



Letter of Authorization (LOA) User Guide



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Welcome to LOA

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

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

Getting Started

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

Exhibit 1. Railinc Home Page and Customer Login

The image shows two screenshots. The top screenshot is the Railinc Home Page, featuring a dark blue header with the Railinc logo on the left and navigation links: Products & Services, Resources, Support, About Railinc, Careers, and Contact Us. A search bar is on the right. A red box highlights the 'CUSTOMER LOGIN' link with an external link icon. The bottom screenshot is the Customer Login page, which has the Railinc logo at the top. Below it is a 'ACCOUNT ACCESS' section with a 'User ID' input field, a 'Password' input field, and a 'Remember me' checkbox. A blue 'Sign In' button is at the bottom of the form, and a link 'Need help signing in?' is at the very bottom.

Register to Use Railinc SSO

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

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

Requesting LOA Access

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

Exhibit 2. LOA Request Permission

Letter of Authorization

Letter of Authorization

1 Select Roles 2 Confirm 3 Done

☐ LOA User

Users in this role will have capability to view and Create Letter of authorization information and will have access to the standard features provided by the Letter of authorization application. This role is intended for Railinc customers only.

Comments...

Return Next 0/255

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

Accessing the Railinc Customer Success Center

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

LOA Interface Overview

General Users Interface and System Requirements

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

LOA Web Interface

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

LOA Web Page Layout

Each page in LOA has the same structure.

Exhibit 3. LOA Web Application Page Layout

The screenshot displays the LOA Web Application interface. The layout includes a header with the Railinc logo (1), application title (2), user information (3), and sign-out link (4). Below the header is a navigation bar with links for My LOAs, Create LOA, Search LOA, LOA Templates, and Help Guides (5). A search bar (6) is also present. The main content area features a table of LOA records with columns for Id, Effective, Expiration, Approval, Grantor, Grantee, Categories, Status, and PDF. The table is filtered by 'Company View' (7) and 'Custom Filters' (8). The bottom of the page includes a footer with links for Legal Notices, Privacy Rights, Contact Us, and Terms Of Use (11). The page also shows pagination information (10) indicating 1 to 100 of 1,411 items.

Id	Effective	Expiration	Approval	Grantor	Grantee	Categories	Status	PDF
106248	11/22/2024	11/22/2025		GREENBRIER MANAGEMENT SERVICES LLC	RAILINC CORPORATION	Equipment Health, Equipment Repair, Loading Authority	SPAPPROVED	
106244	11/20/2024	11/20/2025	11/20/2024	RAILINC CORPORATION - TEST	RAILINC CORPORATION	General Messaging Setup, MD Reports, Tracing, UMLER	APPROVED	
106241	11/19/2024	1/30/2026		WHEELING & LAKE ERIE RAILWAY COMPANY	RAILINC CORPORATION	Clear Path	SPAPPROVED	
106235	11/19/2024	11/20/2024		TESTA TIZIANO	RAILINC CORPORATION	Clear Path, General Messaging Setup	EXPIRED	
106229	11/7/2024	11/20/2024		RAILINC & ENTERPRISE TEST	RAILINC CORPORATION	Asset Utilization, Equipment Advisory System, General Messaging Setup, UMLER	EXPIRED	
106228	11/18/2024	1/30/2026	11/18/2024	WHEELING & LAKE ERIE RAILWAY COMPANY	RAILINC CORPORATION	Clear Path	APPROVED	
106227	11/15/2024	11/16/2025	11/20/2024	WELLS FARGO RAIL	RAILINC CORPORATION	Tracing, UMLER	APPROVED	
106226	11/15/2024	12/8/2025	11/18/2024	WELLS FARGO RAIL	RAILINC CORPORATION	General Messaging Setup	APPROVED	
106225	11/15/2024	11/15/2026	11/15/2024	TESTA TIZIANO	RAILINC CORPORATION	Clear Path, General Messaging Setup	APPROVED	
106223	11/15/2024	11/15/2027	11/15/2024	MARTIN MARIETTA MATERIALS	RAILINC CORPORATION	Equipment Advisory System, Equipment Health	APPROVED	

- 1 **Logo**—Railinc logo. Takes a user to Railinc.com.
- 2 **Application Title**—Name of the application.
- 3 **Sign-On Information**—Shows the currently logged on user.
- 4 **Navigational Links**—Links for the following functions:

- **Launch Pad**—closes LOA and returns to user's Launch Pad page.
 - **Sign Out**—logs out of all SSO applications and returns to the Railinc SSO Login page.
- 5 Main Menu**—The items in this menu allow user to perform the various functions of the application. This includes **My LOAs** (with the ability to manage existing LOAs), **Create LOA**, **Search LOA**, and **Help Guides** (a link to the most current version of this User Guide). There is also a quick search option to enter an LOA ID and select **Search** (see [Enter LOA ID](#)).
 - 6 Action Tabs/Page Title**—Depending on the page, either includes linked tabs (such as displayed here that allows users to filter the types of LOAs being displayed) or a title that indicates the current function or task being executed.
 - 7 Company View**—A consolidated view of all LOAs that exist between your company and other companies.
 - 8 XLS**—Download the current table on the page into a spreadsheet that can be saved.
 - 9 Page Content Area**—The area of the page where data is displayed and tasks are executed (shown outlined with red dashes). These vary and may include a number of different elements, which are described in the next sections.
 - 10 Navigation Links**—Numbered links allow users to move through all of their LOAs page by page as well as determine how many LOAs to display.
 - 11 Contact Us**—Opens a page of contact information for the Railinc Customer Success Center.

Logging In

To log into LOA:

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

Exhibit 4. LOA Home/My LOAs Menu

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

Exhibit 5. LOA Application Menu Functions

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

Logging Out

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

Enter LOA ID

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

1. Enter the **LOA ID** in the **Enter LOA Id** lookup field ([Exhibit 6](#)).
2. Select **Search**. The details page for that LOA is displayed (see [Viewing Search Results](#)).

