Welcome to Amtrak's Property Access Portal

The Amtrak Third-Party Property Access portal is a one-stop shop to request Permits and Agreements for access to Amtrak owned properties.

The portal can be accessed by following the link below:

Amtrak Third Party Application Portal

Applicants will not receive a permanent login credentials until their initial application has been received and processing has begun.

If you are a returning user with an Amtrak portal logon account, you will be able to login using the instructions here.

Should you have any trouble logging in, please contact Amtrak Portal Support at portalsupport@amtrak.com

First time logon

If this is your first time accessing the portal, please follow the instructions below to gain access and submit your application.

1.



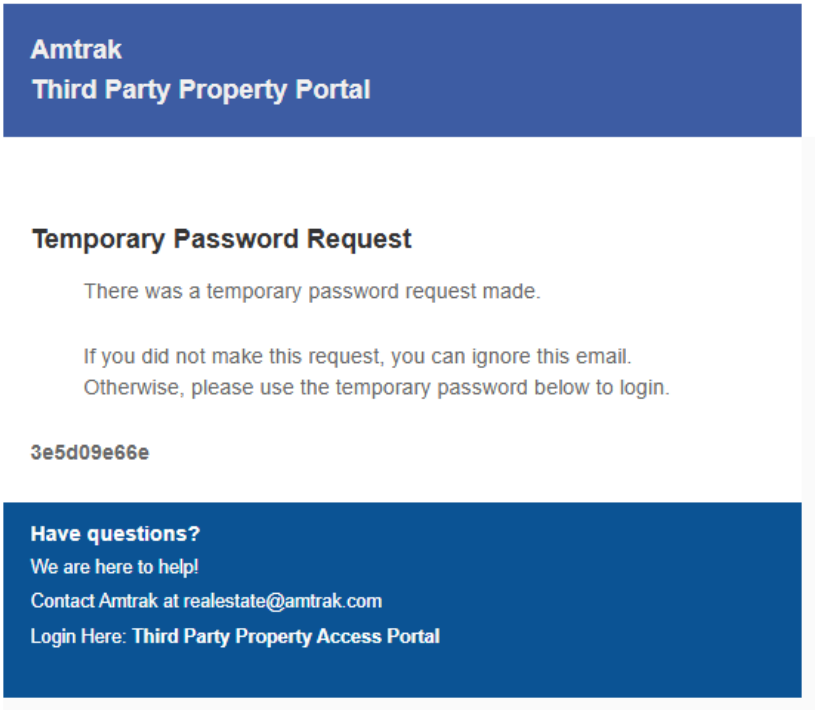
Click "New User"

2.



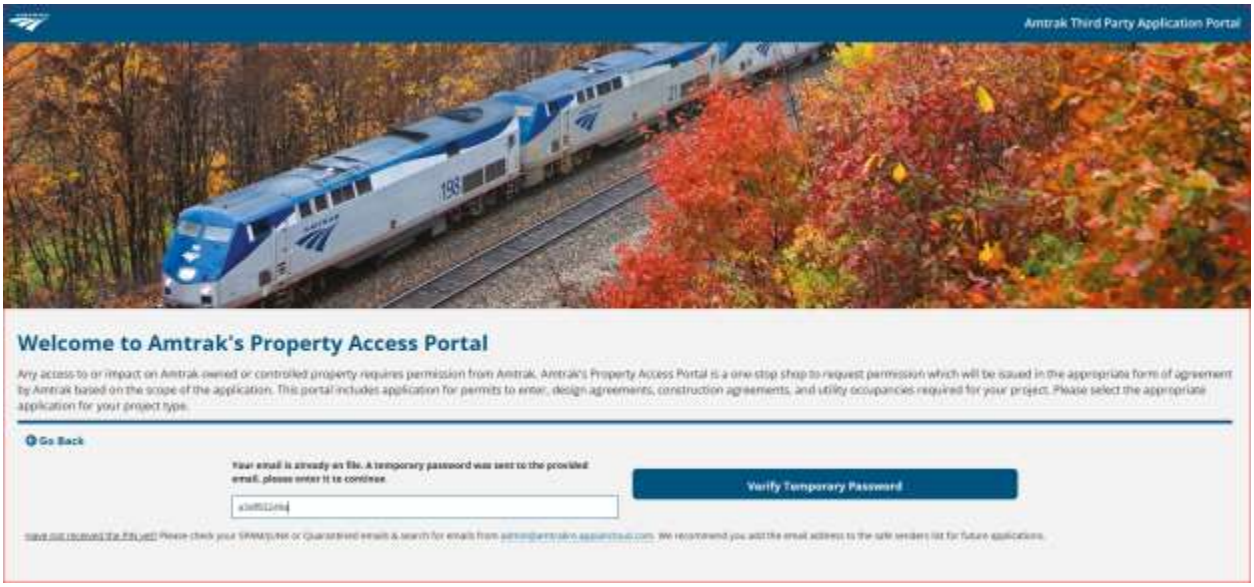
Type your email address, Click Verify Email. (This will be the email associated to your account).

