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A Guide to Using

# Electronic Declarations for Filers

U.S. Fish and Wildlife Service

The screenshot shows the U.S. Fish & Wildlife Service website. The header includes the agency logo, the text "U.S. Fish & Wildlife Service", and navigation links for "WHAT'S NEW" and "HOME". Below the header, it identifies the "Division of Law Enforcement" and the "Electronic Declarations - For the Importation and Exportation of Fish or Wildlife" page. A sidebar on the left contains links for "Open Your Existing Account", "Create a New eDecs Account", "Help Files", "Resources/Links", and "Contacts". The main content area features a collage of images: a large ivory tusk, an elephant in a savanna, a person with a spear, a person with a rifle, and a large pile of fish.

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# Getting Started

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## System Overview

Electronic Declarations (eDecs) is an Internet-based, Import/Export Declaration filing system. EDecs was created to replace the U.S. Fish and Wildlife Service's portion of the U.S. Custom's ACS Automated Broker Interface. EDecs provides brokers and importers/exporters with a convenient means of filing an electronic version of the standard SF 3-177 (Declaration for Importation or Exportation of Fish or Wildlife) form with the port where the import/export will occur. Keep in mind that the following components of your document package must still be submitted in hardcopy form:

- Printed on-line submittal confirmation. This page is displayed when you submit your electronic SF 3-177.
- Check, money order or credit card payment made payable to the U.S. Fish and Wildlife Service to cover appropriate fees.
- Original CITES permit, foreign export permits, U.S. import permits (e.g., ESA, WBCA, etc.) or other foreign and/or U.S. documentation.
- Copies of invoices and packing lists.
- Copies of veterinary or health certificate.
- Copies of air waybill/bill of lading.
- Copies of applicable I/E license and port exception permits.
- Copies of CF 3461 or other U.S. Customs forms.
- Copies of all other accompanying shipping documents.

Failure to provide the appropriate **HARDCOPY** supporting documentation may result in a rejection and will likely result in delays.

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## System Requirements

To use eDecs, you must have a computer with Internet connectivity and an Internet e-mail account (e.g., [smith@acme.com](mailto:smith@acme.com)). You must use Microsoft's Internet Explorer Web browser to submit eDecs to the U.S. Fish and Wildlife Service.

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## Internet Settings

*You only have to perform these steps once.*

The eDecs system is designed to work with Microsoft's Internet Explorer Web browser (version 5.0 or higher). You can download this browser for free from Microsoft's Web site.

To function correctly, eDecs requires specific settings within Internet Explorer. Follow the steps below within Internet Explorer to ensure that you are always working with the latest data:

Click on **View** from the menu bar (**Tools** in IE 5.0) and select **Internet Options....**

Make sure the "General" tab is selected and click on **Settings....**

Select "Every visit to the page" under "Check for newer versions of stored pages:."

Your browser must also be configured to allow "cookies." This is the default setting; however, if you disabled this option, it must be re-enabled:

Click on the "Security" tab. Click on **Custom Level....**

Scroll down to the "Cookies" entry and make sure "Allow cookies that are stored on your computer" is enabled.

Click on **OK** to close the "Settings" window.

Click on **OK** again to close the "Internet Options" window.

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## Logging In To eDecs

Point your Web browser to <http://edecs.fws.gov>. Access to the home page is open to the public; however, you must create an eDecs account before you can proceed further. Refer to the next section for more information.

# Managing Your eDecs Account

## Creating Your Account

*Be sure to remember your account password – you will need it every time you submit an eDec or change account information*

The eDecs system is designed to minimize the input of repetitive information. Information that remains consistent when submitting an SF 3-177 is managed within your eDecs account profile.

To create your account profile, click on the [Create a New eDecs Account](#) link from the eDecs home page. Enter a new password in the "New Password:" field, confirm the new password in the "New Password (Confirm):" field and click on **Continue**.

## Customs Broker Account

By default, the system assumes you are a customs broker. If you are an importer/exporter, refer to the "Importer/Exporter Account" section.

After entering your new password, you should see the following screen:

*The eDecs system does allow for multiple accounts. For example, a broker may want to create a separate account for each port in which they conduct business to minimize data input requirements.*

*Do not create more than one account in a browser session (close the browser and reopen before creating a second account).*

*New Broker Account screen*

*This field is required.*

*This field is required.*

*This field is required.*

**Enter Your Business Name:** Enter the name of your business.

**Enter a Contact Name (first and last):** Enter your first and last name.

**Enter your E-Mail Address:** Enter your Internet e-mail address. This information is important; it will be used to communicate your shipment status.

