CLEARINGHOUSE



REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS

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 <u>USDOT Number</u>, you should request an FMCSA Portal account prior to registering for the Clearinghouse.



Do you have, or should you have, a USDOT Number?
See the instructions for employers with Portal accounts.

No FMCSA Portal Account

Enter Contact Information and Company Information

Terms and Conditions



Employers without FMCSA Portal Accounts

If you are an employer that does not have a USDOT Number, follow the instructions below to register in the Clearinghouse.

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. See the instructions for employers with an FMCSA Portal account.

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.

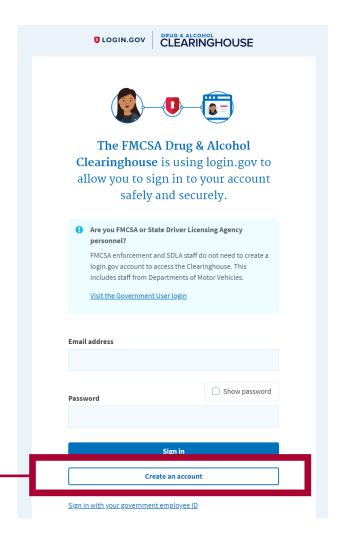
Visit https://clearinghouse.fmcsa.dot.gov/ and click Register. During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.



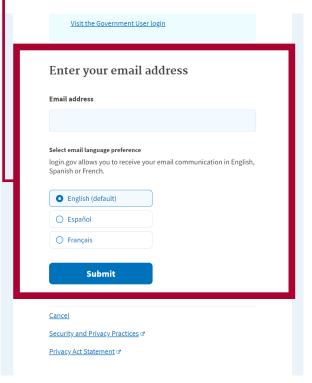


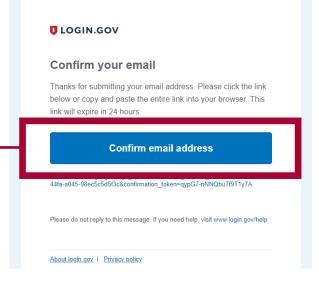
On the login.gov sign in screen, click Create an account.

> Or, if you already have a login.gov account, enter your credentials on this screen, click Sign In and go to step 9.



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.





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.



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. ULOGIN.GOV 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!

ord strength: Great!

Password safety tips

« Cancel account creation

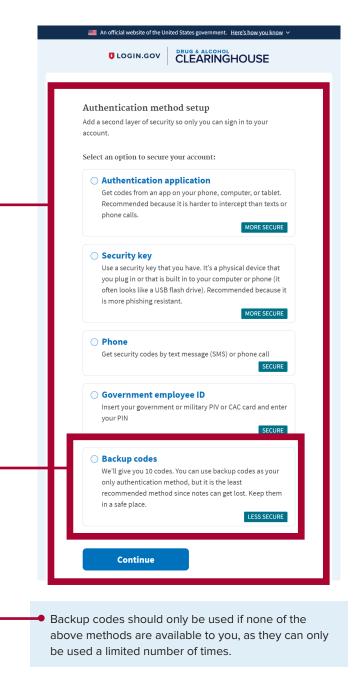
Continue

Show password

+

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.

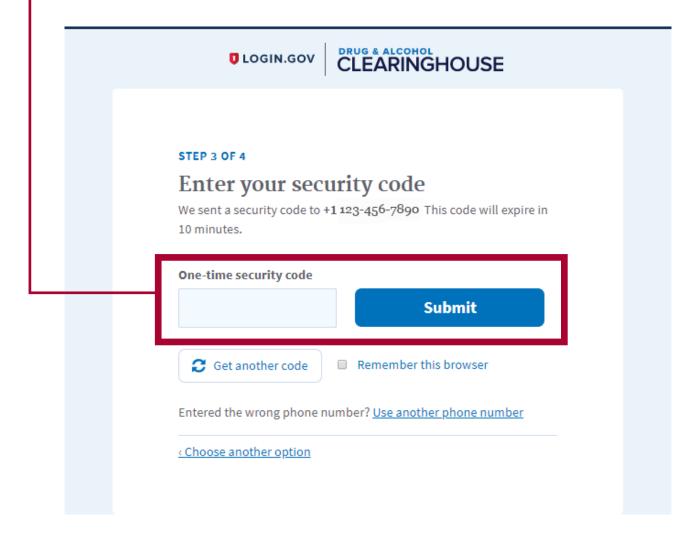


CLEARINGHOUSE REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS





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.

