Operations Manual For Private GA with Sender IDs APGAxxxx

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

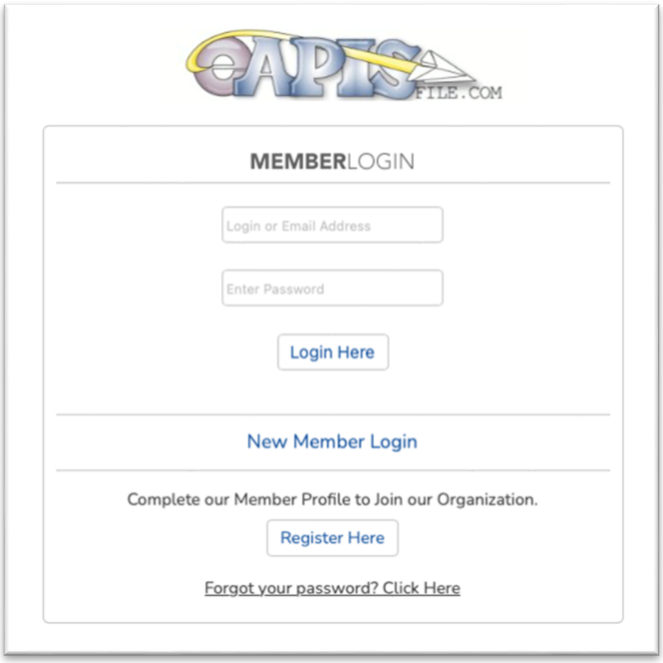
- USA DHS/Customs eAPIS filing direct to DHS servers with Immediate Confirmation.
- Mexico eAPIS filing via Excel Form - Emailed to Mexico City and Local AOE.
- Upload Documents for NEW (2024) Multi-Entry 2 days Prior with Download or email to Mexico City and Local AOE.
- Print All your international 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

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.



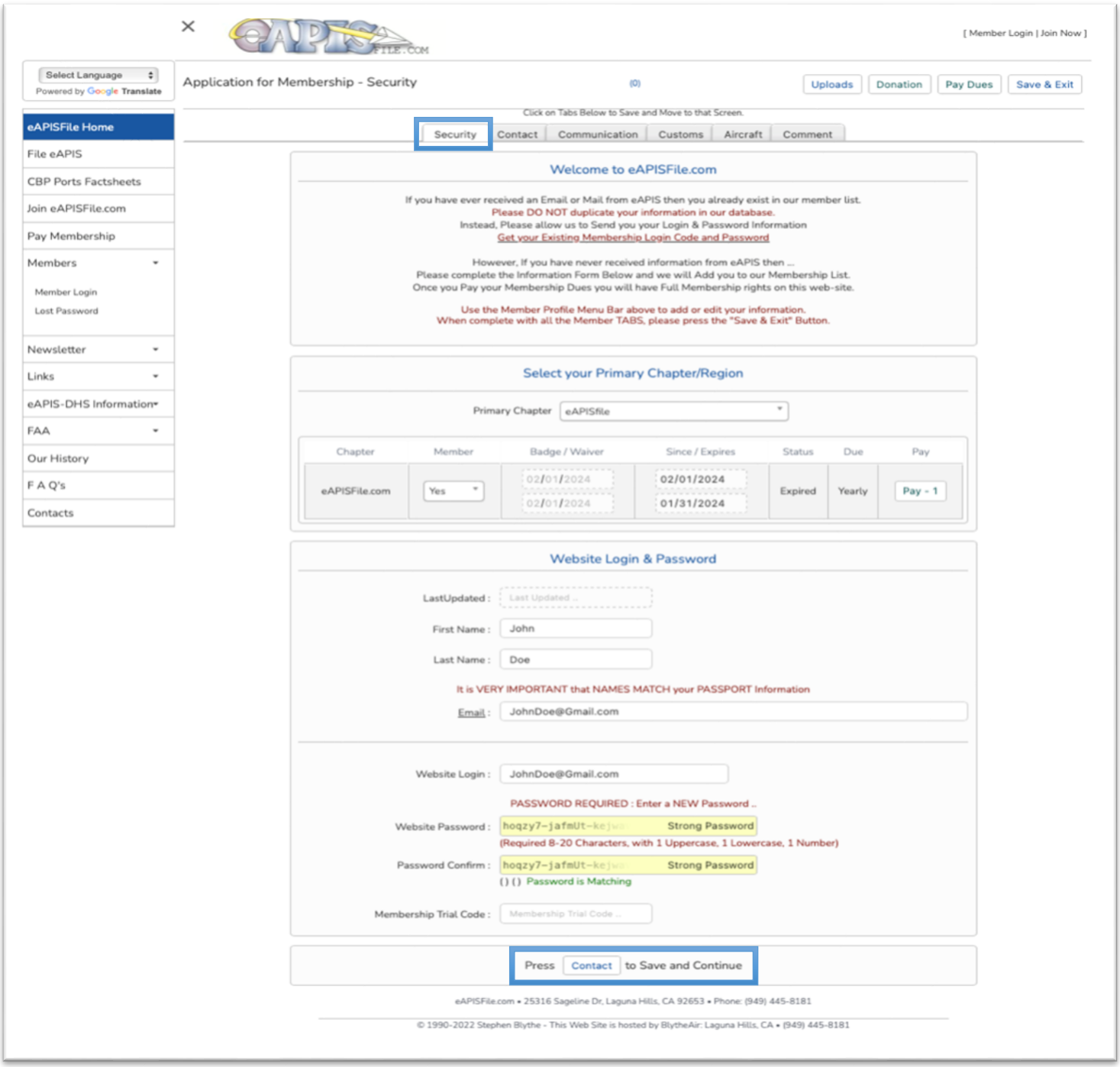
Enter your Member Profile Name & Login Information

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.

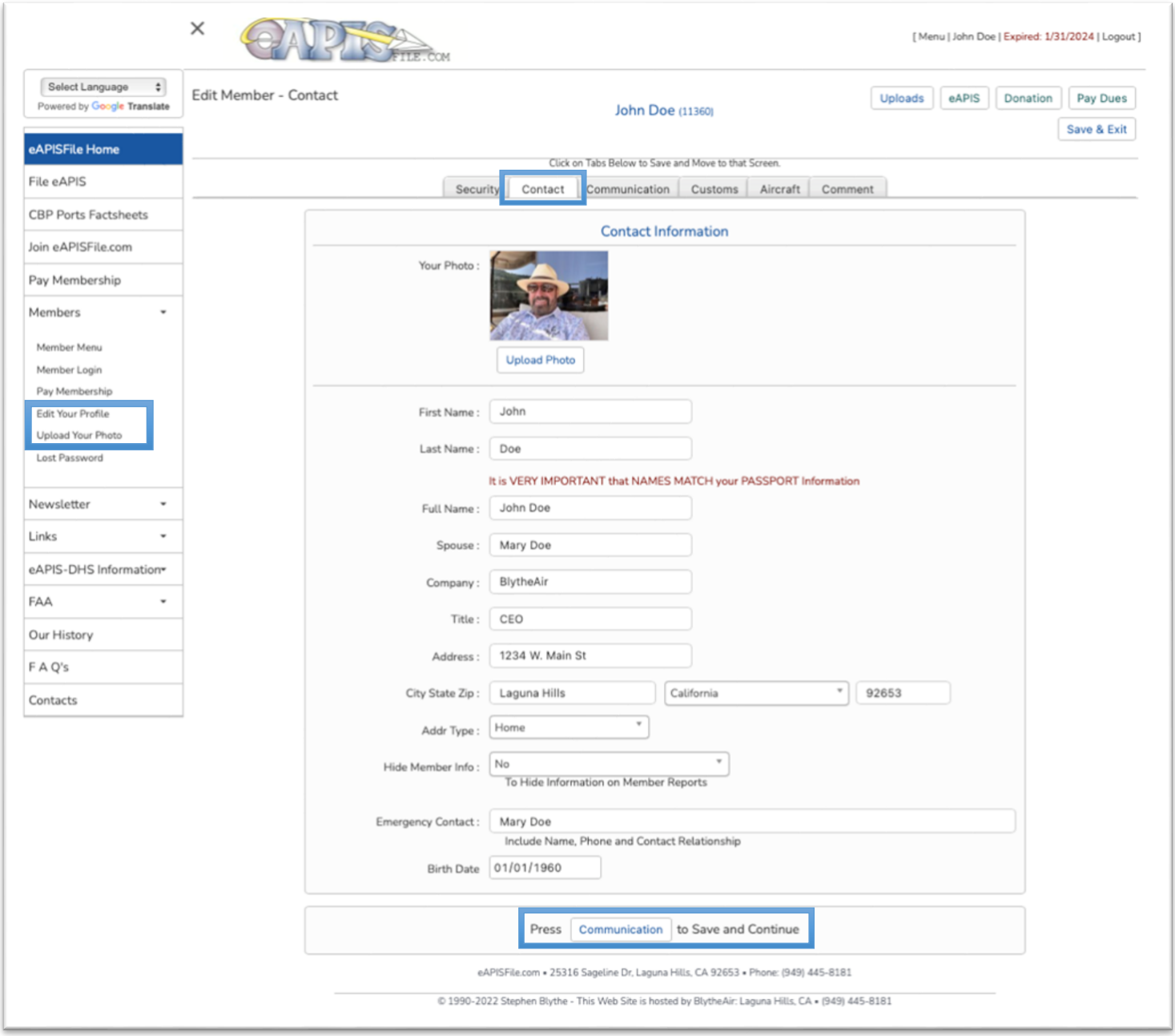


Enter your Member Profile Contact Information

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.

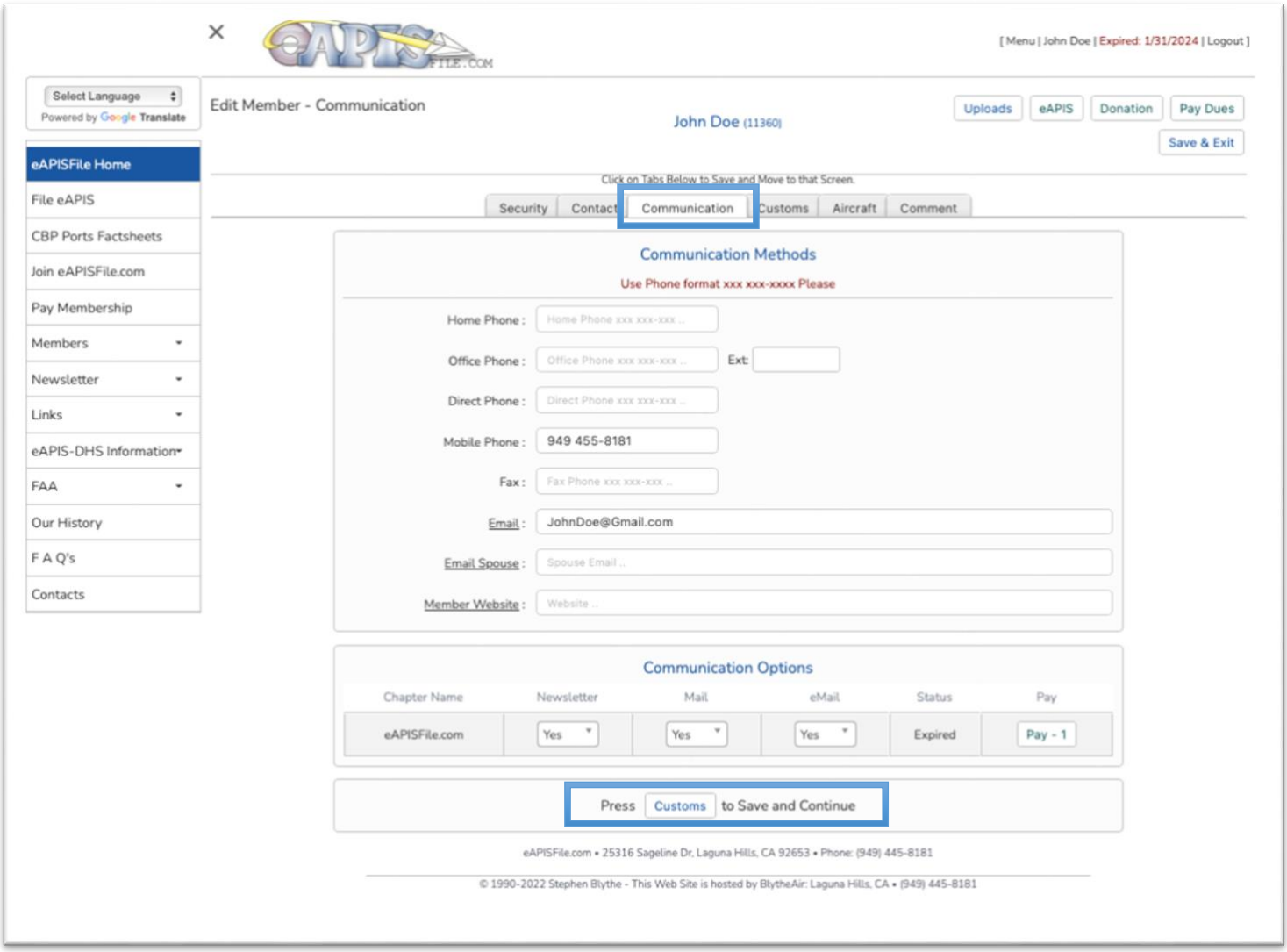


Enter your Member Profile Communications Information

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.

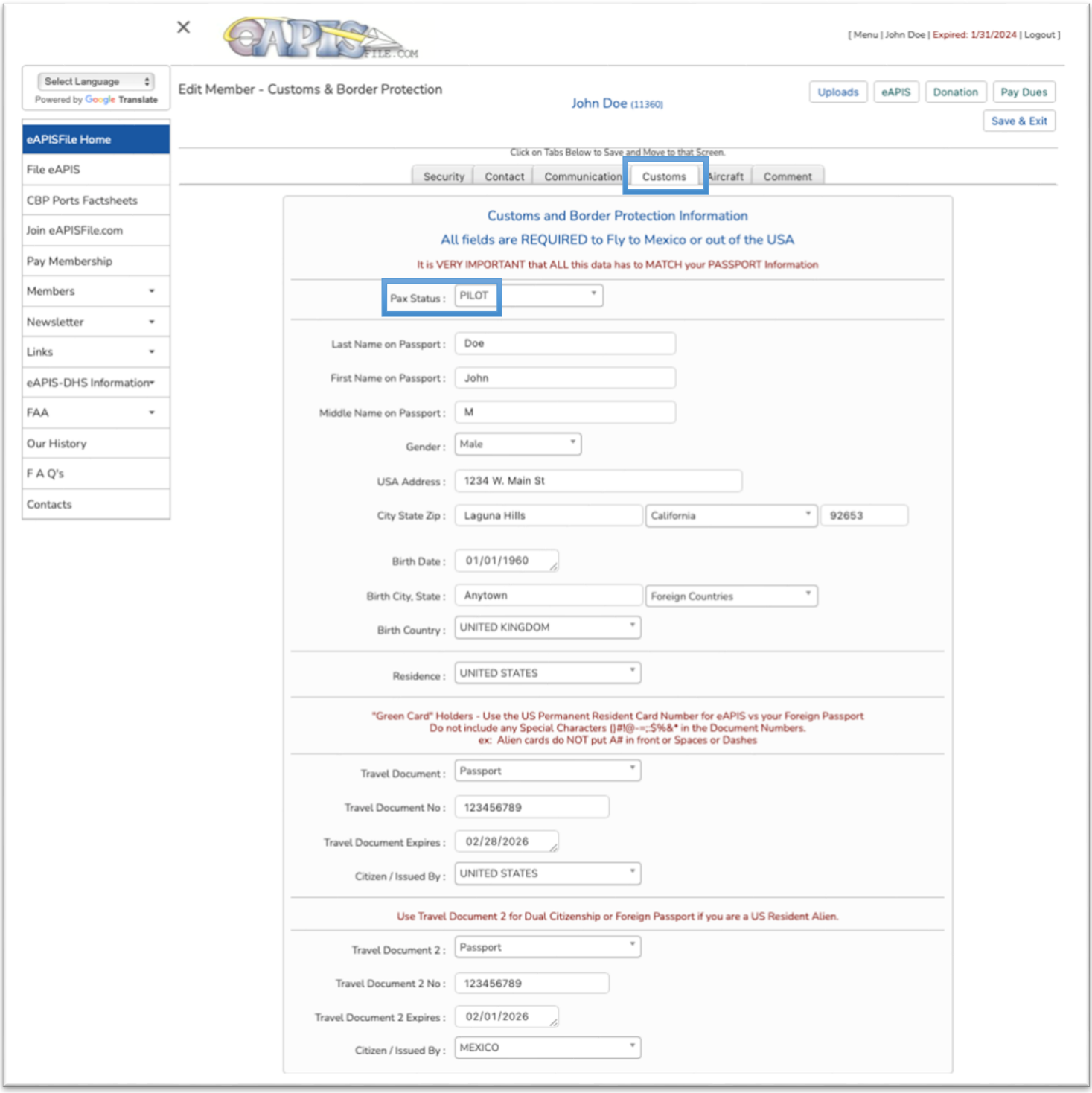
When complete select the Next Menu [Customs] option at the top of the screen or at the bottom of the form.



Enter your Member Profile Customs Information

Enter your Customs information, it is CRITICAL THAT THIS INFOMRATION 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.**



Enter your Member Profile Customs Information

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

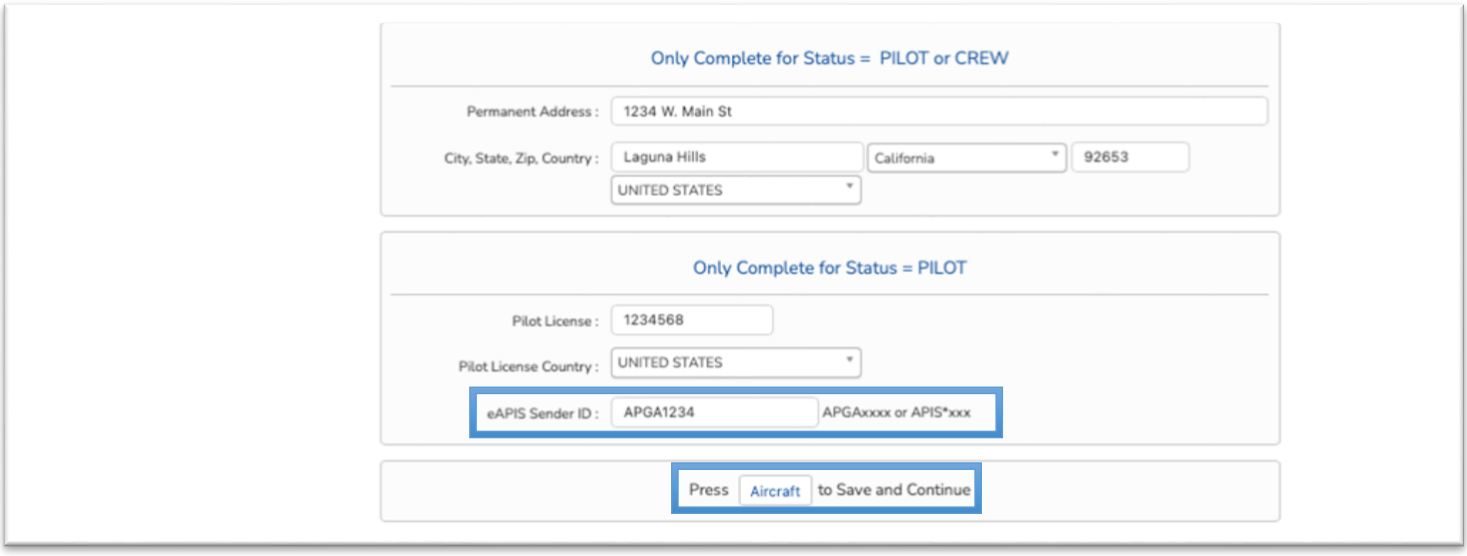
Please make sure your Passenger Status is [Pilot] and you enter YOUR valid CBP Sender-ID. **Sender-IDs start with APGAxxxx for Part 91 GA and APIS*xxx for Part 135 where xxx is a unique code.**

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).

