

# FMCSA Portal Registration Guide For Insurance and BOC-3 Filers

## FMCSA Office of Registration

Financial Responsibility Filings Division

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U.S. Department of Transportation

**Federal Motor Carrier Safety Administration**

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## OVERVIEW

FMCSA is transitioning from the traditional ID and password login to a more secure method using Login.gov and multi-factor authentication (MFA). Effective December 2024, registered insurance companies, financial institutions, and Blanket Agents (BOC-3 filers) will no longer be able to use their current FMCSA Licensing and Insurance (L&I) username and password to access their e-Filer account page. As part of a federal MFA mandate, these users will be required to create an [FMCSA Portal](#) account and use [Login.gov](#) to access their [L&I](#) e-Filer account page going forward.

**Note:** No changes are being made to the L&I e-Filer account system or in the way you file proof of insurance/BOC-3 designations.

This user guide includes step-by-step instructions to help insurance companies, financial institutions, and Blanket Agents (BOC-3 filers) register for an FMCSA Portal account.

Benefits of using the FMCSA Portal and Login.gov include:

1. Increased security: Your account will now be protected by MFA, ensuring that only you can access your information.
2. Easy access: You will log in via the FMCSA Portal using your Login.gov account.
3. No more L&I passwords: You will no longer need to manage L&I password(s) to access your account.

***Insurance Filers: If you don't have an existing Account/Filer Number or L&I UserName, please see the instructions on the [FMCSA Insurance Filing Requirements](#) webpage to register for an e-Filer account first.***



## FMCSA PORTAL REGISTRATION FOR INSURANCE FILERS

### Insurance Filers Overview

Once you have an Account or Filer number assigned to you by FMCSA, you will follow this guidance to establish your FMCSA Portal Account to access your L&I e-Filer account. The person responsible to administer the filer account will have administrative rights to approve other users to file on behalf of the company (sub-filers).

Insurance Filers may have one of the below account types:

**Main account:** A main account is typically assigned to an Insurance Company or Financial Institution, which holds the authority to issue policies. This account has administrative rights to manage Sub-Filer access. Main account holders are required to approve Sub-Filer access request.

**Branch account:** Same as a main account, but the last digits of the filer account number are greater than 00 (i.e., 11111-01, 22222-02).

Branch account holders have several accounts under one L&I UserName. You only need to register once, using one of the account numbers. The same L&I UserName cannot be used for multiple FMCSA Portal accounts. The access to all your accounts on your e-Filer account will not change.

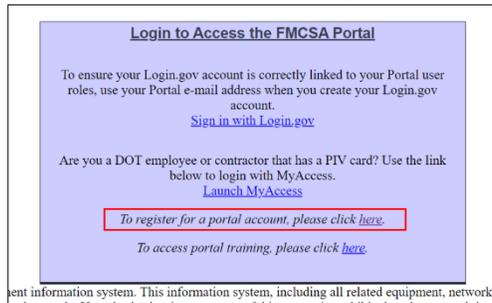
**Sub-account:** These are authorized users to making filings on behalf of the main account's authority. This user is linked to a main filer account and does not have access to manage Sub-Filer access. Sub-account holders must work with the main filer(s) to get their accounts approved. One Sub-Filer account can be linked to multiple main accounts.

***FMCSA will approve Main and Branch accounts within 2 business days. Main and Branch account holders are responsible to approve/deny Sub-Filer accounts. These can be approved via the L&I e-Filer account.***



## FMCSA Portal Registration Process for Main or Branch Accounts

1. Visit the FMCSA Portal website <https://portal.fmcsa.dot.gov/login>
2. From the login page, select the option to register for a portal account:



3. Select “Sign in with Login.gov”



4. On the Login.gov sign in screen, enter your email address and password; or click “Create an account”.

**Note:** If you have multiple main accounts, you must have a separate Login.gov account for each L&I UserName.

ent information system. This information system, including all related equipment, networks



Once in the portal follow steps 1 through 6 to complete the account request.

5. **Step 1:** Under “Other User,” select the corresponding User Type and click **Next:**

- **Main account:** A main account is typically assigned to an Insurance Company or Financial Institution, which holds the authority to issue policies. This account has administrative access to manage Sub-Filer access. Main account holders are required to approve Sub-Filer access requests.
- **Branch account:** Same as a main account, but the last digits of the filer account number are greater than 00 (i.e., 11111-01, 22222-02).

