



FindUs.Rail User Guide



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Learning about FindUs.Rail

Overview

FindUs.Rail is a web-based application that stores company contact information in a centralized database. Public users can query FindUs.Rail and browse basic information. Authorized users can review and change their company's contact information. This centralized repository of contact information benefits railroad departments, private car owners, and leasing companies across the rail industry.

Any public user can use the FindUs.Rail free look-up tool on the Railinc portal at <https://findusrail.railinc.com/>.

- Search for railroad industry contacts and browse the results.
- Search for relationships affiliated with the railroad industry and browse the results.
- Search for MARKs and browse the results. Users receive results from the MARK IRF and Company MARKs sourced from the Umler database. Users can view the hierarchy of "parent" and "child" MARKs.

Users who are registered with [Single Sign-On](#) can perform the following FindUs.Rail function:

- Subscribe to receive email change notifications for contacts specified by category and/or company.

Users who are registered with Single Sign-On and have the *Contact Manager for MARK* role (referred to as Contact Managers) can perform the following FindUs.Rail functions:

- Manage contact information for their company (or the company they represent) and add, edit, and delete contacts in FindUs.Rail. Historical modifications to contact data are maintained in a version history and in the audit log (the latter of which is only visible to Application Administrators). When a contact modification occurs, the old contact version is expired, and a new contact version is created. Contacts can be applied to one or more categories.
- Designate the primary contact for a category and their company (all contacts not designated as primary are considered secondary contacts for the category and company). FindUs.Rail supports the retrieval of a primary and a secondary contact (as a backup) for a category and a company through a search facility.
- Periodically review contacts for accuracy. The review period is configurable and may be specified for each category.
Each category has a category review period, which defaults to 90 days. Once the review period is reached, the system emails a list containing the information for each contact requiring review to the Contact Managers and Company Agents.
- Download lists of contacts, categories, relationships, and MARKs as a comma-separated-values (CSV) file.
- Print selected MARKs, categories, and contacts from the browser.

Users who are registered with Single Sign-On and have the FindUs.Rail Company Admin role (referred to as Company Admins) can perform the following FindUs.Rail functions:

- Assign FindUs.Rail rights to other users within their company.
- Clone contacts from one MARK to another if they have access to multiple MARKs.

Note: We do not support FindUs.Rail web services.

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](#).

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.

Getting Started

Access the FindUs.Rail application by using Railinc Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <https://public.railinc.com>, select the **Customer Login** link in the top right and log into SSO by entering your **User ID** and **Password** in the fields at the top right of the page and then select **Sign In**.

Access Requirements:

1. If you do not already have a Railinc SSO user ID and password, go to the Railinc portal at <https://public.railinc.com>, select the **Customer Login** link in the top right and select the **Need help signing in?** and **Don't have a Railinc Account? Create an account now** links and follow the prompts. Once you have access to Railinc SSO, you must request access to FindUs.Rail within SSO.
2. If you do not have access to FindUs.Rail, request access by following instructions in the [Railinc Single Sign-On User Guide](#). See [Learning about User Roles](#) below for information about the available levels of access. When you have received e-mail notification confirming your access, you can log on and begin using FindUs.Rail.

Learning about User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your Company Admin through the Single Sign-On interface ([Exhibit 1](#)).

Exhibit 1. FindUs.Rail Request Permissions

The screenshot displays the 'FindUs.Rail' interface for requesting permissions. At the top, it states 'Provides the North American Rail Industry with a central directory of contacts across business functions'. Below this is a progress bar with three steps: '1 Select Roles', '2 Confirm', and '3 Done'. The 'Select Roles' step is active. It lists two roles with checkboxes: 'Contact Manager for MARK (MARK required)' and 'FindUsRail Company Admin (MARK required)'. Each role has a description of its permissions. At the bottom, there is a 'Comments' text area and a character count '0/255'. Two buttons, 'Return' and 'Next', are located at the bottom right.

FindUs.Rail
Provides the North American Rail Industry with a central directory of contacts across business functions

1 Select Roles 2 Confirm 3 Done

☐ Contact Manager for MARK (MARK required)
This role allows users to manage and review company contacts associated with a specific MARK. Previously known as 'Contact Company Admin for Mark.

☐ FindUsRail Company Admin (MARK required)
Company Admin can approve users of the same company that request to access the application.

Comments
0/255

Return Next

[Exhibit 2](#) identifies the user roles that can be assigned to users of FindUs.Rail:

Exhibit 2. User Roles and Tasks

User Role	Task
Contact Manager For MARK	This role allows users to manage and review company contacts associated with a specific MARK. Previously known as 'Contact Company Admin for Mark'.
FindUs.Rail Company Admin	This permission can approve FindUs.Rail access for users from the same company. This permission also has rights to specify local FindUs.Rail users' tasks and menu items.

Logging In

To log into FindUs.Rail:

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.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. Select **FindUs.Rail** in the **Your applications** list at the top left of the page. The initial FindUs.Rail page that appears varies based on assigned access. See either [Login: Managing a Single Company](#) below or [Login: Managing More than One Company](#).

Login: Managing a Single Company

The following login sequence applies if you manage a single company in FindUs.Rail:

1. If you manage a single company, then following a successful login the FindUs.Rail Welcome/Home page appears with the company identified in the page header ([Exhibit 3](#)). Continue by selecting a FindUs.Rail application menu item.

Exhibit 3. FindUs.Rail Home Page—Single Company

RAILINC FindUs.Rail MICHDOC : RAIL Launch Pad Sign Out

Home Contacts Categories Relationships MARKS Notifications Expiration/Transfers Admin Help

Welcome

FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and company relationships for industry functions and roles. Contacts are organized under various categories, each managed by Company Administrators. Administrators can add, update, and delete contacts for the categories they manage. The Railinc Application Administrator is responsible for adding and removing categories.

Signatories to the AAR Interchange Rules

To search and verify a MARK/Company is a signatory to the AAR Interchange Rules, please click [here](#).

Running Repair Agent

[Running Repair Agents - Active \(Office Manual Appendix H\)](#)
[Running Repair Agents - Active and Historical \(Office Manual Appendix H\)](#)

- If you have contacts that require verification, then the Contacts Requiring Verification screen appears first ([Exhibit 4](#)).

Exhibit 4. Contacts Requiring Verification Displayed at Login

The following contacts are due for verification. Please review the information specified for each contact.
 You may use 'Mark As Verified' below to indicate a contact record has been reviewed. [Remind Me Later](#)

Contacts Requiring Verification

Number of records: 60 [Clear Filters](#) [Download](#)

Name / Title	Company Name	MARK	Pri./Sec.	Category Name	Function	Relationship (if appl.)	Created	Last Modified	Last Verified
919-651 ext-5290	RAILINC CORPORATION	RAIL	S	Clear Path	- CIROC - Mini Scorecard - Scorecard - Scorecard Pilot - Trains Stopped Summary		02-04-2019 14:41:07	05-11-2020 14:13:04	05-11-2020 14:13:04
Location Management Team loc.mgmt.project.team@railinc.com +1-877-724-5462	RAILINC CORPORATION	RAIL	P	LOCMGMT	- Billed Party - Invoicing Party/Pool Operator		12-10-2019 10:55:21	12-10-2019 10:55:21	12-10-2019 10:55:21
	RAILINC CORPORATION	RAIL	S	Clear Path	Scorecard		10-30-2014 13:07:28	08-17-2015 09:56:40	08-17-2015 09:56:40

26 to 50 of 60 Page 2 of 3 [Go!](#) < >

[Mark As Verified](#) [Add](#) [Clone](#) [Edit](#) [Delete](#) [Done](#)

- You can either opt to verify the continued accuracy of these displayed contacts (see [Editing Contacts](#)) or select **Remind Me Later** to verify contacts later.

