



Add a U.S. DOT Number to a Portal Account: Company User

During your Clearinghouse registration, the system will attempt to link your Portal account with your Clearinghouse account. This will associate your Clearinghouse activity with your company's U.S. DOT Number. In order to make this connection, your Portal account will need to include your U.S. DOT Number. If this is not already included in your Portal account, you will need to add it. If you have multiple U.S. DOT Numbers associated with your company, you will add each number to your Portal account individually.

The process for adding a U.S. DOT Number to your Portal account will vary slightly depending on whether or not you are the Company Official for your organization. View the information below for an overview of each Portal account type. For each U.S. DOT Number entered in the Portal, there must be one Portal user that is identified as the Company Official.

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none">• Responsible for registering a company in the FMCSA Portal, typically the company owner• Has full access to company information• Manages and approves account requests from other company employees looking to access company data <p>The Portal is designed to allow one Company Official for each U.S. DOT Number. For more information on how companies can manage their users, visit the FMCSA Portal User Help.</p>	<ul style="list-style-type: none">• A company employee or associate of a company• Granted access to specific company data by the Company Official• Not responsible for managing other users' Portal accounts• Must wait to register until the Portal Company Official has registered the company in the Portal• Portal account requests must be approved by the Portal Company Official

If you are the Company Official for your organization, view the [Add a U.S. DOT Number to a Portal Account: Company Official Job Aid](#).

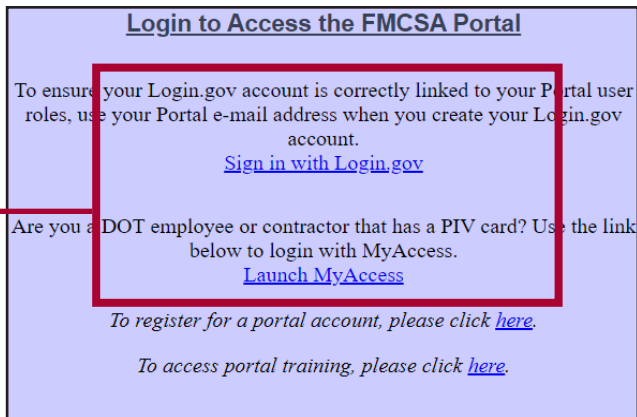
View the step-by-step instructions below to complete this process as a Company User.

How to Add a U.S. DOT Number to Your Portal Account

1

Log In to Your Portal Account

Visit <https://portal.fmcsa.dot.gov/login> and log in to the FMCSA Portal.



2

Access Your Profile

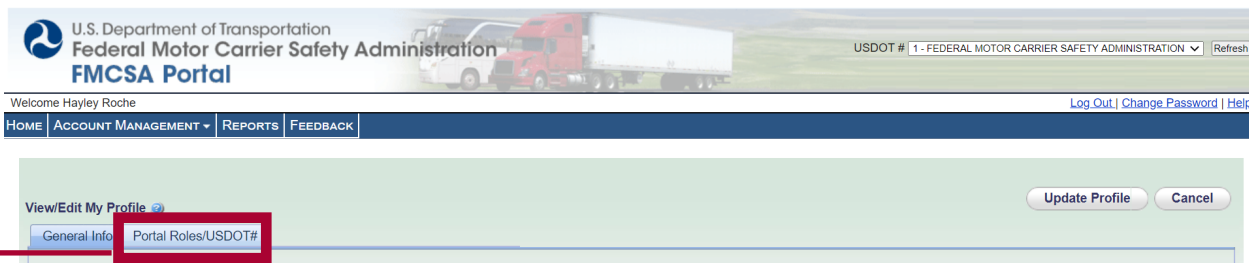
Under **Account Management**, click on **My Profile**.



3

View Profile Details

Select the **Portal Roles/USDOT#** tab.



4

Add Your U.S. DOT Number

Enter the U.S. DOT Number you need to add and click **Submit**. The Available Roles box will display a list of available roles for this U.S. DOT Number.

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA Portal

Welcome [Name] [Email]

USDOT # [Dropdown] [Refresh]

HOME | ACCOUNT MANAGEMENT | REPORTS | FEEDBACK

Log Out | Change Password | Help

View/Edit My Profile [Help Icon]

Update Profile Cancel

General Info Portal Roles/USDOT#

USDOT # List Enter the USDOT# for the role you want access to. Click the "Submit" button to see if your USDOT# is registered in our system.

* USDOT #: [Input Field] Submit

Available Roles [Help Icon]

- View Sensitive Company Information
- DataQs Secure Access
- A&I Carrier
- NCCDB Secure Access
- DACH Motor Carrier Admin
- DACH Motor Carrier

Add Role >

< Remove Role

Requested Roles [Help Icon]

- DACH Motor Carrier Admin - Approved
- Non-sensitive Portal Access - Approved

*Reason for Request [Help Icon]

Reason for Request [Text Area]

Role Selection Description

[Text Field]

Remove USDOT# Add USDOT to List

5

Add Clearinghouse User Role

Choose the appropriate Clearinghouse user role to add to your U.S. DOT Number. If your Portal account has multiple U.S. DOT Numbers, you will need to request the Clearinghouse user role account for each U.S. DOT Number individually. (Note: Only request the Clearinghouse user role if you will use the Clearinghouse on behalf of that company.). You can also request any additional available roles for the selected U.S. DOT Number. When you are finished, click **Update Profile**.

Not sure which Clearinghouse user role you should request?

DACH Motor Carrier

- Clearinghouse Assistant
- Able to report violations, purchase/conduct queries, and report return-to-duty (RTD) information

DACH Motor Carrier Admin

- Clearinghouse Administrator
- All permissions of DACH Motor Carrier, plus designate a consortium/third party administrator (C/TPA) and indicate whether or not motor carrier is an owner-operator
- For more information, view the [Clearinghouse Portal User Roles Job Aid](#).

- A. Select either **DACH Motor Carrier** or **DACH Motor Carrier Admin** from the Available Roles list.
- B. Click **Add Role**. This will move the role into the Requested Roles box. Your role request will appear as “Pending” until it is approved by your organization’s Company Official.
- C. Enter the tasks you will complete in the Clearinghouse under **Reason for Request**, such as “Query Drug and Alcohol Clearinghouse.”
- D. Click **Add USDOT# to List**.
- E. When you are finished, click **Update Profile**.

View/Edit My Profile

General Info Portal Roles/USDOT#

USDOT # List Enter the USDOT# for the role you want access to. Click the "Submit" button to see if your USDOT# is registered in our system.

* USDOT #: Submit

Available Roles

- View Sensitive Company Information
- DataQs Secure Access
- A&I Carrier
- NCCDB Secure Access
- DACH Motor Carrier Admin
- DACH Motor Carrier

Add Role >

Requested Roles

- DACH Motor Carrier Admin - Approved
- Non-sensitive Portal Access - Approved

Reason for Request

Role Selection Description

Add USDOT# to List

Update Profile Cancel

Repeat steps 4 and 5 for any additional U.S. DOT Numbers you need to add to your account.

Your request has been submitted and is awaiting approval.

The Portal Company Official for your organization will be notified of your request and must approve your U.S. DOT Number and requested Clearinghouse user role in the Portal. This will update the status of your Clearinghouse user role request from “Pending” to “Approved.” Once your request has been approved, you will have access to specific company data and can [register for a Clearinghouse account](#). View the [Registration: Employers with Portal Accounts Job Aid](#) for instructions. If you are already registered in the Clearinghouse, you can link your existing Clearinghouse account to your Portal account by logging in to your Clearinghouse account, navigating to My Dashboard > My Employer Profile, and clicking **ADD USDOT #**.



Note: If you are unable to receive approval from the listed Portal Company Official for your organization, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.



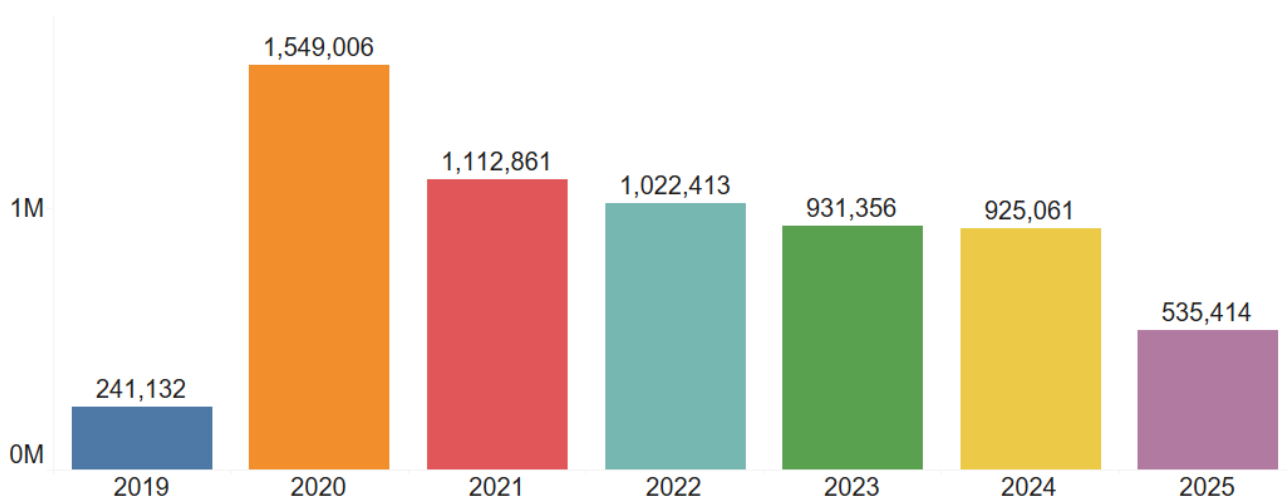
DRUG & ALCOHOL CLEARINGHOUSE

July 2025 Monthly Summary Report

REGISTRATIONS

Registration for the FMCSA Drug and Alcohol Clearinghouse (Clearinghouse) began for all user roles on September 28, 2019. This section covers the number of registered users in the Clearinghouse.

CDL/CLP Holder and Organization Registrations by Year (Total Registrations 6,317,243)



Number of completed registrations through Jul 2025, as of Aug 6, 2025.

The above chart reflects the number of CDL/CLP holders (drivers) and organizations registered within the Clearinghouse, by year, since September 28, 2019.

Note: In some cases, a single user may have multiple roles within the Clearinghouse.

REGISTRATIONS REPORTED TO CLEARINGHOUSE (continued)

Clearinghouse user roles include: commercial driver's license (CDL) or commercial learner's permit (CLP) holders (drivers), employers of CDL drivers, consortia/third-party administrators (C/TPAs), medical review officers (MROs), and substance abuse professionals (SAPs). Employers who employ themselves as CDL drivers must indicate in their registration that they are owner-operators.

CDL/CLP Holder and Organization Registrations by Type

	2019	2020	2021	2022	2023	2024	2025	Total
Driver	199,178	1,408,983	1,003,275	939,323	858,532	843,165	483,524	5,735,980
Employer	37,264	131,995	105,184	79,211	69,197	77,704	49,119	549,674
Owner Operators*	7,459	54,342	56,647	42,860	35,163	40,618	27,522	264,611
CTPA	2,727	5,789	3,343	2,876	2,751	3,220	2,187	22,893
MRO	910	686	261	246	184	197	115	2,599
SAP	1,053	1,553	798	757	692	775	469	6,097

Number of completed registrations through Jul 2025, as of Aug 6, 2025.

The above chart reflects the number of active CDL/CLP holders and organizations, by user role, for each year, based on when they first registered in the Clearinghouse, since registration opened on September 28, 2019.

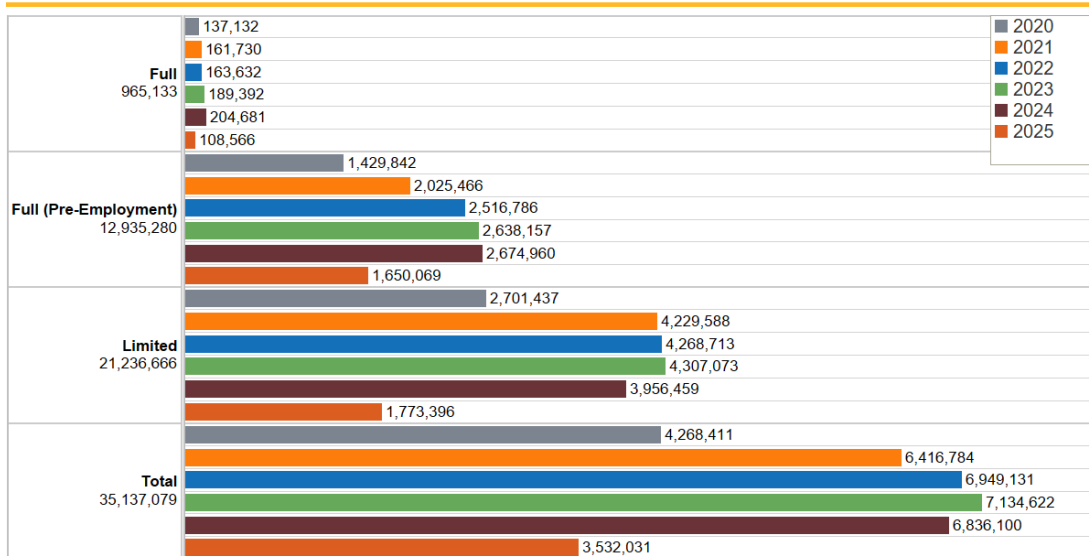
Notes:

- These counts reflect unique users (some organizations may have multiple users). Only active user accounts are included.
- Owner operators includes only users that have self-identified as owner-operators in their Clearinghouse registration.
- Clearinghouse users may change their user role (for example, an employer may add their CDL number to be registered as an owner-operator). In these cases, that user is still counted in the year they originally registered.

