

CIRCULAR OT-5

Getting Setup for: Circular OT-5

The following document lays out the steps required by the Circular OT-5 user to get started using Railinc's Circular OT-5 system.

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Circular OT-5

GETTING SETUP FOR: CIRCULAR OT-5

Circular OT-5 is a complete replacement of the previous Railinc OT-5 system. Circular OT-5 is used by any party to request permission to load private equipment on the railroad. The equipment must be approved for potential loading by submitting a Circular OT-5 application to the line haul carrier for the loading location. The new system provides a centralized, paperless process for submitting an OT-5 application. Also, a pre-authorization form that will allow the submitter to get preliminary authorization is supported. The system will allow approvers of Circular OT-5 applications and pre-authorizations to approve/reject using a web based interface instead of the old paper system. In addition, the system will support data integrity by receiving automated updates from the Railinc Customer Identification File (CIF), the Centralized Station Master (CSM) and Umler/EMIS. For more information please see the additional links below.

What is this document? This is not a system usage document. Documentation on how to use Railinc's Circular OT-5 system is available within the help menu once you access the system. This document outlines the setup tasks required to use the Circular OT-5 system.

I. CIRCULAR OT-5 USERS

The Circular OT-5 system has three main roles; Submitter, Approver and Reviewer. Each role has unique responsibilities and security levels.

Submitter Role: Companies that will be loading private equipment will submit Circular OT-5 applications and/or pre-authorizations to the line haul carrier for approval to load the equipment. The following is required to become a Circular OT-5 submitter:

- 1) Set up a Railinc.com user profile (only if a current profile does not exist)
- 2) Request access to Circular OT-5.

Approver/Reviewer Role: Circular OT-5 approvers and reviewers will receive both Circular OT-5 applications and/or pre-authorizations that are submitted through the Railinc's OT-5 system. Each line haul carrier may have multiple approvers and reviewers. It is recommended that each line haul carrier set up a primary and a backup approver. The reviewer role will allow the Circular OT-5 user to add comments to an application or pre-authorization application. The reviewer role will not have the ability to approve an application or pre-authorization. The following is required to become a Circular OT-5 approver/reviewer:

- 1) Set up a Railinc.com user profile (only if a current profile does not exist)
- 2) Request access to Circular OT-5

3) Request access to FindUs.Rail.

4) Create a FindUs,Rail profile. More information on FindUs.Rail is documented in section IV, V and the appendices.

II. SETTING UP A RAILINC.COM USER PROFILE

If you already have access to Railinc applications and have a Railinc.com user profile (userid/password) on Railinc's Single Sign On (SSO) portal, **please skip to section III, REQUESTING ACCESS TO CIRCULAR OT-5.** If you do not have a Railinc user profile within Railinc's SSO portal or you have additional questions please read further. A Railinc user profile is needed in order to access the Circular OT-5 system. The following instructions will guide you through setting up your profile on Railinc.com.

Step 1) Go to www.railinc.com (see below), Click 'Register Here' found below the 'SSO Login' link.

The screenshot shows the Railinc Corporation website home page. The browser address bar displays "Railinc Corporation | Home". The website header includes the Railinc logo and navigation links for "Sign In", "Careers", and "Contact Us". A red navigation bar contains "ABOUT RAILINC", "PRODUCTS & SERVICES", "COLLABORATION", and "REFERENCE FILES". A search bar is located to the right of the navigation bar. Below the navigation bar is a large banner image of a train on tracks in a mountainous landscape. On the right side, there is an "ACCOUNT ACCESS" section with fields for "User ID:" and "Password:", and buttons for "SSO Login" and "Register Here". The "Register Here" button is circled in yellow. Below the banner, there are sections for "QUICK LINKS", "LATEST NEWS", "RAILINC SHORT LINE INDEX", "UMLER EQUIPMENT INDEX", and "PRODUCTS & SERVICES".

QUICK LINKS

- Umler/EMIS
- Industry Reference Files
- Products and Services Overview
- Work at Railinc - Careers
- Committees and Communities

LATEST NEWS

[Railinc Debuts Equipment Index](#)
Nov. 1 - Railinc launched today the Umler Equipment Index, a quarterly analysis of the rail equipment fleet.

[Railinc Price List Now Online](#)
Oct. 25 - Railinc's 2009 General Price List is now available online.

[Newsroom](#)

Welcome to Railinc.com

Railinc is the railroad industry's most innovative and reliable resource for IT and information services. We support business processes and provide business intelligence that help railroads and rail equipment owners increase productivity, achieve operational efficiencies and keep their assets moving.

RAILINC SHORT LINE INDEX

September 2008 - 384,069
September 2007 - 375,918

Carloads Increase; Waste and Scrap Climbs, Motor Vehicles Drops.
[See details](#)

UMLER EQUIPMENT INDEX

2nd Qtr 2008 - 2,040,098
3rd Qtr 2008 - 2,040,295

North American Equipment Fleet Holds Steady During Third Quarter
[See details](#)

ACCOUNT ACCESS

User ID:

Password:

[SSO Login](#)

[Register Here](#)

[Forgot Password?](#)

[Forgot User ID?](#)

PRODUCTS & SERVICES

Umler/EMIS

View useful Umler stats and reports and see EMIS project updates.

