





Operations Manual For Commercial eAPIS with Sender IDs APIS*xxx

We support Commercial (APIS) and Private (APGA) SenderIDs and eAPIS Filing for the USA & Mexico !

-  USA DHS/Customs eAPIS filing direct to DHS servers with Immediate Confirmation.
-  Mexico eAPIS filing via Excel Form - Emailed to Mexico City and Local AOE.
- Upload Documents for NEW (2024) Multi-Entry 2 days Prior with Download or email to Mexico City and Local AOE.
- Print All your international flight plan documents for Mexico and Bahamas, Arrival, International Flight Plans, Landing documents, Passenger & Crew Listing.
- Import Crew or PAX lists from Excel for Part 135 flights.
- Supports XML for Private Aircraft (APGA) & UNEDIFACT for Commercial (APIS).
- Information Fact Sheets for all USA Customs Ports of Entry, including Phone, Email and Hours of Operation.
- Links to Best Practices and all current documents for USA eAPIS regulations and procedures.
- Links to Best Practices and all current documents for Canada and the Bahamas regulations and procedures.

[eAPIS file.com - Our Mission](#)

- To educate pilots on the USA and MEXICO eAPIS process
- Easily file USA & Mexico eAPIS documents & print International Arrival and Flight Plans.
- Work to enhance international travel safety and education in our pilot community.
- To Support the Medical Missions of Charities like [Liga International](#) and [Flying Samaritans](#).

[How to Join eAPISfile.com](https://www.eAPISfile.com)

Click on the [Join Now] link in the top right corner of the webpage or the [Join eAPISFile.com] link on the Side Menu or Click on the [Member Login] and select [Register Here] from the Login screen.

The screenshot shows the eAPISfile.com homepage. At the top right, there is a button for "[Member Login | Join Now]". On the left side, there is a vertical navigation menu with the following items: eAPISfile Home, File eAPIS, CBP Ports Factsheets, Join eAPISFile.com (highlighted with a blue border), Pay Membership, Members, Newsletter, Links, eAPIS-DHS Information, FAA, Our History, F A Q's, and Contacts. The main content area features the eAPISfile logo and the text "eAPISfile.com covers all your eAPIS and International document needs!". Below this, there is a link: "Click Here to Create, Edit or File your USA or MEXICO eAPIS Manifest & Flight Plan". A note says "Click on the TABS Below for additional information about your Destination or Departure requirements." There are tabs for "eAPISfile", "USA", "Mexico", "Bahamas", and "Canada". The "eAPISfile Features" section includes: "First Time using eAPIS , please review these documents first" with links for "eAPISfile for Private Part 91 (APGA) PDF" and "eAPISfile for Commercial Part 135 (APIS) PDF"; "First time to Mexico?" with a link for "Review our 2024 - In & Out of Mexico PDF"; "To enroll in eAPIS and get your required SenderID : visit the USA CBP eAPIS Website"; and "Purchase a Customs Decals at : NEW - RENEW Decal Transponder Online Procurement System (DTOPS) website." A section titled "We support Commercial (APIS) and Private (APGA) SenderIDs and eAPIS Filing for the USA & Mexico !" contains a list of features: USA DHS/Customs eAPIS filing direct to DHS servers with Immediate Confirmation; Mexico eAPIS filing via Excel Form - Emailed to Mexico City and Local AOE; Upload Documents for NEW (2024) Multi-Entry 2 days Prior with Download or email to Mexico City and Local AOE; Print All your international flight plan documents for Mexico and Bahamas, Arrival, International Flight Plans, Landing documents, Passenger & Crew Listing; Import Crew or PAX lists from Excel for Part 135 flights; Supports XML for Private Aircraft (APGA) & UNEDIFACT for Commercial (APIS); Information Fact Sheets for all USA Customs Ports of Entry, including Phone, Email and Hours of Operation; Links to Best Practices and all current documents for USA eAPIS regulations and procedures; and Links to Best Practices and all current documents for Canada and the Bahamas regulations and procedures.

The screenshot shows the Member Login and Registration screen. At the top is the eAPISfile logo. Below it is a section titled "MEMBERLOGIN". There are two input fields: "Login or Email Address" and "Enter Password". Below these fields is a "Login Here" button. Below the login section is a section titled "New Member Login". Below this is the text "Complete our Member Profile to Join our Organization." and a "Register Here" button. At the bottom, there is a link: "Forgot your password? Click Here".

Enter your Member Profile Name & Login Information

Enter your Name, Email, and desired Login / Password.

The login does not need to be your email address but that is usually easy to remember. Please enter in a secure password. **(Required 8-20 Characters, with 1 Uppercase, 1 Lowercase, 1 Number)**

We write a token to a cookie to allow you to auto login for up to 1 year. If you [Logout] in the top menu, this cookie will be deleted. Please LOG OUT after use on any Public device.

When complete select the Next Menu [Contact] option at the top of the screen or at the bottom of the form to Save the form and continue. Note the current Member Profile Menu is displayed as a WHITE Button.

Application for Membership - Security

Click on Tabs Below to Save and Move to that Screen.

Security Contact Communication Customs Aircraft Comment

Welcome to eAPISFile.com

If you have ever received an Email or Mail from eAPIS then you already exist in our member list. Please DO NOT duplicate your information in our database. Instead, Please allow us to Send you your Login & Password Information. [Get your Existing Membership Login Code and Password](#)

However, if you have never received information from eAPIS then ... Please complete the Information Form Below and we will Add you to our Membership List. Once you Pay your Membership Dues you will have Full Membership rights on this web-site.

Use the Member Profile Menu Bar above to add or edit your information. When complete with all the Member TABS, please press the "Save & Exit" Button.

Select your Primary Chapter/Region

Primary Chapter: eAPISFile

Chapter	Member	Badge / Waiver	Since / Expires	Status	Due	Pay
eAPISFile.com	Yes	02/01/2024 02/01/2024	02/01/2024 01/31/2024	Expired	Yearly	Pay - 1

Website Login & Password

LastUpdated: Last Updated ..

First Name: John

Last Name: Doe

It is VERY IMPORTANT that NAMES MATCH your PASSPORT Information

Email: JohnDoe@Gmail.com

Website Login: JohnDoe@Gmail.com

PASSWORD REQUIRED : Enter a NEW Password ..

Website Password: hoqzy7-jafmUt-kejw Strong Password
(Required 8-20 Characters, with 1 Uppercase, 1 Lowercase, 1 Number)

Password Confirm: hoqzy7-jafmUt-kejw Strong Password
() () Password is Matching

Membership Trial Code: Membership Trial Code ..

Press Contact to Save and Continue

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Enter your Member Profile Contact Information

Enter your contact information.

If you choose to upload your photo from this screen you will be returned to the home page and any changes on this page will not be saved. We recommend you load the Photo from the [Upload Your Photo] Menu option or you can return to the Member Profile via the Members Menu [Edit Your Profile] .

When complete select the Next Menu [Communication] option at the top of the screen or at the bottom of the form to Save the form and continue.

✕ **eAPIS** FILE.COM [Menu | John Doe | Expired: 1/31/2024 | Logout]


Select Language
 Powered by Google Translate

Edit Member - Contact John Doe (11360) [Uploads](#) [eAPIS](#) [Donation](#) [Pay Dues](#) [Save & Exit](#)

Click on Tabs Below to Save and Move to that Screen.

Security **Contact** Communication Customs Aircraft Comment

Contact Information

Your Photo :  [Upload Photo](#)

First Name :

Last Name :

It is VERY IMPORTANT that NAMES MATCH your PASSPORT Information

Full Name :

Spouse :

Company :

Title :

Address :

City State Zip :

Addr Type :

Hide Member Info :
 To Hide Information on Member Reports

Emergency Contact :
 Include Name, Phone and Contact Relationship

Birth Date

Press **Communication** to Save and Continue

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Enter your Member Profile Communications Information

Enter your Communications Information, Phone Numbers, Email & Website. Mobile Phone is the Only required field.

You can also choose if you wish to receive a newsletter, or email notifications from us. We send few emails, and most are notifications of upgrades or alerts regarding eAPIS processes or announcements.

When complete select the Next Menu [Customs] option at the top of the screen or at the bottom of the form.

Communication Methods
Use Phone format xxx xxx-xxxx Please

Home Phone :

Office Phone : Ext:

Direct Phone :

Mobile Phone :

Fax :

Email :

Email Spouse :

Member Website :

Chapter Name	Newsletter	Mail	eMail	Status	Pay
eAPISFile.com	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	Expired	<input type="text" value="Pay - 1"/>


Press **Customs** to Save and Continue


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Enter your Member Profile Customs Information

Enter your Customs information, it is **CRITICAL THAT THIS INFORMATION MATCHES YOUR PASSPORT**

Please make sure your Passenger Status is [Pilot] and you enter YOUR valid CBP Sender-ID. **Sender-IDs start with APGAXxxx for Part 91 GA and APIS*xxx for Part 135 where xxx is a unique code.**

 [Menu | John Doe | Expired: 1/31/2024 | Logout]

Select Language  Powered by Google Translate

Edit Member - Customs & Border Protection John Doe (11360) [Uploads](#) [eAPIS](#) [Donation](#) [Pay Dues](#) [Save & Exit](#)

Click on Tabs Below to Save and Move to that Screen.

[Security](#) [Contact](#) [Communication](#) [Customs](#) [Aircraft](#) [Comment](#)

Customs and Border Protection Information

All fields are REQUIRED to Fly to Mexico or out of the USA

It is VERY IMPORTANT that ALL this data has to MATCH your PASSPORT Information

Pax Status:

Last Name on Passport:

First Name on Passport:

Middle Name on Passport:

Gender:

USA Address:

City State Zip:

Birth Date:

Birth City, State:

Birth Country:

Residence:

***Green Card* Holders - Use the US Permanent Resident Card Number for eAPIS vs your Foreign Passport**
Do not include any Special Characters (!#@-=:;%&* in the Document Numbers.
ex: Alien cards do NOT put A# in front or Spaces or Dashes

Travel Document:

Travel Document No:

Travel Document Expires:

Citizen / Issued By:

Use Travel Document 2 for Dual Citizenship or Foreign Passport if you are a US Resident Alien.

Travel Document 2:

Travel Document 2 No:

Travel Document 2 Expires:

Citizen / Issued By:

Enter your Member Profile Customs Information

Enter your Customs information, it is **CRITICAL THAT THIS INFORMATION MATCHES YOUR PASSPORT**

Please make sure your Passenger Status is [Pilot] and you enter YOUR valid CBP Sender-ID. **Sender-IDs start with APGAxxxx for Part 91 GA and APIS*xxx for Part 135 where xxx is a unique code.**

We would not recommend sharing or attempting to use someone else's Sender-ID as doing so can result in fines up to \$5000 as well as get you and your friend reprimanded by Custom Border Protection.

You can acquire a sender-ID at <https://eapis.cbp.dhs.gov/auth/login.html> Questions about the CBP/DHS eAPIS Website? Email: **Private.AIRCRAFT.SUPPORT@dhs.gov** or Phone: (972) 973-9844

While the SenderID is REQUIRED, ALL data stored in eAPIS file is based upon this SenderID. Information on this form will be used to completed the 1st pilot for Part 91 on the Pilot Maintenance page. (This is not used for Part 135 Crew).

When complete select the Next Menu [Aircraft] option at the top of the screen or at the bottom of the form.

The screenshot shows a web form with three main sections. The first section is titled "Only Complete for Status = PILOT or CREW" and contains a "Permanent Address" field with the value "1234 W. Main St", and "City, State, Zip, Country" fields with values "Laguna Hills", "California", "92653", and "UNITED STATES". The second section is titled "Only Complete for Status = PILOT" and contains a "Pilot License" field with the value "1234568", a "Pilot License Country" dropdown menu with "UNITED STATES" selected, and an "eAPIS Sender ID" field with the value "APGA1234" and a placeholder "APGAxxxx or APIS*xxx". The third section contains a button labeled "Press Aircraft to Save and Continue".

