

Manage eAPIS Account

Slide1

eAPIS Tutorial
Private Aviation: Manage eAPIS Account

Upon completion of this module you will be able to:

- Update your eAPIS password
- Update your eAPIS account information
- Avoid multiple session warnings
- Cancel the current activity

Welcome!
Manage eAPIS Account

Click **Next** to continue.

Home Back Next

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

- Update your eAPIS password
- Update your eAPIS account information
- Avoid multiple session warnings
- Cancel the current activity

Slide2

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

Welcome

The Electronic Advance Passenger Information System (eAPIS) allows passenger and crew manifests online. It is used by U.S. Customs and Border Protection approved individuals.

Enrolled Users

Log In

To begin using this service, please enter your sender ID and password and select **Log In**.

Sender ID:

Password:

Log In >

[Need help logging in?](#)
Select the link above to access enrollment, login, and account activation help information.

[Reset your password](#)
Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.

New eAPIS Users

Enroll

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

Enroll >

Several eAPIS functions warrant additional explanation:

- Changing your password
- Updating your primary account holder information
- Avoiding multiple session warnings
- Canceling your current activity

Click **Next** to continue.

Back **Next**

1) Text Caption : Several eAPIS functions warrant additional explanation:

- Changing your password
- Updating your primary account holder information
- Avoiding multiple session warnings
- Canceling your current activity

Slide3

1) Text Caption : Let's practice updating your eAPIS account information.

Slide4

The screenshot shows the 'Private Aviation - Manifest Options' page. 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 1-3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area has three columns: 'Private Aviation - Manifest Options', 'Traveler Options', and 'Manage Account Information'. The 'Manage Account Information' column has an 'Update' button highlighted with a red box and a callout 'Click Update your password.'. A yellow callout box at the top right contains the text: 'Let's practice updating your eAPIS account information. You can: • change your eAPIS password and • modify your primary account holder information. First we will update your password.' At the bottom right are 'Back' and 'Next' buttons.

1) Text Caption : Click Update your password.

2) Text Caption : Let's practice updating your eAPIS account information.

You can:

- change your eAPIS password and
- modify your primary account holder information.

First we will update your password.

Slide5

Change Password

To change your password, please enter the information below and continue.

Need help changing your password?
Select the link above to access change password help information.

New Password:

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

Re-enter New Password:

Navigation Menu:

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

1) Text Caption : Type *3B!indmice* in the **New Password** field and press Tab.

2) Text Caption : This is the Change Password screen.
Your new password will be *3B!indmice*.

Slide6

The screenshot shows a web interface for changing a password. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-links 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 'Change Password' and includes instructions, a 'New Password' field with a callout box, and a 'Re-enter New Password' field with a 'Highlight Box' label. At the bottom are 'Back' and 'Next' buttons.

Change Password

To change your password, please enter the information below and select **Update Password** to continue.

Need help changing your password?
Select the link above to access change password help information.

New Password:

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

Re-enter New Password:
Highlight Box

Re-type your new password, *3B!indmice*, in the **Re-enter New Password** field and press Tab.

CANCEL UPDATE PASSWORD >

Back Next

1) Text Caption : Re-type your new password, *3B!indmice*, in the **Re-enter New Password** field and press Tab.

Slide7

Change Password

To change your password, please enter the information below and select **Update Password** to continue.

Need help changing your password?

Select the link above to access change password help information.

New Password: [input field]

Re-enter New Password: [input field]

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

Click UPDATE PASSWORD >.

1) Text Caption : Click UPDATE PASSWORD >.

Slide8

1) Text Caption : After updating your password, you are returned to the Manifest Options screen where you will receive confirmation that your update is complete.

Slide9

Private Aviation - Manifest Options

Your account has been successfully updated.

The Electronic Advance Passenger Information System (eAPIS) allows you to Submit Notice of Departure and Notice of Arrival, an agency of the U.S. Department of Homeland Security.

Your current email address is: STEAMMEMBER@email.com. 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

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

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

Manage Account

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

[Update](#) your password.
[Modify](#) primary account holder information.

Upload Manifest

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.

After updating your password, you are returned to the Manifest Options screen where you will receive confirmation that your update is complete.

It is not necessary to re-activate your account if you change your password while you are logged in to eAPIS.

Click **Next** to continue.

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

1) Text Caption : It is not necessary to re-activate your account if you change your password while you are logged in to eAPIS.