QUERIES

Employers are required to conduct queries in the Clearinghouse when hiring a new CDL/CLP holder and annually for all CDL/CLP holders they currently employ. The graphs below break out the results by query type.

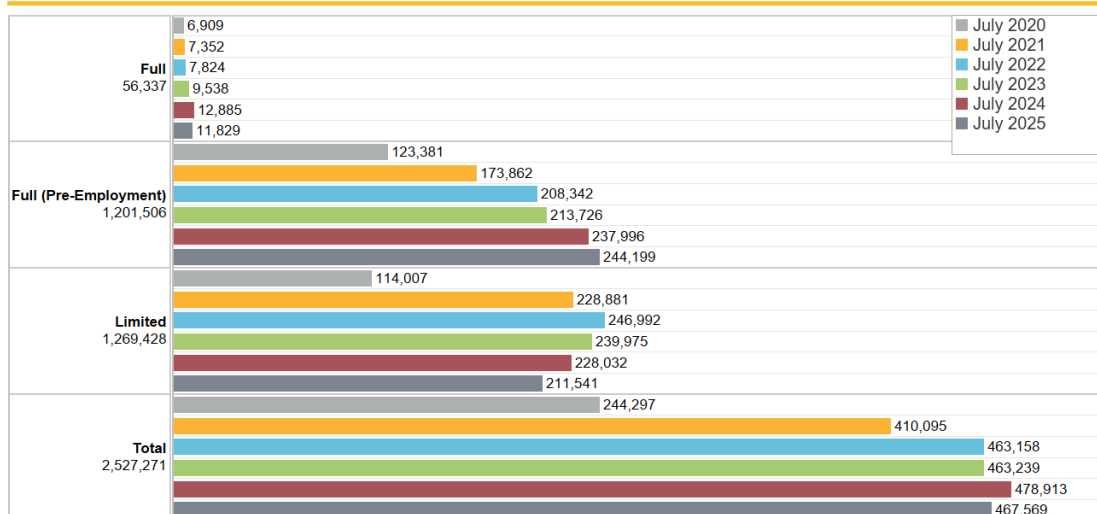
Queries Conducted by Type and Year



Queries conducted through Jul 2025, as of Aug 6, 2025.

The above graph illustrates the number of each type of query by year conducted by employers, or their designated C/TPA, since January 6, 2020. The full query total includes limited queries that have been elevated to full since January 6, 2020.

Queries Conducted Monthly Comparison (July)

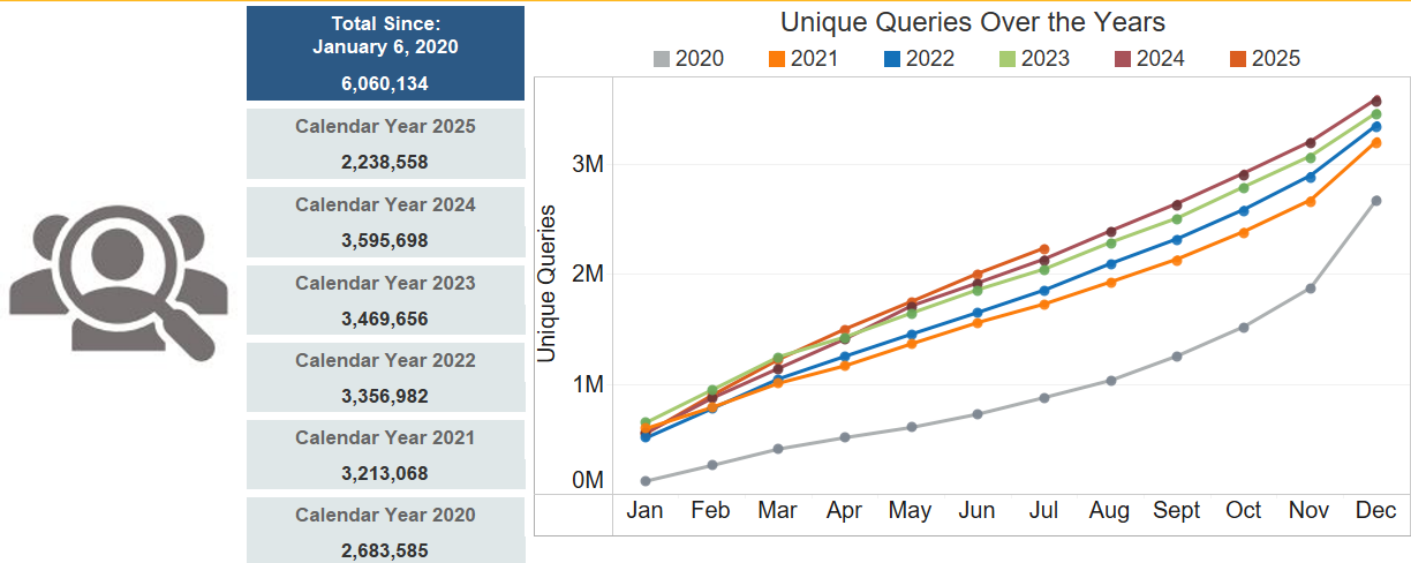


Queries conducted through Jul 2025, as of Aug 6, 2025.

The above graph illustrates the number of each type of query conducted by employers, or their designated C/TPA, during the current month of each year, since January 6, 2020. The full query total includes limited queries that have been elevated to full since January 6, 2020.

QUERIES (continued)

Unique CDL/CLP Holders Queried



Unique drivers queried through Jul 2025, as of Aug 6, 2025.

The above graph illustrates the number of CDL/CLP holders whose information has been queried by employers, or their designated C/TPA, since January 6, 2020. CDL/CLP holders may have been queried in multiple years, but are only included once in each annual total and once in the cumulative total. The line graph reflects the monthly cumulative totals throughout each year.



VIOLATIONS REPORTED TO CLEARINGHOUSE

Employers, or their designated C/TPA, and MROs are required to report violations of the drug and alcohol program in the Clearinghouse per 49 C.F.R. 382.705, including positive test results and test refusals. This section summarizes the violations reported to the Clearinghouse since January 6, 2020.

Violations Reported to the Clearinghouse

Violations by Year		Violations Reported in the Month of July	
2020	53,359	July 2020	4,590
2021	58,414	July 2021	4,756
2022	68,851	July 2022	5,490
2023	68,843	July 2023	5,465
2024	62,414	July 2024	5,290
2025	34,231	July 2025	4,902
Total	346,112	Total	30,493

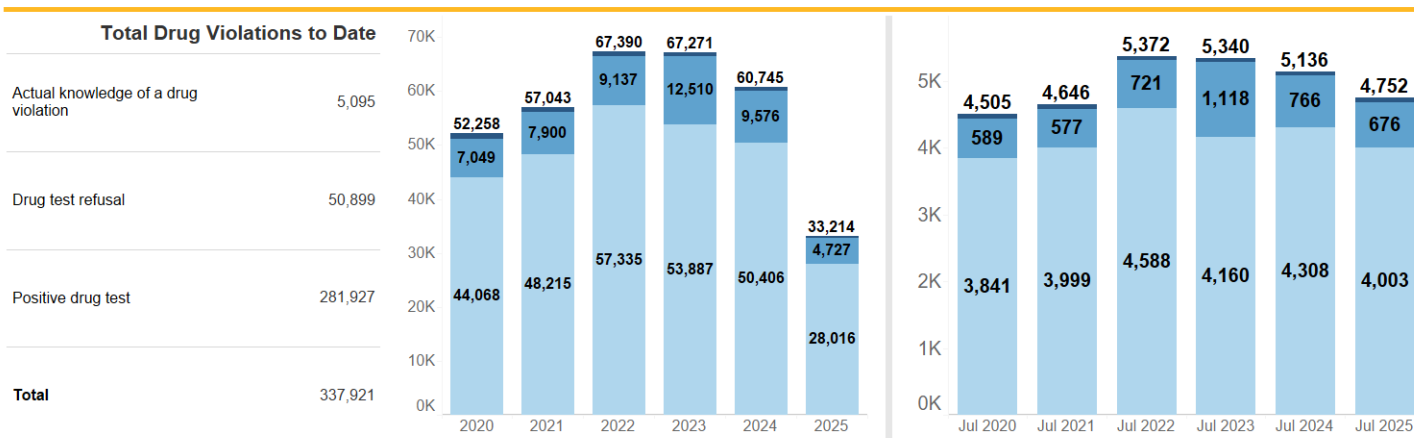
Violations reported through Jul 2025, as of Aug 6, 2025.

The above table illustrates drug and alcohol violations reported to the Clearinghouse by year (left), and during the current month of each year (right), since January 6, 2020.

VIOLATIONS REPORTED TO CLEARINGHOUSE (continued)

The tables below show total violations and break out results by violation type for controlled substance (drug) tests and alcohol tests. Each graph depicts total test results with violations by year and compares total test results with violations reported during the current month of each year, since January 6, 2020.

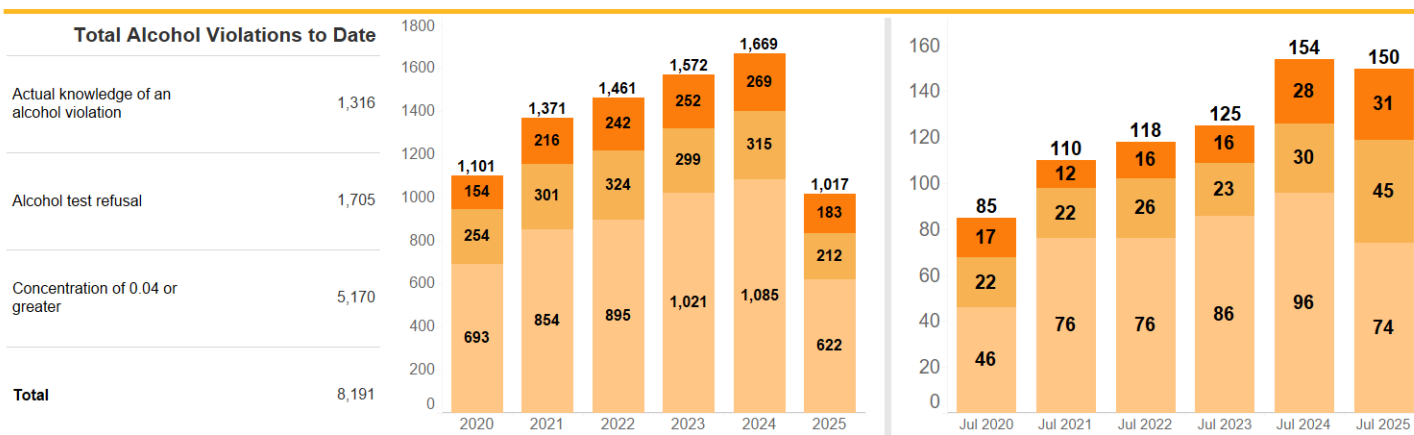
Drug Violations



Violations reported through Jul 2025, as of Aug 6, 2025.

The above graph breaks out the results by violation type, for controlled substance (drug) tests by year (left), and during the current month of each year (right), since January 6, 2020.

Alcohol Violations



Violations reported through Jul 2025, as of Aug 6, 2025.

The above graph breaks out the results by violation type, for alcohol tests by year (left) and during the current month of each year (right), since January 6, 2020.

