# Multi Level Pool Billing (MLPB) User Guide

**RAILINC**

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# Table of Contents

# List of Exhibits

# Learning about Multi Level Pool Billing (MLPB)

The purpose of this document is to provide step-by-step instructions for using the Multi Level Pool Billing (MLPB) application. Each system function is outlined with procedures and examples to guide you through the features, including invoicing for pool billing, report generation and pool operator and pool participant exception handling.

# Overview

The MLPB DX layout, format and processing rules are detailed in the *MLPB Data Exchange Procedures Manual*. Pool operators and participants must have an established FTP mailbox and should discuss setup with Railinc via email to csc@railinc.com. MLPB participants are classified as either pool operators or participants.

- A **pool operator** is a railroad, equipment owner, third-party agent, or repair shop that submits pool billing to MLPB DX. The pool operator may be the billing party (the company that created the invoice) or a third-party agent. The invoices submitted must be in the format defined in the *MLPB Data Exchange Procedures Manual*.

  Each month, pool operators compile invoices for a particular billed company and create *one invoice for that billed company*. The pool operator sends the invoice to MLPB DX to be processed and distributed per industry rules. Pool operators may transmit data to MLPB DX from an internal system or third-party product.

- A **pool participant** is a railroad, equipment owner, third-party agent, or repair shop that has registered with MLPB DX to receive MLPB invoices electronically after the monthly processing cycle. The pool participant may be the billed company (the company responsible for paying billing party) or a third-party agent. The invoices transmitted to MLPB pool participants are in the industry-approved format as described in the *MLPB Data Exchange Procedures Manual*. After the monthly run of the Data Exchange is complete, MLPB sends an email with summary files of accounts payables/receivables in PDF and XLSX formats.

# MLPB Data Exchange

Pool operators are reminded to create invoicing and send for Data Exchange according the MLPB Data Exchange Schedule. Failure to submit your monthly invoicing to the Data Exchange on time will result in your data being excluded from the distribution (i.e., it will be included in the next month's run of the Data Exchange).

MLPB users are sent a summary email with their accounts payables/receivables in PDF and XLSX formats after the monthly run of the Data Exchange has been completed.

MLPB is a one-to-many billing systems and handles the invoice generation. After each data exchange, MLPB sends emails summarizing the accounts receivable and accounts payable in spreadsheet and PDF formats for each pool operator and pool participant that was part of the most recent data exchange.

# Job Codes

A **job code** is the industry defined code that relates to a particular part of the rail equipment being repaired. Job codes are located in the *Office Manual of AAR Interchange Rules*. MLPB job codes are 6000 series codes and part of the *Job Codes Car Part Codes and Qualifiers*. The price of the repair depends on the following criteria noted by the pool operator:

- Repair Date
- Job Code
- Why Made Code
- Responsibility Code
- Condition Code

MLPB does not have time standards, nor does it currently have any pricing standards. Because of this, Railinc is not involved with pricing.

# System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the *Railinc UI Dictionary*.

# Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

# Additional Reference Material

Refer to the documents listed in this section for important additional information.

# MLPB DX Procedures Manual

The MLPB DX participation and industry-approved record layout requirements are contained in the *MLPB Data Exchange Procedures Manual*. This manual is regularly updated with information on record layout changes and requirements for specific detail sources.

# Office Manual of the AAR Interchange Rules

The *Office Manual of the AAR Interchange Rules* (referred to as the *AAR Office Manual*) contains MLPB rules and published AAR rates (referred to as Price Master or Price Matrix). The *AAR Office Manual* contains job codes that relate to pool billing. MLPB DX submitters utilize the Price Master for AAR priced repairs on a unit. The MLPB submitter must identify the pool

billing using the appropriate job code and submit an invoice to MLPB DX for distribution to the specified pool participant.

The rules for submitting pool billing is located in both the *AAR Office Manual and Field Manual of the AAR Interchange Rules*.

