FMCSA Portal Registration User Guide for FMCSA Registered Entities and Associates

FMCSA Office of Registration

Date: March 25, 2025

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

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 Requests 9
Add/Remove User Roles 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 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
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

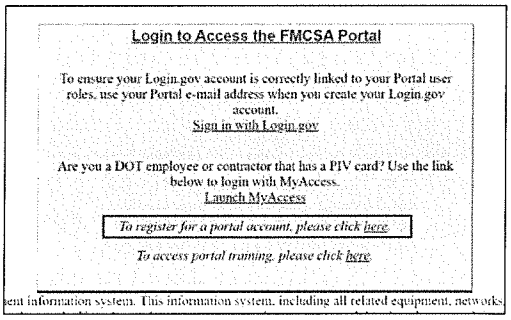
Company Officials Overview

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

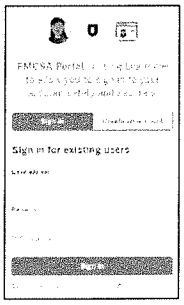
Once you have registered for a USDOT number, you will follow this guidance to establish your FMCSA Portal Account to access your current registration information and access the Registration menu to allow you to make changes to your FMCSA registration record.

FMCSA Portal Registration Process

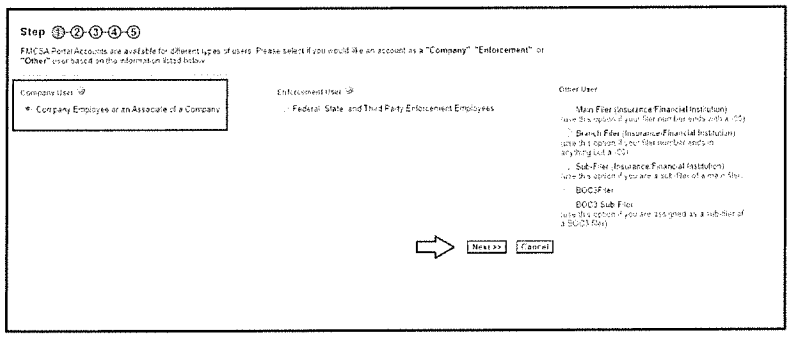
1. Request a PIN by e-mail, text message, or mail at: https://safer.fmcsa.dot.gov/.
2. Visit the FMCSA Portal website https://portal.fmcsa.dot.gov/login.
3. From the login page, select the option to register for a portal account:
4. Select "Sign in with Login.gov"



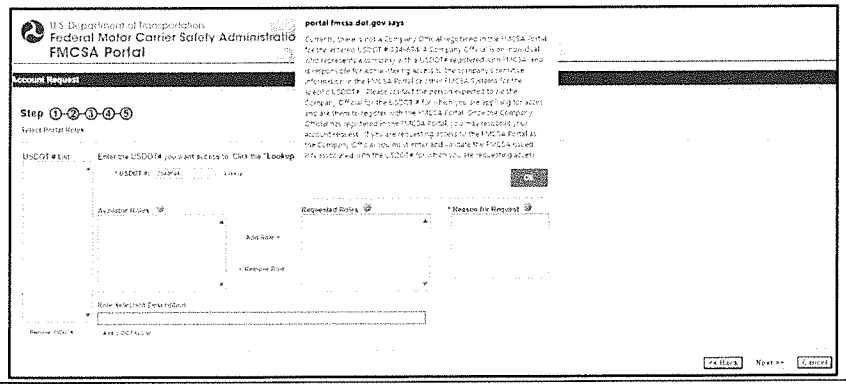
1. On the Login.gov sign in screen, enter your email address and password; or click "Create an account".



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

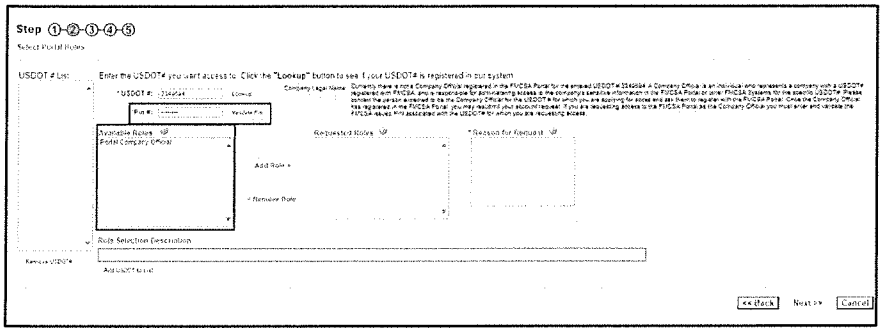


3. **Step 2:** Enter your USDOT # in the provided field and click "Lookup." You should see the message indicating there is not a company official registered. In the popup message below, click "OK."



