

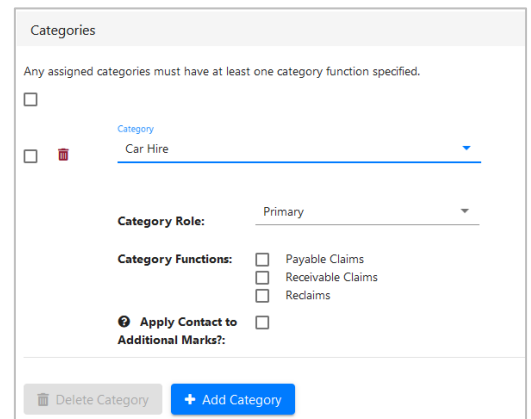
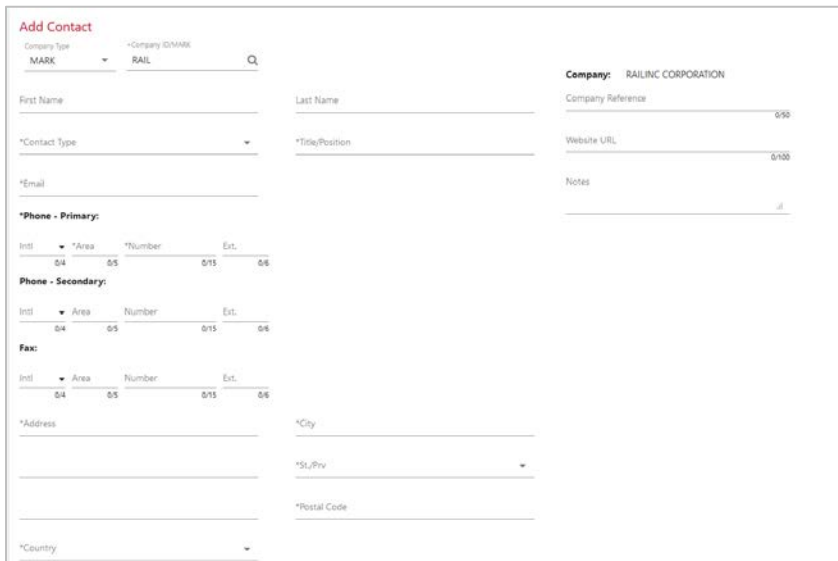
FindUs.Rail is a centralized database that allows users to review their company’s contact information via the web. This centralized repository of contact information helps reduce time spent by railroad departments, private car owners, and leasing companies across the rail industry from searching for the same contact information. Users are able to query contacts and relationships for a category and the MARK parent relationship.

Add a Contact in FindUs.Rail

Here is how to add contact information in FindUs.Rail.

[CUSTOMER LOGIN →](#)

1. From the [Railinc website](#), select the **Customer Login** link in the top right. Enter your **User ID** and **Password** and select **Sign In**. The Launch Pad is displayed.
2. In the **My Applications** section, select the link for **FindUs.Rail**. The FindUs.Rail home page is displayed.
3. Select **Contacts > Add Contact**. The **Add Contact** screen is displayed.
4. Enter all mandatory fields marked with an asterisk (*).



5. In the **Categories** section, select the appropriate category.
6. Depending on the category selected, additional fields may need to be entered.
7. Select the **Apply Contact to Additional Marks** checkbox (optional) to identify additional MARKs to represent. The list of additional MARKs is populated by your **Relationships** (Parent-Child MARK Hierarchy, Holding Parent-Child Hierarchy and Agencies granted in active Letters of Authorization-LOA). When users search for a contact on the **Search Contacts** page, your contact will display for your MARK and all the additional MARKs you select.
8. Select **Save** to save the new contact record.

Refer to the [FindUs.Rail 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.