CIRCULAR OT-5

Getting Setup for: Circular OT-5

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

Circular OT-5

GETTING SETUP FOR: CIRCULAR OT-5

Circular OT-5 is an upgraded version of the previous Railinc OT-5 system. Circular OT-5 is used by any party that plans to load private equipment for movement on the rail system. The equipment must be approved for movement by submitting a Circular OT-5 application to the linehaul carrier. 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. The system will also allow for the auto expire of applications and auto updates using Railinc's IRFs (industry reference files).

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 will outline the setup tasks Circular OT-5 users need to tackle prior to using the Circular OT-5 system.

I.   CIRCULAR OT-5 USERS

The Circular OT-5 system will have three main roles approver, reviewer and submitter; each role will have unique responsibilities and security levels.

Submitter Role: Companies that will be loading private equipment will submit Circular OT-5 applications and pre-authorizations to the linehaul carrier for approval to load the equipment. A Circular OT-5 submitter will potentially have to go through two setup tasks:

1) Setting up a new Railinc.com user profile (only if a current profile does not exist with a user ID and password)

2) Getting access to Circular OT-5.

Approver/Reviewer Role: Circular OT-5 approvers and reviewers will receive both Circular OT-5 applications and pre-authorizations, being submitted through the use of the new system. Each linehaul carrier can have multiple approvers and reviewers. It is recommended that each linehaul carrier have a primary and a backup approver. The reviewer role will allow the Circular OT-5 user the ability to add comments to an application or pre-authorization. The reviewer role will not have the ability to approve an application or pre-authorization. A Circular OT-5 approver/reviewer will potentially have to go through 3 setup tasks:

1) Setting up a Railinc.com user profile (only if a current profile does not exist)

2) Getting access to Circular OT-5

3) Setting up a FindUs.Rail profile. More information on FindUs.Rail is documented in section 3, 4, 5 and the appendix.

II. SETTING UP A RAILINC.COM USER PROFILE

If you already have access to Railinc's applications and have a Railinc.com user profile (userid/password) on Railinc's Single Sign On (SSO) portal then you can skip to section 3, Getting access to Circular OT-5 and Find.Us.Rail. If you do not have a Railinc user profile with Railinc's SSO portal or you have additional questions please read further. The Railinc user profile will be needed in order to access the Circular OT-5 application. The following instructions will guide you through setting up your profile on Railinc.com.

