

## “BECOME A MEMBER” IN THE WWW.FLYINGSAMARITANS.NET DATABASE

These instructions will step you through the process of creating your member profile in the [www.flyingsamaritans.net](http://www.flyingsamaritans.net) (“FS.NET”) database.

For Non-Pilots, this process takes about 30 minutes. For Pilots, this process takes about 45 minutes.

**FOR MEMBERS WHO WILL JOIN US ON CLINICS:** You will need to have your passport information (passport number and expiration date) available.

**FOR PILOTS ONLY:** You will need the following additional pieces of information:

1. Your Pilot Certificate Number
2. Your AOPA number (optional)
3. Information about your US Insurance Policy:
  - a. Carrier Name
  - b. Policy Number
  - c. Policy Effective Dates
4. Information about your Mexican Insurance Policy:
  - a. Carrier Name
  - b. Policy Number
  - c. Policy Effective Dates
5. Information about your aircraft:
  - a. Tail Number
  - b. Serial Number
  - c. Airworthiness Certificate Number
  - d. Number of seats
  - e. Amount of weight (passengers and their luggage) that can be assigned to your aircraft.  
This does NOT include the pilot, fuel, aircraft weight, etc.
6. eAPIS Sender ID
7. CBP Decal Number (if you have one)
8. Mexican Multi Entry Permit Number (if you have one)

In these instructions, the following example information is used:

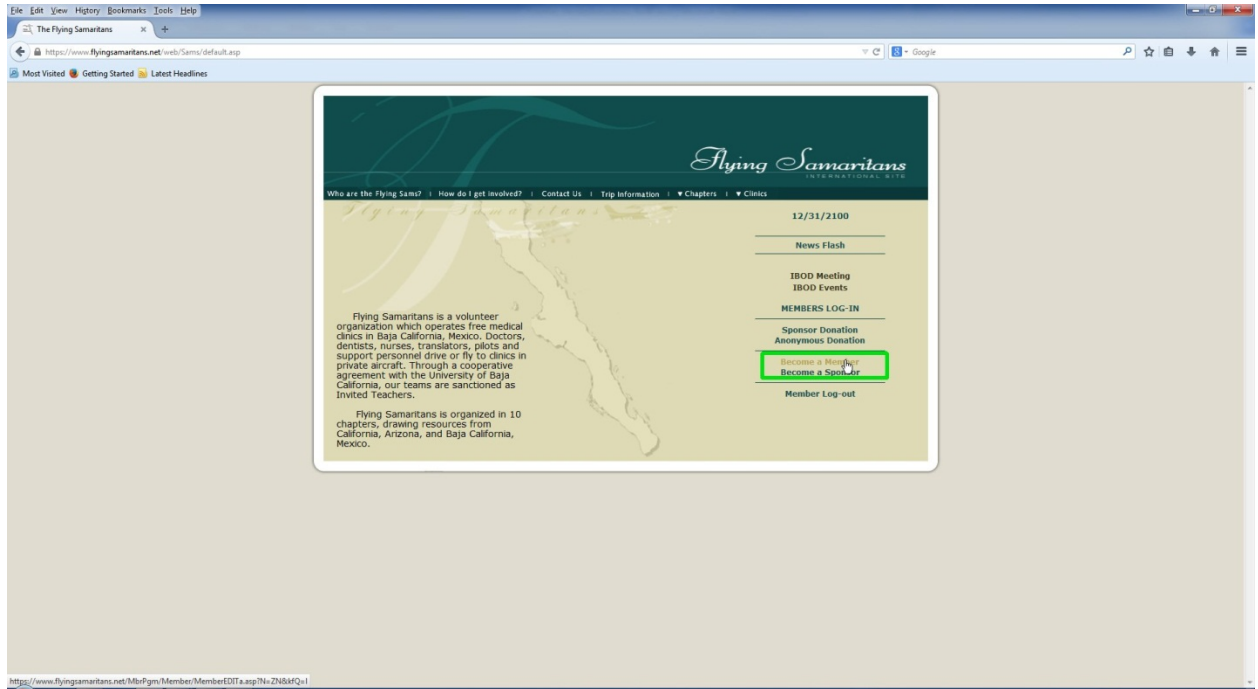
**“Common” Name:** Joe Helper

**Full Legal Name (as shown in passport):** Joseph Michael Helper

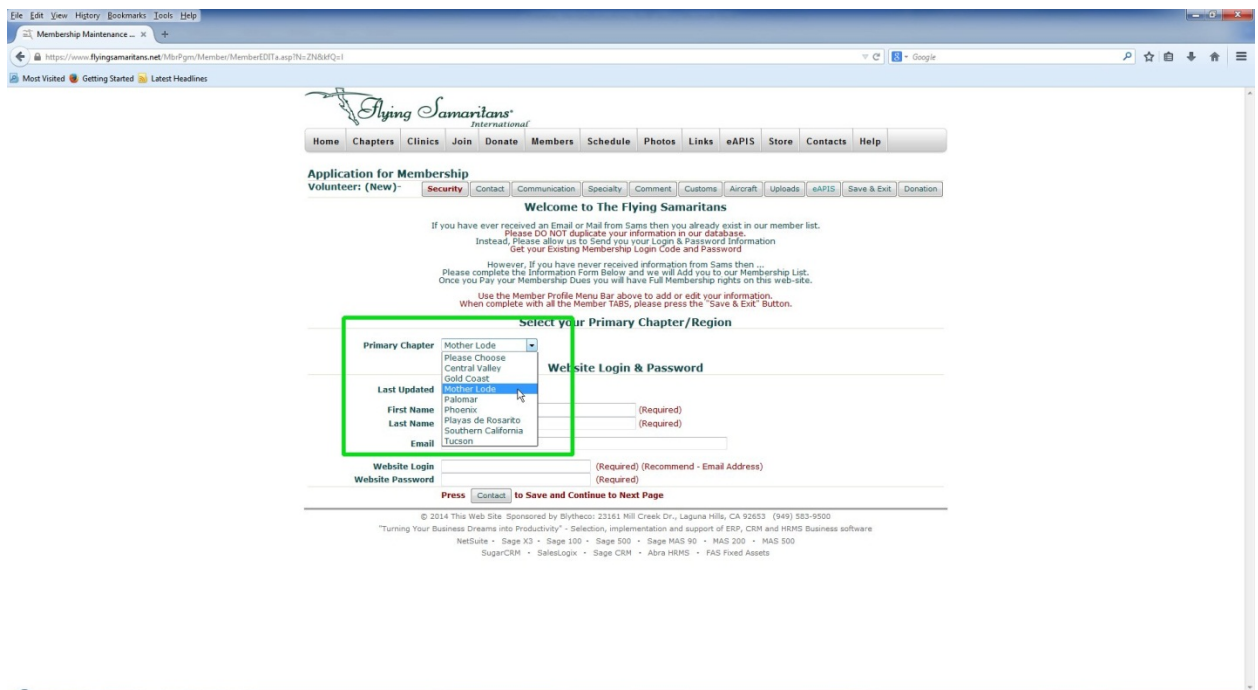
**Passport Number:** 123456789

**Email:** joeyh@snailmail.com

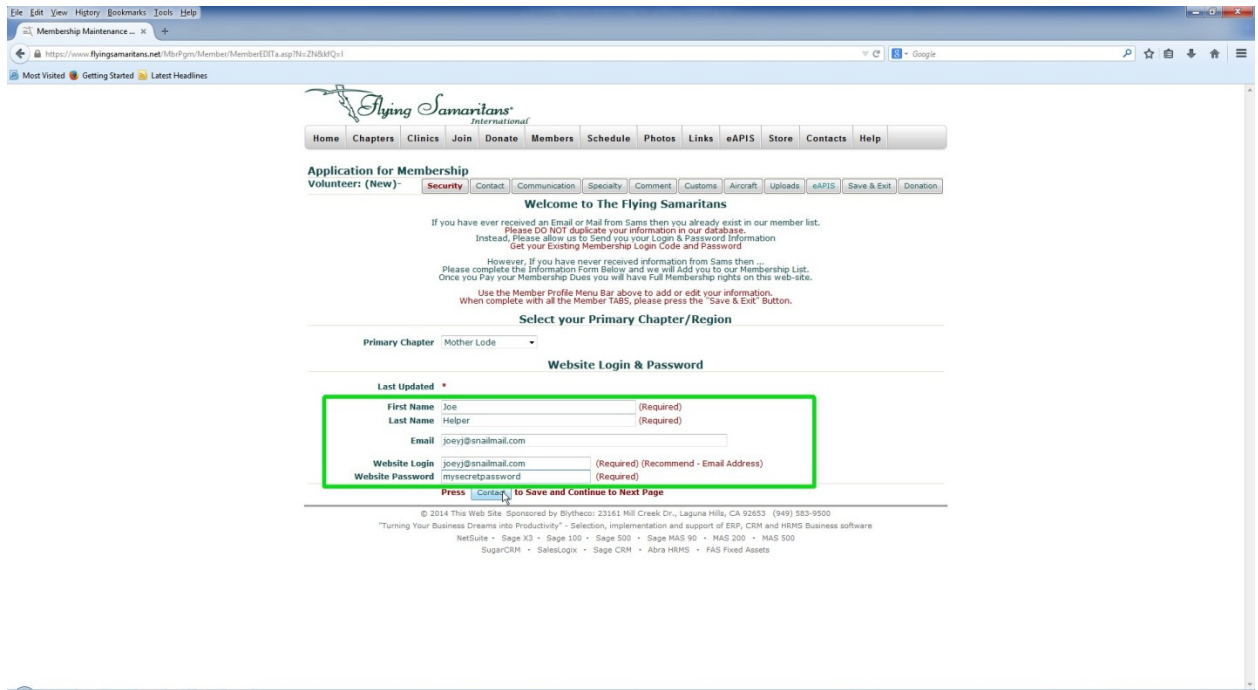
1. Log on to [www.flyingsamaritans.net](http://www.flyingsamaritans.net)
2. Click on **Become a Member**.



