

Loading Authority (OT-5) Internet Application User Guide



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Learning about the Loading Authority (OT-5) Internet Application

The Loading Authority (OT-5) system is a web-based tool for submitting and approving Loading Authority (OT-5) applications. Private equipment owners use this system to submit equipment for loading onto railroads, and railroads use this system to approve or reject applications for the loading of private equipment.

This document describes how to use the Loading Authority (OT-5) system through the following major sections:

- [“Overview”](#) on page 2 provides basic information about the system.
- [“Getting Started”](#) on page 5 describes how to access and log in to the system.
- [“Creating a Loading Authority \(OT-5\) Application”](#) on page 9 describes how to complete a Loading Authority (OT-5) application.
- [“Working with Existing Loading Authority \(OT-5\) Applications”](#) on page 24 describes how to search for, edit, clone, and delete Loading Authority (OT-5) applications.
- [“Approving and Rejecting Applications”](#) on page 41 describes how a railroad can approve or reject Loading Authority (OT-5) applications.
- [“Searching for Controlling Entity Contacts”](#) on page 44 describes how railroads can search for controlling entity contact information.
- [“Downloading Reports”](#) on page 45 describes how to download reports that list applications by submitter and equipment owner.
- [“Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail”](#) on page 47 describes how railroad reviewers and approvers set up their FindUs.Rail contact information so they can work with the Loading Authority (OT-5) system.

A glossary and index follow the major sections.

Note: To access the Loading Authority (OT-5) system documentation (i.e., this user guide) at any time, simply select the **Documentation** menu item from the application menu.

Overview

The Loading Authority (OT-5) system provides a centralized, paperless process for submitting and approving Loading Authority (OT-5) applications. It is a web-based communication system that facilitates the potential placement of private freight equipment at specified loading locations on a railroad. Rail equipment must be approved for potential loading on a railroad by submitting a Loading Authority (OT-5) application to the line haul carrier for the loading location. Refer to the [*Association of American Railroads Circular OT-5 for Rules Governing the Assignment of Reporting Marks, Mechanical Designations, and Application for the Use of Private Equipment*](#) for more information.

The Loading Authority (OT-5) system enables private equipment owners to create and submit Loading Authority (OT-5) applications, and enables railroads to approve and reject applications, including approval or rejection of a single piece of equipment or a subset of equipment. In addition, the Loading Authority (OT-5) 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-5) database assists all parties in a collaborative effort to ensure needs are met while protecting the railroads' network. Under existing Loading Authority (OT-5) business rules, private equipment may be loaded at various authorized shipper locations and on more than one railroad. By leveraging other applications such as Umler and FindUs.Rail, the Loading Authority (OT-5) system offers both railroads and car owners/shippers the ability to accurately define equipment subject to Loading Authority (OT-5), and provides a ready means to move empty equipment that falls outside of empty reverse routing to another authorized loading location.

The Loading Authority (OT-5) system makes use of the Railinc Industry Reference Files (IRF) and the data in Umler to validate that the equipment submitted in the application is registered and that there are no critical errors associated with the registration. Information validated includes loading locations, shipper name and address information, and commodity information.

General Business Rules


The following general business rules apply to the Loading Authority (OT-5) System:

- Car Owners, Lessees, Shippers, and approved agents/third parties may have access to create a Loading Authority (OT-5) Application. Single Sign On rights must be granted that allow access to the Loading Authority (OT-5) system.
- Only railroads may approve or deny a submitted application; and only for an application submitted to them where they are the originating or serving carrier.
- Information on a freight car's age is not available through the system. Cars that are over age **should not be** added to an application.
- A freight car may only be on **one** active Loading Authority (OT-5) at a time for a specific carrier.

- A Loading Authority (OT-5) application has **maximum limit of 500** pieces of equipment.
- Information listed in an application must be valid; the Railinc Industry Reference Files are used for validation.
- A Loading Authority (OT-5) application can stay in effect for up to **ten years**.
- If there is a change to CIF, Umler, or CSM details such as a Freight Station Accounting Code (FSAC) on an existing application, the system automatically places the application in “System Updated” status to allow the submitter to review and resubmit if desired. Notification is sent to the submitter after **45 days** and again after **60 days** if the application has not been approved. After 60 days, the application is automatically reverted to the previous status to reflect the removal of the invalid CIF, FSAC, or equipment.
- When an application is submitted, a tickler is sent to the approver informing them that an application is available for review.
- Expired Loading Authority (OT-5) applications are retained for **seven years**.
- A submitter can manually expire an application.
- Applications can be resubmitted even if all loading locations have not had action taken against them. With this feature, an application can be resubmitted to the requesting parties even if one of the locations is in submitted status.
- Applications can be resubmitted to individual carriers rather than submitting to all parties on the application at one time.
- Comments can be entered for a specific carrier.
- An expiration date and effective date can be entered for each carrier’s loading locations. Therefore, the effective date and expiration date may vary across a single application.
- Logic in the commodity section does not check to see if a 28, 29 series STCC is bridged to a Hazmat 48, 49 STCC. The system allows the submission even if the 28, 29 series STCC is bridged.

System Interface Notes

The following system interface notes apply to the Loading Authority (OT-5) System:

- All screen fields in **red** (also 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.

- You can view field definitions for mandatory fields by hovering your mouse over the field name.
- 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

Access the Loading Authority (OT-5) application by using Railinc Single Sign On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <http://www.railinc.com> and log into SSO by entering your user ID and password in the fields at the top right of the page and then selecting **Login**.

Notes:

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-5) within SSO.
2. If you are a line haul carrier employee who will be reviewing and/or approving Loading Authority (OT-5) applications, you need to be setup in the FindUs.Rail database with your e-mail contact information. Within FindUs.Rail, there is a Loading Authority (OT-5) approver/reviewer setup per line haul carrier and per equipment type. If this contact information is not setup, then your company will not receive a notification that an OT-5 application has been submitted for your approval. If you are not already registered in the FindUs.Rail contact database, go to <http://www.railinc.com> to request permission after establishing your SSO account. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 47 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-5) application, request access to Loading Authority (OT-5) by following instructions in the [Railinc Single Sign On User Guide](#). See “[Learning about User Roles](#)” on page 5 for information about the available levels of access. When you have received e-mail notification confirming your access to Loading Authority (OT-5), you can log on and begin using Loading Authority (OT-5).

Learning about User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign On interface, which is described in the [Railinc Single Sign On User Guide](#).

Role applicable for car owners, lessees, shippers, and approved agents/third parties:

- **Submitter** – Allows the user to submit Loading Authority (OT-5) applications to the line haul carrier for approval to load private equipment.

Roles applicable for railroads/origin carriers:

- **Reviewer** – Allows the user to review and enter comments on Loading Authority (OT-5) applications submitted for approval. Reviewer permissions are only needed by railroads. A single user cannot have both reviewer and approver permissions.

- **Approver** – Allows the user to approve/reject Loading Authority (OT-5) applications submitted to their road for approval. Approver permissions are only needed by railroads. A single user cannot have both reviewer and approver permissions.

Notes for Reviewers and Approvers:

- Loading Authority (OT-5) reviewers and approvers both receive Loading Authority (OT-5) applications that are submitted through the Railinc Loading Authority (OT-5) system.
- Each line haul carrier may have multiple reviewers and approvers. It is recommended that each line haul carrier set up a primary and a backup approver.
- The reviewer role enables the Loading Authority (OT-5) user to add comments to an application. The reviewer role does not have the ability to approve an application.

To become a Loading Authority (OT-5) reviewer or approver, complete the following steps:

- 1) Set up a Railinc.com user profile (only if a current profile does not exist).
- 2) Request access to Loading Authority (OT-5).
- 3) Request access to FindUs.Rail.
- 4) Create a FindUs.Rail profile.

Note: Railroad/origin carrier notified parties are managed through FindUs.Rail rather than through SSO permissions. Contact and category information in FindUs.Rail determines who is notified for Loading Authority (OT-5) applications for different equipment types. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 47 for more information.

Role applicable for equipment owner administrators:

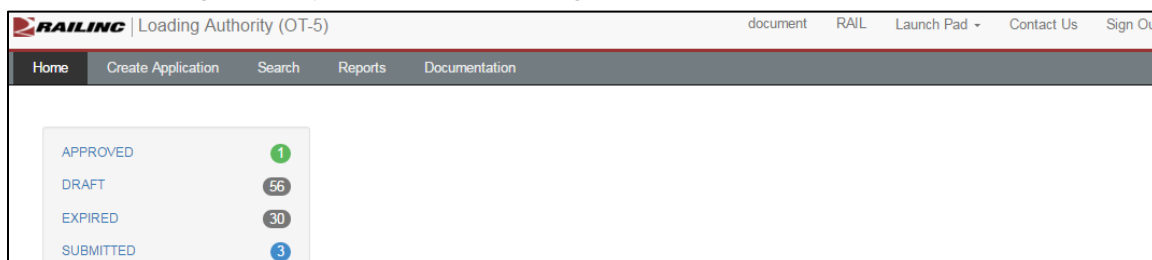
- **Owner Admin** – Allows an equipment owner to remove equipment from multiple Loading Authority (OT-5) applications (see “[Removing Equipment from Multiple Applications](#)” on page 33).

Logging In

To log into Loading Authority (OT-5):

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right). The Railinc Launch Pad is displayed.
4. Select **Loading Authority (OT-5)**. The Loading Authority (OT-5) Dashboard page is displayed ([Exhibit 1](#)).

Exhibit 1. Loading Authority (OT-5) Dashboard Page (for Submitters)



5. Continue by selecting a Loading Authority (OT-5) application menu item:
- **Create Application** (see [“Creating a Loading Authority \(OT-5\) Application”](#) on page 9)
 - **Search** (see [“Working with Existing Loading Authority \(OT-5\) Applications”](#) on page 24)
 - **Reports** (see [“Searching for Controlling Entity Contacts”](#) on page 44)
 - **Documentation:** allows users to access the Loading Authority (OT-5) system documentation.

Or, select an application status link (Approved, Draft, etc.). See [“Searching for Loading Authority \(OT-5\) Applications”](#) on page 24.

Managing Multiple Companies

Some Loading Authority (OT-5) System users, especially those who work for larger agencies, manage more than one company.

Note: 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-5) System Dashboard page appears when you log in (see [“Viewing the Loading Authority \(OT-5\) Dashboard Page”](#) on page 8).

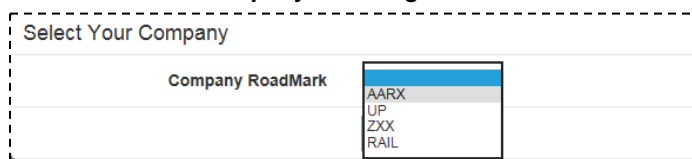
After you have successfully been set up in Railinc’s Single Sign On with the appropriate role assigned, you can then manage more than one company. To do this you must first select the company that you want to manage when you logon. If you’re involved with a single company, you can request access based 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.

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

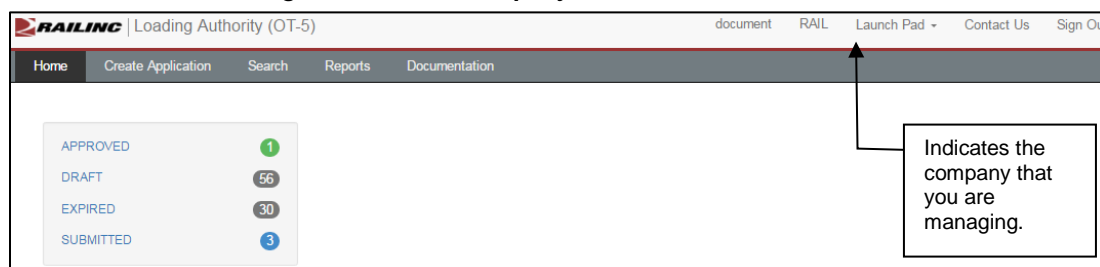
1. Log on to the Loading Authority (OT-5) System. The Select Company to Manage page is displayed (see [Exhibit 2](#)).

Exhibit 2. Select Company to Manage



2. From the **Company** drop-down, select the company that you want to manage.
3. Select **OK**. The Dashboard page for the selected company is displayed allowing you to manage that company (see [Exhibit 3](#)).

Exhibit 3. Dashboard Page for Selected Company



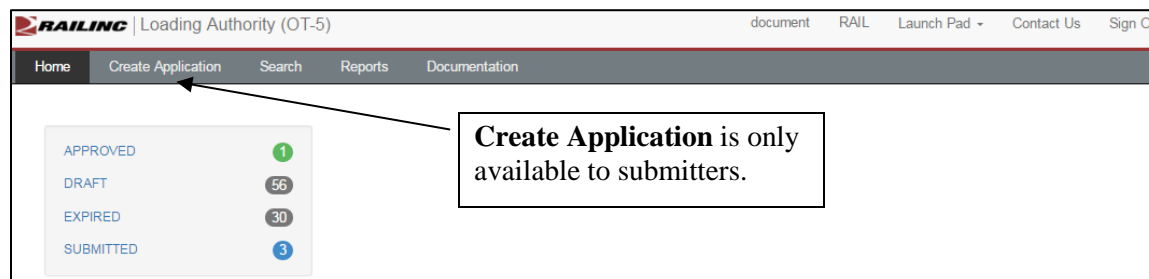
You can change the company that you are managing at any point while using the Loading Authority (OT-5) System. Simply select the company link as indicated in [Exhibit 3](#) and choose another company.

Note: If you cannot find the company Standard Carrier Alpha Code (SCAC) in the dropdown list, contact the Railinc Customer Service Center for assistance.

Viewing the Loading Authority (OT-5) Dashboard Page

The Loading Authority (OT-5) Dashboard page is displayed immediately following a successful login to the system. From here you can work with existing applications by selecting the application status links (Approved, Draft, etc.). You may also perform any of the other system functions by selecting the application menu items. The Dashboard page appears slightly different depending on your role: submitter (see [Exhibit 4](#)), approver, or reviewer. You can return to the Dashboard page at any time by selecting the **Home** menu item.