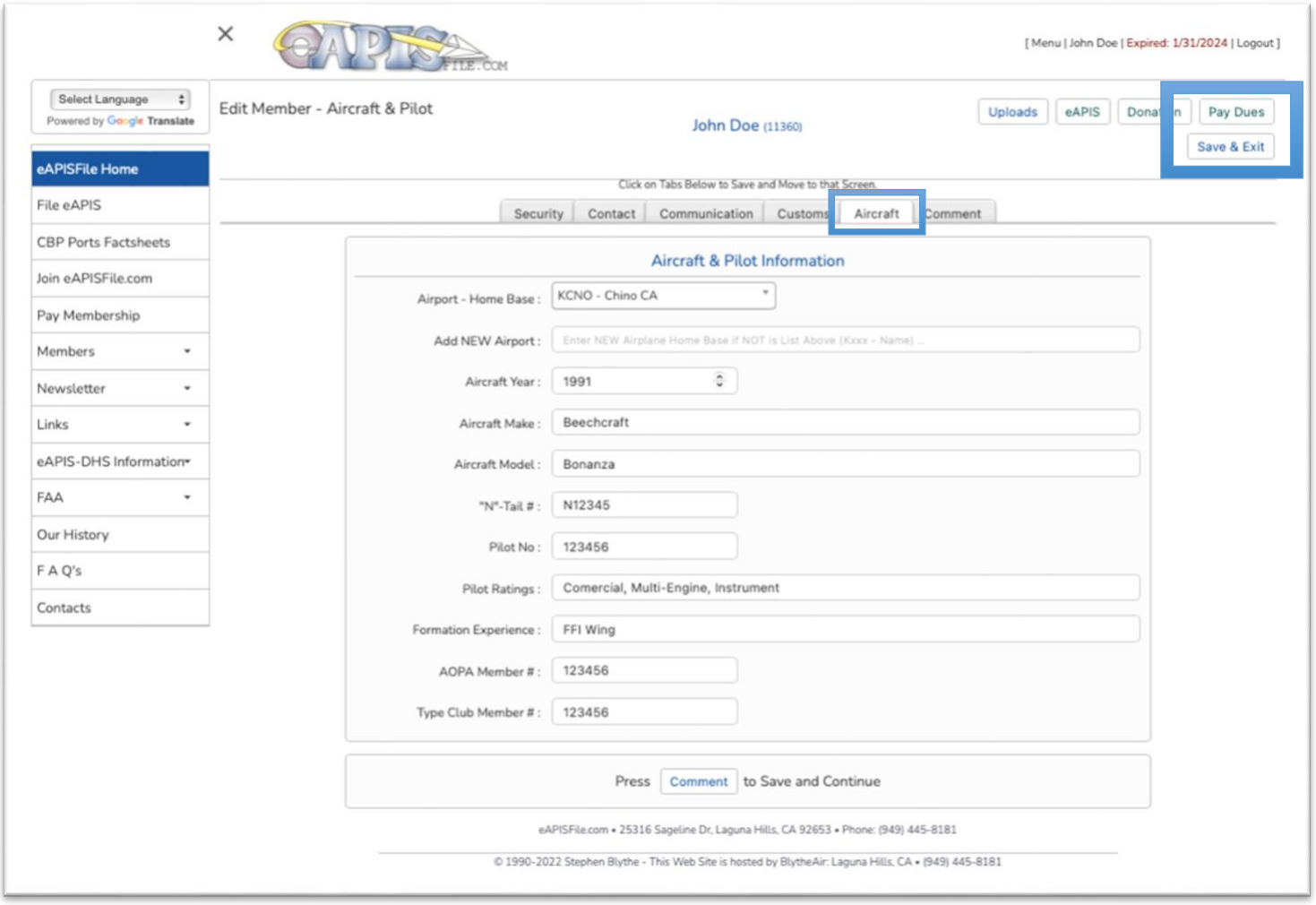
When complete select the Next Menu [Aircraft] option at the top of the screen or at the bottom of the form.



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.



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

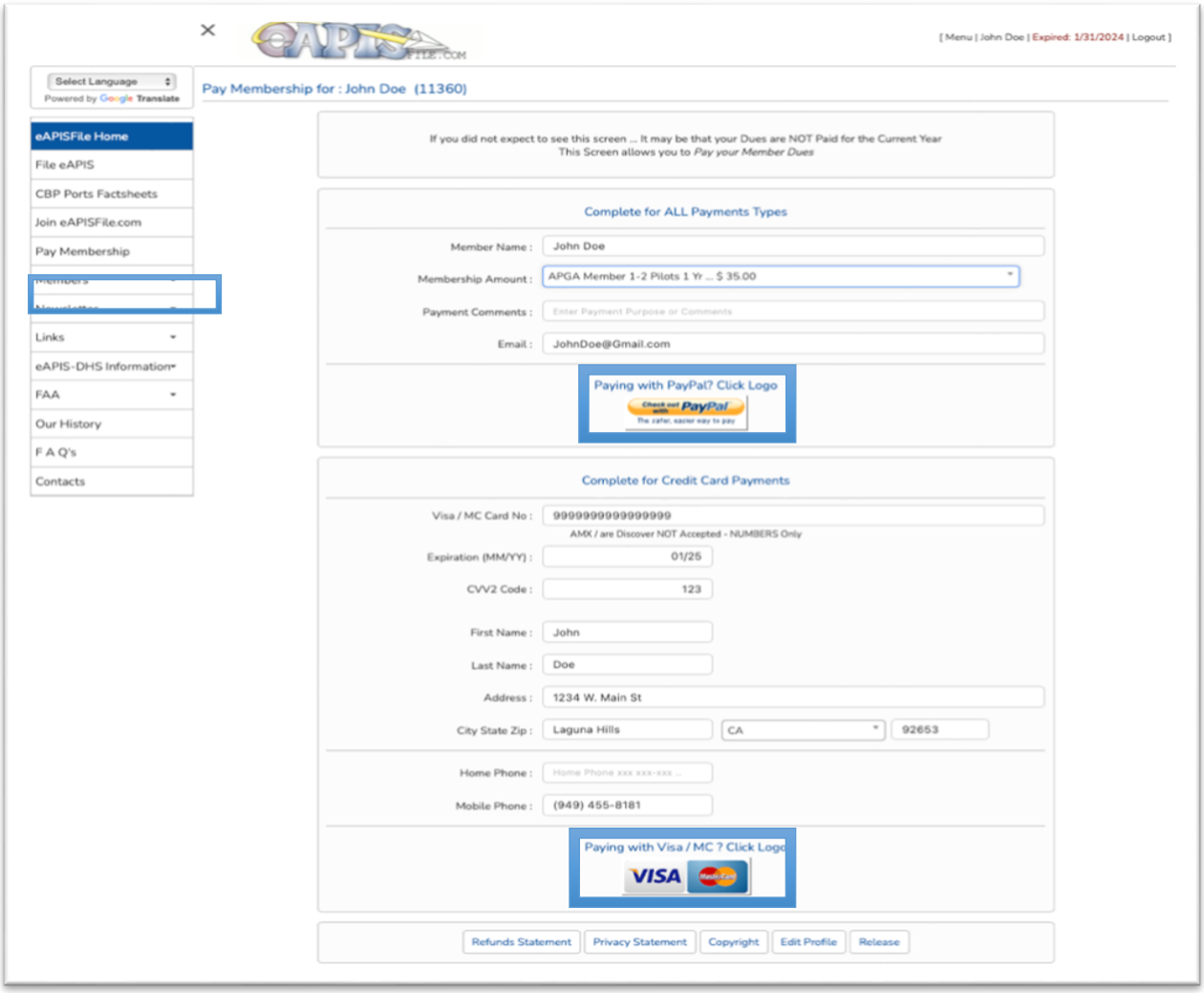
APIS – Part 135 :

$ 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.



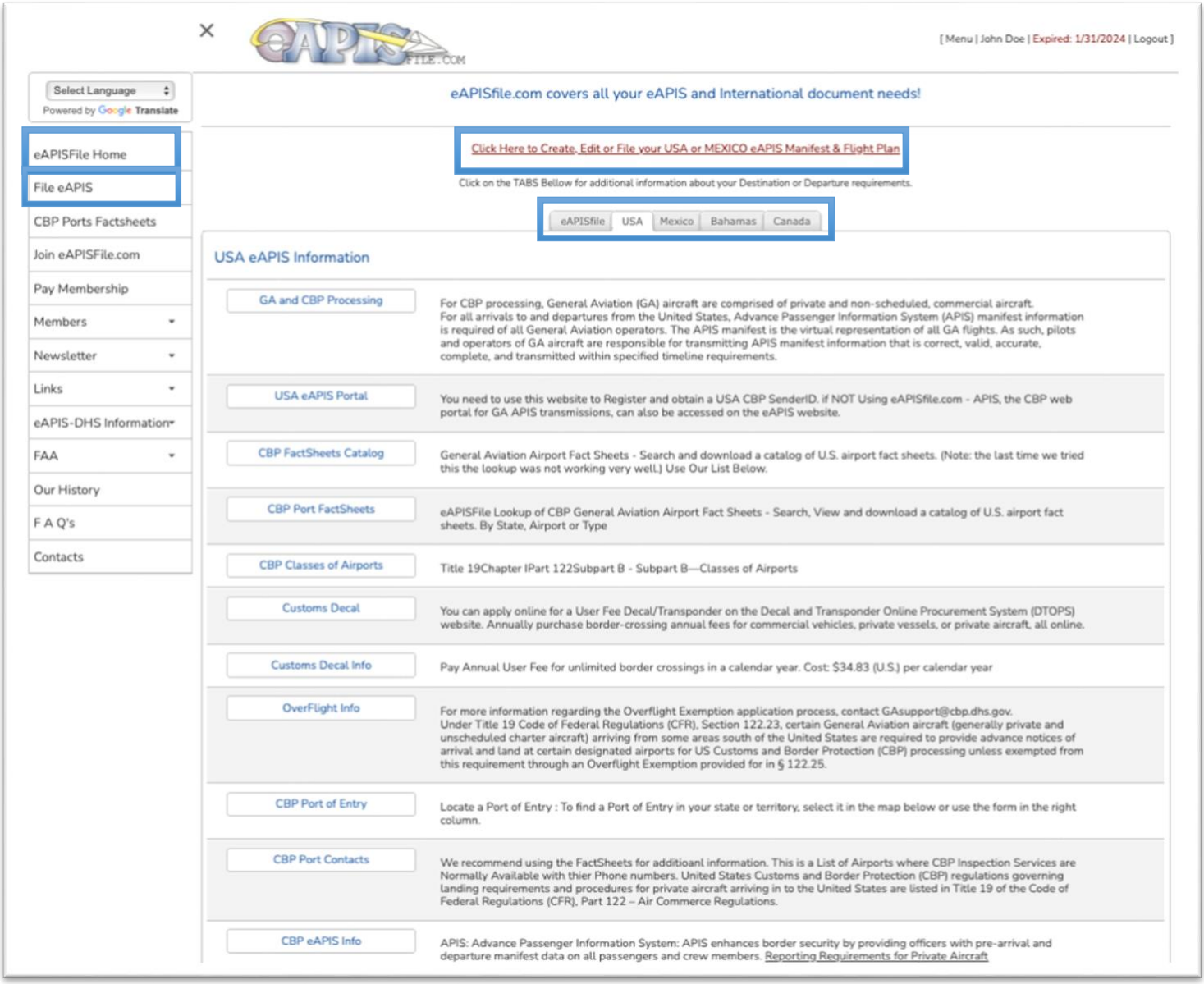
Configure your eAPIS Information.

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.

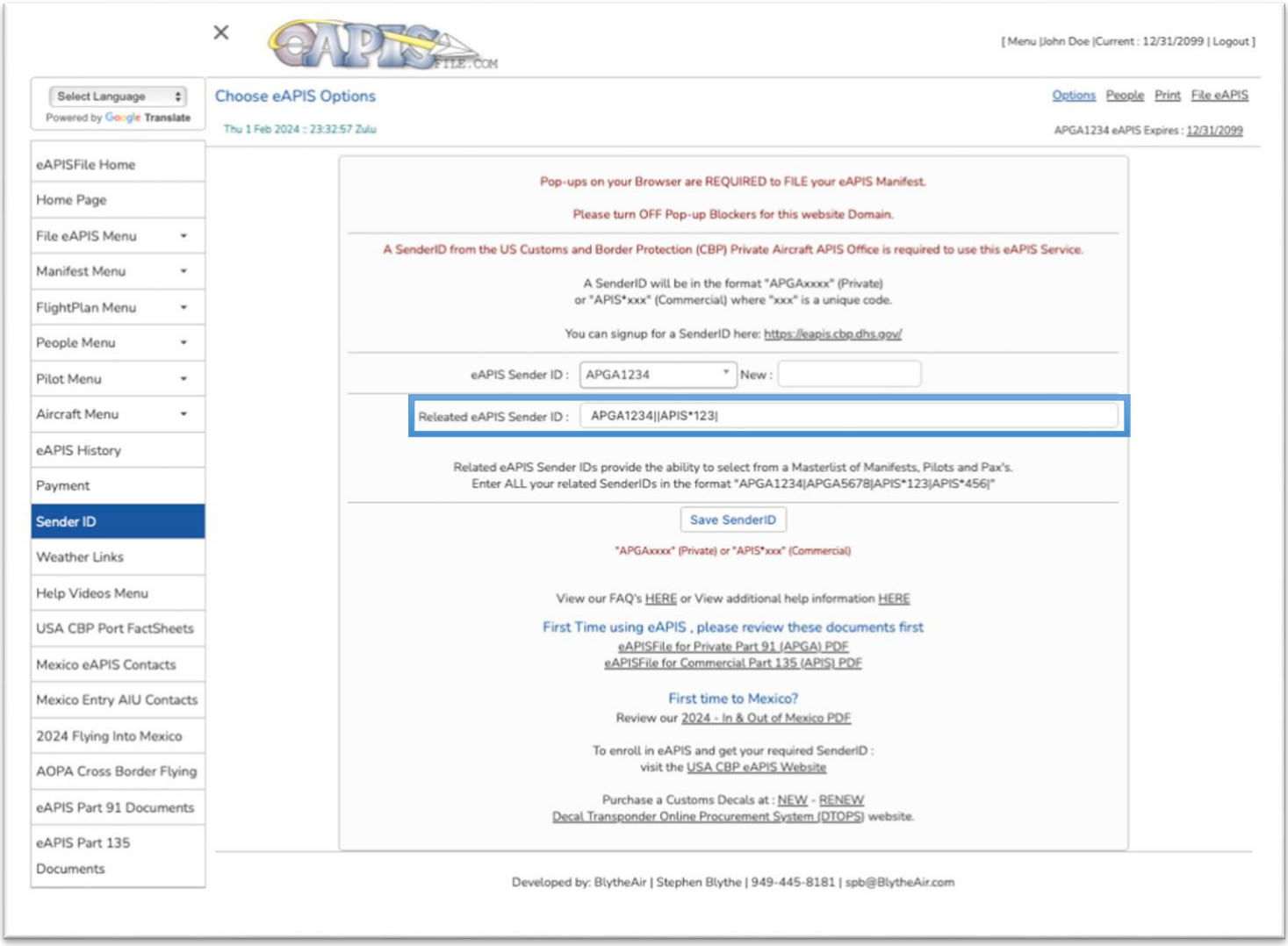
Click on [File eAPIS] on the left side menu or the [Click here to Create, Edit or File your USA or Mexico eAPIS Manifest & Flightplan] to continue.



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.



eAPIS for Part 91 Operations

File eAPIS Home Screen

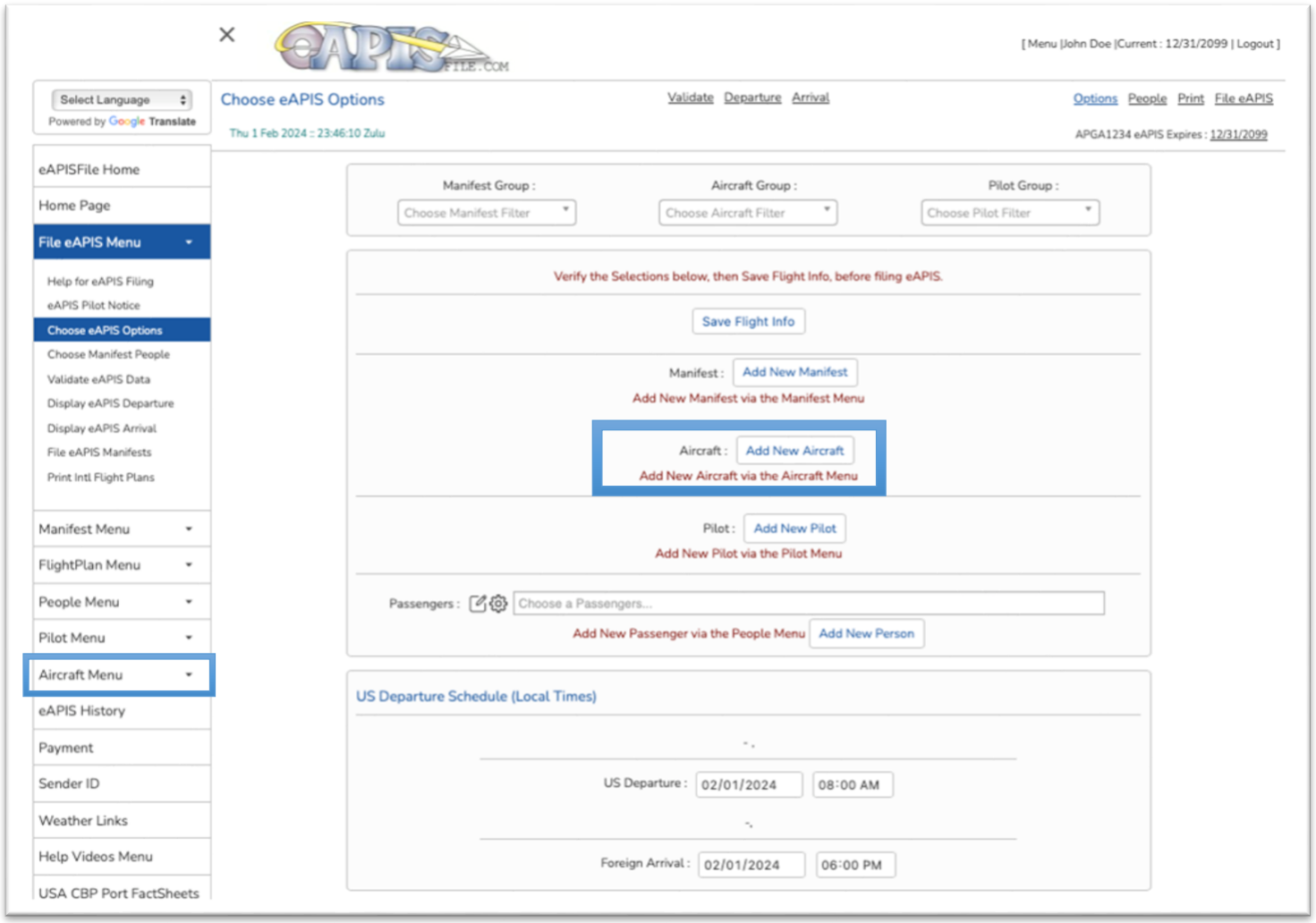
You will be presented with the [File eAPIS Menu] [Choose eAPIS Options] screen. This is the screen that allows you to select the Flight Information, Crew & Passengers.

