

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.

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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, the FMCSA logo and navigation links (Register, Login, FAQ, About, Contact) are visible. The main heading is "Register for the Clearinghouse now and be ready for implementation". Below this, there is a section for "GOVERNMENT PERSONNEL" with instructions for enforcement personnel and state driver licensing agencies. A red box highlights the "Go to login.gov" button. Below the button, there is a section titled "Why register now?" with three columns: DRIVERS, EMPLOYERS, and SAPS & MROS, each with a brief description of the registration process.

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.

[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 6, 2020.

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.

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.

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.



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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'. It includes a confirmation message 'You have confirmed your email address' with a green checkmark. Below, it states 'It must be at least 12 characters long and not be a commonly used password. That's it!'. There is a 'Password' field with a 'Show password' checkbox. A password strength indicator shows 'Great!'. A blue 'Continue' button is at the bottom. Links for 'Password safety tips' and 'Cancel account creation' are 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 so only you can sign in to your account.' and explains that only one method will be used for sign-in. It then lists five options to secure the account: 'Phone' (SMS or phone call), 'Authentication application' (no phone number needed), 'Security key' (physical key), 'Government employees' (PIV/CAC card), and 'I don't have any of the above' (backup codes). A blue 'Continue' button is at the bottom. A link for 'Cancel account creation' is also present.



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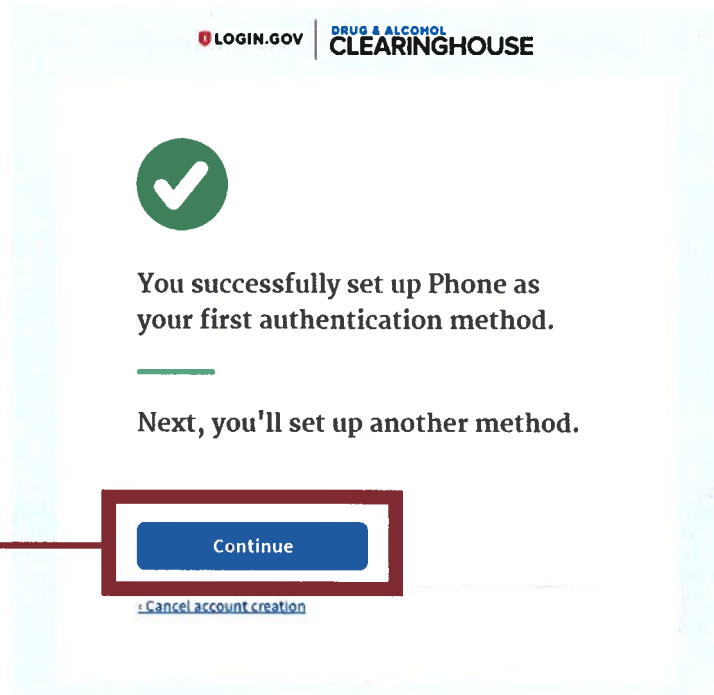
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

A screenshot of the 'Enter your security code' step in the Drug & Alcohol Clearinghouse registration process. The page has a light blue background. At the top, there is a header with the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' text. Below this, the text 'STEP 3 OF 4' is displayed. The main heading is 'Enter your security code'. Below the heading, it says 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' There is a text input field labeled 'One-time security code' and a blue 'Submit' button. Below the input field, there is a 'Get another code' button with a refresh icon and 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'.



