

The Letter of Authorization (LOA) application enables companies to grant third-party users access to their data for a variety of purposes, including shipment and asset management. Users can electronically submit, approve, expire, revoke, and renew letters of authorization. Users who frequently create LOAs can create LOA templates and then apply the templates to efficiently create new LOAs.

## Select LOA Templates and Click Add LOA Template Button

My LOAs	Create	e LOA Seam	HLOA I	OA Templates	Help Guid	e e	nter LOA Ie 🔍				
Add LOA Template Template Name :	Role :	Company =	Grantor Company	Created 8	1	Created On :	Updated By		Modified On :	Action	20
loanine		20010	Company	LOAUSE		03-17-2016	document		09-28-2016	Apply Temp	
LOA - Tech WR	GRANTEE			SROBIN	50	03-17-2016	SROBINS	0	03-17-2016	Apply Temp	lete -

## Select Grantee or Grantor



## Name the Template

GRANTEE		GRANTOR	GRANTOR ADD		SET UP CATE	SET UP CATEGORIES	
The purpose of th	his Letter of Authoritation is to grant expre	ss consent authorizing RAIL/	IC Corp. to provide information	to a Third Party		* denotes in	
Name *	Inter a name for the Templete		-				
Grantee Informa	ation		-4				
Company	RAILING CORPORATION .		-				
Address line 1	7001 WESTON PKWY STE 200	Address line 2		Postal	275132125		
Country	US - United States	• City	CARY	State	NC - North Cerolina		
Grantee Contac	ts						
Primary Co	ontact	Seconda	ry Contact	👗 Tertia	ry Contact		
Email		Email		En	ail		
First Name		First Name		First Na	ne		
Last Name		Last Name		Last Na	ne		
Phone		Phone		Pho	ne		
Clear		Clear		Clear			

## **Modify Existing Information as Needed**

	•					SET UP CATEGORIES	
-	GRANTEE	GRANTOR	VC Corp to provide international	ADD CATEGORIES	SET UP CAT	EGORGES	
Grantee Informa			ac cop in prono (c	a conditional party	4	-	
Company*	RAILING CORPORATION +	4			•		
ddress line 1*	7001 WESTON PKWY STE 200	Address line 2		Postal *	275132125		
Country *	US - United States	+ City*	CARY	State *	NC - North Carolina	*	
Grantee Contac	ta						
A Primary Contact		👗 Seconda	iry Contact	La Tertiary Contact			
Email	michael.bowser@railinc.com	Email		Email			
First Name	Michael	First Name		First Name			
Last Name	Boater	Last Name		Last Name			
Phone	9099999999	Phone		Phone			
Clear		Clear		Clear			

Use the following procedure to create and apply an LOA template:

- From the LOA application Home page, select LOA Templates.
- 2 Select Add LOA Template, which is displayed at the top LOA Templates page.
- On the resulting popup, select whether you are a Grantee or Grantor and select Continue. (Most LOA creators are Grantees requesting access to information from a Grantor.) The Create LOA Template page is displayed.
- On the Grantee tab, enter a name for the template you want to create.

Complete any or all fields on all four tabs of the Create LOA Template page. Select **Continue** to move to the next tab. Unless you are creating a template to use for the same Grantor repeatedly, leave the fields on the Grantor tab blank. You can leave the Add Categories tab blank or select Sub-Categories to use for your template, adding as many was you want. You can leave the supplemental information on the Set Up Categories tab blank or set up the Sub-Categories to use for your template, adding as many as you want.

Select **Save Template** at the bottom of any tab to save the LOA Template.

Refer to the <u>Letter of Authorization User Guide</u> for more information. Contact Railinc's Customer Success Center at 1-877-RAILINC (1-877-724-5462) or <u>csc@railinc.com</u> if you need assistance.