DRUG & ALCOHOL CLEARINGHOUSE

For CDL drivers, employers, and C/TPAs

January 2020

Agenda

1 **OVERVIEW OF THE CLEARINGHOUSE**
About the Congressional mandate and what it means

2 **USING THE CLEARINGHOUSE**
Required actions users must take once the Clearinghouse is operational

3 **QUERIES AND CONSENT REQUESTS**
Query and consent requirements in the Clearinghouse

4 **REPORTING VIOLATIONS**
Violations reported to the Clearinghouse

5 **NEXT STEPS & MORE INFORMATION**
How you can prepare for implementation, learn more, and get technical support

Overview of the Clearinghouse

The FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse

Database containing CDL drivers' drug and alcohol program violation information

- Reported by employers and medical review officers (e.g., positive tests, refusals, etc.)
- Information includes whether a driver has successfully completed the mandatory return-to-duty (RTD) process following a violation

The Clearinghouse will keep driver information secure

- Only select registered users can access the Clearinghouse for designated purposes
- Other enforcement agencies, such as State Driver's Licensing Agencies and State law enforcement agencies, only receive a driver's eligibility status
- Drivers can access their own information, free of charge, but not information of other drivers
- The Clearinghouse meets all relevant Federal security standards and FMCSA will verify the effectiveness of security protections regularly

The Clearinghouse Final Rule

- Mandated by Congress (MAP-21, Section 32402)
- Published December 5, 2016
- Established requirements for the Clearinghouse
- Identified **January 6, 2020** as the Clearinghouse implementation date

Read the Clearinghouse final rule at:

www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse

Increasing safety on our Nation's roadways

Real-time access to reported violation information for select registered users

Easier for employers to meet pre-employment investigation and reporting obligations

More difficult for dishonest drivers to conceal drug and alcohol violations from employers

More insight into employer compliance with drug and alcohol testing rules

Safer Roadways

Using the Clearinghouse

Who is required to use the Clearinghouse?

- ☑ Drivers who hold Commercial Driver's Licenses (CDLs) or Commercial Learner's Permits (CLPs)*
- ☑ Employers of CDL drivers who operate commercial motor vehicles (CMVs)
- ☑ Consortia/third-party administrations (C/TPAs)
- ☑ Medical review officers (MROs)
- ☑ Substance abuse professionals (SAPs)
- ☑ State Drivers Licensing Agencies (SDLAs)

*who need to respond to employer consent requests

What actions must users take in the Clearinghouse?

- **Record** – Drivers' drug and/or alcohol program violations, and other related information in the Clearinghouse
- **Consent** – Authorization to conduct a query
  - Requested by employers or C/TPAs
  - Provided or refused by drivers
- **Query** – Determine if the Clearinghouse contains any records for the queried driver

Users must register in the Clearinghouse to complete the actions listed above.

Learn more about the specific actions each user can take at:

https://clearinghouse.fmcsa.dot.gov/Resource/Index/User-Roles

Employers and Consortia/Third-Party Administrators (C/TPAs)

Employers and designated C/TPAs complete the following actions in the Clearinghouse:

1. **Register** as a user and **invite Assistants** to enter violation information or conduct queries on their behalf
2. **Request** specific consent from a driver to conduct a full query (includes pre-employment queries)
3. **Query** all prospective employees, and all current employees at least annually, who meet the definition of a CDL driver
4. **Report** the following:
   - Certain drug and alcohol program violations
   - Negative return-to-duty (RTD) alcohol and/or controlled substances test results
   - Successful completion of a driver's follow-up testing plan

CDL Drivers

Drivers may need to complete the following actions in the Clearinghouse:

1. **Register** as a user*

   *Drivers only need to register for the Clearinghouse to complete the actions below.

2. **Respond** to a consent request for a full query from a current/potential employer, including all pre-employment queries

   Failure to provide consent to such a request will result in the driver being prohibited from performing safety-sensitive functions (including operating a CMV) for that employer, in accordance with 49 CFR 382.703(c).

3. **Review** his or her Clearinghouse record

4. **Designate** a substance abuse professional (SAP) in the Clearinghouse

Owner-Operators

Owner-operators must complete the following actions in the Clearinghouse:

1. **Register** as an employer or driver
   - If operating under their own authority, an owner-operator must register as an employer and fulfill all employer requirements
   - If operating under someone else's authority, an owner-operator must register as a driver
2. **Input** CDL information (optional)
   - Needed to respond to consent requests from a C/TPA
3. **Designate** C/TPA(s) if registered as an employer
   - Indicate which action(s) the C/TPA(s) will take on your behalf

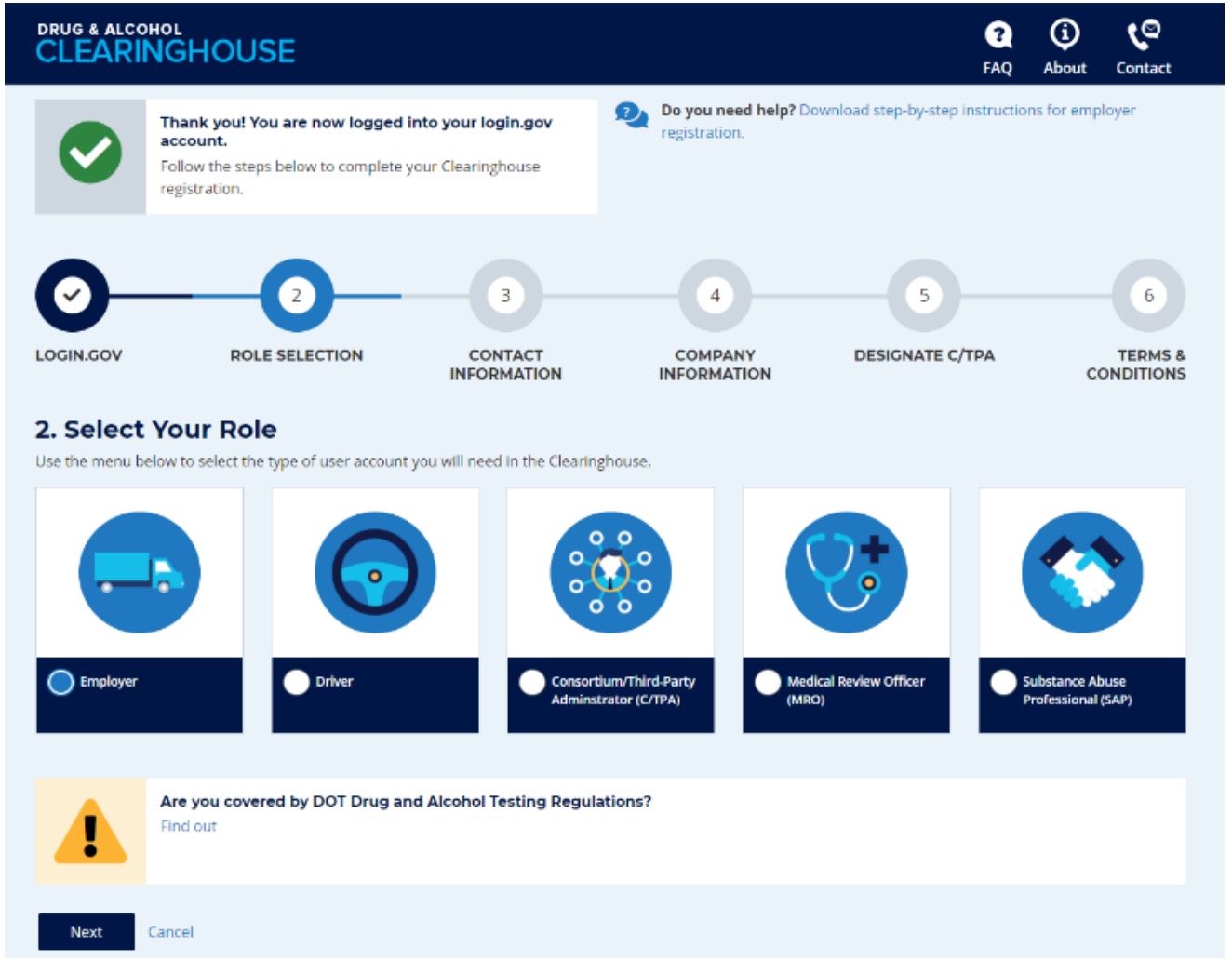
- An **owner-operator** is a business owner who employs himself or herself as a CDL driver. This is typically a single-driver operation.
- Owner-operators operating under their own authority must comply with all the Clearinghouse requirements for both employer and drivers.

Registering for the Clearinghouse

- Must have a login.gov account to register for the Clearinghouse.

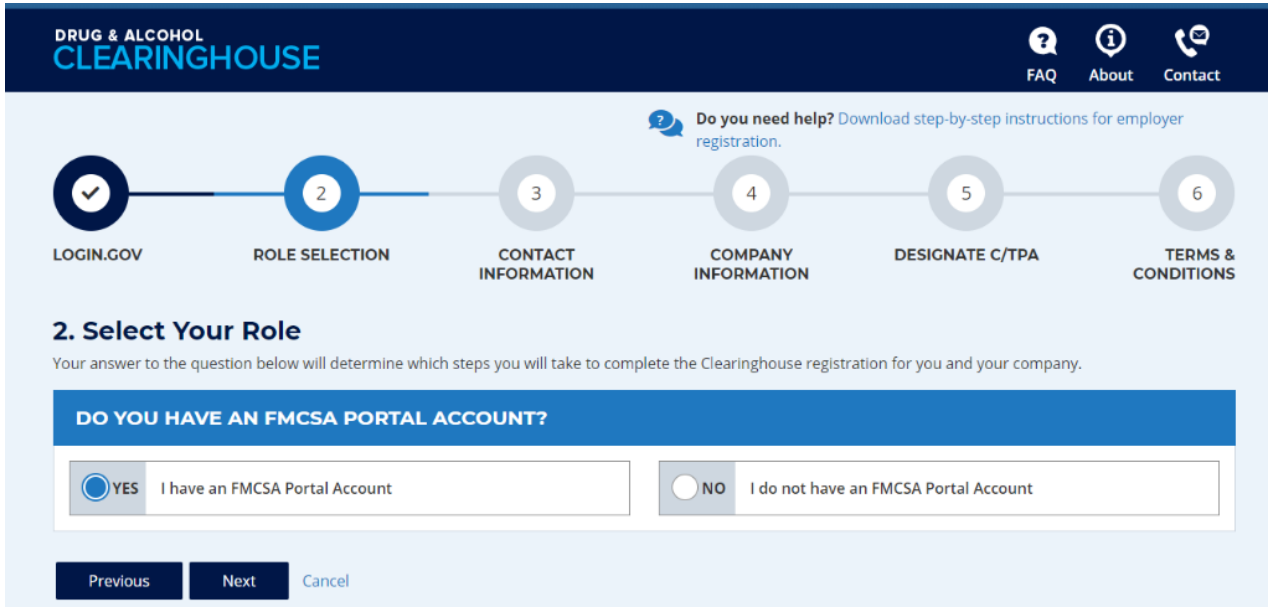
  When selecting a method for second factor authentication do not select “backup codes”

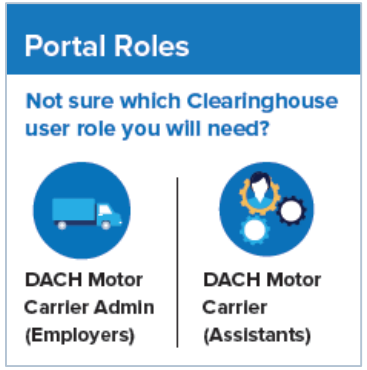
- After you have logged in to your login.gov account, select your user role.
- Owner-operators: select **employer** or **driver**, as applicable.



Registering with an FMCSA Portal Account

- Employer registration will depend on if you have an FMCSA Portal account
- If you have, or should have, a USDOT Number, you should have a Portal account
- Your Portal account must have the correct user role
  - **DACH Motor Carrier**
    Can query, report
  - **DACH Motor Carrier Admin**
    Can query, report, designate C/TPA, indicate carrier type

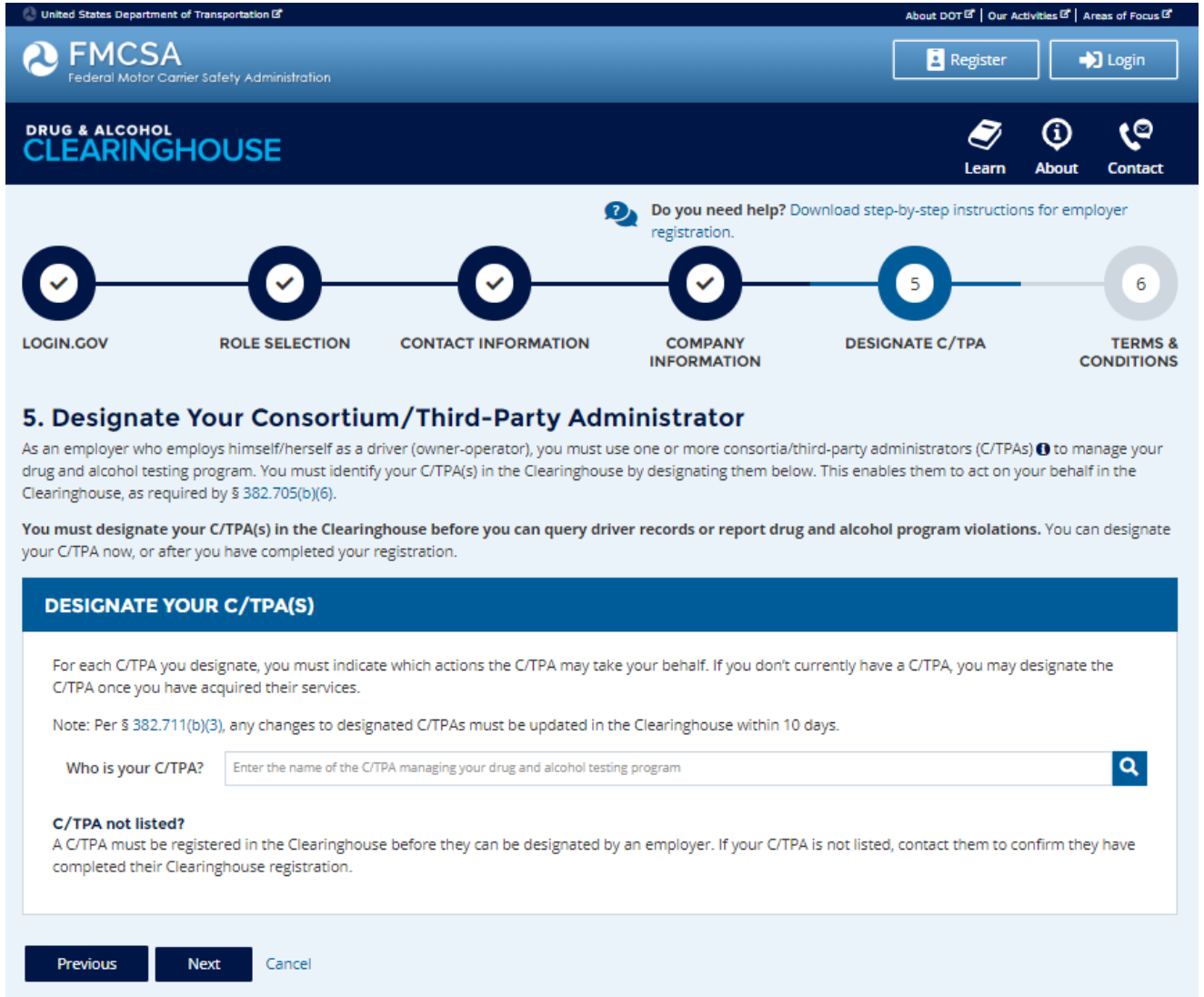




To request an FMCSA Portal account, visit https://portal.fmcsa.dot.gov/login

Designating a C/TPA

- C/TPAs must be registered in the Clearinghouse before they can be designated
- Employers select the actions a C/TPA may take on their behalf
- **Owner-operators must designate at least one C/TPA to complete the following:**
  - Report violations
  - Report RTD information



Q&A

Queries and Consent Requests

Query Requirements

Employers are required to query the Clearinghouse for:

1. **PRE-EMPLOYMENT SCREENING** to ensure the prospective employee is not prohibited from performing safety-sensitive functions
2. **ANNUAL VERIFICATION** to ensure that a driver is still not prohibited from performing safety-sensitive functions

The purpose will determine the type of query:

Purpose	Query Type
Pre-employment screening	**Full query** – Access full details of all violation and violation-related information Includes return-to-duty (RTD) information
Annual verification	**Limited query** – Verify presence of driver information in the Clearinghouse If information is discovered, a full query is required

Consent Requirements Based on Type of Query

	When is this query required?	How is consent provided?	For how long is consent effective?	What action is required?
LIMITED QUERY	Annual check on currently-employed driver Ad hoc/periodic check on driver	General consent, done outside the Clearinghouse May be electronic or wet signature, one time or unlimited	Limited consent form must specify time range	**Consent refused** • Query cannot be conducted • Driver removed from safety-sensitive functions **Consent provided** • Retain via paper or electronically in driver's qualification file • Request limited query in the Clearinghouse
FULL QUERY	Pre-employment check on prospective driver Limited query returned records for queried driver Ad hoc/ periodic check on driver	Specific consent, provided electronically within the Clearinghouse	For each full query of an individual driver	**Consent refused** • Employer notified of refused consent • Query cannot be conducted • Driver cannot perform/removed from safety-sensitive functions **Consent provided** • Query conducted • Violation details released, including RTD status • If queried driver has violation and no negative RTD test result, driver removed from safety-sensitive functions

Query Plans

INDIVIDUAL QUERY PLAN

$1.25

Flat per query rate (limited or full)

- ✔ Flat per query rate ($1.25), for limited and full queries
- ✔ Bundles customized to meet your business needs
- ✔ Queries never expire
- ✔ Purchase additional query plans, as needed

Select Plan Size

Continue to Pay.gov

You will be directed to Pay.gov to process your payment.

Pay.gov VIEW PAYMENT OPTIONS

- Electronic fund transfers from bank accounts (ACH)
- Credit card (Visa, MasterCard, American Express and Discover)
- Debit card (Visa, MasterCard)
- Digital wallet (Amazon Pay, PayPal) *Digital wallet payments are limited to $10,000 per transaction.*

Transactions will appear as "D&A Clearinghouse" on your statement.

Plan Size	Plan Cost
1	$1.25
2	$2.50
3	$3.75
4	$5.00
5	$6.25
10	$12.50
20	$25.00
50	$62.50
100	$125.00
150	$187.50
200	$250.00
300	$375.00
500	$625.00
1,000	$1,250.00
1,500	$1,875.00
2,000	$2,500.00
2,500	$3,125.00
5,000	$6,250.00
7,500	$9,375.00

Query Plans

UNLIMITED QUERY PLAN

$24,500

One annual payment

Expires 12 months after date of purchase*

***Note:** Unlimited query plans purchased prior to January 6, 2020 will go into effect on January 6, and will expire on January 5, 2021.*

Continue to Pay.gov

INDIVIDUAL QUERY PLAN

$1.25

Flat per query rate (limited or full)

Queries never expire.

Select Plan Size

Continue to Pay.gov

Plan Size	Plan Cost
1	$1.25
2	$2.50
3	$3.75
4	$5.00
5	$6.25
10	$12.50
20	$25.00
50	$62.50
100	$125.00
150	$187.50
200	$250.00
300	$375.00
500	$625.00
1,000	$1,250.00
1,500	$1,875.00
2,000	$2,500.00
2,500	$3,125.00
5,000	$6,250.00
7,500	$9,375.00

You will be directed to Pay.gov to process your payment.