REFERENCE FILES

FindUs.Rail

Quickly find contacts from railroads and car owners across the industry.

CONTACT US

CUSTOMER SUPPORT CENTER

1-877-RAILINC
csc@railinc.com

7001 Weston Parkway
Ste. 200, Cary, NC 27513
(877) 724-5462

Step 2) Please click 'Continue'.

RAILINC

Careers | Contact Us

ABOUT RAILINC | **PRODUCTS & SERVICES** | **COLLABORATION** | **REFERENCE FILES**

IMPORTANT

Before You Register...

If you have already registered with the system to access one or more applications, then you do not have to register again.

If you want to request additional applications, you may do so after [signing in](#).

Otherwise, if this is your first time seeking access, you may continue.

Continue **Cancel**

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Done Trusted sites 100%

Step 3) After reading the Terms of Service, click 'Accept' to go to next screen.

Railinc Single Sign On

Careers | Contact Us

RAILINC

ABOUT RAILINC | PRODUCTS & SERVICES | COLLABORATION | REFERENCE FILES

Step 1 | Agree to the Terms of Service

Step 2 | Complete contact information

Step 3 | Request access to applications (optional)

Terms of Service

Be sure to read the Terms of Service below as they cover the terms and conditions that apply to your use of this website or affiliated Railinc web sites (the "Service," "Website," or "Site"). Railinc Corp. ("Railinc") may change the Terms of Service from time to time. By continuing to use the Service following such modifications, you agree to be bound by such modifications to the Terms of Service. If you have questions or wish to report a violation of these Terms of Service, please contact info@railinc.com. These terms were last updated on August 26, 2004.

General Terms and Conditions

In consideration of use of the Service, you agree to: (a) provide true, accurate, current and complete information about yourself as prompted by any Railinc registration form, and (b) to maintain and update this information to keep it true, accurate, current and complete. If any information provided by you is untrue, inaccurate, not current or incomplete, Railinc has the right to terminate your account and refuse any and all current or future use of the Service. You agree not to resell or transfer the Service or use of or access to the Service (or any portion thereof, including the unauthorized reselling or transferring of access to restricted content on the Service).

You acknowledge and agree that you must: (a) provide for your own access to the World Wide Web and pay any service fees associated with such access, and (b) provide all equipment necessary for you to make such connection to the World Wide Web, including a computer and modem or other access device.

By using the Railinc.com web site or other affiliated Railinc web sites, including any third party web sites, applets, software, and content contained therein, you agree that use of the Service is entirely at your own risk. THE SERVICE IS PROVIDED "AS IS," WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTY FOR INFORMATION, DATA, SERVICES, UNINTERRUPTED ACCESS, OR PRODUCTS PROVIDED THROUGH OR IN CONNECTION WITH THE SERVICE. SPECIFICALLY, RAILINC DISCLAIMS ANY AND ALL WARRANTIES, INCLUDING, BUT NOT LIMITED TO: (1) ANY WARRANTIES CONCERNING THE AVAILABILITY, ACCURACY, USEFULNESS, OR CONTENT OF INFORMATION, PRODUCTS OR

Accept Decline

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Step 4) Follow the directions on the screen below carefully. There are specific rules for creating your User Id and Password. Fill out all necessary fields on the page. The last field on the page will identify your employer. Please refer to the next step to fill out the Employer field.

Railinc Single Sign On

Careers | Contact Us

RAILINC

ABOUT RAILINC | PRODUCTS & SERVICES | COLLABORATION | REFERENCE FILES

Step 1 | Agree to the Terms of Service

Step 2 | Complete contact information

Step 3 | Request access to applications (optional)

Complete User Profile

Contact Info | User Background

User ID Requirements:

- Must be capitalized.
- Must be between 6 and 8 characters long.
- Can contain any alphanumeric characters.
- Can contain hyphens (-) and underscores (_).

Password Requirements:

- Must be between 6 and 8 characters long.
- Must contain at least one number.
- Must contain at least one upper case alpha character.
- Must contain at least one lower case alpha character.
- Your password cannot be your user id.
- Your password cannot contain your first or last name.

Red field names represent mandatory fields.

IMPORTANT NOTE: All new User IDs must be capitalized. While signing in, you must remember to capitalize your User ID.

User Id

Check to see if this User ID is available

Password

Confirm Password

Confirm Password must exactly match the Password.

You must choose a security question and answer. If you forget your password, the system will ask you your security question and require that you answer it exactly as you type it in below.

Personal Question

Personal Answer

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Step 5) Please enter your company name, or your company MARK/SCAC (Standard Carrier Alpha Code) and select your company. If you are a line haul carrier the MARK/SCAC you select will be the same MARK/SCAC you will use for your setup in 'Find.Us.Rail'.

If your company is not found in the 'Search' function you will need to create a company ID (Private MARK or company identifier) with Railinc in order to proceed.

To obtain your company ID (Private MARK or company identifier) please contact Private.Marks@railinc.com or Railinc customer service (csc@railinc.com, 1.800.544.7245). There is a one-time initial charge of \$500 USD for setting up a company ID with Railinc. The company ID is crucial to the Circular OT-5 system's features. Once created, it can be used for all other Railinc systems.

NOTE: Do **not** click the link for 'Is your company not listed?', as this path allows you to continue with your user registration but does not generate a company ID for you.

