

Notice of Arrival

Lesson 2, Aircraft & Crew Information

Slide1

eAPIS Tutorial
Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure: Aircraft & Crew Information

Upon completion of this lesson in the Notice of Arrival/Departure module, you will be able to enter traveler manifest information including:

- Aircraft information
- Aircraft operator information
- Aircraft owner information
- Crew information

Click **Next** to continue.

Home Back Next

1) Text Caption : Upon completion of this lesson in the Notice of Arrival/Departure module, you will be able to enter traveler manifest information including:

- Aircraft information
- Aircraft operator information
- Aircraft owner information
- Crew information

Slide2

eAPIS Tutorial
Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure: Aircraft & Crew Information

Aircraft Information

This is the Aircraft Information screen.
First, you will enter descriptive information about the aircraft.

Aircraft Information
Aircraft Tail Number: Type of Aircraft: Color:
 View and/or update aircraft information
 PIC/PI:
 Call Sign: Y-Registration Number:

Aircraft Operator Information
Operator Name * (either an individual or a company)
 Last Name: First Name: Middle Name:
 Company Name:
 Enter the Operator information either for an individual or a business entity.
 Operator Address
 Street Address: Apartment or Suite Number:
 City: State/Province: Zip/Postal:
 Country: Telephone Number: Fax Number:
 Email Address:

Aircraft Owner / Lessee Information
Owner Name * (either an individual or a company)
 Last Name: First Name: Middle Name:
 Company Name:
 Enter the Owner / Lessee information either for an individual or a business entity.
 Owner/Lessee Address
 Street Address: Apartment or Suite Number:
 City: State/Province: Zip/Postal:
 Country: Telephone Number: Fax Number:
 Email Address:

Home Back Next

- 1) Text Caption : This is the Aircraft Information screen.
- First, you will enter descriptive information about the aircraft.

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Aircraft Information

Aircraft Tail Number: N12345 Type of Aircraft: * Color: *

Call Sign: CBP Decal Number: *

Aircraft Operator Information

Operator Name * (either an individual or a company)

The tail number auto-populates from the previous screen.
More information about the aircraft is necessary.
In this example, use a silver-black *Beech Baron 55*.

Street Address: * Apartment or Suite Number: *

City: * State/Province: Zip/Postal: *

Country: * Telephone Number: * Fax Number: *

Email Address: *

Back Next

1) Text Caption : The tail number auto-populates from the previous screen.

More information about the aircraft is necessary.

In this example, use a silver-black *Beech Baron 55*.

2) Text Caption : Type *Beech Baron 55* in the **Type of Aircraft*** field and press Tab.

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Aircraft Information

Include both body and trim colors in the aircraft **Color** field.

Aircraft Tail Number: N12345 Type of Aircraft: * Beech Baron 55 Color: * **Highlight Box**

Call Sign: CBP Decal Number:

Type *Silver-Black* in the **Color*** field and press Tab.

Aircraft Operator Information

Operator Name * (either an individual or a company)
 Last Name: First Name: Middle Name:

Company Name:

Operator Address
 Street Address: * Apartment or Suite Number:
 City: * State/Province: Zip/Postal: *
 Country: * Telephone Number: * Fax Number:
 Email Address: *

Back Next

1) Text Caption : Include both body and trim colors in the aircraft **Color** field.

2) Text Caption : Type *Silver-Black* in the **Color*** field and press Tab.

Slide5

The screenshot shows a web-based form titled "Aircraft Information". 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 Registration Info, 3: Passenger Information), "Upload a Manifest", "After Manifest Submission", and "Manage eAPIS Account". The main form area has a "Call Sign" field highlighted in green. A yellow callout box above it says: "Enter your full aircraft identification as filed in the flight plan; it may be the same as your aircraft tail number. Leave the field blank if you don't have the Call Sign at the time of submission." A red callout box points to the "Call Sign" field with the text: "Type Beech 1234 in the Call Sign field and press Tab." The form also includes fields for "Aircraft Tail Number" (with value N12345), "Type of Aircraft" (with dropdown menu), "Operator Name", "Company Name", "Operator Address" (Street, City, State/Province, Zip/Postal), "Country", "Telephone Number", "Fax Number", and "Email Address". "Back" and "Next" buttons are at the bottom right.

1) Text Caption : Call Sign
Enter your *full* aircraft identification as filed in the flight plan; it may be the same as your aircraft tail number.
Leave the field blank if you don't have the Call Sign at the time of submission.

2) Text Caption : Type *Beech 1234* in the **Call Sign** field and press Tab.

