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

DRUG & ALCOHOL CLEARINGHOUSE | How to Request a Clearinghouse User Role in the Portal: ENFORCEMENT PERSONNEL

Requesting a Clearinghouse User Role in the Portal

STEP ❶
Visit https://portal.fmcsa.dot.gov/login and log in using MyAccess.

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

STEP ❸
Select the **Available Systems** tab.

STEP ❹
Under Available Roles, select **DACH** from the drop down and then select **Enforcement**.

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

STEP ❻
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 Approved Roles.