# CLEARINGHOUSE



## **REGISTRATION: STUDENT DRIVERS**

The instructions below are for a student driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP) and is enrolled in a training program that is not affiliated with or operated by a motor carrier. If you are a student driver who is also an employee of a motor carrier, you must register as a driver. View the CDL Driver Registration Job Aid for step-by-step instructions.

#### **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 reset any information entered into data fields.

1

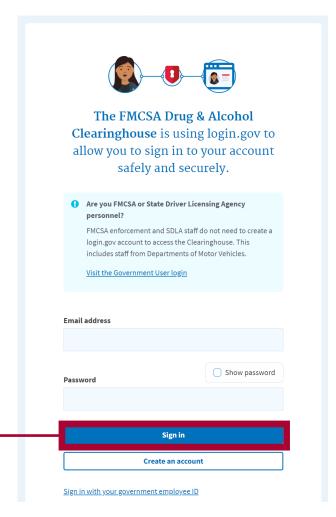
Visit https://clearinghouse.fmcsa.dot.gov and click Register.



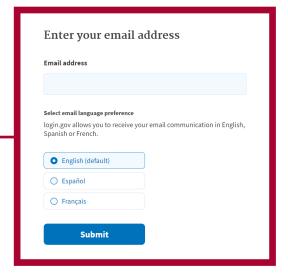


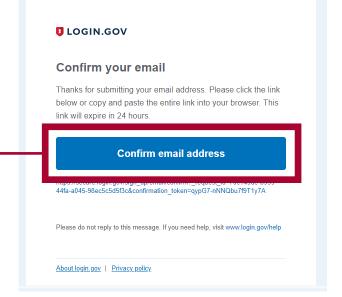
On the login.gov sign in screen, click Create an account.

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 9**.



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. ULOGIN.GOV 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! ☐ Show password Password ..... word strength: Great! Continue

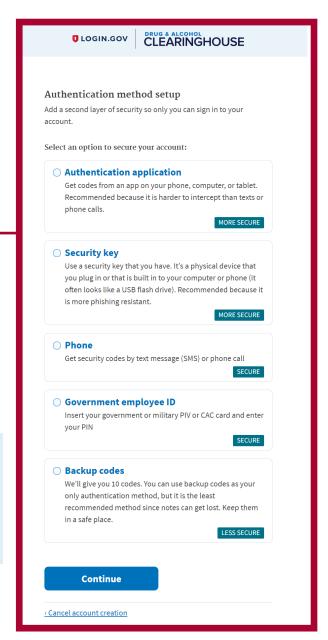
Password safety tips

Cancel account creation

Backup codes should not be used as the primary authentication method unless none of the above methods are available to you, as they can only be used a limited number of times.

Select an option to secure your account and click **Continue**.

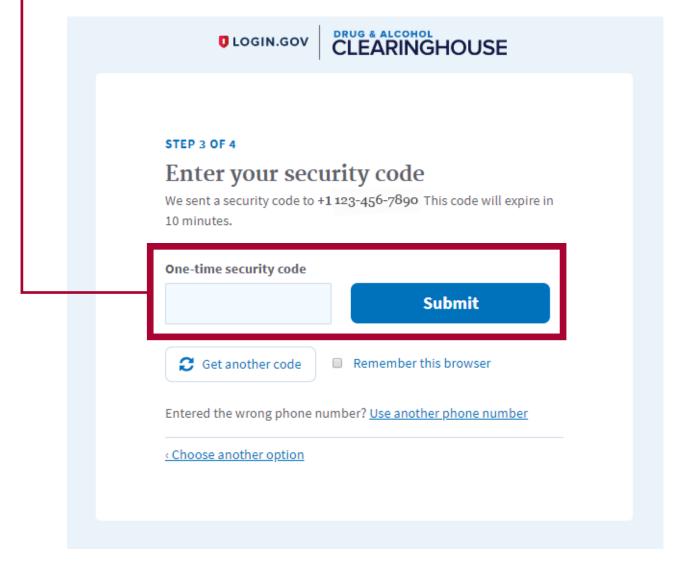
Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. You will need to provide a way for login.gov to send you a one-time security code. Follow the instructions for the method you select.