Only Complete for Status = PILOT or CREW

Permanent Address : 1234 W. Main St

City, State, Zip, Country : Laguna Hills California 92653
UNITED STATES

Only Complete for Status = PILOT

Pilot License : 1234568

Pilot License Country : UNITED STATES

eAPIS Sender ID : APGA1234 APGAxxxx or APIS*xxx

Press Aircraft to Save and Continue

Enter your Member Profile Aircraft Information

This information is NOT critical for Part 91 and is NOT used in Part 135. But fill it out if you like. eAPIS Aircraft information is maintained in the eAPIS Aircraft Menu.

When complete you can Exit with the [Save & Exit] Button or go to Pay Membership with the [Pay Dues] button at the top of the screen.

The screenshot displays the eAPIS website interface for editing a member's aircraft and pilot information. The user is identified as John Doe (11360). The page title is "Edit Member - Aircraft & Pilot".

Navigation and User Interface:

- Top right: [Menu | John Doe | Expired: 1/31/2024 | Logout]
- Top center: John Doe (11360)
- Top right buttons: Uploads, eAPIS, Donation, Pay Dues, Save & Exit
- Left sidebar: eAPISFile Home, File eAPIS, CBP Ports Factsheets, Join eAPISFile.com, Pay Membership, Members, Newsletter, Links, eAPIS-DHS Information, FAA, Our History, F A Q's, Contacts
- Language selector: Select Language (Powered by Google Translate)
- Navigation tabs: Security, Contact, Communication, Customs, **Aircraft**, Comment

Aircraft & Pilot Information Form:

Airport - Home Base:

Add NEW Airport:

Aircraft Year:

Aircraft Make:

Aircraft Model:

"N"-Tail #:

Pilot No:

Pilot Ratings:

Formation Experience:

AOPA Member #:

Type Club Member #:

Press to Save and Continue

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Enter your Payment Information

Select your Membership Type:

APGA – Part 91 :

\$ 35 / Year for 1-2 pilots for the SenderID / Plane

\$ 95 / Year for 3 or more pilots sharing a SenderID / Plane

APIS – Part 135 :

\$ 75 / Mo or \$ 500 / Year for airplanes that hold < 20 Passengers

\$ 150 / Mo or \$ 1,000 / Year for airplanes that hold > 20 Passengers (Up to 500 Pax)

Select your Payment Method (PayPal or CC) :

For PayPal, Click the PayPal Logo and complete the payment thru the PayPal Portal

For Credit Card Payments, complete the credit card information and billing address.

Then click the Visa/MasterCard button.

When complete you will be provided a confirmation screen and a confirmation email and will be returned to the eAPISfile.com home page.

The screenshot displays the eAPISfile.com payment interface. At the top, there's a navigation bar with the eAPISfile.com logo and a user menu for John Doe, showing an expiration date of 1/31/2024 and a Logout option. A language selection dropdown is also present. The main content area is titled 'Pay Membership for : John Doe (11360)'. A message states: 'If you did not expect to see this screen ... It may be that your Dues are NOT Paid for the Current Year. This Screen allows you to Pay your Member Dues'. The 'Members' menu item in the left sidebar is highlighted. The 'Complete for ALL Payments Types' section is active, showing fields for Member Name (John Doe), Membership Amount (APGA Member 1-2 Pilots 1 Yr ... \$ 35.00), Payment Comments, and Email (JohnDoe@gmail.com). Below this is a 'Paying with PayPal? Click Logo' button. The 'Complete for Credit Card Payments' section is also visible, with fields for Visa/MC Card No (9999999999999999), Expiration (01/25), CVV2 Code (123), First Name (John), Last Name (Doe), Address (1234 W. Main St), City State Zip (Laguna Hills, CA, 92653), Home Phone, and Mobile Phone ((949) 455-8181). At the bottom is a 'Paying with Visa / MC ? Click Logo' button. The footer contains links for Refunds Statement, Privacy Statement, Copyright, Edit Profile, and Release.

Configure your eAPIS Information.

You have now joined eAPISfile.com, completed your Member Profile and Paid for your Membership.

I would also encourage you to look at the eAPIS Links on the Home page. There are many links providing information about eAPIS and advise flying in and out of the USA to Mexico, Canada, Alaska, and the Bahamas.

Now you are ready to complete the eAPIS Setup for your Aircraft, Pilot, Passengers and your eAPIS Manifest & International Flightplan if going to Mexico.

Click on [File eAPIS] on the left side menu or the [[Click here to Create, Edit or File your USA or Mexico eAPIS Manifest & Flightplan](#)] to continue.

The screenshot shows the eAPISfile.com website interface. At the top, there is a logo for eAPISfile.com and a user menu with the text "[Menu | John Doe | Expired: 1/31/2024 | Logout]". Below the logo, a navigation bar contains a "Select Language" dropdown and a "Powered by Google Translate" link. The left sidebar menu includes items such as "eAPISfile Home", "File eAPIS", "CBP Ports Factsheets", "Join eAPISfile.com", "Pay Membership", "Members", "Newsletter", "Links", "eAPIS-DHS Information", "FAA", "Our History", "F A Q's", and "Contacts". The main content area features a header with the text "eAPISfile.com covers all your eAPIS and International document needs!" and a prominent link: "Click Here to Create, Edit or File your USA or MEXICO eAPIS Manifest & Flight Plan". Below this, there is a tabbed interface with tabs for "eAPISfile", "USA", "Mexico", "Bahamas", and "Canada". The "USA eAPIS Information" section is active, displaying a list of links and their corresponding descriptions:

- GA and CBP Processing**: For CBP processing, General Aviation (GA) aircraft are comprised of private and non-scheduled, commercial aircraft. For all arrivals to and departures from the United States, Advance Passenger Information System (APIS) manifest information is required of all General Aviation operators. The APIS manifest is the virtual representation of all GA flights. As such, pilots and operators of GA aircraft are responsible for transmitting APIS manifest information that is correct, valid, accurate, complete, and transmitted within specified timeline requirements.
- USA eAPIS Portal**: You need to use this website to Register and obtain a USA CBP SenderID. If NOT Using eAPISfile.com - APIS, the CBP web portal for GA APIS transmissions, can also be accessed on the eAPIS website.
- CBP FactSheets Catalog**: General Aviation Airport Fact Sheets - Search and download a catalog of U.S. airport fact sheets. (Note: the last time we tried this the lookup was not working very well.) Use Our List Below.
- CBP Port FactSheets**: eAPISfile Lookup of CBP General Aviation Airport Fact Sheets - Search, View and download a catalog of U.S. airport fact sheets. By State, Airport or Type
- CBP Classes of Airports**: Title 19 Chapter I Part 122 Subpart B - Subpart B—Classes of Airports
- Customs Decal**: You can apply online for a User Fee Decal/Transponder on the Decal and Transponder Online Procurement System (DTOPS) website. Annually purchase border-crossing annual fees for commercial vehicles, private vessels, or private aircraft, all online.
- Customs Decal Info**: Pay Annual User Fee for unlimited border crossings in a calendar year. Cost: \$34.83 (U.S.) per calendar year
- OverFlight Info**: For more information regarding the Overflight Exemption application process, contact GAsupport@cbp.dhs.gov. Under Title 19 Code of Federal Regulations (CFR), Section 122.23, certain General Aviation aircraft (generally private and unscheduled charter aircraft) arriving from some areas south of the United States are required to provide advance notices of arrival and land at certain designated airports for US Customs and Border Protection (CBP) processing unless exempted from this requirement through an Overflight Exemption provided for in § 122.25.
- CBP Port of Entry**: Locate a Port of Entry : To find a Port of Entry in your state or territory, select it in the map below or use the form in the right column.
- CBP Port Contacts**: We recommend using the FactSheets for additional information. This is a List of Airports where CBP Inspection Services are Normally Available with their Phone numbers. United States Customs and Border Protection (CBP) regulations governing landing requirements and procedures for private aircraft arriving in to the United States are listed in Title 19 of the Code of Federal Regulations (CFR), Part 122 – Air Commerce Regulations.
- CBP eAPIS Info**: APIS: Advance Passenger Information System: APIS enhances border security by providing officers with pre-arrival and departure manifest data on all passengers and crew members. [Reporting Requirements for Private Aircraft](#)

Configure your eAPIS SenderID Information.

If you have NOT entered a SenderID that begins with APGA or APIS* then you will see this screen to enter a SenderID. If you do not have a current Membership in eAPISfile.com you will be returned to the Payment screen. If you have Multiple SenderIDs for BOTH Part 135 and Part 91 you can enter them like : APGA1234|APIS*123|. You can then use this menu option to switch back and forth between your SenderIDs.

Also note that you need to turn of the Pop-Up Blockers and enable Cookies for this URL for the eAPISfile.com website to function correctly.

The screenshot shows the eAPIS website interface. At the top, there is a logo for eAPIS FILE.COM and a user menu with options like 'Menu', 'John Doe', 'Current: 12/31/2099', and 'Logout'. Below the logo is a 'Select Language' dropdown and a 'Powered by Google Translate' notice. The main heading is 'Choose eAPIS Options'. On the right, there are links for 'Options', 'People', 'Print', and 'File eAPIS'. The date and time 'Thu 1 Feb 2024 - 23:32:57 Zulu' are displayed. The left sidebar contains a menu with items like 'eAPISFile Home', 'Home Page', 'File eAPIS Menu', 'Manifest Menu', 'FlightPlan Menu', 'People Menu', 'Pilot Menu', 'Aircraft Menu', 'eAPIS History', 'Payment', 'Sender ID' (highlighted), 'Weather Links', 'Help Videos Menu', 'USA CBP Port FactSheets', 'Mexico eAPIS Contacts', 'Mexico Entry AIU Contacts', '2024 Flying Into Mexico', 'AOPA Cross Border Flying', 'eAPIS Part 91 Documents', and 'eAPIS Part 135 Documents'. The main content area has a red warning: 'Pop-ups on your Browser are REQUIRED to FILE your eAPIS Manifest. Please turn OFF Pop-up Blockers for this website Domain.' It then states: 'A SenderID from the US Customs and Border Protection (CBP) Private Aircraft APIS Office is required to use this eAPIS Service. A SenderID will be in the format "APGAxxxx" (Private) or "APIS*xxx" (Commercial) where "xxx" is a unique code. You can signup for a SenderID here: <https://eapis.cbp.dhs.gov/>'. Below this is a form with 'eAPIS Sender ID' set to 'APGA1234' and a 'New' field. A blue box highlights the 'Related eAPIS Sender ID' field containing 'APGA1234|APIS*123|'. Further instructions state: 'Related eAPIS Sender IDs provide the ability to select from a Masterlist of Manifests, Pilots and Pax's. Enter ALL your related SenderIDs in the format "APGA1234|APGA5678|APIS*123|APIS*456|"'. A 'Save SenderID' button is present. At the bottom, there are links for 'APGAxxxx' (Private) or 'APIS*xxx' (Commercial), FAQ's, and help information. It also provides links for 'First Time using eAPIS', 'eAPISFile for Private Part 91 (APGA) PDF', 'eAPISFile for Commercial Part 135 (APIS) PDF', 'First time to Mexico?', and 'Review our 2024 - In & Out of Mexico PDF'. Finally, it mentions enrolling in eAPIS and getting a required SenderID by visiting the 'USA CBP eAPIS Website' and purchasing Customs Decals from the 'NEW - RENEW Decal Transponder Online Procurement System (DTOPS) website'. The footer reads: 'Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com'.

eAPIS for Part 135 Operations

File eAPIS Home Screen

You will be presented with the [File eAPIS Menu] [Choose eAPIS Options] screen. This is the screen that allows you to select the Flight Information, Crew & Passengers.

We will revisit this screen later in the documentation since it is the go-to screen to file your eAPIS after eAPISfile.com is configured.

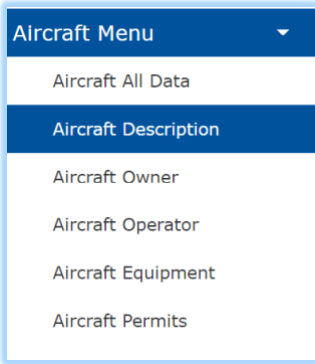
But before we file an eAPIS Manifest with CBP, we need to enter your Aircraft, Crew and Passenger Information.