# Field Manual of the AAR Interchange Rules

The *Field Manual of the AAR Interchange Rules* (referred to as the *AAR Field Manual*) contains the interchange rules and has guidelines on repairs and reporting must occur for repaired, damaged or destroyed equipment. The *Field Manual of the AAR Interchange Rules* is useful in assisting customer with determining the appropriate qualifiers, questions on how to report repairs and other information necessary to complete a repair.

**Note:** Requests for the *AAR Office Manual* and *AAR Field Manual* are submitted to the AAR. Refer customer to AAR publication site at http://www.aarpublications.com.

# Getting Started

The MLPB application, which provides access to the pool billing interface, is accessed using the Railinc Single Sign-On (SSO). SSO can be accessed from the Railinc portal at *Railinc Single Sign-On/Launch Pad User Guide*. The SSO login is located at the upper right of the page.

## Register to Use Railinc SSO

Each MLPB user must register to use Railinc Single Sign-On. Refer to the *Railinc Single Sign-On/Launch Pad User Guide* for more information.

Once SSO registration is complete, you must request access to MLPB within SSO.

## Role-Based Application

Access and authorization for MLPB is determined when requesting access through Railinc Single Sign-On. Refer to Exhibit 2 for a complete list of MLPB roles as seen in SSO.

*Exhibit 1. User Roles and Descriptions*

| Role | Description |
|------|-------------|
| **MLPB Exception Submitter** | This user can view and submit exceptions. |
| **MLPB Company Admin** | The Company Administrator manages the assignment of MLPB related roles for your company, receives email requests for permissions and grants permissions as determined by your company. |
| **MLPB Exception Approver** | This user can view and accept or reject exceptions. |
| **MLPB Exception Reviewer** | This user can view exceptions and record comments. |
| **MLPB Reports User** | This user can create data queries and manage associated reports. |
| **MLPB Web User** | This user has access to the MLPB application for a specific company. |

# Requesting MLPB Access

After authorization to use Railinc SSO is received, you must request general access to MLPB following instructions in the *Railinc Single Sign-On/Launch Pad User Guide*.

*Exhibit 2. MLPB Request Permission*



Once you receive an email notification confirming your access to MLPB, you can login and begin using MLPB.

# Logging In

Use the following procedure to log into MLPB:

1.  Open your internet browser and enter https://public.railinc.com to open the Railinc website.

2.  Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

3.  Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

4.  In **My Applications**, select **MLPB**. The MLPB Home page is displayed (Exhibit 3).

*Exhibit 3. MLPB Home Page*
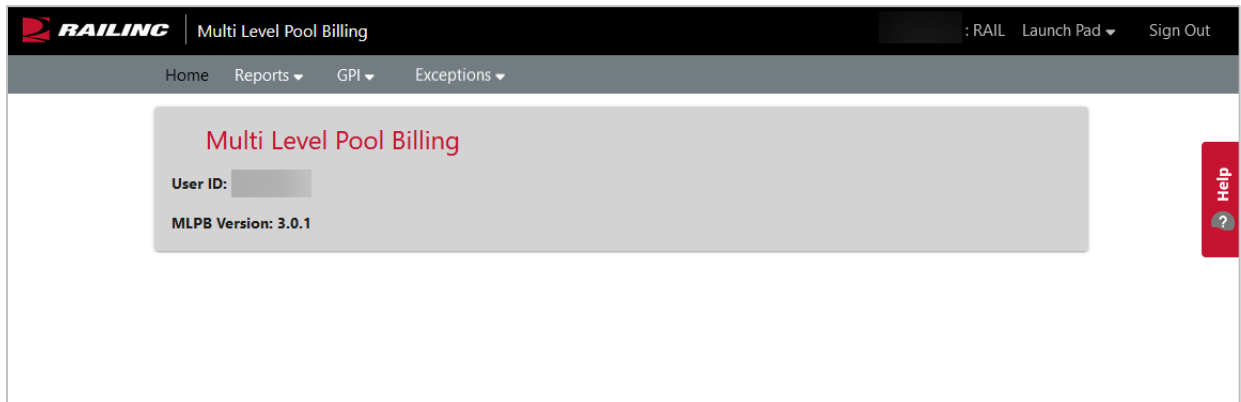


5.  Continue by selecting an application menu item.
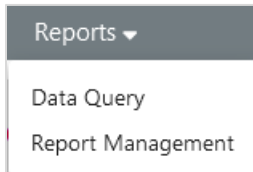
# Logging Out

To log out of MLPB, select the **Sign Out** link. The Account Access page is displayed.

