

Car Accounting Self Service (CASS) User Guide



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Learning about Car Accounting Self Service

Overview

Car Accounting Self Service (CASS) enables railroad car accountants to search for events on a single piece of equipment. It provides a window into the Liability Continuity System (LCS) so that the car accountant can see the same events that LCS uses to determine car hire liability, and includes the ability to search Car Hire Liability File (CHLF) records for a single piece of equipment. CASS has specific features to help car accountants with decisions, and it highlights certain events to show that they impact liability.

CASS also gives car accountants the ability to submit Liability Acceptance Messages (LAMs), which enable a railroad to assume liability for a railcar, and provides access to the Serving Area File, which is used for Car Hire reclaims.

CASS contains information pertinent to Car Hire Rules, particularly Rules 4, 5, 15, and 22. It also supports Car Service Rules and Car Service Directives as defined in [AAR Circular OT-10](#).

This document describes how to use CASS through the following major sections:

- [Getting Started](#) on page 3 describes how to access and log in to the system.
- [Searching for Events](#) on page 7 describes how to search for car movement events.
- [Searching for Car Hire Liability File Records](#) on page 13 describes how to search a CHLF for a single car's liability file records, including cycle data with time and mileage payments for a month.
- [Creating Liability Acceptance Messages](#) on page 15 describes how a railroad can create a message to accept car hire liability.
- [Viewing Message History](#) on page 18 describes how to view the history of car hire Liability Acceptance Messages associated with your railroad.
- [Working with Reports](#) on page 20 describes how to use the CASS reports.
- [Working with the Serving Area File](#) on page 25 describes how to view and edit the Serving Area File, which is used for Car Hire reclaims.
- [Accessing CASS System Documentation](#) on page 29 describes how to download online versions of this user guide and other related documents.

A glossary and index follow the major sections.

For additional information, refer to the following documents or contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#) on page 2):

- [Train II User Manual](#) – provides reference material and message formats for TRAIN messaging.
- [CHDX User Guide](#) – describes the Car Hire Data Exchange process.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

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.

Getting Started

The CASS application is accessed using the Railinc Single Sign-On (SSO), which is accessed from the Railinc portal at <https://public.railinc.com>. The SSO Login is located at the upper right of the screen.

Registering to Use Railinc SSO

Each CASS user must register to use Railinc Single Sign-On. If you are not already registered, refer to the [Railinc Single Sign-On User Guide](#) for more information. Once you have completed SSO registration, request access to CASS within SSO.

Requesting Access to CASS

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

Your level of access and authorization for CASS is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows a complete list of CASS roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
CASS CHLF V2.0 User	This role enables Car Hire Liability File (CHLF) recipients to search a CHLF for a single car's liability file records, including cycle data with time and mileage payments for a month. Users must request access under any mark for which they receive a CHLF.
CASS Company Administration	This role is for the company administrator of the requesting company. This is the person responsible for approving access to CASS for their company. This role includes the CASS LAM Creation role and the CASS Event Query role.
CASS Event Query	This role is for the CASS user who only has access to Event Query.
CASS LAM Creation	This role is for the CASS user who creates Liability Acceptance Messages. This role includes CASS Event Query access.
CASS Serving Area Edit	This access will allow users to query, add, and expire Serving Area records.
CASS Serving Area View-only	This access will allow users to query the Serving Area records.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface ([Exhibit 2](#)).

Exhibit 2. CASS Request Permission

Car Accounting Self Service
Car Accounting Self Service Protected URL

1 Select Roles 2 Confirm 3 Done

CASS CHLF V2.0 User (MARK required)
This CASS Role allows CHLF recipients to query one month's Car Hire Liability File and mileage data for a single car. You must be a CHLF recipient to use this search, and access must be requested for the Main Mark for each CHLF you receive.

CASS Company Administration (MARK required)
This CASS role is for the Carrier to assign permissions to the Car Accounting Self Service system for their company. This role will also allow the ability to query events and create Liability Acceptance Message (If Railroad).

CASS Event Query (MARK required)
This CASS role will allow query of events only.

CASS LAM Creation (MARK required)
This CASS role will allow creation of Liability Acceptance Messages only.

CASS Serving Area Edit (MARK required)
This access will allow users to query, add and expire Serving Area records.

CASS Serving Area View-only (MARK required)
This access will allow users to query the Serving Area records.

Comments...

Return Next

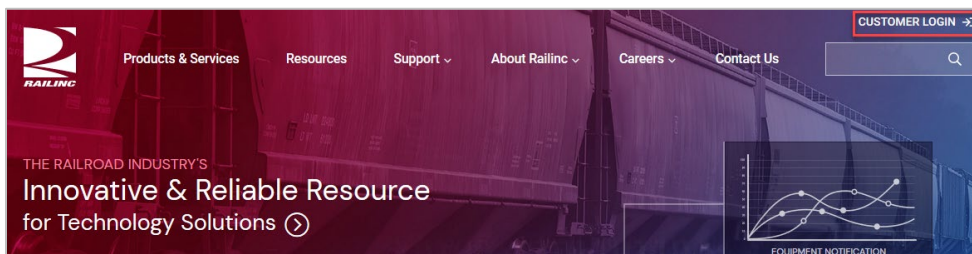
Once you receive e-mail notification of access to CASS, you can login and begin using CASS.

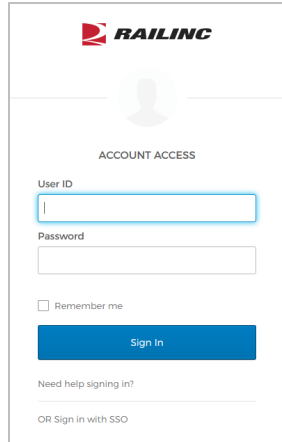
Logging In

Use the following procedure to log into CASS:

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 3. Railinc Login

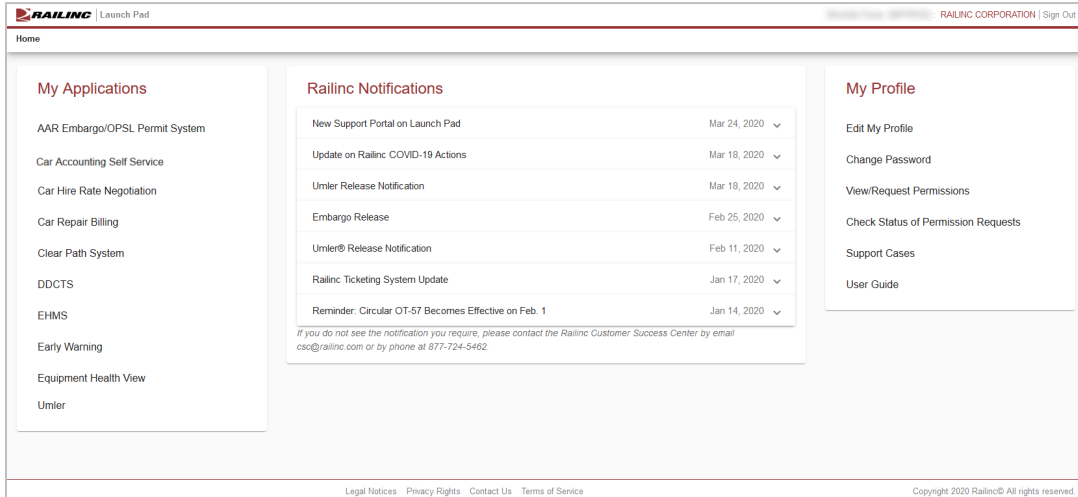




The image shows the Railinc Account Access login page. At the top is the Railinc logo. Below it is a placeholder for a user profile picture. The main heading is "ACCOUNT ACCESS". There are two input fields: "User ID" and "Password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom, there are two links: "Need help signing in?" and "OR Sign in with SSO".

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

Exhibit 4. Railinc Launch Pad



The image shows the Railinc Launch Pad dashboard. At the top left is the Railinc logo and "Launch Pad". At the top right is "RAILINC CORPORATION | Sign Out". Below the header is a "Home" link. The dashboard is divided into three main sections: "My Applications", "Railinc Notifications", and "My Profile".

My Applications

- AAR Embargo/OPSL Permit System
- Car Accounting Self Service
- Car Hire Rate Negotiation
- Car Repair Billing
- Clear Path System
- DDCTS
- EHMS
- Early Warning
- Equipment Health View
- Umler

Railinc Notifications

New Support Portal on Launch Pad	Mar 24, 2020	▼
Update on Railinc COVID-19 Actions	Mar 18, 2020	▼
Umler Release Notification	Mar 18, 2020	▼
Embargo Release	Feb 25, 2020	▼
Umler® Release Notification	Feb 11, 2020	▼
Railinc Ticketing System Update	Jan 17, 2020	▼
Reminder: Circular OT-57 Becomes Effective on Feb. 1	Jan 14, 2020	▼

If you do not see the notification you require, please contact the Railinc Customer Success Center by email csd@railinc.com or by phone at 877-724-5462.

My Profile

- Edit My Profile
- Change Password
- View/Request Permissions
- Check Status of Permission Requests
- Support Cases
- User Guide

At the bottom of the page, there are links for "Legal Notices", "Privacy Rights", "Contact Us", and "Terms of Service". On the right side, it says "Copyright 2020 Railinc® All rights reserved."

4. In the **My Applications** section, select **Car Accounting Self Service**. The Car Accounting Self Service Home page is displayed ([Exhibit 5](#)).

Exhibit 5. Car Accounting Self Service (CASS) Home Page

RoadMarks	Private Mark	RailRoad Mark	Operating Mark
AC		✓	✓
ACIS		✓	
ACL		✓	
ACY		✓	
AEPX	✓		
ALNX	✓		
ARMH		✓	
ARMN		✓	
AWP		✓	
BCIT		✓	
BCNE		✓	
BCOL		✓	
BKTY		✓	
BLE		✓	✓

Continue by selecting one of the following CASS menu options:

Search	Search for events, or search Car Hire Liability Files (CHLFs) for records for a single car.
Messages	Create new messages and search message history.
Reports	Access reports for Haulage Agreements, TOL Rule 5 Liability Limits, and DDCT Dismantled Equipment.
Serving Area	View and Edit the Car Hire Rule 22 Serving Area file.
Documentation	Retrieve support documentation.

Logging Out

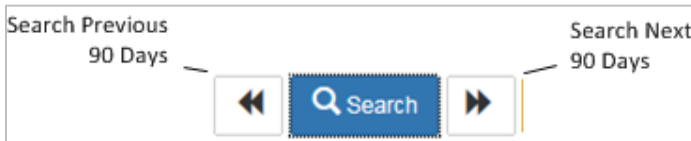
Select the **Sign Out** link to end a CASS session.

Searching for Events

CASS enables users to search for events by entering a single car and a start and end date range into search criteria. A search returns all events for up to a 90-day date range. CASS provides access to three years of event data. From a successful search results screen, additional options exist to view full record details, to download a CSV version of displayed events, or to create a LAM based on the displayed movement event.

Note: Once initial search criteria are entered, CASS allows users to perform a search for the records either 90 days before or 90 days after the entered From and To Dates. This is done by using the double arrows that bookend the Search button ([Exhibit 6](#)).

Exhibit 6. Search Previous/Next 90 Days Arrows



Use the following procedure to search for events:

1. From the CASS Home Page ([Exhibit 5](#)), select **Search > Event Search**. The Event Search page is displayed ([Exhibit 7](#)).

Exhibit 7. Event Search Page

The screenshot shows the 'Event Search' page in the RAILINC system. At the top, there is a navigation bar with 'RAILINC Car Accounting Self Service' on the left and 'CARYTST Launch Pad Contact Us Help Sign Out' on the right. Below this is a menu bar with 'Home Search Messages Reports Serving Area Documentation'. The main content area is titled 'Event Search' and contains four input fields: 'Equip Initial' (with 'Equip Initial' as placeholder), 'Equip Number' (with 'Equip Number' as placeholder), 'From Date' (with 'From date' as placeholder and a calendar icon), and 'To Date' (with 'To date' as placeholder and a calendar icon). To the right of these fields are two buttons: a blue 'Search' button with a magnifying glass icon and a white 'Reset' button with a circular arrow icon.

2. Complete the following fields:
 - Equipment Initial
 - Equipment Number
 - From Date (MM/DD/YYYY)
 - To Date (MM/DD/YYYY)
3. Select **Search** or the **Enter** key to initiate the search. If results are found, they are displayed in the right panel ([Exhibit 8](#)). Select **Reset** if the search fields and results need to be cleared.

Exhibit 8. Event Search Page (with results)

The screenshot shows the Event Search interface. At the top, there are input fields for 'Equip Initial*' (CSXT), 'Equip Number*' (123924), 'From Date*' (01/23/2015), and 'To Date*' (03/26/2015). Below these are 'Search' and 'Reset' buttons. The search results are displayed in a table with the following columns: Event, Event Time, From Road, To Road, Posting Road, Liable Road, Location, LCS Code, and Status. The table contains 14 rows of data.

