

# FMCSA Portal Registration User Guide for FMCSA Registered Entities and Associates

**FMCSA Office of Registration**

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U.S. Department of Transportation  
**Federal Motor Carrier Safety Administration**

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## OVERVIEW

The [FMCSA Portal](#) provides single sign-on access to FMCSA systems through [Login.gov](#). 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.

In 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 record directly in the FMCSA Portal.



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

- Register for an FMCSA Portal account as a [Company Official](#) or an [Associate of a Company](#).
- Access the new [Registration](#) 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](#).

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 by e-mail, text message, or mail at: <https://safer.fmcsa.dot.gov/>.

**Only Company Officials** are required to obtain a USDOT PIN 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
<b>Company Official</b>	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.
<b>Associate of a Company</b>	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
<b>View Sensitive Company Information</b>	Allows a Company User with the assigned role for a specific record to view sensitive information in the FMCSA Portal.
<b>NCCDB Secure Access</b>	Allows a Company User with the assigned role for a specific record to view all the complaints for the USDOT# in the NCCDB system.
<b>A&amp;I Carrier</b>	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.
<b>DataQs Secure Access</b>	Allows a Company User with the assigned role for a specific record to view all the data challenges in the DataQs system.
<b>Portal Modify Company Information</b>	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

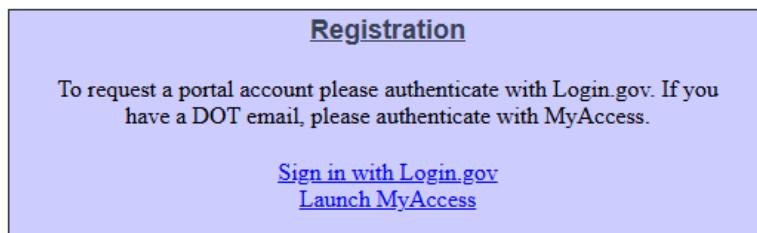
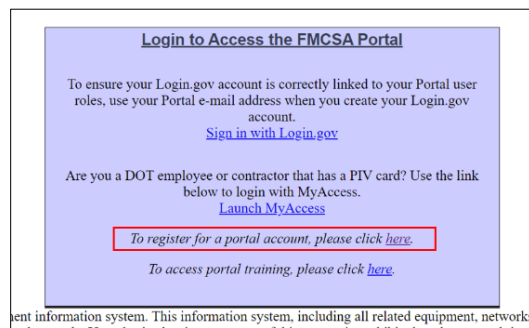
### Company Officials Overview

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 Number must have one designated Company Official and only the Official can approve/deny access for other company users.

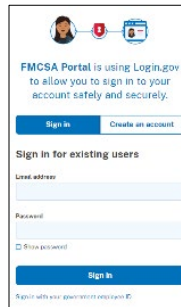
Once you have registered for a USDOT number, you will follow this guidance to establish your FMCSA Portal Account to access your current registration information and access the Registration menu to allow you to make changes to your FMCSA registration record.

### FMCSA Portal Registration Process

1. Request a PIN by e-mail, text message, or mail at:  
<https://safer.fmcsa.dot.gov/>.
2. 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”