3.



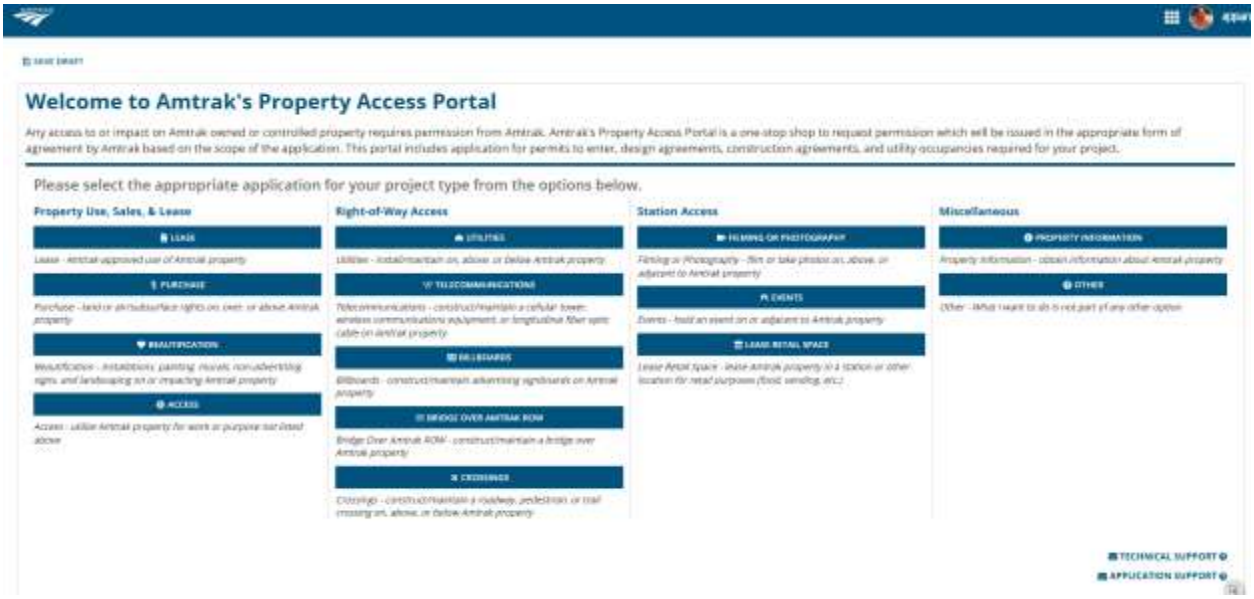
You should receive an email from *Third Party Property Admin* (tpp_manager@appian.com) with a temporary password.

4.



