

NITL Guidelines for Primary Contacts

These guidelines will walk you through the basic functions of a ‘primary contact’ and provide some guidance and pictures on where to execute these functions.

Your role as ‘primary contact’ for your organization allows you to transact on behalf of your organization. For the most part, this will involve payment of annual member dues and administering the individuals who receive benefits from your member organization.

We will follow the user story of **Jennifer Hedrick** who is the ‘primary contact’ for National Industrial Transportation League (NITL).

Processes outlined in this document:

1. Logging on to the member-side of NITL.org
2. Review of Home Page
3. Review of “My Information”
4. Review of “Organization Information”
5. Adding Individuals to your organization
6. Removing Individuals from your organization
7. Paying Invoices (membership dues, event registrations, etc.)
8. Utilizing Individual and Organization Directory
9. Online Store
10. Resources

1. Logging in

Login [here](#).

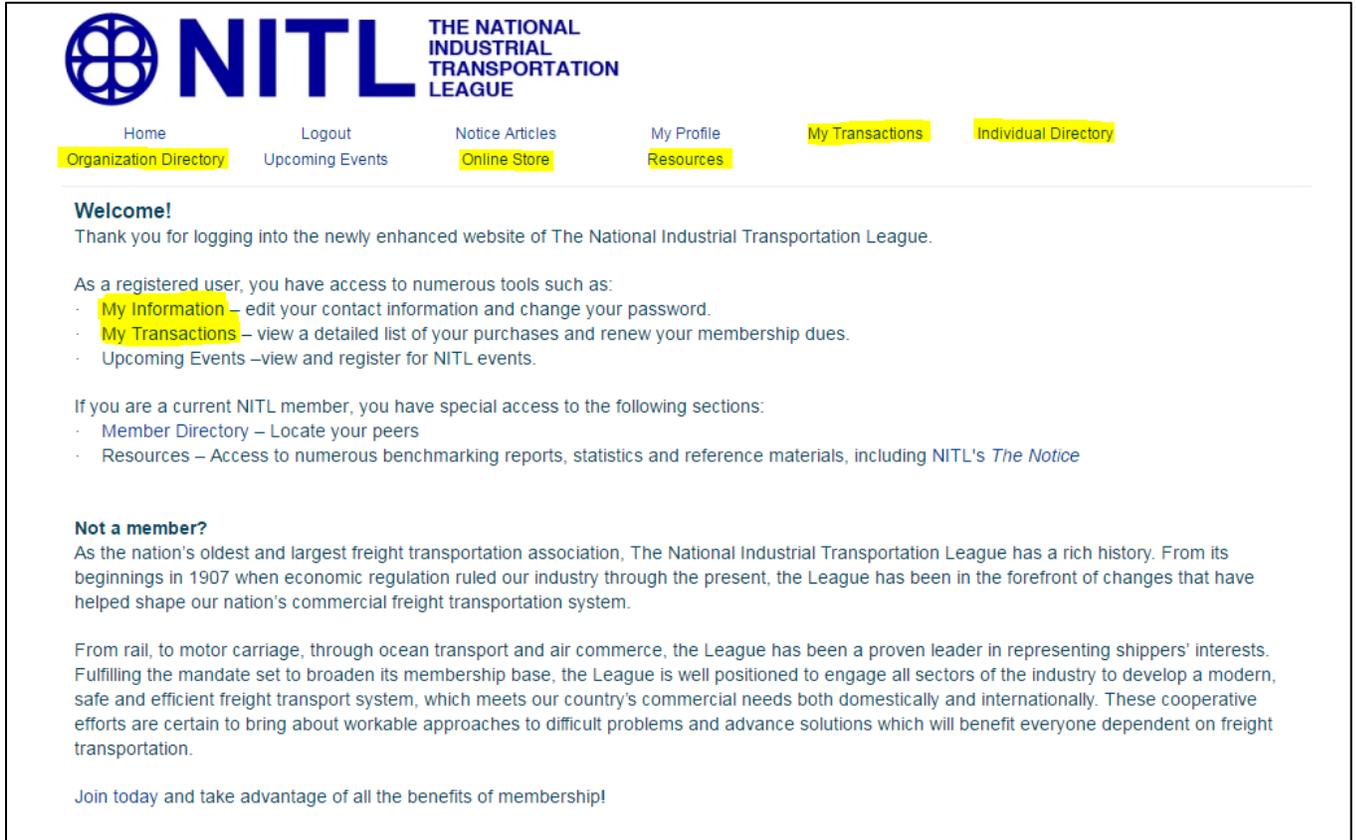
** If this is your first time logging in, use the following credentials:

Primary Email Address: (use the email address we used to send this message to you)

Temporary Password: Password1

Upon logging in, you will be required to change your temporary password.

2. **Home Page:** After logging in, Jennifer’s home page shows the following. We will review actions available to the primary contact using the links highlighted below.



The screenshot shows the NITL website home page. At the top left is the NITL logo and name. To the right of the logo is the text "THE NATIONAL INDUSTRIAL TRANSPORTATION LEAGUE". Below the logo and name is a navigation menu with the following items: Home, Logout, Notice Articles, My Profile, My Transactions, and Individual Directory. Underneath the navigation menu are several links: Organization Directory, Upcoming Events, Online Store, and Resources. The main content area begins with a "Welcome!" heading, followed by a paragraph thanking the user for logging in. Below this is a section titled "As a registered user, you have access to numerous tools such as:" with a bulleted list of links: My Information, My Transactions, and Upcoming Events. Another section titled "If you are a current NITL member, you have special access to the following sections:" includes a bulleted list of links: Member Directory and Resources. The final section is titled "Not a member?" and contains two paragraphs of text about the league's history and mission, followed by a call to action to join today.

Home Logout Notice Articles My Profile My Transactions Individual Directory

Organization Directory Upcoming Events Online Store Resources

Welcome!
Thank you for logging into the newly enhanced website of The National Industrial Transportation League.

As a registered user, you have access to numerous tools such as:

- My Information – edit your contact information and change your password.
- My Transactions – view a detailed list of your purchases and renew your membership dues.
- Upcoming Events –view and register for NITL events.

If you are a current NITL member, you have special access to the following sections:

- Member Directory – Locate your peers
- Resources – Access to numerous benchmarking reports, statistics and reference materials, including NITL's *The Notice*

Not a member?
As the nation's oldest and largest freight transportation association, The National Industrial Transportation League has a rich history. From its beginnings in 1907 when economic regulation ruled our industry through the present, the League has been in the forefront of changes that have helped shape our nation's commercial freight transportation system.

From rail, to motor carriage, through ocean transport and air commerce, the League has been a proven leader in representing shippers' interests. Fulfilling the mandate set to broaden its membership base, the League is well positioned to engage all sectors of the industry to develop a modern, safe and efficient freight transport system, which meets our country's commercial needs both domestically and internationally. These cooperative efforts are certain to bring about workable approaches to difficult problems and advance solutions which will benefit everyone dependent on freight transportation.

Join today and take advantage of all the benefits of membership!

3. **My Information:** From this page Jennifer can edit her own profile, change her password, add social media information (LinkedIn). Because she is primary contact, Jennifer can also access her organization's profile:



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Notice Articles
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My Profile
Resources
My Transactions
Individual Directory

My Profile

Click on the edit link below to modify your information.

Jennifer Hedrick
Customer ID: 110100

Profile Information | [[Edit/View Information](#)] [[Social Information](#)] [[Change Password](#)]

Jennifer Hedrick
Executive Director
National Industrial Transportation League
7918 Jones Branch Drive
Suite 300
McLean, VA 22102

Phone: (703) 524-5011
Fax: (Not available)
E-mail: jhedrick@nitl.org
Web Site: (Not available)

Organization Information

National Industrial Transportation League
7918 Jones Branch Drive
Suite 300
McLean, VA 22102

Have you changed your organization, or is this not your organization? [Click here.](#)

Linked Organizations Information

You are the primary contact for the following organizations. Click on the name to view organization's information.

