eAPIS

Creating and Submitting a Manifest (Inbound or Outbound)

Flight Information

Complete all required fields:

1. **Carrier Code**
2. **Flight Number**
3. **Departure Airport**
4. **Departure Date**
5. **Departure Time**
6. **Clearance Airport**
7. **Arrival Date**
8. **Arrival Time**
9. **Crew Count**
10. **Passenger Count**
11. **In-transit Passenger Count**

Select **NEXT** to continue.

Crew Information

Either select an existing crew member or complete all required fields:

1. **Last Name**
2. **First Name**
3. **Gender**
4. **Country of Birth**
5. **Citizenship**
6. **Cew Member Status**
7. **Address While in the United States**
8. **Document Information**

Select **SAVE TO MANIFEST.**
Select **ADD MORE CREW.**
Select **NEXT STEP** to continue.

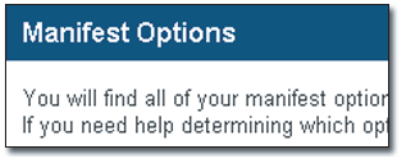
Passenger Information

Complete all required fields:

1. **Last Name**
2. **First Name**
3. **Gender**
4. **Country of Birth**
5. **Citizenship**
6. **Passenger Status**
7. **Address While in the United States**
8. **Document Information**

Select **ADD PASSENGERS.**
Select **REVIEW MANIFEST** to continue.

Submitting a Manifest



List of Travelers options:

1. **Update Traveler Information** link
2. **Remove from Manifest** link
3. **ADD PASSENGERS** button
4. **ADD CREW** button
5. **EDIT FLIGHT INFO** button

Select **DONE** to continue.

Final Review options:

1. **Update Flight Info** link
2. **Update Crew Info** link
3. **Update Traveler Info** link

Select **SUBMIT** to continue.

Confirmation options:

1. Print this page with the confirmation number

Select **LOG OUT OF eAPIS** to exit. Select **MANIFEST OPTIONS** to continue with any eAPIS options.