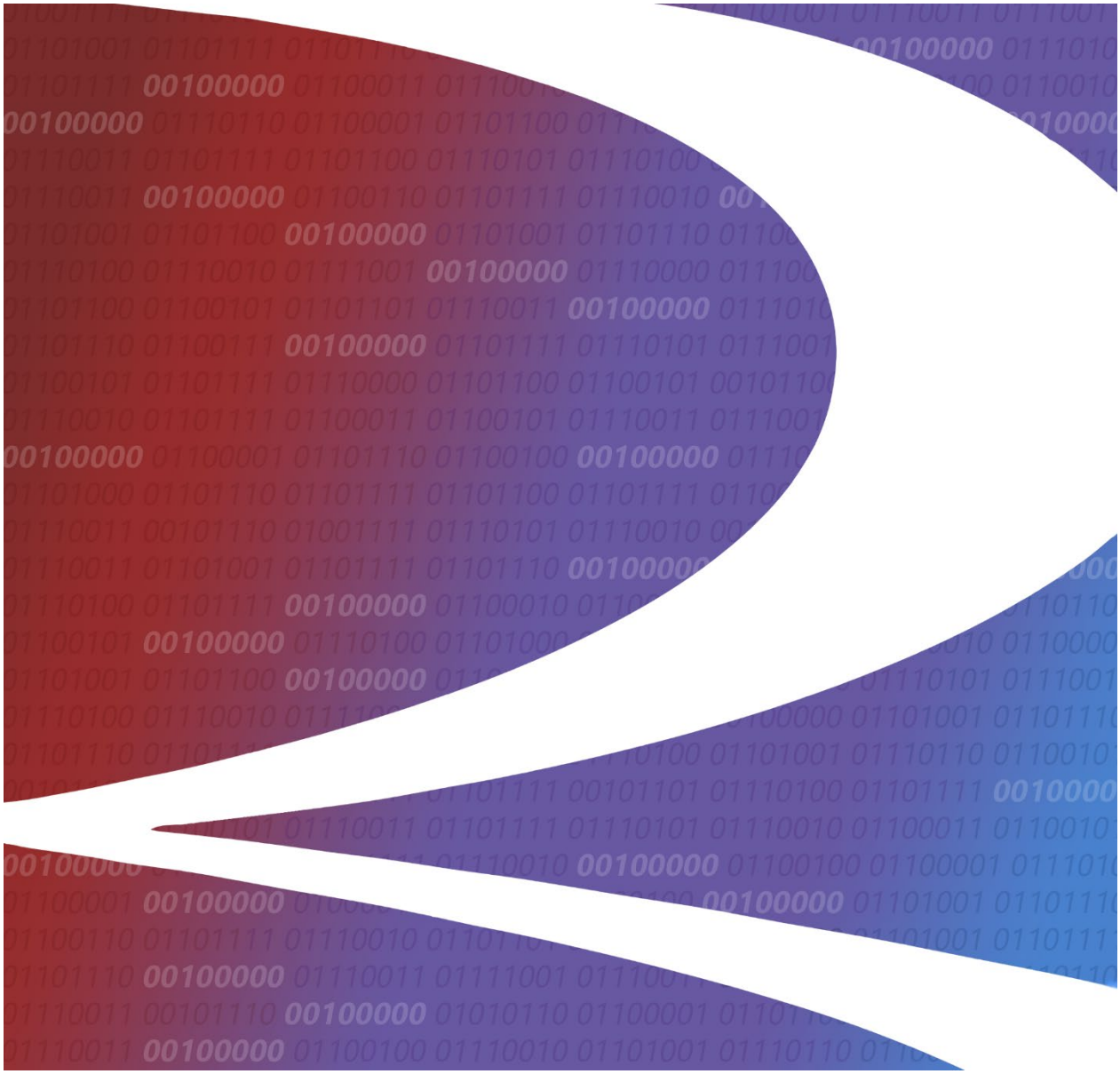


Loading Authority OT-57 User Guide

© 2025 Railinc. All Rights Reserved.

Last Updated: June 2025

Legal Disclaimer: Any actions taken in reliance on or pursuant to this document are subject to Railinc's Terms of Use, as set forth in https://public.railinc.com/terms-use, and all AAR rules.

Table of Contents

Learning about Loading Authority (OT-57) 1
Overview 1
General Business Rules 2
System Interface Notes 2
System Requirements 3
Accessing the Railinc Customer Success Center 3
Getting Started 4
User Roles 4
Logging In 5
Managing Multiple Companies 6
The Dashboard 7
Fleets 9
Creating Fleets 9
Managing Fleets 10
Warning Status 10
Suspended Status 11
Adding Equipment to a Fleet 12
Managing Conflicts 13
Editing Fleet Information 15
Removing Equipment 16
Replacing All Equipment 17
Deleting a Fleet 18
Requesting Equipment Transfers 18
Equipment Search 20
Equipment Owners 21
Railroad Users 23
Requesting Disposition 24
Fleet Managers 26
Managing Locations 27
Creating Storage Locations 27
Editing Storage Locations 28
Deleting Storage Locations 29
Managing Requests 30
Managing Disposition Requests 30
Closing Disposition Requests 32
Managing Transfer Requests 33
Appendix A. Adding OT-57 Contacts to FindUs.Rail 39
Glossary 41
Index 42

List of Exhibits

Exhibit 1. Request Application Access By Role 5
Exhibit 2. Dashboard – Equipment Owner and Fleet Manager 6
Exhibit 3. Select a Mark/Company ID 7
Exhibit 4. Dashboard for Selected Company 7
Exhibit 5. Statistic Details 8
Exhibit 6. Create Fleet 9
Exhibit 7. Manage Fleets 10
Exhibit 8. Fleet Needs Verification 11
Exhibit 9. Fleet Suspended Due to Inactivity 11
Exhibit 10. Fleet Suspended Due to Missing Primary Contact 11
Exhibit 11. Add Primary Contact 12
Exhibit 12. Add Equipment by CSV Upload or Manual Entry 12
Exhibit 13. Fleet Summary Example 14
Exhibit 14. Edit Fleet Information 16
Exhibit 15. Remove Equipment 17
Exhibit 16. Replace Equipment 17
Exhibit 17. Delete Fleet 18
Exhibit 18. Transfer Equipment 18
Exhibit 19. Equipment on Another Fleet Action Buttons 19
Exhibit 20. Equipment Request Success Message 19
Exhibit 21. Equipment Transfer Request on the Home Page 19
Exhibit 22. Equipment Search 20
Exhibit 23. Equipment Search Results – Equipment Owners View 21
Exhibit 24. Equipment Search Remove Confirmation – Equipment Owners View 21
Exhibit 25. Equipment History for an Equipment ID – Equipment Owners View 22
Exhibit 26. Equipment Search Results – Railroad User View 23
Exhibit 27. Equipment History – Railroad User View 23
Exhibit 28. Railroads Request Disposition 24
Exhibit 29. Submit Request Disposition 24
Exhibit 30. Request Disposition Success Message 24
Exhibit 31. Equipment in Disposition 25
Exhibit 32. Disposition Requests on the Dashboard 25
Exhibit 33. Equipment Search Results – Fleet Managers View 26
Exhibit 34. Equipment History – Fleet Manager View 26
Exhibit 35. Manage Storage Locations 27
Exhibit 36. Create Storage Location 27
Exhibit 37. Search and Select CIF 28
Exhibit 38. Edit Storage Location Icon 28
Exhibit 39. Edit Storage Location 29
Exhibit 40. Edit Storage Location 29
Exhibit 41. Manage Disposition Requests – Railroad View 30
Exhibit 42. Manage Disposition Requests – Railroad Comment 31
Exhibit 43. Manage Disposition Requests – Fleet Manager Comment 31
Exhibit 44. Manage Disposition Requests – Comment History 32
Exhibit 45. Manage Disposition Requests – Escalated Tab for Equipment Owners 32
Exhibit 46. Close Disposition Request 33
Exhibit 47. Verify, Resend, Escalate or Cancel Submitted Requests 34
Exhibit 48. Acknowledge/Approve/Reject Incoming Requests 35

Exhibit 49. Approve/Reject Escalated Requests (Equipment Owners only) 37
Exhibit 50. Filter Transfer Requests 38
Exhibit 51. FindUs.Rail Add Contact – Contact Section 40
Exhibit 52. FindUs.Rail Add Contact – Categories 40

Learning about Loading Authority (OT-57)

The Loading Authority (OT-57) system is a web-based application for creating fleets and viewing contact and storage location information.

This document describes how to use the Loading Authority (OT-57) system through the following major sections:

- Overview provides basic information about the system
- Getting Started describes how to access and log into the system

Fleet managers have the ability to create and manage fleets. Fleets are created and managed to register private equipment per Circular OT-57 with controlling entities and with equipment contact information and storage locations. Fleet information provides railroads with the needed contact and empty destination information for private equipment. By providing valid contact and storage information in the fleet information section, private rail equipment can be effectively managed when traveling on a railroad's line.

- Creating Fleets describes how to create a fleet
- Managing Fleets describes all the functions available for managing a fleet
- Equipment Search describes how to query an equipment search
- Requesting Disposition describes how to request dispositions
- Managing Disposition Requests describes how to manage disposition requests
- Managing Transfer Requests describes how to manage transfer requests
- Managing Locations describes how to manage locations
- Glossary and Index

To access Loading Authority (OT-57) documentation (i.e., this user guide) at any time, select the **Documentation** menu item from the application menu.

Overview

The Loading Authority OT-57 system provides a centralized, paperless process for the registration of private freight rail equipment. It is a web-based communication system that facilitates the communication between railroads and controlling entities. Private rail equipment must be registered in the Loading Authority OT-57 system with a valid controlling entity contact and storage location information. Refer to the *Association of American Railroads Circular OT-57 for Rules Governing Registration of Private Cars and Controlling Entity Contact & Storage Information* for more information.

The Loading Authority OT-57 system enables private equipment owners, lessees, and shippers to create Loading Authority OT-57 fleets and enables railroads to view contact and storage location information. In addition, the Loading Authority OT-57 system supports data integrity by receiving automated updates from Railinc's Customer Identification File (CIF), the Centralized Station Master (CSM), and Umler®.

The use of a secure and confidential Loading Authority OT-57 database assists all parties in a collaborative effort to ensure needs are met while protecting the railroads' network. By leveraging other applications such as Umler and FindUs.Rail, the Loading Authority OT-57 system offers both railroads and car owners/shippers the ability to accurately define equipment subject to Loading Authority OT-57 and provides a ready means to move empty equipment to an authorized storage location.

The Loading Authority OT-57 system makes use of the Railinc Industry Reference Files (IRF) and the data in Umler to validate that the equipment added to the system is registered and that there are no critical errors associated with the registration.

General Business Rules

The following general business rules apply to Loading Authority OT-57:

- Equipment Owners, Lessees, Shippers, and approved agents/third parties may have access to create a Loading Authority OT-57 Fleet. Single Sign-On rights must be granted that allow access to the Loading Authority OT-57 system.
- A freight car may only be on one active Loading Authority OT-57 fleet at a time.
- A Loading Authority OT-57 fleet has a maximum limit of 50,000 pieces of equipment.
- Information listed in a fleet must be valid; the Railinc Industry Reference Files are used for validation.
- A Loading Authority OT-57 fleet does not expire.
- A fleet manager can manually delete a fleet or remove equipment from fleets.
- Railroads are only able to view equipment in their company's possession.
- Equipment Owners are able to view and remove equipment from any fleet where they are the stenciled mark owner.
- Controlling Entity contact information is maintained in the FindUs.Rail application.

System Interface Notes

The following system interface notes apply to the Loading Authority OT-57 System:

- All sections and fields marked with an asterisk * are mandatory. Items that do not have an entry box next to them are display only and are populated as the mandatory data is entered.
- Certain fields have a corresponding magnifying glass icon . You can select the magnifying glass to search for valid data for the corresponding field. Industry Reference File data lookups also use (*) wildcarding to assist users in looking up data.
- The system is available 24/7 except for scheduled maintenance.

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.

Getting Started

Loading Authority OT-57 uses Railinc Single Sign-On (SSO) which is accessed from the Railinc portal at https://public.railinc.com. Select the **Customer Login** link in the upper right corner of the page. Then, follow these steps:

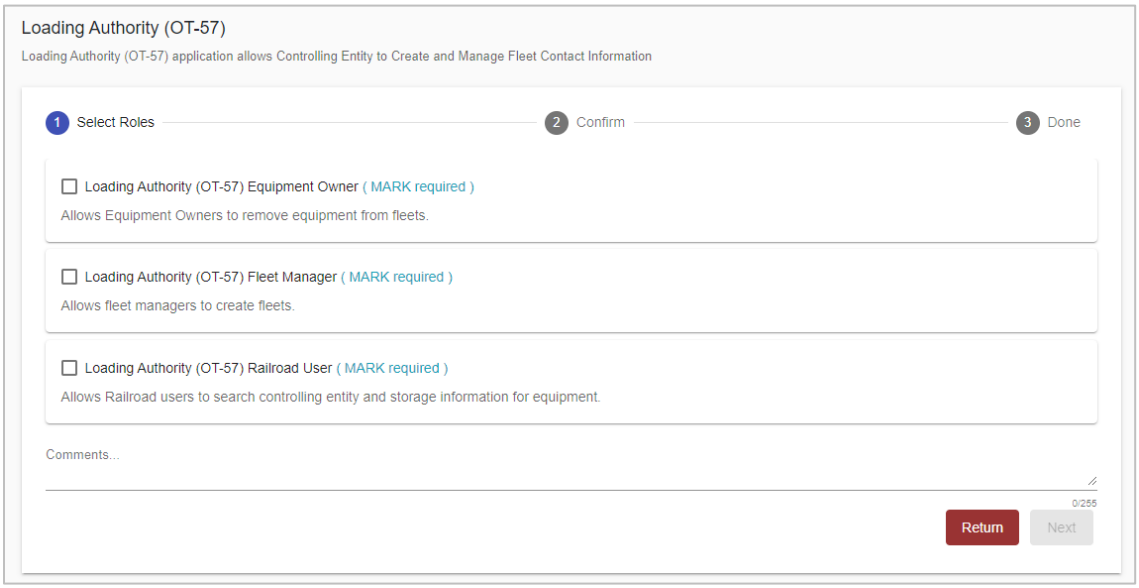
1. If you do not already have a Railinc SSO user ID and password, refer to the *Railinc Single Sign-On User Guide*. Once you have access to Railinc SSO, you must request access to Loading Authority (OT-57) within SSO.
2. If you are a controlling entity who will be creating fleets in the Loading Authority (OT-57) application, you need to be setup in the FindUs.Rail database with your email and phone number contact information. Within FindUs.Rail, there is a Loading Authority (OT-57) controlling entity contact type. If this contact information is not setup, then your controlling entity contact information will not be available for selection when your company's fleets are created. 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. See Appendix A. Adding OT-57 Contacts to FindUs.Rail for additional information. Refer to the *FindUs.Rail User Guide* for complete instructions on using the FindUs.Rail system.
3. If you do not have access to the Loading Authority (OT-57) application, request access to Loading Authority (OT-57) by following instructions in the *Railinc Single Sign-On User Guide*. See User Roles for information about the available levels of access. When you have received e-mail notification confirming your access to Loading Authority (OT-57), you can log on and begin using Loading Authority (OT-57).

User Roles

Your assigned user role determines the functions you can perform. User roles are assigned by Railinc through the SSO interface, which is described in the *Railinc Single Sign-On User Guide*.

- **Equipment Owner** – Allows Equipment Owners to remove equipment from fleets. See Equipment Search.
- **Fleet Manager** – Allows Fleet Managers to create and manage fleets, manage locations and search equipment.
- **Railroad User** – Allows Railroad Users to search controlling entity and storage information for equipment. See Equipment Search. When a Railroad User also manages fleets, the user must have Fleet Manager permissions under a different mark than the railroad mark.