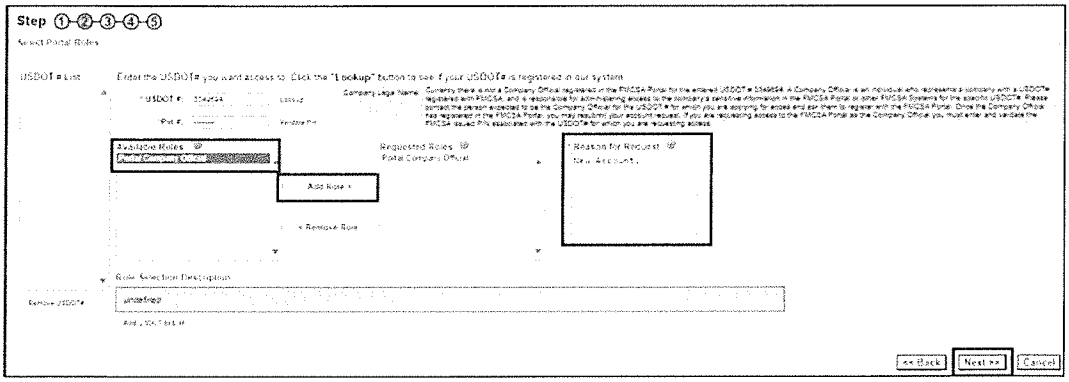
If you see a message indicating there is already a **Company Official registered**, you can register as an Associate of a Company. Otherwise, contact us for assistance.

4. Enter your USDOT PIN #

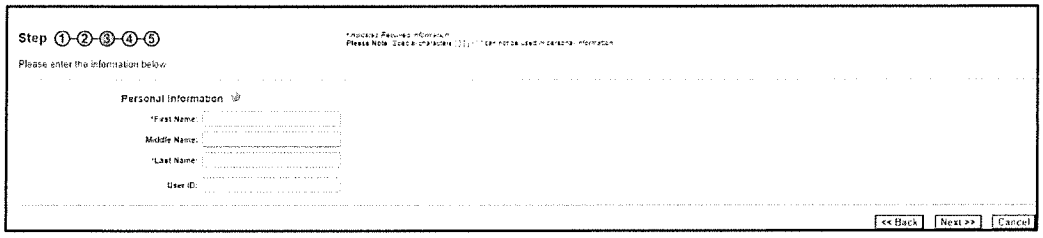


5. Under **Available Roles**, click on **Portal Company Official** and **Add Role**.
   Note: This role is only available to one person. If it is already taken it will not give you the option to add it.

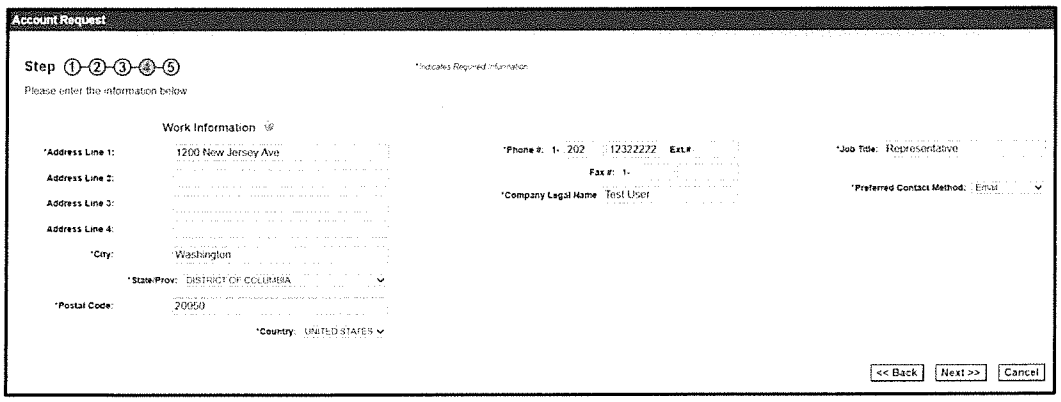
6. Add a **Reason for Request** (New Account) and Click **Next**.



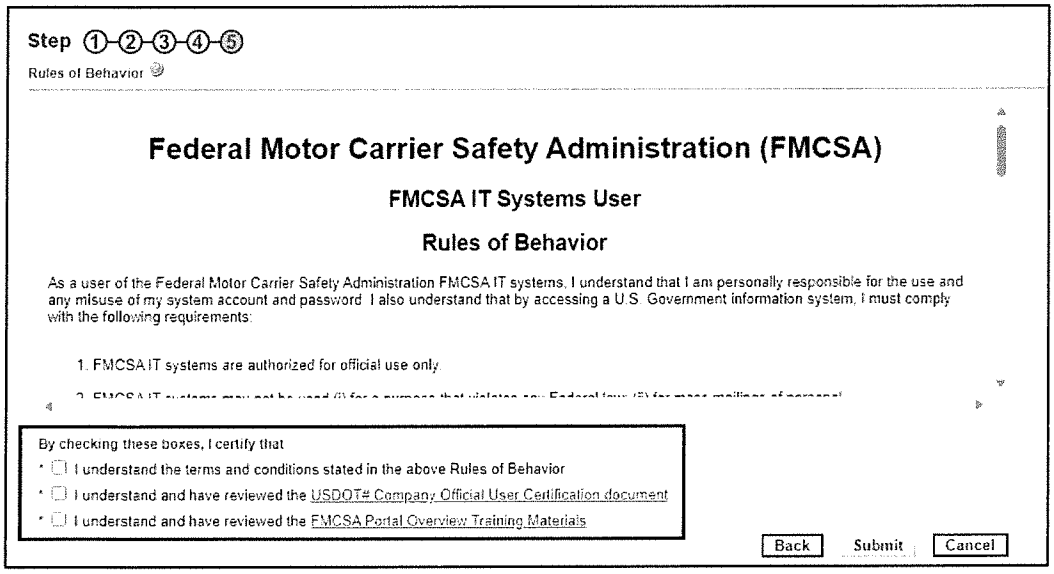
7. **Step 3:** Enter your Personal Information, the User ID field will be pre-populated with the Login.gov email. Select **Next.**