Query Plans

Query Plan Summary

Query Balance: 9,773 remaining | View Query Plan Summary | Purchase a Query Plan | Conduct a Query

QUERY SUMMARY

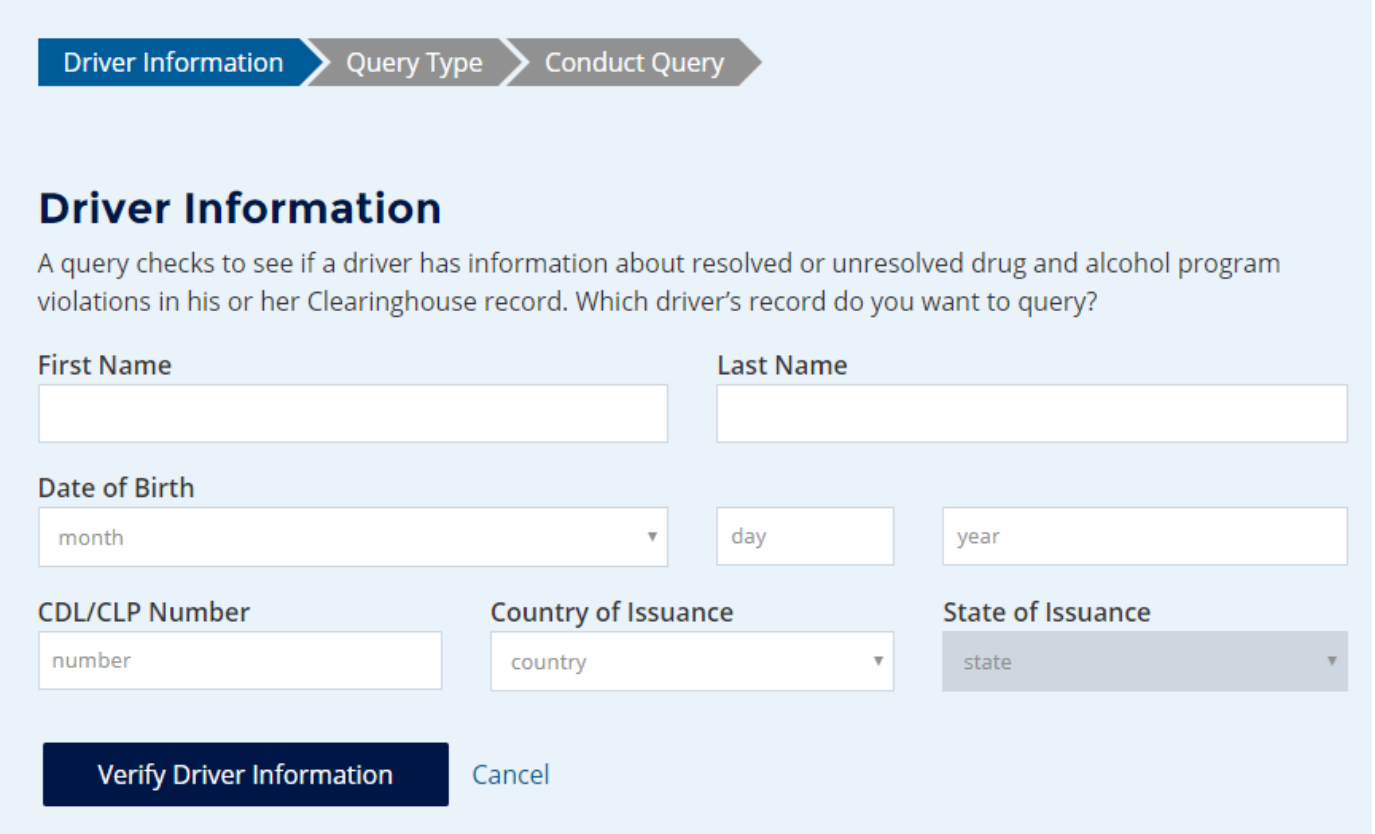
0	8	9,773
Queries Conducted	Queries Pending	Query Balance
In the past 12 months		

Transaction History

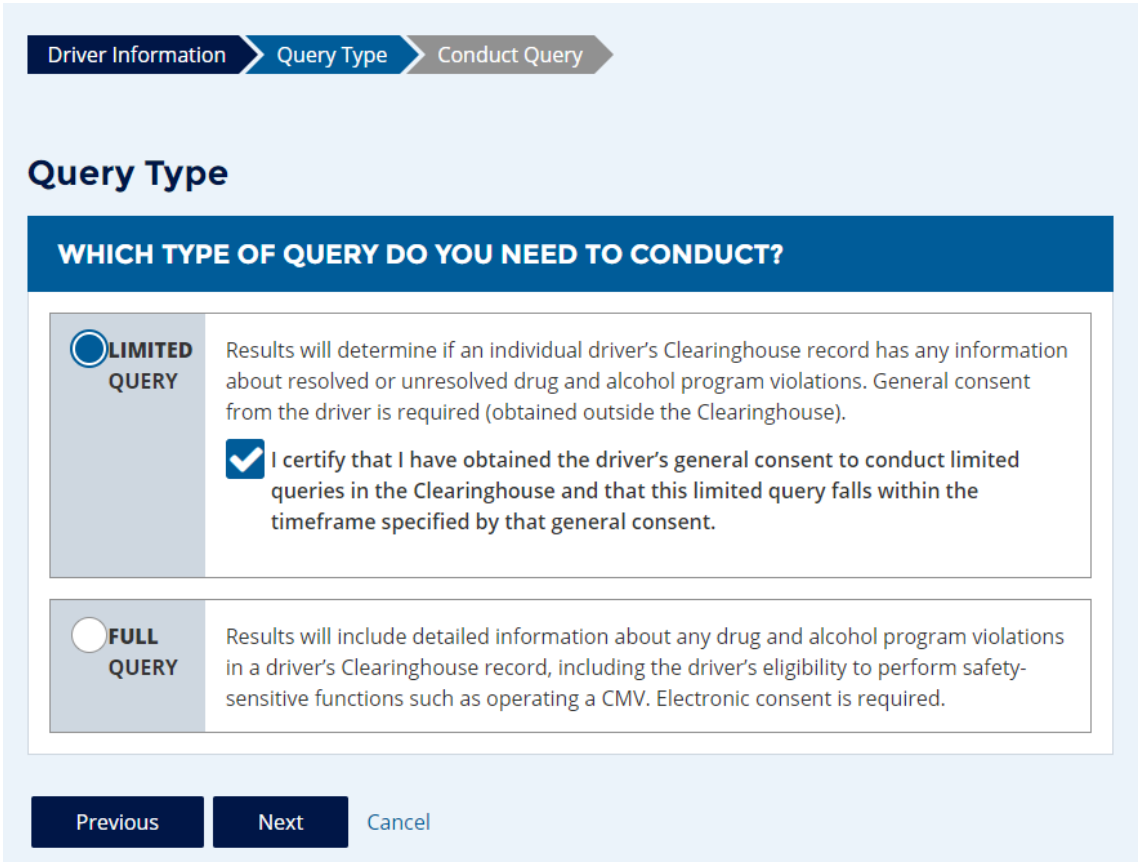
Purchase Date	Purchased By	Plan Purchased	Status
12/6/2019 | 11:26 AM	Sample-Employer@example.com	5 Query Plan	Paid (Receipt)

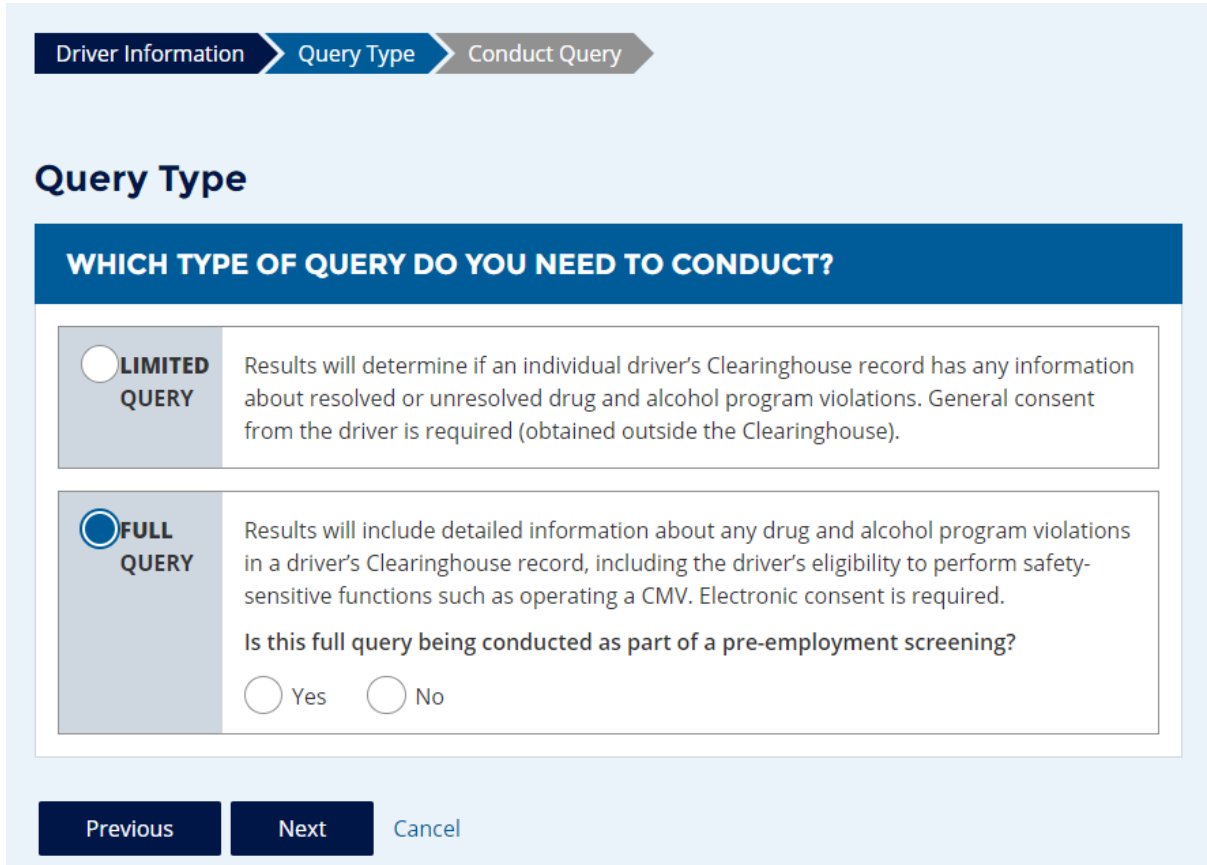
Conduct Query – Enter Driver Information

- **Driver Information**
  - Driver's name, date of birth, and CDL number and state/country of issuance
  - Information will be verified against FMCSA systems
    - Employer or C/TPA has two attempts to enter the driver's information correctly
    - If the information cannot be validated, the query can not be conducted



Conduct Query – Select Query Type

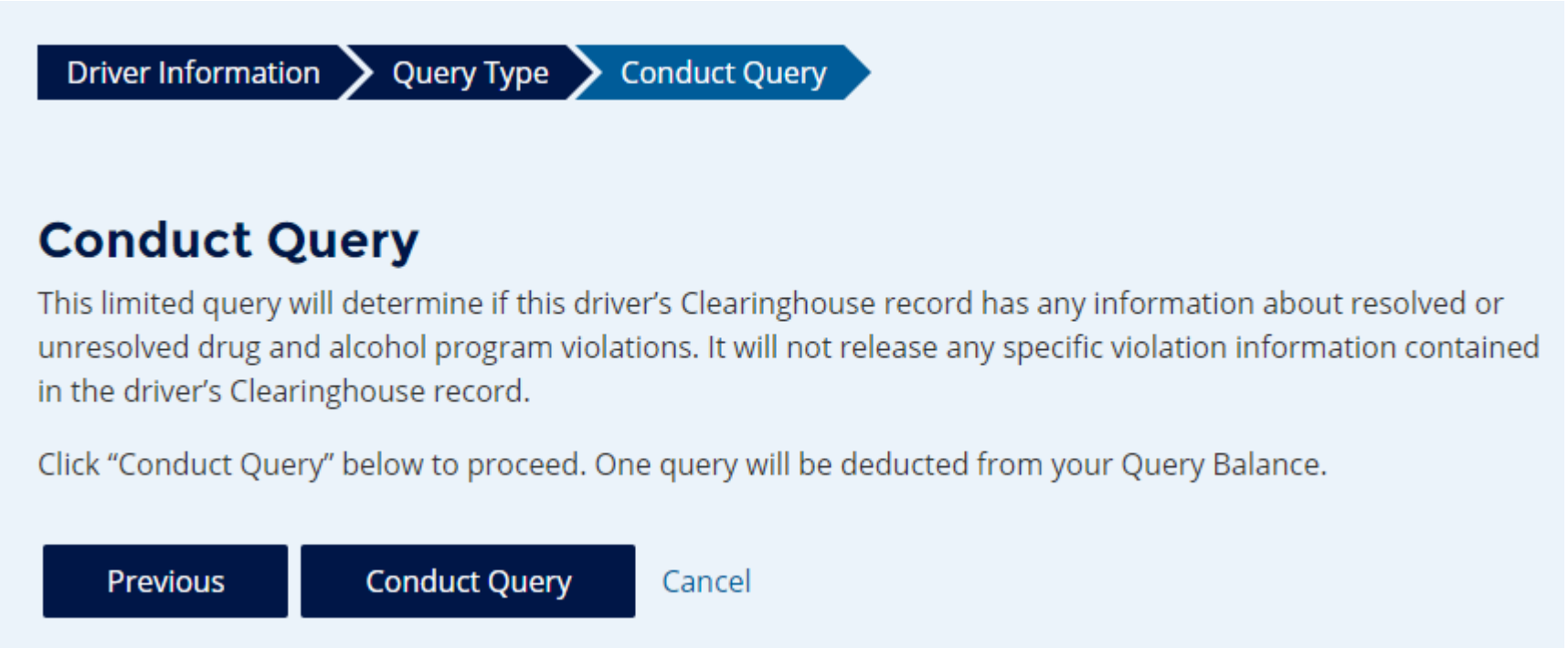




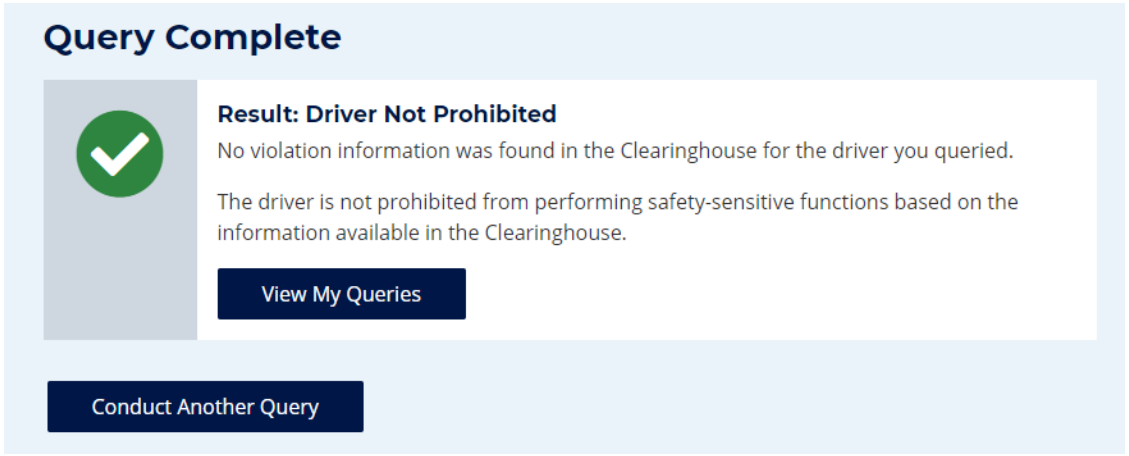
A sample limited consent form is available in the file share pod and in the Clearinghouse Learning Center.

Conduct Query – Limited Query

- Click **Conduct Query** to proceed with the limited query
  - One query will be deducted from the employer's Query Balance



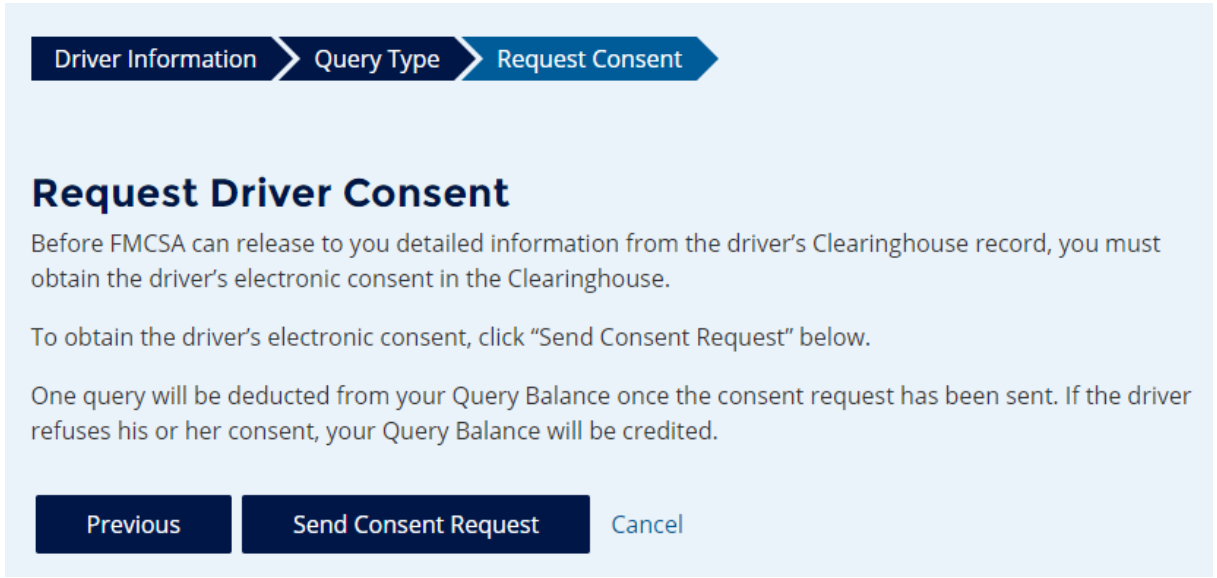
Query Results – Limited Query

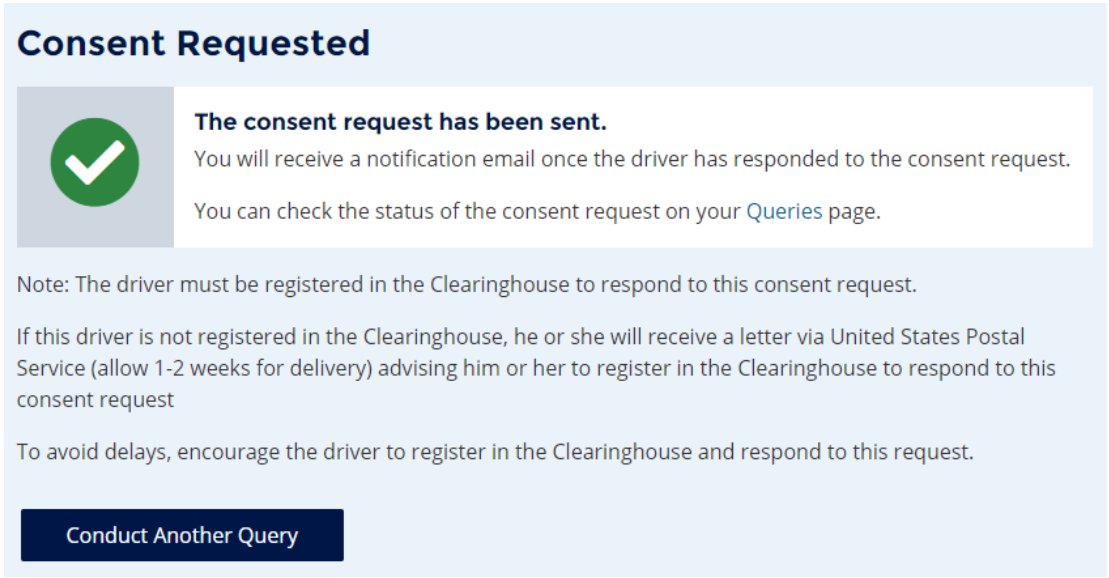


"Record(s) Found" is not a notification that a queried driver is prohibited from performing safety-sensitive functions. The full query is needed to determine the driver's eligibility status.

