**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.
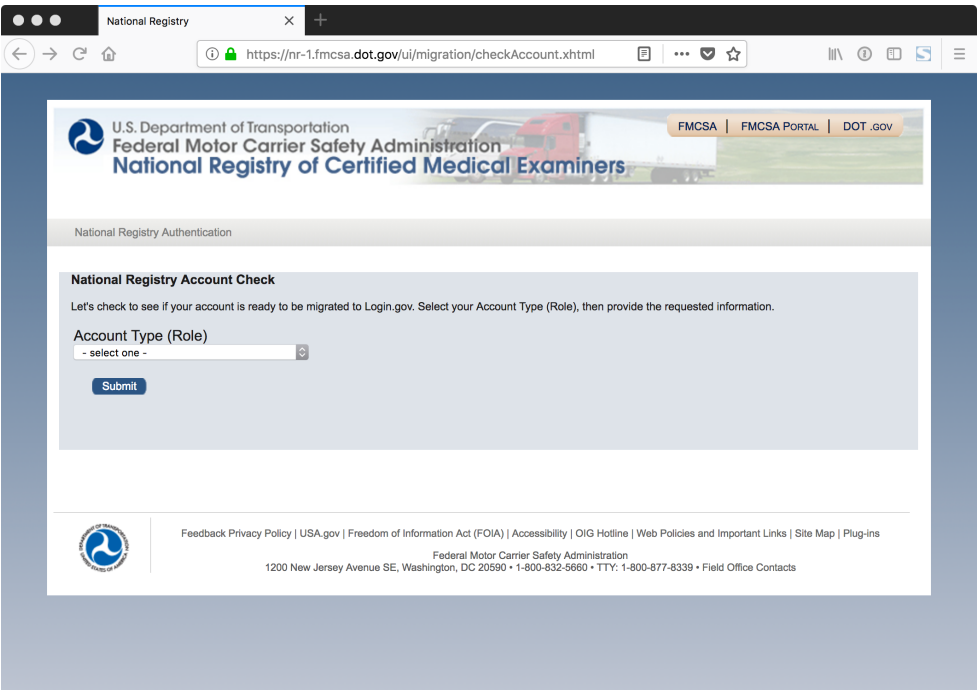
Start by going to the National Registry login page.  Below is what the page looks like.

