

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: MROs

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.

1

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

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, there is a navigation bar with the FMCSA logo and 'Register' and 'Login' buttons. Below this is a dark blue header with 'DRUG & ALCOHOL CLEARINGHOUSE' and 'FAQ', 'About', and 'Contact' links. The main content area features a 'Register for the Clearinghouse now and be ready for implementation' section with an illustration of a person, a shield, and a document. Text below explains that authorized users must register and sign in with a login.gov account. A 'Need a login.gov account?' section contains a link to create an account. A red box highlights the 'Go to login.gov' button. To the right, a 'GOVERNMENT PERSONNEL' box states that enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Below this is a 'Why register now?' section with three columns: 'DRIVERS' (enter CDL information), 'EMPLOYERS' (designate drug and alcohol testing program), and 'SAPS & MROS' (invite assistants).



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.

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**.

The screenshot shows the 'Create a strong password' step (STEP 2 OF 4) in the registration process. At the top, there is a green confirmation message: 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by the instruction: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. A password input field contains a masked password '*****' and a 'Show password' checkbox. Below the input field is a password strength indicator showing four green bars and the text 'Password strength: Great!'. A blue 'Continue' button is positioned below the strength indicator. At the bottom, there is a 'Password safety tips' link with a plus sign and a 'Cancel account creation' link.

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.

The screenshot shows the 'First authentication method setup (1 of 2)' step (STEP 3 OF 4) in the registration process. It includes the instruction: 'Add a second layer of security so only you can sign in to your account.' and a note: 'You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.' Below this, the heading 'Select an option to secure your account:' is followed by five radio button options: 'Phone' (Get your security code via text message (SMS) or phone call), 'Authentication application' (Set up an authentication application to get your security code without providing a phone number), 'Security key' (Use a security key to secure your account), 'Government employees' (Use your PIV/CAC card to secure your account), and 'I don't have any of the above' (You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.). A blue 'Continue' button is located at the bottom of the options. At the very bottom, there is a 'Cancel account creation' link.



7

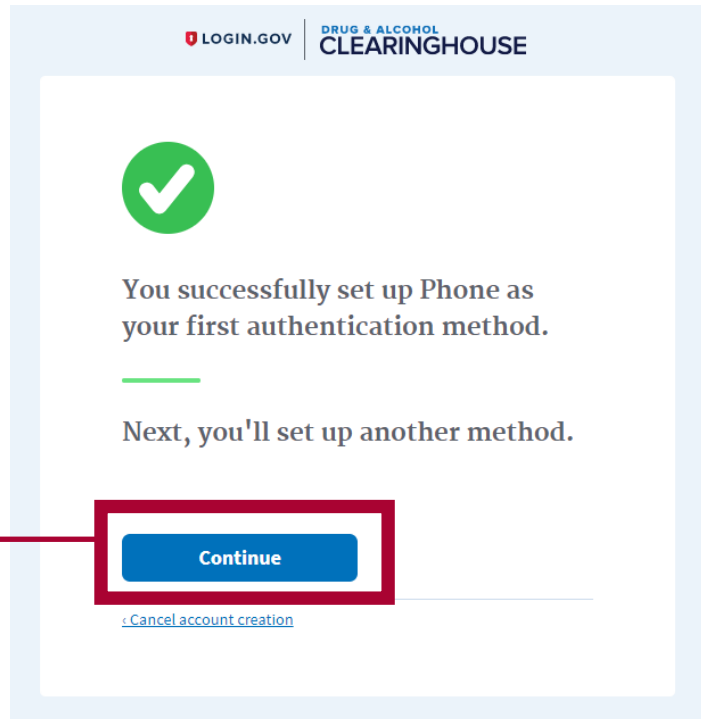
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' of the registration process. At the top, it displays the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' title. The main heading is 'Enter your security code'. Below this, it states: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field, there is a 'Get another code' button with a refresh icon and a 'Remember this browser' checkbox. At the bottom, there is a link: 'Entered the wrong phone number? [Use another phone number](#)' and another link: '[Choose another option](#)'.