Slide10

The screenshot shows the eAPIS Welcome screen. 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 a 'Welcome' header and a sub-header 'Enrolled Users'. Below this is a 'Log In' section with a 'Log In' button. A yellow callout box contains the text: 'After updating your password, you are returned to the Manifest Options screen where you will receive confirmation that your update is complete. It is not necessary to re-activate your account if you change your password while you are logged in to eAPIS. But you must re-activate your account if you change your password from the Welcome screen.' A red callout box at the bottom right says 'Click Next to continue.' The bottom of the screen has 'Back' and 'Next' buttons.

1) Text Caption : But you must re-activate your account if you change your password from the Welcome screen.

Slide11

Private Aviation - Manifest Options

Your account has been successfully updated.

The Electronic Advance Passenger Information System for Private Pilots (eAPIS) provides you with the ability to Submit Notice of Departure and Notice of Arrival information to the U.S. Department of Homeland Security, an agency of the U.S. Department of Homeland Security. Please select an option below, or Help for assistance.

Your current email address is: STEAMMEMBER@email.com. 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
Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival.	Select an option below to manage account information.	Select the "Upload" option below or "Download" the latest manifest.
Update or Create Crew and Pilot Information Submit "Notice of Departure" Submit "Notice of Arrival"	Update your password. Modify primary account holder information.	Upload General Aviation XML compliant document. Download the latest General Aviation XML Schema Definition.

Now we will practice modifying primary account holder information. This function allows you to update your **Primary Contact Name** and your **email Address**.

Click **Modify** primary account holder information.

Back Next

1) Text Caption : Now we will practice modifying primary account holder information. This function allows you to update your **Primary Contact Name** and your **email Address**.

2) Text Caption : Click **Modify** primary account holder information.

Slide12

Update Contact Info

Update your contact information and select Submit.

Changing your contact information.

You must have a primary contact name and a valid email address for your account.

Primary Contact Name:
Susan Teammember

Email Address:
S7EAMMEMBER@enat.com

It turns out that Susan Teammember's first name is actually Louise, not Susan.

Replace Susan's first name with Louise by typing *Louise Teammember* and pressing Tab.

CANCEL SUBMIT >

BACK NEXT

- 1) Text Caption : It turns out that Susan Teammember's first name is actually Louise, not Susan.
- 2) Text Caption : Replace Susan's first name with Louise by typing *Louise Teammember* and pressing Tab.

Slide13

The screenshot shows a web interface for updating contact 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, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Update Contact Info' and contains the following text: 'Update your contact information and select Submit.', 'Changing your contact information. You must have a primary contact name and a valid email address for your account.', and 'Primary Contact Name: [text box]'. The text box contains 'Susan Teammember' and has a green highlight box over the word 'Susan'. Below this is the 'Email Address' field with the value 'S7EAMMEMBER@genat.com'. Annotations include a yellow callout box at the top right stating 'It turns out that Susan Teammember's first name is actually Louise, not Susan.' and a red callout box pointing to the name field stating 'Replace Susan's first name with Louise by typing Louise Teammember and pressing Tab.' At the bottom right of the form are 'CANCEL' and 'SUBMIT >' buttons. At the bottom of the entire slide are 'BACK' and 'NEXT' buttons.

1) Text Caption : It turns out that Susan Teammember's first name is actually Louise, not Susan.

2) Text Caption : Replace Susan's first name with Louise by typing *Louise Teammember* and pressing Tab.

Slide14

The screenshot shows a web interface for updating contact information. On the left is a vertical navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items 1, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Update Contact Info' and includes an American flag graphic. It contains instructions to update contact information and select 'Submit'. There are two input fields: 'Primary Contact Name' (containing 'Louise Teammember') and 'Email Address' (containing 'LTEAMMEMBER@email.com'). A red callout box with a white background and a red border points to the email address field, containing the text: 'Correct Louise's email address by typing LTEAMMEMBER@email.com and pressing Tab.' Below the form are 'CANCEL' and 'SUBMIT >' buttons. At the bottom of the page are 'Back' and 'Next' buttons.

1) Text Caption : Correct Louise's email address by typing **LTEAMMEMBER@email.com** and pressing Tab.

Slide15

The screenshot shows a web interface for updating contact information. 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, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Update Contact Info' and includes an American flag graphic. Below the title, it says 'Update your contact information and select Submit.' There are two columns of text: 'Changing your contact information.' and 'You must have a primary contact name and a valid email address for your account.' The form fields are: 'Primary Contact Name' (containing 'Louise Teammember'), 'Email Address' (containing 'Highlight Box'), and a 'Highlight Box' label. A callout box points to the email field with the text: 'Correct Louise's email address by typing LTEAMMEMBER@email.com and pressing Tab.' At the bottom right of the form are 'CANCEL' and 'SUBMIT >' buttons. At the bottom of the entire page are 'Back' and 'Next' buttons.