Select Transfer or Create Account
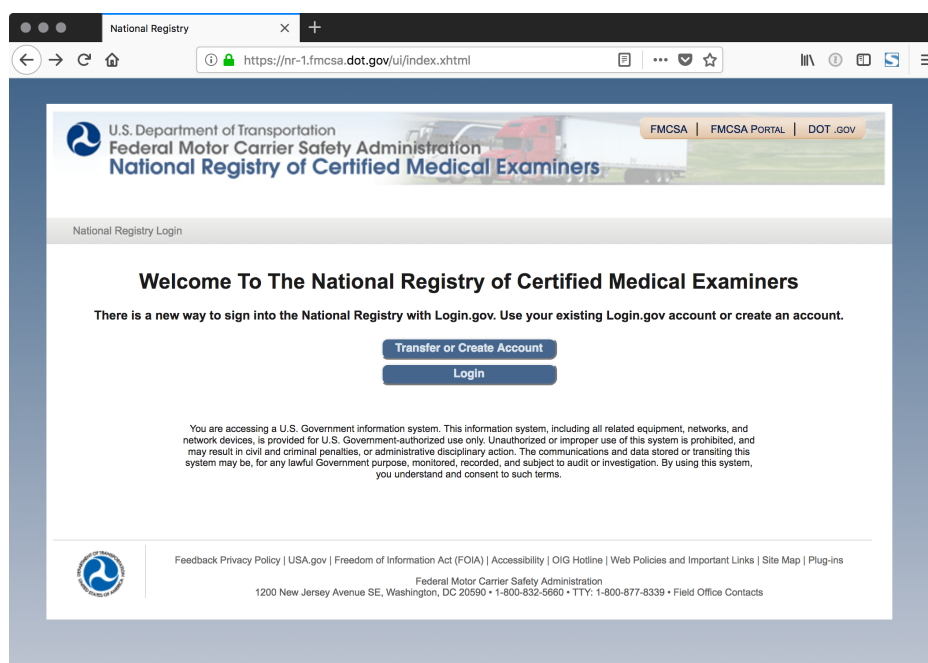


*1 Main National Registry page*

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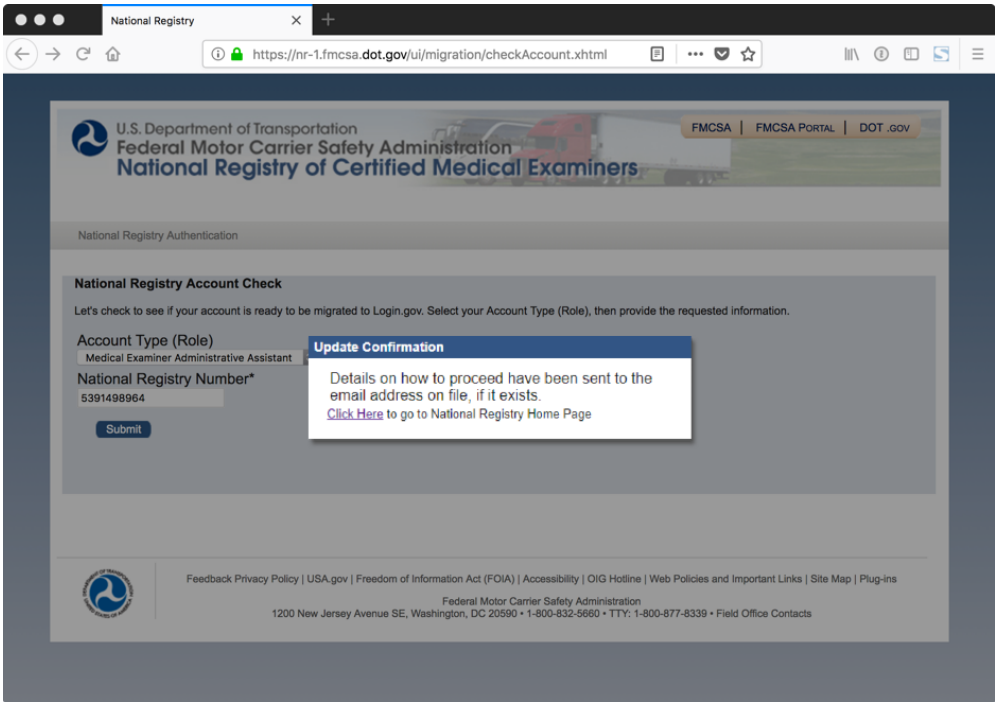


2 Account Transfer Page

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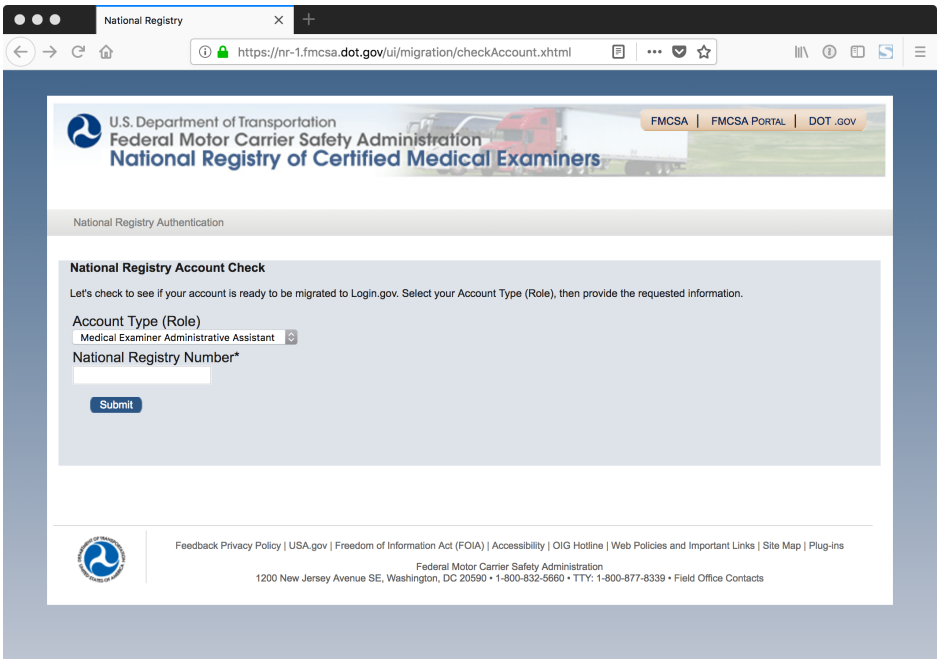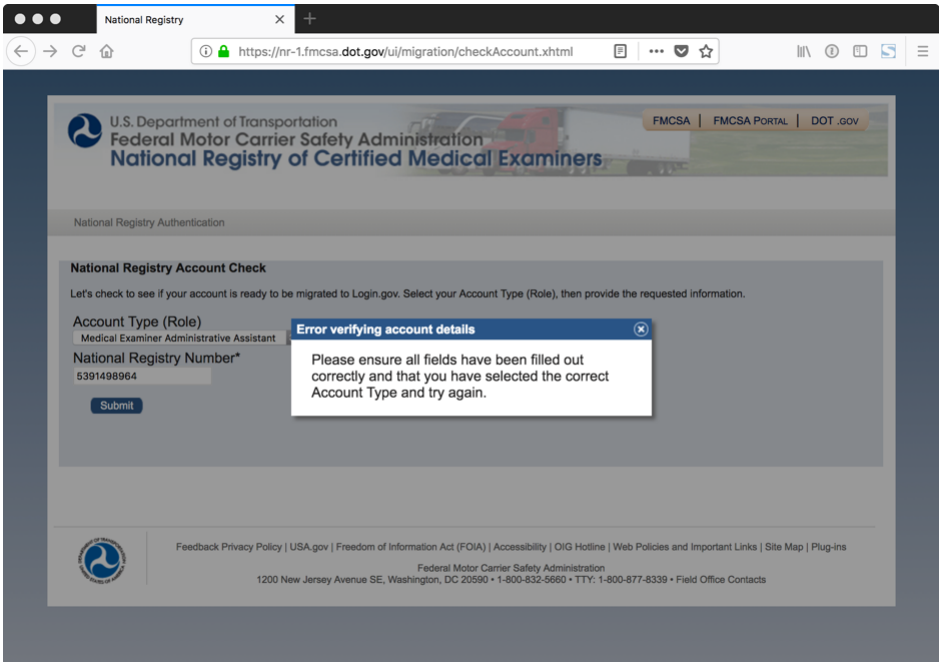


