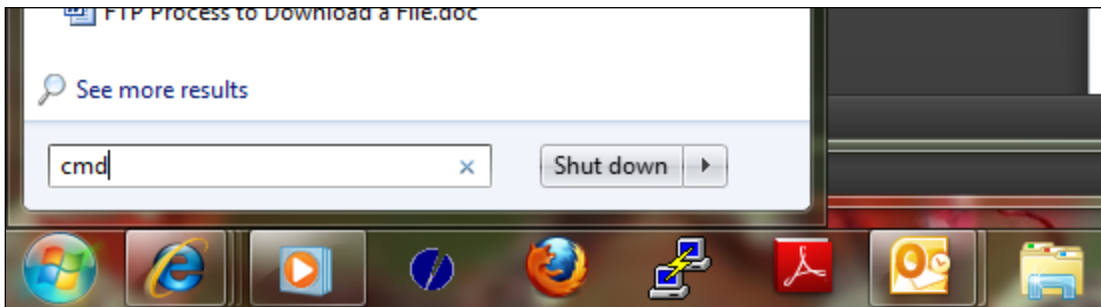


| CRB CROP File Download Instructions

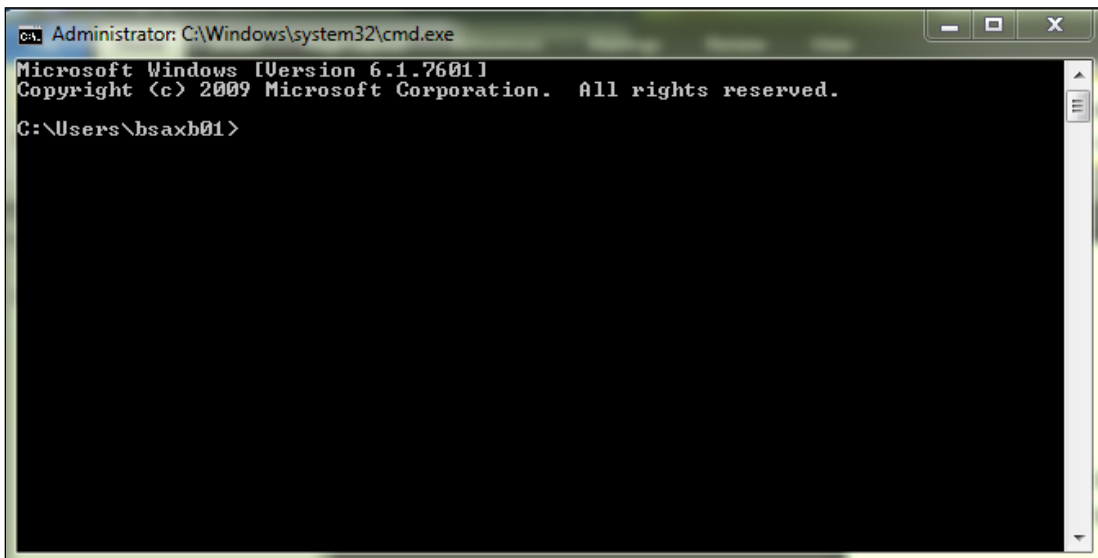
Once per month, Railinc sends Car Repair Billing (CRB) CROP output files containing billing information from billed parties to Car Repair Billing Data Exchange (CRBDX) participants. These compressed binary files (ZIP files) contain monthly data for exchange of car repair bills for foreign freight equipment.

Use the following procedure to log into the Railinc Server using the Windows Command Prompt (DOS box) and download CROP files using the File Transfer Protocol (FTP):