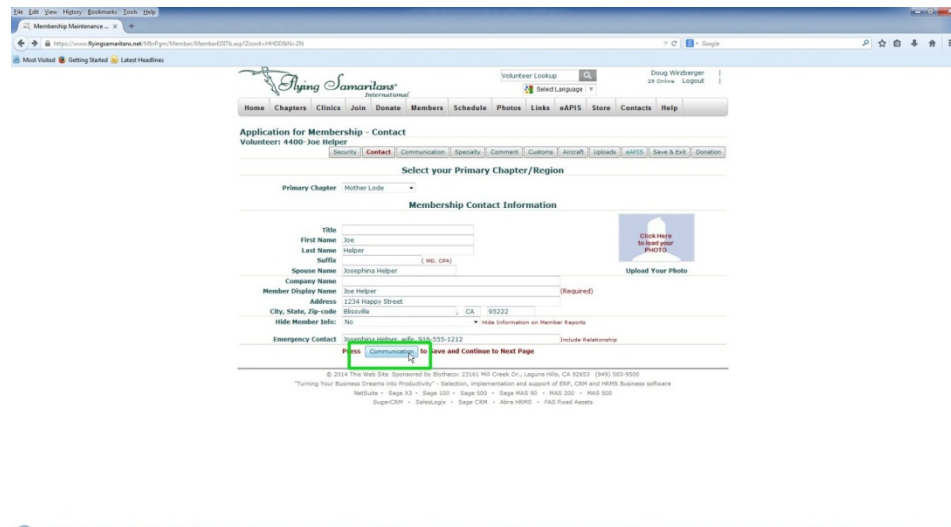
3. The “Application for Membership” screen will appear. For **Primary Chapter**, choose “Mother Lode”.



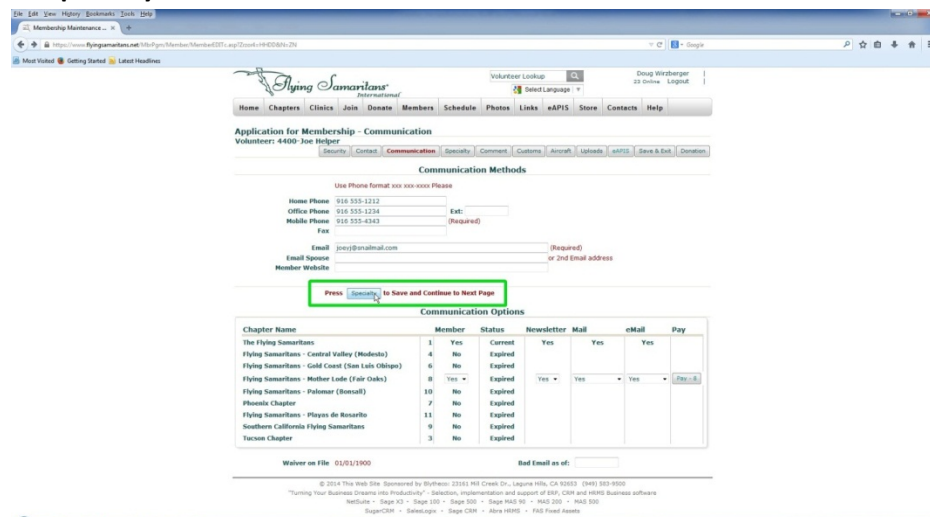
4. Under **Website Login and Password**, enter your “common” first name, your last name, your email address. For **Website Login**, it is recommended that you use your email address. Choose a password that will be easy for you to remember.



