Consortia/third-party administrators (C/TPAs) must be registered before they can be designated by an employer in the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse.

**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.

During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

Visit [https://clearinghouse.fmcsa.dot.gov/register](https://clearinghouse.fmcsa.dot.gov/register) and click Go to login.gov.
On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password 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.

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**.

6. 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.

**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**
  - Enter your security code here.
  - **Submit**

- **Get another code**
- **Remember this browser**

- Entered the wrong phone number? **Use another phone number**

- Choose another option
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
Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

Select your role (consortium/third-party administrator). Check the box to confirm that you are the C/TPA Administrator, and click Next.

By continuing with registration, you are confirming that you are authorized by your C/TPA to act as the Clearinghouse Administrator; this means you will be able to add or remove users who will use the Clearinghouse on your C/TPA's behalf. If you are not authorized to act as the Clearinghouse Administrator for your C/TPA, do not proceed with this registration. Contact your C/TPA's Clearinghouse Administrator to request an invitation to register as a Clearinghouse Assistant for your C/TPA.
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.
Enter your C/TPA’s company information and click **Next**. All fields are required unless otherwise noted.
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 accept designations from employers. You will also come here to invite/manage your Clearinghouse Assistants; report drug and alcohol program violations, negative return-to-duty results, and the successful completion of follow-up testing; and/or conduct queries on behalf of your employer(s).