**Enter your Telephone Number:** Enter your business telephone number.

**Enter your Fax Number:** Enter your business fax number.

When you are finished, click on **Save and Continue**. You should see a screen similar to the example below:

*Be sure to remember your eDecs ID. You will need your eDecs ID when modifying your account or when creating a new electronic Declaration.*

My eDecs Account

\*\*\* NOTE: Your eDecs ID is: 161 \*\*\*  
You will need your eDecs ID and password to access your eDecs account

Change Password

Business Name \*

Broker Test Account

Contact Name (first and last) \*

First: John Last: Broker

E-mail Address (e.g., john@smithing.com) \*

Telephone Number \*

Fax Number (optional)

Click here to enter a new eDecs ID or:  
New Declaration

\* Red label fields are required

Click here to return to the eDecs home page  
eDecs Home

Click here to save any changes made to your eDecs account.  
Save Changes

Click here to view a list of all of your pending eDecs submissions:  
Pending eDecs

Click here to view a list of ALL of your personally submitted eDecs (pending, locked, accepted, and rejected):  
My eDecs History

Click here to retrieve a specific eDecs by Transaction Number (Optional Entry Point):  
Search by Transactions

Additional Options:  
Filing Instructions    FAQs    Document Package    Print Contacts    File Calculator

*"My eDecs Account" Broker confirmation screen*

## Importer/Exporter Account

When creating a new account, the system assumes you are a broker. If you are an importer/exporter, click on the Importer/Exporter button on the "New My eDecs Account" screen. You should see the following screen:

*The eDecs system does allow for multiple accounts. For example, an importer/exporter may want to create a separate account for each port in which they conduct business to minimize data input requirements.*

*Do not create more than one account in a browser session (close the browser and reopen before creating a second account).*

*New Importer/Exporter screen*

**Enter Your Importer/Exporter License Number:** Enter your I/E license number, if applicable.

**Enter your Business Name AND/OR your Last Name:** Enter your business name. If you enter a business name, the Last Name field is not required. Both are recommended.

**Enter your First Name and Middle Name:** Enter your first name and middle name.

**Enter your E-Mail Address:** Enter your Internet e-mail address. This information is important; it will be used to communicate your shipment status.

**Enter your Telephone Number:** Enter your business telephone number.

**Street Address:** Enter your business street address.

**City:** Enter the city.

**State:** Click on the — button to select your state from the drop-down list.

**Zip:** Enter your zip code, including the four digit extension.

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

When you are finished, click on **Save and Continue**. You should see a screen similar to the example below:

*Be sure to remember your eDecs ID. You will need your eDecs ID when modifying your account or when creating a new electronic Declaration.*

*"My eDecs Account" Importer/Exporter confirmation screen*

## Changing Your Password

Your account password does not expire; however, if you want to change your password, select Open Your Existing eDecs Account from the eDecs home page. Enter your ID and password. Click on the **Change Password** button at the top of the "My eDecs Account" screen. Enter a new password and confirmation in the fields provided and click on **Change Now**.



# Electronic Declarations

## Creating a New eDec

You can submit an Electronic Declaration (eDec) after creating your system account. Click on **Open Your Existing Account** from the home page to create an eDec. You should see a screen similar to the example below:

*If you forgot your ID or password, you can either create a new account, or click on Forget your eDecs ID/Password? to contact the Division of Law Enforcement's Help Desk for assistance.*

*You can also contact an inspector at the FWS port office where you conduct the majority of your business for assistance with eDecs account management issues.*



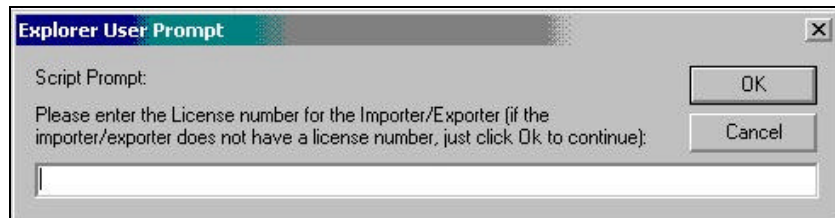
"My eDecs Account" screen

**eDecs ID:** Enter your Electronic Declarations ID.

**Password:** Enter your Electronic Declarations password.

When you are finished, click on **Login**; you should now see the "My EDecs Account" screen for the account selected.