1. Select the Windows Start menu.
2. Type **cmd** in the Search Programs and Files box and press Enter (see below).



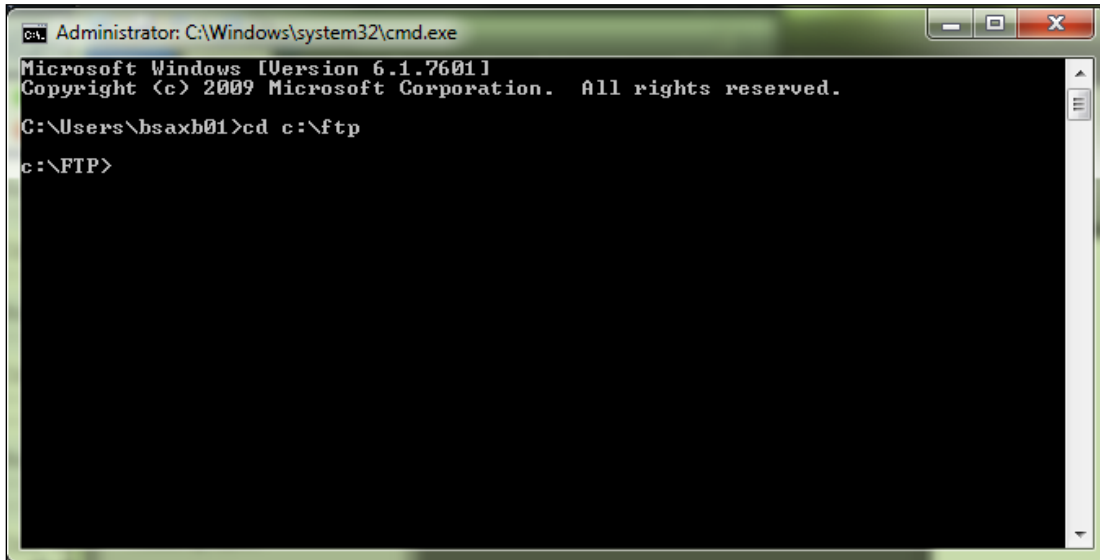
The Windows Command Prompt (DOS box) is displayed (see below).



3. Use the Change Directory command (**cd**) to change to the directory (or folder) where you want to put the CROP file on your computer.

For example, if you have a folder named "ftp" on your C: drive, and you want to save the CROP file to this directory, type: **cd c:\ftp**

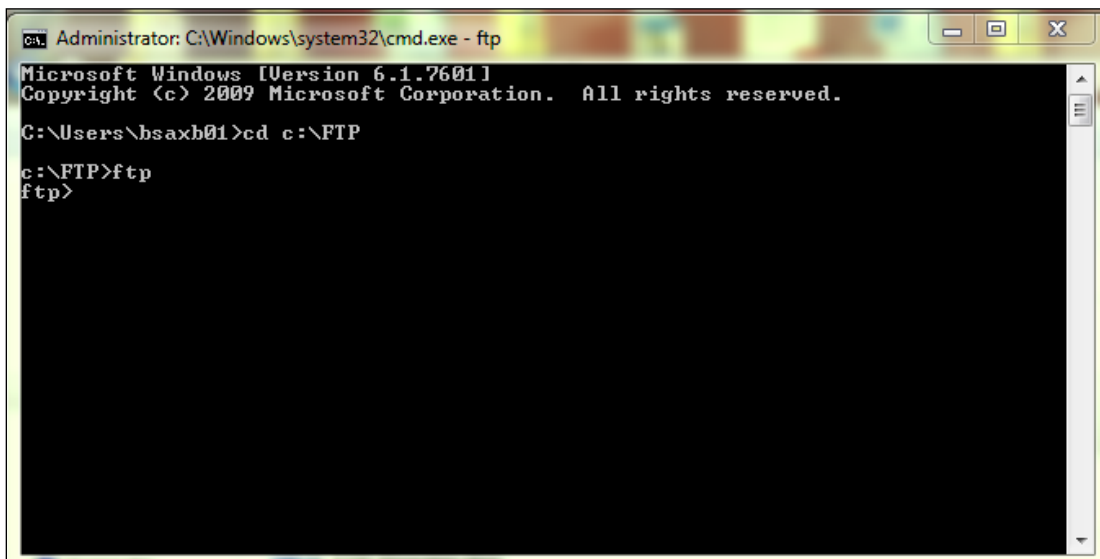
The system responds with: c:\FTP> (see below).



```
Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bsaxb01>cd c:\ftp
c:\FTP>
```