Event	Event Time	From Road	To Road	Posting Road	Liable Road	Location	LCS Code	Status
DFLC	01/26/2015 08:00	KCSM		KCSM	KCSM	QA, QUERETARO	A	L
ARRI	01/26/2015 16:10	KCSM		KCSM	KCSM	QA, TLACOTE EL ALTO	A	L
PACT	01/26/2015 16:15	KCSM		KCSM	KCSM	QA, TLACOTE EL ALTO	A	L
RMTY	01/29/2015 10:54	KCSM		KCSM	KCSM	QA, TLACOTE EL ALTO	A	E
PFPS	01/29/2015 19:35	KCSM		KCSM	KCSM	QA, TLACOTE EL ALTO	A	E
DFLC	01/29/2015 19:36	KCSM		KCSM	KCSM	QA, TLACOTE EL ALTO	A	E
ARIL	01/29/2015 23:07	KCSM		KCSM	KCSM	QA, QUERETARO	A	E
DFLC	01/31/2015 10:40	KCSM		KCSM	KCSM	QA, QUERETARO	A	E
ARIL	01/31/2015 13:15	KCSM		KCSM	KCSM	GJ, JOCOQUI Y ANEXAS	A	E
DFLC	02/01/2015 05:30	KCSM		KCSM	KCSM	GJ, JOCOQUI Y ANEXAS	A	E

4. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Use the Reset All Filters button to clear all filter data.
5. If when performing a search, no results are returned for the specified search parameters, a message appears ([Exhibit 9](#)). Select **Yes** to search for events within two years of current date using the From Date of the original search.

Exhibit 9. Message: No records found for search criteria provided

The message box contains the following text:

Message

No records found for search criteria provided.

Click "Yes" to search for events within two years of current date using the From Date of the original search, 02/23/2015. If events are found, results will contain the last event prior to the From Date plus up to 90 days of prior events.

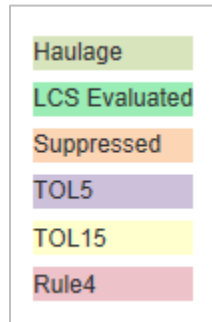
If no events are returned, the search will display the last event from the current date for the car plus up to 10 prior interchanges.

Clicking "No" returns to Event Search.

At the bottom of the message box are two buttons: **Yes** and **No**.

6. Perform one of the following steps:
 - a. **To view a legend of movement event types:** Select the **Legend** button. The movement event types legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

Exhibit 10. Movement Event Types Legend



- b. **To download the displayed events as a CSV:** Select **Download CSV** to download all displayed events in CSV format. Select the check box that you agree to the terms of use in the pop-up window and select **Accept**. Select to either open or download the events in CSV format.
- c. **To view details of the movement event and/or create a LAM from that event:** Double-click a selected movement event to view its details. The Event Details pop-up is displayed, which differs slightly based on event type. The following exhibits show examples of each event type:
- Haulage ([Exhibit 11](#))
 - LCS Evaluated ([Exhibit 12](#))
 - Suppressed ([Exhibit 13](#))
 - TOL5 ([Exhibit 14](#))
 - TOL15 ([Exhibit 15](#))
 - Rule 4 ([Exhibit 16](#))

From an event details pop-up, you can select **Create LAM** to create a LAM based on the displayed event (see [Creating a LAM from an Existing Event](#) on page 16).

Exhibit 11. Event Details Pop-Up (Haulage)

Event Details			
Equipment:	CSXT0000495283	Event Type:	ARIL
From Road:	CSXT	Event Description:	ARRIVAL INTRANSIT
To Road:		Event Time:	01/30/2014 11:05
Posting Road:	CSXT	Posting Time:	01/30/2014 11:41:45
Road:		LCS Code:	A - Active
SPLC:	148260000	Interchange Type:	Haulage
Location:	MA, WEST SPRINGFIELD		
Load Status:	E - Empty		
Interchange Type Detail - Haulage			
Start Time:	01/29/2014 22:31:00	Haulage Road:	CSO
End Time:	01/30/2014 14:23:00	Liabile Road:	CSXT
		Haulage Type:	Two Road Haulage
		+ Create LAM	+ Close

Exhibit 12. Event Details Pop-Up (LCS Evaluated)

Event Details			
Equipment:	CSXT0000123924	Event Type:	ICHD
From Road:	NS	Event Description:	INTERCHANGE DELIVERY FROM RCVG ROAD
To Road:	BNSF	Event Time:	02/10/2014 21:39
Posting Road:	NS	Posting Time:	02/10/2014 23:01:52
SPLC:	439900000	LCS Code:	V - Verified Interchange
Location:	TN, MEMPHIS	Interchange Type:	
Load Status:	L - Loaded		
		+ Create LAM	+ Close

Exhibit 13. Event Details Pop-Up (Suppressed)



Event Details			
Equipment:	CSXT0000486654	Event Type:	RMTY
From Road:	TTIS	Event	RELEASE EMPTY
To Road:		Description:	
Posting Road:	TTIS	Event Time:	01/10/2014 12:15
SPLC:	285390000	Posting Time:	01/10/2014 13:19:54
Location:	KY, PARIS	LCS Code:	8 - Suppressed
Load Status:	E - Empty	Interchange Type:	Suppressed
Interchange Type Detail - Suppressed			
Start Time:	01/06/2014 20:05:00	Liabile Road:	CSXT
End Time:	01/10/2014 12:20:00	Possession Road:	TTIS
			

Exhibit 14. Event Details Pop-Up (TOL5)

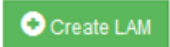

Event Details			
Equipment:	CSXT0000708372	Event Type:	PACT
From Road:	CWRO	Event	PLACEMENT-ACTUAL
To Road:		Description:	
Posting Road:	CWRO	Event Time:	01/24/2014 00:01
SPLC:	341800000	Posting Time:	01/24/2014 02:14:18
Location:	OH, CLEVELAND	LCS Code:	A - Active
Load Status:	E - Empty	Interchange Type:	TOL5
Interchange Type Detail - TOL5			
Start Time:	01/22/2014 19:35:00	Switch Road:	CWRO
End Time:	01/24/2014 12:10:00	Liabile Road:	CSXT
		Switch Type:	Terminal Switch
			

Exhibit 15. Event Details Pop-Up (TOL15)

Event Details			
Equipment:	CSXT0000502570	Event Type:	CH82
From Road:	CSS	Event	CAR HIRE RULE 15 TOL
To Road:	BOCT	Description:	TO DELINQUENT ROAD
Posting Road:	CSS	Event Time:	01/17/2014 14:24
SPLC:	363510000	Posting Time:	01/18/2014 04:03:12
Location:	IN, EAST CHICAGO	LCS Code:	V - Verified Interchange
Load Status:	E - Empty	Interchange Type:	TOL15
Interchange Type Detail - TOL15			
Start Time:	01/17/2014 14:24:00	Holding Road:	CSS
End Time:	01/18/2014 16:07:00	Liabile Road:	BOCT
		+ Create LAM	* Close

Exhibit 16. Event Details Pop-Up (Rule 4)

Event Details			
Equipment:	CSXT0000251587	Event Type:	CH96
From Road:	EVWR	Event Description:	CAR HIRE RULE 4 START
To Road:	CSXT	Event Time:	01/22/2014 15:28
Posting Road:	AARG	Posting Time:	02/21/2014 11:36:52
SPLC:	379500000	LCS Code:	-
Location:	IN, EVANSVILLE	Interchange Type:	
Load Status:	E - Empty		
		+ Create LAM	* Close

Searching for Car Hire Liability File Records

CHLF Search enables users to search a Car Hire Liability File (CHLF) for a single car’s liability file records, including cycle data with time and mileage payments for a month.

