 in the YYYY Date of Birth field and press Tab." A yellow callout box points to the "Date of Birth" field with the text "Jolly Crewmember was born on January 5, 1968." The form also includes a sidebar with navigation buttons and a "Back" button at the bottom.

Crew Details

Last Name: * Crewmember: Jolly First Name: * Middle Name: Joseph Gender: * M

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

Country of Residence: * Country of Citizenship: * Crew Member: * Select

Permanent Address

Street Address: *

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

Document Information

Document 1: Document Type: * Document Number: Country of Issuance: Expiration Date: MM / DD / YYYY

Document 2: Additional Document Type: * Document Number: Country of Issuance: Expiration Date: MM / DD / YYYY

< BACK ADD CREW

Back Next

1) Text Caption : Type 1968 in the YYYY Date of Birth* field and press Tab.

Slide21

Crew Details

Last Name: * [Crewmember] First Name: * [Jody] Middle Name: [Joseph] Gender: * [M]

City of Birth: [Anytown] State of Province of Birth: [VA] Country of Birth: * [USA] Date of Birth: * [MM] / [DD] / [YYYY]

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

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

Document Information

Document 1:
Document Type: * [Select] Document Number: [] Country of Issuance: [] Expiration Date: [MM] / [DD] / [YYYY]

Document 2:
Additional Document Type: [Select] Document Number: [] Country of Issuance: [] Expiration Date: [MM] / [DD] / [YYYY]

< BACK ADD CREW

Back Next

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

Slide22

The screenshot shows a web-based form titled "Crew Details" for eAPIS. On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Reference", "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 form area contains the following fields:

- Crew Details:** Last Name (Joly), First Name (Joseph), Middle Name, Gender (M), Crewmember, City of Birth (Anytown), State or Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA
- Country of Citizenship:** A dropdown menu with a callout box pointing to it containing the text: "Type USA in the Country of Citizenship field and press Tab."
- Crew Member Status:** A dropdown menu.
- Permanent Address:** Street Address, City, State (dropdown), Zip (dropdown), Country (dropdown).
- Document Information:** Document 1 and Document 2 sections, each with Document Type (dropdown), Document Number, Country of Issuance (dropdown), and Expiration Date (MM/DD/YYYY).

At the bottom of the form are buttons for "< BACK" and "ADD CREW". At the bottom of the slide are "Back" and "Next" navigation buttons.

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

Slide23

The screenshot shows a web-based form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State or Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Select (indicated by a red callout box).
- Permanent Address:** Street Address, City, State/Province, ZIP/Postal, Country.
- Document Information:** Document 1: Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY); Document 2: Additional Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY).

At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Click the **Crew Member Status** drop-down arrow.

Slide24

The screenshot shows a web form titled "Crew Details" with a sidebar on the left and a main form area. The sidebar contains buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Experience", "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 has a yellow callout box at the top right that says "We can designate Jolly as either Crew or Pilot." pointing to the "Crew Member Status" dropdown menu. Below this, there are fields for "City of Birth", "State or Province of Birth", "Country of Birth", and "Date of Birth". Further down are fields for "Country of Residence", "Country of Citizenship", and "Crew Member Status". Below these are "Permanent Address" fields for "Street Address", "City", "State/Province", "ZIP/Postal", and "Country". At the bottom of the form are "Document Information" sections for "Document 1" and "Document 2", each with "Document Type", "Document Number", "Country of Issuance", and "Expiration Date" fields. At the bottom right of the form are buttons for "< BACK" and "ADD CREW". A red callout box at the bottom right of the form says "Click Next to continue." pointing to the "Next" button in the footer.

1) Text Caption : We can designate Jolly as either Crew or Pilot.

Slide25

The screenshot shows a web-based form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight License', '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 'Crew Details' and includes fields for 'Last Name' (Jolly), 'First Name' (Joseph), 'Middle Name', 'City of Birth' (Anytown), 'State of Province of Birth' (VA), 'Country of Residence' (USA), and 'Country of Citizenship' (USA). It also has sections for 'Permanent Address' and 'Document Information' (Document 1 and Document 2), each with fields for 'Document Type', 'Document Number', 'Country of Issuance', and 'Expiration Date'. A yellow callout box on the right contains the text: 'We can designate Jolly as either Crew or Pilot. Note: Pilot, for the purpose of private aircraft APIS regulations, means the individual responsible for operation of an aircraft while in flight.' A red callout box at the bottom right says 'Click Next to continue.' At the bottom of the form are buttons for '< BACK' and 'ADD CREW', and at the very bottom of the slide are 'Back' and 'Next' buttons.

1) Text Caption : Note: Pilot, for the purpose of private aircraft APIS regulations, means the individual responsible for operation of an aircraft while in flight.

Slide26

The screenshot shows a web form for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight License', 'Notice of Arrival/Departure' (with sub-sections 1, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main form area is titled 'Crew Details' and contains fields for: Last Name (Jolly), First Name (Joseph), Middle Name, City of Birth (Anytown), State of Province of Birth (VA), Country of Residence (USA), Country of Citizenship (USA), and Crew Member (Select). Below this is the 'Permanent Address' section with fields for Street Address, City, State/Province, and ZIP/Postal. The 'Document Information' section has two rows for Document 1 and Document 2, each with fields for Document Type (Select), Document Number, Country of Issuance, and Expiration Date (MM/DD/YYYY). At the bottom of the form are '< BACK' and 'ADD CREW' buttons. A yellow callout box on the right contains the text: 'We can designate Jolly as either Crew or Pilot. Note: Pilot, for the purpose of private aircraft APIS regulations, means the individual responsible for operation of an aircraft while in flight. Only one pilot can be entered as the Pilot in an eAPIS manifest. The person who is selected as Pilot has the responsibility for Notice of Arrival/Departure and traveler manifest submission.' A red callout box at the bottom right says 'Click Next to continue.' At the very bottom of the slide are 'Back' and 'Next' buttons.

1) Text Caption : Only *one* pilot can be entered as the **Pilot** in an eAPIS manifest. The person who is selected as **Pilot** has the responsibility for Notice of Arrival/Departure and traveler manifest submission.

Slide27

The screenshot shows a web form titled "Crew Details" for eAPIS. The form includes fields for Last Name (Jolly), First Name (Joseph), Middle Name, City of Birth (Anytown), State of Province of Birth (VA), Country of Residence (USA), and Country of Citizenship (USA). It also has sections for Permanent Address, Document Information (Document 1 and Document 2), and a Crew Member selection dropdown. A yellow callout box on the right contains the following text: "We can designate Jolly as either Crew or Pilot. Note: Pilot, for the purpose of private aircraft APIS regulations, means the Individual responsible for operation of an aircraft while in flight. Only one pilot can be entered as the Pilot in an eAPIS manifest. The person who is selected as Pilot has the responsibility for Notice of Arrival/Departure and traveler manifest submission. Any other pilot flying who is not the aircraft commander must be designated Crew." Below the callout box is a red speech bubble that says "Click Next to continue." At the bottom of the form are buttons for "< BACK" and "ADD CREW". At the very bottom of the slide are "Back" and "Next" navigation buttons.

