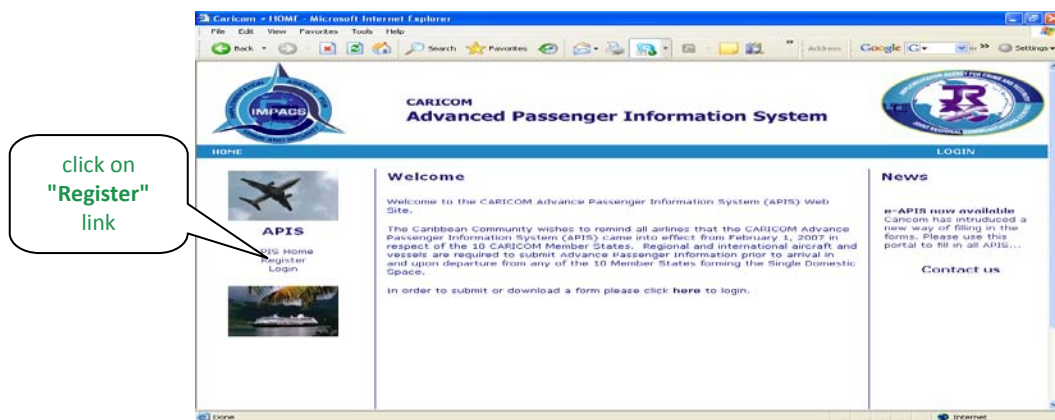


CARICOM APIS SUBMISSIONS via CARICOM eAPIS PORTAL

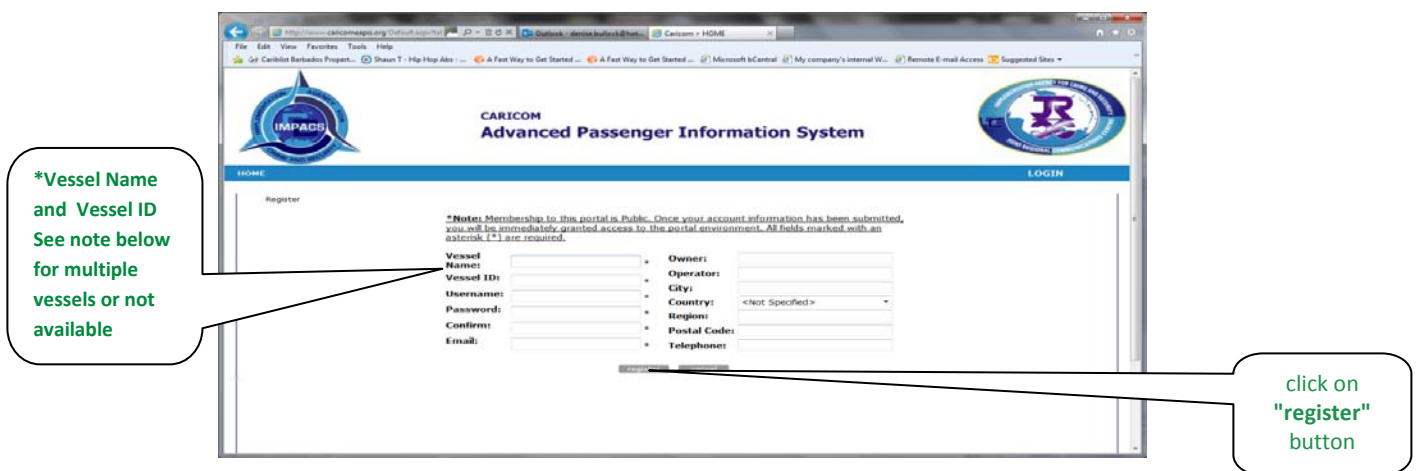
Users reporting APIS using the eAPIS Excel Spreadsheet Template are required to submit the files through CARICOM eAPIS portal at: www.caricomeapis.org. Please find instructions below on how to register, login, download and upload the eAPIS spreadsheet.