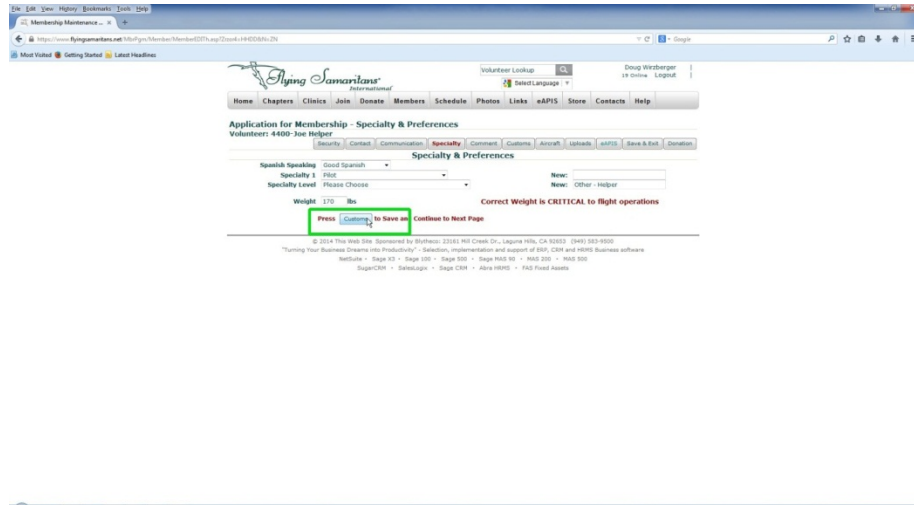
5. Click on **Contact** at the bottom of the page to continue.
6. The “Application for Membership – Contact” page will appear.
7. Complete the fields as appropriate.
8. Select the option for **Hide Member Info** that suits your liking.
9. In the **Emergency Contact** field, enter the name, phone number and relationship for your designated emergency contact.
10. Optionally, you can click on **Click Here to load your PHOTO** if you would like to upload a photo of yourself.
11. Click on the **Communication** button to continue.



12. The “Application for Membership – Communication” page will appear. On this page, you will select your preferences for forms of communication you would like to receive from Flying Samaritans International and Flying Samaritans Mother Lode Chapter.
13. Enter phone numbers as appropriate:
  - a. **NOTE: Be sure to use the format xxx xxx-xxxx as shown on the web page.**
14. Optional **Email Spouse:** Enter an email for your spouse. If you enter an email address here, the email address will receive any emails sent to you.
15. Optional **Member Website:** In case you have a website, you can enter the URL here.
16. Under **Communication Options** and the row for **Flying Samaritans – Mother Lode (Fair Oaks)**, specify your preference if you would like to receive Newsletters (by US Mail), other communications by USMail, and eMail.
  - a. **NOTE:** To save costs associated with postage, Flying Samaritans Mother Lode Chapter will send all communications by email. Therefore, **please select YES for eMail.**
17. **PAY:**
  - a. If you have already paid your membership dues for the current period, do not worry about clicking on the **Pay** button. In this case, a website administrator for the Mother Lode chapter will need to adjust the settings in the database to change your **Status** from **Expired** to **Current**.
  - b. If you have not yet paid your membership dues for the current period, click on the **Pay** button and follow the instructions to pay your membership dues online using a Visa or MasterCard.
18. Click on the **Specialty** button to continue.



19. The “Application for Membership – Specialty and Preferences” will appear. On this page, you specify the talents that you bring to the chapter.
20. **Specialty 1** and **Specialty Level** fields to specify your talents. If your particular talent is not present in the drop-down list, you can use the **New** field to add a specialty to the list.
21. **Weight:** Enter your weight, fully clothed, in this field.
22. Click on **Customs** to continue.



23. The “Application for Membership – Customs and Border Patrol” page will appear.
24. **eAPIS Sender ID:** This field is for Pilots only.
25. **NOTE TO ALL:** It is **VERY IMPORTANT** that the information you enter here **EXACTLY MATCHES** your passport.
26. **Select Pilot to Update PAX:** You do not need to do anything with this field at this time.
27. **Passenger Status:**
  - a. If you are not a pilot, select **Passenger**.
  - b. If will be acting as a pilot on Flying Samaritans missions, select **Pilot**.
  - c. If you are a licensed pilot but will NOT be pilot in command, select **Crew**.
    - i. In this case, you may get lucky and not be required to pay Immigration Fees upon arrival in Mexico. 😊
28. If you are not a pilot, you only need to fill in the fields in the green box:

**Customs and Border Protection Information**  
**All is REQUIRED to Fly to Mexico or out of the USA**

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

eAPIS Sender ID:  AP0XXXXX - This is required for Pilots filing eAPIS Only

The following is optional if you are the PILOT filing eAPIS.  
Non-Pilots: Complete in full if you will be a Passenger and flying out of the USA.