1) Text Caption : Any other pilot flying who is not the aircraft commander must be designated **Crew**.

Slide28

The screenshot shows a web application interface for adding crew members. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Package', 'Notice of Arrival/Departure' (with sub-sections 1, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Crew Details' and contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'City of Birth', 'Country of Birth', 'Date of Birth', 'Country of Residence', 'Country of Citizenship', and 'Crew Member Status'. The 'Crew Member Status' dropdown is highlighted with a red box and a callout. Below this are 'Permanent Address' fields (Street Address, City, State/Province, ZIP/Postal, Country) and 'Document Information' for two documents (Document 1 and Document 2), each with fields for Document Type, Document Number, Country of Issuance, and Expiration Date. At the bottom right of the form are '< BACK' and 'ADD CREW' buttons. A blue bar at the very bottom contains 'Back' and 'Next' buttons.

1) Text Caption : Jolly is a crew member.

2) Text Caption : Select **Crew** from the **Crew Member Status** drop-down list.

Slide29

Crew Details

Last Name: * [Crewmember] First Name: * [Jolly] Middle Name: [Joseph]

City of Birth: [Anytown] State or Province of Birth: [VA] Country of Birth: * [USA] Date of Birth: * [MM] / [DD] / [YYYY]

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

Permanent Address
Street Address: * []

City: * [] Postal: * [] Country: * []

Document 1:
Document Type: * [Select] Document Number: [] Country of Issuance: [] Expiration Date: [MM] / [DD] / [YYYY]

Document 2:
Additional Document Type: [Select] Document Number: [] Country of Issuance: [] Expiration Date: [MM] / [DD] / [YYYY]

< BACK ADD CREW

Back Next

1) Text Caption : Select **Crew** from the **Crew Member Status** drop-down list.

Slide30

Crew Details

Last Name: * Crewmember: First Name: * Middle Name: Gender: *

City of Birth: State or Province of Birth: Country of Birth: * Date of Birth: * / / 1988

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 ADD CREW

Click Next to continue.

Back Next

Slide31

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

News Legal Notice (1) Log Out (X) Help (7)

Add New Crew Member

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

Crew Details

Last Name: * First Name: * Middle Name: Gender: *
Crewmember: Jody Country of Birth: USA Date of Birth: *
City of Birth: VA State or Province of Birth: USA Country of Birth: USA Date of Birth: *
Anytown VA USA 01 / 05 / 1966

Country of Residence: * Country of Citizenship: * Crew Member Status: *
USA USA Crew

Permanent Address

Street Address: * Highlight Box (553 x 60)
City: * State/Prov: (A-Z) (2-3) Country: *
City: State/Prov: (A-Z) (2-3) Country: *

Document Information

Document 1: Document Type: * Document Number: Country of Issuance: Expiration Date: *
Select Document Number: Country of Issuance: Expiration Date: *
MM / DD / YYYY

Document 2: Additional Document Type: * Document Number: Country of Issuance: Expiration Date: *
Select Document Number: Country of Issuance: Expiration Date: *
MM / DD / YYYY

BACK ADD CREW

Back Next

Next, we will enter the crew member's permanent address.

Click Next to continue.

1) Text Caption : Next, we will enter the crew member's permanent address.

Slide32

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 'Crew Details' and contains several input fields: 'Last Name' (with 'Crewmember' selected), 'First Name' (with 'Jody'), 'Middle Name' (with 'Joseph'), 'Gender' (with 'M'), 'City of Birth' (with 'Anytown'), 'State or Province of Birth' (with 'VA'), 'Country of Birth' (with 'USA'), and 'Date of Birth' (MM/DD/YYYY). Below these are 'Country of Residence' (USA), 'Country of Citizenship' (USA), and 'Crew Member Status' (Crew). The 'Permanent Address' section has a 'Street Address' field highlighted in green with a 'Highlight Box' label. A red-bordered text box with a white background and a red arrow points to this field, containing the text: 'Enter 1234 Anywhere Lane in the Street Address field and press Tab.' Below the address fields are 'City', 'State/Province', 'ZIP/Postal', and 'Country' fields. There are also sections for 'Document 1' and 'Document 2', each with 'Document Type', 'Document Number', 'Country of Issuance', and 'Expiration Date' (MM/DD/YYYY) fields. At the bottom right of the form are '< BACK' and 'ADD CREW' buttons. At the bottom of the slide are 'Back' and 'Next' buttons.

1) Text Caption : Enter 1234 Anywhere Lane in the **Street Address*** field and press Tab.

Slide33

The screenshot shows a web-based form for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Schedule', 'Notice of Arrival/Departure', '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 is titled 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Jolly), First Name (Joseph), Middle Name, Gender (M), City of Birth (Anytown), State of Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew.
- Permanent Address:** Street Address (1234 Anywhere Lane), City (highlighted with a green box), State/Province, ZIP/Postal, Country.
- Document Information:** Document 1: Doc Number, Country of Issuance, Expiration Date (MM/DD/YYYY). Document 2: Additional Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY).

A red box highlights the 'City*' field with the text: 'Type Springfield in the City* field and press Tab.' A green highlight box is also present over the 'City*' field.

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

Slide34

The screenshot shows a web form titled "Crew Details" with a left-hand navigation menu. The main form area contains several sections: "Crew Details" with fields for Last Name, First Name, Middle Name, Gender, City of Birth, State of Province of Birth, Country of Birth, and Date of Birth; "Country of Residence", "Country of Citizenship", and "Crew Member Status"; "Permanent Address" with fields for Street Address, City, State/Province, ZIP/Postal, and Country; and "Document Information" with fields for Document 1 and Document 2, including Document Type, Document Number, Country of Issuance, and Expiration Date. A red callout box with a white background and a red border points to the "State/Province" field, containing the text: "Type CT in the State/Province field and press Tab." At the bottom of the form are buttons for "< BACK" and "ADD CREW". The navigation menu on the left includes buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Reference", "Notice of Arrival/Departure" (with sub-items 1, 2, and 3), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account".

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

Slide35

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', '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 'Crew Details' and contains several sections: 'Crewmember' (Last Name: Joly, First Name: Joseph, Middle Name: Joseph, Gender: M), 'City of Birth' (Anytown, VA), 'State of Province of Birth' (VA), 'Country of Birth' (USA), and 'Date of Birth' (MM/DD/YYYY). Below this is 'Country of Residence' (USA), 'Country of Citizenship' (USA), and 'Crew Member Status' (Crew). The 'Permanent Address' section includes 'Street Address' (1234 Anywhere Lane), 'City' (Springfield), 'State/Province' (CT), 'ZIP/Postal' (with a 'Highlight Box' callout), and 'Country'. The 'Document Information' section has two parts: 'Document 1' with 'Document Type' (Select) and 'Document Number' (input), and 'Document 2' with 'Additional Document Type' (Select), 'Document Number' (input), 'Country of Issuance' (input), and 'Expiration Date' (MM/DD/YYYY). A callout box with a red border and arrow points to the 'ZIP/Postal' field, containing the text: 'Type 06123 in the Zip/Postal* field and press Tab.' At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Type 06123 in the **Zip/Postal*** field and press Tab.