Exhibit 1. Request Application Access By Role

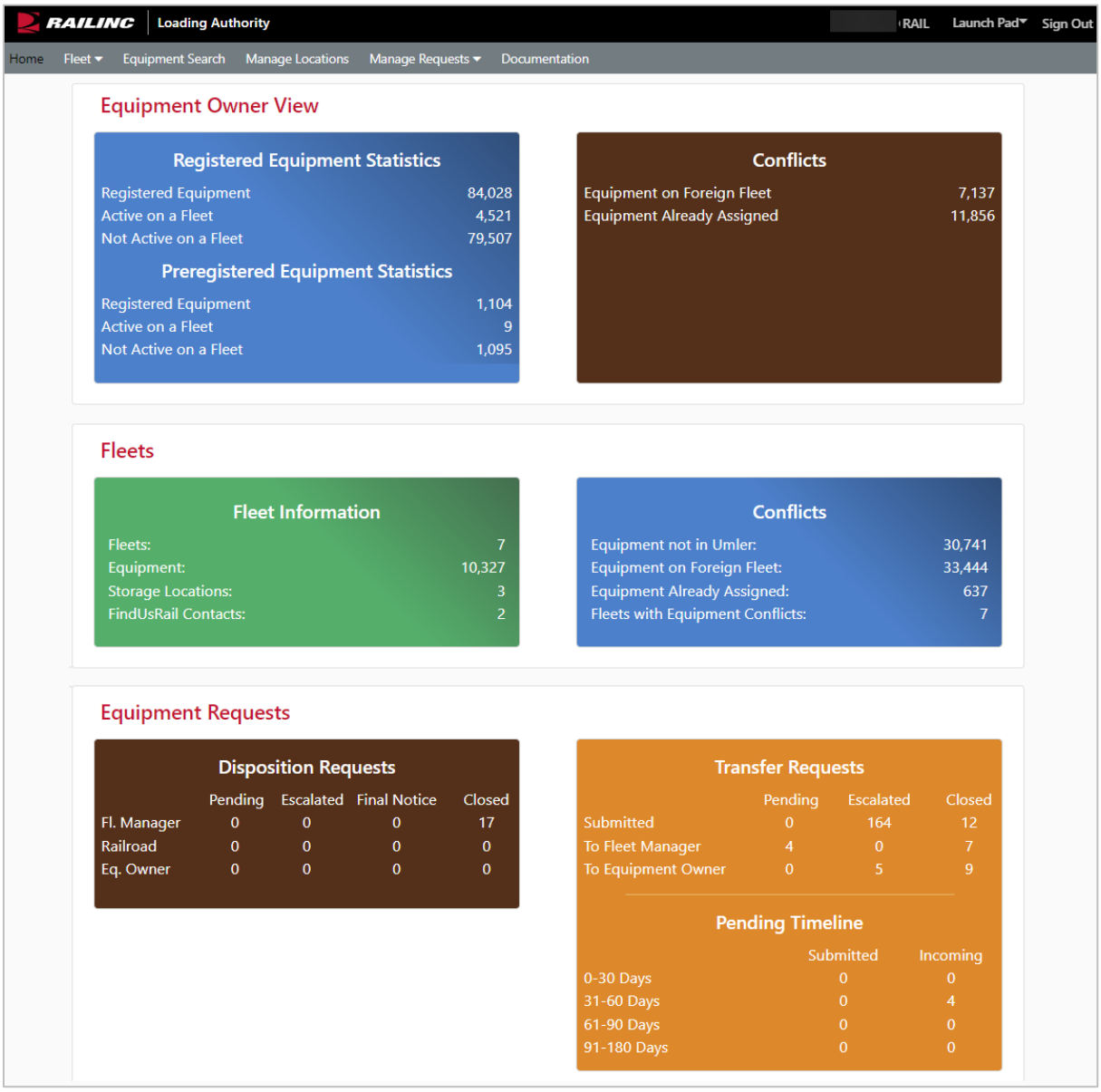


Logging In

To log into Loading Authority (OT-57):

1. Open your internet browser.
2. Enter the following URL: https://public.railinc.com/. Select the **Customer Login** link in the upper right corner of the page.
3. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In the **My Applications** section, select **Loading Authority (OT-57)**. The Loading Authority (OT-57) Dashboard page is displayed. The sections that appear in the Dashboard are dependent on your user role (User Roles). Users with the Equipment Owner and Fleet Manager roles will see the sections that are pictured below.

Exhibit 2. Dashboard – Equipment Owner and Fleet Manager



Managing Multiple Companies

Some Loading Authority (OT-57) users, especially those who work for larger agencies, manage more than one company.

If you manage one company, your company is automatically selected – you do not need to select a company to manage – and the Loading Authority (OT-57) System Dashboard page appears when you log in (see The Dashboard).

After you have been successfully set up in Railinc's SSO with the appropriate Loading Authority role assigned, you can then manage more than one company. To do this, at login you must first select the company that you want to manage. If you're involved with a single company, you can

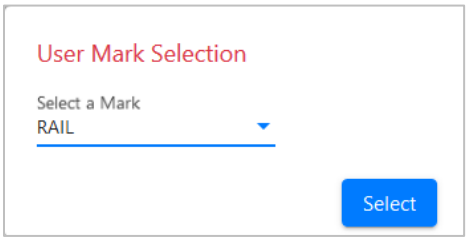
request access based on your role. If you're involved with more than one company, you can request access based on your specific role for each company for which you provide services.

Note: After selecting a listed company, you can only see and manage information for that selected entity until you select another company.

When managing more than one company, use the following procedure to select the company that you want to manage when you login:

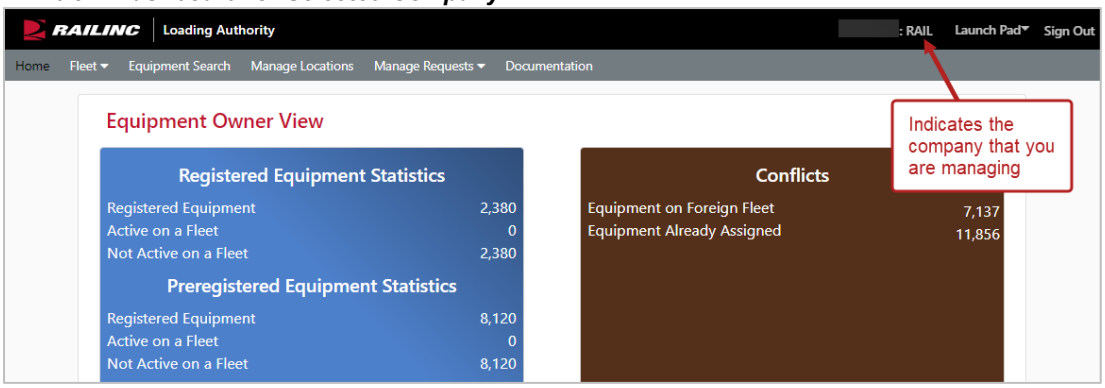
1. Log into Loading Authority (OT-57). The **User Mark Selection** pop-up box is displayed (Exhibit 3).

Exhibit 3. Select a Mark/Company ID



2. Select the Mark/Company ID from the drop-down list that you want to manage.
3. Select **Ok**. The Dashboard for the selected company is displayed allowing you to manage that company.

Exhibit 4. Dashboard for Selected Company



Change the company that you are managing at any time while using Loading Authority (OT-57). Simply select the company link as indicated in Exhibit 4 and choose another company.

The Dashboard

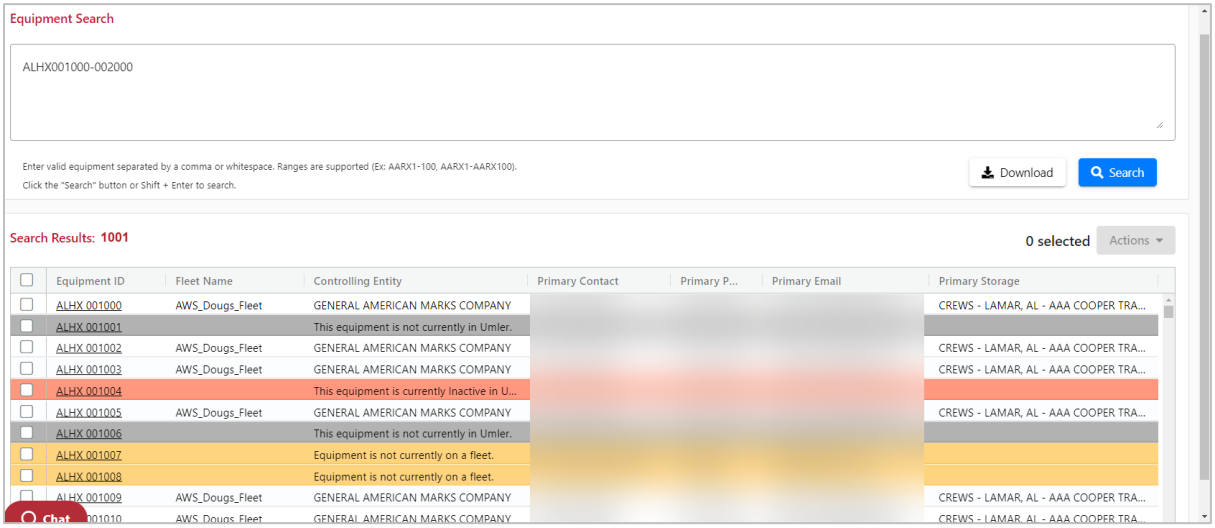
The Loading Authority (OT-57) Dashboard is displayed on the Home page immediately following a successful login to the system. From here you can perform system functions by selecting the application menu items. The Dashboard (Exhibit 2) may appear different, depending on your role. Return to the Dashboard at any time by selecting the **Home** menu item. The Dashboard provides the following sections of data:

- **Equipment Owners View** for equipment owners:

- **Registered/Preregistered Equipment Statistics** provides a summary of registered/preregistered equipment statistics. The number of registered and preregistered equipment are from the Umler system for the stenciled mark, along with the active/non-active equipment on a fleet in Loading Authority. Select a number in this section to view the details in the Equipment Search as shown in Exhibit 5.
- **Conflicts** provides a summary of your company's equipment registration conflicts. Select a number in this section to view the details in the Equipment Search, similar to Exhibit 5.

- **Fleet** for fleet managers and equipment owners:
  - **Fleet Information** provides a summary of your company's active, valid fleets and associated information.
  - **Conflicts** provides a summary of your company's equipment registration conflicts related to fleets.
- **Equipment Requests** for all roles:
  - **Disposition Requests** provides a summary of equipment disposition requests by status and role.
  - **Transfer Requests/Pending Timeline** provides a summary of equipment transfer requests by status and role and pending timeline by number of days for submitted and incoming requests.

Exhibit 5. Statistic Details



Fleets

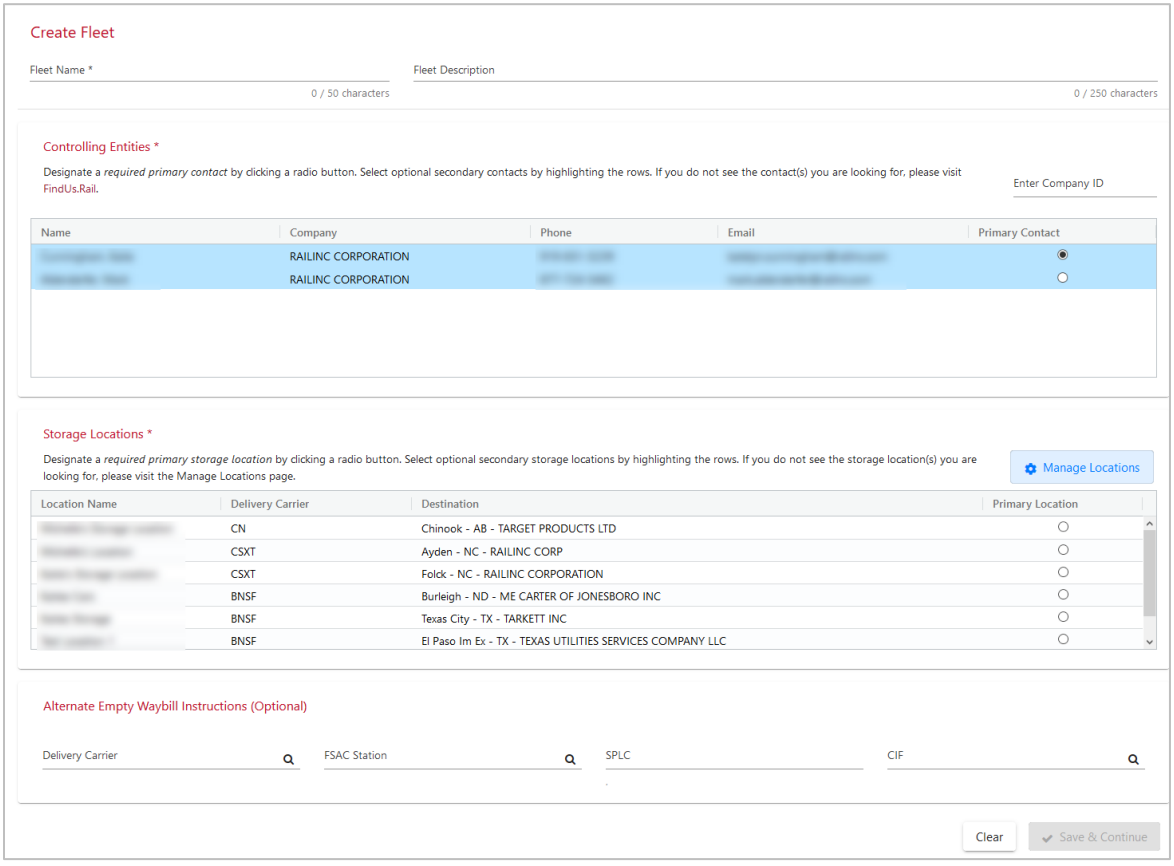
Fleet managers have the ability to create and manage fleets. Fleets are created and managed to register private equipment per Circular OT-57 with controlling entities and with equipment contact information and storage locations. Fleet information provides railroads with the needed contact and empty destination information for private equipment. By providing valid contact and storage information in the fleet information section, private rail equipment can be effectively managed when traveling on a railroad's line.

Creating Fleets

Four components are required to complete a fleet in a new Loading Authority: Fleet Name, Controlling Entity Contacts, Storage Location(s) and Equipment ID(s).

1. From the Home page, select **Fleet** > **Create Fleet** from the menu bar. The Create Fleet page is displayed.

Exhibit 6. Create Fleet



2. Complete the following fields (required are marked with an asterisk (*):
   a. **Fleet Name**
   b. **Fleet Description** (optional)

c. **Controlling Entities** – designate primary and secondary contacts. These are the contacts to be called with questions about routing the cars. Enter a **Mark** or **Company ID** to pull in controlling entities. If you do not see the contacts you're looking for visit FindUs.Rail.

- Select a primary contact by clicking a radio button.
- Select one or more optional secondary contacts by highlighting the rows (optional).

d. **Storage Locations** – designate primary and secondary locations for the cars. If you don't see the location you're looking for, see Managing Locations.

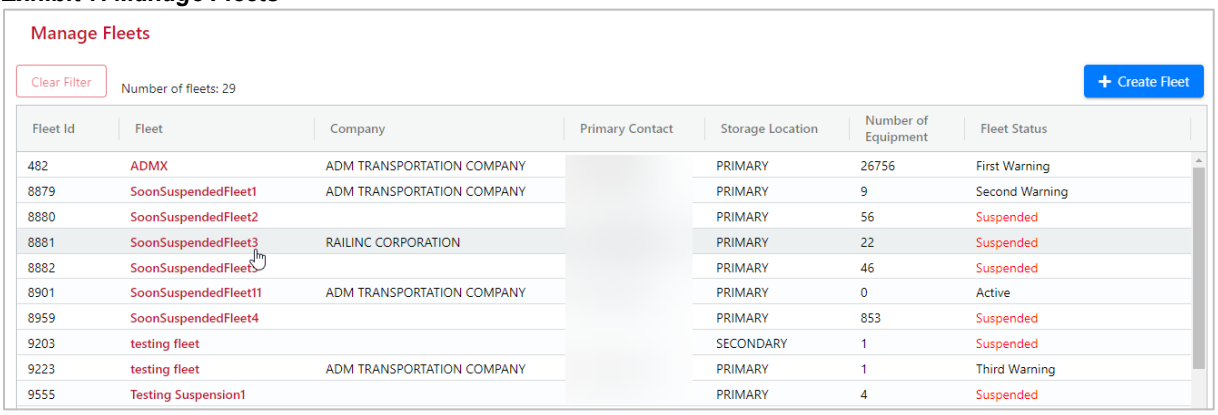
- Select a primary location by clicking a radio button.
- Select one or more optional secondary locations by highlighting the rows (optional).

