

# DRUG & ALCOHOL CLEARINGHOUSE

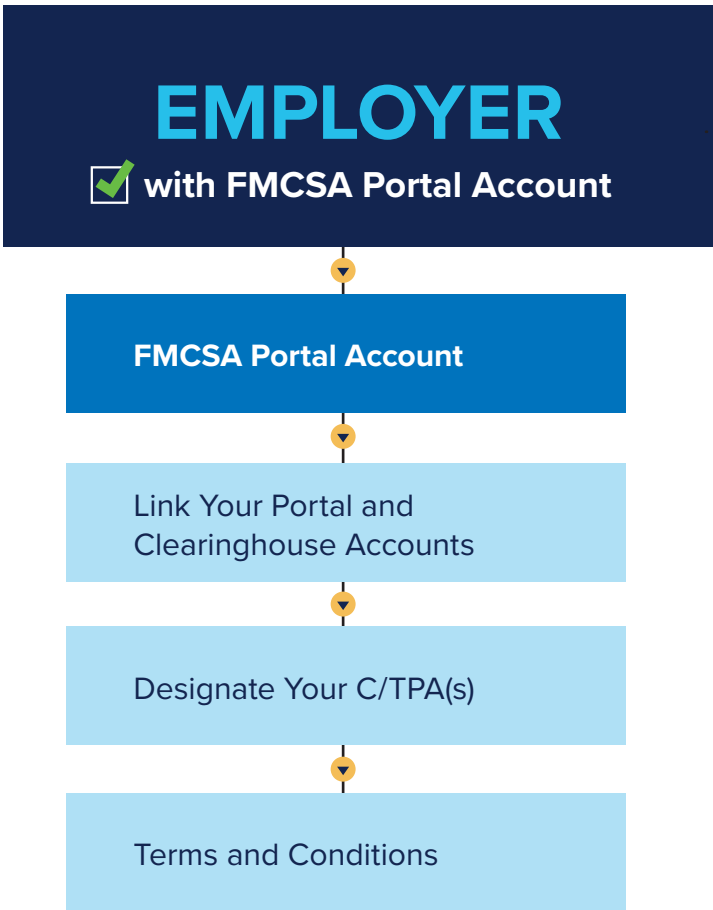


## REGISTRATION: EMPLOYERS WITH PORTAL ACCOUNTS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems.



**Do you have, or should you have, a U.S. DOT Number?**  
See the instructions for [employers without Portal accounts](#).



### Employers With FMCSA Portal Accounts

If you are an employer with a U.S. DOT Number, you should have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems.

**If your company has, or should have, a [U.S. DOT Number](#), you should register for the Portal as a [Company User](#) or [Company Official](#) before to registering for the Clearinghouse.**

Follow these instructions to register for the Clearinghouse and link to your Portal account to associate your Clearinghouse activity with your company.

1

Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Register**.

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 screenshot shows the homepage of the Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and 'U.S. DOT Enforcement Users' text. Below this is a dark blue header with the 'DRUG & ALCOHOL CLEARINGHOUSE' title and 'Learn', 'About', and 'Contact' links. The main content area features a large image of a bus with the text 'Welcome to the Drug and Alcohol Clearinghouse' and a description: 'An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.' Below this, there are two buttons: 'Register' (highlighted with a red box) and 'Log In'. To the right, a blue box contains text about the database's scope. At the bottom, there is a section titled 'What do you need to do?' with a list of actions: Record, Query, and Consent, each with a brief description. A small photo of three people is also visible.



2

Once logged in to your Login.gov account, you will be asked to select your role. Select **Employer** and click **Register as an Employer**. If you have a valid CDL and would like to add it to your Clearinghouse account at this time, you may also select **Register as an Employer and a Driver**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out now**.

An official website of the United States government [here's how you know](#)  
United States Department of Transportation

**FMCSA**  
Federal Motor Carrier Safety Administration

Register Log In  
U.S. DOT Enforcement Users

**DRUG & ALCOHOL CLEARINGHOUSE**

My Profile Learn About Contact

**Thank you! You are now logged into your login.gov account.**  
Follow the steps below to complete your Clearinghouse registration.

**Do you need help?** Download step-by-step instructions for employers with Portal accounts or employers without Portal accounts.