Slide36

The screenshot shows a web form titled "Crew Details" with a sidebar on the left containing navigation buttons: "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Reference", "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 form fields include: "Last Name" (Crewmember), "First Name" (Jody), "Middle Name" (Joseph), "Gender" (M), "City of Birth" (Anytown), "State or Province of Birth" (VA), "Country of Birth" (USA), "Date of Birth" (MM/DD/YYYY), "Country of Residence" (USA), "Country of Citizenship" (USA), and "Crew Member Status" (Crew). The "Permanent Address" section includes "Street Address" (1234 Anywhere Lane), "City" (Springfield), "State/Province" (CT), "ZIP/Postal" (06123), and "Country" (USA). The "Document Information" section has two parts: "Document 1" with "Document Type" (Select), "Document Number", and "Country of Issuance" (USA); and "Document 2" with "Additional Document Type" (Select), "Document Number", "Country of Issuance" (USA), and "Expiration Date" (MM/DD/YYYY). A red callout box with a white background and black border points to the "Country" field in the "Permanent Address" section, containing the text: "Type USA in the Country* field and press Tab." At the bottom of the form are buttons for "< BACK" and "ADD CREW". At the bottom of the slide are "Back" and "Next" buttons.

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

Slide37

Electronic Advance Passenger System
CUSTOMERS & SERVICE PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Home | Legal Notice | Log Out [X] | Help [Y]

Add New Crew Member

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

Crew Details

Last Name * First Name * Middle Name Gender *
Crewmember State or Province of Birth Country of Birth * Date of Birth *
City 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 *

1) Text Caption : Next, we will complete the **Document Information** section of the Add New Crew Member form.

Slide39

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

Add New Crew Member

Items marked * are required. Select this icon [icon]

Crew Details

Last Name * [text] First Name * [text] Middle Name [text] Gender * [dropdown]
Crewmember [text] State or Province of Birth [dropdown] Country of Birth * [dropdown] Date of Birth * [text] / [text] / [text] [icon]
City of Birth [text] Anytown [text] USA [dropdown] [icon]

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

Permanent Address

Street Address * [text]
1234 Anywhere Lane
City * [dropdown] State/Province * [dropdown] ZIP/Postal * [text] Country * [dropdown]
Springes [text] CT [dropdown] [icon] 09123 [text] USA [dropdown] [icon]

Document Information

Document 1:

Document Type *	Document Number	Country of Issuance	Expiration Date
Seal [dropdown]	Highlight Box (662 x 121) [text]	[dropdown]	[text] / [text] / [text] [icon]

Document 2:

Additional Document Type *	Document Number	Country of Issuance	Expiration Date
[dropdown]	00244; Y-460 [text]	[dropdown]	[text] / [text] / [text] [icon]

[icon] BACK ADD CREW

Back Next

Next, we will complete the **Document Information** section of the Add New Crew Member form.

- Document 1 is the document that will be presented for entry into the United States, such as a passport or U.S. permanent resident card.
- Additional documents such as a pilot's license can be added in the **Document 2** fields.

Click **Next** to continue.

1) Text Caption : Additional documents such as a pilot's license can be added in the **Document 2** fields.

Slide40

The screenshot shows a web-based form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Reference', 'Notice of Arrival/Departure' (with sub-sections 1-3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main form area is titled 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State of Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew.
- Permanent Address:** Street Address (1234 Anywhere Lane), City (Springfield), State/Province (CT), ZIP/Postal (06123), Country (USA).
- Document Information:** Document 1: Document Type (dropdown), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY). Document 2: Additional Document Type (dropdown), Country of Issuance, Expiration Date (MM/DD/YYYY).

A red callout box with a white background and black border points to the 'Document Type' dropdown arrow for Document 1, containing the text: 'Click the Document Type drop-down arrow.' At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Click the **Document Type*** drop-down arrow.

Slide41

The screenshot shows a web form for entering crew member information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Package', 'Notice of Arrival/Departure', '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 is titled 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State of Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew.
- Permanent Address:** Street Address (1234 Anywhere Lane), City (Springfield), State/Province (CT), ZIP/Postal (06123), Country (USA).
- Document Information:** A dropdown menu labeled 'Select Passport' is highlighted with a red box. Below it are two rows of fields for Document Number, Country of Issuance, and Expiration Date (MM/DD/YYYY).

At the bottom right of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : Select **Passport**.

Slide42

The screenshot shows the 'Crew Details' form in the eAPIS system. The form is divided into several sections: 'Crew Details', 'Permanent Address', and 'Document Information'. A left-hand navigation menu includes options like 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Management', and 'Notice of Arrival/Departure'. The 'Document Information' section contains two document entry forms. An orange callout box points to the 'Document 1' section, and a red callout box points to the 'Document Number' field in the 'Document 2' section.

Crew Details
 Last Name: * [Crewmember] First Name: * [Judy]
 City of Birth: [Anytown] State or Province: [VA] Country: [USA] Birth Date: [01] / [05] / [1968]
 Country of Residence: * [USA] Country of Citizenship: * [USA] Crew Member Status: * [Crew]

Permanent Address
 Street Address: * [1234 Anywhere Lane]
 City: * [Springfield] State/Province: [CT] ZIP/Postal: * [06123] Country: * [USA]

Document Information
 Document 1:
 Document Type: * [Passport] Document Number: [Highlight Box] Country of Issuance: [USA] Expiration Date: [MM] / [DD] / [YYYY]
 Document 2:
 Additional Document Type: [Select] Document Number: [Type 987654321] Country of Issuance: [Country] Expiration Date: [MM] / [DD] / [YYYY]

Buttons: < BACK ADD CREW (bottom right), Back Next (bottom center)

- 1) Text Caption : Type the document information that corresponds with the selected document type in these fields.
- 2) Text Caption : Type 987654321 in the **Document Number** field and press Tab.

Slide43

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Instance', '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 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State or Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew.
- Permanent Address:** Street Address (1234 Anywhere Lane), City (Springfield), State/Province (CT), ZIP/Postal (06123), Country (USA).
- Document Information:** Document 1: Document Type (Passport), Document Number (867854321), Country of Issuance (USA), Expiration Date (MM/DD/YYYY). Document 2: Additional Document Type (Select), Document Number.

A red callout box with a white background and a red border points to the 'Country of Issuance' field, containing the text: 'Type USA in the Country of Issuance field and press Tab.' At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. At the bottom of the slide are 'Back' and 'Next' navigation buttons.

