# Letter of Authorization (LOA) User Guide



Last Updated: April 2025

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.

# Table of Contents

# List of Exhibits

# Welcome to LOA

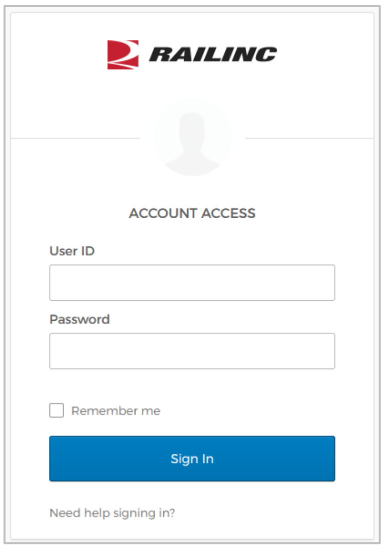
Railinc uses Letter of Authorization to ensure that appropriate data is sent only to authorized parties. Third-party logistics providers (3PLs) are commonly used in the rail industry. These companies provide different services, including shipment management, asset management, and related application services to companies that are shippers, consignees, or equipment owners.

Letter of Authorization (LOA) is a web application that allows users to electronically submit, approve, expire, and renew letter of authorization.

# Getting Started

The LOA application is accessed using the Railinc Single Sign-On (SSO), which can be accessed from the Railinc portal at https://public.railinc.com. Click the **Customer Login** link located in the upper right corner (Exhibit 1) to open the login page.

***Exhibit 1. Railinc Home Page and Customer Login***


# Register to Use Railinc SSO

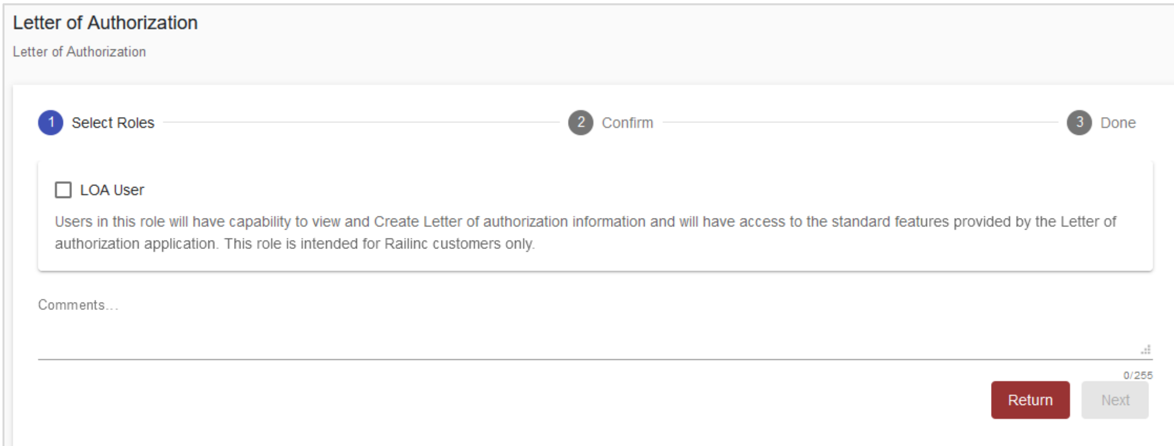
Each LOA user must register in Railinc Single Sign-On (SSO) prior to using the LOA application. To begin this process, select the **Create an account now** link on the login page (see Exhibit 1). Refer to the *Railinc Single Sign-On User Guide* for detailed instructions.

Once SSO registration is complete, the user must request access to LOA within SSO.

# Requesting LOA Access

After authorization to use Railinc SSO is received, the user must request general access to LOA by following instructions in the *Railinc Single Sign-On User Guide*.

***Exhibit 2. LOA Request Permission***




A user must select the **LOA User** role and then the **Submit** button to request LOA access. Once approved, an email is sent. When e-mail notification of access to LOA is received, the user can log in and begin using LOA.

# Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

# LOA Interface Overview

## General Users Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the [Railinc UI Dictionary](). Application-specific interface information is described in the next section.

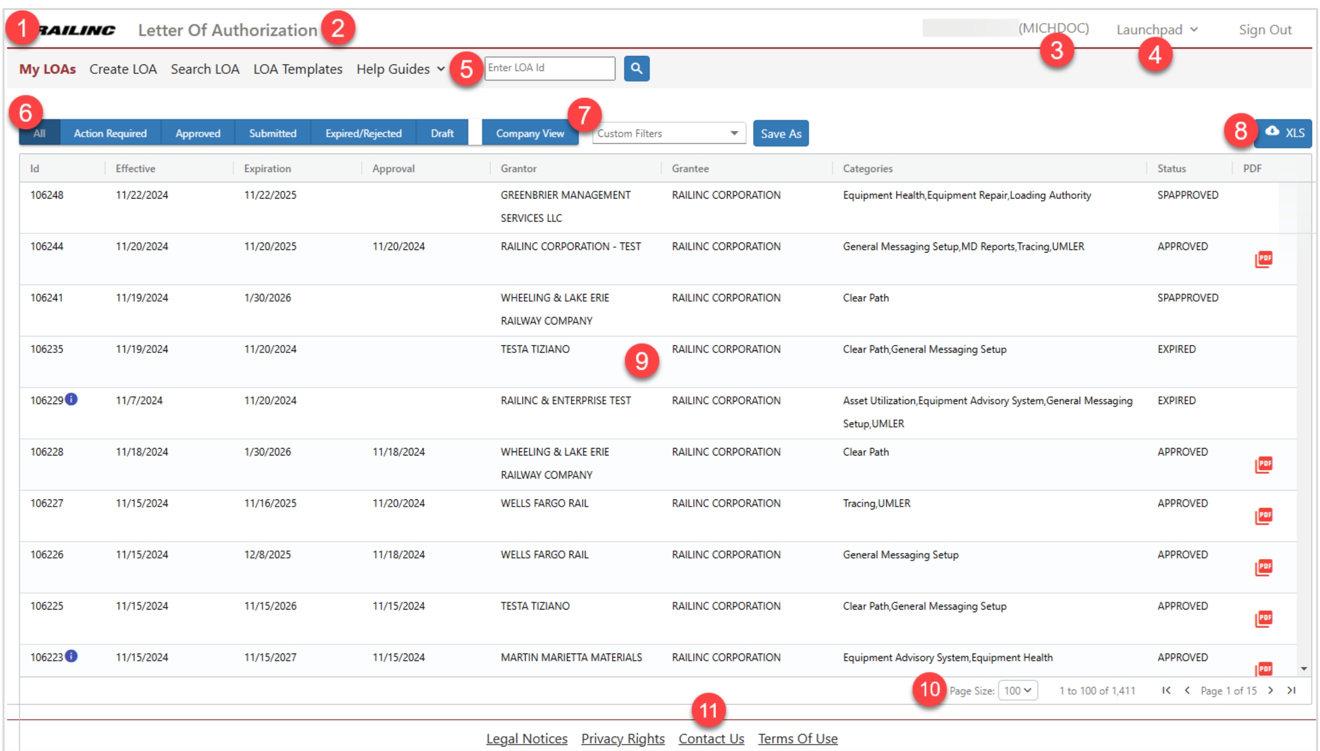
## LOA Web Interface

The LOA interface provides the same navigational tools found in most Windows applications and Internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks.

## LOA Web Page Layout

Each page in LOA has the same structure.

***Exhibit 3. LOA Web Application Page Layout***




**1** **Logo**—Railinc logo. Takes a user to Railinc.com.

**2** **Application Title**—Name of the application.

**3** **Sign-On Information**—Shows the currently logged on user.

**4** **Navigational Links**—Links for the following functions:

- ***Launch Pad***——closes LOA and returns to user's Launch Pad page.
- ***Sign Out***—logs out of all SSO applications and returns to the Railinc SSO Login page.

**5** **Main Menu**—The items in this menu allow user to perform the various functions of the application. This includes **My LOAs** (with the ability to manage existing LOAs), **Create LOA**, **Search LOA**, and **Help Guides** (a link to the most current version of this User Guide). There is also a quick search option to enter an LOA ID and select **Search** (see Enter LOA ID).

**6** **Action Tabs/Page Title**—Depending on the page, either includes linked tabs (such as displayed here that allows users to filter the types of LOAs being displayed) or a title that indicates the current function or task being executed.

**7** **Company View**—A consolidated view of all LOAs that exist between your company and other companies.

**8** **XLS—**Download the current table on the page into a spreadsheet that can be saved.

**9** **Page Content Area**—The area of the page where data is displayed and tasks are executed (shown outlined with red dashes). These vary and may include a number of different elements, which are described in the next sections.

**10** **Navigation Links**—Numbered links allow users to move through all of their LOAs page by page as well as determine how many LOAs to display.

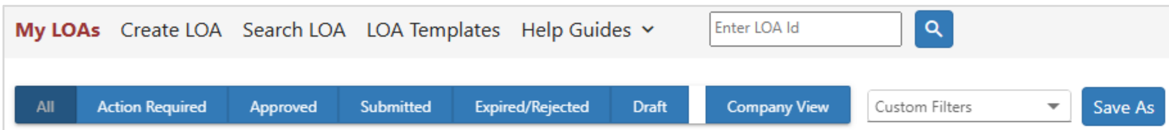
**11** **Contact Us**—Opens a page of contact information for the Railinc Customer Success Center.

# Logging In

To log into LOA:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed (Exhibit 1).
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications** portlet, select **Letter of Authorization**. The LOA Home/My LOAs page is displayed (Exhibit 4).

***Exhibit 4. LOA Home/My LOAs Menu***




Continue by selecting a menu item (Exhibit 5). The LOA Home page has the following tabs/menus:

***Exhibit 5. LOA Application Menu Functions***

| | |
|---|---|
| **My LOAs** | Returns to the LOA Home/My LOAs page (Exhibit 4). |
| **Enter LOA Id** | Provides a quick search by LOA Id (Exhibit 6). |
| **Create LOA** | Begins the Create a Letter of Authorization process. |
| **Search LOA** | Opens the Search LOA page (Exhibit 30). |
| **LOA Templates** | Opens the LOA Template page where new templates can be created and existing templates can be managed (Exhibit 42). |
| **Help Guides** | Drop-down list of LOA training materials including the *LOA User Guide*. |

# Logging Out

Select the **Sign Out** link to end an LOA session.

# Enter LOA ID

From the home page, users can directly go to an LOA by entering an LOA ID (Exhibit 6).

1. Enter the **LOA ID** in the **Enter LOA Id** lookup field (Exhibit 6).

2. Select **Search**. The details page for that LOA is displayed (see Viewing Search Results).

***Exhibit 6. Enter LOA ID Lookup***


# My LOAs

The My LOAs (Exhibit 8) page allows users to view and manage all their company's LOAs. This page appears by default as the home page and can also be accessed via the menu by selecting **My LOAs**.

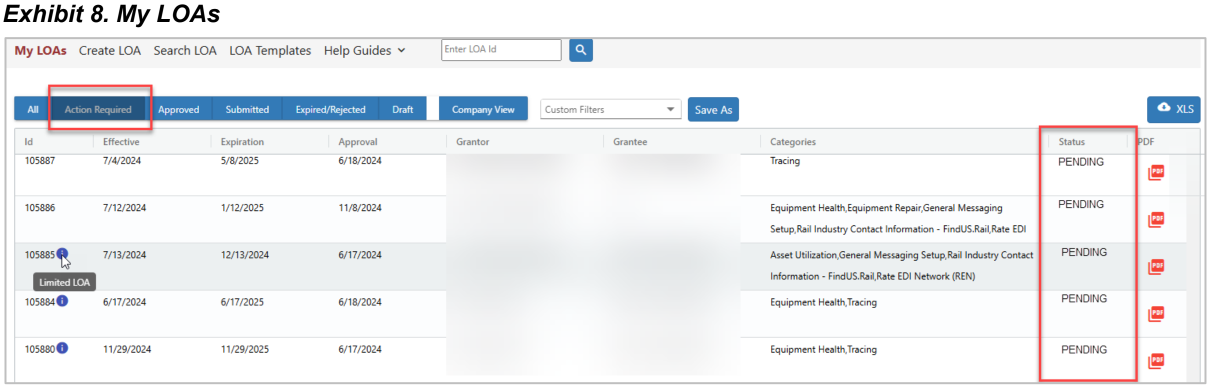
From this page the following actions are possible:

- Use the tabbed filtering tool at the top of the page to switch between LOAs of different statuses (All, Action Required, Approved, Submitted (Pending), Expired/Rejected, or Draft). Company View provides a consolidated view of all LOAs that exist between your company and other companies.

***Exhibit 7. Tabbed Filtering Tool***


- When viewing the **Action Required** tab, the LOA Status defaults to **Pending**. The **Status** column can be sorted by different status types (Approve/Reject, Renew, Revalidate and Revoke).

***Exhibit 8. My LOAs***




- Select the row of a listed LOA ID (Exhibit 9) to view the details of the LOA and to perform possible actions (see Exhibit 29 as an example).

***Exhibit 9. LOA IDs***

| Id |
|---|
| 105887 |
| 105886 |
| 105885 |

- The PDF column, on the far right, only appears for **All** or **Approved** search results. PDFs are only available for Approved LOAs. Click on the PDF icon to view the listed LOA in PDF format (see Exhibit 32 as an example). Also see Viewing Approved LOAs.

***Exhibit 10. PDF Icons***


- Use the left and right arrows to page through multiple pages of search results (Exhibit 11), located in the bottom right of the page.

***Exhibit 11. Numbered Pages***


- LOA provides the number of search results and the number of records you are currently viewing (Exhibit 12), located in the bottom right of the page.

***Exhibit 12. Number of Records Displayed***


- To download search results as a spreadsheet, click the XLS icon in the top right corner above the search results to open or save the file to your computer.

***Exhibit 13. Download Search Results to a Spreadsheet***

# Create LOA

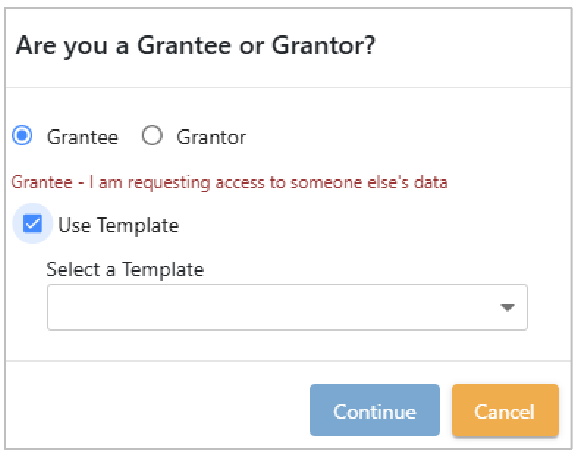
## Selecting Grantee/Grantor and Template

The first step in creating a new Letter of Authorization is to determine if you are the Grantee or Grantor in the arrangement. Second, decide if you want to use a created template to populate the fields in the LOA.

**Note:** The option to use templates will not appear if you haven't already created any templates. Additionally, the templates that are available in step 1 correspond to the selected role of grantee or grantor, as created templates are specific to the LOA role. See LOA Templates for details on templates.

1. On the main menu, select **Create LOA**. A pop-up appears (Exhibit 13) asking you to define your role in the process (either **Grantee** or **Grantor**). Additionally there is an option to have a template applied as the basis of the new LOA. To choose a template, select the **Use Template** checkbox and select a template to use in the drop-down list. See Apply Template for further details.

***Exhibit 13. Grantee or Grantor Pop-up with Template Option***




**Note:** Here is a brief explanation of the difference in the roles. These explanations are available as a reminder whenever either option is selected.
**GRANTEE:** requesting access to someone else's data.
**GRANTOR:** owner of the data.

