

Registration Instructions

1) Do you have a USDOT PIN? (If "Yes" go to step 2)

If you do not have USDOT PIN go to

<https://safer.fmcsa.dot.gov/AutoPin/index.xhtml>

- Click on "Request Current USDOT Number PIN".
- Complete the requested information on the page to be emailed a PIN.
- The PIN will be a combination of numbers and letters.
- The format is number/letter/2 numbers/2 letters/number/letter and will all Caps.
- Example: 1A23BC4D

Keep a record of this PIN. You will need it for this registration process and at other times when dealing with the FMCSA.

2) Do you have an FMCSA Portal Account? (If "Yes" go to step 3)

If you do not have an FMCSA Portal Account go to

<https://portal.fmcsa.dot.gov/login>

- Click on the link "To register for a portal account, please click [here](#)."
- Click to select "Company Employee or and Associate of a Company".
- Click the box next to "I'm not a robot" (complete the security task if asked).
- Click "Next".
- Enter your DOT number in the box next to "USDOT #:"
- Click on "Lookup".
- Click "OK" on the pop-up message box.
- Enter your USDOT PIN in the box next to "Pin #:"
- Click on "Validate Pin".
- Click on "Portal Company Official" in the box labeled "Available Roles" so that it is highlighted in blue.
- Click on "Add Role" (this will move "Portal Company Official" to the box labeled "Requested Roles".
- Type "Admin" in the box labeled "Reason for Request".
- Click "Next".
- Complete the "Personal Information" section.
- Create a User ID and Password (I suggest using your email address as your UserID)
- (Keep a record of your exact User ID and Password created here, you will need it soon)
- Complete the "Security Identification" section. Record your questions and answers.



- Click on "Next".
- Complete the fields for "Address", "City", "Postal Code", "Phone #", "Company Legal Name", and "Job Title".
- Select to be contacted by "Email"
- Click "Next".
- Check the boxes (3) stating you understand the terms and conditions.
- Click on "Submit"

You should receive a message that your submission was successful near the top of the screen. Your FMCSA Portal Account has been created. NOTE: It may take 24 hours or more before you can officially log in. HOWEVER, it may be ready immediately, you can check by going to step 3 below.

3) Log into your FMCSA Portal Account.

Go to

<https://portal.fmcsa.dot.gov/login>

- Enter your user ID (created in step 2 if you did not have one) in the box next to "User ID:"
- Enter your password (created in step 2 if you did not have one) in the box next "Password".
- Click on "Log In".
- On the top dark blue line click on "Account Management".
- Click on "My Profile" in the drop down list.
- Click the "Portal Roles/USDOT#" tab.
- Click on your DOT# in the far left box labeled "USDOT # List".
- Click on "DACH Motor Carrier Admin" in the box labeled "Available Roles" so that it is highlighted blue.
- Click on "Add Role" (This will move "DACH Motor Carrier Admin" to the box labeled "Requested Roles".
- Type "Clearinghouse" in the box labeled "Reason for Request".
- Click on "Update Profile" (upper right of the screen)

You should receive a message that your profile has been updated successfully.

- Click on "Log Out"

You are now ready to begin registration with the FMCSA Clearinghouse.



4) Create a Login.gov account

Go to

<https://clearinghouse.fmcsa.dot.gov/>

- Click on “Register” near the top right of the screen.
- Click on “Go to login.gov” on the left side of the screen.
- Click on “Create an account” under the “Sign in” button (you may have to scroll down a bit).
- Enter your email address in the box labeled “Email address”. **NOTE: this should be email address you want to use for all Clearinghouse notifications and to identify you. It cannot be modified later.**
- Click “Submit”. (This will send an email to the address you provided)
- Go to your email and open the email from no-reply@login.gov with the subject line “Confirm your email”.
- Click on “Confirm email address” in the body of the email (this link will take you back to the registration process).
- Create a password that conforms to the rules provided. Enter the password in the box labeled “Password” (record your password).
- Click “Continue”.
- Choose your first authentication method. (I suggest your cell phone as the easiest) Click next to “Phone”.
- Click “Continue”.
- Enter your phone number in the box provided.
- Click “Continue” (You will receive a text with a six (6) digit code).
- Enter the code in the box labeled “One-time security code”.
- Click “Submit”.
- You will receive a success message.
- Click “Continue”.
- You may be asked to choose a second authentication method. I strongly suggest using a different cell phone #. This can be a coworker, spouse, or anyone you can talk to right now. You will need to speak to them because they will be sent another code that you will need to enter.
- Click next to “Phone”.
- Enter the second phone number in the box provided.
- Click “Continue”.
- Enter the new code in the box labeled “One-time security code”.
- Click “Submit”.
- You will get a message stating “You have created your account with login.gov”.



You are now ready to sign in to The FMCSA Drug & Alcohol Clearinghouse.

- Click "Continue" to sign into the Clearinghouse

5) Log in to the Clearinghouse

Begin your registration.

- Under "Select Role" choose "Employer".
- Click "Next".
- Under "DO YOU HAVE AN FMCSA PORTAL ACCOUNT? Click on "Yes"
- In the box labeled "ENTER YOUR FMCSA PORTAL CREDENTIALS" enter your FMCSA Portal login information (your user ID and password created in step 2 if you did not have one).
- Click on "Sign In" (This will pull in your company information from the Portal into the Clearinghouse).
- Review your contact information.
- Click on "Next" (don't worry about optional contact information).
- Review that your company information.
- **If you are an owner operator choose "Yes" in the box labeled "Are you an owner-operator". NOTE: for the Clearinghouse an "Owner-Operator is a one truck/one person operation". If you are a logging company with a truck or trucks choose "No". If you are a trucking company with more than one truck choose "No".**
- Click "Next".
- In the search box labeled "Who is your C/TPA" type "Safety On Site, Inc." you should get a drop down list to choose from. If you or your drivers are in the Safety On Site random drug/alcohol testing consortium you need to add us as your C/TPA. NOTE: be sure the name you choose is spelled exactly **Safety On Site, Inc.** as our name appears incorrectly on the list several times.
- Click "Designate".
- Check the three boxes labeled "Report Violations", "Report RTD Information", and "Conduct Queries".
- Click "Next".
- Check the box next to "I affirm.....all of the terms above."
- Click "I Agree".

YOUR REGISTRATION IS NOW COMPLETE

(See cover letter for other instructions).

