

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



Register for an FMCSA Portal Account: Company User

About the FMCSA Portal

What is the FMCSA Portal?

The [FMCSA Portal](#) is a web system that provides access to several FMCSA systems. Employees of motor carriers who are registered in the Portal use their accounts to access these web systems, including the Drug and Alcohol Clearinghouse (Clearinghouse). For more information, view the interactive [Clearinghouse Portal Guide](#).

Do I need to register for an FMCSA Portal account?

Each Clearinghouse user whose company has a U.S. DOT Number should have their own personal FMCSA Portal account. Not all entities registered in the Clearinghouse will have a U.S. DOT Number. For more information, visit the [Do I Need a U.S. DOT Number](#) page on the FMCSA website. If you do not already have a Portal account but will access the Clearinghouse on your company's behalf, follow the instructions below to register for an account prior to registering for the Clearinghouse.

Logging in with Login.gov: Motor carriers access the FMCSA Portal using their Login.gov account. If you do not have a Login.gov account, refer to the instructions for creating an account [on the FMCSA website](#).

What type of FMCSA Portal Account do I need?

FMCSA Portal accounts are available for different types of users based on their company role. View the information below for an overview of each 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 <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>	<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 intend to serve as the Portal Company Official for a U.S. DOT Number, view the [Portal Registration: Company Official Job Aid](#) for instructions.

If you are not the Company Official for your organization, view the information below for step-by-step instructions to register for a Portal account as a Company User.

How to Request an FMCSA Portal Account

1

Start the Registration Process

Go to <https://portal.fmcsa.dot.gov> and select "To register for a portal account, please click [here](#)."

Login to Access the FMCSA Portal

To ensure your Login.gov account is correctly linked to your Portal user roles, use your Portal e-mail address when you create your Login.gov account.

[Sign in with Login.gov](#)

Are you a DOT employee or contractor that has a PIV card? Use the link below to login with MyAccess.

[Launch MyAccess](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).

2

Sign In to the Portal

Select **Sign in with Login.gov**.

Registration

To request a portal account please authenticate with Login.gov. If you have a DOT email, please authenticate with MyAccess.

[Sign in with Login.gov](#)

[Launch MyAccess](#)

3

Sign In to Login.gov

Enter your email address and password and click **Submit**. Follow the instructions to complete your login.

LOGIN.GOV U.S. Department of Transportation Federal Motor Carrier Safety Administration

FMCSA Portal is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address

Password

☐ Show password

Submit

[Sign in with your government employee ID](#)

[Back to FMCSA Portal](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4

Select Account Type

Select **Company User** and click **Next** to continue.

Account Request

Step 1 2 3 4 5

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

Company User

☒ Company Employee or an Associate of a Company

Enforcement User

☐ Federal, State, and Third Party Enforcement Employees

Next >> Cancel

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4a Look Up U.S. DOT Number

Enter your U.S. DOT Number and click **Lookup** to verify whether the U.S. DOT Number is registered. You will add any additional number(s) once you have completed the Portal registration process.

portal.fmcsa.dot.gov says

Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # [redacted]. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access 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. If you are requesting access to the



OK

What if there is no Company Official?

If this is the first Portal account associated with your U.S. DOT Number, you will see a pop-up message indicating that no Company Official has yet registered for the entered U.S. DOT Number.

If you are not the Company Official, you should contact the person authorized to be the Company Official for this U.S. DOT Number and ask him or her to register with the FMCSA Portal. Once the Company Official has registered in the Portal, you may resubmit your account request and continue the Portal registration process.

Confirm Company Official

If there is already a registered Company Official for the entered U.S. DOT Number, his or her name will be displayed on the screen. If there is an issue with the listed Company Official for your U.S. DOT Number, contact FMCSA's Information Line for assistance by visiting <https://clearinghouse.fmcsa.dot.gov/Contact>.

4

4b

Add Clearinghouse User Role

Choose the appropriate Clearinghouse user role to add to your account. You can also request any additional available roles for the selected U.S. DOT Number.

A

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

B

Click **Add Role**. This will move the selected 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."



Repeat this process for any additional roles you want to add to your U.S. DOT Number. When you are finished, click **Next**.

Not sure which Clearinghouse user role you should request?

Select the role with the permissions you will need.

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

Account Request

Step 1 2 3 4 5

Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

* USDOT#:

Company Legal Name:
Company Official Name:

The Company Official associated with the USDOT# for which you are requesting access is identified to the left. The Company Official will be required to approve your access request before your account can become active. Please contact the registered identified Company Official for this USDOT # if you have a dispute over who should have the Company Official role in the FMCSA Portal. If you are unable to resolve who should have the Company Official role for this USDOT #, you may [Submit a Challenge](#).