Login: Managing More than One Company

The following login sequence applies if you manage more than one company in FindUs.Rail:

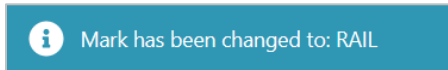
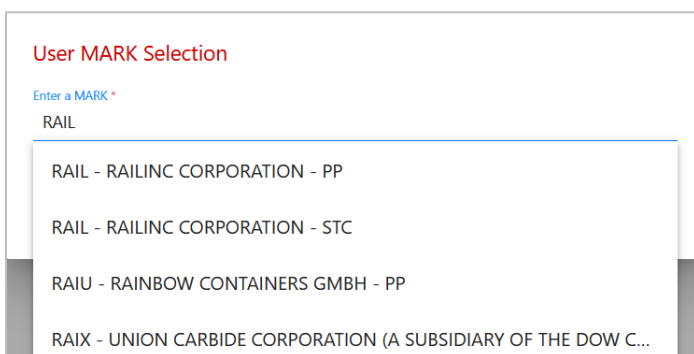
1. If you manage more than one company, the FindUs.Rail Welcome page appears with no company to manage indicated (“manage company” appears in the header; see [Exhibit 5](#)).

Exhibit 5. FindUs.Rail Home Page—No Company Selected



2. Begin typing a mark for the company and select from the list ([Exhibit 6](#)).

Exhibit 6. Enter a MARK



3. In the **Company to Manage** field, select the MARK for the company that you have been granted access to manage and then select **OK**. The FindUs.Rail Home page appears with the selected company indicated at the top next to the Launch Pad link ([Exhibit 3](#)).

Note: If the selected company has contacts that require verification, then the Contacts Requiring Verification screen appears first ([Exhibit 4](#)). You can either opt to verify the continued accuracy of these displayed contacts (see [Editing Contacts](#)) or select **Remind Me Later** to verify contacts later.

Note: If at any point you need to switch to manage another company:

Select the link of the currently managed company ([Exhibit 7](#)). The User MARK Selection pop-up appears again ([Exhibit 6](#)).

Exhibit 7. Company Selected



- a. Select the appropriate MARK and select the **Select** button. You must have assigned permissions to manage any selected MARK.
4. Continue by selecting a FindUs.Rail application menu item.

Logging Out

Select the **Sign Out** link to end a FindUs.Rail session and return to the SSO Login Page.

If multiple SSO applications are open (in separate browser tabs or windows), and you want to close only one, close the unwanted session window by **Xing** out or pressing **Ctrl +F4**. **Do not** select the **Sign Out** link—it ends the entire Single Sign On session (and any open SSO applications).

If your user session has been idle for more than 30 minutes, a warning message panel appears. To resume working, you must log back in.

Viewing the FindUs.Rail Home Page

The Home page appears once you successfully log in to FindUs.Rail ([Exhibit 3](#)).

The Application Menu, shown at the top of each FindUs.Rail page, provides access to the following functions ([Exhibit 8](#)):

Exhibit 8. Application Menu Items and Descriptions

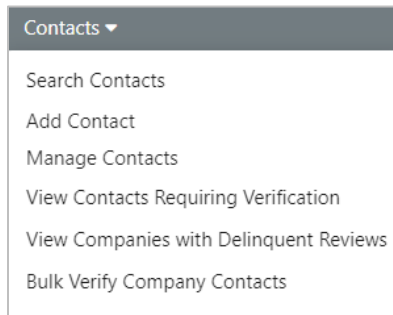
Menu Item	Description
Home	Navigates to the FindUs.Rail Home page (Exhibit 3).
Contacts	Opens the Contacts menu, enabling you to search contacts, and, depending on your permissions, manage contacts, add contacts, and view contacts requiring verifications. See Working with Contacts .
Categories	Enables you to look up the kinds of requests a contact handles. You can view categories of functions as well as the names of people and companies associated with those functions. See Working with Categories .
Relationships	Opens the Relationships menu, which enables you to search all types of relationships. See Searching Relationships .
Search MARKs	Enables you to look up MARKs. See Searching MARKs .
Notifications	Opens the Notifications menu, which enables you to manage your subscriptions and category notifications. See Working with Notifications .
Help	Provides a link to this user guide.

Note: For detailed instructions about using the Railinc interface elements such as menus, calendar tools, and drop-down text boxes, refer to [Railinc UI Dictionary](#). Certain screens support the use of asterisks (*) as wildcard characters. Screen fields marked with the number one (1) support wildcard (*) searches. (For example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

Working with Contacts

The Contacts menu appears when you select **Contacts** on a FindUs.Rail page (Exhibit 9).

Exhibit 9. Contacts Menu



The Contacts menu provides access to the following functions ([Exhibit 10](#)):

Exhibit 10. Contacts Menu Items and Descriptions

Menu Item	Description
Search Contacts	Perform either a quick or advanced search for registered contacts. See Searching Contacts .
Add Contact	Add a new contact. See Adding Contacts .
Manage Contacts	Edit, clone, or delete existing contacts. See Managing Contacts .
View Contacts Requiring Verification	Verify the accuracy of existing contacts. See Viewing Contacts Requiring Verification .

Searching Contacts

Use the following procedure to search for contact information:

1. Select **Contacts > Search Contacts**. The Search Contacts page appears (Exhibit 11).

Exhibit 11. Search Contacts

2. Complete the available described fields:
 - **Company ID/MARK**— Use the drop-down field to select a MARK. Use the field next to the drop-down to enter a MARK. If needed, select the search icon to search for MARKs. See [Looking up MARKs](#) for details.
 - **Category**— Select a listed category for the specified MARK or Company ID ([Exhibit 12](#)). Scroll down to see all categories.

Exhibit 12. Contact Search Category List

3. **Company Relationships** – Search Contacts provides the option of searching based on any relationship. This option is automatically selected.
4. **Advanced Search** – Select the **Advanced Search** switch in the right corner for additional search options to filter your results. The Advanced Search input fields appear ([Exhibit 13](#)). Enter the required fields.

Exhibit 13. Search Contacts—Advanced Search

Search Contacts

Quick Search

Company Type

MARK

+Company ID/MARK

Company:

Company Relationships:

☒ Include contacts based on relationships

Company Hierarchy:

☐ Include parent company contacts

☐ Include child company contacts

+Category

--- Choose a Category ---

Category Role:

☐ Include only primary contacts

☐ Include only secondary contacts

Advanced Search

+Contact Type

--- Choose a Cont...

+First Name¹

+Last Name¹

+Title/Position¹

+Email

+Phone:

Intl.

Area

Number

Ext.

+Fax:

Intl.

Area

Number

Ext.

+Address¹

+City¹

+St./Prv.

--- Choose a St./Pr...

+Postal Code¹

+Country

--- Choose a Coun...

+Contact Added Date:

From

To

+Last Verified Date:

From

To

+Contact Effective D...

