REGISTRATION: C/TPAs

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.

1 Visit https://clearinghouse.fmcsa.dot.gov/register and click **Go to login.gov**.

2 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**.

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

ℹ️ **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 & Alcoho…

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.

ℹ️ **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

STEP 1 OF 4
Enter your email address

Email address

Submit

Cancel

Security Practices and Privacy Act Statement

🛡️ **LOGIN.GOV**

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=1a1f1a6f-3b68-44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

About login.gov | Privacy policy

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**.

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.

7 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.

🛡 **LOGIN.GOV** | **DRUG & ALCOHOL CLEARINGHOUSE**

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 me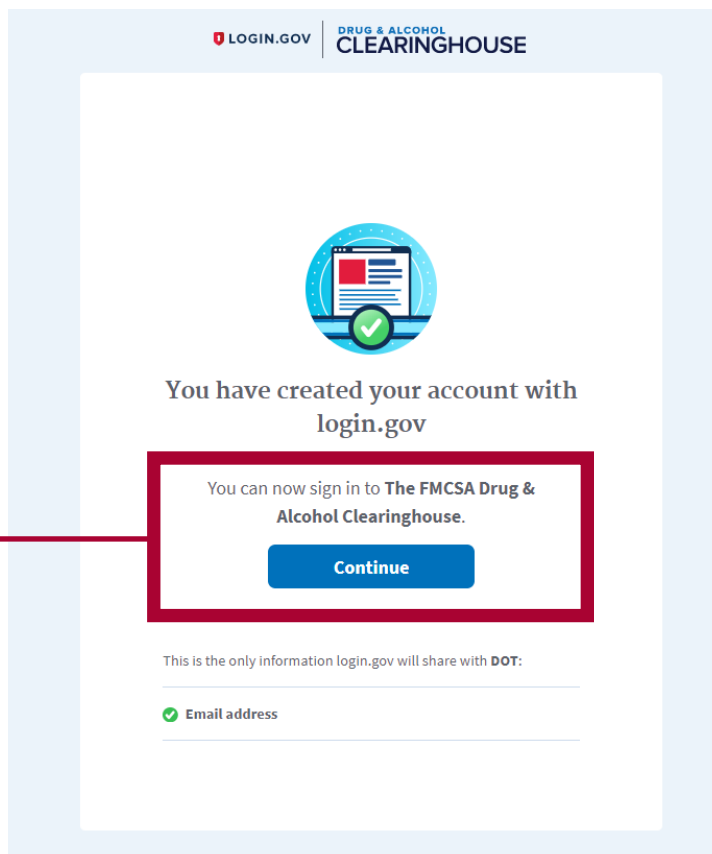thod. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

‹ Cancel account creation
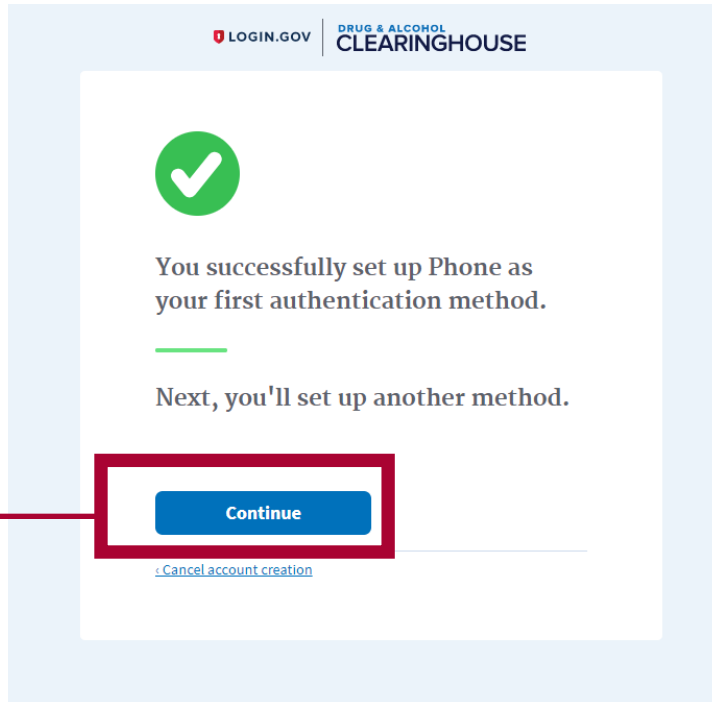
9

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

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You have created your account with login.gov

You can now sign in to **The FMCSA Drug & Alcohol Clearinghouse**.

Continue

This is the only information login.gov will share with **DOT**:

✓ Email address

Register for the Clearinghouse

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

10 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.

11 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.

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register   Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ   About   Contact

Do you need help? Download step-by-step instructions for C/TPA registration.

3. Contact Information

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

Name

First Name

Middle Name (Optional)

Last Name

Phone/Email

Phone Number   Type

Alternate Phone Number (Optional)   Type

Email Address (Login.gov Username)

user@company.com

Previous   Next   Cancel

12 Enter your C/TPA's company information and click **Next**. All fields are required unless otherwise noted.

United States Department of Transportation | About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

[Register] [Login]

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for C/TPA registration.

✓ — ✓ — ✓ — 4 — 5

4. Company Information

Company Name

Name
[   ]

Contact Information

Phone Number [   ]   Type [▼]

Alternate Phone Number (optional) [   ]   Type [▼]

Company Email Address (optional)
[   ]

Office Address

Street
[   ]

City
[   ]

Country [▼]   State [Select a state ▼]   ZIP Code [   ]

Additional Address   ☑ No additional address

[Previous] [Next] Cancel

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

Screenshot of the Drug and Alcohol Clearinghouse website:

United States Department of Transportation | About DOT | Our Activities | Areas of Focus

FMCSA Federal Motor Carrier Safety Administration | Register | Login

DRUG & ALCOHOL CLEARINGHOUSE | FAQ | About | Contact

Do you need help? Download step-by-step instructions for C/TPA registration.

LOGIN.GOV — ROLE SELECTION — CONTACT INFORMATION — COMPANY INFORMATION — 5 TERMS & CONDITIONS

5. 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 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 accept the FMCSA Privacy Policy (see https://www.transportation.gov/dot-website-privacy-policy).

☐ 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 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).