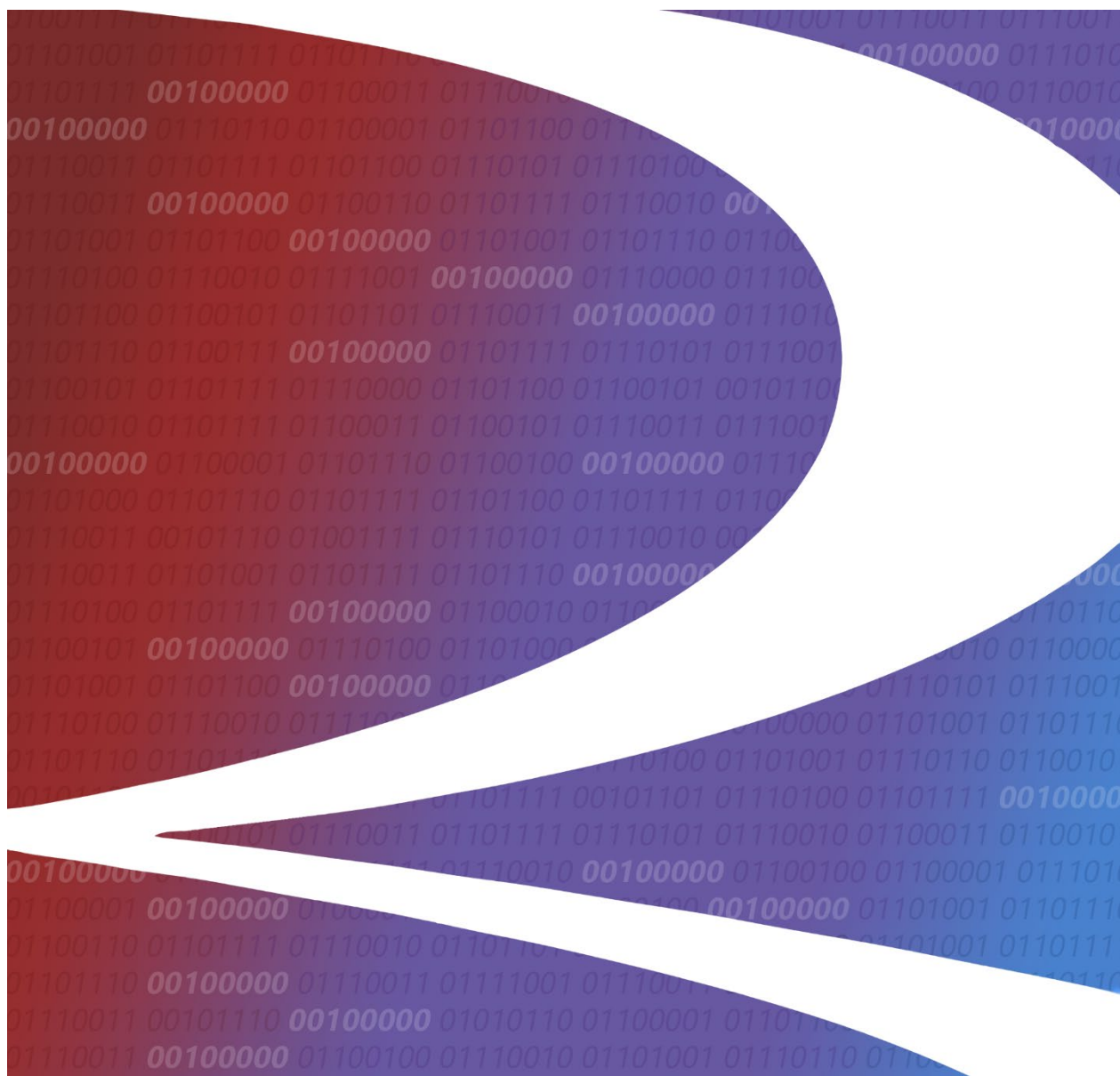




# Car Accounting Self Service (CASS) User Guide



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# Learning about Car Accounting Self Service

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## Overview

Car Accounting Self Service (CASS) enables railroad car accountants to search for events on a single piece of equipment. It provides a window into the Liability Continuity System (LCS) so that the car accountant can see the same events that LCS uses to determine car hire liability and includes the ability to search Car Hire Liability File (CHLF) records for a single piece of equipment. CASS has specific features to help car accountants with decisions, and it highlights certain events to show that they impact liability.

CASS also gives car accountants the ability to submit Liability Acceptance Messages (LAMs), which enable a railroad to assume liability for a railcar, and provides access to the Serving Area File, which is used for Car Hire reclaims.

CASS contains information pertinent to Car Hire Rules, particularly Rules 4, 5, 15, and 22. It also supports Car Service Rules and Car Service Directives as defined in [AAR Circular OT-10](#).

This document describes how to use CASS through the following major sections:

- [Getting Started](#) describes how to access and log into the system.
- [Searching for Events](#) describes how to search for car movement events.
- [Searching for Car Hire Liability File Records](#) describes how to search a CHLF for a single car's liability file records, including cycle data with time and mileage payments for a month.
- [Creating Liability Acceptance Messages](#) describes how a railroad can create a message to accept car hire liability.
- [Viewing Message History](#) describes how to view the history of car hire Liability Acceptance Messages associated with your railroad.
- [Working with Reports](#) describes how to use the CASS reports.
- [Working with the Serving Area File](#) describes how to view and edit the Serving Area File, which is used for Car Hire reclaims.
- [Accessing CASS System Documentation](#) describes how to download online versions of this user guide and other related documents.

A glossary and index follow the major sections.

For additional information, refer to the following documents or contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#)):

- [TRAIN II User Manual](#) – provides reference material and message formats for TRAIN messaging.
- [CHDX User Guide](#) – describes the Car Hire Data Exchange process.

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## System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

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## 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](mailto:csc@railinc.com).

## Getting Started

The CASS application is accessed using the Railinc Single Sign-On (SSO), which is accessed from the Railinc portal at <https://public.railinc.com>. The SSO Login is located at the upper right of the screen.

---

## Registering to Use Railinc SSO

Each CASS user must register to use Railinc Single Sign-On. If you are not already registered, refer to the [Railinc Single Sign-On User Guide](#) for more information. Once you have completed SSO registration, request access to CASS within SSO.

---

## Requesting Access to CASS

After you receive authorization to use Railinc SSO, you must request general access to CASS by following instructions in the [Railinc Single Sign-On User Guide](#).

Your level of access and authorization for CASS is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows a complete list of CASS roles as seen in SSO.

### *Exhibit 1. User Roles and Tasks*

| Task                               | Description                                                                                                                                                                                                                       |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CASS Company Administration</b> | This role is for the company administrator of the requesting company. This is the person responsible for approving access to CASS for their company. This role includes the CASS LAM Creation role and the CASS Event Query role. |
| <b>CASS Event Query</b>            | This role is for the CASS user who only has access to Event Query.                                                                                                                                                                |
| <b>CASS LAM Creation</b>           | This role is for the CASS user who creates Liability Acceptance Messages. This role includes CASS Event Query access.                                                                                                             |
| <b>CASS Serving Area Edit</b>      | This access will allow users to query, add, and expire Serving Area records.                                                                                                                                                      |
| <b>CASS Serving Area View-only</b> | This access will allow users to query the Serving Area records.                                                                                                                                                                   |

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface ([Exhibit 2](#)).

### Exhibit 2. CASS Request Permission

The screenshot shows the 'Car Accounting Self Service' interface. At the top, it says 'Car Accounting Self Service' and 'Car Accounting Self Service'. Below this is a progress bar with three steps: 1. Select Roles, 2. Confirm, and 3. Done. The 'Select Roles' step is active. It contains five checkboxes, each with a description and a '( MARK required )' link. The roles are: CASS Company Administration, CASS Event Query, CASS LAM Creation, CASS Serving Area Edit, and CASS Serving Area View-only. Below the roles is a 'Comments' section with a text area and a character count '0/255'. At the bottom right are 'Return' and 'Next' buttons.

Car Accounting Self Service

Car Accounting Self Service

1 Select Roles 2 Confirm 3 Done

☐ CASS Company Administration ( MARK required )

This CASS role is for the Carrier to assign permissions to the Car Accounting Self Service system for their company. This role will also allow the ability to query events and create Liability Acceptance Message (If Railroad).

☐ CASS Event Query ( MARK required )

This CASS role will allow query of events only.

