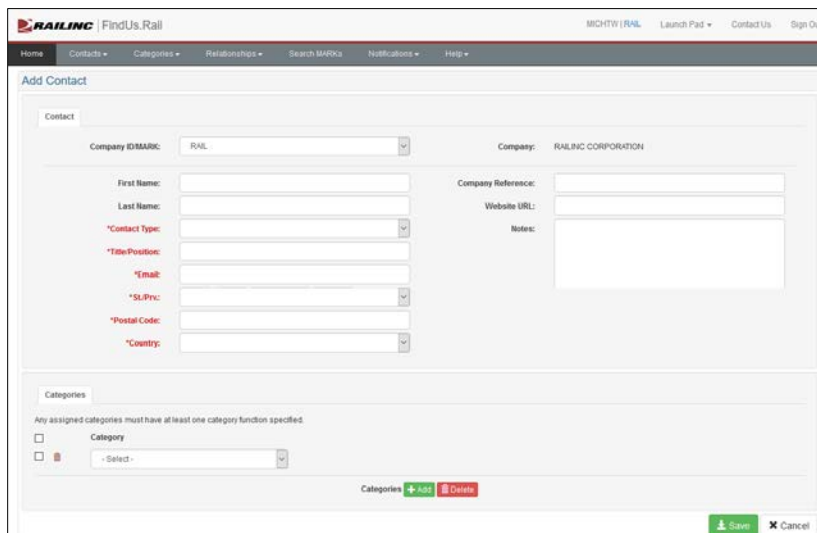
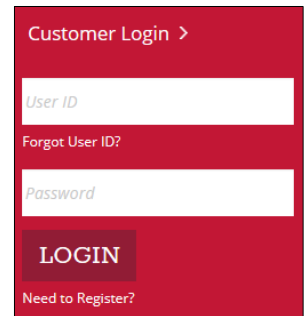


FindUs.Rail is a centralized database that allows users to review their company's contact information via the web. This centralized repository of contact information helps reduce time spent by railroad departments, private car owners, and leasing companies across the rail industry from searching for the same contact information. Users are able to query contacts and relationships for a category and the MARK parent relationship.

Add a Contact in FindUs.Rail

Here is how to add contact information in FindUs.Rail.

1. Go to the Railinc.com Welcome page at <http://www.railinc.com>.
2. Enter your User ID and Password into the Customer Login. The Launch Pad is displayed.
3. In the **Your Applications** section, select the link for **FindUs.Rail**. The FindUs.Rail home page is displayed.
4. Select **Contacts > Add Contact**. The **Add Contact** screen is displayed.



RAILINC FindUs.Rail

Home | Contacts | Categories | Relationships | Search MARKS | Notifications | Help

Company ID/MARK: RAIL Company: RAILINC CORPORATION

First Name: Last Name: Company Reference: Website URL: Notes:

*Contact Type: *Title Position: *Email: *SL/Prn: *Postal Code: *Country:

Categories

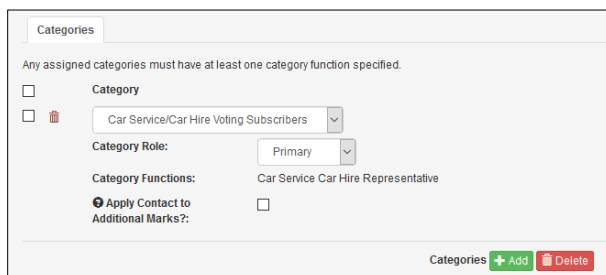
Any assigned categories must have at least one category function specified.

Category: - Select -

Categories + Add - Delete

Save Cancel

5. Enter all mandatory fields marked in red with an asterisk (*).
6. In the **Categories** tab, select the appropriate category. Depending on the category selected, additional fields may need to be entered.



Categories

Any assigned categories must have at least one category function specified.

Category: Car Service/Car Hire Voting Subscribers

Category Role: Primary

Category Functions: Car Service Car Hire Representative

Apply Contact to Additional Marks?:

Categories + Add - Delete

7. Select **Save** to save the new contact record.

Refer to the [FindUs.Rail User Guide](#) for more information. Contact Railinc's Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.