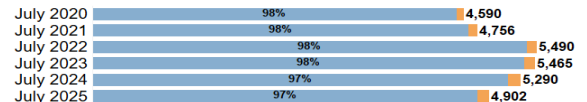
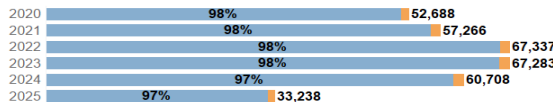


VIOLATIONS REPORTED TO CLEARINGHOUSE (continued)

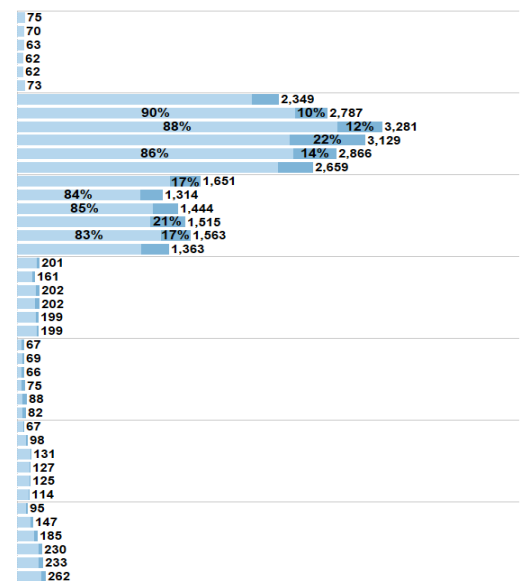
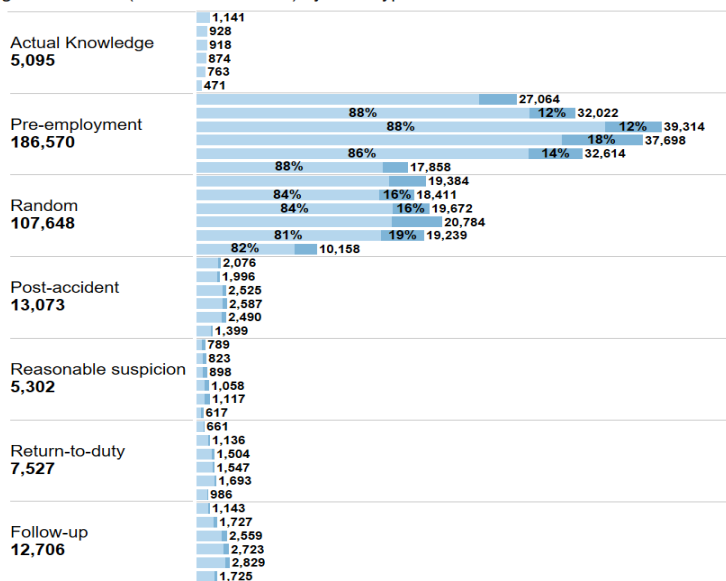
Drug and Alcohol Test Results By Test Type

The tables below show controlled substance (drug) and alcohol test results by type of test. Each graph depicts total test results with violations by year and compares total test results with violations reported during the current month of each year, since January 6, 2020.

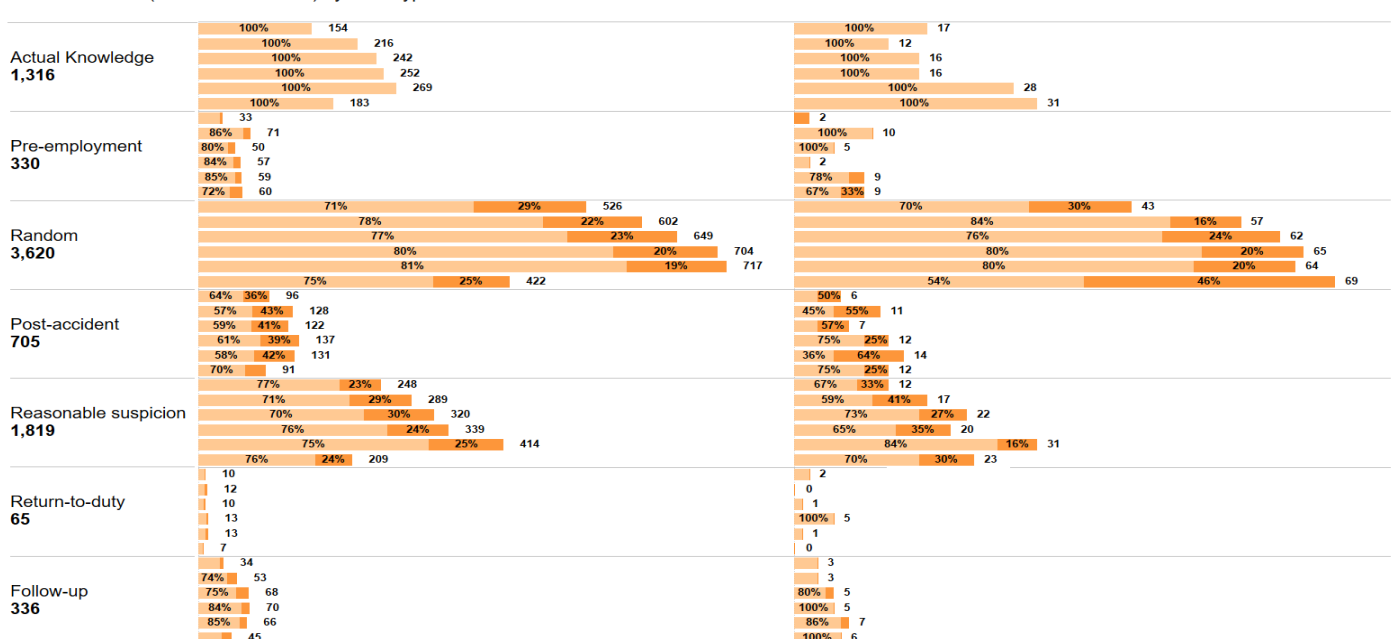
Total Test Results (Drug or Alcohol) by Test Type - Year and Month (July) Comparison



Drug Test Results (Positive or Refusal) by Test Type



Alcohol Test Results (Positive or Refusal) by Test Type



Test Results reported through Jul 2025, as of Aug 6, 2025.



VIOLETIONS REPORTED TO CLEARINGHOUSE (continued)

Positive drug tests account for 81% of the total violations reported. The chart below represents the breakdown of results reported to the Clearinghouse, by year, since January 6, 2020, of the number of times a driver tested positive for each substance.

Number of Positive Tests with Substances Identified							
Substance	2020	2021	2022	2023	2024	2025	Total
Marijuana Metabolite (Δ9-THCA)	29,199	32,279	39,400	37,818	34,937	20,026	193,659
Cocaine Metabolite (BZE)	7,923	9,106	10,546	10,388	10,078	5,442	53,483
Methamphetamine (MET/MAMP)	5,199	5,213	5,381	4,522	4,588	2528	27,431
Amphetamine (AMP)	4,906	4,951	5,166	4,251	3,875	2172	25,321
Oxymorphone (OXYM)	1,333	1,292	1,359	1,098	973	588	6,643
Oxycodone (OXYC)	1,067	1,068	1,093	926	801	487	5,442
Hydrocodone (HYC)	957	931	909	807	716	448	4,768
Hydromorphone (HYM)	1,030	1041	994	829	702	400	4,996
Morphine (MOP)	429	376	415	369	388	250	2,227
Codeine (COD)	371	348	411	356	318	199	2,003
6-Acetylmorphine (6-AM)	301	192	176	117	100	55	941
Phencyclidine (PCP)	62	63	65	77	85	54	406
Ecstasy (MDMA)	135	122	132	92	77	40	598
Methylenedioxymphetamine (MDA)	28	35	43	50	54	30	240
All substances	52,940	57,017	66,090	61,700	57,692	32,719	328,158

A positive dilute result indicates that drugs were detected, despite the dilution of a sample. The table below indicates the total dilute specimens reported to the Clearinghouse, by year, since January 6, 2020. A positive dilute result indicates that drugs were detected despite the dilution of the sample, therefore dilute specimens are also reflected in the total substance counts above.

Number of Dilute Specimens Identified							
	2020	2021	2022	2023	2024	2025*	Total†
	2,367	2,477	2,797	2,693	2,679	1,570	14,582

Notes:

- *Includes tests reported January 1, 2025, through July 31, 2025, as of Aug 6, 2025.
- †Includes all tests reported since January 6, 2020.
- Amounts do not reflect unique tests, as more than one substance can appear in a positive drug test.

Return to Duty Process

If a CDL/CLP holder has a drug and alcohol program violation recorded in the Clearinghouse, the CDL/CLP holder must be removed from safety-sensitive functions, including operating a commercial motor vehicle (CMV), until they complete the return-to-duty (RTD) process. Select milestones of a driver's RTD process are recorded in the Clearinghouse. The table below provides a snapshot of the number of drivers in the RTD process with their status in the Clearinghouse as of the current month.

CDL/CLP Holders in the Return-to-Duty (RTD) Process as of July 1, 2025

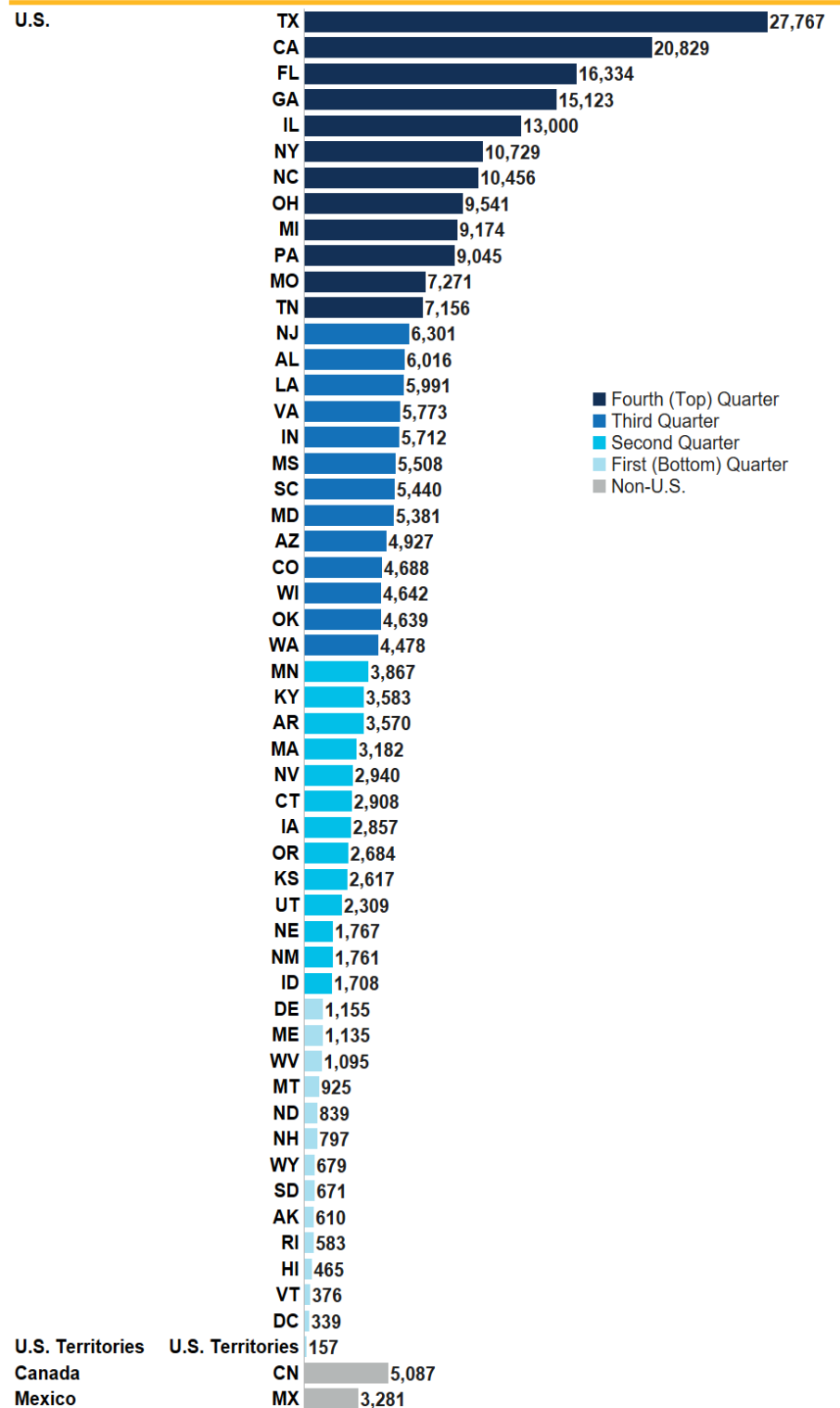
RTD STATUS	# DRIVERS
All Drivers (with at least 1 violation)	309,403
CDL/CLP holders in Prohibited Status	192,779
RTD Process Not Started	150,653
Substance Abuse Professional (SAP) Request Sent	1,993
SAP Designation Confirmed	5,752
SAP Request Declined	1,217
Initial SAP Assessment Complete	9,650
Determined Eligible for RTD Testing	23,514
CDL/CLP Holders in Not-Prohibited Status*	116,624
RTD Test with Negative Results	81,506
Follow-Up Testing Plan Complete	35,118

*A driver is no longer prohibited from performing safety-sensitive functions once they have a negative RTD test result.

Information By Location

The table below provides a breakdown of reported violations based on the jurisdiction that issued the driver's CDL/CLP.

