Substance abuse professionals (SAPs) must be registered before they can be designated by a driver in the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse. A SAP should not confirm a designation without having established a working relationship with that driver. Once designated, a SAP can report in the Clearinghouse a driver’s initial assessment completion date and the date a driver is eligible for return-to-duty testing.

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.
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.

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.
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 (substance abuse professional). To continue with registration, you must confirm that you are a credentialed SAP. Check the box to confirm that you are a credentialed SAP, and click Next.

If you are not a credentialed SAP, but will enter information in the Clearinghouse on behalf of a credentialed SAP, do not proceed with this registration. Contact the SAP that you will enter information on behalf of and request an invitation to register as a Clearinghouse Assistant for the SAP.
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.
Enter your SAP credential information; select the plus sign to enter more credentials. **Check the box** to confirm you meet the basic knowledge criteria, as defined in § 40.281, and click **Next**.
Check the boxes to confirm you meet the SAP training and examination, continuing education, and documentation requirements, as defined in § 40.281, and click Next.
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, approve designations from CDL drivers, as well as report a driver’s initial assessment completion date and the date a driver is eligible for return-to-duty testing.