# Reports

From the MLPB menu, select **Reports**.

- [Data Query](#) – Build and save your MLPB reports.
- [Report Management](#) – Edit, download and schedule saved MLPB reports.

***Exhibit 4. Reports Menu***

Reports ▾

Data Query
Report Management

# Data Query

Users with the MLPB Reports User role have access to create data queries and manage associated reports. Use the following procedure to build and save your own MLPB reports:

1. From the main menu, select **Reports** > **Data Query**.

***Exhibit 5. Data Query – Report Setup***

Data Query

① Report Setup     ② Select Attribute     ③ Build Criteria     ④ Preview

**Report Name**

Report Name *
RAIL YTD 2023
13/50

**Report Type**

○ Pool Operator      ○ Pool Participant

**Report Time Period**

| Data Month(s) Start Date | End Date | AND | Repair Dates Start Date | End Date |
|---|---|---|---|---|
| 01/2023 | 09/2023 | | 06/01/2023 | 06/30/2023 |

Next     Clear All     Clear     Save     Preview

2. Enter a **Report Name**.

3. Select the **Report Type**:

   a. Pool Operator is inbound. If you want your own billing data that shows what you have submitted to MLPB, select **Pool Operator**.

   b. Pool Participant is outbound. If you want the data that shows what other companies have billed to your company, select **Pool Participant**.

4.  Select the **Report Time Period**, using the calendar icons. Choose Start and End Dates (year and month) to include data during the reporting time period. For example, to receive a year-to-date data report, under **Date Month(s)** select the current year and January as the **Start Date** and the current year and month as the **End Date**.

5.  You can also include a specific date range for when certain repairs were submitted by entering **Repair Dates**. For example, if you want to include repairs for the month of June with your report data, select June 1 as the **Start Date** and June 30 as the **End Date**.

6.  Selecting the **Clear All** button removes all information for all the pages of the query and returns you to the Report Setup.

7.  Selecting **Clear** removes any entered fields for the current page.

8.  Select **Next**.

*Exhibit 6. Data Query – Select Attributes*



9.  Select from the **Available Attributes**. Use the filter or scroll through the list to find the appropriate attributes. You can use the **Shift** or **Ctrl** keys to select more than one attribute. Use the arrow keys to move attributes from Available Attributes into the **Selected Attributes** section.