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.

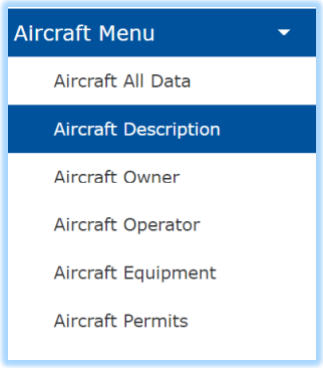
But before we file an eAPIS Manifest with CBP, we need to enter your Aircraft, Crew and Passenger Information.

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



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.

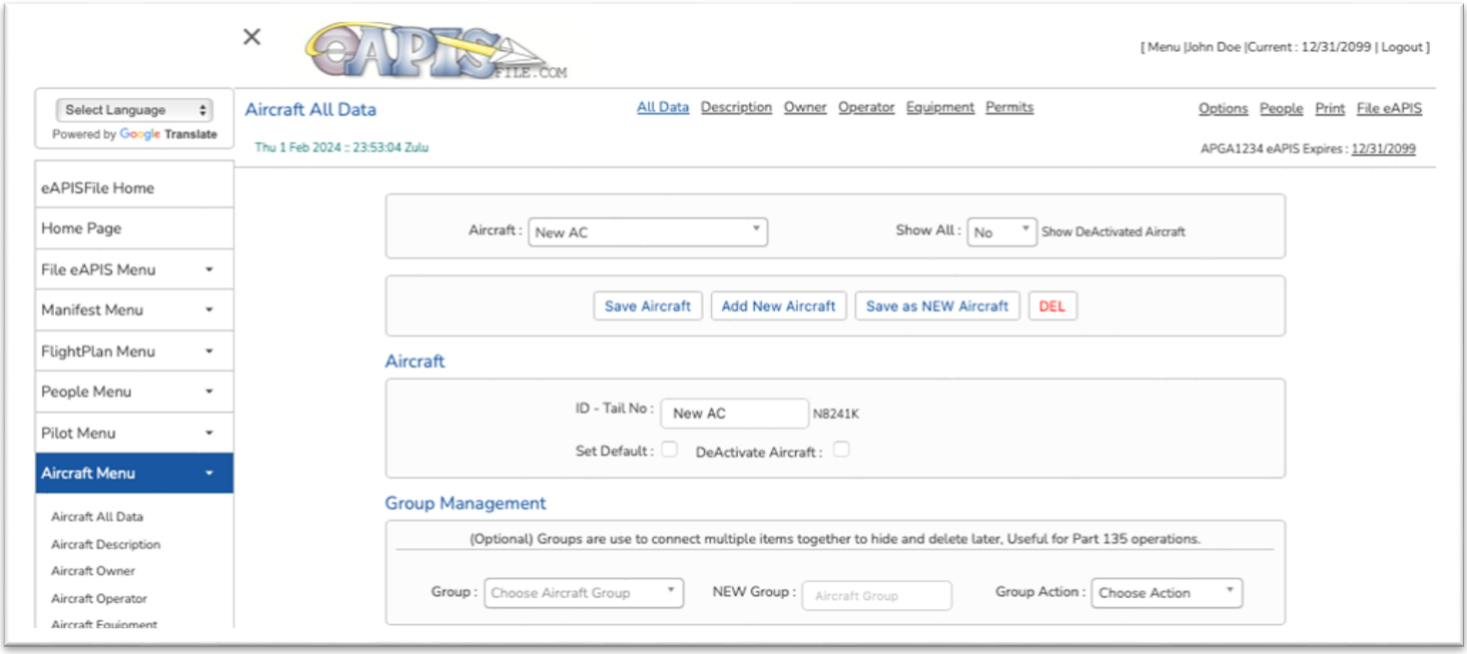
Deactivate Aircraft keeps the aircraft in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Aircraft** to put it back in the normal selection list.

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

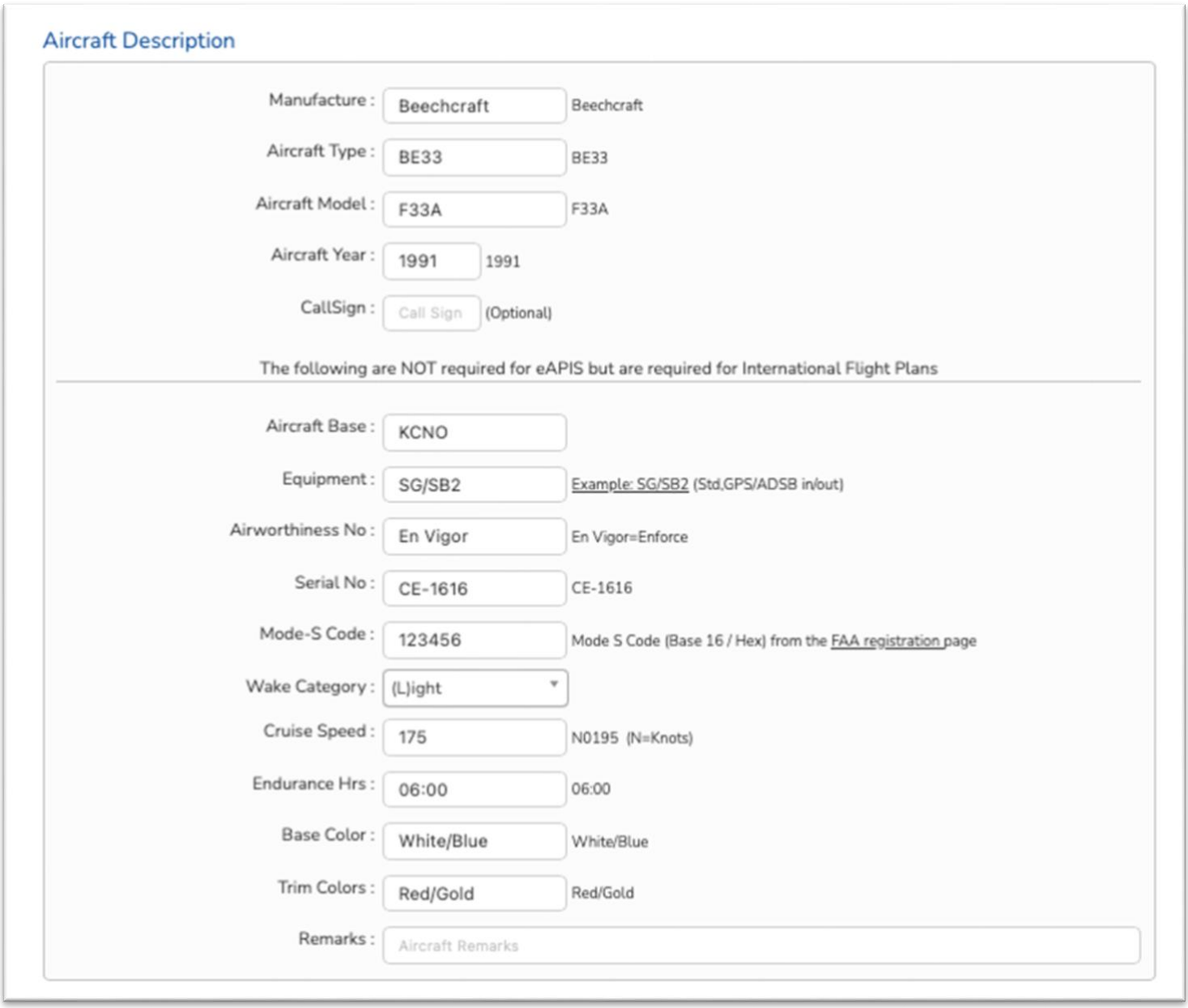
Group is used in crew and people Menus too and works well for organizations filing for multiple Part 135 operations or where the organization has teams/groups of aircraft/crew or need to assign a group or people to a flight. Grouping them makes it easy to hide/show them in lists or assign to a flight.

Replace NEW AC with your Aircraft Tail Number

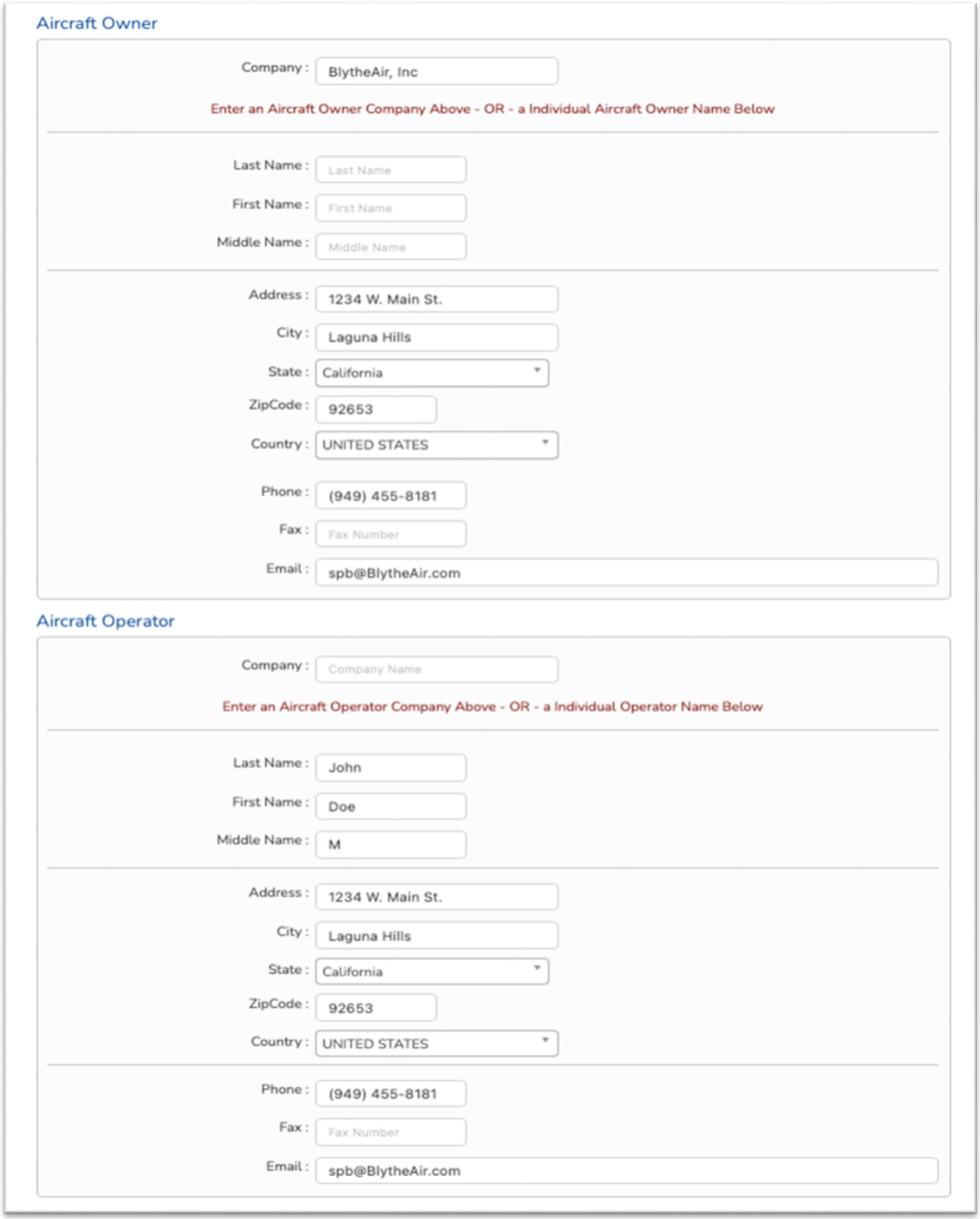
Click [Save Aircraft] after completing every screen if you are navigating by the Side Menu or when done on eth Aircraft All Data Screen.



Aircraft Description - Part 91



Aircraft Owner & Operator- Part 91



Aircraft Owner

Company : BlytheAir, Inc

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

Last Name : Last Name

First Name : First Name

Middle Name : Middle Name

Address : 1234 W. Main St.

City : Laguna Hills

State : California

ZipCode : 92653

Country : UNITED STATES

Phone : (949) 455-8181

Fax : Fax Number

Email : spb@BlytheAir.com

Aircraft Operator

Company : Company Name

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

Last Name : John

First Name : Doe

Middle Name : M

Address : 1234 W. Main St.

City : Laguna Hills

State : California

ZipCode : 92653

Country : UNITED STATES

Phone : (949) 455-8181

Fax : Fax Number

Email : spb@BlytheAir.com

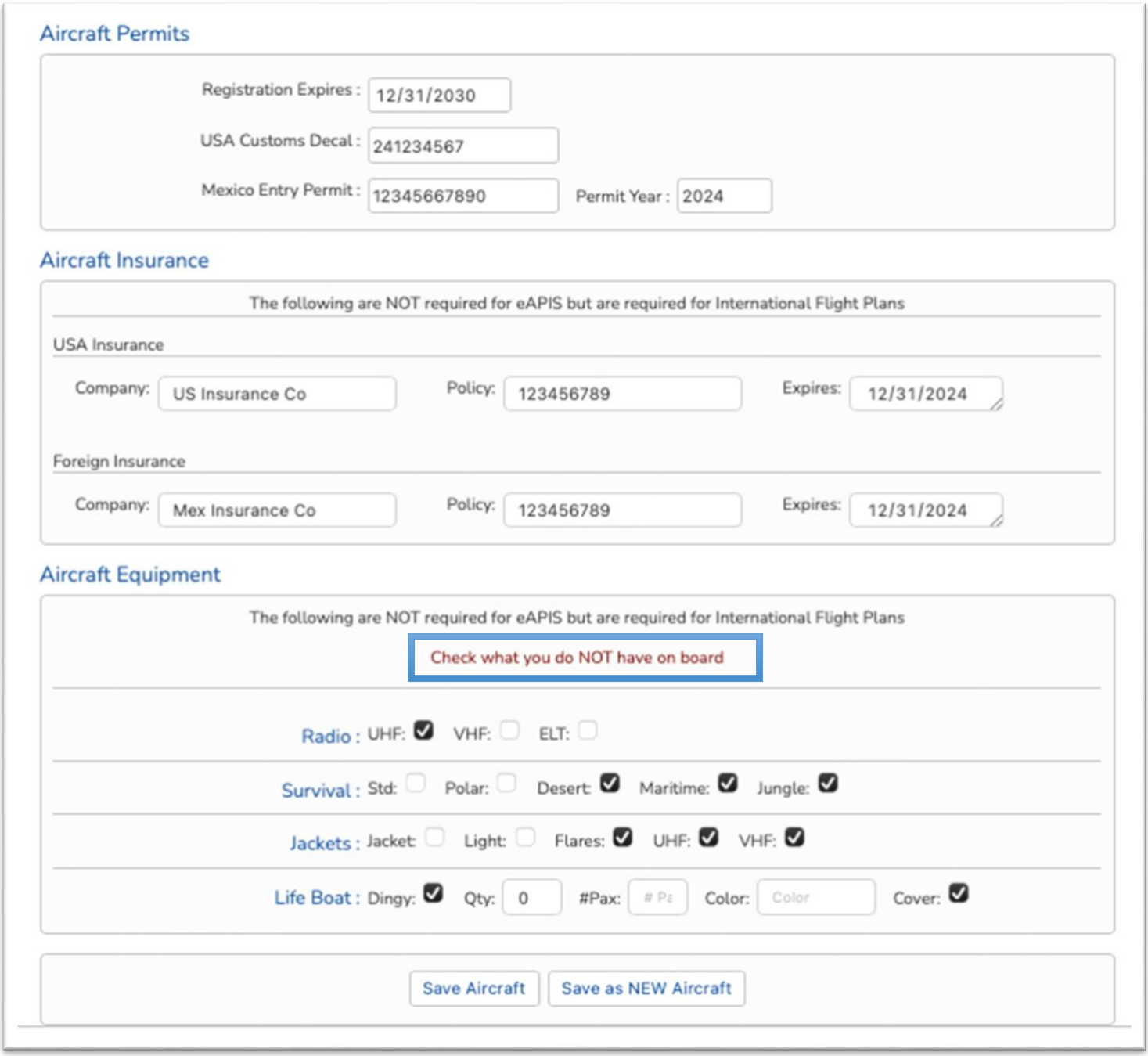
Aircraft Permits, Insurance & Equipment - Part 91

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

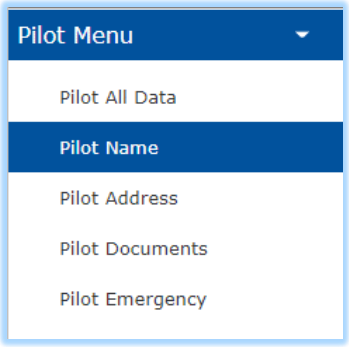
If you do not yet have your Customs Decal – you can obtain the number form the same website you purchased it from.

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.



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.

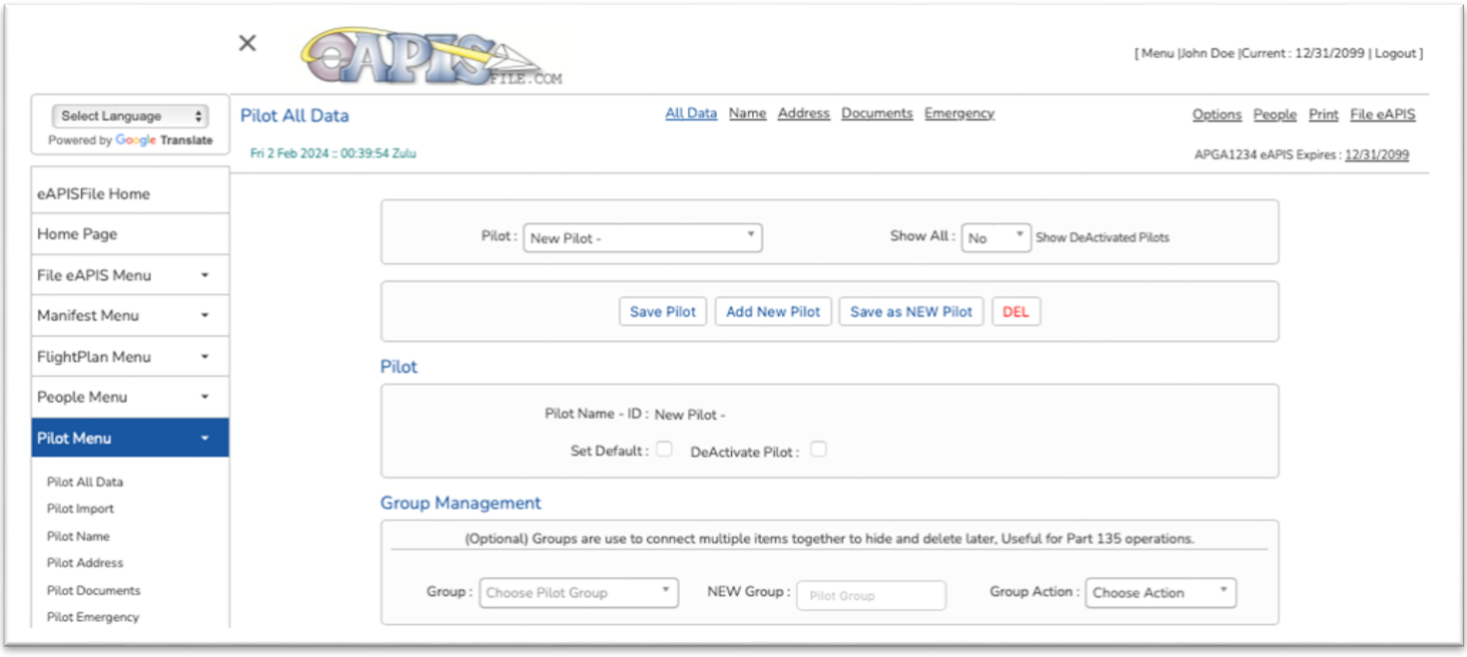
DEL will allow you to delete this Pilot.