3. **Alternate Empty Waybill Instructions** – this section will be available in a future phase.
4. When all required fields have been entered, the **Save & Continue** button becomes available to select. Select **Save & Continue**. See Adding Equipment to a Fleet to continue.

Managing Fleets

Manage a fleet by selecting **Fleet > Manage Fleets** from the menu bar. Select the fleet name.

Exhibit 7. Manage Fleets



Fleet Id	Fleet	Company	Primary Contact	Storage Location	Number of Equipment	Fleet Status
482	ADMX	ADM TRANSPORTATION COMPANY		PRIMARY	26756	First Warning
8879	SoonSuspendedFleet1	ADM TRANSPORTATION COMPANY		PRIMARY	9	Second Warning
8880	SoonSuspendedFleet2			PRIMARY	56	Suspended
8881	SoonSuspendedFleet3	RAILINC CORPORATION		PRIMARY	22	Suspended
8882	SoonSuspendedFleet5			PRIMARY	46	Suspended
8901	SoonSuspendedFleet11	ADM TRANSPORTATION COMPANY		PRIMARY	0	Active
8959	SoonSuspendedFleet4			PRIMARY	853	Suspended
9203	testing fleet			SECONDARY	1	Suspended
9223	testing fleet	ADM TRANSPORTATION COMPANY		PRIMARY	1	Third Warning
9555	Testing Suspension1			PRIMARY	4	Suspended

Warning Status

Fleets in the **First Warning**, **Second Warning** or **Third Warning** status are in danger of suspension. When you select the fleet from the **Manage Fleets** table, the full details of the fleet are displayed, including the number of days until suspension:

- **First Warning** means the fleet will be suspended in 30-15 days.
- **Second Warning** means the fleet will be suspended in 14-8 days.
- **Third Warning** means the fleet will be suspended in 7 or less days.

Exhibit 8. Fleet Needs Verification

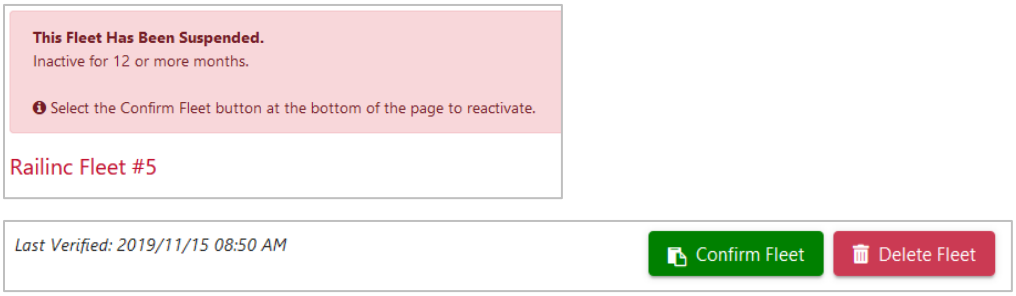
Scroll to the bottom and select the **Confirm Fleet** button to confirm that you have verified the fleet. Selecting this button confirms verification, activates the fleet for another 11 months and updates the **Last Verified** date to the current date. The status is updated to **Active**.

See Editing Fleet Information and Deleting a Fleet for details on saving and deleting fleets.

Suspended Status

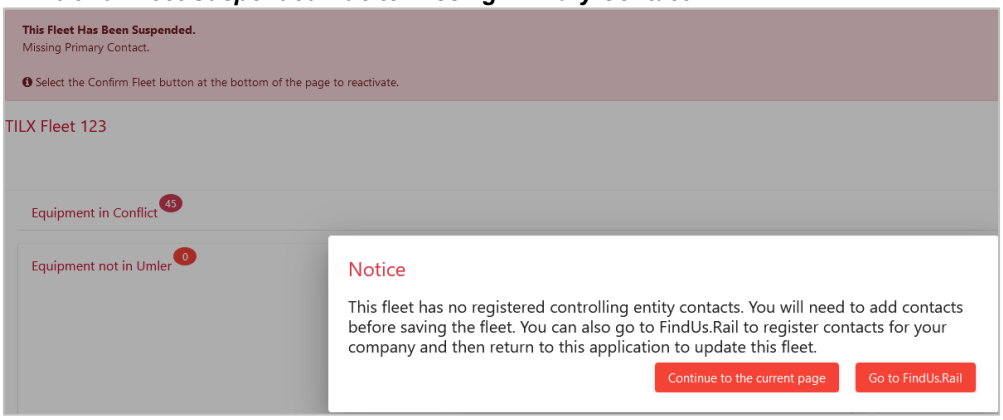
Fleets in **Suspended** status are no longer valid, including the equipment registered to the suspended fleets. When you select the fleet from the **Manage Fleets** table, the full details of the fleet are displayed, including the last verified date at the bottom of the page.

Exhibit 9. Fleet Suspended Due to Inactivity



When a fleet has been inactive for 12 or more months, to activate the fleet, scroll to the bottom and select the **Confirm Fleet** button. Selecting this button activates the fleet for another 11 months and updates the **Last Verified** date to the current date. The status is updated to **Active**.

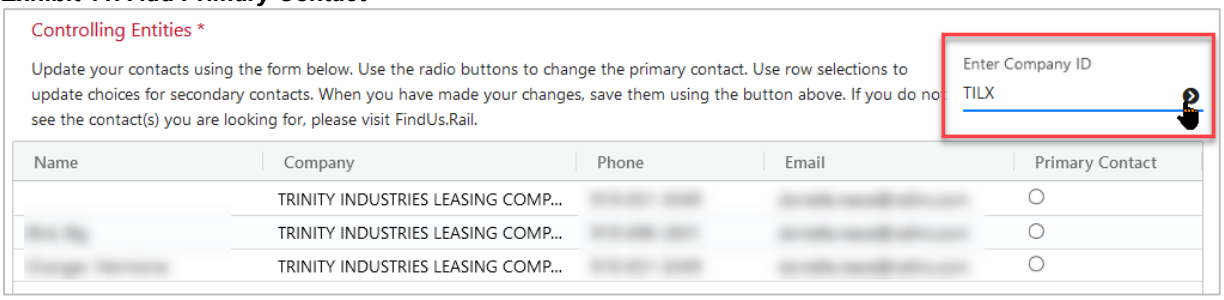
Exhibit 10. Fleet Suspended Due to Missing Primary Contact



When a fleet is suspended due to missing contacts, you'll need to update the registered controlling entity contacts.

1. All contacts for your company must be registered in FindUs.Rail before you can add them to the application and update the fleet. To register contacts, select the **Go to FindUs.Rail** button (see Appendix A. Adding OT-57 Contacts to FindUs.Rail for details).
2. Once your company's contact information is registered in FindUs.Rail, select **Continue to the current page** button.
3. In the **Controlling Entities** section, enter your company ID in the **Enter Company ID** field and click the arrow icon.

Exhibit 11. Add Primary Contact



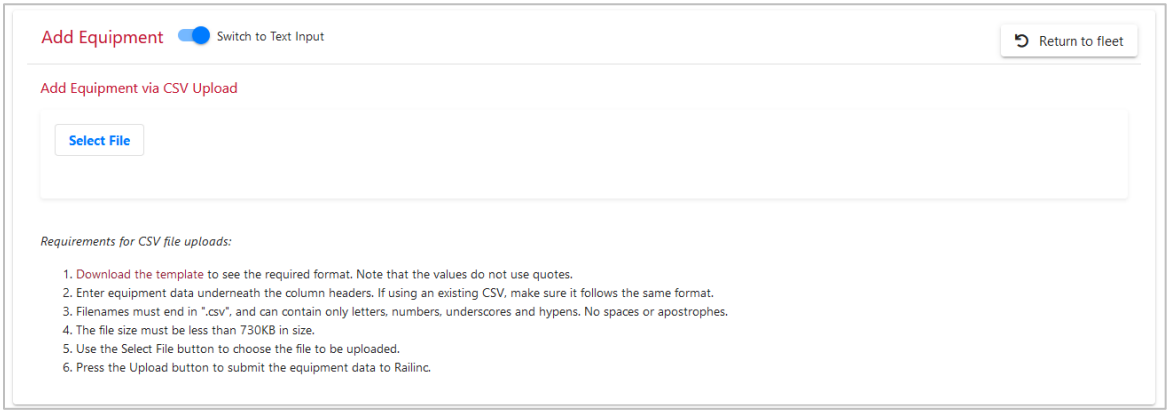
4. Select a **Primary Contact** by clicking inside the radio button for the name you want to select.
5. Scroll to the bottom and select the **Confirm Fleet** button. Selecting this button activates the fleet and updates the **Last Verified** date to the current date. The status is updated to **Active**.

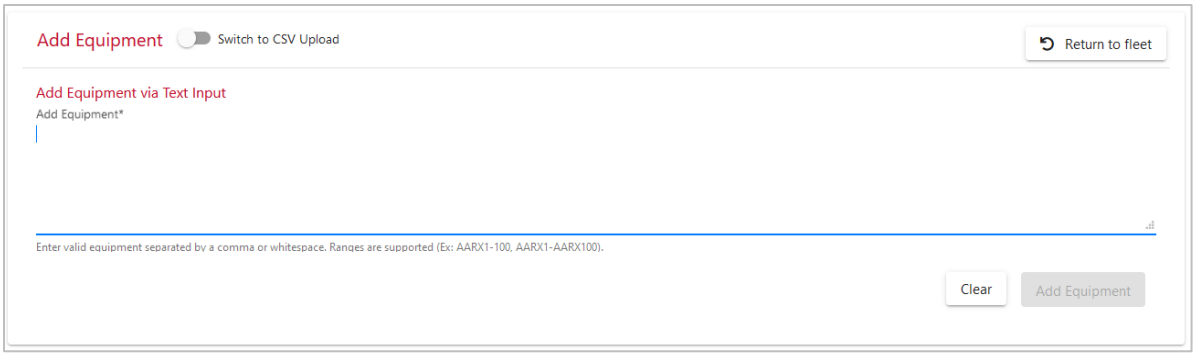
See Deleting a Fleet for details on deleting fleets.

Adding Equipment to a Fleet

Loading Authority OT-57 provides the ability to enter up to 50,000 pieces of equipment at a time by upload or manual entry.

Exhibit 12. Add Equipment by CSV Upload or Manual Entry



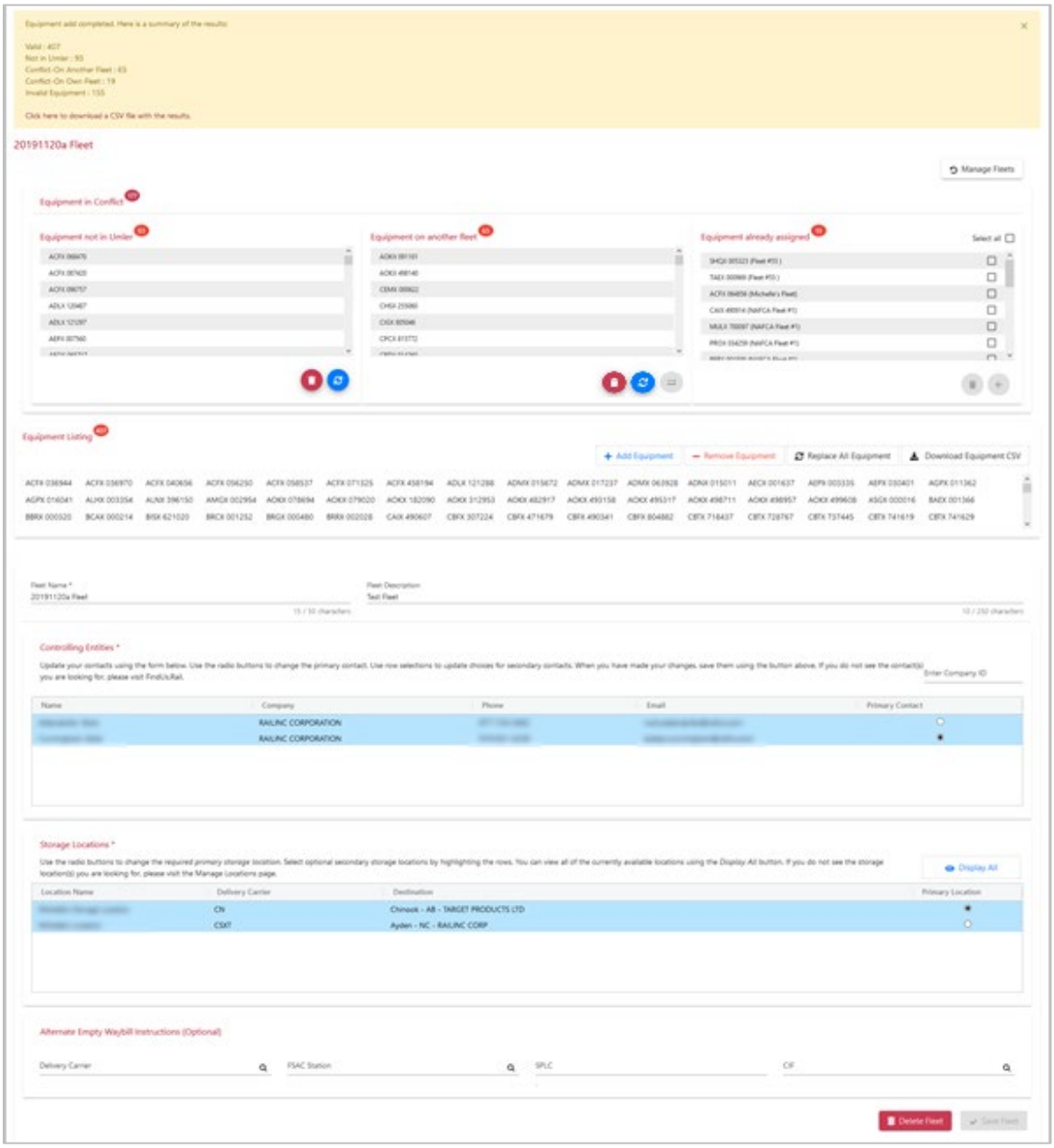


1. **Add Equipment via CSV Upload** – this is the default page for adding equipment
    - Download the template file by clicking the **Download Template** link. Save it to your local machine.
    - Enter the appropriate equipment data underneath the column headers. The file size must be less than 730 KB to upload it.
    - Use the **Select File** button to choose the modified file and select it.
    - Select the **Upload** button to upload the file.
2. **Add Equipment via Text Input** – click on the **Switch to Text Input** toggle button to manually enter equipment
    - Enter equipment in the **Add Equipment** field as a range or delimited by commas or spaces and select the **Add Equipment** button.
    - You can skip this step by selecting the **Return to Fleet** button, but you'll need to add equipment before your fleet can be saved.

Managing Conflicts

The Fleet summary page shows any equipment that is in conflict, including **Equipment not in Umler**, **Equipment on another fleet** and **Equipment already assigned**. The fleet summary page provides you with information to help manage your equipment.