Exhibit 4. Loading Authority (OT-5) Dashboard Page (Submitter)



Creating a Loading Authority (OT-5) Application

The following notes apply to the creation of Loading Authority (OT-5) applications:

- Car Owners, Lessees, Shippers, and approved agents/third parties have access to create a Loading Authority (OT-5) application. Single Sign On rights must be granted that allow access to the Loading Authority (OT-5) system.
- Railroads are the only entities that can approve applications. Railroads must enter their approvers in FindUs.Rail in order to be notified that an application is waiting for their approval. If no approvers are found for the specified origin carrier, a message is displayed and an e-mail is sent to Railinc. The submitter should work with Railinc to assure that the approver is identified and added to the system. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 47 for more information.
- Applications are effective for up to ten years.

Use the following procedure to create a Loading Authority (OT-5) application for approval for potential use of private freight cars at a specific loading location on a railroad:

1. From the application menu, select the **Create Application** menu item. The Create Application page is displayed with the input fields for equipment (see [Exhibit 5](#)).

Note: The Create Application page is divided into six sections (Equipment, Shipping Commodities, Loading Locations, Storage Locations, Controlling Entity, and Application-Carriers), which are listed at the top of the page.

Exhibit 5. Create Application Page (starting a new application)

The fields required for submitting a Loading Authority (OT-5) application are identified with a **red** asterisk (*).

2. Enter the equipment number(s) or a range of equipment numbers that you want to include on the application, and then select **Validate**. The Create Application page is refreshed as shown in [Exhibit 6](#).

Note: Optionally, you can enter information in the Equipment Type, Physical Attributes (optional), and Equipment fields, and select the “Skip Validation” checkbox at the bottom

right of the page to temporarily bypass the validation process while you input application information (and save the application as a draft). However, all equipment must pass validation during the submission process.

Exhibit 6. Create Application Page (showing the Equipment section containing equipment)

Equipment Type: Physical Attributes:

Equipment:

☐ Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement. *

Equipment Information - (Count: 3)

Initial	Number	Type Code	Mechanical Designation	Cubic Capacity	Length Over Couplers	Extreme Width and Height	Height of Extreme Width	TC	TCC	Lessee Mark ID	Stenciled Mark Owner	Tare Weight	Gross Rail load weight	Axles Spacing Distance	Truck Center Length	Equip Health Flag
<input type="checkbox"/>	GBRX	5097	K341	HTS	4200	53' 01" W 10' 08" H 13' 04"	13' 04"				GBRX	45200	286000	5' 10"	47' 06"	
<input type="checkbox"/>	GBRX	5099	K341	HTS	4200	53' 01" W 10' 08" H 13' 04"	13' 04"				GBRX	45200	286000	5' 10"	47' 06"	
<input type="checkbox"/>	GBRX	5099	K341	HTS	4200	53' 01" W 10' 08" H 13' 04"	13' 04"				GBRX	45300	286000	5' 10"	47' 06"	

When you select **Validate**, the following tasks complete automatically:

- The Equipment Type field is completed based on information in Umler.

Note: All equipment on an application must have the same Equipment Type.

- The valid equipment is counted and listed in a grid at the bottom of the page.

Note: You can remove equipment from the list by selecting the checkbox to the left of the equipment you want to remove, and then selecting **Remove**.

- Any invalid equipment is not added to the grid. You can view this equipment by selecting **Invalid Equipment**.
- With results displayed, the **Filter** input box can be used to narrow down what is shown. Anything entered in the field will be applied against all fields in the displayed results. Clear the Filter input or select the X in the box to have all results redisplayed.
 - You can continue to add equipment by repeating the preceding step. Once you have finished adding equipment, select the “Compliance” checkbox beneath the Equipment field and select **Continue**. The Equipment section is now completed, and the Shipping Commodities section is displayed (see [Exhibit 7](#)).

Notes:

- If you do not check the “Compliance” checkbox, the **Continue** button is not available.
- You can select **Save as Draft** to save the application in “Draft” status. For example, to temporarily save your work before submitting your application.

Exhibit 7. Create Application Page (showing the Shipping Commodities section)

The screenshot shows a web application interface with a top navigation bar containing tabs: EQUIPMENT, SHIPPING COMMODITIES, LOADING LOCATIONS, STORAGE LOCATIONS, CONTROLLING ENTITY, and APPLICATION CARRIERS. The SHIPPING COMMODITIES tab is active. Below the navigation bar, there are two buttons: 'Add Commodities' (blue) and 'Remove Commodities' (red). A search bar labeled 'STCC' is present. Below the search bar is a table with columns: 'Commodity Name', 'Hazard', and 'Hazmat'. The 'Hazard' column has a value 'No'. At the bottom right, there are buttons: 'Back', 'Save as Draft', 'Continue', and 'Ship Validation'.

The Shipping Commodities section enables you to specify the materials that may be shipped in the specified equipment.

5. In the Shipping Commodities section (see [Exhibit 7](#)), select the magnifying glass (🔍) to look up the Standard Transportation Commodity Code (STCC) for the material being shipped. The IRF Web Commodity Search tool is displayed ([Exhibit 8](#)).

Exhibit 8. IRF Web Commodity Search Tool

The screenshot shows the IRF Web Commodity Search Tool. It has a title 'Commodity Search' and a list of instructions:

- At least one field and one commodity type must be specified.
- Minimum characters required for fields: STCC 2, Commodity 3
- STCC and Commodity matches are exact. Use * wildcard when uncertain. (examples: 0113710, 011*, WHEAT, WHEA*)

Below the instructions, there are input fields for 'STCC:' and 'Commodity:'. The 'Commodity' field contains the text 'CATTLE*'. To the right of these fields is a section titled 'Commodity Types To Include:' with three checkboxes:

- ☒ STCC - Non-Hazardous
- ☐ STCC - Hazardous: 28, 29 Series
- ☐ Hazmat Code: 48, 49 Series

A 'Search' button is located below the checkboxes. Below the search section, there is a summary bar showing 'Selected Items: 0' and 'Total Items: 2 | Export: CSV'. Below this is a table with two columns: 'STCC' and 'Commodity'. The table contains two rows:

- ☐ 0141110 CATTLE, ORDINARY, VIZ. BULLS, COWS, HEIFERS, OXEN OR STEERS
- ☐ 2014120 CATTLE, HORSE OR MULE SPLITS, RAW OR PICKLED

At the bottom of the table, there are 'Select' and 'Close' buttons.

In the IRF Web Commodity Search tool, enter the name of the commodity being shipped (followed by an asterisk), select a Commodity Type checkbox, and select **Search**. From the list of commodities returned, select the checkbox to the left of the appropriate STCC, and then select the **Select** button at the bottom of the screen. The commodity is added to the list in the Shipping Commodities section (see [Exhibit 9](#)).

Exhibit 9. Create Application Page (showing a STCC in the Shipping Commodities section)

You can continue to add commodities by selecting **Add Commodities** and repeating the preceding step.

Note: You can remove unneeded commodities by selecting the checkbox to the left of a listed commodity and selecting **Remove Commodities**.

- Once you have finished adding commodities, select **Continue**. The Shipping Commodities section is now completed, and the Loading Locations section is displayed (see [Exhibit 10](#)).

Exhibit 10. Create Application Page (showing the Loading Locations section)

The Loading Locations section enables you to specify the locations where materials can be loaded onto the specified equipment. You do not need to be concerned with the full route of the equipment; only the location(s) where the equipment will be loaded. There is no limit on how many loading locations can be listed.

- In the Loading Locations section (see [Exhibit 10](#)), select the Origin Carrier magnifying glass (🔍) to look up the railroad that will ship the material. The Originating Carrier Lookup tool is displayed ([Exhibit 11](#)).

Note: If you know the mark of the origin carrier, you can simply type it in the field.

Exhibit 11. Originating Carrier Lookup Tool

Originating Carrier Lookup

Code or Description must be provided
Minimum 2 characters for code or 3 characters for description must be provided
Use * for wildcard search

Railroad: Description:

In the Originating Carrier Lookup tool, type either the railroad mark or a description of the railroad that will ship the material and select **Search**. The Originating Carrier Lookup tool displays the matching carriers (see [Exhibit 12](#)).

Exhibit 12. Originating Carrier Lookup Tool (showing search results)

Originating Carrier Lookup

Code or Description must be provided
Minimum 2 characters for code or 3 characters for description must be provided
Use * for wildcard search

Railroad: Description:

Select	Railroad	Description	Owner	Type
<input type="radio"/>	UP	UNION PACIFIC RAILROAD COMPANY	UP	PP
<input checked="" type="radio"/>	UP	UNION PACIFIC RAILROAD COMPANY	UP	RR

Select the button to the left of the appropriate railroad, and then select the **Select** button at the bottom of the screen. The origin carrier is added to the list in the Loading Locations section (see [Exhibit 13](#)).

Exhibit 13. Create Application Page (showing the Loading Locations section with an Origin Carrier)

EQUIPMENT SHIPPING COMMODITIES **LOADING LOCATIONS** STORAGE LOCATIONS CONTROLLING ENTITY APPLICATION-CARRIERS

Origin Carrier *	Serving Carrier	FSAC Station *	Location Station	Location State	CIP Number *	Sub Location *	CIP Address	Industry	Adequate Storage *
<input checked="" type="checkbox"/> UP <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- If needed, use the Serving Carrier magnifying glass () to specify a serving carrier. This identifies a switch carrier picking up the equipment, if applicable.
- Use the FSAC Station magnifying glass () to specify a five-digit Freight Station Accounting Code (FSAC) for the location where the material will be loaded. The FSAC Search tool is displayed (see [Exhibit 14](#)).

Exhibit 14. FSAC Search Tool

FSAC Search

- At least one field must be specified.
- Minimum characters required for fields: SCAC 2, FSAC 2, Station Name 3, County 3
- FSAC, Station Name, and County matches are exact. Use * wildcard when uncertain. (example: DALLAS, DALL*)

SCAC: Station Name: County:

FSAC: State/Province:

Selected Items: 1 Total Items: 4 | Export: [CSV](#)

<input type="checkbox"/>	SCAC	FSAC	Station Name	OPSL	OPSL Name	County	St./Prv.	SPLC
<input checked="" type="checkbox"/>	UP	52740	KINGSVILLE	52740.00	KINGSVILLE	KLEBERG	TX	689430000
<input type="checkbox"/>	UP	57741	KING	57741.00	KING	HARTLEY	TX	672408000
<input type="checkbox"/>	UP	58583	KINGSBURY	58583.00	KINGSBURY	GUADALUPE	TX	687340000
<input type="checkbox"/>	UP	58896	KINGSLAND	58896.00	KINGSLAND	LLANO	TX	690774000

In the FSAC Search tool, enter the station name of the location where the commodity will be loaded (followed by an asterisk), select a state or province, and select **Search**. From the list of stations returned, select the checkbox to the left of the appropriate FSAC, and then select the **Select** button at the bottom of the screen. The FSAC is added to the location being set up in the Loading Locations section.


- Use the CIF Number magnifying glass () to specify a nine-digit Customer Information File (CIF) number for the business where the material will be loaded. The IRF Web Customer Search tool is displayed (see [Exhibit 14](#)).

Exhibit 15. IRF Web Customer Search Tool

Customer Search

- At least customer name or CIF number must be specified.
- Minimum characters required for fields: Customer Name 3, CIF 9, City 3
- Name, CIF, and City matches are exact. Use * wildcard when uncertain. (example: AMOCO, AMOC*)

Customer Name or DBA: CIF Number: Entity Type:

City: State/Province:

Selected Items: 0 Total Items: 3 | Export: [CSV](#)

<input type="checkbox"/>	CIF	Customer Name	Doing Business As	Address	City	St./Prv.	Postal Cd.	Ent
<input type="checkbox"/>	0468117120000	KING RANCH INC		17 MILES E FM 2045	KINGSVILLE	TX	78363	B
<input type="checkbox"/>	0821645180000	KINGSVILLE AREA INDSTR L DVLPMNT		635 E KING AVE	KINGSVILLE	TX	78363	S
<input type="checkbox"/>	6238559180000	KINGWOOD PIPE LTD		1807 SEVEN MAPLES	KINGWOOD	TX	77345	S

In the IRF Web Customer Search tool, enter the customer name of the business where the commodity will be loaded (followed by an asterisk), enter the city where the business is

located (followed by an asterisk), select a state or province, and select **Search**. From the list of customers returned, select the checkbox to the left of the appropriate CIF, and then select the **Select** button at the bottom of the screen. The CIF number is added to the location being set up in the Loading Locations section (see [Exhibit 16](#)). Choose a CIF number that matches the *exact physical address* of where the equipment is being loaded. Do not choose the “next closest” address. If you cannot find the correct CIF number, email csc@railinc.com and provide the following information: Company Name, Physical Address, and Phone Number. The Customer Success Team will then verify if there is an existing CIF number and will provide the information if available. If a new CIF entity must be created, per the Customer Location Task Force (CLTF) all changes, updates or additions to the Customer Identification File (CIF) should be directed to the railroad(s) that serves that location.

Exhibit 16. Create Application Page (showing the Loading Locations section defined)

11. Contact the origin carrier and verify that adequate storage is available for the equipment at the loading location. After verifying, select the **Adequate Storage** checkbox.

Note: You can select the checkbox to the left of a listed location and select **View Contact** to see contacts for the selected origin carrier as listed in FindUs.Rail. The listed contacts should be able to verify adequate storage.

12. After you have completed setting up a loading location, you have the following options:
 - You can continue to add locations by selecting **Add Location** and repeating the preceding steps for adding origin carriers, serving carriers (optional), FSAC stations, and CIF numbers.
 - You can remove unneeded locations by selecting the checkbox to the left of a listed location and selecting **Remove Location**.
 - You can select the checkbox to the left of a listed location and select **Clone Location** to make a copy of a location that you can then modify.
13. Once you have finished adding loading locations, select **Continue**. The Loading Locations section is now completed, and the Storage Locations section is displayed (see [Exhibit 17](#)).

Exhibit 17. Create Application Page (showing the Storage Locations section)

The Storage Locations section enables you to specify the facility for equipment storage, including the company name, the contact(s) name, email and phone number, and the capacity of equipment that the specific location can accommodate. Storage location information is required for each loading location listed on the Loading Authority (OT-5) application.