10. The **Preview** button allows you to preview the report data with the selected attributes.

11. Select **Next**.

*Exhibit 7. Data Query – Add Criteria*
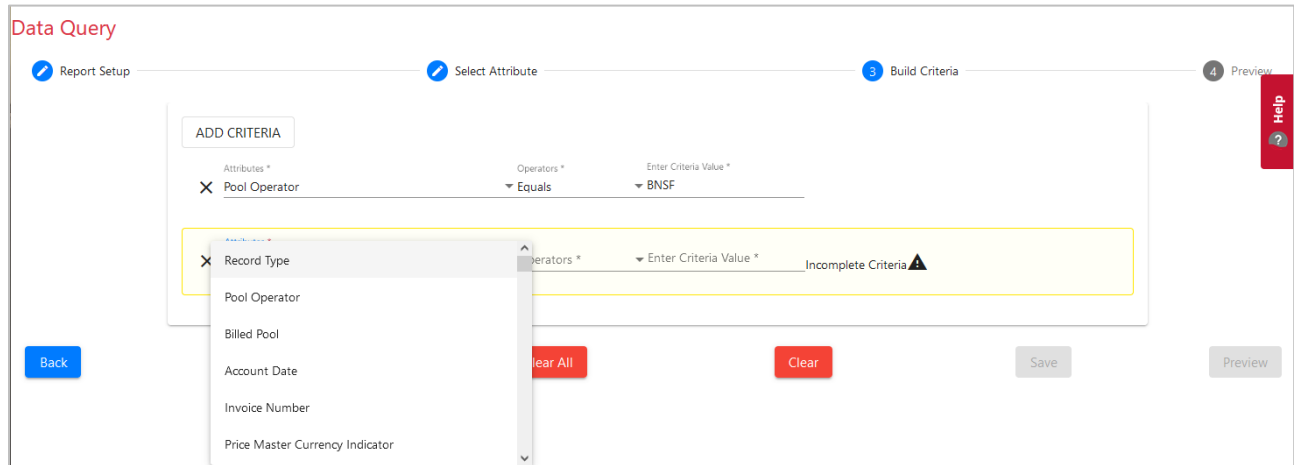


12. You have the option to add filter criteria to your report. This is optional. Select **Add Criteria**.

   a. Select **Attributes** and select from the list of attributes in the drop-down, an **Operator** and a **Value**. The example above filters the report to only show data where the Pool Operator is BNSF.

   b. Select **Add Criteria** to add more criteria.

   c. Select the **X** next to the row of criteria to remove it.

13. Select **Next** to preview the results of the report.

*Exhibit 8. Data Query – Preview*
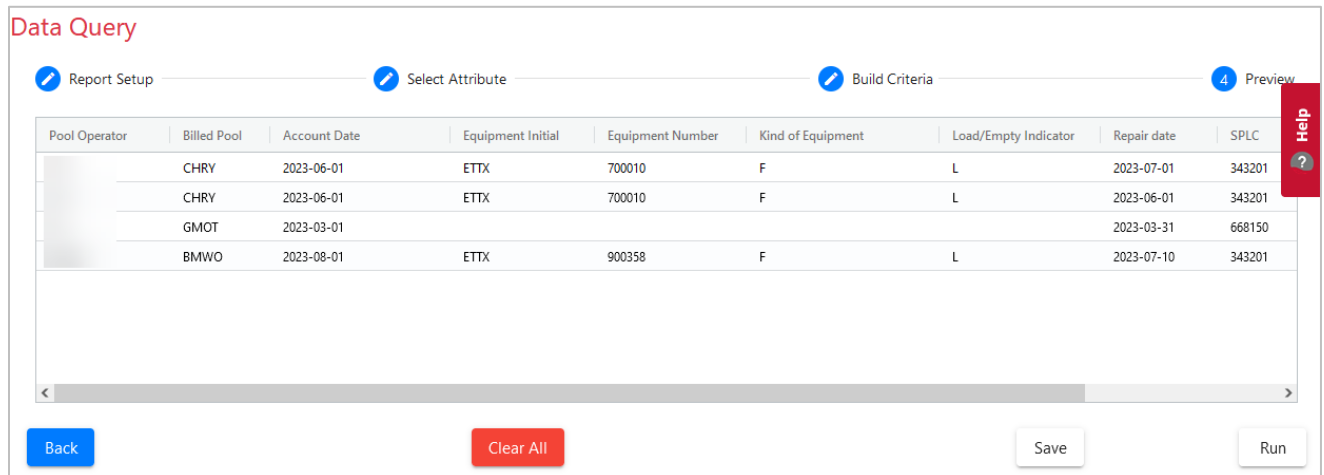


14. Select **Save** to save the report. You should see a green message at the top of the page that says the report has been successfully saved.

15. Select **Run** to run the report. When the report is ready to download from MLPB, an email notification will be sent to the email address associated with your SSO ID.

16. To download and schedule reports, see [Report Management](Report Management).

# Report Management

Users with the MLPB Reports User role can create data queries and manage associated reports. Use the following procedure to edit, download and schedule saved MLPB reports:

1. From the main menu, select **Reports** > **Report Management**.

*Exhibit 9. Manage Saved Reports*



# Download Reports

Each row in the Download Reports section represents a report. Each Report Name is a link. Select a **Report Name** to open or save the downloaded report. The **User ID** is the user who created the report, and the **Date** is when the report was saved.

