

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 buttons for 'Register' and 'Login'. Below the navigation bar is a dark blue header with the text 'DRUG & ALCOHOL CLEARINGHOUSE' and icons for 'FAQ', 'About', and 'Contact'. The main content area has a heading 'Register for the Clearinghouse now and be ready for implementation' and a sub-heading '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.' Below this is a section titled '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. To the right of the main content is a box for 'GOVERNMENT PERSONNEL' with text: 'FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.' Below the main content 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**.

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.

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.



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' screen titled 'Create a strong password'. A green notification bar at the top says 'You have confirmed your email address'. Below the title, it states: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. There is a 'Password' input field with a 'Show password' checkbox. The password is masked with dots. Below the field, a strength indicator shows 'Password strength: Great' with a green bar. A blue 'Continue' button is at the bottom. There is also a link for 'Password safety tips' and a 'Cancel account creation' link at the bottom left.

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' screen titled 'First authentication method setup (1 of 2)'. It says: 'Add a second layer of security so only you can sign in to your account. 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.' Below this, it says 'Select an option to secure your account:'. There are five radio button options: 'Phone' (selected), 'Authentication application', 'Security key', 'Government employees', 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 'Cancel account creation' link at the bottom left.



7

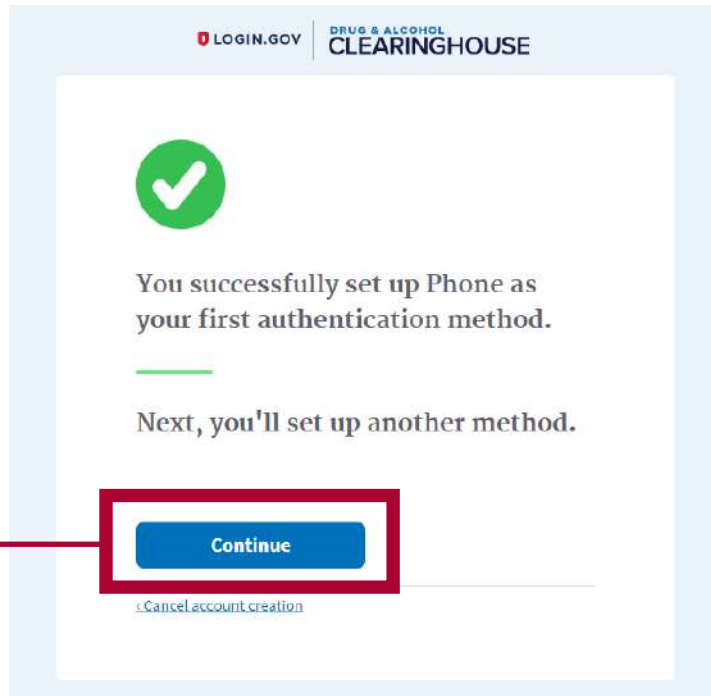
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' registration process. The page header includes the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' title. 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' (with a refresh icon) and 'Remember this browser' (with a checkbox). At the bottom, there are two links: 'Entered the wrong phone number? [Use another phone number](#)' and '[Choose another option](#)'.



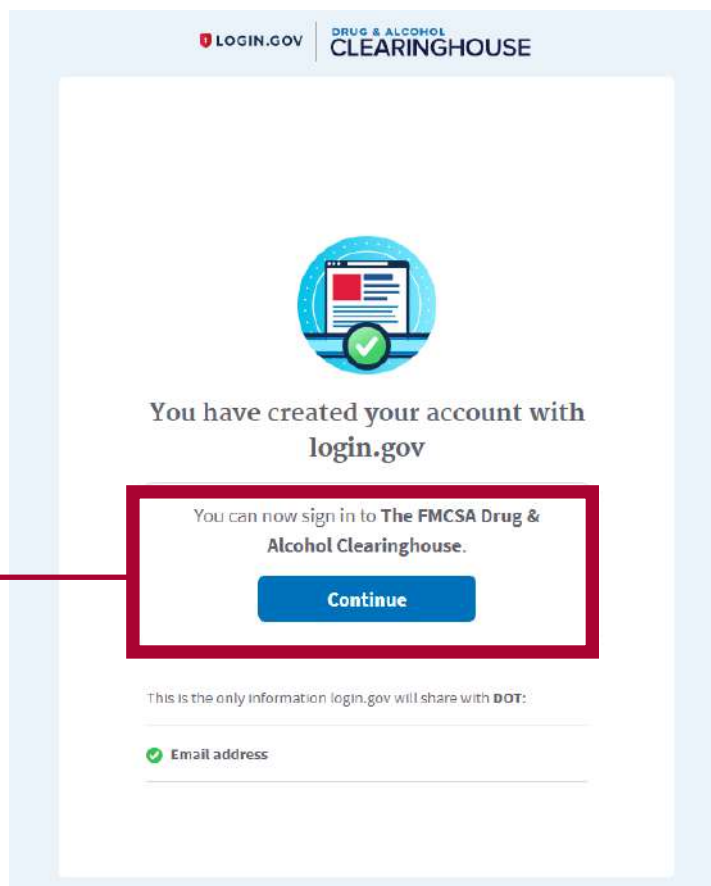
8

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**.