Step 1 2 3 4 5 6

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

Company User

Enforcement User

Other User

Company Employee or an Associate of a Company

Federal, State, and Third Party Enforcement Employees

Main Filer (Insurance/Financial Institution)  
(use this option if your filer number ends with a -00)

Branch Filer (Insurance/Financial Institution)  
(use this option if your filer number ends in anything but a -00)

Sub-Filer (Insurance/Financial Institution)  
(use this option if you are a sub-filer of a main filer)

BOC3Filer

BOC3 Sub-Filer  
(use this option if you are assigned as a sub-filer of a BOC3 filer)

Next >> Cancel

6. **Step 2:** Enter your existing e-Filer account information: **Filer Number, Branch Number, and L&I Username.** After you enter your information, click **Next.**

**Note:** The Filer Number and Username must correspond to each other. Otherwise, you will get an error message and will not be able to register. If you don't have this information, contact the FMCSA Insurance Division (FMCSAInsurance@dot.gov).

Step 1 2 3 4 5 6

Insurance and Financial Institution Filers must provide a filer number and existing L&I username for an account request to be processed.

\*Filer Number:

\*Branch Number:

\*L&I Username:

<< Back Next >> Cancel

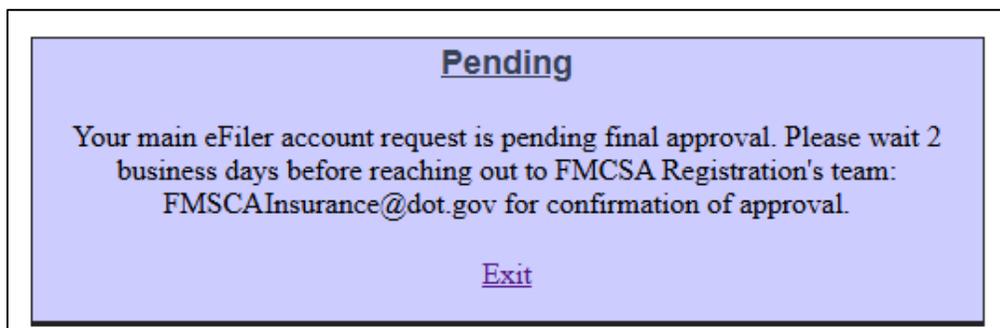
7. **Step 3:** Enter your personal information, the User ID, and click **Next**:  
**Note:** The User ID will be the Login.gov email address.

The screenshot shows a web form titled "Step 3" with a progress indicator showing steps 1, 2, 3, 4, and 5, where step 3 is highlighted. The form contains a section titled "Personal Information" with the following fields: "First Name", "Middle Name", "Last Name", and "User ID". The "User ID" field is partially filled with a blacked-out area. A red box highlights the "Personal Information" section. At the bottom right, there are three buttons: "<< Back", "Next >>", and "Cancel".

8. **Step 4:** Enter the Insurance or Financial Institution Name then click **Next**.  
**Note:** The Company Legal Name should match your filer account information.

The screenshot shows a web form titled "Step 4" with a progress indicator showing steps 1, 2, 3, 4, and 5, where step 4 is highlighted. The form contains a section titled "Work Information" with the following fields: "Company Legal Name" and "Phone #". The "Phone #" field is split into three parts: "+", a three-digit area code, and a seven-digit number. A red box highlights the "Work Information" section. At the bottom right, there are three buttons: "<< Back", "Next >>", and "Cancel".

9. **Confirmation page:** The message indicates the account request will be in a pending status. FMCSA will validate and approve accounts within **two (2) business days**.