Notes:

1. CHLF Search is an optional feature that is only available to users who subscribe to the Car Hire Liability File. If you already subscribe to the CHLF but do not have access to this feature in CASS, request access to the CASS CHLF V2.0 User role through SSO as described in [Requesting Access to CASS](#) on page 3. If you would like to subscribe to the CHLF, contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com.
2. To learn more about the Car Hire Liability File, refer to the [CHLF User Guide](#), which describes the format of this file. See [Accessing CASS System Documentation](#) on page 29 to access this document.

Use the following procedure to perform a CHLF Search:

1. From the CASS Home Page, select **Search > CHLF Search**. The CHLF Search page is displayed ([Exhibit 17](#)).

Exhibit 17. CHLF Search Page

2. Complete the following fields:

- Equip Initial** Enter the equipment initials
- Equip Number** Enter the equipment number
- Mark** Choose the mark. Marks listed in the drop-down match your SSO permissions and should correspond with your main mark as a CHLF participant. You can see all your system equipment and foreign equipment on your line. If you are an agent, you can see equipment for any mark for which you are the agent.
- CHLF File** Select a CHLF file. You can choose from the most recent Periodic Estimate, the last Monthly Estimate, or any Actual File within the past two years.

3. Select **Search** or press the **Enter** key to initiate the search. If results are found, they are displayed as shown in [Exhibit 18](#). Select **Reset** if you want to clear the search fields and results.

Exhibit 18. CHLF Search Page (with results and event information expanded)

The screenshot displays the CHLF Search interface. At the top, there are search filters for 'Equip Initial' (CSXT), 'Equip Number', 'Mark', and 'CHLF File' (01/2014 Actual File). A 'Search' button and a 'Reset' button are visible. To the right, the 'CHLF Search Summary' section shows 'Owner: CSXT', 'Lessee', and 'Car Type: A302'. It includes a table with columns: L/E, Tot Hrs, Time Value, Tot Miles, Mileage Values, Appurt value, and Total Value. Below this, a 'Search Results(3 results in 9.35 Seconds)' section features a 'Legend' and 'Download CSV' button. The main table has columns for Road, Start, End, L/E, Total, Rate, and Waybill. Below the main table, an expanded event table shows columns for Event, Event Time, From Road, To Road, Posting Road, Liable Road, Location SPLC, Location City/State, LCS Code, and Status. The bottom of the page shows a summary row with columns: UP, UP, LCS, W, 238, SERA, 874845000, LCS, V, 419, NS, 380001000, L, 181, 2.008, and a 'Download CSV' button.

The results show the activity of the car for the month, including each interchange and loaded or empty cycle break where the mark selected was in possession of the car, liable for car hire, or the car owner or lessee. If you are the car owner or lessee, the results show all activity from hour 0 to the end of the month.

In addition to interchanges and cycle breaks, the results also include mileage, rate, and waybill information. If the cycle is subject to Rule 4, the results also include STCC information.

The CHLF Search Summary section at the top right of the CHLF Search Results displays owner, lessee, and car type information from Umler[®], as well as aggregate car accounting information for the car during the selected month. For users who represent the owner or lessee, the CHLF Search Summary section displays a total of hours and miles *receivable*. For users who represent the user road, the CHLF Search Summary section displays a total of hours and miles *payable*.

To view event information for the selected car during a listed cycle, select the arrow icon to the left of the possession road mark. Event information is displayed beneath the cycle information using the same format as the Event Search page ([Exhibit 18](#)). See [Searching for Events](#) on page 7 for a description of the Event Search page.

Select the **Legend** button at the bottom right of the page to view a legend of movement event types. The Movement Event Types Legend is displayed ([Exhibit 10](#)). Select **Legend** again to hide it.

4. You can download all the displayed liability file records as a CSV file. Select **Download CSV** at the bottom right of the page. Select the checkbox to agree to the terms of use in the pop-up window and then select **Accept**. Choose to either open the file or download the file in CSV format.
5. In addition, you can double-click a listed cycle to display a pop-up window containing detailed mileage information for that cycle. This window displays the start and end time for the cycle used by the Railinc mileage accumulation process, and includes the SPLCs reported in event data during the cycle and the miles between those SPLCs.

Creating Liability Acceptance Messages

CASS allows the creation of a Liability Acceptance Message (LAM) within 120 hours (5 days) of the current time based on Eastern Time. The CASS user is able to submit LAMs for any railroad they may have permission. The permissions are determined by the Mark table from the home page. All Marks that have a check in the Operating Marks column are available to select in the Submitting Road field on LAM creation.

See one of the following sections to create a LAM:

- [Creating a New LAM](#) on page 15
- [Creating a LAM from an Existing Event](#) on page 16

Creating a New LAM

Use the following procedure to create a new Liability Acceptance Message:

1. From the CASS Home Page ([Exhibit 5](#)), select **Create Message**. The Create LAM page is displayed ([Exhibit 19](#)).

Exhibit 19. Create LAM

The screenshot shows a web form titled "Liability Acceptance Message". At the top, it says "All fields are required." Below this are several input fields: "Submitting Road", "Equip Initial", "Equip Number", "Event Time (MM/DD/YYYY)" (with a calendar icon and time selection buttons for 00 and 01), "From Road", "Location SPLC" (with a search icon), and "Status" (a dropdown menu). At the bottom right, there are three buttons: "Preview" (blue), "Submit" (green), and "Reset" (orange).

2. Complete the available input fields.
3. Optionally, select **Preview** to preview the message content ([Exhibit 20](#)). Select **Preview** again to hide the preview panel.

Exhibit 20. Create LAM (preview displayed)

Liability Acceptance Message

All fields are required.

