



*LOA System Update*

# *What is LOA?*

- Web-based application that enables users to manage all aspects of their LOAs
- Required per Railinc's data access policy
- Policy designed to protect customer data

# *Why and when are we updating?*

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- To implement LOAs at the company level
- To improve usability
- To add requested functionality
- New system release in February

# *What functionality is Railinc adding?*

- System based on company hierarchy
- Grantors have ability to use LOA system
- Ability to manage LOAs from dashboard
- Ability to create templates

## *What do I need to do?*

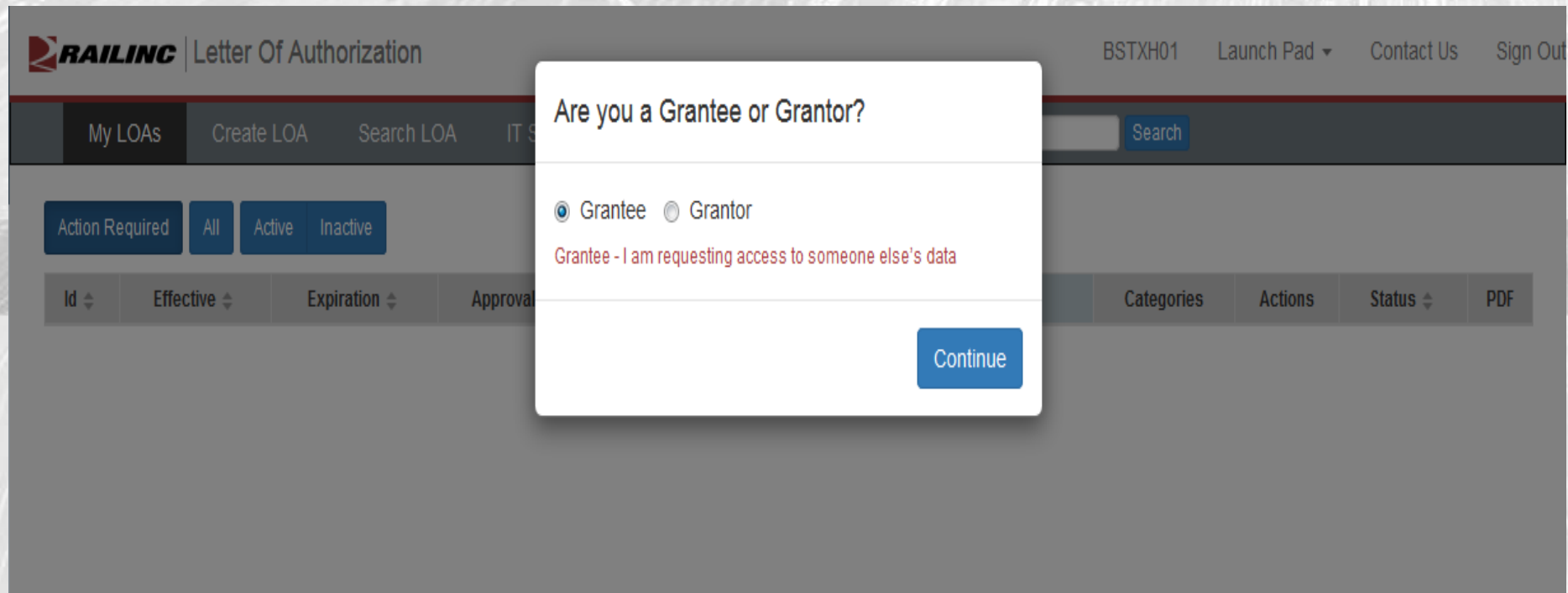
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- No action is required on your part
- Railinc will migrate all current and in-progress LOAs to the new system.
- If legacy LOAs are needed, Railinc will contact you in Q1.

The background is a collage of grayscale images related to technology and infrastructure. It includes a close-up of a printed circuit board (PCB) with various components, a network of fiber optic cables, and a complex network of railway tracks. A large, thin white circle is overlaid on the left side of the image. A horizontal red line is positioned near the top, and a dark gray horizontal band is behind the text.