Step 1) Go to www.railinc.com (see below), Click "New To Railinc" found below "Forgot User ID".
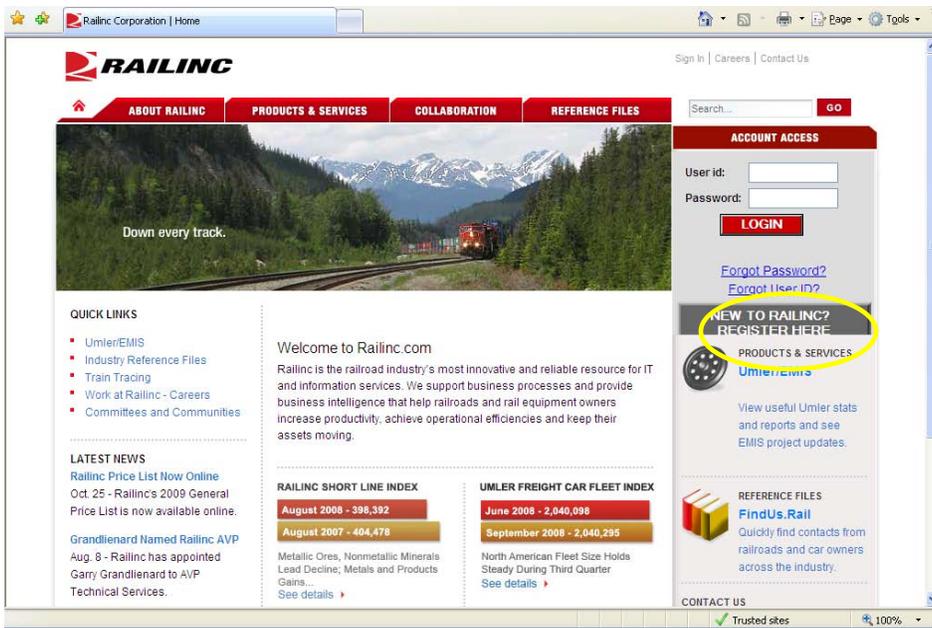
Step 2) If you already have a Railinc.com user profile (user id & password) please click "Cancel", if you are new to Railinc.com or Railinc SSO (Single Sign On) Click Continue"
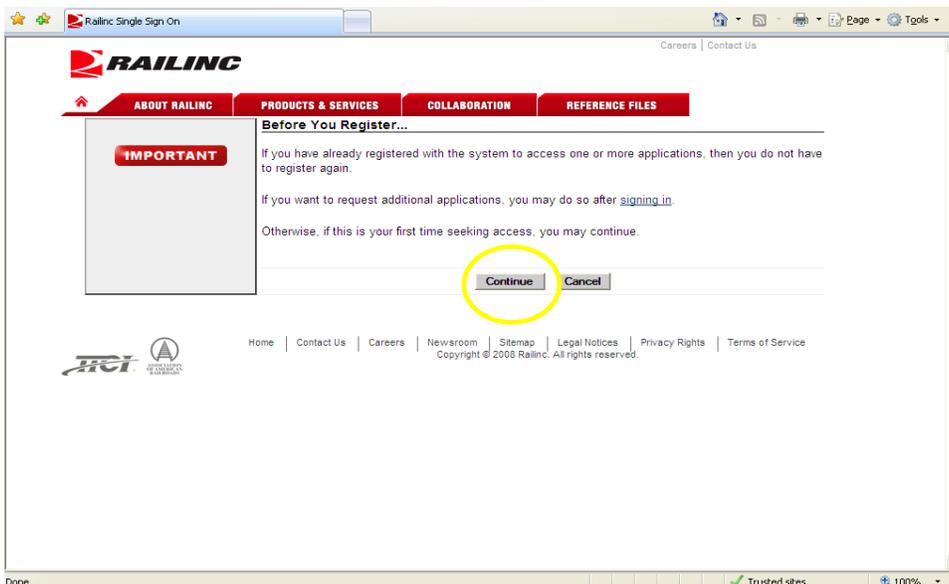
Step 3) After reading the Terms of Service, Click "Accept" to go to next screen.
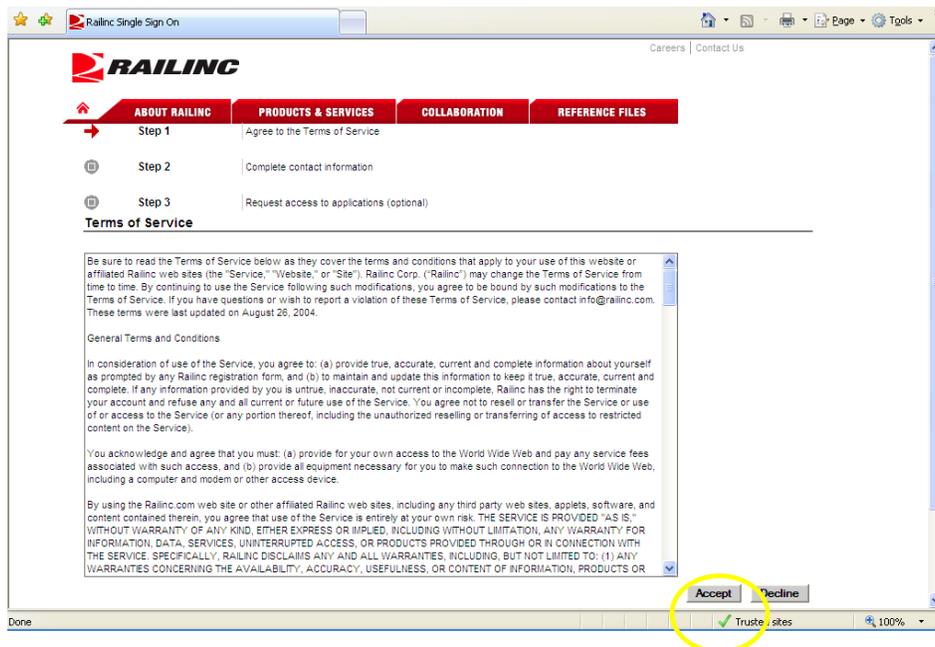