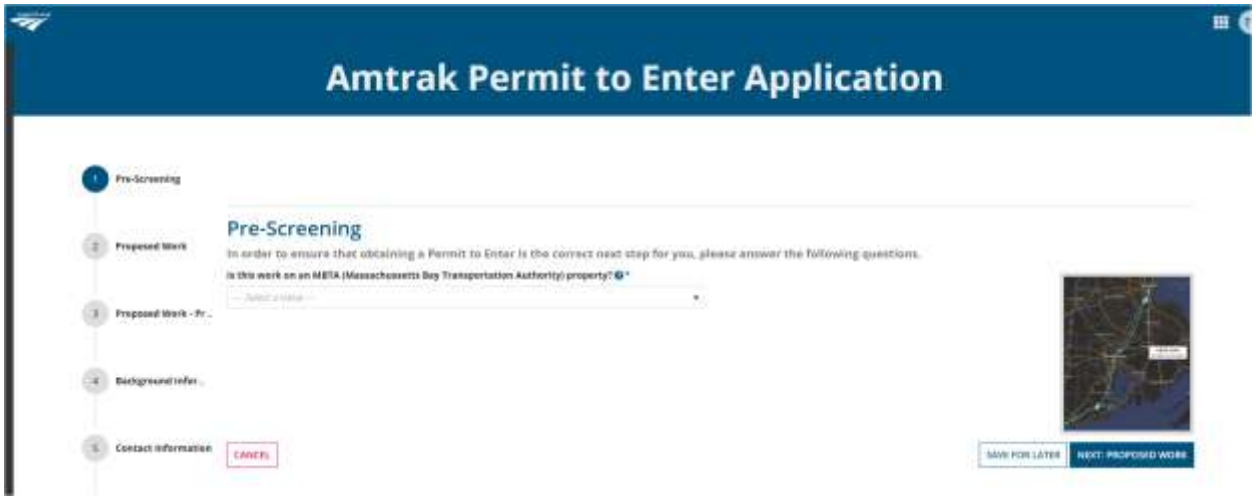
Enter the Temporary Password provided in the email and click, Verify Temporary Password.

5.



Select/ Click the type of application you would like to submit

6.

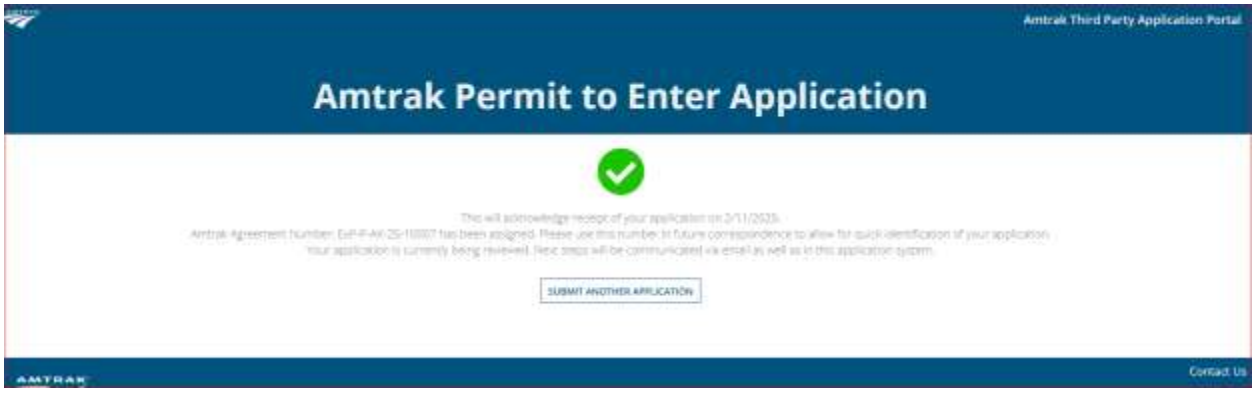


You will be directed to a multi-page application. Please fill it out, Click Next until you are able to Submit your application.

