

DRUG & ALCOHOL CLEARINGHOUSE

How to Request a Clearinghouse User Role in the Portal



Requesting a Clearinghouse User Role in the Portal

STEP 1

Visit <https://portal.fmcsa.dot.gov/> login and enter your username and password to log into the FMCSA Portal.

STEP 2

Under Account Management, select **My Profile**. Select the **Portal Roles/USDOT#** tab.

STEP 3

In the USDOT# List, **select the USDOT Number** you want to link with your Clearinghouse account.

STEP 4

Under Available Roles, **select the Clearinghouse user role** with the permissions you will need* and click **Add Role** to add it to your Requested Roles.

**See Page 2 for user role descriptions.*

STEP 5

Under "Reason for Request" **enter the reason** you need this user role. (For example: "Enter drug and alcohol program violation information and query driver records.")

STEP 6

Click **Update Profile**. This will send a request to your organization coordinator (OC) who will need to approve the role. Once it is approved, it will be listed under Requested Roles with the "Approved" status.

1

Login to Access the FMCSA Portal

User ID:

Password:

[Login](#)

Portal Roles

Not sure which Clearinghouse user role you will need?



DACH Motor Carrier Admin (Employers)



DACH Motor Carrier (Assistants)

Turn over to learn more >

Welcome [Log Out](#) | [Change Password](#) | [Help](#)

ACCOUNT MANAGEMENT | **REPORTS** | **FEEDBACK**

MY 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

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

[Add Role >](#)

[< Remove Role](#)

Requested Roles

***Reason for Request**

[Update Profile](#) [Cancel](#)

DRUG & ALCOHOL CLEARINGHOUSE

How to Request a Clearinghouse User Role in the Portal



What is 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 have an FMCSA Portal account. If you do not already have one, you should [register for a Portal account](#) prior to registering for the Clearinghouse.

How will my Portal account be associated with my Clearinghouse account?

During your Clearinghouse registration, you will be prompted to link your Portal account with your Clearinghouse account. This will associate your Clearinghouse activity with your company's USDOT Number.

How you set up your Portal account also determines how you will use the Clearinghouse, as your Portal user role determines what your permissions in the Clearinghouse will be. For more information on the Clearinghouse user roles, see the chart at right.

Not sure which Clearinghouse user role you should request?
Select the role with the permissions you will need.



DACH MOTOR CARRIER ADMIN (EMPLOYERS)

Clearinghouse Administrators are able to:

- **REPORT** driver drug and alcohol program violation information.
- **REPORT** driver negative return-to-duty tests and completion dates of follow-up testing.
- **QUERY** the Clearinghouse, with driver consent, for drug and alcohol program violation information in a driver's Clearinghouse record.
- **DESIGNATE** a consortium/third-party administrator (C/TPA) to complete required actions on the employer's behalf.
- **INDICATE** whether or not a motor carrier is an owner-operator.



DACH MOTOR CARRIER (EMPLOYER ASSISTANTS)

Clearinghouse Assistants are able to:

- **REPORT** driver drug and alcohol program violation information.
- **REPORT** driver negative return-to-duty tests and completion dates of follow-up testing.
- **QUERY** the Clearinghouse, with driver consent, for drug and alcohol program violation information in a driver's Clearinghouse record.

FMCSA does not require that motor carrier employers subject to the Agency's drug and alcohol use and testing regulations in 49 CFR Part 382 use this sample format to obtain an employee's consent to conduct a limited query of the Drug and Alcohol Clearinghouse. Employers may, however, use or adapt the content as they see fit.

Sample Format: General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I, (Driver Name), hereby provide consent to (Company Name) to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. *[Employers and employees may also wish to include the terms of the consent. For example, is the driver consenting to a single limited query or multiple limited queries? If the driver consents to multiple limited queries, will those queries be conducted over a fixed period of time or for the duration of employment? Is the number of limited queries specific or unlimited? The scope of this consent would be determined by the employer and the employee.]*

I understand that if the limited query conducted by (Company Name) indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to (Company Name) without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for (Company Name) to conduct a limited query of the Clearinghouse, (Company Name) must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date

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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/register> and click **Go to login.gov**.

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

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About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL
CLEARINGHOUSE**

Register Login

FAQ About Contact

**Register for the Clearinghouse now
and be ready for implementation**



Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

GO TO LOGIN.GOV

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.



