

After Manifest Submission

Slide1

eAPIS Tutorial
Private Aviation: After Manifest Submission

Upon completion of this module you will be able to:

- Explain CBP responses to manifest submissions.
- Describe steps to take when flight details change after the initial manifest has been submitted.
- Log out of eAPIS.

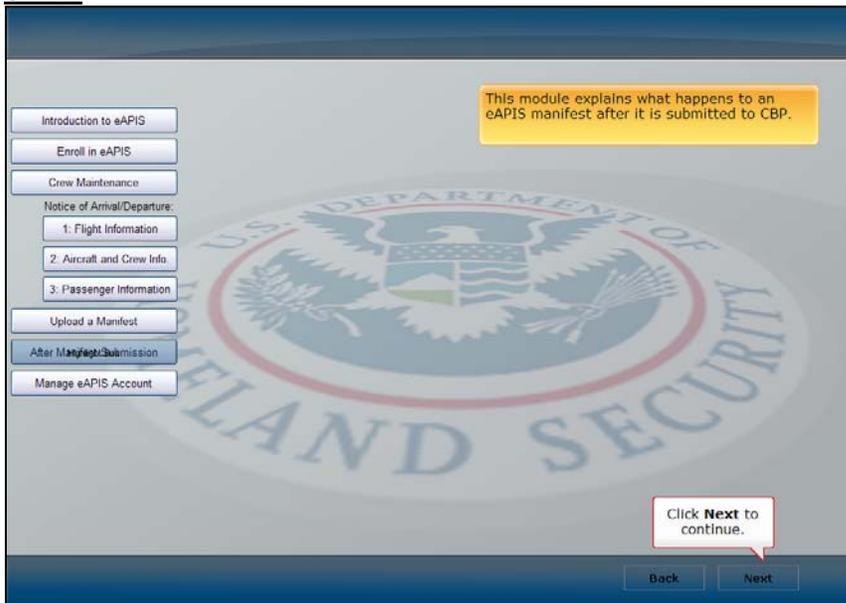
Home Back Next

Click **Next** to continue.

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

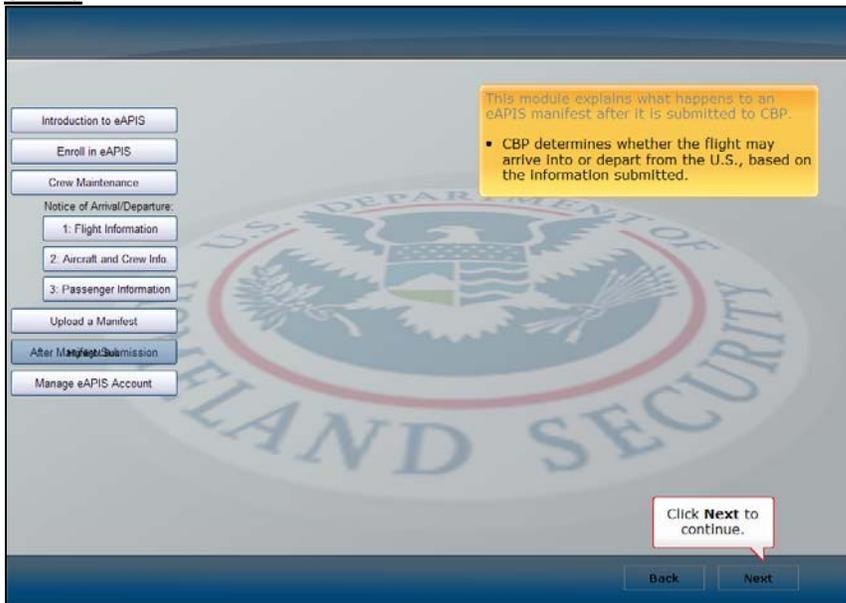
- Explain CBP responses to manifest submissions.
- Describe steps to take when flight details change after the initial manifest has been submitted.
- Log out of eAPIS.