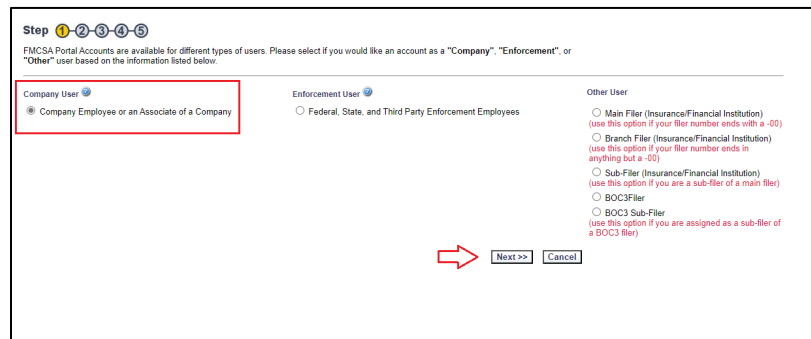


1. On the Login.gov sign in screen, enter your email address and password; or click “Create an account”.



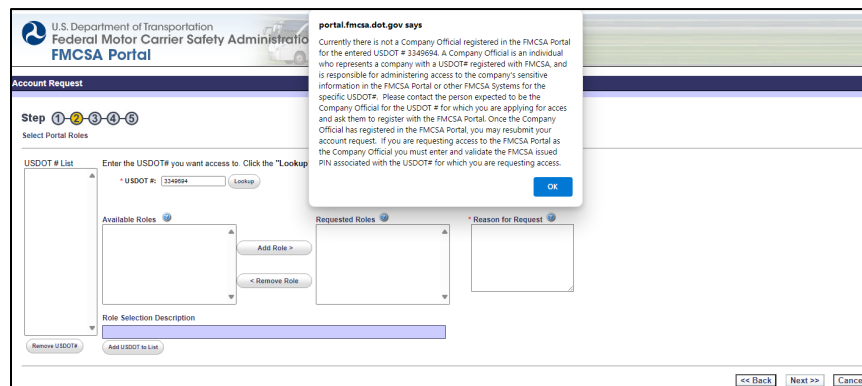
The image shows the Login.gov sign in screen for the FMCSA Portal. It features a header with the FMCSA logo and a message: "FMCSA Portal is using Login.gov to allow you to sign in to your account safely and securely." Below this are two buttons: "Sign in" and "Create an account". Under the heading "Sign in for existing users", there are input fields for "Email address" and "Password", a checkbox for "Remember me", and a "Sign in" button. At the bottom, it says "Sign in with your government-issued ID".

2. **Step 1:** Under “Company User,” select “Company Employee or an Associate of a Company” then click **Next:**



The image shows the "Step 1" of the FMCSA Portal Account Request process. It is titled "Step 1" with a progress indicator showing steps 1 through 5. The text says: "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." There are three main sections: "Company User", "Enforcement User", and "Other User". Under "Company User", the option "Company Employee or an Associate of a Company" is selected and highlighted with a red box. Under "Enforcement User", the option "Federal, State, and Third Party Enforcement Employees" is listed. Under "Other User", there are several radio button options: "Main Filer (Insurance/Financial Institution)", "Branch Filer (Insurance/Financial Institution)", "Sub-Filer (Insurance/Financial Institution)", "BOC3 Filer", and "BOC3 Sub-Filer". At the bottom right, there are "Next >>" and "Cancel" buttons, with a red arrow pointing to the "Next >>" button.

3. **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.”



The image shows the "Step 2" of the FMCSA Portal Account Request process. It is titled "Step 2" with a progress indicator showing steps 1 through 5. The text says: "Enter the USDOT# you want access to. Click the 'Lookup' button." There is a field for "USDOT # List" with a "Lookup" button. Below this are sections for "Available Roles" and "Requested Roles", each with an "Add Role >" button. At the bottom, there is a "Role Selection Description" section with a "Remove USDOT#" button and an "Add USDOT# to List" button. A popup message from "portal.fmcsa.dot.gov" is displayed over the form, stating: "Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # 3348684. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the FMCSA Portal as the Company Official you must enter and validate the FMCSA issued PIN associated with the USDOT# for which you are requesting access." The popup has an "OK" button. At the bottom right of the form, there are "<< Back", "Next >>", and "Cancel" buttons.

If you see a message indicating there is already a **Company Official registered**, you can register as an Associate of a Company. Otherwise, [contact us](#) for assistance.





4. Enter your USDOT PIN #

Step 1 2 3 4 5  
Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

\* USDOT #: 3349594 Lookup

\* Pin #: Validate Pin

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # 3349594. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the FMCSA Portal as the Company Official you must enter and validate the FMCSA issued PIN associated with the USDOT# for which you are requesting access.

Available Roles: Portal Company Official

Requested Roles: Portal Company Official

Reason for Request

Role Selection Description

Remove USDOT# Add USDOT# to List

<< Back Next >> Cancel

5. 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.

6. Add a **Reason for Request** (New Account) and Click **Next**.

Step 1 2 3 4 5  
Select Portal Roles

USDOT # List

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

\* USDOT #: 3349594 Lookup

\* Pin #: Validate Pin

Company Legal Name: Currently there is not a Company Official registered in the FMCSA Portal for the entered USDOT # 3349594. A Company Official is an individual who represents a company with a USDOT# registered with FMCSA, and is responsible for administering access to the company's sensitive information in the FMCSA Portal or other FMCSA Systems for the specific USDOT#. Please contact the person expected to be the Company Official for the USDOT # for which you are applying for access and ask them to register with the FMCSA Portal. Once the Company Official has registered in the FMCSA Portal, you may resubmit your account request. If you are requesting access to the FMCSA Portal as the Company Official you must enter and validate the FMCSA issued PIN associated with the USDOT# for which you are requesting access.

