

### Retrieving a Funds Transfer Report in the Railroad Clearinghouse (RCH) Web Application

This procedure details how to access the RCH application and how to create a Funds Transfer Report in PDF, CSV, or Excel (XLS) formats. Additional assistance can be obtained by contacting the Customer Success Center.

1. Open a web browser session using [www.railinc.com](http://www.railinc.com).
2. Select **Customer Login** in the upper right corner of the Railinc Home page and then provide your **User ID** and **Password** on the resulting Account Access page.
  - a. Note: If you do not have a User ID and Password, please register (click **Create an account now**) and follow the prompts for registration.
  - b. Participants requiring the need to obtain multiple reports will require separate, unique SSO User ID, and Passwords. If you need to retrieve reports for multiple roads, it may be advisable to refrain from saving your passwords on your computer. Obtaining multi-road consolidated Funds Transfer Reports requires only one unique SSO User ID and Password.
3. Click the **Sign In** button.
4. On the Launch Pad, select **RCH** under **My Applications** and you will be directed to the **Welcome to RCH** screen.
5. From the Welcome to RCH screen, choose the **Funds Transfer Report** tab. The Funds Transfer Report screen is displayed.
6. Choose **Settlement Type** from the drop-down box (choose **ISSP**, **CHDX**, **SSDX**, **EOTD**, or **MLPB**).
7. Choose the **Funds Transfer Date** from the drop-down box.
  - To generate the Funds Transfer Report in PDF format, click on the **PDF** button.
  - To generate the Funds Transfer Report in CSV format, click on the **CSV** button.
  - To generate the Funds Transfer Report in Excel format, click on the **XLS** button.
8. The RCH Report generation will open in a new tab.
9. Once the report has been generated, you can save or print the file as needed by using the normal document format functionality.

**If you have any questions, please contact the Customer Success Center at 877-724-5462 or at [csc@railinc.com](mailto:csc@railinc.com).**

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