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

Slide44

The screenshot shows a web form titled "Crew Details" with a left-hand navigation menu. The main form area contains several sections: "Crew Details" with fields for Last Name, First Name, Middle Name, Gender, City of Birth, State of Province of Birth, Country of Birth, and Date of Birth; "Country of Residence", "Country of Citizenship", and "Crew Member Status"; "Permanent Address" with fields for Street Address, City, State/Province, ZIP/Postal, and Country; and "Document Information" with two document entries. The "Document 1" section has fields for Document Type (Passport), Document Number (867854321), Country of Issuance (USA), and Expiration Date (MM/DO/YYYY). The "Document 2" section has fields for Additional Document Type (Select) and Expiration Date (MM/DO/YYYY). A red text box with a white background and black border is overlaid on the "Document 1" Expiration Date field, containing the text: "Type 01 in the MM Expiration Date* field and press Tab." Below the form are buttons for "< BACK" and "ADD CREW". At the bottom of the slide, there are "Back" and "Next" buttons.

1) Text Caption : Type 01 in the **MM Expiration Date*** field and press Tab.

Slide45

The screenshot shows a web form titled "Crew Details" with a left-hand navigation menu. The menu includes buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Experience", "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 "Crew Flight Experience" button is highlighted in blue. The main form area contains the following sections:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State of Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew.
- Permanent Address:** Street Address (1234 Anywhere Lane), City (Springfield), State/Province (CT), ZIP/Postal (06123), Country (USA).
- Document Information:**
 - Document 1:** Document Type (Passport), Document Number (867654321), Country of Issuance (USA), Expiration Date (MM/DD/YYYY).
 - Document 2:** Additional Document Type (Select), Document Number (), Expiration Date (MM/DD/YYYY).

A red callout box with a white background and a red border points to the "DD Expiration Date" field in the Document 2 section. The text inside the box reads: "Type 30 in the DD Expiration Date field and press Tab." At the bottom of the form are buttons for "< BACK" and "ADD CREW". At the bottom of the slide are "Back" and "Next" navigation buttons.

1) Text Caption : Type 30 in the **DD Expiration Date*** field and press Tab.

Slide46

The screenshot shows a web application interface for entering crew information. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Experience', 'Notice of Arrival/Departure', '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 'Crew Details' and contains several sections: 'Crewmember' (Last Name: Joly, First Name: Joseph, Middle Name: Joseph, Gender: M), 'City of Birth' (Anytown, VA, USA), 'Date of Birth' (01/05/1968), 'Country of Residence' (USA), 'Country of Citizenship' (USA), and 'Crew Member Status' (Crew). Below this is the 'Permanent Address' section with fields for Street Address (1234 Anywhere Lane), City (Springfield, CT), State/Province (CT), ZIP/Postal (06123), and Country (USA). The 'Document Information' section includes 'Document 1' (Passport, 867654321, USA, Expiration Date: 01/20/) and 'Document 2' (Additional Document Type: Select, Document Number:). A red-bordered text box with an arrow points to the 'Expiration Date' field, containing the text: 'Type 2013 in the YYYY Expiration Date field and press Tab.' At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. The overall interface has a blue header and footer.

1) Text Caption : Type 2013 in the YYYY Expiration Date field and press Tab.

Slide47

The screenshot shows a web form titled "Crew Details" with a sidebar on the left containing navigation buttons: "Introduction to eAPIS", "Enroll in eAPIS", "Crew Flight Package", "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 form area contains the following sections:

- Crew Details:** Last Name: * (Jelly), First Name: * (Jelly), Crewmember (dropdown), City of Birth: Anytown, State of Province or territory: VA, Country of Birth: USA, Date of Birth: 01 / 05 / 1988.
- Country of Residence:** * USA, **Country of Citizenship:** * USA, **Crew Member Status:** * Crew.
- Permanent Address:** Street Address: * 1234 Anywhere Lane, City: * Springfield, State/Province: CT, ZIP/Postal: * 06123, Country: * USA.
- Document Information:**
 - Document 1:** Document Type: * Passport, Document Number: 867654321, Country of Issuance: USA, Expiration Date: 01 / 01 / 2013.
 - Document 2:** Additional Document Type: Select, Document Number: [empty], Country of Issuance: [empty], Expiration Date: [empty].

At the bottom right of the form are buttons for "< BACK" and "ADD CREW". A yellow callout box at the top right of the form contains the text: "Once you have completed the required fields on this screen, you have completed the basic procedure to add a crew member." A red callout box at the bottom right of the form contains the text: "Click Next to continue." Below the form are "Back" and "Next" buttons.

1) Text Caption : Once you have completed the required fields on this screen, you have completed the basic procedure to add a crew member.

Slide48

The screenshot shows a web form for crew member registration. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Recurrence', '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 'Crew Details' and contains the following fields:

- Crew Details:** Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth (Anytown), State of Province of Birth (VA), Country of Birth (USA), Date of Birth (MM/DD/YYYY).
- Country of Residence:** USA, **Country of Citizenship:** USA, **Crew Member Status:** Crew (selected from a dropdown menu).
- Permanent Address:** Street Address (1234 Anywhere Lane), City (Springfield).
- Document Information:**
 - Document 1:** Document Type (Passport), Document Number (867654321), Country of Issuance (USA), Expiration Date (MM/DD/YYYY) (01/20/2013).
 - Document 2:** Additional Document Type (Select), Document Number, Country of Issuance, Expiration Date (MM/DD/YYYY).

A yellow callout box with a red border contains the text: "You are not required to provide an **Additional Document Type** if your crew member is designated **Crew**." Below the callout, a red-bordered box says "Click **Next** to continue." At the bottom of the form are buttons for '< BACK' and 'ADD CREW'. At the very bottom of the slide are 'Back' and 'Next' navigation buttons.

1) Text Caption : You are not required to provide an **Additional Document Type** if your crew member is designated **Crew**.

Slide49

The screenshot shows the 'Crew Details' form in the eAPIS system. The form is divided into several sections: 'Crew Details', 'Permanent Address', 'Document Information', and 'Document 2'. A sidebar on the left contains navigation buttons like 'Introduction to eAPIS', 'Enroll in eAPIS', and 'Crew Flight License'. Two yellow callout boxes provide instructions: one states that an 'Additional Document Type' is not required for 'Crew' members, and another states that 'Pilot' members must provide pilot license information in the 'Document 2' section. A red callout box at the bottom right points to the 'Add Crew' button, instructing the user to click it to continue.

Crew Details
 Last Name: * [Crewmember] First Name: * [Jody] Middle Name: [Joseph] Gender: * [M]
 City of Birth: [Anytown] State or Province of Birth: [VA] Country of Birth: * [USA] Date of Birth: * [01] / [05] / [1968]
 Country of Residence: * [USA] Country of Citizenship: * [USA] Crew Member Status: * [Crew]

Permanent Address
 Street Address: * [1234 Anywhere Lane]
 City: * [Springfield]

Document Information
 Document 1:
 Document Type: * [Passport] Document Number: [867654321] Country of Issuance: [USA] Expiration Date: [01] / [05] / [2013]

Document 2:
 Additional Document Type: [Select] Document Number: [0024111437] Country of Issuance: [USA] Expiration Date: [] / [] / []

Buttons: < BACK, Add Crew, Back, Next

1) Text Caption : You are not required to provide an **Additional Document Type** if your crew member is designated **Crew**.

