FMCSA Portal Registration User Guide for FMCSA Registered Entities and Associates

FMCSA Office of Registration

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Table of Contents

OVERVIEW	3
Login.gov	3
USDOT PIN	4
COMPANY USER PORTAL ROLES AND DESCRIPTIONS	4
FMCSA PORTAL REGISTRATION - COMPANY OFFICIALS	5
Company Officials Overview	5
FMCSA Portal Registration Process	5
Managing Account Requests	9
Approve/Deny Pending RequestsAdd/Remove User Roles	9 10
FMCSA PORTAL REGISTRATION - ASSOCIATE OF A COMPANY	11
Associate of a Company Overview	11
FMCSA Portal Registration Process	11
Existing User – Request Additional Portal Roles	15
REGISTRATION OPTIONS - MANAGE FMCSA REGISTRATION	18
CONTACT US	18
FMCSA Contact Center	18

OVERVIEW

The <u>FMCSA Portal</u> provides single sign-on access to FMCSA systems through <u>Login.gov</u>. It allows Federal, State, and industry users to access FMCSA's information systems with a single set of credentials, enabling quick access to records, safety data, and the ability to make registration changes.

As of January 2025, FMCSA Registration Options have been integrated into the FMCSA Portal to enhance security and comply with the Presidential mandate for Multi-Factor Authentication (MFA). This ensures a secure and reliable experience for motor carriers, brokers, freight forwarders, intermodal equipment providers, and cargo tank facilities, allowing them to update their company registration information directly within the FMCSA Portal.



This user guide includes step-by-step instructions for registered entities to:

- Register for an FMCSA Portal account as a <u>Company Official</u> or an <u>Associate of</u> a <u>Company</u>.
- Access the new <u>Registration</u> options functionality to manage a company's FMCSA registration.

Login.gov

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. By using login.gov, you'll get an extra layer of security to help protect your account(s). To create an account go to Login.gov, follow the How To Guide at: https://www.fmcsa.dot.gov/mission/information-systems/how-create-your-logingov-account

If you already have a Login.gov account, you do not need to create a new one. Use your existing Login.gov account **only if it is not already associated with an FMCSA Portal account**. Each FMCSA Portal account type – whether for a Company Employee, Associate of a Company, Insurance Filer, or BOC-3 Filer – **requires its own unique Login.gov account**. You cannot use the same Login.gov account for multiple FMCSA Portal accounts.

USDOT PIN

Entities can make changes to FMCSA records through their FMCSA Portal without the need for a USDOT PIN. The USDOT PIN now serves as an authenticator that will *only be needed once by the USDOT#'s Company Official* to set up an FMCSA Portal account. Request a PIN <u>online</u>, allow 7-10 business days to receive it by mail.

Only Company Officials require to obtain a <u>USDOT PIN</u> to register for an FMCSA Portal account.

COMPANY USER PORTAL ROLES AND DESCRIPTIONS

Refer to the step-by-step instructions to register for an FMCSA Portal Account as a Company Official or Associate of a Company.

Account Type	Description
Company Official	The Company Official is responsible for approving and managing account requests from other company employees or associates, such as service providers. This user ensures that all FMCSA Portal accounts for company users are accurate and up to date. Responsibilities include approving and deactivating accounts when users leave the company, as well as assigning appropriate roles and access. Each USDOT# must have one designated Company Official.
Associate of a Company	Company employees and third-party transportation service providers. These users can request access to view sensitive company information and modify company information. These company users cannot manage accounts.
Available Roles	Description
View Sensitive Company Information	Allows a Company User with the assigned role for a specific record to view sensitive information in the FMCSA Portal.
NCCDB Secure Access	Allows a Company User with the assigned role for a specific record to view all the complaints for the USDOT# in the NCCDB system.
A&I Carrier	Allows a Company User with the assigned role for a specific record to view all the sensitive information that is displayed in the A&I system.
DataQs Secure Access	Allows a Company User with the assigned role for a specific record to view all the data challenges in the DataQs system.
Portal Modify Company Information	Allows access to make changes to a company's registration: Biennial Updates, Change of Address, Reinstatement, Cargo Tank updates, and others.

FMCSA PORTAL REGISTRATION - COMPANY OFFICIALS

Company Officials Overview

The Company Official is responsible for approving and managing account requests from other company employees or associates, such as service providers. This user ensures that all FMCSA Portal accounts for company users are accurate and up to date. Responsibilities include approving and deactivating accounts when users leave the company, as well as assigning appropriate roles and access. Each USDOT# must have one designated Company Official.

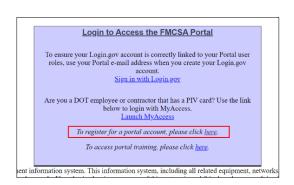
Once you have registered for a USDOT number, you will follow this guidance to establish your FMCSA Portal Account to access your current registration information and access the Registration menu to allow you to make changes to your FMCSA registration record.

