



KEEPING YOU ON THE ROAD



### **Creating Employer (with Portal) Account:**

If you do not have an FMCSA Portal Account, you will need to register for that first. To do so, go to this website <https://portal.fmcsa.dot.gov/login> and click on the link to register.

- 1)** Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**
- 2)** On the login.gov sign in screen, click **Create an account**
- 3)** Enter your email address and click **Submit** → 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.
- 4)** Create a password → **Click Continue**
  - 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.
- 5)** Select an option to secure your account and click **Continue**
- 6)** Enter your security code and click **Submit**
  - This code will be provided via the method you selected
- 7)** You will be prompted to set up a second authentication method → Click **Continue** → **Repeat steps 5 and 6 to set up your second method**
- 8)** You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.
- 9)** Select your **role (employer)**, and click **Next**
- 10)** Select **Yes I have an FMCSA Portal Account** → click **Next**
- 11)** Enter your Portal username and password and click **Sign In**
- 12)** **If the system does not accept your Portal credentials, you will need to fix your settings in the Portal account directly.**
  - Log in to Portal: <https://portal.fmcsa.dot.gov>
  - Go to tab "Account Management: My Profile" at the top of the screen
  - Click the Portal Roles/USDOT# tab
  - Select your USDOT# from the left most column
  - Available roles will appear in the "Available Roles" field
  - Select "DACH Motor Carrier Admin" and then click "Add Roles"
  - Enter Reason for Request "Clearinghouse"
  - Click "Update Profile" on the right. You will receive a "Submission Successful" message after a few moments. You will receive notification when your access has been approved. Log out of the Portal.
- 13)** **Back in the Clearinghouse account, Review your contact information** → Click **Next**



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- 14) 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
- 15) Review your company's information → Make a selection → click **Next**
- 16) If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse (**This step is required of all owner-operators**)
- 17) Enter the name of your C/TPA (**Progressive Reporting Agency LLC FINAL**) in the field labeled **Who is your C/TPA?** → click on the search icon, or hit **Enter**
- 18) Locate your C/TPA (**Progressive Reporting Agency LLC FINAL**) in the list and click **Designate** on the appropriate line
- 19) 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**
- 20) Review the Clearinghouse terms and conditions
  - **Check the box** to confirm that you agree to the terms and conditions and click **I Agree**
- 21) Your Clearinghouse registration is complete