



REGISTRATION: ASSISTANTS

Registering with FMCSA Portal

If you work for an employer that has a U.S. DOT Number, you do not need to wait to receive an invitation to register as a Clearinghouse Assistant. In your [FMCSA Portal](#) account, [request the user role of DACH Motor Carrier](#). Then follow the [registration instructions for Employers with an FMCSA Portal Account](#).

Invitation to be a Clearinghouse Assistant

If you do not work for an employer that has a U.S. DOT Number, you will need to receive an email invitation to register in the Clearinghouse. Follow the instructions below.

1

First, check your email for an invitation to register as a Clearinghouse Assistant. Click on the link to begin your registration.

Clearinghouse Assistants should not visit the Clearinghouse website to complete registration. If you have not received an invitation, request one from your Clearinghouse Administrator.

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

You have been invited to be an Assistant for XYZ Corp in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. By accepting this invitation, you will be authorized to record information in the Clearinghouse on behalf of XYZ Corp.

You have been invited to be an Assistant for XYZ Corp in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. By accepting this invitation, you will be authorized to record information in the Clearinghouse on behalf of XYZ Corp.

The Clearinghouse does not currently contain an account associated with this email address. To accept this request, you must follow the

1. Visit <https://clearinghouse.fmcsa.dot.gov/Account/AcceptInvite/abcdefg>
2. Create a login.gov account, if needed, and log in using your login.gov credentials.
3. Follow the prompts to complete your Clearinghouse registration.

Note: If you have already registered for login.gov and the Clearinghouse using a different email address and would like to continue using that account, ask the Clearinghouse Administrator to send you a new invitation using the email address associated with your existing Clearinghouse account.

This invitation will expire after 90 days.

If you have questions about this process, contact the Clearinghouse at clearinghouse@dot.gov or call 877-234-2343.



2

Use your Login.gov email address and password to log in.

Or, if you need to create a new Login.gov account, do so now. You will automatically be brought back to the Clearinghouse to complete the registration process. For instructions, download the [Creating a Login.gov Account job aid](#).

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

[Sign in](#) [Create an account](#)

Sign in for existing users

Are you FMCSA personnel?

U.S. DOT users do not need to create a Login.gov account to access the Clearinghouse.

[Launch MyAccess](#)

Email address

Password

Show password

[Submit](#)

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

3

The next step in the Clearinghouse registration process is to verify your identity. This step protects your data and ensures secure access to Clearinghouse information.

For instructions on this step, see the [Clearinghouse Identity Verification job aid](#). When you have successfully verified your identity, **check the box** and click **Next** to continue.

STEP 3 OF 6

Verify Your Identity

To enhance the security of your information within our systems, the Federal Motor Carrier Safety Administration (FMCSA) has implemented a new identity verification process. This is designed to protect your data and ensure secure access to your Clearinghouse information.

Before you can proceed to the next Clearinghouse registration step, you will need to follow the instructions below.

1. Make sure you have your government-issued identification, such as a driver's license, with you, as you will need to scan this document.
2. Use the camera on your mobile device to scan the QR code on this screen (at right) and follow the link. If you are viewing this screen on a mobile device, click the link below the QR code.
3. The QR code link will take you to the FMCSA Identity Verification mobile app. Follow the prompts to verify your identity securely.
4. Once you receive the "Success! You have completed your Identity Proofing" message from the mobile app, you can check the box below and click "Next" to proceed to the next registration step.

[Click here if on mobile device](#)

Have you completed FMCSA Identity Verification?

Yes, I have followed the steps above and completed FMCSA Identity Verification.

[Previous](#) [Next](#) [Cancel](#)



4

Enter your contact information and your company information and click **Next**. All fields are required unless otherwise noted.

The following fields will be pre-filled and cannot be modified:

- **Name:** First Name, Middle Name, and Last Name are pulled from the information on the document you scanned in the Identity Verification step.
- **Email:** Email Address (Login.gov Username) is the email address you used to log in. If you plan to use a different email address for your Clearinghouse work, you will need to add this email address to your Login.gov account and begin registration again, using the new email address to log in.

STEP 4 OF 6
Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name/Phone/Email		Company Information		
First Name	<input type="text"/>	Affiliated Company Name	<input type="text"/>	
Middle Name (Optional)	<input type="text"/>	Office Address		
Last Name	<input type="text"/>	Street	<input type="text"/>	
Phone Number	<input type="text"/>	City	<input type="text"/>	
	Type <input type="text"/>	Country	State	ZIP Code
Alternate Phone Number (Optional)	<input type="text"/>	<input type="text"/>	Select a state <input type="text"/>	<input type="text"/>
	Type <input type="text"/>	Additional Address <input checked="" type="checkbox"/> No additional address		
Email Address (Login.gov Username)	<input type="text"/>			
	11cee81b-68d0-40d0-815d-7bd2c042029a@example.com			

U.S. DEPARTMENT OF TRANSPORTATION
Federal Motor Carrier Safety Administration
1200 NEW JERSEY AVENUE, SE
WASHINGTON, DC 20590
202-366-4000





5

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.

6. 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:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. 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.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. 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.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. 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.
9. 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.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. 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.
14. 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:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. 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).
16. 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

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to enter information into the Clearinghouse.