To Register for a Portal Account, you will need a USDOT Personal Identification Number (PIN). Allow 7-10 business days to receive it by mail. Request one online.

Only Company Officials can approve/deny access for other company users.

FMCSA Portal Registration Process

- Obtain a USDOT PIN. Request one online, it will arrive within 7-10 business days by mail. Mail is currently the only way to request a PIN.
- Visit the FMCSA Portal website https://portal.fmcsa.dot.gov/login.



- 3. From the login page, select the option to register for a portal account:
- 4. Select "Sign in with Login.gov"

Registration

To request a portal account please authenticate with Login.gov. If you have a DOT email, please authenticate with MyAccess.

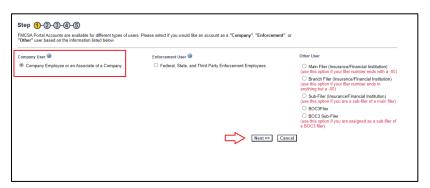
Sign in with Login.gov Launch MyAccess



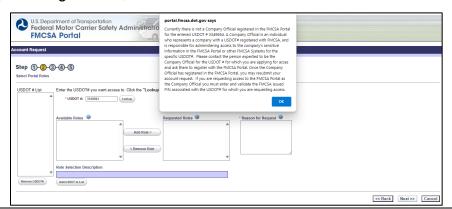
On the Login.gov sign in screen, enter your email address and password; or click "Create an account".



6. **Step 1:** Under "Company User," select "Company Employee or an Associate of a Company" then click **Next**:

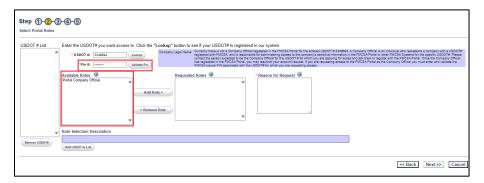


7. **Step 2:** Enter your USDOT # in the provided field and click "Lookup." You should see the message indicating there is not a company official registered. In the popup message below, click "OK."

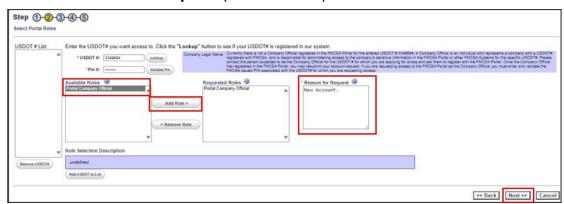


If you see a message indicating there is already a **Company Official registered**, you can register as an Associate of a Company. Otherwise, <u>contact us</u> for assistance.

8. Enter your USDOT PIN # If you do not have your USDOT PIN, you can request one be mailed here. Mail is currently the only way to request a PIN.



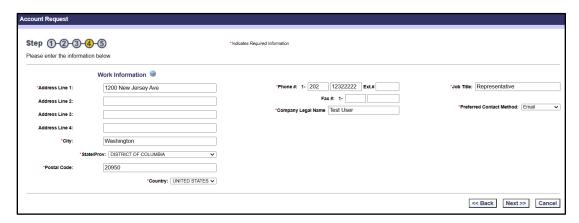
- Under Available Roles, click on Portal Company Official and Add Role.
 Note: This role is only available to one person. If it is already taken it will not give you the option to add it.
- 10. Add a Reason for Request (New Account) and Click Next.



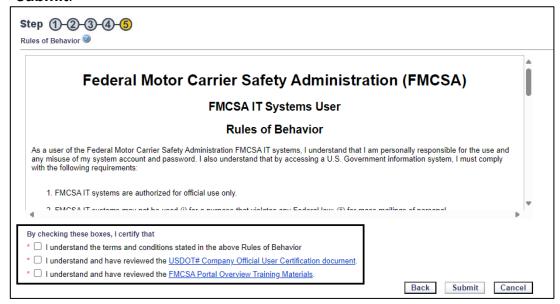
11. Step 3: Enter your Personal Information, the User ID field will be pre-populated with the Login.gov email. Select **Next.**



12. Step 4: Enter Work Information. Each required field has a red * beside it.



13. Step 5: On the last step, you will have the **Rules of Behavior** to read through. If you agree to the terms and conditions, check the 3 boxes below and click **submit**.



Company Official accounts are **approved automatically** by the system. The account should be approved immediately upon submission. If you are unable to access the account after creating, please <u>contact us</u>.

Managing Account Requests

As a Company Official, you will have access to manage account requests from company employees or service providers. Use the "Account Management" option in the navigation bar.