REGISTRATION

If a user does not have an account, registration is required before using the portal. If a user is responsible for multiple vessels only one registration is required as individual vessel information is captured in the "General Information" section of the spreadsheet. If a user does not own a vessel NOT APPLICABLE will be used in Vessel Name and Vessel ID fields



Follow the link www.caricomeapis.org to take the user to the CARICOM Advance Passenger Home Page. On the Home Page click on the **Register Icon**



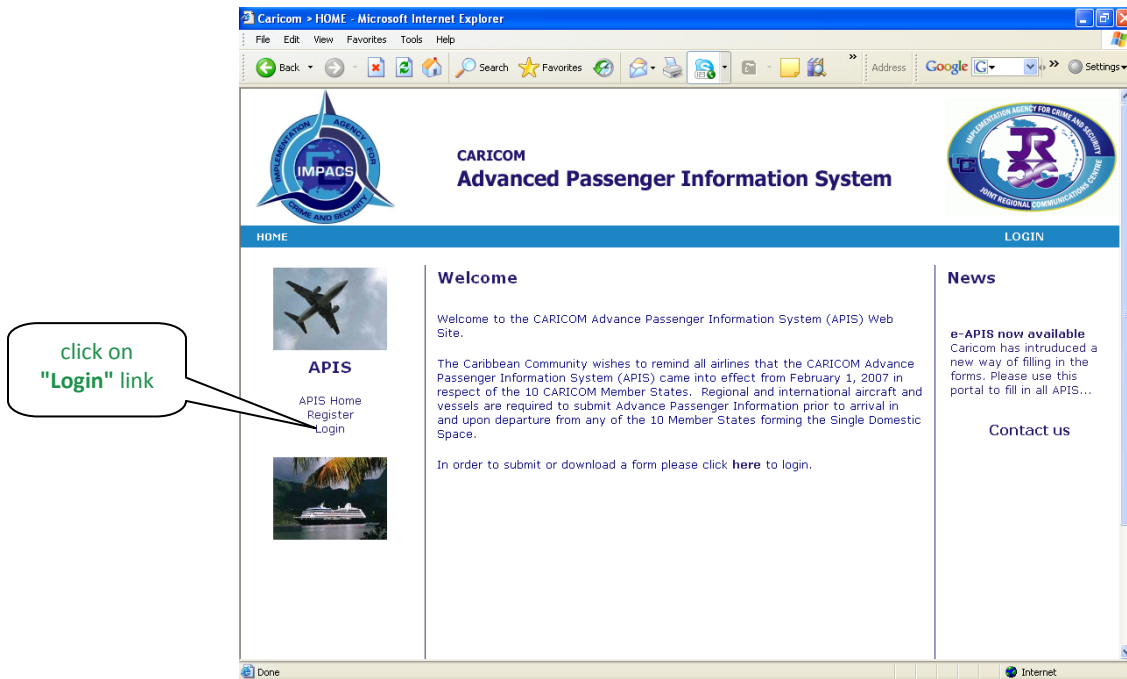
Complete the Registration information and then click on the "register" button.

