

## Paying online in the eRailsafe System

1. Go to the e-Railsafe website.
2. Login as a contractor
3. Enter your username.
4. Enter your password.
5. Once you are logged in, you want to continue to the Contractor/Vendor Dashboard Screen. It looks like this:

Welcome: User Name

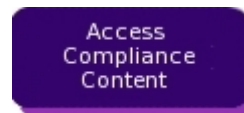
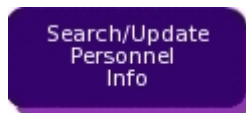
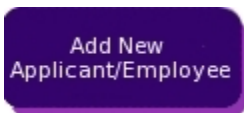
### CONTRACTOR/VENDOR DASHBOARD

You are logged in as Account Number: XXXX

[Your Clients](#) on e-RAILSAFE

Your Applicants/Employees must use the **account number** above to login into **e-RAILSAFE**

**ALERT** You have **36** Employees that are due to expire [LEARN MORE](#)



## COMPLIANCE OVERVIEW

Active Employee(463)

Photo Uploaded(463)

Test Taken(454)

Complete

Incomplete

### Compliance Status

Union Pacific Railroad :	690 employees have been screened	In Compliance
BNSF Railway - ERS account:	654 employees have been screened	In Compliance
Norfolk Southern Railway :	697 employees have been screened	In Compliance
Canadian National Railway:	633 employees have been screened	In Compliance
Canadian Pacific Railway:	506 employees have been screened	In Compliance
CSX:	603 employees have been screened	In Compliance

## MY ACCOUNT

Statistical Reports

**RESOURCES**

Download relevant support materials and products or authorize access to e-RAILSAFE for other managers in your organization

[Download Consent Forms](#)  
[ActionRITE - Adverse Action Notification](#)  
[Order Badge Accessories](#)  
[Recertification Status](#)  
[Photo Assistance Queue](#)

6. Once on the Dashboard Screen, scroll down to the bottom of the screen.
7. Under My Account, click on the button "Account History".
8. Scroll down to the bottom of the screen.
9. Click on the "Generate" button.
10. Click on the "Go" button by Make One Time Payment?
11. Please make sure you check off the invoice you are paying and that it populates in the boxes below.

**One Time Payment**

Your Total Balance is \$ <b>Amount of total balance here</b>			
If you are paying one or more of the invoices below, please check them off.			
Unpaid invoices for this account:			
<b>Number</b>	<b>Client/Location</b>	<b>Total</b>	<b>- Paid = Owed</b>

#64173	Your Company Name \$XX.XX \$XX.XX	<input type="text" value="9900"/>	<input type="checkbox"/>
<b>If the invoice number(s) you are paying are not visible in the list above, type them in the box below</b> (Separate multiple invoices with commas: 1234,5678)			
Invoices:	<input type="text"/>		
Amounts:	<input type="text"/>		
Payment Amount: \$	<input type="text"/>	<input type="text"/>	
Amounts greater than \$1000 are not allowed			

Credit Card Information	
(Credit Card Information will be used for this transaction, but it will NOT be stored permanently anywhere on the e-VERIFILE system)	
Credit Card Type:	<input type="text" value="----"/>
Credit Card Number	<input type="text"/>
Credit Card Security Code (if you have one)	<input type="text"/>
Expiration Date [ Currently (None) ]	Year <input type="text" value="---"/> Month <input type="text" value="---"/> Day <input type="text" value="---"/> <i>(Leave the day blank, if your expiration date has only a year and month)</i>
Credit Card Category (business or personal)	<input type="text"/>
First Name of the Credit Card holder (if personal)	<input type="text"/>
Last Name of the Credit Card holder (if personal)	<input type="text"/>
Business Name on the Credit Card (if business)	<input type="text"/>
Credit Card Billing Address	
Street number	<input type="text"/>

Street name	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
<input type="button" value="Submit"/>	
<input type="checkbox"/> Save Credit Card?	

12. You must fill out everything. Under Credit Card Category, Select either Personal or Business. The appropriate boxes will open up for you to put in the information.
13. Once you have, please click the submit button.
14. Then look over the information, click the process button if everything is correct.
15. It will let you know that your transaction has been approved.
16. If you would like a receipt, please email [invoices@e-verifile.com](mailto:invoices@e-verifile.com).