

This Quick Guide helps new users gain access to the Steelroads® freight rail shipping application.

Gaining access to Steelroads is a three-step process. You must first register to use Railinc’s Single Sign On (SSO) system (see [“Creating an SSO Account”](#) below). Once you have an SSO account, request access to Steelroads (see [“Requesting Access to Steelroads”](#)). Finally, you must request sponsorship from a railroad (see [“Requesting Track and Trace Sponsorship from a Railroad”](#)).

Creating an SSO Account

(If you already have a Railinc SSO account, skip this section).

1. In your web browser, navigate to the Railinc portal at <http://www.railinc.com>.
2. In the Customer Login section at the top right, select **Need to Register?**
3. Scroll through the Terms of Service and select **Accept**.
4. Complete the **red** mandatory fields on the User Information page and select **Continue**.
 - Choose your Country before attempting to enter your State/Province.
 - If your email address is already associated with an account, you are prompted to check a box to confirm you are aware of this.



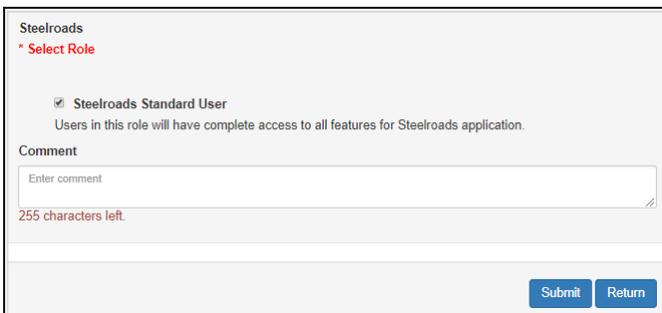
5. A page is displayed that confirms your account has been created. An email is also sent to you for verification.
 - You must verify your account by selecting the link in this email within 14 days or your account will become locked and require reactivation.
6. Continue with [“Requesting Access to Steelroads”](#).

Requesting Access to Steelroads

1. Log into your Railinc SSO account.
2. From the left navigation list, select **View/Request Permissions** under User Services.
3. Locate Steelroads in the list of applications and select **Request**.



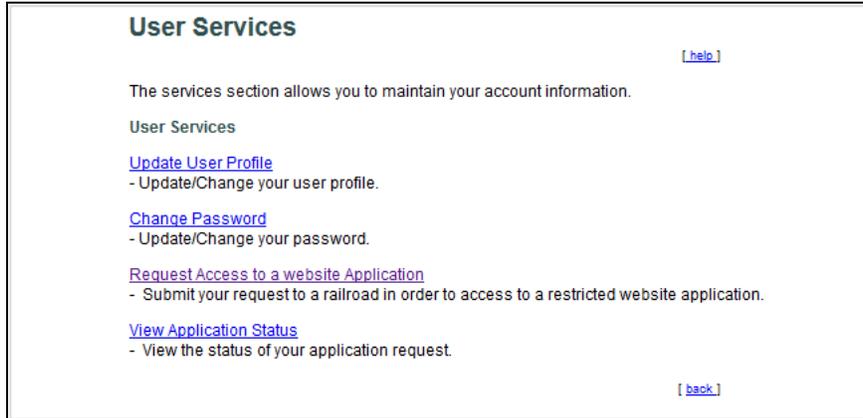
4. Check the box next to the Steelroads Standard User permission and select **Submit**.



5. A confirmation page is displayed listing the permission you requested. Select **Continue**. You should receive access within one business day.
6. Once the request is approved, Steelroads is listed in the Your Applications list in the Launch Pad. The next step is to request sponsorship as described in [“Requesting Track and Trace Sponsorship from a Railroad”](#).

Requesting Track and Trace Sponsorship from a Railroad

1. Log into Railinc.com and select **Steelroads** from Your Applications within the Launch Pad.
2. Select **User Services**.
3. Select **Request Access to a Website Application**.



User Services [\[help \]](#)

The services section allows you to maintain your account information.

User Services

- [Update User Profile](#)
- Update/Change your user profile.
- [Change Password](#)
- Update/Change your password.
- [Request Access to a website Application](#)
- Submit your request to a railroad in order to access to a restricted website application.
- [View Application Status](#)
- View the status of your application request.

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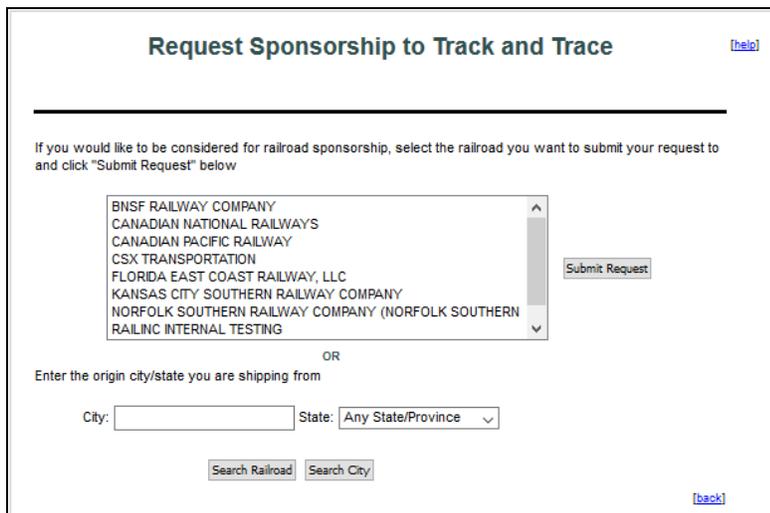
4. Select the link for the application you need to access (i.e., Track and Trace).



Request Application Access [\[help \]](#)

Module Name	Description	Links
Track and Trace	Trace your railcar shipments by entering equipment numbers... (Learn more)	Request Sponsorship for Equipment Tracking

5. Select the railroad from which you would like to request sponsorship (it would be best to choose the railroad with which you do the most business).



Request Sponsorship to Track and Trace [\[help \]](#)

If you would like to be considered for railroad sponsorship, select the railroad you want to submit your request to and click "Submit Request" below

CANADIAN NATIONAL RAILWAYS
CANADIAN PACIFIC RAILWAY
CSX TRANSPORTATION
FLORIDA EAST COAST RAILWAY, LLC
KANSAS CITY SOUTHERN RAILWAY COMPANY
NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN
RAILINC INTERNAL TESTING

OR

Enter the origin city/state you are shipping from

City: State:

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6. After you determine which railroad to request sponsorship from, select **Submit Request**. Your request is submitted to that railroad for review.

Refer to the [Railinc Single Sign On and Launch Pad User Guide](#) for more information. Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.