# Saved Reports

Select the menu icon ( ☰ ) next to a report in the Saved Reports section for a list of available actions:

- Select **View/Edit Report Definition** to view or edit the report details. Move through the screens using the **Next** and **Back** buttons. See Data Query for details about these screens. Select the **Save** button to save any changes to the report.

- Select **Add Schedule** to add a run schedule to a report that has not yet been scheduled (N in the schedule column). Select **View/Edit Report Schedule** to view and edit an existing schedule (Y in the schedule column). To add a schedule:

*Exhibit 10. Schedule a Report*



a. Enter the **Start Date** as the start day of the report.

b. Select how often you want the report to run. Select either **Monthly**, **Quarterly**, **Bi-Annual** (2x per year) and **Yearly** (1x per year).

c. Select or enter the time you'd like it to run and select **AM** to toggle between AM and PM to select early or later time of day.

d. Below **Repeats On**, select <u>the day you want the report to run</u> (the 18th day of the month is selected in the example above).

e. If you do not want to enter an expiration date for the report (when it would no longer run), then below **Ends**, select **Never**. If you want it to stop running after a period of time, select **On** and select the **End Date**.

f. To view the next five runs with the schedule chosen, select **View Schedules**.

*Exhibit 11. Scheduled Run Times*



g. Select **Save** to save the scheduled run times.

h. Select **Delete** to delete the scheduled run times (not the report).

        i.    Select **Close** to return to the list of reports.

- Select **Delete Report Definition** to delete the report. This removes the report without confirmation. Removing a report cannot be undone.

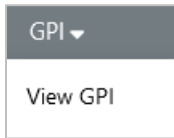- Select **Run Now** to run the selected report on demand.

## GPI

All MLPB users can view GPI. Invoices are billed to a pool, and the pool shares the cost. Gross Program Index (GPI) is the percentage of cost per pool made by each railroad and is processed on a monthly basis.

From the MLPB menu, select **GPI**.

- [View GPI](#) – View and distribute GPI by month/year.

*Exhibit 12. GPI Menu*



## View GPI

Pools are based on auto manufacturers. Each railroad is represented at the top. Use the following procedure to view and distribute GPI:

1. From the main menu, select **GPI** > **View GPI**.

2. Select the **Month** and **Year** that you want to view. A month must be complete and processed before it is available to be viewed.

3. Select **View** to view the percentages billed to each railroad for each pool.

*Exhibit 13. View GPI*



4. Each month MLPB automatically sends the GPI view to the railroads. Selecting the **Distribute** button sends to the current view to all the railroads.
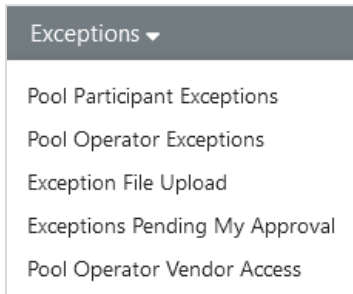
## Exceptions

After the data exchange has run for the month, MLPB sends the processed data to RCH where the invoices are paid immediately. MLPB provides ways to request exceptions when there is a disagreement about billing.

From the MLPB menu, select **Exceptions**.

- Pool Participant Exceptions – Pool participant list of accepted exception uploads submitted when they have overpaid an invoice.
- Pool Operator Exceptions – Pool operator list of pool participant exceptions. A pool participant has created an exception because of an overpayment on an invoice that was sent by the pool operator.
- Exception File Upload – Pool participants upload their exception files to MLPB when they have overpaid an invoice.
- Exceptions Pending My Approval – Pool operators answer exceptions by making updates to invoices.
- Pool Operator Vendor Access – Add permissions for repair vendors.