3 Account transfer example of MEAA

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.
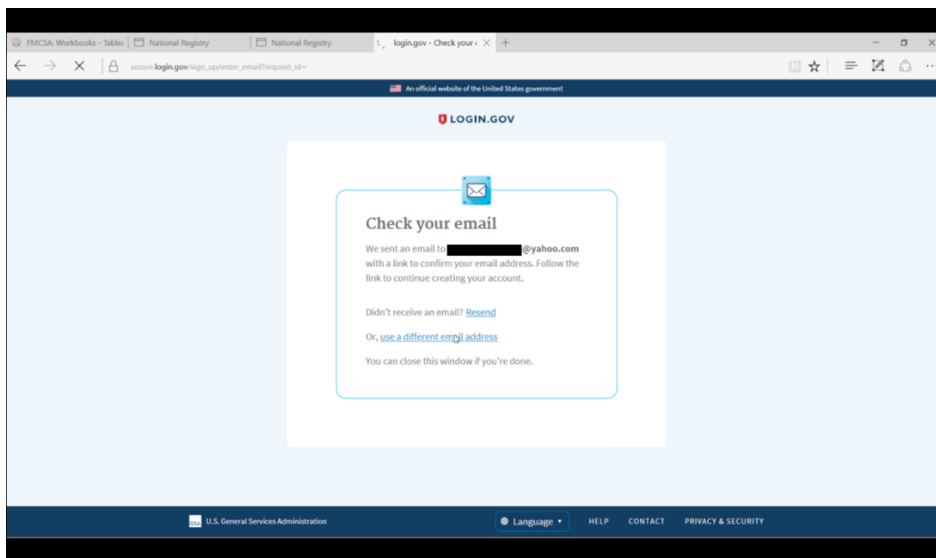