Exhibit 6. Enter LOA ID Lookup

My LOAs

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

From this page the following actions are possible:

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

Exhibit 7. Tabbed Filtering Tool

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

Exhibit 8. My LOAs

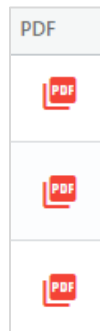
Id	Effective	Expiration	Approval	Grantor	Grantee	Categories	Status	PDF
105887	7/4/2024	5/8/2025	6/18/2024			Tracing	PENDING	
105886	7/12/2024	1/12/2025	11/8/2024			Equipment Health, Equipment Repair, General Messaging Setup, Rail Industry Contact Information - FindUS, Rail, Rate EDI	PENDING	
105885	7/13/2024	12/13/2024	6/17/2024			Asset Utilization, General Messaging Setup, Rail Industry Contact Information - FindUS, Rail, Rate EDI Network (REN)	PENDING	
105884	6/17/2024	6/17/2025	6/18/2024			Equipment Health, Tracing	PENDING	
105880	11/29/2024	11/29/2025	6/17/2024			Equipment Health, Tracing	PENDING	

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

Exhibit 9. LOA IDs

Id
105887
105886
105885 

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

Exhibit 10. PDF Icons

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

Exhibit 11. Numbered Pages

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

Exhibit 12. Number of Records Displayed

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

Exhibit 13. Download Search Results to a Spreadsheet

Create LOA

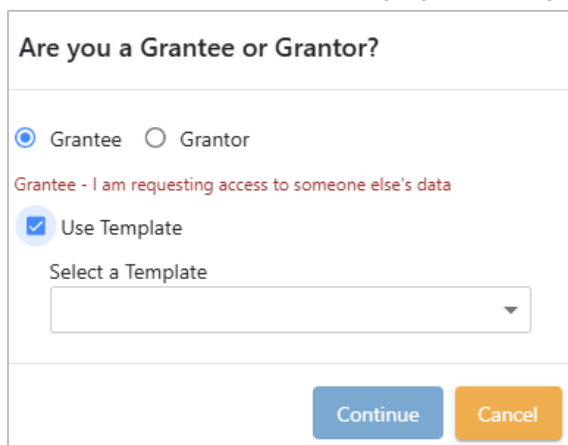
Selecting Grantee/Grantor and Template

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

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

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

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



Note: Here is a brief explanation of the difference in the roles. These explanations are available as a reminder whenever either option is selected.

GRANTEE: requesting access to someone else's data.

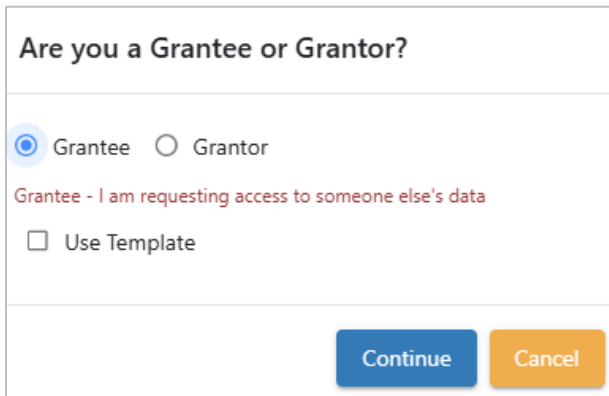
GRANTOR: owner of the data.

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

Creating an LOA

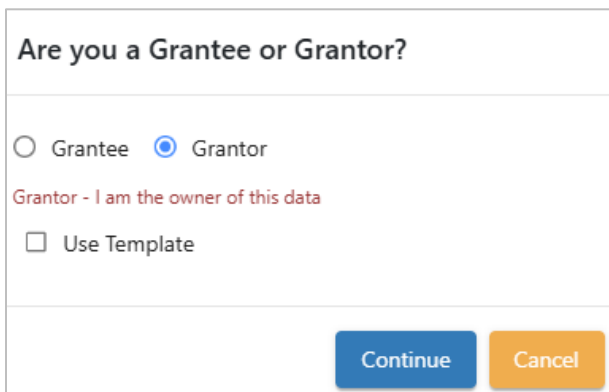
1. Initiate the LOA process by performing the steps in [Selecting Grantee/Grantor and Template](#). Select either **Grantee** or **Grantor** in the pop-up. A tip appears to remind the user of the responsibility for that role. [Exhibit 14](#) shows the tip when **Grantee** is selected and [Exhibit 15](#)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

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



A screenshot of a web form titled "Are you a Grantee or Grantor?". It features two radio buttons: "Grantee" (selected with a blue dot) and "Grantor" (unselected). Below the radio buttons, a red text tip reads "Grantee - I am requesting access to someone else's data". There is a checkbox labeled "Use Template" which is currently unchecked. At the bottom right, there are two buttons: "Continue" (blue) and "Cancel" (orange).

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



A screenshot of a web form titled "Are you a Grantee or Grantor?". It features two radio buttons: "Grantee" (unselected) and "Grantor" (selected with a blue dot). Below the radio buttons, a red text tip reads "Grantor - I am the owner of this data". There is a checkbox labeled "Use Template" which is currently unchecked. At the bottom right, there are two buttons: "Continue" (blue) and "Cancel" (orange).

2. If you want to use a template to create the LOA, select the **Use Template** checkbox. Use the drop-down list to select the desired template (see [Apply Template](#) for further details).
3. Select **Continue**. The Create LOA (Grantee tab) is displayed ([Exhibit 16](#)) when Grantee was initially selected. The Create LOA (Grantor tab) is displayed ([Exhibit 17](#)) when Grantor was initially selected.

