

## STEP BY STEP INSTRUCTIONS FOR LOGIN.GOV AND NATIONAL REGISTRY ACCOUNTS

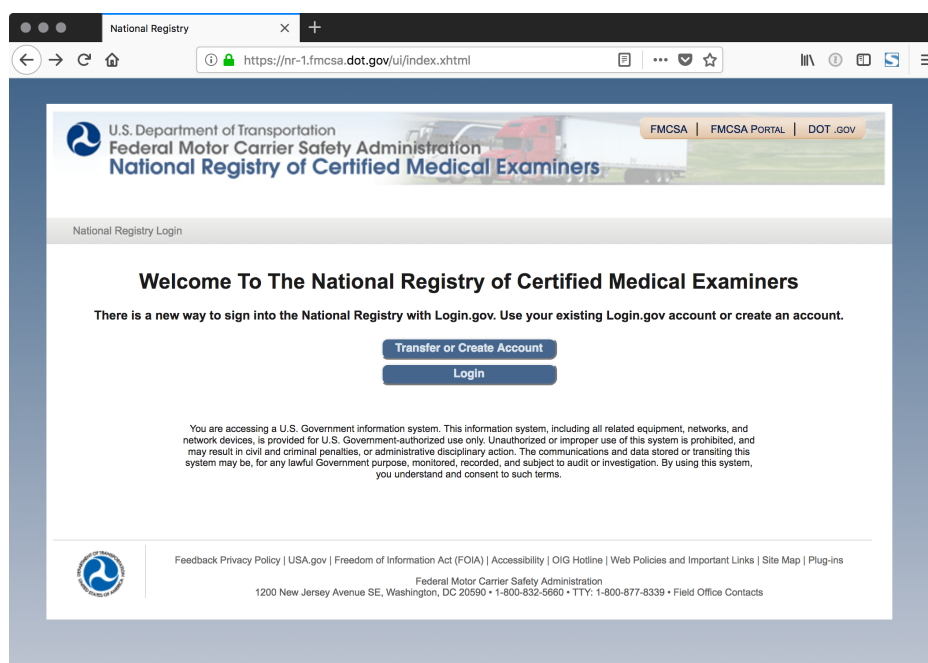
In order to continue to access your National Registry account, you must first create an account with login.gov by going to the National Registry login page at <https://nr-1.fmcsa.dot.gov/ui/index.xhtml>. Once you create a login.gov account, the system will link your login.gov account to your National Registry account so you are able to access your National Registry account through login.gov. You will no longer have a password to access your National Registry account. Instead, you will use your login.gov email address, password, and security code to sign into your National Registry account. To do so, you need to have two specific pieces of information.

1. **The email address that is on file and recorded in the National Registry (i.e., the email address you used when you registered with the National Registry)**
2. **Your National Registry Number (ME, MEAA, or TPO)**

If you do not have a login.gov account or have not transferred your existing National Registry account, the following steps will guide you through the process.