Exhibit 13. Fleet Summary Example



1. **Equipment in Conflict** – this is equipment that may need to be added to Umler or may be part of another fleet or another company may have your equipment assigned to another fleet. Unless fixed, equipment in the Equipment in Conflict sections will not be saved to your fleet. Only equipment that appears in the **Equipment Listing** section will be saved to your fleet.

    a. **Equipment not in Umler**

    - As needed, update your equipment in Umler and then select the blue refresh icon for an update of the list.
    - Select the red trash icon to remove conflicts in this section.

b. **Equipment on another fleet**

- As needed, transfer equipment back to your company by contacting the equipment owner and then select the blue refresh icon for an update of the list.
- To transfer equipment that is part of another fleet to your fleet, select the green transfer button to initiate the transfer request. For details, see Requesting Equipment Transfer.
- Select the red trash icon to remove conflicts in this section.

c. **Equipment already assigned**

- Select equipment to move them from another fleet to the current fleet and then select the blue arrow icon.
- Select equipment and the red trash icon to remove equipment in this section.

2. **Equipment Listing**

- Equipment appearing in this section has no conflicts and will be automatically saved to the fleet.

3. **Add Equipment** button: Select this button to Adding Equipment to a Fleet.
4. **Remove Equipment** button: Select this button to the Removing Equipment.
5. **Replace All Equipment** button: Select this button to Replacing All Equipment.
6. **Download Equipment CSV** button: Select this button to download the list appearing in Equipment Listing. The list of equipment initials and numbers can be saved as a .csv file.
7. **Delete Fleet** button: Select this button to Deleting a Fleet.
8. **Save Fleet** button: When updates are made to the **Fleet Name**, **Fleet Description**, **Controlling Entities** and/or **Storage Locations**, select the **Save Fleet** button to save your updates. For **Equipment in Conflict** sections, Loading Authority automatically saves any updates to these lists.

Editing Fleet Information

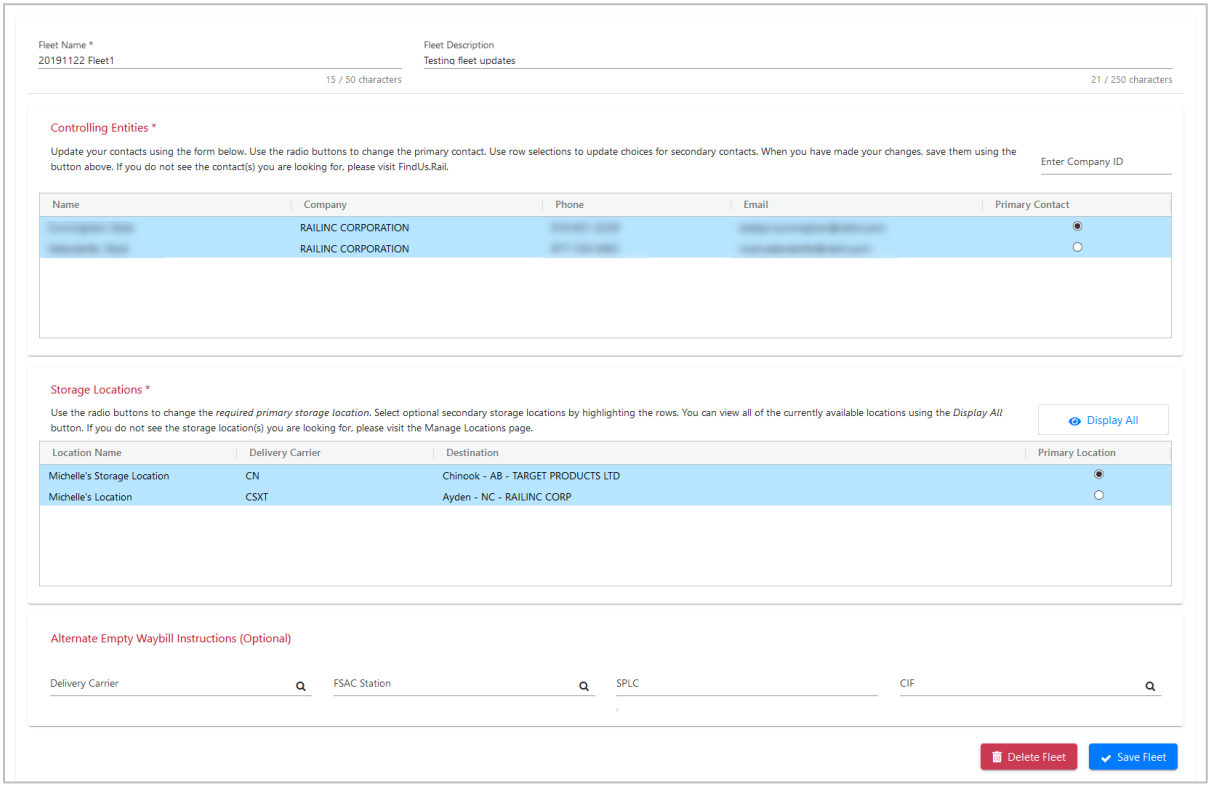
When one or more updates are made to the **Fleet Name**, **Fleet Description**, **Controlling Entities** and/or **Storage Locations**, select the **Save Fleet** button to save your updates.

1. Update any of the following fields (required are marked with an asterisk (*):
   a. **Fleet Name**
   b. **Fleet Description** (optional)
   c. **Controlling Entities** – designate primary and secondary contacts. These are the contacts to be called with questions about the cars. Enter a **Mark** or **Company ID** to pull in controlling entities. If you do not see the contacts you're looking for visit FindUs.Rail.
      - Select a primary contact by clicking a radio button.
      - Select one or more optional secondary contacts by highlighting the rows (optional).
   d. **Storage Locations** – designate primary and secondary locations for the cars. If you don't see the location you're looking for, see Managing Locations.

- Select a primary location by clicking a radio button.
- Select one or more optional secondary locations by highlighting the rows (optional).

2. **Alternate Empty Waybill Instructions** – this section will be available in a future phase.
3. Select **Save Fleet**.

Exhibit 14. Edit Fleet Information



Removing Equipment

To remove equipment:

1. Enter equipment in the **Remove Equipment** field as a range or delimited by commas or spaces.
2. Select **Remove Equipment** to remove the equipment you have entered or **Clear** to clear your entry.
3. Select **Proceed** to confirm removing equipment or **Cancel** to cancel.
4. Select **Return to fleet** to return to your fleet summary.

Exhibit 15. Remove Equipment

Replacing All Equipment

To replace all equipment that is currently listed for your fleet:

1. Enter equipment in the **Replace Equipment** field as a range or delimited by commas or spaces.
2. Select **Replace Equipment** to replace all equipment for the fleet or **Clear** to clear your entry.
3. Select **Proceed** to confirm replacing all equipment with your entry or **Cancel** to cancel.
4. Select **Return to fleet** to return to your fleet summary.

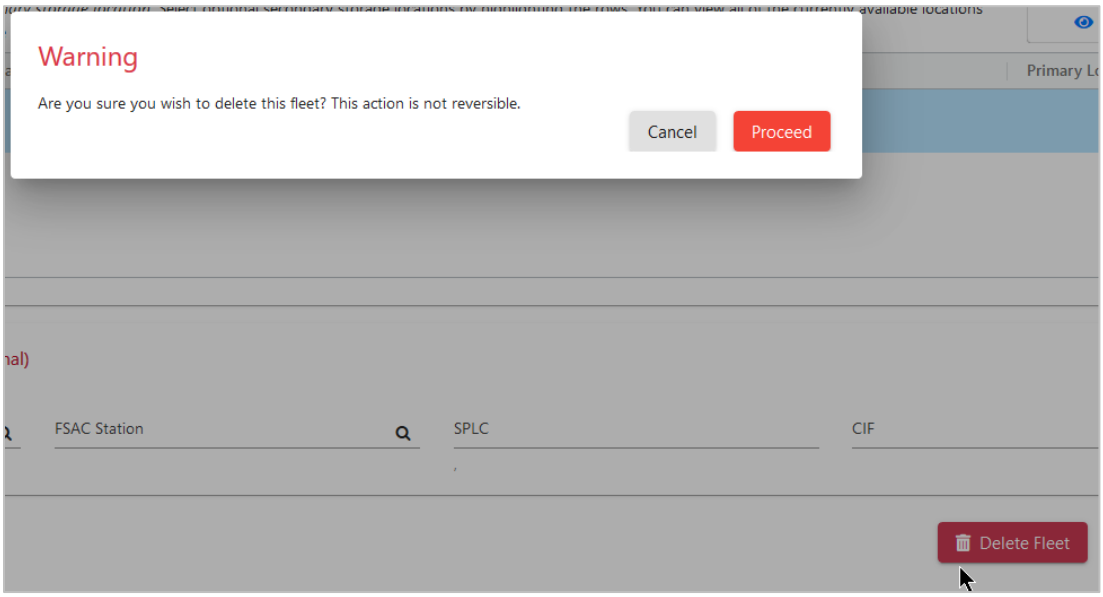
Exhibit 16. Replace Equipment

Deleting a Fleet

To delete a fleet:

1. Select the **Delete Fleet** button at the bottom of your fleet summary.
2. Confirm that you want to delete the fleet by selecting the **Proceed** button, otherwise select **Clear** to cancel the delete.

Exhibit 17. Delete Fleet

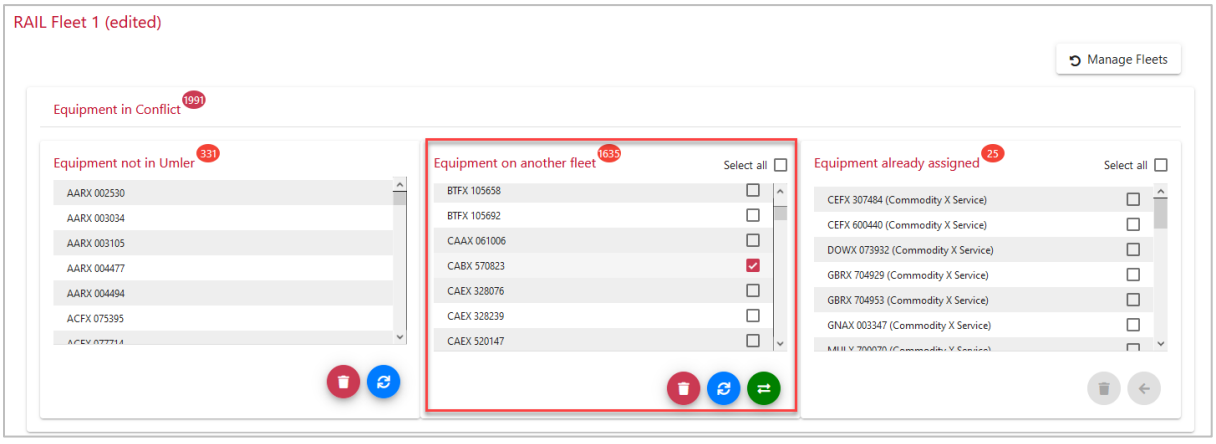


Requesting Equipment Transfers

To transfer equipment that is part of another fleet to your fleet:

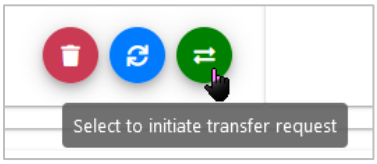
1. In the **Equipment on another fleet** section of your fleet's summary page (Exhibit 13), select the equipment that you want transferred to your fleet.

Exhibit 18. Transfer Equipment



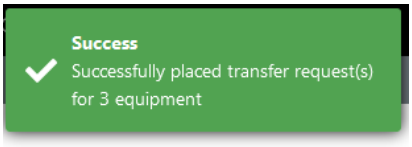
2. Select the blue button to verify the equipment is still on another controlling entity's fleet.
3. Select the green transfer button to initiate the transfer request.

Exhibit 19. Equipment on Another Fleet Action Buttons



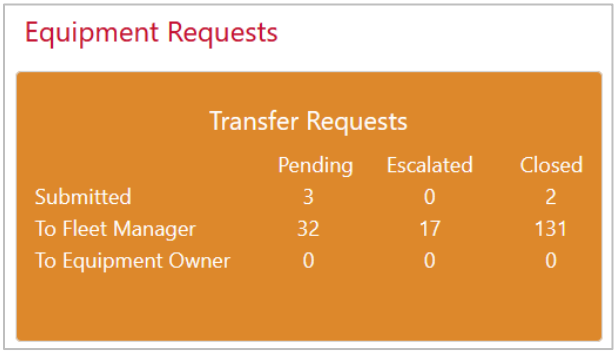
4. A success message will confirm that you have placed a transfer request and the amount of equipment selected.

Exhibit 20. Equipment Request Success Message



5. The **Equipment Requests** section of the **Home** page will be updated with the amounts of all the existing equipment requests and statuses for your MARK. The three requests submitted above are shown in the example below in the **Submitted** row under the **Pending** column.

Exhibit 21. Equipment Transfer Request on the Home Page



For more details about transfer requests, see Managing Transfer Requests.

Equipment Search

The Equipment Search allows users to search for up to 10,000 pieces of equipment.

- **Equipment owners** can search and download a list of equipment that they own and remove it from its current fleet.
- **Railroad users** can search and download a list of equipment that they possess and request disposition.
- **Fleet managers** can search equipment and download a list of equipment that is assigned to their fleets. For equipment that isn't in one of their fleets, an error message will show the information is confidential.

To search equipment:

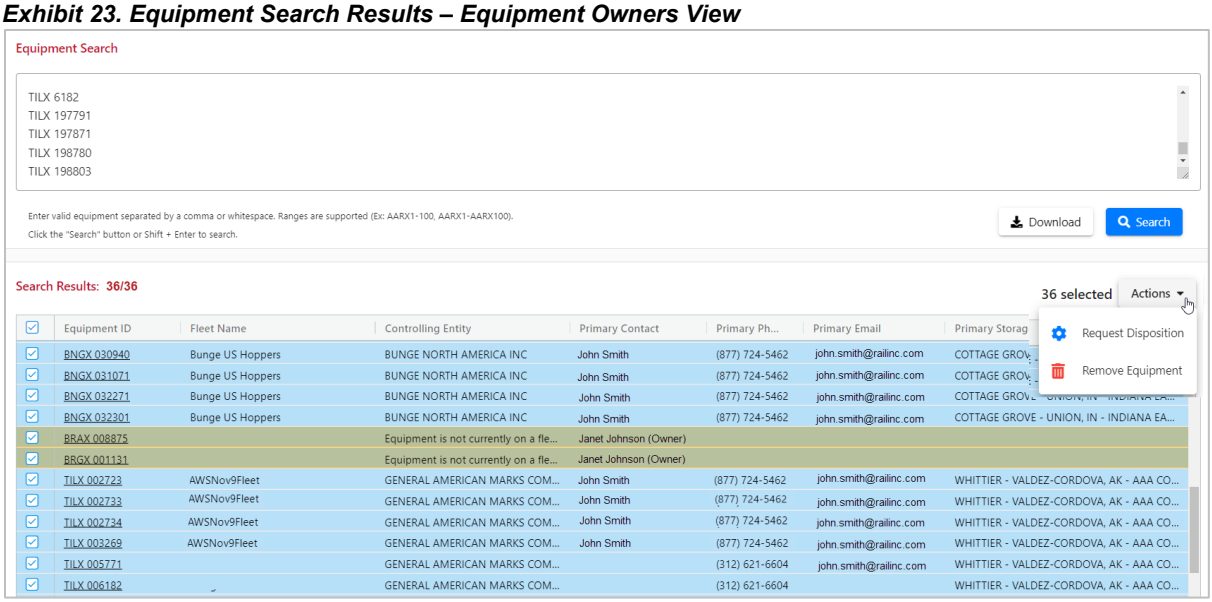
1. Select **Equipment Search** from the main menu.
2. Enter equipment in the **Equipment Search** field as a range or delimited by commas or spaces.
3. Select **Search** to view search results or **Download** to download the search results to a .csv file.

Exhibit 22. Equipment Search

Equipment Owners

As an equipment owner, the **Search Results** page provides you the ability to remove equipment from its current fleet.