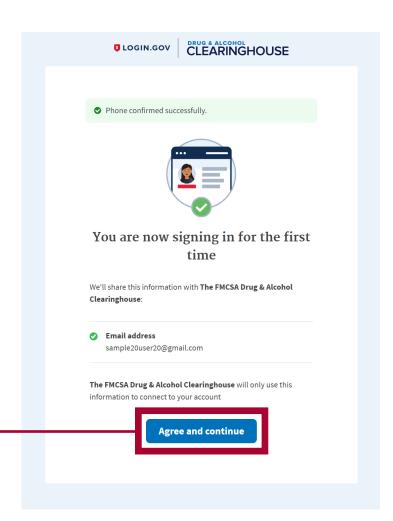
Enter your security code and click **Submit**. This code will be provided via the method you selected in step 6. The screenshot below illustrates the SMS phone method.







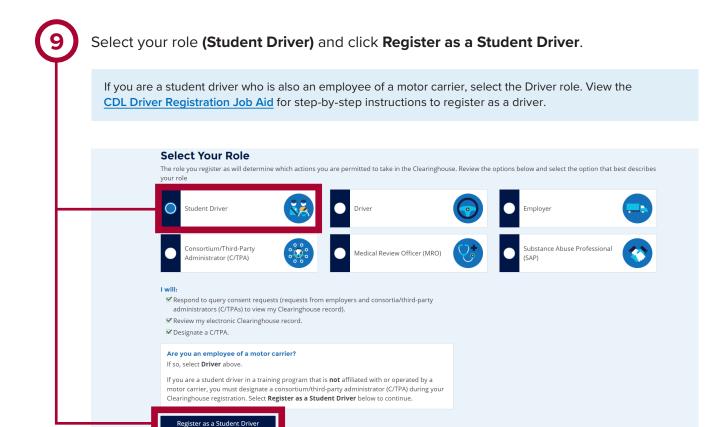
You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.





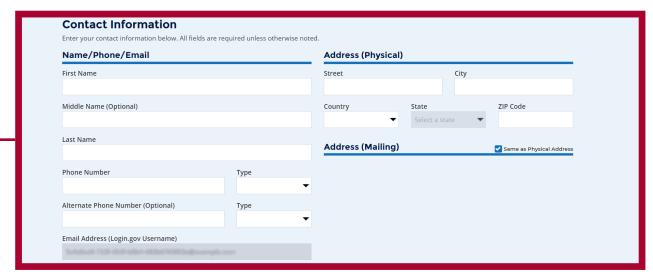
#### **Register for the Clearinghouse**

Once you have a login.gov account, you can complete your registration in the Clearinghouse. **If you are a student driver in a training program that is not affiliated with or operated by a motor carrier, you must select the option to register as a student driver.** This enables you to register with both the driver and employer roles and designate a consortium/third-party administrator (C/TPA). Follow the steps below to register as a student driver.

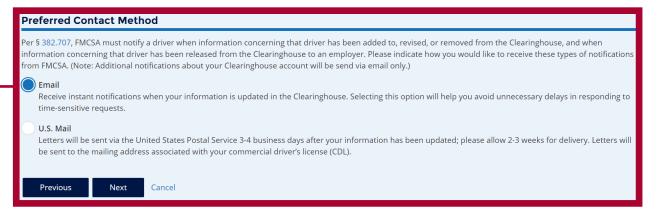




Enter your contact information. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.



Choose your preferred contact method and click **Next.** 



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**.

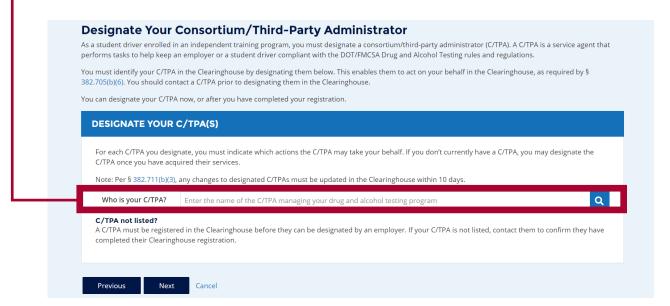






As a student driver enrolled in an independent training program, you must designate a consortium/ third-party administrator (C/TPA). This allows your C/TPA to access the Clearinghouse on your behalf. A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the USDOT/FMCSA Drug and Alcohol Testing rules and regulations. You should contact a C/TPA prior to designating them in the Clearinghouse.

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**. If you enter enough characters of the C/TPA's name, a list of options will also appear.