Conduct Query – Send Consent Request (Full Query)

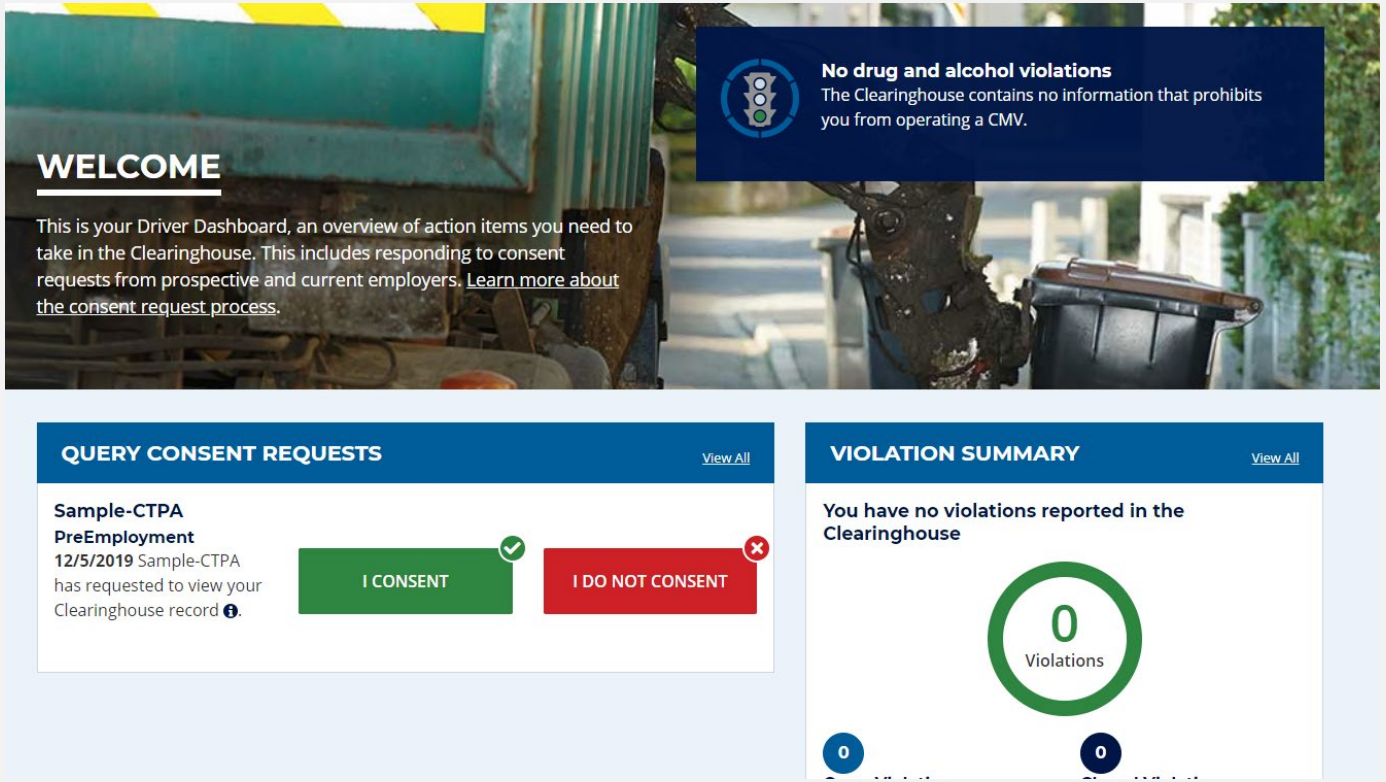
- **Full Query**
  Must obtain electronic consent, then log in to Clearinghouse to view results



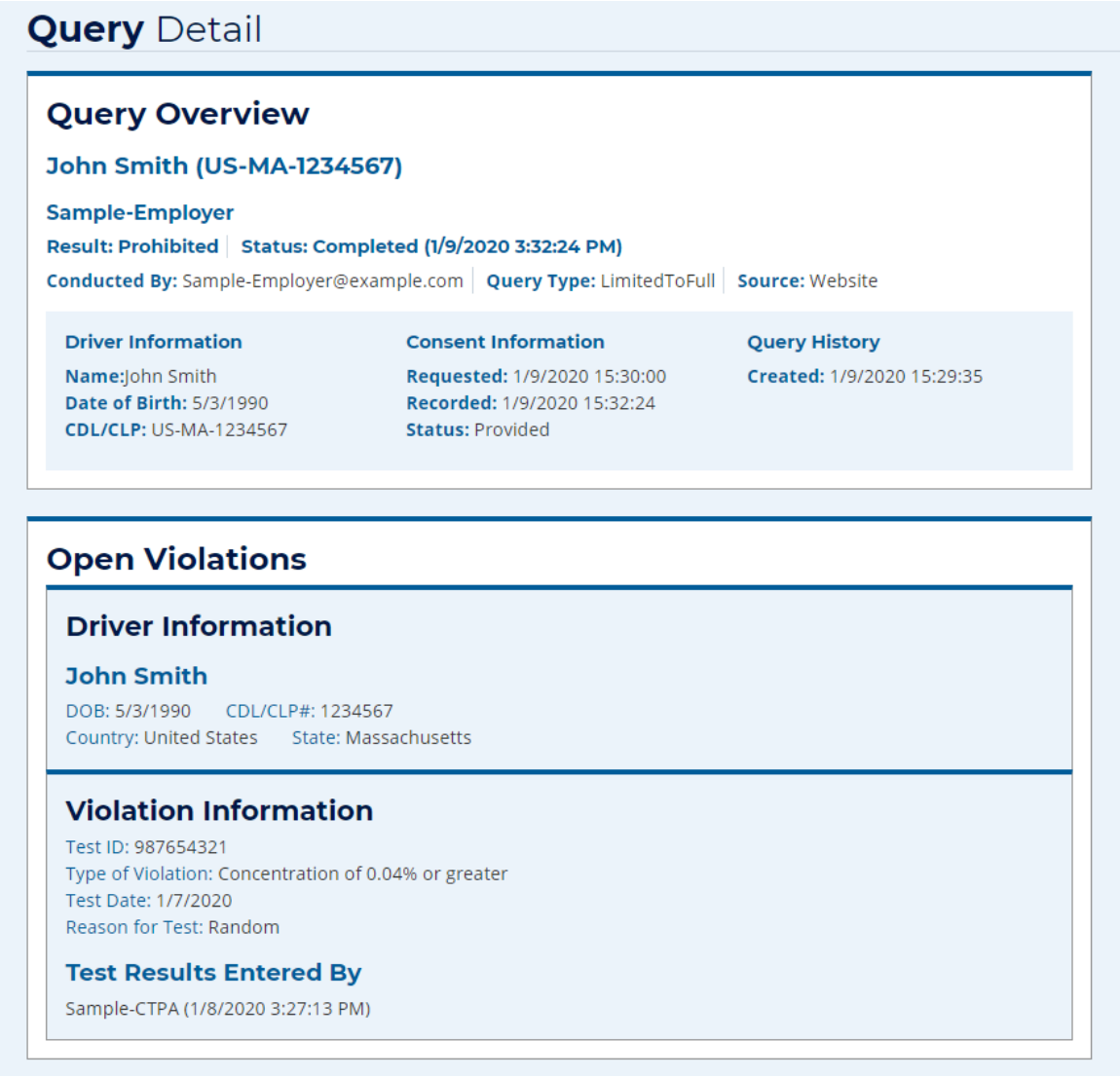


Drivers Responds to Consent Request in the Clearinghouse

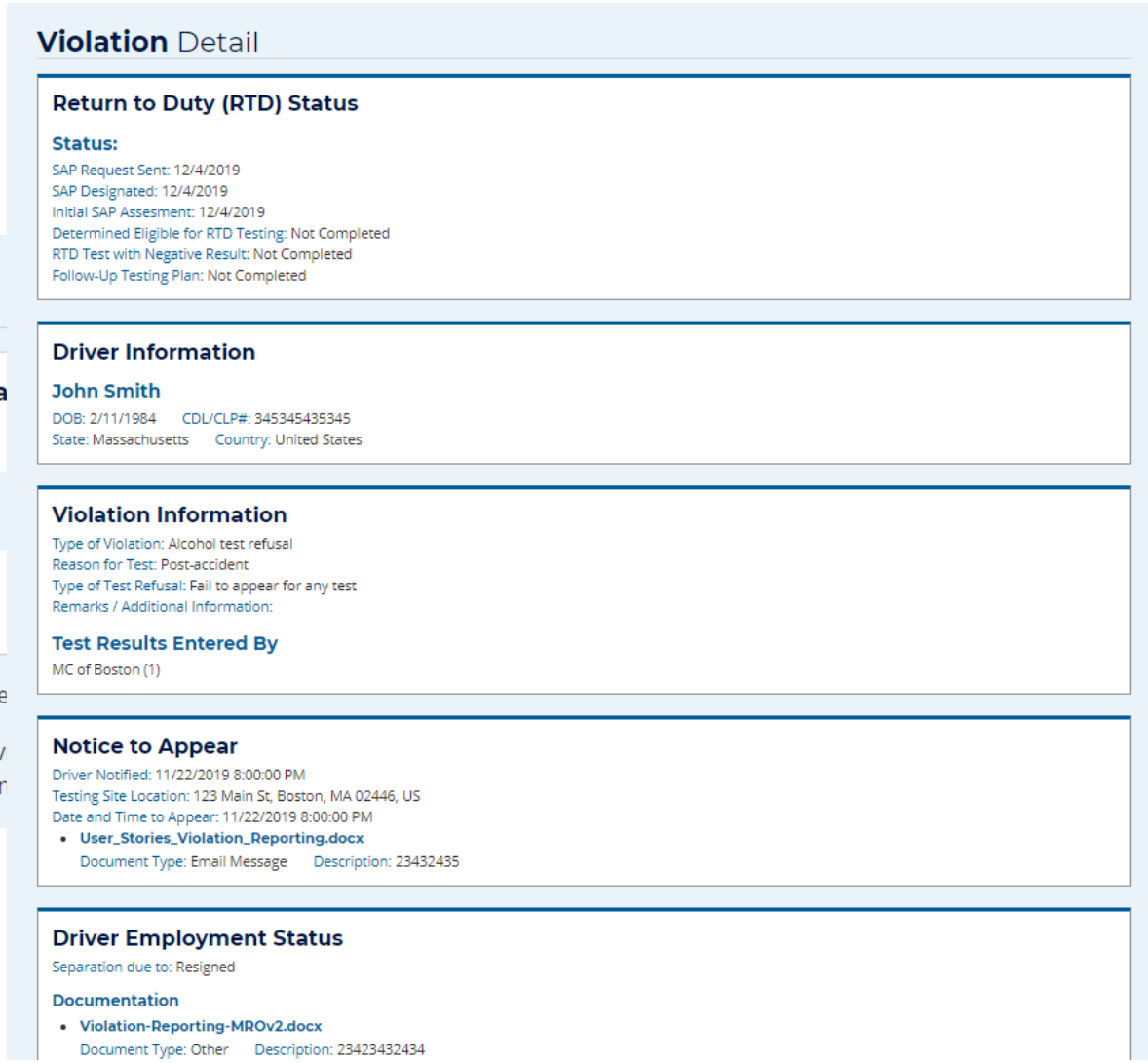
- Drivers log in to the Clearinghouse to respond to a consent request
  - Query consent requests will be displayed on the Driver Dashboard



Employer Query Results – Full Query

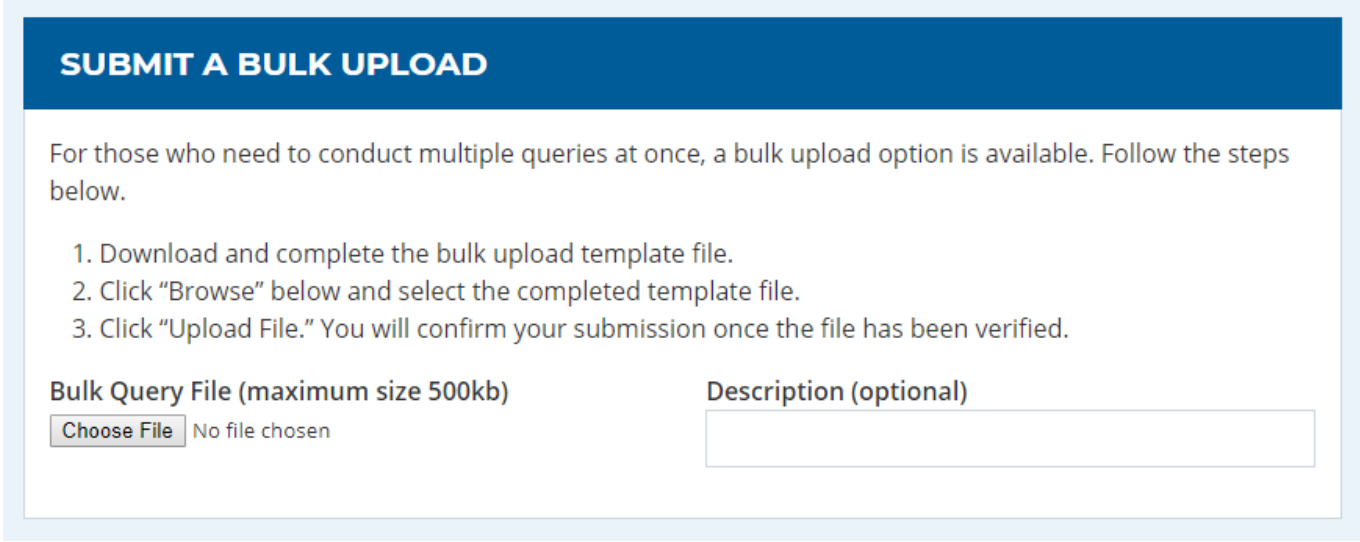


Driver's View of Violation Information



Frequently Asked Questions

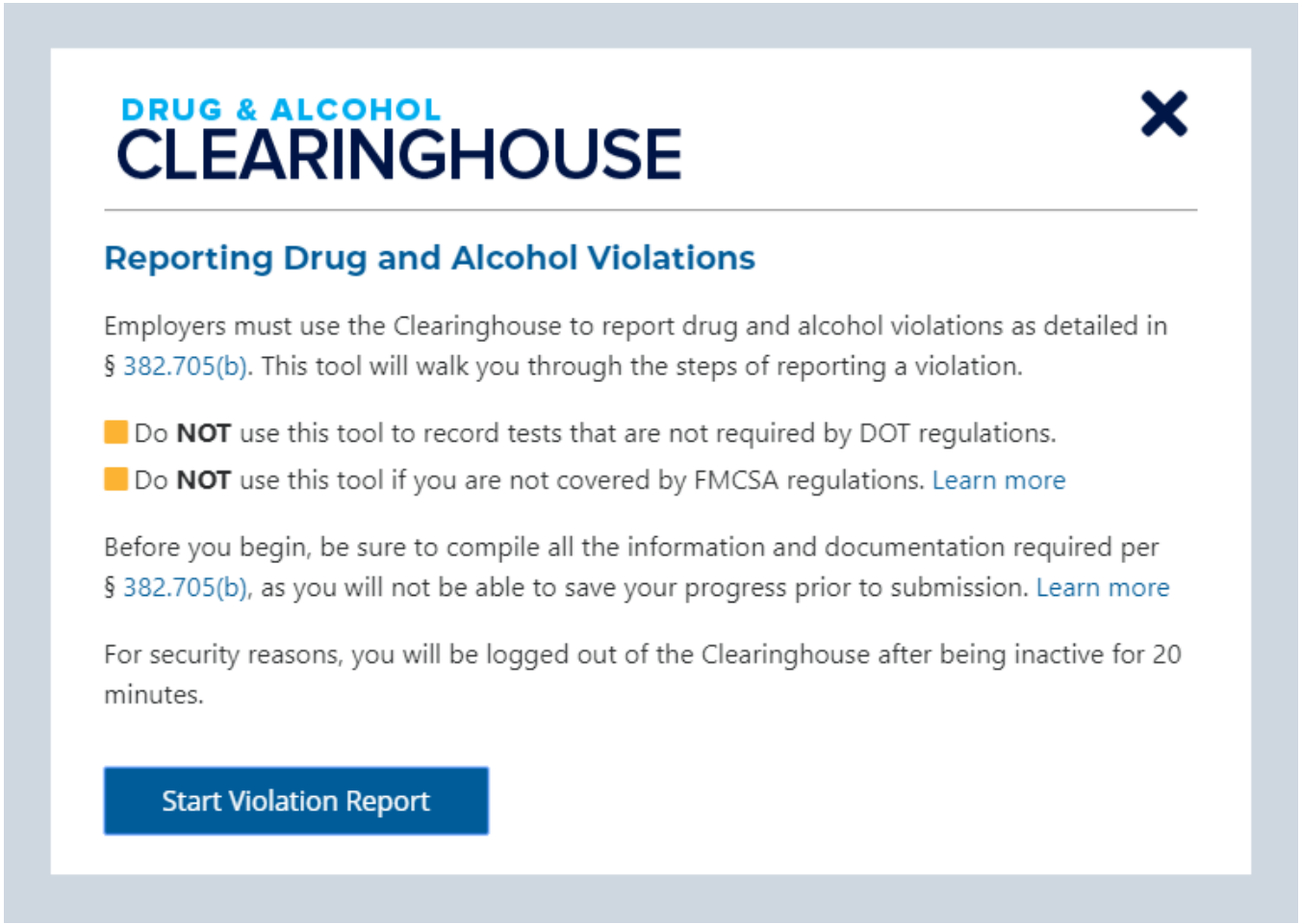
- **Can employers or their designated C/TPA(s) query multiple drivers at one time in the Clearinghouse?**
  - Yes, employers or their designated C/TPA(s) will be able to conduct bulk queries via a tab separated values (TSV) spreadsheet.
  - Data fields include the driver's:
    - First and last name
    - Date of birth
    - CDL number
    - State of issuance
    - Country of issuance
    - Query type



Q&A

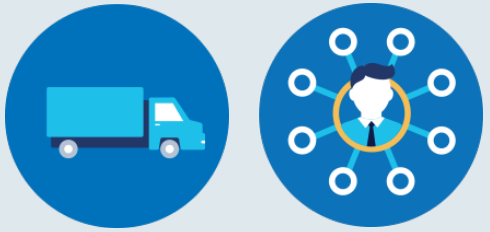
Reporting Violations in the Clearinghouse

Which violations get reported to the Clearinghouse?



Reporting Violations - Employers and C/TPAs

What violations are the employer or designated C/TPA required to report?

	INFORMATION TO BE REPORTED TO CLEARINGHOUSE
 **Prospective/Current Employer of CDL Driver** **Or** **Service agent acting on behalf of Current Employer of CDL Driver**	An alcohol confirmation test with a concentration of 0.04% or higher
	Refusal to test (alcohol) as specified in 49 CFR 40.261
	Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191
	Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance
	Negative RTD test results (drug and alcohol testing, as applicable)
	Completion of follow-up testing

Reporting Violations - MROs and SAPs

What violations are the MRO or SAP required to report?

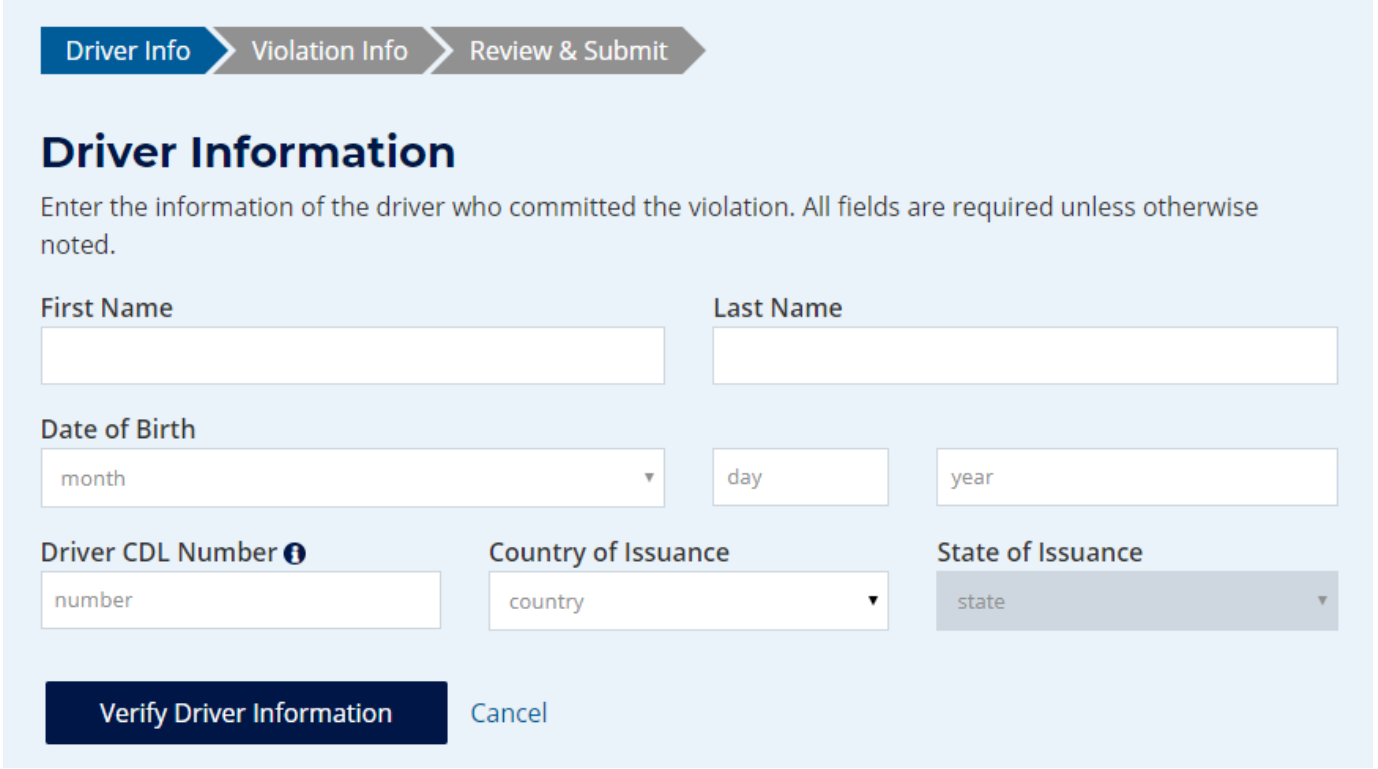
	INFORMATION TO BE REPORTED TO CLEARINGHOUSE	DEADLINE FOR REPORTING INFORMATION
MRO	Verified positive, adulterated, or substituted drug test result	Within **two** business days of making a determination or verification of a DOT-approved drug test
	Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191	
	Changes a verified drug test per 49 CFR Part 40	Within **one** business day of making any change in the reported results
SAP	Identification of driver and date the initial assessment was initiated	By the close of the business day following the date of initial assessment
	Date of determination of eligibility for RTD testing	By the close of the business day following the determination that the driver completed the RTD process

What violation information do employers and C/TPAs need to report?