Submitting Road:

Equip Initial:

Equip Number:

Event Time (MM/DD/YYYY):

From Road:

Location SPLC:

Status:

Header: #RAILRRDC0001TRAIN101404211239RRDC /

Group: *0001CASS457210000201404200001415 ZCSXTRAIL

Detail: +CSXT124221E

Summary:=0001SUM0001

Trailer: \$0001EOMæ

4. Select **Submit** or the **Enter** key to submit the message. If all rules pass, a confirmation message is displayed.

Creating a LAM from an Existing Event

Use the following procedure to create a Liability Acceptance Message from an existing movement event:

1. Complete the process of searching for an existing event (see [Searching for Events](#) on page 7).
2. Double-click the event that you want to use as the basis for the new LAM. The Event Details Pop-Up is displayed ([Exhibit 21](#)).

Exhibit 21. Event Details (for the event to be used as the basis for the new LAM)

Event Details

Equipment: CSXT0000297311	Event Type: ICHR
From Road: SCIH	Event: INTERCHANGE RECEIPT
To Road: CSXT	Description: FROM SND'G ROAD
Posting Road: CSXT	Event Time: 10/12/2012 15:15
SPLC: 380673000	Posting Time: 10/12/2012 17:11:26
Location: IL, 100TH STREET	LCS Code: A - Active
Load Status: E - Empty	Interchange Type:

Creating Liability Acceptance Messages

3. From an Event Details Pop-Up, select **Create LAM**. The Create LAM page is displayed with fields pre-filled for Equipment Initial, Equipment Number, Event Time, From Road, and Status.
4. Complete the remaining input fields for Submitting Road and Location SPLC. Modify the pre-filled fields if needed.
5. Complete the creation process as described in [Creating a New LAM](#) on page 15.

Viewing Message History

Once a LAM is submitted, the message appears in the Message History page. The Message History page gives the CASS user an option for 7, 60 or 90 days of message history. The messages are displayed based on company permission and not by individual submitters. The message can be in one of three statuses.

- **Submitted** – This status indicates that a LAM has been submitted but has not reached the Event Repository at Railinc. If a message remains in this status there has been an issue with the LAM processing.
- **Posted** – This status advises that the message has been posted to the Event Repository at Railinc. When a LAM reaches this status the LAM can also be viewed as an event using the Event Search in CASS.
- **LCS Evaluated** – This status should occur 120 hours (5 days) after a LAM event has been posted. This indicates that LCS has evaluated the event. An Event Search can be performed to see the results of LCS.

Use the following procedure to view message history:

1. From the CASS Home Page ([Exhibit 5](#)), select **Messages > LAM History**. The LAM Message History page is displayed ([Exhibit 22](#)).

Exhibit 22. Message History

The screenshot shows a web interface titled "Message History". Below the title is a "View:" label followed by a dropdown menu currently set to "Select Duration". To the right of the dropdown is a blue button with a magnifying glass icon and the text "View History".

2. Use the **View** drop-down to select to select the duration of messages in the last 7 days, the last 30 days or the last 60 days.
3. Select **View History** or the **Enter** key. The Message History page is displayed with search results ([Exhibit 23](#)).

Exhibit 23. LAM Message History (showing results)

The screenshot shows the "Message History" page with the "View:" dropdown set to "Last 7 Days" and the "View History" button. Below this, it displays "LAM Message History (1 results in 0.437 seconds)" with a "Download CSV" button. A table of results is shown below with filterable columns.

Submitter ID	Submitting Road	Submitted Time	Status	Equip Initial	Equip Number
hokiebrd	NS	04/21/2014 12:54	Submitted	CSXT	297311

4. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Use the Reset All Filters button to clear all filter data.

5. **To download the displayed events as a CSV:** Select **Download CSV** in order to download all displayed events in CSV format. Select that you agree to the terms of use in the pop-up window and select **Accept**. Select to either open or download the events in CSV format.

Working with Reports

CASS provides the following reports to assist users. Each of these reports can be exported as a spreadsheet.

- **Haulage Agreements Report** – This report shows your current haulage agreements so you can verify your haulage setups with other carriers. Haulage agreements are displayed when the Selected Railroad Mark is listed as Carrier 1, Carrier 2 or Car Hire Liable.
- **TOL Rule 5 Liability Limits** – This report shows the agreed limit between the Switch Carrier and the Line–Haul Carrier.
- **DDCT Dismantled Equipment Report** – This report shows all of your cars that have moved to DEAD status. DEAD denotes that a car has been designated for dismantling.

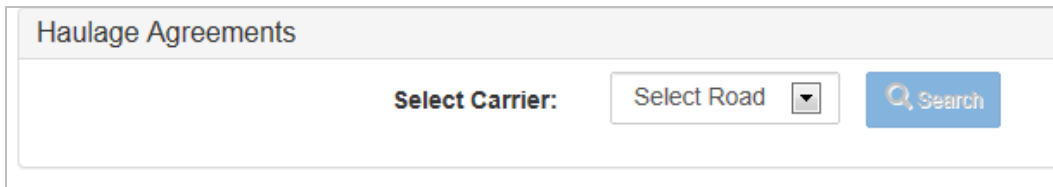
Note: To add or expire haulage agreements please contact csc@railinc.com.

Haulage Agreements Report

Use the following procedure to view and export the Haulage Agreements Report:

1. From the CASS Home Page ([Exhibit 5](#)), select **Reports > Haulage Agreements**. The Haulage Agreements Reports Search page is displayed ([Exhibit 24](#)).

Exhibit 24. Haulage Agreements Report—Search



Haulage Agreements

Select Carrier: Select Road ▼ Search

2. Select the appropriate carrier from the drop-down and select **Search**. The Haulage Agreements Report for the selected carrier is displayed ([Exhibit 25](#)).

Exhibit 25. Haulage Agreements Report

Carrier 1	Carrier 2	Location	Haulage ID	Car Hire Liabile	Effective Date
		NC, SELMA	A		10/21/2016
		NC, FAYETTEVILLE	A		10/21/2016
		NY, BUFFALO	B		04/15/2016
		NY, ROCHESTER	A		04/14/2016
		NY, BUFFALO SENECA YARD	A		11/20/2013
		IL, BENSENVILLE	A		11/20/2013
		KY, LOUISVILLE	A		10/31/2013
		CT, HARTFORD	A		10/22/2013
		AL, BIRMINGHAM	A		06/19/2013
		ON, WINDSOR	H		02/11/2013
		ON, WINDSOR	H		02/11/2013
		NY AI RANY	A		10/12/2012

- As necessary, type an entry in a column heading to filter the report results. You can use the Reset All Filters button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered Haulage Agreements Report. A confirmation message is displayed ([Exhibit 26](#)).

Exhibit 26. Report Download Confirmation

Confirmation

By downloading this data, you agree to [Railinc's Terms of Service](#) which limits data use and restricts distribution without prior Railinc agreement.

- Select the checkbox to agree to the Terms of Service. Select the **Accept** button. Depending on your browser, the Haulage Agreements Report either opens in your local spreadsheet application ([Exhibit 27](#)) or is listed at the bottom of your browser page.