If your crew member is designated a **Pilot**, you must provide the pilot license information in the **Document 2** section below.

2) Text Caption : Click **Add Crew** to continue.

Slide50

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

This is the Crew Maintenance screen where you can update crew information.

Crew Maintenance

Create or Update your crew information prior to submission of a Notice of Departure or Notice of Arrival. Each flight must have a responsible Pilot that must be designated during the manifest submission process.

Add Crew Information:
Select "ADD CREW" to add a new crew to your crew list. [ADD CREW](#) [Help](#)

Crew List: [Help](#)

Name	DOR	Update Information	Remove
Crewmember, Jolly	01/05/0968		

Click the arrow under **Update Information** to begin.

[MANIFEST OPTIONS](#)

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

- 1) Text Caption : This is the Crew Maintenance screen where you can update crew information.
- 2) Text Caption : Click the arrow under **Update Information** to begin.

Slide51

Crew Details
Last Name: *
Crewmember: Jolly
First Name: *
Middle: J
Last: J
City of Birth: Anytown
State or Province of Birth: VA
Country of Residence: * USA
Country of Citizenship: * USA
Crew Member Status: * Crew

Permanent Address
Street Address: *
1234 Anywhere Lane
City: * Springfield
State/Province: CT
ZIP/Postal: * 06123
Country: * USA

Document Information
Document 1:
Document Type: * Passport
Type of Issuance: *
Expiration Date: 01 / 30 / 2013
Document 2:
Additional Document Type: *
Document Number: *
Country of Issuance: *
Expiration Date: MM / DD / YYYY

Navigation: < BACK SAVE > Back Next

1) Text Caption : Practice correcting Jolly Crewmember's **Zip/Postal** code.

It should be 06125 rather than 06123.

Slide52

Crew Details
Last Name: *
Crewmember: Jolly
First Name: *
Middle: Jolly
City of Birth: Anytown
State or Province of Birth: VA
Country of Residence: * USA
Country of Citizenship: * USA
Crew Member Status: * Crew

Permanent Address
Street Address: *
1234 Anywhere Lane
City: * Springfield
State/Province: CT
ZIP/Postal: * Highlight Bus
Country: * USA

Document Information
Document 1:
Document Type: * Passport
Country of Issuance: *
Expiration Date: 01 / 15 / 2013

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

Navigation: Introduction to eAPIS, Enroll in eAPIS, Crew Flight Reference, 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 : Practice correcting Jolly Crewmember's **Zip/Postal** code.

It should be 06125 rather than 06123.

2) Text Caption : Type 06125 in the **Zip/Postal** field.

Slide53

The screenshot displays the eAPI system 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 'Electronic Advance Passenger Information' and includes a yellow callout box: 'For more information on editing a crew member or pilot's information, you can work through a brief practice scenario that will launch in a separate window.' Below this is the 'Crew Maintenance' section with a 'Crew List' table containing one entry: 'Crewmember, Jolly' with a DOB of '12/05/1968'. A red callout box points to the 'Next' button at the bottom right, stating 'Click Next to continue.'

1) Text Caption : For more information on editing a crew member or pilot's information, you can work through a brief practice scenario.

eAPIS Scenario: Crew Maintenance

Slide53-B

Adobe Flash Player 10

eAPIS Scenario
Crew Maintenance

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

News Legal Notices

Private Aviation - Manifest Options

The Electronic Advance Passenger Information System for Private Aircraft allows authorized users the ability to Submit Notice of Departure and Notice of Arrival manifests to Customs and Border Protection, an agency of the U.S. Department of Homeland Security. Please select an option below, or Help for assistance.

Your current email address is _____ All DHS response emails will be sent to this email address. If this is not correct, please select the "Modify primary account holder information" option under Manage Account and update your primary contact email address prior to submission of a Notice of Arrival or Departure.

Traveler Options **Manage Account** **Upload Manifest**

Click Update or Create Crew and Pilot Information to modify an existing crew member's information.

In this scenario, you will learn how to edit a crew member or pilot's information.

Notice of Arr
[Update or Create Crew and Pilot Information](#)
 Submit "Notice of Departure"
 Submit "Notice of Arrival"

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.

Back Next

- 1) Text Caption : In this scenario you will learn how to edit a crew member of pilot's information.
- 2) Text Caption : Click **Update or Create Crew and Pilot Information** to modify an existing crew member's information.

Slide53-C

Adobe Flash Player 10

File View Control Help

eAPIS Scenario
Crew Maintenance

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

News Legal Notice **This is the Crew Maintenance screen.**

Crew Maintenance < BACK

Create or Update your crew information prior to submission of a manifest. Each flight must have a responsible Pilot that must be designated during the manifest submission process.

Add Crew Information:
Select "ADD CREW" to add a new crew to your crew list. **ADD CREW** Help

Crew List:

Name	DOB	Update Information	Remove
Crewmember, Jolly	11/11/1970	A	-

< BACK MANIFEST OPTIONS

Back Next

- 1) Text Caption : This is the Crew Maintenance screen.
- 2) Text Caption : Click the **Update Information** arrow to change Jolly Crewmember's information.

Slide53-D

Update Crew Member

Crew Details

Last Name: *
Crewmember: []

First Name: *
Jolly

Middle Name: *
Joseph

Gender: *
M

City of Birth: []

State or Province of Birth: []

Country of Birth: *
USA

Date of Birth: *
MM/DD/YYYY

Country of Residence: *
USA

Country of Citizenship: *
USA

Crew Member Status: *
Crew

Permanent Address

Street Address: *
123 Anyplace

City: *
AnyCity

State/Province: []

ZIP/Postal: *
22000

Country: *
USA

Document Information

Document 1:

Document Type: *
Passport

Document Number: *
123456789

Country of Issuance: []

Expiration Date: *
MM/DD/YYYY

Document 2:

Additional Document Type: *
Select

Document Number: []

Country of Issuance: []

Expiration Date: *
MM/DD/YYYY

Click **Next** to continue.

Back Next

- 1) Text Caption : To change Jolly Crewmember from **Crew** to **Pilot**, you need to change his **Crew Member Status** in the **Crew Details** section of this form.

You also must add his pilot's license information in the **Document 2** section.

Slide53-E

Update Crew Member

Crew Details

Last Name: * Crewmember
First Name: * Jolly
Middle Name: Joseph
Gender: * M

City of Birth: State of Province of Birth: Country of Birth: * USA
Date: 11 / 11 / 1970

Country of Residence: * USA
Country of Citizenship: * USA
Crew Member Status: * Crew

Permanent Address

Street Address: * 123 Anyplace
City: * AnyCity
State/Province: ZIP/Postal: 22000
Country: * USA

Document Information

Document 1:
Document Type: * Passport
Document Number: 123456789
Country of Issuance: * USA
Expiration Date: / /

Document 2:
Additional Document Type: * Select
Document Number: Country of Issuance: * USA
Expiration Date: / /

Click **Next** to continue.