Slide6

The screenshot shows a web form titled "Aircraft Information" with a "CBP Decal" section. The "CBP Decal" section has a yellow callout box that reads: "You must complete this field if you have your decal. If you have applied for your decal but have not yet received it, leave this field blank." The "CBP Decal Number" field is highlighted with a green box. A red callout box points to this field with the text: "Type 09123456 in the CBP Decal Field and press Tab." The form also includes fields for Aircraft Tail Number (N12345), Call Sign (Beech 1234), and various operator information fields like Company Name, Street Address, City, State/Province, Zip/Postal, Country, Telephone Number, Fax Number, and Email Address. A sidebar on the left contains navigation buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", and "Notice of Arrival/Departure" (1: Flight Information, 2: Aircraft & Flight Deck Info, 3: Passenger Information). At the bottom are "Back" and "Next" buttons.

1) Text Caption : CBP Decal

You must complete this field if you have your decal. If you have applied for your decal but have not yet received it, leave this field blank.

2) Text Caption : Type 09123456 in the **CBP Decal Field** and press Tab.

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1) Text Caption : In the next section enter information about the operator of the aircraft, which can be an individual or business.

Slide8

The screenshot shows the 'Aircraft Operator Information' section of the eAPIS interface. The form is titled 'Aircraft Operator Information' and includes a sub-header 'Enter the Operator information (either for an individual or a business entity)'. The form contains several fields: 'Operator Name * (either an individual or a company)' with sub-fields for 'Last Name', 'First Name', and 'Middle Name'; 'Company Name'; 'Operator Address' with sub-fields for 'Street Address *', 'Apartment or Suite Number', 'City *', 'State/Province', and 'Zip/Postal *'; 'Country *', 'Telephone Number *', and 'Fax Number'; and 'Email Address *'. A red box highlights the 'Last Name' field with the text 'Type Smith in the Last Name field and press Tab.' A yellow box in the top right corner contains the text 'eAPIS allows you to enter an individual's name or a company name, but not both. In this example enter the Operator Name, James Smith.' The 'Last Name' field contains the text 'Smith' and is highlighted with a green box. The 'Type of Aircraft' dropdown menu is set to 'Beech Baron 55'. The 'Aircraft Tail Number' is 'N12345'. The 'Call Sign' is 'beech 1234' and the 'CBP Dec' is '09123456'. The 'Back' and 'Next' buttons are visible at the bottom of the form.

1) Text Caption : eAPIS allows you to enter an individual's name or a company name, but not both.

In this example enter the **Operator Name**, James Smith.

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

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Aircraft Information

Aircraft Tail Number: N12345 Type of Aircraft: * Beech Baron 55 Color: * Silver-Black

Call Sign: Beech 1234 CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name * (either an individual or a company)

Last Name: Smith First Name: Highlight Box Middle Name:

Company Name:

Type James in the First Name field and press Tab.

Apartment or Suite Number:

City: * State/Province: Zip/Postal: *

Country: * Telephone Number: * Fax Number:

Email Address: *

Back Next

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

Slide10

Aircraft Information

Complete the required fields for the address of the operator of this aircraft.

Aircraft Information

View and/or update all Aircraft information

Aircraft Tail Number: N12345

Type of Aircraft: * Beech Baron 55

Color: * Silver-Black

Call Sign: Beech 1234

CBP Decal Number: 09123456

Aircraft Operator Information

Enter the Operator information (either for an individual or a business entity).

Operator Name * (either an individual or a company)

Last Name: Smith

First Name: James

Middle Name:

Company Name:

Operator Address

Street Address: * highlight box

Apartment or Suite Number:

City: *

State/Province:

Zip/Postal: *

Phone Number: *

Fax Number:

Email Address: *

Back Next

- 1) Text Caption : Complete the required fields for the address of the operator of this aircraft.
- 2) Text Caption : Type *123 My St.* in the **Street Address*** field and press Tab.

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Aircraft Information

Aircraft Tail Number: N12345 Type of Aircraft: * Beech Baron 55 Color: * Silver-Black

Call Sign: Beech 1234 CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name * (either an individual or a company)

Last Name: Smith First Name: James Middle Name:

Company Name:

Enter the Operator information (either for an individual or a business entity).

City: * Highlight Box State/Province: Zip/Postal: *

Country: * Telephone Number: * Fax Number:

Email Address: *

Back Next

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

Slide12

Aircraft Information

Aircraft Tail Number: N12345 Type of Aircraft: Beech Baron 55 Color: Silver-Black

Call Sign: Beech 1234 CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name (either an individual or a company)

Last Name: Smith First Name: James Middle Name:

Company Name:

Open Street: 123 Main St. Apartment or Suite Number:

City: My Town State/Province: Zip/Postal:

Country: Telephone Number: Fax Number:

Email Address:

Back Next

1) Text Caption : Type *MD* in the **State** field and press Tab.