Railinc Single Sign On

Telephone
Intl Code: [] Area Code: 919 Number: 111-123 Ext: []
Fax: [] [] []

Email Address
[]
Please ensure the accuracy of your email address.
Example: yourname@company.com

Primary Employer
(No employer chosen)
Enter search criteria. Can be part of a company name or company ID.
[] Search
Select Company Cancel
Continue Cancel

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Step 6) Select the radio button for your company, click 'Select Company', after clicking 'Select Company' you click 'Continue' (see below).

NOTE: If you do not click 'Select Company' you will receive an error.

Telephone

Intl Code	Area Code	Number	Ext.
<input type="text"/>	919	111-123	<input type="text"/>

Fax

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Email Address

Please ensure the accuracy of your email address.
Example: yourname@company.com

Primary Employer (No employer chosen)

Enter search criteria. Can be part of a company name or company ID.

RAILINC [is your company not listed?](#)

- A000 RAILINC RUNNING REPAIR MARK
- AARE RAILINC Umler Test Company
- MFX RAILINC UMLER GROUP
- RAIL RAILINC CORPORATION

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Step 7) At this point you should receive an email at the email address you specified in the prior screen. Your next task is to request access to the Circular OT-5. Please click on 'Continue To Step 3' to request access.

The screenshot shows a web browser window titled "Railinc Single Sign On". The page features the Railinc logo and a navigation menu with four tabs: "ABOUT RAILINC", "PRODUCTS & SERVICES", "COLLABORATION", and "REFERENCE FILES". A progress bar indicates the user's current status: Step 1 (Agree to the Terms of Service) and Step 2 (Complete contact information) are completed, while Step 3 (Request access to applications (optional)) is the current step, indicated by a red arrow. Below the progress bar, a section titled "Confirmation Email Sent" states that a profile confirmation email has been sent to salil.soman@railinc.com. It instructs the user to verify the profile details within 14 days. At the bottom of the page, there are two buttons: "Continue To Step 3" (highlighted with a yellow circle) and "Stop Here". The footer includes logos for APTA and the Association of American Railroads, along with a navigation menu and copyright information.

III. REQUESTING ACCESS TO CIRCULAR OT-5

In this task you will request access to the Circular OT-5.

IMPORTANT: You will need to enter your Employer's ID on the next screen, (the 4 character MARK/SCAC, or Company Identifier, as in 'RAIL' as in the example below).

RAILINC Careers | Contact Us

ABOUT RAILINC PRODUCTS & SERVICES COLLABORATION REFERENCE FILES

Request Application Access

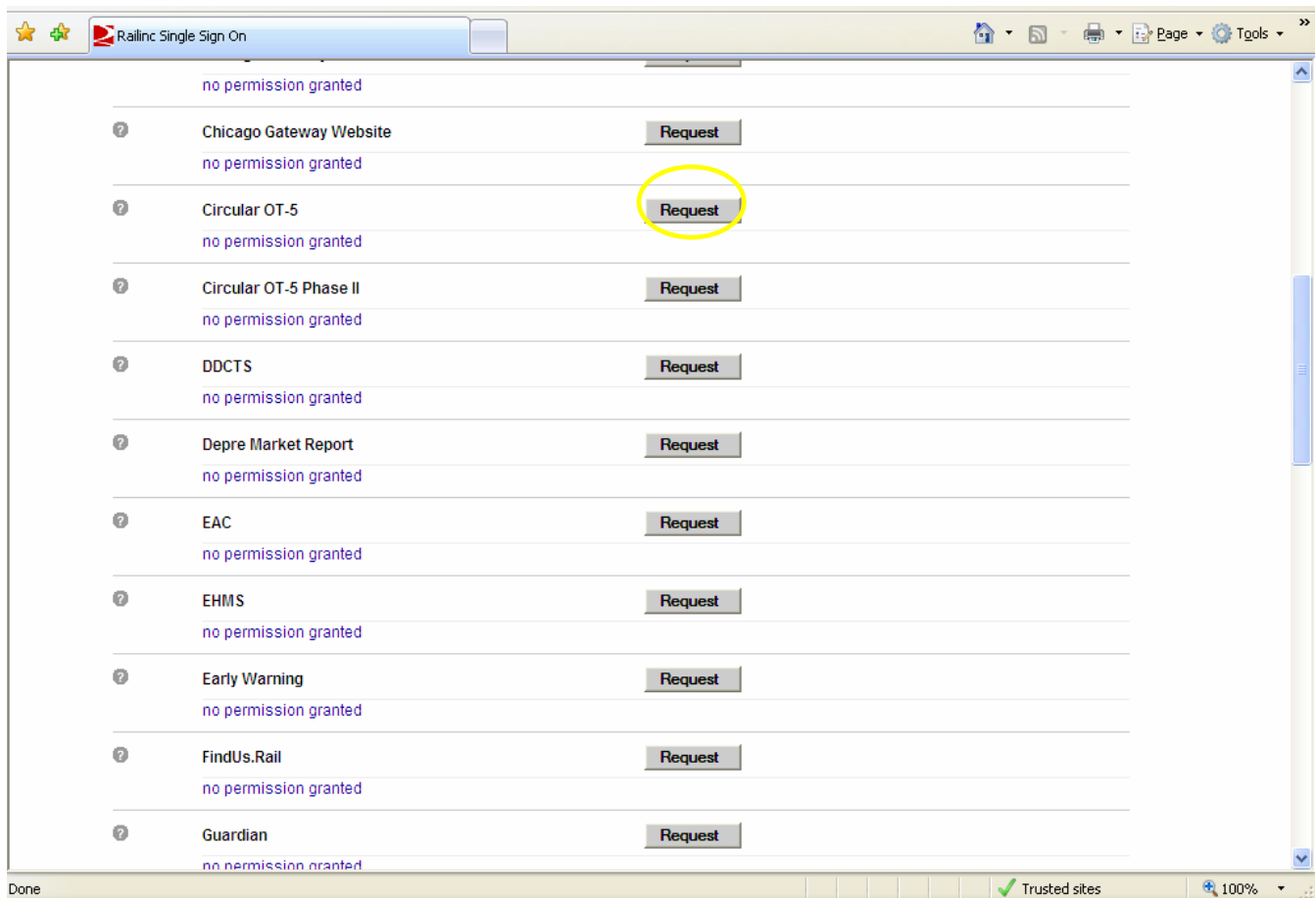
User Id	SDSXS02	salil soman	User Status	Active
Employer	RAIL - RAILINC CORPORATION		Last Sign-in	
Next Password Expiration			Next Revalidation	11-05-2009
Member Since	11-05-2008		User Type	

