

# Federal Motor Carrier Safety Administration

## DRUG & ALCOHOL CLEARINGHOUSE



## REGISTRATION: CDL DRIVERS

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

### 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.

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

1

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

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, there is a navigation bar with the FMCSA logo and the text 'Federal Motor Carrier Safety Administration'. To the right of the logo are 'Register' and 'Login' buttons. Below the navigation bar is a dark blue header with 'DRUG & ALCOHOL CLEARINGHOUSE' and icons for 'FAQ', 'About', and 'Contact'. The main content area features a large heading: 'Register for the Clearinghouse now and be ready for implementation'. Below this heading is a graphic showing a person, a document, and a checkmark. Text below the graphic states: 'Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.' There is a link for 'Need a login.gov account? Click the link below to create your login.gov account.' A red box highlights the 'Go to login.gov' button. Below this is a section titled 'Why register now?' with the text: 'Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.' This section contains three cards: 'DRIVERS' (Enter your CDL information and confirm all information is accurate in our database.), 'EMPLOYERS' (Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.), and 'SAPS & MROS' (Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.).



2

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

Or, if you already have a login.gov account, enter your email address and password 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.

**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](#)

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.

**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](#)

[Security Practices and Privacy Act Statement](#)

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.

**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**

[https://accounts.login.gov/sign\\_up/confirm\\_email/?request\\_id=10c74040c-0000-44fa-a045-98ec5c5d5f3c&confirmation\\_token=qypG7-nNNQbu7f9T1y7A](https://accounts.login.gov/sign_up/confirm_email/?request_id=10c74040c-0000-44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A)

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

[About login.gov](#) | [Privacy policy](#)



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**.

The screenshot shows the 'STEP 2 OF 4' 'Create a strong password' screen. At the top, it says 'You have confirmed your email address'. Below that, it instructs the user that the password must be at least 12 characters long and not commonly used. There is a 'Password' input field with a 'Show password' checkbox. The password strength is indicated as 'Great!' with a green progress bar. A blue 'Continue' button is at the bottom. There are also links for 'Password safety tips' and '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.

The screenshot shows the 'STEP 3 OF 4' 'First authentication method setup (1 of 2)' screen. It instructs the user to add a second layer of security. Below this, it says '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.' There are four options to select: 'Phone' (selected), 'Authentication application' (marked as 'STEP 2'), 'Security key', and 'I don't have any of the above'. Each option has a brief description. A blue 'Continue' button is at the bottom. There is also a link for 'Cancel account creation'.



7

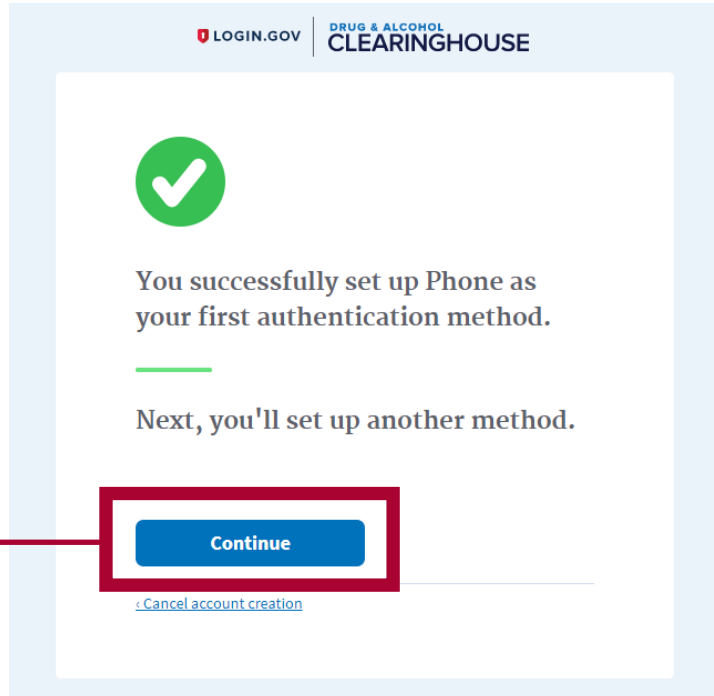
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' registration process. At the top, there are logos for 'LOGIN.GOV' and 'DRUG & ALCOHOL CLEARINGHOUSE'. The main heading is 'Enter your security code'. Below this, it states: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field are two buttons: 'Get another code' and 'Remember this browser'. At the bottom, there are two links: 'Entered the wrong phone number? Use another phone number' and '< Choose another option'.



