



To Create Your Personal RTA Account

Simply go to www.rta.org which is our home page. (You may already be there.) Click on Member Login at the very top of the page – above the banner. Click on “Create New Account.” Please enter your first and last names. Then enter your e-mail address – for most of you this will be your work e-mail.

Your e-mail address will need to match the information we have for you in our records. Please indicate if this is your work or home email address. Click Submit. You will see a message thanking you for creating a new account.

Then, you will receive an e-mail from “Orders.” The Subject line should say something like “Complete Your Account Registration.” This is a security feature. The message will instruct you to click on the embedded link to create your personal password. In the box that pops up, please enter (and then confirm as indicated) the password you’ve chosen. Neither RTA nor anyone else will have access to your password unless you tell them. Click Save.

A message will pop up thanking you for assigning a Password. (If we don’t already have your email address in our system, you may need to wait until we clear your request by confirming that you are a current RTA member.) Please take a moment to click on “Sign In” at the top right of the thank you screen and check over the Profile information we have for you. If you make any changes or additions to your personal data, it will update our records immediately. You and RTA are the only people who may view your Profile. Again, your personal/home Profile information will not be visible to members of the public, so please make sure to give us your home information as well as any other data to help us with our record-keeping. Some Profile information (such as the Company Info) may only be changed by RTA, so also let us know if you have any company updates.

Of course, you will always have access to the public areas of the RTA web site without logging in. However, once your account is completed, you will also be able to access all the “Members-Only” areas. These areas include the Online Membership Directory (see below) and the Committee area where our Trend Reporters post updates on current procurement trends around North America. You may also get the member discounts for items in our Store, for Annual Conference registrations, and the various Tie Grading Seminar videos. You can renew your annual dues with your personal account, too. If you are on an RTA committee, your account will allow access to your committee minutes, agendas for upcoming meetings, and communication directed specifically to your group.

For your next visits to www.rta.org, you may click on the “Member Login” at the top of the Home page to get to the member-only areas and your own personal Profile. **NOTE:** If the e-mail you enter does not match what we have, you will need to contact us at ties@rta.org from the e-mail address you wish to use. We will confirm when that change has been made in our records. Once you receive that confirmation, you will then be able to login.

Online Membership Directory

Once you enter the directory, you will be in the “Simple List” which is arranged alphabetically by company. Some individuals are their own company, so they are listed by their first name. You will see the company name, city and state, a website address if it’s in our records, and the type of member the company is. You can switch to another letter of the alphabet at the top of the page. Note that certain members/member categories may not be viewed due to the proprietary nature of those members’ information and in accordance with association’s by-laws. To view a company’s details in the Simple List, just click either on the company name or on the word “view” at the far right of the listing. This will take you to all the information that company has given us including their products, services, locations for the main office and other branches, and their primary contact person. If a company has a web site entered as part of their profile, links to those websites will also be accessible in the Simple List and in the company details area.

It is VERY important that you review the information for your own company and let us know of any additions or edits you want to make. The information you list for your company is how others will find you in the advanced search function of the directory. Please be descriptive. In “Advanced Search” the exact word you use is how people will be directed to your company profile. For example, if you use “ties” to describe products you produce, then only when people enter “ties” in the advanced search will they be directed to the companies that produce “ties”. In other words, if someone enters sleepers or crossties, they will not be directed to companies that only have “ties” as a descriptive word for products they produce. With this in mind, we encourage you to review your profile today.

The “Advanced Search” link is located at the top left above Directory Listing. In Advanced Search, as in the above example, you may enter one or more words, such as “bridge timbers” in the Products Produced or Sold line. Click on “Search” at the bottom of this page and a number of companies will come up. You can click on “view” (to the far right of the company listing) to see what all they offer.

Manage My Profile

You now have the ability to edit the personal information you have provided to RTA or wish for RTA to maintain. This will eliminate the need to send an e-mail to RTA for any home address, phone, name, or any other personal changes you need to make. Just update your own web Profile and our records will reflect that new information as soon as you save them. Your personal information is secure and is not used for any purpose other than to communicate certain RTA information to you personally. Rest assured that we do not sell our members information nor do we use it in any frivolous way. However, it is very helpful for us to have this information at the ready when it is necessary to communicate with you personally. Thus, please help us by making sure this information stays up-to-date.

Once you have initially set your account up, you can login anytime by using the Member Login link at the top of the Home page at www.rta.org.

Future Enhancements

As the RTA web site has grown, we have been tracking what areas are the most useful to members and the general public. Some of the pages now visible to the general public may be re-categorized as “member-only” pages in the future. These may include our most important reports, statistics, and other technical data. Thus, it is most important that you create your member profile today if possible.