*login.gov email notification*

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.
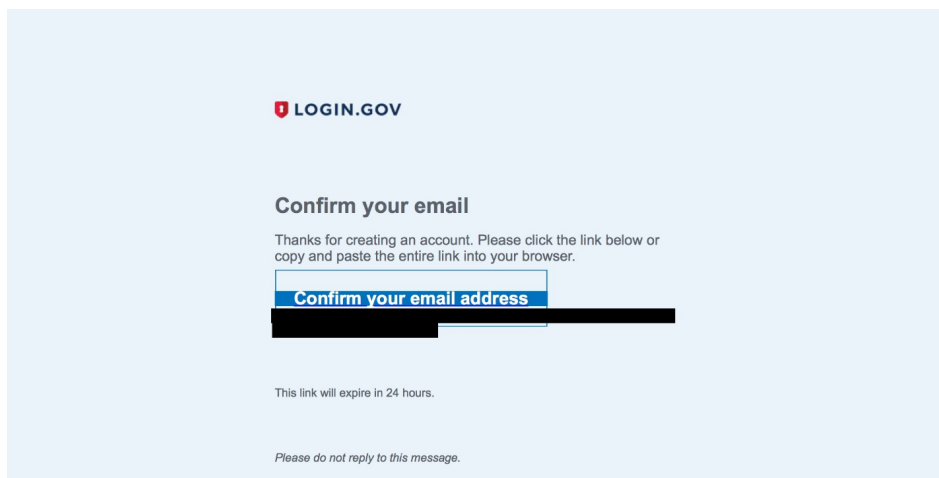


*Confirm Email*

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.
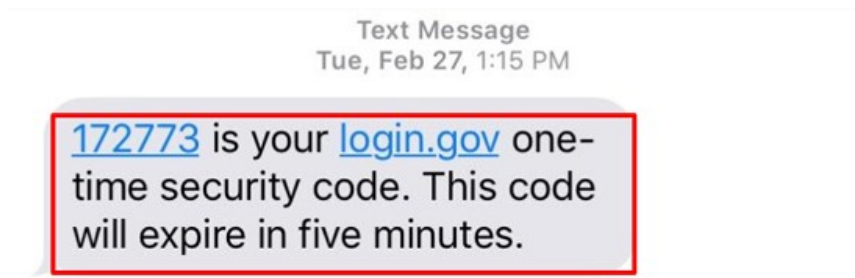


*Create Password*

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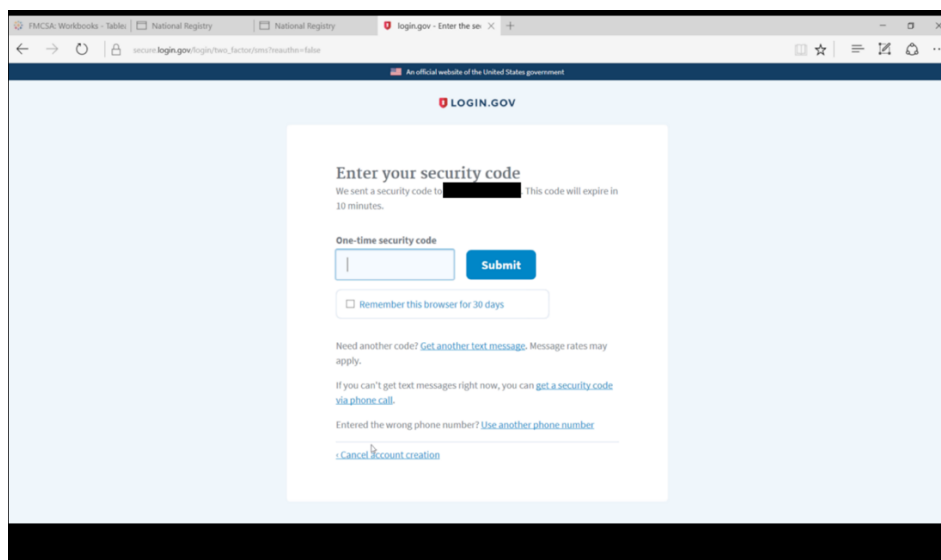


*SMS Text number*

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.