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 10**.

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.

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.



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.



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

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

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You successfully set up Phone as
your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

9

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

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CLEARINGHOUSE

You have created your account with
login.gov

You can now sign in to The FMCSA Drug &
Alcohol Clearinghouse.

Continue

This is the only information login.gov will share with DOT:

Email address



Register for the Clearinghouse

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

10

Select your role (**employer**), and click **Next**.

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**.

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Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ 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 employer registration.

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

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

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

Are you covered by DOT Drug and Alcohol Testing Regulations?
Find out

Next Cancel



11

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

12

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



13

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

14

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.

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Do you need to obtain a USDOT Number?

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul types and quantities requiring a safety permit must register for a USDOT Number. [Learn more about USDOT Numbers](#)

If your company meets the criteria above and does not have a USDOT Number, you may

☒ **I do not need a USDOT Number**
☐ **I will obtain my USDOT Number later**

Cancel Registration
Proceed With Registration



15

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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Federal Motor Carrier Safety Administration
Register
Login

DRUG & ALCOHOL
CLEARINGHOUSE
FAQ
About
Contact

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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



16

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**.

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Register Login

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CLEARINGHOUSE

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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



17

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



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18

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? 

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



19

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	☒	☒	☐	
Harlow Consortium Inc.	☐	☐	☒	

Previous

Next

Cancel



20

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**.

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FMCSA
Federal Motor Carrier Safety Administration

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CLEARINGHOUSE

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

6. Terms and Conditions

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 certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. 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.

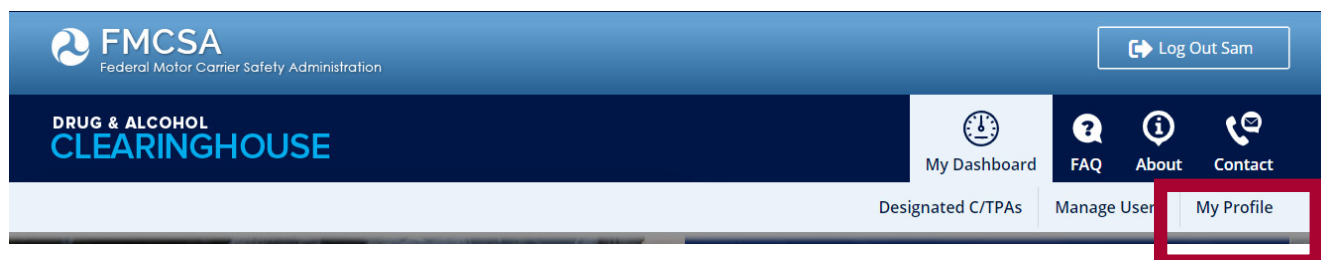




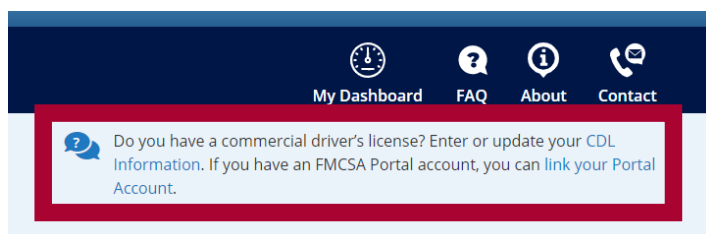
Adding or Updating Your CDL Information

At this point, 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, under My Dashboard, click on **My Profile**.



Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver's license?” Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify**. 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.

**DRUG & ALCOHOL
CLEARINGHOUSE**

Add/Update Commercial Driver's License Information

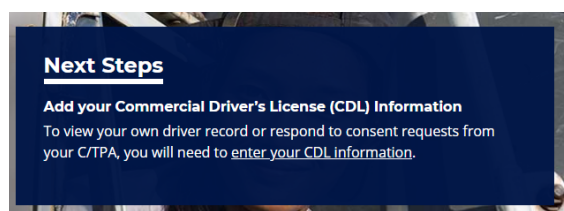
Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS).

First Name Last Name

Country State

CDL Number Date of Birth

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.



Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

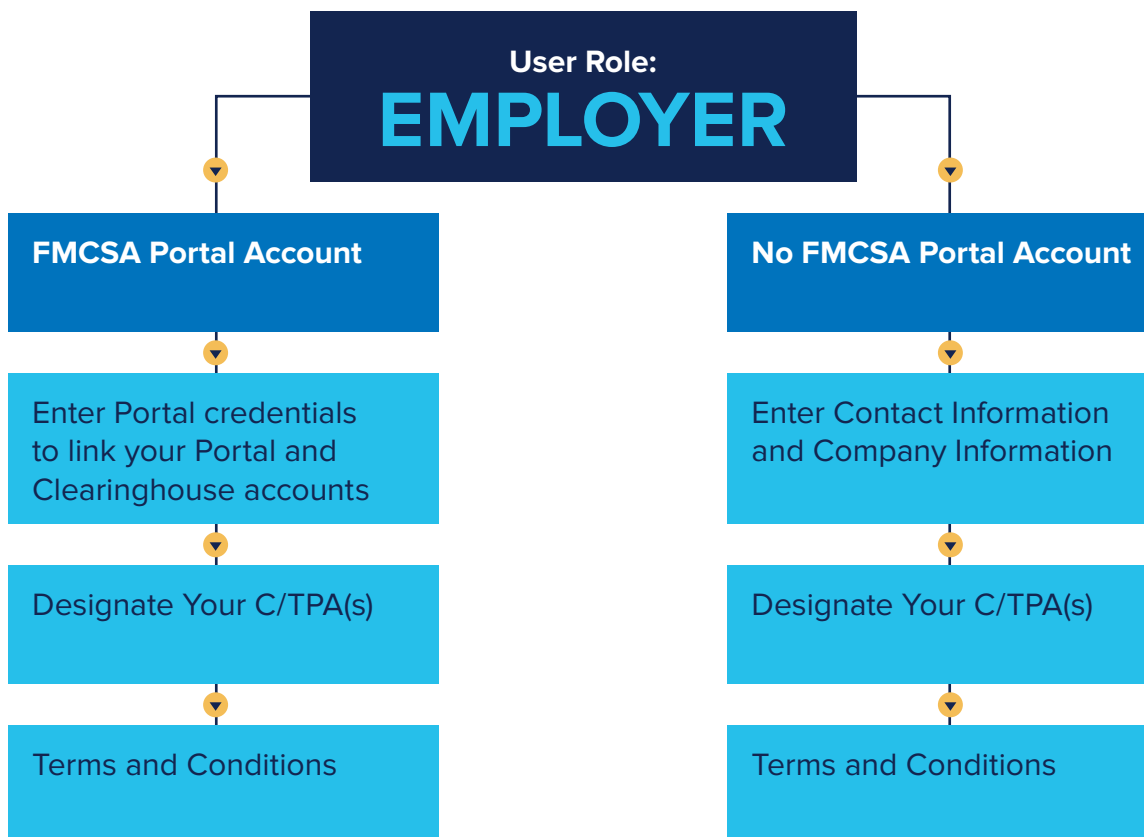


REGISTRATION: EMPLOYERS

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.





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/register> and click **Go to login.gov**.

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

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register Login

**DRUG & ALCOHOL
CLEARINGHOUSE**

FAQ About Contact

**Register for the Clearinghouse now
and be ready for implementation**

Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

Go to login.gov

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.

DRIVERS

Enter your CDL information and confirm all information is accurate in our database.

EMPLOYERS

Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.

SAPS & MROS

Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.



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 10**.

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.

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.



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.



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

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE



You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

9

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

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE



You have created your account with login.gov

You can now sign in to The FMCSA Drug & Alcohol Clearinghouse.

Continue

This is the only information login.gov will share with DOT:

☒ Email address



Register for the Clearinghouse

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

10

Select your role (**employer**), and click **Next**.

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**.

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ 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 employer registration.

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

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

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

Are you covered by DOT Drug and Alcohol Testing Regulations?
Find out

Next Cancel



If you have an FMCSA Portal Account

If you have an FMCSA Portal Account, select **Yes**, and click **Next**. If you do not have an FMCSA Portal Account, skip to page 17.

11

Select **Yes**, 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

12

Enter your Portal username and password and click **Sign In**.

If your Portal account has not been granted access to the Clearinghouse, you will need to log into your FMCSA Portal account to request this access before you can link your Portal and Clearinghouse accounts.

