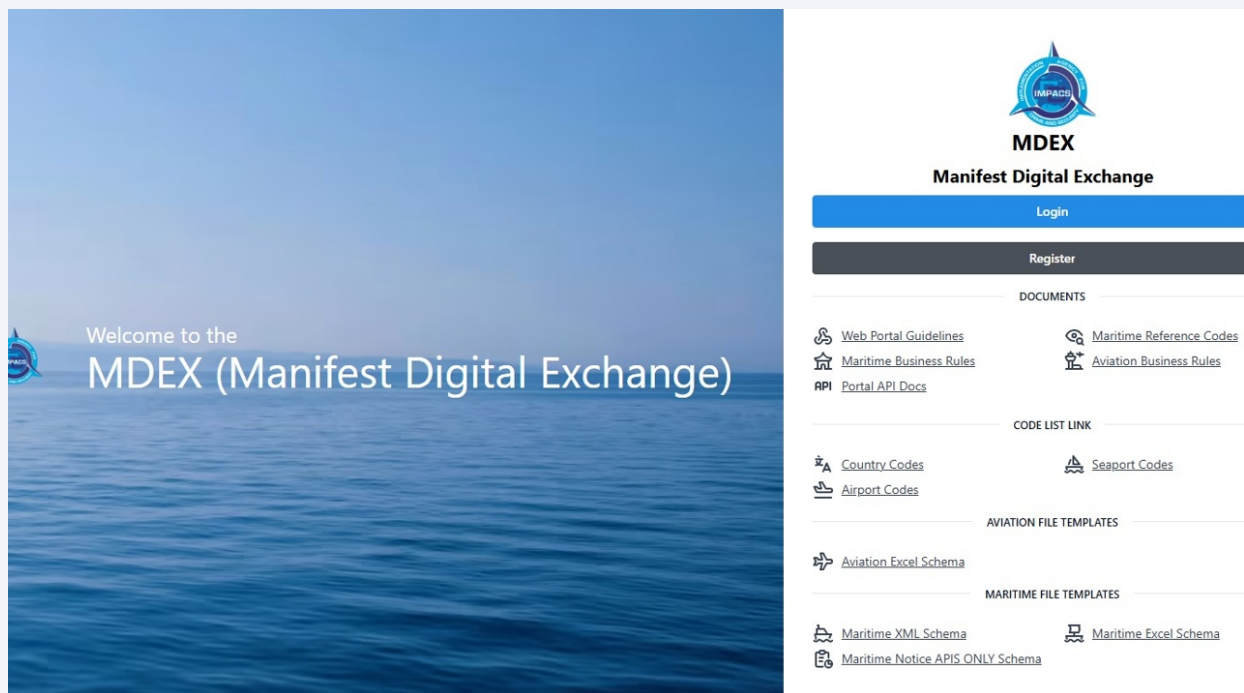


Registering and submitting APIS details on MDEX Portal

Accessing the Home Page

1

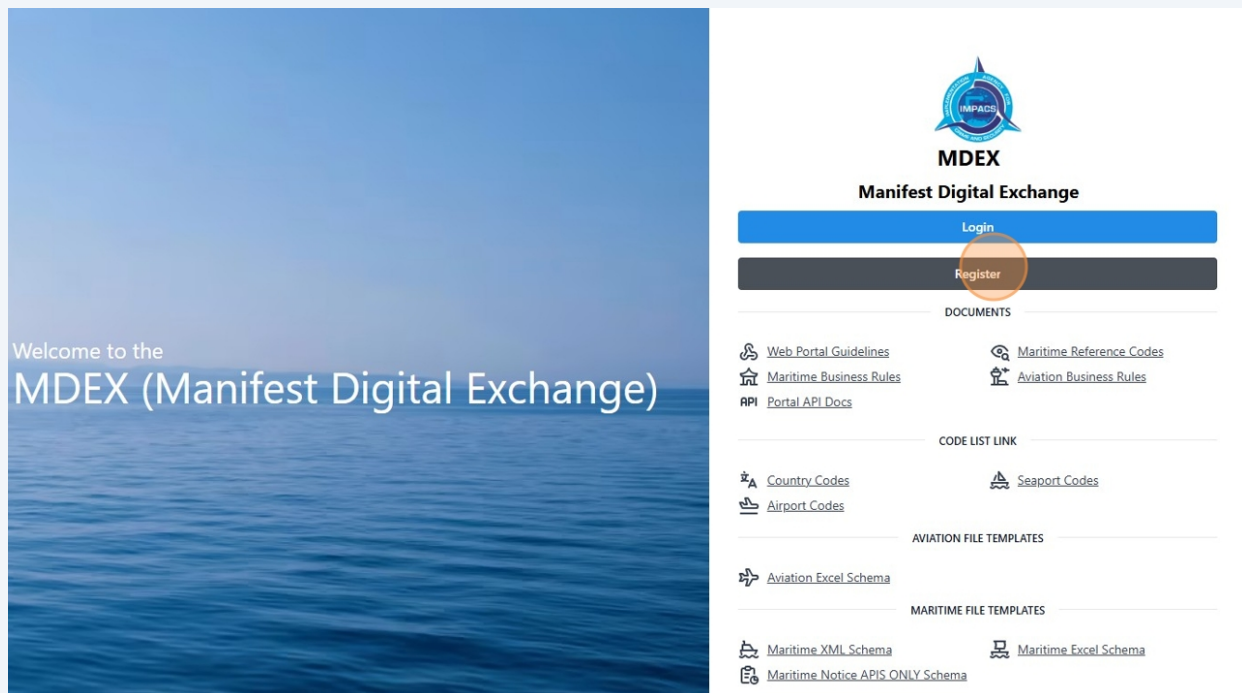
Navigate to the website [URL](#) to access the home page. This serves as the main entry point to the platform, providing users with options to log in, register, and learn more about the available services.



Selecting the Register Option

2

Click the **Register** button located on the home page to begin the account creation process. This will redirect you to the registration form where new users can input their details.



Completing the Registration Form

3

Fill out the registration form with your personal and organizational information. The required fields include:

- **First Name, Last Name, Middle Name (optional)**
- **Email Address, Phone Number**
- **Password** and **Confirm Password**
- **Registration Type** — select whether you are an **Agent, Flight Operator**, or **Vessel Operator**.

Each registration type has its own form details:

- **Agent Fields:** Select or register an **Agent Organization**, provide contact details, and specify location information.
- **Flight Operator Fields:** Similar to Agent, with additional fields for **Category (Private/Commercial)**, **IATA Code**, and **ICAO Code**.
- **Vessel Operator Fields:** Similar to Flight Operator, excluding IATA and ICAO codes.

After filling out all required information, click **Register** to complete your registration.

Welcome to the
MDEX (Manifest Digital Exchange)

Middle Name

Email *

brandon.litren@carimpacs.org

Phone Number *

+1868 123456789

Password *

Confirm Password *

Who are you registering as? *

Agent

Agent Organization

Choose your approved organization from the list. If your organization is not listed, you can register it separately below by checking the box.

tester

☐ I am registering as an individual operator or my organization is not listed

Register

Have an Account? [Login](#) [Contact Us](#)

Logging Into the Platform

4

Once registered, return to the login screen. Enter your **email** and **password**, then click **Login** to access your account dashboard.

Welcome to the
MDEX (Manifest Digital Exchange)

Login

Welcome back to the MDEX official manifest submission portal.

Please sign in to access aviation and maritime services, manage submissions, and view historical records.

Email

test.flightoperator@test.org

Password

.....

