

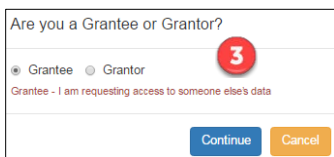
The Letter of Authorization (LOA) application enables companies to grant third-party users access to their data for a variety of purposes, including shipment and asset management. Users can electronically submit, approve, expire, revoke, and renew letters of authorization. Users who frequently create LOAs can create LOA templates and then apply the templates to efficiently create new LOAs.

## Select LOA Templates and Click Add LOA Template Button



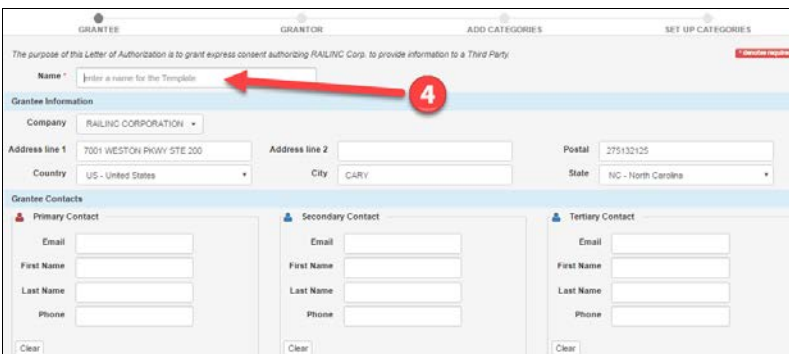
Use the following procedure to create and apply an LOA template:

## Select Grantee or Grantor



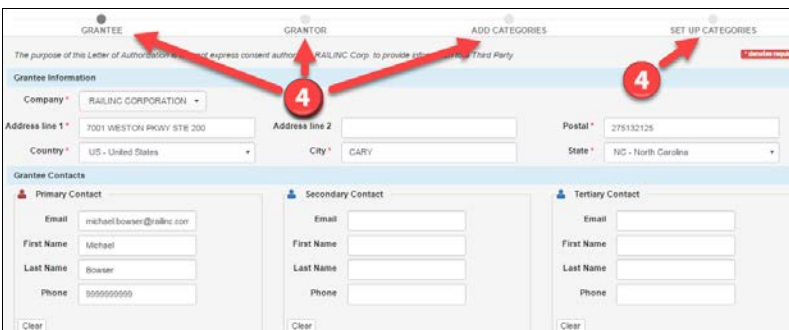
- 1 From the LOA application Home page, select **LOA Templates**.
- 2 Select **Add LOA Template**, which is displayed at the top LOA Templates page.
- 3 On the resulting popup, select whether you are a Grantee or Grantor and select **Continue**. (Most LOA creators are Grantees requesting access to information from a Grantor.) The Create LOA Template page is displayed.
- 4 On the Grantee tab, enter a name for the template you want to create.

## Name the Template



Complete any or all fields on all four tabs of the Create LOA Template page. Select **Continue** to move to the next tab. Unless you are creating a template to use for the same Grantor repeatedly, leave the fields on the Grantor tab blank. You can leave the Add Categories tab blank or select Sub-Categories to use for your template, adding as many as you want. You can leave the supplemental information on the Set Up Categories tab blank or set up the Sub-Categories to use for your template, adding as many as you want.

## Modify Existing Information as Needed



Select **Save Template** at the bottom of any tab to save the LOA Template.

Refer to the [Letter of Authorization User Guide](#) for more information. Contact Railinc's Customer Success Center at 1-877-RAILINC (1-877-724-5462) or [csc@railinc.com](mailto:csc@railinc.com) if you need assistance.