2. Determine which role is appropriate and if a template should be used or not. Continue with Creating an LOA.

# Creating an LOA

1. Initiate the LOA process by performing the steps in Selecting Grantee/Grantor and Template. Select either **Grantee** or **Grantor** in the pop-up. A tip appears to remind the user of the responsibility for that role. Exhibit 14 shows the tip when **Grantee** is selected and Exhibit 15 shows a tip when **Grantor** is selected.

***Exhibit 14. Grantee or Grantor Pop-up with Grantee Selected***

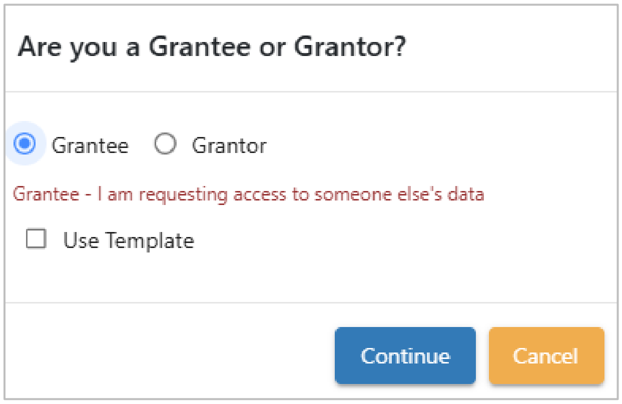
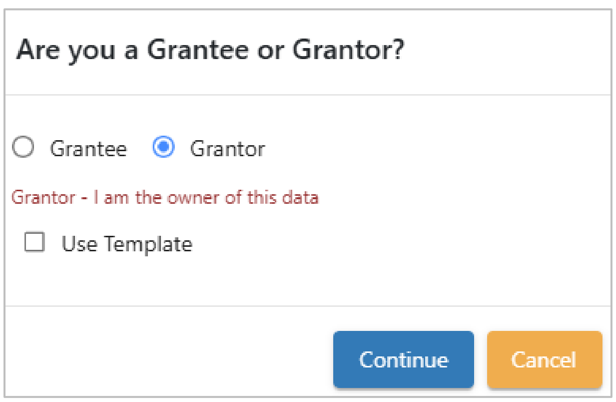



***Exhibit 15. Grantee or Grantor Pop-up with Grantor Selected***




2. If you want to use a template to create the LOA, select the **Use Template** checkbox. Use the drop-down list to select the desired template (see Apply Template for further details).

3. Select **Continue**. The Create LOA (Grantee tab) is displayed (Exhibit 16) when Grantee was initially selected. The Create LOA (Grantee tab) is displayed (Exhibit 17) when Grantor was initially selected.

***Exhibit 16. Create LOA—Grantee Tab with Grantee Selected***

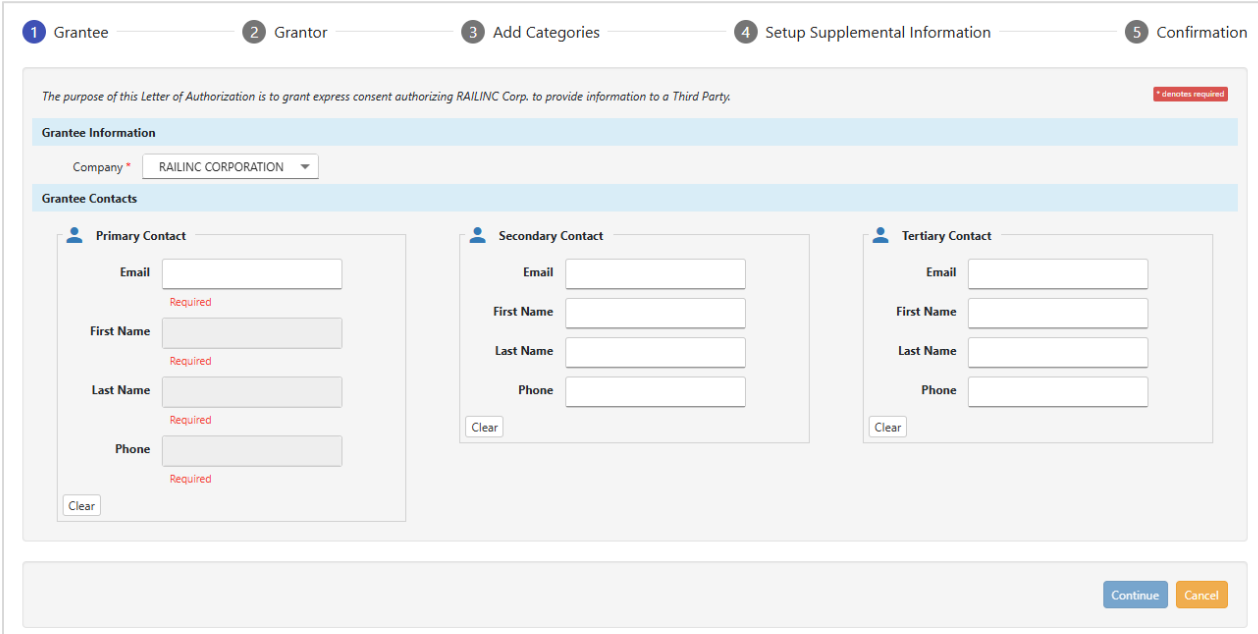
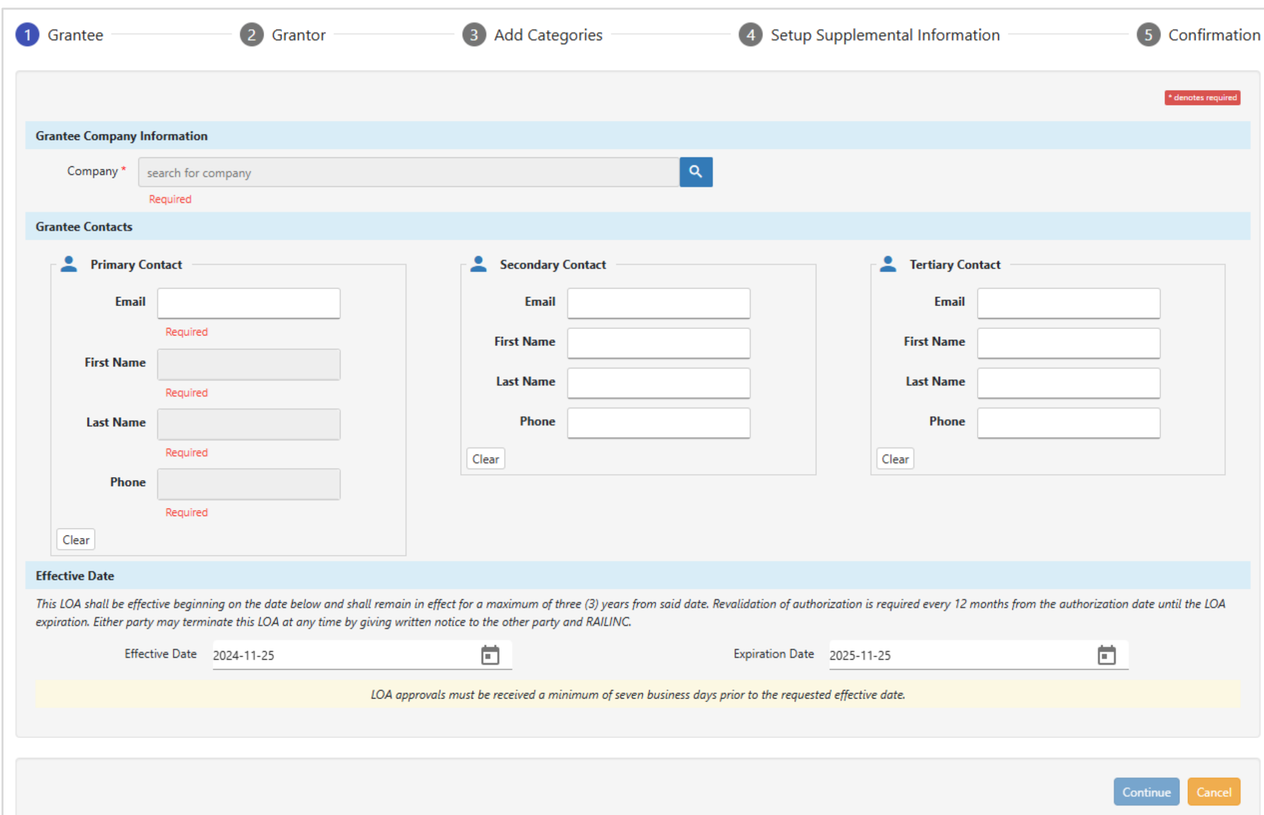



***Exhibit 17. Create LOA—Grantee Tab with Grantor Selected***




4. Complete all the required input fields. Enter a **Primary Contact**. A **Primary Contact** is mandatory and the associated email address cannot be a distribution list. It must be a specific individual. The **Secondary** and **Tertiary Contact** inputs are optional, but be aware that all

contacts listed on the LOA have the ability to manage the LOA within the application. All contacts listed must be associated with the Grantee company.

5. **If completing the LOA as a Grantor:** Specify an **Effective** and **Expiration Date**. The Effective Date cannot be a date in the past. The LOA shall remain in effect for a maximum of seven (7) years from the specified 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.

6. When ready, select **Continue or the Grantor tab indicator at the top of the page**. The Create LOA (Grantor tab) is displayed (Exhibit 18) when Grantee was initially selected. The Create LOA (Grantor tab) is displayed (Exhibit 19) when Grantor was initially selected.

***Exhibit 18. Create LOA—Grantor Tab with Grantee Selected***

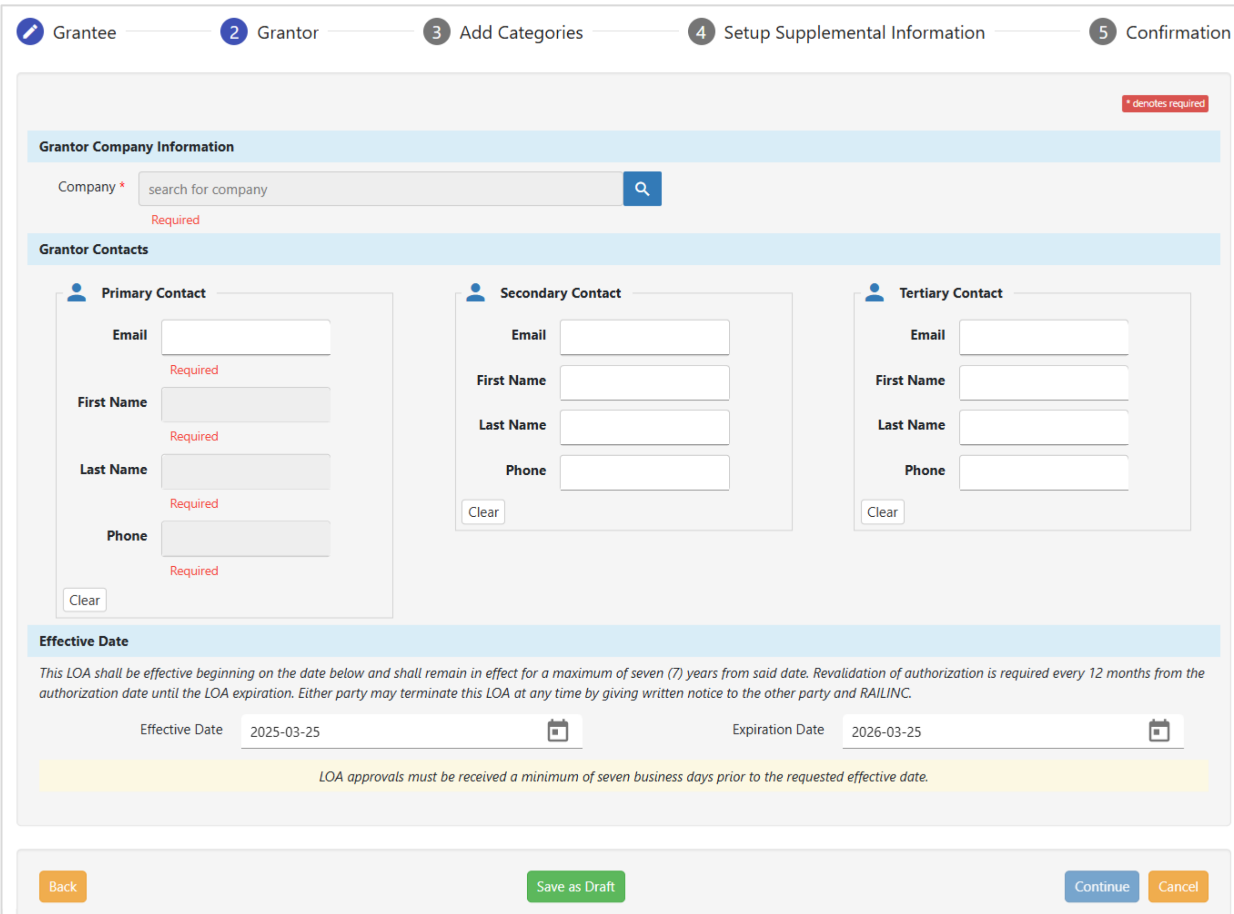
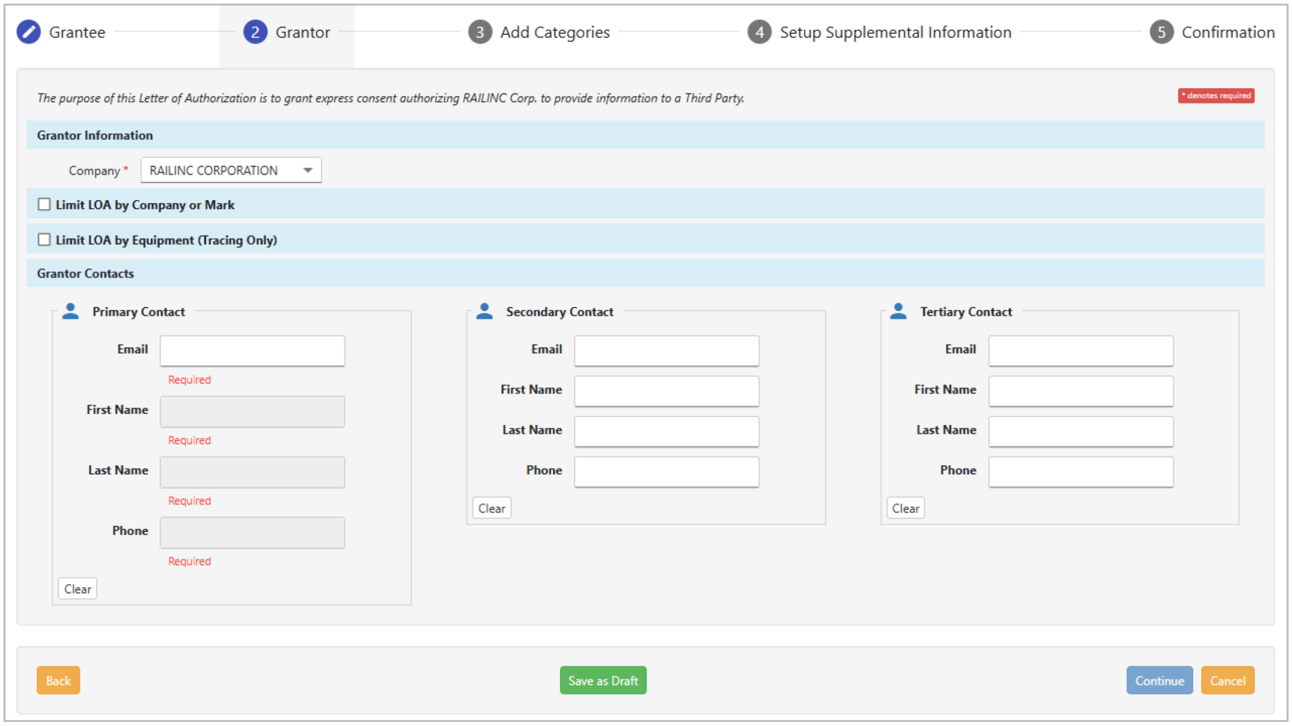