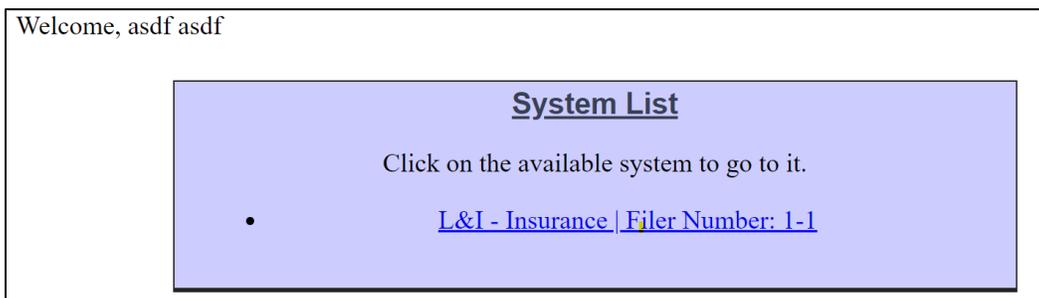


**Decision:** Once the account is approved/denied, FMCSA will send you a notification via email.

## Accessing Your e-Filer Account Via the FMCSA Portal

To access your L&I e-Filer account:

1. Go to the FMCSA Portal (<https://portal.fmcsa.dot.gov/login>) webpage and click “Sign in with Login.gov”.
2. Enter your Login.gov credentials.
3. Select your Filer account from the System List.



## FMCSA PORTAL REGISTRATION FOR INSURANCE SUB-FILERS

### Insurance Sub-Filers Overview

Sub-Filers are users authorized to making filings on behalf of the insurance company. This user is linked to a main filer account and does not have access to manage user's access. Sub-account holders must work with the main filer(s) to get their FMCS Portal accounts approved. One sub-filer account can be linked to multiple main accounts, but each main account will have to approve their access.

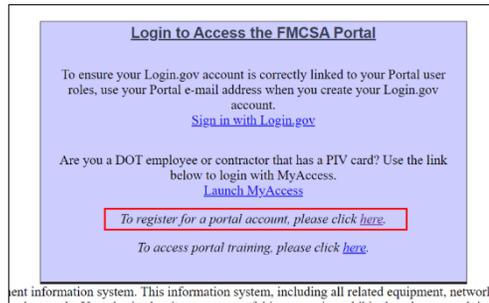
Before registering for an FMCSA Portal Account, notify the main account holder so they are prepared to approve your request. FMCSA does not approve sub-filer accounts.

### FMCSA Portal Registration Process

1. Visit the FMCSA Portal website <https://portal.fmcsa.dot.gov/login>.



- From the login page, select the option to register for a portal account.

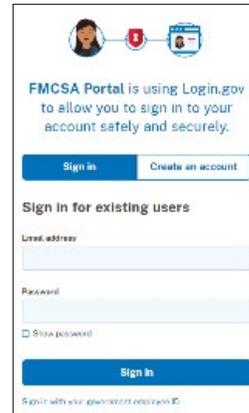


**The main account holder should have an approved FMCSA Portal Account before the Sub-Filer registers. Sub-Filers should notify their main account holder(s) before and after they register. Main account holders will approve Sub-Filer accounts.**

- Select "Sign in with Login.gov."



- On the Login.gov sign in screen, enter your email address and password; or click "Create an account."  
**Note:** Sub-Filers only need one account to access multiple e-Filer accounts.



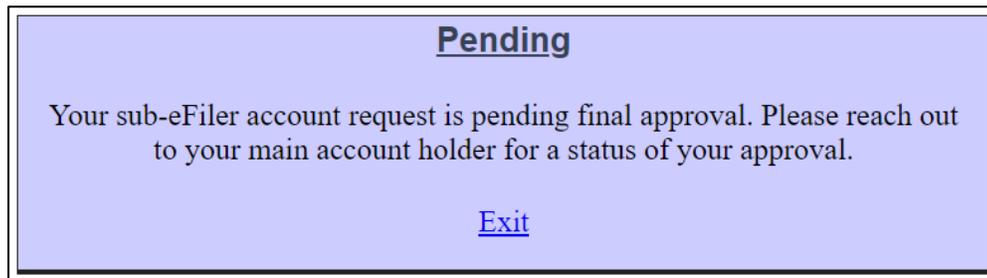
Once in the portal follow steps 1 through 6 to complete the account request.



8. **Step 4:** Enter your work information and then click **Next**.