Back Next

- 1) Text Caption : First we will change his **Crew Member Status**.

Slide53-F

The screenshot shows a web form titled "Update Crew Member" within an "eAPIS Scenario Crew Maintenance" interface. The form is divided into three main sections: "Crew Details", "Permanent Address", and "Document Information".

- Crew Details:** Includes fields for Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender, City of Birth, State or Province of Birth, Country of Residence (USA), Country of Citizenship (USA), and Crew Member Status (Crew). A red box highlights the Crew Member Status dropdown menu, with a text caption pointing to it: "Click the Crew Member Status drop-down arrow."
- Permanent Address:** Includes fields for Street Address (123 Anyplace), City (AnyCity), State/Province, ZIP/Postal (22000), and Country (USA).
- Document Information:** Includes two sections for document details, each with fields for Document Type (Passport), Document Number (123456789), Country of Issuance, and Expiration Date (MM/DD/YYYY).

At the bottom of the form, there are "BACK" and "SAVE" buttons. Below the form, there are "Back" and "Next" navigation buttons.

- 1) Text Caption : Click the **Crew Member Status*** drop-down arrow.

Slide53-G

Adobe Flash Player 10
File View Control Help

eAPIS Scenario
Crew Maintenance

Update Crew Member

Crew Details

Last Name: * Crewmember
First Name: * Joseph
Middle Name: *
Gender: *
City of Birth: *
State or Province of Birth: *
Country of Residence: * USA
Country of Citizenship: * USA
Crew Member Status: *
Select Pilot from the Crew Member Status drop-down menu.
Crew
Pilot
Crew

Permanent Address

Street Address: *
[23 Anyplace
City: *
State/Province: *
ZIP/Postal: *
Country: * USA

Document Information

Document 1:
Document Type: * Passport
Document Number: 123456789
Country of Issuance: *
Expiration Date: MM / DD / YYYY

Document 2:
Additional Document Type: * Select
Document Number: *
Country of Issuance: *
Expiration Date: MM / DD / YYYY

← BACK SAVE →

Back Next

- 1) Text Caption : Select **Pilot** from the **Crew Member Status*** drop-down menu.

Slide53-H

The screenshot shows a web form titled "Update Crew Member" within an "eAPIS Scenario Crew Maintenance" interface. The form is divided into several sections: "Crew Details" with fields for 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, and Crew Member Status; "Permanent Address" with fields for Street Address, City, State/Province, ZIP/Postal, and Country; and "Document Information" with two rows. The first row is for "Document 1" (Passport) and the second row is for "Document 2" (Additional Document Type). A yellow callout box highlights the "Document 2" section with the text: "The next step is to enter your pilot's license in the Document 2 section." A red callout box points to the "Next" button with the text: "Click Next to continue." The form includes "Back" and "Next" buttons at the bottom right.

- 1) Text Caption : The next step is to enter your pilot's license in the Document 2 section.

Slide53-I

The screenshot shows a web application window titled "eAPIS Scenario Crew Maintenance" with a sub-header "Update Crew Member". The form is divided into several sections:

- Crew Details:** Includes fields for Last Name (Crewmember), First Name (Jody), Middle Name (Joseph), Gender (M), City of Birth, State of Province of Birth, Country of Birth (USA), and Date of Birth (11/11/1970).
- Permanent Address:** Includes fields for Street Address (123 Anyplace), City (AnyCity), State/Province, ZIP/Postal (22000), and Country (USA).
- Document Information:** Contains two document entry sections. The first section has fields for Document Number (123456789), Country of Issuance, and Expiration Date. The second section, labeled "Document 2:", includes an "Additional Document Type" dropdown menu (currently set to "Select"), Document Number, Country of Issuance, and Expiration Date.

A red callout box with a white background and black text points to the "Additional Document Type" dropdown menu, containing the text: "Click the **Additional Document Type** drop-down arrow." At the bottom of the form are "BACK" and "SAVE" buttons. The window title bar indicates it is running in "Adobe Flash Player 10".

- 1) Text Caption : Click the **Additional Document Type** drop-down arrow.

Slide53-J

Adobe Flash Player 10
File View Control Help

eAPIS Scenario
Crew Maintenance

Update Crew Member

Crew Details
Last Name: * Crewmember
First Name: * Joseph
Middle Name: *
Gender: * M
City of Birth: * State or Province of Birth: * Country of Birth: * USA Date of Birth: * MM/DD/YYYY
Country of Residence: * USA Country of Citizenship: * USA Crew Member Status: * Pilot

Permanent Address
Street Address: * 123 Anyplace
City: * AnyCity State/Province: * ZIP/Postal: * 22000 Country: * USA

Document Information
Document Number: 123456789 Country of Issuance: * Expiration Date: MM/DD/YYYY
Document 2: Additional Document Type: *
Select
Passport
U.S. Permanent Res. Card
U.S. Alien Registration Card
Military ID Card
U.S. Re-entry Permit Travel Doc.
Pilot's License
U.S. Refugee Permit Travel Doc.

BACK SAVE

Back Next

1) Text Caption : Select **Pilot's License** from the drop-down list.

Slide53-K

Update Crew Member

Crew Details

Last Name: * Crewmember
 First Name: * Jolly
 Middle Name: Joseph
 Gender: * M

Birth: [] Country: * USA
 Points of Birth: * USA

Crew Member Status: Pilot

ZIP/Postal: 22000 Country: * USA

Document Information

Document 1:
 Document Type: * Passport
 Document Number: 123456789
 Country of Issuance: []
 Expiration Date: [] / [] / []

Document 2:
 Additional Document Type: Pilot's License
 Document Number: 123456789
 Country of Issuance: USA
 Expiration Date: [] / [] / []

Click **Next** to continue.

Back Next

- 1) Text Caption : When you select a second document, you must also enter **Document Number**, **Country of Issuance** and **Expiration Date**. If your document does not have an expiration date (as is the case with a U.S. pilot's license), do not complete the Expiration Date fields. eAPIS will give you a green WARNING, but you will be able to proceed.

Slide53-L

Adobe Flash Player 10

eAPIS Scenario
Crew Maintenance

Update Crew Member

Crew Details

Last Name: * Crewmember
First Name: * Joseph
Middle Name: *
Gender: * M

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

Country of Residence: * USA
Country of Citizenship: * USA
Crew Member Status: * Pilot

Permanent Address

Street Address: *
[23 Anyplace

City: * AnyCity
State/Province: * ZIP/Postal: * 22000
Country: * USA

Document Information

Document 1:

Document Type: * Passport
Document Number: 123456789
Country of Issuance: *
Expiration Date: MM/DD/YYYY

Document 2:

Additional Document Type: * Pilot's License
Document Number: 123456789

After you have made the appropriate changes, please review the crew member information.