1) Text Caption : Correct Louise's email address by typing **LTEAMMEMBER@email.com** and pressing Tab.

Slide16

The screenshot shows a web interface for updating contact information. 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, 2, and 3), 'Upload a Manifest', 'After Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Update Contact Info' and includes an American flag graphic. It contains a form with two input fields: 'Primary Contact Name' (filled with 'Louise Teanember') and 'Email Address' (filled with 'LTLAMMEMBER@email.com'). A callout box with a red border and pointer points to the 'SUBMIT >' button, containing the text 'Click SUBMIT to save your updated contact information.' Below the form are 'CANCEL' and 'SUBMIT >' buttons. At the bottom of the page are 'Back' and 'Next' buttons.

1) Text Caption : Click **SUBMIT** to save your updated contact information.

Slide17

Private Aviation - Manifest Options

Your account has been successfully updated.

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: LTEAMMEMBER@email.com. 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
Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival.	Select an option below to manage account information. Select here to view user account frequently asked questions.	Select the "Upload" option below or "Download" the latest XML schema.
Update or Create Crew and Pilot Information Submit "Notice of Departure" Submit "Notice of Arrival"	Update your password. Modify primary account holder information.	Upload a General Aviation XML compliant document. Download the latest General Aviation XML Schema Definition.

Click **Next** to continue.

Back Next

1) Text Caption : After modifying your primary account holder information, you are returned to the Manifest Options screen where you will receive confirmation that your update is complete.

Slide18

Private Aviation - Manifest Options

Your account has been successfully updated.

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: LTEAMMEMBER@email.com. 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
Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival.	Select an option below to manage account information. Select here to view user account frequently asked questions.	Select the "Upload" option below or "Download" the latest XML schema.
Update or Create Crew and Pilot Information Submit "Notice of Departure" Submit "Notice of Arrival"	Update your password. Modify primary account holder information.	Upload a General Aviation XML compliant document. Download the latest General Aviation XML Schema Definition.

Click **Next** to learn about **Multiple Session Warnings**.

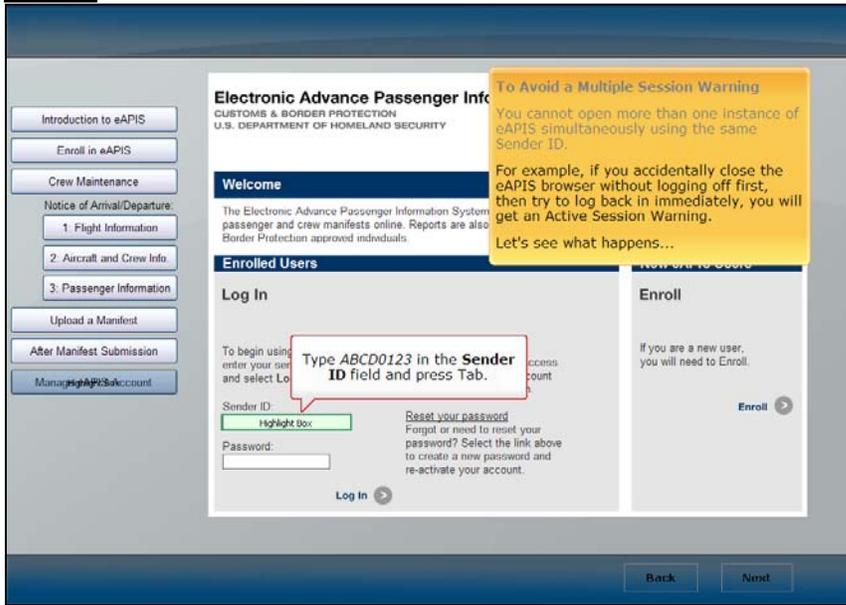
Back Next

1) Text Caption : To update any account information other than name or email address, email the system administrator at Private.Aircraft.Support@dhs.gov.

Slide19

- 1) Text Caption : To Avoid a Multiple Session Warning
You cannot open more than one instance of eAPIS simultaneously using the same Sender ID.

Slide20



1) Text Caption : For example, if you accidentally close the eAPIS browser without logging off first, then try to log back in immediately, you will get an Active Session Warning.