Last Name:

First Name:

Middle Name:

Gender:

USA Address:

USA City, State, Zip:

Birth Date:  (mm/dd/yyyy)

Country of Residence:   USA (USA, CAN, MEX, BHS)

Passport:  (Passport) Citizen:   USA Expires:  (mm/dd/yyyy)

"Green Card" Holders - US Customs requests that you use the US Permanent Resident Card Number for eAPIS vs your Foreign Passport Number Do not include any Special Characters (!#1@-;:;%&\* in the Document Numbers. ex: Alien cards do NOT put A# in front or Spaces or Dashes

Passenger Status:

Only Complete for Status = PILOT or CREW:

Permanent Address:  City:  State:  Zip:  Country:

Crew Birth Date:  Birth City:  Birth State:  Birth Country:

Only Complete for Status = PILOT

Pilot License:  (Pilots License) License Country:

29. If you are a Pilot, you must also fill in the fields in the green box:

Non-Pilots: Complete in full if you will be a Passenger and flying out of the USA.

Last Name : Helper  
 First Name : Joe  
 Middle Name :  
 Gender : Male

Select Pilot to Update PAX  
 Select a PILOT if you are asked to send them your PAX Information

USA Address : 1234 Happy Street  
 USA City, State, Zip : Blissville CA , 95222

Birth Date : 05/12/1965 mm/dd/yyyy  
 Country of Residence: USA (USA, CAN, MEX, BHS)  
 Passport : 123456789 (Passport) Citizen: USA Expires: 05/13/2023 mm/dd/yyyy

"Green Card" Holders - US Customs requests that you use the US Permanent Resident Card Number for eAPIS vs your Foreign Passport Number Do not include any Special Characters (!@#-;:;%&\*) in the Document Numbers. ex: Alien cards do NOT put A# in front of Spaces or Dashes

Passenger Status : Passenger

**Only Complete for Status = PILOT or CREW:**

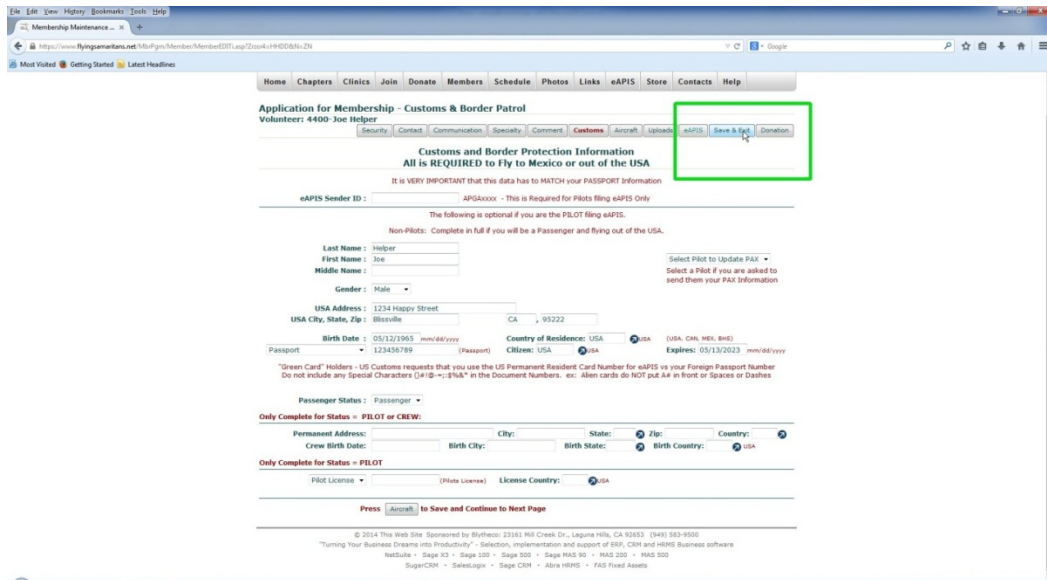
Permanent Address: City: State: Zip: Country:  
 Crew Birth Date: Birth City: Birth State: Birth Country: USA

**Only Complete for Status = PILOT**

Pilot License (Pilots License) License Country: USA

Press **Aircraft** to Save and Continue to Next Page

30. For members who are NOT pilots, click on **Save and Exit** at the top right of the screen.  
**Congratulations! You have completed the fs.net membership sign up process! 😊**



31. For members who will serve as Pilot In Command for Flying Sams clinics, click on the **Aircraft** button at the bottom of the screen.

Non-Pilots: Complete in full if you will be a Passenger and flying out of the USA.

