# Federal Motor Carrier Safety Administration
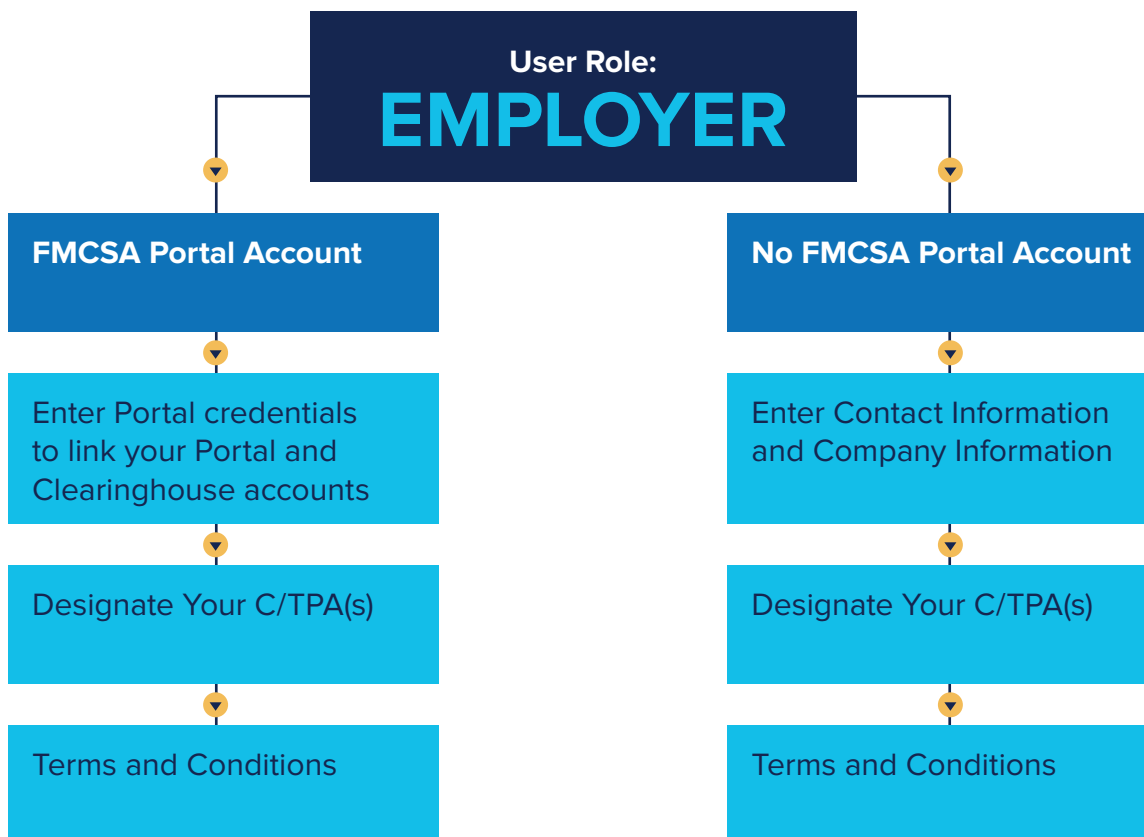
## DRUG & ALCOHOL
# CLEARINGHOUSE

## REGISTRATION: EMPLOYERS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

> Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have 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 USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse.

### User Role:
# EMPLOYER

| FMCSA Portal Account | No FMCSA Portal Account |
|---|---|
| Enter Portal credentials to link your Portal and Clearinghouse accounts | Enter Contact Information and Company Information |
| Designate Your C/TPA(s) | Designate Your C/TPA(s) |
| Terms and Conditions | Terms and Conditions |

## Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

**1** Visit https://clearinghouse.fmcsa.dot.gov/register and click **Go to login.gov.**

> During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

**2** On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your credentials on this screen, click **Sign In** and **go to step 10**.

The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

ℹ **Are you FMCSA or State Driver Licensing Agency personnel?**
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.

Visit the Government User login

Email address

Password

☐ Show password

**Sign In**

Don't have an account? Create an account

Sign in with your government employee ID

‹ Back to The FMCSA Drug & Alcoho...

**3** Enter your email address and click **Submit.** This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

ℹ **Are you FMCSA or State Driver Licensing Agency personnel?**
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.