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Aircraft Information

Aircraft Tail Number: N12345 Type of Aircraft: Beech Baron 55 Color: Silver-Black

Call Sign: Beech 1234 CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name (either an individual or a company):
Last Name: Smith First Name: James Middle Name:
Company Name:

Operator Address:
Street Address: 123 My St. Number:
City: My Town State/Province: MD Zip/Postal: **Type 22000 in the Zip/Postal field and press Tab.**

Country: Telephone Number: Fax Number:

Email Address:

Buttons: Back, Next

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

Slide14

Aircraft Information

Enter the country, telephone and email contacts for the aircraft operator in the fields.

Aircraft Information

Aircraft Tail Number: N12345
 Type of Aircraft: * Beech Baron 55
 Color: * Silver-Black
 Call Sign: Beech 1234
 CBP Decal Number: 09123456

Aircraft Operator Information

Enter the Operator information (either for an individual or a business entity).

Operator Name * (either an individual or a company)
 Last Name: Smith
 First Name: James
 Middle Name:
 Company Name:

Operator Address

Street Address: *
 City: *
 State/Province: MD
 Zip/Postal: * 22000

Country: * Telephone Number: * Fax Number:
 Email Address: *

Back Next

- 1) Text Caption : Enter the country, telephone and email contacts for the aircraft operator in the fields.
- 2) Text Caption : Type *USA* in the **Country*** field and press Tab.

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Aircraft Information

Aircraft Tail Number: N12345 | Type of Aircraft: Beech Baron 55 | Color: Silver-Black

Call Sign: Beech 1234 | CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name (either an individual or a company):
Last Name: Smith | First Name: James | Middle Name: | Company Name: | Operator Address: | Apartment or Suite Number: | State/Province: MD | Zip/Postal: 22000

Country: USA | Telephone Number: **Highlight Box** | Fax Number: | Email Address:

Buttons: Back, Next

1) Text Caption : Type 123-555-5555 in the **Telephone Number*** field and press Tab.

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Aircraft Information

Aircraft Tail Number: N12345 | Type of Aircraft: Beech Baron 55 | Color: Silver-Black

Call Sign: Beech 1234 | CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name (either an individual or a company):
Last Name: Smith | First Name: James | Middle Name: | Company Name: | Operator Address: | Apartment or Suite Number: | Zip/Postal: 22000

Country: USA | Telephone Number: 123-555-6666 | Fax Number: **Highlight Box** | Email Address: |

Buttons: Back, Next

1) Text Caption : Type 123-555-4444 in the **Fax Number** field and press Tab.

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Aircraft Information

Aircraft Tail Number: N12345 | Type of Aircraft: * Beech Baron 55 | Color: * Silver-Black

Call Sign: Beech 1234 | CBP Decal Number: 09123456

Aircraft Operator Information

Operator Name * (either an individual or a company)
Last Name: Smith | First Name: James | Middle Name: | Company Name: |

Operator Address
Street Address: * 123 My St. | Apartment or Suite Number: | State/Province: MD | Zip/Postal: * 22000

Phone Number: * 555-5555 | Fax Number: 123-555-4444

Email Address: *

Buttons: Back, Next

1) Text Caption : Type *JamesSmith@Operator.com* in the **Email Address*** field and press Tab.

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Aircraft Information

Next, you will enter the **Aircraft Owner/Lessee Information**.

Aircraft Information

Aircraft Tail Number: [Field] Type of Aircraft: [Field] Color: [Field]

View and/or update aircraft information

Call Sign: [Field] CASR Class Number: [Field]

Aircraft Operator Information

Operator Name * (either an individual or a company)

Last Name: [Field] First Name: [Field] Middle Name: [Field]

Company Name: [Field]

Enter the Operator information either for an individual or a business entity.

Operator Address

Street Address * [Field] Apartment or Suite Number [Field]

City * [Field] State/Province [Field] Zip/Postal * [Field]

Country * [Field] Telephone Number * [Field] Fax Number [Field]

Email Address * [Field]

Aircraft Owner / Lessee Information

Owner Name * (either an individual or a company)

Last Name: [Field] First Name: [Field] Middle Name: [Field]

Company Name: [Field]

Enter the Owner / Lessee information either for an individual or a business entity.

Owner/Lessee Address

Street Address * [Field] Apartment or Suite Number [Field]

City * [Field] State/Province [Field] Zip/Postal * [Field]

Country * [Field] Telephone Number * [Field] Fax Number [Field]

Email Address * [Field]

Back Next

1) Text Caption : Next, you will enter the Aircraft Owner/Lessee Information.