14. In the Storage Locations section, complete information for each Origin Carrier and FSAC combination listed (these are copied over from the Loading Location section). Select a Storage Type (internal to your company or external – e.g., a railroad), and then complete the SPLC, Company Name, Contact Name at Location, Contact Phone Number, and Contact Email fields. In the Storage Capacity field, enter the number of pieces of equipment that the facility can store. Finally, select whether or not a storage agreement exists between your company and the storage facility (see [Exhibit 18](#)).

Exhibit 18. Create Application Page (showing the Storage Locations section populated)

15. After you have completed setting up a storage location, you have the following options:
 - You can continue to add storage locations by selecting **Add Storage** and repeating the preceding steps for adding origin carriers, serving carriers (optional), and FSAC stations.
 - You can remove unneeded storage locations by selecting the checkbox to the left of a listed storage location and selecting **Remove Storage**.
 - You can select the checkbox to the left of a listed storage location and select **Clone Location** to make a copy of a storage location that you can then modify.

16. Once you have finished adding storage locations, select **Continue**. The Storage Locations section is now completed, and the Controlling Entity section is displayed (see [Exhibit 19](#)).

Exhibit 19. Create Application Page (showing the Controlling Entity section)

The Controlling Entity section enables you to specify contact information for the person(s) in the best position to know four important categories of information: the movement information, the mechanical needs, the waybill direction, and the accessorial details of the equipment. This is often the same as the person submitting the application, but there are times when the controlling entity can be different for each individual category.

17. In the Controlling Entity section, complete information for each of the required four controlling entity contacts. If the creator of the application and the controlling entity for each category are the same, select the **Same as Submitter** button to automatically populate the fields for the four controlling entity categories. If the controlling entity contacts are different people, manually enter the controlling entity information in the Name, Company, Email, and Phone fields for each category (see [Exhibit 20](#)).

Notes:

- The category listed at the top of the Controlling Entity section is the general controlling entity, and is responsible for movement information (disposition).
- You can add up to two controlling entity contacts for each category. To add an additional contact for a category, simply select the **Add Contact** button in that category. If more than one contact is added for a category, you must designate one as the primary contact for that category by selecting the “Primary” bullet to the right of that contact.
- To easily copy (clone) individual contacts, select the checkbox to the left of the contact you want to copy, and then select **Clone Contact** from the drop-down list.
- To copy an individual contact’s information into all of the controlling entity categories, select the checkbox to the left of the contact you want to copy, and then select **Clone All** from the drop-down list.
- To remove a contact, select the checkbox to the left of the contact you want to remove, and then select the **Remove Contact** button.

Exhibit 20. Create Application Page (showing the Controlling Entity section populated)

The screenshot shows the 'Create Application Page' with the 'Controlling Entity' section populated. The page has a top navigation bar with tabs: EQUIPMENT, SHIPPING COMMODITIES, LOADING LOCATIONS, STORAGE LOCATIONS, CONTROLLING ENTITY (selected), and APPLICATION-CARRIERS. A 'Save As Submit' button is in the top left. The 'Controlling Entity' section has three sub-sections: 'Controlling Entity', 'Controlling Entity - Mechanical', and 'Controlling Entity - Waybill'. Each sub-section has an 'Add Contact', 'Remove Contact', and 'Clone Contact' button. The 'Controlling Entity' sub-section has one contact: Cary Murphy, RAIL - RAILINC CORPORATION, Email: cary.murphy@railinc.com, Phone: 9196515292, Primary: *. The 'Controlling Entity - Mechanical' sub-section has two contacts: Doni Reece, RAILINC, Email: doni.reece@railinc.com, Phone: 9196515000, Primary: *, and Cary Murphy, RAIL - RAILINC CORPORATION, Email: cary.murphy@railinc.com, Phone: 9196515292, Primary: *. The 'Controlling Entity - Waybill' sub-section has one contact: Cary Murphy, RAIL - RAILINC CORPORATION, Email: cary.murphy@railinc.com, Phone: 9196515292, Primary: *. At the bottom right are buttons: Back, Save as Draft, Continue, and Skip Validation.

18. Once you have completed adding controlling entity contact information, select **Continue**. The Controlling Entity section is now completed, and the Application-Carriers section is displayed (see [Exhibit 21](#)).

Exhibit 21. Create Application Page (showing the Application-Carriers section)

The screenshot shows the 'Create Application Page' with the 'Application-Carriers' section displayed. The page has a top navigation bar with tabs: EQUIPMENT, SHIPPING COMMODITIES, LOADING LOCATIONS, STORAGE LOCATIONS, CONTROLLING ENTITY, and APPLICATION-CARRIERS (selected). A 'Save As Submit' button is in the top left. The 'Application-Carriers' section has a table with columns: Origin Carrier, Effective Date, Expiration Date, and Comments. The first row has: UIP, 09/14/2017, 09/14/2027, and a text area for comments. Below the table is a 'General Comment' section with a 'Comment:' label and a text area. At the bottom right are buttons: Back, Save as Draft, Submit, and Skip Validation.

The Application-Carriers section enables you to send private comments to the origin carrier and to send general (global) comments to all carriers that are party to the application.

19. In the Application-Carriers section, specify an Effective Date and an Expiration Date for the application.

Effective Date – The date the application is effective. The default is the current date.

Expiration Date – The date the application will expire. This date cannot be greater than **10 years** after the effective date.

20. Optionally, create comments to send to parties to the application (see [Exhibit 22](#)).

Exhibit 22. Create Application Page (showing the Application-Carriers section comments)

The screenshot displays a web form titled 'Create Application Page'. At the top, there are three tabs: 'Origin Carrier', 'Effective Date', and 'Expiration Date'. The 'Origin Carrier' tab is active, showing a table with columns for 'UP', 'Effective Date', 'Expiration Date', and 'Comments'. The table contains one row with the following data: 'UP' is '09-14/2017', 'Effective Date' is '09-14/2017', 'Expiration Date' is '09-14/2017', and 'Comments' is 'This is a private comment that is only sent to the origin carrier.' Below the table, there is a 'General Comment' section with a text area containing the text 'This is a general comment that is sent to all carriers on the application.' At the bottom right of the form, there are three buttons: 'Back', 'Save as Draft', and 'Submit'.

[Exhibit 22](#) shows how to set up a private comment to be sent the origin carrier (create a comment in the Origin Carrier area). Under the General Comment field, you can also send a non-confidential comment to all carriers on the application.

21. Once you have completed the fields in the Application Carriers section, select the **Submit** button to send the Loading Authority application to the origin carrier for review and/or approval. The Loading Authority Application page is displayed, which provides a summary of the information entered on the application (see [Exhibit 23](#)). An email is sent to the approver and you will receive a response email alerting you of the application's status (see "[Managing Email Notifications](#)" on page 21).

Note: When equipment is on one or more applications in Approved, Submitted, or Partial Approval status, you can select **Click here** to download a CSV file and view it in Excel.

Exhibit 23. Loading Authority Application (submitted to the Reviewer and/or Approver)

Application																
App ID:	122704	Version No:	2	Submitted Date:	06/21/2017 12:12:26	Last Modified Date:	06/21/2017 12:12:28									
Equipment Type:	K - Hopper, Equipped	Equipment Count:	3	General Physical Attributes:												
<input checked="" type="checkbox"/> Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement. *																
															Filter...	✕
Equipment Info																Export to CSV
Equip Init	Equip Num	ETC	Mech Desg	Cub Cap	Lngt Over Cplrs	Extreme W and H	Hgt Of Ext Wid	TC	TCC	Lessee	Stenc Mark Owner	Tare Wgt	GRL	Axles Spacing Dist	Truck Ctr Lngt	Equip Health Fig
➤ GBRX	5067	K341	HTS	4200	53' 01"	W: 10' 08" H: 13' 04"	13' 04"				GBRX	49200	286000	5' 10"	40' 06"	
➤ GBRX	5068	K341	HTS	4200	53' 01"	W: 10' 08" H: 13' 04"	13' 04"				GBRX	49200	286000	5' 10"	40' 06"	
➤ GBRX	5069	K341	HTS	4200	53' 01"	W: 10' 08" H: 13' 04"	13' 04"				GBRX	49300	286000	5' 10"	40' 06"	
Commodities To Be Shipped																
STCC		Commodity Name												Hazard	Hazmat	
0141110		CATTLE, ORDINARY, VIZ. BULLS, COWS, HEIFERS, OXEN OR STEERS												No	No	
Loading Locations																
Originating Carrier				Status		Effective Date				Expiration Date						
➤ UP				Submitted		06/24/2017				06/08/2027						
Storage Locations																
Originating Carrier																
➤ UP																
Submitted By (submitting user's SSO account profile information):																
Name:	raiyen ronon			Title:	QA Engineer			Company:	RAILINC CORPORATION							
Email:	raiyen.ronon@railinc.com			Address:	7001 weston parkway			City:	Cary							
State:	NC			Zipcode:	27513			Phone:	9196515337							
Controlling Entity (party responsible for providing disposition on equipment)																
Name				Company				Email				Phone				Primary
Cary Murphrey				Railinc				cary.murphrey@railinc.com				919-651-5000				●
Controlling Entity - Accessorial (party responsible for providing disposition on equipment)																
Name				Company				Email				Phone				Primary
Cary Murphrey				Railinc				cary.murphrey@railinc.com				919-651-5000				●
Controlling Entity - Waybill (party responsible for providing disposition on equipment)																
Name				Company				Email				Phone				Primary
Cary Murphrey				Railinc				cary.murphrey@railinc.com				919-651-5000				●
Controlling Entity - Mechanical (party responsible for providing disposition on equipment)																
Name				Company				Email				Phone				Primary
Doni Reece				Railinc				doni.reece@railinc.com				919-651-5000				●
Cary Murphrey				Railinc				cary.murphrey@railinc.com				919-651-5000				●
Comments History																
View Comment History																

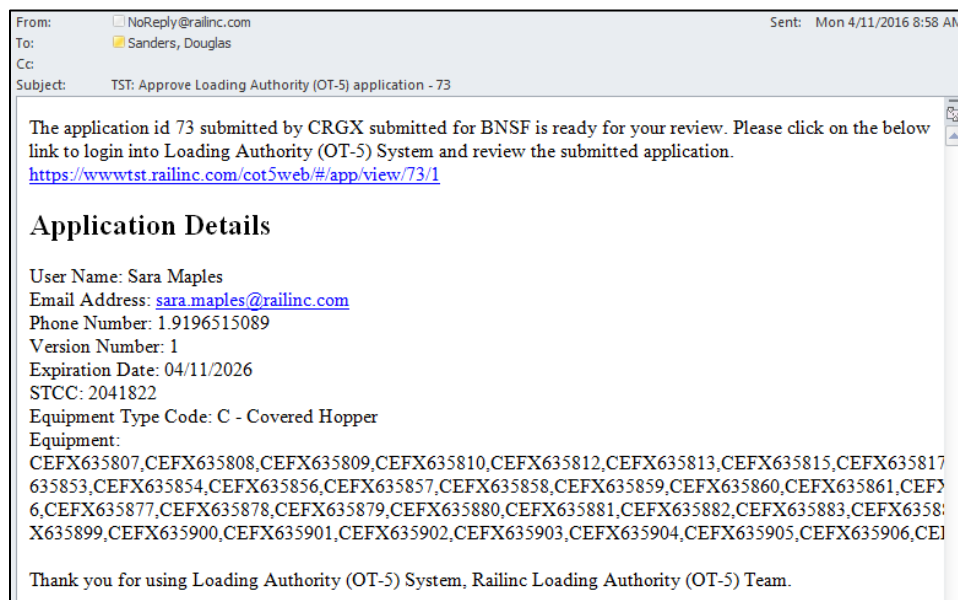
After submitting the Loading Authority application, you can perform the following tasks:

- Select **Edit** to revisit the application and possibly make changes and resubmit (see [Editing a Loading Authority \(OT-5\) Application](#)” on page 29).
- Select **Clone** to make a copy of the submitted application (see [Cloning a Loading Authority \(OT-5\) Application](#)” on page 30).
- Select **View History** (not shown) to see previous versions of the application (see [Viewing the History of Loading Authority \(OT-5\) Records](#)” on page 36).
- Select **Return to Search Results** to view the application in a list of search results.

Managing Email Notifications

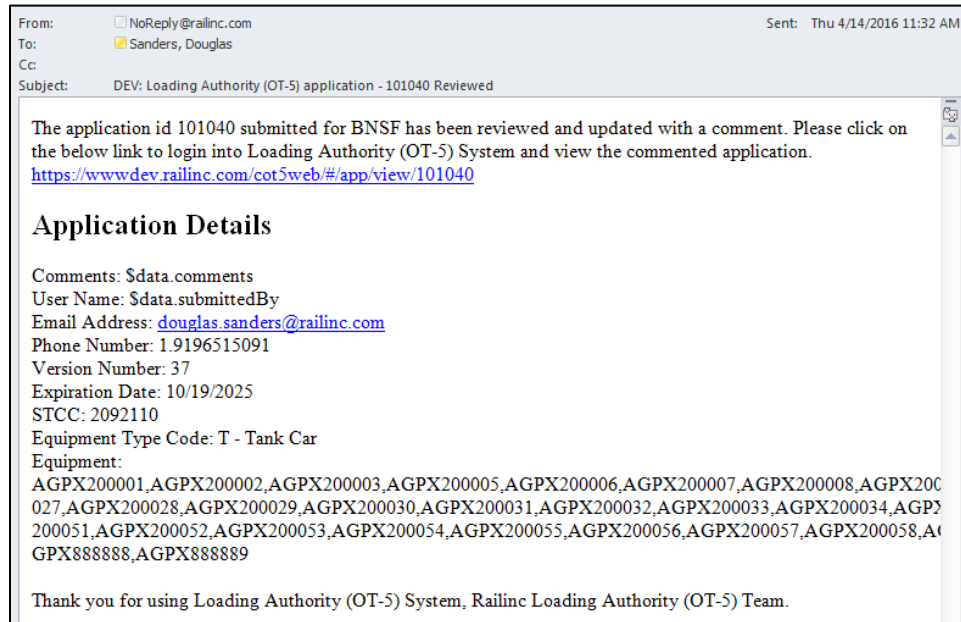
Once an application is submitted, an e-mail is sent to the FindUs.Rail Approvers (and Reviewers) for the submitting origin road ([Exhibit 24](#)).

