



SUBSCRIPTION CENTER USER GUIDE

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Accessing Subscription Center

The screenshot displays the Union Pacific 'My Portal' interface. The top navigation bar includes a 'MENU' icon, the Union Pacific logo, a search bar for 'Shipments & applications', and user notification icons (a bell with '35' and a person icon). The left sidebar contains navigation links: Home, Plan, Ship, Pay, and a 'FAVORITES' section with Reports, Shipment Management, and Track Shipments. The main content area is titled 'My Portal' and features an 'Active Shipments' map of North America with various filter tabs (All, Exceptions, Load, Empty). To the right of the map, there is an 'Important News' section with a link to the 'Labor Day Operating Plan', an 'Exceptions' section showing '12 Total', and an 'Action Required' section with the text 'Hold for Spotting Instructions'. A user profile dropdown menu is open on the right, showing the user's name 'John Smith', email 'xyz1123', and company 'UP RAILROAD COMPANY'. The 'Subscription Center' option, marked with a bell icon, is highlighted with a red rectangle in the dropdown menu. Other options in the menu include 'Change Password', 'Edit My Account', 'Letter of Authority', and 'Logout'.

- To access the Subscription Center, click on the person icon located in the upper-right corner of the screen, then select "Subscription Center" from the dropdown menu.

Subscription Center


The screenshot shows the 'MyUPRR' Subscription Center. At the top is a dark header with a menu icon, the 'MyUPRR' logo, and a search bar. Below the header, the page title 'Subscription Center' is displayed. On the left, a navigation bar contains two items: 'DASHBOARD' (with a grid icon) and 'NEW SUBSCRIPTION' (with a bell icon), both highlighted with red boxes. The main content area is titled 'My current subscriptions'. It includes a 'Filter' search box, a dropdown menu for 'Display subscriptions: For which I get notified', and a checkbox for 'Show deleted subscriptions'. Below this is a table with the following headers: 'SUBSCRIPTION NAME', 'TYPE', 'CREATED BY', and 'RECIPIENTS'. The table is currently empty. At the bottom right of the table area, there is a pagination control showing 'Items per page: 20', '0 of 0', and navigation arrows.


Subscription Center has two sections:


- **Dashboard:** Listing of your current subscriptions
- **New Subscription:** View and subscribe to notifications

Move between the two sections via the navigation bar on the left.

Subscription Center Dashboard

 MyUPRR

 DASHBOARD

 NEW SUBSCRIPTION

Subscription Center

View, edit or delete your subscriptions from the **Subscription Center Dashboard**.

Click here to view deleted subscriptions.

Use the filter feature to help search your subscriptions.