When this data is entered you can quickly select existing Manifests, Flightplans, Aircraft, Crew and Passenger Information and file eAPIS in seconds.

Lets Start with Aircraft. Click on [Add New aircraft] or [Aircraft Menu] to Add a NEW Aircraft

The screenshot shows the 'Choose eAPIS Options' screen. At the top, there is a language selector and a 'Powered by Google Translate' logo. The main title is 'Choose eAPIS Options' with sub-headers 'Validate', 'Display', and 'Close'. A sidebar menu on the left lists various options like 'eAPISFile Home', 'Home Page', 'File eAPIS Menu', 'Manifest People', 'Validate eAPIS Data', etc. The main content area has a red warning: 'Create a new flight or Verify the Data Entry Tabs before filing eAPIS.' Below this are buttons for 'Save Flight Info' and 'DEL'. The form includes fields for 'Open Flights' (123:168 -- on 2024-02-02 : Open), 'Aircraft' (N8241K), 'Carrier Code' (123 (IATA)), 'Flight/Control' (168), 'Sequence' (1), 'SenderID' (APGA1234), and 'Flight Suffix' (Passenger Flight (C)). There are also sections for 'Import Crew/Pax Group', '(0) Crew', '(0) Passengers', and '(0) In-Transit Passengers'. At the bottom, the 'Flight Leg 1' section has fields for 'Departure Local Date & Time' (02/02/2024 08:00 AM), 'IATA Departure Airport', 'Destination Local Date & Time' (02/02/2024 06:00 PM), and 'IATA Destination Airport'.

Aircraft Overview - Part 135



Enter your aircraft information by clicking on the [Aircraft Menu] a sub menu will appear allowing you to add, edit or delete aircraft information.

You may work with all aircraft data under the [Aircraft All Data] menu or the individual sections [Description, Owner, Operator, Equipment, and Permits]

Use the aircraft dropdown to select an aircraft. You can begin typing to limit the selection.

The **Show All** Y/N option will show deactivated aircraft

Save Aircraft will save the changes made to this aircraft.

Add New Aircraft will show a new screen and allow you to add a new aircraft.

Save as New Aircraft will save the existing aircraft as a new aircraft and allow you to edit it.

DEL will allow you to delete this aircraft.

The **Default** Checkbox sets this as the default aircraft for filing eAPIS and adds it to the top of the selection lists.

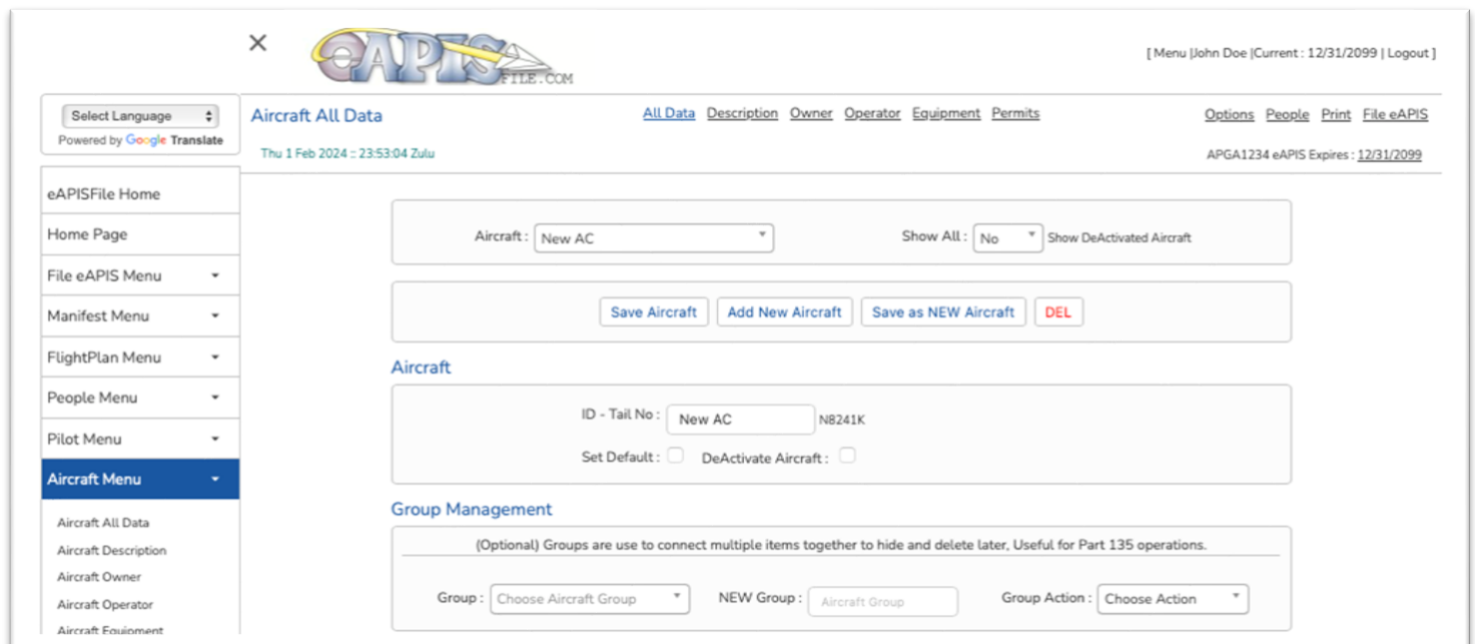
Deactivate Aircraft keeps the aircraft in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Aircraft** to put it back in the normal selection list.

Group is a way to select a group of aircraft [Add to a Flight, Make Active, Make Inactive, Delete Group]

Group is used in crew and people Menus too and works well for organizations filing for multiple Part 135 operations or where the organization has teams/groups of aircraft/crew or need to assign a group or people to a flight. Grouping them makes it easy to hide/show them in lists or assign to a flight.

Replace NEW AC with your Aircraft Tail Number

Click [Save Aircraft] after completing every screen if you are navigating by the Side Menu or when done on eth Aircraft All Data Screen.



Aircraft Description - Part 135

Aircraft Description

Manufacture : Beechcraft

Aircraft Type : BE33

Aircraft Model : F33A

Aircraft Year : 1991

CallSign : (Optional)

The following are NOT required for eAPIS but are required for International Flight Plans

Aircraft Base :

Equipment : Example: SG/SB2 (Std.GPS/ADSB in/out)

Airworthiness No : En Vigor=Enforce

Serial No : CE-1616

Mode-S Code : Mode S Code (Base 16 / Hex) from the [FAA registration page](#)

Wake Category : ▾

Cruise Speed : N0195 (N=Knots)

Endurance Hrs : 06:00

Base Color : White/Blue

Trim Colors : Red/Gold

Remarks :

Aircraft Owner & Operator- Part 135

Aircraft Owner

Company:

Enter an Aircraft Owner Company Above - OR - a Individual Aircraft Owner Name Below

Last Name:

First Name:

Middle Name:

Address:

City:

State:

ZipCode:

Country:

Phone:

Fax:

Email:

Aircraft Operator

Company:

Enter an Aircraft Operator Company Above - OR - a Individual Operator Name Below

Last Name:

First Name:

Middle Name:

Address:

City:

State:

ZipCode:

Country:

Phone:

Fax:

Email:

Aircraft Permits, Insurance & Equipment - Part 135

Its important that the information on your Aircraft Registration AND Airworthiness match your Aircraft information.

If you do not yet have your Customs Decal – you can obtain the number form the same website you purchased it from.

If you do not have a Current Mexico Entry Permit – put a “.” In the permit field to avoid warnings when filing.

The Check marks on Equipment are for Equipment you DO NOT have on board. They will be X in the FlightPlan documents.

Aircraft Permits

Registration Expires :

USA Customs Decal :

Mexico Entry Permit : Permit Year :

Aircraft Insurance

The following are NOT required for eAPIS but are required for International Flight Plans

USA Insurance

Company: Policy: Expires:

Foreign Insurance

Company: Policy: Expires:

Aircraft Equipment

The following are NOT required for eAPIS but are required for International Flight Plans

Check what you do NOT have on board

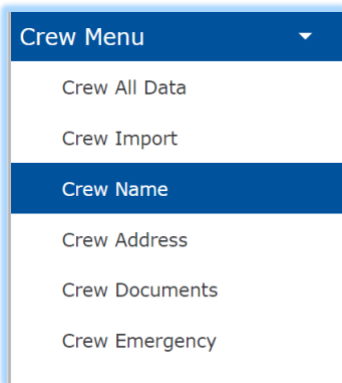
Radio : UHF: VHF: ELT:

Survival : Std: Polar: Desert: Maritime: Jungle:

Jackets : Jacket: Light: Flares: UHF: VHF:

Life Boat : Dingy: Qty: #Pax: Color: Cover:

Crew Overview - Part 135



Enter your crew information by clicking on the [Crew Menu] a sub menu will appear allowing you to add, edit or delete crew information.

You may work with all crew data under the [Crew All Data] menu or the individual sections [Name, Owner, Address, Documents, and Emergency]

Use the crew dropdown to select a crew member. You can begin typing to limit the selection.

The **Show All** Y/N option will show Deactivated This Crew.

Save Crew will save the changes made to this crew member.

Add New Crew will show a new screen and allow you to add a new crew member.

Save as New Crew will save the existing crew as a new crew member and allow you to edit it.

DEL will allow you to delete this crew member.

Default Checkbox sets this as the default crew for filing eAPIS and adds it to the top of the selection lists.

Deactivate Crew keeps the crew in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Crew** to put it back in the normal selection list.

Group is a way to select a group of crew [Add to a Flight, Apply Address, Make Active, Make Inactive, Delete Group]. The Apply Address feature will apply this Crew Member USA address to All Crew in this Group.

Group is used in Airport and People Menus as well and works well for organizations filing for multiple Part 135 operations or where the Organization has Teams/Groups of Aircraft/Crew or need to Assign a Group or People to a Flight. Grouping them makes it easy to hide/show them in lists or assign to a flight. Crew and passengers is the most beneficial use of this feature.

A screenshot of the eAPIS web application interface. The top header shows the eAPIS logo and user information: '[Menu | John Doe | Current : 12/31/2099 | Logout]'. Below the header is a navigation bar with 'Crew All Data' and sub-menus: 'All Data', 'Import', 'Name', 'Address', 'Documents', 'Emergency', 'Options', 'People', 'Print', 'File eAPIS'. A date stamp reads 'Sat 3 Feb 2024 : 02:18:07 Zulu' and an expiration notice says 'APIS*123 eAPIS Expires : 12/31/2099'. The main content area has a 'Crew' dropdown set to 'New Crew,' and a 'Show All' dropdown set to 'No' with a 'Show Deactivated Crew' link. Below are buttons for 'Save Crew', 'Add New Crew', 'Save as NEW Crew', and 'DEL'. The 'Crew' section shows 'Crew Name - ID: New Crew - 1234568' and checkboxes for 'Set Default', 'DeActivate Crew', and 'MCL Delete'. The 'Group Management' section includes a note: '(Optional) Groups are use to connect multiple items together to hide and delete later. Useful for Part 135 operations.' and fields for 'Group', 'NEW Group', and 'Group Action'. The 'Crew Contact Information' section has a red warning: 'It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.' A sidebar on the left contains a 'Crew Menu' dropdown and other navigation options like 'eAPISFile Home', 'Home Page', 'File eAPIS Menu', 'FlightPlan Menu', 'People Menu', 'Master Crew List Menu', and 'Aircraft Menu'.

Crew Contact Info - Part 135

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

If you were born outside North America, Use "Foreign Countries" for your State.

Crew Contact Information

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

Last Name :

First Name :

Middle Name :

Birth Date:

Birth City :

State :

Country :

Crew Status :

Gender :

Crew Address - Part 135

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

If you were born outside North America, Use "Foreign Countries" for your State.

