

# 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' in white text. To the right of the header are icons for 'FAQ', 'About', and 'Contact'. The main content area has a heading 'Register for the Clearinghouse now and be ready for implementation' with 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 'Need a login.gov account?' section with a link to create a login.gov account. A red box highlights the 'Go to login.gov' button. To the right of the main content is a 'GOVERNMENT PERSONNEL' section 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 'Why register now?' section 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.).



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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](#)

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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](#)

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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/confirm\\_token=44fa-a045-98ec5c5d5f3c&confirmation\\_token=qypG7-nNNQbu7f9T1y7A](https://accounts.login.gov/sign_up/confirm/confirm_token=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](#)



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**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 confirmation message at the top states 'You have confirmed your email address'. Below this, instructions state the password must be at least 12 characters long and not commonly used. A password input field contains 12 dots, with a 'Show password' checkbox to its right. A progress bar below the field is filled with green, and the text 'Password strength: Great!' is displayed. A blue 'Continue' button is at the bottom. A 'Password safety tips' link with a plus icon is also visible.

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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 instructs the user to add a second layer of security. A note states that only one authentication method can be used. Below this, five options are listed with radio buttons: '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, along with a 'Cancel account creation' link.



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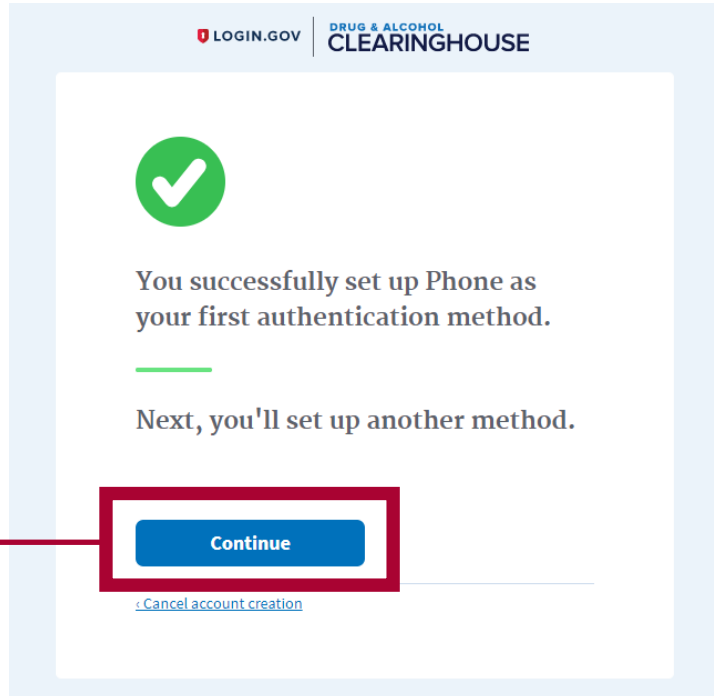
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' registration process. The 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 is a 'Get another code' button with a refresh icon. To the right is a 'Remember this browser' checkbox. At the bottom, there are two links: 'Entered the wrong phone number? [Use another phone number](#)' and '< [Choose another option](#)'.