1 LOGIN.GOV 2 **ROLE SELECTION** 3 CONTACT INFORMATION 4 COMPANY INFORMATION 5 DESIGNATE C/TPA 6 TERMS & CONDITIONS

**STEP 2 OF 6**  
**Select Your Role**

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

Student Driver  Driver  **Employer**  Consortium/Third-Party Administrator (C/TPA)  Medical Review Officer (MRO)  Substance Abuse Professional (SAP)

**I will:**

- Report applicable drug and alcohol program violations of CDL drivers I employ. Learn more about reporting violations (PDF).
- Conduct queries on prospective and currently-employed CDL drivers.
- If you have a current CDL, you will be able to add and verify your CDL information after you complete your company registration.

**Are you covered by DOT Drug and Alcohol Testing Regulations?**  
[Find out now](#)

**Are you also a CDL driver?**  
You can register your CDL information at the same time to create both employer and driver user roles.

OR

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

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3

Select **Yes I have an FMCSA Portal Account**, and click **Next**.

4

You may link your Clearinghouse account with your FMCSA Portal account. This will import your registration information so that you will not have to enter it manually. This step will also associate your Clearinghouse activity with your U.S. DOT Number, which will streamline your interactions with enforcement personnel.

The system will automatically search for an account in the Portal that uses the same email address you use in your Login.gov account. If the system finds your Portal account, you will see a confirmation message. If this is the correct account to link with your Clearinghouse account, click **Next** to continue.

### Experiencing Linking Issues

If the Clearinghouse could not link with your Portal account, this screen will display a message indicating why, and provide instructions on how to resolve the issue.

If you do not want to wait for your Portal issue to be resolved, you may complete your Clearinghouse registration without this step and link your Portal account at a later date. To do this, follow the instructions for [registering as an employer without a Portal account](#).



5

Review your contact information. You may also add an alternate phone number. Click **Next**.

If you need to update your personal contact information, you will need to log into your FMCSA Portal account to make any necessary changes. You will not be able to make these changes in the Clearinghouse.

### 3. Contact Information

#### Questions about your contact information?

Your information has been pulled from the FMCSA Portal and cannot be updated in the Clearinghouse.

If this information needs to be updated, you will need to log into the FMCSA Portal to make the change.

#### CONTACT INFORMATION

**Contact Information**

Name:  
User

Phone:

Email (Login.gov Username):  
user@company.com

Alternate Email:  
user@company.net

**Add Optional Contact Information**

Alternate Phone Number  Type

**Previous** **Next** Cancel



6A

If you serve as a Clearinghouse Administrator for more than one company, you will need to register each company separately. Select the company you would like to register first from the dropdown menu and click **Next**. If you are the Administrator for one company only, you will not see this step.

If you do not see all your companies in this dropdown menu, log into your Portal account and ensure that you have the DACH user role approved for each U.S. DOT Number. If you are the Clearinghouse Administrator for only one company, you will not see this step.

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Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for employer registration.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 COMPANY INFORMATION 5 DESIGNATE C/TPA 6 TERMS & CONDITIONS

### 4. Company Information

**SELECT COMPANY**

Our records indicate that you serve as the Administrator for more than one company. You will need to register each company separately in the Clearinghouse.

Select which company you would like to register first

Previous Next Cancel



6B

Review your company’s information. You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Make a selection and click **Next**.

If your company information needs to be updated, you will need to update your company’s registration with FMCSA. You will not be able to make this change in the Clearinghouse.

### 4. Company Information

**Questions about your company information?**

Information has been pulled from the USDOT Registration system and cannot be updated in the Clearinghouse. If this information needs to be updated, you will need to [update your registration](#).

**XYZ CORP**

**Company Information**

Name: \_\_\_\_\_

USDOT #: \_\_\_\_\_

Company Email: \_\_\_\_\_

**Address Information**

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Are you an owner-operator?**

You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation ⓘ.

Yes, I am an owner-operator.

No, I am not an owner-operator.

Click "Next" to save this information and proceed. The C/TPA(s) will receive a request to confirm your designation."

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



7A

If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.

**5. Designate Your Consortium/Third-Party Administrator**

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

**DESIGNATE YOUR C/TPA(S)**

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Who is your C/TPA?