Step 4) Follow the directions on the below screen carefully. There are certain rules for the User Id and Password. Follow the directions and fill out all necessary fields on the page. The last field on the page will ask you for your employer (see below). Please refer to the next step to fill out the Employer field.
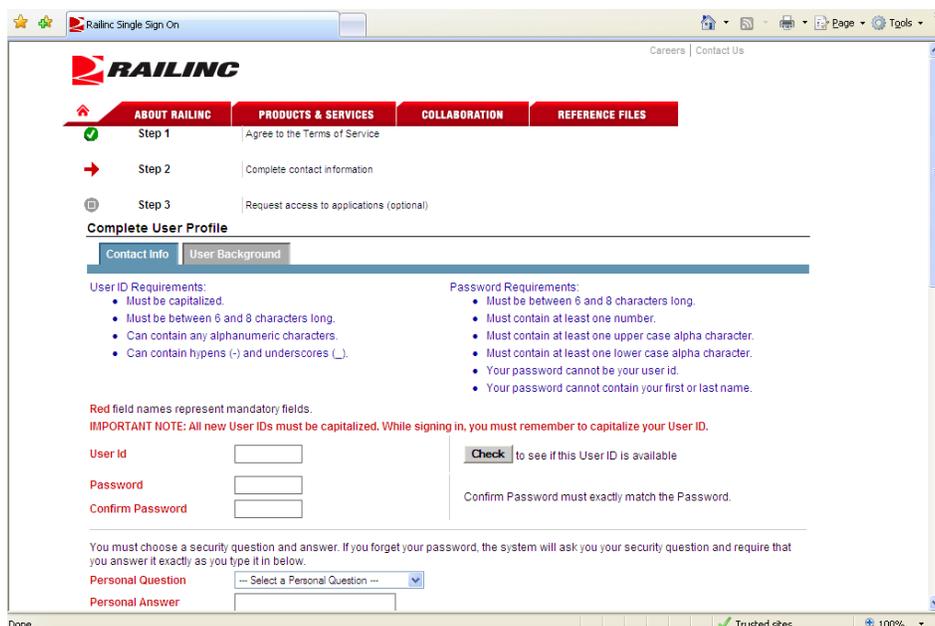
Step 5) Please enter your company name, or your company MARK/SCAC(Standard Carrier Alpha Code) and select your company. If you are a linehaul carrier the MARK/SCAC you select will be the same MARK/SCAC

