Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

REGISTER FOR AN FMCSA PORTAL ACCOUNT: SDLAs

Beginning November 18, 2024, State Driver Licensing Agencies (SDLAs) are required to query the FMCSA Drug and Alcohol Clearinghouse (Clearinghouse) before issuing, renewing, upgrading, or transferring commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) and must review a driver's information when notified by the Clearinghouse of a status change. Further, SDLAs must remove the CLP or CDL privilege from the driver's license of an individual subject to the CMV driving prohibition, which would result in a downgrade of the license until the driver complies with return-to-duty (RTD) requirements.

Authorized SDLA employees can use their FMCSA Portal accounts to access Clearinghouse data. **Note that States can access driver status information in the Clearinghouse prior to the November 18, 2024 compliance date by registering in the FMCSA Portal and requesting the Clearinghouse user role.**

Review the information below to learn about the FMCSA Portal and how to register for an account, if needed. If you already have an FMCSA Portal account but have not yet requested the SDLA Portal Clearinghouse user role, download the Portal Clearinghouse User Role job aid.

About the FMCSA Portal

What is the FMCSA Portal?

The FMCSA Portal is a web system that provides authorized users access to other FMCSA web systems, including the Clearinghouse.

Do I need to register for an FMCSA Portal account?

SDLA staff members who visit the Clearinghouse website to query driver information will need an FMCSA Portal account with the "DACH—General Query" user role. If you do not already have a Portal account, follow the instructions below to register for one.

> Portal accounts are user-specific, which means that anyone logging into the Portal should have **their own unique user ID and password**. An SDLA may not allow multiple users to log in using the same Portal account.

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If you need assistance with your FMCSA Portal account, contact the Clearinghouse Team at (844) 955-0207.

Page 1 of 8

How to Register for an FMCSA Portal Account

1 Begin Registration

Visit https://portal.fmcsa.dot.gov and select "To register for an account, please click **here**."

2 Select Account Type

Select **Federal, State, and Third Party Enforcement Employees** and click **Next**.

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Page 2 of 8

3 Enter Personal Information and Security Identification

Enter your personal information and the user ID and password you wish to use for your Portal account. Select the security identification questions you wish to use and enter the answers. When you are done, click **Next**.

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Page 3 of 8

4 Enter Work Information

Enter your work information and click **Next**. For FMCSA Affiliate State, select the State where your SDLA operates. Then, select your organization (the name of your SDLA) from the Organization Name dropdown menu.

> If you do not see your organization name listed in the dropdown menu, please contact the Clearinghouse Team for assistance. You must have the correct organization type to complete the registration process.

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Page 4 of 8

5 Select Portal Role(s)

By default, all users are granted the "Portal Access Role" (not displayed). You may request to add available roles, if applicable. **Note that none of these roles are needed for Clearinghouse access.** If you do not wish to add a role, click **Next** to continue.

If you wish to request an additional role, select the role from the Available Roles list and click **Add Role**. This will move the role into the Requested Roles box. When you are finished, click **Next** to continue.

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Page 5 of 8

6 Select Available Systems

From the dropdown menu, select **DACH** and then select **General Query**. Click **Add Role**. This will move the role into the Requested Roles box. Click **Next** to continue. This will send a request to your organization coordinator (OC) who will need to review and approve the account and role request. Once approved, this will allow you to log in to the Clearinghouse using your Portal user ID and password to query driver records and determine if a driver is in a "prohibited" status.

> If you do not see the DACH option listed in the dropdown menu, please contact the Clearinghouse Team for assistance.

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FMCSA Portal**

Account Request

Step (1)—(2)—(3)—(4)—(5)—(6)

Select Available Systems

Select the system from the drop down menu to see what roles are available. Click on a role from the list below to see the criteria for that role displayed in the box underneath. Select each role and hit the **"Add Role"**

Available Roles for:

[DACH ▾]

General Query

Role Selection Description

> Access the Drug and Alcohol Clearinghouse as a State Driver Licensing Agency (SDLA). Determine if a driver is prohibited or not prohibited from operating CMVs.

Add Role

Remove Role

Requested Roles ⓘ

DACH - General Query

[<< Back] [Next >>] [Cancel]

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Page 6 of 8

7 **Rules of Behavior**

Read the Rules of Behavior. **Check the two boxes** at the bottom of the page to certify your understanding of the rules and click **Submit**.

Your Portal account has been requested and is awaiting approval.

Your organization coordinator (OC) will be notified to review your Portal account and Clearinghouse user role request. Once the OC approves your request, the "DACH—General Query" role will display in an Approved Roles box on your Portal profile.

> **Not sure who is your organization coordinator?**
> If you need to determine the OC for your organization, contact the FMCSA Portal Registration Call Center for assistance at (800) 832-5660.

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Page 7 of 8

How to Access the Clearinghouse

Once you have an FMCSA Portal account and the "DACH—General Query" user role is approved, you can log in to the Drug and Alcohol Clearinghouse.

① Visit https://clearinghouse.fmcsa.dot.gov and click **Enforcement and SDLA Login**.

② Enter your FMCSA Portal user ID and password and click **Sign In**.

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Page 8 of 8