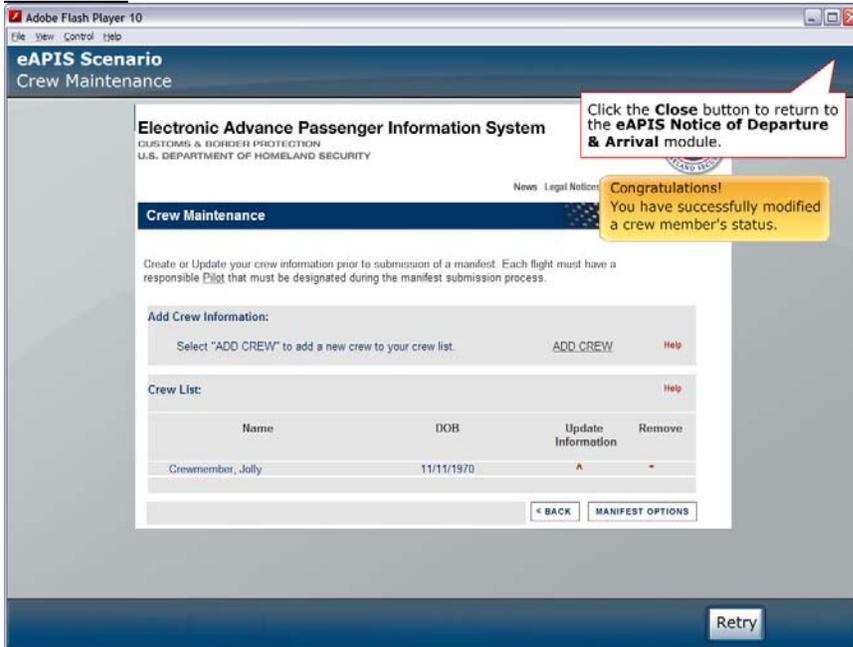
Click Save to complete your crew member modifications.

← BACK SAVE →

Back Next

- 1) Text Caption : After you have made the appropriate changes, please review the crew member information.
- 2) Text Caption : Click **Save** to complete your crew member modifications.

Slide53-M



- 1) Text Caption : Congratulations! You have successfully modified a crew member's status.

Slide54

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

From the **Crew Maintenance** screen, you can also remove crew members from your crew list.

News Legal Notices (1) Log Out (X) Help (?)

Crew Maintenance < BACK

Create or Update your crew information prior to submission of a manifest. Each flight must have a responsible Pilot that must be designated during the manifest submission process.

Add Crew Information:
Select "ADD CREW" to add a new crew to your crew list. [ADD CREW](#) [Help](#)

Crew List: [Help](#)

Name	DOB	Update Information	Remove
Crewmember, Jolly	12/05/1968	A	-

< BACK MANIFEST OPTIONS

Back Next

1) Text Caption : From the **Crew Maintenance** screen, you can also remove crew members from your crew list.

2) Text Caption : Click the minus (-) sign under **Remove** to begin.

Slide55

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

Delete Crew Confirmation

Do you want to Delete Crewmember, Jolly?

To proceed with the deletion, please select **Delete This Crew Member**

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

Confirm your decision to delete Jolly Crewmember by clicking **Delete This Crew Member**.

Navigation buttons: **BACK**, **DELETE THIS CREW MEMBER**

Bottom navigation: **Back**, **Next**

1) Text Caption : This is the Delete Crew Confirmation screen.

Jolly Crewmember needs to be removed from your crew list.

The screen asks whether you are sure you want to proceed with this step.

2) Text Caption : Confirm your decision to delete Jolly Crewmember by clicking **Delete This Crew Member**.

Slide56

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

Crew Maintenance

Create or Update your crew information prior to submission of a Notice of Departure or Notice of Arrival. Each flight must have a responsible Pilot that must be designated during the manifest submission process.

Add Crew Information:
Select "ADD CREW" to add a new crew to your crew list. [ADD CREW](#) [Help](#)

Crew List: [Help](#)

Name	DOB	Update Information	Remove

Back Next

1) Text Caption : Jolly Crewmember has been removed from your crew list.
Note that from this screen, no further warning is given.

2) Text Caption : Click **Next** for the **Crew Maintenance** knowledge check.

Slide57

The screenshot shows a software interface for eAPIS. On the left is a vertical menu with buttons: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Flight Reference', '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 background features the U.S. Department of Homeland Security seal. A yellow box at the top center says 'Test your knowledge!' and 'After these instructions, the next five slides contain knowledge check questions.' Two callout boxes provide instructions: 'Click Skip to Quiz to bypass instructions and go directly to knowledge check questions.' and 'Or click Next to read knowledge check instructions.' At the bottom are buttons for 'Skip to Quiz', 'Back', and 'Next'.

1) Text Caption : Test your knowledge!

Slide58

The screenshot shows a software interface for eAPIs. On the left is a vertical menu with buttons for: Introduction to eAPIs, Enroll in eAPIs, **Crew Clearance**, 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 'Crew Clearance' button is highlighted. A large yellow box in the center contains the text: 'Test your knowledge! After these instructions, the next five slides contain knowledge check questions. Choose the best answer to each question and select the **Submit** button.' The background features a large, faded seal of the U.S. Department of Homeland Security. At the bottom right, a red callout box says 'Click **Next** to continue.' At the bottom center, there are three buttons: 'Skip to Quiz', 'Back', and 'Next'.

1) Text Caption : Test your knowledge!

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

Choose the best answer to each question.

Slide59

Test your knowledge!

Upon completion of the questions, you can:

- Review your responses.
- Continue to one of the lessons in the next module: **Notice of Arrival/Departure.**
- Select any other module from the module menu.
- Exit the tutorial at any time by clicking the close button.

Click **Next** to continue.

Back Next

1) Text Caption : Test your knowledge!

- Upon completion of the questions, you can:
- Review your responses.
- Continue to one of the lessons in the next module: **Notice of Arrival/Departure.**

Slide60

Multiple Choice

When you are submitting a Notice of Departure and one of your planned crew members is not on your crew list, you:

- A) Must create a new crew list and re-enter all crew for this Notice of Departure.
- B) May add crew at any time by using the Add Crew process.
- C) Must add passengers first before adding any replacement crew member(s).
- D) May not remove any crew from the Notice of Departure.

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

Question 1 of 5

Back Skip Submit

The correct answer is "B."

When you are submitting a Notice of Departure and one of your planned crew members is not on your crew list, you may add crew at any time during the Add Crew process.

Please try again.