Click on the **New Declaration** button to start a new Declaration. If you are a broker, you will see the following prompt:



If applicable, enter the Importer/Exporter's license number and click on **OK**.

*If you do not have an Importer/Exporter license number, leave the field blank and click on **OK** to continue.*

You should now see the electronic form 3-177:

If you are declaring more than five different species, click on the **Add More Species** button to create a "continuation sheet." From there, you can add 11 more species types. Add as many continuation sheets as necessary to encompass all declared species.

Electronic Declaration screen

This field is required.

This field is required.

This field is required.

- 1. Date of Import/Export:** Enter the date of import or export, in the format mm/dd/yyyy (e.g. 10/02/2001). Refer to 50 CFR 14.4 for more information.
- 2. I/E License Number:** Enter the Import/Export license number. Refer to 50 CFR 14.91 for more information.

**3. Indicate One:** Select "import" or "export."

**4. Port of Clearance:** Click on the — button to select the port of clearance from the drop-down list. Include a copy of your Non-Designated Port Permit, if applicable. If the port is not listed, use the numeric code for the Region where the port is located.

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

*This field is required.*

**5. Purpose Code:** Click on the — button to select a purpose code from the list.

**6. Customs Entry No.:** Enter the customs entry number, if applicable.

**7. Name of Carrier:** Enter the name of the carrier (e.g., airline, vessel, rail or truck company, personal vehicle, etc.).

**8. Air Waybill or Bill of Lading No.:** Enter the master, house air waybill number or bill of lading number, if applicable.

**9. Transportation Code:** Click on the — button to select a transportation code from the drop-down list. If you select "personal vehicle" (V), you must also enter the vehicle's license number and state.

**10. Bonded Location for Inspection:** Enter the bonded location where the shipment is available for inspection.

**11. No. of Cartons Containing Wildlife:** Enter the number of wildlife cartons in the entire shipment.

**12. Package Markings Containing Wildlife:** Describe any package markings (e.g., "Handle With Care," "Fragile," etc.).

**13. (indicate one):** Select "U.S. Importer of Record" or "U.S. Exporter." If you are an importer/exporter, this information will be auto-filled (based on your account profile).

**Business Name:** Enter the U.S. Importer of Record or U.S. Exporter business name.

**Last Name:** Enter the U.S. Importer of Record or the U.S. Exporter's last name.

**First Name:** Enter the U.S. Importer of Record or the U.S. Exporter's first name.

**Middle Name:** Enter the U.S. Importer of Record or the U.S. Exporter's middle name.

**Address:** Enter the business address.

**City:** Enter the city where the business is located.

**State:** Click on the — button to select the state where the business is located from the drop-down list.

**Zip:** Enter the zip code and four digit extension.

**Phone Number:** Enter the business phone number.

#### **14a. Foreign Supplier/Receiver**

**Business name:** Enter the business name of the foreign supplier or receiver.

**Last Name:** Enter the foreign supplier or receiver's last name.

**First Name:** Enter the foreign supplier or receiver's first name.

**Middle Name:** Enter the foreign supplier or receiver's middle name.

**Address:** Enter the foreign supplier/receiver address.

**City:** Enter the city where the foreign supplier/receiver is located.

**14b. Country:** Click on the — button to select the two letter ISO country code where the business is located from the drop-down list.

**Phone Number:** Enter the business phone number.

**15. Customs Broker, Shipping Agent or Freight Forwarder:** Enter the name of the appropriate agent, if applicable. If you are a broker, this information will be auto-filled (based on your account profile).

**Phone Number:** Enter the appropriate agent's phone number, if applicable.

**Fax Number:** Enter the appropriate agent's fax number, if applicable.

**Contact Name (Last):** Enter the agent's last name.

**Contact Name (First):** Enter the agent's first name.

*This field is required.*

**16a. Scientific Name:** Enter the scientific name (genus and species) of the item. Click on the ? button if you need to look up the scientific name.