note: questions marked with (*) are mandatory

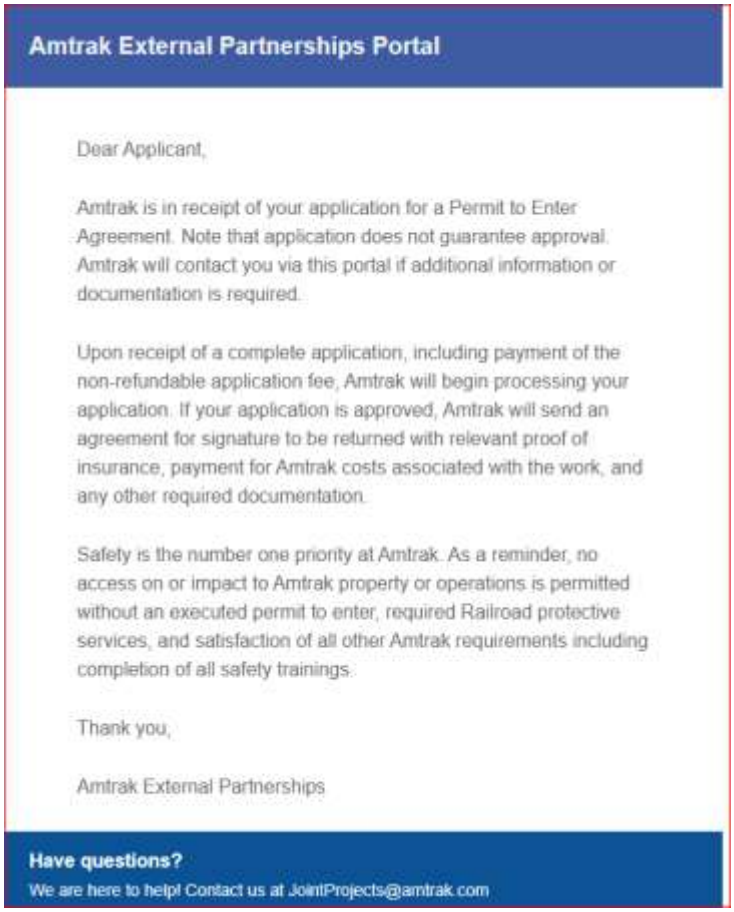
At any point in the application process, you will have the option to **Save For Later** and leave your application. You will have to log in as a “New User” and re-verify your email in order to access and continue your saved application. More instructions can be found here.

7.



Once your application has been successfully submitted, you will be brought to the following page. It is important to note your assigned application Number as it will be used in all future correspondence regarding this application.

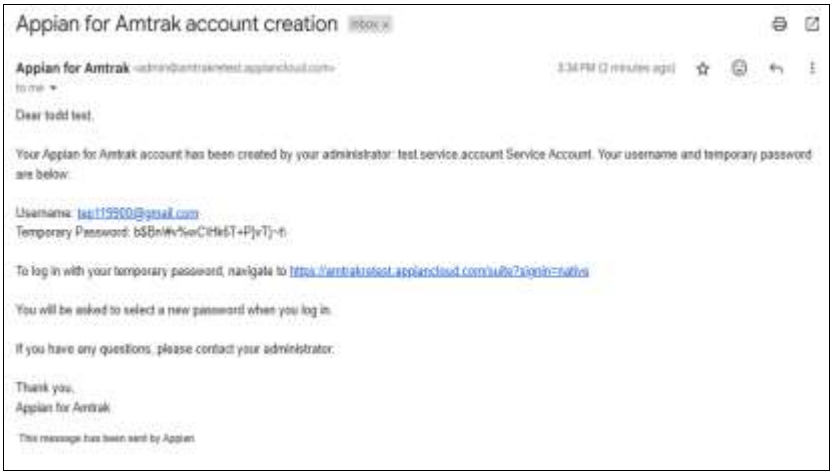
8.



Applicants will also receive an email confirmation with the application number and further instructions. (email may differ depending on the application type you submit).

Once your application has been reviewed and accepted by Amtrak, you will receive an email from “Appian for Amtrak Account Creation” (admin@amtrakre.appiancloud.com) with instructions to create your Amtrak account set up your password.