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.

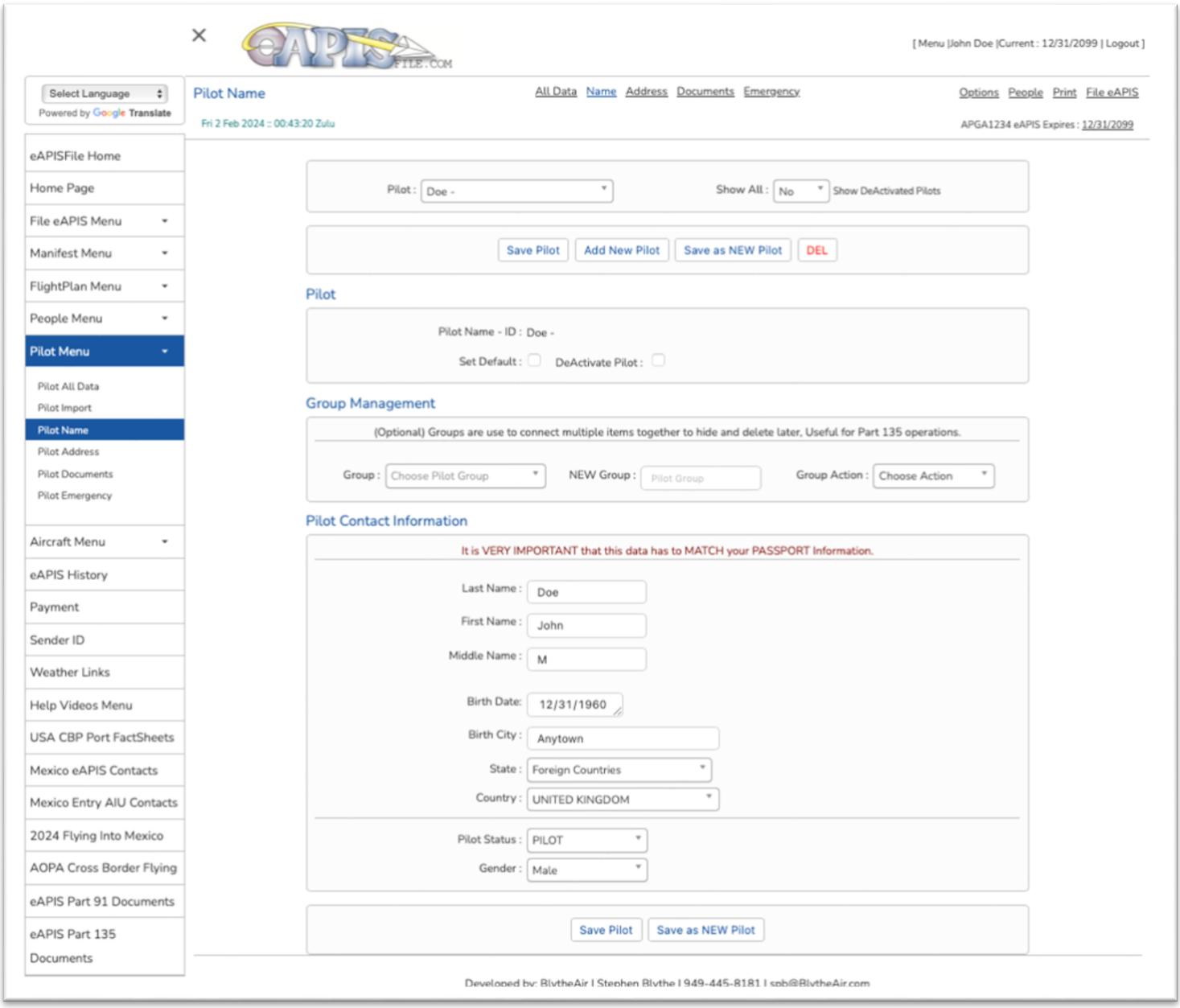
Group is used in Airport and People Menus as well and works well for organizations filing for multiple Part 91/135 operations or where the Organization has Teams/Groups of Aircraft/Pilot or need to Assign a Group or People to a Flight. Grouping them makes it easy to hide/show them in lists or assign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



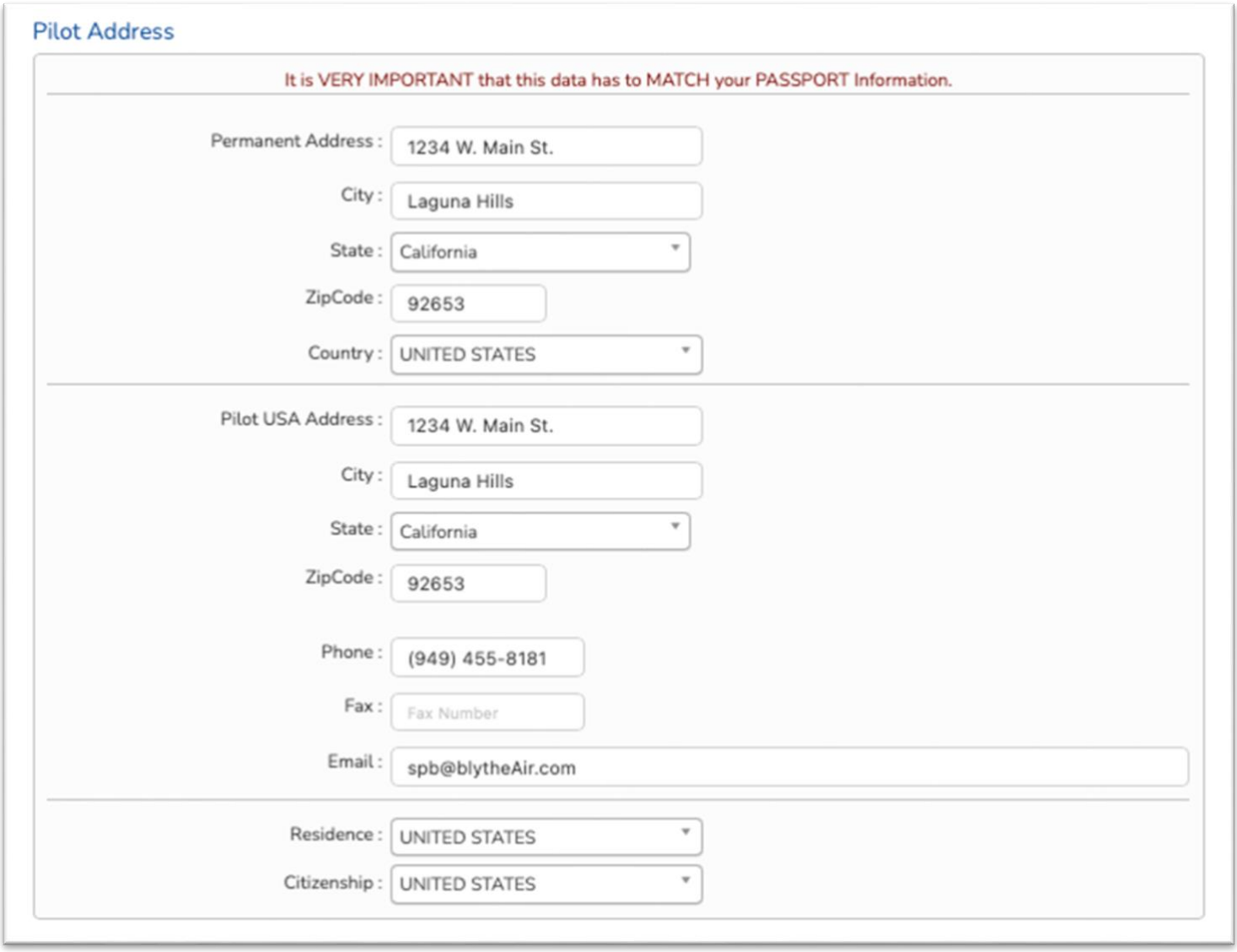
Pilot Name - Part 91

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.



Pilot Address - Part 91



Pilot Documents & Emergency Contacts - Part 91

Pilot Documents

eAPIS Sender ID : APGA1234 APGAxxxx or APIS*xxx

eAPIS Password : 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 or Spaces or Dashes

Doc Type 1 : Passport

Doc Number 1 : 123456789 (Passport)

Country 1 : UNITED STATES

Expire Date 1: 12/31/2030

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

Doc Type 2 : Passport

Doc Number 2 : 1234546789 (Passport or Document #)

Country 2 : MEXICO

Expire Date 2: 12/31/2028

Doc Type L : Pilot License

Pilot License : 123456789 (Passport)

Pilot License Country : UNITED STATES

Pilot Medical Expires : 01/31/2026

Emergency Contact Information

Last Name : Doe

First Name : Mary

Middle Name : Middle Name

Phone : (949) 455-8182

Fax : Fax Number

Email : Mary@BlytheAir.com

Save Pilot | Save as NEW Pilot

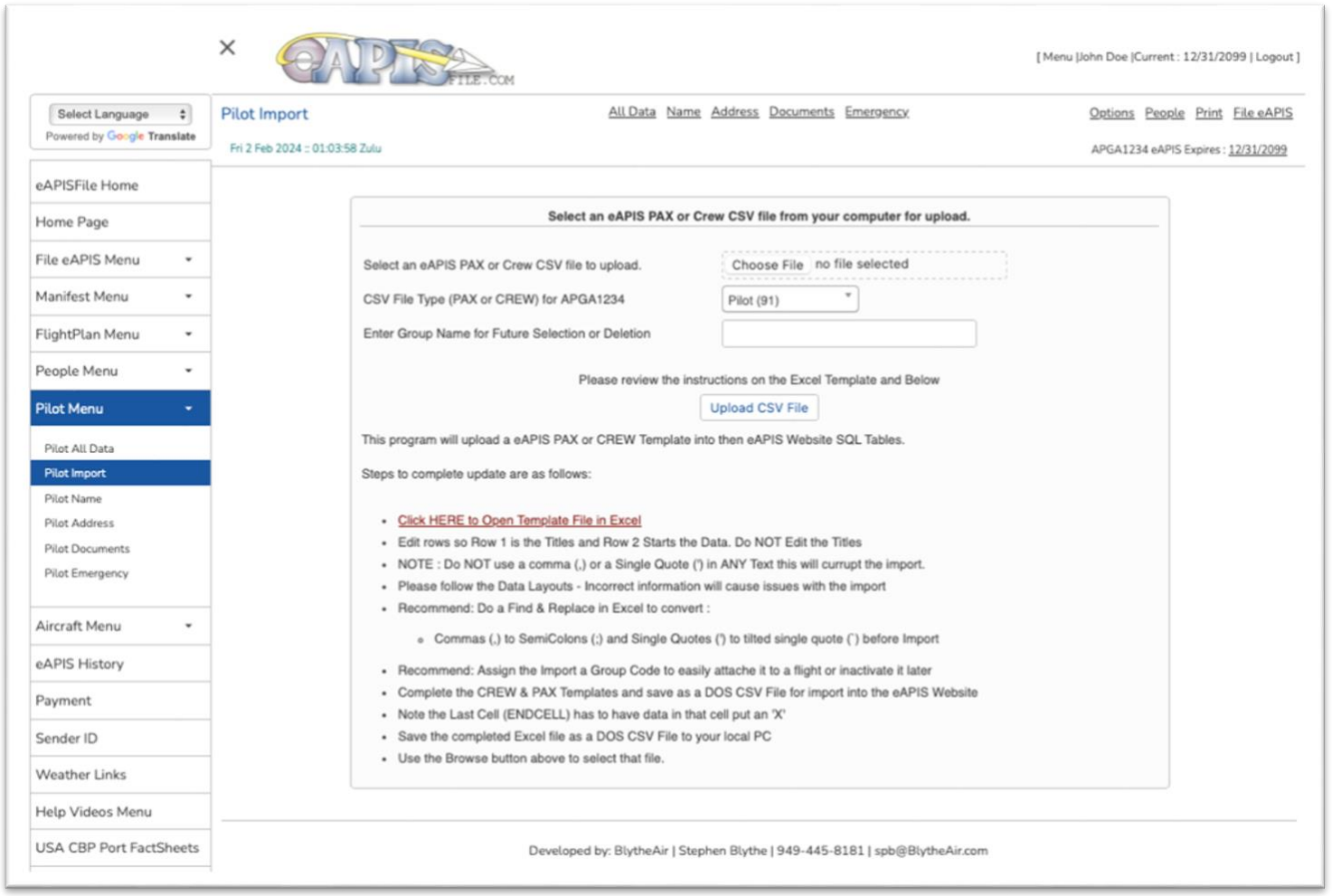
Pilot, Crew or People Import - Part 91

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.

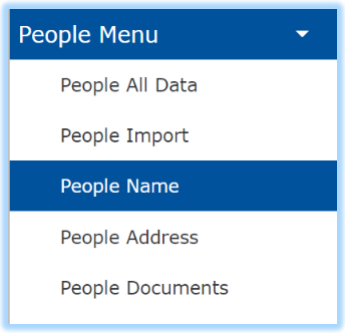
Be sure to read the instructions at the bottom of the screen :

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.



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.

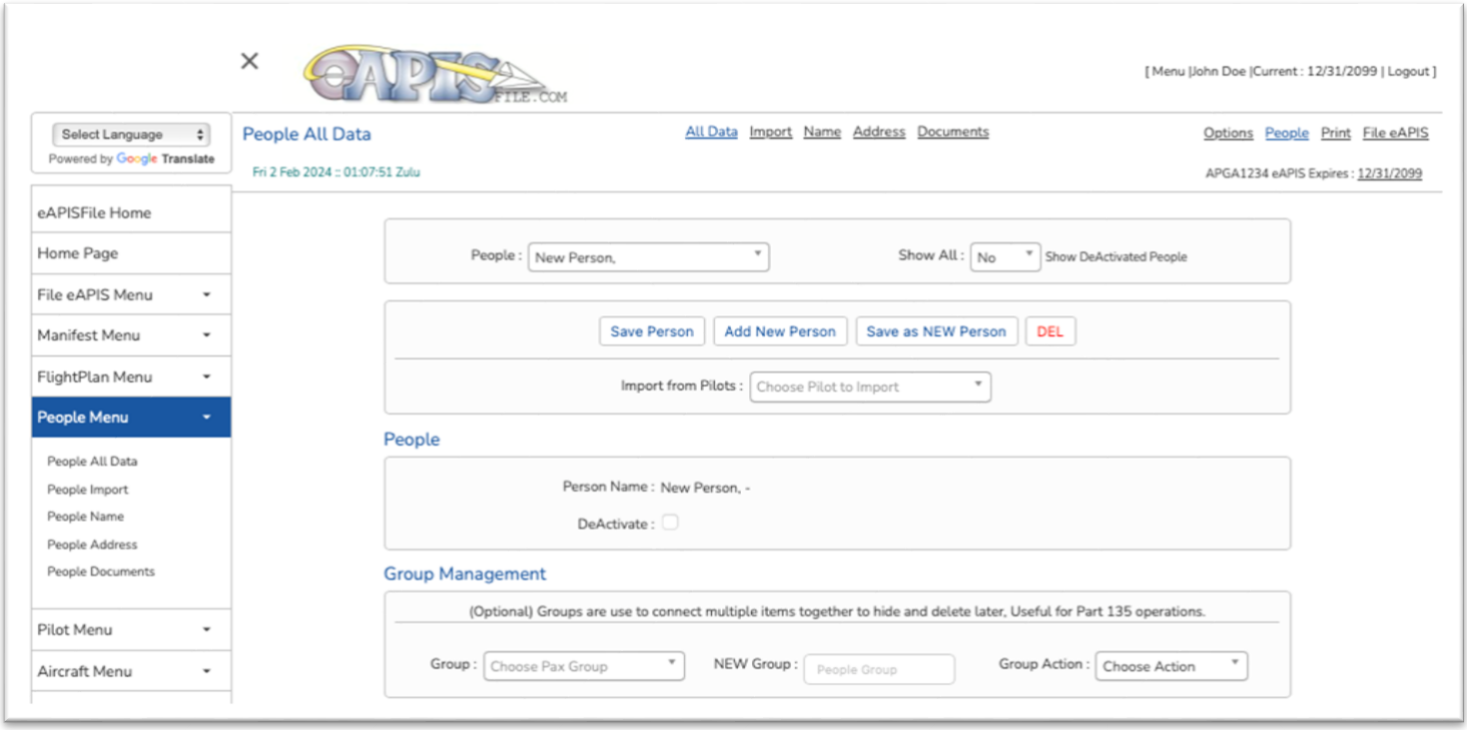
Save as New Person will save the existing a people as a new person and allow you to edit it.

DEL will allow you to delete this person.