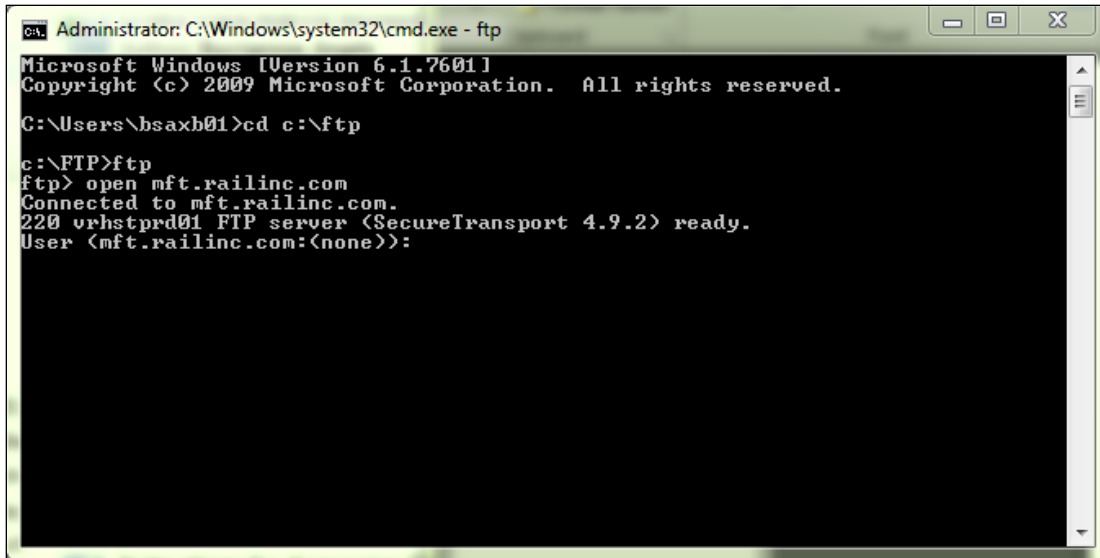
4. Type **ftp** and press Enter. The system responds as shown below.



```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bsaxb01>cd c:\FTP
c:\FTP>ftp
ftp>
```

5. Type **open mft.railinc.com** and press Enter. The system responds with “Connected to mft.railinc.com....” (see below).



```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\hsaxb01>cd c:\ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 urhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none>):
```

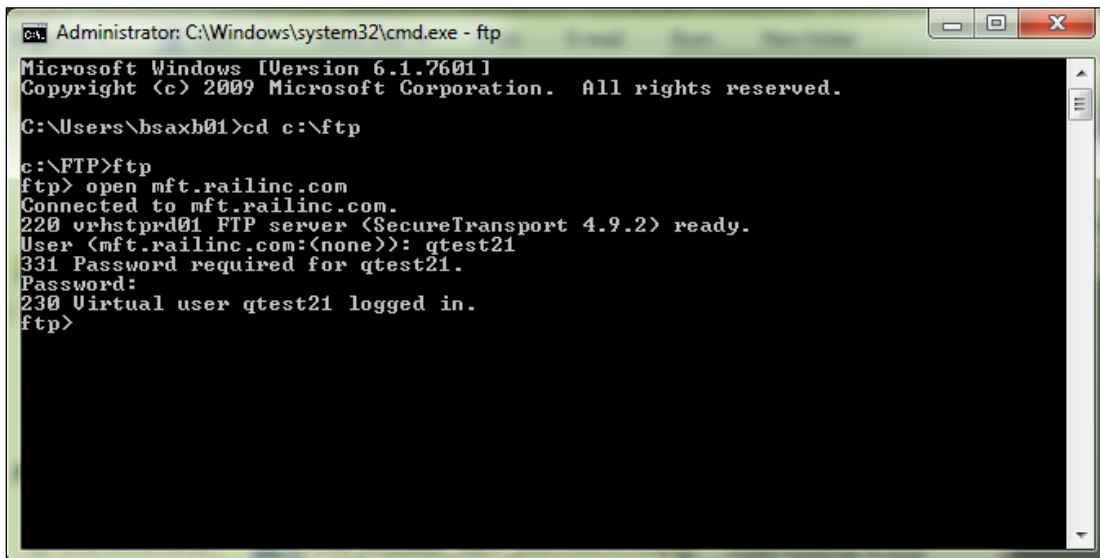
6. Type your user ID/mailbox ID and press Enter.