Available Roles: Portal Company Official

Requested Roles: Portal Company Official

Reason for Request: New Account

Role Selection Description

Remove USDOT# Add USDOT# to List

<< Back Next >> Cancel

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

Step 1 2 3 4 5  
Please enter the information below.

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

Personal Information

\*First Name:

Middle Name:

\*Last Name:

User ID:

<< Back Next >> Cancel



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

**Account Request**

Step 1-2-3-4-5

Please enter the information below.

**Work Information**

\*Address Line 1: 1200 New Jersey Ave

Address Line 2:

Address Line 3:

Address Line 4:

\*City: Washington

\*State/Prov: DISTRICT OF COLUMBIA

\*Postal Code: 20950

\*Country: UNITED STATES

\*Phone #: 1- 202 12322222 Ext.#

Fax #: 1-

\*Company Legal Name Test User

\*Job Title: Representative

\*Preferred Contact Method: Email

<< Back Next >> Cancel

9. **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**.

Step 1-2-3-4-5

**Rules of Behavior**

**Federal Motor Carrier Safety Administration (FMCSA)**

**FMCSA IT Systems User**

**Rules of Behavior**

As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. FMCSA IT systems are authorized for official use only.

2. FMCSA IT systems may not be used (A) for a purpose that violates any Federal law; (B) for mass mailings of personal

By checking these boxes, I certify that

\* ☐ I understand the terms and conditions stated in the above Rules of Behavior

\* ☐ I understand and have reviewed the [USDOT# Company Official User Certification document](#).

\* ☐ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

Back Submit Cancel

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 [contact us](#).

*Please remember to login to the FMCSA Portal at least every 90 days to avoid your account being disabled or archived. Accounts are disabled after 90 days and **archived after 12 months of inactivity**. If your account is disabled or archived, reach out to the [FMCSA Contact Center](#) to unlock your account.*





## 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.

Welcome Test User

HOME | **ACCOUNT MANAGEMENT** | REGISTRATION | REPORTS | FEEDBACK

**AVAILABLE FMCSA SYSTEMS**

Please select FMCSA System:

- CSA Prioritization Preview
- Safety Planner

Go

## 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.

HOME | ACCOUNT MANAGEMENT | REGISTRATION | REPORTS | FEEDBACK

**AVAILABLE FMCSA SYSTEMS**

Please select FMCSA System:

- CSA Prioritization Preview
- NCCOB
- Safety Planner
- ASR (SMS)

Go

**PENDING ACCOUNT REQUESTS**

View Details	First Name	Last Name	Submit Date	Type
	Test	User	01/13/2025	ARF

**COMPANY INFORMATION**

USDOT Registration

Update Company Information(MCS-150)

MCS-150 Pdf

General | Ops | Equip | Driver | Officials

USDOT#: 5349694

EIN: 00-0000000

SSN:

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.



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

The screenshot displays the 'Pending Account Requests' page. At the top, there is a navigation bar with links: HOME, ACCOUNT MANAGEMENT, REGISTRATION, REPORTS, and FEEDBACK. Below this, the page title is 'CustManageReq'. The main content area is divided into several sections. On the left, there is a 'Requests List' table with columns: View, First Name, Last Name, Request Date, and Request Type. The table contains one entry for 'Test User' with a request date of '01/13/2025' and a request type of 'ARF'. To the right of the table is a 'User Details' sidebar, which is highlighted with a red box. It contains fields for First Name (Test), Last Name (User), Company Legal Name (Test User), Job Title (Representative), Phone # (202.222.2222), and Email (fmcatest01@gmail.com). Further right is a 'Comments History' section with a 'Comment' field and a message 'No records found.' Below the requests table, there is a section titled 'Portal Roles/USDOT Assignment for: TEST USER'. It contains a table with columns: Roles, Status, and a 'Role Selection Description' field. The table has two entries: 'USDOT#: 3349694' with a status of 'Pending' and 'View Sensitive Company Information' with a status of 'Pending'. This table is also highlighted with a red box. At the bottom right, there are three buttons: 'Approve Request', 'Deny Request', and 'Cancel', which are highlighted with a red box.