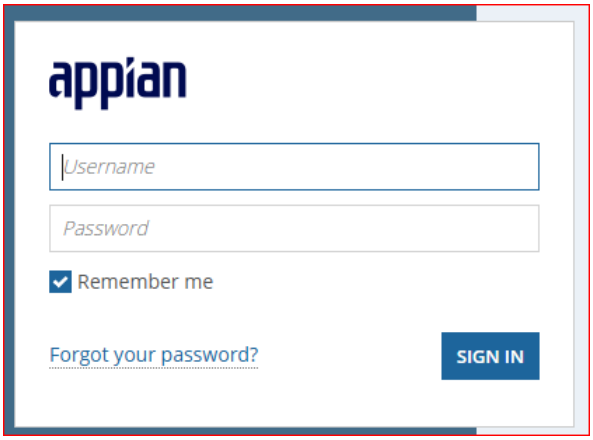
9.



(Example)

Click the URL in the email and logon using the username and temporary password provided.

10.



Enter your Email and the temporary Password from the email under “Old Password”, create your desired password and Click, Sign In.

(**Note: ID/Passwords are both case sensitive**)

11.



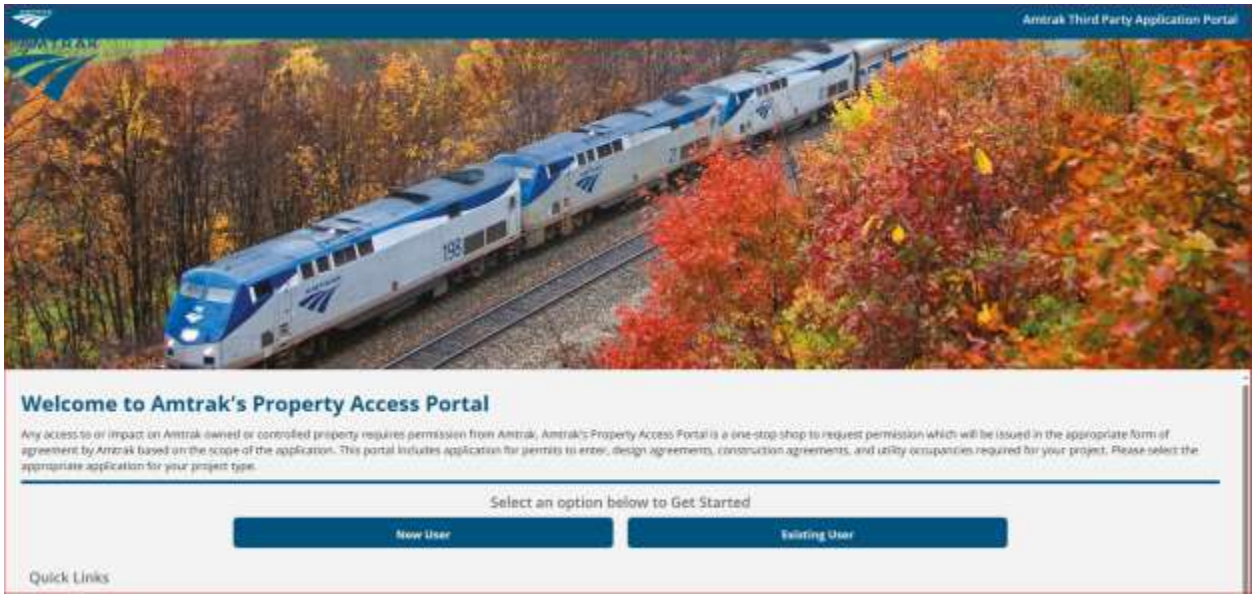
Please note that the following password requirements apply:

- is at least eight characters.
- has not been used in the previous four passwords.
- contains at least one character in the English alphabet.
- contains at least one numeral (0 through 9)
- contains at least one non-alphabetic character (such as !, $, #, %)
- contains at least one uppercase character (A through Z)
- contains at least one lowercase character (a through z)

