

# DRUG & ALCOHOL CLEARINGHOUSE



## REGISTRATION: ASSISTANTS

### 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.

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.

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

1. Visit <https://clearinghouse.fmcsa.dot.gov/Account/AcceptInvite/a7d701b6-b0e5-4ad7-8175-1bc8789df446>
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](mailto:clearinghouse@dot.gov)



### 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.

2

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**.

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**

Don't have an account? **Create an account**

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

[Back to The FMCSA Drug & Alcohol...](#)

3

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.

**STEP 1 OF 4**  
**Enter your email address**

**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

**Submit**

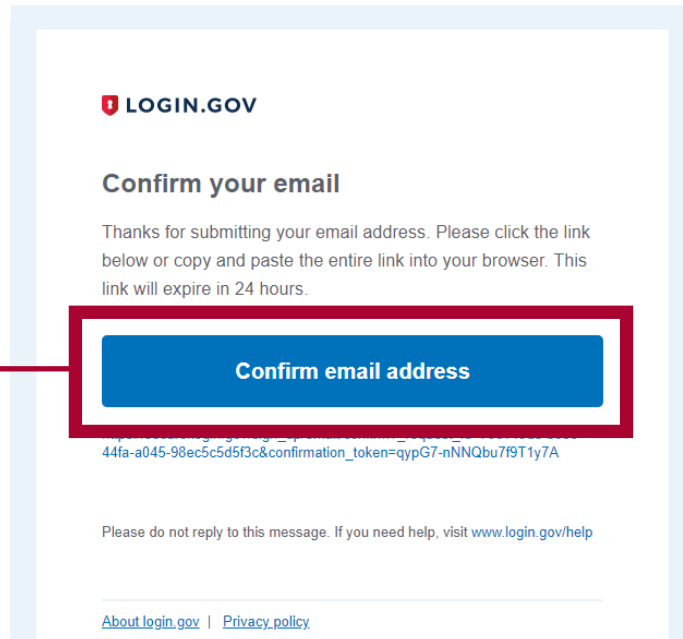
[Cancel](#)



4

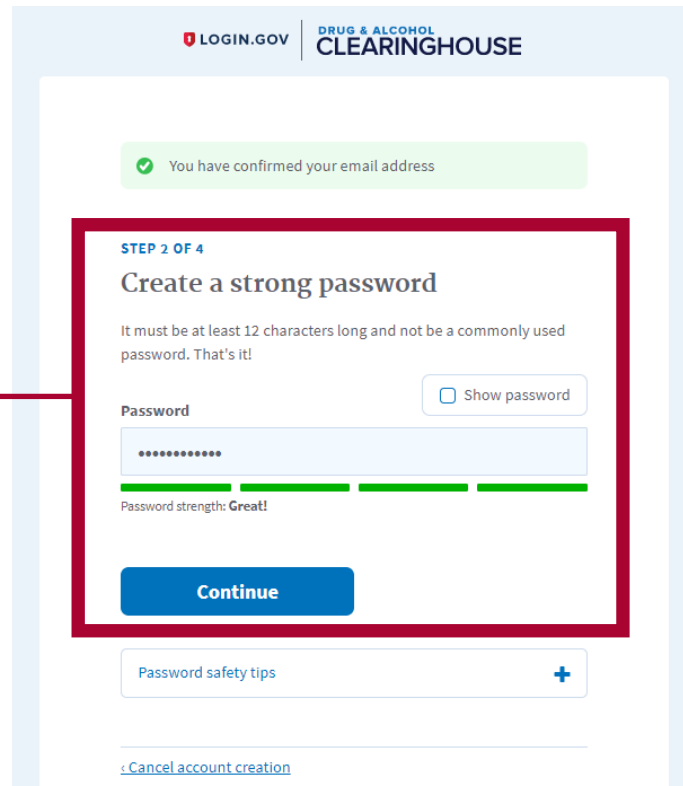
Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

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**.





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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.

**STEP 3 OF 4**  
**First authentication method setup (1 of 2)**  
Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.

Select an option to secure your account:

- Phone**  
Get your security code via text message (SMS) or phone call
- Authentication application**  
Set up an authentication application to get your security code without providing a phone number
- Security key**  
Use a security key to secure your account
- Government employees**  
Use your PIV/CAC card to secure your account
- I don't have any of the above**  
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

**Continue**

[Cancel account creation](#)

The authentication application option uses an app to generate a security code. This may require you to download an application.

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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.