3. Contact Information

Link With Your FMCSA Portal Account

We will import your company and personal contact information so you will not need to manually enter it.

Why link your Clearinghouse account and Portal account?

Linking with your Portal account will associate your Clearinghouse activity with your USDOT Number, which will enable enforcement personnel to verify your Clearinghouse activity quickly and easily after January 6, 2020. Establishing this link today will help streamline interactions with enforcement personnel down the road.

Note: You can link your accounts after you complete your Clearinghouse registration, but this may result in some of your activity not being associated with your USDOT Number.

ENTER YOUR FMCSA PORTAL CREDENTIALS

Enter your Portal User ID and password below to link your Clearinghouse account with your Portal account.

Username

Forgot your user ID?

Password

Forgot your password?

Sign In

Unlock your account

Previous

Cancel



13

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



14

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.

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ 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

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



15

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



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**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration process for employers. At the top, there's a header with the FMCSA logo and navigation links for Register and Login. Below this is a progress bar with six steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA (the current step, highlighted with a blue circle and the number 5), and TERMS & CONDITIONS. A help link is also present: "Do you need help? Download step-by-step instructions for employer registration."

The main heading for this step is "5. Designate Your Consortium/Third-Party Administrator". Below this, there's explanatory text: "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)."

Below the text, it says: "You can designate your C/TPA(s) now, or after you have completed your registration."

The main form area is titled "DESIGNATE YOUR C/TPA(S)". It contains a sub-header: "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."

The form has a section labeled "Who is your C/TPA?" with a text input field containing the placeholder "Enter the name of the C/TPA managing your drug and alcohol testing program" and a search icon (magnifying glass) to the right. This section is highlighted with a red border in the original image.

Below the input field, there's a section titled "C/TPA not listed?" with the text: "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."

At the bottom of the form, there are three buttons: "Previous", "Next", and "Cancel".



17

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.

United States Department of Transportation
FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ 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

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. Verona, NJ 07066-1234	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? 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.

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	☒	☒	☐	
Harlow Consortium Inc.	☐	☐	☒	

Previous

Next

Cancel



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**.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

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

6. Terms and Conditions

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 in 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 certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. 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.

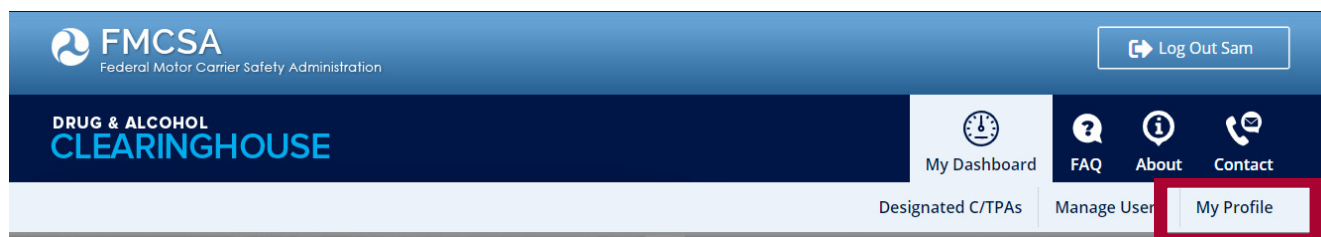
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



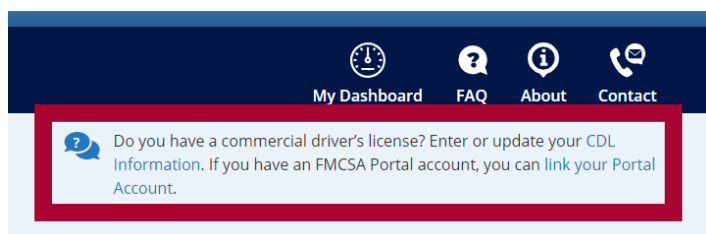
Adding or Updating Your CDL Information

At this point, 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, under My Dashboard, click on **My Profile**.



Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver's license?” Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify**. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



DRUG & ALCOHOL CLEARINGHOUSE

Add/Update 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
United States

State
AAMVA Test System - A1

CDL Number

Date of Birth

month

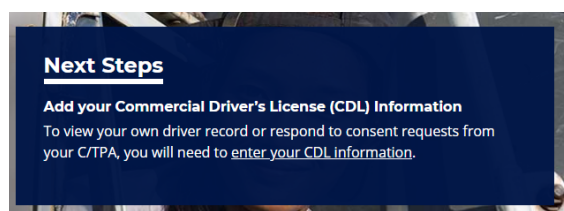
da

year

Verify

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.





If you do not have an FMCSA Portal Account

If you do not have an FMCSA Portal Account, select **No**, and click **Next**.

11

Select **No**, 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](#)

12

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](#)



13

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](#)

14

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 considering 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.

**DRUG & ALCOHOL
CLEARINGHOUSE**

Do you need to obtain a USDOT Number?

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul types and quantities requiring a safety permit must register for a USDOT Number. [Learn more about USDOT Numbers](#)

If your company meets the criteria above and does not have a USDOT Number, you may

☒ **I do not need a USDOT Number**

☐ **I will obtain my USDOT Number later**

[Cancel Registration](#) [Proceed With Registration](#)



15

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.

United States Department of Transportation
About DOT | Our Activities | Areas of Focus

Federal Motor Carrier Safety Administration
Register
Login

DRUG & ALCOHOL
CLEARINGHOUSE
FAQ
About
Contact

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



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**.

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 as a "Designated Third-Party Administrator" (DTPA).

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?

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

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

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WASHINGTON, DC 20590
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- Contact Us
- Careers
- Email Subscriptions
- Forms

- Privacy Policy
- Accessibility
- DOT Web Policies & Notices
- BusinessUSA



17

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 completed their registration.

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	☒	☒	☐	
Harlow Consortium Inc.	☐	☐	☒	

Previous

Next

Cancel





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**.

United States Department of Transportation
FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

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

6. Terms and Conditions

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 certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. 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.

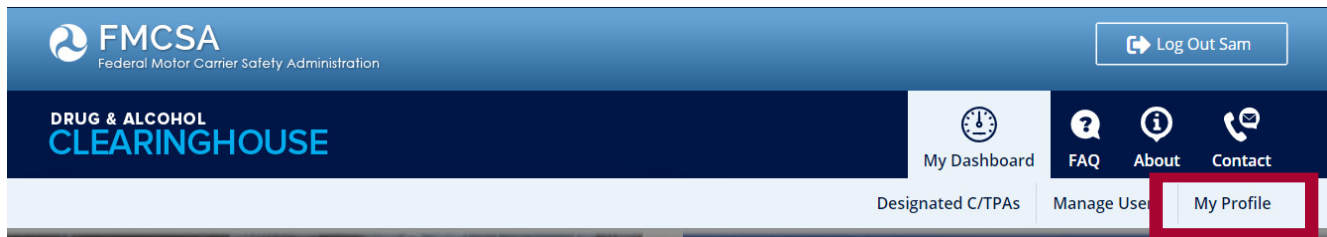
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



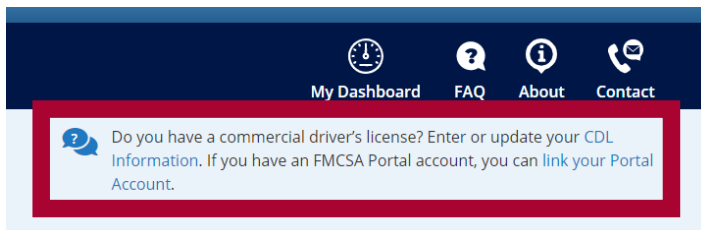
Adding or Updating Your CDL Information

At this point, 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.

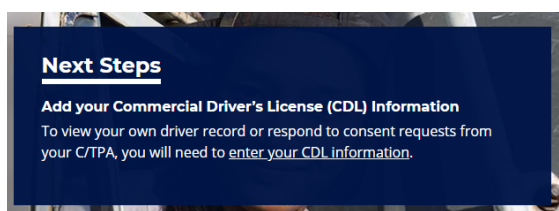
To add or make updates to your CDL information, under My Dashboard, click on **My Profile**.



Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver’s license?” Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify**. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



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.



Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: CDL DRIVERS

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

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.