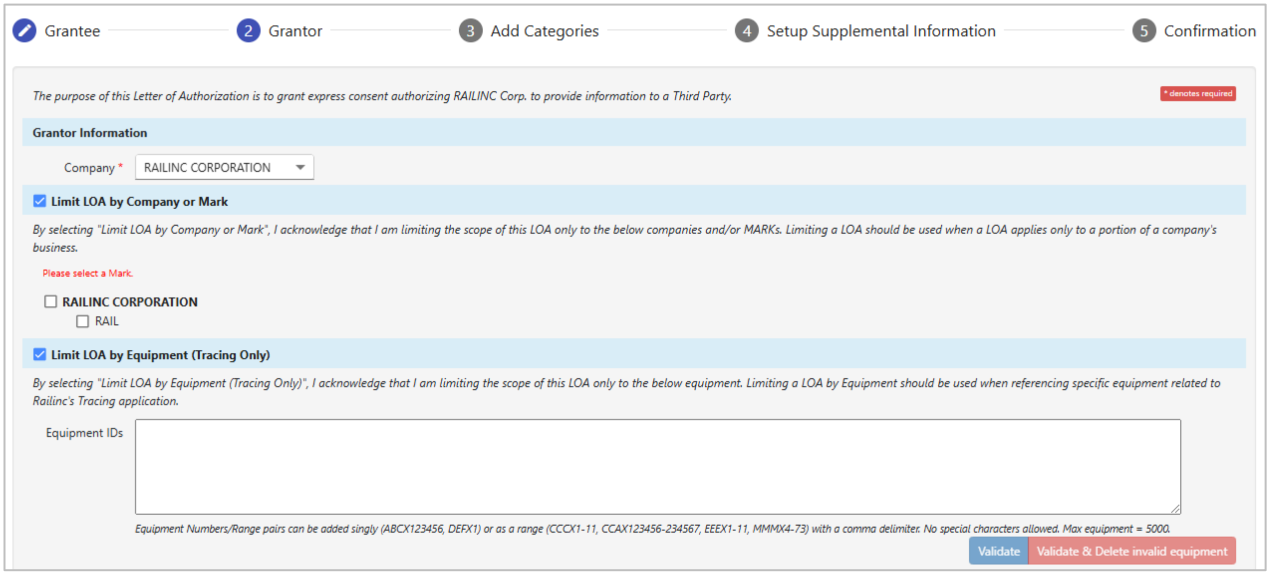
***Exhibit 19. Create LOA—Grantor Tab with Grantor Selected***




7. Complete the required input fields. A **Primary Contact** is mandatory and the associated email address cannot be a distribution list. It must be a specific individual. The **Secondary** and **Tertiary Contact** inputs are optional, but be aware that all contacts listed on an LOA have the ability to approve/reject the LOA. All contacts listed must also be associated with the Grantor company.

8. **Limit LOA by Company or Mark**: This option is only available for Tracing LOAs, no other categories. In Tracing LOAs, enter the Company field for this option to appear. To limit the scope of the LOA, click the checkbox to see all available marks including the parent, child and holding children and their marks. Click to select the appropriate marks. Typically, limits are made by company/mark or equipment, but on occasion it may be appropriate to use both.

***Exhibit 20. Create LOA—Grantor Tab with Limit LOA Selected***

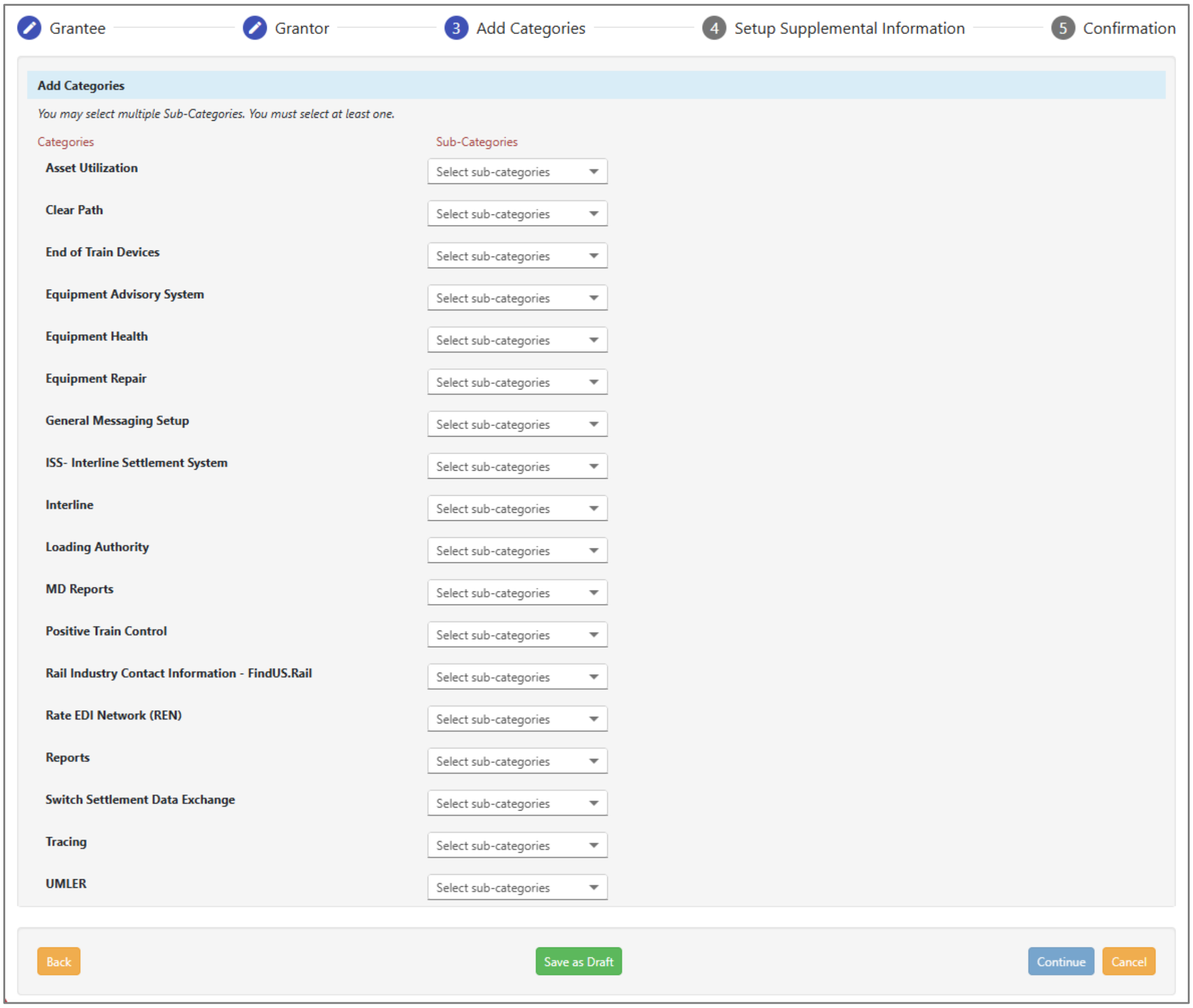



9. **Limit LOA by Equipment (Tracing Only)**: Enter the Company field for this option to appear. To limit the scope of the LOA, enter the appropriate equipment ids individually or in a range. Once equipment id's are entered, click **Validate** or **Validate & Delete invalid equipment**. Valid equipment is equipment that is registered in Umler for the selected company. **Validate** provides a message of the outcome at the top of the screen and **Validate & Delete** removes ids that are not found in Umler. Typically, limits are made by company/mark or equipment, but on occasion it may be appropriate to use both.

10. **If completing the LOA as a Grantee:** Specify an **Effective** and **Expiration Date**. The Effective Date cannot be a date in the past. The LOA shall be effective beginning on the date below and shall remain in effect for a maximum of seven (7) years from the specified 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.

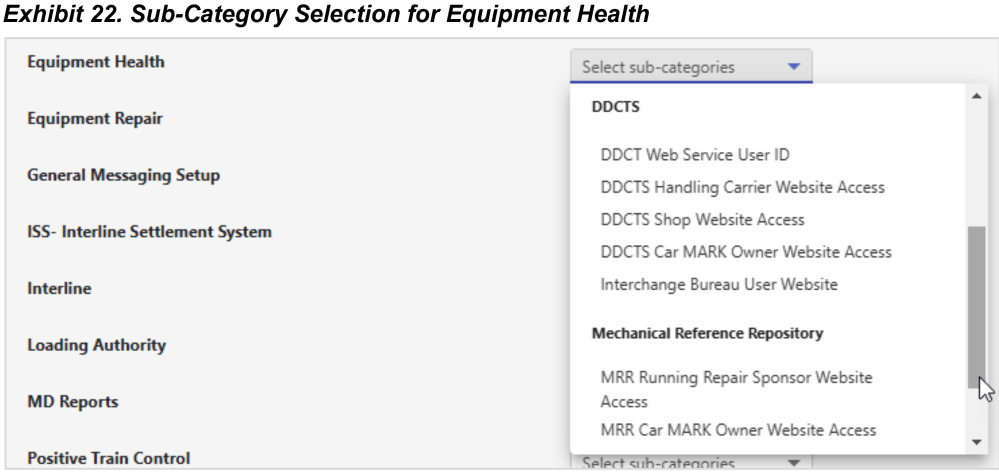
11. When ready, select **Continue** or the **Add Categories** tab at the top of the page. The Create LOA (Add Categories) is displayed (Exhibit 21) with all categories collapsed.

*Exhibit 21. Add Categories*




12. Use the sub-category drop-down next to the desired category to display its details. Exhibit 22 shows an example of an expanded category for **Equipment Health**.

*Exhibit 22. Sub-Category Selection for Equipment Health*



13. Select all the appropriate subcategories associated with the LOA. Exhibit 23 shows all categories and entries expanded. The individual entries are subject to change. See Appendix A—Category Descriptions for details.

***Exhibit 23. Categories and Subcategories (Subject to Change)***

**ASSET UTILIZATION**
- **Car Accounting Self Service (CASS)**
  - Car Accounting Self Service Query
  - CASS LAM Creation
- **Car Hire Data Exchange**
  - Car Hire Data Exchange (CHDX) Send
  - Car Hire Data Exchange (CHDX) Receive
- **Car Hire Liability File**
  - Car Hire Liability File (CHLF) Payables and Receivables
  - Car Hire Liability File (CHLF) Receivables
  - Car Hire Liability File (CHLF) Payables
- **Car Hire Accounting Rate Master**
  - Car Hire Accounting Rate Master (CHARM) Receivables
  - Car Hire Accounting Rate Master (CHARM) Payables
- **Car Hire Rate Negotiation Self Service (CHRNSS)**
  - CHRNSS Access - Market Reports
  - CHRNSS Access - Negotiate and Search Receivables
  - CHRNSS Access - Negotiate and Search Payables
- **Transfer of Liability**
  - TRAIN26
  - TRAIN28 1-3
  - TRAIN28 6-8
  - TRAIN28 CPY10
  - TRAIN28 CPY20
  - TRAIN28 CPY30
  - TRAIN29
- **LCS**
  - SWADM52
  - TRAIN61
  - TRAIN62
  - TRAIN63
  - TRAIN69ALL 10
  - TRAIN69ALL 20
  - TRAIN69ALL 30
  - TRAIN69ALL 40
  - TRAIN69ALL 50
  - TR69CHG 10
  - TR69CHG 20
  - TR69CHG 30
  - TR69CHG 40
  - TR69CHG 50
  - TR69HOM 10
  - TR69HOM 20
  - TR69HOM 30
  - TR69HOM 40
  - TR69HOM 50
  - TR69ONH
- **Tank Car Mileage Equalization**
  - Tank Car Mileage Equalization Invoices
  - Tank Car Mileage Equalization Reports
- **Original Cost Self-Service (OCSS)**
  - OCSS User
  - OCSS Read-Only User

**CLEAR PATH**
- Sound Transit

**END OF TRAIN DEVICES**
- End of Train Device Asset Visibility – Location and Status Message Access

**RATE EDI NETWORK (REN)**
- **Rate EDI Network (REN)**
  - Rate EDI Network (REN) Access
  - REN Web

**RAIL INDUSTRY CONTACT INFORMATION - FINDUS.RAIL**
- FindUs.Rail Website Access
- FindUs.Rail Web Services Access

**TRACING**
- Car Location Message (CLM)
- Waybill(417)
- Hazmat Waybill

**UMLER**
- Equipment Registry Website Access
- Web Services
- Component Registry Website Access
- TRAIN II Equipment Updates

**EQUIPMENT HEALTH**
- **EHMS**
  - EHMS Web Services User ID
  - EHMS Notifications
  - EHMS Website Access
  - EHMS Detector Reads
- **DDCTS**
  - Interchange Bureau User Website
  - DDCT Web Service User Id
  - DDCTS Shop Website Access
  - DDCTS Car MARK Owner Website Access
  - DDCTS Handling Carrier Website Access
- **EHV**
  - EHV Website Access
- **Mechanical Reference Repository**
  - MRR Car MARK Owner Website Access
  - MRR Running Repair Sponsor Website Access

**GENERAL MESSAGE SETUP**
- **TRAIN Messaging**
  - TRAIN58
  - EDACK51
  - Flip Flop Table
  - TRAIN50
  - TRAIN51
  - TRAIN53
- **Forward & Store**
  - Waybill Submissions and Receipt (SW417 or SWAYB)
- **General Messaging**
  - Message Switching

**ISS - INTERLINE SETTLEMENT SYSTEM**
- Interline Settlement System

**EQUIPMENT ADVISORY SYSTEM**
- Report Inspections via Web Services
- Equipment Advisory Website Access

**LOADING AUTHORITY**
- Loading Authority (OT-57) – Railroad User
- Loading Authority (OT-57) – Fleet Manager
- Loading Authority (OT-57) – Equipment Owner

**MD REPORTS**
- **MD-11**
  - MD-11 Private Car Owner
  - MD-11 Manufacturer/Reconditioner
- **MD-115**
  - MD-115 Manufacturer