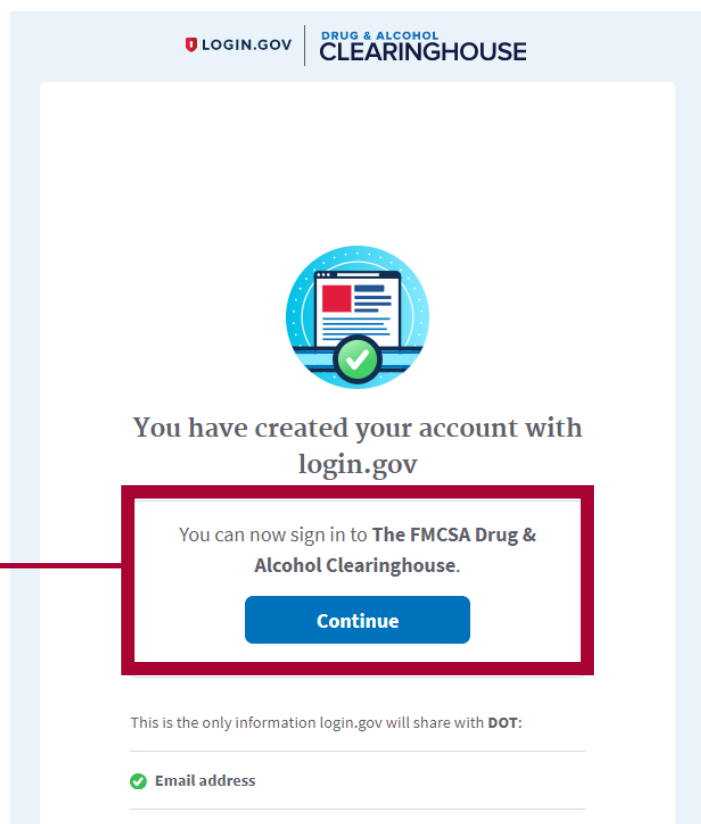
8

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.**



9

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.

10

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.

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ 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 MRO registration.

1 LOGIN.GOV 2 **ROLE SELECTION** 3 CONTACT INFORMATION 4 QUALIFICATIONS 5 TERMS & CONDITIONS

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

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

To complete your Clearinghouse registration you will need:

- Your MRO license information
- Confirmation of required training and examination, and basic knowledge as defined in § 40.121

Can you certify your MRO qualifications?
MROs who use this registration process will be required to self-certify their qualifications and confirm their credentials and basic knowledge, as required by § 40.121.
MROs can also invite users who will serve in an Assistant role. Assistants will enter violation information in the Clearinghouse on the MRO's behalf. If you are not a credentialed MRO, do not complete this registration. Contact the MRO you will work under and request that he or she send you an invitation to complete your Clearinghouse registration as an MRO Assistant.

Are you a credentialed MRO?
 Yes, I am a credentialed MRO.

Next



11

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.

FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

Register Login

FAQ About Contact

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

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

3. Contact Information

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

Name/Phone/Email	Company Information
First Name	Affiliated Company Name
Middle Name (Optional)	
Last Name	Office Address
Phone Number	Street
Type	City
Alternate Phone Number (Optional)	Country
Type	State
	ZIP Code
Email Address (Login.gov Username)	Additional Address
user@company.com	<input checked="" type="checkbox"/> No additional address

Previous Next Cancel



12

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**.

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ About Contact

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

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

4. Qualifications (1 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

MRO License

You must possess either a Doctor of Medicine or Doctor of Osteopathy license, as defined in § 40.121. Select which type of license you have and where it was issued.

License Type Country State

Select a type Select a country Select a state +

MRO Basic Knowledge Confirmation

You must confirm you possess the basic knowledge as described below, and as defined in § 40.121.

I confirm that I meet ALL of the MRO basic knowledge criteria listed below.

- I am knowledgeable about and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results.
- I am knowledgeable about issues relating to adulterated and substituted specimens as well as the possible medical causes of specimens having an invalid result.
- I am knowledgeable about this part, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom you evaluate drug test results, and you must keep current on any changes to these materials.
- I am knowledgeable about part 49 CFR Part 40, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom I evaluate drug test results, and I keep current on any changes to these materials. I also subscribe to the ODAPC list-serve.

DOT agency regulations, DOT MRO Guidelines, and other materials are available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, 202-366-3784), or on the ODAPC website.

Previous Next Cancel



13

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

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ About Contact

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

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION **QUALIFICATIONS** TERMS & CONDITIONS

4. Qualifications (2 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

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:

- i. Collection procedures for urine specimens;
- ii. Chain of custody, reporting, and recordkeeping;
- iii. Interpretation of drug and validity tests results;
- iv. The role and responsibilities of the MRO in the DOT drug testing program;
- v. The interaction with other participants in the program (e.g., DERs, SAPs); and
- vi. 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.

My 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 DOT agency 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.

Previous **Next** Cancel



14

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

The screenshot shows the registration process for MROs in the FMCSA Drug and Alcohol Clearinghouse. It is currently on step 5 of 5: "TERMS & CONDITIONS". The previous steps are "LOGIN.GOV", "ROLE SELECTION", "CONTACT INFORMATION", and "QUALIFICATIONS", all of which are marked as complete with checkmarks. A progress bar at the top indicates the current step. Below the progress bar, the section is titled "5. Terms and Conditions" and "FMCSA IT Rules of Behavior". It contains a list of 16 numbered rules regarding system use, security, and privacy. Below the rules, there is a section for "Drug and Alcohol Clearinghouse Terms of Use" with a checkbox for agreement. At the bottom, there are three buttons: "Previous", "I Agree", and "Cancel". A red box highlights the "I Agree" button and the checkbox area.

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 MRO registration.

5

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 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 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 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.