- Employer information (C/TPAs only)
  - Company name
- Driver information
  - Driver's name, date of birth, and commercial driver's license (CDL) number and state/country of issuance
- Type of violation
  - May require additional information
- Reason for the test
  - May require additional information
- Date of test
- Negative return-to-duty (RTD) test results
- Date the driver successfully completed all follow-up testing ordered by the substance abuse professional (SAP)

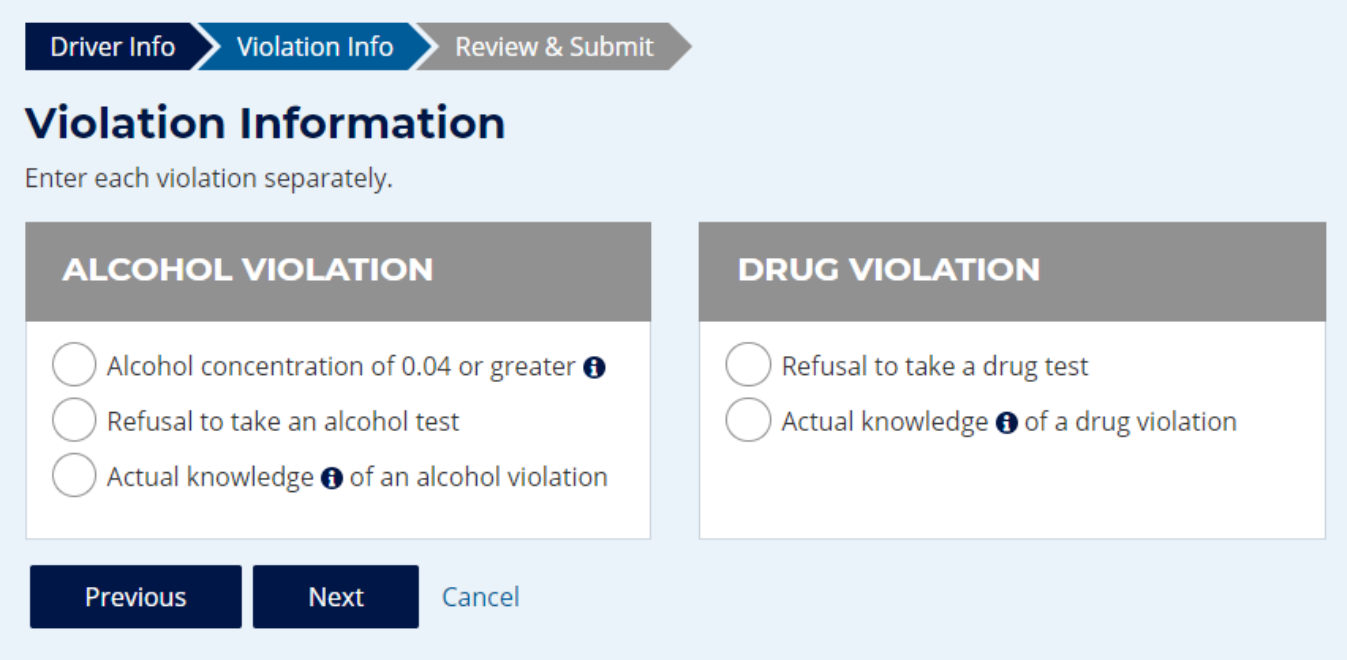
Recording Violation Data – Employers and Designated C/TPAs

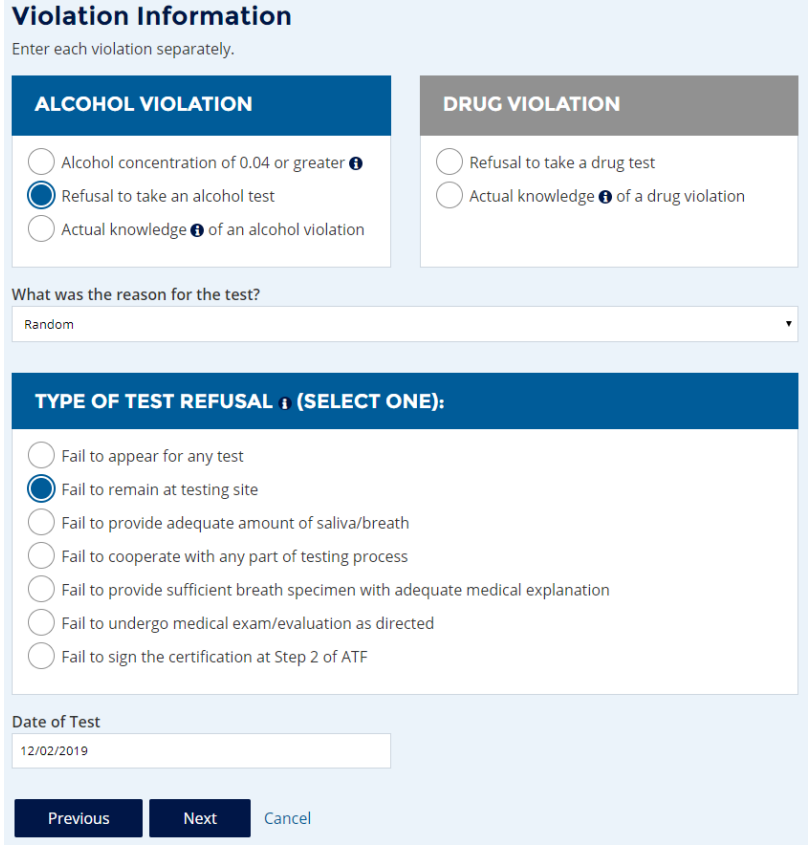
- **Driver Information**
  - Driver's name, date of birth, and CDL number and state of issuance
  - Information will be verified against FMCSA systems
    - You will have two attempts to enter the driver's information correctly
    - If the information cannot be validated, it will be flagged for review by FMCSA (data will still be accepted)



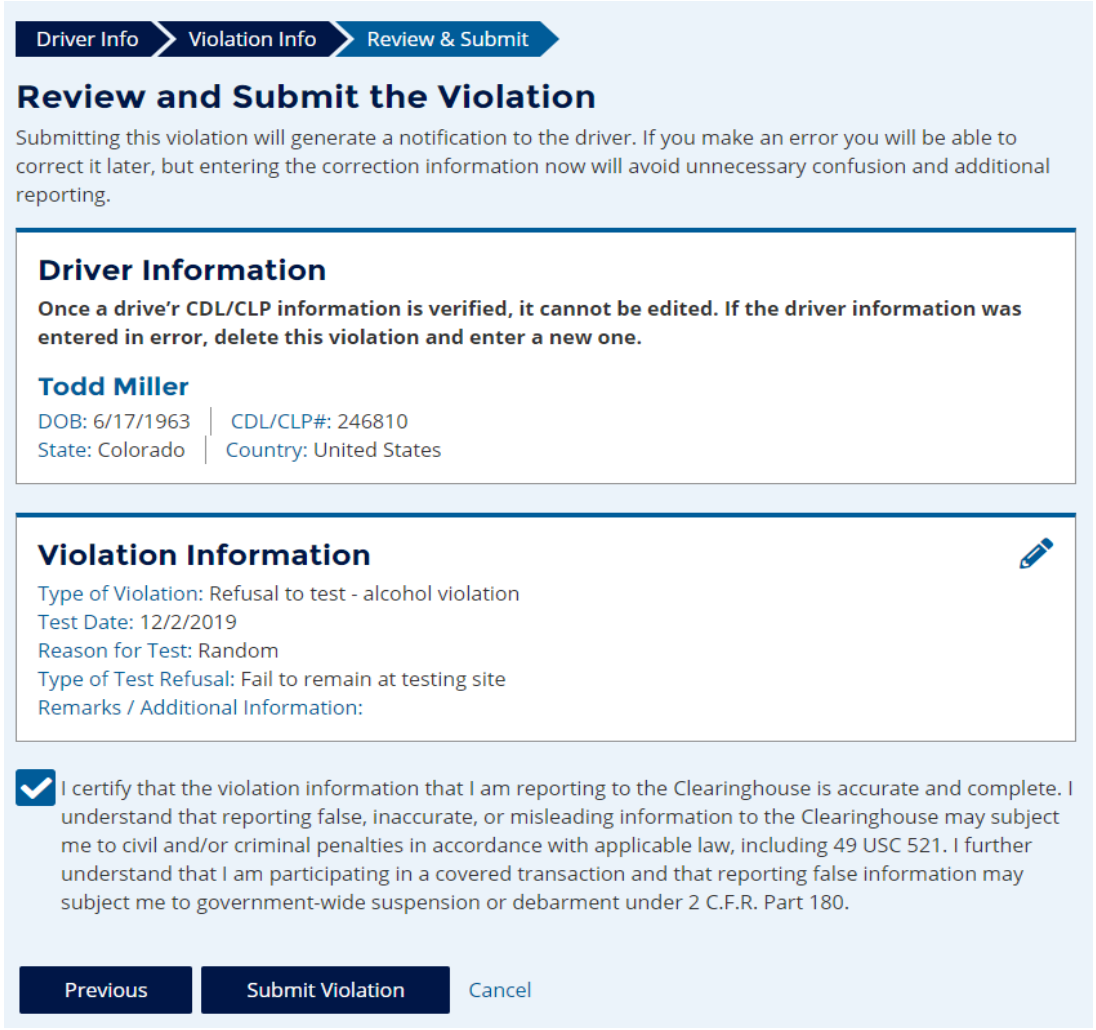
Recording Violation Data - Employers and Designated C/TPAs

- Employers (or their designated C/TPA) will add alcohol and drug violations





Recording Violation Data - Employers and Designated C/TPAs



Frequently Asked Questions

- **Will violations that occurred prior to January 6, 2020, be reported to the Clearinghouse?**
  - No, only violations that occur on January 6, 2020, or later.
- **How long is the violation information retained in the Clearinghouse?**
  - 5 years, or until the RTD process is successfully completed, whichever is later.
- **Will a prospective employee's drug and alcohol violation history with other DOT modes be available in the Clearinghouse?**
  - No, the Clearinghouse will contain only drug and alcohol program violation information for employees subject to the testing requirements under the Federal Motor Carrier Safety Regulations in 49 CFR part 382.
- **Can an employer or MRO enter a drug and alcohol program violation if the driver is not registered for the Clearinghouse?**
  - Yes. The Clearinghouse will associate the violation with a driver's CDL information. This will be recorded even if the driver has not registered for the Clearinghouse.

Frequently Asked Questions

- **Is an employer required to conduct pre-employment and annual Clearinghouse queries for drivers who are in a random testing pool regulated by another DOT agency?**
  - Yes. An employer is required to conduct pre-employment and annual queries for all drivers subject to drug and alcohol testing under 49 CFR part 382.
  - While the employee may perform more than 50 percent of their functions for a mode other than FMCSA, possibly placing the employee in that agency's random pool, the Clearinghouse query requirements apply so long as the employee performs any FMCSA-regulated functions.
- **Should an employer report to the Clearinghouse the results of a test conducted under the authority of another DOT agency?**
  - No. Only part 382 drug and alcohol program violations may be reported to the Clearinghouse.
  - The Federal Drug Testing Custody and Control Form (CCF) specifies the DOT agency requesting the test, and employers may only report to the Clearinghouse a positive result when FMCSA is agency designated on the CCF.

Frequently Asked Questions

- **What information may be challenged by the driver?**
  - The accuracy of the information reported
  - Report of employer's actual knowledge the driver received a traffic citation for driving a CMV while under the influence of drugs or alcohol if it did not result in a conviction
  - **Accuracy of test results and refusals may not be challenged**
- **How does a driver change or remove inaccurate data?**
  - The driver may submit a petition via FMCSA's DataQs system
  - FMCSA will review petition and notify driver of decision to remove, retain, or correct information in the Clearinghouse and the reason for decision
  - If the driver believes a petition decision was made in error, he/she may submit a request for an Administrative Review
    - Request must include an explanation why he/she believes FMCSA made an error in their decision
    - Driver informed of decision
    - Decision will constitute as the final Agency action

NCCDB and the Clearinghouse

- Complaints against employers, SAPs and MROs regarding the Clearinghouse will be submitted to NCCDB
  - These complaints, along with other data sources, are used to make decisions about which entities FMCSA will investigate.
- The following complaints can be submitted against employers, SAPs, and MROs :

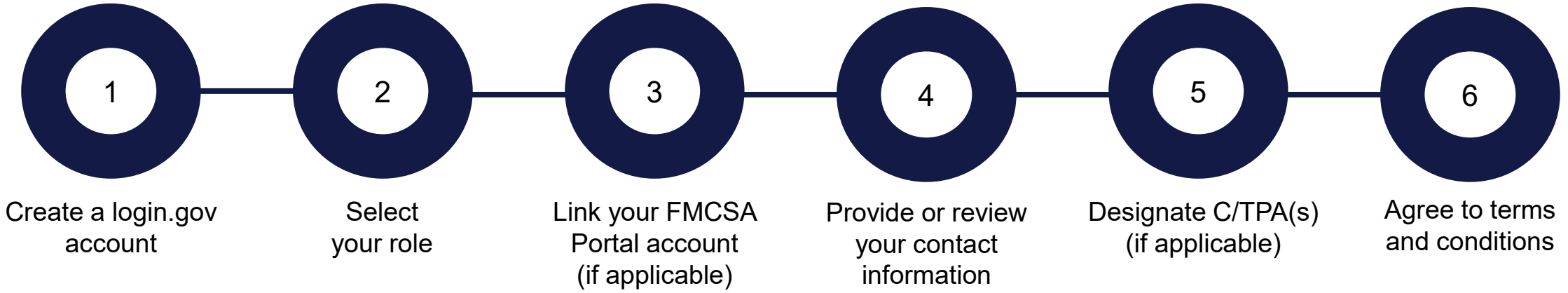
Reporting Entity	Reason for the Complaint
Driver	Employer has accessed information in the Clearinghouse account without receiving consent Employer has failed to report information to the Clearinghouse (e.g. negative results or completion of follow-up testing
Driver	SAP failed to report information to the Clearinghouse within the required timeframe (e.g. date of initial assessment, eligibility for return-to-duty testing SAP unable to record information in the Clearinghouse (e.g. did not accept Clearinghouse request)
Employer or Designated C/TPA	MRO did not report the drug and/or alcohol violation within 2 business days after making the determination or verification MRO did not report a change to the results report within 1 business day

Q&A

Next Steps & More Information

Next Steps - Employers

- Register in the Clearinghouse



Need help? Download the registration job aids for step-by-step instructions.

- Invite Assistants
- Select and purchase a query plan
- Update office procedures and company policy in preparation for January 6, 2020

Next Steps - Drivers

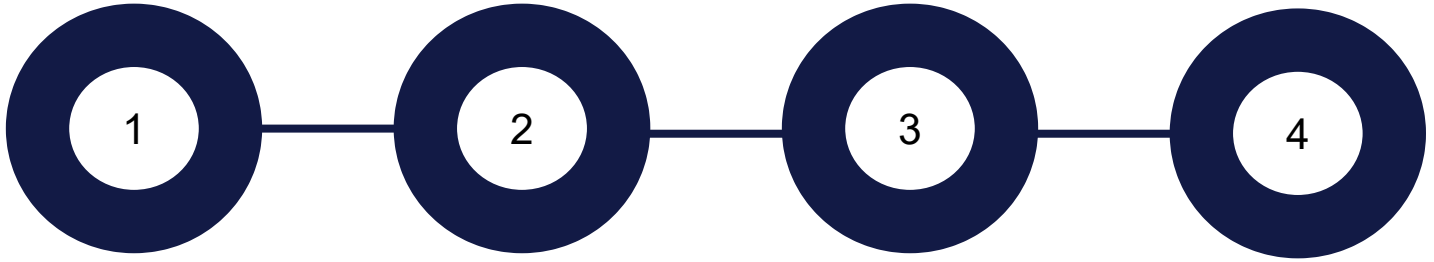
- Register in the Clearinghouse

Need help? Download the registration job aids for step-by-step instructions.

- Educate yourself on the Clearinghouse, especially the consent request process

Next Steps – C/TPAs

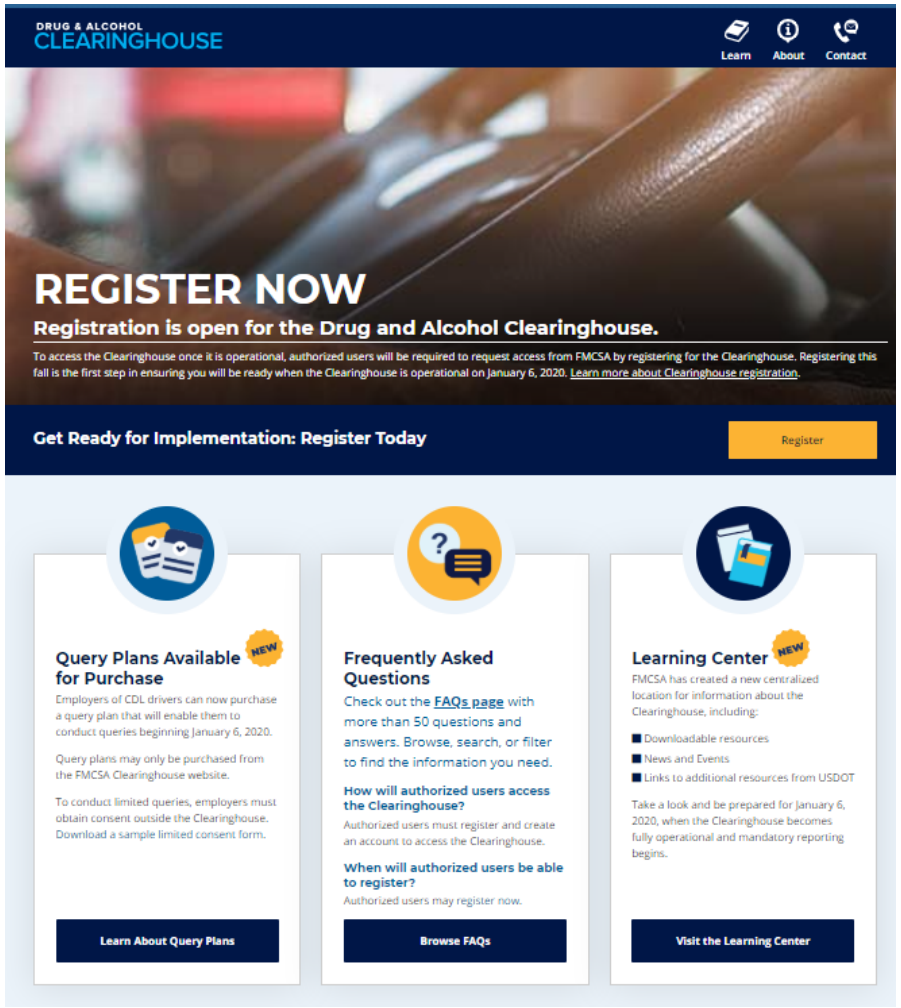
- Register in the Clearinghouse

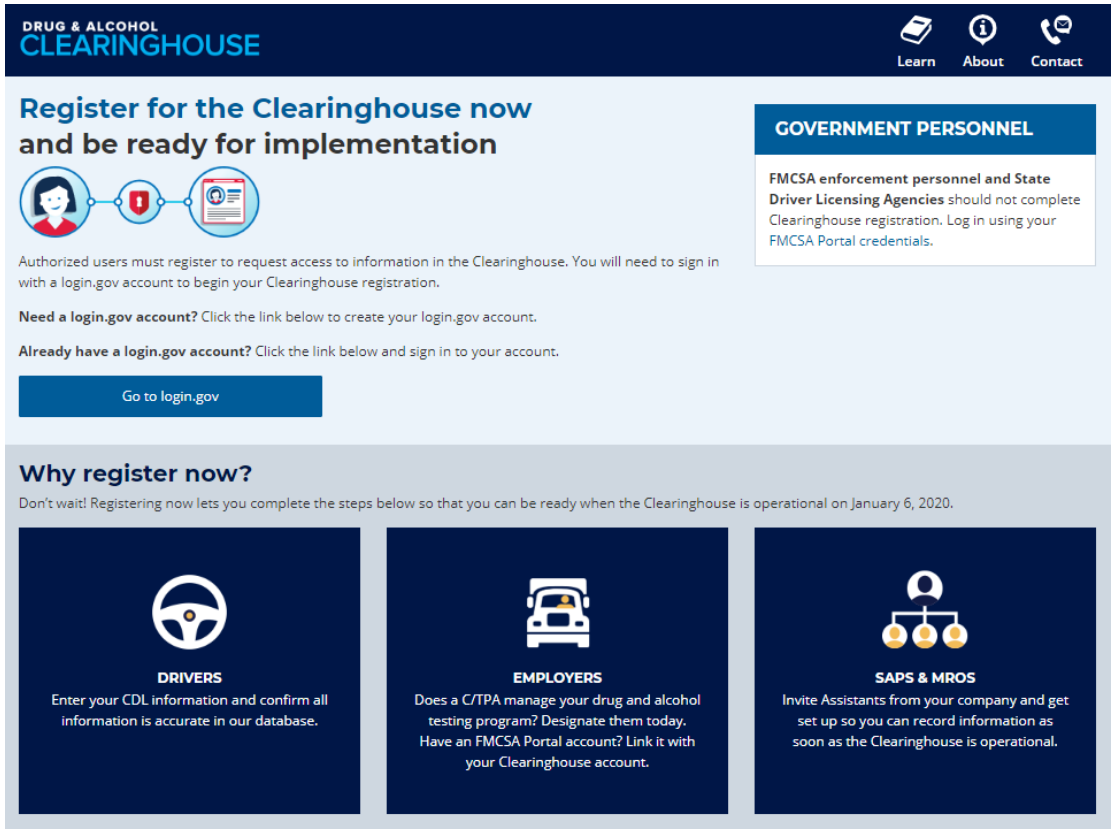


Need help? Download the registration job aids for step-by-step instructions.