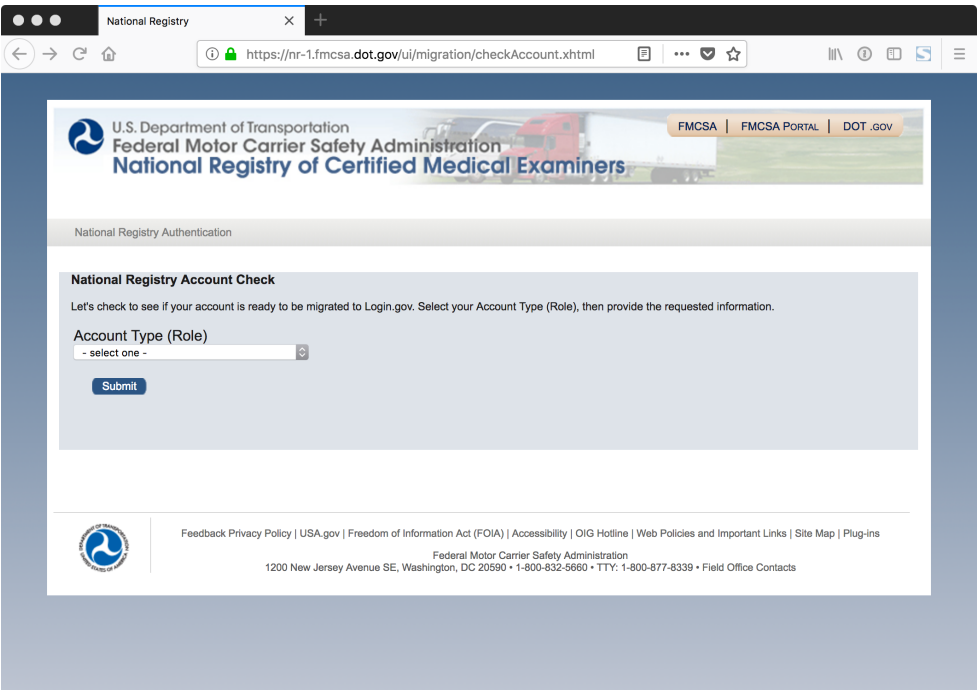
Start by going to the [National Registry login page](#). Below is what the page looks like.

Select Transfer or Create Account



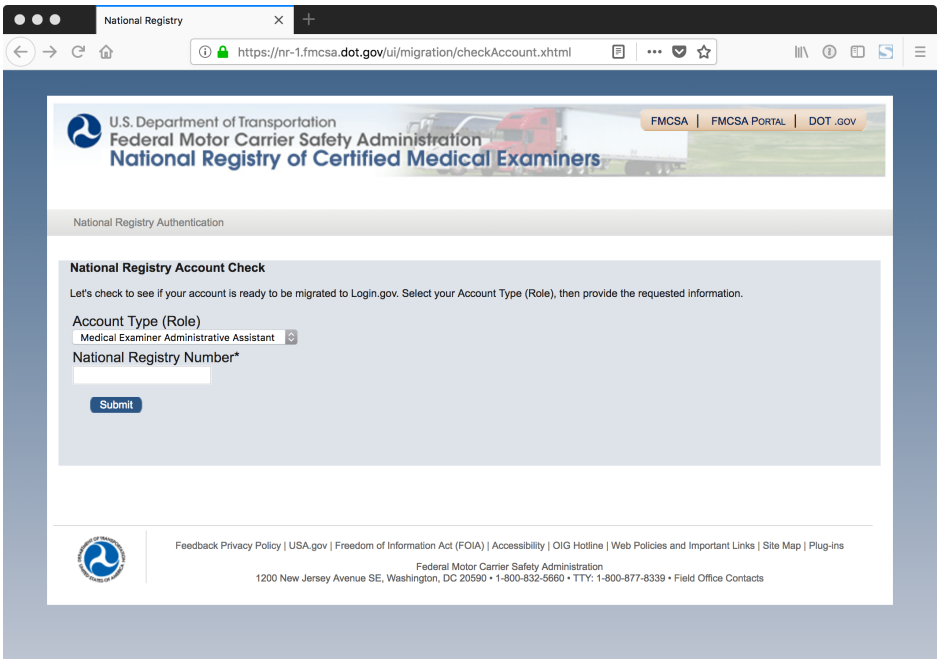
*1 Main National Registry page*

Select your Account Type (Role) from the dropdown menu, one of three choices (Medical Examiner, Medical Examiner Administrative Assistant, or Third Party Organization)