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



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.**

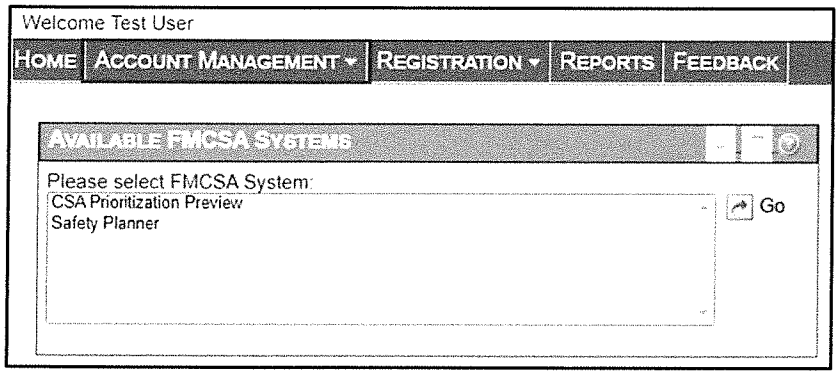


Company Official accounts are **approved automatically** by the system. The account should be approved immediately upon submission. If you are unable to access the account after creating, please contact us.

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.



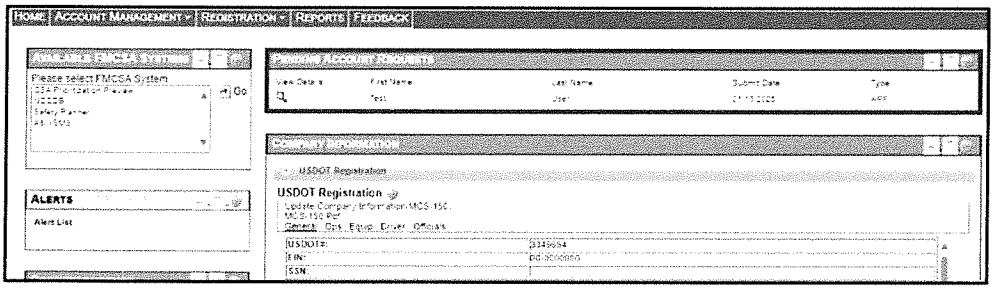
Approve/Deny Pending Requests

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.

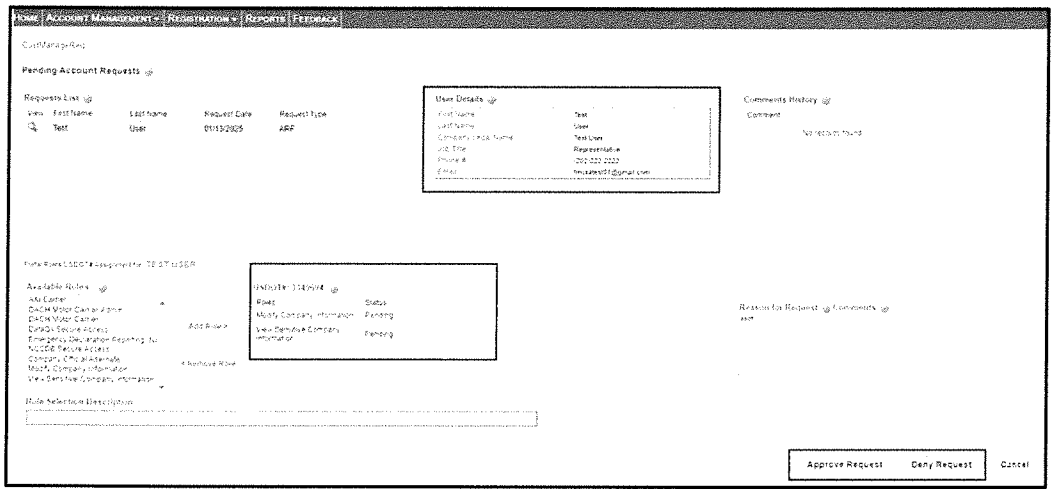
3. Click on the magnifying glass to open the request.



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.

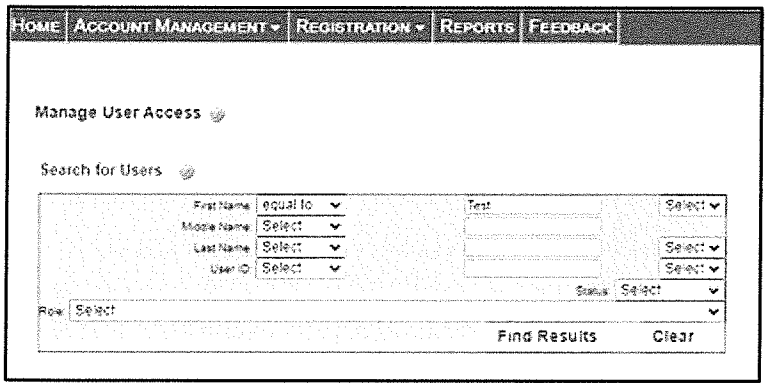
6. When ready, you can either click on **Approve Request** to grant access or **Deny Request** to prevent access.



