"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 ("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)

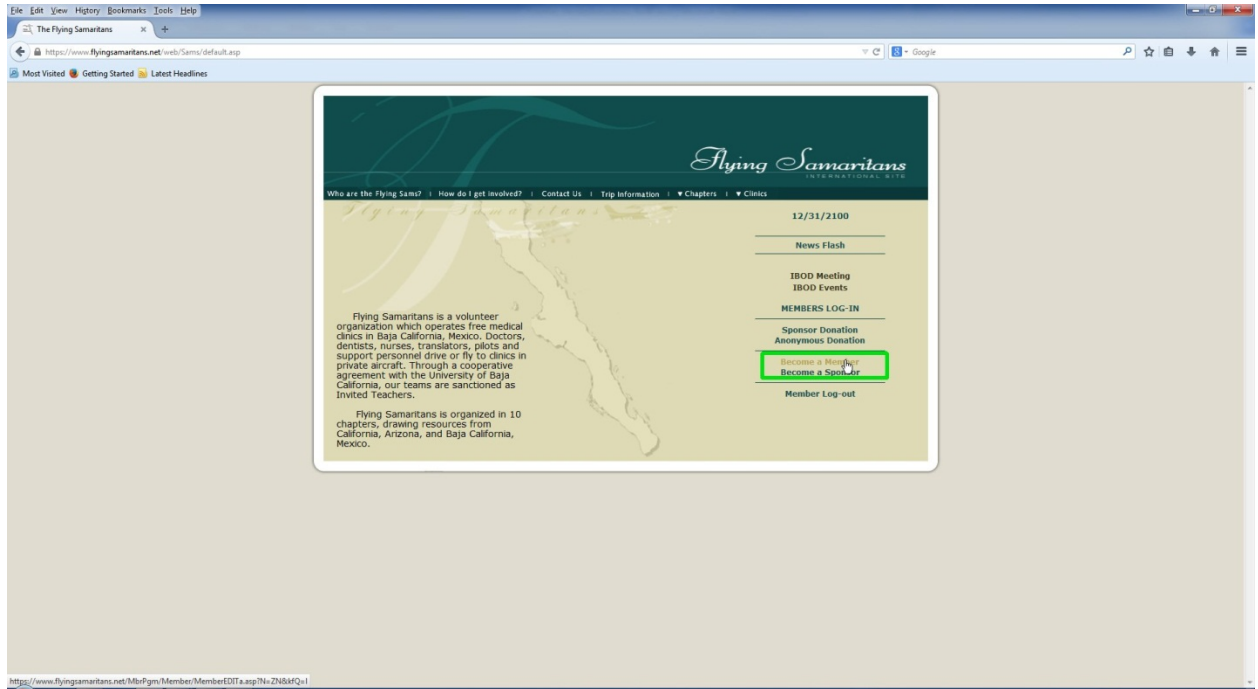In these instructions, the following example information is used:

"Common" Name: Joe Helper
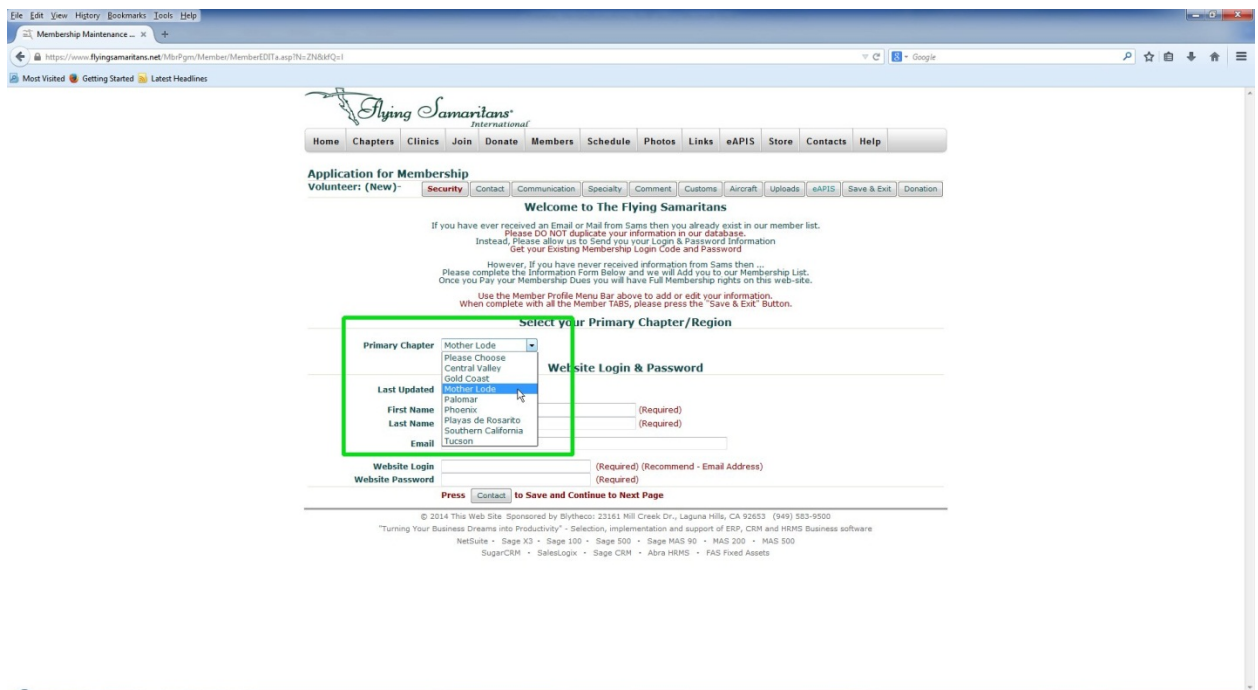**Full Legal Name (as shown in passport):** Joseph Michael Helper
Passport Number: 123456789
**Email:** joeyh@snailmail.com