Crew Address

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

Permanent Address :

City :

State :

ZipCode :

Country :

Crew USA Address :

City :

State :

ZipCode :

Phone :

Fax :

Email :

Residence :

Citizenship :

Crew Documents - Part 135

Crew Documents

Doc Type 1:

Doc Number 1: (Passport)

Country:

Expire Date:

Doc Type 2:

Doc Number 2:

Country:

Expire Date:

Pilot Document:

Pilot License:

Issue Country:

Medical Expires:

Crew Emergency - Part 135

Emergency Contact Information

Last Name:

First Name:

Middle Name:

Phone:

Fax:

Email:

Crew Import - Part 135

The Crew Import feature is unique to eAPISfile.com. You can import an excel document that contains all the required information for crew or people (passengers). If you are working with a travel group, you can forward them the template for crew or people and then import it with a user defined group code and then easily upload that to the desired flight.


Be sure to read the instructions at the bottom of the screen

Steps to complete update are as follows:

- [Click HERE to Open Template File in Excel](#)
- Edit rows so Row 1 is the Titles and Row 2 starts the Data. Do NOT Edit the Titles
- NOTE: Do NOT use a comma (,) or a Single Quote (') in ANY Text as this will corrupt the import.
- Please follow the Data Layouts - Incorrect information will cause issues with the import
- We Recommend doing a Find & Replace in Excel to convert:
 - Commas (,) to Semicolons (;) and Single Quotes (') to tilted single quote (`) before import
- Recommend: Assign the import a group code to easily attach it to a flight or inactivate it later
- Complete the CREW & PAX Templates and save as a DOS CSV file for import into the eAPIS Website
- Note the Last Cell (ENDCELL) must have data in that cell put an 'X'
- Save the completed Excel file as a DOS CSV file to your local PC
- Use the browse button above to select that file.

The screenshot displays the eAPISfile.com interface for the 'Crew Import' feature. The top navigation bar includes a language selector, the eAPIS logo, and user information. The sidebar on the left lists various menu options, with 'Crew Menu' currently active. The main content area is titled 'Crew Import' and contains a form for uploading a CSV file. The form includes a 'Choose File' button, a dropdown for 'CSV File Type (PAX or CREW) for APIS*123' set to 'Crew (135)', and an input field for 'Enter Group Name for Future Selection or Deletion'. Below the form, there are instructions and a list of steps to complete the update, including a link to the Excel template and a list of formatting rules. The footer of the page contains the text 'Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com'.

Master Crew List - Part 135

×[Menu | John Doe | Current : 12/31/2099 | Logout]

Select Language
 Powered by Google TranslateSat 3 Feb 2024 :: 02:12:11 ZuluAPIS*123 eAPIS Expires : 12/31/2099

- eAPISFile Home
- Home Page
- File eAPIS Menu
- FlightPlan Menu
- People Menu
- Crew Menu
- Master Crew List Menu
- Aircraft Menu
- eAPIS History
- Payment
- Sender ID
- Weather Links

Confidential Master Crew List

MCL Report : Summary Master Crew List

MCL Status : Active Master Crew List

Crew Status : All Crew Status

Country : Choose a Country...

State : Choose a State...

Group : Choose a Group...

Refresh Report No Auto RefreshMCL ExportUpdate 2 MCL Records to CBP

CrewNo	Last Name	First Name	Phone	Status	MCL Status	Country	State
412	Doe	John	(949) 455-8181	CR1	Add	USA	CA
413	Doe	Mary	(949) 455-8182	CR1	Add	USA	CA

Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com

The Master Crew List is required to be filed for any adds, deletes or changes to your crew. It tracks each time you change a crew record and then flags it for an update to CBP/TSA.

You can send the Master Crew List (MCL) from this report or from the file eAPIS menus.

The above is a Summary Master Crew List showing basic crew information and their current update status.

You can also display a Detailed Master Crew List which displays full crew detail of information that is sent to CBP in both the Master Crew List upload and the Crew Data in the eAPIS filing.

You can filter this list by Status, Country, State and Group.

The Detail List Format creates an easy way to validate crew data in bulk vs individual review via the crew records.

Selecting the Update MCL Records to CBP will send that information and display a confirmation screen.

Please print or copy this Confirmation Code down.

Master Crew Update eAPIS Confirmation Code: EAPIS-12150562

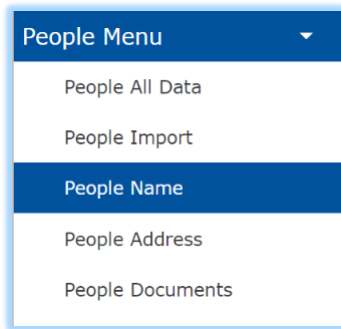
Please print or copy this Confirmation Code down. An email copy was sent to:

This is Only a Confirmation that the eAPIS Document was sent to the CBP eAPIS servers. CBP will issue an email from APISConfirmNoReply@dhs.gov with the same Confirmation #.

Number of Crew: 1

Crew : CR1 - Change Stephen Blythe XXXXXXXXXX

People Name - Part 135



Enter your people information by clicking on the [People Menu] a sub menu will appear allowing you to Add, Edit or Delete people information.

You may work with all people data under the [People All Data] menu or the individual sections [Name, Address and Documents]

Use the People dropdown to select a person. You can begin typing to limit the selection.

The **Show All** Y/N option will show Deactivated this People

Save Person will save the changes made to this person.

Add New Person will show a new screen and allow you to add a new person.

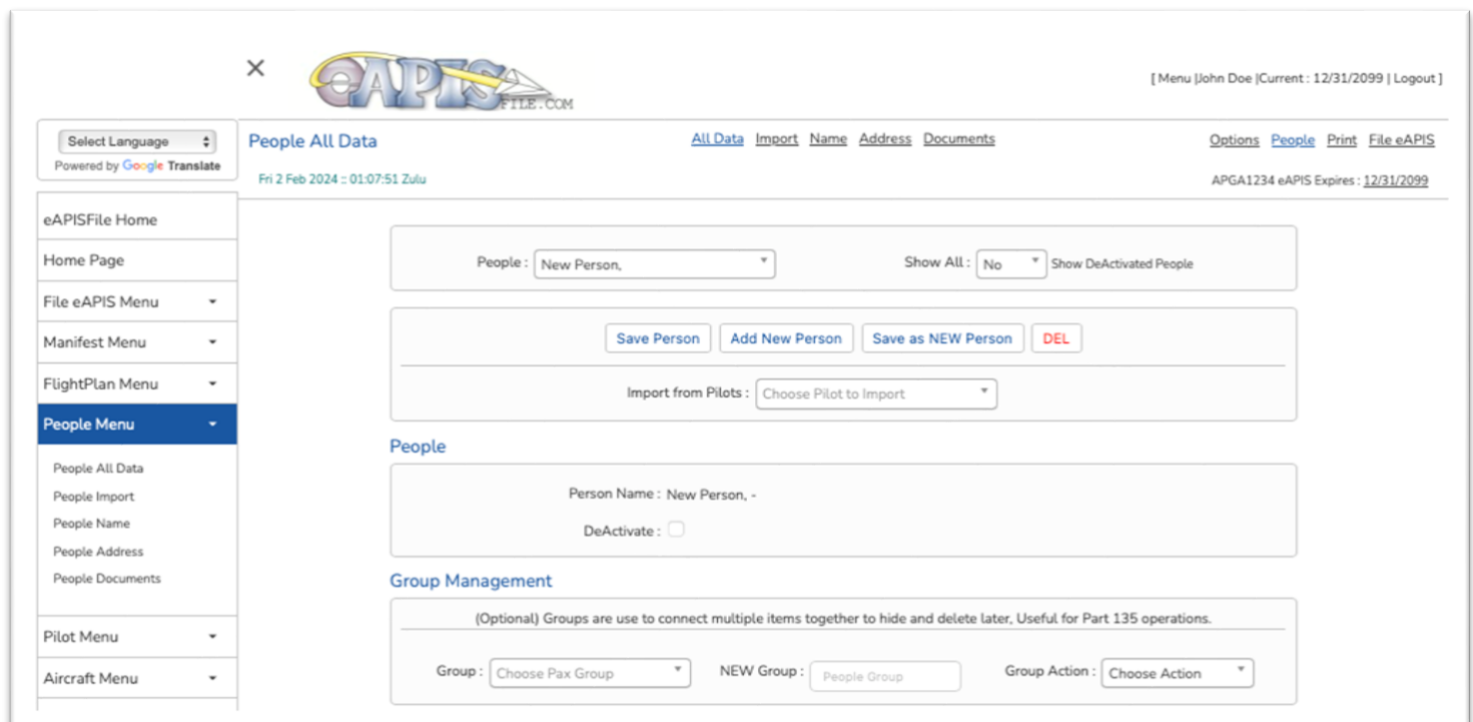
Save as New Person will save the existing a people as a new person and allow you to edit it.

DEL will allow you to delete this person.

Deactivate PAX keeps the person in the database but removes it from the Selection List. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Pax** to put it back in the normal selection list.

Group is a way to select a group of people [Add to a Flight, Make Active, Make Inactive, Delete Group].

Group is used in Airport Crew and People Menus too and works well for organizations filing for multiple Part 135 operations or where the organization has Teams/Groups of Aircraft/Crew or need to Assign a group or people to a flight. Grouping them makes it easy to hide/show them in lists or assign to a flight. People is the most beneficial use of this feature.



The screenshot shows the eAPISFILE.COM web application interface. At the top, there is a logo and a user menu showing 'John Doe' with a current date of '12/31/2099' and a 'Logout' option. Below the logo, there is a 'Select Language' dropdown and a 'Powered by Google Translate' notice. The main header area includes 'People All Data' and navigation links for 'All Data', 'Import', 'Name', 'Address', and 'Documents'. There are also links for 'Options', 'People', 'Print', and 'File eAPIS'. The date and time 'Fri 2 Feb 2024 - 01:07:51 Zulu' and 'APGA1234 eAPIS Expires : 12/31/2099' are displayed. The sidebar menu on the left includes 'eAPISFile Home', 'Home Page', 'File eAPIS Menu', 'Manifest Menu', 'FlightPlan Menu', 'People Menu' (which is expanded to show 'People All Data', 'People Import', 'People Name', 'People Address', and 'People Documents'), 'Pilot Menu', and 'Aircraft Menu'. The main content area features a 'People' dropdown menu set to 'New Person', a 'Show All' dropdown set to 'No', and a 'Show DeActivated People' link. Below this are buttons for 'Save Person', 'Add New Person', 'Save as NEW Person', and 'DEL'. There is also an 'Import from Pilots' dropdown set to 'Choose Pilot to Import'. The 'People' section includes a 'Person Name' field set to 'New Person, -' and a 'DeActivate' checkbox. The 'Group Management' section includes a note: '(Optional) Groups are use to connect multiple items together to hide and delete later, Useful for Part 135 operations.' and fields for 'Group' (set to 'Choose Pax Group'), 'NEW Group' (set to 'People Group'), and 'Group Action' (set to 'Choose Action').

People Name & Address - Part 135

Name

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

Last Name :

First Name :

Middle Name :

Alternate Name :

People Status :

Gender :

Phone :

Phone Alt :

Email :

Address

It is VERY IMPORTANT that this data has to MATCH your PASSPORT Information.

Permanent Address :

City :

State :

ZipCode :

Country :

USA Address :


City :

State :


ZipCode :

Residence :

People Documents - Part 135

X[Menu | John Doe | Current : 12/31/2099 | Logout]

Select Language ⌵

Powered by  Google Translate

People Documents

Fri 2 Feb 2024 : 01:15:53 Zulu

[All Data](#) | [Import](#) | [Name](#) | [Address](#) | [Documents](#)

[Options](#) | [People](#) | [Print](#) | [File eAPIS](#)

APGA1234 eAPIS Expires : [12/31/2099](#)

eAPISFile Home

Home Page

File eAPIS Menu ⌵

Manifest Menu ⌵

FlightPlan Menu ⌵

People Menu ⌵

- People All Data
- People Import
- People Name
- People Address
- People Documents**

Pilot Menu ⌵

Aircraft Menu ⌵

eAPIS History

Payment

Sender ID

Weather Links

Help Videos Menu

USA CBP Port FactSheets

Mexico eAPIS Contacts

Mexico Entry AIU Contacts

2024 Flying Into Mexico

AOPA Cross Border Flying

eAPIS Part 91 Documents

eAPIS Part 135 Documents

People : Show All : Show DeActivated People

Import from Pilots :

People

Person Name : Doe, Mary - 987456123

DeActivate :

Group Management

(Optional) Groups are use to connect multiple items together to hide and delete later, Useful for Part 135 operations.