# *Create LOA*

# Create LOA



The screenshot shows the RAILINC web application interface for creating a Letter of Authorization (LOA). The page title is "Letter Of Authorization" and the user ID is "BSTXH01". The navigation menu includes "My LOAs", "Create LOA", "Search LOA", and "IT S". The main content area has a search bar and a "Search" button. Below the search bar are filters for "Action Required" (All, Active, Inactive) and a table with columns for "Id", "Effective", "Expiration", and "Approval". The table has sub-headers for "Categories", "Actions", "Status", and "PDF". A modal dialog box is displayed in the center, asking "Are you a Grantee or Grantor?". The dialog has two radio buttons: "Grantee" (selected) and "Grantor". Below the radio buttons is a red text warning: "Grantee - I am requesting access to someone else's data". A blue "Continue" button is at the bottom right of the dialog.

RAILINC | Letter Of Authorization

BSTXH01 Launch Pad ▾ Contact Us Sign Out

My LOAs Create LOA Search LOA IT S

Search

Action Required All Active Inactive

Id Effective Expiration Approval

Categories Actions Status ▾ PDF


Are you a Grantee or Grantor?

Grantee  Grantor

Grantee - I am requesting access to someone else's data

Continue

# Create LOA Contact Information

 Letter Of Authorization Launch Pad ▾ Contact Us Sign Out

My LOAs **Create LOA** Search LOA IT Support LOA ID  Search

GRANTEE GRANTOR ADD CATEGORIES SET UP CATEGORIES

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

**Grantee Information**

Company

Address line 1  Address line 2  Postal

Country  City  State

**Grantee Information**

**Primary Contact**

First Name

Last Name

Email

Phone

**Secondary Contact**

First Name

Last Name

Email

Phone

**Third Contact**

First Name

Last Name

Email

Phone



# Create LOA Contact Information



GRANTEE

GRANTOR

ADD CATEGORIES

SET UP CATEGORIES

## Grantor Company Information

Company	<input type="text" value="ABC LOGISTIC INC"/>		
Address line 1	<input type="text" value="16720 CHESTNUT ST UNIT A"/>	Address line 2	<input type="text"/>
Country	<input type="text" value="US - United States"/>	City	<input type="text" value="CITY OF INDUSTRY"/>
		Postal	<input type="text" value="91748"/>
		State	<input type="text" value="CA - California"/>

## Grantor Information

Primary Contact	Secondary Contact	Third Contact
Email <input type="text" value="bob.jones@fakeemail.com"/>	Email <input type="text"/>	Email <input type="text"/>
First Name <input type="text" value="Bob"/>	First Name <input type="text"/>	First Name <input type="text"/>
Last Name <input type="text" value="Jones"/>	Last Name <input type="text"/>	Last Name <input type="text"/>
Phone <input type="text" value="910-555-5252"/>	Phone <input type="text"/>	Phone <input type="text"/>
<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>

## Effective Date

*his 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.

# Create LOA Categories

My LOAs

Create LOA

Search LOA

IT Support

LOA ID

Search

GRANTEE

GRANTOR

ADD CATEGORIES

SET UP CATEGORIES

## Categories

Car Hire - CHARM, CHDX, CHLF, Tank Car Mileage

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

Equipment Health (EHMS, EQR and DDCT)

General Messaging Setup

Interline Services

Freight Rate Information (REN)

Early Warning/Maintenance Advisory (EWMA) System

Rail Industry Contact Information - FindUS.Rail

Tracing

Equipment Repair Car Repair Billing (CRB)

Loading Authority

Switching Settlement Data

Locomotive Repair Billing (LRB)

## Sub-categories:

Select sub-categories ▾

(1) ▾

✓ Select All

✕ Select None

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

Umler Component Registry Website Access

Umler Equipment Registry Website Access ✓

Umler TRAIN II Equipment Updates

Umler Web Services

❗ Umler Equipment Registry Website Access

Select sub-categories ▾

Select sub-categories ▾

Select sub-categories ▾

Select sub-categories ▾

Select sub-categories ▾

Select sub-categories ▾

Back

Save as Draft

Continue

# Create LOA Category Confirmation

My LOAs

Create LOA

Search LOA

IT Support

LOA ID

Search

GRANTEE

GRANTOR

ADD CATEGORIES

SET UP CATEGORIES

Please note sub-category setup information may change outside the LOA system during the life of the LOA.

