

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 replace expired, revalidated or approved LOAs using the renew option. A renewed LOA is a replacement for the original LOA. Selected Categories and Supplemental Information cannot be changed. When the renewed LOA is approved, the original LOA automatically expires.

Use the following procedure to renew an LOA:

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

Id	Effective	Expiration	Approval	Grantor	Grantee	Categories	Status	PDF
104863	11/8/2021	11/8/2022		RAILINC CORPORATION - TEST	RAILINC CORPORATION	Asset Utilization,Equipment Advisory System,Equipment Repair,Loading Authority,Tracing,UMLER	EXPIRED	
104858	11/3/2021	10/13/2022		RAILINC CORPORATION	BNSF RAILWAY COMPANY	UMLER	CANCELED	

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 renew. The View LOA page is displayed.

### 2. View the LOA you want to renew, then select Renew LOA

Clone LOA   Renew LOA

LOA # 104863   Status: EXPIRED   Effective From: 2021-11-08   Expires On: 2022-11-08

**Grantee Information**

Company   RAILINC CORPORATION

### 3. Make changes to contacts as needed

1 Grantee   2 Grantor   3 Setup Supplemental Information   4 Confirmation

**Grantor Company Information**

Company \* RAILINC CORPORATION - TEST

**Grantor Contacts**

**Primary Contact**

Email john.smith@railinc.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

**Effective Date**

This LOA shall be effective beginning on the date below and shall remain in effect for a maximum of three (3) years from said date. Revalidation of authorization is required every 12 months from the authorization date until the LOA expiration. Either party may terminate this LOA at any time by giving written notice to the other party and RAILINC.

Effective Date 2024-11-19   Expiration Date

Effective date must be less than Expiration date.   Expiration date may not be in the past. Expiration date must be greater than Effective date. An LOA may not be effective for more than 3 years.

LOA approvals must be received a minimum of seven business days prior to the requested effective date.

The Grantee and Grantor will be automatically populated and cannot be changed. The contact information will be populated from the original LOA and can be updated as needed.

Enter new **Effective** and **Expiration Dates**. Expiration Dates must be greater than the Effective Date and no more than 3 years in the future.

#### 4. Review Categories, confirm by selecting the checkboxes and select Submit

Selected Categories:	Supplemental Information:
<ul style="list-style-type: none"><li>UMLER<ul style="list-style-type: none"><li>UMLER® (Web Access, Service and UMLER® Train-II)</li><li>Equipment Registry Website Access</li><li>Component Registry Website Access</li></ul></li></ul>	<ul style="list-style-type: none"><li>UMLER<ul style="list-style-type: none"><li>Equipment Registry Website Access</li><li>Supplemental Setup Information<ul style="list-style-type: none"><li>MARK : AARE</li><li>SSO : <input type="text"/></li></ul></li><li>Component Registry Website Access</li><li>Supplemental Setup Information<ul style="list-style-type: none"><li>SSO : <input type="text"/></li><li>MARK : AARE</li></ul></li></ul></li></ul>
<b>Customer Notes:</b> <input type="text"/>	
<input checked="" type="checkbox"/> "I understand that the items on this LOA may result in access or data that has fees associated with it." Please refer to the <a href="#">Railinc Price List</a> for more information on these fees.	
<input checked="" type="checkbox"/> "I confirm that I have read, understood, and agree to Railinc's <a href="#">Terms of Use</a> , and further acknowledge and agree that Railinc may change the <a href="#">Terms of Use</a> from time to time in its discretion and that I will be bound by such changes in connection with my use of the products and services described herein."	
<input type="button" value="Back"/> <input type="button" value="Update Draft"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Category and Supplemental Information are listed for review but cannot be changed.

To submit, select the checkboxes to confirm that the LOA may be subject to associated fees, and confirm Railinc's Terms of Use, and then select **Submit**.

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](mailto:csc@railinc.com) if you need assistance.

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