



Requesting a Clearinghouse User Role in the FMCSA Portal

STEP 1

Visit <https://portal.fmcsa.dot.gov/login> and enter your user ID and password to log into the FMCSA Portal.

STEP 2

Under Account Management, select **My Profile**.

STEP 3

Select the **Available Systems** tab.

STEP 4

Under Available Roles, select **DACH** from the drop down and then select **General Query**.

Note that if you do not see the DACH option, please [contact clearinghouse@dot.gov](mailto:clearinghouse@dot.gov) for assistance.

STEP 5

Click **Add Role** to add it to your Requested Roles.

STEP 6

Click **Update Profile**. This will send a request to your organization coordinator (OC) who will need to approve the role. Once it is approved, it will be listed under Requested Roles with the "Approved" status.

If you need to determine the OC for your organization, contact the FMCSA Portal Registration Call Center for assistance at (800) 724-2811.

The screenshot shows the FMCSA Portal interface with several steps highlighted by red boxes and numbers:

- 1**: The "FMCSA Portal" link in the top navigation bar.
- 2**: The "ACCOUNT MANAGEMENT" dropdown menu in the top navigation bar.
- 3**: The "Available Systems" tab in the "View/Edit My Profile" section.
- 4**: The "General Query" option selected in the "Available Roles for:" dropdown menu.
- 5**: The "Add Role >" button next to the "General Query" selection.
- 6**: The "Update Profile" button in the top right corner of the profile editing area.

The "Available Roles for:" dropdown menu shows "DACH" and "General Query". The "Approved Roles" list includes: A&I - New Applicant Screening (NAS) Tool Access - Approved, MCMIS - Generic View - Approved, MCMIS - Intrastate State Staff - Approved, and MCMIS - PRISM State Staff - Approved. The "Pending/Requested Roles" list is currently empty.