☐ CASS LAM Creation ( MARK required )

This CASS role will allow creation of Liability Acceptance Messages only.

☐ CASS Serving Area Edit ( MARK required )

This access will allow users to query, add and expire Serving Area records.

☐ CASS Serving Area View-only ( MARK required )

This access will allow users to query the Serving Area records.

Comments

0/255

Return Next

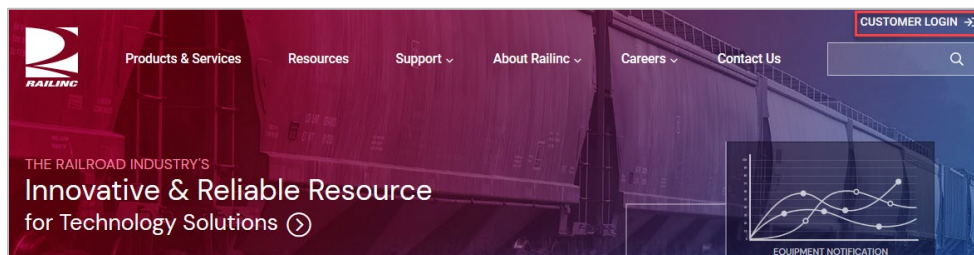
Once you receive e-mail notification of access to CASS, you can login and begin using CASS.

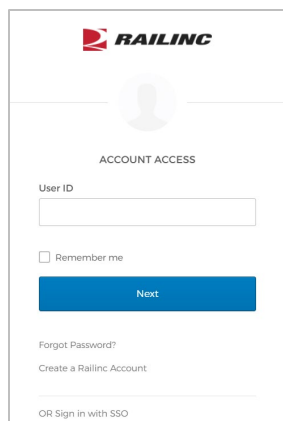
## Logging In

Use the following procedure to log into CASS:

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 3. Railinc Login

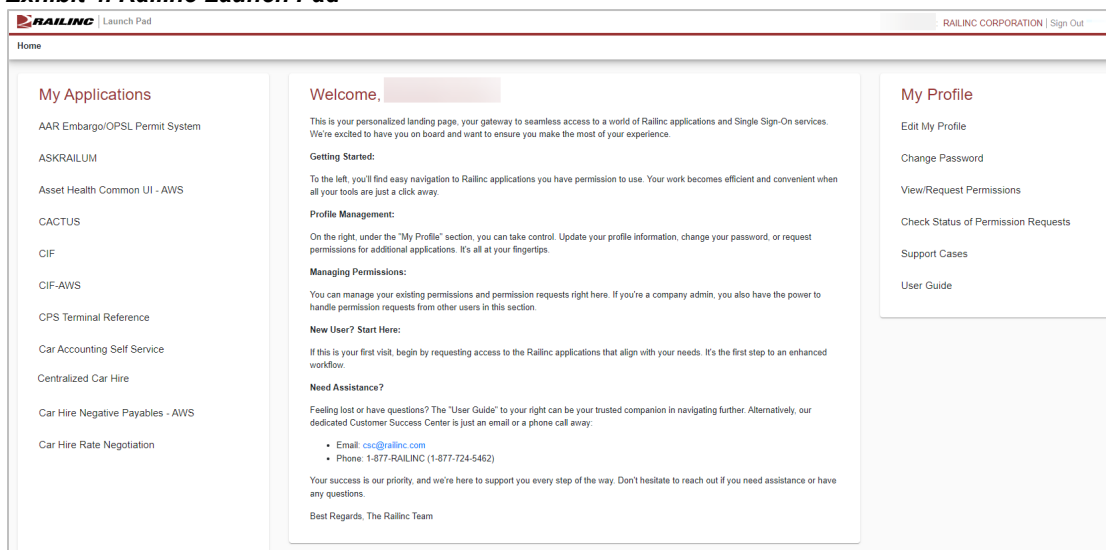




The image shows the Railinc Account Access login page. At the top is the Railinc logo. Below it is a placeholder for a user profile picture. The section is titled "ACCOUNT ACCESS". There is a "User ID" label followed by a text input field. Below the input field is a checkbox labeled "Remember me". A blue "Next" button is positioned below the checkbox. At the bottom of the form, there are links for "Forgot Password?", "Create a Railinc Account", and "OR Sign in with SSO".

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

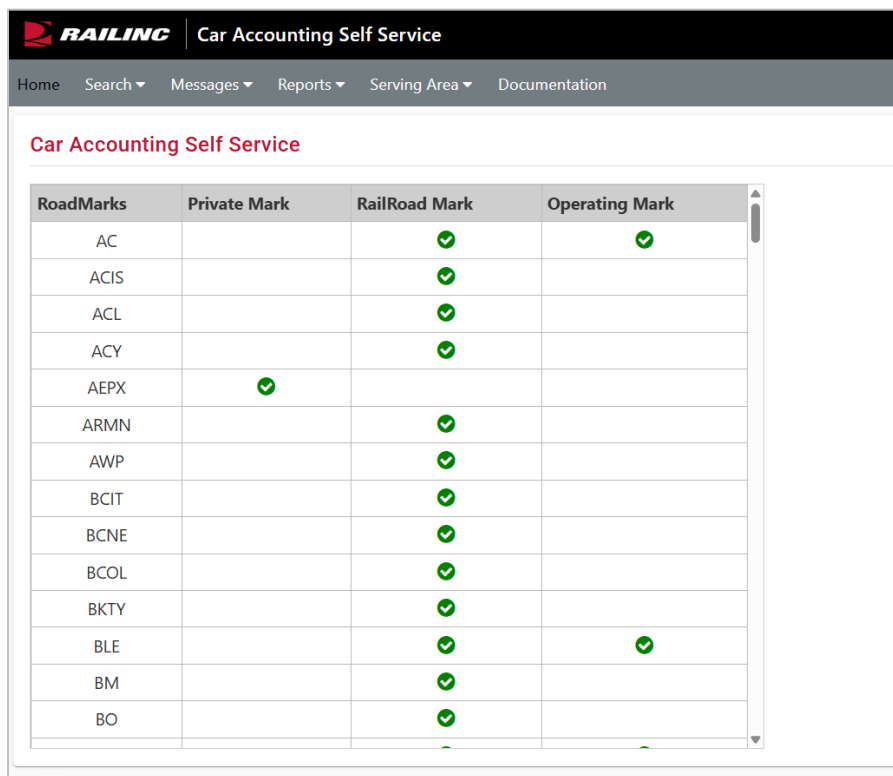
#### ***Exhibit 4. Railinc Launch Pad***



The image shows the Railinc Launch Pad dashboard. The top navigation bar includes the Railinc logo, "Launch Pad", and "RAILINC CORPORATION | Sign Out". The main content area is divided into three columns. The left column, titled "My Applications", lists various systems: AAR Embargo/OPSL Permit System, ASKRAILUM, Asset Health Common UI - AWS, CACTUS, CIF, CIF-AWS, CPS Terminal Reference, Car Accounting Self Service, Centralized Car Hire, Car Hire Negative Payables - AWS, and Car Hire Rate Negotiation. The middle column, titled "Welcome, [User Name]", contains a personalized message, "Getting Started:" instructions, "Profile Management:" instructions, "Managing Permissions:" instructions, "New User? Start Here:" instructions, and "Need Assistance?" information including contact details for the Customer Success Center. The right column, titled "My Profile", lists links for "Edit My Profile", "Change Password", "View/Request Permissions", "Check Status of Permission Requests", "Support Cases", and "User Guide".

4. In the **My Applications** section, select **Car Accounting Self Service**. The Car Accounting Self Service Home page is displayed ([Exhibit 5](#)).