## Add/Remove User Roles

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

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

The screenshot displays the 'Manage User Access' page. At the top, there is a navigation bar with links: HOME, ACCOUNT MANAGEMENT, REGISTRATION, REPORTS, and FEEDBACK. Below this, the page title is 'Manage User Access'. The main content area is divided into several sections. On the left, there is a 'Search for Users' section with a search form. The form has fields for First Name, Middle Name, Last Name, User ID, and Role. The 'First Name' field has a dropdown menu with 'equal to' selected. The 'Last Name' field has a dropdown menu with 'Select' selected. The 'User ID' field has a dropdown menu with 'Select' selected. The 'Role' field has a dropdown menu with 'Select' selected. The 'Find Results' and 'Clear' buttons are at the bottom right of the search form.

- The user information should display under the "Results List."
- 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.

The screenshot displays the 'Manage User Access' page in the FMCSA Portal. At the top, there's a navigation bar with links: HOME, ACCOUNT MANAGEMENT, REGISTRATION, REPORTS, and FEEDBACK. Below this, the 'Manage User Access' section includes a search area with dropdowns for First Name, Middle Name, Last Name, and User ID, and a 'Find Results' button. A 'Results List' table shows one user: 'Test User' with User ID 'fmcsatest01@gmail.com' and status 'Active'. Below the table are buttons for 'Download List', 'Print List', and 'Remove Access'. On the left, 'Portal Roles/USDOT Assignment for TEST USER' shows a list of available roles and a table of assigned roles. The 'Update Profile' button is highlighted in the bottom right corner.

View	First Name	Middle Name	Last Name	User ID	Company Legal Name	Status
	Test		User	fmcsatest01@gmail.com	Test User	Active

Roles	Status
Modify Company Information	Approved
Non-sensitive Portal Access	Approved
View Sensitive Company Information	Approved

## 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 3<sup>rd</sup> 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:



**Login to Access the FMCSA Portal**

To ensure your Login.gov account is correctly linked to your Portal user roles, use your Portal e-mail address when you create your Login.gov account.  
[Sign in with Login.gov](#)

Are you a DOT employee or contractor that has a PIV card? Use the link below to login with MyAccess.  
[Launch MyAccess](#)

**To register for a portal account, please click [here](#).**

To access portal training, please click [here](#).

3. 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](#)

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

FMCSA Portal is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Enter email address

Enter password

☐ Show password

[Sign in](#)

Sign in with your government-issued ID

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

**Step 1** 1-2-3-4-5

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.

<b>Company User</b> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Company Employee or an Associate of a Company</li> </ul>	<b>Enforcement User</b> <ul style="list-style-type: none"> <li><input type="radio"/> Federal, State, and Third Party Enforcement Employees</li> </ul>	<b>Other User</b> <ul style="list-style-type: none"> <li><input type="radio"/> Main Filer (Insurance/Financial Institution) (use this option if your filer number ends with a -00)</li> <li><input type="radio"/> Branch Filer (Insurance/Financial Institution) (use this option if your filer number ends in anything but a -00)</li> <li><input type="radio"/> Sub-Filer (Insurance/Financial Institution) (use this option if you are a sub-filer of a main filer)</li> <li><input type="radio"/> BOC3 Filer</li> <li><input type="radio"/> BOC3 Sub-Filer (use this option if you are assigned as a sub-filer of a BOC3 filer)</li> </ul>
--	---	--

[Next >>](#) [Cancel](#)

6. **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.



**Account Request**

Step 1 2 3 4 5

Select Portal Roles

USDOT # List  
1345678

Enter the USDOT# you want access to. Click the "Lookup" button to see if your USDOT# is registered in our system.

USDOT#: 1345678 Lookup

Company Legal Name: TONY'S SUPER SHOTILES LLC  
Company Official Name: Tony Henry

Available Roles

- Portal View Sensitive Company Information
- DataCo Secure Access
- All Carrier
- NCCDB Secure Access
- DACH Motor Carrier Address
- DACH Motor Carrier
- Emergency Declaration Reporting (No. 20)
- Portal Modify Company Information

Add Role >

< Remove Role

Requested Roles

- Portal Modify Company Information
- Portal View Sensitive Company Information

Reason for Request

Access to file updates or changes.

Role Selection Description

720

Remove USDOT# Add USDOT# to List

<< Back Next >> Cancel

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

**Account Request**

Step 1 2 3 4 5

Please enter the information below.

Personal Information

\*First Name: Test

Middle Name:

\*Last Name: User

User ID: fmcstest01@gmail.com

<< Back Next >> Cancel

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

**Account Request**

Step 1 2 3 4 5

Please enter the information below.