Group : NEW Group : Group Action :

Documents

***Green Card* Holders - Use the US Permanent Resident Card Number for eAPIS vs your Foreign Passport**
Do not include any Special Characters (!#!@-=:;5%&* in the Document Numbers.
ex: Alien cards do NOT put A# in front or Spaces or Dashes

Document 1 :

Doc Number 1 :

Country 1 :

Expire Date 1 :

Use Document 2 for Dual Citizenship or Foreign Passport if you are a US Resident Alien.

Document 2 :

Doc Number 2 :

Country 2 :

Expire Date 2 :

DHS Traveler No :

DHS Redress No :

Birth Date :

Country :

Pilot, Crew or People Import - Part 135

The Pilot, Crew or People Import feature is unique to eAPISfile.com You can import an excel CSV document that contains all the required information for Pilots, Crew or People (Passengers). If you are working with a travel group, you can forward them the template for Pilots, Crew or People and then import it with a user defined group code and then easily upload that to the desired flight.

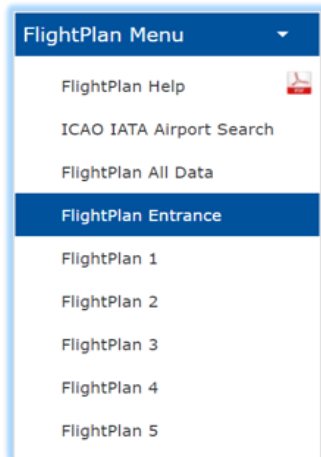
Be sure to read the instructions at the bottom of the screen :

Steps to complete update are as follows:

- [Click HERE to Open Template File in Excel](#)
- Edit rows so Row 1 is the Titles and Row 2 starts the Data. Do NOT Edit the Titles
- NOTE: Do NOT use a comma (,) or a Single Quote (') in ANY Text this will corrupt the import.
- Please follow the Data Layouts - Incorrect information will cause issues with the import
- We Recommend doing a Find & Replace in Excel to convert:
 - Commas (,) to Semicolons (;) and Single Quotes (') to tilted single quote (`) before Import.
- Recommend: Assign the Import a Group Code to easily attach it to a flight or inactivate it later
- Complete the CREW & PAX Templates and save as a DOS CSV file for import into the eAPIS Website
- Note the Last Cell (ENDCELL) must have data in that cell put an 'X'
- Save the completed Excel file as a DOS CSV file to your local PC
- Use the Browse button above to select that file.

The screenshot shows the eAPIS File .COM website interface. At the top, there is a logo and a user menu: [Menu | John Doe | Current : 12/31/2099 | Logout]. Below the logo, there is a 'Select Language' dropdown and a 'Powered by Google Translate' link. The main heading is 'Pilot Import'. To the right of the heading are links for 'All Data', 'Name', 'Address', 'Documents', and 'Emergency'. Further right are links for 'Options', 'People', 'Print', and 'File eAPIS'. Below the heading, there is a date and time: 'Fri 2 Feb 2024 - 01:03:58 Zulu'. On the left side, there is a navigation menu with items like 'eAPISFile Home', 'Home Page', 'File eAPIS Menu', 'Manifest Menu', 'FlightPlan Menu', 'People Menu', 'Pilot Menu' (which is expanded to show 'Pilot All Data', 'Pilot Import', 'Pilot Name', 'Pilot Address', 'Pilot Documents', 'Pilot Emergency'), 'Aircraft Menu', 'eAPIS History', 'Payment', 'Sender ID', 'Weather Links', 'Help Videos Menu', and 'USA CBP Port FactSheets'. The main content area contains a form for uploading a CSV file. The form has a title 'Select an eAPIS PAX or Crew CSV file from your computer for upload.' and a 'Choose File' button. Below the button, there is a dropdown menu for 'CSV File Type (PAX or CREW) for APGA1234' with 'Pilot (91)' selected. There is also a text input field for 'Enter Group Name for Future Selection or Deletion'. Below the form, there is a link 'Upload CSV File'. The instructions at the bottom of the form are identical to the text provided in the previous blocks. At the bottom of the page, there is a footer: 'Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com'.

Flight Plan Menu - Part 135



The Flight Plan Menu allows you to create and print International Flight Plans, Arrival Documents, Manifests and landing documents for your international airport.

Enter your Flight Plan information by clicking on the [Flight Plan Menu] a sub menu will appear allowing you to add, edit or delete Flight Plan information.

You may work with all Flight Plan data under the [Flight Plan All Data] menu or the individual sections [Entrance and Flight Plan 1-5]

Use the Flight Plan dropdown to select an existing Flight Plan / Manifest. You can begin typing to limit the selection.

The **Show All** Y/N option will show Deactivated Flight Plan.

Save Flight Plan will save the changes made to this Flight Plan.

Add New Flight Plan will show a new screen and allow you to add a new Flight Plan.

Save as New Flight Plan will save the existing Flight Plan as a new Flight Plan and allow you to edit it.

DEL will allow you to delete this Flight Plan / Manifest.

Default Checkbox sets this as the default Flight Plan for filing eAPIS and adds it to the top of the selection lists.

Deactivate FP keeps the Flight Plan in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate** Flight Plan to put it back in the normal selection list.

Group is a way to select a group of Flight Plan [Make Active, Make Inactive, Delete Group].


Group is used in Airport and People Menus as well and works well for organizations filing for multiple Part 91/135 operations or where the Organization has Teams/Groups of Aircraft/Pilot or need to Assign a Group or People to a Flight. Grouping them makes it easy to hide/show them in lists or assign to a flight. Pilot and passengers is the most beneficial use of this feature.

ICAO IATA Airport Search - Part 135

This utility will allow you to filter a list of over 6000 airports by country, city or ICAO or IATA airport codes. This is useful as GPS and the USA use ICAO but in Mexico between Mexican airports you should use IATA codes on the Flight Plans.

In General on Flight Plans into Mexico, Use ICAO for the Initial AOE from the USA and Final AOE out of Mexico and use IATA between airports in Mexico.

The list will default to USA-CBP airports but you can change that to Mexico, Bahamas or Canada etc.

X

[Menu | John Doe | Current : 12/31/2099 | Logout]

Select Language
Powered by Google Translate

ICAO IATA Airport Search

[All Data](#) | [Entrance](#) | [Legs](#) | [ICAO IATA](#)

[Options](#) | [People](#) | [Print](#) | [File eAPIS](#)

Fri 2 Feb 2024 - 01:35:32 Zulu
APGA1234 eAPIS Expires : 12/31/2099

eAPISFile Home

Home Page

File eAPIS Menu

Manifest Menu

FlightPlan Menu

FlightPlan Help

ICAO IATA Airport Search

FlightPlan All Data

FlightPlan Entrance

FlightPlan Legs

FlightPlan People

FlightPlan PAX Exclude

Print Intl Flight Plans

People Menu

Pilot Menu

Aircraft Menu

eAPIS History

Payment

Sender ID

Weather Links

Help Videos Menu

USA CBP Port FactSheets

Mexico eAPIS Contacts

Mexico Entry AIU Contacts

2024 Flying Into Mexico

AOPA Cross Border Flying

eAPIS Part 91 Documents

eAPIS Part 135 Documents

Airport, ICAO, IATA Codes XRef and Lookup Tool

Search For: **Airport Country** **Airport City** **ICAO** **IATA** **Airport Name** **Sort By**

Airport Country	Airport City	ICAO	IATA	Airport Name
USA-CBP	ABERDEEN	KAPG	APG	ABERDEEN PROVING GROUND (PHILLIPS AAF)
USA-CBP	ADDISON	KADS	ADS	ADDISON AIRPORT
USA-CBP	AKRON	KCAK	CAK	AKRON-CANTON AIRPORT
USA-CBP	ALBANY	KALB	ALB	ALBANY INTERNATIONAL AIRPORT
USA-CBP	ALBANY	KBGM	BGM	GREATER BINGHAMTON AIRPORT
USA-CBP	ALBUQUERQUE	KABQ	ABQ	ALBUQUERQUE INTERNATIONAL SUNPORT
USA-CBP	ALLENTOWN	KABE	ABE	LEHIGH VALLEY INTERNATIONAL AIRPORT
USA-CBP	ALPENA	KAPN	APN	ALPENA COUNTY REGIONAL AIRPORT
USA-CBP	AMARILLO	KAMA	AMA	RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT
USA-CBP	ANACORTES	K74S	74S	ANACORTES AIRPORT
USA-CBP	ANACORTES	K21H	21H	SKYLINE SEAPLANE BASE
USA-CBP	ARLINGTON	KBDA	DCA	RONALD REAGAN WASHINGTON NATIONAL AIRPORT
USA-CBP	ATLANTA	KPDK	PDK	DEKALB PEACHTREE AIRPORT
USA-CBP	ATLANTA	KFTY	FTY	FULTON COUNTY AIRPORT-BROWN FIELD
USA-CBP	ATLANTA	KATL	ATL	HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT
USA-CBP	ATLANTIC CITY	KACY	ACY	ATLANTIC CITY INTERNATIONAL AIRPORT
USA-CBP	AUSTIN	KAUS	AUS	AUSTIN-BERGSTROM INTERNATIONAL AIRPORT
USA-CBP	BAKERSFIELD	KBFL	BFL	MEADOWS FIELD AIRPORT
USA-CBP	BALTIMORE	KBWI	BWI	BALTIMORE/WASHINGTON INTERNATIONAL AIRPORT
USA-CBP	BANGOR	KBGR	BGR	BANGOR INTERNATIONAL AIRPORT
USA-CBP	BANGOR	K06B	06B	LUCKY LANDING MARINA AND SEAPLANE
USA-CBP	BATON ROUGE	KBTR	BTR	BATON ROUGE METROPOLITAN AIRPORT - RYAN FIELD
USA-CBP	BATTLE CREEK	KBTL	BTL	WK KELLOGG AIRPORT
USA-CBP	BAUDETTE	KBDE	BDE	BAUDETTE INTERNATIONAL AIRPORT
USA-CBP	BAY CITY	K3CM	3CM	JAMES CLEMENTS AIRPORT
USA-CBP	BAY ST. LOUIS	KHSA	HSA	STENNIS INTERNATIONAL AIRPORT
USA-CBP	BEAUFORT-MOREHEAD	KMRH	MRH	MICHAEL J. SMITH FIELD
USA-CBP	BEAUMONT	KBPT	BPT	JACK BROOKS REGIONAL AIRPORT
USA-CBP	BEDFORD	KBED	BED	LAURENCE G. HANSCOM FIELD AIRPORT
USA-CBP	BELLINGHAM	KBLI	BLI	BELLINGHAM INTERNATIONAL AIRPORT (& SQUALICUM SP
USA-CBP	BEVERLY	KBVY	BVY	BEVERLY MUNICIPAL AIRPORT

Flight Plan Entrance - Part 135

Note: The manifest and Flightplan are linked so the Route / Manifest name are the same.

Enter the Entrance and Departure date. Note: this will be overridden by the Dates and Times you enter on the eAPIS Options Menu.

The Expire Date will default to 30 days past your departure date.

Enter your USA Origin Airport, Your International Arrival Airport and your Airport of Entry (AOE) airport back to the USA.

