The Letter of Authorization (LOA) application enables companies to grant third-party users access to their data for a variety of purposes, including shipment and asset management. Users can electronically submit, approve, expire, revoke, and renew letters of authorization. Users can edit an approved LOA to quickly change the categories and/or subcategories. Users cannot change the Grantee or Grantor company or address, but they can change the Grantee or Grantor contacts listed on the LOA.
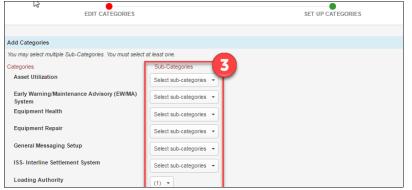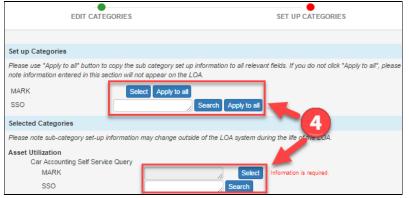
Search for the LOA You Want to Edit

View the LOA You Want to Edit and then Select Edit LOA

Make Changes to Subcategories as Needed

Add Supplemental Subcategory Information as Needed

Use the following procedure to edit an approved LOA:

1 Locate the LOA that you want to edit.

- If you know the LOA number, enter it in the Enter LOA ID Lookup field in the menu bar (Enter LOA Id 🔍) and select the magnifying glass icon (🔍). This method bypasses the Search Results page.

- If you do not know the LOA number, select **Search LOA** from the menu bar.

  a) Enter your search criteria, and select **Search**. The Search Results page is displayed.

  b) From the Search Results page, select the LOA ID link for the LOA you want to edit. The View LOA page is displayed.

2 Select **Edit LOA**, which is displayed at the top and bottom of the View LOA page. The Edit Categories tab is displayed.

> **Note:** If you only want to edit Grantee or Grantor contacts, you can simply select **Edit Contacts** on the View LOA page. No approval is required for this.

3 The Edit Categories tab lists categories of Railinc applications and subcategories (roles within the applications). You must select at least one subcategory. Note that adding subcategories requires that you also add setup information to the new subcategory and requires that the LOA go through the approval process. Select **Continue** at the bottom of the Edit Categories tab to go to the Setup Categories tab.

4 On the Setup Categories tab, add your supplemental subcategory information as needed. Select **Submit** at the bottom of the Setup Categories tab to save the changes and begin the approval process (if required).

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