Work Information

\*Address Line 1: 1200 New Jersey Ave

Address Line 2:

Address Line 3:

Address Line 4:

\*City: Washington

\*State/Prov: DISTRICT OF COLUMBIA

\*Postal Code: 20950

\*Country: UNITED STATES

\*Phone #: 1- 202 1232222 Ext.#:

Fax #: 1-:

\*Company Legal Name: Test User

\*Job Title: Representative

\*Preferred Contact Method: Email

<< Back Next >> Cancel





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**.

The screenshot shows a web form titled "Account Request" with a progress bar indicating Step 5 of 5. The main heading is "Federal Motor Carrier Safety Administration (FMCSA) IT Systems User Rules of Behavior". Below this, a paragraph states: "As a user of the Federal Motor Carrier Safety Administration FMCSA IT systems, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:"

1. FMCSA IT systems are authorized for official use only.
2. FMCSA IT systems may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal

Below the list, it says "By checking these boxes, I certify that" followed by two checked checkboxes:

- ☒ I understand the terms and conditions stated in the above Rules of Behavior
- ☒ I understand and have reviewed the [FMCSA Portal Overview Training Materials](#).

At the bottom right are three buttons: "Back", "Submit", and "Cancel".

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

The screenshot shows the "U.S. Department of Transportation Federal Motor Carrier Safety Administration FMCSA Portal" header. Below it, the "Account Request" section displays a "Thank You" message. The text reads: "Your FMCSA Portal Account Request has been confirmed. You will receive an e-mail notifying you of your account request status once it has been reviewed. The USDOT# Company Official previously identified is responsible for reviewing and approving or denying your account request, not FMCSA. If you do not receive a timely response it is recommended you contact the previously identified USDOT# Company Official directly for the status of your account request."

An "OK" button is located at the bottom center.

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

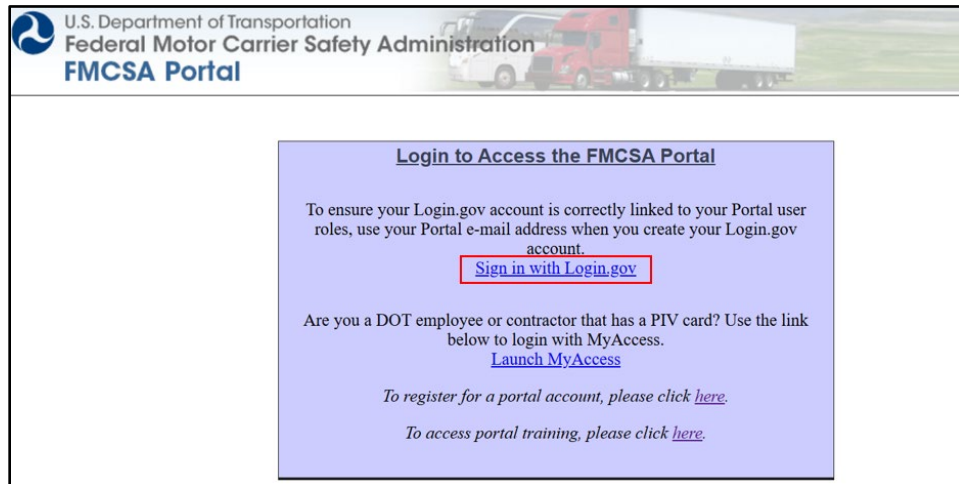
## Existing User – Request Additional Portal Roles

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.

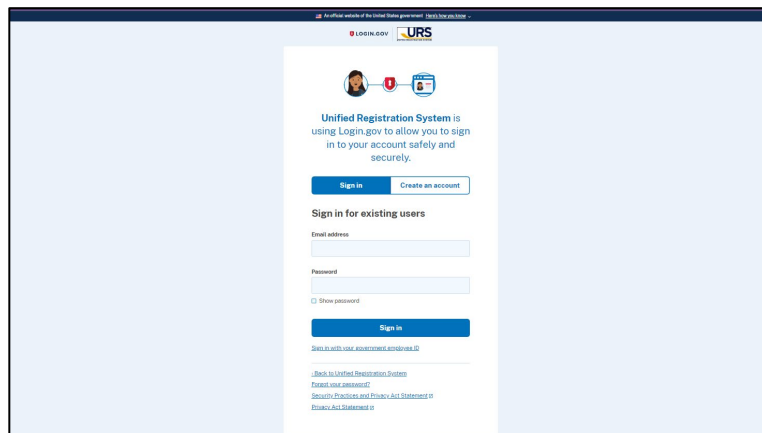
1. **Through the Company Official:** Reach out to the company official and ask to add the roles to your Portal account. The company user should follow instructions under the *Add/Remove User Roles* section in this user guide.
2. **Update your Portal Account:** You can update the roles and have the company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



