RAIL FACILITIES PORTAL
"STEPS TO REGISTER YOUR ORGANISATION"

Austria Campus 3
Jakov-Lind-Straße 5
AT-1020 Vienna

Phone: +43 1 907 62 72 00
E-Mail: mailbox@rne.eu

www.rne.eu

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1   General Information

Access to the public layout of the **Rail Facilities Portal (RFP)** is free of charge.

No user agreement or fees are required to become a user of an organisation that manages Service Facilities.

2   Steps to Register Your Organisation

Step 1 - Create the Initial User

To register your organisation, you first need to create a user who will act as the **initial contact person** for the organisation.

Step 2 - Submit the Application for Access

Complete the [Registration Form], making sure to request access to the RFP application.

You may select "NO" for all other applications.

Step 3 - Provide the Organisation Code

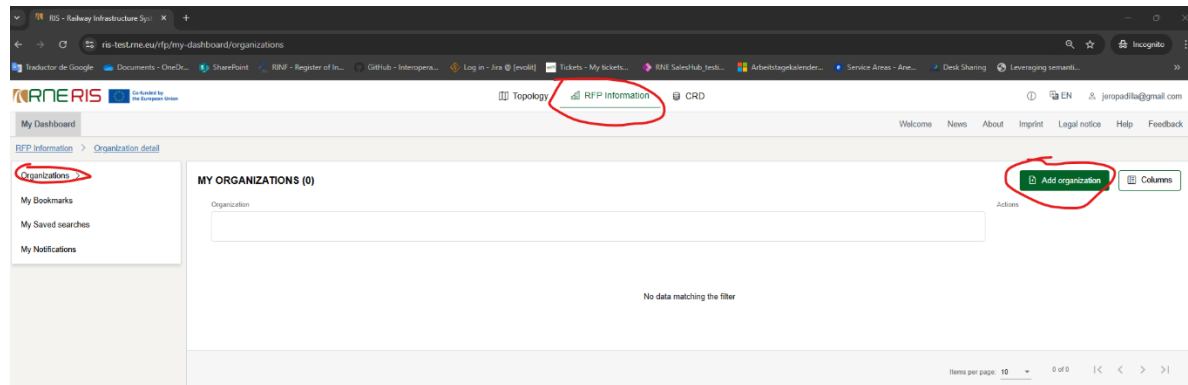The **Organisation Code** is a mandatory field in the Registration Form.

If your organisation does not have such a code, please make contact in advance via the link provided [here].

3   Request the Creation of Your Organisation

Once your user account has been activated and you have access to the **Rail Facilities Portal (RFP),** you can request the creation of your organisation.
Please follow these steps (see also the guiding images below):

1. Navigate to the **RFP Information** tab.
2. Click **Add Organisation**.

3. Enter your organisation details and click **Save**.

4. RNE administrators will be notified and will review your request.

After approval, you will receive an email confirmation. You can then log in to **manage and update your Service Facilities**, which will be displayed in the RFP.

➡️ For more detailed instructions, please refer to the **RFP Manual** [**here**].

In case of any question or assistance, please contact support.ris@rne.eu