1. Log on to www.flyingsamaritans.net
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.
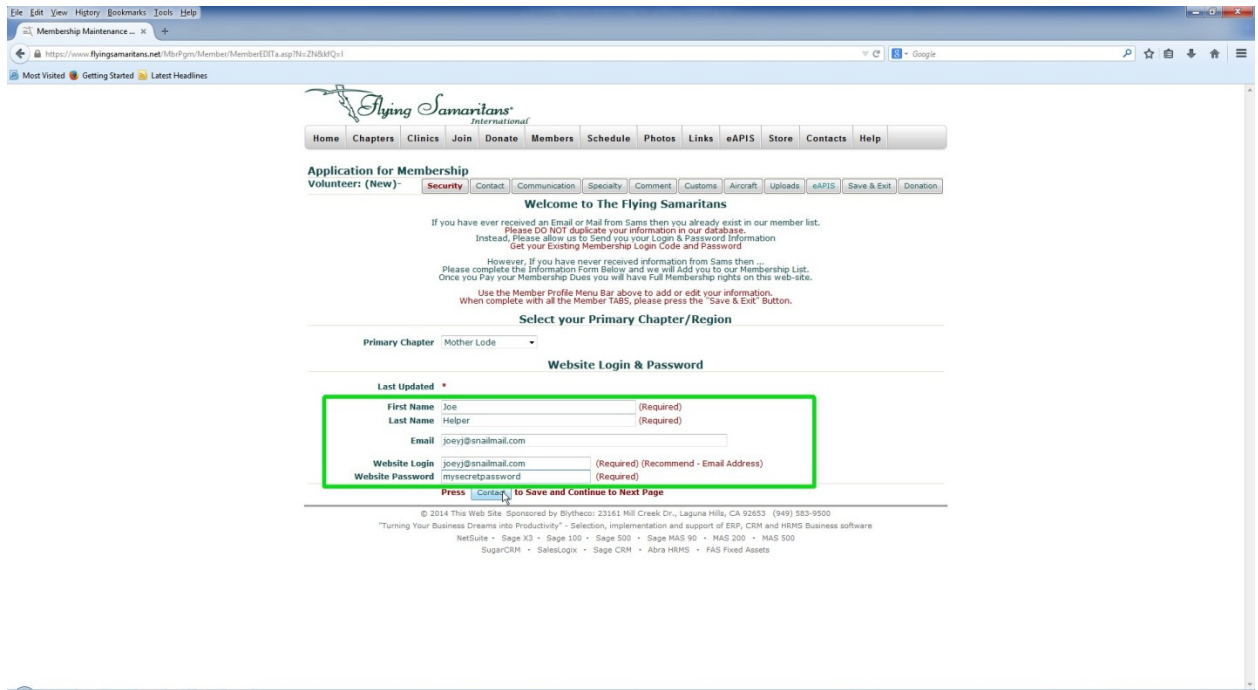
5. Click on **Contact** at the bottom of the page to continue.
6. The "Application for Membership – Contact" page will appear.
7. Complete the fields as appropriate.
8. Select the option for **Hide Member Info** that suits your liking.
9. In the **Emergency Contact** field, enter the name, phone number 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.
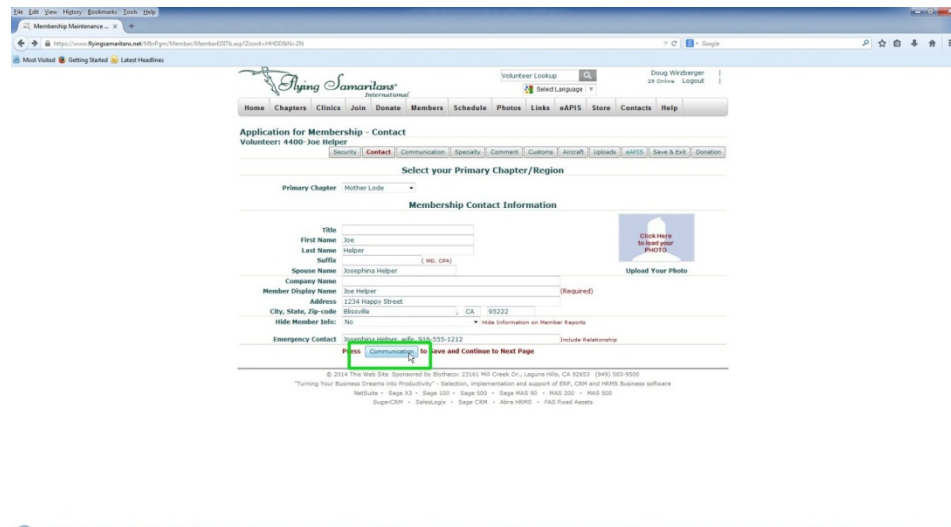
12. The "Application for Membership – Communication" page will appear. On this page, you will select your preferences for forms of communication you would like to receive from Flying Samaritans International and Flying Samaritans Mother Lode Chapter.