Slide2



1) Text Caption : This module explains what happens to an eAPIS manifest after it is submitted to CBP.

Slide3



1) Text Caption : CBP determines whether the flight may arrive into or depart from the U.S., based on the information submitted.

Slide4

The screenshot shows a software interface with a navigation menu on the left and a central content area. The background features a large, faded seal of the U.S. Department of Homeland Security. The navigation menu includes the following items:

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

The central content area contains a yellow text box with the following text:

This module explains what happens to an eAPIS manifest after it is submitted to CBP.

- CBP determines whether the flight may arrive into or depart from the U.S., based on the information submitted.
- CBP's response is transmitted to the pilot or his designee.

At the bottom right of the interface, there is a white callout box that says "Click **Next** to continue." Below this, there are two buttons labeled "Back" and "Next".

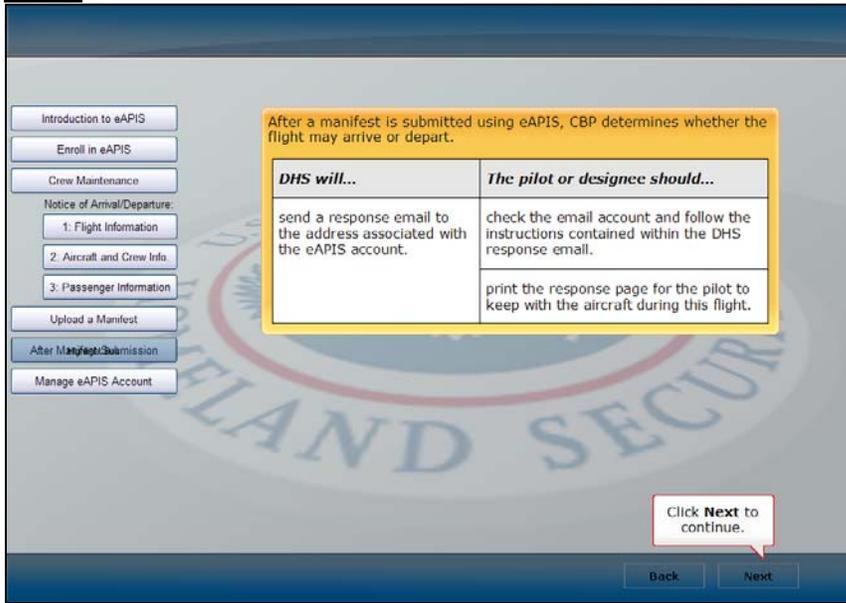
1) Text Caption : CBP's response is transmitted to the pilot or his designee.

Slide5

The screenshot shows a software interface with a navigation menu on the left and a main content area. The navigation menu includes buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', and '3: Passenger Information'), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main content area features a large, faded seal of the U.S. Department of Homeland Security. A yellow callout box contains the following text: 'This module explains what happens to an eAPIS manifest after it is submitted to CBP.' followed by a bulleted list: '• CBP determines whether the flight may arrive into or depart from the U.S., based on the information submitted.', '• CBP's response is transmitted to the pilot or his designee.', and '• The pilot is responsible for keeping CBP apprised of pertinent changes to the manifest that may occur.' A white callout box with a red border says 'Click Next to continue.' Below this, there are 'Back' and 'Next' buttons.

1) Text Caption : The pilot is responsible for keeping CBP apprised of pertinent changes to the manifest that may occur.

