

The Letter of Authorization (LOA) application enables companies to grant third-party users access to their data for a variety of purposes, including shipment and asset management. Users can electronically submit, approve, expire, revoke, and renew letters of authorization. To quickly create a new LOA, users can copy an existing LOA through a process called Cloning. LOAs in any status can be cloned.

Use the following procedure to clone an existing LOA:

1. Find the LOA you want to clone in My LOAs or Search LOA

Id	Effective	Expiration	Approval	Grantor	Grantee	Categories	Status	PDF
106183	11/11/2024	11/11/2024		TRINITY CHEMICAL LEASING LLC	RAILINC CORPORATION	General Messaging Setup,Loading Authority,Rail Industry Contact	CANCELED	
106176	11/8/2024	11/8/2025	11/8/2024	JAYCO INC	RAILINC CORPORATION	Tracing	APPROVED	
106160	11/4/2024	11/8/2024		WELLS FARGO RAIL	RAILINC CORPORATION	Clear Path,General Messaging Setup,Rail Industry Contact Information - FindUS.Rail	EXPIRED	

Select the LOA row from My LOAs or enter the **LOA ID** in the Lookup field, or if you don't know the ID, select **Search LOA** to find the LOA:

- a. Enter your search criteria and select **Search**. The Search Results page is displayed.
- b. From the search results, select the row for the LOA you want to clone. The View LOA page is displayed.

2. View the LOA you want to clone and then select Clone LOA

LOA # 106176 Status: APPROVED Effective From: 2024-11-08 Expires On: 2025-11-08

Grantee Information

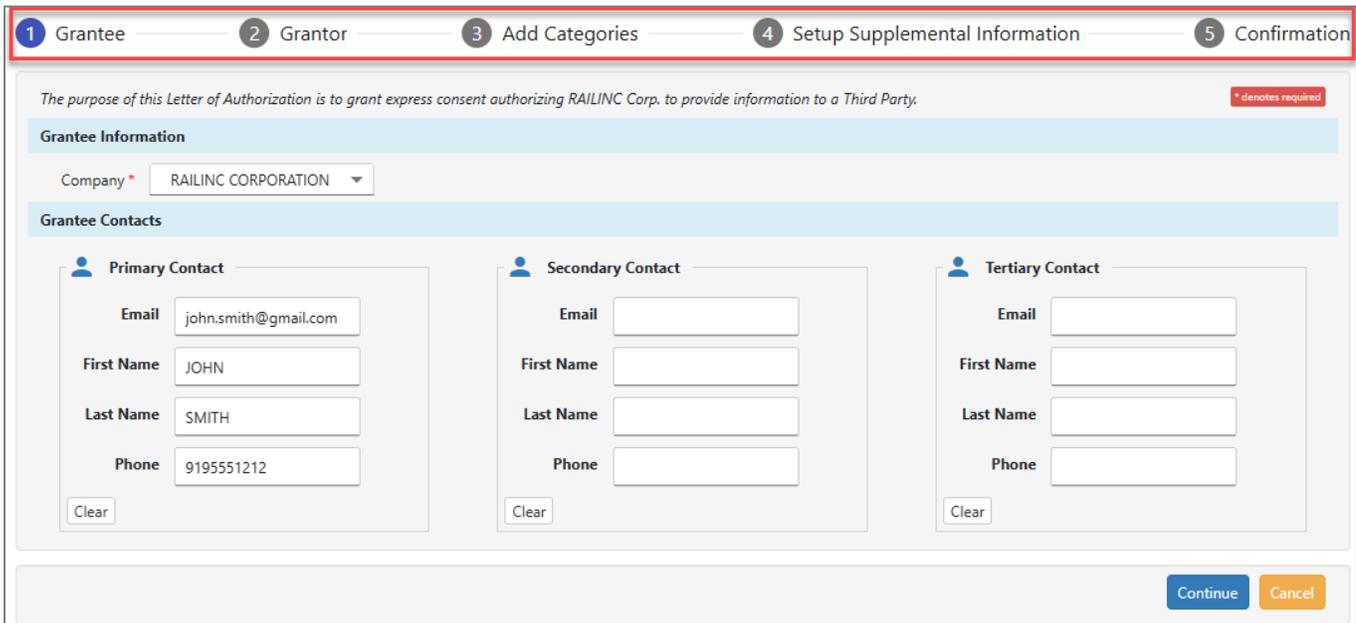
Company: RAILINC CORPORATION

Grantee Contacts

Primary Contact	Secondary Contact	Tertiary Contact
Email: john.smith@gmail.com	Email:	Email:
First Name: JOHN	First Name:	First Name:
Last Name: SMITH	Last Name:	Last Name:
Phone: 9195551212	Phone:	Phone:

Select **Clone LOA**, which is displayed at the top and bottom of the View LOA page. The Create LOA page is displayed, which has tabs that enable you to modify the Grantee, Grantor, Add Categories, and Set Up Categories information.

3. Modify existing information as needed



1 Grantee 2 Grantor 3 Add Categories 4 Setup Supplemental Information 5 Confirmation

The purpose of this Letter of Authorization is to grant express consent authorizing RAILINC Corp. to provide information to a Third Party. * denotes required

Grantee Information

Company * RAILINC CORPORATION

Grantee Contacts

Primary Contact

Email john.smith@gmail.com

First Name JOHN

Last Name SMITH

Phone 9195551212

Clear

Secondary Contact

Email

First Name

Last Name

Phone

Clear

Tertiary Contact

Email

First Name

Last Name

Phone

Clear

Continue Cancel

Make any changes you need for the new LOA. Select **Continue** at the bottom of the tab to proceed to the next tab. Select **Submit** at the bottom of the Set Up Categories tab to create the LOA and begin the approval process.

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

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