Exhibit 24. Example of Submitted Application E-mail Notification



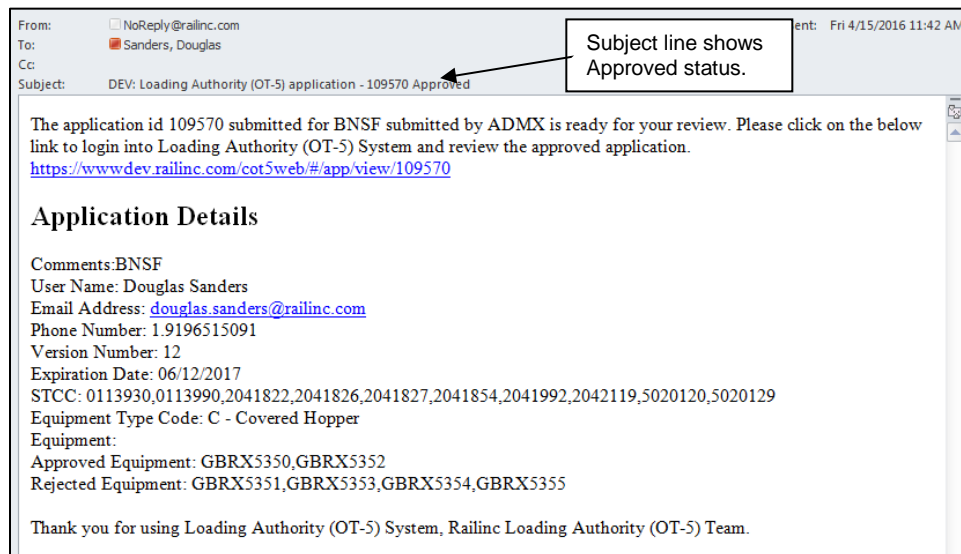
Users with the reviewer role can review submitted applications prior to them being sent to an approver. Here is an example of an email that is sent after an OT-5 application has been reviewed ([Exhibit 25](#)).

Exhibit 25. Example of an Email Sent After Being Reviewed



When an application has been approved, an e-mail is returned similar to the example shown in [Exhibit 26](#).

Exhibit 26. Example of Approved Application E-mail Notification



If the application is rejected, an e-mail is returned similar to the example shown in [Exhibit 27](#).

Exhibit 27. Example of Rejected Application E-mail Notification

From: NoReply@railinc.com
Sent: Tuesday, February 18, 2014 4:16 PM
To: Smith, John
Subject: TEST: Loading Authority (OT-5) application - 7978 Rejected - Inadequate Storage

The application id 7978 submitted for UP submitted by KCS is ready for your review. Please click on the below link to login into Loading Authority (OT-5) System and review the rejected application. <https://www.tst.railinc.com/COT5Web/applicationAction.do?parameter=view&appReferenceNo=7978>

Application Details
Reject Reason: Inadequate Storage
Comments: Inadequate storage in location 1.
User Name: Matt Jones
Email Address: matt.jones@railinc.com
Phone Number: 1.919.555.4321
Version Number: 47
Expiration Date: 02/28/2014 Expiration Date: 02/28/2014
STCC: 0143910,3211321
Equipment Type Code: T - Tank Car
Equipment: AARX 805802

Thank you for using Loading Authority (OT-5) System, Railinc Loading Authority (OT-5) Team.

The system automatically sends e-mail notification messages when applications are about to expire. E-mail notices are sent to submitters 45 days, 15 days, and the day before the application expires. See [Exhibit 28](#) for an example of a pending expiration email.

Exhibit 28. Example of Application About to Expire E-mail Notification

From: NoReply@railinc.com
To: Sanders, Douglas
Cc:
Subject: DEV: Loading Authority (OT-5) application is about to Expire application - 109570

Sent: Fri 4/15/2016 2:27 PM

The application id 109570 submitted to BNSF UP submitted by ADMX is going to expire on 05/30/2016.

Please click on the below link to login into Loading Authority (OT-5) System and review the application.
<https://wwwdev.railinc.com/cot5web/#/app/view/109570/14>

Thank you for using Loading Authority (OT-5) System, Railinc Loading Authority (OT-5) Team.

Notification emails are sent if equipment on an application changes status or are removed from Umler ([Exhibit 29](#)).

Exhibit 29. Example Notification Email with Equipment Changes

From: NoReply@railinc.com
To: OT5_Modernization_Devs
Cc:
Subject: DEV: Equipment deleted from Loading Authority (OT-5) application - 100210

Sent: Wed 4/6/2016 5:41 PM

The application id 100210 submitted by NCIX for CN UP has been automatically updated. The following cars have been re-stenciled/removed from UMLER:
PROX 30313 PROX 30314 .

Please click on the below link to login into Loading Authority (OT-5) application and review the updated application by 06/05/2016.
<https://wwwdev.railinc.com/COT5Web/#/app/view/100210/11>

Thank you for using Loading Authority (OT-5) System, Railinc Loading Authority (OT-5) Team.

Working with Existing Loading Authority (OT-5) Applications

See the following sections for information about tasks you can perform on existing Loading Authority (OT-5) Applications:

- [“Searching for Loading Authority \(OT-5\) Applications”](#) on page 24
- [“Viewing Loading Authority \(OT-5\) Applications”](#) on page 26
- [“Editing a Loading Authority \(OT-5\) Application”](#) on page 29
- [“Cloning a Loading Authority \(OT-5\) Application”](#) on page 30
- [“Expiring a Loading Authority \(OT-5\) Application”](#) on page 31
- [“Removing Equipment from Multiple Applications”](#) on page 33
- [“Exporting Search Results into a CSV File”](#) on page 34
- [“Viewing the History of Loading Authority \(OT-5\) Records”](#) on page 36
- [“Viewing the History of Loading Authority \(OT-5\) Records”](#) on page 36.
- [“Deleting Draft Loading Authority \(OT-5\) Applications”](#) on page 37.

Searching for Loading Authority (OT-5) Applications

Use the following procedure to search for Loading Authority (OT-5) Applications:

1. From the Home page, select either a listed hyperlinked application status category to view a list of applications that match the selected status or select the **Search** menu item. The Search Loading Authority (OT-5) Application page is displayed (see [Exhibit 30](#)).

Exhibit 30. Search Loading Authority (OT-5) Application

The screenshot shows the 'Search' page of the RAILING Loading Authority (OT-5) application. The page features a top navigation bar with the RAILING logo and links for 'document', 'RAIL', 'Launch Pad', 'Contact Us', and 'Sign Out'. Below this is a secondary navigation bar with links for 'Home', 'Create Application', 'Search' (which is highlighted), 'Reports', and 'Documentation'. The main search area contains several input fields: 'App ID', 'Old App ID', 'Origin Carrier', 'Status' (a dropdown menu), 'Submitter Company' (set to 'RAIL'), 'Days To Expire', 'Equipment Type' (a dropdown menu), and 'Equipment Range' (a text input field with a range icon). At the bottom right of the search area are two buttons: 'Search' and 'Clear'.

2. Enter an Origin Carrier or Submitter Company and one or more of the remaining available input fields.
 - **App. Reference Number** – the number automatically assigned to an application when it was created.
 - **Originating Carrier** – originating carrier of the application.

- **Submitter Company** – Company that submitted the application.
 - **Equipment Type** – Identifies the type of rail equipment included in the listed application. Codes are defined in Umler.
 - **Old App. ID** – if a road uploads data it will have their original application ID on it, available as a search option.
 - **Status** – Displays the status of the application (Expired, Draft, Submitted, Approved, Rejected, System Updated, or Partial Approval). The status that is seen by the submitter may vary based on the search criteria. This is because an application may have a different status for each carrier. A specific carrier can only see the status of their portion of the application.
 - **Days to Expire** – Number of days before the set expiration date for applications.
 - **Equipment Range** – specific equipment initial and number or range of equipment. Here are sample acceptable formats: ABCX 123456, AAAX1, CCCX1-CDDX11, XX 123456-234567, EEEX1-EEEX11, MMMX4-73).
3. Select **Search** to initiate the search. The results are displayed below the input fields (see [Exhibit 31](#)). As necessary, select **Clear** to erase the search criteria entered.

Exhibit 31. Search Results Loading Authority (OT-5) Application

App ID	Version No.	Submitter Company	Equipment Range/Number	Equipment Type	Equipment Count	Origin Carrier	Status	Effective Date	Modified Date
1	1	RAIL			0				
22	1	RAIL	GATX201, GATX202, GATX203, GATX204, GATX	T - Tank Car	17	BNSF	DRAFT	03/04/2016	03/04/2016
23	2	RAIL	GATX19153, GATX19154, GATX19155, GATX19156	T - Tank Car	8	BNSF	REJECTED	03/04/2016	03/04/2016
23	2	RAIL	GATX19153, GATX19154, GATX19155, GATX19156	T - Tank Car	8	KCS	SUBMITTED	03/04/2016	03/04/2016
25	1	RAIL		T - Tank Car	0			03/04/2016	
49	1	RAIL	GBRX713	F - Flat Car	1	UP	SUBMITTED	03/21/2016	03/21/2016
52	1	RAIL	GBRX5067, GBRX5056, GBRX5059, GBRX5070	K - Hopper, Equipped	16	CSXT	SUBMITTED	03/21/2016	03/21/2016
53	2	RAIL	GBRX5016, GBRX5019, GBRX5020, GBRX5021	K - Hopper, Equipped	13	CSXT	DRAFT	03/22/2016	03/22/2016
71	1	RAIL	GBRX5057, GBRX5058, GBRX5059	K - Hopper, Equipped	3	UP	SUBMITTED	04/06/2016	04/06/2016
77	1	RAIL	GBRX5016, GBRX5019, GBRX5020, GBRX5021	K - Hopper, Equipped	13	CSXT	SUBMITTED	04/11/2016	04/11/2016
100274	8	RAIL	SURX475121	C - Covered Hopper	1	CALA	EXPIRED	01/24/2012	01/25/2012
102949	2	RAIL	NAHYS16405, NAHYS16406, NAHYS16407, NAH	C - Covered Hopper	25	BNSF	APPROVED	01/07/2009	06/29/2012

The following additional fields are included in the search results:

- **Version Number** – specifies the version of the application, increments with each update.
 - **Equipment Count** – Identifies the number of railcars included in the listed application.
 - **Effective Date** – Displays the first date on which the application is effective.
 - **Modified Date** – Displays the last date on which the application was changed.
4. Perform one of the following actions.
- Select a column heading to sort the results by that column. Select once to have the results displayed in descending order and twice to have the results in ascending order.

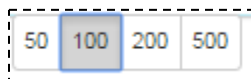
- b. Use the search results page navigation options ([Exhibit 32](#)) at the bottom of the search results to move between multiple pages of search results. Select the numbers to move to the next series of results. Use the arrows to move to either the first or last set of results.

Exhibit 32. Search Result Page Navigation



- c. Select a search result number at the bottom of the page (50, 100, 200 or 500—as seen in [Exhibit 33](#)) to change the number of results displayed.

Exhibit 33. Search Result Number



- d. Select the **Export to CSV** link to export the search results to a CSV file. See “[Exporting Search Results into a CSV File](#)” on page 34 for details.
- e. Select a listed **App. ID.** link to view the details of that Loading Authority (OT-5) Application. See “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26 for more information.

Viewing Loading Authority (OT-5) Applications

To view the details of an existing Loading Authority (OT-5) Application, first search for an application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 24, and then select a listed **App. ID** link from the search results. The View Loading Authority (OT-5) Application page is displayed (see [Exhibit 34](#) for the Submitter view and [Exhibit 35](#) for the Approver/Reviewer view).

Note: Submitters and approver/reviewers have slightly different capabilities related to viewing Equipment Health information.

- For application submitters, an asterisk (*) is displayed in the Equipment Health Flag column if a record has either an Early Warning Notice, EHMS Alert, or DDCT Incident. If a submitter wants to view additional details as to why the flag is highlighted, they must log in to each application and have the correlating permissions to view the equipment detail.
- Application approvers and reviewers have additional capabilities as described below [Exhibit 35](#).

Exhibit 34. View Loading Authority (OT-5) Application (Submitter View)

Application

App ID: 122743 Version No: 3 Submitted Date: 09/07/2017 10:43:31 Last Modified Date: 09/07/2017 10:48:10

Equipment Type: C - Covered Hopper Equipment Count: 3 General Physical Attributes:

☒ Subject cars will be in compliance with applicable 5 safety and mechanical requirement. * ☐ Subject cars will be in compliance with applicable 5 safety and mechanical requirement. *

Submitter View showing Equip Health Flag

Filter...