From

To

Cancel

Clear

Search

+ At least one field indicated by (+) must be specified for quick search.

¹ Field supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

5. Perform one of the following actions:
 - Select **Search** to initiate the records search. Go to next step.
 - Select **Clear** to clear all input fields.
 - Select **Cancel** to cancel the search.

6. When **Search** is selected, the search results appear ([Exhibit 14](#)).

Exhibit 14. Contact Search Results

Search Contacts + At least one field indicated by (+) must be specified for quick search.
1 Field supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

Results Number of records: 18 [Clear Filters](#) [Download](#)

Name / Title	Company Name	MARK	Pri./Sec.	Category Name	Function	Relationship (if appl.)	Created	Last Modified
Anderson, Eva - BA eva.anderson@railinc.com 919-651-5207	ASSOCIATION OF AMERICAN RAILROADS	AAR	S	AskRailUM Approvers List	• Approvers		07-28-2016 12:43:47	07-28-2016 12:43:47
	ASSOCIATION OF AMERICAN RAILROADS	AAR	P	AskRailUM Approvers List	• Approvers		07-27-2016 10:51:14	07-27-2016 10:51:14
	ASSOCIATION OF AMERICAN RAILROADS	AAR	P	Car Repair Billing	• Billed Party • Billing or Invoicing Party • Inquiries • Invoice Exceptions • Remit To • Remit To Canada • Remit To Mexico • Remit To USA		03-11-2014 06:49:58	03-11-2014 07:03:08
			P	Component Manufacturer	• Manufacturer			
			P	Contract Shop Billing	• Invoice Exceptions			

1 to 18 of 18 Page 1 [Go!](#) [Page 1 of 1](#)

Note: If your search results in more than 25 records then an additional navigational option appears (as indicated in [Exhibit 14](#)). Move to other pages of results by entering the desired page number and then select **Go!**. Select the arrow (>) to move to the next page or select the end arrow (>|) to move to the last page of records.

7. Perform one of the following actions:

- Select the export icon: [!\[\]\(8ad79f5e68f2cb9a3d09e9f5525e1847_img.jpg\)](#) to save the results as a CSV file.
- FindUs.Rail automatically hides your search criteria. Select the arrow in the Search Contacts section to unhide your search criteria. Select **Search** again to initiate a new contacts search.
- Select **Done** to exit the search results screen.
- Enter criteria in either the **Quick Search** section or the **Advanced Search** section ([Exhibit 13](#)) to modify your existing search criteria.
- Select the [hyperlinked name](#) of a contact to view details of that contact ([Exhibit 15](#)). The View Contact screen appears ([Exhibit 15](#)).

Exhibit 15. View Contact

View Contact

Contact

Company ID/MARK: AAR

Company: ASSOCIATION OF AMERICAN RAILROADS

Contact Type: PER

First Name: Eva

Last Name: Anderson

Title/Position: BA

Email: eva.anderson@railinc.com

Phone - Primary: 919-651-5207

Phone - Secondary:

Fax:

Address: 7001 Weston Parkway

City: Cary

St./Prv.: NC

Postal Code: 27513

Country: US

Company Reference:

Website URL:

Notes:

Created By: HMADMIN

Created Date: 07-28-2016 12:43:47

Last Modified By: HMADMIN

Last Modified Date: 07-28-2016 12:43:47

Last Verified By: HMADMIN

Last Verified Date: 07-28-2016 12:43:47

Categories

AskRailUM Approvers List

Category Role: Secondary

Category Functions:

- Approvers
- AskRailUM Approvers

Clone

Edit

Delete

Prior Versions

Audit Log

Done

Select **Done** to exit the View Contact screen.

Looking up MARKs

Use the following procedure to search for MARKs from the search field ([Exhibit 16](#)):

1. From any of the Company ID/MARK fields in the application, select the search icon at the right of the field.

Exhibit 16. Search Contacts by Mark

Search Contacts

Quick Search

Company Type

MARK

+ Company ID/MARK

Q

The MARK Search page appears ([Exhibit 17](#)).

Exhibit 17. MARK Search

MARK Search

- At least MARK, Parent MARK, or Company Name must be specified.
- Minimum characters required for fields: MARK: 1, Parent MARK: 1, Company Name 3
- All fields supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

MARK

RAIL

Company Name

Parent MARK

Clear

Search

Number of MARK(s): 2

Clear Filters

	MARK	Company Name	Type	Parent MARK
☐	RAIL	RAILINC CORPORATION	PP	RAIL
☒	RAIL	RAILINC CORPORATION	STC	RAIL

Close

Select

- Complete one or more of the available search input fields for MARK, Company Name, or Parent MARK. Please observe the following rules:
 - At least MARK, Parent MARK, or Company Name must be specified.
 - Minimum characters required for fields: MARK: 1, Parent MARK: 1, Company Name 3.
 - All fields support wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson).
 - Select **Search** to initiate the search. The results appear at the bottom of the screen. FindUs.Rail automatically hides your search criteria. Select the arrow in the MARK Search section to unhide your search criteria. Select **Search** again to initiate a new MARK search.
- Select the specific MARK that you want added to your search and then the **Select** button. That MARK is added to the search field on the screen ([Exhibit 18](#)).

Exhibit 18. Search Contacts with MARK Selected

Search Contacts

Quick Search

Company Type

MARK

+Company ID/MARK

RAIL

Q

Managing Contacts

Use the following procedure to manage contact information:

1. Select **Contacts > Manage Contacts**. The Manage Contacts page displays.

Exhibit 19. Manage Contacts

Name / Title	Company Name	MARK	Pri./Sec.	Category Name	Function	Relationship (if appl.)	Created	Last Modified	Last Verified
☒ Ganesan, Rohini - Project Manager	RAILINC CORPORATION	RAIL	S	Clear Path	- CIROC - Scorecard - Scorecard Pilot		03-20-2015 10:52:16	11-28-2018 11:42:16	09-11-2019 17:26:51
☐ Gern, Meredith - Product Support Specialist II	RAILINC CORPORATION	RAIL	S	PTC Monitoring & Analysis of Integrated Network	CDX Contact		06-16-2021 16:59:58	06-16-2021 16:59:58	06-16-2021 16:59:58
☐ Gorrepati, Swarna - Sr. Software Engineer	RAILINC CORPORATION	RAIL					03-08-2016 11:01:42	09-23-2020 09:03:12	09-23-2020 09:03:12
☐ Hailey, Parmalee - Product Support	RAILINC CORPORATION	RAIL					08-21-2017 10:56:17	04-03-2020 11:42:57	04-03-2020 11:42:57

Note: If your search results in more than 25 records then an additional navigational option appears (as indicated in [Exhibit 19](#)). Move to other pages of results by entering the desired page number and then select **Go!**. Select the arrow (>) to move to the next page or select the end arrow (>|) to move to the last page of records.