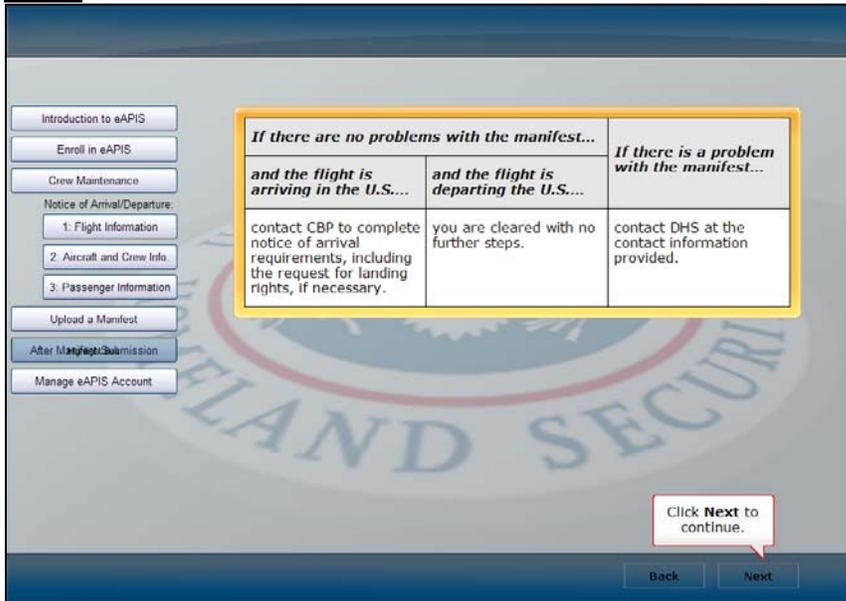
Slide6



1) Text Caption : After a manifest is submitted using eAPIS, CBP determines whether the flight may arrive or depart.

DHS will...	The pilot or designee should...
Send a response email to the address associate with the eAPIS account.	<ul style="list-style-type: none"> • Check the email account and follow the instructions contained within the DHS response email. • Print the response page for the pilot to keep with the aircraft during this flight.

Slide7



1) Text Caption : If there are no problems with the manifest...

And the flight is arriving in the U.S....	And the flight is departing the U.S....	If there is a problem with the manifest...
Contact CBP to complete notice of arrival requirements, including the request for landing rights, if necessary.	You are cleared with no further steps.	Contact DHS at the contact information provided.

Slide8

Details on the manifest may change after it is submitted. Some changes require an additional manifest be submitted. Other changes do not.

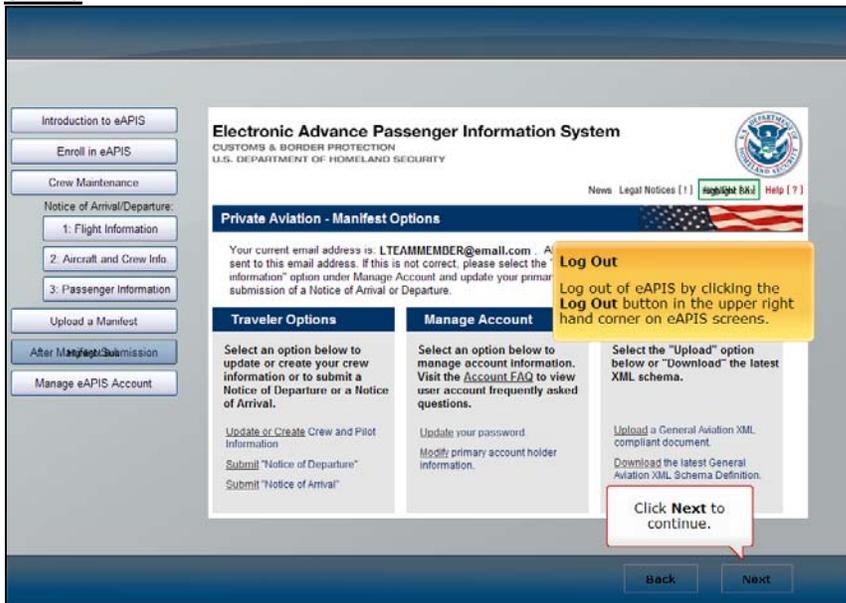
Submit another manifest in eAPIS if:	Do not make changes in eAPIS if:
<p><i>additional travelers are added.</i></p> <p>Use the same flight details. Re-submit the pilot if the pilot has not changed, because you must specify a pilot with each eAPIS manifest submission. You do not have to re-submit other crew or passengers previously submitted.</p>	<p><i>the travel time on the same day changes.</i></p> <p>Notify the CBP Airport of Arrival.</p>
<p><i>the travel date(s) change(s).</i></p> <p>You must re-submit all the crew and passengers previously submitted.</p>	<p><i>the port changes.</i></p> <p>Notify both the originally scheduled CBP Airport of Arrival to cancel and the new CBP Airport of Arrival according to port requirements (notice of arrival and/or landing rights).</p>
<p><i>the aircraft changes.</i></p> <p>This is a new flight so you must submit a new manifest.</p>	<p><i>passengers or crew do not fly.</i></p> <p>There is currently no way to remove travelers from a submitted manifest. It is not necessary to do anything further.</p>