you'll have to use for your setup in 'Find.Us.Rail'. If you don't find your company, please contact Railinc customer support (csc@railinc.com, 1.800.544.7245).

Step 6) Upon selecting your company click 'Select Company' – if you click a radio button for your company and click 'Continue' you will receive an error. After clicking 'Select Company' you may click 'Continue' (see below).

Step 7) At this point you should receive an email at the email address you specified in the prior screen. Our next task is to request access to the necessary systems (Circular OT-5). Please click on 'Continue To Step 3' to request access.
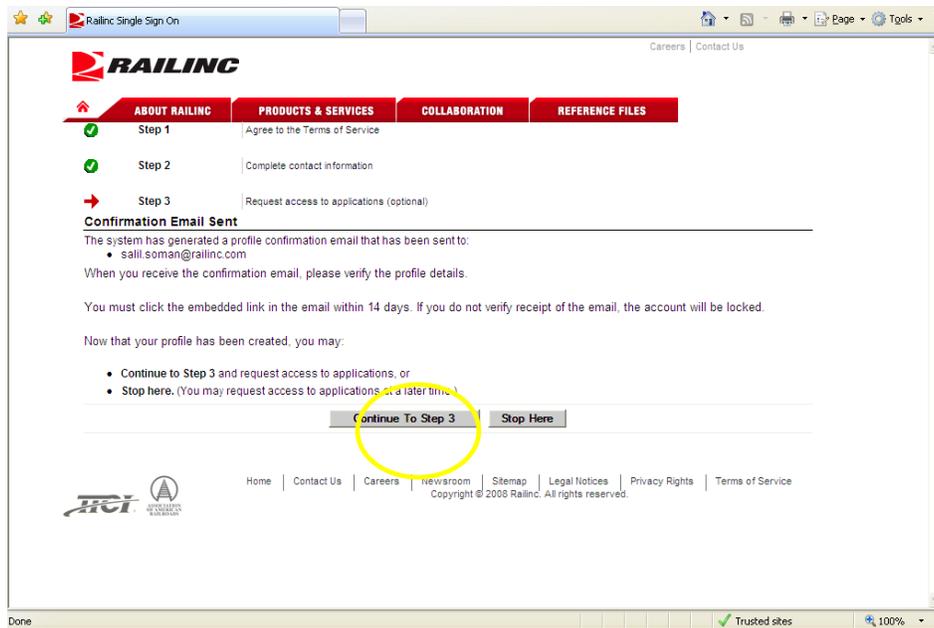
III.   GETTING ACCESS TO CIRCULAR OT-5