Exhibit 23. Equipment Search Results – Equipment Owners View

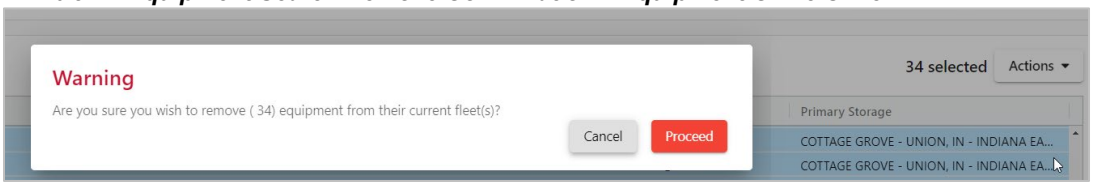


To request disposition, see Requesting Disposition.

To remove equipment from its current fleet:

1. Select all checkboxes by selecting the checkbox at the top of the first column or select individual checkboxes for the equipment you want to remove. Once one or more checkboxes are selected, the **Actions** drop-down list appears at the top right of the table.
2. Select **Actions** and select **Remove Equipment**.
3. Select **Proceed** to confirm removing the selected equipment or **Cancel** to cancel.

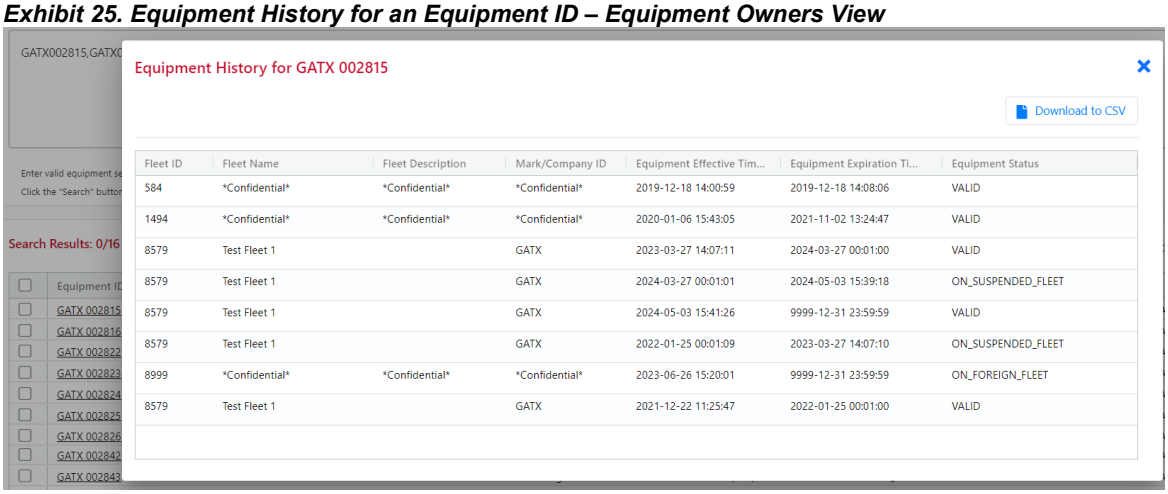
Exhibit 24. Equipment Search Remove Confirmation – Equipment Owners View



To view fleet history details of an Equipment ID:

1. From the Search Results page (Exhibit 23), select the **Equipment ID** link in the first column for the car you want to review. The Equipment History for the car pop-up displays, showing the car's fleet history with effective and expiration timestamps and status.

Exhibit 25. Equipment History for an Equipment ID – Equipment Owners View

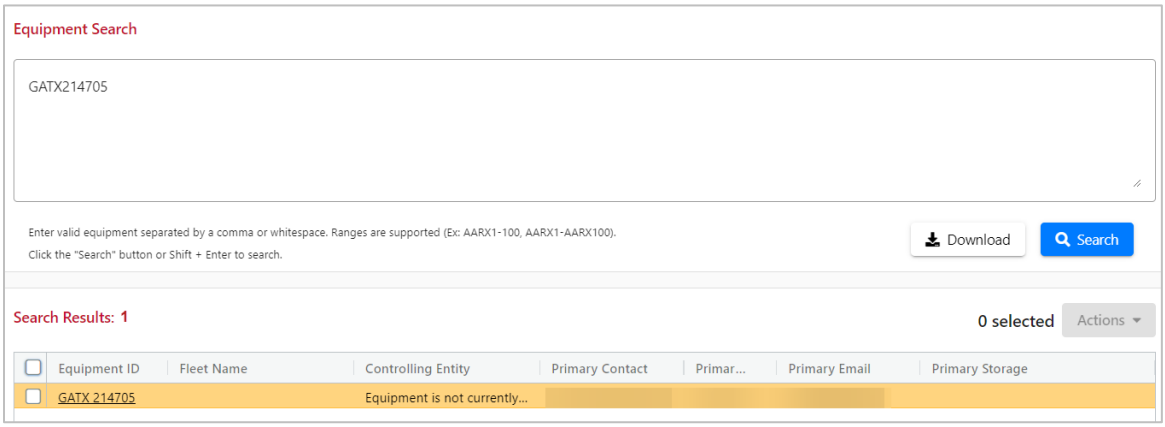


2. Select the **Download to CSV** button to download the fleet history.
3. Data will vary depending on your role and some information might be marked as confidential. For example, if you are an equipment owner and you do not own the car, then the information is marked as Confidential.
    - Equipment Owners can view any information for their own cars.
    - Fleet Managers can view their own fleet information.
    - Railroads can view information about cars in their possession.

Railroad Users

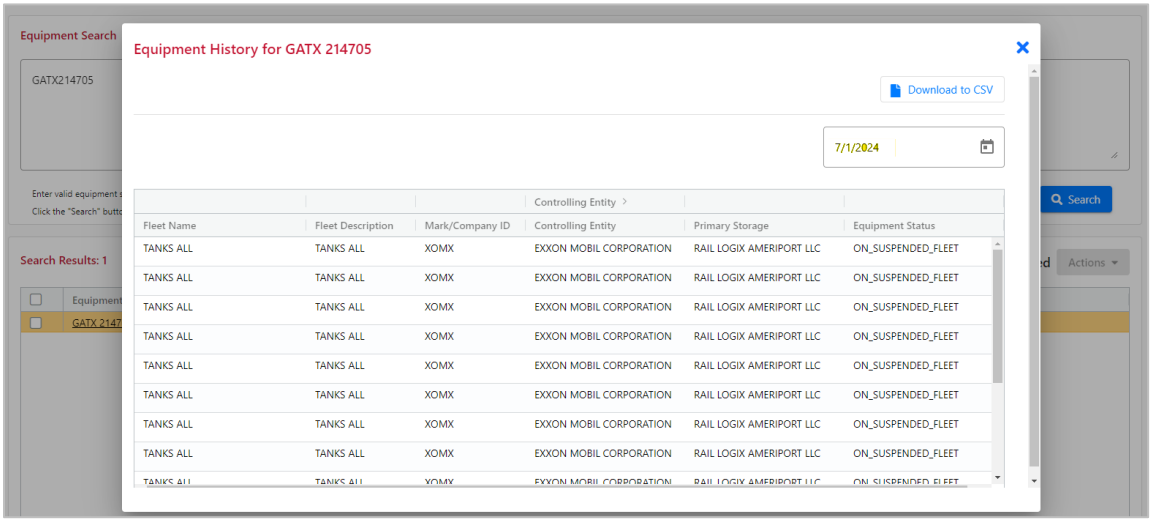
As a railroad user, the **Search Results** provides you with the ability to search and download equipment in your possession. When equipment is not in your possession, a message appears next to the equipment ID as pictured below. For equipment that is not assigned to a fleet, a message appears next to the equipment ID with the primary equipment owner listed in FindUs.Rail.

Exhibit 26. Equipment Search Results – Railroad User View



Select the **Equipment ID** link in the first column for the car you want to review. The Equipment History for the car displays, showing the car's fleet history and status. Railroads can view information about cars in their possession. Select the Calendar icon in the top right to choose a different date.

Exhibit 27. Equipment History – Railroad User View

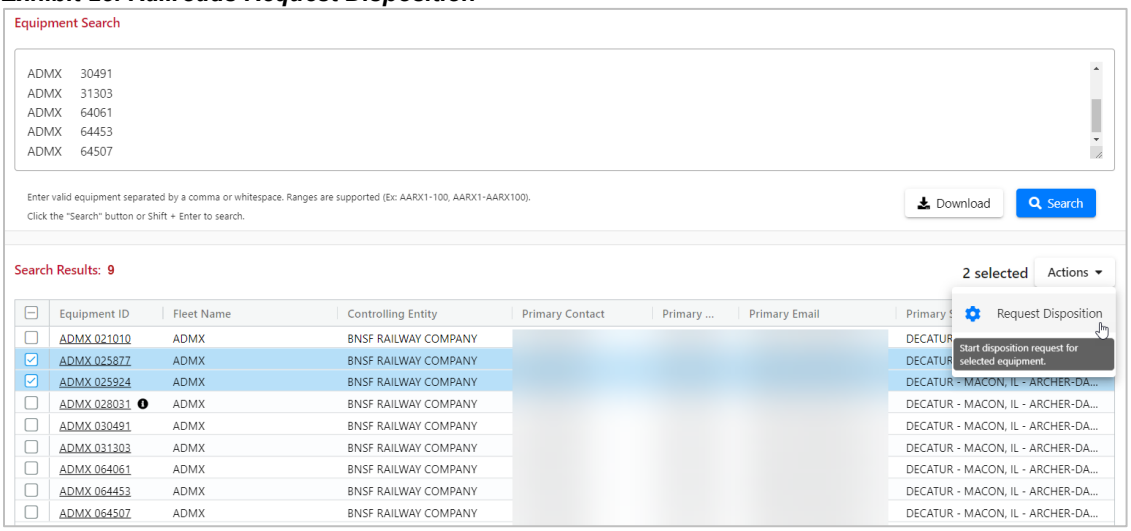


Requesting Disposition

When there is no billing instruction or a receiver/loader is unwilling to accept or rejects a car, railroads may choose the option of sending a private car to its storage location. This is called disposition. Railroads notify the car's controlling entity of the disposition of their car through the following process:

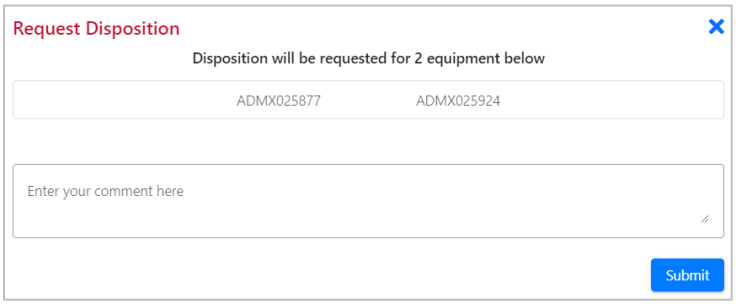
1. From the **Search Results**, select one or more rows by clicking inside the checkbox in the first column.

Exhibit 28. Railroads Request Disposition



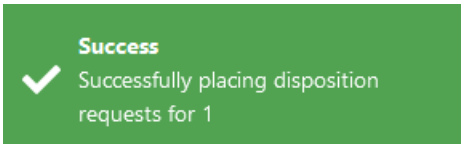
2. From the **Actions** drop-down list, select **Request Disposition**.
3. The **Request Disposition** pop-up is displayed. Enter a comment (optional) and select **Submit**.

Exhibit 29. Submit Request Disposition



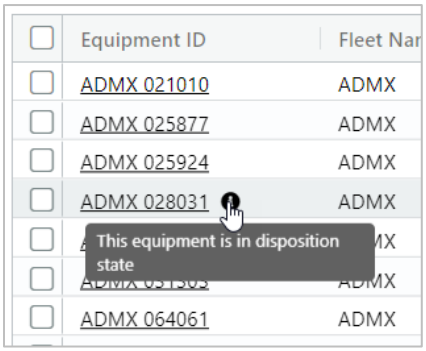
4. A success message will confirm that you have created a disposition request for the amount of equipment selected and you'll receive an email notification.

Exhibit 30. Request Disposition Success Message



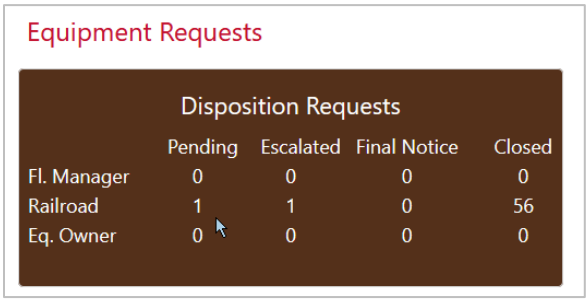
5. All equipment in the disposition state is marked on the Search Results page with an informational icon next to the equipment ID.

Exhibit 31. Equipment in Disposition



6. On the Home page, the dashboard shows an increase in the amount of pending Disposition Requests.

Exhibit 32. Disposition Requests on the Dashboard

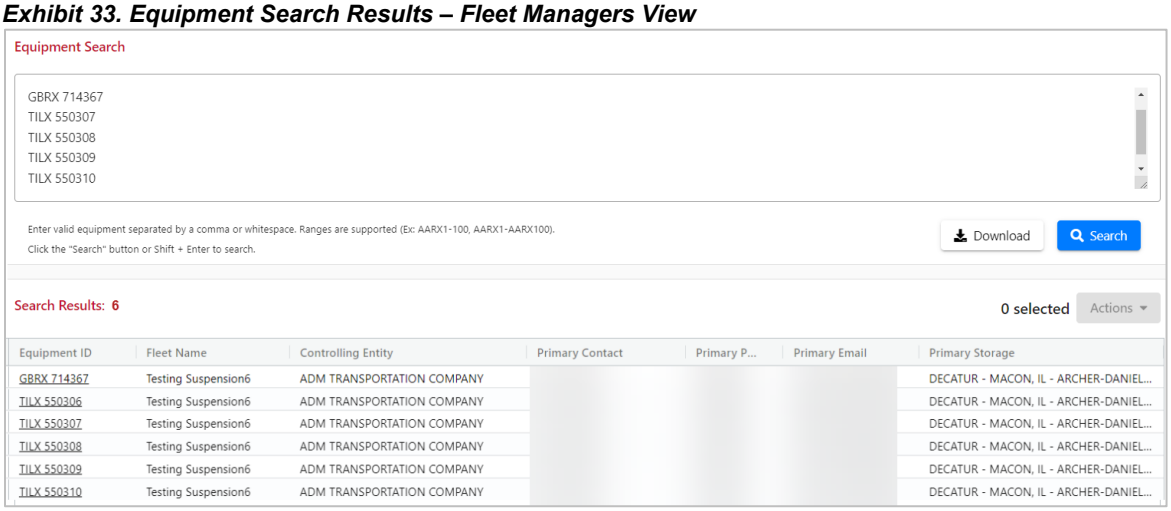


7. See Managing Disposition Requests to validate and add comments to your disposition request.

Fleet Managers

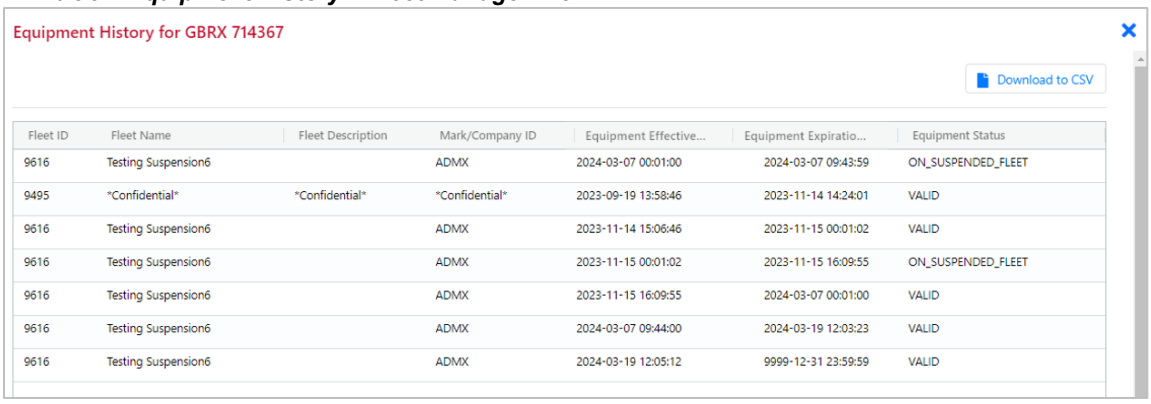
As a fleet manager, you have the ability to search and download equipment that is assigned to your fleets. For equipment that isn't in one of your fleets, a message appears next to the equipment ID.