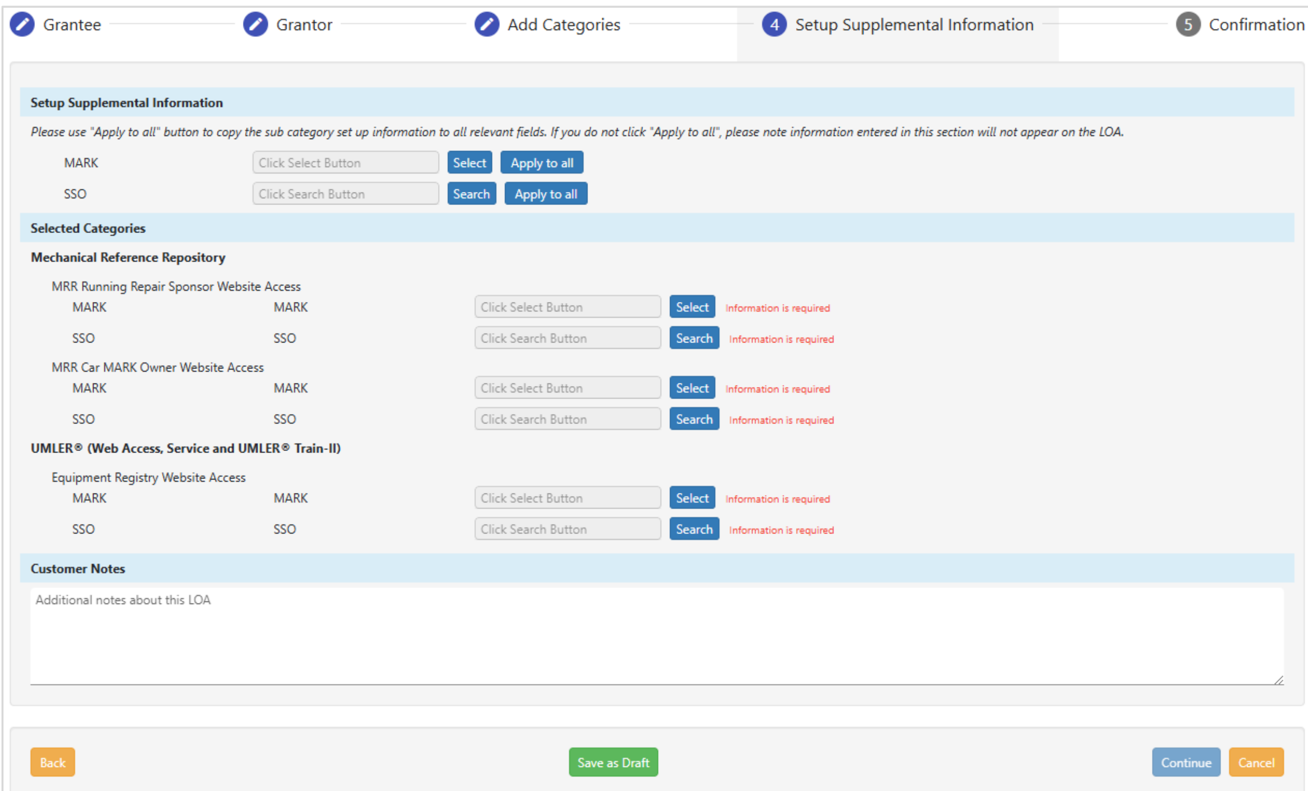
**SWITCH SETTLEMENT DATA EXCHANGE**
- SSDX Send
- SSDX Receive

**INTERLINE**
- **SCRS**
  - SCRS File Maintainer
- **CIF**
  - CIF File Maintainer

| | |
|---|---|
| **EQUIPMENT REPAIR** | **POSITIVE TRAIN CONTROL** |
| **Car Repair Billing Data Exchange** | MAIN-CDX (Manual) |
| Submit and Receive | Interoperable Lifecycle Management (ILM) |
| Receive Data Only | Interoperable Trainsheet (ITS) |
| Submit Data Only | |
| **Billing Repair Card** | |
| Billing Repair Card | |
| **REPORTS** | |
| Historical Trace Reports | |
| Milage Reports | |
| Umler Reports | |

14. When ready, select **Continue** or the **Setup Supplemental Information** tab at the top of the page. The Setup Supplemental Information is displayed (Exhibit 24).

***Exhibit 24. Setup Supplemental Information Tab***



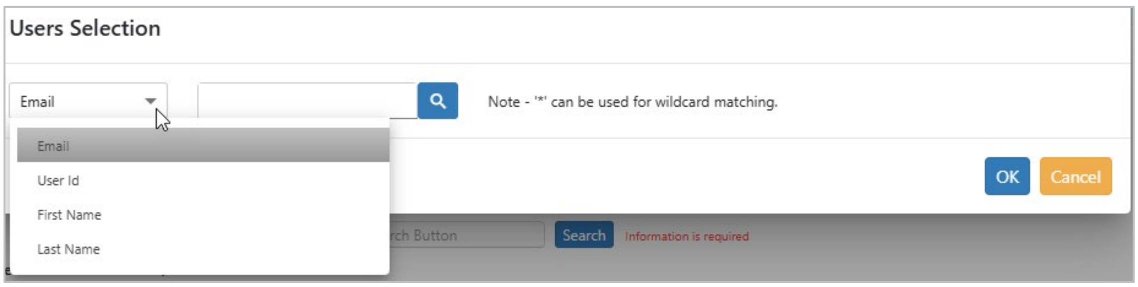

15. At the top of the page, the **Setup Supplemental Information** section allows you to select/add additional information related to the setup of the selected categories. This information varies by category, but can include marks, SSO IDs, agent marks, tracing options, etc. Enter or look up **Marks** and **SSO** IDs which can then be subsequently applied to all the categories selected on the previous step.

    a. When the **Select** button for **Mark** is selected, the **Marks Selection** look up is displayed (Exhibit 25) allowing you to choose available marks. Selecting **Apply to All** applies all available marks.

***Exhibit 25. Marks Selection Look Up***

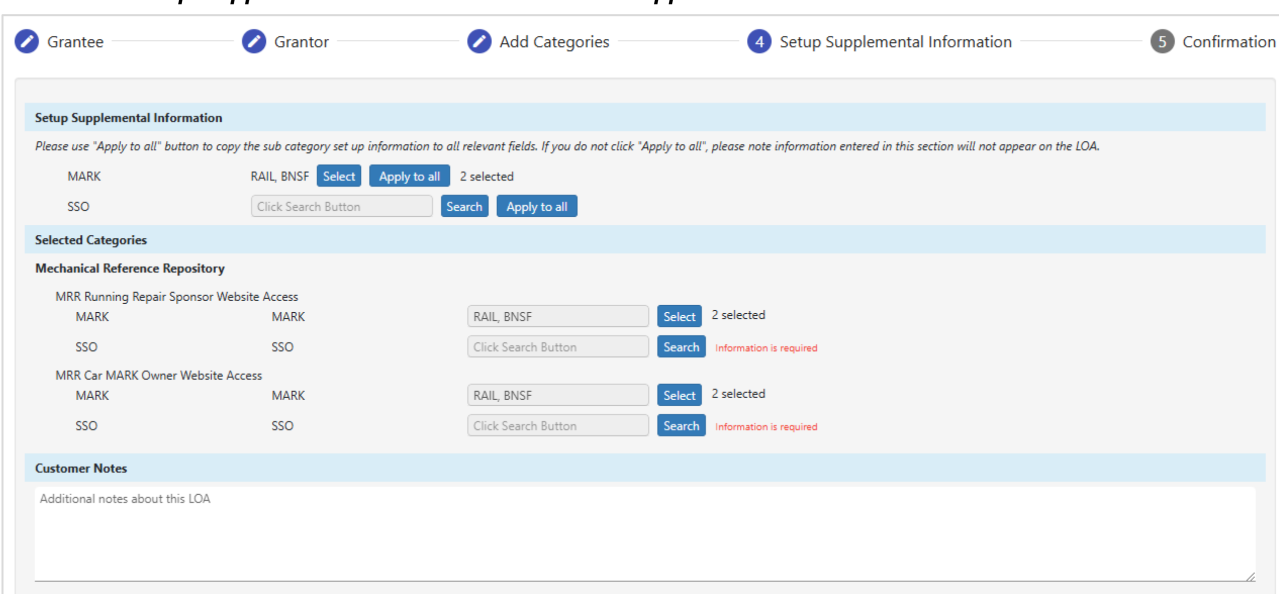

b. When the **Search** button for **SSO** is selected, the **Users Selection** look up is displayed (Exhibit 26) allowing you to search for SSO IDs. The drop-down field on the look up allows you to search by email, user id, first or last name.

***Exhibit 26. Users Selection Look Up***




16. If you wanted to apply a found or entered Mark or SSO ID to all categories selected on the previous step, select the **Apply to All** button that corresponds with either Mark or SSO ID. Exhibit 27 demonstrates the **Apply to All** feature for a found Mark.

***Exhibit 27. Setup Supplemental Information With Marks Applied to All***

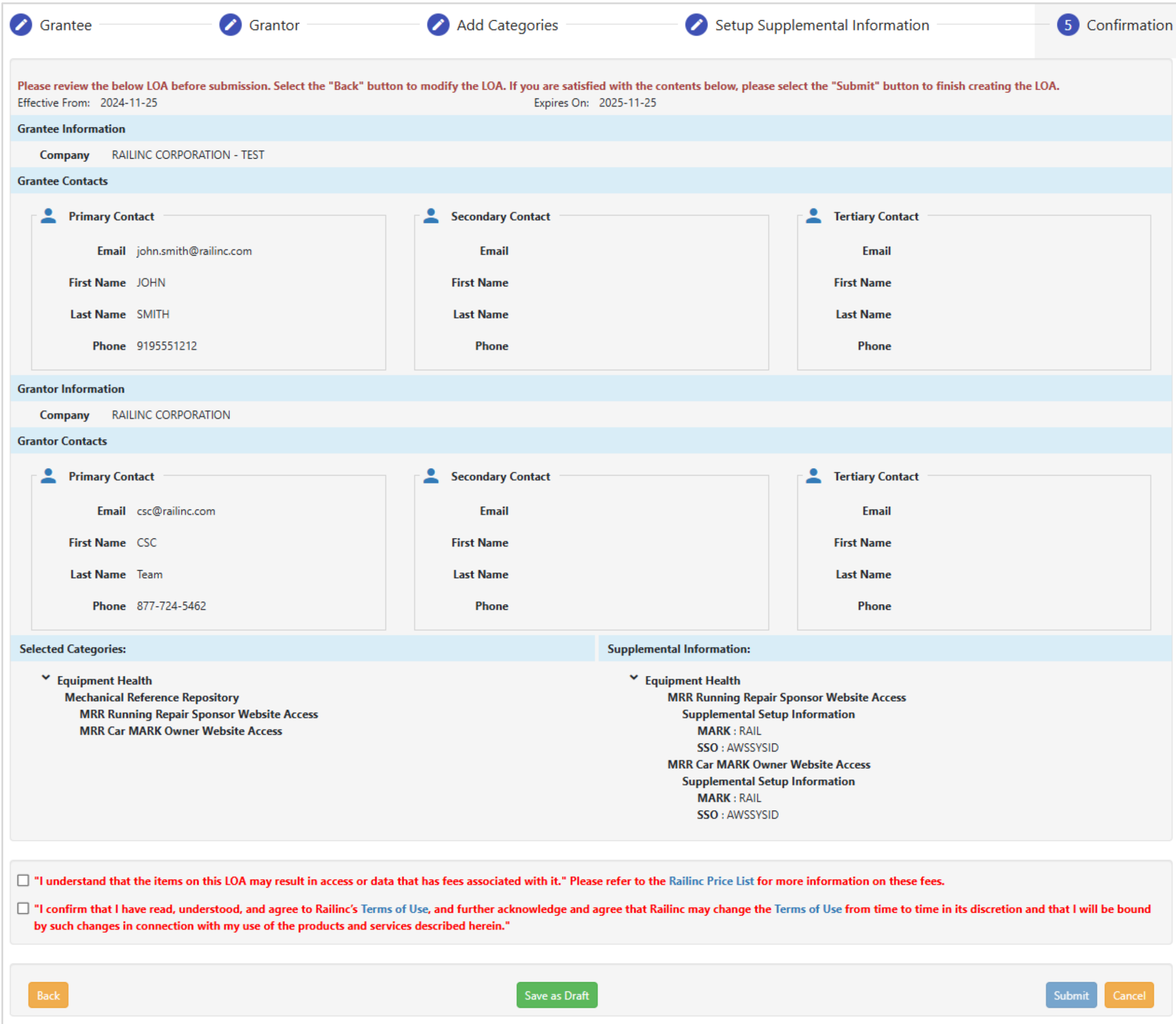



17. Use the optional **Customer Notes** field to include any notes that are relevant to assist with the set up of the LOA.

18. Once relevant details are assigned to each selected category, select **Continue**.

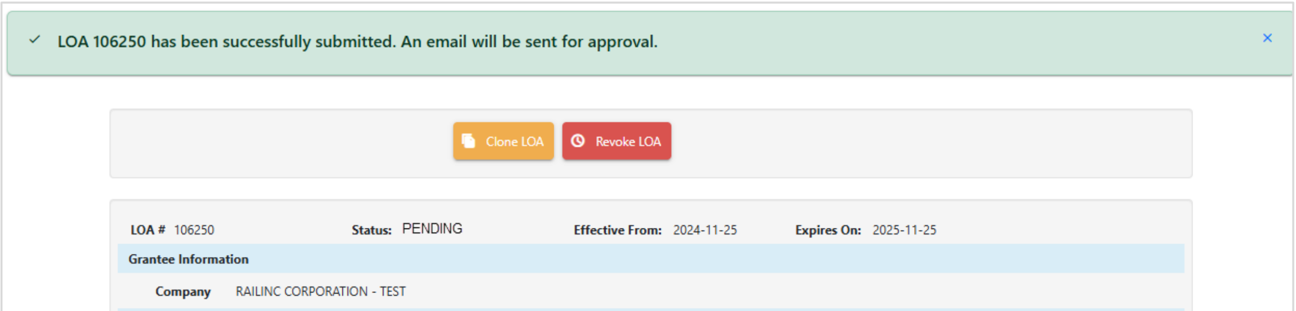
19. Review the LOA for accuracy and use the **Back** button (bottom left) or the LOA tabs at the top to update information as needed.

*Exhibit 28. Review LOA Details*




20. You have the option to save the LOA as Draft. When you're ready to submit the LOA, select the checkboxes to agree to the statements at the bottom, and select **Submit**. A message appears at the top of the page stating that the LOA has been submitted (Exhibit 29). An automatic email is sent to the involved parties for approval and notification of the LOA submission.

***Exhibit 29. Submitted LOA***

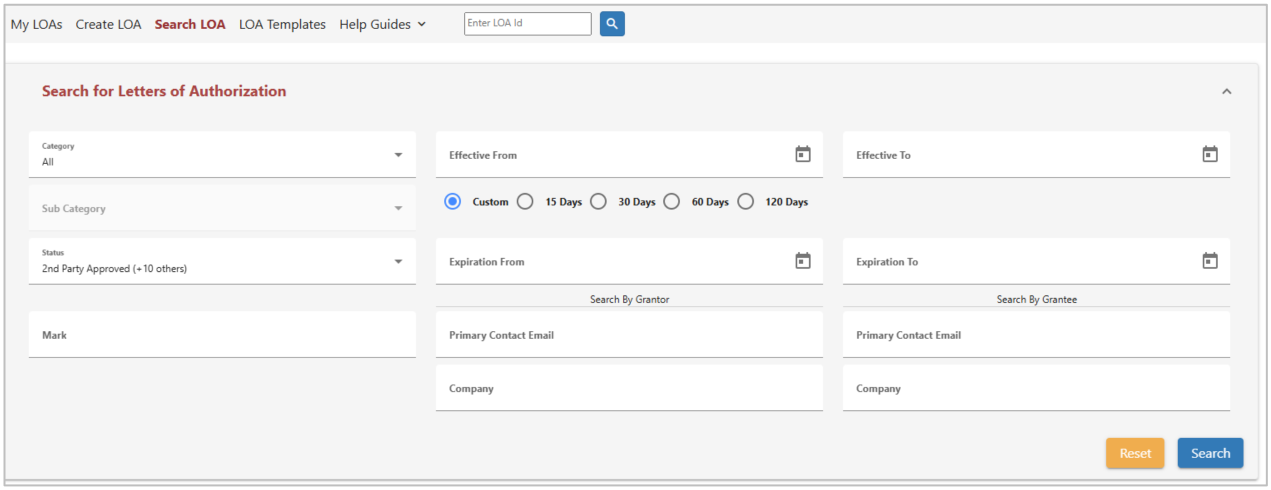



21. As needed, select **Clone LOA** to create a new LOA that replicates elements of the one displayed (see Cloning LOAs) or **Revoke LOA** to revoke a (pending or approved) LOA (see Revoking LOAs).

