



Operations Manual For Private GA with Sender IDs APGAxxxx

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

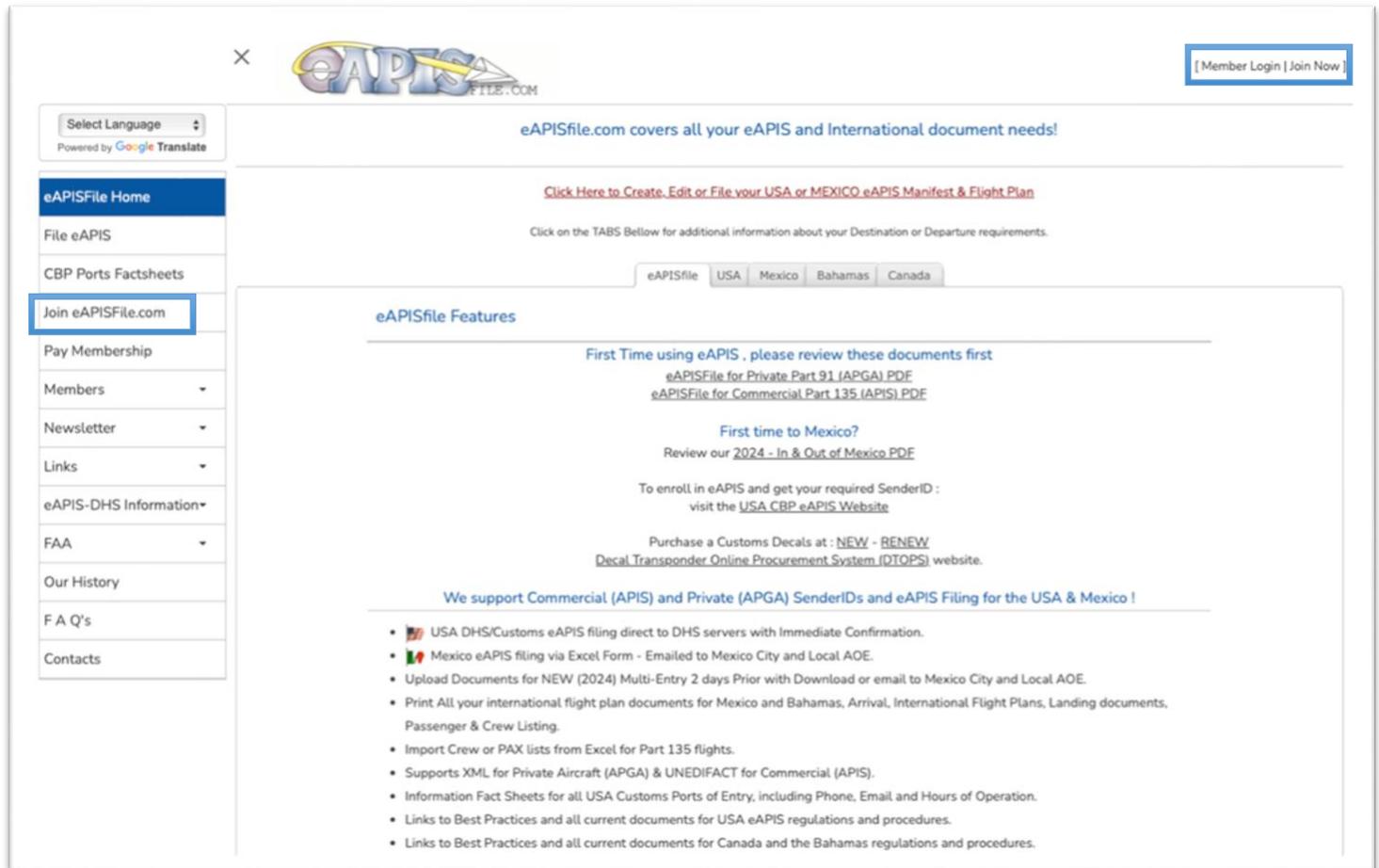
-  USA DHS/Customs eAPIS filing direct to DHS servers with Immediate Confirmation.
-  Mexico eAPIS filing via Excel Form - Emailed to Mexico City and Local AOE.
- Upload Documents for NEW (2024) Multi-Entry 2 days Prior with Download or email to Mexico City and Local AOE.
- Print All your international 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 box), 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 to "Click Here to Create, Edit or File your USA or MEXICO eAPIS Manifest & Flight Plan" and a note to "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 instructions for first-time users, links to PDFs for Private Part 91 (APGA) and Commercial Part 135 (APIS), information about Mexico filing, enrollment requirements, and a list of supported services.

Select Language
 Powered by Google Translate

eAPISfile.com covers all your eAPIS and International document needs!

[Click Here to Create, Edit or File your USA or MEXICO eAPIS Manifest & Flight Plan](#)

Click on the TABS Below for additional information about your Destination or Departure requirements.

eAPISfile USA Mexico Bahamas Canada

eAPISfile Features

First Time using eAPIS , please review these documents first

- [eAPISfile for Private Part 91 \(APGA\) PDF](#)
- [eAPISfile for Commercial Part 135 \(APIS\) PDF](#)

First time to Mexico?

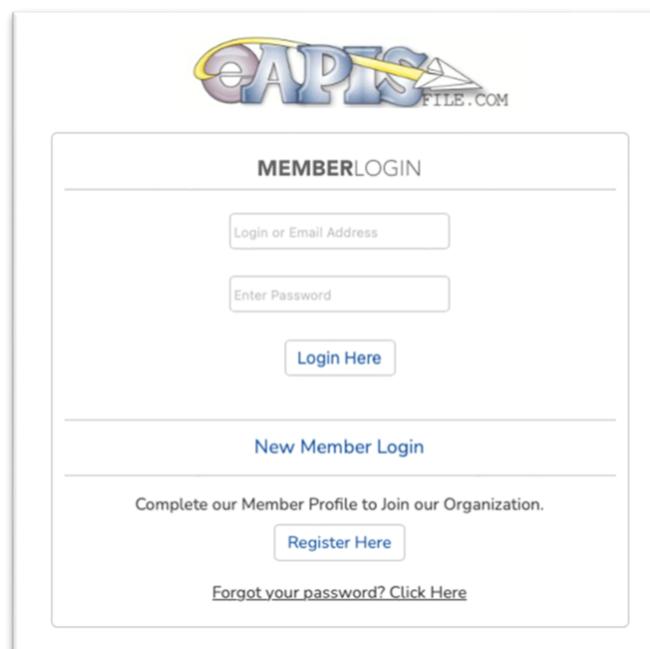
Review our [2024 - In & Out of Mexico PDF](#)

To enroll in eAPIS and get your required SenderID :
visit the [USA CBP eAPIS Website](#)

Purchase a Customs Decals at : [NEW](#) - [RENEW](#)
[Decal Transponder Online Procurement System \(DTOPS\)](#) website.