Exhibit 16. Create LOA—Grantee Tab with Grantee Selected

1 Grantee 2 Grantor 3 Add Categories 4 Setup Supplemental Information 5 Confirmation

The purpose of this Letter of Authorization is to grant express consent authorizing RAILINC Corp. to provide information to a Third Party. * denotes required

Grantee Information

Company * RAILINC CORPORATION

Grantee Contacts

Primary Contact

Email Required

First Name Required

Last Name Required

Phone Required

Clear

Secondary Contact

Email

First Name

Last Name

Phone

Clear

Tertiary Contact

Email

First Name

Last Name

Phone

Clear

Continue Cancel

Exhibit 17. Create LOA—Grantee Tab with Grantor Selected

1 Grantee 2 Grantor 3 Add Categories 4 Setup Supplemental Information 5 Confirmation

* denotes required

Grantee Company Information

Company *

Grantee Contacts

Primary Contact

Email Required

First Name Required

Last Name Required

Phone Required

Clear

Secondary Contact

Email

First Name

Last Name

Phone

Clear

Tertiary Contact

Email

First Name

Last Name

Phone

Clear

Effective Date

This LOA shall be effective beginning on the date below and shall remain in effect for a maximum of three (3) years from said date. Revalidation of authorization is required every 12 months from the authorization date until the LOA expiration. Either party may terminate this LOA at any time by giving written notice to the other party and RAILINC.

Effective Date Expiration Date

LOA approvals must be received a minimum of seven business days prior to the requested effective date.

Continue Cancel

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

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

5. **If completing the LOA as a Grantor:** Specify an **Effective** and **Expiration Date**. The Effective Date cannot be a date in the past. The LOA shall remain in effect for a maximum of seven (7) years from the specified date. Revalidation of authorization is required every 12 months from the authorization date until the LOA expiration. Either party may terminate this LOA at any time by giving written notice to the other party and Railinc.
6. When ready, select **Continue** or the **Grantor tab indicator at the top of the page**. The Create LOA (Grantor tab) is displayed ([Exhibit 18](#)) when Grantee was initially selected. The Create LOA (Grantor tab) is displayed ([Exhibit 19](#)) when Grantor was initially selected.

Exhibit 18. Create LOA—Grantor Tab with Grantee Selected

1 Grantee 2 Grantor 3 Add Categories 4 Setup Supplemental Information 5 Confirmation

* denotes required

Grantor Company Information

Company

Required

Grantor Contacts

Primary Contact

Email

Required

First Name

Required

Last Name

Required

Phone

Required

Secondary Contact

Email

First Name

Last Name

Phone

Tertiary Contact

Email

First Name

Last Name

Phone

Effective Date

This LOA shall be effective beginning on the date below and shall remain in effect for a maximum of seven (7) years from said date. Revalidation of authorization is required every 12 months from the authorization date until the LOA expiration. Either party may terminate this LOA at any time by giving written notice to the other party and RAILINC.

Effective Date

Expiration Date

LOA approvals must be received a minimum of seven business days prior to the requested effective date.

Exhibit 19. Create LOA—Grantor Tab with Grantor Selected

The purpose of this Letter of Authorization is to grant express consent authorizing RAILINC Corp. to provide information to a Third Party. * denotes required

Grantor Information

Company * RAILINC CORPORATION

☐ Limit LOA by Company or Mark

☐ Limit LOA by Equipment (Tracing Only)

Grantor Contacts

Primary Contact

Email Required

First Name Required

Last Name Required

Phone Required

Clear

Secondary Contact

Email

First Name

Last Name

Phone

Clear

Tertiary Contact

Email

First Name

Last Name

Phone

Clear

Back Save as Draft Continue Cancel

7. Complete the required input fields. A **Primary Contact** is mandatory and the associated email address cannot be a distribution list. It must be a specific individual. The **Secondary** and **Tertiary Contact** inputs are optional, but be aware that all contacts listed on an LOA have the ability to approve/reject the LOA. All contacts listed must also be associated with the Grantor company.
8. **Limit LOA by Company or Mark:** This option is only available for Tracing LOAs, no other categories. In Tracing LOAs, enter the Company field for this option to appear. To limit the scope of the LOA, click the checkbox to see all available marks including the parent, child and holding children and their marks. Click to select the appropriate marks. Typically, limits are made by company/mark or equipment, but on occasion it may be appropriate to use both.

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

The purpose of this Letter of Authorization is to grant express consent authorizing RAILINC Corp. to provide information to a Third Party. *denotes required

Grantor Information

Company * RAILINC CORPORATION

☒ **Limit LOA by Company or Mark**

By selecting "Limit LOA by Company or Mark", I acknowledge that I am limiting the scope of this LOA only to the below companies and/or MARKS. Limiting a LOA should be used when a LOA applies only to a portion of a company's business.

Please select a Mark:

☐ RAILINC CORPORATION
☐ RAIL

☒ **Limit LOA by Equipment (Tracing Only)**

By selecting "Limit LOA by Equipment (Tracing Only)", I acknowledge that I am limiting the scope of this LOA only to the below equipment. Limiting a LOA by Equipment should be used when referencing specific equipment related to Railinc's Tracing application.

Equipment IDs

Equipment Numbers/Range pairs can be added singly (ABCX123456, DEFY1) or as a range (CCXX1-11, CCAX123456-234567, EEEK1-11, MMXX4-73) with a comma delimiter. No special characters allowed. Max equipment = 5000.

Validate Validate & Delete invalid equipment

9. **Limit LOA by Equipment (Tracing Only):** Enter the Company field for this option to appear. To limit the scope of the LOA, enter the appropriate equipment ids individually or in a range. Once equipment id's are entered, click **Validate** or **Validate & Delete invalid equipment**. Valid equipment is equipment that is registered in Umler for the selected company. **Validate** provides a message of the outcome at the top of the screen and **Validate & Delete** removes ids that are not found in Umler. Typically, limits are made by company/mark or equipment, but on occasion it may be appropriate to use both.
10. **If completing the LOA as a Grantee:** Specify an **Effective** and **Expiration Date**. The Effective Date cannot be a date in the past. The LOA shall be effective beginning on the date below and shall remain in effect for a maximum of seven (7) years from the specified date. Revalidation of authorization is required every 12 months from the authorization date until the LOA expiration. Either party may terminate this LOA at any time by giving written notice to the other party and Railinc.
11. When ready, select **Continue** or the **Add Categories** tab at the top of the page. The Create LOA (Add Categories) is displayed ([Exhibit 21](#)) with all categories collapsed.