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The screenshot shows a web-based form titled "Aircraft Information". 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/Flight Crew Info", "3: Passenger Information"), "Upload a Manifest", "After Manifest Submission", and "Manage eAPIS Account". The main form area has a title bar "Aircraft Information" and a sub-header "Aircraft Owner / Lessee Information". Below this is the instruction "Enter the Owner's name (either for an individual or a company)". The form contains several fields: "Owner Name" (with sub-fields "Last Name" and "First Name"), "Company Name", "Address", "City", "State/Province", "Zip/Postal", "Country", "Telephone Number", "Fax Number", and "Email Address". There are "CANCEL", "< BACK", and "NEXT >" buttons at the bottom of the form. Two callout boxes are present: a yellow one on the right stating "Again, you can enter an individual's name or a company name, but not both. In this example enter the Owner Name, Jane Doe." and a red one pointing to the "Last Name" field stating "Type Doe in the Last Name field and press Tab.".

1) Text Caption : Again, you can enter an individual's name or a company name, but not both.

In this example enter the **Owner Name**, Jane Doe.

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

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Aircraft Information

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:
Company Name:
Street:
City: * State/Province: Zip/Postal: *
Country: * Telephone Number: * Fax Number:
Email Address: *

Enter the Owner / Lessee information (either for an individual or a business entity).

1: Flight Information
2: Aircraft Flight Crew Info
3: Passenger Information

Upload a Manifest
After Manifest Submission
Manage eAPIS Account

CANCEL < BACK NEXT >

Back Next

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

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Aircraft Information

Enter the address of the owner/lessee in the fields of the Aircraft Information screen.

Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name *

Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address

Street Address: * *Highlight Box* Apartment or Suite Number:

City: * State/Province: Zip/Postal: *

Telephone Number: * Fax Number:

Email Address: *

CANCEL < BACK NEXT >

Back Next

- 1) Text Caption : Enter the address of the owner/lessee in the fields of the Aircraft Information screen.
- 2) Text Caption : Type *1313 Mocking Bird Lane* in the **Street Address*** field and press Tab.

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Aircraft Information

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1: Flight Information
2: Aircraft Flight & Crew Info
3: Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account

Aircraft Owner / Lessee Information
Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:
Company Name:

Owner/Lessee Address
Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number: **Type A in the Apartment or Suite Number field and press Tab.**
City: * State/Province: Zip/Postal: *
Email Address: *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type A in the **Apartment or Suite Number** field and press Tab.

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Aircraft Information

Aircraft Owner / Lessee Information
Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:
Company Name:

Owner/Lessee Address
Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:
City: * State/Province: Zip/Postal: *

Country: * Telephone Number: * Fax Number:

City: **Type Plane in the City field and press Tab.**

Buttons: CANCEL < BACK NEXT >

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

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Aircraft Information

Aircraft Owner / Lessee Information
Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:
Company Name:

Owner/Lessee Address
Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:
City: * Plane State/Province: Zip/Postal: *
Country: * Telephone Number: Fax Number:

Type MD in the **State** field and press Tab.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type MD in the **State** field and press Tab.

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Aircraft Information

Aircraft Owner / Lessee Information
Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address
Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:

City: * Plane State/Province: MD Zip/Postal: * Highlight Box

Country: * Telephone Number: * Fax Number:

Email Address: *

CANCEL < BACK NEXT >

Back Next

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

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Aircraft Information

Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)

Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address

Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:

City: * Plane State/Province: MD Zip/Postal: * 12345

Country: * Telephone Number: * Fax Number:

Email Address: *

Type USA in the Country field and press Tab.

CANCEL < BACK NEXT >

Back Next

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

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Aircraft Information

Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)

Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address

Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:

City: * Plane State/Province: MD Zip/Postal: * 12345

Country: * USA Telephone Number: * 555-123-5555 Fax Number:

Email Address: *

Type 555-123-5555 in the Telephone Number field and press Tab.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type 555-123-5555 in the **Telephone Number*** field and press Tab.

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Aircraft Information

Jane Doe provides no fax number.

Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a business entity)

Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address

Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:

City: * Plane State/Province: MD Zip/Postal: * 12345

Country: * USA Telephone Number: * 555-123-5555 Fax Number: Highlight Box

Email Address: *

CANCEL < BACK NEXT >

Click Next to continue.

Back Next

1) Text Caption : Jane Doe provides no fax number.

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Aircraft Information

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1: Flight Information
2: Aircraft/Flight Crew Info
3: Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account

Aircraft Owner / Lessee Information
Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)
Last Name: Doe First Name: Jane Middle Name:
Company Name:

Owner/Lessee Address
Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:
City: * Plane State/Province: MD Zip/Postal: * 12345
Country: * USA Telephone Number: * 555-123-5555 Fax Number:
Email Address: * Highlight box:

Type *JaneDoe@Owner.com* in the **Email Address** field and press Tab.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type *JaneDoe@Owner.com* in the **Email Address*** field and press Tab.