Equip Init	Equip Num	ETC	Mech Desg	Cub Cap	Lngt Over Cplrs	Extreme W and H	Hgt Of Ext Wid	TC	TCC	Lessee	Stenc Mark Owner	Tare Wgt	GRL	Truck Ctr Lngt	Equip Health Flag
➤ AARX	6020	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	5' 08"	34' 05" *
➤ AARX	6024	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	5' 08"	34' 05" *
➤ AARX	6030	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	5' 08"	34' 05"

Commodities To Be Shipped

STCC	Commodity Name	Hazard	Hazmat
4909152	ETHYL ALCOHOL, ANHYDROUS, DENATURED IN PART WITH PETROLEUM PRODUCTS AND/OR CHEMICALS, PETROLEUM PRODUCTS AND/OR CHEMICALS NOT TO EXCEED FIVE PERCENT NOT FIT FOR HUMAN CONSUMPTION	Yes	Yes
0113211	CORN (NOT POPCORN) OR MAIZE (NOT POPCORN), IN THE EAR, NOT SHELLED, DRIED, ORGANICALLY GROWN FREE OF FERTILIZER AND OR PESTICIDE APPLICATIONS	No	No

Loading Locations

Originating Carrier	Status	Effective Date	Expiration Date
➤ BNSF	Submitted	09/07/2017	09/07/2027
➤ CPRS	Approved	09/07/2017	09/07/2027
➤ CSXT	Submitted	09/07/2017	09/07/2027
➤ NS	Submitted	09/07/2017	09/07/2027

Storage Locations

Originating Carrier
➤ BNSF
➤ CPRS
➤ CSXT
➤ NS

Submitted By (submitting user's SSO account profile information):

Name: Doni Reece Title: Business Analyst II Company: RAILINC CORPORATION

Email: doni.reece@railinc.com Address: 7001 Weston Pkwy Ste 200 City: Cary

State: NC Zipcode: 27513 Phone: 1.9196515049

Controlling Entity (party responsible for providing disposition on equipment)

Name	Company	Email	Phone	Primary
Doni Reece	RAILINC CORPORATION	doni.reece@railinc.com	1.9196515049	<input checked="" type="radio"/>

Controlling Entity - Accessorial (party responsible for providing disposition on equipment)

Name	Company	Email	Phone	Primary
Doni Reece	RAILINC CORPORATION	doni.reece@railinc.com	1.9196515049	<input checked="" type="radio"/>

Controlling Entity - Waybill (party responsible for providing disposition on equipment)

Name	Company	Email	Phone	Primary
Doni Reece	RAILINC CORPORATION	doni.reece@railinc.com	1.9196515049	<input checked="" type="radio"/>

Controlling Entity - Mechanical (party responsible for providing disposition on equipment)

Name	Company	Email	Phone	Primary
Doni Reece	RAILINC CORPORATION	doni.reece@railinc.com	1.9196515049	<input checked="" type="radio"/>

Comments History

[View Comment History](#)

Exhibit 35. View Loading Authority (OT-5) Application (Approver/Reviewer View)

Application

App ID: 122743 Version No: 3 Submitted Date: 09/07/2017 10:43:31 Last Modified Date: 09/07/2017 10:48:10

Equipment Type: C - Covered Hopper Equipment Count: 3 General Physical Attributes:

☒ Subject cars will be in compliance with applicable AAR and government regulations. ☐ the OT-5 safety and mechanical requirement.

[Reject](#) [Approve](#) [Reset](#) [Filter...](#) [Export to CSV](#)

<input type="checkbox"/>	Status	Equip Init	Equip Num	ETC	Mech Desg	Cub Cap	Lngt Over Cplrs	H	Wid	TC	TCC	Lessee	Owner	Wgt	Grav	Axles	Truck Ctr Lngt	Equip Health
<input type="checkbox"/>	Submitted	AARX	6020	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	6' 08"	34' 05"	View Detail
<input type="checkbox"/>	Submitted	AARX	6024	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	6' 08"	34' 05"	View Detail
<input type="checkbox"/>	Submitted	AARX	6030	C113	LO	4135	46' 07"	W: 10' 08" H: 15' 04"	8' 11"	D			AARX	53500	220000	6' 08"	34' 05"	

Commodities To Be Shipped

STCC	Commodity Name	Hazard	Hazmat
4909152	ETHYL ALCOHOL, ANHYDROUS, DENATURED IN PART WITH PETROLEUM PRODUCTS AND/OR CHEMICALS, PETROLEUM PRODUCTS AND/OR CHEMICALS NOT TO EXCEED FIVE PERCENT NOT FIT FOR HUMAN CONSUMPTION	Yes	Yes
0113211	CORN (NOT POPCORN) OR MAIZE (NOT POPCORN), IN THE EAR, NOT SHELLS, DRIED, ORGANICALLY GROWN FREE OF FERTILIZER AND OR PESTICIDE APPLICATIONS	No	No

Loading Locations

Originating Carrier	Status	Effective Date	Expiration Date
BNSF	Submitted	09/07/2017	09/07/2027

Storage Locations

Originating Carrier
BNSF

Submitted By (submitting user's SSO account profile information):

Name: Doni Reese Title: Business Analyst II Company: RAILINC CORPORATION

Approvers and Reviewers can select **View Detail** in the Equipment Health column to view additional details (open alerts, notices, and/or incidents) from within the Loading Authority application (see [Exhibit 36](#)). Note that only the handling carrier on an incident is privy to the incident details.

Exhibit 36. View Equipment Health Details

Equipment Health Details

EQUIPMENT ID:
AARX6020

Early Warning

Notice Number	Sev Cd	Exp Date	Eff Date	Title
EW5408	01	10/03/2017	07/03/2017	TEST

EHMS

Alert Type	Location	Alert Level
WILD	Wheel 02R	ATSI Window Open

[Close](#)

Continue with one of the following tasks:

- [“Editing a Loading Authority \(OT-5\) Application”](#) on page 29
- [“Cloning a Loading Authority \(OT-5\) Application”](#) on page 30

- [“Expiring a Loading Authority \(OT-5\) Application”](#) on page 31
- [“Exporting Search Results into a CSV File”](#) on page 34
- [“Viewing the History of Loading Authority \(OT-5\) Records”](#) on page 36
- [“Viewing Comment History”](#) on page 37
- [“Deleting Draft Loading Authority \(OT-5\) Applications”](#) on page 37
- Return to the search results by selecting **Return to Search Results**

Editing a Loading Authority (OT-5) Application

Use the following procedure to make carrier-specific changes to an existing Loading Authority (OT-5) application.

Note: If your OT-5 application is rejected, view the rejected application by selecting the App. Reference No. within OT-5. Next, review the originating carrier’s reason for rejection, select the **Edit** button, and make the necessary changes to the application. Once you have completed the updates, select the checkbox of the originating carrier who initially rejected the application, and then select the **Submit** button. Make sure you change the effective date on the application to the current date.

1. Search for the application that you want to edit. See [“Searching for Loading Authority \(OT-5\) Applications”](#) on page 24 for details.
2. View the application as described in [“Viewing Loading Authority \(OT-5\) Applications”](#) on page 26.
3. From the View Loading Authority (OT-5) Application page, select the **Edit** button. The Edit Loading Authority (OT-5) Application page is displayed (see [Exhibit 37](#)).

Exhibit 37. Edit Application Page (showing the Equipment section containing equipment)

The screenshot displays the 'Edit Application' page for a Loading Authority (OT-5) application. The page is titled 'RAILING | Loading Authority (OT-5)' and includes navigation links for 'document', 'RAIL', 'Launch Pad', 'Contact Us', and 'Sign Out'. The main navigation bar contains 'Home', 'Create Application', 'Search', 'Reports', and 'Documentation'. The 'EQUIPMENT' tab is selected, showing a form for editing equipment details. The form includes fields for 'Equipment Type' (set to 'J - Gondola Car-GT'), 'Physical Attributes', and a 'Validate' button. Below the form is a table of equipment information with columns for 'Initial', 'Number', 'Type Code', 'Mechanical Designation', 'Cubic Capacity', 'Length Over Couplers', 'Extreme Width and Height', 'Height of Extreme Width', 'TC', 'YCC', 'Lessee Mark ID', 'Stenciled Mark Owner', 'Tare Weight', 'Gross Rail load weight', 'Axles Spacing Distance', and 'Truck Center Length'. The table shows one row of equipment with the following values: Initial: NDYX, Number: 965072, Type Code: J311, Mechanical Designation: GT, Cubic Capacity: 4520, Length Over Couplers: 53' 01", Extreme Width and Height: W: 10' 00" H: 12' 10", Height of Extreme Width: 12' 09", TC: YCC, Lessee Mark ID: FURX, Stenciled Mark Owner: 41900, Tare Weight: 286000, Axles Spacing Distance: 5' 10", and Truck Center Length: 40' 06". The page also includes a 'Continue' button and a 'Skip Validation' checkbox.

Initial	Number	Type Code	Mechanical Designation	Cubic Capacity	Length Over Couplers	Extreme Width and Height	Height of Extreme Width	TC	YCC	Lessee Mark ID	Stenciled Mark Owner	Tare Weight	Gross Rail load weight	Axles Spacing Distance	Truck Center Length
NDYX	965072	J311	GT	4520	53' 01"	W: 10' 00" H: 12' 10"	12' 09"			FURX	41900	286000		5' 10"	40' 06"

4. Complete edits to any of the application fields (see [“Creating a Loading Authority \(OT-5\) Application”](#) on page 9 for details on the input fields).

5. Perform one of the following actions:
 - a. Select **Submit** to submit the edited Loading Authority (OT-5) application. If successful, a message is displayed with the newly assigned application number and an indication that an e-mail has been sent to the approver (see [Exhibit 38](#)).

Exhibit 38. Notification of a Successfully Edited and Submitted Application

1. Application 103226 is successfully submitted. An email will be sent to approver(s).

Your information selected for mandatory field (identified as red text) must pass editing rules and match valid entries in the Railinc Industry Reference Files for MARK, FSAC, STCC, and CIF Files. Freight cars associated with the application are validated against Umler. This process checks to make sure that the equipment actually exists in Umler and verifies that the specified equipment type matches. This process also validates that the specified equipment is not already assigned to another application.

- b. Select **Clone** to create a new Loading Authority (OT-5) application based on the currently displayed application. See “[Cloning a Loading Authority \(OT-5\) Application](#)” on page 30 for more information.
 - c. Select **Cancel** to cancel the edits to the Loading Authority (OT-5) application.

Cloning a Loading Authority (OT-5) Application

You can create a new Loading Authority (OT-5) application based on an existing application. This is referred to as “cloning” an application.

To clone an application, first search for an application to clone as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 24. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26. From the View Loading Authority (OT-5) Application page, select **Clone** to create a new application based on the currently viewed application.

All the input fields remain the same except for the effective date, which defaults to the current date, and the “Submitted by” fields, which are automatically populated with the current user’s information.

Expiring a Loading Authority (OT-5) Application

If you have the submitter role, you can manually expire a Loading Authority (OT-5) application in any status except Draft or Expired. Expiring an application enables you to add a car to another application with the same origin carrier.

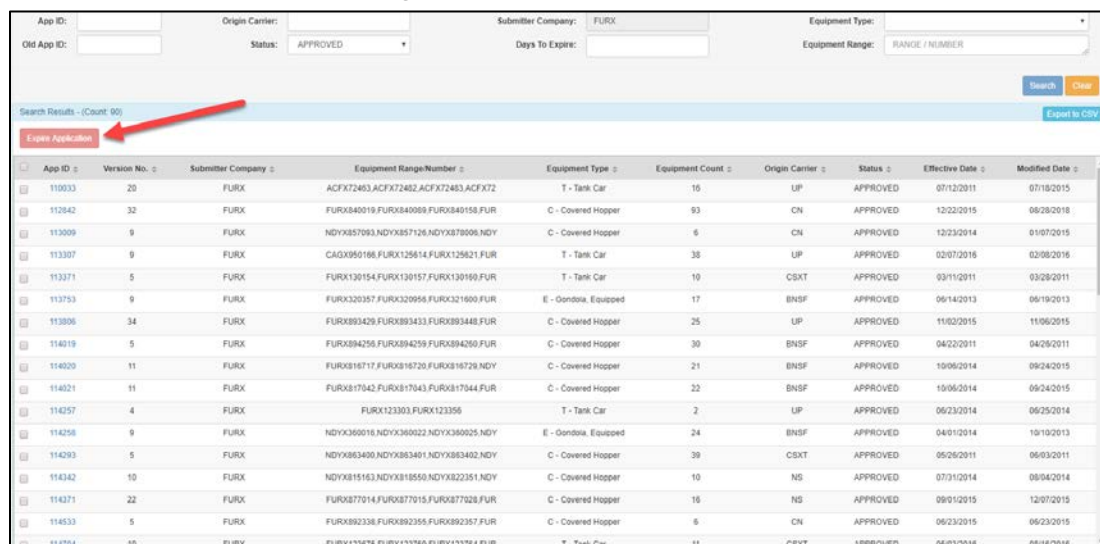
You can expire a Loading Authority (OT-5) application while viewing search results or while viewing an application. You can also resubmit an application that was inadvertently expired (see [“Editing a Loading Authority \(OT-5\) Application”](#) on page 29 for more information).

Expiring While Viewing Search Results

Use the following procedure to expire a Loading Authority (OT-5) application while viewing search results:

1. From the Home page, select either a listed hyperlinked application status category to view a list of applications of a certain status, or perform a search to locate a specific application as described in [“Searching for Loading Authority \(OT-5\) Applications”](#) on page 24. The search results are displayed (see [Exhibit 39](#)). Note that applications with multiple loading locations are listed as multiple entries with the same App ID.

Exhibit 39. Search Results Showing the Expire Application Button

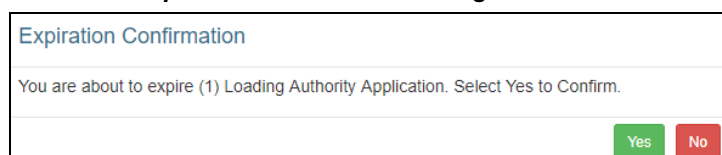


The screenshot shows a search results interface with a table of applications. A red arrow points to the 'Expire Application' button located above the table. The table has columns for App ID, Version No., Submitter Company, Equipment Range/Number, Equipment Type, Equipment Count, Origin Carrier, Status, Effective Date, and Modified Date. The first few rows of the table are as follows:

App ID	Version No.	Submitter Company	Equipment Range/Number	Equipment Type	Equipment Count	Origin Carrier	Status	Effective Date	Modified Date
110933	20	FURX	ACFX72463,ACFX72462,ACFX72463,ACFX72	T - Tank Car	16	UP	APPROVED	07/12/2011	07/19/2015
112842	32	FURX	FURX840019,FURX840089,FURX840158,FUR	C - Covered Hopper	93	CN	APPROVED	12/22/2015	08/28/2018
113009	9	FURX	NDYX857093,NDYX857126,NDYX870096,NDY	C - Covered Hopper	6	CN	APPROVED	12/23/2014	01/07/2015

2. Select the checkbox(es) to the left of the application(s)/loading locations you want to expire (up to 50 at a time), and then select the **Expire Application** button (this button is not active until you select at least one application). A confirmation dialog box is displayed for you to confirm the expiration (see [Exhibit 40](#)).

Exhibit 40. Expiration Confirmation Dialog Box



The dialog box is titled 'Expiration Confirmation'. It contains the text: 'You are about to expire (1) Loading Authority Application. Select Yes to Confirm.' At the bottom right, there are two buttons: 'Yes' (green) and 'No' (red).

3. Select **Yes** to confirm the expiration. The selected applications/loading locations are expired, and a success message is displayed (see [Exhibit 41](#)).