The screenshot shows the 'FlightPlan Entrance' web application. The interface includes a top navigation bar with the eAPIS logo, user information, and menu options. A left sidebar contains a navigation menu with categories like 'eAPISFile Home', 'FlightPlan Menu', 'People Menu', and 'Aircraft Menu'. The main content area is titled 'FlightPlan Entrance' and contains several sections: 1. A 'FlightPlan' section with a dropdown menu set to 'Liga Default MMCN' and a 'Show All' dropdown set to 'No'. 2. A 'Group Management' section with a 'Group' dropdown set to 'Liga', a 'NEW Group' input field containing 'FlightPlan Group', and a 'Group Action' dropdown set to 'Choose Action'. 3. A 'Mexico Entrance & Arrival Documents' section with a note that dates are defaulted from eAPIS Manifest Dates. This section contains a table of date and airport information: Intl Entrance: 02/01/2024, Intl Departure: 02/01/2024, Intl Expire date: 03/02/2024, USA Origin: KCNO, Intl Arrival: MMCN, Intl Departure: MMCN. 4. A bottom section with 'Save FlightPlan' and 'Save as NEW FlightPlan' buttons. The footer of the application reads 'Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com'.

Flight Plan Legs - Part 135

Flight Plan Leg 1 ↓ : MMCN to XFTE

Date: Entrance Date ▼ 02/01/2024

Departing: MMCN AOE: Yes ▼

Time: 12:30 PM Leave Blank to complete manually

Altitude: 5.5

Route Waypoints: DCT

Destination: XFTE AOE: No ▼

Route Time: 00:30 (01:30)

Alternate: MMLM

People Total: 5 Pilot: 1 PAX: 4
Counts are Auto Updated based upon Flightplan Crew & Pax Entry/Exclude

Flight Type: General Aviation ▼

Flight Rules: VFR ▼ # in Flight: 1 ↕

Information:

Entrance Date

Choose Date Adj

Delete this Leg

Do Not Change

Entrance Date

Entrance Date + 1

Entrance Date + 2

Entrance Date + 3

Entrance Date + 4

Entrance Date + 5

We support unlimited Flight Legs for International Flight Plans in Mexico.

You can enter manual Dates but the best way to use this is to set the Auto Date Adjust. Mostly expect to use Entrance Date and Departure Date. They will take those dates from the eAPIS Options Page and update the Manifest and Flight Plans when you Save the Flight Information on the Options Page.

Airport of Entry (AOE) Y/N is important because that will control what documents are available for Printing. All Towered Airports in Mexico are AOE.

The # of Pilots and Passengers and On Board will All be updated when you Save the eAPIS Options Page.

Our recommendation is to leave the Time BLANK – That way you can hand write it in when you are ready to leave the Flight Plan Office at the Mexico AOE.

For Departing or Destination Airports – Use ICAO airport Codes for USA Airports and Initial or Final Mexico AOE's. Use IATA airport Codes for Mexico Inter-flights.

File Your eAPIS for Part 135 Operations

Now that you have completed all the hard and boring parts of this process

We are now ready to create and file your first eAPIS.

You can file BOTH Outbound and Inbound for BOTH the USA and Mexico.

The USA is sent via an UNEDIFACT document directly to CBP servers.

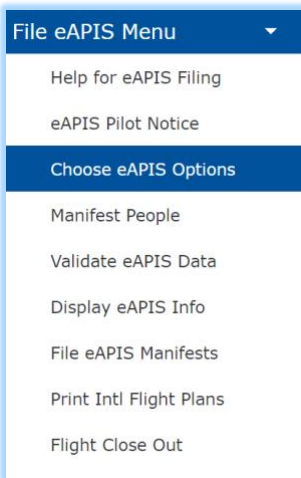
The Mexico is an Excel document sent via Email to Mexico City and your AOE airport.

You can also send the NEW Mexico Entry Permit request via Email.

When you are all set, you can then print all the Landing Documents, FlightPlans and Crew/Passenger Manifests.

On the Choose eAPIS Page we will display a link to the official FactSheet for the CBP office with all their procedures and contact information for that CBP Office.

Choose eAPIS Options - Part 135



The Choose eAPIS Options is where you define a Flight Manifest.

A Flight Manifest consists of a Select Aircraft, Carrier & Flight information, a Crew List and Passenger List and the Departure and Destination Airports along with Dates and Times.

Once the Manifest, Pilot and people are entered or imported, creating, and filing an eAPIS Manifest takes less than a minute.

IMPORTANT: Review your Data on this Page Carefully. Make sure that PAX and Manifest Information is correct.

IMPORTANT: SAVE Flight Info to Update the Manifest and Flight Plans with the correct Data on this options Page. This will Change the Dates and People Counts to the Manifest and Flight Plans.

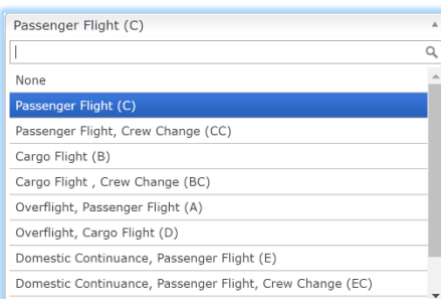
This screen is the Core to filing your eAPIS. Use the dropdowns to Select your Manifest, Aircraft and Pilot. Click on the Passenger field to select your passengers. (Or use the [Choose Manifest People] Menu item to select them.

Flights can be saved for future use or made inactive to hide them on the Open Flights List or Deleted.

The Flight List contains the Carrier Code, Flight No, Airports, Date and Flight Status (Open, Inactive, Completed, Cancelled)

Select a flight from the list or choose [Add a New Flight]

Enter your Carrier Code (It defaults to your SenderID) and a Flight No (or use the sequential number default).



Choose a Flight Suffix. 'C' is the most common.

Import a Crew / Pax Group or manually select the Crew or Pax Lists.

As with all selections you can easily find and add a person by typing the first part of their first or last name and delete them from the list by clicking the X.

Choose eAPIS Options - Part 135

The screenshot shows the eAPIS File .COM interface. At the top, there is a logo for eAPIS File .COM and a user menu for John Doe. The main heading is 'Choose eAPIS Options'. Below this, there are buttons for 'Validate', 'Display', and 'Close'. A sidebar menu on the left contains various options like 'Home Page', 'File eAPIS Menu', 'FlightPlan Menu', etc. The main content area is titled 'Create a new flight or Verify the Data Entry Tabs before filing eAPIS.' and contains several input fields: 'Display' (Open Flights), 'Flight In-Active' (checkbox), 'Open Flights' (123:168 -- on 2024-02-02 : Open), 'Aircraft' (N8241K), 'Carrier Code' (123), 'Flight/Control' (168), 'Sequence' (1), 'SenderID' (APGA1234), 'Flight Suffix' (Passenger Flight (C)), 'Import Crew/Pax Group' (Choose a Import Group...), '(2) Crew' (Doe, Mary - 567891234, Doe, John - 123456789), '(3) Passengers' (Doe, Bob, Doe, Jane, Doe, Kathi), and '(0) In-Transit Passengers' (Choose a In-Transit Passengers...). There are also 'Save Flight Info' and 'DEL' buttons at the top of the main content area.

IMPORTANT: Click [SAVE Flight Info] to Update the Manifest and Flight Plans with the correct Data on this options Page. This will Change the Dates and People Counts to the Manifest and Flight Plans.

Choose eAPIS Options - Part 135

Enter the 3-digit Airport Code for the Departure and Arrival Airports and verify that the lookup name is correct.

Verify the USA & foreign Airports that you entered on the Manifest.

The CBP Factsheet, phone numbers and Emails will be displayed for USA customs airports. The Mexico eAPIS Email address will be displayed for Mexico Airports. Verify or update the dates and times for departure and arrival.

Flight Leg 1

Departure Local Date & Time :

IATA Departure Airport : ⓘ

John Wayne Airport (Santa Ana, California : United States)

Destination Local Date & Time :

IATA Destination Airport : ⓘ

Ciudad Obregón International Airport (Ciudad Obregón : Mexico)

CBP Email:

Flight Leg 2

Departure Local Date & Time :

IATA Departure Airport : ⓘ

Destination Local Date & Time :

IATA Destination Airport : ⓘ

Validate Manifest & FlightPlan

Manifest : ▼

FlightPlan : ▼

CBP SenderID: **APGA1234**

IMPORTANT: Click [SAVE Flight Info] to Update the Manifest and Flight Plans with the correct Data on this options Page. This will Change the Dates and People Counts to the Manifest and Flight Plans.

Manifest People - Part 135

After you have entered your flight information and saved your flight select Manifest People.

Manifest People is a schedule of all crew and passengers that have been assigned to the flight. It is also an easy way to validate the manifest list. Its primary purpose is to override the crew code for assigned crew and the departure or destination for passengers. This would be for people that have flights before or after this flight with the same company. This should show their origin and their final destination.

Changes from the default for this flight will be indicated with a *

The screenshot displays the eAPIS Manifest People interface. At the top, there is a navigation bar with the eAPIS logo, a user menu for John Doe, and a language selector. The main content area is titled 'Manifest People' and includes a 'Traveler List' section. The flight information is: Flight No: 168-C, Departure: SNA, Destination: CEN. The crew list shows two crew members: Mary M Doe (Crew Code: CR1, Departure: SNA, Destination: CEN) and John M Doe (Crew Code: CR1, Departure: SNA, Destination: CEN). The passenger list shows three passengers: Bob A Doe (Departure: SNA, Destination: CEN), Jane Q Doe (Departure: SNA, Destination: CEN), and Kathi A Doe (Departure: SNA, Destination: CEN). The interface also includes a sidebar with various menu options and a footer with contact information for BlytheAir.

Flight Information Flight No: 168-C Departure: SNA Destination: CEN

Traveler List [Save Manifest People](#)

Crew	2	Crew Code	Departure	Destination
413	Mary M Doe	987456123 CR1	SNA	CEN
412	John M Doe	123456789 CR1	SNA	CEN

Passengers	3	Departure	Destination
20702	Bob A Doe	SNA	CEN
20701	Jane Q Doe	SNA	CEN
20700	Kathi A Doe	SNA	CEN

In-Transit	0	Departure	Destination
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Developed by: BlytheAir | Stephen Blythe | 949-445-8181 | spb@BlytheAir.com

Validate eAPIS Data - Part 135

Validate eAPIS Data provides insight to missing data. There is NO way we can determine if data is correct, but we can warn you on missing data or expired documents.

There are 3 types of messages:

An Error: is something that must be correct and will result in a fine if you attempted to file without correcting it

A Warning: is something that can also result in a fine or warning from CBP but is not as severe as an Error.

A Caution: is something that will not stop you from filing but should be corrected unless you know it is not a problem.

In the example below we need to update the Master Crew List (MCL) for changes with the crew and our 2 PAX have expired or missing passports.

Also note that this page reminds you that you need to have a Browser setting that allows for Pop-ups. That is how we get the information back from the CBP servers to validate your eAPIS Confirmation #.

Validate eAPIS Data eAPIS Options People **Validate** Display File eAPIS Print Close

Fri 2 Oct 2020 :: 02:53:55 Zulu APIS*2RP eAPIS Expires : 8/3/2021

Caution: The Master Crew List needs to be updated for crew assigned to this Flight.
Please Update and send the Master Crew List. Update **2** MCL Records to CBP
Adam Smith
Mary Lamb

Error Your Passenger (PAX) Passport is Expired or will Expire Soon.
Please EDIT your Passenger (PAX) List Information on the People Menu.

11827 Public, Jane	Check Passport Expired
11826 Public, John	Check Passport Expired

***** You have 1 ERROR Messages, or invalid or missing data. *****

***** If you FILE your eAPIS with invalid or missing data you are Subject to Fines. *****

[Validate eAPIS Data](#)

Allow Browser Pop-ups for this website to File USA & Mexico eAPIS and Print Flightplans

If you do not have a Confirmation number and e-Mail from eAPISFile.com AND CBP/DHS then its NOT Filed.
Validate the Dates and Times as well as the Arrival Customs Airport.
Call your Arrival Customs office to verify their receipt - Prior to Flight

When All Errors have been cleared you will see this message.