2 Account Transfer Page

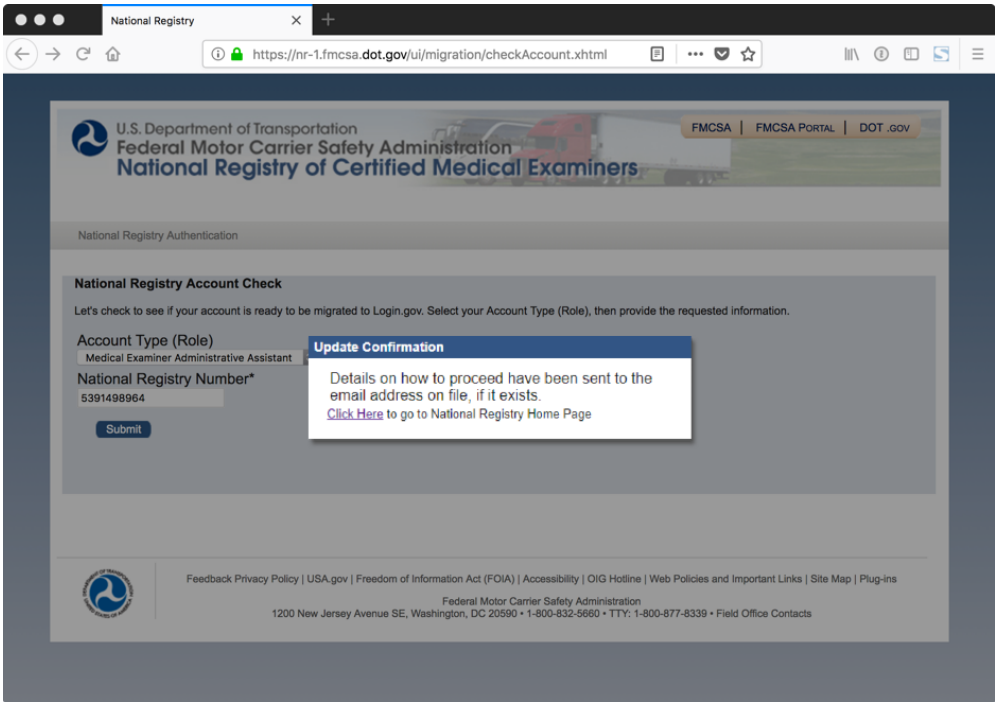
Displayed below is what the screen looks like when the Account Type (Role) selection was Medical Examiner Administrative Assistant



3 Account transfer example of MEAA

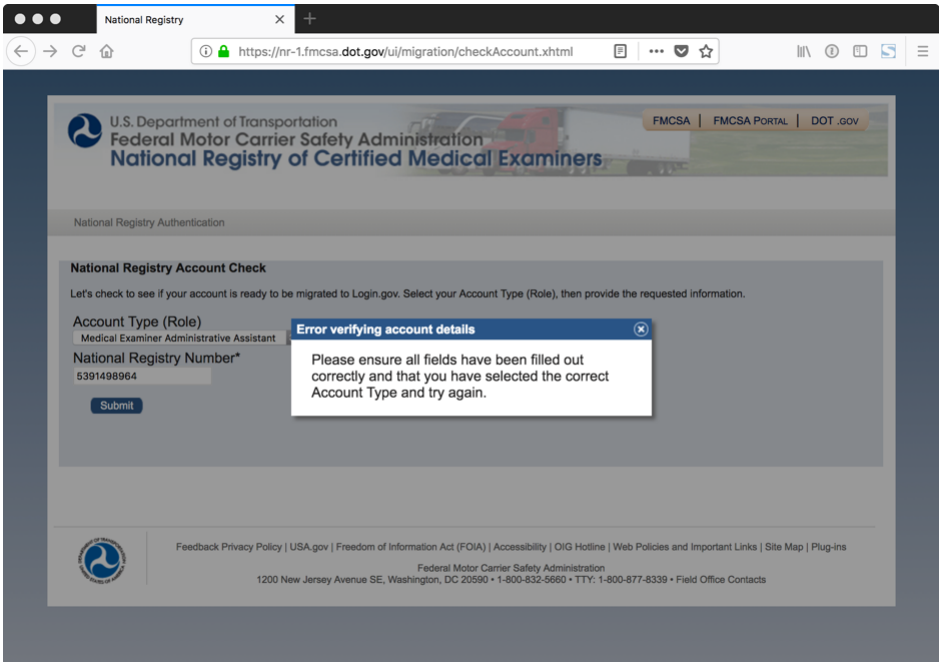
Once you have entered the necessary information, you will see one of the two screen displayed below