Exhibit 41. Application Expired Success Message

Application(s) Expired Successfully.

Expiring While Viewing an Application

Use the following procedure to expire a Loading Authority (OT-5) application while viewing an application:

1. View an application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26 (see [Exhibit 42](#)). Note that an application may apply to multiple loading locations.

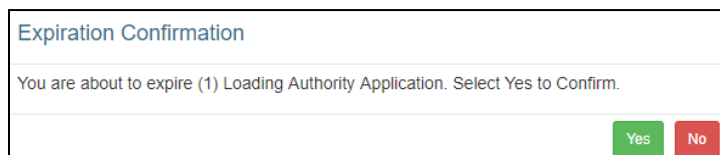
Exhibit 42. Application Showing Loading Locations and the Expire Application Button

The screenshot displays the 'Application' view for App ID: 114704. It includes fields for Version No: 19, Submitted Date: 05/03/2016 09:05:10, and Last Modified Date: 06/16/2016 04:11:29. The equipment type is 'T - Tank Car' with a count of 11. A note states: 'Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement.' Below this is a table of equipment details with columns for Equip Int, Equip Num, ETC, Mech Desg, Cub Cap, Lngt Over Cplrs, Extreme W and H, Hgt Of Ext Wld, TC, TCC, Lessee, Stenc Mark Owner, Tank Wgt, GRL, Axes Spacing Dist, Truck Cb Lngt, and Equip Health Flg. The table lists 11 equipment entries. Below the equipment table is a section for 'Commodities To Be Shipped' with columns for STCC, Commodity Name, Hazard, and Hazmat. It lists three commodities: PETROLEUM ALKYLATE DETERGENT INTERMEDIATE, FATTY ACIDS OF COCOANUT, CORN, COTTONSEED, PEANUT OR SOYBEAN OIL, INEDIBLE, and PLASTICS, RESINS OR GUMS, NEC, LIQUID. The 'Loading Locations' section is highlighted with a red box and a red arrow labeled '1'. It contains a table with columns for Originating Carrier, Status, Effective Date, and Expiration Date. It lists three loading locations: CSXT, FRVT, and NS. Below this is the 'Storage Locations' section, which is currently empty. The 'Submitted By' section shows user information for Cindy Roberts, Director - Fleet Management, at YELLS FARGO RAIL. The 'Controlling Entity' section shows information for Procter & Gamble Manufacturing. At the bottom right, there is a red arrow labeled '2' pointing to the 'Expire Application' button in the footer.

2. Select the checkboxes to the left of the loading locations you want to expire (or select the checkbox in the heading to select all loading locations), and then select the **Expire**

Application button (this button is not active until you select at least one loading location). A confirmation dialog box is displayed for you to confirm the expiration (see [Exhibit 43](#)).

Exhibit 43. Expiration Confirmation Dialog Box

A dialog box titled "Expiration Confirmation" with a light blue header. The main text reads: "You are about to expire (1) Loading Authority Application. Select Yes to Confirm." Below the text is a horizontal line. At the bottom right are two buttons: a green "Yes" button and a red "No" button.

3. Select **Yes** to confirm the expiration. The selected applications/loading locations are expired, and a success message is displayed (see [Exhibit 44](#)).

Exhibit 44. Application Expired Success Message

A green rectangular message box with a dashed border. The text inside reads: "Application(s) Expired Successfully." There is a small "x" icon in the top right corner of the box.

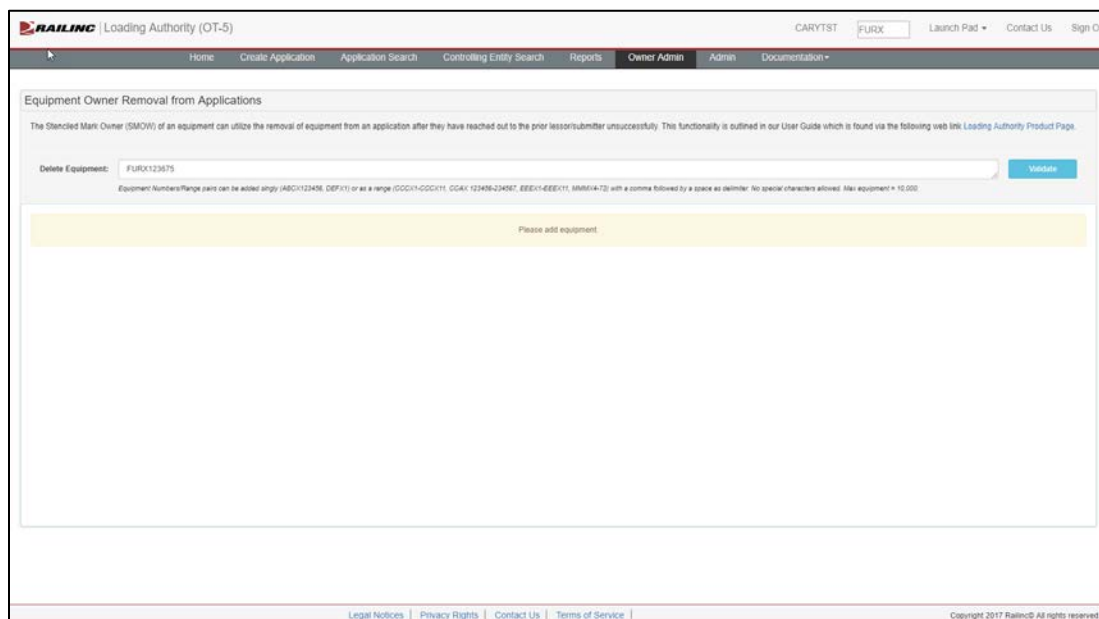
Removing Equipment from Multiple Applications

If you are the equipment owner and have the owner admin role, you can remove your equipment from all Loading Authority (OT-5) applications in Submitted, Approved, or Partial Approval status. This would normally be done after unsuccessfully reaching out to the prior lessor/submitter.

Use the following procedure to use the owner admin capability to remove equipment from multiple applications:

1. From the application menu, select the **Owner Admin** menu item. The Equipment Owner Removal from Applications page is displayed (see [Exhibit 45](#)).

Exhibit 45. Equipment Owner Removal from Applications

A screenshot of the "Equipment Owner Removal from Applications" page in the RAILINC Loading Authority (OT-5) system. The page has a dark header with the RAILINC logo and navigation links: Home, Create Application, Application Search, Controlling Entry Search, Reports, Owner Admin (selected), Admin, and Documentation. Below the header, there's a sub-header "Equipment Owner Removal from Applications". A message states: "The Stenciled Mark Owner (SMOVI) of an equipment can utilize the removal of equipment from an application after they have reached out to the prior lessor/submitter unsuccessfully. This functionality is outlined in our User Guide which is found via the following web link: Loading Authority Product Page." Below this is a "Delete Equipment:" section with a text input field containing "FURX123675" and a "Validate" button. A small note below the input field reads: "Equipment Numbers/Range pairs can be added singly (ABCX123456, DEF123) or as a range (GGX1-GGX111, GGAX 123456-234567, EEEY1-EEEE111, MMBB1A-72) with a comma followed by a space as delimiter. No special characters allowed. Max equipment = 10,000." Below the input field is a yellow box with the text "Please add equipment." The footer contains links for Legal Notices, Privacy Rights, Contact Us, and Terms of Service, along with a copyright notice: "Copyright 2017 Railinc® All rights reserved."

2. Enter the equipment ID(s) or enter a range of equipment IDs to specify the equipment that you want to remove from all Loading Authority (OT-5) applications in Submitted, Approved, or Partial Approval status, and then select **Validate**. The Equipment Owner Removal from Applications page is redisplayed showing the applications on which the equipment is listed (see [Exhibit 46](#)).

Exhibit 46. Equipment Owner Removal from Applications (Showing Applications)

The screenshot shows the 'Equipment Owner Removal from Applications' page. At the top, there's a header with 'RAILING | Loading Authority (OT-5)' and navigation links. Below the header, there's a search bar labeled 'Delete Equipment:' with a placeholder 'ENTER EQUIPMENT:'. To the right of the search bar is a 'Validate' button. Below the search bar, there's a table with columns: 'Equipment Initial', 'Equipment Number', 'Applications', and 'Number of Applications'. The table contains one row with the following data: 'FURX', '123675', '110033-FURX, 114257-FURX, 114704-FURX', and '3'. There is a checkbox in the first column of the table.

	Equipment Initial	Equipment Number	Applications	Number of Applications
<input checked="" type="checkbox"/>	FURX	123675	110033-FURX, 114257-FURX, 114704-FURX	3

3. Select the checkbox(es) at the left of the equipment to be removed, and then select **Remove**. A confirmation message appears asking you to confirm that you want to delete the equipment from Loading Authority applications (see [Exhibit 47](#)).

Exhibit 47. Delete Equipment Confirmation Message

The screenshot shows a confirmation dialog box titled 'Delete Equipment'. It contains the text 'Are you sure you wish to delete (1) equipment from Loading Authority Applications?' and two buttons: 'Yes' and 'No'.

Select **Yes** to confirm. A message is displayed indicating that your request to delete equipment from applications has been submitted and that you will be notified when it has been completed ([Exhibit 48](#)).

Exhibit 48. Delete Equipment Request Submitted Message

The screenshot shows a message box with the text 'Your request has been submitted. You will be notified once the request has been completed.'

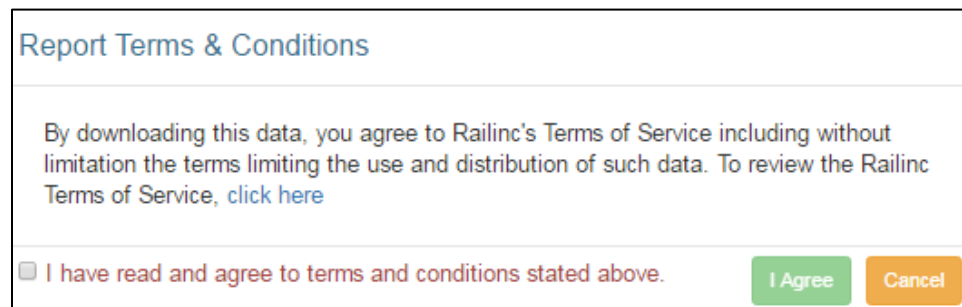
Exporting Search Results into a CSV File

You can export search results into a CSV file. This allows you to save and manipulate data independent of the application in programs like Microsoft Excel.

Use the following procedure to export search results into a CSV file:

1. From the Search Loading Authority (OT-5) Application results page, select the **Export to CSV** link. The Report Terms & Conditions page is displayed (see [Exhibit 49](#)).

Exhibit 49. Report Terms & Conditions



Report Terms & Conditions

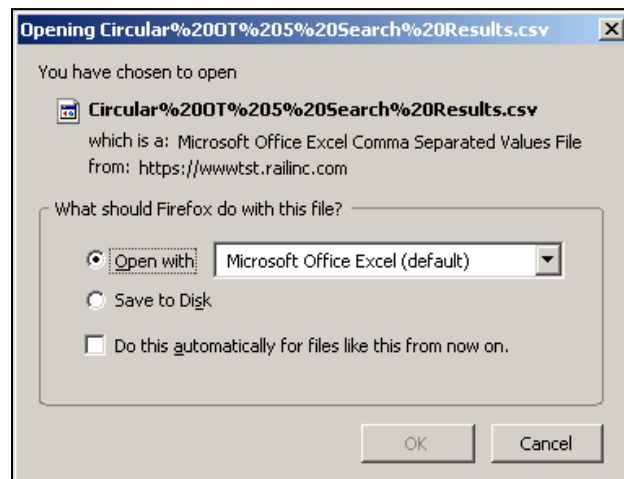
By downloading this data, you agree to Railinc's Terms of Service including without limitation the terms limiting the use and distribution of such data. To review the Railinc Terms of Service, [click here](#)

☐ I have read and agree to terms and conditions stated above.

I Agree **Cancel**


2. You must agree to the terms prior to downloading the data. Review the terms through the available “click here” link. Select the “I have read and agree to terms and conditions stated above” check box. Select the **I Agree** button. A dialog box appears asking if you would like to open or save the file (see [Exhibit 50](#)).

Exhibit 50. Open Loading Authority (OT-5) CSV File Dialog Box



Opening Circular%20OT%205%20Search%20Results.csv

You have chosen to open

 **Circular%20OT%205%20Search%20Results.csv**
which is a: Microsoft Office Excel Comma Separated Values File
from: <https://www.tst.railinc.com>

What should Firefox do with this file?

☒ Open with: Microsoft Office Excel (default) ▼

☐ Save to Disk

☐ Do this automatically for files like this from now on.

OK **Cancel**

- If you want to open the file in Excel (the default option on many computers), select **OK**. The displayed search results are opened in separate columns within Excel (see [Exhibit 51](#)).

Exhibit 51. CSV File Opened in Excel

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	Add-Ins	Acrobat	
N31											
	A	B	C	D	E	F	G	H	I	J	
1	App ID	Version	Submitter	Equipment	Equipment	Equipment	Origin	Car	Status	Effective Date	Modified Date
2	22	1	RAIL	GATX201, T - Tank Ca		17	BNSF		DRAFT	3/4/2016	3/4/2016
3	53	2	RAIL	GBRX5018 K - Hoppe		13	CSXT		DRAFT	3/22/2016	3/22/2016
4	80	1	RAIL	GBRX5058 K - Hoppe		41	UP		DRAFT	4/14/2016	4/14/2016
5	111074	1	RAIL	RMMX422 B - Box Ca		4	AMTK		DRAFT		2/13/2010
6	111075	1	RAIL	RMMX453 A - Box Ca		4	NS		DRAFT		2/13/2010
7	111133	1	RAIL	AARX8630 A - Box Ca		1	BNSF		DRAFT	2/21/2010	2/21/2010
8	111134	1	RAIL	AARX8630 A - Box Ca		1	BNSF		DRAFT	2/21/2010	2/21/2010
9	111404	1	RAIL	RELX2254 T - Tank Ca		1	NS		DRAFT	3/5/2009	3/30/2010
10	111636	1	RAIL	AARX8630 A - Box Ca		1	BNSF		DRAFT	5/18/2010	5/18/2010
11	111642	1	RAIL	AARX8630 A - Box Ca		1	BNSF		DRAFT	5/18/2010	5/18/2010
12	111701	1	RAIL	AARX8630 A - Box Ca		1	CSXT		DRAFT	6/6/2010	6/6/2010
13	111710	1	RAIL	AARX8630 A - Box Ca		1	BNSF		DRAFT	6/7/2010	6/7/2010
14	112594	1	RAIL	AARX2310 T - Tank Ca		1	NS		DRAFT	9/30/2010	9/30/2010
15	112916	3	RAIL	AARX8630 C - Covere		1	BNSF		DRAFT	11/14/2010	11/14/2010
16	113115	1	RAIL	RELX2254 T - Tank Ca		1	NS		DRAFT	12/15/2010	12/15/2010

- Utilize the tools within Excel to manipulate the output data.