***Vessel Name:** Enter Service Handler Name where multiple vessels are represented or none available

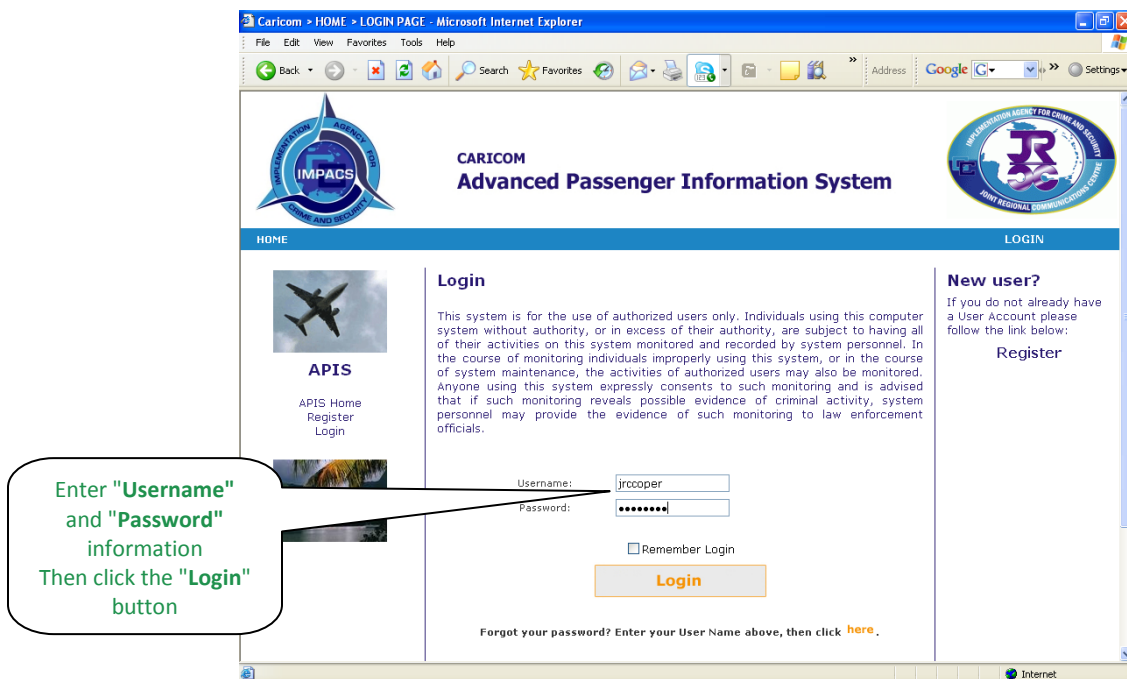
***Vessel ID:** Enter Country where there are multiple ID's or none available

LOGIN

If you have an existing account please login and continue to submit your APIS file

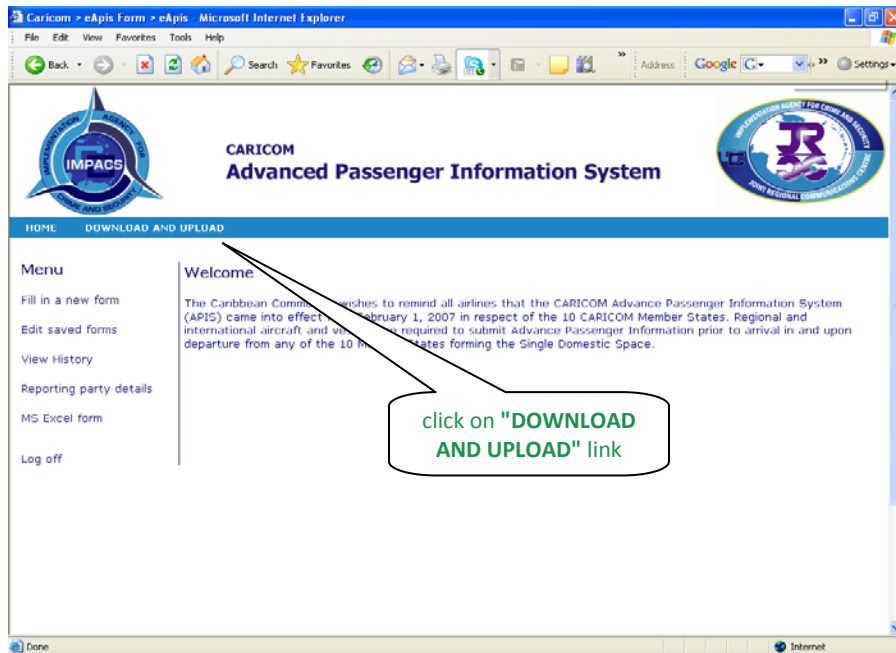


Follow the link www.caricomeapis.org to take the user to the CARICOM Advance Passenger Home Page. On the Home page, click on the **Login Icon**