In this task you'll request access to the necessary systems. In the prior task you should have clicked 'Continue To Step 3' to request access to Circular OT-5. Upon clicking 'Continue to Step 3' you should see the screen below. **IMPORTANT**: note down your Employer's ID, (the 4 character MARK/SCAC, RAIL in below example).
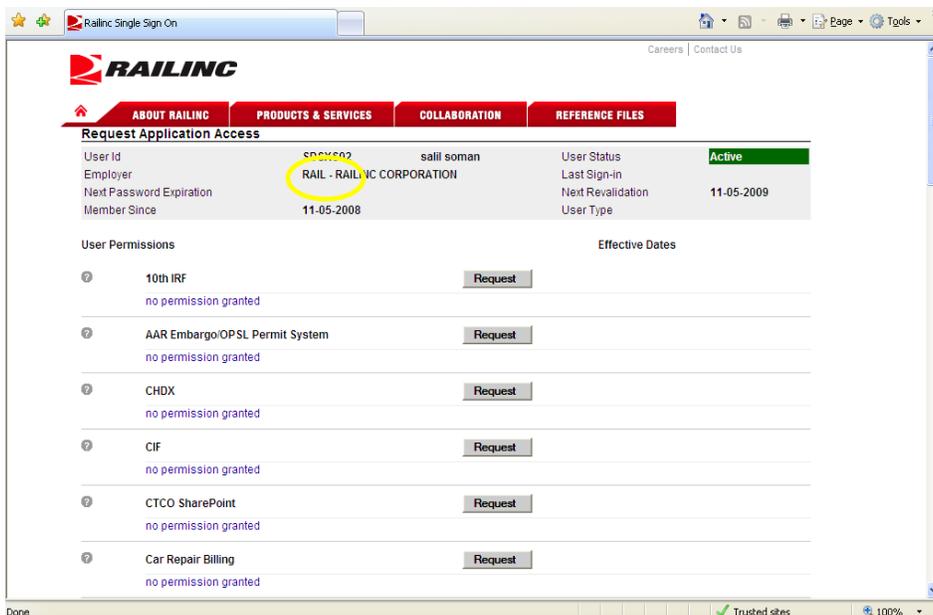
Step 1) Scroll down find 'Circular OT-5 Phase II' and click 'Request'
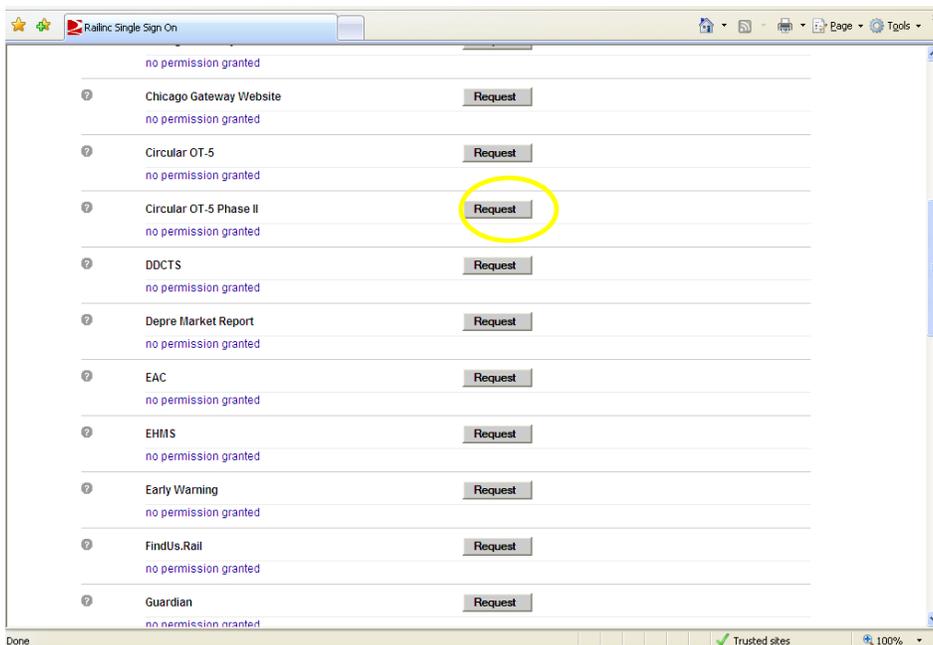
Step 2) If you are an 'Approver' for OT-5 loading pre-authorizations or loading applications please select 'Circular OT-5 Approver:', if you are a 'Reviewer' select Reviewer. If you are a submitter of Circular OT-5 