

DRUG & ALCOHOL CLEARINGHOUSE

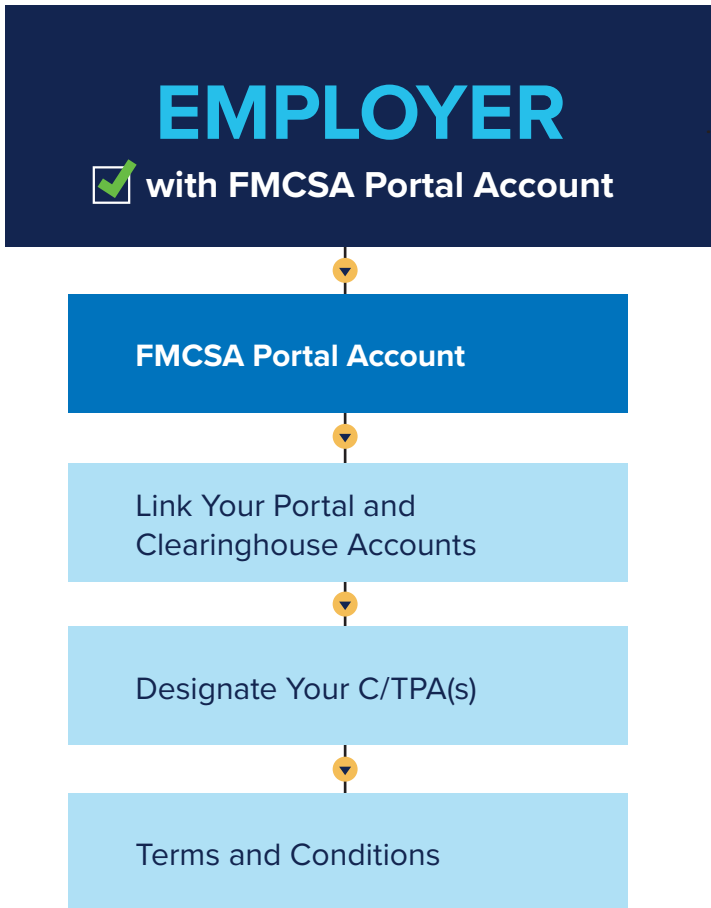


REGISTRATION: EMPLOYERS WITH PORTAL ACCOUNTS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver’s License 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.



Don't have an FMCSA Portal account?
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 request an FMCSA Portal Account prior 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.

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.

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

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

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FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

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Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

Register Log In

The Clearinghouse contains information about holders of commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program.

What do you need to do?

Log in above if you need to...

- Record Information about a violation of FMCSA's drug and alcohol testing program by a CDL driver.
- Query the Clearinghouse for drug and alcohol program violation information.
- Consent to an employer's request to view your Clearinghouse record or review your own driver record.

- Record
- Consent
- Query
- Safety



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On 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 **Submit** and **go to step 9**.

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.

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.

Backup codes should only be used if none of the above methods are available to you, as they can only be used a limited number of times.



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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.

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](#)




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You have created your Login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

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✔ Phone confirmed successfully.



You are now signing in for the first time

We'll share this information with **The FMCSA Drug & Alcohol Clearinghouse**:

✔ **Email address**
sample20user20@gmail.com

The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account

Agree and continue



Register for the Clearinghouse

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

- 9 Select your role (**Employer**), and click **Register as an Employer** or **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**.



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

2. Select Your Role
Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

DO YOU HAVE AN FMCSA PORTAL ACCOUNT?

YES I have an FMCSA Portal Account

NO I do not have an FMCSA Portal Account

Previous **Next** Cancel

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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.

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Register Log In
U.S. DOT Enforcement Users

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FMCSA PORTAL ACCOUNT STATUS

Link With Your FMCSA Portal Account
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.
We found a valid Portal account with the email address [redacted]. To link your Clearinghouse account with this Portal account, click "Next."