Success



Account successful email sent

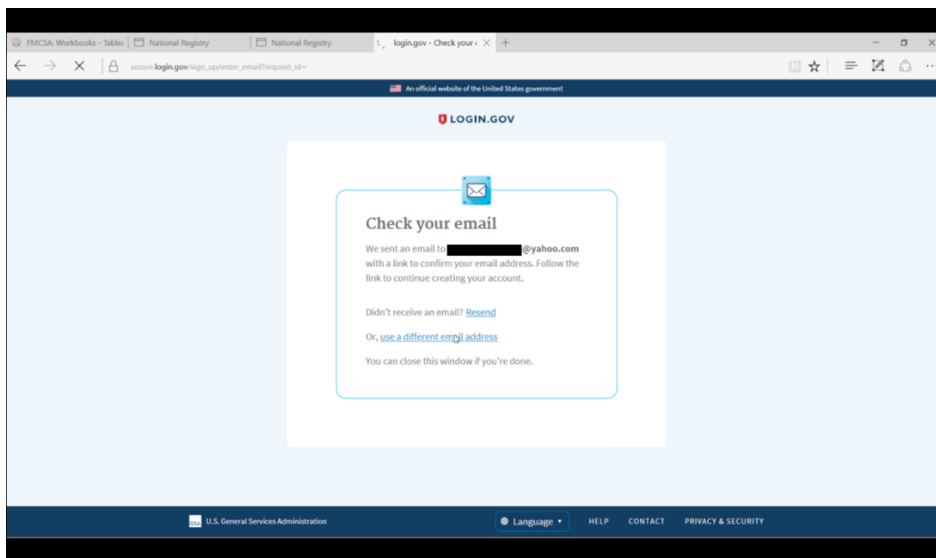
Error verifying account details



Error on account information

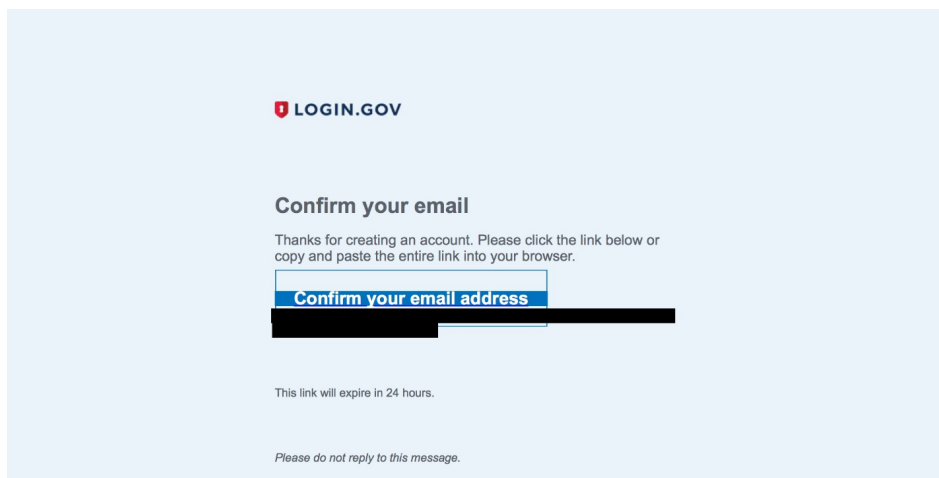
If you get a duplicate email error, you will need to request technical support by completing the Technical Support Request Form located [here](#). In the description field, state duplicate email with your email address. This will expedite your request.

Once all the information has been entered correctly, the screen below will be displayed. The email is sent to the email address that is stored in the National Registry.



*login.gov email notification*

If you provided the correct email address, you will receive an email message that will ask you to confirm your email. Please follow the link to confirm.



*Confirm Email*

Next you will need to create a strong password and provide a phone number that can receive text messages for a second factor of authentication.