- National Industrial Transportation League (McLean,VA)
 Are you the primary contact for an organization that is not listed above? [Click here.](#)

4. **Organization Information:** Jennifer can access NITL’s profile and edit things like address, email address, website and phone number. She can also request her removal from the Primary Contact role.



[Home](#) [Logout](#) [Notice Articles](#) [My Profile](#) [My Transactions](#) [Individual Directory](#)
[Organization Directory](#) [Upcoming Events](#) [Online Store](#) [Resources](#)

Organization Information

Organization information is presented below:
National Industrial Transportation League
 Customer ID: 000010

[Profile Information](#) | [\[Edit/View Information \]](#) | [\[Social Information \]](#) | [\[Manage Org Individuals \]](#)

National Industrial Transportation League
 7918 Jones Branch Drive
 Suite 300
 McLean, VA 22102

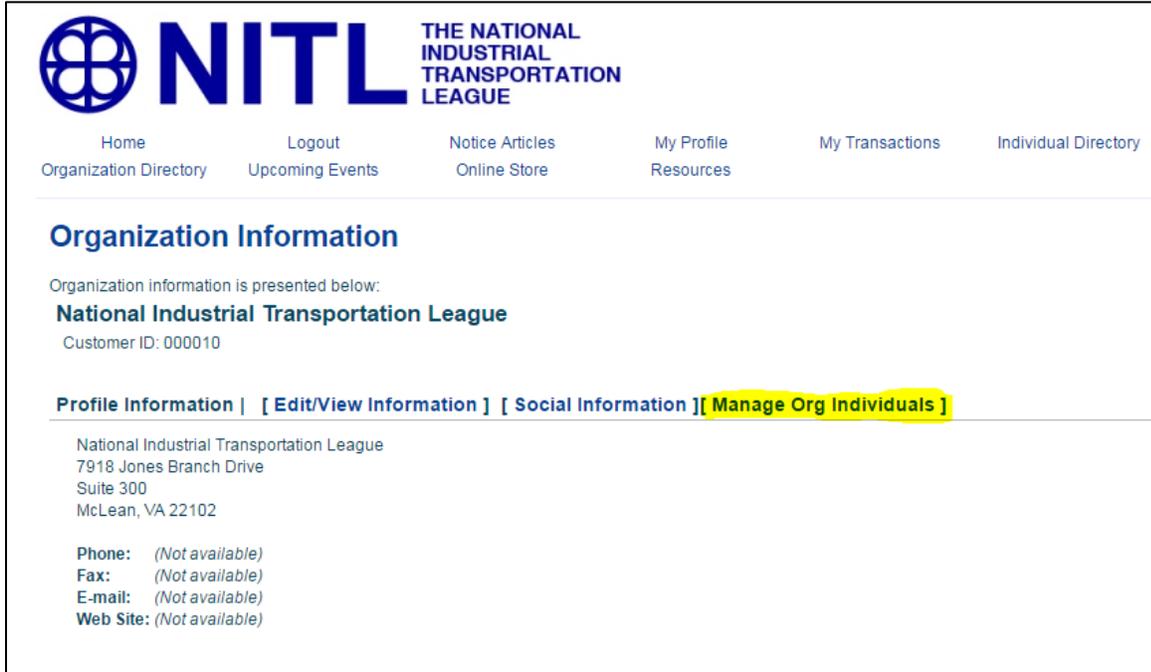
Phone: *(Not available)*
Fax: *(Not available)*
E-mail: *(Not available)*
Web Site: *(Not available)*

[Primary Contact Information](#) | [\[Request Removal \]](#)

Jennifer Hedrick
 7918 Jones Branch Drive
 Suite 300
 McLean, VA 22102

Phone: (703) 524-5011
E-mail: jhedrick@nitl.org

5. **Adding Individuals to your Organization:** Using the “Manage Org Individuals” link will allow the primary contact to make changes to the individuals associated with the organization.