Let's see what happens...

Slide21

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

News Legal Notices [1] Help [7]

Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows you to enter or upload passenger and crew manifests online. Reports are also available through eAPIS for Customs and Border Protection approved individuals.

Enrolled Users

Log In

To begin using this service, please enter your sender ID and password and select **Log In**. [Need help logging in?](#) Select the link above to access password? Select the link above to create a new password and re-activate your account.

Sender ID: ABCD0123

Password: [Highlight Box](#)

Log In >

New eAPIS Users

Enroll

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

Enroll >

Back **Next**

1) Text Caption : Type 2p@ssWorD in the **Password** field and click **Log In**.

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

News Legal Notices [1] Help [7]

Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows you to enter or upload passenger and crew manifests online. Reports are also available through eAPIS for Customs and Border Protection approved individuals.

Enrolled Users

Log In

To begin using this service, please enter your sender ID and password and select **Log In**.

[Need help logging in?](#)
Select the link above to access enrollment, login, and account activation help information.

Sender ID:
[ABCD0123]

Password:
[*****]

Click Log In.

and reset your password and re-activate your account.

Log In

New eAPIS Users

Enroll

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

Enroll

Back **Next**

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

Slide23

The screenshot displays the eAPIS interface with a navigation menu on the left and a central 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 central content area features the system title 'Electronic Advance Passenger Information System' and the U.S. Department of Homeland Security logo. A yellow callout box at the top right states: 'If you closed the eAPIS browser window without logging off eAPIS and you attempt to log in within 15 minutes, the **WARNING - Active Session** screen appears.' The main warning message reads: 'WARNING - Active Session' followed by an American flag graphic. Below this, it explains: 'An active session already exists for this Sender Id. Each eAPIS user must have a unique login id within the system. Sender Id's and passwords should not be shared amongst individual system users. Each user submitting flights for a carrier should have a unique Sender Id. If you have reached this screen, you will not be able to access your account for approximately 15 minutes. The eAPIS process will automatically log the account you are wishing to access off of the system in this time frame. Please close your browser and try again with a unique eAPIS system user id or wait the 15 minute time out period.' A 'CLOSE THIS WINDOW >' button is located at the bottom right of the warning box. A red callout box points to the 'Next' button at the bottom of the page, stating 'Click Next to continue.' The 'Back' and 'Next' buttons are located at the bottom center of the interface.

1) Text Caption : If you closed the eAPIS browser window without logging off eAPIS and you attempt to log in within 15 minutes, the **WARNING - Active Session** screen appears.

Slide24

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

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

WARNING - Active Session

An active session already exists for this Sender Id. Each eAPIS user must have a unique login id within the system. Sender Id's and passwords should not be shared amongst individual system users.

Each user submitting flights for a carrier should have a unique Sender Id.

If you have reached this screen, you will not be able to access your account for approximately 15 minutes. The eAPIS process will automatically log the account you are wishing to access off of the system in this time frame.

Please close your browser and try again with a unique eAPIS system user id or wait the 15 minute time out period.

[CLOSE THIS WINDOW >](#)

Click **CLOSE THIS WINDOW** to continue.

Back Next

If you closed the eAPIS browser window without logging off eAPIS and you attempt to log in within 15 minutes, the **WARNING - Active Session** screen appears.

Your account will remain locked for 15 minutes until the first session is automatically logged out by the system.

You should close this window and attempt to log in after 15 minutes.

1) Text Caption : Your account will remain locked for 15 minutes until the first session is automatically logged out by the system.

You should close this window and attempt to log in after 15 minutes.

2) Text Caption : Click **CLOSE THIS WINDOW** to continue.

Slide25

Cancel Current Activity

Some screens offer the option to cancel your current activity.

In this example, a **Cancel** button appears beside the **Back** and **Next** buttons on the Upload Manifest screen.

Practice canceling the Upload Manifest activity.

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

MANIFEST OPTIONS / UPLOAD A MANIFEST /

Upload Manifest

Select Browse to choose a file to upload. Please note that only .xml file formats two megabytes or smaller will be accepted. Once you have found the file, select Next to upload.

Browse to select a file to upload

File for upload: Browse...

Note: Only .xml files can be uploaded.

Click Cancel to continue.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Cancel Current Activity

Some screens offer the option to cancel your current activity.

In this example, a Cancel button appears beside the Back and Next buttons on the Upload Manifest screen.

Practice canceling the Upload Manifest activity.

