



Add a U.S. DOT Number to a Portal Account: Company Official

During your Clearinghouse registration, the system will attempt to link your Portal account with your Clearinghouse account. This will associate your Clearinghouse activity with your company’s U.S. DOT Number. In order to make this connection, your Portal account will need to include your U.S. DOT Number. If this is not already included in your Portal account, you will need to add it. If you have multiple U.S. DOT Numbers associated with your company, you will add each number to your Portal account individually.

The process for adding a U.S. DOT Number to your Portal account will vary slightly depending on whether or not you are the Company Official for your organization. View the information below for an overview of each Portal account type. For each U.S. DOT Number entered in the Portal, there must be one Portal user that is identified as the Company Official.

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none">Responsible for registering a company in the FMCSA Portal, typically the company ownerHas full access to company informationManages and approves account requests from other company employees looking to access company data <div><p>The Portal is designed to allow one Company Official for each U.S. DOT Number. For more information on how companies can manage their users, visit the FMCSA Portal User Help.</p></div>	<ul style="list-style-type: none">A company employee or associate of a companyGranted access to specific company data by the Company OfficialNot responsible for managing other users’ Portal accountsMust wait to register until the Portal Company Official has registered the company in the PortalPortal account requests must be approved by the Portal Company Official

If you are not the Company Official, view the [Add a U.S. DOT Number to a Portal Account: Company User Job Aid](#).

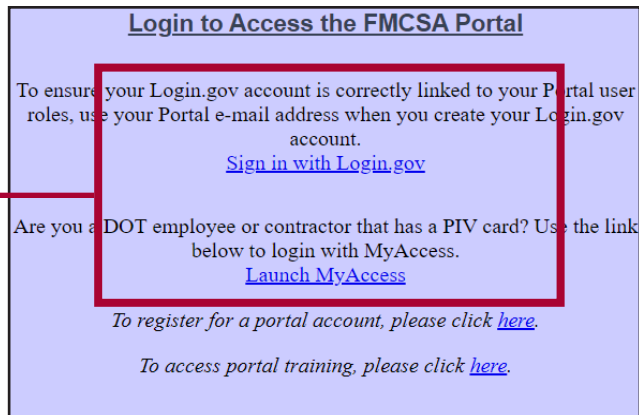
View the step-by-step instructions below to add a U.S. DOT Number to your Portal account as the Company Official for your organization.

How to Add a U.S. DOT Number to Your Portal Account

1

Log In to Your Portal Account

Visit <https://portal.fmcsa.dot.gov/login> and log in to the FMCSA Portal.



2

Access Your Profile

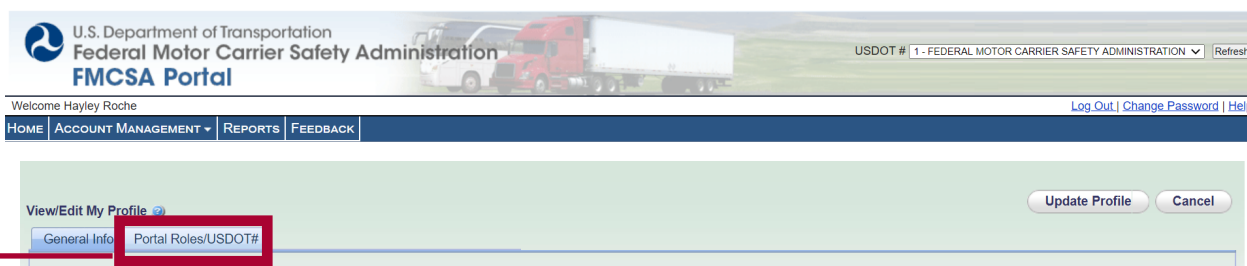
Under **Account Management**, click on **My Profile**.



3

View Profile Details

Select the **Portal Roles/U.S. DOT#** tab.



4

Add U.S. DOT Number and Enter PIN

Enter the U.S. DOT Number you need to add and click **Submit**. If this is the first Portal account associated with this U.S. DOT Number, you will see a message indicating that no Company Official has yet registered for the entered U.S. DOT Number and a PIN entry field will appear. Enter your FMCSA-issued PIN associated with the U.S. DOT Number and click **Validate PIN**.

If your U.S. DOT Number and PIN validated successfully, you will see the U.S. DOT Number appear in the U.S. DOT# List.

Note: Your PIN was provided to your company with your U.S. DOT registration. If you do not know your PIN, check with your company's Safety Manager. Your company can also [request the PIN online](#), if needed.

View/Edit My Profile

General Info | **Portal Roles/USDOT#** | Preferences

Update Profile Cancel

USDOT # List

enter the USDOT# for the role you want access to. Click the **Submit** button to see if your USDOT# is registered in our system.

* USDOT #: Submit

* Pin #: Validate Pin

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT #. Please contact the company official and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request.

Add Role >

< Remove Role

Role Selection Description

Add USDOT to List

5

Select Company Official Role

As the Company Official for a U.S. DOT Number, you will need to assign yourself the Company Official role before you can add a Clearinghouse user role.

- A Select **Company Official** from the Available Roles list.
- B Click **Add Role**. This will move the role into the Requested Roles box.
- C Enter the tasks you will complete in the Portal under **Reason for Request**, such as “Manage Portal account and approve employee requests.”
- D Click **Add U.S. DOT# to List**.
- E When you are finished, click **Update Profile**.

The screenshot shows the 'View/Edit My Profile' interface with the 'Portal Roles/USDOT#' tab selected. At the top right, there are 'Update Profile' and 'Cancel' buttons. Below the tab, there's a section for 'USDOT #' with a text input, a 'Submit' button, and a message: 'Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT #. Please contact the company official and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request.' Below this is a 'Pin #' field with a 'Validate Pin' button. The main area is divided into 'Available Roles' and 'Requested Roles'. In 'Available Roles', 'Company Official' is selected. An 'Add Role >' button is between the two lists. Below the 'Requested Roles' list is a 'Reason for Request' text area. At the bottom, there's a 'Role Selection Description' section with a blue bar containing the text 'undefined'. Below this bar is an 'Add U.S. DOT# to List' button. A red line connects the number 5 to the 'Add U.S. DOT# to List' button.



Repeat steps 4 and 5 for any additional U.S. DOT Numbers you need to add to your account.

Your U.S. DOT Number has been added to your account. Add a Clearinghouse user role.

As the Company Official, you will immediately see the added U.S. DOT Number listed in your Portal account and your Portal Company Official role status will update to “Approved.” **You will now need to add a Clearinghouse user role and any additional available roles for this U.S. DOT Number.** If you have multiple U.S. DOT Numbers associated with your company, you will add each number to your Portal account individually and assign a Clearinghouse user role for each number.



You must assign yourself the appropriate Clearinghouse user role for each U.S. DOT Number in your Portal account. Your Portal Clearinghouse user role determines what permissions you will have in the Clearinghouse. View the [Requesting a Clearinghouse User Role Job Aid](#) for instructions to complete this process. Once you add your user role(s), you can [register for a Clearinghouse account](#).