Exhibit 21. Add Categories

Add Categories

You may select multiple Sub-Categories. You must select at least one.

Categories	Sub-Categories
Asset Utilization	Select sub-categories
Clear Path	Select sub-categories
End of Train Devices	Select sub-categories
Equipment Advisory System	Select sub-categories
Equipment Health	Select sub-categories
Equipment Repair	Select sub-categories
General Messaging Setup	Select sub-categories
ISS- Interline Settlement System	Select sub-categories
Interline	Select sub-categories
Loading Authority	Select sub-categories
MD Reports	Select sub-categories
Positive Train Control	Select sub-categories
Rail Industry Contact Information - FindUS.Rail	Select sub-categories
Rate EDI Network (REN)	Select sub-categories
Reports	Select sub-categories
Switch Settlement Data Exchange	Select sub-categories
Tracing	Select sub-categories
UMLER	Select sub-categories

Back Save as Draft Continue Cancel

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

Exhibit 22. Sub-Category Selection for Equipment Health

Equipment Health

Equipment Repair

General Messaging Setup

ISS- Interline Settlement System

Interline

Loading Authority

MD Reports

Positive Train Control

Select sub-categories

DDCTS

- DDCT Web Service User ID
- DDCTS Handling Carrier Website Access
- DDCTS Shop Website Access
- DDCTS Car MARK Owner Website Access
- Interchange Bureau User Website

Mechanical Reference Repository

- MRR Running Repair Sponsor Website Access
- MRR Car MARK Owner Website Access

Select sub-categories

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

Exhibit 23. Categories and Subcategories (Subject to Change)

ASSET UTILIZATION Car Accounting Self Service (CASS) Car Accounting Self Service Query CASS LAM Creation Car Hire Data Exchange Car Hire Data Exchange (CHDX) Send Car Hire Data Exchange (CHDX) Receive CHDX Negative Payable Web User Car Hire Liability File Car Hire Liability File (CHLF) Payables and Receivables Car Hire Liability File (CHLF) Receivables Car Hire Liability File (CHLF) Payables Car Hire Accounting Rate Master Car Hire Accounting Rate Master (CHARM) Receivables Car Hire Accounting Rate Master (CHARM) Payables Car Hire Rate Negotiation Self Service (CHRNSS) CHRNSS Access - Market Reports CHRNSS Access - Negotiate and Search Receivables CHRNSS Access - Negotiate and Search Payables Transfer of Liability TRAIN26 TRAIN28 1-3 TRAIN28 6-8 TRAIN28 CPY10 TRAIN28 CPY20 TRAIN28 CPY30 TRAIN29 LCS SWADM52 TRAIN61 TRAIN62 TRAIN63 TRAIN69ALL 10 TRAIN69ALL 20 TRAIN69ALL 30 TRAIN69ALL 40 TRAIN69ALL 50 TR69CHG 10 TR69CHG 20 TR69CHG 30 TR69CHG 40 TR69CHG 50 TR69HOM 10 TR69HOM 20 TR69HOM 30 TR69HOM 40 TR69HOM 50 TR69ONH Tank Car Mileage Equalization Tank Car Mileage Equalization Invoices Tank Car Mileage Equalization Reports Original Cost Self-Service (OCSS) OCSS User OCSS Read-Only User CLEAR PATH Sound Transit END OF TRAIN DEVICES End of Train Device Asset Visibility – Location and Status Message Access RATE EDI NETWORK (REN) Rate EDI Network (REN) Rate EDI Network (REN) Access REN Web	RAIL INDUSTRY CONTACT INFORMATION - FINDUS.RAIL FindUs.Rail Website Access FindUs.Rail Web Services Access TRACING Car Location Message (CLM) Waybill(417) Hazmat Waybill UMLER Equipment Registry Website Access Web Services Component Registry Website Access TRAIN II Equipment Updates EQUIPMENT HEALTH EHMS EHMS Web Services User ID EHMS Notifications EHMS Website Access EHMS Detector Reads DDCTS Interchange Bureau User Website DDCT Web Service User Id DDCTS Shop Website Access DDCTS Car MARK Owner Website Access DDCTS Handling Carrier Website Access EHV EHV Website Access Mechanical Reference Repository MRR Car MARK Owner Website Access MRR Running Repair Sponsor Website Access GENERAL MESSAGE SETUP TRAIN Messaging TRAIN58 EDACK51 Flip Flop Table TRAIN50 TRAIN51 TRAIN53 Forward & Store Waybill Submissions and Receipt (SW417 or SWAYB) General Messaging Message Switching ISS - INTERLINE SETTLEMENT SYSTEM Interline Settlement System EQUIPMENT ADVISORY SYSTEM Report Inspections via Web Services Equipment Advisory Website Access LOADING AUTHORITY Loading Authority (OT-57) – Railroad User Loading Authority (OT-57) – Fleet Manager Loading Authority (OT-57) – Equipment Owner MD REPORTS MD-11 MD-11 Private Car Owner MD-11 Manufacturer/Reconditioner MD-115 MD-115 Manufacturer SWITCH SETTLEMENT DATA EXCHANGE SSDX Send SSDX Receive INTERLINE SCRS SCRS File Maintainer CIF CIF File Maintainer
---	---

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

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

Exhibit 24. Setup Supplemental Information Tab

Setup Supplemental Information

Please use "Apply to all" button to copy the sub category set up information to all relevant fields. If you do not click "Apply to all", please note information entered in this section will not appear on the LOA.

