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

DRUG & ALCOHOL
CLEARINGHOUSE

How to Request a Clearinghouse User Role in the Portal

Requesting a Clearinghouse User Role in the Portal

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

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

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

*Note that you **must request a
Clearinghouse user role for
each USDOT#** you need to link
with the Clearinghouse.*

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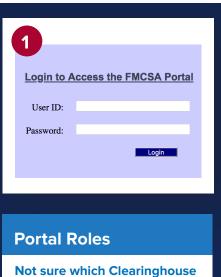add it to your Requested Roles.

**See Page 2 for user
role descriptions.*

STEP ❺
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 ❻
Click **Update Profile**. When
your company official (CO)
approves the request, it will
appear under Requested
Roles with the "Approved"
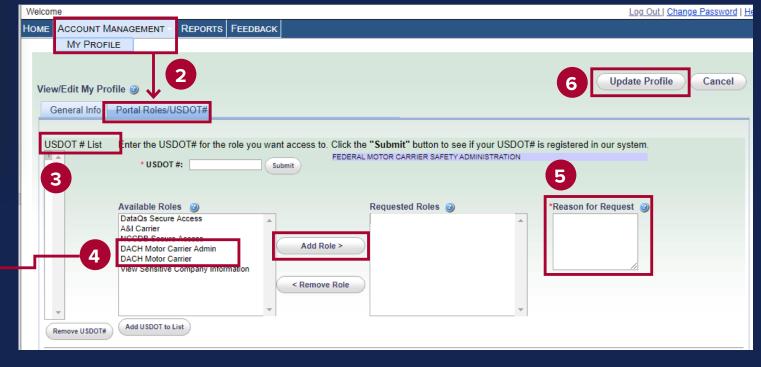status. If you are the CO,
the request will approve
automatically.

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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 | He

HOME   ACCOUNT MANAGEMENT   REPORTS   FEEDBACK

MY PROFILE

2

View/Edit My Profile ?   **6**   Update Profile   Cancel

General Info | Portal Roles/USDOT#

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

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

3   * USDOT #:   Submit

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Available Roles ?
DataQs Secure Access
A&I Carrier
NCCDB Secure Access
4   DACH Motor Carrier Admin
DACH Motor Carrier
View Sensitive Company Information

Requested Roles ?

*Reason for Request ?

Add Role >

< Remove Role

Remove USDOT#   Add USDOT to List

If you need assistance requesting your Clearinghouse Portal user role, contact the FMCSA Portal Registration Call Center at (800) 832-5660.

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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.

If you need assistance requesting your Clearinghouse Portal user role, contact the FMCSA Portal Registration Call Center at (800) 832-5660.