**Exhibit 5. CASS Home Page**



| RoadMarks | Private Mark | RailRoad Mark | Operating Mark |
|-----------|--------------|---------------|----------------|
| AC        |              | ✓             | ✓              |
| ACIS      |              | ✓             |                |
| ACL       |              | ✓             |                |
| ACY       |              | ✓             |                |
| AEPX      | ✓            |               |                |
| ARMN      |              | ✓             |                |
| AWP       |              | ✓             |                |
| BCIT      |              | ✓             |                |
| BCNE      |              | ✓             |                |
| BCOL      |              | ✓             |                |
| BKTY      |              | ✓             |                |
| BLE       |              | ✓             | ✓              |
| BM        |              | ✓             |                |
| BO        |              | ✓             |                |

Continue by selecting one of the following CASS menu options:

|                      |                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------|
| <b>Search</b>        | Search for events or search Car Hire Liability Files (CHLFs) for records for a single car.         |
| <b>Messages</b>      | Create new messages and search message history.                                                    |
| <b>Reports</b>       | Access reports for Haulage Agreements, TOL Rule 5 Liability Limits, and DDCT Dismantled Equipment. |
| <b>Serving Area</b>  | View and Edit the Car Hire Rule 22 Serving Area file.                                              |
| <b>Documentation</b> | Retrieve support documentation.                                                                    |

---

## Logging Out

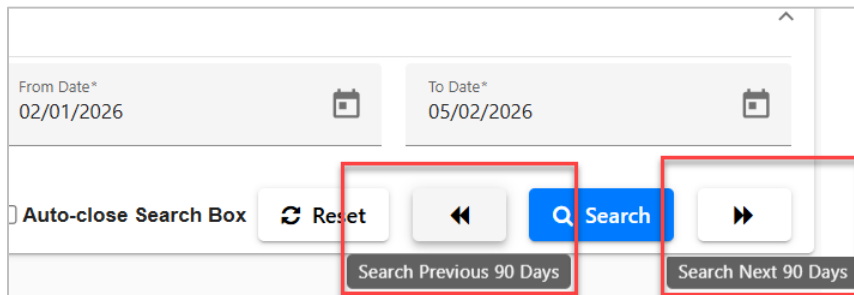
Select the **Sign Out** link to end a CASS session.

## Searching for Events

CASS enables users to search for events by entering a single car and a start and end date range into search criteria. A search returns all events for up to a 90-day date range. CASS provides access to three years of event data. From a successful search results screen, additional options exist to view full record details, to download a CSV version of displayed events, or to create a LAM based on the displayed movement event.

**Note:** Once initial search criteria are entered, CASS allows users to perform a search for the records either 90 days before or 90 days after the entered From and To Dates. This is done by using the double arrows that bookend the Search button ([Exhibit 6](#)).

**Exhibit 6. Search Previous/Next 90 Days**

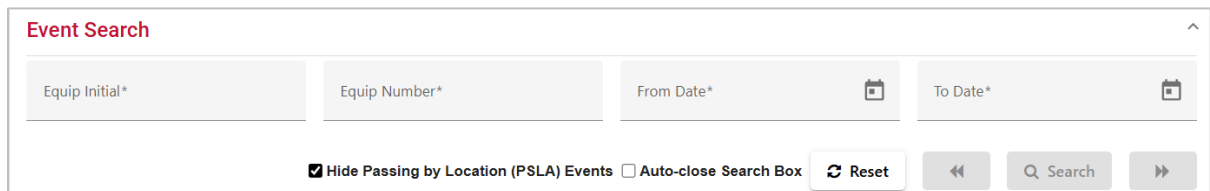


The screenshot shows a search interface with two date input fields: 'From Date\*' with the value '02/01/2026' and 'To Date\*' with the value '05/02/2026'. Below these fields is a row of controls: a checkbox for 'Auto-close Search Box', a 'Reset' button, a left-pointing double arrow button, a blue 'Search' button, and a right-pointing double arrow button. Below the double arrow buttons are two buttons: 'Search Previous 90 Days' and 'Search Next 90 Days'. Red boxes highlight the double arrow buttons and the 'Search Previous 90 Days' and 'Search Next 90 Days' buttons.

Use the following procedure to search for events:

1. From the CASS Home Page ([Exhibit 5](#)), select **Search > Event Search**. The Event Search page is displayed ([Exhibit 7](#)).

**Exhibit 7. Event Search**



The screenshot shows the 'Event Search' page. It has a title 'Event Search' in red. Below the title are four input fields: 'Equip Initial\*', 'Equip Number\*', 'From Date\*', and 'To Date\*'. Below these fields is a row of controls: a checkbox for 'Hide Passing by Location (PSLA) Events', a checkbox for 'Auto-close Search Box', a 'Reset' button, a left-pointing double arrow button, a 'Search' button, and a right-pointing double arrow button.

2. Complete the following required fields:
  - **Equipment Initial**
  - **Equipment Number**
  - **From Date** (MM/DD/YYYY)
  - **To Date** (MM/DD/YYYY)
3. Select the **Auto-close Search Box** checkbox if you want to hide the search criteria from the search results. Select **Search**. If results are found, they are displayed below the search criteria ([Exhibit 8](#)). Select **Reset** if the search fields and results need to be cleared.

### Exhibit 8. Event Search Results

Event Search

Equip Initial\*

CSXT

Equip Number\*

495283

From Date\*

02/01/2026

To Date\*

05/02/2026

☒ Hide Passing by Location (PSLA) Events
 ☐ Auto-close Search Box
 Reset

Q Search

»

Search Result (662 results in 2.935 seconds)

Legend

Download CSV

Total items: 465 [Clear Filters](#)

| Event | Event Time       | From Road | To Road | Posting Ro... | Liabile Road | Location     | LCS Code | Status | Locating Event |
|-------|------------------|-----------|---------|---------------|--------------|--------------|----------|--------|----------------|
| RLOD  | 02/04/2026 13:11 | CSXT      |         | CSXT          | CSXT         | IN, BUTLER   | A        | L      | Y              |
| DFLC  | 02/04/2026 23:08 | CSXT      |         | CSXT          | CSXT         | IN, BUTLER   | A        | L      | Y              |
| ARIL  | 02/05/2026 01:28 | CSXT      |         | CSXT          | CSXT         | IN, GARRETT  | A        | L      | Y              |
| DFLC  | 02/06/2026 21:11 | CSXT      |         | CSXT          | CSXT         | IN, GARRETT  | A        | L      | Y              |
| ARIL  | 02/07/2026 03:27 | CSXT      |         | CSXT          | CSXT         | IL, CHICAGO  | A        | L      | Y              |
| ICHD  | 02/07/2026 03:28 | CSXT      | BOCT    | CSXT          | BOCT         | IL, CHICAGO  | O        | L      | Y              |
| CH81  | 02/07/2026 03:28 | BOCT      | CSXT    | BOCT          | CSXT         | IL, CHICAGO  | A        | L      | N              |
| ICHD  | 02/07/2026 19:30 | BOCT      | CSXT    | AARG          | CSXT         | IL, CHICAGO  | G        | L      | Y              |
| ICHR  | 02/07/2026 19:31 | CSXT      | BRC     | BRC           | BRC          | IL, CLEARING | P        | L      | Y              |
| CH81  | 02/07/2026 19:31 | BRC       | CSXT    | BRC           | CSXT         | IL, CLEARING | A        | L      | N              |
| ICHD  | 02/08/2026 08:31 | BRC       | BNSF    | BRC           | CSXT         | IL, CLEARING | O        | L      | Y              |
| DFLC  | 02/09/2026 09:57 | BNSF      |         | BNSF          | BNSF         | IL, CLEARING | A        | L      | Y              |
| DFLC  | 02/09/2026 11:25 | BNSF      |         | BNSF          |              | IL, CICERO   | X        | L      | Y              |

1

2

3

4

5

...

19

10

25

50

100

500

2000

#### 4. Locating Event field descriptions are:

- **Y** - An interchange or equipment movement that is eligible to be processed by LCS.
- **N** - A movement event that is not considered a locating event.
- **N/A** - An augmented event not reported through the TRAIN II Messaging System or used for Car Hire decisions.

#### 5. Optionally, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to clear all filter data.

#### 6. If when performing a search, no results are returned for the specified search parameters, a message appears ([Exhibit 9](#)). Select **Yes** to search for events within two years of current date using the From Date of the original search.

### Exhibit 9. No Records Found Message

Message

No records found for search criteria provided.

Click "Yes" to search for events within 3 years of current date using the From Date of the original search, 02/01/2026. If events are found, results will contain the last event prior to the From Date plus up to 90 days of prior events.

If no events are returned, the search will display the last event from the current date for the car plus up to 10 prior interchanges.

Clicking "No" returns to Event Search.

