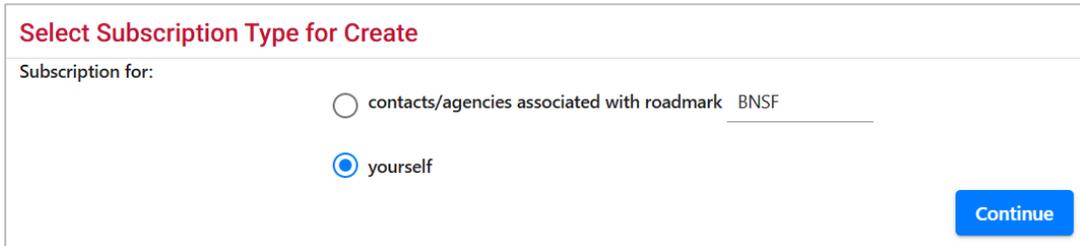


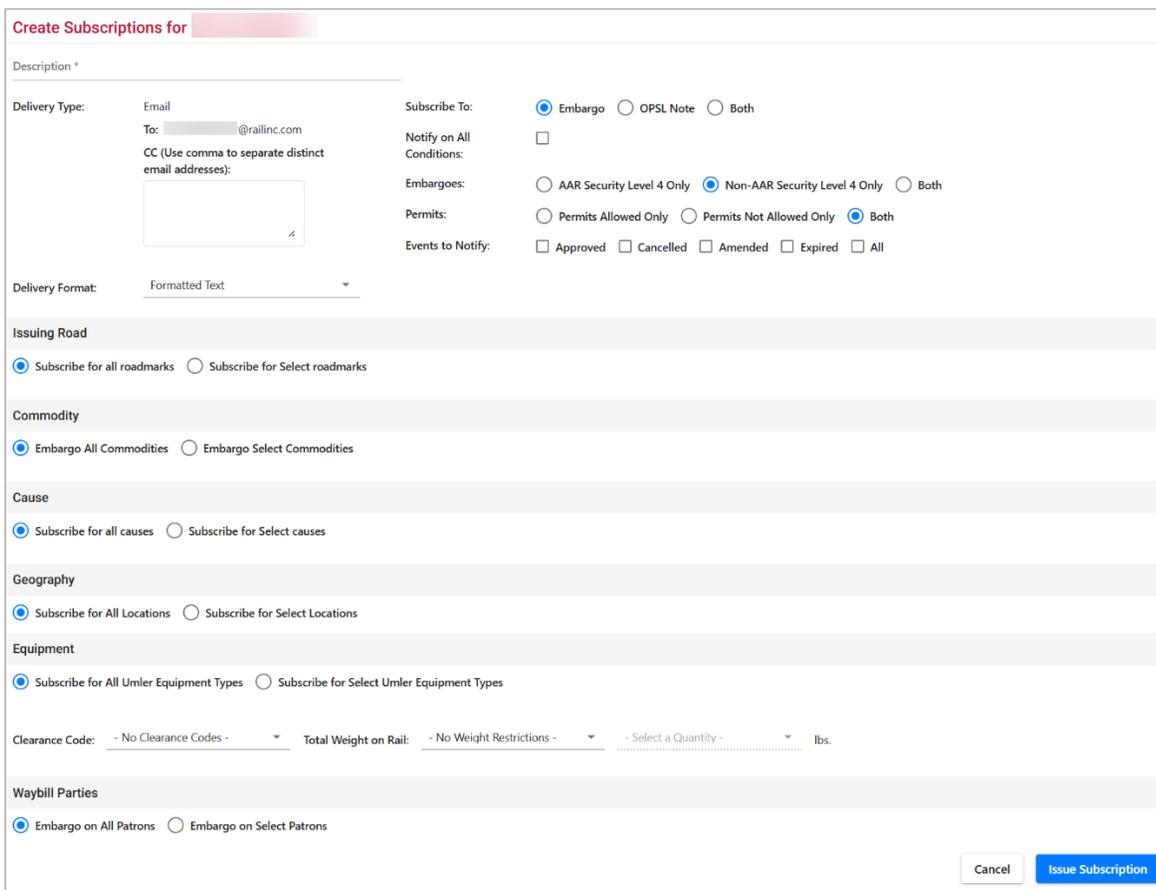
The AAR Embargo system is used by railroads to issue instructions to temporarily control traffic movements. You can receive an email notification every time an embargo is created, approved, cancelled, amended or expired. Once a subscription is created, it can be updated or cancelled by the owner of the subscription.