Previous **Next** Cancel

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](#).



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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



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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.

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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



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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](#)



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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.

The screenshot shows the registration process for employers with portal accounts. At the top, the FMCSA logo and navigation links (Register, Login) are visible. Below the logo, the 'DRUG & ALCOHOL CLEARINGHOUSE' title is displayed along with FAQ, About, and Contact links. A progress bar indicates the current step is 5, 'DESIGNATE C/TPA', with previous steps (LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION) and the final step (TERMS & CONDITIONS) also shown. A help link is provided for step 5. The main heading is '5. Designate Your Consortium/Third-Party Administrator'. The text explains that employers can use one or more C/TPAs to manage their drug and alcohol testing program. Below this, a section titled 'DESIGNATE YOUR C/TPA(S)' contains instructions and a search field. The search field is labeled 'Who is your C/TPA?' and has a placeholder text 'Enter the name of the C/TPA managing your drug and alcohol testing program'. A search icon is located to the right of the field. Below the search field, there is a section for 'C/TPA not listed?' with instructions on how to handle unlisted C/TPAs. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.



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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.

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

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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? harlow

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"

Harlow Consortium Inc.
Harlow Consortium Inc. 10-0320

Designate

Previous Next Cancel



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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"/>	
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Previous
Next
Cancel



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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**.

If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

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

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Last Name

Country State

CDL Number Date of Birth

Previous **Verify** Cancel

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.

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

STEP 6 OF 7
Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Last Name

Country State

CDL Number Date of Birth

Previous **Next** Cancel

Success!
We have verified your CDL information.



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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.

The screenshot shows the registration process for the FMCSA Drug and Alcohol Clearinghouse. It is currently on Step 7 of 7, titled "Terms and Conditions". The progress bar shows steps 1 through 6 completed: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, and CDL. Step 7, TERMS & CONDITIONS, is the current step.

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.
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 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 agree 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.

Your Clearinghouse registration is complete.

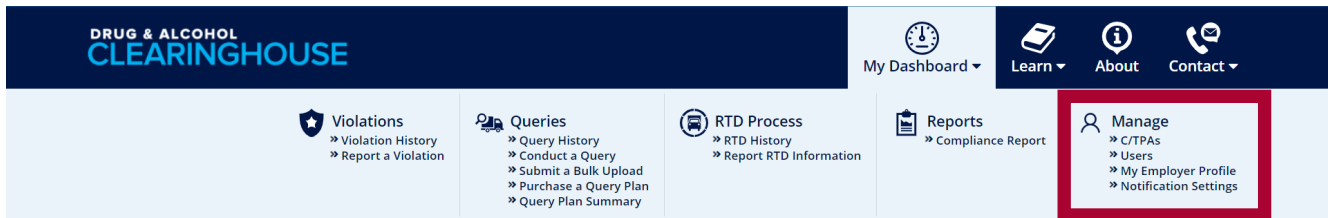
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



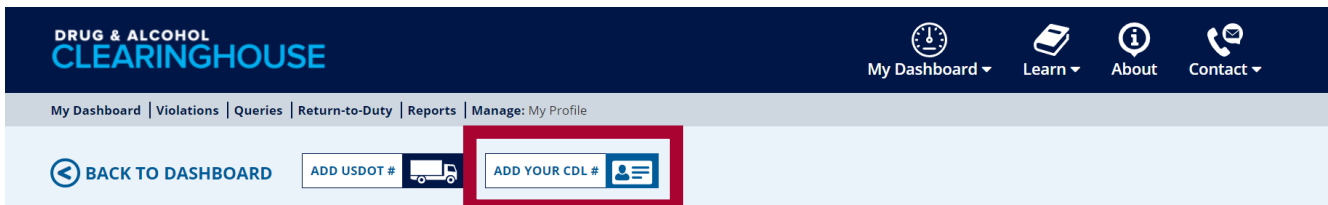
Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. 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 the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

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.

Owner-operators 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.