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Aircraft Information

Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name * (either an individual or a company)

Last Name: Doe First Name: Jane Middle Name:

Company Name:

Owner/Lessee Address

Street Address: * 1313 Mocking Bird Lane Apartment or Suite Number:

City: * Plane State/Province: MD Zip/Postal: * 12345

Country: * USA Telephone Number: * 555-123-5555 Fax Number:

Email Address: * JaneDoe@Owner.com

Click **Next** to continue.

CANCEL < BACK **Next**

Back Next

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

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The Crew Information screen appears next.

Click Next to continue.

Back Next

1) Text Caption : The Crew Information screen appears next.

Slide32

The screenshot shows the 'Crew Information' form in the eAPIS system. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure: 1: Flight Information', '2: Aircraft Flight Crew Info', '3: Passenger Information', 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main form area is titled 'Crew Information' and includes sections for 'Crew Details', 'Personal Address', 'Address While in the United States', 'Document Information', and a 'Manifest Crew List' table. A yellow callout box on the right contains the text: 'The Crew Information screen appears next. Remember, you can be penalized for failing to complete certain fields that you have information for, whether or not an asterisk appears with that field.* For more information, see the Introduction to eAPIS module.' A red callout box at the bottom right says 'Click Next to continue.' At the bottom of the form are 'Back' and 'Next' buttons.

1) Text Caption : Remember, you can be penalized for failing to complete certain fields that you have information for, whether or not an asterisk appears with that field.*

*For more information, see the Introduction to eAPIS module.

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1) Text Caption : First, you will select crew members on the Crew Information screen.

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1) Text Caption : Select the crew for this flight from the crew list you created in the Crew Maintenance module.

Slide35

The screenshot shows a web interface for 'Crew Information'. 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 Flight Crew Info', '3: Passenger Information', 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Crew Information' and features a header with an American flag. Below the header, there is a 'Select Crew' section with a dropdown menu and buttons for 'SHOW DETAILS', 'CLEAR DETAILS', and 'ADD MORE CREW'. The 'Crew Details' section includes fields for 'Last Name', 'First Name', and 'Middle Name'. Below these are 'City of Birth' and 'State or Province' fields. The 'Crew Member Status', 'Gender', and 'Country of' fields are also present. The 'Permanent Address' section has a 'Street Address' field and 'City', 'State/Province', and 'Country' dropdowns. The 'Address While in the United States' section has a 'Street Address' field and 'City', 'State', and 'ZIP/Postal' fields. A yellow callout box with a speech bubble icon contains the text: 'Select the crew for this flight from the crew list you created in the Crew Maintenance module. You can modify your crew members' information from this Crew Information screen, but the changes will not be saved to your crew list in the Crew Maintenance section of eAPIS.' A red callout box with a speech bubble icon points to the 'Next' button and contains the text: 'Click Next to continue.' At the bottom of the form are 'Back' and 'Next' buttons.

1) Text Caption : You can modify your crew members' information from this Crew Information screen, but the changes will not be saved to your crew list in the Crew Maintenance section of eAPIS.

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

- Select Crew:** A dropdown menu labeled 'Select Crew Member' with a red box around it and a callout that says 'Click the Select Crew Member drop-down arrow.' To the right are buttons for 'SHOW DETAILS', 'CLEAR DETAILS', and 'ADD MORE CREW'.
- Crew Details:** Fields for 'Last Name', 'First Name', 'City of Birth', and 'State or Province'.
- Crew Member Status, Gender, and Country of Birth:** Three dropdown menus.
- Permanent Address:** Fields for 'Street Address', 'City', and 'State/Province'.
- Address While in the United States:** Fields for 'Street Address', 'City', 'State', and 'ZIP/Postal'.

Two yellow callout boxes provide additional information:

- The first callout (top right) states: 'Select the crew for this flight from the crew list you created in the Crew Maintenance module.'
- The second callout (middle right) states: 'You can modify your crew members' information from this Crew Information screen, but the changes will not be saved to your crew list in the Crew Maintenance section of eAPIS. If you have not already entered the crew, the ADD MORE CREW button allows you to jump to the Crew Maintenance screens.'

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

1) Text Caption : If you have not already entered the crew, the **ADD MORE CREW** button allows you to jump to the Crew Maintenance screens.

2) Text Caption : Click the **Select Crew Member** drop-down arrow.