pre-authorizations or applications please select 'COT-5 Submitter'. In the 'Company Id' 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 will act on behalf of. In the 'Enter Comment' field please enter a reason for requesting access, you many include any helpful information. Click 'Submit'.
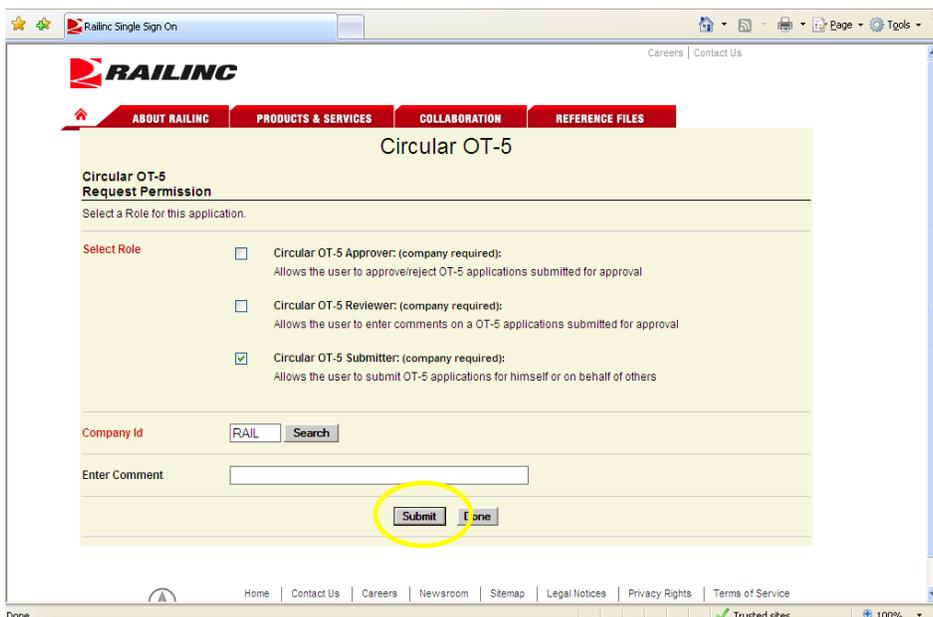
Step 3) Verify and click 'Continue'
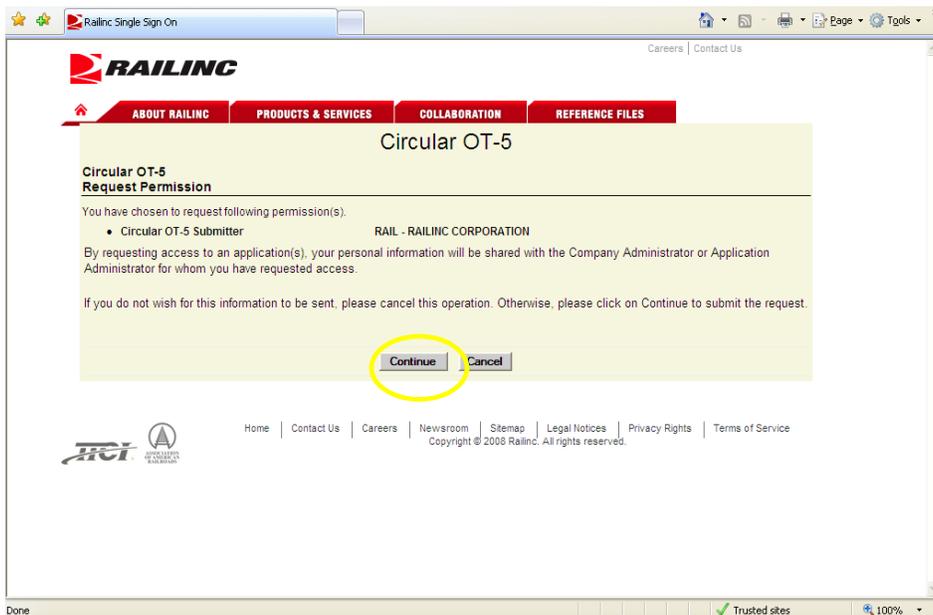
Step 4) If you are a **Circular OT-5 submitter** click 'Done'. Once permission is approved you will be able to go to the Railinc home page www.railinc.com and login. Once logged in click on my applications in the upper right hand side of the screen and navigate to the Circular OT-5 system.