Add/Remove User Roles

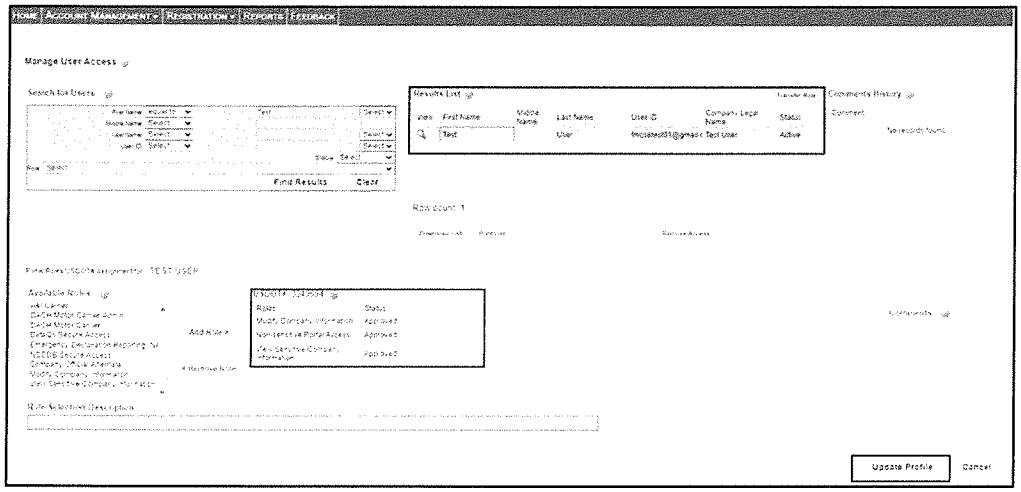
As a company officer you may assign or remove new access or roles to already registered users.

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



3. The user information should display under the "Results List."
4. Click on the Magnifying glass to view the current access.
5. On the bottom half of the screen, you will see a list of Available Roles and Assigned Roles.
6. 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

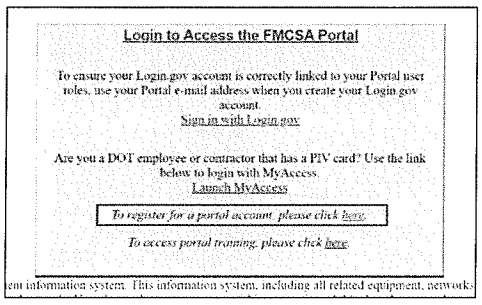
An associate of a company can be an employee of the company or associates, such as 3rd party service providers. These users are approved by the Company Official to have access to view current registration details and make any necessary updates to company records through their portal accounts. These users 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.

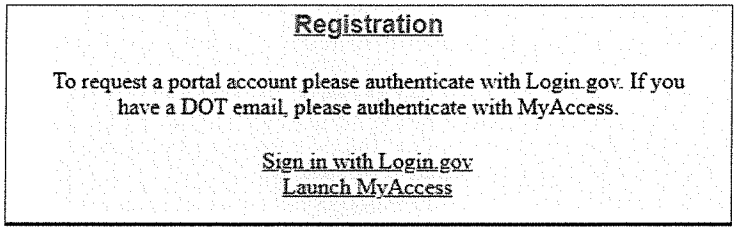
FMCSA Portal Registration Process

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

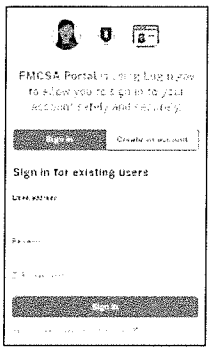
2. From the login page, select the option to register for a portal account:



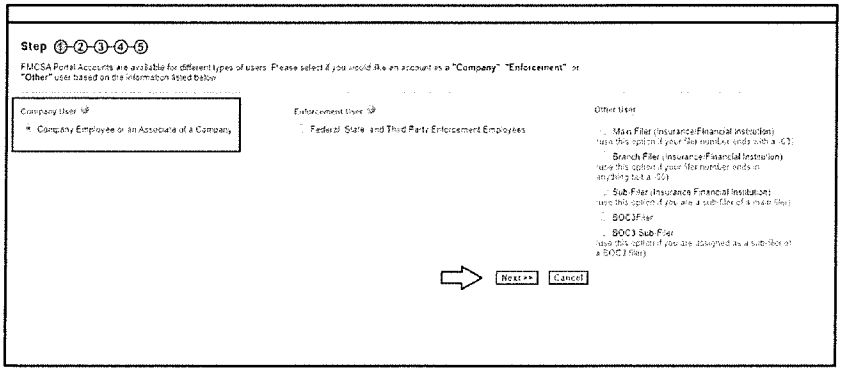
3. Select "Sign in with Login.gov"



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

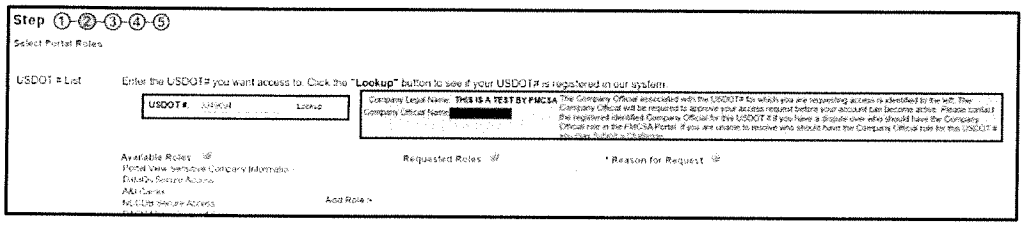


5. **Step 1:** Under "Company User," select "Company Employee or an Associate of a Company" then click **Next**:



6. **Step 2:** In the USDOT# field, enter the USDOT number that you are requesting access to and click **Lookup**.