☐ Show deleted subscriptions

Edit

Delete

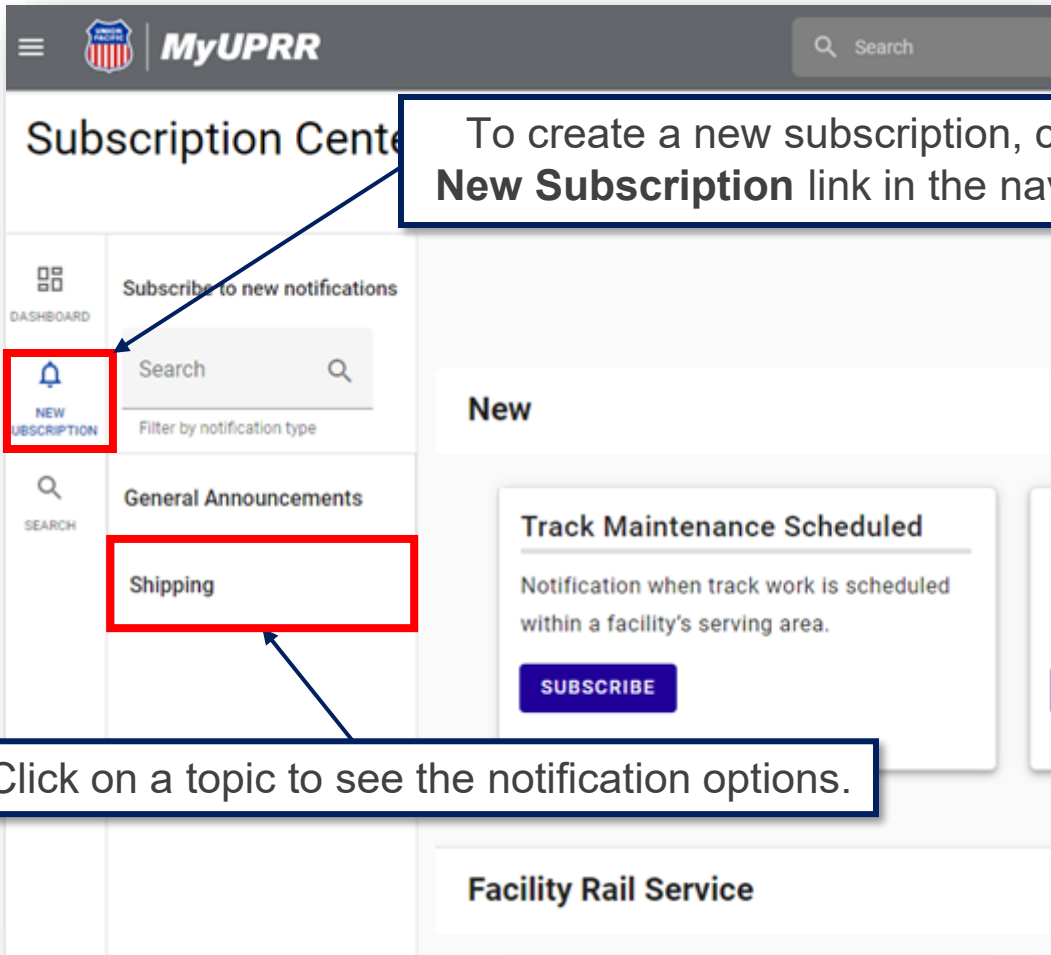
My current subscriptions

Displaying subscriptions: For which I get notified

SUBSCRIPTION NAME	TYPE	CREATED BY	RECIPIENTS
Not Prepared for Service*	Shipping - Not Prepared for Service*	dnsv999	ocsm298
We're On Our Way	Shipping - We're On Our Way	ocsm298	ocsm298
Rail Service Delayed*	Shipping - Rail Service Delayed*	ocsm298	ocsm298

Items per page: 20 1 - 3 of 3

How to Create a New Subscription



The screenshot shows the 'MyUPRR' website's 'Subscription Center'. The top navigation bar includes a search bar and a 'NEW SUBSCRIPTION' link highlighted with a red box. A callout box points to this link with the text: 'To create a new subscription, click on the **New Subscription** link in the navigation bar.' Below the navigation bar, the 'Subscription Center' page is displayed. It features a 'Subscribe to new notifications' section with a search bar and a 'Filter by notification type' dropdown. A 'Shipping' topic is highlighted with a red box, and a callout box points to it with the text: 'Click on a topic to see the notification options.' To the right, there is a 'New' section with a 'Track Maintenance Scheduled' notification card, which includes a 'SUBSCRIBE' button. Below this, there is a 'Facility Rail Service' section.

To create a new subscription, click on the **New Subscription** link in the navigation bar.

Click on a topic to see the notification options.

Utilize the navigation bars on the left to find available subscriptions.

How to Create a New Subscription

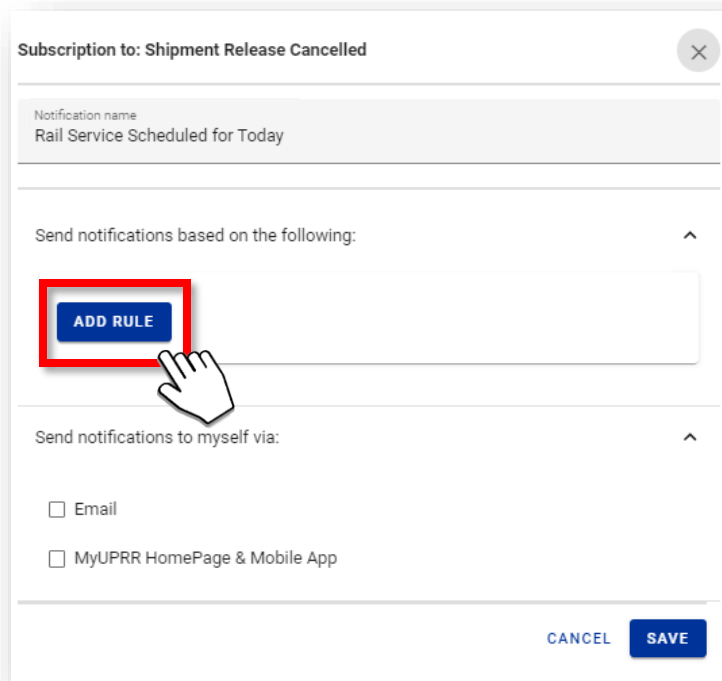
The screenshot shows the 'MyUPRR' Subscription Center. The left sidebar contains navigation links: DASHBOARD, NEW SUBSCRIPTION, and SEARCH. The main content area is titled 'Subscription Center' and features a search bar and a filter by notification type. The notifications are grouped by type, with 'Shipping' selected. The 'Facility Rail Service' section includes three notification cards: 'Not Prepared for Service*', 'Rail Service Cancelled for Today*', and 'Rail Service Scheduled for Today'. Each card has a 'SUBSCRIBE' button. The 'Rail Service Scheduled for Today' button is highlighted with a red box and a hand cursor. The 'Intermodal' section includes three notification cards: 'Ingate', 'Outgate', and 'Placed at Ramp'. Each card also has a 'SUBSCRIBE' button.