**16b. Common Name:** Enter the item's common name.

**Subspecies:** Enter the subspecies name, if applicable.

**17a. Foreign CITES Permit Num.:** Enter the foreign CITES permit number, if applicable.

**17b. U.S. CITES Permit Num.:** Enter the U.S. CITES permit number, if applicable.

*This field is required.*

**18a. Description Code:** Enter the three letter description code, or click on the ? button to look it up.

*This field is required.*

**18b. Source:** Enter the one letter source code, or click on the ? button to look it up.

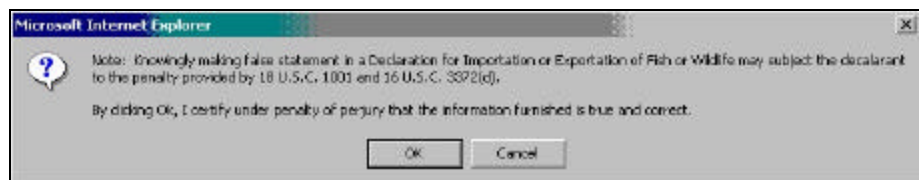
**19a. Quantity/Units:** Enter the quantity in the first field, then enter the unit code in the second field.

**19b. Total Monetary Value:** Enter the total value of the item(s) in U.S. dollars, rounded to the nearest dollar.

**20. Country of Origin of Animal:** Enter the two letter ISO code for the country of origin, or click on the ? button to look it up.

*Submitting an eDec and accepting the terms of the submission is equivalent to signing the hardcopy version of the form.*

When you are finished, click on the **Submit** button to submit your eDec to the appropriate FWS port office.



# What Happens When I Submit My eDec?

When you submit an eDec and accept the submission terms, you will receive a submission confirmation similar to the example below:

Your eDec has been Submitted

Your confirmation number is: [2001BL2](#)

**Shipment Information**

Importer/Exporter: [BAYBLES & SONS BROOMFIELD HEIGHTS](#)  
Transaction Number (Customs ID): [223456](#)  
AWB/BL: [324 22F](#)  
Shipment Location: [AIRPORT HANGER](#)

- Your eDec is now "PENDING" review by us.
- While "PENDING", you may edit your eDec. To edit, click the "View Declaration" button below.
- You cannot edit or access your eDec once we have "LOCKED" it.
- Once your eDec is "ACCEPTED", we will email you an e-mail explaining the final steps necessary to process your shipment.
- If your eDec is "REJECTED", we will send you an e-mail indicating the problems. You must re-submit the corrected eDec.

**Filing Instructions**

- Print a copy of this page and use as a cover sheet for your document package.
- Submit your document package, with the [appropriate fee](#), to the [USFWS Port](#).
- Your document package must be submitted in the following order (not all documents may apply to your shipment):
  - Take cover sheet
  - Check, money order, or credit card payment\* made payable to the U.S. Fish and Wildlife Service covering appropriate fees.\* Contact the USFWS Port where you intend to conduct your business to inquire on payment through credit cards.
  - Original CITES Permit and Other U.S. or Foreign Permit
  - Copy of Filenames and Packing Lists
  - Copy of Veterinary or Health Certificate
  - Copy of Air Waybill of Lading
  - Copy of FLE License and Port Exemption Permit
  - Copy of CP 3491 or Other U.S. Customs Form
  - Copy of All Other Accompanying Shipping Documents

[View this eDec](#) [My eDecs/View eDec](#) [Copy this eDec](#) [Print this Page](#)

*Submission Confirmation screen*

If you notice any errors on the confirmation page, click on the **View this eDec** button to return to the eDec submission page. You can edit the submission and resubmit the eDec. If you are satisfied that everything is correct, click on the **Print this Page** button and retain the printed copy. It must be included in your final document package.

Your eDec is submitted directly to the FWS port where your shipment will be processed; from there, an FWS inspector will review your submission. The inspector may contact you via e-mail to relay your shipment status, or to inform you of any problems.

Prior to being reviewed, the eDec is assigned a status of "PENDING." You can edit and resubmit a PENDING eDec as often as necessary; however, as soon as an inspector begins the review process, the eDec is assigned a status of "LOCKED." You cannot edit or access eDecs with a status of LOCKED.