Visit the Government User login

**STEP 1 OF 4**

**Enter your email address**

Email address

**Submit**

Cancel

**LOGIN.GOV**

**Confirm your email**

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

**Confirm email address**

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

About login.gov | Privacy policy

**4** Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

**5** Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

✓ You have confirmed your email address

STEP 2 OF 4

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

**Password**

••••••••••••

Password strength: **Great!**

**Continue**

Password safety tips ➕

‹ Cancel account creation

**6** Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

STEP 3 OF 4

### First authentication method setup (1 of 2)

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.

Select an option to secure your account:

● **Phone**
Get your security code via text message (SMS) or phone call

○ **Authentication application**
Set up an authentication application to get your security code without providing a phone number

○ **Security key**
Use a security key to secure your account

○ **Government employees**
Use your PIV/CAC card to secure your account

○ **I don't have any of the above**
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

**Continue**

‹ Cancel account creation

**7** Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

**LOGIN.GOV** | **DRUG & ALCOHOL CLEARINGHOUSE**

**STEP 3 OF 4**

## Enter your security code

We sent a security code to **+1 123-456-7890** This code will expire in 10 minutes.

**One-time security code**

[                    ]          **Submit**

🔄 Get another code          ☐ Remember this browser

Entered the wrong phone number? Use another phone number

‹ Choose another option

**8** Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method**.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

**Continue**

‹ Cancel account creation

**9** You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You have created your account with login.gov

You can now sign in to **The FMCSA Drug & Alcohol Clearinghouse**.

**Continue**

This is the only information login.gov will share with **DOT**:

✓ **Email address**

## Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

**(10)** Select your role (**employer**), and click **Next**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled "Are you covered by DOT Drug and Alcohol Testing Regulations?" and click **Find out**.

## DRUG & ALCOHOL CLEARINGHOUSE

## If you have an FMCSA Portal Account

If you have an FMCSA Portal Account, select **Yes,** and click **Next. If you do not have an FMCSA Portal Account, skip to page 17.**

**11** Select **Yes**, and click **Next**.

### 2. Select Your Role
Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

**DO YOU HAVE AN FMCSA PORTAL ACCOUNT?**

YES   I have an FMCSA Portal Account          NO   I do not have an FMCSA Portal Account

Previous    Next    ancel

**12** Enter your Portal username and password and click **Sign In**.

If your Portal account has not been granted access to the Clearinghouse, you will need to log into your FMCSA Portal account to request this access before you can link your Portal and Clearinghouse accounts.

### 3. Contact Information

**Link With Your FMCSA Portal Account**
We will import your company and personal contact information so you will not need to manually enter it.

**Why link your Clearinghouse account and Portal account?**
Linking with your Portal account will associate your Clearinghouse activity with your USDOT Number, which will enable enforcement personnel to verify your Clearinghouse activity quickly and easily after January 6, 2020. Establishing this link today will help streamline interactions with enforcement personnel down the road.

Note: You can link your accounts after you complete your Clearinghouse registration, but this may result in some of your activity not being associated with your USDOT Number.

**ENTER YOUR FMCSA PORTAL CREDENTIALS**

Enter your Portal User ID and password below to link your Clearinghouse account with your Portal account.

**Username**
username
Forgot your user ID?

**Password**
........
Forgot your password?

Sign In
Unlock your account

Previous    Cancel

**13** Review your contact information. You may also add an alternate phone number. Click **Next**.

If you need to update your personal contact information, you will need to log into your FMCSA Portal account to make any necessary changes. You will not be able to make these changes in the Clearinghouse.

## 3. Contact Information

**Questions about your contact information?**

Your information has been pulled from the FMCSA Portal and cannot be updated in the Clearinghouse.

If this information needs to be updated, you will need to log into the FMCSA Portal to make the change.

### CONTACT INFORMATION

**Contact Information**

Name:
User

Phone:

Email (Login.gov Username):
user@company.com

Alternate Email:
user@company.net

**Add Optional Contact Information**

Alternate Phone Number

Type

Previous    Next    Cancel

**14** If you serve as a Clearinghouse Administrator for more than one company, you will need to register each company separately. Select the company you would like to register first from the dropdown menu and click **Next**. If you are the Administrator for one company only, you will not see this step.

**15** Review your company's information. You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Make a selection and click **Next**.

If your company information needs to be updated, you will need to update your company's registration with FMCSA. You will not be able to make this change in the Clearinghouse.

## 4. Company Information

**Questions about your company information?**

Information has been pulled from the USDOT Registration system and cannot be updated in the Clearinghouse. If this information needs to be updated, you will need to update your registration.

**XYZ CORP**

**Company Information**
Name:

USDOT #:

Company Email:

**Address Information**
Physical Address:

Mailing Address:

**Are you an owner-operator?**
You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation ⓘ.

◯ Yes, I am an owner-operator.