Available Roles

Portal View Sensitive Company Information
DataQs Secure Access
A&I Carrier
NCCDB Secure Access
DACH Motor Carrier Admin
DACH Motor Carrier

B

Add Role >

< Remove Role

Requested Roles

* Reason for Request

C

Role Selection Description

Remove USDOT#

Add USDOT to List

<< Back

Next >>

Cancel



5

Enter Personal Information

Enter your first and last name (middle name is optional). The Portal will automatically use the email address from your Login.gov account as your User ID; you will not be able to edit this field. When you are done, click **Next**.

Account Request

Step 1 2 3 4 5

*Indicates Required Information
Please Note: Special characters {}[]' " * can not be used in personal information

Please enter the information below.

Personal Information

*First Name:

Middle Name:

*Last Name:

User ID:

<< Back

Next >>

Cancel

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Enter Work Information

Enter your work information, and click **Next**.

Account Request

Step 1 2 3 4 5

*Indicates Required Information

Please enter the information below.

Work Information

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State/Prov: Select a value

*Postal Code:

*Country: UNITED STATES

*Phone #: 1- Ext. #

Fax #: 1-

*Company Legal Name

*Job Title:

*Preferred Contact Method: Select a value

<< Back

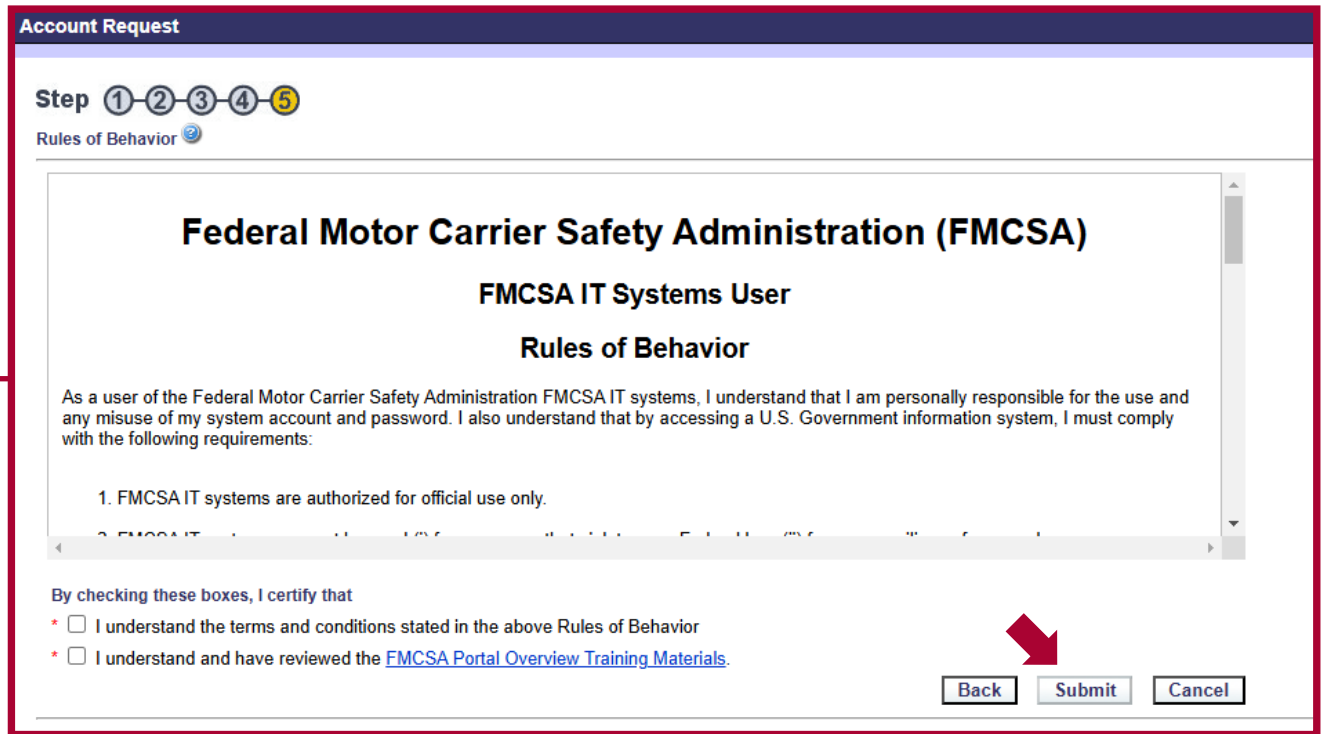
Next >>

Cancel

7

Submit Portal Account Request

Read the Rules of Behavior, check the two boxes at the bottom of the page to certify your understanding of the rules, and click **Submit**.



Account Request

Step 1 2 3 4 5

Rules of Behavior

Federal Motor Carrier Safety Administration (FMCSA)

FMCSA IT Systems User

Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, 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. FMCSA IT systems are authorized for official use only.

By checking these boxes, I certify that

* ☐ I understand the terms and conditions stated in the above Rules of Behavior

* ☐ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

Back Submit Cancel

Your Portal account has been requested 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 as an employer without a Portal account, you can link your existing Clearinghouse account to your Portal account by logging in, navigating to My Dashboard > My Employer Profile, and selecting "Add U.S. DOT#."

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>.