MARK Click Select Button

SSO Click Search Button

Selected Categories

Mechanical Reference Repository

MRR Running Repair Sponsor Website Access

MARK Click Select Button Information is required

SSO Click Search Button Information is required

MRR Car MARK Owner Website Access

MARK Click Select Button Information is required

SSO Click Search Button Information is required

UMLER® (Web Access, Service and UMLER® Train-II)

Equipment Registry Website Access

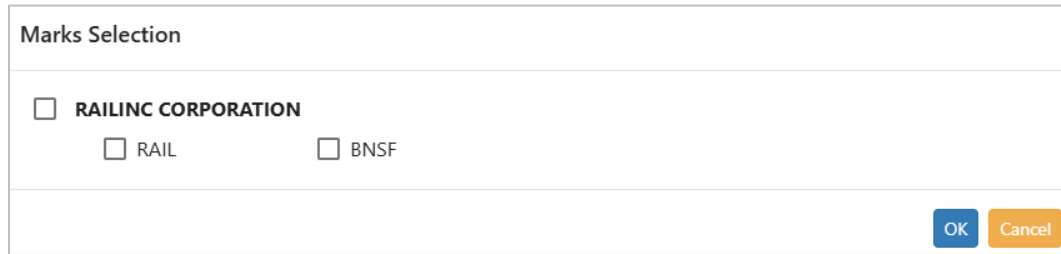
MARK Click Select Button Information is required

SSO Click Search Button Information is required

Customer Notes

Additional notes about this LOA

15. At the top of the page, the **Setup Supplemental Information** section allows you to select/add additional information related to the setup of the selected categories. This information varies by category, but can include marks, SSO IDs, agent marks, tracing options, etc. Enter or look up **Marks** and **SSO** IDs which can then be subsequently applied to all the categories selected on the previous step.
- When the **Select** button for **Mark** is selected, the **Marks Selection** look up is displayed ([Exhibit 25](#)) allowing you to choose available marks. Selecting **Apply to All** applies all available marks.

Exhibit 25. Marks Selection Look Up


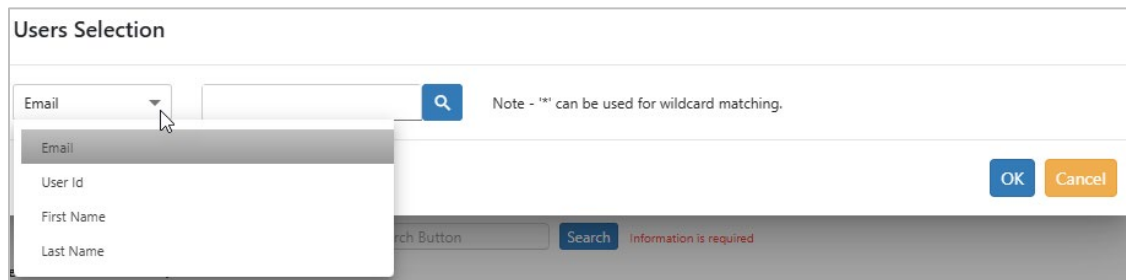
Marks Selection

☐ **RAILINC CORPORATION**

☐ RAIL ☐ BNSF

OK Cancel

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

Exhibit 26. Users Selection Look Up


Users Selection

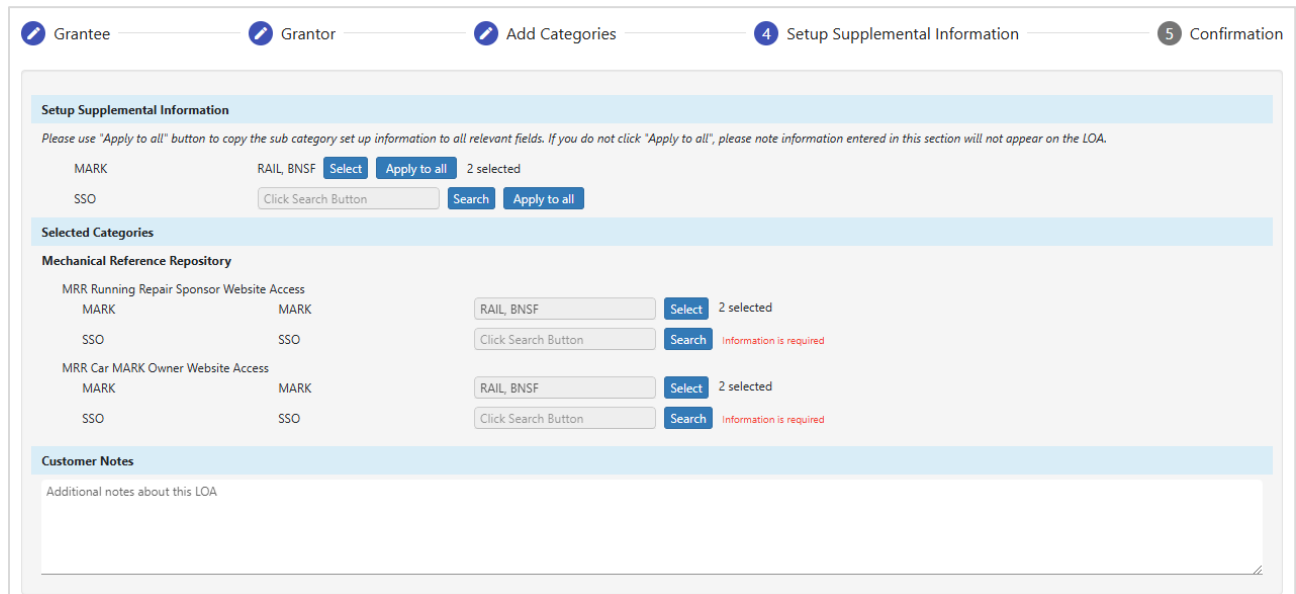
Email Note - "*" can be used for wildcard matching.

Email
User Id
First Name
Last Name

OK Cancel

Search Button Search Information is required

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

Exhibit 27. Setup Supplemental Information With Marks Applied to All


Grantee Grantor Add Categories **4 Setup Supplemental Information** 5 Confirmation

Setup Supplemental Information

Please use "Apply to all" button to copy the sub category set up information to all relevant fields. If you do not click "Apply to all", please note information entered in this section will not appear on the LOA.

MARK RAIL, BNSF **Select** **Apply to all** 2 selected

SSO **Search** **Apply to all**

Selected Categories

Mechanical Reference Repository

MRR Running Repair Sponsor Website Access

MARK MARK **Select** 2 selected

SSO SSO **Search** Information is required

MRR Car MARK Owner Website Access

MARK MARK **Select** 2 selected

SSO SSO **Search** Information is required

Customer Notes

Additional notes about this LOA

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

18. Once relevant details are assigned to each selected category, select **Continue**.
19. Review the LOA for accuracy and use the **Back** button (bottom left) or the LOA tabs at the top to update information as needed.