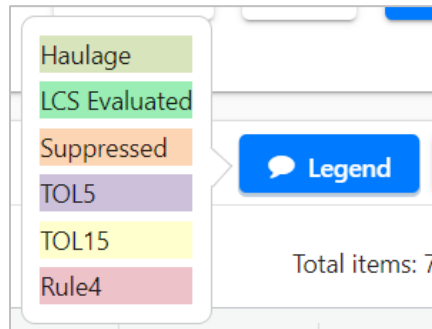
No

Yes

#### 7. Perform one of the following steps:

- To view a legend of movement event types: Select the **Legend** button. The movement event types legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

**Exhibit 10. Movement Event Types Legend**



- To download the displayed events as a CSV: Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.
- To view details of the movement event and/or create a LAM from that event: Double-click a selected movement event to view its details. The Event Details pop-up is displayed, which differs slightly based on event type. A few examples of event details are shown in the examples below. Haulage, TOL15 and Rule4 are not pictured, but are similar.
  - Suppressed ([Exhibit 11](#))
  - LCS Evaluated ([Exhibit 12](#))
  - TOL5 ([Exhibit 13](#))

From an event details pop-up, you can select **Create LAM** to create a LAM based on the displayed event (see [Creating a LAM from an Existing Event](#)).

**Exhibit 11. Event Details Suppressed Example**

| Event Details                                  |                                                      |
|------------------------------------------------|------------------------------------------------------|
| Equipment: CSXT0000495283                      | Event Type: ICHD                                     |
| From Road: UP                                  | Event Description: INTERCHANGE DELIVERY TO OT28 ROAD |
| To Road: ALS                                   | Event Time: 09/04/2023 07:54                         |
| Posting Road: UP                               | Posting Time: 09/04/2023 09:00:15                    |
| SPLC: 396640000                                | LCS Code: 8 - Suppressed                             |
| Location: IL, EAST SAINT LOUIS                 | Interchange Type: Suppressed                         |
| Load Status: E - Empty                         |                                                      |
| Interchange Type Detail - Suppressed           |                                                      |
| Start Time: 09/04/2023 07:54:00                | Liabile Road: UP                                     |
| End Time: 09/04/2023 12:59:59                  | Possession Road: ALS                                 |
| <span>✕ Close</span> <span>+ Create LAM</span> |                                                      |

**Exhibit 12. Event Details LCS Evaluated Example**

Event Details

|               |                |                    |                                      |
|---------------|----------------|--------------------|--------------------------------------|
| Equipment:    | CSXT0000495283 | Event Type:        | ICHD                                 |
| From Road:    | CSXT           | Event Description: | INTERCHANGE DELIVERY FROM RCV'G ROAD |
| To Road:      | BHRR           | Event Time:        | 11/27/2023 11:25                     |
| Posting Road: | CSXT           | Posting Time:      | 11/27/2023 12:38:13                  |
| SPLC:         | 472645000      | LCS Code:          | V - Verified Interchange             |
| Location:     | AL, ENSLEY     | Interchange Type:  |                                      |
| Load Status:  | L - Loaded     |                    |                                      |

✕ Close

+ Create LAM

**Exhibit 13. Event Details TOL5 Example**

Event Details

|               |                |                    |                                          |
|---------------|----------------|--------------------|------------------------------------------|
| Equipment:    | CSXT0000495283 | Event Type:        | CH81                                     |
| From Road:    | BOCT           | Event Description: | CAR HIRE RULE 5 EXP RECOV-INTERMED SWTCH |
| To Road:      | CSXT           | Event Time:        | 02/07/2026 03:28                         |
| Posting Road: | BOCT           | Posting Time:      | 02/17/2026 09:57:29                      |
| SPLC:         | 380000000      | LCS Code:          | A - Active                               |
| Location:     | IL, CHICAGO    | Interchange Type:  | TOL5                                     |
| Load Status:  | L - Loaded     |                    |                                          |

Interchange Type Detail - TOL5

|             |                     |              |                     |
|-------------|---------------------|--------------|---------------------|
| Start Time: | 02/07/2026 03:28:00 | Switch Road: | BOCT                |
| End Time:   | 02/07/2026 19:30:00 | Liable Road: | CSXT                |
|             |                     | Switch Type: | Intermediate Switch |

✕ Close

+ Create LAM

## Searching for Car Hire Liability File Records

CHLF Search enables users to search a Car Hire Liability File (CHLF) for a single car's liability file records, including cycle data with time and mileage payments for a month.

CHLF Search is an optional feature that is only available to users who subscribe to the Car Hire Liability File. If you already subscribe to the CHLF but do not have access to this feature in CASS, request access to the CASS CHLF V2.0 User role through SSO as described in [Requesting Access to CASS](#). If you would like to subscribe to the CHLF, contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or [csc@railinc.com](mailto:csc@railinc.com).

To learn more about the Car Hire Liability File, refer to the [CHLF User Guide](#), which describes the format of this file. See [Accessing CASS System Documentation](#) to access this document.

Use the following procedure to perform a CHLF Search:

1. From the CASS Home Page, select **Search > CHLF Search**. The CHLF Search page is displayed ([Exhibit 14](#)).

**Exhibit 14. CHLF Search**

The screenshot shows a web form titled "CHLF Search". It contains four input fields arranged horizontally. The first field is "Equip Initial \*" with the text "ABCD". The second field is "Equip Number \*" with the text "123456". The third field is "Mark \*" with a dropdown menu showing "NS". The fourth field is "CHLF File \*" with a dropdown menu showing "10/2020 Last Pe...". Below these fields are two buttons: a "Reset" button with a circular arrow icon and a "Search" button with a magnifying glass icon.

2. Complete the following fields:

|                      |                                                                                                                                                                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equip Initial</b> | Enter the equipment initials                                                                                                                                                                                                                                                                              |
| <b>Equip Number</b>  | Enter the equipment number                                                                                                                                                                                                                                                                                |
| <b>Mark</b>          | Choose the mark. Marks listed in the drop-down match your SSO permissions and should correspond with your main mark as a CHLF participant. You can see all your system equipment and foreign equipment on your line. If you are an agent, you can see equipment for any mark for which you are the agent. |
| <b>CHLF File</b>     | Select a CHLF file. You can choose from the most recent Periodic Estimate, the last Monthly Estimate, or any Actual File within the past two years.                                                                                                                                                       |

3. Select **Search**. If results are found, they are displayed as shown in [Exhibit 15](#). Select **Reset** if you want to clear the search fields and results.

**Exhibit 15. CHLF Search Results**

| Owner | Lessee | Car Type |
|-------|--------|----------|
| UP    | UP     | C114     |

| L/E | Tot Hrs | Time Value | Tot Miles | Mileage Values | Appurt value | Total Value |
|-----|---------|------------|-----------|----------------|--------------|-------------|
| E   | 46      |            | 288       |                |              |             |
| L   | 0       |            | 0         |                |              |             |

Search Result (1 results in 7.547 seconds)

| Road | Start     | End       | L/E | Total | Rate |
|------|-----------|-----------|-----|-------|------|
| 506  | 504713000 | 504713000 | E   | 46    | 288  |

| Event | Event Time       | From Road | To Road | Posting Road | Liable Road | Location SPLC | Location City/State  | LCS Code | Status |
|-------|------------------|-----------|---------|--------------|-------------|---------------|----------------------|----------|--------|
| ICHD  | 02/22/2024 01:56 |           |         |              |             | 504713000     | MN, SOUTH SAINT PAUL | V        | E      |
| ICHR  | 02/22/2024 01:58 |           |         |              |             | 504713000     | MN, SOUTH SAINT PAUL | X        | E      |
| DFLC  | 02/22/2024 05:40 |           |         |              |             | 504713000     | MN, SOUTH SAINT PAUL | A        | E      |
| ARIL  | 02/22/2024 05:41 |           |         |              |             | 504713000     | MN, SOUTH SAINT PAUL | A        | E      |
| DFLC  | 02/22/2024 08:02 |           |         |              |             | 505787000     | MN, BROWNTON         | A        | E      |

The results show the activity of the car for the month, including each interchange and loaded or empty cycle break where the mark selected was in possession of the car, liable for car hire, or the car owner or lessee. If you are the car owner or lessee, the results show all activity from hour 0 to the end of the month.

In addition to interchanges and cycle breaks, the results also include mileage, rate, and waybill information. If the cycle is subject to Rule 4, the results also include STCC information.

The CHLF Search Summary section at the top right of the CHLF Search Results displays owner, lessee, and car type information from Umler®, as well as aggregate car accounting information for the car during the selected month. For users who represent the owner or lessee, the CHLF Search Summary section displays a total of hours and miles *receivable*. For users who represent the user road, the CHLF Search Summary section displays a total of hours and miles *payable*.

To view event information for the selected car during a listed cycle, select the arrow icon to the left of the possession road mark. Event information is displayed beneath the cycle information using the same format as the Event Search page ([Exhibit 15](#)). See [Searching for Events](#) for a description of the Event Search page.