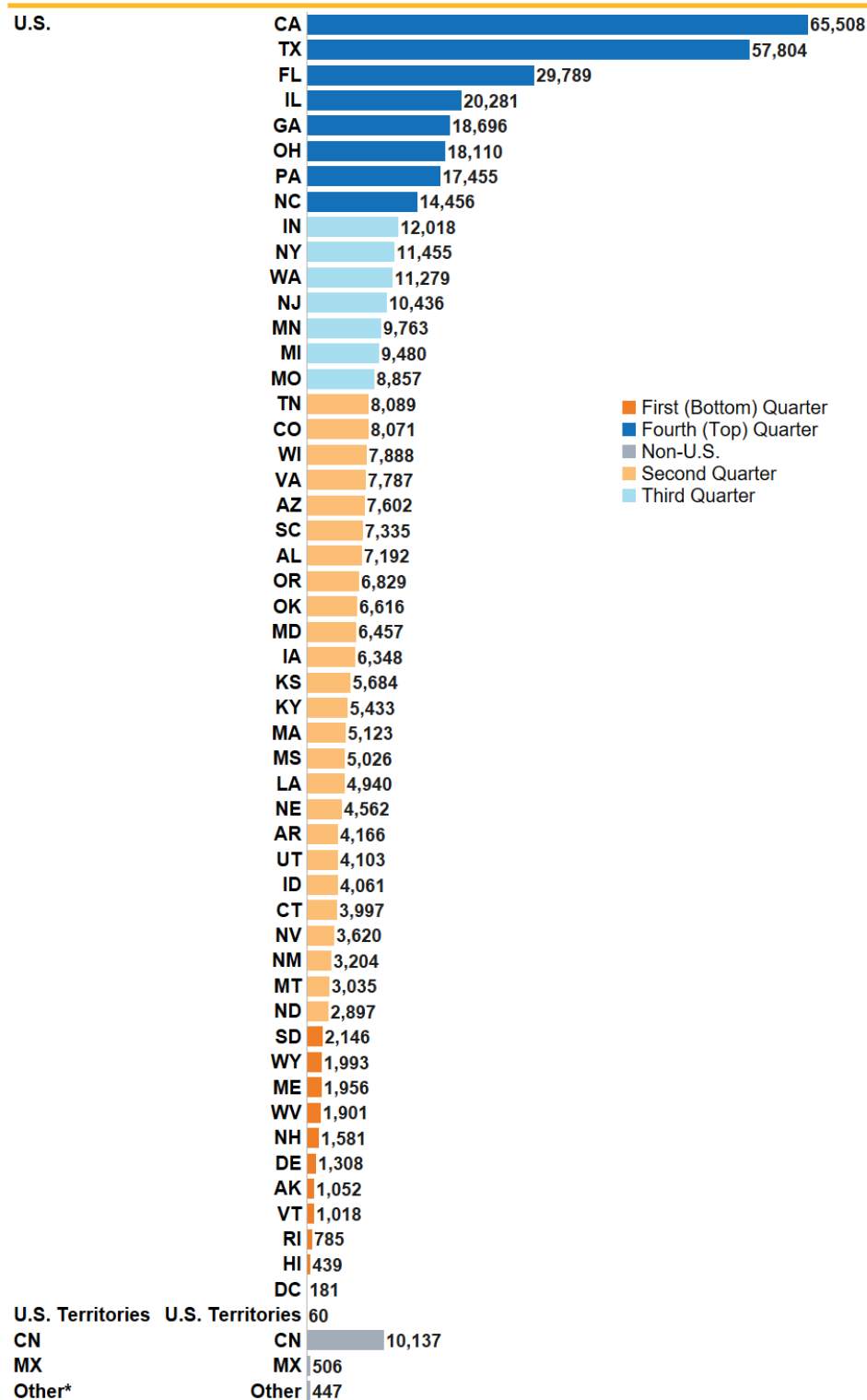
Violations Reported, by Location of CDL/CLP Issuance



Violations (by location) reported or modified through Jul 2025, as of Aug 6, 2025.

The table below provides a breakdown of the number of employers registered in the Clearinghouse, by their domicile.

Unique Registered Employers by Location



Number of registered employers through Jul 2025, as of Aug 6, 2025. * "Other" represents data where the location is missing or otherwise not able to be determined.

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a [USDOT Number](#), you should request an [FMCSA Portal account](#) prior to registering for the Clearinghouse.

EMPLOYER without FMCSA Portal Account

Do you have, or should you have, a USDOT Number?
See the instructions for [employers with Portal accounts](#).

No FMCSA Portal Account

Enter Contact Information and
Company Information

Designate Your C/TPA(s)

Terms and Conditions



Employers without FMCSA Portal Accounts

If you are an employer that does not have a USDOT Number, follow the instructions below to register in the Clearinghouse.

The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a [USDOT Number](#), you should request an [FMCSA Portal account](#) prior to registering for the Clearinghouse. See the instructions for [employers with an FMCSA Portal account](#).

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

1

Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Register**.

During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

An official website of the United States government [here's how you know](#)

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL
CLEARINGHOUSE**

Register Log In
FMCSA & SDLA Login

My Profile Learn About Contact

Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL

Register » Log In »

Before You Register

Do you need help with registration?
Identify your Clearinghouse user role and find out what you will need to complete your registration.

Read More »

This online database helps keep roads safer for all drivers by identifying, in real time, drivers prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to a drug and alcohol program violation.

- Record
- Consent
- Query
- Safety



2

On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your credentials on this screen, click **Sign In** and **go to step 9**.

LOGIN.GOV | **DRUG & ALCOHOL CLEARINGHOUSE**

The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User login](#)

Email address

Password ☐ Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

[Visit the Government User login](#)

Enter your email address

Email address

Select email language preference
login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

Submit

[Cancel](#)
[Security and Privacy Practices](#)
[Privacy Act Statement](#)

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

[About login.gov](#) | [Privacy policy](#)



5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

Backup codes should only be used if none of the above methods are available to you, as they can only be used a limited number of times.



7

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

LOGIN.GOV | DRUG & ALCOHOL
CLEARINGHOUSE

STEP 3 OF 4

Enter your security code

We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.

One-time security code

Submit

Get another code ☐ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



8

You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV

DRUG & ALCOHOL
CLEARINGHOUSE

✔ Phone confirmed successfully.

You are now signing in for the first time

We'll share this information with **The FMCSA Drug & Alcohol Clearinghouse**:

✔ **Email address**
sample20user20@gmail.com

The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account

Agree and continue



Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

9

Select your role (**Employer**), and click **Register as an Employer** or **Register as an Employer and a Driver**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out now**.

An official website of the United States government [Here's how you know](#) ▼
United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

[Register](#) [Log In](#)
FMCSA & SDLA Login

**DRUG & ALCOHOL
CLEARINGHOUSE**

[My Profile](#) [Learn](#) [About](#) [Contact](#)

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

Do you need help? Download step-by-step instructions for employers with Portal accounts or employers without Portal accounts.

1 **LOGIN.GOV** 2 **ROLE SELECTION** 3 **CONTACT INFORMATION** 4 **COMPANY INFORMATION** 5 **DESIGNATE C/TPA** 6 **TERMS & CONDITIONS**

STEP 2 OF 6
Select Your Role

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

Driver
Employer
Consortium/Third-Party Administrator (C/TPA)
Medical Review Officer (MRO)
Substance Abuse Professional (SAP)

I will:

- ✓ Report applicable drug and alcohol program violations of CDL drivers I employ. Learn more about [reporting violations \(PDF\)](#).
- ✓ Conduct queries on prospective and currently-employed CDL drivers.
- ✓ If you have a current CDL, you will be able to add and verify your CDL information after you complete your company registration.

Are you also a CDL driver?
You can register your CDL information at the same time to create both employer and driver user roles.

Are you covered by DOT Drug and Alcohol Testing Regulations?
[Find out now](#)

[Register as an Employer](#) OR [Register as an Employer and a Driver](#)



10

Select **No I do not have an FMCSA Portal Account**, and click **Next**.

2. Select Your Role

Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

DO YOU HAVE AN FMCSA PORTAL ACCOUNT?

☐ YES I have an FMCSA Portal Account

☒ NO I do not have an FMCSA Portal Account

Previous

Next

Cancel

11

Confirm that you are your employer's Clearinghouse Administrator by selecting **Yes, I am my employer's Clearinghouse Administrator** and clicking **Next**.

If you are not authorized to be your employer's Clearinghouse Administrator, do not proceed with this registration. Contact your employer's Clearinghouse Administrator and request an invitation to register as a Clearinghouse Assistant for your employer.

2. Select Your Role

Will you manage your employer's users in the Clearinghouse?

By completing this registration, you will become your employer's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on your employer's behalf.

Employers can also invite users who will serve in an Assistant role. If you are not authorized to be your employer's Clearinghouse Administrator, do not complete this registration. Contact your employer's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as an Employer Assistant.

Are you the Clearinghouse Administrator?

☒ Yes, I am my employer's Clearinghouse Administrator.

Previous

Next

Cancel



12

Indicate whether or not your company has a USDOT Number and click **Next**.

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a USDOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.

2. Select Your Role

A USDOT Number is a unique identifier assigned to a company that has registered with FMCSA. Learn more about USDOT Numbers.

DOES YOUR COMPANY HAVE A USDOT NUMBER?



YES My company has a USDOT Number



NO My company does not have a USDOT Number

Not sure if your company has a USDOT Number?

Contact your safety manager to determine if your company has a USDOT Number.

Previous

Next

Cancel

13

If you indicate your company does not have a USDOT Number, you will see a message to make sure that your company does not need one. If your company does need a USDOT Number, you may consider obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a USDOT Number** or **I will obtain my USDOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.



14

Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

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Register
Login

DRUG & ALCOHOL
CLEARINGHOUSE
FAQ
About
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Do you need help? Download step-by-step instructions for employer registration.

1 LOGIN.GOV
2 ROLE SELECTION
3 CONTACT INFORMATION
4 COMPANY INFORMATION
5 DESIGNATE C/TPA
6 TERMS & CONDITIONS

3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name	Phone/Email	
First Name	Phone Number	Type
Middle Name (Optional)	Alternate Phone Number (Optional)	Type
Last Name	Email Address (Login.gov Username)	
	user@company.com	

Previous
Next
Cancel



15

Enter your company's information. All fields are required unless otherwise noted.

You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation).

When you are finished entering your company information, click **Next**.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

Learn About Contact

Do you need help? Download step-by-step instructions for employer registration.

1 2 3 4 5 6

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

4. Company Information

Company Name

Name

Company Type

You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation.

Are you an owner-operator? ☐ Yes ☐ No

Contact Information

Phone Number Type

Address (Physical)

Street

City

Country State ZIP Code

Address (Mailing) ☒ Same as Physical Address



16

If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.


5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.


Who is your C/TPA? 

C/TPA not listed?
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

Previous

Next

Cancel



U.S. DEPARTMENT OF TRANSPORTATION
Federal Motor Carrier Safety Administration
1200 NEW JERSEY AVENUE, SE
WASHINGTON, DC 20590
855-368-4200

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▶ Privacy Policy

▶ Accessibility

▶ DOT Web Policies & Notices

▶ BusinessUSA



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This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

harlow



C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have

There are 1 C/TPAs which match the search "harlow"

Harlow Consortium Inc.
Vernon St, Plymouth, AR 02360

Designate

Previous

Next

Cancel



18

For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.



Who is your C/TPA? 

C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

Designated C/TPA(s)

I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf.

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries	
XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Previous

Next

Cancel



19

If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.

Enter your current CDL information and click **Verify**.

If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

DRUG & ALCOHOL CLEARINGHOUSE

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Last Name

Country State

CDL Number Date of Birth

Previous **Verify** Cancel

You will receive a confirmation message that your CDL information has been verified successfully. Click **Next**. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Last Name

Country State

CDL Number Date of Birth

Previous **Next** Cancel

Success!
We have verified your CDL information.



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Review the Clearinghouse terms and conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

The screenshot shows the 'Terms and Conditions' page of the FMCSA Drug and Alcohol Clearinghouse registration process. At the top, there's a navigation bar with 'Register' and 'Log In' buttons. Below it, a progress bar shows seven steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, CDL, and TERMS & CONDITIONS (the current step, highlighted with a blue circle and the number 7). The main content area is titled 'STEP 7 OF 7 Terms and Conditions' and contains the 'FMCSA IT Rules of Behavior'. This section lists 16 numbered rules regarding the use of the Clearinghouse, including prohibitions on unauthorized access, disclosure of information, and the use of sensitive data. Below the rules, there's a section titled 'Drug and Alcohol Clearinghouse Terms of Use' which states that users agree to comply with the requirements under 49 CFR 382 Subpart G. At the bottom, there's a checkbox labeled 'I affirm that all the information provided is true and accept all of the terms above.' followed by 'Previous', 'I Agree', and 'Cancel' buttons. The 'I Agree' button is highlighted with a red box.

Your Clearinghouse registration is complete.