For example, if your user ID/mailbox ID is “qtest21”, type **qtest21**

Note that the user ID/mailbox ID is different for each customer. Contact the Railinc Customer Success Center if you do not know your user ID/mailbox ID and password.

The system responds with “331 Password required for *user ID/mailbox ID*”.

7. Type in your password and press Enter. The password is not displayed. The system responds with “230 virtual user *user ID/mailbox ID* logged in.” (see below).

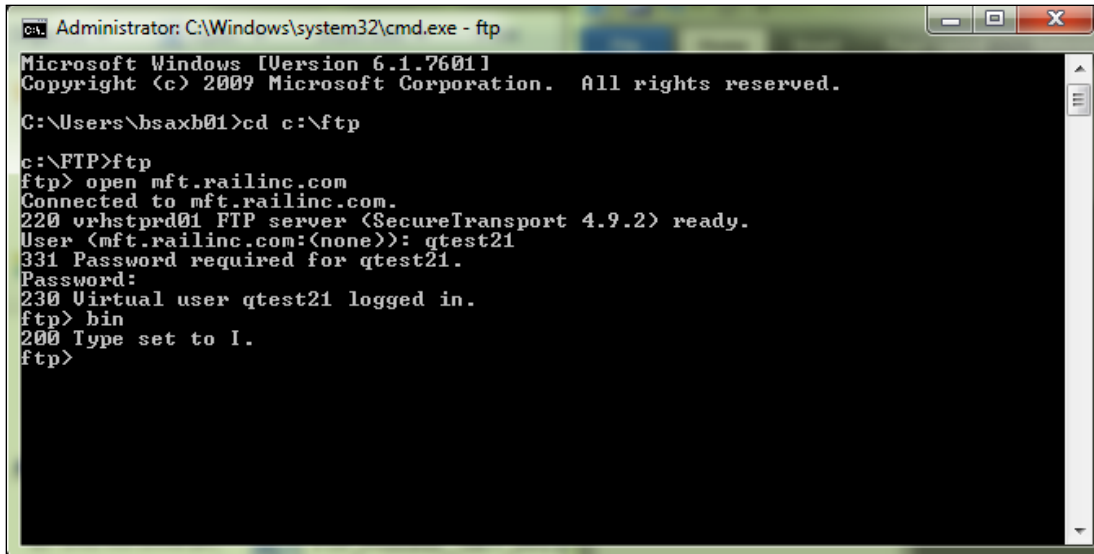


```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\hsaxb01>cd c:\ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 urhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none>): qtest21
331 Password required for qtest21.
Password:
230 Virtual user qtest21 logged in.
ftp>
```

