

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: ASSISTANTS

Registering with FMCSA Portal Credentials

If you work for an employer that has a USDOT Number, you do not need to wait to receive an invitation to register as a Clearinghouse Assistant. In your [FMCSA Portal](#) account, request the user role of DACH Motor Carrier. Then follow the [Employer Registration](#) instructions for “if you have an FMCSA Portal Account.”

Invitation to be a Clearinghouse Assistant

If you do not work for an employer that has a USDOT Number, you will need to receive an email invitation to register in the Clearinghouse. Follow the instructions below.

1

First, check your email for an invitation to register as a Clearinghouse Assistant. Click on the link to begin your registration.

Clearinghouse Assistants should not visit the Clearinghouse website to complete registration. If you have not received an invitation, request one from your Clearinghouse Administrator.

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

You have been invited to be an Assistant for XYZ Corp in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. By accepting this invitation, you will be authorized to record information in the Clearinghouse on behalf of XYZ Corp.

The Clearinghouse does not currently contain an account associated with this email address. To accept this request, you must follow the steps below to register in the Clearinghouse.

1. Visit <https://clearinghouse.fmcsa.dot.gov/Account/AcceptInvite/a7d701b6-b0e5-4ad7-8175-1bc8789df446>
2. Create a login.gov account, if needed, and log in using your login.gov credentials.
3. Follow the prompts to complete your Clearinghouse registration.

Note: If you have already registered for login.gov and the Clearinghouse using a different email address and would like to continue using that account, ask the Clearinghouse Administrator to send you a new invitation using the email address associated with your existing Clearinghouse account.

This invitation will expire after 90 days.

If you have questions about this process, contact the Clearinghouse at clearinghouse@dot.gov.



Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

2

The email link will send you to the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your credentials on this screen, click **Sign In** and go to step 10.

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

To accept a Clearinghouse Assistant invitation, the email address you use for your login.gov account must be the same email address at which you received your invitation. If you would prefer to use a different email address for this account, request your Clearinghouse Administrator send a new invitation to your alternate email address.



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Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

[About login.gov](#) | [Privacy policy](#)

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Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

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✓ You have confirmed your email address

STEP 2 OF 4

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password ☐ Show password

.....

Password strength: **Great!**

Continue

Password safety tips +

[Cancel account creation](#)



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Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

STEP 3 OF 4
First authentication method setup (1 of 2)

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.

Select an option to secure your account:

- ☒ **Phone**
Get your security code via text message (SMS) or phone call
- ☐ **Authentication application**
Set up an authentication application to get your security code without providing a phone number
- ☐ **Security key**
Use a security key to secure your account
- ☐ **Government employees**
Use your PIV/CAC card to secure your account
- ☐ **I don't have any of the above**
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

Continue

[Cancel account creation](#)

The authentication application option uses an app to generate a security code. This may require you to download an application.

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Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

STEP 3 OF 4
Enter your security code

We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☐ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



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Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

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You successfully set up Phone as
your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

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You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

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CLEARINGHOUSE

You have created your account with
login.gov

You can now sign in to The FMCSA Drug &
Alcohol Clearinghouse.

Continue

This is the only information login.gov will share with DOT:

Email address



Register for the Clearinghouse

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Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

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FMCSA
Federal Motor Carrier Safety Administration

Register
Login

**DRUG & ALCOHOL
CLEARINGHOUSE**

FAQ
About
Contact

? Do you need help? Download step-by-step instructions for assistant registration.

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LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
COMPANY INFORMATION
DESIGNATE C/TPA
TERMS & CONDITIONS

3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name		Phone/Email	
First Name		Phone Number	Type
Middle Name (Optional)		Alternate Phone Number (Optional)	Type
Last Name		Email Address (Login.gov Username)	user@company.com

Previous
Next
Cancel



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Review the Clearinghouse terms and conditions. **Check the box** to confirm that you agree to the terms and conditions and click **I Agree**.

United States Department of Transportation

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Federal Motor Carrier Safety Administration

Register Login

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FAQ About Contact

Do you need help? Download step-by-step instructions for employer registration.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

6. Terms and Conditions

FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public Information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

☐ I affirm that all the information provided is true and accept all of the terms above.

Previous I Agree Cancel

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to enter information into the Clearinghouse.