



# Tank Car Mileage Equalization User Guide



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## Learning About Tank Car Mileage Equalization

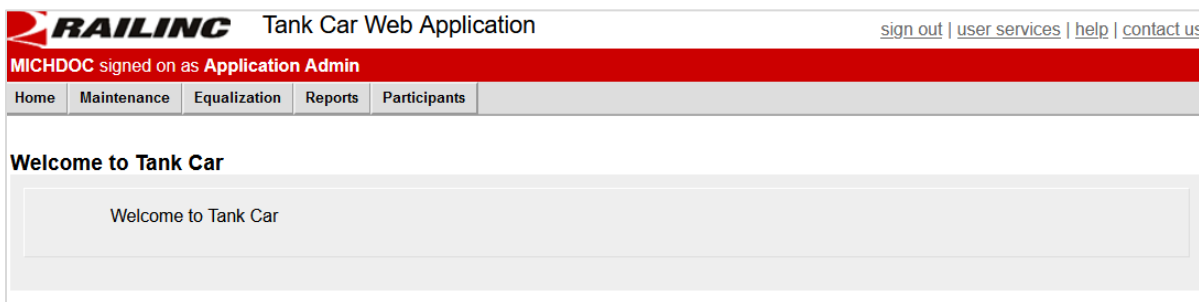
Tank Car Mileage Equalization is a process between carriers and private car owners supervised by the STB in accordance with tariff RIC 6007.

Tank car mileage is reported through the Car Hire Data Exchange Process (CHDX) for the year. Annually, loaded and empty mileage is compared. For each car initial, empty mileage can exceed loaded mileage by up to six percent (6%) without triggering a charge. If the empty mileage for a mark exceeds the loaded mileage by more than six percent, Railinc invoices the mark owner at a rate calculated annually per the RIC 6007 tariff.

A copy of the RIC 6007 tariff is available for download here:

<https://public.railinc.com/resources/national-tariffs>

### Exhibit 1. Tank Car Home Page



[Exhibit 1](#) is the Tank Car Home page. From here you can perform the following actions as described in this guide:

- [Equalization Adjustments – Add](#)
- [Equalization Adjustments – Search](#)
- [Equalization Adjustments – Update](#)
- [Equalization Adjustment - Delete](#)

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## 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](#).

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## Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable and timely 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

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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](mailto:csc@railinc.com).

## Getting Started

To use the Tank Car application, you must first register as a Railinc Single Sign-On user. After your registration has been processed, you will be able to login with your designated username and password at <https://sso.railinc.com/rssso>. For details, see the [Railinc SSO and Launch Pad User Guide](#). You can also login from the [Railinc.com](#) home page by selecting the **Customer Login** link located in the upper right corner.

CUSTOMER LOGIN →

## Learning about User Roles

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. SSO Request Permission

The screenshot shows the 'Request Application Access by Role' page in the Railinc Launch Pad. The page title is 'Request Application Access by Role'. The user is logged in as 'RAILINC CORPORATION' and is signed out. The page shows a progress bar with three steps: 1. Select Roles, 2. Confirm, and 3. Done. Under '1. Select Roles', there is a checkbox for 'Tank Car Adjustment User (MARK required)'. Below the checkbox is a text area for 'Comments...' and a character count '0/255'. At the bottom right, there are 'Return' and 'Next' buttons.

For external users of the system there is only a single role available.

- **Tank Car Adjustment User (company required):** External customers must have a Mark (Company ID) or can have multiple Marks. This role will allow railroads to log into the system to enter adjustments for the month. This will also include agents assigned by a railroad.

## Equalization Adjustments

### Adding an Equalization Adjustment

The system allows carriers to create equalization adjustments. These adjustments will be applied on equalization data received from the Car Hire Data Exchange. The application also provides functionality to an administrator to enter adjustments on behalf of carriers and make modifications to submitted data. Upon a successful add of an equalization adjustment, the system will notify the user via email.

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**NOTE:** Adjustments made after the close of business (11:00 PM ET) on the 20th of each month will be included in next month's register.

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Use the following procedure to add an Equalization Adjustment:

1. From the navigation menu, select **Equalization > Adjustments > Add**. The Add Equalization Adjustments page is displayed ([Exhibit 3](#)).

