



## REGISTRO DE USUARIO: EMPLEADORES CON CUENTA EN PORTAL FMCSA

Usted deberá registrarse en el Centro de Intercambio de Información sobre Pruebas de Drogas y Alcohol de Licencias Comerciales de Conducir de la FMCSA antes de realizar consultas o reportar infracciones a dicho programa. Una vez registrado, usted podrá designar a un consorcio/administrador de terceros (C/TPA) quien podrá acceder al sistema en su nombre.

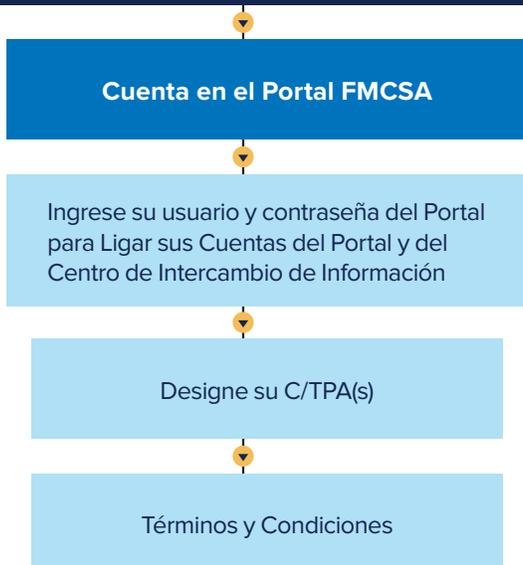
La designación de un C/TPA (consorcio/administrador de terceros) es un requisito para los hombre-camión (los empleadores que se contratan a sí mismos como conductores de vehículos comerciales (CDL), y que generalmente cuentan con un solo conductor). Los hombre-camión deberán designar a un C/TPA antes de poder realizar consultas o reportar infracciones en el Centro de Intercambio de Información.

El proceso para registrarse como empleador en el Centro de Intercambio de Información dependerá de si usted tiene o no una cuenta en el Portal FMCSA. El Portal FMCSA es un sistema web que permite a los empleados de los autotransportistas el acceso a los sistemas de la FMCSA.

Si su empresa tiene un [Número USDOT](#), o debe tenerlo, usted deberá solicitar una [cuenta en el Portal FMCSA](#) antes de registrarse en el Centro de Intercambio de Información.

**EMPLEADOR**  
✓ con Cuenta en el Portal FMCSA

¿No tiene una cuenta en el Portal FMCSA? Aquí encontrará las instrucciones para [empleadores sin cuenta en el Portal FMCSA](#).





### Empleadores con Cuenta en el Portal FMCSA

Si usted es un empleador con un Número USDOT, usted debe tener una cuenta en el Portal FMCSA. El Portal FMCSA es un sistema web que permite el acceso a los sistemas de la FMCSA al personal empleado por los autotransportistas. **Si su empresa tiene un Número USDOT, o debería tenerlo, usted deberá solicitar una cuenta en el Portal FMCSA antes de registrarse en el Centro de Intercambio de Información.**

Siga estas instrucciones para registrarse en el Centro de Intercambio de Información, y usar su usuario y contraseña del Portal para ligar sus actividades en el Centro de Intercambio de Información con su empresa.

### Cree una Cuenta en Login.gov

El acceso al Centro de Intercambio de Información requiere la creación de una cuenta en login.gov, el cual es un servicio compartido que ofrece acceso seguro en línea a sistemas de gobierno participantes, incluyendo el Centro de Intercambio de Información. Complete los siguientes pasos si usted no tiene una cuenta en login.gov, o desea crear una nueva cuenta.

1

Visite <https://clearinghouse.fmcsa.dot.gov/> y oprima el botón **Register**.

Durante el proceso de registro en login.gov, después de transcurridos 15 minutos de inactividad, la página actual borrará toda información que haya sido ingresada en los campos de datos.

The screenshot shows the homepage of the Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and buttons for 'Register' and 'Log In'. Below this is a secondary navigation bar with 'DRUG & ALCOHOL CLEARINGHOUSE' and links for 'My Profile', 'Learn', 'About', and 'Contact'. The main content area features a large banner with the text 'Welcome to the Drug and Alcohol Clearinghouse' and a 'Register' button highlighted with a red box. Below the banner, there is a section titled 'Before You Register' with a red hand icon and a 'Read More' button. To the right, there is a list of services: Record, Consent, Query, and Safety, each with a checkmark icon.



2

En la página de ingreso en login.gov, seleccione el enlace **Create an account**.