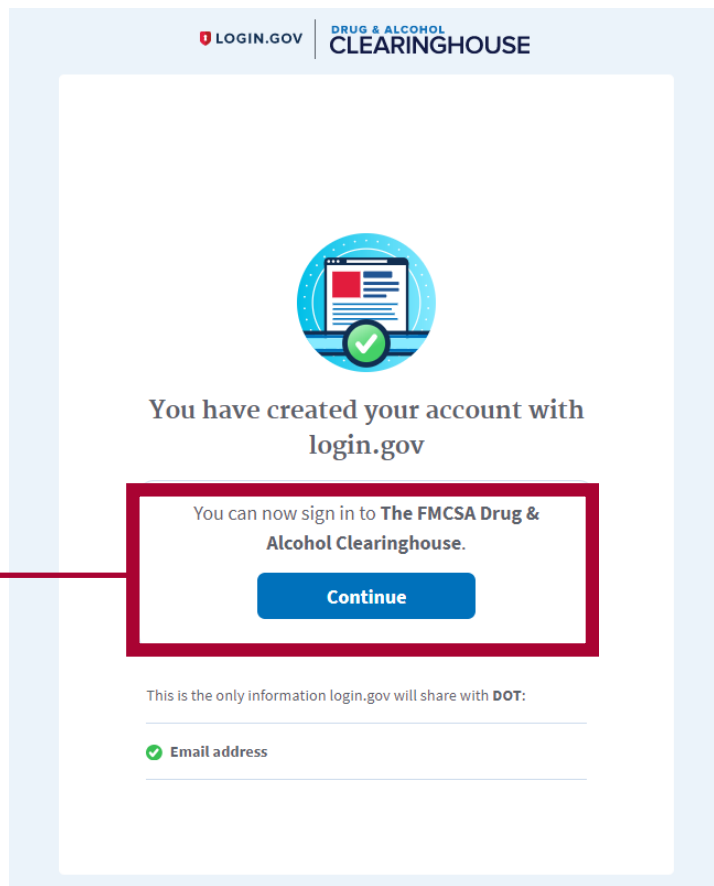
8

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.**



9

You have created your login.gov account. Click **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.

10

Select your role (**driver**), and click **Next**.

If you are a self-employed CDL driver, do not register as a driver. You will need to register as an employer and, when prompted, identify yourself as an owner-operator (that is, an employer who employs himself or herself as a CDL driver, typically a single-driver operation). [View the registration instructions for employers](#)

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**.

The screenshot shows the FMCSA Clearinghouse registration interface. At the top, there is a navigation bar with the FMCSA logo and links for Register and Login. Below this is a header for the Drug & Alcohol Clearinghouse with links for FAQ, About, and Contact. The main content area features a progress indicator with five steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. CONTACT INFORMATION, 4. CDL, and 5. TERMS & CONDITIONS. Step 2, 'Select Your Role', is the active step. It includes a message: 'Thank you! You are now logged into your login.gov account. Follow the steps below to complete your Clearinghouse registration.' Below this is a row of five role selection cards: Employer, Driver, Consortium/Third-Party Administrator (C/TPA), Medical Review Officer (MRO), and Substance Abuse Professional (SAP). The 'Driver' card is highlighted with a red border. A red line connects the '10' in the callout box to the 'Driver' card. Below the role selection cards, there is a section titled 'To complete your Clearinghouse registration you will need:' with a checked box for 'Your commercial driver's license (CDL) information'. To the right, there is a yellow warning box titled 'Are you a self-employed driver?' with text explaining that self-employed drivers should register as employers. At the bottom left, there is a 'Next' button highlighted with a red border, and a 'Cancel' button next to it.



11

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.

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**FMCSA**  
Federal Motor Carrier Safety Administration [Register](#) [Login](#)

**DRUG & ALCOHOL CLEARINGHOUSE** [FAQ](#) [About](#) [Contact](#)

**Do you need help?** Download step-by-step instructions for driver registration.  
**¿Necesita ayuda?** Descargue las instrucciones para el registro de conductores.