Last Name: Helper  
 First Name: Joe  
 Middle Name:   
 Gender: Male

USA Address: 1234 Happy Street  
 USA City, State, Zip: Blissville CA 95222

Birth Date: 05/12/1965 (mm/dd/yyyy) Country of Residence: USA (USA, CAN, MEX, BHS)  
 Passport: 123456789 (Passport) Citizen: USA (USA) Expires: 05/13/2023 (mm/dd/yyyy)

\*Green Card\* Holders - US Customs requests that you use the US Permanent Resident Card Number for eAPIS vs your Foreign Passport Number Do not include any Special Characters (!@#-=:;%&\* in the Document Numbers. ex: Alien cards do NOT put A# in front of Spaces or Dashes

Passenger Status: Passenger

**Only Complete for Status = PILOT or CREW:**

Permanent Address: 1234 Happy Street City: Blissville State: CA Zip: 95222 Country: USA  
 Crew Birth Date: 5/12/1965 Birth City: Birth State: Birth Country: USA

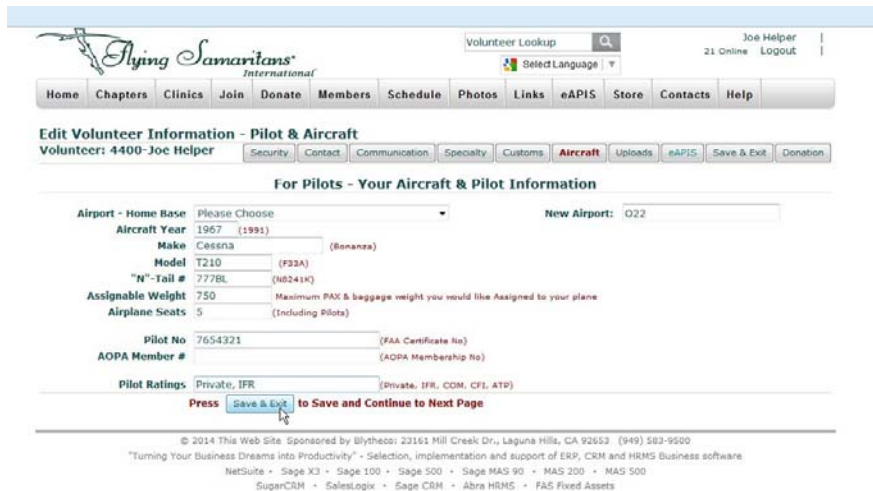
**Only Complete for Status = PILOT**

Pilot License (Pilots License) License Country: USA

Press **Aircraft** to Save and Continue to Next Page

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32. The "Pilot & Aircraft" window will appear.
33. **Airport – Home Base:** Use the drop down menu to select your aircraft's home base. If your home base does not appear in the drop down menu, you can enter the identifier in the **New Airport** field. The new airport will be added to the list after you click on the **Save & Exit** button.



Volunteer Lookup Joe Helper | 21 Online Logout |

Select Language

Home Chapters Clinics Join Donate Members Schedule Photos Links eAPIS Store Contacts Help

**Edit Volunteer Information - Pilot & Aircraft**  
 Volunteer: 4400-Joe Helper Security Contact Communication Specialty Customs **Aircraft** Uploads eAPIS Save & Exit Donation

**For Pilots - Your Aircraft & Pilot Information**

Airport - Home Base: Please Choose New Airport: O22

Aircraft Year: 1967 (1991)  
 Make: Cessna (Bonanza)  
 Model: T210 (F23A)  
 N-Tail #: 777BL (N8241K)

Assignable Weight: 750 (Maximum PAX & baggage weight you would like Assigned to your plane)  
 Airplane Seats: 5 (Including Pilots)

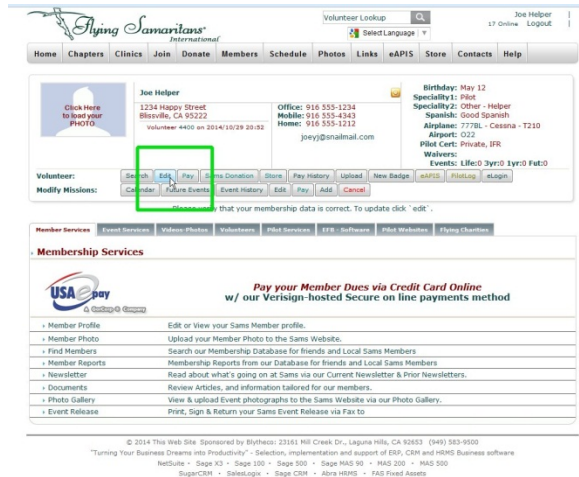
Pilot No: 7654321 (FAA Certificate No)  
 AOPA Member #: (AOPA Membership No)

Pilot Ratings: Private, IFR (Private, IFR, COM, CFI, ATP)