Exhibit 27. Haulage Agreements Report (opened in spreadsheet application)

	A	B	C	D	E	F	G	H	I
1	Carrier 1	Carrier 2	State/Pro	City	SPLC	Haulage I	Car Hire L	Effective Date	
2	RAIL	AARE	OH	COLUMBUS	3.53E+08	A	AARE	10/14/2011	
3	RAIL	AARE	NY	FRESH POND	1.79E+08	B	AARE	12/16/2010	
4	RAIL	AARE	NY	FRESH POND	1.79E+08	A	AARE	12/16/2010	
5	RAIL	AARE	NY	ALBANY PORT	1.73E+08	A	AARE	12/15/2010	
6	RAIL	AARE	MA	PALMER	1.48E+08	A	AARE	1/11/2010	
7	RAIL	AARE	OH	BARBERTON	3.45E+08	A	AARE	6/17/2009	

- As necessary, use the tools within the spreadsheet application to filter, analyze, and save the data.

TOL Rule 5 Liability Limits Report

Use the following procedure to view and export the TOL Rule 5 Liability Limits Report:

- From the CASS Home Page ([Exhibit 5](#)), select **Reports > TOL Rule 5 Liability Limits**. The TOL Rule 5 Liability Limits Reports Search page is displayed ([Exhibit 28](#)).

Exhibit 28. TOL Rule 5 Liability Limits (select a carrier)

- Select the appropriate carrier from the drop-down and select **Search**. The TOL Rule 5 Liability Limits Report for the selected carrier is displayed ([Exhibit 29](#)).

Exhibit 29. TOL Rule 5 Liability Limits Report

Carrier 1	Carrier 2	Location	TL Effective Date	IL Effective Date	TL Hours To	TL Hours From	IL Hours To	IL Hours From
Filter Carrier 1	Filter Carrier 2	Filter Location						
			06/01/2015	06/01/2015	480	120	0	0
			06/12/2007	06/12/2007	0	72	0	0
			07/01/2006	07/01/2006	0	0	24	350
			08/16/2002	08/16/2002	480	120	0	0
			08/16/2002	08/16/2002	480	120	0	0
			08/16/2002	08/16/2002	120	480	0	0
			08/16/2002	08/16/2002	120	480	0	0
			08/16/2002	08/16/2002	120	480	0	0
			01/01/2000	01/01/2000	120	0	0	0
			06/01/1999	06/01/1999	144	144	0	0
			06/01/1999	06/01/1999	144	144	0	0
			06/01/1999	06/01/1999	144	144	0	0
			06/01/1999	06/01/1999	144	144	0	0
			08/01/1997	08/01/1997	144	144	0	0
			07/04/1997	07/04/1997	144	144	0	0

- As necessary, type an entry in a column heading to filter the report results. You can use the Reset All Filters button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered TOL Rule 5 Liability Limits Report. A confirmation message is displayed ([Exhibit 26](#)).
- Select the checkbox to agree to the Terms of Service. Select the **Accept** button. Depending on your browser, the TOL Rule 5 Liability Limits Report either opens in your local spreadsheet application ([Exhibit 30](#)) or is listed at the bottom of your browser page.

Exhibit 30. TOL Rule 5 Liability Limits Report (opened in spreadsheet application)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Carrier 1	Carrier 2	State/Pro	City	SPLC	Terminal L	Intermedia	Terminal	Terminal	Intermed	Intermediate	Limit	Hours From
2	Rail	AARE	OH	LORDSTO	3.44E+08	8/16/2002	8/16/2002	120	480	0	0		
3	Rail	AARE	OH	ASHTABU	3.41E+08	8/16/2002	8/16/2002	120	480	0	0		
4	Rail	AARE	OH	ASHTABU	3.41E+08	8/16/2002	8/16/2002	120	480	0	0		
5	Rail	AARE	IN	CRAWFOI	3.69E+08	8/16/2002	8/16/2002	480	120	0	0		
6	Rail	AARE	IN	INDIANA	3.69E+08	8/16/2002	8/16/2002	480	120	0	0		
7	Rail	AARE	FL	CANTON	4.95E+08	9/1/1999	9/1/1999	72	0	0	0		

- As necessary, use the tools within the spreadsheet application to filter, analyze, and save the data.

DDCT Dismantled Equipment Report

Use the following procedure to view and export the Damaged and Defective Car Tracking (DDCT) Dismantled Equipment Report:

- From the CASS Home Page ([Exhibit 5](#)), select **Reports > DDCT Dismantled Equipment**. The DDCT Dismantled Equipment Report page with the option to select a carrier is displayed ([Exhibit 31](#)).

Exhibit 31. DDCT Dismantled Equipment (select a carrier)

- Select the appropriate carrier from the drop-down and select **Search**. The DDCT Dismantled Equipment Report for the selected carrier is displayed ([Exhibit 29](#)).

Exhibit 32. DDCT Dismantled Equipment Report

Owner Mark	Equip Initial	Equip Number	Equip Type	Mechanical Designation	Transportation Code	TC Code	Equip Grade	Last Updated
		000020719	C114	LO	D	W		03/18/2006
		0000174878	C113	LO	R			04/25/2001

- As necessary, type an entry in a column heading to filter the report results. You can use the Reset All Filters button to remove any filters and relist the full results.
- Select **Download CSV** to download the unfiltered DDCT Dismantled Equipment Report. A confirmation message is displayed ([Exhibit 26](#)).
- Select the checkbox to agree to the Terms of Service. Select the **Accept** button. Depending on your browser, the DDCT Dismantled Equipment Report either opens in your local spreadsheet application ([Exhibit 33](#)) or is listed at the bottom of your browser page.

Exhibit 33. DDCT Dismantled Equipment Report (opened in spreadsheet application)

	A	B	C	D	E	F	G	H	I
1	Owner MA	Equipmer	Equipmer	Equipmer	Mechanic	Transport	Transport	Equipmer	Last Updated
2	RAIL	RAIL	3333	J301	GT				4/25/2001
3	RAIL	RAIL	3767	J301	GT				4/25/2001
4	RAIL	RAIL	4020	J301	GT				4/25/2001
5	RAIL	RAIL	4117	J301	GT				4/25/2001
6	RAIL	RAIL	4175	J301	GT				4/25/2001
7	RAIL	RAIL	4209	J301	GT				4/25/2001
8	RAIL	RAIL	4283	J301	GT				4/25/2001

6. As necessary, use the tools within the spreadsheet application to filter, analyze, and save the data.

Working with the Serving Area File

The Serving Area File is a file that contains geographic locations used for Car Hire reclaims under Car Hire Rule 22. CASS enables you to view the file and edit the file to make changes for your mark.