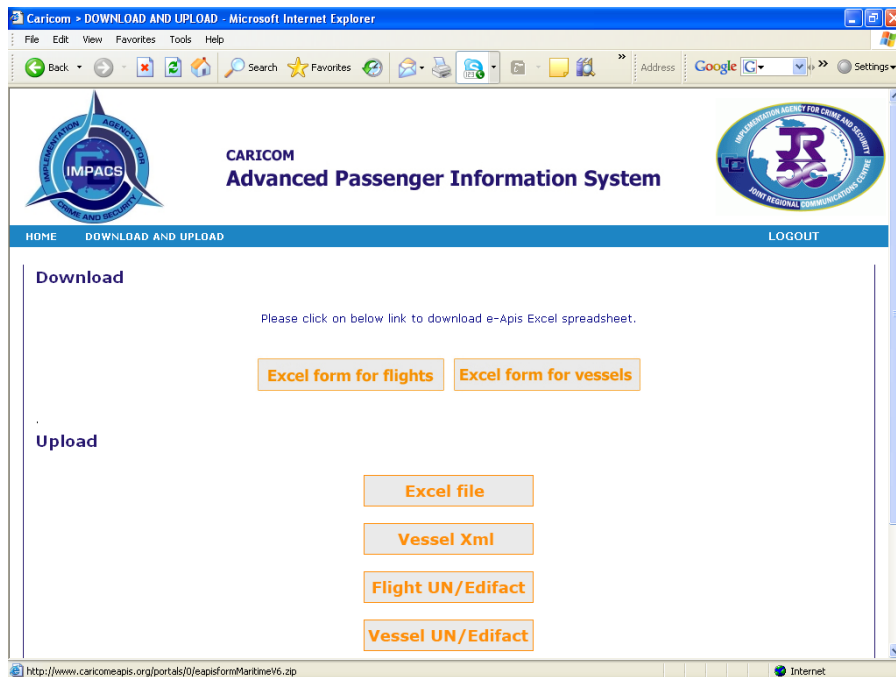


Fill in the **User Name:** and the **Password:** and hit the enter key.

DOWNLOAD



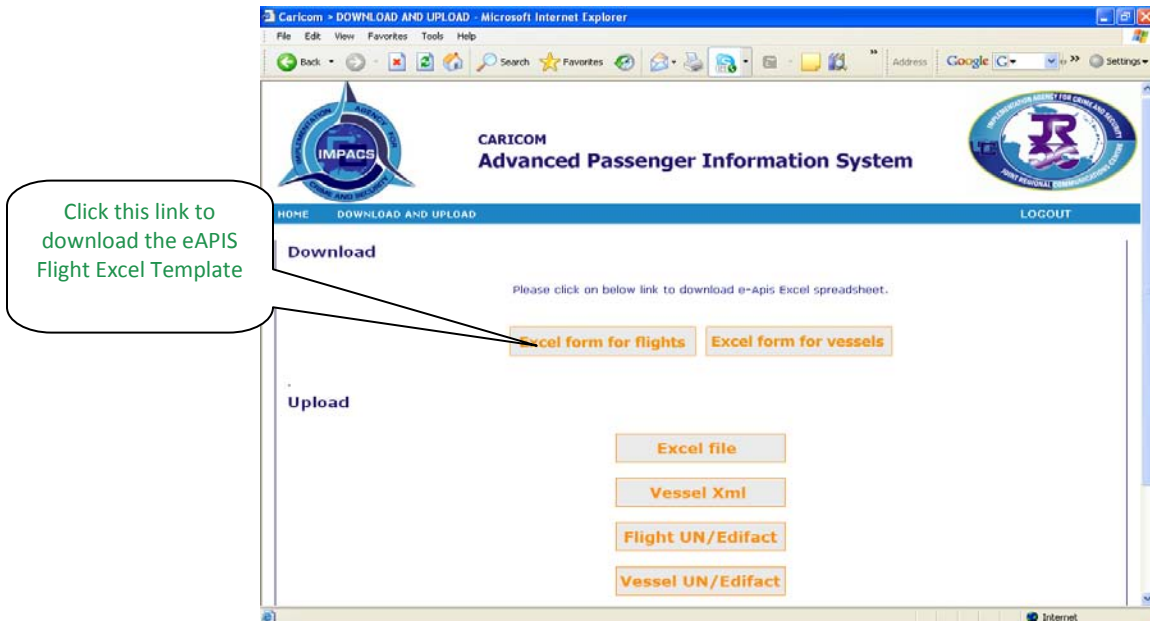
The above screen will appear when the User Name and Password is entered. In this screen, click on the **Download And Upload** link stated above. The user is then taken to the following screen.



