



Add a USDOT Number to a Portal Account: Company User

During your Clearinghouse registration, you will be prompted to link your Portal account with your Clearinghouse account. This will associate your Clearinghouse activity with your company’s USDOT Number. In order to make this connection, you will need to add your company’s USDOT Number to your Portal account. If you have multiple USDOT Numbers associated with your company, you will add each number to your Portal account individually.

The process for adding a USDOT Number to your Portal account will vary slightly depending on whether or not you are the Company Official for your organization. View the information below for an overview of each Portal account type. For each USDOT Number entered in the Portal, there must be one Portal user that is identified as the Company Official.

COMPANY OFFICIAL	COMPANY USER
<ul style="list-style-type: none"> • A specific type of company user • Responsible for registering a company in the FMCSA Portal, typically the company owner • Has full access to company information • Manages and approves account requests* from other company employees looking to access company data <p>*FOR MORE INFORMATION: View the Manage Requests instructions on the Portal website.</p>	<ul style="list-style-type: none"> • A company employee or associate of a company • Granted access to specific company data by the Company Official • Not responsible for managing other users’ Portal accounts • Must wait to register until the Portal Company Official has registered the company in the Portal • Portal account requests must be approved by the Portal Company Official

If you are the Company Official for your organization, view the [Add a USDOT Number to a Portal Account: Company Official Job Aid](#).

View the step-by-step instructions below to complete this process as a Company User.

How to Add a USDOT Number to Your Portal Account

1

Log In to Your Portal Account

Visit <https://portal.fmcsa.dot.gov/login> and log in with your User ID and password.

Login to Access the FMCSA Portal

User ID:

Password:

Login

[Forgot your Password?](#) [Forgot your User ID?](#) [Unlock your Account?](#)

To register for a portal account, please click [here](#).

To access portal training, please click [here](#).

2

Access Your Profile

Under **Account Management**, click on **My Profile**.

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA Portal

USDOT # [dropdown] Refresh

Welcome [username]

Log Out | Change Password | Help

HOME ACCOUNT MANAGEMENT REPORTS FEEDBACK

MY PROFILE

3

View Profile Details

Select the **Portal Roles/USDOT#** tab.

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA Portal

USDOT # [dropdown] Refresh

Welcome [username]

Log Out | Change Password | Help

HOME ACCOUNT MANAGEMENT REPORTS FEEDBACK

View/Edit My Profile

General Info Portal Roles/USDOT#

Update Profile Cancel

4

Add Your USDOT Number

Enter the USDOT Number you need to add and click **Submit**. The Available Roles box will display a list of available roles for this USDOT Number.

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
FMCSA Portal

Welcome [Home](#) | [Account Management](#) | [Reports](#) | [Feedback](#) | [Log Out](#) | [Change Password](#) | [Help](#)

USDOT # [] [Refresh]

View/Edit My Profile [Update Profile](#) [Cancel](#)

General Info | **Portal Roles/USDOT#**

USDOT # List Enter the USDOT# for the role you want access to. Click the "Submit" button to see if your USDOT# is registered in our system.

* USDOT #: [] [Submit](#)

Available Roles [View Sensitive Company Information](#)
[DataQs Secure Access](#)
[A&I Carrier](#)
[NCCDB Secure Access](#)
[DACH Motor Carrier Admin](#)
[DACH Motor Carrier](#)

[Add Role >](#)
[< Remove Role](#)

Requested Roles [DACH Motor Carrier Admin - Approved](#)
[Non-sensitive Portal Access - Approved](#)

*Reason for Request [\[\]](#)

Role Selection Description []

[Remove USDOT#](#) [Add USDOT to List](#)

5

Add Clearinghouse User Role

Choose the appropriate Clearinghouse user role to add to your USDOT Number. You must request a Clearinghouse user role for each USDOT Number you add to your Portal account. You can also request any additional available roles for the selected USDOT Number. When you are finished, click **Update Profile**.

Not sure which Clearinghouse user role you should request?