Si ya tiene una cuenta en login.gov, ingrese sus credenciales en esta página, oprima **Sign in**, y continúe con el **paso número 9**.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

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

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

Email address

Password  Show password

**Sign in**

**Create an account**

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

3

Ingrese su correo electrónico y oprima el botón **Submit**. El Centro de Intercambio de Información utilizará este correo electrónico para enviarle notificaciones referentes a esta cuenta. Este correo electrónico también será utilizado como su medio de identificación en el Centro de Intercambio de Información y no puede ser modificado.

[Visit the Government User Login](#)

**Enter your email address**

Email address

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

English (default)  
 Español  
 Français

**Submit**

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

4

Revise su buzón de correo electrónico y abra la correspondencia que recibió por parte de **no-reply@login.gov**, titulada **Confirm your email**.

Seleccione **Confirm email address**, o copie y pegue el enlace en un navegador web.

LOGIN.GOV

**Confirm your email**

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

**Confirm email address**

44fa-a045-98ec5c5d5f3c&confirmation\_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

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



5

Cree una contraseña. Esta contraseña deberá contar con 12 caracteres. Usted no podrá continuar si su contraseña no es suficientemente segura. Ingrese una contraseña segura y oprima el botón **Continue**.

6

Para asegurar su cuenta, elija una opción y oprima el botón **Continue**.

Login.gov requiere de un proceso de verificación de usuarios para asegurar que solo la persona autorizada esté utilizando estas credenciales. Siga las instrucciones para el método que usted elija.

Los códigos de respaldo solo deberán ser utilizados en caso de que usted no cuente con alguno de los métodos disponibles, ya que solo podrán utilizarse un número limitado de veces.



7

Ingrese su contraseña de seguridad y oprima el botón **Submit**. Dicha contraseña le será enviada a través del método que usted haya elegido. El siguiente ejemplo muestra el uso del método SMS telefónico.

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](#)

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[◀ Choose another option](#)



8

Usted ha creado ya su cuenta en login.gov. Oprima el botón **Agree and continue** para regresar al sitio web del Centro de Intercambio de Información y terminar de registrarse.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

✔ Phone confirmed successfully.

You are now signing in for the first time

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

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

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

**Agree and continue**



### Regístrese en el Centro de Intercambio de Información

Una vez que tenga su cuenta en login.gov, usted podrá registrarse en el Centro de Intercambio de Información. Siga las siguientes instrucciones.

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Localice el cargo que desempeña (**Employer**), y seleccione **Register as an Employer** o **Register as an Employer and a Driver**.

Si tiene duda de estar sujeto a la regla del Centro de Intercambio de Información, seleccione el enlace **Find out now** en el recuadro “Are you covered by DOT Drug and Alcohol Testing Regulations?”.

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

**FMCSA**  
Federal Motor Carrier Safety Administration

Register Log In  
FMCSA & SDLA Login

**DRUG & ALCOHOL CLEARINGHOUSE**

My Profile Learn About Contact

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

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

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

**STEP 2 OF 6**  
**Select Your Role**

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

Driver

**Employer**

Consortium/Third-Party Administrator (C/TPA)

Medical Review Officer (MRO)

Substance Abuse Professional (SAP)

**I will:**

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

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

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

Register as an Employer OR Register as an Employer and a Driver



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Seleccione **Yes I have an FMCSA Portal Account**, y oprima **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

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Ingrese su usuario y contraseña del Portal, y oprima **Sign In**.

Antes de completar este paso, usted debe tener la función de usuario del Portal que le corresponde. Siga las instrucciones de esta guía [Portal User Role Job Aid](#) para determinar qué función de usuario necesita y solicitar dicha función en el Portal. Si usted tiene varios Números USDOT asociados con su cuenta del Portal, deberá solicitar una función de usuario para cada Número USDOT.

### 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.

User ID  
  
[Forgot your user ID?](#)

Password  
  
[Forgot your password?](#)

**Sign In**

**Unlock your account.**



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Verifique su información de contacto. Usted podrá agregar un número de teléfono alternativo. Oprima **Next**.

Si requiere actualizar su información personal de contacto, tendrá que acceder a su cuenta del Portal FMCSA para realizar dichos cambios. Usted no podrá hacer estos cambios en el Centro de Intercambio de Información.

### 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



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Si usted ejerce el cargo de Administrador del Centro de Intercambio de Información (Clearinghouse Administrator) para más de una empresa, usted deberá registrar cada empresa por separado. Seleccione la empresa que desea registrar primero del menú desplegable y oprima **Next**. Usted no verá este paso si es únicamente Administrador de una sola empresa.

Si no aparecen todas sus empresas en este menú desplegable, acceda a su cuenta del Portal y asegúrese que tenga una función de usuario aprobada para el Centro de Intercambio de Información para cada Número USDOT.