After the review is complete, you will receive e-mail notification regarding the status of your eDec. The e-mail notification will state whether the submission was "ACCEPTED" or "REJECTED." If the submission was ACCEPTED, the e-mail will include additional information necessary to finalize your shipment, including a hyperlink to a printable version of your eDec. This printable version is also available via the **Pending eDecs** and **My eDecs History** buttons on your "My eDecs Account" screen.

If your submission was "REJECTED," the e-mail notification will detail the reason(s) for the rejection. You can edit and resubmit a Rejected eDec by clicking on the link contained in the Rejection e-mail, or by using the **Pending eDecs** or **My eDecs History** buttons on your "My eDecs Account" screen.

# Advanced Account Management

## "My eDecs Account" Dynamics

The information shown on your "My EDecs Account" screen changes as you use the system. For example, the system 'remembers' the importers/exporters and foreign suppliers/receivers used in previous eDecs. To reduce data entry requirements, they are displayed for future use:

The screenshot displays the "My EDecs Account" interface. At the top, it shows the user's eDecs ID as 171. Below this is a form for account details, including fields for Business Name, Broker Test Account, Contact Name, First and Last names, Email Address, Telephone Number, and Fax Number. A section titled "The following list contains known entities for importers/exporters you have submitted eDecs for in the past..." lists several entities with "License Status" and "Previous Item" columns. Below the list are buttons for "New Declaration" and "New Declaration". A section titled "Click here to return to the eDecs home page" contains buttons for "eDecs Home", "Save Changes", "Pending eDecs", "My eDecs History", and "Search by Transaction". At the bottom, there are links for "Additional Options" such as "Filing Instructions", "FAQs", "Document Package", "Port Contacts", and "Fee Calculator".

"My EDecs Account" screen

Select an importer/exporter and/or foreign supplier/receiver from the drop-down lists to auto-fill this information on the eDec.

The system also 'remembers' the species declared in previous eDecs. A list of previously used species is available on the "Species Search" screen:

The screenshot shows a web interface titled "Species Search". At the top, it says "To choose a species you have submitted previously, highlight your selection, and click the 'Select' button:". Below this is a dropdown menu with "ALL LIVE TROP. FISH (INCL. GOLDFISH)" selected. To the right of the dropdown is a "Select" button. Below the dropdown is a list of species categories: "ALL LIVE TROP. FISH (INCL. GOLDFISH)", "BUTTERFLIES NA NON QTES BUTTERFLIES", "CRUSTACEANS NA CRABS, LOBSTERS, CRUSTACEANS", "MOLLUSCS NA SHELLS MOLLUSCS", "OTHER LIVE INVERTS IN TROP FISH & OTHER SHIPMENTS", and "URSUS AMERICANUS AMERICAN BLACK BEAR". To the right of this list is a "Choose appropriate button:" label and two buttons: "Molluscs (MOLL)" and "Butterflies (BUTT)". Below the list is another instruction: "To search for a species, enter information in one, or more, fields and click the 'Search' button to find the species:". This is followed by five input fields: "Genus:" (example: CAIMAN), "Species:" (example: CROCODILUS), "Subspecies:" (example: FUSCUS), "Specific Common Name:" (example: BROWN), and "Generic Common Name:" (example: CAIMAN). At the bottom are three buttons: "Search", "Clear", and "Close".

*Species Search screen*

This feature is helpful if you often declare the same species.

## Pending eDecs

Click on the **Pending eDecs** button (from your "My EDecs Account" screen) to view a list of eDecs submitted using the current account ID and password. The list will include eDecs with a status of "Pending," "Locked," or "Rejected." Your screen will look similar to the example below:

*EDecs are archived at the beginning of each new calendar year, with the exception of "Pending" eDecs. Pending eDecs will remain indefinitely.*

*If you have multiple accounts, make sure you log in using the ID and password for the account that you want to check.*

Previously Submitted eDecs for Filer 171 <i>Pending</i>						
Sorted by most recent submission. Click on any link to open the record.						
Confirmation # / Trans #	Status **	Importer/Exporter - License	Date Submitted	Shipment Date	U.S. Port	
<a href="#">201104 / 20098</a>	PENDING	IMPORTERS INC (USMETH - *****	11/07/08	12/12/08 - IMPORT	BO	<a href="#">Copy</a> <a href="#">Fee?</a>
<a href="#">201105 / 2499</a>	PENDING	IMPORTERS INC (USMETH - *****	11/07/08	12/12/08 - IMPORT	BO	<a href="#">Copy</a> <a href="#">Fee?</a>
<a href="#">201105 / 32597</a>	PENDING	IMPORTERS INC (USMETH - *****	11/07/08	12/12/08 - IMPORT	DL	<a href="#">Copy</a> <a href="#">Fee?</a>

