Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

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

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
• Responsible for registering a company in the FMCSA Portal, typically the company owner • Has full access to company information • Manages and approves account requests from other company employees looking to access company data 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**.	• A company employee or associate of a company • Granted access to specific company data by the Company Official • Not responsible for managing other users' Portal accounts • Must wait to register until the Portal Company Official has registered the company in the Portal • Portal account requests must be approved by the Portal Company Official

If you are the Company Official for your organization, view the Add a U.S. DOT Number to a Portal Account: Company Official Job Aid.
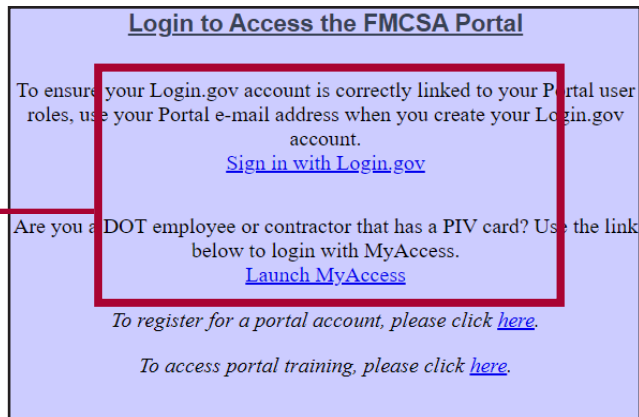
View the step-by-step instructions below to complete this process as a Company User.

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.
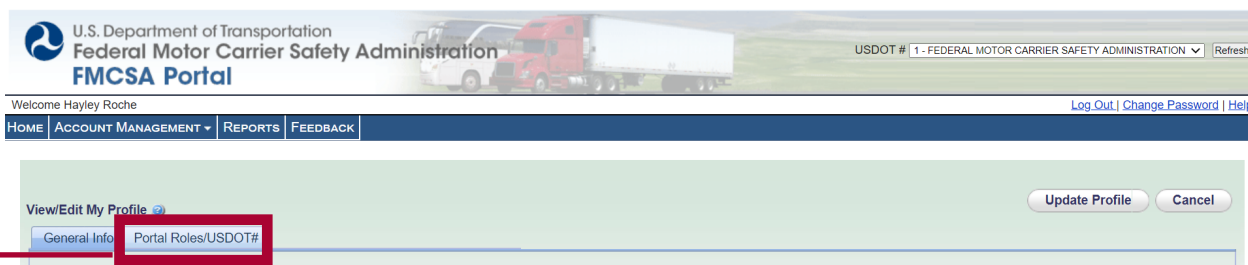

2   **Access Your Profile**
Under **Account Management**, click on **My Profile**.

3   **View Profile Details**
Select the **Portal Roles/USDOT#** tab.

4 **Add Your U.S. DOT Number**

Enter the U.S. DOT Number you need to add and click **Submit**. The Available Roles box will display a list of available roles for this U.S. DOT Number.

5 **Add Clearinghouse User Role**

Choose the appropriate Clearinghouse user role to add to your U.S. DOT Number. If your Portal account has multiple U.S. DOT Numbers, you will need to request the Clearinghouse user role account for each U.S. DOT Number individually. (Note: Only request the Clearinghouse user role if you will use the Clearinghouse on behalf of that company.). You can also request any additional available roles for the selected U.S. DOT Number. When you are finished, click **Update Profile**.

Not sure which Clearinghouse user role you should request?

DACH Motor Carrier
- Clearinghouse Assistant
- Able to report violations, purchase/conduct queries, and report return-to-duty (RTD) information

DACH Motor Carrier Admin
- Clearinghouse Administrator
- All permissions of DACH Motor Carrier, plus designate a consortium/third party administrator (C/TPA) and indicate whether or not motor carrier is an owner-operator
- For more information, view the **Clearinghouse Portal User Roles Job Aid**.

A A. Select either **DACH Motor Carrier** or **DACH Motor Carrier Admin** from the Available Roles list.

B Click **Add Role**. This will move the role into the Requested Roles box. Your role request will appear as "Pending" until it is approved by your organization's Company Official.

C Enter the tasks you will complete in the Clearinghouse under **Reason for Request,** such as "Query Drug and Alcohol Clearinghouse."

D Click **Add USDOT# to List**.

E When you are finished, click **Update Profile**.

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

Your request has been submitted and is awaiting approval.

The Portal Company Official for your organization will be notified of your request and must approve your U.S. DOT Number and requested Clearinghouse user role in the Portal. This will update the status of your Clearinghouse user role request from "Pending" to "Approved." Once your request has been approved, you will have access to specific company data and can **register for a Clearinghouse account**. View the **Registration: Employers with Portal Accounts Job Aid** for instructions. If you are already registered in the Clearinghouse, you can link your existing Clearinghouse account to your Portal account by logging in to your Clearinghouse account, navigating to My Dashboard > My Employer Profile, and clicking **ADD USDOT #**.

> ⚠️ **Note:** If you are unable to receive approval from the listed Portal Company Official for your organization, contact FMCSA's Information Line for assistance by visiting **https://clearinghouse.fmcsa.dot.gov/Contact**.