Approve/Deny Pending Requests

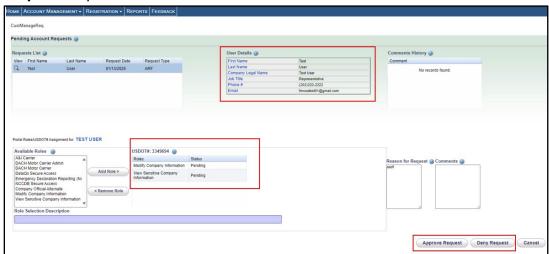
To view and approve pending requests:

- 1. Login to your FMCSA Portal account.
- 2. Under Pending Account Requests, you will see a list of pending requests.
- 3. Click on the magnifying glass to open the request.



- 4. Review the User Details and pending Roles, ensuring the user requested access to "Modify Company Information" and "View Sensitive Company Information".
- 5. If "View Sensitive Company Information" was not requested, select it from the Available Roles list and click Add Role. Otherwise, the user will receive an error message when attempting to update records.

6. When ready, you can either click on **Approve Request** to grant access or **Deny Request** to prevent access.



Add/Remove User Roles

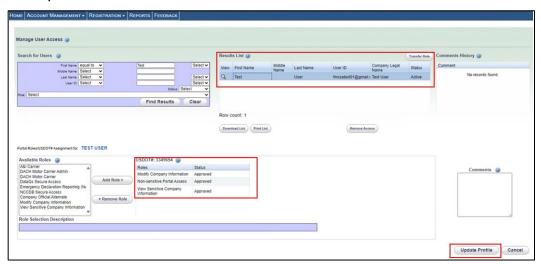
As a company officer you may assign or remove new access or roles to already registered users.

- 1. From the menu bar, select Account Management and Manage User Access
- 2. Search for the user by name or User ID (email address).



- The user information should display under the "Results List."
- 4. Click on the Magnifying glass to view the current access.
- On the bottom half of the screen, you will see a list of Available Roles and Assigned Roles.
- You can Add Roles from the Available Roles list or Remove Roles from the Approved Roles list.

7. Click Update Profile.



FMCSA PORTAL REGISTRATION - ASSOCIATE OF A COMPANY

Associate of a Company Overview

An associate of a company can be an employee of the company or associates, such as 3rd party service providers. These users are approved by the Company Official to have access to view current registration details and make any necessary updates to company records through their portal accounts. These users do not have the ability to manage user accounts.

Associates of a company can have access to **up to 100 USDOT numbers within one FMCSA Portal account**. If additional access is needed, the user will need to create a separate portal account.

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:



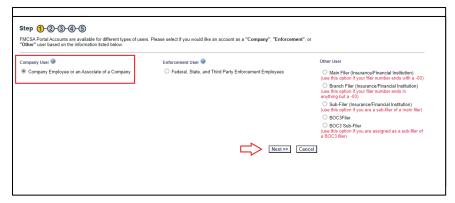
3. Select "Sign in with Login.gov"



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



5. **Step 1:** Under "Company User," select "Company Employee or an Associate of a Company" then click **Next**:

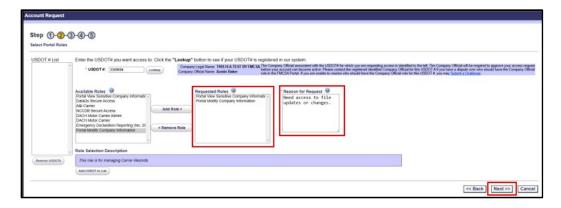


- Step 2: In the USDOT# field, enter the USDOT number that you are requesting access to and click Lookup.
- 7. The **Company Legal Name** and the name of the registered **Company Official** will populate in the purple area shown below.

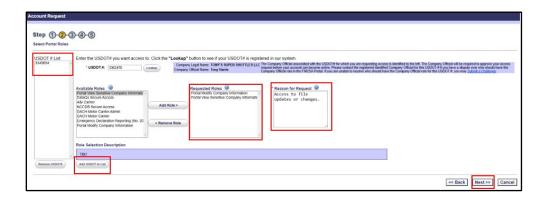


The company official listed is responsible for approving your access request. Please contact this person once you complete the registration process.

- 8. Under Available Roles, click on "Portal View Sensitive Company Information" and click Add Role. Then select "Portal Modify Company Information" and click Add Role. These will show under Requested Roles.
- 9. Enter a message for the company official in the **Reason for Request** box. For example, "Need access to file updates or changes." Then select **Next**.



