Medical review officers (MROs) must complete the registration process before they are able to report drug and alcohol program violations 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 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.

**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**

Enter 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.**

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 **(medical review officer)**. To continue with registration, you must confirm that you are a credentialed MRO. **Check the box** to confirm that you are a credentialed MRO, and click **Next**.

If you are not a credentialed MRO, but will enter information in the Clearinghouse on behalf of a credentialed MRO, do not proceed with this registration. Contact the MRO that you will enter information on behalf of and request an invitation to register as a Clearinghouse Assistant for the MRO.
Enter your contact information and your company 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.

**3. Contact Information**
Enter your contact information below. All fields are required unless otherwise noted.

**Name/Phone/Email**
- **First Name**
- **Middle Name (Optional)**
- **Last Name**
- **Phone Number**: Type
- **Alternate Phone Number (Optional)**: Type
- **Email Address (Login.gov Username)**: user@company.com

**Company Information**
- **Affiliated Company Name**

**Office Address**
- **Street**
- **City**
- **Country**
- **State**
- **ZIP Code**

**Additional Address**
- **No additional address**
Enter your MRO license information; select the plus sign to enter more than one license. 

Check the box to confirm you meet the basic knowledge criteria, as defined in § 40.121, and click Next.
Check the boxes to confirm that you meet the MRO training, examination, and documentation requirements, as defined in § 40.121, and click Next.

MRO Training and Examination

You must meet the MRO certification and training requirements as defined in § 40.121. Additionally, during each 5-year period from the date on which you satisfactorily completed the examination, you must complete requalification training. Following your completion of requalification training, you must satisfactorily complete an examination.

I have satisfactorily completed MRO qualification training in ALL of the following subjects:
- Collection procedures for urine specimens;
- Chain of custody, reporting, and recordkeeping;
- Interpretation of drug and validity tests results;
- The role and responsibilities of the MRO in the DOT drug testing program;
- The interaction with other participants in the program (e.g., DERs, SAPs); and
- Provisions of 49 CFR Part 40 and DOT agency rules applying to employers for whom you review test results, including changes and updates to Part 40 and DOT agency rules, guidance, interpretations, and policies affecting the performance of MRO functions, as well as issues that MROs confront in carrying out their duties under Part 40 and DOT agency rules.

I have satisfactorily completed an MRO examination administered by nationally-recognized MRO certification board or subspecialty board for medical practitioners in the field of medical review of DOT-mandated drug tests. The examination comprehensively covered all elements of qualification training listed above.

MRO requalification training/examination is up to date as of the last five years of my previous training/exam.

MRO Documentation

Per § 40.121, you must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to medical or pharmacy representatives and to employers and C/TPAs who are using or negotiating to use your services.

I maintain documentation showing I meet all of the MRO license, training and examination qualifications listed above.
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 can invite/manage your Clearinghouse Assistants and report drug and alcohol program violations, including verified positive, adulterated, or substituted controlled substances test results, and refusal-to-test determinations.