If you are an **approver/reviewer** you'll now need to validate that you have a profile in 'FindUs.Rail'. To get a quick brief on what 'FindUs.Rail' is please refer to the appendix which includes a one page communiqué regarding FindUs.Rail.

IV. SETTING UP A USER PROFILE IN FINDUS.RAIL

If you are a linehaul 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 linehaul 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 if you are setup in FindUs.Rail. Go to www.railinc.com and click on 'FindUs.Rail in the right column below Umler/EMIS.
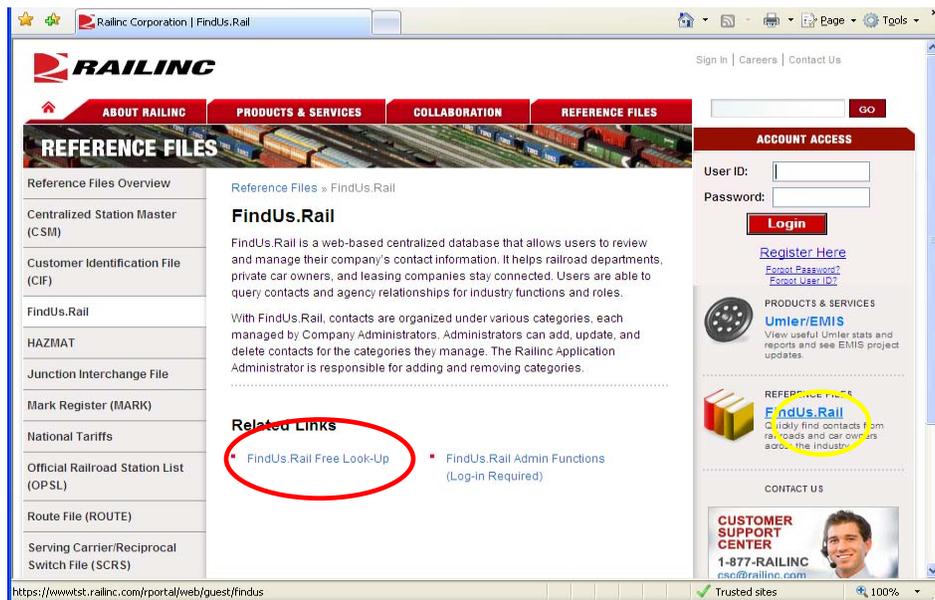
Step 3) After getting into FindUs.Rail you'll see below screen. Click 'Search Contacts'.
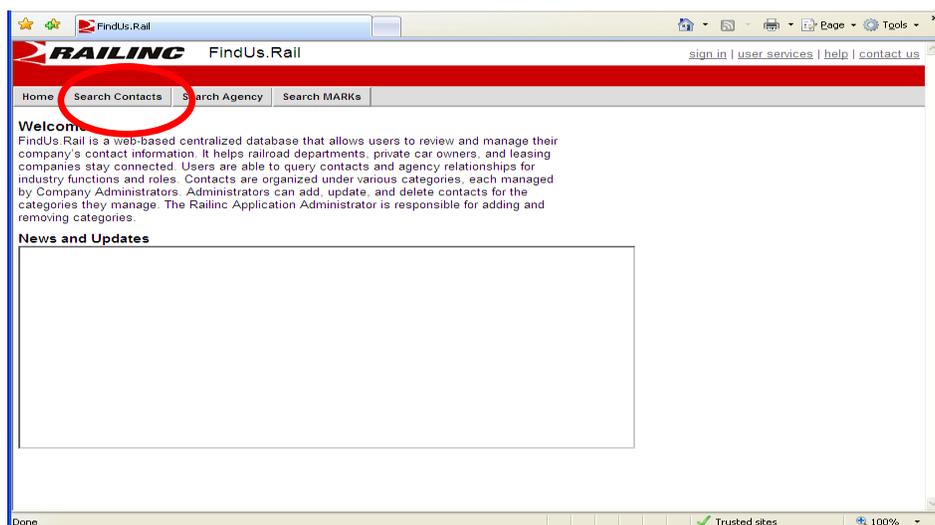
Step 4) In the 'Company ID/MARK' field select 'MARK' in the dropdown and input your company MARK/SCAC (should be same as SSO Company id from prior task). In the 'Category' dropdown select 'Circular OT-5'. Click 'Search' button.
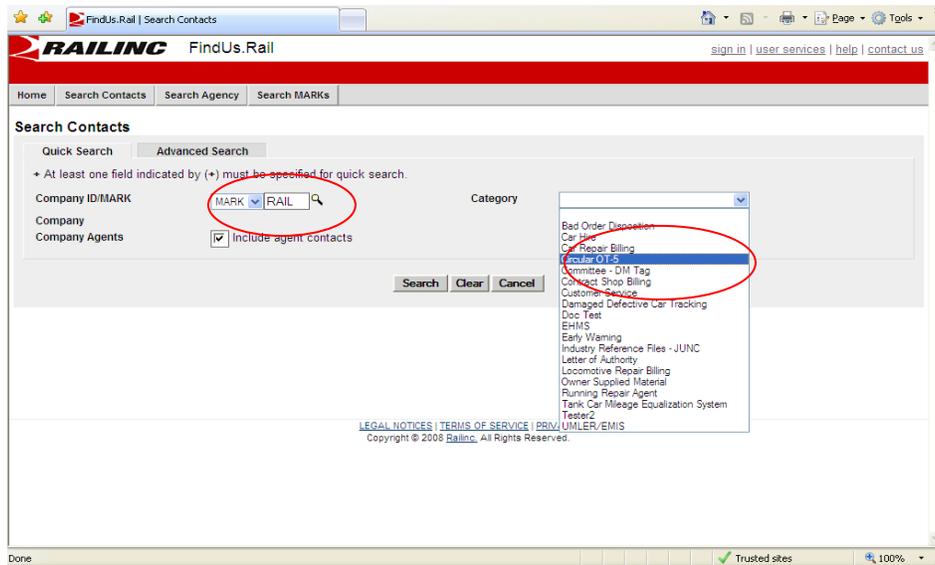
Step 5) Notice in the search results below 'atRailinc, Someone' is listed to be a contact for 'Circular OT-5' as an Approver for a Box Car, Covered Hopper, Gondola, etc. If you do not see yourself listed as a contact for Circular OT-5 then go to the next step.
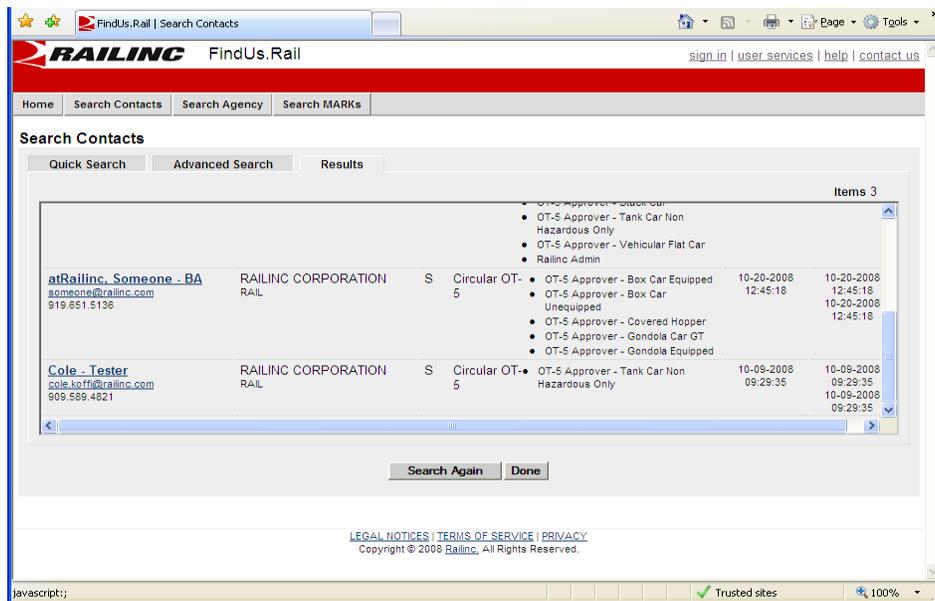
Step 6) Contact your FindUs.Rail Administrator and ask them to add you to the 'FindUs.Rail' database for the equipment type you'll be either approving or reviewing. Each company may have one or many FindUs.Rail administrators. If you are unaware of your FindUs.Rail Administrator then please contact Railinc's 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, 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

