

Add Passenger Page (ACE and ACI eManifest)



This article is part of the [BorderConnect Software User Guide](#).

A video tutorial on creating a passenger profile within BorderConnect.

The Add Passenger Page is where the user enters the information to create a new Passenger Profile. It can be accessed in the following ways:

- From the Manage Data menu by clicking 'Create Passenger'.
- From the [Passenger Search Page](#) by clicking the 'Create Passenger' button.
- From the Add Passenger for ACE eManifest Page by clicking the 'Create New Passenger' button.

Save Button

Saves currently entered information to a new Passenger Profile. Can only be used if all required fields have been filled out. Clicking on this button will create the Passenger Profile and bring the user to the [Passenger Details Page](#).

Cancel Button

Cancels the attempt to create a new Passenger Profile. Clicking on this button will disregard all entered data and bring the user to the [Passenger Search Page](#).

Clear Button

Clears all fields on the page so that the user may enter other data instead.

The screenshot displays the 'Manage Data' menu in the BorderConnect software. The menu is organized into three columns: Drivers, Trucks, and Trailers. The 'Passengers' section is highlighted in yellow, and the 'Create Passenger' button is also highlighted in yellow. The 'ACE Data' and 'ACI Data' sections are also visible.

Drivers	Trucks	Trailers
Search Drivers	Search Trucks	Search Trailers
Show All Drivers	Show All Trucks	Show All Trailers
Export Drivers (CSV)	Export Trucks (CSV)	Export Trailers (CSV)
Export Drivers (JSON)	Export Trucks (JSON)	Export Trailers (JSON)
Create Driver	Create Truck	Create Trailer

Passengers	ACE Data	ACI Data
Search Passengers	ACE Shippers & Consignees	ACI Shippers & Consignees
Show All Passengers	ACE Commodity Descriptions	ACI Commodity Descriptions
Create Passenger	ACE Hazardous Materials	ACI Hazardous Goods
	ACE Bonded Carrier Irs Numbers	CSA Importers
	ACE Fax Service Coversheets	ACI Fax Service Coversheets

Add Passenger:

First Name:

Middle Name or Initial:

Last Name:

Gender:

Date of Birth: (mm/dd/yyyy)

Country of Citizenship:

Travel Document

Document Number:

Type:

State/Province:

Country:

Required
 [Quick Tutorial](#)

Add Passenger Section

In this section of the page the user can enter the basic Passenger Profile information. Please refer to the legend at the bottom of the page for guidance on which fields are required.

First Name

Passenger's first name.

Middle Name or Initial

Passenger's middle name or initial. This field is optional.

Last Name

Passenger's last name.

Gender

Passenger's gender. Can be selected using the drop down menu.

Date of Birth

Passenger's date of birth. Can be entered in the text field in the format mm/dd/yyyy or using the calendar tool.

Country of Citizenship

Passenger's citizenship. Can be selected using the drop down menu. If the passenger is a dual citizen it is recommend to enter the citizenship that matches the documentation that will be presented at the border.