Exhibit 28. Review LOA Details

Grantee Grantor Add Categories Setup Supplemental Information **5 Confirmation**

Please review the below LOA before submission. Select the "Back" button to modify the LOA. If you are satisfied with the contents below, please select the "Submit" button to finish creating the LOA.
 Effective From: 2024-11-25 Expires On: 2025-11-25

Grantee Information

Company RAILINC CORPORATION - TEST

Grantee Contacts

Primary Contact	Secondary Contact	Tertiary Contact
Email john.smith@railinc.com	Email	Email
First Name JOHN	First Name	First Name
Last Name SMITH	Last Name	Last Name
Phone 9195551212	Phone	Phone

Grantor Information

Company RAILINC CORPORATION

Grantor Contacts

Primary Contact	Secondary Contact	Tertiary Contact
Email csc@railinc.com	Email	Email
First Name CSC	First Name	First Name
Last Name Team	Last Name	Last Name
Phone 877-724-5462	Phone	Phone

Selected Categories:

- Equipment Health
 - Mechanical Reference Repository
 - MRR Running Repair Sponsor Website Access
 - MRR Car MARK Owner Website Access

Supplemental Information:

- Equipment Health
 - MRR Running Repair Sponsor Website Access
 - Supplemental Setup Information
 - MARK : RAIL
 - SSO : AWSSYSID
 - MRR Car MARK Owner Website Access
 - Supplemental Setup Information
 - MARK : RAIL
 - SSO : AWSSYSID

☐ "I understand that the items on this LOA may result in access or data that has fees associated with it." Please refer to the [Railinc Price List](#) for more information on these fees.

☐ "I confirm that I have read, understood, and agree to Railinc's [Terms of Use](#), and further acknowledge and agree that Railinc may change the [Terms of Use](#) from time to time in its discretion and that I will be bound by such changes in connection with my use of the products and services described herein."

Back Save as Draft Submit Cancel

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

Exhibit 29. Submitted LOA

✓ LOA 106250 has been successfully submitted. An email will be sent for approval.

Clone LOA

Revoke LOA

LOA # 106250

Status: PENDING

Effective From: 2024-11-25

Expires On: 2025-11-25

Grantee Information

Company

RAILINC CORPORATION - TEST

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

Search LOA

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

Exhibit 30. Search for Letters of Authorization

Search criteria include:

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

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

Viewing Search Results

The Search Results table has several controls for navigation.

Exhibit 31. LOA Search Results

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

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

When viewing search results:

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

Viewing Documents

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

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

Exhibit 32. Attached PDF Document Window

Letter Of Authorization - 106228

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

Grantee Information
Name:
Company: RAILINC CORPORATION
Email:
Phone:

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

Selected Categories

Category	SubCategory Group	SubCategory	Supplemental Info
Clear Path	Clear Path	CLEARPATH	

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

E-Signature By:

Date: 11-18-2024

2. To print the document, select the Acrobat print icon (or press **Ctrl + P**), and send to local printer.
3. When finished viewing the document, close the browser window.

Viewing Approved LOAs

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

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

Exhibit 33. View of Approved LOA with Limit

Clone LOAEdit LOARevoke LOARenew LOA

LOA # 106223Status: APPROVEDEffective From: 2024-11-15Expires On: 2027-11-15

Grantee Information

CompanyRAILINC CORPORATION

Grantee Contacts

Primary Contact

Email

First Name

Last Name

Phone

Secondary Contact

Email

First Name

Last Name

Phone

Tertiary Contact

Email

First Name

Last Name

Phone

Grantor Information

CompanyMARTIN MARIETTA MATERIALS

Limit LOA by Company or Mark

MARTIN MARIETTA MATERIALS

MACX, MMAX, MWAX

Grantor Contacts

Primary Contact

Email

First Name

Last Name

Phone

Secondary Contact

Email

First Name

Last Name

Phone

Tertiary Contact

Email

First Name

Last Name

Phone

Selected Categories:

Equipment Advisory System

Equipment Advisory System

Equipment Advisory Website Access

Report Inspections via Web Services

Supplemental Information:

Equipment Advisory System

Equipment Advisory Website Access

Supplemental Setup Information

SSO : BSSXM03

MARK : MACX

Report Inspections via Web Services

Supplemental Setup Information

MARK : MACX, MMAX

SSO : BSSXM03

Clone LOAEdit LOARevoke LOARenew LOA

2. Choose an action as shown below:

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

LOA User Guide

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Revised August 2025

Managing LOAs

Approving/Rejecting LOAs

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

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

Exhibit 34. LOA Pending Approval

✓ Approve LOA ✗ Reject LOA 📄 Clone LOA 🕒 Revoke LOA			
LOA # 106253	Status: PENDING	Effective From: 2024-11-25	Expires On: 2025-12-31

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

Revoking LOAs

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

1. Conduct a search for the LOA to be revoked. See [Search LOA](#) for instructions. Approved LOAs can also be accessed from the **Approved** tab on the My LOAs page and pending LOAs can be accessed from the **Submitted** tab (see [My LOAs](#)).
2. From the displayed results, select the row of a pending or approved LOA. The View LOA page is displayed ([Exhibit 35](#)).