#### Exhibit 3. Add Equalization Adjustment Record

2. Complete the available described fields.
  - **Paying Mark** – SCAC of paying Mark; Alpha/Min 2, Max 4; populated from SSO and contain multiple values for agents.
  - **Car Initial** – Initials of affected equipment; Alpha/Min 2, Max 4.
  - **Allowed Month/Year** – Month and Year which adjustment is allowed; cut off on 20<sup>th</sup> day, at 11:00 PM ET of every month.
  - **Earned Month/Year** – Month and Year for which mileage is earned.
  - **Loaded Miles** – Loaded Mileage on the adjustment.
  - **Adding or Deducting Miles (Loaded)** – Select to indicate either an “Addition” or a “Deduction”.
  - **Empty Miles** – Empty Mileage on the adjustment.

- **Adding or Deducting Miles (Empty)** – Select to indicate either an “Addition” or a “Deduction”.
  - **Adjustments entered are not violating the provisions of the Tariff** – Must be checked to continue. Indicates your compliance with the rules published in Tariff RIC 6007.
  - **Comments** – Free-text comment field. Comments will be included in the adjustment email. User can type up to 256 characters.
3. Select the **Add** button. A confirmation message is displayed. Select **OK** to continue to submit the adjustment. If all validation rules pass, a message is displayed stating that the adjustment has been successfully added. An email is sent to the affected party to inform them of the adjustment.

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## Searching for an Equalization Adjustment

Use the following procedure to search for Equalization Adjustment records:

1. From the navigation menu, select **Equalization > Adjustments > Search**. The Search Equalization Adjustments page is displayed ([Exhibit 4](#)).

### Exhibit 4. Search Equalization Adjustments

The screenshot shows the RAILING Tank Car Web Application interface. At the top, there is a navigation bar with the RAILING logo and the text "Tank Car Web Application". To the right of the logo, there are links for "sign out", "user services", "help", and "contact us". Below the navigation bar, a red banner displays the user's session information: "TRAINDOC signed on as Tank Car Adjustment User". Underneath the banner is a navigation menu with "Home" and "Equalization" options. The main content area is titled "Search Equalization Adjustments" and contains a search form. The form has four input fields: "\*Paying Mark:" with a dropdown menu showing "RAIL"; "\*Car Initial:" with a text input field; "Allowed Month/Year:" with "Select Month" and "Select Year" dropdown menus; and "Earned Month/Year:" with "Select Month" and "Select Year" dropdown menus. At the bottom of the form are "Search" and "Cancel" buttons.

2. Complete the available described fields.
  - **Paying Mark** – SCAC of paying Mark; Alpha/Min 2, Max 4; populated from SSO and will contain multiple values for agents.
  - **Car Initial** – Initials of road of equalization adjustments; Alpha/Min 2, Max 4.
  - **Allowed Month/Year** – Month and Year which adjustment was allowed.
  - **Earned Month/Year** – Month and Year for which mileage was earned.
3. Select **Search**. The search results are displayed ([Exhibit 5](#)).

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### Exhibit 5. Search Equalization Adjustments - Results

The screenshot shows the RAILINC Tank Car Web Application interface. At the top, it says "RAILINC Tank Car Web Application" and "TRAINDOC signed on as Tank Car Adjustment User". There are navigation links for "Home" and "Equalization". The main section is titled "Search Equalization Adjustments". It contains search criteria: "\*Paying Mark:" with a dropdown menu set to "UP", "\*Car Initial:" with a text input field containing "UTCX", "Allowed Month/Year:" with "Select Month" and "Select Year" dropdowns, and "Earned Month/Year:" with "Select Month" and "Select Year" dropdowns. Below the search criteria are "Search" and "Cancel" buttons. A table displays the search results:

| Paying Mark | Car Initial | Allowed Month Year | Earned Month Year | Loaded Miles | Added/Deducted/Loaded | Empty Miles | Added/Deducted/Empty | Last Updated By | Last Updated | Status | Date Processed |
|-------------|-------------|--------------------|-------------------|--------------|-----------------------|-------------|----------------------|-----------------|--------------|--------|----------------|
| UP          | UTCX        | 1, 2015            | 11, 2014          | 250          | A                     | 670         | A                    | TRAINDOC        | 03-10-2015   | Active |                |

## Updating an Equalization Adjustment

Use the following procedure to update active Equalization Adjustment records:

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**NOTE:** Records that have been processed or updated cannot be modified.