***Exhibit 14. Exceptions Menu***

| Exceptions ▾ |
| --- |
| Pool Participant Exceptions |
| Pool Operator Exceptions |
| Exception File Upload |
| Exceptions Pending My Approval |
| Pool Operator Vendor Access |

# Pool Participant Exceptions

Users with the MLPB Exception Submitter role can view pool participant exceptions. Use the following procedure to view submitted exceptions:

1. From the main menu, select **Exceptions** > **Pool Participant Exceptions**. The Pool Participant Exceptions page is displayed.

2. Select an **Active Roadmark**. Use the **Filter** option to filter the list.

*Exhibit 15. Pool Participant Exceptions*



## Pool Participant Exceptions

Active Roadmark:
RAIL

Filter

Export to CSV

| Account Date | Invoice Number | Equipment ID | Ramp Code | Repairing Company | Total Exception Amount | Status | Credit Amount |
|---|---|---|---|---|---|---|---|
| 2023-01 | RX00016 | RAIL3009 | MI031 | ABCX | $38.80 | REVIEW | |
| 2023-01 | RX00016 | RAIL3011 | MI031 | ABCX | $38.80 | REVIEW | |
| 2023-01 | RX00016 | RAIL3015 | MI031 | ABCX | $38.80 | REVIEW | |
| 2023-01 | RX00016 | RAIL3023 | MI031 | ABCX | $38.80 | REVIEW | |
| 2023-01 | RX00016 | RAIL6700 | MI031 | ABCX | $38.80 | REVIEW | |
| 2023-01 | RX00016 | RAIL6750 | MI031 | ABCX | $38.80 | REVIEW | |

3. Exceptions have the following **Status** types:

   - **Submitted** – These exceptions have been submitted by the pool participant
   - **Review** – These exceptions have been acknowledged as is under review by the pool operator
   - **Credited** – A dollar amount in **Credit Amount** shows that these exceptions have been credited. When **Pending DX** is shown in **Credit Amount**, these exceptions will be credited in the next data exchange.
   - **Rejected** - These exceptions have been rejected by the pool operator

4. Select **Export to CSV** and follow the prompts to download the results to your computer.

# Pool Operator Exceptions

Users with the MLPB Exception Approve or MLPB Exception Review roles can view pool operator exceptions. Use the following procedure to view submitted exceptions by pool participants:

1. From the main menu, select **Exceptions** > **Pool Operator Exceptions**. The Pool Operator Exceptions page is displayed.

2. Select an **Active Roadmark**. Use the **Filter** option to filter the list.

*Exhibit 16. Pool Operator Exceptions*

| Pool Operator Exceptions | | | | | | | |
|---|---|---|---|---|---|---|---|
| Active Roadmark: | | | | | | | |
| RAIL ▼ | | | | | | | |
| Filter | | | | | | | Export to CSV |
| Account Date | Invoice Number ↑ | Equipment ID | Ramp Code | Repairing Company | Total Exception Amount | Status | Credit Amount |
| 2020-04 | 72000756802003 | Off Rack | ON008 | XYZX | $15.60 | CREDITED | $15.60 |
| 2020-03 | RAIL30101 | 712034 | MS008 | ABCX | $89.72 | CREDITED | $89.72 |
| 2020-03 | RAIL30101 | 712034 | MS008 | ABCX | $113.63 | CREDITED | $113.63 |
| 2020-03 | RAIL30101 | 712034 | MS008 | ABCX | $89.72 | CREDITED | $89.72 |
| 2020-03 | RAIL30101 | 712034 | MS008 | ABCX | $179.44 | CREDITED | $179.44 |
| 2020-03 | RAIL30101 | 712034 | MS008 | ABCX | $48.06 | CREDITED | $48.06 |

3. Exceptions have the following **Status** types:

   - **Submitted** – These exceptions have been submitted by the pool participant

   - **Review** – These exceptions have been acknowledged as is under review by the pool operator

   - **Credited** – A dollar amount in **Credit Amount** shows that these exceptions have been credited. When **Pending DX** is shown in **Credit Amount**, these exceptions will be credited in the next data exchange.