1  2  **3** 4 5

LOGIN.GOV      ROLE SELECTION      **CONTACT INFORMATION**      CDL      TERMS & CONDITIONS

### 3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

<b>Name/Phone/Email</b>	<b>Address (Physical)</b>
First Name <input type="text"/>	Street <input type="text"/> City <input type="text"/>
Middle Name (Optional) <input type="text"/>	Country <input type="text"/> State <input type="text"/> ZIP Code <input type="text"/>
Last Name <input type="text"/>	<b>Address (Mailing)</b> <input checked="" type="checkbox"/> Same as Physical Address
Phone Number <input type="text"/> Type <input type="text"/>	
Alternate Phone Number (Optional) <input type="text"/> Type <input type="text"/>	
Email Address (Login.gov Username) user@company.com	

**Preferred Contact Method**

**Email**  
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

**U.S. Mail**  
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

[Previous](#) [Next](#) [Cancel](#)



12

Choose your preferred contact method:

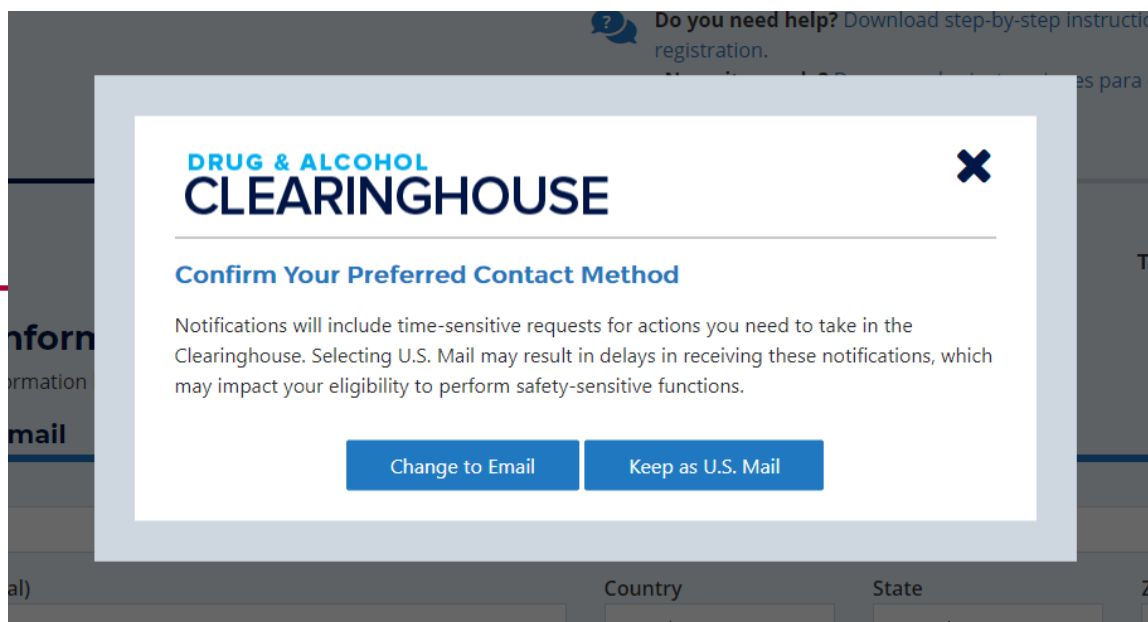
**Preferred Contact Method**

Email  
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

U.S. Mail  
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

[Previous](#) [Next](#) [Cancel](#)

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.







13

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

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**FMCSA**  
Federal Motor Carrier Safety Administration Register Login

**DRUG & ALCOHOL CLEARINGHOUSE** FAQ About Contact

**Do you need help?** Download step-by-step instructions for driver registration.  
**¿Necesita ayuda?** Descargue las instrucciones para el registro de conductores.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 CDL 5 TERMS & CONDITIONS

### 4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS)

First Name Sam	Last Name Jones
Country United States	State Alabama
CDL Number 1234567	Date of Birth January (01) 1 1955

Previous **Verify** Cancel



14

Once your CDL information is verified, you will not be able to edit it. Click **Next**.

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA  
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.  
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

**Success!**  
We have verified your CDL information.

#### 4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS)

First Name: Sam Last Name: Jones

Country: United States State: AAMVA Test System - Z6

CDL Number: 1234567 Date of Birth: August (08) 1977

Previous **Next** Cancel

If the Clearinghouse cannot not verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under “My Profile” in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.



15

Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA website header with the 'DRUG & ALCOHOL CLEARINGHOUSE' title. A progress bar at the top indicates five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS (the current step). Below the progress bar, there is a heading '5. Terms and Conditions' and a sub-heading 'FMCSA IT Rules of Behavior'. The text below reads: 'As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:'. A red box highlights the registration steps in the progress bar and the terms and conditions section.

Check the box to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows a form with the following text: 'I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).  I affirm that all the information provided is true and accept all of the terms above.' Below the text are three buttons: 'Previous', 'I Agree', and 'Cancel'. A red box highlights the form content.

## Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.