2. Perform one of the following actions:
 - Select **Add** to add a new contact (see [Adding Contacts](#)).
 - Select an existing contact's checkbox and select **Clone** to create a new contact based on the selection (see [Cloning Contacts](#)).
 - Select an existing contact's checkbox and select **Edit** to edit that contact (see [Editing Contacts](#)).
 - Select an existing contact's checkbox and select **Delete** to delete that contact. A confirmation message appears. Select **OK** to confirm your decision.
 - Select the [hyperlinked name](#) of a listed contact to view/manage that contact. The View Contact screen appears ([Exhibit 15](#)).
 - Select **Edit** to edit that contact (see [Editing Contacts](#)).
 - Select **Delete** to delete the contact. A confirmation message appears. Select **OK** to confirm your decision.
 - Select **Clone** to create a new contact based on the selection (see [Cloning Contacts](#)).
 - Select **Prior Versions** to display a list of prior versions of the displayed contact information (see [Reviewing Prior Versions](#)).

- To view the contact's audit log, select **Audit Log**.
- Select **Done** to exit the View Contact screen. The Manage Contacts screen appears again ([Exhibit 19](#)).

Adding Contacts

Use the following procedure to add contact information to an available MARK:

1. Select **Contacts > Add Contact**. The Add Contact page appears ([Exhibit 20](#)).

Exhibit 20. Add Contact

Add Contact

Company Type: MARK | Company ID/MARK: RAIL

First Name: | Last Name: | Company: RAILINC CORPORATION

*Contact Type: | *Title/Position: | Company Reference: 0/50

*Email: | Website URL: 0/100

*Phone - Primary:

Intl: | *Area: | *Number: | Ext.: |

Phone - Secondary:

Intl: | Area: | Number: | Ext.: |

Fax:

Intl: | Area: | Number: | Ext.: |

*Address: | *City: |

*St./Prv: |

*Postal Code: |

*Country: |

Categories

Any assigned categories must have at least one category function specified.

☐ ☐ Category: |

2. Complete the available input fields. Fields marked with an asterisk (*) are required.
3. In the Categories section, select the appropriate category for the contact, for example Car service/Car Hire Voting Subscribers ([Exhibit 21](#)). Depending on the selection, additional details appear regarding the category role. Any relationship or agency applies for any category.

Exhibit 21. Adding Categories—Car Hire Example

The screenshot shows a web form titled 'Categories'. At the top, it states: 'Any assigned categories must have at least one category function specified.' Below this is a list of categories. The first category is 'Car Hire', which is selected. To the left of 'Car Hire' is a checkbox and a trash icon. Below the category name, there is a 'Category Role' dropdown menu set to 'Primary'. Under 'Category Functions', there are three checkboxes: 'Payable Claims', 'Receivable Claims', and 'Reclaims'. At the bottom, there is a checkbox labeled 'Apply Contact to Additional Marks?'. At the very bottom of the form are two buttons: 'Delete Category' (with a trash icon) and '+ Add Category'.

For this example, under the **Category Role** drop-down, select either **Primary** or **Secondary**.

Apply Contact to Additional Marks: Select this checkbox to identify additional MARKs to represent. The list of additional MARKs is populated by your **Relationships** (Parent-Child MARK Hierarchy, Holding Parent-Child Hierarchy and Agencies granted in active Letters of Authorization-LOA). When users search for a contact on the **Search Contacts** page, your contact will display for your MARK and all the additional MARKs you select.

4. Select **Save** to save the new contact record.

Cloning Contacts

You can clone a contact to make a new contact for the same MARK, or you can clone a contact for use with an additional MARK. See either [Cloning a Contact for the Same MARK](#) below or [Cloning a Contact to an Additional MARK](#).

Cloning a Contact for the Same MARK

Use the following procedure to clone the fields of an existing contact to set up a new contact for the same MARK:

1. From either the View Contact page ([Exhibit 15](#)), the Manage Contacts page ([Exhibit 19](#)) or the Contacts Requiring Verification pages ([Exhibit 4](#) and [Exhibit 27](#)), select a listed contact and select **Clone**. The Add Contact by Cloning page appears ([Exhibit 22](#)).

Exhibit 22. Add Contact—Via Clone

Add Contact - Via Clone

Company Type
MARK

+Company ID/MARK
RAIL

First Name
John

Last Name
Smith

*Contact Type
PER - Person

*Title/Position
product manager

*Email
michelle.ferrar@railinc.com

Company
RAILINC CORPORATION

*Phone - Primary:

Company Reference
0/50

Intl
1

Area
919

Number
651

Ext.
5000

Website URL
0/100

Notes

Phone - Secondary:

Intl

Area

Number

Ext.

Fax:

Intl

Area

Number

Ext.

*Address
7001 Weston Parkway

*City
Cary

*St./Pvt
NC - NORTH CAROLINA

*Postal Code
27513

*Country
US - UNITED STATES

Categories

Any assigned categories must have at least one category function specified.

☐

Category
Umler

Category Role: Secondary

Category Functions: Umler File Maintainer

☐ Apply Contact to Additional Marks?:

2. Complete/modify the available input fields as necessary.
3. Perform one of the following actions:
 - Select **Save** to save the cloned contact record.
 - Select **Cancel** to cancel the addition of the clone.

Cloning a Contact to an Additional MARK

Use the following procedure to clone the fields of an existing contact and set up a new contact for use with an additional MARK:

Note: To clone a contact to an additional MARK, you must have FindUs.Rail Contact Manager permissions to multiple MARKs: the one you are cloning from and the one you are cloning to.

1. From either the View Contact page ([Exhibit 15](#)), the Manage Contacts page ([Exhibit 19](#)) or the Contacts Requiring Verification pages ([Exhibit 4](#) and [Exhibit 27](#)), select a listed contact and select **Clone**. The Add Contact—Via Clone page appears ([Exhibit 22](#)). Note the Company ID/MARK drop-down list at the top.
2. In the Company ID/MARK field, select the MARK to which you want to clone the contact ([Exhibit 23](#)).

Exhibit 23. Add Contact—Via Clone Changing the Company ID/MARK

The screenshot shows the 'Add Contact - Via Clone' form. On the left, a dropdown menu for 'Company ID/MARK' is open, displaying a list of options: 'AARE', 'BNSF', 'RAIL', and 'PER - Person'. A mouse cursor is pointing at the 'RAIL' option. The main form area contains several input fields: 'Last Name' with the value 'Gambrell', '*Title/Position' with the value 'PS 1', and '*Email' with the value 'rick.gambrell@railinc.com'. On the right side, there are fields for 'Company' (RAILINC CORPORATION - TEST), 'Company Reference' (0/50), 'Website URL' (0/100), and 'Notes'.

3. Complete/modify any additional available input fields as necessary.
4. Perform one of the following actions:
 - Select **Save** to save the cloned contact record for use with the additional specified MARK.
 - Select **Cancel** to cancel the addition of the clone.

Editing Contacts

Use the following procedure to edit an existing contact:

1. From either the View Contact page ([Exhibit 15](#)), the Manage Contacts page ([Exhibit 19](#)), or the Contacts Requiring Verification pages ([Exhibit 4](#) and [Exhibit 27](#)), select a listed contact and select **Edit**. The Edit Contact page appears ([Exhibit 24](#)).

Exhibit 24. Edit Contact

Edit Contact

Company ID/MARK *

AARE

First Name

Rick

Last Name

Gambrill

*Contact Type

PER - Person

*Title/Position

PS 1

*Email

rick.gambrill@railinc.com

*Phone - Primary:

Intl Area Number Ext.

0/4 919 3/5 651-5115 8/15 0/6

Phone - Secondary:

Intl Area Number Ext.