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

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- 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.



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

MEMBERLOGIN

Login or Email Address

Enter Password

[Login Here](#)

New Member Login

Complete our Member Profile to Join our Organization.

[Register Here](#)

[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.

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

Last Updated: 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.

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

Select Language Edit Member - Contact John Doe (11360)

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

Contact Information

Your 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 :

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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.

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

Page Title: Edit Member - Communication

User: John Doe (11360)

Buttons: Uploads, eAPIS, Donation, Pay Dues, Save & Exit

Navigation Tabs: Security, Contact, **Communication**, Customs, Aircraft, Comment

Section: Communication Methods

Use Phone format xxx xxx-xxxx Please

Home Phone:

Office Phone: Ext:

Direct Phone:

Mobile Phone:

Fax:

Email:

Email Spouse:

Member Website:

Section: Communication Options

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

Action: 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 fields for "Permanent Address" (1234 W. Main St), "City, State, Zip, Country" (Laguna Hills, California, 92653, UNITED STATES). The second section is titled "Only Complete for Status = PILOT" and contains fields for "Pilot License" (1234568), "Pilot License Country" (UNITED STATES), and "eAPIS Sender ID" (APGA1234). The "eAPIS Sender ID" field is highlighted with a blue box. Below the form is a button labeled "Press Aircraft to Save and Continue", which is also highlighted with a blue box.

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 'Edit Member - Aircraft & Pilot' page for user John Doe (11360). The page features a navigation menu on the left with options like '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 is titled 'Aircraft & Pilot Information' and contains the following fields:

- Airport - Home Base: KCNO - Chino CA
- Add NEW Airport: Enter NEW Airplane Home Base if NOT is List Above (Kxxx - Name) ..
- Aircraft Year: 1991
- Aircraft Make: Beechcraft
- Aircraft Model: Bonanza
- *N*-Tail #: N12345
- Pilot No: 123456
- Pilot Ratings: Comercial, Multi-Engine, Instrument
- Formation Experience: FFI Wing
- AOPA Member #: 123456
- Type Club Member #: 123456

At the bottom of the form, it says 'Press [Comment](#) to Save and Continue'. The top right corner has buttons for 'Uploads', 'eAPIS', 'Donation', 'Pay Dues', and 'Save & Exit'. The 'Pay Dues' and 'Save & Exit' buttons are highlighted with a blue box. The footer contains contact information for eAPISFile.com and copyright information for Stephen Blythe.

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 shows the eAPISfile.com website interface. At the top, there is 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. Below the navigation bar, there is a language selection dropdown and a Google Translate logo. The main content area is titled "Pay Membership for : John Doe (11360)". A warning 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 page is divided into two main payment sections:

- Complete for ALL Payments Types:** This section contains a form with the following fields:
 - Member Name: John Doe
 - Membership Amount: APGA Member 1-2 Pilots 1 Yr ... \$ 35.00
 - Payment Comments: Enter Payment Purpose or Comments
 - Email: JohnDoe@gmail.comA highlighted button labeled "Paying with PayPal? Click Logo" is present, featuring the PayPal logo and the text "Check out PayPal. The safer, smarter way to pay."
- Complete for Credit Card Payments:** This section contains a form with the following fields:
 - Visa / MC Card No: 9999999999999999 (Note: AMX / are Discover NOT Accepted - NUMBERS Only)
 - Expiration (MM/YY): 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: Home Phone xxx xxx-xxx -
 - Mobile Phone: (949) 455-8181A highlighted button labeled "Paying with Visa / MC ? Click Logo" is present, featuring the Visa and MasterCard logos.

At the bottom of the page, there are several links: 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 main content area is titled "eAPISfile.com covers all your eAPIS and International document needs!". A prominent blue box highlights a link: "Click Here to Create, Edit or File your USA or MEXICO eAPIS Manifest & Flight Plan". Below this, a tabbed interface shows "eAPISfile" selected, with other tabs for "USA", "Mexico", "Bahamas", and "Canada". The "USA eAPIS Information" section lists various services with 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](#)

On the left side, there is a vertical navigation menu with the following items: 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.

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 'Choose eAPIS Options' page. At the top, there is a language selector and a 'Powered by Google Translate' notice. The main content area contains the following text:

Pop-ups on your Browser are REQUIRED to FILE your eAPIS Manifest.
Please turn OFF Pop-up Blockers for this website Domain.

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/>

eAPIS Sender ID : New :

Related eAPIS Sender ID :

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|"

*APGAxxxx" (Private) or "APIS*xxx" (Commercial)

View our FAQ's [HERE](#) or View additional help information [HERE](#)

First Time using eAPIS , please review these documents first
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[eAPISFile for Commercial Part 135 \(APIS\) PDF](#)

First time to Mexico?
Review our [2024 - In & Out of Mexico PDF](#)

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

eAPIS for Part 91 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 displays the eAPIS Home Screen interface. At the top, there is a navigation bar with the eAPIS logo, a user menu, and a language selector. The main content area is titled "Choose eAPIS Options" and includes a sidebar on the left with various menu items. The "Aircraft Menu" is highlighted in blue. The main content area contains several sections: "Manifest Group", "Aircraft Group", and "Pilot Group" filters; a "Save Flight Info" button; "Manifest" and "Aircraft" sections with "Add New" buttons; a "Pilot" section with an "Add New Pilot" button; a "Passengers" section with a "Choose a Passengers..." dropdown and an "Add New Person" button; and a "US Departure Schedule (Local Times)" section with input fields for "US Departure" and "Foreign Arrival".

Manifest Group : Choose Manifest Filter

Aircraft Group : Choose Aircraft Filter

Pilot Group : Choose Pilot Filter

Verify the Selections below, then Save Flight Info, before filing eAPIS.

Save Flight Info

Manifest : Add New Manifest
Add New Manifest via the Manifest Menu

Aircraft : Add New Aircraft
Add New Aircraft via the Aircraft Menu

Pilot : Add New Pilot
Add New Pilot via the Pilot Menu

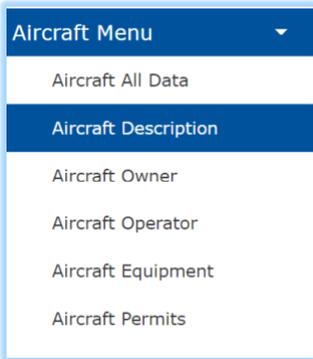
Passengers : Choose a Passengers...
Add New Passenger via the People Menu Add New Person

US Departure Schedule (Local Times)

US Departure : 02/01/2024 08:00 AM

Foreign Arrival : 02/01/2024 06:00 PM

Aircraft Overview - Part 91



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.