Use this procedure to create a subscription:

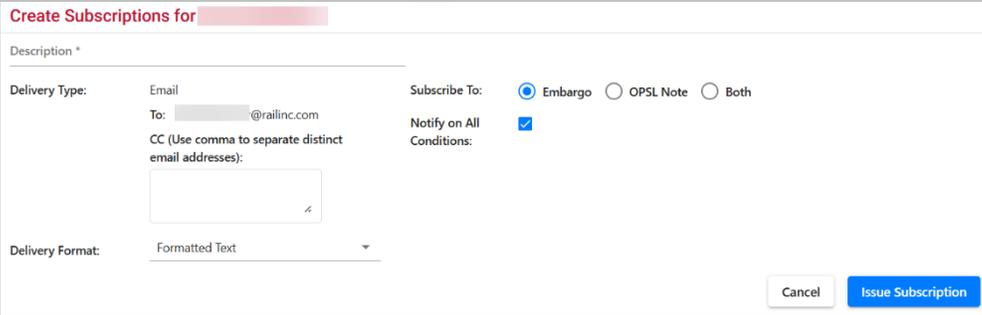
1. Select **Tools > Subscriptions > Create Subscriptions** from the main menu. The Select Subscription Type for Create page is displayed.

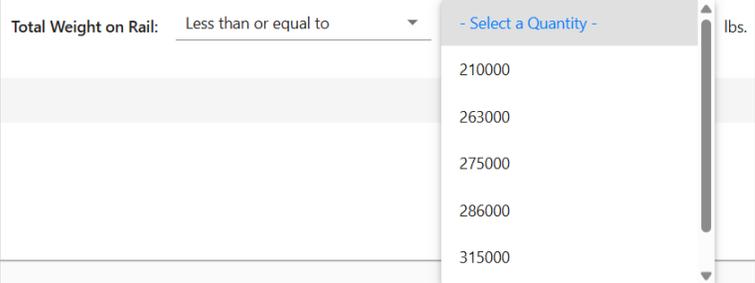


2. Choose to create your own subscription by selecting **Yourself**. Select **Continue**. The Create Subscriptions page is displayed.



3. Enter all required fields.

Field	Description
<b>Description</b>	Unique description of the subscription.
<b>CC Email</b>	Additional email addresses can be added.
<b>Delivery format</b>	Formatted text or XML
<b>Subscribe To</b>	Select <b>Embargo</b> , <b>OPSL Note</b> or <b>Both</b> .
<b>Notify on All Conditions</b>	<p>Check this box if contact is to receive notifications pertaining to all embargo conditions. When this box is selected, all other options are removed. Deselect, and the full screen is displayed.</p> 
<b>Embargoes</b>	Select from the security options
<b>Permits</b>	Select to subscribe to only the embargoes that allow permits, those that do not allow permits or select <b>Both</b> to subscribe to both types.
<b>Events to Notify</b>	Check the appropriate box(es) to receive email notification for specific embargo statuses.
<b>Issuing Road</b>	<b>Subscribe to all Roadmarks</b> is the default. Or select <b>Subscribe for Select Roadmarks</b> to enter specific marks. Use the search icon to search for marks.
<b>Commodity</b>	<b>Embargo all Commodities</b> is the default. Select <b>Embargo Select Commodities</b> to specify embargoes with specific commodities. Enter the 7-digit STCC and separate multiple entries with a comma. Use the search icon to search for STCCs.
<b>Cause</b>	<b>Subscribe for all Causes</b> is the default. Select <b>Subscribe for Select Causes</b> and select specific causes from the drop-down list to receive notifications for specific causes.
<b>Geography</b>	<b>Subscribe for all Locations</b> is the default. Select <b>Subscribe for Select Locations</b> and enter the <b>FSAC(s)</b> and <b>State(s)</b> and/or <b>Subscribe to Select Interchanges</b> and enter the interchanges or <b>Subscribe to All Interchanges</b> . Use the search icon to search for FSACs, States and Interchanges next to the appropriate text box.
<b>Equipment</b>	<b>Subscribe to all Umler Equipment Types</b> is the default. Select <b>Subscribe for Select Umler Equipment Types</b> and select specific equipment types. Use the search icon to search for Equipment Types.
<b>Clearance Code</b>	The default is no clearance code. To add a code, select the appropriate code from the drop-down list.
<b>Total Weight on Rail</b>	The default has no weight restrictions. To add weight restrictions, select <b>Greater than</b> or <b>Less than or equal to</b> , and select the quantity in pounds from the drop-down list.

	
<b>Waybill Party</b>	<p><b>Embargo on All Patrons</b> is the default. Select <b>Embargo on Select Patrons</b> to select specific patrons/waybill parties. Enter a CIF Number or use the search icon to look up a CIF Number.</p>

4. Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.



5. To edit the subscription, select **Tools > Subscriptions > View Subscriptions** from the main menu. Select **Yourself** and **Continue**. Next, select the description link for the subscription and select **Edit**.

### Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
  - Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.
- Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or [csc@railinc.com](mailto:csc@railinc.com) if you need assistance.

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