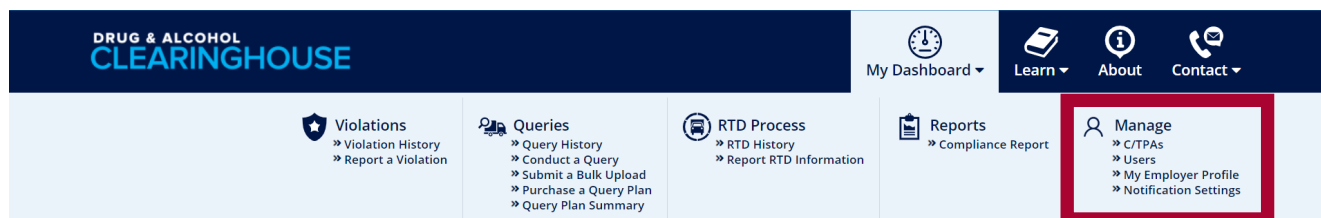
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



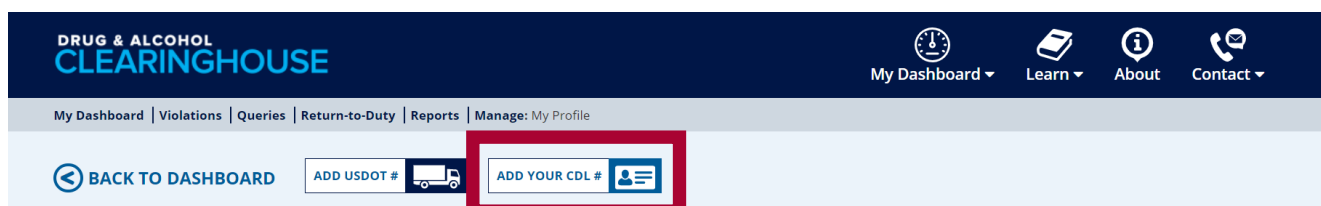
Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information after registering for your Clearinghouse account, under **My Dashboard**, go to **Manage**, and click **My Employer Profile**.



Click the **ADD YOUR CDL #** button. This will pop up the screen below. Enter your CDL information, **check the box** to affirm that the information you provided is true, and click **Verify CDL**. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

First Name

Last Name

Country

State

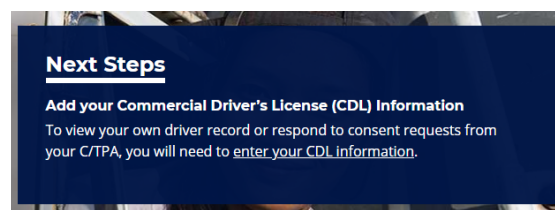
CDL Number

Date of Birth

☐ I certify that, by entering this information, I am providing my personal commercial driver's license information. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

Verify CDL
Cancel

Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.





U.S. Department of Transportation
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL TESTING REGULATIONS



Requirements for CDL Drivers

The U.S. Department of Transportation (USDOT) drug and alcohol testing regulations are contained in [49 CFR Part 40](#); the drug and alcohol testing regulations for entities regulated by the Federal Motor Carrier Safety Administration (FMCSA) are contained in [49 CFR Part 382](#).

This brochure summarizes the regulations as they apply to commercial driver's license (CDL) drivers, and is intended to better inform drivers about their rights and obligations as participants in a USDOT drug and alcohol testing program.

Testing Procedures

Notice to Appear

Once notified to report for testing, a CDL driver must report to the collection site immediately, except in cases of a pre-employment test.

Drug Testing: Urine and Oral Fluid

USDOT regulations permit the collection of urine and oral fluid specimens for drug testing. If problems are identified, a driver may be required to provide a specimen under direct observation. A driver is permitted up to one hour to provide a sufficient oral fluid specimen, and up to 3 hours to provide a sufficient urine specimen. Leaving the collection site before the process has been completed may be declared a "refusal." In addition, if unable to

provide a sufficient specimen as required, a driver will be required to undergo a medical evaluation, and may be determined to have refused the drug test based upon a review of the results of the evaluation by the medical review officer (MRO).

Analysis and Results

Once the specimen has been tested, the laboratory will report the analysis to the MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a verified positive result to the employer and to the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

Who Must Be Tested?

All drivers required to possess a CDL to operate commercial motor vehicles (CMVs) (i.e., motor vehicles with a GVWR of 26,001 pounds or more; transport 16 or more passengers, including the driver; or are placarded for transporting hazardous materials) on public roadways must be USDOT drug and alcohol tested.

This applies to any driver employed by Federal, State, and local government agencies; self-employed CDL drivers (often known as owner-operators); and equivalently licensed drivers from foreign countries. Part-time drivers must also be included in an employer's drug and alcohol testing program. Drivers who are not required to possess a CDL, including drivers who only operate CMVs on private property not open to the public, cannot be required to submit to a USDOT test.



Controlled Substances

The regulations require
**5-panel testing for the following
classes of substances:**

- Marijuana (THC)
- Cocaine
- Amphetamines
- Opioids
- Phencyclidine (PCP)

Find more information online:

https://www.transportation.gov/odapc/ DOT_5_Panel_Notice_2018

Required Tests

CDL drivers are subject to each of the following types of tests:



Pre-Employment

New drivers must be drug tested with a negative result before an employer can permit them to operate a CMV on a public road. Alcohol testing is permitted only if the employer chooses to make it a requirement for all prospective CDL drivers.



Post-Accident

Drivers must be drug and alcohol tested whenever they are involved in a fatal accident, or receive a traffic citation resulting from an injury or vehicle-disabling accident. The alcohol test must occur within 8 hours of the accident, and the drug test must occur within 32 hours of the accident. (See [49 CFR 382.303](#).)



Random Testing

Drivers are subject to unannounced random testing. A driver may be directed to take a drug test even when at home in an off-duty status. Random alcohol testing may only occur when the driver is on-duty or immediately before or after performing safety-sensitive functions. Once notified to report for random testing, the driver must immediately report to the testing location. A delayed arrival may be considered a refusal by the employer, which is equivalent to a positive test. (See [49 CFR 40.191](#).)



Reasonable Suspicion

Trained supervisors can require a driver to be drug or alcohol tested whenever the driver exhibits signs of drug or alcohol use (see [49 CFR 382.603](#)). The decision must be based on current first-hand observations concerning the appearance, behavior, speech, or body odors of the driver.



Return-to-Duty

After incurring a drug or alcohol program violation, the driver must complete the return-to-duty (RTD) process (see [49 CFR Part 40, Subpart O](#)). The RTD test is only required after an employee has been released by the substance abuse professional (SAP) for the RTD test, before the driver has resumed safety-sensitive functions (i.e., operating CMVs). The RTD test may be used in lieu of a pre-employment test, if both tests are required to be completed at the same time.



Follow-Up

Follow-up drug and alcohol tests are required as prescribed by the SAP who evaluates the driver, and determines when they are eligible to be released for the RTD test. Follow-up tests require a minimum of 6 unannounced tests during the first 12 months following the return-to-duty test. The SAP can prescribe additional follow-up tests for up to 5 years following the RTD test. Follow-up tests are required in addition to any other required tests.

Consequences

- Drivers who engage in conduct prohibited by [Part 382, Subpart B](#) (e.g., positive drug test result, alcohol test of .04 BAC or more, test refusal, or actual knowledge) are required to be immediately removed from operating any CMV on public roadways. The employer must provide the driver with a list of USDOT-qualified SAPs (see [49 CFR 40.281](#)) from which to choose. The driver must select a SAP from this list, or from other means, to begin the RTD process. This process must be completed before a prohibited driver can legally return to operating CMVs for any employer, including as an owner-operator.
- Drivers who incur drug or alcohol violations often experience extended periods of unemployment due to the time necessary to complete the RTD process with a qualified SAP, and the decisions of some employers to not consider drivers with past drug or alcohol violations.
- Even after completing the RTD process and finding employment, the additional follow-up testing requirements often add increased stress and financial strain on the driver.
- USDOT drug and alcohol violations are required to be reported to the Drug and Alcohol Clearinghouse. Employers must query the Clearinghouse prior to hiring a new CDL driver, and at least once annually for every CDL driver they employ. This query ensures that employers are aware of any drug and alcohol violations recorded in the Clearinghouse that prohibit the driver from operating CMVs.
- By November 18, 2024, as part of new Federal regulations, drivers with a “prohibited” status in the Clearinghouse will lose or be denied their State-issued commercial driving privileges until they complete the RTD process (see [49 CFR 383.73](#)) and return to a “not prohibited” status within the Clearinghouse.



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

<https://clearinghouse.fmcsa.dot.gov>

For more information on FMCSA's Drug and Alcohol Testing Regulations visit:
www.fmcsa.dot.gov/regulations/drug-alcohol-testing/overview-drug-and-alcohol-rules



FMCSA Portal

Company: Account Requests

Prioritization Phase I Release, December 2010 v1.4



Training Objectives

- **Introduction of the Portal Account Request Process**



Introduction to Online Account Requests

- **The FMCSA Portal online Account Request Form streamlines the account request process for Users by:**
 - **Allowing company Officials to determine who has access to Company Information**
 - **Providing the capability to create their own User ID and Password**
 - **Providing automated self-service process**
 - **Automatically routing requests to the appropriate approvers**



FMCSA Portal Account Requests Overview

- Users may request a Portal account via the FMCSA Portal login page
- To request an account for the FMCSA Portal
 - Click the *To register for a portal account, please click [here](#).* link

Login to Access the FMCSA Portal

User Name:

Password:

[Forgot your password?](#) - [Forgot your UserId?](#) - [Unlock your Account](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).



Request an Account – Step 1

- In step one of the account request process Company users must indicate the type of account they are requesting
- To request an account to the FMCSA Portal as a Company user
 - Select the option under Company User
 - Click the *Next* button

Account Request

Step ①—②—③—④—⑤

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company User" or "Enforcement User" based on the information listed below.

Company User ⓘ
☒ Company Employee or an Associate of a Company

Enforcement User ⓘ
☐ Federal, State, and Third Party Enforcement Employees

Next >> Cancel



Request an Account – Step 2

In step two of the account request process Users are required to enter their Personal Information, including their own Portal User ID and Password, E-Authentication, and Security Identification Information

Account Request

Step ①②③④⑤

* Indicates Required Information
Please Note: Special characters { } [] " ' " can not be used in personal information

Please enter the information below.

Personal Information

*First Name: Betty

Middle Name: Mary

*Last Name: Boop

*Email: bboop@company.com

*Verify Email: bboop@company.com

*User ID: bboop1

*Password: ●●●●●●●●

*Verify Password: ●●●●●●●●

(between 2 and 50 characters, allowing . - and @ to be used)

(must include 3 of the 4 rules: combination of numbers, letters, special characters, and mixed case)

Security Identification

*Question 1: What was my high school mascot?

*Answer 1: Mouse

*Question 2: What is my least favorite vegetable?

*Answer 2: Beans

*Question 3: What is my pet's name?

*Answer 3: Pooh



Request an Account – Step 3

- In step three of the account request process Users enter their Work Information

Account Request

Step ①-②-③-④-⑤

*Indicates Required Information

Please enter the information below.

Work Information ?

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State/Prov:

*Postal Code:

*Country:

*Phone #: 1- Ext.#

Fax #: 1-

*Company Legal Name

*Job Title:

*Preferred Contact Method:



Request an Account – Step 4 (cont'd)

- In step four of the account request process Users may request access to a specific USDOT#
- To request general access to a company's sensitive information
 - Enter the company's USDOT#
 - Click the Lookup button
 - Clicking the Lookup button will verify the entered USDOT# is valid and will not submit the account request

Enter the USDOT# for the role you want access to. Click the **"Lookup"** button to see if your USDOT# is registered in our system.

*USDOT #:

Lookup

*Pin #:

Validate Pin

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT #. Please contact the company official and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request.



Request an Account – Step 4 (cont'd)

- In the event a Company Official for the entered USDOT# has not registered for an account to the FMCSA Portal
 - The User is prompted to provide the PIN # for the entered USDOT#
 - The User is presented with a message to contact their Company Official and request them to register for the FMCSA Portal
 - If the User does not have access to the PIN # for the entered USDOT# they are prohibited from proceeding with the account request
 - To submit a request for a lost or forgotten PIN #, please access the Licensing & Insurance System (L&I) utilizing the following link: https://li-public.fmcsa.dot.gov/LIVIEW/PKG_PIN_START.PRC_INTRO

Enter the USDOT# for the role you want access to. Click the **"Lookup"** button to see if your USDOT# is registered in our system.

*USDOT #:

*Pin #:

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT #. Please contact the company official and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request.



Request an Account – Step 4 (cont'd)

- To request administrative access to a USDOT#
 - Enter the company's PIN #
 - Click the Validate Pin button
 - Clicking the submit button will verify the entered PIN # is valid for the entered USDOT#

Enter the USDOT# for the role you want access to. Click the **"Lookup"** button to see if your USDOT# is registered in our system.

* USDOT #:

* Pin #:

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT #. Please contact the company official and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request.