8. Type **bin** to receive the file in binary format. The system responds with “200 Type set to I” (see below).

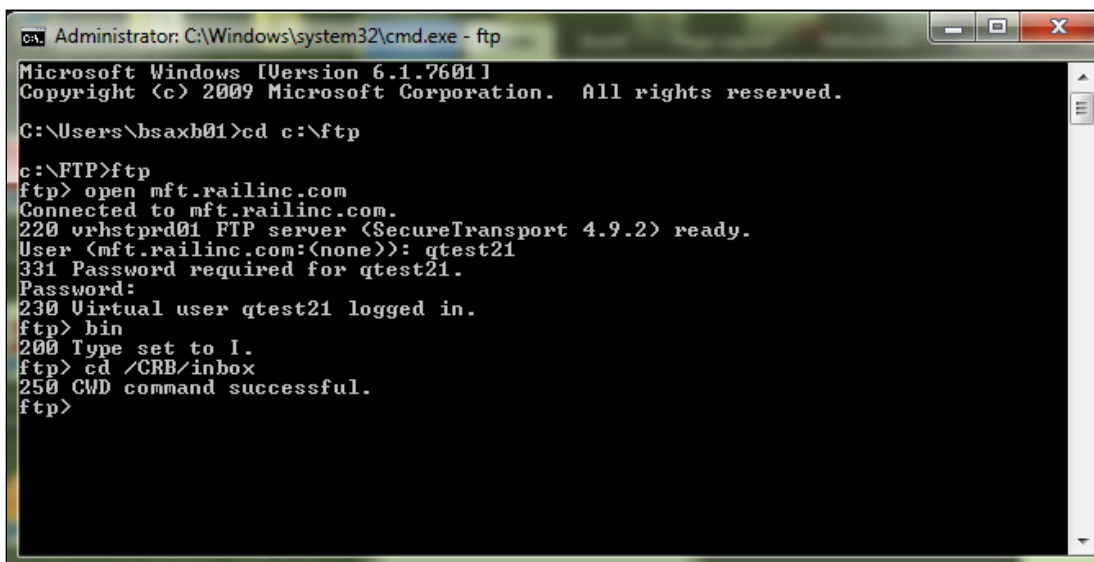


```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bsaxb01>cd c:\ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 vrhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none)): qtest21
331 Password required for qtest21.
Password:
230 Virtual user qtest21 logged in.
ftp> bin
200 Type set to I.
ftp>
```

9. Type `cd /CRB/inbox` and press Enter. The system responds with “250 CWD command successful.” (see below). This message confirms that you are in the CRB inbox directory.



```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bsaxb01>cd c:\ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 vrhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none)): qtest21
331 Password required for qtest21.
Password:
230 Virtual user qtest21 logged in.
ftp> bin
200 Type set to I.
ftp> cd /CRB/inbox
250 CWD command successful.
ftp>
```

10. Type `ls` and press Enter. The system displays a list of all the files in this specific folder in your FTP mailbox. You should see your CROP file listed. In the example below, the CROP file is named “TESTCROP1207.ZIP”.

```
Administrator: C:\Windows\system32\cmd.exe - ftp
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bsaxb01>cd c:\ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 vrhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none)): qtest21
331 Password required for qtest21.
Password:
230 Virtual user qtest21 logged in.
ftp> bin
200 Type set to I.
ftp> cd /CRB/inbox
250 CWD command successful.
ftp> ls
200 PORT command successful.
150 Opening ASCII mode data connection for file list.
TESTCROP1207.ZIP
226 Transfer complete.
ftp: 18 bytes received in 0.01Seconds 1.80Kbytes/sec.
ftp>
```

11. Type **get** with a space followed by the name of your file, and then press Enter (see below).

For example, if your file is named “TESTCROP1207.ZIP”, type **get TESTCROP1207.ZIP**

```
Administrator: C:\Windows\system32\cmd.exe - ftp

c:\FTP>ftp
ftp> open mft.railinc.com
Connected to mft.railinc.com.
220 vrhstprd01 FTP server (SecureTransport 4.9.2) ready.
User (mft.railinc.com:(none)): qtest21
331 Password required for qtest21.
Password:
230 Virtual user qtest21 logged in.
ftp> bin
200 Type set to I.
ftp> cd /CRB/inbox
250 CWD command successful.
ftp> ls
200 PORT command successful.
150 Opening ASCII mode data connection for file list.
TESTCROP1207.ZIP
226 Transfer complete.
ftp: 18 bytes received in 0.01Seconds 1.80Kbytes/sec.
ftp> get TESTCROP1207.ZIP
200 PORT command successful.
150 Opening BINARY mode data connection for TESTCROP1207.ZIP.
226 Transfer complete.
ftp: 677 bytes received in 0.00Seconds 677000.00Kbytes/sec.
ftp>
```

The system responds with several messages, including “226 Transfer complete”. This indicates a successful file transfer.

At this point, you can use Windows to check the folder where you have specified to download the file and verify that the file is present.

12. Type **bye** and press Enter to close the Windows Command Prompt.

Railinc customer service is available to answer your questions. For more information about CRB, contact the Railinc Customer Success Center toll free at (877) 724-5462 or via email at csc@railinc.com.