

# FMCSA Portal Instructions – Linking to FMCSA Clearinghouse

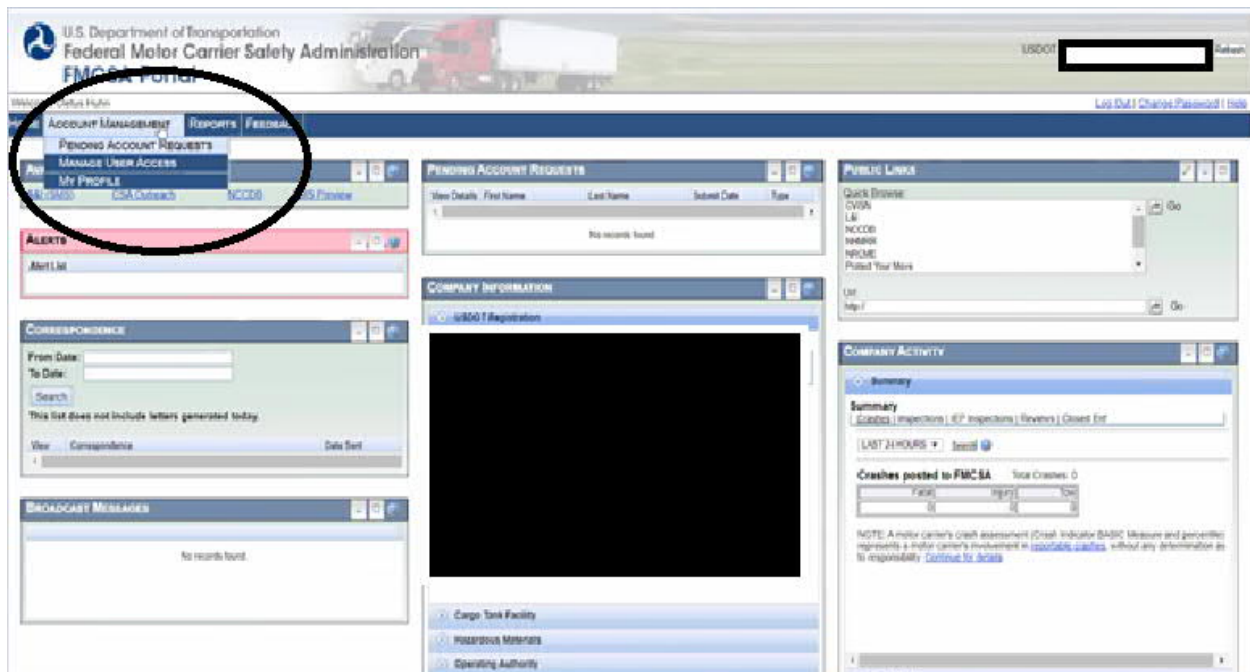
In order to register for the Clearinghouse, you must make changes to your FMCSA Portal.

Every company with a DOT number has a Portal account and will need set it up prior to Clearinghouse Registration.

- ★ If you don't know if your Portal Account is set up, contact CMS and we can tell you
- ★ If your Portal account is NOT set up, you will need your FMCSA PIN number.

[www.fmcsa.dot.gov/registration/request-pin-number](http://www.fmcsa.dot.gov/registration/request-pin-number)

To make the change to your Portal account, go to Account Management, then My Profile.



Select "Portal Roles / USDOT #

View/Edit My Profile

General Info Portal Roles/USDOT# Preferences

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#: [Redacted] Submit

Available Roles

- DataQs Secure Access
- AM Carrier
- NCCDB Secure Access
- DACH Motor Carrier Admin
- DACH Motor Carrier
- View Sensitive Company Information

Add Role >

< Remove Role

Requested Roles

- Adi Carrier - Approved
- NCCDB Secure Access - Approved
- Company Official - Approved
- Non-sensitive Portal Access - Approved

Reason for Request

Remove USDOT# Add USDOT# to List

Select the USDOT# listed on the left panel, Click the "DACH Motor Carrier – Admin" Role, Click "Add Role", Type the word "Update" into the Reason, and click "Update Profile"

View/Edit My Profile submitting data

General Info Portal Roles/USDOT# Preferences

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#: [Redacted] Submit

Available Roles

- DataQs Secure Access
- AM Carrier
- NCCDB Secure Access
- DACH Motor Carrier Admin
- DACH Motor Carrier
- View Sensitive Company Information

Add Role >

< Remove Role

Requested Roles

- Adi Carrier - Approved
- NCCDB Secure Access - Approved
- Company Official - Approved
- Non-sensitive Portal Access - Approved
- DACH Motor Carrier Admin - Pending

Reason for Request

update

Remove USDOT# Add USDOT# to List

Update Profile Cancel

WAIT for the profile to be updated.

When you see the pop up window "Success" you are ready to go to the Clearinghouse Registration on the next form.