Letter of Authorization (LOA)

September 14, 2020

Renewal of LOAs

RAILINC

- When an LOA is in a status of Expired, Revalidate, or Approved, the application provides a way to replace the LOA using the renew option.
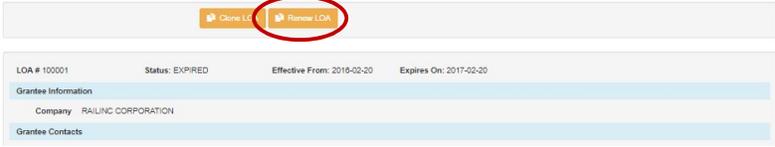
- A renewed LOA is a replacement of the original LOA.
- When the renewed LOA is approved, the original LOA automatically expires.

LOAs in expired, revalidate, or approved statuses can be renewed using the Renew LOA button as shown in the screenshot.

Renewed LOAs are exact copies. The renewed LOA will be given a new LOA ID, the effective date, and contact information can be updated but certain other fields can't be changed. That's going to include the Grantee, Grantor and the Categories. If these are fields that you want to update, consider using the Clone option instead.

Once the renewed LOA has been submitted the original is locked and can no longer be changed. This is to prevent discrepancies between the old and new LOAs. After approval the new LOA can be edited to update the categories if needed. Once approved, the original LOA automatically expires.

- When renewing active LOAs a prompt will appear to allow the replacement of the old LOA. This will expire the old LOA.

- Keeping both LOAs active will not expire the old LOA.

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Once we click the renew option we're taken to either the grantee or grantor page depending on how the original LOA was created. In this case Railinc was the grantee so when we choose to renew we're taken directly to the grantee page. The grantee and grantor will be automatically filled in and not open for change. The contact information will automatically be pulled from the original LOA but can be updated if needed.

In the bottom screenshot we see the next page of the LOA. Here you can update the contact information for the grantor and can enter in new effective and expiration dates. Effective dates must be current or set in the future. Expiration dates must be greater than the effective date but can be no more than 3 years in the future. LOAs must be revalidated each year.
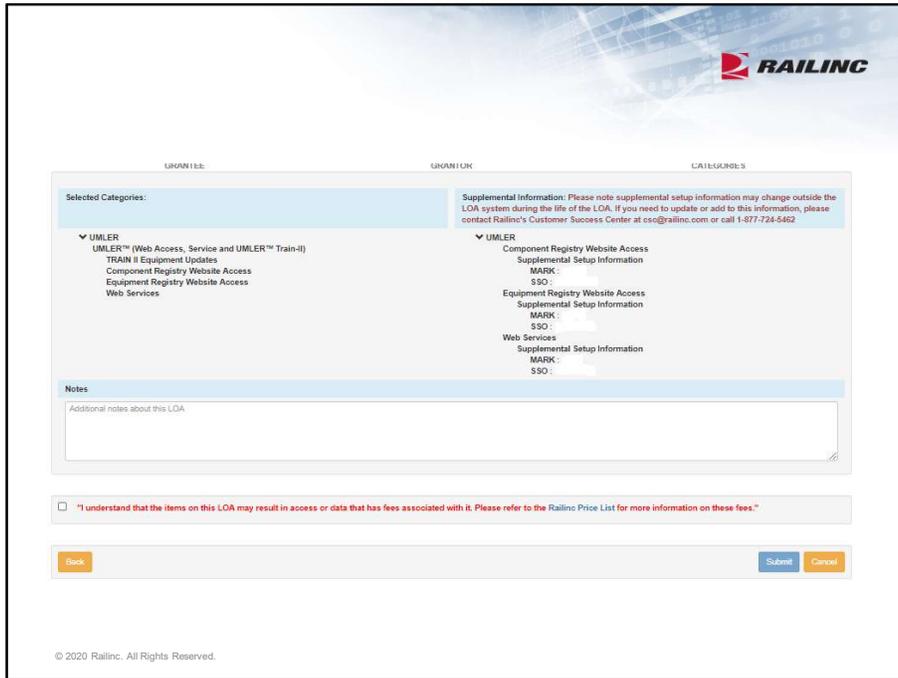
This example LOA was set up with Umler as the chosen category. We can see that the category and supplemental information is listed for review but cannot be edited. To move forward we would want to check the box confirming that this LOA may include categories with associated fees and submit. Fees for Railinc products can be viewed in the linked Railinc Price List.

This concludes our LOA webinar. If there are any questions on the LOA process please contact csc@railinc.com or call the Railinc Customer Success Center at 877-724-5462. Thank you.