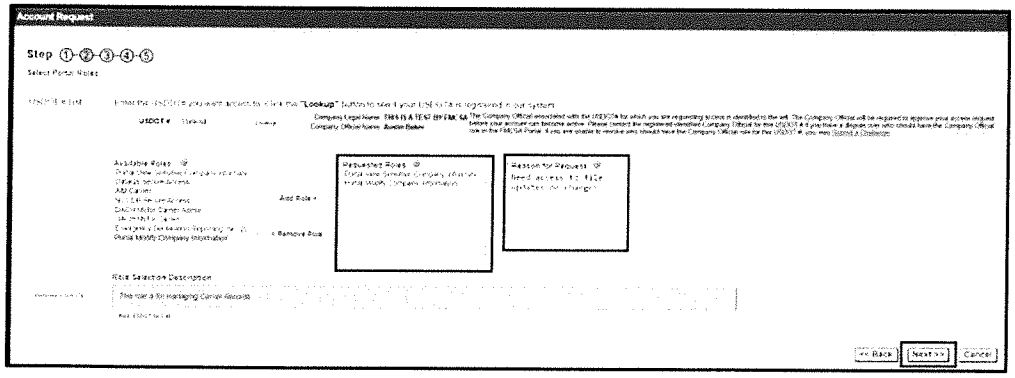
7. The **Company Legal Name** and the name of the registered **Company Official** will populate in the purple area shown below.



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

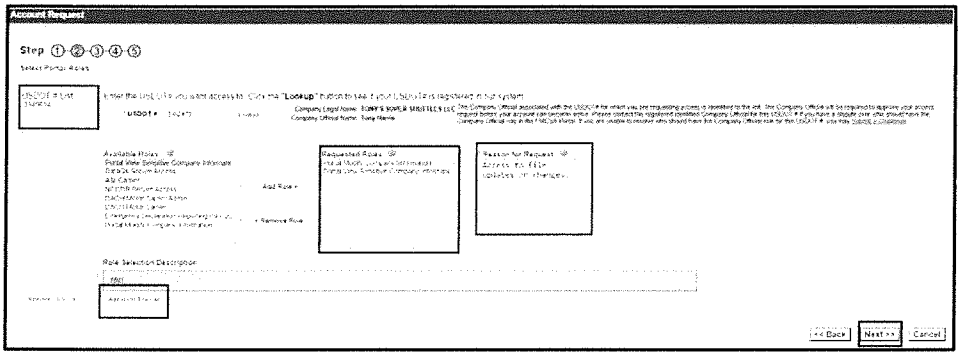
8. Under **Available Roles**, click on "*Portal View Sensitive Company Information*" and click **Add Role**. Then select "*Portal Modify Company Information*" and click **Add Role**. These will show under **Requested Roles**.

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**.

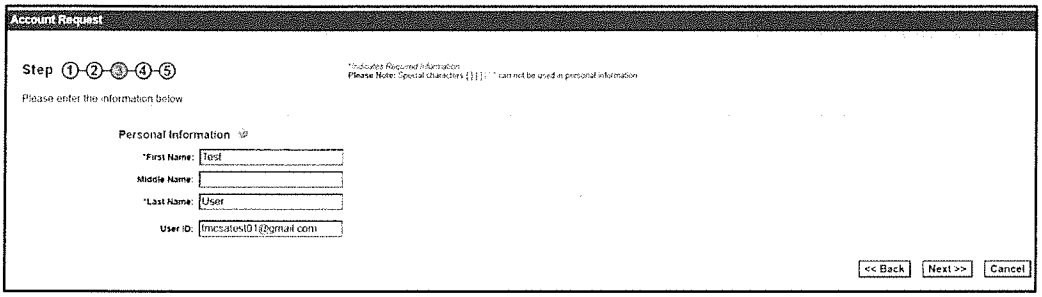


10. **Requesting access to multiple USDOT #s:** If you need access to more than 1 USDOT number, click **Add USDOT to List** at the bottom after you have completed the above steps.

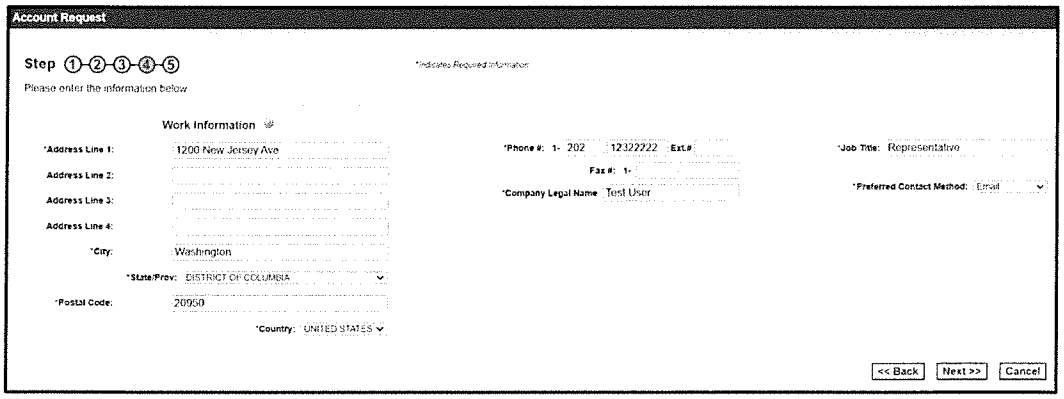
11. The USDOT will be added to the box on the left, then you will proceed with entering the next USDOT, clicking **Lookup** and repeating steps 5-8.