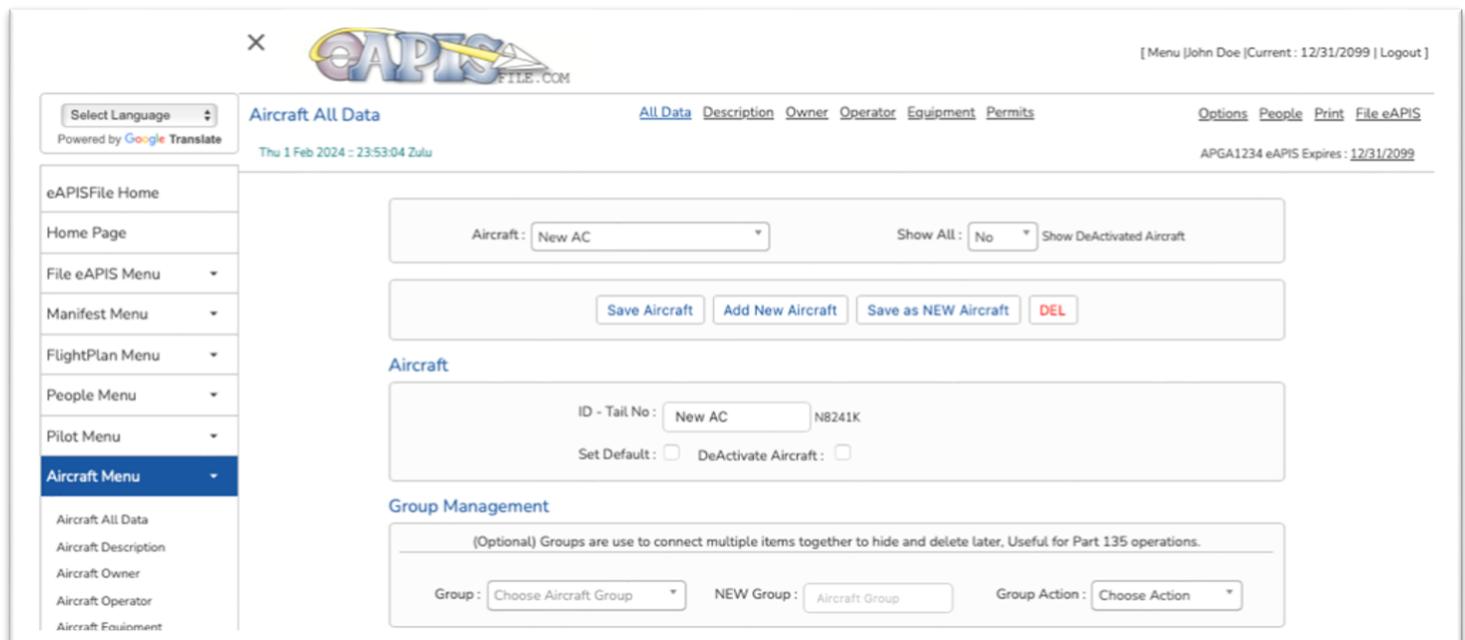
Deactivate Aircraft keeps the aircraft in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Aircraft** to put it back in the normal selection list.

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 91

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 91

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 91

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

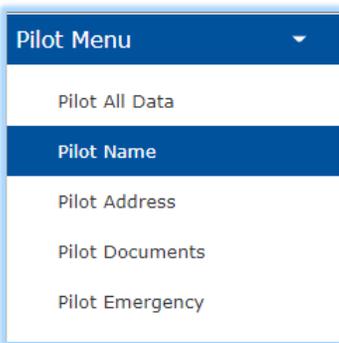
Radio : UHF: VHF: ELT:

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

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

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

Pilot Overview - Part 91



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

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

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

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

Save Pilot will save the changes made to this Pilot member.

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

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

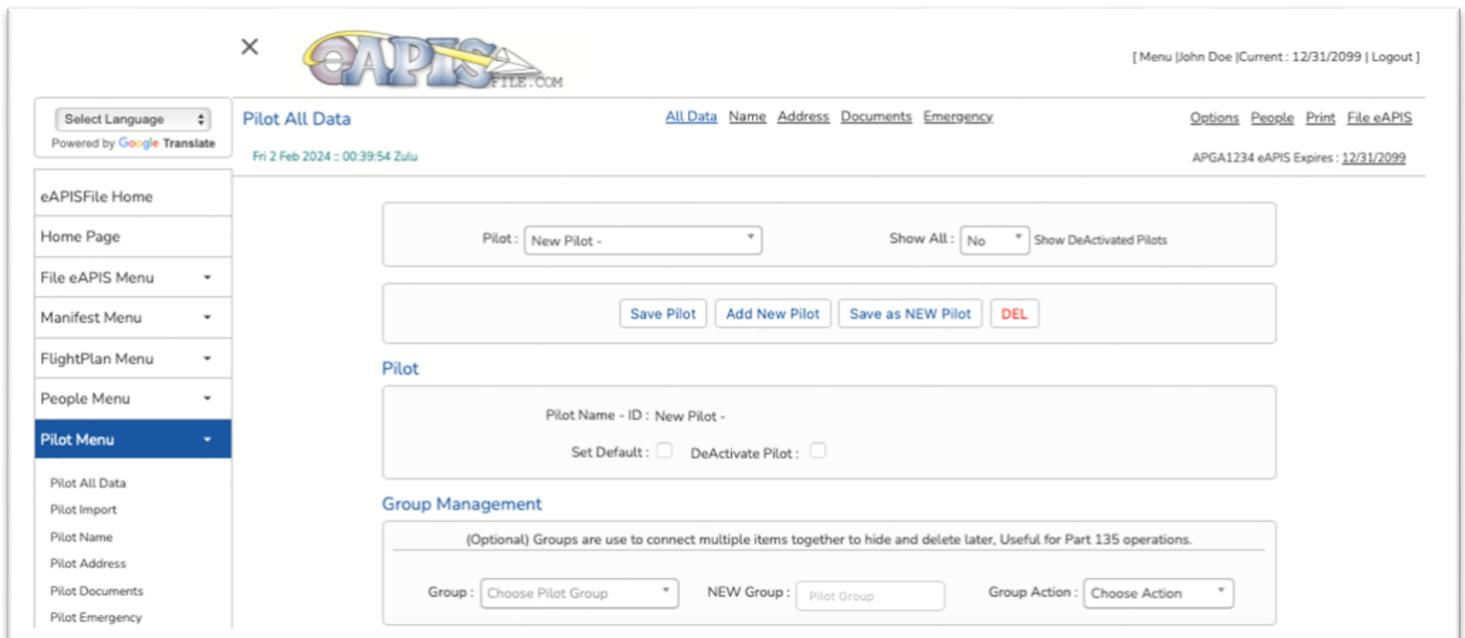
DEL will allow you to delete this Pilot.

