Registering with FMCSA Portal Credentials
If you work for an employer that has a USDOT 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 Employer Registration instructions for “if you have an FMCSA Portal Account.”

Invitation to be a Clearinghouse Assistant
If you do not work for an employer that has a USDOT Number, you will need to receive an email invitation to register in the Clearinghouse. Follow the instructions below.

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.
Create a Login.gov Account
Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

The email link will send you to the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your credentials on this screen, click **Sign In** and go to step 10.

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

To accept a Clearinghouse Assistant invitation, the email address you use for your login.gov account must be the same email address at which you received your invitation. If you would prefer to use a different email address for this account, request your Clearinghouse Administrator send a new invitation to your alternate email address.
4. Check your email and open the email from no-reply@login.gov, with the subject line Confirm your email.

Click Confirm email address, or copy and paste the link into a web browser.

5. Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click Continue.
Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The authentication application option uses an app to generate a security code. This may require you to download an application.
8. Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

9. You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.
Register for the Clearinghouse

Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.
Review the Clearinghouse terms and conditions. **Check the box** to confirm that you agree to the terms and conditions and click **I Agree**.

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.