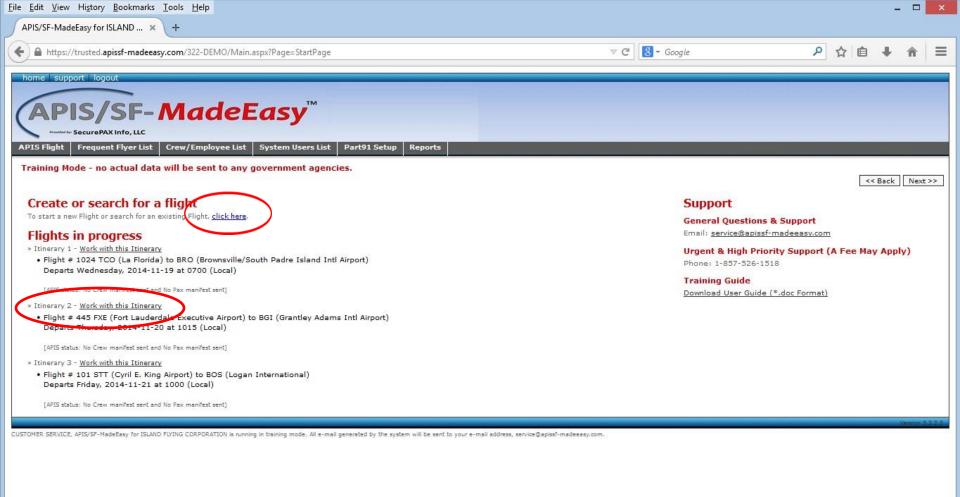
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Signon credentials are managed by the Operator. There can be one set of credentials for the entire organization (small operators) or each individual user can have their own logon and password. We recommend each user of the system have their own Ids.



Any flights that are being worked on will be displayed on the 'Home' page. To continue work on any of these flights, simply click the 'Work with this Itinerary' link. To add a new flight, click the 'Click Here' link under Create or search for a flight section.

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Required data for flight legs include: Departure and Arrival Airport Codes, Departure and Arrival Dates, and Departure and Arrival Times. Times are local.

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By checking the 'Is Part91'checkbox the additional	data required for this US regulation is backfilled from the airport information stored
in the database.	

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Emergency Contact Information							
Last Name: *	First Name: *	Middle Name:					
SUPPORT	CUSTOMER						
Phone: *[ddd-ddd-dddd] 857-526-1518	E-mail: service@apissf-madeeasy.com						
Aircraft Owner Information							
(An owner can be a person OR a company, but r	not both at the same time.)						
Last Name: *	First Name: *	Middle Name:					
(Art) (Art) start							
Company Name: * ISLAND FLYING CORPORATION	Street Address1: * 266 PLAIN STREET	Street Address2:					
City: *	Zip Code:	Phone: *[ddd-ddd-dddd]					

Additionally, the US FAR Part91 regulation also requires Aircraft information be transmitted to CBP. This information is loaded at setup time and is stored encrypted in the operator's database.

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2 DEAN, Frequent Winter Flyers	M	23091956		
3.5RMAT Pat Thomas	м	04011980		
4.FONTE Yakutia SAIPAN Test	м	26091955		
5.GATES, BIN	M	28101955		
6.GERSTNER, LOUIS	м	01031942		
7.GORDON, BOYD	M	19101983		
8.HOLDEN, BETSY	F	19101955		
9.JUNG, ANDREA	F	26061963		
10.KILROY, BERNIE	M	26091955		
11.LENER, VONDA	M	10081975		
12.LULOW, DYLAN	M	05051973		
13.MAIDEN, KATHRYN	F	04021976		
14.MAIDEN, STEPHEN	M	21121976		
15.MCGONIGLE, SHANNON	M	26091955		
16.MELLOR, DEE	F	07062057		
17.MUNZO, RAUL	M	20061940		
18.MUSSADDIQ, BIN KHAWRA MUHAMMAD	м	22121953		
19.NIXON, GORDON	M	25061957		
20.SCHWARTZ, GERALD	M	24111941		
21.SLIM, CARLOS	M	28021940		
22.VILHIALMSDOTTIR, UNNIR	M	26091955		~

Passenger data can be entered three ways. If folks have flown with you before, their information can be stored encrypted in the operator's database. Then the task of adding a passenger to an active manifest is as simple as clicking a checkbox for that flyer. Operators can create any number of 'Frequent Flyer' lists.

