



DRUG & ALCOHOL CLEARINGHOUSE

How to Request a Clearinghouse User Role in the Portal: ENFORCEMENT PERSONNEL



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**.

STEP 3

Select the **Available Systems** tab.

STEP 4

Under Available Roles, select **DACH** from the drop down and then select **Enforcement**.

STEP 5

Click **Add Role** to add it to your Requested Roles.

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.

The screenshot displays the FMCSA Portal interface with several steps highlighted by red boxes and numbered circles:

- 1** FMCSA Portal: The main header area.
- 2** ACCOUNT MANAGEMENT: A navigation menu item.
- 3** Available Systems: A tab within the 'View/Edit My Profile' section.
- 4** DACH / Enforcement: A dropdown menu showing the selected role.
- 5** Add Role >: A button to add the selected role to the requested list.
- 6** Update Profile: A button to submit the request.

The 'Requested Roles' list includes:

- A&I - Enforcement Users - Approved
- A&I - Gotham HQ Contact Reports - Approved
- A&I - New Applicant Screening (NAS) Tool Access - Approved
- DataQs - Access - Approved
- EMIS - Audit - Approved
- EMIS - Generic View - Approved
- EMIS - Review Web Feedback - Approved
- EMIS - Security - Approved