The screenshot shows a registration form titled "Step 4" with a progress indicator showing steps 1, 2, 3, 4, and 5. Step 4 is highlighted. A note indicates that asterisks denote required information and that special characters like curly braces and single quotes are not allowed. The form asks for "Work Information" and includes a red-bordered box containing a "Company Legal Name" field and a "Phone #" field with three input boxes. At the bottom right, there are buttons for "<< Back", "Next >>", and "Cancel".

9. **Confirmation page:** You must reach out to the main account holder(s) to have your account approved.



## Accessing Your e-Filer Account Via the FMCSA Portal

To access your L&I e-Filer account(s):

1. Go to the FMCSA Portal (<https://portal.fmcsa.dot.gov/login>) webpage and click "Sign in with Login.gov."
2. Enter your Login.gov credentials.
3. Select a Filer account from the System List.
4. You also have the option to request access to other filer accounts.



- a. See “Subfilers may request additional filer numbers [here](#).”



## FMCSA PORTAL REGISTRATION FOR BOC-3 FILERS

### BOC-3 Filer Overview

All BOC-3 Filers must create an FMCSA Portal account and use Login.gov to access their e-Filer account page. There are two types of users:

**BOC-3 Main Filers:** This user is a registered Blanket Agent with the ability to file BOC-3 Forms. This account has administrative access to manage Sub-Filer access. Main account holders are required to approve Sub-Filer access request.

**BOC-3 Sub-Filers:** This user is linked to a BOC-3 main filer account and does not have access to manage Sub-Filer access. Sub-account holders must work with the main filer(s) to get their accounts approved. One sub-filer account can be linked to multiple main accounts.

***FMCSA will approve Main filer accounts within two (2) business days. Main account holders are responsible to approve/deny Sub-filer accounts. These can be approved via the L&I e-Filer account.***

### FMCSA Portal Registration Process

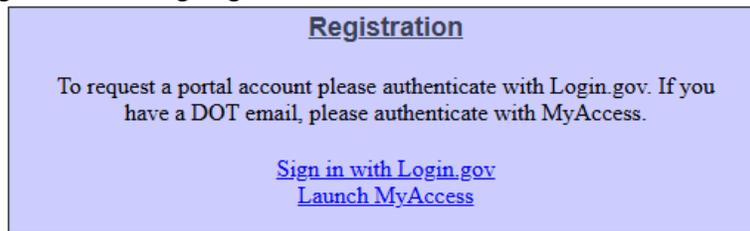
1. Visit the FMCSA Portal website <https://portal.fmcsa.dot.gov/login>.



- From the login page, select the option to register for a portal account.



- Select "Sign in with Login.gov."



- On the Login.gov sign in screen, enter your email address and password; or click "Create an account."

**Note:** If you have multiple main accounts, you must have a separate Login.gov account for each existing L&I UserName.



- Step 1:** Under "Other User," select "BOC-3 Filer" and click **Next:**  
**BOC-3 Main Filers:** This user is a registered Blanket Agent with the ability to file BOC-3 Forms. This account has administrative access to manage Sub-Filer access. Main account holders are required to approve Sub-Filer access request.

**Step** ① ② ③ ④ ⑤ ⑥

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

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**Company User** ⓘ      **Enforcement User** ⓘ      **Other User**

Company Employee or an Associate of a Company       Federal, State, and Third Party Enforcement Employees       Main Filer (Insurance/Financial Institution)  
(use this option if your filer number ends with a -00)

Branch Filer (Insurance/Financial Institution)  
(use this option if your filer number ends in anything but a -00)

Sub-Filer (Insurance/Financial Institution)  
(use this option if you are a sub-filer of a main filer)

BOC3Filer  
 BOC3 Sub-Filer  
(use this option if you are assigned as a sub-filer of a BOC3 filer)

6. **Step 2:** Enter your existing e-Filer account information: **Filer Number** and **L&I Username**. After you enter you account information, click **Next**.  
**Note:** The Filer Number and Username must correspond to each other. Otherwise, you will get an error message and will be unable to register. If you don't have this information, contact the FMCSA Insurance Division (FMCSAInsurance@dot.gov).

**Step** ① ② ③ ④ ⑤ ⑥

Insurance and Financial Institution Filers must provide a filer number and existing L&I username for an account request to be processed.