**Car Hire - CHARM, CHDX, CHLF, Tank Car Mileage**

- SWADM 52

EQUIP DESCRIPTION

Enter equipment



MARK DESCRIPTION

Search

Information is required.

PARTY DESCRIPTION

 PTE  PTW  PTR

SSO DESCRIPTION

Search

Information is required.

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

- Umler Component Registry Website Access
- Umler Equipment Registry Website Access

Back

Submit











*High-Level Functionality*

# Managing LOAs


[My LOAs](#)
[Create LOA](#)
[Search LOA](#)
[IT Support](#)

 LOA ID 

[Action Required](#)
[All](#)
[Approved](#)
[In-Progress](#)
[Expired/Rejected](#)

Id ▾	Effective ▾	Expiration ▾	Approval ▾	Grantor Company ▾	Grantee Company ▾	Categories	Status ▾	PDF
1000	11-02-2015	11-02-2016		TORPEDO MARKETING INC	RAILINC CORPORATION		DRAFT	
1007	11-02-2015	11-02-2016		TORPEDO MARKETING INC	RAILINC CORPORATION	UMLER(Web Access, Service and UMLER Train-II)	PENDING	
1012	11-02-2015	11-02-2016		TOBY ENTERPRISES INC	RAILINC CORPORATION	Car Hire - CHARM, CHDX , CHLF, Tank Car Mileage	PENDING	
1013	11-02-2015	11-02-2016		WORLD TRANSPORTATION	RAILINC CORPORATION	Loading Authority	PENDING	
1021	11-02-2015	11-02-2016		RAILINC CORPORATION	AAR CORP	Loading Authority	PENDING	
1023	11-02-2015	11-02-2016		MARKETING SERVICES INC	RAILINC CORPORATION	Loading Authority	PENDING	
1026	11-02-2015	11-02-2016		ASSOCIATION OF AMERICAN RAILROADS	RAILINC CORPORATION	Tracing,UMLER(Web Access, Service and UMLER Train-II)	PENDING	
1028	11-02-2015	11-02-2016		RAILINC CORPORATION	REED BARLEY STORAGE LLC		DRAFT	

# Searching LOAs

My LOAs Create LOA Search LOA IT Support

LOA ID  Search

### Search for Letters of Authorization

Category	<input type="text"/>	Effective from	<input type="text"/>	Effective to	<input type="text"/>
Status	<ul style="list-style-type: none"><li>2nd Party Approved</li><li>2nd Party Rejected</li><li>Approved</li><li>Canceled</li></ul>	Expiration from	<input type="text"/>	Expiration to	<input type="text"/>
Mark/CIF	<input type="text"/>	Grantor	<input type="text"/>	Grantee	<input type="text" value="Railinc"/>

### Search Results

Id	Status	Grantee Company	Grantor Company	Effective	Expire	Categories
1013	PENDING	RAILINC CORPORATION	WORLD TRANSPORTATION	11-02-2015	11-02-2016	-
1023	PENDING	RAILINC CORPORATION	MARKETING SERVICES INC	11-02-2015	11-02-2016	-
1007	PENDING	RAILINC CORPORATION	TORPEDO MARKETING INC	11-02-2015	11-02-2016	-
1026	PENDING	RAILINC CORPORATION	ASSOCIATION OF AMERICAN RAILROADS	11-02-2015	11-02-2016	-
1026	PENDING	RAILINC CORPORATION	ASSOCIATION OF AMERICAN RAILROADS	11-02-2015	11-02-2016	-
1000	DRAFT	RAILINC CORPORATION	TORPEDO MARKETING INC	11-02-2015	11-02-2016	-
1012	PENDING	RAILINC CORPORATION	TOBY ENTERPRISES INC	11-02-2015	11-02-2016	-
1029	PENDING	RAILINC CORPORATION	MARKETING SOLUTIONS LLC	11-02-2015	11-02-2016	-