Select the **Legend** button to view a legend of movement event types. The Movement Event Types Legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

- You can download all the displayed liability file records as a CSV file. Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.
- In addition, you can double-click a listed cycle to display a pop-up window containing detailed mileage information for that cycle. This window displays the start and end time for the cycle used by the Railinc mileage accumulation process and includes the SPLCs reported in event data during the cycle and the miles between those SPLCs.

# Creating Liability Acceptance Messages

CASS allows the creation of a Liability Acceptance Message (LAM) within 120 hours (5 days) of the current time based on Eastern Time. The CASS user is able to submit LAMs for any railroad they may have permission. The permissions are determined by the Mark table from the home page. All Marks that have a check in the Operating Marks column are available to select in the Submitting Road field on LAM creation.

See one of the following sections to create a LAM:

- [Creating a New LAM](#)
- [Creating a LAM from an Existing Event](#)

---

## Creating a New LAM

Use the following procedure to create a new Liability Acceptance Message:

1. From the CASS Home Page ([Exhibit 5](#)), select **Create Message**. The Create LAM page is displayed ([Exhibit 16](#)).

### **Exhibit 16. Create LAM**

**Liability Acceptance Message**

All fields are required.

Submitting Road \*

Equip Initial \*

Equip Number \*

Event Time (MM/DD/YYYY) \* 00 : 01

From Road \*

Location SPLC \*

Status \*

Reset Preview Submit

2. Complete the required input fields.
3. Optionally, select **Preview** to preview the message content ([Exhibit 17](#)). Select **Preview** again to hide the preview panel.

### Exhibit 17. Create LAM With Preview

#### Liability Acceptance Message

All fields are required.

Submitting Road \*  
RAIL

Equip Initial \*  
CSXT

Equip Number \*  
124221

Event Time (MM/DD/YYYY) \*  
09/25/2024 00:01

From Road \*  
CSXT

Location SPLC \*  
457210000

Status \*  
E

Header: #RAILRRDC0001TRAIN102409261346RRDC /

Group: \*0001CASS457210000202409250001415 ZCSXTRAIL

Detail: +CSXT124221E

Summary: =0001SUM0001

Trailer: \$0001EOM??

Reset Preview Submit

4. Select **Submit**. If all rules pass, a confirmation message is displayed.

## Creating a LAM from an Existing Event

Use the following procedure to create a Liability Acceptance Message from an existing movement event:

1. Search for an existing event (see [Searching for Events](#)).
2. Double-click the event that you want to use as the basis for the new LAM. The Event Details Pop-Up is displayed ([Exhibit 18](#)).

### Exhibit 18. Event Details For Creating a New LAM

#### Event Details

|               |               |                    |                        |
|---------------|---------------|--------------------|------------------------|
| Equipment:    | ATW0000210016 | Event Type:        | DFLC                   |
| From Road:    | AGR           | Event Description: | DEPARTED FROM LOCATION |
| To Road:      |               | Event Time:        | 09/05/2025 18:52       |
| Posting Road: | AGR           | Posting Time:      | 09/05/2025 20:06:46    |
| SPLC:         | 478338000     | LCS Code:          | A - Active             |
| Location:     | AL, KIMBROUGH | Interchange Type:  |                        |
| Load Status:  | E - Empty     |                    |                        |

Close Create LAM

3. From an Event Details Pop-Up, select **Create LAM**. The Create LAM page is displayed with fields pre-filled for **Equipment Initial**, **Equipment Number**, **Event Time**, **From Road**, and **Status**.
4. Complete the remaining input fields for **Submitting Road** and **Location SPLC**. Modify the pre-filled fields if needed.

5. Complete the creation process as described in [Creating a New LAM](#).

## Viewing Message History

Once a LAM is submitted, the message appears in the Message History page. The Message History page gives the CASS user an option for 7, 60 or 90 days of message history. The messages are displayed based on company permission and not by individual submitters. The message can be in one of three statuses.

- **Submitted** – This status indicates that a LAM has been submitted but has not reached the Event Repository at Railinc. If a message remains in this status there has been an issue with the LAM processing.
- **Posted** – This status advises that the message has been posted to the Event Repository at Railinc. When a LAM reaches this status, the LAM can also be viewed as an event using the Event Search in CASS.
- **LCS Evaluated** – This status should occur 120 hours (5 days) after a LAM event has been posted. This indicates that LCS has evaluated the event. An Event Search can be performed to see the results of LCS.

Use the following procedure to view message history:

1. From the CASS Home Page ([Exhibit 5](#)), select **Messages > LAM History**. The LAM Message History page is displayed ([Exhibit 19](#)).

**Exhibit 19. Message History**

2. Select the **View** from the drop-down list for the **Last 7 Days**, **Last 30 Days** or **Last 60 Days**.
3. Select **View History**. The Message History page is displayed with search results ([Exhibit 20](#)).

**Exhibit 20. LAM Message History Results**

| Submitter ID | Submitting Road | Submitted Time   | Status        | Equip Initial | Equip Number |
|--------------|-----------------|------------------|---------------|---------------|--------------|
| DJSTST01     | CSXT            | 09/18/2024 10:49 | LCS Evaluated | AARE          | 006116       |
| ASER101      | UP              | 09/11/2024 13:37 | Submitted     | DTTX          | 740748       |
| ASER101      | UP              | 09/10/2024 11:55 | LCS Evaluated | BKTY          | 152769       |
| ASER101      | UP              | 09/04/2024 12:48 | Submitted     | CMO           | 010549       |
| ASER101      | UP              | 08/28/2024 12:23 | LCS Evaluated | BKTY          | 152867       |
| MOJAX40      | MSR             | 08/28/2024 10:07 | Submitted     | CN            | 388204       |

4. Optionally, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to clear all filter data.
5. To download the displayed events as a CSV: Select **Download CSV** to download all displayed events in CSV format. Select the checkbox to agree to the terms of use in the pop-up window and select **Accept**. Depending on your browser, you may need to select **Save** to complete the download to your computer.

## Working with Reports

CASS provides the following reports to assist users. Each of these reports can be exported as a spreadsheet.

- [Haulage Agreements Report](#) – This report shows your current haulage agreements so you can verify your haulage setups with other carriers. Haulage agreements are displayed when the Selected Railroad Mark is listed as Carrier 1, Carrier 2 or Car Hire Liable.
- [TOL Rule 5 Liability Limits Report](#) – This report shows the agreed limit between the Switch Carrier and the Line-Haul Carrier.
- [DDCT Dismantled Equipment Report](#) – This report shows all of your cars that have moved to DEAD status. DEAD denotes that a car has been designated for dismantling.

---

**Note:** To add or expire haulage agreements please contact [csc@railinc.com](mailto:csc@railinc.com).

---

## Haulage Agreements Report

Use the following procedure to view and export the Haulage Agreements Report:

1. From the CASS Home Page ([Exhibit 5](#)), select **Reports > Haulage Agreements**. The Haulage Agreements Reports Search page is displayed ([Exhibit 21](#)).

**Exhibit 21. Haulage Agreements Report**



Haulage Agreements

Select Carrier \*

Select Road

Search

2. Select the appropriate carrier from the drop-down and select **Search**. The Haulage Agreements Report for the selected carrier is displayed ([Exhibit 22](#)).

**Exhibit 22. Haulage Agreements Report Results**

**Haulage Agreements**

Select Carrier\* Search

**Haulage Agreement Results (296 results in 4.076 seconds)** Download CSV

Total items: 296 Clear Filters

| Carrier 1 | Carrier 2 | Location             | Haulage ID | Car Hire Liabie | Effective ... |
|-----------|-----------|----------------------|------------|-----------------|---------------|
|           |           | WI, SUPERIOR         | A          |                 | 10/02/2021    |
|           |           | WA, SEATTLE          | A          |                 | 09/28/2021    |
|           |           | IL, MARKHAM          | A          |                 | 09/25/2021    |
|           |           | WA, LONGVIEW         | A          |                 | 04/20/2016    |
|           |           | TX, LUBBOCK          | A          |                 | 08/04/2015    |
|           |           | OR, ENGLEWOOD        | A          |                 | 06/17/2014    |
|           |           | OR, ALBANY           | A          |                 | 06/01/2014    |
|           |           | OR, BANKS            | A          |                 | 06/01/2014    |
|           |           | OR, EUGENE           | B          |                 | 06/01/2014    |
|           |           | OR, BROOKLYN         | A          |                 | 06/01/2014    |
|           |           | MN, MANKATO          | H          |                 | 06/01/2014    |
|           |           | CA, SUISUN FAIRFIELD | A          |                 | 06/01/2014    |
|           |           | CA, BRAZOS           | A          |                 | 06/01/2014    |

10 25 50 100 500 2000

- As necessary, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered Haulage Agreements Report. A confirmation message is displayed ([Exhibit 23](#)).