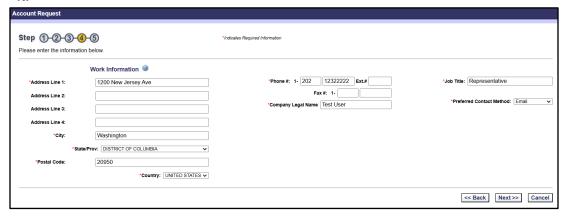
- 10. Requesting access to multiple USDOT #s: If you need access to more than 1 USDOT number, click Add USDOT to List at the bottom after you have completed the above steps.
- 11. The USDOT will be added to the box on the left, then you will proceed with entering the next USDOT, clicking **Lookup** and repeating steps 5-8.



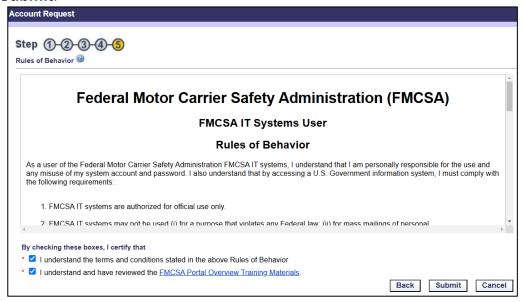
12. Step 3: Enter your Personal Information, the User ID field will be pre-populated with the Login.gov email. Select **Next**.



13. **Step 4:** Enter **Work Information.** Each required field has a red asterisk * beside it.



14. Step 5: On the last step, you will have the Rules of Behavior to read through. If you agree to the terms and conditions, check the 3 boxes below and click Submit.



15. Step 6: Congratulations, your account request has been submitted successfully.



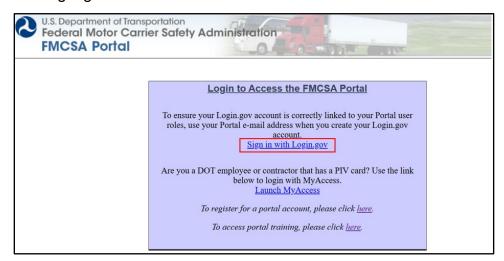
Your account must be approved by the designated company official. Refer to step 6 for the name of the registered company official.

Existing User - Request Additional Portal Roles

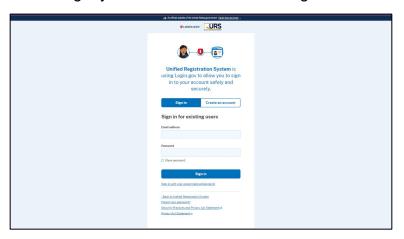
If you have an FMCSA Portal account as an Associate of a Company, you have two options to add the "Modify Company Information" and "View Sensitive Company Information" roles to your account.

- 1. **Through the Company Official:** Reach out to the company official and ask to add the roles to your Portal account. The company user should follow instructions under the *Add/Remove User Roles* section in this user guide.
- 2. **Update your Portal Account:** You can update the roles and have the company official approve the request.

1. Go to the FMCSA Portal website https://portal.fmcsa.dot.gov/login and click "Sign in with Login.gov".



Enter your Login.gov credentials. If you are having issues logging in, you will need to select "Forgot your Password" below the sign in box.



3. Select "Account Management" and then "My Profile".



4. Select the "Portal Roles/USDOT#" tab on the left.



- 5. Under the USDOT # List column on the left, select the USDOT you need the access for.
- 6. In the "Available Roles" box, select "Modify Company Information" and "View Sensitive Company Information" and click "Add Role".

"Modify Company Information" and "View Sensitive Company Information" roles allow access to make changes to FMCSA Registration

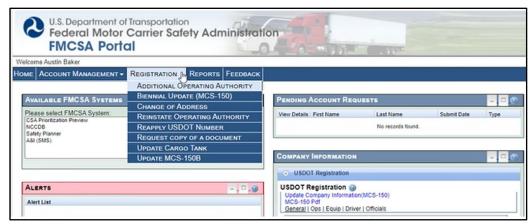
- 7. Enter the "Reason for Request." Add a note so the company official reviewing the request knows why you requested access.
- 8. Select "Update Profile" in the upper right.
- 9. You must reach out to the company official to have the request approved.



REGISTRATION OPTIONS – MANAGE FMCSA REGISTRATION

As of January 2025, Company Officials and Associates of a Company (which includes employees and third-party service providers) can access the Registrations Options functionality via their FMCSA Portal account. New and existing Company Officials with an active portal account will automatically see the new menu option called "Registration" when they log into their portal account. The menu allows users to complete the following updates online:

- Applying for additional operating authority
- File a biennial update (MCS-150)
- Change of address
- Reinstate Operating Authority
- Reapplication for USDOT Number after revocation
- Update cargo tank
- Update HM Safety Permit (MCS-150B)



Other transactions, like legal name change requests, that required paper forms before the transition of the Registration options to the FMCSA Portal will continue to be submitted on paper. See the FMCSA Registration Forms page for details.

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**.