# Search LOA

When the user selects **Search LOA** from the menu, the **Search for Letters of Authorization** page is displayed (Exhibit 30).

***Exhibit 30. Search for Letters of Authorization***




Search criteria include:

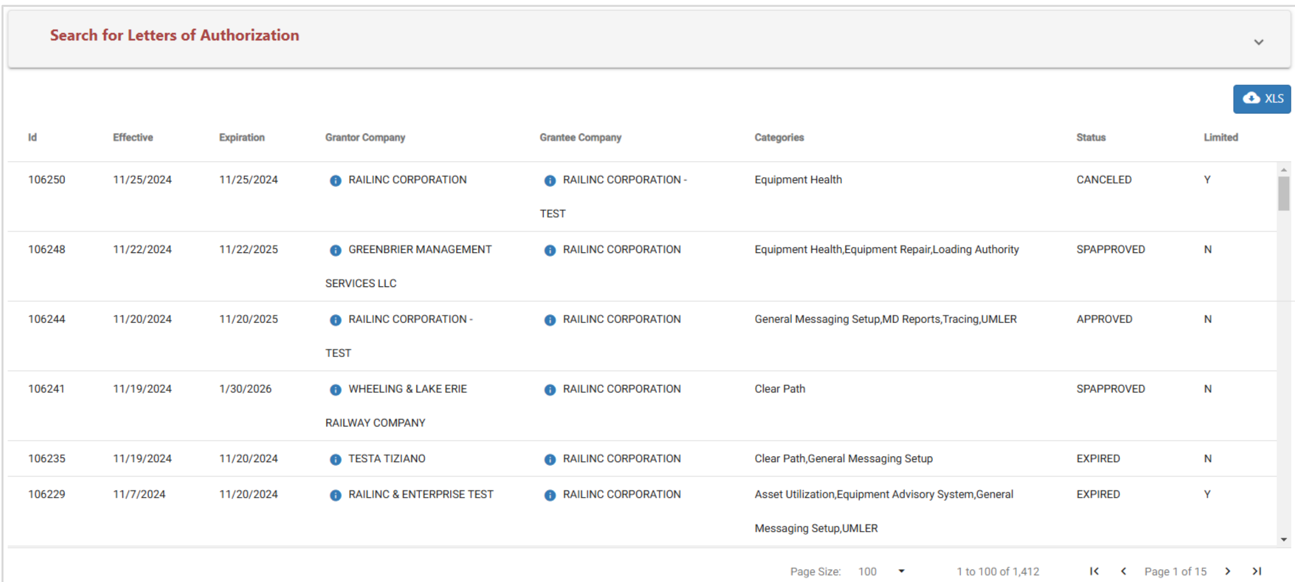
- **Category**: Show LOAs for the selected Category only (single selection drop-down). Default is **All**.
- **Sub-Category**: Show LOAs that include the selected Sub Category. A Category must be chosen before a Sub Category can be selected.
- **Effective From/To dates**: Period when the LOA became effective. When one date is entered, the other field defaults to the same date. Adjust period as necessary. Default is blank.
- **Expiration From/To dates**: Period when the LOAs expire. When one date is entered, the other field defaults to the same date. Adjust period as necessary. Default is blank.
  - You can search an LOA by expiration date. Select **Custom** to customize the date range or select **15 Days**, **30 Days**, **60 Days** or **120 Days** to view LOAs that will expire within the selected period of time.
- **Status**: All statuses are selected by default. Choose a value from the drop-down. Valid values include:
  - 2nd Party Approved
  - 2nd Party Rejected
  - Approved
  - Canceled
  - Cancellation Requested
  - Draft
  - Edited
  - Expired
  - Rejected
  - Revalidate
  - Submitted
- **Mark**: The Mark for either the Grantor or the Grantee.

- **Search By Grantor**: Search by the grantor's **Primary Contact Email** and/or **Company**.
- **Search By Grantee**: Search by the grantee's **Primary Contact Email** and/or **Company**.
- **Reset** clears the criteria. When criteria have been set, select **Search** to view the results.

# Viewing Search Results

The Search Results table has several controls for navigation.

***Exhibit 31. LOA Search Results***


Search for Letters of Authorization

XLS

| Id | Effective | Expiration | Grantor Company | Grantee Company | Categories | Status | Limited |
|---|---|---|---|---|---|---|---|
| 106250 | 11/25/2024 | 11/25/2024 | RAILINC CORPORATION | RAILINC CORPORATION - TEST | Equipment Health | CANCELED | Y |
| 106248 | 11/22/2024 | 11/22/2025 | GREENBRIER MANAGEMENT SERVICES LLC | RAILINC CORPORATION | Equipment Health,Equipment Repair,Loading Authority | SPAPPROVED | N |
| 106244 | 11/20/2024 | 11/20/2025 | RAILINC CORPORATION - TEST | RAILINC CORPORATION | General Messaging Setup,MD Reports,Tracing,UMLER | APPROVED | N |
| 106241 | 11/19/2024 | 1/30/2026 | WHEELING & LAKE ERIE RAILWAY COMPANY | RAILINC CORPORATION | Clear Path | SPAPPROVED | N |
| 106235 | 11/19/2024 | 11/20/2024 | TESTA TIZIANO | RAILINC CORPORATION | Clear Path,General Messaging Setup | EXPIRED | N |
| 106229 | 11/7/2024 | 11/20/2024 | RAILINC & ENTERPRISE TEST | RAILINC CORPORATION | Asset Utilization,Equipment Advisory System,General Messaging Setup,UMLER | EXPIRED | Y |

Page Size: 100 1 to 100 of 1,412 Page 1 of 15

When viewing search results:

- Use the left and right arrows to page through multiple pages of search results in the bottom right of the page.
- LOA provides the number of search results and the number of records you are currently viewing in the bottom right of the page.
- Select the row of a listed LOA ID to view the details of the LOA and to perform possible actions (Exhibit 29 is an example).

# Viewing Documents

Existing LOAs can have documents attached. To view the document attached to an LOA:

1. Select the icon link in the PDF column of the row. The document is displayed in a new browser window.

***Exhibit 32. Attached PDF Document Window***

**Letter Of Authorization - 106228**

**Details**

Status: APPROVED Effective From: 11-18-2024 Expires On: 01-30-2026

**Grantee Information**

| | |
|---|---|
| Name: | |
| Company: | RAILINC CORPORATION |
| Email: | |
| Phone: | |

**Grantor Information**

| | |
|---|---|
| Name: | SENTHILKUMAR JJ |
| Company: | WHEELING & LAKE ERIE RAILWAY COMPANY |
| Email: | senthilkumar.janarthanan@railinc.com |
| Phone: | 123-123-1234 |

**Selected Categories**

| Category | SubCategory Group | SubCategory | Supplemental Info |
|---|---|---|---|
| Clear Path | | | |
| | Clear Path | | |
| | | CLEARPATH | |

The above identified Grantor has authorized Railinc to provide confidential data regarding their company to the Grantee for the categories listed above and for the sole use of the Grantee.The Parties voluntarily entered upon this agreement on 11-18-2024.

**E-Signature By:**

Date: 11-18-2024

2. To print the document, select the Acrobat print icon (or press **Ctrl + P**), and send to local printer.

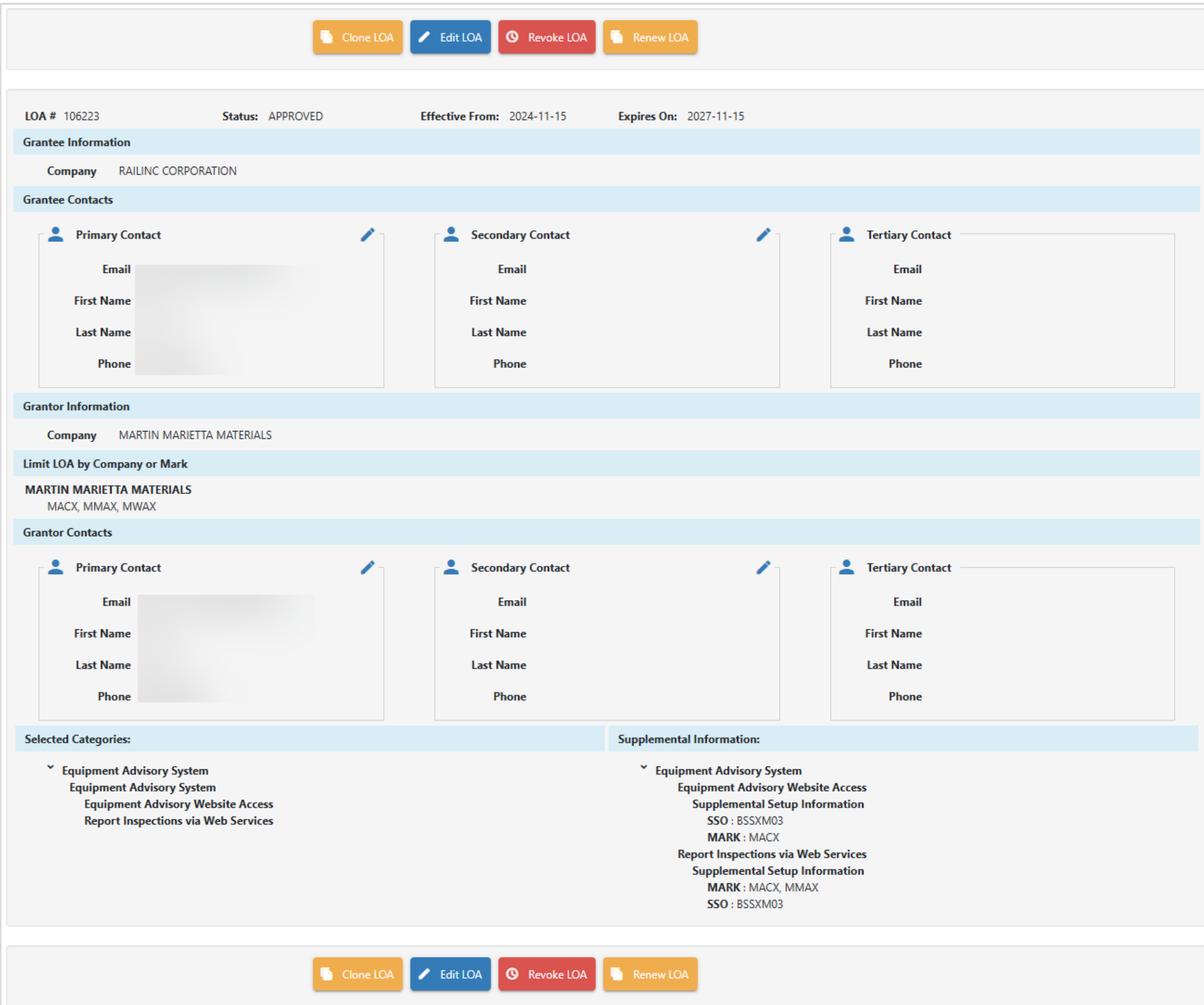
3. When finished viewing the document, close the browser window.

# Viewing Approved LOAs

Additional action buttons are available for displayed LOAs in **Approved** status. Approved LOAs can be viewed as a PDF from the My LOAs page.

1. Select the row of a listed LOA ID with **Approved** status on the **Search Results** page to open the View LOA panel.

***Exhibit 33. View of Approved LOA with Limit***




2. Choose an action as shown below:

| | |
|---|---|
| **Clone LOA** | Creates a clone of the displayed LOA. Refer to Cloning LOAs. |
| **Revoke LOA** | Cancels the implemented LOA (reason text must be added). Refer to Revoking LOAs. |

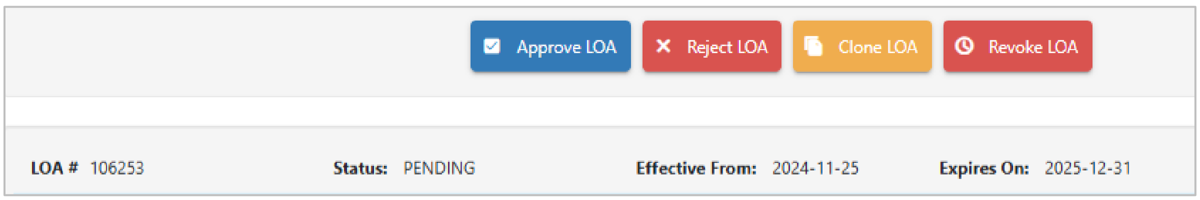
# Managing LOAs

## Approving/Rejecting LOAs

Once an LOA has been submitted, it must then be reviewed and either approved or rejected by the Grantor and Railinc. The Grantor receives an email notification when the LOA request is submitted for review. Selecting the link in the email opens a browser page where the Grantor can view the LOA. At the bottom, a signature box is provided to affirm that the recipient is authorized to sign on behalf of the Grantor and consents to the legally binding terms and conditions of the LOA. The Grantor can sign inside the box and then select to approve or decline the LOA.

Grantors with access to the Letter of Authorization application can approve or reject the LOA within the application.

***Exhibit 34. LOA Pending Approval***




When a **Renewed** LOA is created and submitted from an **Approved** LOA, the original Approved LOA can no longer be edited, and when the Renewed LOA is approved, the original Approved LOA automatically expires (and can no longer be edited). See Renewing LOAs.

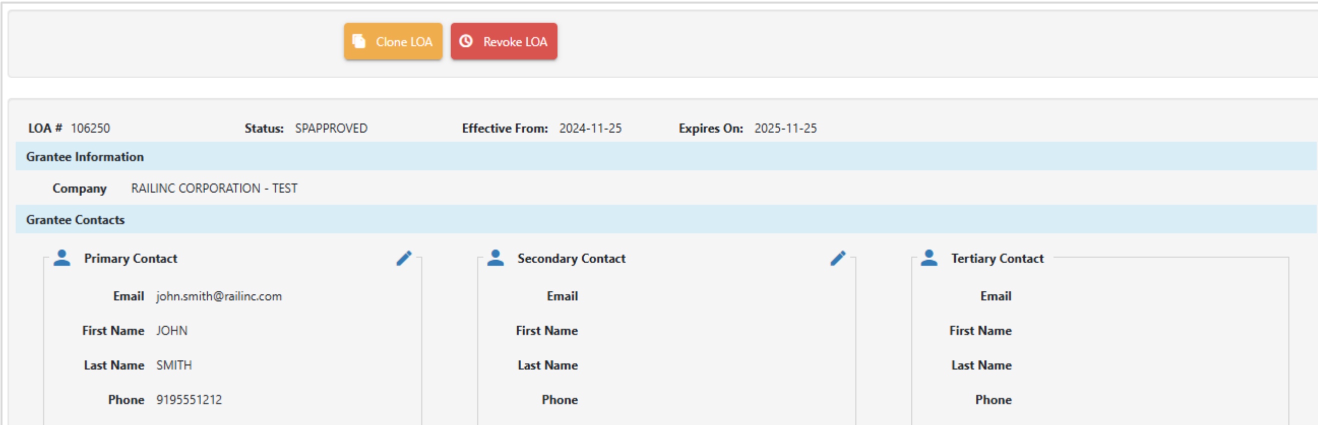
## Revoking LOAs

When an LOA is either pending or approved, it can be revoked. To revoke an LOA:

1. Conduct a search for the LOA to be revoked. See Search LOA for instructions. Approved LOAs can also be accessed from the **Approved** tab on the My LOAs page and pending LOAs can be accessed from the **Submitted** tab (see My LOAs).