◯ No, I am not an owner-operator.

Click "Next" to save this information and proceed. The C/TPA(s) will receive a request to confirm your designation."

[Previous] [Next] Cancel

**16** If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled W**ho is your C/TPA?** and **click on the search icon**, or hit **Enter.**

**17** This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

**18** 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 finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, includng negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) ⓘ 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).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA? [ Enter the name of the 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 ⓘ | Conduct Queries | |
|---|---|---|---|---|
| XYZ Corp | ☑ | ☑ | ☐ | 🗑 |
| Harlow Consortium Inc. | ☐ | ☐ | ☑ | 🗑 |

[ Previous ] [ Next ] Cancel

**19** Review the Clearinghouse Terms and Conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.



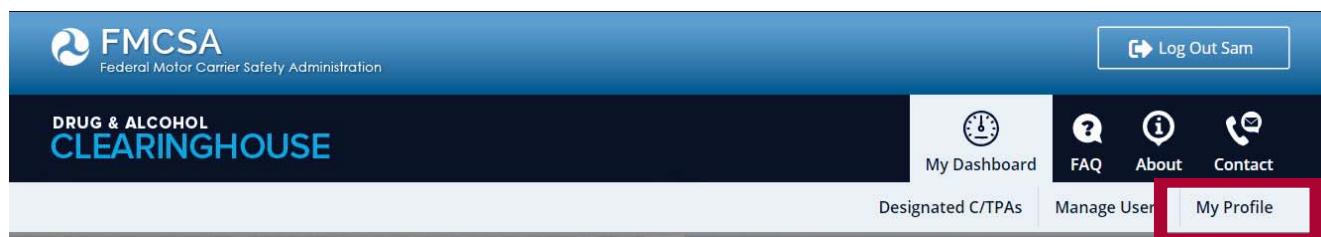## Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.
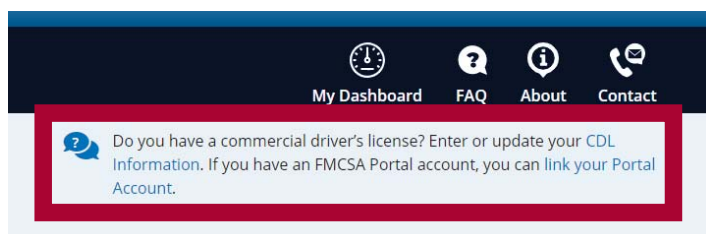
## Adding or Updating Your CDL Information

At this point, if you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.
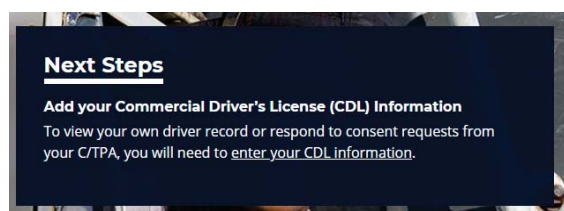
To add or make updates to your CDL information, under My Dashboord, click on **My Profile**.

Look in the upper right-hand corner of the screen for the text asking "Do you have a commercial driver's license?" Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify.** If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.

Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.

## If you do not have an FMCSA Portal Account

If you do not have an FMCSA Portal Account, select **No,** and click **Next.**

**11** Select **No**, and click **Next**.

**2. Select Your Role**
Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

**DO YOU HAVE AN FMCSA PORTAL ACCOUNT?**

YES  I have an FMCSA Portal Account        NO  do not have an FMCSA Portal Account

Previous   Next   Cancel

**12** Confirm that you are your employer's Clearinghouse Administrator by selecting **Yes, I am my employer's Clearinghouse Administrator** and clicking **Next.**

If you are not authorized to be your employer's Clearinghouse Administrator, do not proceed with this registration. Contact your employer's Clearinghouse Administrator and request an invitation to register as a Clearinghouse Assistant for your employer.

**2. Select Your Role**
**Will you manage your employer's users in the Clearinghouse?**
By completing this registration, you will become your employer's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on your employer's behalf.

Employers can also invite users who will serve in an Assistant role. If you are not authorized to be your employer's Clearinghouse Administrator, do not complete this registration. Contact your employer's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as an Employer Assistant.

⚠  **Are you the Clearinghouse Administrator?**
☑ Yes, I am my employer's Clearinghouse Administrator.

Previous   Next   Cancel

**13** Indicate whether or not your company has a USDOT Number and click **Next.**

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a USDOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.