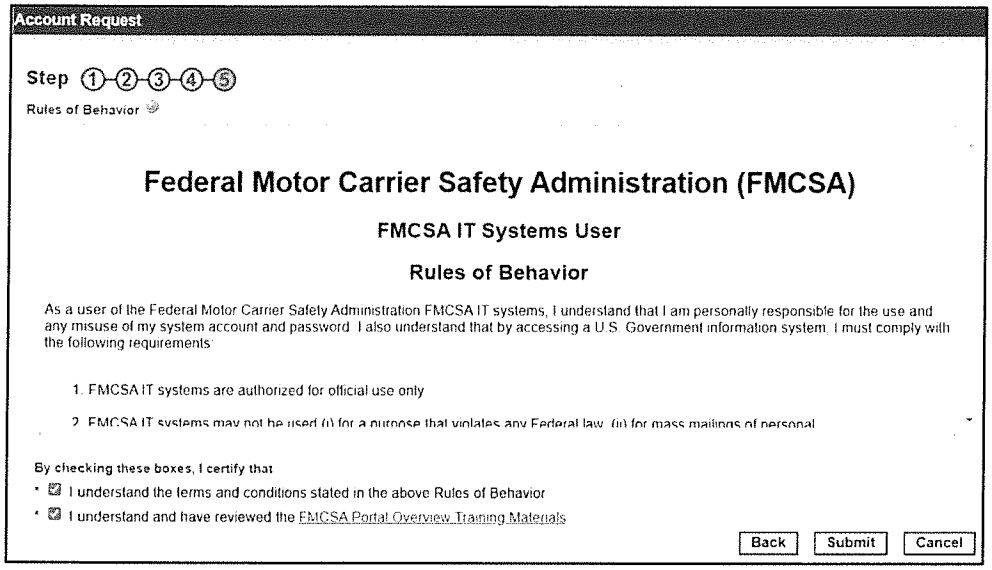
12. **Step 3:** Enter your Personal Information, the User ID field will be pre-populated with the Login.gov email. Select **Next**.



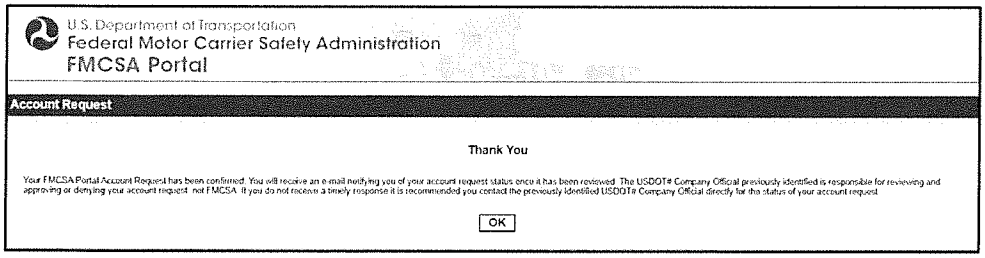
13. **Step 4:** Enter **Work Information.** Each required field has a red asterisk * beside it.



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.



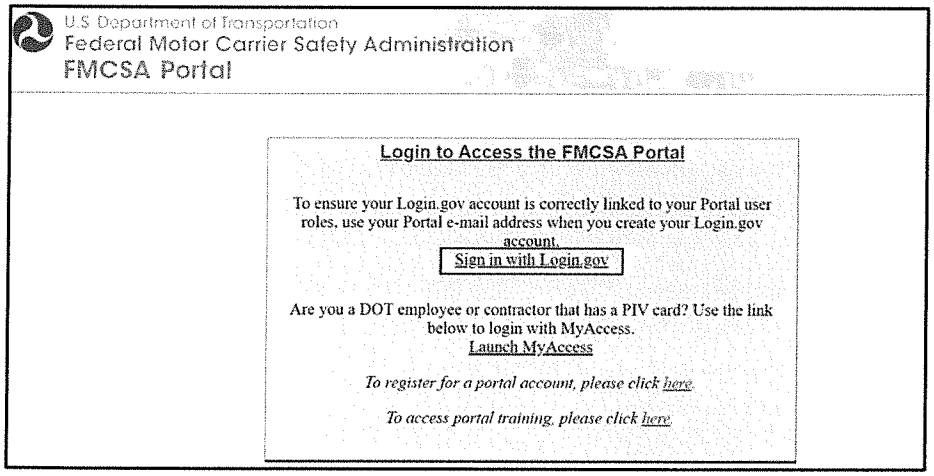
Your account must be approved by the designated company official. Refer to step 6 for the name of the registered company official.

Existing User – Request Additional Portal Roles

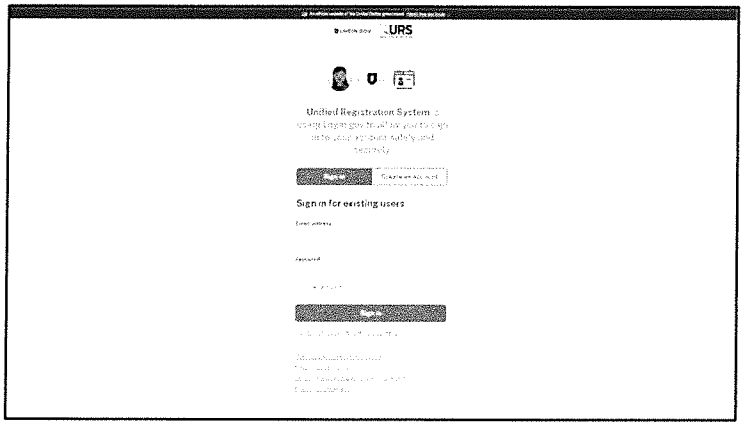
If you have an FMCSA Portal account as an Associate of a Company, you have two options to add the "Modify Company Information" and "View Sensitive Company Information" roles to your account.