0/4 0/5 0/15 0/6

*Address

7001 Weston Parkway

*City

Cary

Suite 200

*St./Prv

NC - NORTH CAROLINA

*Postal Code

27513

*Country

US - UNITED STATES

Company:

RAILINC CORPORATION - TEST

Company Reference

0/50

Website URL

0/100

Notes

0/100

Created By:

BSRGX01

Created Date:

02-21-2018 13:07:01

Last Modified By:

BSRGX01

Last Modified Date:

02-21-2018 13:07:01

Categories

Any assigned categories must have at least one category function specified.

☐

☐ Category Damaged Defective Car Tracking

Category Role: Secondary

Category Functions:

- ☒ Handling Carrier Damaged Car Management
- ☒ Handling Carrier Defective Car Management
- ☒ Handling Carrier ICB Management
- ☒ Mark Owner Damaged Car Management
- ☒ Mark Owner Defective Car Management
- ☒ Mark Owner ICB Management

☒ Apply Contact to Additional Marks?: ☐

Delete Category Add Category

- Edit the available contact information input fields as needed.
- The bottom portion of the screen allows you to specify a category assignment for the displayed contact. As needed, use the category drop-down to select an appropriate category. Options allow you to specify the details of an agency relationship for categories to which you have been assigned permissions. Use the **Add Category** and **Delete Category** buttons to add or delete categories for the displayed contact.

4. Perform one of the following actions:
 - Select **Save** to save any completed edits.
 - Select **Clone** to create a new contact based on the displayed record (see [Cloning Contacts](#)).
 - Select **Delete** to delete that contact. A confirmation message appears. Select **OK** to confirm your decision.
 - Select **Done** to exit the Edit Contact screen. You are returned to the page from which you selected the contact.

Reviewing Prior Versions

Use the following procedure to review prior versions of modified contact information:

1. Complete the [Managing Contacts](#) process.
2. From the View Contact page ([Exhibit 15](#)), select the **Prior Versions** button. The Contact History - Prior Record Versions screen appears ([Exhibit 25](#)).

Exhibit 25. Contact History—Prior Record Versions

Contact History - Prior Record Versions

Click a version link below to view any previous version of the contact.

Ver.	Modified Date
→ current	10-04-2018 09:21:20
6	10-04-2018 09:20:54
5	09-21-2018 09:58:39
4	09-15-2017 09:31:21
3	01-22-2015 17:28:55
2	01-22-2015 17:28:25
1	01-19-2015 14:08:14

Contact

Company ID/MARK:	RAIL	Company:	RAILINC CORPORATION
Contact Type:	ORG		

First Name:	Terry	Company Reference:	
Last Name:	Caulfield	Website URL:	
Title/Position:	Product Support Specialist I	Notes:	
Email:	terry.caulfield@railinc.com		
Phone - Primary:	+001-919-651-5260		
Phone - Secondary:			
Fax:		Created By:	BSDXF01
Address:	7001 Weston Parkway Suite #200	Created Date:	01-19-2015 14:08:14
City:	Cary	Last Modified By:	TERRYCAU
St./Prv.:	NC	Last Modified Date:	10-04-2018 09:21:20
Postal Code:	27513	Last Verified By:	TERRYCAU
Country:	US	Last Verified Date:	10-04-2018 09:21:20

Categories

- Tank Car Integrated Database - TCID

Category Role:	Secondary
Category Functions:	TCID Contact
Serving Additional	RAIL - RAILINC CORPORATION
Marks:	AARE - RAILINC CORPORATION - TEST

3. All prior versions of the selected record are listed under the **Prior Versions** heading. To review a prior version, select the hyperlinked modified date or version number. The Contact History - Prior Record Versions screen is refreshed to show the prior version ([Exhibit 26](#)).

Exhibit 26. Contact History—Prior Record Versions Showing Prior Version

Contact History - Prior Record Versions

Click a version link below to view any previous version of the contact.

Ver.	Modified Date
current	10-04-2018 09:21:20
→ 6	10-04-2018 09:20:54
5	09-21-2018 09:58:39
4	09-15-2017 09:31:21
3	01-22-2015 17:28:55
2	01-22-2015 17:28:25
1	01-19-2015 14:08:14

Contact

Company ID/MARK:	RAIL	Company:	RAILINC CORPORATION
Contact Type:	ORG		

First Name:	Terry	Company Reference:	
Last Name:	Caulfield	Website URL:	
Title/Position:	Product Support Specialist I	Notes:	
Email:	terry.caulfield@railinc.com		
Phone - Primary:	+001-919-651-5260		
Phone - Secondary:			
Fax:		Created By:	BSDXF01
Address:	7001 Weston Parkway Suite #200	Created Date:	01-19-2015 14:08:14
		Last Modified By:	TERRYCAU
City:	Cary	Last Modified Date:	10-04-2018 09:20:54
St./Prv.:	NC	Last Verified By:	TERRYCAU
Postal Code:	27513	Last Verified Date:	10-04-2018 09:20:54
Country:	US		

Categories

- Repair Shop

Category Role:	Secondary
Category Functions:	• Shop Contact
- Tank Car Integrated Database - TCID

Category Role:	Secondary
Category Functions:	• TCID Contact
Serving Additional	• RAIL - RAILINC CORPORATION
Marks:	• AARE - RAILINC CORPORATION - TEST

Done

4. Select **Done** to exit the Contact History - Prior Record Versions page.

Viewing Contacts Requiring Verification

FindUs.Rail periodically prompts Contact Managers to review contacts for accuracy. When Contact Managers log into FindUs.Rail and they have been sent a notification to review one or more of their contacts, they are redirected to a screen that prompts them to verify any outstanding contacts ([Exhibit 4](#)). This screen can also be reached through the menu. Contact Managers have the option to view, edit, and mark each contact as having been reviewed. The system updates the last modified and last verified dates for the contact according to whether an edit and/or verification was performed, respectively. Users can skip this screen, but the system continues to prompt to verify any remaining contacts on subsequent logins until all contacts in the queue have been verified.

This procedure describes how to access the option from the menu; however, the functionality is the same if accessed from the login screen.

Use the following procedure to view and verify contacts:

1. Select **Contacts > View Contacts Requiring Verification**. The Contacts Requiring Verification page appears ([Exhibit 27](#)).

Exhibit 27. Contacts Requiring Verification Using the Menu

Contacts Requiring Verification

Number of records: 4 [Clear Filters](#) [Download](#)

☐	Name / Title	Company Name	MARK	Pri./Sec.	Category Name	Function	Relationship (if appl.)	Created	Last Modified	Last Verified
☒	Gambrill, Rick - PS 1 rick.gambrill@railinc.cc 919-651-5115	RAILINC CORPORATION - TEST	AARE	S	Damaged Defective Car Tracking	- Handling Carrier Damaged Car Management - Handling Carrier Defective Car Management - Handling Carrier ICB Management - Mark Owner Damaged Car Management - Mark Owner Defective Car Management - Mark Owner ICB Management		02-21-2018 13:07:01	02-21-2018 13:07:01	02-21-2018 13:07:01
☐	Kaplan, Christy - Product Support Specialist	RAILINC CORPORATION - TEST	AARE	S	Locomotive Repair Billing	- BR and Invoice Inquiries - Core Returns Point of Contact - Invoice Exceptions - Permit To		01-09-2018 09:46:08	04-27-2018 10:39:59	04-27-2018 10:39:59

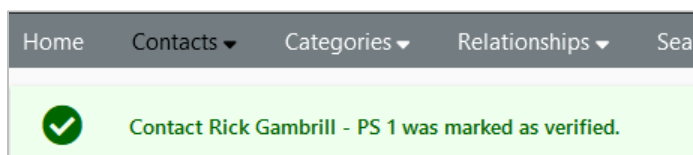
1 to 4 of 4 Page 1 [Go!](#) < > Page 1 of 1 > >

[Mark As Verified](#)
[Add](#)
[Clone](#)
[Edit](#)
[Delete](#)
[Done](#)

3. Perform one of the following actions:

- To verify that a listed contact is still valid, select the checkbox next to the listed contact. Select multiple contact checkboxes to verify more than one. Select the checkbox above the entire list to select all listed contacts. Next select **Mark As Verified**. A message appears at the top of the page ([Exhibit 28](#)) and the contact is removed from the list.