Click **Next** for information on logging out of eAPIS.

1) Text Caption : Details on the manifest may change after it is submitted. Some changes require an additional manifest be submitted. Other changes do not.

Submit another manifest in eAPIS if:	Do not make changes in eAPIS if:
<p>Additional travelers are added.</p> <p>Use the same flight details. Re-submit the pilot if the pilot has not changed, because you must specify a pilot with each eAPIS manifest submission. You do not have to re-submit other crew or passengers previously submitted.</p> <p>The travel date(s) change(s).</p> <p>You must re-submit all the crew and passengers previously submitted.</p> <p>The airport changes.</p> <p>This is a new flight so you must submit a new manifest.</p>	<p>The travel time on the same day changes.</p> <p>Notify the CBP Airport of Arrival.</p> <p>The port changes.</p> <p>Notify both the originally scheduled CBP Airport of Arrival to cancel and the new CBP Airport of Arrival according to port requirements (notice of arrival and/or landing rights). Passengers or crew do not fly.</p> <p>There is currently no way to remove travelers from the submitted manifest. It is not necessary to do anything further.</p>

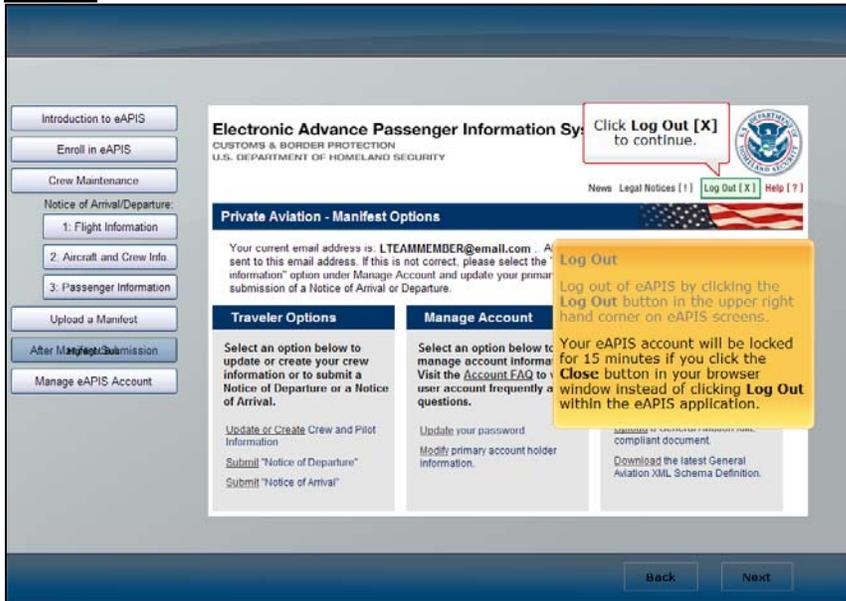
Slide9



1) Text Caption : Log Out

Log out of eAPIS by clicking the Log Out button in the upper right hand corner on eAPIS screens.

Slide10



1) Text Caption : Log Out

Log out of eAPIS by clicking the Log Out button in the upper right hand corner on eAPIS screens. Your eAPIS account will be locked for 15 minutes if you click the Close button in your browser window instead of clicking Log Out within the eAPIS application.