A screenshot of the login.gov website during account creation. The browser's address bar shows a secure URL. The page header includes the LOGIN.GOV logo and the text 'An official website of the United States government'. A green confirmation message states 'You have confirmed your email address'. The main heading is 'Create a strong password', followed by instructions: 'It must be at least 9 characters long and not be a commonly used password. That's it!'. There is a password input field with a strength indicator below it showing 'Password strength: Great!'. A 'Continue' button is visible, along with a link for 'Password safety tips' and a link to 'Cancel account creation'.

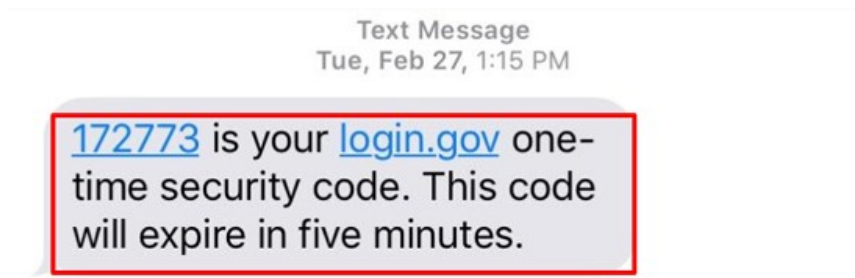
Create Password

The phone number you provide is specifically assigned to you and is tied to your login.gov account, not the National Registry.

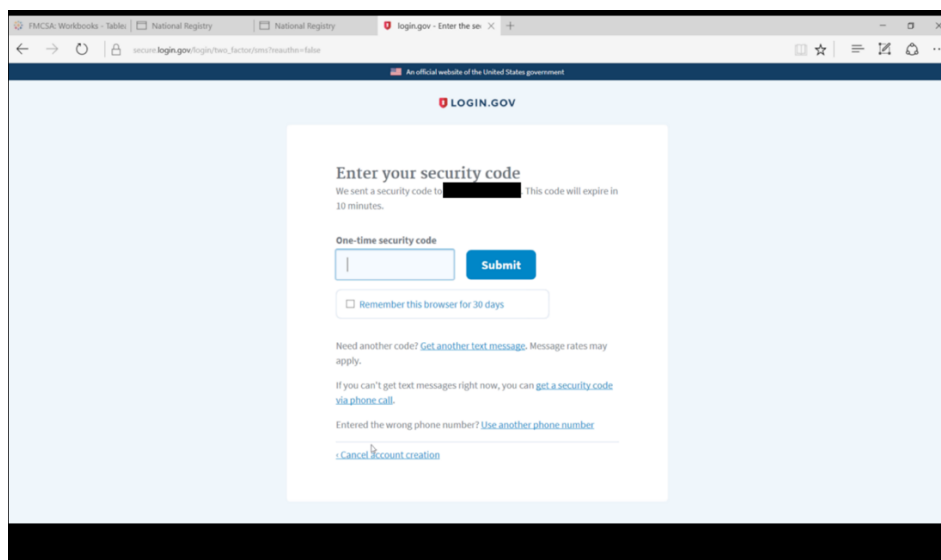
A screenshot of the login.gov website for adding a phone number. The browser's address bar shows the URL 'secure.login.gov/phone\_setup'. The page header includes the LOGIN.GOV logo and the text 'An official website of the United States government'. The heading is 'Add a phone number', with a sub-heading 'Every time you log in, we will send you a one-time security code via text message or phone call. This helps safeguard your account.' There is a 'Phone number' input field with a dropdown for country code and a placeholder for the number. Below this, a section titled 'How should we send you a code?' offers two options: 'Text message (SMS)' (selected) and 'Phone call'. A link 'Use an authentication application instead.' is also present. A 'Send code' button is at the bottom, along with a link to 'Cancel account creation'.

SMS Text number

Once you enter the phone number, a SMS text message will be sent with a code provided that you will enter on the next screen.