See the following sections:

- [Viewing the Serving Area File](#) on page 25
- [Editing the Serving Area File](#) on page 26

Viewing the Serving Area File

Use the following procedure to view the Serving Area File:

1. From the CASS Home Page ([Exhibit 5](#)), select **Serving Area > View**. The Serving Area Search page is displayed in view-only mode ([Exhibit 34](#)).

Exhibit 34. Serving Area Search (in view-only mode)

2. Enter your search criteria (optional) and select **Search**. The search results (up to 1500 records) are displayed below the search criteria ([Exhibit 35](#)).

Exhibit 35. Search Results

Handling Carrier	Loading Point SPLC	City	State	Serving Area SPLC	City	State	Effective Date	Expiration Date	Create Date	Status
AA	343201000	OTTAWA YARD	OH	343100000	TOLEDO	OH	11/01/2017	12/31/9999	10/24/2017	Active
AA	343201000	OTTAWA YARD	OH	318782000	SAMARIA	MI	11/01/2017	12/31/9999	10/24/2017	Active
AA	318740000	DUNDEE	MI	318740000	DUNDEE	MI	11/01/2017	12/31/9999	10/24/2017	Active
AA	318740000	DUNDEE	MI	318480000	MILAN	MI	11/01/2017	12/31/9999	10/24/2017	Active
AA	318740000	DUNDEE	MI	318757000	DIANN	MI	11/01/2017	12/31/9999	10/24/2017	Active
AA	343201000	OTTAWA YARD	OH	343201000	OTTAWA YARD	OH	11/01/2017	12/31/9999	10/24/2017	Active
AKMD	613817000	JONES MILL	AR	613830000	MALVERN	AR	11/01/2017	12/31/9999	10/24/2017	Active
ATW	416124000	COLON	NC	416114000	CUMNOCK	NC	11/01/2017	12/31/9999	10/24/2017	Active
ATW	416140000	SANFORD	NC	416114000	CUMNOCK	NC	11/01/2017	12/31/9999	10/24/2017	Active
ATW	416114000	CUMNOCK	NC	416114000	CUMNOCK	NC	11/01/2017	12/31/9999	10/24/2017	Active
ATW	416112000	COHEN	NC	416114000	CUMNOCK	NC	11/01/2017	12/31/9999	10/24/2017	Active
ATW	416143000	FAGAN	NC	416114000	CUMNOCK	NC	11/01/2017	12/31/9999	10/24/2017	Active

3. As necessary, type an entry in a column heading to filter the search results. You can use the Reset All Filters button to remove any filters and relist the full results.
4. As necessary, sort the search results by selecting the up or down arrow in a column heading.

5. Select **Download CSV** to download the displayed results (if you want to download the entire unfiltered Serving Area File, first select the Download All checkbox at the right of the Download CSV button). A confirmation message is displayed ([Exhibit 36](#)).

Exhibit 36. Serving Area File Download Confirmation

Confirmation

By downloading this data, you agree to [Railinc's Terms of Service](#) which limits data use and restricts distribution without prior Railinc agreement.

Accept
Cancel

6. Select the checkbox to agree to the Terms of Service. Select the **Accept** button. Depending on your browser, the Serving Area File either opens in your local spreadsheet application ([Exhibit 37](#)) or is listed at the bottom of your browser page.

Exhibit 37. Serving Area File (opened in spreadsheet application)

	A	B	C	D	E	F	G	H	I	J	K
1	Handling Carrier	Loading Point SPLC	Loading Point SPLC City	Loading Point	Serving Area SPLC	Serving Area SPLC City	Serving Area SPLC State/Province	Effective Date	Expiration Date	Create Date	Status
2	AA	343201000	OTTAWA YARD	OH	343100000	TOLEDO	OH	11/1/2017	12/31/9999	10/24/2017	Active
3	AA	343201000	OTTAWA YARD	OH	318782000	SAMARIA	MI	11/1/2017	12/31/9999	10/24/2017	Active
4	AA	343201000	OTTAWA YARD	OH	343201000	OTTAWA YARD	OH	11/1/2017	12/31/9999	10/24/2017	Active
5	AA	318740000	DUNDEE	MI	318740000	DUNDEE	MI	11/1/2017	12/31/9999	10/24/2017	Active
6	AA	318740000	DUNDEE	MI	318480000	MILAN	MI	11/1/2017	12/31/9999	10/24/2017	Active
7	AA	318740000	DUNDEE	MI	318757000	DIANN	MI	11/1/2017	12/31/9999	10/24/2017	Active
8	AKMD	613817000	JONES MILL	AR	613830000	MALVERN	AR	11/1/2017	12/31/9999	10/24/2017	Active
9	ATW	416124000	COLON	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
10	ATW	416164000	JONESBORO	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
11	ATW	416140000	SANFORD	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
12	ATW	416114000	CUMNOCK	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
13	ATW	416112000	COHEN	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
14	ATW	416143000	FAGAN	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active
15	ATW	412874000	BRICKHAVEN	NC	416114000	CUMNOCK	NC	11/1/2017	12/31/9999	10/24/2017	Active

7. As necessary, use the tools within the spreadsheet application to filter, analyze, and save the data.

Editing the Serving Area File

Use the following procedure to edit the Serving Area File and make changes for your mark:

1. From the CASS Home Page ([Exhibit 5](#)), select **Serving Area > Edit**. The Serving Area Search page is displayed in edit mode – with an Add button that enables you to edit ([Exhibit 38](#)).

Exhibit 38. Serving Area Search (in edit mode)

Serving Area Search ▼

Handling Carrier	Loading Point SPLC	Serving Area SPLC	
Select Road ▼	Loading Point SPLC 🔍	Serving Area SPLC 🔍	🔍 Search 🔄 Reset

➕ Add

2. Select **Add**. The Add Serving Area pop-up is displayed ([Exhibit 39](#)).

Exhibit 39. Add Serving Area Pop-up

3. Complete the fields (all are required).

Note: **Effective Date** is always the first of the next month.

4. Select **Save**. The new serving area is added to the Serving Area File and is displayed in the Search Results section of the Serving Area Search page ([Exhibit 40](#)).

Exhibit 40. Serving Area Search (in edit mode – showing results with the Add and Expire buttons)

Handling Carrier	Loading Point SPLC	City	State	Serving Area SPLC	City	State	Effective Date	Expiration Date	Create Date	Status
RAIL	411700000	RALEIGH	NC	411657000	CARY	NC	12/01/2017	12/31/9999	11/10/2017	New Add

In addition to the functionality described in [Viewing the Serving Area File](#) on page 25, when in edit mode the Serving Area Search page also enables you to expire records in the Serving Area File. To expire a record, simply select the checkbox at the left of the record in the Search Results section, and then select **Expire**. A confirmation pop-up is displayed ([Exhibit 41](#)).