10 25 50 100

# *Notifications*

- Sent for expiration and revalidation at 45, 30, 14, 7, 1 day(s)
- All others are sent real time

# Templates

My LOAs

Create LOA

LOA Templates

Search LOA

Category Admin

Email Templates

IT Support

Enter LOA Id

Template Name <span>↕</span>	Last Updated <span>↕</span>	Creation Date <span>↕</span>	Actions
Car Hire template	12/11/2015	01/02/2015	<input type="button" value="Create LOA"/> <span>▼</span>
Tracing template	11/29/2015	04/22/2014	<input type="button" value="Create LOA"/> <span>▼</span>
Loading Authority template	04/30/2015	04/12/2015	<input type="button" value="Create LOA"/> <span>▼</span>



# Templates

[My LOAs](#)[Create LOA](#)[LOA Templates](#)[Search LOA](#)[Category Admin](#)[Email Templates](#)[IT Support](#)

● GRANTEE

● ADD CATEGORIES

● SET UP CATEGORIES

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

### Grantee Information

Company

Address line 1

Address line 2

Postal

Country

City

State

### Grantee Information

#### Primary Contact

Email

First Name

Last Name

Phone

#### Secondary Contact

Email

First Name

Last Name

Phone

#### Third Contact

Email

First Name

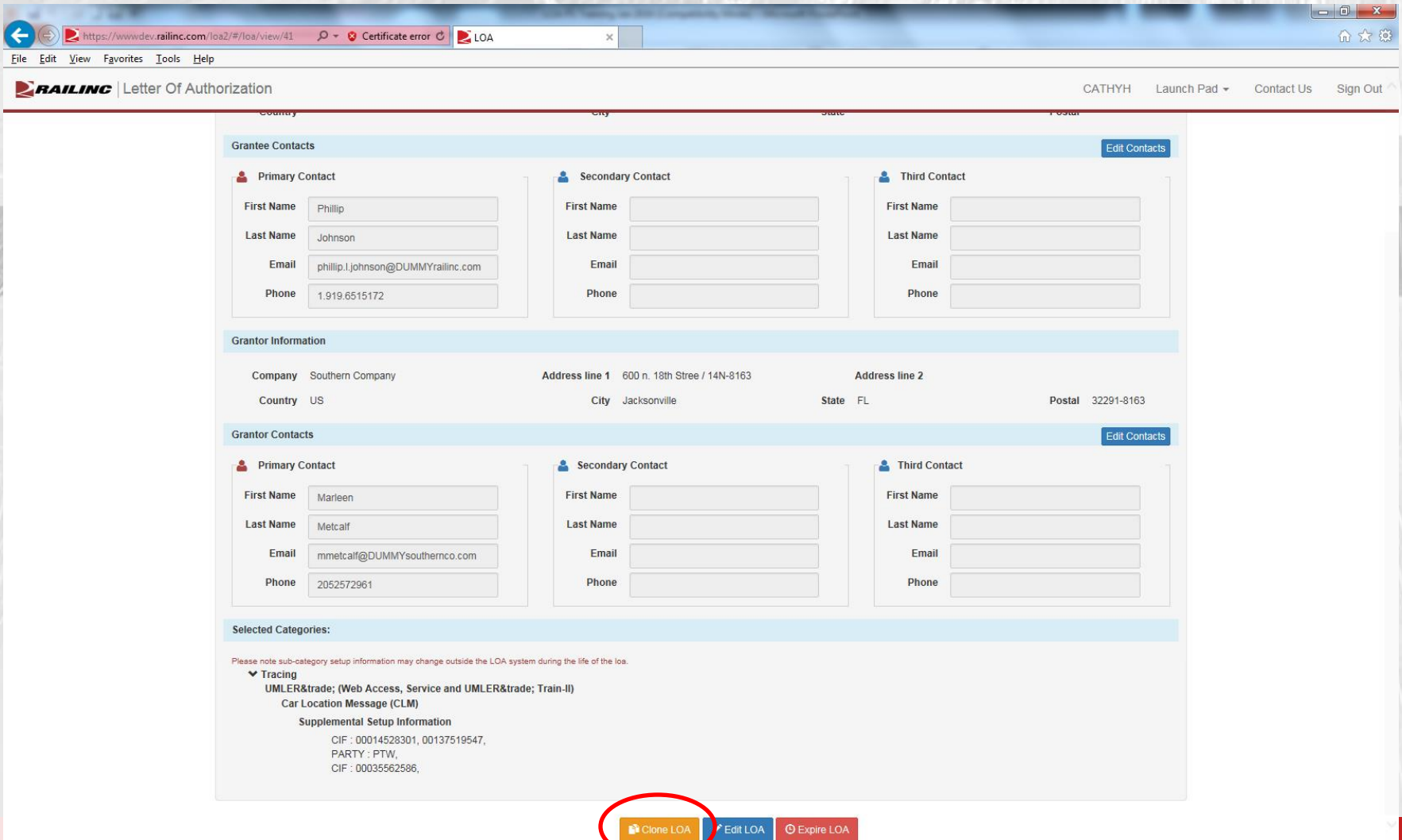
Last Name

Phone

# *Edit*

- Ability to edit contacts and categories