Viewing the History of Loading Authority (OT-5) Records

You can view previous versions of Loading Authority (OT-5) applications. This is helpful if you want to see information that you may have removed from your current version.

To view record history, first search for an application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 24. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26. From the View Loading Authority (OT-5) Application page, select **View History** to view the history of Loading Authority (OT-5) records that have been edited previously. The Application History page displays a listing for each of the multiple versions of the application ([Exhibit 52](#)).

Exhibit 52. Application History

App ID	Version No.	Submitter Company	Equipment Range/Number	Equipment Type	Equipment Count	Origin Carrier	Status	Effective Date	Modified Date
71	3	RAIL	GBRX5057,GBRX5058,GBRX5059	K	3	NS	SU	04/15/2016	04/15/2016
71	2	RAIL	GBRX5057,GBRX5058,GBRX5059	K	3	NS	SU	04/15/2016	04/15/2016
71	2	RAIL	GBRX5057,GBRX5058,GBRX5059	K	3	UP	SU	04/15/2016	04/15/2016
71	1	RAIL	GBRX5057,GBRX5058,GBRX5059	K	3	UP	SU	04/06/2016	04/06/2016

Select the App ID link that corresponds with the listed version number of the application that you want to view. All previous versions of the application open in a read-only mode.

Viewing Comment History

You can view a history of comment applied to Loading Authority (OT-5) applications.

To view record comment history, first search for an application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 24. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26. From the View Loading Authority (OT-5) Application page, select **View Comment History** to view the comment history of Loading Authority (OT-5) records. The Comment History pop-up displays a listing of each comment applied to the application ([Exhibit 53](#)).

Exhibit 53. Comment History

Comments History						
Version No	Date	User	Email	Phone	Company	Comment
8	03/06/2009	JMC GEE	jmcgee@lsb-okc.com	256.359.7220x220	RAIL	The Cherokee Nitrogen facility is located on approximately 55 acres (inside fencing). We have adequate storage for all cars within our plant. We have approximately 8 miles of track comprised of 8 different rail tracks.
8	03/20/2009	0654017	pat.johnson@nscorp.com	1.404.5626720	NS	Rejected Due to Overdue Air Brake Test and Kip Wheel.
8	03/13/2009	JOSBORNE	joe.osborne@nscorp.com	1.540.9856773	NS	Approved.
8	03/09/2009	JOSBORNE	joe.osborne@nscorp.com	1.540.9856773	NS	More information is needed as to why 60 cars are being added to this shipper's fleet.
8	03/09/2009	MACARNEY	mark.camey@nscorp.com	1.404.6582177	NS	Approved
7	03/06/2009	JMC GEE	jmcgee@lsb-okc.com	256.359.7220x220	RAIL	The Cherokee Nitrogen facility is located on approximately 55 acres (inside fencing). We have adequate storage for all cars

Select **Close** to close the Comments History pop-up.

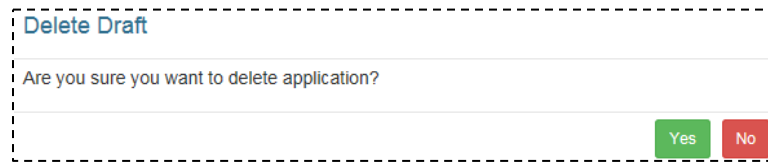
Deleting Draft Loading Authority (OT-5) Applications

You can delete draft applications that you no longer need.

To delete a draft application, first search for a draft application as described in “[Searching for Loading Authority \(OT-5\) Applications](#)” on page 24. Then, view the application as described in “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26. From the View Loading Authority (OT-5) Application page, select **Delete Draft** if the viewed application is a draft that is no longer needed.

A message appears asking you to confirm that you want to delete the draft application ([Exhibit 54](#)).

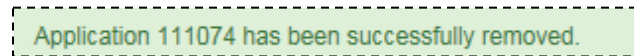
Exhibit 54. Delete Draft Confirmation Message



A screenshot of a confirmation dialog box titled "Delete Draft". The dialog has a dashed border and contains the text "Are you sure you want to delete application?". At the bottom right, there are two buttons: a green "Yes" button and a red "No" button.

After you confirm (select **Yes**), a message is displayed indicating the successful deletion of the draft ([Exhibit 55](#)).

Exhibit 55. Application draft deleted message



A screenshot of a green message box with a dashed border containing the text "Application 111074 has been successfully removed."

Note: The **Delete Draft** button is not displayed on the View Loading Authority (OT-5) Application page if the viewed application is not in a draft status.

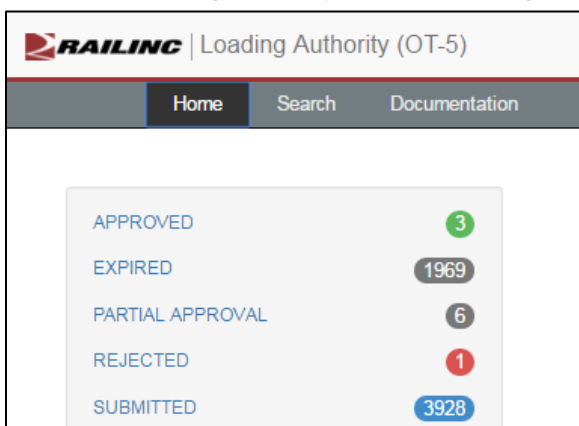
Reviewing a Loading Authority (OT-5) Application

The following notes apply to the reviewing of Loading Authority (OT-5) applications:

- Railroads are the only entities that can review applications. Railroads must enter their reviewers in FindUs.Rail in order to be notified that an application is waiting for their approval. If no approvers are found for the specified origin carrier, a message is displayed and an e-mail is sent to Railinc. The submitter should work with Railinc to assure that the approver is identified and added to the system. See “[Appendix A. Adding Loading Authority \(OT-5\) Contact Information to FindUs.Rail](#)” on page 47 for more information.
- Applications can be reviewed by those with both the approver or reviewer role. However, the reviewer role is read only and does not allow users to approve submitted applications. Reviewers can add comments to applications that can subsequently be viewed by approvers.

Here is how the application menu appears for users with the reviewer or approver role ([Exhibit 56](#)).

Exhibit 56. Loading Authority (OT-5) Home page for Reviewer or Approver



Use the following procedure to review a Loading Authority (OT-5) application. Reviewers typically only review “submitted” applications:

1. Select either a listed hyperlinked application status category (typically “Submitted”) to view a list of applications that match the selected status (see [Exhibit 58](#)) or select the **Search** menu item to search for specific applications. The Search Applications Page is displayed ([Exhibit 57](#)).

Exhibit 57. Search Application Page (for a Reviewer)

RAILINC | Loading Authority (OT-5) TRAINDOC UP Launch Pad Contact Us Sign Out

Home Search Documentation

App ID: Origin Carrier: Submitter Company: Equipment Type:

Old App ID: Status: Days To Expire: Equipment Range:

- Complete the search input fields (see “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26 for full details). Following a successful search the Search Results page is displayed ([Exhibit 58](#)).

Exhibit 58. Search Results (all submitted)—(Review)

RAILING | Loading Authority (OT-5) TRAINDOC UP Launch Pad Contact Us Sign Out

Home Search Documentation

App ID: Origin Carrier: Submitter Company: Equipment Type:

Old App ID: Status: Days To Expire: Equipment Range:

Search Results - (Count: 3920)

App ID	Version No.	Submitter Company	Equipment Range/Number	Equipment Type	Equipment Count	Origin Carrier	Status	Effective Date	Modified Date
49	1	RAIL	GBRX713	F - Flat Car	1	UP	SUBMITTED	03/21/2016	03/21/2016
60	1	TILX	TILX250379,TILX250617	T - Tank Car	2	UP	SUBMITTED	03/24/2016	03/24/2016
71	1	RAIL	GBRX5057,GBRX5058,GBRX5059	K - Hopper, Equipped	3	UP	SUBMITTED	04/06/2016	04/06/2016
100006	16	AGPX	AGPX70002,AGPX70003,AGPX70004,AGPX70	C - Covered Hopper	101	UP	SUBMITTED	04/07/2016	04/07/2016
100008	9	CRGX	CITX700758,CITX700984,CITX700989,TIL	C - Covered Hopper	35	UP	SUBMITTED	11/14/2008	03/28/2016
100043	28	RPMX	NATX303530,NATX303531,NATX303532,NAT	T - Tank Car	459	UP	SUBMITTED	02/10/2010	03/28/2016
100044	8	VULX	VULX5301,VULX5302,VULX5303,VULX5304,	G - Gondola, Unequipped	105	UP	SUBMITTED	01/02/2009	01/28/2013
100048	2	FCEX	UTLX663692,UTLX663693	T - Tank Car	2	UP	SUBMITTED	01/09/2009	04/22/2009
100049	6	FCEX	UTLX628000,UTLX628001,UTLX628002,UTL	T - Tank Car	88	UP	SUBMITTED	01/09/2009	07/27/2014

« 1 2 3 4 5 6 7 ... 79 »

- Select the App ID link of the application that you want to review. The Application Details page is displayed. Review the application. As needed, add general comments ([Exhibit 59](#)).

Exhibit 59. Reviewed Application with Comments Entered

Controlling Entity (party responsible for providing disposition on equipment)

Name	Company	Email	Phone
Test	Tester	test@test.com	1234567890

Comments History

General Comments

Comment:

- Select **Submit** to submit the reviewed application. The application is saved with any added comments included.

Approving and Rejecting Applications

These functions are used to approve or reject a submitted Loading Authority (OT-5) application, and can only be used by a railroad. Loading Authority (OT-5) allows approvers to select individually listed equipment to approve or reject.

Notes:

- This process requires “approver” access rights. Only railroads approve or reject a submitted application and only for an application submitted to them where they are the originating carrier. A person must be assigned the approver role through Railinc’s Single Sign On. Sharing of User ID’s or passwords is not permissible.
- Loading locations are grouped by carrier. The Loading Authority (OT-5) system allows the resubmission of loading locations grouped by carrier even when a carrier group is in “submitted” status. This allows the submission of loading locations by carrier for approval or rejection. If an application is updated with a new location, that application can be submitted to the originating carrier only and is not sent to everyone on the application. If something changes other than the loading location, the application is sent to all carriers on the application, because the application has changed at a high level and not at the location level. This also provides the ability to add comments grouped by carrier, which are only submitted to that carrier.
- Once cars have been approved or rejected on a submitted application, the approver is not able to modify the status. If an approver needs to modify a submitted application, they need to contact the submitter and have the application resubmitted.

Use the following procedure to approve a Loading Authority (OT-5) application:

1. Select either a listed hyperlinked application status category (typically “Submitted”) to view a list of applications that match the selected status (see [Exhibit 60](#)) or select the **Search** menu item to search for specific applications. The Search Applications Page is displayed.

Exhibit 60. Search Application Page (for an Approver)

2. Complete the search input fields (see “[Viewing Loading Authority \(OT-5\) Applications](#)” on page 26 for full details). Following a successful search the Search Results page is displayed ([Exhibit 61](#)).

Exhibit 61. Search Results (all submitted)—(Approval)

RAILING | Loading Authority (OT-5) WRITEON UP Launch Pad Contact Us Sign Out

Home Search Documentation

App ID: Origin Carrier: Submitter Company: Equipment Type:

Old App ID: Status: Days To Expires: Equipment Range:

Search Results - (Count: 3920)

App ID	Version No.	Submitter Company	Equipment Range/Number	Equipment Type	Equipment Count	Origin Carrier	Status	Effective Date	Modified Date
49	2	RAIL	GBRX713	F - Flat Car	1	UP	SUBMITTED	03/21/2016	04/14/2016
60	1	TILX	TILX250379,TILX250617	T - Tank Car	2	UP	SUBMITTED	03/24/2016	03/24/2016
71	1	RAIL	GBRX5057,GBRX5058,GBRX5059	K - Hopper, Equipped	3	UP	SUBMITTED	04/06/2016	04/06/2016
100006	16	AGPX	AGPX70002,AGPX70003,AGPX70004,AGPX70005	C - Covered Hopper	101	UP	SUBMITTED	04/07/2016	04/07/2016
100008	9	CRGX	CITX700758,CITX700984,CITX700989,TIL	C - Covered Hopper	35	UP	SUBMITTED	11/14/2008	03/28/2016
100043	28	RPMX	NATX303530,NATX303531,NATX303532,NAT	T - Tank Car	459	UP	SUBMITTED	02/19/2010	03/28/2016
100044	8	VULX	VULX5301,VULX5302,VULX5303,VULX5304	G - Gondola, Unequipped	105	UP	SUBMITTED	01/02/2009	01/28/2013
100048	2	FCEX	UTLX663692,UTLX663693	T - Tank Car	2	UP	SUBMITTED	01/09/2009	04/22/2009
100049	6	FCEX	UTLX628000,UTLX628001,UTLX628002,UTL	T - Tank Car	88	UP	SUBMITTED	01/09/2009	07/27/2014
100050	85	FCEX	CHSX250208,CHSX250209,CHSX250211,CHS	T - Tank Car	37	UP	SUBMITTED	03/17/2014	12/16/2015
100051	5	FCEX	CHSX255004,CHSX255005,CHSX255007,CHS	T - Tank Car	46	UP	SUBMITTED	11/19/2013	11/25/2013
100052	6	FCEX	CHSX355001,CHSX355002,CHSX355003,CHS	T - Tank Car	61	UP	SUBMITTED	12/03/2013	11/26/2016

1 2 3 4 5 6 7 ... 79 x

50 100 200 500

3. Select the App ID of the application that you want to review for approval or rejection. The application opens with options to reject or approve the application ([Exhibit 62](#)).

