

#### REGISTRATION: EMPLOYERS WITH PORTAL ACCOUNTS

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

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

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



Don't have an FMCSA Portal account?

See the instructions for employers without Portal accounts.



#### **Employers with FMCSA Portal Accounts**

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

Follow these instructions to register for the Clearinghouse and use your Portal credentials to link your Clearinghouse activity to your company.

#### **Create a Login.gov Account**

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

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Visit <a href="https://clearinghouse.fmcsa.dot.gov/">https://clearinghouse.fmcsa.dot.gov/</a> and click **Register.** 

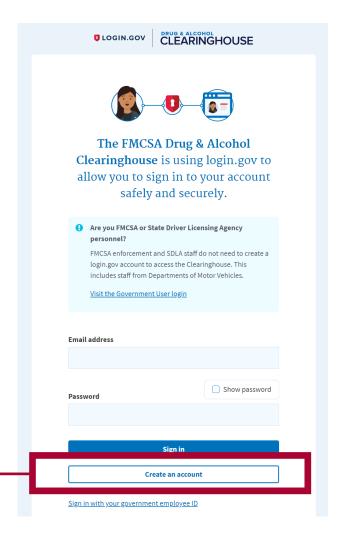
During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.



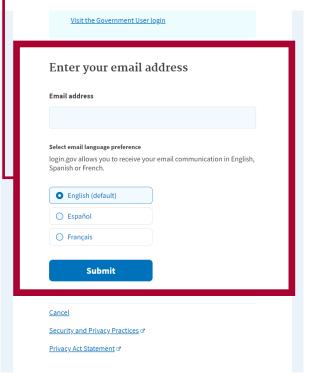


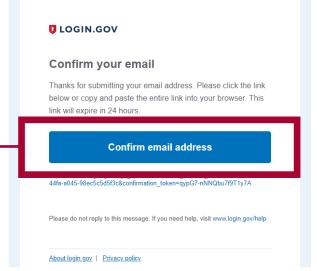
On the login.gov sign in screen, click Create an account.

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



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.





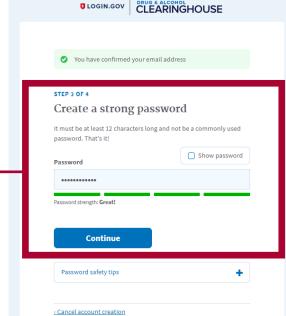
Check your email and open the email from no-reply@login.gov, with the subject line Confirm your email.

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

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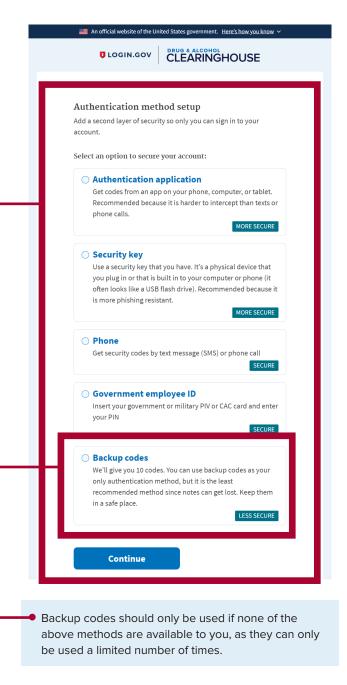


Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.



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

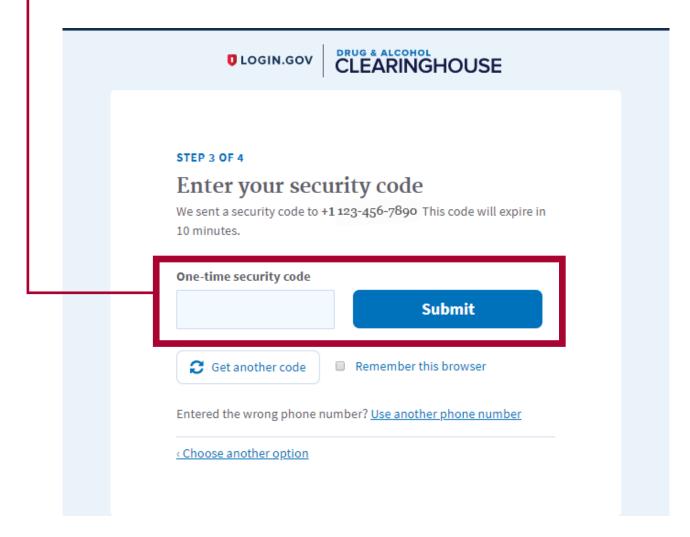
Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.







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.