*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.
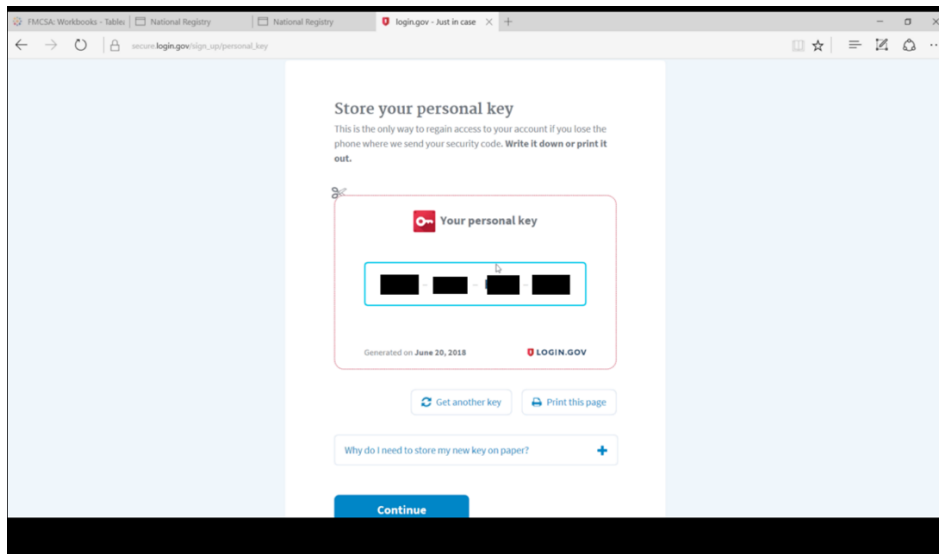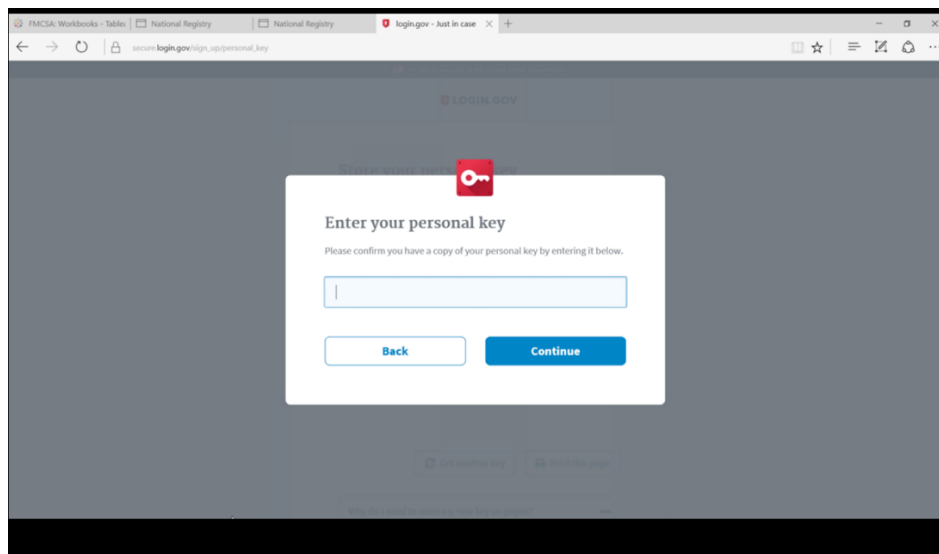