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.
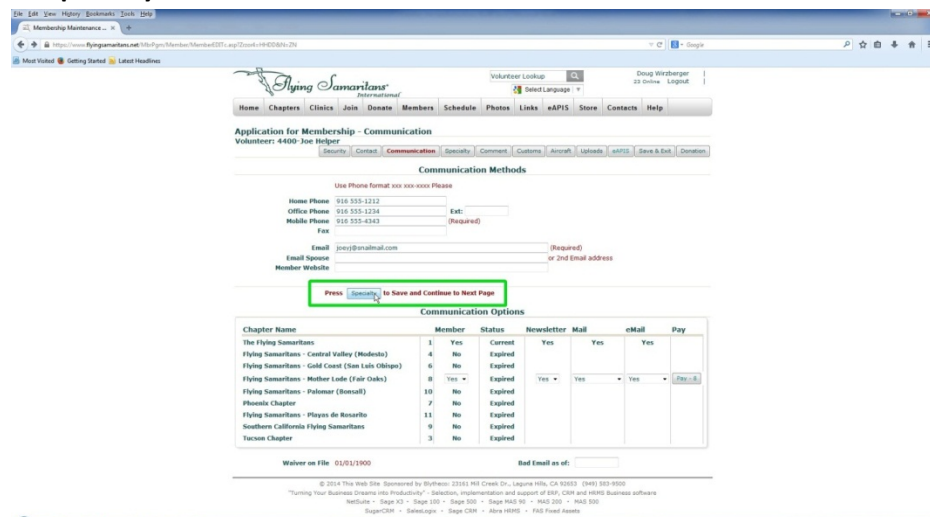
19. The "Application for Membership – Specialty and Preferences" will appear. On this page, you specify the talents that you bring to the chapter.

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.
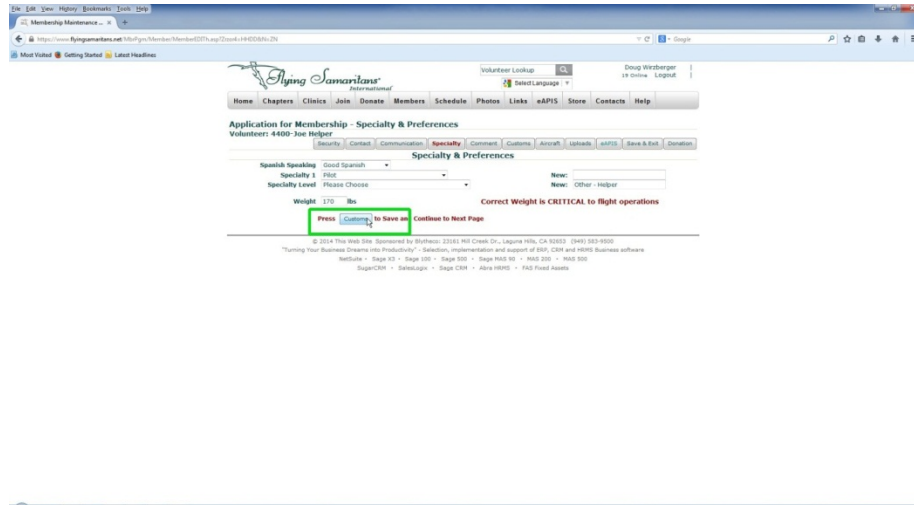
23. The "Application for Membership – Customs and Border Patrol" page will appear.

