Federal Motor Carrier Safety Administration

CLEARINGHOUSE



How to Designate Your C/TPA

An employer may designate a consortium/third-party administrator (C/TPA) in the Clearinghouse to assist with meeting their query and violation reporting requirements. C/TPAs must accept an employer's designation in the Clearinghouse before they can access the Clearinghouse on that employer's behalf. Employers should contact the C/TPA prior to sending them a designation request in the Clearinghouse.

OWNER-OPERATORS—that is, employers who employ themselves as CDL drivers, typically a single-driver operation—are required to designate a C/TPA in the Clearinghouse. Owner-operators may choose to report drug and alcohol program violations for any other drivers they employ, however, the C/TPA has the responsibility to report any drug and alcohol program violation incurred by the owner-operator.

Designating Your C/TPA in the Employer Dashboard

Employers are prompted to designate their C/TPA during the Clearinghouse registration process; for these instructions, see the job aid links in the box at right. Once you have completed your Clearinghouse registration, you can manage your designated C/TPAs using your Employer Dashboard.

Log In and Access the Dashboard

Visit https://clearinghouse.fmcsa.dot.gov. Click Log In and access the Clearinghouse using your login.gov username and password.

Under My Dashboard, go to Manage and click C/TPAs.

Employer Registration Instructional Job Aids

To designate your C/TPA as part of the registration process, see the instructions in one of the job aids below.



Registering as an employer with a Portal account



Registering as an <u>employer without a</u>

<u>Portal account</u>



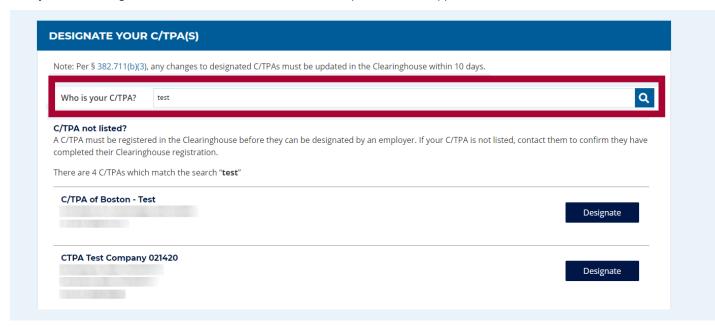


This will bring up a screen with the same search box you saw during your Clearinghouse registration, along with a list of any C/TPAs you have previously designated.

Designate Your Consortium/Third-Party Administrator As an employer, you may use one or more consortia/third-party administrators (C/TPAs) 1 to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c). **DESIGNATE YOUR C/TPA(S)** Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days. Q Who is your C/TPA? Enter name of C/TPA managing your drug and alcohol testing program C/TPA not listed? A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration. Designated C/TPA(s) I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf. C/TPA **Report Violations** Report RTD Information 6 **Conduct Oueries** Status () **~ ~ Revoke Access** C/TPA of Boston - Test Active CTPA Test Company 021420 Pending Delete Request **Revoke Access** CTPA Test Company XYZ Rejected Click "Save" to save your changes. C/TPAs you have selected will receive a request to confirm your designation. Cancel

Designating a C/TPA

Enter the name of your C/TPA in the field labeled Who is your C/TPA? and click on the search icon, or hit Enter. If you enter enough characters of the C/TPA's name, a list of options will also appear.

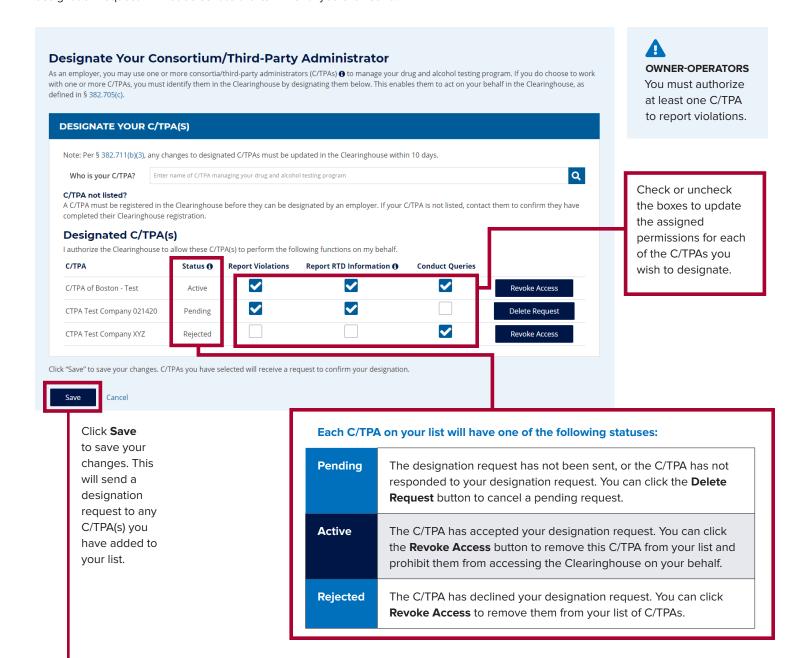




Authorizing Functions

For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: Report Violations, Report RTD Information, and Conduct Queries.

Once you have selected at least one C/TPA to designate, they will appear in the list at the bottom of the page. Note that the designation request will not be sent to the C/TPA until you click Save.





Your changes have been saved.

The C/TPA(s) will receive a request to confirm your designation.

Proceed to your Dashboard.