Slide37

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

- Select Crew:** A dropdown menu with 'Crewmember, Jolly' selected. A yellow callout box above it says: 'For this example, use Jolly Crewmember, whom you entered in the previous module.' Buttons for 'SHOW DETAILS', 'CLEAR DETAILS', and 'ADD MORE CREW' are to the right.
- Crew Details:**
 - Last Name:** A text input field with a red callout box above it saying: 'Select Crewmember, Jolly from the drop-down list.'
 - City of Birth:** A text input field.
 - Country of Birth:** A dropdown menu.
 - Date of Birth:** A date picker with MM/DD/YYYY format.
 - Crew Member Status:** A dropdown menu.
 - Gender:** A dropdown menu.
 - Country of Residence:** A dropdown menu.
 - Country of Citizenship:** A dropdown menu.
- Permanent Address:**
 - Street Address:** A text input field.
 - City:** A text input field.
 - State/Province:** A dropdown menu.
 - ZIP/Postal:** A text input field.
 - Country:** A dropdown menu.
- Address While in the United States:**
 - Street Address:** A text input field.
 - City:** A text input field.
 - State:** A dropdown menu.
 - ZIP/Postal:** A text input field.

At the bottom right of the form are 'Back' and 'Next' buttons.

- 1) Text Caption : For this example, use Jolly Crewmember, whom you entered in the previous module.
- 2) Text Caption : Select **Crewmember, Jolly** from the drop-down list.

Slide38

Crew Information

The **Show Details** button populates the Crew Details fields with information you previously entered for this crew member.

Select Crew: Crewmember, July **SHOW DETAILS** CLEAR DETAILS ADD MORE CREW

Crew Details
Last Name: _____ First Name: _____ Middle Name: _____
City of Birth: _____ State or Province of Birth: _____ Country of Birth: * Date of Birth: *
MM / DD / YYYY
Crew Member Status: * Gender: * Country of Residence: * Country of Citizenship: *
Select ▼ Select ▼ _____

Permanent Address
Street Address: *

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

Address While in the United States
Street Address: *

City: * State: * ZIP/Postal: *

Click **Next** to continue.

Back Next

1) Text Caption : The **Show Details** button populates the Crew Details fields with information you previously entered for this crew member.

Slide39

The screenshot shows the 'Crew Information' form in the eAPIS system. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure', '1: Flight Information', '2: Aircraft Flight Crew Info', '3: Passenger Information', 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main form area is titled 'Crew Information' and includes a 'Select Crew' dropdown menu with 'Crewmember, July' selected and a 'SHOW DETAILS' button. A red callout box points to the 'SHOW DETAILS' button with the text 'Click Show Details.'. A yellow callout box explains that the 'SHOW DETAILS' button populates the 'Crew Details' fields with previously entered information and that changes made at this time will be applied to the manifest only. The form fields include: 'Crew Details' (Last Name, Middle Name), 'City of Birth', 'State or Province of Birth', 'Country of Birth', 'Date of Birth' (MM/DD/YYYY), 'Crew Member Status', 'Gender', 'Country of Residence', and 'Country of Citizenship'. There are also sections for 'Permanent Address' and 'Address While in the United States', each with 'Street Address', 'City', 'State/Province', and 'ZIP/Postal' fields. 'Back' and 'Next' buttons are at the bottom right.

- 1) Text Caption : At this time, you can make changes to the crew information that will be applied to this manifest only.
- 2) Text Caption : Click Show Details.

Slide40

The screenshot shows a web application interface for entering crew information. On the left is a sidebar with buttons: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure', '1: Flight Information', '2: Aircraft Flight Crew Info', '3: Passenger Information', 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main area is titled 'Crew Information' and contains several sections:

- Crew Details:** Fields for Last Name (Crewmember), First Name (Jolly), Middle Name (Joseph), City of Birth, State or Province of Birth, Country of Birth (USA), Date of Birth (11), Crew Member Status (Pilot), Gender (M), Country of Residence (USA), and Country of Citizenship (USA).
- Permanent Address:** Fields for Street Address, City, State/Province, ZIP/Postal, and Country (USA).
- Address While in the United States:** A highlighted green section with fields for Street Address, City, and State. A 'highlight box' is shown over the State field with the text '(505 x 80)' and '(240:39244)'. A 'SAVE TO MANIFEST' button is located below this section.
- Document Information:** Fields for Document 1 (Passport) and Document 2 (Pilot License), including Document Type, Document Number, Country of Issuance (USA), and Expiration Date.

Two callout boxes are present:

- A yellow box at the top right says: 'The Crew Details for Jolly Crewmember display. Enter the **Address While in the United States** for this Crew Member.'
- A white box at the bottom right says: 'Click **Next** to continue.'

At the bottom of the interface are 'Back' and 'Next' buttons.

1) Text Caption : The Crew Details for Jolly Crewmember display.

Enter the **Address While in the United States** for this Crew Member.