NO WARNING Messages - OK to File your eAPIS Manifest

Allow Browser Pop-ups for this website to File USA & Mexico eAPIS and Print Flightplans

If you do not have a Confirmation number and e-Mail from eAPISFile.com AND CBP/DHS then its NOT Filed.
Validate the Dates and Times as well as the Arrival Customs Airport.
Call your Arrival Customs office to verify their receipt - Prior to Flight

Remember we can only test for obvious errors. We have no way of knowing if address, Names or Passport information are current, only that you have entered something into those fields.

You are responsible for the Data you Enter and submit thru our service to CBP eAPIS servers.

Display eAPIS Info - Part 135

Display eAPIS Info will display all the information sent to the eAPIS servers in a human readable form. You should review this information in detail and validate the data prior to filing the eAPIS Manifest.

Display eAPIS Info

eAPIS Options People Validate Display File eAPIS Print Close

Fri 2 Oct 2020 :: 03:05:52 Zulu APIS*2RP eAPIS Expires : 8/3/2021

Flight Information

Carrier Code	2RP
Flight No	72
Suffix Code	C
Tail No	N8241K
Departure Airport	CXL - Calexico International Airport (Calexico : United States)
Departure Customs	CBP Phone:760.357.1208 800.973.2867
Date & Time	2020-10-01 at 08:00
Destination Airport	CEN - Ciudad Obregón International Airport (Ciudad Obregón : Mexico)
Date & Time	2020-10-01 at 13:00

Traveler List

Crew	2
	Mary H Lamb (678912345) (250)
	Adam B Smith (123456789) (987654) (251)
Passengers	2
	Jane S Public (987654321) (11827)
	John A Public (123456789) (11826)

Display eAPIS Info

eAPIS Options People Validate Display File eAPIS Print Close

Fri 2 Oct 2020 :: 03:08:38 Zulu APIS*2RP eAPIS Expires : 8/3/2021

CREW: Type: CR1 - Adam B Smith (123456789) (987654) (251)

Crew Document 1

Document Code	P : Passport
Document No	123456789
Expiry Date	2025-10-13
Country Code	USA

Crew Pilot License

Document Code	L : Pilot License
Document No	987654
Country Code	USA

Crew Information

Name	Adam B Smith
Gender	M
Birthdate	1950-12-31
Birth City	London
Birth State	XX
Birth Country	GBR
Residence Country	USA
Citizenship Country	USA

Address in USA

Street Address	1234 Main St
City State Zip	Anytown CA 92653
Phone / Fax	949-322-1234 /
Email	Pilot@Crew.com

Crew Status

	CR1
--	-----

File eAPIS Manifests USA - Part 135

Now we have created and verified our flight – It's time to file our eAPIS Manifest.

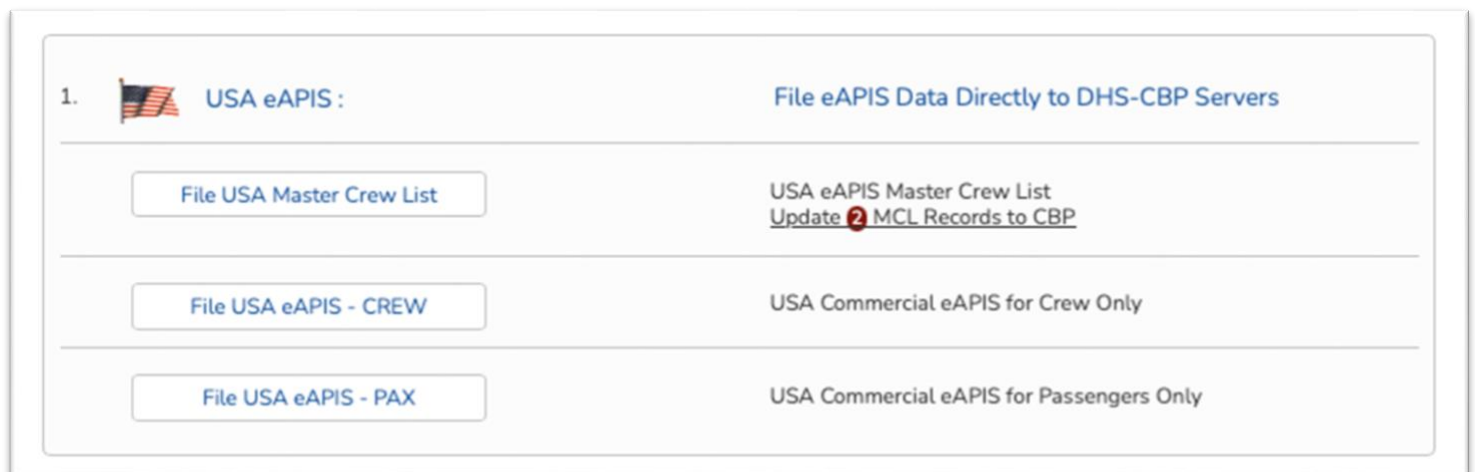
First update the Master Crew List (MCL) if needed [File USA Master Crew List]. A Pop-Up Browser screen will be displayed with an eAPIS Confirmation Number and notification the eAPIS MCL has been sent and received. You will also receive an email from eAPISfile.com with the same information.


Next file the eAPIS Manifest [File USA eAPIS Commercial] A Pop-Up Browser screen will be displayed with an eAPIS Confirmation Number and notification the eAPIS Manifest has been sent and received. You will also receive an email from eAPISfile.com with the same information.

Within the hour, you will receive a confirmation and or an email concerning any Crew or Pax restrictions from USA CBP.


Note you can file multiple times for the same flight if the PAX or Crew Manifest changes. You should change the Flight Number if other information changes such as date or destination.

Contact CBP with any responses to their concerns on your Crew or Pax Manifest.



1.  USA eAPIS :

[File eAPIS Data Directly to DHS-CBP Servers](#)


[File USA Master Crew List](#) USA eAPIS Master Crew List
Update  MCL Records to CBP


[File USA eAPIS - CREW](#) USA Commercial eAPIS for Crew Only


[File USA eAPIS - PAX](#) USA Commercial eAPIS for Passengers Only

An alternate filing method for the USA is to save the USA eAPIS Manifest in UN EDIFACT format and upload it to the CBP eAPIS website. If you are interested in seeing what is being sent you can open this file with any text editor such as Notepad or MS Word.

File eAPIS Manifests Mexico - Part 135

2.  **Mexico eAPIS :** [File eAPIS Data via Excel Sheet](#)
[NEW Mexico eAPIS Instructions from Mexico](#)

Mexico Entry Authorization (AIU)	Mexico Entry Authorization (AIU) Attach Require Document to Send eMail 2 Days Prior to Entry
File Mexico Master Crew List	Mexico eAPIS Master Crew List Update  MCL Records to CBP
Mexico Excel File Arrival	Mexico Arrival - In-Bound from USA Manifest Qty : 5
Mexico Excel File Departure	Mexico Departure - Out-Bound to USA Manifest Qty : 5

3.  **Bahamas : Click2Clear** [File Bahamas Custom Information via Click2Clear](#)

BAHAMAS NOTICE :
Effective May 30, 2022 the Bahamas requires you to utilize their [Click2Clear](#) Program

Inbound Declarations	Outbound Declarations	Payments	Refunds
--------------------------------------	---------------------------------------	--------------------------	-------------------------

Your ACR number and vessel registration number (Case Sensitive) are your unique identifier for any submissions - Record Them.

If this flight is to Mexico, you may also file the Mexico eAPIS, however there are NO confirmation emails from Mexico. The Mexico eAPIS is filed via an eMail of an Excel Document to Mexico City and the Mexico AOE. Mexico eAPIS can be files prior to the flight and then AGAIN 1 hr prior to departure.

Mexico Entry Authorizations - Part 135

Effective January 1, 2024 Mexico has discontinued its Multi-Entry permit and replaced it with a new Authorization - Autorización de Internación Única (AIU)

The Autorización de Internación Única (AIU) allows private non-commercial GA aircraft a multiple entry on a 180-day authorization. This entry replaces the Multi-Entry Authorization and the Single Entry Authorization.

A pilot must now submit their request to the AOE Comandante of the proposed arriving International Airport 48 hrs prior to arrival. The Comandante will review and send an email to CDMX for an authorization code. The code will be generated by CDMX and emailed back to the requesting Comandante. With this code, the Comandante will then be allowed to issue an AIU. The Circular stated that this must be requested two (2) days prior to arrival. During the first few months, the two-day advance notice has been revised to allow landing prior to notification.

AFAC is providing an interim AIU for a 180-day time period - It is expected that this will revert back to the initial which will make this authorization a Single Entry with a Max 180 limit. During this interim, foreign aircraft may enter into, fly within, and depart the country of Mexico on the amended AIU which replaces both the Single Entry and Multi Entry Authorization and is valid for multiple entries during the life of the issued AIU (180 Days).

At this time:

- You must provide the required information at or prior to arrival at your first Mexican Port of Entry.
- The arrival port will review the information and request via email an approval code from CDMX AFAC to issue an AIU.
- Once this code is received, the arrival port will issue your AIU which will allow you to enter/depart, etc. Mexico for the next 180 days after receiving the AIU.
- You will not be allowed to depart that original Port of Entry until the above process is complete. If you send the information as requested at least two days prior to arrival, it should be a quick turn-around. Arrive without notice and you may sit on the ground for several hours until the paperwork is completed, and an AIU is provided to you.

They are looking for all the Documents to be in PDF Format and preferably a single Document. The scans or Photos should be Actual size of the original documents. If you load your documents below, the program converts the documents into PDF, combines them all into a single PDF and allows you to email them to every Comandante at the chosen AOE.

The RED - X below indicates that the Document has not been loaded or the Date is Expired. When all are Green Check marks or the clear "?" for Optional documents, then the Email Submit Button will no longer be Red and you can send the Email.

You can click on any of the Document links to see / download that document or the Summary Link at the bottom to see the final document that will be sent along with the Cover letter.

As this is a NEW Process - we appreciate any feedback you receive from the AOE Comandante .

Mexico AOE: Ciudad Obregón Ciudad Obregón International Airport

Arrival Date: 02/01/2024

SenderID: APGA1234

Owner Name: BlytheAir, Inc

Pilot Name: John M Doe

Phone: (949) 455-8181

Email: JohnDoe@Gmail.com

N-Number: N12345

Aircraft Mfg: Beechcraft

Crew Count: 1

Pax Count: 4

Required Documents to Send. (Upload Documents and enter Expire Dates)

Aircraft Registration:	<input type="button" value="Choose File"/> No file chosen	Expires: 01/01/1990	✗
Aircraft Airworthiness:	<input type="button" value="Choose File"/> No file chosen	Expires: 12/31/2999	✗
Mexico Insurance:	<input type="button" value="Choose File"/> No file chosen	Expires: 01/01/1990	✗
USA Insurance:	<input type="button" value="Choose File"/> No file chosen	Expires: 01/01/1990	✗
Aircraft Seat Layout:	<input type="button" value="Choose File"/> No file chosen	Expires: 12/31/2999	✗
A photo or drawing of the Seat layout of your Aircraft.			
Company Authorization:	<input type="button" value="Choose File"/> No file chosen	Expires: 12/31/2999	?
Used to give a Pilot authorization to fly an aircraft into Mexico owned by a corporation or someone else.			
Crew License:	<input type="button" value="Choose File"/> No file chosen	Expires: 12/31/2999	✗
Crew Medical:	<input type="button" value="Choose File"/> No file chosen	Expires: 01/01/1990	✗
Crew License 2:	<input type="button" value="Choose File"/> No file chosen	Expires: 12/31/2999	?
Only Required for a Multi-Crew Aircraft.			
Crew Medical 2:	<input type="button" value="Choose File"/> No file chosen	Expires: 01/01/1990	?
Only Required for a Multi-Crew Aircraft.			

If you upload a NEW Documents your existing Documents will be Overwritten.
Click on the Document Name to View the existing documents.

Generate a Summary PDF Document in addition to individual documents?

If you get an Error Uploading or Saving these documnts, the uploaded documents may be corrupt. Try Setting Generate Summary PDF to NO. If that works, Check each of the uploaded documents to see if they look like wat was uploaded.

