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

DRUG & ALCOHOL CLEARINGHOUSE

| How to Request a Clearinghouse User Role in the Portal

Requesting a Clearinghouse User Role in the Portal

STEP ❶
Visit https://portal.fmcsa.dot.gov/login and enter your username and password to log into the FMCSA Portal.

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

STEP ❸
In the USDOT# List, **select the USDOT Number** you want to link with your Clearinghouse account.

STEP ❹
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 ❺
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 ❻
Click **Update Profile**. This will send a request to your organization coordinator (OC) who will need to approve the role. Once it is approved, it will be listed under Requested Roles with the "Approved" status.

Login to Access the FMCSA Portal

User ID:
Password:
Login

Portal Roles

Not sure which Clearinghouse user role you will need?

DACH Motor Carrier Admin (Employers)

DACH Motor Carrier (Assistants)

Turn over to learn more ›

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 USDOT 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 USDOT 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.

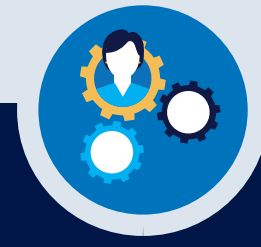### DACH MOTOR CARRIER ADMIN (EMPLOYERS)

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.

- 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.