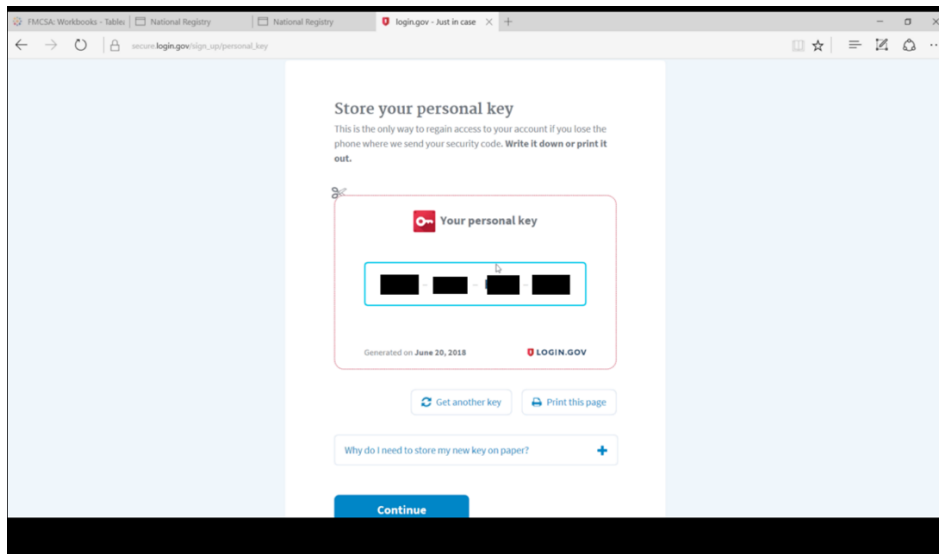


This is what the message containing your one-time security code will look like

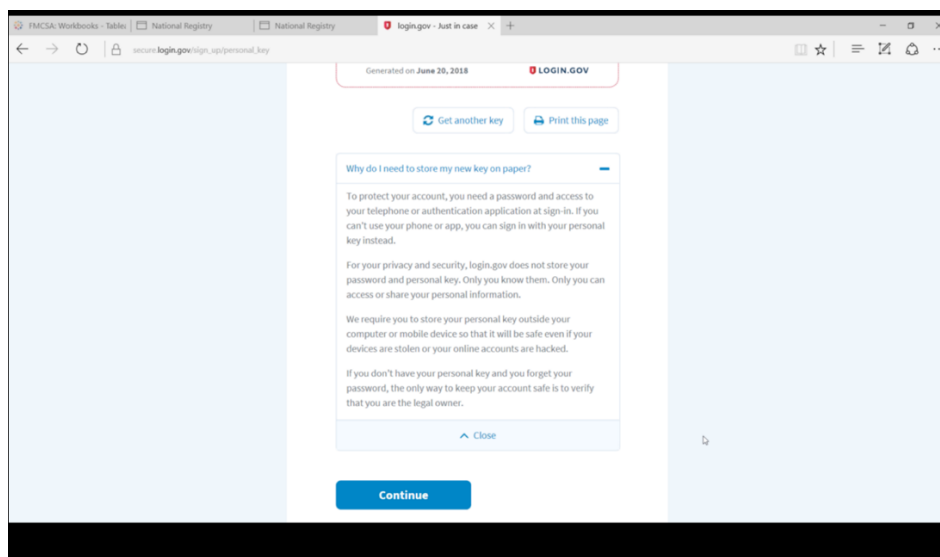


*Account validation*

Once you have submitted the security code, you will be presented with a personal key. It is IMPORTANT that you print or record this key in case you ever lose your password, or no longer have access to your email. This code will allow the recovery of your login.gov account. If you lose this key, but remember your email and password you can have login.gov provide you a new key.

