



Intermodal Maintenance & Repair System

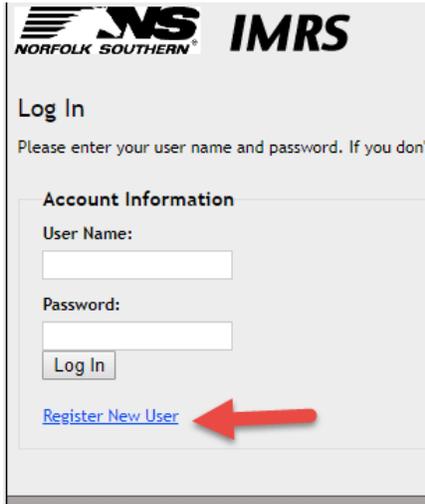
IMRS New User Guide

Access & Basic Navigation

- **Requesting Access to IMRS**
- **Logging In**
- **IMRS Navigation**

Requesting Access to IMRS

Go to <https://ns-imrs.buckeyemountain.com> and click on the New User Registration link to request a user ID.



NS IMRS
NORFOLK SOUTHERN

Log In

Please enter your user name and password. If you don't

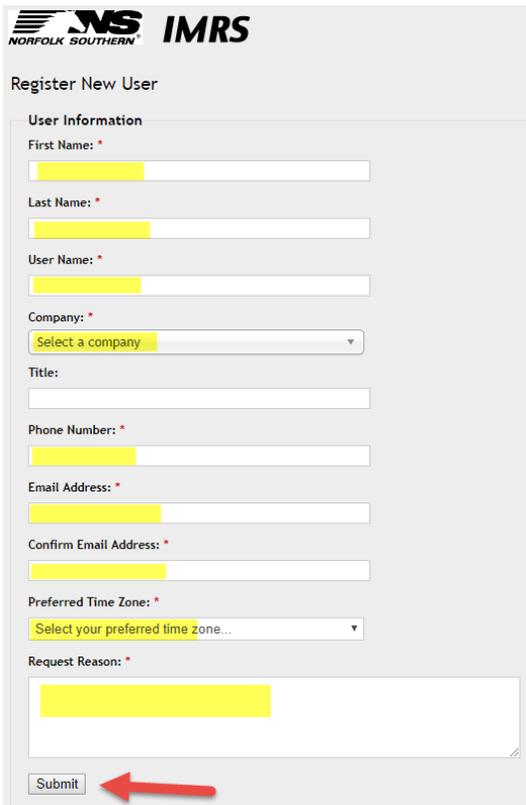
Account Information

User Name:

Password:

Log In

[Register New User](#)



NS IMRS
NORFOLK SOUTHERN

Register New User

User Information

First Name: *

Last Name: *

User Name: *

Company: *
Select a company

Title:

Phone Number: *

Email Address: *

Confirm Email Address: *

Preferred Time Zone: *
Select your preferred time zone...

Request Reason: *

Submit

Norfolk Southern will review the request and set permissions based on the Request Reason.

Once the user ID request has been approved, an email will be sent with the new user name and temporary password.

Note that if your company is not listed in the Company list on the form, select “Other” and enter the name of your company in the Request Reason field. We may need to contact you for an IRS Form W-9 before we can remit payment for claims.

Logging in

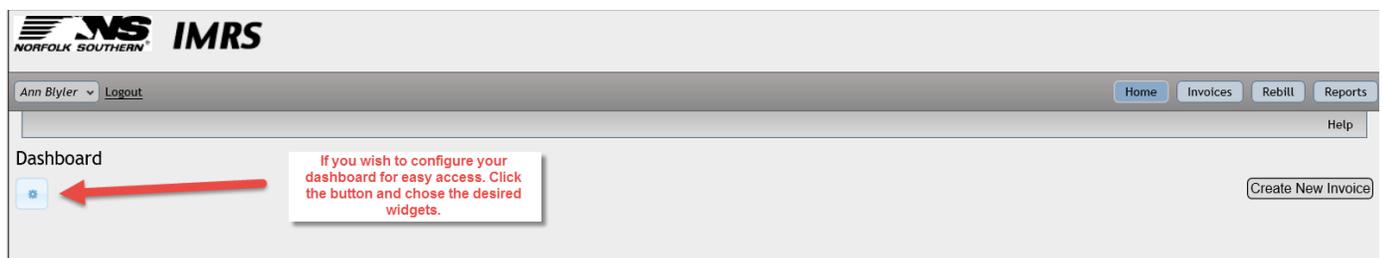
1. Open a web browser and go to: <https://ns-imrs.buckeyemountain.com>
2. Enter your user name and password and click Log In.

IMRS Navigation

After logging in, you will be directed to the IMRS Home Page.

Dashlets:

The IMRS home page includes several dashboard widgets (dashlets) that provide summarized application information and query functionality. Click the Configure Dashboard icon to add dashlets to your IMRS Home page.



Configure Dashboard

- Approved Invoices**
This Dashlet shows the most recently approved Invoices

- In Audit Invoices**
This Dashlet shows the most recent Invoices that are being audited

- Invoice Search**
This Dashlet provides a search to quickly access commonly used information

- Pending Invoices**
This Dashlet shows the most recent Invoices pending Submittal for Audit

- Purchase Order Search**
This Dashlet allows for searching Work Orders on the purchase order number or the third party purchase order number.

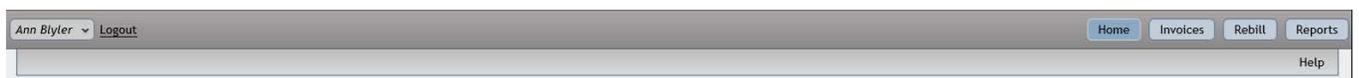
- Rebill Search**
This Dashlet provides a search to quickly access commonly used rebill information.

- Rejected Invoices**

[Save](#) [Cancel](#)

You can return to the Configure Dashboard icon to change your dashlet selections at any time.

IMRS Main Menu



Home – This link returns you to the IMRS Home page.

Invoices- This screen allows you to submit claims and check the status of claims that have already been submitted in IMRS.

Rebill- This screen allows you to review invoices (freight bills) that have been submitted to your company for payment to NS for intermodal equipment (examples: lading adjustments, citations, repairs, destroyed equipment).

Reports- This screen allows you to generate pre-built reports and also create custom reports to monitor your claims and invoices.

Help- The Help button will take you to a library of Help documents and User Guides created by the IMRS software developer Buckeye Mountain.

Please contact the Intermodal Maintenance team at IMRepair.Invoices@nscorp.com if you need assistance.