

August 10, 2010

Message to all eAPIS users: New eAPIS Functionality

United States Customs and Border Protection (CBP) has listened to your feedback. Enhancements have been implemented in eAPIS based on your suggestions. The two new features are:

- eAPIS will save up to five recently submitted manifests for a period of 30 days.
- Users will be able to save up to ten manifests indefinitely.

These new functions will allow you to use previous submissions as templates for new manifests. You will now be able to easily:

- submit the return leg of a trip (round-trip);
- submit future trips with the same travelers and/or to and from the same locations; and,
- make certain changes to previously submitted manifests.

You will now be able to view and submit from recently submitted manifests by clicking on "[View or Submit from recently submitted manifests](#)" from the "Private Aviation – Manifest Options" page under the "Traveler Options" section. After selecting this link, you will be directed to the "Recently Submitted Manifests" page. This page will list the five most recent manifests submitted within the last 30 days. Manifests are listed by confirmation number. From each Recently Submitted Manifest, you can:

- [Submit Notice of Departure](#) using this manifest submission as a template
- [Submit Notice of Arrival](#) using this manifest submission as a template
- [View Manifest Details](#)
- [Save submission](#) as a template for a future Notice of Arrival or Notice of Departure Submission

Once you have selected to Submit Notice of Departure or Submit Notice of Arrival, you will be asked to select which travelers from the original submission will be included in your new manifest submission. After you have selected the travelers for this submission, you will be directed to the normal flow of completing a manifest for submission. You must enter the new dates and times, ensure that the traveler counts are correct, and make changes to applicable fields.

You now also have the ability to save a recently submitted manifest. To save a recently submitted manifest, click on "[Save submission](#) as a template for a future Notice of Arrival or Notice of Departure Submission". You may save up to 10 manifests at a time indefinitely. You will name each manifest you save so that you will be able to recognize the trip immediately. Once a manifest has been saved, from the "Manifest Options" page, under the "Traveler Options" section, you can select "[View or Submit from saved manifests](#)". On the "Saved Manifests" page, you can select the + symbol next to the manifest name for the following options:

- [Submit Notice of Departure](#) using this manifest submission as a template
- [Submit Notice of Arrival](#) using this manifest submission as a template
- [View Manifest Details](#)
- [Delete this saved manifest](#) from your set of Saved Manifests

Once you have selected to Submit Notice of Departure or Submit Notice of Arrival, it works the same as the "Recently Submitted Manifests" option indicated above.

The attached PDF includes all of these details and can be saved for your records.

If you have any questions or concerns, please contact Private.Aircraft.Support@DHS.gov.