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Organization Information

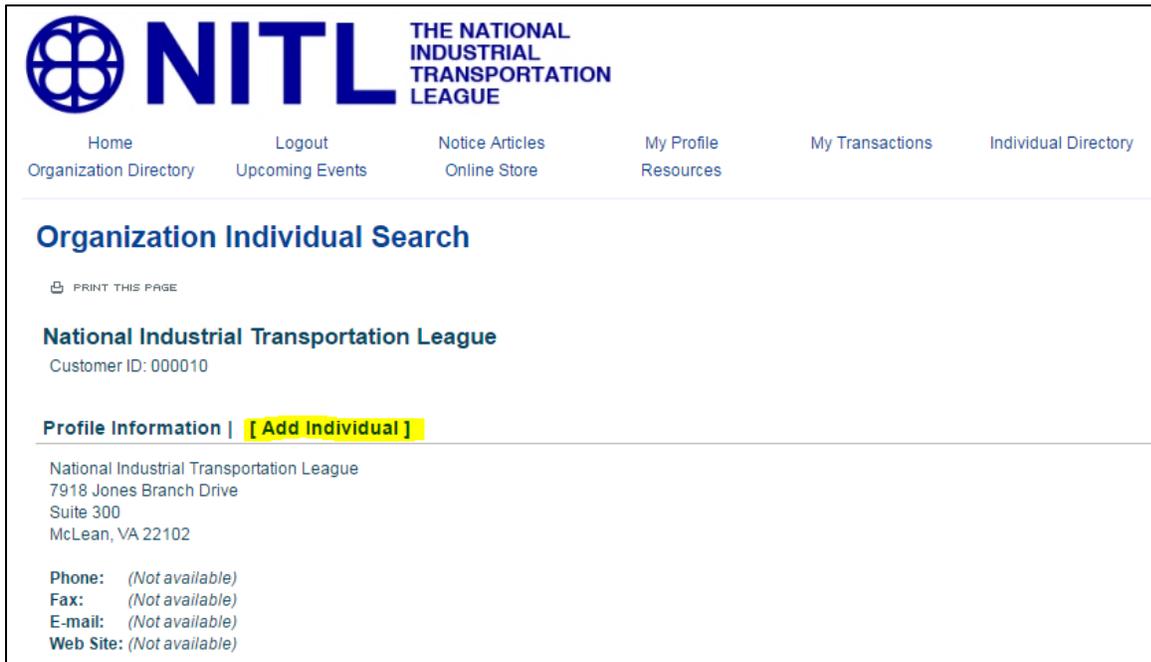
Organization information is presented below:
National Industrial Transportation League
 Customer ID: 000010

Profile Information | [Edit/View Information] | [Social Information] | **[Manage Org Individuals]**

National Industrial Transportation League
 7918 Jones Branch Drive
 Suite 300
 McLean, VA 22102

Phone: (Not available)
Fax: (Not available)
E-mail: (Not available)
Web Site: (Not available)

Click “Add Individual.”



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Organization Individual Search

 PRINT THIS PAGE

National Industrial Transportation League
 Customer ID: 000010

Profile Information | **[Add Individual]**

National Industrial Transportation League
 7918 Jones Branch Drive
 Suite 300
 McLean, VA 22102

Phone: (Not available)
Fax: (Not available)
E-mail: (Not available)
Web Site: (Not available)

Adding an individual will require First Name, Last Name, e-mail address and a password that you define.

6. Removing Individuals from your Organization: Within the “Manage Org Individuals” page, there is a section to “Request Individual Removal.” Submitting individuals for deletion is quick and easy. Just click and submit. This will send an e-mail to NITL to manually remove the individual.

Search Results / Request Individual Removal

The list below are individuals that indicate your organization is their primary organization. Click on any Individual to view the Individual's details. You can also select Individuals that are no longer with your organization by checking the checkbox to the left and then submit the selected list to us and we will remove the link between them and your organization. Please allow 24 hours.