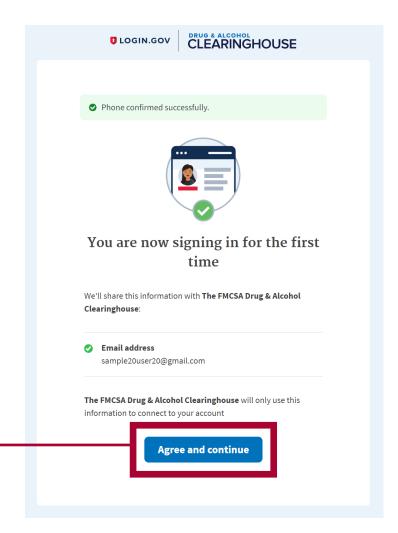


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You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.





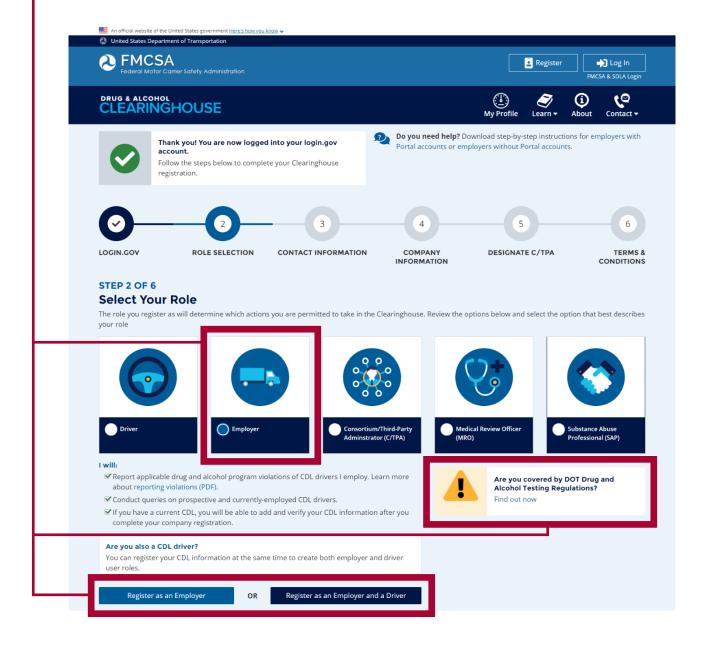
#### **Register for the Clearinghouse**

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



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

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







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



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Enter your Portal User ID and password and click Sign In.

You will need to have the proper Portal user role before you can complete this step. Follow the instructions in the <u>Portal User Role Job Aid</u> to determine which user role you need and request that role in the Portal. If you have multiple USDOT Numbers associated with your Portal account, you will need to request a user role for each USDOT Number.

#### 3. Contact Information

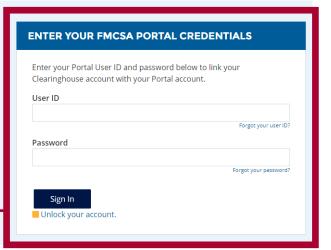
#### **Link With Your FMCSA Portal Account**

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.



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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? **CONTACT INFORMATION** Your information has been pulled from the FMCSA Portal and cannot be updated in the Clearinghouse. Contact Information If this information needs to be updated, you will Name: need to log into the FMCSA Portal to make the User change. Phone: Email (Login.gov Username): user@company.com Alternate Email: user@company.net **Add Optional Contact Information** Alternate Phone Number Type Cancel

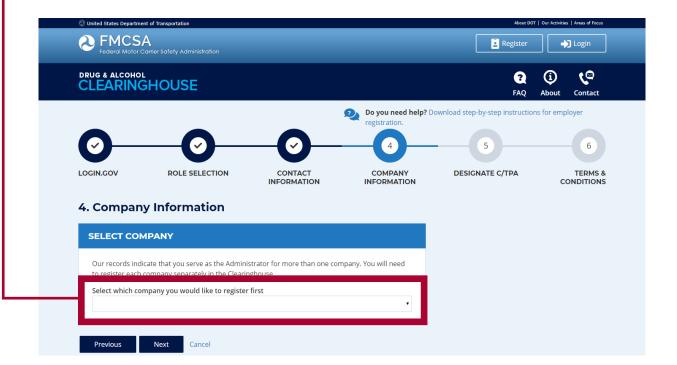
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If you serve as a Clearinghouse Administrator for more than one company, you will need to register each company separately. Select the company you would like to register first from the dropdown menu and click **Next**. If you are the Administrator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

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



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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? **XYZ CORP** Information has been pulled from the USDOT Registration system and cannot be updated in the **Company Information** Clearinghouse. If this information needs to be Name: updated, you will need to update your registration. 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 **6**. Yes. I am an owner-operator. No, I am not an owner-operator. Click "Next" to save this information and proceed. The