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.

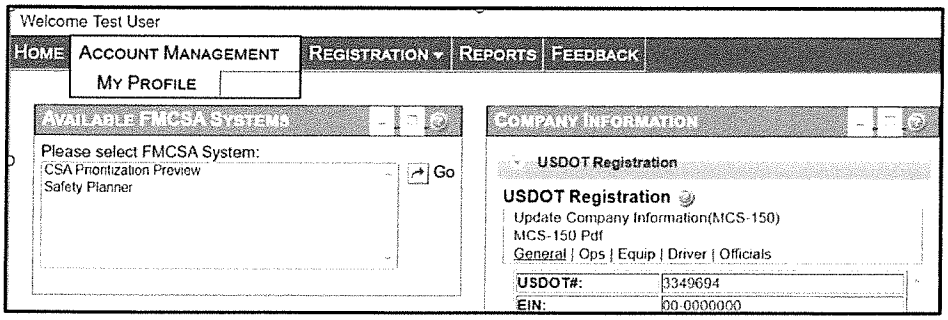
1. Go to the FMCSA Portal website https://portal.fmcsa.dot.gov/login and click "Sign in with Login.gov".



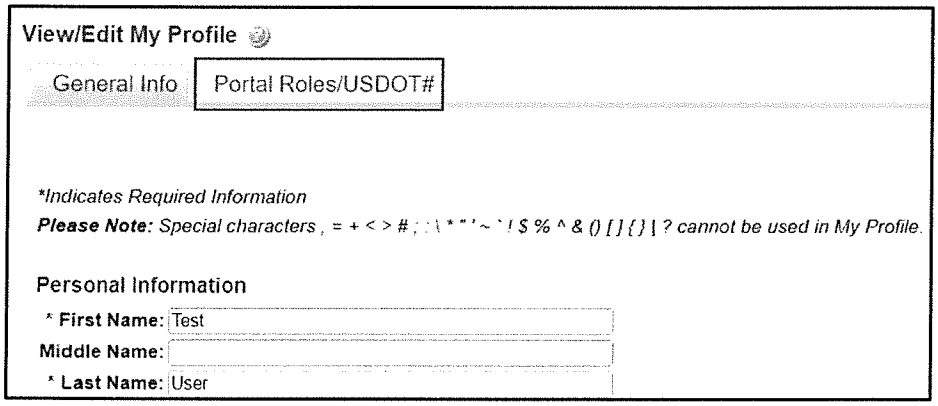
2. Enter your Login.gov credentials. If you are having issues logging in, you will need to select "Forgot your Password" below the sign in box.