2) Text Caption : Click **Log Out [X]** to continue.

Slide11

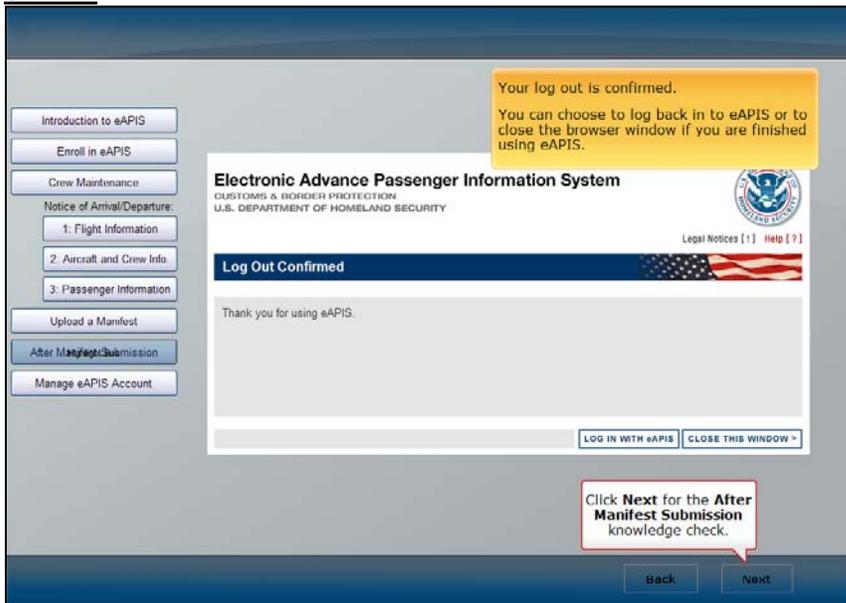
The screenshot shows the 'Electronic Advance Passenger Information' (eAPIS) interface. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items '1: Flight Information', '2: Aircraft and Crew Info', '3: Passenger Information'), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Do you want to Log Out of eAPIS?' and includes the text: 'You have chosen to Log Out of eAPIS. To proceed, please select Confirm Log Out. If you do not want to Log Out, select Back to return to where you were in eAPIS.' At the bottom of this area are buttons for '< BACK' and 'CONFIRM LOG OUT >'. A yellow callout box at the top right states: 'After you select Log Out, you are prompted to confirm your choice. Click CONFIRM LOG OUT to log out of eAPIS or click BACK to return to the last screen in eAPIS.' A red callout box points to the 'CONFIRM LOG OUT' button with the text: 'Click CONFIRM LOG OUT to continue.' The page footer contains 'Back' and 'Next' buttons.

1) Text Caption : After you select **Log Out**, you are prompted to confirm your choice.

Click **CONFIRM LOG OUT** to log out of eAPIS or click **BACK** to return to the last screen in eAPIS.

2) Text Caption : Click **CONFIRM LOG OUT** to continue.

Slide12



1) Text Caption : Your log out is confirmed.

You can choose to log back in to eAPIS or to close the browser window if you are finished using eAPIS.

Slide13

The slide features a navigation menu on the left with the following items: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main content area has a yellow box with the text 'Test your knowledge! After these instructions, the next four slides contain knowledge check questions.' Below this is the U.S. Department of Homeland Security seal. At the bottom, there are three buttons: 'Skip to Quiz', 'Back', and 'Next'. 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.'

1) Text Caption : Test your knowledge!

Slide14

The slide features a navigation menu on the left with the following items: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main content area has a yellow box with the text: 'Test your knowledge! After these instructions, the next four slides contain knowledge check questions. Choose the best answers to the questions and select the **Submit** button.' A callout box points to the 'Next' button in the bottom right corner, stating 'Click **Next** to continue.' The background of the slide is a faded seal of the U.S. Department of Homeland Security.