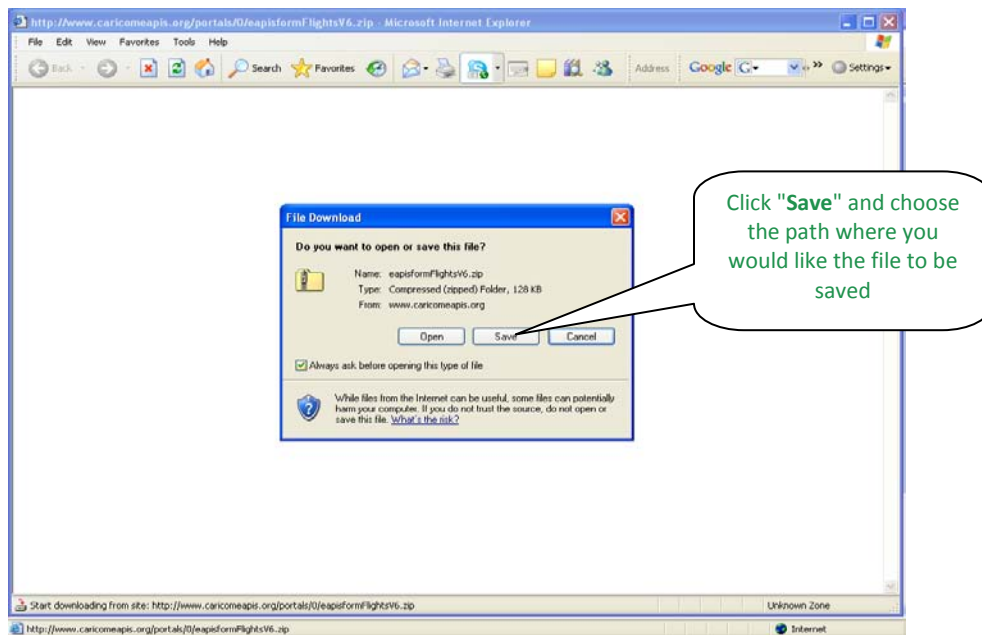
This screen provides the option to **Download** the eAPIS Excel Template or **Upload** a completed eAPIS Excel spreadsheet by clicking on the relative link.

This screen has Two (2) functions relating to the **Excel Version 6 spreadsheet**.