   - **Rejected** - These exceptions have been rejected by the pool operator

4. Select **Export to CSV** and follow the prompts to download the results to your computer.

# Exception File Upload

Users with the MLPB Exception Submitter role are able to submit exception files. When a pool participant has overpaid an invoice, they have 120 days from receipt of the invoice to submit exceptions for repairs. Exceptions can be submitted by uploading the exception file using the MLPB application or by FTP to the Railinc FTP mailbox.

**Note:** To receive the Inbound File Status Report that indicates if your file has been accepted or rejected, verify your contact details include the MLPB category in FindUs.Rail. For details, see Add MLPB Contacts to FindUs.Rail.

The *MLPB Exception Upload Template* is available to use as the Excel spreadsheet template for entering your exception information and uploading it to MLPB or FTP. Refer to *Appendix H – Submit Exceptions* of the *MLPB Procedure Manual* to follow the data standards needed to submit exceptions.

Once you have an .xlsx file that meets the exception data standards in the *MLPB Procedure Manual* and your contact information has been updated in FindUs.Rail for MLPB, use the following procedure to upload an exception file to MLPB:

1. From the main menu, select **Exceptions** > **Exception File Upload**.

2. Select the Mark to **Submit on behalf of**.

3. Select **Browse** to upload the exception spreadsheet.

*Exhibit 17. Exception File Upload*



4. Once the file has been uploaded, you'll receive the **Inbound File Report** by email indicating your file has been accepted for rejected. If your file is rejected, use *MLPB Exception Error Codes* to determine what needs to be fixed in your file, and then submit the updated file.

*Exhibit 18. Exception Inbound File Report*

| MLPB Exception Inbound File Report | | | |
|---|---|---|---|
| File Name: | Exception_EX1NEG.xlsx | | |
| Submitting Road | A003 | Processed Date: | 2019-07-10 11:42 AM |
| Inbound Status: | ACCEPTED | Received Date: | 2019-07-10 11:42 AM |
| Records Received: | 1 | Records Processed: | 1 |

| Exceptions Processed: Category Summary | | | |
|---|---|---|---|
| Overcharge: | 0 | Wrong - Not Standard | 1 |
| Appendix B: | 0 | Invalid Repair: | 0 |
| Duplicates: | 0 | Delete: | 0 |

| Pool Operator | Invoice Number | Detail Source | Car Number | Job Code (Applied) | Repair Date | Category Code |
|---|---|---|---|---|---|---|
| CPRS | CPRS18100103 | BP | BNSF0000300123 | | 181213 | WNSC |

# Exceptions Pending My Approval

Users with the MLPB Exception Approver role have access to view, approve and reject exceptions. Use the following procedure to view, approve and reject exceptions:

1. From the main menu, select **Exceptions** > **Exceptions Pending My Approval**. Exceptions requiring approval are displayed.

2. Select a view by choosing **View Exceptions Due Within 30 days** or **View All Actionable Exceptions**.

*Exhibit 19. Exceptions Pending My Approval*

**Exceptions Pending My Approval**

○ View Exceptions Due Within 30 days　　● View All Actionable Exceptions　　　　　　　　　　Export to CSV

| Account Date | Invoice Number | Equipment ID | Exception Due Date | Ramp Code | Total Exception Amount | Lines Per Car | Lines With Exceptions | Notes |
|---|---|---|---|---|---|---|---|---|
| 2023-04 | 522098001 | TTGX975396 | 06/12/2023 | WA021 | $52.68 | 16 | 8 | |
| 2023-04 | 522098001 | TTGX980313 | 06/12/2023 | WA021 | $52.68 | 16 | 8 | |
| 2023-04 | 522098001 | TTGX986003 | 06/12/2023 | WA021 | $52.68 | 16 | 8 | |
| 2023-04 | 522098001 | TTGX991068 | 06/12/2023 | WA021 | $52.68 | 17 | 9 | |
| 2023-04 | 522098001 | TTGX992339 | 06/12/2023 | WA021 | $52.68 | 16 | 8 | |
| 2023-04 | 522098002 | TTGX975396 | 06/12/2023 | WA021 | $174.52 | 16 | 8 | |
| 2023-04 | 522098002 | TTGX980313 | 06/12/2023 | WA021 | $174.52 | 16 | 8 | |
| 2023-04 | 522098002 | TTGX986003 | 06/12/2023 | WA021 | $174.52 | 16 | 8 | |
| 2023-04 | 522098002 | TTGX991068 | 06/12/2023 | WA021 | $174.52 | 17 | 9 | |