User Permissions Effective Dates

10th IRF	Request
AAR Embargo/OPSL Permit System	Request
CHDX	Request
CIF	Request
CTCO SharePoint	Request
Car Repair Billing	Request

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Step 1) Scroll down and find 'Circular OT-5' and click 'Request'.



Step 2) If you are an approver for OT-5 loading pre-authorizations or loading applications please select 'Circular OT-5 Approver:', if you are a reviewer select 'Circular OT-5 Reviewer'. If you are a submitter of Circular OT-5 pre-authorizations or applications please select 'Circular OT-5 Submitter'. In the 'Company Id' field type in your company ID, the exact one you noted on the prior page. If you are an agent then please enter the company you are acting on behalf of. In the 'Enter Comment' field please enter a reason for requesting access. You may include any helpful information in the 'Enter Comment' field. Click 'Submit'.

RAILING

Careers | Contact Us

ABOUT RAILING | **PRODUCTS & SERVICES** | **COLLABORATION** | **REFERENCE FILES**

Circular OT-5

Circular OT-5 Request Permission

Select a Role for this application.

Select Role

- Circular OT-5 Approver: (company required):**
Allows the user to approve/reject OT-5 applications submitted for approval
- Circular OT-5 Reviewer: (company required):**
Allows the user to enter comments on a OT-5 applications submitted for approval
- Circular OT-5 Submitter: (company required):**
Allows the user to submit OT-5 applications for himself or on behalf of others