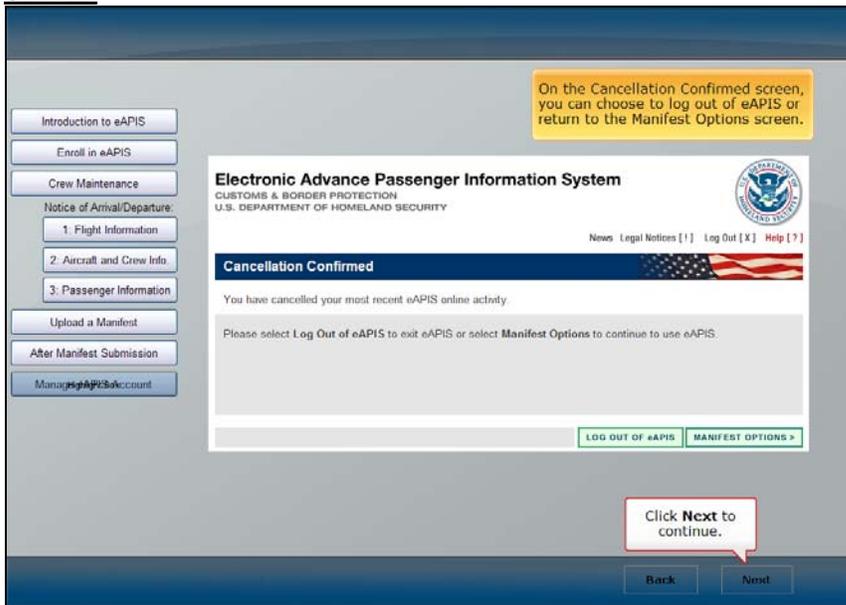
2) Text Caption : Click **Cancel** to continue.

Slide26

The screenshot displays the 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 features a yellow callout box at the top stating: 'When you select **Cancel**, eAPIS asks you to confirm your cancellation request.' Below this is the system header: 'Electronic Advance Passenger Information System', 'CUSTOMS & BORDER PROTECTION', 'U.S. DEPARTMENT OF HOMELAND SECURITY', and the DHS seal. A navigation bar includes 'News', 'Legal Notices [?]', 'Log Out [X]', and 'Help [?]'. The central heading is 'Do you want to Cancel?' with a '< BACK' link. The text reads: 'You have chosen to cancel your current activity. To proceed with the cancellation, please select **Confirm Cancellation**. If you do not want to cancel, select **Back** to return to where you were in eAPIS.' A red callout box points to the 'CONFIRM CANCELLATION' button, stating: 'Click **CONFIRM CANCELLATION** to continue.' At the bottom of the main area are '< BACK' and 'CONFIRM CANCELLATION >' buttons. The footer contains 'Back' and 'Next' buttons.

- 1) Text Caption : When you select **Cancel**, eAPIS asks you to confirm your cancellation request.
- 2) Text Caption : Click **CONFIRM CANCELLATION** to continue.

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1) Text Caption : On the Cancellation Confirmed screen, you can choose to log out of eAPIS or return to the Manifest Options screen.

Slide28

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 and Crew Info, 3. Passenger Information), Upload a Manifest, After Manifest Submission, and Manage eAPIS Account. The main area features a large, faded U.S. Department of Homeland Security seal. A yellow box at the top center says "Test your knowledge!" and "After these instructions, the next three 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!

Slide29

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 three slides contain knowledge check questions. Choose the best answer to each question and select the **Submit** button.' A callout box points to the 'Next' button in the bottom right, saying 'Click **Next** to continue.' The background shows a large, faded seal of the U.S. Department of Homeland Security.

1) Text Caption : Test your knowledge!

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

Choose the best answer to each question.

Slide30

Test your knowledge!

Upon completion of the questions, you can:

- Review your responses.
- Return to the **Main** menu.
- 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.

Slide31

The screenshot shows a multiple choice question on a grey background. The question text is: "In the update eAPIS account information link, you are only able to edit your Primary Contact Name and:". Below the question are four radio button options: A) Phone number., B) Email address., C) Permanent residence address., and D) All personal Information related to your eAPIS account. To the right of the question is a feedback box with a red border. The feedback box contains the text: "The correct answer is 'B'", "In the update eAPIS account information link, you are only able to edit your Primary Contact Name and e-mail address.", "Click anywhere to", and "Please try again." Below the question is a "Review Area" box with dimensions (360 x 92) and coordinates (X:126, Y:484). At the bottom left of the question area, it says "Question 1 of 3". At the bottom of the slide, there are three buttons: "Back", "Skip", and "Submit".