Previous

Next

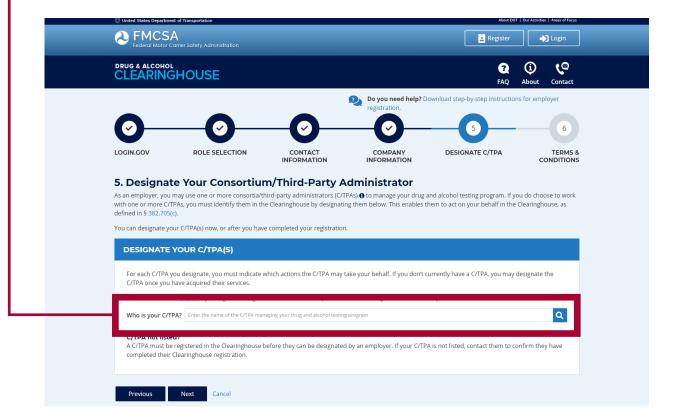
Cancel





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.

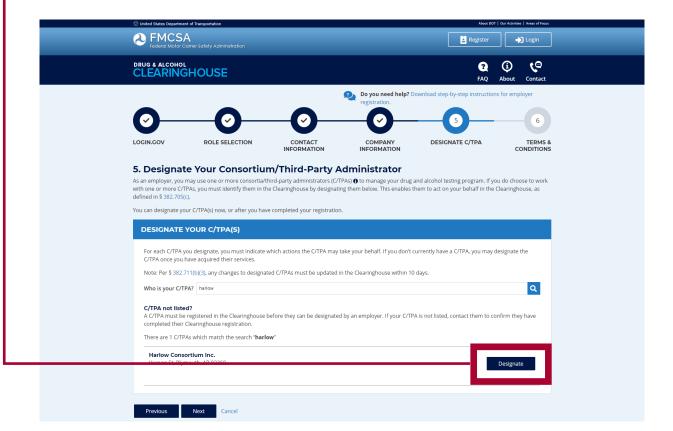






This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

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



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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. Q 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) C/TPA Report Violations Report RTD Information 6 **Conduct Oueries** XYZ Corp **~** Harlow Consortium Inc.



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

Enter your current CDL information and click Verify.

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



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



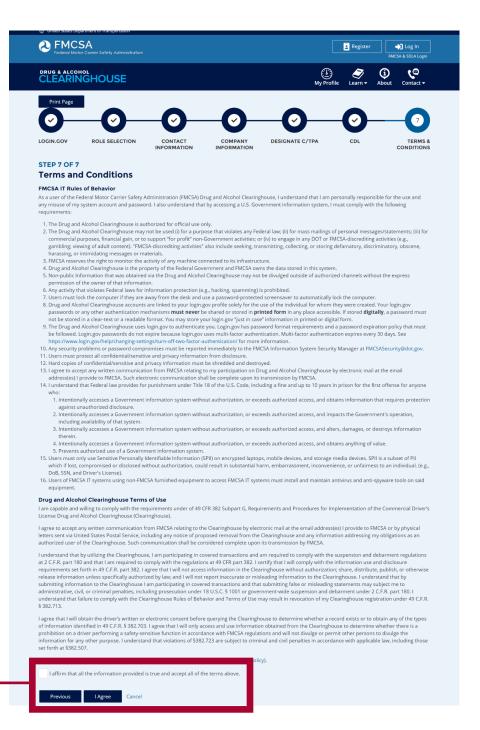
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Review the
Clearinghouse terms
and conditions. Check
the box to affirm that
the information you
provided throughout
the registration process
is true and that you
agree to the terms
and conditions and click
I Agree.

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



#### Your Clearinghouse registration is complete.

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



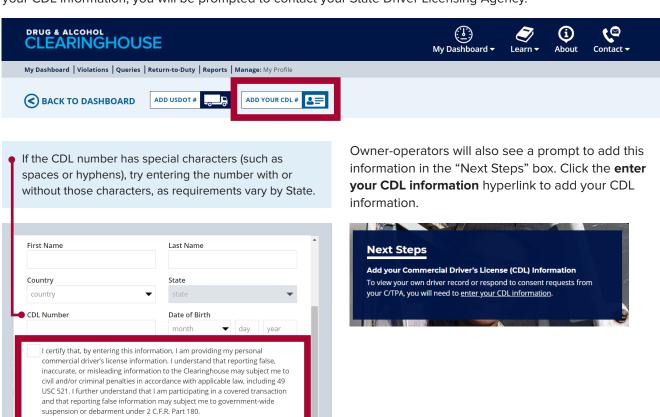
#### **Adding or Updating Your CDL Information**

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

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



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



Verify CDL