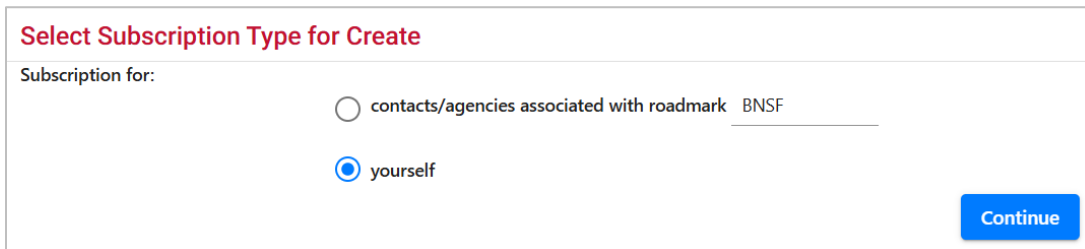


The AAR Embargo system is used by railroads to issue instructions to temporarily control traffic movements. You can receive an email notification every time an embargo is created, approved, cancelled, amended or expired. Once a subscription is created, it can be updated or cancelled by the owner of the subscription.

Use this procedure to create a subscription:

1. Select **Tools > Subscriptions > Create Subscriptions** from the main menu. The Select Subscription Type for Create page is displayed.



Select Subscription Type for Create

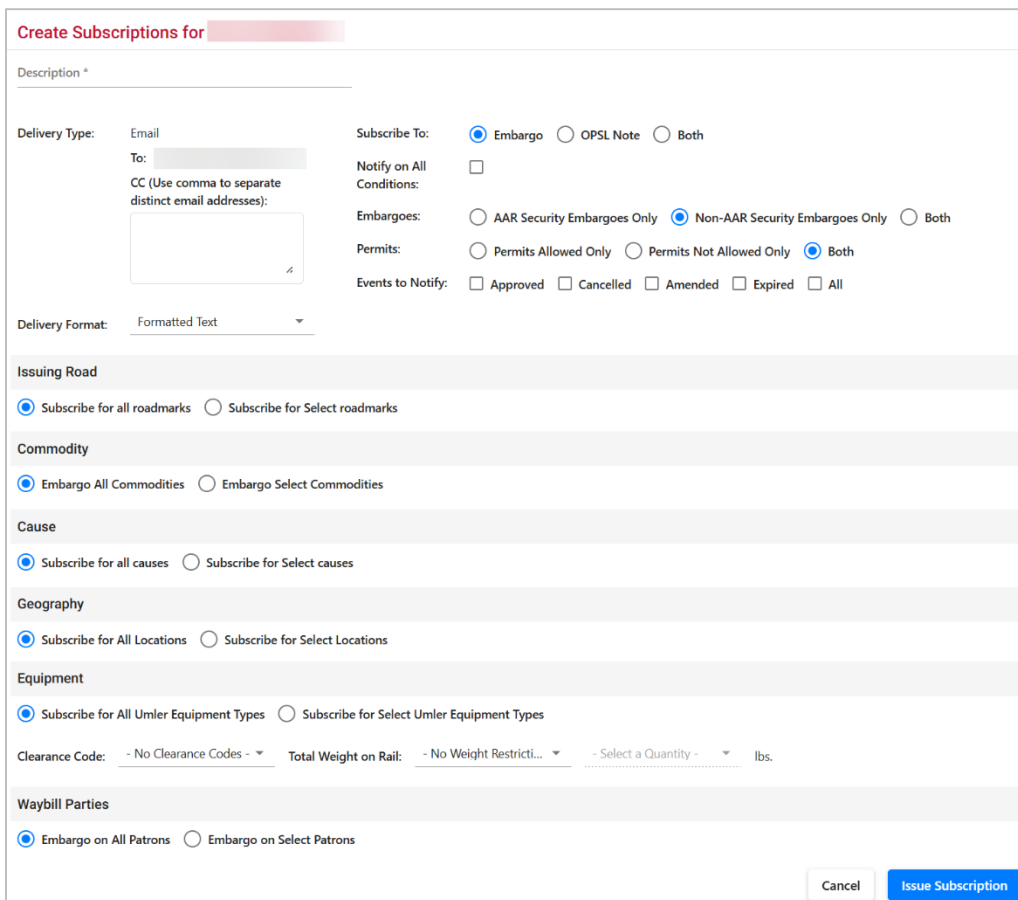
Subscription for:

☐ contacts/agencies associated with roadmark BNSF

☒ yourself

Continue

2. Choose to create your own subscription by selecting **Yourself**. Select **Continue**. The Create Subscriptions page is displayed.