Multiple Choice

In the update eAPIS account information link, you are only able to edit your Primary Contact Name and:

- A) Phone number.
- B) Email address.
- C) Permanent residence address.
- D) All personal information related to your eAPIS account.

1) Text Caption : Multiple Choice Answer: The correct answer is "B". In the update eAPIS account information link you are only able to edit your Primary Contact Name and e-mail address.

Slide32

Multiple Choice

In eAPIS you can:

- A) Have two browsers open and logged in with the same Sender ID.
- B) Only log in once every 15 minutes.
- C) Only have one active session at a time with each unique Sender ID.
- D) Log in from the WARNING - Active Session screen.

Review Area
(360, 92)
(412, 484)

Question 2 of 3

Back Skip Submit

Correct - Click anywhere to continue.

The correct answer is "C."
You can log in to eAPIS with only one unique Sender ID at a time via one browser window.
Click anywhere to continue.

Please try again.

Multiple Choice

In eAPIS you can:

- A) Have two browsers open and logged in with the same Sender ID.
- B) Only log in once every 15 minutes.
- C) Only have one active session at a time with each unique Sender ID.
- D) Log in from the WARNING - Active Session screen.

1) Text Caption : Multiple Choice Answer – The correct answer is "C." You can log into eAPIS with only one unique Sender ID at a time via one browser window.

Slide33

Multiple Choice

Select the correct statement about canceling the current activity:

- A) All screens in eAPIS provide a Cancel Current Activity option.
- B) When you click Cancel, there is no opportunity to confirm your choice or change your mind.
- C) Clicking Cancel logs you out of eAPIS.
- D) Once you have confirmed that you want to cancel, you can choose to log out of eAPIS or return to the Manifest Options screen.

Review Area
(262, 92)
(128, 484)

Question 3 of 3

Back Skip Submit

Correct - Click anywhere to continue.

The correct answer is "D."

Once you have confirmed that you want to cancel, you can choose to log out of eAPIS or return to the Manifest Options screen.

Click anywhere to continue.

Please try again.

Multiple Choice

Select the correct statement about canceling the current activity:

- A) All screens in eAPIS provide a Cancel Current Activity option.
- B) When you click Cancel, there is no opportunity to confirm your choice or change your mind.
- C) Clicking Cancel logs you out of eAPIS.
- D) Once you have confirmed that you want to cancel, you can choose to log out of eAPIS or return to the Manifest Options screen.

1) Text Caption : Multiple Choice Answer – The correct answer is "D." Once you have confirmed that you want to cancel, you can choose to log out of eAPIS or return to the Manifest Options screen.

Slide34

The screenshot shows the eAPIS Private Aviation tutorial 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, Alter Manifest Submission, and Manage eAPIS Account. A large yellow callout box in the upper right contains the following text: "This concludes the **Other Activities** module and the **eAPIS Private Aviation** tutorial. Choose from the following options:" followed by a bulleted list: "Review your answers to the knowledge check questions.", "Exit the tutorial and go to www.cbp.gov by clicking the blue and green header below.", "Exit the tutorial and access eAPIS by clicking the white header with the American flag banner below.", "Choose a module from the menu on the left.", and "Return to the Main menu." Below this callout are two smaller callouts: "Click here to exit the tutorial and access www.cbp.gov." and "Click here to exit the tutorial and access **eAPIS**." At the bottom of the interface, there are three buttons: "Review", "Back", and "Next". A callout points to the "Review" button with the text: "Click **Review** to view your answers to the knowledge check questions." Another callout points to the "Next" button with the text: "Or click **Next** to return to the **Main** menu." The footer of the interface includes the U.S. Customs and Border Protection logo and the Electronic Advance Passenger Information System header.

This concludes the **Other Activities** module and the **eAPIS Private Aviation** tutorial. Choose from the following options:

- Review your answers to the knowledge check questions.
- Exit the tutorial and go to www.cbp.gov by clicking the blue and green header below.
- Exit the tutorial and access eAPIS by clicking the white header with the American flag banner below.
- Choose a module from the menu on the left.
- Return to the Main menu.

Click here to exit the tutorial and access www.cbp.gov.

Click here to exit the tutorial and access **eAPIS**.

Click **Review** to view your answers to the knowledge check questions.

Or click **Next** to return to the **Main** menu.

Review Back Next

1) Text Caption: This concludes the **Other Activities** module and the **eAPIS Private Aviation** tutorial.