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Scan Passport	
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Passenger Information .ast Name: * First Name: * Middle Name: DOB [DDMMYYYY]; * MCGONIGLE SHANNON 26091955 Gender: * Primary Residence: * Citizenship: * M_ United States United States	
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Destination Government: Cuba Copy Info	
P - Passport 263512847 05012016 Country: City: United States V	
Destination Government: Mexico Copy Info	
Ype: * Number: * P - Passport V 263512847 05012016	~

If you have an approved passport scanner attached to your PC or tablet, you can scan the passenger information into an active manifest. By clicking the 'OK' button in the 'Passport Scan' window, the PAX data is backfilled into the passenger page. Clearance Airport and US Address data will have to entered manually as this information is not included in the Machine Readable Zone (MRZ). Visit our Products and Services page (http://www.apissf-madeeasy.com/products-and-services.html) for a full description of the scanners we support.

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Destination Government: Cuba	Copy Info	
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	Country: * City:	
Destination Government: Mexico	Copy Info	
Type: *	Number: * Expiry[DDMMYYY]: *	
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Finally, if the passenger has not flown with you before, you can enter the passenger data manually and then save it back to one of your Frequent Flyer lists.

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When all of the passengers have been loaded into the active manifest, the 'Validate All' button reviews all passenger data and validates birthdays, passport expiration dates, whether US addresses are required and pre-matched against any countries' watchlist(s) that are loaded into the system. Currently APIS/SF-MadeEasy supports the US DHS's watchlists, and Canada CBSA' Special Persons List.

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Crew data is loaded into the operator's database at setup time. Adding crew to a manifest is as easy as highlighting the crew members' names and clicking the 'Add' button. Position information can be adjusted for each flight leg manifest without affecting the permanently stored data (i.e. CR1 to CR5 or CR1 to CR2).

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his is most likely used in the event: . A Flight Inspector is onboard and Canada (CBSA) requires that they are sent as Crew and the USA (CBP/TSA) requires that they are sent as Pas	sengers. In this event, the Inspector's details would be added as a Passenger and then the Passenger Manifest would	be sent to CBP. Then, the Inspector could be set as a
issenger No-Show, From there, their details would be added as a Crew member, thus allowing the document to be sent to CBSA. Crew documents are to be sent and the Overflight option is visble but not required.		
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APIS/SF-MadeEasy will display which countries need an APIS or API transmission. Check the 'Passengers' and/or 'Crew' checkboxes for Outbound, Inbound and/or Overflight transmissions and click the 'Send' button. Individual country transmissions can be controlled by checking the 'Override' checkbox in the middle of the page.

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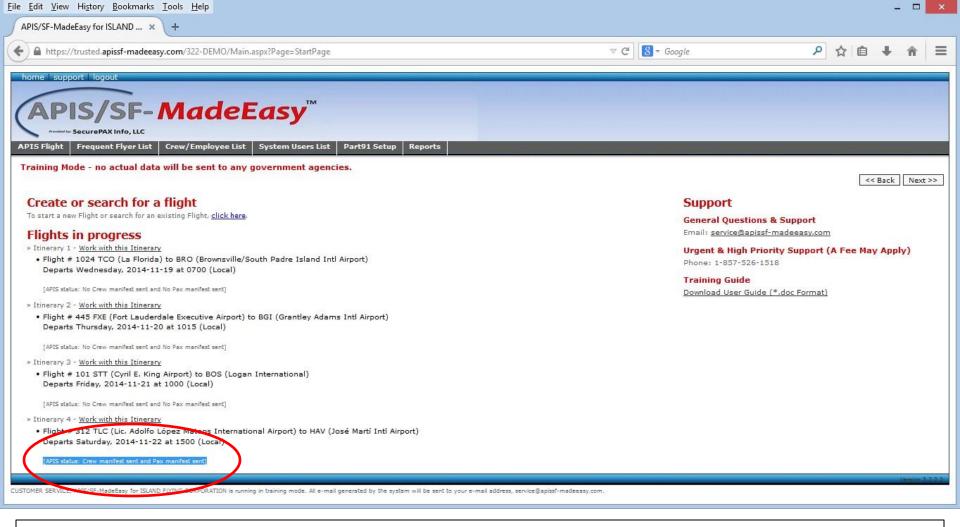
A status of each transmission is displayed as a result of clicking the 'Send' button. For countries that supply them, tracking numbers are displayed (US EAPIS numbers). Other countries return a 'Yes' response to the transmission and reception of APIS/API data.

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All transmissions are electronically stored in the operator's database. These transmissions can be recalled, viewed, re-transmitted and/or printed at any time.

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Training Mode - no actual data will be s	Flight No. 312 Departure: TLC/MMTO - 1500 (Local) Arrival: H				JHA - 1718 (Local)				
The character "*" indicates a required field. General Declaration	Marks of Nationality & Registration: N55254NV			Date: 1	1/22/2014				
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General Declarations are generated automatically. Information includes, Flight number, departure and arrival airports, tail number, data of flight, the number of crew and passengers aboard the flight leg.



The status an number of transmissions for any flight leg is updated on the 'Home' page. This allows the operator to verify that APIS/API data has in fact been sent or still needs to be sent.