- Invite Assistants
- Notify clients that you have registered

Registration at https://clearinghouse.fmcsa.dot.gov





Visit the Clearinghouse Learning Center for step-by-step registration instructions:
https://clearinghouse.fmcsa.dot.gov/Learn

Q&A

For more information

Visit https://clearinghouse.fmcsa.dot.gov

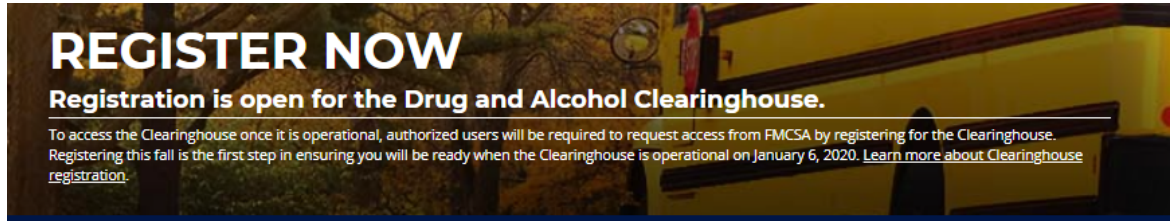
- Subscribe for email updates
- Read frequently asked questions
- Download the Clearinghouse materials

Contact clearinghouse@dot.gov

Additional Information

DRUG & ALCOHOL CLEARINGHOUSE

U.S. Department of Transportation
Federal Motor Carrier Safety Administration



REGISTER NOW

Registration is open for the Drug and Alcohol Clearinghouse.

To access the Clearinghouse once it is operational, authorized users will be required to request access from FMCSA by registering for the Clearinghouse. Registering this fall is the first step in ensuring you will be ready when the Clearinghouse is operational on January 6, 2020. Learn more about Clearinghouse registration.

Get Ready for Implementation: Register Today — Register

Query Plans

Learn about Query Plan Options: **Factsheet Now Available**

Employers of CDL drivers can now review details on purchasing a query plan that will enable them to conduct queries starting January 6, 2020.

Query plans may only be purchased from the FMCSA Clearinghouse website. Query plans will be available for purchase fall 2019.

To conduct limited queries, employers must obtain consent outside the Clearinghouse. Download a sample limited consent form.

Learn About Query Plans

Frequently Asked Questions

Check out the **FAQs page** with more than 50 questions and answers. Browse, search, or filter to find the information you need.

How will authorized users access the Clearinghouse?

Authorized users must register and create an account to access the Clearinghouse.

When will authorized users be able to register?

Authorized users may register now.

Browse FAQs

Resources NEW

Download the resources below and start preparing now for January 6, 2020.

User Brochures

- CDL Drivers
- Employers
- Owner-Operators
- C/TPAs
- MROs
- SAPs

Additional Resources

- Queries and Consent Requests Factsheet
- User Roles Card
- Factsheet
- FMCSA Drug and Alcohol Testing Program resources for employers and drivers

Download All Resources

FMCSA
Federal Motor Carrier Safety Administration

Register | Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ | About | Contact

Register for the Clearinghouse now and be ready for implementation

Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

Go to login.gov

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.

DRIVERS

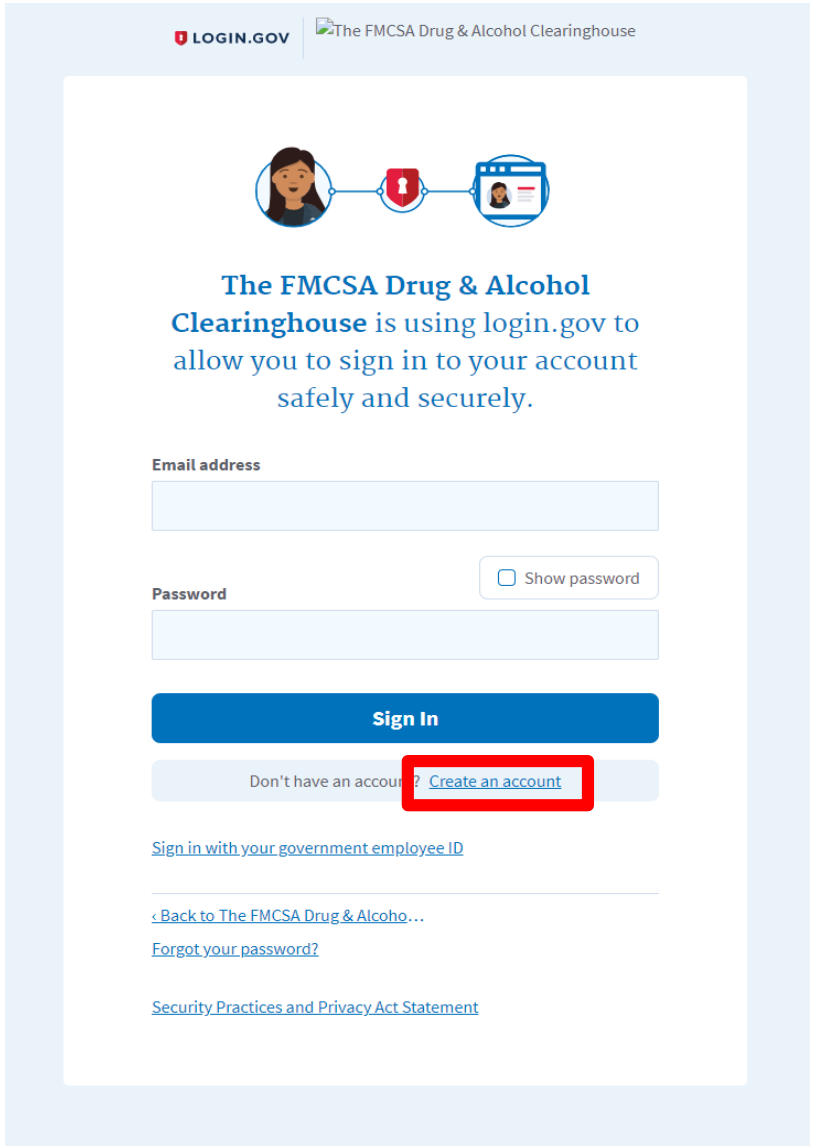
Enter your CDL information and confirm all information is accurate in our database.

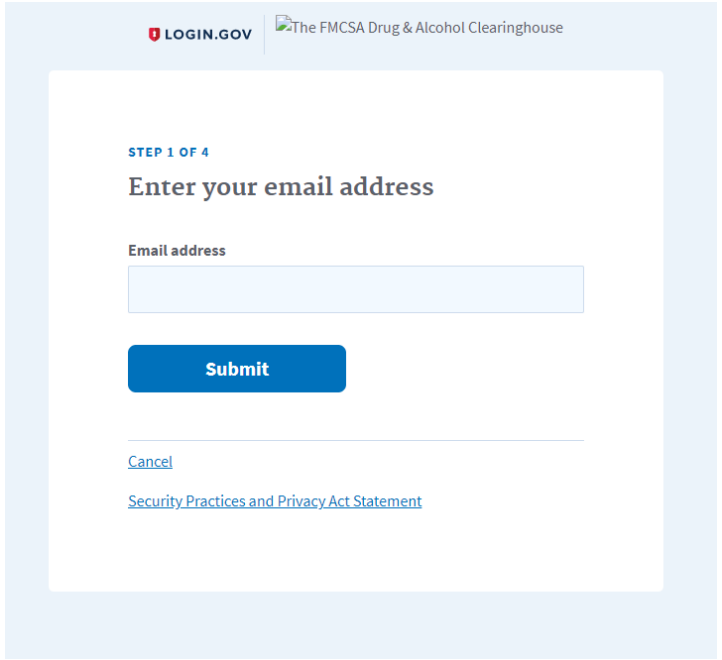
EMPLOYERS

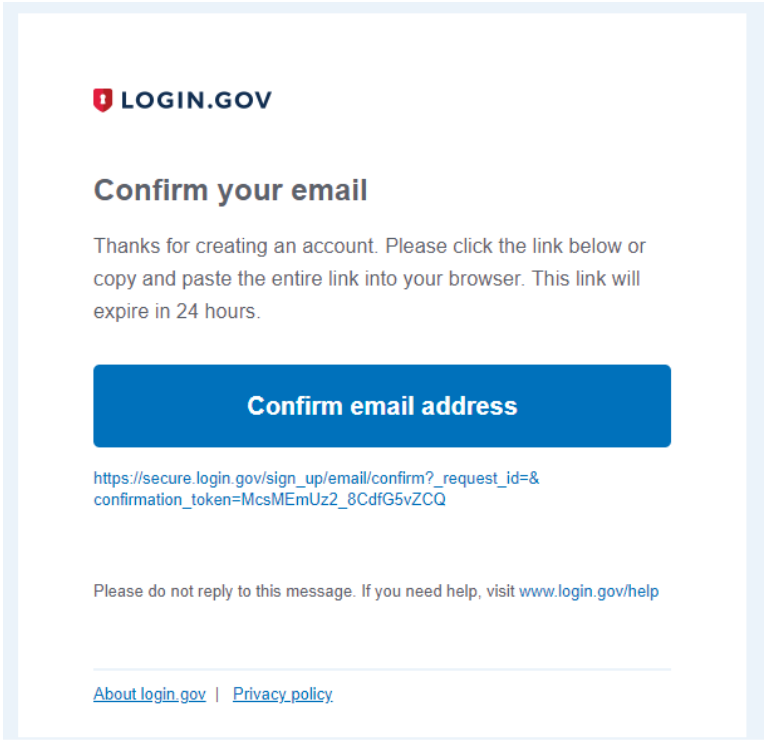
Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.

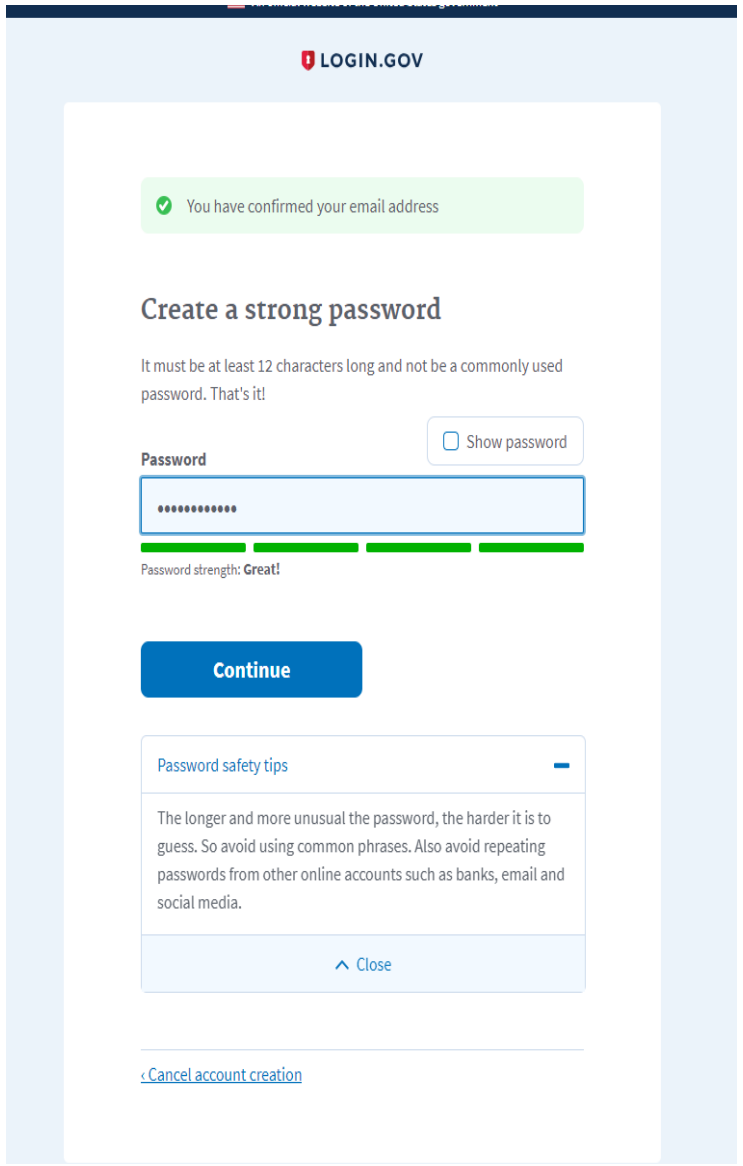
SAPS & MROS

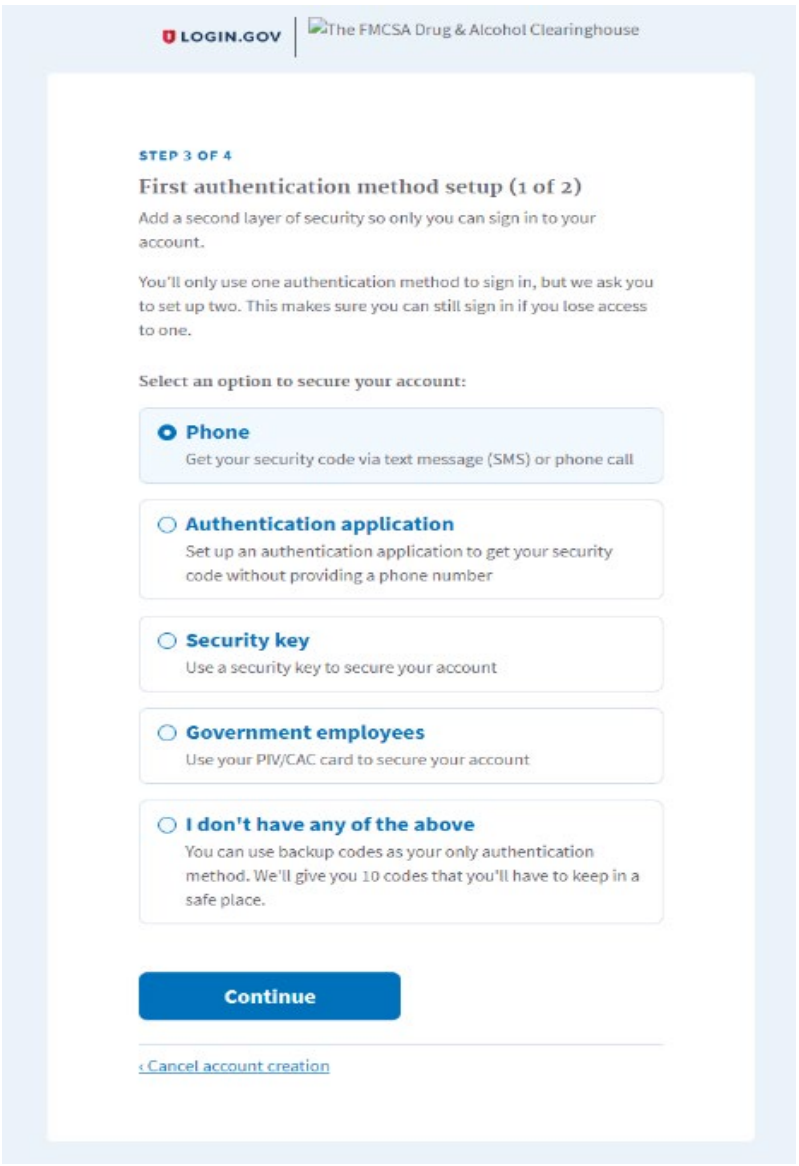
Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.

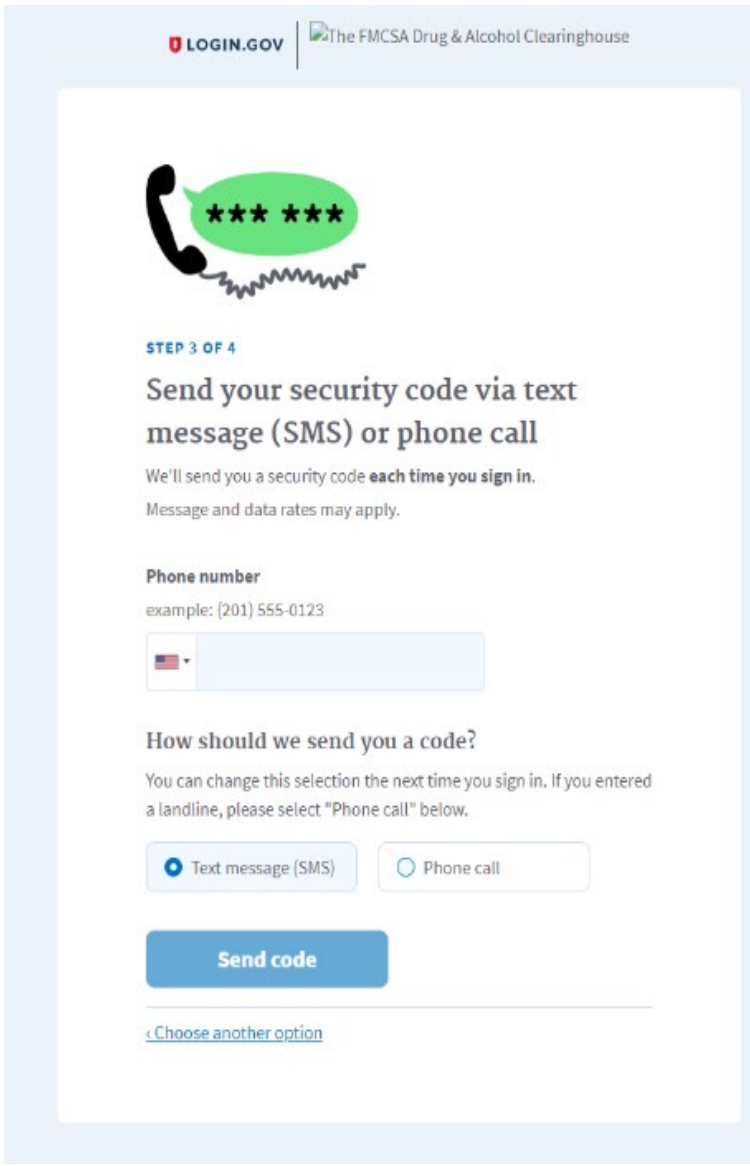

LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.
Email address
Show password
Password
Sign In
Don't have an accou? Create an account
Sign in with your government employee ID
‹ Back to The FMCSA Drug & Alcoho…
Forgot your password?
Security Practices and Privacy Act Statement