The Screen will look like this with all Green Check Marks and Document Sizes when All required docuemnts are loaded and the associated dates are in the future.

If you want to generate and Send a Summary PDF vs individual Documents Select YES. Now you can click [Save and Email Documents] to generate the cover letter and then either send them to you or to you and Mexico City & the local AOE.

Required Documents to Send. (Upload Documents and enter Expire Dates)

<u>Aircraft Registration</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="04/30/2029"/>	✓ (97 K)
<u>Aircraft Airworthiness</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="12/31/2999"/>	✓ (113 K)
<u>Mexico Insurance</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="07/06/2024"/>	✓ (186 K)
<u>USA Insurance</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="07/06/2024"/>	✓ (279 K)
<u>Aircraft Seat Layout</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="12/31/2999"/>	✓ (53 K)
A photo or drawing of the Seat layout of your Aircraft.				
<u>Company Authorization</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="12/31/2999"/>	✓ (109 K)
Used to give a Pilot authorization to fly an aircraft into Mexico owned by a corporation or someone else.				
<u>Crew License</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="12/31/2999"/>	✓ (53 K)
<u>Crew Medical</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="07/31/2024"/>	✓ (137 K)
<u>Crew License 2</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="12/31/2999"/>	?
Only Required for a Multi-Crew Aircraft.				
<u>Crew Medical 2</u> :	<input type="text" value="Choose File"/> no file selected	Expires :	<input type="text" value="01/01/1900"/>	?
Only Required for a Multi-Crew Aircraft.				

If you upload a NEW Documents your existing Documents will be Overwritten.
Click on the Document Name to View the existing documents.

Generate a Summary PDF Document in addition to individual documents?

If you get an Error Uploading or Saving these docuemnts, the uploaded documents may be corrupt. Try Setting Generate Summary PDF to NO. If that works, Check each of the uploaded documents to see if they look like wat was uploaded.

When Documents are uploaded and NO RED-Xs you can - [View Summary PDF](#) Total Size : (1027 K)

[View Cover Letter MS Word .docx](#)

Mexico Entry Authorization Email - Part 135

Your information has been saved to the Database.
You have all Green Checks, you can Send the documents to the Mexico AOE.

[Return To Uploads Page](#)

[Send Entry Authorization \(AIU\) Email to You](#) [Send Entry Authorization \(AIU\) Email to You & Mexico](#)

eAPISfile.com will send the uploaded documents as attachments in an email to both Mexico City and the chosen AOE.

Unfortunately, eMail is not the most dependable or secure method of communication. One of its challenges is that ISPs and email boxes may have restrictions on Attachment size. By default, most mailboxes have a max attachment size of 5,000 K. Emails maybe not delivered or deleted along the way that are over that size. We have no control one it leaves our email server.

We provide the size of each upload on the upload screen. Any document over 300K should be evaluated to see how you can reduce its size. PDF can be saved in Web or reduced size mode in word or most PDF applications. Jpegs, PNG and most Graphics can also be reduced in size with most graphics utilities. By utilizing these methods, you can usually get the total attachments size below 1,000k.

By default, we send each document and also the Summary/Combined document which doubles that attachment size. In the event that the Total Attachment size is greater than 5,000K you will see the following message.

To address this concern, we will **ONLY** send the Summary File and **NOT** Send the Individual files if the total size is over 5,000K. However, if you would prefer to send the Individual files vs the Summary (Or the website generates an Error saving the uploaded documents) then set "Generate a Summary Document" to NO and try again.

Your information has been saved to the Database.
You have all Green Checks, you can Send the documents to the Mexico AOE.

[Return To Uploads Page](#)

[Send Entry Authorization \(AIU\) Email to You](#) [Send Entry Authorization \(AIU\) Email to You & Mexico](#)

**Attachment is too large, (5135 K) Only the Summary PDF will be eMailed.
Attachments over 5000 K may not be delivered !**

Print International Flight Plans - Part 135

After you have filed your eAPIS information with USA DHS and Mexico you can print out your Flight plan documents.

NOTE: Some Mexico Airport may not accept pre-printed flight plans – but most do. Even if they do not – just hand it to them to “Re-Type” it on their local forms. However, Most Mexico Airport no longer provide Blank Flightplans. Bring your own completed and some blanks.

Print counts shown may change as Mexico is continually changing and automating their processes.

The screenshot displays the eAPIS web application interface. At the top, there is a navigation bar with the eAPIS logo, a user menu for John Doe, and a logout option. The main header includes the title "Print Intl Flight Plans" and navigation links for "Validate", "Departure", and "Arrival". A sidebar on the left contains a menu with options like "Home Page", "File eAPIS Menu", "Manifest Menu", "FlightPlan Menu", "People Menu", "Pilot Menu", "Aircraft Menu", "eAPIS History", "Payment", "Sender ID", "Weather Links", "Help Videos Menu", "USA CBP Port FactSheets", "Mexico eAPIS Contacts", "Mexico Entry AIU Contacts", "2024 Flying Into Mexico", "AOPA Cross Border Flying", "eAPIS Part 91 Documents", and "eAPIS Part 135 Documents". The main content area is titled "Document Print Recommendations" and lists several flight legs with associated document print counts. Each leg includes a "Pilot: 1 | Crew: 0 | Pax: 4 | Exclude: 0 | OnBoard: 5" summary and a set of buttons for printing specific documents like "Mexico Entry Authorization", "Mexico eAPIS Excel Arrival", "File USA eAPIS Departure", "MX Landing Doc", "Crew & Pax List", and "MX Arrival Report".

Crew & Passenger List is used to give to Mexico Customs. Landing Documents are given to the Military upon Landing. The Arrival Document is used by Customs & Immigration control.

The Arrival Document or Flight Plan is now used as a Control Document for assuring you visited the Commandant, Immigration, Customs, and paid for Fuels and landing fees. The old Entrance Document has now been discontinued.

Note: if you are seeing more or less documents that you expect – it probably because you miss marked if an airport was an AOE on the flight plan page.

Flight Close Out - Part 135

The Flight close out should be filed when the Flight is Cancelled or the Aircraft door is closed and ready to take off. This is the final confirmation to CBP on the disposition of the flight.


Use the Drop down to Select [Flight Close] or [Flight Cancelled].

For [Flight Closed], Select any PAX that did NOT make the flight but were sent in the File USA eAPIS Commercial process.


Flight Close Select Flight Close Out Option : Close or Cancel

Select Passengers that did NOT Board the Aircraft, But were Filed on the Manifest

Choose a People...

1.  USA eAPIS : File eAPIS Data Directly to DHS-CBP Servers

File USA eAPIS Close Flight 5 USA Commercial eAPIS - Close Flight

2.  Mexico eAPIS : File eAPIS Data via Excel Sheet

Mexico Excel File Arrival Mexico eAPIS Commercial - Close Flight

Mexico Excel File Departure 5

If this flight is to Mexico, you may also file the Mexico eAPIS, however there are NO confirmation emails from Mexico.

The Mexico eAPIS is filed via an eMail of an Excel Document to Mexico City and the Mexico AOE. Mexico eAPIS can be files prior to the flight and then AGAIN 1 hr prior to departure.

An alternate filing method for the USA is to save the USA eAPIS Close Flight in UN EDIFACT format and upload it to the CBP eAPIS website. If you are interested in seeing what is being sent you can open this file with any text editor such as Notepad or MS Word.

Example Emails - Part 135

EAPISfile.com Flight Manifest Email with Confirmation Code

Please print or copy this Confirmation Code down.

eAPIS Inbound Confirmation Code: EAPIS-12134314

Please print or copy this number down and take it with you on your trip. An email copy was sent to: cs@wfsCorp.com

This is Only a Confirmation that the eAPIS Document was sent to the CBP eAPIS servers. CBP will issue an email from APISConfirmNoReply@dhs.gov with the same Confirmation # that will provide you Authorization to Cross the ADIZ border within 1 hour.

If you do not receive CBP email contact the Local CBP Office. Without the email AND a Verbal Clearance you are NOT cleared to Depart or Enter the USA.

Local Arrival and Departure US Customs Office Contact:

For verbal clearance, Please contact the CBP port listed below or as listed in the [eAPIS Private Flyers Guide](#).

If you are having problems receiving confirmation emails from CBP, Please contact Private.Aircraft.Support@dhs.gov for assistance.

Code	Airport Name and Location	Phone Numbers
Departure :	CME Ciudad del Carmen International Airport (Ciudad del Carmen : Mexico)	
Destination :	IAH George Bush Intercontinental Airport (Houston, Texas : United States)	281.230.4672 281.230.4803 800.973.2867

National eAPIS Support at US Customs: Private.Aircraft.Support@dhs.gov

Your SenderID : [REDACTED]

Aircraft Tail No: [REDACTED]

Direction : Inbound

Departure :

Airport : CME
Date : 2020-09-18
Time : 18:10

Arrival :

Airport : IAH
Date : 2020-09-18
Time : 21:00

Number of Pax: 19

PAX : [REDACTED]

EAPISfile.com Master Crew List (MCL) Email with Confirmation Code

Please print or copy this Confirmation Code down.

Master Crew Update eAPIS Confirmation Code: EAPIS-12150562

Please print or copy this Confirmation Code down. An email copy was sent to:

This is Only a Confirmation that the eAPIS Document was sent to the CBP eAPIS servers. CBP will issue an email from APISConfirmNoReply@dhs.gov with the same Confirmation #.

Number of Crew: 1

Crew : CR1 - Change [REDACTED]

UNA:+.? '
UNB+UNOA:4+MCCL*TSA:ZZ+USADHS:ZZ+200929:1542+0++APIS'
UNG+PAXLST+BLYTHEAIR INC+USADHS+200929:1542+100+UN+D:05B'
UNH+2RP0+PAXLST:D:05B:UN:CBP'
BGM+336+I'

APISConfirmNoReply@dhs.gov Flight Manifest Email with Confirmation Code

From: APISConfirmNoReply@dhs.gov [mailto:APISConfirmNoReply@dhs.gov]
Sent: Tuesday, July 21, 2020 11:30 AM
To: Commercial ITPS2 <CommercialITPS2@wfsCorp.com>
Subject: [EXTERNAL] Notification of Receipt of Transmission-FLIGHT DAL56

The following information was received:

*****Carrier Summary*****
Sender ID:APIS*0XX
Confirmation #:EAPIS-12053975
Carrier Code:DAL
Carrier Number:56
ETA Date:07/23/2020
ETA Time:18:00
Arrival:ATL /WILLIAM B HARTSFIELD
Departure:LGW /LONDON / GATWICK INTL

*****Message Status*****
Messages Received:1
Processed:1
Not Processed/Fatal:0

*****Counts Summary*****
Passengers processed:144
Crew processed:0
In-Transit processed:0

This message was generated by APIS on: 07/21/2020 at 13:30:00:144 EDT.

From: APISConfirmNoReply@dhs.gov [mailto:APISConfirmNoReply@dhs.gov]
Sent: Tuesday, July 21, 2020 11:35 AM
To: Commercial ITPS2 <CommercialITPS2@wfsCorp.com>
Subject: [EXTERNAL] Notification of Receipt of Transmission-FLIGHT DAL56C ***UPDATED***

The following information was received:

*****Carrier Summary*****
Sender ID: [REDACTED]
Confirmation #:EAPIS-12053988
Carrier Code:DAL
Carrier Number:56C
ETA Date:07/23/2020
ETA Time:18:00
Arrival:ATL /WILLIAM B HARTSFIELD
Departure:LGW /LONDON / GATWICK INTL

*****Message Status*****
Messages Received:3
Processed:3
Not Processed/Fatal:0

*****Counts Summary*****
Passengers processed:0
Crew processed:2
In-Transit processed:0

This message was generated by APIS on: 07/21/2020 at 13:34:59:924 EDT.

CBP is confirming receipt of your submission. This email does not confirm that your manifest is valid, accurate, and/or complete. It is only a receipt. You may be subject to penalties for failure to comply with regulatory requirements.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

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