



How to Forward a Denied Claim (ECC Emulator)

EXACT STEPS SHOWN IN THE EMULATOR

CREDENTIALS SHOWN ARE EXAMPLES ONLY

Step 1: Log In to Emulator

IMPORTANT NOTICE
PLEASE READ BEFORE LOGGING ON

This computer system is the property of Burlington Northern Santa Fe. By logging on, each user consents that the Company or its designees may inspect, copy, or disclose any e-mail, electronic communications, or other information on this system at any time without further notice.

All communications made through this system and all material placed on it must conform with Burlington Northern Santa Fe Code of Conduct and Information Systems Enterprise Security Policies and Procedures, including the Information Management Electronic mail System Policy and Intranet/Internet Policy. These policies can be obtained via the BNSF Intranet Home Page under "Policies" or by contacting your supervisor.

Only authorized users are allowed to access the system and any data on it, and the system is to be used only for valid business purposes or as authorized by management. Unauthorized access, use, dissemination may be grounds for disciplinary action up to and including termination. Violations of Company Policy, including use of this system to access inappropriate or offensive material, should be reported to the Employee Hotline 800-533-2673. Your IP Addr: 10.191.43.61 TELNET Port: 50256

ENTER APPROPRIATE LOGON DATA BELOW

TERMINAL ID: TNMB0775

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	Attn	Sys Req	Clear	ENTER
F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	PA1	PA2	Tab	R



Log in to the emulator.
Enter your credentials.
Press ENTER to
continue.

Step 2: Select Option 15

```
QPUPEY          ***** BNSF Crew Management *****          01/23/26
SF GALEIL       - TEY Display Status -                          15:17:10C

Code System/Function/Explanation          Code System/Function/Explanation
-----
1 Working Board                          14 General Orders/Supt. Notices
2 Employee Inquiry                       15 Tieup/Send Ticket/Rpt Activity
3 Assignment Board                       16 Change Verification Number
4 Vacation Processing Menu               17 Daily Mark Bid Entry
5 Attendance Guidelines                  18 Advertisement Bid Entry
6 Display Roster/Seniority Move         19 Advertisement History
7 Last Train Called                      20 History and Reports Menu
8 Yard Inquiries                        21 Layoff/Markup Requests
9 Monthly Safety Topic Scenario          22 Bids Selection Menu
0 Train Lineups by Board Number          23 Display Scheduled Yard/Local
1 Train Lineups by Direction             24 Employee Phone Menu
2 Train Browse                           25 Job Rating Sheets
3 General Track Bulletins (GTB)          PF8 For More Options>>
-----
Code 15

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Help Main Exit                      Back Fwrld

valid program function key
```

F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	Attn	Sys Req	Clear
F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	PA1	PA2	Tab

From the main menu:
Type 15
Press ENTER.



Step 3: Select Option 1

```
CIQPRACT          ***** BNSF Crew Management *****          01/23/26
BNSF GALEIL      - Report Activity -                               15:18:32CT

Code System/Function/Explanation
-----
 1 Timekeeping Main Menu/Tieup/Send Ticket
 2 Report Service Activities
 ? Help
 . Terminate
-----
Code: 
```

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
Help Main Exit Prev
Invalid program function key



From Report Activity:
Type 1
(Timekeeping Main Menu).
Press ENTER.

Step 4: Select Option 3 and Enter Passcode

```
CTTPD001 TYE 6 Yardmaster Employee Compensation System 01/23/26 PROH
BNSF GALEIL Main Menu 15:19:34CT

1. Input Trip Ticket Information
  a. Train/Yard Trip Reporting 0 New Outbounded Tickets
  b. Special Claims 0 Pay Tickets to complete
  c. Yard (Override) 1 FRA reporting for DOL's
  d. Road (Override)
  e. Yardmaster Special Claims g. Dispatcher Special Claims
  f. Yardmaster Override Screen
2. Print Trip Ticket Information
  a. Trip Ticket Pick List
  b. Ticket [ ] On Duty Date [ ]
3. Decline Employee Pick List 12 Decline(s) To Review
4. Local Chairman a. Decline Pick List 0 Decline(s) To Review
                  b. Electronic Claims Conference Options
5. Print Payment Recap (816) a. Year [ ] Pay Period [ ]
6. Current Pay Period Earnings
7. Ask Comp Systems 64 Answer(s) To Review

Select Code: 3 Employee J JAMES
Verification Number: [ ]

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Prev
```

Select option 3
(Decline Employee Pick List).
Enter your
verification/passcode.
Press ENTER.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	Attn	Sys Req	Clear	ENTER
F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	PA1	PA2	Tab	

Step 5: Select Claim and Local Chairman



Choose the claim to forward.
Enter Local Chairman number.
If unknown, press F1 to search by last name.

```
CTTP0004      Train, Engine and Yard Employee Timekeeping System 01/23/26
BNSF GALEIL      Employee Decline Pick List          15:20:06CT

Act   Timekeeping   Rev On Dty Yard Job No/   Dec  --Employee---  ---Chairman--
Cd   Declination Nbr  No   Date  Train No       Org  Review Forwr'd Review Forwr'd
f    080425 - NR0372  00   062525          T           080125 012326
     072425 - NR1555  00   071325          T           070125
     071925 - KS7140   00   071825  YSPO281118A   T           070125
     062125 - KS2138   00   062125  YSPO101121A   T           070125
     061925 - KS1820   00   061925  YHYD201119A   T           070125
     061825 - KS1574   00   061825  YSPO116118A   T           070125
     061625 - KS1179   00   061625  YSPO711116A   T           061825
     061325 - KS0718   00   061325  YSPO150113A   T           070125
     061225 - KS0495   00   061225  YSPO113112A   T           070125
     061125 - KS0250   00   061125  YSPO115211A   T           070125
     060925 - KS9771   00   060825  YSPO212108A   T           070125
     041525 - VA7139   00   041225  M DYTHOU1 11T T           051925
     030325 - HB1768   00   022725  YDYT903127A   T           030625

R = Review  P = Print Only  D = Delete  Q = Ask Comp Systems Page: 1  More: Y
F = Print, Forward To Chairman 0071, with Remarks  Printer ID:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main                               Bkwd  Frwd                               Prev
```

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	Attn	Sys Req	Clear	ENTER
F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	PA1	PA2	Tab	