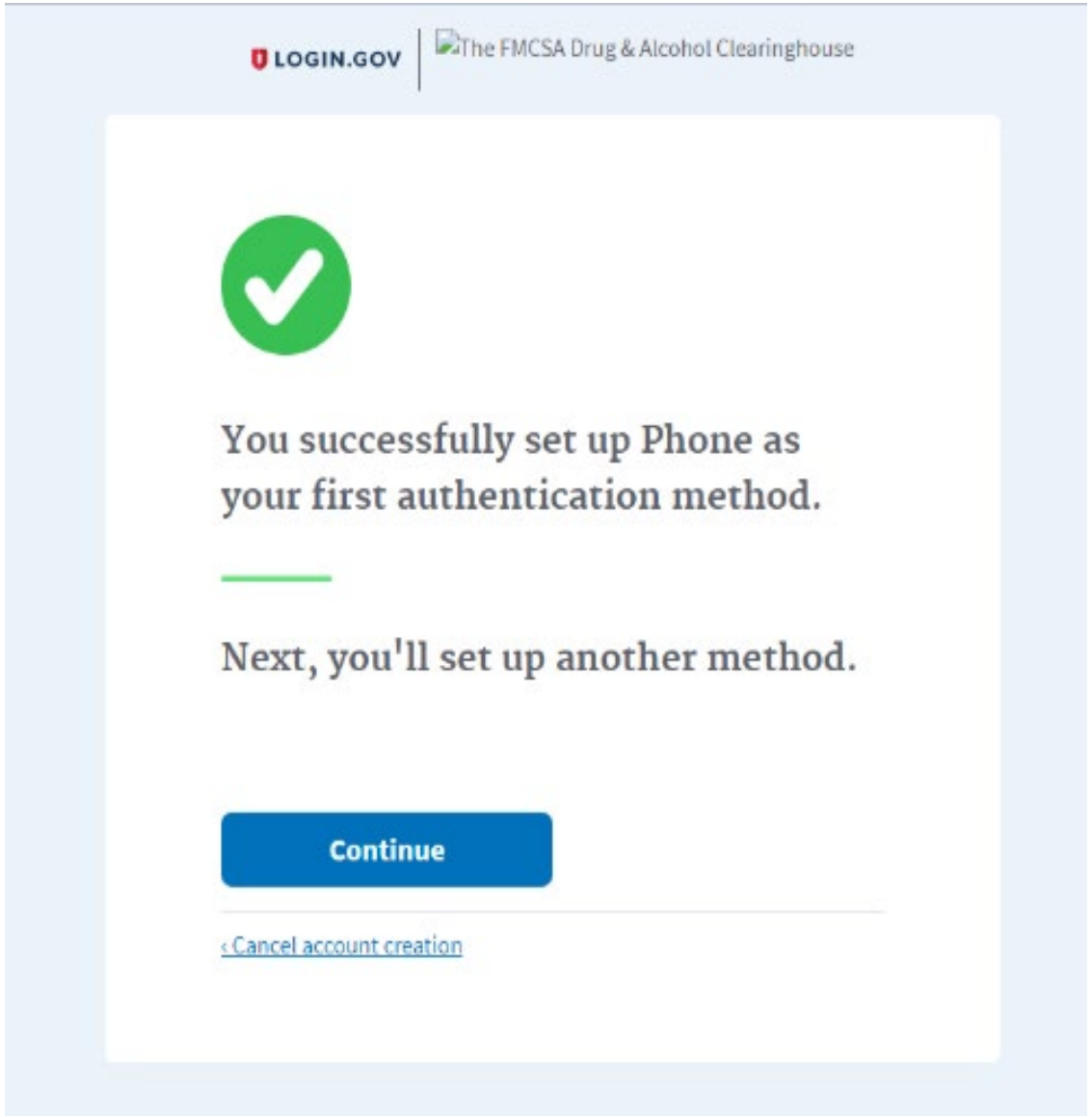

LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
STEP 1 OF 4
Enter your email address
Email address
Submit
Cancel
Security Practices and Privacy Act Statement

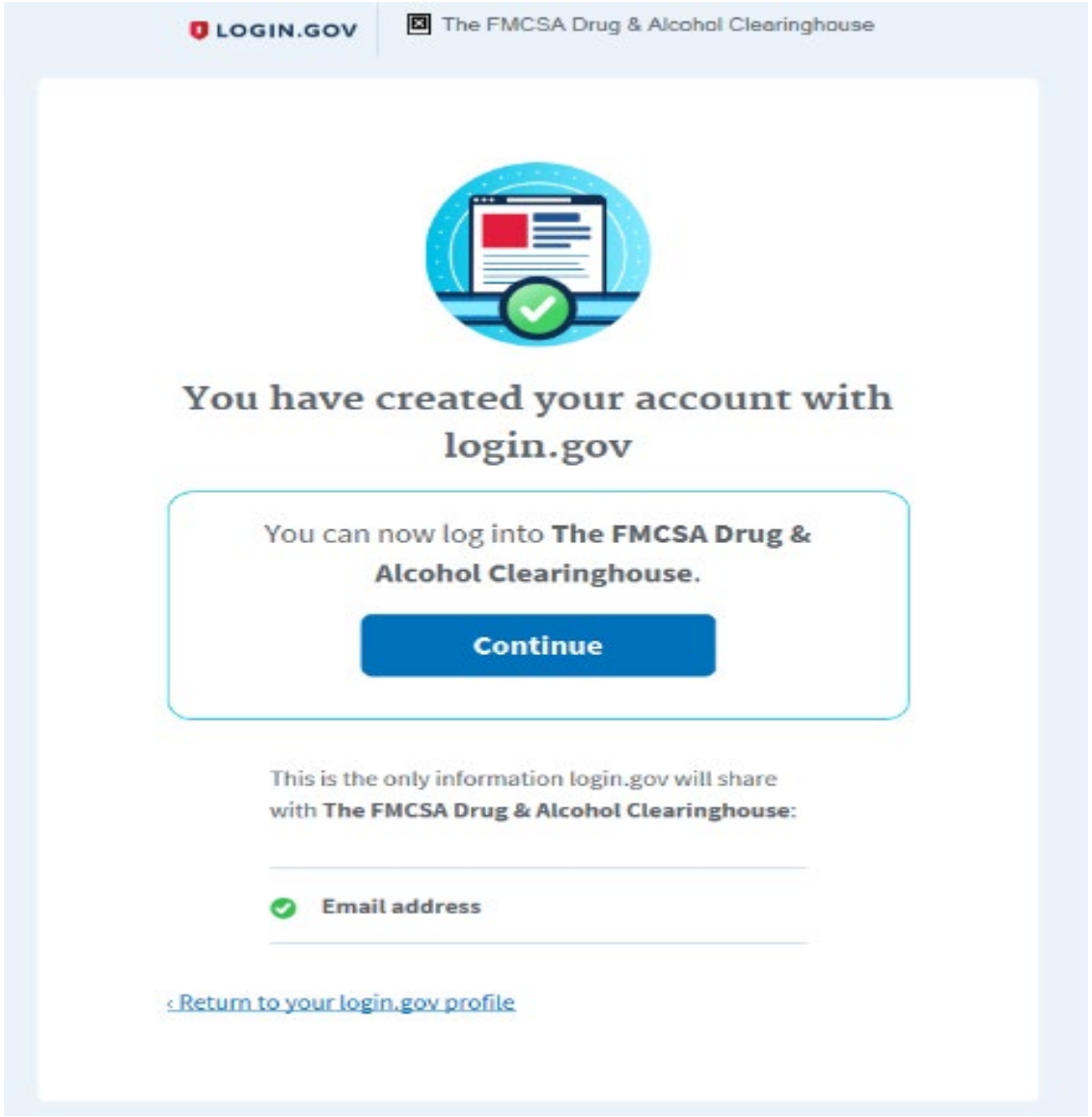

LOGIN.GOV
Confirm your email
Thanks for creating an account. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.
Confirm email address
https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=McsMEmUz2_8CdfG5vZCQ
Please do not reply to this message. If you need help, visit www.login.gov/help
About login.gov | Privacy policy

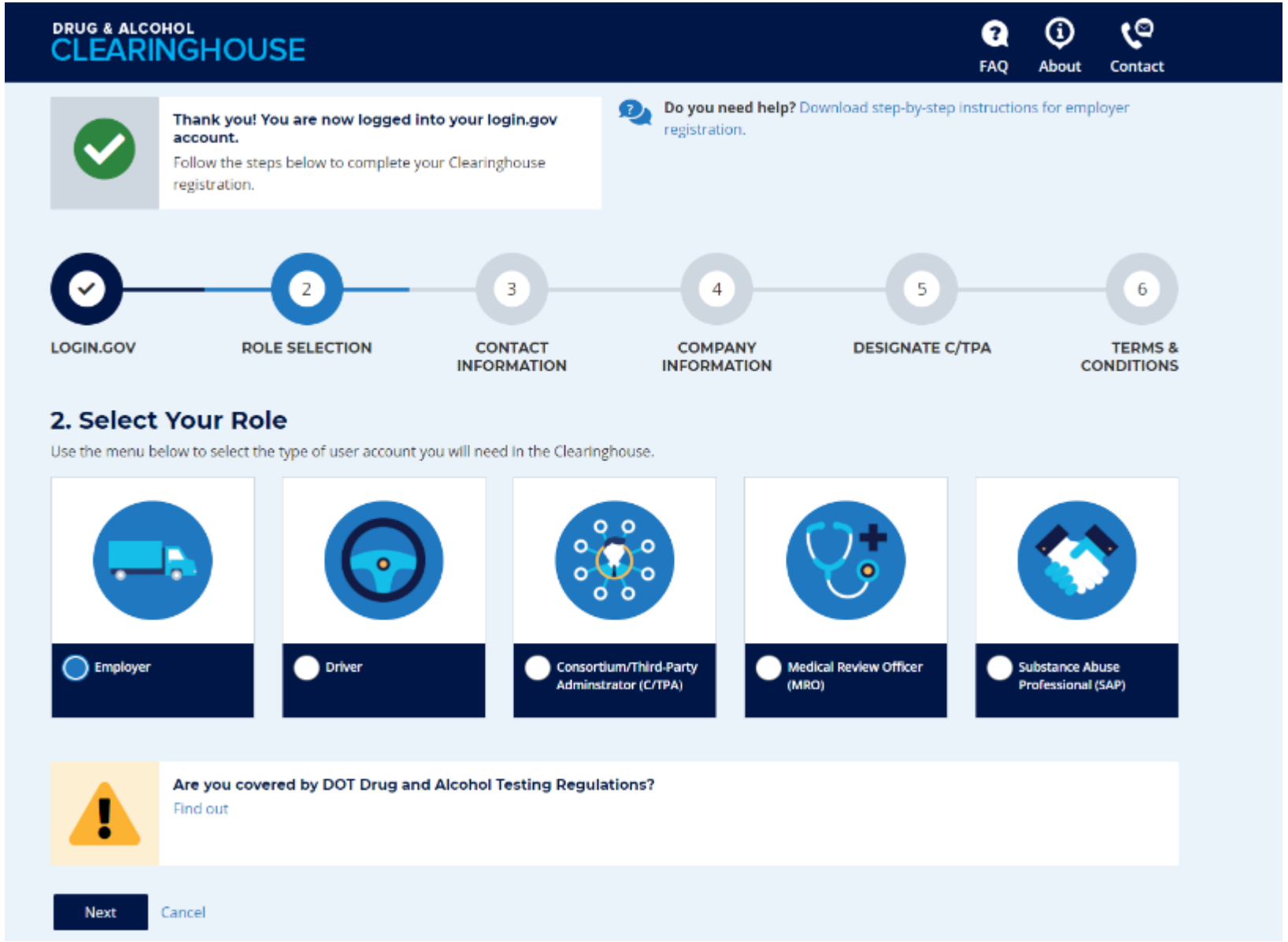

LOGIN.GOV
You have confirmed your email address
Create a strong password
It must be at least 12 characters long and not be a commonly used password. That's it!
Show password
Password
Password strength: Great!
Continue
Password safety tips
The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.
Close
‹ Cancel account creation

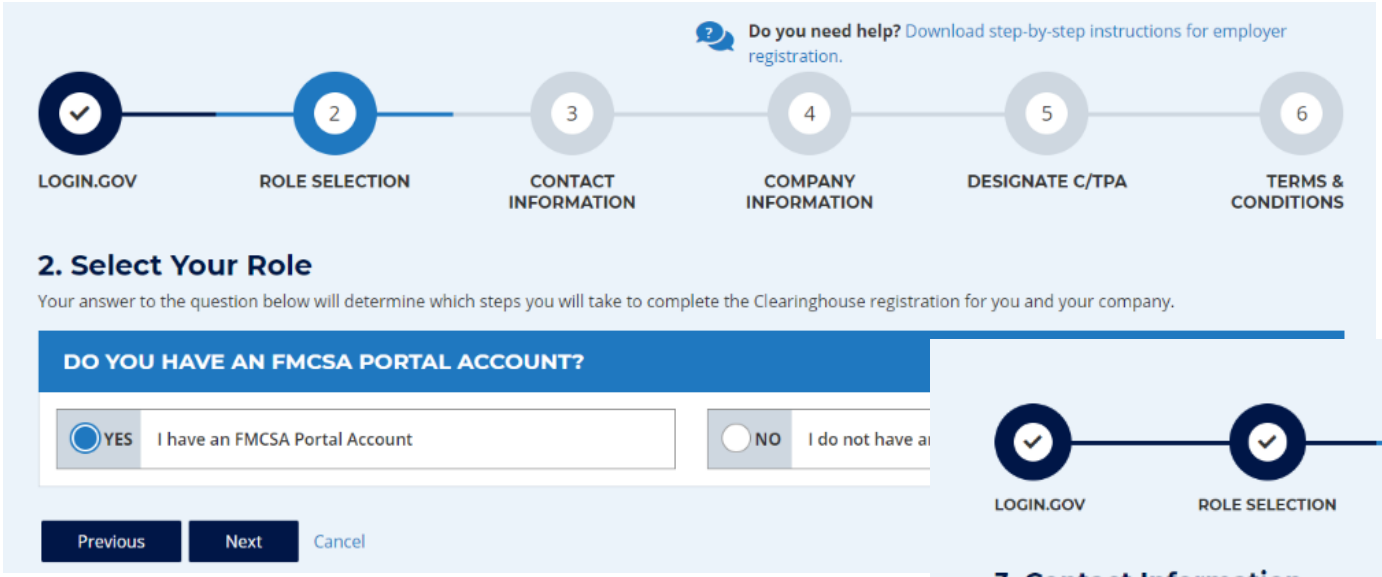

LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
STEP 3 OF 4
First authentication method setup (1 of 2)
Add a second layer of security so only you can sign in to your account.
You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.
Select an option to secure your account:
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
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.
Continue
‹ Cancel account creation

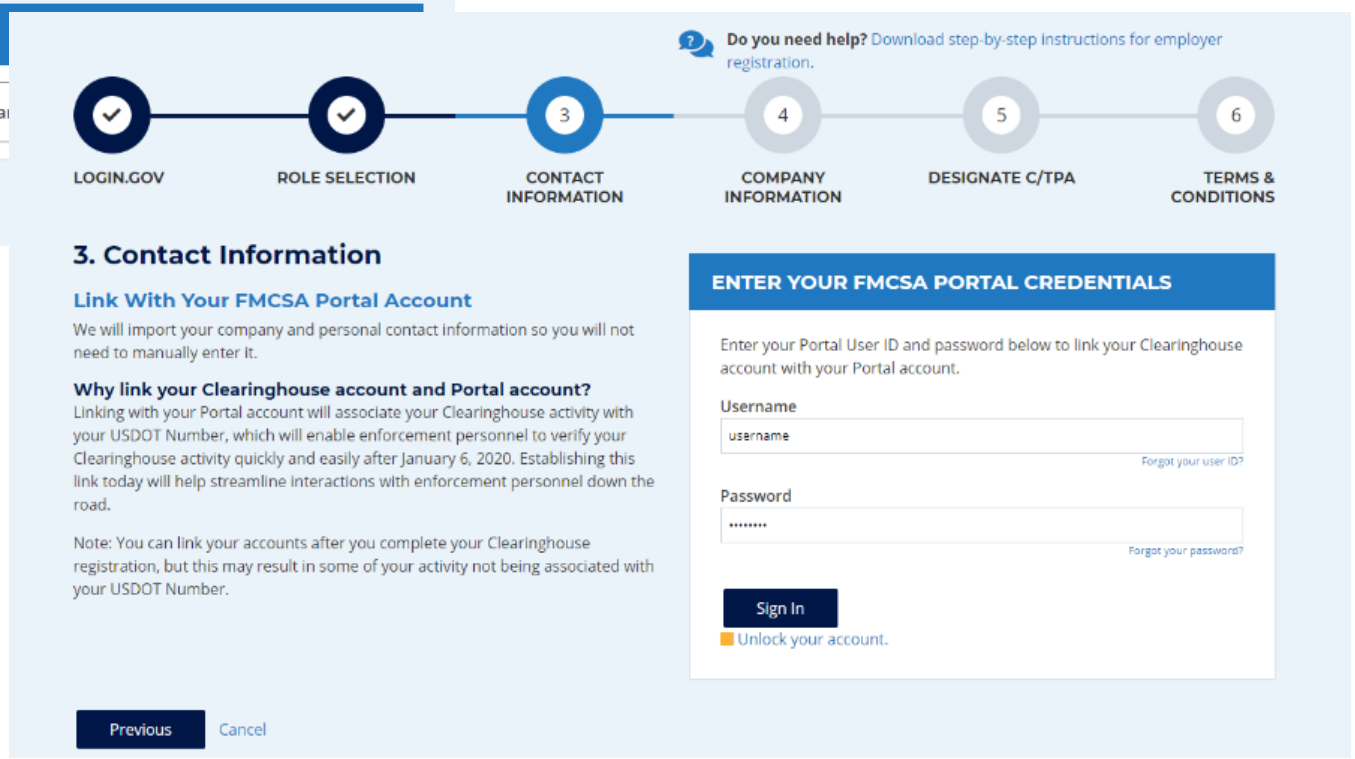

LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
*** ***
STEP 3 OF 4
Send your security code via text message (SMS) or phone call
We'll send you a security code each time you sign in.
Message and data rates may apply.
Phone number
example: (201) 555-0123
How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.
Text message (SMS)
Phone call
Send code
‹ Choose another option


LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
You successfully set up Phone as your first authentication method.
Next, you'll set up another method.
Continue
‹ Cancel account creation


LOGIN.GOV
The FMCSA Drug & Alcohol Clearinghouse
You have created your account with login.gov
You can now log into The FMCSA Drug & Alcohol Clearinghouse.
Continue
This is the only information login.gov will share with The FMCSA Drug & Alcohol Clearinghouse:
Email address
‹ Return to your login.gov profile


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 employer registration.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
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 Adminstrator (C/TPA)
Medical Review Officer (MRO)
Substance Abuse Professional (SAP)
Are you covered by DOT Drug and Alcohol Testing Regulations?
Find out
Next
Cancel


Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
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
Previous
Next
Cancel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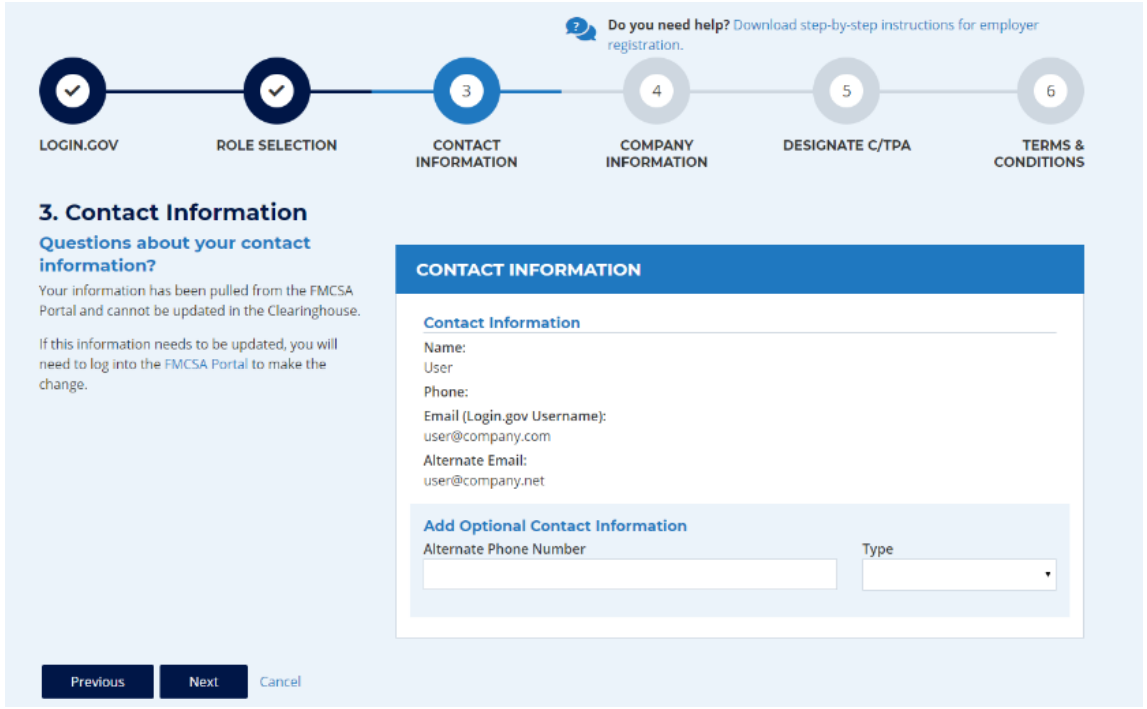
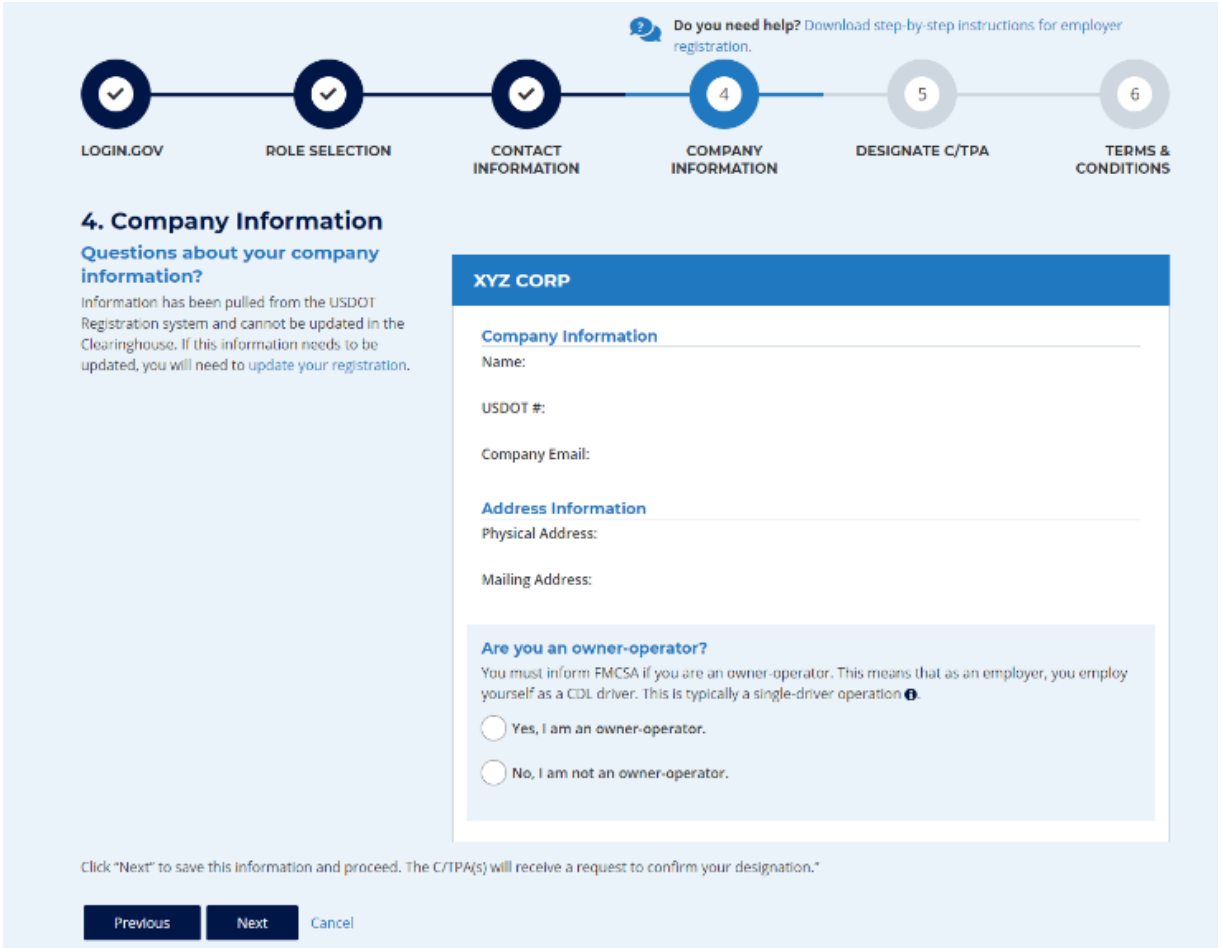
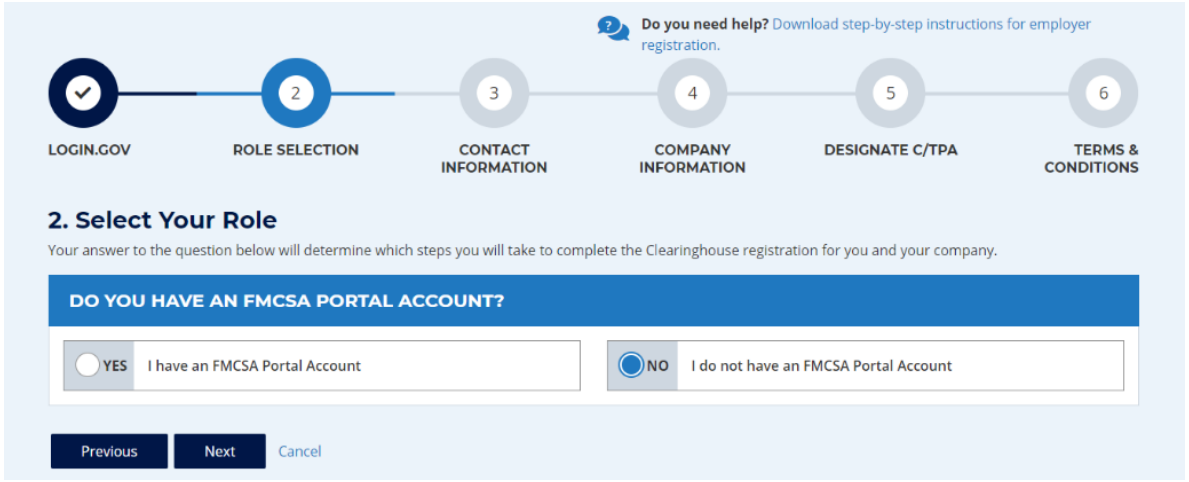
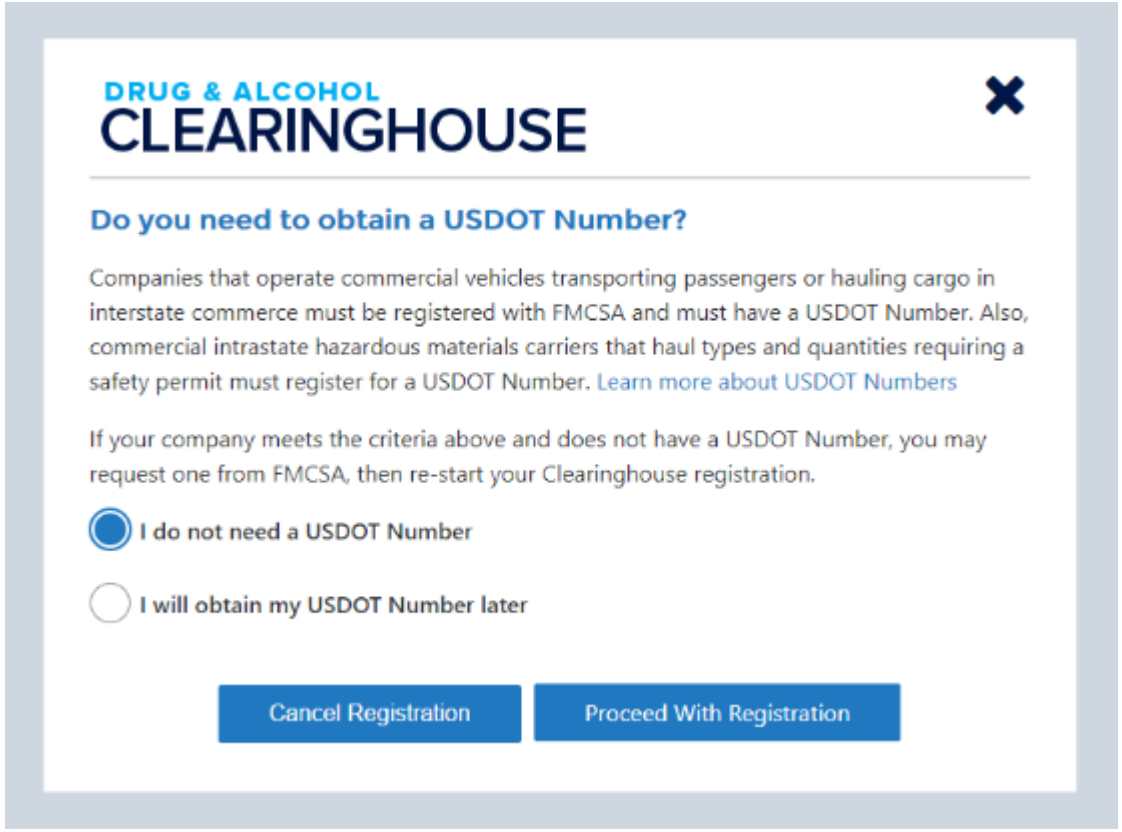
LOGIN.GOV
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
3. Contact Information
Link With Your FMCSA Portal Account
We will import your company and personal contact information so you will not need to manually enter it.
Why link your Clearinghouse account and Portal account?
Linking with your Portal account will associate your Clearinghouse activity with your USDOT Number, which will enable enforcement personnel to verify your Clearinghouse activity quickly and easily after January 6, 2020. Establishing this link today will help streamline interactions with enforcement personnel down the road.
Note: You can link your accounts after you complete your Clearinghouse registration, but this may result in some of your activity not being associated with your USDOT Number.
ENTER YOUR FMCSA PORTAL CREDENTIALS
Enter your Portal User ID and password below to link your Clearinghouse account with your Portal account.
Username
username
Forgot your user ID?
Password
Forgot your password?
Sign In
Unlock your account.
Previous
Cancel

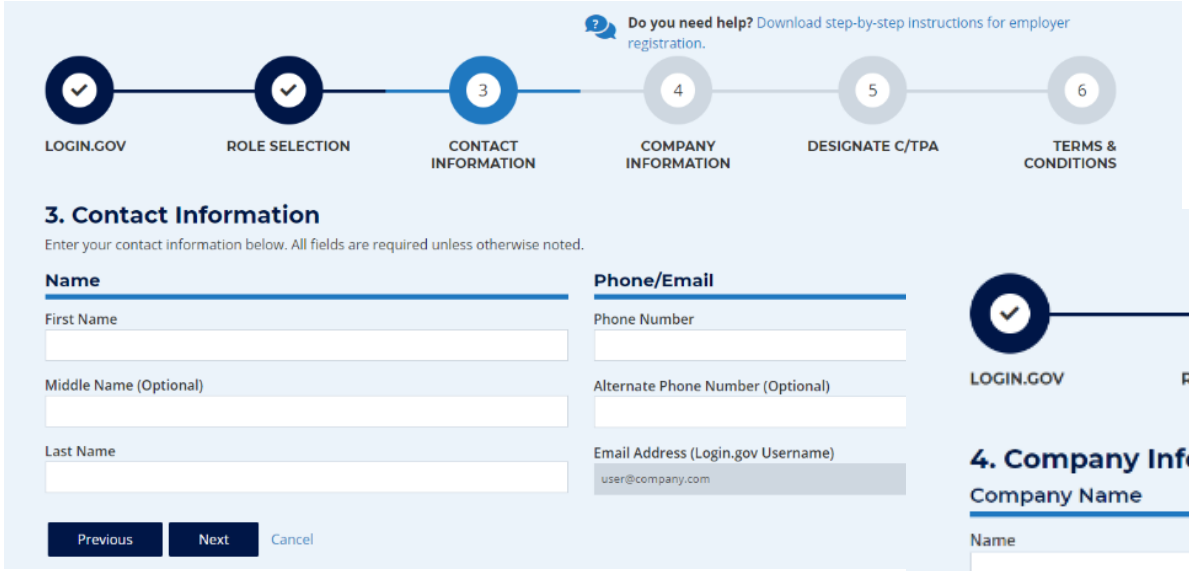

Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
3. Contact Information
Questions about your contact information?
Your information has been pulled from the FMCSA 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

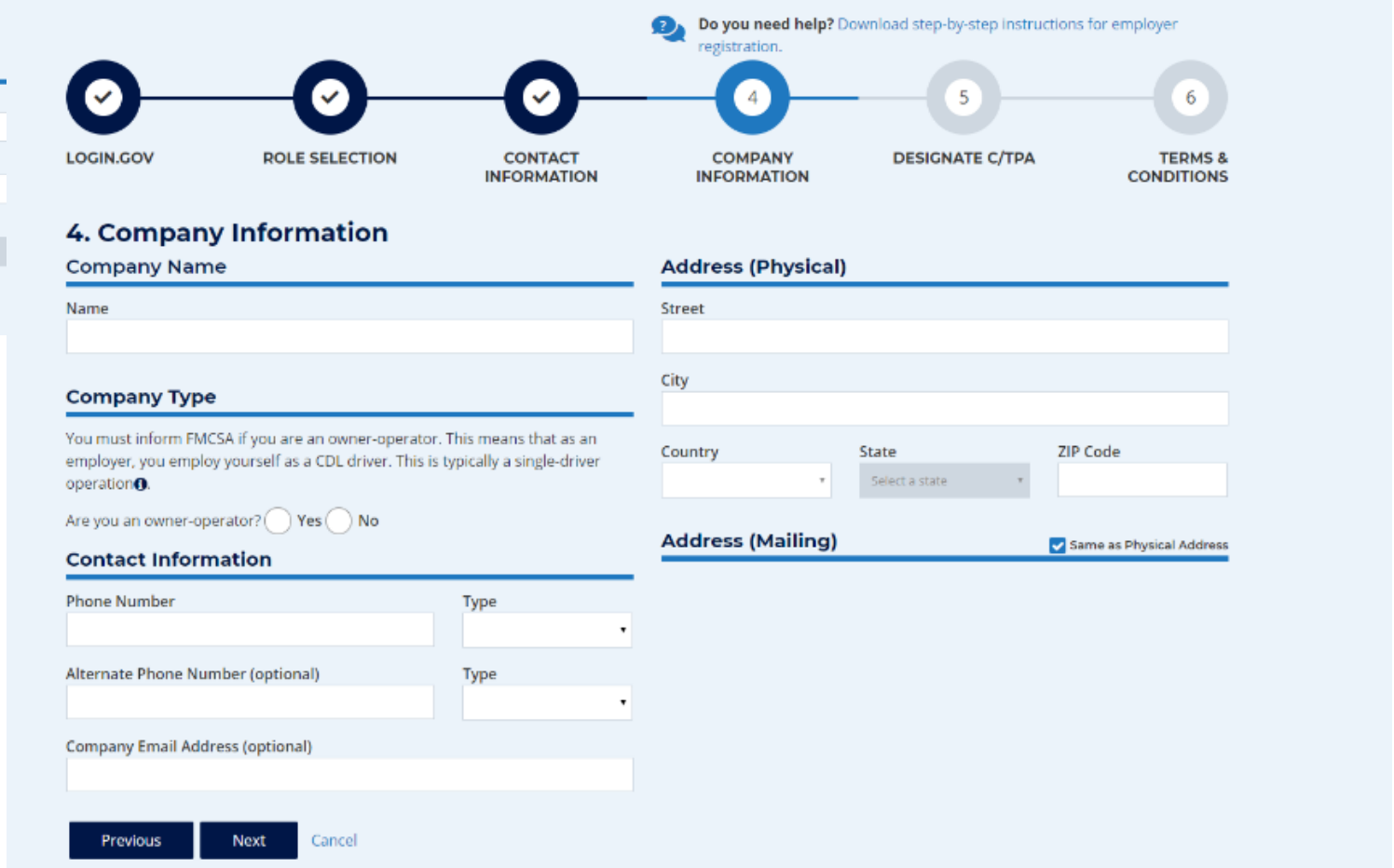

Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
4. Company Information
Questions about your company information?
Information has been pulled from the USDOT Registration 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


Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
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

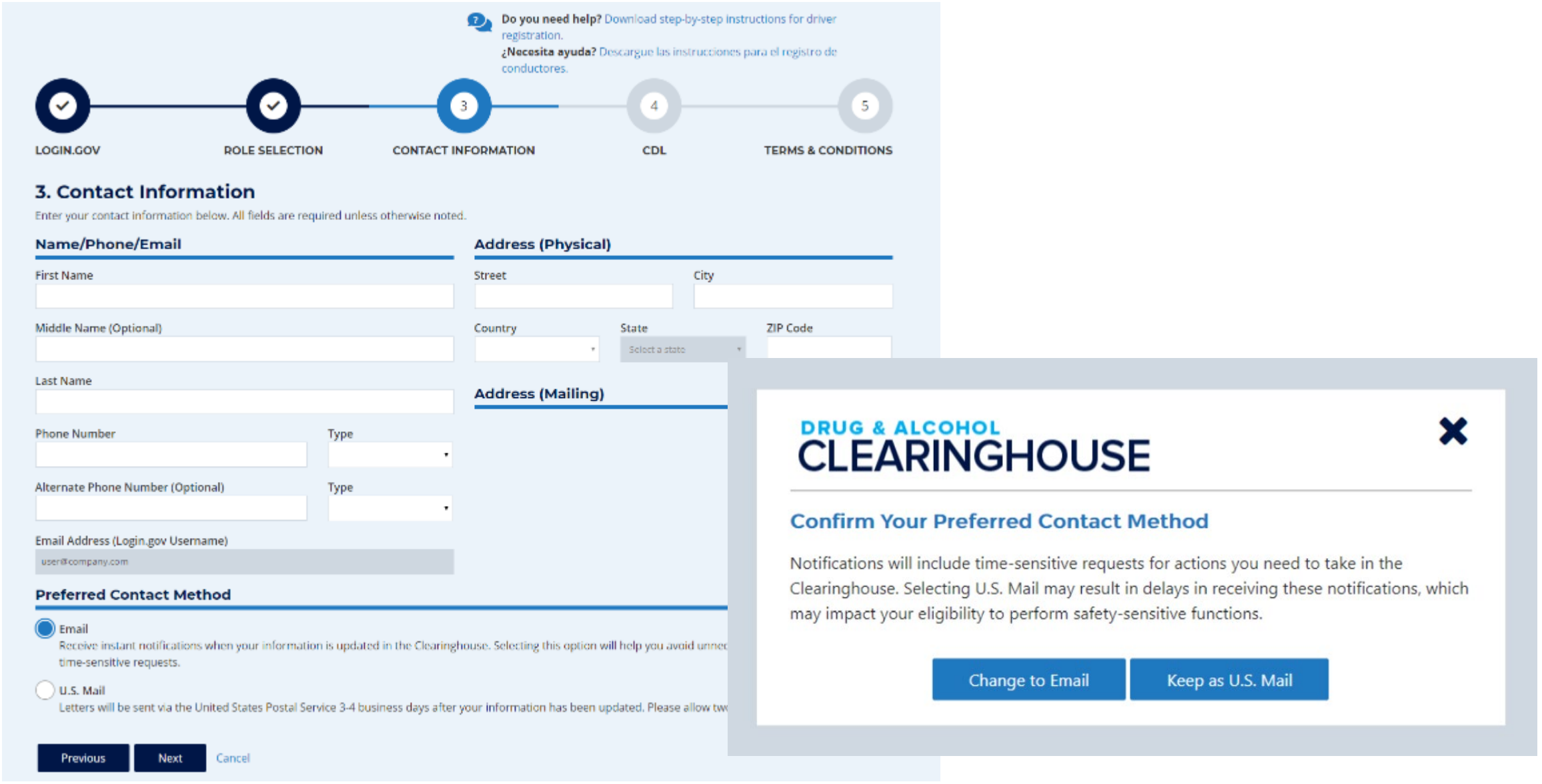

DRUG & ALCOHOL CLEARINGHOUSE
Do you need to obtain a USDOT Number?
Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul types and quantities requiring a safety permit must register for a USDOT Number. Learn more about USDOT Numbers
If your company meets the criteria above and does not have a USDOT Number, you may request one from FMCSA, then re-start your Clearinghouse registration.
I do not need a USDOT Number
I will obtain my USDOT Number later
Cancel Registration
Proceed With Registration

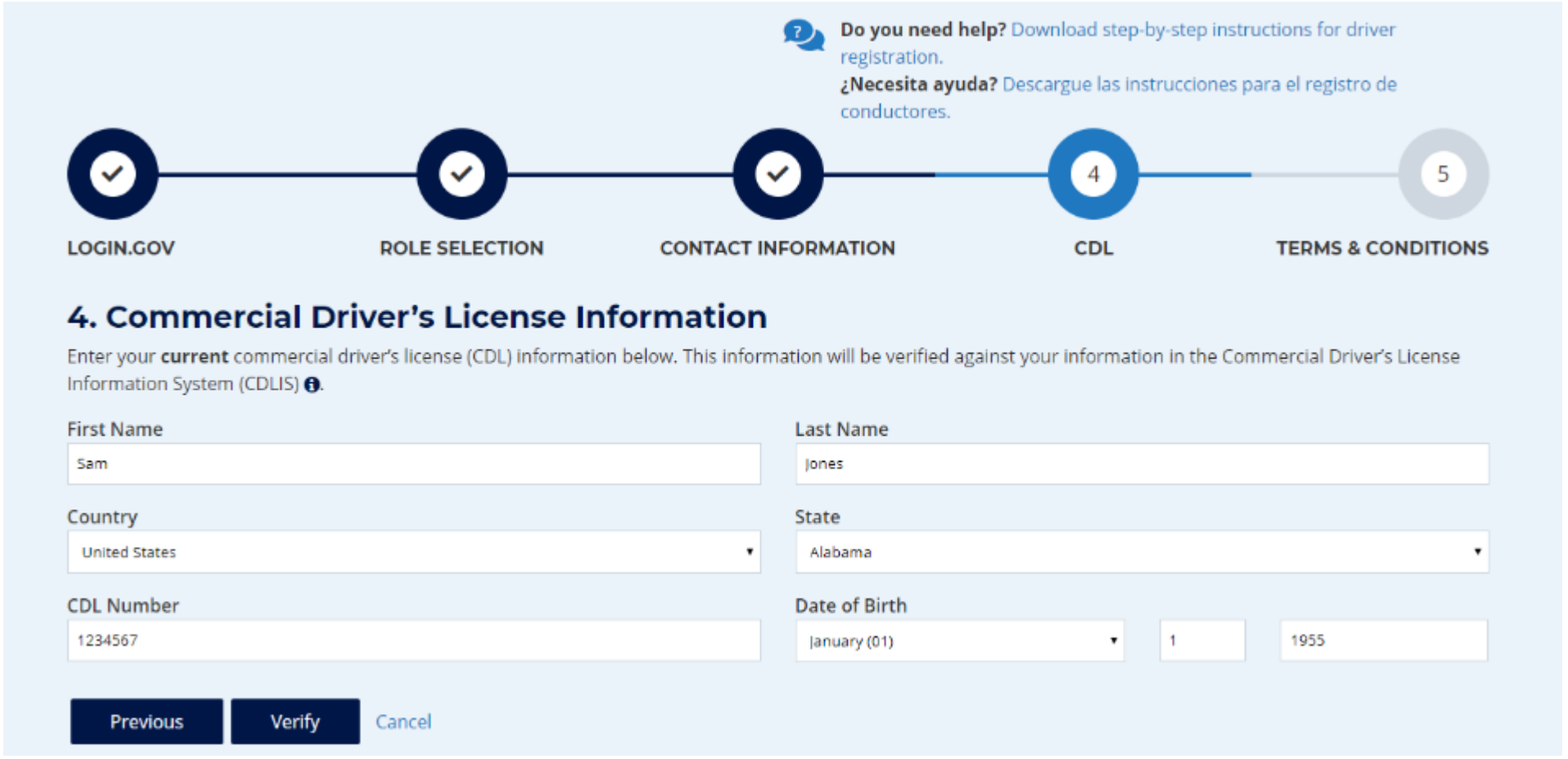
Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
2. Select Your Role
Will you manage your employer's users in the Clearinghouse?
By completing this registration, you will become your employer's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on your employer's behalf.
Employers can also invite users who will serve in an Assistant role. If you are not authorized to be your employer's Clearinghouse Administrator, do not complete this registration. Contact your employer's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as an Employer Assistant.
Are you the Clearinghouse Administrator?
Yes, I am my employer's Clearinghouse Administrator.
Previous
Next
Cancel