**Exhibit 23. File Download Confirmation**

**Confirmation**

☐ By downloading this data, you agree to [Railinc's Terms of Use](#) which limits data use and restricts distribution without prior Railinc agreement.

Cancel Accept

- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. The example below is the report opened in a spreadsheet application.

**Exhibit 24. Haulage Agreements Report Download**

|   | A         | B         | C         | D           | E        | F         | G          | H              | I |
|---|-----------|-----------|-----------|-------------|----------|-----------|------------|----------------|---|
| 1 | Carrier 1 | Carrier 2 | State/Pro | City        | SPLC     | Haulage I | Car Hire L | Effective Date |   |
| 2 | RAIL      | AARE      | OH        | COLUMBUS    | 3.53E+08 | A         | AARE       | 10/14/2011     |   |
| 3 | RAIL      | AARE      | NY        | FRESH POND  | 1.79E+08 | B         | AARE       | 12/16/2010     |   |
| 4 | RAIL      | AARE      | NY        | FRESH POND  | 1.79E+08 | A         | AARE       | 12/16/2010     |   |
| 5 | RAIL      | AARE      | NY        | ALBANY PORT | 1.73E+08 | A         | AARE       | 12/15/2010     |   |
| 6 | RAIL      | AARE      | MA        | PALMER      | 1.48E+08 | A         | AARE       | 1/11/2010      |   |
| 7 | RAIL      | AARE      | OH        | BARBERTON   | 3.45E+08 | A         | AARE       | 6/17/2009      |   |

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

## TOL Rule 5 Liability Limits Report

Use the following procedure to view and export the TOL Rule 5 Liability Limits Report:

- From the CASS Home Page ([Exhibit 5](#)), select **Reports > TOL Rule 5 Liability Limits**. The TOL Rule 5 Liability Limits Reports Search page is displayed ([Exhibit 25](#)).

**Exhibit 25. TOL Rule 5 Liability Limits Report**

**TOL Rule 5 Liability Limits**

Select Carrier \*  
Select Road

Q Search

- Select the appropriate carrier from the drop-down and select **Search**. The TOL Rule 5 Liability Limits Report for the selected carrier is displayed ([Exhibit 26](#)).

**Exhibit 26. TOL Rule 5 Liability Limits Report Results**

**TOL Rule 5 Liability Limits**

Select Carrier\*

Q Search

**TOL Rule 5 Liability Limit Results (16 results in 0.133 seconds)**
Download CSV

Total items: 16 Clear Filters

| Carrier 1 | Carrier 2 | Location | TL Effect... | IL Effect... | Expiratio... | TL Hours... | TL Hours... | IL Hours ... | IL Hours ... |
|-----------|-----------|----------|--------------|--------------|--------------|-------------|-------------|--------------|--------------|
|           |           |          | 05/03/2025   | 05/03/2025   | 12/31/9999   | 120         | 120         | 72           | 0            |
|           |           |          | 04/03/2017   | 04/03/2017   | 12/31/9999   | 120         | 0           | 0            | 0            |
|           |           |          | 10/28/2015   | 10/28/2015   | 12/31/9999   | 120         | 120         | 30           | 0            |
|           |           |          | 10/16/2014   | 10/16/2014   | 10/28/2015   | 120         | 120         | 0            | 30           |
|           |           |          | 09/19/2014   | 09/19/2014   | 09/19/2014   | 0           | 0           | 30           | 30           |
|           |           |          | 08/17/2014   | 08/17/2014   | 10/16/2014   | 120         | 120         | 30           | 0            |
|           |           |          | 08/17/2014   | 08/17/2014   | 09/19/2014   | 0           | 0           | 30           | 0            |
|           |           |          | 08/17/2014   | 08/17/2014   | 09/19/2014   | 0           | 0           | 30           | 0            |

10 25 50 100 500 2000

- As necessary, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered TOL Rule 5 Liability Limits Report. A confirmation message is displayed ([Exhibit 23](#)). Depending on your browser, you may need to select **Save** to complete the download to your computer.
- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, the TOL Rule 5 Liability Limits Report either opens in your local spreadsheet application ([Exhibit 27](#)) or is listed at the bottom of your browser page.

**Exhibit 27. TOL Rule 5 Liability Limits Report Download**

|   | A         | B         | C         | D       | E        | F          | G          | H        | I        | J        | K            | L           | M    |
|---|-----------|-----------|-----------|---------|----------|------------|------------|----------|----------|----------|--------------|-------------|------|
| 1 | Carrier 1 | Carrier 2 | State/Pro | City    | SPLC     | Terminal L | Intermedia | Terminal | Terminal | Intermed | Intermediate | Limit Hours | From |
| 2 | Rail      | AARE      | OH        | LORDSTO | 3.44E+08 | 8/16/2002  | 8/16/2002  | 120      | 480      | 0        | 0            |             |      |
| 3 | Rail      | AARE      | OH        | ASHTABU | 3.41E+08 | 8/16/2002  | 8/16/2002  | 120      | 480      | 0        | 0            |             |      |
| 4 | Rail      | AARE      | OH        | ASHTABU | 3.41E+08 | 8/16/2002  | 8/16/2002  | 120      | 480      | 0        | 0            |             |      |
| 5 | Rail      | AARE      | IN        | CRAWFOI | 3.69E+08 | 8/16/2002  | 8/16/2002  | 480      | 120      | 0        | 0            |             |      |
| 6 | Rail      | AARE      | IN        | INDIANA | 3.69E+08 | 8/16/2002  | 8/16/2002  | 480      | 120      | 0        | 0            |             |      |
| 7 | Rail      | AARE      | FL        | CANTONI | 4.95E+08 | 9/1/1999   | 9/1/1999   | 72       | 0        | 0        | 0            |             |      |

- As necessary, use the tools within the spreadsheet application to filter, analyze, and save the data.

## DDCT Dismantled Equipment Report

Use the following procedure to view and export the Damaged and Defective Car Tracking (DDCT) Dismantled Equipment Report:

- From the CASS Home Page ([Exhibit 5](#)), select **Reports > DDCT Dismantled Equipment**. The DDCT Dismantled Equipment Report page with the option to select a carrier is displayed ([Exhibit 28](#)).

**Exhibit 28. DDCT Dismantled Equipment Report**

**DDCT Dismantled Equipment**

Select Carrier \*

Select Road

Q Search

- Select the appropriate carrier from the drop-down and select **Search**. The DDCT Dismantled Equipment Report for the selected carrier is displayed ([Exhibit 26](#)).

**Exhibit 29. DDCT Dismantled Equipment Report Results**

DDCT Dismantled Equipment

Select Carrier\*

DDCT Dismantled Equipment Results (108 results in 0.547 seconds)

Total items: 108

| Owner Mark | Equipment I... | Equipment ... | Equipment ... | Mechanical ... | Transportati... | TC Code | Equipment ... | Last U...  |
|------------|----------------|---------------|---------------|----------------|-----------------|---------|---------------|------------|
|            |                | 0000178557    | C113          | LO             | W               |         |               | 05/26/2026 |
|            |                | 0000093885    | C314          | LO             | S               | X       |               | 05/07/2026 |
|            |                | 0000079453    | C113          | LO             | S               | X       |               | 05/07/2026 |
|            |                | 0000079699    | C113          | LO             | S               | X       |               | 05/07/2026 |
|            |                | 0000013606    | C114          | LO             | W               |         |               | 04/21/2026 |
|            |                | 0000078361    | C113          | LO             | S               | X       |               | 02/23/2026 |
|            |                | 0000067903    | A403          | XP             | S               | X       | A             | 01/06/2026 |
|            |                | 0000093371    | C114          | LO             | S               | X       |               | 08/22/2025 |
|            |                | 0000102378    | C114          | LO             | S               | X       |               | 08/07/2025 |
|            |                | 0000091657    | C114          | LO             | S               | X       |               | 08/07/2025 |
|            |                | 0000158172    | B637          | XM             | S               | X       | A             | 01/14/2025 |
|            |                | 0000723371    | C113          | LO             | S               | X       |               | 01/02/2025 |
|            |                | 0000153146    | A402          | XP             | S               | X       | B             | 12/13/2024 |
|            |                | 0000248095    | A403          | XP             | S               | X       | B             | 11/12/2024 |

10 25 50 100 500 2000

- As necessary, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered DDCT Dismantled Equipment Report. A confirmation message is displayed ([Exhibit 23](#)).
- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. Below is an example of the report opened in a spreadsheet application.