1) Text Caption : Test your knowledge!

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

Choose the best answers to the questions.

Slide15

The screenshot shows a software interface for a tutorial. On the left is a vertical menu with buttons for: Introduction to eAPIS, Enroll in eAPIS, Crew Maintenance, Notice of Arrival/Departure (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), Upload a Manifest, Alter Manifest Submission, and Manage eAPIS Account. The background features a large, faded seal of the Department of Homeland Security. A yellow callout box in the center contains the text 'Test your knowledge!' and a list of options after completing questions. A red-bordered callout box points to the 'Next' button at the bottom right, with the text 'Click Next to continue.' At the bottom of the interface are three buttons: 'Skip to Quiz', 'Back', and 'Next'.

Test your knowledge!

Upon completion of the questions, you can:

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

Click **Next** to continue.

Skip to Quiz Back Next

1) Text Caption : Test your knowledge!

Upon completion of the questions, you can:

- Review your responses.
- Continue to the next module: **Manage eAPIS Account**.

Slide16

Multiple Choice

The purpose of the DHS response e-mail is to:

- A) Inform pilots as to whether they are cleared to arrive/depart the U.S., to coordinate notice of arrival and/or landing rights with the CBP port of arrival, or whether they must contact DHS in regards to an issue with a manifest.
- B) Confirm that DHS has received your flight plans and provide an eAPIS control number.
- C) Provide pilots with the opportunity to correct data entry errors that occur during Notice of Arrival or Departure submission.
- D) Confirm that eAPIS enrollment has been successfully completed and provide pilots with an eAPIS user name and activation key.

Review Area
(360 x 92)
(0,140, Y,525)

Question 1 of 4

Back Skip Submit

Correct - Click anywhere to continue.

The correct answer is "A."

The purpose of the DHS response e-mail is to inform pilots as to whether they are cleared to arrive/depart the U.S. and to alert them to any issues DHS may have with their manifest submissions.

Click anywhere to continue.

Please try again.

Multiple Choice

The purpose of the DHS response e-mail is to:

- A) Inform pilots as to whether they are cleared to arrive/depart the U.S., to coordinate notice of arrival and/or landing rights with the CBP port of arrival, or whether they must contact DHS in regards to an issue with a manifest.
- B) Confirm that DHS has received your flight plans and provide an eAPIS control number.
- C) Provide pilots with the opportunity to correct data entry errors that occur during Notice of Arrival or Departure submission.
- D) Confirm that eAPIS enrollment has been successfully completed and provide pilots with an eAPIS user name and activation key.

1) Text Caption : The correct answer is "A." The purpose of the DHS response e-mail is to inform pilots as to whether they are cleared to arrive/depart the U.S. and to alert them to any issues DHS may have with their manifest submissions.

Slide17

Multiple choice

If you want to add passengers after your initial manifest has been submitted, select the statement that best applies:

- A) You cannot submit more passenger information for the same flight through eAPIS.
- B) You must resubmit all the crew and passenger information from the initial manifest.
- C) You must create a new manifest with the pilot information from the initial manifest and the new passenger information.
- D) You must create a new manifest in eAPIS with just the new passenger information.

The correct answer is "C."

If you want to add passengers after your initial manifest has been submitted, you must create a new manifest with the pilot information from the initial manifest and the new passenger information. Please try again.

Click anywhere to continue.

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

Question 2 of 4

Back Skip Submit

Multiple choice

If you want to add passengers after your initial manifest has been submitted, select the statement that best applies:

- A) You cannot submit more passenger information for the same flight through eAPIS.
- B) You must resubmit all the crew and passenger information from the initial manifest.
- C) You must create a new manifest with the pilot information from the initial manifest and the new passenger information.
- D) You must create a new manifest in eAPIS with just the new passenger information.

1) Text Caption : The correct answer is "C." If you want to add passengers after your initial manifest has been submitted, then you must create a new manifest with the pilot information from the initial manifest and the new passenger information.

