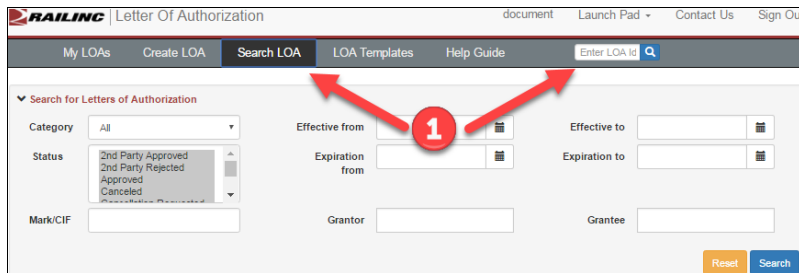




The Letter of Authorization (LOA) application enables companies to grant third-party users access to their data for a variety of purposes, including shipment and asset management. Users can electronically submit, approve, expire, revoke, and renew letters of authorization. To quickly create a new LOA, users can copy an existing LOA through a process called Cloning.

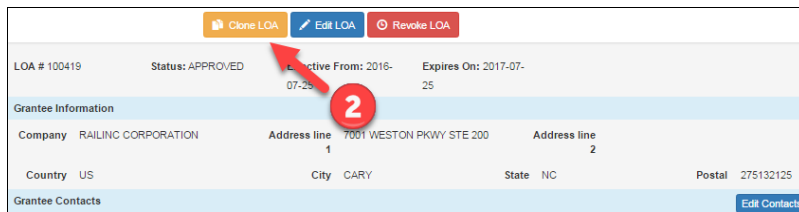
## Search for the LOA You Want to Clone



Use the following procedure to clone an existing LOA:

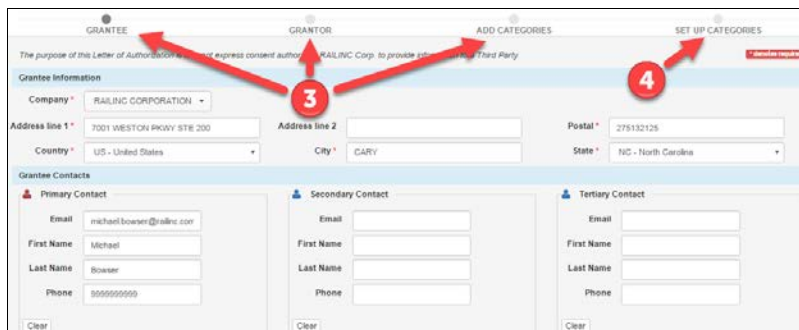
- 1 Locate the LOA that you want to clone.
  - If you know the LOA number, enter it in the Enter LOA ID Lookup field in the menu bar (Enter LOA ID ) and select the magnifying glass icon (). This method bypasses the Search Results page.
  - If you do not know the LOA number, select **Search LOA** from the menu bar.

## View the LOA You Want to Clone and then Select Clone LOA



- 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 clone. The View LOA page is displayed.

## Modify Existing Information as Needed



- 2 Select **Clone LOA**, which is displayed at the top and bottom of the View LOA page. The Create LOA page is displayed, which has tabs that enable you to modify the Grantee, Grantor, Add Categories, and Set Up Categories information.
- 3 Make any changes you need for the new LOA. Select **Continue** at the bottom of the tab to proceed to the next tab.
- 4 Select **Submit** at the bottom of the Set Up Categories tab to create the LOA and begin the approval process.

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](mailto:csc@railinc.com) if you need assistance.