Request an Account – Step 4 (cont'd)

- Once the USDOT# or USDOT#/PIN# combination has been verified, Users can add Portal or other FMCSA System Roles to their account request
- To add Portal or other FMCSA System Roles to your account request
 - Highlight a role to request from the Available Roles list
 - Company users requesting administrative access will only see the Company Official roles to select from the Available Roles list
 - Access to the other FMCSA Systems A&I and NCCDB will be automatically granted to the Company Official once successfully submitting the account request
 - Click the **Add Role** button to move the selected role to the Request Role table

The screenshot displays a web interface for requesting account roles. It features two side-by-side tables: 'Available Roles' on the left and 'Requested Roles' on the right. The 'Available Roles' table contains four entries: 'Portal View Sensitive Company Information', 'DataQs Secure Access', 'A&I Carrier', and 'NCCDB Secure Access'. The 'NCCDB Secure Access' entry is highlighted in blue. Below this table is a button labeled 'Add Role >'. The 'Requested Roles' table contains three entries: 'DataQs Secure Access', 'A&I Carrier', and 'NCCDB Secure Access'. Below this table is a button labeled '< Remove Role'. The entire interface is enclosed in a blue border.

Available Roles	Requested Roles
Portal View Sensitive Company Information	DataQs Secure Access
DataQs Secure Access	A&I Carrier
A&I Carrier	NCCDB Secure Access
NCCDB Secure Access	



Request an Account – Step 4 (cont'd)

- There can only be one Company Official for a specific USDOT#
- In the event a Company Official for the entered USDOT# is already registered in the FMCSA Portal
 - The User is provided with the Contact Information for the registered Company Official
 - The User has the additional option of disputing the current user's designation as the Company Official

Enter the USDOT# for the role you want access to. Click the "**Lookup**" button to see if your USDOT# is registered in our system.

USDOT #:

Lookup

Company Legal Name: **Betty Boop Trucking**

Company Official Name: **bks09030910 bks09030910**

Phone #: 2223333

Email: **bks09030910@noreply.com**

Please contact the registered Company Official for this USDOT # if you have a dispute over who should have the Company Official role. If you are unable to resolve who should have the Company Official role for this USDOT #, you may [Submit a Challenge](#).



Request an Account – Step 4 (cont'd)

- To dispute who is currently assigned the Company Official role
 - Click the **Submit a Challenge** button
 - Company users are encouraged to contact the current Company Official directly, prior to submitting a challenge
 - The Company Official role dispute will be reviewed and adjudicated by the FMCSA Chief Accounts Officer

Enter the USDOT# for the role you want access to. Click the **"Lookup"** button to see if your USDOT# is registered in our system.

* USDOT #:

* Pin #:

Company Legal Name: **Betty Boop Trucking**

Company Official Name: **bks09030910 bks09030910**

Phone #: **2223333**

Email: **bks09030910@noreply.com**

Before submitting a challenge, you must enter a valid pin. Once the pin has been verified, click the [Submit a Challenge](#) link.



Request an Account – Step 4 (cont'd)

- Users are required to provide an explanation to convey information to the Company Official for the reason for the account request in the Reason for Request field

Requested Roles ?	* Reason for Request ?
<div>Portal View Sensitive Company Information</div> <div>DataQs Secure Access</div> <div>A&I Carrier</div> <div>NCCDB Secure Access</div>	<div>Current Employee.</div>



Request an Account – Step 5

- In step five of the account request process all users must certify that they have reviewed the FMCSA Portal training materials and must read and agree to the FMCSA Portal Rules of Behavior

Account Request

Step ① ② ③ ④ ⑤

Rules of Behavior

Company Roles

As a user of Federal Motor Carrier Safety Administration Information Technology (FMCSA IT) Systems, I understand that I am personally responsible for my use and any misuse of my system account and password. FMCSA IT systems are the property of the Federal government. FMCSA owns the data stored on FMCSA databases, including all data recorded for monitoring, email messages and information, even those deemed personal. I understand that by accessing a U.S. government information system that I must comply with the following requirements:

1. Sensitive information may not be transmitted at a level higher than what the system is approved for.
2. Any activity that violates Federal laws for information protection (e.g., hacking, spamming, etc) is not permitted.
3. Any password compromise or unauthorized usage of the user accounts must be reported immediately to the FMCSA ISSO to the FMCSA ISSO at FMCSA Headquarters (MC-RIS).

I understand that Federal law provides for punishment under Title 18, U.S. Code, including a fine and up to 10 years in jail for the first offense for anyone who:

1. Knowingly accesses an information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
2. Intentionally, without authorization, accesses a government information system and impacts the government's operation, including availability of that system.
3. Intentionally accesses a government information system without authorization, and alters, damages or destroys information therein.

By checking these boxes, I certify that

- * ☐ I understand the terms and conditions stated in the above Rules of Behavior
- * ☐ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).



Request an Account – Step 5 (Administrative Users)

- Company users who request the Company Official administrative role must also acknowledge the USDOT# Company Official User Certification document
 - This agreement is only required for users requesting administrative roles
- To submit the account request
 - Click the *Submit* button

By checking these boxes, I certify that

- * ☒ I understand the terms and conditions stated in the above Rules of Behavior
- * ☒ I understand and have reviewed the [FMCSA Portal Responsibility document](#).
- * ☒ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

<< Back

Submit



Request an Account - Confirmation

- **When all five steps of the account request process have been successfully completed an Account Request Confirmation will appear**
- **All requests for access will be sent via email to the appropriate Company Official for approval**
 - **Company Official account requests are automatically approved upon submission of the Account Request Form**
 - **Company Officials can immediately login to the FMCSA Portal using the User Id and Password they requested on the Account Request Form**



Review

- **An Online FMCSA Portal Account Request can be initiated from the Portal login page**
- **An account request requires the user to enter their own FMCSA Portal User ID, Password, User Information, the USDOT #(s) they want to access and the roles for the USDOT#**
- **Company Officials are required to enter the PIN for any USDOT # they want to administer**
- **All Company users must acknowledge the Rules of Behavior and signify that they have reviewed all relevant training materials prior to submitting an online account request**
- **Company Officials must acknowledge the Rules of Behavior, Portal Responsibilities and signify that they have reviewed all relevant training materials prior to submitting the online account request**



END

End of Training Module
Please Close the Browser Window

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



Register for an FMCSA Portal Account: Company Official

About the FMCSA Portal

What is the FMCSA Portal?

The [FMCSA Portal](#) is a web system that provides access to several FMCSA systems. Employees of motor carriers who are registered in the Portal use their accounts to access these web systems, including the Drug and Alcohol Clearinghouse (Clearinghouse). For more information, view the interactive [Clearinghouse Portal Guide](#).

Do I need to register for an FMCSA Portal account?

Each Clearinghouse user whose company has a U.S. DOT Number should have their own personal FMCSA Portal account. Not all entities registered in the Clearinghouse will have a U.S. DOT Number. For more information, visit the [Do I Need a U.S. DOT Number](#) page on the FMCSA website. If you do not already have a Portal account but will access the Clearinghouse on your company's behalf, follow the instructions below to register for an account prior to registering for the Clearinghouse.

Logging in with Login.gov: Motor carriers access the FMCSA Portal using their Login.gov account. If you do not have a Login.gov account, refer to the instructions for creating an account [on the FMCSA website](#).

What type of FMCSA Portal Account do I need?

FMCSA Portal accounts are available for different types of users based on their company role. View the information below for an overview of each account type. For each U.S. DOT Number entered in the Portal, there must be one Portal user that is identified as the Company Official.

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none">• Responsible for registering a company in the FMCSA Portal, typically the company owner• Has full access to company information• Manages and approves account requests from other company employees looking to access company data <p>The Portal is designed to allow one Company Official for each U.S. DOT Number. For more information on how companies can manage their users, visit the FMCSA Portal User Help.</p>	<ul style="list-style-type: none">• A company employee or associate of a company• Granted access to specific company data by the Company Official• Not responsible for managing other users' Portal accounts• Must wait to register until the Portal Company Official has registered the company in the Portal• Portal account requests must be approved by the Portal Company Official

If you are the Company Official for your organization, view the information below for step-by-step instructions to register for a Portal account as a Company Official.

If you do not intend to serve as the Portal Company Official for a U.S. DOT Number, you will register as a Company User. View the [Portal Registration: Company User Job Aid](#) for instructions.

How to Request an FMCSA Portal Account

1

Start the Registration Process

Go to <https://portal.fmcsa.dot.gov> and select "To register for a portal account, please click **here**."

Login to Access the FMCSA Portal

To ensure your Login.gov account is correctly linked to your Portal user roles, use your Portal e-mail address when you create your Login.gov account.

[Sign in with Login.gov](#)

Are you a DOT employee or contractor that has a PIV card? Use the link below to login with MyAccess.

[Launch MyAccess](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).

2

Sign In to the Portal

Select **Sign in with Login.gov**.

Registration

To request a portal account please authenticate with Login.gov. If you have a DOT email, please authenticate with MyAccess.

[Sign in with Login.gov](#)

[Launch MyAccess](#)

3

Sign In to Login.gov

Enter your email address and password and click **Submit**. Follow the instructions to complete your login.

LOGIN.GOV U.S. Department of Transportation Federal Motor Carrier Safety Administration

FMCSA Portal is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address

Password

☐ Show password

Submit

[Sign in with your government employee ID](#)

[Back to FMCSA Portal](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4

Select Account Type

Select **Company User** and click **Next** to continue.

Account Request

Step 1 2 3 4 5

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

Company User

☒ Company Employee or an Associate of a Company

Enforcement User

☐ Federal, State, and Third Party Enforcement Employees

Next >> Cancel

4

4a Look Up U.S. DOT Number

Enter your U.S. DOT Number and click **Lookup** to verify whether the U.S. DOT Number is registered. You will have the option to add any additional number(s) once you have completed the Portal registration process.

Account Request

Step 1 2 3 4 5

Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

* USDOT #:

Available Roles

Requested Roles

* Reason for Request

Role Selection Description

portal.fmcsa.dot.gov says

Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # . A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the



OK

Confirm Company Official Role

If this is the first Portal account associated with this U.S. DOT Number, you will see a message indicating that no Company Official has yet registered for the entered U.S. DOT Number. Click **OK** to close the pop-up message and continue with the registration process.

What if there is already a Company Official?

If there is already a registered Company Official for the entered U.S. DOT Number, their name will be displayed on the screen. If there is an issue with the listed Company Official for your U.S. DOT Number, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.

4

4b Enter PIN

To request access to the Portal as the Company Official, enter your FMCSA-issued PIN associated with the U.S. DOT Number and click **Validate PIN**.

Your PIN was provided to your company with your U.S. DOT registration. If you do not know your PIN, check with your company's Safety Manager. Your company can also [request the PIN online](#), if needed.

4c Add Portal Company Official Role

To register as the Company Official for a U.S. DOT Number, you will need to add the Portal Company Official role.

- 1 Select **Portal Company Official** from the Available Roles list.
- 2 Click **Add Role**. This will move the role into the Requested Roles box.
- 3 Enter the tasks you will complete in the Portal under **Reason for Request**, such as "Manage Portal account and approve employee requests."

When you are ready, click **Next**.

Account Request

Step 1 2 3 4 5

Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

USDOT #: Lookup

*Pin #: Validate Pin

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT#. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the FMCSA Portal as the Company Official you must enter and validate the FMCSA issued PIN associated with the USDOT# for which you are requesting access.

4b

4c

1

Available Roles

Portal Company Official

2

Add Role >

< Remove Role

Requested Roles

Portal Company Official

3

* Reason for Request

Manage Portal account and approve employee requests

Remove USDOT# Add USDOT to List

<< Back Next >> Cancel

If you are unable to add the Portal Company Official role to your account, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.

5

Enter Personal Information

Enter your first and last name (middle name is optional). The Portal will automatically use the email address from your Login.gov account as your User ID; you will not be able to edit this field. When you are done, click **Next**.

Account Request

Step 1-2-3-4-5

*Indicates Required Information
Please Note: Special characters {}[]' " can not be used in personal information

Please enter the information below.

Personal Information

*First Name:

Middle Name:

*Last Name:

User ID:

<< Back

Next >>

Cancel

6

Enter Work Information

Enter your work information, and click **Next**.

Account Request

Step 1-2-3-4-5

*Indicates Required Information

Please enter the information below.

Work Information

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State/Prov: Select a value

*Postal Code:

*Country: UNITED STATES

*Phone #: 1- Ext. #

Fax #: 1-

*Company Legal Name

*Job Title:

*Preferred Contact Method: Select a value

<< Back

Next >>

Cancel

7

Submit Portal Account Request

Read the Rules of Behavior, check the three boxes at the bottom of the page to certify your understanding of the rules, and click **Submit**.

Account Request

Step 1 2 3 4 5

Rules of Behavior

Federal Motor Carrier Safety Administration (FMCSA)

FMCSA IT Systems User

Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. FMCSA IT systems are authorized for official use only.
2. FMCSA IT systems may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal

By checking these boxes, I certify that

- ☒ I understand the terms and conditions stated in the above Rules of Behavior
- ☒ I understand and have reviewed the [USDOT# Company Official User Certification document](#).
- ☒ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

Back

Submit

Cancel

Your Portal account has been created. Add your Clearinghouse user role.