Exhibit 35. View of LOA with Clone and Revoke options

Clone LOA

 Revoke LOA

LOA # 106250
Status: SPAPPROVED
Effective From: 2024-11-25
Expires On: 2025-11-25

Grantee Information

Company RAILINC CORPORATION - TEST

Grantee Contacts

Primary Contact

Email john.smith@railinc.com

First Name JOHN

Last Name SMITH

Phone 9195551212

Secondary Contact

Email

First Name

Last Name

Phone

Tertiary Contact

Email

First Name

Last Name

Phone

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

Editing LOAs

To edit an LOA:

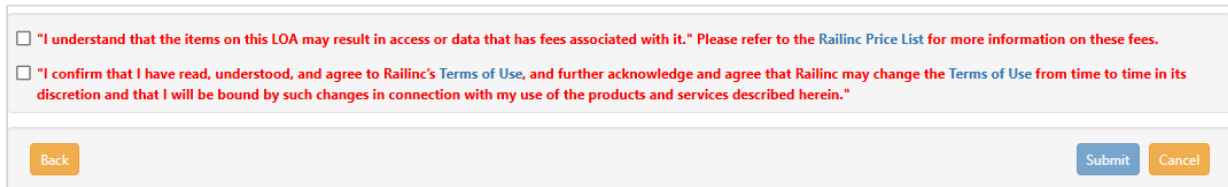
1. Conduct a search for the LOA to be edited. See [Search LOA](#) for instructions. LOAs can also be accessed from the tabs on the My LOAs page (see [My LOAs](#)).
2. Select the row of a displayed LOA to be edited. The View LOA page is displayed.
3. Select the **Edit LOA** button.

Exhibit 36. Edit Categories

Categories	Sub-Categories
Asset Utilization	Select sub-categories ▼
Clear Path	Select sub-categories ▼
End of Train Devices	Select sub-categories ▼
Equipment Advisory System	Select sub-categories ▼
Equipment Health	Select sub-categories ▼
Equipment Repair	Select sub-categories ▼
General Messaging Setup	(1) ▼
ISS- Interline Settlement System	Select sub-categories ▼
Interline	Select sub-categories ▼
Loading Authority	Select sub-categories ▼
MD Reports	(2) ▼
Positive Train Control	Select sub-categories ▼
Rail Industry Contact Information - FindUS.Rail	Select sub-categories ▼
Rate EDI Network (REN)	Select sub-categories ▼
Reports	Select sub-categories ▼
Switch Settlement Data Exchange	Select sub-categories ▼
Tracing	(1) ▼
UMLER	(1) ▼

[Continue](#)

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

Exhibit 37. Submit

☐ "I understand that the items on this LOA may result in access or data that has fees associated with it." Please refer to the [Railinc Price List](#) for more information on these fees.

☐ "I confirm that I have read, understood, and agree to Railinc's [Terms of Use](#), and further acknowledge and agree that Railinc may change the [Terms of Use](#) from time to time in its discretion and that I will be bound by such changes in connection with my use of the products and services described herein."

[Back](#) [Submit](#) [Cancel](#)

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

Cloning LOAs

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

To clone an existing LOA:

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

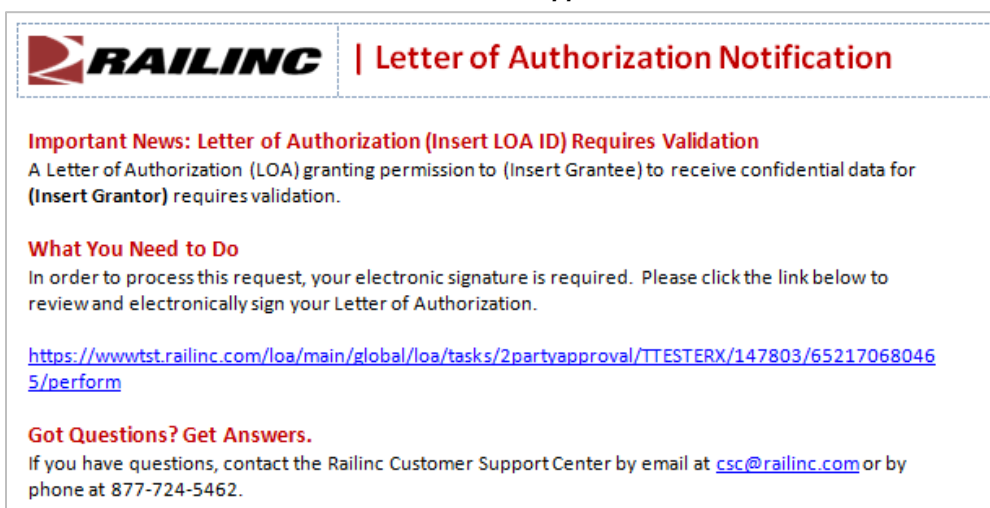
Revalidating LOAs

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

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

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

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



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

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

Expiring LOAs

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

Renewing LOAs

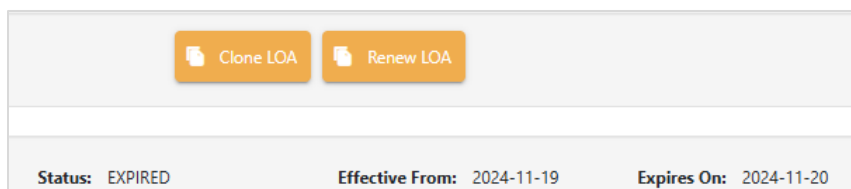
When a LOA has expired, the LOA application provides a way to automatically copy and replace an existing LOA with the status of **Expired**, **Revalidate** and **Approved** using the renew option. A renewed LOA is a replacement of the original LOA. This means that the renewed LOA will be given a new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

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

To use the renew option:

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

Exhibit 39. Renew LOA Button



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

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

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

4. The **Grantor Information** cannot be updated. The **Grantor Contacts** and **Effective/Expiration Dates** can be edited; make any appropriate changes. Dates cannot be in the past. Click **Continue**.
5. **Selected Categories** cannot be updated. When you're ready to submit the LOA, select the checkbox to agree to the statement at the bottom, and select **Submit** (or **Back** to make changes to the dates or contacts or **Cancel** to cancel the LOA).
6. When the LOA is successfully submitted, a green message appears at the top with the number of the (new) LOA. The LOA goes through the same approval process and when the renewal has been successfully approved by the other party and Railinc, the original (revalidate or approved) LOA automatically expires.

Exhibit 40. LOA Submitted

✓ LOA 106253 has been successfully submitted. An email will be sent for approval.