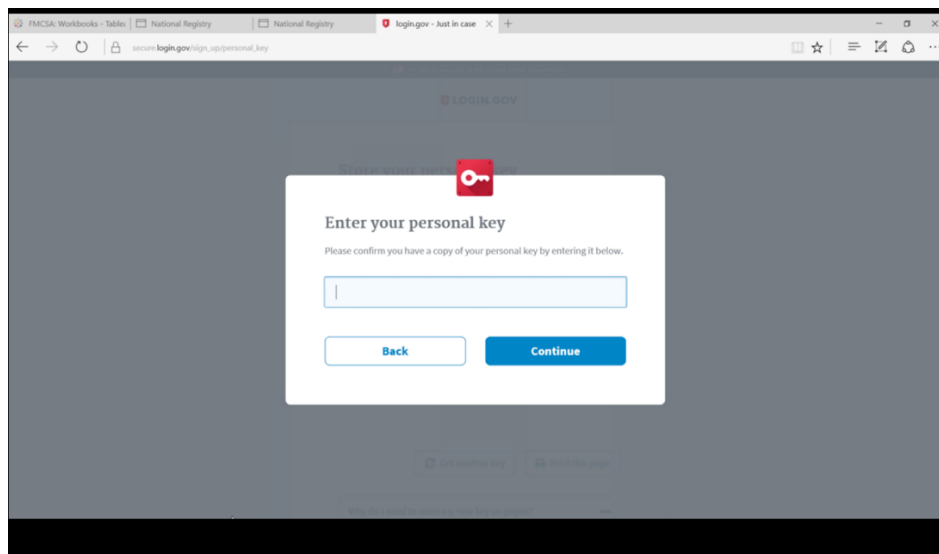


*Personal Key Screen 1*



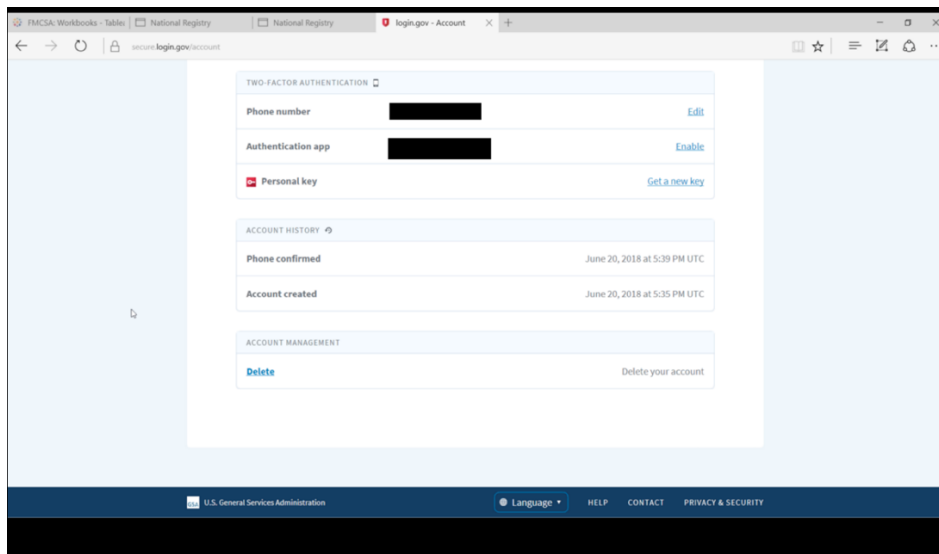
*Personal Key Screen 2*

You will need to enter your personal key on the next screen as shown below. Once completed, you will be taken to the final screens to verify and/or edit your information for login.gov. This does not update any information on the National Registry website.



*Personal Key verification*

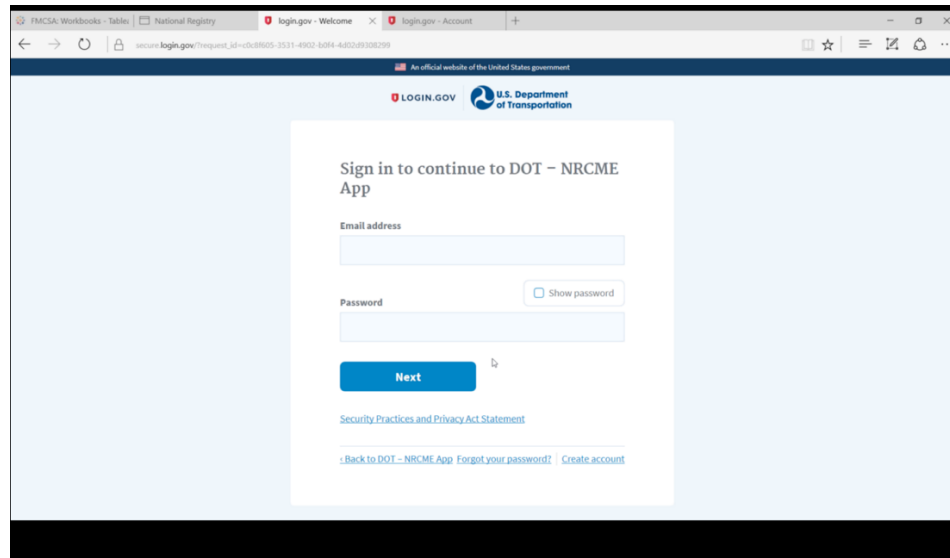
A screen like that below will display the date your phone number was confirmed and the ability to generate a new key. You also have the ability to update your phone number if you need to in the future.