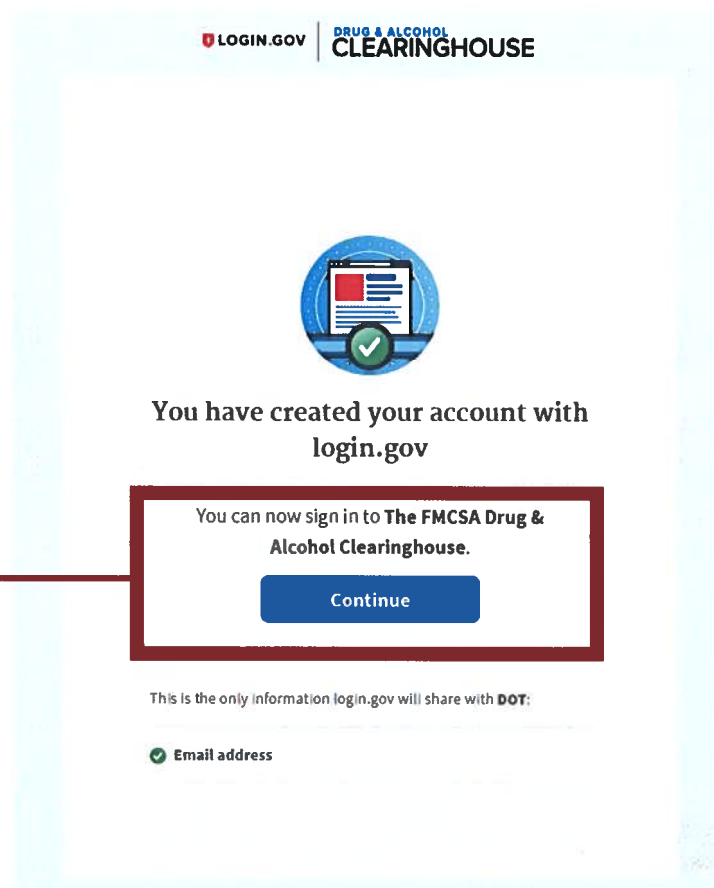
8

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.

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 Drug & Alcohol Clearinghouse registration interface. At the top, the FMCSA logo and navigation links (Register, Login) are visible. Below the header, a progress bar indicates the current step: 2. Select Your Role. The progress bar shows five steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. CONTACT INFORMATION, 4. CDL, and 5. TERMS & CONDITIONS. Step 2 is highlighted with a blue circle and a checkmark. Below the progress bar, the section "2. Select Your Role" is displayed. It includes a prompt: "Use the menu below to select the type of user account you will need in the Clearinghouse." Below this prompt, there are five selectable options, each with a circular icon and a label: "Employer" (truck icon), "Driver" (steering wheel icon, highlighted with a red box), "Consortium/Third Party Administrator (CTPA)" (gears icon), "Medical Review Officer (MRO)" (smiley face with plus icon), and "Substance Abuse Professional (SAP)" (handshake icon). Below the options, a section titled "To complete your Clearinghouse registration you will need:" lists a requirement: "Your commercial driver's license (CDL) information" with a green checkmark icon. To the right of the options, there is a warning box with an exclamation mark icon and text: "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." Below this warning box, there is another section titled "Are you covered by DOT Drug and Alcohol Testing Regulations?" with a "Find out" link. At the bottom of the page, there are "Next" and "Cancel" buttons. The "Next" button is highlighted with a red box.



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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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Federal Motor Carrier Safety Administration

Register
Login

DRUG & ALCOHOL
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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.

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2
3
4
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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

Middle Name (Optional)

Last Name

Phone Number
Type

Alternate Phone Number (Optional)
Type

Email Address (Login.gov Username)
user@company.com

Street
City

Country
State
ZIP Code

Address (Mailing)
☒ Same as Physical Address

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**.

Do you need help? Download step-by-step instructions for registration.

**DRUG & ALCOHOL
CLEARINGHOUSE**

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

[Change to Email](#) [Keep as U.S. Mail](#)

Country State ZIP



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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 FMCSA Drug & Alcohol Clearinghouse registration interface. At the top, the FMCSA logo and navigation links (Register, Login) are visible. Below the header, a progress bar indicates the current step: 4. The steps are: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL (current step), and TERMS & CONDITIONS. A help link is provided: "Do you need help? Download step-by-step instructions for driver registration." and its Spanish equivalent. 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) 1 1955

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



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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
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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

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**.



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Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA Drug and Alcohol Clearinghouse registration process. At the top, the FMCSA logo and navigation links (Register, Login) are visible. Below the header, a progress bar indicates the current step: 5. The progress bar consists of five circles, each with a checkmark, labeled: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The 'TERMS & CONDITIONS' circle is highlighted with a blue border and the number 5. Below the progress bar, 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:'. Below this text, there is a checkbox labeled 'I affirm that all the information provided is true and accept all of the terms above.' and a link to the FMCSA Privacy Policy. At the bottom, there are three buttons: 'Previous', 'I Agree', and 'Cancel'.

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.