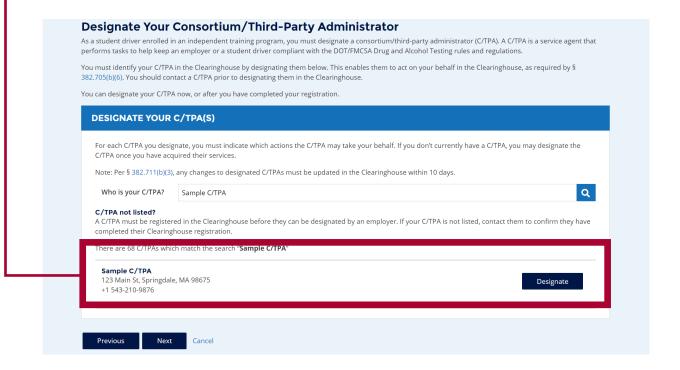






This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

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.

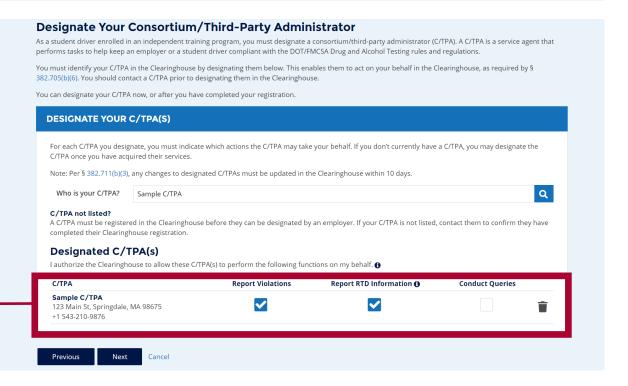






For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations, Report RTD Information**, and **Conduct Queries**. Once you have finished designating your C/TPA(s) and authorizing them to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

Note that you must authorize at least one C/TPA to report violations and at least one C/TPA to report return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up testing 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.





Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information and click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

Note: This is required to view your Clearinghouse record and respond to query requests.



## CLEARINGHOUSE

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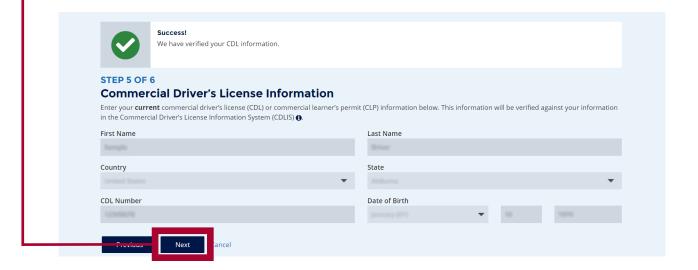
(16)

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

If the Clearinghouse cannot 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 <u>FMCSA</u> 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 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**.







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

Note that the Clearinghouse terms and conditions may be updated on occasion.

click I Agree.

#### **Terms and Conditions**

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

- 1. The Drug and Alcohol Clearinghouse is authorized for official use only
- The Drug and Alcohol Clearinghouse any not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
   FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
   A FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
   Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express promotions of the supers of this information.

- permission of the owner of that information.

  6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
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  7. Users must look the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
  8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms must never be shared or stored in printed form in any place accessible. If stored digitally, a password mus not be stored in a clear-text or a readable format. You may store your login.gov "yus tin case" information in printed tight form.
  9. The Drug and Alcohol Clearinghouse uses login gov to authenticate you. Login.gov has password format requirements and a password expiration policy that mus be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See https://www.login.gov/help/changing-settings/furn-off-two-factor-authentication for more information.
  10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.

- 11. Users must protect all confidential/sensitive and privacy information from disclosure.

  12. Hard copies of confidential/sensitive and privacy information from disclosure.

  13. Iagree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.

  14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyon
- - 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection
  - 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, ncluding availability of that system
  - 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information
- therein.

  4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.

  5. Prevents authorized use of a Government information system.

  15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.
- 16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said

comply with the requirements under of 49 CFR 382 Subpart G. Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of prosposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 4 9 CFR part 382.1 certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382.1 agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law, and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, (vil), or criminal penalties, including prosecution under 18 U.S.C.§ 1001 or government-wide suspension adebarment under 2 C.F.R. part 180.1 understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. 232 71.2

Lagree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382,703. Lagree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMACA regulations and will not divulge the information for any other purpose. I understand that violations of §382,723 are subject to criminal and civil penalties in accordance with Applicable law, including those



## 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 designate C/TPAs, review your Clearinghouse record, and update your Clearinghouse account.