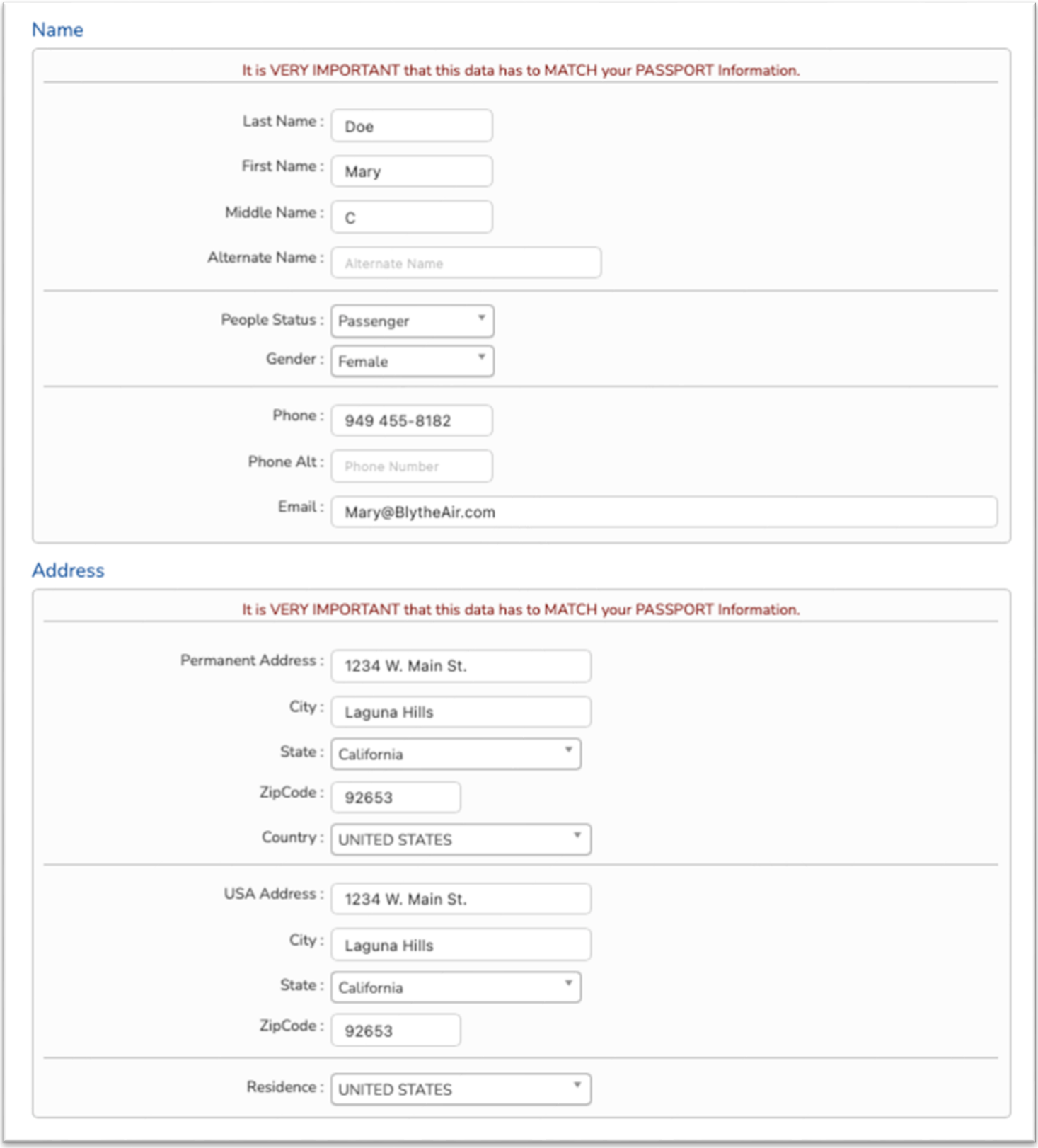
Deactivate PAX keeps the person in the database but removes it from the Selection List. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate Pax** to put it back in the normal selection list.

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

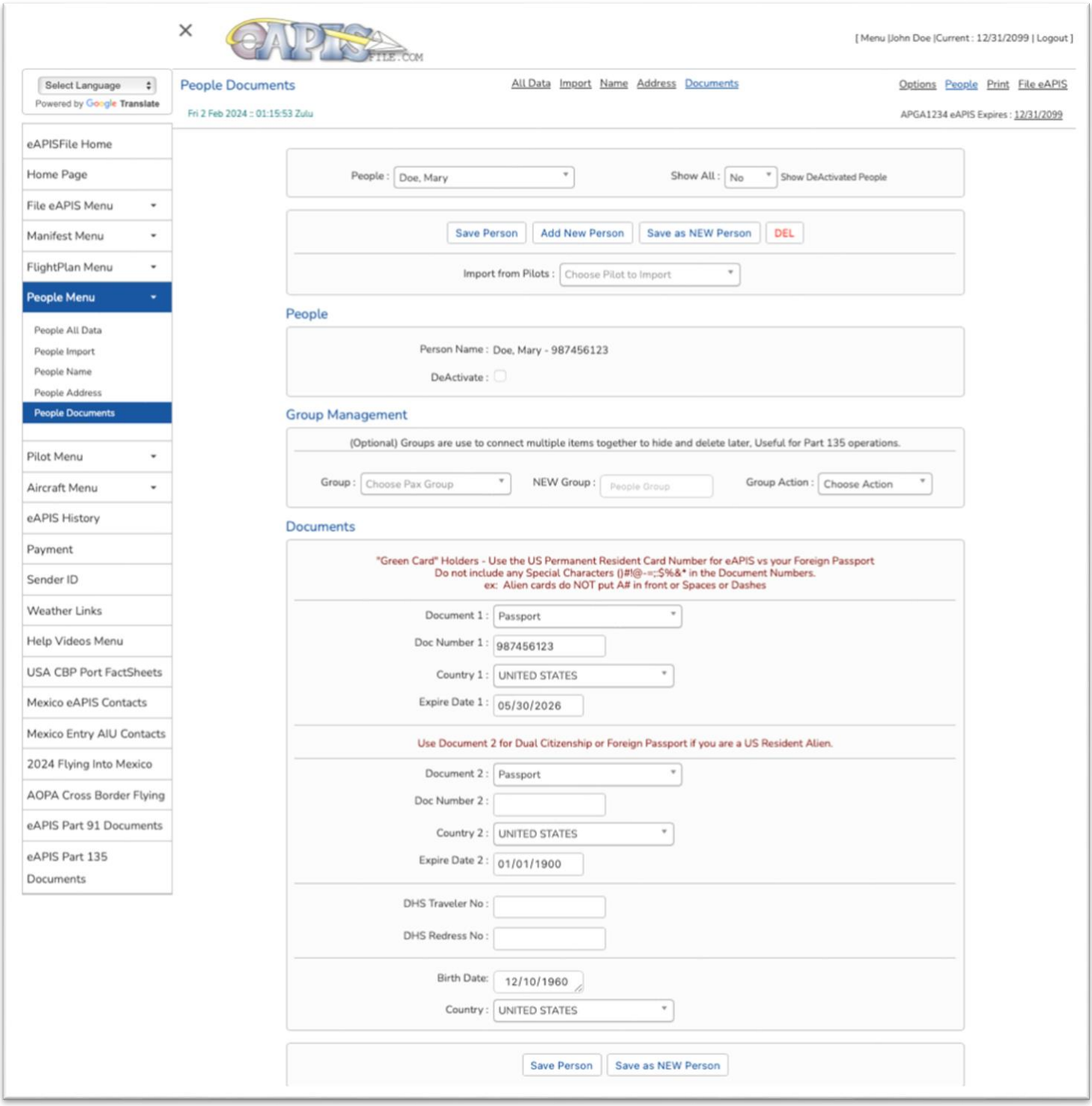
Group is used in Airport Crew and People Menus too and works well for organizations filing for multiple Part 135 operations or where the organization has Teams/Groups of Aircraft/Crew or need to Assign a group or people to a flight. Grouping them makes it easy to hide/show them in lists or assign to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



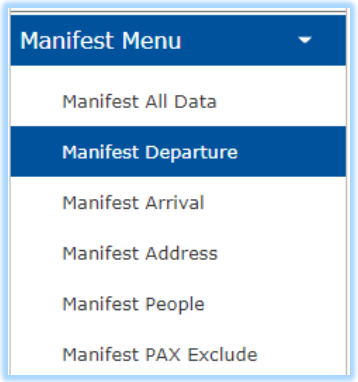
People Name & Address - Part 91



People Documents - Part 91



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.

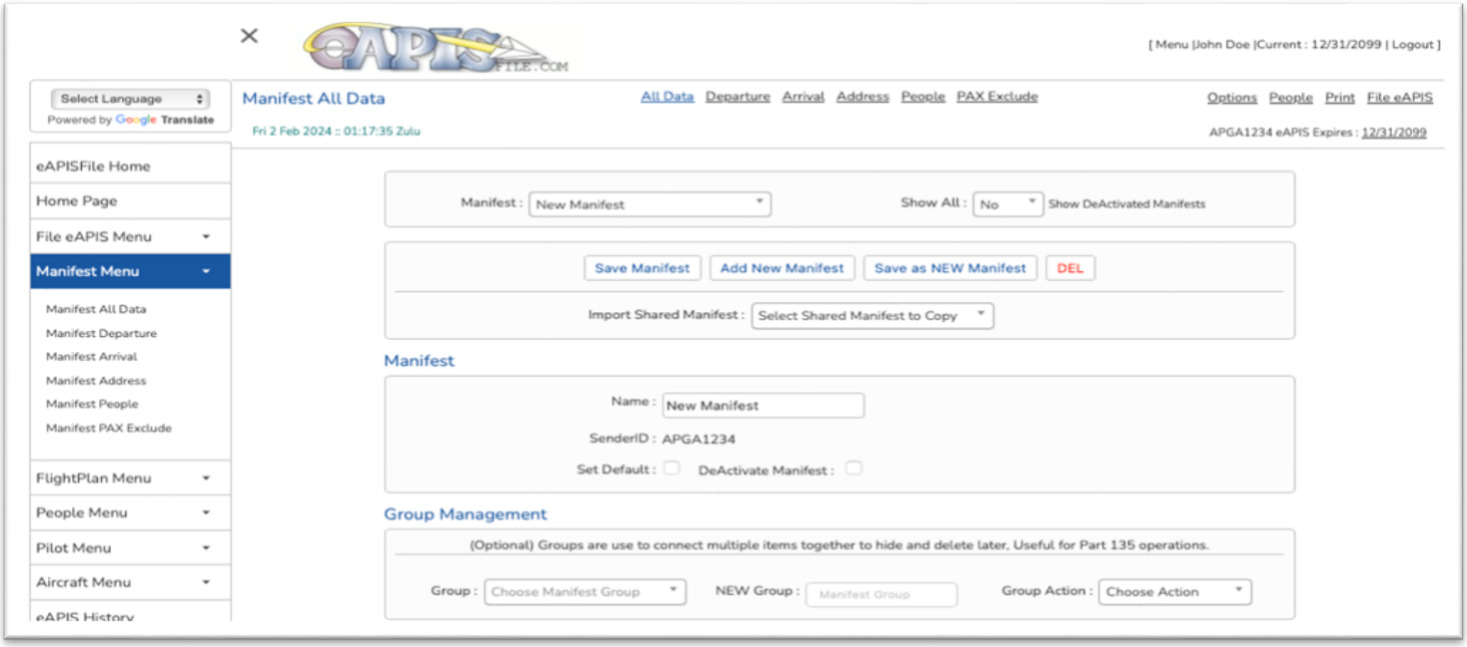
DEL will allow you to delete this Manifest.

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

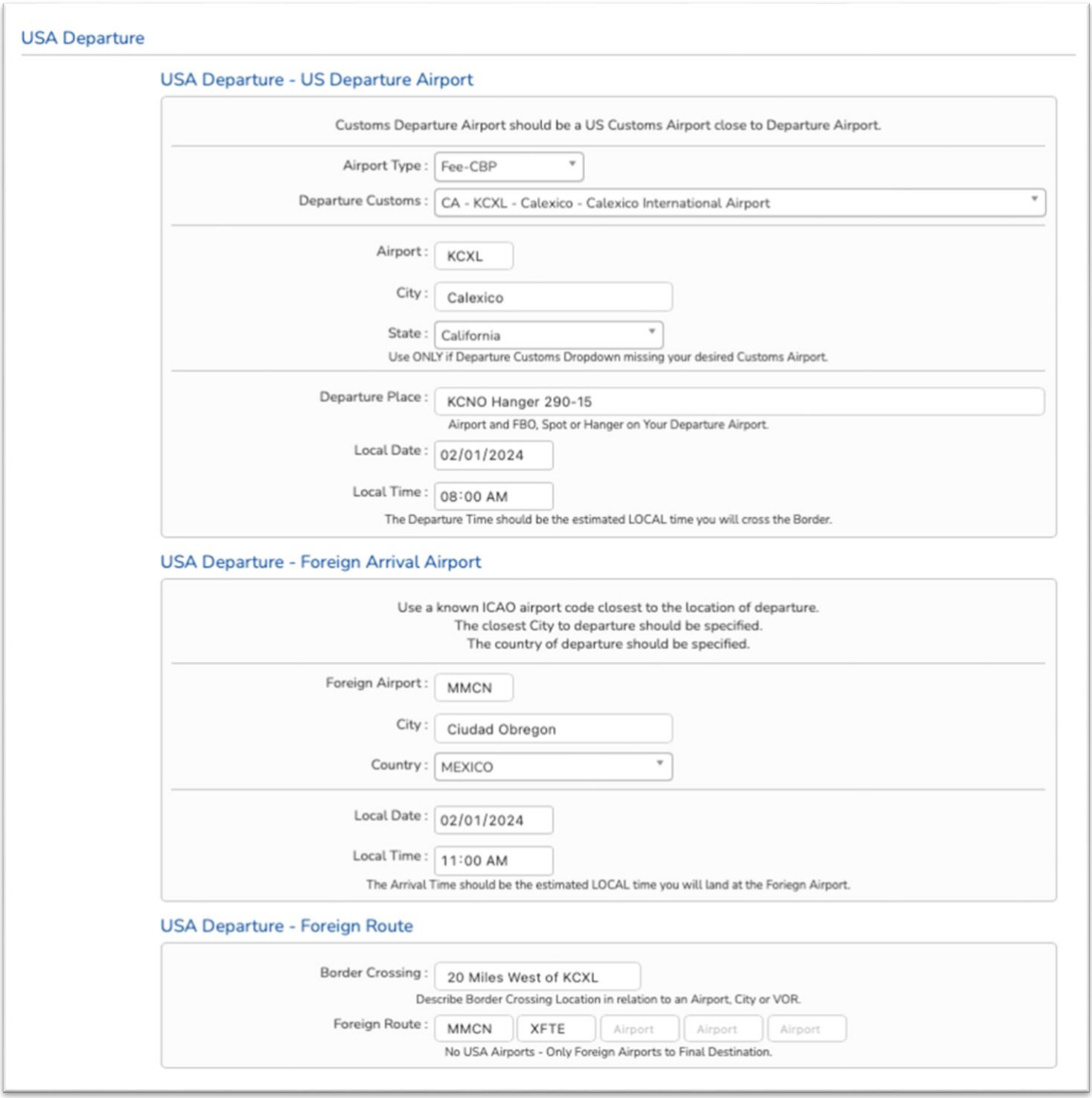
Deactivate FP keeps the Manifest in the database but removes it from the selection list. Choose **Show All**: Y to display it again in the selection list. Unselect **Deactivate** Manifest to put it back in the normal selection list.

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.

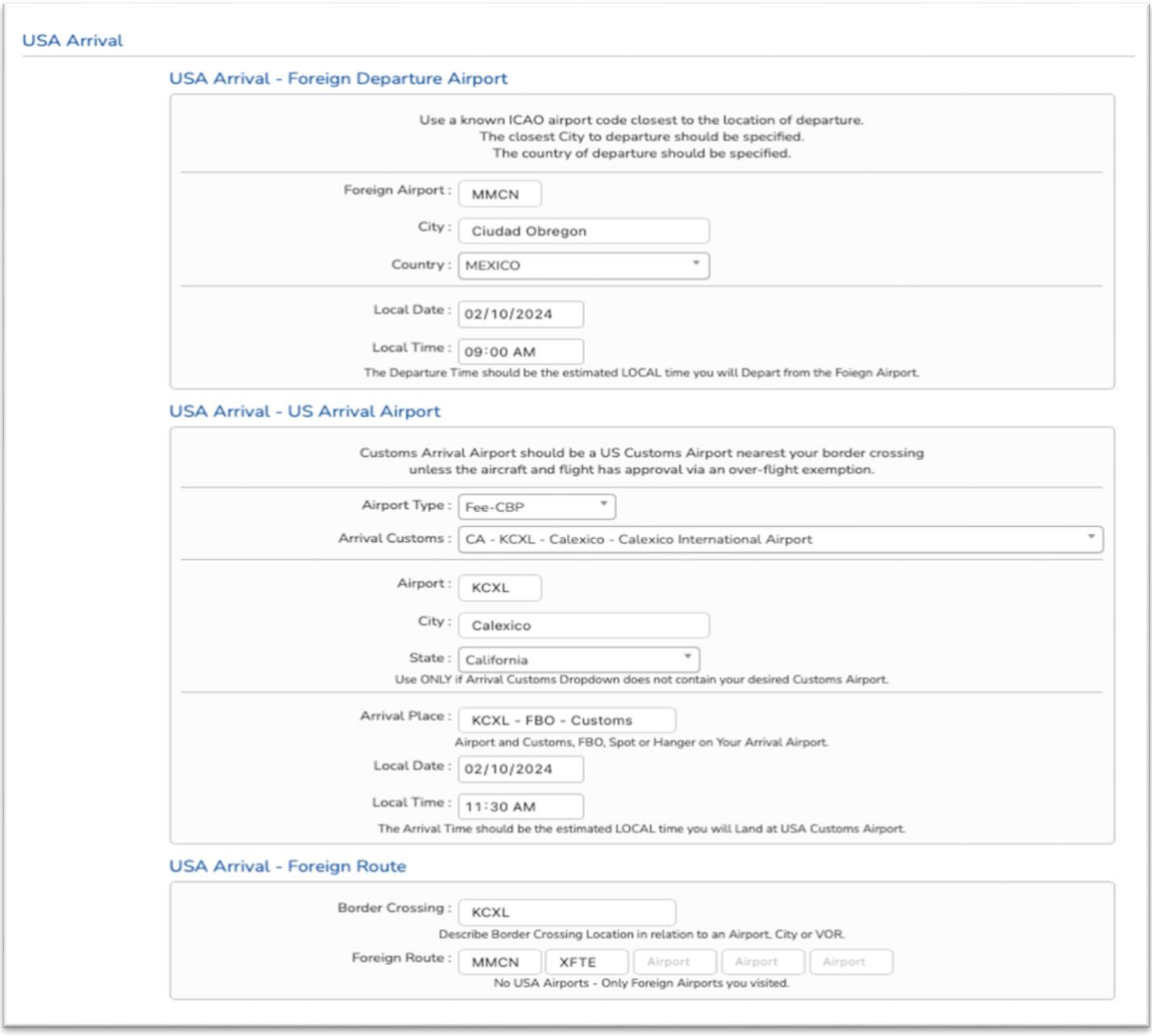


Manifest Departure - Part 91



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

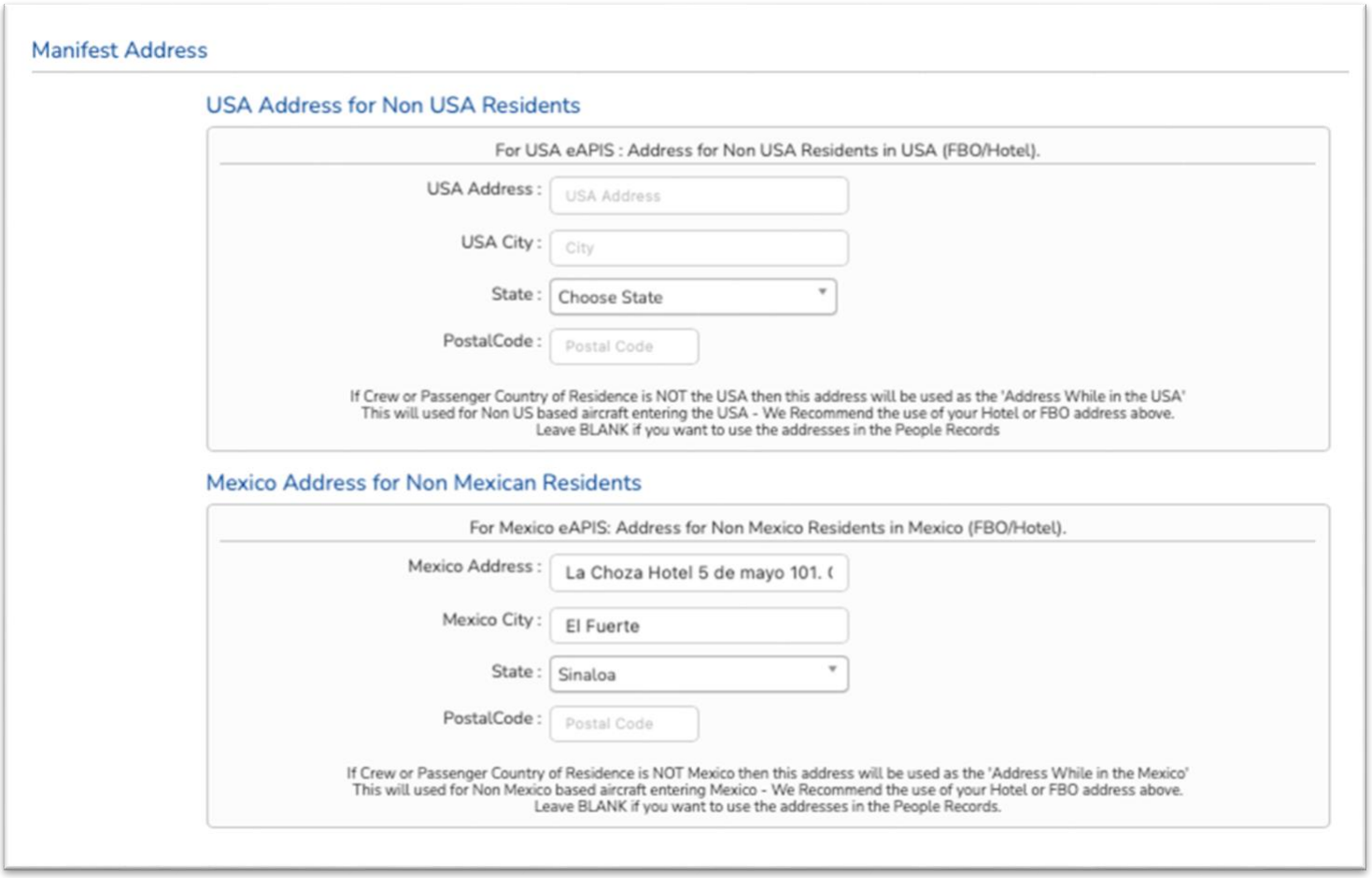


The Customs Arrival Airport should be a US Customs Airport you stopped at to clear customs.
Note: unless you have an overflight permit, you are required to stop at the closest customs airport after crossing the USA boarder.

