



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 1

Visit <https://portal.fmcsa.dot.gov/login> and log in using MyAccess.

#### 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 **Enforcement**.

#### 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 Approved Roles.

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

- Step 1:** The "FMCSA Portal" header is highlighted.
- Step 2:** The "ACCOUNT MANAGEMENT" menu item is highlighted, with a sub-menu "MY PROFILE" also highlighted.
- Step 3:** The "Available Systems" tab is highlighted under the "View/Edit My Profile" section.
- Step 4:** The "Available Roles for:" dropdown menu is highlighted, showing "DACH" and "Enforcement".
- Step 5:** The "Add Role >" button is highlighted.
- Step 6:** The "Update Profile" button is highlighted.

The interface also shows a list of "Approved Roles" including A&I - Enforcement Users - Approved, A&I - New Applicant Screening (NAS) Tool Access - Approved, DataQs - Access - Approved, Download Center - Access - Approved, EMIS - Generic View - Approved, MCMIS - Generic View - Approved, NCCDB - Safety Investigator - Approved, and SAFER - Web Site Access - Approved. A "Pending/Requested Roles" section is also visible.