*Personal Key Screen 1*
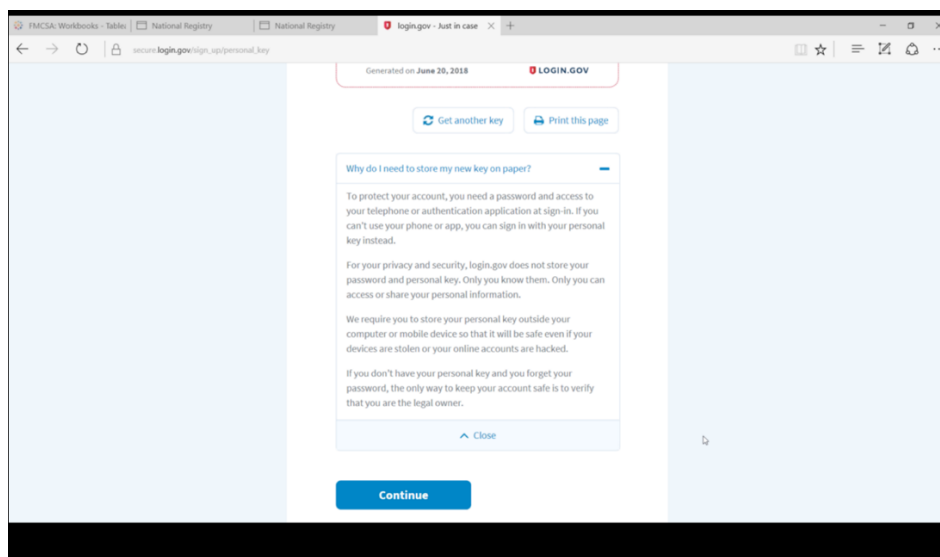


*Personal Key Screen 2*

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.
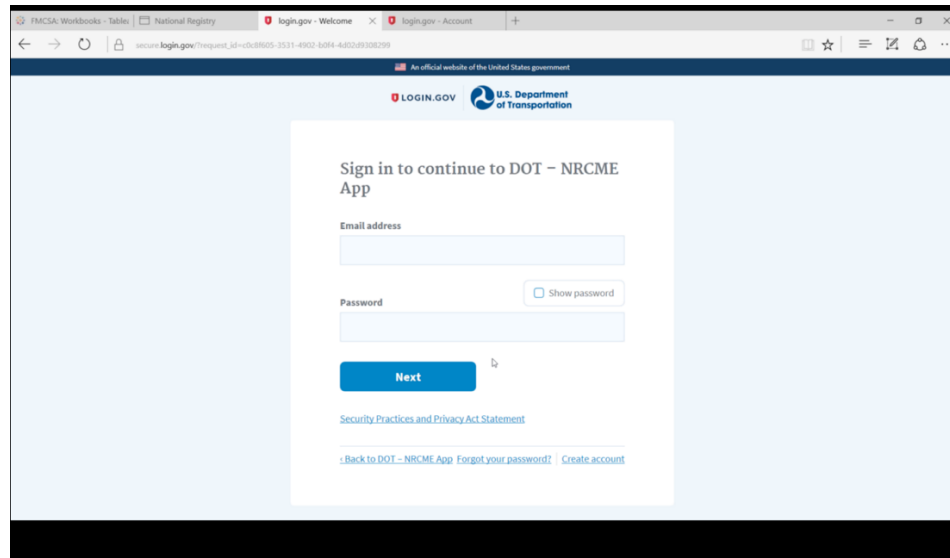
*Personal Key verification*

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.
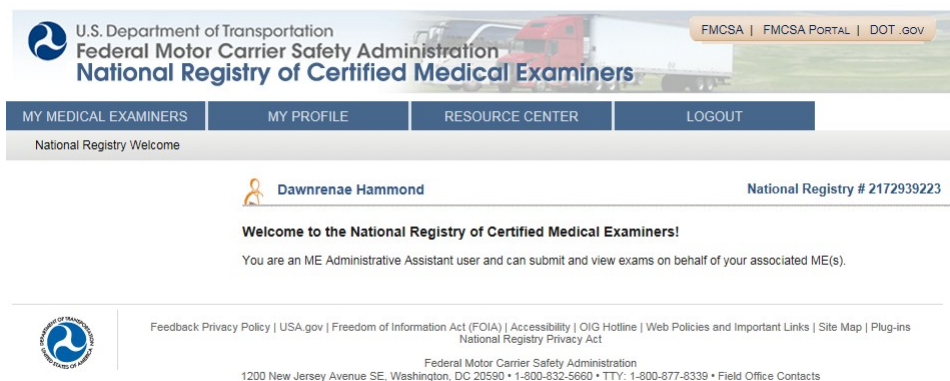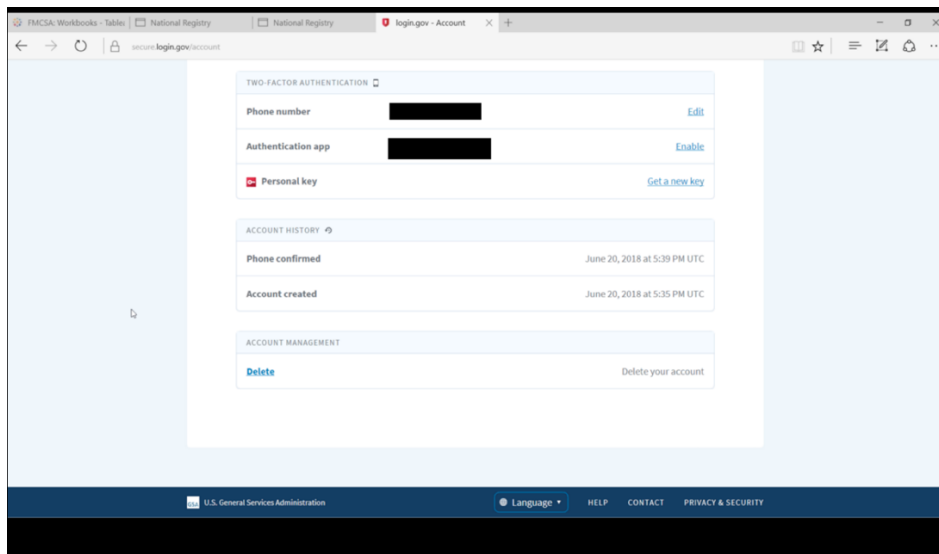


*Account information page*

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



*National Registry login prompt*

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



*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:

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
National Registry of Certified Medical Examiners

FMCSA | FMCSA Portal | DOT .gov

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.

*Logout screen*