Create Subscriptions for

Description *

Delivery Type: Email

To:

CC (Use comma to separate distinct email addresses):

Subscribe To: ☒ Embargo ☐ OPSL Note ☐ Both

Notify on All Conditions: ☐

Embargoes: ☐ AAR Security Embargoes Only ☒ Non-AAR Security Embargoes Only ☐ Both

Permits: ☐ Permits Allowed Only ☐ Permits Not Allowed Only ☒ Both

Events to Notify: ☐ Approved ☐ Cancelled ☐ Amended ☐ Expired ☐ All

Delivery Format: Formatted Text

Issuing Road

☒ Subscribe for all roadmarks ☐ Subscribe for Select roadmarks

Commodity

☒ Embargo All Commodities ☐ Embargo Select Commodities

Cause

☒ Subscribe for all causes ☐ Subscribe for Select causes

Geography

☒ Subscribe for All Locations ☐ Subscribe for Select Locations

Equipment

☒ Subscribe for All Umler Equipment Types ☐ Subscribe for Select Umler Equipment Types

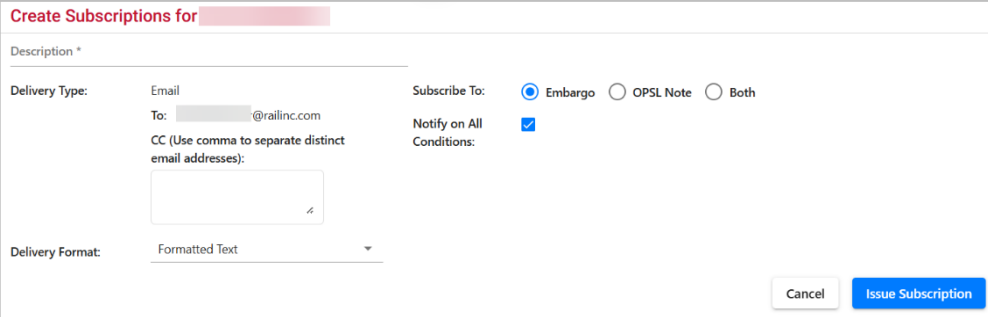
Clearance Code: - No Clearance Codes - Total Weight on Rail: - No Weight Restricti... - Select a Quantity - lbs.

Waybill Parties

☒ Embargo on All Patrons ☐ Embargo on Select Patrons

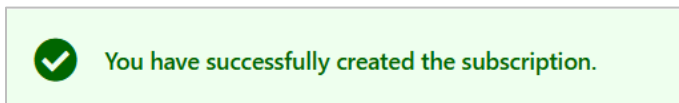
Cancel **Issue Subscription**

3. Enter all required fields.

Field	Description
Description	Unique description of the subscription.
CC Email	Additional email addresses can be added.
Delivery format	Formatted text or XML
Subscribe To	Select Embargo , OPSL Note or Both .
Notify on All Conditions	Check this box if contact is to receive notifications pertaining to all embargo conditions. When this box is selected, all other options are removed. Deselect, and the full screen is displayed. 
Embargoes	Select from the security options
Permits	Select to subscribe to only the embargoes that allow permits, those that do not allow permits or select Both to subscribe to both types.
Events to Notify	Check the appropriate box(es) to receive email notification for specific embargo statuses.
Issuing Road	Subscribe to all Roadmarks is the default. Or select Subscribe for Select Roadmarks to enter specific marks. Use the search icon to search for marks.
Commodity	Embargo all Commodities is the default. Select Embargo Select Commodities to specify embargoes with specific commodities. Enter the 7-digit STCC and separate multiple entries with a comma. Use the search icon to search for STCCs.
Cause	Subscribe for all Causes is the default. Select Subscribe for Select Causes and select specific causes from the drop-down list to receive notifications for specific causes.
Geography	Subscribe for all Locations is the default. Select Subscribe for Select Locations and enter the FSAC(s) and State(s) and/or Subscribe to Select Interchanges and enter the interchanges or Subscribe to All Interchanges . Use the search icon to search for FSACs, States and Interchanges next to the appropriate text box.
Equipment	Subscribe to all Umler Equipment Types is the default. Select Subscribe for Select Umler Equipment Types and select specific equipment types. Use the search icon to search for Equipment Types.
Clearance Code	The default is no clearance code. To add a code, select the appropriate code from the drop-down list.
Total Weight on Rail	The default has no weight restrictions. To add weight restrictions, select Greater than or Less than or equal to , and select the quantity in pounds from the drop-down list.

	Total Weight on Rail: Less than or equal to - Select a Quantity - lbs. 210000 263000 275000 286000 315000
Waybill Party	Embargo on All Patrons is the default. Select Embargo on Select Patrons to select specific patrons/waybill parties. Enter a CIF Number or use the search icon to look up a CIF Number.

4. Select **Issue Subscription**. The View Subscription page is displayed along with a message that the subscription has been successfully created.



5. To edit the subscription, select **Tools > Subscriptions > View Subscriptions** from the main menu. Select **Yourself** and **Continue**. Next, select the description link for the subscription and select **Edit**.

Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.

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