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

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

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



Pilot Name - Part 91

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.

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

Select Language + **Pilot Name** [All Data](#) [Name](#) [Address](#) [Documents](#) [Emergency](#) [Options](#) [People](#) [Print](#) [File eAPIS](#)

Powered by  Fri 2 Feb 2024 - 00:43:20 Zulu APGA1234 eAPIS Expires: 12/31/2099

eAPISFile Home
Home Page
File eAPIS Menu
Manifest Menu
FlightPlan Menu
People Menu
Pilot Menu
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
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

Pilot: Doe - Show All: No Show DeActivated Pilots

[Save Pilot](#) [Add New Pilot](#) [Save as NEW Pilot](#) [DEL](#)

Pilot
Pilot Name - ID : Doe -
Set Default: DeActivate Pilot:

Group Management
(Optional) Groups are use to connect multiple items together to hide and delete later, Useful for Part 135 operations.
Group: Choose Pilot Group NEW Group: Pilot Group Group Action: Choose Action

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

Last Name: Doe
First Name: John
Middle Name: M
Birth Date: 12/31/1960
Birth City: Anytown
State: Foreign Countries
Country: UNITED KINGDOM
Pilot Status: PILOT
Gender: Male

[Save Pilot](#) [Save as NEW Pilot](#)

Developed by: BlvtheAir | Stephen Blvthe | 949-445-8181 | snb@BlvtheAir.com

Pilot Address - Part 91

Pilot Address

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

Permanent Address :

City :

State :

ZipCode :

Country :

Pilot USA Address :

City :

State :

ZipCode :

Phone :

Fax :

Email :

Residence :

Citizenship :

Pilot Documents & Emergency Contacts - Part 91

Pilot Documents

eAPIS Sender ID :	<input type="text" value="APGA1234"/>	APGAxxxx or APIS*xxx
eAPIS Password :	<input type="text" value="MyPassword"/>	(Not Required to upload to eAPIS from this site)

"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 of Spaces or Dashes

Doc Type 1 :	<input type="text" value="Passport"/>	
Doc Number 1 :	<input type="text" value="123456789"/>	(Passport)
Country 1 :	<input type="text" value="UNITED STATES"/>	
Expire Date 1 :	<input type="text" value="12/31/2030"/>	

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

Doc Type 2 :	<input type="text" value="Passport"/>	
Doc Number 2 :	<input type="text" value="1234546789"/>	(Passport or Document #)
Country 2 :	<input type="text" value="MEXICO"/>	
Expire Date 2 :	<input type="text" value="12/31/2028"/>	

Doc Type L :	<input type="text" value="Pilot License"/>	
Pilot License :	<input type="text" value="123456789"/>	(Passport)
Pilot License Country :	<input type="text" value="UNITED STATES"/>	
Pilot Medical Expires :	<input type="text" value="01/31/2026"/>	

Emergency Contact Information

Last Name :	<input type="text" value="Doe"/>
First Name :	<input type="text" value="Mary"/>
Middle Name :	<input type="text" value="Middle Name"/>

Phone :	<input type="text" value="(949) 455-8182"/>
Fax :	<input type="text" value="Fax Number"/>
Email :	<input type="text" value="Mary@BlytheAir.com"/>

Pilot, Crew or People Import - Part 91

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 website interface. At the top, there is a logo for eAPIS FILE.COM and a user menu with the text "[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, there are links for "All Data", "Name", "Address", "Documents", "Emergency", "Options", "People", "Print", and "File eAPIS". Below the heading, there is a date and time stamp: "Fri 2 Feb 2024 - 01:03:58 Zulu".

The main content area contains a form for uploading a CSV file. The form has the following fields and buttons:

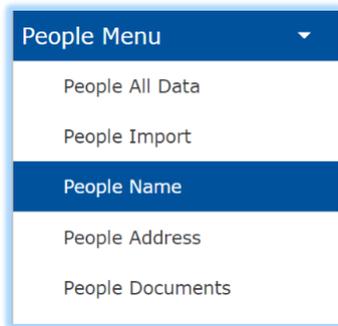
- A "Choose File" button with "no file selected" text next to it.
- A dropdown menu for "CSV File Type (PAX or CREW) for APGA1234" with "Pilot (91)" selected.
- An input field for "Enter Group Name for Future Selection or Deletion".
- An "Upload CSV File" button.

Below the form, there is a message: "Please review the instructions on the Excel Template and Below".

The instructions 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
- Recommend: Do 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 attache 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) has to 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.

People Name - Part 91



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.

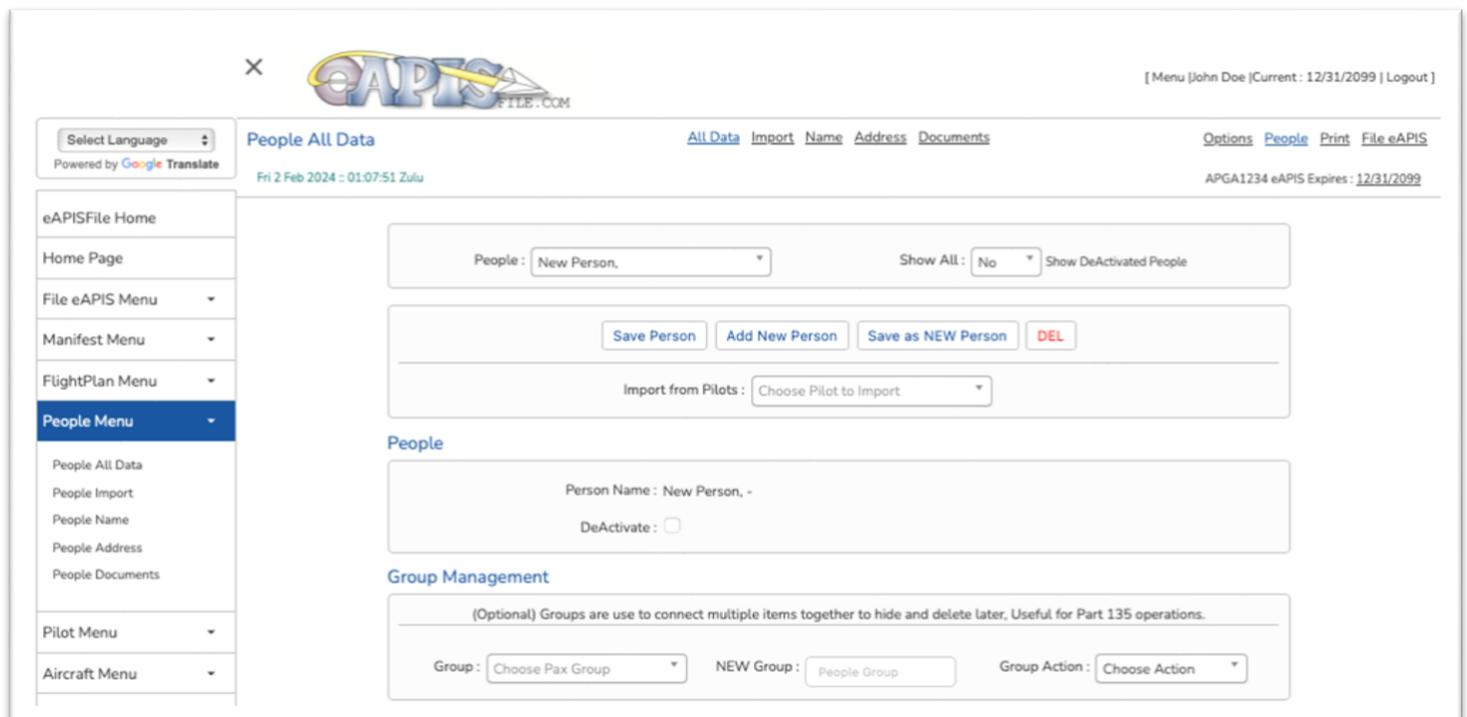
Save as New Person will save the existing a people as a new person and allow you to edit it.

