



## Add a USDOT Number to a Portal Account: Company Official

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. In order to make this connection, you will need to add your company’s USDOT Number to your Portal account. If you have multiple USDOT Numbers associated with your company, you will add each number to your Portal account individually.

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

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none"> <li>• A specific type of company user</li> <li>• Responsible for registering a company in the FMCSA Portal, typically the company owner</li> <li>• Has full access to company information</li> <li>• Manages and approves account requests* from other company employees looking to access company data</li> </ul> <p>*FOR MORE INFORMATION: View the <a href="#">Manage Requests</a> instructions on the Portal website.</p>	<ul style="list-style-type: none"> <li>• A company employee or associate of a company</li> <li>• Granted access to specific company data by the Company Official</li> <li>• Not responsible for managing other users’ Portal accounts</li> <li>• Must wait to register until the Portal Company Official has registered the company in the Portal</li> <li>• Portal account requests must be approved by the Portal Company Official</li> </ul>

If you are not the Company Official, view the [Add a USDOT Number to a Portal Account: Company User Job Aid](#).

View the step-by-step instructions below to add a USDOT Number to your Portal account as the Company Official for your organization.

## How to Add a USDOT Number to Your Portal Account

1

### Log In to Your Portal Account

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

#### Login to Access the FMCSA Portal

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

[Sign in with Login.gov](#)

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

[Launch MyAccess](#)

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

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

2

### Access Your Profile

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



3

### View Profile Details

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



4

### Add USDOT Number and Enter PIN

Enter the USDOT Number you need to add and click **Submit**. If this is the first Portal account associated with your USDOT Number, you will see a message indicating that no Company Official has yet registered for the entered USDOT Number and a PIN entry field will appear. Enter your FMCSA-issued PIN associated with the USDOT Number and click **Validate PIN**.

If your USDOT Number and PIN validated successfully, you will see the USDOT Number appear in the USDOT# List.

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

View/Edit My Profile Update Profile Cancel

General Info | Portal Roles/USDOT# | Preferences

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 #: 799047 Submit

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

\* Pin #:  Validate Pin

Add Role >

< Remove Role

Role Selection Description

Add USDOT to List

**5**

**Select Company Official Role**

As the Company Official for a USDOT Number, you will need to assign yourself the Company Official role before you can add a Clearinghouse user role.

- A** Select **Company Official** from the Available Roles list.
- B** Click **Add Role**. This will move the role into the Requested Roles box.
- C** Enter the tasks you will complete in the Portal under **Reason for Request**, such as “Manage Portal account and approve employee requests.”
- D** Click **Add USDOT# to List**.
- E** When you are finished, click **Update Profile**.



Repeat steps 4 and 5 for any additional USDOT Numbers you want to add to your account.

**Your USDOT Number has been added to your account. Add a Clearinghouse user role.**

As the Company Official, you will immediately see the added USDOT Number listed in your Portal account and your Portal Company Official role status will update to “Approved.” **You will now need to add a Clearinghouse user role and any additional available roles for this USDOT Number.** If you have multiple USDOT Numbers associated with your company, you will add each number to your Portal account individually and assign a Clearinghouse user role for each number.



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