Slide41

Crew Information

Address While In the United States

Street Address*

City* State* ZIP/Postal*

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 : Type 4222 Clinton Way in the **Street Address*** field and press Tab.

Slide42

The screenshot shows a web-based form titled "Crew Information" with an American flag icon. On the left is a navigation menu with buttons for "Introduction to eAPIs", "Enroll in eAPIs", "Crew Maintenance", and "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft/Flight Crew Info, 3: Passenger Information). Below the menu are buttons for "Upload a Manifest", "After Manifest Submission", and "Manage eAPIs Account". The main form area is titled "Crew Information" and contains two main sections: "Address While In the United States" and "Document Information". The address section has fields for "Street Address" (containing "4222 Clinton Way"), "City" (with a green highlight box and a red callout box), "State", and "ZIP/Postal". The "Document Information" section has two parts: "Document 1" (Passport) and "Document 2" (Pilot License). Each document part has fields for "Document Type", "Document Number", "Country of Issuance", and "Expiration Date". A "SAVE TO MANIFEST" button is at the bottom right of the form area. At the very bottom of the page are "Back" and "Next" buttons.

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

Slide43

Crew Information

Address While In the United States

Street Address: *
4222 Clinton Way

City: * State: * ZIP/Postal: *
Clinton

Document Information

Document 1:
Document Type: * Doc# Expiration Date:
Passport 1234 03 / 05 / 2014
MM DD YYYY

Document 2:
Additional Document Type: Document Number: Country of Issuance: Expiration Date:
Pilot License 123456789 USA MM / DD / YYYY

SAVE TO MANIFEST

Back Next

1) Text Caption : Type CA in the **State*** field and press Tab.

Slide44

Crew Information

Address While In the United States

Street Address: *
4222 Clinton Way

City: *
Clinton

State: *
CA

ZIP/Postal: *
Highlight Box

Document Information

Document 1:

Document Type: *
Passport

Document Number:
123456789

Expiration Date:
/ / 2014
DD YYYY

Document 2:

Additional Document Type:
Pilot License

Document Number:
123456789

Country of issuance:
USA

Expiration Date:
/ /
MM DD YYYY

SAVE TO MANIFEST

Back Next

1) Text Caption : Type 95642 in the **Zip*** field and press Tab.

Slide45

Crew Information

Address While in the United States

Street Address: *
4222 Clinton Way

City: *
Clinton

State: *
CA

ZIP/Postal: *
95842

Document Information

Document 1:

Document Type *	Document Number *	Country of Issuance	Expiration Date
Passport	123456789	USA (702 x 161) (0624 x 1257)	03 / 05 / 2014 MM DD YYYY

Document 2:

Additional Document Type	Document Number	Country of Issuance	Expiration Date
Pilot License	123456789	USA	MM / DD / YYYY

SAVE TO MANIFEST

Click **SAVE TO MANIFEST**.

Back Next

- 1) Text Caption : Note that the **Document Information** auto-populates from the **Crew Details** fields with information you entered for this crew member in the Crew Maintenance module.
- 2) Text Caption : Click **SAVE TO MANIFEST**.

Slide46

Crew Information

You have successfully entered information for one crew member, the pilot of the aircraft for this flight.

Manifest Crew List

Crew Status	Name	View Information	Remove from Submission
Pilot	Jolly Joseph Crewmember	▲	-

CANCEL < BACK NEXT STEP >

Click **Next** to continue.

Back Next

1) Text Caption : You have successfully entered information for one crew member, the pilot of the aircraft for this flight.

Slide47

Crew Information

You have successfully entered information for one crew member, the pilot of the aircraft for this flight.
This flight has only one crew member.
So the next step in the creation of this manifest is to complete passenger information for each passenger on the flight.

Manifest Crew List			
Crew Status			
Pilot	Jolly Joseph Crewmember	▲	-

CANCEL < BACK NEXT STEP >

Click **Next** to continue.

Back Next

1) Text Caption : This flight has only one crew member.

So the next step in the creation of this manifest is to complete passenger information for each passenger on the flight.

Slide48

The screenshot shows a software interface with a sidebar on the left containing navigation buttons: 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft & Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Crew Information' and contains a 'Manifest Crew List' table with columns for 'Crew Status' and 'Pilot'. A yellow callout box is overlaid on the table, containing the text: 'You have successfully entered information for one crew member, the pilot of the aircraft for this flight. This flight has only one crew member. So the next step in the creation of this manifest is to complete passenger information for each passenger on the flight. You will learn how to enter passenger information in Lesson 3.' Below the table are buttons for 'CANCEL', '< BACK', and 'NEXT STEP >'. At the bottom right, a red-bordered box contains the text: 'Click Next for the Lesson 2: Aircraft & Crew Information knowledge check.' Below this box are 'Back' and 'Next' buttons.