	ID	LastName	FirstName	Is Member	Member Type	Benefits	Expire Date	E-mail
<input type="checkbox"/>	1	Anderson	Rob			Yes		randerson@wearecoultter.com
<input type="checkbox"/>	110060	Bolton	Xavaire			Yes		xbolton@wearecoultter.com
<input type="checkbox"/>	110150	Carlton	Bruce			Yes		carlton@nitl.org
<input type="checkbox"/>	110100	Hedrick	Jennifer			Yes		jhedrick@nitl.org
<input type="checkbox"/>	2	Jerome	Michele			Yes		mjerome@wearecoultter.com
<input type="checkbox"/>	110050	Knight	Stan			Yes		sknight@wearecoultter.com
<input type="checkbox"/>	110010	Lotz	Amy			Yes		alotz@wearecoultter.com
<input type="checkbox"/>	110070	Martin	Susan			Yes		smartin@wearecoultter.com
<input type="checkbox"/>	110310	Mundy	Adri			Yes		amundy@nitl.org
<input type="checkbox"/>	110040	O'Donnell	Kate			Yes		kodonnell@wearecoultter.com
<input type="checkbox"/>	110030	Sansbury	Tim			Yes		timsansbury@cinci.rr.com
<input type="checkbox"/>	110020	Schwarz	Andy			Yes		aschwarz@wearecoultter.com

7. **Paying Invoices (membership dues, event registrations, etc.):** On the home page, click “My Transactions” at the top. On this page you will be able to see open orders and invoices for you and your organization. You will also be able to view your receipts. Jennifer has an open order for NITL’s membership renewal; \$450. She can either pay with a credit card or print it and mail in a check. Credit card payment is shown below.

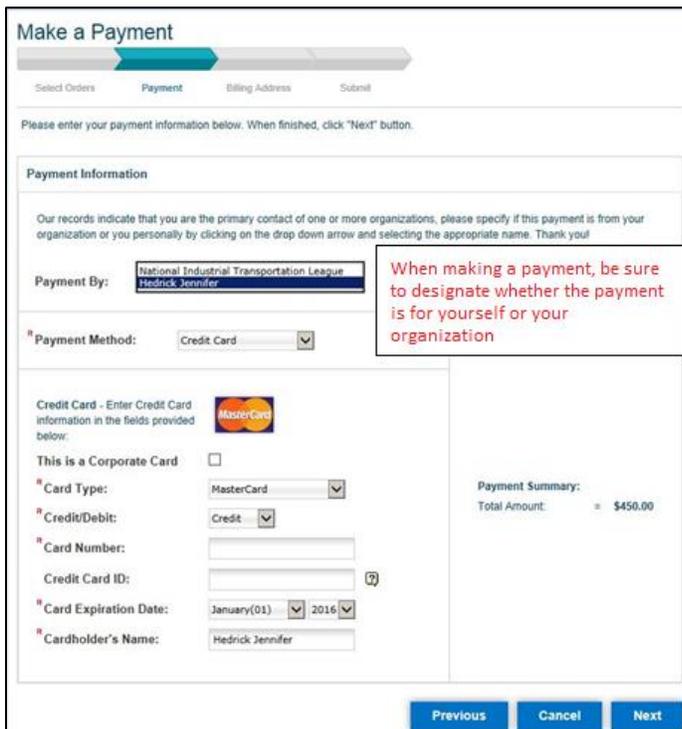


Orders Open Order & Invoices Pay Open Orders **Click to pay** Click here to view and print the invoice

The section below displays open orders and invoices that are 1 year old or less.

Order#	Status	Invoice#	Order Date	Cancel Date	Total	Paid	Installment Balance	Note	Invoice Details
002180	Open	-	5/11/2016	-	\$450.00	\$0.00	\$0.00	Confirmation#: 000620	View More
002170	Open (Cancelled)	-	5/11/2016	5/11/2016	\$0.00	\$0.00	\$0.00	Confirmation#: 000610	View More

Jennifer needs to identify that the payment is for NITL, since it is for her employer’s membership dues. For items like an event registration or a miscellaneous purchase, Jennifer would identify that the payment is for herself.