 Clone LOA

Status: PENDING
Effective From: 2024-11-25
Expires On: 2025-12-31

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

Exhibit 41. LOA Email Notification



RAILINC | Letter of Authorization Notification

Important News: Letter of Authorization 101327 Has Been Approved

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

What You Need to Do

Please review the details below:

RAILINC CORPORATION has permission to receive the following data:

- Tracing:Car Location Message (CLM)

Railinc will direct communications to the Grantor listed below:

Grantor Contact : First Name Last Name

Grantor Contact Phone: 5555555555

Grantor Contact Email: test@railinc.com

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

Please allow 5 business days for implementation.

Got Questions? Get Answers.

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

LOA Templates

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

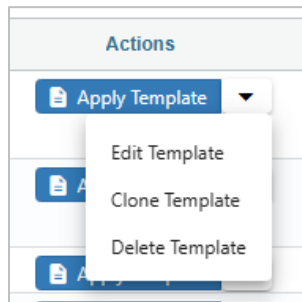
Exhibit 42. LOA Templates

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

Here is an overview of actions possible from this page:

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

Exhibit 43. Template Actions



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

View Template

To view the details of an existing template:

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

Exhibit 44. Template Name Hyperlink to View Template

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

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

Exhibit 45. View LOA Template

Apply TemplateEdit TemplateClone TemplateDelete Template

Template: My New TemplateEffective From: 2020-07-29Expires On: 2021-07-29

Grantee Information

CompanyRAILINC CORPORATION

Grantee Contacts

Primary Contact

EmailFirst NameLast NamePhone

Secondary Contact

EmailFirst NameLast NamePhone

Tertiary Contact

EmailFirst NameLast NamePhone

Grantor Information

Company

Grantor Contacts

Primary Contact

EmailFirst NameLast NamePhone

Secondary Contact

EmailFirst NameLast NamePhone

Tertiary Contact

EmailFirst NameLast NamePhone

Selected Categories:

Rate EDI Network (REN)

FRGHTRATE
RENFreight

Supplemental Information:

Rate EDI Network (REN)

Apply TemplateEdit TemplateClone TemplateDelete Template

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

- c. **Clone Template:** Select this button to initiate the process of creating a copy of the displayed template (see [Clone Template](#)).
- d. **Delete Template:** Select this button to delete the displayed template. A confirmation message appears asking you to confirm your decision to delete the displayed template. Select **Yes** to proceed with deleting the displayed LOA.

Add LOA Template

To create a new template:

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

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

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

Apply Template

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

To apply a template from the LOA Templates page:

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

Exhibit 47. Apply Template Button

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

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

Edit Template

To edit an existing LOA template:

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

Exhibit 48. Edit LOA Template

The purpose of this Letter of Authorization is to grant express consent authorizing RAILINC Corp. to provide information to a Third Party. * denotes required

Name *

Grantee Information

Company

Grantee Contacts

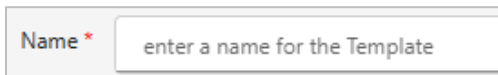
Primary Contact	Secondary Contact	Tertiary Contact
Email	Email	Email
First Name	First Name	First Name
Last Name	Last Name	Last Name
Phone	Phone	Phone
Clear	Clear	Clear

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

Clone Template

To clone (copy) an existing LOA template:

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

Exhibit 49. LOA Template Name FieldA screenshot of a web form field. On the left, the text "Name" is followed by a red asterisk. To the right is a text input box containing the placeholder text "enter a name for the Template".

Name *	enter a name for the Template
--------	-------------------------------

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

Appendix A—Category Descriptions

SubCategory	Description or Usage
ASSET UTILIZATION	
Car Accounting Self Service (CASS)	Car Accounting Self Service Query: This access allows users to query events in the Car Accounting Self Service System. An SSO ID is required for this access. CASS LAM Creation: This access allows for the creation of Liability Acceptance Messages only. An SSO ID is required for this access.
Car Hire Data Exchange (CHDX)	Car Hire Data Exchange (CHDX) Send: Must be received prior to the scheduled monthly run. Requires 5 business days for setup. CHDX supports the periodic (post-operation) exchange of information to clarify payables and receivables. This is a monthly exchange of time and mileage payment information. This access is only for Railroad Marks. Car Hire Data Exchange (CHDX) Receive: Must be received prior to the scheduled monthly run. Requires 5 business days for setup. CHDX supports the periodic (post-operation) exchange of information to clarify payables and receivables. This is a monthly exchange of time and mileage payment information. This access is for Railroad and Private Marks. CHDX Negative Payable Web User: Must be received prior to the scheduled monthly run. Changes that are made after this time will not be used in the settlement and will be effective the following month. This role enables users to set their negative payable thresholds each month. This access is for Railroads and Private Marks.
Car Hire Liability File (CHLF)	Car Hire Liability File (CHLF) Payables and Receivables: This access is for CHLF participants only. Car Hire Liability File (CHLF) Receivables: This access is for CHLF participants only. Car Hire Liability File (CHLF) Payables: This access is for CHLF participants only.
Car Hire Accounting Rate Master	Car Hire Accounting Rate Master (CHARM) Receivables: Must be received prior to the 1st of each month. Requires 5 business days for setup CHARM helps users manage and understand the costs of rail car use and repair. CHARM is the official source of time and mileage rates on freight cars. Car Hire Accounting Rate Master (CHARM) Payables: Must be received prior to the 1st of each month. Requires 5 business days for setup CHARM helps users manage and understand the costs of rail car use and repair. CHARM is the official source of time and mileage rates on freight cars.
Car Hire Rate Negotiation Self Service (CHRNSS)	CHRNSS Access - Market Reports: The CHRNSS Access - Market Reports application allows users to run <i>billable</i> reports designed to provide information on car hire rates paid in predefined or user-supplied rate ranges. An SSO ID is required for this access. CHRNSS Access - Negotiate and Search Receivables: Process used by railroads to negotiate car hire rates for the use of equipment. CHRNSS Access - Negotiate and Search Payables: Process used by railroads to negotiate car hire rates for the use of equipment.

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

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

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

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

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

Appendix A—Category Descriptions

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