Login

or

Register Now

Forgot Password? [Reset Password](#) [Contact Us](#)

Mutual Security through Partnership

Creating a New Submission

5

On the left-hand sidebar, select **New Submission** under **Test Mode**. The platform provides two modes:

- **Live Mode** (requires approval and is used for production submissions)
- **Test Mode** (a sandbox environment for trial submissions without affecting live data)

Mutual Security through Partnership

UAT Version [?](#) [Contact Us](#)

Welcome to MDEX (Manifest Digital Exchange)

This dashboard displays helpful documentation to guide you through the submission process for aviation and maritime manifests below.

- Use the left-hand navigation to create submissions (Test or Live)
- View previous submissions
- Manage agents or operators

Test Mode: Practice and validate manifest submissions.
Live Mode: Official production submissions — requires prior administrative approval.
 Use the top navigation to access your profile or contact support at any time.

Operator Guidance

As an **Operator**, you can authorize approved agents to submit manifests on your behalf.

Note: Either the Agent or Operator can initiate the connection. The person who receives the code simply enters it using the "Add Agent" or "Add Operator" option.

1. Ask the Agent to share their **Agent Code**, found on their profile page.
2. Navigate to *Manage Agents* in the sidebar and click **"Add Agent"**.
3. Enter the code and wait for the Agent to approve the request.

Once the Agent accepts the request, they will be able to submit manifests according to the permissions you assign.

[Open Operator-Agent Guide](#)

DOCUMENTS	CODE LIST LINK	AVIATION FILE TEMPLATES	MARITIME FILE
Web Portal Guidelines	Country Codes	Aviation Excel Schema	Maritime XML
Maritime Reference Codes	Seaport Codes		Maritime Excel
Maritime Business Rules	Airport Codes		Maritime Notice

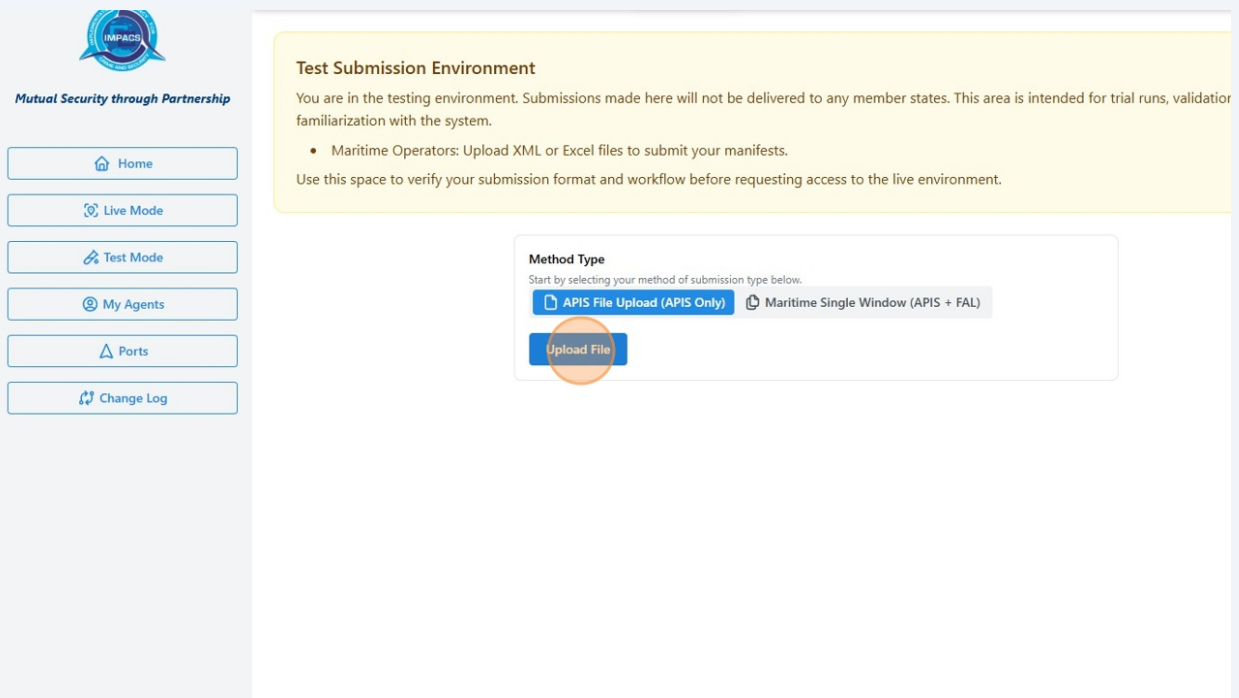
Uploading a File

6

Click the **Upload File** button to begin submitting your APIS or FAL documents. You can choose between:

- **APIS File Only**
- **APIS + FAL (Maritime Single Window)**
- **Manual APIS (Flight)**

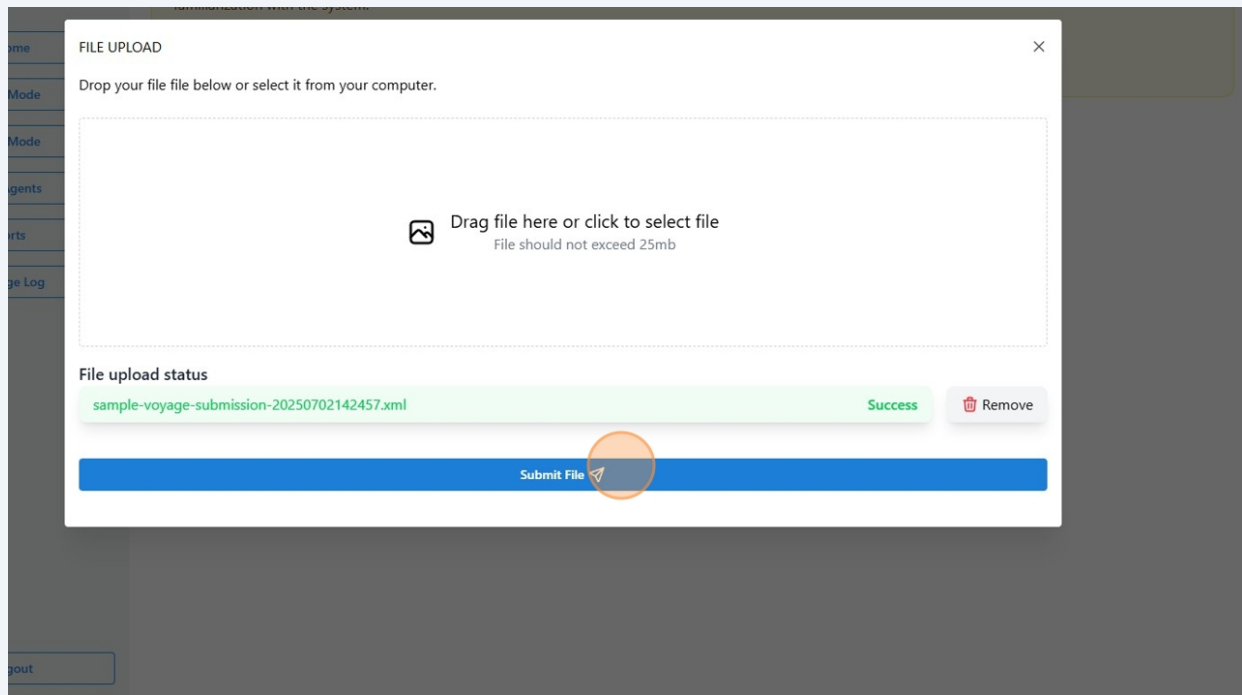
This allows flexibility depending on the type of data you are submitting.