- If categories are removed, no approval is necessary
- If categories are added, LOA must go through the approval process

# Clone an LOA



Country City State Postal

### Grantee Contacts

[Edit Contacts](#)

<b>Primary Contact</b>	<b>Secondary Contact</b>	<b>Third Contact</b>
First Name: Phillip	First Name: <input type="text"/>	First Name: <input type="text"/>
Last Name: Johnson	Last Name: <input type="text"/>	Last Name: <input type="text"/>
Email: phillip.j.johnson@DUMMYrailinc.com	Email: <input type="text"/>	Email: <input type="text"/>
Phone: 1.919.6515172	Phone: <input type="text"/>	Phone: <input type="text"/>

### Grantor Information

Company: Southern Company	Address line 1: 600 n. 18th Stree / 14N-8163	Address line 2: <input type="text"/>
Country: US	City: Jacksonville	State: FL
	Postal: 32291-8163	

### Grantor Contacts

[Edit Contacts](#)

<b>Primary Contact</b>	<b>Secondary Contact</b>	<b>Third Contact</b>
First Name: Marleen	First Name: <input type="text"/>	First Name: <input type="text"/>
Last Name: Metcalf	Last Name: <input type="text"/>	Last Name: <input type="text"/>
Email: mmetcalf@DUMMYSouthernco.com	Email: <input type="text"/>	Email: <input type="text"/>
Phone: 2052572961	Phone: <input type="text"/>	Phone: <input type="text"/>