As the Company Official, you will have immediate access to your Portal account. You will now need to add the appropriate Clearinghouse user role for each U.S. DOT Number associated with your account.



In order to connect your Portal account to your Clearinghouse account, you must assign yourself the appropriate Clearinghouse user role within the FMCSA Portal.

Your Portal Clearinghouse user role determines what permissions you will have in the Clearinghouse. View the [Requesting a Clearinghouse User Role Job Aid](#) for instructions to complete this process. Once you add your user role(s), you can [register for a Clearinghouse account](#).

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



Register for an FMCSA Portal Account: Company User

About the FMCSA Portal

What is the FMCSA Portal?

The [FMCSA Portal](#) is a web system that provides access to several FMCSA systems. Employees of motor carriers who are registered in the Portal use their accounts to access these web systems, including the Drug and Alcohol Clearinghouse (Clearinghouse). For more information, view the interactive [Clearinghouse Portal Guide](#).

Do I need to register for an FMCSA Portal account?

Each Clearinghouse user whose company has a U.S. DOT Number should have their own personal FMCSA Portal account. Not all entities registered in the Clearinghouse will have a U.S. DOT Number. For more information, visit the [Do I Need a U.S. DOT Number](#) page on the FMCSA website. If you do not already have a Portal account but will access the Clearinghouse on your company's behalf, follow the instructions below to register for an account prior to registering for the Clearinghouse.

Logging in with Login.gov: Motor carriers access the FMCSA Portal using their Login.gov account. If you do not have a Login.gov account, refer to the instructions for creating an account [on the FMCSA website](#).

What type of FMCSA Portal Account do I need?

FMCSA Portal accounts are available for different types of users based on their company role. View the information below for an overview of each account type. For each U.S. DOT Number entered in the Portal, there must be one Portal user that is identified as the Company Official.

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none">Responsible for registering a company in the FMCSA Portal, typically the company ownerHas full access to company informationManages and approves account requests from other company employees looking to access company data <p>The Portal is designed to allow one Company Official for each U.S. DOT Number. For more information on how companies can manage their users, visit the FMCSA Portal User Help.</p>	<ul style="list-style-type: none">A company employee or associate of a companyGranted access to specific company data by the Company OfficialNot responsible for managing other users' Portal accountsMust wait to register until the Portal Company Official has registered the company in the PortalPortal account requests must be approved by the Portal Company Official

If you intend to serve as the Portal Company Official for a U.S. DOT Number, view the [Portal Registration: Company Official Job Aid](#) for instructions.

If you are not the Company Official for your organization, view the information below for step-by-step instructions to register for a Portal account as a Company User.

How to Request an FMCSA Portal Account

1

Start the Registration Process

Go to <https://portal.fmcsa.dot.gov> and select "To register for a portal account, please click [here](#)."

Login to Access the FMCSA Portal

To ensure your Login.gov account is correctly linked to your Portal user roles, use your Portal e-mail address when you create your Login.gov account.

[Sign in with Login.gov](#)

Are you a DOT employee or contractor that has a PIV card? Use the link below to login with MyAccess.

[Launch MyAccess](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).

2

Sign In to the Portal

Select **Sign in with Login.gov**.

Registration

To request a portal account please authenticate with Login.gov. If you have a DOT email, please authenticate with MyAccess.

[Sign in with Login.gov](#)

[Launch MyAccess](#)

3

Sign In to Login.gov

Enter your email address and password and click **Submit**. Follow the instructions to complete your login.

LOGIN.GOV U.S. Department of Transportation Federal Motor Carrier Safety Administration

FMCSA Portal is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address

Password

☐ Show password

Submit

[Sign in with your government employee ID](#)

[Back to FMCSA Portal](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4

Select Account Type

Select **Company User** and click **Next** to continue.

Account Request

Step 1 2 3 4 5

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

Company User

☒ Company Employee or an Associate of a Company

Enforcement User

☐ Federal, State, and Third Party Enforcement Employees

Next >> Cancel

4

4a Look Up U.S. DOT Number

Enter your U.S. DOT Number and click **Lookup** to verify whether the U.S. DOT Number is registered. You will add any additional number(s) once you have completed the Portal registration process.

Account Request

Step 1 2 3 4 5

Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

* USDOT #:

Available Roles

Requested Roles

* Reason for Request

Role Selection Description

portal.fmcsa.dot.gov says

Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # [redacted]. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the



OK

What if there is no Company Official?

If this is the first Portal account associated with your U.S. DOT Number, you will see a pop-up message indicating that no Company Official has yet registered for the entered U.S. DOT Number.

If you are not the Company Official, you should contact the person authorized to be the Company Official for this U.S. DOT Number and ask him or her to register with the FMCSA Portal. Once the Company Official has registered in the Portal, you may resubmit your account request and continue the Portal registration process.

Confirm Company Official

If there is already a registered Company Official for the entered U.S. DOT Number, his or her name will be displayed on the screen. If there is an issue with the listed Company Official for your U.S. DOT Number, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.

4

4b

Add Clearinghouse User Role

Choose the appropriate Clearinghouse user role to add to your account. You can also request any additional available roles for the selected U.S. DOT Number.

A

Select either **DACH Motor Carrier** or **DACH Motor Carrier Admin** from the Available Roles list.

B

Click **Add Role**. This will move the selected role into the Requested Roles box. Your role request will appear as "Pending" until it is approved by your organization's Company Official.

C

Enter the tasks you will complete in the Clearinghouse under **Reason for Request**, such as "Query Drug and Alcohol Clearinghouse."



Repeat this process for any additional roles you want to add to your U.S. DOT Number. When you are finished, click **Next**.

Not sure which Clearinghouse user role you should request?

Select the role with the permissions you will need.

DACH Motor Carrier

- Clearinghouse Assistant
- Able to report violations, purchase/conduct queries, and report return-to-duty (RTD) information

DACH Motor Carrier Admin

- Clearinghouse Administrator
- All permissions of DACH Motor Carrier, plus designate a consortium/third party administrator (C/TPA) and indicate whether or not motor carrier is an owner-operator

Account Request

Step 1 2 3 4 5

Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

* USDOT#:

Lookup

Company Legal Name:
Company Official Name:

The Company Official associated with the USDOT# for which you are requesting access is identified to the left. The Company Official will be required to approve your access request before your account can become active. Please contact the registered identified Company Official for this USDOT # if you have a dispute over who should have the Company Official role in the FMCSA Portal. If you are unable to resolve who should have the Company Official role for this USDOT #, you may [Submit a Challenge](#).

Available Roles

Portal View Sensitive Company Information
DataQs Secure Access
A&I Carrier
NCCDB Secure Access
DACH Motor Carrier Admin
DACH Motor Carrier

B

Add Role >

< Remove Role

Requested Roles

* Reason for Request

C

Role Selection Description

Remove USDOT#

Add USDOT to List

<< Back

Next >>

Cancel



5

Enter Personal Information

Enter your first and last name (middle name is optional). The Portal will automatically use the email address from your Login.gov account as your User ID; you will not be able to edit this field. When you are done, click **Next**.

Account Request

Step 1 2 3 4 5

*Indicates Required Information

Please Note: Special characters {}[]' " * can not be used in personal information

Please enter the information below.

Personal Information

*First Name:

Middle Name:

*Last Name:

User ID:

<< Back

Next >>

Cancel

6

Enter Work Information

Enter your work information, and click **Next**.

Account Request

Step 1 2 3 4 5

*Indicates Required Information

Please enter the information below.

Work Information

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State/Prov: Select a value

*Postal Code:

*Country: UNITED STATES

*Phone #: 1- Ext. #

Fax #: 1-

*Company Legal Name

*Job Title:

*Preferred Contact Method: Select a value

<< Back

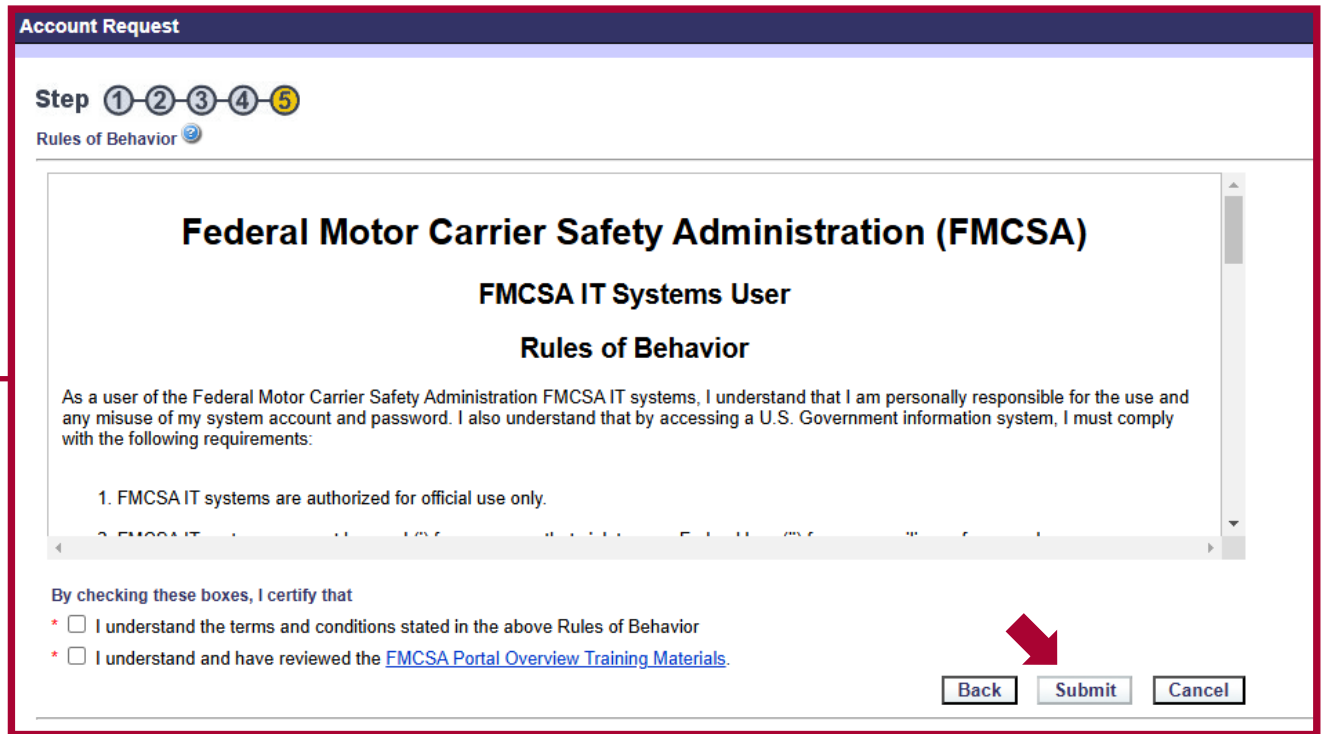
Next >>

Cancel

7

Submit Portal Account Request

Read the Rules of Behavior, check the two boxes at the bottom of the page to certify your understanding of the rules, and click **Submit**.



Account Request

Step 1 2 3 4 5

Rules of Behavior

Federal Motor Carrier Safety Administration (FMCSA)

FMCSA IT Systems User

Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. FMCSA IT systems are authorized for official use only.

By checking these boxes, I certify that

- * ☐ I understand the terms and conditions stated in the above Rules of Behavior
- * ☐ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

Back Submit Cancel

Your Portal account has been requested and is awaiting approval.

The Portal Company Official for your organization will be notified of your request and must approve your U.S. DOT Number and requested Clearinghouse user role in the Portal. This will update the status of your Clearinghouse user role request from "Pending" to "Approved." Once your request has been approved, you will have access to specific company data and can [register for a Clearinghouse account](#). View the [Registration: Employers with Portal Accounts Job Aid](#) for instructions. If you are already registered in the Clearinghouse as an employer without a Portal account, you can link your existing Clearinghouse account to your Portal account by logging in, navigating to My Dashboard > My Employer Profile, and selecting "Add U.S. DOT#."

Note: If you are unable to receive approval from the listed Portal Company Official for your organization, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: EMPLOYERS WITH PORTAL ACCOUNTS

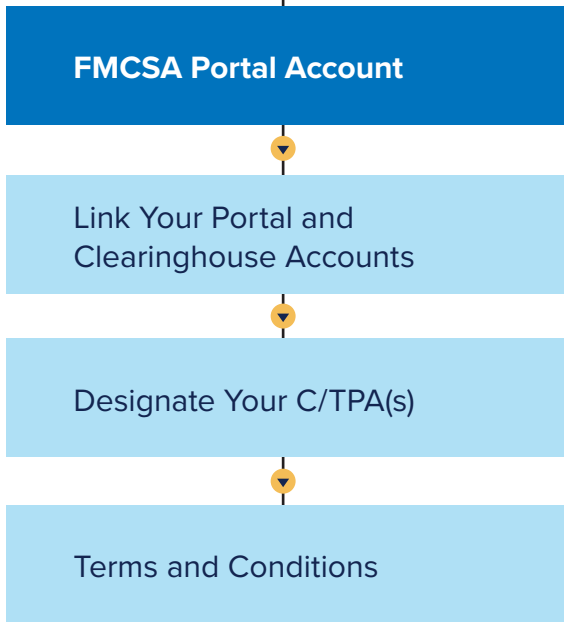
Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems.