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



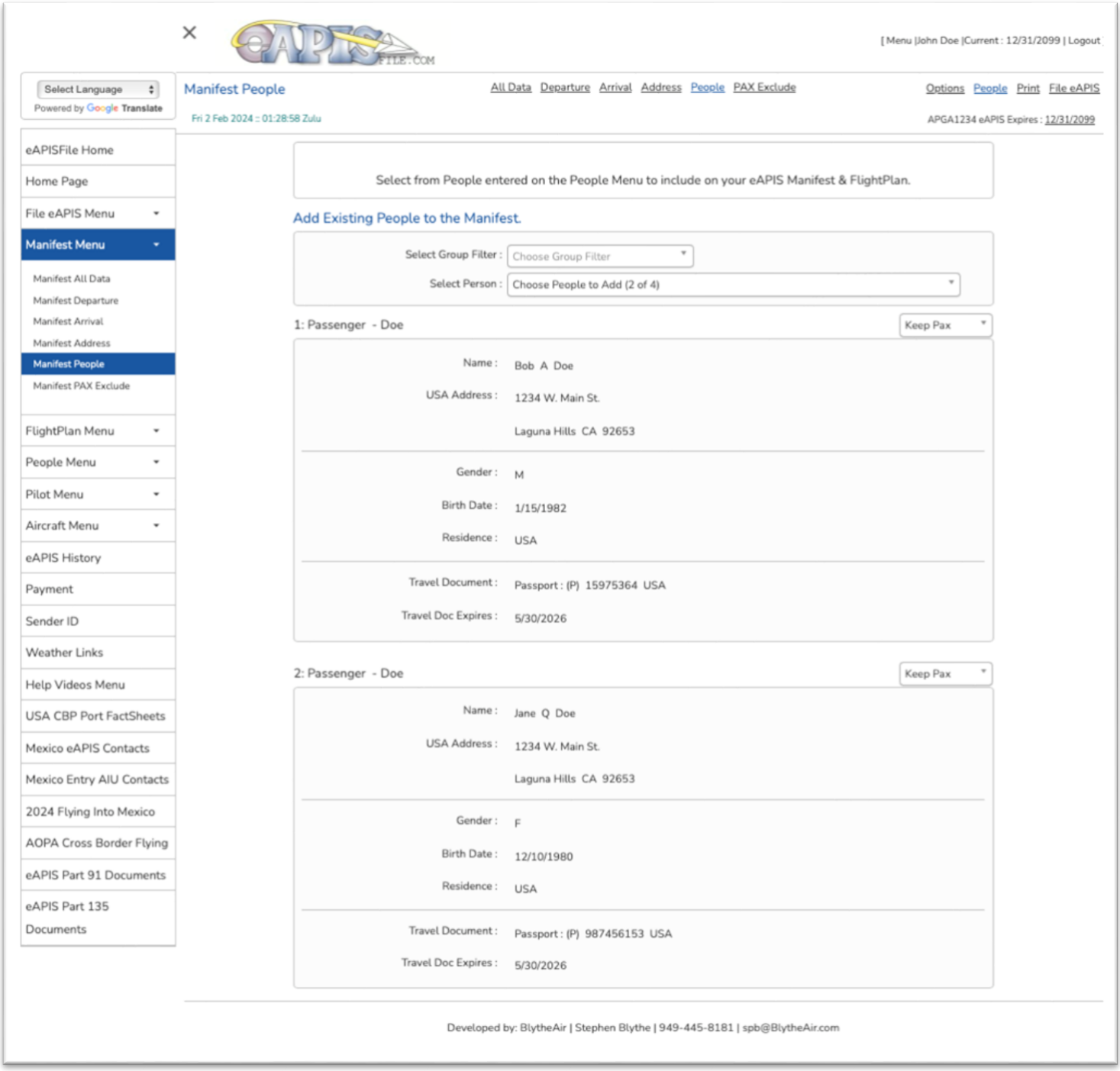
If Crew or Passenger Country of Residence is Not the USA then this address will be used as the 'Address While in the USA'
This will used for Non US based aircraft entering the USA - We Recommend the use of your Hotel or FBO address above.
Leave BLANK if you want to use the addresses in the People Records

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 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

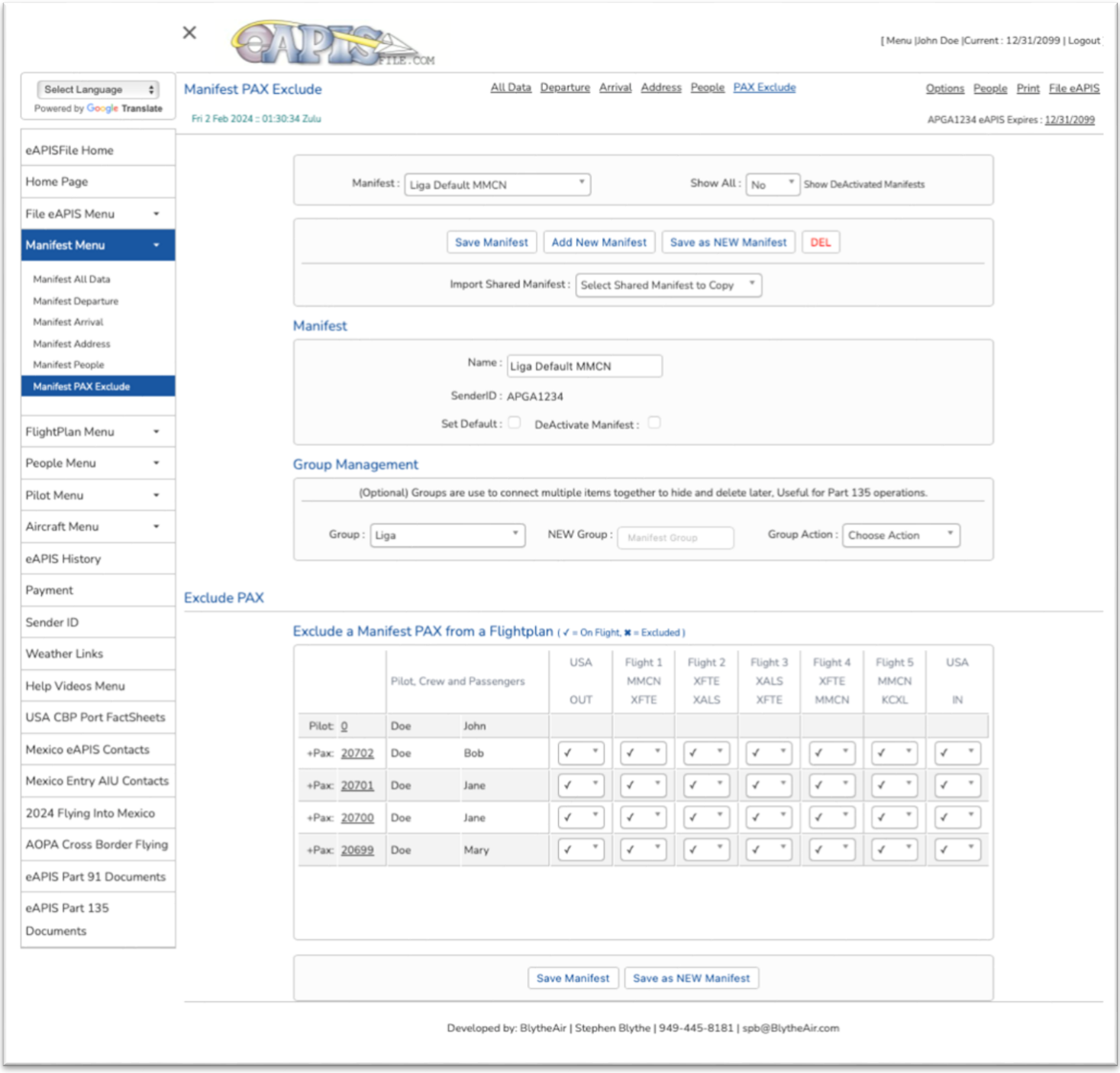
This screen is to Select PAX or Crew you entered on the People Menu and attach them to the Manifest

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

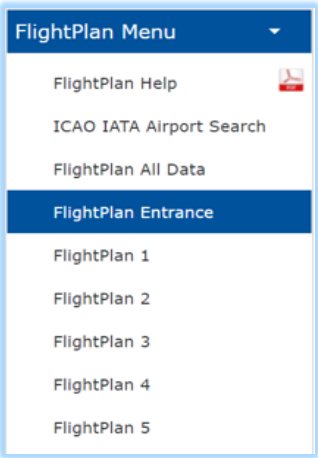


Manifest PAX Exclude - Part 91

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.



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].

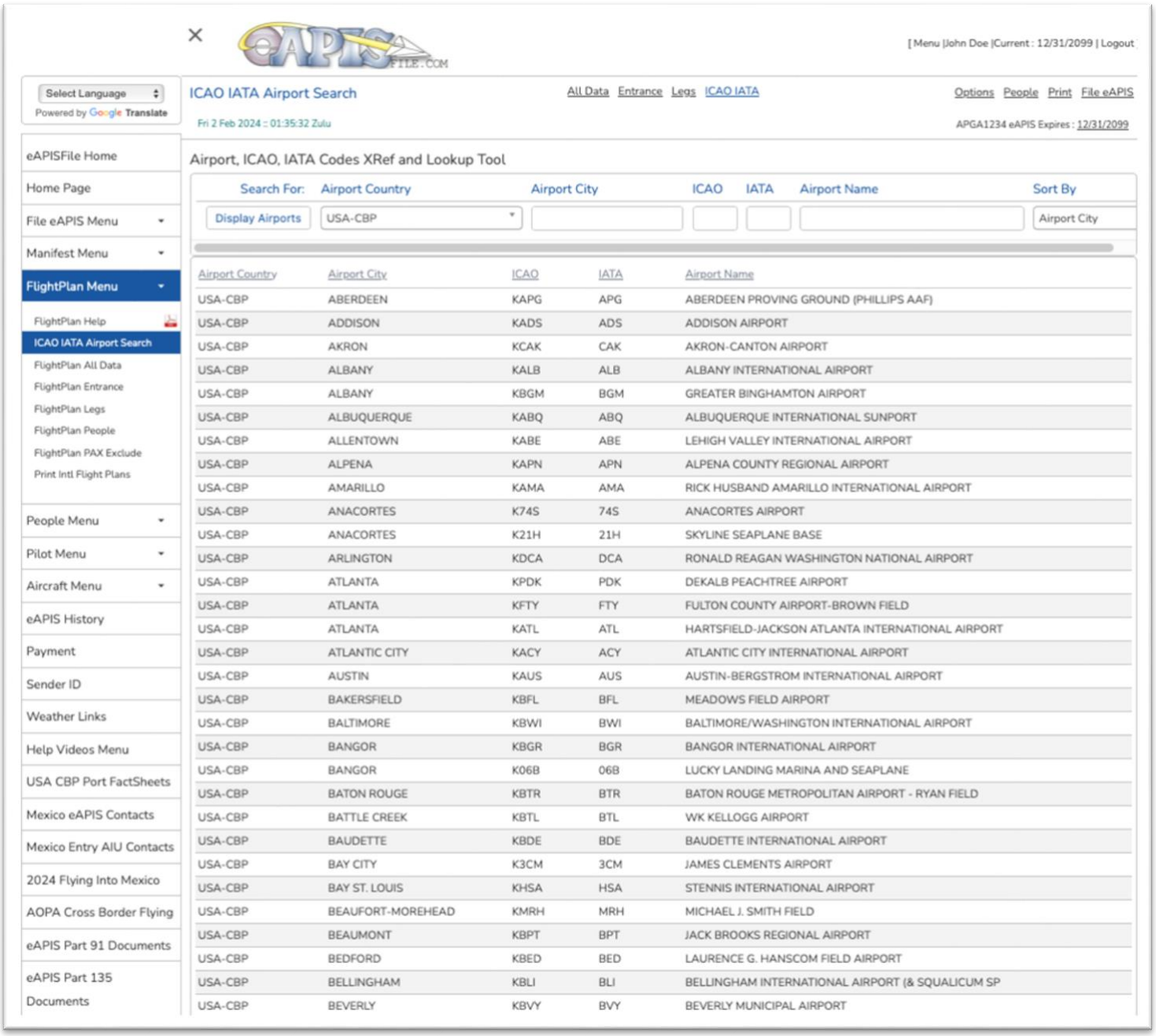
Group is used in Airport and People Menus as well and works well for organizations filing for multiple Part 91/135 operations or where the Organization has Teams/Groups of Aircraft/Pilot or need to Assign a Group or People to a Flight. Grouping them makes it easy to hide/show them in lists or assign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



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	KDCA	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