APPENDIX: 1) INSERTING A PROFILE IN FINDUS.RAIL

The following steps will walk the 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

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

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 Add button.
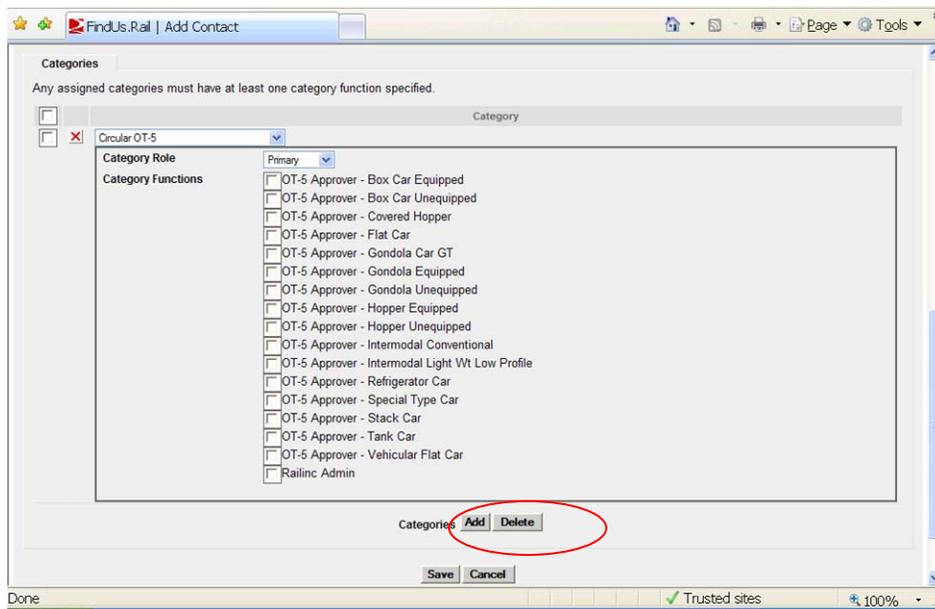
Step 5) After the roles have been added click on the save button and your new FindUs.Rail contact has been added. If upon click save an error message advises that only one primary contact can exist for a company please select secondary as the Category Role.
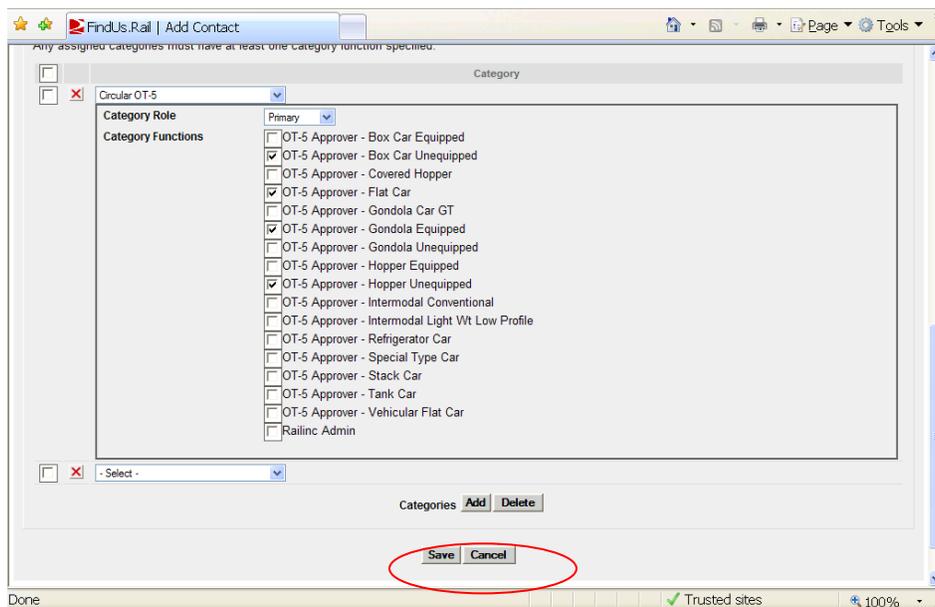
APPENDIX: 2) FINDUS.RAIL OVERVIEW

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 access 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.