Exhibit 28. Contact Verified



- Select the **Name/Title** link of a listed contact to view/manage that contact. The View Contact page appears ([Exhibit 15](#)). See [Managing Contacts](#).
- Select **Add** to add a new contact (see [Adding Contacts](#)).
- Select an existing contact and select **Clone** to create a new contact based on the selection (see [Cloning Contacts](#)).
- Select an existing contact and select **Edit** to perform edits (see [Editing Contacts](#)).
- Select an existing contact and select **Delete** to delete that contact. A confirmation message appears. Select **OK** to confirm your decision.
- Select **Done** to exit the page.

Bulk Verify Company Contacts

Contact Managers can verify their contacts in bulk by adding them to the Bulk Verify Company Contacts page in place of verifying contacts individually. FindUs.Rail Company Admin or Category Admin permissions are required to bulk verify contacts. Admins can set up a subscription to be notified when contacts need verification. See [Adding Subscriptions](#) for details.

Use the following procedure to add and verify contacts in bulk:

1. Select **Contacts > Bulk Verify Company Contacts**. The Bulk Verify Company Contacts Requests page displays.

Exhibit 29. Bulk Verify Company Contacts Requests

Bulk Verify Company Contacts Requests

Number of records: 4 [Clear Filters](#)

Categories	Companies	Status	Last Modified	Modified By
☐ • Umler	• RAILINC CORPORATION RAIL	PENDING	03-13-2024 10:57:10	MICHDOC
☐ • Car Hire	• RAILINC CORPORATION RAIL	PENDING	03-13-2024 10:56:38	MICHDOC
☐ • Inspection Quality	• RAILINC CORPORATION RAIL	PENDING	03-13-2024 10:55:36	MICHDOC

1 to 4 of 4 Page [Go!](#) [1<](#) [<](#) Page 1 of 1 [>](#) [>!](#)

[Delete](#) [Edit](#) [+ Add](#)

2. Select the **Add** button at the bottom right of the page. The Add Bulk Verify Company Contacts Requests page displays.

Exhibit 30. Add Bulk Contacts

Add Bulk Verify Company Contacts Requests for

This flow allows users to schedule the bulk verification of contacts across any Mark or Company ID to which they have permission. Bulk Verification of contacts happens nightly for those requests that are in PENDING status. If you need to verify a contact immediately, then please use the 'View Contacts Requiring Verification' flow found under the Contacts tab above.

Categories

☐ **Category**

☐ Car Repair Billing

[Delete Category](#) [+ Add Category](#)

Marks/Companies ☒ Select All

RAIL - RAILINC CORPORATION ☒

Agent Marks/Companies ☒ Select All

RAIL - RAILINC CORPORATION ☒

[Cancel](#) [Save](#)

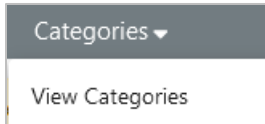
3. Select the **Add Category** button and select a category from the drop-down list appears. One or more categories can be selected per request. Remove a category by selecting the trash icon next to the category that you want to delete.
4. Select the **Marks** and **Agents** for the companies that you want included in this bulk verify request.

5. Select **Save**. The request displays in your list of bulk requests with the PENDING Status. Once the request has run, the **Status** changes to COMPLETED and the **Last Verified Date** is updated. You can create additional requests for different categories/companies as needed.
6. Pending bulk requests run each day at 3:00 AM ET, so the results are not immediately available. If a contact needs to be verified quickly, use the [Viewing Contacts Requiring Verification](#) process to manually verify individual contacts.
7. After the request has completed, you can edit and save the request to re-run it again. If one or more contacts do not verify, the next time you login to FindUs.Rail you'll be automatically taken to a page with the contacts to be verified. If all the contacts verify in your bulk request, no notifications will be sent to contacts upon verification.
8. To remove a request, select the check box for the request you want to delete and select **Delete**.

Working with Categories

The FindUs.Rail repository for company contacts is organized under various categories, each managed by Contact Managers. This section explains the options available on the Categories menu ([Exhibit 31](#)). Use the **Categories** menu to view existing categories.

Exhibit 31. Categories Menu



Viewing Categories

Use the following procedure to view the available category types and the contacts that have been assigned to a designated category:

1. Select **Categories > View Categories**. The Categories page appears ([Exhibit 32](#)).

Exhibit 32. View Categories

Categories

To view or edit a category, click the category name. To view contacts for a category, click the contact total.

Number of records: 64 [Clear Filters](#) [Download](#)

Category Name	Category Function	Contacts	Agencies	Type	Admin.	Search Visib.	Rev. Period	Rev. Grace Period	Last Modified	Modified By
Inspection Quality		24	1	Application	Any	Public	90	14	06-12-2018 14:05:02	ADAMSKI
	Approver	19								
	Owner	2								
	Subscriber	19								
Autopool Repairs		0	0	Committee	Any	Public	90	14	06-03-2020 15:31:20	BSDXK01
	Collection									
	Escalation									
	Invoicing									
	Payment/Remittance									
	Statement of Account									
Car Hire		458	387	Application	Any	Public	90	14	08-27-2008 15:05:17	tjhill

1 to 25 of 64 Page 1 [Go!](#) [Page 1 of 3](#) [Done](#)

2. Perform one of the following actions:
 - Select the **Category Name** link of a listed category to view the details. The Category Details page appears ([Exhibit 33](#)). Then, select **Done** to exit the page.

Exhibit 33. Category Details

Categories

Category ID: IQ

Name: Inspection Quality

Type: Application

Administration By: Any

Search Visibility: Public

Review Period (days): 90

Review Grace Period (days): 14

Description: Contact information for railroad representatives to the Asset Health Common UI Inspection Quality TAG

Created Date: 05-06-2016 15:29:23

Created By: SROBINSO

Last Modified Date: 06-12-2018 14:05:02

Last Modified By: ADAMSKI

Functions

Function ID	Function Name	Description
APPROVER	Approver	Contact that will be approving the subscriber request for detector information
OWNER	Owner	Contact of wayside detector owner
SUBSCRIBER	Subscriber	Contact who is requesting access to detector information

Custom Fields

Field Name	Mandatory?	Data Type
There are no items.		

User ID

User ID

There are no items.

Done

- Select the number of contacts link for a listed category to view category contacts ([Exhibit 34](#)).

