Guidance on managing user account

## Q&A

How do I manage my company’s Clearinghouse user accounts?

## Guidance:

Users who are registered as Clearinghouse Administrators may invite additional users to serve in an Assistant role, enabling them to use the Clearinghouse on their company’s behalf.

Employers that have a USDOT Number can manage their Clearinghouse Administrator and Assistant roles via the Federal Motor Carrier Safety Administration (FMCSA) Portal. (Are you a motor carrier without a Portal account? If so, you can register for one now. Make sure all users at your company create their own Portal account with the proper Clearinghouse user role.)

Other Clearinghouse Administrators may invite and manage assistants once they are registered in the Clearinghouse.