United States Department of Transportation
FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE
FAQ About Contact

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

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

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

Employer Driver Consortium/Third-Party Administrator (C/TPA) Medical Review Officer (MRO) Substance Abuse Professional (SAP)

To complete your Clearinghouse registration you will need:
 Your commercial driver's license (CDL) information

Are you a self-employed driver?
If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

Are you covered by DOT Drug and Alcohol Testing Regulations?
Find out

Next Cancel



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.

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

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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.

Name/Phone/Email	Address (Physical)
First Name	Street City
Middle Name (Optional)	Country State ZIP Code
Last Name	Address (Mailing) <input checked="" type="checkbox"/> Same as Physical Address
Phone Number Type	
Alternate Phone Number (Optional) Type	
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:

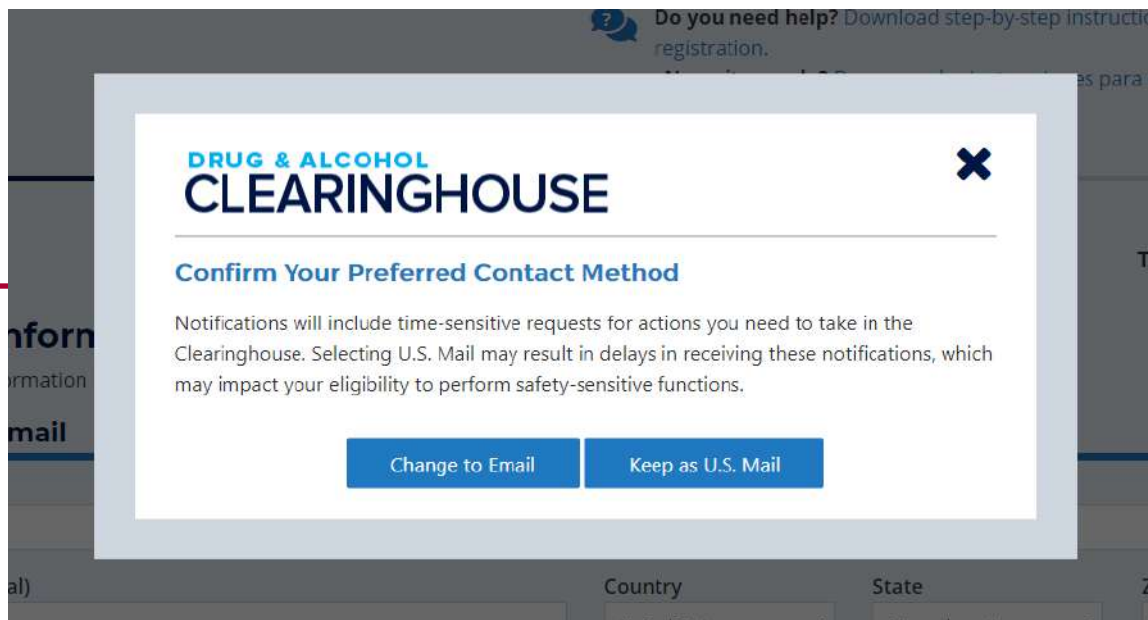
Preferred Contact Method

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).

The screenshot shows the registration process for CDL drivers. The top navigation bar includes the FMCSA logo and links for Register and Login. Below the navigation bar, there are links for FAQ, About, and Contact. A progress indicator shows five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL (current step), and TERMS & CONDITIONS. A help message is displayed above the progress indicator. The main content area is titled "4. Commercial Driver's License Information" and contains a form with the following fields:

- First Name:
- Last Name:
- Country:
- State:
- CDL Number:
- Date of Birth:

At the bottom of the form, there are three buttons: Previous, Verify, and Cancel.



14

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

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL CLEARINGHOUSE

FAQ About Contact

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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 Drug & Alcohol Clearinghouse registration process. At the top, there is a navigation bar with the FMCSA logo and the text 'Federal Motor Carrier Safety Administration'. Below this is a dark blue header with 'DRUG & ALCOHOL CLEARINGHOUSE' and links for 'Register', 'Login', 'FAQ', 'About', and 'Contact'. A progress indicator shows five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS (the current step). A message asks if the user needs help with driver registration instructions. Below the progress indicator, the section is titled '5. Terms and Conditions' and 'FMCSA IT Rules of Behavior'. The text states: '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:'

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

The screenshot shows a registration form with a red box highlighting the 'I Agree' checkbox and the 'I Agree' button. The text in the form reads: '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'.

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.