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eManifest Portal
Quick Reference
Guide
(Updated August 2012)

CBSA ASFC

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This guide contains step-by-step instructions for key features of the eManifest Portal. For more information, see the eManifest Portal Help and Support page: www.cbsa-asfc.gc.ca/prog/manif/contact-eng.html.

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Register

All Users

All users must have a credential and an eManifest Portal User Account to access the eManifest Portal. There are two types of credential services: SecureKey Concierge, which is a commercial credential service that allows you to access the Portal using the same credentials you use to do business with some financial institutions; and Access Key, which is a government-issued credential.

Log in to the eManifest Portal using the SecureKey Concierge
1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **SecureKey Concierge Log in** under the SecureKey Concierge log in section
3. Follow the instructions on the SecureKey Concierge Web site, by selecting your participating financial institution and providing your existing online credential with that institution to gain access to the eManifest Portal (upon completion, users will be re-directed back to the **eManifest Portal Log In** page)

Log in to the eManifest Portal using Access Key

1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **Register** under the Access Key section
3. Follow the instructions on the Access Key Web site to create an Access Key credential (upon completion, users will be re-directed back to the **eManifest Portal Log In** page)

Create an eManifest Portal User Account

1. Select **Enter the eManifest Portal**
2. Enter your credential log in information; select **Log In**
3. Select **Continue**
4. Review and Accept the eManifest Portal Terms and Conditions
5. Select **Create User Account**
6. Enter mandatory profile information; select **Submit**

Note: Users can be added to a Portal Business Account by providing a User Reference Number (URN), e-mail address and family name to the person who is the Account Owner. Account Owner(s) may continue to Create a Portal Business Account (below).

Account Owners

Note: Account Owners must have a valid CBSA-issued carrier code and Shared Secret before creating a Portal Business Account. To find out how to obtain a carrier code and Shared Secret, visit: www.cbsa-asfc.gc.ca/prog/manif/portal-portail-eng.html.

Create a Portal Business Account

1. Select **Continue** once the Portal User Account is created
2. Select **Business Accounts**
3. Select **Create Business Account**
4. Enter carrier code and Shared Secret; select **Submit**
5. Enter mandatory Account Owner information; select **Submit**
6. Review business information; select **Continue** (Account Owners may select **Request Update** if business information is out of date)
7. Select **OK**

Add a User to a Portal Business Account

Account Owners and/or Proxy Account Owners

Note: Before users can be added to a Portal Business Account, users must have created an eManifest Portal User Account.

1. Log in to the Portal
2. Navigate to a Business Account
3. Select **User Access**
4. Select **Add User**
5. Enter the URN, e-mail address and family name of the user; select **Submit**
6. Select a user role for the new user; select **Submit**

Submit a Trade Document

Account Owners, Proxy Account Owners and Account Users

1. Log in to the Portal
2. Navigate to a Business Account
3. Select **Trade Documents**
4. Select **Create Trade Document**
5. Select the Trade Document type; select **Submit**
6. Enter all applicable information
7. Select **Submit to the CBSA**

Note: If any errors are found, they will be identified for correction. If a Combined Highway Document is submitted, it will be separated into one Highway Cargo and one Highway Conveyance Document. When submitting a Highway Conveyance Document or a Combined Highway Document, an optional Lead Sheet is available for print/download.

View Submitted Trade Documents

All users of the Portal

1. Log in to the Portal
2. Navigate to a Business Account
3. Select **Trade Documents**
4. Select **Submitted Documents**

Note: Select the **Effective Status** of a particular Trade Document to view Status History, or select the Conveyance Reference Number (CRN) or Cargo Control Number (CCN) to view the details of the Submitted Trade Document.