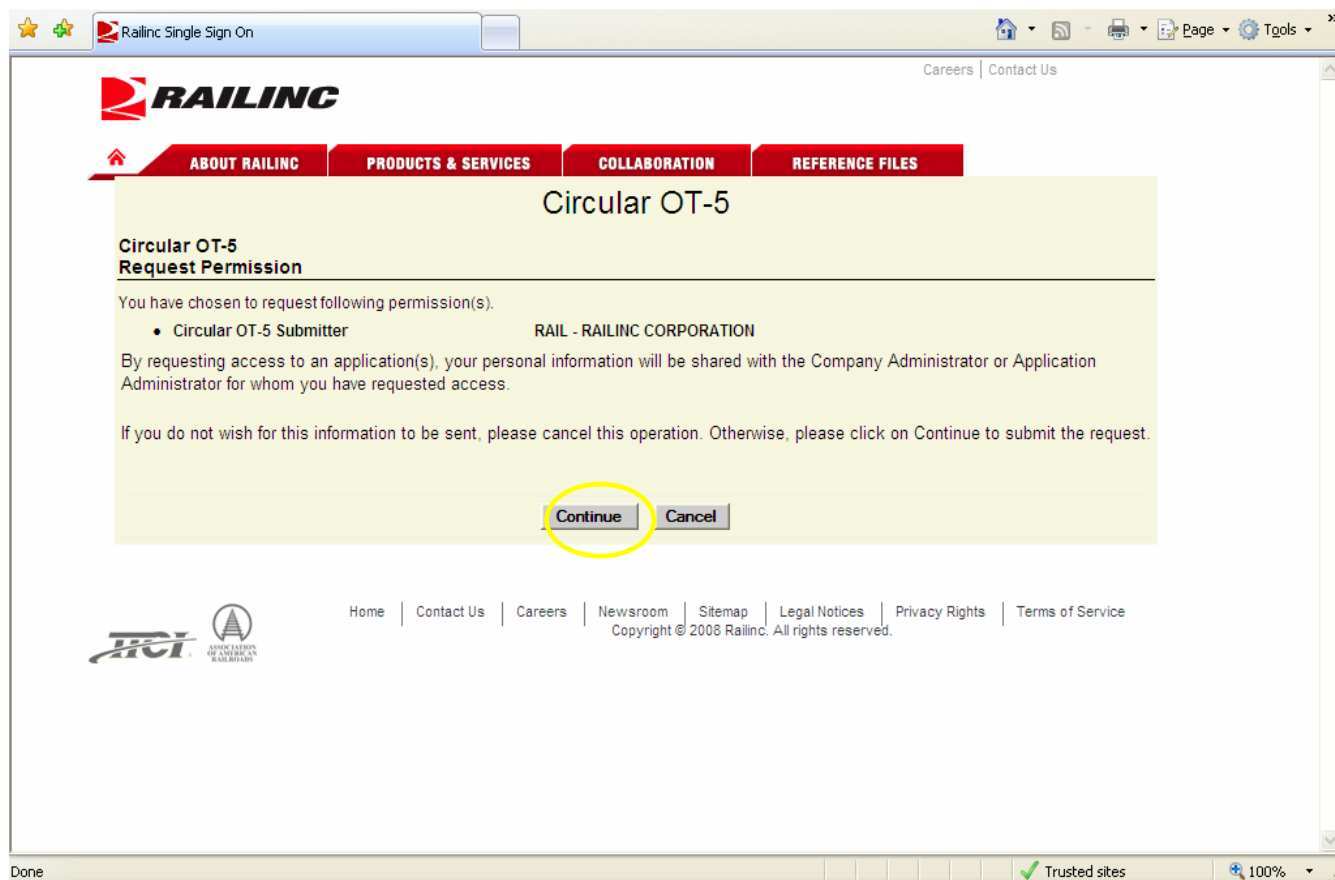
Company Id

Enter Comment

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Step 3) Verify and click 'Continue'.



Step 4) If you are a **Circular OT-5 submitter** click 'Done'. Once permission is approved you will be able to go to the Railinc home page www.railinc.com and login. Once logged in, click on 'My Applications' in the upper right hand side of the screen and navigate to the Circular OT-5 system.

If you are a **Circular OT-5 approver/reviewer** you will need to validate that you have a profile in 'FindUs.Rail'. For an overview of what FindUs.Rail is, please refer to Appendix 2.

IV. SETTING UP A USER PROFILE IN FINDUS.RAIL

If you are a line haul carrier employee who will be reviewing and/or approving the Circular OT-5 pre-authorizations or applications, you need to be setup in FindUs.Rail with your email contact information. Within FindUs.Rail there is a Circular OT-5 approver/reviewer setup per line haul carrier and per equipment type. If this contact is not setup then your company will not receive a notification that an OT-5 preauthorization or application has been submitted for your approval.

Step 1) To check to see if you are setup in FindUs.Rail, go to www.railinc.com and click on 'FindUs.Rail' in the right column below Umler/EMIS.

RAILINC Sign In | Careers | Contact Us

ABOUT RAILINC PRODUCTS & SERVICES COLLABORATION REFERENCE FILES

REFERENCE FILES

Reference Files Overview

- Centralized Station Master (CSM)
- Customer Identification File (CIF)
- FindUs.Rail
- HAZMAT
- Junction Interchange File
- Mark Register (MARK)
- National Tariffs
- Official Railroad Station List (OPSL)
- Route File (ROUTE)
- Serving Carrier/Reciprocal Switch File (SCRS)

[Reference Files » FindUs.Rail](#)

FindUs.Rail

FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles.

With FindUs.Rail, contacts are organized under various categories, each managed by Company Administrators. Administrators can add, update, and delete contacts for the categories they manage. The Railinc Application Administrator is responsible for adding and removing categories.

Related Links

- FindUs.Rail Free Look-Up
- FindUs.Rail Admin Functions (Log-in Required)

ACCOUNT ACCESS

User ID:

Password:

Login

[Register Here](#)
[Forgot Password?](#)
[Forgot User ID?](#)

PRODUCTS & SERVICES

Umler/EMIS
View useful Umler stats and reports and see EMIS project updates.

