1. Access Waybill Management (user ID and password required) application after logging into MyUPRR.com.
    - Locate the menu bar on the left side of the page and click on **Bills**
    - Scroll to bottom of page for **Processed waybills** section

2. Click on drop down arrow and Search by Equipment ID.
    - Type in Equipment ID
    - Click **GO**

3. Click on the 3 dots to the far right under Actions.
   - Click on **Add/Update embargo info**
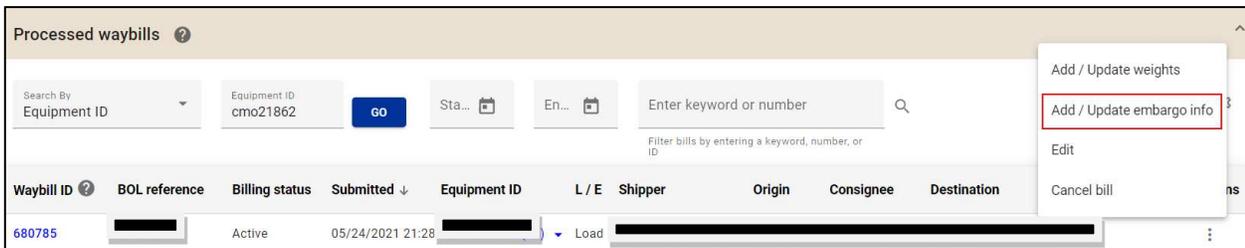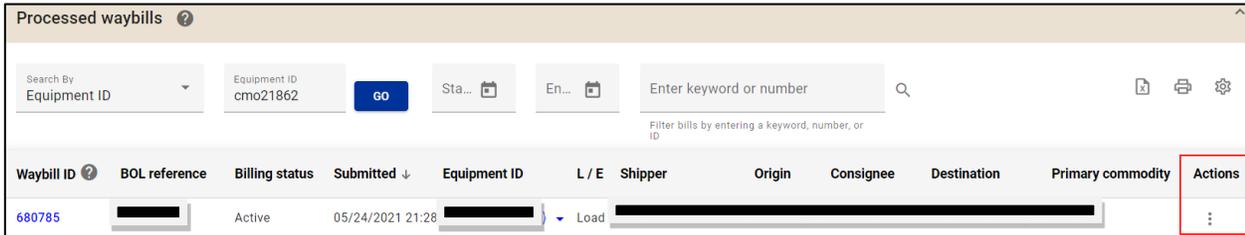
4. Add Embargo number and Embargo permit (both are required)
5. Click **SAVE.**

How to Add Embargo Permits Via EDI
Per EDI Standards, please enter embargo number and permit number when waybilling your car.

Embargo Number
N9*EN*UPXXXXXX

Embargo Permit Number (10 characters)
N9*EB*XXXXXXXXXX