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Filer Number:

L&I Username:



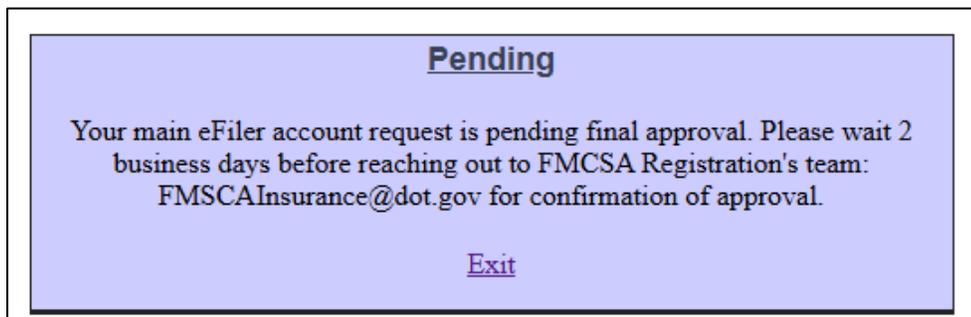
7. **Step 3:** Enter your personal information, the User ID, and click **Next**.  
**Note:** The User ID will be the Login.gov email address.

The screenshot shows a registration form titled "Step 3" with a progress indicator showing steps 1, 2, 3, 4, and 5, where step 3 is highlighted. A note indicates that asterisks denote required information and that special characters like curly braces, square brackets, and single quotes are not allowed. The form asks for "Personal Information" and includes fields for First Name, Middle Name, Last Name, and User ID. The User ID field is partially filled with a blacked-out section. Navigation buttons for "Back", "Next", and "Cancel" are at the bottom right.

8. **Step 4:** Enter the Insurance or Financial Institution Name then click **Next**:  
**Note:** The Company Legal Name should match your filer account information.

The screenshot shows a registration form titled "Step 4" with a progress indicator showing steps 1, 2, 3, 4, and 5, where step 4 is highlighted. A note indicates that asterisks denote required information and that special characters like curly braces, square brackets, and single quotes are not allowed. The form asks for "Work Information" and includes fields for Company Legal Name and Phone #. The Phone # field is formatted with a plus sign, a country code box, an area code box, and a main number box. Navigation buttons for "Back", "Next", and "Cancel" are at the bottom right.

9. **Confirmation page:** The message indicates the account request will be in a pending status. FMCSA will validate and approve accounts within **two (2) business days**.



## Accessing Your e-Filer Account Via the FMCSA Portal

To access your L&I e-Filer account:

1. Go to the FMCSA Portal (<https://portal.fmcsa.dot.gov/login>) webpage and click “Sign in with Login.gov.”
2. Enter your Login.gov credentials.
3. Select your Filer account from the System List.



## FMCSA PORTAL REGISTRATION FOR BOC-3 SUB-FILERS

### BOC-3 Sub-Filers Overview

BOC-3 Sub-Filers are linked to a BOC-3 main filer account and does not have access to manage Sub-Filer access. Sub-account holders must work with the main filer(s) to get their accounts approved. One sub-filer account can be linked to multiple main accounts.

Before registering for an FMCSA Portal Account, have your Filer account number and your L&I Username ready. Also, notify the main account holder, so they are prepared to approve your request. FMCSA does not approve sub-filer accounts.



## FMCSA Portal Registration Process

1. Visit the FMCSA Portal website <https://portal.fmcsa.dot.gov/login>

2. From the login page, select the option to register for a portal account.



***The main account holder should have an approved FMCSA Portal Account before the Sub-Filer registers. Sub-Filers should notify their main account holder(s) before and after they register. Main account holders will approve Sub-Filer accounts.***

3. Select “-Sign in with Login.gov.”



4. On the Login.gov sign in screen, enter your email address and password; or click “Create an account.”

**Note:** Sub-Filers only need one account to access multiple e-Filer accounts.



5. **Step 1:** Under “Other User,” select the option “Sub-Filer (Insurance/Financial Institution)” and click **Next**.

**Step** ①-②-③-④-⑤-⑥

FMCSA Portal Accounts are available for different types of users. Please select if you would like an account as a "Company", "Enforcement", or "Other" user based on the information listed below.