Don't have an FMCSA Portal account?
See the instructions for [employers without Portal accounts](#).





Employers with FMCSA Portal Accounts

If you are an employer with a U.S. DOT Number, you should have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. **If your company has, or should have, a U.S. DOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse.**

Follow these instructions to register for the Clearinghouse and link to your Portal account to associate your Clearinghouse activity with your company.

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with Login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a Login.gov account, or would like to create a new one, you will need to follow the steps below.

1 Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Register**.

During the Login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

An official website of the United States government [Here's how you know](#)

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL
CLEARINGHOUSE**

[Learn](#) [About](#) [Contact](#)

Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

[Register](#) [Log In](#)

The Clearinghouse contains information about holders of commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program.

What do you need to do?

Log in above if you need to...

- Record** information about a violation of FMCSA's drug and alcohol testing program by a CDL driver.
- Query** the Clearinghouse for drug and alcohol program violation information.
- Consent** to an employer's request to view your Clearinghouse record or review your own driver record.

- ☒ Record
- ☒ Consent
- ☒ Query
- ☒ Safety



2

On the Login.gov sign in screen, click **Create an account**.

Or, if you already have a Login.gov account, enter your credentials on this screen, click **Submit** and **go to step 9**.

LOGIN.GOV DRUG & ALCOHOL CLEARINGHOUSE

The FMCSA Drug & Alcohol Clearinghouse is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Are you FMCSA personnel?

U.S. DOT users do not need to create a Login.gov account to access the Clearinghouse.

[Launch MyAccess](#)

Email address

Password

☐ Show password

Submit

[Sign in with your government employee ID](#)

[Back to The FMCSA Drug & Alcohol Clearinghouse](#)

[Forgot your password?](#)

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

[Visit the Government User login](#)

Enter your email address

Email address

Select email language preference

login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

Submit

[Cancel](#)

[Security and Privacy Practices](#)

[Privacy Act Statement](#)

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

[About login.gov](#) | [Privacy policy](#)



5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

Backup codes should only be used if none of the above methods are available to you, as they can only be used a limited number of times.



7

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' of the registration process. At the top, the 'LOGIN.GOV' and 'DRUG & ALCOHOL CLEARINGHOUSE' logos are displayed. The main heading is 'Enter your security code'. Below this, a message states: 'We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.' A red rectangular box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field is a 'Get another code' button with a refresh icon. To the right of this is a checkbox labeled 'Remember this browser'. At the bottom, there is a link: 'Entered the wrong phone number? [Use another phone number](#)'. Below a horizontal line is another link: '◀ [Choose another option](#)'.



8

You have created your Login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV

DRUG & ALCOHOL
CLEARINGHOUSE

✔ Phone confirmed successfully.

You are now signing in for the first time

We'll share this information with **The FMCSA Drug & Alcohol Clearinghouse**:

✔ **Email address**
sample20user20@gmail.com

The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account

Agree and continue



Register for the Clearinghouse

Once you have a Login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

9

Select your role (**Employer**), and click **Register as an Employer** or **Register as an Employer and a Driver**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out now**.

An official website of the United States government [Here's how you know](#)

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

[Register](#) [Log In](#)
U.S. DOT Enforcement Users

**DRUG & ALCOHOL
CLEARINGHOUSE**

[My Profile](#) [Learn](#) [About](#) [Contact](#)

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

Do you need help? Download step-by-step instructions for employers with Portal accounts or employers without Portal accounts.

STEP 2 OF 6
Select Your Role

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

☐ Student Driver

☐ Driver

☒ **Employer**

☐ Consortium/Third-Party Administrator (C/TPA)

☐ Medical Review Officer (MRO)

☐ Substance Abuse Professional (SAP)

I will:

- ☒ Report applicable drug and alcohol program violations of CDL drivers I employ. Learn more about [reporting violations \(PDF\)](#).
- ☒ Conduct queries on prospective and currently-employed CDL drivers.
- ☒ If you have a current CDL, you will be able to add and verify your CDL information after you complete your company registration.

Are you covered by DOT Drug and Alcohol Testing Regulations?
[Find out now](#)

Are you also a CDL driver?
You can register your CDL information at the same time to create both employer and driver user roles.

[Register as an Employer](#) OR [Register as an Employer and a Driver](#)

U.S. DEPARTMENT OF TRANSPORTATION
Federal Motor Carrier Safety Administration
1200 NEW JERSEY AVENUE, SE
WASHINGTON, DC 20590
202-366-4000

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10

Select **Yes I have an FMCSA Portal Account**, and click **Next**.

2. Select Your Role

Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

DO YOU HAVE AN FMCSA PORTAL ACCOUNT?

☒ **YES** I have an FMCSA Portal Account

☐ **NO** I do not have an FMCSA Portal Account

[Previous](#) [Next](#) [Cancel](#)

11

You may link your Clearinghouse account with your FMCSA Portal account. This will import your registration information so that you will not have to enter it manually. This step will also associate your Clearinghouse activity with your U.S. DOT Number, which will streamline your interactions with enforcement personnel.

The system will automatically search for an account in the Portal that uses the same email address you use in your Login.gov account. If the system finds your Portal account, you will see a confirmation message. If this is the correct account to link with your Clearinghouse account, click **Next** to continue.

United States Department of Transportation

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FMCSA PORTAL ACCOUNT STATUS

Link With Your FMCSA Portal Account

You may link your Clearinghouse account with your FMCSA Portal account. This will import your registration information so that you will not have to enter it manually. This step will also associate your Clearinghouse activity with your U.S. DOT Number, which will streamline your interactions with enforcement personnel.

We found a valid Portal account with the email address [redacted]. To link your Clearinghouse account with this Portal account, click "Next."

[Previous](#) [Next](#) [Cancel](#)

Experiencing Linking Issues

If the Clearinghouse could not link with your Portal account, this screen will display a message indicating why, and provide instructions on how to resolve the issue.

If you do not want to wait for your Portal issue to be resolved, you may complete your Clearinghouse registration without this step and link your Portal account at a later date. To do this, follow the instructions for [registering as an employer without a Portal account](#).



12

Review your contact information. You may also add an alternate phone number. Click **Next**.

If you need to update your personal contact information, you will need to log into your FMCSA Portal account to make any necessary changes. You will not be able to make these changes in the Clearinghouse.

3. Contact Information

Questions about your contact information?

Your information has been pulled from the FMCSA Portal and cannot be updated in the Clearinghouse.

If this information needs to be updated, you will need to log into the FMCSA Portal to make the change.

CONTACT INFORMATION

Contact Information

Name:

User

Phone:

Email (Login.gov Username):

user@company.com

Alternate Email:

user@company.net

Add Optional Contact Information

Alternate Phone Number

Type

Previous

Next

Cancel



13

If you serve as a Clearinghouse Administrator for more than one company, you will need to register each company separately. Select the company you would like to register first from the dropdown menu and click **Next**. If you are the Administrator for one company only, you will not see this step.

If you do not see all your companies in this dropdown menu, log into your Portal account and ensure that you have the DACH user role approved for each U.S. DOT Number.

United States Department of Transportation

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

4. Company Information

SELECT COMPANY

Our records indicate that you serve as the Administrator for more than one company. You will need to register each company separately in the Clearinghouse.

Select which company you would like to register first

Previous Next Cancel



14

Review your company's information. You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Make a selection and click **Next**.

If your company information needs to be updated, you will need to update your company's registration with FMCSA. You will not be able to make this change in the Clearinghouse.

4. Company Information

Questions about your company information?

Information has been pulled from the USDOT Registration system and cannot be updated in the Clearinghouse. If this information needs to be updated, you will need to [update your registration](#).

XYZ CORP

Company Information

Name:

USDOT #:

Company Email:

Address Information

Physical Address:

Mailing Address:

Are you an owner-operator?

You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation ⓘ.

☐ Yes, I am an owner-operator.

☐ No, I am not an owner-operator.

Click "Next" to save this information and proceed. The C/TPA(s) will receive a request to confirm your designation."

Previous

Next

Cancel



15

If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.

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Do you need help? Download step-by-step instructions for employer registration.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 COMPANY INFORMATION 5 DESIGNATE C/TPA 6 TERMS & CONDITIONS

5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Who is your C/TPA? Enter the name of the C/TPA managing your drug and alcohol testing program

C/TPA not listed:
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

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This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

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Do you need help? Download step-by-step instructions for employer registration.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

C/TPA not listed?
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

There are 1 C/TPAs which match the search "harlow"

Harlow Consortium Inc. <small>U.S. DOT, FMCSA, AP-03270</small>	<input type="button" value="Designate"/>
---	--

Previous Next Cancel



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For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

5. Designate Your Consortium/Third-Party Administrator


As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.



Who is your C/TPA? 

C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

Designated C/TPA(s)

Authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf.

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries	
XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Previous

Next

Cancel



18

If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.

Enter your current CDL information and click **Verify**.

If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

DRUG & ALCOHOL CLEARINGHOUSE

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name

Last Name

Country

State

CDL Number

Date of Birth

You will receive a confirmation message that your CDL information has been verified successfully. Click **Next**. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

DRUG & ALCOHOL CLEARINGHOUSE

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name

Last Name

Country

State

CDL Number

Date of Birth

Success!
We have verified your CDL information.



19

Review the Clearinghouse terms and conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

The screenshot shows the 'Terms and Conditions' page of the FMCSA Drug and Alcohol Clearinghouse registration process. At the top, there's a progress bar with seven steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, CDL, and TERMS & CONDITIONS (the current step, highlighted with a blue circle and the number 7). Below the progress bar, the title 'STEP 7 OF 7 Terms and Conditions' is displayed. The main content area contains the 'FMCSA IT Rules of Behavior' and the 'Drug and Alcohol Clearinghouse Terms of Use'. At the bottom, there is a checkbox labeled 'I affirm that all the information provided is true and accept all of the terms above.' and three buttons: 'Previous', 'I Agree', and 'Cancel'. The 'I Agree' button is highlighted with a red box.

FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

☐ I affirm that all the information provided is true and accept all of the terms above.

[Previous](#) [I Agree](#) [Cancel](#)

Your Clearinghouse registration is complete.

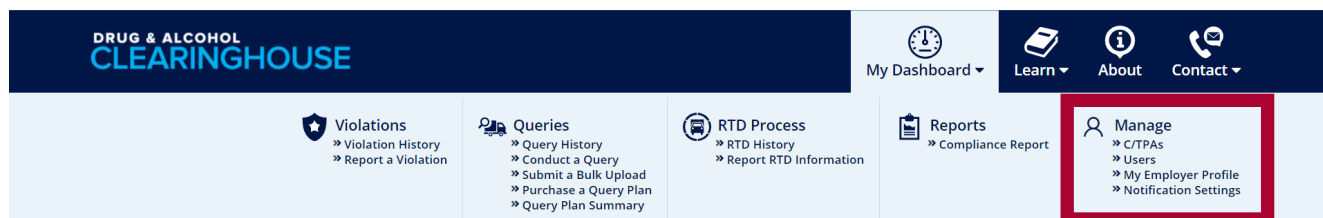
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



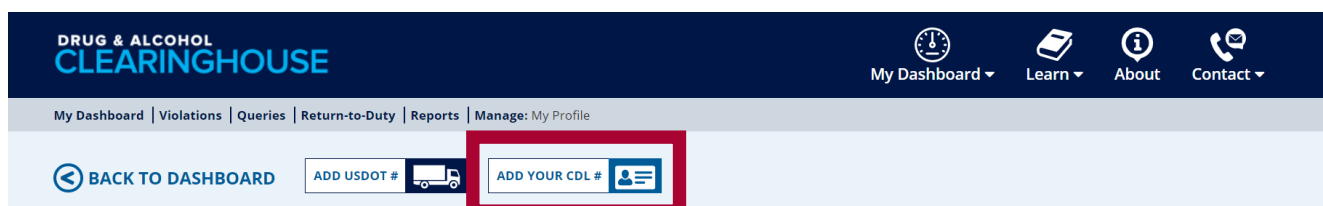
Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information after registering for your Clearinghouse account, under **My Dashboard**, go to **Manage**, and click **My Employer Profile**.



Click the **ADD YOUR CDL #** button. This will pop up the screen below. Enter your CDL information, **check the box** to affirm that the information you provided is true, and click **Verify CDL**. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

First Name

Last Name

Country

State

country

state

CDL Number

Date of Birth

month

day

year

☐ I certify that, by entering this information, I am providing my personal commercial driver's license information. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

Verify CDL

Cancel

Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.