Exhibit 33. Equipment Search Results – Fleet Managers View



Select the **Equipment ID** link in the first column for the car you want to review. The Equipment History for the car displays, showing the car's fleet history with effective and expiration timestamps and status.

Exhibit 34. Equipment History – Fleet Manager View



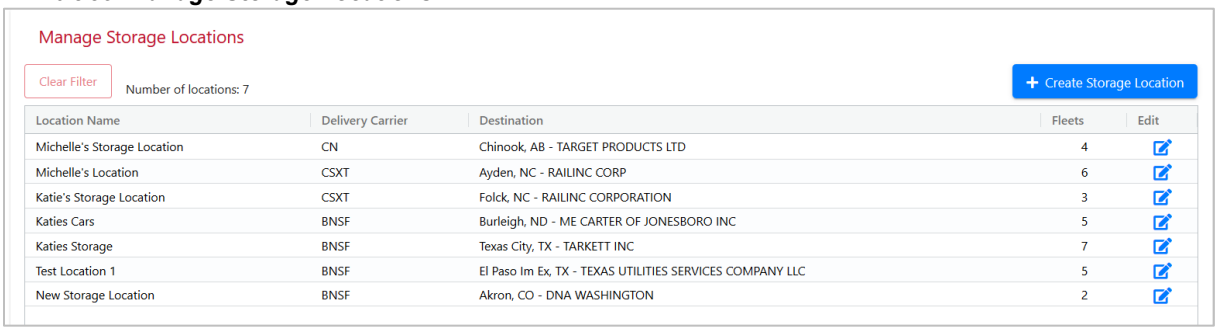
Managing Locations

Fleet managers have the ability to manage storage locations.

To view the storage locations for your company:

1. Select **Manage Locations** from the main menu.

Exhibit 35. Manage Storage Locations

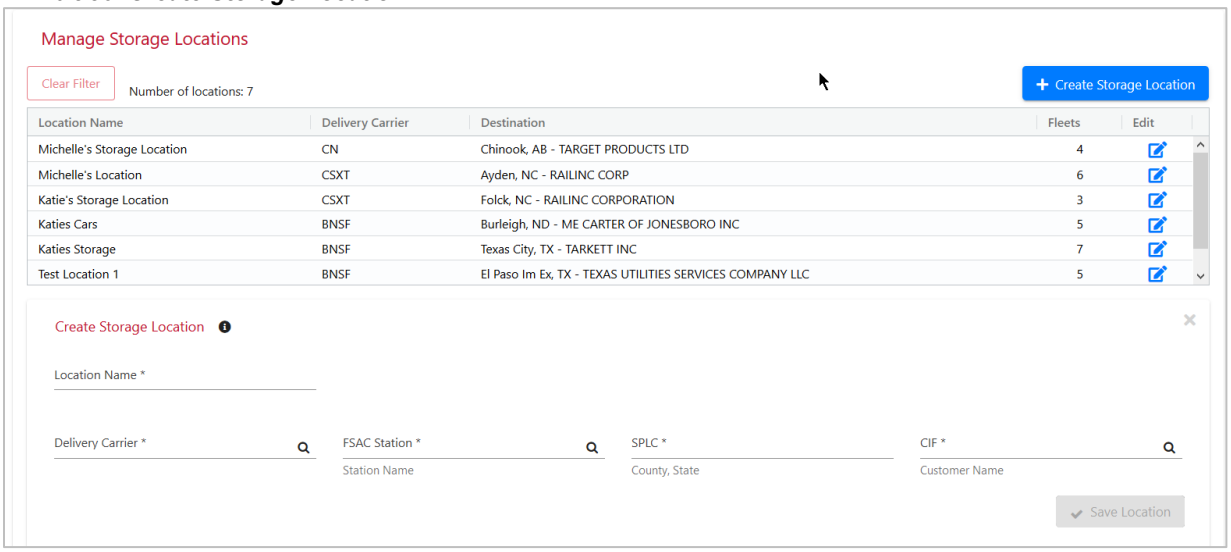


Creating Storage Locations

To add a storage location:

1. Select **Manage Locations** from the main menu.
2. Select the **+ Create Storage Location** button from the main menu.

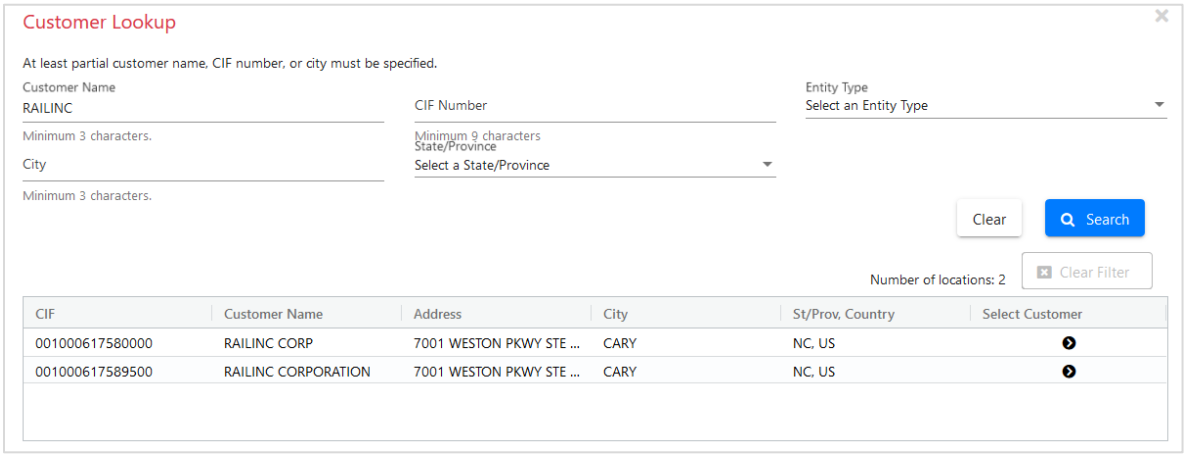
Exhibit 36. Create Storage Location



3. All fields with an asterisk (*) are required to save a location.
   a. Enter the **Location Name**.
   b. Enter or search for **Delivery Carrier**, **FSAC Station**, **SPLC** and **CIF** by selecting the search icon.

- To search, enter the minimum required characters. Select the **Search** button to search or **Clear** to clear your entries.
- Choose the appropriate row by selecting the arrow in the right column.

Exhibit 37. Search and Select CIF



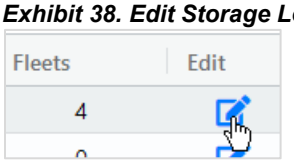
4. Once all required fields are entered, select **Save Location**.

Editing Storage Locations

To edit an existing storage location:

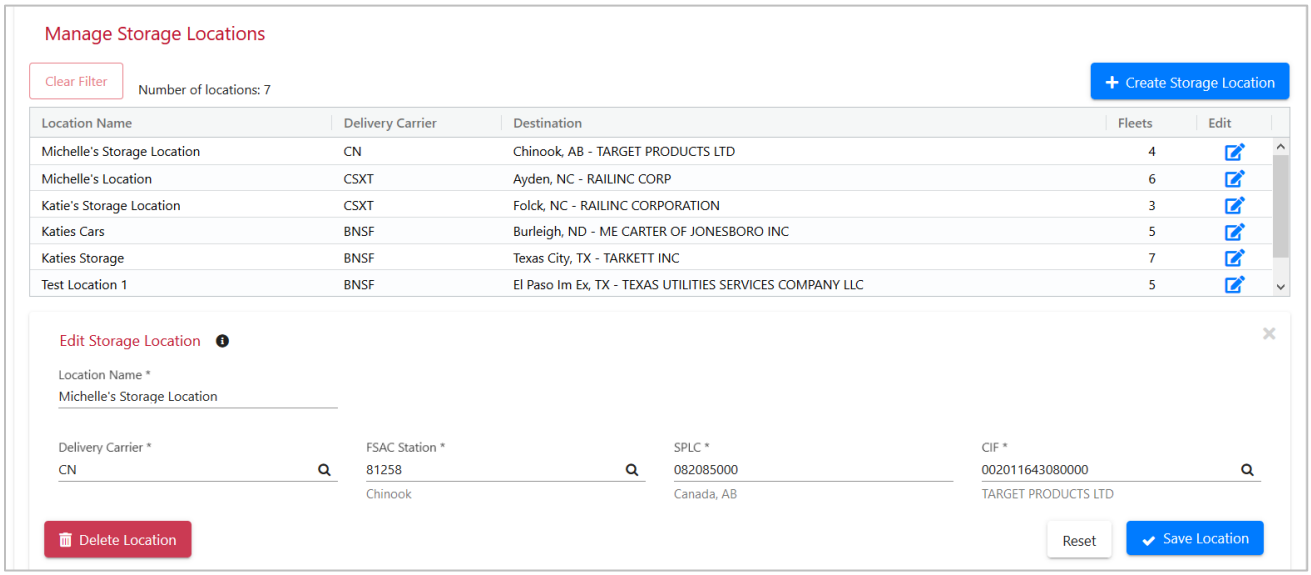
1. Select **Manage Locations** from the main menu.
2. Select the **Edit icon** in the **Edit** column for the storage location you want to edit.

Exhibit 38. Edit Storage Location Icon



3. The **Edit Storage Location** section displays below the list of storage locations. Edit the appropriate fields.
4. Select **Save Location** to save your updated information or select **Reset** to revert your changes back to the original information.

Exhibit 39. Edit Storage Location



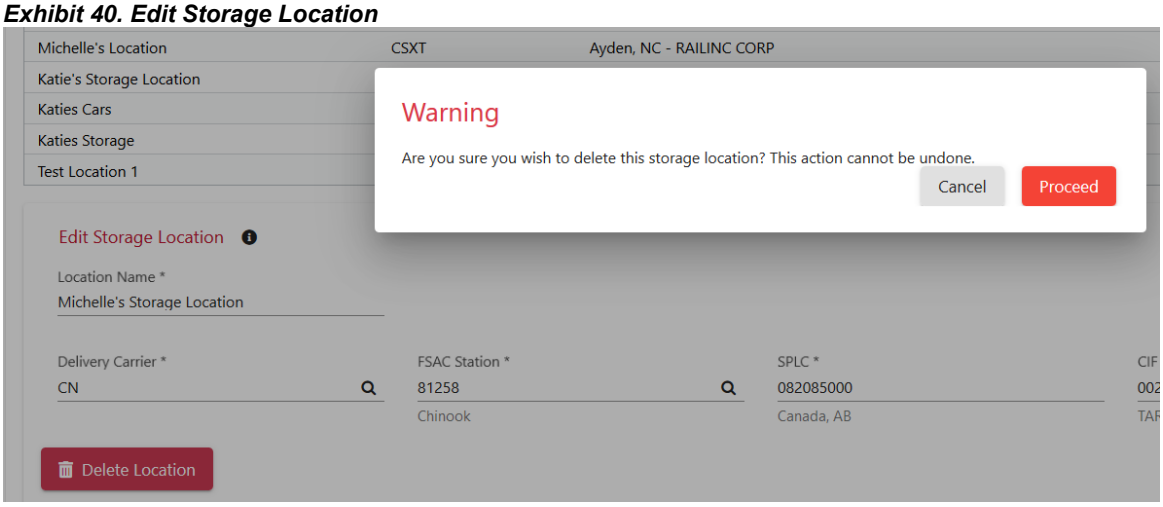
Deleting Storage Locations

Storage Locations can only be deleted when no fleets are assigned to them.

To delete an existing storage location that has a zero in the Fleets column:

1. Select **Manage Locations** from the main menu.
2. Select the **Edit icon** in the **Edit** column for the storage location you want to edit (Exhibit 38).
3. Verify that you are deleting the appropriate fleet because deleting the fleet cannot be undone. Select the **Delete Location** button.
4. Select **Proceed** to confirm delete the fleet or **Cancel** to cancel.

Exhibit 40. Edit Storage Location



Managing Requests

To manage disposition and transfer requests, you must have permission for your role (fleet manager, railroad and/or equipment owner) set up in Loading Authority (OT-57), and you must have your contact information listed in the Loading Authority (OT-57) category in FindUs.Rail. See Appendix A. Adding OT-57 Contacts to FindUs.Rail for details.

Managing Disposition Requests

Fleet managers, railroads and equipment owners have the ability to add comments to disposition requests. Every time a comment is added, the railroad user, fleet manager and equipment owner are notified by email. Only railroad users can close disposition requests.

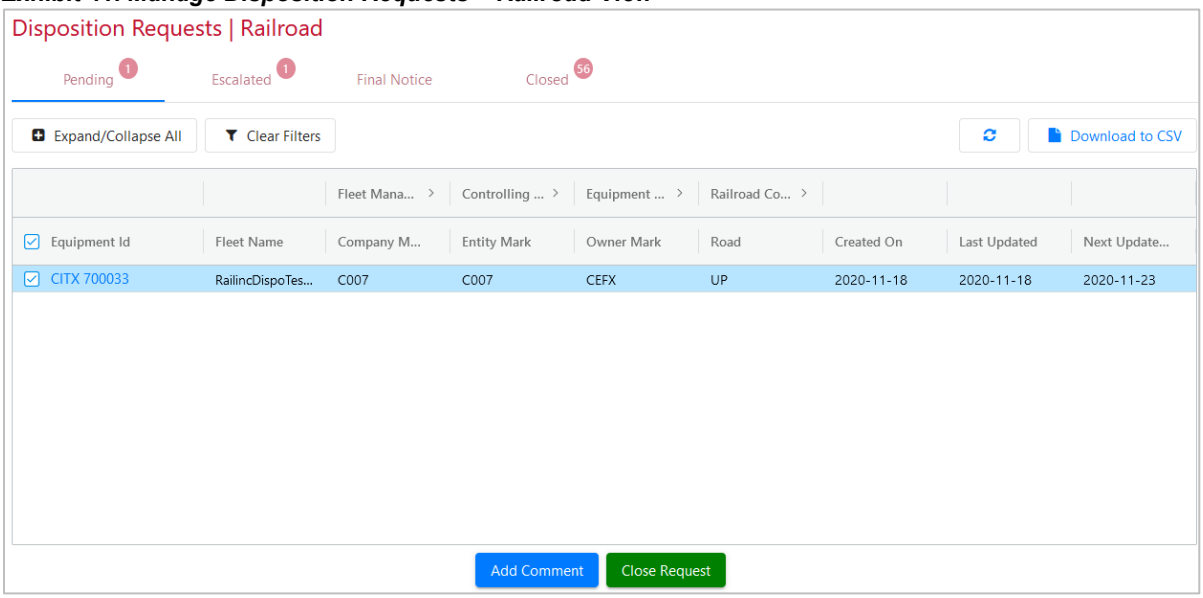
To manage disposition requests for your company:

1. Select **Manage Requests** > **Disposition Requests** from the main menu.
2. Add a comment to one or more disposition requests by selecting checkboxes of one or more request in the **Suspended**, **Pending**, **Escalated** or **Final Notice** tabs.

Note: The Suspended tab displays records for open disposition requests that are on one of the fleet manager's suspended fleets. This tab is only available to fleet managers, prompting them to either take action to confirm the fleet or move the equipment to an active fleet.