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

1 Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, there's a blue header with the FMCSA logo and navigation links for Register, Login, FAQ, About, and Contact. Below the header, the main content area has a title 'Register for the Clearinghouse now and be ready for implementation' with a sub-header 'Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.' A red circle with the number 1 points to a blue button labeled 'Go to login.gov'. To the right, there's a section for 'GOVERNMENT PERSONNEL' with text about enforcement personnel and state driver licensing agencies. Below the registration section, there's a 'Why register now?' section with three columns: DRIVERS (Enter your CDL information and confirm all information is accurate in our database.), EMPLOYERS (Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.), and SAPS & MROS (Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.).



2

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

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In** and go to **step 10**.

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.

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.



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**.

The screenshot shows the 'STEP 2 OF 4' screen titled 'Create a strong password'. It includes a green confirmation message: 'You have confirmed your email address'. Below this, it states: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. There is a 'Password' input field with a 'Show password' checkbox. The password strength is indicated as 'Great!'. A blue 'Continue' button is at the bottom. Links for 'Password safety tips' and 'Cancel account creation' are also visible.

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.

The screenshot shows the 'STEP 3 OF 4' screen titled 'First authentication method setup (1 of 2)'. It instructs the user to 'Add a second layer of security so only you can sign in to your account.' and notes that only one method will be used. It then asks the user to 'Select an option to secure your account:'. Five options are listed: 'Phone' (selected), 'Authentication application', 'Security key', 'Government employees', and 'I don't have any of the above'. Each option has a brief description. A blue 'Continue' button is at the bottom. A link for 'Cancel account creation' is also present.



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.

A screenshot of the 'Enter your security code' step in the Drug & Alcohol Clearinghouse registration process. The page has a light blue header with the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' text. The main content area is white and contains the following elements: a blue heading 'STEP 3 OF 4', a large heading 'Enter your security code', a message 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.', a red-bordered box containing a 'One-time security code' label, a text input field, and a blue 'Submit' button. Below the red box is a 'Get another code' button with a refresh icon and a 'Remember this browser' checkbox. At the bottom, there are two links: 'Entered the wrong phone number? Use another phone number' and '< Choose another option'.



8

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

9

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

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You have created your account with login.gov

You can now sign in to **The FMCSA Drug & Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share with DOT:

Email address



Register for the Clearinghouse

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

10

Select your role (**driver**), and click **Next**.

If you are a self-employed CDL driver, do not register as a driver. You will need to register as an employer and, when prompted, identify yourself as an owner-operator (that is, an employer who employs himself or herself as a CDL driver, typically a single-driver operation). [View the registration instructions for employers](#)

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**.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ 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 driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 CDL 5 TERMS & CONDITIONS

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

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

To complete your Clearinghouse registration you will need:

☒ Your commercial driver's license (CDL) information

Are you a self-employed driver?
If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

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

Next Cancel



11

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.

United States Department of Transportation
About DOT | Our Activities | Areas of Focus

Federal Motor Carrier Safety Administration
Register
Login

DRUG & ALCOHOL
CLEARINGHOUSE
FAQ
About
Contact

? Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

3. Contact Information

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

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Type

Alternate Phone Number (Optional)

Type

Email Address (Login.gov Username)

user@company.com

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous Next Cancel



12

Choose your preferred contact method:

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous

Next

Cancel

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

Change to Email

Keep as U.S. Mail

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

Country: United States State: Massachusetts





13

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

United States Department of Transportation
About DOT | Our Activities | Areas of Focus

Federal Motor Carrier Safety Administration
Register
Login

DRUG & ALCOHOL
CLEARINGHOUSE
FAQ
About
Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

✓

✓

✓

4

5

LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
CDL
TERMS & CONDITIONS

4. 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



14

Once your CDL information is verified, you will not be able to edit it. Click **Next**.

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

Success!
We have verified your CDL information.

4. 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: Sam

Last Name: Jones

Country: United States

State: AAMVA Test System - Z6

CDL Number: 1234567

Date of Birth: August (08) 1977

Previous **Next** Cancel

If the Clearinghouse cannot not verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.