Exhibit 34. Select Contacts Total

Category Name	Category Function	Contacts
Inspection Quality		24
	Approver	19
	Owner	2
	Subscriber	19

- The Search Contacts Results page appears. For details, see [Searching Contacts](#) starting in step 7.

Searching Relationships

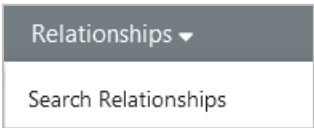
This section explains the options available on the Relationships menu ([Exhibit 35](#)). A relationship can be a mark hierarchy (i.e., parent mark to a child mark), holding company hierarchy or an agency granted through Letter of Authorization (LOA) relationship.

To add an agency, create a LOA with the **Rail Industry Contact Information – FindUs.Rail** category. Allow 5 business days after the LOA has been approved for the agency to be implemented in FindUs.Rail. For more information about the LOA application, see the [LOA User Guide](#).

An agency relationship is needed when one business or administrative division represents another in FindUs.Rail. An agency relationship is set up between a company and the agent(s) for that company. For example, agents typically manage functions such as Car Repair Billing.

Use the **Relationships** menu to search for relationship information.

Exhibit 35. Relationships Menu



Searching Relationships

A Relationship search can be specified by the Company Granting Relationship MARK or Agent MARK. Use the following procedure to search relationship information:

- 1. Select **Relationships > Search Relationships**. The Search Relationship page appears ([Exhibit 36](#)).

Exhibit 36. Search Relationship

A screenshot of the "Search Relationship" page. At the top, it says "Search Relationship" in red. Below this, there are two main search sections separated by a "- OR -" connector. The first section is titled "Company Granting Relationship or Agent" and contains two fields: "Company Type" with a dropdown menu showing "MARK", and "+Company ID/MARK" with a search icon. The second section is titled "Company Granting Relationship" and also contains "Company Type" (dropdown with "MARK") and "+Company ID/MARK" (search icon). Below this, there is an "Agent" section with "Company Type" (dropdown with "MARK") and "+Company ID/MARK" (search icon). At the bottom right, there are three buttons: "Cancel", "Clear", and "Search". A note at the top right states: "+ At least one field indicated by (+) must be specified for search. Relationship search can be specified by either the company granting relationship, the agent, or both."

- 2. Enter the Company ID/MARK field for the Company Relationship, Agent, or both.

Searching Relationships

- Company ID/MARK—Use the drop-down field to select a MARK. Use the field next to the drop-down list to enter a MARK. If needed, select the search icon to search for MARKs. See [Looking up MARKs](#) for details.
- Select **Search** to initiate the records search. The search results appear ([Exhibit 37](#)).

Exhibit 37. Relationship Search Results

Search Relationship						
+ At least one field indicated by (+) must be specified for search. Relationship search can be specified by either the company granting relationship, the agent, or both.						
Results						
Number of records: 2 Clear Filters						
Company Granting Relationship		Agent				
Company ID/ MARK	Company Name	Company ID/ MARK	Company Name	Effective Date	Expiration Date	Created Date
AARW	RAILINC PROGRAM COMMUNICATIN TO TRAIN	AAR	ASSOCIATION OF AMERICAN RAILROADS	08-01-1998	(no exp.)	08-01-1998 00:00:...
AARX	TEMPORARY MOVEMENT PERMIT	AAR	ASSOCIATION OF AMERICAN RAILROADS	06-12-2013	(no exp.)	06-12-2013 09:52:...
1 to 2 of 2 Page 1 Go! < > Page 1 of 1 >						

Note: If your search results are more than 25 records then an additional navigational option appears. Move to other pages of results by entering the desired page number and then select **Go!**. Select the arrow (>) to move to the next page or select the end arrow (>|) to move to the last page of records.

Perform one of the following actions:

- Select the export icon: to save the results as a CSV file.
- FindUs.Rail automatically hides your search criteria. Select the arrow in the Search Relationship section to unhide your search criteria. Select **Search** again to initiate a new relationship search.
- Select **Done** to exit the Search Results page.

Searching MARKs

Use the following procedure to search for MARKs:

1. Select **Search MARKs**. The Search MARKs page appears ([Exhibit 38](#)).

Exhibit 38. Search MARKs

Search MARKs

All fields supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

MARK/Company is considered a Signatory to the AAR Interchange Rules if the MARK Type is one of the following: (PP, RA, RR, RR2, RR3, STC).

MARK

Parent MARK

Company Name

Cancel Clear Search

2. Complete one or more of the available fields:
 - MARK—Enter the 2 to 4-character MARK.
 - Company Name—Enter the specific company name.
 - Parent MARK—If applicable, enter the Parent MARK of the search record.
3. Select **Search** to continue. The Search MARKs Results tab appears ([Exhibit 39](#)).

Exhibit 39. Search MARKs Results

Search MARKs

All fields supports wildcard (*) search. (Example: Joh* = John, Johnson; *ohn = John, *oh* = John, Johnson)

MARK/Company is considered a Signatory to the AAR Interchange Rules if the MARK Type is one of the following: (PP, RA, RR, RR2, RR3, STC).

Results

You may view the MARK hierarchy for a record by clicking its MARK link.

MARK/Company is considered a Signatory to the AAR Interchange Rules if the MARK Type is one of the following: (PP, RA, RR, RR2, RR3, STC).

[MARK Type Reference](#) Number of records: 2 Clear Filters Download

MARK	Company Name	Type	Description	Parent	Eff.	Exp.
AARE	RAILINC CORPORATION - TEST	PP	Property MARK	AARE	08-28-2009	12-31-9999
AARE	RAILINC CORPORATION - TEST	RR	Class 1 Railroad	AARE	08-28-2009	12-31-9999

1 to 2 of 2 Page 1 Go! Page 1 of 1

Note: If your search results in more than 25 records then an additional navigational option appears. Move to other pages of results by entering the desired page number and then select **Go!**. Select the arrow (>) to move to the next page or select the end arrow (>|) to move to the last page of records.

4. Complete one of the following actions:
 - Select the **MARK Type Reference** link to display a quick reference explaining MARK Types ([Exhibit 40](#)).

Exhibit 40. MARK Type Reference

Companies may have one or more MARK types on record.

Type	Description
COMP	Running Repair, Private Owner, or other Company MARK (COMP types will not have Eff./Exp. dates)
PP	Property MARK
RR	Class I Railroad
RR2	Class II Railroad
RR3	Class III Railroad
STC	Switching Terminal Carrier

You may view Interchange Rules if the MA

[MARK Type Reference](#)

[Parent](#)

AARE

AARE

- Select the export icon:  to save the results as a CSV file.
- FindUs.Rail automatically hides your search criteria. Select the arrow in the Search MARKs section to unhide your search criteria. Select **Search** again to initiate a new MARK search.
- Select **Done** to exit the search results screen.
- Select the **MARK** link of a listed mark record to view the parent/child hierarchy of that record ([Exhibit 41](#)).

Exhibit 41. MARK Hierarchy

MARK Hierarchy

RAIL is a parent in the following hierarchy.
[MARK Type Reference](#) Number of record: 2

Parent	Child	Name	Type	Description	Eff.	Exp.
RAIL		RAILINC CORPORATION	PP	Property MARK	02-15-2000	12-31-9999
RAIL		RAILINC CORPORATION	STC	Switch Terminal Carrier	02-15-2000	12-31-9999

[Done](#)

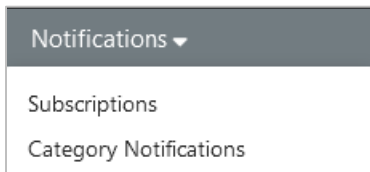
- Select **Done** to exit the MARK Hierarchy page.