**Company User** ⓘ

Company Employee or an Associate of a Company

**Enforcement User** ⓘ

Federal, State, and Third Party Enforcement Employees

**Other User**

Main Filer (Insurance/Financial Institution)  
(use this option if your filer number ends with a -00)

Branch Filer (Insurance/Financial Institution)  
(use this option if your filer number ends in anything but a -00)

Sub-Filer (Insurance/Financial Institution)  
(use this option if you are a sub-filer of a main filer)

BOC3Filer

BOC3 Sub-Filer  
(use this option if you are assigned as a sub-filer of a BOC3 filer)

6. **Step 2:** Provide the BOC-3 main account’s Filer Number and then click **Next**.

**Step** ①-②-③-④-⑤-⑥

Insurance and Financial Institution Sub-Filers must provide at least one filer number for an account request to be processed.

\*Filer Number:

7. **Step 3:** Enter your personal information and click **Next**.

**Step** ①-②-③-④-⑤

\*Indicates Required Information  
Please Note: Special characters {}[]' " \* can not be used in personal information

Please enter the information below.

**Personal Information** ⓘ

\*First Name:

Middle Name:

\*Last Name:

User ID:

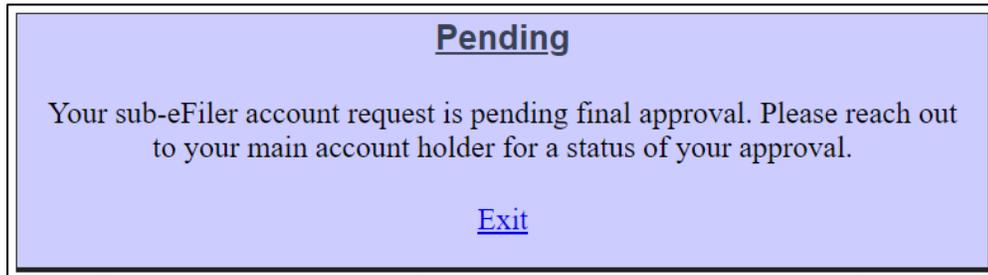
<< Back   Next >>   Cancel



8. **Step 4:** Enter your work information then click **Next**.

The screenshot shows a registration form with five steps indicated by numbered circles (1-5). Step 4 is highlighted in yellow. The form contains a section titled "Work Information" with a blue help icon. Below this title, there is a field for "\*Company Legal Name" and a field for "\*Phone #:" followed by three input boxes. At the bottom right of the form are three buttons: "<< Back", "Next >>", and "Cancel". A note at the top right states: "\*Indicates Required Information Please Note: Special characters {}[]' " can not be used in personal information".

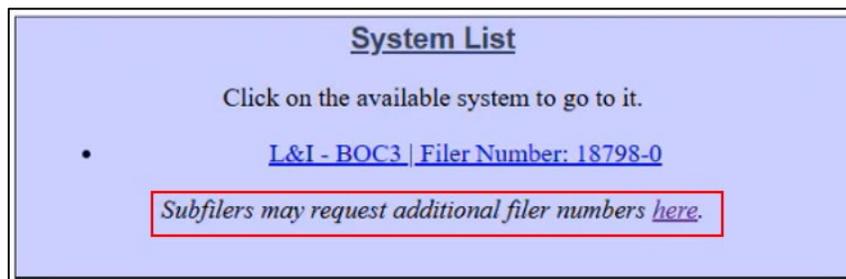
9. **Confirmation page:** You must reach out to the main account holder(s) to have your account approved.



## Accessing Your e-Filer Account Via the FMCSA Portal

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2. Enter your Login.gov credentials.
3. Select a Filer account from the System List.
4. You also have the option to request access to other filer accounts.



## CONTACT US

### FMCSA CONTACT CENTER

If you need assistance with the FMCSA Portal registration process, please contact the FMCSA Contact Center via the **Ask FMCSA**

**Webpage:** <https://www.fmcsa.dot.gov/registration/ask-fmcsa> (email and chat is available) or call **1-800-832-5660**.

If you need assistance to obtain an **e-Filer** account, please contact the FMCSA Financial Responsibility Division at [FMCSAInsurance@dot.gov](mailto:FMCSAInsurance@dot.gov).