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



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

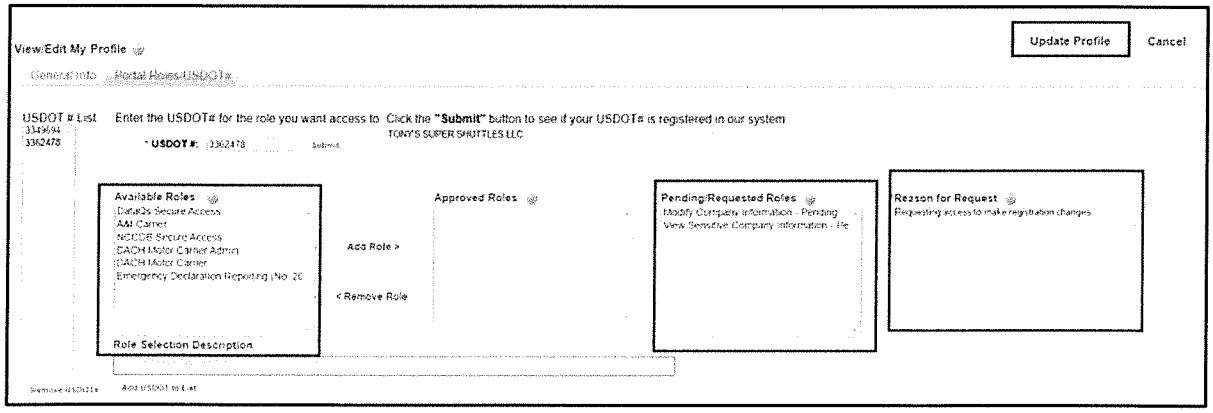


5. Under the USDOT # List column on the left, select the USDOT you need the access for.

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

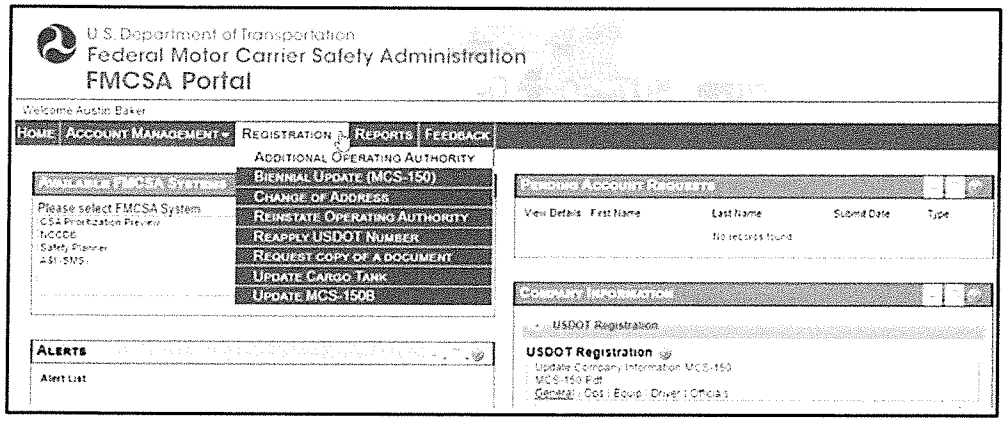
7. Enter the "Reason for Request." Add a note so the company official reviewing the request knows why you requested access.
8. Select "Update Profile" in the upper right.
9. You must reach out to the company official to have the request approved.



REGISTRATION OPTIONS – MANAGE FMCSA REGISTRATION

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)



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**.

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

FORM MCS-150

https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/2025-07/MCS-150%20Form.pdf

FORM MCS-150 **OMB No.: 2126-0013 Expiration: 10/31/2025**

Please note, the expiration date as stated on this form relates to the process for renewing the Information Collection Request for this form with the Office of Management and Budget. This requirement to collect information as requested on this form does not expire. For questions, please contact the Office of Registration and Safety Information, Registration, Licensing, and Insurance Division.

The collection of this information is authorized under the provisions of 49 CFR, Parts 390-399.
Public reporting for this collection of information is estimated to be 20 minutes (and 7.5 minutes for the biennial updates) per response, including the time for reviewing the instructions and completing and reviewing the data inserted on the form electronically. All responses to this collection of information are mandatory, and will be provided in confidence to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The valid OMB Control Number for this information collection is 2126-0013. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-MBI, U.S. Department of Transportation, Washington, D.C. 20590.

United States Department of Transportation
Federal Motor Carrier Safety Administration

Motor Carrier Identification Report
(Application for USDOT Number)

FORM MCS-150

REASON FOR FILING *(select only one)*:
○ *New Application* ○ *Biennial Update or Changes* ○ *Out of Business Notification*
○ *Reapplication (after revocation of new entrant)* ○ *Reactivate*

1. LEGAL BUSINESS NAME: _____

2. DOING BUSINESS AS NAME *(if different from Legal Business Name)*: _____

3-7. PRINCIPAL PLACE OF BUSINESS *(see 49 CFR 390.5)*:

3. STREET ADDRESS/ROUTE NUMBER	4. CITY	5. STATE/PROVINCE	6. ZIP CODE	7. COLONIA *(Mexico only)*

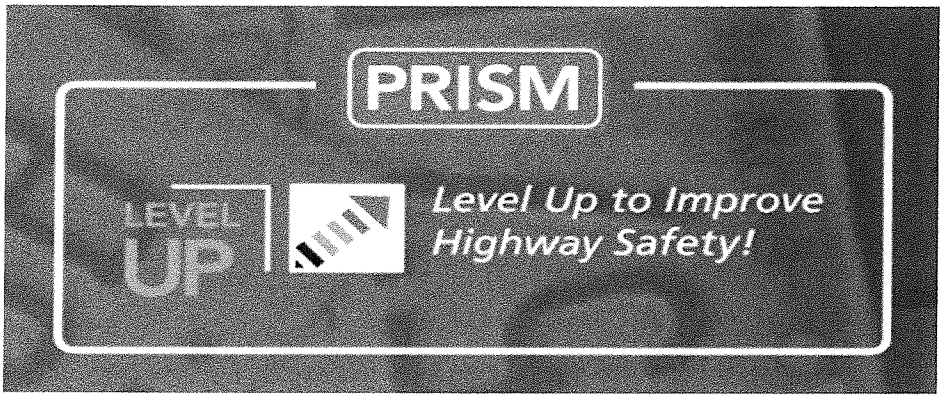
About this Form

The MCS-150, or Motor Carrier Identification Report, is a form required by the Federal Motor Carrier Safety Administration (FMCSA) for motor carriers and other registrants to update their existing U.S. Department of Transportation (USDOT) number company record. This form is most commonly used to fulfill the requirement to complete the biennial update.

Prior to December 12, 2015, the MCS-150 form was used to obtain a USDOT number, but now, all first-time applicants must use the Unified Registration System (URS) at https://portal.fmcsa.dot.gov/UrsRegistrationWizard.

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

Performance and Registration Information Systems Management (PRISM)



What is PRISM?

FMCSA's Performance and Registration Information Systems Management (PRISM) is a Federal partnership with FMCSA, State commercial motor vehicle (CMV) registration offices and law enforcement that improve highway safety by identifying and immobilizing interstate commercial motor carriers that are prohibited from operating due to a Federal Out-of-Service (OOS) order.

PRISM processes alert State systems when a CMV carrier with a Federal OOS order attempts to register or renew a vehicle registration. The State registration office can then deny, suspend, or revoke the CMV registration. State law enforcement may also use PRISM tools to identify and immobilize OOS vehicles at roadside. PRISM's goal is to immobilize and prohibit carriers with serious safety deficiencies from driving on our roads and potentially prevent crashes, injuries, or fatalities.