*Account information page*

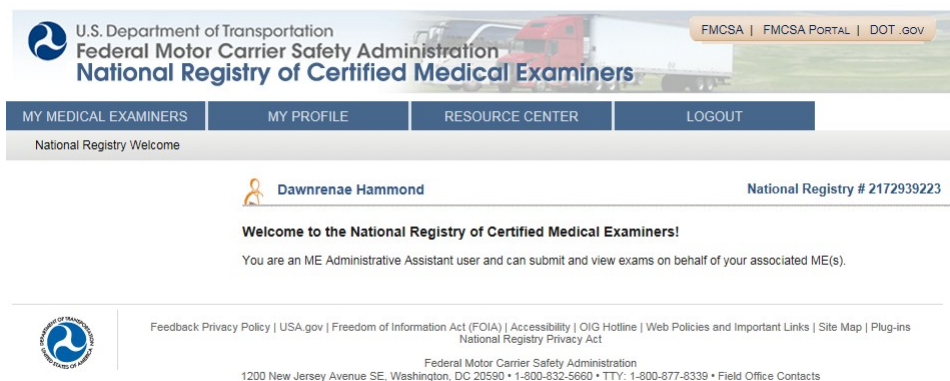


The final step is to complete the process and log in to the National Registry

A screenshot of a web browser showing the login.gov website. The page is titled "Sign in to continue to DOT - NRCME App". It features a "Email address" input field, a "Password" input field with a "Show password" toggle, and a blue "Next" button. Below the button are links for "Security Practices and Privacy Act Statement", "Back to DOT - NRCME App", "Forgot your password?", and "Create account". The browser's address bar shows a secure connection to login.gov.

*National Registry login prompt*

Once you successfully log in, you will see the National Registry home page for your account

A screenshot of the National Registry home page. The header includes the U.S. Department of Transportation logo, the text "Federal Motor Carrier Safety Administration National Registry of Certified Medical Examiners", and links for "FMCSA", "FMCSA PORTAL", and "DOT.gov". A navigation bar contains "MY MEDICAL EXAMINERS", "MY PROFILE", "RESOURCE CENTER", and "LOGOUT". Below this, a "National Registry Welcome" message is displayed. The user's name "Dawnrenae Hammond" and "National Registry # 2172939223" are shown. A welcome message states: "Welcome to the National Registry of Certified Medical Examiners! You are an ME Administrative Assistant user and can submit and view exams on behalf of your associated ME(s)." The footer includes a "Feedback Privacy Policy" link, a "USA.gov" link, and contact information for the Federal Motor Carrier Safety Administration.

*Main Screen*

When you are ready to log out of the National Registry, do so by clicking the Logout tab and then you will receive the screen below:



National Registry Authentication

### Log out

You have been logged out of National Registry. To protect your account, close this browser window if you are using a public (shared) computer.

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.



[Feedback](#) [Privacy Policy](#) | [USA.gov](#) | [Freedom of Information Act \(FOIA\)](#) | [Accessibility](#) | [OIG Hotline](#) | [Web Policies and Important Links](#) | [Site Map](#) | [Plug-ins](#)

Federal Motor Carrier Safety Administration  
1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339 • [Field Office Contacts](#)

*Logout screen*