Make a Payment

Selected Orders | **Payment** | Billing Address | Submit

Please enter your payment information below. When finished, click "Next" button.

Payment Information

Our records indicate that you are the primary contact of one or more organizations, please specify if this payment is from your organization or you personally by clicking on the drop down arrow and selecting the appropriate name. Thank you!

Payment By: National Industrial Transportation League Hedrick Jennifer

Payment Method: Credit Card

When making a payment, be sure to designate whether the payment is for yourself or your organization

Credit Card - Enter Credit Card information in the fields provided below:

This is a Corporate Card

Card Type: MasterCard

Credit/Debit: Credit

Card Number:

Credit Card ID:

Card Expiration Date: January(01) 2016

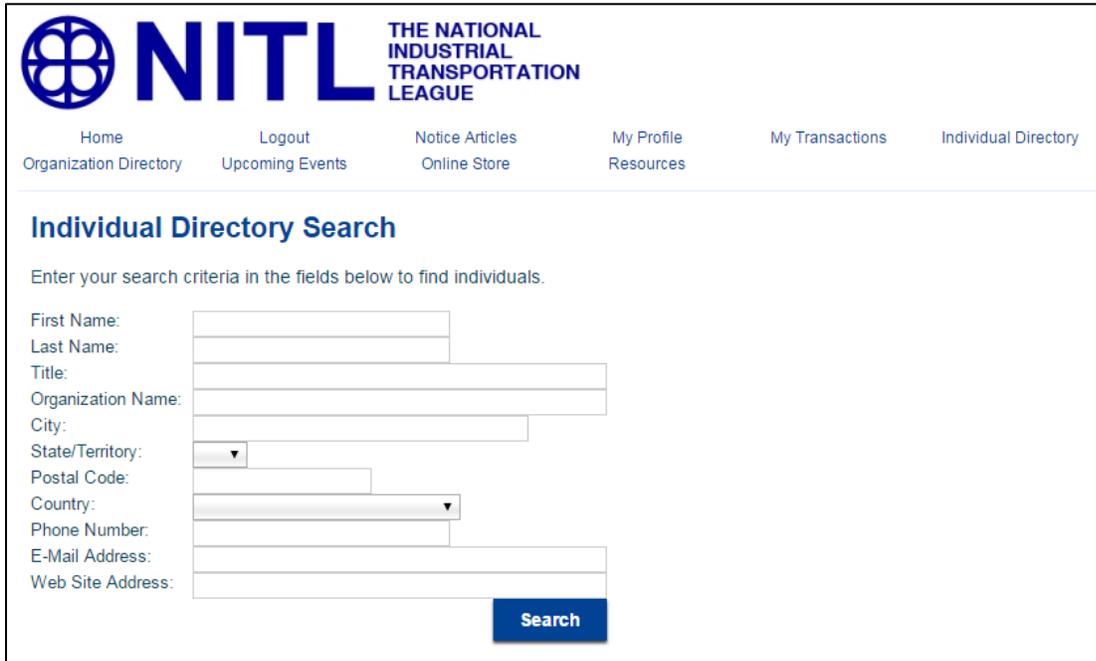
Cardholder's Name: Hedrick Jennifer

Payment Summary:
Total Amount: \$450.00

Previous Cancel Next

8. **Utilizing Individual and Organization Directory:** From the home page, click either “Individual Directory” or “Organization Directory.”

Individual Directory – You can search by first name, last name, organization name, geographic location, email address, etc.



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Individual Directory Search

Enter your search criteria in the fields below to find individuals.