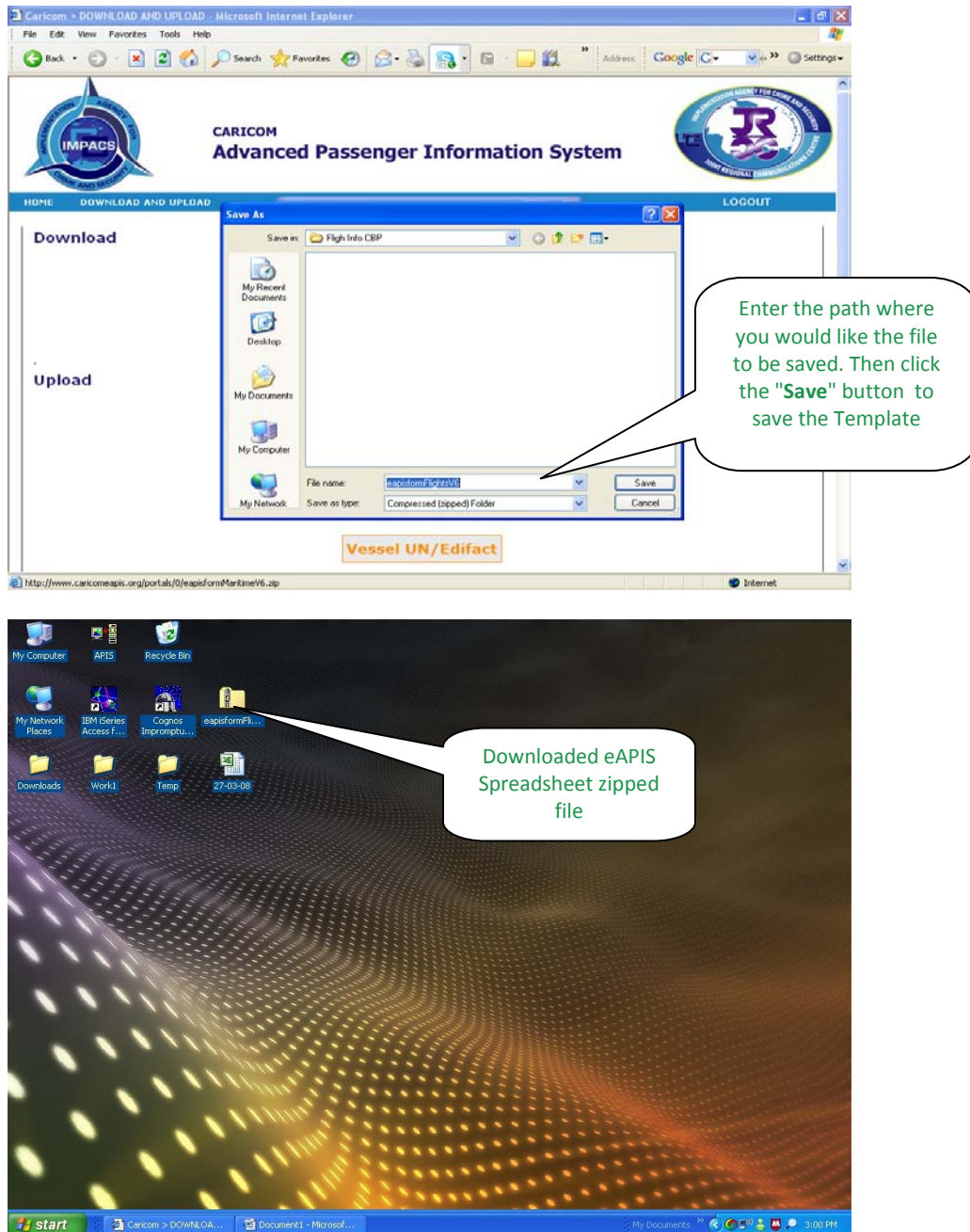
- (1) The user has the option to **download the Excel Version 6 spreadsheet** for either **Flights** or **Vessels** to be completed and uploaded via **Upload** section below.



Once the relative button is clicked the user will receive the prompt below.



The user will be prompted with the following screen.



The example above saved to the desktop as a **zipped document**. Once this zipped folder appears in the designated path, the file should be unzipped and saved as a Template; therefore the process does not need to be repeated. The user can now start populating the spreadsheet for submission.

It is recommended that once the file is completed, save it as the "Flight/Vessel ID, Depart, Arrival Port and Date" file name of voyage (e.g. "JJ1234_POS_BGI_20140302.xls") therefore preserving the Template for further use or reference.