Submitting the File

7

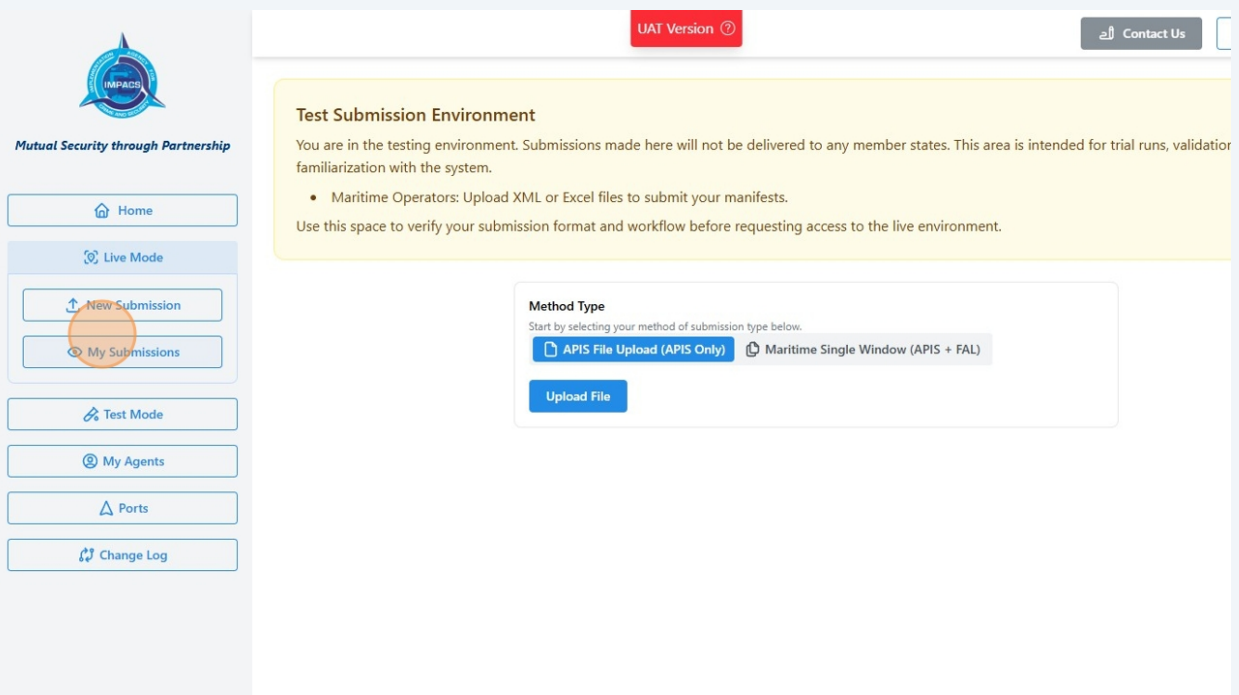
A popup window appears where you can browse and select your file for upload. Once your file is selected, click **Submit File** to process your submission.



Viewing My Submissions

8

Click **My Submissions** on the left sidebar to view all previous submissions. This section provides access to submission history and the status of current and past entries.



Navigating Submission Tabs

9

Within **My Submissions**, click the **Maritime Single Window** tab. Depending on your user role, you will see either a **Voyage Tab** or a **Flight Tab**.

- **Voyage Tab:** Displays vessel-related submissions.
- **Flight Tab:** Displays flight-related submissions.
- **MSW:** Display MSW related submissions.

Mutual Security through Partnership

Home
Live Mode
Test Mode
My Agents
Ports
Change Log

This section displays a list of all maritime manifest submissions. It includes submissions all your submissions, as well as those made on behalf of your operators.

Use the **Filters** button above the table to narrow results by:

- **Status** — e.g., Success, Failed, Incomplete
- **Submission Type** — e.g., EDI, XML, Excel, Manual

Click the **Actions** button (...) on any row to:

- View full submission details
- Download the submitted file
- Download the submission receipt

Filters

Voyage **Maritime Single Window (MSW)**

	Reference Id	Vessel Name	Vessel Id	Vessel Id Type	Vo
▼	6IRROG-AUSTR-KYGEC-1751480711	Camry	6IRROG	IMO	D7
▼	8671797-BELOT-LCCAS-1751543120	Colorado	8671797	IMO	W5
▼	44RJ8O0NE-BBSTM-CNYSH-1760971944	A8	44RJ8O0NE	REG	UN
▼	7026484-CWBUB-KYGEC-1760971970	Land Cruiser	7026484	IMO	CV
▼	9622914-BBBGI-HRZUT-1761155162	CX-9	9622914	IMO	XFI
▼	1352323-YEKHO-BBBGI-1761322447	Golf	1352323	IMO	D6

Viewing Submission Details

10

Select a submission from the list to view its details. Expand the record to review the data uploaded, submission status, and any related information.