3. Select **Add Comment**. In this example the railroad is adding a second comment.

Exhibit 41. Manage Disposition Requests – Railroad View

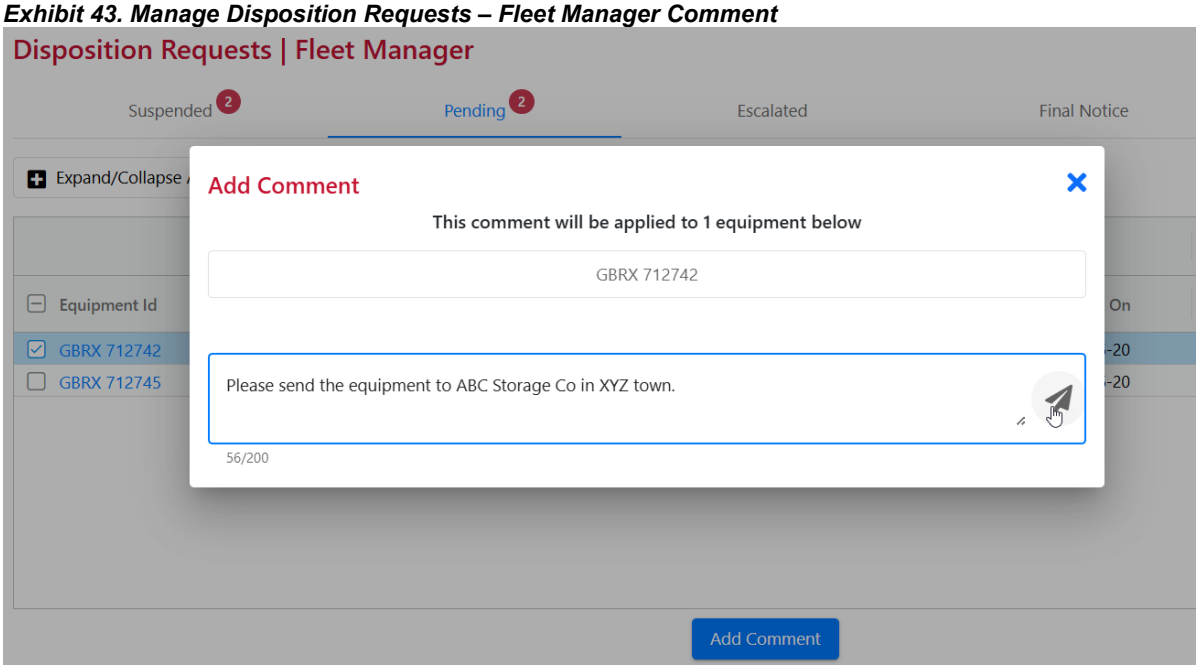


4. Enter the comment and click the airplane icon on the right to submit it.

Exhibit 42. Manage Disposition Requests – Railroad Comment

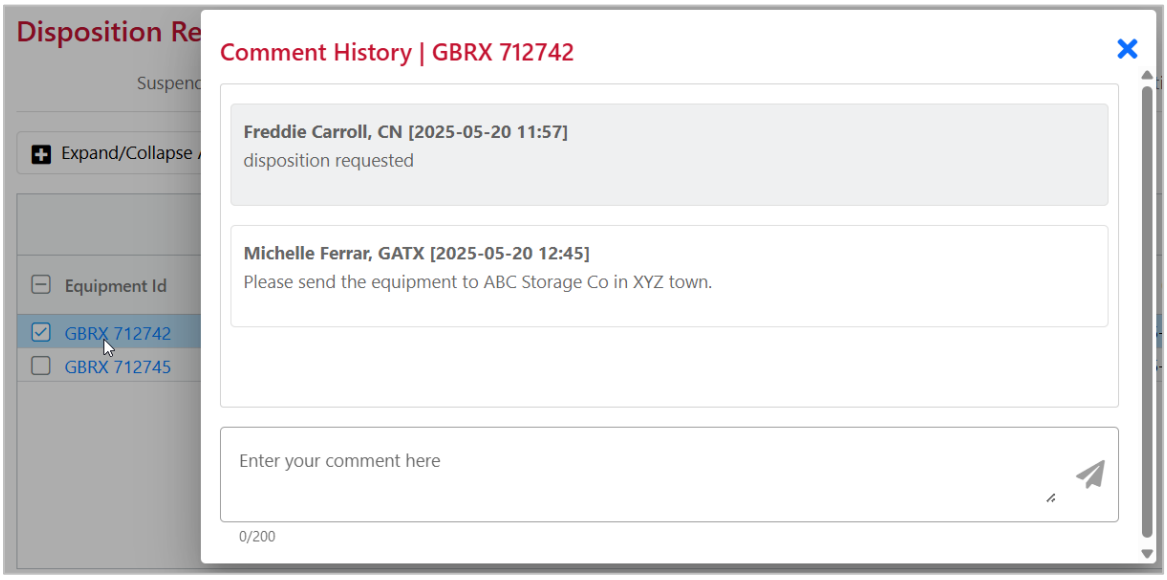
5. In the same manner, the fleet manager should add a comment to provide the railroad with the information on where to disposition the equipment. In this example below, the fleet manager is providing the disposition information.

Exhibit 43. Manage Disposition Requests – Fleet Manager Comment



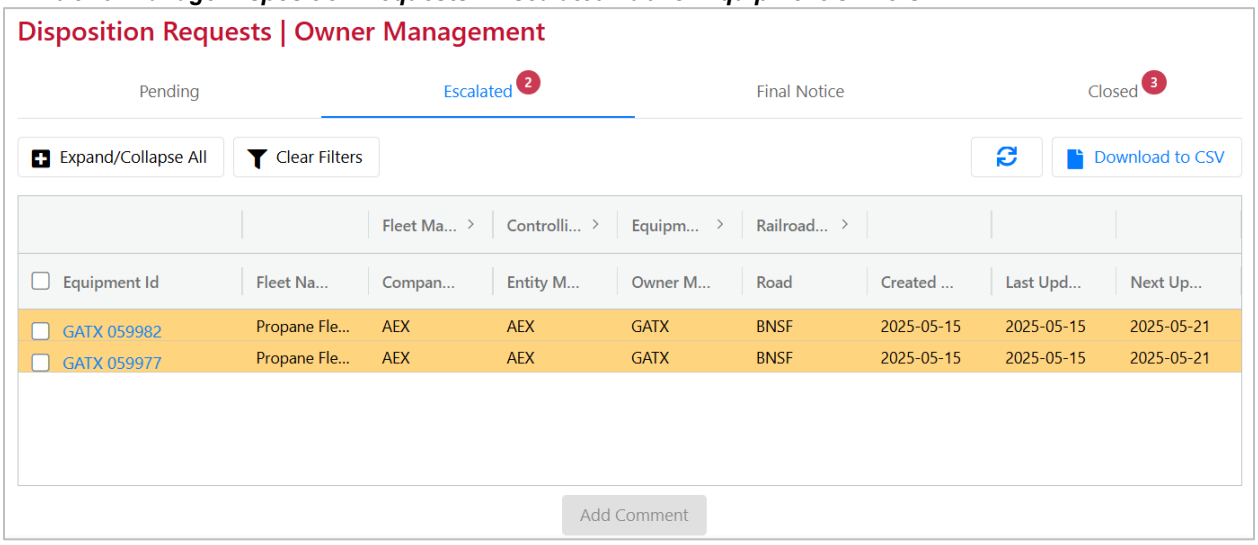
6. To view comment history from all, select the **Equipment ID** link.

Exhibit 44. Manage Disposition Requests – Comment History



Equipment in the **Escalated** tab that is not on a fleet or is on a suspended fleet is highlighted for equipment owners.

Exhibit 45. Manage Disposition Requests – Escalated Tab for Equipment Owners



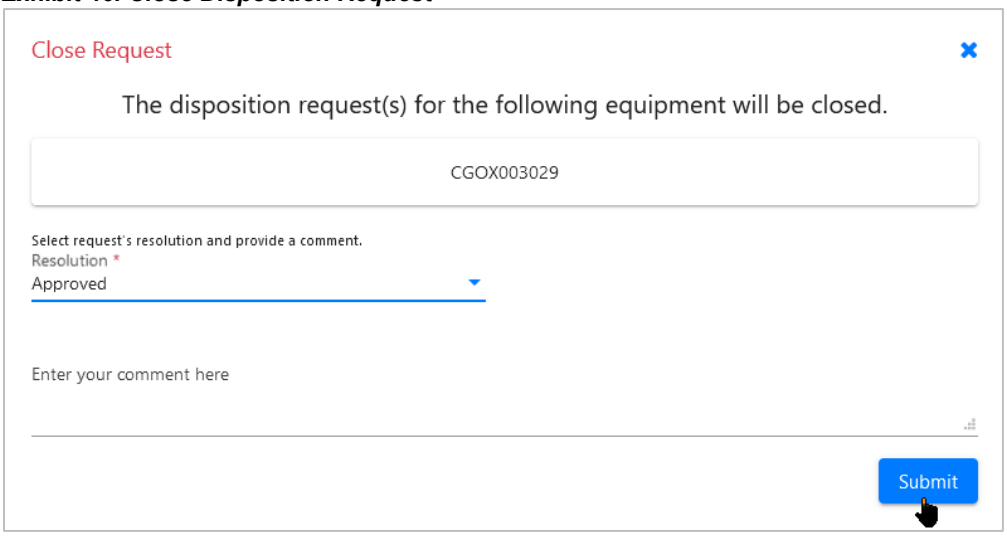
Closing Disposition Requests

Only railroad users have the ability to close disposition requests.

1. Select **Manage Requests** > **Disposition Requests** from the main menu.
2. Close disposition requests by selecting the checkbox of one or more requests in the **Pending**, **Escalated** or **Final Notice** tabs.
3. Select **Close Request** (Exhibit 41).

4. The **Close Request** pop-up displays. Select the **Resolution**.

Exhibit 46. Close Disposition Request



When closing a request, the reasons you can select in the **Resolution** drop-down list are:

- **Approved**: Instructions have been provided and the disposition can be closed
- **Cancelled**: User has determined that the disposition request is no longer required

5. You can enter a comment (optional). Select **Submit** to close the request.
6. On the Home page, the dashboard shows an increase in the amount of closed Disposition Requests.

If dispositions are not closed in a timely manner, they are automatically escalated in the Loading Authority system according to the escalation process and calendar provided in Circular OT-57.

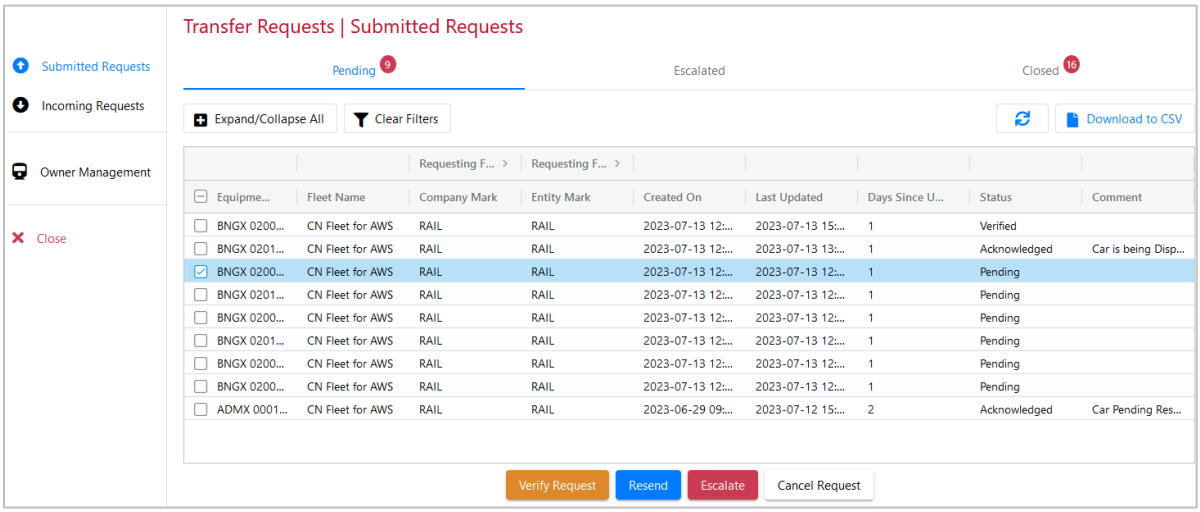
When the system generates closures (Circular OT-57), the following statuses for closure also include:

- **Transferred**: Equipment on the request has been transferred to another fleet
- **Time Exceeded**: Time has been exceeded based on the schedule provided in Circular OT-57
- **Interchanged**: Equipment on the request has been interchanged to another railroad and a new disposition has been created

Managing Transfer Requests

1. Manage transfers by selecting **Manage Requests** > **Transfer Requests** from the menu bar. The Transfer Requests | Submitted Requests page is displayed.

Exhibit 47. Verify, Resend, Escalate or Cancel Submitted Requests



2. From the left panel, three sections are available by selecting each. Select **Close** to close the panel.

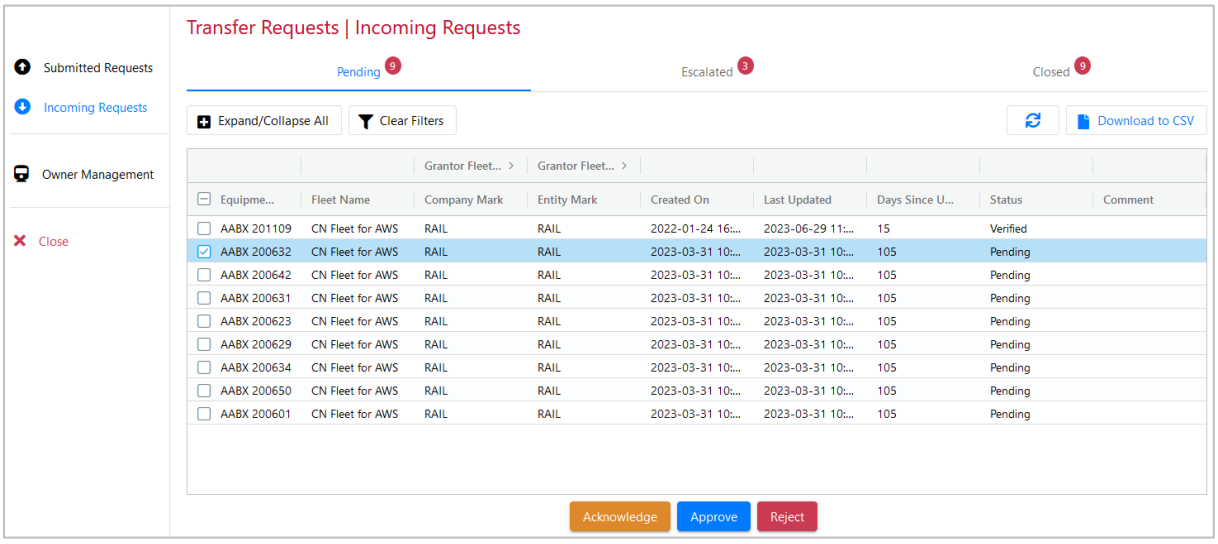
   a. **Submitted Requests** – this is the default page and it shows your company's submitted requests. To take action on Submitted Requests in the **Pending** status, select one or more pieces of equipment first by clicking inside the checkbox of the first column. Then select an action button:

   - Select **Verify Request** to show that a request is valid and to keep it from being automatically rejected. The request moves to the **Verified** status. A Pending request is automatically rejected after 180 days if it has not been verified. The Pending Timeline appears on the Home page.