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.



People Name & Address - Part 91

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 91

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

Select Language ⌵

People Documents

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

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

Powered by  Fri 2 Feb 2024 : 01:15:53 Zulu 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

Save Person Add New Person Save as NEW Person DEL

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 :

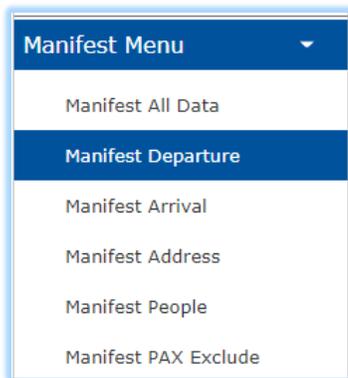
DHS Redress No :

Birth Date :

Country :

Save Person Save as NEW Person

Manifest Menu - Part 91



The Manifest Menu allows you to establish the Departure and Arrival information for your international border crossing. This can be used to File either the Outbound, inbound or Both Manifests at the same time.

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

You may work with all Manifest data under the [Manifest All Data] menu or the individual sections [Departure, Arrival, Address, People and PAX Exclude]

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

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

Save Manifest will save the changes made to this Manifest.

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

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

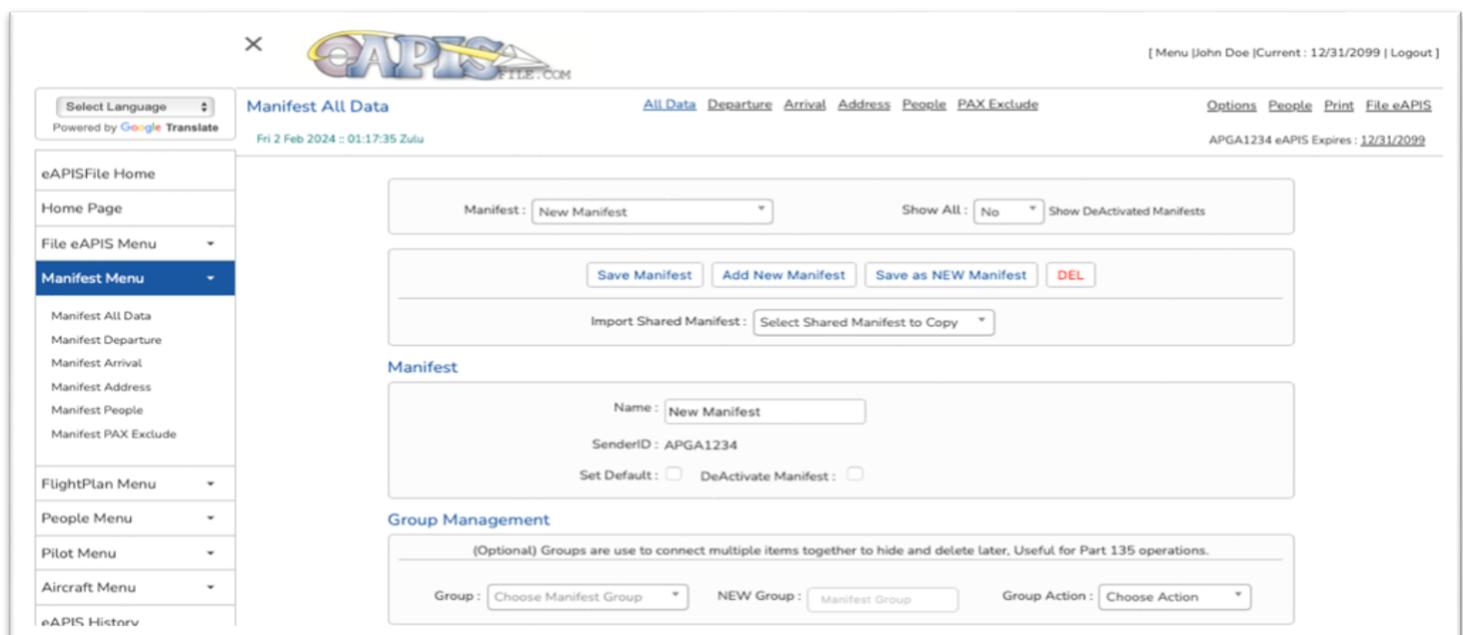
DEL will allow you to delete this Manifest.

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

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

Group is a way to select a group of Manifest [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.



Manifest Departure - Part 91

USA Departure

USA Departure - US Departure Airport

Customs Departure Airport should be a US Customs Airport close to Departure Airport.

Airport Type:

Departure Customs:

Airport:

City:

State:

Use ONLY if Departure Customs Dropdown missing your desired Customs Airport.

Departure Place:

Airport and FBO, Spot or Hanger on Your Departure Airport.

Local Date:

Local Time:

The Departure Time should be the estimated LOCAL time you will cross the Border.

USA Departure - Foreign Arrival Airport

Use a known ICAO airport code closest to the location of departure.
The closest City to departure should be specified.
The country of departure should be specified.

Foreign Airport:

City:

Country:

Local Date:

Local Time:

The Arrival Time should be the estimated LOCAL time you will land at the Foreign Airport.

USA Departure - Foreign Route

Border Crossing:

Describe Border Crossing Location in relation to an Airport, City or VOR.

Foreign Route:

No USA Airports - Only Foreign Airports to Final Destination.