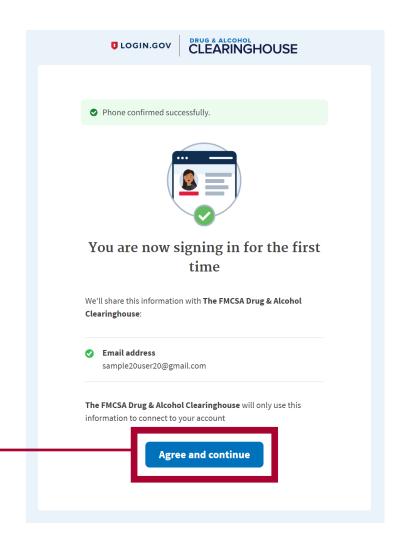


CLEARINGHOUSE REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS





You have created your login.gov account. Click Agree and continue to return to the Clearinghouse website and complete your Clearinghouse registration.





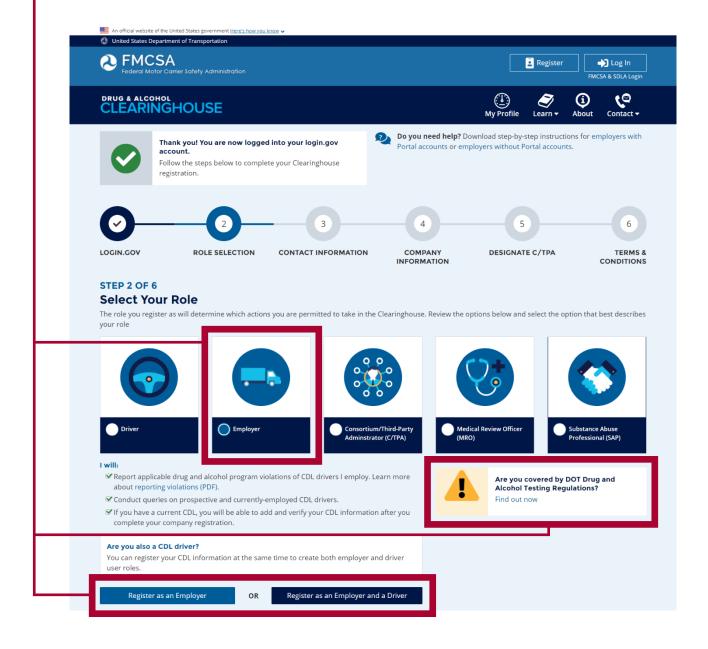
Register for the Clearinghouse

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



Select your role (Employer), and click Register as an Employer or Register as an Employer and a Driver.

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 now.



Next



Select No I do not have an FMCSA Portal Account, and click Next.



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 properties of the propertiesClearinghouse 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.

CLEARINGHOUSE REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS



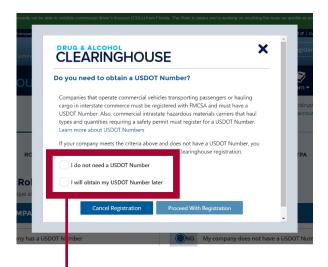
Indicate whether or not your company has a USDOT Number and click Next.

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 My company does not have a USDOT Number Not sure if your company has a USDOT Number? Contact your safety manager $\ensuremath{\bullet}$ to determine if your company has a USDOT Number. Previous Next Cancel

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 consider obtaining one prior to registering in the Clearinghouse.

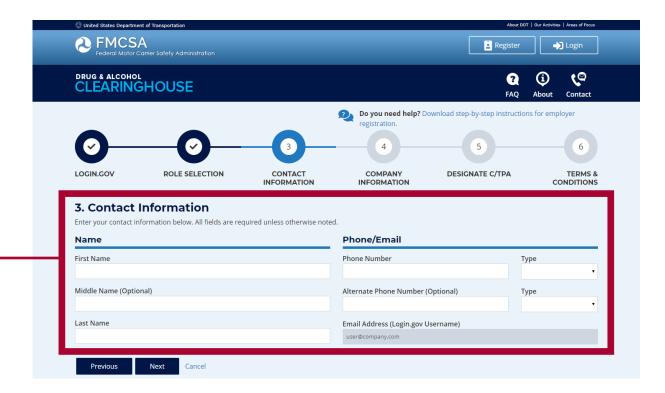
> Select either I do not need a USDOT Number or I will obtain my USDOT Number later and click Proceed With Registration, or you may Cancel **Registration** to re-start your Clearinghouse registration at a later time.



CLEARINGHOUSE REGISTRATION: CHARGE & ALCOHOL REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS



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.



CLEARINGHOUSE REGISTRATION: CHARGE & ALCOHOL REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS





Enter your company's information. All fields are required unless otherwise noted.

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).

When you are finished entering your company information, click Next.