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1. After completing a search for Equalization Adjustment (see [Searching for an Equalization Adjustment](#)), results that can be modified will contain a status of **Active** and the **Paying Mark** will be a link ([Exhibit 6](#)).

### Exhibit 6. Equalization Adjustment Search Result - Active Status With Paying Mark Link

The screenshot shows the RAILINC Tank Car Web Application interface. At the top, it says "RAILINC Tank Car Web Application" and "TRAINDOC signed on as Company Admin". There are navigation links for "Home" and "Equalization". The main section is titled "Search Equalization Adjustments". It contains search criteria: "\*Paying Mark:" with a dropdown menu set to "UP", "\*Car Initial:" with a text input field containing "UTCX", "Allowed Month/Year:" with "Select Month" and "Select Year" dropdowns, and "Earned Month/Year:" with "Select Month" and "Select Year" dropdowns. Below the search criteria are "Search" and "Cancel" buttons. A table displays the search results:

| Paying Mark        | Car Initial | Allowed Month Year | Earned Month Year | Loaded Miles | Added/Deducted/Loaded | Empty Miles | Added/Deducted/Empty | Last Updated By | Last Updated | Status | Date Processed |
|--------------------|-------------|--------------------|-------------------|--------------|-----------------------|-------------|----------------------|-----------------|--------------|--------|----------------|
| <a href="#">UP</a> | UTCX        | 1, 2015            | 11, 2014          | 250          | A                     | 670         | A                    | TRAINDOC        | 03-10-2015   | Active |                |

2. Select the **Paying Mark** link. The Edit Adjustment Information page is displayed ([Exhibit 7](#)).



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## Exhibit 7. Edit Adjustment Information

The screenshot shows the 'Edit Adjustment Information' form in the RAILINC Tank Car Web Application. The user is logged in as 'Company Admin'. The form contains the following fields and options:

- \*Paying Mark:** Text input field with 'UP' entered.
- \*Allowed Month/Year:** Month dropdown (January) and Year dropdown (2015).
- \*Loaded Miles:** Text input field with '250' entered.
- \*Empty Miles:** Text input field with '670' entered.
- \*Adjustments entered are not violating the provisions of the Tariff:** A checkbox that is currently unchecked.
- \*Car Initial:** Text input field with 'UTCX' entered.
- \*Earned Month/Year:** Month dropdown (November) and Year dropdown (2014).
- \*Adding or Deducting Miles (Loaded):** Radio buttons for 'Addition' (selected) and 'Deduction'.
- \*Adding or Deducting Miles (Empty):** Radio buttons for 'Addition' (selected) and 'Deduction'.
- Comments:** A text area containing the text: 'This is for the miles earned in November 2014 For AARX.'

At the bottom of the form, there is a note: 'Adjustments made after the close of business (11:00 PM ET) on the 20th of each month will be included in next month's register.' and three buttons: 'Update', 'Delete', and 'Cancel'.

3. As needed, make updates to the available input fields. Make sure to re-check the **Adjustments entered are not violating the provisions of the Tariff** checkbox.
4. Select **Update** to save changes. A confirmation message is displayed. Select **OK** to continue. A message appears stating that the adjustment has been updated.

## Deleting an Equalization Adjustment

Use the following procedure to delete active Equalization Adjustment records.

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**NOTE:** Records that have been processed or updated cannot be modified.

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1. After completing a search for Equalization Adjustment (see [Searching for an Equalization Adjustment](#)), results that can be modified will contain a status of **Active** and the **Paying Mark** will be a link ([Exhibit 6](#)).
2. Select the **Paying Mark** link. The Edit Adjustment Information page is displayed ([Exhibit 7](#)).
3. Re-check the **Adjustments entered are not violating the provisions of the Tariff** checkbox.
4. Select **Delete**. A confirmation message is displayed. Select **OK** to continue. A message appears stating that the adjustment information has been successfully expired.