

# DRUG & ALCOHOL CLEARINGHOUSE

## How to Request a Clearinghouse User Role in the Portal



### Requesting a Clearinghouse User Role in the Portal

#### STEP 1

Visit <https://portal.fmcsa.dot.gov/login> and log in using your Login.gov account.

#### STEP 2

Under Account Management, select **My Profile**. Select the **Portal Roles/USDOT#** tab.

#### STEP 3

In the USDOT # List, **select the U.S. DOT Number** you want to link with your Clearinghouse account.

*Note that you must request a Clearinghouse user role for each USDOT# you need to link with the Clearinghouse.*

#### STEP 4

Under Available Roles, **select the Clearinghouse user role** with the permissions you will need\* and click **Add Role** to add it to your Requested Roles.

*\*See Page 2 for user role descriptions.*

#### STEP 5

Under "Reason for Request" **enter the reason** you need this user role. (For example: "Enter drug and alcohol program violation information and query driver records.")

#### STEP 6

Click **Update Profile**. When your company official (CO) approves the request, it will appear under Approved Roles. If you are the CO, the request will approve automatically.

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#### 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](#).

### Portal Roles

Not sure which Clearinghouse user role you will need?



**DACH Motor Carrier Admin (Employers)**



**DACH Motor Carrier (Assistants)**

See next page to learn more >

U.S. Department of Transportation  
Federal Motor Carrier Safety Administration  
FMCSA Portal

Welcome [User Name]

USDOT # | 433512 - STEFFL DRILLING & PUMP INC | Refresh

Log Out | Change Password | Forgot Password | Help

HOME ACCOUNT MANAGEMENT REPORTS FEEDBACK

PENDING ACCOUNT REQUESTS  
MANAGE USER ACCESS  
My Profile

View/Edit My Profile

General Info Portal Roles/USDOT#

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 #: [Input Field] Submit

Available Roles

- DACH Motor Carrier
- DACH Motor Carrier Administrator

Add Role >

< Remove Role

Approved Roles

- DataQs Secure Access
- A&I Carrier
- NCCDB Secure Access
- Emergency Declaration Reporting (No. 2)
- Company Official Alternate
- Modify Company Information
- Non-sensitive Portal Access
- View Sensitive Company Information

Pending/Requested Roles

Reason for Request

Update Profile Cancel

If you need assistance requesting your Clearinghouse Portal user role, contact the FMCSA Portal Registration Call Center at (800) 832-5660.

# DRUG & ALCOHOL CLEARINGHOUSE

## How to Request a Clearinghouse User Role in the Portal



### What is an FMCSA Portal account?

The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a U.S. DOT Number, you should have an FMCSA Portal account. If you do not already have one, you should [register for a Portal account](#) prior to registering for the Clearinghouse.

### How will my Portal account be associated with my Clearinghouse account?

During your Clearinghouse registration, you will be prompted to link your Portal account with your Clearinghouse account. This will associate your Clearinghouse activity with your company's U.S. DOT Number.

How you set up your Portal account also determines how you will use the Clearinghouse, as your Portal user role determines what your permissions in the Clearinghouse will be. For more information on the Clearinghouse user roles, see the chart at right.

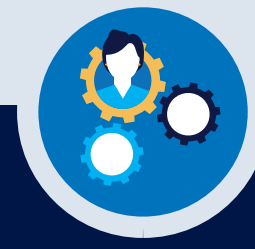
**Not sure which Clearinghouse user role you should request?**  
Select the role with the permissions you will need.



### DACH MOTOR CARRIER ADMIN (EMPLOYERS)

Clearinghouse Administrators are able to:

- **REPORT** driver drug and alcohol program violation information.
  - **REPORT** driver negative return-to-duty tests and completion dates of follow-up testing.
  - **QUERY** the Clearinghouse, with driver consent, for drug and alcohol program violation information in a driver's Clearinghouse record.
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- **DESIGNATE** a consortium/third-party administrator (C/TPA) to complete required actions on the employer's behalf.
  - **INDICATE** whether or not a motor carrier is an owner-operator.



### DACH MOTOR CARRIER (EMPLOYER ASSISTANTS)

Clearinghouse Assistants are able to:

- **REPORT** driver drug and alcohol program violation information.
- **REPORT** driver negative return-to-duty tests and completion dates of follow-up testing.
- **QUERY** the Clearinghouse, with driver consent, for drug and alcohol program violation information in a driver's Clearinghouse record.