15

Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration process. At the top, there's a header with the FMCSA logo and navigation links for Register and Login. Below the header, there's a progress bar with five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The fifth step, TERMS & CONDITIONS, is currently selected and highlighted. Below the progress bar, the heading "5. Terms and Conditions" is followed by the "FMCSA IT Rules of Behavior". The text states: "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:"

Check the box to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows the bottom of the "5. Terms and Conditions" page. It includes a checkbox for "I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).". Below this is another checkbox for "I affirm that all the information provided is true and accept all of the terms above.". At the bottom, there are three buttons: "Previous", "I Agree", and "Cancel".

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.

Register for a Portal Account

Use Google Chrome, Edge or Firefox

Go to <https://ai.fmcsa.dot.gov/SMS>

Notice

Pursuant to the FAST Act of 2015, certain information previously available on the Federal Motor Carrier Safety Administration's (FMCSA) Safety Measurement System (SMS) Website related to property carrier's compliance and safety performance is no longer available for public display. Property carrier data available to the public includes inspection and crash data, investigation results, and measures for all public Behavior Analysis and Safety Improvement Categories (BASICS), however, the Crash Indicator and Hazardous Materials Compliance BASICS remain hidden from public view. Measures are generated directly from safety data and not based on relative comparison to other motor carriers.

All information on passenger carriers remains available to the public.

If you are a property carrier, or a passenger carrier wishing to view the non-public BASICS, you must [log in](#) to view your own complete SMS results.

Complete SMS results are available to enforcement users and motor carriers that are [logged into the SMS](#). Logged-in enforcement users can view all carrier safety data, while logged-in motor carriers can only view their own data. If you are a motor carrier and do not have login credentials, please click [here](#) for more information on how to obtain your PIN.

Click Log in

A&I LOGIN

If you are not an authorized user (FMCSA, State, or Motor Carrier), please return to the A&I home page.

SAFETY MEASUREMENT SYSTEM (SMS) UPDATE:

Website Updated:
October 07, 2019

Data Current as of:
September 27, 2019

Estimated Next Update:
Week of November 04, 2019

Note: MCS-150 changes are updated monthly when the data is updated. If you modified your MCS-150 information after the snapshot date, September 27, 2019 your changes will not appear on this website until next month.

U.S. DOT# & PIN

U.S. DOT#:

U.S. DOT# PIN:

SUBMIT

Motor carriers can log in using their U.S. DOT Number and FMCSA-issued U.S. DOT Number Personal Identification Number (PIN), NOT their Docket Number PIN. If you are experiencing PIN issues, visit our [PIN Help page](#) for additional assistance.

In the coming months, access by U.S. DOT Number and U.S. DOT Number PIN will be disabled on SMS and motor carriers will need to log in using the [FMCSA Portal](#). To prepare for this transition, [register](#) for a Portal account today.

FMCSA Portal Login

User ID:

Password:

SUBMIT

Motor carriers and enforcement users can now log in using their Portal ID and Password.

- [Register for a Portal account](#)
- [Forgot your Password?](#)
- [Forgot your User ID?](#)
- [Unlock your Account?](#)

Motor carriers, if you need additional access assistance, please call 1-800-832-5660.

Click register

Register for a Portal Account

1. Click Company Employee or an Associate of a Company
2. Click - I'm not a robot

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

☐ I'm not a robot

Next >> Cancel

1. Enter USDOT #
2. Click - Update

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

Available Roles

Requested Roles

* Reason for Request

Add Role >

< Remove Role

Add USDOT# to List

Remove USDOT#

<< Back Next >> Cancel

Select Available Roles –
then click - add roll
DACH – Drug & Alcohol Clearing House

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

Available Roles

Requested Roles

* Reason for Request

Add Role >

< Remove Role

Add USDOT# to List

Remove USDOT#

Company Logo Name: FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
Company Official Name: Jeff Loftis

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 for this USDOT#.

If you may Submit a Grievance

Enter Reason for Request

Register for a Portal Account

1. Enter your information

2. Answer Security identification questions

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:

Middle Name:

*Last Name:

*Email:

*Verify Email:

*User ID:

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

*Password:

(must include 2 of the 4 rules: combination of numbers, letters, special characters, and mixed case)

*Verify Password:

Security Identification ⓘ

*Question 1:

Please choose a question ▼

*Answer 1:

*Question 2:

Please choose a question ▼

*Answer 2:

*Question 3:

Please choose a question ▼

*Answer 3:

<< Back

Next >>

Cancel