Mutual Security through Partnership

- Home
- Live Mode
- Test Mode
- My Agents
- Ports
- Change Log

UAT Version

Contact Us

- View full submission details
- Download the submitted file
- Download the submission receipt

Filters

Voyage Maritime Single Window (MSW)

Reference Id	Vessel Name	Vessel Id	Vessel Id Type	Vo
6IRROG-AUSTR-KYGEC-1751480711	Camry	6IRROG	IMO	D7

Actions

Reference Id: 6IRROG-AUSTR-KYGEC-1751480711

User Full Name: Fiona Briar Weiss Martinez

User Email: gamaya5422@javbing.com

Voyage Operator Name: ewtfewfw

Agent Name:

Submission Type: ARRIVAL

Send Method: FILE_UPLOAD

Content Type: XML

Accessing My Agents

11

Navigate to **My Agents** from the left-hand sidebar. This section allows users to manage relationships between **Agents** and **Operators** within the system.



Mutual Security through Partnership

- Home
- Live Mode
- Test Mode
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UAT Version

Contact Us

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	Reference Id	Vessel Name	Vessel Id	Vessel Id Type	Vo
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✓	8671797-BELOT-LCCAS-1751543120	Colorado	8671797	IMO	W5
✓	44RJ800NE-BBSTM-CNYSH-1760971944	A8	44RJ800NE	REG	UN
✓	7026484-CWBUB-KYGEC-1760971970	Land Cruiser	7026484	IMO	CV
✓	9622914-BBBI-HRZUT-1761155162	CX-9	9622914	IMO	XF

Adding a New Agent or Operator

12 Click **Add New Agent** to link an agent or operator.

- **Operators** can add **Agents** to their accounts.
- **Agents** can add **Operators** they work with.

The screenshot shows a web application interface for managing agents. On the left is a sidebar with a logo and navigation links: Home, Live Mode, Test Mode, My Agents, Ports, and Change Log. The main content area has a header with 'UAT Version' and 'Contact Us'. Below the header, there's a 'Manage Agents' section with the following text:

Manage Agents

This section allows you to manage agents who are requesting permission to submit on your behalf. Share your Link Code with trusted agents so the request using the **Add Operator** feature on their end.

You must approve agent requests before they are granted submission access.

Use the **Pending**, **Approved**, and **Rejected** tabs to track the status of connection requests.