**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

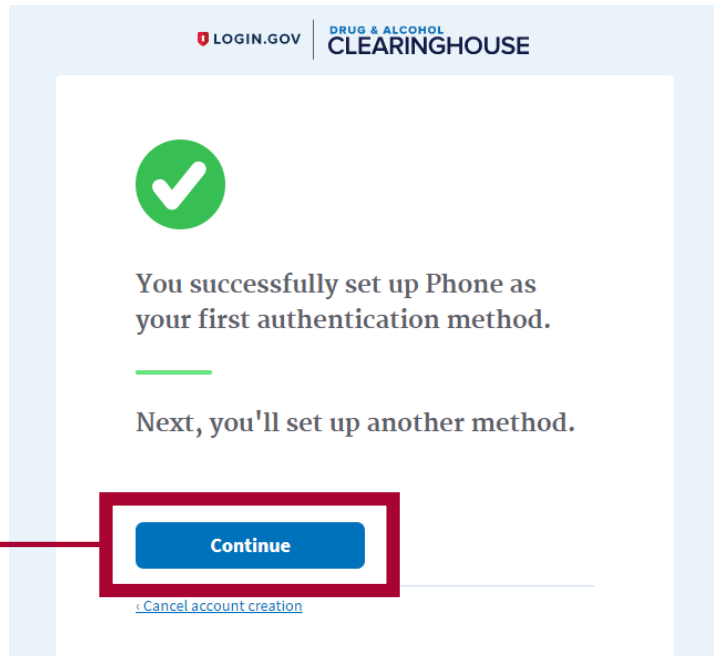
Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



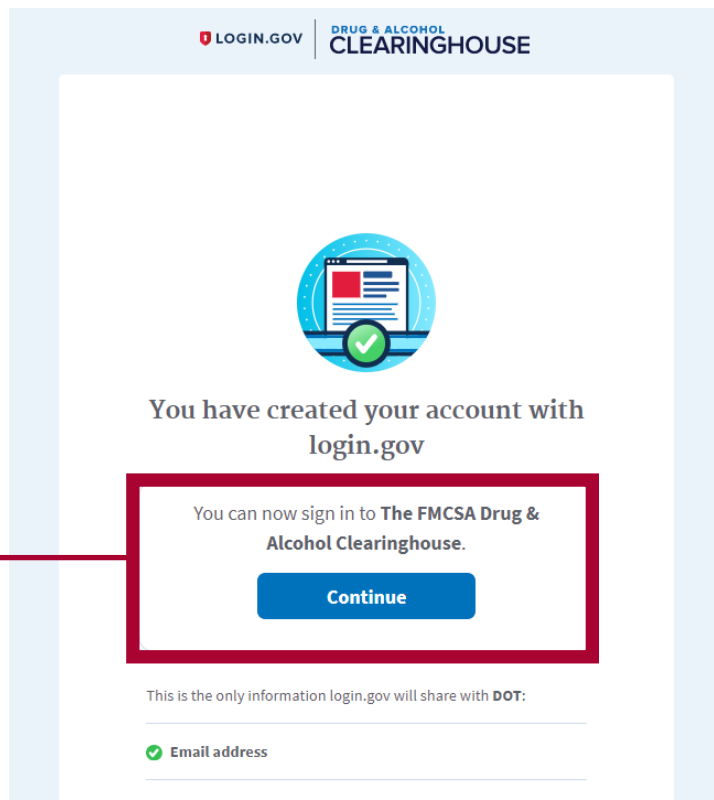
8

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.**



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





### Register for the Clearinghouse

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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.

The screenshot shows the registration process for the Drug & Alcohol Clearinghouse. At the top, it identifies the United States Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA). The page title is "DRUG & ALCOHOL CLEARINGHOUSE". A progress bar indicates six steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. CONTACT INFORMATION (current step), 4. COMPANY INFORMATION, 5. DESIGNATE C/TPA, and 6. TERMS & CONDITIONS. A help link is provided: "Do you need help? Download step-by-step instructions for assistant registration." The "3. Contact Information" section contains the following fields:

Name		Phone/Email	
First Name	<input type="text"/>	Phone Number	<input type="text"/> Type <input type="text"/>
Middle Name (Optional)	<input type="text"/>	Alternate Phone Number (Optional)	<input type="text"/> Type <input type="text"/>
Last Name	<input type="text"/>	Email Address (Login.gov Username)	<input type="text" value="user@company.com"/>

At the bottom of the form are buttons for "Previous", "Next", and "Cancel".



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Review the Clearinghouse terms and conditions. **Check the box** to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows the registration process for the FMCSA Drug and Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and links for Register, Login, FAQ, About, and Contact. Below this is a progress indicator with six steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, and TERMS & CONDITIONS. Step 6 is currently active. The main content area is titled "6. Terms and Conditions" and contains the "FMCSA IT Rules of Behavior" and "Drug and Alcohol Clearinghouse Terms of Use". At the bottom of the page, there is a checkbox labeled "I affirm that all the information provided is true and accept all of the terms above." and three buttons: "Previous", "I Agree", and "Cancel". The "I Agree" button is highlighted with a red box.

## 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.