**C/TPA not listed?**  
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

7B

This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

**5. Designate Your Consortium/Third-Party Administrator**

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

**DESIGNATE YOUR C/TPA(S)**

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

**C/TPA not listed?**  
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

There are 1 C/TPAs which match the search "harlow"

<b>Harlow Consortium Inc.</b> Vernon St. Plymouth, AR 02360	<input type="button" value="Designate"/>
--	--



7C

For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

**Note to owner-operators:** You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

**DESIGNATE YOUR C/TPA(S)**

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?  🔍

**C/TPA not listed?**  
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

**Designated C/TPA(s)**  
I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf.

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries
XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <span style="float: right;">🗑️</span>
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <span style="float: right;">🗑️</span>

Previous
Next
Cancel



8

If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.

Enter your current CDL information and click **Verify**.

The screenshot shows the 'STEP 6 OF 7 Commercial Driver's License Information' form. The progress bar at the top indicates that steps 1 through 5 are completed, and step 6 is the current step. The form contains the following fields: First Name, Last Name, Country (dropdown), State (dropdown), CDL Number, and Date of Birth (month, day, year dropdowns). At the bottom, there are three buttons: 'Previous', 'Verify', and 'Cancel'. The 'Verify' button is highlighted with a red box.

You will receive a confirmation message that your CDL information has been verified successfully. Click **Next**. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

The screenshot shows the same 'STEP 6 OF 7 Commercial Driver's License Information' form, but with a success message overlay. The message box contains a green checkmark icon and the text: 'Success! We have verified your CDL information.' At the bottom, the 'Next' button is highlighted with a red box.



9

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.

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 Federal Motor Carrier Safety Administration

Register Log In  
 FMCSA & SDIA Login

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1 2 3 4 5 6 7

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA CDL **TERMS & CONDITIONS**

**STEP 7 OF 7**  
**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](mailto: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-spware 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.

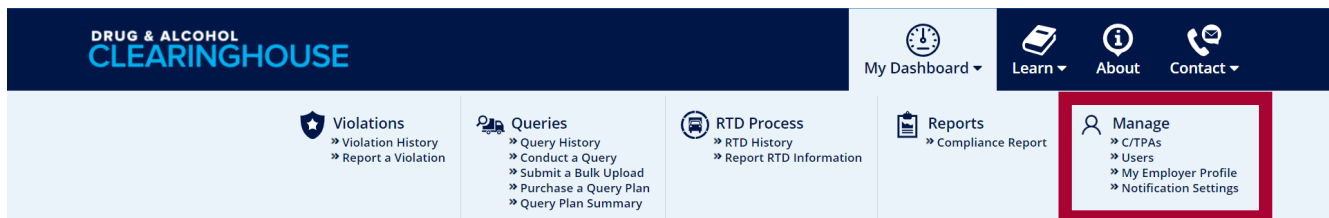
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



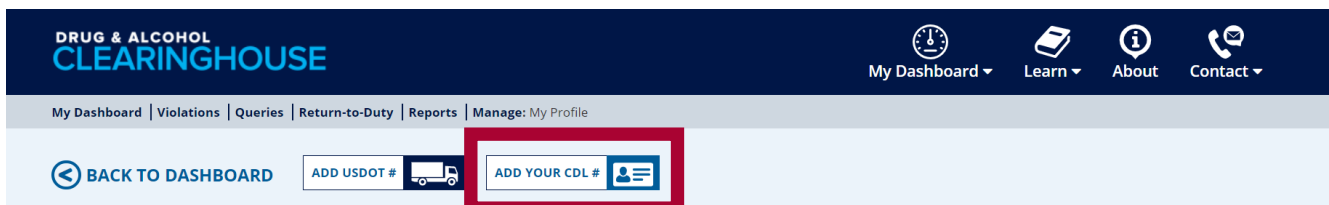
### Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you also have the option to add your CDL or CLP information to your profile after your Clearinghouse registration is complete. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information after registering for your Clearinghouse account, under **My Dashboard**, go to **Manage**, and click **My Employer Profile**.



Click the **ADD YOUR CDL #** button. This will pop up the screen below. Enter your CDL information, **check the box** to affirm that the information you provided is true, and click **Verify CDL**. If your CDL information cannot be verified, you will need to [contact FMCSA](#) to resolve any potential issues.



First Name  Last Name

Country  State

CDL Number  Date of Birth

I certify that, by entering this information, I am providing my personal commercial driver's license information. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

If you indicated during your registration that you are an owner-operator, but did not successfully verify your CDL information, you will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.