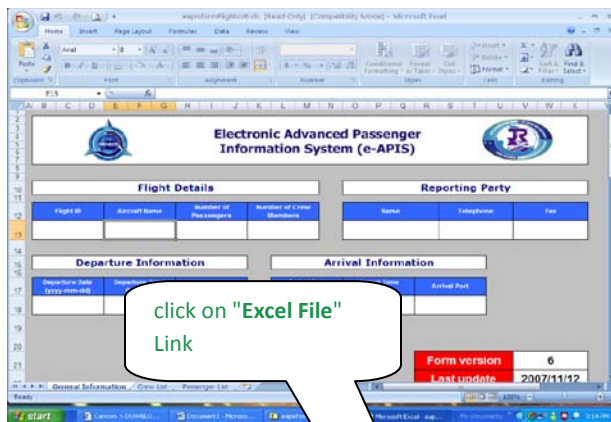
UPLOAD

Once completed any of the following formats can be submitted through the "Upload" section by selecting the relative link:

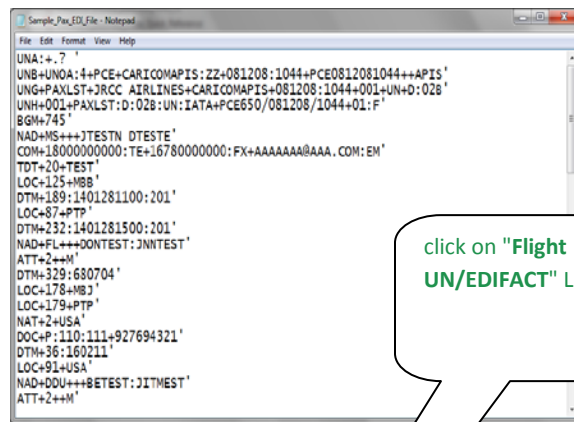
Aviation: Aviation eAPIS Excel Spreadsheet; UNEDIFACT file formats.

Formats are based on relative Aviation CARICOM APIS Guidelines.