REFERENCE FILES

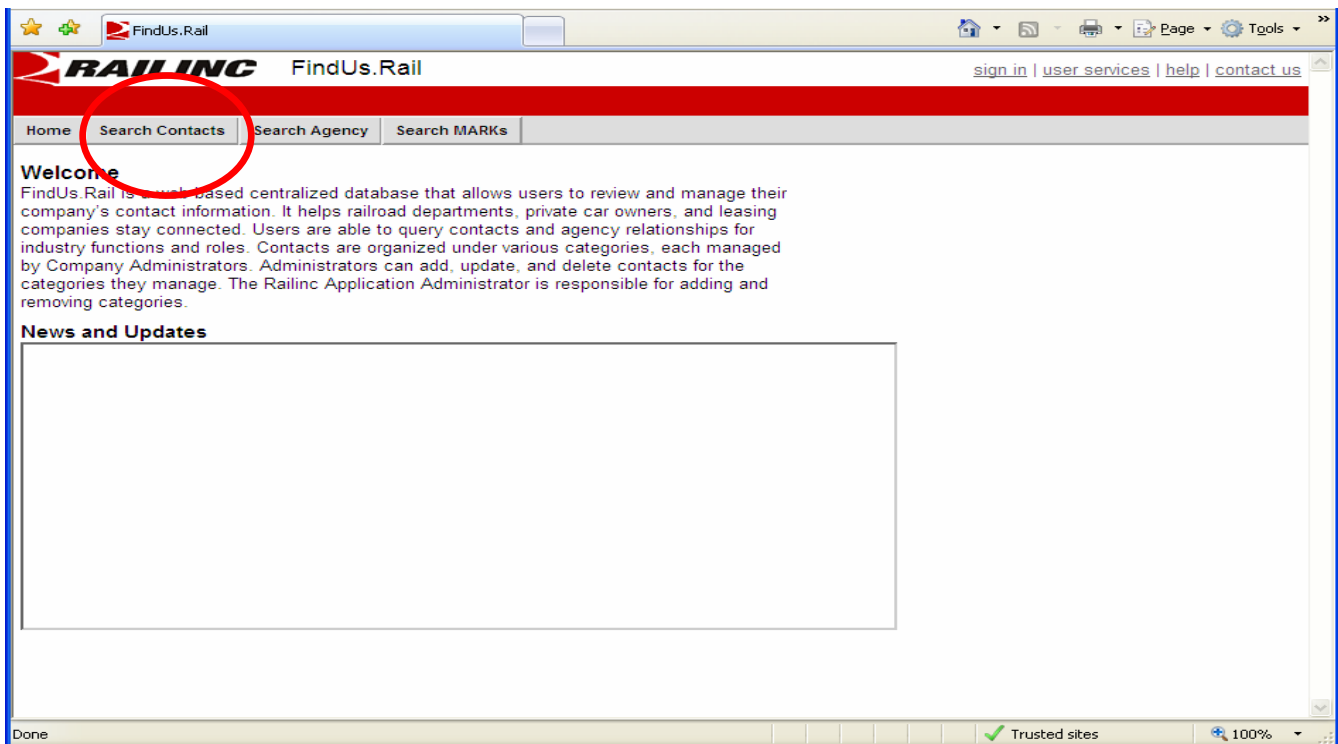
FindUs.Rail
Quickly find contacts from railroads and car owners across the industry.

CONTACT US

CUSTOMER SUPPORT CENTER
1-877-RAILINC
csc@railinc.com

https://www.tst.railinc.com/rportal/web/guest/findus Trusted sites 100%

Step 3) After getting into FindUs.Rail you will see below screen. Click 'Search Contacts'.



Step 4) In the 'Company ID/MARK' field select 'MARK' in the dropdown and input your company MARK/SCAC (should be the same as SSO Company ID from prior task). In the 'Category' dropdown select 'Circular OT-5'. Click 'Search' button.

The screenshot shows the 'FindUs.Rail' search interface. The 'Company ID/MARK' field is set to 'MARK' and 'RAIL'. The 'Category' dropdown is open, showing a list of categories. The 'Circular OT-5' category is highlighted. The 'Include agent contacts' checkbox is checked. The 'Search' button is visible.

Quick Search Advanced Search

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

Company ID/MARK MARK RAIL Category

Company

Company Agents Include agent contacts

Search Clear Cancel

Bad Order Disposition
Car Hire
Car Repair Billing
Circular OT-5
Committee - DM Tag
Contract Shop Billing
Customer Service
Damaged Defective Car Tracking
Doc Test
EHMS
Early Warning
Industry Reference Files - JUNC
Letter of Authority
Locomotive Repair Billing
Owner Supplied Material
Running Repair Agent
Tank Car Mileage Equalization System
Tester2

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Step 5) Notice in the search results below 'atRailinc, Someone - BA' is listed to be a contact for 'Circular OT-5' as an approver for a Box Car, Covered Hopper, Gondola, etc. If you do not see yourself listed as a contact for Circular OT-5 then go to the next step.

The screenshot shows the FindUs.Rail website interface. The search results are displayed under the 'Results' tab. The results table is as follows:

Contact Name	Company	Status	Equipment Type	Start Date	End Date
atRailinc, Someone - BA someone@railinc.com 919.651.5136	RAILINC CORPORATION RAIL	S	Circular OT-5	10-20-2008 12:45:18	10-20-2008 12:45:18
Cole - Tester cole.koffi@railinc.com 909.589.4821	RAILINC CORPORATION RAIL	S	Circular OT-5	10-09-2008 09:29:35	10-09-2008 09:29:35

Equipment types listed on the right side of the results:

- OT-5 Approver - Stock Car
- OT-5 Approver - Tank Car Non Hazardous Only
- OT-5 Approver - Vehicular Flat Car
- Railinc Admin
- OT-5 Approver - Box Car Equipped
- OT-5 Approver - Box Car Unequipped
- OT-5 Approver - Covered Hopper
- OT-5 Approver - Gondola Car GT
- OT-5 Approver - Gondola Equipped
- OT-5 Approver - Tank Car Non Hazardous Only

Buttons: Search Again, Done

Footer: LEGAL NOTICES | TERMS OF SERVICE | PRIVACY
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Step 6) Contact your FindUs.Rail Administrator and ask them to add you to the 'FindUs.Rail' database for the equipment type you will be either approving or reviewing. Each company may have one or many FindUs.Rail Administrators. If you are unaware of your FindUs.Rail Administrator, please contact Railinc's customer service at (csc@railinc.com) or 1-800-524-7245. If you have contacted your Administrator and they do not know how to add you into FindUs.Rail, please refer to the Appendix 1 of this document.