2. From the displayed results, select the row of a pending or approved LOA. The View LOA page is displayed (Exhibit 35).

***Exhibit 35. View of LOA with Clone and Revoke options***



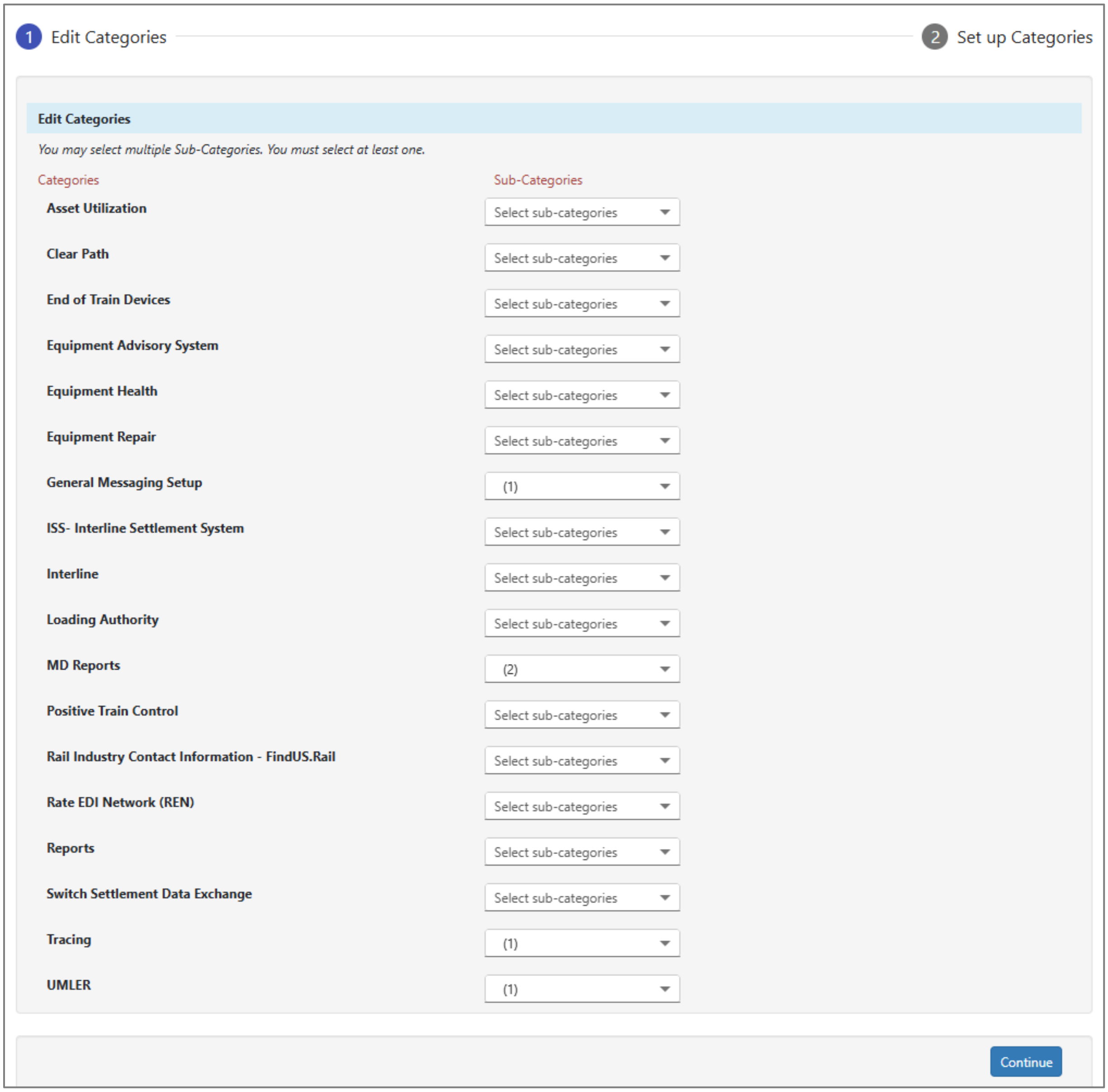

3. Select the **Revoke LOA** button. A message appears stating that the LOA has been revoked. An email is sent to the involved parties.

# Editing LOAs

To edit an LOA:

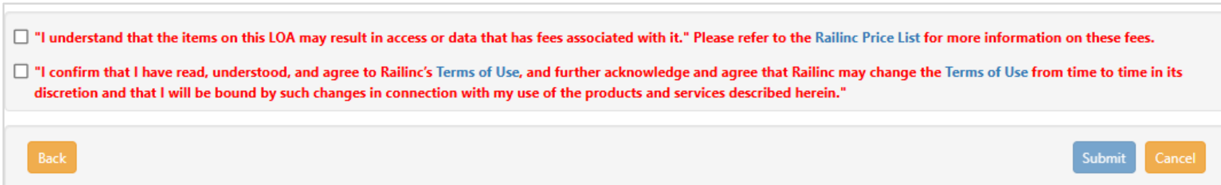
1. Conduct a search for the LOA to be edited. See Search LOA for instructions. LOAs can also be accessed from the tabs on the My LOAs page (see My LOAs).
2. Select the row of a displayed LOA to be edited. The View LOA page is displayed.
3. Select the **Edit LOA** button.

***Exhibit 36. Edit Categories***




4. Make the appropriate updates in the same way as creating a new LOA (see Create LOA).
5. Click **Continue** to continue through each page.

***Exhibit 37. Submit***




6. When you are ready to submit the LOA, select the checkboxes to agree to the statements at the bottom, and select **Submit**. A message appears at the top of the page stating that the LOA has been submitted. An automatic email is sent to the involved parties as a notification of the LOA revisions.

# Cloning LOAs

The LOA application allows you to clone existing LOAs.  This is helpful and saves time if characteristics in an existing LOA are similar to what is needed in a new LOA.

To clone an existing LOA:

1. Conduct a search for the LOA to be cloned. See Search LOA for instructions. LOAs can also be accessed from the tabs on the My LOAs page (see My LOAs).
2. Select the row of an LOA ID of the LOA to be cloned. The View LOA page is displayed (Exhibit 35).
3. Select **Clone LOA**. The LOA fields open for modification.
4. Complete the cloned LOA in the same way as creating a new LOA (see Create LOA).

# Revalidating LOAs

LOAs are by default good for seven (7) years; however, after each one-year period (and after at least 365 days), the LOA must be revalidated by the Grantor to continue for the full seven years. The system sends the Grantor a notice to revalidate the LOA AT 45, 30, 14, 7 and 1 day(s) prior to the revalidation date.

Upon receipt of a system e-mail requiring validation of an LOA:

1. When an LOA needs to be revalidated, an email is sent to the Grantor (Exhibit 38).

***Exhibit 38. Revalidation E-Mail to Grantor with Application Link***

RAILINC | Letter of Authorization Notification

**Important News: Letter of Authorization (Insert LOA ID) Requires Validation**

A Letter of Authorization (LOA) granting permission to (Insert Grantee) to receive confidential data for **(Insert Grantor)** requires validation.

**What You Need to Do**

In order to process this request, your electronic signature is required. Please click the link below to review and electronically sign your Letter of Authorization.

https://wwwtst.railinc.com/loa/main/global/loa/tasks/2partyapproval/TTESTERX/147803/652170680465/perform

**Got Questions? Get Answers.**

If you have questions, contact the Railinc Customer Support Center by email at csc@railinc.com or by phone at 877-724-5462.

2. Select the link in the email in order to initiate the revalidation process.

See Renewing LOAs to learn how to renew a Revalidate LOA. When a **Renewed** LOA is created and submitted from a Revalidate LOA, the original Revalidate LOA can no longer be edited, and when the Renewed LOA is approved, the original Revalidate LOA automatically expires (and can no longer be edited). See Renewing LOAs.

# Expiring LOAs

When a LOA approaches its expiration date, the system sends the Grantee reminder emails at 45, 30, 14, 7 and 1 day(s) before the expiration. If the Grantee and Grantor are no longer working together, these reminders can be ignored or stopped by the CSC team. Railinc can stop LOA expiration emails upon request by contacting the Railinc Customer Success Center at csc@railinc.com or by calling (877) 724-5462. However, if the business relationship continues beyond the LOA expiration date, a new LOA must be submitted and approved before the prior LOA expires to prevent access from being removed per the Railinc Data Stewardship and Access Policy. Once a LOA expires, it cannot be edited, but expired LOAs are eligible for renewal. Refer to the Renewing LOAs section for instructions on how to renew an expired LOA.

# Renewing LOAs

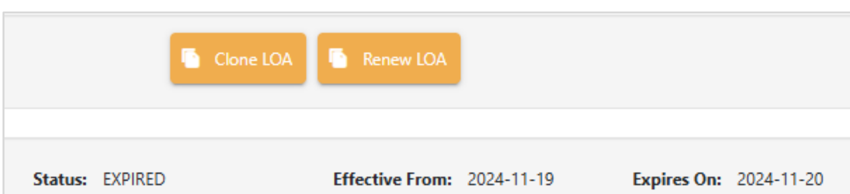
When a LOA has expired, the LOA application provides a way to automatically copy and replace an existing LOA with the status of **Expired**, **Revalidate** and **Approved** using the renew option. A renewed LOA is a replacement of the original LOA. This means that the renewed LOA will be given a new **LOA ID** and certain fields cannot be changed including **Grantee**, **Grantor** and **Categories**. The **Effective Date** can change and cannot be in the past. If these are fields that you want to update, consider using the Clone option instead (see Cloning LOAs).

Once a renewed LOA is submitted, the original LOA can no longer be updated. When the renewed LOA is approved, the original LOA automatically expires (see Expiring LOAs).

To use the renew option:

1. Open an expired, revalidate or approved LOA. At the top of the LOA is the option to **Clone** or **Renew** an LOA.

***Exhibit 39. Renew LOA Button***




2. Click the **Renew LOA** button.

   In some cases, an LOA can't be renewed because it contains invalid data. When this happens, you'll see a red message at the top of the LOA after clicking the **Renew LOA** button. Some of the reasons for invalid data include Grantee or Grantor information is not up-to-date, mark hierarchy has changed, equipment is invalid and/or category has changed.

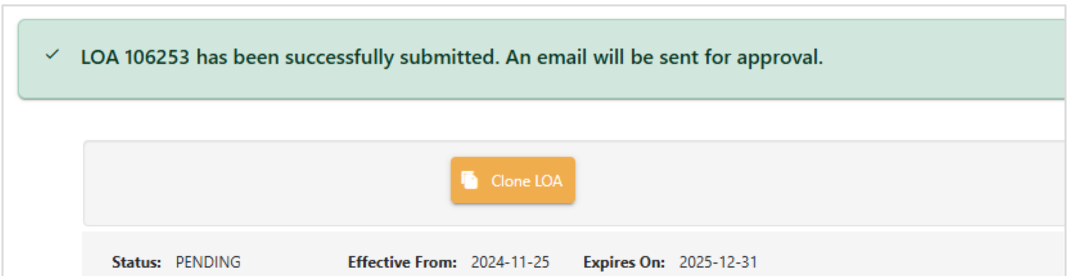
3. In a renewed LOA, the **Grantee Information** cannot be updated. The **Grantee Contacts** can be edited; make any appropriate changes. If there are no errors, click **Continue**.

4. The **Grantor Information** cannot be updated. The **Grantor Contacts** and **Effective/Expiration Dates** can be edited; make any appropriate changes. Dates cannot be in the past. Click **Continue**.

5. **Selected Categories** cannot be updated. When you're ready to submit the LOA, select the checkbox to agree to the statement at the bottom, and select **Submit** (or **Back** to make changes to the dates or contacts or **Cancel** to cancel the LOA).

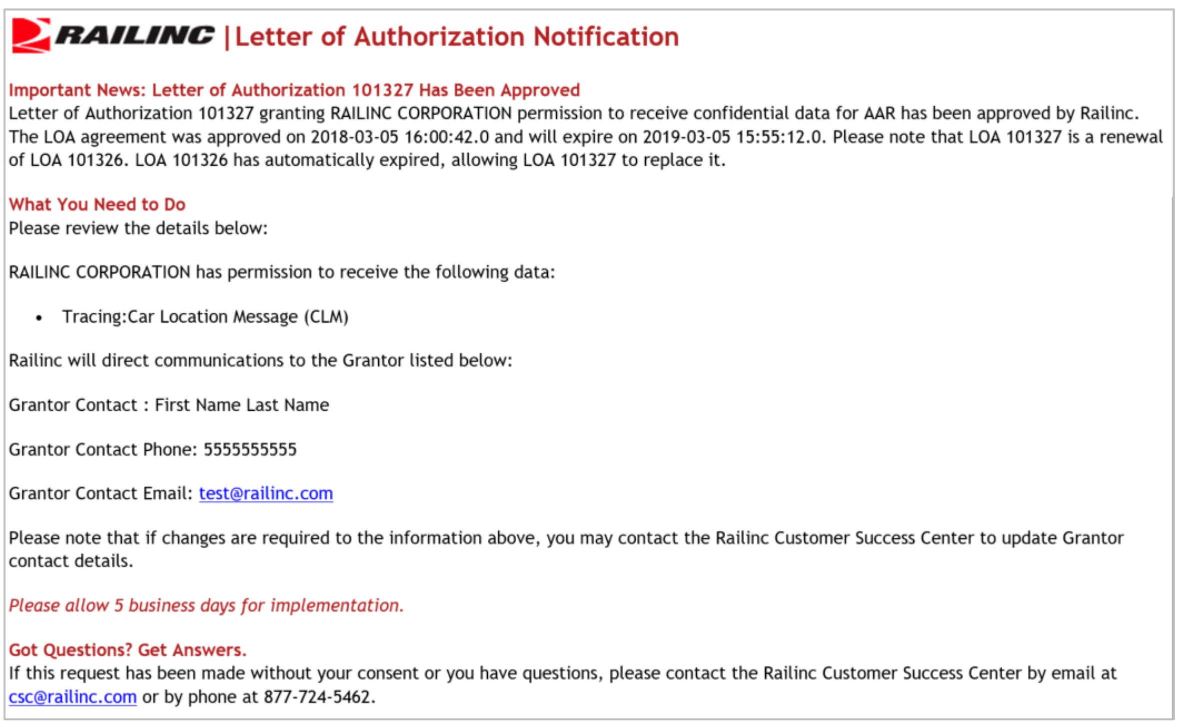
6. When the LOA is successfully submitted, a green message appears at the top with the number of the (new) LOA. The LOA goes through the same approval process and when the renewal has been successfully approved by the other party and Railinc, the original (revalidate or approved) LOA automatically expires.

***Exhibit 40. LOA Submitted***




7. Upon approval, you'll receive an email that the renewed LOA is a replacement for the original LOA.

***Exhibit 41. LOA Email Notification***


RAILINC | Letter of Authorization Notification

Important News: Letter of Authorization 101327 Has Been Approved
Letter of Authorization 101327 granting RAILINC CORPORATION permission to receive confidential data for AAR has been approved by Railinc. The LOA agreement was approved on 2018-03-05 16:00:42.0 and will expire on 2019-03-05 15:55:12.0. Please note that LOA 101327 is a renewal of LOA 101326. LOA 101326 has automatically expired, allowing LOA 101327 to replace it.

What You Need to Do
Please review the details below:

RAILINC CORPORATION has permission to receive the following data:

- Tracing:Car Location Message (CLM)

Railinc will direct communications to the Grantor listed below:

Grantor Contact : First Name Last Name

Grantor Contact Phone: 5555555555

Grantor Contact Email: test@railinc.com

Please note that if changes are required to the information above, you may contact the Railinc Customer Success Center to update Grantor contact details.