Note: The **Expire** button is only displayed in edit mode with search results displayed.

Exhibit 41. Expire Serving Area Confirmation Pop-up

Are you sure you want to expire the Serving Area(s) on 11/30/2017?

Loading Point SPLC	Serving Area SPLC	Status
411700000	411657000	New Add

Note: Please note that Expiring any New Add records will permanently delete them from the Serving Area File

Expire Cancel

Select **Expire** again to expire the serving area record.

Accessing CASS System Documentation

The Documentation menu item enables users to download the latest version of the [CASS User Guide](#) (this document), the [CHLF User Guide](#) (describes the layout of the Car Hire Liability File), and [FAQ](#) (a list of CASS frequently asked questions).

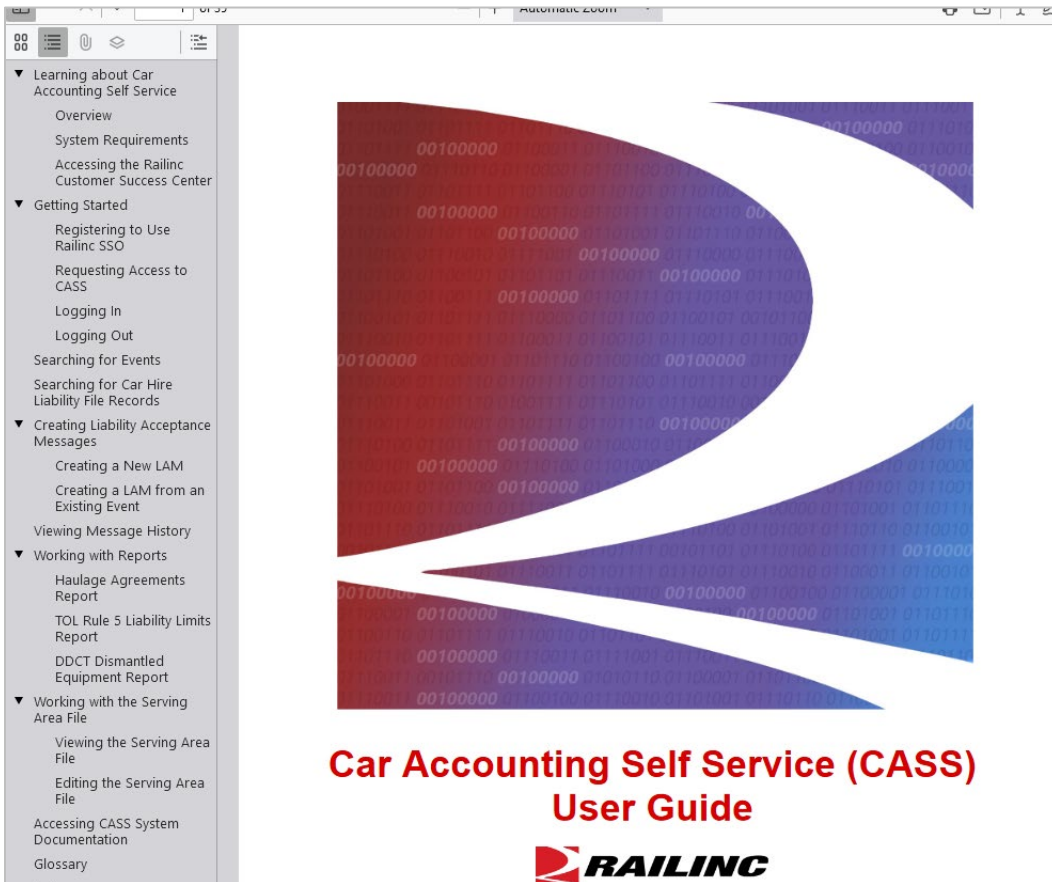
Select the **Documentation** menu item. The Documentation page opens, providing links to download CASS system documents ([Exhibit 42](#)).

Exhibit 42. CASS System Documentation



To download a document, select the corresponding link. The document PDF opens in Adobe Acrobat ([Exhibit 43](#)).

Exhibit 43. CASS User Guide PDF



Use the tools within Acrobat to print or save the document.

Glossary

AAR—Association of American Railroads.

Car Hire—Car Hire is a usage charge paid to car owners by railroads for the use of freight cars and appurtenances.

CHARM—Car Hire Accounting Rate Master. A file that contains all car hire rates currently in effect for each individual piece of equipment. An updated and complete CHARM file is produced each month.

CHLF—A text format data file that contains railcar hire information. It provides LCS interchange information as well as loaded and empty cycle breaks, and Rule 4, Rule 5, and Rule 15 Transfers of Liability, Haulage, and Suppression.

CHRNSS—Car Hire Rate Negotiation Self Service. A Railinc application that provides users with a convenient, single access point to participate in negotiations related to car hire.

ECB—Empty Cycle Break.

LAM—Liability Acceptance Message. A message that enables a railroad to assume liability for a railcar.

LCB—Loaded Cycle Break.

LCS—Liability Continuity System. A system that uses industry approved rules to assess interchange and car movement events reported by carriers to determine car hire liability. LCS provides data to end users via the TRAINII system (TRAIN 61, 62, 63, and 69). There is no direct user interface with LCS. Refer to the *TRAINII User Manual* for additional information. To obtain a copy of this document contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#) on page 2).

Mark—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

Rate Indicator—CHARM rate indicator codes.

- B** BFO rate on market cars.
- D** Post arbitration-period rate on market cars.
- L** Spot bilateral rate on non-market equipment.
- M** Market rate on market cars.
- N** Post BFO-period rate on market cars.
- O** Default rate on market cars.
- R** Arbitrated Rate — Rates set through the arbitration process.
- S** Spot market rate on market cars.
- U** Base rate on non-market equipment.
- V** Special bilateral rate on non-market equipment.
- W** Bilateral rate on non-market equipment.
- Z** Special market rate on market equipment.

Refer to [Car Hire Deprescription Business Rules](#) for additional information.

Rate Source—C, NL, or AO. C - CHARM; NL - Not Liable (the user can see the record because they are in possession of the car but they are not car hire liable); AO - Appurtenance Only (the user can see the record because they are the rack owner or the rack lessee but are not the flat owner or the flat lessee).

RCH—Railroad Clearinghouse. A centralized process for administering and transferring funds among railroads.

SCAC—Standard Carrier Alpha Code. A two-to-four-letter code used to identify transportation companies.

SPLC—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

STCC—Standard Transportation Commodity Code. A seven-digit numeric code used to identify a commodity on waybills and other shipping documents.

Umler[®]—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

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