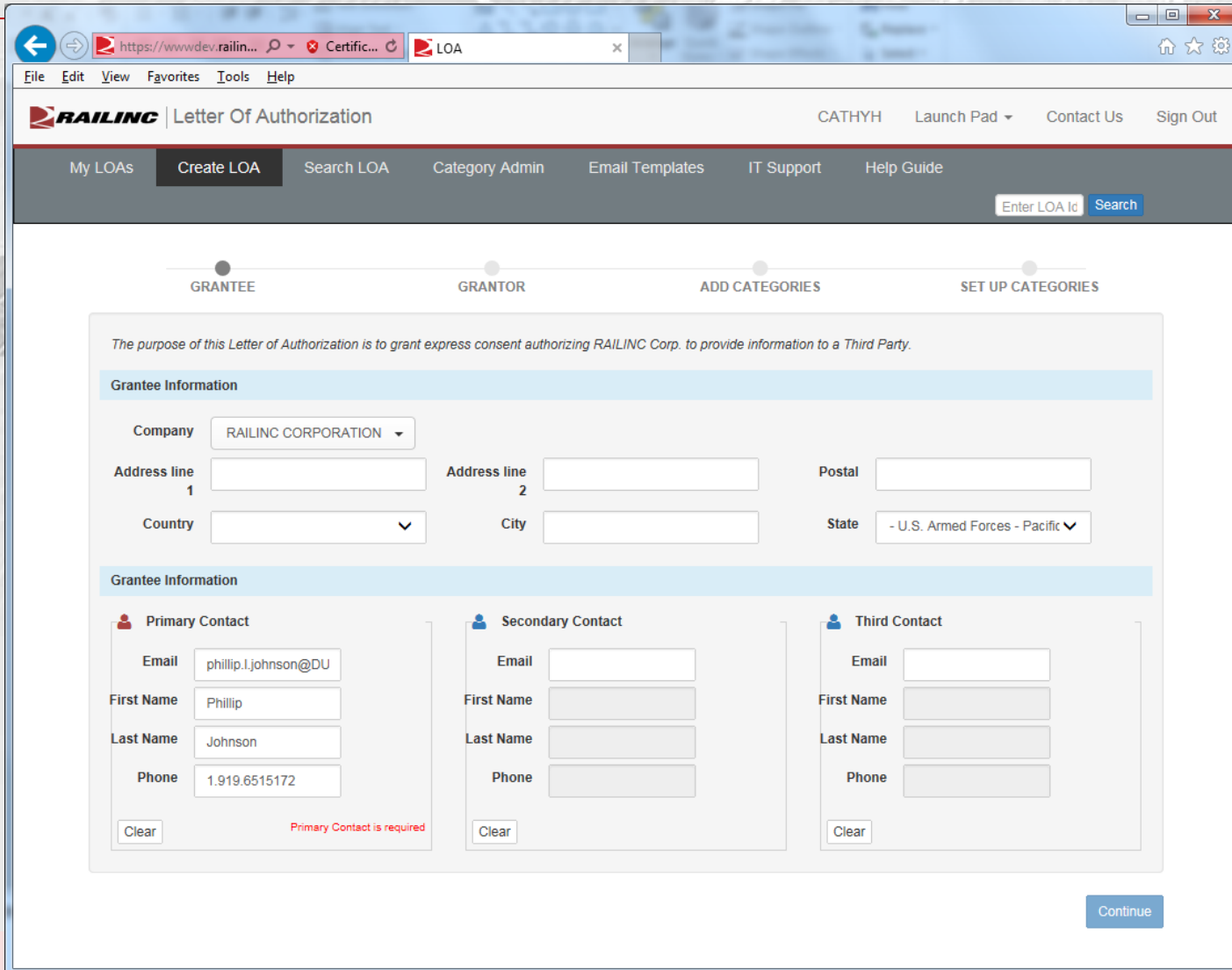
### Selected Categories:

Please note sub-category setup information may change outside the LOA system during the life of the loa.

- Tracing
  - UMLER&trade; (Web Access, Service and UMLER&trade; Train-II)
  - Car Location Message (CLM)
  - Supplemental Setup Information
    - CIF : 00014528301, 00137519547,
    - PARTY : PTW,
    - CIF : 00035562586,

[Clone LOA](#) [Edit LOA](#) [Expire LOA](#)

# Clone an LOA



https://wwwdev.railinc... Certific... LOA

File Edit View Favorites Tools Help

**RAILINC** | Letter Of Authorization CATHYH Launch Pad Contact Us Sign Out

My LOAs **Create LOA** Search LOA Category Admin Email Templates IT Support Help Guide

Enter LOA Id Search

GRANTEE GRANTOR ADD CATEGORIES SET UP CATEGORIES

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

**Grantee Information**

Company RAILINC CORPORATION

Address line 1 Address line 2 Postal

Country City State - U.S. Armed Forces - Pacific

**Grantee Information**

**Primary Contact** **Secondary Contact** **Third Contact**

Email phillip.l.johnson@DU Email

First Name Phillip First Name

Last Name Johnson Last Name

Phone 1.919.6515172 Phone

Clear Primary Contact is required Clear Clear

Continue



***NEXT STEPS***

# Next Steps

- Training materials will be available on Railinc's website:  
[www.railinc.com/rportal/letters-of-authorization](http://www.railinc.com/rportal/letters-of-authorization)
  - These slides will posted there
  - Web demos will be available
- We will work with you to fill in legacy LOAs

*Questions?*