The Customs Departure Airport should be a US Customs Airport closest to the Departure Airport.

The Departure Place is the Airport and FBO, Spot or Hanger on Your Departure Airport.

The Departure Date and Time should be the estimated LOCAL time you will cross the Border – NOT your Departure time.

The Arrival Time should be the estimated LOCAL time you will land at the Foreign Airport.

Describe Border Crossing Location in relation to a nearby Airport, City or VOR.

The Foreign Route - Only Foreign Airports you landed at to get to the Final Destination - No USA Airports

Manifest Arrival - Part 91

USA Arrival

USA Arrival - Foreign Departure Airport

Use a known ICAO airport code closest to the location of departure.
The closest City to departure should be specified.
The country of departure should be specified.

Foreign Airport:

City:

Country:

Local Date:

Local Time:

The Departure Time should be the estimated LOCAL time you will Depart from the Foreign Airport.

USA Arrival - US Arrival Airport

Customs Arrival Airport should be a US Customs Airport nearest your border crossing unless the aircraft and flight has approval via an over-flight exemption.

Airport Type:

Arrival Customs:

Airport:

City:

State:

Use ONLY if Arrival Customs Dropdown does not contain your desired Customs Airport.

Arrival Place:

Airport and Customs, FBO, Spot or Hanger on Your Arrival Airport.

Local Date:

Local Time:

The Arrival Time should be the estimated LOCAL time you will Land at USA Customs Airport.

USA Arrival - Foreign Route

Border Crossing:

Describe Border Crossing Location in relation to an Airport, City or VOR.

Foreign Route:

No USA Airports - Only Foreign Airports you visited.

The Customs Arrival Airport should be a US Customs Airport you stopped at to clear customs.

Note: unless you have an overflight permit, you are required to stop at the closest customs airport after crossing the USA boarder.

The Arrival Place is the Airport and FBO, Spot or Hanger on Your Arrival Airport. Usually this is the Customs Office Location.

The Arrival Date and Time should be the estimated LOCAL time you will Land at USA Customs Airport.

The Departure Time should be the estimated LOCAL time you will Depart from the Foreign Airport.

Describe Border Crossing Location in relation to a nearby Airport, City or VOR.

The Foreign Route - Only Foreign Airports you landed at to get to the Final Destination - No USA Airports.

Manifest Address - Part 91

Manifest Address

USA Address for Non USA Residents

For USA eAPIS : Address for Non USA Residents in USA (FBO/Hotel).

USA Address :

USA City :

State :

PostalCode :

If Crew or Passenger Country of Residence is NOT the USA then this address will be used as the 'Address While in the USA'
This will be used for Non US based aircraft entering the USA - We Recommend the use of your Hotel or FBO address above.
Leave BLANK if you want to use the addresses in the People Records

Mexico Address for Non Mexican Residents

For Mexico eAPIS: Address for Non Mexico Residents in Mexico (FBO/Hotel).

Mexico Address :

Mexico City :

State :

PostalCode :

If Crew or Passenger Country of Residence is NOT Mexico then this address will be used as the 'Address While in the Mexico'
This will be used for Non Mexico based aircraft entering Mexico - We Recommend the use of your Hotel or FBO address above.
Leave BLANK if you want to use the addresses in the People Records

If Crew or Passenger Country of Residence is Not the USA then this address will be used as the 'Address While in the USA'

This will be used for Non US based aircraft entering the USA - We Recommend the use of your Hotel or FBO address above.
Leave BLANK if you want to use the addresses in the People Records

If Crew or Passenger Country of Residence is Not Mexico then this address will be used as the 'Address While in the Mexico'

This will be used for Non Mexico based aircraft entering Mexico - We Recommend the use of your Hotel or FBO address above.

Leave BLANK if you want to use the addresses in the People Records

Manifest People - Part 91

This screen is to Select PAX or Crew you entered on the People Menu and attach them to the Manifest

The Remove section will keep them in the People Menu but remove them from the Manifest

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

Select Language Manifest People [All Data](#) [Departure](#) [Arrival](#) [Address](#) [People](#) [PAX Exclude](#) [Options](#) [People](#) [Print](#) [File eAPIS](#)
Powered by  Fri 2 Feb 2024 : 01:28:58 Zulu APGA1234 eAPIS Expires : 12/31/2099

- eAPISFile Home
- Home Page
- File eAPIS Menu
- Manifest Menu**
 - Manifest All Data
 - Manifest Departure
 - Manifest Arrival
 - Manifest Address
 - Manifest People**
 - Manifest PAX Exclude
- 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
- eAPIS Part 135 Documents

Select from People entered on the People Menu to include on your eAPIS Manifest & FlightPlan.

Add Existing People to the Manifest

Select Group Filter :

Select Person :

1: Passenger - Doe

Name :	Bob A Doe
USA Address :	1234 W. Main St. Laguna Hills CA 92653
Gender :	M
Birth Date :	1/15/1982
Residence :	USA
Travel Document :	Passport : (P) 15975364 USA
Travel Doc Expires :	5/30/2026

2: Passenger - Doe

Name :	Jane Q Doe
USA Address :	1234 W. Main St. Laguna Hills CA 92653
Gender :	F
Birth Date :	12/10/1980
Residence :	USA
Travel Document :	Passport : (P) 987456153 USA
Travel Doc Expires :	5/30/2026

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Manifest PAX Exclude - Part 91

This screen allows you to easily remove a PAX from a segment of your flight. This way you can change PAX over the Legs of your Flight Plan. Thus, you need to ADD Everybody to the Manifest and exclude ones not on a specific Leg of the Flight.



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

Select Language ▾
Powered by Google Translate

- eAPISFile Home
- Home Page
- File eAPIS Menu ▾
- Manifest Menu ▾
- Manifest All Data
- Manifest Departure
- Manifest Arrival
- Manifest Address
- Manifest People
- Manifest PAX Exclude
- FlightPlan Menu ▾
- People Menu ▾
- Pilot Menu ▾
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- Payment
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- 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

Manifest PAX Exclude

Fri 2 Feb 2024 : 01:30:34 Zulu

All Data | Departure | Arrival | Address | People | PAX Exclude

Options | People | Print | File eAPIS

Manifest: Liga Default MMCN Show All: No Show DeActivated Manifests

Save Manifest
Add New Manifest
Save as NEW Manifest
DEL

Import Shared Manifest: Select Shared Manifest to Copy

Manifest

Name: Liga Default MMCN

SenderID: APGA1234

Set Default: DeActivate Manifest:

Group Management

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

Group: Liga NEW Group: Manifest Group Group Action: Choose Action

Exclude PAX

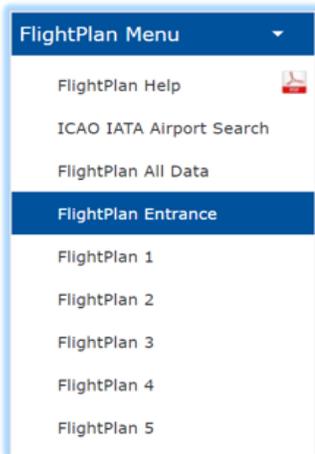
Exclude a Manifest PAX from a Flightplan (✓ = On Flight, ✖ = Excluded)

	Pilot, Crew and Passengers		USA	Flight 1	Flight 2	Flight 3	Flight 4	Flight 5	USA
			OUT	MMCN	XFTE	XALS	XFTE	MMCN	IN
Pilot: Q	Doe	John							
+Pax: 20702	Doe	Bob	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾
+Pax: 20701	Doe	Jane	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾
+Pax: 20700	Doe	Jane	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾
+Pax: 20699	Doe	Mary	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾	✓ ▾

Save Manifest Save as NEW Manifest

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Flight Plan Menu - Part 91



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 91

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

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ICAO IATA Airport Search

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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 91

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' and a 'NEW Group' input field containing 'FlightPlan Group'. 3. A 'Mexico Entrance & Arrival Documents' section with a blue border, containing date and airport selection fields. The date fields are: Intl Entrance: 02/01/2024, Intl Departure: 02/01/2024, Intl Expire date: 03/02/2024. The airport fields are: USA Origin: KCNO (with KSNA as an alternative), Intl Arrival: MMCN (with MMCN as an alternative), Intl Departure: MMCN (with MMCN as an alternative). 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 91

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 91 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 XML 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 91

- File eAPIS Menu
- Help for eAPIS Filing
- eAPIS Pilot Notice
- Choose eAPIS Options**
- Choose Manifest People
- Validate eAPIS Data
- Display eAPIS Departure
- Display eAPIS Arrival
- File eAPIS Manifests
- Print Intl Flight Plans

The Choose eAPIS Options is where you refine a Flight Manifest & Flight Plans.

A Flight Manifest consists of a Select Manifest, Aircraft, Pilot and the Departure and Destination 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 Flight Plan Summary 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.

The screenshot shows the 'Choose eAPIS Options' interface. It features a sidebar menu on the left with 'File eAPIS Menu' selected. The main area contains three dropdown menus for 'Manifest Group', 'Aircraft Group', and 'Pilot Group'. Below these is a 'Save Flight Info' button and a section for selecting Manifest, Aircraft, and Pilot. The Manifest is set to 'Liga Default MMCN' with dates '02/01/2024 - 02/01/2024'. The Aircraft is 'N8241K' with details 'N8241K - 1991 - Beechcraft - F33A'. The Pilot is 'Doe - 123456789' with details 'John Doe 1234567891371'. At the bottom, there is a 'Passengers' field with a list of names: 'Doe, Bob', 'Doe, Jane', 'Doe, Jane', and 'Doe, Mary'.

Liga International and Flying Samaritans and other supported medical missions to Mexico will also see this option. Select the correct Mission and verify your passengers that are assigned via your Pilot Coordinator are displayed.

The screenshot shows the 'Mission' selection section. It features a 'Mission' dropdown menu set to 'Mar 2024 Mexico Clinics (672)'. Below it is an 'Event' field with dates '03/01/2024 - 03/03/2024'. A link says 'Edit Mission Attendee Signup to Change the eAPIS Dates - Click Here.' At the bottom, there is a 'Mission Passengers' field with a list of names.

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 91

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.

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.

US Departure Schedule (Local Times)

KCXL - Calexico, CA

US Departure :

MMCN-Ciudad Obregon, MEX

Foreign Arrival :

[FactSheet : KCXL - Calexico, CA](#)

USA Customs Phone & Email : (Click to Call or Message)

[\(760\) 357-1208 Office](#) [\(760\) 357-1268 Office](#) [\(760\) 768-5358 Watch Cmdr](#) [\(800\) 973-2867 Sector](#)

[\(877\) 487-6867 FAA Flight Services](#)

Mexico eAPIS Email: aiciudadobregon@inami.gob.mx apisinm@inami.gob.mx

Foreign Departure Schedule (Local Times)

MMCN - Ciudad Obregon, MEX

Departure :

KCXL-Calexico, CA

US Arrival :

[FactSheet : KCXL - Calexico, CA](#)

USA Customs Phone & Email : (Click to Call or Message)

[\(760\) 357-1208 Office](#) [\(760\) 357-1268 Office](#) [\(760\) 768-5358 Watch Cmdr](#) [\(800\) 973-2867 Sector](#)

[\(877\) 487-6867 FAA Flight Services](#)

Mexico eAPIS Email: aiciudadobregon@inami.gob.mx apisinm@inami.gob.mx

Choose eAPIS Options - Part 91

After you have verified you have selected the correct Manifest, Aircraft, Pilot and Passengers and you have Clicked [Save Flight Info] the screen will refresh. If all the data is correct the bottom of the page will display your passengers. Verify that the data is correct and that passports are NOT Expired or will expire in the next 6 months.

If you do NOT see : NO WARNING Messages - OK to File your eAPIS Manifest (FlightPlan Validation is OFF) then you need to click on the Validate eAPIS Data to see what is the issue.

Crew & Passenger List

Pax/Mbr	Last Name	First Name	Gender	Birth Date	Document	Document Type	Ctry	Expires	Excluded
Pilot: 1371	Doe	John	M	12/31/1960	123456789 123456789	Passport Pilot License	USA	12/31/2030	
+Pax: 20702	Doe	Bob	M	01/15/1982	15975364	Passport	USA	05/30/2026	
+Pax: 20701	Doe	Jane	F	12/10/1980	987456153	Passport	USA	05/30/2026	
+Pax: 20700	Doe	Jane	F	12/10/1980	987456153	Passport	USA	05/30/2026	
+Pax: 20699	Doe	Mary	F	12/10/1960	987456123	Passport	USA	05/30/2026	

NO WARNING Messages - OK to File your eAPIS Manifest (FlightPlan Validation is OFF)

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

In all cases, permission to arrive - except in the case of emergency or forced landings - will be denied if the operator of a General Aviation aircraft arriving from a foreign port or place fails to submit an electronic manifest and notice of arrival (APIS manifest) and direct coordination with the CBP airport of arrival is critical. CBP airport operations across the country have different operational hours and, by regulation, different and differing operational requirements (e.g., Telephonic Notification Requirements, International Garbage Handling, Landing Rights, Overflight Exemptions, Permission to Land, User Fee Charges, etc.). For arrivals at all airports where CBP services are available for General Aviation processing, operators must contact the CBP airport of arrival directly to better understand local operating procedures and requirements that may affect the flight, confirm compliance with local procedures, and - where applicable - secure landing rights (see §122.14).