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:

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 :

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

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 (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 or 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
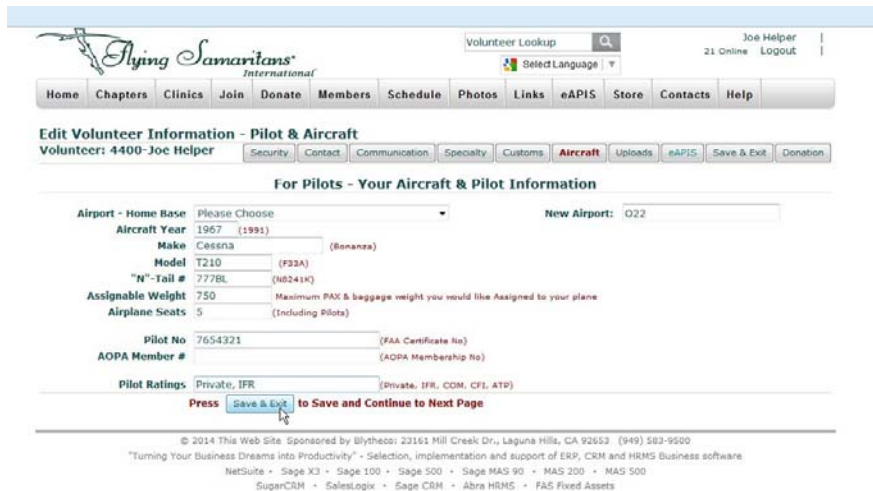
Only Complete for Status = PILOT

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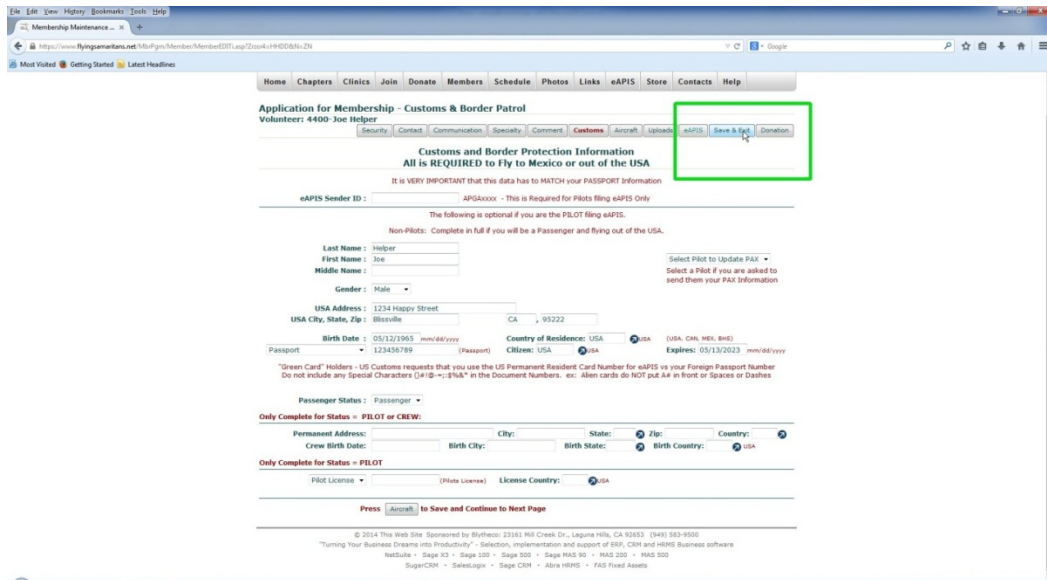
31. For members who will serve as Pilot In Command for Flying Sams clinics, click on the **Aircraft** button at the bottom of the screen.