First Name:

Last Name:

Title:

Organization Name:

City:

State/Territory:

Postal Code:

Country:

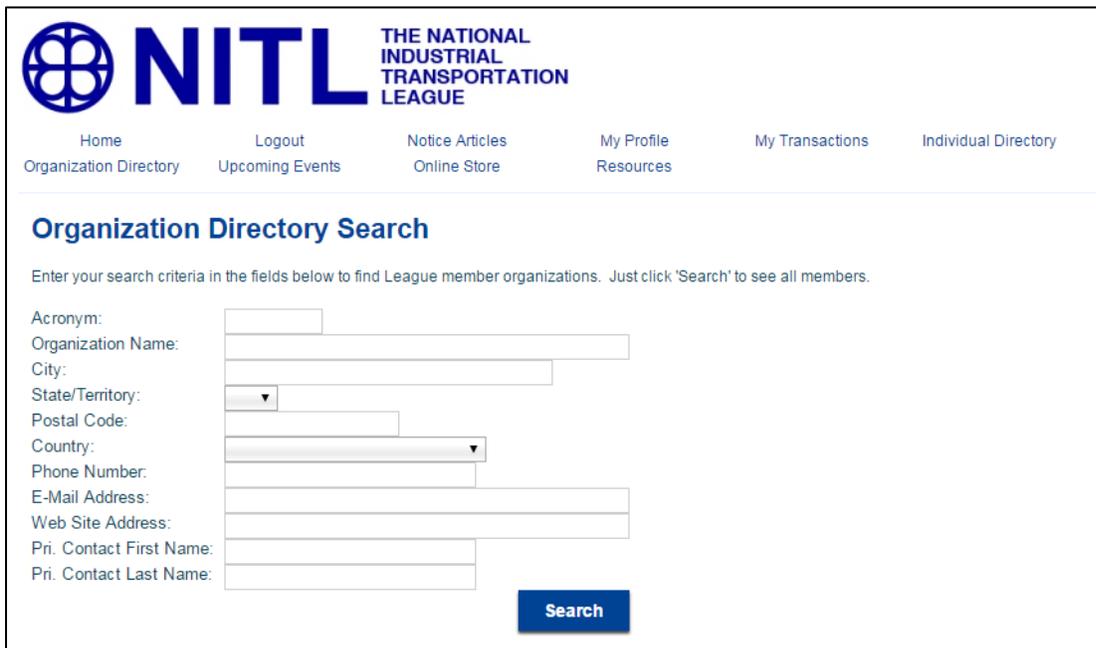
Phone Number:

E-Mail Address:

Web Site Address:

Search

Organization Directory -You can do basic searches by organization name, geographic location, or primary contact name.



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Organization Directory Search

Enter your search criteria in the fields below to find League member organizations. Just click 'Search' to see all members.

Acronym:

Organization Name:

City:

State/Territory:

Postal Code:

Country:

Phone Number:

E-Mail Address:

Web Site Address:

Pri. Contact First Name:

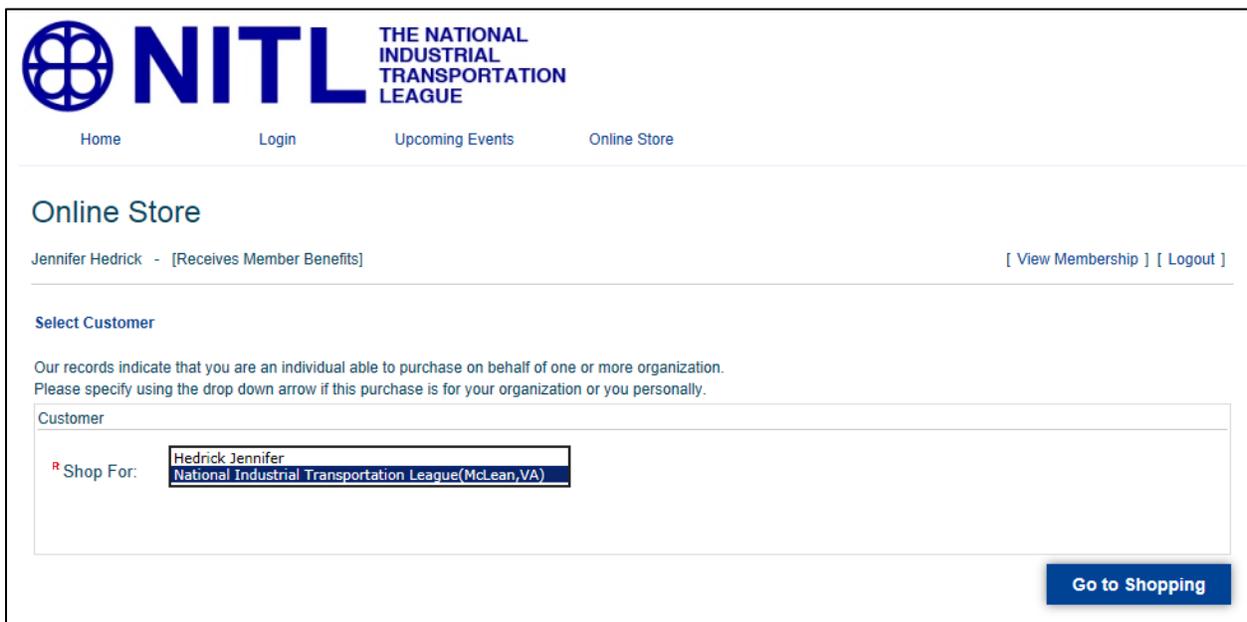
Pri. Contact Last Name:

Search

9. **Online Store:** All of the items available for sale by NITL including memberships and event registrations are listed for purchase in the online store.

Because Jennifer is a Primary Contact, the system is prompting her to first disclose for whom she is shopping; herself or NITL. Certain products, such as NITL organization memberships, are available only to organizations. Other products, such as event registrations and Affiliate memberships, are available only to individuals.

Once Jennifer identifies for whom she is shopping, the system will present only the relevant store products available at the time. From there, purchase and payment work the same as described in item #7.



The screenshot shows the NITL Online Store interface. At the top, the NITL logo and name are displayed. Below the logo, there are navigation links for Home, Login, Upcoming Events, and Online Store. The main heading is "Online Store". Below the heading, the user's name "Jennifer Hedrick" is shown with a note "[Receives Member Benefits]" and links for "[View Membership]" and "[Logout]". A section titled "Select Customer" contains a message: "Our records indicate that you are an individual able to purchase on behalf of one or more organization. Please specify using the drop down arrow if this purchase is for your organization or you personally." Below this message is a dropdown menu labeled "Customer" with the text "Shop For:" and two options: "Hedrick Jennifer" and "National Industrial Transportation League(McLean,VA)". A blue "Go to Shopping" button is located at the bottom right of the form.

10. **Resources:** The “Resources” link offers different types of member resources, from general information relating to the industry, government affairs-related documents, and NITL in the press.



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General Member Resources

[NITL and ATA Model Truckload Carrier Shipper Agreement](#)
[SOLAS VGM Industry FAQs](#)
[SOLAS VGM Supplementary Industry FAQs](#)
[Thompson Hine Presentation to NARS Conference May 2016](#)
[Voluntary Guide to Good Business Relations](#)

Government Affairs

Comments to the Surface Transportation Board
[NITL Comments on EP 704 July 2016](#)
[NITL Comments on EP 731 July 2016](#)
[NITL Comments on EP 730 June 2016](#)
[NITL Comments on EP 724 May 2016](#)

Coalition Documents and Correspondence
[Final Multi Association DHS Letter on 1005 Maritime Cargo June 2016](#)

Washington Report
[NITL Washington Report: June 2016](#)
[NITL Washington Report: May 2016](#)

NITL in the News

[Bringing Fair Competition to the Freight Rail Industry](#)

National Industrial Transportation League

7918 Jones Branch Dr., Suite 300
McLean, VA 22102

703-524-5011

If you have any questions regarding the member pages of NITL.org, please contact [Adri Mundy](#)