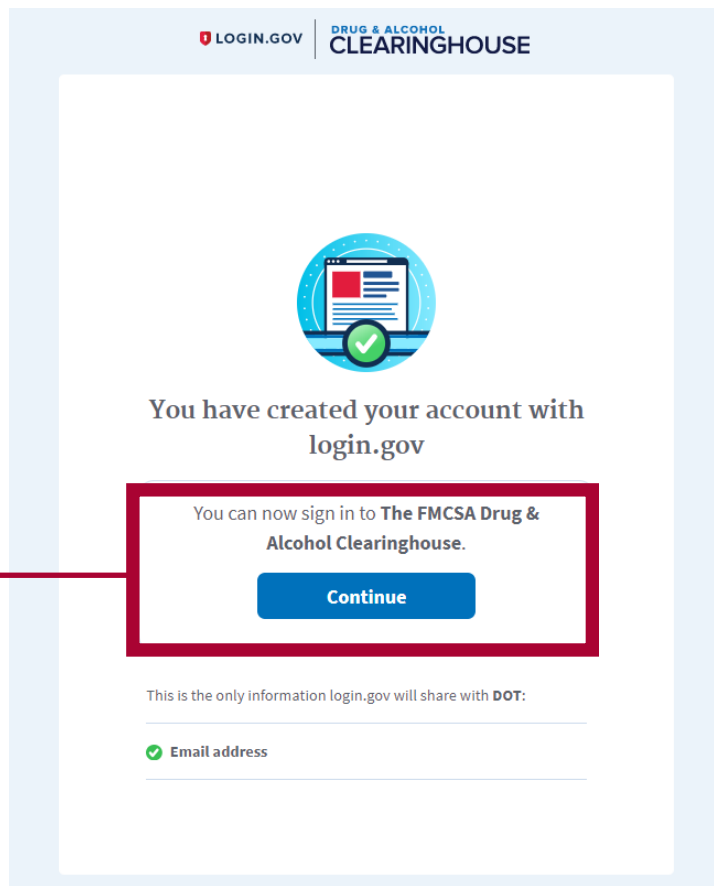
8

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.**



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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.

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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**.

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**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



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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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**¿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](#)



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Choose your preferred contact method:

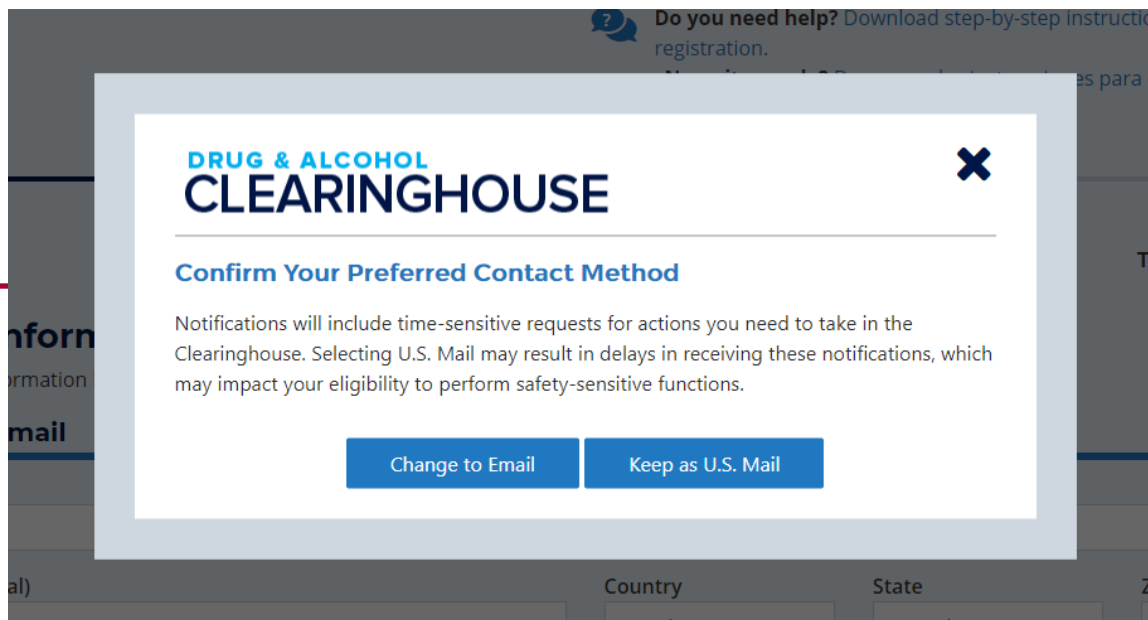
**Preferred Contact Method**

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**.







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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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**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



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

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FAQ About Contact

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¿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) 16 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**.



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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". To the right of the logo are "Register" and "Login" buttons. Below the navigation bar is a dark blue header with the text "DRUG & ALCOHOL CLEARINGHOUSE" and three icons for "FAQ", "About", and "Contact". The main content area features a progress bar with five steps: "LOGIN.GOV", "ROLE SELECTION", "CONTACT INFORMATION", "CDL", and "TERMS & CONDITIONS". The "TERMS & CONDITIONS" step is highlighted with a blue circle containing the number "5". Below the progress bar, there is a section titled "5. Terms and Conditions" with the sub-heading "FMCSA IT Rules of Behavior". The text 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:"

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.