3. Each Equipment ID listed in the Equipment ID column is a link. Select an **Equipment ID**. The Answer Exceptions page is displayed for that selected Equipment ID.

*Exhibit 20. Answer Exceptions*



4.  All entries for the invoice are listed in the top left. Select a row from the list to view the details on the right.

5.  Change the amount of total charges by entering a new amount in the **Credit Amount (USD)** or enter a **Percentage**.

6.  Add notes in the Notes section.

7.  Selecting **Save Work** saves any changes, but you will need to return to finalize or disallow.

8.  Select **Finalize Work** to approve a credit for one or more repair lines of the invoice or **Disallow All** to reject the exception.

# Pool Operator Vendor Access

Use the following procedure to add repair vendor access to marks within your responsibility:

1.  From the main menu, select **Exceptions** > **Pool Operator Vendor Access**. The Exceptions Permissions – Vendor View/Edit page is displayed.

2.  From the **Add Repairing Company For** drop-down list, select the mark within your responsibility.

3.  Select **Name** or **Mark** and enter the repairing company's name or mark.

4.  Select **Confirm** next to the selected marks to add the repairing company to the mark you within your responsibility.

*Exhibit 21. Exception Permissions*



5.  The repair company's mark appears under **Repairing Companies** and a success message that the vendor has been granted access is displayed.

6.  Select the delete icon to remove the company when appropriate.

# Add MLPB Contacts to FindUs.Rail

FindUs.Rail is a web-based centralized database that allows you to review and manage your company's contact information. It helps railroad departments, private equipment owners, and leasing companies stay connected and query contacts and agency relationships for industry functions and roles.

If you are a pool operator or participant in MLPB, you need to be setup in the FindUs.Rail database with your email and phone number contact information. Within FindUs.Rail, there is a MLPB contact type. If this contact information is not setup, then you will not receive email notifications for MLPB. If you are not already registered in the FindUs.Rail contact database, go to https://public.railinc.com to request permission after establishing your SSO account. Refer to the *FindUs.Rail User Guide* for complete instructions on using the FindUs.Rail system.

Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the MLPB system; these are also determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry. Every MLPB pool operator and participant should be listed as a contact in FindUs.Rail.

Use the following procedure to add a MLPB contact into FindUs.Rail.

**Note:** This procedure requires that you have set up a Railinc Single Sign-On (SSO) User ID and already have a FindUs.Rail account. See the notes in Getting Started to access information about SSO.

1.  Go to https://public.railinc.com to login (see Logging In).

2.  From the Launch Pad, in the **My Applications** section, select **FindUs.Rail**.

3.  Once inside FindUs.Rail, select the **Contacts** menu, and then select the **Add Contact** link. The Add Contact page is displayed, with the **Contact** section at the top of the page and the **Categories** section at the bottom of the page.

*Exhibit 22. FindUs.Rail Add Contact – Contact Section*



4. In the top section, complete all the mandatory fields marked with an asterisk (*).

5. In the **Categories** section, select **Multi Level Pool Billing** from the **Category** drop-down list.

*Exhibit 23. FindUs.Rail Add Contact – Categories*

6. Check all the appropriate category functions for which you are responsible. A description is next to each function.

7. Apply your contact information to the appropriate marks.

8. Select the **Add Category** button to add additional categories for other products.

9. Select the **Save** button. The new FindUs.Rail contact information is added. If you receive an error message stating that only one primary contact can exist for a company, select **Secondary** as the Category Role.