V. FINDUS.RAIL AND RAILINC'S SINGLE SIGN ON (SSO)

FindUs.Rail **does not** determine your authority as an Approver or Reviewer within the Circular OT-5 system; your SSO role determines this. Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the Circular OT-5 system; these are determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry that use the FindUs.Rail database to look up industry contacts. Every Circular OT-5 Reviewer or Approver should be listed as an Approver in FindUs.Rail. FindUs.Rail is the Rail industry's one stop contact list.

VI. USING THE CIRCULAR OT-5 SYSTEM

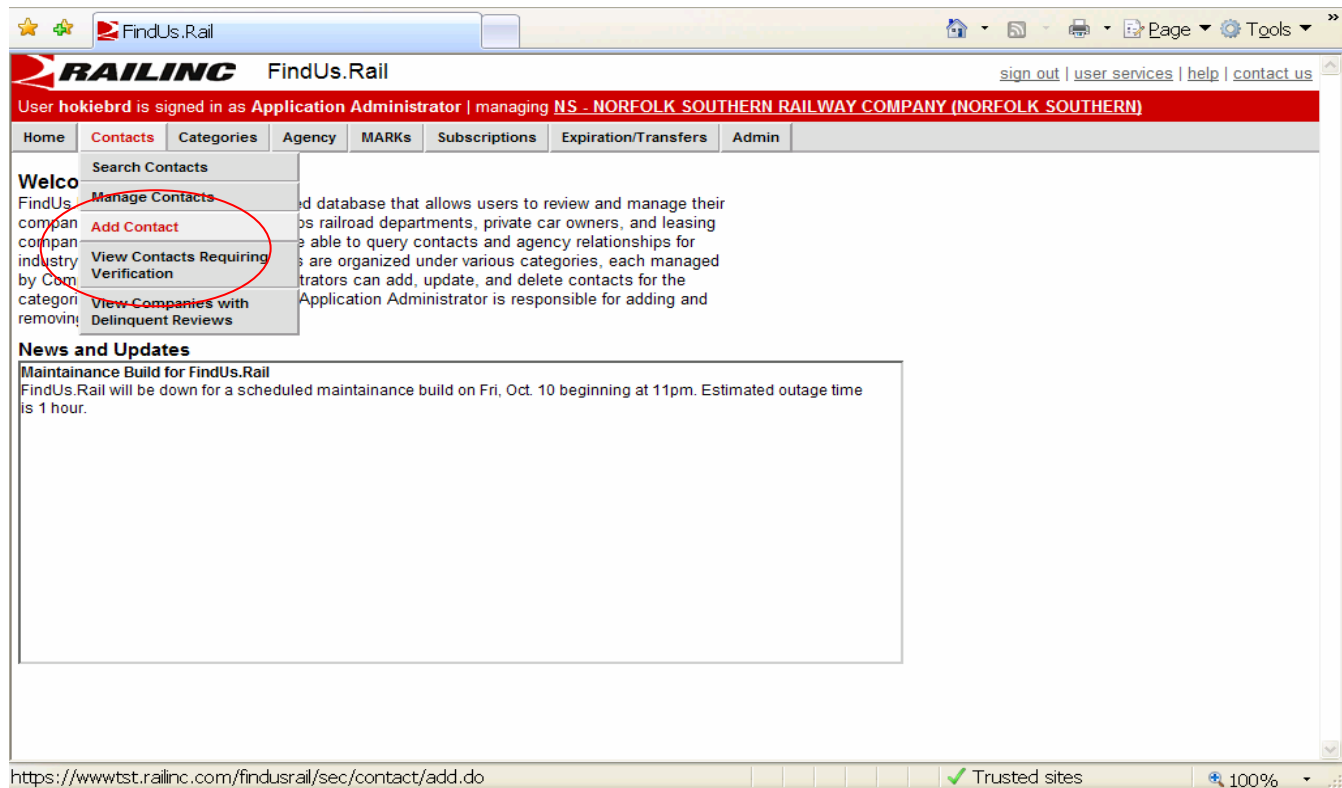
For instructions on using Circular OT-5 please login to the application and click the 'Help' link to look at the user guide associated with the system.

APPENDIX: 1) INSERTING A PROFILE IN FINDUS.RAIL

The following steps will walk a FindUs.Rail contact administrator through the steps needed to add a Circular OT-5 contact into FindUs.Rail.

Step 1) Login to Railinc.com and click on My Applications under Account Access in the upper right hand side of the page and navigate to FindUS.Rail.

Step 2) Once inside FindUs.Rail click on the Contacts menu and then click on Add Contact link



The screenshot displays the FindUs.Rail web application interface. The browser address bar shows the URL: <https://www.tst.railinc.com/findusrail/sec/contact/add.do>. The page header includes the RAILINC logo and the text "FindUs.Rail". A red banner indicates the user is signed in as "Application Administrator" managing "NS - NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN)". The navigation menu includes "Home", "Contacts", "Categories", "Agency", "MARKS", "Subscriptions", "Expiration/Transfers", and "Admin". The "Contacts" menu is expanded, showing options: "Search Contacts", "Manage Contacts", "Add Contact", "View Contacts Requiring Verification", and "View Companies with Delinquent Reviews". The "Add Contact" link is circled in red. Below the menu, there is a "News and Updates" section with a notice: "Maintenance Build for FindUs.Rail. FindUs.Rail will be down for a scheduled maintenance build on Fri, Oct. 10 beginning at 11pm. Estimated outage time is 1 hour." The browser status bar at the bottom shows "Trusted sites" and "100%" zoom.

