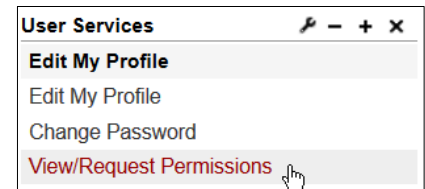
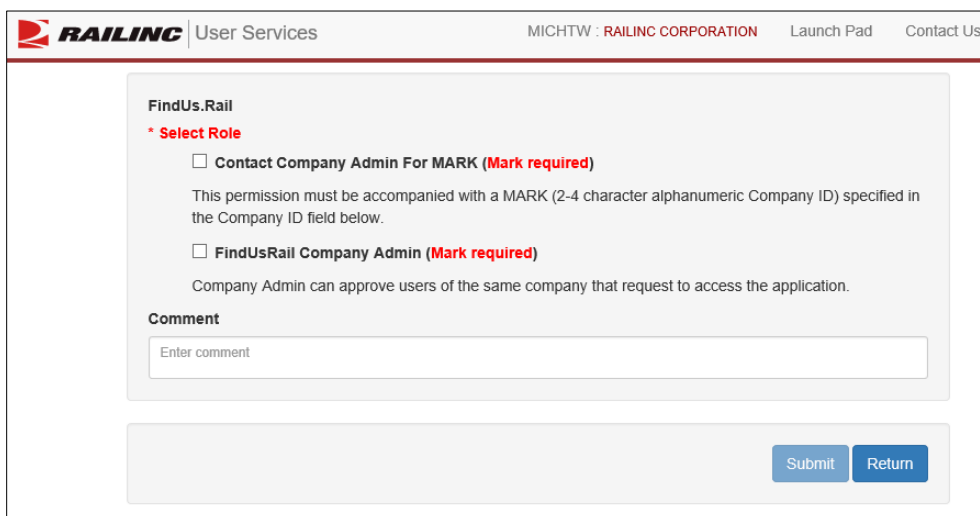


FindUs.Rail is a centralized database that allows users to review their company's contact information via the web. This centralized repository of contact information helps reduce time spent by railroad departments, private car owners, and leasing companies across the rail industry from searching for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

Request FindUs.Rail Access

After obtaining a Railinc ID, complete the following to request access to FindUs.Rail.

1. Log into Railinc from www.railinc.com. The Launch Pad is displayed.
2. In the Launch Pad under User Services, select **View/Request Permissions**.
3. On the Request Application Access page, scroll down the page to **FindUs.Rail**, and click the **Request** button on the right.
4. The application **Request Permission** page is displayed.

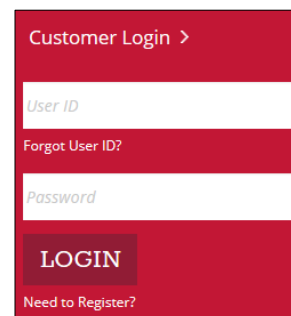
5. Select the appropriate role. This is a mandatory field. In some cases it may be appropriate to check both roles:
 - a. **Contact Company Admin For MARK** – select this role if you will be managing contact information for your company and if your company has a mark or company ID
 - b. **FindUs.Rail Company Admin** – select this role if you will be managing FindUs.Rail permissions for your company.
6. Enter your company **Mark**, or click the **Search** button to look up your company ID. A Mark is required to submit the form.
7. (Optional) Enter a comment that might assist the administrator in granting speedy access to the request.
8. When the required fields are complete, click **Submit**. A verification page is displayed. Click **Continue** and **Done** submit your request and return to the Launch Pad or sign out. Once your access request is approved, you'll receive an email confirmation by Railinc. Then you'll have access to log into FindUs.Rail and add contacts for your company.



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.



Customer Login >

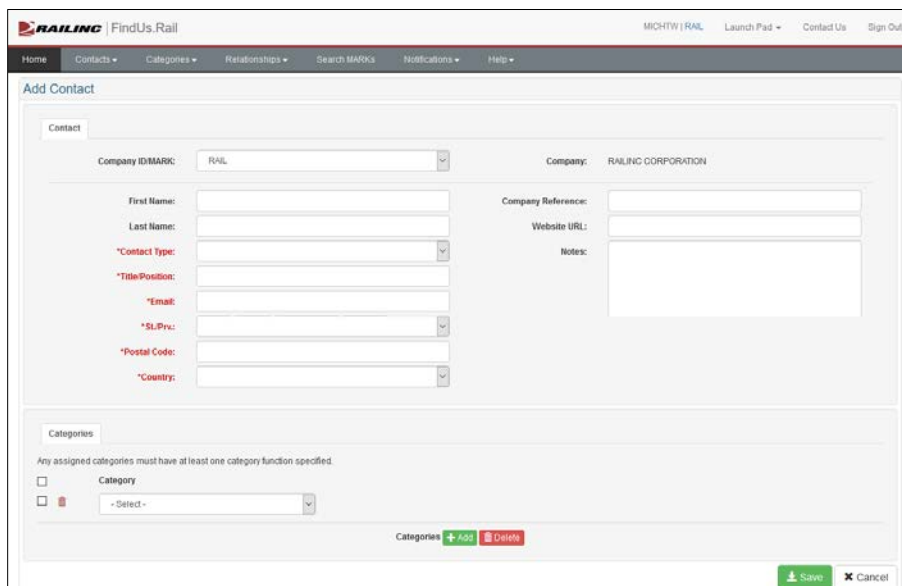
User ID

Forgot User ID?

Password

LOGIN

Need to Register?



RAILINC | FindUs.Rail

MCHTW | RAIL Launch Pad Contact Us Sign Out

Home Contacts Categories Relationships Search MARKS Notifications Help

Add Contact

Contact

Company ID/MARK: RAIL Company: RAILINC CORPORATION

First Name: Last Name: Company Reference:

*Contact Type: Website URL:

*Title/Position: Notes:

*Email:

*SL/Prv:

*Postal Code:

*Country:

Categories

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

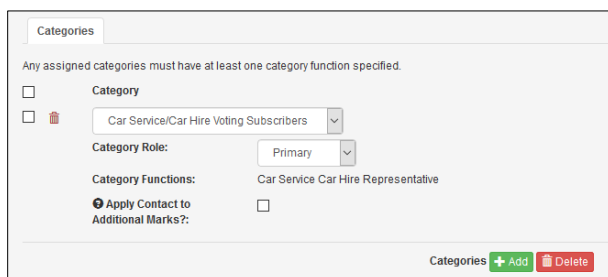
Category

+ 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.