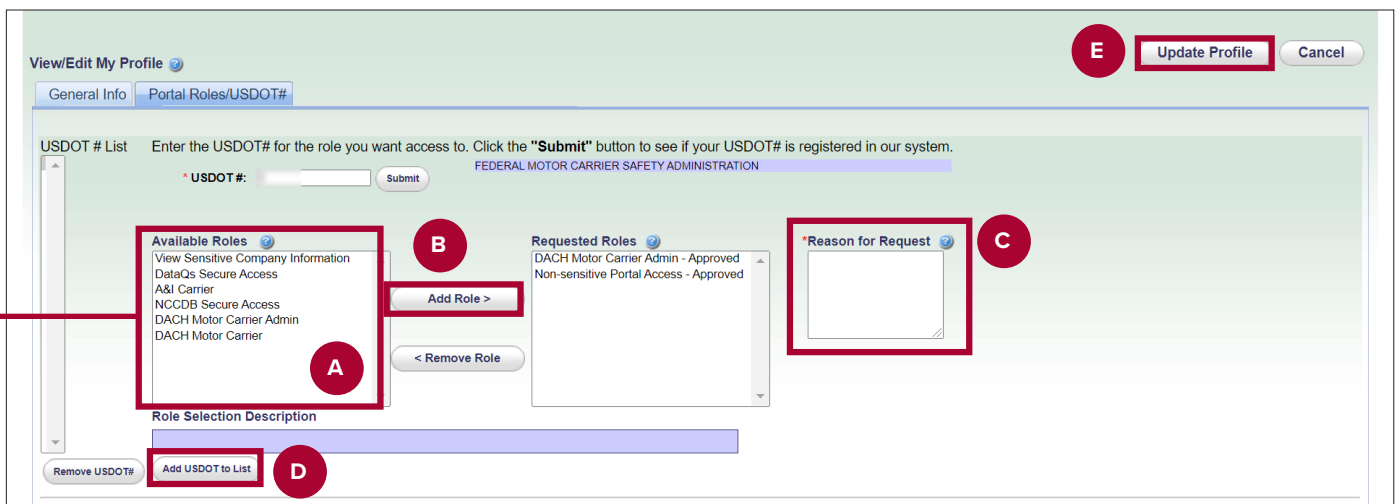
DACH Motor Carrier

- Clearinghouse Assistant
- Able to report violations, purchase/conduct queries, and report return-to-duty (RTD) information

DACH Motor Carrier Admin

- Clearinghouse Administrator
- All permissions of DACH Motor Carrier, plus designate a consortium/third party administrator (C/TPA) and indicate whether or not motor carrier is an owner-operator
- For more information, view the [Clearinghouse Portal User Roles Job Aid](#).

- A** A. Select either **DACH Motor Carrier** or **DACH Motor Carrier Admin** from the Available Roles list.
- B** Click **Add Role**. This will move the role into the Requested Roles box. Your role request will appear as “Pending” until it is approved by your organization’s Company Official.
- C** Enter the tasks you will complete in the Clearinghouse under **Reason for Request**, such as “Query Drug and Alcohol Clearinghouse.”
- D** Click **Add USDOT# to List**.
- E** When you are finished, click **Update Profile**.



Repeat steps 4 and 5 for any additional USDOT Numbers you want to add to your account.

Your request has been submitted and is awaiting approval.

The Portal Company Official for your organization will be notified of your request and must approve your USDOT Number and requested Clearinghouse user role in the Portal. This will update the status of your Clearinghouse user role request from “Pending” to “Approved.” Once your request has been approved, you will have access to specific company data and can [register for a Clearinghouse account](#). View the [Registration: Employers with Portal Accounts Job Aid](#) for instructions. If you are already registered in the Clearinghouse, you can link your existing Clearinghouse account to your Portal account.



Note: If you are unable to receive approval from the listed Portal Company Official for your organization, contact the FMCSA Portal Registration Call Center at (800) 724-2811 for assistance.