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.

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**.
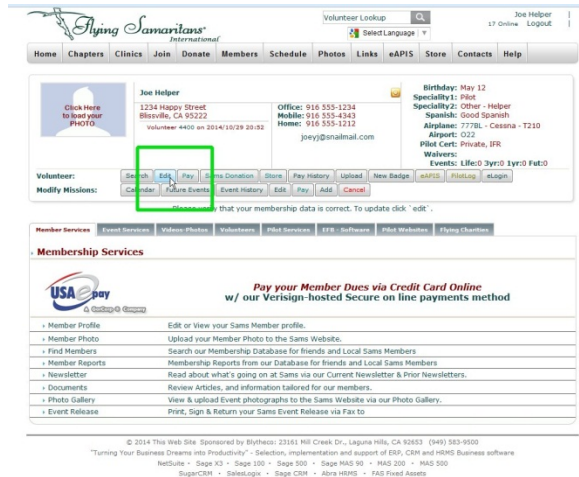
37. The "Edit Volunteer Information" screen will appear.
38. Click on the **eAPIS** button.
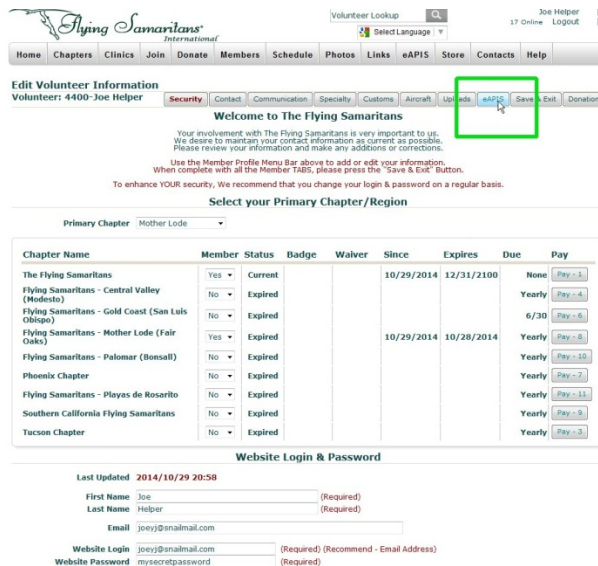
39. The "File eAPIS Manifest and International Flight Plans" screen will appear.
40. Click on **Pilot Menu**.

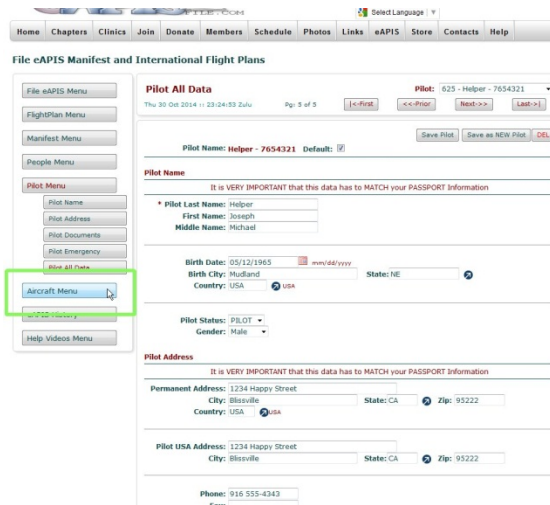41. Use the drop-down menu and select **Add New Pilot**.

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.** ☹
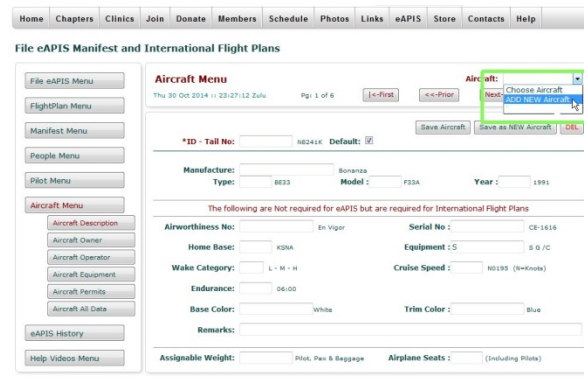43. Fill in information as required.

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

45. Click on **Aircraft Menu**.

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

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**.

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 re-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 <mark>DO</mark> <mark>**NOT** HAVE</mark> 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:☺
    a. Completing the Flight Plan information (FS.NET "FlightPlan Menu" button)
    b. Completing the flight manifest (FS.NET "Manifest Menu" button)