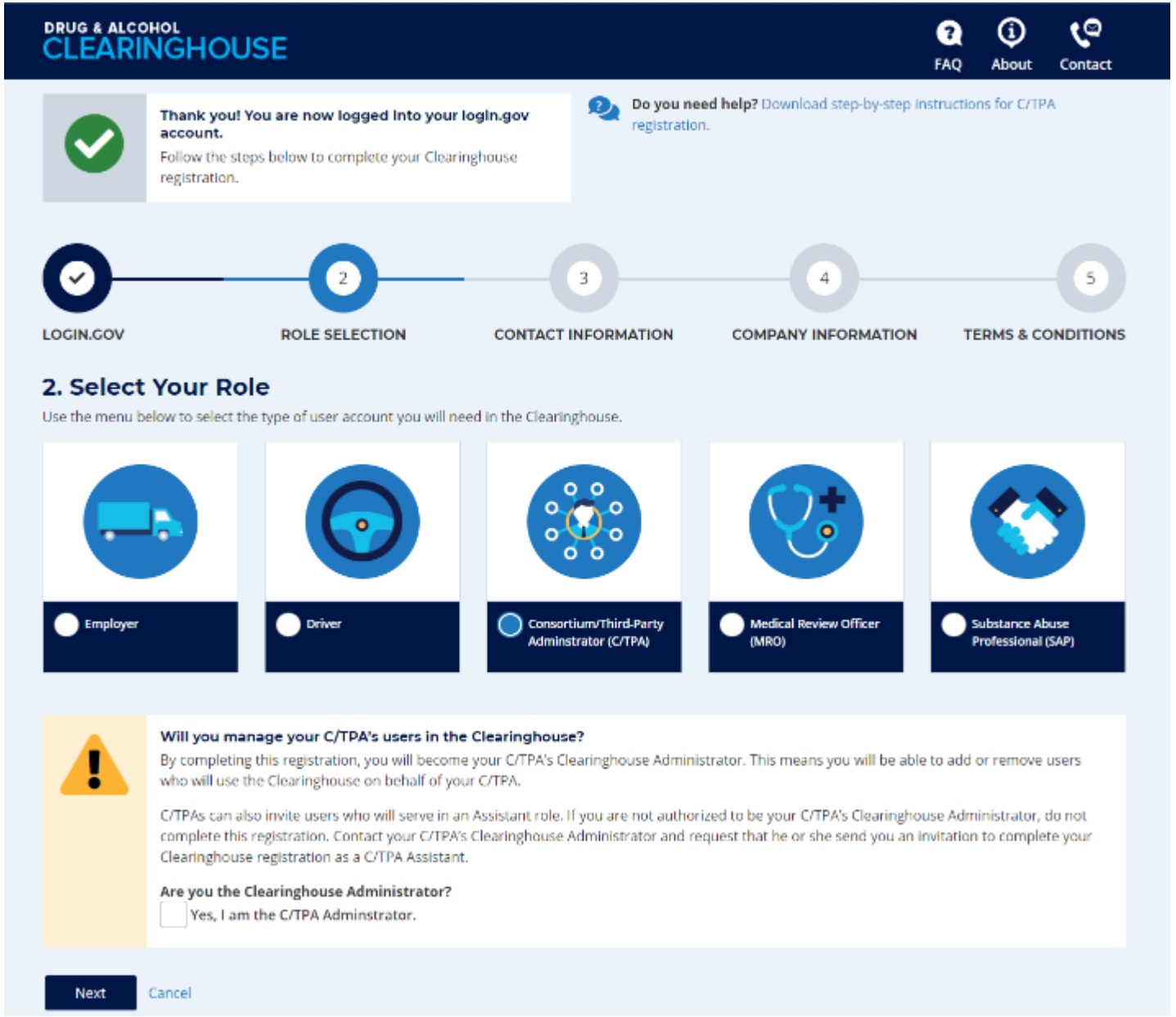

Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
3. Contact Information
Enter your contact information below. All fields are required unless otherwise noted.
Name
First Name
Middle Name (Optional)
Last Name
Phone/Email
Phone Number
Alternate Phone Number (Optional)
Email Address (Login.gov Username)
user@company.com
Previous
Next
Cancel

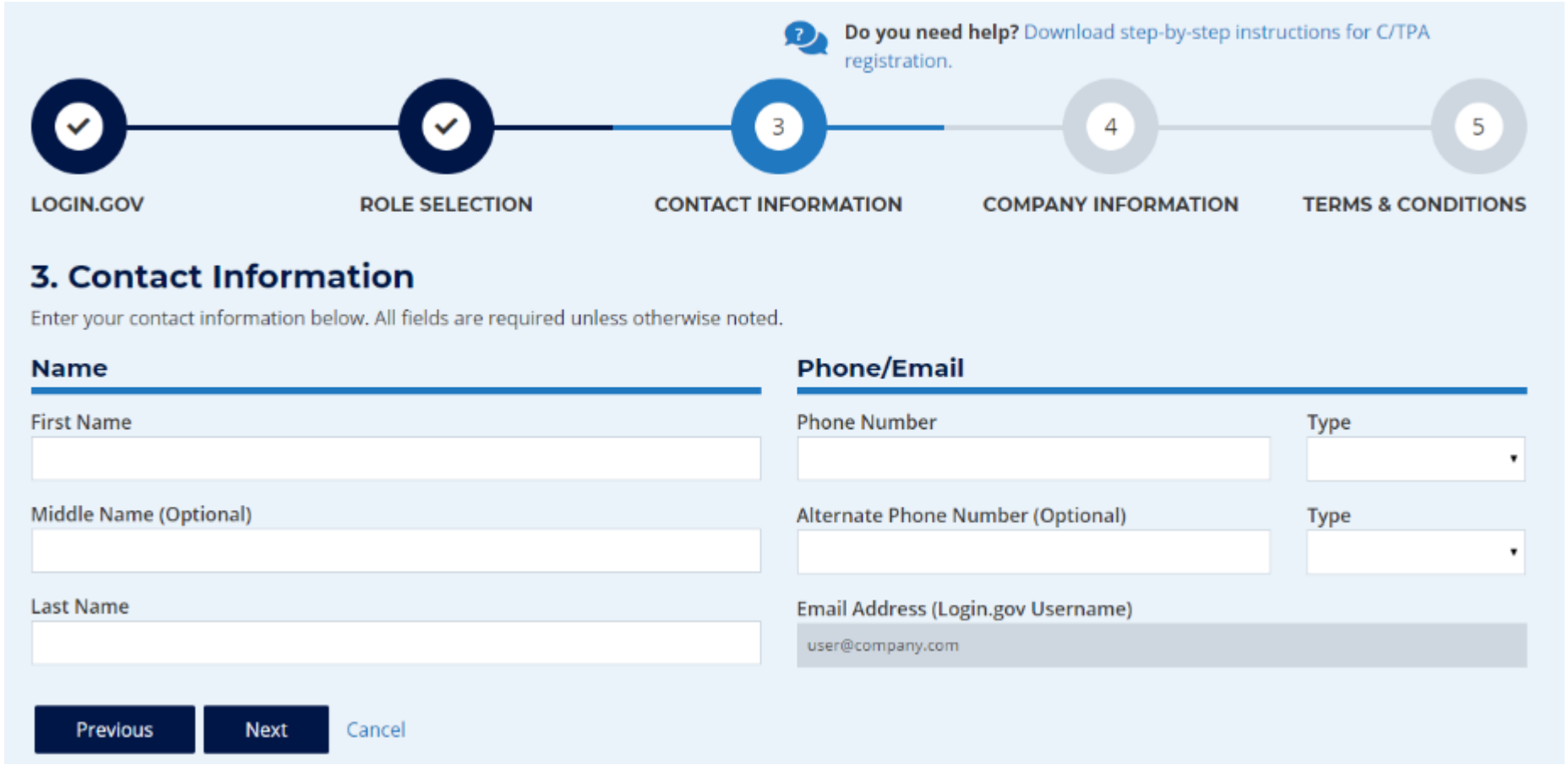

Do you need help? Download step-by-step instructions for employer registration.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
4
COMPANY INFORMATION
5
DESIGNATE C/TPA
6
TERMS & CONDITIONS
4. Company Information
Company Name
Name
Company Type
You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation.
Are you an owner-operator? Yes No
Contact Information
Phone Number
Type
Alternate Phone Number (optional)
Type
Company Email Address (optional)
Address (Physical)
Street
City
Country
State
Select a state
ZIP Code
Address (Mailing)
Same as Physical Address
Previous
Next
Cancel

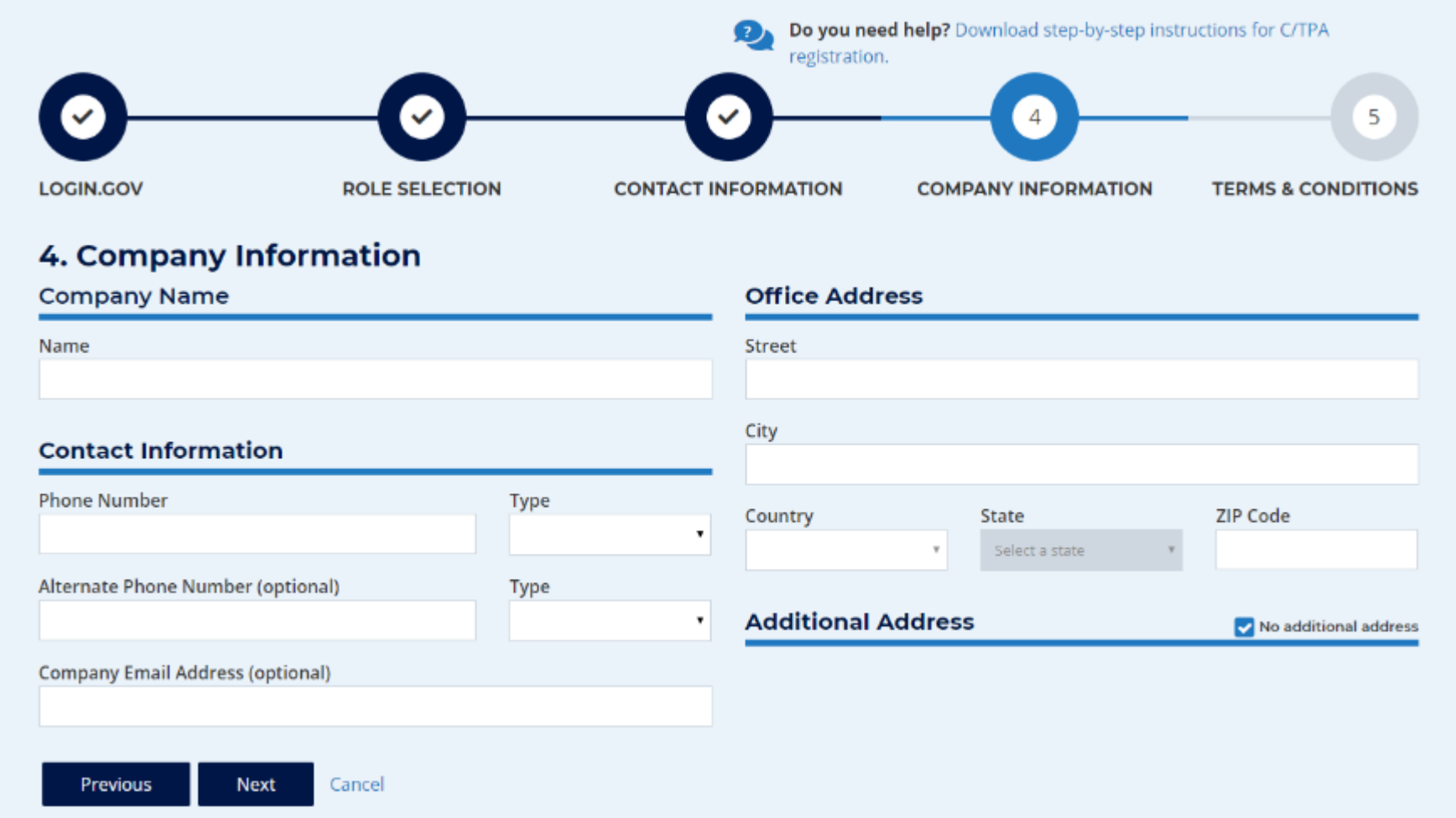
DRUG & ALCOHOL CLEARINGHOUSE
FAQ
About
Contact
Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.
Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
CDL
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 Adminstrator (C/TPA)
Medical Review Officer (MRO)
Substance Abuse Professional (SAP)
To complete your Clearinghouse registration you will need:
Your commercial driver's license (CDL) information
Are you a self-employed driver?
If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.
Are you covered by DOT Drug and Alcohol Testing Regulations?
Find out
Next
Cancel

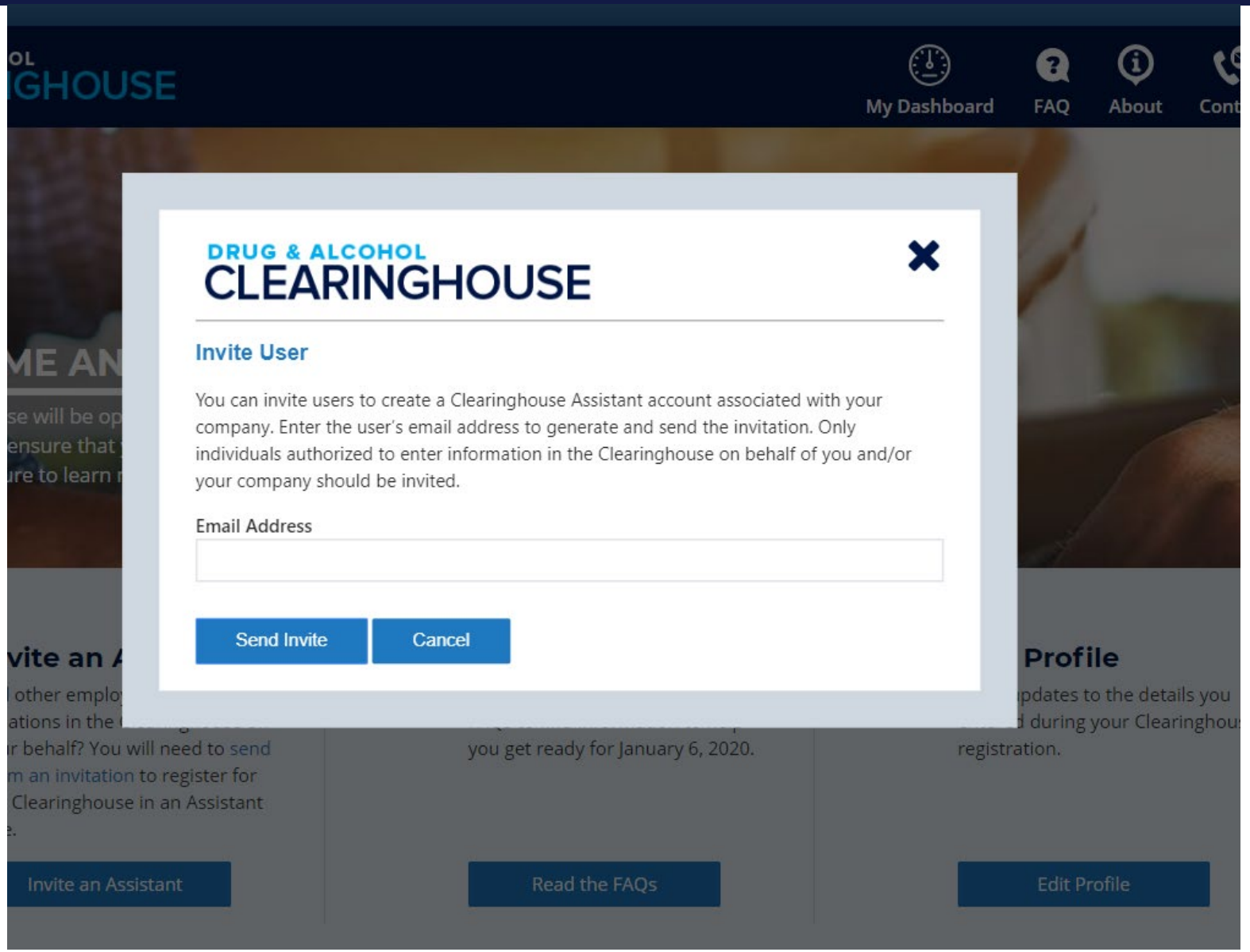

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
CDL
TERMS & CONDITIONS
3. Contact Information
Enter your contact information below. All fields are required 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
Address (Physical)
Street
City
Country
State
Select a state
ZIP Code
Address (Mailing)
Preferred Contact Method
Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid
time-sensitive requests.
U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow
Previous
Next
Cancel
DRUG & ALCOHOL CLEARINGHOUSE
Confirm Your Preferred Contact Method
Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.
Change to Email
Keep as U.S. Mail


Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
4
CDL
5
TERMS & CONDITIONS
4. 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
Sam
Last Name
Jones
Country
United States
State
Alabama
CDL Number
1234567
Date of Birth
January (01)
1
1955
Previous
Verify
Cancel


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 C/TPA registration.
LOGIN.GOV
2
ROLE SELECTION
3
CONTACT INFORMATION
4
COMPANY INFORMATION
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 Adminstrator (C/TPA)
Medical Review Officer (MRO)
Substance Abuse Professional (SAP)
Will you manage your C/TPA's users in the Clearinghouse?
By completing this registration, you will become your C/TPA's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on behalf of your C/TPA.
C/TPAs can also invite users who will serve in an Assistant role. If you are not authorized to be your C/TPA's Clearinghouse Administrator, do not complete this registration. Contact your C/TPA's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as a C/TPA Assistant.
Are you the Clearinghouse Administrator?
Yes, I am the C/TPA Adminstrator.
Next
Cancel


Do you need help? Download step-by-step instructions for C/TPA registration.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
COMPANY INFORMATION
TERMS & CONDITIONS
3. Contact Information
Enter your contact information below. All fields are required unless otherwise noted.
Name
First Name
Middle Name (Optional)
Last Name
Phone/Email
Phone Number
Type
Alternate Phone Number (Optional)
Type
Email Address (Login.gov Username)
user@company.com
Previous
Next
Cancel


Do you need help? Download step-by-step instructions for C/TPA registration.
LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
COMPANY INFORMATION
TERMS & CONDITIONS
4
5
4. Company Information
Company Name
Name
Contact Information
Phone Number
Type
Alternate Phone Number (optional)
Type
Company Email Address (optional)
Office Address
Street
City
Country
State
Select a state
ZIP Code
Additional Address
No additional address
Previous
Next
Cancel


My Dashboard
FAQ
About
DRUG & ALCOHOL CLEARINGHOUSE
Invite User
You can invite users to create a Clearinghouse Assistant account associated with your company. Enter the user's email address to generate and send the invitation. Only individuals authorized to enter information in the Clearinghouse on behalf of you and/or your company should be invited.
Email Address
Send Invite
Cancel
Profile
registration.
Invite an Assistant
Read the FAQs
Edit Profile