Pending Timeline		
	Submitted	Incoming
0-30 Days	8	1
31-60 Days	0	0
61-90 Days	0	0
91-180 Days	0	8

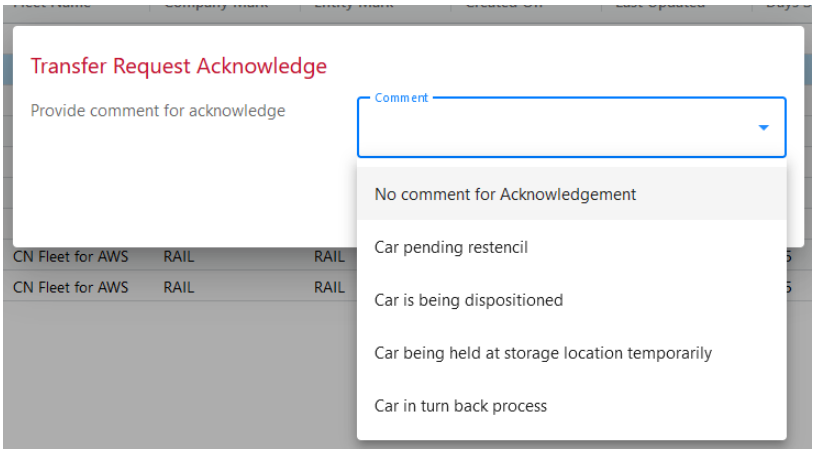
   - Select **Resend** to send a reminder notice to the Grantor (Fleet Manager of another fleet). The request remains in **Pending** status.
   - Select **Escalate** to escalate your request to the Equipment Owner. The request moves to **Escalated** status.
   - Select **Cancel Request** to cancel the request. The request moves to **Closed** status.

Exhibit 48. Acknowledge/Approve/Reject Incoming Requests



b. **Incoming Requests** – these requests require action by your company. To approve or reject Incoming Requests in the **Pending** status, select one or more pieces of equipment by clicking inside the checkbox of the first column. Then select an action button:

- Select **Acknowledge** and select a **Comment** from the list that reflects why you are waiting to approve the request. This informs the requester of the reason for delay.



- Select **Approve** to approve the move of one or more pieces of equipment from your fleet to another fleet. The equipment is transferred, and the request moves to **Closed** status.
- Select **Reject** and select a **Comment** to reject the move of one or more pieces of equipment from your fleet to another fleet. Rejecting one or more requests escalates them to the Equipment Owner for verification. The request moves to **Escalated** status.

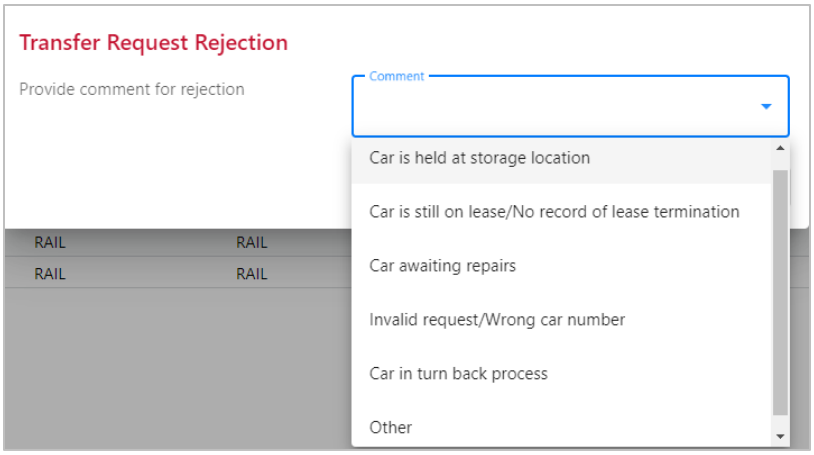
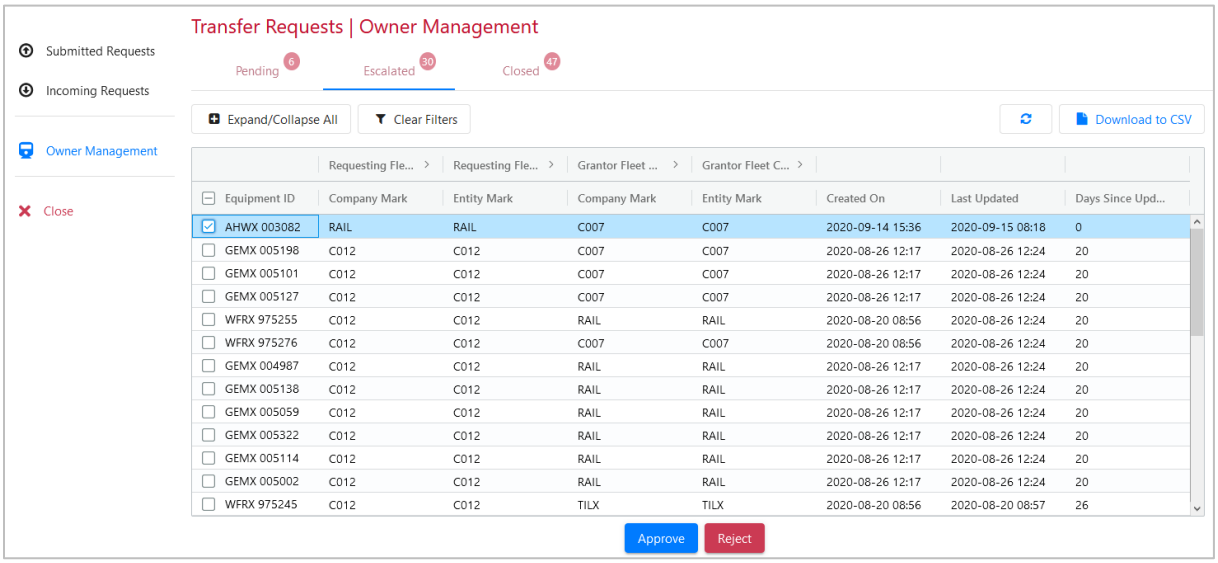

Transfer Request Rejection
Provide comment for rejection
Comment
Car is held at storage location
Car is still on lease/No record of lease termination
Car awaiting repairs
Invalid request/Wrong car number
Car in turn back process
Other
RAIL
RAIL
RAIL
RAIL

Exhibit 49. Approve/Reject Escalated Requests (Equipment Owners only)



c. **Owner Management** – these requests require Equipment Owner action and are available only to Equipment Owners. While Equipment Owners have the ability to approve or reject requests in **Pending** status and can see these requests before they are escalated, it is strongly recommended to allow the Fleet Manager to manage these requests. Equipment Owners are required to approve or reject requests in **Escalated** status. Select one or more pieces of equipment by clicking inside the checkbox of the first column.

- Select **Approve** to approve the move of one or more pieces of equipment. The equipment is transferred, and the request moves to **Closed** status.
- Select **Reject** to reject the move of one or more pieces of equipment. Rejecting one or more requests by the Equipment Owner moves the request to **Closed** status without moving the equipment.

3. For all sections in the previous step, three status tabs are available:
   a. **Pending** – these require Grantor action.
   b. **Escalated** – these requests require Equipment Owner action
   c. **Closed** – these are closed requests that require no action
4. For Submitted requests in the **Pending** status, select one or more pieces of equipment by clicking inside the checkbox of the first column.
   a. Select the **Resend** button to send a reminder notice to the Grantor (Fleet Manager of another fleet). The request remains in **Pending** status.
   b. Select the **Escalate** button to escalate your request to the Equipment Owner. The request moves to **Escalated** status.
   c. Select the **Cancel Request** button to cancel the request. The request moves to **Closed** status.
5. The following options apply to all sections and statuses listed above:

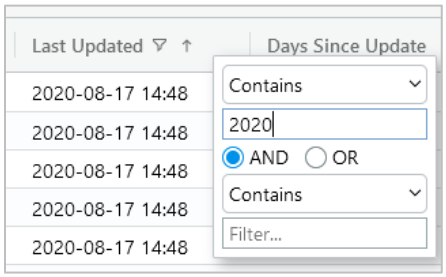
a. Initially tables are loaded with a collapsed amount of information about each piece of equipment. Select the **Expand/Collapse All** button to expand the details and use the bottom scroll bar to scroll over to view all columns. Use this button as a toggle to turn off the expanded details.

b. Sort columns by selecting the column title. An ascending arrow appears. Select the column title again for descending and select it again to turn off sorting.

c. Select the **Download to CSV** button to save the list to your computer.

d. Filter on a column by hovering to the right of the column title. Select how you want to filter from the drop-down list and then enter your criteria. Select the **Clear Filters** button to clear all filters.

Exhibit 50. Filter Transfer Requests



Appendix A. Adding OT-57 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 controlling entity who will be creating fleets in the Loading Authority (OT-57) application, you need to be setup in the FindUs.Rail database with your e-mail and phone number contact information. Within FindUs.Rail, there is a Loading Authority (OT-57) controlling entity contact type. If this contact information is not setup, then your controlling entity contact information will not be available for selection when your company's fleets are created. 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.

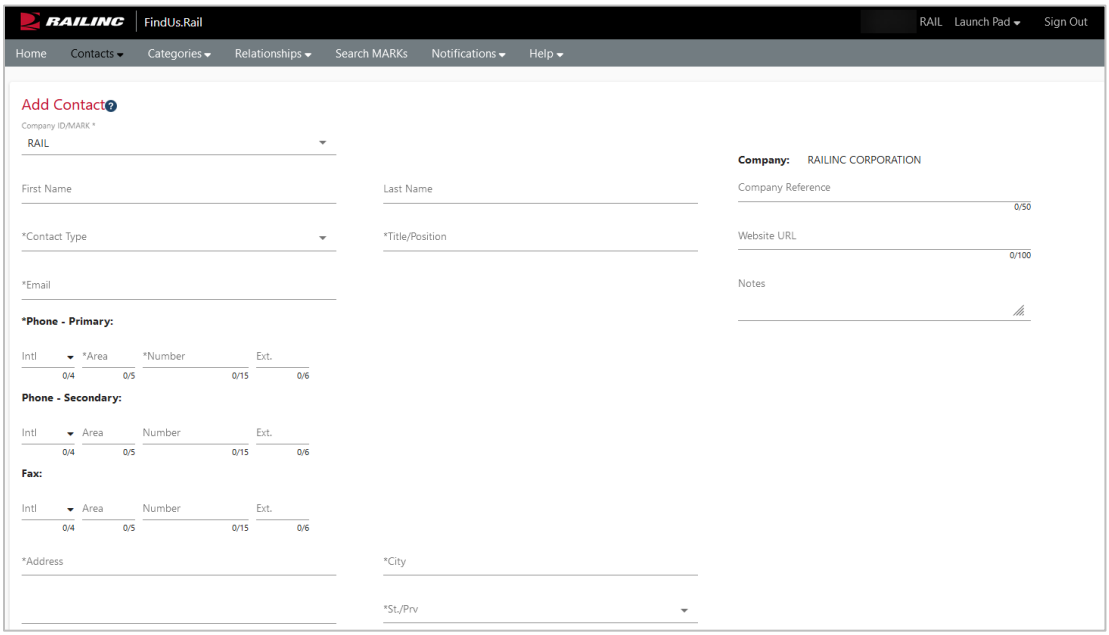
Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the Loading Authority OT-57 system; these are also determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry. Every Loading Authority OT-57 controlling entity should be listed as a contact in FindUs.Rail.

Use the following procedure to add a Loading Authority OT-57 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.

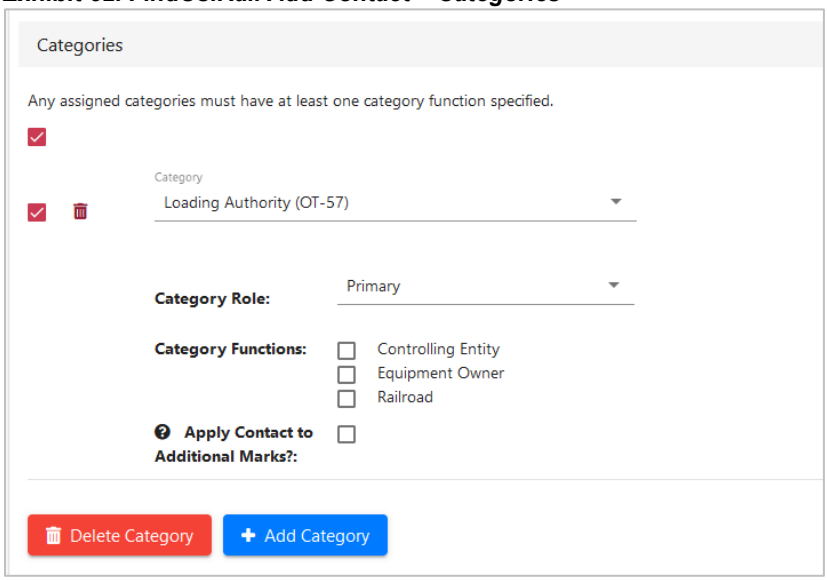
1. Go to https://public.railinc.com to login (see Logging In).
2. From the Launch Pad, in the **My Applications** section, select **FindUs.Rail**.
3. Once inside FindUs.Rail, select the **Contacts** menu, and then select the **Add Contact** link. The Add Contact page is displayed, with the **Contact** section at the top of the page and the **Categories** section at the bottom of the page.

Exhibit 51. FindUs.Rail Add Contact – Contact Section



4. In the Contact section, complete all the mandatory fields (shown in red).
5. In the **Categories** section, select **Loading Authority (OT-57)** in the drop-down list box.

Exhibit 52. FindUs.Rail Add Contact – Categories



6. Check all the appropriate category functions for which you are responsible.
7. Select the **Add** button.
8. 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.

Glossary

AAR—Association of American Railroads. The standard setting organization for North America's railroads.

CIF—Customer Identification File. Carriers use CIF codes to identify customer locations where price and other contract terms apply; to provide accurate delivery instructions; and to improve shipment reservation, booking, and equipment ordering processes.

CSM—Centralized Station Master. A geographic location file that contains data about North American rail and motor carrier point stations. Railroads use this file primarily to plan efficient freight movements from origin to destination.

IRF—Industry Reference Files. These are the North American railroad industry's official code tables that are used to ensure consistency in data interpretation and facilitate communication among industry partners.

FindUs.Rail—A web-based database of essential rail industry contacts that enables users to review and manage their contact information, enabling railroad departments, private car owners, and leasing companies to communicate effectively.

FSAC—Freight Station Accounting Code. A five-digit code assigned to a station.

Mark—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

SCAC—Standard Carrier Alpha Code. A two- to four letter code used to identify transportation companies.

SPLC—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

SSO—Single Sign-On. The portal for signing into various Railinc applications.

Umler—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

Index

AAR, defined, 41
Add equipment to fleet, 12
adding Loading Authority (OT-5) contact information to FindUs.Rail, 39
Adobe Acrobat Viewer, 3
approver contact information, 39
browser, 3
business rules, 2
Centralized Station Master, 1
CIF, 1
CIF, defined, 41
computer requirements, 3
contact information, 39
Contact information, 39
contacting Railinc, 3
Create Fleet, 9
Create storage locations, 27
CSM, 1
CSM, defined, 41
CSV format, 3
Customer Identification File, 1
Customer Success Center, 3
Dashboard page, 7
Deleting a fleet, 18
Deleting storage locations, 29
Documentation menu item, 1
Editing fleet, 15
Editing storage locations, 28
Equipment Search, 20
FindUs.Rail, 4, 39
FindUs.Rail, defined, 41
FSAC, defined, 41
general business rules, 2
glossary, 41
hazardous materials, 2
Industry Reference Files, 2
interface notes, 2
IRF, 2
IRF, defined, 41
Loading Authority (OT-57)
  computer requirements, 3
logging in, 4, 5
magnifying glass icon, 2
Manage Fleet, 10
Managing conflicts, 13
Managing locations, 27, 30
managing multiple companies, 6
mandatory fields, 2
Mark, defined, 41
menu items
  Create Fleet, 9
  Dashboard page, 7
  Documentation, 1
  Equipment Search, 20
  Manage Fleet, 10
  Manage Locations, 27, 30
Microsoft Excel Viewer, 3
PDF viewer, 3
permissions, 4
Railinc, contacting the Customer Success Center, 3
railroad contact information, 39
Removing equipment, 16
Replacing equipment, 17
required fields, 2
requirements, 3
roles, 4
SCAC, defined, 41
signing in, 4
Single Sign On, 4
SPLC, defined, 41
SSO, 4
SSO, defined, 41
system availability, 2
system interface notes, 2
system requirements, 3
Umler, 1
Umler, defined, 41
user roles, 4
web browser, 3
wildcards, 2