Exhibit 62. Loading Authority (OT-5) Application (with Reject and Approve options)

RAILING | Loading Authority (OT-5) WRITEON UP Launch Pad Contact Us Sign Out

Home Search Documentation

Application

App ID: 100006 Version No: 16 Submitted Date: 04/07/2016 03:16:02 Last Modified Date: 04/07/2016 06:27:39

Equipment Type: C - Covered Hopper Equipment Count: 101 General Physical Attributes: 5461 CF COVERED HOPPERS WITH 42X42 OUTLET GATES

☒ Subject cars will be in compliance with applicable AAR and governmental mechanical, safety and security requirements. Advisories and action items will satisfy the OT-5 safety and mechanical requirement. *

Equipment Info

<input type="checkbox"/>	Status	Equip Init	Equip Num	ETC	Mech Desg	Cub Cap	Lngt Over Cplrs	Extreme W and H	Hgt Of Ext Wid	TC	TCC	Lessee	Stenc Mark Owner	Tare Wgt	GRL	Axles Spacing Dist	Truck Ctr Lngt
<input type="checkbox"/>		AGPX	70002	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63500	286000	5' 10"	47' 01"
<input type="checkbox"/>		AGPX	70003	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63500	286000	5' 10"	47' 01"
<input type="checkbox"/>		AGPX	70004	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63200	286000	5' 10"	47' 01"
<input type="checkbox"/>		AGPX	70005	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63100	286000	5' 10"	47' 01"
<input type="checkbox"/>		AGPX	70006	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63300	286000	5' 10"	47' 01"
<input type="checkbox"/>		AGPX	70007	C114	LO	5461	61' 05"	W: 10' 08" H: 15' 06"	9' 03"				AGPX	63500	286000	5' 10"	47' 01"

4. Review the listed equipment on the application. Select one or more of the check boxes that correspond with the listed equipment. The blank check box in the table header can be used to select all the listed equipment.
5. Perform one of the following actions:
 - a. Select **Reject** to reject the selected equipment. The Reject Equipment pop-up is displayed ([Exhibit 63](#)). Provide a Rejection Reason from the drop down (Inadequate Storage, Mechanical Factors or Safety). Optionally, add comments. Select **Done**. The rejected equipment appears in the application highlighted with a "Reject" status ([Exhibit 64](#)). If rejected in error, the same equipment can be selected again and then the Approve button selected to toggle its status to "Approved."

Exhibit 63. Reject Equipment

Reject Equipment(s)

Equipment Selected:
AGPX 70002,

* Rejection Reason
Inadequate Storage

Comments

Done

Exhibit 64. Equipment with a "Reject" Status

<input type="checkbox"/>	Reject	RRBX	1011	C112	LO	3190	45' 06"	W: 10' 07" H: 14' 11"	5' 00"			RRBX	52600	286000	5' 10"
<input type="checkbox"/>	Reject	RRBX	1012	C112	LO	3190	45' 06"	W: 10' 07" H: 14' 11"	5' 00"			RRBX	52600	286000	5' 10"

- b. Select **Approve** to approve the selected equipment. The approved equipment appears in the application highlighted with an “Approve” status ([Exhibit 65](#)). If approved in error, the same equipment can be selected again and then the Reject button selected to toggle its status to “Rejected.”

Exhibit 65. Equipment with an "Approve" Status

<input type="checkbox"/>	Approve	RRBX	1011	C112	LO	3190	45' 06"	W: 10' 07" H: 14' 11"	5' 00"			RRBX	52600	286000	5' 10"
<input type="checkbox"/>	Approve	RRBX	1012	C112	LO	3190	45' 06"	W: 10' 07" H: 14' 11"	5' 00"			RRBX	52600	286000	5' 10"

Note: Any equipment that has been mistakenly rejected or approved can be reinstated by selecting the **Reset** button in the application. This brings up the Reset Equipment dialog box ([Exhibit 66](#)). Select **Yes** to cancel the rejection or approval and reinstate the equipment.

Exhibit 66. Reset Equipment

Reset Equipment(s)

Are you sure you want to reset? All of your changes will be lost.

Yes No

6. Once finished indicating which equipment on an application has been approved or rejected, the application needs to be submitted back to the submitter to let them know the results. Select the **Submit** button. A message appears stating that the application has been successfully approved/rejected ([Exhibit 67](#)). An email is sent to the submitter informing them of the status of the application.

Exhibit 67. Application Successfully Approved/Rejected Message

Application 100394 is successfully approved/rejected.

Searching for Controlling Entity Contacts

The Loading Authority (OT-5) System provides a convenient way for railroads to search for controlling entity contacts – the person(s) in the best position to know four important categories of information: the movement information, the mechanical needs, the waybill direction, and the accessorial details of the equipment.

Note: Railroads (Approvers and Reviewers) are the only users who can search for controlling entities. Railroads must enter an equipment ID that is listed on a Loading Authority application where they are listed as the Origin Carrier, and the application must be in a status of approved or partially approved. Additionally, a railroad can view the controlling entity information if they are the haulage rights carrier and/or the physical possession carrier of the equipment for which they are searching.

Use the following procedure to search for controlling entity contacts:

1. From the application menu, select the **Controlling Entity Search** menu item. The Controlling Entity Search page is displayed (see [Exhibit 68](#)).

Exhibit 68. Controlling Entity Search

2. Enter the equipment initial and number for which you want to locate the controlling entity contacts.
3. Select **Search**. The Controlling Entity Search Results page is displayed (see [Exhibit 69](#)).

Exhibit 69. Controlling Entity Search Results

Equipment Number	Controlling Entity Type	Controlling Entity Company	Controlling Entity Name	Controlling Entity Email	Controlling Entity Phone
00R034476	MECHANICAL	RAILINC CORPORATION	Douglas Sanders	douglas.sanders@railinc.com	1.519.601.5031
00R034476	WAYBILL	Stark Industries	Captain America	captain@ironman.com	654.655.9874
00R034476	MECHANICAL	Stark Industries	Tony Stark	tony.stark@ironman.com	654.655.9874
00R034476	ACCESSORIAL	RAILINC CORPORATION	Doris Reese	doris.reese@railinc.com	1.519.601.5049
00R034476	GENERAL	RAILINC CORPORATION	Doris Reese	doris.reese@railinc.com	1.519.601.5049
00R034476	GENERAL	RAILINC CORPORATION	Douglas Sanders	douglas.sanders@railinc.com	1.519.601.5031
00R034476	WAYBILL	Stark Industries	Tony Stark	tony.stark@ironman.com	654.655.9874
00R034476	ACCESSORIAL	RAILINC CORPORATION	Douglas Sanders	douglas.sanders@railinc.com	1.519.601.5031

4. View the resulting controlling entity contact information and/or export the search results to a CSV file.

Downloading Reports

The Loading Authority (OT-5) System provides some helpful reports that are available to submitters of Loading Authority (OT-5) applications. The reports can be viewed from a submitter or equipment owner perspective. The reports can also be viewed based on application status (Submitted, Approved, and Rejected).

Reports are available for applications by location and equipment in two varieties:

- **Submitter Level** -Shows information associated with the currently logged-in Loading Authority (OT-5) submitter.
- **Owner Level** - The system uses the submitter's login mark/company ID to locate all marks owned by the submitter and show all information for that equipment owner.

Use the following procedure to download a Loading Authority (OT-5) report:

1. From the application menu, select the **Reports** menu item. The Download Loading Authority (OT-5) Reports page is displayed (see [Exhibit 70](#)).

Exhibit 70. Download Loading Authority (OT-5) Reports

The screenshot displays the Railinc Loading Authority (OT-5) interface. The top navigation bar includes links for 'document', 'RAIL', 'Launch Pad', 'Contact Us', and 'Sign Out'. The main navigation menu has 'Home', 'Create Application', 'Search', 'Reports', and 'Documentation'. The 'Reports' section is active, showing a 'Download Reports' form. This form contains four radio button options for selecting the report type: 'Submitter Report of Applications by Location', 'Submitter Report of Applications by Equipment', 'Owner Report of Applications by Location', and 'Owner Report of Applications by Equipment'. Below these is a 'Status:' dropdown menu set to 'ALL'. A checkbox at the bottom indicates agreement to Railinc's Terms of Service, with a link to 'click here' for more details. A 'Submit' button is located at the bottom right of the form.

2. Select the report you want to download (Submitter/Location, Submitter/Equipment, Owner/Location, or Owner/Equipment).
3. Use the **Status** drop-down to select the status of the applications to appear in the report (All, Submitted, Approved, or Rejected).
4. Select that you agree to the listed Railinc Terms of Service.
5. Select **Submit**. The Report Terms & Conditions page is displayed (see [Exhibit 49](#)).

- A dialog box appears prompting you to open or save the report. By default, the report opens in MS Excel on most computers (see [Exhibit 71](#)).

Exhibit 71. Loading Authority (OT-5) Submitter Report of Applications by Equipment Report

APP ID	EQUIP INIT.	EQUIP NO.	ORIGIN CARRIERS	CONTROLLING COMPANY	WAYBILL CONTROLLING COMPANY	ACCESSORIAL CONTROLLING COMPANY	MECHANICAL CONTROLLING COMPANY
1122697	ENDX	25010	BNSF,CN,CPRS	RAILINC CORPORATION,ABC Company	ABC Company,RAILINC CORPORATION	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25011	BNSF,CN,CPRS	ABC Company,RAILINC CORPORATION	RAILINC CORPORATION,ABC Company	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25012	BNSF,CN,CPRS	ABC Company,RAILINC CORPORATION	ABC Company,RAILINC CORPORATION	ABC Company	RAILINC CORPORATION,ABC Company
1122697	ENDX	25013	BNSF,CN,CPRS	ABC Company,RAILINC CORPORATION	RAILINC CORPORATION,ABC Company	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25014	BNSF,CN,CPRS	ABC Company,RAILINC CORPORATION	ABC Company,RAILINC CORPORATION	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25016	BNSF,CN,CPRS	RAILINC CORPORATION,ABC Company	ABC Company,RAILINC CORPORATION	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25017	BNSF,CN,CPRS	RAILINC CORPORATION,ABC Company	ABC Company,RAILINC CORPORATION	ABC Company	ABC Company,RAILINC CORPORATION
1122697	ENDX	25019	BNSF,CN,CPRS	ABC Company,RAILINC CORPORATION	ABC Company,RAILINC CORPORATION	ABC Company	RAILINC CORPORATION,ABC Company
1122697	ENDX	25020	BNSF,CN,CPRS	RAILINC CORPORATION,ABC Company	RAILINC CORPORATION,ABC Company	ABC Company	RAILINC CORPORATION,ABC Company

- Use the tools within Excel to save or further manage the output data as needed.

Appendix A. Adding Loading Authority (OT-5) Contact Information to FindUs.Rail

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

FindUs.Rail does not determine your authority as an approver or reviewer within the Loading Authority (OT-5) system; this is determined by your SSO role. Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the Loading Authority (OT-5) 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-5) reviewer or approver should be listed as a reviewer or approver in FindUs.Rail.

Use the following procedure to add a Loading Authority (OT-5) contact into FindUs.Rail.

Note: This procedure requires that you are already set up with a Railinc Single Sign On (SSO) User ID and already have a FindUs.Rail account. See the notes in "[Getting Started](#)" on page 5 to access information about SSO.

1. Go to <http://www.railinc.com> and login under Account Access in the upper right hand side of the page.
2. Navigate to 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 (see [Exhibit 72](#)) and the Categories section at the bottom of the page (see [Exhibit 73](#)).

Exhibit 72. FindUs.Rail Add Contact Page Showing the Contact Section

Add Contact	
Contact	
Company ID/MARK	RAIL
Company	RAILINC CORPORATION
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title/Position	<input type="text"/>
Email	<input type="text"/>
Phone - Primary	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Intl. Area Number Ext.
Phone - Secondary	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Intl. Area Number Ext.
Fax	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Intl. Area Number Ext.
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
St./Prv.	<input type="text"/>
Postal Code	<input type="text"/>
Company Reference	<input type="text"/>
Website URL	<input type="text"/>
Notes	<input type="text"/>

4. In the Contact section, complete all the mandatory fields (shown in red).

5. In the Categories section, select **Loading Authority (OT-5)** in the drop-down list box. The Categories section expands to show all of the approver and reviewer equipment types available for Loading Authority (OT-5) (see [Exhibit 73](#)).

Exhibit 73. FindUs.Rail Add Contact Page Showing the Categories Section

The screenshot shows a web application window titled "Category". Inside, there's a dropdown menu for "Loading Authority (OT-5)". Below it, a section titled "Category Functions" contains a list of equipment types. Each item has a checkbox and is preceded by a role: "Approver" or "Reviewer". The roles are grouped under a "Category Role" dropdown which is currently set to "Primary". The equipment types include various car types like Box Car, Covered Hopper, Flat Car, Gondola Car, Hopper, Intermodal Conventional, Intermodal Light Vlt Low Profile, Refrigerator Car, Special Type Car, Stack Car, Tank Car, and Vehicular Flat Car, each with "Equipped" or "Unequipped" status. At the bottom right, there are buttons for "Add", "Delete", "Save", and "Cancel".

6. Check all the equipment types for which you as approver or reviewer are responsible.

Notes:

- If you are a reviewer, you may want to check all of the “reviewer” equipment type checkboxes, unless there are specific equipment types that you are certain you will not need to review.
- If you are an approver, you may want to check all of the “approver” equipment type checkboxes, unless there are specific equipment types that you are certain you will not need to approve.

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.

RAMP-ED—Rail Asset Management Process – Exception Disposition. A system that enables railroads, equipment owners, and leasing companies to use a uniform industry process to submit movement and billing instructions when moving railroad and private freight cars to shop, new lease, next lease, or new points of assignment. Cars moving under RAMP-ED instructions are exception cars; that is, empty car movements that fall outside of AAR Car Service Rules or private cars returning empty per tariff authority.

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.

STCC—Standard Transportation Commodity Code. A seven-digit numeric code used to identify a commodity on waybills and other shipping documents.

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

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