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



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Verifique la información de su empresa. Usted deberá indicar si es una empresa hombre-camión (es decir, un empleador que se contrata a sí mismo como conductor de un vehículo comercial (CDL), y que generalmente cuenta con un solo conductor). Seleccione la opción correspondiente y oprima **Next**.

Si requiere actualizar la información de su empresa, usted tendrá que actualizar el registro de su empresa con la FMCSA. Usted no podrá hacer estos cambios en el Centro de Intercambio de Información.

#### 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 FMCSA will receive a request to confirm your designation.

Previous

Next

Cancel



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Si usted ha contratado a un consorcio/administrador de terceros (C/TPA), usted deberá designarlo como tal en el Centro de Intercambio de Información. Esto le permitirá a su C/TPA acceder al Centro de Intercambio de Información en su nombre. **Este paso es obligatorio para las empresas hombre-camiión.**

Ingrese el nombre de su C/TPA en el cuadro de búsqueda identificado con **Who is your C/TPA?** y **oprima el botón de búsqueda**, o la tecla **Enter**. Aparecerá una lista de opciones una vez que ingrese suficientes caracteres del nombre de su C/TPA.

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

### 5. Designate Your Consortium/Third-Party Administrator

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

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

#### DESIGNATE YOUR C/TPA(S)

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

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

C/TPA HISTORY

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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Esto generará una lista de C/TPAs registrados que corresponden a los criterios de su búsqueda. Localice su C/TPA en la lista de resultados y oprima **Designate** en la línea correspondiente.

El C/TPA deberá registrarse en el Centro de Intercambio de Información antes de que pueda designarlo. Si el nombre de su C/TPA no aparece en la lista de resultados, contáctelo para confirmar que se ha registrado en el Centro de Intercambio de Información.

The screenshot shows the registration process for an employer. At the top, there's a navigation bar with the FMCSA logo and links for Register and Login. Below that, the 'DRUG & ALCOHOL CLEARINGHOUSE' header is visible, along with links for FAQ, About, and Contact. A progress indicator shows 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 message says 'Do you need help? Download step-by-step instructions for employer registration.' Below the progress bar, the section is titled '5. Designate Your Consortium/Third-Party Administrator'. It explains that as an employer, you can use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. A note states: 'Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.' There is a search field labeled 'Who is your C/TPA?' with the text 'harlow' entered. Below the search field, there's a section titled 'C/TPA not listed?' which states that a C/TPA must be registered in the Clearinghouse before they can be designated. It says 'There are 1 C/TPAs which match the search "harlow"'. A table lists one result: 'Harlow Consortium Inc.' with a 'Designate' button next to it. The 'Designate' button is highlighted with a red box. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.



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Usted deberá autorizar que funciones puede realizar en su nombre cada C/TPA que designe. Estas son las funciones que tiene disponibles: **Report Violations, Report RTD Information, y Conduct Queries** (Reportar Infracciones, Reportar Estatus del Proceso RTD, y Realizar Consultas, respectivamente). Seleccione **Next** una vez que haya designado los C/TPAs y autorizado las funciones que usted desea que realicen en su nombre. El sistema enviará una solicitud a dichos C/TPAs para que confirmen su designación.

Aviso importante para empresas hombre-camión: Usted deberá autorizar cuando menos un C/TPA para reportar infracciones y uno para reportar información negativa del proceso de Regreso al Servicio (RTD), lo cual incluye resultados negativos de pruebas de RTD y planes de seguimiento de RTD que han sido completadas con éxito. Usted podrá autorizar a un solo C/TPA para realizar ambas funciones. También cuenta con la opción de autorizar a un C/TPA para realizar consultas en su nombre; sin embargo, no es obligatorio que un C/TPA realice esta función por usted.

### 5. Designate Your Consortium/Third-Party Administrator

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

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

**DESIGNATE YOUR C/TPA(S)**

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

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

Who is your C/TPA?  🔍

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

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

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

Previous Next Cancel



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Si elige registrarse como empleador y conductor, tendrá la opción de agregar información de su licencia comercial de conducir (CDL) o de su permiso de aprendizaje comercial (CLP). Esta información es requerida para poder consultar su expediente en el Centro de Intercambio de Información y responder a solicitudes de consentimiento.

Ingrese la información actual de su CDL y oprima **Verify**.

Si el número de CDL tiene caracteres especiales (tales como espacios o guiones), intente ingresar el número de ambas formas, ya sea con o sin ellos, ya que los requisitos varían entre los Estados.