**Exhibit 30. DDCT Dismantled Equipment Report Download**

|   | A        | B        | C        | D        | E        | F         | G         | H        | I            |
|---|----------|----------|----------|----------|----------|-----------|-----------|----------|--------------|
| 1 | Owner MA | Equipmer | Equipmer | Equipmer | Mechanic | Transport | Transport | Equipmer | Last Updated |
| 2 | RAIL     | RAIL     | 3333     | J301     | GT       |           |           |          | 4/25/2001    |
| 3 | RAIL     | RAIL     | 3767     | J301     | GT       |           |           |          | 4/25/2001    |
| 4 | RAIL     | RAIL     | 4020     | J301     | GT       |           |           |          | 4/25/2001    |
| 5 | RAIL     | RAIL     | 4117     | J301     | GT       |           |           |          | 4/25/2001    |
| 6 | RAIL     | RAIL     | 4175     | J301     | GT       |           |           |          | 4/25/2001    |
| 7 | RAIL     | RAIL     | 4209     | J301     | GT       |           |           |          | 4/25/2001    |
| 8 | RAIL     | RAIL     | 4283     | J301     | GT       |           |           |          | 4/25/2001    |

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

## Working with the Serving Area File

The Serving Area File is a file that contains geographic locations used for Car Hire reclaims under Car Hire Rule 22. CASS enables you to view the file and edit the file to make changes for your mark.

See the following sections:

- [Viewing the Serving Area File](#)
- [Editing the Serving Area File](#)

## Viewing the Serving Area File

Use the following procedure to view the Serving Area File:

1. From the CASS Home Page ([Exhibit 5](#)), select **Serving Area > View**. The Serving Area Search page is displayed in view-only mode ([Exhibit 31](#)).

**Exhibit 31. View Serving Area**

### Serving Area Search

Handling Carrier

Loading Point SPLC

Serving Area SPLC

Reset

Search

2. Enter your search criteria (optional) and select **Search**. The search results (up to 1500 records) are displayed below the search criteria ([Exhibit 32](#)).

**Exhibit 32. Serving Area Search Results**

Serving Area Search

Handling Carrier

Loading Point SPLC

Serving Area SPLC

Reset

Search

Search Result (1500 results in 7.214 seconds)

Download CSV

Total items: 1500

Clear Filters

| Handling Car... | Loading Point S... | City   | State | Serving Area SPLC | City          | State | Effective ... | Expiration... | Create...  | Status |
|-----------------|--------------------|--------|-------|-------------------|---------------|-------|---------------|---------------|------------|--------|
|                 | 318740000          | DUNDEE | MI    | 318480000         | MILAN         | MI    | 12/01/2017    | 12/31/9999    | 11/30/2017 | Active |
|                 | 318740000          | DUNDEE | MI    | 318740000         | DUNDEE        | MI    | 12/01/2017    | 12/31/9999    | 11/30/2017 | Active |
|                 | 318740000          | DUNDEE | MI    | 318757000         | DIANN         | MI    | 12/01/2017    | 12/31/9999    | 11/30/2017 | Active |
|                 | 318740000          | DUNDEE | MI    | 343201000         | OTTAWA YARD   | OH    | 11/01/2018    | 12/31/9999    | 10/08/2018 | Active |
|                 | 343100000          | TOLEDO | OH    | 318740000         | DUNDEE        | MI    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |
|                 | 343100000          | TOLEDO | OH    | 318782000         | SAMARIA       | MI    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |
|                 | 343100000          | TOLEDO | OH    | 343100000         | TOLEDO        | OH    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |
|                 | 343100000          | TOLEDO | OH    | 343131000         | MANHATTAN JCT | OH    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |
|                 | 343100000          | TOLEDO | OH    | 343201000         | OTTAWA YARD   | OH    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |
|                 | 343100000          | TOLEDO | OH    | 343223000         | ALEXIS        | OH    | 11/01/2019    | 12/31/9999    | 10/25/2019 | Active |

1

2

3

4

5

...

150

10

25

50

100

500

2000

- As necessary, filter results by using the filter icon next to the appropriate column headings. Enter all or part of a filter criteria and results are dynamically updated. Select the **Clear Filters** button to remove any filters and relist the full results.
- As necessary, sort the search results by selecting the up or down arrow in a column heading.
- Select **Download CSV** to download the displayed results (if you want to download the entire unfiltered Serving Area File, first select the Download All checkbox at the right of the Download CSV button). A confirmation message is displayed ([Exhibit 23](#)).
- Select the checkbox to agree to the Terms of Use. Select the **Accept** button. Depending on your browser, you may need to select **Save** to complete the download to your computer. Below is an example of the report opened in a spreadsheet application.

**Exhibit 33. Serving Area File Download**

|    | A                | B                  | C                       | D             | E                 | F                      | G                                | H              | I               | J           | K      |
|----|------------------|--------------------|-------------------------|---------------|-------------------|------------------------|----------------------------------|----------------|-----------------|-------------|--------|
| 1  | Handling Carrier | Loading Point SPLC | Loading Point SPLC City | Loading Point | Serving Area SPLC | Serving Area SPLC City | Serving Area SPLC State/Province | Effective Date | Expiration Date | Create Date | Status |
| 2  | AA               | 343201000          | OTTAWA YARD             | OH            | 343100000         | TOLEDO                 | OH                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 3  | AA               | 343201000          | OTTAWA YARD             | OH            | 318782000         | SAMARIA                | MI                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 4  | AA               | 343201000          | OTTAWA YARD             | OH            | 343201000         | OTTAWA YARD            | OH                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 5  | AA               | 318740000          | DUNDEE                  | MI            | 318740000         | DUNDEE                 | MI                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 6  | AA               | 318740000          | DUNDEE                  | MI            | 318480000         | MILAN                  | MI                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 7  | AA               | 318740000          | DUNDEE                  | MI            | 318757000         | DIANN                  | MI                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 8  | AKMD             | 613817000          | JONES MILL              | AR            | 613830000         | MALVERN                | AR                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 9  | ATW              | 416124000          | COLON                   | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 10 | ATW              | 416164000          | JONESBORO               | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 11 | ATW              | 416140000          | SANFORD                 | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 12 | ATW              | 416114000          | CUMNOCK                 | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 13 | ATW              | 416112000          | COHEN                   | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 14 | ATW              | 416143000          | FAGAN                   | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |
| 15 | ATW              | 412874000          | BRICKHAVEN              | NC            | 416114000         | CUMNOCK                | NC                               | 11/1/2017      | 12/31/9999      | 10/24/2017  | Active |

- As necessary, use the tools within the spreadsheet to filter, analyze, and save the data.

## Editing the Serving Area File

Use the following procedure to edit the Serving Area File and make changes for your mark:

- From the CASS Home Page ([Exhibit 5](#)), select **Serving Area > Edit**. The Serving Area Search page is displayed in edit mode – with an Add button that enables you to edit ([Exhibit 34](#)).

**Exhibit 34. Edit Serving Area**

**Serving Area Search**

Handling Carrier

Loading Point SPLC

Serving Area SPLC

Reset

Upload

Search

+ Add

- Select **Add**. The Add Serving Area pop-up is displayed ([Exhibit 35](#)).

**Exhibit 35. Add Serving Area Pop-up**

Add Serving Area

Handling Carrier \*

Loading Point SPLC \*

Serving Area SPLC \*

Effective Date

10/01/2024

Expiration Date \*

12/31/9999

Cancel

Save

- Complete all required fields.

**Note:** **Effective Date** is always the first of the next month.

- Select **Save**. The new serving area is added to the Serving Area File and is displayed in the Search Results section of the Serving Area Search page ([Exhibit 36](#)).

