

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**.



Register for the Clearinghouse now and be ready for implementation



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.

Need a login.gov account? Click the link below to create your login.gov account.

and sign in to your account.

[Go to login.gov](#)

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 8, 2020.



DRIVERS

Enter your CDL information and confirm all information is accurate in our database.



EMPLOYERS

Does a CVTA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.



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 SOLA 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 SOLA 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](#)

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://www.login.gov/confirm-email?confirmation_token=app037-n4NQu719T1y7A-44fa-a045-98ac5c5d5f3cb

Please do not reply to this message. If you need help, visit www.login.gov/help

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

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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.



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**.

LOGIN.GOV | DRUG & ALCOHOL 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!

Password Show password

Password strength: Good

Continue

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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.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

STEP 2 OF 4
First authentication method setup (1 of 2)

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.

Select an option to secure your account:

- Phone**
Get your security code via text message (SMS) or phone call
- Authentication application**
Set up an authentication application to get your security code without providing a phone number
- Security key**
Use a security key to secure your account
- Government employees**
Use your PIV/CAC card to secure your account
- I don't have any of the above**
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

Continue

[Cancel account creation](#)





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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.

LOGIN.GOV

DRUG & ALCOHOL
CLEARINGHOUSE

STEP 3 OF 4

Enter your security code

We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.

One-time security code

Submit



Get another code



Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)





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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.**

LOGIN.GOV | DRUG & ALCOHOL
CLEARINGHOUSE



You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

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

LOGIN.GOV | DRUG & ALCOHOL
CLEARINGHOUSE



You have created your account with login.gov

You can now sign in to **The FMCSA Drug & Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share with DOT:

Email address



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**.



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.



LOGIN.GOV



ROLE SELECTION



CONTACT INFORMATION



CDL



TERMS & CONDITIONS

2. Select Your Role

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



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





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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.

The screenshot shows the registration process for CDL drivers. At the top, there is a navigation bar with the FMCSA logo, 'DRUG & ALCOHOL CLEARINGHOUSE' text, and buttons for 'Register' and 'Login'. Below this is a progress indicator with five steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. CONTACT INFORMATION (highlighted), 4. CDL, and 5. TERMS & CONDITIONS. A help message asks if the user needs help with driver registration instructions. The main form area is titled '3. Contact Information' and includes instructions to enter contact information. It is divided into sections for 'Name/Phone/Email', 'Address (Physical)', 'Address (Mailing)', and 'Preferred Contact Method'. The 'Name/Phone/Email' section has fields for First Name, Middle Name (Optional), Last Name, Phone Number, and Alternate Phone Number (Optional), each with a 'Type' dropdown. The 'Address (Physical)' section has fields for Street, City, Country, State, and ZIP Code. The 'Address (Mailing)' section has a checkbox for 'Same as Physical Address'. The 'Preferred Contact Method' section has radio buttons for 'Email' and 'U.S. Mail'. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.



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Choose your preferred contact method:

Preferred Contact Method

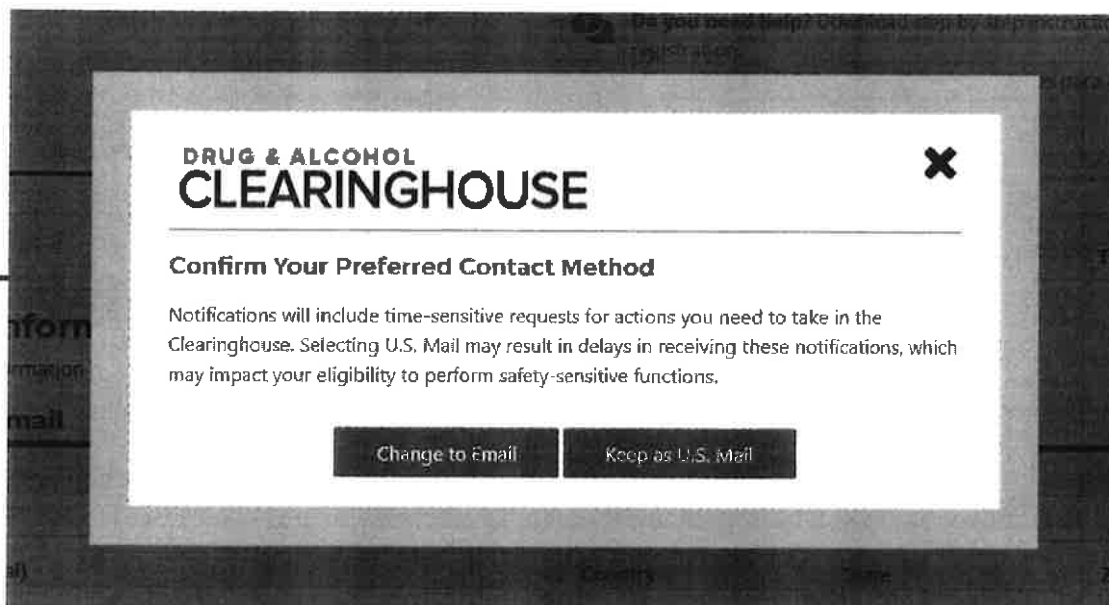
- Email**
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.
- U.S. Mail**
Letters will be sent via the United States Postal Service 3-4 business days after your information 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).

The screenshot shows the registration process for CDL drivers. At the top, the FMCSA logo and navigation links for Register and Login are visible. Below the logo, there are links for FAQ, About, and Contact. A progress bar indicates the current step is 4, CDL, with previous steps (1-3) completed and step 5 (Terms & Conditions) pending. The main form area is titled "4. Commercial Driver's License Information" and contains the following fields:

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

At the bottom of the form, there are buttons for "Previous", "Verify", and "Cancel".



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

The screenshot shows the FMCSA Clearinghouse registration interface. At the top, there's a navigation bar with the FMCSA logo and 'DRUG & ALCOHOL CLEARINGHOUSE' text. A progress indicator shows five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL (highlighted with a '4'), and TERMS & CONDITIONS. A success message states: 'Success! We have verified your CDL information.' Below this is the '4. Commercial Driver's License Information' section, which includes a warning to enter current information. The form contains fields for First Name (John), Last Name (DONES), Country (United States), State (Alabama), CDL Number (1234567), and Date of Birth (August 16, 1977). At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons, with 'Next' highlighted by a red box.

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.

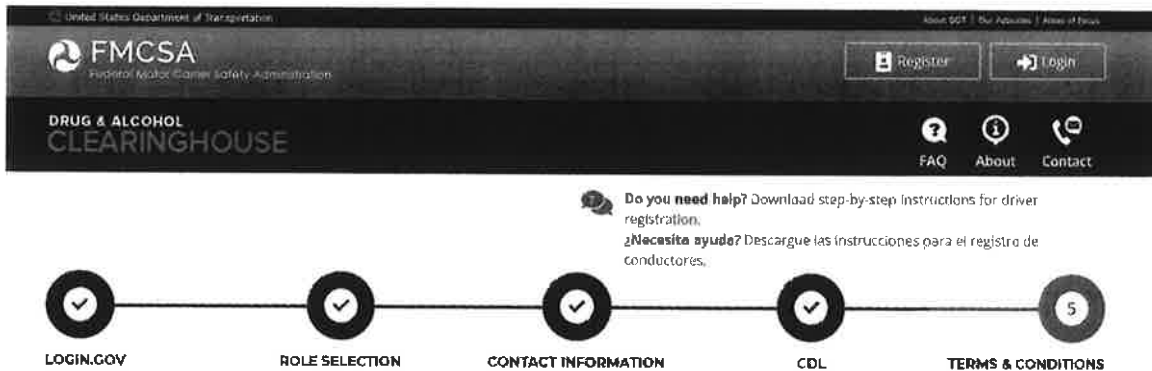
If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL 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.



5. Terms and Conditions

FMCSA IT Rules of Behavior

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**.

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.