Shipping notifications are grouped together by type.

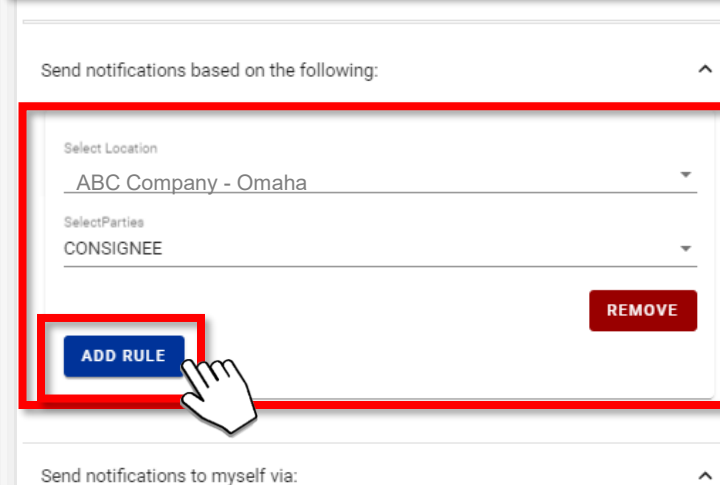
To subscribe to an item, click **Subscribe**.

How to Create a New Subscription

Select **Add Rule** to specify when the subscription should be sent.

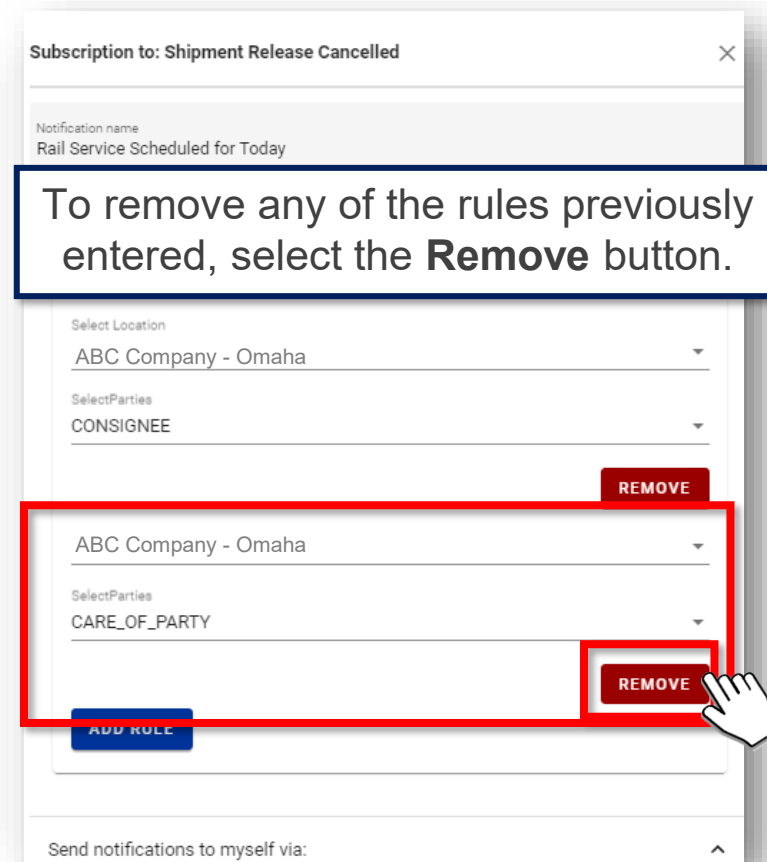


Next select the **location** and **party to the bill** information. In this example, the user will be notified when ABC Company is the consignee of the shipment.



If the user also wanted to be notified when ABC Company was the care of party, they would select **Add Rule** again and another location/party selection field would appear.

To remove any of the rules previously entered, select the **Remove** button.



How to Create a New Subscription

Subscription to: Shipment Release Cancelled

Notification name
Rail Service Scheduled for Today

Send notifications based on the following:

Select Location
ABC Company - Omaha

Select Parties
CONSIGNEE

REMOVE

ADD RULE

Send notifications to myself via:


☒ Email

☒ MyUPRR HomePage & Mobile App

CANCEL SAVE


Select how you want to receive your subscription and click save.


Subscription Center


**MyUPRR**

Search

Subscription Center


DASHBOARD




NEW
SUBSCRIPTION


SEARCH

My current subscriptions

Filter

Displaying subscriptions: For which I get notified ☐ Show deleted subscriptions

SUBSCRIPTION NAME	TYPE	CREATED BY	RECIPIENTS	
Rail Service Scheduled for Today	Shipping - Rail Service Scheduled for Today	ocsm298	ocsm298	 

Items per page: 20 1 - 1 of 1

When you return to the **dashboard**, you will see your new subscription.