**Exhibit 36. New Serving Area Saved**

Serving Area Search

Handling Carrier  
RAIL

Loading Point SPLC  
411700000

Serving Area SPLC  
411657000

Reset

Upload

Search

+ Add

- Expire

Search Result (1 results in 0.107 seconds)

Download CSV

Total items: 1

Clear Filters

| <input type="checkbox"/> | Handling Carri... ↑ ▾ | Loading Point SPLC ▾ | City ▾  | State ▾ | Serving Area SPLC ▾ | City ▾ | State ▾ | Effective D... ▾ | Expiration ... ▾ | Create ... ▾ | Status ▾ |
|--------------------------|-----------------------|----------------------|---------|---------|---------------------|--------|---------|------------------|------------------|--------------|----------|
| <input type="checkbox"/> | RAIL                  | 411700000            | RALEIGH | NC      | 411657000           | CARY   | NC      | 08/01/2026       | 12/31/9999       | 07/21/2026   | New Add  |

10

25

50

100

500

2000

In addition to the functionality described in [Viewing the Serving Area File](#), when in edit mode the Serving Area Search page also enables you to expire records in the Serving Area File. To expire a record, simply select the checkbox at the left of the record in the Search Results section, and then select **Expire**. A confirmation popup is displayed ([Exhibit 37](#)).

**Note:** The **Expire** button is only displayed in edit mode with search results displayed.

**Exhibit 37. Expire Serving Area Confirmation Pop-up**

The screenshot shows the 'Serving Area Search' interface. At the top, there are search filters: 'Handling Carrier' set to 'RAIL', 'Loading Point SPLC' set to '411700000', and 'Serving Area SPLC' set to '411657000'. There are search icons and a 'Reset' button. Below the filters, there are '+ Add' and '- Expire' buttons. The search results section shows 'Search Result (1 results in 0)'. A table displays the results:

| Loading Point SPLC | Serving Area SPLC | Status  |
|--------------------|-------------------|---------|
| 411700000          | 411657000         | New Add |

Below the table, a red note states: 'Note: Please note that Expiring any New Add records will permanently delete them from the Serving Area File'. The pop-up window has a title bar with a close button (X) and a question: 'Are you sure you want to expire the Serving Area(s) on 07/31/2026 ?'. At the bottom of the pop-up are 'Cancel' and 'Expire' buttons.

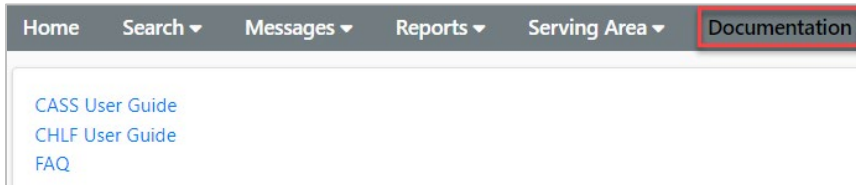
Select **Expire** again to expire the serving area record.

## Accessing CASS System Documentation

The Documentation menu item enables users to download the latest version of the [CASS User Guide](#) (this document), the [CHLF User Guide](#) (describes the layout of the Car Hire Liability File), and [FAQ](#) (a list of CASS frequently asked questions).

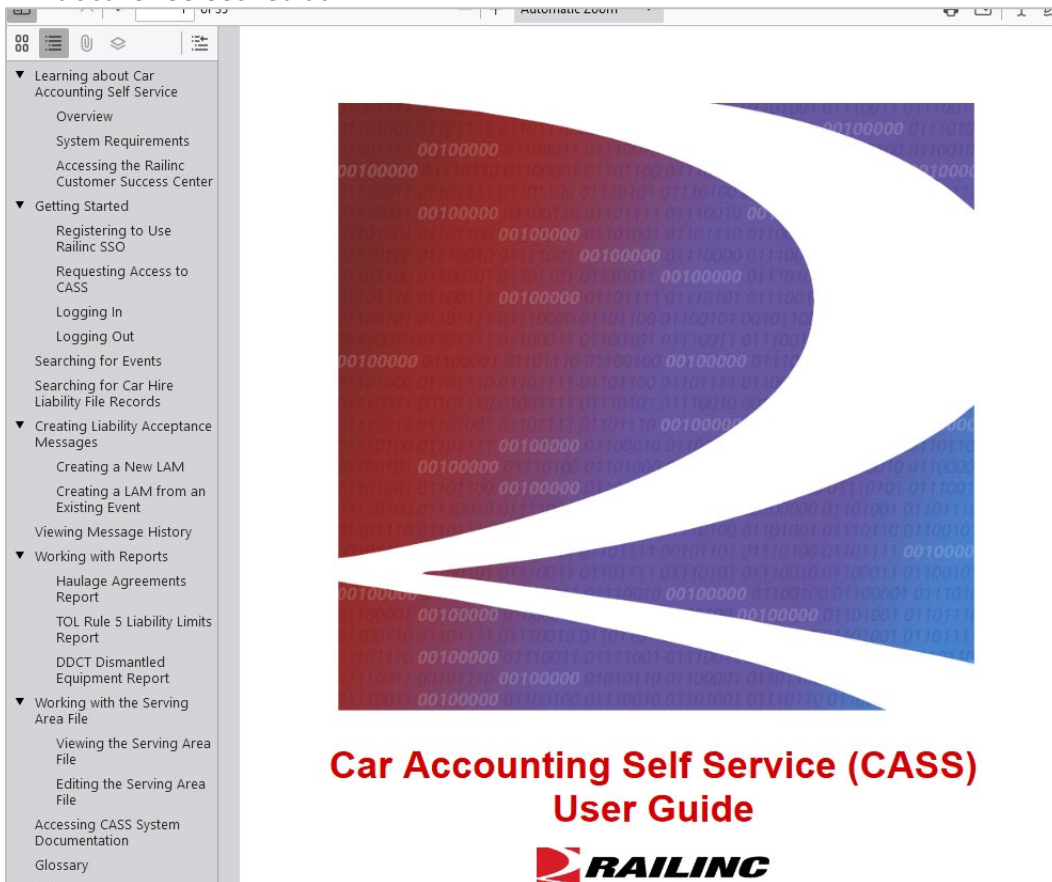
Select the **Documentation** menu item. The Documentation page opens, providing links to download CASS system documents ([Exhibit 38](#)).

**Exhibit 38. CASS System Documentation**



To download a document, select the corresponding link. The document PDF opens in your browser ([Exhibit 39](#)). Use the tools within your browser to print or save the document.

**Exhibit 39. CASS User Guide PDF**



## Glossary

**AAR**—Association of American Railroads.

**Car Hire**—Car Hire is a usage charge paid to car owners by railroads for the use of freight cars and appurtenances.

**CHARM**—Car Hire Accounting Rate Master. A file that contains all car hire rates currently in effect for each individual piece of equipment. An updated and complete CHARM file is produced each month.

**CHLF**—A text format data file that contains railcar hire information. It provides LCS interchange information as well as loaded and empty cycle breaks, and Rule 4, Rule 5, and Rule 15 Transfers of Liability, Haulage, and Suppression.

**CHRNSS**—Car Hire Rate Negotiation Self Service. A Railinc application that provides users with a convenient, single access point to participate in negotiations related to car hire.

**ECB**—Empty Cycle Break.

**LAM**—Liability Acceptance Message. A message that enables a railroad to assume liability for a railcar.

**LCB**—Loaded Cycle Break.

**LCS**—Liability Continuity System. A system that uses industry approved rules to assess interchange and car movement events reported by carriers to determine car hire liability. LCS provides data to end users via the TRAIN II system (TRAIN 61, 62, 63, and 69). There is no direct user interface with LCS. Refer to the [TRAIN II User Manual](#) for additional information.

**Mark**—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

**Rate Indicator**—CHARM rate indicator codes.

- B** BFO rate on market cars.
- D** Post arbitration-period rate on market cars.
- L** Spot bilateral rate on non-market equipment.
- M** Market rate on market cars.
- N** Post BFO-period rate on market cars.
- O** Default rate on market cars.
- R** Arbitrated Rate — Rates set through the arbitration process.
- S** Spot market rate on market cars.
- U** Base rate on non-market equipment.
- V** Special bilateral rate on non-market equipment.
- W** Bilateral rate on non-market equipment.
- Z** Special market rate on market equipment.

Refer to [Car Hire Deprescription Business Rules](#) for additional information.

**Rate Source**—C, NL, or AO. C - CHARM; NL - Not Liable (the user can see the record because they are in possession of the car but they are not car hire liable); AO - Appurtenance Only (the user can see the record because they are the rack owner or the rack lessee but are not the flat owner or the flat lessee).

**RCH**—Railroad Clearinghouse. A centralized process for administering and transferring funds among railroads.

**SCAC**—Standard Carrier Alpha Code. A two-to-four-letter code used to identify transportation companies.

**SPLC**—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

**STCC**—Standard Transportation Commodity Code. A seven-digit numeric code used to identify a commodity on waybills and other shipping documents.

**Umler<sup>®</sup>**—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

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