Press **Save & Exit** to Save and Continue to Next Page

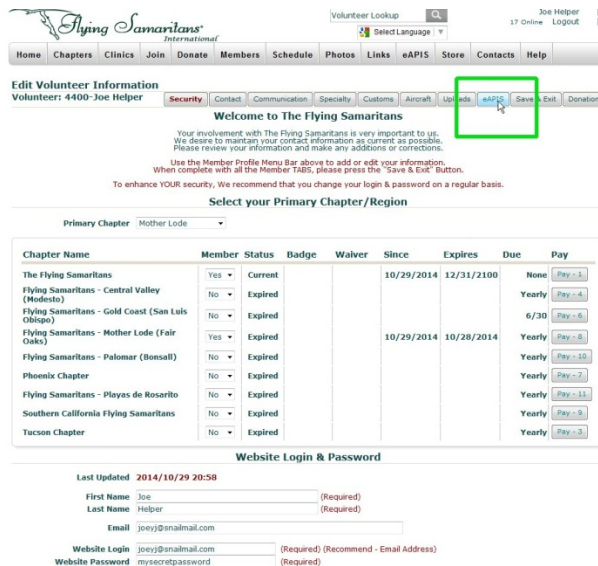
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 SugarCRM • SalesLogix • Sage CRM • Abre HRMS • FA5 Fixed Assets

34. You will be logged out. (Yes, this process is a little 'clunky'.)
35. Re-Log In using your user name and password.
36. Your member profile will be displayed on the screen. Click on **Edit**.



37. The “Edit Volunteer Information” screen will appear.

38. Click on the eAPIS button.



39. The “File eAPIS Manifest and International Flight Plans” screen will appear.

40. Click on Pilot Menu.



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 Int'l Flight Plans

FlightPlan Menu  
Manifest Menu  
People Menu  
**Pilot Menu**  
Aircraft Menu  
eAPIS History  
Help Videos Menu

**Choose eAPIS Options**  
Thu 30 Oct 2014 11:04:09:09 Zulu Pg: 3 of 9

Verify the Selections below and Data Entry Tabs are complete before filing eAPIS

\* Aircraft: 712 - N6859R - 1967 - Cessna - T2100  
\* Pilot: 606 - Wirzberger - 3305103 - Roger Wirzberger  
Co-Pilot: Choose CoPilot  
\* Manifest: 2244 - 10/10/2014 - 10/12/2014  
Event: 718-Lois Pinos (Alma Luminoza) - 11/07/2014 - 11/09/2014  
mm/dd/yyyy hh:mm

US Departure: (Local) 10/10/2014 00:00 Use Event Dates  
US Arrival: (Local) 10/12/2014 00:00 Use Event Dates

Validate Manifest for: Inbound & Outbound Manifest Customs SenderID: APGA54HF  
Validate Flight Plan: Yes

\*\*\* Check the 6 WARNING Messages on the Validate page before File your eAPIS Manifest \*\*\*  
\*\*\* You have 3 ERROR Messages, or invalid or missing data. \*\*\*  
\*\*\* If you FILE your eAPIS with invalid or missing data you are Subject to Fines. \*\*\*  
Validate eAPIS Data

If you do not have a Confirmation number and e-Mail from eAPIS@fife.com AND CBP then its NOT Filed.  
Validate the Dates and Times as well as the Arrival Customs Report.  
Call your Arrival Customs office to verify their receipt - Prior to Flight

FP#	Date	Time	From	AGE	To	AGE	Route	Alt	Crew	Pax	Total
1	10/10/2014		HHR	Yes	No				1	0	
Pax/Mbr	Last Name	First Name	Gender	Birth Date	Document	Doc. Type	Chy	Expires	Event Due	Total Due	
Pilot: 606	Wirzberger	Roger	M	11/26/1970	50543558	Passport	USA	12/29/2023	0	0	

41. Use the drop-down menu and select **Add New Pilot**.

File eAPIS Menu  
FlightPlan Menu  
Manifest Menu  
People Menu  
Pilot Menu  
Pilot Name  
Pilot Address  
Pilot Documents  
Pilot Emergency  
Pilot All Data  
Aircraft Menu  
eAPIS History  
Help Videos Menu

**Pilot All Data**  
Thu 30 Oct 2014 11:23:09:14 Zulu Pg: 5 of 9

Pilot Name - Default: [ ]

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

\* Pilot Last Name:  
First Name:  
Middle Name:

Birth Date: mm/dd/yyyy  
Birth City:  
Country: USA  
State:

Pilot Status: PILOT  
Gender:

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

Permanent Address:  
City:  
Country: USA  
State: Zip:

Pilot USA Address:  
City:  
State: Zip:

Phone: 916 533-4343  
Fax:

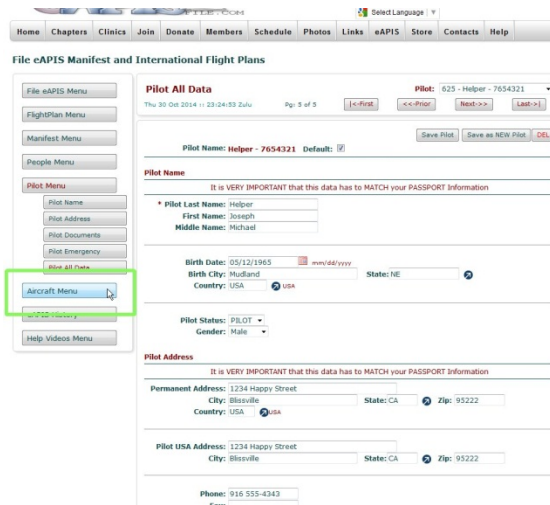
42. **Important:** The information you enter on this page **MUST EXACTLY MATCH** your passport.

a. **Although you entered this information previously, you must re-enter it here.** ☹

43. Fill in information as required.

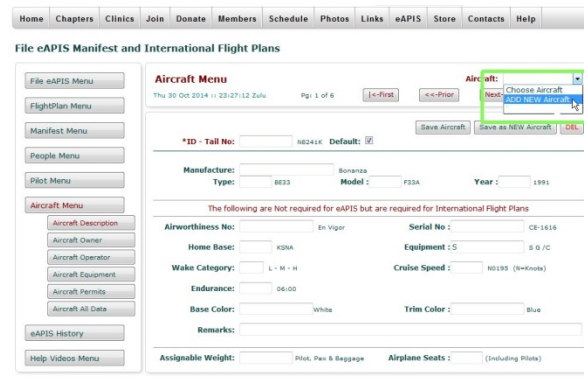
44. Near the top of the page, click the box next to **Default**, then click on **Save Pilot**.

45. Click on **Aircraft Menu**.



The screenshot shows the 'Pilot All Data' form. On the left sidebar, the 'Aircraft Menu' button is highlighted with a green box. The main form contains fields for Pilot Name, Birth Date, Birth City, Country, Pilot Status, Gender, Pilot Address, and Pilot USA Address.

46. From the drop-down menu, select **Add New Aircraft**.



The screenshot shows the 'Aircraft Menu' form. The 'Aircraft' dropdown menu is open, and the 'Add New Aircraft' option is highlighted with a green box. The main form contains fields for ID - Tail No., Manufacturer, Type, Model, Year, Airworthiness No., Serial No., Home Base, Equipment, Wake Category, Endurance, Cruise Speed, Base Color, Trim Color, Remarks, Assignable Weight, and Airplane Seats.

47. Fill in the data as appropriate for your aircraft.

- a. For **Airworthiness Number**, enter “En Vigor”.
- b. In the **Equipment** field, enter one or more letters to indicate the kind of equipment your aircraft has. Common equipment codes for light aircraft include:
  - i. C=LORAN
  - ii. D=DME
  - iii. F= ADF
  - iv. G = GNSS (GPS)
  - v. S = Standard equipment considered to be: VHF comm, VOR and ILS

NOTE: If you would like more information, Google “ICAO flight plan equipment codes”.

- c. For **Wake Category**, enter “L” for “light”.
- d. For **Cruise Speed**, enter the cruise speed of your plane. **IMPORTANT: Be sure to observe the format Nxxxx. Example: for 160 knots, the entry would be N0160.**
- e. For **Assignable Weight** on this page, include your weight as pilot. (Yes, this is different than the value previously entered.)
- f. Near the top of the page, check the box next to **Default**, then click on **Save as NEW Aircraft**.

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 SugarCRM - Saleslogix - Sage CRM - Alera HRMS - PAS Fixed Assets

48. Scroll down and enter information required in the **Aircraft Owner** and **Aircraft Operator** sections.

- a. **Reminder: In case your aircraft is registered to a corporation (or LLC), be sure to bring a notarized letter of “Corporate Permission To Import Aircraft” with you to Mexico.**

49. In the **Aircraft Permits** section:

- a. Enter your CBP decal number, if you have one. If you have not yet received a decal, leave this field blank.
  - i. **Note:** You can purchase a CBP decal “on the spot” at Customs upon your first entry into the United States in a given calendar year.
- b. In the **Mexico Multi-Entry** field: If you already have a Mexican Multi-Entry permit for the current calendar year, the permit number can be found as shown below. If you do not yet have a Multi-Entry permit, leave this field blank.

50. **USA Insurance and Foreign Insurance:** Be sure to observe the format for the date “mm/dd/yyyy”.

51. In the **Aircraft Equipment** section, check the boxes corresponding to the equipment that you **DO NOT HAVE** on board.

52. Scroll to the top of the page and click on **Save Aircraft**.

53. **Congratulations!** You have completed the fs.net membership sign up for pilots! Once your pilots are assigned to you for a clinic, there are more steps to take, which include:☺

- Completing the Flight Plan information (FS.NET “FlightPlan Menu” button)
- Completing the flight manifest (FS.NET “Manifest Menu” button)