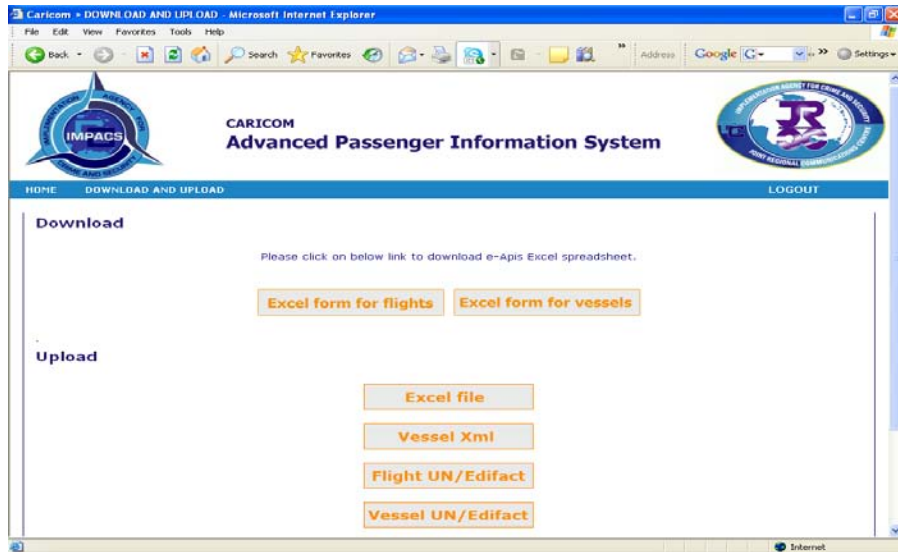
Aviation file formats



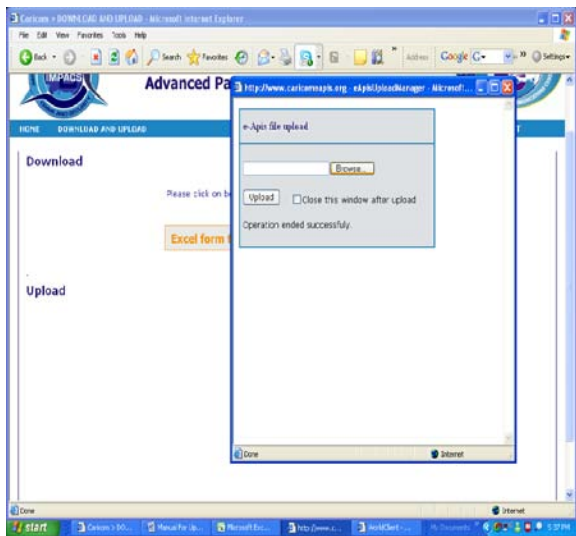
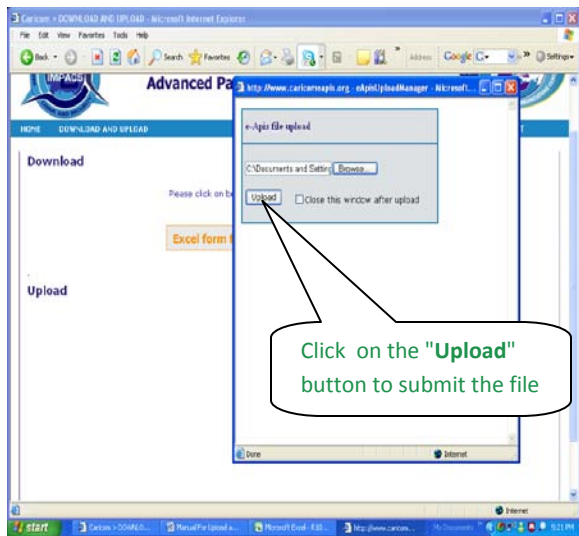
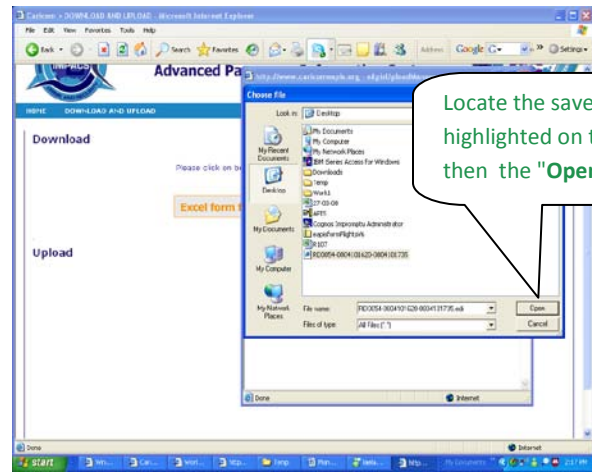
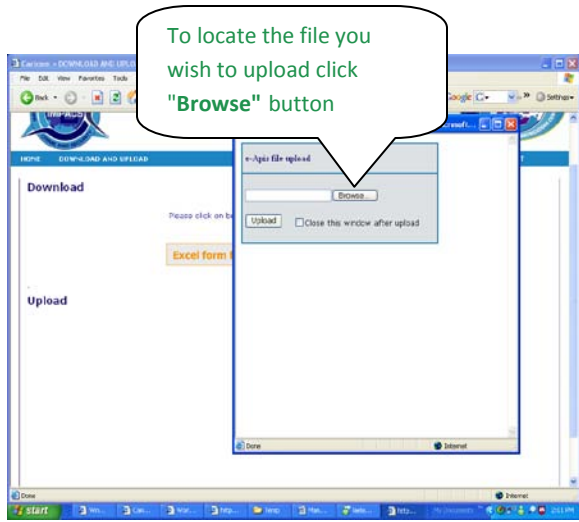
eAPIS Excel File format



UNEDIFACT File format



After clicking on the relative link as indicated above, the user will be prompted to browse to where the file was saved.



When the file is submitted it will be validated. If errors are detected, the user will be prompted with a message stating what needs to be corrected. This will continue until all errors in the file are corrected.

When all required information is correct and file has been uploaded, the user will receive a message stating "Operation ended successfully".

Please feel free to contact the Joint Regional Communications Centre (JRCC) at the numbers listed below should you required additional assistance with submitting your APIS file.