### 2. Select Your Role
A USDOT Number is a unique identifier assigned to a company that has registered with FMCSA. Learn more about USDOT Numbers.

**DOES YOUR COMPANY HAVE A USDOT NUMBER?**

( ) YES  My company has a USDOT Number       ( ) NO  My company does not have a USDOT Number

**Not sure if your company has a USDOT Number?**
Contact your safety manager ❶ to determine if your company has a USDOT Number.

[Previous]  [Next]  Cancel

**14** If you indicate your company does not have a USDOT Number, you will see a message to make sure that your company does not need one. If your company does need a USDOT Number, you may considering obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a USDOT Number** or **I will obtain my USDOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.

### DRUG & ALCOHOL
### CLEARINGHOUSE                                    ✖

**Do you need to obtain a USDOT Number?**

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul types and quantities requiring a safety permit must register for a USDOT Number. Learn more about USDOT Numbers

If your company meets the criteria above and does not have a USDOT Number, you may ... ghouse registration.

( ) I do not need a USDOT Number
( ) I will obtain my USDOT Number later

[Cancel Registration]  [Proceed With Registration]

**15** Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

**16**  If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled W**ho is your C/TPA?** and **click on the search icon**, or hit **Enter.**

## 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) ⓘ 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).

You can designate your C/TPA(s) now, or after you have completed your registration.

### DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?   | Enter the name of the C/TPA managing your drug and alcohol testing program | 🔍

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.

Previous   Next   Cancel

**U.S. DEPARTMENT OF TRANSPORTATION**
Federal Motor Carrier Safety Administration
1200 NEW JERSEY AVENUE, SE
WASHINGTON, DC 20590
855-368-4200

▸ Contact Us
▸ Careers
▸ Email Subscriptions
▸ Forms

▸ Privacy Policy
▸ Accessibility
▸ DOT Web Policies & Notices
▸ BusinessUSA

**17** This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

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Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?   harlow

**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

There are 1 C/TPAs which match the search "**harlow**"

**Harlow Consortium Inc.**
Vernon St, Plymouth, AR 02360                                    Designate

Previous     Next     Cancel

**18** 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 finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

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Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA? [Enter the name of the 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 ❶ | Conduct Queries | |
|---|---|---|---|---|
| XYZ Corp | ☑ | ☑ | ☐ | 🗑 |
| Harlow Consortium Inc. | ☐ | ☐ | ☑ | 🗑 |

Previous  Next  Cancel

**19** Review the Clearinghouse Terms and Conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.



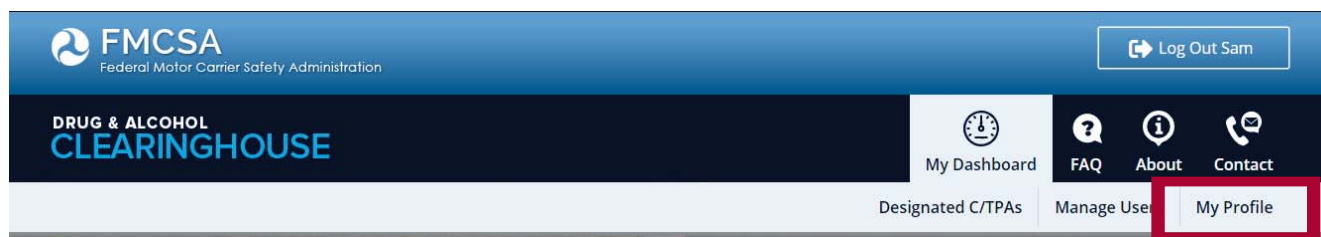## Your Clearinghouse registration is complete.

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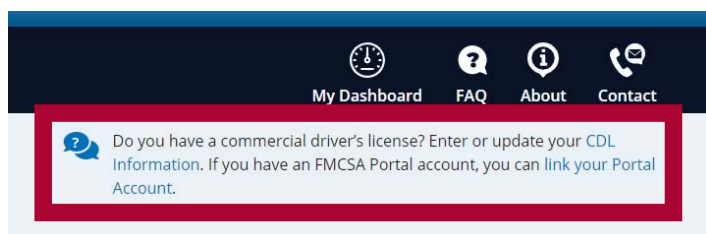
## Adding or Updating Your CDL Information

At this point, if you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information, under My Dashboord, click on **My Profile**.

Look in the upper right-hand corner of the screen for the text asking "Do you have a commercial driver's license?" Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify.** If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.

Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.