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

Reported eAPIS Warnings = 1

*** Check the 1 WARNING Messages on the Validate page before you File your eAPIS Manifest ***

[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

Validate eAPIS Data - Part 91

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 go back to the Options Screen and correct the dates and SAVE Flight Info to update the People Counts correctly on the Flight Plans. We also need to check Bobs Passport information

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 #.

CAUTION : Your eAPIS Manifest Date Is TODAY.
Please make sure you FILE this eAPIS at least 1 hour prior to you Manifest Departure Time
CBP is now checking this and issuing Fines

WARNING : Your eAPIS US Departure (02/02/2024) and eAPIS Foreign Arrival (02/01/2024) Dates do not Match
Please EDIT your eAPIS Manifest if this is not correct.

CAUTION : Your eAPIS US Arrival (02/01/2024) is BEFORE your eAPIS US Departure (02/02/2024) Date
This would be OK if you are NOT Based in the USA. Your Operator Country is USA
Please EDIT your eAPIS Manifest if this is not correct.

WARNING : Your Passenger (PAX) Passport will Expire Soon.
Please EDIT your Passenger (PAX) List Information on the People Menu.

20702Doe, Bob	Check Passport Expiration Date, it Expires <30 days, while it will work to re-enter the USA with a USA Passport, Passports valid for at least six months following your visit are required for all international travel. If you need to renew your passport, contact the National Passport Information Center (NPIC) at travel.state.gov. - 2/6/2024
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Reported eAPIS Warnings = 2

*** Check the 2 WARNING Messages on the Validate page before you File your eAPIS Manifest ***

[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

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 (Departure & Arrival) - Part 91

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.

Manifest - Transaction

Flight Type	GA
Schema Version	3.0
Sender ID	APGA1234
Date Assembled	2024-02-01
Time Assembled	18:36:00

Emergency Contact

Name	Mary Doe
Telephone No	(949) 455-8182
Email Address	Mary@BlytheAir.com

Outbound Itinerary

Outbound Departure Location

Airport Code	KCXL
City/State	Calexico CA
Place Description	KCNO Hanger 290-15

Place Description	KCNO Hanger 290-15
Local Departure Date	2024-02-02
Local Departure Time	00:00
Border Crossing	20 Miles West of KCXL
Foreign Airport 1-5	MMCN XFTE

Outbound Arrival Location

Airport Code	MMCN
City/State	Ciudad Obregon MEX
Local Arrival Date	2024-02-01
Local Arrival Time	00:00

Aircraft

Tail Number	N8241K
Type Aircraft	BE33
Color	White/Blue/Red/Gold
Call Sign	N8241K
CBP Decal Number	241234567

Flight Manifest

Crew John M Doe (123456789) (123456789) (1371)

Crew Document 1

Document Code	P : Passport
Document No	123456789
Expiry Date	2030-12-31
Country Code	USA

Crew Document 2

Document Code	P : Passport
Document No	123456789
Expiry Date	2028-12-31
Country Code	MEX

Crew License

License	L : License
License No	123456789
License Country	USA

Crew Information

File eAPIS Manifests - Part 91

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

File the eAPIS Manifest [File USA eAPIS Departure] [File USA eAPIS Arrival]

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 Pilot and Pax restrictions from USA CBP.

Note you can file multiple times for the same flight if the PAX or Crew Manifest changes

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 eAPIS Departure	USA Departure - Out-Bound Manifest Qty : 5		
	File USA eAPIS Arrival	USA Arrival - In-Bound Manifest Qty : 5		
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		
	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.

An alternate filing method for the USA is to save the USA eAPIS Manifest in XML 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.

Mexico Entry Authorizations - Part 91

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 91

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 91

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 shows 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 timestamp of 12/31/2099. Below the navigation bar, there are tabs for 'Validate', 'Departure', and 'Arrival', along with links for 'Options', 'People', 'Print', and 'File eAPIS'. The main content area is titled 'Print Intl Flight Plans' and displays a 'Document Print Recommendations' section. This section lists various documents to be printed, including 'Crew & Pax List', 'MX Landing Doc', 'MX Arrival Report', and 'MX FlightPlan'. The interface also shows flight details for 'USA OUTBound to MMCN on 02/02/2024 at 00:00' and five flight plan legs (Leg 1 to Leg 5) with their respective destinations and times. Each leg includes a 'Pilot: 1 | Crew: 0 | Pax: 4 | Exclude: 0 | OnBoard: 5' summary and 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'. The bottom of the interface shows 'USA INBound to KCXL on 02/01/2024 at 00:00' with buttons for 'File USA eAPIS Arrival' and 'Crew & Pax List: KCXL'. A left sidebar contains a menu with options like 'eAPISFile Home', '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'.

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.

Example Emails - Part 91

EAPISfile.com Flight Manifest Email with Confirmation Code

eAPIS Inbound Confirmation Code: EAPIS-12208245

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

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

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.

	CBP Airport	City, State	Phone Numbers	
Departure :	KCXL	Calexico, CA	760.357.1208	800.973.2867
Arrival :	KCXL	Calexico, CA	760.357.1208	800.973.2867

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

Your SenderID : **APGA1614**

Aircraft Tail No: **N8241K**
Pilot: Stephen Blythe
Direction : Inbound

Departure :

Date : 2020-11-06
Time : 13:00
CBP Airport : MMCN
City-State : Ciudad Obregon, MEX
Place Info :

Crossing Info : KCXL

Arrival :

Date : 2020-11-06
Time : 14:00
CBP Airport : KCXL
City-State : Calexico, CA
CBP Phone : 760.357.1208 800.973.2867
Place Info : KCXL - FBO - Customs

APISConfirmNoReply@dhs.gov Flight Manifest Email with Confirmation Code

The following information was received:

*****FLIGHT SUMMARY*****

Sender ID :APGA1614
Confirmation # :EAPIS-11719015
Aircraft Tail Nbr :N8241K
ETA Date :01/05/2020
ETA Time :14:00
Arrival :KCXL /CALEXICO INTERNATIONAL AIRPORT
Departure :MMCN /

*****Message Status*****

Messages Received : 1
Processed : 1
Not Processed/Fatal : 0

*****Counts Summary*****

Passengers processed : 3
Crew processed : 1

CBP is confirming receipt and APIS processing of your manifest submission. CBP recommends that you print this email for your records. Based upon the information submitted, the travelers identified within this manifest are cleared for this flight.

Permission to land and/or landing rights and other notifications that may be required by the CBP destination port must be coordinated directly with the port as required by the Port Director. If the flight is being precleared at a CBP preclearance port of entry, permission to land and/or landing rights will be granted through the preclearance process.