Logging on after your account has been created

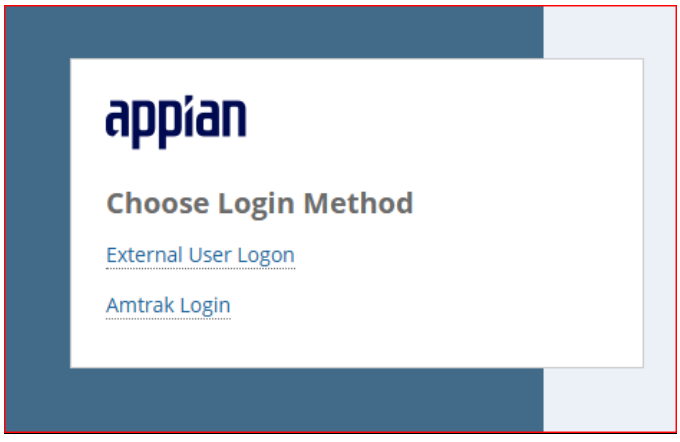
Once you have submitted an application, it has been accepted by Amtrak, and your account has been created, you will use the Existing User option to log in to the portal.

12.



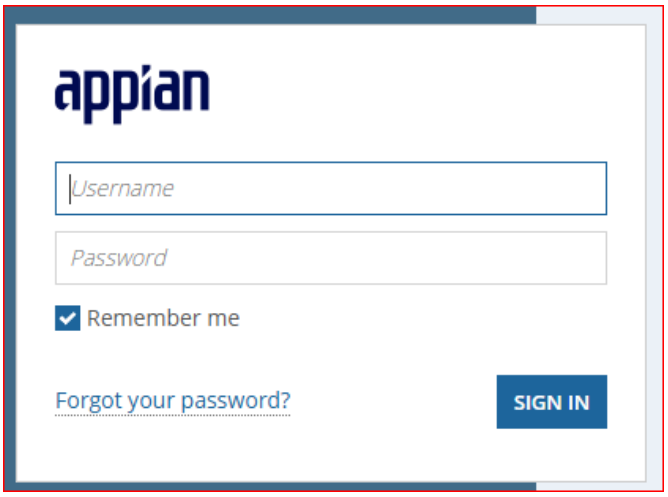
Click “Existing User” on the main page.

13.



Select “External User Logon”

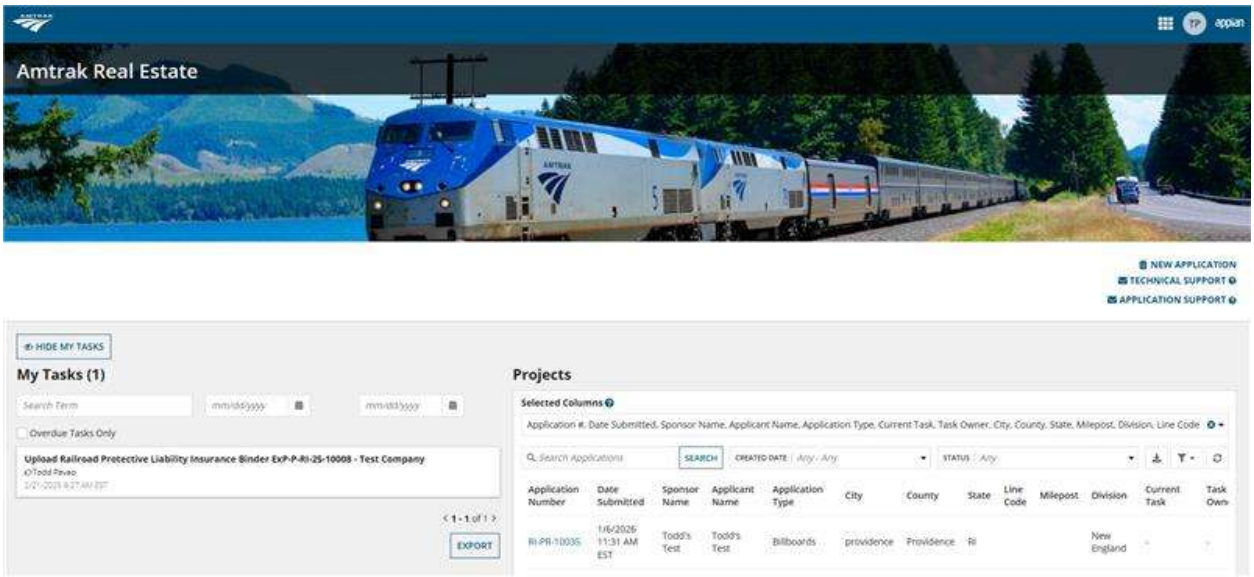
14.



