



How to Designate Your C/TPA

An employer may designate a consortium/third-party administrator (C/TPA) in the Clearinghouse to assist with meeting their query and violation reporting requirements. C/TPAs must accept an employer’s designation in the Clearinghouse before they can access the Clearinghouse on that employer’s behalf. Employers should contact the C/TPA prior to sending them a designation request in the Clearinghouse.

OWNER-OPERATORS—that is, employers who employ themselves as CDL drivers, typically a single-driver operation—are required to designate a C/TPA in the Clearinghouse. Owner-operators may choose to report drug and alcohol program violations for any other drivers they employ, however, the C/TPA has the responsibility to report any drug and alcohol program violation incurred by the owner-operator.

Designating Your C/TPA in the Employer Dashboard

Employers are prompted to designate their C/TPA during the Clearinghouse registration process; for these instructions, see the job aid links in the box at right. Once you have completed your Clearinghouse registration, you can manage your designated C/TPAs using your Employer Dashboard.

Log In and Access the Dashboard

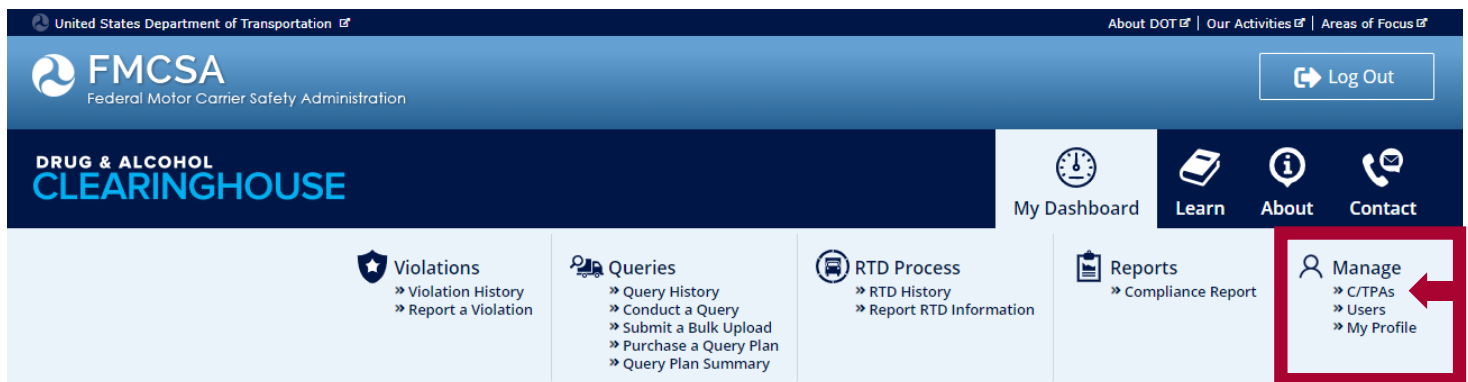
Visit <https://clearinghouse.fmcsa.dot.gov>. Click Log In and access the Clearinghouse using your login.gov username and password.

Under **My Dashboard**, go to **Manage** and click **C/TPAs**.

Employer Registration Instructional Job Aids

To designate your C/TPA as part of the registration process, see the instructions in one of the job aids below.

- Registering as an [employer with a Portal account](#)
- Registering as an [employer without a Portal account](#)





This will bring up a screen with the same search box you saw during your Clearinghouse registration, along with a list of any C/TPAs you have previously designated.

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).

DESIGNATE YOUR C/TPA(S)

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?

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	Status ⓘ	Report Violations	Report RTD Information ⓘ	Conduct Queries	
C/TPA of Boston - Test	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Revoke Access
CTPA Test Company 021420	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete Request
CTPA Test Company XYZ	Rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revoke Access

Click "Save" to save your changes. C/TPAs you have selected will receive a request to confirm your designation.

Designating a C/TPA

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.

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There are 4 C/TPAs which match the search "test"

C/TPA of Boston - Test [Redacted]	<input type="button" value="Designate"/>
CTPA Test Company 021420 [Redacted]	<input type="button" value="Designate"/>



Authorizing Functions

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 selected at least one C/TPA to designate, they will appear in the list at the bottom of the page. Note that the designation request will not be sent to the C/TPA until you click **Save**.



OWNER-OPERATORS

You must authorize at least one C/TPA to report violations.

Check or uncheck the boxes to update the assigned permissions for each of the C/TPAs you wish to designate.

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Click "Save" to save your changes. C/TPAs you have selected will receive a request to confirm your designation.

Click **Save** to save your changes. This will send a designation request to any C/TPA(s) you have added to your list.

Each C/TPA on your list will have one of the following statuses:

Pending	The designation request has not been sent, or the C/TPA has not responded to your designation request. You can click the Delete Request button to cancel a pending request.
Active	The C/TPA has accepted your designation request. You can click the Revoke Access button to remove this C/TPA from your list and prohibit them from accessing the Clearinghouse on your behalf.
Rejected	The C/TPA has declined your designation request. You can click Revoke Access to remove them from your list of C/TPAs.



Your changes have been saved.

The C/TPA(s) will receive a request to confirm your designation.

Proceed to your [Dashboard](#).