Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse.
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.

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 CTPA 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 credentials 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.
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.

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.
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.
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.

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.

Select your role (employer), and click Next.

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.
If you have an FMCSA Portal Account
If you have an FMCSA Portal Account, select Yes, and click Next. If you do not have an FMCSA Portal Account, skip to page 17.

Select Yes, and click Next.

Enter your Portal username and password and click Sign In.

If your Portal account has not been granted access to the Clearinghouse, you will need to log into your FMCSA Portal account to request this access before you can link your Portal and Clearinghouse accounts.
Review your contact information. You may also add an alternate phone number. Click **Next**.

If you need to update your personal contact information, you will need to log into your FMCSA Portal account to make any necessary changes. You will not be able to make these changes in the Clearinghouse.
If you serve as a Clearinghouse Administrator for more than one company, you will need to register each company separately. Select the company you would like to register first from the dropdown menu and click **Next**. If you are the Administrator for one company only, you will not see this step.
Review your company’s information. You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Make a selection and click Next.

If your company information needs to be updated, you will need to update your company’s registration with FMCSA. You will not be able to make this change in the Clearinghouse.
If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled *Who is your C/TPA?* and click on the search icon, or hit *Enter.*
This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.
For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: Report Violations, Report RTD Information, and Conduct Queries. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click Next. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### Designate Your C/TPA(s)

For each C/TPA you designate, you must indicate which actions the C/TPA may take on your behalf. If you do not currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

**Who is your C/TPA?**

Enter the name of the C/TPA managing your drug and alcohol testing program

<table>
<thead>
<tr>
<th>C/TPA</th>
<th>Report Violations</th>
<th>Report RTD Information</th>
<th>Conduct Queries</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Corp</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Marlow Consortium Inc.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

[Prev] [Next] [Cancel]
Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.
Adding or Updating Your CDL Information

At this point, if you have a commercial driver’s license (CDL) or commercial learner’s permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information, under My Dashboard, click on My Profile.

Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver’s license?” Click the CDL information hyperlink. This will pop up the screen below. Enter your CDL information and click Verify. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.

Owner-operators will also see a prompt to add this information in the “Next Steps” box. Click the enter your CDL information hyperlink to add your CDL information.
If you do not have an FMCSA Portal Account
If you do not have an FMCSA Portal Account, select **No**, and click **Next**.

Select **No**, and click **Next**.

Confirm that you are your employer’s Clearinghouse Administrator by selecting **Yes, I am my employer’s Clearinghouse Administrator** and clicking **Next**.

If you are not authorized to be your employer’s Clearinghouse Administrator, do not proceed with this registration. Contact your employer’s Clearinghouse Administrator and request an invitation to register as a Clearinghouse Assistant for your employer.
Indicate whether or not your company has a USDOT Number and click **Next**.

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a USDOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.

If you indicate your company does not have a USDOT Number, you will see a message to make sure that your company does not need one. If your company does need a USDOT Number, you may considering obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a USDOT Number** or **I will obtain my USDOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.
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.
If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled *Who is your C/TPA?* and click on the search icon, or hit **Enter.**
This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

**5. Designate Your Consortium/Third-Party Administrator**

As an employer, you may use one or more consortium/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

**DESIGNATE YOUR C/TPA(S)**

For each C/TPA you designate, you must indicate which actions the C/TPA may take on your behalf. If you do not currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

**Note:** Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

**Who is your C/TPA?**

- [ ] Harlow

**C/TPA not listed?**

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

**Harlow Consortium Inc.**

Vernon St, Plymouth, AR 02360

[Designate]
For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: Report Violations, Report RTD Information, and Conduct Queries. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click Next. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.
Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.

Review the Clearinghouse Terms and Conditions. Check the box to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click I Agree.
Adding or Updating Your CDL Information

At this point, if you have a commercial driver's license (CDL) or commercial learner’s permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information, under My Dashboard, click on My Profile.

Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver’s license?” Click the CDL information hyperlink. This will pop up the screen below. Enter your CDL information and click Verify. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.

Owner-operators will also see a prompt to add this information in the “Next Steps” box. Click the enter your CDL information hyperlink to add your CDL information.