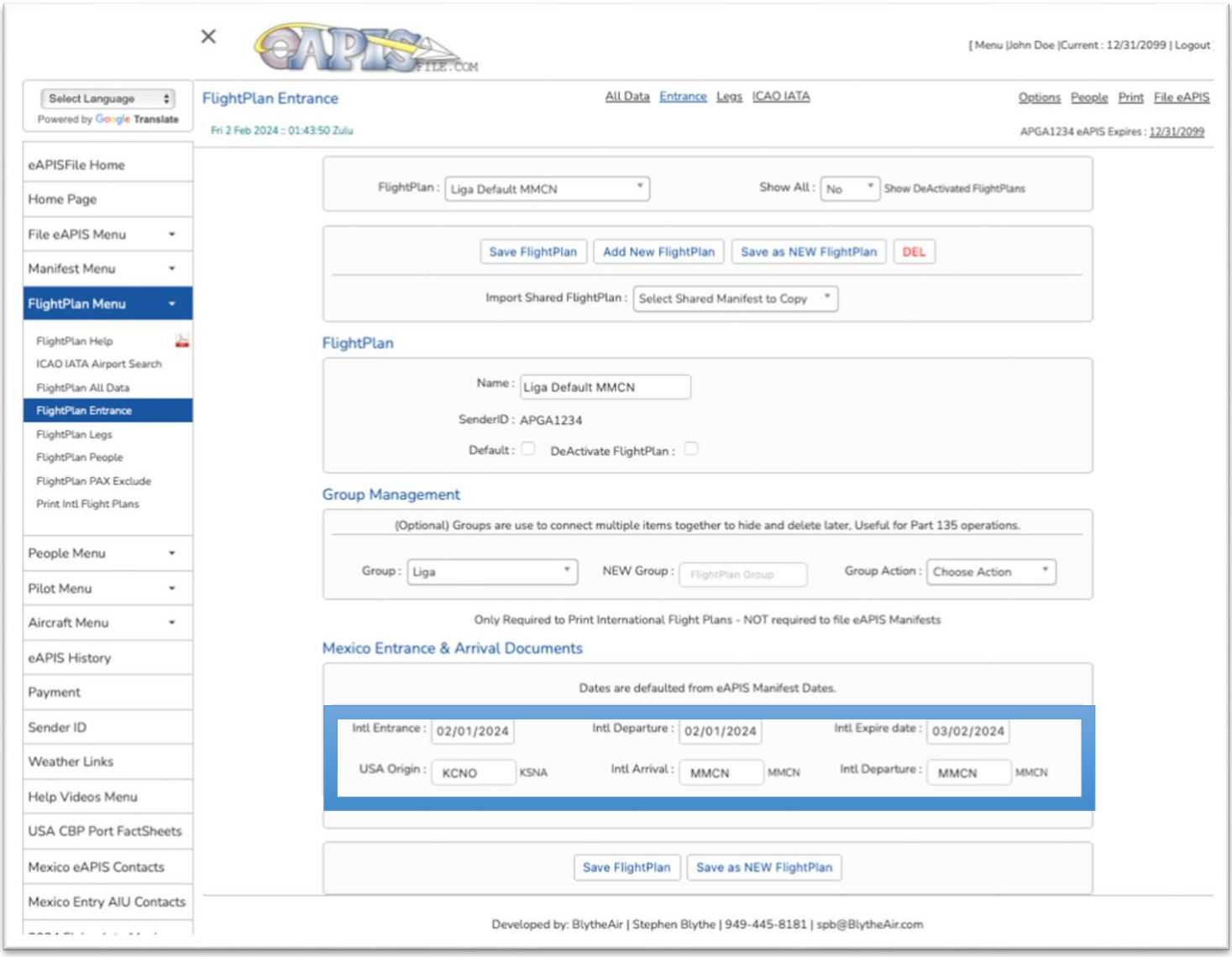
Flight Plan Entrance - Part 91

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

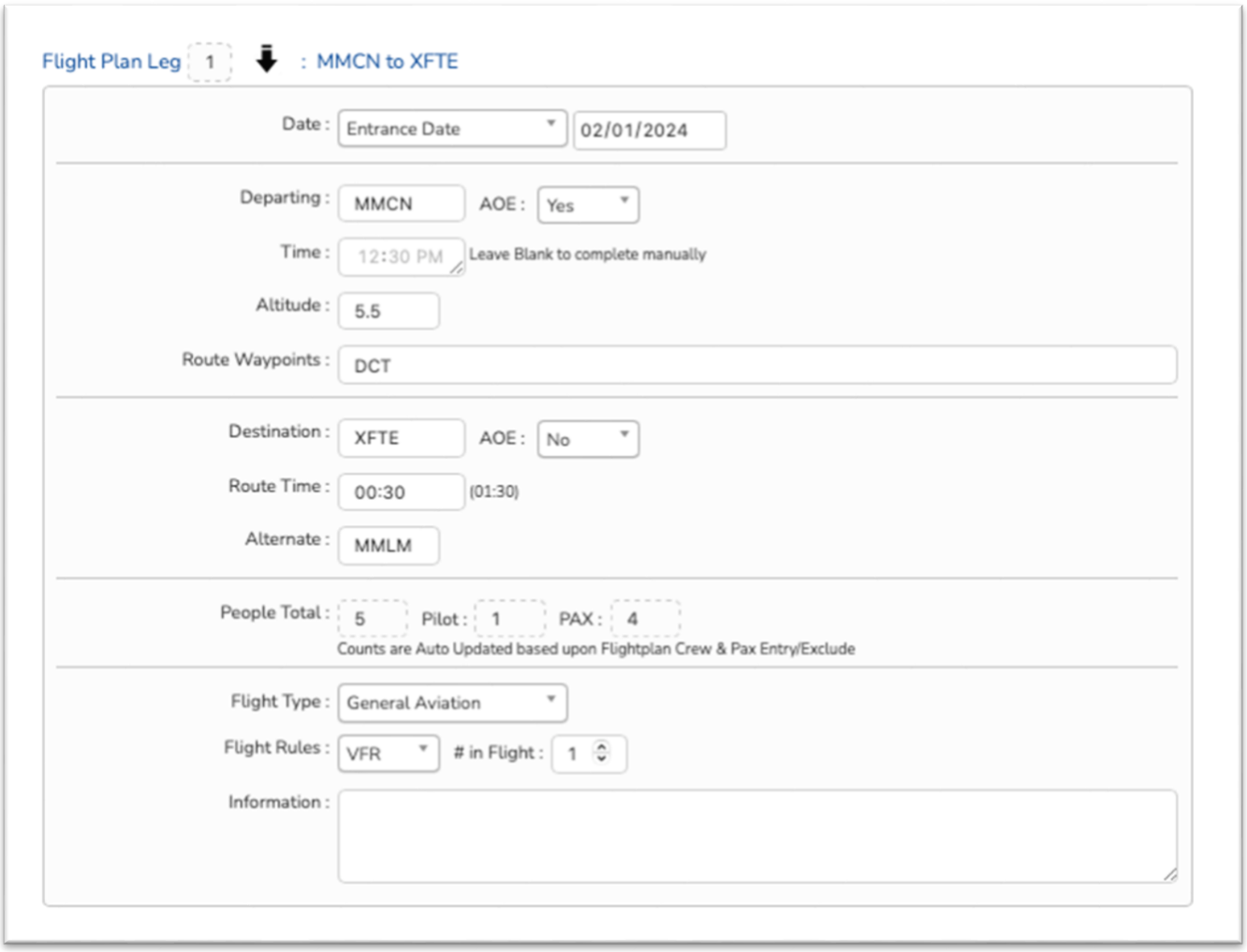
Enter the Entrance and Departure date. Note: this will be overridden by the Dates and Times you enter on the eAPIS Options Menu.

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.



Flight Plan Legs - Part 91



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 AOEs. 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.

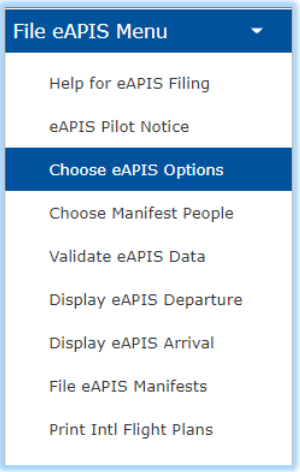
The Mexico is an Excel document sent via Email to Mexico City and your AOE airport.

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



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

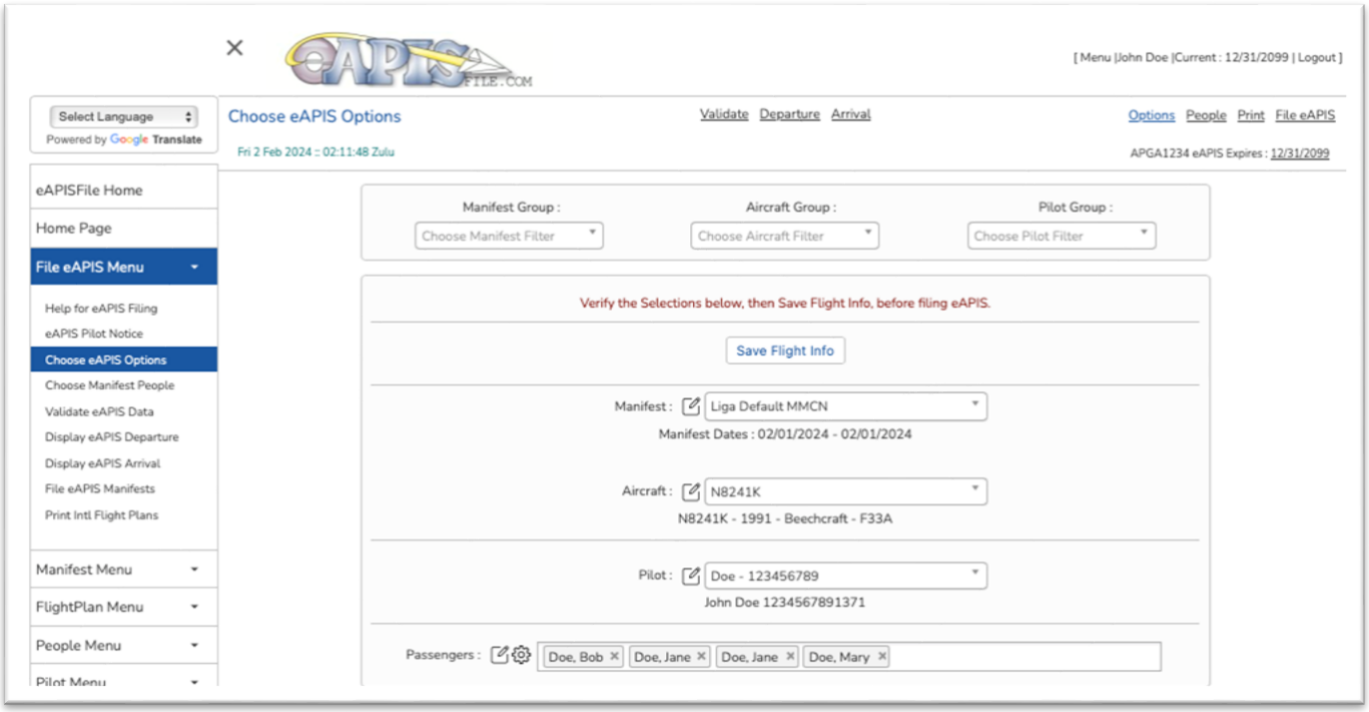
A Flight Manifest consists of a Select Manifest, Aircraft, Pilot and the Departure and Destination Dates and Times.

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] Menue item to select them.



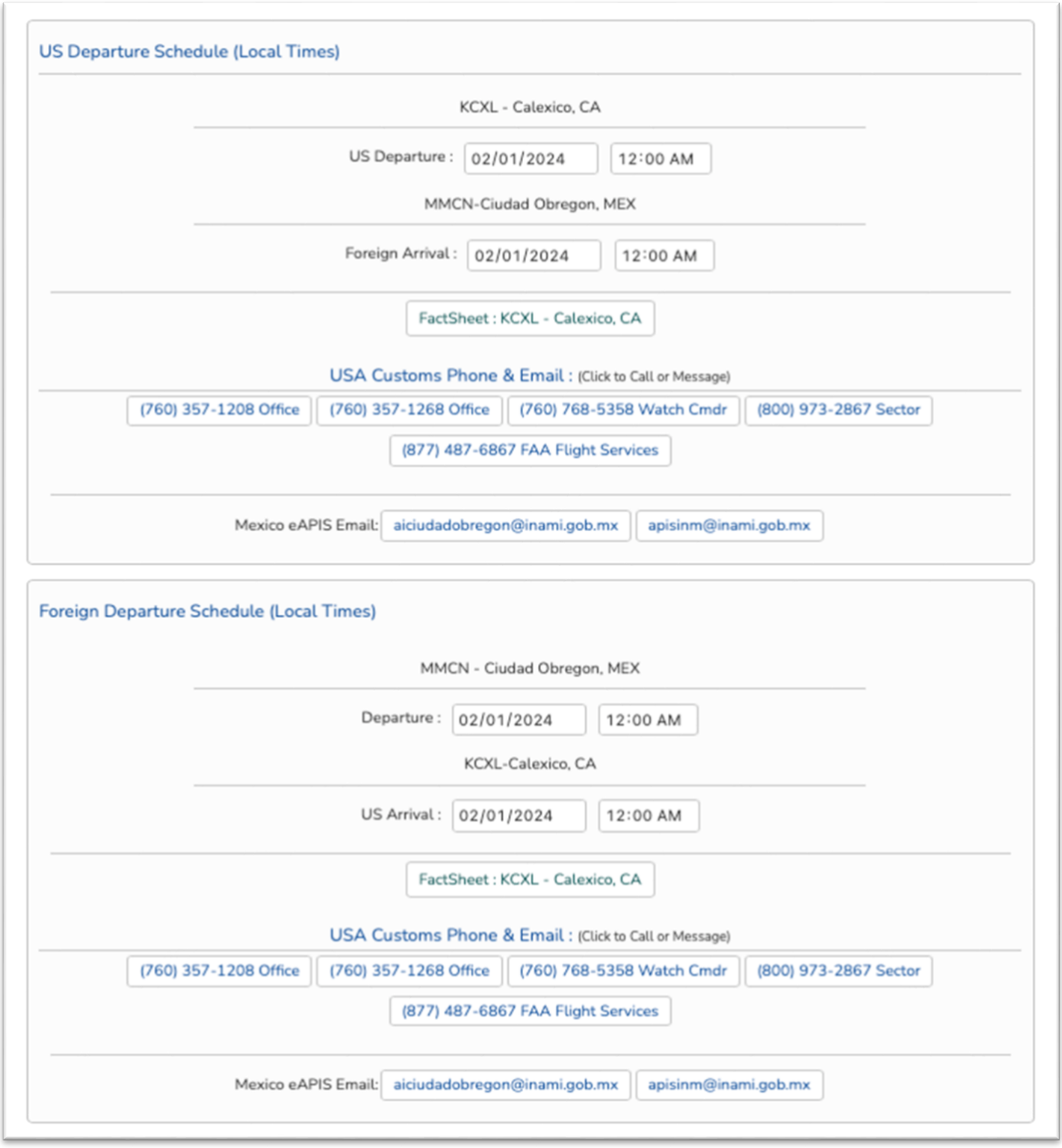
Liga International and Flying Samaritans and other supported medical missions to Mexico will also see this option. Select the correct Mission and verify your passengers that are assigned via your Pilot Coordinator are displayed.

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.

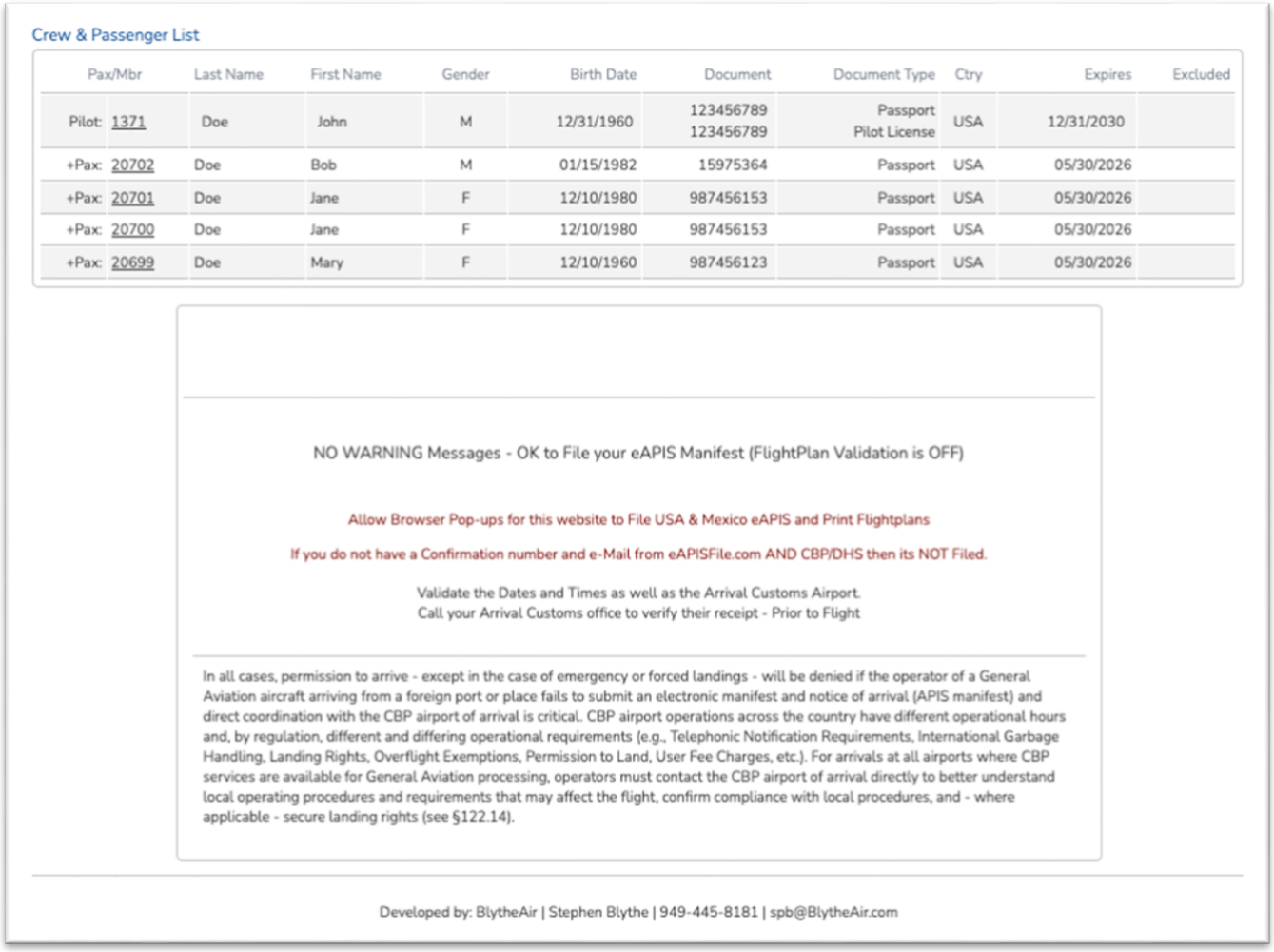
IMPORTANT: Click [SAVE Flight Info] to Update the Manifest and Flight Plans with the correct Data on this options Page. This will Change the Dates and People Counts to the Manifest and Flight Plans.



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)

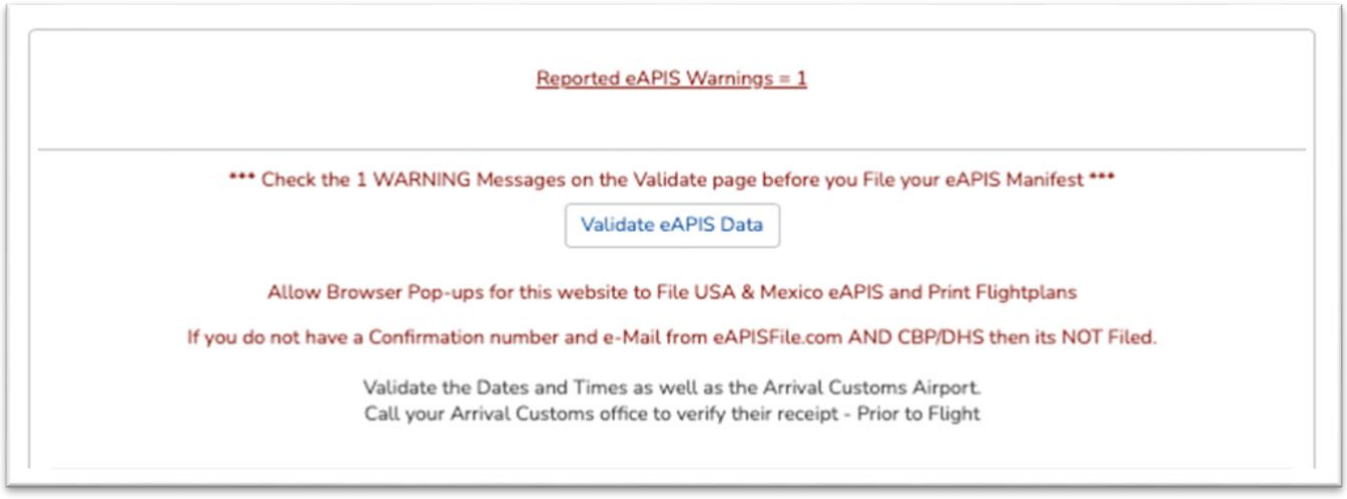
Allow Browser Pop-ups for this website to File USA & Mexico eAPIS and Print Flightplans

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

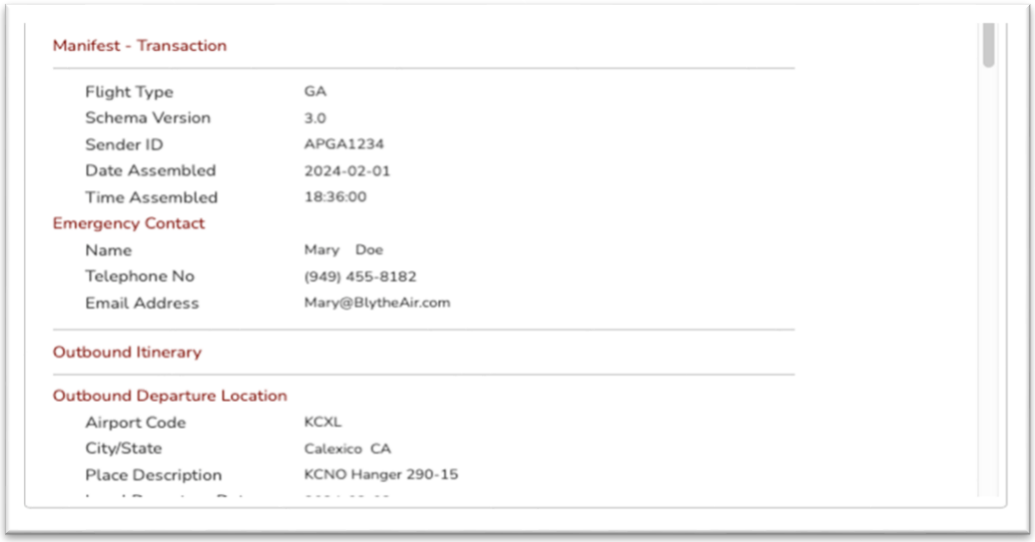
Also note that this page reminds you that you need to have a Browser setting that allows for Pop-ups. That is how we get the information back from the CBP servers to validate your eAPIS Confirmation #.