\*\* Status of "LOCKED" - the Declaration is currently being reviewed by the U.S. Risk and Compliance Service (USRCS). "PENDING" Declarations have not yet been reviewed by the USRCS. Declarations with a status of "PENDING" or "REJECTED" can be edited and resubmitted. This list includes eDecs submissions that are "LOCKED" and under review by the USRCS, "PENDING" and not yet awaiting USRCS review, or "REJECTED" meaning the submission was reviewed by USRCS but was not accepted. If you want to view a list of eDecs submissions that have been reviewed and "ACCEPTED" by the USRCS, please return to your eDecs page (click "Review" below), and click the "My eDecs History" button.

*Pending eDecs example*

## Editing Pending eDecs

If the eDec status is "Pending," you can click on the confirmation number hyperlink to view or edit and resubmit the eDec. "Locked" eDecs are not accessible by the filer.

## Resubmitting Rejected eDecs

You can edit and resubmit a "Rejected" eDec by clicking on the eDec's confirmation number hyperlink. Edit the eDec, based on the feedback contained in the Rejection e-mail and then resubmit the form.

## Copying eDecs

If you want to submit a Declaration that is similar to a previous submission, click on the corresponding **Copy** button to copy the information in an existing eDec to a new eDec. This will save you some data entry time; however you must still SUBMIT the eDec to obtain a confirmation number and confirmation page for the new Declaration.

## Fees

Click on the **Fee?** button for an estimate of the base fee for this shipment. The estimate does not include any special fees (e.g., off hours inspections, etc.)

*You can also copy an eDec from the confirmation page (the page displayed after submission).*



## My eDecs History

*eDecs are archived at the beginning of each new calendar year, with the exception of "Pending" eDecs. Pending eDecs will remain indefinitely.*

*This is the recommended view for checking the status of your eDecs (since the "Pending eDecs" view does not include "Accepted" eDecs).*

*If you have multiple accounts, make sure you log in using the ID and password for the account that you want to check.*

Click on the **My eDecs History** button from your "My eDecs Account" screen to view a list of ALL eDecs (i.e., eDecs with a status of Pending, Locked, Rejected and Accepted) submitted during the current calendar year using the active account ID and password. You will see a screen similar to the example below:

Confirmation # / Trans #	Status **	Importer/Exporter - License	Date Submitted	Ship Date	U.S. Port	
<a href="#">201104 / 2089</a>	PENDING	IMPORTER/DIC (OESMITE) -*****	12/21/04	12/22/04 - IMPORT	BO	<a href="#">Copy</a>
<a href="#">201102 / 2455</a>	PENDING	IMPORTER/DIC (OESMITE) -*****	12/21/04	12/22/04 - IMPORT	BO	<a href="#">Copy</a>
<a href="#">201103 / 2288</a>	PENDING	IMPORTER, NO PHIL IMPORTER -*****	12/21/04	12/22/04 - IMPORT	EL	<a href="#">Copy</a>

\*\* If Status is "LOCKED", the Declaration is currently being reviewed by the U.S. Risk and Compliance Service (USRCS). "REJECTED" Declarations have not yet been reviewed by the USRCS. Don't submit with a status of "PENDING" or "REJECTED" until the status has been updated.

*"My eDecs History" example*

## Editing Pending eDecs

If the eDec status is "Pending," you can click on the confirmation number hyperlink to view or edit and resubmit the eDec. "Locked" eDecs are not accessible by the filer.

## Resubmitting Rejected eDecs

You can edit and resubmit a "Rejected" eDec by clicking on the eDec's confirmation number hyperlink. Edit the eDec, based on the feedback contained in the Rejection e-mail and then resubmit the form.

## Copying eDecs

If you want to submit a Declaration that is similar to a previous submission, click on the corresponding **Copy** button to copy the information in an existing eDec to a new eDec. This will save you some data entry time; however you must still **SUBMIT** the eDec to obtain a confirmation number and confirmation page for the new Declaration.

*You can also copy an eDec from the confirmation page (the page displayed after submission).*