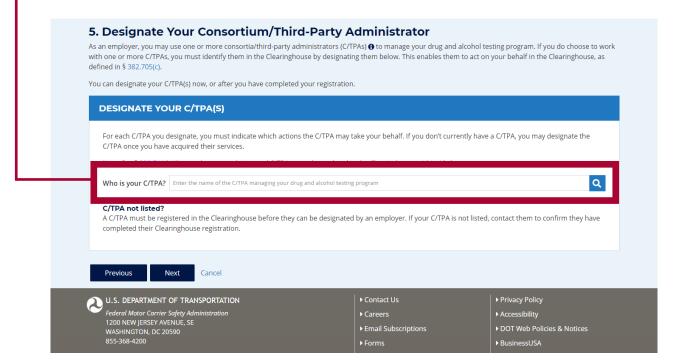






If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. This step is required of all owner-operators.

Enter the name of your C/TPA in the field labeled 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.

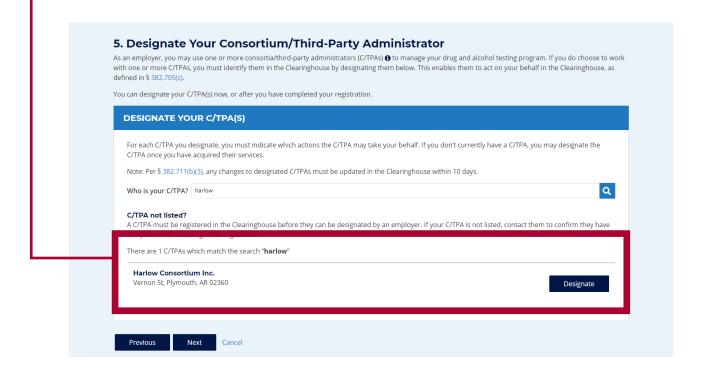






This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

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.







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, including 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 Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days. Q 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. Report Violations Report RTD Information () **Conduct Queries** C/TPA XYZ Corp **~** Harlow Consortium Inc Previous





If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.

Enter your current CDL information and click Verify.

If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.



You will receive a confirmation message that your CDL information has been verified successfully. Click Next. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

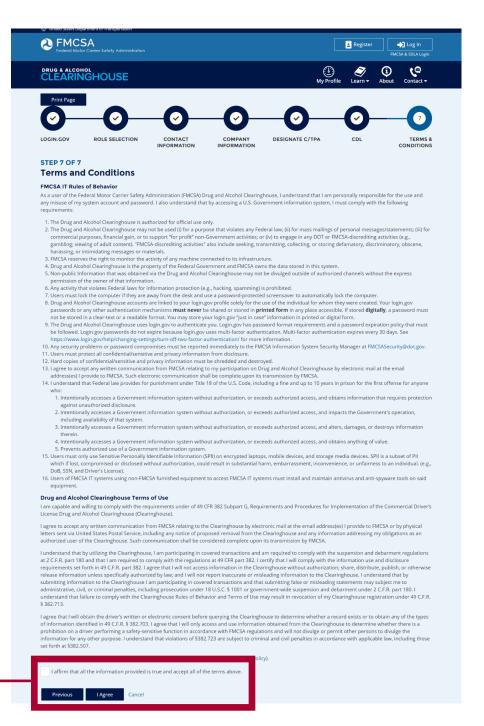






Review the Clearinghouse terms and conditions. Check the box to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click I Agree.

> Note that the Clearinghouse terms and conditions may be updated on occasion.



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.



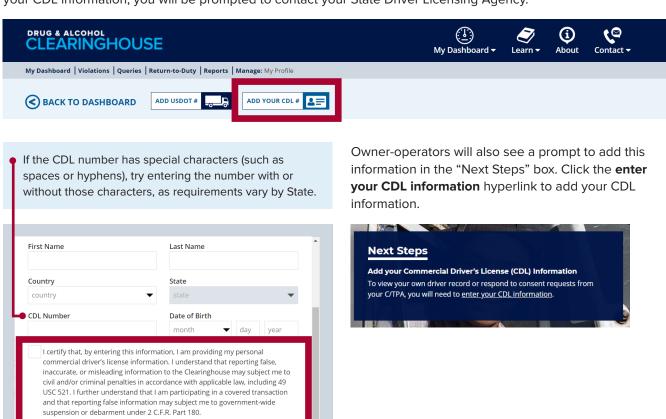
Adding or Updating Your CDL Information

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 after registering for your Clearinghouse account, under My Dashboard, go to Manage, and click My Employer Profile.



Click the ADD YOUR CDL # button. This will pop up the screen below. Enter your CDL information, check the box to affirm that the information you provided is true, and click Verify CDL. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



Verify CDL