Step 3) Once the entry screen is shown you will need to enter all mandatory fields shown in red.

RAILINC FindUs.Rail [sign out](#) | [user services](#) | [help](#) | [contact us](#)

User **hokiebrd** is signed in as **Application Administrator** | managing **RAIL - RAILINC CORPORATION**

Home | **Contacts** | Categories | Agency | MARKs | Subscriptions | Expiration/Transfers | Admin

Add Contact

Contact

Company ID/MARK	RAIL	Company	RAILINC CORPORATION
First Name	<input type="text"/>	Company Reference	<input type="text"/>
Last Name	<input type="text"/>	Website URL	<input type="text"/>
Title/Position	<input type="text"/>	Notes	<input type="text"/>
Email	<input type="text"/>		
Phone - Primary	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Intl. Area Number Ext.		
Phone - Secondary	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Intl. Area Number Ext.		
Fax	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Intl. Area Number Ext.		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>		
St./Prv.	<input type="text"/>		
Postal Code	<input type="text"/>		

Done Trusted sites 100%

Step 4) Under Categories you will need to select Circular OT-5 and then check equipment types that the approver/reviewer is responsible for and click the 'Add' button.

FindUs.Rail | Add Contact

Categories

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

Circular OT-5

Category Role: Primary

Category Functions:

- OT-5 Approver - Box Car Equipped
- OT-5 Approver - Box Car Unequipped
- OT-5 Approver - Covered Hopper
- OT-5 Approver - Flat Car
- OT-5 Approver - Gondola Car GT
- OT-5 Approver - Gondola Equipped
- OT-5 Approver - Gondola Unequipped
- OT-5 Approver - Hopper Equipped
- OT-5 Approver - Hopper Unequipped
- OT-5 Approver - Intermodal Conventional
- OT-5 Approver - Intermodal Light Wt Low Profile
- OT-5 Approver - Refrigerator Car
- OT-5 Approver - Special Type Car
- OT-5 Approver - Stack Car
- OT-5 Approver - Tank Car
- OT-5 Approver - Vehicular Flat Car
- Railinc Admin

Categories Add Delete

Save Cancel

Done Trusted sites 100%

Step 5) After the roles have been added click on the 'Save' button and your new FindUs.Rail contact has been added. If you receive an error message that advises only one primary contact can exist for a company, please select secondary as the Category Role.

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

Category: Circular OT-5

Category Role: Primary

Category Functions:

- OT-5 Approver - Box Car Equipped
- OT-5 Approver - Box Car Unequipped
- OT-5 Approver - Covered Hopper
- OT-5 Approver - Flat Car
- OT-5 Approver - Gondola Car GT
- OT-5 Approver - Gondola Equipped
- OT-5 Approver - Gondola Unequipped
- OT-5 Approver - Hopper Equipped
- OT-5 Approver - Hopper Unequipped
- OT-5 Approver - Intermodal Conventional
- OT-5 Approver - Intermodal Light Wt Low Profile
- OT-5 Approver - Refrigerator Car
- OT-5 Approver - Special Type Car
- OT-5 Approver - Stack Car
- OT-5 Approver - Tank Car
- OT-5 Approver - Vehicular Flat Car
- Railinc Admin

Categories: Add Delete

Save Cancel

APPENDIX: 2) FINDUS.RAIL OVERVIEW

FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles. New users can register for access to the application via Railinc's Single Sign On portal at sso.railinc.com (for read only access, the application may be accessed via sso.railinc.com/findusrail).

Contacts are organized under various categories, each managed by Company Administrators. Administrators can add, update, and delete contacts for the categories they manage. The Railinc Application Administrator is responsible for adding and removing categories.

Contact Queries

Any user can **query** contacts and browse results. Contacts are searchable on a variety of fields. The results can be sorted and printed. For registered users, the results can also be downloaded as a CSV file.

Change Notifications

Registered users can **subscribe** to receive email change notifications for contacts specified by category and/or company.

Contact Management

Company Administrators can manage contact information for their company (or company they represent, if a Company Agent). Contacts can be **created, edited and deleted**.

Contact Verification

In order to ensure that contact information is kept up to date, the system will periodically prompt Company Administrators to review contacts for accuracy.

Agency Management

A Company Administrator can specify another company to serve as an Agent for one or more categories, effectively extending to the agent company the ability to perform an industry function on behalf of the granting company. Agency relationship enables an Agent Company Administrator to indicate agent contacts that serve a granting company and category.

Category Management

The Railinc Application Administrator creates and removes contact categories as needed. Each category represents lists of contacts for various industry functions. Categories also serve to define an industry function that an agent company can perform on behalf of an agency-granting company.

Audit Log

Registered users can view the FindUs.Rail audit log. The audit log records a history of changes made within the application. The system also keeps an archive of expired contact information.

Contact List Output

Any registered Single Sign-On user may download contacts for selected categories as a CSV file. The system also allows users to print selected MARKs, categories and contacts.

MARK File Hierarchy

FindUs.Rail includes a MARK search, providing results from both the MARK Industry Reference File (IRF) and company MARKs sourced from the Umler/EMIS database. Upon executing a MARK search, users will have the ability to view MARK parent/child relationships.