

## Getting Started

Flashpass is a **Cloud Service**. This means that ALL of your devices will share the same data no matter where you input that data. We recommend you type the BULK of your data **on an iPad** because the big keyboard and big screen will make it easier. The iPad Flashpass APP also has “role filters” in the Persons section that will minimize required data for each role. The scan passport feature will also make this process faster and error free.

To do this, download Flashpass on our the Apple App Store. Search for: **flashpass**

### Lets get started, fire up Flashpass APP and login...

Step 1: (Adding Emergency Contact, Pilot and Passengers)

- Select **Persons**
- Click the “+” sign to add a New Person.
- Tap on “emerg” (only Emergency Contact required fields will be shown)
- Fill emergency contact info and SAVE
  
- Click the “+” sign to add a New Person.
- Tap on “pilot” (only pilot required fields will be shown)
- Fill pilot information and SAVE
  
- Click the “+” sign to add a New Person.
- Tap on “pax” (only passenger fields will be shown)
- Fill passenger information manually or use the camera scan and SAVE

Step 2: (Add a Company in case your aircraft is owned by one)

- Select **Company**
- Click the “+” sign to add a New Company.
- Fill all Company Data and SAVE

Step 3: (Add an Aircraft)

- Select **Aircraft**
- Click the “+” sign to add a New Aircraft.
- Fill all Aircraft Data and SAVE

#### Step 4: (Set manifest defaults)

- Select More / Settings / Configure Default Settings
- Departure Country. Example: United States
- Arrival Country. Example: Bahamas
- Other Country. (Home Country) Example: United States
- Emergency Contact: Select
- Aircraft: Select
- State: Type departure State. Example: FL (Florida)
- Actual Dep. Place: If departing a Non CBP Airport. Example: KVRB - Vero Beach
- Border Crossing: Example: 25 NM South East Miami International
- Arrival Place: Customs
- Save

You are now ready to make a manifest. Follow these steps to make a NEW manifest

#### Step 1: (Creating a new manifest)

- Click on Manifest (lower left corner)
- Click on the square with the pencil to create a new manifest.
- Flight Name: Change the name to something like: "Scuba Diving Nassau"
- Departure: Airport ICAO: Must be CBP Approved: Example: KMIA
- Check: City, State and Country.
- Actual Place: Actual departure airport if not CBP Approved.
- Local Time: Select date and time for departure.
- Duration: Select time of flight. Example: 1 hour
- Border Cross: Type estimated Border Crossing. Example: 25 NM South East KMIA
- Arrival Airport: Airport ICAO: Example: MYAM
- Check: City, State and Country. State is blank for some. Example: Bahamas.
- Local Time: Select date and time for arrival.
- Emergency Contact: Select person. Should not be on flight.
- Occupants: Select Pilot, Passengers and Crew
- Foreign Airports: To be used if visited other airports 24 hours before back in USA

#### Step 2: (Check manifest using PREVIEW)

- Look for eye icon on the lower right corner
- Print or send by email if needed
- Return to manifest (press: manifest details)

#### Step 3: (Submit manifest)

- Look for GREEN Submit manifest button and press
- Wait for CBP email confirmation.
- Thats it... You are ready to go...

## **IMPORTANT TIPS:**

- Try to submit your manifest 24 hours before flight.
- Departing the USA no phone call is required to CBP.
- Before entering USA a phone call is required to CBP. At least 1 hour before departing.
- Do not fly without a confirmation CBP email or verbal clearance from CBP.
- Double check info before you submit (Example: Passport numbers, dates, DOB, etc..)
- Use Passport Scan Feature to load Passenger info to Flashpass. Faster and safer.
- Have not used Flashpass and your 30 day trial expires ? Let us know. We will extend.
- Ready to subscribe ? Login to our website and click SUBSCRIPTION

## **HOW DO I GET FLASHPASS SUPPORT ?**

Send us the following info:

- User type: Subscription or Pay As You Go
- Using Flashpass on: iPhone, iPad or Website
- Your contact phone number with Country and City Codes
- Any other relevant info (APP Version, Screen-shot of issue, etc..)

1. Email Art: [aguerra@lobolabs.com](mailto:aguerra@lobolabs.com)
2. Online Chat on our website: [www.flashpass.net](http://www.flashpass.net)
3. Call Art: USA: [+1\(956\)948-2000](tel:+1(956)948-2000), MEX: [+52\(81\)1255-0465](tel:+52(81)1255-0465)
4. Facebook Chat: <https://www.facebook.com/FlashPass.Net>
5. WhatsApp: [+52\(81\)1255-0465](tel:+52(81)1255-0465)
6. Skype: arrobalado
7. Watch our tutorial video here: <https://vimeo.com/121428286>