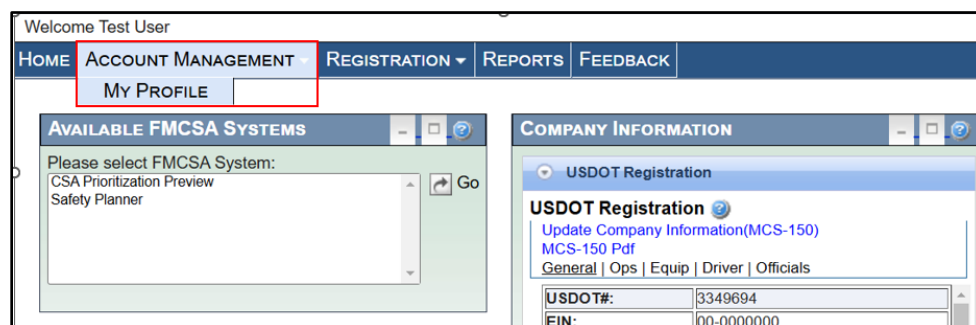
1. Go to the FMCSA Portal website <https://portal.fmcsa.dot.gov/login> and click “Sign in with Login.gov”.



2. 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.

The screenshot shows the 'View/Edit My Profile' interface. The 'Portal Roles/USDOT#' tab is highlighted with a red box. Below the tabs, there is a note: '\*Indicates Required Information' and 'Please Note: Special characters , = + < > # ; : \ \* " ' ~ ` ! \$ % ^ & () [] {} \ ? cannot be used in My Profile.' The 'Personal Information' section includes fields for 'First Name' (Test), 'Middle Name' (empty), and 'Last Name' (User).

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.

The screenshot shows the 'View/Edit My Profile' interface with the 'Portal Roles/USDOT#' tab selected. The 'USDOT # List' on the left includes 3349694 and 3362478. The 'USDOT #' field is set to 3362478, and the company name is 'TONY'S SUPER SHUTTLES LLC'. The 'Available Roles' box is highlighted with a red box and contains: Data2s Secure Access, Add Carrier, NCCOB Secure Access, DACH Motor Carrier Admin, DACH Motor Carrier, and Emergency Declaration Reporting (No. 2C). The 'Approved Roles' box is empty. The 'Pending/Requested Roles' box is highlighted with a red box and contains: Modify Company Information - Pending and View Sensitive Company Information - Pe. The 'Reason for Request' box is highlighted with a red box and contains: Requesting access to make registration changes. The 'Update Profile' button is highlighted with a red box in the top right corner.

## REGISTRATION OPTIONS – MANAGE FMCSA REGISTRATION

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 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)

The screenshot displays the FMCSA Portal interface. At the top, it says "U.S. Department of Transportation Federal Motor Carrier Safety Administration FMCSA Portal". Below this, a navigation bar includes "HOME", "ACCOUNT MANAGEMENT", "REGISTRATION" (which is highlighted), "REPORTS", and "FEEDBACK". Under the "REGISTRATION" menu, a list of options is shown: "ADDITIONAL OPERATING AUTHORITY", "BIENNIAL UPDATE (MCS-150)", "CHANGE OF ADDRESS", "REINSTATE OPERATING AUTHORITY", "REAPPLY USDOT NUMBER", "REQUEST COPY OF A DOCUMENT", "UPDATE CARGO TANK", and "UPDATE MCS-150B". To the left of this menu, there is a section titled "AVAILABLE FMCSA SYSTEMS" with links for "CSA Prioritization Preview", "NCCDB", "Safety Planner", and "ASIS (SMS)". To the right, there are sections for "PENDING ACCOUNT REQUESTS" (showing "No records found.") and "COMPANY INFORMATION" (showing "USDOT Registration" and "Update Company Information(MCS-150) MCS-150 Pdf"). At the bottom left, there is an "ALERTS" section with a link to "Alert List".

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 us or chat with an agent) or call **1-800-832-5660**.