DRUG & ALCOHOL CLEARINGHOUSE

My Profile Learn About Contact

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

**STEP 6 OF 7**  
**Commercial Driver's License Information**

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

First Name Last Name  
Country State  
CDL Number Date of Birth  
month day year

Previous **Verify** Cancel

El sistema generará un mensaje confirmando que su información CDL ha sido verificada con éxito. Seleccione **Next**. Si el Centro de Intercambio de Información no puede verificar su información CDL en ese momento, usted podrá continuar registrándose y agregar la información de su CDL más adelante.

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

**Success!**  
We have verified your CDL information.

**STEP 6 OF 7**  
**Commercial Driver's License Information**

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

First Name Last Name  
Country State  
CDL Number Date of Birth  
month day year

Previous **Next** Cancel



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Revise los términos y condiciones del Centro de Intercambio de Información. **Marque la casilla correspondiente** con lo cual constata la veracidad de la información que ha presentado durante el proceso de registro y afirma que está de acuerdo con los términos y condiciones, y oprima **I Agree**.

Cabe resaltar que los términos y condiciones del Centro de Intercambio de Información podrían ser modificados ocasionalmente.

The screenshot shows the registration process for the FMCSA Drug & Alcohol Clearinghouse. It is currently on Step 7 of 7, titled "Terms and Conditions". The progress bar shows steps 1 through 6 completed: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, and CDL. Step 7, TERMS & CONDITIONS, is the current step.

**STEP 7 OF 7**  
**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:

- The Drug and Alcohol Clearinghouse is authorized for official use only.
- 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.
- FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
- Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
- 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.
- Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
- Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
- 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.
- 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.
- Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at [FMCSASecurity@dot.gov](mailto:FMCSASecurity@dot.gov).
- Users must protect all confidential/sensitive and privacy information from disclosure.
- Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
- 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.
- 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:
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
  - Prevents authorized use of a Government information system.
- 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).
- 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**

## Usted ha completado su registro de usuario al Centro de Intercambio de Información.

Se le dirigirá a su tablero personal ("Dashboard"), la cual es su página web personal dentro del sistema donde realizará sus actividades del Centro de Intercambio de Información. Aquí mismo designará sus C/TPAs, invitará y administrará sus Asistentes del Centro de Intercambio de Información, reportará infracciones al programa de drogas y alcohol, realizará consultas y adquirirá planes de consulta.



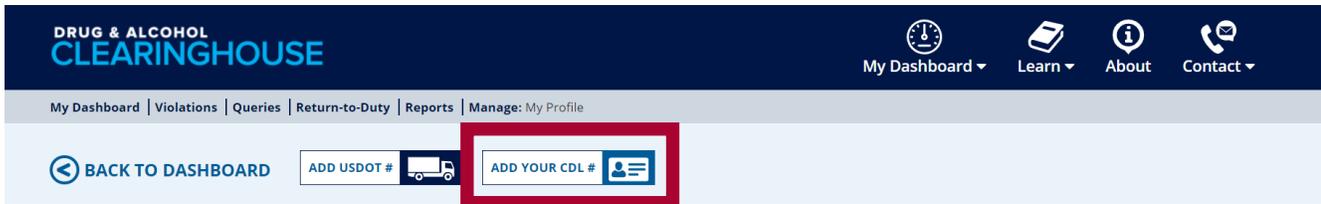
## Agregue o Actualice su Información CDL

Si cuenta con una licencia comercial de conducir (CDL) o de un permiso de aprendizaje comercial (CLP), usted tendrá la opción de agregar esta información en su perfil. Esto le permitirá consultar su expediente del Centro de Intercambio de Información y responder a solicitudes de consentimiento.

Si desea agregar o actualizar su información CDL después de haberse registrado en el Centro de Intercambio de Información, localice **My Dashboard**, vaya a **Manage**, y seleccione **My Employer Profile**.



Oprima el botón **ADD YOUR CDL #**. Esto generará la pantalla cuya imagen aparece a continuación. Ingrese su información CDL, marque la casilla correspondiente con lo cual constata la veracidad de la información que ha presentado, y oprima **Verify CDL**. Si el Centro de Intercambio de Información no puede verificar su información CDL, el sistema le solicitará que contacte a su Agencia Estatal Emisora de Licencias.



Si el número de CDL tiene caracteres especiales (tales como espacios o guiones), intente ingresar el número de ambas formas, ya sea con o sin ellos, ya que los requisitos varían entre los Estados.

A las empresas hombre-camión se les mostrará un mensaje solicitando que agreguen esta información en le recuadro identificado con “Next Steps.” Seleccione el enlace **enter your CDL information** para agregar su información CDL.