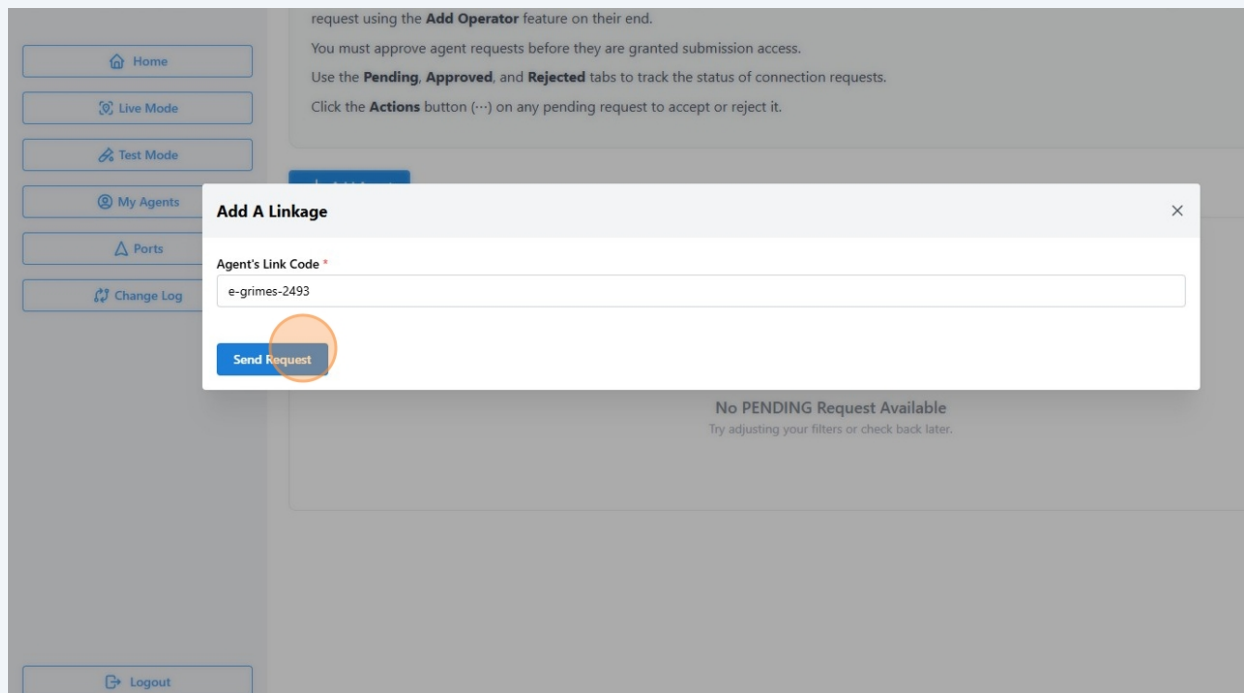
Click the **Actions** button (...) on any pending request to accept or reject it.

Below the text, there's a blue button labeled 'Add Agent'. At the bottom, there are three tabs: 'Pending', 'Approved', and 'Rejected'. The 'Pending' tab is selected. Below the tabs, there's a large circular icon and the text: 'No PENDING Request Available. Try adjusting your filters or check back later.'

Requesting a Linkage

13

A popup will appear prompting you to enter the **Link Code** provided by the other user. Submitting this code sends a **linkage request** to establish a connection between accounts.



Viewing Pending Link Requests

14

Navigate to the **Pending** tab to view all outgoing and incoming linkage requests awaiting approval. These requests remain pending until the other user accepts the connection.



Mutual Security through Partnership

- Home
- Live Mode
- Test Mode
- My Agents
- Ports
- Change Log

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Use the **Pending**, **Approved**, and **Rejected** tabs to track the status of connection requests.

Click the **Actions** button (...) on any pending request to accept or reject it.

+ Add Agent

Pending

Approved

Rejected

Voyage Operator Name	Voyage Operator User Full Name	Agent Name	Agent User Full Name	Age
ewtfewfw	Fiona Briar Weiss Martinez	Tester 4	Eleanor Wallace Waters Grimes	peya

10

Managing Approved Agents

15

In the **Approved** tab, you can view all linked **Agents** and **Operators** that have been approved. This provides a clear overview of established partnerships within your account.



Mutual Security through Partnership

- Home
- Live Mode
- Test Mode
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Manage Agents

This section allows you to manage agents who are requesting permission to submit on your behalf. Share your Link Code with trusted agents so the request using the **Add Operator** feature on their end.

You must approve agent requests before they are granted submission access.

Use the **Pending**, **Approved**, and **Rejected** tabs to track the status of connection requests.

Click the **Actions** button (...) on any pending request to accept or reject it.

+ Add Agent

Pending

Approved

Rejected

Voyage Operator Name	Voyage Operator User Full Name	Agent Name	Agent User Full Name	Age
ewtfewfw	Fiona Briar Weiss Martinez	Test Update	Dara Michelle Mendez Estrada	vape
ewtfewfw	Fiona Briar Weiss Martinez	Tester 4	Harrison Mia Cooley McClure	rowi

10