



Canada Border
Services Agency

Agence des services
frontaliers du Canada



eManifest Portal

Quick Reference Guide

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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.

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: Sign-In Partner, 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 GCKey, which is a government-issued credential.

Log in to the eManifest Portal using Sign-In Partner

1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **Sign-In Partner Log in** under the Sign-In Partner log in section
3. Follow the instructions on the Sign-In Partner 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 GCKey

1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **GCKey Log In** under the GCKey section
3. Follow the instructions on the GCKey Web site to create a GCKey credential

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 New User Account**
6. Enter mandatory profile information; select **Create**
7. A User Account Created confirmation page will appear; select **Continue**

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 CBSA client identifier and Shared Secret before creating a Portal Business Account. For more information 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 Client Identifier, Business Type 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**

Transfer Credentials

All Users

Portal users have the option of transferring to the Sign-In Partner or GCKey credential providers at any time. The two possible credential transfer processes are identified and described below and apply to all Portal Users wishing to complete a credential service transfer.

Transfer from your GCKey credential to Sign-In Partner

You can choose one of two options to complete this transfer:

Option 1:

1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **Sign-In Partner Log in** under the Sign-In Partner log in section
3. Follow the instructions on the Sign-In Partner Web site. Select your participating financial institution and provide your existing online credential with that institution to gain access to the eManifest Portal
4. Select **Transfer GCKey**
5. To complete the transfer provide your current GCKey credential
6. Upon completion, users are redirected back to the **eManifest Portal Log In** page to log in to the Portal with their new Sign-In Partner credential

Option 2:

1. If you are currently logged in to your Portal Account, select the **My Profile** tab
2. Select **Change Credential Provider...**
3. Follow the instructions on the Sign-In Partner Web site. Select your participating financial institution and provide your existing online credential with that institution to gain access to the eManifest Portal
4. A credential transfer confirmation will appear

Transfer from your Sign-In Partner credential to GCKey

You can choose one of two options to complete this transfer:

Option 1:

1. Navigate to the **eManifest Portal Log In** page on the CBSA Web site
2. Select **GCKey Log In** under the GCKey section
3. Follow the instructions on the GCKey Web site to create a GCKey credential
4. Select **Transfer Sign-In Partner**
5. To complete the transfer provide your current Sign-In Partner credential

6. Upon completion, users are redirected back to the **eManifest Portal Log In** page to log in to the Portal with their new GCKey credential

Option 2:

1. If you are currently logged in to your Portal Account, select the **My Profile** tab
2. Select **Change Credential Provider...**
3. Follow the instructions on the GCKey Web site to create a GCKey credential
4. A credential transfer confirmation will appear

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 (highway carriers and freight forwarders only)

Users can choose one of two options to submit a Trade Document:

Option 1:

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 **and Select**
6. Enter all applicable information
7. Select **Submit to the CBSA**

Option 2:

1. Log in to the Portal
2. Navigate to a Business Account
3. Select the side bar **Show Trade Document Shortcuts**
4. Select the Trade Document type
5. Enter all applicable information
6. 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 Documents

All users of the Portal (highway carriers and freight forwarders only)

1. Log in to the Portal
2. Navigate to a Business Account
3. Select **Trade Documents** which will default to the Submitted Documents sub-tab.

Note: Select **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.

View Secondary Notices

All users of the Portal (highway carriers and freight forwarders only)

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

Note: Select the **Document Number** to view the details of the House bill Manifest Forward. Select **Status** to view the details of the Document Not on File notice.

All users of the Portal (brokers and warehouse operators only)

1. Log in to the Portal
2. Navigate to a Business Account
3. Select **Secondary Notices**

Note: Select the **Document Number** to view the details of the House bill Manifest Forward.