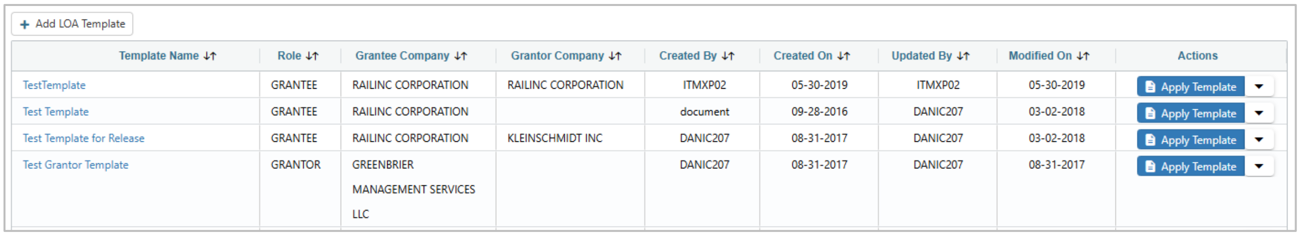
*Please allow 5 business days for implementation.*

Got Questions? Get Answers.
If this request has been made without your consent or you have questions, please contact the Railinc Customer Success Center by email at csc@railinc.com or by phone at 877-724-5462.

# LOA Templates

The LOA application allows you to create templates. These are helpful and save time if characteristics are similar for multiple LOAs. Select the **LOA Templates** menu item and the LOA Templates page is displayed (Exhibit 42).

***Exhibit 42. LOA Templates***



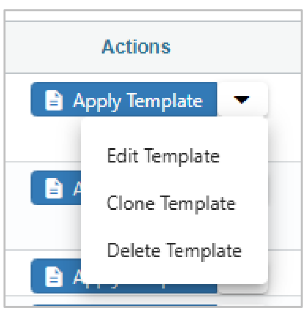
+ Add LOA Template

| Template Name | Role | Grantee Company | Grantor Company | Created By | Created On | Updated By | Modified On | Actions |
|---|---|---|---|---|---|---|---|---|
| TestTemplate | GRANTEE | RAILINC CORPORATION | RAILINC CORPORATION | ITMXP02 | 05-30-2019 | ITMXP02 | 05-30-2019 | Apply Template |
| Test Template | GRANTEE | RAILINC CORPORATION | | document | 09-28-2016 | DANIC207 | 03-02-2018 | Apply Template |
| Test Template for Release | GRANTEE | RAILINC CORPORATION | KLEINSCHMIDT INC | DANIC207 | 08-31-2017 | DANIC207 | 03-02-2018 | Apply Template |
| Test Grantor Template | GRANTOR | GREENBRIER MANAGEMENT SERVICES LLC | | DANIC207 | 08-31-2017 | DANIC207 | 08-31-2017 | Apply Template |

Here is an overview of actions possible from this page:

- View Template: Select the hyperlinked name of a listed LOA template to view its details. The other actions described here are also available once an individual LOA is displayed.
- Add LOA Template: Select the **Add LOA Template** button in the top left to start the process of adding a new template.

***Exhibit 43. Template Actions***




- Other actions are available through the **Apply Template** button and drop-down list in the **Actions** column:
  - Apply Template: This button allows you to apply a template towards the creation of an LOA. This means that most of the fields in the LOA will be pre-populated with the template inputs.
  - Edit Template: This selection in the drop-down list allows you to make edits to the existing template.
  - Clone Template: This selection in the drop-down list allows you to create a copy of the existing template.
  - **Delete Template**: This selection in the drop-down list allows you to delete the corresponding template.

# View Template

To view the details of an existing template:

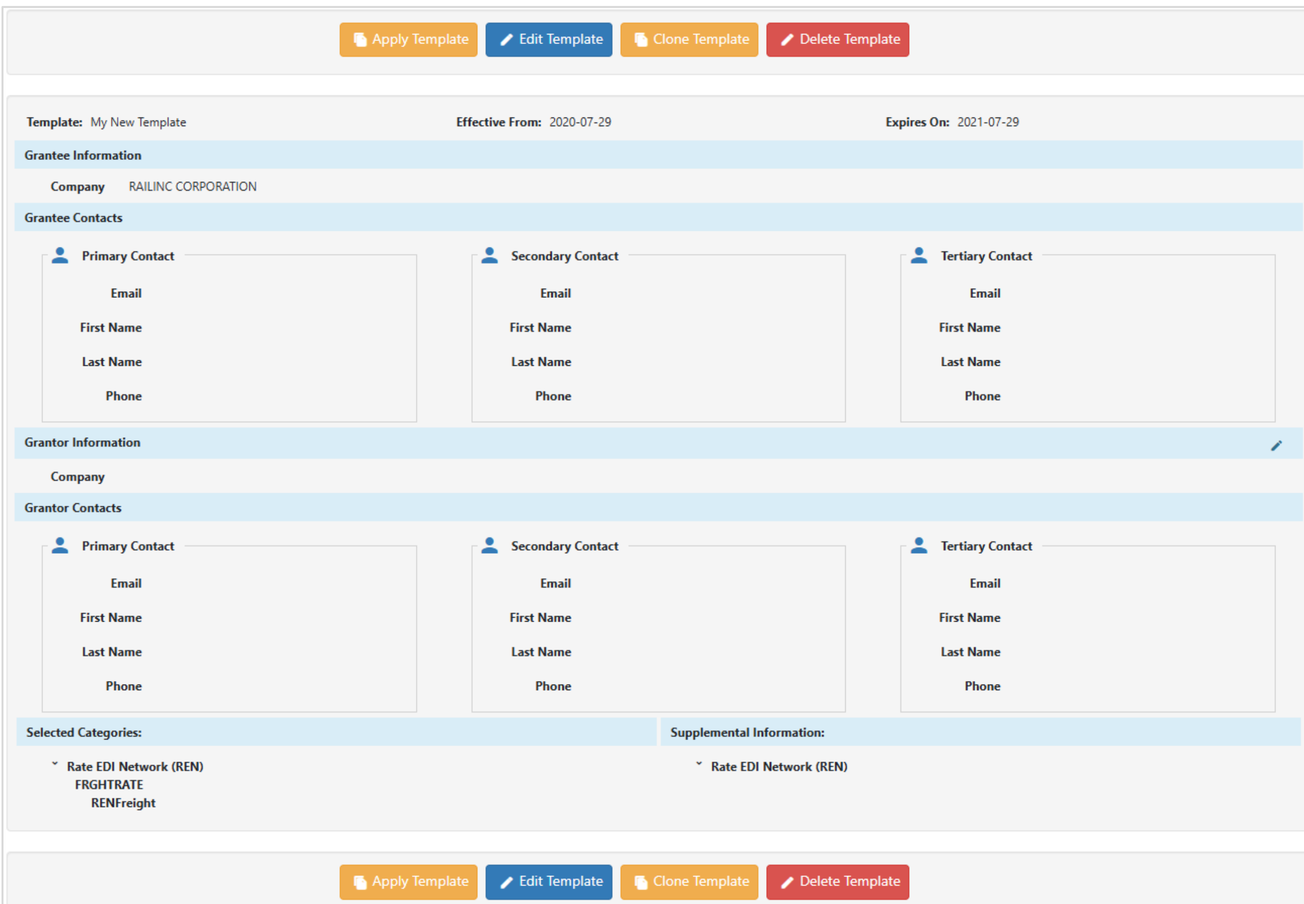
1. Select the **LOA Templates** menu item. The LOA Templates page is displayed (Exhibit 42).
2. Select the template name hyperlink of the template that you want to view.

***Exhibit 44. Template Name Hyperlink to View Template***

| Template Name ↓↑ | Role ↓↑ | Grantee Company ↓↑ | Grantor Company ↓↑ |
|---|---|---|---|
| My New Template | GRANTEE | RAILINC CORPORATION | YRC LOGISTICS |

3. Once the template name is selected, the **View LOA Template** page is displayed (Exhibit 45).

***Exhibit 45. View LOA Template***




4. As needed, perform one of the available actions:
   a. **Apply Template:** Select this button to have the displayed template applied to an LOA (see Apply Template).
   b. **Edit Template:** Select this button to make changes to the displayed template (see Edit Template).

c. **Clone Template:** Select this button to initiate the process of creating a copy of the displayed template (see Clone Template).

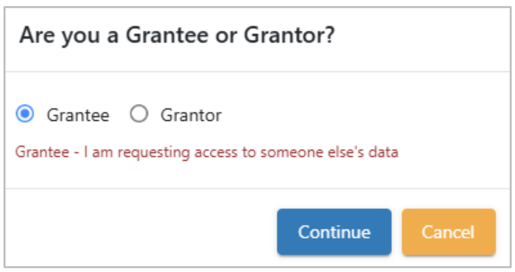
d. **Delete Template:** Select this button to delete the displayed template. A confirmation message appears asking you to confirm your decision to delete the displayed template. Select **Yes** to proceed with deleting the displayed LOA.

# Add LOA Template

To create a new template:

1. Select the **LOA Templates** menu item. The LOA Templates page is displayed (Exhibit 42).
2. Select the **Add LOA Template** button (top left). The **Are you a Grantee or Grantor** pop-up is displayed (Exhibit 465).

***Exhibit 46. Grantee or Grantor Popup (for LOA Templates)***




3. Follow the steps in Creating an LOA starting at step 3.
4. At the end of the process, select **Save Template**. The LOA Templates page (Exhibit 42) is redisplayed with the new template added.

# Apply Template

**Note:** Templates can be applied as a first step in the regular LOA creation process. This requires selecting the **Use Template** checkbox in the Grantee/Grantor pop-up during the first step of the create LOA process. See Create LOA and Exhibit 13 for details.

To apply a template from the LOA Templates page:

1. Select the **LOA Templates** menu item. The LOA Templates page is displayed (Exhibit 42).
2. Select the **Apply Template** button (Exhibit 47) that appears in the **Actions** column in the row that most closely matches the LOA.

***Exhibit 47. Apply Template Button***


3. Once **Apply Template** has been selected the Create LOA process is initiated with the fields from the template pre-filled.

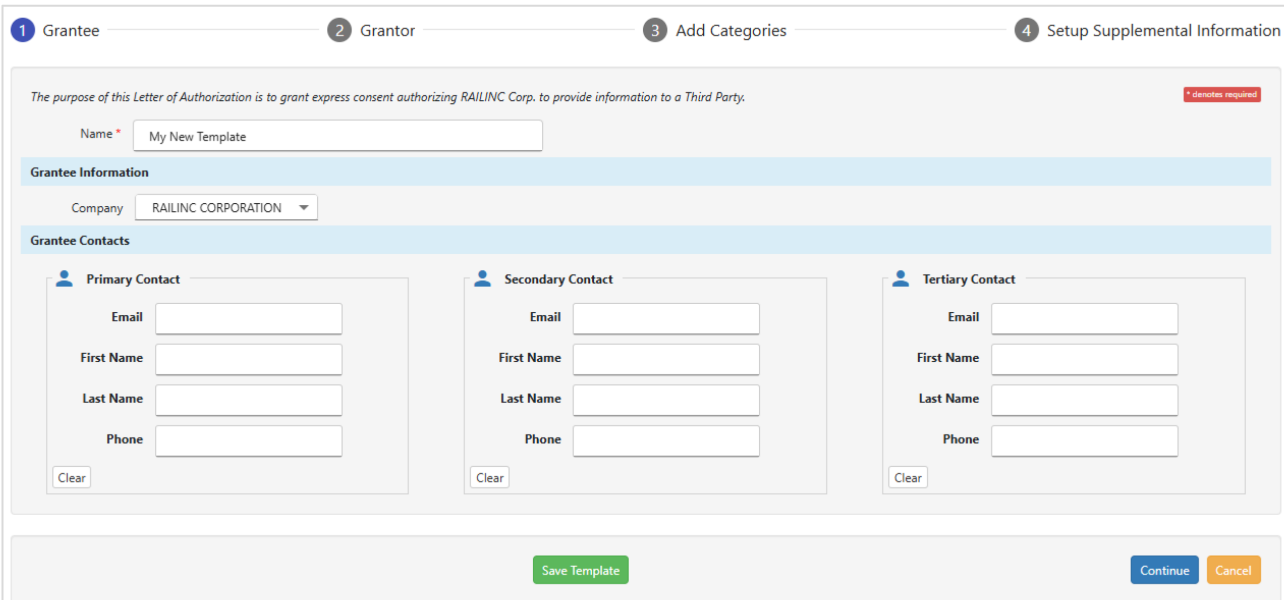
4. Complete the process in the same way as a new LOA (see Creating an LOA).

# Edit Template

To edit an existing LOA template:

1. Select the **LOA Templates** menu item. The LOA Templates page is displayed (Exhibit 42).
2. Select the **Edit Template** option from the drop-down list next to the Apply Template button in the **Actions** column (Exhibit 43) for the listed LOA template that you want to edit. The LOA Template opens allowing you to make updates to the input fields (Exhibit 48).

***Exhibit 48. Edit LOA Template***




3. Make any needed updates. Navigate to other sections of the template by using the **Continue** button. As needed, move back to previous displayed sections of the LOA by using the **Back** button.
4. When finished making updates, select the **Save Template** button to save the revised template.

# Clone Template

To clone (copy) an existing LOA template:

1. Select the **LOA Templates** menu item. The LOA Templates page is displayed (Exhibit 42).
2. Select the **Clone Template** option from the drop-down list next to the Apply Template button in the **Actions** column (Exhibit 43) for the listed LOA template that you want to clone. The LOA Template opens carrying over the input fields from the selected template allowing you to make updates to the input fields. Entering the LOA Template **Name Field** is mandatory (Exhibit 49). The cloned LOA must have a new, unique name.