Type in your credentials, and click “Sign in”

(Note: ID/ Password are both case sensitive)

15.

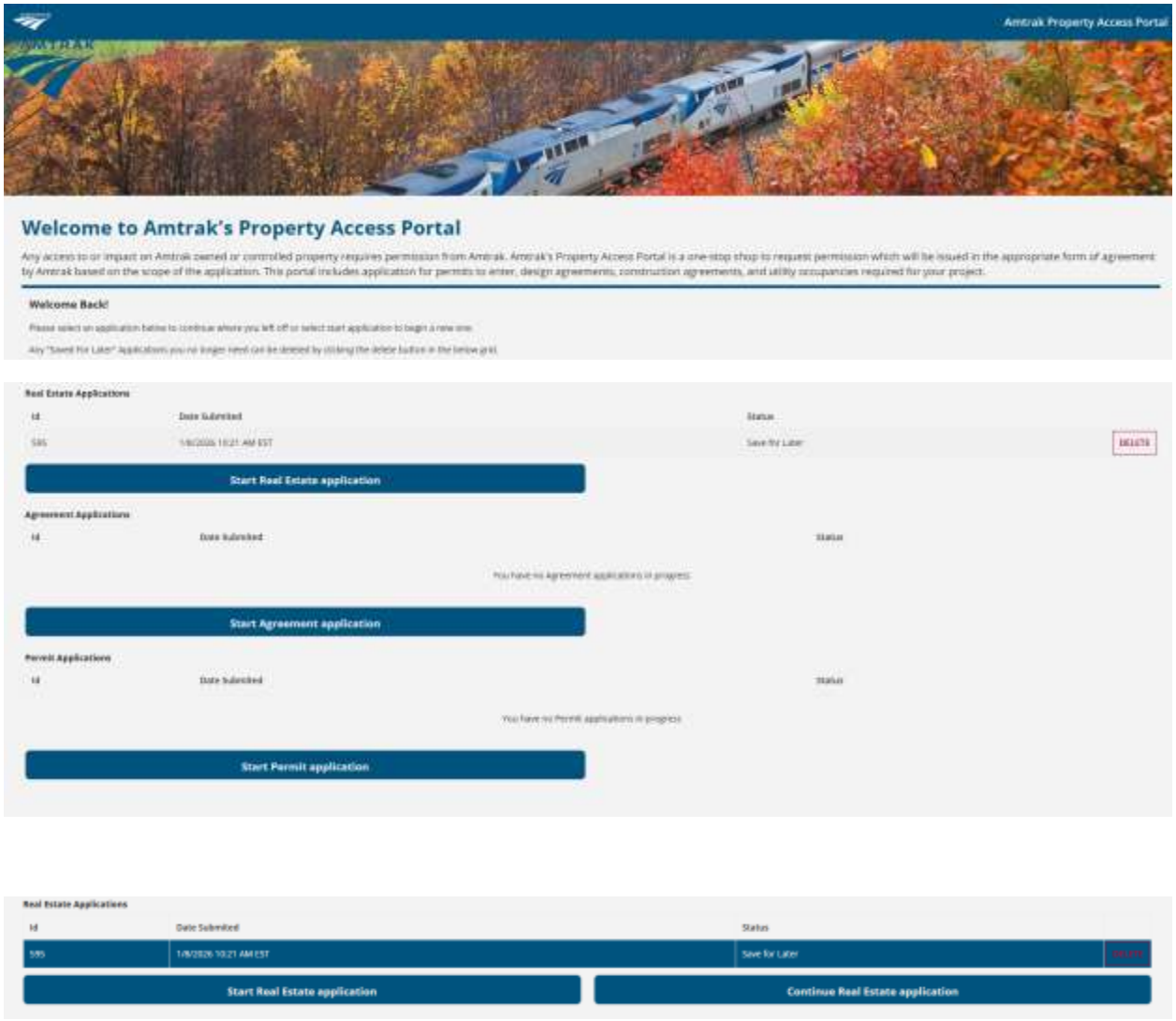


Once logged in, you will be directed to the Portal Landing Page where you can see a list of all existing applications you have submitted and a list of any open tasks will need to complete.

Save For Later

Note: If you have not yet completed your first submission you will need to log in as a “New User” with a temporary password. If you have successfully submitted an application previously, log in as “Existing User” and log in with the account you created.

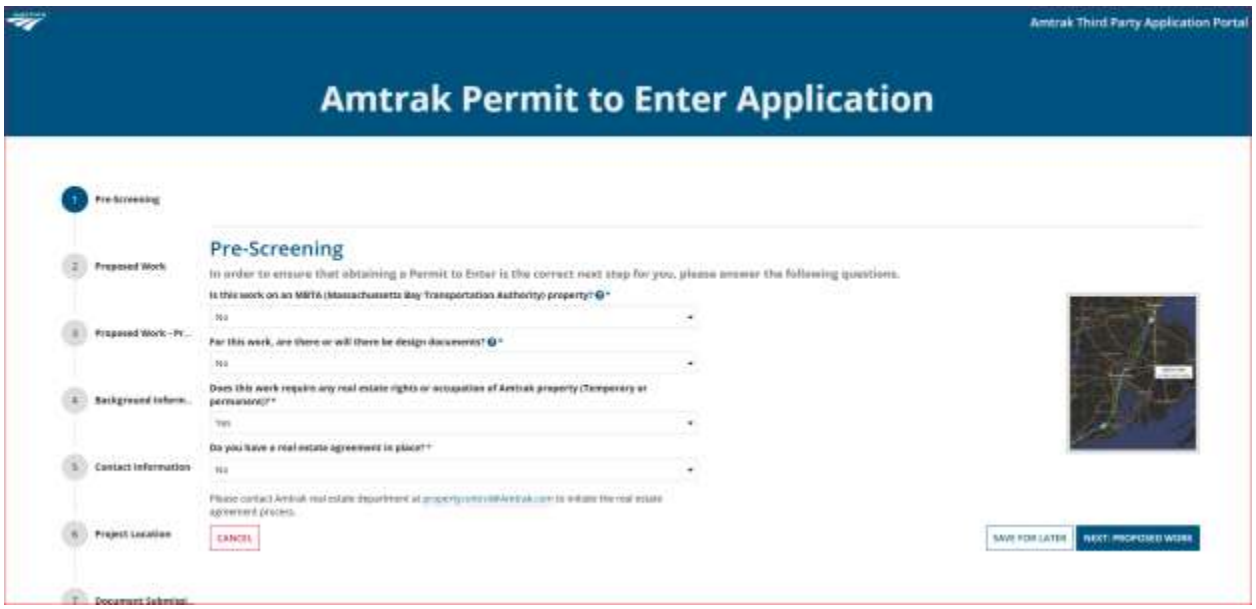
16.



To continue a saved application, select the one you would like to continue (They are sorted by application type and the Date created), and Click, Continue Real Estate Application.

Note: You can also choose to delete any saved application from this page. Amtrak reserves the right to delete any applications that remain untouched in the “Saved for Later” phase for 90 days or more.

17.



You will be able to access the existing application with your previously input answers. Please note, it will restart you at the beginning page and you will need to click “Next” until you reach the point where you left off.