DRUG & ALCOHOL CLEARINGHOUSE

How to Request a Clearinghouse User Role in the Portal: STATE DRIVER LICENSING AGENCY

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

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.

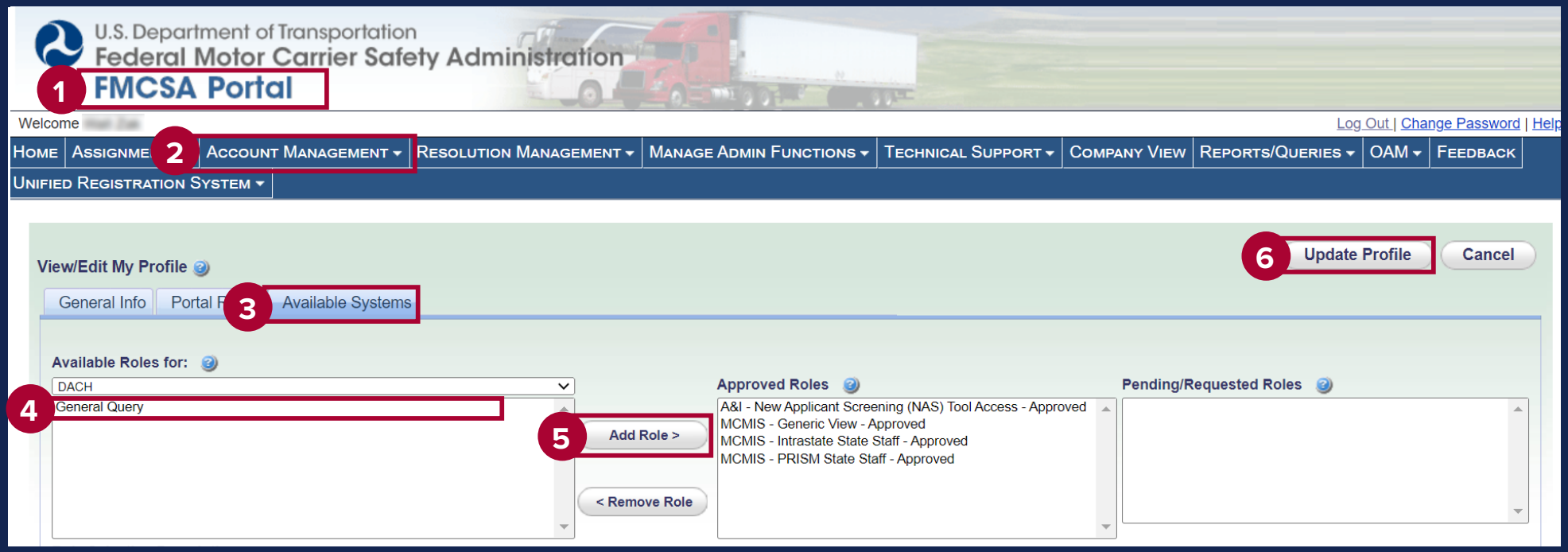
STEP 4
Under Available Roles, select **DACH** from the drop down and then select **General Query**.

Note that if you do not see the DACH option, please contact clearinghouse@dot.gov 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.



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