- 1) Text Caption : You will learn how to enter passenger information in Lesson 3.
- 2) Text Caption : Click Next for the Lesson 2: Aircraft & Crew Information knowledge check.

Slide49

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 Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft Flight 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 two slides contain knowledge check questions." Two callout boxes at the bottom provide instructions: "Click **Skip to Quiz** to bypass instructions and go directly to learning assessment questions." and "Or click **Next** to read learning assessment instructions." At the bottom are buttons for "Skip to Quiz", "Back", and "Next".

1) Text Caption : Test your knowledge!

Slide50

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

1) Text Caption : Test your knowledge!

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

Choose the best answer to each question.

Slide51

The screenshot shows a software interface with a navigation menu on the left and a central yellow box. The navigation menu includes buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The central yellow box contains the text 'Test your knowledge!' and a list of actions: 'Review your responses.', 'Continue to the next lesson in the Notice of Arrival/Departure module: Lesson 3: Passenger Information.', and 'Exit the tutorial at any time by clicking the close button.'. At the bottom right, there is a callout box saying 'Click Next to continue.' and two buttons labeled 'Back' and 'Next'.

1) Text Caption : Test your knowledge!

Upon completion of the questions, you can:

- Review your responses.
- Continue to the next lesson in the **Notice of Arrival/Departure** module: **Lesson 3: Passenger Information**.

Slide56

Multiple choice

Select the correct statement:

- A) You can enter **Aircraft Owner/Lessee** information using an individual's name or a company name, but not both.
- B) Once you have entered the **Aircraft Tail Number** on the eAPIS Flight Information screen, you must re-enter it again on the Aircraft Information screen.
- C) If you have information for an optional field, such as the **Call Sign** or **CBP Decal Number**, there will be no repercussions for the pilot for choosing not to enter that information since there is no asterisk (*) next to the field.
- D) As long as a pilot is designated as the individual responsible for operation of an aircraft while in flight, eAPIS does not require entry of **Aircraft Owner/Lessee** information.

Correct!

The correct answer is "A."
You can enter Aircraft Owner/Lessee information
Please try again.
not both.
Click anywhere to continue.

Review Area
(290 x 77)
(0:20, Y:564)

Question 1 of 2

Back Skip Submit

: None

Multiple choice

Select the correct statement:

- A) You can enter **Aircraft Owner/Lessee** information using an individual's name or a company name, but not both.
- B) Once you have entered the **Aircraft Tail Number** on the eAPIS Flight Information screen, you must re-enter it again on the Aircraft Information screen.
- C) If you have information for an optional field, such as the **Call Sign** or **CBP Decal Number**, there will be no repercussions for the pilot for choosing not to enter that information since there is no asterisk (*) next to the field.
- D) As long as a pilot is designated as the individual responsible for operation of an aircraft while in flight, eAPIS does not require entry of **Aircraft Owner/Lessee** information.

1) Text Caption : Multiple Choice Answer: The correct answer is "A." You can enter **Aircraft Owner/Lessee** information using an individual's name or a company name, but not both.

Slide57

Multiple choice

You can edit crew information in eAPIS by selecting **Update or Create Crew and Pilot Information** from the eAPIS home page. You can also edit crew information by:

- A) Selecting the crew member from the Passenger Information screen in a Notice of Arrival or Departure.
- B) Selecting a crew member from a drop-down list on the Crew Information screen in a Notice of Arrival or Departure.
- C) Selecting Upload a Manifest from the eAPIS home page.
- D) Accessing a manifest you already submitted to CBP.

The correct answer is "B."

You can also edit crew information by selecting a crew member from a drop-down list on the Crew Information screen in a Notice of Arrival or Departure.

Please try again.

Click anywhere to continue.

Review Area
(290 x 77)
(0:20, Y:564)

Question 2 of 2 Back Skip Submit

Multiple choice

You can edit crew information in eAPIS by selecting **Update or Create Crew and Pilot Information** from the eAPIS home page. You can also edit crew information by:

- A) Selecting the crew member from the Passenger Information screen in a Notice of Arrival or Departure.
- B) Selecting a crew member from a drop-down list on the Crew Information screen in a Notice of Arrival or Departure.
- C) Selecting Upload a Manifest from the eAPIS home page.
- D) Accessing a manifest you already submitted to CBP.

1) Text Caption : Multiple Choice Answer: The correct answer is "B." You can also edit crew information by selecting a crew member from a drop-down list on the Crew Information screen in a Notice of Arrival or Departure.

Slide58

1) Text Caption : This concludes Lesson 2: Aircraft & Crew Information of the Notice of Arrival/Departure module.

The next lesson in this module is Lesson 3: Passenger Information.