***Exhibit 49. LOA Template Name Field***


3. Complete all input fields and select **Save Template** to save the cloned template.

# Appendix A—Category Descriptions

| SubCategory | Description or Usage |
|---|---|
| **ASSET UTILIZATION** | |
| **Car Accounting Self Service (CASS)** | **Car Accounting Self Service Query:** This access allows users to query events in the Car Accounting Self Service System. An SSO ID is required for this access.<br>**CASS LAM Creation:** This access allows for the creation of Liability Acceptance Messages only. An SSO ID is required for this access. |
| **Car Hire Data Exchange (CHDX)** | **Car Hire Data Exchange (CHDX) Send:** Must be received prior to the scheduled monthly run. Requires 5 business days for setup. CHDX supports the periodic (post-operation) exchange of information to clarify payables and receivables. This is a monthly exchange of time and mileage payment information. This access is only for Railroad Marks.<br>**Car Hire Data Exchange (CHDX) Receive:** Must be received prior to the scheduled monthly run. Requires 5 business days for setup. CHDX supports the periodic (post-operation) exchange of information to clarify payables and receivables. This is a monthly exchange of time and mileage payment information. This access is for Railroad and Private Marks. |
| **Car Hire Liability File (CHLF)** | **Car Hire Liability File (CHLF) Payables and Receivables:** This access is for CHLF participants only.<br>**Car Hire Liability File (CHLF) Receivables:** This access is for CHLF participants only.<br>**Car Hire Liability File (CHLF) Payables:** This access is for CHLF participants only. |
| **Car Hire Accounting Rate Master** | **Car Hire Accounting Rate Master (CHARM) Receivables:** Must be received prior to the 1st of each month. Requires 5 business days for setup CHARM helps users manage and understand the costs of rail car use and repair. CHARM is the official source of time and mileage rates on freight cars.<br>**Car Hire Accounting Rate Master (CHARM) Payables:** Must be received prior to the 1st of each month. Requires 5 business days for setup CHARM helps users manage and understand the costs of rail car use and repair. CHARM is the official source of time and mileage rates on freight cars. |
| **Car Hire Rate Negotiation Self Service (CHRNSS)** | **CHRNSS Access - Market Reports:** The CHRNSS Access - Market Reports application allows users to run *billable* reports designed to provide information on car hire rates paid in predefined or user-supplied rate ranges. An SSO ID is required for this access.<br>**CHRNSS Access - Negotiate and Search Receivables:** Process used by railroads to negotiate car hire rates for the use of equipment.<br>**CHRNSS Access - Negotiate and Search Payables:** Process used by railroads to negotiate car hire rates for the use of equipment. |

| SubCategory | Description or Usage |
|---|---|
| **Transfer of Liability** | **TRAIN26:** A TRAIN26 message is sent to the Delinquent Carrier when Railinc receives a TRAIN08/10 report type 82 message from the Holding Road indicating a request for Car Hire Rule 15 Transfer of Liability (TOL).<br>**TRAIN28 1-3 (Rule 4/5 TOL):** A TRAIN28 Message (Option 1/2/3) will be sent to the Equipment Owner, Switch Carrier and to the indicated Responsible Road once a requested Rule 5 TOL is posted to the Event Repository. A TRAIN 28 Message (Option 1/2/3) will be sent for Rule 4 TOL on the 21st of every month.<br>Option 1 - Rule 4/5 To-Road (Responsible Road)<br>Option 2 - Rule 4/5 Owner Cars (Equipment Owner)<br>Option 3 - Rule 4/5 From Road (Switch Carrier)<br>**TRAIN28 6-8 (Rule 15 TOL):** A TRAIN28 Message (Option 6/7/8) will be sent to the Holding Road, Delinquent Carrier and Equipment Owner once the Delinquent Carrier accepts the Rule 15 TOL or if the Delinquent Carrier fails to respond within the allowed timeframe.<br>Option 6 - Rule 15 To Road (Delinquent Carrier)<br>Option 7 - Rule 15 Owner cars (Equipment Owner)<br>Option 8 - Rule 15 From Road (Holding Road)<br>**TRAIN28 CPY10/20/30:** If a carrier is setup to receive their own TRAIN28 messages, a copy of the TRAIN28 can be set up to send to an additional receiver.<br>Option 10 - Copy of TRAIN28 Option 2/7 (Copy sent if Owner has authorized)<br>Option 20 - Copy of TRAIN28 Option 1/6 (Copy sent if To-Road has authorized)<br>Option 30 - Copy of TRAIN28 Option 3/8 (Copy sent if From-Road has authorized)<br>**TRAIN29:** The Delinquent Carrier may respond with a TRAIN10/08 report type 89 message indicating denial of the Rule 15 TOL. If so, the TOL will not be posted to the Event Repository and a TRAIN29 message will be sent to the Holding Road indicating the denial of the TOL. Car Hire responsibility remains with the Holding Carrier until actual interchange is accomplished Inbound |

| SubCategory | Description or Usage |
|---|---|
| **LCS** | **SWADM52:** LCS message which will have the summary (count) of the all the LCS messages sent out for each Mark<br>**TRAIN61:** Reports sent to the assignee of a reporting mark or an appointed agent when Interchange delivery or receipt does not involve the assignee, the reporting time limit of 120 hours has expired, or when additional conditions are met. The TRAIN61 format contains a Group Level record for each interchange followed by Detail Level records for each equipment unit that was involved in the interchange.<br>**TRAIN62:** Reports sent to the assignee of a reporting mark or appointed agent when the Interchange delivery or receipt does not involve the assignee, the reporting time limit of 120 hours has expired, or when additional conditions are met. The TRAIN62 format contains a separate Group Level record for each equipment unit and no Detail Level records.<br>**TRAIN63:** A Copy of the TRAIN62 message that can be sent to the lessee when the interchange does not involve the lessee.<br>**TRAIN69ALL:** Receive all messages from LCS for chosen option number. This message provides every official interchange that defines liability for the subscribing rail carrier, including “forced” or “gapped” interchanges.<br>Option 10 - All equipment<br>Option 20 - Railroad Owned<br>Option 30 - Private Equipment<br>Option 40 - Trailers<br>Option 50 - Containers<br>**TR69CHG:** Receive only changes by LCS for chosen option number. This message provides the official interchange records not reported by the subscribing carrier, including “gapped” interchanges and interchanges marked as illogical or inactive by LCS<br>Option 10 - All equipment<br>Option 20 - Railroad Owned<br>Option 30 - Private Equipment<br>Option 40 - Trailers<br>Option 50 - Containers<br>**TR69HOM:** Receive only interchanges reported on the home road.<br>Option 10 - All equipment<br>Option 20 - Railroad Owned<br>Option 30 - Private Equipment<br>Option 40 - Trailers<br>Option 50 - Containers<br>**TR69ONH:** The Responsible Road can receive a report on the 6$^{th}$ of every month showing the cars that are listed On Hand at the end of the previous month. |
| **Tank Car Mileage Equalization** | **Tank Car Mileage Equalization Invoices:** Tank Car Mileage Equalization Invoices<br>**Tank Car Mileage Equalization Reports:** Tariff RIC-6007 Item 187, Mileage Allowance on Cars of Private Ownership |
| **Original Cost Self-Service** | **OCSS User:** Original Cost Self-Service user with permissions reflecting a stencil mark owner. May create and manage Original and Rebuilt cost data which includes submitting and searching original and rebuilt cost data.<br>**OCSS Read-Only User:** Original Cost Self-Service user with permissions reflecting a stencil mark owner. May search for and download data from the search functionality. |
| **CLEAR PATH** | |
| **Clear Path** | **Sound Transit:** Grants access to receive Sound Transit data. Currently used by only one carrier. |

| END OF TRAIN DEVICES | |
|---|---|
| **EOTSS** | **End of Train Device Asset Visibility – Location and Status Message Access:** This EOTSS role will allow query of EOT events only. |
| **EQUIPMENT ADVISORY SYSTEM** | |
| **Equipment Advisory System** | **Equipment Advisory Website Access:** Equipment advisory website access allows user to have the capability to query equipment on advisories.<br>**Report Inspections via Web Services:** Report Inspections via Web Services permit a user to report and back out inspections on equipment. |
| **EQUIPMENT HEALTH** | |
| **EHMS** | **EHMS Website Access:** EHMS website access to view the condition of railroad equipment pertaining to open and closed alerts from detector information.<br>**EHMS Notifications:** EHMS Notifications/Subscriptions option allows subscribers to receive data related to open and closed alerts. This is utilized mostly by customer systems and is a flat file format. Refer to Railinc's Price List for additional fees associated with this service option.<br>**EHMS Web Service User Id:** EHMS Web Service User ID allows the user to submit web service requests to EHMS to view the condition of equipment pertaining to open and closed alerts from detector information. This category also allows the user to submit alert closures to EHMS through web service.<br>**EHMS Detector Reads:** EHMS Daily Detector Reads allows the grantee to receive Daily Detector Reads reports on behalf of the Grantor. These reports include detailed wayside detector readings on select equipment. |
| **DDCTS** | **DDCT Web Service User Id:** DDCT webservices utilizes XML schemas to send requests and receive DDCT related data to participating users. This is a system to system communication method. Refer to Railinc's Price List for additional fees associated with this service option.<br>**DDCTS Handling Carrier Website Access:** DDCT website access that allows railroads, car owners and repair shops to track, identify and report repairs for damaged and defective cars per AAR Interchange Rules.<br>**DDCTS Shop Website Access:** DDCT website access that allows Shop to view cars expected at shop, report repairs and view repair history for damaged and defective cars per AAR Interchange Rules.<br>**DDCTS Car MARK Owner Website Access:** DDCT website access that allows Car Mark Owner (CMO) to provide disposition, report repairs or complete Settlement Value Worksheet for damaged and defective cars per AAR Interchange Rules<br>**Interchange Bureau User Website:** Interchange Bureau access allows interchange bureau users the capability to create/view ICB records in DDCT. |
| **Mechanical Reference Repository** | **MRR Running Repair Sponsor Website Access:** MRR Website access allows sponsoring railroad to submit sponsorship application for Running Repair agent. (This access is only granted to Railroad marks.)<br>**MRR Car MARK Owner Website Access:** MRR Website access allows car owners to submit Rule 88 application. |
| **EHV** | **EHV Website Access:** EHV Website Access category allows the user to have website access to view equipment information consolidated within Railinc's Umler®, Equipment Health Management System (EHMS), Damaged and Defective Car Tracking (DDCT), and Equipment Advisory (EA) systems, as well as mileage information from the Event Repository. |
| **EQUIPMENT REPAIR** | |
| **Car Repair Billing Data Exchange** | **Submit and Receive Data:** This is an Agent mark that is authorized to Submit and Receive on behalf of Road marks<br>**Receive Data Only:** This is an Agent mark that is authorized to Receive on behalf of Road marks<br>**Submit Data Only:** This is an Agent mark that is authorized to submit on behalf of Road marks |

| | |
|---|---|
| **Billing Repair Card** | **Billing Repair Card:** Allows the creation of Billing Repair Card data to submit invoices and repair records to the Car Repair Billing Data Exchange (CRBDX) through the Car Repair Billing Application User Interface. This does NOT allow submission of 500-byte CRIP invoices via FTP. |
| **GENERAL MESSAGE SETUP** | |
| **General Messaging** | **Message Switching:** Used to configure new Trading Partner IDs for Railinc's Message Switching Service |
| **TRAIN Messaging** | **TRAIN50:** Identifies violations of edit criteria found in the Group and Detail Level records at an Event Report (TRAIN10)<br>**TRAIN51:** Identifies violations of edit criteria found in the Group and Detail Level records of an Interchange Report (TRAIN01/31). SubCategory Long Description.<br>**TRAIN53:** Identifies violations of edit criteria found in the Group and Detail Level records of an Interchange Report (TRAIN03/33).<br>**TRAIN58:** Is sent to the road from Railinc and identifies the violations of edit criteria found in the Group Level or Detail Level records of the referenced TRAIN08 Car Movement Report.<br>**EDACK51:** Informs transmission of road of message receipt (regardless of type) and may contain exception detected in the Summary record and/or Message Trailer record by the TRAIN II Edit process for TRAIN II input messages.<br>**Flip Flop Table:** Railinc internal table used for railroads that use agents to send messages on their behalf. |
| **Forward & Store** | **Waybill Submissions and Receipt (SW417 or SWAYB):** Used to activate outbound EDI 417 Waybills from Forward and Store. |
| **ISS - INTERLINE SETTLEMENT SYSTEM** | |
| **ISS – Interline Settlement System** | **ISS – Interline Settlement System:** Authorization for a third party provider to take over as the agent or software provider for an ISS participant |
| **INTERLINE** | |
| **SCRS** | **SCRS File Maintainer:** Authorization for an entity, either an agent or a partner road, to update SCRS records for a rail carrier. |
| **CIF** | **CIF File Maintainer:** Authorization for a third party to submit proposed CIF changes on behalf of a rail carrier. |
| **LOADING AUTHORITY** | |
| **Loading Authority (OT-57)** | **Loading Authority (OT-57) – Equipment Owner:** Allows Equipment Owners to remove equipment from fleets.<br>**Loading Authority (OT-57) – Railroad User:** Allows Railroad users to search controlling entity and storage information for equipment. User can also create and close Disposition Requests.<br>**Loading Authority (OT-57) – Fleet Manager:** Allows Fleet Managers to create and manage fleets, manage locations and search equipment. |
| **MD REPORTS** | |
| **MD Reports** | **MD-115 – Manufacturer**: Allows users to view MD-115 reports in our system for parts they manufactured.<br>**MD-11 – Private Car Owner**: Allows users to view MD-11 reports in our system for cars stenciled with their MARK.<br>**MD-11 – Manufacturer/Reconditioner**: Allows users to view MD-11 reports in our system for parts they manufactured or reconditioned. |

| POSITIVE TRAIN CONTROL | |
|---|---|
| **Positive Train Control** | **MAIN-CDX (Manual):** Allows users to request and receive the necessary shared asset data from interoperable partners.<br>**Interoperable Lifecycle Management (ILM):** Allows users to update their deployment records and approve their interoperable partner's deployed and decommissioned versions.<br>**Interoperable Trainsheet (ITS):** Allows users without Electronic Data Interchange (EDI) capabilities to send and receive EDI 161 and EDI 824 train sheet messages via a graphical user interface. |
| **RAIL INDUSTRY CONTACT INFORMATION - FINDUS.RAIL** | |
| **Rail Industry Contact Information – FindUs.Rail** | **FindUs.Rail Website Access:** FindUs.Rail Website Access allows agents to review and manage contact information.<br>**FindUs.Rail Web Services Access:** FindUs.Rail webservices utilizes XML schemas to send requests and receive FindUs.Rail related data. This is a system to system communication method. |
| **RATE EDI NETWORK (REN)** | |
| **Rate EDI Network (REN)** | **Rate EDI Network (REN) Access:** Authorization for a third party to submit and receive REN rating data on behalf of a rail carrier.<br>**REN Web:** Authorization for a third party to access REN Web on behalf of a rail carrier. Depending on the grantor's status in REN this may include both viewing and updating REN rating data. |
| **REPORTS** | |
| **Reports** | **Historical Trace Reports:** The Historical Trace Report subcategory would be used to so that the Grantee could obtain permission from the Grantor to obtain Historical event/waybill/trace data outside of the typically accessible 90-day historical time frame for the Grantor's Rail Equipment. There must be a signed contract or Service Order Form obtained to receive one of these reports. For more information, please reach out to TransmetriQ_Solutions@Railinc.com.<br>**Mileage Reports:** The Mileage Reports subcategory would be used so that the Grantee could obtain permission from the Grantor to obtain historical mileage records for the Grantor's railcars. This may be used for tax studies, understanding equipment utilization, and normalizing data for repair costs/services. There must be a signed contract or Service Order Form obtained to receive one of these reports. For more information, please reach out to TransmetriQ_Solutions@Railinc.com.<br>**Umler Reports:** The Umler Reports category would be used so that the Grantee could obtain permission from the Grantor to obtain fleet characteristics information on the Grantors Railcars. There must be a signed contract or Service Order Form obtained to receive one of these reports. For more information, please reach out to TransmetriQ_Solutions@Railinc.com. |
| **SWITCH SETTLEMENT DATA EXCHANGE** | |
| **Switch Settlement Data Exchange** | **SSDX Send:** Authorization for a third party to submit SSDX records on behalf of a rail carrier.<br>**SSDX Receive:** Authorization for a third party to receive SSDX records on behalf of a rail carrier. |
| **TRACING** | |
| **Tracing** | **Waybill (417):** Used to provide the rail carrier with detailed movement instructions pertinent to a rail carrier shipment and is used by all Class I rail carriers in the United States and Canada.<br>**Car Location Message (CLM):** Taken from events reported to Railinc by railroads throughout North America, these messages help shippers, consignees, equipment owners, lessees, and logistics firms track and manage their equipment on the rail.<br>**Hazmat Waybill:** See 'Waybill (417)'. |

| UMLER | |
|---|---|
| UMLER | **Equipment Registry Website Access:** Grants a user access to both Umler Query and Umler Transaction/Update functionality.<br>**Component Registry Website Access:** Grants a user access to Add/Modify/Delete components.<br>**TRAIN II Equipment Updates:** Grants access to receive updates via TRAIN II Messaging.<br>**Web Services:** Enables a user to submit web service requests to Umler to query or update equipment.<br>**Company Admin Access:** Enables a user to qualify as an Umler Company Administrator, manage Umler SSO permissions and internal Umler Rights, and configure Umler ticklers. |