Working with Notifications

The Notifications menu allows you to subscribe to email notifications about changes to contact information.

This section describes the options available on the Notifications menu ([Exhibit 42](#)). Use the **Notifications** menu to view and manage subscriptions.

Exhibit 42. Notifications Menu

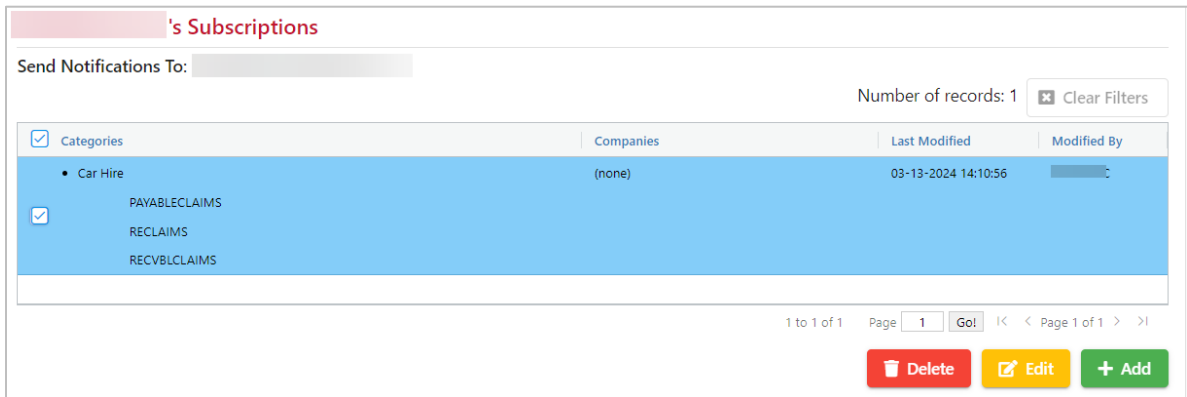


Viewing and Managing Subscriptions

Use the following procedure to view and manage subscriptions:

1. Select **Notifications > Subscriptions**. The Subscriptions page appears showing all current subscriptions ([Exhibit 43](#)).

Exhibit 43. Subscriptions



2. Perform one of the following actions:
 - Select **Add** to add a new subscription (see [Adding Subscriptions](#) below).
 - Select an existing subscription and then select **Edit** to edit that subscription (see [Editing Subscriptions](#)).
 - Select an existing subscription and then **Delete** to delete that subscription. A confirmation message appears. Select **OK** to confirm your decision.

Adding Subscriptions

Use the following procedure to add a subscription:

1. Select **Notifications > Subscriptions**. The Subscriptions page appears showing all current subscriptions ([Exhibit 43](#)).
2. Select **Add**. The Add Subscriptions page appears ([Exhibit 44](#)).

Exhibit 44. Add Subscription

Add Subscription for [Redacted]

Notifications can be specified for categories, functions, companies or all.

Categories	Companies
☐ Category There are no items. + Add Category	☐ Company There are no items. + Add Company

[Cancel](#) [Save](#)

3. You can specify to have the subscription set up for **Categories** or **Companies** by selecting the associated **Add** button underneath either list.
4. Use the input fields to specify either **Categories** or **Companies** to include in the subscription. Select the **Add** or **Delete** buttons to add or remove **Categories** or **Companies** ([Exhibit 45](#)).

Exhibit 45. Adding Categories and Companies to a Subscription

Add Subscription for [Redacted]

Notifications can be specified for categories, functions, companies or all.

Categories	Companies
☐ Category ☐ Customer Service Functions ☐ General ☐ Mexico ☒ United States ☐ Letter of Authorization Functions ☐ All ☐ Auth ☐ Authorizations Delete Category + Add Category	☐ Company ☐ Company Type MARK +Company ID/MARK AAR Delete Company + Add Company

[Cancel](#) [Save](#)

Note: If a company is not selected, the default setting is to send changes for **all** companies.

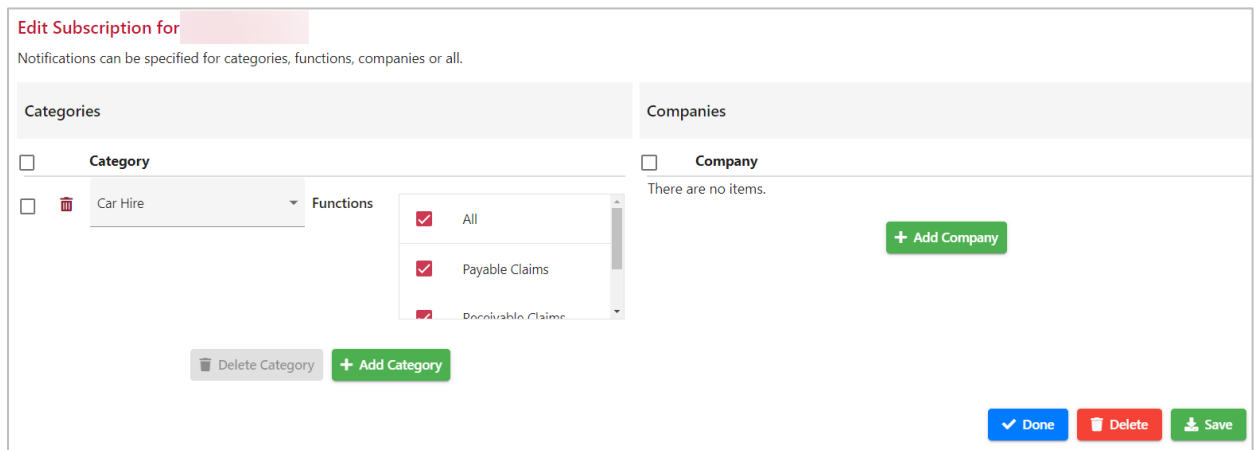
5. Select **Save** to save the created subscription(s).

Editing Subscriptions

Use the following procedure to make changes to a current subscription:

1. Select **Notifications > Subscriptions**. The Subscriptions page appears showing all current subscriptions ([Exhibit 43](#)).
2. Select an existing subscription checkbox and then **Edit**. The Edit Subscriptions page appears ([Exhibit 46](#)).

Exhibit 46. Edit Subscriptions



Edit Subscription for [Redacted]

Notifications can be specified for categories, functions, companies or all.

Categories

☐ **Category**

☐ Car Hire **Functions**

- ☒ All
- ☒ Payable Claims
- ☒ Receivable Claims

Delete Category **+ Add Category**

Companies

☐ **Company**

There are no items.

+ Add Company

Done **Delete** **Save**

3. Modify the subscription set up for Categories or Companies by selecting one or more Category or Company checkboxes and then select **Add** or **Delete**.
4. Perform one of the following actions:
 - Select **Save** to save any completed edits.
 - Select **Delete** to delete the **entire** subscription. A confirmation message appears. Select **OK** to confirm your decision.
 - Select **Done** to exit the Edit Subscription page without saving changes.