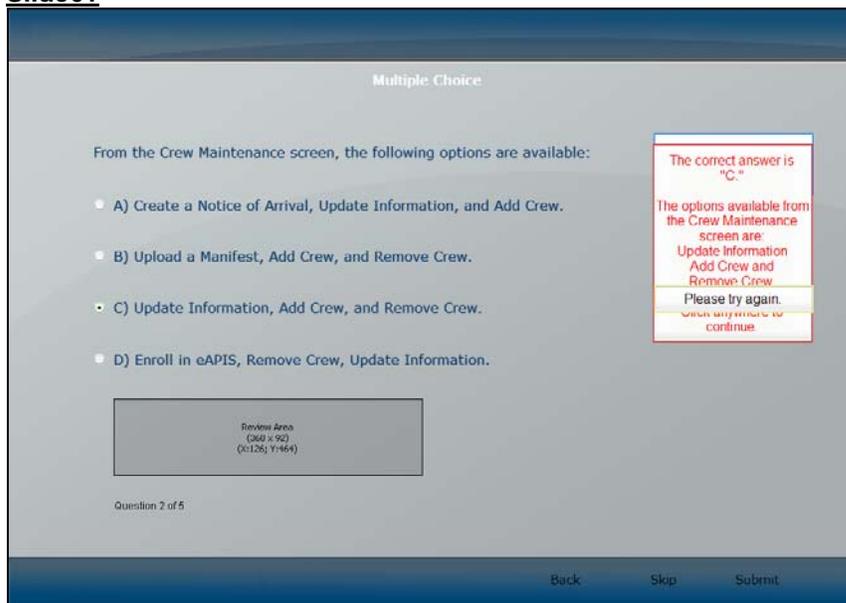
Click anywhere to continue.

Multiple Choice

When you are submitting a Notice of Departure and one of your planned crew members is not on your crew list, you:

- A) Must create a new crew list and re-enter all crew for this Notice of Departure.
- B) May add crew at any time by using the Add Crew process.
- C) Must add passengers first before adding any replacement crew member(s).
- D) May not remove any crew from the Notice of Departure.

1) Text Caption : Multiple Choice Answer: The correct answer is "B." When you are submitting a Notice of Departure and one of your planned crew members is not on your crew list, you may add crew at any time by using the Add Crew process.

Slide61

Multiple Choice

From the Crew Maintenance screen, the following options are available:

- A) Create a Notice of Arrival, Update Information, and Add Crew.
- B) Upload a Manifest, Add Crew, and Remove Crew.
- C) Update Information, Add Crew, and Remove Crew.
- D) Enroll in eAPIS, Remove Crew, Update Information.

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

Question 2 of 5

Back Skip Submit

The correct answer is "C."

The options available from the Crew Maintenance screen are:
Update Information
Add Crew and
Remove Crew

Please try again.
Click anywhere to continue

Multiple Choice

From the Crew Maintenance screen, the following options are available:

- A) Create a Notice of Arrival, Update Information, and Add Crew.
- B) Upload a Manifest, Add Crew, and Remove Crew.
- C) Update Information, Add Crew, and Remove Crew.
- D) Enroll in eAPIS, Remove Crew, Update Information.

1) Text Caption : Multiple Choice Answer: The correct answer is "C." The options available from the Crew Maintenance screen are Update Information, Add Crew Remove Crew.

Slide62

Multiple Choice

You will be required to add a second document for a crew member if that crew member is designated as a:

- A) Pilot.
- B) Air marshal.
- C) Crew member.
- D) Passenger.

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

Question 3 of 5

The correct answer is "A."
You will be required to add a second document for a crew member if that crew member is designated as a pilot.
Click anywhere to continue.
Please try again.

Back Skip Submit

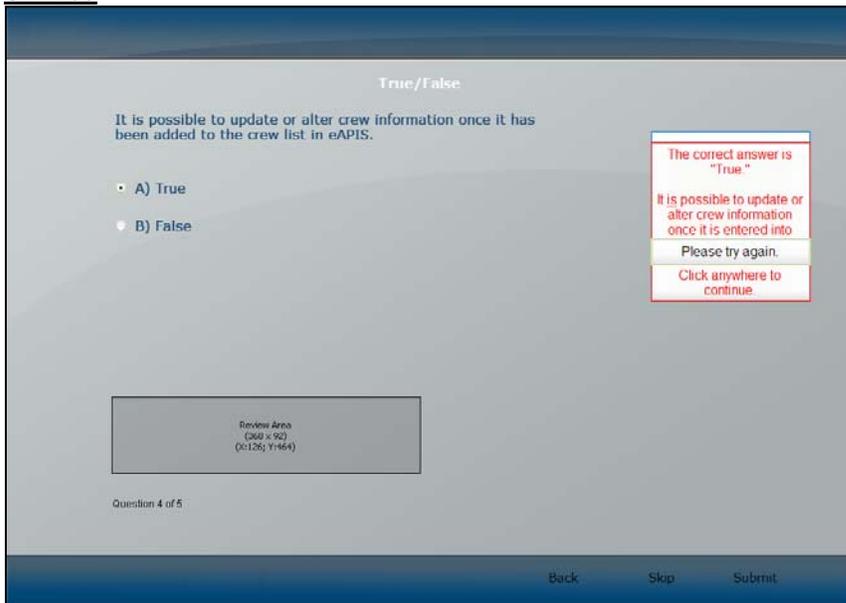
Multiple Choice

You will be required to add a second document for a crew member if that crew member is designated as a:

- A) Pilot.
- B) Air marshal.
- C) Crew member.
- D) Passenger.

1) Text Caption : Multiple Choice Answer: The correct answer is "A." You will be required to add a second document for a crew member if that crew member is designated as a pilot.

Slide63



True/False

It is possible to update or alter crew information once it has been added to the crew list in eAPIS.

- A) True
- B) False

1) Text Caption : Multiple Choice Answer: The correct answer is "True." It is possible to update or alter crew information once it is entered into.

Slide64

Multiple Choice

Once you click Delete This Crew Member in eAPIS on the Delete Crew Confirmation screen:

- A) You will receive another warning before the crew member's record is actually removed from eAPIS.
- B) You will be required to Update Information for that crew member.
- C) You will be returned to the Crew Details screen.
- D) Your crew member's record will be deleted.

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

Question 5 of 5

Back Skip Submit

The correct answer is "D"

Your crew member's record will be deleted once you click Delete This Crew Member in eAPIS on the Delete Crew Confirmation screen.

Please try again.

Click anywhere to continue.

Multiple Choice

Once you click Delete This Crew Member in eAPIS on the Delete Crew Confirmation screen:

- A) You will receive another warning before the crew member's record is actually removed from eAPIS.
- B) You will be required to Update Information for that crew member.
- D) Your crew member's record will be deleted.

1) Text Caption : Multiple Choice Answer: The correct answer is "D." Your crew member's record will be deleted once you click This Crew Member in eAPIS on the Delete Crew Confirmation screen.

Slide65

The screenshot shows a software interface for the 'Crew Maintenance' module. 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', 'After Manifest Submission', and 'Manage eAPIS Account'. The 'Crew Maintenance' button is highlighted. The background features a large, faded seal of the U.S. Department of Homeland Security. A yellow callout box in the upper right contains the text: 'This concludes the Crew Maintenance module. From this screen you can: • Review your answers to the knowledge check questions • Choose a module from the menu on the left or • Return to the Main menu.' Two white callout boxes at the bottom provide instructions: 'Click Review to view your answers to the knowledge check questions.' and 'Or click Next to return to the Main menu.' At the bottom center, there are three buttons: 'Review', 'Back', and 'Next'.

1) Text Caption : This concludes the **Crew Maintenance** module.