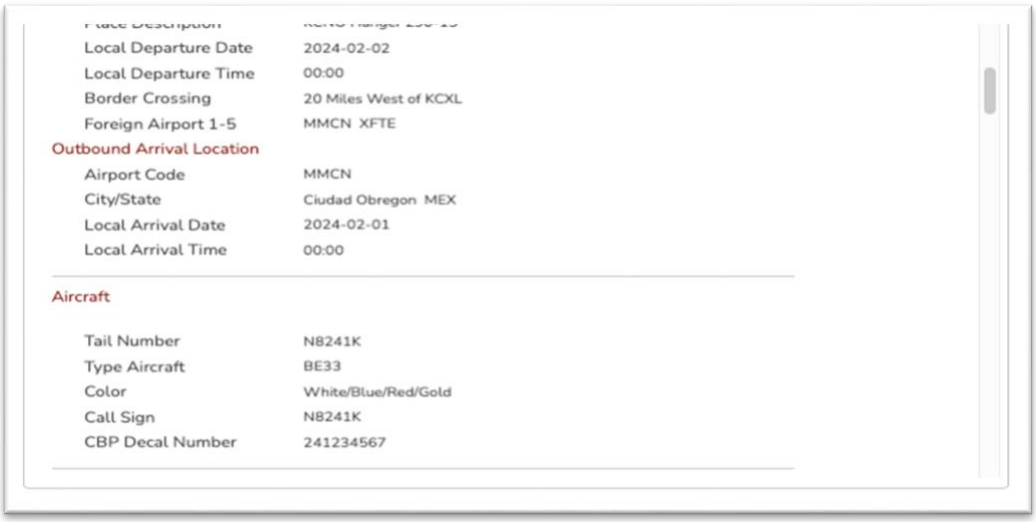
Remember we can only test for obvious errors. We have no way of knowing if address, Names or Passport information are current, only that you have entered something into those fields.

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.





File eAPIS Manifests - Part 91

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

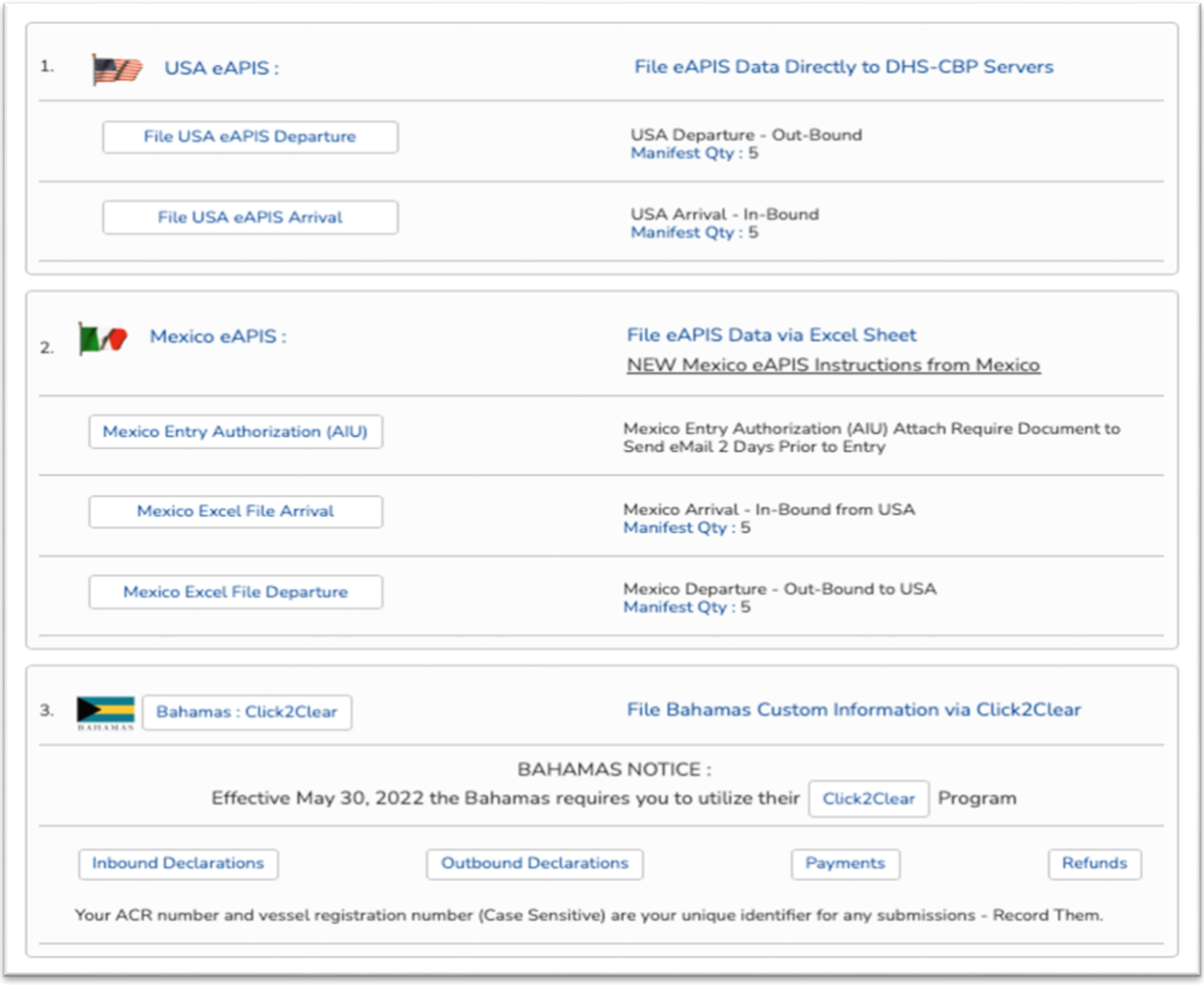
File the eAPIS Manifest [File USA eAPIS Departure] [File USA eAPIS Arrival]

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.



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 month, 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 :	Choose File No file chosen	Expires : 01/01/1990	✕
Aircraft Airworthiness :	Choose File No file chosen	Expires : 12/31/2999	✕
Mexico Insurance :	Choose File No file chosen	Expires : 01/01/1990	✕
USA Insurance :	Choose File No file chosen	Expires : 01/01/1990	✕
Aircraft Seat Layout :	Choose File No file chosen	Expires : 12/31/2999	✕

A photo or drawing of the Seat layout of your Aircraft.

Company Authorization :	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 :	Choose File No file chosen	Expires : 12/31/2999	✕
Crew Medical :	Choose File No file chosen	Expires : 01/01/1990	✕
Crew License 2 :	Choose File No file chosen	Expires : 12/31/2999	?

Only Required for a Multi-Crew Aircraft.

Crew Medical 2 :	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.

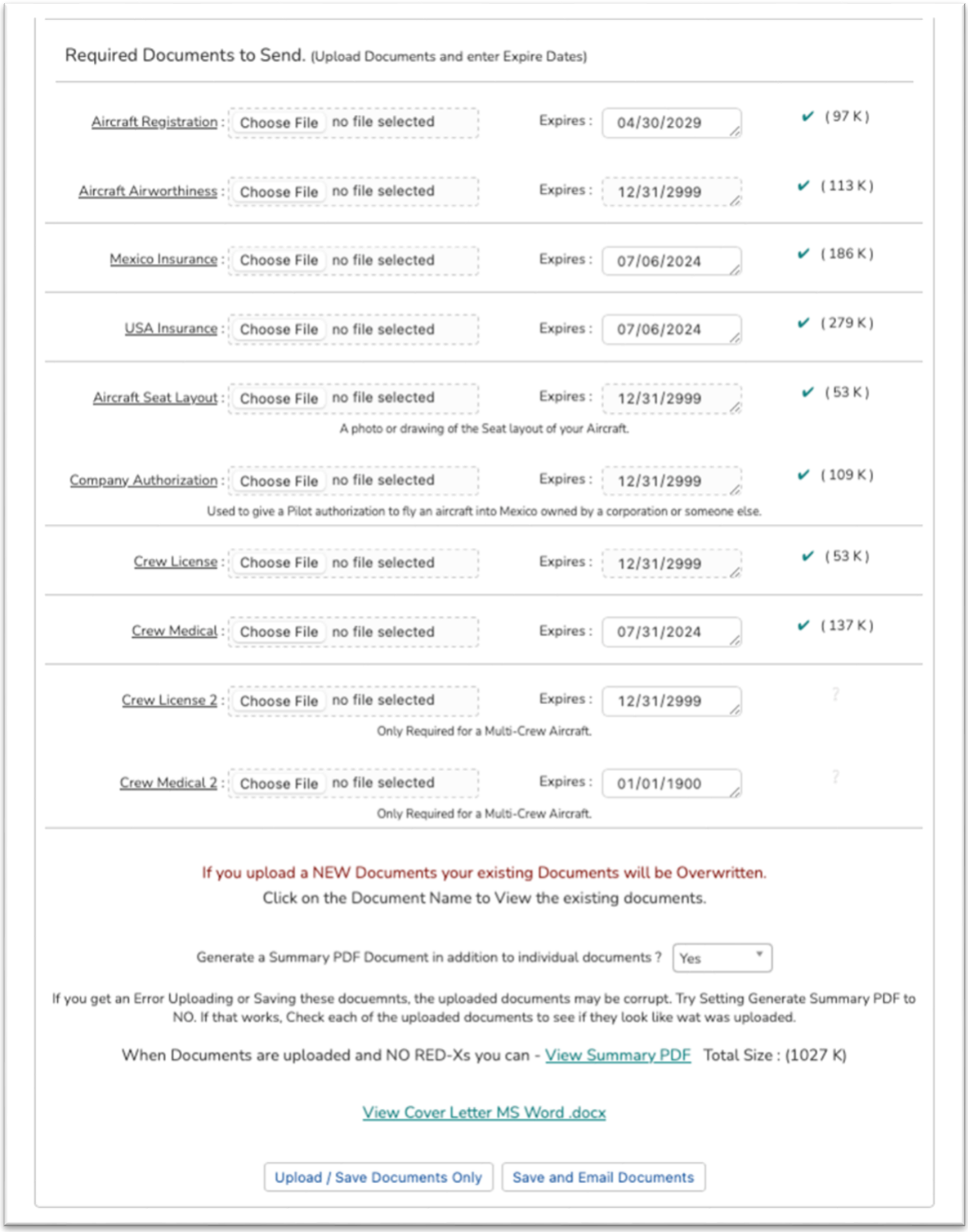
Generate a Summary PDF Document in addition to individual documents ? No

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.

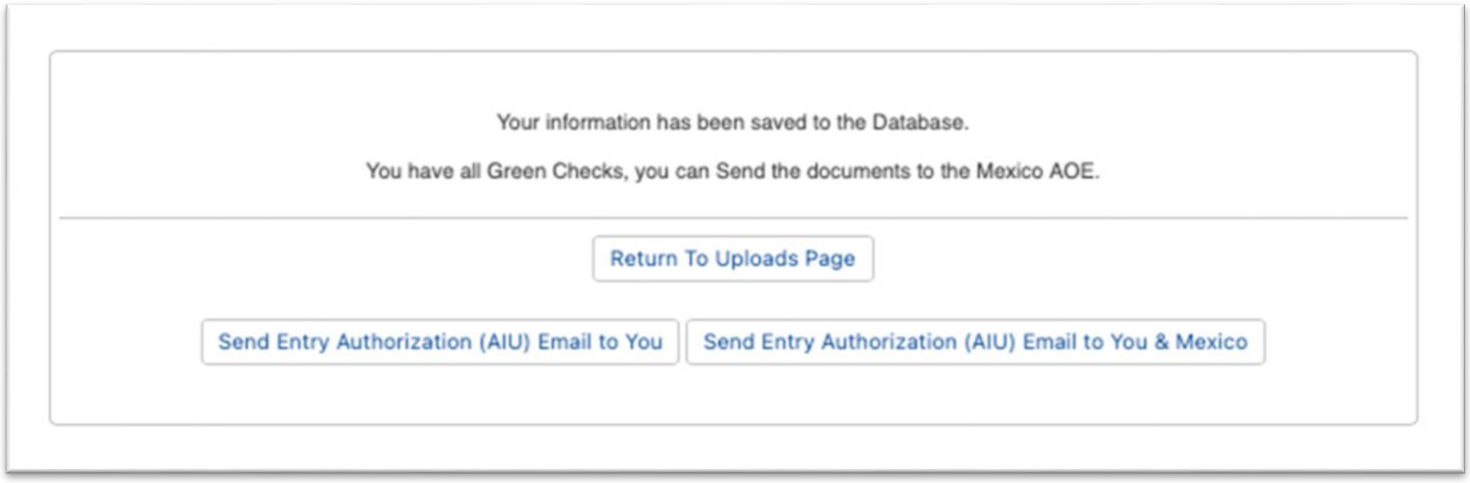
Upload / Save Documents Only

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.



Mexico Entry Authorization Email - Part 91



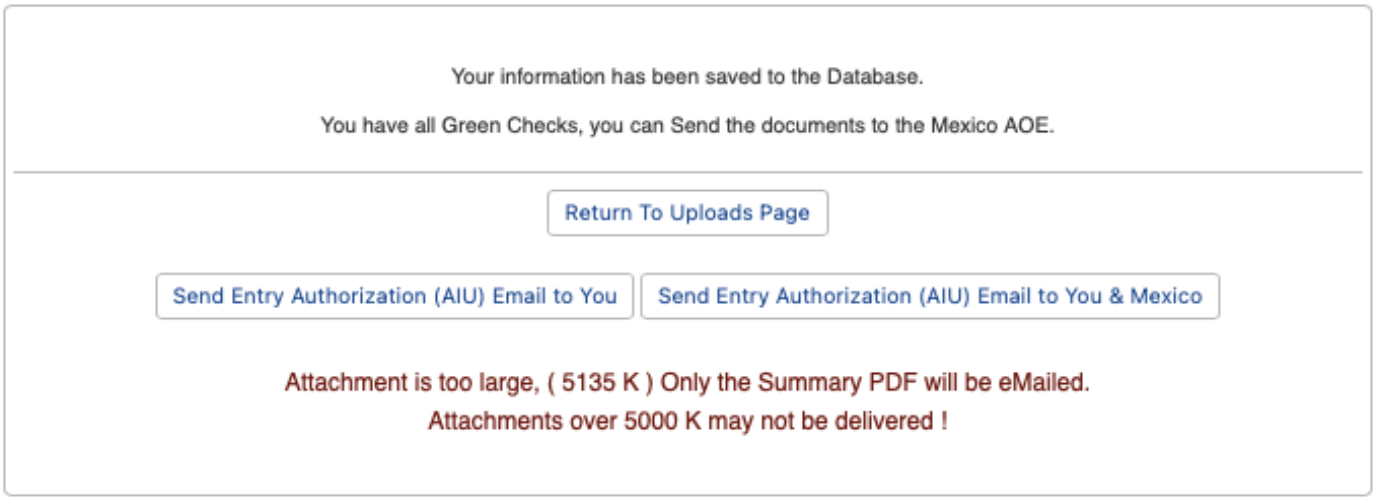
eAPISfile.com will send the uploaded documents as attachments in an email to both Mexico City and the chosen AOE.

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.

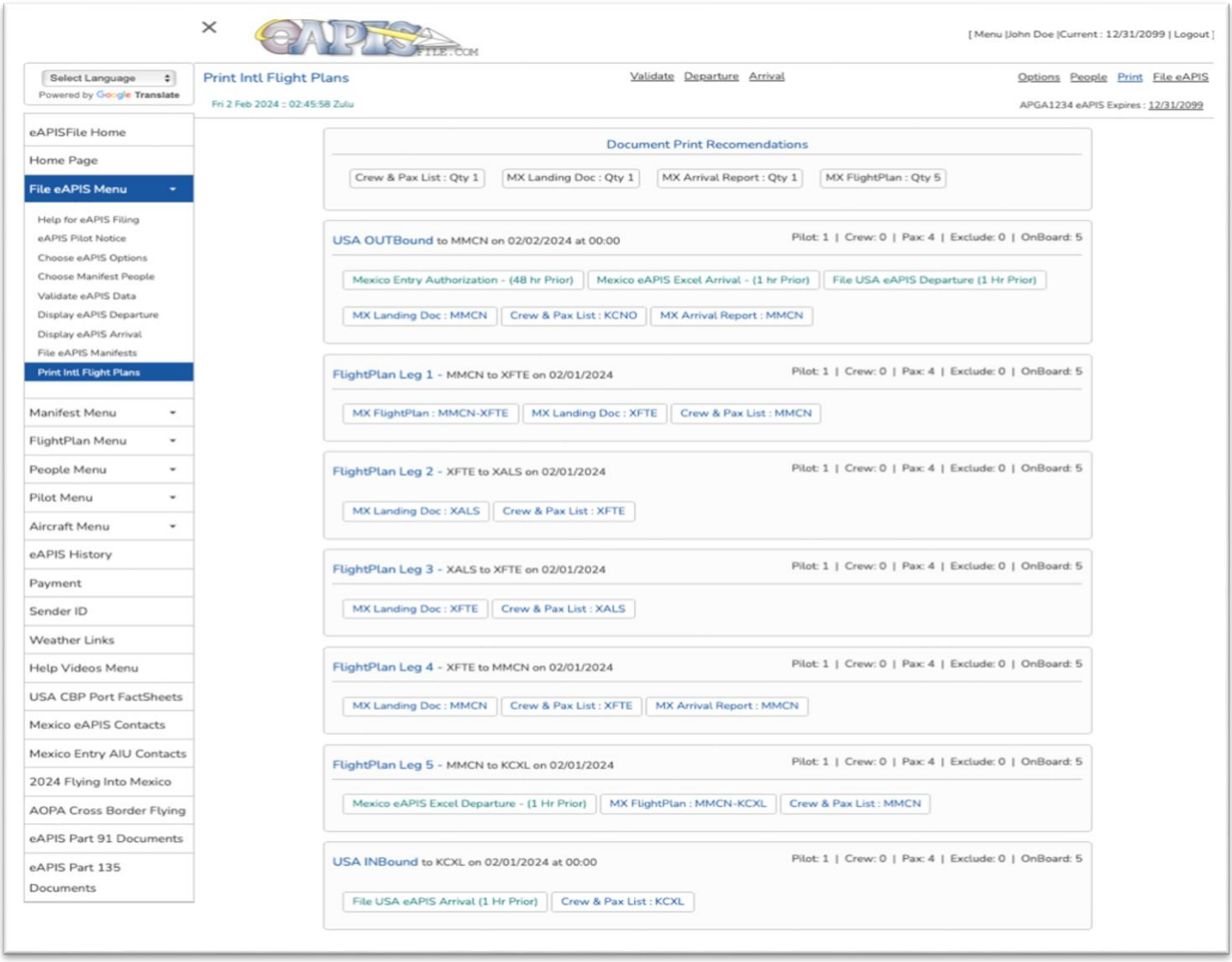


Print International Flight Plans - Part 91

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.



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.