Slide18

Multiple choice

After you submit a manifest in eAPIS, you must submit a second, additional manifest if:

- A) Your port changes.
- B) Any passenger(s) or crew do not fly.
- C) Your travel time on the same day changes.
- D) You add additional crew or passengers.

The correct answer is "D."
After you submit a manifest in eAPIS, you must submit a second, additional manifest if you add additional crew or passengers.
Please try again.
Click anywhere to continue.

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

Question 2 of 4 Back Skip Submit

Multiple choice

After you submit a manifest in eAPIS, you must submit a second, additional manifest if:

- A) Your port changes.
- B) Any passenger(s) or crew do not fly.
- C) Your travel time on the same day changes.
- D) You add additional crew or passengers.

1) Text Caption : The correct answer is "D." After you submit a manifest in eAPIS, you must submit a second, additional manifest if you add additional crew or passengers.

Slide19

Multiple Choice

Select the correct statement about logging out of eAPIS:

- A) Once you have clicked Log Out, you can confirm your request or go back to the eAPIS screen where you were before.
- B) Every eAPIS screen offers at least two options for logging out.
- C) Once your log out is confirmed, your only option is to close your browser window.
- D) Once your log out is complete, you must wait 15 minutes before attempting to access eAPIS again.

Review Area
(260 x 92)
(X:126, Y:484)

Question 4 of 4

Correct - Click anywhere to continue.

The correct answer is "A."
Once you have clicked Log Out, you can confirm your request or go back to the eAPIS screen where you were before.
Click anywhere to continue.

Please try again.

Back Skip Submit

Multiple Choice

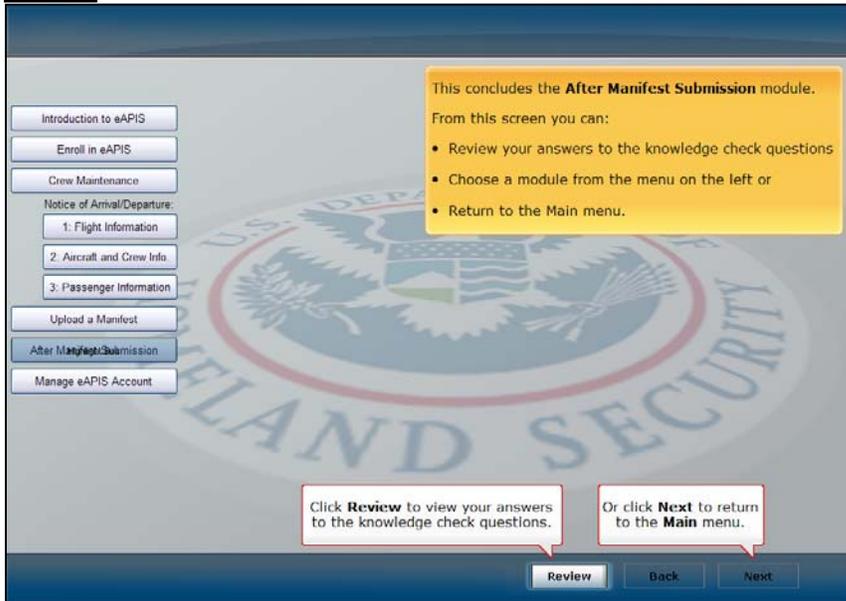
Select the correct statement about logging out of eAPIS:

- A) Once you have clicked Log Out, you can confirm your request or go back to the eAPIS screen where you were before.
- B) Every eAPIS screen offers at least two options for logging out.
- C) Once your log out is confirmed, your only option is to close your browser window.
- D) Once your log out is complete, you must wait 15 minutes before attempting to access eAPIS again.

:

1) Text Caption : The correct answer is "A." Once you have clicked Log Out, you can confirm your request or go back to the eAPIS screen where you were before.

Slide20



1) Text Caption : This concludes the **After Manifest Submission** module.